

### How to register as a supplier on the SAP Business Network

# Introduction Registration on SAP Business Network Account Hierarchy for SAP Business Network Account How to navigate to KNAPP questionnaires Fill out KNAPP questionnaire

## 1. Introduction

#### 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: <u>https://support.ariba.com/SBN\_Supplier\_Learning\_Portal</u>

# 02. Registration on SAP Business Network

#### Invitation to register as a supplier

- You will receive an email for the registration invitation with the following subject
- Please click on the link Click Here to get forwarded to the registration page
- Sou will be forwarded to the login / registration page of SAP Business Network

|                | Invitation: Register to become a supplier with KNAPP AG-TEST  |  |  |   |
|----------------|---|--|--|---|
|                | Sebastian Krammer <s4system-prodeu+knapp-t.doc2270494886@eusmtp.a< th=""><th>iriba.com&gt;</th><th></th><th></th></s4system-prodeu+knapp-t.doc2270494886@eusmtp.a<> | iriba.com>   |  |   |
|                | To • Gebarski, Natascha   |  |  |   |
|                | Retention Policy Delete month 3 permanent (90 days)   |  |  | Expires 12.02.2025                                      |
|                | ATTENTIONI THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT OR  | GANIZATION.  |  |   |
|                |   |  |  |   |
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|                |   |  |  |   |
|                |   |  |  |   |
|                |   | Register as a suppl  | er with KNAPP AG-TEST  |   |
|                |   | HelloISebastian Krar   | mer has invited you to register to become a supplier with KNA                                | PP AG-TEST. Start by creating an                        |
|                |   | account with SAP Bu  | siness Network. It's free KNAPP AG-TEST uses SAP Business                                    | Network to manage its sourcing and                      |
|                |   | procurement activitie  | s and to collaborate with suppliers. If Supplier A already has an                            | account with SAP Business Network                       |
|                |   | sign in with your use  | name and password. Click Here to create account now  |   |
|                |   |  |  |   |
|                |   | You are receiving this email b<br>please contact KNAPP AG-TE | cause your customer, KNAPP AG-TEST, has identified you as the appropriate contact for<br>ST. | this correspondence. If you are not the correct contact |
|                |   |  |  |   |
|                |   | Offices   Data Policy   Contact                              | Us   Customer Support  |   |
|                |   | CADA   |  |   |
|                |   | Powered by SAP Ari   |  |   |
|                |   |  |  |   |
|                | <b>^</b>  |  |  |   |
| $(\mathbf{z})$ |   |  |  |   |
|                |   |  |  |   |
|                |   |  |  |   |
|                |   | -  |  |   |
|                | Connect with Knapp AG - TEST on SAP   | Business   |  |   |
|                | Network to collaborate.   |  |  |   |
|                |   |  |  |   |
|                |   |  |  |   |
|                | Invited by KNAPP AG-TEST  |  |  |   |
|                |   |  |  |   |
|                |   |  |  |   |
|                | We found existing accounts based on the information   | in the   |  |   |
|                | invite. Please review.  |  |  |   |
|                |   |  |  |   |
|                | Review accounts   |  |  |   |
|                | Review accounts   |  |  |   |
|                |   |  |  |   |
|                | or  |  |  |   |
|                |   |  |  |   |
|                |   |  |  |   |

Create new account

#### **Register as a supplier**

- If you already have an SAP Business Network Account, please click on Log in
- If you don't have an SAP Business Network Account, please click on Sign Up
- If you don't have an SAP Business Network Account and the network found an existing account based on <u>your</u> <u>domain</u>, please click on **Review** accounts

Find <u>here</u> a video about the registration process.



# Login with an existing SAP Business Network Account

#### Login to your SAP Business Network Account

#### • Click on Use existing account

2 Type in your credentials and click on Connect

| Connect wit<br>Network to a  | h Knapp AG - <sup>-</sup><br>collaborate. | TEST on SAP B         | usiness              |      |  |
|--|---|-----------------------|----------------------|------|--|
| nvited by KNAPP AC   | i-TEST                                    |                       |                      |      |  |
| We found existir<br>nvite. Please re   | ig accounts based oview.                  | on the information in | the                  |      |  |
| Revi   | ew accounts                               |                       |                      |      |  |
|  | or  |                       |                      |      |  |
| Use e  | xisting account                           | 0                     |                      |      |  |
| Creat  | e new account                             | 0                     |                      |      |  |
|  |   |                       |                      |      |  |
| Sign in t  | to connec                                 | t with Knap           | op AG - <sup>-</sup> | TEST |  |
| Sign in 1<br>Username*   | to connec                                 | t with Knap           | op AG - <sup>-</sup> | TEST |  |
| Sign in the second seco | to connec                                 | t with Knap           | op AG - T            | TEST |  |
| Sign in f  | to connec                                 | t with Knap           | op AG - <sup>-</sup> | rest |  |
| Sign in f  | to connec                                 | t with Knaț           | op AG - <sup>-</sup> | rest |  |

