

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

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

# 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:

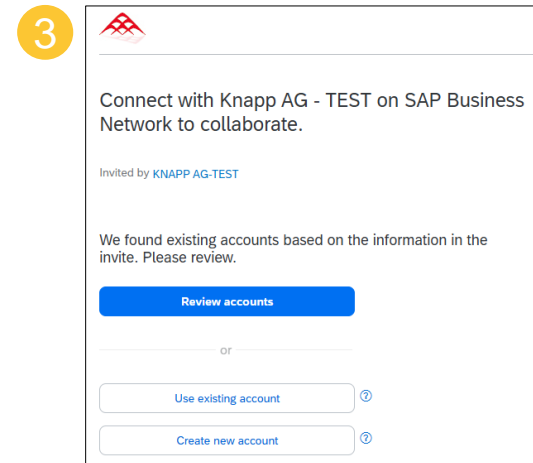
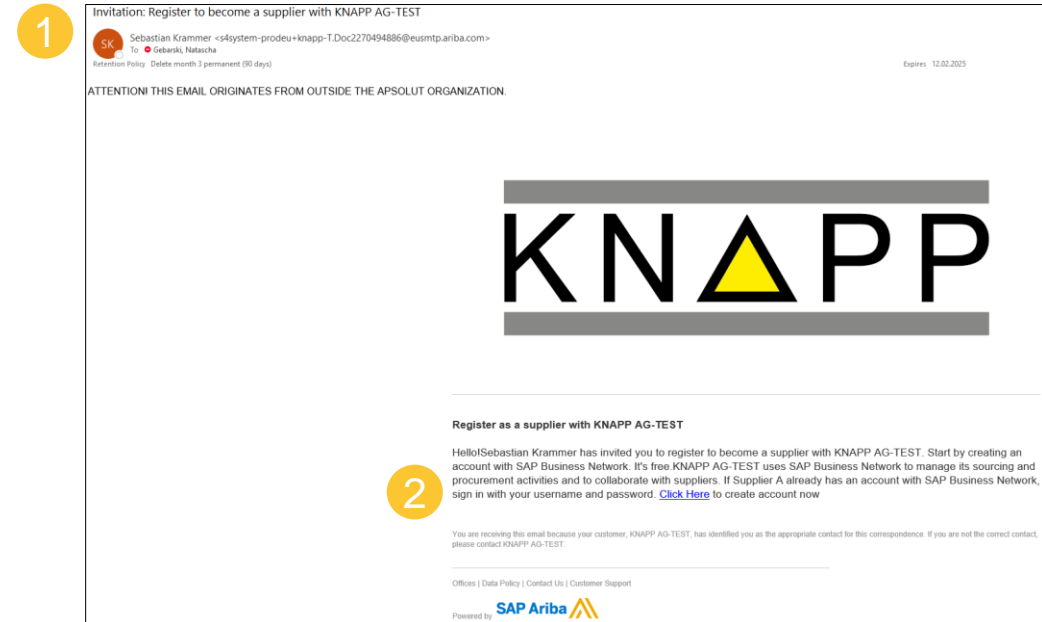
- Receive customer specific questionnaires to maintain your company related data
- Receive sourcing events from customers
- Receive orders from customers
- Send order confirmations
- Send delivery confirmations
- Send invoices (with or without PO reference) as well as
- Create debit and credit memos

Find help on the Supplier Learning Portal here: [https://support.ariba.com/SBN\\_Supplier\\_Learning\\_Portal](https://support.ariba.com/SBN_Supplier_Learning_Portal)

