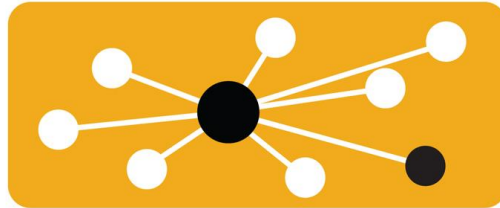
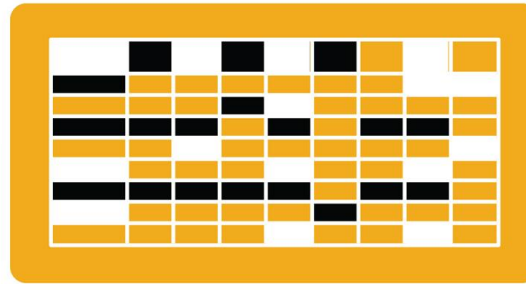




SAP® Business Network

Enterprise Supplier Account Configuration



SAP Ariba 

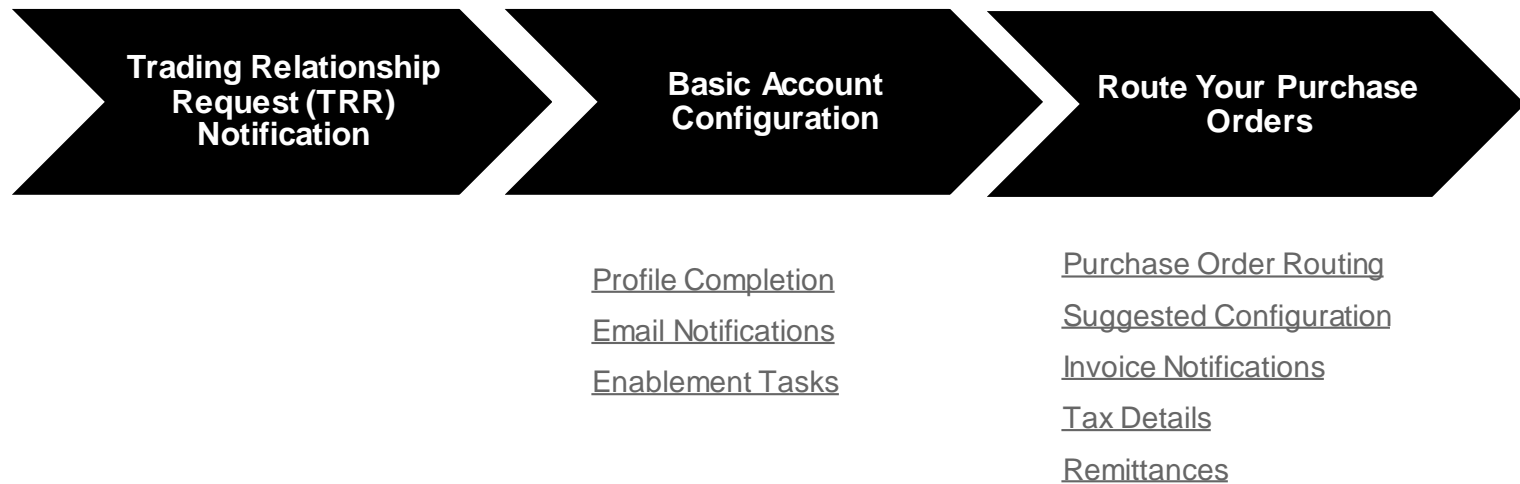
Get Started 

Supplier Fee Schedule – IBM Funded

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](#).

SECTION 2: Account Set Up



Accept Your Trading Relationship Request Notification(TRR)

You will receive an email – Welcome, reminders, or follow-up from our partner SAP Ariba under ordersender-prod@ansmtp.ariba.com, with a subject of **Action Requested: Accept Trading Relationship Request Notification (TRR) from IBM Corporation for Transacting on the SAP Business Network**, this is a legitimate communication. You should feel comfortable opening the email and **Click** the link in the emailed letter to proceed to the landing page.



