

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.

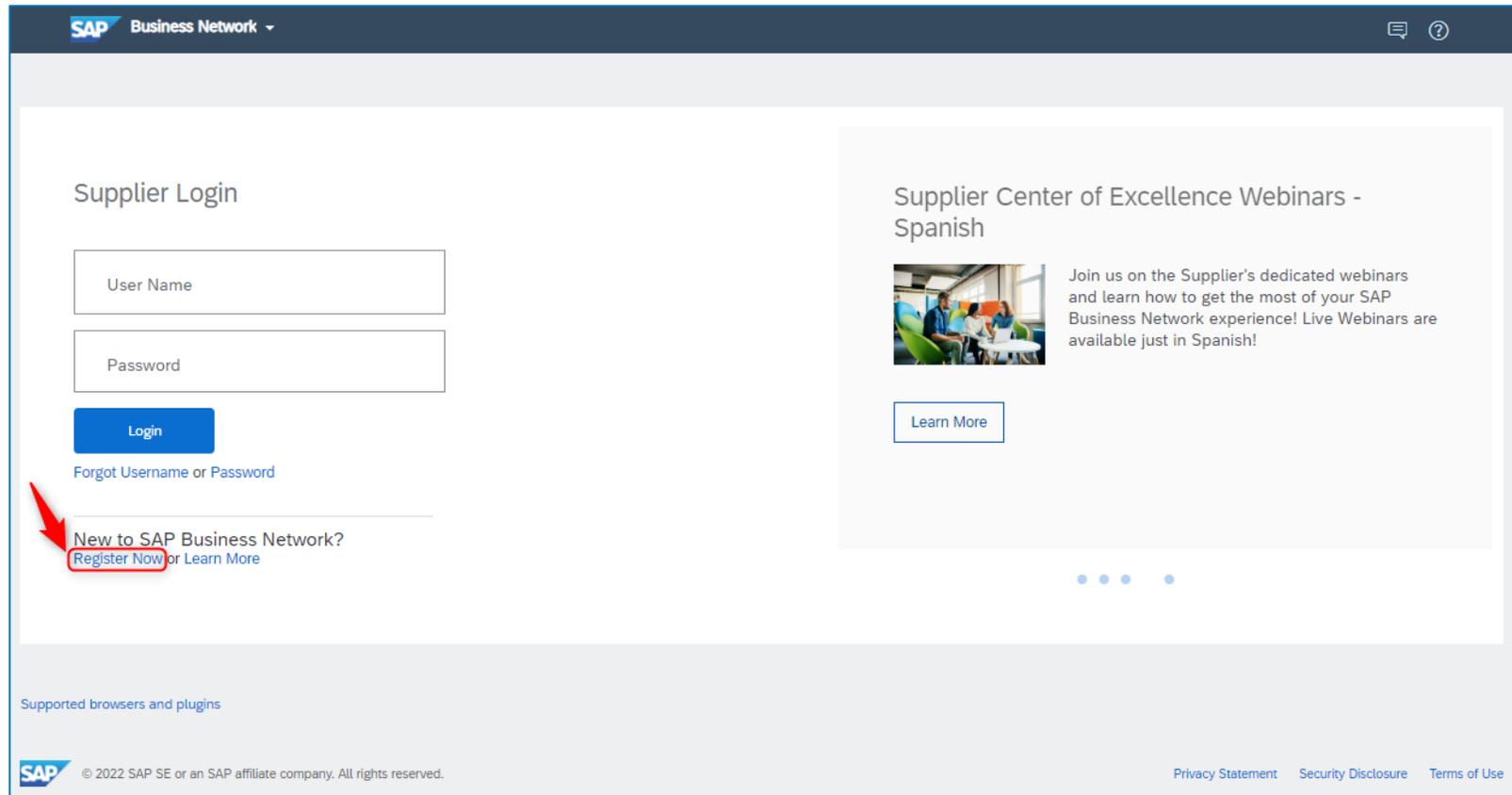
This document contains information for registering and managing your company's SAP Business Network Account.

Table of Contents

- First Steps
 - Account Registration
 - Company Profile Configuration
 - Access Your Ariba Account
 - Send Your Ariba Network ID to 3M eCommerce
- My Account and User IDs
- Settings
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Remit To, Remittances, and Settlements
 - View Customer Invoice Rules
- Workbench
 - Create/Customize Tiles
- Manage Roles and Users
 - Manage Roles
 - Create User
 - Modify User
- Notifications
- Next Steps
- Further Information and Training

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**.

Tell us more about your business ▾

Product and Service Categories: -or-

Ship-to or Service Locations: -or-

Tax ID: Enter your Company Tax ID number.

Vat ID: Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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**.

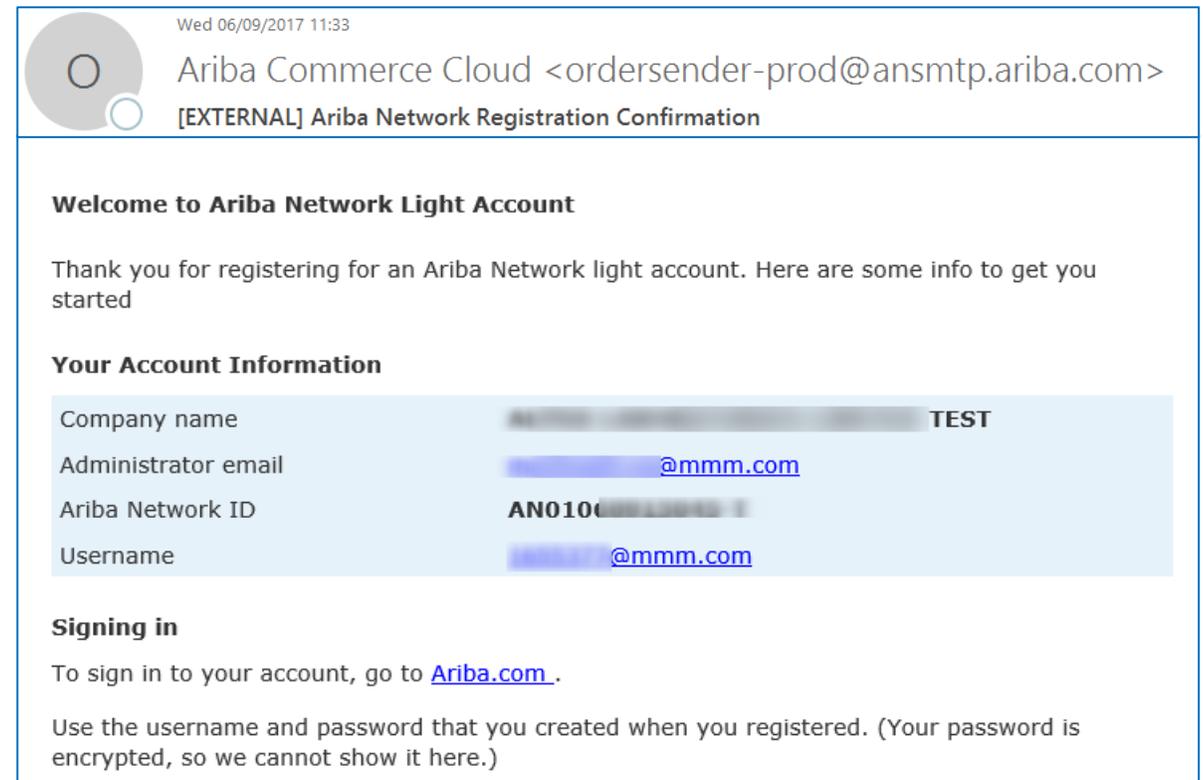
You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

