

Air India Limited Standard Account Supplier Summit

Public



ON24 Screen Overview: Audience

The screenshot displays the ON24 Audience interface. At the top, a black header bar contains the text "THE BEST RUN" on the left, the SAP logo in the center, and "TEST - Screenshot On24 Summit Revamp" on the right. Below the header, the main content area is divided into three sections. The left section, titled "Slides", shows a slide with a background image of a person and the text "<<Buyer's Name>> Summit Deck". The right section is split into two parts: "Resource List" at the top and "Q&A" below it. The Q&A section displays a message: "New question submission has been disabled by the organizer." At the bottom of the screen, there is a "Media Player" window and a navigation bar with icons for various functions. Callouts point to specific features: "Expand Slideview" points to the top right of the slide section, "Slide view" points to the slide section, "Hide/Unhide Widgets" points to the navigation bar, and "Q&A & Resource Widget" points to the right section.

Expand Slideview

Slide view

THE BEST RUN SAP TEST - Screenshot On24 Summit Revamp THE B

Slides

Resource List

Q&A

New question submission has been disabled by the organizer.

Media Player

Hide/Unhide Widgets

Q&A & Resource Widget

Agenda

Speaker Introductions

Air India Limited Initiative Overview

Describe SAP Business Network

- Benefits & Functionalities
- Describe Standard Account

Next Steps

- How to Register
- Enterprise Account Option
- Air India Limited Specifications
- System Demonstration