Connect with IBM Corporation to collaborate on SAP Business Network!

To John Doe at Acme Supplier,

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. In the future, purchase orders, order confirmations, ship notices, and invoices, where not prohibited by local law, will be transmitted via the network.

Thank you in advance for participating in this important initiative by completing the below steps at your earliest convenience.

Click Get started to connect.

[Get started](#)

About this invitation

From:
IBM Corporation
1 New Orchard Rd.
Armonk, NY 10504
United States
transforming.procurement@us.ibm.com

To:
John Doe
Acme Supplier
123 Main Street, rm
202,
San Francisco, CA
94307
United States
+1 6506906996
john.doe@acme.com

Select One...

First Time User

Existing User

The screenshot shows a user selection interface for SAP Business Network. On the left, there is a sidebar with the heading "Benefits of a business relationship on SAP Business Network" and three numbered points: 1. Digitalize your business, 2. Ensure resiliency and sustainability, and 3. Act with Intelligence. Below these points are links for "Learn more" and "About this invitation". The main content area has a heading "Connect to collaborate with your buyer on SAP Business Network" and a sub-heading "We found existing accounts based on the information in the invite. Please review." Below this, there are three buttons: "Review accounts" (highlighted with a red box), "Use existing account" (highlighted with a red box and a help icon), and "Create new account" (highlighted with a red box and a help icon). A "Help" link is visible in the top right corner of the interface.

Register as New User

1. Click **Create new account**.

2. Enter Company Information fields marked required with an asterisk (*) including:

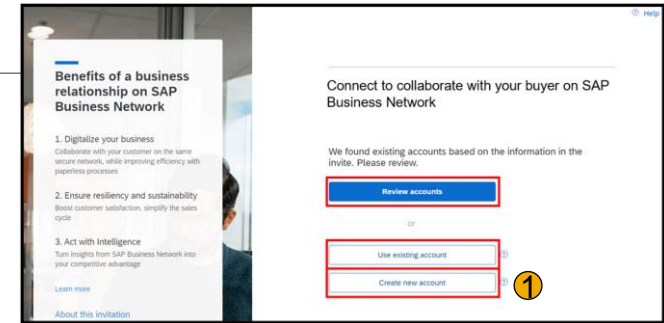
- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Create account** to proceed to your home screen.



Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

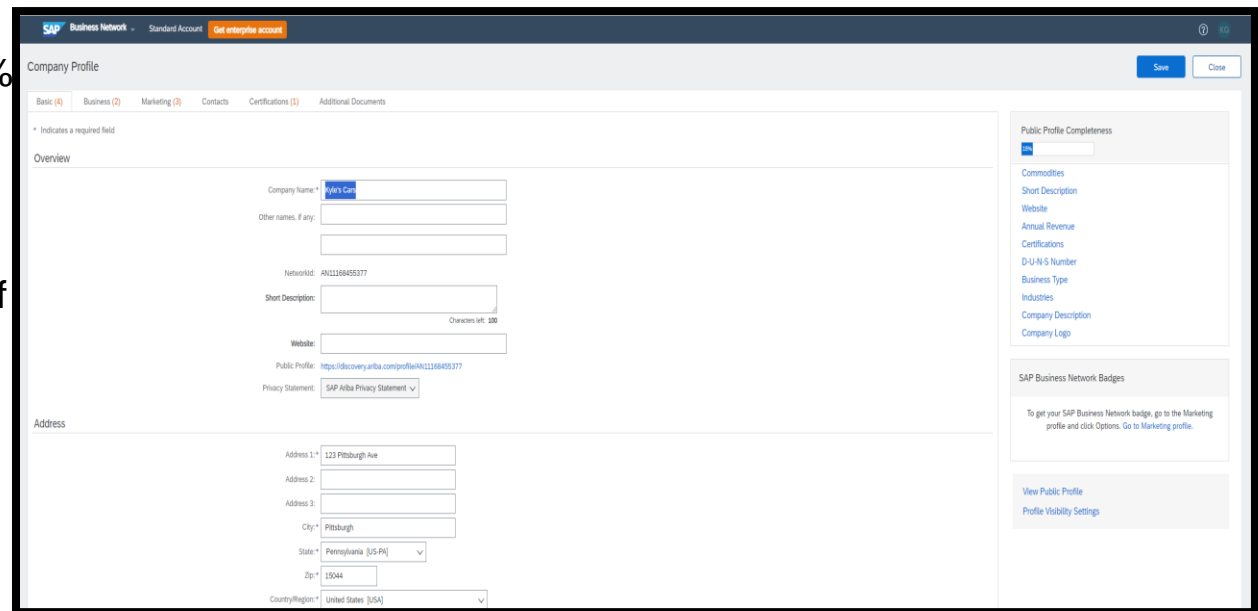
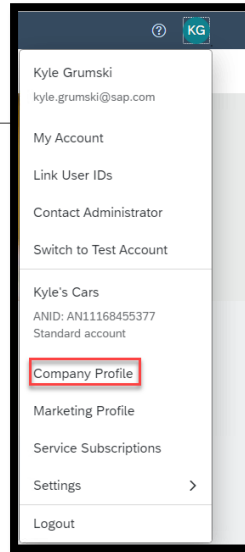
[Trouble Logging In?](#)

