



Register with SAP Ariba Business Network

Givaudan

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Glossary

Short form	Full form/Meaning
SBN	SAP Business Network/Ariba Network
OC	Order Confirmation
PO	Purchase Order
ASN	Advance Ship Notice
GR	Goods Receipt
RC	Receipt
SCF	Supply Chain Finance

List of document exchange

- **Purchase Order (PO)** – All Purchase Orders will now be sent via the SAP Business Network (SBN), and you will need to log in to your SAP Ariba supplier account to view new or amended Purchase Orders. It is your responsibility to monitor and track these Purchase Orders. Givaudan will no longer send Purchase Orders via email. Please check all details and the attached Givaudan PO PDF form. Contact the Operational Buyer if something needs to be changed on the Purchase Order.
- **Order Confirmation** – You must share the order confirmation with the confirmed delivery date at the incoterms location within two (2) working days from the date of issue of the Purchase Order. If you are unable to deliver the entire PO line-item quantity on a single delivery date, you need to contact the Operational Buyer to get the PO changed/updated before creating the order confirmation.
- **Advance Ship Notice** – As a best practice, you need to share the Advance Ship Notice once the material is ready to be dispatched, including the actual delivery date at the incoterms point and your batch details (batch number, manufacturing date, country of origin). Your batch expiry date is not mandatory, although it is of interest to Givaudan.
- **Goods Receipt** – Once the goods are received by Givaudan's warehouse, the Purchase Order will be updated with the received status. If the items are returned due to a quality or delivery non-conformity, the PO status will be updated from received to returned.
- **Invoice** – Givaudan will provide you with the invoice status visibility once they are approved by the Accounts Payable team.
- **Payment Remittance** – Once the payment is processed by Givaudan, we will send the payment remittance document through the SAP Business Network (SBN) for your tracking and visibility.

1. Registration and signing in

This guide describes how suppliers can register as sellers on the SAP Business Network. The scope of this document covers only the SAP Business Network.

Related Guides:

[Seller account settings and profile configuration](#)

2. Before you register

You can register by responding to an invitation or welcome letter from Givaudan.

This is how our letter looks like:



If you have an existing supplier account, registering on SAP Business Network allows you to consolidate your company profile information and provides you with a centralised location to access all your SAP Ariba sourcing events.

During registration, SAP Business Network requires you to enter basic information about your company and your account administrator. After you complete the registration, you can enter additional information about your company, including:

- **Company information:** Company description, contact information and website URL.
- **User account information:** Provide additional contact information for yourself (as the account administrator or user), including your username, email address, password and any other relevant details. Administrators may also specify your company's default currency in this section.
- **Certifications:** Enter company certification information, such as ISO, Small and Disadvantaged Business or Minority-Owned Business status.
- **Profile visibility:** Select options to make your business profile visible to all buying organisations or to allow potential new customers to contact you.

[Check the Walk-up Registration video tutorial](#)

3. Unified Terms of Use

SAP Ariba has a single set of Terms of Use for all its seller-facing solutions. You need to accept these terms before using the platform; therefore, you will be prompted to accept them during the registration process.

For further information, at the bottom of any Ariba page, you will find the unified Terms of Use, Security Disclosure and Privacy Statement available.

The screenshot shows the SAP Business Network supplier sign-in interface. At the top left, the SAP Business Network logo is visible. The main content area is divided into two columns. The left column is titled 'Supplier sign-in' and contains a text input field for 'Username', a blue 'Next' button, and a 'Forgot username' link. Below this is a section for 'New to SAP Business Network?' with 'Register Now' and 'Learn more' links. The right column features a promotional banner for 'SAP Business Network Virtual Supplier Success Day - On-Demand' with a 'Learn More' button. The footer includes 'Supported browsers and plugins', '© 2022 SAP SE or an SAP affiliate company. All rights reserved.', and a highlighted box containing 'Privacy Statement', 'Security Disclosure', and 'Terms of Use' links.

4. Choosing a secure password

- It must be at least eight (8) characters long
- Only alphabetic letters are allowed (no special characters)
- There must be at least one numeral between the first and last characters

- There must be at least one letter

To change your password, you must enter your current password as well as the new one and then confirm the new password.

[Video tutorial - Forgot your username or password?](#)

5. Selecting the right account administrator

The person whose email address is entered when the account is created, automatically becomes the account administrator.

