

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
6. SAP Case Creation

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:

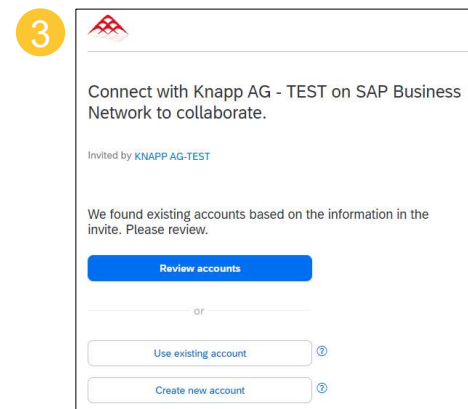
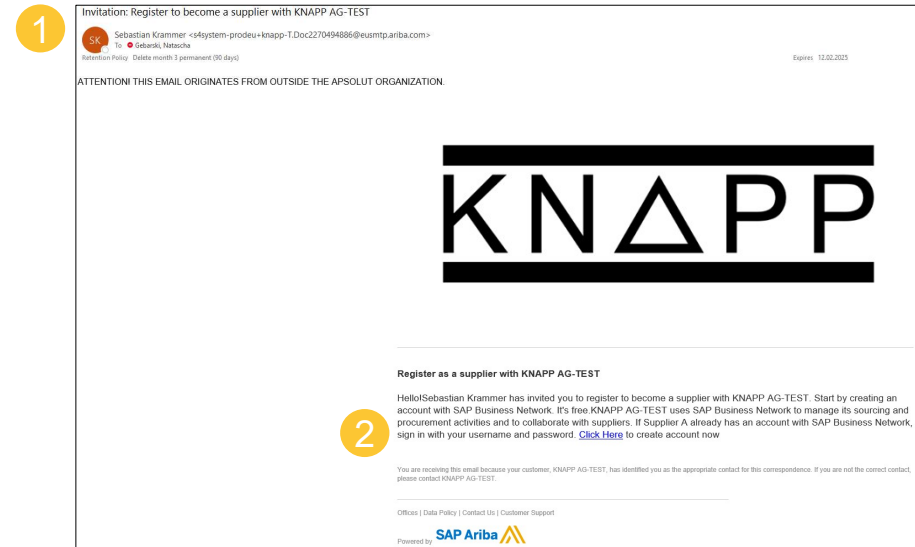
- Receive customer specific questionnaires to maintain your company related data
- Receive sourcing events from customers
- Receive orders from customers
- Send order confirmations
- Send delivery confirmations
- Send invoices (with or without PO reference) as well as
- Create debit and credit memos

Find help on the Supplier Learning Portal here: https://support.ariba.com/SBN_Supplier_Learning_Portal

02. Registration on SAP Business Network

Invitation to register as a supplier

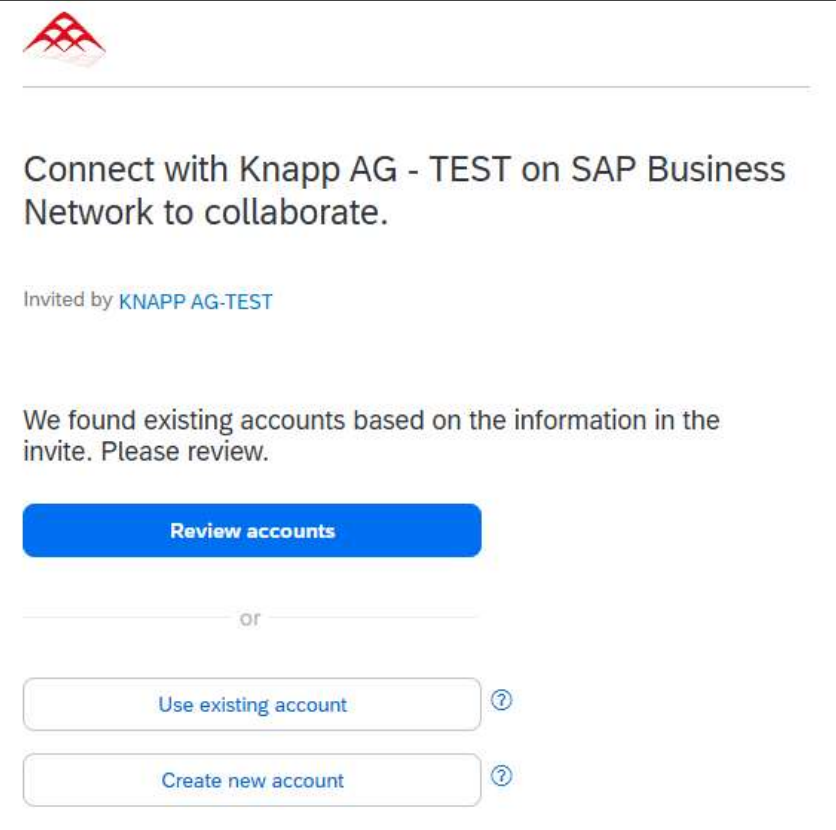
- 1 You will receive an email for the registration invitation with the following subject
- 2 Please click on the link **Click Here** to get forwarded to the registration page
- 3 You will be forwarded to the login / registration page of SAP Business Network