Contact & Support



Speaker Introductions



Ekjyot Singh Chahal

AVP Supplier Relationship Management

Anushree Ashish Apte

Sr Manager Digital Procurement

Priya Pai

Manager Supplier Onboarding

Mehak Pandita

Deployment Partner, PWC



Sandesh Kashivishwanath

Network Deployment Lead

Bervie Malaybalay

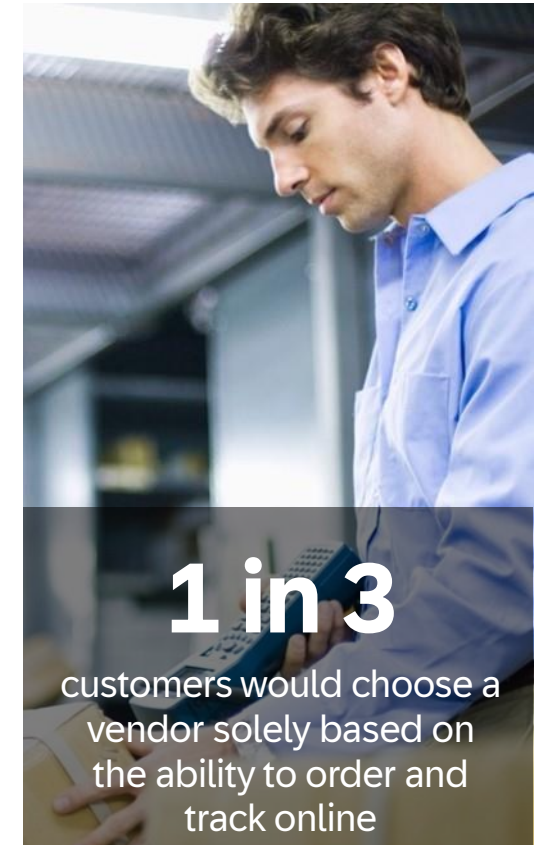
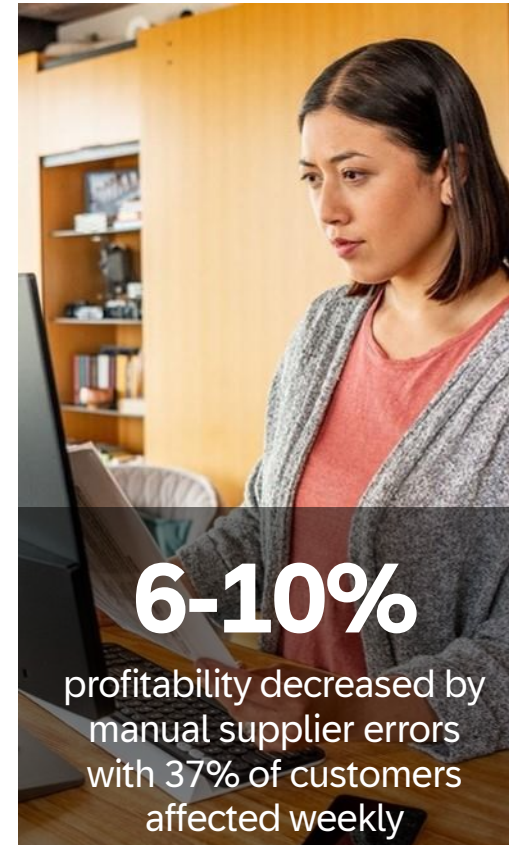
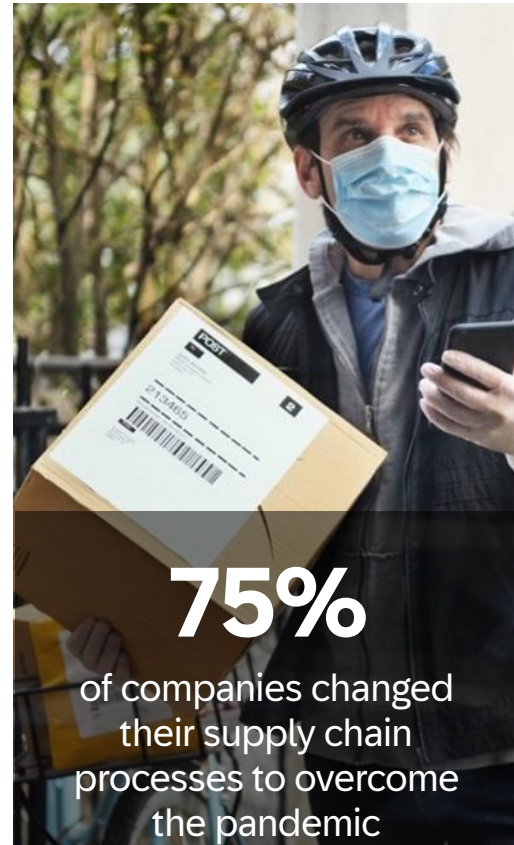
Supplier Education Specialist



Air India Limited Initiative Overview



Suppliers face common challenges



Three Main Reasons To Use SAP Business Network



Global Digitalization

Become searchable for customers using the SAP Business Network worldwide



Customer Retention

Support your customer's strategic business plan



Receive faster Payments

Feel confident all order information is complete and accurate



Standard Business Network Cycle



What is an SAP Business Network, Standard Account?

- Basic Account that gives you access to SAP Business Network
- Receive interactive email purchase orders
- Send electronic documents through SAP Business Network
- **No fees**
- Intended for low volume suppliers





TRANSACTION WITH EASE AND WITHOUT FEES

Standard Account

Designed to make transactions simple, suppliers can stay on top of buyer needs even with limited eCommerce experience.

Standard account is ideal for reviewing and sending documents, publishing electronic catalogs, and more.

FREE FOR ANY SUPPLIER

- No document related fees or transaction limits
- Receive & respond to POs with electronic documents (e.g. Order Confirmations, Ship Notices, Service Sheets or Invoices)
- Check document status updates
- Manage catalogs

CENTRALIZED ACCESS

- Online portal and supplier mobile app to access all relevant information & documents
- Receive real-time notifications from buyers via email and mobile app push notifications
- Access other SAP Business Network solutions like Discovery* on one single account



GROW AND AUTOMATE YOUR BUSINESS

Enterprise Account

For suppliers with more advanced needs, an enterprise account may be a better fit.

Enterprise accounts are paid accounts based on usage.

