

SAP BUSINESS NETWORK

Introduction

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Welcome to SAP Business Network

Welcome aboard!

SAP Business Network, formally known as SAP Ariba, is a SAP product.

SAP Business Network combines industry leading cloud-based applications with the world's largest web-based trading community to help businesses discover and collaborate with a global network of partners.

Using SAP Business Network, businesses of all sizes can connect to their trading partners. They can connect anywhere, at any time, from any application or device. SAP Business Network enables businesses to buy, sell, and manage their orders and relationships more efficiently and effectively.

First, check out our videos to learn more about the value SAP Business Network offers to suppliers:

- [SAP Business Network \(Ariba\) Testimonials](#)
- [SAP Business Network \(Ariba\) Supplier Enablement](#)

Getting started

- **Register for SAP Business Network**
Synlait will email you a **Trading Relationship Request**. This email includes instructions and an activation link. If you have not received this email, please contact your Synlait category manager at ariba@synlait.com.
- **Configure your SAP Business Network account**
Configure your account according to the business needs for transacting between your company and your customer.
- **Create a test account**
A test account allows you to become familiar with Synlait's processes before moving into the live environment.
- **Review training materials**
Synlait provides training materials to assist you with getting started and using SAP Business Network. For more assistance, contact your Synlait category manager at ariba@synlait.com.

Account access

Login to SAP Business Network at <https://supplier.ariba.com>.

Useful links

- [SAP Business Network Terms of Use and Fulfillment for Suppliers Terms](#)
- [SAP Ariba Agreements](#)
- [SAP Ariba Training YouTube Channel](#)

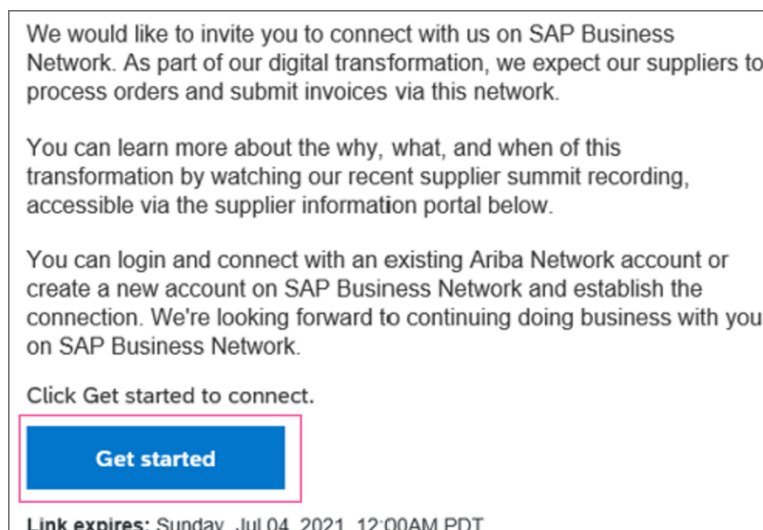
Accept the invitation to SAP Business Network

The invitation to join SAP Business Network is also called **Trading Relationship Request (TRR)**. This email contains a unique activation link that directs you to the landing page.

The person in your business who receives the email, and accepts the relationship, automatically becomes the SAP Business Network Account Administrator. The Account Administrator needs to complete the set up for the trading relationship request.

To accept the trading relationship request:

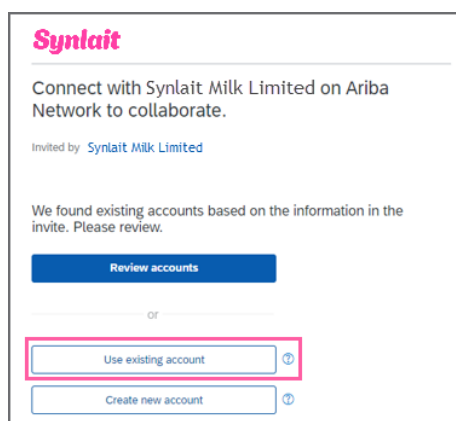
1. Select the **Get started** link in the email.
2. Select from the following options:
 - **Use Existing Account** to link Synlait to your existing SAP Business Network account.
 - **Create New Account** if you are new to SAP Business Network.
3. Follow the instructions on screen. The instructions depend on the option selected above.



