AGENDA

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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
Why suppliers should be part of SAP Business Network

✓ 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
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
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:

- **Buyer**
  - Sends a document from procurement system to the supplier
  - Receives a document in the procurement system
  - Creates a **Goods Receipt** in Procurement System

- **SAP Business Network**
  - Routes the interactive email to the supplier
  - Routes **Order Confirmation** to the Buyer
  - Routes **Goods Receipt** to the supplier

- **Supplier**
  - Receives interactive email and clicks on action button, like **Process Order**
  - Clicks on **Sign Up** to start the Standard account registration process or clicks on **Log In** to use the existing account
  - Reviews company info, enters user info, and agrees the terms of use
  - Clicks **Register** and is taken to the document in their account
  - Creates and submits a document to buyer, such as **Order Confirmation**
  - Creates and submits a document to buyer, such as **Order Confirmation**

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 your ERP
- Get help publishing catalogs
- Run Activly reports
- Respond to unlimited RFPs (Request for pricing) through SAP Ariba Discovery
- Receive extended priority 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

Do I have an enterprise account?

No fees are applicable on a standard account

Have I transacted over $50,000 USD with at least one customer?

Have I exchanged 5 or more documents on the network?

Without service sheets
The fee is 0.155% of your transaction amount

There are no fees

With service sheet
The fee is 0.35% of your transaction amount

There are no fees
### Enterprise Supplier SAP Business Network Account

Transaction and Subscription fees for Enterprise account:

#### Transaction fees (billed quarterly)

<table>
<thead>
<tr>
<th>Less than 5 documents* OR less than 43 250 EUR</th>
<th>FREE usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 4 documents* AND more than 43 250 EUR</td>
<td>0.155% of transacted volume for relationships without Service Entry Sheets</td>
</tr>
<tr>
<td></td>
<td>0.35% of transacted volume for relationships with Service Entry Sheets</td>
</tr>
<tr>
<td></td>
<td>Capped at 17 300 EUR per customer relationship</td>
</tr>
</tbody>
</table>

*only POs, invoices, service entry sheets, and service entry sheet responses in at least one customer relationship annually

#### Subscription fees (billed annually)

<table>
<thead>
<tr>
<th>Annual Document Count across all customer relationships</th>
<th>Subscription level</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 4 documents</td>
<td>Premium</td>
<td>0 EUR</td>
</tr>
<tr>
<td>5 to 24 documents or &lt; 216 250 EUR</td>
<td>Bronze</td>
<td>45 EUR</td>
</tr>
<tr>
<td>25 to 99 documents and &gt; 216 250 EUR</td>
<td>Silver</td>
<td>670 EUR</td>
</tr>
<tr>
<td>100 to 499 documents and &gt; 216 250 EUR</td>
<td>Gold</td>
<td>2 000 EUR</td>
</tr>
<tr>
<td>500 and more documents and &gt; 216 250 EUR</td>
<td>Platinum</td>
<td>4 900 EUR</td>
</tr>
</tbody>
</table>
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 sent 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.
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.
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.
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.
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 it is 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
How to navigate Standard Business Network Account

In the menu, if we expand the More dropdown we get access to – Message and Assessment 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 **Assessment** sections

- **Assessment** – Contains different due diligence assessments which affect how supplier is presented to the buyers
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.

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.
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.
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.
How to navigate Enterprise Business Network Account

In the fulfillment 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.
How to navigate Enterprise Business Network Account

**Invoices** menu provides overview of general status of invoices, credit memos, debit memos

**Payments** menu provides an overview and general status of Payments
How to navigate Enterprise Business Network Account

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.