

STIHL

SAP BUSINESS NETWORK - SETTINGS

-SUPPLIER GUIDE-

VERSION 01/2024

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.

The screenshot shows the 'SAP Business Network' registration page. The header includes the SAP logo and the text 'Business Network'. Below the header, there is a heading: 'Create a free company account to connect with your customers on SAP Business Network'. The form is titled 'Company information' with a help icon. The fields are as follows:

- DUNS number**: A text input field with a help icon. A link below it says 'Don't know your DUNS number?'.
- Company (legal) name ***: A text input field with the placeholder 'Enter company legal name'.
- Country/Region ***: A dropdown menu with 'USA [USA]' selected.
- Address line 1 ***: A text input field.
- Address line 2**: A text input field.
- Address line 3**: A text input field.
- City ***: A text input field.
- State ***: A dropdown menu with 'Choose a state' selected.
- Zip ***: A text input field.

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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** [REDACTED]

Your username: **TestlieferantSIT2** [REDACTED]

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.

The screenshot displays the SAP Business Network user interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu contains 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'More'. A search bar is visible with the text 'Orders and Releases', 'ANDREAS STIHL AG ...', 'Exact match', and 'Order number'. Below the search bar, there are five summary cards: '40 New orders Last 31 days', '72 Orders Last 31 days', '10 Orders with service line Last 31 days', '0 Changed orders Last 31 days', and '5 Items to confirm Last 31 days'. A user profile dropdown menu is open in the top right corner, showing the user's name 'Andreas STIHL', email 'fakesupplier-at-1@stihl.de', and a list of options: 'My Account', 'Link User IDs', 'Contact Administrator', 'FAKE - GmbH', 'ANID: Al 3-T Premium Package', 'Company Profile', 'Settings', and 'Logout'. The 'Company Profile' option is highlighted with a red box and a '2' in a red circle. The user's initials 'AS' and a '1' in a red circle are also visible in the top right corner of the interface.

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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.

The screenshot shows the 'Company Profile' settings page in SAP Business Network. The page is titled 'Company Profile' and includes a navigation menu on the left with 'Overview', 'Credentials', 'Certifications', and 'Sustainability Ratings'. The main content area displays various company details:

- Employees:** -
- Business Type:** -
- Supplier Legal Form:** Corporation
- Founded:** -
- Revenue:** -
- Stock Symbol:** -
- Company Aliases:** -
- Address:** Baden-Württemberg, Germany (with a 'View Details' link)
- Product and Service Categories:** Information technology consultation
- Ship-to or Service Location:** Germany
- Industries Served:** Select the Industries you serve here.

Annotations on the screenshot include:

- A red box labeled '3' pointing to the 'Options' menu in the top right corner.
- A red box labeled '1' pointing to the 'Edit' icon (pencil) in the top right corner of the main content area.
- A red box labeled '2' pointing to the 'Save' button at the bottom of the page.

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2. Rechtsform des Lieferanten