The account administrator plays a key role in the value your company realises through SAP Ariba, so it is important to choose the appropriate individual in your organisation. **The right person will have the time and capabilities** to add users with appropriate roles, set configuration options, manage Givaudan relationships, subscribe to services, respond to user questions or problems and maintain your SAP Ariba account in a consistent manner.

If you currently use SAP Ariba, you already have an account administrator, so assess whether they meet the qualifications.

6. Selecting the right Business Role

6.1. About the Business Roles

Your **Business Role** determines the default action tiles displayed on the SAP Business Network dashboard. New SAP Business Network users are asked to select a Business Role during account creation. Existing SAP Business Network users who have not yet selected a Business Role will be prompted to select one the next time they sign in. You can select or change your Business Role from the 'My Account' section at any time.

For further information, please refer to the Business Roles table below.

6.2. Business Roles reference

<u>Business Role</u>	<u>Description</u>	<u>Default workbench tiles</u>
Accounts Receivables	An Accounts Receivable role represents a user focused on the funds owed to the company.	<ul style="list-style-type: none"> • Orders to invoice • Orders • Rejected invoices • Remittances, • Early payment opportunities • Scheduled payments
Business Owner	A Business Owner role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> • New purchase orders • Orders • Rejected invoices • Remittances • Early payment opportunities

		<ul style="list-style-type: none"> Scheduled payments
Customer Service	A Customer Service role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> New purchase orders Items to confirm Orders
E-Commerce	An E-Commerce role represents a user focused on monitoring the IT infrastructure.	<ul style="list-style-type: none"> New purchase orders Orders Items to confirm Items to ship Orders to invoice Invoices
Field Services	A Field Services role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> Orders to invoice Orders Orders with service lines Service entry sheets
Finance	A Finance role represents a user focused on funds owed to the company.	<ul style="list-style-type: none"> Orders to invoice Orders Rejected invoices Remittances Early payment opportunities Scheduled payments
Information Technology	An Information Technology role represents a user focused on monitoring the IT infrastructure.	<ul style="list-style-type: none"> New purchase orders Orders Orders to invoice Rejected invoices
Manager	Leads a business unit or other team and provides operational oversight to help the company achieve its goals.	<ul style="list-style-type: none"> Orders Orders to invoice Orders with service lines
Marketing	A Marketing role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> New purchase orders Items to confirm Orders Orders to invoice
Order Management	An Order Management role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> New purchase orders Items to confirm Items to ship Orders Orders to invoice Invoices
Sales	A Sales role represents a user focused on monitoring daily business on SAP Business Network.	<ul style="list-style-type: none"> New purchase orders Items to confirm Orders Orders with service lines

Service Administrator	A Service Administrator role represents a user focused on monitoring the IT infrastructure.	<ul style="list-style-type: none"> • Orders to invoice • Orders • Orders with service lines • Service entry sheets
Shipping	A Shipping role represents a user focused on ensuring ordered items have been shipped.	<ul style="list-style-type: none"> • New purchase orders • Items to confirm • Items to ship • Orders • Orders with service lines • Service entry sheets
Treasury	A Treasury role represents a user focused on when invoices are going to be paid.	<ul style="list-style-type: none"> • Early payment opportunities • Scheduled payments • Remittances • Invoices pending payment

7. Registering as a supplier on SAP Business Network

Use this procedure to register an SAP Business Network account to transact with your customers and potentially find new business opportunities.

Note:

To avoid potential confusion, SAP Business Network checks for duplicate accounts as part of the registration process. This applies to both **Standard** and **Enterprise** accounts as well as accounts created in SAP Business Network Discovery (so-called walk-up registrations).

[Video tutorial - Walk-up Registration](#)

Suppliers have the option to register non-public email domains to receive notifications whenever a new account is created or a relationship has been established using that email domain.

Procedure

1. You can use one of the following methods to register a new or existing seller account on SAP Business Network:
 - a. **If you received an email invitation** from a buying organisation like Givaudan, click on the link in the email message. When SAP Business Network shows the welcome page, do one of the following:
 - i. If you already have an account, click **'Sign-in'**
 - ii. If you do not have an account, click **'Register Now'**

- b. **If you received a purchase order welcome letter** that contains a temporary ID and secure code, you can use a web browser to go to the web address included in the welcome letter. Enter your temporary ID and the secure code to activate your account. After you activate your account, the temporary ID will become your username.
- c. **If you received a purchase order or a document from your customer**, click the action button in the email, such as 'Process Order'. From the landing page, if you do not have an account, choose 'Register Now' to register for a free standard account; or, if you already have an account, choose 'Sign in' and add the document to your existing SAP Business Network account. You must be the account administrator to move the document to an existing account.
- d. **If you did not receive an invitation**, you can use a web browser to go to supplier.ariba.com, click 'Register Now' to register a free, standard account on SAP Business Network.

