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How to register as a supplier on the SAP Business Network

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1. Introduction
2. Registration on SAP Business Network
3. Account Hierarchy for SAP Business Network Account
4. How to navigate to KNAPP questionnaires
5. Fill out KNAPP questionnaire

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1. Introduction

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How to register as a supplier on the SAP Business Network

This document is intended to help you to create a supplier account on the **SAP Business Network**.

The first registration always leads to a so-called **Standard Account**. **This account is completely free** and will give you the following opportunities:

- Receive customer specific questionnaires to maintain your company related data
- Receive sourcing events from customers
- Receive orders from customers
- Send order confirmations
- Send delivery confirmations
- Send invoices (with or without PO reference) as well as
- Create debit and credit memos

Find help on the Supplier Learning Portal here: https://support.ariba.com/SBN_Supplier_Learning_Portal

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02. Registration on SAP Business Network

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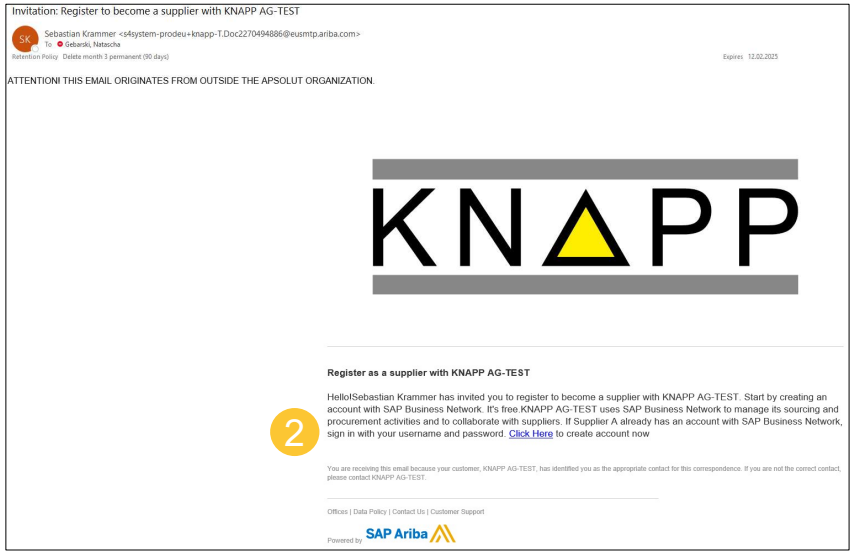
Invitation to register as a supplier

1. You will receive an email for the registration invitation with the following subject

2. Please click on the link **Click Here** to get forwarded to the registration page

3. You will be forwarded to the login / registration page of SAP Business Network

1



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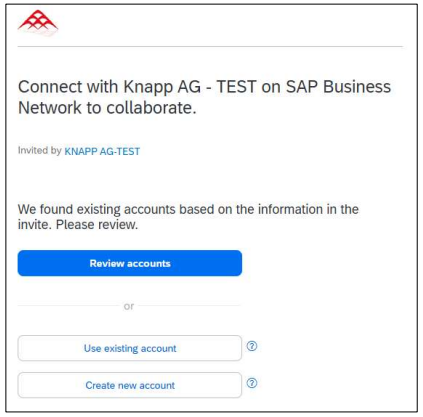

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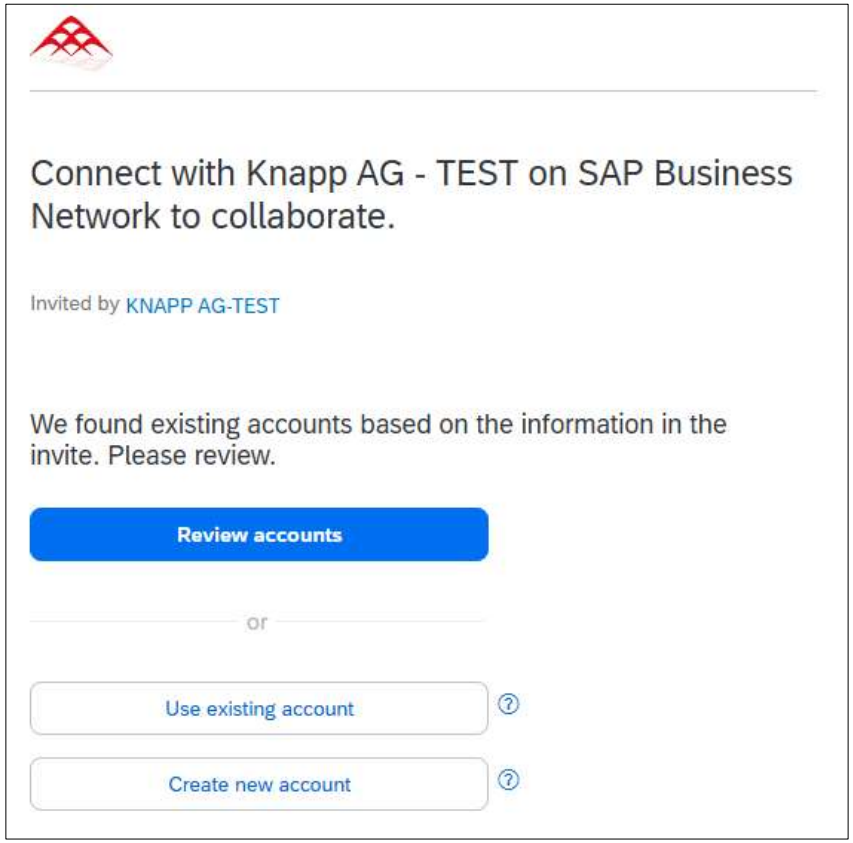
Register as a supplier

1. If you already have an SAP Business Network Account, please click on **Log in**

2. If you don‘t have an SAP Business Network Account, please click on **Sign Up**

3. If you don’t have an SAP Business Network Account and the network found an existing account based on your domain, please click on **Review accounts**

Find here a video about the registration process.