ADVANCED CAPABILITIES

- Automate specific processes with machine-to-machine integration
- Priority support, enablement, and educational training courses
- Archive invoices
- Sales and transaction reporting
- Lead generation capabilities

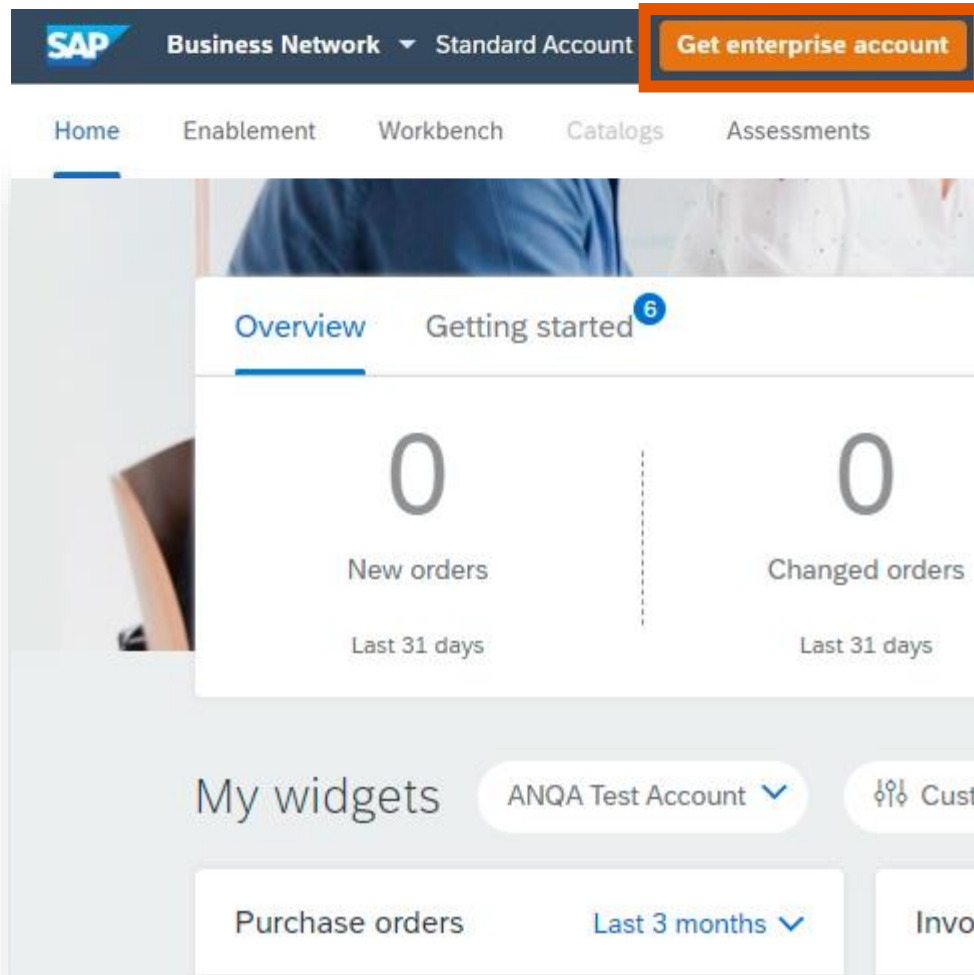
IDEAL FOR

- Suppliers who are more experienced with eCommerce
- Are looking to grow or strengthen their business on SAP Business Network
- Have buyer specific needs that are not supported by standard account

Account Capabilities Comparison

Features	Standard Account	Enterprise Account
Online & Email Document Access	✓	✓
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	✓ Email notifications, workbench, Topical Tabs	✓ Email notifications, workbench, Topical Tabs
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Support	Online Help Center <ul style="list-style-type: none"> • Documentation • Training videos • User recommendations or tips 	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

How to upgrade from Standard Account to Enterprise Account



Upgrade to realize the full value of SAP Business Network!

	STANDARD ACCOUNT <small>Your current account</small>	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Business Network.✓ Use CSV uploads to manage large documents.
Catalogs	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services *	<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">✓ Help Center, phone, chat, and web form
Fees	Free	Based on usage

*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.

By the way, you can use these with any account.

SELLING	
Ariba Discovery	<ul style="list-style-type: none">✓ Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management	<ul style="list-style-type: none">✓ Attract potential customers with your profile and get invited to auctions and other events.

