

# Account settings in SAP Business Network

December 2025



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# 1. Introduction

## INTRODUCTION

This guide aims to help you correctly configure your SAP Business Network account to ensure efficient management in line with Iberdrola Group's requirements. In the following sections, we will review the key elements you need to know and adjust in your profile, from basic account information to notification and user settings.

The topics we will cover include:

1. Access to SAP Business Network
2. Home page
3. Settings in 'My Account'
4. Company profile
5. Verification of business relationships and approval or rejection
6. Routing of orders and electronic invoices
7. General platform notifications
8. User management

We recommend that you follow each section step by step to ensure that your account is fully operational and ready to interact with Iberdrola Group smoothly.

## 2. Access to SAP Business Network

## Access to SAP Business Network

Log in to [supplier.ariba.com](https://supplier.ariba.com) with your username and password.

### Supplier sign-in

Log in with your credentials


Next

[Forgot username](#)

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New to SAP Business Network?  
[Register Now](#) or [Learn more](#)

### Maximize your growth potential with B2B Commerce



Unlock new avenues for growth by adding SAP B2B Commerce capabilities to your e-commerce program, fostering efficient engagements and greater partner satisfaction.

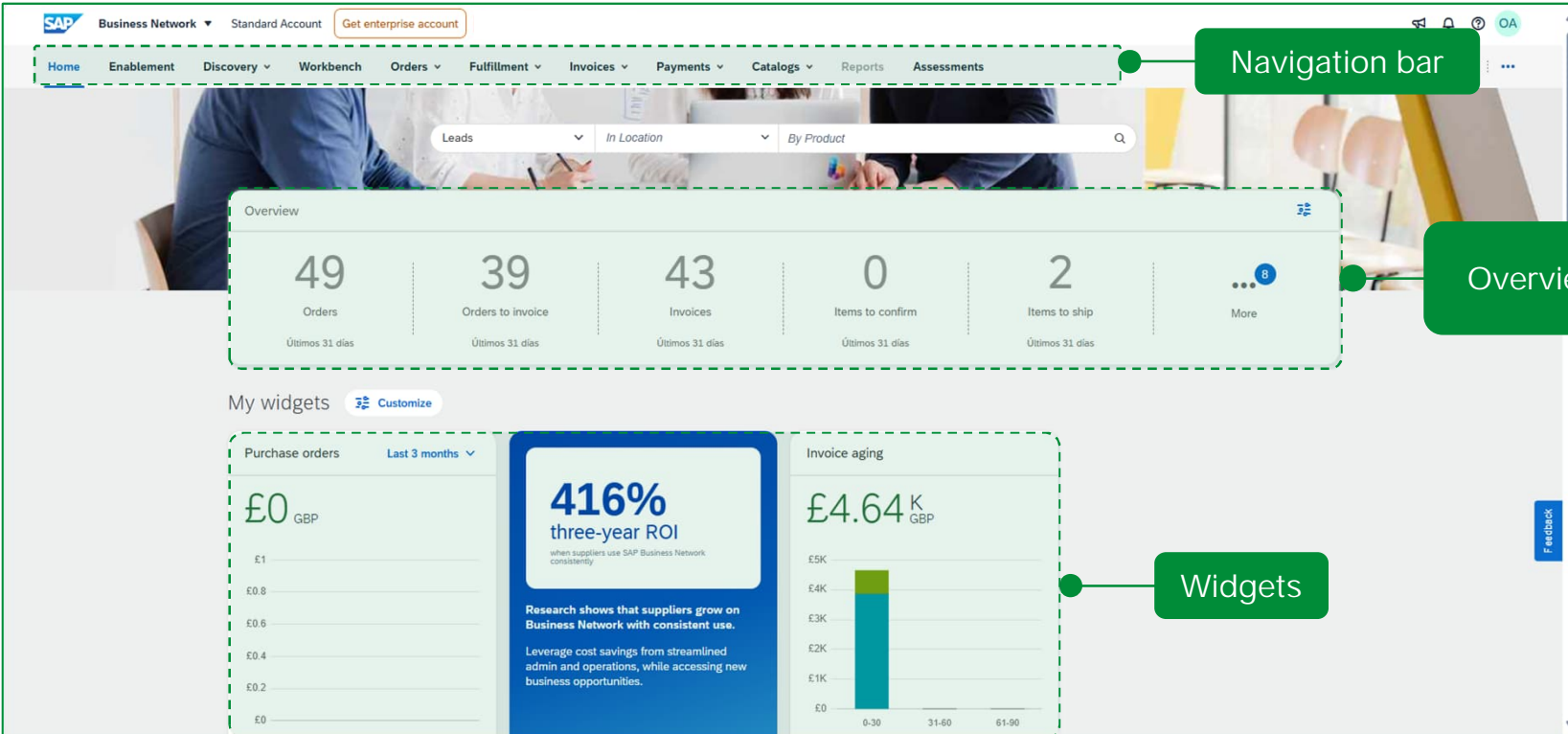
[Learn More](#)



# 3. Home Page

## Home Page

On the SAP Business Network home page, you will find the navigation bar, overview, and widgets. Let us review each of these components.



The screenshot shows the SAP Business Network home page for a 'Standard Account'. The page is divided into three main sections, each highlighted with a green dashed box and a label:

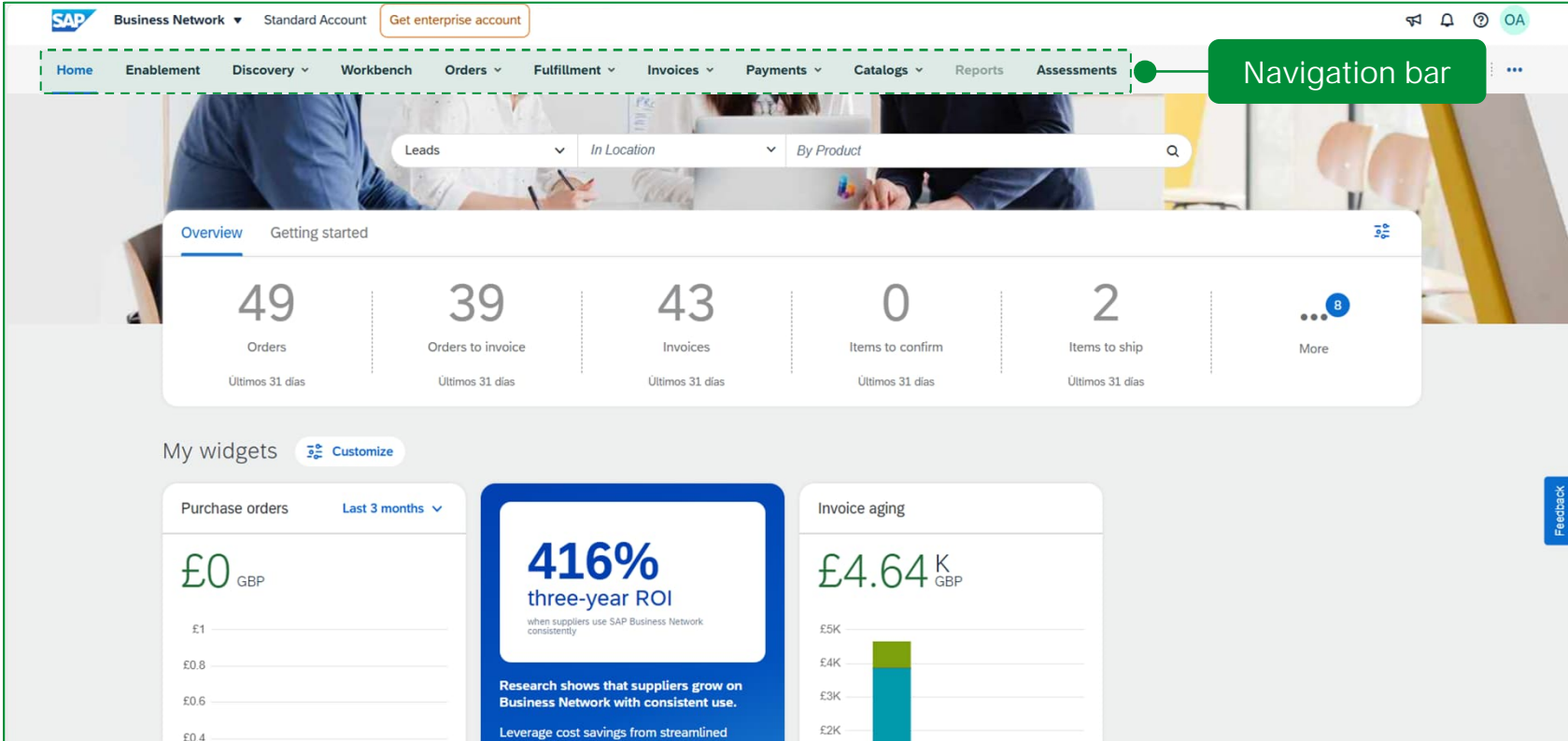
- Navigation bar:** Located at the top, it includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get enterprise account' button. Below this is a horizontal menu with tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is also present with filters for 'Leads', 'In Location', and 'By Product'.
- Overview:** A section below the navigation bar displaying five key metrics for the 'Últimos 31 días' (Last 31 days):
  - 49 Orders
  - 39 Orders to invoice
  - 43 Invoices
  - 0 Items to confirm
  - 2 Items to ship
 A 'More' button with a notification icon (8) is also visible.
- Widgets:** A section titled 'My widgets' with a 'Customize' button. It contains three widgets:
  - Purchase orders:** A line chart showing a value of £0 GBP for the 'Last 3 months'.
  - 416% three-year ROI:** A blue box with text stating 'Research shows that suppliers grow on Business Network with consistent use. Leverage cost savings from streamlined admin and operations, while accessing new business opportunities.'
  - Invoice aging:** A bar chart showing a value of £4.64 K GBP, with a legend for '0-30', '31-60', and '61-90' days.



# Navigation bar

## Home page – Navigation bar

The navigation bar allows you to quickly access the main sections of the portal.

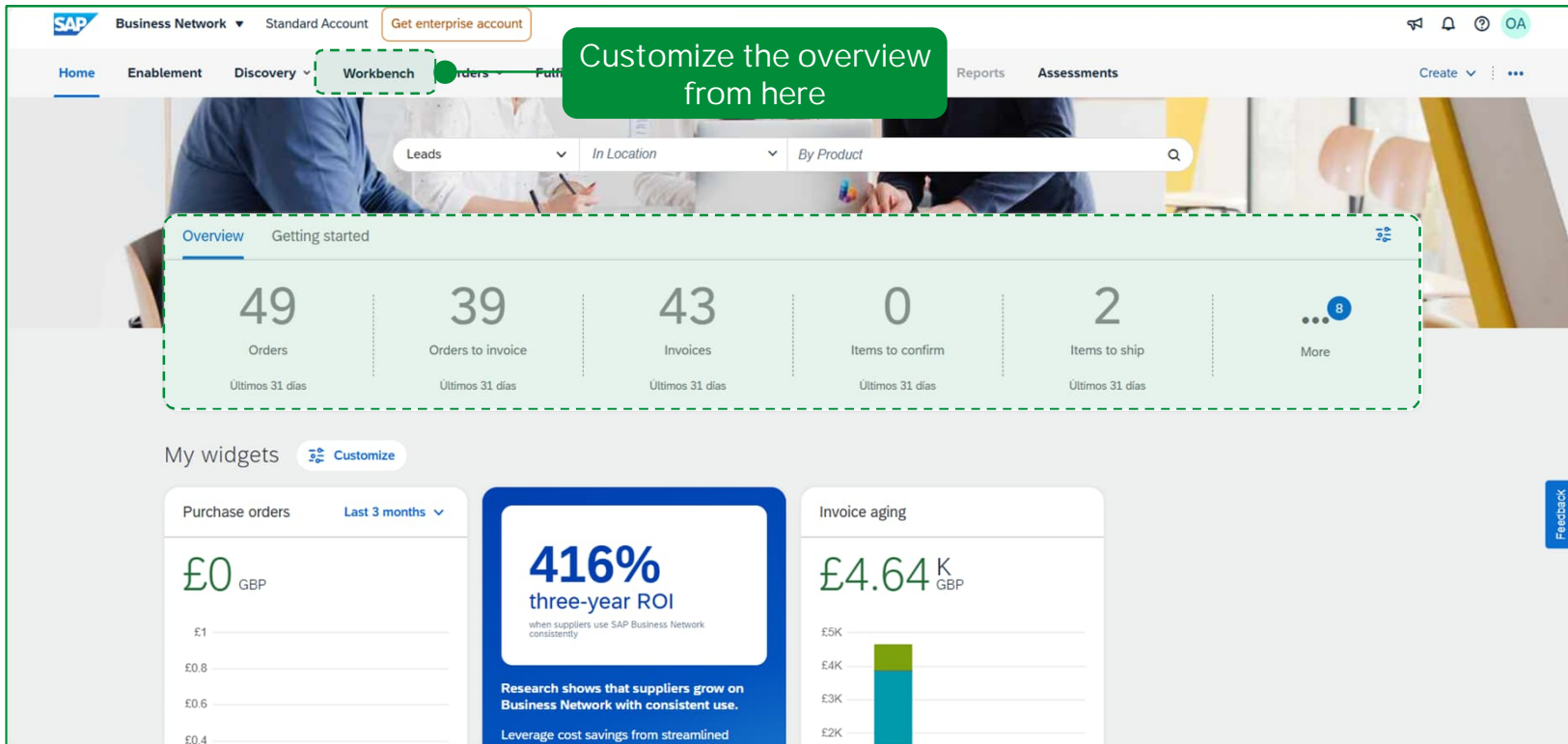


The screenshot shows the SAP Business Network home page. A green dashed box highlights the navigation bar at the top, which includes links to Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A green callout box labeled "Navigation bar" points to this area. Below the navigation bar, there is a search bar with filters for Leads, In Location, and By Product. The main dashboard features a "Getting started" section with five cards showing key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. Below this, there are three widgets: "Purchase orders" showing £0 GBP, a "416% three-year ROI" card, and "Invoice aging" showing £4.64 K GBP. A "Feedback" button is visible on the right side of the dashboard.

# Overview

## Home page – Overview

The overview is the main section of the portal where a summary of the status of the supplier's account is displayed. Here you can see aggregated information about all your customers. Let's review how to customize it.



The screenshot shows the SAP Business Network Overview page. A green dashed box highlights the 'Overview' section, which includes a 'Customize the overview from here' callout. Below this, the 'My widgets' section is visible, featuring a 'Purchase orders' widget, a '416% three-year ROI' banner, and an 'Invoice aging' widget. The 'Purchase orders' widget shows a value of £0 GBP. The 'Invoice aging' widget shows a value of £4.64 K GBP. The '416% three-year ROI' banner includes text about research showing supplier growth and cost savings from streamlined processes.

**Overview Summary (Last 31 days):**

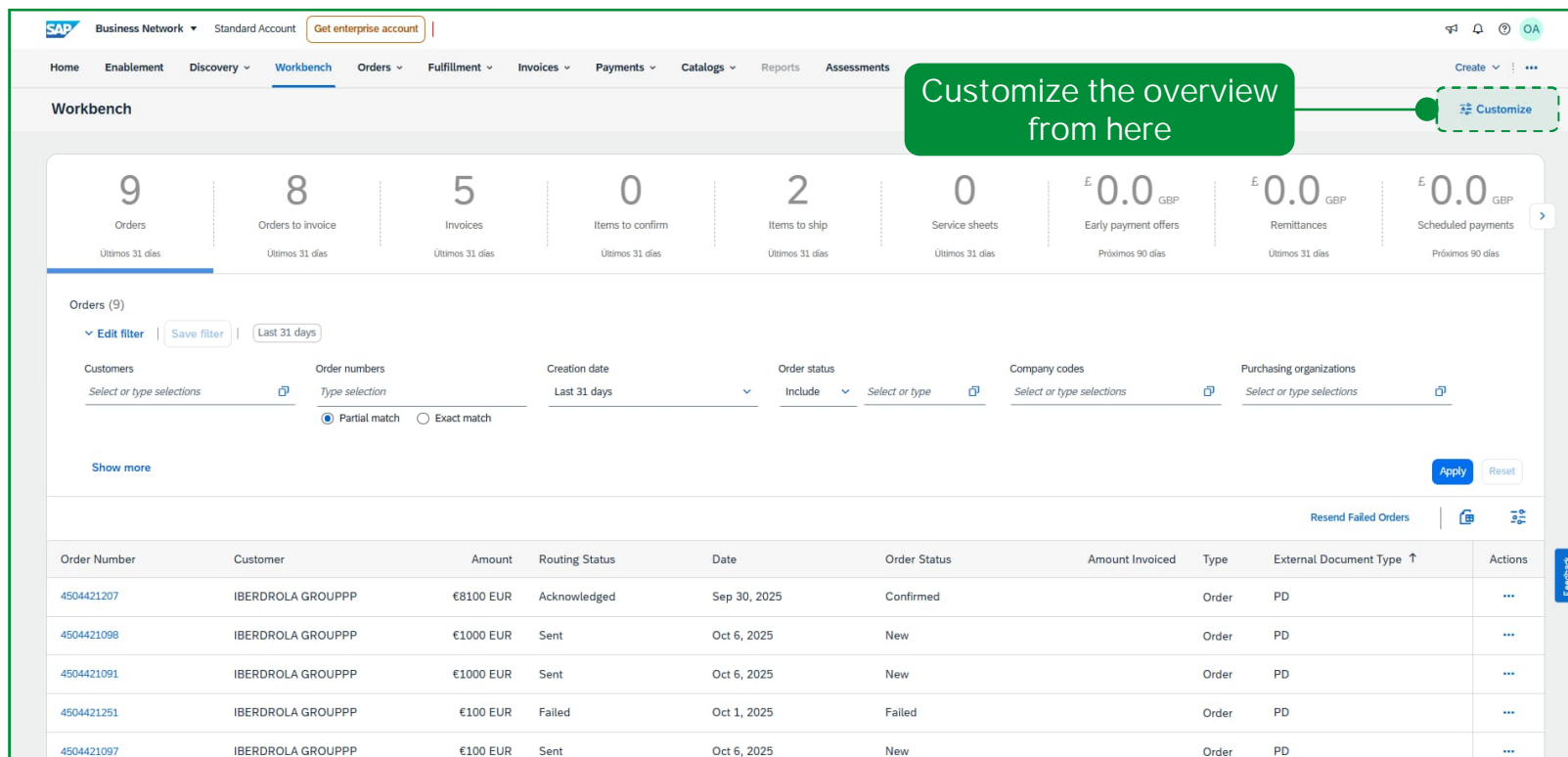
Metric	Value
Orders	49
Orders to invoice	39
Invoices	43
Items to confirm	0
Items to ship	2

**My widgets:**

- Purchase orders (Last 3 months):** £0 GBP
- 416% three-year ROI:** Research shows that suppliers grow on Business Network with consistent use. Leverage cost savings from streamlined processes.
- Invoice aging:** £4.64 K GBP

## Home page – Overview (cont.)

In Workbench, click the settings icon next to Customize.