First Steps: Account Registration - Continued

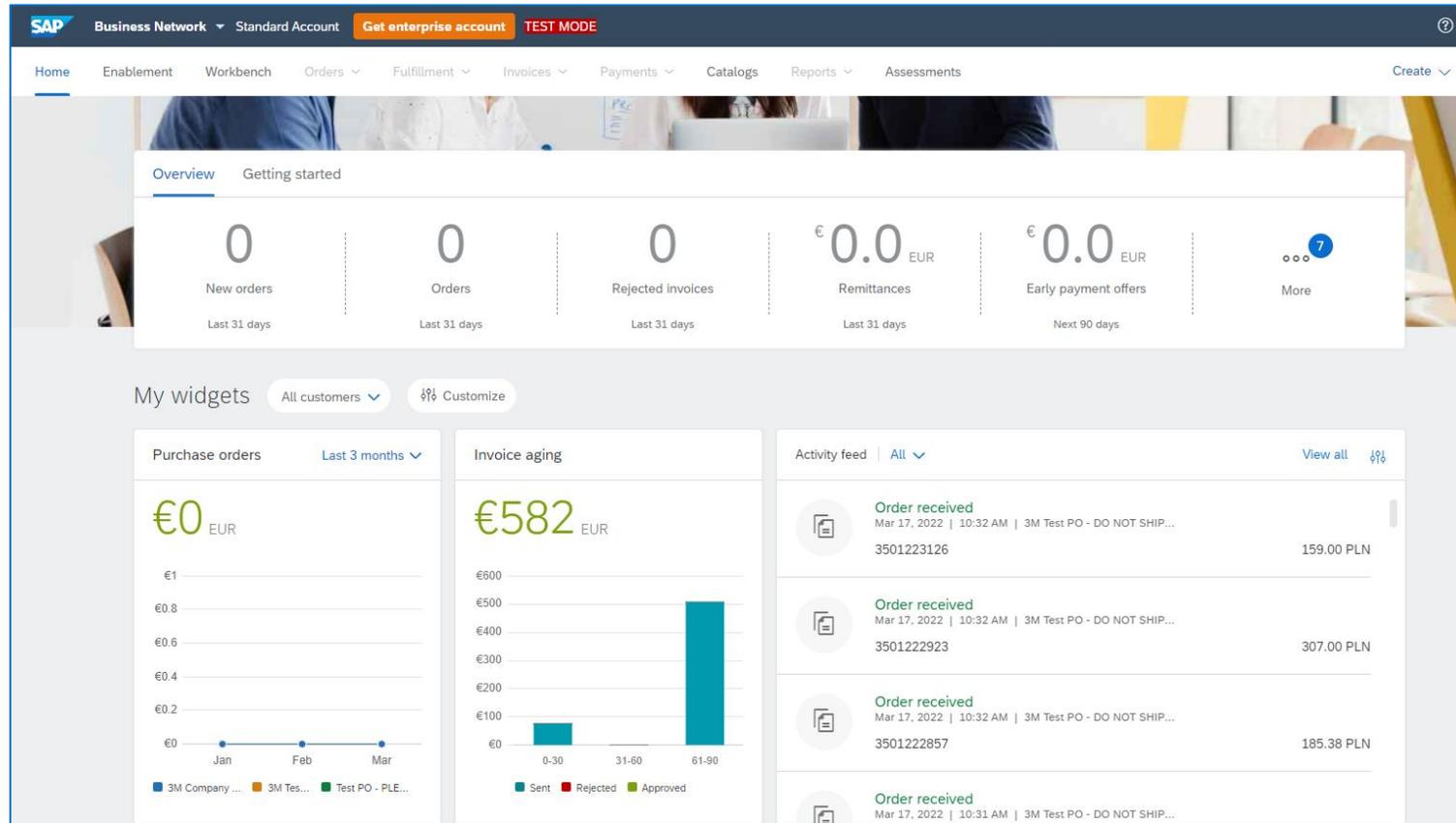
Upon completing your Ariba Standard registration you will receive a **confirmation email** containing general information on your Ariba Standard Account. Keep this email for your reference.

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.



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

0-50

50-100

100+

Account

Standard - Web portal

Enterprise - Web portal

Enterprise - Integrated

Upgrade to realize the full value of Ariba Network!

	STANDARD ACCOUNT	ENTERPRISE ACCOUNT
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none"> Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices Check invoice status 	<ul style="list-style-type: none"> Skip the emails. Get and manage orders and invoices all on Ariba Network.
Catalogs		<ul style="list-style-type: none"> Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none"> Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery		<ul style="list-style-type: none"> Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management		<ul style="list-style-type: none"> Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

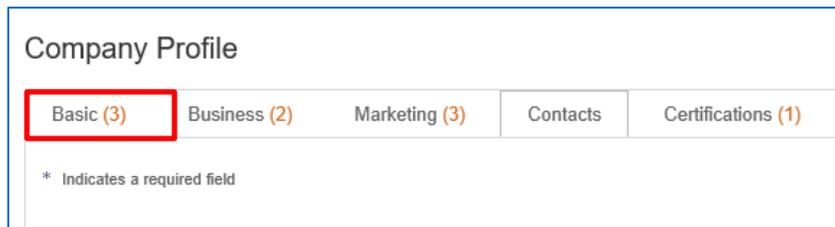
[Learn more](#) about all the features of Ariba Network.

