SUPPLIER TOOLKIT: SAP STANDARD ACCOUNT (FREE) CONFIGURATION

45 minutes

*Click **Start** to begin the course.*

START COURSE

GET GLOBAL ENTERPRISE TRANSFORMATION

ENGIE

Course Introduction

Welcome to the **Supplier Toolkit: SAP Business Network Standard Account (Free) Configuration** course!

This course will help you understand the tasks you need to perform to configure your **Standard Account (Free).**

This course is designed to be particularly beneficial in the following situations:

- If you're a supplier new to SAP and eager to link up with ENGIE using the Free option.
- If you're a supplier who previously managed a Standard Account (Free) elsewhere and hasn't yet established connection with ENGIE.
- If you're a supplier already utilizing a Standard Account (Free) and looking to establish connection with ENGIE.

Click **Next** to get started.

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LEARNING OBJECTIVES

By the end of this course, you will be able to:

Explain how to configure your Standard account (Free) in the SAP Business Network.

Describe the basic configuration account settings available in the SAP Business Network.

Perform additional account settings in the SAP Business Network.

Explain how to manage multiple accounts in the SAP Business Network.

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Key Terms

Here are the key terms you will encounter in this course.

Term	Definition
Standard Account	It is a free account is typically activated with the first transaction.
Trading Relationship Request (TRR)	A Trading Relationship Request is a request raised between a supplier account and a customer's account on the SAP Business Network. It allows for the transfer of documents such as purchase orders and invoices between you and the customer.

To view a list of all the terms, click the **Resources and Glossary** icon.

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01

How to Configure "My Standard Account (Free)"

20 mins

*Click **Next** to continue.*

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01 How to Configure “My Standard Account (Free)”?

Module Agenda

1. Steps to Configure “My Standard Account (Free)”
2. What are the Basic Configuration Account settings?
3. What are the Additional Account settings?
4. How to manage multiple accounts?

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Steps to Configure “My Standard Account (Free)”

The key steps to configure “My Standard Account (Free)” in GET are given below.

Click each tab to learn more.

1. Create an account from a Purchase Order

2. Navigate to the Landing Page

3. Review Matched Accounts

3a. Log in Using Your Existing Business Network Account

3b. Create a New Account and Log in

Steps to Configure “My Standard Account (Free)”

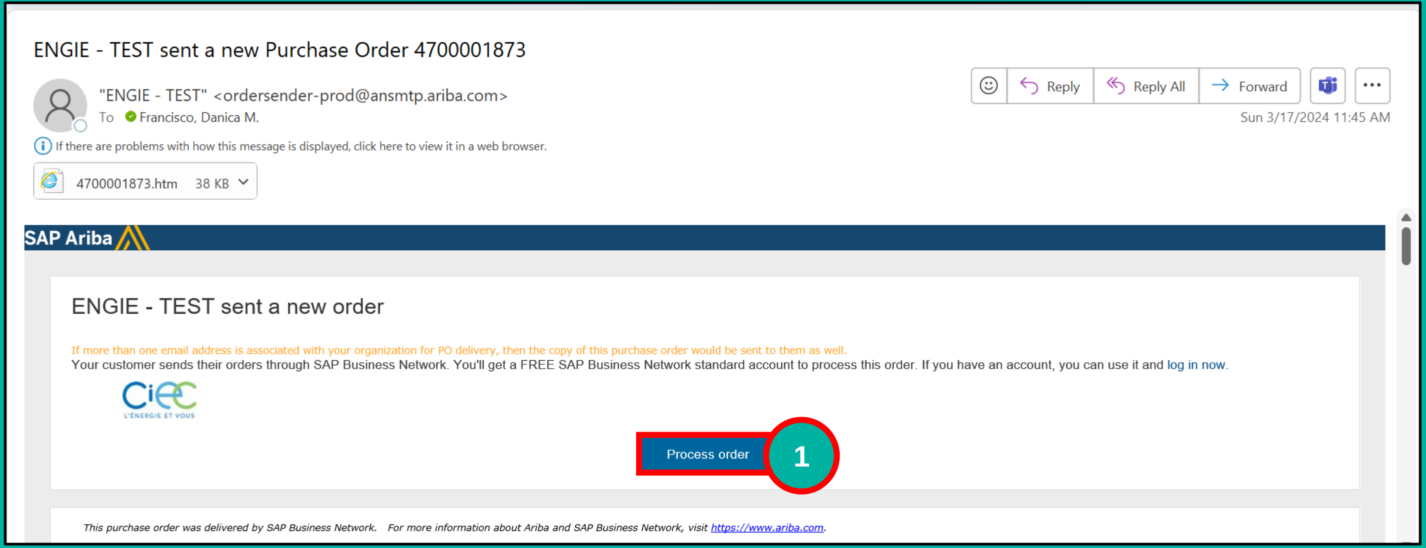
The key steps to configure “My Standard Account (Free)” in GET are given below:

Click each tab to learn more.

1. Create an account from a Purchase Order

You will receive the initial invitation included in the first electronic Purchase Order.

Click the **Process order** unique activation link in this email to redirect to the landing page.



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Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

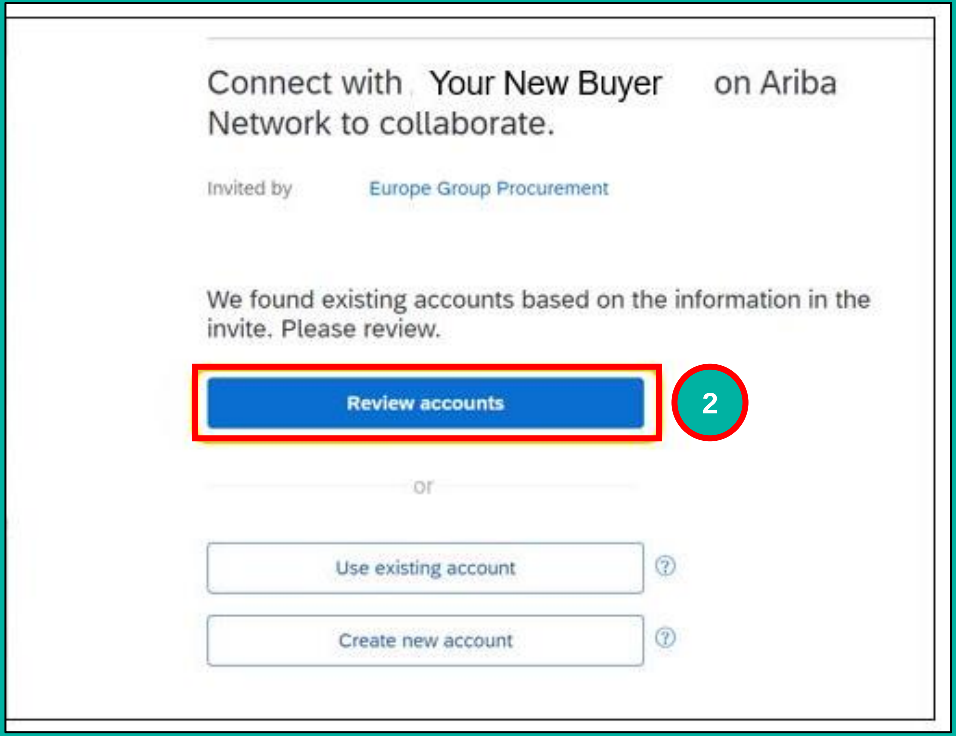
Click each tab to learn more.