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Login with an existing SAP Business Network Account

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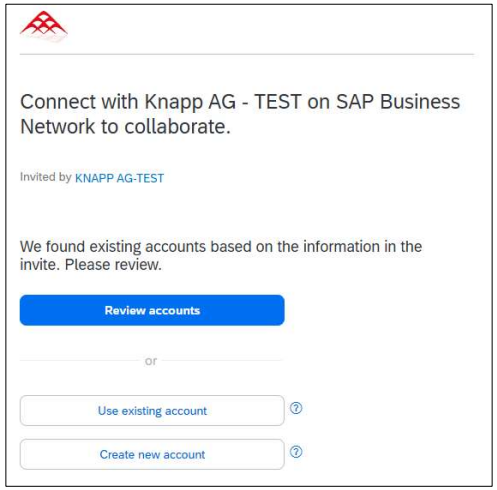
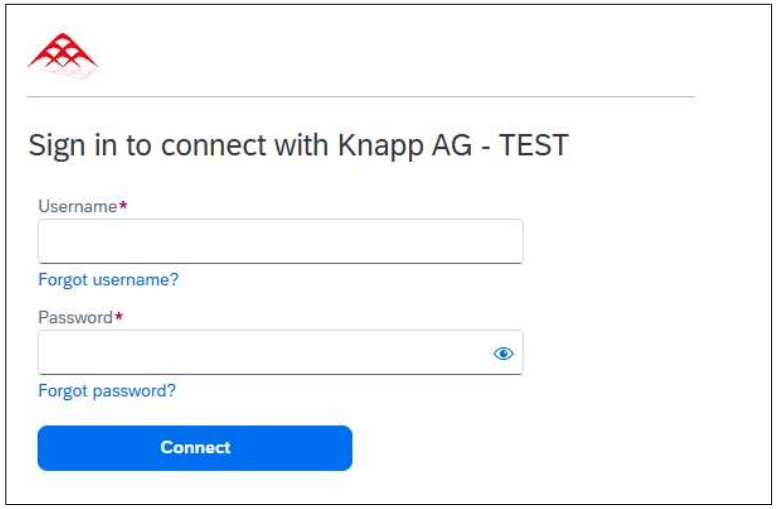
Login to your SAP Business Network Account

1. Click on **Use existing account**

2. Type in your credentials and click on **Connect**





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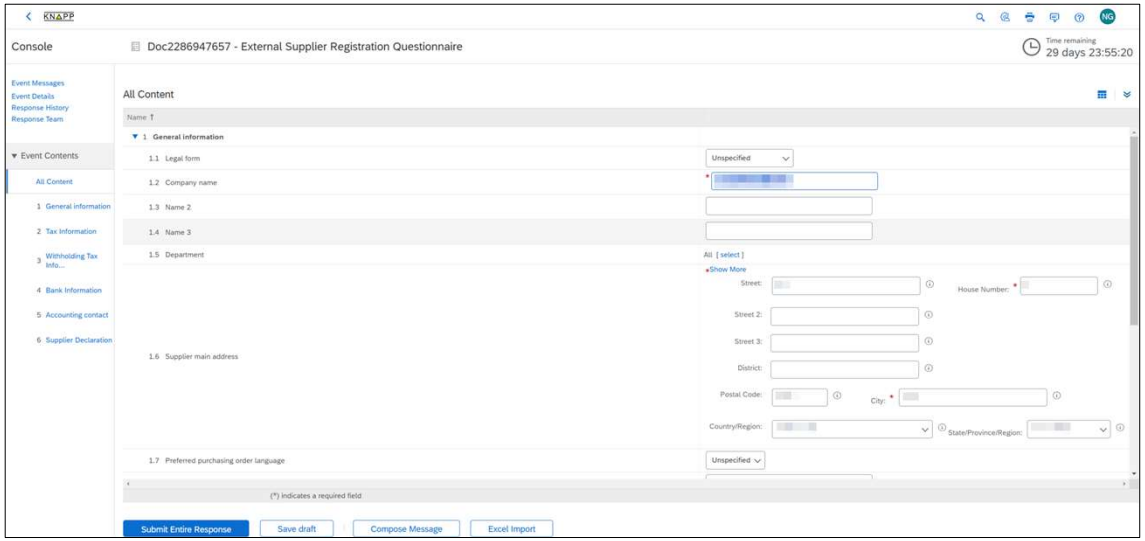
KNAPP Questionnaire

1 When successfully logged in to SAP Business Network, you will be **automatically forwarded** to the **KNAPP questionnaire**

If not, please click here to find out of how to navigate to the KNAPP questionnaire.

1



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Integrated help center

- ! If you have problems in logging in to your SAP Business Account, please contact SAP Support or access the Help Center.

- 1 The help center will support you in the registration process on SAP Business Network with typical questions

  Please also find a video on how to register as a supplier here

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Register to create a new SAP Business Network Account

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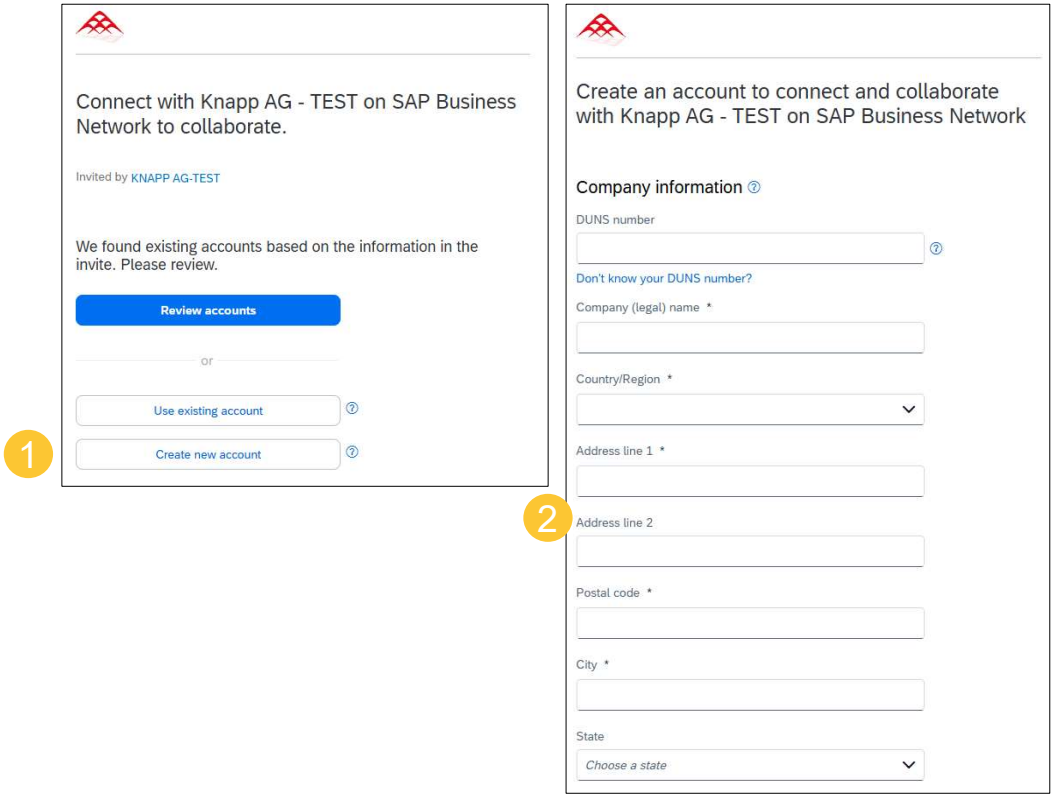
Register on SAP Business Network

1. Click on **Create new account**

2. Enter your company data. Make sure that you enter your data according to the entry in the commercial register or similar

! Enter your head office of your company – further addresses can be maintained in the company profile after the registration



