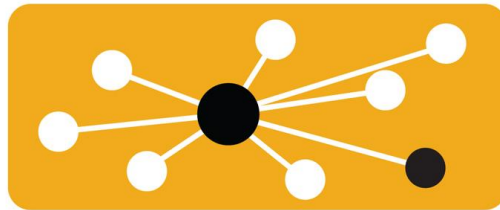
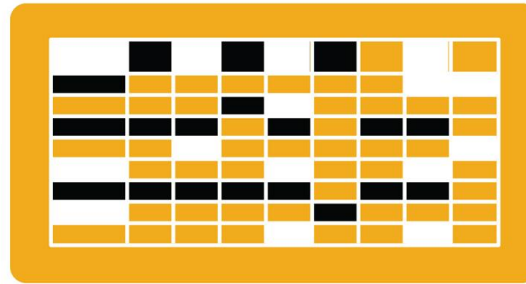




# SAP® Business Network Standard Account Setup



SAP Ariba 

Get Started 

# Supplier Fee Schedule – IBM Funded

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**Note: When transacting with IBM Corporation,** your supplier fees will be paid by IBM Corporation.

**IMPORTANT:** You may be required to pay supplier fees when transacting with other buyers over the SAP Business Network. To learn more about potential fees with other buyers, please [click here](#).

## Account Setup

[Step 1: Ariba 1st PO  
Interactive Notification  
Types](#)  
[Step 2: Account Set Up](#)  
[Step 3: Account Type  
Upgrade](#)

## Account Configuration

[Profile Completion](#)  
[Email Notifications](#)  
[Enablement Tasks](#)

## Route Your Purchase Orders

[Purchase Order Routing](#)  
[Suggested Configuration](#)  
[Invoice Notifications](#)  
[Tax Details](#)  
[Remittances](#)

# Step 1: Ariba Interactive 1<sup>st</sup> PO Notification

Please be aware [there are 2 types of 1<sup>st</sup> PO notifications](#), simply follow the instructions for the one you receive. For more information on Standard account <https://support.ariba.com/item/view/183459>



A new purchase order from IBM Corporation is waiting for your response on SAP Business Network.

Hello Aрызta,

IBM Corporation would like to invite you to connect with us on SAP Business Network.

10 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Buy@IBM homepage: <https://www.ibm.com/procurement/buy-at-ibm/>

Ariba training portal: [https://support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

Thank you for your ongoing participation and support!

Click Process order to register and connect

Process order

Reply to this email to send your customer a message. If your company received this email by mistake, you can stop receiving purchase orders via SAP Business Network.

#### Purchase order details

Order number	Amount
PO202107131836030	\$ 400.00 USD

**Type 1** - Notification sent by default once the 1<sup>st</sup> PO has been created - the PO notification will arrive to the supplier configured email address\*\*

To activate your account click on the “Process Order “ button available at the bottom of the email notification.

**\*\* Keep in mind -** In case the IBM configured supplier email is not the correct one, your IBM procurement buyer can resend the PO an alternative contact, so the 1<sup>st</sup> PO notification will arrive to the correct person to complete the account set up.

# Step 1: Ariba Interactive 1<sup>st</sup> PO Notification

**Type 2** – In addition to the 1<sup>st</sup> PO notification has been sent, Ariba allows also to get an invitation letter. Depending on which notification you get, you will need to proceed with the related steps.



To: <Supplier Name>  
Email: junk.phoenix@ariba.com

Dear Valued Supplier:

IBM is transitioning to Buy@IBM, a new Source to Pay purchasing system for indirect goods and services, hosted by SAP Ariba. This is a phased rollout by IBM buying country, which will enable your company to transact electronically with IBM over the Ariba Network. If you do business with IBM in other countries, you will receive additional communications accordingly. In the future, purchase orders, order confirmations, ship notices, and invoices, where not prohibited by local law, will be transmitted via the Ariba Network.

There are no fees to register and any fees based on transactions conducted between your company and IBM using the Ariba Network are automatically covered by IBM.

To proceed, you must establish a trading relationship between your company and IBM in order to transact over the Ariba Network with IBM. Please consider these options in order to establish this trading relationship.

