



SAP Business Network

Supplier Guidance

Introduction

This document is our comprehensive guide for understanding SourcePoint from the Supplier perspective. If you have any questions that cannot be answered here, please visit the [SAP Business Network Support](#) or reach out directly to our [Supplier Support Team](#).

What is SourcePoint

The [SAP Business Network \(Ariba\)](#) is a cloud-based procurement solution, that helps PASSHE and Suppliers meet on a single network. The SAP partner program provides you with tools, resources, and benefits to help build, run, and grow your business. Our SAP Business Network platform is called SourcePoint.

Key Advantages



Simplifies the procurement and sourcing process, creating an enhanced user experience for Suppliers and PASSHE.



Seamless transfer of transactional data, including invoice details, goods receipts, and PO details.



Cloud-based solution that can be accessed from any location on any device.



Easy setup of key procurement processes

Terminology

Supplier/Vendor: Interchangeable terms that we will use to describe YOU, our PASSHE business partner.

SAP Business Network (SBN): A hosted service that enables PASSHE and Suppliers to form relationships and conduct transactions.

SAP Business Network Discovery: This platform is SAP's business-to-business (B2B) e-commerce solution designed for Buyers to post immediate supply needs. Any Supplier can respond about their ability to meet those needs, with no fees.

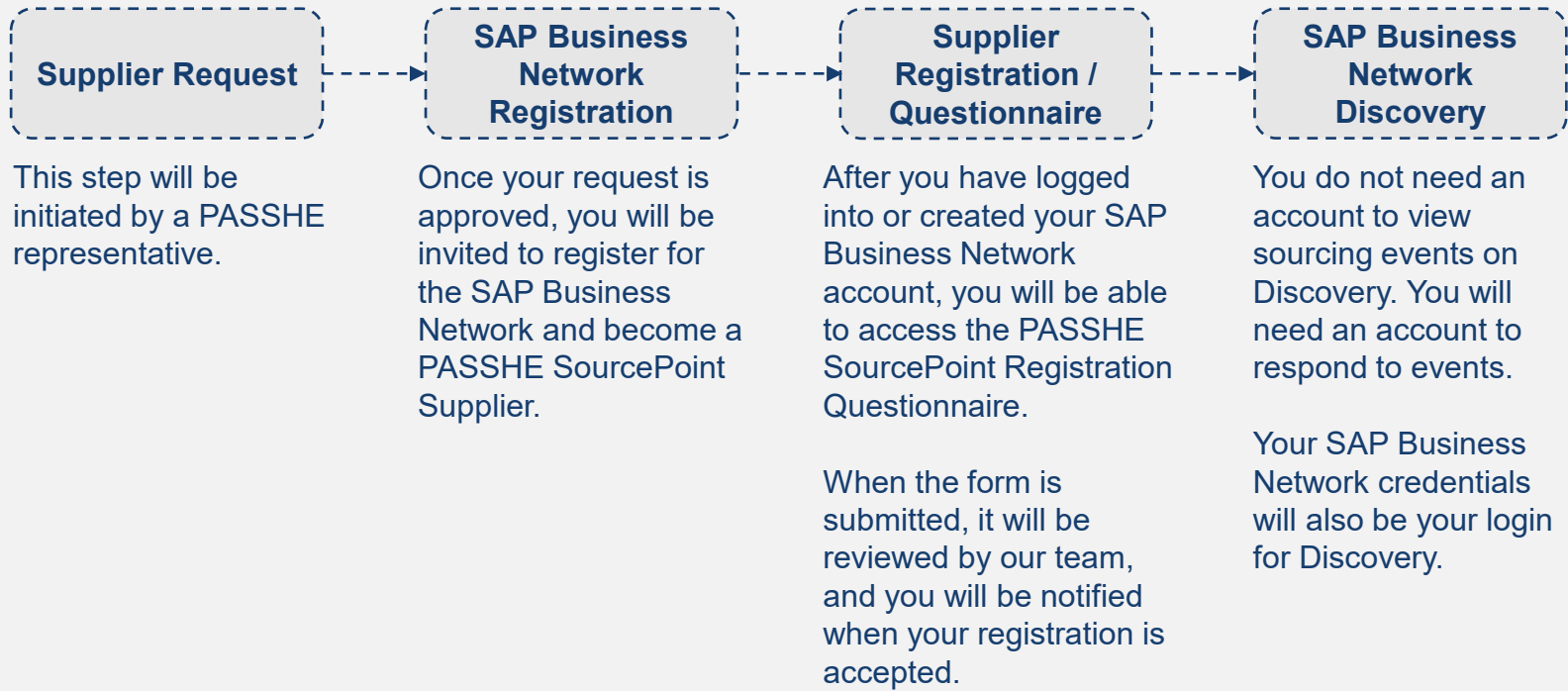
Standard Account: If you're a former supplier with the Ariba Network with a standard account, you now connect with your customers on the SAP Business Network. The standard account provides basic functionality and is completely free for suppliers.