**Workbench**

Customize the overview from here

9 Orders (Últimos 31 días)

8 Orders to invoice (Últimos 31 días)

5 Invoices (Últimos 31 días)

0 Items to confirm (Últimos 31 días)

2 Items to ship (Últimos 31 días)

0 Service sheets (Últimos 31 días)

£ 0.0 GBP Early payment offers (Próximos 90 días)

£ 0.0 GBP Remittances (Últimos 31 días)

£ 0.0 GBP Scheduled payments (Próximos 90 días)

Orders (9)

▼ Edit filter | Save filter | Last 31 days

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Order status: Include

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Partial match (selected) | Exact match

Show more

Apply | Reset

Resend Failed Orders

Order Number	Customer	Amount	Routing Status	Date	Order Status	Amount Invoiced	Type	External Document Type ↑	Actions
4504421207	IBERDROLA GROUPPP	€8100 EUR	Acknowledged	Sep 30, 2025	Confirmed		Order	PD	...
4504421098	IBERDROLA GROUPPP	€1000 EUR	Sent	Oct 6, 2025	New		Order	PD	...
4504421091	IBERDROLA GROUPPP	€1000 EUR	Sent	Oct 6, 2025	New		Order	PD	...
4504421251	IBERDROLA GROUPPP	€100 EUR	Failed	Oct 1, 2025	Failed		Order	PD	...
4504421097	IBERDROLA GROUPPP	€100 EUR	Sent	Oct 6, 2025	New		Order	PD	...

## Home page – Overview (cont.)

Add, remove, or reorder tiles to have only what you need on your overview dashboard. You can also define the filters you want to use in the panel.

Holding both lines,  
drag the tiles to  
change their order in  
the overview

Click on the “x” to  
remove a tab from  
the overview

### Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

9

Orders

Últimos 31 días

8

Orders to invoice

Últimos 31 días

5

Invoices

Últimos 31 días

0

Items to confirm

Últimos 31 días

2

Items to ship

Últimos 31 días

0

Service sheets

Últimos 31 días

£ 0.0 GBP

Early payment offers

Próximos 90 días

£ 0.0 GBP

Remittances

Últimos 31 días

£ 0.0 GBP

Scheduled payments

Próximos 90 días

0

Open postings

Últimos 90 días

#

Matched Leads

Últimos 90 días

#

Invited Leads

Últimos 90 días

+

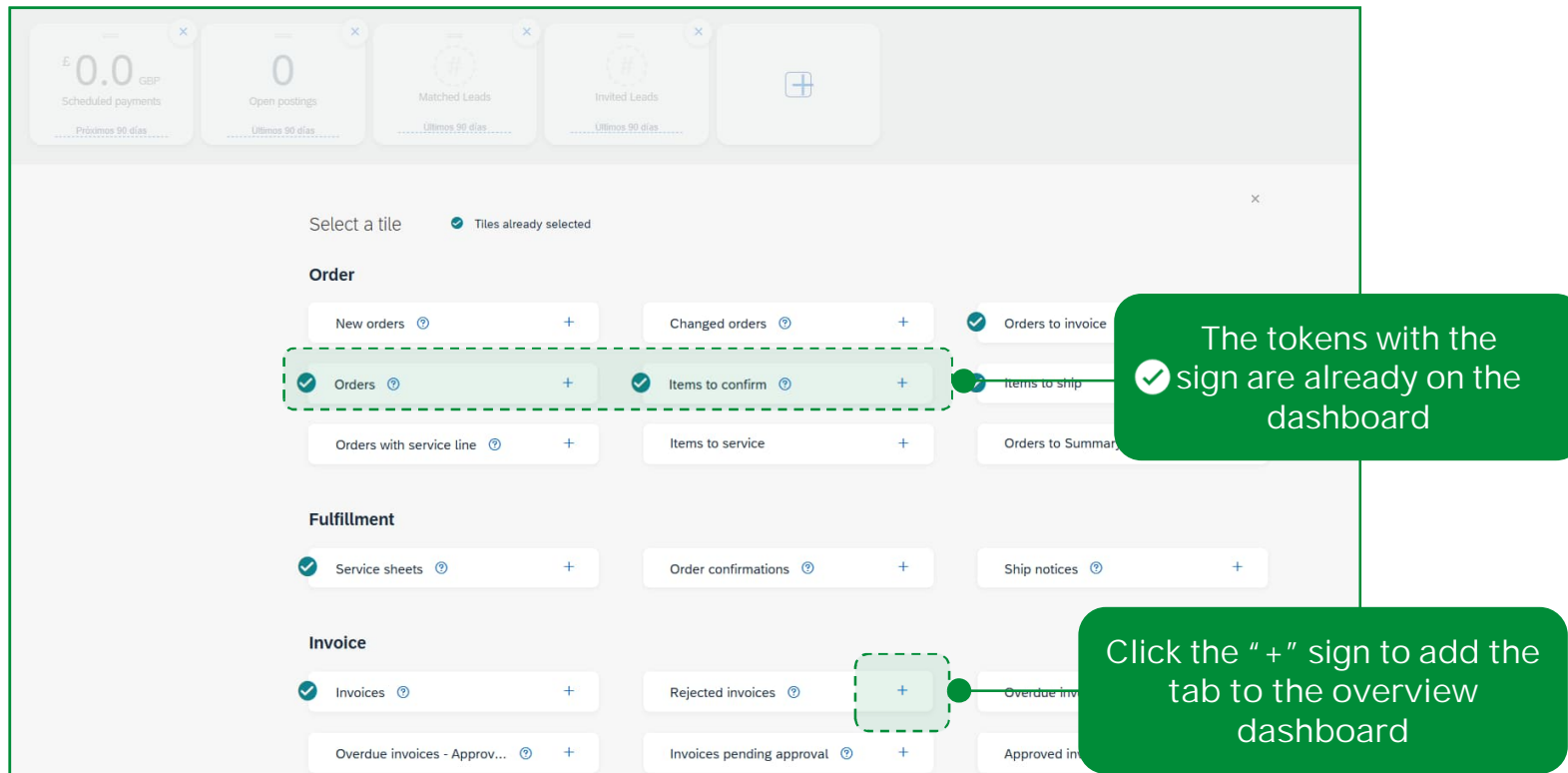
Apply

Cancel

In “+” you can  
find more tabs  
to add to the  
overview

## Home page – Overview (cont.)

The “+” button allows you to choose more Order, Fulfillment, Invoice, Payment, Prospect, Communication, and Other tabs.



The tokens with the ✓ sign are already on the dashboard

Click the “+” sign to add the tab to the overview dashboard



In the fulfillment section you will find details of the order confirmations and shipping notices you have made

## Home page – Overview (cont.)

The tabs you add using the “+” button will remain on the initial screen for customizing the work panel. You can change their order as indicated above.

Click Apply to finish customizing

### Customize Workbench

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

9

Orders

Últimos 31 días

8

Orders to invoice

Últimos 31 días

5

Invoices

Últimos 31 días

0

Items to confirm

Últimos 31 días

2

Items to ship

Últimos 31 días

0

Service sheets

Últimos 31 días

£ 0.0 GBP

Early payment offers

Próximo 90 días

£ 0.0 GBP

Scheduled payments

Próximo 90 días

0

Open postings

Últimos 90 días

#

Matched Leads

Últimos 90 días

#

Invited Leads

Últimos 90 días

+

Apply

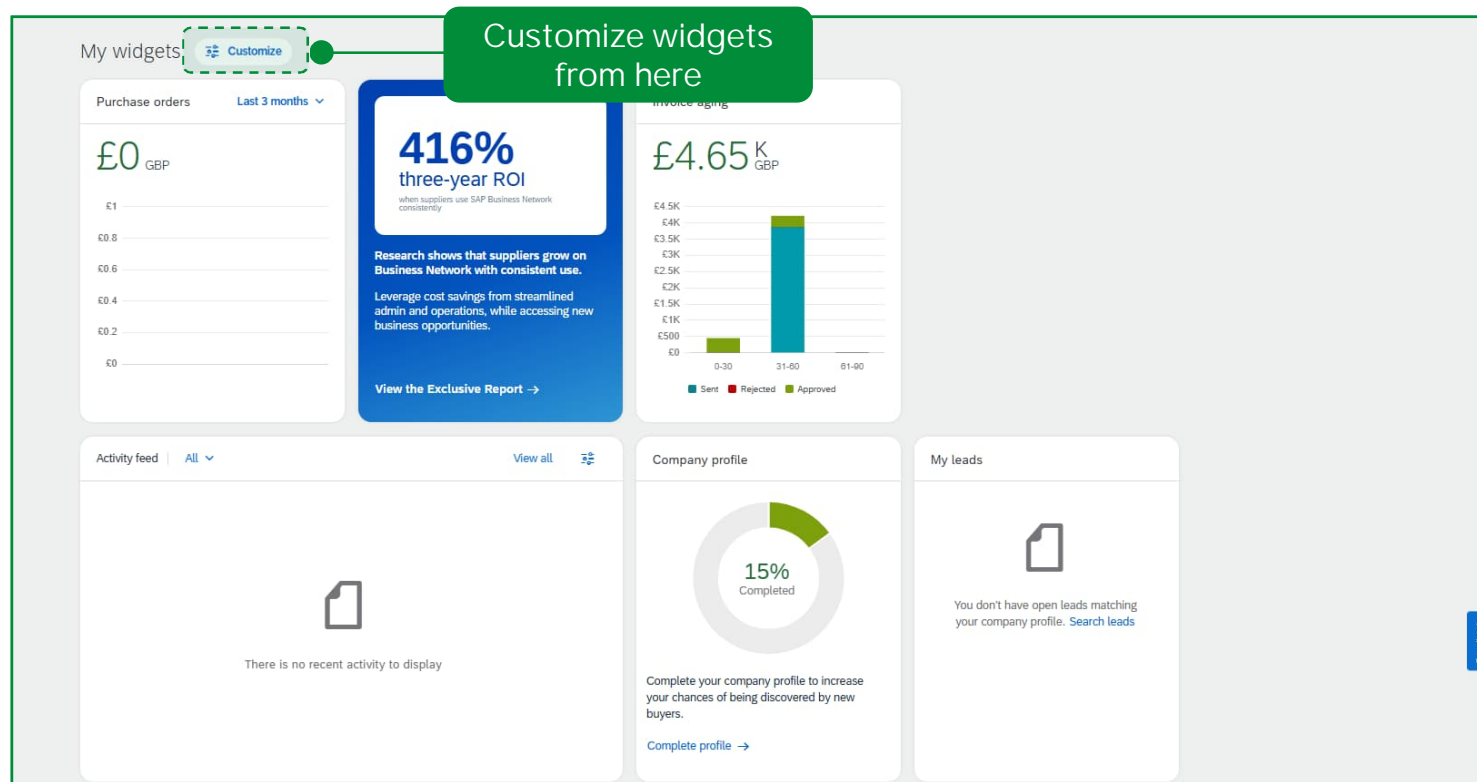
Cancel



# Widgets

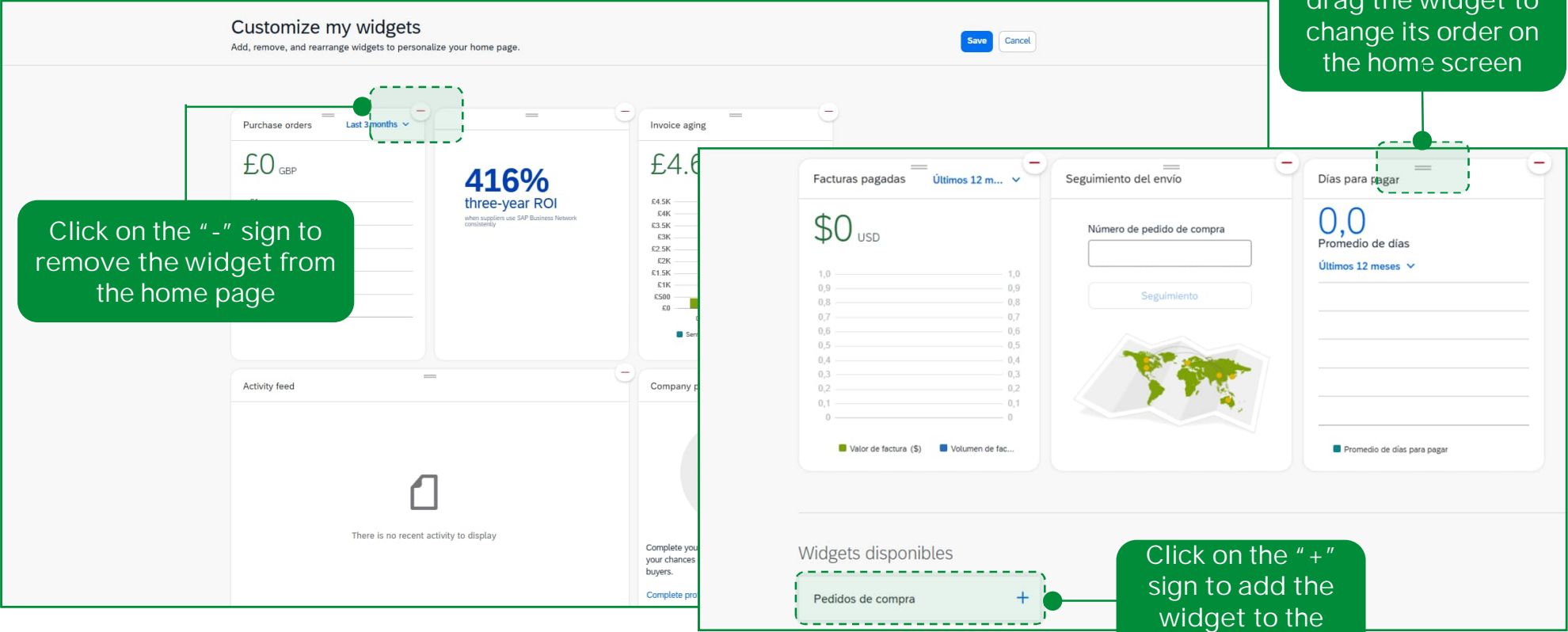
## Home page – Widgets

Widgets are visual components on the home page that display specific, up-to-date information. They provide quick access to critical information and facilitate decision-making. Let's review how to customize them.



## Home page – Widgets (cont.)

Within the customization page, you can remove or add widgets to the home screen:



**Customize my widgets**  
Add, remove, and rearrange widgets to personalize your home page.

**Remove Widget:** Click on the "-" sign to remove the widget from the home page.

**Reorder Widget:** Hold both lines and drag the widget to change its order on the home screen.

**Add Widget:** Click on the "+" sign to add the widget to the home page.

**Widgets displayed:**

- Purchase orders (Last 3 months)
- Invoice aging (£4.6)
- Facturas pagadas (Últimos 12 m...)
- Seguimiento del envío
- Días para pagar (0,0 Promedio de días)
- Activity feed
- Company profile

**Widgets disponibles:**

- Pedidos de compra

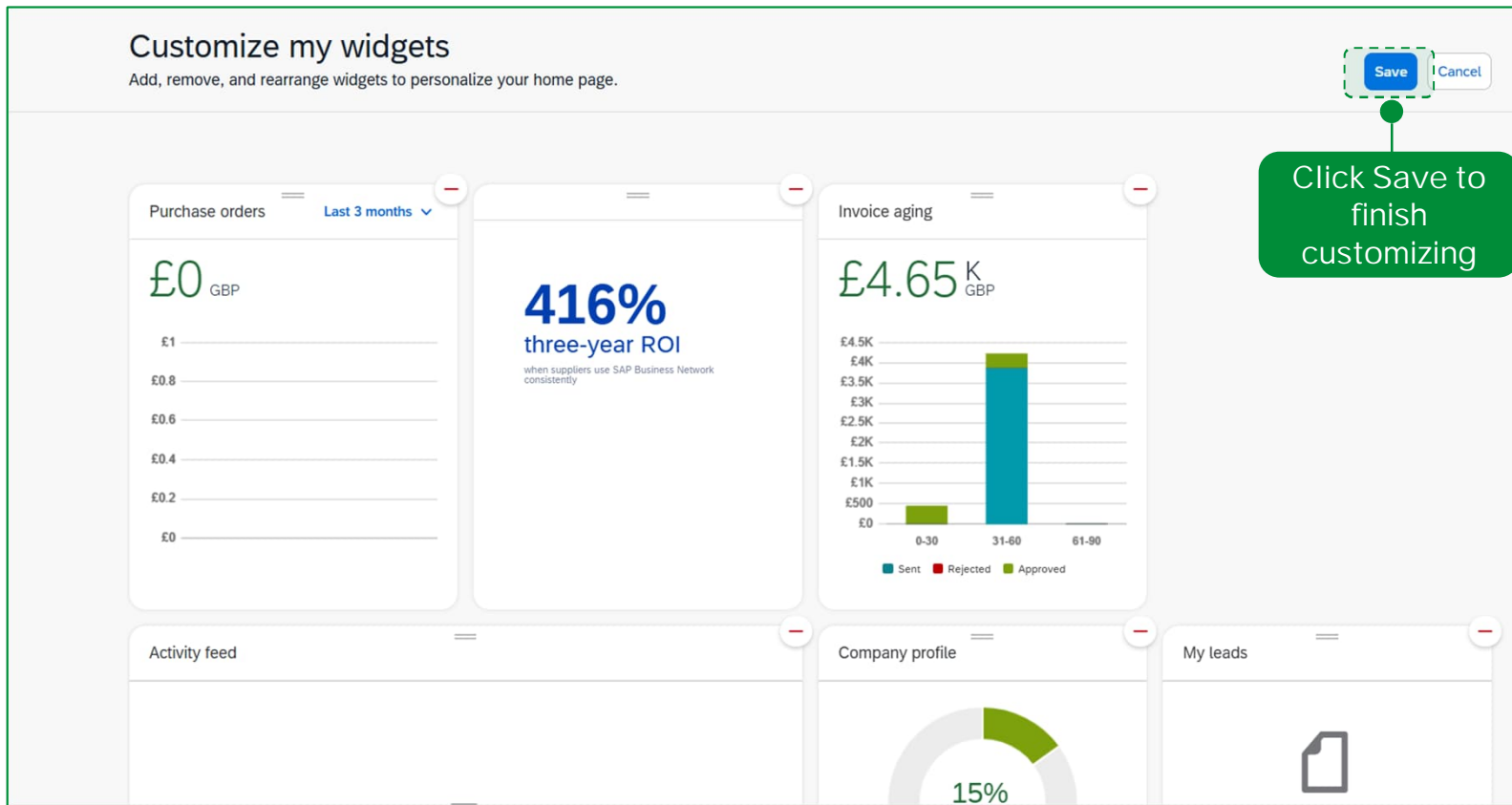
## Home page – Widgets (cont.)