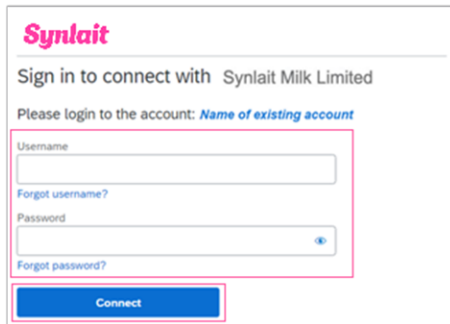
Existing account

If you have an existing SAP Business Network account that you would like to use, complete the following:

4. Select **Use existing account**.



5. Enter the **Username** and **Password** for the existing account.
6. Select **Connect**.



Synlait

Sign in to connect with Synlait Milk Limited

Please login to the account: *Name of existing account*

Username

[Forgot username?](#)

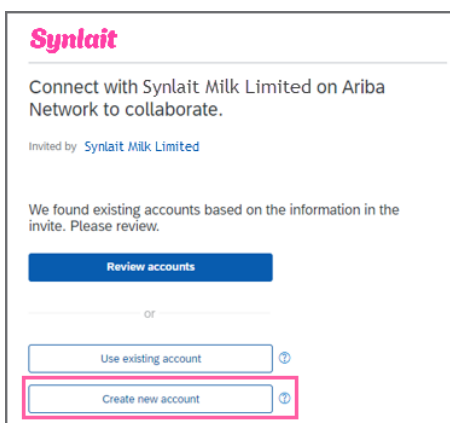
Password

[Forgot password?](#)

Connect

Create a new account

- If you need to create a new account, select **Create new account**.



Synlait

Connect with Synlait Milk Limited on Ariba Network to collaborate.

Invited by [Synlait Milk Limited](#)

We found existing accounts based on the information in the invite. Please review.

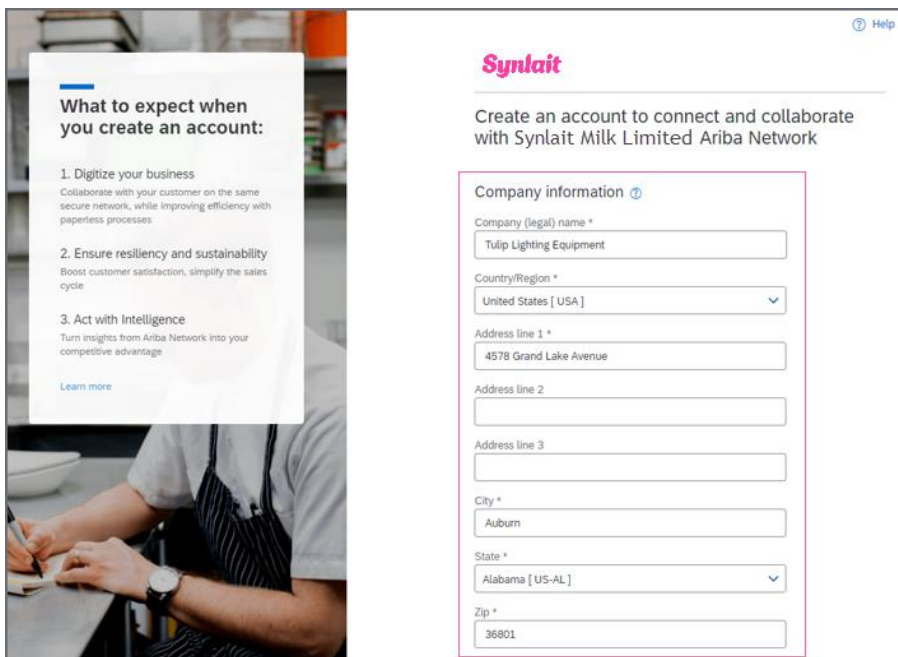
Review accounts

or

[Use existing account](#) ⓘ

Create new account ⓘ

- The system displays the account creation screen, prepopulated with details provided by the supplier. Update the **Company information** as required.
Note: Information marked with an asterisk (*) is required.



What to expect when you create an account:

- 1. Digitize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from Ariba Network into your competitive advantage

[Learn more](#)

Synlait

Create an account to connect and collaborate with Synlait Milk Limited Ariba Network

Company information ⓘ

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

- Scroll down to **Administrator account information**. Update **First name**, **Last name** and **Email** information as required.

Administrator account information ⓘ

First name * Last name *

Email *


☒ Use my email as my username

Password * Repeat password *

Business role *

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

Please read [SAP Ariba Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot 

[Privacy - Terms](#)

[Create account](#)

10. Create a password in **Password** and **Repeat password**.
11. Select **Terms of Use** to review, then select (tick) **I have read and agree with the Terms of Use**.
12. Select (tick) **I'm not a robot**.
13. Select **Create account**.