Enterprise Account: If you're a former supplier with Ariba Network with an enterprise account, you now connect with your customers on the SAP Business Network. The enterprise account provides everything the Standard account offers, plus additional benefits for a fee. For more information on fees, click [here](#).

SourcePoint: The PASSHE given name that refers to the SAP Business Network.

Supplier Registration

Your Supplier Registration process will differ slightly based on the volume and frequency of business you do with PASSHE today. However, it will always follow this general workflow.



Supplier Request

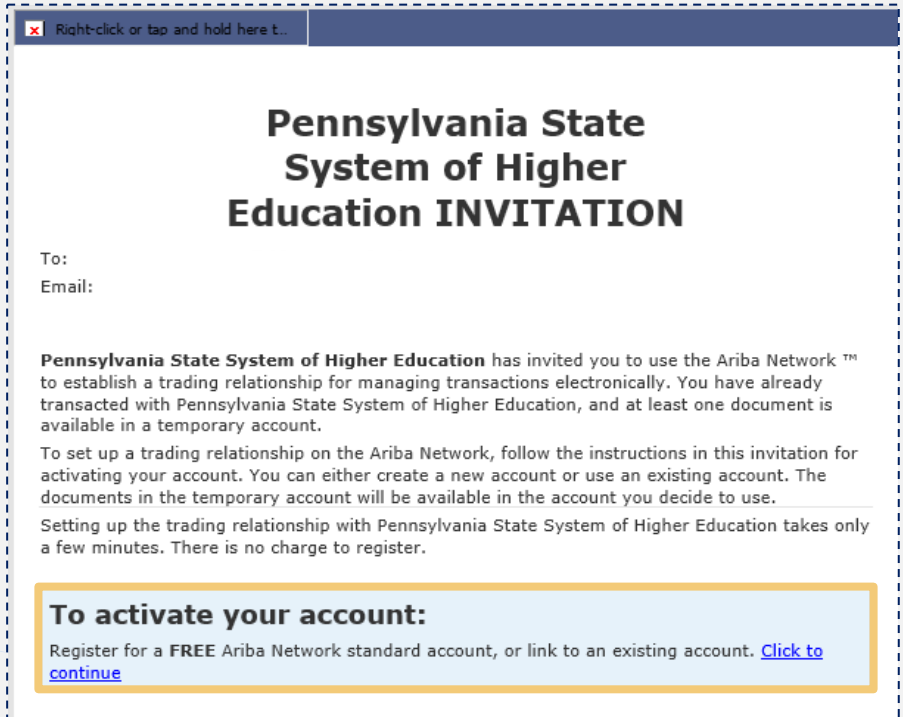
- 1) Work with your PASSHE contact (university contact); this contact will initiate the partnership between your company and PASSHE. The required information needed to begin the process is:
 - ✓ Supplier Name
 - ✓ Contact Name
 - ✓ Contact Email (**NOTE:** the invitation to register will be sent to this email address)
 - ✓ Contact Telephone Number
- 2) PASSHE contact will submit a Supplier Request.
- 3) Supplier request will be validated by the PASSHE Supplier Management Team.
- 4) An email will be sent to the supplier email address provided to begin the registration process.