2. Follow the steps in the registration wizard.

SAP Business Network requests fundamental information about your business, including your company name, address and email address. Additionally, you will create a username and password.

The wizard automatically validates addresses to identify and correct any inaccuracies or misspellings in a mailing address. A pop-up window will display a recommendation that you can either accept or reject.

There is an ISO-based drop-down list for states or provinces specific to each country or region in the address section of the supplier profile. Please select from the drop-down list (where available) rather than entering free text.

Note:

The person whose name is entered in the user account information section becomes the account administrator automatically. Account administrators can transfer the administrator role to another user later. When double-byte, non-Latin characters (such as Chinese) are detected in an address, a warning is displayed and the user must provide a Latin character translation, which will also be validated for accuracy.

3. Read the terms of use and tick the check box if you agree to the terms.
4. (Optional) Print the **Summary** page for your records. You can also print the terms of use.
5. Click '**Continue**'

SAP Ariba shows the '**Activate your account now**' page.

SAP Business Network will send you an email confirming the registration of your account. You must click the link in the email to activate your account and begin transacting with your customer.

If you change your email address, SAP Business Network will send an email to the newly updated address requesting you to confirm it. You must use the link in the email to activate and sign in to your account.

Additionally, you can resend the email containing the activation link for your SAP Business Network

account if the previous email did not reach you. If, for any reason, you are unable to open a browser using this link, you can copy the link and paste it into the address bar of any supported web browser to create a single-line URL.

6. To activate your account, please click the link provided in the email that was sent to you.

The SAP Business Network shows the Welcome to Ariba page, where you can view your company profile completeness meter.

7. Choose one of the following options:

- a. Click Go to '**Company profile**' to enter additional information about your company.

Note:

To increase your visibility to buying organizations, be sure your company profile is completed accurately, and consider subscribing to the SAP Business Network 'Discovery Advantage' programme to further distinguish your organization in SAP Ariba's publicly-accessible supplier directory.

When registering on SAP Business Network following an invitation initiated from 'SAP Ariba Supplier Lifecycle and Performance' or 'SAP Ariba Sourcing', the Product and Service Categories and Ship-to or Service Location fields listed under 'Tell us more about your business' are mandatory.

- b. Click '**complete my company profile later**', to access the Home Dashboard.

8. After you register

Once you have completed the basic configuration, you may proceed with the next action steps in this document.

9. Manage your SAP Ariba profile

Complete the additional information about your company, including website details and configure options to enhance the visibility of your business profile. It may be necessary to update this information periodically, especially when a different individual at your company assumes the role of administrator.

Manage your profile in a manner that maximises exposure for your business. Potential and existing customers, such as Givaudan, rely on the information in your SAP Ariba profile when determining whether to engage in business with you. Therefore, it is crucial to maintain a complete and accurate profile. In addition to filling out the required fields, regularly review and update your profile to ensure it remains current.

Important fields to be considered:

- a. **Addresses:** Buying organisations utilise your company name and primary address to conduct transactions with you, so it is essential to keep this information up to date. Additionally, you should include any addresses associated with your account, such as those of your company's subsidiaries,

as these are accessible through SAP Ariba Sourcing and can be used by your team members when creating e-invoices.

- b. **Product and Service categories, Ship-to or Service locations and industries:** As the primary criteria for matching your company with potential buyers through SAP Business Network Discovery, these three categories are crucial for helping you secure new business opportunities. Therefore, it is important to carefully select these values.
- c. **Contacts:** By designating specific contacts for various business activities — such as: accounts payable, catalog management and sales — you can ensure that buyers can quickly and easily reach the appropriate person. You have the option to assign both company-wide contacts and customer-specific contacts (applicable only for SAP Business Network relationships).
- d. **Marketing:** Subscribing to the 'SAP Business Network Discovery Advantage' programme enhances your visibility to potential buyers. This programme provides your company with preferential placement in search results and allows you to showcase enhanced sales and marketing information — such as a detailed company description, logos, URLs, attachments and more — in your Ariba Network for Suppliers profile. You can designate a member of your marketing team to be responsible for completing and maintaining this section of your profile.

