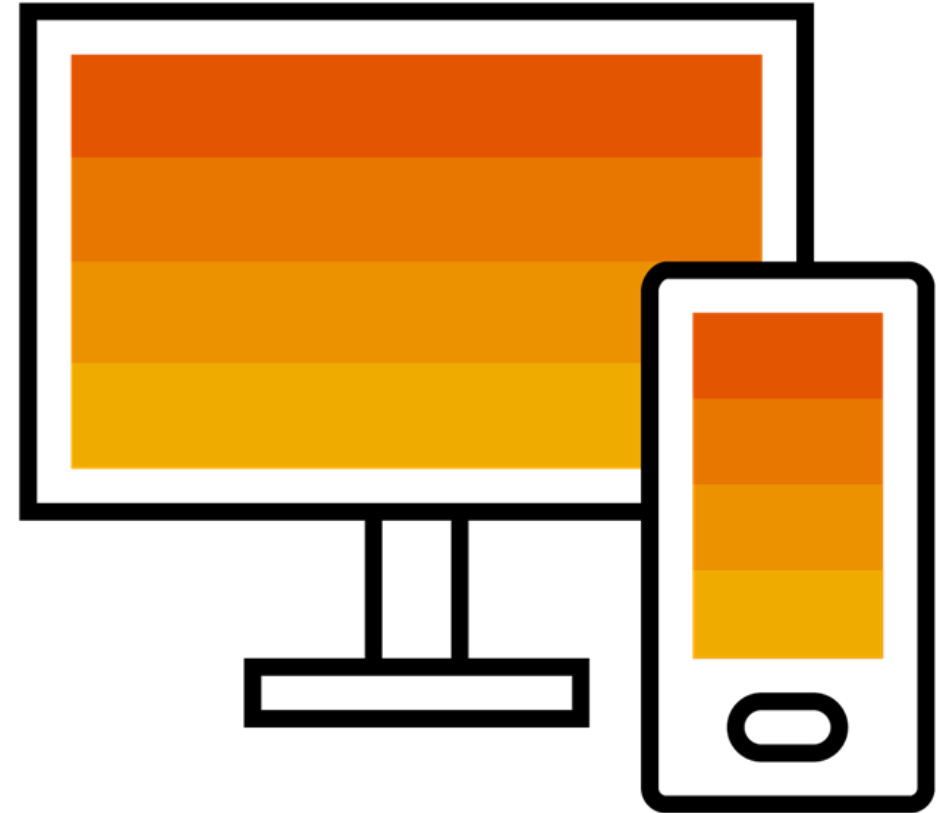


# Honeywell Standard Account Supplier Training

PUBLIC

**Honeywell**



THE BEST RUN **SAP**

# ON24 Screen Overview: Audience

Slide view

Expand Slideview

Resources Widget

SAP Ariba

TEST - Screenshot On24 Summit Revamp

THE BEST RUN

SAP

Slides

Resource List

Q&A

New question submission has been disabled by the organizer.

Speaker Bio

**Evan Koser**  
Supplier Education Specialist  
SAP Ariba

Evan Koser is a Supplier Education Specialist at SAP Ariba who focuses on educating and training suppliers about the benefits of SAP Ariba and its business network. A graduate of Penn State University, Evan has a degree in Political Science with a specialization in communication. Apart from Supplier Enablement, Evan loves attending performances, traveling through the country, and hosting game night with his friends and family.

**Emily Marcus**  
Supplier Education Specialist  
SAP Ariba

Emily is a Supplier Education Specialist at SAP Ariba, where she focuses on educating suppliers on the benefits and functionality of the Ariba Network. Emily is a graduate of West Virginia.