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Register on SAP Business Network

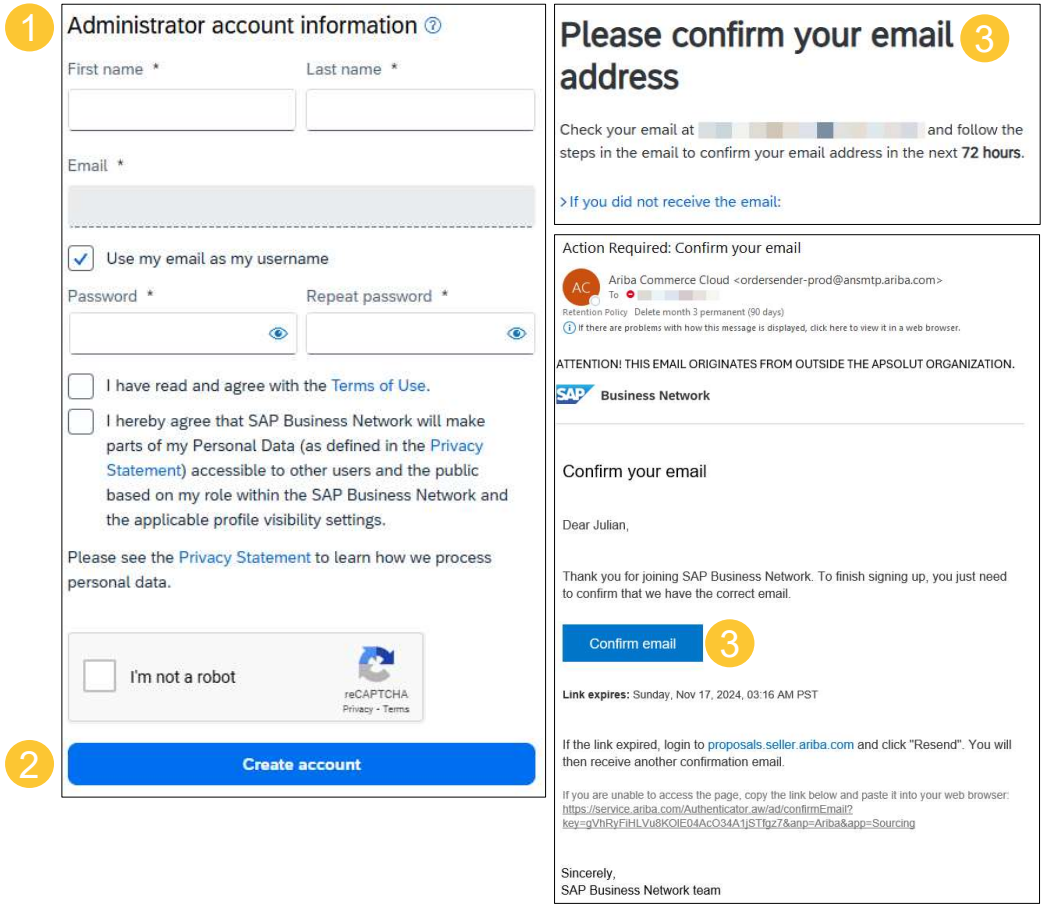
1. Enter administrator's details and terms of use confirmation

! This Person will be your SAP Business Network Account administrator and will receive all invitations and events for your company by email and has the following tasks:

- Add users with authorized role
- Manage business relationships
- Subscribe to Services

2. Click on **Create Account**

3. **Confirm** your email address



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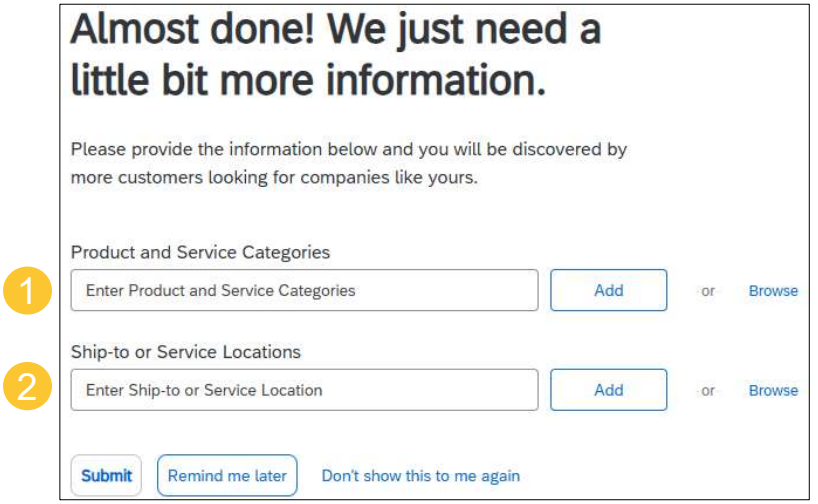
Register on SAP Business Network

1. Enter **Product and Service**
2. **Categories** and **Ship-to or Service Locations** by searching and clicking Add or Browse Check the boxes for



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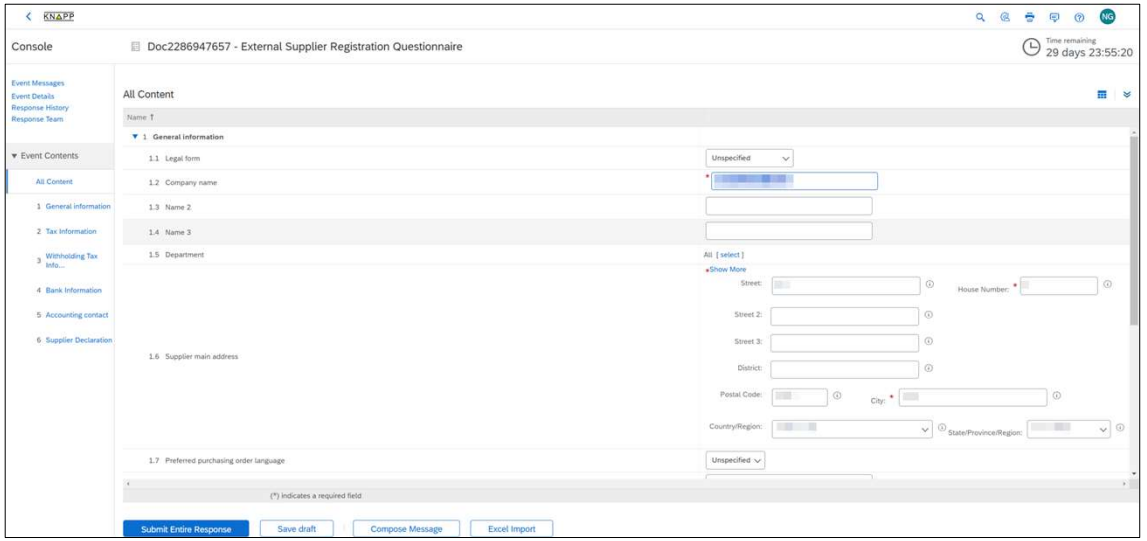
KNAPP Questionnaire

1 When successfully registered on SAP Business Network, you will be **automatically forwarded** to the **KNAPP questionnaire**

If not, please click here to find out of how to navigate to the KNAPP questionnaire.

