

## Welcome Valued Supplier!

Gallo uses the SAP Business Network platform for efficiency, visibility, and reliability in the way we transact with our suppliers. Our Supplier Operations team, in conjunction with SAP, will be working with you to establish a business relationship with your company through the SAP Business Network. This connection is required for all future purchasing and invoicing activities with Gallo. We strongly encourage all suppliers to use the SAP Business Network to manage purchase orders and submit invoices directly through the portal for full end-to-end transaction visibility.

[Learn more here.](#)

To ensure a smooth onboarding experience, please review the SAP Business Network supplier account options below.

### Getting Started

**New and existing** SAP Business Network users will receive a relationship request upon your account creation.

**Existing** SAP Business Network users, you may connect using your current account credentials when you receive the relationship request.

FUNCTIONALITY	STANDARD ACCOUNT	ENTERPRISE ACCOUNT
ACCESS	Trough email notifications to perform an action, such as create an order confirmation, or invoice	<ul style="list-style-type: none"> <li>From email notifications</li> <li>Directly from supplier.ariba.com</li> <li>Online Dashboard</li> </ul>
SUPPORTED DOCUMENTS	<ul style="list-style-type: none"> <li>Purchase Order</li> <li>Order Confirmation</li> <li>Ship Notice</li> <li>Service Entry Sheet</li> <li>Non-PO Invoice</li> <li>Credit Memo</li> <li>Carbon Copy</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Order</li> <li>Order Confirmation</li> <li>Ship Notice</li> <li>Service Entry Sheet</li> <li>Non-PO Invoice</li> <li>Credit Memo</li> <li>Carbon Copy</li> </ul>
COMPANY PROFILE	✓	✓
ELECTRONIC CATALOGS	✓ Self-service Only	✓
INTEGRATION	✗	✓
REPORTING	✗	✓
MULTIPLE CUSTOMER RELATIONSHIPS	✓	✓
MULTI-USERS	✓	✓
MOBILE APP	✓	✓
ARIBA DISCOVERY	✓ Fees may apply to respond leads	✓ Fees may apply to respond leads
FEES	Free of charge (unlimited document count)	Fee may apply (depending on doc count & spend)
INVOICE STATUS	Email notifications	Easy access from any browser, in inbox tab
LEGAL ARCHIVE	Email notifications & online download	<ul style="list-style-type: none"> <li>Long-term archiving for global compliance (regional restrictions apply)</li> <li>Capacity to mass download for local archiving</li> </ul>
CUSTOMER SUPPORT	Online Help Center	Support via phone, chat or email

**New** to the SAP Business Network, you may create your account when you receive the relationship request and choose either account type above—however, Gallo strongly recommends the free Standard Account.

Need Help? If you would like to schedule some time with Gallo to walk through the SAP Business Network or troubleshoot an error in the SBN, please click [here](#).

We look forward to leveraging this business connection for our work together in the future.

Sincerely,

Gallo Supplier Operations Team  
[SupplierSuccess@EJGallo.com](mailto:SupplierSuccess@EJGallo.com)



Gallo Support Contacts:

SAP Business Network Account Support: [SupplierSuccess@ejgallo.com](mailto:SupplierSuccess@ejgallo.com)

Enablement & Training: [Suppliersuccess@ejgallo.com](mailto:Suppliersuccess@ejgallo.com)

Invoicing Inquiries: [Accountspayable@ejgallo.com](mailto:Accountspayable@ejgallo.com)

Purchase Orders Visibility in SAP: [AskSourcing@ejgallo.com](mailto:AskSourcing@ejgallo.com)

Purchase Order Pricing in SAP: Contact your Buyer