The widgets you add using the “+” button will be added alongside the widgets already on the home page, and from here you can change their order as described above.

**Customize my widgets**  
Add, remove, and rearrange widgets to personalize your home page.

**Save** **Cancel**

Click Save to finish customizing



The screenshot shows a 'Customize my widgets' interface. At the top, there's a title 'Customize my widgets' and a subtitle 'Add, remove, and rearrange widgets to personalize your home page.' Below this, there are several widgets arranged in a grid. Each widget has a title, a subtitle, and a 'minus' button in the top right corner. The widgets are: 'Purchase orders' (showing £0 GBP), 'Invoice aging' (showing £4.65 K GBP), 'Activity feed', 'Company profile' (showing 15%), and 'My leads'. A green callout box points to the 'Save' button in the top right corner, with the text 'Click Save to finish customizing'.

Amount (GBP)
£1
£0.8
£0.6
£0.4
£0.2
£0

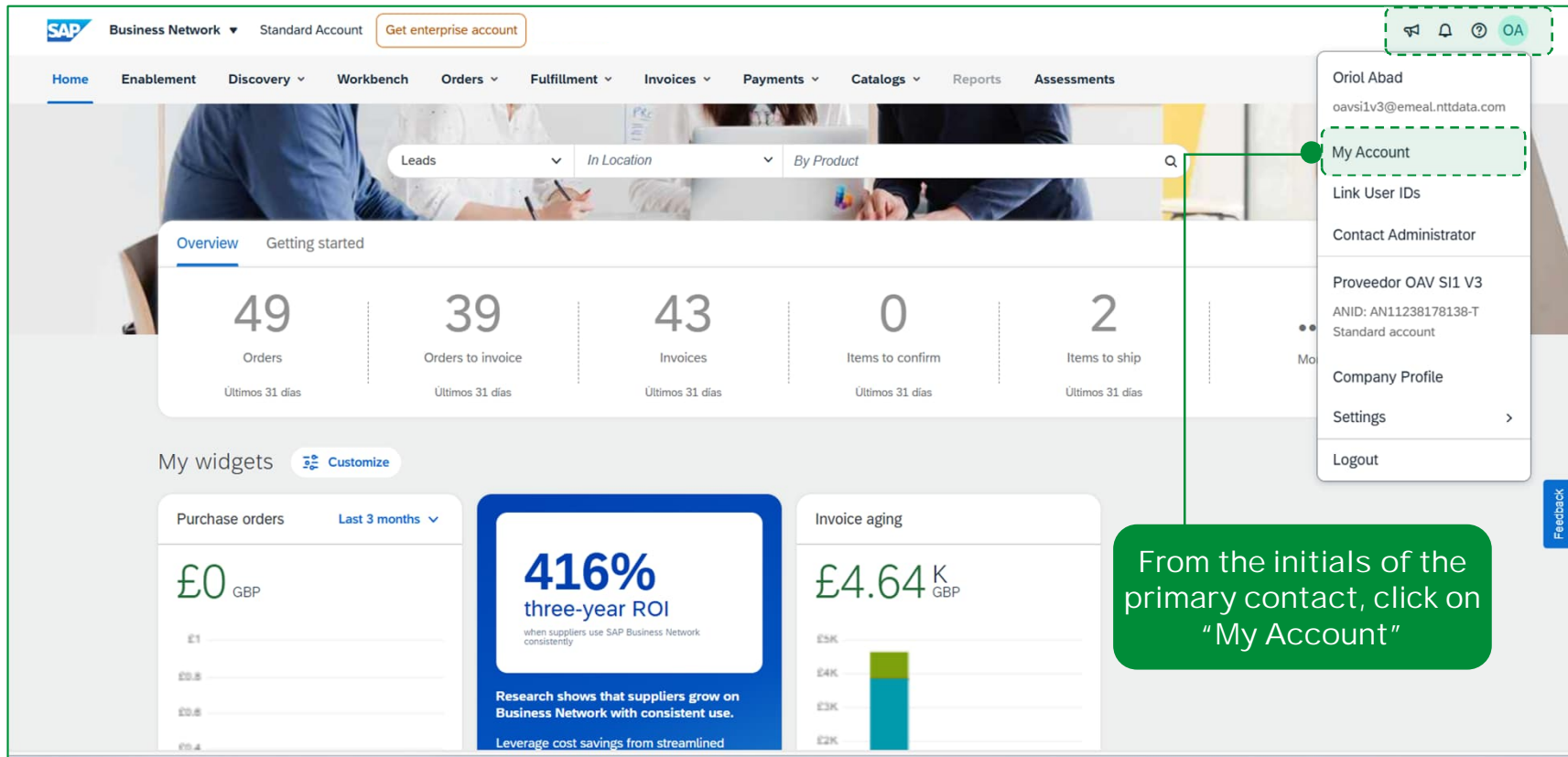
Amount (GBP)	0-30	31-60	61-90
£4.5K			
£4K			
£3.5K			
£3K			
£2.5K			
£2K			
£1.5K			
£1K			
£500			
£0			

Percentage
15%

# 4. My account settings

## My Account

In this section, you can manage your profile information on SAP Business Network. Setting up this section correctly will ensure a personalized and secure experience on the platform.

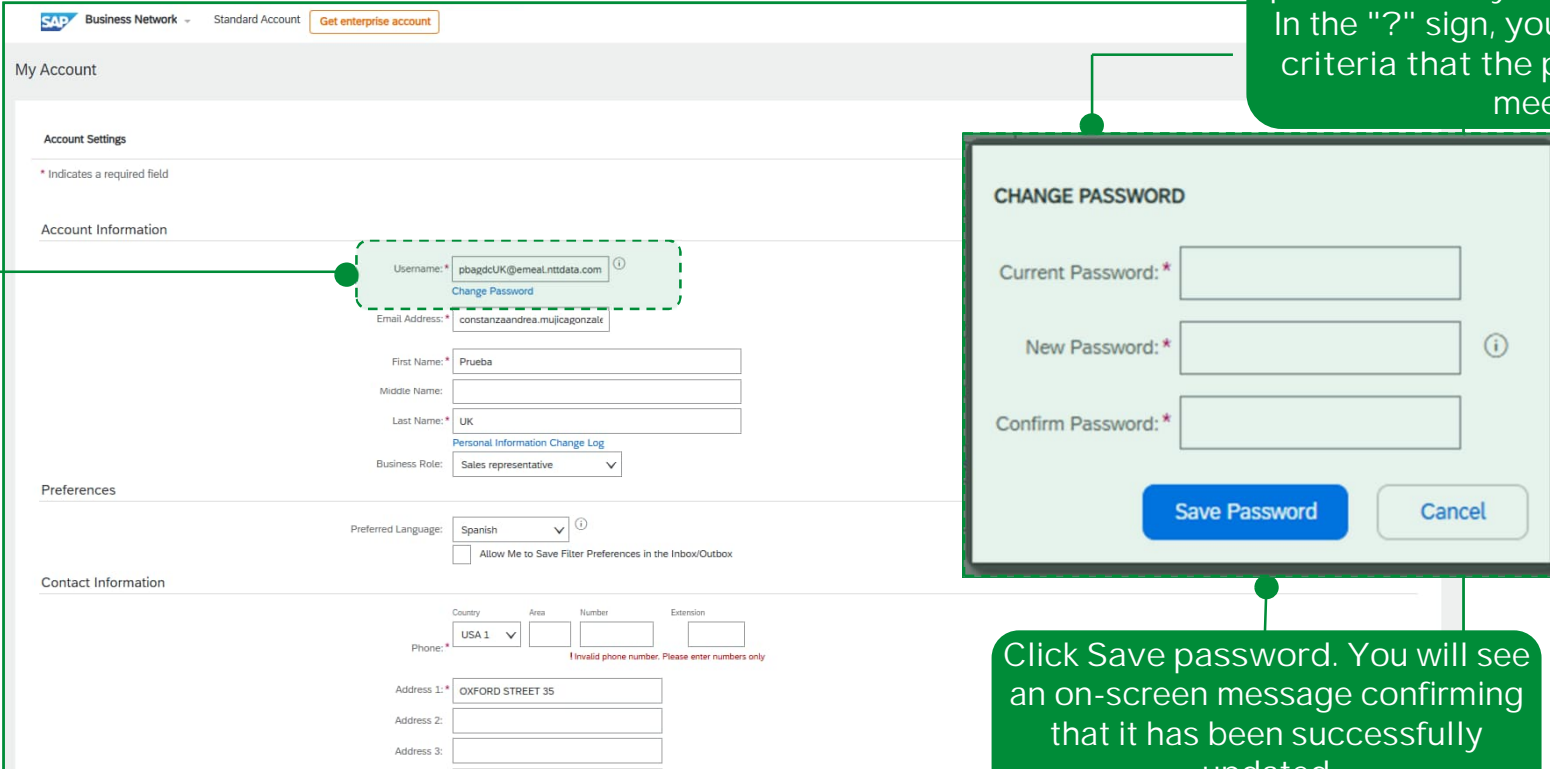


The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'SAP Business Network' and 'Standard Account' (with a 'Get enterprise account' button). Below this is a secondary navigation bar with various tabs like 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A search bar is present with filters for 'Leads', 'In Location', and 'By Product'. The main content area displays a dashboard with five key metrics: Orders (49), Orders to invoice (39), Invoices (43), Items to confirm (0), and Items to ship (2), all for the last 31 days. Below this is a 'My widgets' section with three widgets: 'Purchase orders' (showing £0 GBP), a '416% three-year ROI' card, and 'Invoice aging' (showing £4.64 K GBP). On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad', email 'oavsi1v3@emeal.nttdata.com', and a list of options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Proveedor OAV SI1 V3' (with ANID: AN11238178138-T and 'Standard account'), 'Company Profile', 'Settings', and 'Logout'. A green callout box points to the 'My Account' option with the text: 'From the initials of the primary contact, click on "My Account"'. A 'Feedback' button is visible at the bottom right.

## My Account (cont.)

One of the main settings you can make from My Account, is changing the account password.

Click Change password



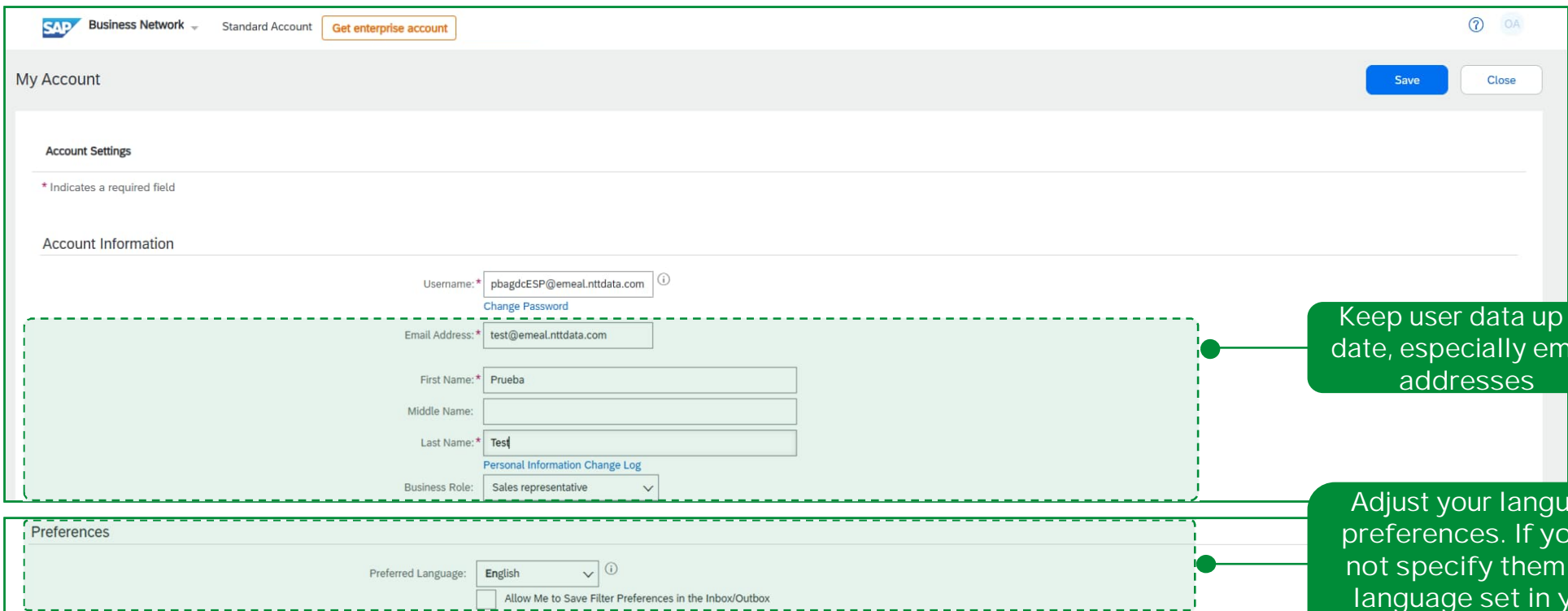
The screenshot shows the 'My Account' page in the SAP Business Network. The 'Account Information' section is highlighted, showing fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. A 'Change Password' link is visible next to the Username field. A pop-up window titled 'CHANGE PASSWORD' is overlaid on the right side of the page. The pop-up contains three input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. A small information icon (?) is next to the 'New Password:' field. Below the input fields are two buttons: 'Save Password' and 'Cancel'.

In the pop-up, enter your current password and your new password. In the "?" sign, you can check the criteria that the password must meet

Click Save password. You will see an on-screen message confirming that it has been successfully updated

## My Account (cont.)

In this section, you can manage your profile in SAP Business Network, including account information and language preferences.



SAP Business Network Standard Account [Get enterprise account](#)

My Account [Save](#) [Close](#)

**Account Settings**

\* Indicates a required field

**Account Information**

Username: \* pbagdcESP@emealnttdata.com ⓘ [Change Password](#)

Email Address: \* test@emealnttdata.com

First Name: \* Prueba

Middle Name:

Last Name: \* Test ⓘ [Personal Information Change Log](#)

Business Role: Sales representative

**Preferences**

Preferred Language: English ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

Keep user data up to date, especially email addresses

Adjust your language preferences. If you do not specify them, the language set in your browser will be used



All fields marked with a red asterisk are mandatory



## My Account (cont.)

You must keep your contact information and associated preferences up to date. This is for the exclusive use of SAP Business Network, this information is not used by the Iberdrola Group.

Keep your telephone number and account address up to date

Contact Information

Country

Area

Number

Extension

USA 1

Phone:\*

Invalid phone number. Please enter numbers only

Address 1:\*

street

Address 2:

Address 3:

Address 4:

City:\*

Bradford

State:\*

London, City of [GB-LND]

Postal Code:\*

SW3 3DJ

Country/Region:\*

United Kingdom [GBR]

In this section, you can decide whether your personal contact information will be visible to other organizations in the network

### Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

☐ Hide my personal contact information.

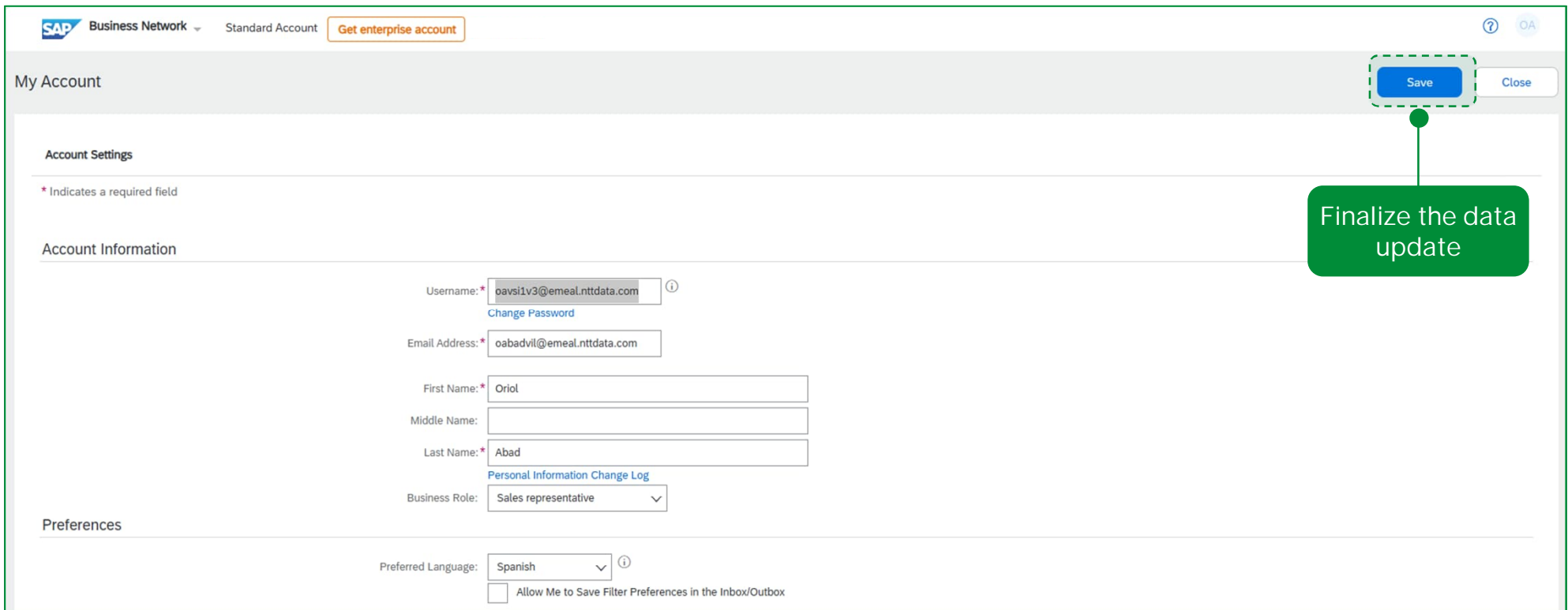
You expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the [Privacy Statement](#), the [Terms of Use](#), and applicable law. You have the right to access and modify your personal data from within the application or by contacting the Ariba administrator within your organization. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.



!! fields marked with a red asterisk are mandatory

## My Account (cont.)

To complete the data update, click Save. You will receive an email informing you of the user profile update with details of the modified field.