2. Navigate to the Landing Page

This page allows you to review accounts that might already exist for your company.

You can connect to an existing account you have access to or create a new account.

Click the Magnifier icon to enlarge the image.



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Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

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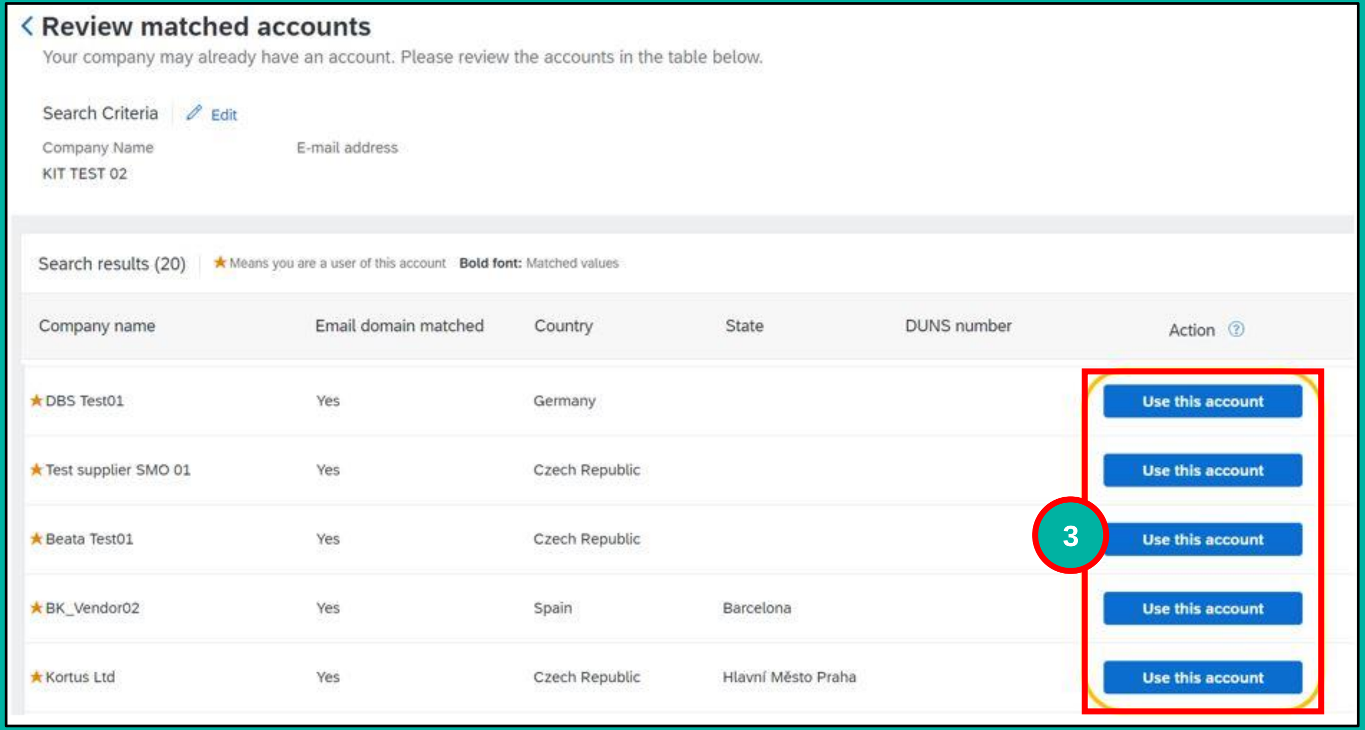
3. Review Matched Accounts

Click on the **Review accounts** button on the landing page to browse through the list of existing accounts.

If you find any match, click on the **Use this account** button.


Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria Edit

Company Name: KIT TEST 02

E-mail address

Search results (20) ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
★DBS Test01	Yes	Germany			Use this account
★Test supplier SMO 01	Yes	Czech Republic			Use this account
★Beata Test01	Yes	Czech Republic			Use this account
★BK_Vendor02	Yes	Spain	Barcelona		Use this account
★Kortus Ltd	Yes	Czech Republic	Hlavní Město Praha		Use this account

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Click the Magnifier icon to enlarge the image.

Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

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Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

Click each tab to learn more.

3a. Log in Using Your Existing Business Network Account

If you are using an existing account, enter your Username and Password to log in and connect to the SAP Business Network.

! You must have **Administrator** rights to perform this operation.

