

Supplier Registration Process

SAP Business Network



Knowledge grows

Accepting the TRR (Transacting relationships request)



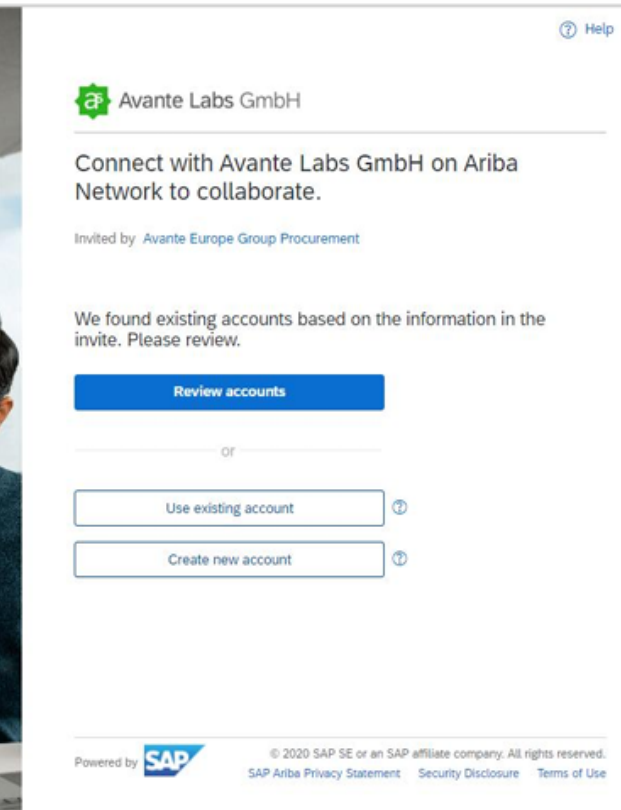
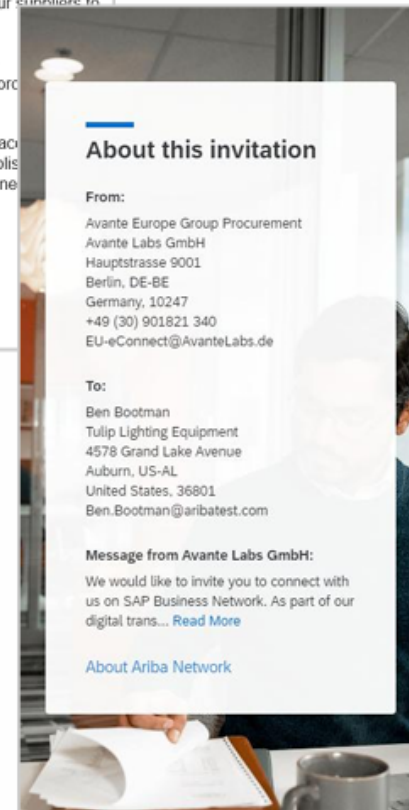
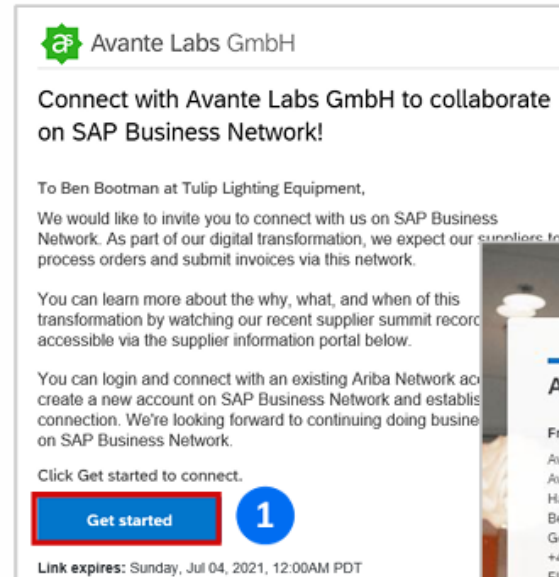
Ensure you are the required person to accept the relationship from your Buyer

The person who accepts the relationship automatically becomes the business SAP Business Network System Administrator

With the TRR email open

1. Click on **Get Started**

- ❖ About this invitation panel – displays content such as the **From:** and **To:**, a **message from your Buyer** and a **Read More** link for more information from your Buyer and an **About SAP Business Network** link taking users to an external website
- ❖ **Review Accounts** – Suppliers should review accounts to determine whether an account already exists for this Buyer or to identify whether they can use an existing account.
- ❖ **Use Existing Account** – As the System Administrator, you have identified an existing account. Using an existing account reduces the need for multiple log-ins
- ❖ **Create New Account** - Creation of a new account to transact with the Buyer



Accepting the Transacting Relationships Request (TRR) – Get Started

How to know if your company has already an administrator for SBN



Review Accounts allows suppliers to identify that they already have an SAP Business Network account. Using an existing account reduces the number of logins and accounts that need to be maintained.

