SAP BUSINESS NETWORK - SETTINGS

-SUPPLIER GUIDE-

VERSION 01/2024

STIHL

SAP Ariba

SAP BUSINESS NETWORK - SETTINGS

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1. Login to the SAP Business Network

Supplier can use the following link to access their SAP Business Network (f.k.a. Ariba Network):

https://service.ariba.com/Supplier.aw/

Preferred browser: Microsoft Edge and Mozilla Firefox.

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1. Login to the SAP Business Network

Please fill in all mandatory fields.
Mandatory fields are marked with an asterisk.

In addition to the fields shown in the screenshot, the administrator account information fields must also be completed. Here you assign a user name and a password with which you can log in to the SAP Business Network in future.

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1. Login to the SAP Business Network

After you have registered in the Ariba Business Network, you will receive a success message by e-mail.

The e-mail will also contain your user name (ID) and your account ID.

You can now log in to the Ariba homepage.

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for Testlieferant SIT2 Sync is now complete.

Your organization's account ID: **AN1118584:** ▮▮▮▮▮

Your username: **TestlieferantSIT2** ▮▮▮▮▮

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

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2. Legal form of supplier

1 Click on the Profile Initials.

2 Click on Company Profile.

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2. Rechtsform des Lieferanten

1 Click on Edit icon in the company profile overview.

2 Select the legal form of the supplier company from the drop-down list.

3 Confirm the entries using the "Save" button.

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2. Rechtsform des Lieferanten

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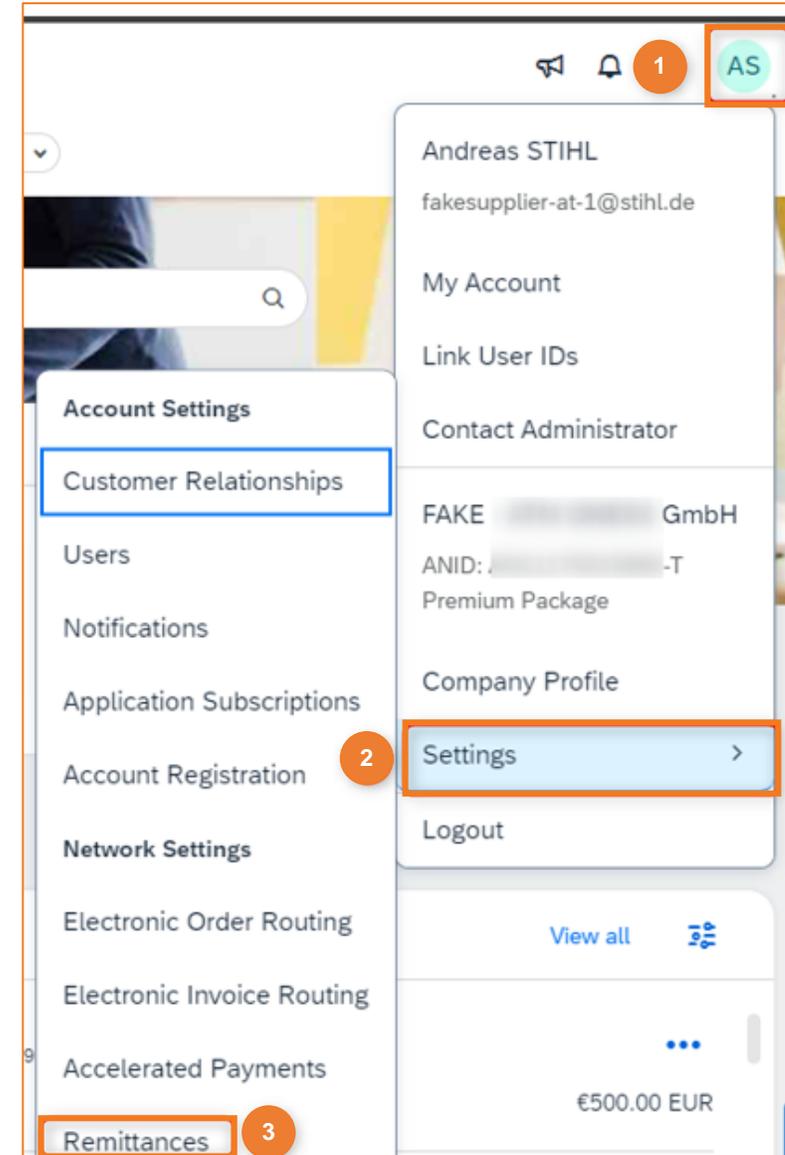
2. Legal form of supplier

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3. Banking information
3.1 Remittance

The bank information can be set in the SAP Business Network as follows:

1   Click on the Profile Initials

2   Open Setting drop down menu by clicking on "Settings"

3   Click on "Remittances"

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3. Banking information

3.1 Remittance

④ Navigate to the "Settlement" tab.