Media Player

00:00/00:00

POWERED BY ON24

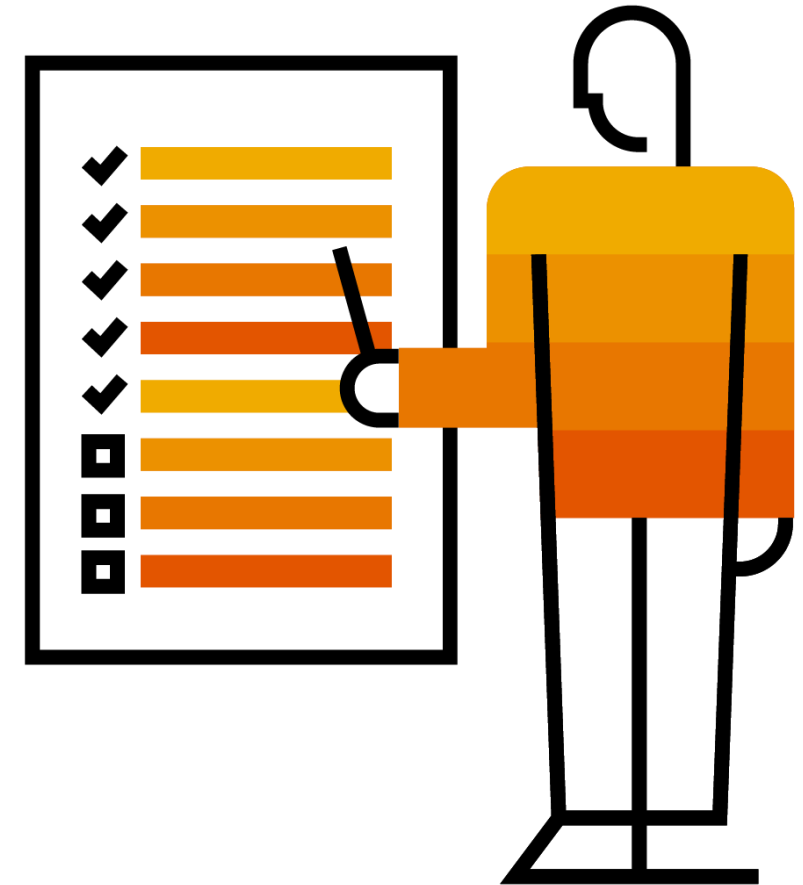
Hide/Unhide Widgets

Q&A Widget

Speaker Information

# Agenda

- ❑ Speaker Introductions
- ❑ Honeywell Initiative Overview
- ❑ Describe SAP Business Network, Standard Account
- ❑ Enterprise Account & Optional Upgrade
- ❑ Account Configuration & Transacting Specifications
  - ❑ How to Register
  - ❑ Order Routing
  - ❑ System Demonstration
- ❑ Support & Questions



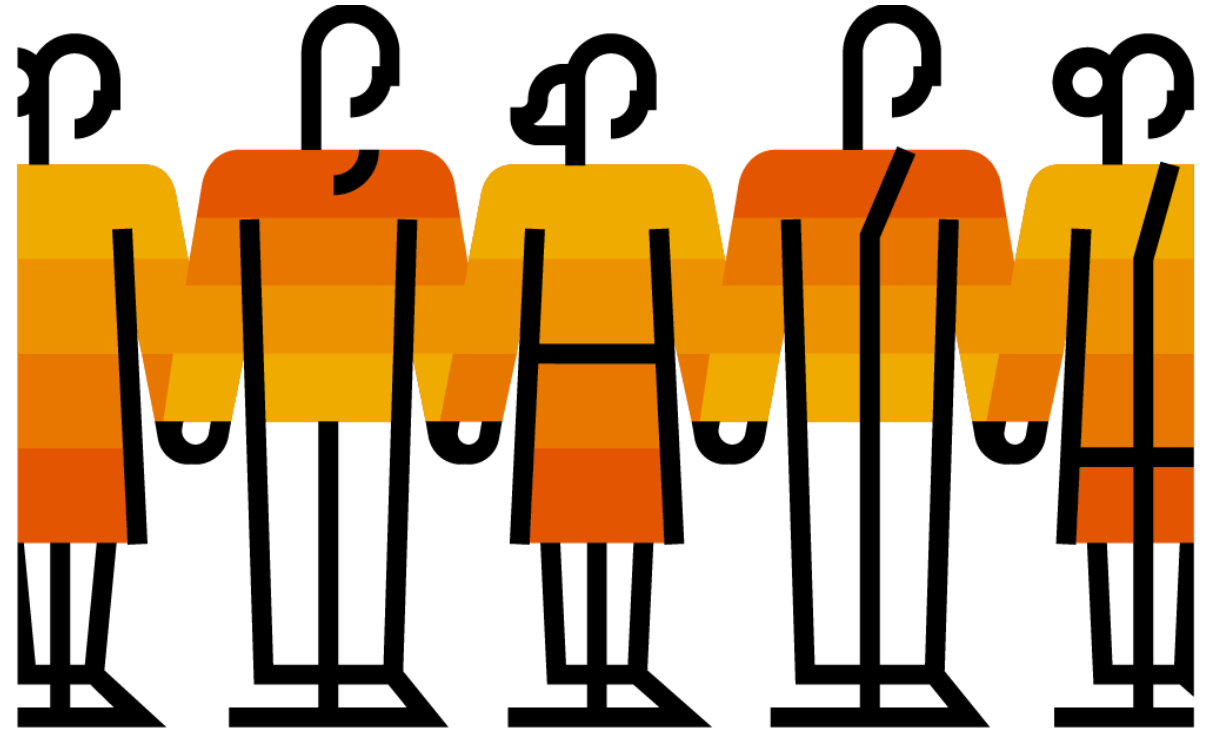
# Introductions

**Honeywell**

Cynthia Karina Gonzalez  
Supplier Enablement Functional Lead

**SAP Ariba** 

Laura Mamo  
Enablement Team Member



# Honeywell Program Overview

# Goal & Benefits



Ariba Network mutually creates value for Honeywell and Supplier(s) by providing a streamlined method of collaboration

