

VAILLANT GROUP

How to register on SAP Business Network



The connection to electronic networks takes place through the strategic transformation of companies to digitally map processes. Suppliers can benefit from the following advantages

Introduction -possible reasons for suppliers to register on the SAP Business Network



Lower process costs through electronic document exchange



Automatic and secure document processing –move away from paper-based and manually transmitted purchase orders



Reduced effort and minimization of error sources when shipping orders



Real-time document information on orders



Access to the world's leading cloud-based trading network, which can open up sales opportunities with new customers.

Two types of accounts are available for suppliers in the SAP Business Network

Scope	Standard (Light) Account –free of charge	Enterprise (Full) Account –SAP Business Network fees
PO	<ul style="list-style-type: none"> ✓ Order via interactive e-mail (e-mail address can be entered) ✓ PO flip for order confirmation ✓ ASN (Advanced Shipping Notice) 	<ul style="list-style-type: none"> ✓ Order via interactive e-mail (multiple e-mail addresses can be added) ✓ PO flip for order confirmation ✓ ASN (Advanced Shipping Notice) ✓ Get order information directly into the order system (machine-to-machine integration) ✓ Inbox Access on the SAP Business Network
SAP Ariba Support	<ul style="list-style-type: none"> ✓ Online Help Center (for technical questions only) ✓ Online Community 	<ul style="list-style-type: none"> ✓ Online Help Center ✓ Online Community ✓ Offline support via phone, chat, e-mail ✓ Direct contact and help from onboarding experts ✓ Technical support for account configuration and integration ✓ Online Training Courses
Integration	✓ No integration possible	✓ cXML, EDI, CSV (in future: pdf, e-mail upload)
Reporting	✓ No integration possible	✓ Reporting is possible
Catalogues	✓ No catalogues possible	✓ Catalogue loading (in BMECat, CIF, cXML, Excel)
Fees	✓ Free of charge	✓ SAP Business Network Fees
Mobile App	✓ Included (currently usable without restrictions)	✓ Included

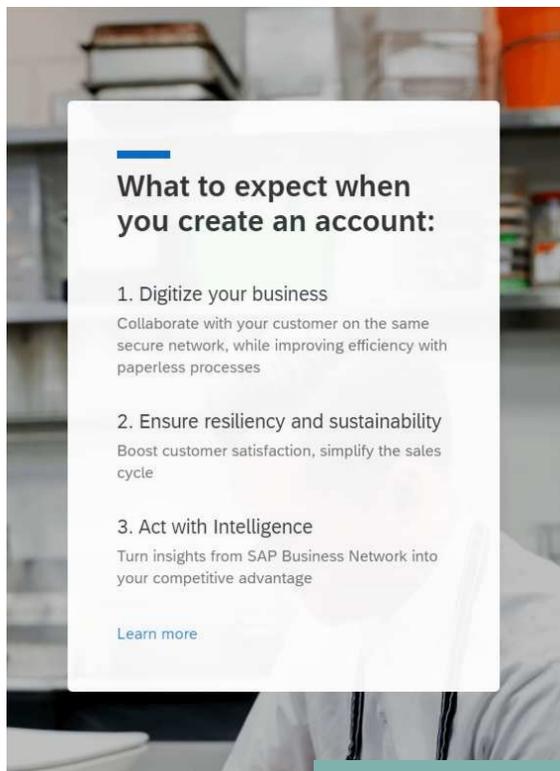
Login to the SAP Business Network without receiving an order from a customer. Allows you to share your Ariba Network ID (ANID) directly with your customers.

