

Supplier Info Pack

Standard Account

PUBLIC



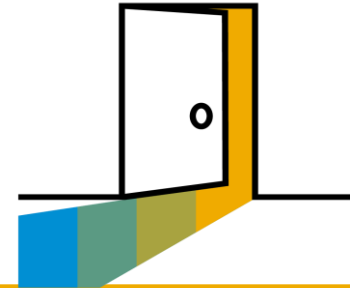
Learn About SAP Business Network, Standard Account



What is a Standard Account?



What do I do next?



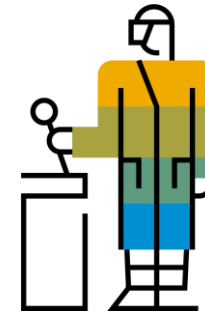
How does a Standard Account benefit me?



Can I upgrade my Standard Account?



Where do I go for help?



FAQ

Overview **Standard Account**



Introduction to SAP Business Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP** and implementing **SAP Business Network, Standard Account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, SAP has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

➤ What is Standard Account?

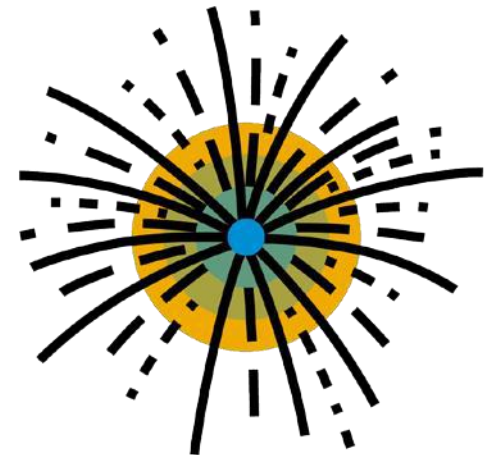
Standard Account on SAP Business Network gives you a fast, FREE way to do business with your customer via interactive emails. Standard Account was previously referred to as Light Account.

➤ What does this mean for you?

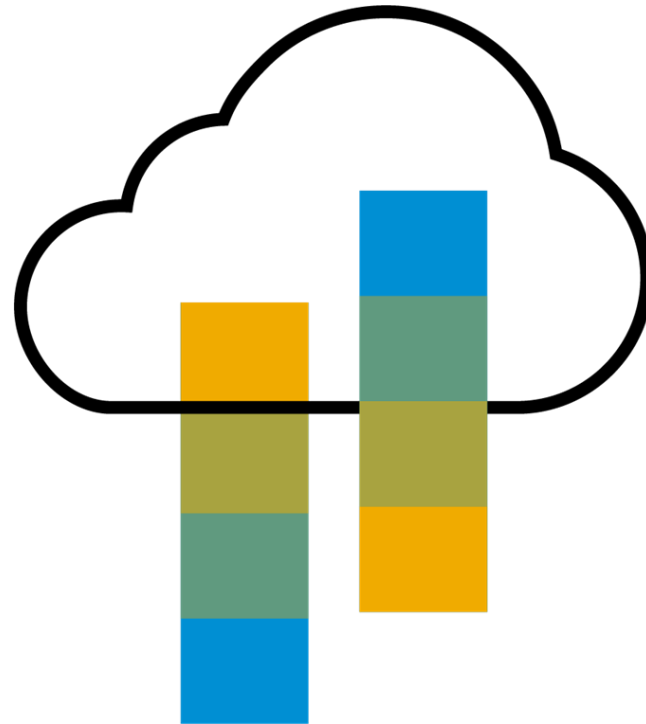
Transacting on the network via a FREE Standard Account will allow you to meet your customer's requirements to join them on the network with the option to avoid fees.

➤ What are the benefits?

[Standard Account](#) provides access to quickly transact with SAP customers for FREE, improve customer retention, and get paid faster.



