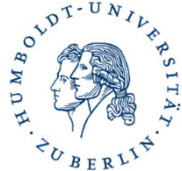




# SAP BUSINESS NETWORK PROCESS OVERVIEW

12.09.2023



# AGENDA

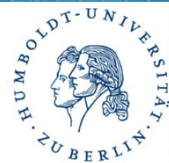


- 01 Benefits of SAP Business Network
- 02 How Humboldt Berlin utilizes Business Network
- 03 Supplier account types
- 04 How to use SAP Business Network  
Standard & Enterprise accounts



01

# Benefits of SAP Business Network





## What is SAP Business Network?

SAP Business Network is the world's largest business commerce network. It enables new processes to better manage all categories of spend. It is a secure, global network platform for business transactions such as the exchange of purchase orders, invoices, catalogues and payments.

SAP Business Network enables this:

- Active cooperation in all phases of the processes
- Companies can use the network to search for suppliers and obtain offers in a targeted and efficient manner
- Connection to new solutions and innovations



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## Why suppliers should be part of SAP Business Network

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- ✓ Increased access to new business opportunities
- ✓ Increased operational efficiency
- ✓ Increased customer satisfaction and sales
- ✓ Reduction in data entry errors and manual steps
- ✓ Lower costs and higher profit margins
- ✓ Speed and accuracy of payments



## Why suppliers should be part of SAP Business Network

Suppliers use SAP Business Network to:

- Access a network and connect with specific purchasing organisations interested in the supplier's products or services.
- Publish catalogues with information and prices tailored to specific customers
- Categorise products and services so customers can find them when searching by category
- Selecting a document routing method that best meets the supplier's business needs (email, fax, online, cXML or EDI SAP Business Network documents from online output or via cXML or EDI)
- Ensure fast transmission, tracking and processing of transactions



## Why suppliers should be part of SAP Business Network

Buying organizations can use SAP Ariba Procurement solutions such as SAP Ariba Buying and Invoicing to create purchase orders and send them through SAP Business Network to their suppliers.

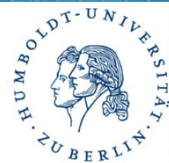
Humboldt University use SAP Business Network to:

- Search for suppliers with products and services
- Invite suppliers to form a trading partnership
- Send purchase orders Receive order confirmations
- Run reports on their suppliers



# 02

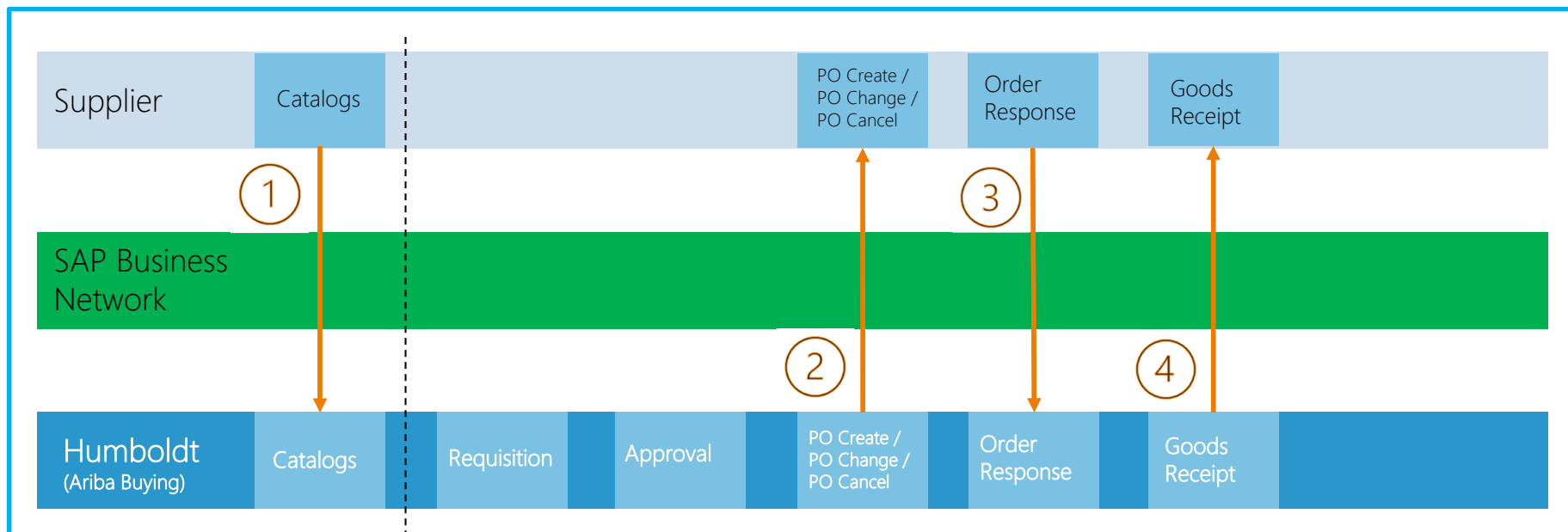
## How Humboldt Berlin utilizes Business Network





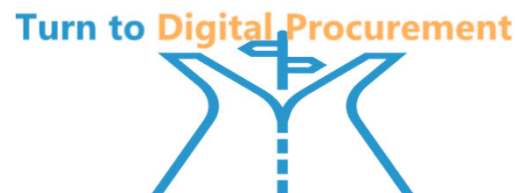
## How Humboldt interacts with Suppliers via SAP Business Network

SAP Business Network serves as a seamless connection between suppliers and buyers allowing for smooth transactions.



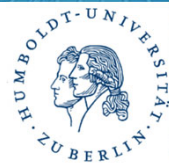
## How Humboldt interacts with Suppliers via SAP Business Network

1. **Catalogs** – Humboldt is subscribing to **supplier catalogs** provided on SAP Business Network in order to have the best prices, shortest lead times & diverse supply chain
2. **Purchase Order Creation/Change/Cancel** – Orders are created in SAP Ariba system after purchase requisition is approved. Purchase order is then directed to supplier's designated email address via SAP Business Network
3. **Order Confirmation** – Suppliers are confirming received orders and sending the confirmation to Humboldt improving control and customer experience while gaining visibility and tracking the status
4. **Goods Receipt** – When Humboldt receives the order, either partial or full, goods receipt is created in SAP Ariba and send via SAP Business Network to supplier allowing for fast order status exchange between supplier and buyer