# 02. Registration on SAP Business Network

# Invitation to register as a supplier

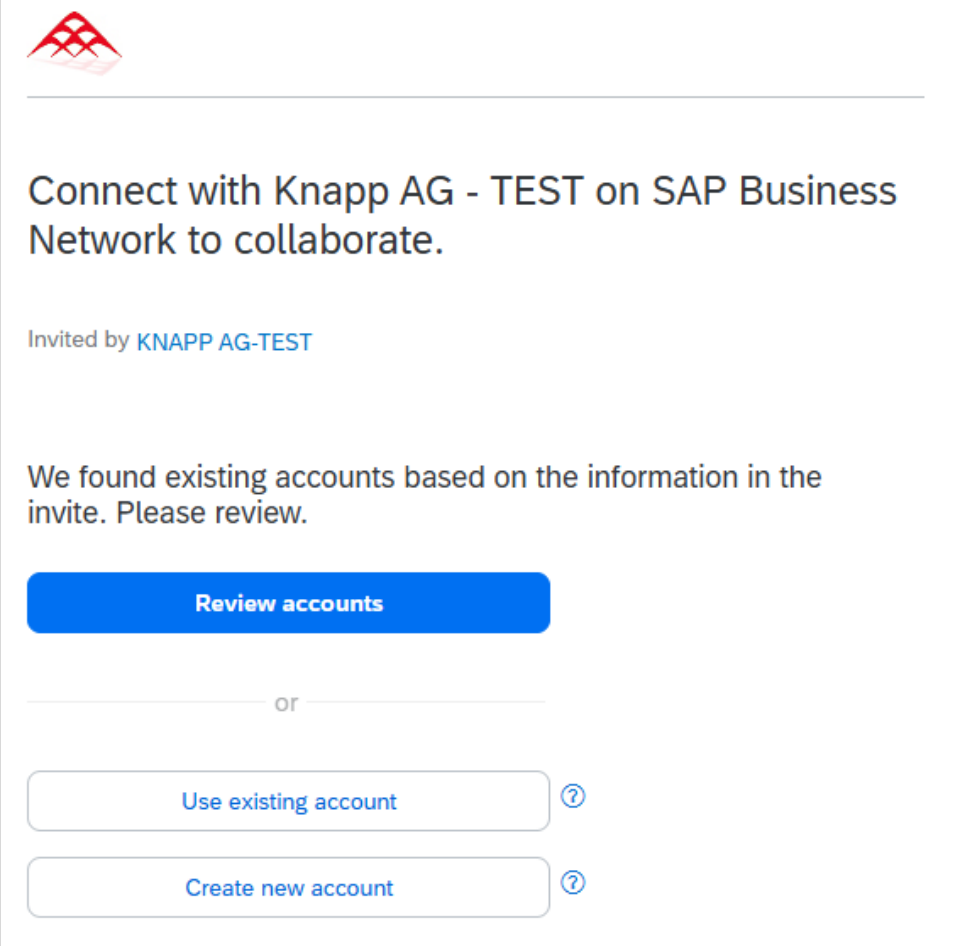
- 1 You will receive an email for the registration invitation with the following subject
- 2 Please click on the link **Click Here** to get forwarded to the registration page
- 3 You will be forwarded to the login / registration page of SAP Business Network



# 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.



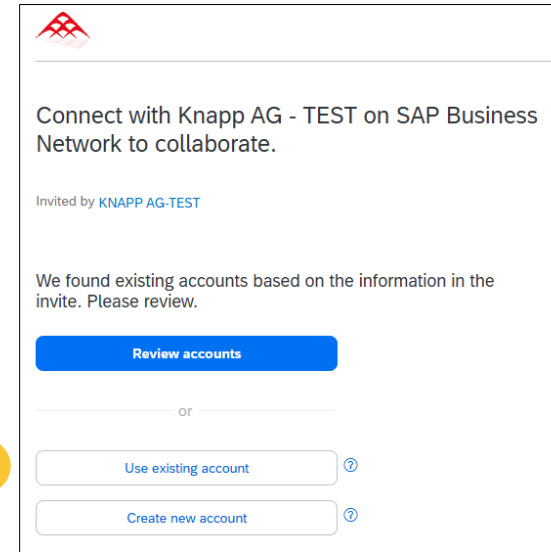
The screenshot shows a registration interface for SAP Business Network. At the top is the SAP logo. Below it, the text reads: "Connect with Knapp AG - TEST on SAP Business Network to collaborate." Underneath, it says "Invited by KNAPP AG-TEST". A message follows: "We found existing accounts based on the information in the invite. Please review." There are three main options presented: 1. A blue button labeled "Review accounts" with a yellow circle containing the number "3" to its left. 2. A horizontal separator with the word "or" in the center. 3. Two white buttons with blue text: "Use existing account" (with a yellow circle containing "1" to its left) and "Create new account" (with a yellow circle containing "2" to its left). Both buttons have a small question mark icon to their right.