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 the SAP Business Network registration interface. At the top is the SAP logo. Below it, the text reads: "Connect with Knapp AG - TEST on SAP Business Network to collaborate." This is followed by "Invited by KNAPP AG-TEST". A message states: "We found existing accounts based on the information in the invite. Please review." There are three numbered steps on the left side of the interface: 3, 1, and 2. Step 3 points to a blue button labeled "Review accounts". Below this is a horizontal line with the word "or". Step 1 points to a button labeled "Use existing account" with a help icon. Step 2 points to a button labeled "Create new account" with a help icon.

3 **Review accounts**

or


1 **Use existing account** ?

2 **Create new account** ?

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**



Connect with Knapp AG - TEST on SAP Business Network to collaborate.

Invited by [KNAPP AG-TEST](#)


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

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ



Sign in to connect with Knapp AG - TEST

Username*

[Forgot username?](#)

Password*

[Forgot password?](#)

[Connect](#)

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 displays the 'KNAPP' questionnaire interface within a SAP Business Network console. The title bar indicates 'Doc2286947657 - External Supplier Registration Questionnaire' and shows a time remaining of '29 days 23:55:20'. The left sidebar contains navigation links: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The 'Event Contents' section is expanded, showing a list of questionnaire sections: 'All Content', '1 General Information', '2 Tax Information', '3 Withholding Tax Info...', '4 Bank Information', '5 Accounting contact', and '6 Supplier Declaration'. The main content area is titled 'All Content' and shows the '1 General Information' section. It includes fields for 'Legal form' (set to 'Unspecified'), 'Company name', 'Name 2', 'Name 3', 'Department', and 'Supplier main address'. A 'Show More' link is visible next to the 'Department' field. The bottom of the form features a 'Submit Entire Response' button, a 'Save draft' button, a 'Compose Message' button, and an 'Excel Import' button. A note at the bottom states '(*) Indicates a required field'.

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



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?](#)

1 ⓘ Help

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 image displays two screenshots of the SAP Business Network registration interface. The left screenshot, marked with a yellow circle '1', shows the initial invitation screen. It features the SAP logo at the top, followed by the text 'Connect with Knapp AG - TEST on SAP Business Network to collaborate.' Below this, it states 'Invited by KNAPP AG-TEST' and 'We found existing accounts based on the information in the invite. Please review.' A blue button labeled 'Review accounts' is present. At the bottom, there are two options: 'Use existing account' and 'Create new account', both with question mark icons. The right screenshot, marked with a yellow circle '2', shows the 'Company information' form. It includes fields for 'DUNS number' (with a question mark icon and a link 'Don't know your DUNS number?'), 'Company (legal) name *', 'Country/Region *' (a dropdown menu), 'Address line 1 *', 'Address line 2', 'Postal code *', 'City *', and 'State' (a dropdown menu with 'Choose a state' as the selected option).

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 

[Privacy](#) - [Terms](#)

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

 Ariba Commerce Cloud <ordersender-prod@ansmtp.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](#) 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=gVhRyFihLVu8KOIE04AcO34A1jSTgz7&app=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

Register on SAP Business Network

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

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.