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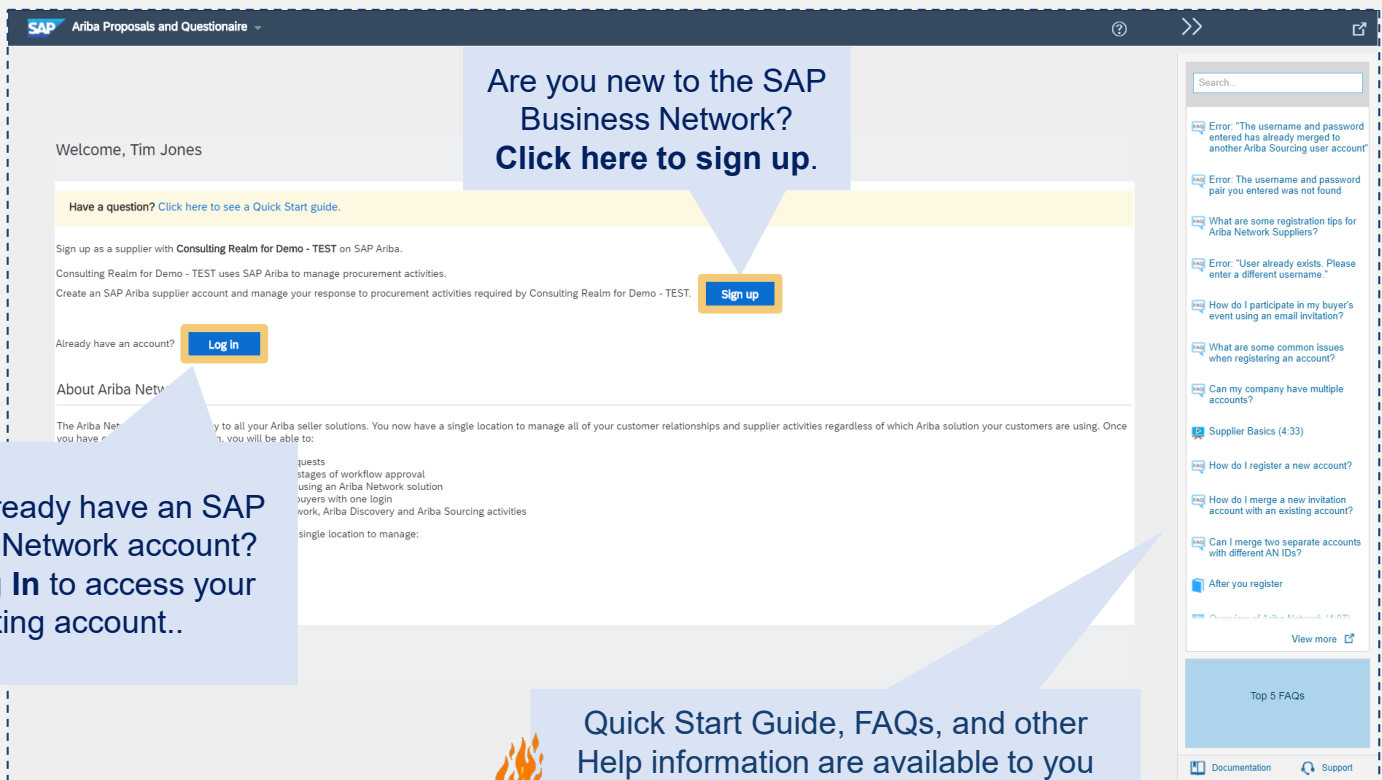
Ariba Network Registration

After the Supplier Request has been reviewed and approved, you will receive an email inviting you to register for the SAP Business Network and to become a Supplier for PASSHE.



Click Here to create an account or log in to an existing account.

From here, you will be directed to the **SAP Business Network Welcome page** where you will be able to log into an existing account or create a new one.



Do you already have an SAP Business Network account? Click **Log In** to access your existing account..

Quick Start Guide, FAQs, and other Help information are available to you directly in the portal.

Continued on next page



New to SAP Business Network

If you do not have an account, after you click the Sign-up button, you will be directed to the SAP Business Network registration page. From here you only need to complete all required (*) fields.