#### **KNAPP** Questionnaire



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

| < KNAPP   |  | ଦ ଜ 🖶 🛱 ଡ଼ 🔞  |
|---|--|---|
| Console   | E Doc2286947657 - External Supplier Registration Questionnaire | D Time remaining 29 days 23:55:20   |
| Event Messages<br>Event Details                                     | All Content  | <b>=</b> •  |
| Response Team   | Name T   |   |
|   | ▼ 1 General Information  | A   |
| ▼ Event Contents  | 1.1 Legal form   | Unspecified V   |
| All Content   | 1.2 Company name   |   |
| 1 General information   | 1.3 Name 2   |   |
| 2 Tax Information   | 1.4 Name 3   |   |
| 3 Withholding Tax   | 1.5 Department   | All [select]  |
| 4 Eask Information<br>5 Accounting contact<br>6 Suppler Declaration | 1.6. Suppler main address                                      | Street 3:<br>Street 2:<br>Street 2:<br>Street 3:<br>Distreet 3:<br>Pendl Code:<br>Pendl Code:<br>Country/Region:<br>V © State/Prov/net/Region:<br>V © |
|   | 1.7 Preferred purchasing order language                        | Unspecified V   |
|   | (*) (*) indicates a required field :                           | 1   |
|   | Submit Entire Response Save draft Compose Message Excel Import |   |

#### **Integrated help center**

- If you have problems in logging in to your SAP Business Account, please contact SAP Support or access the Help Center.
- 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 <u>here</u>

| < Back | *  | 1 ® Help |
|--------|--|----------|
|        | Create an account to connect and collaborate<br>with Knapp AG - TEST on SAP Business Network |          |
|        | Company information ①  |          |
|        | DUNS number  Don't know your DUNS number?  |          |

# Register to create a new SAP Business Network Account

#### **Register on SAP Business Network**

#### Olick 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

| Connect with Knapp AG - TEST on SAP Business Network to collaborate. | with Knapp AG - TEST on SAP Business Network   |
|--|--|
| Invited by KNAPP AG-TEST   | Company information ®  |
| We found existing accounts based on the information in the           | DUNS number  |
| invite. Please review.   | Don't know your DUNS number?   |
| Review accounts  | Company (legal) name *   |
| or   | Country/Region *   |
| Use existing account ①   | ✓ diagramme in the provided in the provide |
| Create new account   | Address line 1 *   |
| (  | 2 Address line 2   |
|  | Postal code *  |
|  | City *   |
|  | State  |
|  | Choose a state V   |

#### **Register on SAP Business Network**

#### 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

| First name *  | Last name *   | address   |
|---|---|---|
| Email *   |   | Check your email at the second second and foll steps in the email to confirm your email address in the next <b>72</b>   |
|   |   | > If you did not receive the email:   |
| Use my email as my user   | name  | Action Required: Confirm your email   |
| Password *  | Repeat password *   | Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com><br/>To •<br/>Retention Policy Delete month 3 permanent (90 days)<br/>① If there are problems with how this message id disubsed, dick here to view it in a web browser.</ordersender-prod@ansmtp.ariba.com> |
| I have read and agree wit   | h the Terms of Use.   | ATTENTION: THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT ORGANIZ   |
| I hereby agree that SAP E<br>parts of my Personal Data<br>Statement) accessible to<br>based on my role within t | Jusiness Network will make<br>a (as defined in the Privacy<br>other users and the public<br>he SAP Business Network and | Confirm your email  |
| the applicable profile visi   | bility settings.  | Dear Julian,  |
| Please see the Privacy Statem<br>personal data.   | ent to learn how we process   | Thank you for joining SAP Business Network. To finish signing up, you just to confirm that we have the correct email.   |
|   | <b>2</b>  | Confirm email   |
| I'm not a robot   | reCAPTCHA<br>Privacy - Terms  | Link expires: Sunday, Nov 17, 2024, 03:16 AM PST  |
| Create  | account   | If the link expired, login to proposals.seller.ariba.com and click "Resend". Ye then receive another confirmation email.  |
|   |   | If you are unable to access the page, copy the link below and paste it into your web br<br>https://service.arba.com/Aufhenticator.aw/ad/confirmEmail2<br>key=gVhRyFiHLVuBKOIE04Ac034A1jSTIg27&anp=Ariba&app=Sourcing  |
|   |   | Sincerely   |