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.



Company Profile

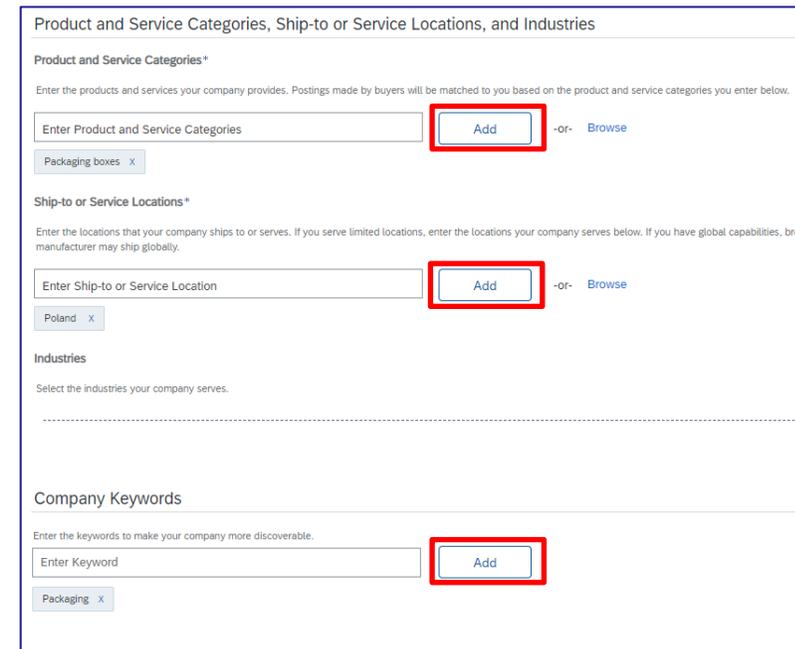
Basic (3) Business (2) Marketing (3) Contacts Certifications (1)

* Indicates a required field

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

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

Click **Save**.



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

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories -or- [Browse](#)

Packaging boxes x

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse manufacturer may ship globally.

Enter Ship-to or Service Location -or- [Browse](#)

Poland x

Industries

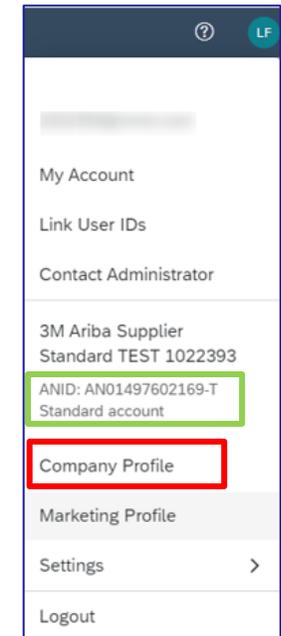
Select the industries your company serves.

Company Keywords

Enter the keywords to make your company more discoverable.

Enter Keyword

Packaging x



My Account

Link User IDs

Contact Administrator

3M Ariba Supplier
Standard TEST 1022393

ANID: AN01497602169-T
Standard account

Company Profile

Marketing Profile

Settings >

Logout

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.

Certifications

Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

Sustainability Initiatives
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.

Women-Owned Business
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.

ISO Certification
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the requirements of customers and regulatory bodies.

Not Certified
Your business does not have any of the certifications listed above.

Company Profile

Basic (3) Business (2) **Marketing (3)** Contacts **Certifications (1)** Additional Documents

* Indicates a required field

Standard Profile Features

Social Networking Links

Add links to your social media channels so that buyers can engage with your company.

facebook.com/

twitter.com/

linkedin.com/

Company Description

Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

Credit and Risk Information from D&B

Add your Dun & Bradstreet credit and risk scores to your posting responses so that buyers can identify you as qualified partner.

D&B D-U-N-S® Number: Add

Premium Profile Features

Company Logo

Upload your logo to appear with your company description. Logos must be a .gif file with a maximum width of 250px and a maximum height of 250px.

Logo File: No file chosen

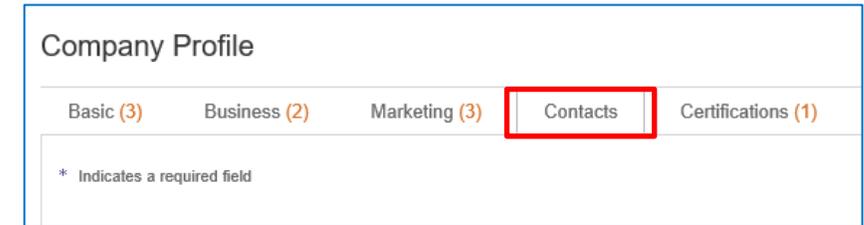
- Use ".gif" file format
- Less than 200kb
- Max width / height: 250px
- Remove background, see example

