



Feature at a Glance

Buyer Announcements for Trading Partner Communication SA-33620

Content Owner: Sushma Verma
Target GA: November, 2023

Introducing: **Buyer Announcements for Trading Partner Communication**

Feature Description

This feature empowers buyers to communicate important information, changes, or news to suppliers by publishing announcements on SAP Business Network.

Key Benefits

For Buyers

Buyers will be able to send timely announcements to their suppliers using modern, content authoring tool.

Send relevant announcements based on supplier segmentation and reduce manual effort and inaccuracies resulting from the manual process of collecting list of suppliers.

For Suppliers

Surface net new announcements on Trading Partner Portal along with visual indicator for quick attention of the suppliers and hence increase responsiveness.

Audience:

Buyers and Suppliers

Enablement Model:

Automatically On

Applicable Solutions:

Business Network



Prerequisites, Restrictions, Cautions

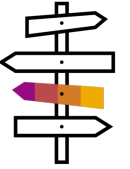
Prerequisites

- For buyer sub-users, they should contact their admin user to assign the permission, Create and Publish Announcements permission to them.
- For suppliers, no prerequisites are required.

Restrictions

- None.

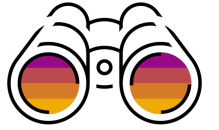
User Story



As a buyer I should be able to create/manage announcement and publish them to my suppliers using segmentation based on sub-groups or regions or all suppliers in my connection.

Preview announcement allows a buyer to view how it would be displayed on Trading Partner Portal for the supplier (also called supplier view) and if satisfied with the preview, they can publish the announcement to their suppliers. Preview is mandatory before the announcement can be published.

The buyer can send same announcement in multiple languages enabling more suppliers to read the communication.



Feature Details – Buyer Announcement

Creating Announcement Entry Point

Buyers can access Create Announcement under Quick links. Accessing Create Announcement link will take the user to create announcement page where they can create a new announcement.

They can also access announcements under User Setting. Clicking Manage Announcements will the user to the list page displaying all the announcement.

The screenshot displays the SAP Business Network user interface. At the top, there is a navigation bar with the SAP logo and 'Business Network' dropdown. Below this is a secondary navigation bar with links for Home, Supply Chain Monitor, Posting, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, and More. A search bar is present with the text 'Trading partners' and a dropdown menu. The main dashboard area features a 'Getting started' section with five key metrics: 5 Rejected freight quotes, 10 Freight orders in execution, 25 New orders, 12 Invoices pending approval, and 3 Catalogs to approve. Below this is a 'My Widgets' section with three widgets: 'Shipment status' showing a 67% 'Early/On time' rate with a donut chart, 'Shipment tracking' with a search box for purchase order numbers and a 'Track' button, and 'Activity feed' showing recent events like 'Dispute resolution accepted' and 'Freight order dispute raised'. On the right side, a sidebar menu is open, listing various options such as TRACK, Pending Queue, Documents to Resend, Product Activity Messages, Notifications, EXCEL FILES, Upland/Download, DOCUMENT ARCHIVE, Archive Documents, Download Status, Deleted Transactions, Current Transactions, DISCOVERY, Create Posting, ANNOUNCEMENTS, and Create Announcement.

Feature Details - Buyer Announcement - Create

The screenshot shows the 'Create Announcement' form in the SAP Business Network interface. The form is titled 'Create Announcement' and has a 'Preview' button. The form is divided into several sections:

- Content:** A section with a '+ Add language' button (callout 5). Below it, there is a 'Default Language' dropdown menu set to 'English' (callout 1).
- Title:** A text input field (callout 2).
- Description:** A large text area with a rich text editor toolbar (callout 3).
- Attachment:** A section with an 'Add' button (callout 4) and a note: 'You can add up to 5 attachments to your announcement in each language. Files must not exceed 10MB. See supported file formats.'
- Display announcement to:** A section with three radio button options: 'All my suppliers' (callout 6), 'Selected supplier groups' (callout 7), and 'Selected countries and regions' (callout 8).
- Navigation:** At the top right, there are 'Preview' (callout 9), 'Save', and 'Cancel' buttons.

1. Buyer enters default language that the suppliers can view the announcement in if additional languages are not selected by the buyer that match language browser settings of suppliers.
2. Enter title.
3. Enter description.
4. Enter attachments not more than 5 per language.
5. Buyer adds additional languages and repeats steps 1-4.
6. Buyer chooses if they want all the suppliers in their connection to receive announcements.
7. Buyer chooses suppliers based on supplier groups to send announcements (next screen).
8. Buyer chooses suppliers based on countries and region (next screen).
9. Clicks preview to see the announcement as displayed on the supplier side.

Feature Detail - Buyer Announcement - Supplier Selection Page

Select Countries and Regions

Search for countries and regions

0 selected

- Country and Region
- Japan
- Korea
- China
- India
- United States
- German
- Croatia
- France

Apply Cancel

1. Multi select suppliers based on Country and Region.
2. Search country and region from the displayed list.

Select Supplier Groups

Search for supplier groups

2 selected

To edit your supplier groups, go to **Supplier Enablement > Supplier Groups**.