# 03

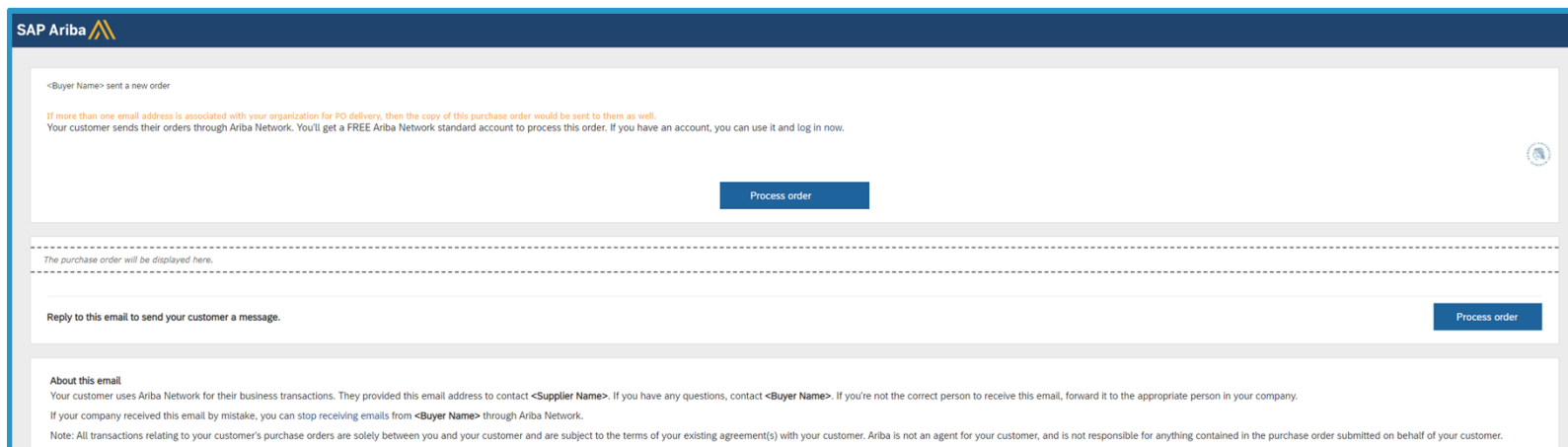
## Supplier Account Types



## Standard Supplier SAP Business Network Account

Standard account capability for SAP Business Network is a quick and **touchless** way to onboard supplier and eliminate **manual** transaction process. Since activation of Standard account is **free** it does not incur and **hidden costs** for a Supplier

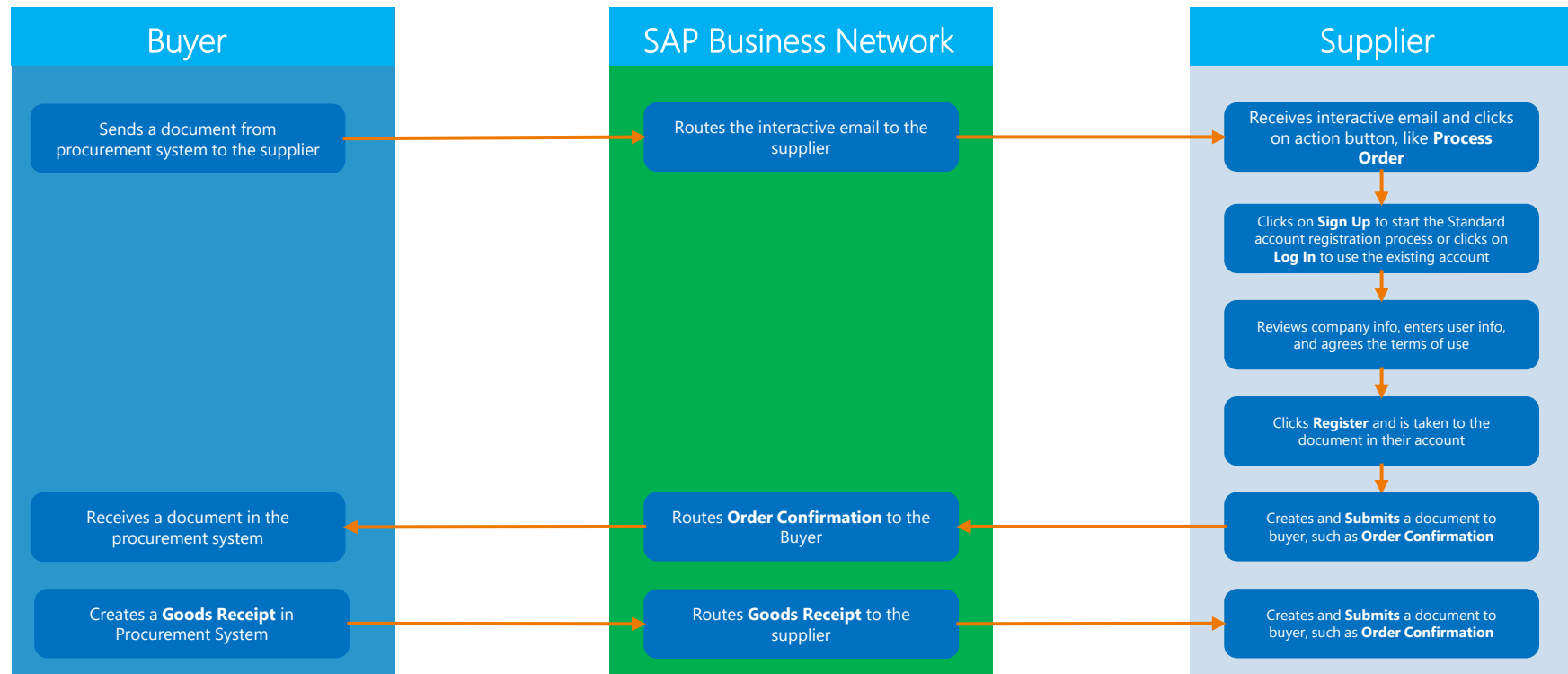
Most **common invitation method** for Humboldt is through the **purchase order**. Supplier will receive an email notification stating that their customer has send them a PO via Business Network and that they can create or login to the existing account to access it. PO will also be visible in the email notification

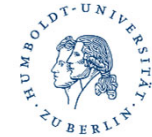




## Standard Supplier SAP Business Network Account

Onboarding process to Standard Account:





## Enterprise Supplier SAP Business Network Account

In addition to the standard account capabilities, an enterprise account equips you to further automate workflows, reduce errors and gain visibility. By upgrading to Enterprise account you gain options to:

- Fully integrate you ERP
- Get help publishing catalogs
- Run Activly reports
- Respond to unlimited RFPs (Request for pricing) through SAP Ariba Discovery
- Receive extended prioirtiy support