Routing and notifications

There are several routing and notification options. Through these options, you can set up the preferred methods. Notes about the options:

- The options selected apply to all users on your SAP Business Network.
- Where a supplier is transacting with multiple customers on SAP Business Network, the options apply to all customers and cannot be different for individual customers.
- An email address must be provided in all required fields marked with an asterisk. However, only ticked options are active. In most instances, the email addresses are auto-populated with the Account Administrator's email address.
- Up to five email addresses can be entered. Separate each email with a comma. Do not include spaces or dashes.
- Email addresses can include distribution lists, generic email boxes or a specific user's email address.
- If the options are set to notify by email and attach a copy of the purchase order, a supplier can view their customer order without logging into SAP Business Network.
- Routing methods include:
 - **Email** –An email notification will be sent to advise there is a new document from your customer in SAP Business Network.
 - **Online** – You need to access SAP Business Network to view the document. No email notifications will be sent to advise there is a new document from your customer.

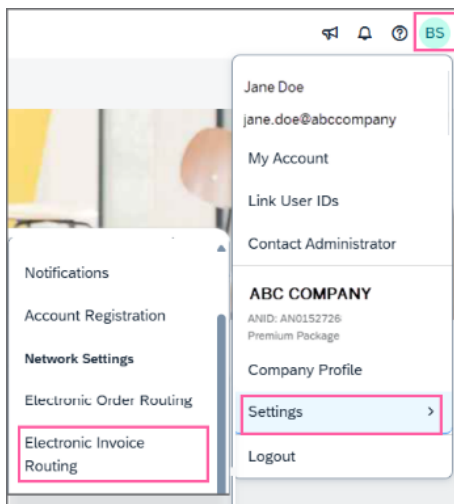
- **cXML/EDI** – This option is only used when an integrated system is set up.
- There are many different document types. These instructions only highlight a few mandatory options required for the initial set-up. Review and set up routing and notifications for any other options as required.

Electronic order routing

Electronic Order Routing is where a supplier can set up the preferred options for receiving order information from a customer. The options selected apply to all users on your SAP Business Network.

To update **Electronic Order Routing**:

14. Select **Account Settings** (user initials).



15. Select **Settings**.
16. Select **Electronic Order Routing**.
17. The **Network Settings** screen displays.

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: user@yourbusiness.co.nz</p> <p> <input type="checkbox"/> Attach cXML document in the email message <input type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input checked="" type="checkbox"/> Attach PDF document in the email message </p>
Catalog Orders with Attachments	EDI	without attachments
Non-Catalog Orders without Attachments	cXML Pending Queue	without attachments
Non-Catalog Orders with Attachments	Fax	Same as new catalog orders without attachments

18. In the **New Orders** section, select the **Routing Method** (the default is "email").

19. In **Email address**, enter the email address.
Note: Up to five email addresses can be entered. Separate each email address with a comma. Do not include spaces or dashes.
20. For SAP Business Network Enterprise accounts only, select any of the options as required:
 - Attach cXML document in the email message.
 - Include document in the email message.
 - Leave attachments online and do not include them with email message.
 - Attach PDF document in the email message.
21. The **Routing Method** for the other **New Orders Document Types** are set to **Same as new catalog orders without attachments**.
22. Scroll down to the **Change/Cancel Orders** section. Select options for any document types as required.
23. Scroll down to the **Other Document Types** section. Select options for any document types as required.
24. Scroll down to the **Notifications** section.
25. Select (tick) the **Send notifications when...** options as required.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	+ user@yourbusiness.co.nz
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
	<input type="checkbox"/> Send a notification when orders are ready to invoice.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	+ user@yourbusiness.co.nz
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	+ user@yourbusiness.co.nz

Extended Profile Settings and Information

[Extended Profile Information](#)

Save **Close**

26. In **To email addresses**, enter at least one email address. Up to five email addresses can be entered.
27. Select **Save**.
28. The system confirms:
 - A **Green** ribbon indicates that it has been successfully saved; and
 - A **Red** ribbon indicates an error. Correct the error and select **Save** again.

Network Settings

Save **Close**

✓ Your profile has been successfully updated.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

29. Select **Close** to exit or select another **Network Settings** tab.

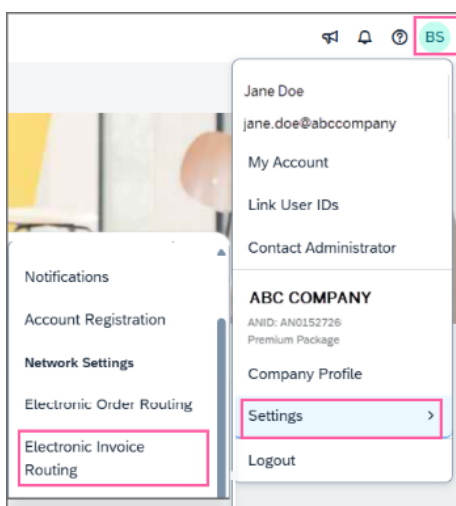
Electronic invoice routing

Only change the **Notifications** options for **Electronic Invoice Routing**.

