



Honeywell Supplier Portal Training

Public

Honeywell

THE BEST RUN 

Agenda

- SAP Business Network
- Honeywell Specifications
- Account Configuration
 - System Demonstration
- Support

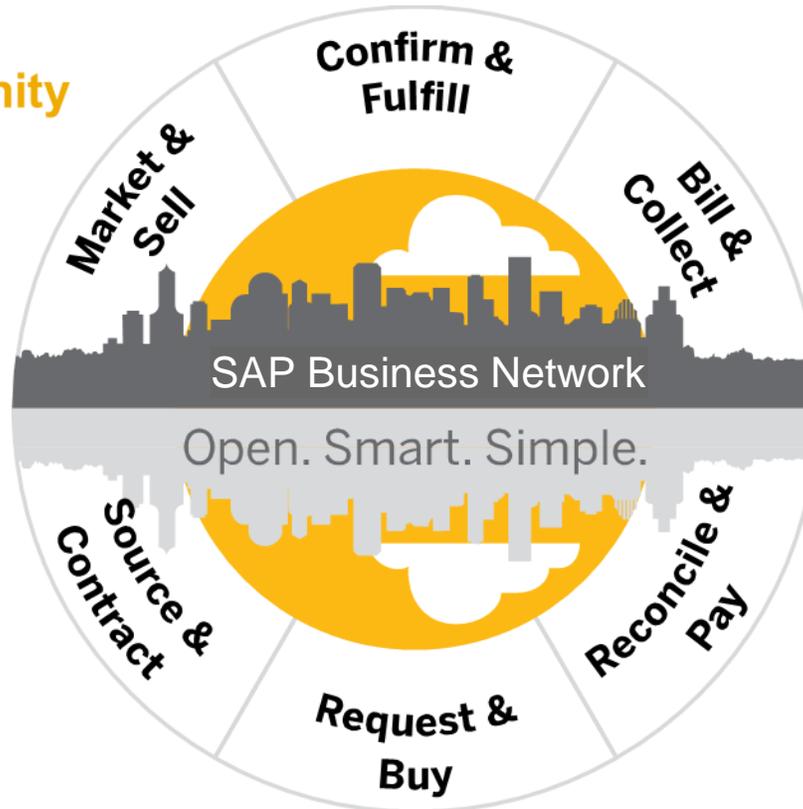


Why The SAP Business Network?

**World's largest trading community
of over \$1 trillion**

Single point for
business collaboration

**Works with how you do
business**



**Get expertise, experience,
and advice**

Manage leads, proposals,
contracts, orders,
invoices, and payments

**Use many browsers, formats,
languages, and currencies**

**Honeywell has selected SAP Business Network to help streamline their
procurement and accounts payable processes. As a preferred Supplier, you
have been invited to join SAP Business Network and start transacting electronically with them**

Review Honeywell Specifications

Supported Documents

Indirect Purchase Orders (PO)

Purchase Order Confirmations (OCs)

Applied Against Entire PO or Line Items

Line Item Credit Invoices/Credit Memos

Good Receipts Notices

Invoices

- **Partial Invoices**
- **Consolidated Invoices**
(B2B suppliers only) for invoicing multiple POs on one invoice

Not Supported Documents

Advanced Shipment Notices (ASNs)

Applied when Line Items Ship

Service Entry Sheets (SESSs)

Header Level Credit Memos (CMs)

Remittance Advices

Invoices

- **Non-PO Invoices**
- **Contract Invoices**
- **P-Card (Purchasing Card) Invoices**
- **Summary or Consolidated Invoices (Portal Suppliers)**

Electronic Order Routing

1. User profile icon (XA) in the top right corner.

2. 'Settings' option in the user profile dropdown menu.

3. 'Electronic Order Routing' option in the 'NETWORK SETTINGS' section of the navigation menu.

Account Information:

- XP Supplier Admin
- XP_Supplier@ariba.com
- My Account
- Link User IDs
- Contact Administrator
- Switch Account >
- Switch to Test Account
- Back to Classic View
- Ariba Excellence Programs
- ANID: AN01002465319
- Premium Package
- Company Profile
- Service Subscriptions
- Logout

Navigation Menu (NETWORK SETTINGS):

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments

4. 'Save' button in the top right corner.

1. 'Electronic Order Routing' tab selected in the top navigation bar.

