



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Michigan State University

Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of four 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 Michigan State University, please follow the steps below:

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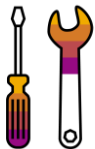


Visit our [Supplier Training page](#)

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 Michigan State University

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 success as a member of the SAP Business Network!

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SCOPE OF MICHIGAN STATE UNIVERSITY'S PROJECT

This section specifies which documents will be transacted through SAP Business Network for Michigan State University transactions after the go-live cutover date. 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 Order Confirmations (OC) Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO only.</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">• Service Invoices• Contract Invoices <p>Credit Invoices/Credit Memos Item level credits; quantity adjustments</p>	<p>Header Level Credit Memos This feature is not supported by your customer</p> <p>Service Sheets (SES) Pre-invoice validation/approval of services and service delivery times.</p> <p>Invoices</p> <ul style="list-style-type: none">• Blanket Purchase Order (BPO) invoices• Invoicing for Purchasing Cards (P-Cards)• Summary or Consolidated Invoices• Non-PO Invoices (or PO not received through SAP Business Network) <p>Remittance Advices Informational documents advising which Invoices have been paid and the amounts, so it can be 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 Michigan State University 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

- You can send order confirmations for material orders and service orders.
- You can send order confirmations at the header level only.
- You can partially update the line items via rejection, but you cannot fully reject a line item.

Specific customizations for SHIP NOTICES

- You are required to 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.

- Invoicing through SAP Business Network is required for new POs/contracts submitted via the 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 SAP Business Network.
- Michigan State University will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network.
- You can enter taxes at the header level or line-item level.
- Header level credit memos are not accepted, only line level credit memos.
- You can create quantity adjustment credit memos at the line-item level.
- You are required to provide a reason for every credit memo.

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 the Michigan State University project team at the following email address: p2p@msu.edu.

www.sap.com/contactsap

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