Supplier Information

Quick Guides on using SAP Business Network for Suppliers

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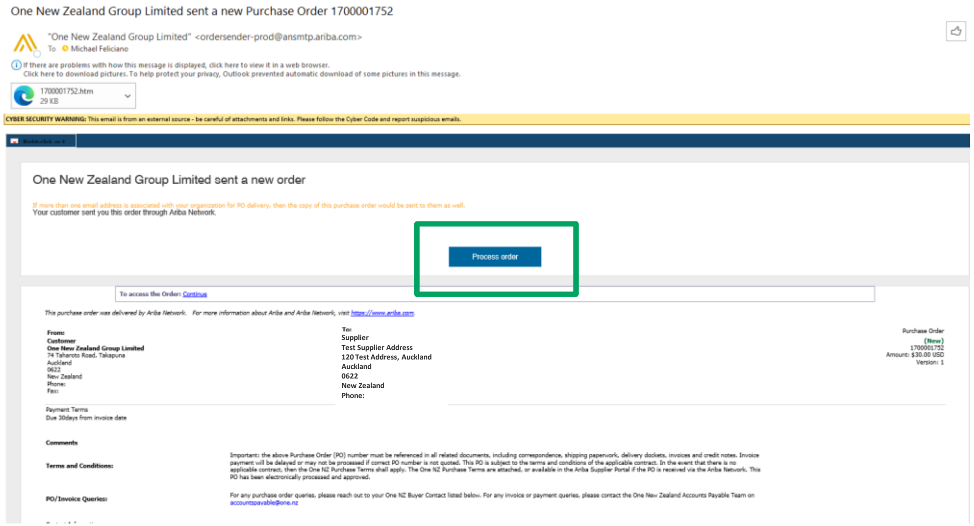
Content

How do I view my Orders (Purchase Orders)?

All “Orders” (Purchase orders) will be sent to you in an Interactive Electronic email. A sample of this is displayed below. Please note the following:

- ❖ Purchase orders will come from the email address: ordersender-prod@ansmtp.ariba.com
- ❖ Purchase orders will be sent to the registered email address used when you first registered with SAP Business Network upon submitting your Registration and Qualification details.



Steps:

1. To open the Purchase Order, click on “**Process order**” button in the email
2. Log in to the SAP Business Network
3. Once you have logged in use the instructions “**Setting up your Workbench**” if you are new to the SAP Business Network

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Setting up your Workbench

Note: There are 2 options to access logging in to SAP Business Network

Option 1: Logging in via the “Interactive email” order

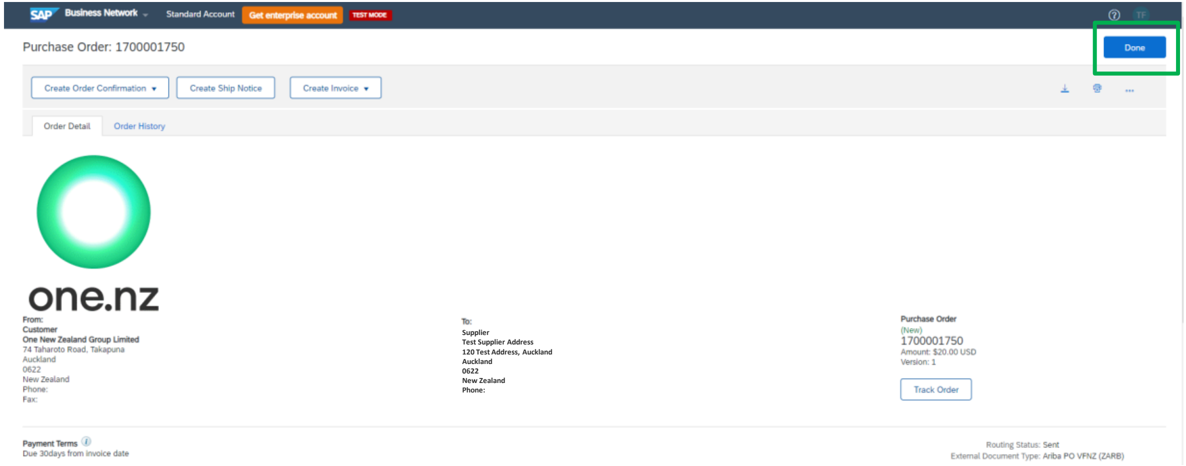
Option 2: Logging in directly via [Supplier Login]

Proceed to Step 2 if you have logged in via Option 2

Step 1: Logging in via Interactive email

Open your purchase order via interactive email sent to you, you will be prompted to log in to the SAP Business Network.