[Learn more](#) about all the features of SAP Business Network.

INCREASE REVENUE

SAP Business Network Discovery

Receive qualified leads

A quick 5 minute registration will activate qualified leads sent right to your inbox

Save time

Get in front of buyers when they are actively looking for new suppliers

Sell effectively

Take advantage of the SAP Business Network community to get in front of buyers you're not already working with

Win new business

Tap into \$5 billion of new opportunities posted annually

Increase interactivity

Communicate with buyers and prospects in real time



STAY UP-TO-DATE

Supplier mobile app

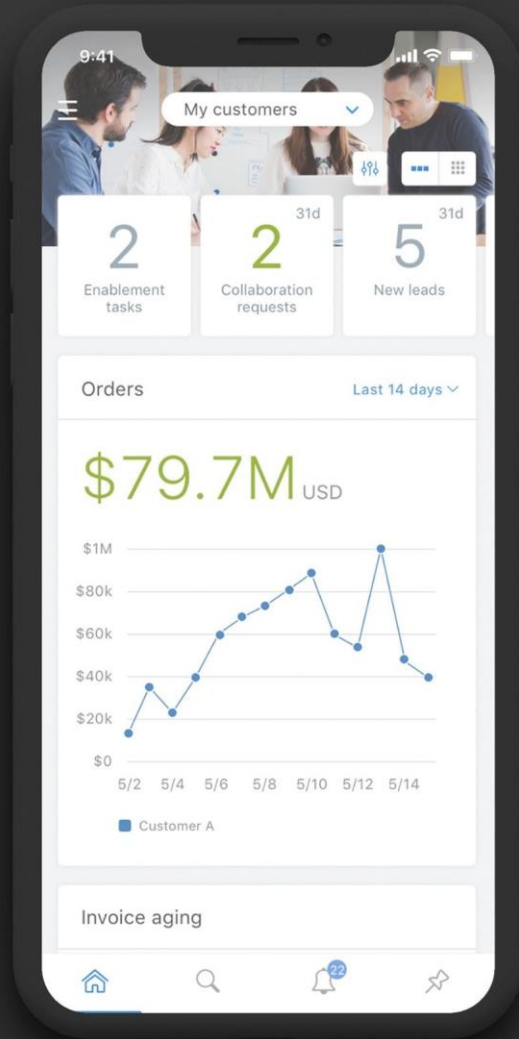
SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- Get real-time notifications
- Create documents on-the-go
- Find documents fast
- Improve invoice visibility

With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

[LEARN MORE](#)