Next steps

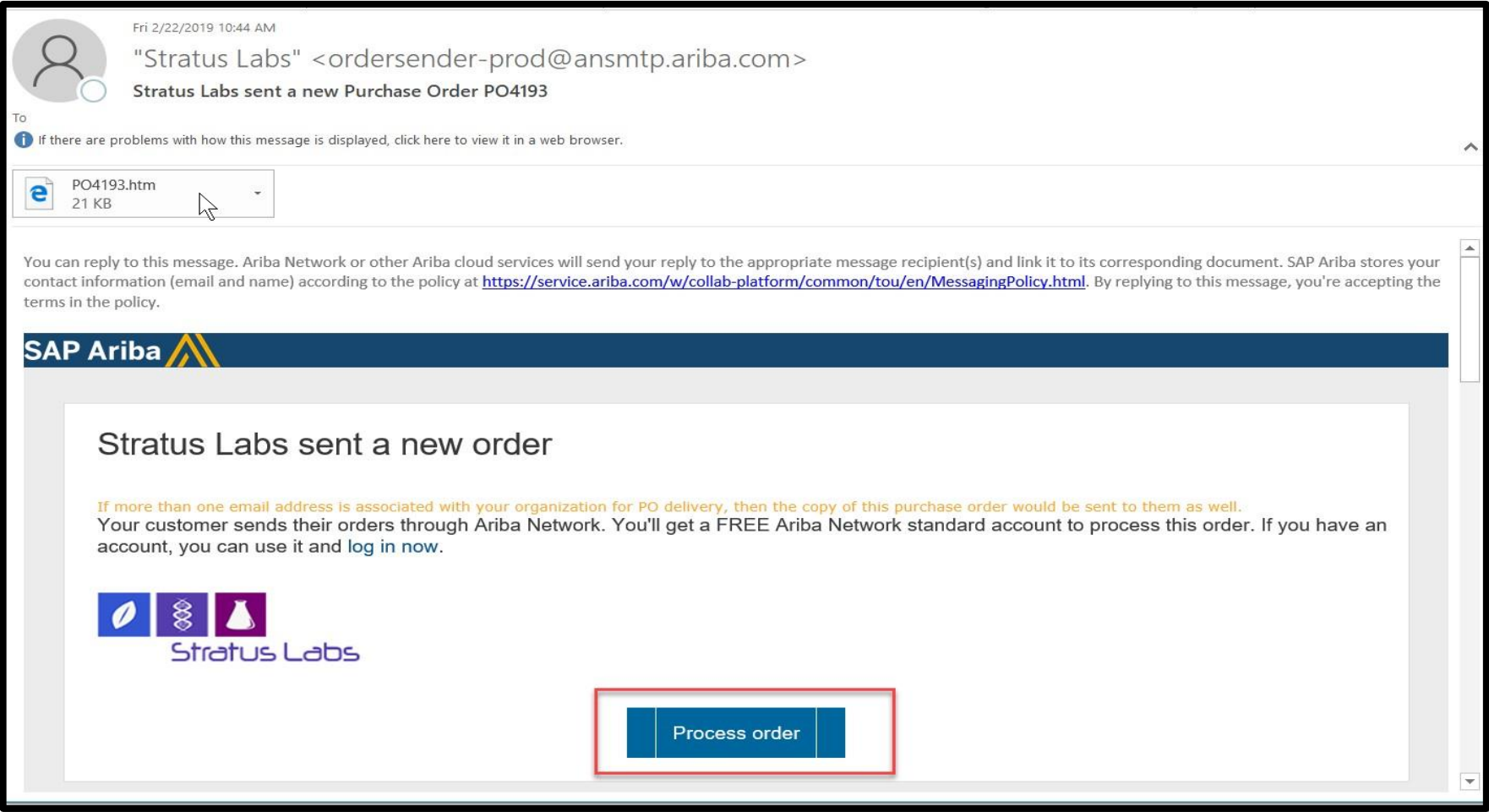


Next Steps



Receive Interactive Email Order from Customer

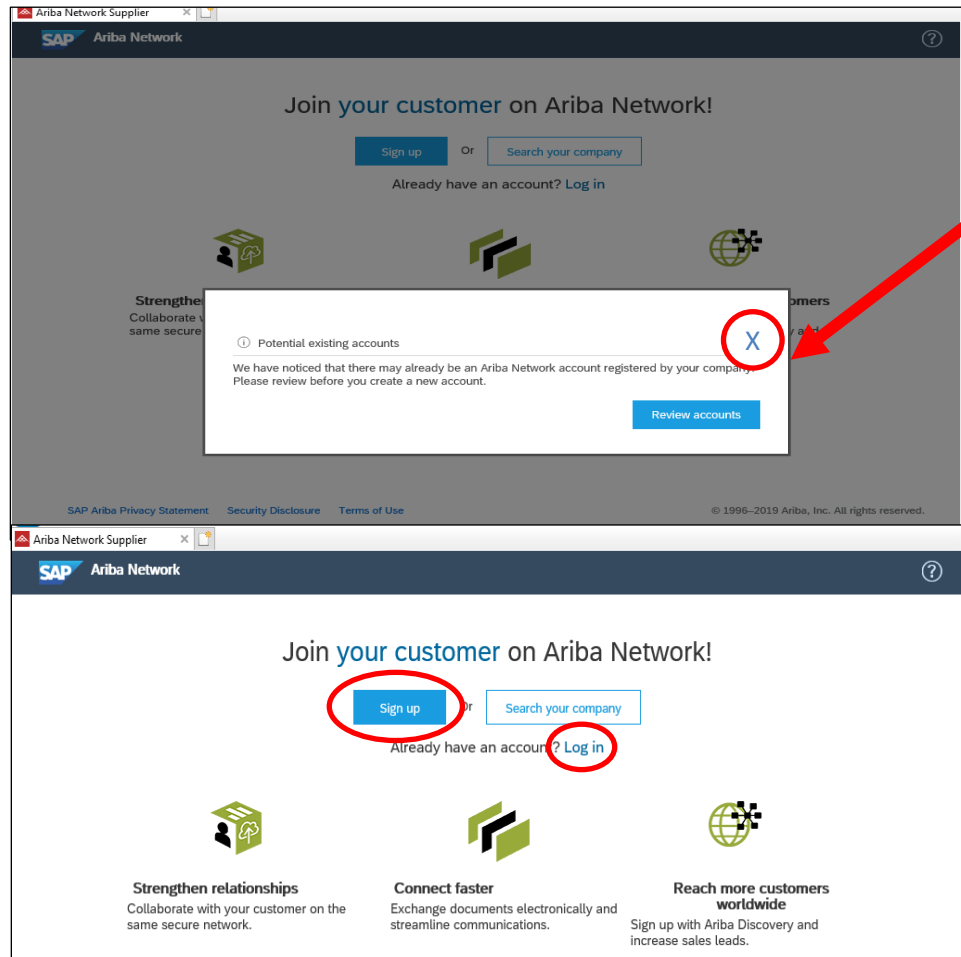
Click the **Process Order** button in the PO notification (interactive email)



