Supplier Registration Process

SAP Business Network

Knowledge grows

Accepting the TRR (Transacting relationships request)

Accepting the Transacting Relationships Request (TRR) – Get Started

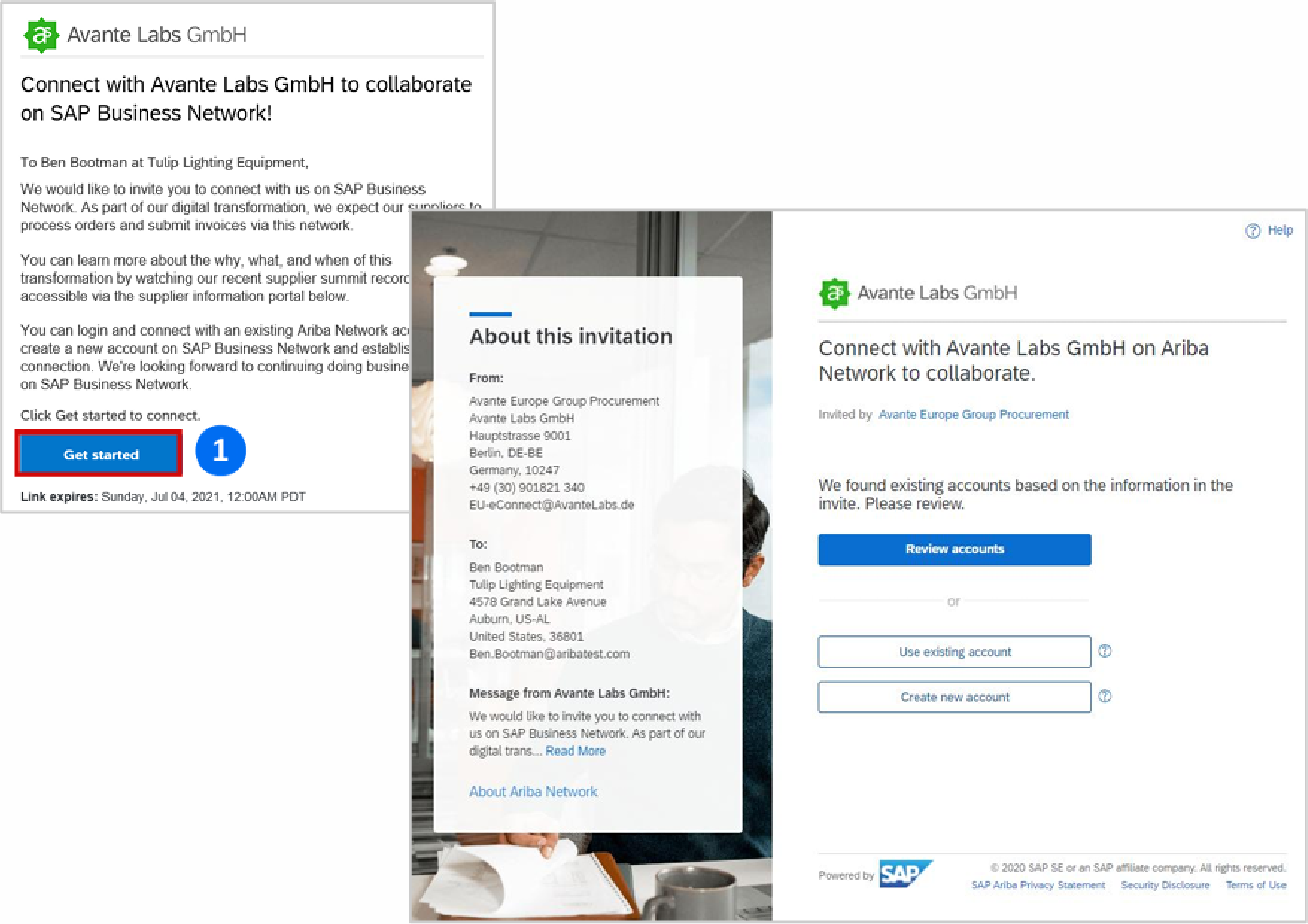
Ensure you are the required person to accept the relationship from your Buyer