1

The screenshot displays the 'KNAPP' console for document 'Doc2286947657 - External Supplier Registration Questionnaire'. The interface includes a left sidebar with navigation links: 'Event Messages', 'Event Details', 'Response History', 'Response Team', and 'Event Contents'. The 'Event Contents' section is expanded, showing a list of sections: 'All Content', '1 General Information', '2 Tax Information', '3 Withholding Tax Info...', '4 Bank Information', '5 Accounting contact', and '6 Supplier Declaration'. The main content area shows the 'All Content' view for 'Name: 1'. It contains a form with sections: '1.1 Legal form' (dropdown: 'Unspecified'), '1.2 Company name' (text input), '1.3 Name 2' (text input), '1.4 Name 3' (text input), '1.5 Department' (dropdown: 'All [select]'), '1.6 Supplier main address' (address form with fields for Street, Street 2, Street 3, District, Postal Code, City, House Number, Country/Region, and State/Province/Region), and '1.7 Preferred purchasing order language' (dropdown: 'Unspecified'). A note at the bottom states '(*) Indicates a required field'. At the bottom of the form are buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The top right corner shows a clock icon and 'Time remaining: 29 days 23:55:20'.

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



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?](#)

1 ⓘ Help

**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

1

Connect with Knapp AG - TEST on SAP Business Network to collaborate.
Invited by KNAPP AG-TEST

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

Review accounts

2

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria: Edit

Company Name: Knapp AG E-mail address: natascha.gebarski@ap-solut.com

Search results (2/2) [View all accounts](#) [Add new account](#)

Company name	Email domain matched	Country	State	DUNS number	Action
Test Supplier	No	Germany	North Rhine-Westphalia		Contact administrator
Knapp AG	No	Germany	North Rhine-Westphalia		Contact administrator
Knapp AG	No	Germany	North Rhine-Westphalia		Contact administrator

3

Contact administrator

To obtain a user account, please provide the requested information below:

Your name * Your company name *

Your email * Your phone number


Your message *

Hello,

I recently attempted to create an account on Ariba Network. During the account creation process, SAP Ariba returned your account as a match.

Please contact me to determine if I should use this account.

Thank you.

☐ I'm not a robot  reCAPTCHA Privacy - Terms

Send Cancel

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.

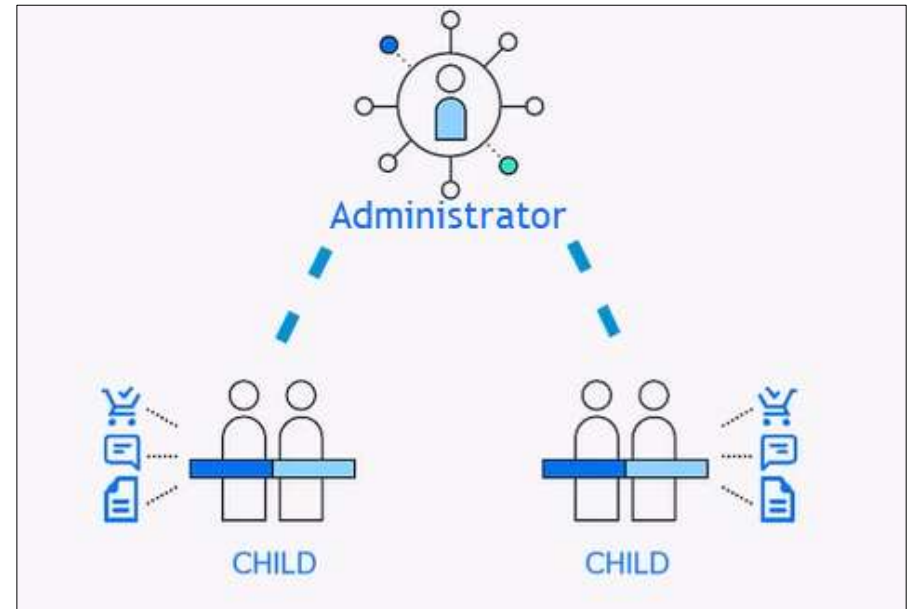
The screenshot shows the KNAPP External Supplier Registration Questionnaire interface. The page title is "Doc2286947657 - External Supplier Registration Questionnaire". The left sidebar contains a navigation menu with the following items: "Event Messages", "Event Details", "Response History", "Response Team", "Event Contents", "All Content", "1 General Information", "2 Tax Information", "3 Withholding Tax Info...", "4 Bank Information", "5 Accounting contact", and "6 Supplier Declaration". The main content area is titled "All Content" and shows a list of questions. The first question is "1.1 Legal form" with a dropdown menu set to "Unspecified". The second question is "1.2 Company name" with a text input field. The third question is "1.3 Name 2" with a text input field. The fourth question is "1.4 Name 3" with a text input field. The fifth question is "1.5 Department" with a dropdown menu set to "All [select]". The sixth question is "1.6 Supplier main address" with a form containing several input fields: "Street", "Street 2", "Street 3", "District", "Postal Code", "City", "House Number", "Country/Region", and "State/Province/Region". The seventh question is "1.7 Preferred purchasing order language" with a dropdown menu set to "Unspecified". At the bottom of the page, there are four buttons: "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import".