[Next step](#)

Sign Up for Standard Account or Log In to an existing account

SAP Business Network may alert you of existing accounts based on your contact information



Upon reaching the landing page, a pop-up message may alert you if your company has 'potential existing accounts.'

Suppliers may click "X" to close the pop-up to **Sign Up** for a new Standard Account or **Log In** to an existing account to establish the relationship with an existing Standard or Enterprise Account.

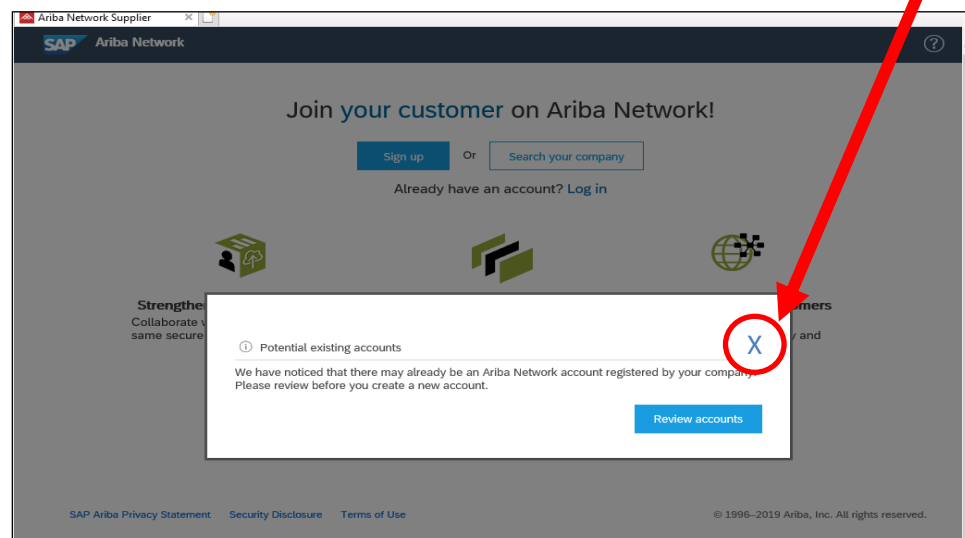
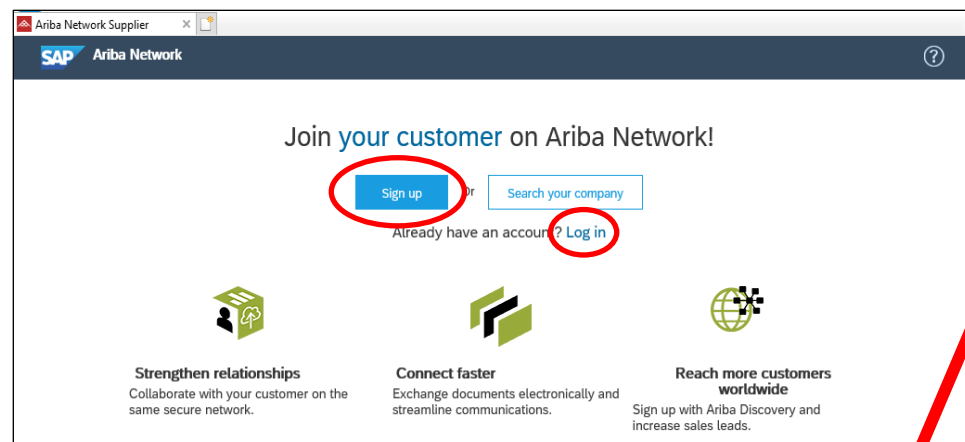
Sign Up Note: When signing up for a new account, you may also click the "X" to "sign up", or briefly review potential existing accounts; if you think you need to merge the account with another part of your company. From the review accounts screen (not shown here) you will have the choice to "go back" or "continue account creation" as well options to contact the administrator of any potential account. If this pop-up screen does not appear, please continue with the Sign up option.

