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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
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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:

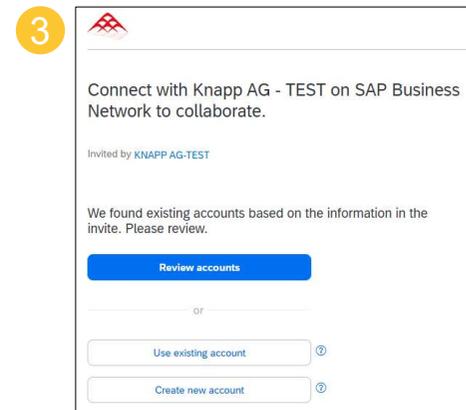
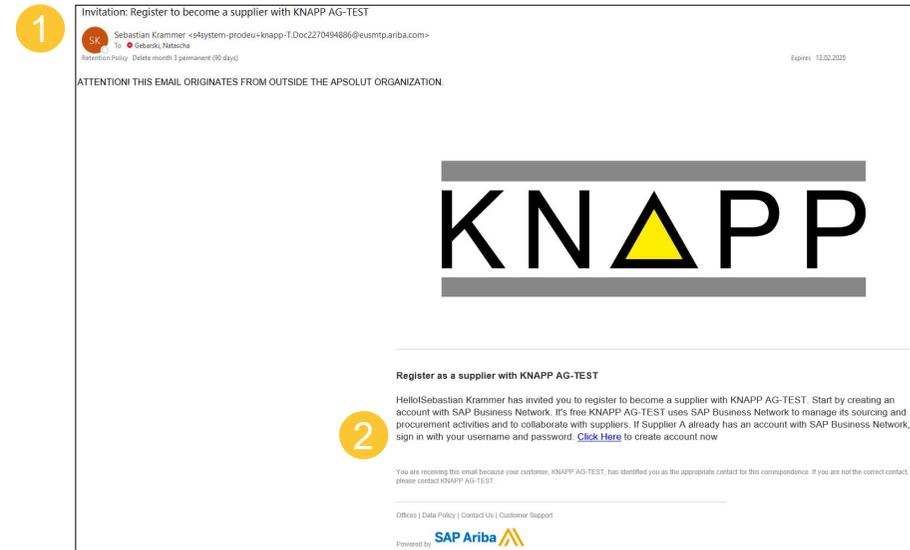
- Receive customer specific questionnaires to maintain your company related data
- Receive sourcing events from customers
- Receive orders from customers
- Send order confirmations
- Send delivery confirmations
- Send invoices (with or without PO reference) as well as
- Create debit and credit memos

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

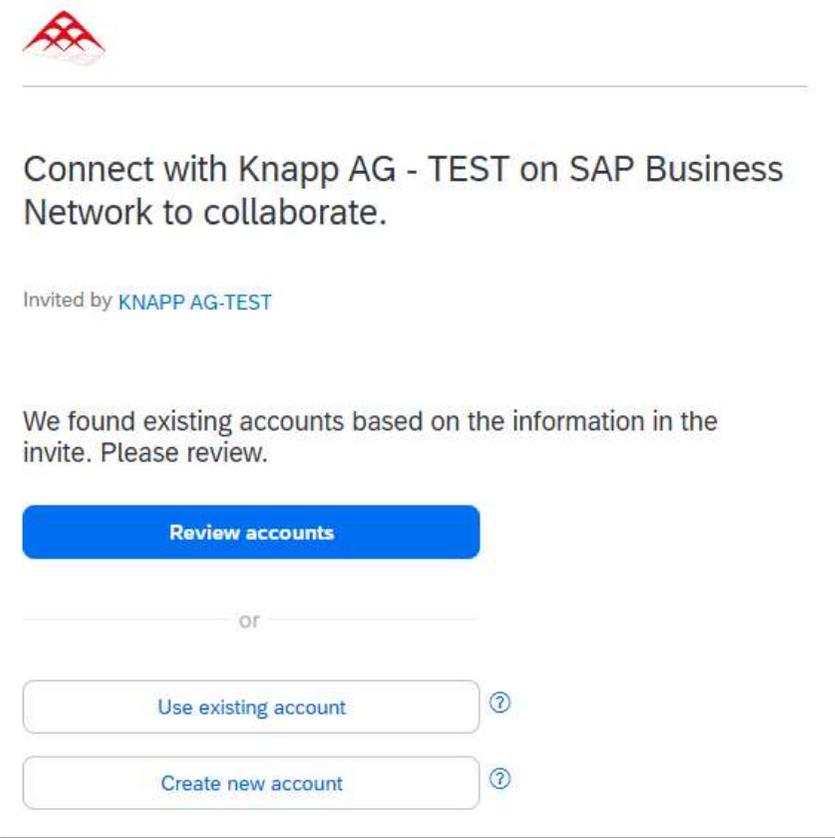
- 1 You will receive an email for the registration invitation with the following subject
- 2 Please click on the link **Click Here** to get forwarded to the registration page
- 3 You will be forwarded to the login / registration page of SAP Business Network