1



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Integrated Help Center

- ! If you have problems opening an SAP Business Account, please contact SAP Support or access the Help Center.

- 1 The help center will support you in the registration process on SAP Business Network with typical questions

Please also find a video on how to register as a supplier here

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A SAP Business Network Account already exists based on domain

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A SAP Business Network Account already exists based on domain

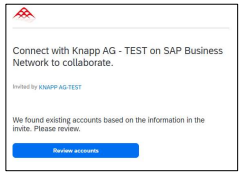
1. Click on **Review accounts**

2. Contact your administrator by clicking on **Contact administrator**

3. Fill out the contact form to reach out to your administrator and click on **Send**

! Expected Result: Your administrator will create a user and you will receive log in data via email. Follow the instructions in the e-mails

1



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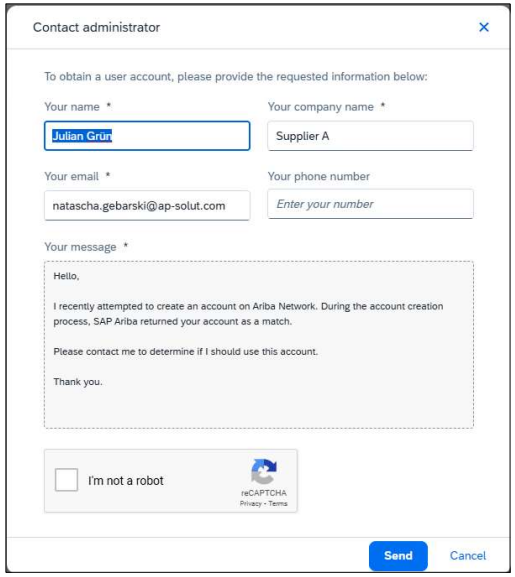

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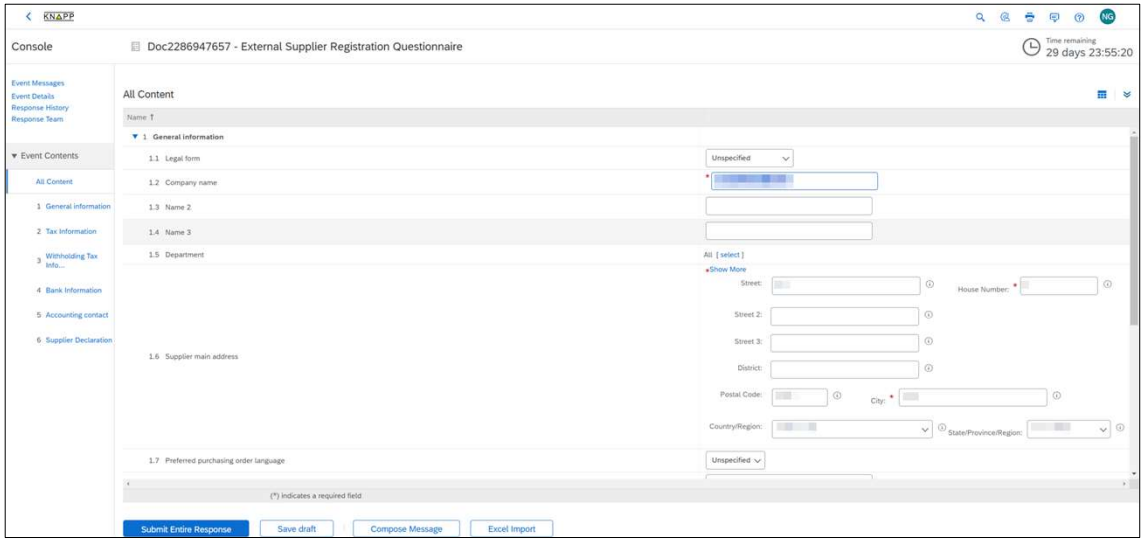
KNAPP Questionnaire

1 When successfully logged in with your new credentials on SAP Business Network, you will be **automatically forwarded** to the **KNAPP questionnaire**

If not, please click here to find out of how to navigate to the KNAPP questionnaire.

1



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Account Hierarchy for SAP Business Network Account

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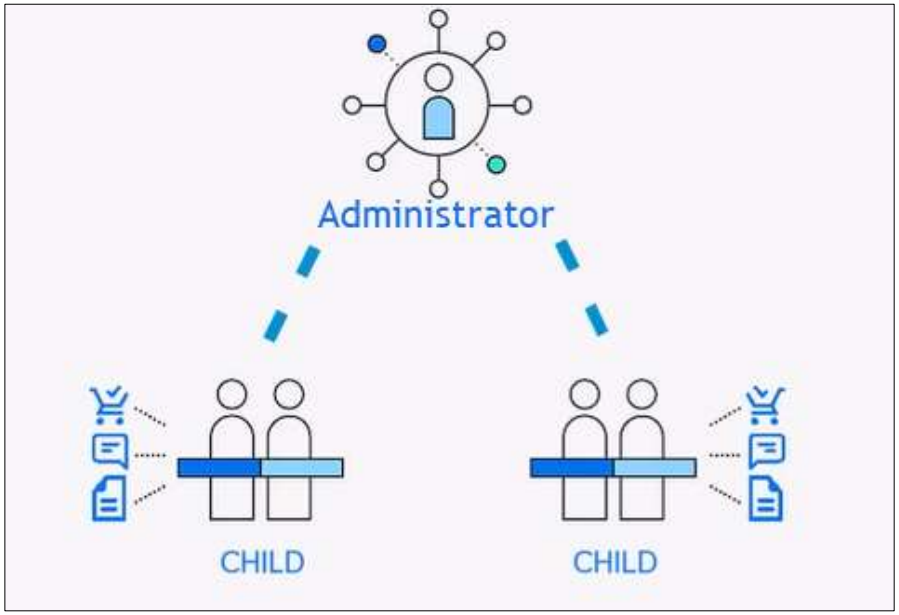
What is an Account Hierarchy

- An Account Hierarchy is a group of accounts that belong to the same company, linked together through a parent-child relationship, for the **purpose of consolidation profile management** and service management tasks across multiple accounts