Log In Note: While signing into an existing account through this process, the type of account will result in your original existing account type. (i.e., if you are logging into an existing standard account the account will remain standard and if you are logging into an existing Enterprise Account the account will remain Enterprise.)

Next step

Sign Up for Standard Account or Log In to an existing account

Upon reaching the landing page, you may continue with Sign Up for an new Standard Account or Log In to an existing account



Based on your login information, a pop-up message may alert you if your company has 'potential existing accounts.'

Suppliers may click "X" to close the pop-up to **Sign Up** for a new Standard Account or **Log In** to an existing account to establish the relationship with an existing Standard or Enterprise Account.

Sign Up Note: When signing up for a new account, you may also click the "X" to "sign up", or briefly review potential existing accounts; if you think you need to merge the account with another part of your company. From the review accounts screen (not shown here) you will have the choice to "go back" or "continue account creation" as well options to contact the administrator of any potential account. If this pop-up screen does not appear, please continue with the Sign up option.

Log In Note: While signing into an existing account through this process, the type of account will result in your original existing account type. (i.e., if you are logging into an existing standard account the account will remain standard and if you are logging into an existing Enterprise Account the account will remain Enterprise.)

Next step

For A New Account Sign-up (Registration)

Add Company Info, Accept Terms of Use, and click Register

1 Review your Company information

Company information

* Indicates a required field

Company Name:*

Country:* If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:*

City:*

State:*

Zip:*

2 Enter your User account information

User account information

Name:*

Email:*
☒ Use my email as my username

Username:*

Password:*

Language:

Email orders to:*

3 Accept Terms of Use and click on Register

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Please note that your Standard Account is now registered and future POs will be sent through this account and the email designated. Please follow the next 2 slides to confirm or update where you would like your orders routed and to configure additional users.

[Next step](#)

Configure Order Routing & Users

Update Electronic Order Routing Emails

Key Points for taking action on Purchase Orders:

- Suppliers must maintain their order routing emails within their account. Orders can be set to go directly to the resources you choose.
- Purchase Orders received through Interactive Email may be forwarded to invoicing resources, however, any recipient **MUST BE SETUP AS A USER** within your account to actively send invoices or other documents against the PO.

To configure Order Routing & Users:

1. Login to your account. Click on the circle with your initials to access your Account dropdown menu, select Settings > then select Electronic Ordering Routing
2. Enter up to 5 emails or alias' for the appropriate parties/users who will be responsible for processing orders, invoices or any other applicable documents.
3. Click Save to complete

To configure Users, the Administrator must follow steps on the next slide to [Set Up Additional Users](#) for any additional company resources taking action against Orders.

The screenshot shows the SAP Ariba Network account settings interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. A user profile dropdown menu is open, showing options like 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch To Test ID'. The 'Settings' option is highlighted. Below the settings menu, the 'Electronic Order Routing' option is selected under the 'NETWORK SETTINGS' section. The 'Electronic Order Routing' page is displayed, showing a table for 'Capabilities Preferences' and a section for 'New Orders'. The 'Email address' field is highlighted with a red box and a red arrow pointing to it. A note box states: 'Note: If you have more than 5 contacts who need to receive the PO, create a distribution alias for all contact to access.' The 'Save' button is also highlighted with a red box and a red arrow pointing to it. The 'Email' dropdown menu is set to 'Email'.

ARIBA USER
userid@ariba.com
My Account
Link User IDs
Contact Administrator
Switch To Test ID
Standard Account, LLC
ANID: AN010000001
Company Profile
Settings
Logout

ACCOUNT SETTINGS
Customer Relationships
Users
Notifications
NETWORK SETTINGS
Electronic Order Routing
Electronic Invoice Routing

1 Electronic Order Routing

2 Enter up to 5 emails addresses here

3 Save

Note: If you have more than 5 contacts who need to receive the PO, create a distribution alias for all contact to access.

Capabilities Preferences

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type Routing Method Options

Catalog Orders without Attachments Email

Options

☐ Attach cXML document in the email message
☒ Include document in the email message
☐ Leave attachments online and do not include the attachments that have the new catalog orders without attachments.
☐ Attach PDF document in the email message

For Email routing method, enter up to five email addresses separated by commas. For Fax routing method, enter a fax number, which is called from the United States. For documents routed through Email or Fax, the language used in section headings and field labels is based on the preferred language setting of the account administrator's user account.