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



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

SAP

Review Account Information – Duplicate Account Process

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**

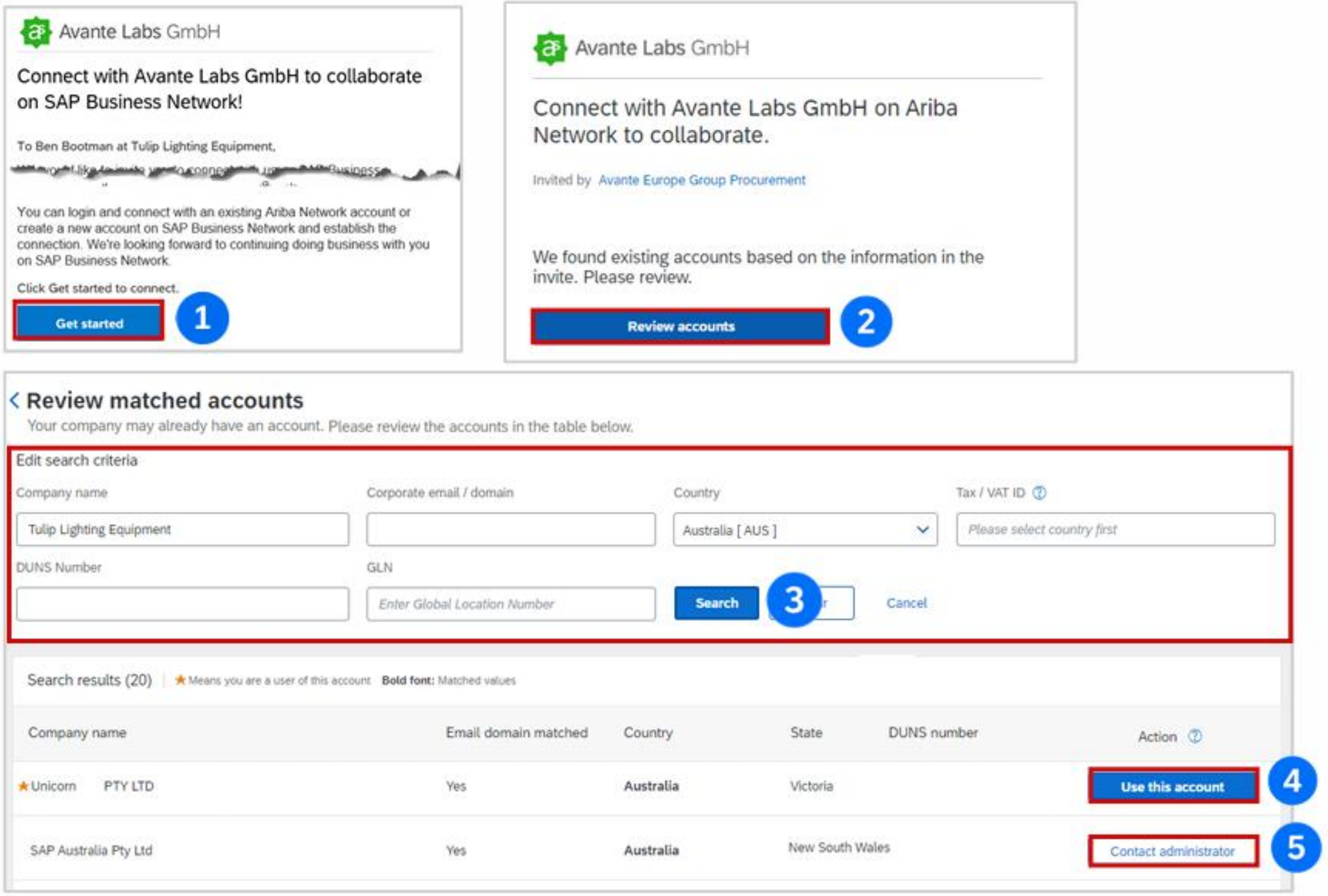
❖ **Note:** If the Review accounts button is not activated, it indicates there are no other accounts associated with the business email domain

❖ 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



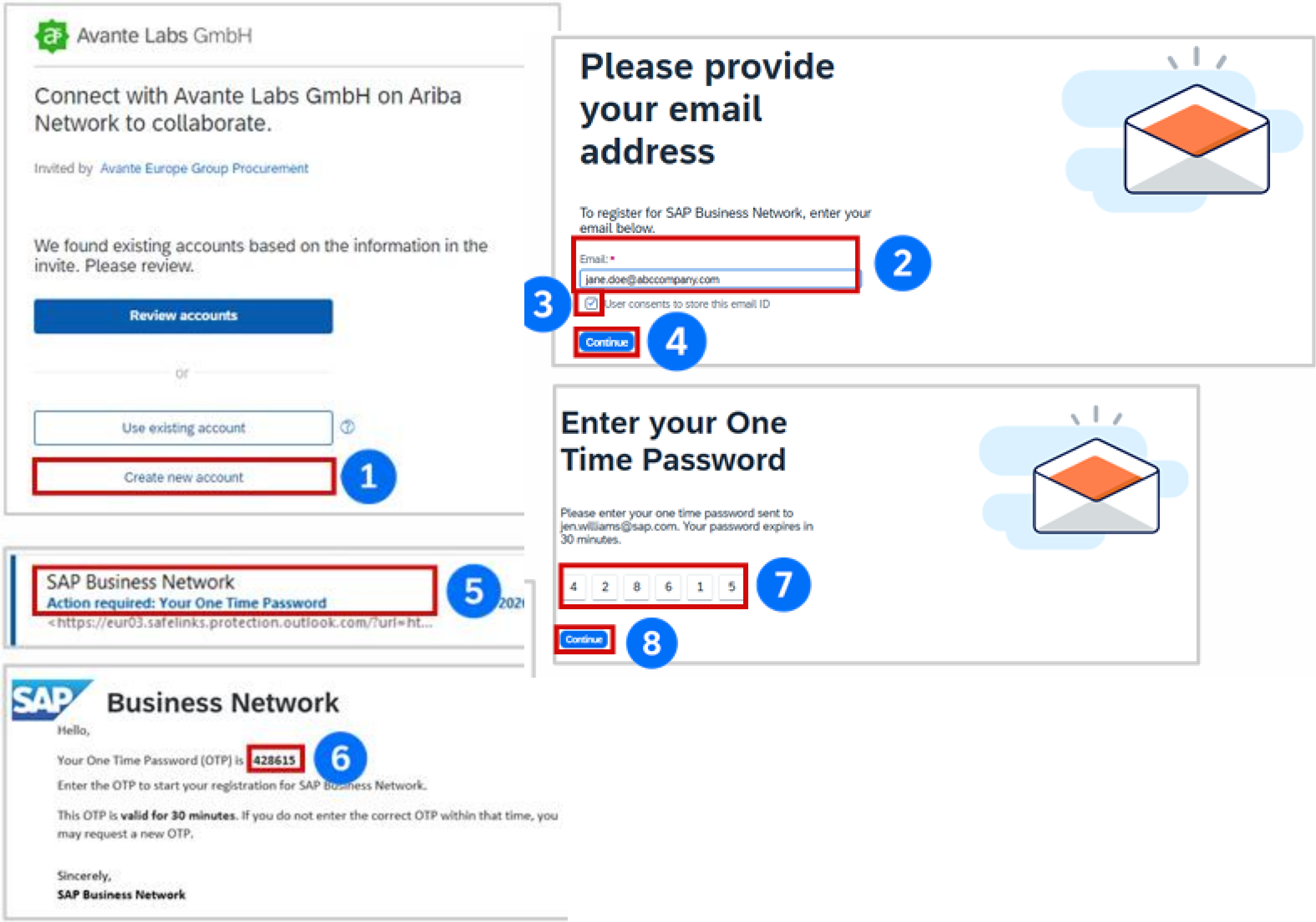
Create a new account - Video: [New Account Registration]

