

SAP Business Network Supplier FAQ

Getting Started	0
Trading Relationships	0
Account and Company Settings	2
Users and Roles	6
Notifications and Routing	7
Orders and Fulfillment	8
Invoicing and Payments	8
Reports	9

Please reference this <u>account overview video</u> for an introduction to SAP Business Network Supplier (BSN). This video is also referenced in the FAQs below.

Getting Started

1. How do I search for documents?

Use the search bar on the **Home tab**. Select the document type, enter the document number, and click the "Search" icon. (*Training video 00:15*)



2. Can I customize the layout of the Home screen?

Yes, on the **Home tab,** click the "Customize" button to add, remove, or re-arrange widgets. Click "Save" when you're done. *(Training video 00:55)*

Trading Relationships

3. How do I establish a trading relationship with GlobalFoundries?

To establish a trading relationship before GF has created a PO:

- 1. Provide the buyer with your <u>SAP Business Network ID (ANID) number</u>, and ask them to send you a trading request.
- 2. To accept the request, go to the settings menu (your initials in the top right of the screen), click "Settings," then "Customer Relationships."
- 3. Check the box to the left of the customer and click Accept.

To establish a trading relationship after GF has created a PO:

- 1. If you've received an email with a copy of the PO, click the "Process Order" button.
- 2. Follow the prompts on the page to either register a new account or login with your existing account.
- 3. The trading relationship request (TRR) will be accepted and all the POs sent will now be visible in your account.

If you did not receive an email as outlined in step one:

- 1. Provide GF with the **Purchase Order number** and your **preferred email address**.
- 2. GF will work with SAP to resend an email to the email address provided.
- 3. You will receive an email with a URL to activate your account (you will have the option to create a new account or use an existing account on the next screen), temporary ID, and secure code.

Welcome to SAP Business Networ	k			
N network_accounts@ansmtp.ariba.e	com <ordersender-prodভ ur privacy, Outlook prevented a</ordersender-prodভ 	ansmtp.ariba.com:	e pictures in this message.	Keply All → Forward Wed 9/18/2004 2:53 PM
×		Invitation		
To: Email:	<u>tyrelle.farris@</u>	9sap.com		
has invited you to account has already been ena	use the SAP Business Netwo bled, but your action is requ	rk™ to manage busine ired to complete the ac	ss processes. Please no tivation process to beg	te that a temporary gin interacting with
To activate your accourt	t:			
 Go to <u>https://service.ariba.</u> Enter the following tempor 	com/register ary log-in information:			
	Temporary ID: Al Secure Code: ar	N01693988821 iba123		
3. Review and accept the terr	ns of use.			
Activate your account today a the world's premier business account to get started!	nd let Ariba Discovery auton network, helps leading buyin	natically match you to r g organizations connec	new business opportun t with the right supplie	ities. Ariba Discovery, rs. Activate your

4. Click the URL in the email, enter the temporary ID and secure code, and follow the prompts to **Create a New Account** or **Use Existing Account**.

ew Account Registration	
gister your company on SAP Business Network. Registering takes only a few minutes and lable SAP Business Network to continue to send you documents through Quick Enablement, uddition, you can take advantage of all the services that SAP Business Network has to offer.	Want to know more about the SAP Business Network?
er the Temporary ID and Secure Code provided in the welcome letter. Temporary ID:	Verv a short demo on SAP Business Network and how to register • View Demo
Secure Code:	View Instructional Demo Who is Aniba? View demo about SAP Business Network Learn about Ariba, Inc.
E Livent to create a new account Create New Account	Why did I get this Purchase Order? SAP Business Network FAQ? Learn more about the SAP Business Network Read FAQ about SAP Business Network Purchase Order
ready have an account with SAP Business Network)	What is SAP Business Network? Learn about SAP Business Network



4. How can I manage customer relationships?

Go to the settings menu (by clicking your initials in the top right of the screen), click "Settings," then under **Account Settings** select "Customer Relationships." You can view which customers you're connected to and approve or reject new relationship requests. *(Training video 6:30)*



Account and Company Settings

5. Where do I find the settings menu?

You can find the settings menu by clicking on your initials in the top right of the screen. *(Training video 5:35)*



6. How do I update my account information?

Go to the settings menu and select **My Account** to change your name or email address. *(Training video 5:35)*



7. How do I reset my username or password?

To reset your username:

- 1. Go to the SAP Business Network login page.
- 2. Click Forgot username.
- 3. Enter your email address registered with SAP Business Network.
- 4. Click Submit.