1. Your company should have previously received an invitation to register as an IBM supplier on the Ariba Network to participate in sourcing events. If so, please use the credentials of that existing Ariba Network account to login and establish the trading relationship through this invitation.
2. If you do not have an existing Ariba Network account for IBM, however, you have a pre-existing Ariba Network account that you want to utilize to transact with IBM, please use the credentials of that Ariba Network account to login and establish the trading relationship through this invitation.
3. If you do not have an existing Ariba Network account for IBM, or have a pre-existing Ariba Network account that you want to utilize to transact with IBM, or you are new to the Ariba Network, you'll need to register for a new Standard account to establish the trading relationship through this invitation.

To activate your account, please look for the below section in the notification and press on the link available this will take you to the next step.



## To activate your account:

Register for a **FREE** Ariba Network standard account, or link to an existing account. [Click to continue](#)

**\*\* Keep in mind -** In case the IBM configured supplier email is not the correct one, your IBM procurement buyer can resend the PO an alternative contact, so the 1<sup>st</sup> PO notification will arrive to the correct person to complete the account set up.



## Step 2: Account Relationship



If you don't have an Ariba account you can proceed to create one  
**-OR-** if you already have an account you can simply log in with your existing SAP Business Network account credentials

**Benefits of a business relationship on SAP Business Network**

- 1. Digitalize your business**  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**  
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

**Connect to collaborate with your buyer on SAP Business Network**

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

[Review accounts](#)

or

[Use existing account](#) ?

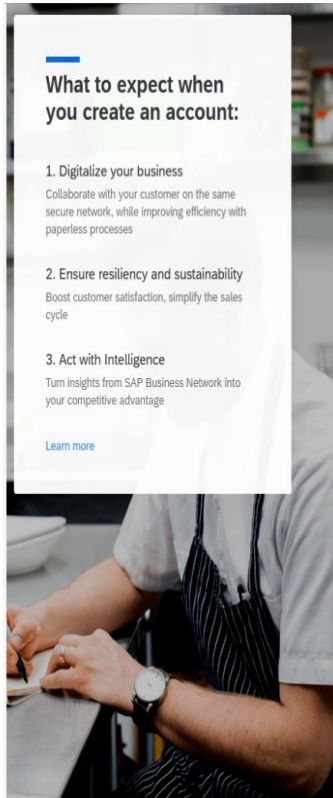
[Create new account](#) ?

[Help](#)

**Note:** Standard Account is a free option for your company to transact on the SAP Business Network. We would like you to be fully enabled to take advantage of all the benefits and functionalities of the Network. Upon logging into your account, please upgrade your account to an Enterprise Account at no additional cost to your company.

# Step 2: New Account Set Up

## 1. Review the company details and fill them in



**SAP Business Network**

Create a free company account to connect with your customers on SAP Business Network

**Company information** ⓘ

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Address line 3

City \*

State \*

Zip \*

Administrator account information ⓘ

## 2. Accept Terms of Use and Register

**Administrator account information** ⓘ

First name \*  Last name \*

Email \*


Use my email as my username

Password \*  Repeat password \*

Business role \*

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot 

**Create account**

## Step 2: Option B – Sign In (Existing Account)

**B-** If you already have an existing Ariba Account you can log in with your existing SAP Business Network account credentials



**View all your documents in one Ariba Network account**

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

**Notes:**

Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings. You have to be the Account Administrator or have the 'Fulfillment Invitation Account Merge' permission to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:	<input type="text" value="ARIBA@ibm.com"/>
Password:	<input type="password" value="••••••••"/>

OK



# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:  
**Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

**Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.

# Select Electronic Order Routing Method (optional)

Customize the way you are notified of received POs

Company Settings ▾ Tom White ▾ Help Center

SupplierTest CH- Test  
ANID: AN01395117826-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

**Electronic Order Routing** 1

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Network Settings Save Close

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

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	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. <small>*This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small>

2

1. Log into your standard account via <https://supplier.ariba.com>
2. Go to “Company settings” and then “**Electronic order routing**”
3. Leave **Email**: send a copy of the PO via email.

You can enter **up to 5 email addresses** per purchase order type. You must separate each address with a comma but include **NO** spaces between the emails. Please tick “include document in the email message” as showed above.

# Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter up to 3 email addresses per notification type.** If you have more than 3 email addresses, you can use **distribution lists**. You must separate each address with a comma but include **NO spaces** between the emails.