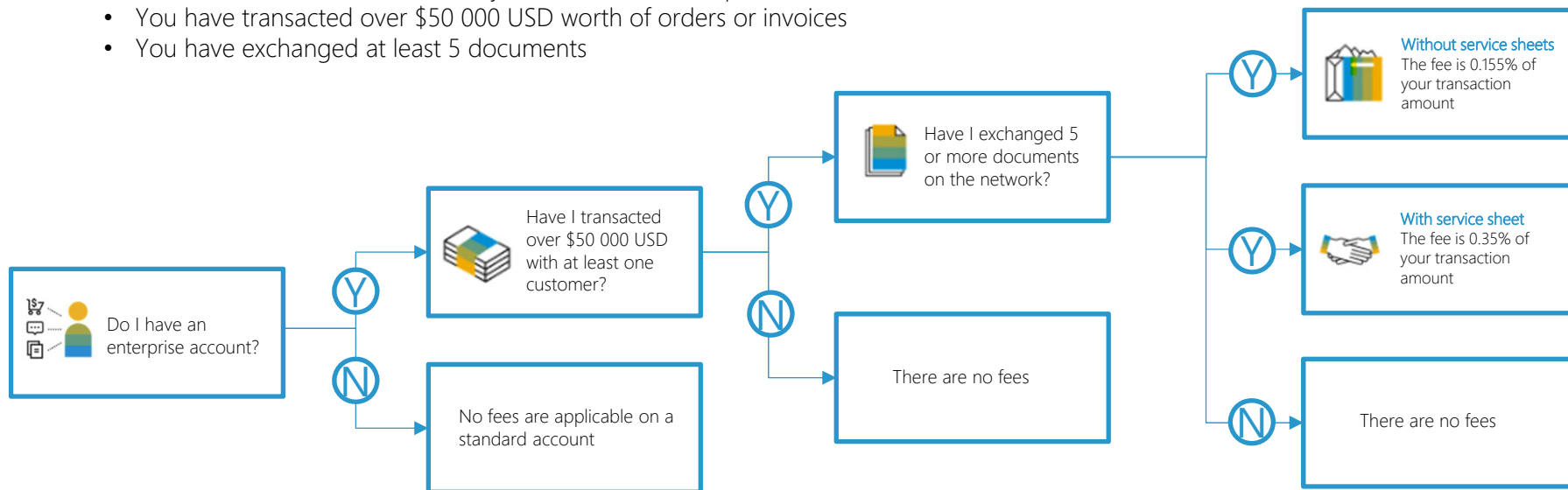
The Enterprise account for suppliers is chargeable, but offers much better insight into the document transaction process and data storage options than the standard account.

## Enterprise Supplier SAP Business Network Account

### Fee or no fee?

As a supplier on SAP Business Network, you only pay fees under following conditions:

1. You have an Enterprise account
2. You meet both of these thresholds in any customer relationship:
  - You have transacted over \$50 000 USD worth of orders or invoices
  - You have exchanged at least 5 documents



## Enterprise Supplier SAP Business Network Account

Transaction and Subscription fees for Enterprise account:

### Transaction fees (billed quarterly)

Less than <b>5 documents*</b> OR less than <b>43 250 EUR</b>	<b>FREE</b> usage
More than <b>4 documents*</b> AND more than <b>43 250 EUR</b>	<b>0.155%</b> of transacted volume for relationships without Service Entry Sheets
	<b>0.35%</b> of transacted volume for relationships with Service Entry Sheets
	Capped at <b>17 300 EUR</b> per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses in at least one customer relationship annually	



### Subscription fees (billed annually)

<b>Annual Document Count</b> across <u>all</u> customer relationships	<b>Subscription level</b>	<b>Annual Fee</b>
Up to 4 documents	Premium	0 EUR
5 to 24 documents or < 216 250 EUR	Bronze	45 EUR
25 to 99 documents and > 216 250 EUR	Silver	670 EUR
100 to 499 documents and > 216 250 EUR	Gold	2 000 EUR
500 and more documents and > 216 250 EUR	Platinum	4 900 EUR



## Types of Supplier Accounts - Standard vs Enterprise Account

### Standard Account

- Free of charge
- Possibilities: Receive orders and send invoices
- Monitor invoice and payment status
- Collaborate on contracts
- Transactions with an unlimited number of documents

### Enterprise Account

- Chargeable (depending on the number of documents and the volume of transactions processed via the Ariba network).
- All benefits of the standard account
- Additional benefits based on the respective account model

## Standard vs Enterprise Account

### Standard Account

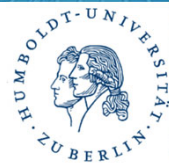
- Free to join and free to transact
- Add purchase order to existing account
- **Register a standard account and create documents against the purchase order** – After receiving the interactive email and completing the registration process, suppliers are taken to the purchase order details page and can create documents like order confirmations, ship notices, service sheets, invoices
- **Contact the Buyer** – If supplier have questions, they can click the link for the buyer's name in the frequently asked questions section of the interactive email order notification to send an email to the buyer
- **Decline the relationship request** – If suppliers don't want to transact with the buyer on SAP Business Network, they can click the **Stop Receiving emails** link in the **Frequently asked questions** section telling the buyer that they are declining the request. All subsequent documents send to supplier will fail
- Forward the interactive email –order notification – The person who receives the interactive email-order can forward the notification to another person in their company. Whoever registered the standard account is considered as administrator and other users have to contact admin to request access

### Enterprise Account

- Can incur fees
- Includes all capabilities of standard account
- Full inbox and outbox access with no limitations
- Full document history
- Access to running and scheduling reports
- Allows collaboration on advanced business processes with contract invoicing, services invoicing and inventory forecasting
- Access to 24/7 online support with SAP Ariba Customer Service
- Integrate with EDI or cXML
- Archive tax invoices