SAP Business Network Standard Account [Get enterprise account](#)

My Account Save Close

Account Settings

\* Indicates a required field

Account Information

Username: \*  ⓘ  
[Change Password](#)

Email Address: \*

First Name: \*

Middle Name:

Last Name: \*   
[Personal Information Change Log](#)

Business Role:  ▼

Preferences

Preferred Language:  ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

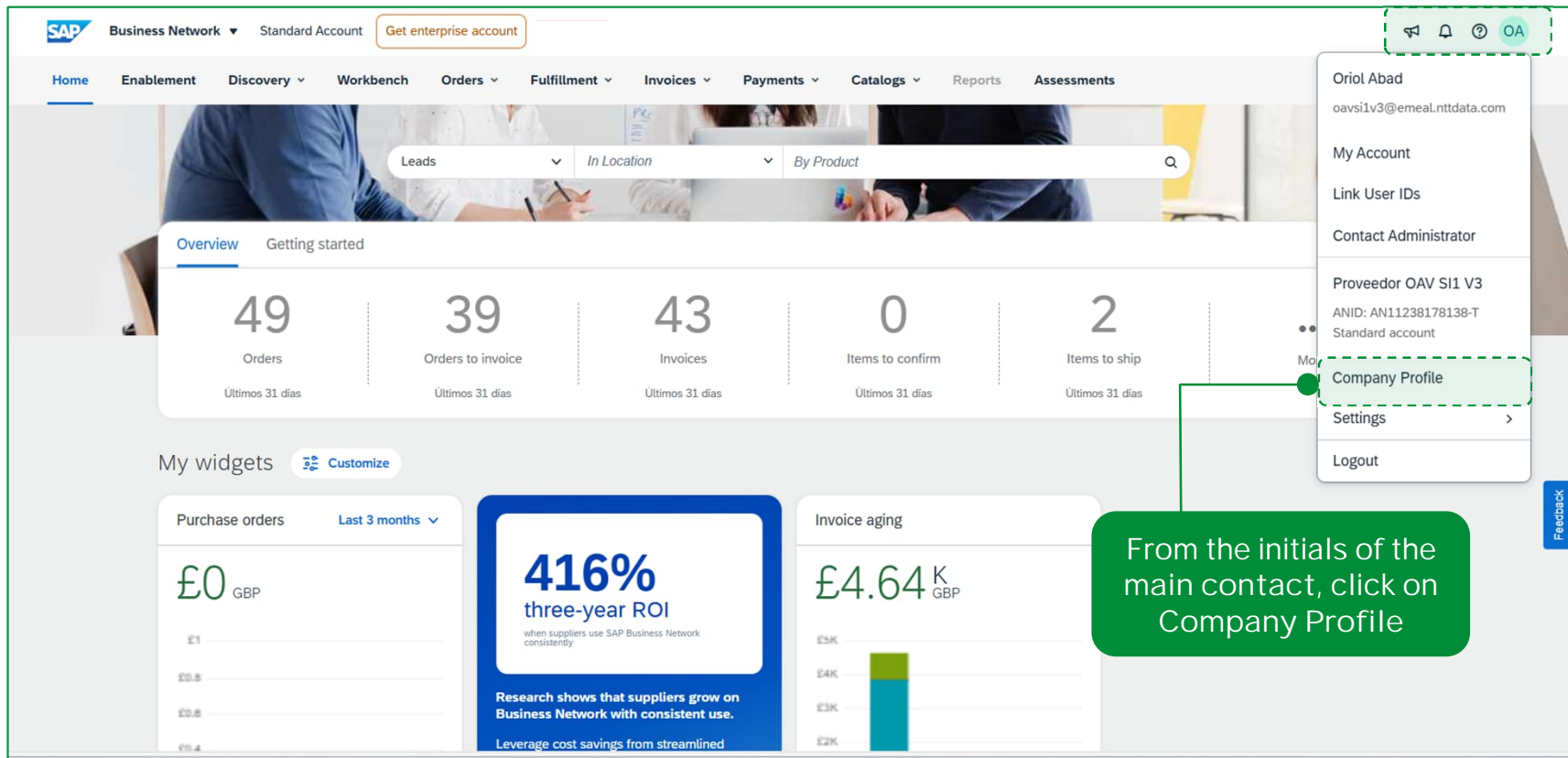


All fields marked with a red asterisk are mandatory

# 5. Company profile

## Company profile

In this section, you can complete your company profile to provide a clear overview to your business partners. Filling in this information is optional and depends on the level of information you want to share with your customers.

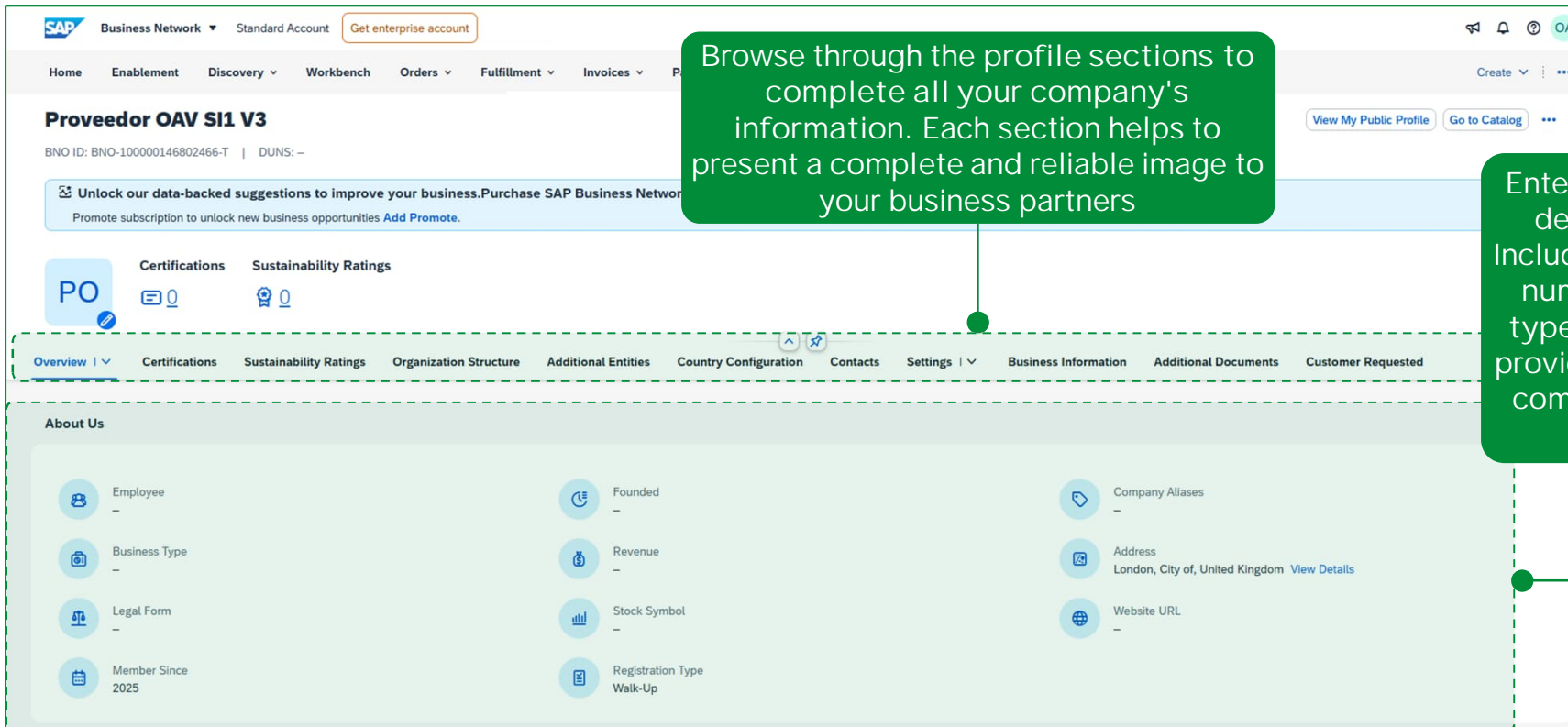


The screenshot displays the SAP Business Network interface for a 'Standard Account'. The top navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is located below the navigation bar. The main dashboard features a 'Leads' section with filters for 'In Location' and 'By Product'. Below this, a row of five cards shows key metrics for the last 31 days: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. The 'My widgets' section includes a 'Purchase orders' widget showing £0 GBP, a '416% three-year ROI' widget, and an 'Invoice aging' widget showing £4.64 K GBP. A user menu is open on the right, displaying the user's name 'Oriol Abad', email 'oavsi1v3@emeal.nttdata.com', and various account management options. The 'Company Profile' option is highlighted with a green dashed box and a green arrow pointing to it from a text box.

From the initials of the main contact, click on Company Profile

## Company profile (cont.)

In this section, you can complete your company profile to provide a clear overview to your business partners.



**Proveedor OAV SI1 V3**  
BNO ID: BNO-100000146802466-T | DUNS: --

Unlock our data-backed suggestions to improve your business. Purchase SAP Business Network Promote subscription to unlock new business opportunities [Add Promote](#).

**PO** Certifications Sustainability Ratings

Overview | Certifications Sustainability Ratings Organization Structure Additional Entities Country Configuration Contacts Settings | Business Information Additional Documents Customer Requested

**About Us**

Employee	Founded	Company Aliases
Business Type	Revenue	Address London, City of, United Kingdom <a href="#">View Details</a>
Legal Form	Stock Symbol	Website URL
Member Since 2025	Registration Type Walk-Up	

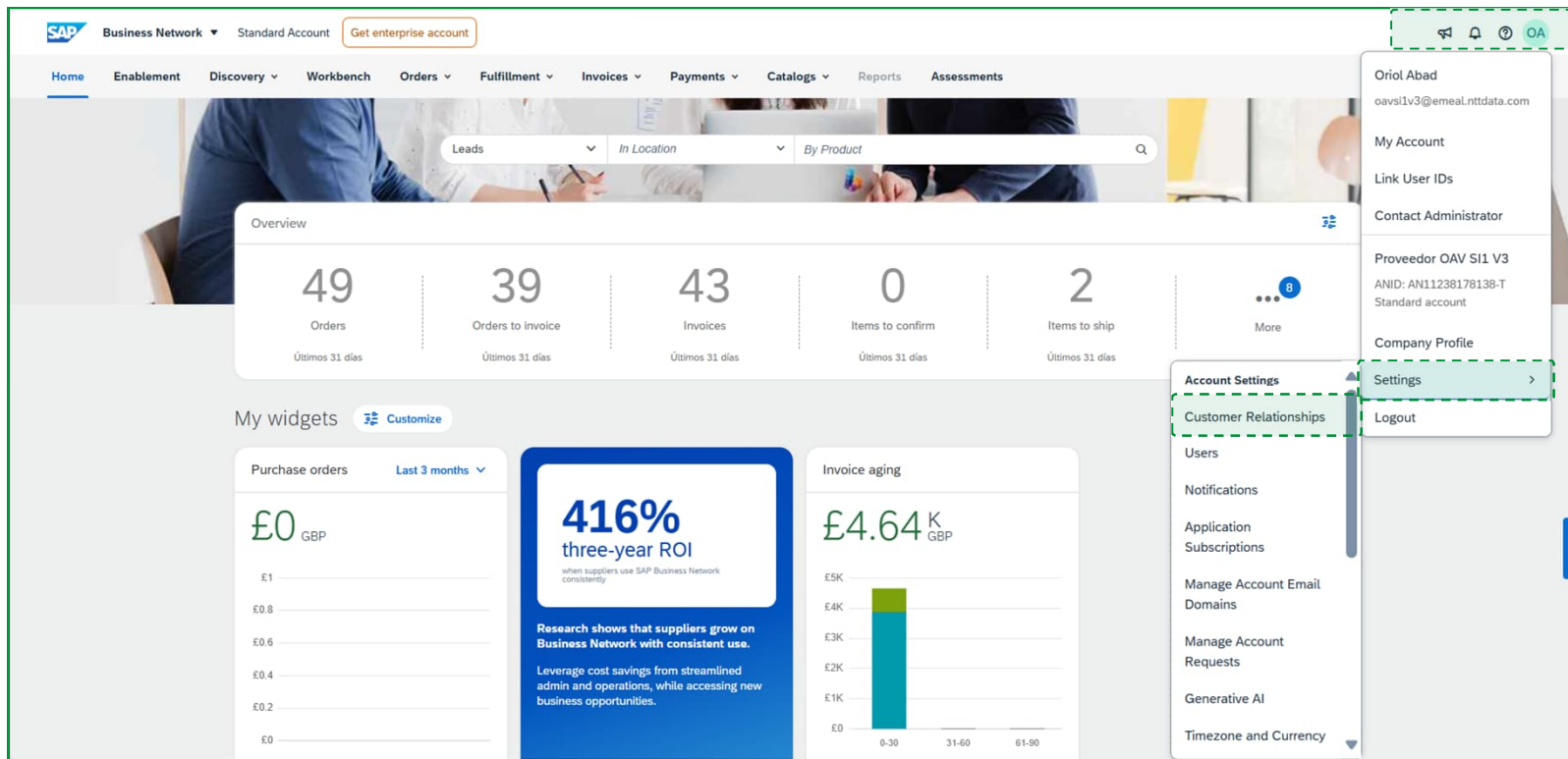
Browse through the profile sections to complete all your company's information. Each section helps to present a complete and reliable image to your business partners

Enter your company's key details in this section. Include information such as number of employees, type of business, etc. to provide context about your company's structure and scope

# 6. Customer relationships

## Customer relationships

In this section, you can manage your customer relationships within the network, both with the Iberdrola Group and with other clients (if applicable). Set up the necessary connections to exchange orders, invoices, payments and other documents.

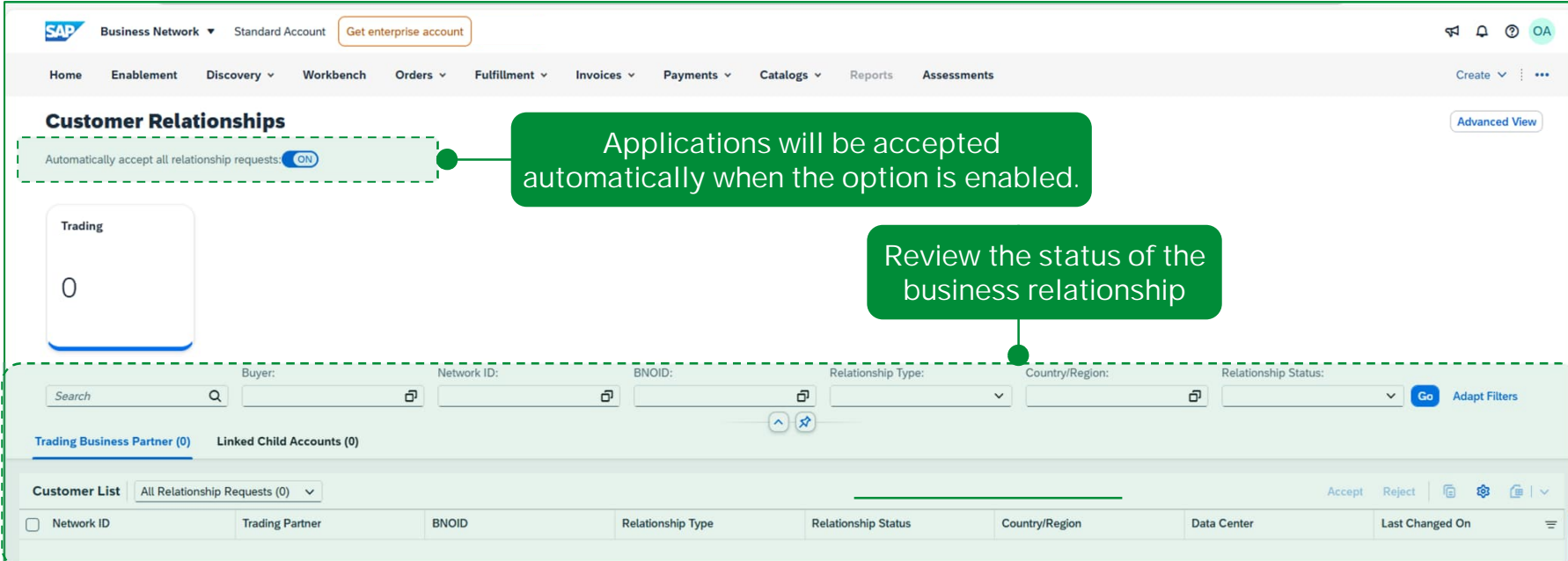


The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below this, a search bar is visible. The main dashboard features several key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. A 'My widgets' section includes a 'Purchase orders' widget showing £0 GBP, a '416% three-year ROI' widget, and an 'Invoice aging' widget showing £4.64K GBP. On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad' and email 'oavsi1v3@emeal.nttdata.com'. The menu includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Proveedor OAV SI1 V3', 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Manage Account Email Domains', 'Manage Account Requests', 'Generative AI', and 'Timezone and Currency'. The 'Customer Relationships' option is highlighted with a green dashed box, and a green arrow points from a text box to it.

From the initials of the main contact, click on Settings and then on Customer relationships

## Customer relationships (cont.)

Here you can review the status of the business relationship. If the **Automatically accept all relationship requests** button is enabled (ON), the request will be automatically approved, and the customer will appear in the Customer List.



**Customer Relationships**

Automatically accept all relationship requests: **ON**

Applications will be accepted automatically when the option is enabled.

Trading

0

Review the status of the business relationship

Search

Buyer: Network ID: BNoid: Relationship Type: Country/Region: Relationship Status: Go Adapt Filters

Trading Business Partner (0) Linked Child Accounts (0)

**Customer List** All Relationship Requests (0)

Network ID	Trading Partner	BNoid	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
0							



By default, the "Automatically accept all relationship requests" button is enabled (ON)



## Customer relationships (cont.)

If the Automatically accept all relationship requests button is disabled (OFF), any request must be approved manually.