**Account Settings**

Customer Relationships | Users | **Notifications** | Account Hierarchy

General | **Network** | Discovery | Sourcing & Contracts

Enter up to three comma-separated email addresses per field.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

**Electronic Order Routing**

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

**Company Settings** ▾

- jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications** 1
- Account Hierarchy 2
- View All
- Network Settings

To email addresses (one required)

- \* junk@phoenix.ariba.com 3
- \* junk@phoenix.ariba.com
- \* junk@phoenix.ariba.com
- \* junk@phoenix.ariba.com

# Remittance Information for IBM

---

- IBM requires you to submit remittance information on every invoice. You currently do not have this set up on your account. Please update your remittance information using the Vendor ID included on any of the Purchase Orders you've received from IBM. This only have to be completed once.
- **Invoice Requirements:** Remittance information **must** be included on every invoice. The information provided on the invoice will be validated against the information stored in IBM's system prior to issuing the payment. Any issues with validation may result in a delay in your payment.
- Note that if your payment address or bank account has changed, you must contact your IBM buyer to have the system updated.
- **Required fields:**
  - Remittance ID
  - Remittance Address

# How Do I Identify My Remittance ID?

1. Generally your **Remittance ID** is the same 10-digit value as the **Vendor ID** provided on the PO. However, if your payment address is different than your business address, the Remittance ID may also be different. If you need assistance in determining your Remittance ID or have received an invoice rejection related to Remittance ID, please contact the POP team, preferably via online ticket (<https://ibmpop.zendesk.com/hc/en-us>).
2. Follow the instructions on the next page to set this up on your SAP Business Network account.

The screenshot displays a 'Buy@IBM' purchase order interface. At the top left is the 'Buy@IBM' logo. To its right, the 'From:' field identifies the sender as 'IBM Caspian LLC' with the address 'Narimanov district, H. Aliyev ave. 121, AZ1029 Baku, Azerbaijan'. The 'To:' field is currently empty, with a note stating 'Your address information will be shown here'. Below these fields, there are sections for 'Payment Terms', 'Comments', and 'Contract #'. The 'Contract #' is 'C121-CW2233282'. The 'Other Information' section lists several fields: 'Vendor ID: 1000003309' (highlighted with a red box), 'Company Code: 1552', 'Purchasing Unit Name: Azerbaijan', 'Legal Terms and Conditions of Purchase: IBM Legal Text', and 'Invoicing Terms and Conditions of Purchase: IBM Invoicing Instructions'. A 'View less' link is located at the bottom of the 'Other Information' section.



# Configure Your Remittance Information

- From the **Company Settings** dropdown menu, select **Remittances**
- Click **Create** to create new company remittance information or **Edit** to update existing
- Complete** all required fields marked by an asterisk in the Remittance Address section.
- Select** this Remittance Addresses as the default.
- Add or update **Remit To ID** for this address in the **Remittance ID Assignment** field. Only enter the 10-digit **Remit To ID** in this field – this should be the same value as the Vendor ID on the PO Header
- Payment Methods** section can be left blank. Bank account details are not sent on the invoice to IBM and payment is triggered from the ERP system.
- Click **OK** to save

The screenshot displays the IBM Supplier portal interface. At the top, the 'Company Settings' dropdown menu is open, showing a list of settings categories. A yellow circle with the number '1' is placed over the 'Remittances' option. An arrow points from this option to the 'Create Remittance Address / Payment Info' form. In the 'Network Settings' section, the 'Settlement' tab is selected, and a yellow circle with the number '2' is placed over the 'Create' button. The 'Create Remittance Address / Payment Info' form contains several fields: 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (set to Alabama), 'Zip', 'Country' (set to United States [USA]), and 'Contact'. A yellow circle with the number '3' is placed over the 'Address 1' field. Below these fields are two checkboxes: 'Make this address default' (checked) and 'Factoring Service'. A yellow circle with the number '4' is placed over the 'Make this address default' checkbox. At the bottom of the form, there is a 'Remittance ID Assignment' section with a 'Customer' dropdown and a 'Remittance ID' input field. A yellow circle with the number '5' is placed over the 'Remittance ID' field.



# Remittance Configuration – Video Help

SAP Ariba 

## IBM Remittance Configuration

CUSTOMER



**IBM**

THE BEST RUN 

<https://ibm.biz/BdMW rJ>

# SECTION 2: Purchase Orders - Routing

## Method Details

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- **Online (Default):** Orders are received within your SBN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your SBN Account.
- **Fax:** Notifications of new orders are sent via Facsimile and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with your customer. Please do not select cXML/EDI unless IBM already connected with you through Ariba integration.