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**



New Account | Completing company information

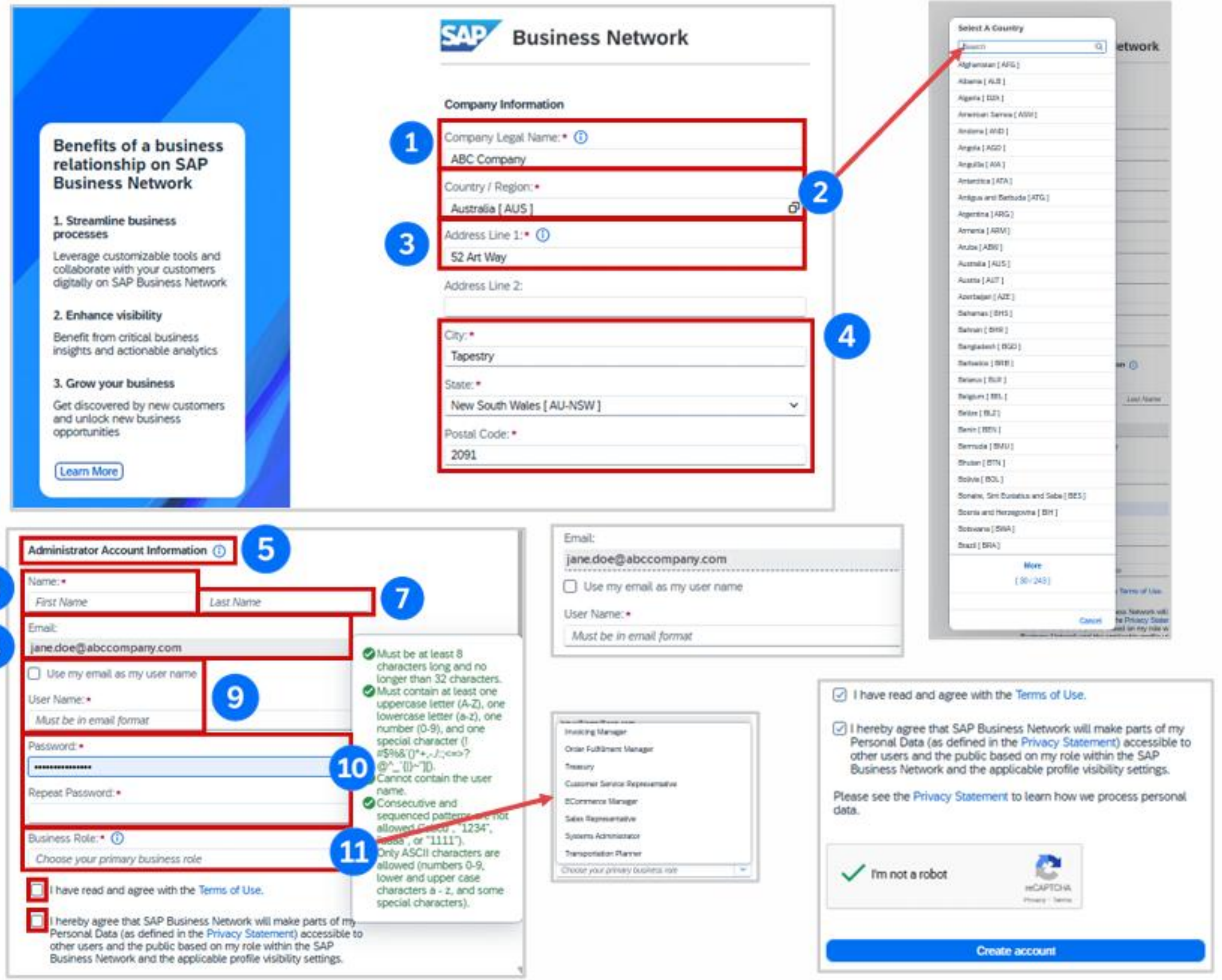
Completing the Registration Process – Company Information

Once the email, the temporary password and the data centre have been completed, you will be required to complete the Company and Administrator information in the Webform.

1. Enter the **Company Legal Name**
2. Select the **Country or Region**
3. Enter the **Business Address**
4. Enter information into all the remaining fields with an **asterisk**

Note: The remaining fields will be based on the configuration of the country chosen

5. Scroll down to Administrator Information
6. Enter your **First Name**
7. Enter your **Last Name**
8. Confirm or enter the correct **email address**
9. Determine if you have already used your actual email for another account –
   - If this is your first login with this email, tick the box
   - If it is not, make sure there is no tick and enter a Username in an email format
10. Create a **Password** and re-enter the password into **Repeat Password**
11. Choose your role in the Business from the **Business Role** drop-down
12. Review the **Terms of Use,** and if you agree, tick the box; if you do not agree, contact your Buyer
13. Review the **Privacy Statement** and if you agree, tick the box; if you do not agree, contact your Buyer
14. Complete the reCAPTCHA and verify then click on **Create account**



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

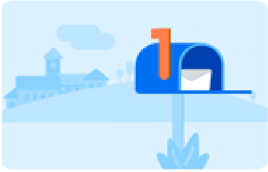
As the System Administrator, you have already created your username and password during registration. Use these credentials to sign in to the SAP Business Network

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.