### Customer Relationships

[Advanced View](#)

Automatically accept all relationship requests: ☒ ON

Trading

0

On the Pending Requests tab, tick the box next to the customer's name and click Ok

[Adapt Filters](#)

[Trading Business Partner \(0\)](#)
[Linked Child Accounts \(0\)](#)

Customer List

Pending Requests (0) ▼

<input type="checkbox"/> Network ID	Trading Partner	BNOID	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
-------------------------------------	-----------------	-------	-------------------	---------------------	----------------	-------------	-----------------

[Accept](#)
[Reject](#)

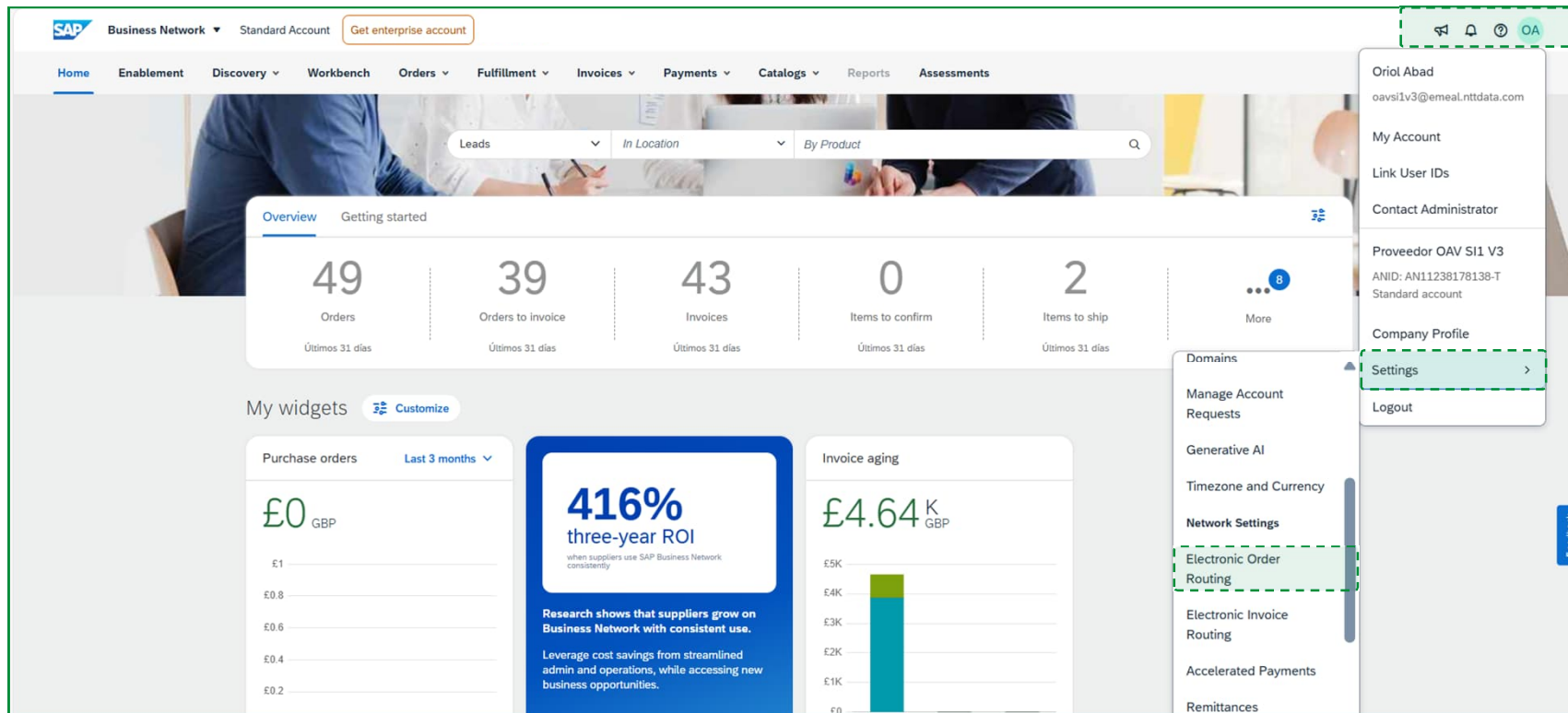


By default, the "Automatically accept all relationship requests" button is enabled (ON)

# 7. Electronic order routing

## Electronic order routing

From this section, you can configure the routing of electronic orders to define how your company receives and processes orders within the network.



The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below this, a dashboard shows key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. A 'My widgets' section includes a 'Purchase orders' widget showing £0 GBP, a '416% three-year ROI' widget, and an 'Invoice aging' widget showing £4.64K GBP. On the right, a user profile dropdown menu is open, showing the user's name 'Oriol Abad' and email 'oavslv3@emea1.nttdata.com'. The 'Settings' option is highlighted, and a sub-menu is displayed with 'Electronic Order Routing' selected. A green dashed box highlights the 'Electronic Order Routing' option in the sub-menu.

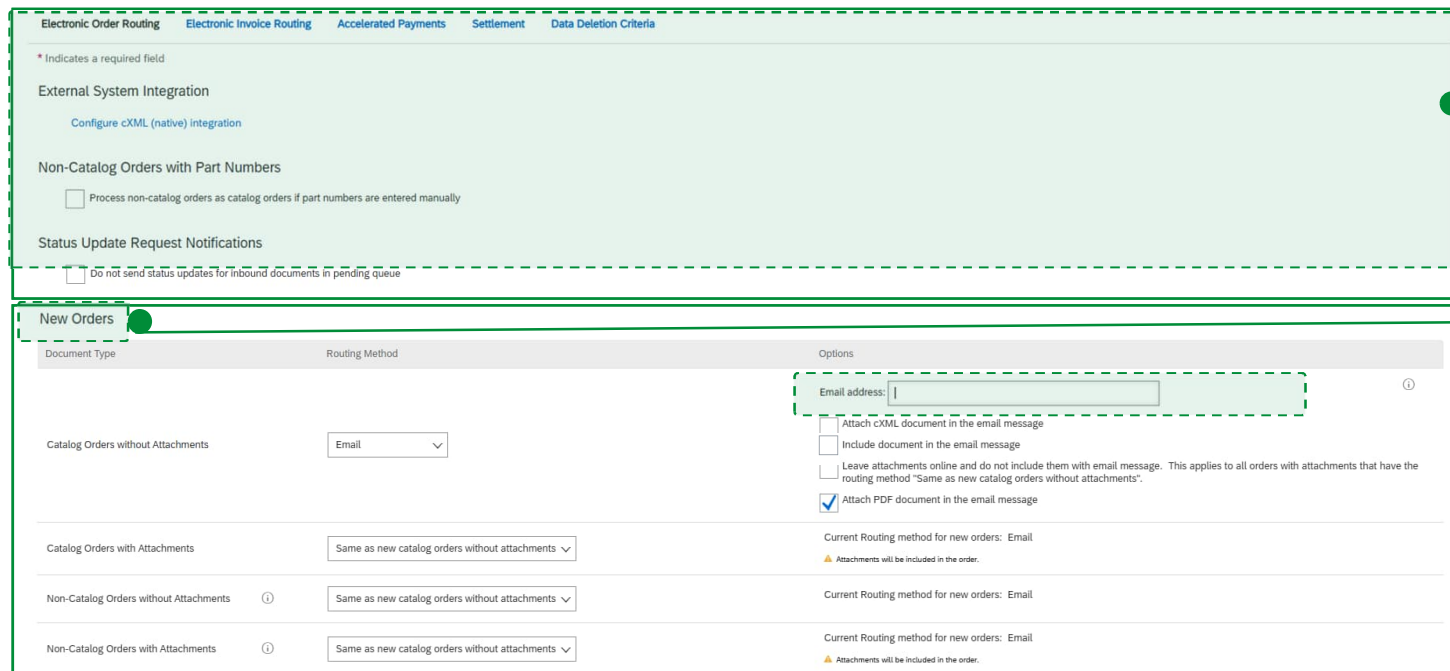
From the initials of the main contact, click Settings and then Electronic Order Routing

## Electronic order routing (cont.)

This configuration allows you to automate reception, ensure proper integration with your internal systems, and optimize the commercial flow with your customers.

Iberdrola recommends the routing shown on screen. If you need a different configuration because you work with other clients, you can contact The Supplier Assistance Center to ensure proper order routing.

Let us review the routings you can perform:



Here you can define how electronic orders will be integrated with your systems

Here you can configure how orders will be delivered and their modifications (by email or other channels) and set rules for including attachments, formats, and additional options. Add the email address before continuing to the other sections

## Electronic order routing (cont.)

Review the routing options available to you:

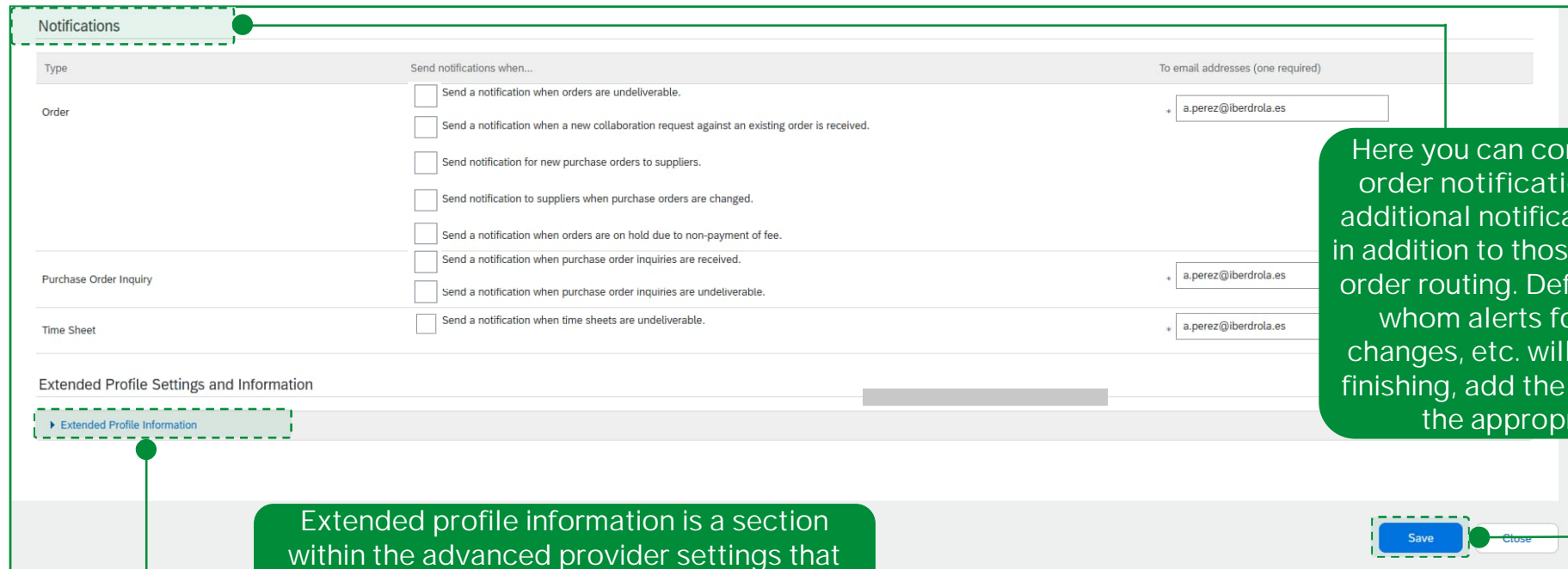
Here you can configure routing for modified or cancelled orders

Change/Cancel Orders		
Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

## Electronic order routing (cont.)

Review the routing options available to you:

Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.



Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	* a.perez@iberdrola.es
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* a.perez@iberdrola.es
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* a.perez@iberdrola.es

Extended Profile Settings and Information

Extended Profile Information

Save Close

Here you can configure general order notifications and set up additional notifications to receive, in addition to those that result from order routing. Define when and to whom alerts for new orders, changes, etc. will be sent. Before finishing, add the email address in the appropriate fields

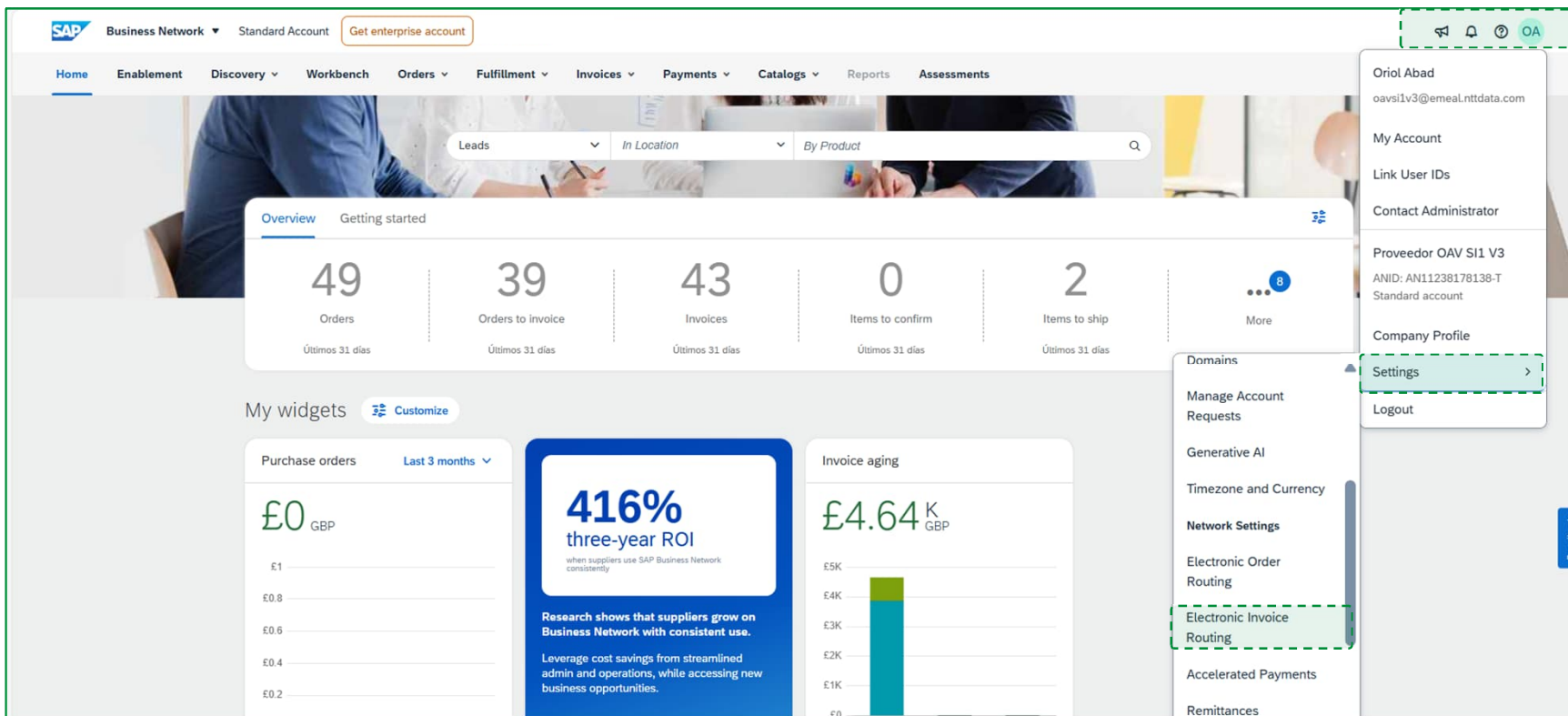
Extended profile information is a section within the advanced provider settings that allows you to add additional, specific data about the company, beyond the basic profile

Clicking Save will update the settings and you will see a notification message at the top of the screen

# 8. Electronic invoice routing

## Electronic invoice routing

From this section, you can configure electronic invoice routing to define how your company sends and receives invoices within the network.



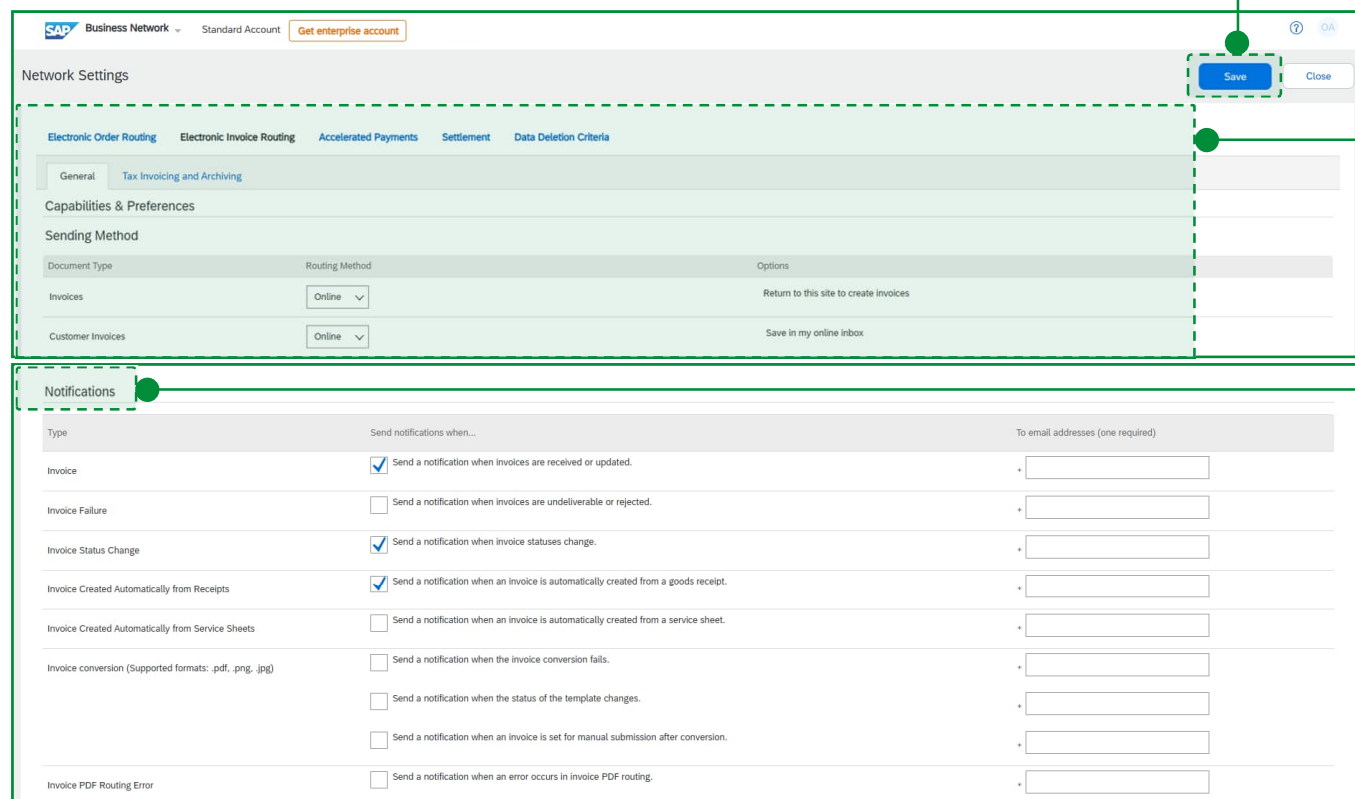
The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Invoices' section is highlighted in the main menu. Below the navigation bar, there are several widgets: 'Overview' (Getting started), 'Orders' (49), 'Orders to invoice' (39), 'Invoices' (43), 'Items to confirm' (0), and 'Items to ship' (2). The 'My widgets' section includes 'Purchase orders' (Last 3 months), '416% three-year ROI', and 'Invoice aging' (£4.64K GBP). On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad' and email 'oavsiLv3@emeal.nttdata.com'. The 'Settings' option is highlighted in the menu, and a sub-menu is visible showing 'Electronic Invoice Routing' as the selected option.

From the initials of the main contact, click Settings and then Electronic Invoice Routing



## Electronic invoice routing (cont.)

This configuration allows you to set the transmission method, compatible formats, and additional options to ensure automated flow..



