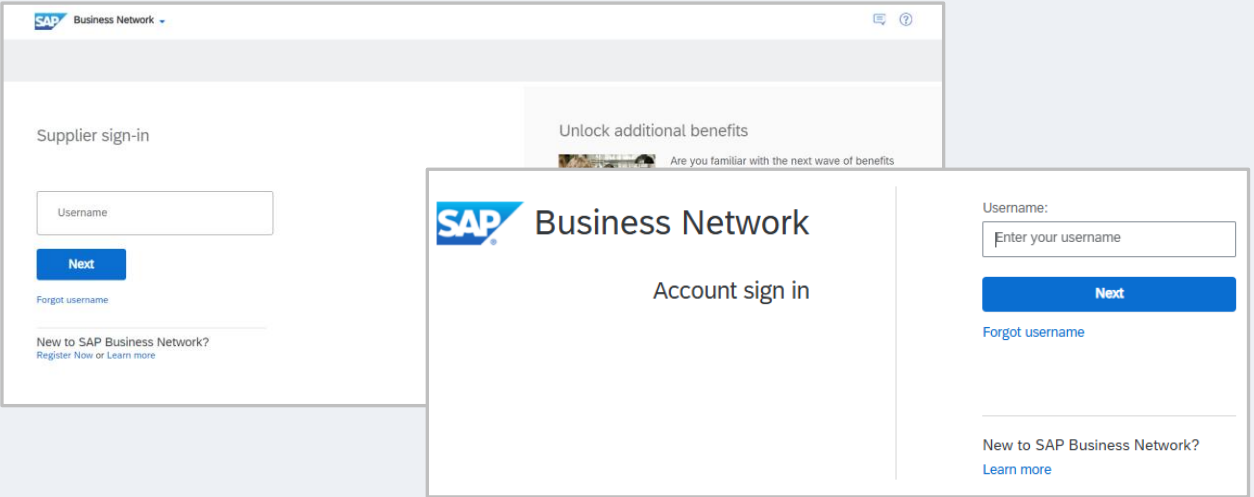
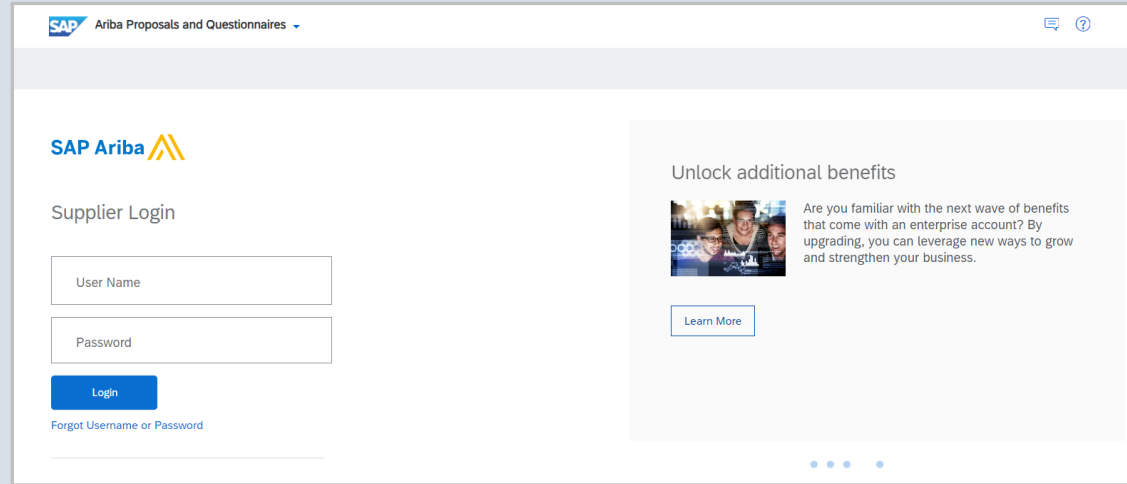


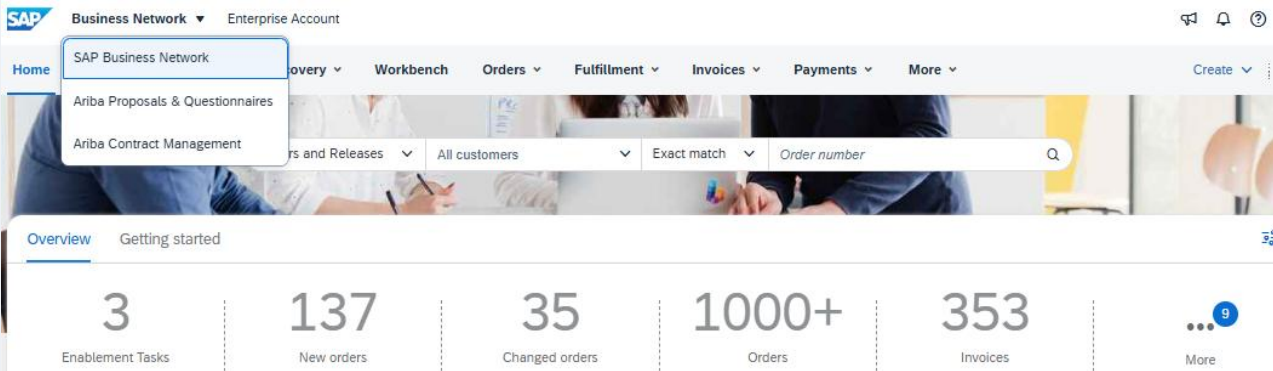
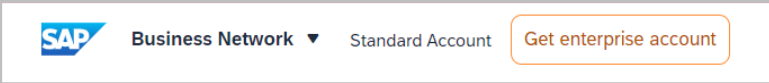
SAP Business Network – Which Account are you using – Parts 1



Name of Account	Screen
<p>Always confirm what Account you are in at the top of the Screen</p>	
<p>SAP Business Network Transacting Account</p> <p>The Transacting Account is where Suppliers receive Purchase Orders from Buyers and/or send Invoices to their Buyers.</p> <p>The Relationship is created through an invitation sent from your Buyer and can be either an Enterprise Account (may attract fee's) or a Standard Account (fee-free)</p>	
<p>Ariba Sourcing - Proposals and Questionnaires</p> <p>This is a “sourcing: module where Buyers will reach out to receive Request for Quotes, Request for Information, Surveys or Request for Product and are called Events</p> <p>Usually handled by the Sales Team or Bids Team to participate in and win the work</p> <p>The credentials (username and password) can be used to access both the Sourcing and Transacting Accounts but you will need the correct permissions</p>	

SAP Business Network – Which Account are you using – Parts 2



Name of Account	Screen
Always confirm what Account you are in at the top of the Screen	
Changing Accounts from Within the Account Click on the Down Arrow next to the name of the account Always use the credentials your System Administrator has created for you. When creating an Account, you should use the credentials you already have Creating a new account will assign you as the System Administrator and only you can access sections of the account	
Enterprise Accounts – Production & Test Only Purchase Orders sent directly to the Test account can be seen	
Standard Accounts	
Greyed Out Account Names on the Sign on Screen The account you are in will be greyed out when displaying the drop-down Menu	