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: **BNO-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

1

Sincerely,
SAP Business Network

Update your company profile

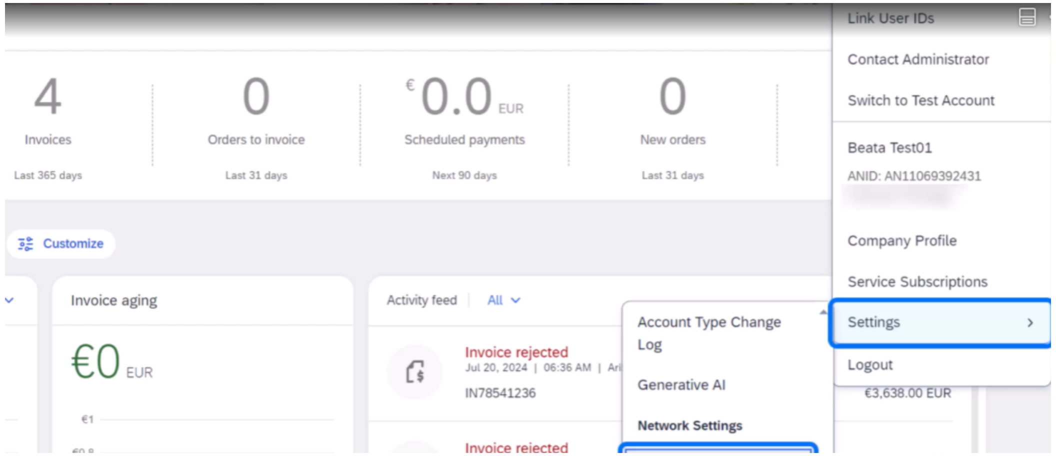
You must provide your products and service categories and ship-to or service locations so that you can be discovered by customers searching for companies like yours.

Update Sign Out

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

1-3

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. 7. Scroll down to notifications. Select **"send notification…"**
8. 8. Select to which email addresses the notifications should be sent



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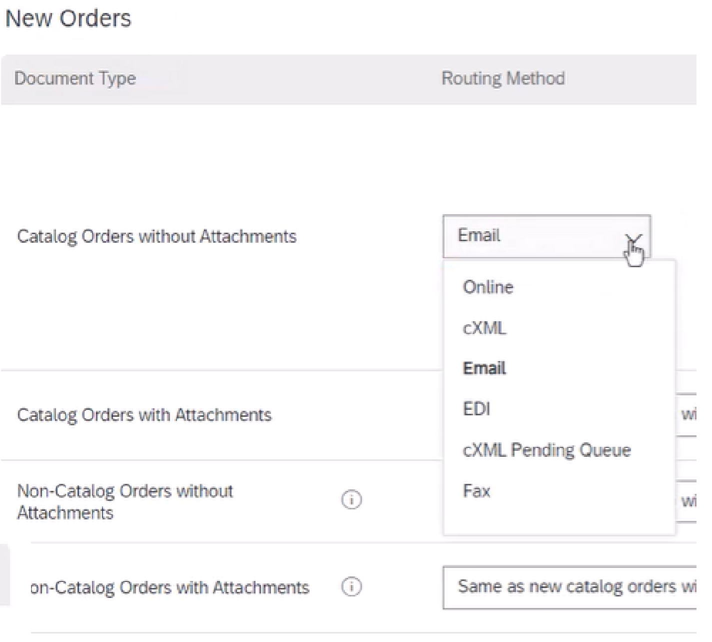
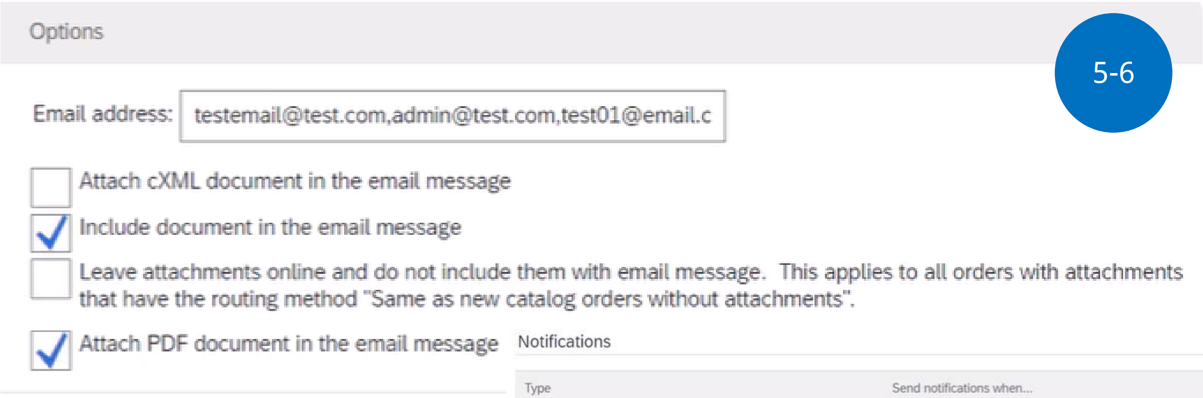
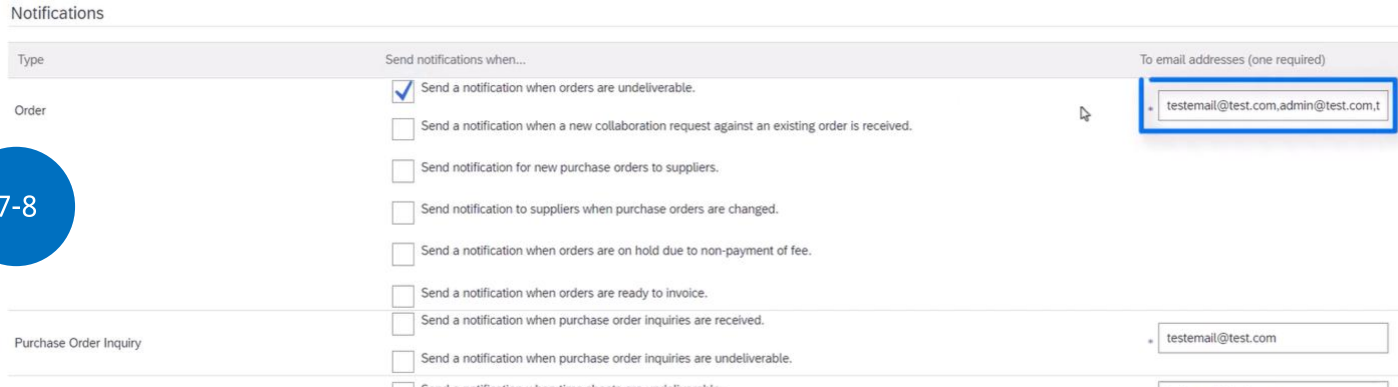