Note: Do not change the **Routing Method** for **Invoices** and **Customer Invoices** unless a SAP Business Network representative advises you.

To update **Electronic Invoice Routing**:

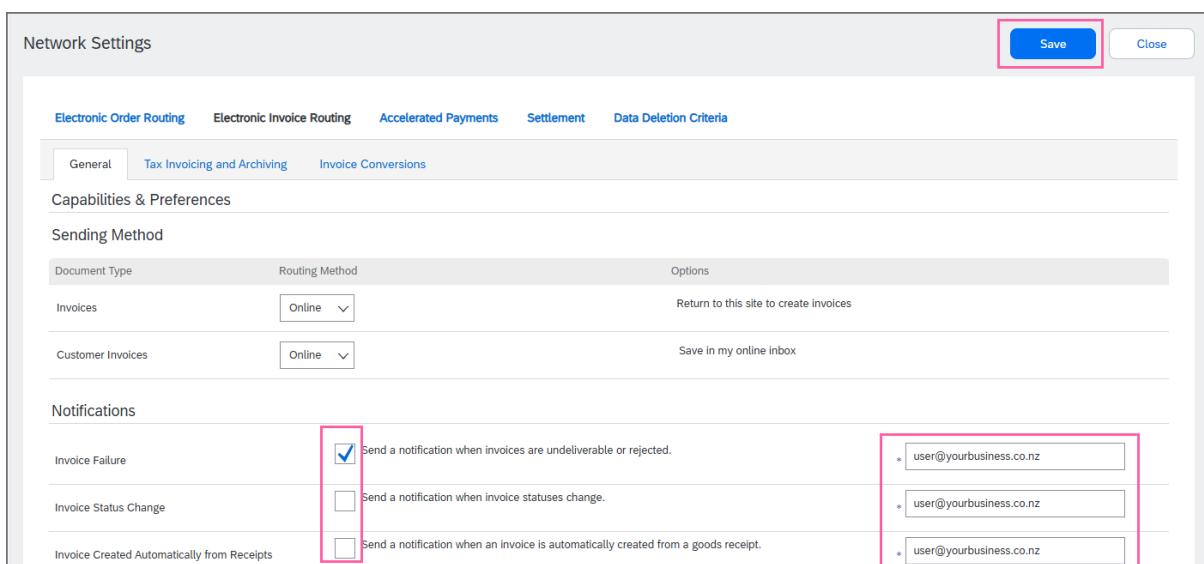
30. Select **Account Settings** (user initials).



31. Select **Settings**.

32. Select **Electronic Invoice Routing**.

33. The **Network Settings** screen displays.



Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications		
Invoice Failure	<input checked="" type="checkbox"/>	Send a notification when invoices are undeliverable or rejected.
Invoice Status Change	<input type="checkbox"/>	Send a notification when invoice statuses change.
Invoice Created Automatically from Receipts	<input type="checkbox"/>	Send a notification when an invoice is automatically created from a goods receipt.

34. Select (tick) the **Send notifications when...** options as required, including:

- **Invoice Failure** – Recommended that this option is selected (ticked).

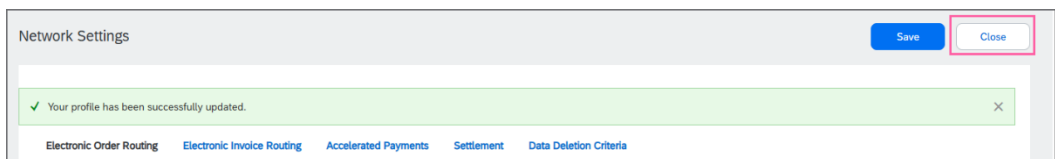
- **Invoice Status Change** – Recommended that this option is not selected (unticked). Receiving notifications when the status of an invoice changes may trigger large quantities of emails.

35. In **To email addresses**, enter at least one email address. Up to five email addresses can be entered.

36. Select **Save**.

37. The system confirms:

- A **Green** ribbon indicates that it has been successfully saved; and
- A **Red** ribbon indicates an error. Correct the error and select **Save** again.



38. Select **Close** to exit or select another **Network Settings** tab.

Go further with your SAP Business Network account

ERP Integration

SAP Business Network offers the possibility for integration between SAP Business Network and your own ERP system. This includes the ability to upload files (cXML, CSV, and PDF) directly from your ERP into SAP Business Network, as well as order-to-invoice automations. If you are interested in learning more about these enhanced integration features, please contact your Synlait category manager at ariba@synlait.com.