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.

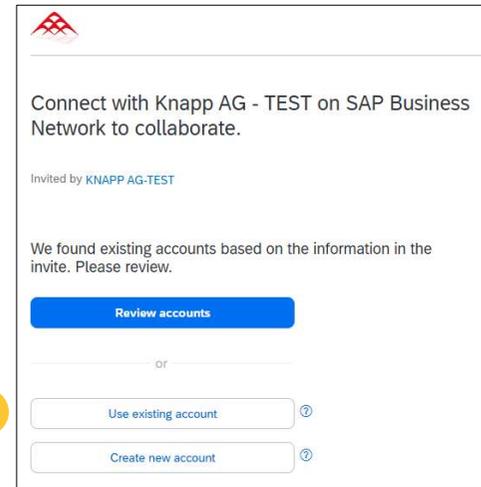


The screenshot shows a registration interface for SAP Business Network. At the top is the Knapp logo. Below it, the text reads: "Connect with Knapp AG - TEST on SAP Business Network to collaborate." Underneath, it says "Invited by KNAPP AG-TEST". A message follows: "We found existing accounts based on the information in the invite. Please review." There are three main options: a blue button labeled "Review accounts" (marked with a yellow circle 3), a separator line with "or" in the middle, and two white buttons: "Use existing account" (marked with a yellow circle 1) and "Create new account" (marked with a yellow circle 2). Both the bottom buttons have a question mark icon to their right.

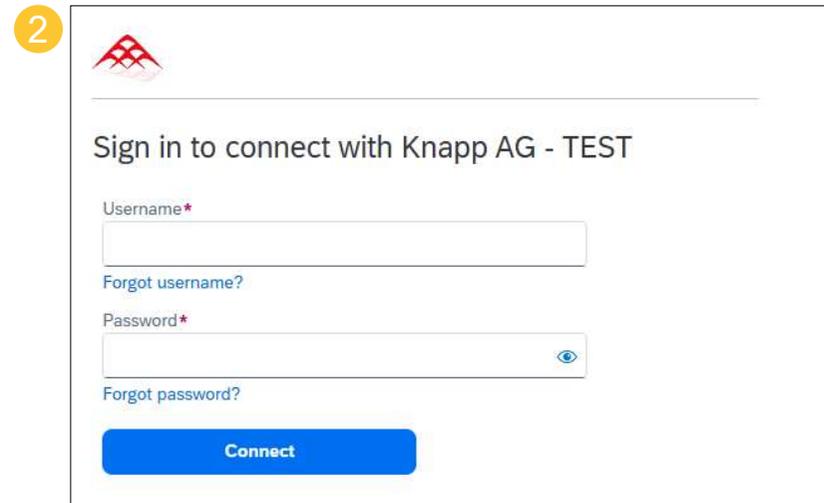
Login with an existing SAP Business Network Account

Login to your SAP Business Network Account

- 1 Click on **Use existing account**
- 2 Type in your credentials and click on **Connect**



1



2

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 shows the 'KNAPP' interface for 'Doc2286947657 - External Supplier Registration Questionnaire'. The form is titled 'All Content' and is divided into sections: '1 General Information', '2 Tax Information', '3 Withholding Tax Info...', '4 Bank Information', '5 Accounting contact', and '6 Supplier Declaration'. The '1 General Information' section is expanded, showing fields for '1.1 Legal form' (Unspecified), '1.2 Company name', '1.3 Name 2', '1.4 Name 3', '1.5 Department', '1.6 Supplier main address', and '1.7 Preferred purchasing order language' (Unspecified). The '1.6 Supplier main address' field is further detailed with sub-fields for Street, House Number, Street 2, Street 3, District, Postal Code, City, Country/Region, and State/Province/Region. A note at the bottom indicates that an asterisk (*) denotes a required field. At the bottom of the form, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. The top right corner shows a timer for 'Time remaining: 29 days 23:55:20'.