Create account

First, create an SAP Ariba supplier account, then complete questionnaires required by Volvo Information Technology AB - TEST.

Company information

Company Name: ARIBA SUPPLIER TRAINING

Country: United States [USA]

Address: Line 1, Line 2, Line 3

City:

State: Alabama [US-AL]

Zip:

Create account and continue Cancel

After completing all required fields, click **Create account and continue** button

The categories of information requested include:

- **Company Information:** Basic contact information for your organization
- **User Account Information:** Information needed to create your user account (username, email, password, etc.)
- **Additional Business Information:** General information about services your organization provides.

Note: You will have the opportunity to share additional details in the PASSHE SourcePoint Registration Questionnaire.

The SAP Business Network may detect that your company already has an account. If potential duplicates are flagged, they should be reviewed. Many suppliers choose to manage all their SBN activities with their customers under one SBN account. Some suppliers choose to manage in a more de-centralized way.

* Indicates a required field

Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Click **review accounts** to review potential duplicates

Continued on next page



After reviewing the potential duplicate accounts, you can choose to:

Continue Account Creation and we will progress your registration', and 'Or, you can [Go back to previous page](#)'. Below the list is a table titled 'Match Based On' with columns for 'COMPANY NAME', 'E-MAIL ADDRESS', 'DUNS NO.', and 'TAX ID'. The 'Continue Account Creation' and 'Go back to previous page' links are highlighted with yellow boxes. A blue arrow points from the 'Go back to previous page' link to the 'OR' section below."/>

SAP Ariba Proposals and Questionnaire

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On			
COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID

Click **Continue Account Creation** to Proceed

OR

Go back to the previous page to choose to Log In to log into your existing account.

If you think one of the flagged accounts looks like it does belong to your company, but you do not have login credentials for this account, contact your **Account Administrator** for instructions on how to proceed.

After submitting your Ariba registration, you will receive an auto-generated email confirming a new SAP Business Network account was created for your organization.

SAP Ariba

Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for ARIBA SUPPLIER TRAINING is now complete.

Your organization's account ID: **ANB1494872553-1**

Your username: test_karina.nikolaeva12345@sap.com

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.



This confirmation does not indicate completion or approval of your Supplier Registration Questionnaire for PASSHE.

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Supplier Registration Questionnaire

After you have successfully registered for the SAP Business Network, you will begin the process to provide PASSHE with your detailed vendor information and become an official PASSHE Supplier.

The **PASSHE Supplier Registration Questionnaire** will open automatically after submitting the network registration.

The **Event Contents** panel will guide you through the process.

After completing the form, click the **Submit Entire Response** button.

You must complete all required fields marked with an asterisk (*).

You do not need to complete the information in one sitting and may save your progress. However, your session will timeout after **30 days**.

You will be asked to confirm after you submit.

Things to Consider

Please review below for some guidance for when you are completing your Supplier Questionnaire. As always, if you have any questions or concerns, please reach out to the [Supplier Support Team](#).



Tax ID: This is the unique nine-digit number assigned by the Internal Revenue Service to business entities. All suppliers, domestic and foreign, are required to enter a tax ID or provide a social security number. SSNs will be collected by Accounts Payable at time of payment processing.



DUNS Number: This information is optional. PASSHE does not collect DUNS data.



Other Operating Names: The name you enter in the registration process must match line one on your W9. We strongly suggest you enter other names you are operating under or are also known as.



ACH: We strongly recommend signing up for ACH payments for easy, quick, invoice remittance. No more waiting for paper checks!



While You Wait

It shouldn't take us long to process your registration (1-3 business days), but while we are reviewing your *PASSHE Supplier Questionnaire*, feel free to check out these resources to help you learn more about the SAP Business Network.

Now that you've created your account and completed your company profile, check out this [video](#) to learn the basics of how to utilize the SAP Business Network as a supplier.



Looking for more information? Look at the [SAP Business Network Learning Site](#)

SAP Business Network Supplier Learning Site

Welcome! This learning site is designed to assist suppliers using their account on SAP Business Network.