5-6



7-8



Roles creation – before sub-users can be created
Video: [Creation of Roles & Sub-Users]

Manage Users – Add or Update Roles to a User

Roles can be added, updated or changed as required.

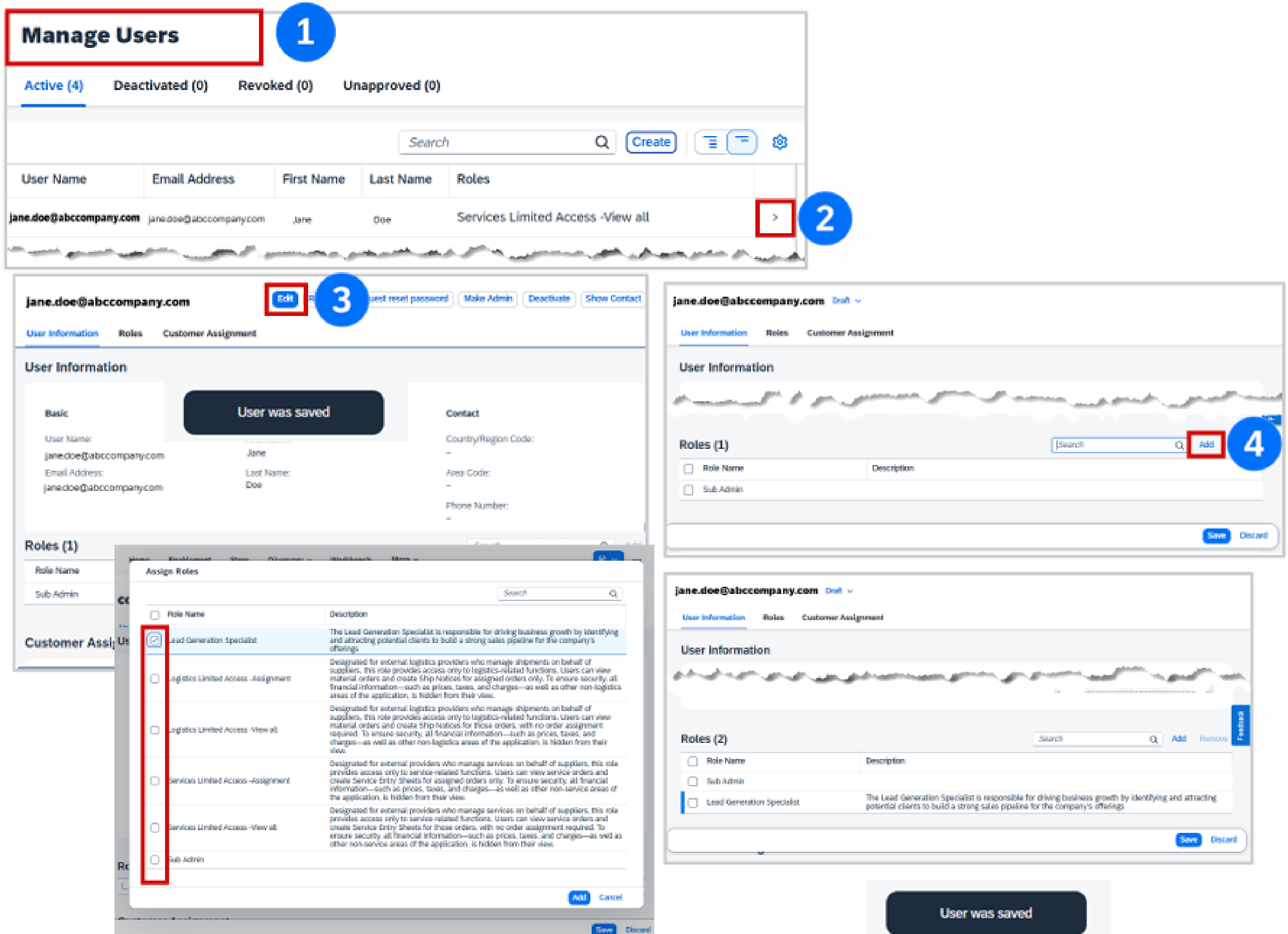
To Add or Update a user's role -

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**
5. To Add a Role – Click on **Add**
6. Select the role/s that you wish to add