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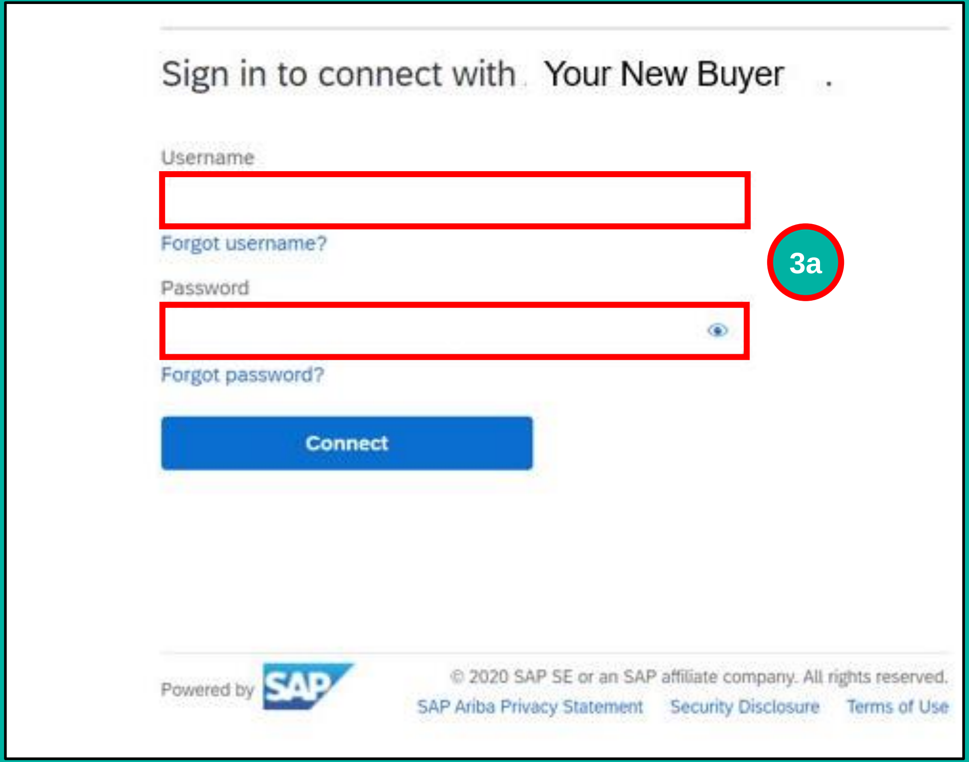

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Click each tab to learn more.

1. Create an account from a Purchase Order
2. Navigate to the Landing Page
3. Review Matched Accounts
   - 3a. Log in Using Your Existing Business Network Account
   - 3b. Create a New Account and Log in

Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

Click each tab to learn more.

3b. Create a New Account and Log in

To create a new account, perform the following steps:

Step 1: Click the **Create new account** button on the landing page.

Step 2: Fill in the required fields. Validate the values in the pre-populated fields.

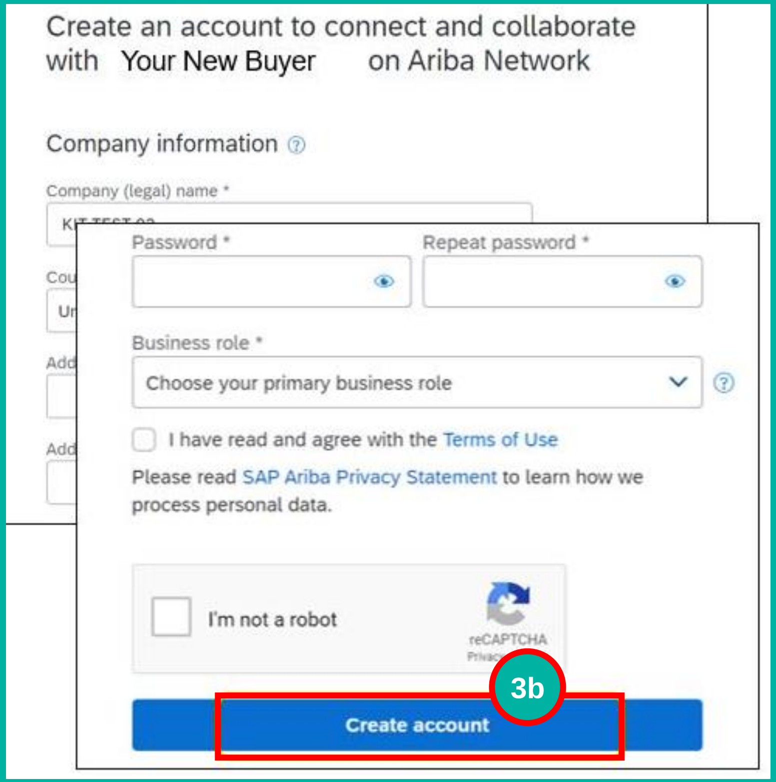
Step 3: Enter your mandatory User Account information marked with an asterisk **(*)** and set up a username and password.

Step 4: Select the **Terms of Use** check box.

Step 5: Resolve the Captcha verification.

Step 6: Click the **Create account** button.

Click the Magnifier icon to enlarge the image.



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Steps to Configure "My Standard Account (Free)"

The key steps to configure “My Standard Account (Free)” in GET are given below:

Click each tab to learn more.

3b. Create a New Account and Log in (Contd.)

Step 7: After creating the credentials to the new account, you will receive a confirmation email. Click the **Confirm email** button.

Step 8 (Optional Step): Enter additional information such as **Product and Service Categories** and **Ship-to or Service Locations**.

Step 9: Click the **Submit** button to redirect to the **Home** page.