Access to the SAP Business Network -Standard Account

The screenshot shows the SAP Business Network interface. At the top left, the SAP logo is followed by 'Business Network' and a dropdown arrow, and 'ENTERPRISE ACCOUNT'. At the top right, there are icons for chat and help. The main content area is titled 'Supplier sign-in' and contains a 'Username' input field, a blue 'Next' button, and a 'Forgot username' link. Below this is a section for 'New to SAP Business Network?' with a 'Register Now' link highlighted by a green box and a 'Learn more' link. To the right, there is a section for 'SAP Business Network for suppliers webinars' with an image of two people climbing a mountain, a text description, and a 'Learn More' button. Two green callout boxes provide instructions: one at the top right says 'Enter the address <http://supplier.ariba.com/> in your web browser', and one at the bottom center says 'Via "New to SAP Business Network" Click on the text "Register now"'. A green arrow points from the 'Register Now' link to the bottom callout box.

You will get to the registration page to enter your company/user account information and agree on the Ariba Terms of Use.

Entry of your company-specific data



What to expect when you create an account:

- 1. Digitize 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](#)



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

When entering your company data, make sure that you enter it in accordance with the entry in the commercial register or similar. It is always advisable to enter the head office of your company -you can enter further addresses in the company profile after registration.



Click "Register" to complete the registration process.

Entry of address, administrator's details and terms of use confirmation

City *

State *

Zip *

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](#)
Please read [Privacy Statement](#) to learn how we process personal data.

Nie som robot 

When entering user account information, please note that this person will be your Ariba account administrator in the future and will initially receive all orders for your company by email. The account administrator has the following tasks for your organization:

- Add users with appropriate roles
- Set configuration options,
- Manage business relationships,
- Subscribe to Services,
- Process user questions and problems and manage your SAP Ariba account consistently.

By clicking on the checkmarks you confirm the terms of use of the SAP Business Network

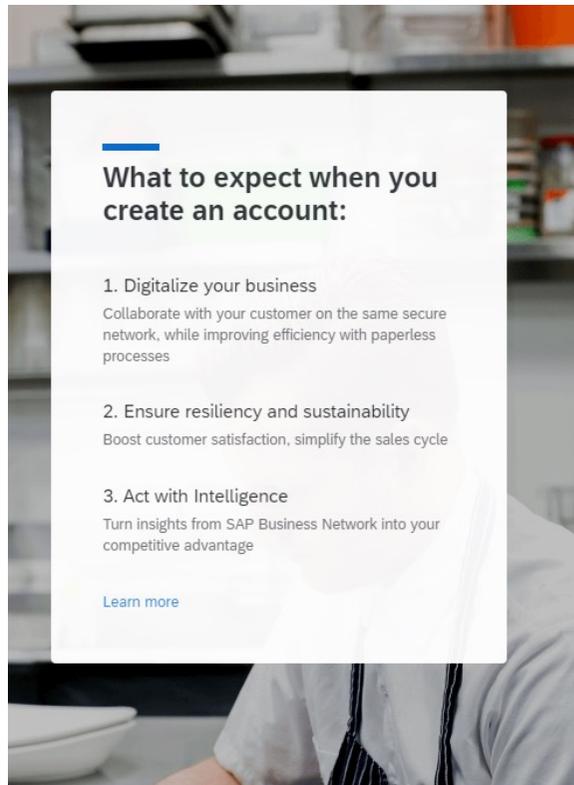
Click „**Create account**“ to complete the registration process.

The integrated help center on the registration page supports you in the registration process with typical questions and answers from suppliers.

Help Center -Registration Page

The Documentation and Support icons integrated in the Help Center open the Learning and Support Center.

Help



SAP Business Network

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

Company information ⓘ

DUNS number

[Don't know your DUNS number?](#)