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](#)



The screenshot displays a mobile application interface for account registration. At the top left, there is a 'Back' button. In the top right corner, there is a yellow circular icon containing the number '1' and a 'Help' link. The main content area features the Knapp logo, followed by the text 'Create an account to connect and collaborate with Knapp AG - TEST on SAP Business Network'. Below this, there is a section titled 'Company information' with a 'DUNS number' label and an input field. A link for 'Don't know your DUNS number?' is located below the input field.

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 process. The first screenshot, marked with a yellow circle '1', shows the invitation to connect with Knapp AG - TEST on SAP Business Network. It includes the text 'Connect with Knapp AG - TEST on SAP Business Network to collaborate.' and 'Invited by KNAPP AG-TEST'. Below this, it states 'We found existing accounts based on the information in the invite. Please review.' and provides a blue 'Review accounts' button. At the bottom, there are two options: 'Use existing account' and 'Create new account', both with help icons. The second screenshot, marked with a yellow circle '2', shows the 'Company information' form. It includes fields for 'DUNS number', 'Company (legal) name *', 'Country/Region *', 'Address line 1 *', 'Address line 2', 'Postal code *', 'City *', and 'State' (with a dropdown menu labeled 'Choose a state').

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 

2 **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.

3 **Confirm email**

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=gVnrRyFihLlVu8KOjE04AcO34A1jSTIgz7&app=Ariba&app=Sourcing>

Sincerely,
SAP Business Network team

Register on SAP Business Network

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

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' interface for 'Doc2286947657 - External Supplier Registration Questionnaire'. The page is titled 'All Content' and shows a list of sections on the left: 'Event Messages', 'Event Details', 'Response History', 'Response Team', 'Event Contents', and 'All Content'. The 'Event Contents' section is expanded, showing a list of questions: '1.1 Legal form', '1.2 Company name', '1.3 Name 2', '1.4 Name 3', '1.5 Department', '1.6 Supplier main address', and '1.7 Preferred purchasing order language'. The '1.2 Company name' field is currently selected and contains a blue highlight. The '1.5 Department' field is also selected and shows a dropdown menu with 'Unspecified' as the current selection. The '1.6 Supplier main address' field is expanded, showing a form with fields for 'Street', 'House Number', 'Street 2', 'Street 3', 'District', 'Postal Code', 'City', 'Country/Region', and 'State/Province/Region'. The '1.7 Preferred purchasing order language' field is also expanded and shows a dropdown menu with 'Unspecified' as the current selection. At the bottom of the page, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A note at the bottom indicates that an asterisk (*) indicates a required field.

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

Knapp

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) When you click a user in this account, the user's account opens.

| Company name | Email domain matched | Country | State | DUNS number | Action |
|-------------------|----------------------|---------|-------|-------------|-----------------------|
| Test Supplier | No | DE | | | Contact administrator |
| Test Supplier | No | DE | | | Contact administrator |
| Knapp ZVE AG | No | DE | | | Contact administrator |
| Test user Test AG | No | DE | | | 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 interface is divided into several sections:

- Event Messages:** Includes links for Event Details, Response History, and Response Team.
- Event Contents:** A list of sections to be completed, including General Information, Tax Information, Withholding Tax Info, Bank Information, Accounting contact, and Supplier Declaration.
- All Content:** The main form area, currently showing the "1. General Information" section. It includes fields for:
 - 1.1 Legal form (Unspecified)
 - 1.2 Company name
 - 1.3 Name 2
 - 1.4 Name 3
 - 1.5 Department
 - 1.6 Supplier main address (with sub-fields for Street, Street 2, Street 3, District, Postal Code, City, House Number, Country/Region, and State/Province/Region)
 - 1.7 Preferred purchasing order language (Unspecified)