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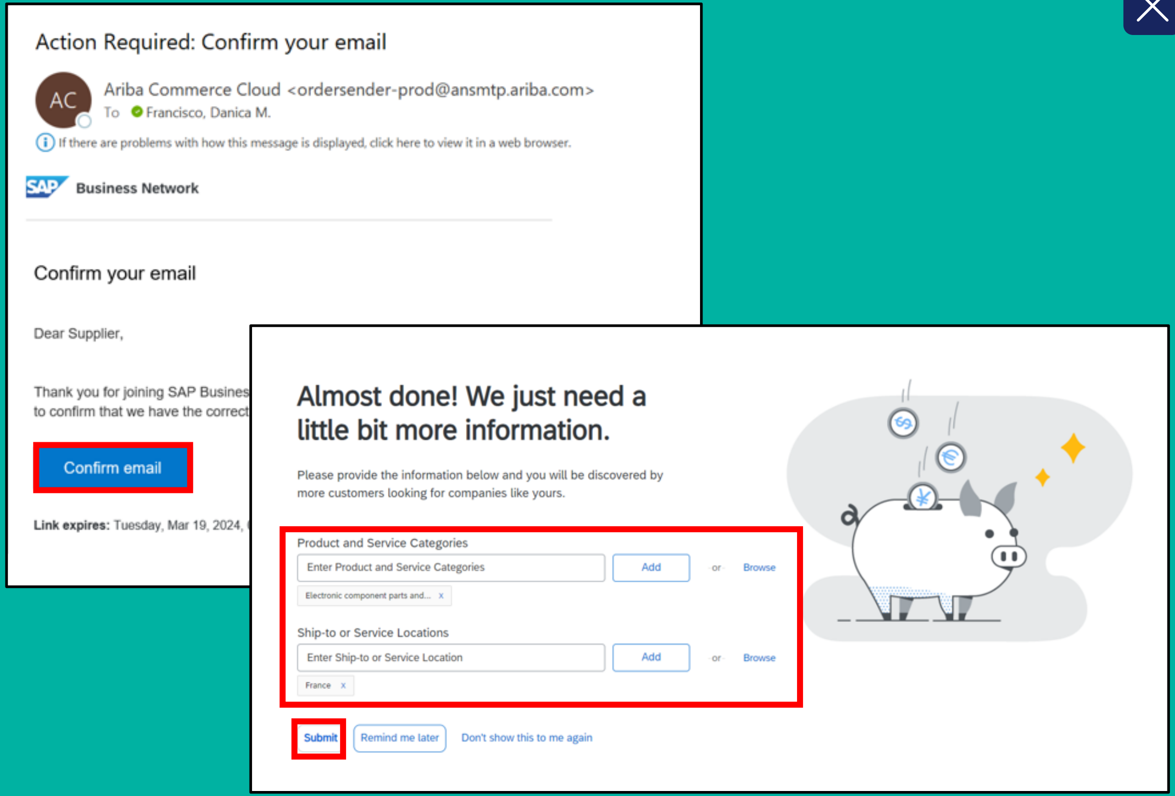

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What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

Click each tab to learn more.

Complete Your Profile

Setup Network Notifications

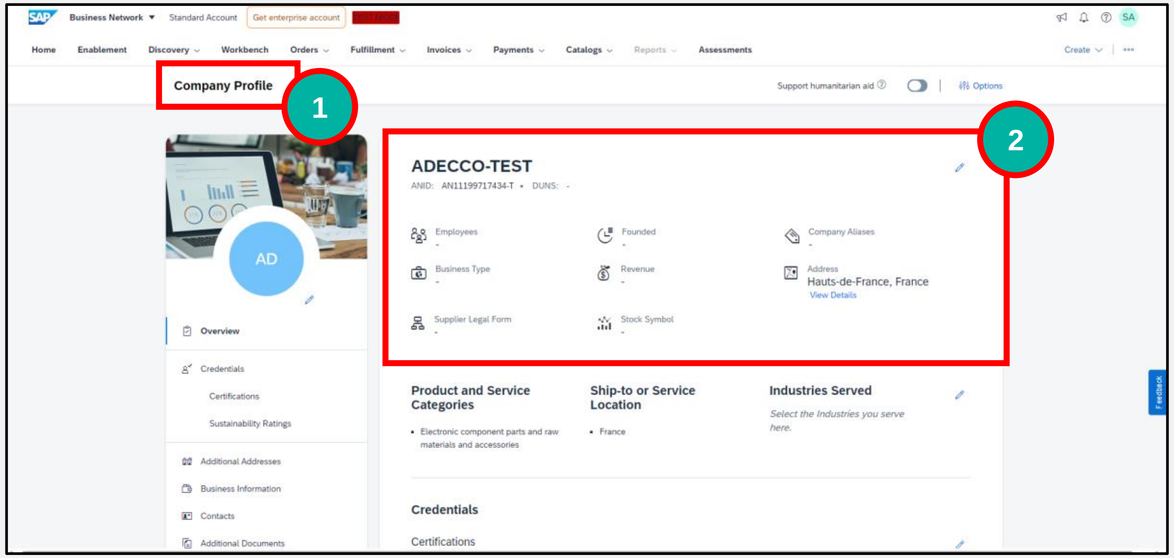
Complete Enablement Tasks

Select Electronic Order Routing Method

Click the Magnifier icon to enlarge the image.

Complete your profile using the steps given below:

1. Select the **Company Profile** option from the **Account Settings** drop-down menu.
2. Complete all suggested fields within the tabs to best represent your company.



! The more you complete your profile, the higher is the likelihood of increasing business with existing and prospective customers.

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Here are the basic configuration settings that you need to perform within Account Administration in GET:

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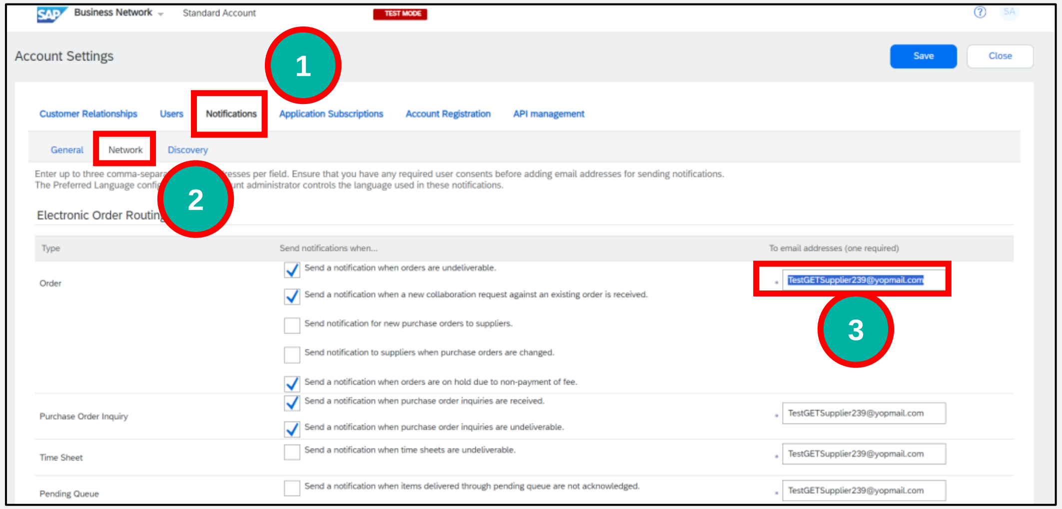
Click the Magnifier icon to enlarge the image.

The **Network Notifications** section indicates the system notifications you would like to receive and allows you to designate the email addresses to which you would like to send them.

Set up your network notifications using the steps given below:

1. Click the **Notifications** option in the **Account Settings** menu.
2. Click the **Network** tab.
3. Enter your email address.