For any buyer-specific instructions, please refer to the Add-On document provided by your buyer and/or published on the Supplier Information Portal.

What are you looking for?

After your response to the *Supplier Questionnaire* has been submitted, the status in your profile will change to **Pending Approval** while the form is being reviewed and routed for approvals.

Doc2464785608 - Supplier Registration Questionnaire Pending Approval

You have submitted a response to the questionnaire.

All Content

Name	1		yes
and Invoices, electronically via the Ariba Network?			yes
1.10	Are you willing and able to provide electronic catalog content via the Ariba Network?		No
1.11	Are you open to transacting with us using Recipient Created Tax Invoices?		No
▼ 1.12 Transaction Information			
1.12.1	E-mail address for purchase orders		test@po.com
1.12.2	E-mail address for accounts receivable		test@ar.com
2	Bank Information	View Bank Information (1)	
▼ 3 Tax Information			
		Country:	United States (US) ⓘ
	Tax Name	TaxType	Tax Number
	USA:		
	Social Security Number	Organization	

Compose Message

At this stage, you no longer can amend your response or revisit the questionnaire. After the form is approved, the registration questionnaire will open again, to allow for updates.

Additional Information Requests

You may receive additional outreach via email or phone to provide supplemental information based on your registration questionnaire.

Small, Small Diverse, and Veteran owned Businesses

If you indicate you are a small business, small diverse business, or Veteran owned business you will receive an email with a link to complete an additional questionnaire. The form will collect important certification information.

Upon response submission, you will receive an auto-generated email informing you that the request has been sent to PASSHE for approval.

Hello George Glass,

XYZ Enterprises has received your registration information and will review it for approval.

To check your registration status, log in to the XYZ Enterprises supplier portal.

[Click Here](#)

Supplier Management will review your registration information and will reach out with any questions or to collect additional information (Certificates, clarifications, etc.)

Once your registration is approved, you will receive a confirmation of approval. This confirmation indicates completion and submission of your SourcePoint Registration Questionnaire for PASSHE. The approval email indicates that PASSHE has validated the information provided.



Subject: Approved: Supplier registration with XYZ Enterprises

XYZ Enterprises

Hello George Glass,

Congratulations! Your supplier registration was approved.

Log in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with XYZ Enterprises

[Click Here](#)

Sincerely,
XYZ Enterprises



Congratulations!

This concludes the [SAP Business Network](#) and SourcePoint registration process. You are now ready to transact with PASSHE. Although you do not need to register for [SAP Business Network Discovery](#), your credentials will allow you to login to search for and bid on opportunities with PASSHE. Please review the [SAP Business Network Discovery](#) section of this guide ([page #10](#)) to learn more!



Supplier Maintenance

One of the mutual benefits to using SourcePoint/SAP Business Network for Supplier Management is that it allows suppliers to self-maintain their data, quickly and securely. It is important to keep this up to date.

Logging Back into Your Account

Supplier Login

User Name

Password

Login

Forgot Username or Password

If you cannot remember your credentials/login details, use the **Forgot Username or Password** link to recover them.

If additional support is needed to retrieve your account, [support](#) can be found on the [SAP Business Network](#) in the auto-generated email confirming a new account was created. This will help the support agent identify your account to reset your password.

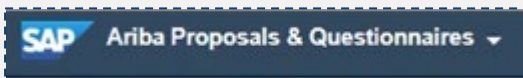


We recommend bookmarking to navigate directly to the [SAP Business Network](#).

Updating the Registration Questionnaire

Once logged into the SAP Business Network, navigate to Proposals & Questionnaires tab to update your information.

From the **Proposals & Questionnaires** tab, select **PASSHE**. If you manage multiple customers through SAP Business Network, you will need to ensure you are on the correct customer tab.



From here, navigate to the **Registration Questionnaires** section to review Supplier information.

Click the hyperlink to open the questionnaire.

Title	DocId	Created	Category	View more	Regions	Status
Supplier registration questionnaire	Doc1900396153	4/3/2021 10:29 AM	Building and Construction...	View more	ALL ALL	Registered



Review the status of the questionnaire. If it is in **Registered** status, you will be able to update it. If not, you will not be able to make any changes. Click on the questionnaire to open it.