First Steps: Company Profile Configuration - Continued

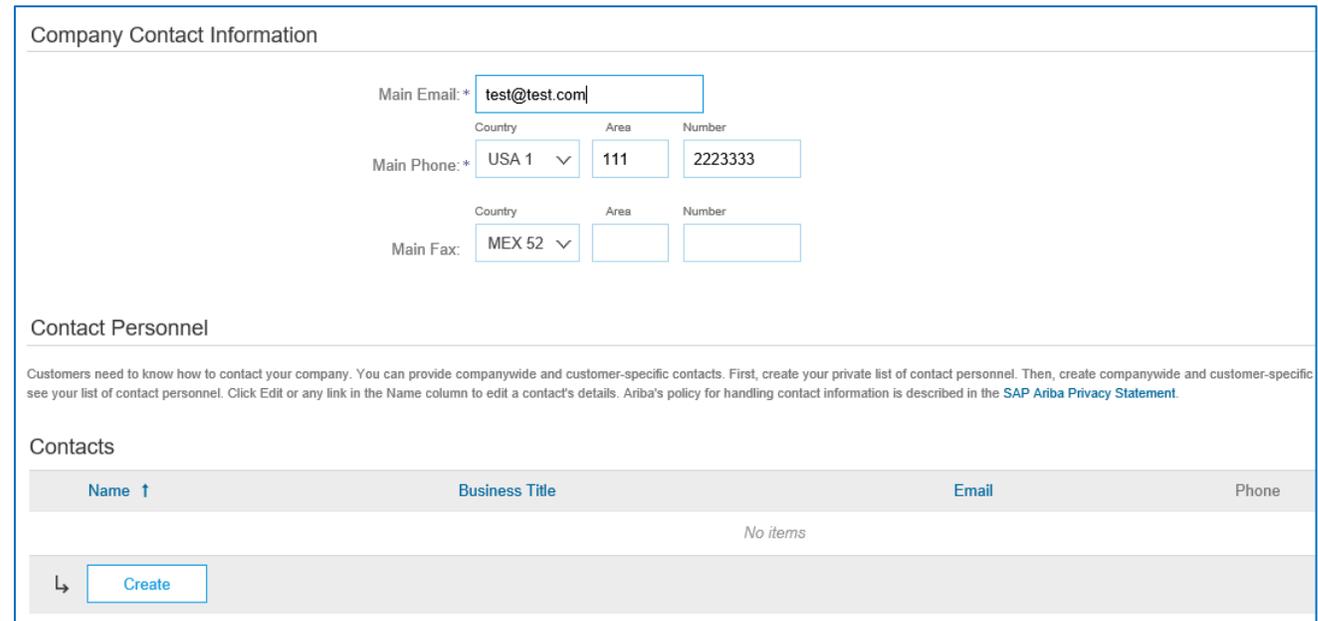
The **Contacts** tab needs to be populated with your Company's contact information.

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.



The screenshot shows the 'Company Profile' configuration interface. It features a horizontal navigation bar with five tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', and 'Certifications (1)'. The 'Contacts' tab is highlighted with a red border. Below the tabs, there is a note: '* Indicates a required field'.



The screenshot displays the 'Company Contact Information' configuration form. It includes the following fields:

- Main Email:** A text input field containing 'test@test.com'.
- Main Phone:** A form with three input fields: 'Country' (dropdown menu showing 'USA 1'), 'Area' (input field containing '111'), and 'Number' (input field containing '2223333').
- Main Fax:** A form with three input fields: 'Country' (dropdown menu showing 'MEX 52'), 'Area' (empty input field), and 'Number' (empty input field).

Below the contact information fields, there is a section titled 'Contact Personnel' with a descriptive paragraph and a link to the 'SAP Ariba Privacy Statement'. Underneath, there is a 'Contacts' section with a table header:

Name ↑	Business Title	Email	Phone
No items			

At the bottom of the 'Contacts' section, there is a 'Create' button with a left-pointing arrow icon.

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.

Your Account Information	
Company name	[REDACTED]
Administrator email	[REDACTED]@mmm.com
Ariba Network ID	AN0100 [REDACTED]
Username	[REDACTED]@mmm.com

My Account	
Link User IDs	
Contact Administrator	
3M Ariba Supplier Standard TEST 1022393	
ANID: AN01497602169-T Standard account	
Company Profile	
Marketing Profile	
Settings	>
Logout	

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.

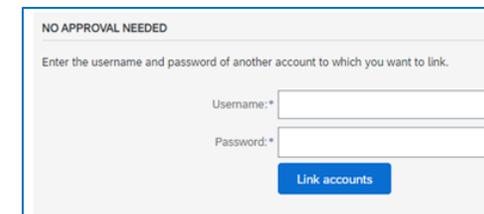
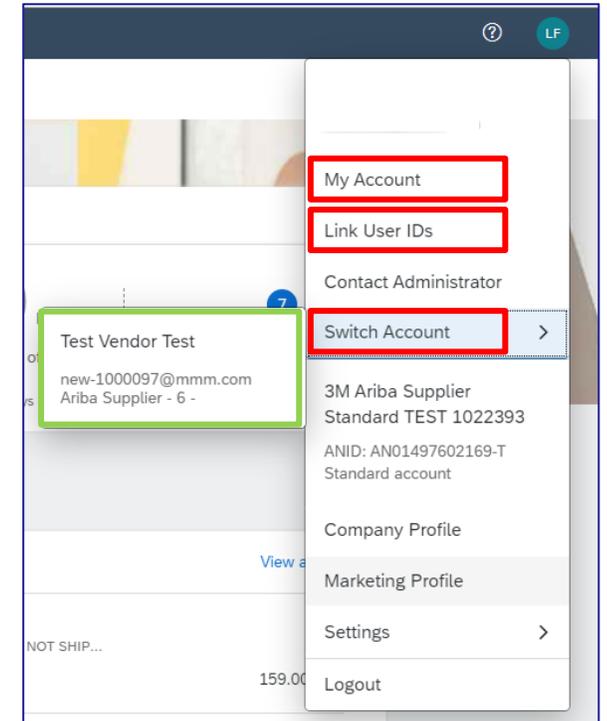


Hide my personal contact information.

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**.



The screenshot shows a form titled 'NO APPROVAL NEEDED'. Below the title, it says 'Enter the username and password of another account to which you want to link.' There are two input fields: 'Username:*' and 'Password:*'. Below the fields is a blue button labeled '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.

The screenshot shows the SAP Business Network Account Administrator interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. The user profile 'P Mustermann' is visible in the top right. The main content area is titled 'Network Settings' and contains several sections: 'External System Integration', 'Non-Catalog Orders with Part Numbers', 'Status Update Request Notifications', and 'New Orders'. A dropdown menu is open, showing 'Electronic Order Routing' selected. The 'New Orders' section has a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Email address' field is highlighted with a red box, containing 'email1@supplier.com, email2@supplier.com, email3@su'. The 'Routing Method' dropdown for 'Catalog Orders without Attachments' is also highlighted with a red box, showing 'Email'. The 'Options' section has three checked checkboxes: 'include document in the email message', '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".', and 'Attach PDF document in the email message'. The 'Current Routing method for new orders' is set to 'Email'. A warning icon indicates 'Attachments will be included in the order.'

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.