#### **Register on SAP Business Network**

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

#### Almost done! We just need a little bit more information.

 Please provide the information below and you will be discovered by more customers looking for companies like yours.

 Product and Service Categories

 Enter Product and Service Categories

 Add
 or

 Browse

 Ship-to or Service Locations

 Enter Ship-to or Service Location

 Add
 or

 Browse

 Submit
 Remind me later

 Don't show this to me again

#### **KNAPP** Questionnaire



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

| < KNAPP  |   | ର ଜ 🖶 ବେ ଡ 🔞   |
|--|---|--|
| Console  | E Doc2286947657 - External Supplier Registration Questionnaire                | D Time remaining 29 days 23:55:20  |
| Event Messages<br>Event Details                                      | All Content   | <b>=</b> •   |
| Response Team  | Name T  |  |
|  | ▼ 1 General information   |  |
| ▼ Event Contents   | 1.1 Legal form  | Unspecified 🗸  |
| All Content  | 1.2 Company name  |  |
| 1 General information  | 1.3 Name 2  |  |
| 2 Tax Information  | 1.4 Name 3  |  |
| 3 Withholding Tax  | 1.5 Department  | All [select]   |
| 4 Eask Information<br>5 Accounting contact<br>6 Supplier Declaration | 1.6 Supplier main address   | Altern Moter     Sereet     G     Sereet 2:     O     Sereet 3:     O     Debict:     O     Pendul Code:     O     Courtyr/Region:     v     O     Sate-Phon/recRagene     v     O |
|  | 1.7 Preferred purchasing order language                                       | Unspecified v  |
|  | ( It's local states a successful field  |  |
|  | Submit Endine Response Save draft U Compose Message Excel Import Excel Import |  |

#### **Integrated Help Center**

| < Back | <u>^</u>  | (1) <sup>(2)</sup> Help |
|--------|---|-------------------------|
|        | <b>**</b>   |                         |
|        | Create an account to connect and collaborate with Knapp AG - TEST on SAP Business Network |                         |
|        | Company information ®   |                         |
|        | DUNS number   |                         |
|        | ٢   |                         |
|        | Don't know your DUNS number?  |                         |

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

### A SAP Business Network Account already exists based on domain

#### A SAP Business Network Account already exists based on domain

Hello

I'm not a robot

#### Olick on Review accounts

- Contact your administrator by clicking on Contact administrator
- 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

| *   |  |   |       |              |        |
|---|--|---|-------|--------------|--------|
| Connect with Knapp AG - TEST on SAP Busin<br>Network to collaborate.              | ness                                       |   |       |              |        |
| invited by KNAPP AG-TEST  |  |   |       |              |        |
| We found existing accounts based on the information in the invite. Please review. |  |   |       |              |        |
| C flack   |  |   |       |              |        |
| Review matched accounts   |  |   |       |              |        |
| Your company may already have an account. Please review the accounts in th        | te table belon.                            |   |       |              |        |
| Search Criteria 🖌 Litti<br>Company have Li mail addre                             |  |   |       |              |        |
| Suppler & netanchs.gel  | barskiĝag-solut.com                        |   |       |              |        |
| Search results (20) / * Henry prime a use of the sound. Build has been prime.     |  |   |       |              |        |
| Company name  | Email domain matched                       | Country                                   | Shane | DORIS number | ,      |
| Test Supplier   | No.  | $\theta = \mathcal{R} \oplus \mathcal{T}$ |       |              | Contac |
| appendix Graderi  | 54 C                                       | FEERMAN                                   |       |              | Ceta   |
| Ration 2012 AG  | No.  | K C T MADARIE                             |       |              | Cone   |
| Text and Text NG  | No.  | P ( V MARKED                              |       |              | Cona   |
| Contact administrator<br>To obtain a user account, please                         | e provide the requested in<br>Your company | formation below:                          | ×     |              |        |
| Your name *   | · · · · · · · · · · · · · · · · · · ·      |   |       |              |        |
| Your name *   | Supplier A                                 |   | e -   |              |        |
| Your name *<br><b>Julian Grün</b><br>Your email *                                 | Supplier A<br>Your phone nu                | umber                                     |       |              |        |
| Your name *<br>Julian Grun<br>Your email *<br>natascha.gebarski@ap-solut.c        | Supplier A<br>Your phone nu                | umber<br>umber                            |       |              |        |