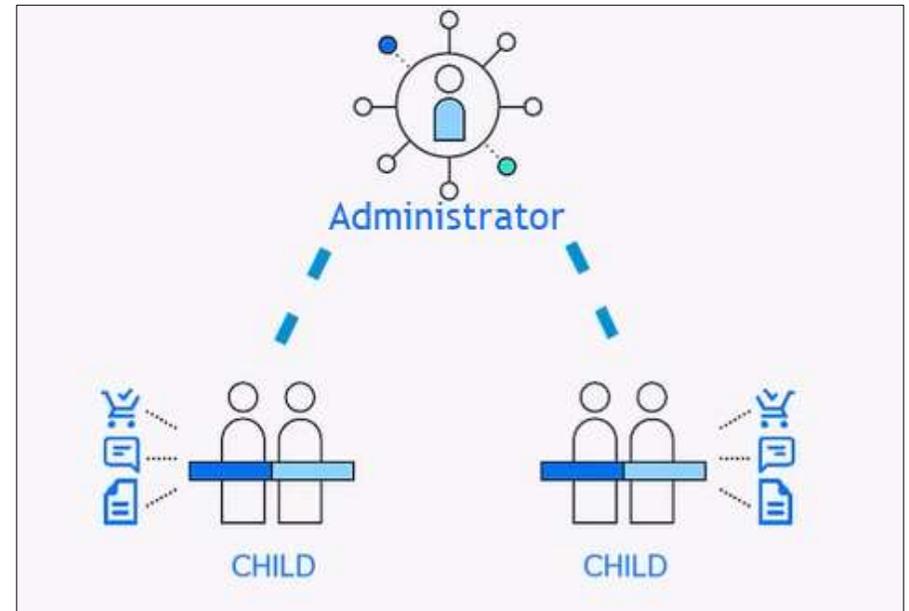
At the bottom of the form, there are buttons for "Submit Entire Response", "Save draft", "Compose Message", and "Excel Import". A note at the bottom indicates that an asterisk (*) indicates a required field.

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

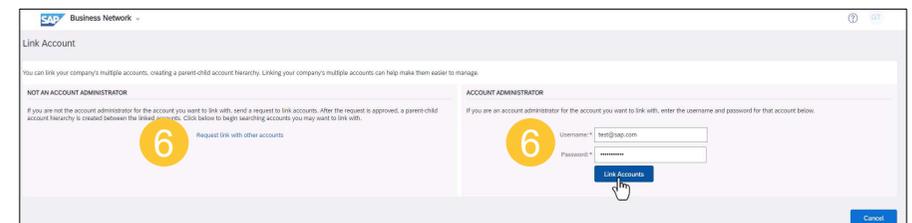
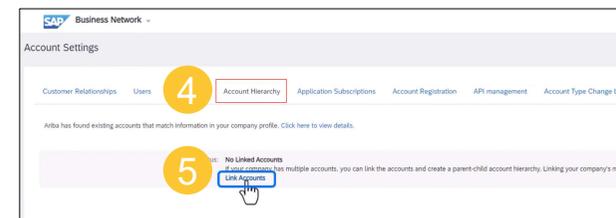
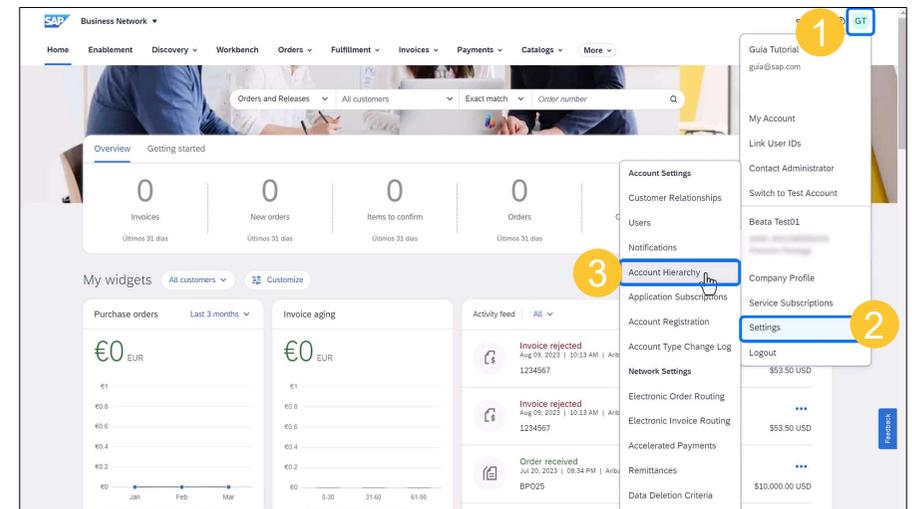