## Suppliers' Benefits

- Improved purchase order fulfillment
- More valuable relationships with Buyers
- Visibility into receipt of goods
- Improved collaboration with Honeywell
- Increased visibility to P2P process
- Better visibility into Supplier remittance

## Honeywell's Benefits

- Simplified procurement
- Improved efficiency for purchase order collaboration
- Improved communication of order priorities
- Efficiency to streamline and automate PO due date process, reduce lost purchase orders and time spent expediting

# Scope



Various methods to PO collaboration



Single gateway for Order Collaboration

Multiple ways to submit an invoice



Standardized process within a single tool

Unbalanced and confusing communication



Streamlined communication

Lack of transparency



Transparency between Suppliers and Buyers

**Moving to a standardized process and single platform**



Honeywell is working to improve Supply Chain Collaboration in Operational Procurement & Invoicing / Payments

Simplify and improve End-to-end supply chain visibility, enhance supplier collaboration and increased supplier accountability.

Increase invoice first pass yield to reduce the invoice touches and enable faster issuance of payments.

Real time visibility to invoice status and payment information

**We value our partnership and appreciate your support with this launch!**





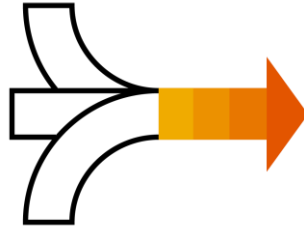
# Why SAP Business Network?



**World's Largest Trading  
Community over \$3 trillion**

## ***Experienced Leaders***

- 2000 Global buyers can find your products and services
- Best in class expertise, experience, and advice for B2B eCommerce and Integration



**Single Point for  
Business Collaboration**

## ***One Account***

- Manage leads, proposals, contracts, orders, and various electronic documents
- Collaborate with multiple customers



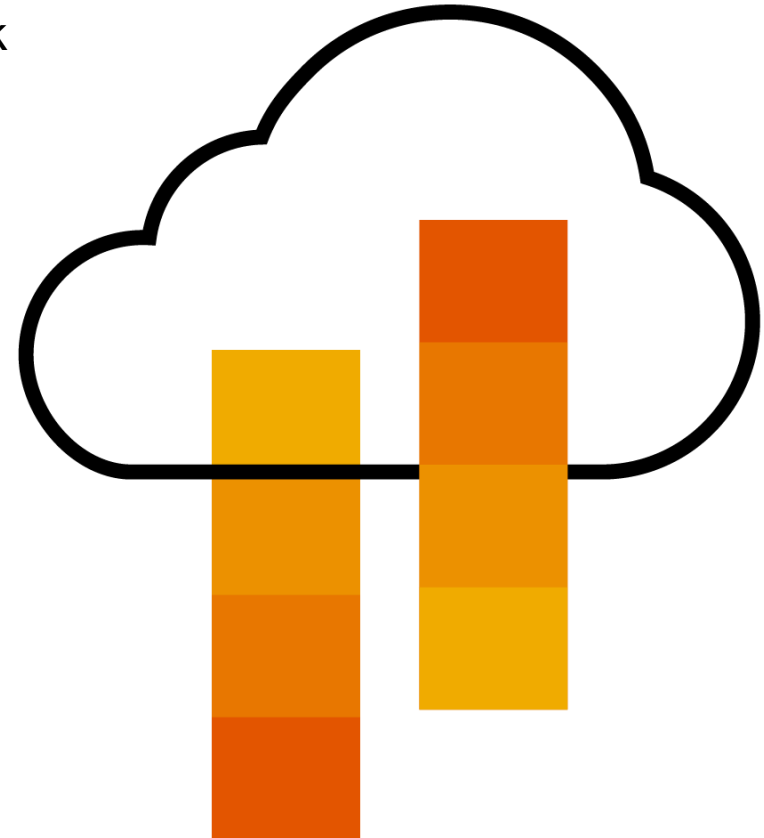
**Works With How  
You Do Business**

## ***Flexibility***

- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies

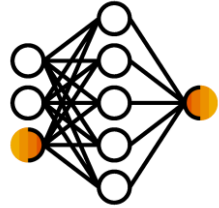
# What is an SAP Business Network, Standard Account?