App Store



Google Play



Proposals & Questionnaires vs. Business Network

**Your customer will invite suppliers to
Proposals & Questionnaires (SLP) for:**



Supplier
Registration

**Your customer will require Suppliers to use
Business Network for:**



Receive
Purchase
Orders

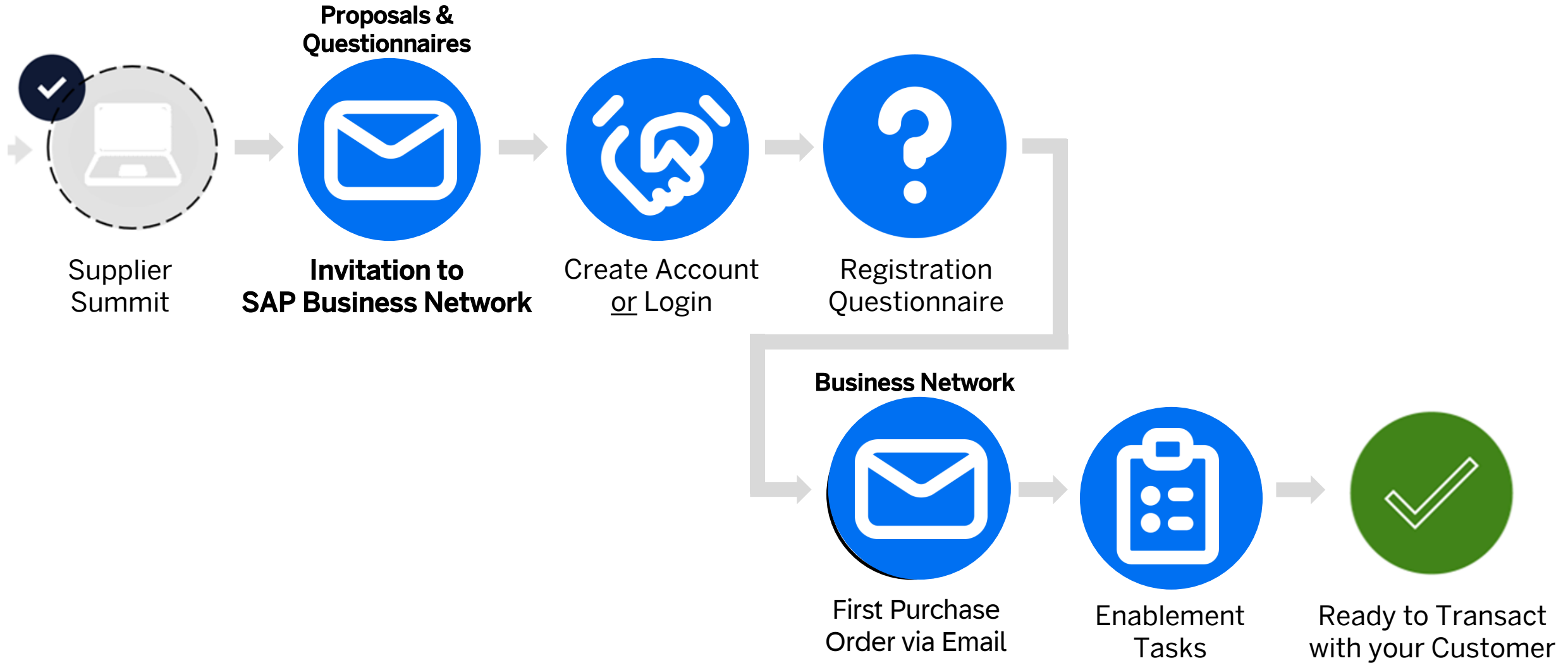


Send
electronic
documents

As a supplier, you can use one account for both requirements!