# 04

## How to use SAP Business Network



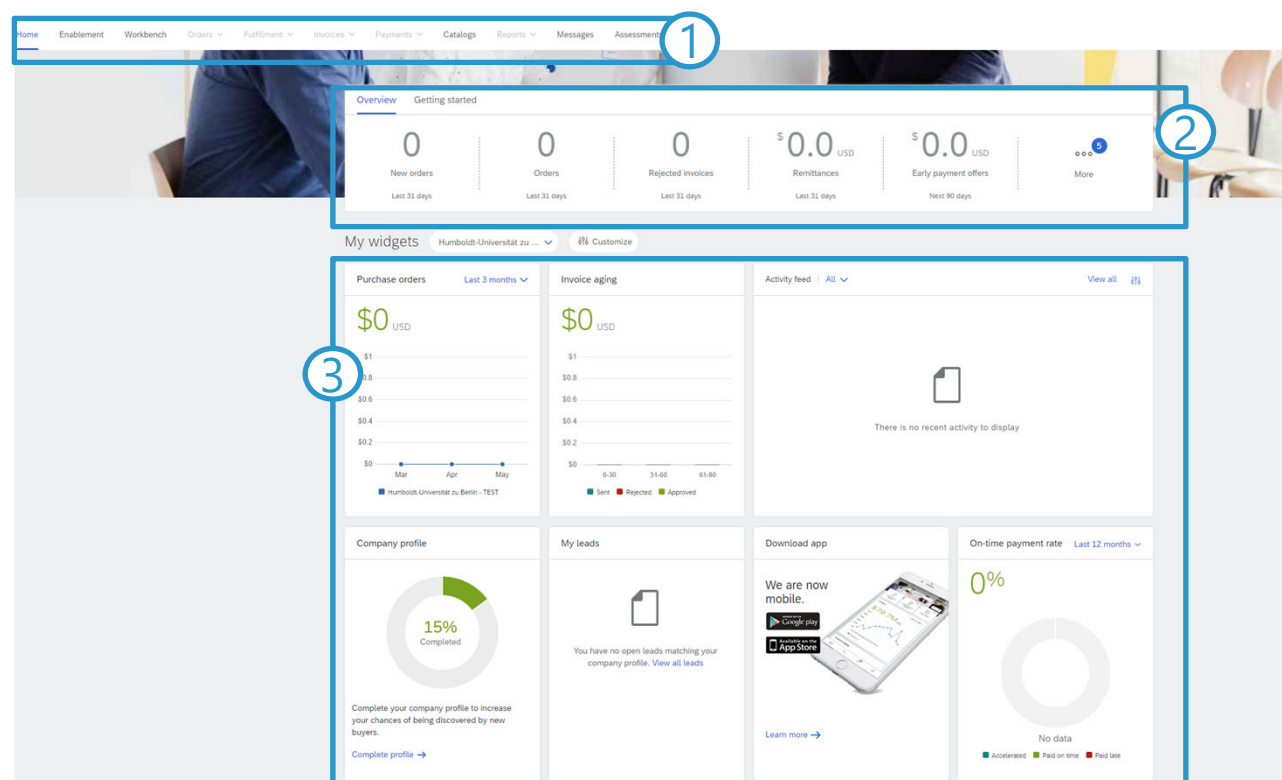
## How to navigate Standard Business Network Account

Once you are log in to the account you are redirected to the Home page

**Navigation Menu** – used to switch between different areas of business network. Since Standard account provides only limited access to the network some of the menu options are also not accessible for standard account suppliers

**Overview section** – gives a brief overview of how many new order have you received or how many orders are there in total

**My Widgets section** – serves as a limited reporting capability for a standard account and can be customized only by removing specific widget or rearranging them



The screenshot shows the user interface of the Standard Business Network Account. It features a navigation menu at the top (1), an overview section with key metrics (2), and a 'My widgets' section with various data visualizations (3).

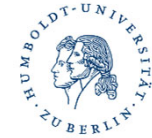
**Navigation Menu (1):** Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, Assessment.

**Overview section (2):** Getting started. Metrics include: New orders (0, Last 31 days), Orders (0, Last 31 days), Rejected invoices (0, Last 31 days), Remittances (\$0.0 USD, Last 31 days), Early payment offers (\$0.0 USD, Next 90 days), and More (5).

**My widgets section (3):**

- Purchase orders:** Last 3 months. Chart showing \$0 USD.
- Invoice aging:** Chart showing \$0 USD.
- Activity feed:** All. Message: "There is no recent activity to display".
- Company profile:** 15% Completed. Message: "Complete your company profile to increase your chances of being discovered by new buyers.".
- My leads:** Message: "You have no open leads matching your company profile. View all leads".
- Download app:** We are now mobile. Includes Google Play and App Store buttons.
- On-time payment rate:** Last 12 months. 0%. Legend: Accelerated, Paid on time, Paid late.





## How to navigate Standard Business Network Account

**Enablement** tab provides an overview of completed and pending task as you progress with establishing a relationship with buyers

Home **Enablement** Workbench Orders Fulfillment Invoices Payments Catalogs Reports More Create

### Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended to enter a comment when reopening a task.

Activities and Tasks for Humboldt-Universität zu Berlin - TEST [View Profile](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▼ Account	17 May 2023	5	0	0

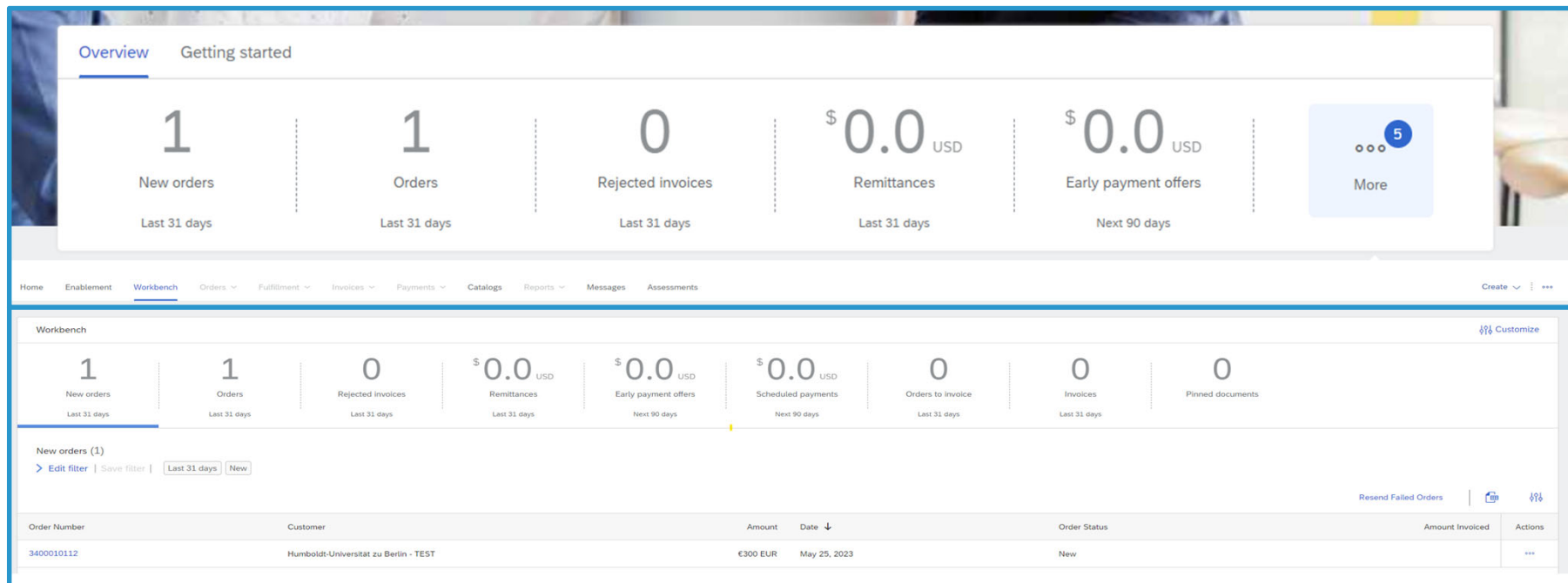
This activity contains tasks related to account and trading relationship requests.