- ❑ Basic Account that gives you access to SAP Business Network
- ❑ Receive interactive email purchase orders
- ❑ Invoice through the SAP Business Network
- ❑ **No fees**
- ❑ Intended for low volume suppliers



# What You Get With Your Free Standard Account

## SAP Business Network Discovery



- ❑ Receive High Quality Matched Sales Leads
- ❑ Attract Potential Customers
- ❑ Get Invited to Sourcing Events

## Collaboration & Document Exchange



- ❑ Free Access To SAP Business Network's Contract Management Module
- ❑ Respond To Emailed Orders And Check Invoice Status
- ❑ Send Invoice Notifications
- ❑ Catalog Set Up/Access (self-service)

## Usage



- ❑ No Transaction Document Limitations
- ❑ Unlimited SAP Business Network Relationships
- ❑ Online Support Via The Help Center

## SAP Business Network Supplier Mobile App



- ❑ Work On-The-Go
- ❑ Receive Real-Time Alerts
- ❑ Monitor Key Activities

# What You Get With An Enterprise Account

**Document Exchange**  
(Purchase Orders, Invoices,  
& More)



- ❑ Use CSV Uploads To Manage Large Document Counts
- ❑ Full Access To Workbench

**Integration &  
Electronic Catalogs**



- ❑ Integrate Your Back-End System With SAP Business Network Through cXML, EDI or CSV
- ❑ Create/Publish Electronic Catalogs To Enhance PO Accuracy
- ❑ Link Your Current E-Shop To Your SAP Business Network Account

**Legal Archiving &  
Reporting**



- ❑ Access Long-Term Archiving  
(Regional Restrictions May Apply)
- ❑ Track Transactions & Sales Activities With Full Access Reporting

**Support**

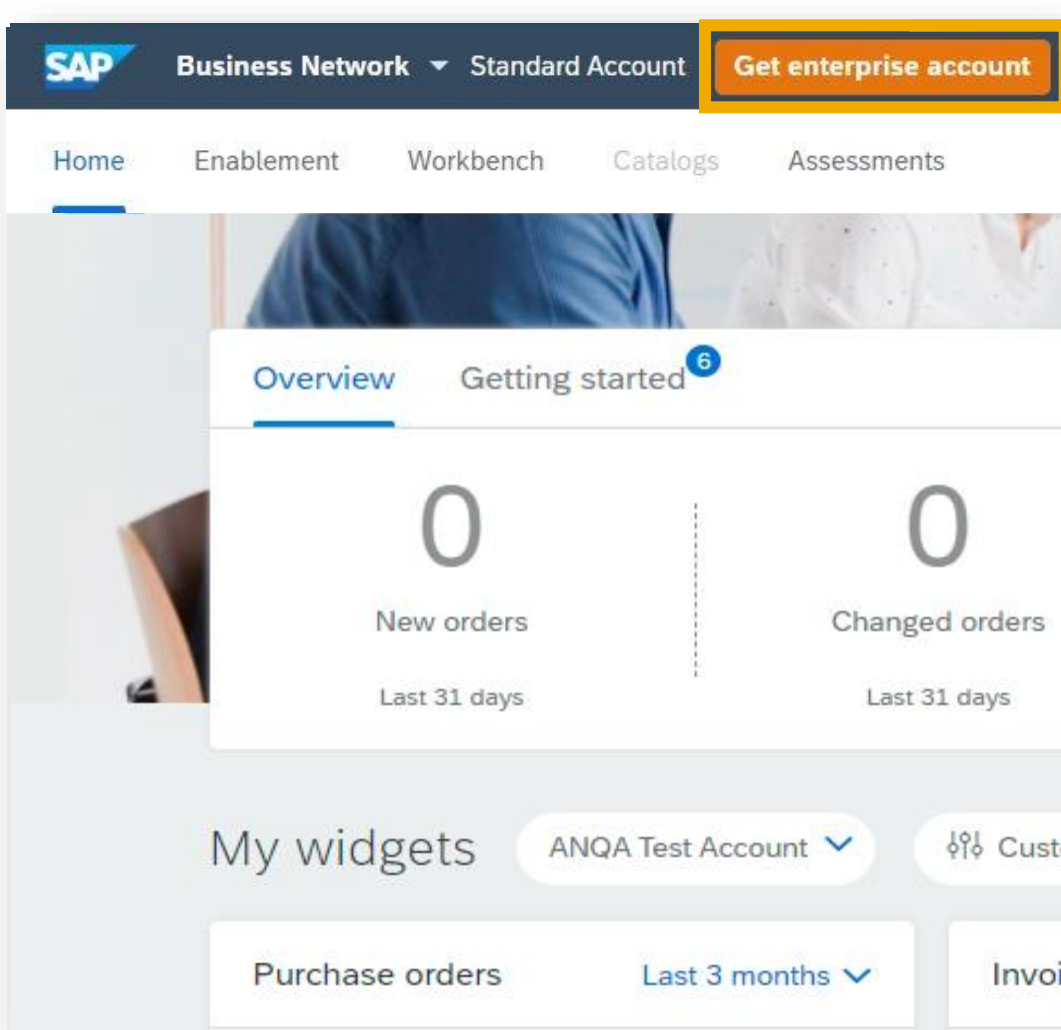


- ❑ Access The Entire Documentation Database
- ❑ Contact Customer Support By Phone, Chat, Or Web Form

# Standard Account Vs. Enterprise Account On SAP Business Network

Features	Standard Account	Enterprise Account
Access	Email notifications/workbench	Online dashboard/workbench
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✓ Self-service only	✓
Document status	Email notifications/workbench	Workbench with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> <li>• Long-term archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .

# How To Upgrade from Standard Account To Enterprise Account

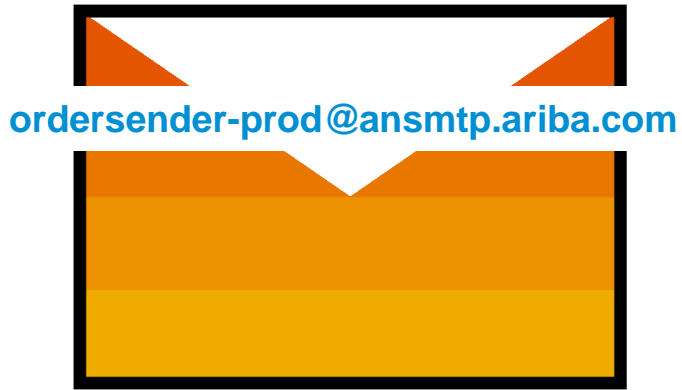


The screenshot shows the SAP Business Network Standard Account interface. The top navigation bar includes the SAP logo, 'Business Network', a dropdown arrow, 'Standard Account', and a highlighted 'Get enterprise account' button. Below the navigation bar are tabs for 'Home', 'Enablement', 'Workbench', 'Catalogs', and 'Assessments'. The main content area shows 'Overview' and 'Getting started' (with a blue badge '6'). It displays two large '0' counters for 'New orders' and 'Changed orders' over the 'Last 31 days'. At the bottom, there are 'My widgets' and a 'Purchase orders' widget showing 'Last 3 months'.

Upgrade to realize the full value of SAP Business Network

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<strong>FULFILLMENT</strong>		
Orders and invoices	<ul style="list-style-type: none"><li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li><li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li></ul>	<ul style="list-style-type: none"><li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li><li>✓ Use CSV uploads to manage large documents.</li></ul>
Catalogs	<ul style="list-style-type: none"><li>✓ Publish catalogs that detail your products and services *</li></ul>	<ul style="list-style-type: none"><li>✓ Publish catalogs that detail your products and services</li></ul>
Integration		<ul style="list-style-type: none"><li>✓ Integrate with your backend systems through CXML or EDI</li></ul>
Legal Archive		<ul style="list-style-type: none"><li>✓ Access to long-term invoice archiving (regional restrictions apply)</li></ul>
Reporting		<ul style="list-style-type: none"><li>✓ Get reports to track transactions and sales activities</li></ul>
Support	Help Center	<ul style="list-style-type: none"><li>✓ Help Center, phone, chat, and web form</li></ul>
Fees	Free	<a href="#">Based on usage</a>
<small>*Standard account users will self-enable catalogs. Help center content and documentation is available for self-service.</small>		
<strong>SELLING</strong>	By the way, you can use these with any account.	
Ariba Discovery	<ul style="list-style-type: none"><li>✓ Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a></li></ul>	
Sourcing, Contract Management	<ul style="list-style-type: none"><li>✓ Attract potential customers with your profile and get invited to auctions and other events.</li></ul>	
<a href="#">Learn more</a> about all the features of Ariba Network.		

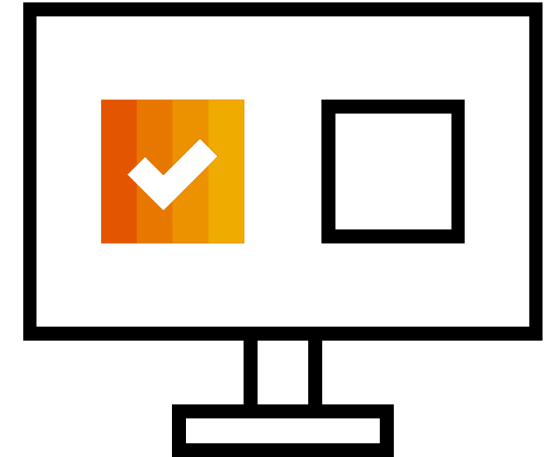
# Register For A Standard Account



**Receive Interactive Email PO**



**Click The Process Order Button**



**Sign Up Or Login**

# Register For A Standard Account

## Receive Interactive Email Order From Customer



### Your Customer sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

Process order

### IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

1. Align Internally
2. Designate / Know Administrator

### To Get Started:

Click The **Process Order** Button In The PO Interactive Email



# Register For A Standard Account

## Review Accounts, Connect or Sign Up

[? Help](#)

### Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**  
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**  
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**  
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)