**Network Settings**

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

General | Tax Invoicing and Archiving

**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	<input checked="" type="checkbox"/> Send a notification when invoices are received or updated.	+ <input type="text"/>
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ <input type="text"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ <input type="text"/>
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	+ <input type="text"/>
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	+ <input type="text"/>
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	+ <input type="text"/>
	<input type="checkbox"/> Send a notification when the status of the template changes.	+ <input type="text"/>
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	+ <input type="text"/>
Invoice PDF Routing Error	<input type="checkbox"/> Send a notification when an error occurs in invoice PDF routing.	+ <input type="text"/>

Clicking Save will update the settings and you will see a notification message at the top of the screen

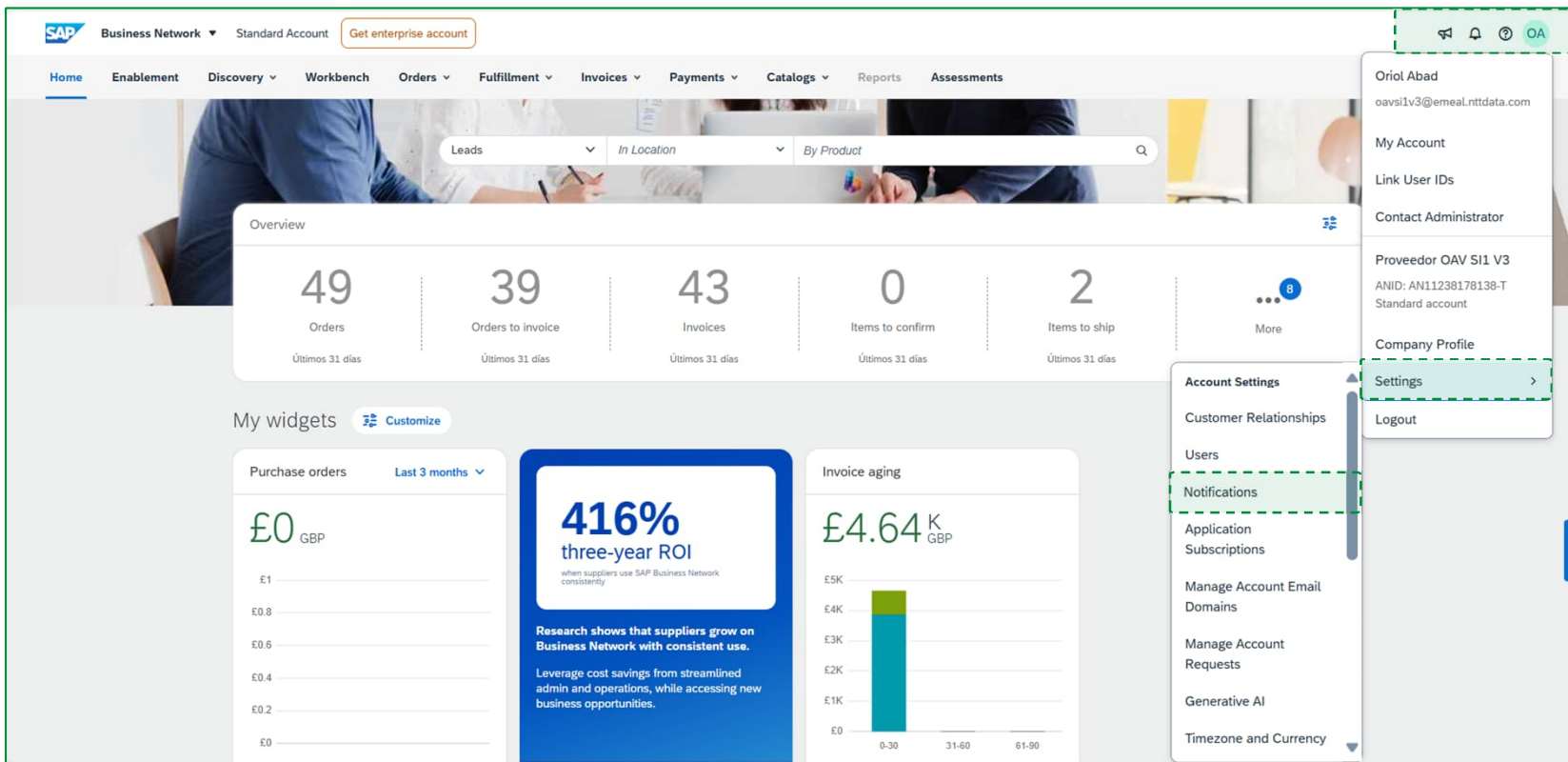
Here you can define the routing method and preferences for creating and storing invoices

Here you can configure general invoice notifications. Define when and to whom alerts about receipt, status changes, etc. will be sent

# 9. Notifications

## Notifications

In the Notifications section, you can configure alerts that will keep you informed about key events on the network.



The screenshot displays the SAP Business Network user interface. At the top, the navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below this, a search bar is visible. The main dashboard area shows several key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship, all for the last 31 days. A 'My widgets' section is also present, featuring a 'Purchase orders' widget showing £0 GBP, a '416% three-year ROI' widget, and an 'Invoice aging' widget showing £4.64 K GBP. On the right side, a user profile dropdown menu is open, showing the user's name 'Oriol Abad', email 'oavsi1v3@emeal.nttdata.com', and various account settings. The 'Notifications' option is highlighted in this menu. A green dashed box and an arrow point from the 'Notifications' option to a green callout box on the right.

From the initials of the main contact, click Settings and then Notifications

## Notifications (cont.)

Define alerts for each area and assign the corresponding email addresses to ensure that the information reaches the right people.

**SAP Business Network** Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

**Relationship**

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	<input type="text" value="oabadvil@emeal.nttdata.com"/>

**Other Notifications**

Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	<input type="text" value="oabadvil@emeal.nttdata.com"/>

Review each tab to enable the notifications you require. Each section covers a different type of event

## Notifications (cont.)

From the General tab, you can generate alerts about global events in your account.

**SAP Business Network** Standard Account [Get enterprise account](#)

**Account Settings** [Save](#) [Close](#)

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

**Relationship**

Type	Send notifications when...	To email addresses (one required)
Customer	<input type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Customer Requirements Change	<input type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Supplier Enablement Activity and Task Reminder	<input type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
<b>Other Notifications</b>		
Network Service	<input type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	<input type="text" value="oabadvil@emeal.nttdata.com"/>
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	<input type="text" value="oabadvil@emeal.nttdata.com"/>

On the General tab, configure alerts about global events in your account. This includes changes to settings, important updates, and general notices that affect your profile or activity on the network

## Notifications (cont.)

From the Network tab you can configure alerts related to the transactional flow.

Iberdrola recommends the routing shown on screen. The order related flags need to be unmarked.

SAP Business Network Standard Account [Get enterprise account](#)

Account Settings Save Close

Customer Relationships Users **Notifications** Application Subscriptions API management Generative AI

General **Network** Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

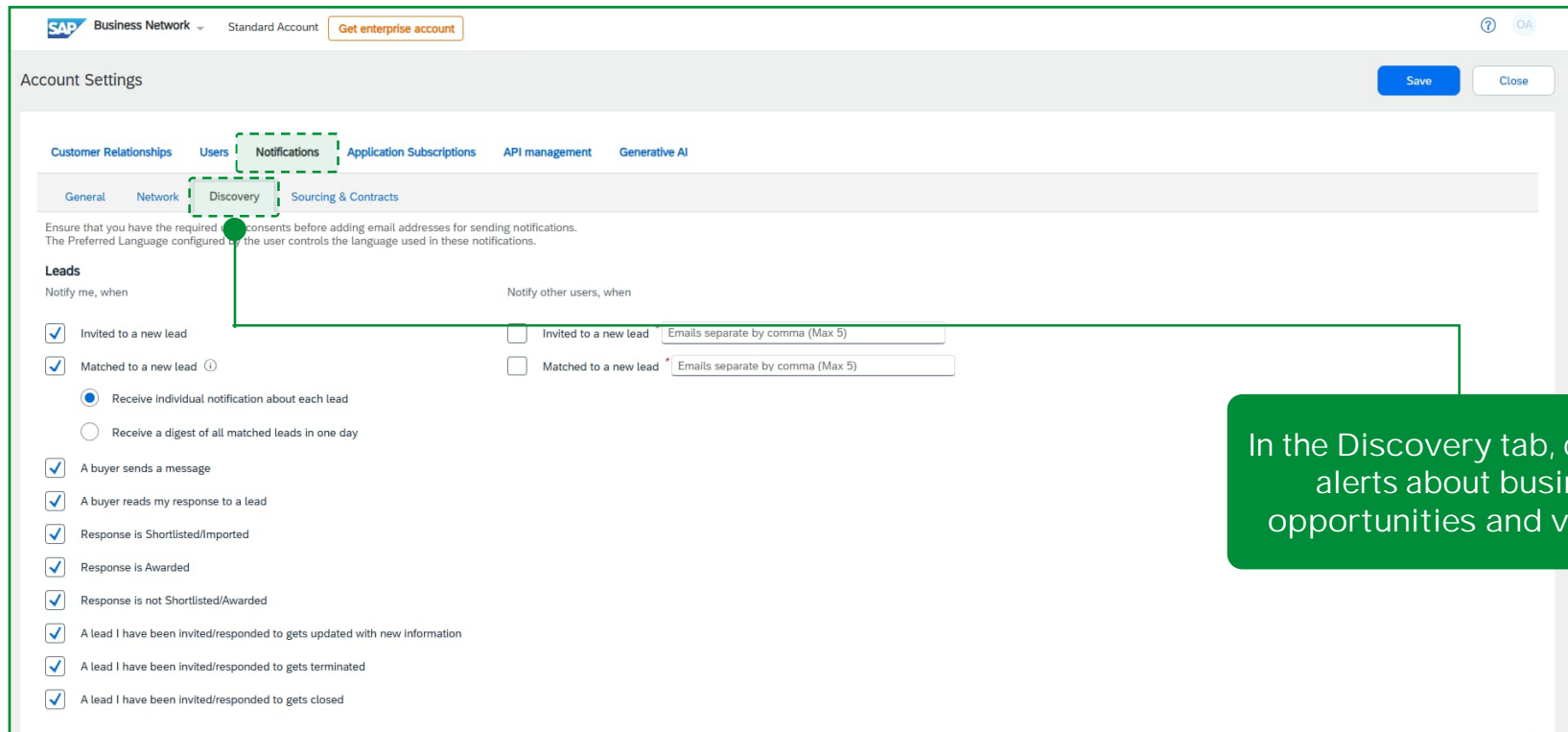
### Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* <input type="text"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>

In the Network tab, configure alerts related to transactional flow, such as order routing and electronic invoices. From here you can set up additional notifications to receive, in addition to those that result from order routing.

## Notifications (cont.)

From Discovery tab, you will be able to configure alerts on commercial opportunities and visibility.



The screenshot shows the SAP Business Network 'Account Settings' page. The 'Notifications' tab is selected, and the 'Discovery' sub-tab is active. A green box highlights the 'Notifications' tab and the 'Discovery' sub-tab. A green line connects the 'Discovery' sub-tab to a green callout box on the right.

**Account Settings** [Save] [Close]

Customer Relationships | Users | **Notifications** | Application Subscriptions | API management | Generative AI

General | Network | **Discovery** | Sourcing & Contracts

Ensure that you have the required user consents before adding email addresses for sending notifications. The Preferred Language configured by the user controls the language used in these notifications.

**Leads**

Notify me, when

- ☒ Invited to a new lead
- ☒ Matched to a new lead
  - ☒ Receive individual notification about each lead
  - ☐ Receive a digest of all matched leads in one day
- ☒ A buyer sends a message
- ☒ A buyer reads my response to a lead
- ☒ Response is Shortlisted/Imported
- ☒ Response is Awarded
- ☒ Response is not Shortlisted/Awarded
- ☒ A lead I have been invited/responded to gets updated with new information
- ☒ A lead I have been invited/responded to gets terminated
- ☒ A lead I have been invited/responded to gets closed

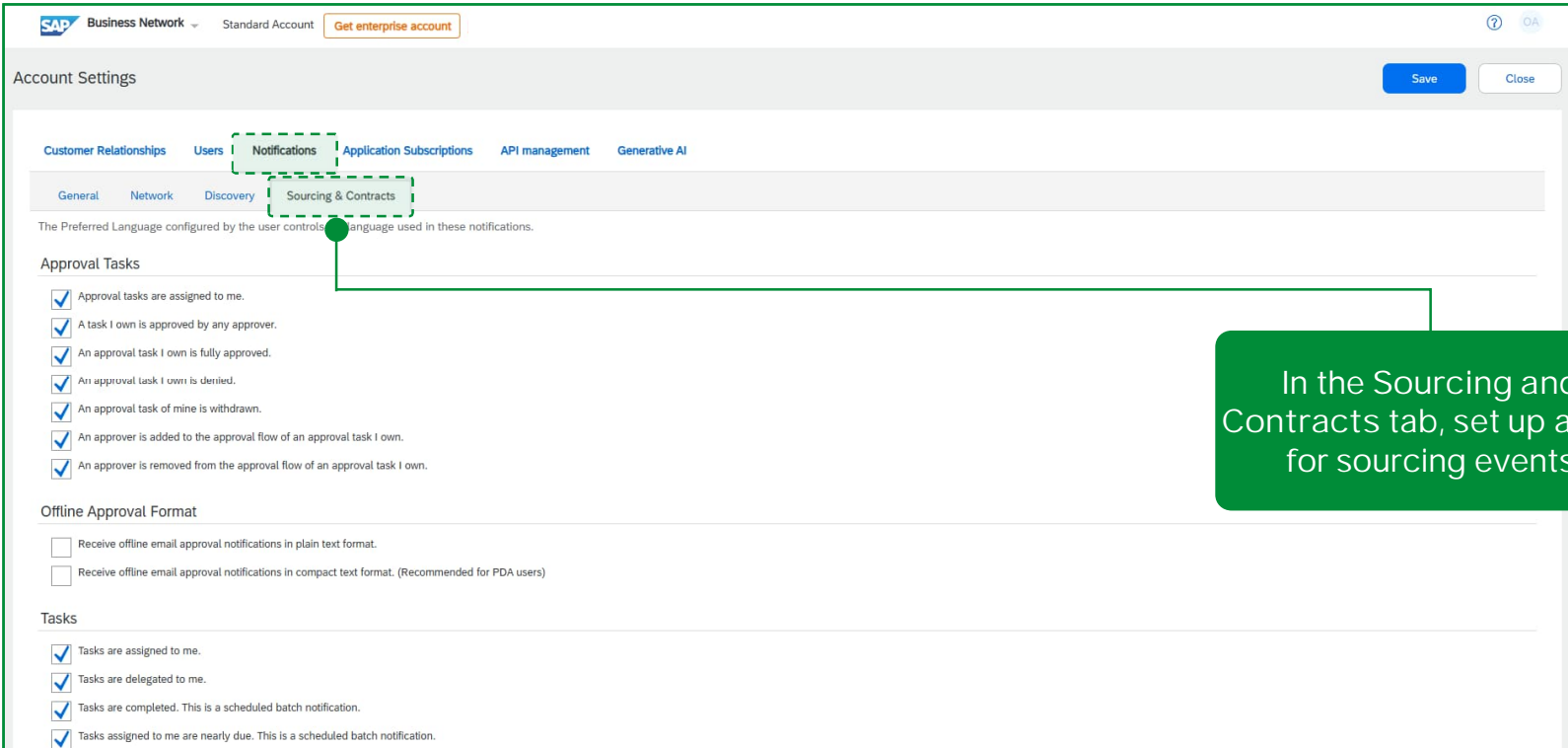
Notify other users, when

- ☐ Invited to a new lead [Emails separate by comma (Max 5)]
- ☐ Matched to a new lead \* [Emails separate by comma (Max 5)]

In the Discovery tab, configure alerts about business opportunities and visibility

## Notifications (cont.)

From Sourcing and Contracts tab, you will be able to configure alerts on sourcing events.



The screenshot shows the SAP Business Network Account Settings page. The 'Notifications' tab is selected, and the 'Sourcing & Contracts' sub-tab is active. The page displays configuration options for approval tasks, offline approval format, and tasks.

**Approval Tasks**

- ☒ Approval tasks are assigned to me.
- ☒ A task I own is approved by any approver.
- ☒ An approval task I own is fully approved.
- ☒ An approval task I own is denied.
- ☒ An approval task of mine is withdrawn.
- ☒ An approver is added to the approval flow of an approval task I own.
- ☒ An approver is removed from the approval flow of an approval task I own.

**Offline Approval Format**

- ☐ Receive offline email approval notifications in plain text format.
- ☐ Receive offline email approval notifications in compact text format. (Recommended for PDA users)

**Tasks**

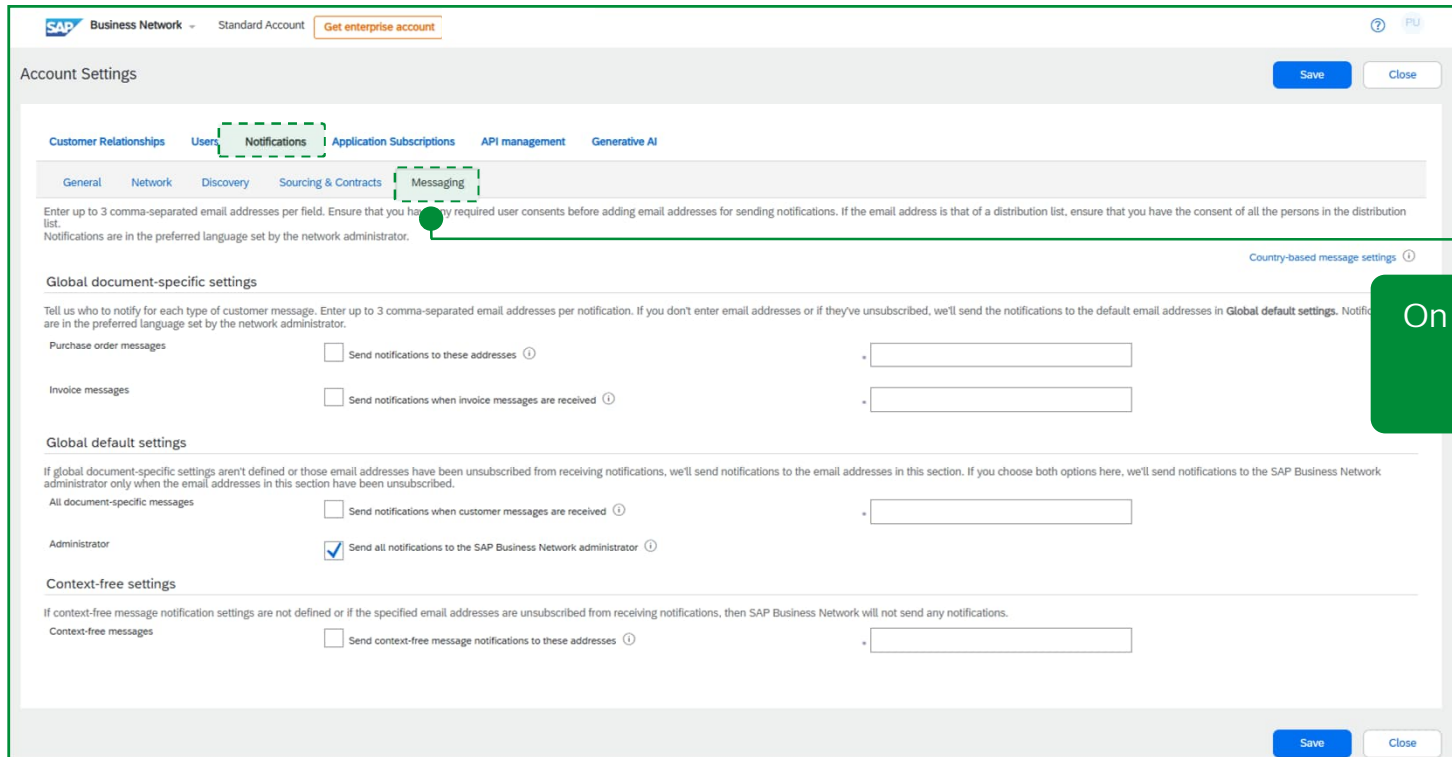
- ☒ Tasks are assigned to me.
- ☒ Tasks are delegated to me.
- ☒ Tasks are completed. This is a scheduled batch notification.
- ☒ Tasks assigned to me are nearly due. This is a scheduled batch notification.

