



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Boeing

Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with Boeing, please follow the steps below:

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Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Boeing

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using SAP Business Network!

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SCOPE OF BOEING'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship
<p>Purchase Orders (PO) Orders from your customer sent through SAP Business Network</p> <ul style="list-style-type: none">• Goods• Blanket Purchase Order (BPO) <p>Ship Notices (ASN) Advice to your customer on what has been shipped and delivery date.</p> <p>Invoices Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none">• Partial Invoices for invoicing only a part of the PO• Blanket Purchase Order (BPO) invoices• Contract Invoices <p>Credit Invoices/Credit Memos Item level credits; quantity adjustments</p>	<p>Purchase Order Confirmations (OC) Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p>Service Sheets (SES) Pre invoice validation/approval of services and service delivery times.</p> <p>Other Invoices</p> <ul style="list-style-type: none">• Non-PO Invoices (or PO not received through the Network)• Service Invoices• Summary or Consolidated Invoices <p>Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card</p> <p>Header Level Credit Memos This feature is not supported by your customer</p>

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your SAP Business Network account to transact successfully.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with Boeing on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specific customizations for SHIP NOTICES

- Advance ship notices are preferred but **not mandatory** for ISC. Verify with your Procurement Agent if it is a requirement.
- You must provide an actual or estimated shipping date on ship notices.

Specific customizations for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Invoice Number should contain 16 characters; only letters, numbers, hyphen (-) and underscore (_) are allowed. Neither special characters nor empty spaces are permitted
 - ""()#,.[{}]'~\$%^&*@V|;:
- You may enter sales tax at the header level only.
- Shipping and handling data is not accepted on the invoice. Contact your Procurement Agent regarding shipping charges.
 - If you add shipping and handling to the invoice, the invoice will reject when it is received in the Boeing SAP Business Network system. An auto reject will be sent back to the Network on the invoice.
- You are permitted to backdate invoices by 365 days.
- You can create credit and debit memos at the line-item level for quantity adjustments only.
- You must provide a reason for each credit memo.
- The Sold-To Address for your invoice must be selected. An error message of "invalid email address" will appear if one is not selected.
 - For ISC, select The Boeing Company.
 - For BDUK, select Boeing Defense UK.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#).
- For general support information go to [SAP Help Portal](#)

For assistance regarding business processes, please contact your Boeing Procurement Agent (PA).

www.sap.com/contactsap

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