Connect with Test Buyer on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

**A** [Review accounts](#)

or

**B** [Use existing account](#) ⓘ

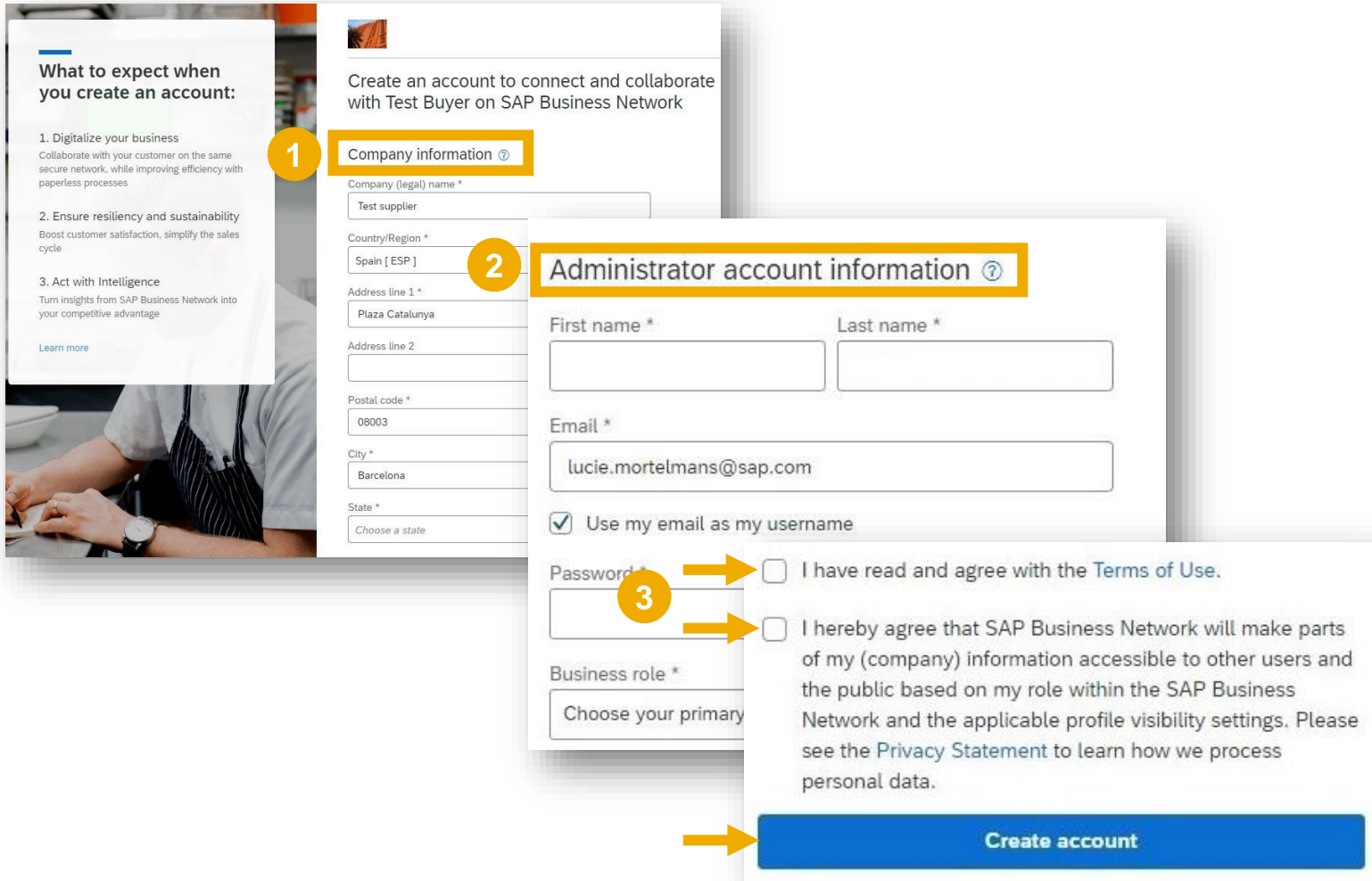
**C** [Create new account](#) ⓘ

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- A. Click **Review accounts** if you want to check for an existing account for your company
- B. Use your existing Standard or Enterprise account by clicking on **Use existing account**
- C. Select the **Create new account** option to create a new Standard account

# Register For A Standard Account

## Configure Account, Accept Terms of Use, And Register



The registration form is divided into three main sections, each highlighted with a yellow box and a numbered circle:

- Company information** (1): Includes fields for Company (legal) name, Country/Region, Address line 1, Address line 2, Postal code, City, and State.
- Administrator account information** (2): Includes fields for First name, Last name, Email, and a checkbox for "Use my email as my username".
- Terms of Use and Privacy Statement** (3): Includes checkboxes for "I have read and agree with the Terms of Use" and "I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the Privacy Statement to learn how we process personal data."

Below the terms of use section is a blue button labeled "Create account".