# Login with an existing SAP Business Network Account

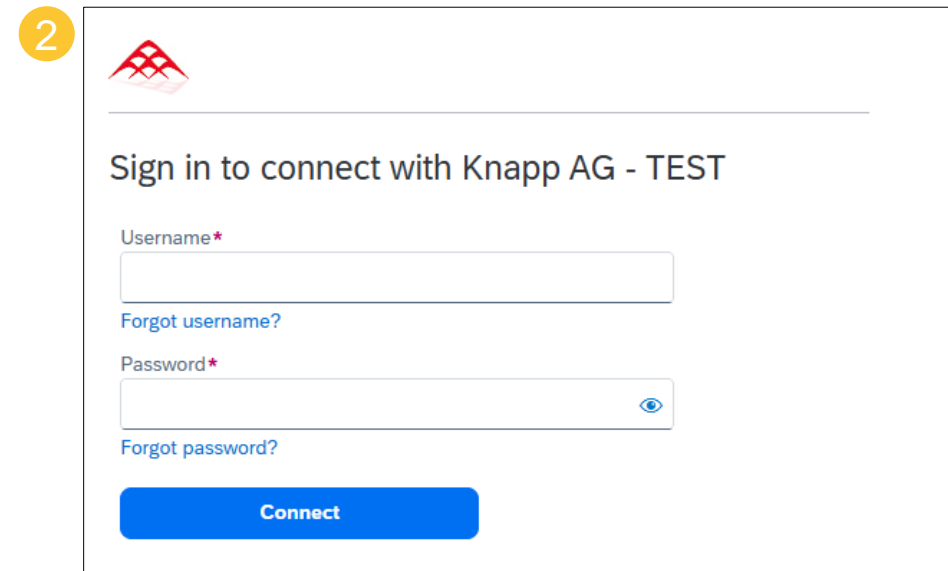


# Login to your SAP Business Network Account

- 1 Click on **Use existing account**
- 2 Type in your credentials and click on **Connect**



1



2

# 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

The screenshot shows the 'KNAPP' console interface for 'Doc2286947657 - External Supplier Registration Questionnaire'. The form is titled 'All Content' and is divided into sections: '1 General information', '2 Tax Information', '3 Withholding Tax info...', '4 Bank Information', '5 Accounting contact', and '6 Supplier Declaration'. The '1 General information' section is expanded, showing fields for '1.1 Legal form' (Unspecified), '1.2 Company name', '1.3 Name 2', '1.4 Name 3', '1.5 Department', '1.6 Supplier main address', and '1.7 Preferred purchasing order language' (Unspecified). The '1.6 Supplier main address' section is further expanded to show fields for 'Street', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', 'House Number', 'Country/Region', and 'State/Province/Region'. A legend at the bottom indicates that an asterisk (\*) denotes a required field. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A 'Time remaining' indicator shows '29 days 23:55:20'.

# 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](#)



Back

1 Help



Create an account to connect and collaborate with Knapp AG - TEST on SAP Business Network

Company information ⓘ

DUNS number

Don't know your DUNS number?

# Register to create a new SAP Business Network Account

# 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

The first screenshot shows the invitation to connect with Knapp AG - TEST on SAP Business Network. It includes the text "Connect with Knapp AG - TEST on SAP Business Network to collaborate." and "Invited by KNAPP AG-TEST". Below this, it states "We found existing accounts based on the information in the invite. Please review." and provides a "Review accounts" button. There are also two buttons: "Use existing account" and "Create new account". A yellow circle with the number "1" is placed over the "Create new account" button.

The second screenshot shows the "Company information" form. It includes the text "Create an account to connect and collaborate with Knapp AG - TEST on SAP Business Network". The form fields are: "DUNS number" (with a help icon), "Company (legal) name \*", "Country/Region \*" (with a dropdown arrow), "Address line 1 \*", "Address line 2", "Postal code \*", "City \*", and "State" (with a dropdown arrow and the text "Choose a state"). A yellow circle with the number "2" is placed over the "Address line 1" field.

# 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

1 Administrator account information ?

First name \* Last name \*

Email \*


Use my email as my username

Password \* Repeat password \*

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the [Privacy Statement](#)) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.

Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  reCAPTCHA  
Privacy - Terms


2 **Create account**

3 Please confirm your email address

Check your email at [redacted] and follow the steps in the email to confirm your email address in the next 72 hours.

> If you did not receive the email:

Action Required: Confirm your email

 Arriba Commerce Cloud <ordersender-prod@ansmtpr.ariba.com>  
To [redacted]  
Retention Policy: Delete month 3 permanent (90 days)  
[?](#) If there are problems with how this message is displayed, click here to view it in a web browser.

ATTENTION: THIS EMAIL ORIGINATES FROM OUTSIDE THE APSOLUT ORGANIZATION.

 Business Network

Confirm your email

Dear Julian,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

**Confirm email** 3

Link expires: Sunday, Nov 17, 2024, 03:16 AM PST

If the link expired, login to [proposals.seller.ariba.com](https://proposals.seller.ariba.com) and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:  
<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=qVhRyFiHLVu8K0IE04Ac034A1jSTIqz7&app=Arriba&app=Sourcing>

Sincerely,  
SAP Business Network team

# Register on SAP Business Network

- 1 Enter **Product and Service Categories** and **Ship-to or Service Locations** by searching and clicking Add or Browse
- 2 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

1   or [Browse](#)

Ship-to or Service Locations

2   or [Browse](#)

[Don't show this to me again](#)

# 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.

The screenshot shows the KNAPP External Supplier Registration Questionnaire interface. The page title is "Doc2286947657 - External Supplier Registration Questionnaire". The left sidebar contains navigation options: "Event Messages", "Event Details", "Response History", "Response Team", "Event Contents", and "All Content". The main content area is titled "All Content" and shows a form with the following sections:

- 1. General information**
  - 1.1 Legal form: Unspecified
  - 1.2 Company name: [Redacted]
  - 1.3 Name 2: [Redacted]
  - 1.4 Name 3: [Redacted]
  - 1.5 Department: All [select] (Show More)
- 1.6 Supplier main address**
  - Street: [Redacted]
  - Street 2: [Redacted]
  - Street 3: [Redacted]
  - District: [Redacted]
  - Postal Code: [Redacted]
  - City: [Redacted]
  - Country/Region: [Redacted]
  - State/Province/Region: [Redacted]
  - House Number: [Redacted]
- 1.7 Preferred purchasing order language**: Unspecified

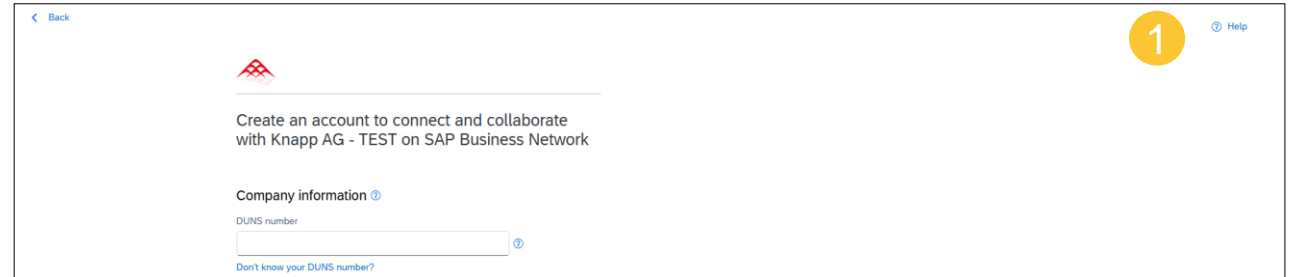
At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A note at the bottom states: "(\*) indicates a required field".



# 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](#)



< Back

1 Help



Create an account to connect and collaborate with Knapp AG - TEST on SAP Business Network

Company information ⓘ

DUNS number

ⓘ

[Don't know your DUNS number?](#)

A SAP Business Network Account  
already exists based on domain

# 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

The image shows three sequential screenshots of the SAP Business Network interface. The first screenshot shows a notification to connect with Knapp AG - TEST on SAP Business Network to collaborate, with a 'Review accounts' button. The second screenshot shows a 'Review matched accounts' page with a table of search results. The third screenshot shows a 'Contact administrator' form with fields for name, company name, email, and phone number, along with a message field and a 'Send' button.

1

2

3

Company name	Email domain matched	Country	State	DUNS number	Action
Test Supplier	No	日本			Contact administrator
apolut GmbH	No	ドイツ			Contact administrator
Köller ZVL AG	No	ドイツ			Contact administrator
Test user Test KG	No	ドイツ			Contact administrator

# 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.

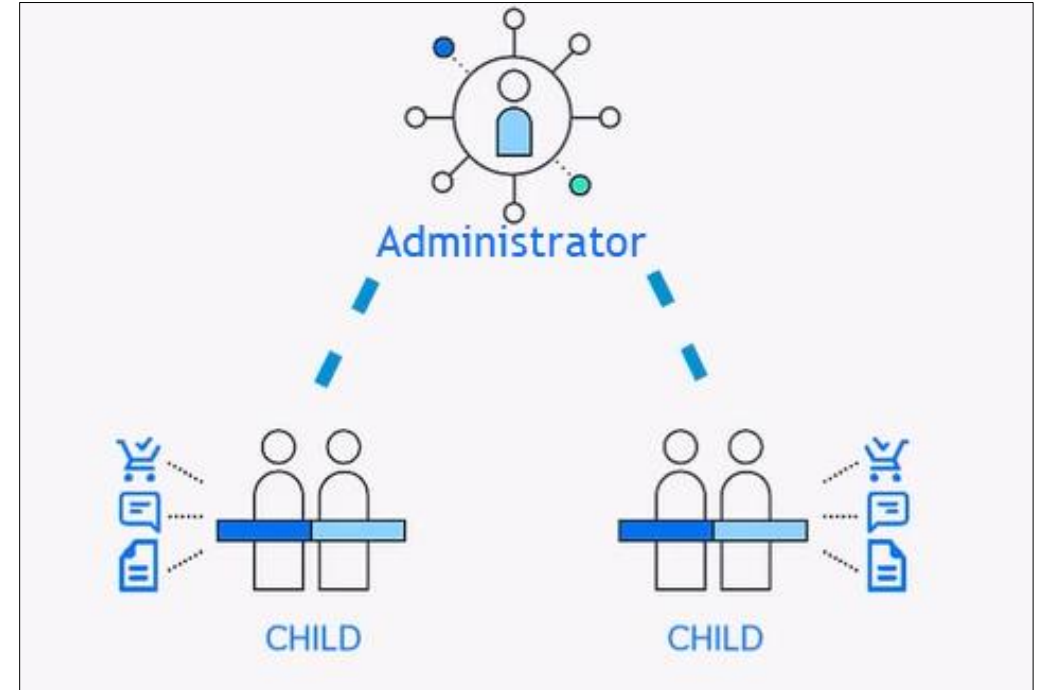
The screenshot shows the KNAPP External Supplier Registration Questionnaire interface. The page title is "Doc2286947657 - External Supplier Registration Questionnaire". The left sidebar contains navigation options: "Event Messages", "Event Details", "Response History", "Response Team", "Event Contents", and "All Content". The main content area is titled "All Content" and shows a form with sections: "1 General information", "2 Tax Information", "3 Withholding Tax info...", "4 Bank Information", "5 Accounting contact", and "6 Supplier Declaration". The "1 General information" section includes fields for "1.1 Legal form" (dropdown), "1.2 Company name" (text), "1.3 Name 2" (text), "1.4 Name 3" (text), "1.5 Department" (text), "1.6 Supplier main address" (text), and "1.7 Preferred purchasing order language" (dropdown). The address field (1.6) is expanded to show sub-fields: "Street", "Street 2", "Street 3", "District", "Postal Code", "City", "House Number", "Country/Region", and "State/Province/Region". A legend at the bottom indicates that an asterisk (\*) denotes a required field. At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A "Time remaining" indicator in the top right corner shows "29 days 23:55:20".