# Select Electronic Order Routing Method

1. Click on the Tasks link to configure your account.

2. Choose one of the following routing methods:

- Online
- cXML
- EDI
- Email
- Fax
- cXML pending queue  
(available for Order routing only)

3. Configure e-mail notifications.

Network Settings
Save Close

---

Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

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	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Email</div> <span style="margin-left: 5px;">2</span>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 80%;">Email address: <input type="text"/></div> <span style="margin-left: 5px;">3</span> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attach cXML document in the email message</li> <li><input checked="" type="checkbox"/> Include document in the email message</li> <li><input type="checkbox"/> 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".</li> </ul>

# Select Electronic Order Routing Method Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>	Same as new catalog orders without attachments ▾
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments ▾
Time Sheets	Online ▾
Order Status Request <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	Online ▾
Order Response Documents	Online ▾
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# IBM Corporation Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that SAP Business Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

# Select Electronic Invoice Routing Method

## Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing**
- Accelerated Payments

**Electronic Invoice Routing**

General | **Tax Invoicing and Archiving** | Accelerated Payments

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online
Customer Invoices	Online
	cXML
	EDI

**Tax Classification:**

Taxation Type:

Tax Id:  Do not enter dashes

State Tax Id:  Do not enter dashes

Regional Tax Id:  Do not enter dashes

Vat Id:

VAT Registered

VAT Registration Document: <No document>  
[Upload...](#)

# Step 3: Account Type Upgrade

## Standard Account vs. Enterprise Account on SAP Business Network

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

For more information on the Standard Account vs Enterprise account benefits and how to upgrade your account please click [HERE](#)

# Supplier Fee Schedule – IBM Buyer Funded

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**Note: When transacting with IBM Corporation,** your supplier fees will be paid by IBM Corporation you can upgrade your account without paying any fees.

**IMPORTANT:** You may be required to pay supplier fees when transacting with other buyers over the SAP Business Network.

Right after you upgrade your account you can take advantages for all the benefits and functionalities of the Network.

The following steps can be set only right after you proceed with your account upgrade.

If you will like to stay with your Standard Account please disregards the further steps mentioned in the presentation

To learn more about potential fees with other buyers, please [click here](#).

## SECTION 2: Enterprise Account Configuration

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Right after you upgrade your account you can take advantages for all the benefits and functionalities of the Network.



The following steps can be set only right after you proceed with your account upgrade.

If you will like to stay with your Standard Account please disregards the further steps mentioned in the presentation

# Complete Your Profile – Enterprise Account

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

**Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot shows the 'Company Profile' form in the Ariba Network interface. The 'Company Settings' dropdown menu is open, highlighting 'SMO Supplier 1'. The main form has tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' section contains fields for Company Name, Other names, NetworkId, Short Description, Website, and Public Profile. The 'Address' section contains fields for Address 1-3, City, State, Zip, and Country. A 'Public Profile Completeness' meter is on the right, showing 33% completion.