- ✓ Completed Approve the activity  
You must approve this activity to begin with the Supplier Enablement. Buyer Task
- ✓ Completed Provided Email or Fax for the Trading Relationship Request  
The buying organization has provided email or fax details for the trading relationship request. Buyer Task
- ✓ Completed Relationship Request  
A request for account creation or trading relationship has been sent. This includes account creation for new suppliers. Buyer Task
- ✓ Completed Accept Terms of Use of the Arba Network  
You must accept Terms of Use of the Arba Network.
- ✓ Completed Accept Trading Relationship  
Accept the trading relationship request. You can set your account to automatically (default setting) or manually accept this type of request. Review

[top](#)

## How to navigate Standard Business Network Account

After supplier receives a purchase order and **connects** it to the standard account, it becomes visible in the **overview** and **workbench** menu



The screenshot displays the Standard Business Network Account interface, divided into two main sections: Overview and Workbench.

**Overview Section:**

- Getting started** (selected)
- 1 New orders** (Last 31 days)
- 1 Orders** (Last 31 days)
- 0 Rejected invoices** (Last 31 days)
- \$ 0.0 USD Remittances** (Last 31 days)
- \$ 0.0 USD Early payment offers** (Next 90 days)
- More** (5 items)

**Workbench Section:**

- 1 New orders** (Last 31 days)
- 1 Orders** (Last 31 days)
- 0 Rejected invoices** (Last 31 days)
- \$ 0.0 USD Remittances** (Last 31 days)
- \$ 0.0 USD Early payment offers** (Next 90 days)
- \$ 0.0 USD Scheduled payments** (Next 90 days)
- 0 Orders to invoice** (Last 31 days)
- 0 Invoices** (Last 31 days)
- 0 Pinned documents**

**Navigation and Filters:**

- Home | Enablement | **Workbench** | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | Assessments
- Workbench (selected)
- Customize
- Resend Failed Orders

**Table: New orders (1)**

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3400010112	Humboldt-Universität zu Berlin - TEST	€300 EUR	May 25, 2023	New		***



## How to navigate Standard Business Network Account

Access to the purchase order is possible via the overview by clicking on the order number and also from the Workbench menu by clicking on the specific order number

Home Enablement **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench Customize

**1** New orders Last 31 days

**1** Orders Last 31 days

**0** Rejected invoices Last 31 days

**\$ 0.0** USD Remittances Last 31 days

**\$ 0.0** USD Early payment offers Next 90 days

**\$ 0.0** USD Scheduled payments Next 90 days

**0** Orders to invoice Last 31 days

**0** Invoices Last 31 days

**0** Pinned documents

New orders (1)

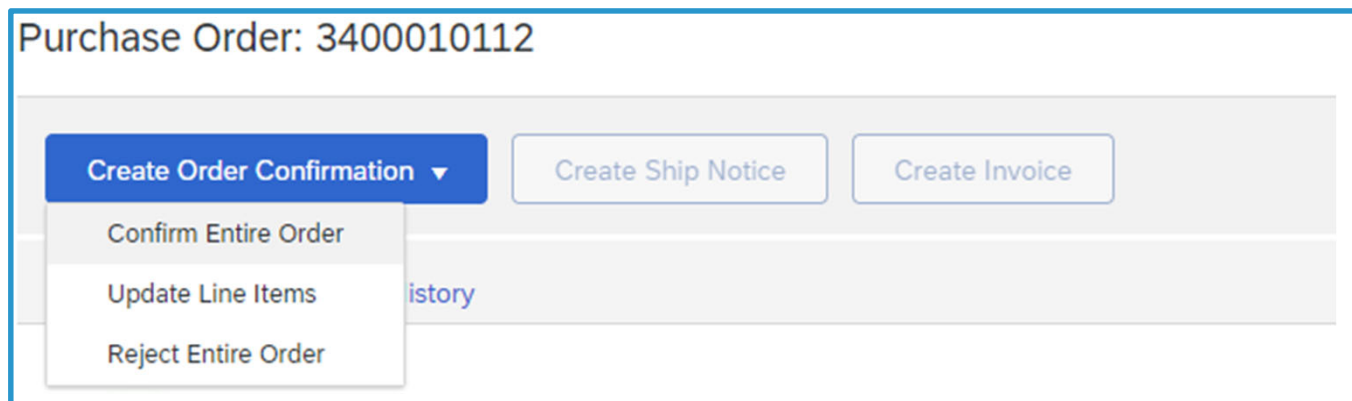
[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [New](#)

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3400010112	Humboldt-Universität zu Berlin - TEST	€300 EUR	May 25, 2023	New		...

## How to navigate Standard Business Network Account

To create an [order confirmation](#) supplier has to access the specific order and click on button- [Create Order Confirmation](#) in the top left corner



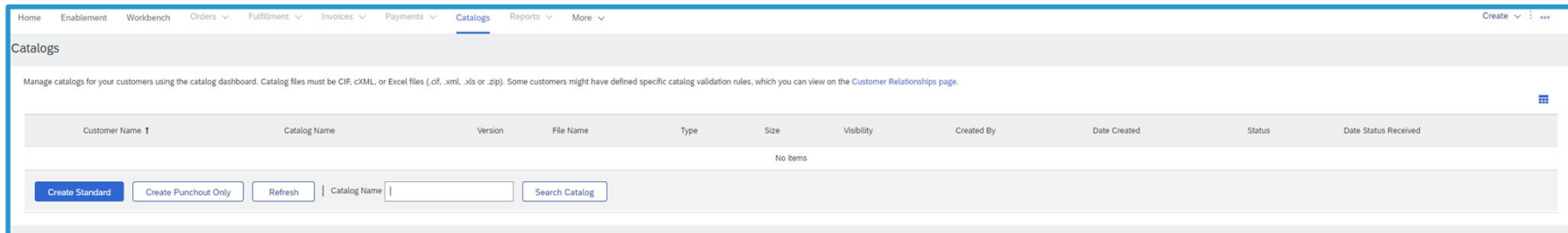
Once supplier confirm the purchase order, it is no longer considered as a [new order](#) and hence will not appear in [overview](#) section under [new orders](#)



## How to navigate Standard Business Network Account

In the [Catalog](#) menu, supplier can choose to upload their catalog and offer it to the buyer/s. Supplier has an option to create either [punchout catalog](#) or [standard catalog](#).