# 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

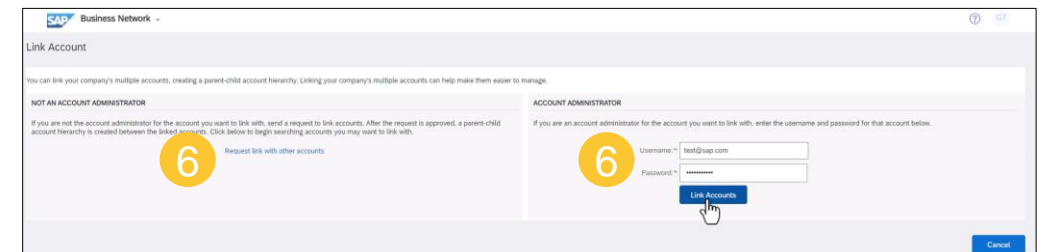
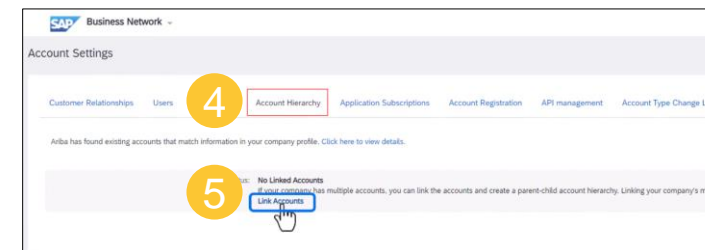
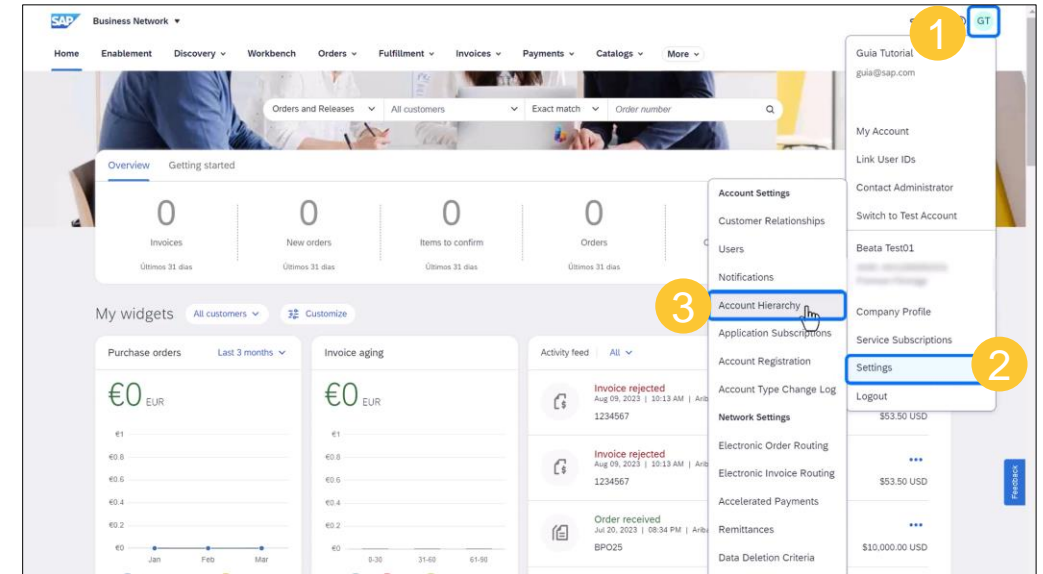