10. Define user roles and create users

The account administrator can create specific roles to assign to users so they can perform different activities. Each role has a unique name and a set of associated permissions that specify what the assigned users can see and do in SAP Business Network. You can create a maximum of 10 custom roles. Assign user roles and permissions to employees based on their functional roles in your company, such as:

- Company profile manager
- Leads creator/manager
- Proposal and contract manager
- Order manager
- Invoice manager

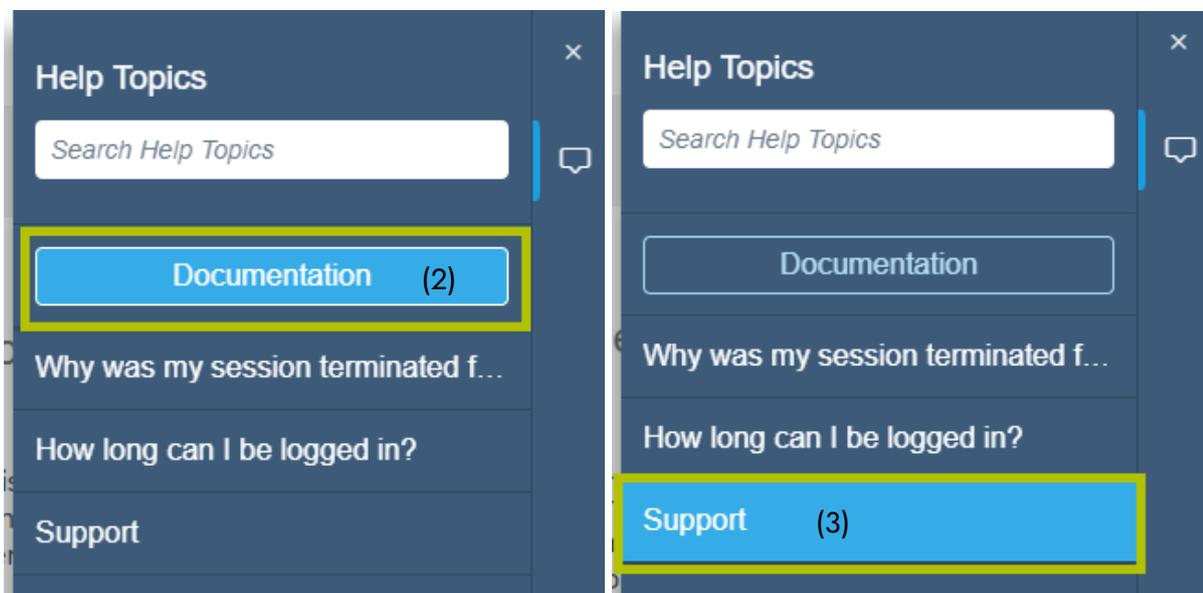
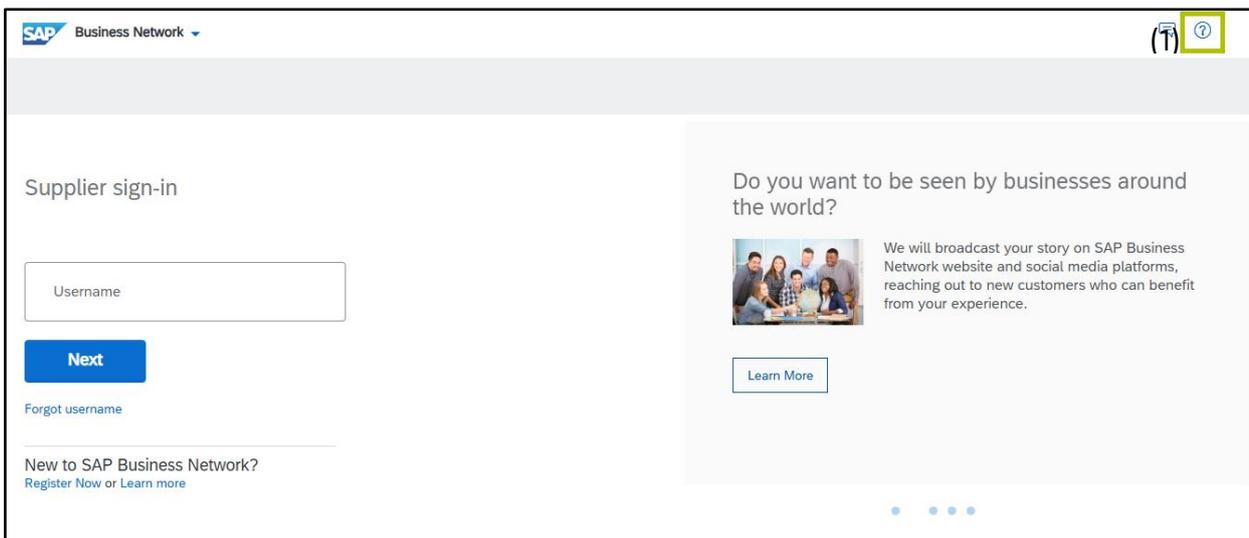
Inform individual users and teams in your company about the SAP Ariba account to which they are assigned, so they can be well prepared to respond to and collaborate with buyers. If you participate in sourcing events, be sure to grant the appropriate users the 'Access Proposals and Contracts' permission so that SAP Ariba Sourcing buyers can view and approve them to join events.

