SAP Training
Source To Pay

SAP Business Network Account

Registration and Account Administration

Version: 6.1

Last Updated: 27-November-2023

Overview

When you register for an SAP Business Network Account, you become the Administrator, which means you are responsible for the accuracy of the Ariba account settings for your company.

This document contains information for registering and managing your company's SAP Business Network Account.

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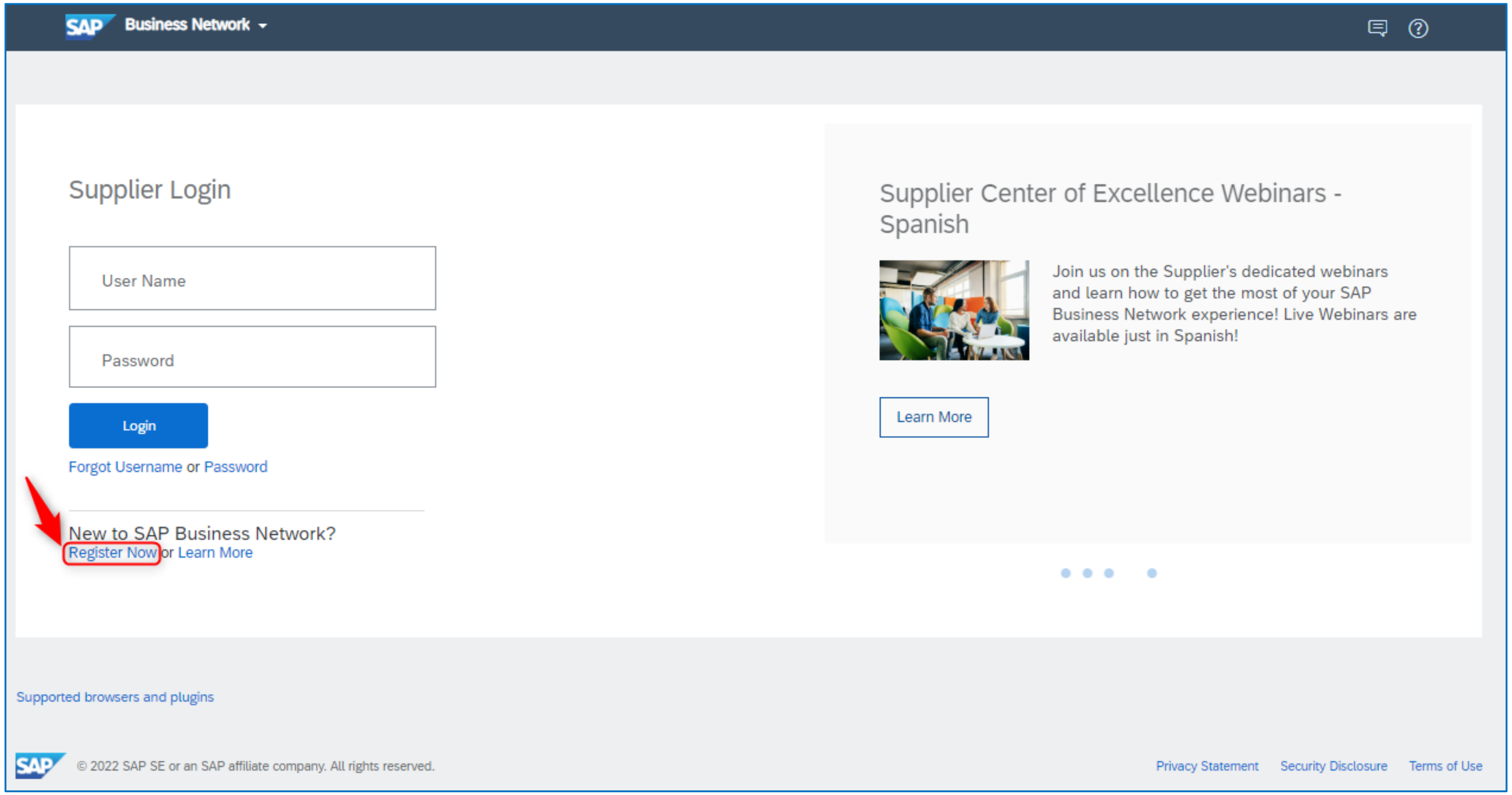
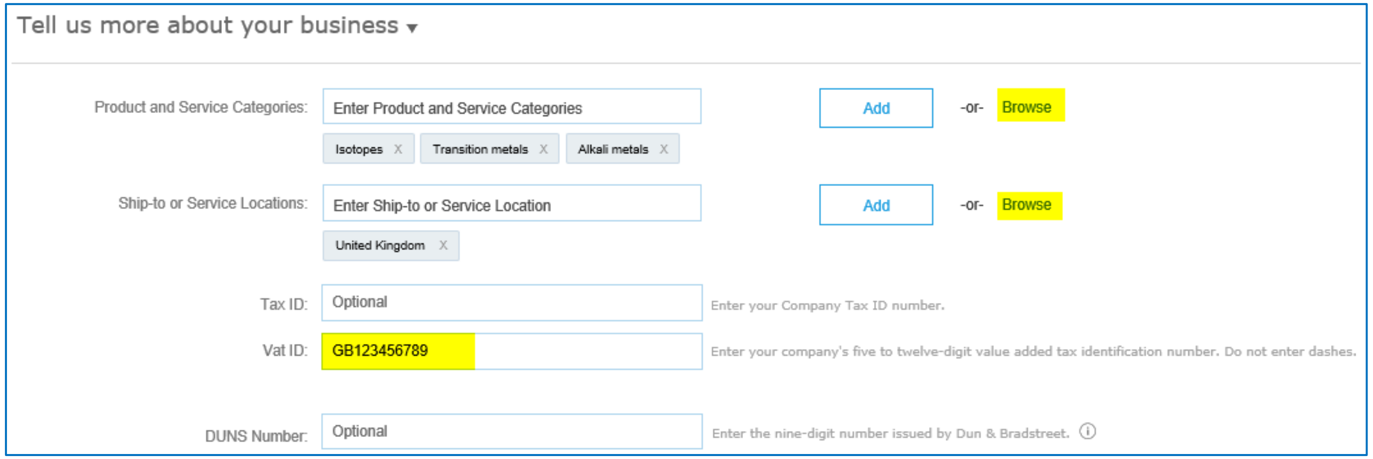
First Steps: Account Registration

Create a ***free Ariba Standard Account*** go to supplier.ariba.com and click ***Register Now*** and fill out all mandatory fields.



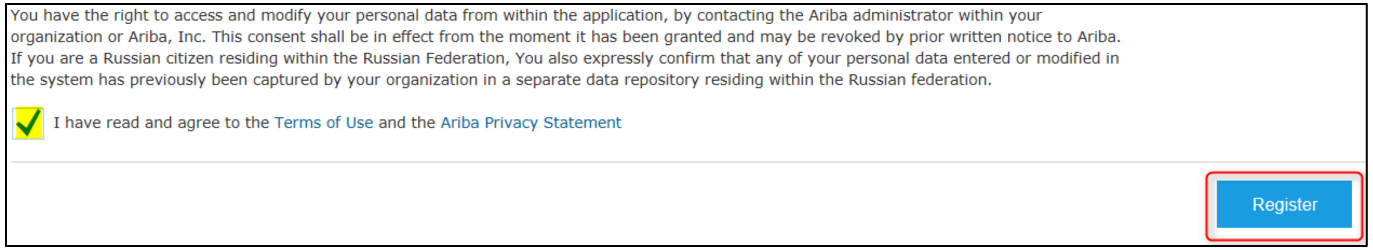
First Steps: Account Registration - *Continued*

Select ***Tell us more about your business***. By clicking on ***Browse*** you can select your ***Product and Service Categories*** as well as ***Ship-to or Service Locations***.



If applicable, enter your ***Vat ID*** to ensure timely processing of your invoices. **Do not use spaces or special characters**.

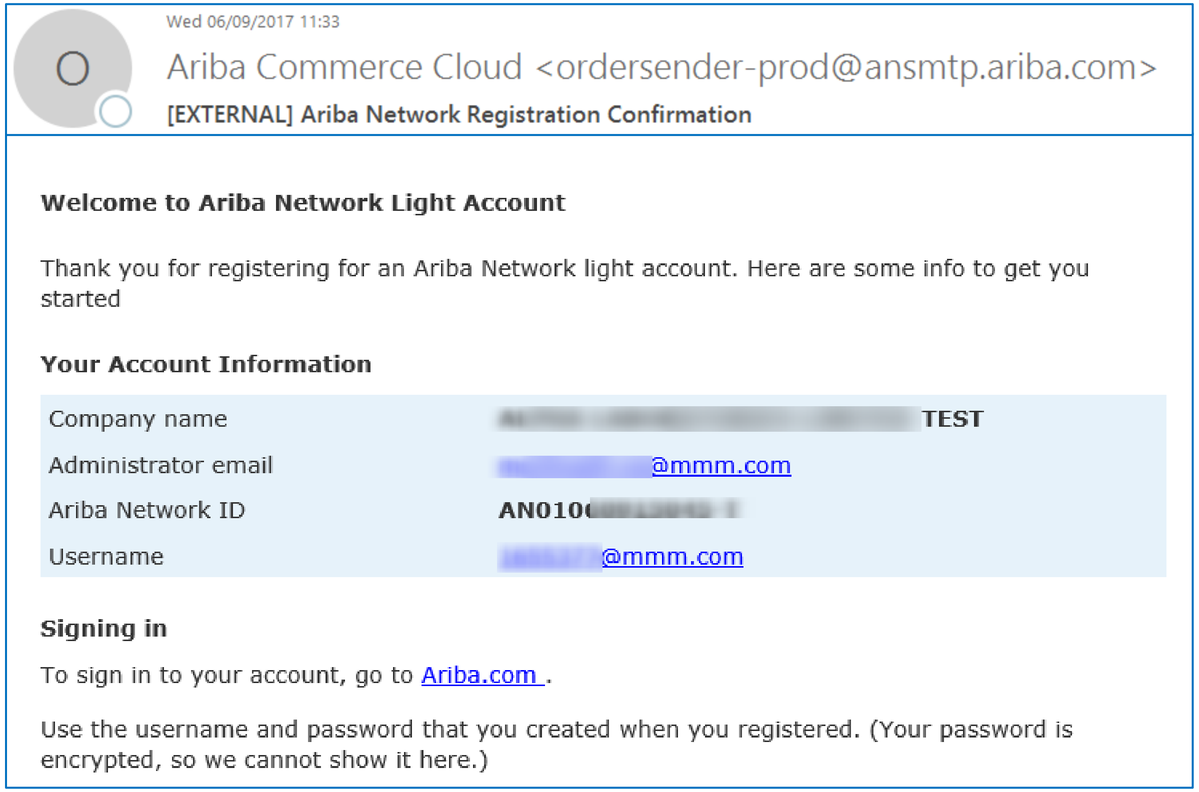
Accept ***Terms of Use*** and the ***Ariba Privacy Statement*** by ticking the box. Click on ***Register***.



First Steps: Account Registration - *Continued*

Upon completing your Ariba Standard registration you will receive a ***confirmation email*** containing general information on your Ariba Standard Account. Keep this email for your reference.