Source: SAP Videos [LINK](#)

# Account hierarchy when multiple accounts are available

Log in to your SAP Business Network Account

- 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**

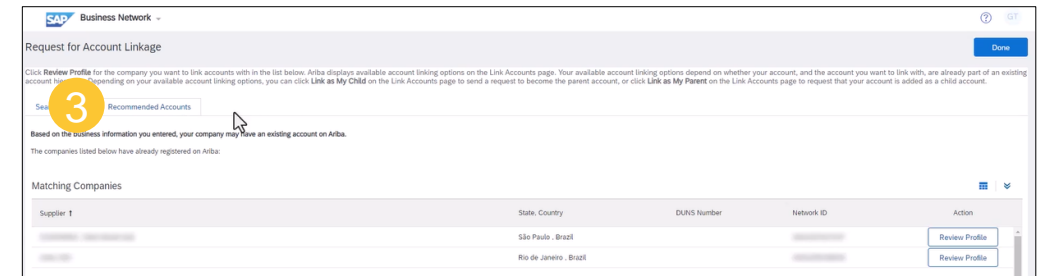
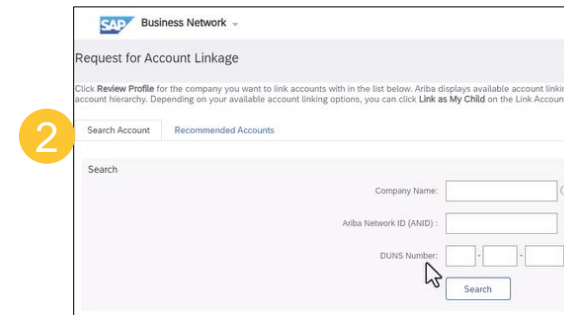
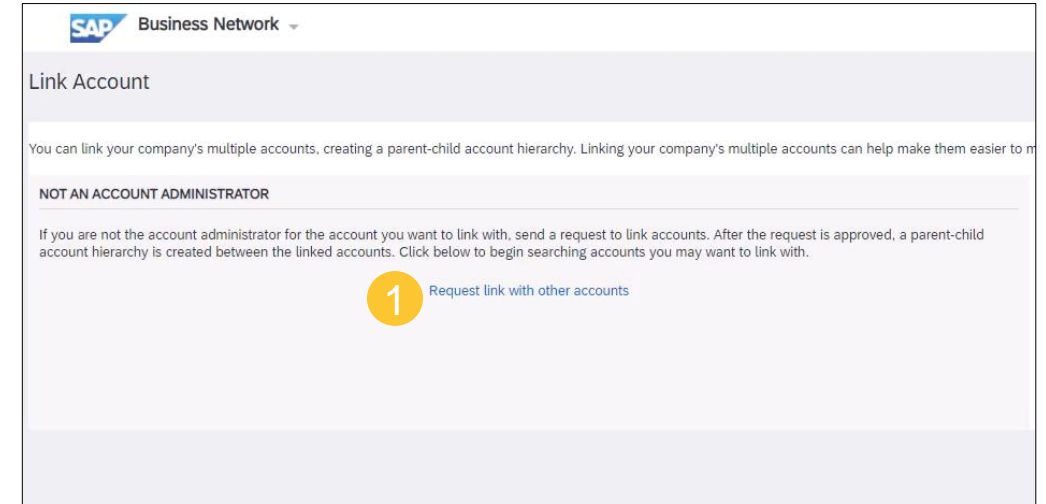


# Request link with other accounts I

## 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.





# 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**

SAP Business Network - Request for Account Linkage

Click **Review Profile** for the company you want to link accounts with in the list below. Ariba displays available account linking options on the Link Accounts page. Your available account linking options depend on whether your account, and the account you want to link with, are already part of an existing account hierarchy. Depending on your available account linking options, you can click **Link as My Child** on the Link Accounts page to send a request to become the parent account, or click **Link as My Parent** on the Link Accounts page to request that your account is added as a child account.

Search Account Recommended Accounts

Based on the business information you entered, your company may have an existing account on Ariba. The companies listed below have already registered on Ariba.