Company (legal) name *

Country/Region *

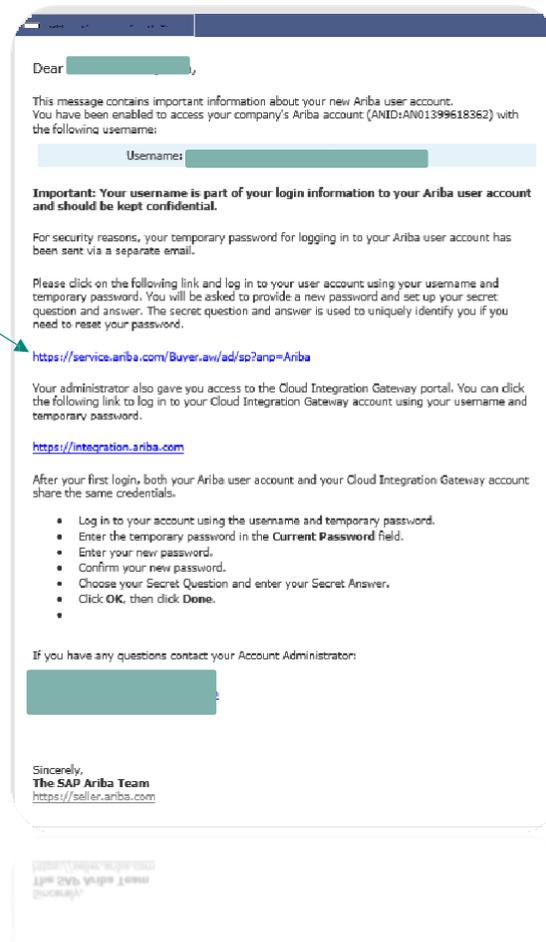
Address line 1 *

Address line 2

Address line 3

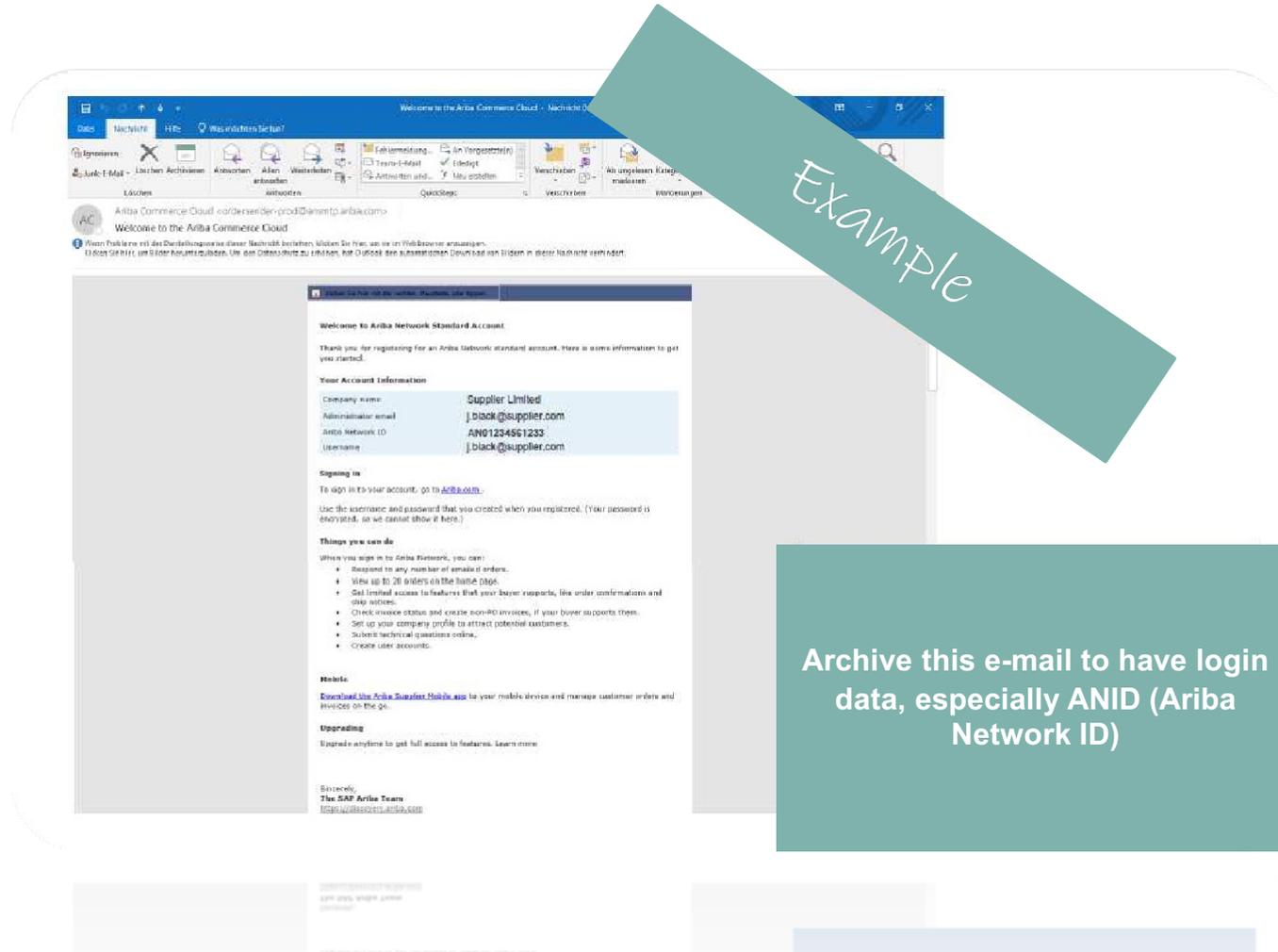
You will receive a confirmation email of the registration to the user account you specified, which you have to confirm to complete the registration process.