In the Sourcing and Contracts tab, set up alerts for sourcing events



## Notifications (cont.)

From Messaging tab, you can configure notifications about internal communications.



**SAP Business Network** - Standard Account [Get enterprise account](#)

**Account Settings** [Save](#) [Close](#)

**Customer Relationships** **Users** **Notifications** **Application Subscriptions** **API management** **Generative AI**

**General** **Network** **Discovery** **Sourcing & Contracts** **Messaging**

Enter up to 3 comma-separated email addresses per field. Ensure that you have the required user consents before adding email addresses for sending notifications. If the email address is that of a distribution list, ensure that you have the consent of all the persons in the distribution list. Notifications are in the preferred language set by the network administrator.

[Country-based message settings](#)

**Global document-specific settings**

Tell us who to notify for each type of customer message. Enter up to 3 comma-separated email addresses per notification. If you don't enter email addresses or if they've unsubscribed, we'll send the notifications to the default email addresses in **Global default settings**. Notifications are in the preferred language set by the network administrator.

**Purchase order messages** ☐ Send notifications to these addresses [?](#)

**Invoice messages** ☐ Send notifications when invoice messages are received [?](#)

**Global default settings**

If global document-specific settings aren't defined or those email addresses have been unsubscribed from receiving notifications, we'll send notifications to the email addresses in this section. If you choose both options here, we'll send notifications to the SAP Business Network administrator only when the email addresses in this section have been unsubscribed.

**All document-specific messages** ☐ Send notifications when customer messages are received [?](#)

**Administrator** ☒ Send all notifications to the SAP Business Network administrator [?](#)

**Context-free settings**

If context-free message notification settings are not defined or if the specified email addresses are unsubscribed from receiving notifications, then SAP Business Network will not send any notifications.

**Context-free messages** ☐ Send context-free message notifications to these addresses [?](#)

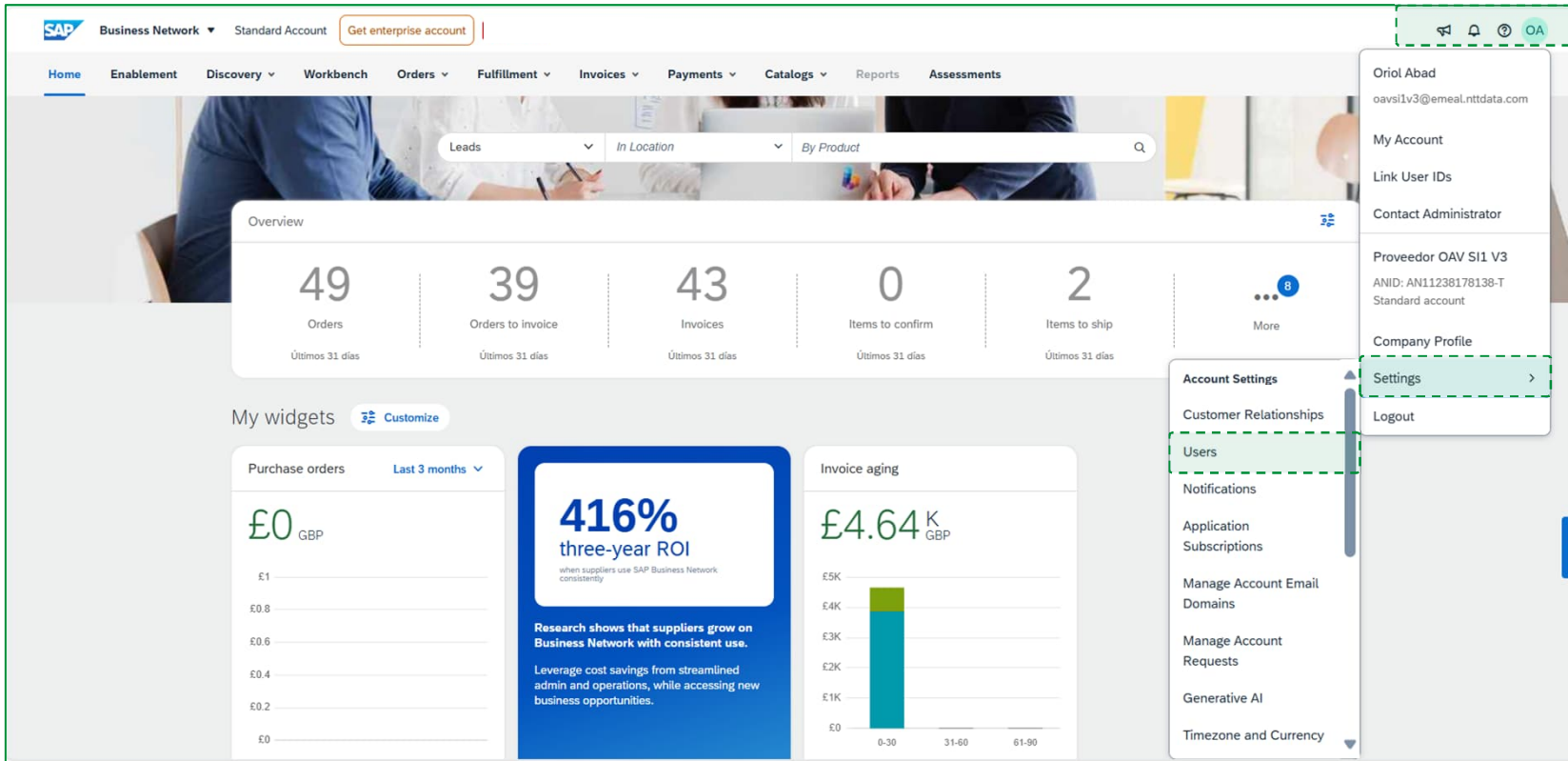
[Save](#) [Close](#)

On the Messaging tab, set up alerts about internal communications

# 10. User and role settings

## User and role settings

In the Users section, you can manage user settings and roles within the platform. Define roles, assign permissions, and control authentications to ensure secure access to the platform.

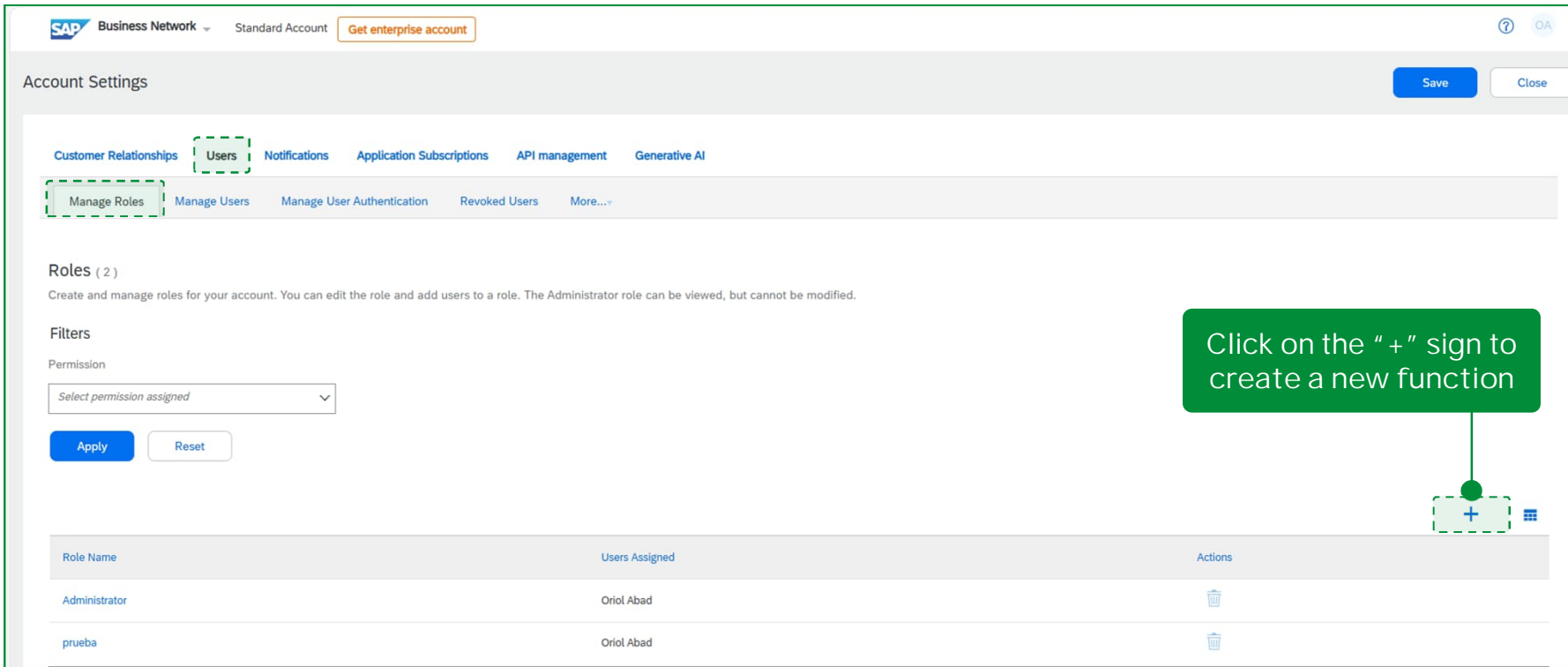


The screenshot shows the SAP Business Network interface. The top navigation bar includes links for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is located below the navigation bar. The main content area displays an Overview section with key metrics: 49 Orders, 39 Orders to invoice, 43 Invoices, 0 Items to confirm, and 2 Items to ship. Below this, there are widgets for Purchase orders, a 416% three-year ROI, and Invoice aging. On the right side, a user profile dropdown menu is open, showing the user's name (Oriol Abad), email (oavsi1v3@emea.lnttdata.com), and various account settings. The 'Users' option in the dropdown menu is highlighted with a green dashed box.

From the initials of the main contact, click on Settings and then on Users

## User and role settings - Create and manage roles

From Manage roles, you can create and manage custom roles to assign specific permissions. This allows you to control what actions each user can perform based on their role in the organization.





**Account Settings** Save Close

Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

**Manage Roles** Manage Users Manage User Authentication Revoked Users More...

**Roles (2)**  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

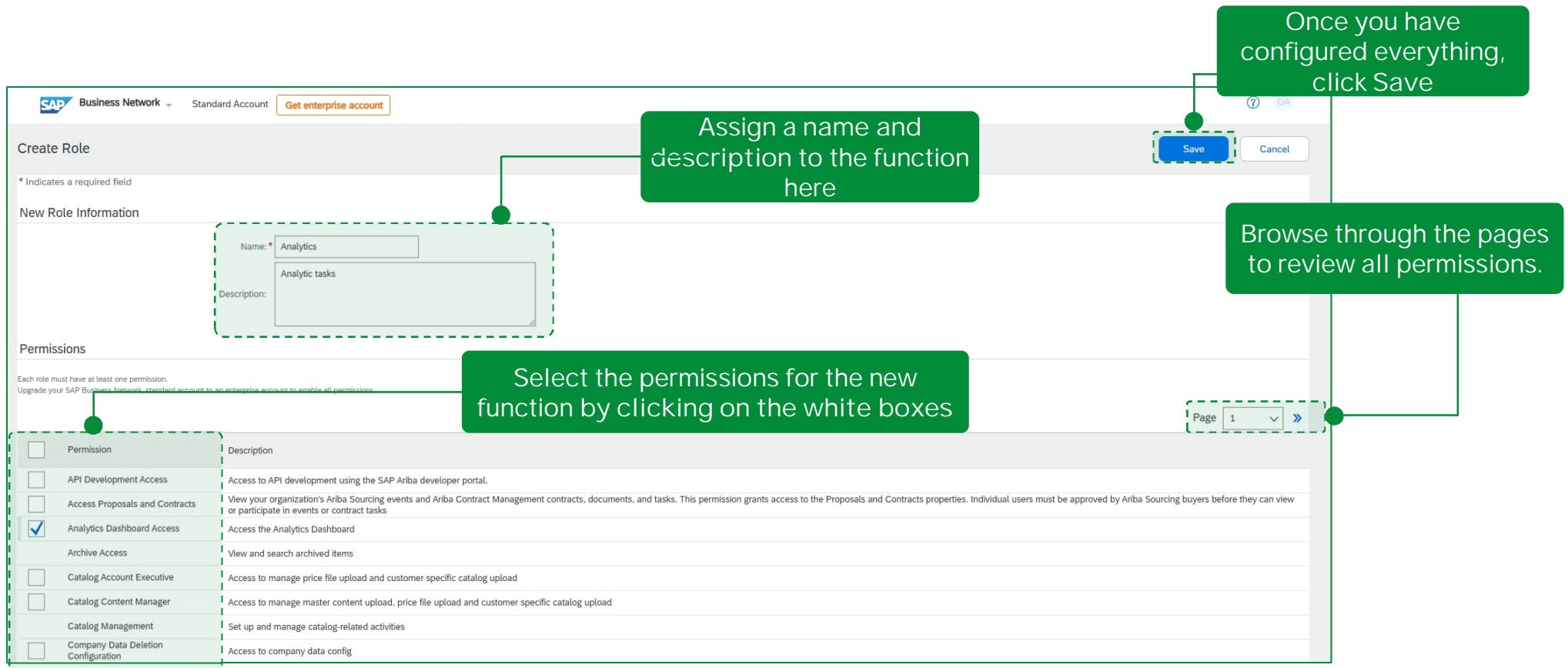
**Filters**  
Permission  
Select permission assigned ▼  
Apply Reset

Role Name	Users Assigned	Actions
Administrator	Oriol Abad	
prueba	Oriol Abad	

Click on the "+" sign to create a new function

## User and role settings - Create and manage roles (cont.)

In the Create Function tab, assign a name and select the permissions that this new function should have.



The screenshot shows the 'Create Role' page in SAP Business Network. The page has a header with the SAP logo, 'Business Network', and account information. The main section is titled 'Create Role' and includes a 'New Role Information' tab and a 'Permissions' section.

**Annotations:**

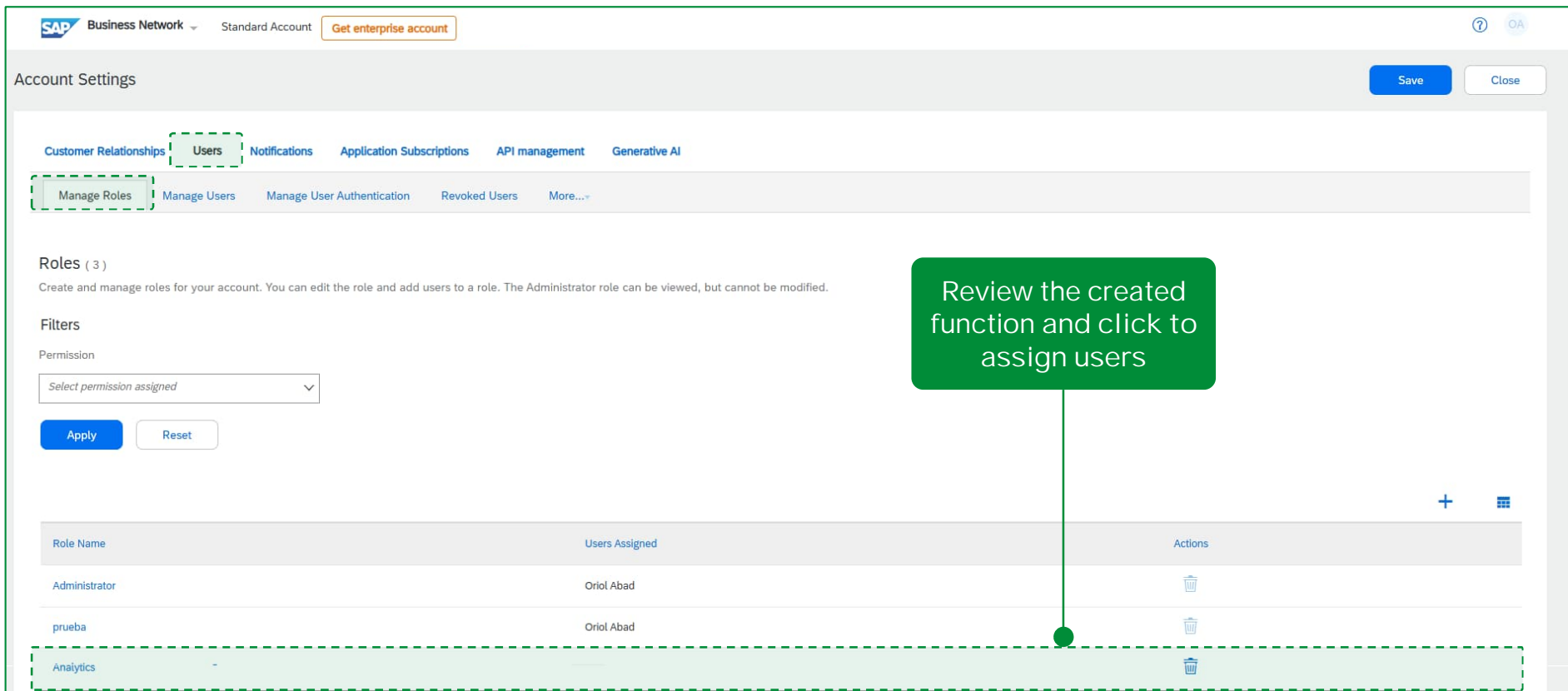
- Assign a name and description to the function here:** Points to the 'Name' and 'Description' fields in the 'New Role Information' section. The 'Name' field contains 'Analytics' and the 'Description' field contains 'Analytic tasks'.
- Once you have configured everything, click Save:** Points to the 'Save' button in the top right corner.
- Browse through the pages to review all permissions:** Points to the 'Page 1' dropdown menu in the bottom right corner.
- Select the permissions for the new function by clicking on the white boxes:** Points to the 'Permissions' section, which lists various permissions with checkboxes. The 'Analytics Dashboard Access' checkbox is checked.

