



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with <<Buyer Name>>

Welcome!

Congratulations on joining SAP Business Network as a supplier. You are now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with bp, please follow the steps below:

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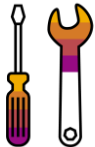


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/SAP_Business_Network_Supplier_Training/

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Review the specifics of transacting with bp

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using SAP Business Network!



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SCOPE OF BP'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from bp will be sent through the SAP Business Network • Purchase Order Confirmations Apply against a whole PO or line items • Ship Notices Apply against PO when items are shipped • Service Sheets Apply against a PO referencing a service line item • Invoices <ul style="list-style-type: none"> ○ PO Invoices Apply against specific line items from a single purchase order ○ Contract Invoices Apply against contracts • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • Duplicate Invoices A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN • Paper Invoices bp will no longer accept paper PO or Contract invoices for purchase orders issued via the SAP Business Network and requires invoices to be submitted electronically through the SAP Business Network • Header Level Credit Memos The Header Level Credit Memo feature is not supported by bp

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your SAP Business Network account to transact with bp successfully.

Suppliers can register on the SAP Business Supplier Network using either a free 'Standard' account or a subscription based 'Enterprise' account. If a supplier accepts an invite from bp by logging into an existing Enterprise account all purchase orders from bp will be routed into that account, and **Enterprise account fees will apply**. Suppliers also have the option to upgrade from a 'Standard' to a 'Enterprise' account to access additional features and functionality. If a supplier is considering upgrading to a 'Enterprise' account, they should remember that there is a **sliding scale of fees to be paid to SAP**.

Details of the different account types and the associated costs can be found on the [SAP Business Network for Suppliers page](#).

Please make sure you complete at least the following chapters of the Account Administration section on the [Supplier Training Page](#).

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with <<Buyer Name>> on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specifics for PURCHASE ORDERS

Purchase Orders are issued by bp for approved goods or services - suppliers should not provide materials or services unless they have received a bp purchase order (or contract). Any tax values displayed on the bp purchase order are an estimate for information only - it is the responsibility of the supplier to determine the actual tax types / values as part of the invoicing process. Purchase orders issued by bp will be sent directly into the suppliers SAP Business Network account – suppliers are able to define who receives notifications for new purchase orders in their account administration configuration.

Specifics for PO CONFIRMATIONS

PO Confirmations are mandatory for bp issued purchase orders - suppliers will not be able to submit service sheets and/or invoices until a PO Confirmation has been submitted. Any questions about a purchase order should be raised with the bp requestor detailed on the purchase order.

Specifics for SHIP NOTICES

Ship notices are optional for bp issued material purchase orders.

Specifics for SERVICE SHEETS

Service Sheets are mandatory for bp issued service purchase orders – suppliers will not be able to submit service invoices until a service sheet has been submitted and approved by bp. Service sheets should be submitted as soon as possible after a service has been provided to bp at an interval agreed with the bp service requestor (you should not wait until you are ready to invoice before submitting the service sheet).

- Please note for the Service Sheet Number field, please input a number that relates to your business, e.g., SS + Invoice # (SS1234).
- For the Qty (quantity) field, please note that the system will accept a maximum of 2 decimal points, e.g., 1.25. Anything more than this, e.g., 1.255, will be rejected. Please ensure you input no more than 2 decimal points in this field as our payment systems will error when processing this entry.
- ***If you have pricing at three decimals, you need to use the “price per” functionality to bring it up to two decimals.***

For example: Instead of using: “0.005” USD each (per 1), Use: “0.05” USD each (per 10).

Specifics for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- **Invoice Number** must be unique and a maximum length of 16 characters entered in upper case format.
- **Tax data** is only accepted at the line item level of the invoice.
- **Additional charges** should be added at cost (excluding tax) and the tax value for the charge added to the separate “charge tax” field provided.
- **Master Data Updates** any changes to supplier name / addresses or bank account information should be communicated to bp so that the relevant systems can be updated.

WARNING - Do not set the “**Information Only**” flag on your invoice unless you have already received payment for the invoice you are submitting. Setting this flag will stop the invoice being processed / paid in the BP system.

HELP & SUPPORT

- The **SAP Help Center** is located within your account and used to access documentation, FAQs, and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#).
- For general support information go to [SAP Help Portal](#).

If you have any questions about bp transactions, you can also contact the bp Support Team by emailing suppliersupport@bp.com.

Note: bp encourages our suppliers to register and actively use our [bp Supplier Portal](#) for self-service queries related to invoice status, bank account changes, and to access our online materials and training videos. Our portal offers Live Chat and the ability to raise a ticket for assistance.

www.sap.com/contactsap

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