Clicking on the activation link will take you to the SAP Business Network page where you will be asked to complete your company profile



At the same time you will receive an e-mail confirming the successful activation with the data stored in the SAP Business Network

E-mail Confirmation -Activation/ANID



The first time you sign up for the SAP Business Network after your activation, you will be asked to enter your role in the company, this step cannot be skipped.

First login after activation in the SAP Business Network

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.
You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

[Continue to the Ariba Network](#)

Select the appropriate business functions for your person by clicking the respective options

In the standard account you will receive orders by e-mail for reply and see these in the order overview.

Gateway page Standard Account SAP Business Network

Uniform shell bar

New settings and help icon, uniform within SAP, and solution name changed to SAP Business Network

New Menu bar

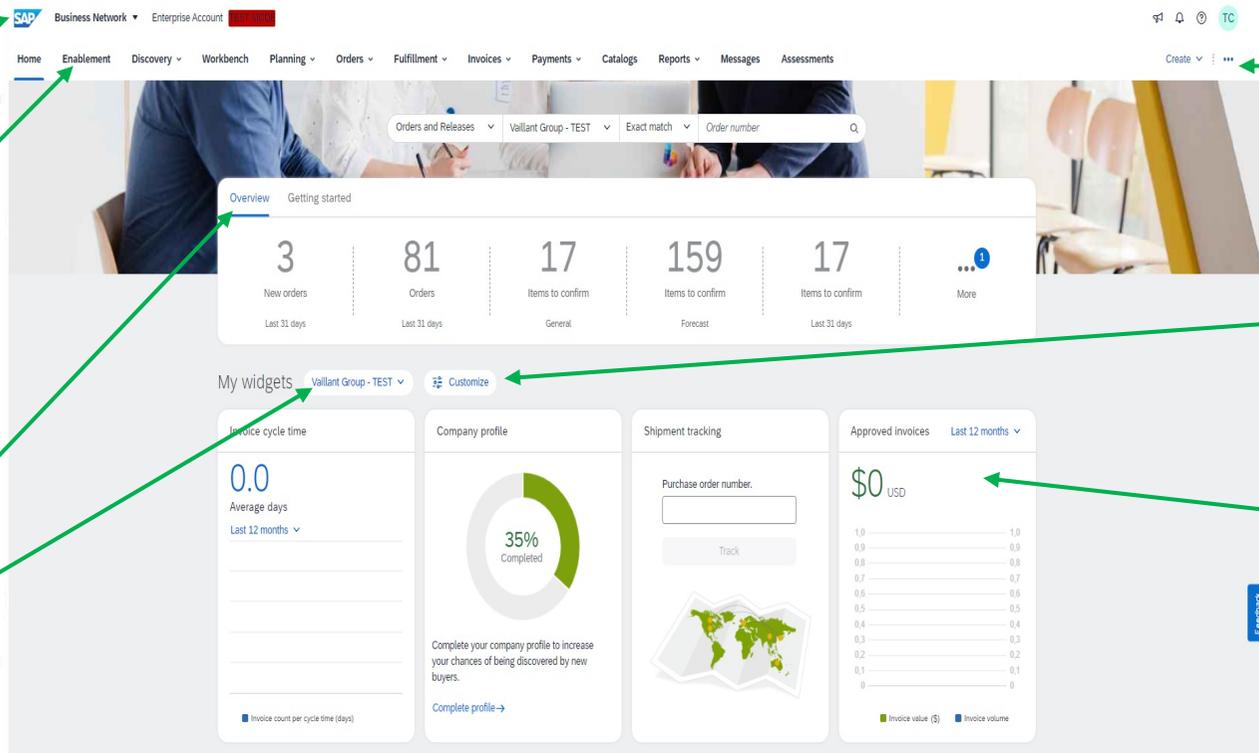
Removed inbox/outbox, moved menu items under Orders, Invoice and Fulfillment, added new workbench.