Ensure emails sent from ***ariba.com*** are not marked as spam or blacklisted. This is important as Ariba will inform you about any new 3M Purchase Orders (POs) from via email once the set up has been completed.


Wed 06/09/2017 11:33

Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

[EXTERNAL] Ariba Network Registration Confirmation

Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here are some info to get you started

Your Account Information

Company name	[illegible] TEST
Administrator email	[illegible]@mmm.com
Ariba Network ID	AN010[illegible]
Username	[illegible]@mmm.com

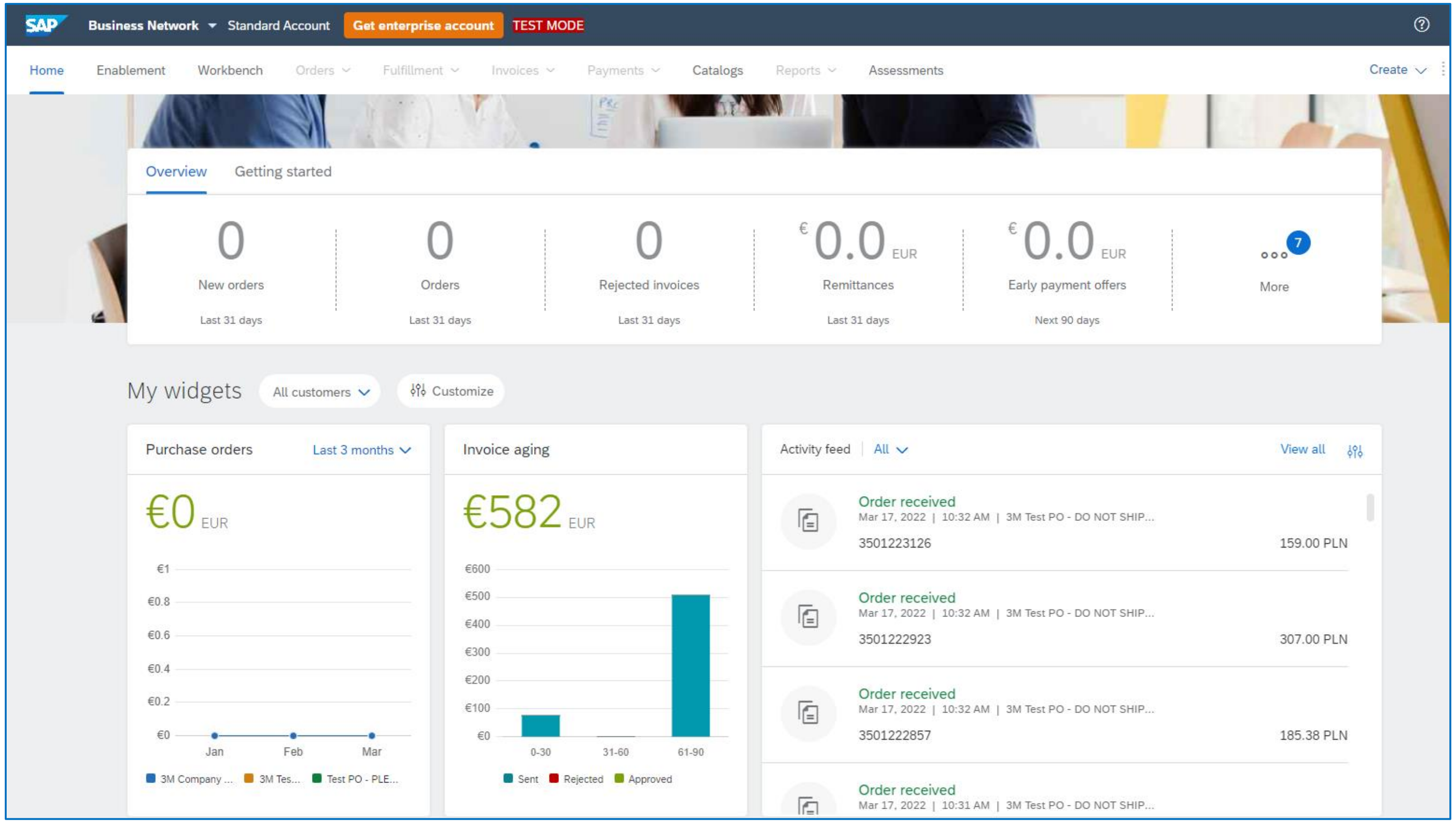
Signing in

To sign in to your account, go to Ariba.com .

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

First Steps: Account Registration - *Continued*

Thank you for completing your registration with Ariba Network! You can now log into your account at supplier.ariba.com.



First Steps: Account Registration - *Continued*

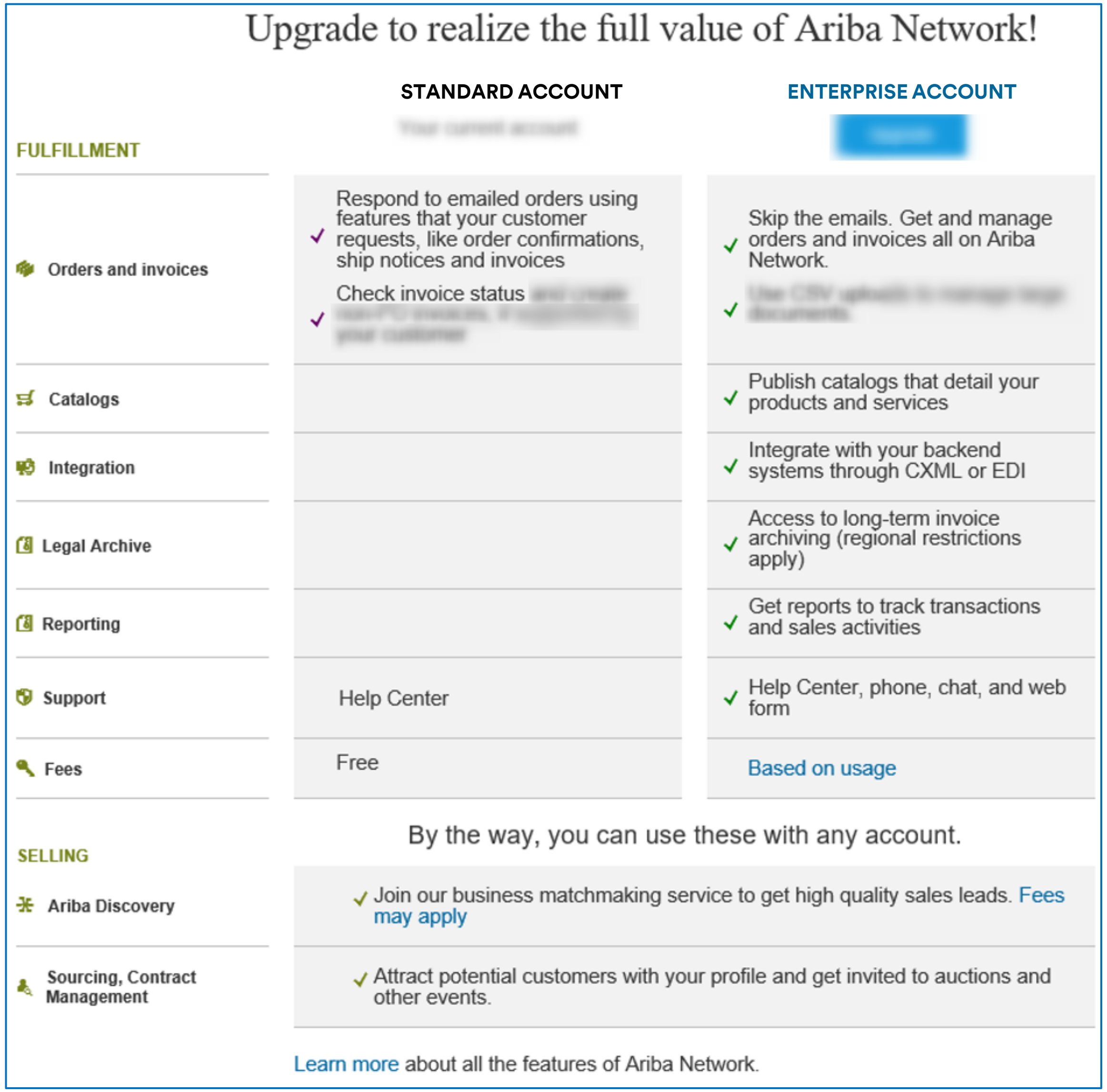
You can upgrade your Ariba Standard Account to an Enterprise Account any time:

Upgrade from standard account **Learn More**

Review the specific functionalities to decide which offer best meets your requirements.

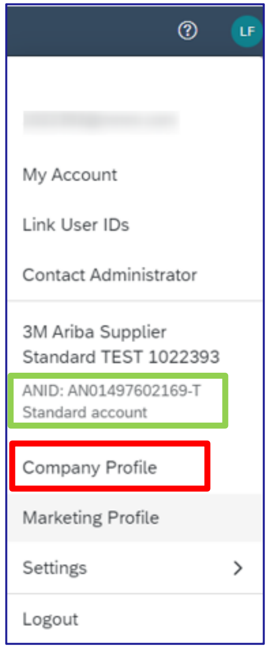
Recommended Account Type

Annual POs	Account
0-50	Standard - Web portal
50-100	Enterprise - Web portal
100+	Enterprise - Integrated

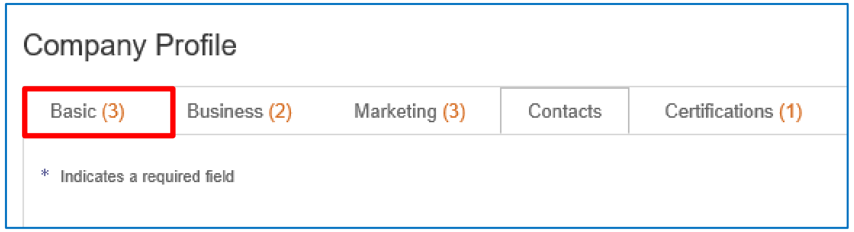


First Steps: Company Profile Configuration

From the Account Settings drop-down menu, select *Company Profile*.
Note: Your SAP Business Network ID (ANID) displays just above it.



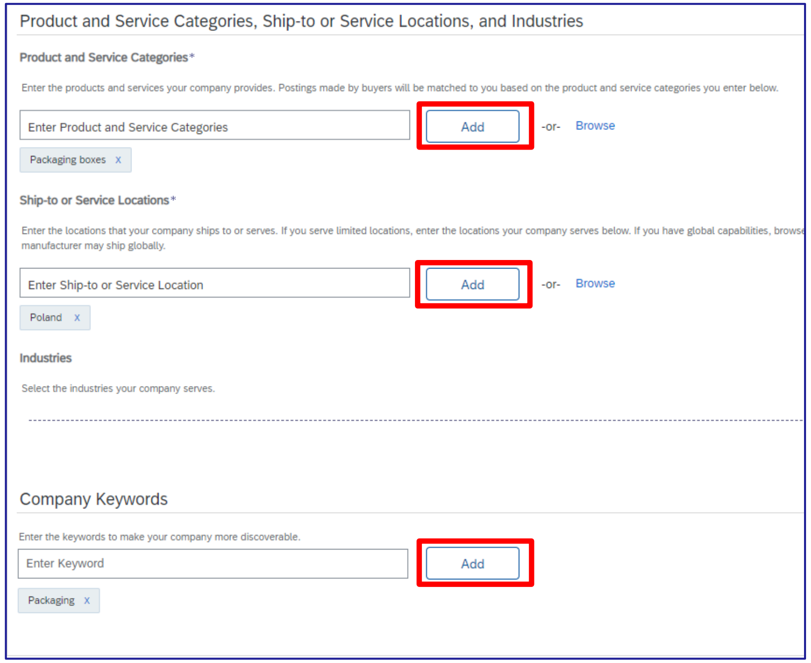
Click the **Basic** tab and complete/update all required fields.