Select: Services Limited Access – View All

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

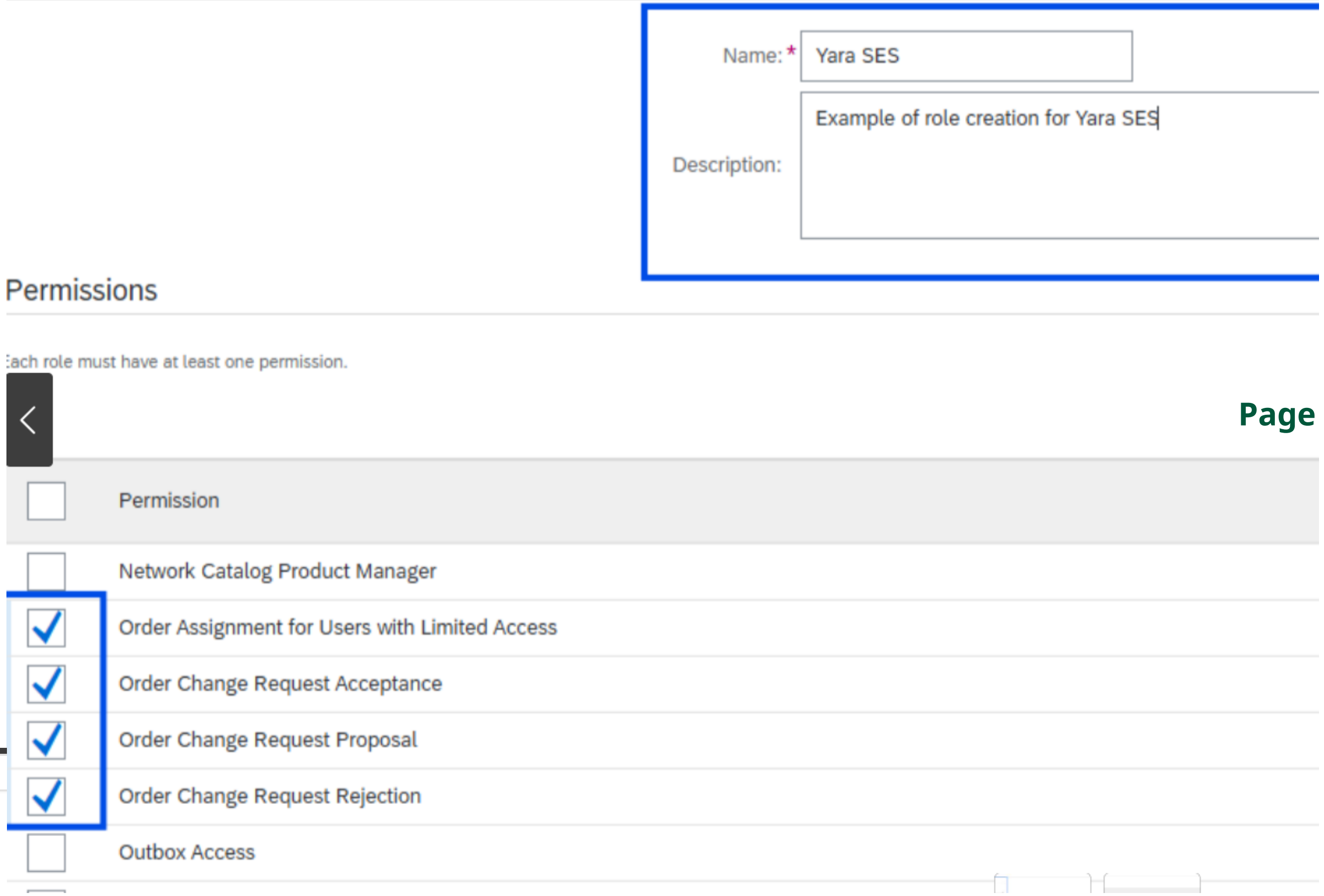
7. Click on **Save,** and the **"User was saved"** pop-up message is displayed



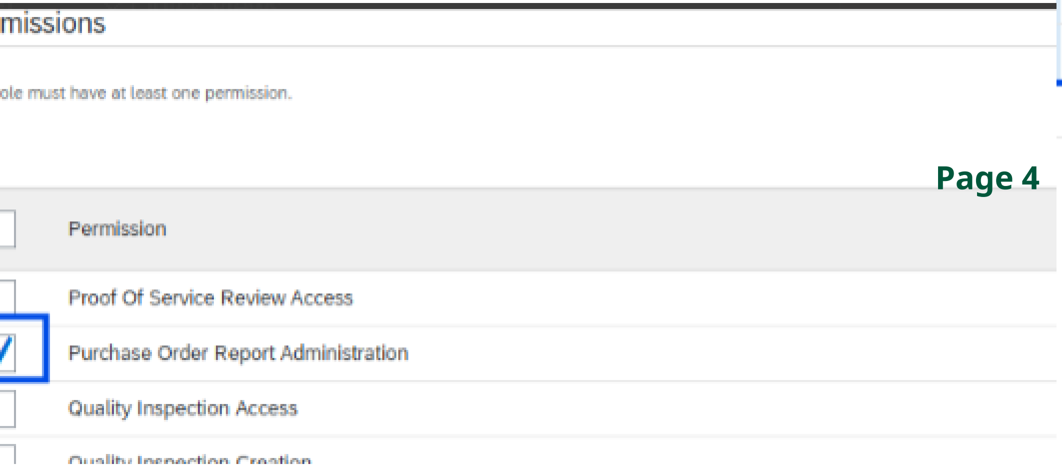
Roles creation | If the previous option does not appear

