



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with University of Nebraska

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 University of Nebraska, please follow the steps below:

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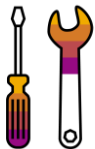


Visit our [Supplier Training page](#)

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/

2



Review the specifics of transacting with University of Nebraska

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!

TABLE OF CONTENTS

SCOPE OF UNIVERSITY OF NEBRASKA’S PROJECT 2

SETTING UP YOUR ACCOUNT..... 2

TRANSACTIONING ON SAP BUSINESS NETWORK 2

Specific customizations for PO CONFIRMATIONS 3

Specific customizations for SHIP NOTICES 3

Specific customizations for INVOICES..... 3

HELP & SUPPORT 3

SCOPE OF UNIVERSITY OF NEBRASKA'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>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>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 <p>Credit Invoices/Credit Memos Item level credits; price/quantity adjustments</p>	<p>Purchase Orders (PO) Orders from your customer sent through SAP Business Network</p> <ul style="list-style-type: none">• Services<ul style="list-style-type: none">○ Planned – defined service quantity/price○ Unplanned – undefined service quantity/price <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">• Purchasing Cards (P-Cards) invoices• Summary or Consolidated Invoices• Non-PO Invoices (PO not received through the Network)• Service Invoices• Contract Invoices <p>Header Level Credit Memos</p> <p>Remittance Advices Informational documents advising which invoices were paid and the amounts; used for reconciliation purposes.</p> <p>Goods Receipt Notices Informational documents advising the correct receipt of goods 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)

TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with University of Nebraska 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 PO CONFIRMATIONS

- PO Confirmations are supported but not mandatory for material orders.
- You may send an order confirmation for material orders at either the header or line-item level.
- You cannot update the line items via rejection in order confirmations.

Specific customizations for SHIP NOTICES

- Ship Notices are supported but not mandatory.

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.

- Invoicing through SAP Business Network is required. University of Nebraska will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network.
- A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on the Network.
- You may back date your invoices by up to 30 days.
- You may enter taxes at either the header or line-item level.
- You may create a credit memo at either the header or line-item level. Line-item level credit memos can be submitted for price and/or quantity adjustments.
- You must provide a reason for each credit memo.
- An invoice previously submitted cannot be cancelled. For corrections and adjustments, please contact your customer.

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 University of Nebraska project team at the following email address: supplierenablement@nebraska.edu.

www.sap.com/contactsap

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