! You can enter up to **five** email addresses per the notification type. Separate each address with a comma but NO space between the emails.

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What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

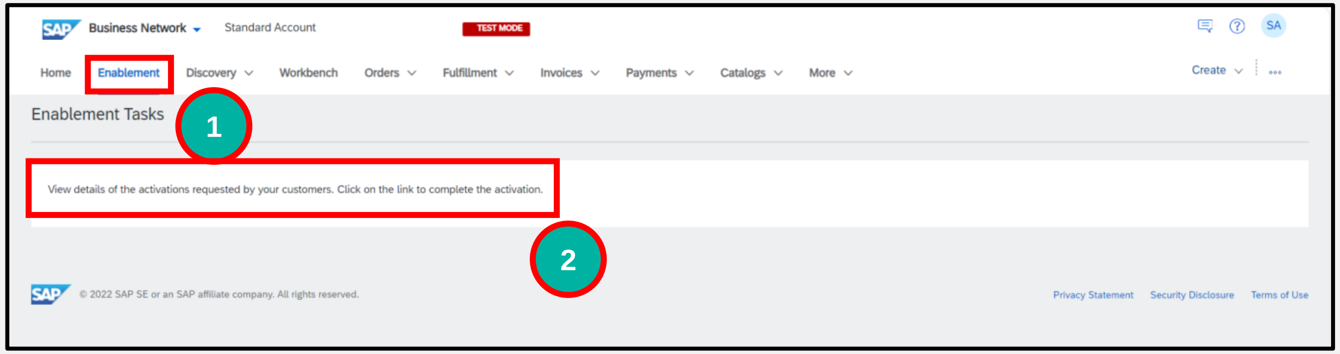
Click each tab to learn more.

- Complete Your Profile
- Setup Network Notifications
- **Complete Enablement Tasks**
- Select Electronic Order Routing Method

Click the Magnifier icon to enlarge the image.

Complete the enablement tasks using the steps given below:

1. Select the **Enablement** tab.
2. Click the link on the screen to view details of the activations required by your customers. Next, choose the pending tasks that need to be completed.



! Some pending tasks may be for your customer. They will not be resolved until your customer completes them.

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What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

Click each tab to learn more.

Complete Your Profile

Setup Network Notifications

Complete Enablement Tasks

Select Electronic Order Routing Method

1. You can select the **Electronic Order Routing method** through the following steps:

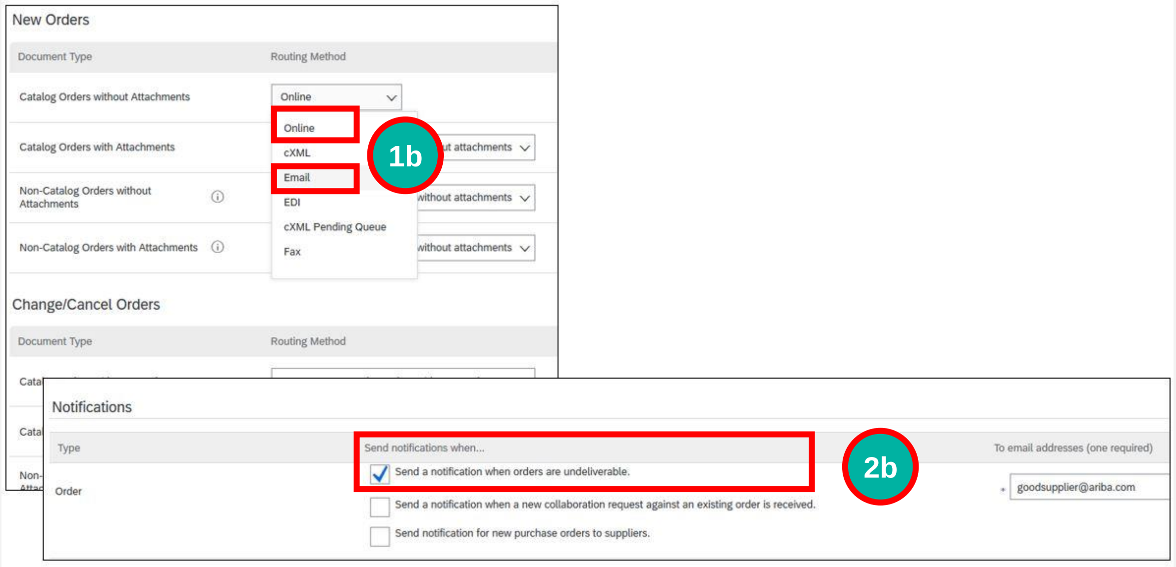
a) Click on the **Tasks** link to configure your account or click **Electronic Order Routing** from the main menu.

b) Select one of the following routing methods:
- **Online** (Default): Orders are received within your AN account, but notifications are not sent out.
- **Email** (Recommended): Email notifications are sent out and can include a copy of the Purchase Order, when orders are received within your AN Account. This is the only available option for **Standard Accounts**.

2. The other options are relevant if you choose to start an integration project between your system and the SAP Business Network:

a) Select the **Same as new catalog orders without attachments** option for the other document types to automatically have the settings duplicated or set the rest of the settings according to your preference.

b) Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.



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What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

Click each tab to learn more.

Click the Magnifier icon to enlarge the image.

Configure Your Remittance Information

Setup a Test Account

You can **configure your remittance information** through the following steps:

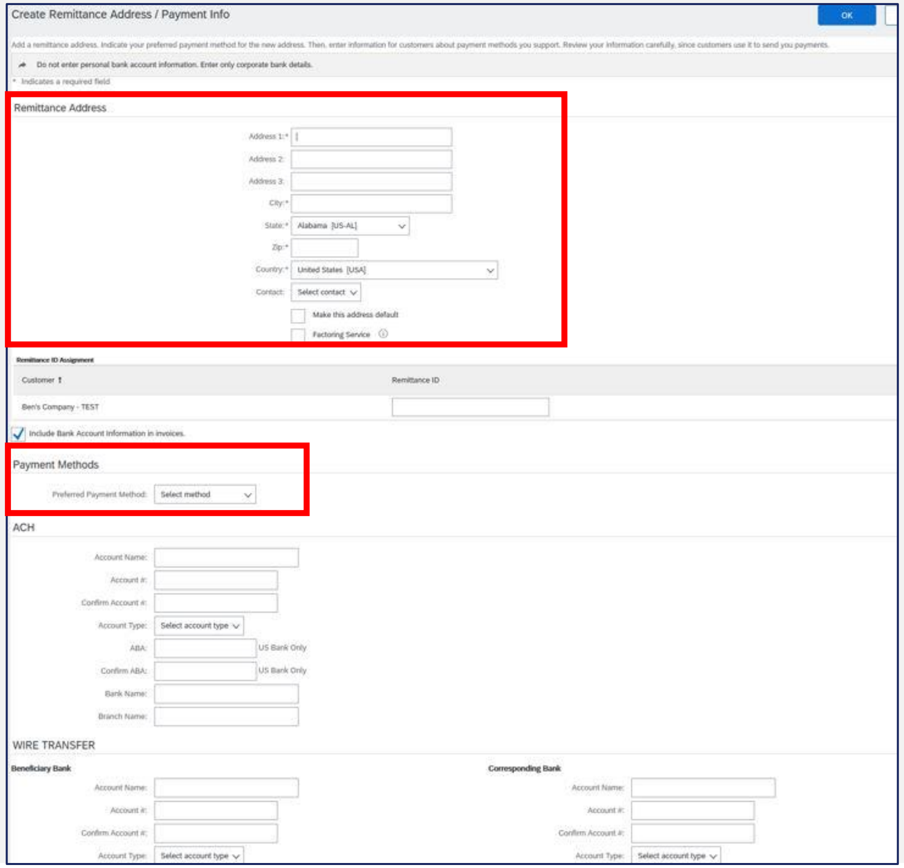
1. From the **Company Settings** drop-down menu, select the **Remittances** option.
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.

ENGIE may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. In such cases, fill in the provided ID in the field next to the customer's name.

Payment Methods:

1. If you are asked to add your payment method and/or banking information, make sure to tick the box **Include Bank Account Information** in invoices, choose your preferred payment method then complete all required fields under ACH or Wire Transfer.
2. Click **OK** when done.

If you have more than one remittance address, select one as a default. If needed, assign Remittance IDs for this address for each of your customers. Each client can assign different IDs.



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What are the Basic Configuration Account Settings?

Here are the basic configuration settings that you need to perform within Account Administration in GET:

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Configure Your Remittance Information

Setup a Test Account

Setting up a Test account is a requirement prior to starting a Catalog or Integration project. Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production.

To set up your Test account, log in to your Business Network Production account and perform the following steps:

1. Click the **Account Settings** option and select **Switch to Test ID**.
   Note: The **Switch To Test Account** button is only available to the account Administrator or to authorized users.

2. Click **OK** when the Business Network displays a warning indicating "**You are about to switch to Test Mode**". You will be transferred to your account.

!

The first time you enter your account, you need to create a Username and Password.

Ariba Network always displays which mode you are logged into (Production or Test).
Your Test account ID has the suffix "-T" appended to your Ariba Network ID (ANID).
Test account transactions are free of charge.

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What are the Additional Account Settings?

Click each tab to learn more.

Account Settings

Account Users and Administrator

Create Roles and Users (Administrators Only)

Edit and Modify Users (Administrator Only)

What are the Additional Account Settings?

Maintain the account settings in Account Administration using the steps given below:

1. Click on your initials in the top right corner.
2. Click the **My Account** option to view or update your user settings.

! These options enable you to access your personal user account information and settings.

Account Settings | Account Users and Administrator | Create Roles and Users (Administrators Only) | Edit and Modify Users (Administrator Only)

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What are the Additional Account Settings?

The key responsibilities of an Administrator consists of the following:

- There is only one Administrator per account
- An Administrator is automatically linked to the username and login entered during the registration process
- An Administrator is responsible for account setup/configuration and management
- An Administrator is the primary Point of Contact (POC) for users with questions or problems
- An Administrator creates users and assigns roles/permissions
- There can be up to 250 user accounts per ANID
- Each account can have different roles/permissions, which correspond to the user's actual job responsibilities
- An Administrator can access all or only specific customers that are assigned to them

Account Settings

Account Users and Administrator

Create Roles and Users (Administrators Only)

Edit and Modify Users (Administrator Only)

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What are the Additional Account Settings?

To create roles and users, under the **Company Settings** menu, click the **Users** option. The **Users** page will be displayed.

To create a role,

1. Click the "**+**" icon under the **Manage Roles** tab.
2. Enter a name and a description for the role. Select the required permissions for this role. Click the **Save** button.

To create a user,

1. Click the "**+**" sign under the **Manage Users** tab. Enter a username (email format), email address, first and last name, and (optionally) a phone number.
2. Select a role in the **Role Assignment** section and decide if the user is to be assigned to all customers or specific ones.
3. Click the **Done** button.

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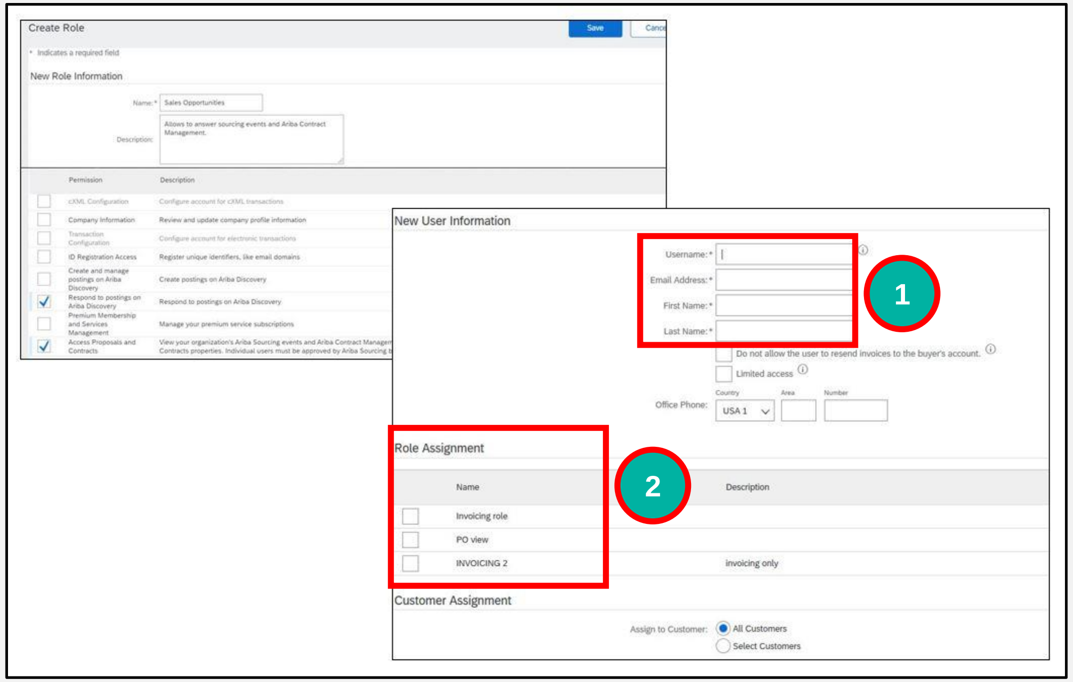