Click **Add** to classify your company by:

- Product and Service Categories
- Ship-to or Service Locations
- Industries

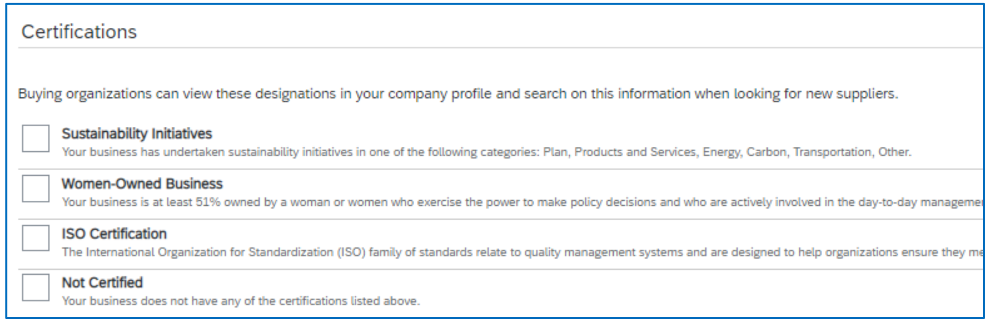
Click **Save.**

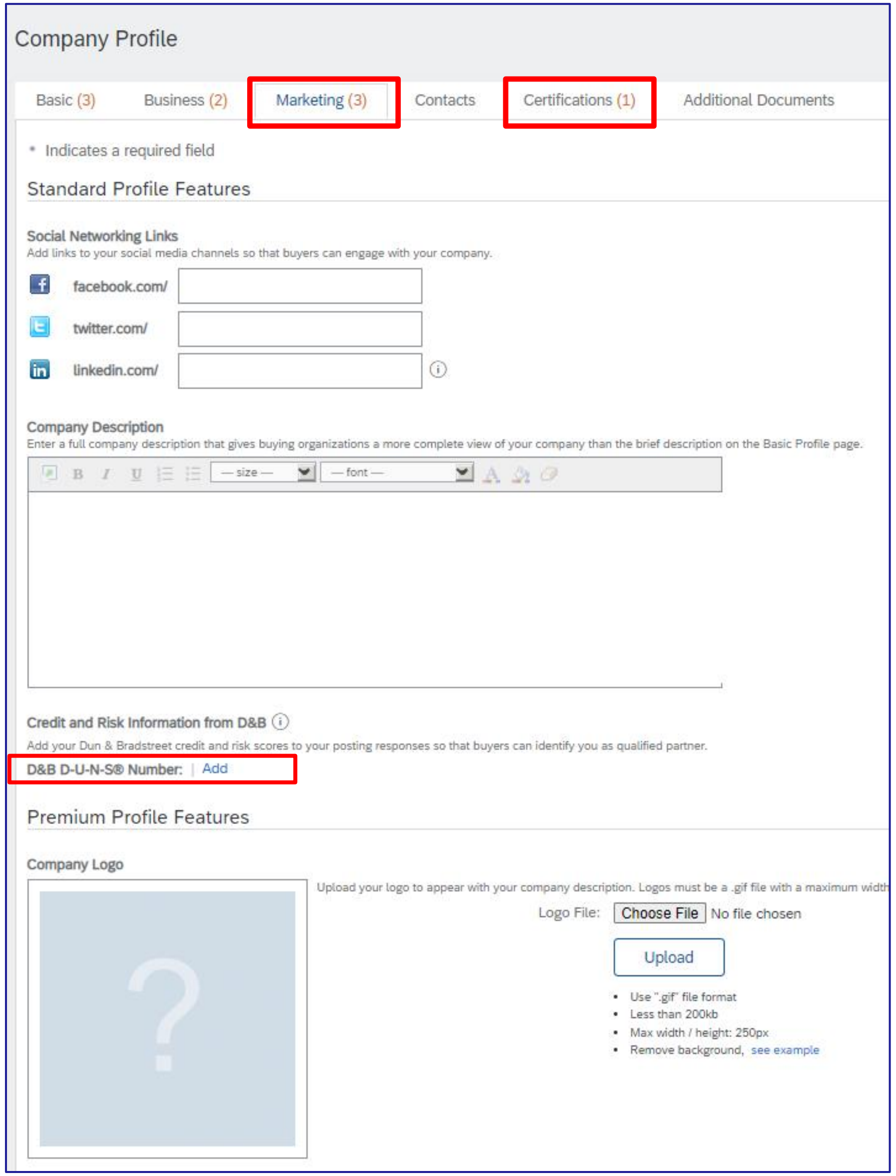


First Steps: Company Profile Configuration - *Continued*

On the **Marketing** tab, enter additional details and specific criteria about your company, such as **Social Networking Links, Company Description,** and **Company Logo.** Click **Add** to enter **Credit and Risk Information** from Dun & Bradstreet (D&B).

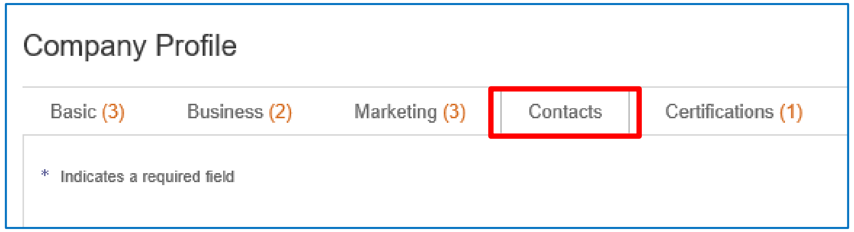
If applicable, you can enter additional information about your company's certification or Environmental, Social, and Corporate Governance details on the **Certifications** tab.



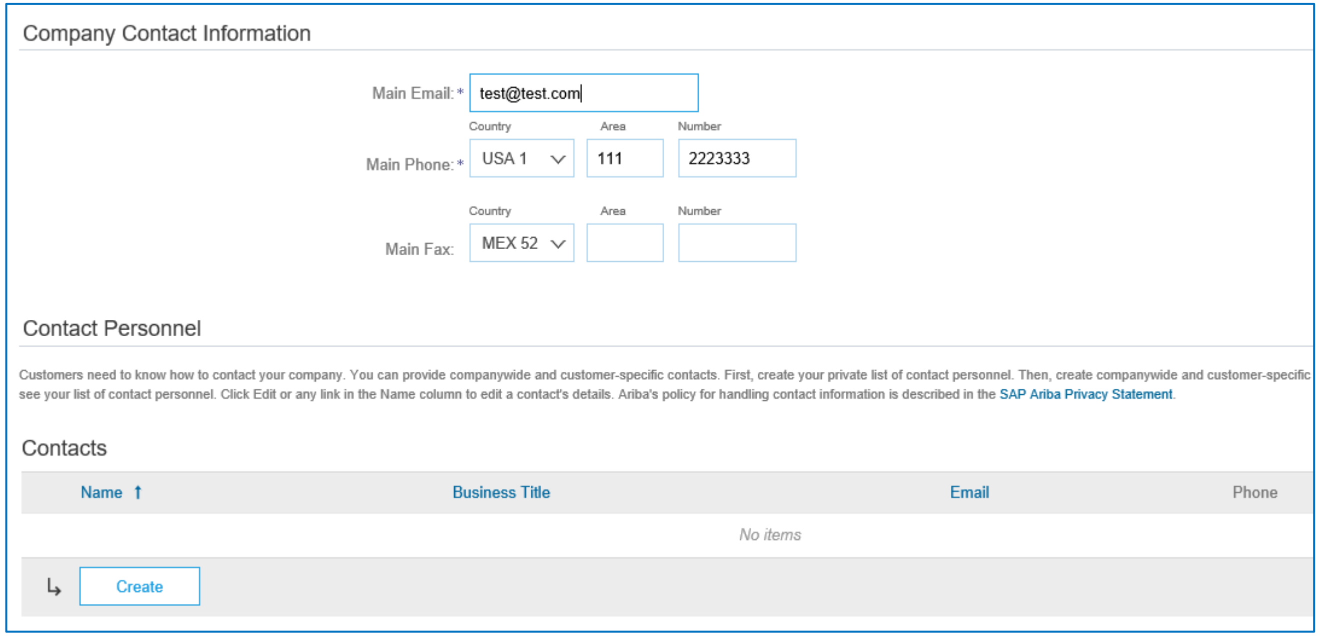


First Steps: Company Profile Configuration - *Continued*

The **Contacts** tab needs to be populated with your Company's contact information.



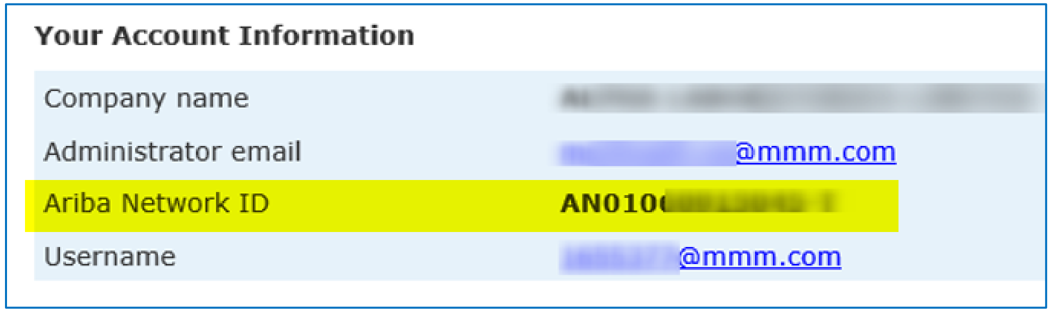
In the **Main Email** field, enter the email address of the Main Account Administrator. This person will be the contact within your company to support any account queries.

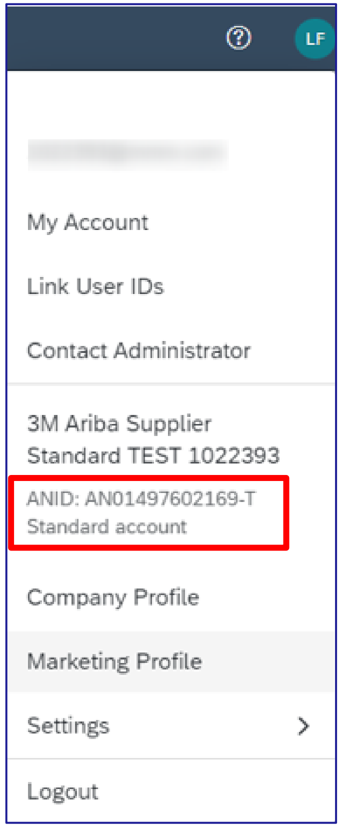


Note: If additional contacts are created, they are not considered Account Administrators.