⑤ Go to "EFT/Check Remittances"

⑥ Click on "Create"

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3. Banking information

3.1 Remittance

7 Remittance address, payment methods, ACH and Wire Transfer can be entered in this section.

8 The banking information can be confirmed with "OK".

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3. Banking information

3.2 IBAN or QR-IBAN

❶ If an IBAN or QR-IBAN is used, this can be stored in the transfer section (3.1).

❷ Note: Please note that the recipient bank IBAN/QR-IBAN on the left-hand side must not be the same as the correspondent bank IBAN/QR-IBAN on the right-hand side.

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4. E-Mail notification settings

The e-mail notifications can be set in the SAP Business Network as follows:

1 Click on the Profile Initials

2 Open Setting drop down menu by clicking on "Settings"

3 Click on "Notifications"

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4. E-Mail notification settings

4 Navigate to the "Ariba Network" tab.

5 Select events if a notification is to be received.

6 Up to three e-mail addresses can be maintained. The e-mail addresses must be separated by a comma.

7 Save changes by clicking on "Save".
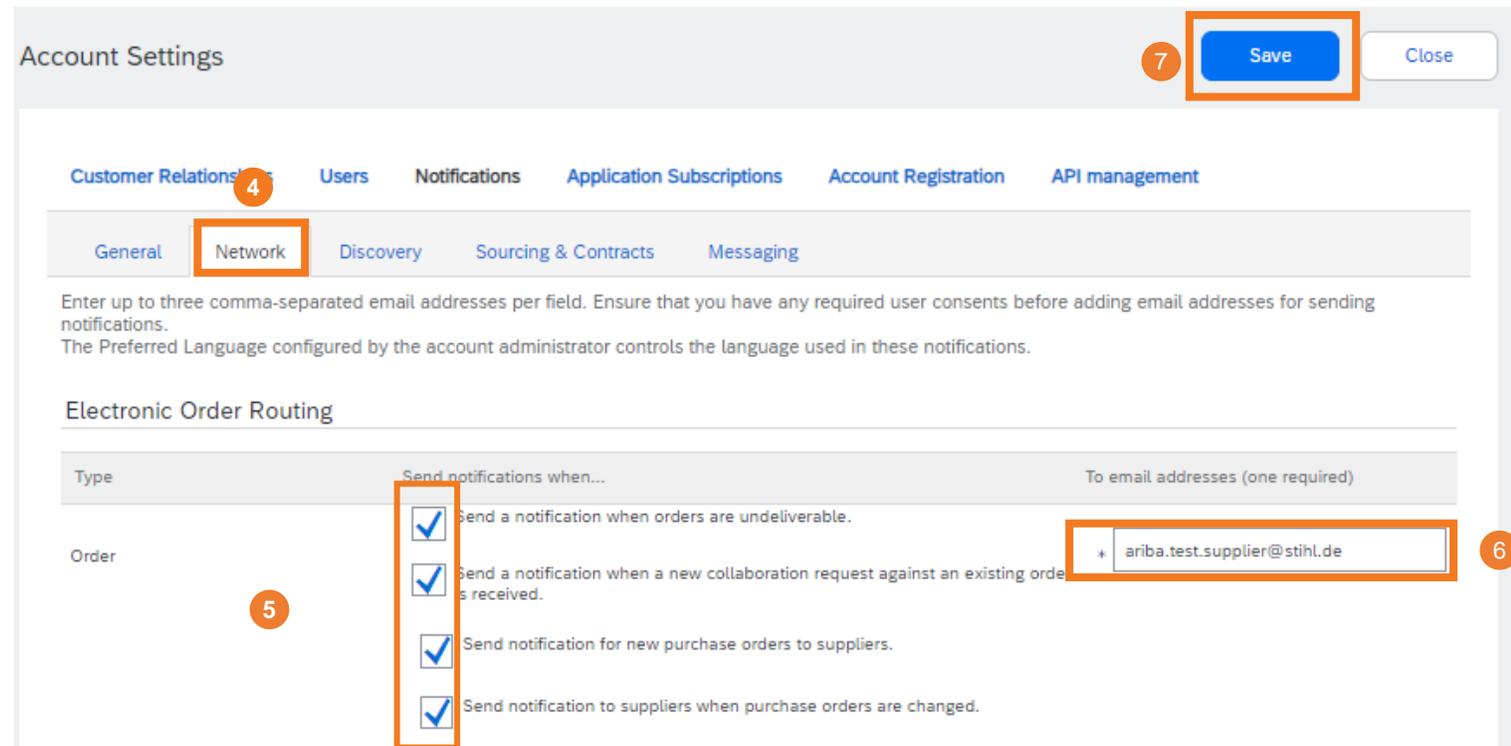
Account Settings

7 Save   Close

Customer Relationships   Users   **Notifications**   Application Subscriptions   Account Registration   API management
4