[Next step](#)

Configure Users

Administrators Only

1. In the upper-right corner of the application, click your initials > Settings and select Users.

Note: Admins must first create a role with specific permissions selected, to allow users to be “assigned” a role. In this example, you are creating a role to allow users the permission to process invoices and other documents.

2. Click on the **Create Role** button in the Manage Roles section
- a. Enter Role name of choice (as it make sense to your or organization, e.g., AR, Invoicing, Invoice Processing, Reporting)
 - b. Enter a brief description for the role
 - c. **Add Permissions to the Role** that correspond to the user’s actual job responsibilities by checking the proper boxes and click save to create the role. In this example for Invoicing, **select** the below permissions, as applicable, and **Save**:

- ✓ Inbox and Order Access
- ✓ Invoice Generation
- ✓ Outbox Access

3. To Create a User Click on Create User button and add all relevant information about the user including name and contact info.

Select a role in the Role Assignment section and Click **Done**.

Example User Account Setup for an Invoice Processing role

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact
<input type="checkbox"/>	rebecca.novotny@sap.com	Rebecca	Novotny	No

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to other user.

Role	Actions
Administrator	Details
All Access	Details Edit Delete

Create Role

* Indicates a required field

New Role Information

2a Name: * Invoice Processing

2b Description: Enter Role name of choice above (how it make sense to your or organization) and a description here. Choose the Permissions below and Save. Then assign a role to the appropriate users you create.

Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

2c

Permission	Description
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> Outbox Access	View and search documents in Outbox and take actions based on your role
<input type="checkbox"/> Services Access	Perform Services actions with limited access to transactions information

Transact with customer using Standard Account

- 1 Click on **Create Order Confirmation**, **Create Ship Notice**, or **Create Invoice** to get started.

NOTE: These options will vary depending on Buyer Network rule configurations/requirements

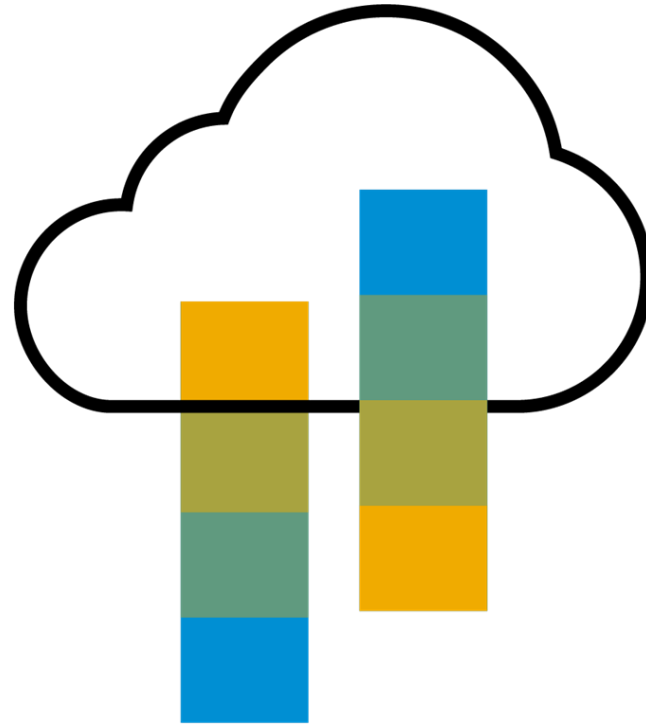
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side in your SAP Business Network Account) or at the bottom of the interactive email.

The screenshot displays the SAP Business Network interface for a Purchase Order. At the top, the Purchase Order number is 0170102_MEG_PO1. Below this, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. These buttons are highlighted with a red box and a yellow circle labeled '1'. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. On the right side, there is a 'Done' button and a 'Po invoice' button. Below the 'Po invoice' button, there is a 'Results for Po invoice' section with four links: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. This section is highlighted with a red box and a yellow circle labeled '2'. At the bottom, there is a section for 'From: Customer BuyerA USA' and 'To: Test supplier SMO 01-TEST'. The Purchase Order details are also shown: 'Purchase Order (New) 0170102_MEG_PO1' with an amount of '\$400.00 USD'.

For a quick video tutorial, available in 24 languages, on registering a Standard Account and invoicing, refer to the [Help resources Web Page](#)

For a quick video tutorials and documentation, available in 24 languages, please refer to the [Help Resources Web Page](#) in the Help Section of this document.