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

3 Confirm the entries using the "Save" button.

Edit Company Information

Basic Info Address Business Type

Company Name * Website URL DUNS Number ⓘ

Short Description

Company Description

Number of Employees Year Founded Company Alias - 1

Company Alias - 2 Revenue Supplier Legal Form

Stock Symbol

Save

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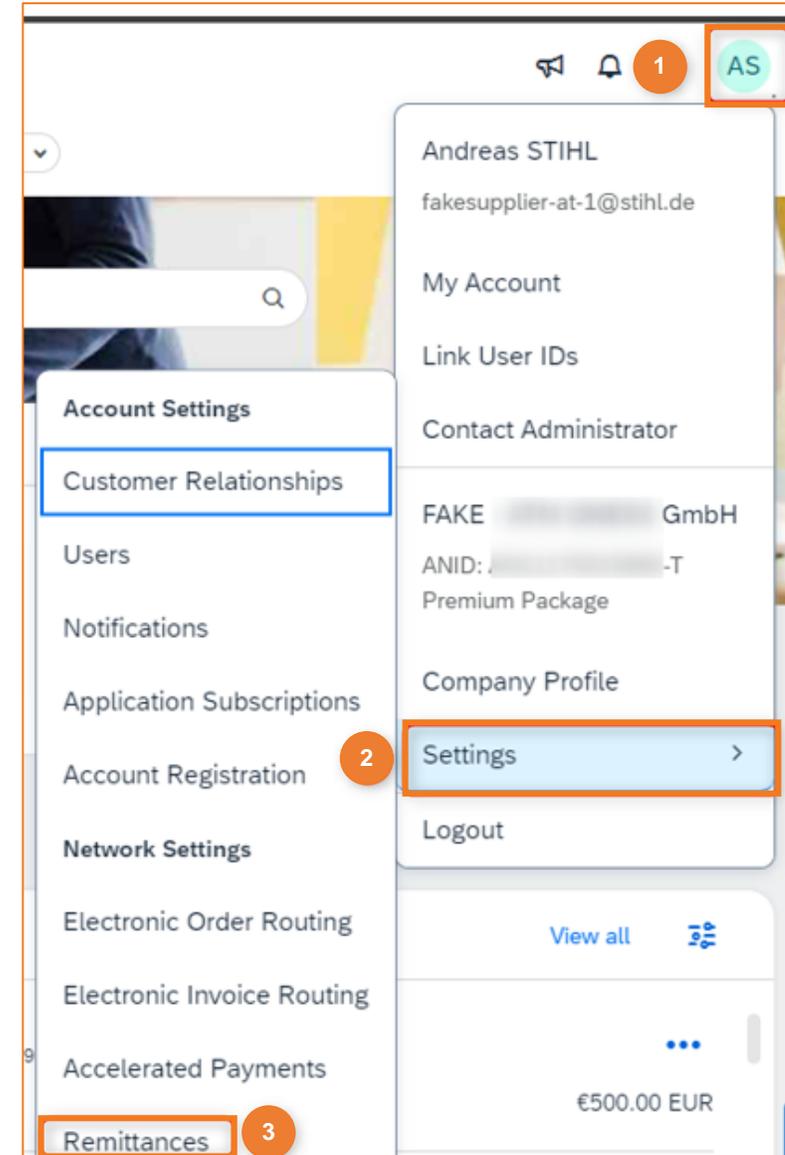
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3. Banking information

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"

The screenshot displays the 'Network Settings' interface. At the top right, there is a 'Save' button. Below the title bar, a navigation menu contains several tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. The 'Settlement' tab is highlighted with an orange box and a circled '4'. Below the tabs, a legend indicates that an asterisk (*) denotes a required field. A link 'Set up early payments auto-acceptance rule' is visible. Underneath, a sub-tab 'EFT/Check Remittances' is highlighted with an orange box and a circled '5'. Below this sub-tab, a table header is shown with columns: 'Address', 'City', 'State', 'Country/Region', and 'Default'. The table content is empty, displaying 'No items'. At the bottom of the interface, there are three buttons: 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with an orange box and a circled '6'.

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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”.

Create Remittance Address / Payment Info 8 OK

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your informat

Do not enter personal bank account information. Enter only corporate bank details.

+ Indicates a required field

Remittance Address

Address 1: *

Payment Methods

Preferred Payment Method: Select method

ACH

Account Name:

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3. Banking information

3.2 IBAN or QR-IBAN

- 1 If an IBAN or QR-IBAN is used, this can be stored in the transfer section (3.1).
- 2 **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.

ELEKTRONISCHE ÜBERWEISUNG

Empfängerbank

Kontoname:

Kontonr.:

Kontonr. bestätigen:

Kontoart:

SWIFT (BIC)-Code :

SWIFT (BIC)-Code bestätigen:

1 **IBAN-Art auswählen**

IBAN-Art auswählen

IBAN

QR-IBAN

Adresse 2:

Postleitzahl:

Ort:

Bundesland/-staat:

Land/Region:

Land Vorwahl Rufnr.