Click here to see the video



Source: SAP Videos LINK

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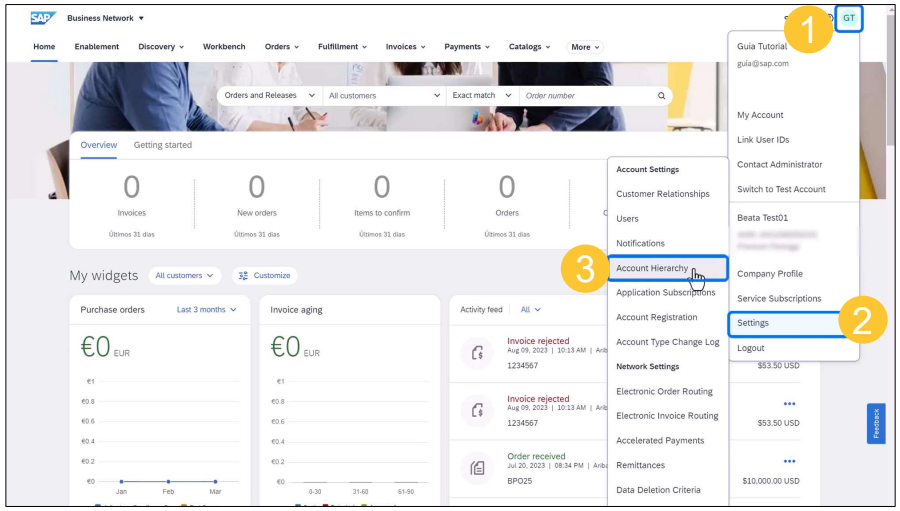
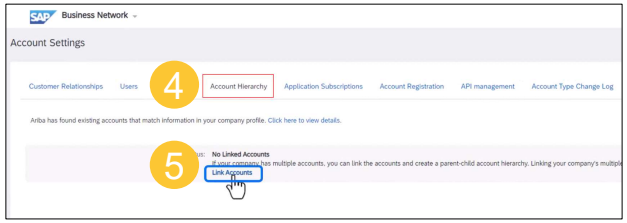
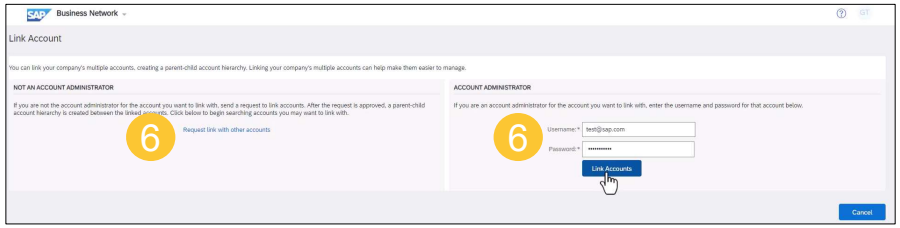
Account hierarchy when multiple accounts are available

Log in to your SAP Business Network Account

1. Click on **your Initials**
2. Click on **Setting**
3. Click on **Account Hierarchy**
4. Click on **Link Accounts**
5. Either
   - Fill out the **administrator credentials** for the account you want to link
   - **Or** Click on **Request link with other accounts**







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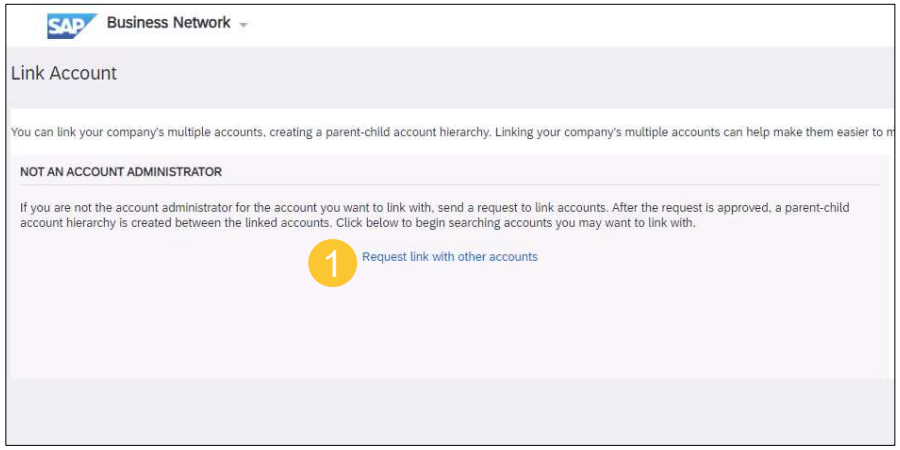
Request link with other accounts I

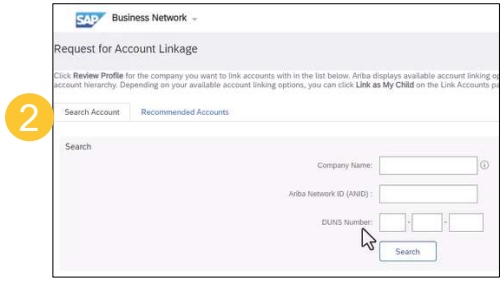
1. Click on **Request link with other accounts**

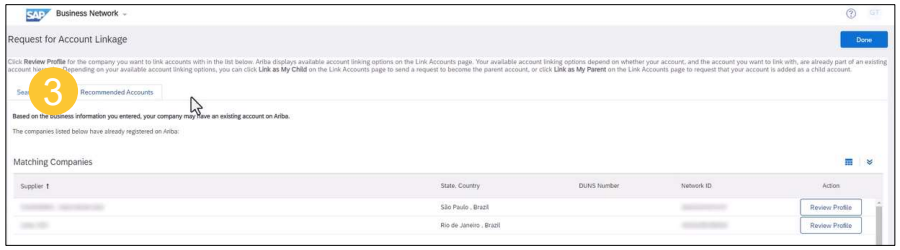
   Either click on

2. - **Search Account** and type in your company name, Ariba Network ID or DUNS Number

3. - Or **Recommended Accounts** to verify matching companies.