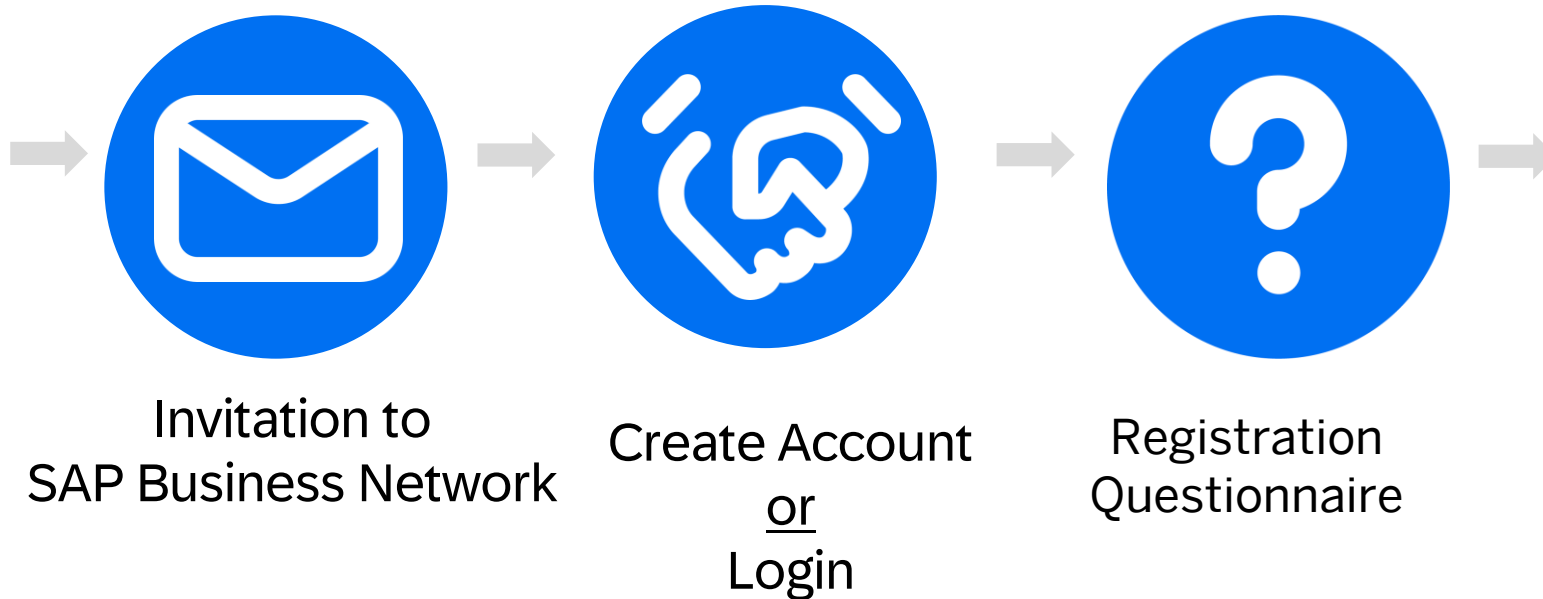
Next Steps

Overview



Next Steps

Step 1 → 3



You will receive the SAP Business Network invitation email of your customer via email. Please accept the invitation and complete the registration questionnaire.

IMPORTANT:

Before you accept the invitation:

1. Align internally
2. Designate / Know administrator
3. Be aware that the account type will be the same for sourcing and document transactions

Connect with your customer



Please Note: Ariba Network = SAP Business Network

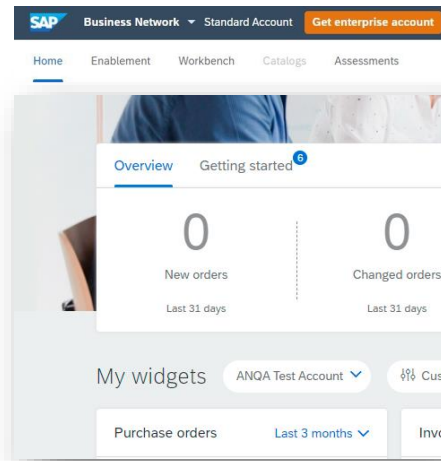
Review how to **accept the SAP Business Network invitation** of your customer and complete the **registration questionnaire**

[Click here](#)

Please Note – Air India Limited Suppliers



Notification
about
registration
questionnaire



SAP Business
Network Account
Created



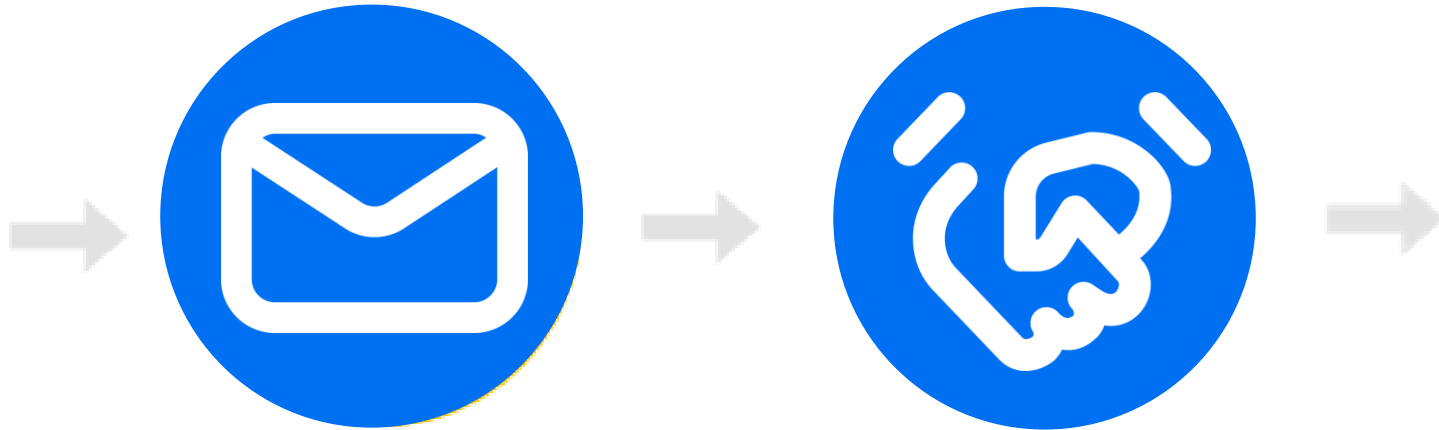
As a result of the completion of the registration questionnaire, a SAP Business Network Standard Account is automatically created.