With the invitation from youe Buyer displayed:

1. Click on **Get Started**
 2. Where the **Review account** button is activated, click on **Review accounts**
- ❖ **Note:** If the Review accounts button is not activated, it indicates there are no other accounts associated with the business email domain
- ❖ The Review matched accounts screen is displayed:
3. **Edit search criteria** is used for specific search criteria, then click on Search
- ❖ Any Search results are displayed
4. If you identify an account you wish to use, click on **Use this account**
 5. If you are unsure about an account and want further clarification, click on **Contact Administrator**
 6. To **create a new Account**, click on the back arrow to return to the Registration screen

Review Account Information – Duplicate Account Process

Avante Labs GmbH

Connect with Avante Labs GmbH to collaborate on SAP Business Network!

To Ben Bootman at Tulip Lighting Equipment,

You can login and connect with an existing Ariba Network account or create a new account on SAP Business Network and establish the connection. We're looking forward to continuing doing business with you on SAP Business Network.

Click Get started to connect.

Get started 1

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts 2

< Review matched accounts

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

Edit search criteria

Company name: Tulip Lighting Equipment

Corporate email / domain:

Country: Australia [AUS]

Tax / VAT ID: Please select country first

DUNS Number:

GLN: Enter Global Location Number

Search 3 Cancel

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
★ Unicorn PTY LTD	Yes	Australia	Victoria		Use this account 4
SAP Australia Pty Ltd	Yes	Australia	New South Wales		Contact administrator 5

Create a new account - Video: [New Account Registration](#)



A Supplier has determined that a new account is required. Display the invitation to connect from your Buyer:

1. Click on **Create new account**
2. Enter your **email address**
3. Tick the **User consents to store this email ID**
4. Click on **Continue**

Note: You will need to access your email to access the One-Time password required to continue with the account creation

5. Locate the email from **SAP Business Network – Action Required: Your One-Time Password**
6. Open the email and copy (Ctrl+C) **Your One Time Password**
7. Enter the **One Time Password** (Ctrl+V)
8. Click on **Continue**

Avante Labs GmbH

Connect with Avante Labs GmbH on Ariba Network to collaborate.

Invited by Avante Europe Group Procurement

We found existing accounts based on the information in the invite. Please review.

Review accounts

or

Use existing account ⓘ

Create new account 1

SAP Business Network 5

Action required: Your One Time Password

<https://eur03.safelinks.protection.outlook.com/?url=ht...

SAP Business Network

Hello,

Your One Time Password (OTP) is **428615** 6

Enter the OTP to start your registration for SAP Business Network.

This OTP is valid for 30 minutes. If you do not enter the correct OTP within that time, you may request a new OTP.

Sincerely,
SAP Business Network

Please provide your email address

To register for SAP Business Network, enter your email below.

Email: jane.doe@abccompany.com 2

☒ User consents to store this email ID

Continue 4

Enter your One Time Password

Please enter your one time password sent to jen.williams@sap.com. Your password expires in 30 minutes.

4 2 8 6 1 5 7

Continue 8

Completing the Registration Process – Company Information

14. Complete the reCAPTCHA and verify then click on **Create account**

5

New Account | Finishing account set up



After you click on Create Account, an email from SAP Business Network will be sent to the email entered during the registration process.

The Welcome to the SAP Business Network email will confirm your account information -

- ❖ Company Name
- ❖ Username
- ❖ Business Network ID (BNOID)
- ❖ Ariba Network Identification Number (ANID)
- ❖ Administrator Email

1. Click **Sign in** to confirm the information and access the network

As the System Administrator, you have already created your username and password during registration. Use these credentials to sign in to the SAP Business Network

Ensure that the Company Profile information is completed

Email Confirmation of an SAP Business Network - Transacting Account

You are almost done

You will soon receive an email confirmation once your account is created. Please wait a moment. The page will automatically redirect once the process is complete.