Once you open the questionnaire, you will see that you've already submitted a response, but you have an opportunity to **Revise Response**.

You have submitted a response for this event. Thank you for participating.

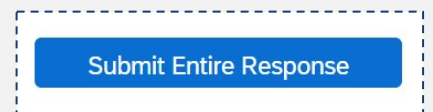
Revise Response

Revise Response?
You have already submitted a response for this event. Click OK if you would like to revise your response.

OK Cancel

In the *Revise Response* pop-up, confirm that you would like to revise your response. The questionnaire will open for editing.

After you've made the necessary updates, click the **Submit Entire Response** button. The updates will route to PASSHE for approval.



SAP Business Network Discovery

[SAP Business Network Discovery](#), will allow PASSHE to easily post our immediate sourcing needs. Any interested supplier can respond. We are excited about this tool because it is free to post, free to respond, and open to everyone. Check out our official [PASSHE Buyer Profile!](#)



Create

PASSHE will create a posting describing what we are looking for. Discovery will match us with potential vendors, and you will be able to search for and review opportunities.



Review

You will be able to securely respond to the posting or ask questions via Discovery.



Select

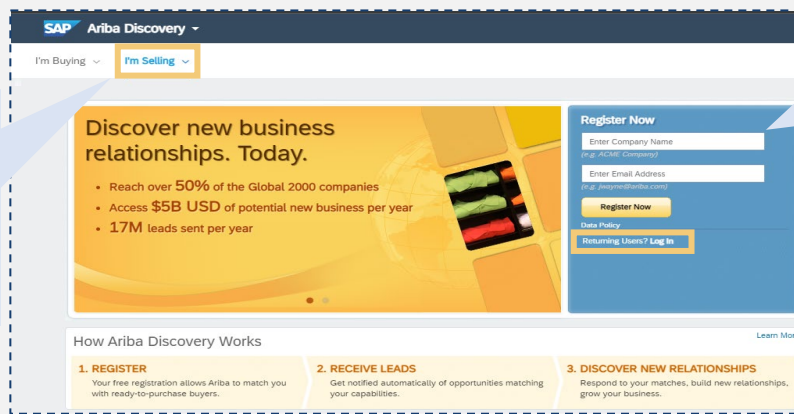
We will be able to review the responses from qualified vendors and create a shortlist or award business.

Does Discovery sound like a matchmaker? It is! You will have access to not only PASSHE opportunities, but also to the entire SAP Business Network Discovery buyer community, representing more than 3,000 global procurement and functional buyers. You will be automatically notified of new leads based on [UNSPSC codes](#) selected during registration. [Find more information on lead generation on Discovery.](#)

SAP Business Network Discovery Login

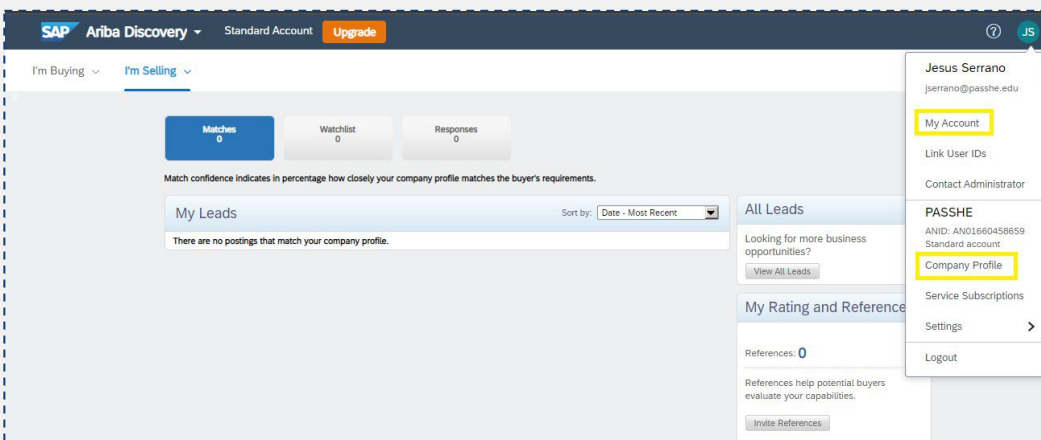
You do not need a login to view opportunities on Discovery, for PASSHE or otherwise. However, we recommend logging in with your SAP Business Network credentials for the best user experience.