Access the Account via
<https://supplier.ariba.com>

To Login with the previous login details

Next Steps

Step 1 and 2



Receive first SBN
Purchase Order
via Email

ordersender-prod@ansmtp.ariba.com

Create Account
or
Login

You will receive the first SAP Business Network purchase order of your customer via email.

IMPORTANT:

Before you click the “Process Order” button for the first time:

1. Align internally
2. Designate / Know administrator

Connect with your customer



[Get Ready to Transact with your Standard Account](#)

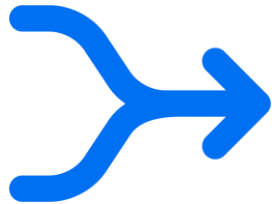
Already have an Enterprise Account?



A. Manage two separate Accounts

Create a new Standard Account for this customer once you receive the interactive PO email

The relationship with your customer will remain free of charge.



B. Add Customer to your Enterprise Account

Log in to your Enterprise Account once you receive the interactive PO email of your customer

Adding the customer to your existing Enterprise Account may incur fees.



Next Steps

Final Steps



Complete
Enablement
Tasks

After you have logged into your SAP Business Network account, you will have to complete the **Enablement Tasks** to transact with your Customer.

Configure Email Notifications

Purchase Orders & Invoices



[Review how to configure email notifications
for Purchase Orders & Invoices](#)

Next Steps

Completed



Ready to
Transact with
your Customer

Congratulations, you are now ready to transact with your Customer!

Please wait for the go-live notification of your customer and invitation for the functional training.

SAP Business Network Project Scope

In Scope for Air India Limited with SAP Business Network:

- Purchase Orders
- Order Confirmations (Optional)
- Advance Ship Notices
- Service Entry Sheets (Optional)
- Goods Receipt
- Invoices
 - PO Invoices
 - Service Invoice



PO & Invoice Transaction Specifics

Account

- ✓ Suppliers are encouraged to use same account during supplier registration.
- ✓ Suppliers must have at least a **standard account** to transact.

Order confirmation and Ship Notice

- ✓ Ship Notice is mandatory.
- ✓ Suppliers must confirm the PO in full or partial and cannot be rejected
- ✓ Any concerns to the PO must be coordinated to the Procurement Buyer so change order or cancellation may be issued.

PO-based Invoice

- ✓ You can only invoice the line items and quantities shipped. Service Sheet details will be received on e-mail based on which invoice can be posted.
- ✓ Invoice number must be the same invoice number on your actual invoice that you will attach.
- ✓ Actual invoice (scanned or digital) must be attached.
- ✓ Tax will be automatically copied from the PO to the invoice. Any changes in Tax/HSN code should be communicated to the procurement buyer before Order confirmation..



Let's see how it works!