First Steps: Send Your Ariba Network ID to 3M eCommerce

Upon completing your registration, send your *Ariba Network ID (ANID)* to your appropriate [3M eCommerce contact](), so we can connect your account to 3M's Ariba Buyer account. Your ANID is available either in the *confirmation email* or by clicking on *Company Settings* in your Ariba account.



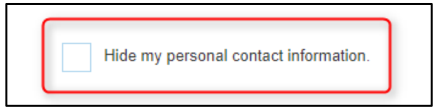


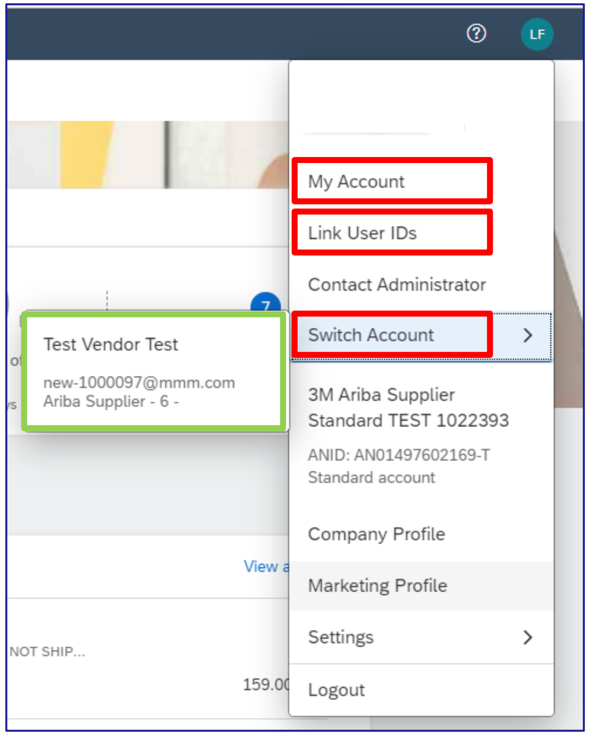
My Account and User IDs

Account Settings drop-down menu, select *My Account*.
Complete or update all required fields marked with an asterisk.

Note: If you change your username or password, remember to use it at your next login.

If necessary, you can hide personal information by selecting the **Hide my personal contact information** check box.

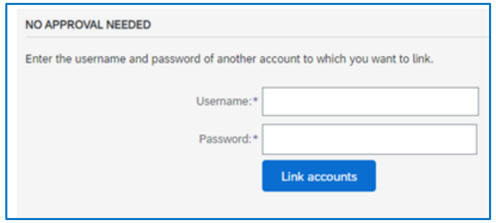




If you have multiple user accounts, you can link your user IDs to switch between your multiple accounts using one user name and password.

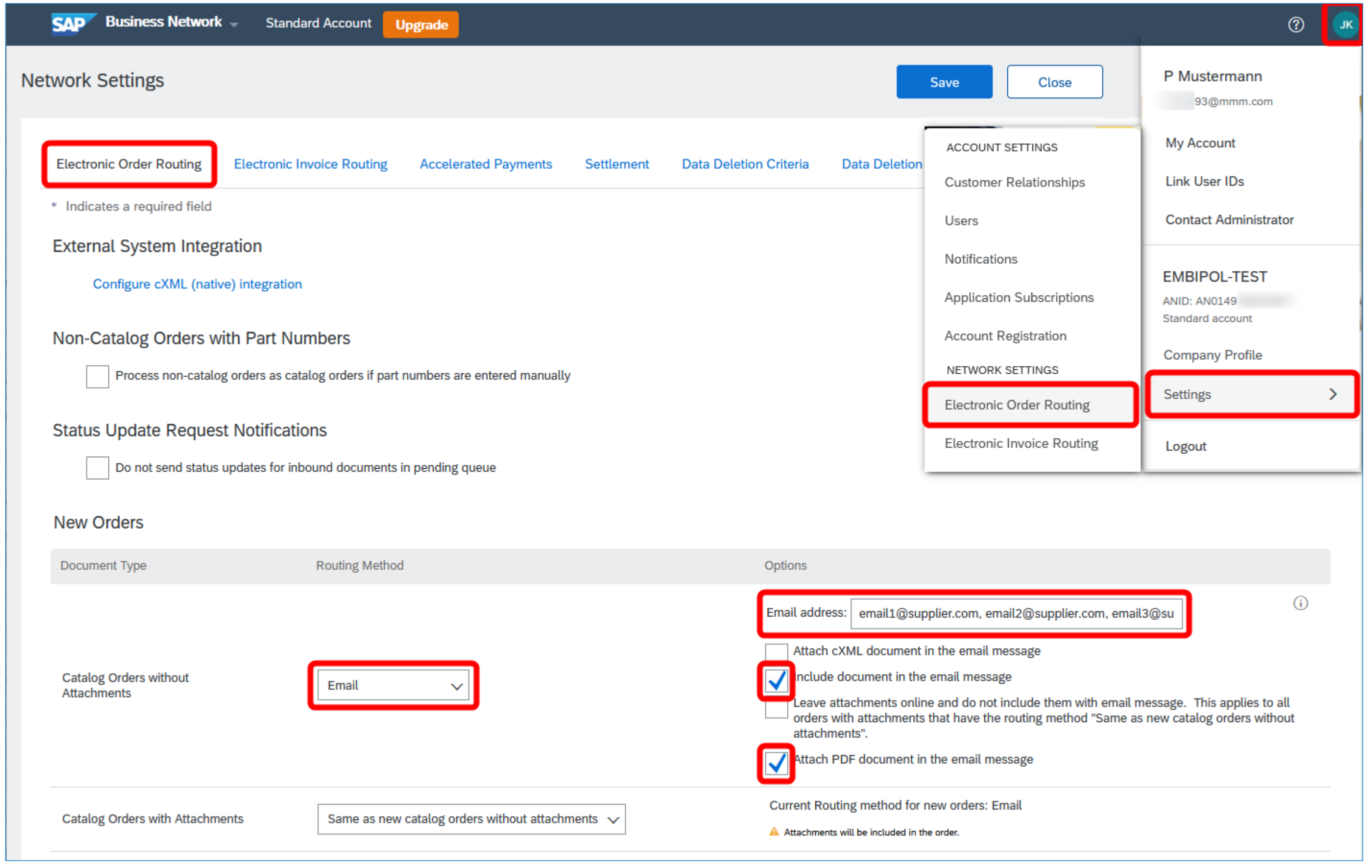
On the Administrator Navigator, select *Link User IDs*.

Under **NO APPROVAL NEEDED**, enter another user name and password then click **Link accounts.**



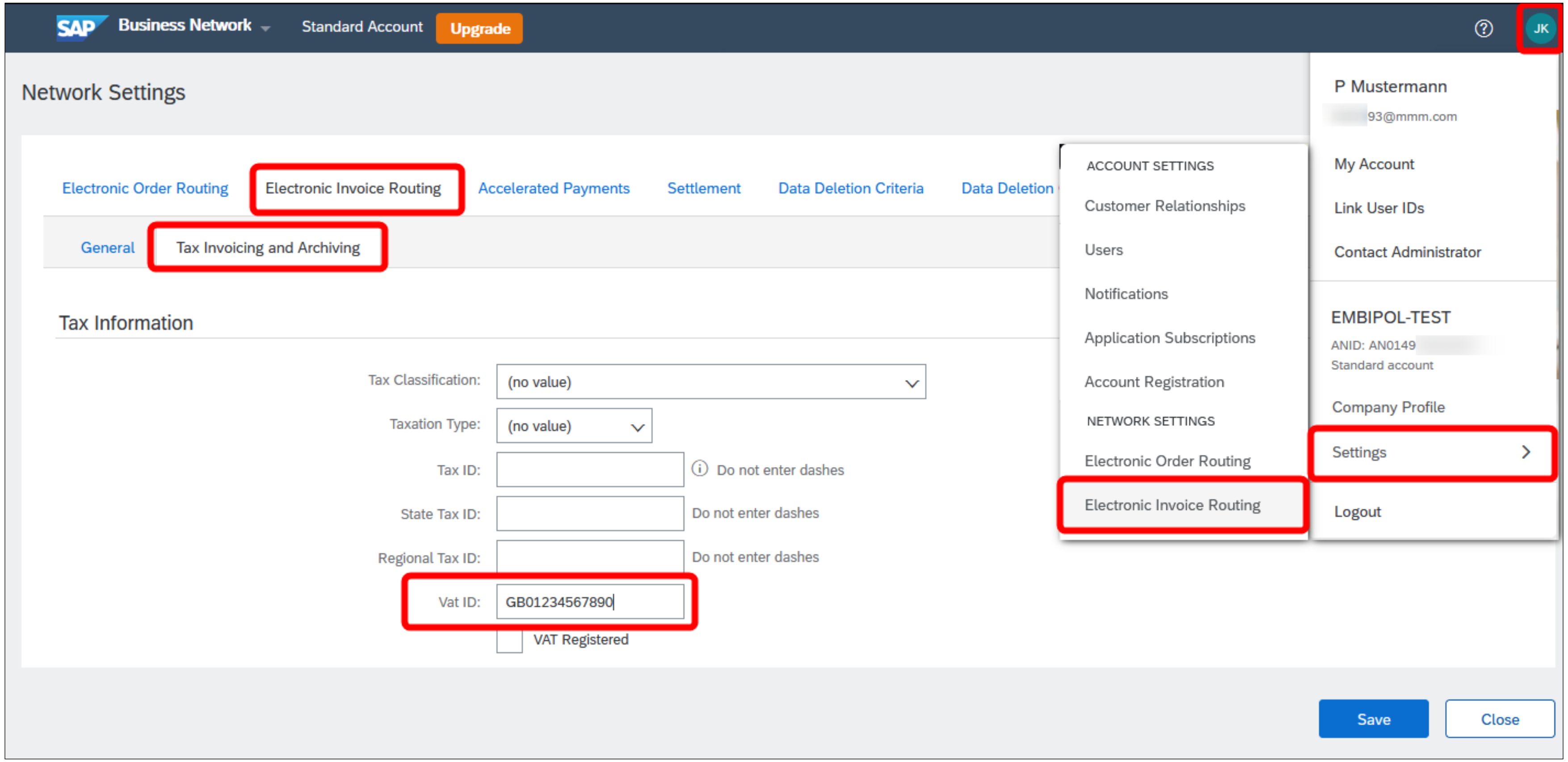
Settings: Electronic Order Routing

On the Administrator Navigator, choose *Settings*, then *Electronic Order Routing*. Enter up to five (5) email addresses, separated by commas, to receive your Purchase Order notifications.



Settings: Electronic Invoice Routing

On the Administrator Navigator, choose *Settings*, then *Electronic Invoice Routing*. If applicable, in the **Vat ID** field, enter your company tax identification number in the **GB01234567890** format to ensure timely payment of invoices.