SAD* Business Network -	R ()
Supplier sign-in	Do you want to be seen by businesses around the world?
Usemame	We will broadcast your story on SAP Business Network webite and social media platforms, reaching out to new customers who can benefit from your experience.
Next Forgst seemane	Learn More
New to SAP Business Network? Register flow or Learn more	
Supported browsers and plugins	
SAP © 2022 SAP SE or an SAP atfluies company. All rights reserved.	Privacy Statement Security Disclosure Terms of Us

To reset your password:

- 1. Go to the SAP Business Network login page.
- 2. Enter your email address registered with SAP Business Network.
- 3. Click Next.
- 4. Click Forgot password.
- 5. Enter your email address registered with SAP Business Network.
- 6. Click Sumit.

SAP Business Network	<pre>< testaccountIT@test.com Password </pre>
	Sign in Forgot password
	New to SAP Business Network? Learn more

8. How do I contact my account administrator?

Go to the settings menu (your initials in the top right of the screen) and select **Contact Administrator** to get in touch with your supplier account admin. *(Training video 6:00)*



9. How do I change the administrator user on my account?

Follow these steps if any of the following scenarios apply:

- You're the current administrator user and you'd like to transfer the administrator role to another user that already exists in the account.
- You have access to the previous administrator's account and you'd like to make yourself (or another employee) the administrator.
- The previous account administrator left your company, but you have access to the email address associated with their user profile.

If the current account administrator left your company and you can't access the email address associated with their user profile, contact SAP Business Network Customer Support from the <u>Support Center</u> to change the administrator email address.

10. What is the difference between a Standard Account and an Enterprise Account? Standard Accounts:

- Free to create and use.
- Support unlimited transactions.
- Do not support Supply Chain Collaboration (SCC) or CXML/B2B integrations.

Standard Accounts can be updated to Enterprise, which will upgrade all relationships on that account.

Enterprise Accounts:

- Are paid accounts (billed directly by SAP).
- Are required for advanced collaboration features (see next question for more detail).

Find more information on Enterprise Accounts here.

11. When am I required to use an Enterprise Account?

GF requires an Enterprise Account if you're using any of the following processes:

- Inventory
- Consignment
- Repair/refurb/cleaning
- Scheduling agreements

In these cases, your SAP relationship will be marked as **Buyer Funded**, and you will not be billed by SAP for any business conducted with GF within that account/ANID.

If you're not sure if your account is marked as Buyer Funded, please contact: <u>supplierscchelp@globalfoundries.com</u>.

12. What if I have a Standard Account but GF requires me to upgrade?

You have two options:

1. **Create a new ANID:** this keeps your existing relationships on the Standard Account and avoids charges for pre-existing relationships.



2. **Upgrade your existing account to Enterprise:** You will not be billed by SAP for that relationship with GF (Buyer Funded) and you will only be charged by SAP for other relationships you maintain on that account.

13. Who can update our company profile?

Only administrators can update your overall company account, including name, address, and certifications. (*Training video 6:09*)

14. Where do I find my SAP Business Network ID (ANID) number?

To find your ANID:

- 1. Sign in to your SAP Business Network account.
- 2. Click **your initials** in the upper-right corner of the screen.
- 3. Your ANID will be displayed below your company name in the dropdown menu.

15. How do I add or update a remittance address?

- 1. Go to the settings menu (by clicking your initials in the top right of the screen) and click "Remittances."
- 2. In the "EFT/Check Remittances" section, you'll see a list of existing addresses.

EFT/Check Remittances				
Address †	City	State	Country/Region	Default
0		Berlin	Germany	Yes
Le Edit Delete Create				

3. You can edit an existing address or create a new one.

Remittance Address	
Address 1:*	1
Address 2:	
Address 3:	
City:*	
State:*	Alabama [US-AL] 🗸 🗸
Zip:*	
Country/Region:*	United States [USA]
Contact:	Select contact \checkmark
[Make this address default
[Factoring Service (i)

16. What if I have multiple bank accounts?

 If you have multiple bank accounts, it's important to provide your remittance ID so GF can accurately pay the correct amount. This is a GF-issued ID created during registration. If you don't know your remittance ID, please email: <u>supplierscchelp@globalfoundries.com</u>.



- If you only have one bank account, you may leave the remittance ID field blank.
- When submitting invoices, it's recommended to select "Include Bank Account Information in Invoices" and complete the payment details.

Remittance ID Assignment	
Customer †	Remittance ID
GlobalFoundries U.S. Inc TEST	
Include Bank Account Information in invoices.	

17. Can I change my bank account through SAP Business Network?

No. To change your bank account, please request a bank account update by emailing: <u>gfbuyerdesk.smdm@globalfoundries.com</u>.