Supplier	State, Country	DUNS Number	Network ID	Action
XXXXXXXXXXXXXXXXXXXX	São Paulo - Brazil			Review Profile
XXXXXXXXXXXXXXXXXXXX	Rio de Janeiro - Brazil			Review Profile

SAP Business Network - Link Accounts

Review the company profile and verify the correct account you want to link with, creating a parent-child account hierarchy. Last updated: 2 Jun 2022

Link as My Child Link as My Parent Cancel

Overall:        
Communication:        
Capability:        
Reliability:        
Quality:

Basic Information References (0) Activity Data

Year Founded: Not Specified  
Employees: Not Specified  
Revenue: Not Specified  
Stock Ticker: Not Specified  
Legal Name: Not Specified  
Type of Organization: Not Specified  
State of Incorporation: Not Specified

Details

Sales Territories: Brazil  
Commodities: Cocoa production  
Industries: Not Specified

Additional Network Information

AR Subscription: Premium Package  
ARID:   
D-U-N-S Number: Not Specified

Link as My Child Link as My Parent Cancel

SAP Business Network - Request to Link Accounts: Link as My Parent Account

As a child account, you can link the following account as a parent in their account parent-child account hierarchy. Ariba will send your request to the account administrator listed below. Enter any additional information in the comments field. Ariba displays your comments when the account administrator views your request.

Parent Account Administrator Information

Name:   
Email Address:   
Phone:

My Account Information

Name: Guia Tutorial  
Email Address:   
Phone:   
Comments:

Send Request

Parent Account To Be Linked

Supplier	State, Country	DUNS Number	Network ID
XXXXXXXXXXXXXXXXXXXX	São Paulo - Brazil		

# SAP Support

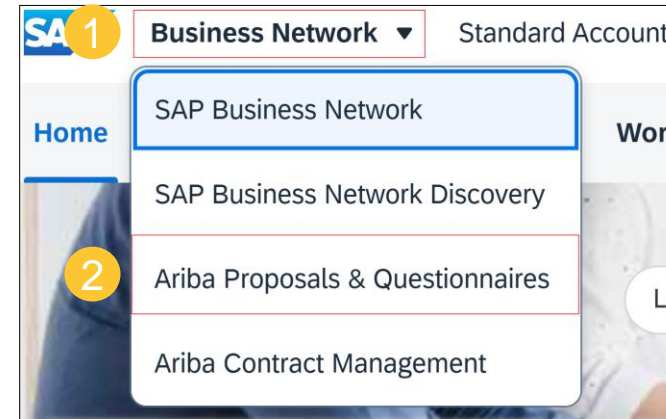
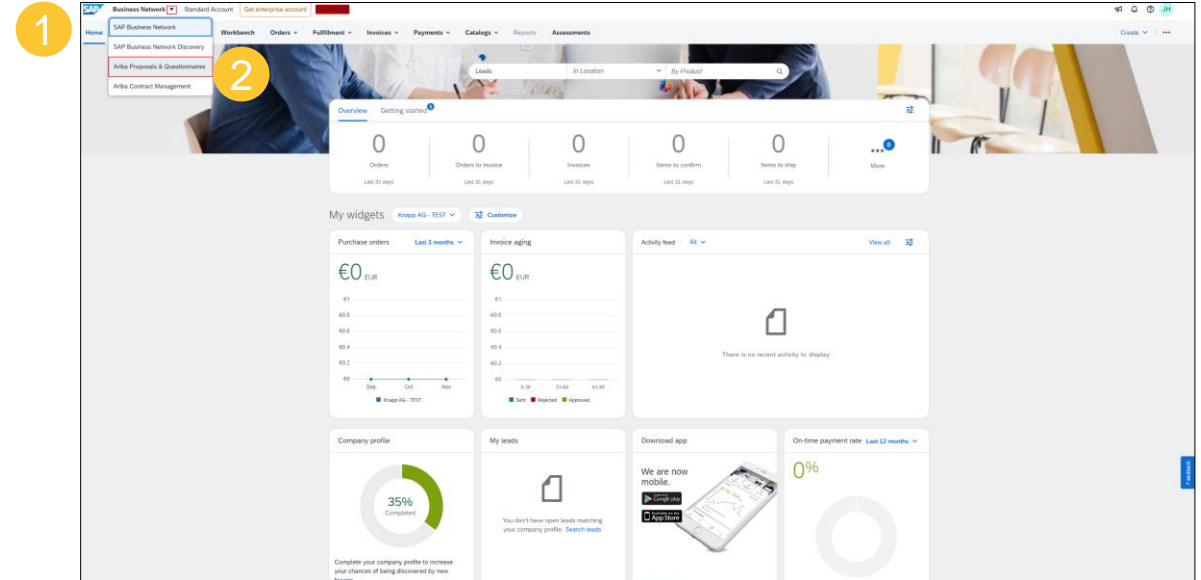
- ! If you have problems of merging SAP Business Accounts, please contact SAP Support.

Please also find [here](#) a video on how to set up an Account Hierarchy.