Your Purchase Order details will display as per the screenshot below. Select ‘**Done**’

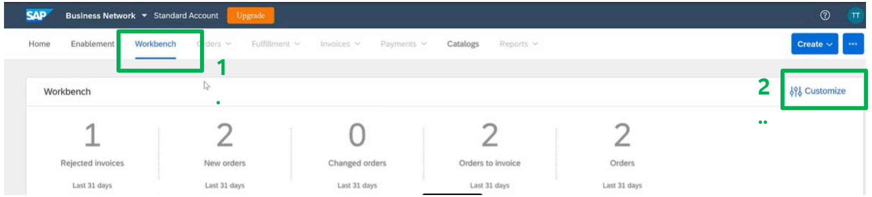


Setting up your Workbench

Step 2: Customising your Workbench

The Home page of the Business Network will display as per the screenshot below

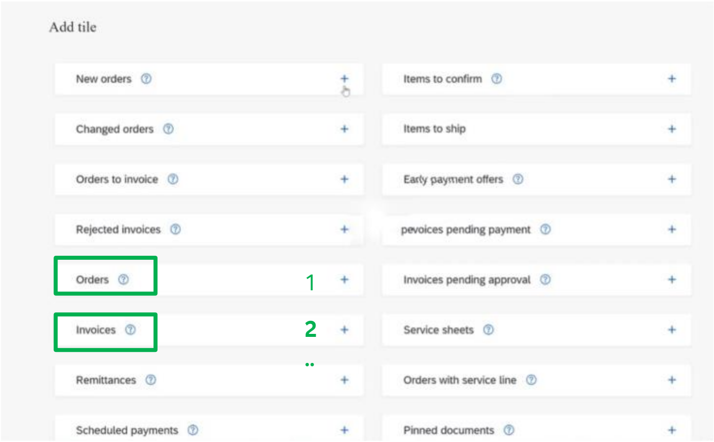
1. Click on the **Workbench** Header (for new customers the workbench overview pane will be empty and display as 0)
2. Click on **Customize**



Step 3: Selecting the Tiles

A list of Tiles will display as per the screenshot below. We recommend the following tiles be added by clicking on the + sign

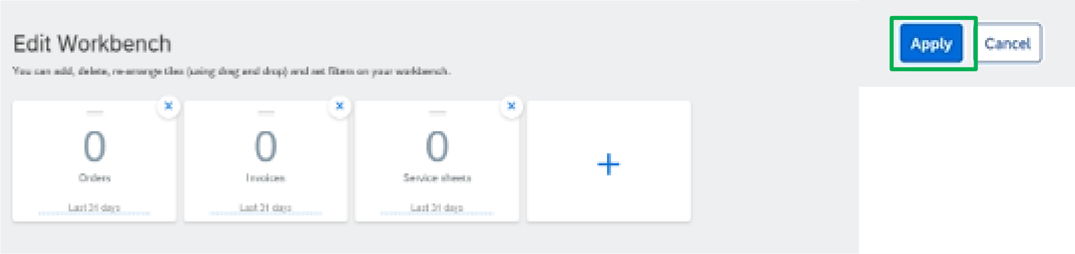
1. Orders (Purchase Orders)
2. Invoices



Setting up your Workbench

Step 4: Applying your changes

Once the Tiles are added on the Workbench, Click on **Apply**

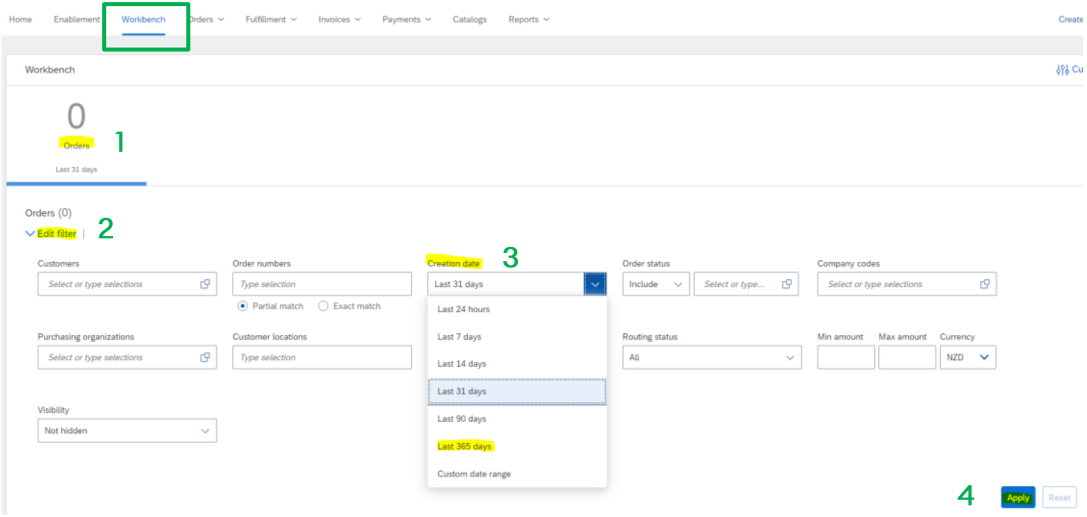


Customising your Tiles in your Workbench

Step 1: Customising your Tiles

Once you have created the Tiles on your workbench you can edit the filters to display Orders or Invoices for a specific period.
For this exercise we will display <u>all</u> Orders for the last year.