Cancel

#### **KNAPP** Questionnaire

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 <u>here</u> to find out of how to navigate to the KNAPP questionnaire.

| < KNAPP  |   | S (C)   |
|--|---|---|
| Console  | Doc2286947657 - External Supplier Registration Questionnaire  | D <sup>Time remaining</sup> 29 days 23:55:20  |
| Event Messages<br>Event Details                                      | All Content   | <b>m</b>   •  |
| Response Team  | Name T  |   |
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| ▼ Event Contents   | 1.1 Legal form  | Unspecified 🗸   |
| All Content  | 1.2 Company name  |   |
| 1 General information  | 1.3 Name 2  |   |
| 2 Tax Information  | 1.4 Name 3  |   |
| 3 Withholding Tax  | 1.5 Department  | Ail [select]  |
| 4 East Information<br>5 Accounting contact<br>6 Supplier Declaration | 1.6. Suppler main address.  | Aben More     Street 2     O     Street 2     O     Street 2     O     Street 2     O     Street 3     Street3 |
|  | 1.7 Preferred purchasing order language   | . Unspecified $\sim$  |
|  | (*) Indicates a required field     Submit Enrise Response     Save draft     Compose Message     Excel Import |   |

### Account Hierarchy for SAP Business Network Account

#### 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

#### Account hierarchy when multiple accounts are available

- Log in to your SAP Business Network Account
- Olick on your Initials
- Olick on Setting
- 3 Click on Account Hierarchy
- Olick 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



#### **Request link with other accounts I**

### Click on Request link with other accounts

Either click on

- Search Account and type in your company name, Ariba Network ID or DUNS Number
- Or Recommended Accounts to verify matching companies.