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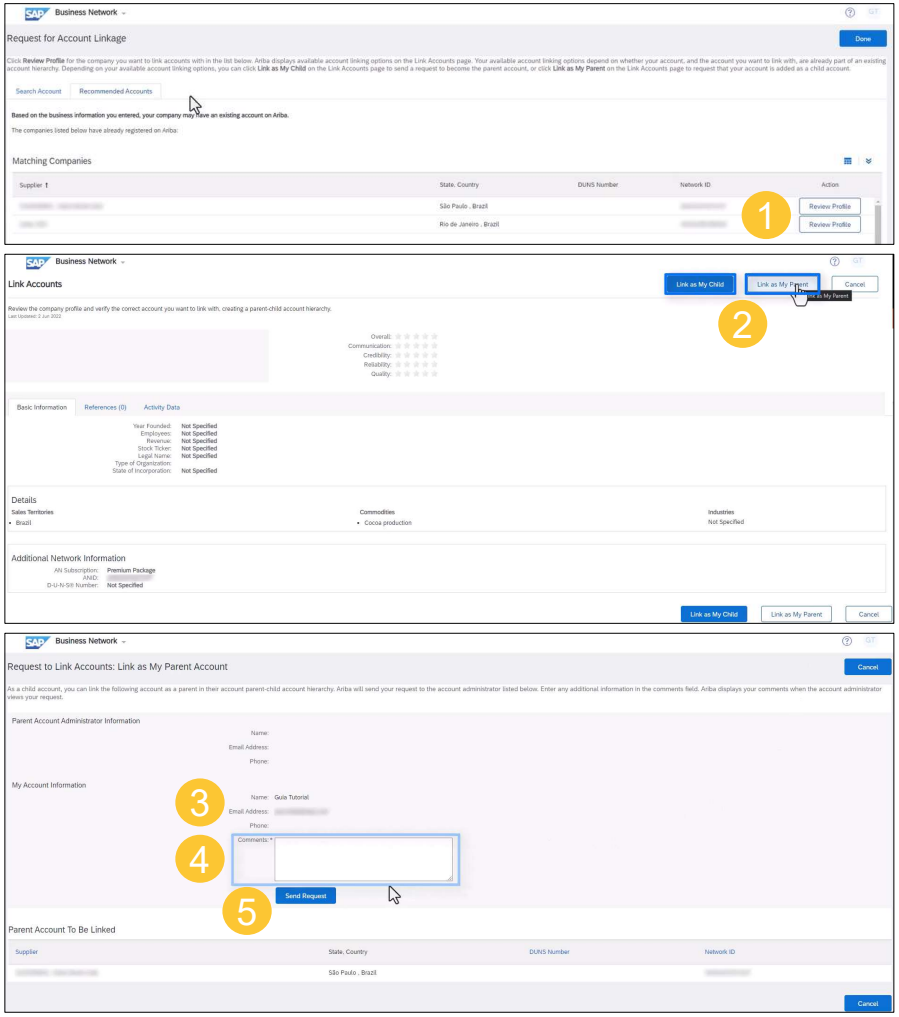
Request link with other accounts I

You selected **Recommended Accounts**

1. Click on **Review Profile**
2. Choose **either**
   - Link as My Child
   - Or Link as My Parent
3. You can see the **administrator contact information**
4. Provide a **comment**
5. Click on **Send Request**

! The recipient **needs to approve the request**



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SAP Support

If you have problems of merging SAP Business Accounts, please contact SAP Support.

Please also find here a video on how to set up an Account Hierarchy.

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3. How to navigate to KNAPP questionnaires

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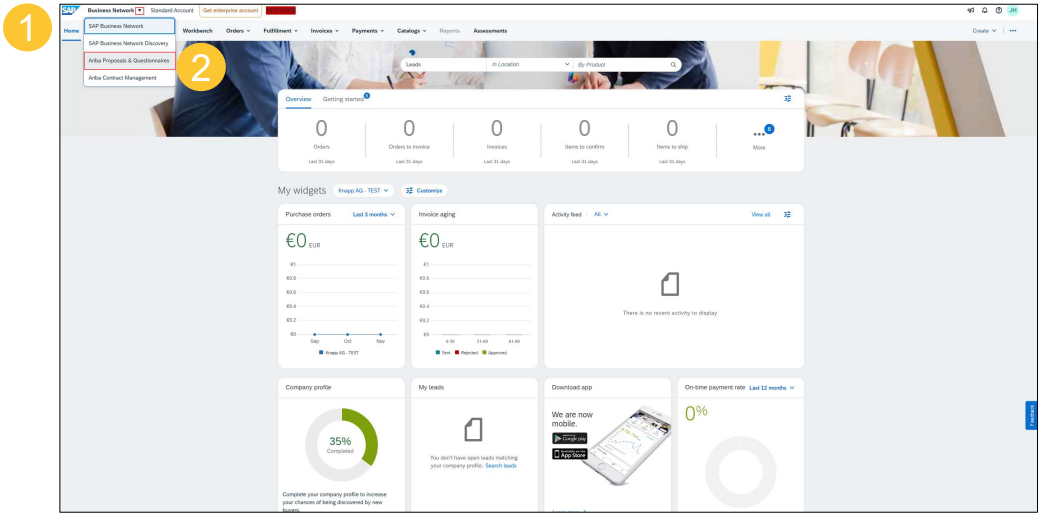
How to navigate to KNAPP questionnaires

1. Once you logged in on Business
2. Network **click on** the **arrow** in the left-hand corner and click on **Ariba Proposals & Questionnaires**



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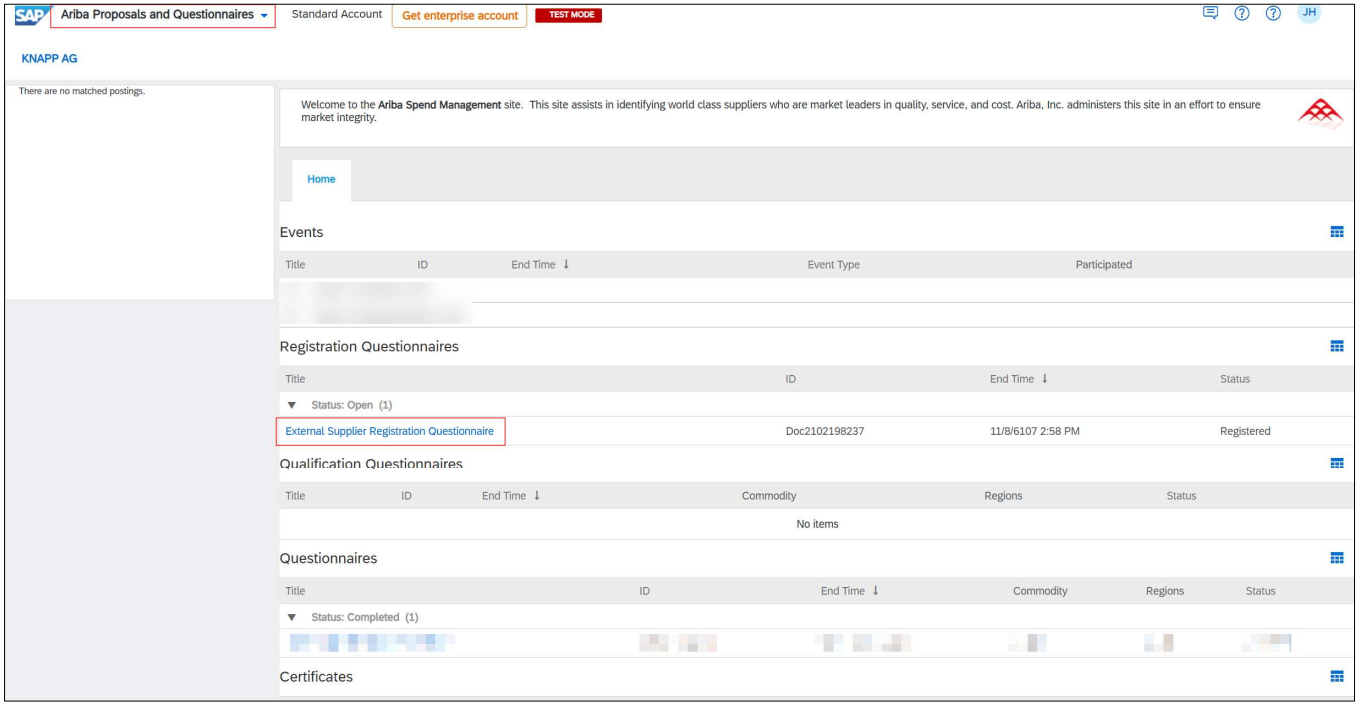
How to navigate to KNAPP questionnaires