Source: SAP Videos [LINK](#)

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**

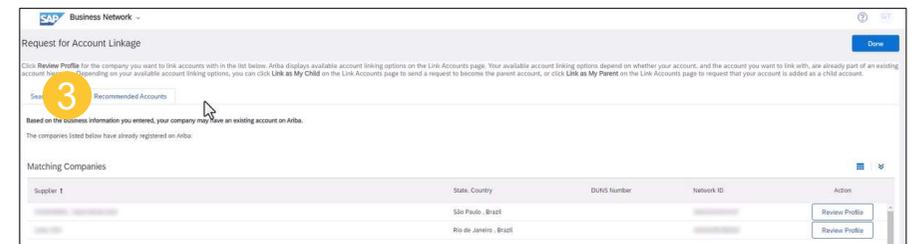
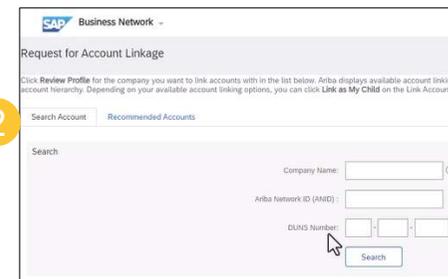
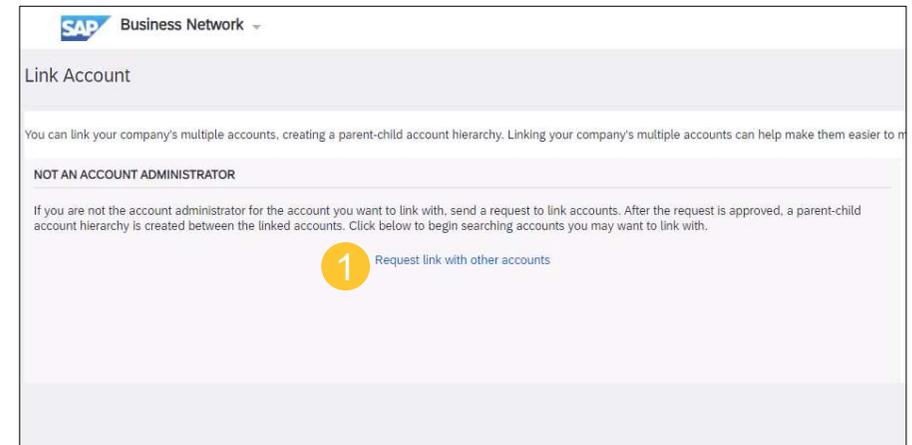


Request link with other accounts I

- 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 features a search bar and a 'Recommended Accounts' tab. Below, a table lists 'Matching Companies' with columns for Supplier, State, Country, DUNS Number, Network ID, and Action. Two entries are visible: 'São Paulo, Brazil' and 'Rio de Janeiro, Brazil'. A yellow circle '1' highlights the 'Review Profile' button for the first entry.

The second screenshot shows the 'Link Accounts' page. It displays a company profile with various metrics (Overall, Communication, Creditability, Reliability, Quality) and tabs for 'Basic Information', 'References (0)', and 'Activity Data'. A yellow circle '2' highlights the 'Link as My Parent' button.