Tile bar, Getting started

Displays user preferred Tiles, lists Getting started tasks.

Customer chooser

Displays widget information based on selected customers.



New Create / More button
Create: PO Invoice, Non-PO invoices, Contract Invoice, Service Entry Sheet. More: Trac, Upload/Download

Customize (My Widgets)
User can configure which widgets to display and where. selecting from a constantly growing list.

Widgets
Show network status, trends, events, opportunities, insights

Feedback
Share feedback with Ariba

EnableNow the web assistant

Clicking on the help icon in the shell bar will open the web assistant. The web assistant is where you can access documentation, help topics or contact support.

The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'More'. A search bar is positioned below the navigation bar. The main content area features a 'Getting started' section with a '3 New orders' widget. Below this, there are several data widgets: 'Invoice cycle time' (0.0 Average days), 'Company profile' (35%), 'Shipment tracking' (Purchase order number field), and 'Approved invoices' (\$0 USD). A green circle highlights the help icon (a person with a question mark) in the top right corner of the shell bar. A green arrow points from this icon to a dark blue sidebar on the right side of the screen. This sidebar, titled 'Témy nápovedy' (Help Topics), contains a search field 'Hľadať témy nápovedy' and a list of help topics: 'Documentation', 'Support', 'What is SAP Business Netw...', 'Finding orders, invoices, an...', 'Common browser issues', and 'How do I create an invoice?'. Below these are several widget-specific help topics: 'Purchase orders widget', 'Company profile widget', 'Activity feed widget', 'Approved invoices widget', 'Invoice cycle time widget', 'Invoice exception rate widget', and 'Invoice exceptions widget'.