SAP Business Network

Dear jane@sap.com,

Please find your account information below.

Your account:

Company name: **ABC Company**
User name: jane@sap.com
Business Network ID: **BN0-100000169207635**
ANID: **AN11309050759**
Administrator email: jane.doe@abccompany.com

Sign in and Explore:

Increase your visibility

Your account requires no additional resources. Simply complete your profile.

Respond to Purchase orders

Manage e-mail notifications of purchase orders.

Send Order Confirmations and Invoices

View and maintain your orders and invoices.

Contract Collaborations

Manage terms and conditions with your customers in legally binding agreements.

Sign in

Sincerely,
SAP Business Network

Update your company profile

You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

[Update](#) [Sign Out](#)

1

Enablement Tasks – PO Routing – Video: [Setting up PO Routing](#)

1. Look for your initials on the right-hand side corner of the main page
2. Click on Settings and scroll down until you find **Electronic Order Routing**
3. Go to Tab **Electronic Order Routing** to the section **New Orders**
4. Verify that email option is selected
5. If you need to set up other colleagues as receivers of Yara PO's please add their email addresses here in the **Options** section
6. Select "Include document and Attach PDF"
7. Scroll down to notifications. Select "**send notification...**"
8. Select to which email addresses the notifications should be sent

1-3

4

5-6

7-8

The screenshot displays the Yara PO Routing setup interface. The top section, labeled 'New Orders', shows a table with columns 'Document Type' and 'Routing Method'. The 'Email' option is selected in the dropdown menu. The 'Options' section below contains checkboxes for email attachments and a 'Notifications' section with a table of notification types and their corresponding email addresses.

Document Type	Routing Method
Catalog Orders without Attachments	Email
Catalog Orders with Attachments	Online
Non-Catalog Orders without Attachments	cXML
Non-Catalog Orders with Attachments	Email
	EDI
	cXML Pending Queue
	Fax

Email address: testemail@test.com,admin@test.com,test01@email.c

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☒ Attach PDF document in the email message

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	☒ Send a notification when orders are undeliverable.	testemail@test.com,admin@test.com,t
	☐ Send a notification when a new collaboration request against an existing order is received.	
	☐ Send notification for new purchase orders to suppliers.	
	☐ Send notification to suppliers when purchase orders are changed.	
	☐ Send a notification when orders are on hold due to non-payment of fee.	
	☐ Send a notification when orders are ready to invoice.	
	☐ Send a notification when purchase order inquiries are received.	
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are undeliverable.	testemail@test.com

Roles creation – before sub-users can be created

Video: [Creation of Roles & Sub-Users](#)



Roles can be added, updated or changed as required.

To Add or Update a user's role -

1. Access **Manage Users** (Refer to [Manage User Accounts](#))
2. Identify the user to update, and click on the **arrow** at the end of the username row
3. The Username information is displayed. Click on **Edit**
4. Either scroll down or click on **Roles** **Select: Services Limited Access – View All**
5. To Add a Role – Click on **Add**
6. Select the role/s that you wish to add

Note: Some combinations will cause an error. Some options are default Roles, and others may be Customer Roles. There may be occasions when certain roles are added there may be an error

7. Click on **Save**, and the **“User was saved”** pop-up message is displayed

Manage Users – Add or Update Roles to a User

Manage Users 1

Active (4) Deactivated (0) Revoked (0) Unapproved (0)

Search Create

User Name	Email Address	First Name	Last Name	Roles
jane.doe@abccompany.com	jane.doe@abccompany.com	Jane	Doe	Services Limited Access -View all

2

jane.doe@abccompany.com Edit 3 reset password Make Admin Deactivate Show Contact

User Information Roles Customer Assignment

User Information

Basic User was saved Contact

User Name: jane.doe@abccompany.com Jane Country/Region Code: -

Email Address: jane.doe@abccompany.com Last Name: Doe Area Code: -

Phone Number: -

Roles (1)