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

Page 3



Page 4



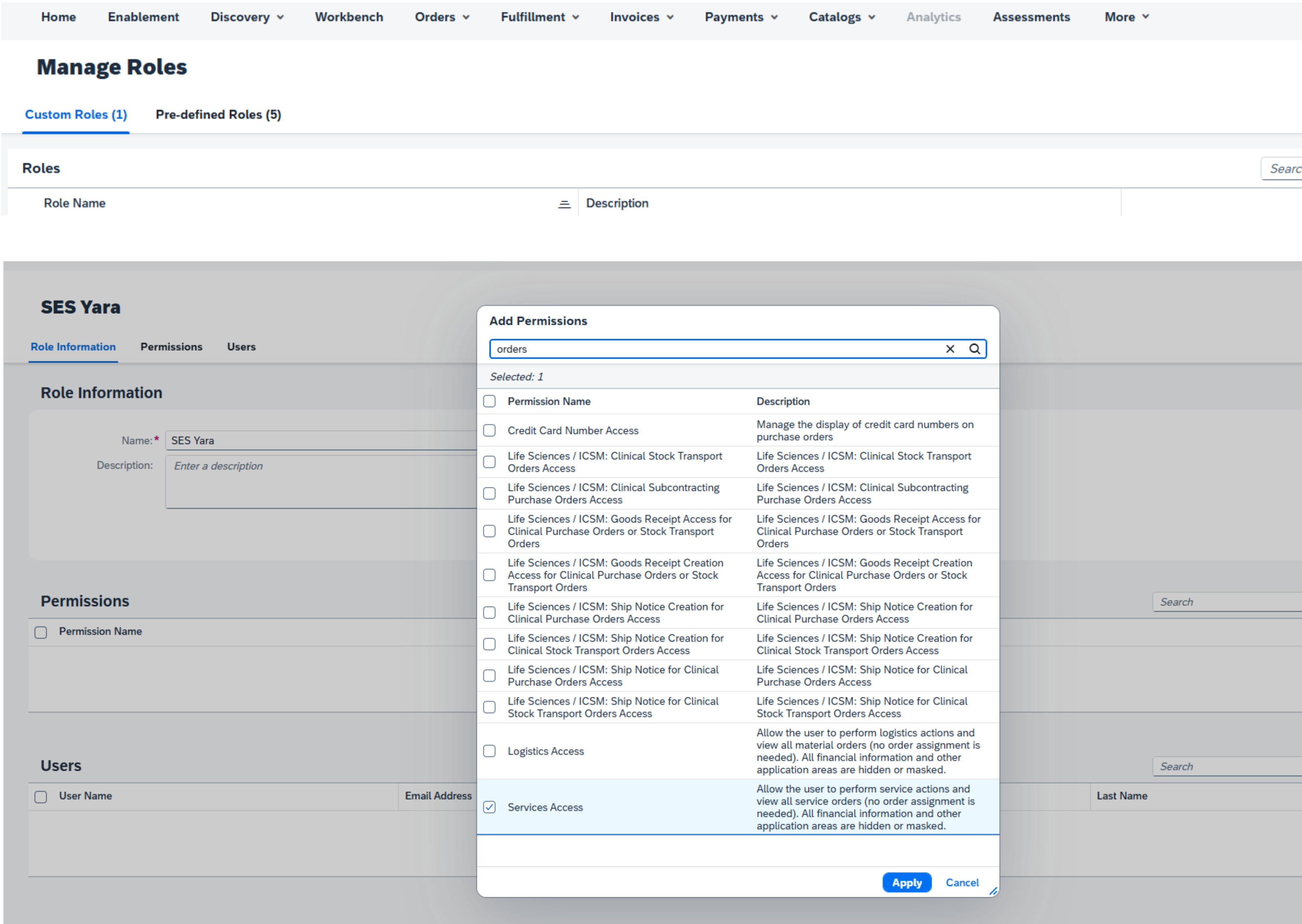
Creation of NEW Roles

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



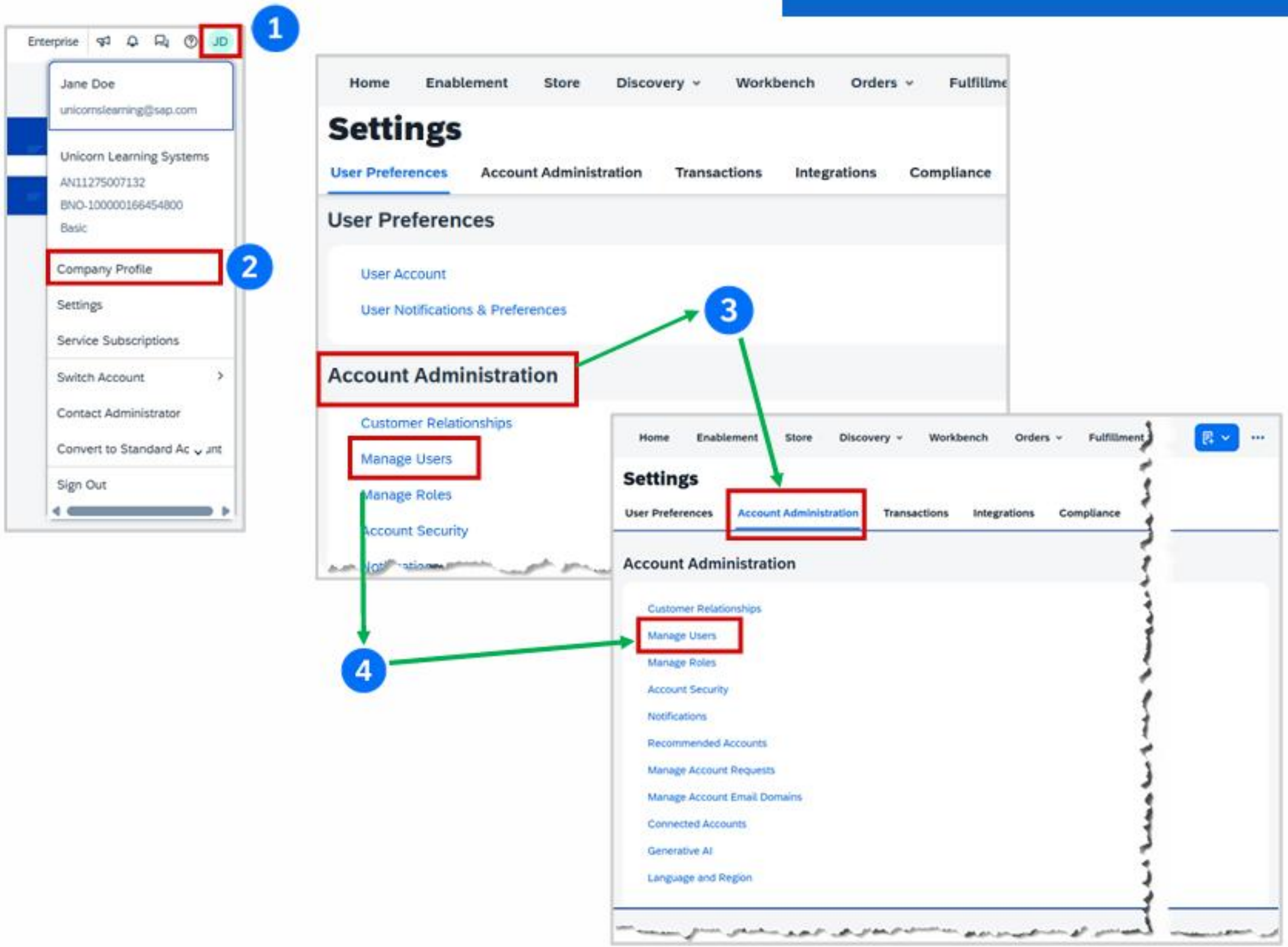
Creation of Sub-Users

Accessing Manage 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



New Sub-User account set up

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

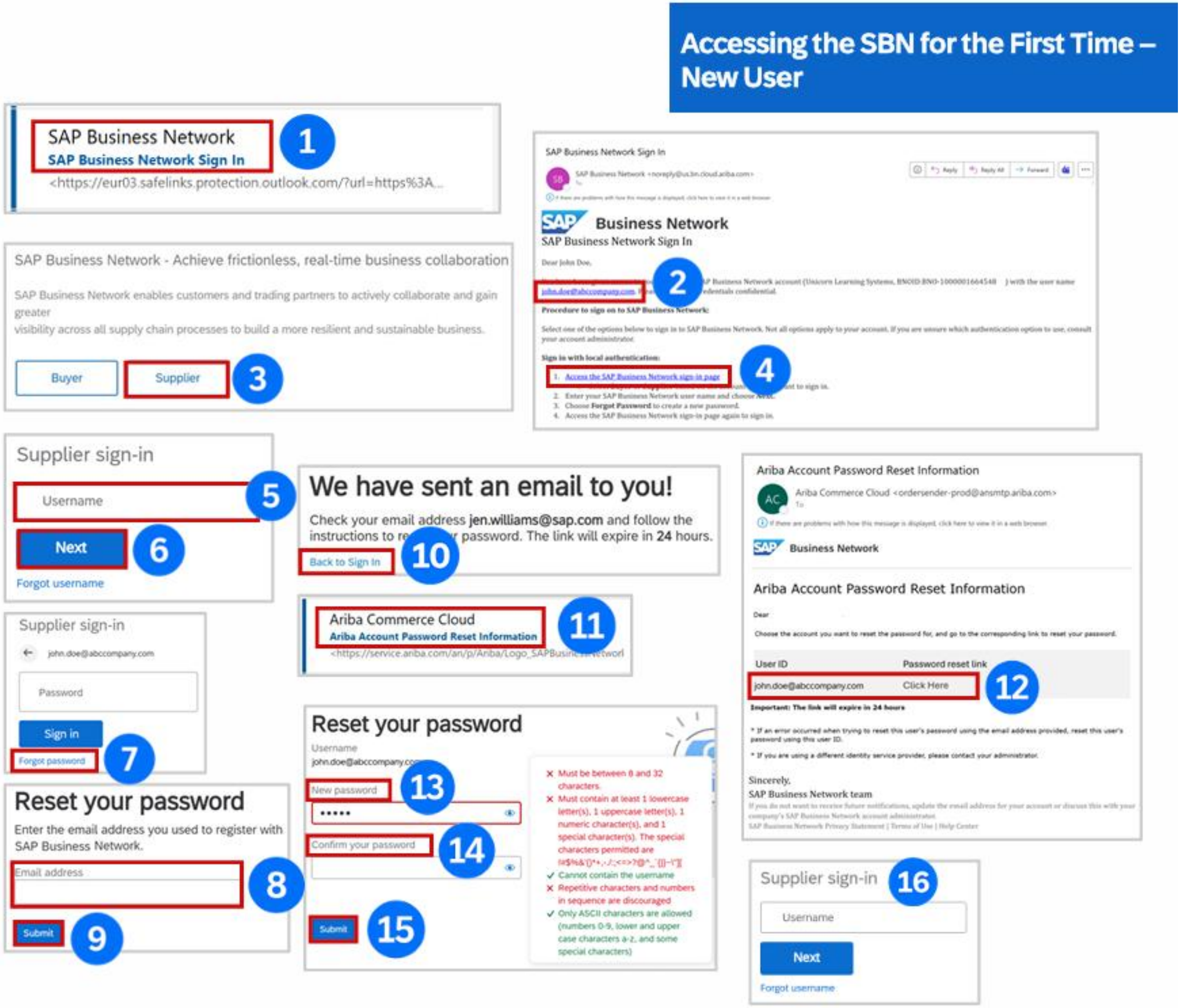
1. User locates the email from **SAP Business Network, and** opens the **email**
2. Identify your **Username** in the email
3. Select **Supplier**
4. Click on [Access the SAP Business Network sign-in page]()
5. Enter your **Username**
6. Click on **Next**
7. The password screen is displayed. Click on **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



Informational videos in other languages

Français
Création d'un nouveau compte
Routage des commandes d'achat
Création de rôles et sous-utilisateurs

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Creazione di un nuovo account
Istruzione degli ordini di acquisto
Creazione di ruoli e sottoutenti

Deutsch
Ein neues Konto erstellen
Bestellanleitung
Erstellen von Rollen und Unternutzern