The screenshot displays the SAP Business Network Account Administrator interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. The user profile 'P Mustermann' is visible in the top right corner. The main content area is titled 'Network Settings' and features a navigation menu with options: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', 'Data Deletion Criteria', and 'Data Deletion'. The 'Electronic Invoice Routing' option is highlighted with a red box. Below this, the 'Tax Invoicing and Archiving' sub-section is also highlighted with a red box. The 'Tax Information' section contains several input fields: 'Tax Classification' (no value), 'Taxation Type' (no value), 'Tax ID' (with a note 'Do not enter dashes'), 'State Tax ID' (with a note 'Do not enter dashes'), 'Regional Tax ID' (with a note 'Do not enter dashes'), and 'Vat ID' (containing 'GB01234567890' and highlighted with a red box). A 'VAT Registered' checkbox is located below the 'Vat ID' field. A dropdown menu is open on the right side of the screen, showing various settings categories. The 'Settings' option under 'NETWORK SETTINGS' is highlighted with a red box. At the bottom right, there are 'Save' and 'Close' buttons.

Settings: Remit To, Remittances, and Settlements

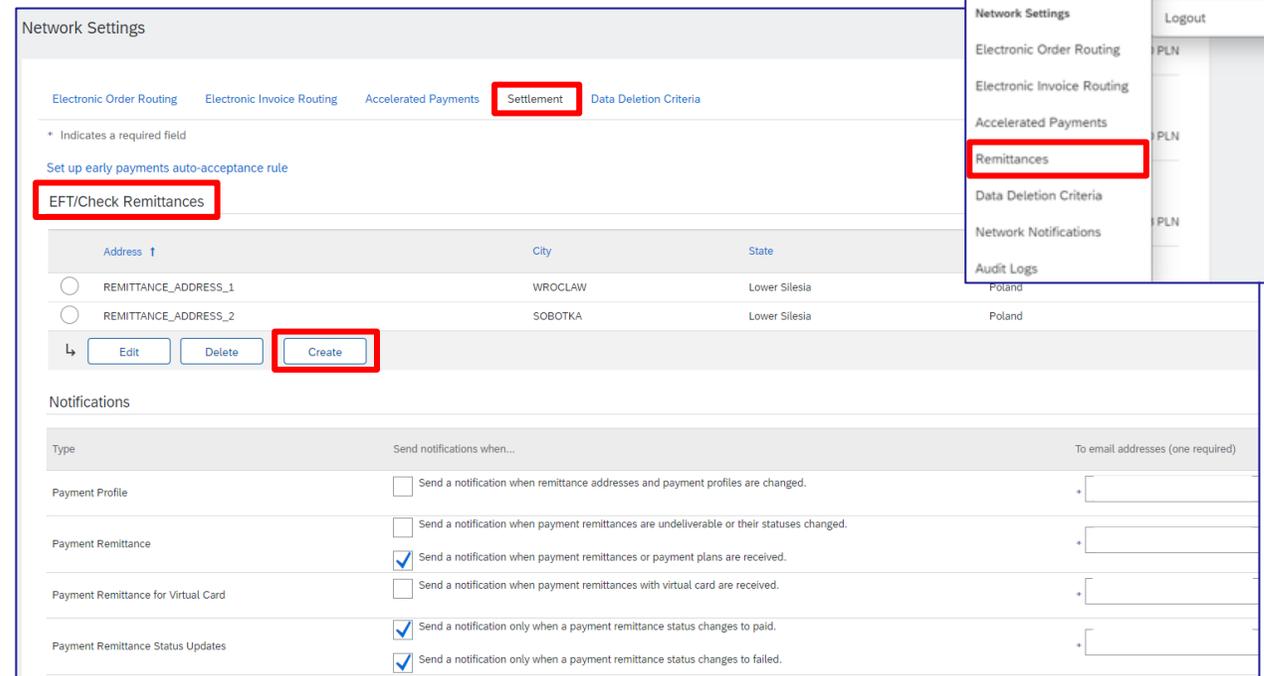
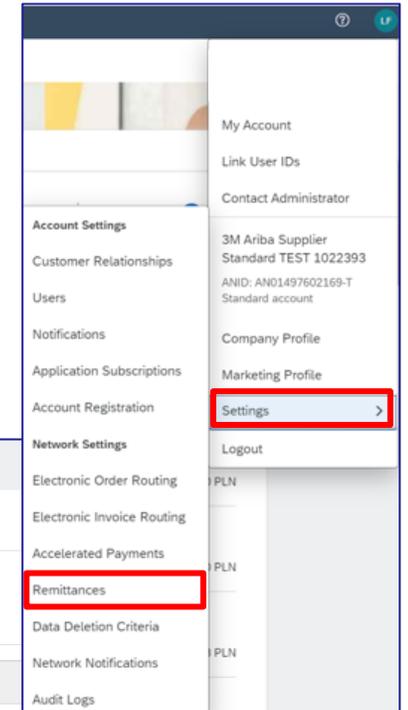
On the Administrator Navigator, choose *Settings*, then *Remittances*.

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**.

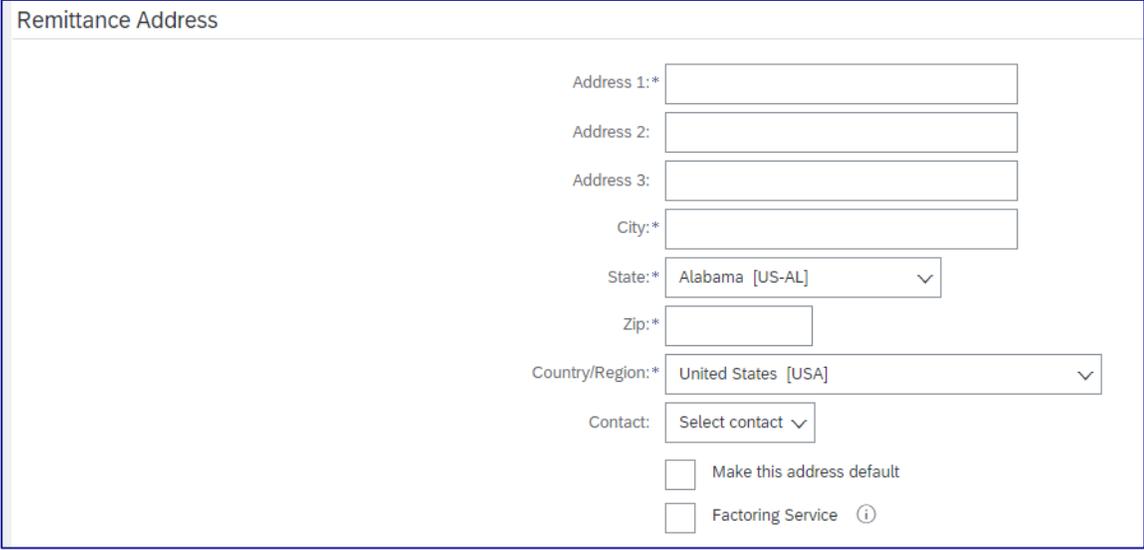
Note: If you are enabled for Electronic Funds Transfer (EFT), the remittance information populated into the invoice is for reference only.