# 3. How to navigate to KNAPP questionnaires

# How to navigate to KNAPP questionnaires

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



# How to navigate to KNAPP questionnaires

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

The screenshot shows the Ariba Spend Management interface. At the top, there is a navigation bar with 'SAP Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the 'KNAPP AG' logo is visible. A message on the left states 'There are no matched postings.' The main content area includes a welcome message and several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is expanded to show a table with one entry: 'External Supplier Registration Questionnaire' (ID: Doc2102198237, End Time: 11/8/6107 2:58 PM, Status: Registered). This entry is highlighted with a red box. The 'Qualification Questionnaires' section shows 'No items'. The 'Questionnaires' section is expanded to show a table with one entry under 'Status: Completed (1)'. The 'Certificates' section is currently empty.

# 4. Fill out KNAPP questionnaire

# 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

The screenshot shows the KNAPP External Supplier Registration Questionnaire interface. The main content area is titled 'All Content' and displays a list of questions under the '1. General information' section. A yellow circle with the number '1' points to the 'All Content' header. The questions listed are:

- 1.1 Legal form (dropdown menu, value: Unspecified)
- 1.2 Company name (text input field, value: [redacted], marked with an asterisk \*)
- 1.3 Name 2 (text input field)
- 1.4 Name 3 (text input field)
- 1.5 Department (dropdown menu, value: [1000] KAG KNAPP AG [select])
- 1.6 Supplier main address (address form with fields for Street, Street 2, Street 3, District, Postal Code, City, Country/Region, and State/Province/Region)
- 1.7 Preferred purchasing order language (dropdown menu, value: Unspecified)
- 1.8 If you're a member of a company, please enter it here (text input field)

At the bottom of the questionnaire, there are four buttons: 'Submit Entire Response' (highlighted with a yellow circle and the number '3'), 'Save draft' (highlighted with a yellow circle and the number '4'), 'Compose Message' (highlighted with a yellow circle and the number '5'), and 'Excel Import' (highlighted with a yellow circle and the number '6').

# 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

The screenshots illustrate the SAP Tax Information process:

- Screenshot 1:** Shows the 'Tax Information' header with a '2 Add Tax Information (0)' button. A sidebar on the left has '2 Tax Information' selected, marked with a '1'.
- Screenshot 2:** Shows the 'Add Tax Details' button, marked with a '3'. Below it, a 'Country/Region' dropdown is set to '(no value)', marked with a '4'.
- Screenshot 3:** Shows the 'Country/Region' dropdown set to 'Germany (DE)', marked with a '7'. Below it, a table of tax types is shown, with 'Germany: VAT Registration Number' selected, marked with a '5'. The 'Add an additional Tax Details' button is marked with a '6'.

Tax Name	Tax Type	Tax Number
Germany: VAT Registration Number	Org	<input type="text"/>
Germany: Tax Number	Organization	<input type="text"/>
Germany: Elster Tax Number	Organization	<input type="text"/>



# 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

The screenshots illustrate the process of entering bank information in a web application. The first screenshot shows the 'Bank Information' section in the sidebar (1) and the 'Add Bank Information' button (2). The second screenshot shows the 'Add Bank Details' button (3). The third screenshot shows the form fields for bank details, including Country/Region (4), Account Holder Name (5), and Bank Key (6), and the 'Save' button (8).

# 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

The screenshot shows the 'Withholding Tax Information' form. On the right side, there is a section for '3.7 Documents Withholding Tax'. Below the question '3.7 Documents Withholding Tax', there is a text area and a button labeled 'Attach a file' which is highlighted with a yellow circle and the number '1'. The form also includes a 'Yes' dropdown menu and radio buttons for 'Austria', 'Israel', 'USA', and 'Germany'. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

The screenshot shows the 'Add Attachment' dialog box. It contains the text: 'Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' Below this, there is a 'Choose File' button and a 'Drop file here' area. The 'OK' button is highlighted with a yellow circle and the number '3'.

The screenshot shows the 'Withholding Tax Information' form after the attachment has been uploaded. The 'Attach a file' button is now replaced by a file icon and the text 'Example Attachment.docx'. To the right of the file name are 'Update file' and 'Delete file' links. A yellow circle with the number '4' highlights the file name. The rest of the form and buttons are the same as in the previous screenshot.

# 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**

The image shows two screenshots from the SAP system. The top screenshot is the 'Bank Information' section of a questionnaire, with a yellow circle '1' highlighting the 'Compose Message' button. The bottom screenshot is the 'Compose New Message' form, with a yellow circle '2' highlighting the text area and a yellow circle '3' highlighting the 'Send' button. The form fields include 'From: Project Team', 'To: Project Team', and 'Subject: 2022/04/10/7 - External Supplier Registration Questionnaire'. The 'Attachments' field shows 'Attach a file'.