VAILLANT GROUP

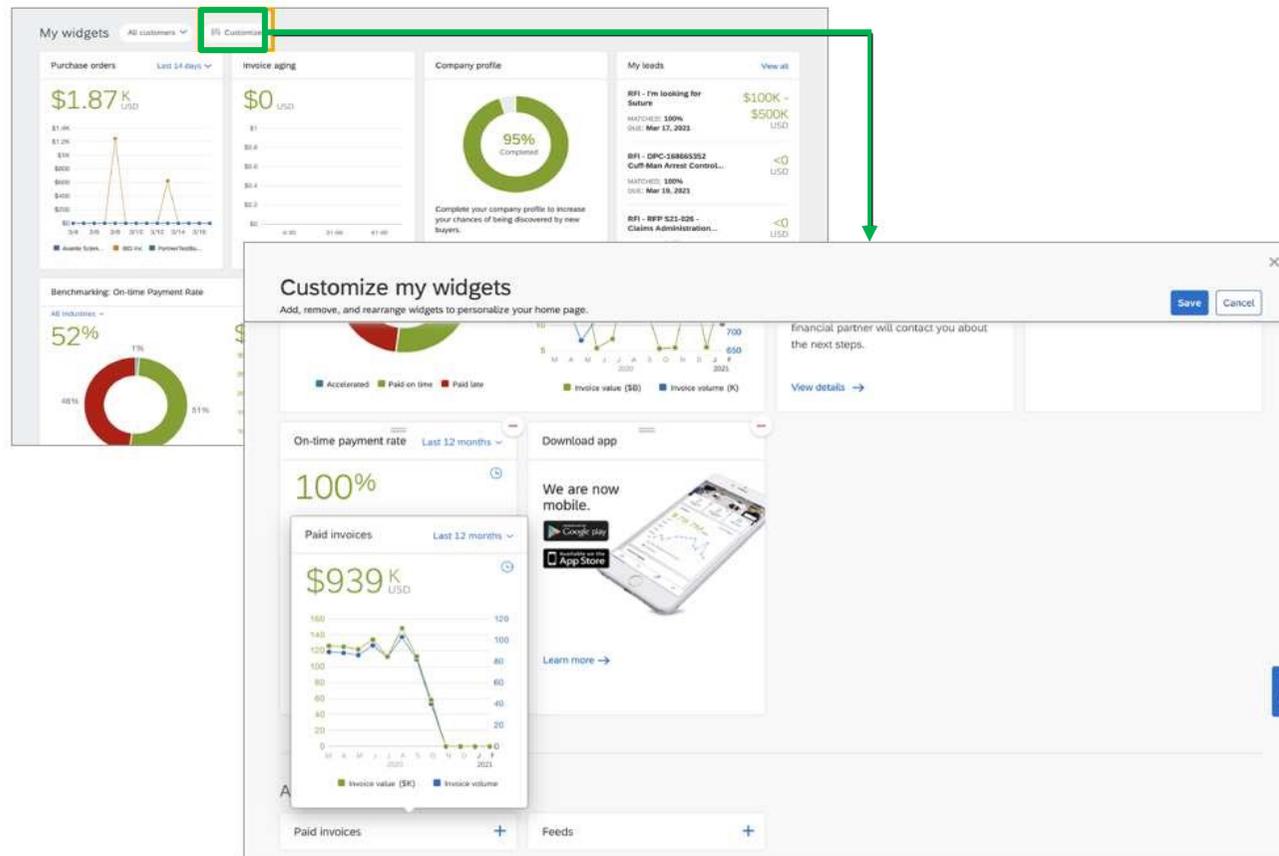
Settings

The icon with your user initials is where you can find user settings, company settings, network and account settings.

The screenshot displays the SAP Business Network user interface. At the top right, a user profile icon with the initials 'TC' is circled in green. A dropdown menu is open from this icon, listing various account and company settings. The 'Settings' option is highlighted with a green box. The main dashboard shows a navigation bar with categories like Home, Enablement, Discovery, Workbench, Planning, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and More. Below the navigation bar is a search bar with filters for 'Orders and Releases', 'Vaillant Group - TEST', 'Exact match', and 'Order number'. The dashboard features several key metrics: 3 New orders (Last 31 days), 81 Orders (Last 31 days), 17 Items to confirm (General), 159 Items to confirm (Forecast), and 17 Items to confirm (Last 31 days). The 'My widgets' section includes 'Invoice cycle time' (0.0 Average days), 'Company profile' (35% Completed), 'Shipment tracking', and 'Approved' (showing \$0). A legend at the bottom indicates 'Invoice value (\$)' and 'Invoice volume'.

Customized widgets

The customize icon allows you to configure the widgets on your homepage. You can add, hide or move widgets in this view. You can see a list of available widgets at the bottom of the screen and hovering over the widget title will show a preview.



With the receipt of the initial purchase order, you can log in with an existing account or create an account in the SAP Business Network

Initial Purchase Order

Vaillant Group Business Services GmbH hat eine neue Bestellung gesendet.