Benefits



How Standard Account benefits YOU

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using SAP Business Network Discovery
- Promote your company to other customers on SAP Business Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access

The screenshots illustrate the Ariba Network user experience. The top image is an email notification from a buyer to a supplier, prompting them to process an order. The middle image is the Ariba Network sign-up page for a buyer, showing a 'Sign up' button and a 'Log in' link for existing users. The bottom image is the registration form, divided into '1. Company information' and '2. User account information'. It includes fields for company name, address, and user details. Below the registration form is a 'Purchase Order' details page for POT4323ID09_noSoldTo, showing order details, payment terms, and a table of line items.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping	Details
1	BEARING, FLANGE, Lamin spinn dolor id amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet finibus fringilla, arcu sapien semper sem, ut accumsan ex enim ac tellus.	Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD	Details
2	SuppPart0002	Service	1 (AU)		\$2.50 USD	\$2.50 USD		Details

SAP Business Network Discovery

Matching Suppliers to Buyers Ready to Buy



Receive leads

Complete five-minute registration to start receiving leads in your in-box



Save time

Get in front of buyers ready to buy



Sell effectively

Give sellers access to thousands of dollars in new business every month



Win new business

Tap into \$5 billion of new opportunities posted annually



Increase interactivity

Communicate with buyers and prospects in real time

SAP Supplier Mobile App

Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by customer

Work on-the-go

- Confirm PO
- Pin important documents for later



Real-time Alerts

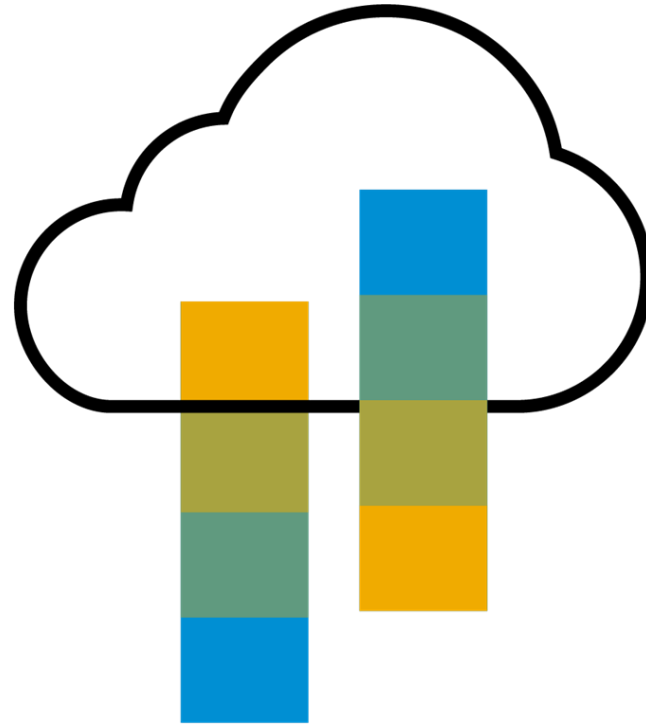
- View network activity
- Receive push alerts for business critical events

Monitor Key Activity

- View PO and Invoice information
- Search for PO and Invoices using HANA

[Apple iTunes App Store](#) or [Google Play](#)