1. Review your **Company Information**
2. Enter your **Administrator Account Information**
3. Accept **Terms of Use** and **Privacy Statement** click on **Create account**

# Process The First PO

## Supplier Portal Workbench

The screenshot shows the SAP Business Network Supplier Portal interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Workbench' tab is selected. Below the navigation bar, there are filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. A sidebar on the left shows 'Overview' and 'Getting started' with a '3 Changed orders' notification. The main content area displays a 'Workbench' summary with counts for 'Changed orders' (3), 'Orders to invoice' (28), 'Rejected invoices' (8), 'New orders' (19), 'Orders' (30), 'Invoices' (11), and 'Items to correct' (0). Below this, there is a section for 'Changed orders (3)' with a table listing order details.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO31	Ariba Inc - Excellence Programs	\$300.00 USD	Mar 5, 2021	Changed		...
PO51	Ariba Inc - Excellence Programs	\$50.00 USD	Mar 5, 2021	Changed		...

Access all your received and sent documents in your SAP Business Network **Workbench**.

# Transact With Your Customer

## Process Purchase Orders

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Order Detail

Order History

From:

Customer

Energie

Address ID: PO3

To:

Comments

Header level comments like Terms and Conditions etc.

Contact Information

Requisitioner Address

Requisitioner user name

New Street

London

L12345

United Kingdom

Email: [requisitioner@test.com](mailto:requisitioner@test.com)

Address ID: 10000199

Supplier Address

Supplier Company Ltd

New Street

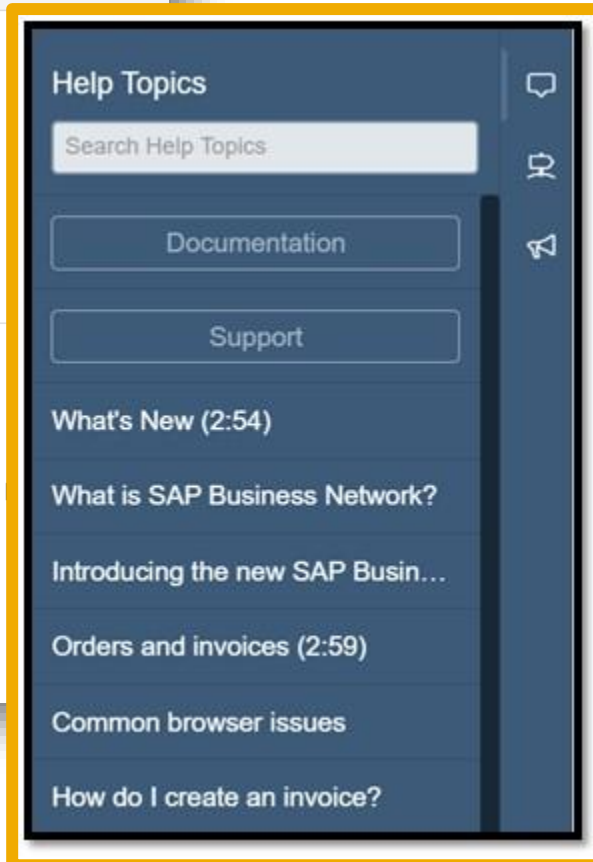
London

LN155PP

United Kingdom

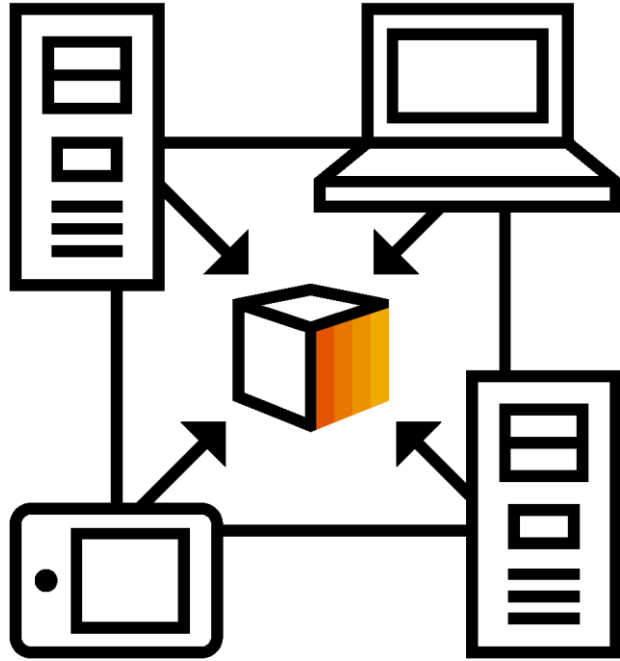
Address ID: SUP00

Depending on the scope of your customer you may see more document options or some of the buttons may be greyed out.