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well

Your customer sends orders via the Ariba Network. You will receive a FREE standard Ariba Network account to process this order. If you already have an account, you can use it and log in now.

Message from your customer Vaillant Group Business Services GmbH

Vaillant Group has send you their first Purchase Order. To process the Order you can log in with your existing account or register a new one by pressing the button below.

VAILLANT GROUP

Process order

Dieser Bestellauftrag wurde von Ariba Network gesendet. Weitere Informationen zu Ariba und Ariba Network finden Sie unter <http://www.ariba.com>.

Von:
VG Business Services GmbH
Bergheuser Str. 63
42859 Remscheid
05
Deutschland

An:

Bestellauftrag
(Neu)
0640000021
Betrag: ..
Version: 1

Zahlungsbedingungen
NETTO 30

Anmerkungen
Comment Type:
General
Comment Body:

Wir bestellen gem. Ihres Angebots Nr. O-1242106-2017-1014 vom 06.06.2019.
*****SS
Comment By: ..

By pressing „process order“ you will be linked to the Ariba website in order to log into your existing account or set up a new one. Once the process is completed the purchase order is transferred to the Ariba Account

The company information which is made available in the SAP Business Network is your business card to the outside world.

Account Configuration -General Tab

The screenshot displays the SAP Business Network user interface. On the left, a user profile dropdown menu is open, showing the user's name 'Techno Cargo', email 'test-suppliergroup112@yahoo.com', and account details for 'TechnoCargo Logistik Slovakia, s.r.o. - TEST'. The 'Company Profile' option is highlighted with a green box. The main content area shows the 'Company Profile' page for 'TechnoCargo Logistik Slovakia, s.r.o. - TEST'. The page includes a header with the company name and ANID (AN01576409396-T), a profile picture placeholder with 'TL', and a sidebar with navigation options like Overview, Credentials, and Business Information. The main content area is divided into sections for 'Product and Service Categories', 'Ship-to or Service Location', and 'Industries Served'. A green box highlights the 'Save' button in the top right corner of the profile card.

Complete or update all mandatory fields. Classify your goods and/or services -an automatic comparison with classification taxonomies takes place here. If the term you entered is not available, you can search the database or request the inclusion of the term as a new product/service category.

Save your entries by clicking on the Save button.

Once you have edited the "General" tab can you edit the Business tab and enter the necessary information.

Account Configuration -Business Tab

The screenshot shows the SAP Business Network interface for an Enterprise Account. The main content area displays the 'Company Profile' for 'TechnoCargo Logistik Slovakia, s.r.o. - TEST'. The profile includes various details such as ANID, DUNS, Employees, Founded date, Revenue, and Address. The 'Business Information' tab is highlighted in the left sidebar.

Tax Classification: (no value) v

Taxation Type: (no value) v

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](#)

Tax Clearance

Tax Clearance Number:

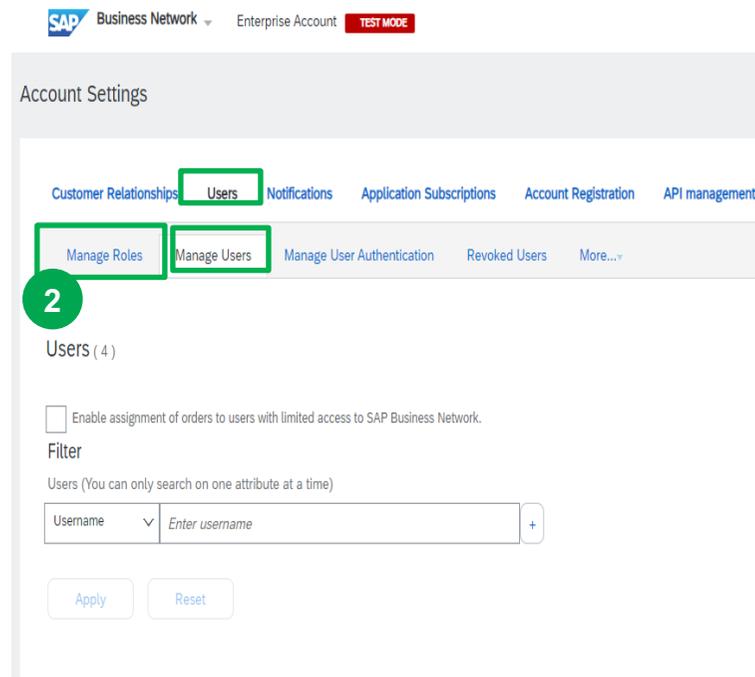
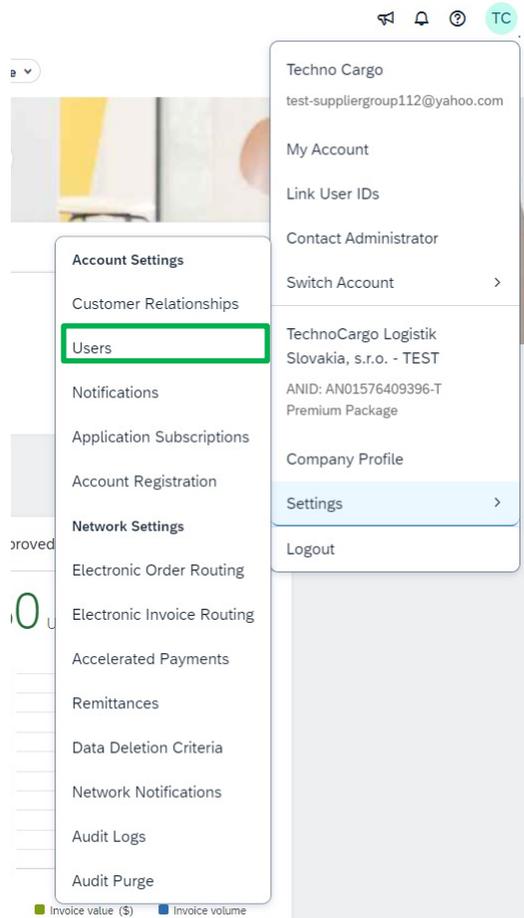
Tax Clearance Document: <No document>
[Upload](#)

Tax Clearance Expiry Date:

Enter your VAT ID no. without the use of a specific characters

To add more users to your Ariba account, you can create users and define roles

Account Configuration -Administer Users



1. Click on the button „+“ for entering the personal data of the new user
2. In the section „manage roles“ you can assign roles for the created users



The e-mail address of the administrator is stored in the menu item Notifications. You can add up to 3 additional users by adding commas and e-mail addresses.

Account Configuration -Notifications

The screenshot shows the SAP Business Network navigation menu. The 'Users' option under 'Account Settings' is highlighted with a green box. Other menu items include 'Account Settings', 'Customer Relationships', 'Notifications', 'Application Subscriptions', 'Account Registration', 'API management', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Data Deletion Criteria', 'Network Notifications', 'Audit Logs', and 'Audit Purge'.

The screenshot shows the 'Account Settings' page in SAP Business Network, specifically the 'Notifications' tab. The page title is 'Account Settings' and it includes 'Save' and 'Close' buttons. The navigation tabs are 'General', 'Network', 'Discovery', 'Sourcing & Contracts', and 'Messaging'. The 'Users' tab is selected.

Instructions: Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	* suppliergroup112@yahoo.com
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	* suppliergroup112@yahoo.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	* suppliergroup112@yahoo.com
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	* suppliergroup112@yahoo.com

If you or your company has several user accounts in the SAP Business Network, you can link them. If the user IDs are linked, they can no longer be separated.

Profile Settings -Link User IDs

Techno Cargo
test-suppliergroup112@yahoo.com

My Account

Link User IDs

Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:

- Log in to all your accounts using one username and password
- Switch between your multiple accounts

APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username:*

[Send link request](#)

NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username:*

Password:*

[Link accounts](#)

[Cancel](#)