Role Name	Description
Sub Admin	

4

Assign Roles

Role Name	Description
☒ Lead Generation Specialist	The Lead Generation Specialist is responsible for driving business growth by identifying and attracting potential clients to build a strong sales pipeline for the company's offerings.
☐ Logistics Limited Access -Assignment	Designated for external logistics providers who manage shipments on behalf of suppliers. This role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
☐ Logistics Limited Access -View all	Designated for external logistics providers who manage shipments on behalf of suppliers. This role provides access only to logistics-related functions. Users can view material orders and create Ship Notices for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-logistics areas of the application, is hidden from their view.
☐ Services Limited Access -Assignment	Designated for external providers who manage services on behalf of suppliers. This role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for assigned orders only. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.
☐ Services Limited Access -View all	Designated for external providers who manage services on behalf of suppliers. This role provides access only to service-related functions. Users can view service orders and create Service Entry Sheets for those orders, with no order assignment required. To ensure security, all financial information—such as prices, taxes, and charges—as well as other non-service areas of the application, is hidden from their view.
☐ Sub Admin	

Add Cancel

User was saved

Roles creation | If the previous option does not appear

- 1. Go to Manage Users.
- 2. Select Manage Roles
- 3. Click on + Add roles and select the following roles in the screenshot

Name: * Yara SES

Description: Example of role creation for Yara SES

Permissions

Each role must have at least one permission.

<

☐

Permission

☐

Network Catalog Product Manager

☒

Order Assignment for Users with Limited Access

☒

Order Change Request Acceptance

☒

Order Change Request Proposal

☒

Order Change Request Rejection

☐

Outbox Access

Page 3

Page 4

Permissions

Each role must have at least one permission.

☐

Permission

☐

Proof Of Service Review Access

☒

Purchase Order Report Administration

☐

Quality Inspection Access

☐

Quality Inspection Creation

Creation of NEW Roles

Follow step 1-3 from slide 8.

- 4. Either scroll down or click on **Roles**
- 5. To Add a Role – Click on **Add**
- 6. Select the role/s that you wish to add

Note: Some combinations will cause an error. Some options are default Roles, and others may be Customer Roles. There may be occasions when certain roles are added there may be an error

- 7. Click on **Save**, and the “**User was saved**” pop-up message is displayed

HomeEnablementDiscoveryWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsAnalyticsAssessmentsMore

Manage Roles

Custom Roles (1)Pre-defined Roles (5)

Roles

Role Name

Description

SES Yara

Role InformationPermissionsUsers

Role Information

Name:SES Yara

Description:Enter a description

Permissions

Permission Name

Users

User Name

Email Address

Add Permissions

orders

Selected: 1

☐

Permission Name

Description

☐

Credit Card Number Access

Manage the display of credit card numbers on purchase orders

☐

Life Sciences / ICSM: Clinical Stock Transport Orders Access

Life Sciences / ICSM: Clinical Stock Transport Orders Access

☐

Life Sciences / ICSM: Clinical Subcontracting Purchase Orders Access

Life Sciences / ICSM: Clinical Subcontracting Purchase Orders Access

☐

Life Sciences / ICSM: Goods Receipt Access for Clinical Purchase Orders or Stock Transport Orders

Life Sciences / ICSM: Goods Receipt Access for Clinical Purchase Orders or Stock Transport Orders

☐

Life Sciences / ICSM: Goods Receipt Creation Access for Clinical Purchase Orders or Stock Transport Orders

Life Sciences / ICSM: Goods Receipt Creation Access for Clinical Purchase Orders or Stock Transport Orders

☐

Life Sciences / ICSM: Ship Notice Creation for Clinical Purchase Orders Access

Life Sciences / ICSM: Ship Notice Creation for Clinical Purchase Orders Access

☐

Life Sciences / ICSM: Ship Notice Creation for Clinical Stock Transport Orders Access

Life Sciences / ICSM: Ship Notice Creation for Clinical Stock Transport Orders Access

☐

Life Sciences / ICSM: Ship Notice for Clinical Purchase Orders Access

Life Sciences / ICSM: Ship Notice for Clinical Purchase Orders Access

☐

Life Sciences / ICSM: Ship Notice for Clinical Stock Transport Orders Access

Life Sciences / ICSM: Ship Notice for Clinical Stock Transport Orders Access

☐

Logistics Access

Allow the user to perform logistics actions and view all material orders (no order assignment is needed). All financial information and other application areas are hidden or masked.

☒

Services Access

Allow the user to perform service actions and view all service orders (no order assignment is needed). All financial information and other application areas are hidden or masked.

Apply

Cancel

Search

Search

Search

Last Name



Creation of Sub-Users



Suppliers with the applicable permissions can access Customer Relationships. All Buyers that you are connected to or have sent a relationship request to are accessed here.