[More Than One Account?](#)

Complete Your Profile

- 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.



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.

The screenshot displays the SAP Account Settings interface. At the top, the 'Company Settings' dropdown is open, showing a list of navigation options: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications' (1), 'Account Hierarchy', 'View All' (2), and 'Network Settings'. The 'Notifications' option is highlighted with a yellow circle and the number 1. The 'View All' option is also highlighted with a yellow circle and the number 2. In the main content area, the 'Notifications' tab is selected, and the 'Network' sub-tab is active. A table titled 'Electronic Order Routing' is visible, with columns for 'Type' and 'Send notifications when...'. The 'Order' row has a checked checkbox. To the right, there is a field for 'To email addresses (one req)' with three entries of 'junk@phoenix.ariba.com' (3).

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.

Purchase Orders - Routing

Method Details

- **Online (Default):** Orders are received within your SAP Business Network 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 SAP Business Network 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> 2	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; width: 150px;">Email address: <input type="text"/></div> 3 <ul style="list-style-type: none"> <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. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

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	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	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

- Select** Electronic Invoice Routing.
- 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).
- Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

ARIBA Account Configuration – Video Help

SAP Ariba 

IBM Ariba Account Configuration Configuring Electronic Order & Invoice Routing Notifications

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IBM

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<https://ibm.biz/BdMWra>

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 will only have to be completed once. Please follow this guide to set up remittance information on your Ariba Network account.
- **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.
- **Required fields:**
 - Remittance ID
 - Remittance Address

How Do I Identify My Remittance ID

1. Find the **Vendor ID** on the PO received via email, which is also going to be your **Remittance ID**.
2. Follow the instructions on the next page to set this up on your Ariba Network account.

The screenshot shows an email header from Buy@IBM. The 'From' field is IBM Caspian LLC, located in Baku, Azerbaijan. The 'To' field indicates that address information will be shown. Below the header, there is a 'Payment Terms' section with an information icon. The 'Comments' section states that all purchases are subject to IBM Terms and Conditions of Purchase. The 'Contract #' is C121-CW2233282. The 'Other Information' section lists the Vendor ID as 1000003309, Company Code as 1552, Purchasing Unit Name as Azerbaijan, Legal Terms and Conditions as IBM Legal Text, and Invoicing Terms and Conditions as IBM Invoicing Instructions. A 'View less >' link is provided at the bottom of the details section.