* Indicates a required field

External System Integration

- Configure cXML (native) integration
- Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

| Document Type | Routing Method | Options |
|--|--|---|
| Catalog Orders without Attachments | Email Online cXML Email EDI cXML Pending Queue Fax | Email address: <input type="text"/> 3. <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input checked="" type="checkbox"/> Attach PDF document in the email message Current Routing method for new orders: Email ⚠ Attachments will be included in the order. |
| Catalog Orders with Attachments | without attachments v | Current Routing method for new orders: Email |
| Non-Catalog Orders without Attachments | without attachments v | Current Routing method for new orders: Email |

2. Routing Method dropdown menu for 'Catalog Orders without Attachments'.

Electronic Invoice Routing

SAP Business Network Enterprise Account

Network Settings

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

General **Tax Invoicing and Archiving** PDF Invoices

Capabilities & Preferences

Sending Method

| Document Type | Routing Method | Options |
|-------------------|----------------|--|
| Invoices | Online | Return to this site to create invoices |
| Customer Invoices | Online | Save in my online inbox |

Notifications

| Type | Send notifications when... | To email addresses (one required) |
|-------------------------------|---|-----------------------------------|
| Invoice Failure | <input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected. | |
| Invoice Status Change | <input checked="" type="checkbox"/> Send a notification when invoice statuses change. | |
| Invoice Created Automatically | <input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company. | |

Extended Profile Settings and Information

Do you provide invoices to customers through Ariba Network?

Yes

No

Save Close

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments

General **Tax Invoicing and Archiving**

Capabilities & Preferences

Sending Method

| Document Type | Routing Method |
|-------------------|-----------------------|
| Invoices | Online |
| Customer Invoices | Online cXML EDI |

Tax Classification:

Taxation Type:

Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

VAT Registered

VAT Registration Document: <No document>

Upload...

SAP Business Network Demonstration

Account Overview And Configurations

- Logging In/Home Page Tour
- Company Settings Walk Through
- Help Center Tour

Honeywell Transactional Process

- Purchase Order
- Order Confirmation
- Invoice



SAP Business Network Help Center

The image displays the SAP Business Network interface with a 'Help Topics' menu overlaid on the left and a 'Help Center Home' page on the right. The main interface shows a dashboard with metrics like '18 Enablement Tasks', '271 New orders', '13 Changed orders', and '300 Orders to invoice'. The 'Help Topics' menu includes options like 'Documentation', 'Support', and 'What is SAP Business Netwo...'. The 'Help Center Home' page features a search bar and several FAQ sections.

Help Topics Menu:

- Search Help Topics
- Documentation
- Support
- What is SAP Business Netwo...
- Introducing the new SAP BUSINES...
- Introducing the new help center
- Finding orders, invoices, and ...
- Adding payment tiles (2:48)
- Discovering new insights
- Common browser issues
- How do I create an invoice?
- My leads widget
- Download app widget
- Company profile widget

Help Center Home Page:

How can we help you?

Search knowledge base articles, documentation, and tutorials

Try "upgrade account", "configure account", "process an order"

News highlight

Welcome to SAP Ariba Help Center 2.0

Topics we recommend for you

How do I complete my Customer Requested Profile?

Question How do I complete my Customer Requested Profile ? Answer To locate and complete the questionnaire created by your customer: In the upper-right corner of the application, click your initials > Company Profile . Click the Customer Requested tab. Choose your customer from the Sourcing Customer List by clicking...

Company account settings Company profile Proposals Edit basic company profile Standard accounts Review company profile

Feb 12 2021

Why can't I find an event?

Question Why can't I find an event? Where is my event? Answer There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply: Did you receive an event invitation in your email inbox? Buyers invite...

Company profile Event participation Account navigation Sourcing event for suppliers Proposals Standard accounts

Mar 25 2021

How do I configure my Ariba Network account for transaction data deletion, as a supplier?

Question How do I opt-in for transaction data deletion and configure a data retention period in Ariba Network (supplier)? Answer

Supplier Information Portal

The image displays two screenshots of the SAP Business Network interface. The left screenshot shows the main dashboard with a navigation menu on the right. The right screenshot shows the 'Account Settings' page with a table of customer relationships.