| SAP Business N   | letwork -   |   |  |  |  |
|--|---|---|--|--|--|
| Link Account   |   |   |  |  |  |
| You can link your company's mi   | ultiple accounts, creating a parent-child ac  | ccount hierarchy. Linking y   | your company's multi   | iple accounts can helj   | p make them easier t   |
| NOT AN ACCOUNT ADMINIST  | RATOR   |   |  |  |  |
| If you are not the account adn<br>account hierarchy is created b   | ninistrator for the account you want to link<br>etween the linked accounts. Click below the linked accounts. Click below the linked accounts. Click below the linked accounts.  | k with, send a request to li<br>to begin searching accourt<br>t link with other accounts  | ink accounts. After th   | ie request is approved<br>ink with.  | d, a parent-child  |
| Business Network -   |   |   |  |  |  |
| Request for Account Linkage<br>lick Review Profile for the company you want to<br>count hierarchy. Depending on your available a   | link accounts with in the list below. Ariba displays available acco   | ount linking op<br>sk Accounts pr   |  |  |  |
| Request for Account Linkage<br>Cick Review Profile for the company you want to<br>iccount hierarchy. Depending on your available a<br>Search Account Recommended Account   | link accounts with in the list below. Arite displays available account linking options, you can click <b>Link as My Child</b> on the Link   | ount linking or<br>ik Accounts pi   |  |  |  |
| Request for Account Linkage Sist Benker Profile for the company you area to convert Interactive Depending on your available a Search Account Recommended Account Search  | Ink accounts with in the last below. Anthe displays available acc<br>eccent linking eptons, you can click Link as My Child on the Lin<br>Company Name:<br>Adda Network ID (AND) :<br>CUCK Shuckson :<br>CUCK Shuckson :<br>Search   | sourd living o  |  |  |  |
| Request for Account Linkage Lise Brefer Profile for the company you verse to Execute themachy. Depending as your available a Search Account Recommended Account Search   | Init accounts with in the lot balow. After displays available acc<br>constraining options, you can click Link as My Child on the Lin<br>Corpusy Harne:<br>After tensorie XD (MAD) :<br>CURS Number:<br>Search   | Nort Enling o   |  |  | n -  |
| Request for Account Linkage  Search Account  Recommended Account  Search  Search  Search  Commended Account  | Iris accounts with in the lot balow. After displays available acc<br>constraining options, you can click Link as My Child on the Lin<br>Company Name:<br>After Intervent RD (MDD) :<br>CUICE Number:<br>Search  | Nort Enling o   |  |  | () sve   |
| Request for Account Linkage Use Broken Profile for the company you verse to Search Account Search Account Search Account Recommended Account Search Recommended Account Company Search Account Linkage Company Search Acc | Inite accounts with in the last balow. Artist displays a waitable acc<br>count thinking episons, you can click Last as My Child on the Last<br>Company Ham:<br>   | nur lining o<br>n Lin Accounts p<br>to Lin Accounts page. The available account<br>of a request to become the page of account, or | t total of autores depend on whether you<br>can be an <b>My Parent</b> on the Line Acc   | no eccount, and the eccount you want   | The subject of the second<br>to the web, see already part of the second<br>to the subject of the second. |
| Request for Account Linkage Cites Breken Profile for the company you verse to the Search Account  Recommended Account Search Search Business Network - Request for Account Linkage Cites Business Network - Request for Account Linkage Request for Accou | Init accounts with in the list below. Artical displays, available account inlang epitons, you can click List as by Obd on the List<br>Company Same<br>Artic Internet's Di (MCD) :<br>UNIS Same<br>UNIS Same<br>Same Same Same Same Same Same Same Same  | nur lining o<br>nur Accounts p<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0                                   | t total of optime depend on whether pro-<br>cess table as <b>My Planet</b> on the Line Acc   | no account, and the account you want   |  |
| Request for Account Linkage Cites Breken Profile for the company you want be Search Account Recommended Account Search Search Count Investment Account Linkage CiteS Revent Profile for the company you want be recommended Account CiteS Count CiteS  | Init accounts with in the list below. Arbit displays available acc<br>count linking epidem, you can click List as My Child on the Link<br>Company Jiann:<br>Company J | nur Being s<br>nur Accounts p<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0                                    | t talling spallers assess an water or the care of an evolution of a care of the care of th | non-excession, and the excession if you much<br>non-excession applies to report that your excession<br>excession applies to report that your excession |  |

#### **Request link with other accounts I**

#### You selected **Recommended Accounts**

- Olick on **Review Profile**
- 2 Choose either
  - Link as My Child
  - Or Link as My Parent
- Sou can see the administrator contact information
- Provide a comment
- Olick on Send Request
- The recipient needs to approve the request

| Business Network -   |   |  |  |                                   |  | () G  |
|--|---|--|--|-----------------------------------|--|---|
| equest for Account Linkage   |   |  |  |                                   |  | Done  |
| ck Review Profile for the company you want to link an  | ccounts with in the list below. Ariba displays ava  | allable account linking options on the Link A  | ccounts page. Your available account in    | king options depend on whethe     | et your account, and the account you wai   | it to link with, are already part of an exis  |
| ours nerarchy. Depending on your available account   | it unsing options, you can cack Link as My Unit   | on the Link Accounts page to send a reque  | st to become the parent account, or cuc    | K LINK as My Parent on the Link   | Accounts page to request that your acco  | une is added as a child account.  |
| Search Account Recommended Accounts  | ()  |  |  |                                   |  |   |
| ased on the business information you entered, your comp<br>the companies listed below have already seristered on Ad  | pany may have an existing account on Ariba.   |  |  |                                   |  |   |
| a conjunctional control of a generation of   |   |  |  |                                   |  |   |
| datching Companies   |   |  |  |                                   |  | <b>=</b> ×  |
| Supplier 1   |   |  | State, Country                             | DUNS Number                       | Network ID   | Action  |
| Concession, Supportant Cap   |   |  | São Paulo , Brazil                         |                                   |  | Review Profile  |
| 100.00   |   |  | Rio de Janeiro : Brazil                    |                                   |  | Review Profile  |
| Rusinese Network _   |   |  |  |                                   |  | <b>(</b> ) 61   |
|  |   |  |  |                                   |  |   |
| nk Accounts  |   |  |  |                                   | Unk as My Chia   | The as My Parent Cancel   |
| view the company profile and verify the correct account yo<br>+ Update: 2 Jun 2022   | ou want to link with, creating a parent-child account   | hierarchy.   |  |                                   | 2  | -   |
|  |   | Overalt  |  |                                   | - 4  |   |
|  |   | Credibility: a series of<br>Reliability: a series of the   |  |                                   |  |   |
|  |   | Quality: in the in   |  |                                   |  |   |
| Basic Information References (0) Activity (  | Data  |  |  |                                   |  |   |
| Year Founded   | d: Not Specified  |  |  |                                   |  |   |
| Revenue<br>Stock Ticker  | <ul> <li>Not specified</li> <li>Not Specified</li> <li>Not Specified</li> </ul>   |  |  |                                   |  |   |
| Legal Name<br>Type of Organization<br>State of Incorporation   | e: Not Specified<br>n: Not Specified  |  |  |                                   |  |   |
|  |   |  |  |                                   |  |   |
| Jetails  |   |  |  |                                   |  |   |
| ales Territories   |   | Commodities  |  |                                   | Industries   |   |
| iales Territories<br>Brazil  |   | Commodities     Cocca production   |  |                                   | Industries<br>Not Specified  |   |
| alis Territories<br>Brazil<br>dditional Network Information  |   | Commodities Cocca production   |  |                                   | Industries<br>Not Specified  |   |
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#### **SAP Support**