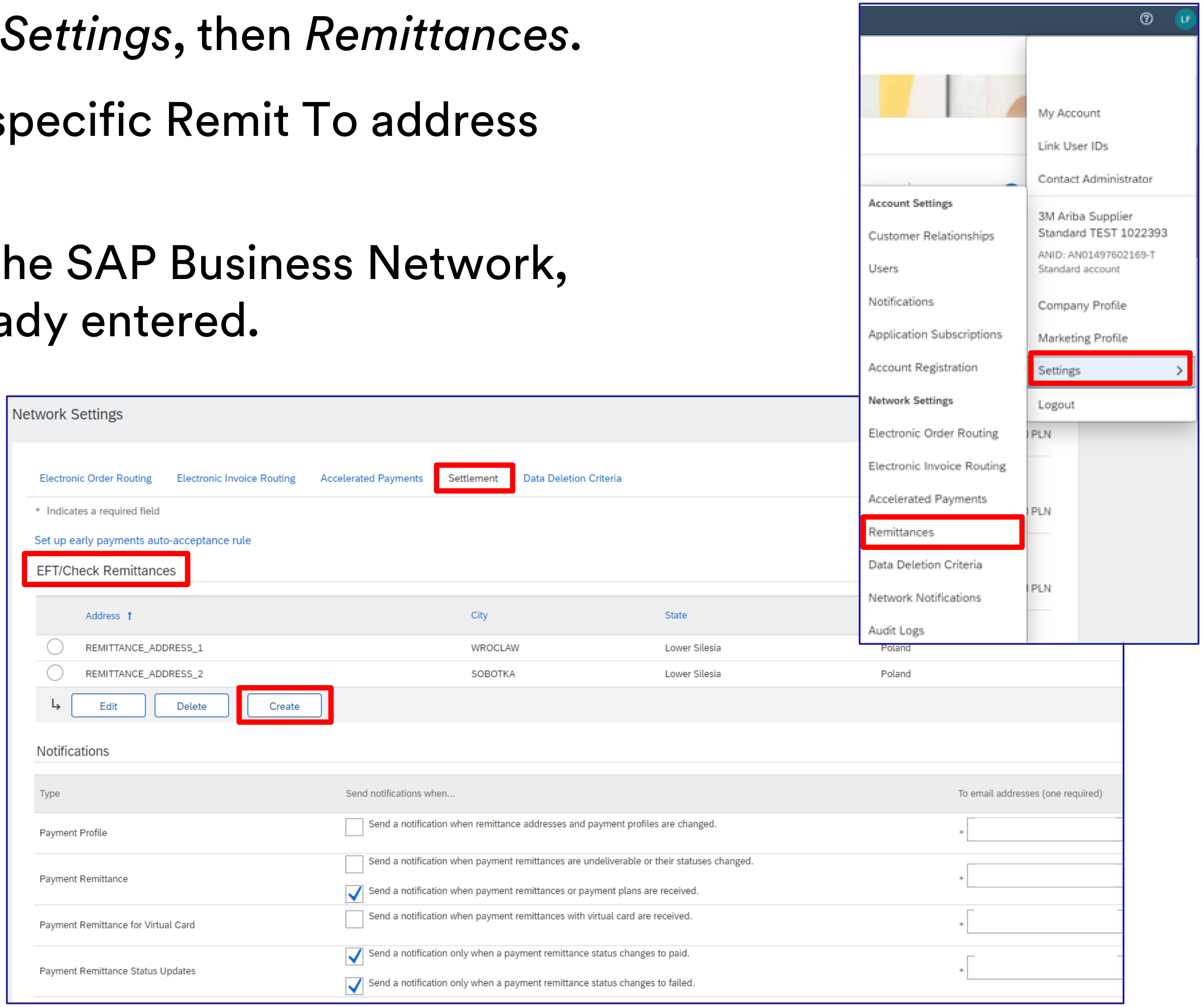
Settings: Remit To, Remittances, and Settlements

On the Administrator Navigator, choose *Settings*, then *Remittances*.

The **Settlement** tab allows you to enter specific Remit To address information.

If you transact with other customers on the SAP Business Network, you may have **Remit To** information already entered.

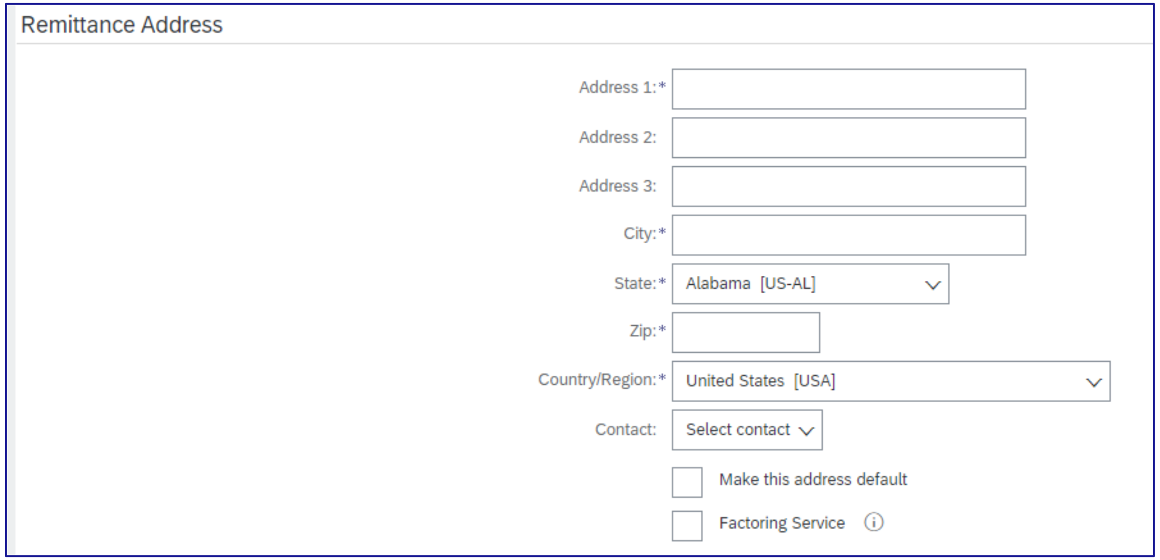
To create a **Remit To** address for 3M, under *EFT/Check Remittances*, click **Create**.



Note: If you are enabled for Electronic Funds Transfer (EFT), the remittance information populated into the invoice is for reference only.

Settings: Remit To, Remittances, and Settlements - *Continued*

Remit To information can be configured, so it is readily available when creating invoices. Each Supplier is responsible for inputting and validating the correct **Remit To** address using these fields:



- Address 1 *
- Address 2
- Address 3
- Address 4
- City *
- State *
- Postal Code *
- Country/Region *

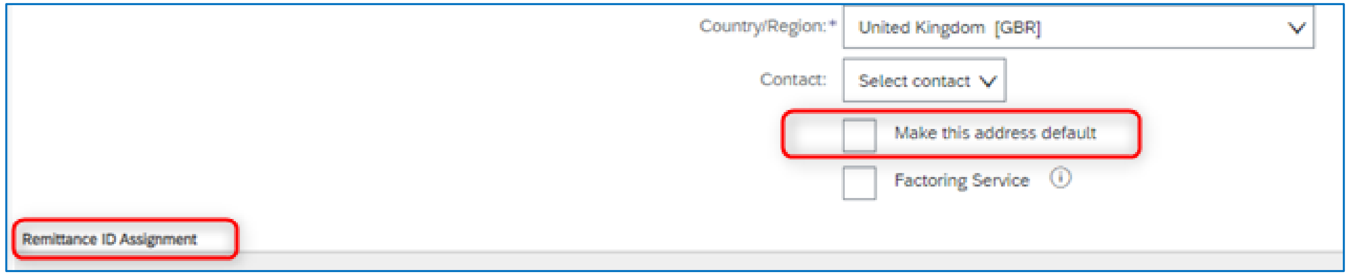
(*required field depending on country requirements)

Important: When creating an invoice, only the **Address 1** field is visible in the drop-down list. Configure the **Address 1** field so you can identify the correct **Remit To** when creating your invoices.

Settings: Remit To, Remittances, and Settlements - *Continued*

After entering all addresses, choose one of those as the default and check the box.

Remittance ID Assignment is not required by 3M and can be left blank.



After all the information is entered, click **OK** at the top of the page.

On your *Settlement* page, click **Save** to complete the setup.

Note: There is additional information within the setup for payment method, but you do **not** need to complete those sections. For example, 3M does not require banking information. We collect that data during vendor set-up in our ERP system.

Settings: View Customer Invoice Rules

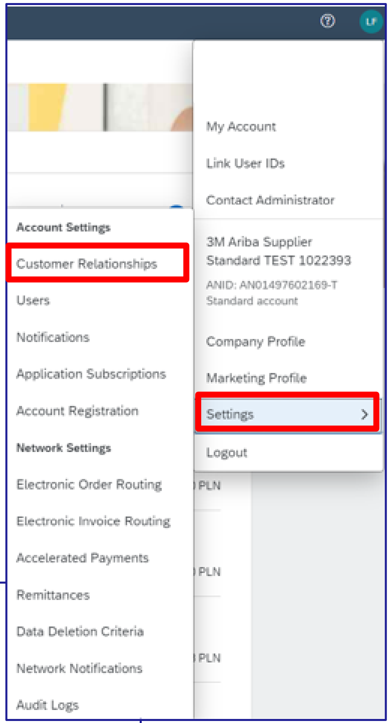
The Customer Invoice rules determine what you can enter when you create invoices.

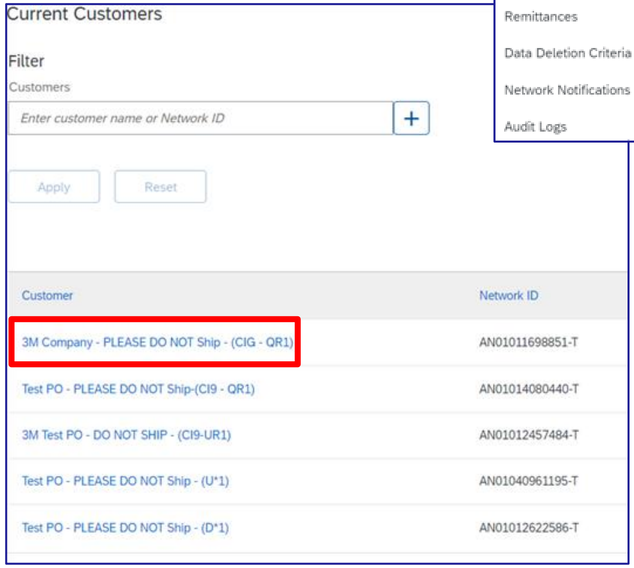
On the Administrator Navigator, choose *Settings*, then *Customer Relationships*.

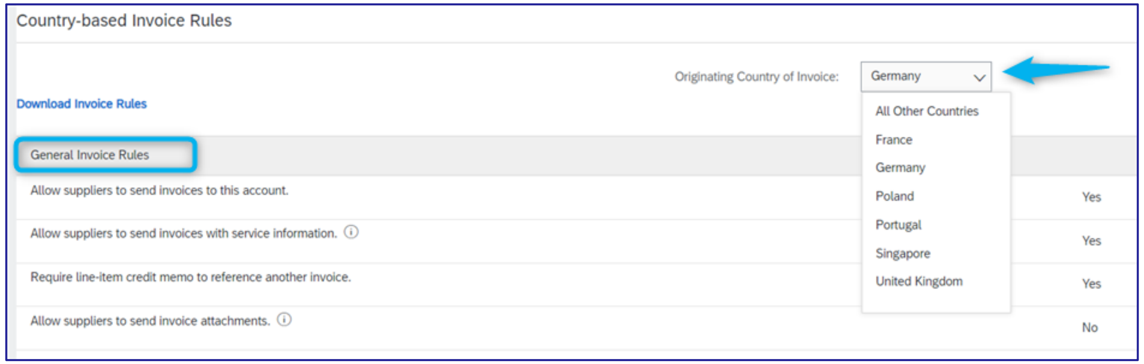
A list of your *Current Customers* displays. Click hyperlink for a **Customer** (3M) to view their invoice rules.