1. You will be navigated to KNAPP questionnaires are now able to response



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4. Fill out KNAPP questionnaire

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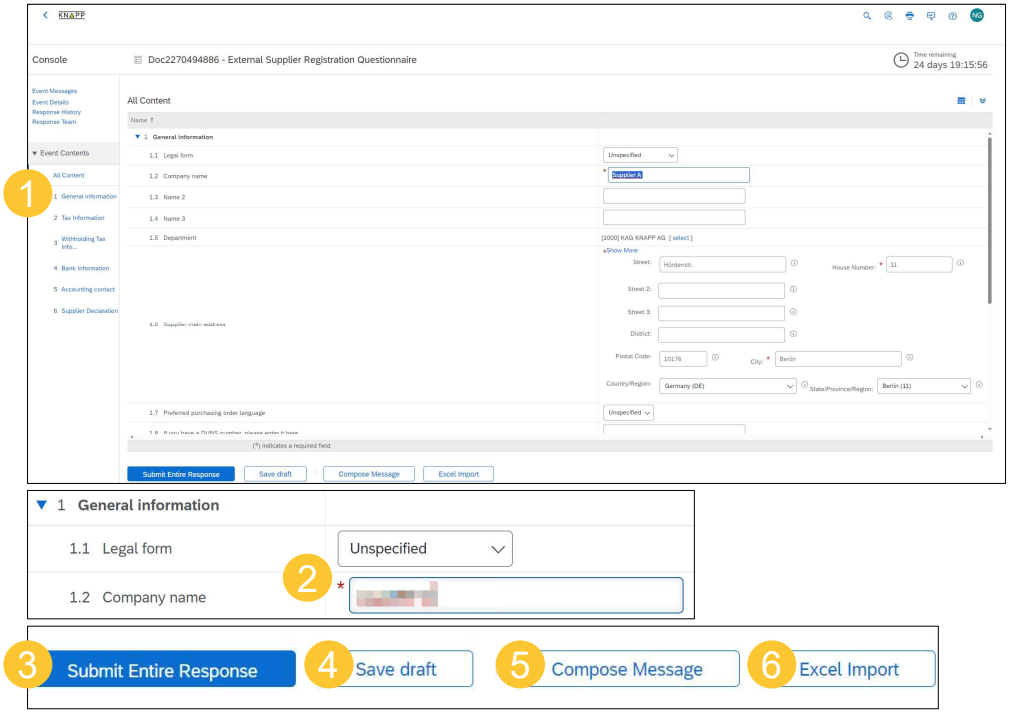
How to navigate through KNAPP questionnaires

1. Navigate through the questionnaire
2. All questions highlighted with an asterisk (*) are mandatory to answer
3. Submit questionnaire by **click Submit Entire Response**
4. Safe a draft by **click Save draft**
5. If you have questions, **click Compose Message**
6. Click **Excel Import** to download the questionnaire



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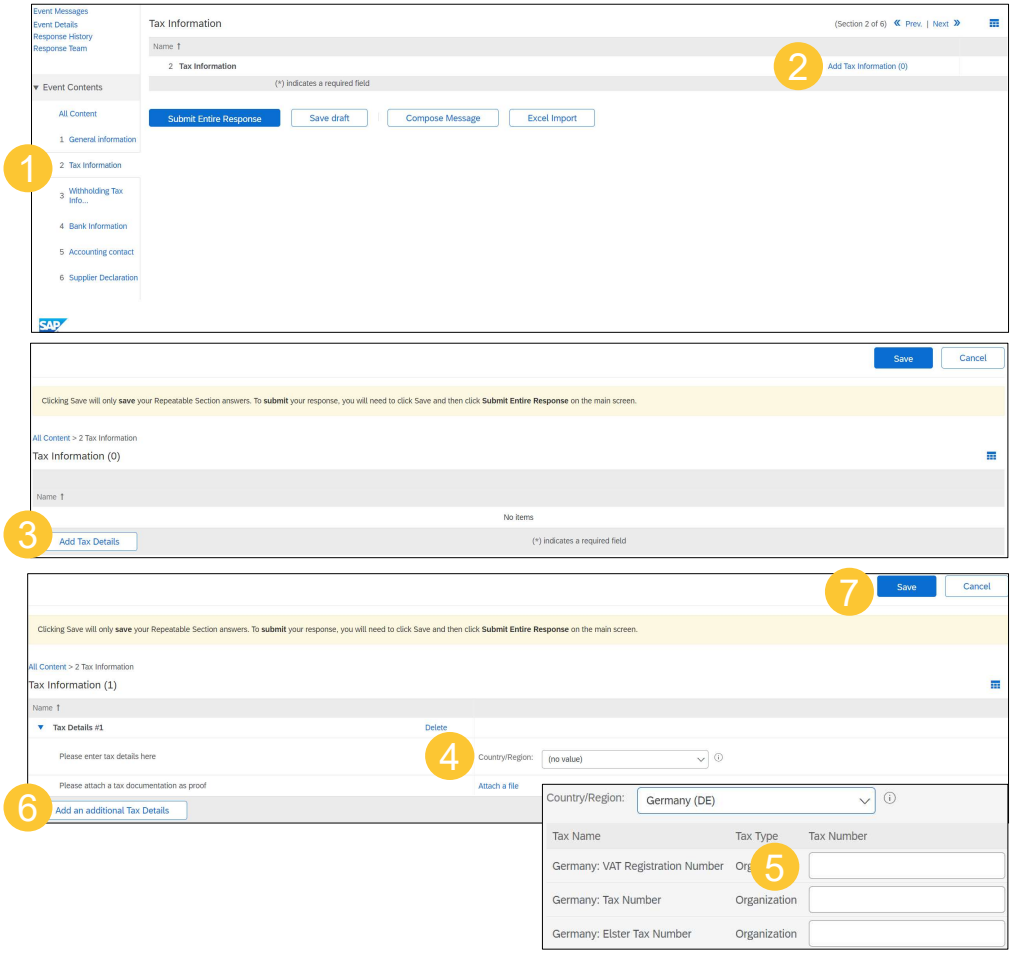
How to enter tax information