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    If you have problems of merging SAP
Business Accounts, please contact
SAP Support.
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Please also find <u>here</u> a video on how to set up an Account Hierarchy.

# 3. How to navigate to KNAPP questionnaires

#### How to navigate to KNAPP questionnaires

 Once you logged in on Business
 Network click on the arrow in the lefthand corner and click on Ariba Proposals & Questionnaires

| SAU  | Business Network     | Standard      | Account Get enterprise account |  |                 |  |                                  |                                |                                 | <del>व</del> र्य | 0 0 <u>m</u> |
|------|----------------------|---------------|--------------------------------|--|-----------------|--|----------------------------------|--------------------------------|---------------------------------|------------------|--------------|
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|      | SAP Business Netwo   | ek Discovery  |                                | SIL SI.                                  |                 | /  | The second second second         |                                |                                 |                  |              |
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|      |                      |               |                                | Company profile                          |                 | My leads   | Download app                     | On-6m                          | e payment rate Last 12 months v |                  |              |
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|      |                      |               |                                | 35%                                      |                 |  |                                  | 7                              |                                 |                  |              |
|      |                      |               |                                |  | <b>7</b>        | You don't have open leads matching<br>your company profile. Search leads | U Arpisson                       |                                |                                 |                  |              |
|      |                      |               |                                | Complete your company profil             | e to increase   |  | $\checkmark$                     |                                |                                 |                  |              |
|      |                      |               |                                | your chances of being discove<br>buvers. | ed by new       |  |                                  |                                |                                 |                  |              |
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#### How to navigate to KNAPP questionnaires

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

| SAP       | Ariba Proposals and Questionnaires 👻 | Standard Account                         | Get enterprise accou   | TEST MODE                |                                 |                                    |  | 9 0                            | () IH |
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|           |                                      | Home                                     |                        |                          |                                 |                                    |  |                                |       |
|           |                                      | Events                                   |                        |                          |                                 |                                    |  |                                | =     |
|           |                                      | Title                                    | ID                     | End Time ↓               |                                 | Event Type                         | Participate  | d                              |       |
|           |                                      |  |                        |                          |                                 |                                    |  |                                |       |
|           |                                      | Registration Ques                        | tionnaires             |                          |                                 |                                    |  |                                | Π     |
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|           |                                      | External Supplier Regis                  | stration Questionnaire |                          |                                 | Doc2102198237                      | 11/8/6107 2:58 PM                                  | Registe                        | red   |
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|           |                                      | Questionnaires                           |                        |                          |                                 |                                    |  |                                | =     |
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|           |                                      | Certificates                             |                        |                          |                                 |                                    |  |                                | m     |