Buy@IBM

From:
IBM Caspian LLC
Narimanov district, H. Aliyev ave. 121
AZ1029 Baku
Azerbaijan

To:
Your address information will be shown here

Payment Terms ⓘ

Comments
Comment Type: Terms and Conditions
Body: All purchases made by IBM are subject to IBM Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at <https://ibm.biz/BdZBvZ>. Select the terms that apply to the country who issued the purchase order. ... [View less >](#)

Contract #
C121-CW2233282

Other Information
Vendor ID: 1000003309
Company Code: 1552
Purchasing Unit Name: Azerbaijan
Legal Terms and Conditions: IBM Legal Text
Conditions of Purchase: IBM Invoicing Instructions
View less >

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information
3. **Complete** all required fields marked by an asterisk in the Remittance Address section.
4. **Select** this Remittance Addresses as the default.
5. Add **Remittance ID** for this address in the **Remittance ID Assignment** field. This should be the same value as the Vendor ID on the PO header.
6. **Payment Methods** section can be left blank. Bank account details are not sent on the invoice to IBM and payment is triggered from their ERP system.
7. Click **OK** to save.

The screenshot displays the SAP 'Company Settings' for 'IBM Test Supplier'. The left sidebar shows the 'Remittances' menu item selected. The main content area is divided into 'Network Settings' and 'Create Remittance Address / Payment Info'. In the 'Network Settings' section, the 'EFT/Check Remittances' tab is active, and the 'Create' button is highlighted. The 'Create Remittance Address / Payment Info' section contains a form with fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', 'Country', and 'Contact'. The 'Remittance ID Assignment' table at the bottom shows a row for 'Customer 1' with an empty 'Remittance ID' field.

Remittance Configuration – Video Help

SAP Ariba

IBM Remittance Configuration

CUSTOMER

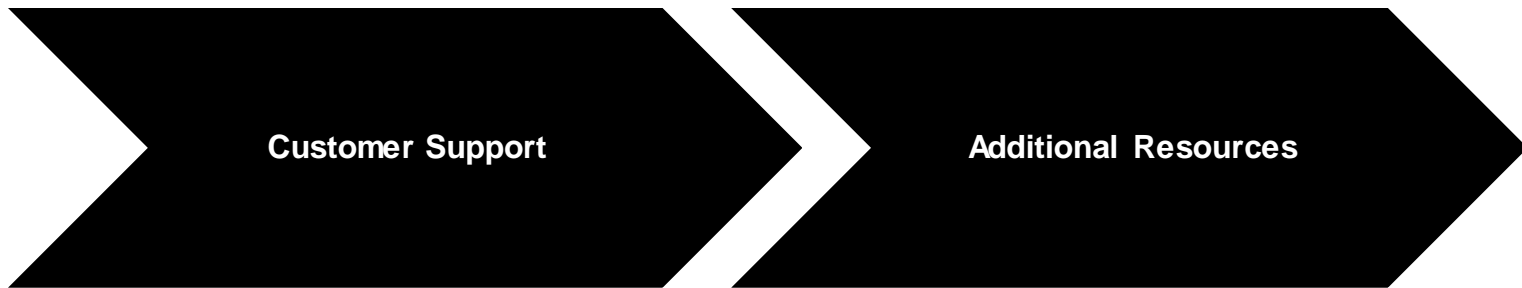


IBM

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

SAP Business Network & IBM Help Resources



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

Additional Resources Useful Links

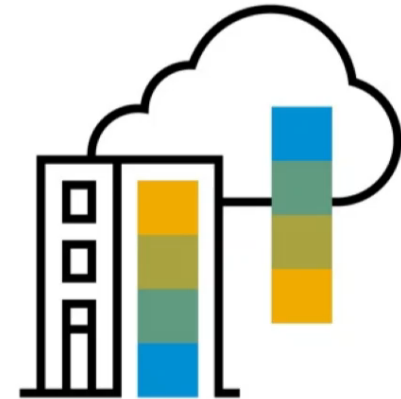
Useful Links

- **SAP Business Network Support** - <https://connect.ariba.com/anfaq.htm>
- **SAP Business Network FAQ:** <https://ibm.biz/BdMWrR>
- **SAP Business Network Training Portal:** [Adapt \(ariba.com\)](https://ariba.com)
- **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

Support Options– Video Help

SAP Ariba 

Support Options



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

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