Left Screenshot: Dashboard Overview

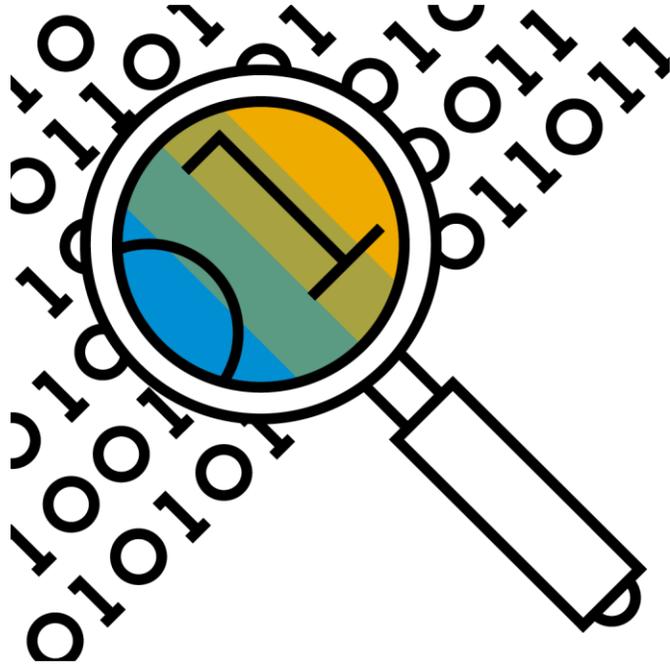
- Navigation: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages
- Filters: Orders and Releases, All customers, Exact match, Order number
- Summary Cards:
 - 18 Enablement Tasks
 - 271 New orders (Last 90 days)
 - 13 Changed orders (Last 90 days)
 - 300 Orders to invoice (Last 90 days)
- My widgets: Purchase orders (Last 3 months), Invoice aging, Application gateway, Support Center
- Navigation Menu (Right):
 - Scientific
 - My Account
 - Link User IDs
 - Contact Administrator
 - Switch Account
 - Switch to Test Account
 - ACCOUNT SETTINGS
 - Customer Relationships
 - Users
 - Notifications
 - Account Hierarchy
 - Application Subscriptions
 - Account Registration
 - NETWORK SETTINGS
 - Electronic Order Routing
 - Electronic Invoice Routing
 - Accelerated Payments
 - Remittances
 - Data Deletion Criteria
 - Network Notifications
 - Audit Logs
 - Settings
 - Scientific
 - ANID: AN01 Platinum
 - Company Profile
 - Service Subscriptions
 - Back to Classic View
 - Logout

Right Screenshot: Account Settings

- Navigation: Customer Relationships, Users, Notifications, Account Hierarchy, Application Subscriptions, Account Registration, API management
- Current Relationships / Potential Relationships
- I prefer to receive relationship requests as follows:
 - Automatically accept all relationship requests
 - Manually review all relationship requests
- Update button
- Summary: Current (1), Pending (0), Rejected (0)
- Current Customers
- Filter:
 - View customer relationships across all linked child accounts
- Customers:
 - Input field: Enter customer name or Network ID
 - Apply, Reset buttons
- Table:

| <input type="checkbox"/> | Customer | Network ID | Relationship Type | Approved Date | Supplier Information Portal | Routing Type | Actions |
|--------------------------|------------|---------------|-------------------|---------------|-----------------------------|--------------|---------|
| <input type="checkbox"/> | Test Buyer | AN01009994047 | Trading | 5 May 2021 | | Default | Actions |

Support Resources



Enablement Help Desk

- ❑ TRR acceptance & account creation
 - ❑ Account configuration assistance
 - ❑ Assistance creating first document
-

Online Support

- ❑ **Supplier Information Portal**
 - ❑ Tailored for your customers program
 - ❑ Includes functional guides, technical specifications, and support resources
 - ❑ **Help Center**
 - ❑ Conduct keyword searches in to find detailed documentation
 - ❑ Accessible in your account at any time
 - ❑ **SAP Business Network Supplier Training**
 - ❑ How to configure and use your Ariba Account – [Click here](#)
-

Customer Support

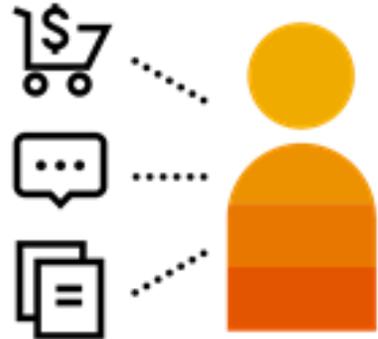
- ❑ User and admin role changes and password resets
- ❑ [Contact customer support](#)

Useful Links

- **SAP Business Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **SAP Cloud Statistics and Network Notifications**– <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **SAP Discovery** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>
- **SAP Business Network Overview** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network>

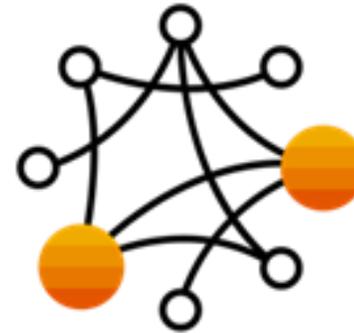
Questions?

Contact Information



Business Related Questions:

SCCPortalHelp@honeywell.com



SAP Business Network Questions:

[Contact SAP](#)

Thank you.

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