- Supplier Group
- Supplier group 1
- Supplier group 2
- Supplier group 3
- Supplier group 4
- Supplier group 5
- Supplier group 6

Supplier group 1 x

Supplier group 2 x

Apply Cancel

1. Multi select suppliers based on Supplier groups.
2. Search supplier groups from the displayed list.

Feature Details- Buyer Announcement- Preview Page

Preview Announcement

Language: English (Default)

1

Publish

2



New customer service contact info

Carrier ABC • Aug 1, 2022 12:00pm

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Attachments

[image.jpg](#)

[Requirement-123456789AAAAAAA...A.jpg](#)

1. Buyer chooses language to preview content.
2. If buyer finds content and display of supplier view of the announcement fine, then he/she clicks on publish to send announcements to selected suppliers.

Feature Details - Buyer Announcement - List View

SAP Business Network

Home Supply Chain Monitor Posting Workbench Planning Orders Fulfillment Quality Invoices Payments More

Announcement

Published Drafts

Create Announcement

This is an announcement title with 48 characters

Published on Sep 28, 2022 12:30pm

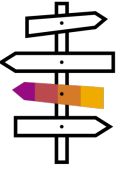
Published by Pika Chu

Published to Selected supplier groups

Views 824 / 1,000

1. Published tab shows the published announcements and draft tab shows the announcements in draft status.
2. View shows the count of suppliers who have read the announcement out of the total number of suppliers who received them.
3. Shows the list of suppliers who was published the announcement.
4. Click the announcement title takes the buyer user to the announcement details page.

User Story – Supplier Announcement View



As a supplier I should be able to view announcements sent by my buyer on Trading Partner Portal.

Any net new announcement should be displayed as a popover to catch attention of the supplier when the user logs in or the home page is loaded.

A red dot with the count of net new announcements should be shown on the announcement icon.

An announcement icon should always be visible on the shellbar which shows all the announcements that the supplier has received.

Feature Detail - Supplier View - Net New Announcement Popover

The screenshot displays the SAP Business Network interface for a Standard Account. The top navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Discovery', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. A 'Leads' filter is set to 'in California'. The main dashboard features four key metrics: 5 Rejected freight quotes, 10 Freight orders in execution, 25 New orders, and 12 Invoices pending approval, all for the last 90 days. Below these are widgets for 'Purchase orders' (\$79.7M USD), 'Invoice aging' (\$35.4K USD), and 'Transaction activities'. A 'New announcement' popover is open, showing details for 'A&B Corporate' with a 'View details' button and a 'View all' button. The popover also includes a slide navigation arrow.

1. Count of net new announcements shown on the announcement icon on the shellbar.
2. Net new announcement pop over displayed to the user when user logins or dashboard(also called home page) is reloaded.
3. User can slide through the net new announcements by clicking the right arrow.
4. Click view details to see the details of the selected announcement.
5. Click view all to see all the net new announcements.

Feature Details - Supplier View - Announcement Details

Home Enablement Opportunities ▾ Workbench ▾ Discovery Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs More ▾ Create ▾ ☰

Announcement

48 total • 1 unread

1

A A&B Corporate
Change of address
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do...
Aug 20, 2022 12:00 PM

2

ABC Carrier ABC
New customer service contact...
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do...
Aug 20, 2022 12:00 PM

SAP SAP Business Network
Supplier Center of Excellence...
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do...
Aug 20, 2022 12:00 PM

Target Square
Potential delays in receiving...
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do...

A

Change of address

A&B Corporate • Aug 1, 2022 12:00pm

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Attachments

1. Users can filter on unread/total announcements.
2. Blue dot shows unread status. Clicking the announcement will change the status from unread to read.

Feature Detail - Supplier View - Announcement Icon from Shellbar

The screenshot shows the SAP Business Network interface for a Standard Account. The top navigation bar includes 'Home', 'Enablement', 'Opportunities', 'Workbench', 'Discovery', 'Orders', and 'Fulfillment'. A 'Leads' filter is set to 'in California'. The main dashboard features three key metrics: 5 Rejected freight quotes, 10 Freight orders in execution, and 25 New orders, all for the last 90 days. Below this are 'My widgets' including 'Purchase orders' (Last 14 days) showing \$79.7M USD and 'Invoice aging' showing \$35.4K USD. An 'Announcements' overlay is open, listing several updates from suppliers like A&B Corporate, Carrier ABC, SAP Business Network, and Target Square. A yellow circle with the number '1' highlights the announcement icon in the shellbar, and a yellow circle with the number '2' highlights the first announcement item in the list.

1. Users click on the announcement icon on the shellbar to view all announcements.
2. Clicking on the announcement will take the user to the announcement detail page.

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