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

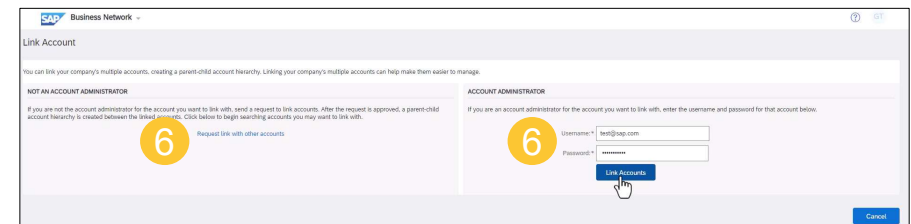
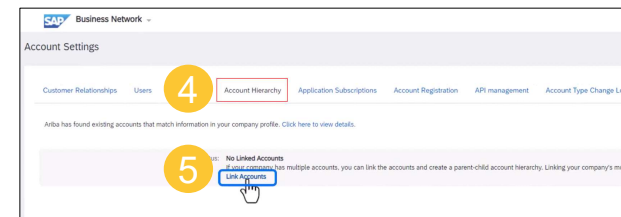
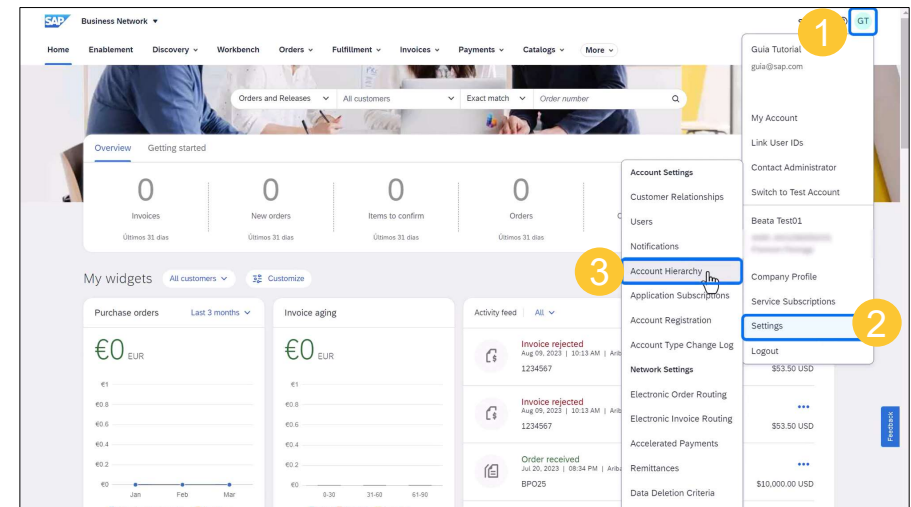


Source: SAP Videos [LINK](#)