General   Network   Discovery   Sourcing & Contracts   Messaging

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.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)	
	☑ Send a notification when orders are undeliverable.		
Order	☑ Send a notification when a new collaboration request against an existing order s received.	* ariba.test.supplier@stihl.de	**6**
	☑ Send notification for new purchase orders to suppliers.		
	☑ Send notification to suppliers when purchase orders are changed.		

5

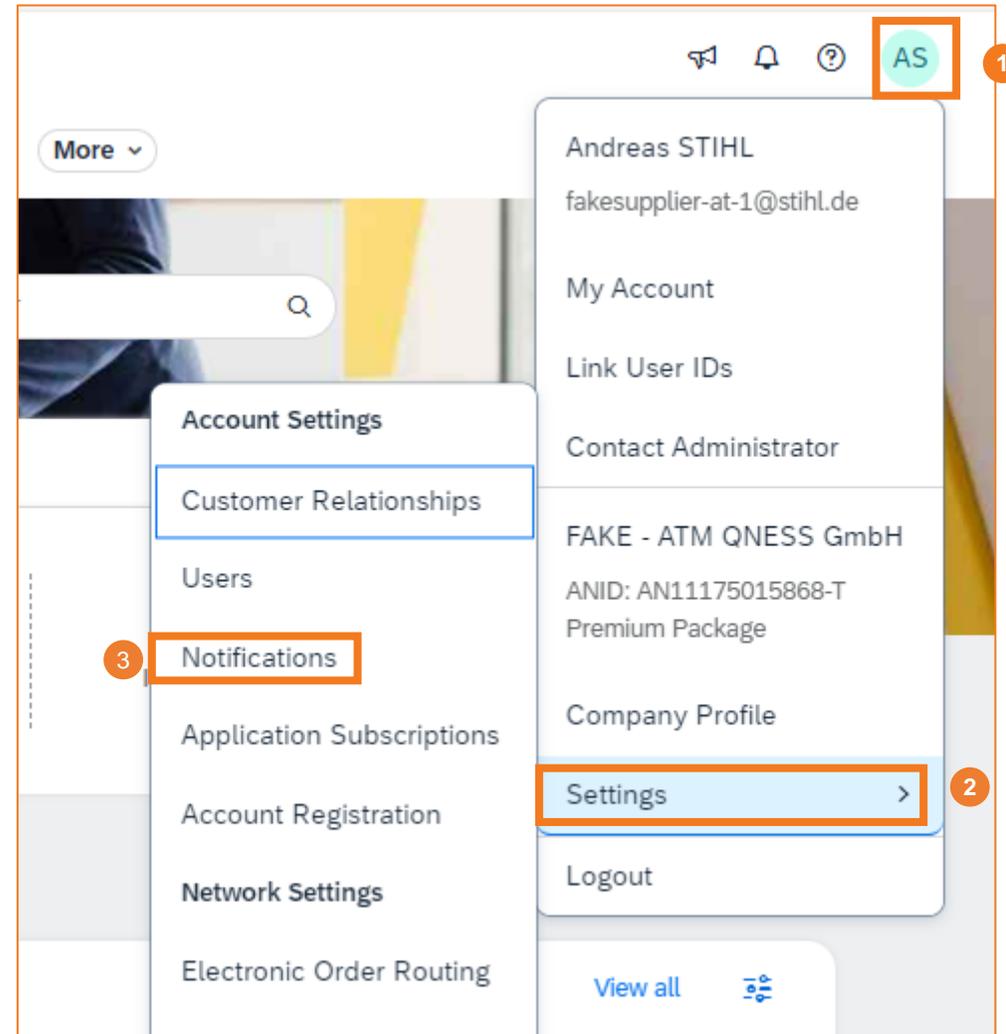# SAP BUSINESS NETWORK - SETTINGS

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5. SAP Ariba and SAP Business Network Tutorials

The link below will take you to the Help Center for the SAP Business Network. Further information and tutorials are available there.

Link: https://help.sap.com/docs/ariba-tutorials

(This link is only available in English)