**Permissions Table:**

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks.
<input checked="" type="checkbox"/> Analytics Dashboard Access	Access the Analytics Dashboard
<input type="checkbox"/> Archive Access	View and search archived items
<input type="checkbox"/> Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Company Data Deletion Configuration	Access to company data config

## User and role settings - Assign users to a created role

Back in Manage Roles, you will be able to see the created role at the bottom of the screen. Click on it to edit it and assign users.



**Account Settings** Save Close

Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

**Manage Roles** Manage Users Manage User Authentication Revoked Users More...

**Roles ( 3 )**  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

**Filters**  
Permission  
Select permission assigned ▼

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Oriol Abad	
prueba	Oriol Abad	
Analytics	-	

Review the created function and click to assign users

## User and role settings - Assign users to a created role (cont.)

In Edit Function, you will see the details that have been configured. At the bottom, you will find the fields to assign users.

**SAP Business Network** - Standard Account [Get enterprise account](#)

**Edit Role** Save Close

Edit the details of this role. Each role must have at least one permission. Note that any changes are applied to all users with this role.

\* Indicates a required field

**Selected Role Information**

Name:

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

☐ Show me all the available permissions

Permission	Description
<input checked="" type="checkbox"/> Analytics Dashboard Access	Access the Analytics Dashboard

**Assigned Users (0)**

You can add users to this role, remove users from this role or move users to another role

Username	Email Address	First Name	Last Name	Roles Assigned
No users assigned yet.				

Save Close

Click on the "+" sign to search for a user

## User and role settings - Assign users to a created role (cont.)

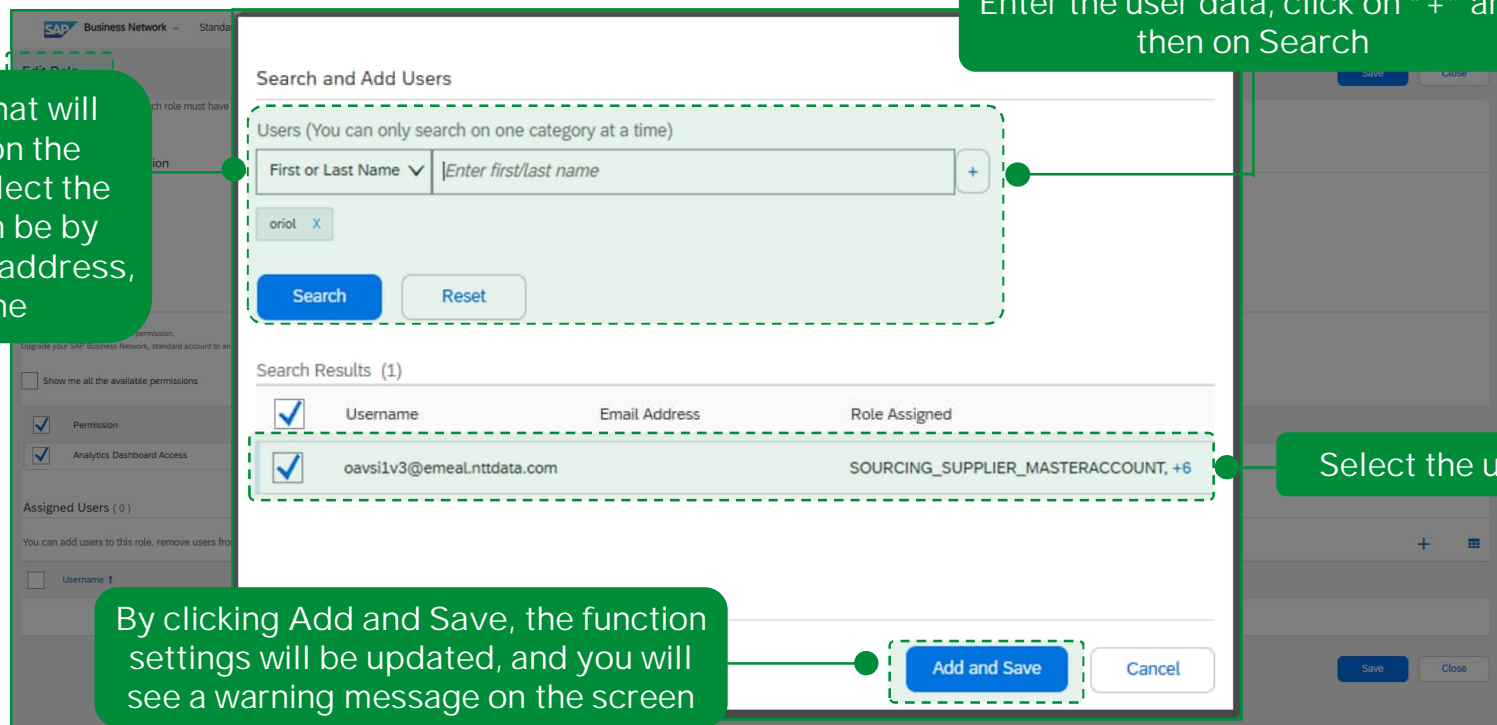
On this page, you can complete the assignment of a user to a role.

In the pop-up that will appear, click on the dropdown to select the filter, which can be by username, email address, or full name

Enter the user data, click on "+" and then on Search

Select the user

By clicking Add and Save, the function settings will be updated, and you will see a warning message on the screen



Search and Add Users

Users (You can only search on one category at a time)

First or Last Name  +

Search Reset

Search Results (1)

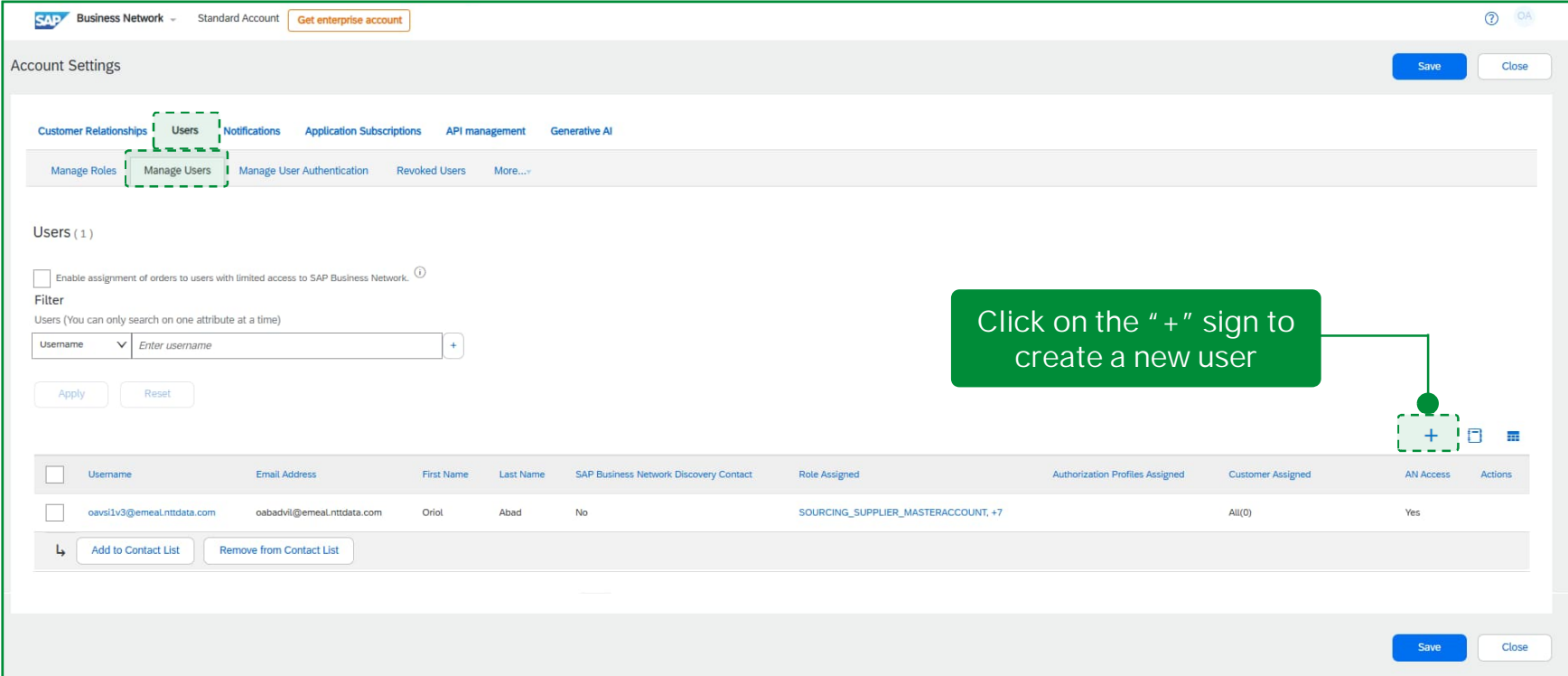
Username	Email Address	Role Assigned
<input checked="" type="checkbox"/>	oavsi1v3@emealnttdata.com	SOURCING_SUPPLIER_MASTERACCOUNT, +6

Add and Save Cancel



## User and role settings - Create new user

You will also be able to create a new user to assign them the role.



**Account Settings** Save Close

Customer Relationships **Users** Notifications Application Subscriptions API management Generative AI

Manage Roles **Manage Users** Manage User Authentication Revoked Users More...

Users (1)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

**Filter**  
Users (You can only search on one attribute at a time)

Username  +

Apply Reset

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input type="checkbox"/>	oavslv3@emeal.nttdata.com	oabadvil@emeal.nttdata.com	Oriol	Abad	No	SOURCING_SUPPLIER_MASTERACCOUNT, +7		All(0)	Yes	

+ + +

Save Close

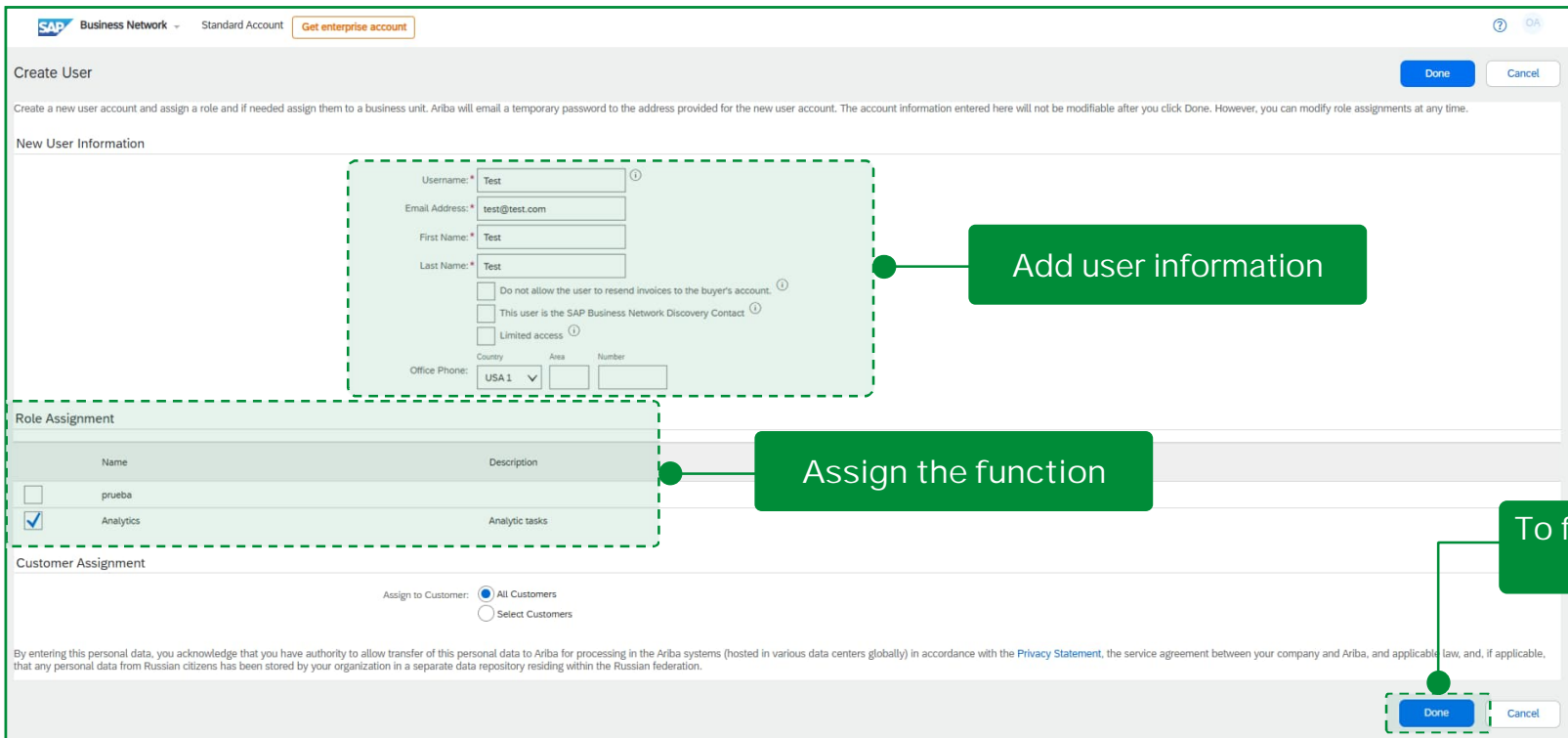
Click on the "+" sign to create a new user



When the administrator creates a new user, the new user receives an e-mail to register for SAP Business Network

## User and role settings - Create new user (cont.)

In the Create Users window, add all the relevant information.



The screenshot shows the 'Create User' form in the SAP Business Network interface. The form is divided into three main sections: 'New User Information', 'Role Assignment', and 'Customer Assignment'. The 'New User Information' section contains fields for Username, Email Address, First Name, Last Name, and Office Phone. The 'Role Assignment' section contains a table with two rows: 'prueba' and 'Analytics'. The 'Customer Assignment' section contains a radio button for 'All Customers' and a radio button for 'Select Customers'. The 'Done' button is located at the bottom right of the form.

**Annotations:**

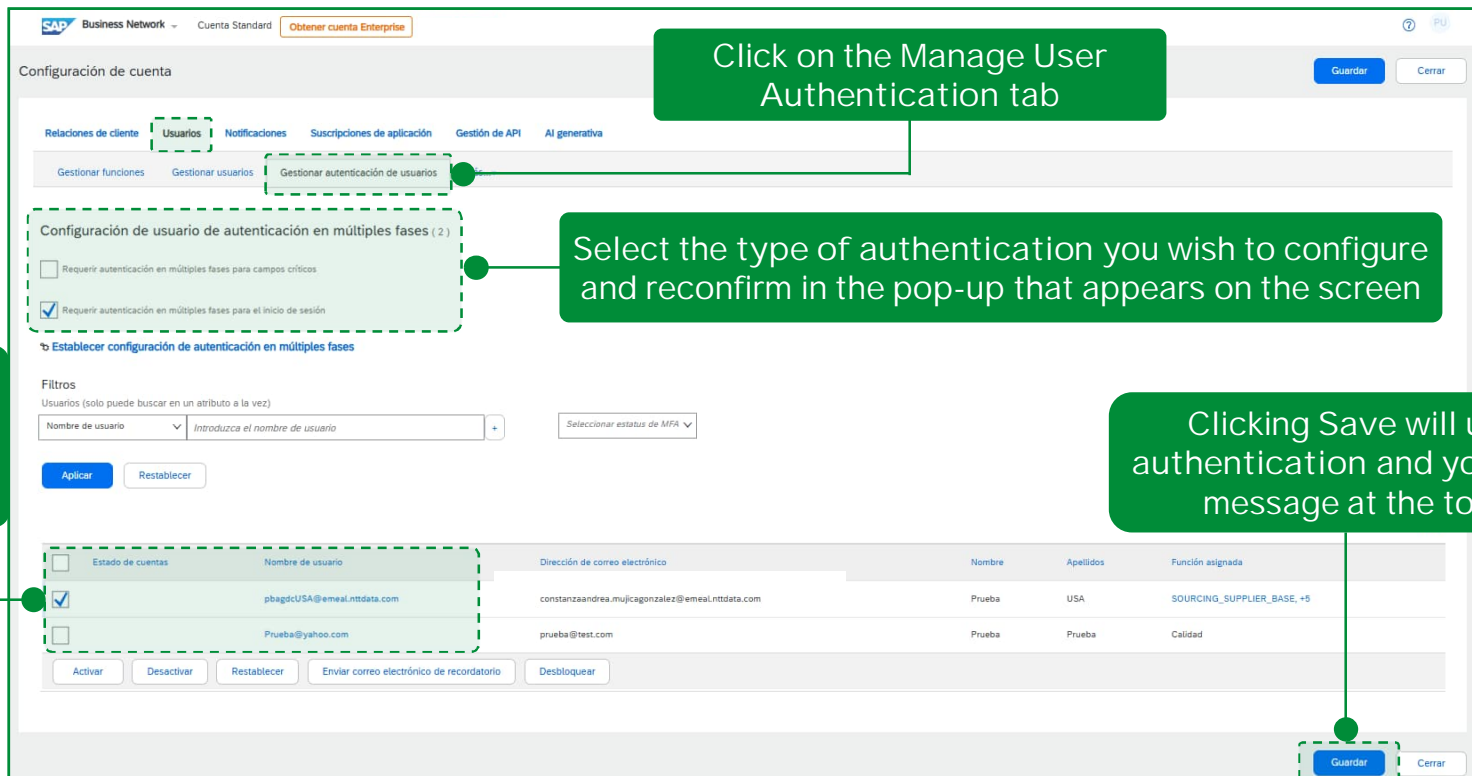
- Add user information:** A green box highlights the 'New User Information' section, which includes fields for Username, Email Address, First Name, Last Name, and Office Phone.
- Assign the function:** A green box highlights the 'Role Assignment' section, which contains a table with two rows: 'prueba' and 'Analytics'.
- To finish, click on Done:** A green box highlights the 'Done' button at the bottom right of the form.



All fields marked with a red asterisk are mandatory

## User and role settings - Multi-Factor authentication user configuration (2FA)

Finally, in the user and role settings, you can manage user authentication. For security reasons, the Iberdrola Group recommends enabling multi-factor authentication (2FA).



Click on the Manage User Authentication tab

Select the type of authentication you wish to configure and reconfirm in the pop-up that appears on the screen

Select the users for whom you will configure authentication

Clicking Save will update the user authentication and you will see a warning message at the top of the screen

Estado de cuentas	Nombre de usuario	Dirección de correo electrónico	Nombre	Apellidos	Función asignada
<input checked="" type="checkbox"/>	pbagdcUSA@emeal.nttdata.com	constanzaandrea.mujicagonzalez@emeal.nttdata.com	Prueba	USA	SOURCING_SUPPLIER_BASE_+5
<input type="checkbox"/>	Prueba@yahoo.com	prueba@test.com	Prueba	Prueba	Calidad



Users to whom you applied this configuration must install an authenticator application (SAP Authenticator, Google Authenticator or Microsoft Authenticator) and configure the TOTP code by scanning the QR that appears on the activation page

Thank  
you

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