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**

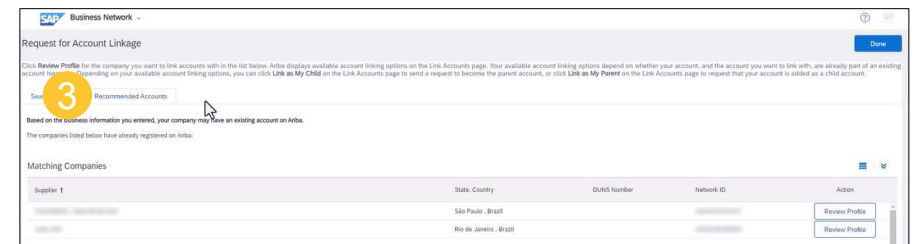
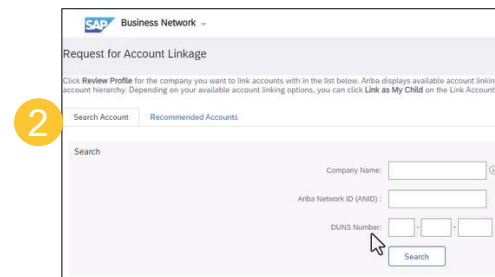
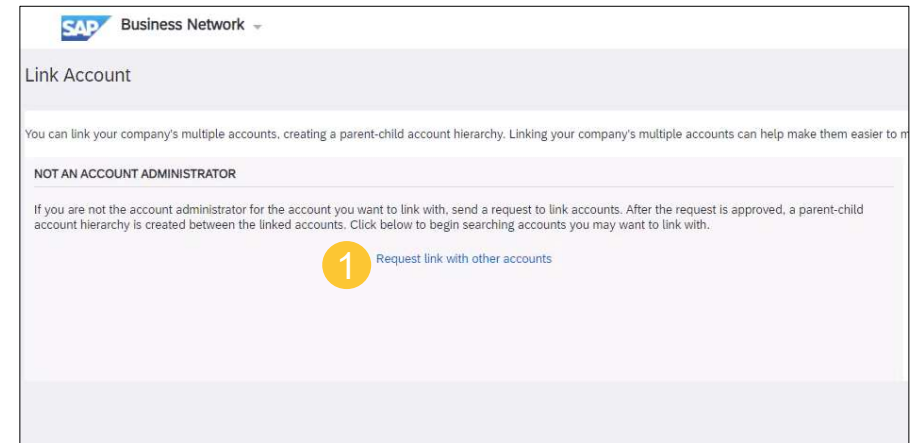


Request link with other accounts I

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**

The first screenshot shows the 'Request for Account Linkage' page. It has tabs for 'Search Account' and 'Recommended Accounts'. Below the tabs, it says 'Based on the business information you entered, your company may have an existing account on Arba.' and 'The companies listed below have already registered on Arba.' There is a table of 'Matching Companies' with columns: Supplier, State, Country, DUNS Number, Network ID, and Action. The 'Action' column has 'Review Profile' buttons. A yellow circle with the number 1 is next to one of the 'Review Profile' buttons.

The second screenshot shows the 'Link Accounts' page. It has a 'Link as My Child' button and a 'Link as My Parent' button. A yellow circle with the number 2 is next to the 'Link as My Parent' button.

The third screenshot shows the 'Request to Link Accounts: Link as My Parent Account' page. It has a 'Parent Administrator Information' section with fields for Name, Email Address, and Phone. It also has a 'My Account Information' section with fields for Name, Email Address, and Phone. There is a 'Comments' text area and a 'Send Request' button. A yellow circle with the number 3 is next to the 'Name' field in the 'Parent Administrator Information' section. A yellow circle with the number 4 is next to the 'Comments' text area. A yellow circle with the number 5 is next to the 'Send Request' button.