Note:

By default, users are not visible to or searchable by your customers (including Givaudan). SAP Ariba recommends that you regularly review, identify and eliminate or reassign unapproved users added to your account as a result of SAP Ariba Sourcing buyers asking them to participate in sourcing events.

11. Access Web Assistant and review additional product documentation and tutorials

Click the question mark icon (1) in the upper right-hand corner to activate the Web Assistant in-app help and explore the field-level help, guided tours and learning content. Click the **Documentation** tile (2) to access product documentation or the **Support** tile (3) to access the Help Centre.



12. Link multiple SAP Ariba seller accounts

If you have more than one SAP Ariba seller account, you can link accounts to consolidate your company's account management and service management tasks.

- You can create a parent-child account hierarchy. For example, link one parent account to any number of child accounts. Creating an account hierarchy allows parent account administrators to manage settings

and components (including instant access to solution-specific dashboards and related child account services) for all accounts. Both parent and child accounts are visible in buyer searches; however, you have the option to make child accounts invisible by configuring the 'Allow buyer organisations to search this account setting'. After an account hierarchy is created, parent account administrators can sign-in and access child accounts with a single click.

- **If your company has created duplicate accounts by mistake**, it's important to keep these accounts current, since transactions have already been processed through them. To help reduce the amount of time spent on managing multiple accounts, you can enable 'Profile sharing', allowing you to automatically synchronise your parent account profile with selected child accounts. Profile sharing reduces the need for separate profile updates.

Note:

Profile sharing synchronisation does not occur for all fields and settings (for example, not for electronic order/invoice routing), so you may need to maintain these settings individually for each account.

- You can use the 'User Account Navigator' to link and quickly navigate among multiple user accounts.

13. Verify your email address

To avail yourself of the full benefits of the SAP Business Network, you must validate your email addresses. To expedite registration, SAP Ariba allows you to register without validating your email addresses in some cases. For example, if you are moving your existing account from your buyer's SAP Ariba Sourcing application to the SAP Business Network, SAP Ariba does not require you to validate your email addresses immediately.

The 'User Email Address Validation' feature reminds suppliers without validated email addresses to validate their email addresses. SAP Ariba automatically marks the email addresses of suppliers invited to sourcing events as valid.

If you sign in with a non-validated email address, an alert icon appears in the upper right portion of the screen. A pop-up message appears when the cursor hovers over this icon. Follow the instructions in the message to verify your email address.

14. Retrieving usernames

If you forgot your SAP Business Network username, use this procedure to request that SAP Business Network send you an email with instructions for retrieving your username.

The username retrieval email notification is sent to the email address you entered when you registered your SAP Business Network account. If your email address is registered with multiple SAP Business Network accounts, the email will contain all the usernames associated with your email address.

[Video tutorial - Forgot your username or password?](#)

Procedure

1. If you forget your SAP Business Network user name, click '**Forgot Username**' on the sign-in page.
2. **Enter the email address** you used when you registered your SAP Business Network account.
3. Click '**Submit**'

Results

SAP Business Network sends an email listing all the usernames associated with your email address.

Note:

If you do not receive a username retrieval email from SAP Business Network, check the following:

- Did you enter the correct username that is registered with the SAP Business Network? If you have more than one username, you can try to enter the other usernames.
- Does your email configuration allow you to receive automated emails from SAP Business Network? Check your junk mail folder or email filter settings to verify automated emails from SAP Business Network are not blocked from your inbox.