Korrespondenzbank

Kontoname:

Kontonr.:

Kontonr. bestätigen:

Kontoart:

2 **SWIFT (BIC)-Code** :

SWIFT (BIC)-Code bestätigen:

IBAN:

Name der Bank:

Zweigstelle:

Adresse 1:

Adresse 2:

Postleitzahl:

Ort:

Bundesland/-staat:

Land/Region:

Land Vorwahl Rufnr.

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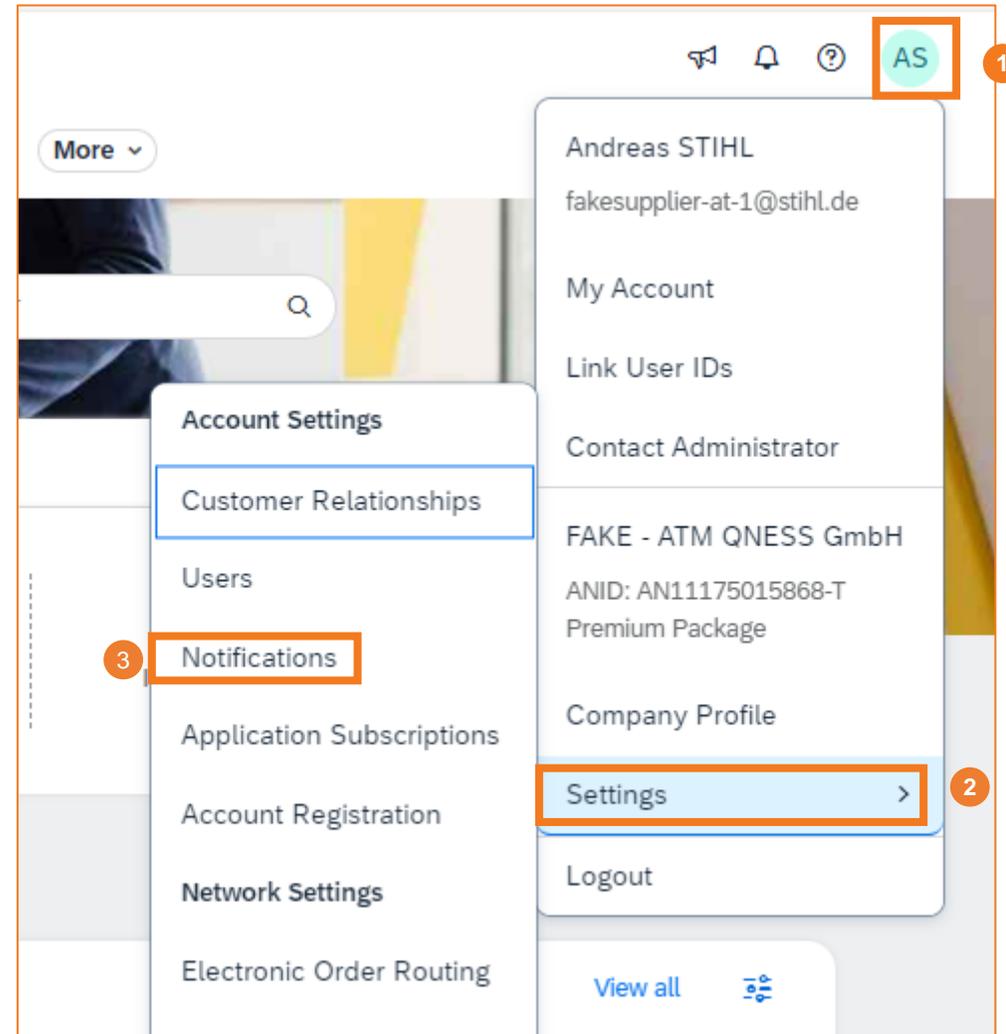
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4. E-Mail notification settings