SAP Support

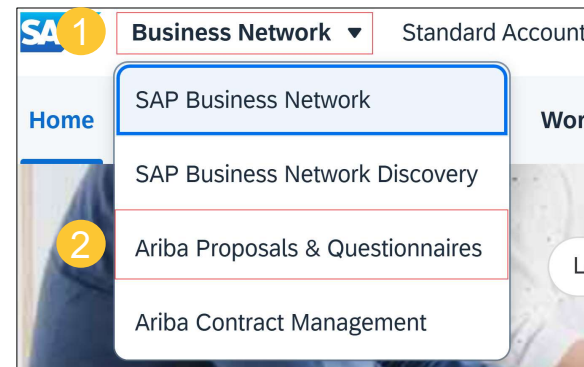
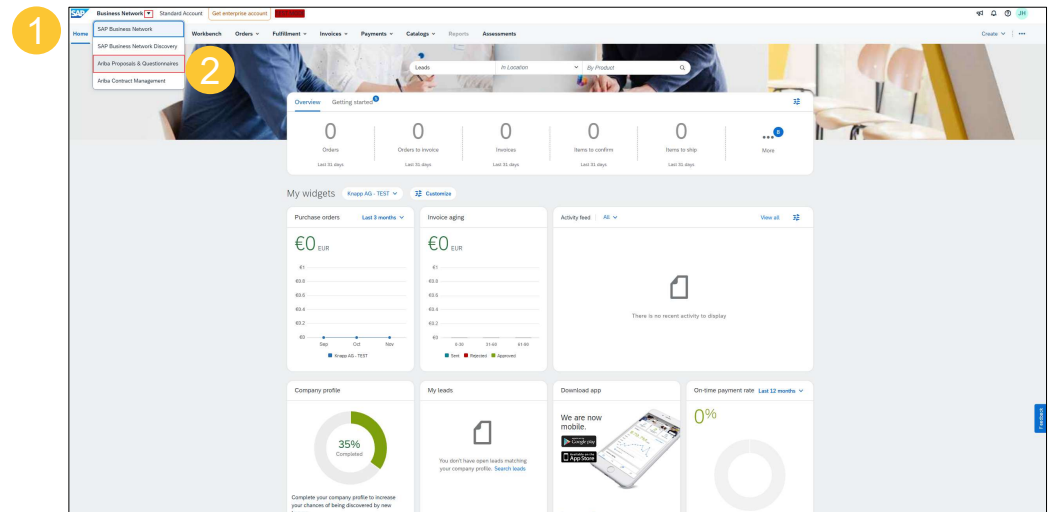
! If you have problems of merging SAP Business Accounts, please contact SAP Support.

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's a navigation bar with 'Ariba Proposals and Questionnaires' selected, 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below this, the 'KNAPP AG' section is visible. A message on the left states 'There are no matched postings.' The main content area includes a welcome message, a 'Home' button, and several sections: 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is expanded, showing a table with columns: Title, ID, End Time, and Status. A red box highlights the 'External Supplier Registration Questionnaire' with ID 'Doc2102198237' and status 'Registered'. The 'Qualification Questionnaires' section shows 'No items'. The 'Questionnaires' section shows a table with columns: Title, ID, End Time, Commodity, Regions, and Status, and a status filter for 'Completed (1)'. The 'Certificates' section is also visible.

Title	ID	End Time	Status
External Supplier Registration Questionnaire	Doc2102198237	11/8/6107 2:58 PM	Registered

Title	ID	End Time	Commodity	Regions	Status
No items					

Title	ID	End Time	Commodity	Regions	Status
Status: Completed (1)					

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 Save a draft by **click Save draft**
- 5 If you have questions, **click Compose Message**
- 6 Click **Excel Import** to download the questionnaire

The screenshot displays the KNAPP 'External Supplier Registration Questionnaire' interface. The left sidebar shows a navigation menu with 'Event Contents' expanded. The main content area is titled 'All Content' and shows a list of sections: 1. General Information, 2. Tax Information, 3. Withholding Tax Info, 4. Bank Information, 5. Accounting contact, and 6. Supplier Declaration. Section 1 is expanded, showing fields for 1.1 Legal form, 1.2 Company name, 1.3 Name 2, 1.4 Name 3, 1.5 Department, and 1.7 Preferred purchasing order language. The 'Company name' field (1.2) is highlighted with a red asterisk, indicating it is mandatory. Below the form, there are four buttons: 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The bottom of the form has a note: '(*) indicates a required field'.

1. General information

1.1 Legal form

1.2 Company name

1.3 Name 2

1.4 Name 3

1.5 Department

1.7 Preferred purchasing order language

1.8 If you have a P/EIN, please enter it here

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

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 screenshot shows the SAP Tax Information form with the following steps highlighted:

- Step 1:** Click **Tax Information** in the left sidebar.
- Step 2:** Click **Add Tax Information (0)** in the top right corner.
- Step 3:** Click **Add Tax Details** in the bottom left corner.
- Step 4:** Enter **Tax Information Country** in the **Country/Region** dropdown menu.
- Step 5:** Fill out your **Tax Number** in the **Tax Number** field.
- Step 6:** Click **Add an additional Tax Details** in the bottom left corner.
- Step 7:** Click **Save** in the top right corner.