The third screenshot shows the 'Request to Link Accounts: Link as My Parent Account' page. It contains a form for 'Parent Account Administrator Information' (Name, Email Address, Phone) and 'My Account Information' (Name, Email Address, Phone). A 'Comments' field is highlighted with a yellow circle '4', and a 'Send Request' button is highlighted with a yellow circle '5'. A table at the bottom shows the 'Parent Account To Be Linked' with columns for Supplier, State, Country, DUNS Number, and Network ID.

SAP Support

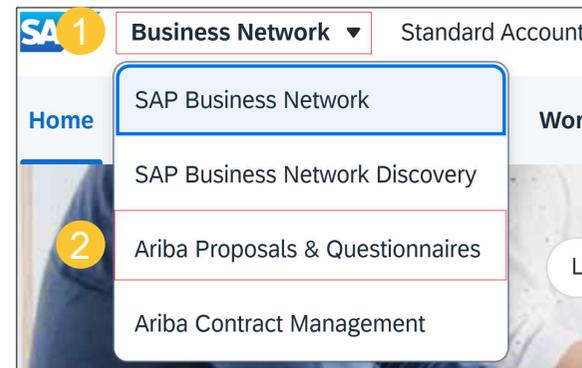
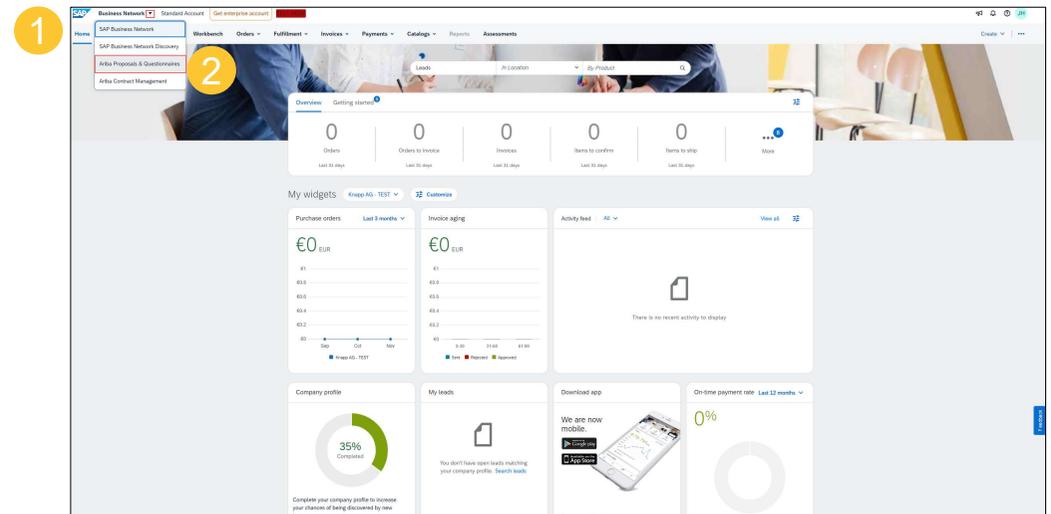
- ! If you have problems of merging SAP Business Accounts, please contact SAP Support.

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 SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main content area is titled 'KNAPP AG' and contains a welcome message: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' Below the welcome message, there are several sections: 'Home', 'Events', 'Registration Questionnaires', 'Qualification Questionnaires', 'Questionnaires', and 'Certificates'. The 'Registration Questionnaires' section is expanded, showing a table with columns for Title, ID, End Time, and Status. One entry is visible: 'External Supplier Registration Questionnaire' with ID 'Doc2102198237' and End Time '11/8/6107 2:58 PM'. The 'Questionnaires' section is also expanded, showing a table with columns for Title, ID, End Time, Commodity, Regions, and Status. One entry is visible: 'External Supplier Registration Questionnaire' with ID 'Doc2102198237' and End Time '11/8/6107 2:58 PM'. The 'External Supplier Registration Questionnaire' entry in both sections is highlighted with a red box.