Account Settings

Account Users and Administrator

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What are the Additional Account Settings?

Modify roles and users using the steps given below:

1. Click the **Manage Users** tab.
2. Click the **Actions** drop-down menu.
3. Click the **Edit** option from the drop-down menu to modify the role assignment or to reset the password.

Other options include:

- Delete User
- Make Administrator
- Add to Contact List
- Remove from Contact List

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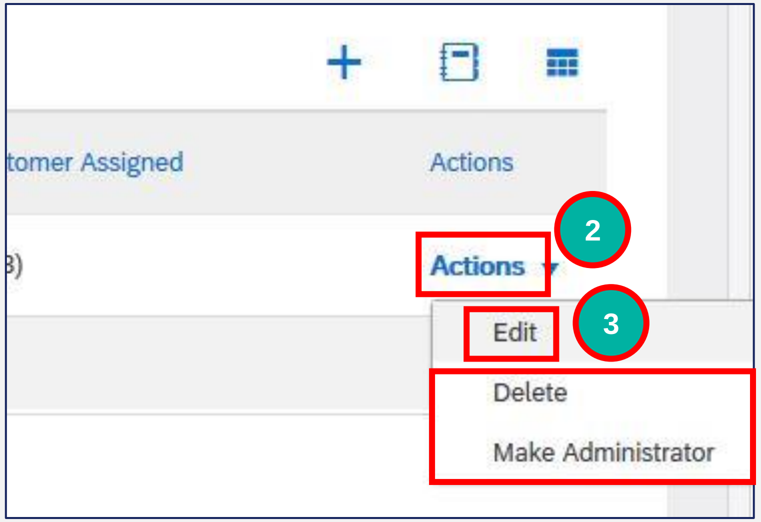

Account Settings
Account Users and Administrator
Create Roles and Users (Administrators Only)
Edit and Modify Users (Administrator Only)

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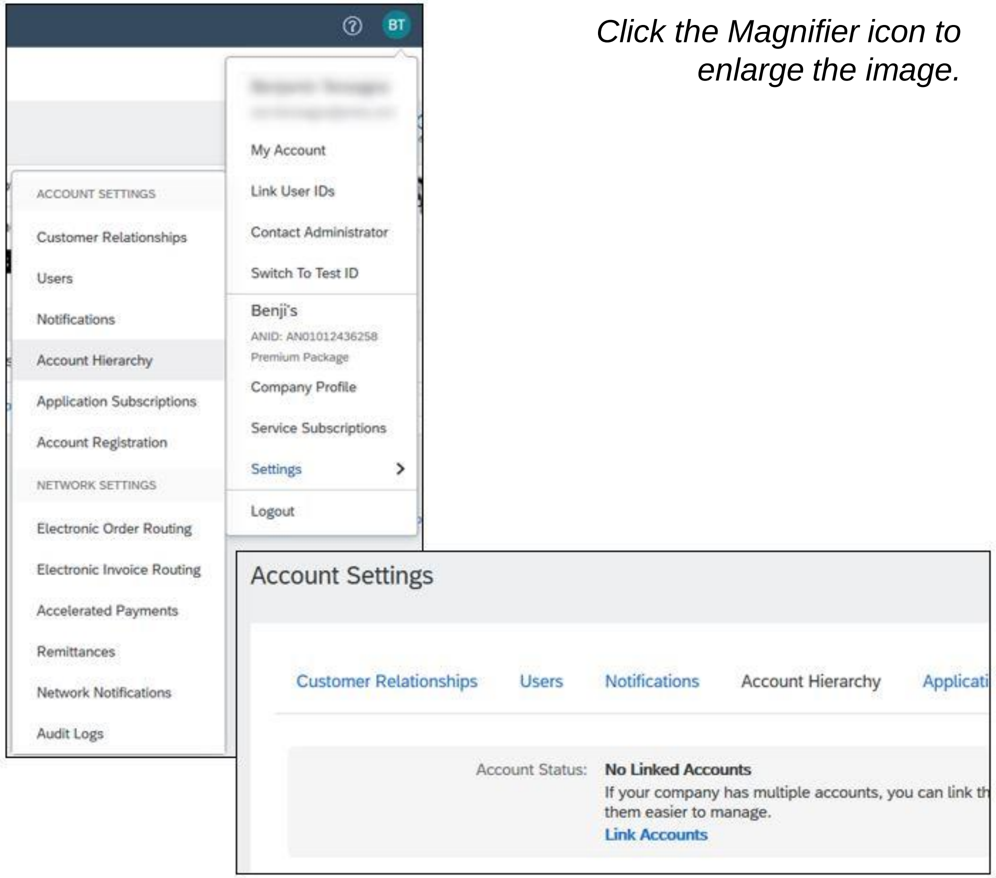
How to Manage Multiple Accounts?

Account Hierarchy is used to define a parent and one or multiple child accounts and create a hierarchy to help make them easier to manage. The linkage between individual accounts is for account management purposes.

The Account Hierarchy feature is only accessible to the Administrator and to users with specific permissions.

The Administrator of the parent account can link/unlink accounts and can sign on to the child account/s to take the following actions:

- Change settings and complete the company profile
- Publish catalogs
- Check the status of payment for Ariba invoices and pay them
- Upgrade to a higher Subscription package
- The administrator cannot perform the following actions in the child account: View connected buyers
- Create documents (PO Confirmations, Invoices etc.)
- Run reports



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GET GLOBAL ENTERPRISE TRANSFORMATION

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How to Manage Multiple Accounts?