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 *



The screenshot shows a form titled "Remittance Address" with the following fields and options:

- Address 1*: Text input field
- Address 2: Text input field
- Address 3: Text input field
- City*: Text input field
- State*: Dropdown menu with "Alabama [US-AL]" selected
- Zip*: Text input field
- Country/Region*: Dropdown menu with "United States [USA]" selected
- Contact: Dropdown menu with "Select contact" selected
- Make this address default
- Factoring Service ⓘ

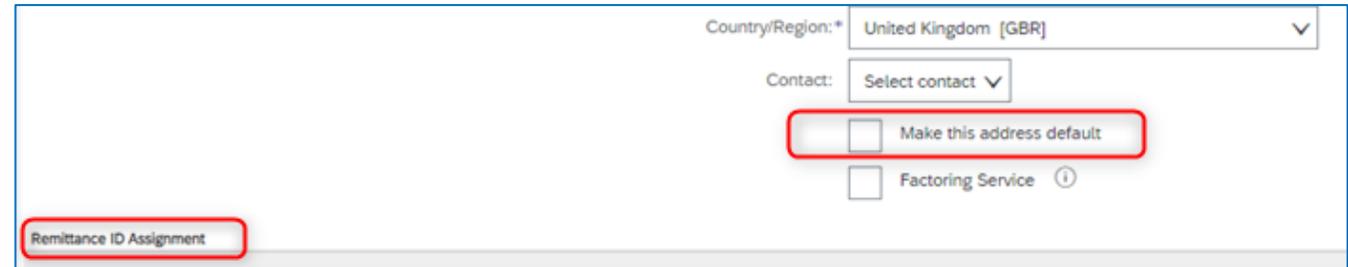
(*required field depending on country requirements)

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.



Country/Region:* United Kingdom [GBR] ▼
Contact: Select contact ▼
 Make this address default
 Factoring Service ⓘ
Remittance ID Assignment

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

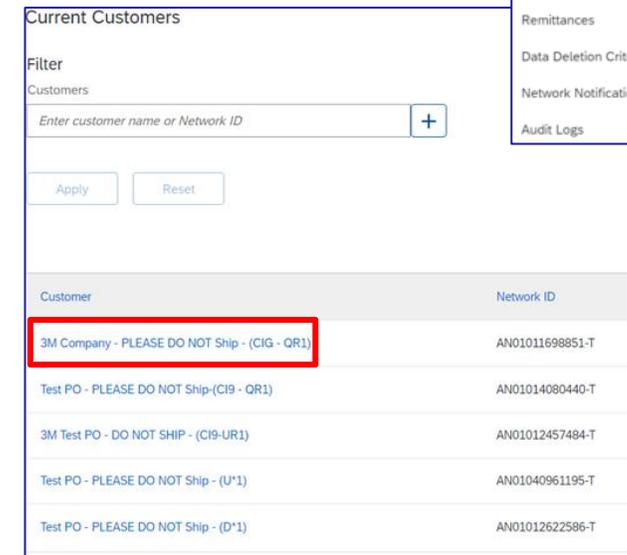
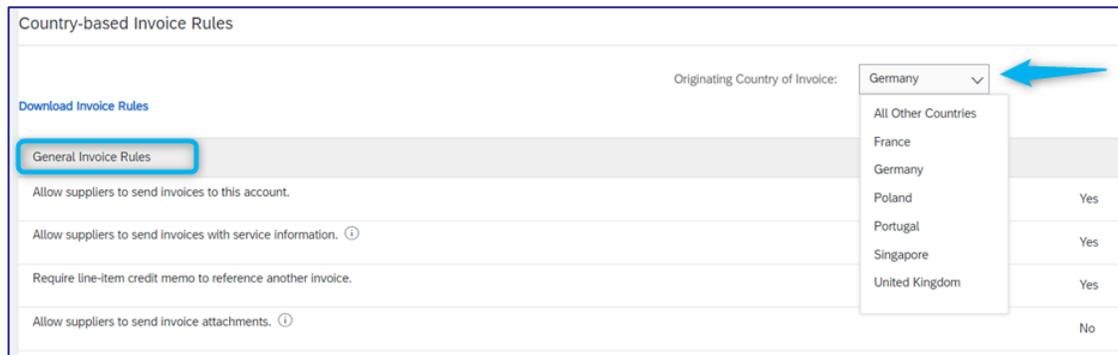
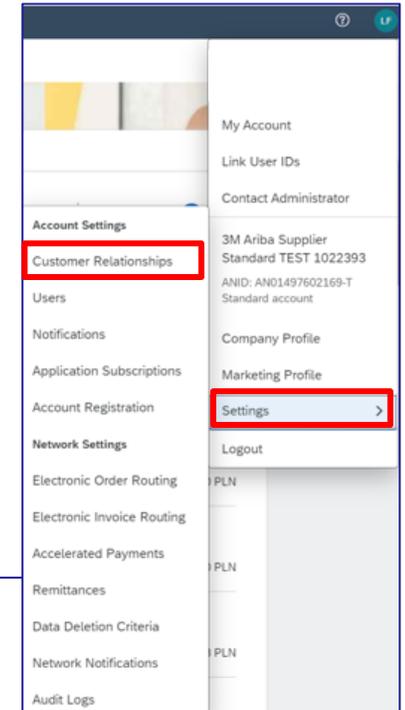
The Customer Invoice rules determine what you can enter when you create invoices.

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.