Scroll down to the *Country-based Invoice Rules* section and view the invoice rules for the applicable country.

Click **Done.**

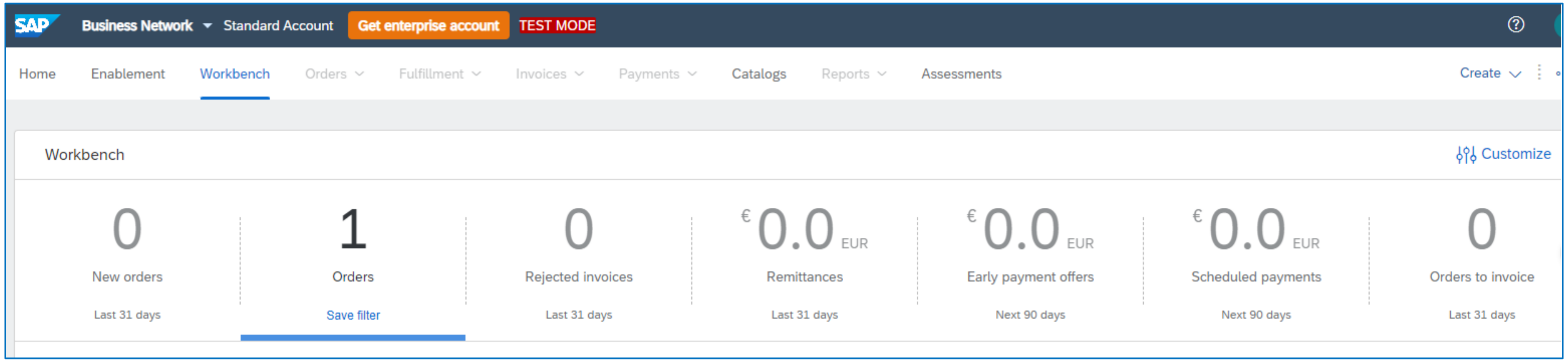






Workbench

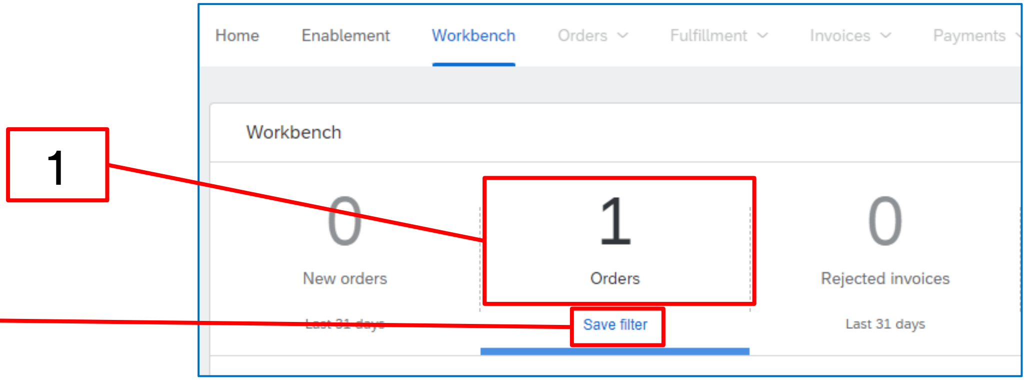
After you log into your Enterprise Account, the *Home* screen displays. Click the **Workbench** tab to manage your Orders, You can customize this page by adding new tiles, adding custom subtitles, and remove or rearrange as needed. just click on the **Customize** link to add, remove or change order of these tiles. This can only be done by the account administrator.

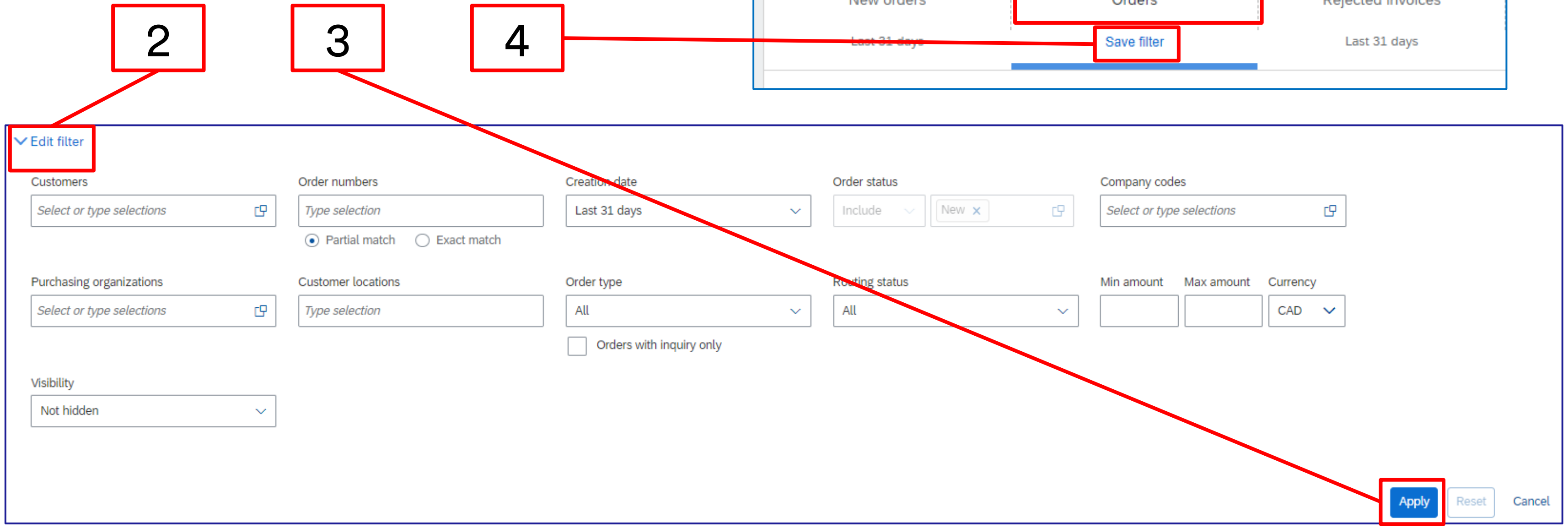


Workbench - *Continued*

You can edit the filter on some tiles, while others have set filters that cannot be changed. For example, the **New orders** tile is pre-set with the **New** status so that you only view new orders. The filters available are based on the tile type.

1. On the **Workbench** page, click the tile to which you want to apply filters.
2. Click **Edit filter.**
3. Set filters as needed, then click **Apply.**
4. Click **Save filter.**





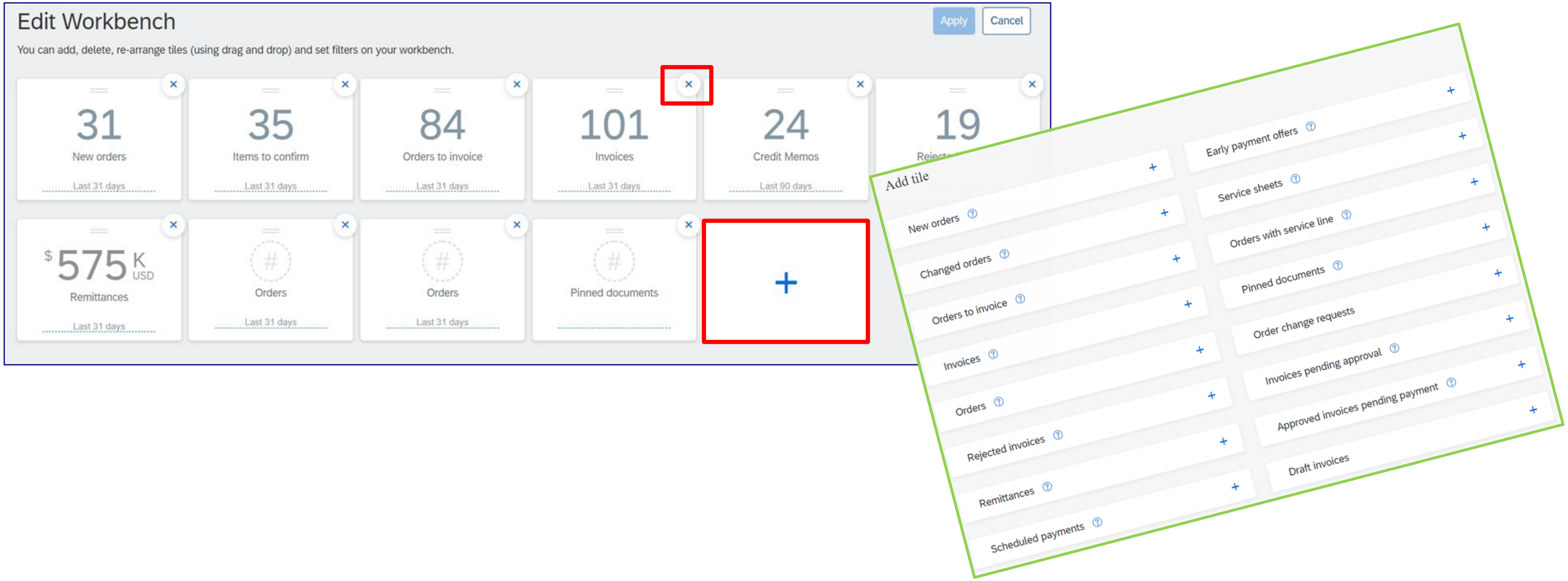
If the subtitle needs to be changed, click on the subtitle, rename it, then click **Save.**

Workbench: Create/Customize Tiles

You can drag and drop the tiles.

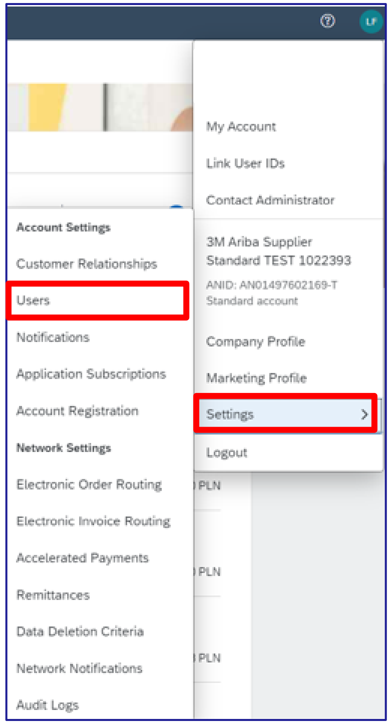
Remove them by clicking the X on the right corner

To add a new tile, you click on the Plus (+) tile and options appear for you to select.



Manage Roles and Users

On the Administrator Navigator, select *Settings*, click *Users*.