If you do not have an account and don't want to register (it's free!), simply click **I'm Selling** to view current leads.



The screenshot shows the SAP Ariba Discovery homepage. At the top, there are dropdown menus for 'I'm Buying' and 'I'm Selling'. The main content area features a large orange banner with the text 'Discover new business relationships. Today.' and a list of benefits: 'Reach over 50% of the Global 2000 companies', 'Access \$5B USD of potential new business per year', and '17M leads sent per year'. To the right of the banner is a 'Register Now' section with input fields for 'Enter Company Name' and 'Enter Email Address', and a 'Register Now' button. Below the banner, there is a section titled 'How Ariba Discovery Works' with three steps: 1. REGISTER, 2. RECEIVE LEADS, and 3. DISCOVER NEW RELATIONSHIPS.

If you already have an Ariba Network account, you can use those credentials to log in.



The screenshot shows the SAP Ariba Discovery user interface after logging in. The top navigation bar includes 'SAP Ariba Discovery', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there are tabs for 'Matches', 'Watchlist', and 'Responses'. The main content area is divided into several sections: 'My Leads' (with a message 'There are no postings that match your company profile.'), 'All Leads' (with a 'View All Leads' button), 'My Rating and Reference' (with a 'References: 0' and an 'Invite References' button), and a user profile dropdown menu. The user profile menu includes options for 'My Account', 'Link User IDs', 'Contact Administrator', 'PASSHE' (with sub-options for 'ANID: AN01660458659 Standard account', 'Company Profile', and 'Service Subscriptions'), 'Settings', and 'Logout'.

After you log in you will have access to your **Company Homepage** where you can see matching leads, view account information, and view your company profile.

More information can be found on the [SAP Business Network Discovery page.](#)

Supplier Support

There are many ways for Suppliers to get support and help with questions. This includes [SAP Business Network support](#), Live Chat/Email/Phone Support, [Doing Business with PASSHE](#) or by contacting the [PASSHE Supplier Support Team](#).

SAP Business Network Help

You can get help directly from your account after logging into the Ariba Network.

The **Help (?)** icon is displayed in the upper right corner of the screen.



Selecting the icon will open a panel with popular topics to review. You can also use the **Search** feature to narrow your results.

Live Support

You can access the **Live Support** (Chat/Email/Phone) directly from the Help panel at the bottom right corner of the screen.

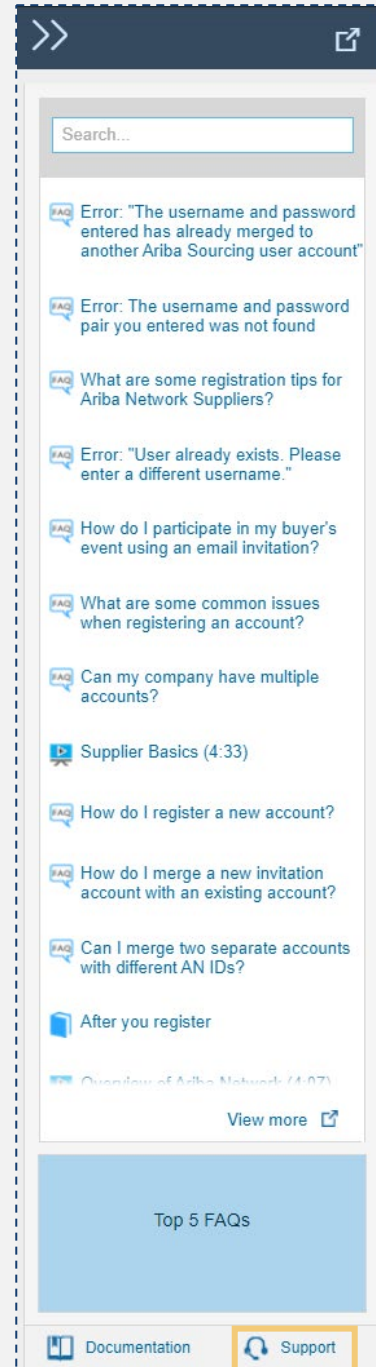
When you click the button, a new window will open.