Users and Roles

18. How do I create a new role?

- 1. Go to the settings menu (by clicking your initials in the top right of the screen) and click "Settings."
- 2. Under Account Settings select "Users."
- 3. Go to Manage Roles tab and click the blue "+" icon.
- 4. Enter the role name, choose applicable permissions, and click "Save." (*Training video 6:50*)

	TO ME SETTING		Contras Contras - Contras -	*** •		2	Ψ.
Cust	stomer Relationships		Account Settings			See	Close
Use	- lbr	My Account	Customer Relationships Users Notifications Applie	calon Subscriptions Account Registration API management			
Noti		Link User IDs	Manage Roles Manage Users Manage User Author	ntication Revoked Users More			
App	plication Subscriptions	Contact Administrator					
Acc	count Registration		Roles (x)				
NET	WORK SETTINGS		Greate and manage roles for your account, You can edit the role	e and add users to a role. The Administrator role can be viewed, but cannot be modified			
Fier	rtronic Order Routing	Company Profile	Fitters				
Elec	ctronic Invoice Routing	Settings >	Permission				
Acco	celerated Payments	Logout	See Section and and				
Ren	mittances		Acoly Reset				
Data	ta Deletion Criteria						
100	hands kintifications	an entre state				+	-
		end second becaptive reads a one	Rose hame	Utans Assigned	Actions	- 45	
~00	or Hurge		Addressed		8		
410	BIT LOGS						
Clas	issic						
Star	indard					Saw	Close

19. How do I add a new user?

- 1. Go to the settings menu (by clicking your initials in the top right of the screen), and click "Settings."
- 2. Under Account Settings select "Users."
- 3. Go to Manage Users tab, click the blue "+" icon.
- 4. Fill in required details, assign a role, and click "Save." (Training video 7:30)



	ACCOUNT NETTINGS	□ 0 □	Business Network - Enterprise Account Categories	Ø
	Customer Relationships		Account Settings	Close
F corre	Notification Subscriptions	My Account Link User IDs Contact Administrator	Cataline Rollmange Upper Kulfkalten Application Sakonfeller Ausset Registration / Pri nangement Nange Bale Tempe teme versige Sam Aufwellication: Revoluti Loss Sam	
	Account Registration		Users (1)	
	Electronic Order Routing	Company Profile	Filter Dues (too can only wuidt on one without with them)	
	Electronic Invoice Routing	Settings >	Demane V Determanane +	
	Remittances	Logour		
	Network Notifications	ent Seculty Disclosure Terms of Use	Ukersame Brisk Address Port Karlene Last Vanne SAP Karlens Honork Discovery Carson Reit Ausgane Autorization Polities Auggane Curearer Ausgane Autorization Polities Autorizatioa Polities Autorization Polities	Action to
	Audit Purge		Ne PROREMOTIONE +1 ALC) No.	
	AUDIT LOGS		All TO LATING LIE HINNIN FUN LATINE LIE	
	Classic Standard			en Close

20. What is the role of an administrator?

The SAP Business Network for Procurement Administrator role is responsible for:

- Configuring the Buyer Account in the cutover phase from test to production for Go Live.
- Maintaining the Buyer Account in production and test.
- Being the primary point of contact for users with questions or problems.
- Creating and maintaining user roles, permissions, and user access.
- Providing ad-hoc reports.

View additional details on the role of an administrator here.

21. Can there be multiple administrators?

No, only one user can be assigned the admin role at a time.

Notifications and Routing

22. How do I set up or update notifications?

Go to the settings menu (by clicking your initials in the top right of the screen), click "Settings," then under **Account Settings** select "Notifications". Notification settings can be customized to alert specific people about new documents or relationship requests. *(Training video 8:30)*

Home	Business Network - Enter Enablement Discovery -	Vorkbench Orders ~	Fulfilment v Invoices v	Payments - Catalogs	✓ More ✓			ACCOUNT SETTINGS Customer Relationships	
Report Use CS Rej	S V or Excei reports to track informatic port Templates	on on account usage, such as purchase	orders and invoices. Report files are U	TF-8 encoded. If your applicatio	on does not read UTF-B, it might	not display all Asian and accented	characters in the downloaded file or	Users Notifications Application Subscriptions Account Registration	My Account Link User IDs Contact Administrator
	Title 1	Schedule Type	Report Type	Status	Lest Run	Next Run	Created	NETWORK SETTINGS	
	Test Report	Manual	Order	Processed	14 May 2024		14 May 2024	Electronic Order Routing	Company Profile
ь 207	Run Download	Edit Copy	Delete	e Refresh Status				Existence Innoise Routing Accelerated Payments Reimitances Data Deletion Criteria Network Notifications Audit Purge AUDT 1003 Classic Standard	Settings



23. How do I change order routing or invoice routing settings?

Go to the settings menu (by clicking your initials in the top right of the screen), click "Settings," then under **Network Settings** select "Electronic Order Routing" or "Electronic Invoice Routing" to assign recipients for order and invoice notifications. (*Training video* 8:30)