Upgrade

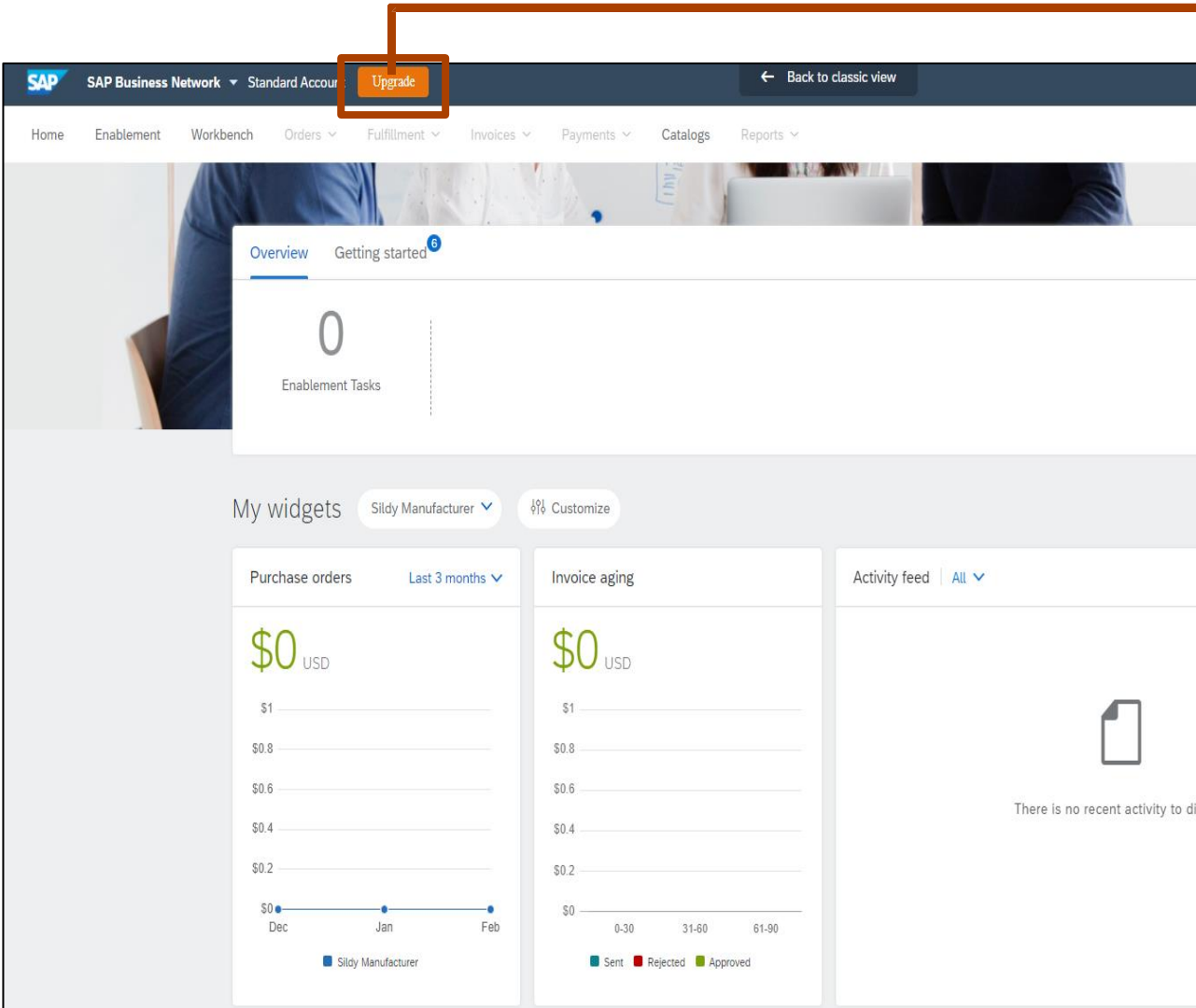


Standard Account vs. Enterprise Account on SAP Business Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-Service Only	✓ Access to SAP Support
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
SAP Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
SAP Business Network 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 .

[More](#)

Home Page – Upgrade to Realize the Full Value of the network

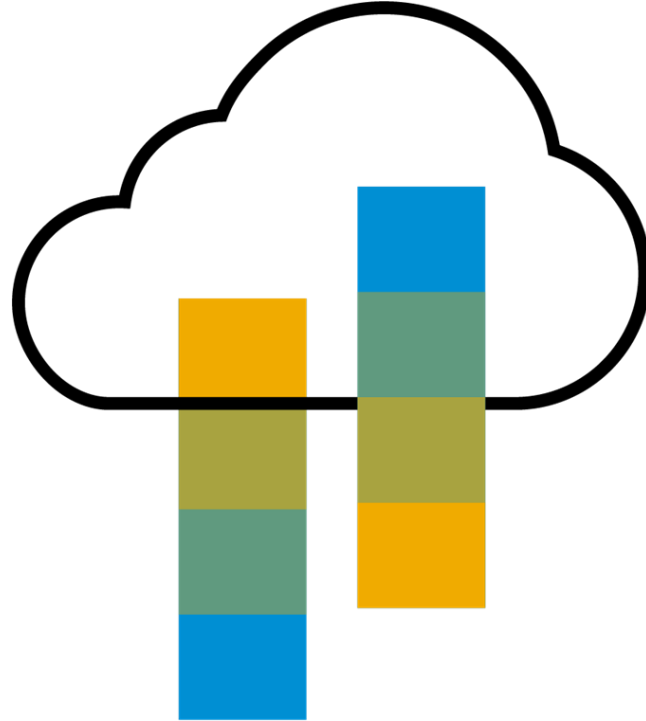


Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT Your current account	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 Ariba 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.

Help



Help Resources – Help Center



Access the Online Help Center for assistance with your Standard Account

- Click the Help Center Link at the bottom of the Interactive Email or
- While logged into your Standard Account, click the Help Center link in the upper right corner to expand the panel and gain access to topics relevant to the current SAP Business Network view

The Help Center includes:

- A user community to access Standard Account specific content
- Video tutorials (e.g. Invoice Creation, Adding users to the Standard Account)

Online Help via Help Center: in-context proved via SAP User Community

The screenshot shows the SAP Ariba Network Standard Account interface. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area displays a 'Purchase Order: PO2017-05-23LAC005ID02' with tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing a 'Buyer' logo and contact information for 'Buyer ABC (S)'. The 'Help Center' panel is expanded on the right, showing a search bar and a list of topics including 'Invoices (3:10)', 'Send a PO-based invoice (4:35)', 'Send a ship notice (3:08)', 'How do I create documents against purchase orders from my customer?', 'How to configure your user account information and company settings', 'Register and send an order confirmation (4:10)', 'How do I invoice a purchase order if I lose the email notification?', 'Add a new user (3:12)', 'When do I need to contact the account administrator for my company?', 'What browser versions are certified for SAP Ariba cloud solutions?', 'Overview of Ariba Network (4:07)', 'How do I change my remittance address and banking information?', 'How do I view my customer's invoicing rules?', and 'How do I upload a logo to my company profile?'. The bottom of the panel has links for 'Documentation' and 'Support'.