# 4. Fill out KNAPP questionnaire

#### How to navigate through KNAPP questionnaires

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

| Console                           | Doc2270494886 - External Supplier Registration Questionnaire    | E Time remaining 24 days 19:3   |
|-----------------------------------|---|---|
| Event Messages<br>Event Details   | All Content   | -   |
| Response History<br>Response Team | Name 1  |   |
|                                   | ▼ 1 General information   |   |
| ▼ Event Contents                  | 1.1 Legal form  | Umpecified V  |
| All Content                       | 1.2 Company name  | Bupptier A  |
| 1 General information             | 1.3 Name 2  |   |
| 2 Tax Information                 | 1.4 Name 3  |   |
| 3 Withholding Tax                 | 1.5 Department  | [1000] KAG KNAPP AG [ select ]  |
| - Info                            |   | xShow More  |
| 4 Bank Information                |   | Sarrier: Hindenste. 0 House Number: * 11 0                            |
| 5 Accounting contact              |   | Street 2:   |
| 6 Supplier Declaration            |   | Street 3:   |
|                                   | 3.6 Supplier main address                                       | Diener:   |
|                                   |   | UNITAL U  |
|                                   |   | Postol Code: 10176 City: * Berlin ()                                  |
|                                   |   | Country/Region: Germany (DE) V O State/Province/Region: Berlin (11) V |
|                                   | 1.7 Professed purchasing order language                         | Unspecified v   |
|                                   | 3.8. B veri have a DUBS eventer elevan estar i have             |   |
|                                   | (*) indicates a required field                                  |   |
|                                   |   |   |
|                                   | Subinit Entite Response Save draft Compose Message Excel Import |   |
| ▼ 1 Gener                         | al information  |   |
|                                   |   |   |
| 11 10                             | dal form  |   |
| T'T LG                            |   |   |
|                                   | 2.  |   |
| 1.2 Co                            | Impany name   |   |
|                                   |   |   |
|                                   |   |   |
|                                   |   |   |

#### How to enter tax information

- Olick Tax Information
- Olick Add Tax Information
- Olick Add Tax Details
- Output: Out
- Based on country further tax types will appear. Fill out your Tax Number
- Click Add an additional Tax Details to specify additional tax information
- Click Save to save tax details

| Response History<br>Response Team   |   |   |                     |  |   |  |                                   | (Section 2 of 6 | 5) 🕊 Prev.   Next 🎾 |        |
|---|---|---|---------------------|--|---|--|-----------------------------------|-----------------|---------------------|--------|
| Contraction of the second second  | Name †  |   |                     |  |   |  |                                   |                 |                     |        |
|   | 2 Tax Information   |   |                     |  |   |  | - 2                               | Add Tax Informa | ation (0)           |        |
| <ul> <li>Event Contents</li> </ul>  | (*  | ) indicates a required field              |                     |  |   |  | 6                                 |                 |                     |        |
| All Content   | Submit Entire Response  | Save draft C                              | Compose Messa;      | ge Exc   | el Import   |  |                                   |                 |                     |        |
| 1 General information   |   |   |                     |  |   |  |                                   |                 |                     |        |
| 2 Tax Information   |   |   |                     |  |   |  |                                   |                 |                     |        |
| 3 Withholding Tax<br>Info   |   |   |                     |  |   |  |                                   |                 |                     |        |
| 4 Bank Information  |   |   |                     |  |   |  |                                   |                 |                     |        |
| 5 Accounting contact  |   |   |                     |  |   |  |                                   |                 |                     |        |
| 6 Supplier Declaration  |   |   |                     |  |   |  |                                   |                 |                     |        |
| SAP   |   |   |                     |  |   |  |                                   |                 |                     |        |
|   |   |   |                     |  |   |  |                                   |                 | Save                | Cancel |
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| Add Tax Details   |   |   |                     | С.   | indicates a required neto   |  |                                   |                 |                     |        |
|   |   |   |                     |  |   |  |                                   |                 |                     |        |
|   |   |   |                     |  |   |  |                                   |                 |                     |        |
|   |   |   |                     |  |   |  |                                   | 7               | Save                | Cancel |
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#### How to enter bank information

- Olick Bank Information
- 2 Click Add Bank Information
- Olick 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
- Opload 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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| 3 Info  |   |   |   |  |  |   |                                 |
| 4 Bank Information  |   |   |   |  |  |   |                                 |
| 5 Accounting contact  |   |   |   |  |  |   |                                 |
| 6 Supplier Declaration  |   |   |   |  |  |   |                                 |
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#### How to upload attachments

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- 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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| 4 Bank Information<br>6 Accounting contact   | 3.8 Plase provide us with further important information here  |   |  |
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