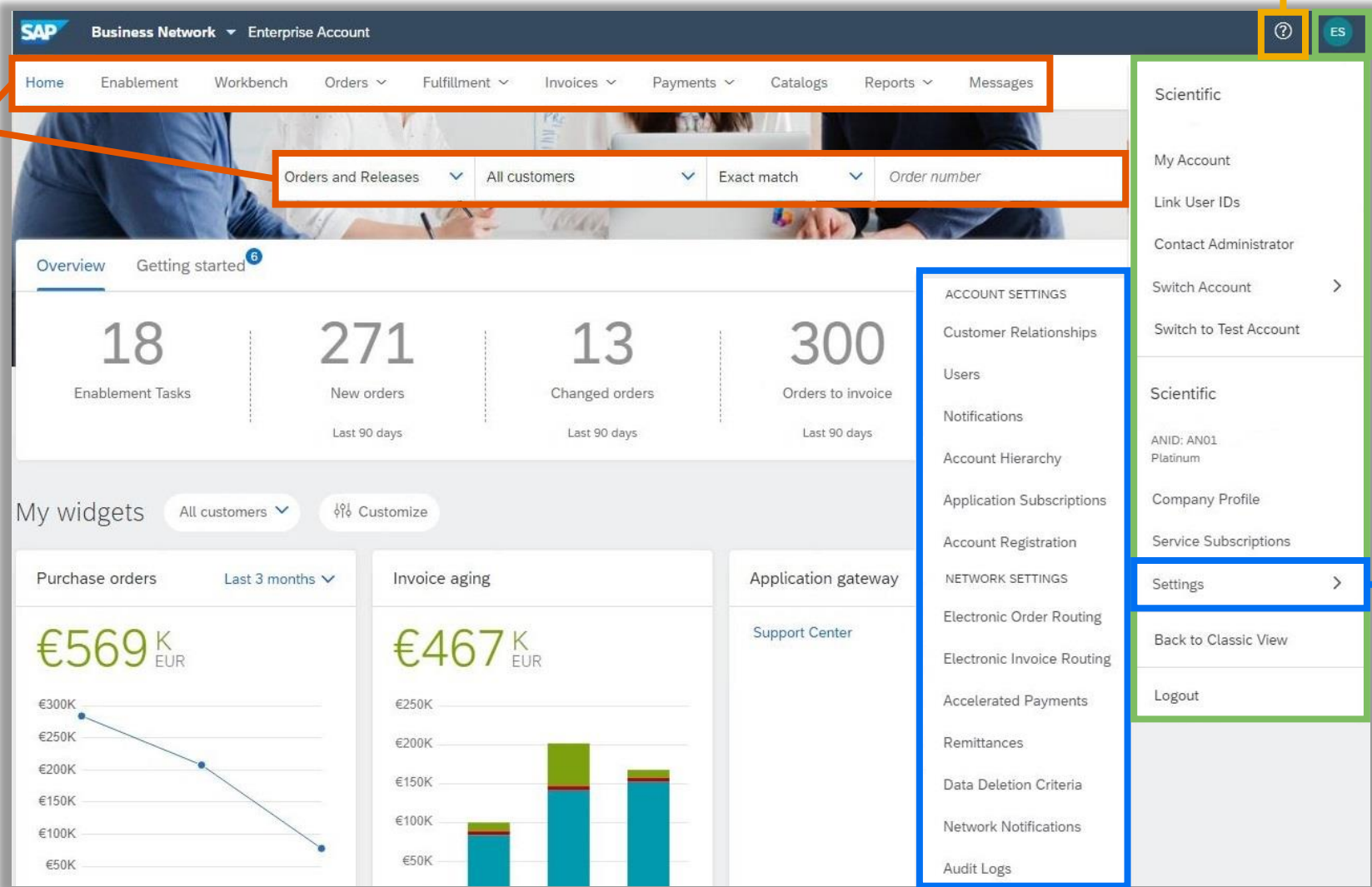
Learn how to transact on SAP Business Network

Account Homepage Overview

Quick Access
Tabs &
Document
Search

Help Center

Account Menu



Settings Menu



Contact & Support

Business Related Questions

query.ariba@airindia.com

SAP Business Network Related Questions

- Help Center – access via account or [click here](#)
- [Standard Account Specific Documentation](#)
- [SAP Business Network Supplier Training Page](#)
- [Live webinars with Q&A](#)
- [Supplier Release Readiness Portal](#)

Supplier Information Portal

Go to Website - <https://support.ariba.com/item/view/210007>

Questions?

Please submit your questions via the Q&A widget.

Business Related Questions:

query.ariba@airindia.com

Supplier Information Portal

Go to Website - [Air India Limited Supplier Information Portal](#)



Thank you!