Let’s now look at the steps to be followed to manage multiple accounts in the Account Administration process:

Click each tab to learn more.

Create an Account Hierarchy

Link User IDs

Next

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How to Manage Multiple Accounts?

Let's now look at the steps to be followed to manage multiple accounts in the Account Administration process:

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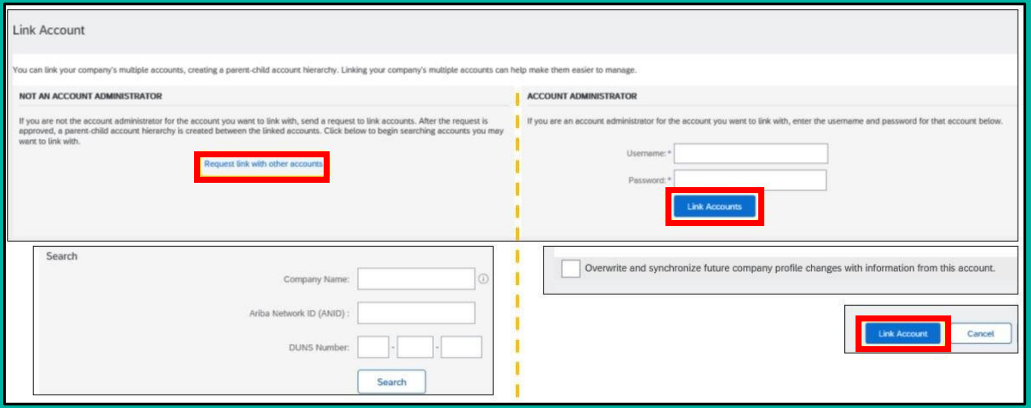
Create an Account Hierarchy

From the settings menu, go to **Settings → Account Hierarchy**. Then, click **Link Accounts**.

If you are the **Administrator** of the child account, enter the username and password. You are redirected to a page informing you of what information will be shared between linked profiles. You can decide to synchronize future company profile changes from the parent account to the child accounts by ticking the appropriate box. Click **Link Account** to confirm.

If you are **NOT** the Administrator of the child account, you can click on **Request link with other accounts** to prompt a search filter allowing you to search for accounts and send a request to the relevant administrator.

Once a link is established, you can see a list of all linked child accounts. You can sign on to a child account by going to **Actions → Sign On**. Once in the child account, you can return to the Parent account by clicking **Back to parent** account at the top of the page.



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Link User IDs

Link User IDs is a default setting available to all users, without special permission needed. Linking multiple user IDs allows users to:

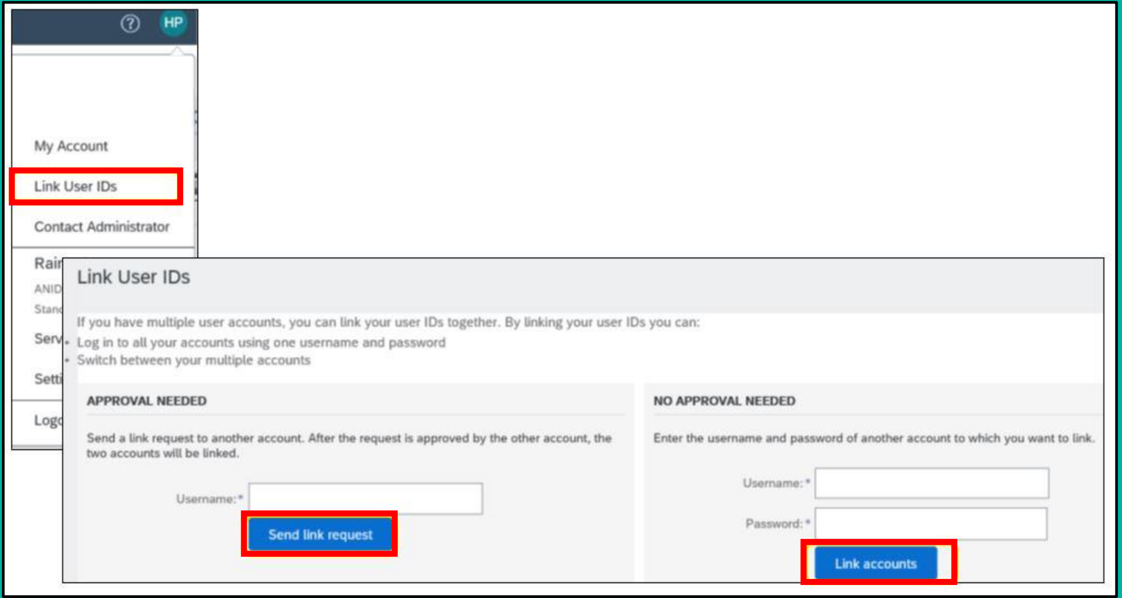
- Log in to all their accounts using one username and password
- Switch between their multiple accounts

To link multiple user IDs, click on **Link User IDs** from the Settings menu. Two options are available under the menu:

- **Approval needed:** Enter the username and click on **Send link request**. The account administrator will receive an email notification inviting them to approve or decline the request.
- **No approval needed:** Enter the username and password of the account you want to link. The connection happens immediately.

Once accounts are linked, the option **Switch Account** appears in the **Settings** menu.

Click the Magnifier icon to enlarge the image.



!

There is **no option to unlink a linked user ID**. Unless your account administrator deletes the username from the **Manage Users** section in the native account, it will not be removed from the **Switch Account** option.

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Key Takeaways

Here are the key takeaways from this course:

The key steps to configure “My Standard Account (Free)” in GET are creating an account from a Purchase Order, navigating to the landing page and reviewing matched accounts.

The basic configuration settings you need to do in Account Administration for GET: complete your profile, set up notifications, finish tasks, choose order method, set remittance details and create an account.

The additional account settings include: account settings, account users and administrators, create roles and users (administrators only) and edit and modify users (administrators only).

To manage multiple accounts in the Account Administration process, you can either create an Account Hierarchy or link multiple user IDs.

Course Completion

Congratulations

<User Name>

You have successfully completed the **Supplier Toolkit: SAP Standard Account (Free) Configuration** course.

Click the Print Certificate icon to download and print your course completion certificate.

PRINT CERTIFICATE