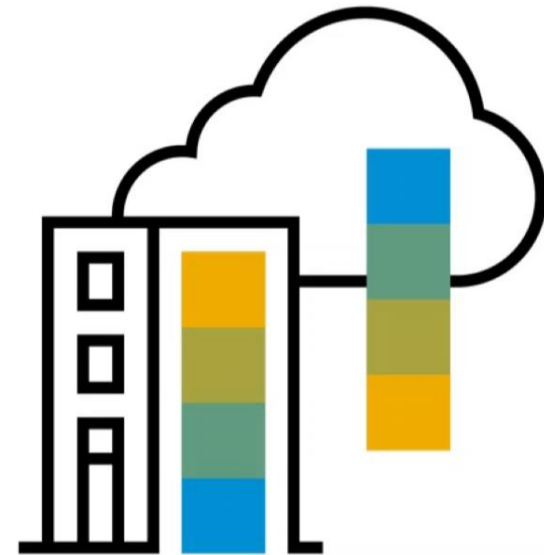


# ARIBA Account Configuration – Video Help

SAP Ariba 

## IBM Ariba Account Configuration Configuring Electronic Order & Invoice Routing Notifications

CUSTOMER



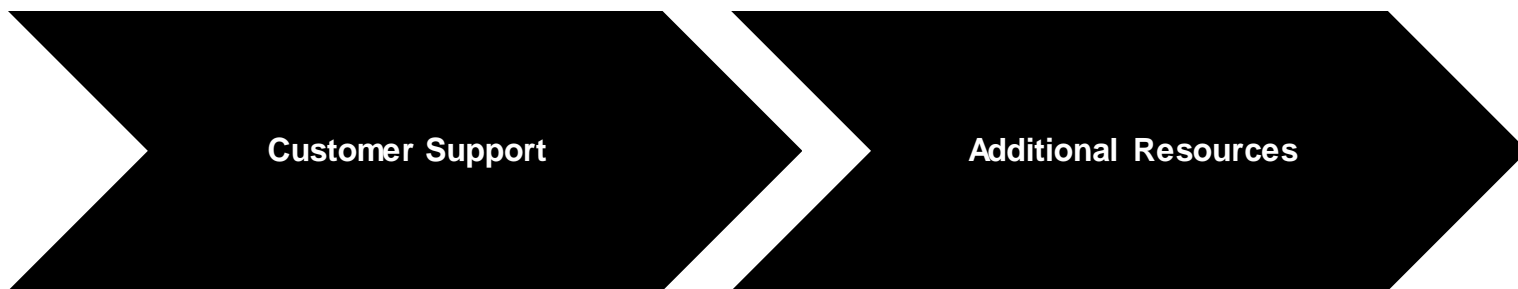
IBM

THE BEST RUN 

<https://ibm.biz/BdMWra>

# SAP Business Network & IBM Help Resources

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# Customer Support

## Supplier Support During Deployment



### SAP Business Network Registration or Configuration Support

- Registration
- General SAP Business Network questions
- Account Configuration
- Click the icon to the left to find the appropriate support



### IBM Corporation Enablement Business Process Support

- Business-Related Questions
- Raise a ticket to the [Procurement One Place Team](#)



### IBM Corporation Supplier Information Portal

- Click the icon to the left to find the appropriate support

### Other Help

- [Useful Links](#)
- [Standard Documentation](#)

## Ariba Supplier Support Post Go-Live



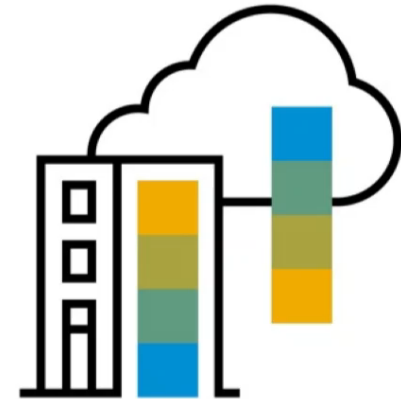
### Ariba Global Customer Support

Click the icon to the left to find the appropriate support line. By using the link below, there is a tile for “How to get Live Support”. The supplier just needs to follow the steps in order to get a call back. Once she submits the form, the call back wait time is typically under 15 minutes

# Support Options– Video Help

SAP Ariba 

## Support Options



CUSTOMER

**IBM**

THE BEST RUN 

<https://ibm.biz/BdMWrv>

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**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 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 Ariba Discovery or you are invited to SAP Ariba Sourcing solutions and do not have or use an existing account (ANID) you can register and

will be started at the SAP Business Network, standard account capability level. In the latter case you will not exchange orders and 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 an enterprise SAP Business Network account. You only need to upgrade to an enterprise account on SAP Business Network when you determine that you desire the additional functionality.

**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.

**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.

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**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.

# Additional Resources Useful Links

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## Useful Links:

**SAP Business Network Standard Account Process and FAQ:** <https://ibm.biz/BdMWrd>

**Visit the SAP Ariba Standard Account Summary:** <https://support.ariba.com/ariba-network-light-account>

**SAP Business Network Hot Issues and FAQs -** <https://connect.ariba.com/anfaq.htm>

**Ariba Cloud Statistics and Network Notifications–** <http://trust.ariba.com>

Detailed information and latest notifications about product issues and planned downtime  
- if any - during a given day

**SBN Standard account capabilities-** <https://ibm.biz/BdMWrx>

**SBN Standard Account Overview -** <https://ibm.biz/BdMWrd>



**Thank you for joining  
SAP Business Network!**