- For [Standard Catalog](#) supplier has to specify whether it is private or public catalog and for private ones specify to which buyer/s is it available. Supported upload formats are (Templates are provided):
  - [CIF](#)
  - [BMECAT](#)
  - [EXCEL](#)
- For Punchout Catalog supplier must have the [valid URL](#) to which buyer's procurement system will [punch in](#)

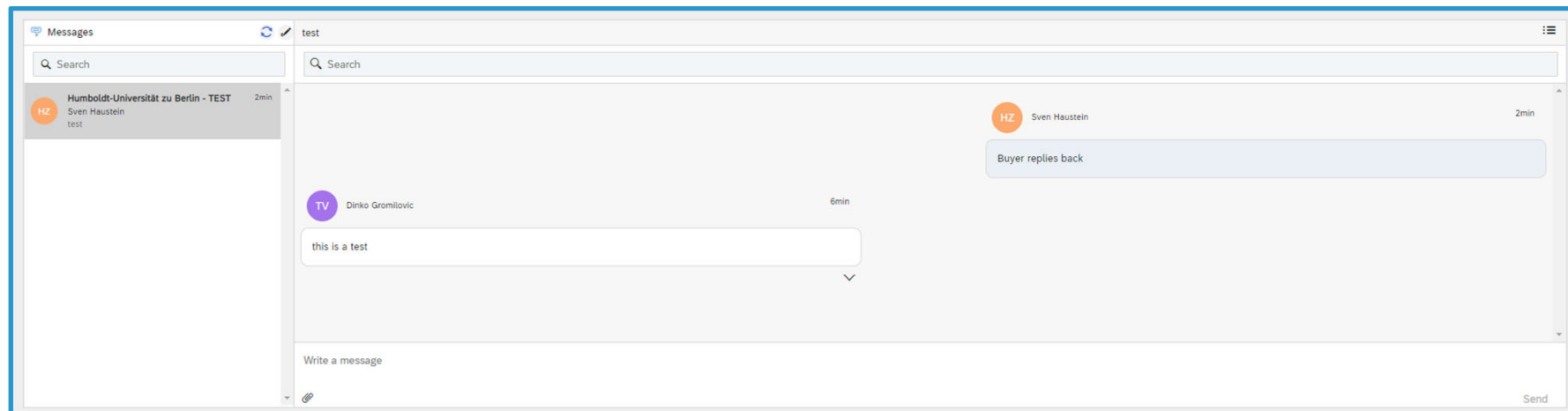


The screenshot shows the 'Catalogs' management interface. At the top, there is a navigation menu with options: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, **Catalogs**, Reports, and More. A 'Create' button is visible in the top right corner. Below the navigation, the page title is 'Catalogs'. A descriptive text states: 'Manage catalogs for your customers using the catalog dashboard. Catalog files must be CIF, cXML, or Excel files (.cif, .xml, .xls or .zip). Some customers might have defined specific catalog validation rules, which you can view on the [Customer Relationships page](#).' Below this text is a table with the following columns: Customer Name, Catalog Name, Version, File Name, Type, Size, Visibility, Created By, Date Created, Status, and Date Status Received. The table currently displays 'No items'. At the bottom of the interface, there are several buttons: 'Create Standard', 'Create Punchout Only', 'Refresh', a text input field for 'Catalog Name', and a 'Search Catalog' button.

## How to navigate Standard Business Network Account

In the [menu](#), if we expand the [More](#) dropdown we get access to – [Message](#) and [Assesement](#) sections


- [Message](#) – Allows supplier to communicate directly with buyer/buyers, each involved part gets an email notification when there is an activity in chat



## How to navigate Standard Business Network Account

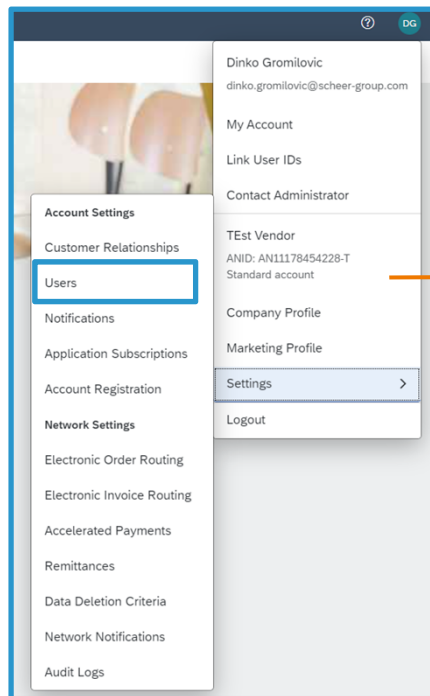
In the [menu](#), if we expand the [More](#) dropdown we get access to – [Message](#) and [Assesement](#) sections

- [Assesement](#) – Contains different due dilligence assesements which affect how supplier is presented to the buyers

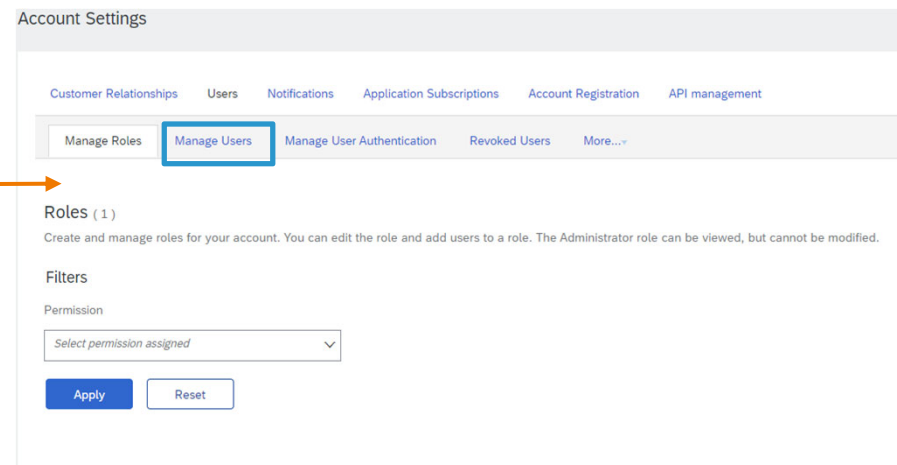
	Description	Status	Last Updated
<a href="#">Human rights assessment</a>	<p>A self-assessment that can be centrally-maintained by buyers to run Human rights due-diligence activities. Suppliers can take the assessment once and share it with many buyers for efficiency.</p> 	<a href="#">New</a>	...

## Create additional users and grant them access to your Business Network Account

To create additional users, **system administrator** has to navigate to the **initials in the top right corner**-> click on **Settings** -> **Users**



In the account setting administrator has to click on **Manage Users**



## Create additional users and grant them access to your Business Network Account

By clicking on the **plus icon**, administrator will access the **user creation form**.

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

**Filter**  
Users (You can only search on one attribute at a time)

Username  +

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	dinko.gromilovic@scheer-group.com	dinko.gromilovic@scheer-group.com	Dinko	Gromilovic	No	PROFILE_MGMT_ROLE_+3		All(1)	Yes	<input type="button" value="+"/> <input type="button" value="Print"/> <input type="button" value="List"/>

**Create User**

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click O.

**New User Information**

Username: \*  ⓘ

Email Address: \*

First Name: \*

Last Name: \*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: Number:

**Role Assignment**

Name	Description
No items.	