To access **Manage Users**-

1. Sign in to the SBN, click on your **initials**
2. Select **Settings**
3. Either scroll to locate **Account Administration** or click on the **Account Administration** tab (you will know it is selected as a blue line will encompass the section)
4. Select **Manage Users**
5. The **Manage Users** screen is displayed

The diagram illustrates the navigation path to the 'Manage Users' screen through three sequential screenshots of the SAP S/4HANA Cloud interface, connected by numbered arrows (1-4).

- Step 1:** The first screenshot shows the user's profile dropdown menu in the top right corner. The user's initials 'JD' are highlighted with a red box and a blue circle labeled '1'.
- Step 2:** The second screenshot shows the 'Settings' page. The 'Account Administration' tab is highlighted with a red box and a blue circle labeled '2'. The 'Manage Users' link under the 'Customer Relationships' section is also highlighted with a red box.
- Step 3:** The third screenshot shows the 'Account Administration' page. The 'Manage Users' link is highlighted with a red box and a blue circle labeled '4'. The 'Account Administration' tab in the top navigation bar is highlighted with a red box and a blue circle labeled '3'.

A blue box in the top right corner of the diagram area contains the text 'Accessing Manage Users'.

New Sub-User account set up



Users receive an email providing information about signing in for the first time

1. User locates the email from **SAP Business Network**, and opens the **email**
2. Identify your **Username** in the email
3. Select **Supplier**
4. Click on [Access the SAP Business Network sign-in page](#)
5. Enter your **Username**
6. Click on **Next**
7. The password screen is displayed. Click on **Forgot password**
8. Enter the **email** associated with the username
9. Click on **Submit**
10. The screen displays the “**We have sent an email to you!**” pop-up, click **Back to Sign in**
11. Locate and open your email, and locate your **Username**

Note: Remember that your Username may not be the same as your email, and all accounts that are associated with your email will be shown on the email

12. Click on the **Password reset link** for the Username you need to change. The **Reset your password** pop-up is displayed
13. Enter a **New password**

Note: As you meet each requirement, it will turn from red to green

14. Re-enter your password into **Confirm your password**
15. Click on **Submit**
16. Open **Supplier Sign-in** and sign in

Accessing the SBN for the First Time – New User

1 SAP Business Network
SAP Business Network Sign In
<https://eur03.safelinks.protection.outlook.com/?url=https%3A...

2 SAP Business Network Sign In
SAP Business Network <noreply@us3n.cloud.sap>
Dear John Doe,
SAP Business Network account (Username: Learning Systems, BNCID-BND-1000001644548) with the user name <john.doe@abccompany.com> is ready for use. Please log in to SAP Business Network.

3 SAP Business Network - Achieve frictionless, real-time business collaboration
SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.
Buyer Supplier

4 SAP Business Network Sign In
SAP Business Network Sign In
Dear John Doe,
SAP Business Network account (Username: Learning Systems, BNCID-BND-1000001644548) with the user name <john.doe@abccompany.com> is ready for use. Please log in to SAP Business Network.

5 Supplier sign-in
Username
Next
Forgot username

6 Next

7 Supplier sign-in
john.doe@abccompany.com
Password
Sign in
Forgot password

8 Reset your password
Enter the email address you used to register with SAP Business Network.
Email address
Submit

9 Submit

10 We have sent an email to you!
Check your email address jen.williams@sap.com and follow the instructions to reset your password. The link will expire in 24 hours.
Back to Sign in

11 Ariba Commerce Cloud
Ariba Account Password Reset Information
<https://service.ariba.com/an/p/Ariba/Logo_SAPBusinessNetwork>

12 Ariba Account Password Reset Information
Ariba Commerce Cloud <ordersender-prod@anmtp.ariba.com>
To:
If there are problems with how this message is displayed, click here to view it in a web browser.
SAP Business Network
Ariba Account Password Reset Information
Dear
Choose the account you want to reset the password for, and go to the corresponding link to reset your password.
User ID Password reset link
john.doe@abccompany.com Click Here
Important! The link will expire in 24 hours
* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.
* If you are using a different identity service provider, please contact your administrator.
Sincerely,
SAP Business Network team
If you do not want to receive future notifications, update the email address for your account or discuss this with your company's SAP Business Network account administrator.
SAP Business Network Primary Statement | Terms of Use | Help Center

13 Reset your password
Username
john.doe@abccompany.com
New password
Confirm your password
Submit

14 Confirm your password

15 Submit

16 Supplier sign-in
Username
Next
Forgot username

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