The form displays the following information:

- Event Messages:** Event Details, Response History, Response Team
- Event Contents:** All Content, 1 General Information, 2 Tax Information, 3 Withholding Tax info..., 4 Bank Information, 5 Accounting contact, 6 Supplier Declaration
- Tax Information:** Name 1, Add Tax Information (0), Submit Entire Response, Save draft, Compose Message, Excel Import
- Save:** Clicking Save will only save your Repeatable Section answers. To submit your response, you will need to click Save and then click **Submit Entire Response** on the main screen.
- All Content > 2 Tax Information:** Tax Information (0), Name 1, No Items, Add Tax Details, (*) indicates a required field
- Tax Details #1:** Please enter tax details here, Please attach a tax documentation as proof, Attach a file, Country/Region: (no value), Tax Name, Tax Type, Tax Number, Germany: VAT Registration Number, Germany: Tax Number, Germany: Elster Tax Number, Organization

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 image shows three sequential screenshots of the SAP Bank Information form, with numbered steps 1 through 8 indicating the navigation and data entry process.

- Step 1:** The 'Bank Information' form is shown with the 'Event Contents' tab selected. The '4 Bank Information' section is highlighted.
- Step 2:** The 'Add Bank Information (0)' button is highlighted in the top right corner.
- Step 3:** The 'Add Bank Details' button is highlighted in the bottom left corner.
- Step 4:** The 'Country/Region' dropdown menu is highlighted.
- Step 5:** The 'Bank Type' dropdown menu is highlighted.
- Step 6:** The 'Bank account country' dropdown menu is highlighted.
- Step 7:** The 'Add an additional Bank Details' button is highlighted.
- Step 8:** The 'Save' button is highlighted in the top right corner.

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 image displays three sequential screenshots of a web application interface, illustrating the process of uploading an attachment. The interface is titled 'Withholding Tax Information' and includes a sidebar with navigation options: 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is divided into sections: 'Event Contents', 'General Information', 'Tax Information', 'Withholding Tax Info...', 'Bank Information', 'Accounting contact', and 'Supplier Declaration'. The 'Withholding Tax Info...' section is highlighted, showing a form with fields for '3.1. Would you like to specify your withholding tax information?', '3.2. Country', '3.7. Documents Withholding Tax', and '3.8. Please provide us with further important information here'. A red box highlights the 'Attach a file' button in the '3.7. Documents Withholding Tax' field.

The second screenshot shows the 'Add Attachment' dialog box. It contains a text input field for the file location, a 'Choose File' button, and a 'No file chosen' message. A red box highlights the 'Choose File' button.

The third screenshot shows the 'Withholding Tax Information' form with the attachment 'Example Attachment.docx' displayed in the '3.7. Documents Withholding Tax' field. A red box highlights the 'Example Attachment.docx' text.

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 screenshot displays the SAP Event Messages interface. The top section, titled 'Bank Information', shows a list of tabs: 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The 'Event Contents' section is expanded, showing a list of tabs: 'All Content', '1. General Information', '2. Tax Information', '3. Withholding Tax Info...', '4. Bank Information', '5. Accounting contact', and '6. Supplier Declaration'. The '4. Bank Information' tab is selected, and a yellow circle with the number '1' highlights the 'Compose Message' button. Below this, the 'Compose New Message' dialog is open, showing a 'To:' field with 'Project Team' and a 'Subject:' field with '2022/2024/2025 External Supplier Registration Questionnaire'. A yellow circle with the number '2' highlights the text area for composing the message. In the top right corner of the dialog, a yellow circle with the number '3' highlights the 'Send' button.

06. SAP Case Creation

How do you create an SAP case and receive support?

Are you unable to log in to your SAP Business account? Then create a case at SAP Business Network

- 1 Click on the **question mark** in the top right corner
- 2 Click on **Support**
- 3 Click on **Support** again
- 4 Select the **Contact** tab
- 5 Select **Sign in help**
- 6 Select **I am experiencing a different issue**
- 7 Click on **Create a Case**