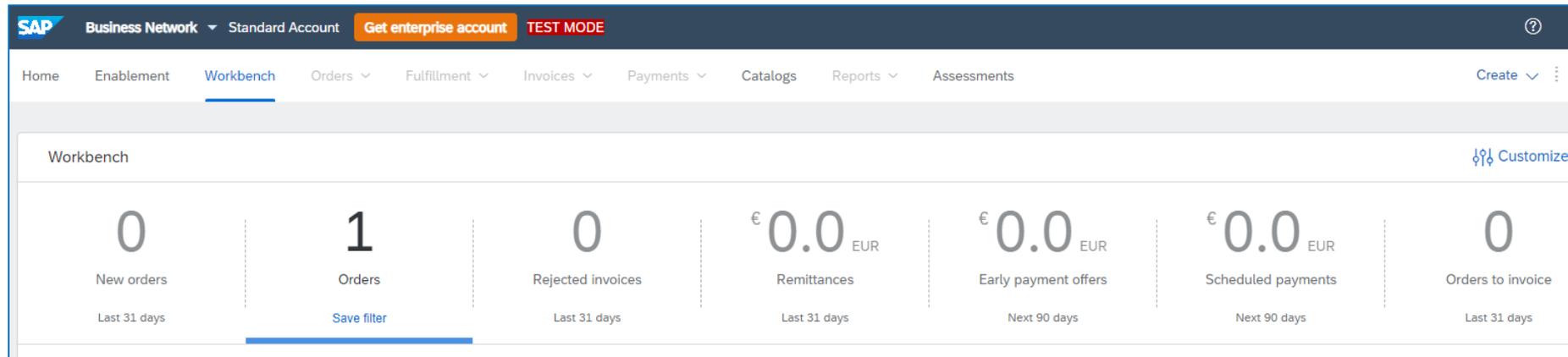
Scroll down to the *Country-based Invoice Rules* section and view the invoice rules for the applicable country.

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**.

The image shows two screenshots of the SAP Workbench interface. The top screenshot shows the 'Workbench' page with three tiles: 'New orders' (0), 'Orders' (1), and 'Rejected invoices' (0). The 'Orders' tile is highlighted with a red box labeled '1'. A red box labeled '2' points to the 'Edit filter' button on the 'New orders' tile. A red box labeled '3' points to the 'Apply' button in the filter configuration dialog. A red box labeled '4' points to the 'Save filter' button in the 'Orders' tile. The bottom screenshot shows the 'Edit filter' dialog for the 'Orders' tile. It contains various filter criteria: Customers, Order numbers, Creation date (Last 31 days), Order status (New), Company codes, Purchasing organizations, Customer locations, Order type (All), Routing status (All), Min amount, Max amount, and Currency (CAD). The 'Apply' button is highlighted with a red box labeled '4'.

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.

The screenshot displays the 'Edit Workbench' interface. At the top, it says 'Edit Workbench' and 'You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.' There are 'Apply' and 'Cancel' buttons. The main area contains a grid of tiles:

- 31 New orders (Last 31 days)
- 35 Items to confirm (Last 31 days)
- 84 Orders to invoice (Last 31 days)
- 101 Invoices (Last 31 days)
- 24 Credit Memos (Last 90 days)
- 19 [unclear] (Last 31 days)
- \$ 575 K USD Remittances (Last 31 days)
- Orders (Last 31 days)
- Orders (Last 31 days)
- Pinned documents

A red box highlights the 'X' icon on the top-right corner of the '101 Invoices' tile. Another red box highlights the '+' icon on the bottom-right corner of the 'Pinned documents' tile. A green-bordered 'Add tile' menu is shown, listing various options with '+' icons:

- New orders
- Changed orders
- Orders to invoice
- Invoices
- Orders
- Rejected invoices
- Remittances
- Scheduled payments
- Early payment offers
- Service sheets
- Orders with service line
- Pinned documents
- Order change requests
- Invoices pending approval
- Approved invoices pending payment
- Draft invoices

Manage Roles and Users

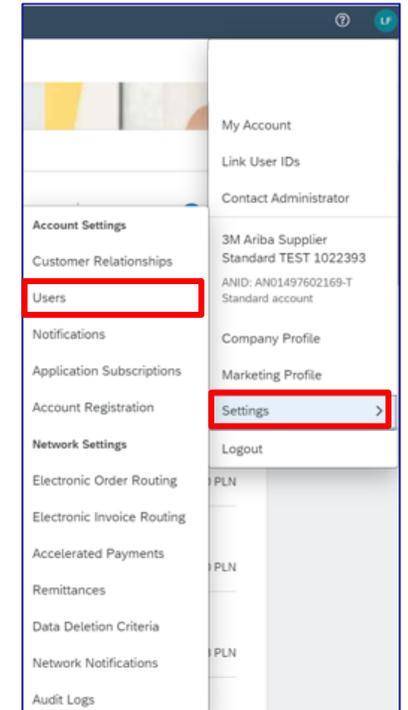
On the Administrator Navigator, select *Settings*, click *Users*.

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**.