Administrator:

- Responsible for account management and configuration.
- Administrator role is automatically linked to the username and login entered during registration.
- Controls access to the account.
- Creates roles and users.
- The primary point of contact for users with questions/problems.

User:

- Created by an Administrator.
- Can have only one role, which corresponds to the user's job.
- Responsible for updating personal information.

Manage Roles and Users: Manage Roles

On the *Users* tab, click on the *Manage Roles* tab.

Click the plus (+) sign to **Create a Role.**

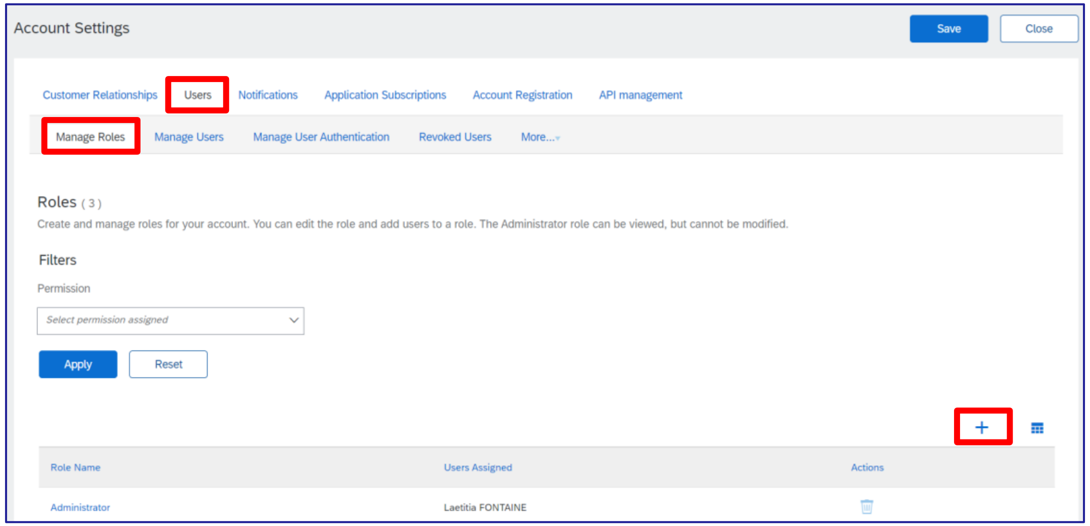
When the form opens, add the **Name** and **Description** for the role. Add **Permissions** for the role by checking relevant boxes.

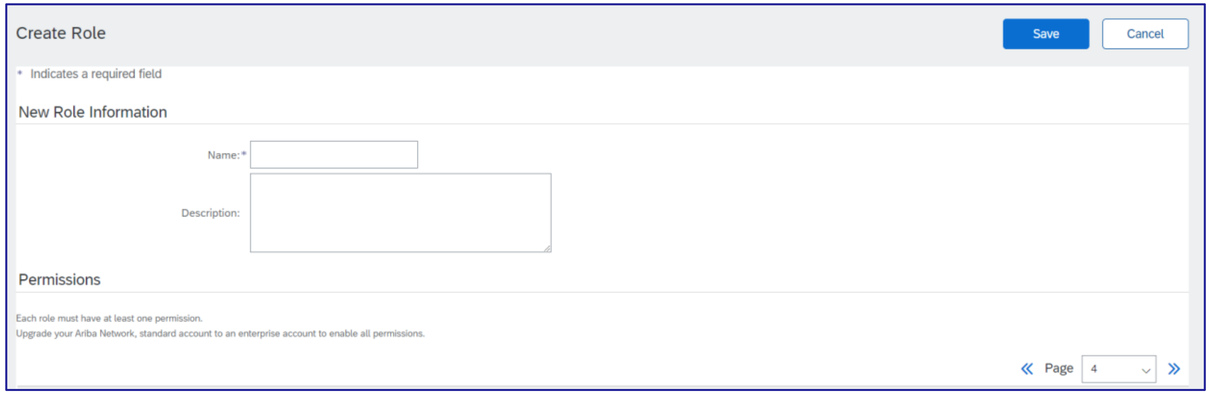
You can **Assign Users** for the new Role by clicking on the plus (+) sign.

Click **Save.**

To modify or delete Roles, click on relevant Role name link to edit or click on trash can icon to delete.

Note: You cannot delete a Role with Users. Move Users to other active Roles, then delete.





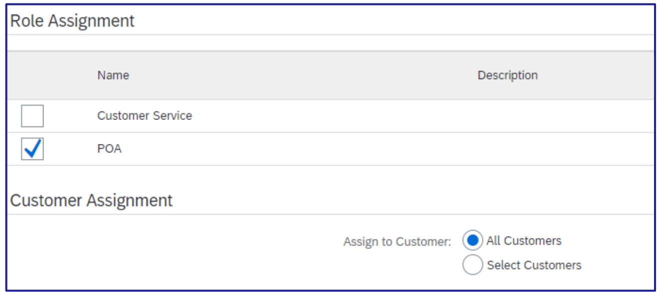
Note: You can add up to 250 users to your SAP Business Network account.

Manage Roles and Users: Create User

On the *Users* tab, click *Manage Users*.

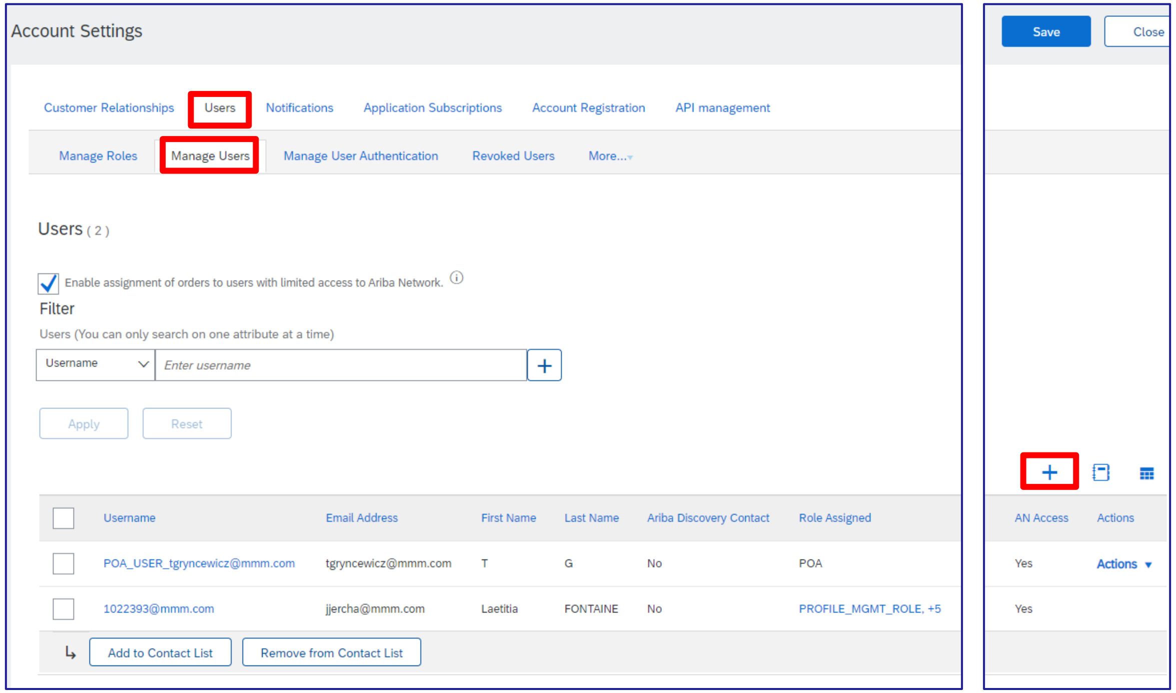
Click the plus (+) sign to create a new user. Add details in the required fields in the New User Information section.

In the *Role Assignment* section, select a **Role.**



You can choose to assign the user to All or Select Customers in **Customer Assignment** section.

Click **Done** twice to make sure it registers the changes.



Note: You can add up to 250 users to your SAP Business Network account.

Manage Roles and Users: Modify User

On the *Users* tab, click *Manage Users*.

Select a User. Click **Actions,** then select **Edit.**

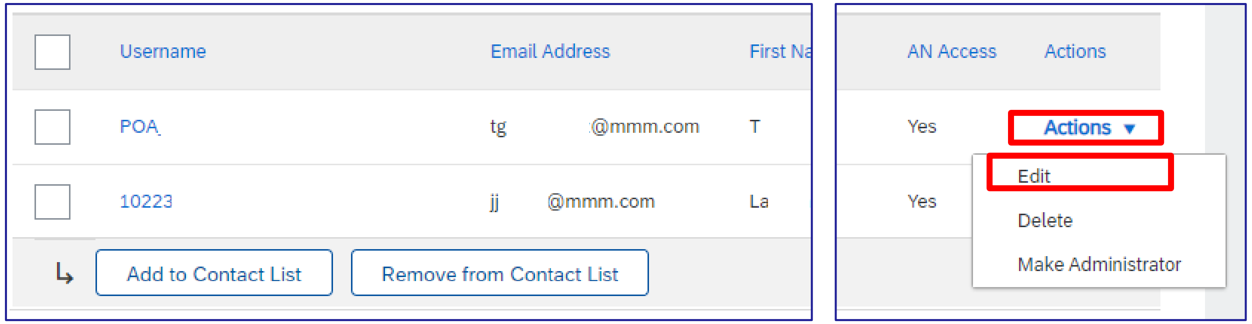
From the *Edit User* window, you can:

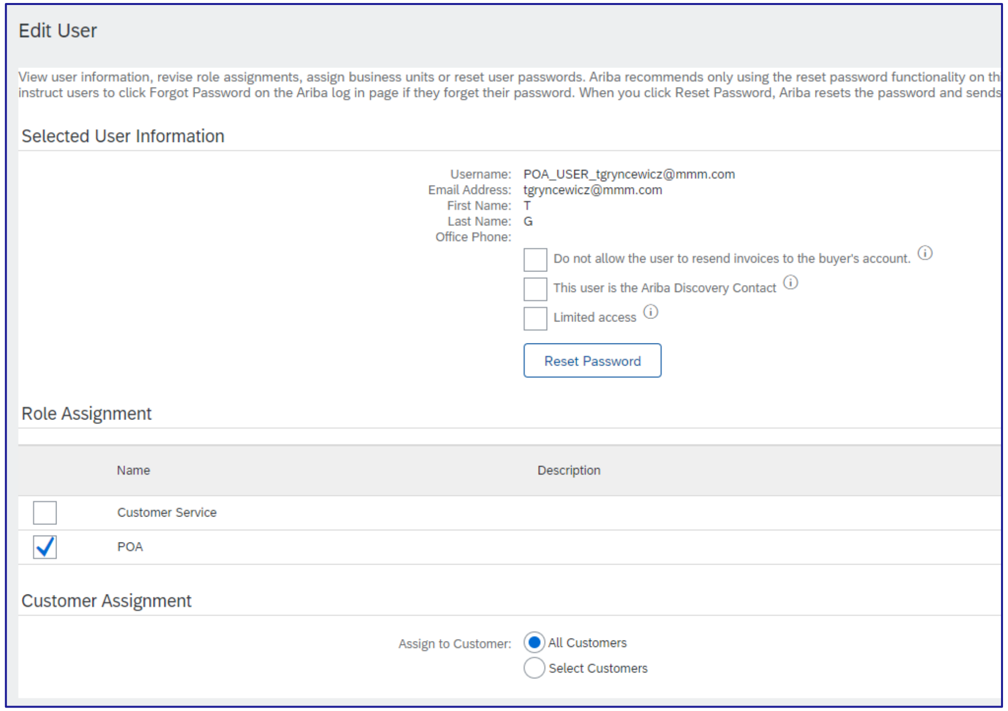
- Reset the password for the user
- Change the user's role assignment
- Change Customer Assignment

Other options include:

- Delete users
- Make Administrator
- Add to Contact List
- Remove from Contact List

Note: Administrators cannot edit User emails.