Use the **I need help with** search tool to enter your topic.



If you can't find what you are looking for, use the other communication methods.

- Can't find what you are looking for? Let us help you.
Choose your communication preference:
- Get help by email
 - Get help by live chat**
 - Get help by phone Estimated wait in minutes for non-bidding call: 4
 - Attend a live webinar



Ariba Network Training

We know you may have many questions about how to use the tools available to you. To help you get up to speed with all things SourcePoint and SAP Business Network, we encourage you to check out the self-paced [SAP Business Network Training modules](#). These resources will help you learn about the features and functionality on your own schedule. If you still have questions, please use any of the above resources, or reach out to our team!

PASSHE Resources

You can access PASSHE specific resources at [Doing Business with PASSHE](#) or by contacting the [Supplier Support Team](#).

Our dedicated support team is excited to help you navigate this transition to SourcePoint. We will answer your inquiry as quickly as possible. We encourage you to use the available resources while you wait. You can also reach out to your university contact for assistance.

FAQs

Please read below for some Frequently Asked Questions (FAQs). Help can be found at [SAP Business Network Contact](#), [Doing Business with PASSHE](#) or contact the [Supplier Support Team](#).



Why did PASSHE choose the [SAP Business Network](#)?



The SAP Business Network is the world's largest trading partner community, home to more than 1.2 million companies, including more than half of the Fortune 500. Ariba provides fast and efficient transmission, tracking, and processing of orders and invoices.



What will it cost to use the Network?



There is no cost associated with creating a Standard Ariba Network account. Suppliers can use a Standard account to:

- Respond to questionnaires
- Participate in sourcing events
- Manage contracts
- PO/Invoicing via email/standard account

At any time, Suppliers can upgrade from their Standard account to an Enterprise account. Costs may be incurred when upgrading to an Enterprise account to transact with buyers.



Does a supplier have to register for an account to continue to do business with PASSHE?



Yes. Suppliers must register on the SAP Business Network to transact with PASSHE, as well as register on SourcePoint, PASSHE's SAP Business Network procurement platform.


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 **Am I required to register on the SAP Business Network to use a Standard Account?**

 Yes. This free account is not the same as an Enterprise Ariba Network account. You can upgrade to an [Enterprise account on the SAP Business Network](#) if it is determined that you desire the additional functionality.


 **What if I don't want to participate?**

 PASSHE is committed to the success of this initiative and has worked hard to make the transition as seamless as possible. Suppliers that are asked to participate are considered strategic to the ongoing business of PASSHE and are thus asked to comply with this process change as a requirement for continuing their relationship with PASSHE.


 **How will I know that I have been successfully set up in SourcePoint?**

 You will receive a confirmation email upon a successful completion of the SourcePoint registration process.


 **I only work with one university. Am I required to use this tool?**

 Yes. Pennsylvania's State System of Higher Education (PASSHE) is a system consisting of 10 universities and the Office of the Chancellor. All PASSHE will be using SourcePoint and the SAP Business Network for Procurement. This system will give you access to opportunities across PASSHE.

 **Is it better to receive payment via check or sign up for ACH?**

 We highly recommend signing up for ACH payments to streamline the process and enable PASSHE to optimize SourcePoint and the SAP Business Network to the fullest. Thank you for helping us work toward a paperless future!

 **What if I still have questions?**

 For assistance with the SAP Business Network setup, functionality, PO delivery, or the invoice submission process, please contact the [SAP Business Network Supplier Enablement Team](#). For other inquiries, please review the self-help resources or contact the [Supplier Support Team](#).

 For Assistance

Want more information? Please see the [Doing Business with the State System](#) for questions, comments, or concerns please reach out to the Supplier Support Team @ SupplierHelp@passhe.edu.