1. Click **Tax Information**
2. Click **Add Tax Information**
3. Click **Add Tax Details**
4. Enter **Tax Information Country**
5. Based on country further tax types will appear. **Fill out your Tax Number**
6. Click **Add an additional Tax Details** to specify additional tax information
7. Click **Save** to save tax details



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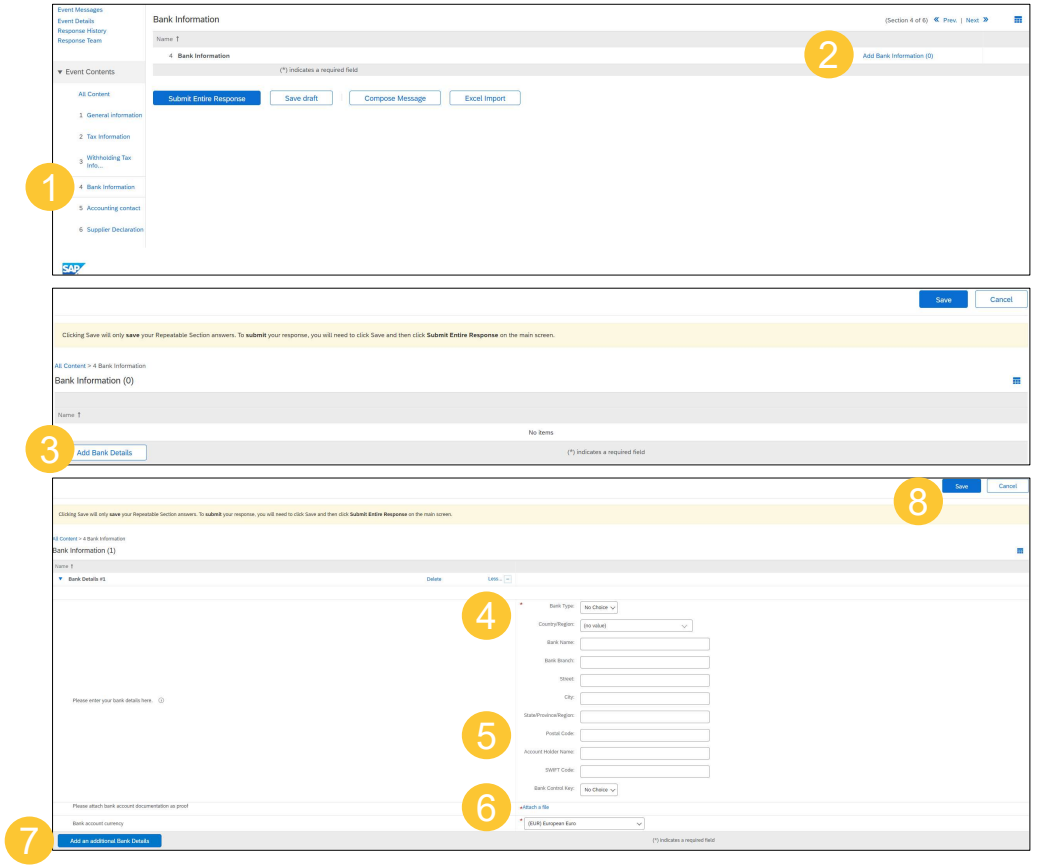
How to enter bank information

1. Click **Bank Information**
2. Click **Add Bank Information**
3. Click **Add Bank Details**
4. Fill out **Country/Region**
5. Based on country **fill out:**
   - Account Holder Name **and** IBAN
   - **Or** Account Holder Name **and** Account Number **and** Bank Key
6. Upload attachment as a proof and choose correct currency
7. Click Add an additional Bank Details if needed
8. Click **Save** to save bank details



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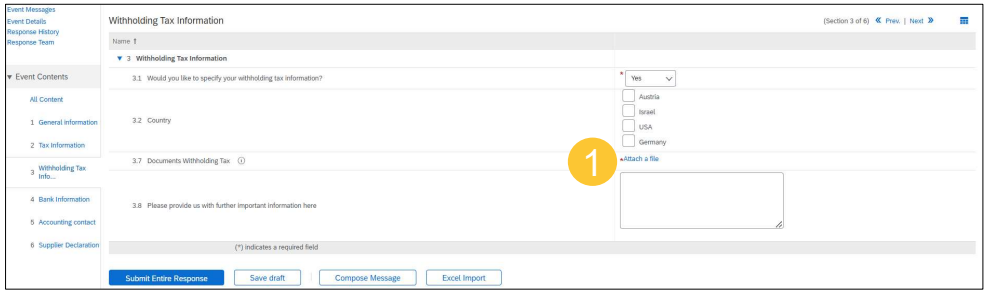
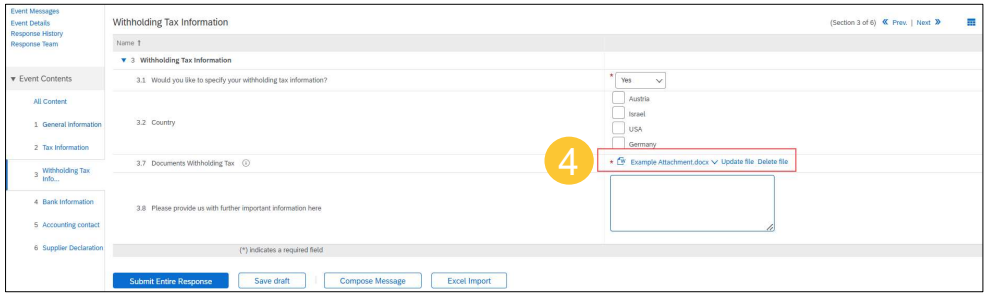
How to upload attachments

1. Click on **Attach a file**
2. Click on **Choose file** or drop the file in the desired area
3. Click on **OK**
4. Attachment will be displayed





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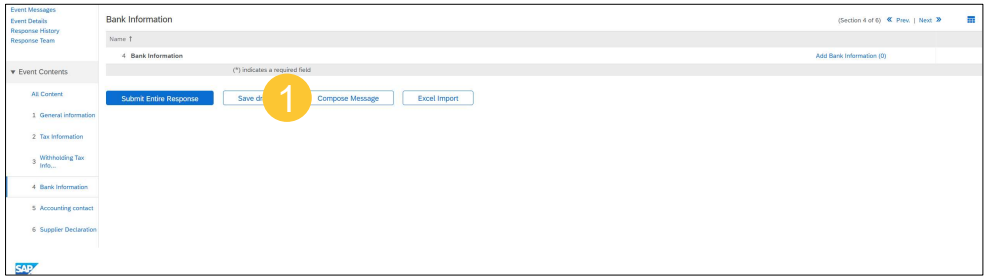
Questions or uncertainties about the questionnaire? Get in touch with KNAPP



1. Click **Compose Message**
2. Compose your question to the KNAPP project team.
3. Click on **Send**

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