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

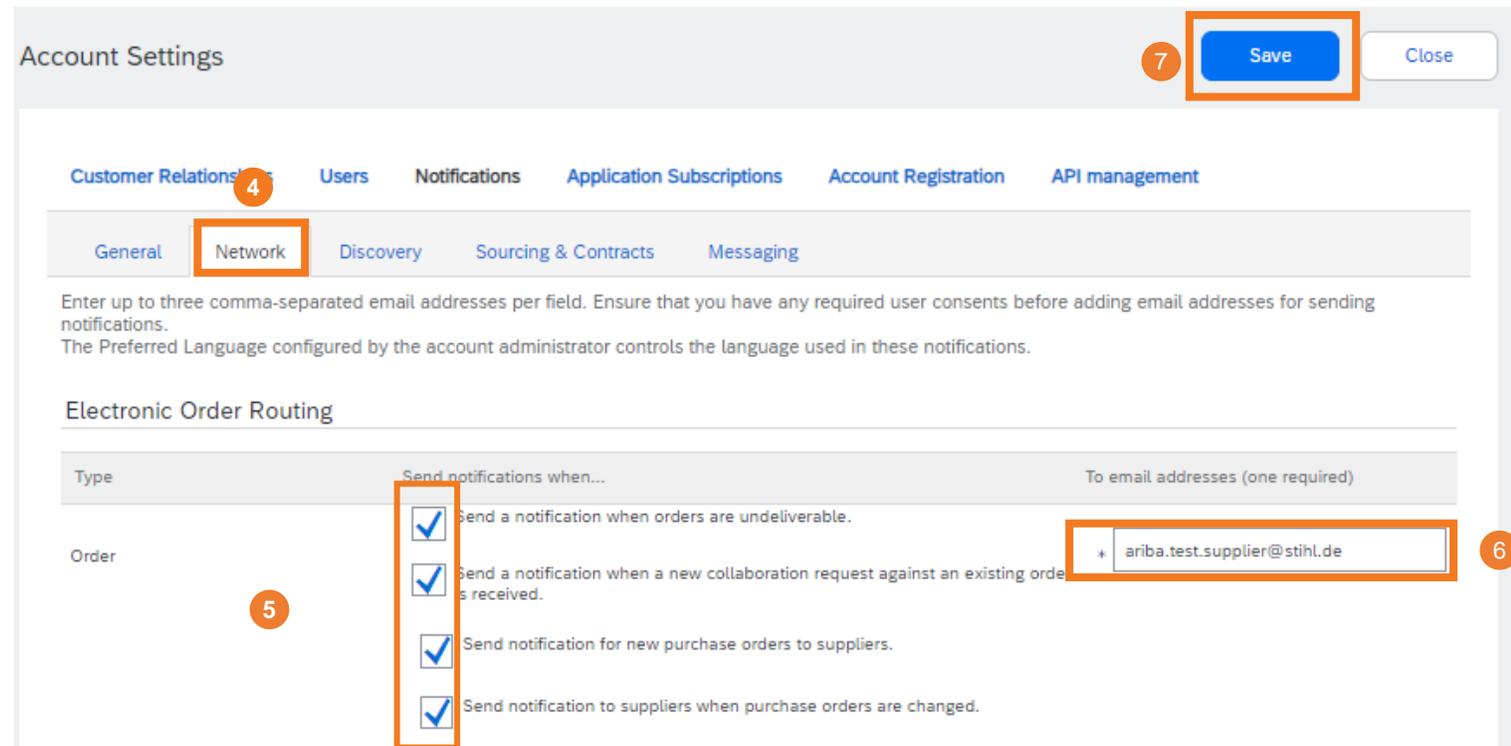
- 1 Click on the Profile Initials
- 2 Open Setting drop down menu by clicking on “Settings”
- 3 Click on “Notifications”



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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".



The screenshot shows the 'Account Settings' page for the 'Network' tab. The 'Save' button is highlighted with a red box and a '7' in a red circle. The 'Network' tab is selected, and the 'Send notifications when...' section is highlighted with a red box and a '5' in a red circle. The 'To email addresses (one required)' field contains the email address 'ariba.test.supplier@stihl.de' and is highlighted with a red box and a '6' in a red circle. The 'Save' button is highlighted with a red box and a '7' in a red circle.

Account Settings 7

Customer Relations 4 Users Notifications Application Subscriptions Account Registration API management

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)
	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Order		* ariba.test.supplier@stihl.de 6

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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)