Help Resources – 2 Web Links



Click both links below to explore Standard Account Support Links

[Quick Videos & General Information](#) [in 24 languages](#)

Capabilities

Capabilities	Ariba Network, standard account
Access	<ul style="list-style-type: none">Access standard account using emails and notices sent by your customer or Ariba Network. Retain these emails for subsequent reference and processing.
Company Profile	<ul style="list-style-type: none">Set up a company profile to share with your customers on Ariba Network.
Orders*	<ul style="list-style-type: none">Transact documents with your customer such as orders, full and partial order confirmation, ship notices, and service entry sheets.
Invoices*	<ul style="list-style-type: none">Convert orders into an e-invoice with the click of a button.Create non-PO invoices and credit memos.
Invoice Status Notifications*	<ul style="list-style-type: none">Receive invoice status notifications.Payment proposalsRemittance details

[Documentation Deep Dive](#) [in 24 Languages](#)

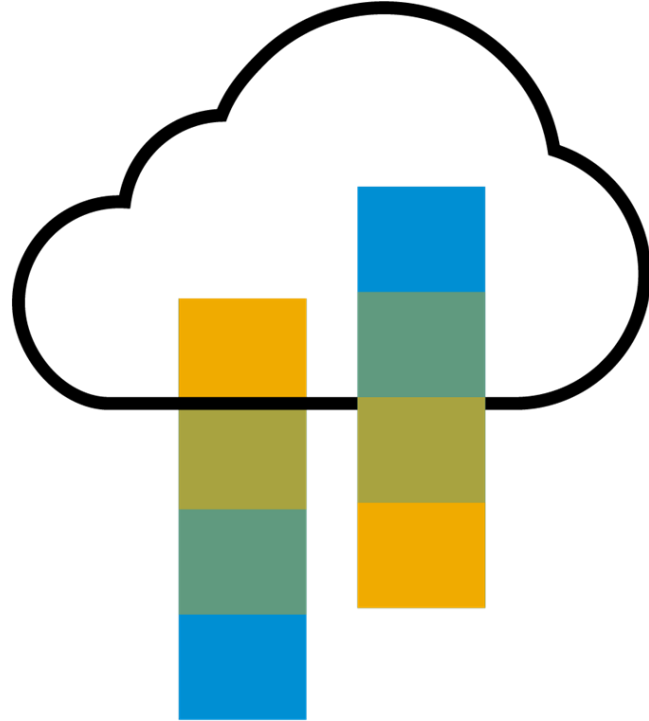
Welcome to your SAP Ariba Network Standard Account

As a new standard account user, it's important to know how to utilize the services of SAP Ariba Customer Support. You can use the Help Center for FAQ's, tutorials, and demos for help with using your account. Below are some articles and links it is suggested you review to start working with your customer on SAP Ariba.

Login to your account at <https://supplier.ariba.com>.

 Video tutorials	 Register	 Upgrade	 Configure account
 Process order	 Invoice	 Lost PO email	 Find order
 Payment	 Rejected invoice	 Contact your buyer	 Add new customer

FAQ



FAQ

Q: What is Standard Account capability on SAP Business Network?

A: SAP Business Network, Standard Account capability is a new, fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support beyond 'self-service only' for catalogs, back-end integration or to manage larger document volumes through online access.

Q: How can I access this new capability?

A: Your customer must send you a Standard Account invitation to transact with them using this methodology. Or if you self register on SAP Business Network, SAP Business Network Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register & will be started at the SAP Business Network, Standard Account capability level. In the latter case you will not exchange orders & invoices with your customer unless they establish a relationship with your account first but you can use other functionality.

Q: What document types are supported for this free account?

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for SAP Business Network? Can I switch to Standard Account?

A: If you are already using SAP Business Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an SAP Business Network subscription (Enterprise account) to a Standard Account.

Q: Am I required to register on SAP Business Network to use Standard Account?

A: Yes. You will be sent an interactive email from your buyer. To respond you must register for a free Standard Account. This free account is not the same as a Enterprise SAP Business Network account. You only need to upgrade to a enterprise account on the network when you determine that you desire the additional functionality.

FAQ

Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [SAP Business Network](#) Standard Account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from your customer: After you have a copy of the PO, you can create and submit a non-PO invoice.
NOTE: The buyers ability to receive non-PO invoices will vary depending on their Buyer Network rule configurations/requirements.

Q: How do I create documents against purchase orders from my customer?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your SAP Business Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing SAP Business Network Account?

A: If you've previously registered a Standard Account or enterprise account on SAP Business Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the Standard Account landing page.
2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier-2.ariba.com>.

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.