1. Click on the **Workbench** Header and click on the **Orders** Tile
2. Click on **Edit** filter
3. Click on **Creation date** drop down list and select **‘Last 365 days’**
4. Click on **Apply**



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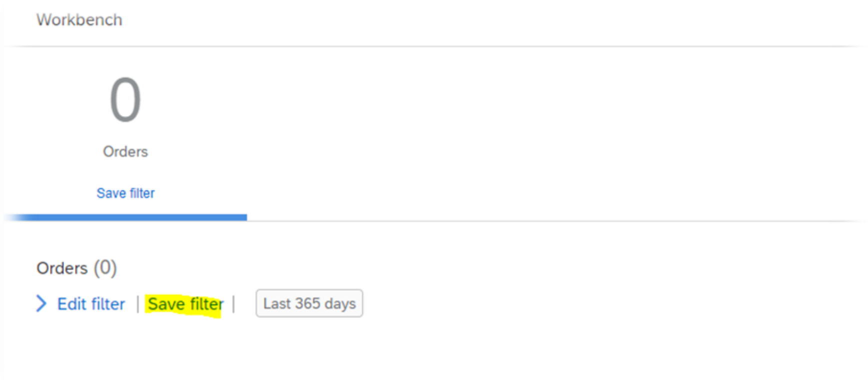
Customising your tiles in your Workbench

Step 2: Save Filter

Once you have customised the Orders Tile, you will need to save this filter

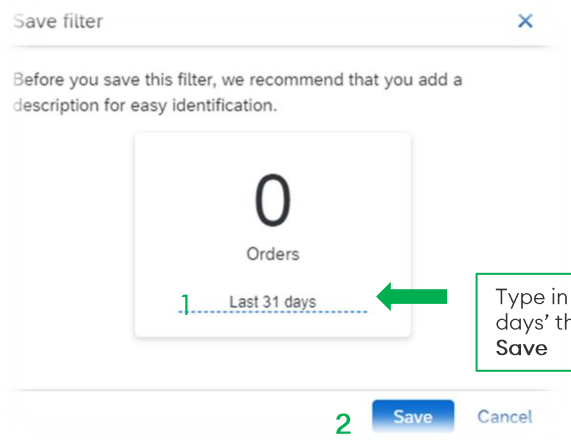
1. Click on **Save filter**



Step 3: Save filter with a description

The Save filter screen will appear and you can change this to display a description to suit

1. Overtype in the field to display a description that suits we have changed this to **'Last 365 days'**
2. Click on **Save**



Type in 'Last 365 days' then select **Save**

Your Orders will now display on your Dashboard with the new filter you have created

How do I create an Invoice or a Credit Memo?

One NZ will provide a Purchase Order to the Supplier via the SAP Business Network. Suppliers will need to create an Invoice against the Purchase Order supplied once the goods or services have been delivered.

Click here to learn how to **"Create an Invoice against a Purchase Order"**
Click here and select the **"Supplier Help Center"** tile to learn how to **"Create a Credit Memo".**
Click here **to watch.** Select the video clips, **"Create an Invoice"** and **"Create a Credit Memo"**

How can I change the email address for Orders?

Only the Account administrator for your Company is able to make changes to the electronic order routing notifications.

To learn how to change or add new email addresses to the email notifications of purchase orders, click here to watch the video and select the video clip "**Configure Routing Notifications**"

How to view your Account Administrator and add users to your Company account in the SAP Network

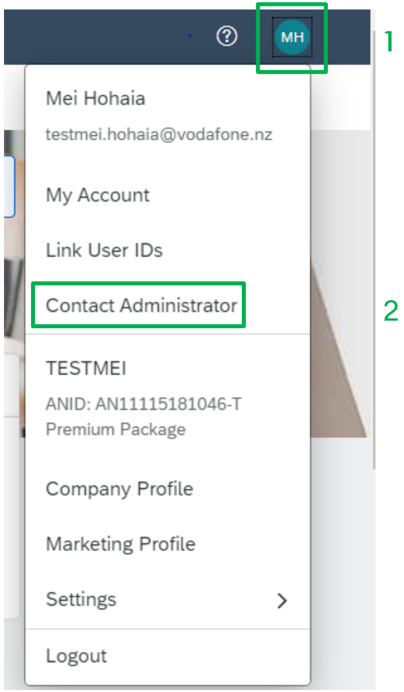
Only the Account Administrator is able to add users and make account changes for your company in the Ariba Network.

To view who your Account Administrator is for your SAP Business Network see the following steps below

Steps:

1. Click on radio button of your **initials** in the top right hand corner
2. Click on **Contact Administrator** (this will display the email address of your administrator for this account, who will be able to assist with account changes)

Click [here](#) to watch the video of how the Account Administrator can add users to your Company account. Select the video clip, **"User Creation"**



Where can I go for additional help to use the SAP Business Network?

If you are looking for further information or additional help not covered in this Quick Guide, we recommend that you view the following training guidance provided below:

SAP Help Center
Ariba Network – Standard Account Video Clips

The SAP Business Network support Centre, run by SAP (formerly Ariba Network), provides the following support to Suppliers:

- Technical support for issues accessing SAP Business Network
- Password resets, user administration e.g. adding users to your account, administrator changes

To contact the Ariba Help desk, please submit a customer support request via the Help Centre in the SAP Business Network. Click on this link for the SAP Business Network Support portal homepage (no login required)

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