**Customer Assignment**

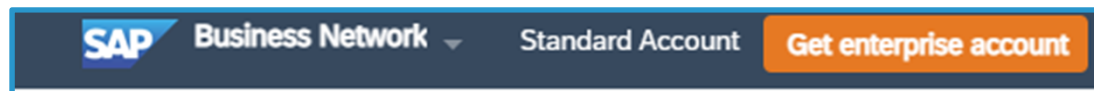
Assign to Customer:  All Customers  Select Customers

**Administrator** has to fill all the mandatory information and also select a valid permission for newly created user



## How to navigate Enterprise Business Network Account

Every **Standard** account will have an option to upgrade to the **Enterprise** account by clicking on the **Get Enterprise Account** Button in the top left corner



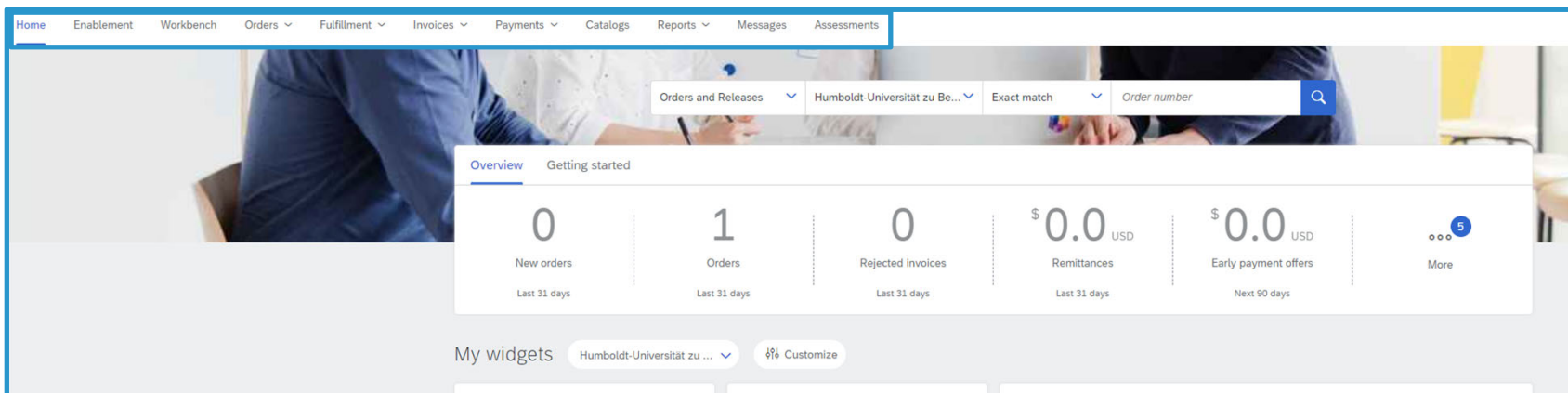
Once supplier clicks on this button, it redirects to the page with short description of differences. Clicking on **Upgrade** button supplier can upgrade to Enterprise account

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
● Orders and invoices	<ul style="list-style-type: none"> <li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li> </ul>	<ul style="list-style-type: none"> <li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>✓ Use CSV uploads to manage large documents.</li> </ul>
📄 Catalogs	<ul style="list-style-type: none"> <li>✓ Publish catalogs that detail your products and services *</li> </ul>	<ul style="list-style-type: none"> <li>✓ Publish catalogs that detail your products and services</li> </ul>
🔌 Integration		<ul style="list-style-type: none"> <li>✓ Integrate with your backend systems through CXML or EDI</li> </ul>
📁 Legal Archive		<ul style="list-style-type: none"> <li>✓ Access to long-term invoice archiving (regional restrictions apply)</li> </ul>
📊 Reporting		<ul style="list-style-type: none"> <li>✓ Get reports to track transactions and sales activities</li> </ul>
🗨️ Support	Help Center	<ul style="list-style-type: none"> <li>✓ Help Center, phone, chat, and web form</li> </ul>
💰 Fees	Free	Based on usage
<small>*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.</small>		
<b>SELLING</b>	By the way, you can use these with any account.	
🔍 Ariba Discovery	<ul style="list-style-type: none"> <li>✓ Join our business matchmaking service to get high quality sales leads. Fees may apply</li> </ul>	
👤 Sourcing, Contract Management	<ul style="list-style-type: none"> <li>✓ Attract potential customers with your profile and get invited to auctions and other events.</li> </ul>	
<small>Learn more about all the features of Ariba Network</small>		

## How to navigate Enterprise Business Network Account

**Enterprise** account unlocks access to all the other menus which were previously not accessible for standard business network account



The screenshot displays the Enterprise Business Network Account dashboard. At the top, a navigation menu includes Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. Below the navigation is a search bar with filters for 'Orders and Releases', 'Humboldt-Universität zu Be...', 'Exact match', and 'Order number'. The main dashboard area features a 'Getting started' section with a 'More' button showing 5 items. The dashboard includes several key metrics:

Metric	Value	Period
New orders	0	Last 31 days
Orders	1	Last 31 days
Rejected invoices	0	Last 31 days
Remittances	\$ 0.0 USD	Last 31 days
Early payment offers	\$ 0.0 USD	Next 90 days

Below the metrics is a 'My widgets' section with a dropdown menu for 'Humboldt-Universität zu ...' and a 'Customize' button.



## How to navigate Enterprise Business Network Account

Supplier will have access to **Orders** tab with which it is possible to **query orders** by specific criteria

Home Enablement Workbench **Orders** Fulfillment Invoices Payments Catalogs Reports More Create

### Order Inquiries

▼ Search Filters

Customer: All Customers

Inquiry Number:

Partial number  Exact number

Buyer Location Code:

Order Number:

Date Range: Last 14 days  
12 May 2023 - 25 May 2023

Routing Status: All

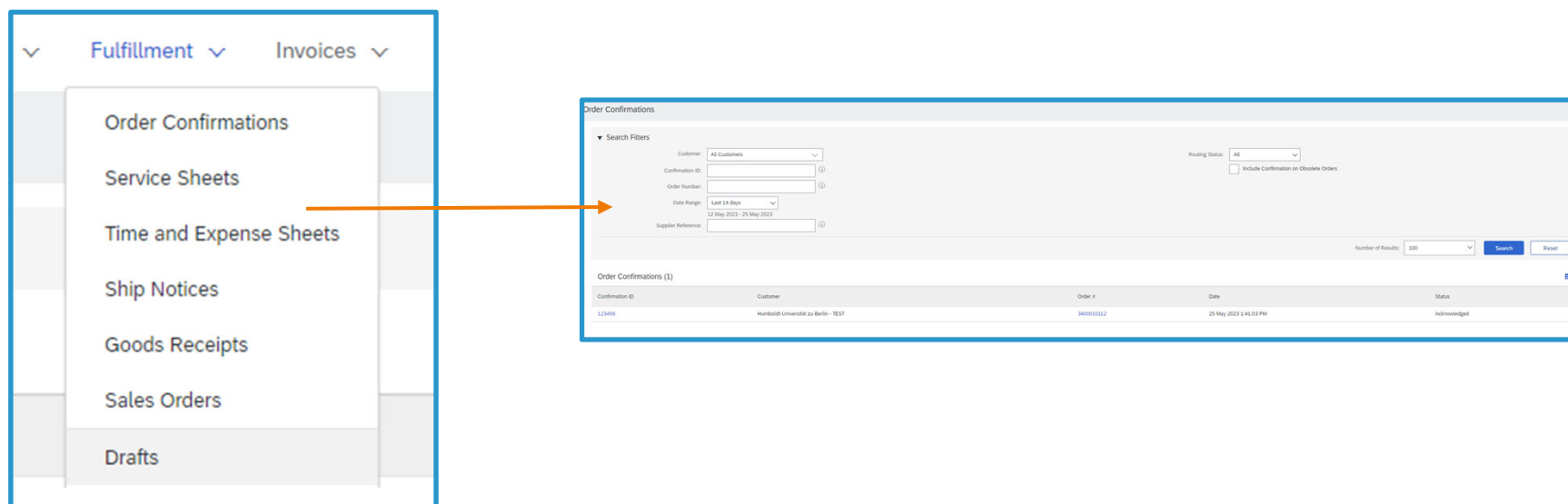
Number of Results: 100

### Order Inquiries

Inquiry #	Customer	Order #	Date	Status
None found in the date range				

## How to navigate Enterprise Business Network Account

In the **fulfilment** tab supplier can track **order fulfillments**, like **order confirmations**. Difference compared to the **Standard** account here is that with Standard account supplier can only access **fulfillments** through the specific order and in case of **Enterprise** account this is all sorted under this menu tab and supplier can apply filters to search for specific data.

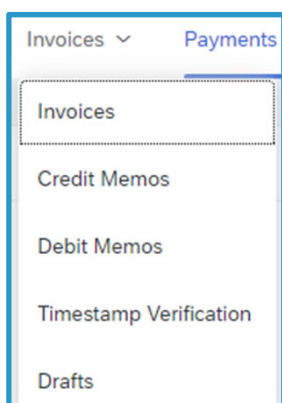


The screenshot illustrates the navigation path from the Fulfillment menu to the Order Confirmations search results. The left panel shows the 'Fulfillment' menu with 'Order Confirmations' highlighted. An orange arrow points from this menu item to the 'Order Confirmations' search interface on the right. The search interface includes filters for Customer, Confirmation ID, Order Number, Date Range, and Supplier Reference, along with a 'Search' button and a table of results.

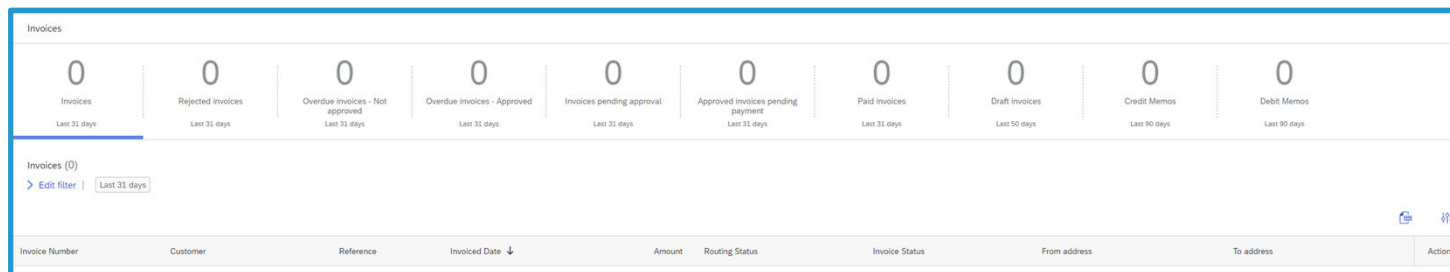
Confirmation ID	Customer	Order #	Date	Status
123456	Humboldt-Universität zu Berlin - TEST	3400010112	25 May 2023 1:41:03 PM	Acknowledged

## How to navigate Enterprise Business Network Account

Invoices menu provides overview of general status of [invoices](#), [credit memos](#), [debit memos](#)

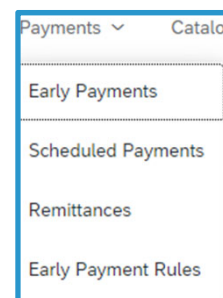


The screenshot shows a navigation menu with two main sections: 'Invoices' and 'Payments'. The 'Invoices' section is expanded, showing a list of options: 'Invoices', 'Credit Memos', 'Debit Memos', 'Timestamp Verification', and 'Drafts'. The 'Invoices' option is highlighted with a dashed border.



The screenshot shows the 'Invoices' overview dashboard. At the top, there are ten cards representing different invoice statuses, each with a large '0' and a 'Last 31 days' label. Below the cards, there is a section for 'Invoices (0)' with an 'Edit filter' button and a 'Last 31 days' filter. At the bottom, there is a table with columns: Invoice Number, Customer, Reference, Invoiced Date (with a dropdown arrow), Amount, Routing Status, Invoice Status, From address, To address, and Actions.

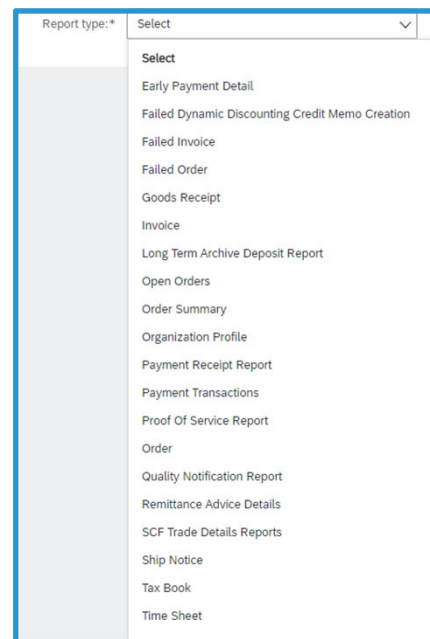
Payments menu provides an overview and general status of Payments



The screenshot shows a navigation menu with two main sections: 'Payments' and 'Catalog'. The 'Payments' section is expanded, showing a list of options: 'Early Payments', 'Scheduled Payments', 'Remittances', and 'Early Payment Rules'. The 'Early Payments' option is highlighted with a dashed border.

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In the [reports](#) tab suppliers can create reports and [schedule](#) them to be sent automatically to specific email address. There are predefined object types based on which report can be created



Report type:\*

- Select
- Select
- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creation
- Failed Invoice
- Failed Order
- Goods Receipt
- Invoice
- Long Term Archive Deposit Report
- Open Orders
- Order Summary
- Organization Profile
- Payment Receipt Report
- Payment Transactions
- Proof Of Service Report
- Order
- Quality Notification Report
- Remittance Advice Details
- SCF Trade Details Reports
- Ship Notice
- Tax Book
- Time Sheet