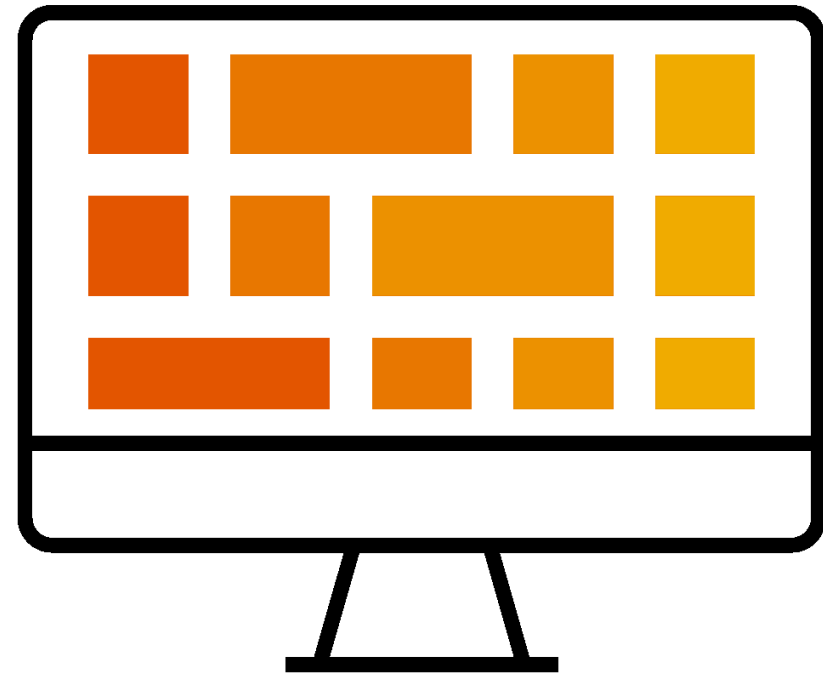


- Click On The **Buttons At The Top Of The Purchase Order** To Get Started
- If You Need Assistance, Please Refer To The Articles In The **Help Center** (Right-Hand Side)

## Already Have An Enterprise Account?



**Manage Two Separate Accounts**



**Add Standard Account Relationship  
To Enterprise Account**

**(May Incur Fees!)**

# How To Merge Your Standard Account PO Into Your Existing SAP Business Network Account

If more than one email address is associated with your organization for PO delivery, the PO will be sent to them as well.  
Your customer sent you this order through Ariba Network.

1

Process order

## Potential existing accounts

2

X

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Join **your customer** on SAP Business Network

Sign up

Or

Search your company

3

Already have an account? Log in



## View all your documents in one SAP Business Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

### Notes:

Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:

Password:

4

OK

### Notes:

- PO email notifications will come from:  
**[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)**
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

# Review Honeywell Specifications

## Supported Documents

### **Indirect Purchase Orders (POs)**

Orders from your customer sent through ariba Network. This includes, but is not limited to materials, catalogs, blanket PO, services and CAPEX.

### **Purchase Order Confirmations (OCs)**

Applied Against Entire PO or Line Items

### **Invoices**

- **Partial Invoices** for invoicing only part of the PO
- **Consolidated Invoices (B2B Only)** for invoicing multiple POs on one invoice

### **Line Level Credit Memos (CMs)**

Item level credits; price/quantity adjustments

### **Goods Receipt Notices (GRs)**

Informational documents advising the correct receipt of goods by your customer.

## Not Supported Documents

### **Advanced Shipment Notices (ASNs)**

Applied when Line Items Ship

### **Header Level Credit Memos (CMs)**

### **Service Entry Sheets (SEs)**

### **Invoices**

- **Non-PO Invoices** (or PO not received through AN)
- **Contract Invoices**
- **P-Card (Purchasing Card) Invoices**
- **Summary or Consolidated Invoices (Portal only)**
- **Duplicate Invoices**
- **Paper Invoices**
  - **Where e-invoice is not available, Paper invoices will be sent under current process and visible in the network**

# System Demo





# Support Options

## Help Center

- SAP Business Network guides, articles and step-by-step instructions

## SAP Business Network Support Pages

- [Standard Account specific documentation](#)
- [SAP Business Network Supplier Training](#)

## Your Customer

- [SCCPortalHelp@honeywell.com](mailto:SCCPortalHelp@honeywell.com)

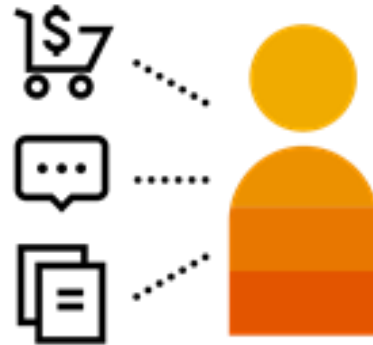
## [Supplier Information Portal](#)

- Honeywell functional guides, technical specifications, and support resources



# Questions?

**Please Submit Your Questions Via the Q&A Widget**



**Business Related Questions:**

[SCCPortalHelp@honeywell.com](mailto:SCCPortalHelp@honeywell.com)

# Thank you.

**Honeywell**

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