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 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. The 'General Information' section is expanded, showing fields for 1.1 Legal form (Unspecified), 1.2 Company name (with a red asterisk indicating it is mandatory), 1.3 Name 2, 1.4 Name 3, 1.5 Department, 1.6 Supplier main address (with a red asterisk), and 1.7 Preferred purchasing order language (Unspecified). A red circle with the number '1' is placed over the 'General Information' section header. A red circle with the number '2' is placed over the 'Company name' field. A red circle with the number '3' is placed over the 'Submit Entire Response' button. A red circle with the number '4' is placed over the 'Save draft' button. A red circle with the number '5' is placed over the 'Compose Message' button. A red circle with the number '6' is placed over the 'Excel Import' button. The bottom of the interface shows a navigation bar with these six buttons.

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 screenshots illustrate the SAP Tax Information process:

- Screenshot 1:** Shows the 'Tax Information' section in the SAP interface. The 'Event Contents' list on the left has '2 Tax Information' selected (1). The main area shows '2 Tax Information' with an 'Add Tax Information (0)' button (2).
- Screenshot 2:** Shows the 'Add Tax Details' button (3) in the 'Tax Information (0)' section. A message states: '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.'
- Screenshot 3:** Shows the 'Add an additional Tax Details' button (6) in the 'Tax Information (1)' section. The 'Tax Details #1' section is expanded, showing a 'Country/Region' dropdown (4) set to 'Germany (DE)'. Below it, a table of tax types and numbers is visible, with the 'Germany: VAT Registration Number' field highlighted (5).

| Tax Name | Tax Type | Tax Number |
|----------------------------------|--------------|----------------------|
| Germany: VAT Registration Number | Org. | <input type="text"/> |
| Germany: Tax Number | Organization | <input type="text"/> |
| Germany: Elster Tax Number | Organization | <input type="text"/> |

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 screenshots illustrate the following steps:

1. In the SAP menu, click on **Bank Information**.
2. In the 'Bank Information' screen, click on **Add Bank Information (0)**.
3. In the 'Bank Information (0)' screen, click on **Add Bank Details**.
4. In the 'Bank Details (1)' screen, fill out the **Country/Region** dropdown.
5. Based on the country, fill out the **Account Holder Name** and **IBAN** fields.
6. Alternatively, fill out the **Account Number** and **Bank Key** fields.
7. Click **Add an additional Bank Details** if needed.
8. Click **Save** to save the bank details.

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 screenshot shows the 'Withholding Tax Information' form. The 'Event Contents' section is expanded to '3 Withholding Tax Information'. The form contains several fields: '3.1 Would you like to specify your withholding tax information?' with a 'Yes' dropdown; '3.2 Country' with radio buttons for Austria, Israel, USA, and Germany; '3.7 Documents Withholding Tax' with a file icon; and '3.8 Please provide us with further important information here' with a text area. A red circle with the number '1' highlights the 'Attach a file' button next to the file icon in field 3.7. At the bottom, there are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'.

The screenshot shows the 'Add Attachment' dialog box. It contains the text: 'Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.' Below this is an 'Attachment:' field with a 'Choose File' button and a 'No file chosen' status. A red circle with the number '3' highlights the 'OK' button at the bottom right of the dialog.

The screenshot shows the 'Withholding Tax Information' form after the attachment has been uploaded. The 'Attachment:' field in the 'Add Attachment' dialog now shows 'Example Attachment.docx' with a file icon. A red circle with the number '4' highlights this attachment in the '3.7 Documents Withholding Tax' field of the main form. The rest of the form and buttons are the same as in the previous screenshot.

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 image shows two screenshots from the SAP system. The top screenshot is the 'Bank Information' form, which is part of a questionnaire. It has a left-hand navigation menu with options like 'General Information', 'Tax Information', 'Withholding Tax Info', 'Bank Information', 'Accounting contact', and 'Supplier Declaration'. The 'Bank Information' section is currently active. In the main area, there are four buttons: 'Submit Entire Response', 'Save', 'Compose Message', and 'Excel Import'. A yellow circle with the number '1' is placed over the 'Compose Message' button. The bottom screenshot is the 'Compose New Message' dialog box. It shows the 'To:' field set to 'Project Team' and the 'Subject:' field set to '2302202047827 - External Supplier Registration Questionnaire'. The 'Attachments:' field is empty. A yellow circle with the number '2' is placed over the large text input area. In the top right corner of the dialog, there are 'Send' and 'Cancel' buttons, with a yellow circle and the number '3' placed over the 'Send' button.