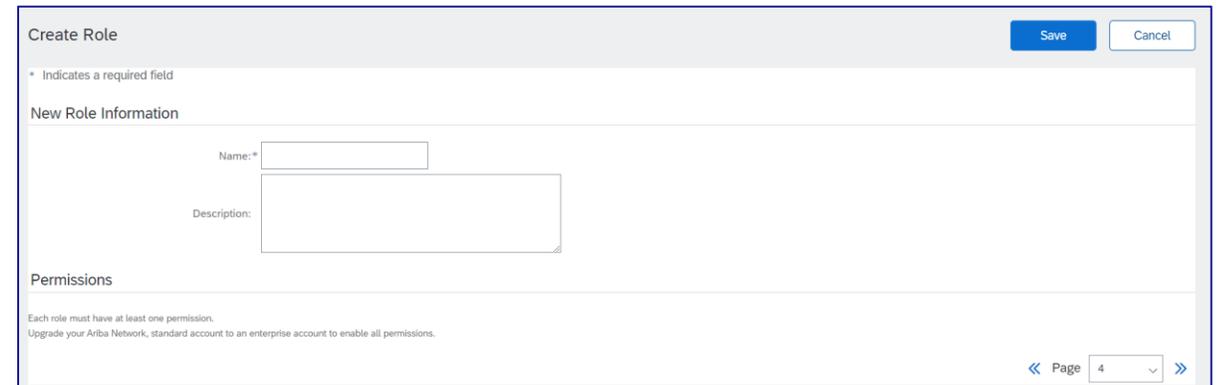
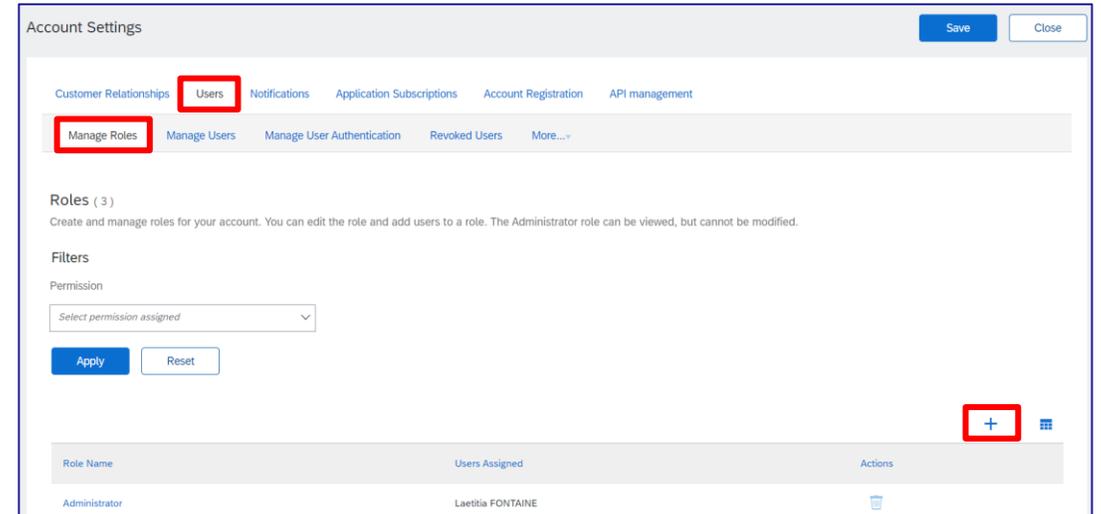
When the form opens, add the **Name** and **Description** for the role. Add **Permissions** for the role by checking relevant boxes.

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**.

Name	Description
<input type="checkbox"/> Customer Service	
<input checked="" type="checkbox"/> POA	

Customer Assignment

Assign to Customer: All Customers Select Customers

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.

Account Settings

Customer Relationships **Users** Notifications Application Subscriptions Account Registration API management

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...>

Users (2)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	POA_USER_tgryncewicz@mmm.com	tgryncewicz@mmm.com	T	G	No	POA
<input type="checkbox"/>	1022393@mmm.com	ijercha@mmm.com	Laetitia	FONTAINE	No	PROFILE_MGMT_ROLE; +5

+ Add to Contact List Remove from Contact List

Save Close

+ AN Access Actions

Yes Actions ▾

Yes

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.

The screenshot shows a table with columns for Username, Email Address, and First Name. Two rows are visible: one for 'POA' and one for '10223'. Below the table are buttons for 'Add to Contact List' and 'Remove from Contact List'. To the right, the 'Actions' dropdown menu is open, showing options: 'Edit', 'Delete', and 'Make Administrator'. The 'Actions' dropdown and the 'Edit' option are highlighted with red boxes.

The 'Edit User' form displays user information for 'POA_USER_tgryncewicz@mmm.com'. It includes fields for Username, Email Address, First Name, Last Name, and Office Phone. There are three checkboxes: 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. A 'Reset Password' button is also present. Below this is the 'Role Assignment' section with a table:

Name	Description
<input type="checkbox"/>	Customer Service
<input checked="" type="checkbox"/>	POA

The 'Customer Assignment' section has radio buttons for 'All Customers' (selected) and 'Select Customers'.

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.

The screenshot displays the 'Account Settings' page in the SAP Business Network Account Administrator. The 'Settings' menu item is highlighted in red. The 'Network Notifications' section is visible, showing various notification types and their corresponding settings. The 'Network' tab is also highlighted in red.

Type	Send notifications when...	To email address
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	
	<input checked="" 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.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	

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.

Available Trainings

Select the tab for the training you need.

eCommerce Available LIVE Trainings

SAP Ariba Network Enterprise Account

SAP Ariba Network Standard Account

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.

<input type="checkbox"/>	3M Supplier cXML Guidelines	Other	3M Company	11 May 2023
<input type="checkbox"/>	3M Supplier cXML Integration Info Pack	Other	3M Company	11 May 2023

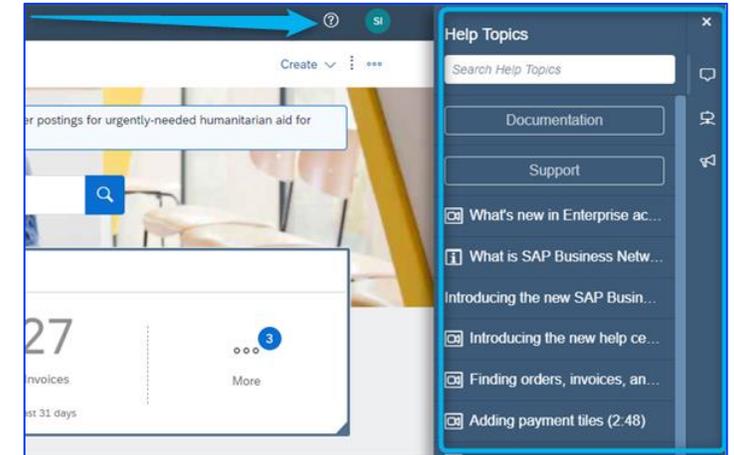
The image displays a series of screenshots from the SAP Business Network interface, illustrating the navigation steps described in the text. The screenshots are arranged in a collage-like fashion, overlapping each other. The top-left screenshot shows the account settings menu with 'Settings' and 'Customer Relationships' highlighted. The middle-right screenshot shows the 'Current Customers' filter with '3M Company' selected and the 'Apply' button highlighted. The bottom-right screenshot shows the 'Customer Details' page for '3M Company' with the 'Reference Documents' link highlighted. The bottom-most screenshot shows the 'Reference Documents' section in the SAP Business Network header.

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.