Orders and Fulfillment

24. What is the Workbench tab for?

The **Workbench tab** is a quick view that lists documents that need your attention, such as orders and invoices. Filter by document type, customer, order number, or status. *(Training video 1:50)*

Business Network · Ente	erprise Account										41 D	TF (
Enablement Discover	ry - Workbe	nch Orders ~	Fulfillment ~	Invoices ~	Payments ~	Catalogs ~	Reports - Asse	risments			Create	× •
rkbench											現 Cust	omize 🗨
O Orden	O Orders to in	raice	O Invoices		O Beens to confirm		O Rems to ship Lett 31 days	O Service sheets Let 31 days	SO.OUSO Early payment offers Next 50 days		S O.O.USD Remiltances	5
Last 31 days	Let 31 de	n	Lane as surge									
Last 12 days refers (O) ~ Edit filter Surve filter Customers Select or type selections	Leef 31 day) Order numbers 7) pe selection	Line of any	Creatio Last 3	in date 31 days	·	Order status Include 🗸	Select or type Ø	Company codes Select or type selections	ð		
Let 11 days rders (0) ~ Eds filter Saree Riter Customers Select or type selections Show more	Last 31 day	n Order numbers Type selection	C Exect match	Creatio	in date 21 days	×	Order status Include V	Select or type Ø	Company codes Select or type selections	Ø	Acoly	Reset
Let 11 days Inders (D) ~ Edit filter Sare Inter Customes Select or type selections Show more	Last 31 day	o Order numbers Type aninction Partial match	 Exect match 	Creatio	in date 31 days	•	Order status Include v	Select or type 🛛 Ø	Company codes Sellect or type selectores	0 ² Reserv	Apply d Failed Orders	Reset

25. How do I view or search for Purchase Orders?

Use the **Orders tab** to find POs sent to you by GF. Use exact match for best results, then click "Apply." (*Training video 3:35*)

Invoicing and Payments

26. How do I view or search for Invoices?

Use the **Invoices tab** to review submitted invoices, credit memos, or drafts. (*Training video 3:55*)

27. How do I view or search for Payments?

Use the **Payments tab** to see any customer-posted payments against your invoices. (*Training video 4:10*)

28. How do I configure a list of commonly used tax rates?

You can setup commonly used tax rates while submitting an invoice.

- 1. Click the "Tax Category" dropdown.
- 2. Select "Configure Tax Menu."



Insert Lir	ne Item Option	ns			
		Tax Category	:		Standard Tax Selection
	No.	Include	Туре	Part #	Sales Tax
	1		SERVICE	Not Available	Service Tax
		-			Other Tax
	Service Perio	vd.	Service Start Date:	12 Eeb 2025	Taxes for Germany

3. Click "Create" and enter your options (see example below).

Config	ure Tax					
	* Tax Category				Tax Description	
\bigcirc	VAT	~	19	%	Standard VAT Rate: 19%	
۲	VAT	~	7	%	Reduced VAT Rate: 7%	
Ļ	Delete	Create				

4. Click "OK" to save your selections. These options will now appear as presets.

Line It	ems								
Insert Line	Insert Line Item Options								
		Tax Categ	Taxes						
	No.	Include	Туре	Part #	7% VAT / Reduced VAT Rate: 7%				
	1		SERVICE	Not Available	19% V년까/ Standard VAT Rate: 19%				
		-			Standard Tax Selections				

Reports

29. How do I create a report?

Go to the **Reports tab.** Click "create." Enter a title and choose the report type. Click "Next" then select whether to schedule or manually run the report. Then click "Create." (*Training video 4:33*)

SAP B	Busines Network - Entryprise Account									दर Q (9) TF
Home	Enablement Discov	ery - Workbench	Orders ~	Futfillment ~	Invoices ~	Payments ~	Catalogs	Reports ~	Assessments	Create 🛩 🕴 🚥
Workbe	ench							Reports		32 Customize
								U		



Business Network	Enterprise Account Test Mode		0
Report			Next Ext
1 Report Description	Enter a title and description for this report. Check the Time Zone and Language settings. You o	an set the Time Zone and Language for each report. Then, select the Report Type.	Mo
2 Criteria	Tite *	1	
	Description	Purchase Order Report	
	Time zone:	America-Los_Angeles V	
	Language	English V	
	Report type: *	seiter	
		U	Next

30. How do I run and download a report?

Go to the **Reports tab.** Select your report from the table and click "Run." Once it's processed, click "Download" to access the file. (*Training video 5:11*)

Report	s										
Use C	Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.										
Re	port	Templates									
	1	inie †	Schedule Type	Report Type	Statun	Last Run	Next Run	Created	Created By	Report Size	
0		fest Report	Manual	Order	Processed	14 May 2024		14 May 2024		16 KB	
	C	Run Download	Edit Copy	Delete Create	Refresh Status						