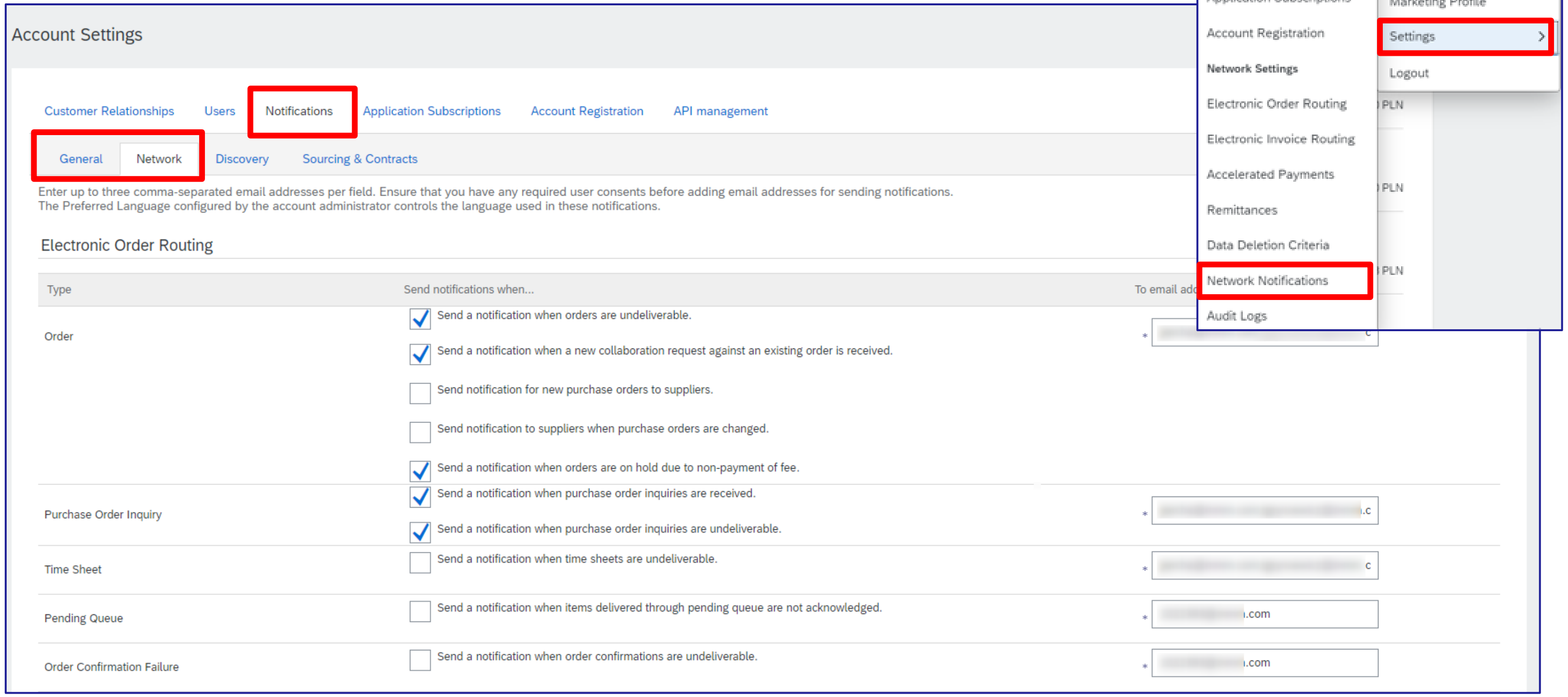
Notifications

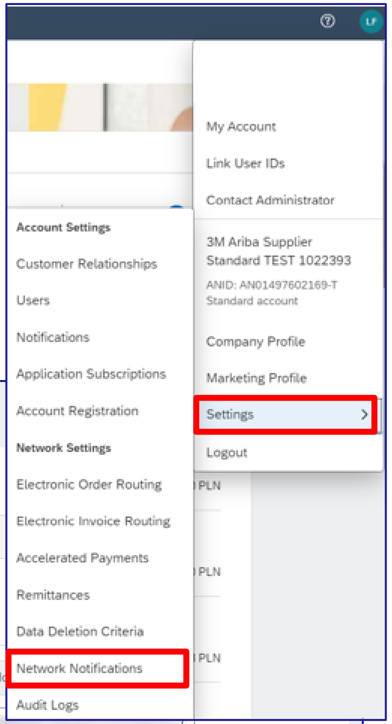
On the Administrator Navigator, choose *Settings*, then *Network Notifications* to indicate which system notifications you want to receive.

Click the **General** tab to set general notifications.

Click on the **Network** tab, review and select to receive important transaction notifications.

Enter up to five email addresses per notification type. Separate each email address with a comma.





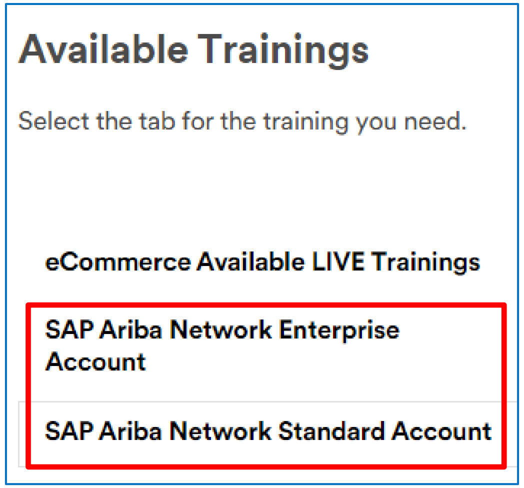
Next Steps

Familiarize yourself with Ariba. When 3M sends a new PO, you will receive an email from Ariba with a link to process the order. By clicking that button, you will be redirected to your Ariba Enterprise Account where the PO can be processed.

Ensure all your internal resources have access to your Ariba account and are aware that all transactions should be done electronically through the SAP Ariba Network and paper/pdf are no longer accepted by 3M.

Training documents on how to process 3M POs in Ariba can be downloaded here:
https://www.3m.com/3M/en_US/suppliers-direct/resources/supplier-learning-academy/

- Click on SAP Ariba Network links to view available tutorials.



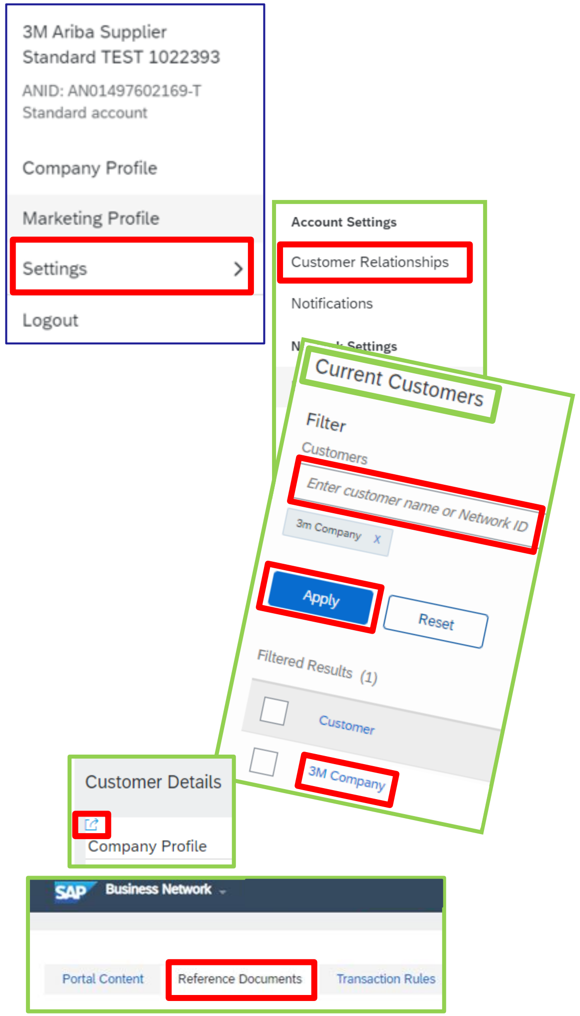
Additional links and information are on the last page of this document.

Next Steps - *Continued*

Refer to the additional documentation available on the 3M *Supplier Information Portal* accessible from the *Customer Relationships* page of your AN account.

Navigation: From the Account Settings drop-down menu, select **Settings**, then **Customer Relationships.** From your *Current Customers* list, search for **3M Company** and click **Apply.** This opens the *Customer Details* of 3M's Company Profile. Click on the ***Sharing Link* icon** then click on **Reference Documents.**

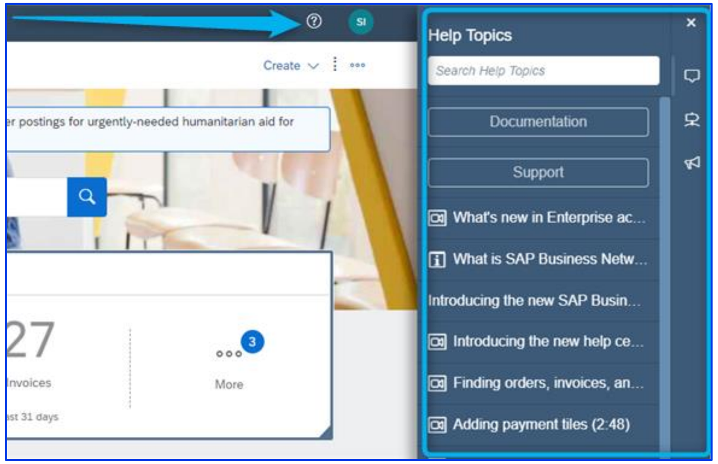
If you are a Supplier interested in using commerce eXtensible Markup Language (cXML) to transact on the SAP Business Network, refer to the cXML documents posted on the *Supplier Information Portal* and the *[Help](#)* page. This option is only available to Enterprise account holders.



☐	3M Supplier cXML Guidelines	Other	3M Company	11 May 2023
☐	3M Supplier cXML Integration Info Pack	Other	3M Company	11 May 2023

Further Information and Training

The Ariba Help Center can be used to search FAQs, log tickets, and access additional support documentation.



Enterprise account users have access to the following support:

- Get support via phone, chat, or email.
  The Ariba Customer Support can be contacted via email: https://support.ariba.com/interactive_email?locale=en
- Direct access to enablement experts for onboarding assistance.
- Technical support for configuration and integration.
- Participate in online educational training courses on a wide range of topics including catalogs, cXML and integration.

Connect with 3M's Supplier eCommerce Support for all inquiries on transacting electronically with 3M. Filter by region, so the correct 3M eCommerce Team receives your message.