# SAP BUSINESS NETWORK USER GUIDE FOR SUPPLIERS

Better Health, Brighter Future

# What is SAP Business Network?

SAP Business Network (formerly Ariba Network) is **the world's largest digital marketplace**, where millions of buyers and suppliers, operating in more than 190 countries, transact trillions of dollars in business commerce every year.

## TAKEDA GOALS & OBJECTIVES

**Takeda is using a business process where documents are exchanged electronically through SAP Business Network. Our goal is to:**

- Make electronical transactions with suppliers a standard way of doing business,
- Gain greater control, visibility and efficiency over order and invoice processing,
- Suppliers that have not already joined the SAP Business Network are expected to use Standard Account to conduct business transactions with Takeda.


**From the Go Live date onwards, all Purchase Orders from Takeda Pharmaceuticals will be sent only via SAP Business Network.**

**Please be informed that paper or PDF invoices will no longer be monitored for invoice receiving and all of them will have to be sent to our scanning/external partner. All invoices should be issued electronically in the SAP Business Network platform, which is the preferred way of doing business with Takeda.**

# Benefits of Online Invoicing for Suppliers

## 24/7 visibility

**Streamlined** and **transparent proces**- invoice status and payment information can be viewed any time!

## Real-time delivery and processing

**Live delivery** and processing of documents. No wasted time on document delivery and validation.

## No expenditures to incur

**No charges** for suppliers with Business Network Standard account.

## Process automation

Productivity and **efficiency improvement**.

## Secure data exchange

The safest way to send and receive invoices. **No risk** of invoices being lost in the mail or sent to junk email. No risk of invoices being sent to incorrect recipients.

## Limited number of disputes

**Reduced number of errors** such as missing PO #, missing VAT # on invoices, which leads to fewer document rejections or blocks.

## Improved cash management

Less inaccuracies mean quicker account reconcilliation, **less blocked invoices**, less late payments and, as a result, better cash flow.

## Environmentally friendly

eInvoicing lowers paper use, uses less energy and requires less printing.

# Guidance content

This presentation is interactive, in order to move to any section, you can simply click on the underlined words – you will be automatically moved to this particular topic.

**EXAMPLE:**

Select REGISTRATION, you will be automatically moved to the instruction regarding registration process.

- Registration
- Users
- Notifications
- Remittances
- Invoice for materials
- Invoice for services
- Non-PO invoice
- Adding the attachment
- TAX configuration
- Credit Memo
- PDF copy
- Help center

# Standard Account Registration

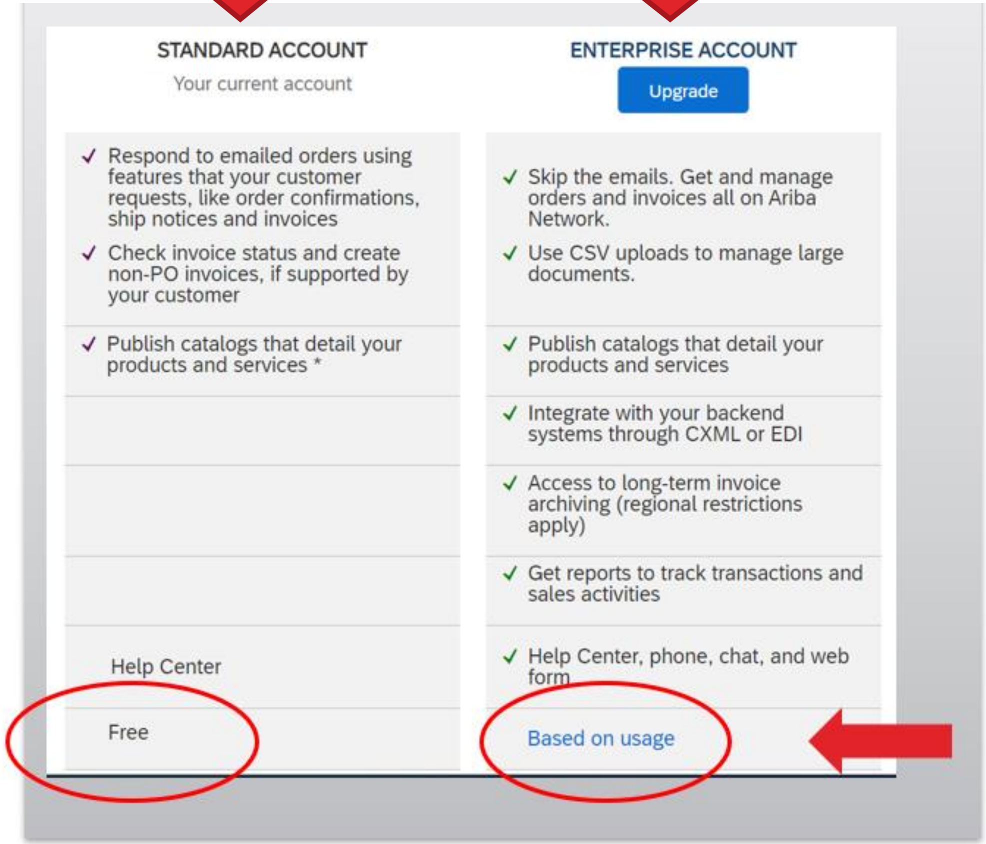
# Registration

**IMPORTANT:**

**Please note that Takeda expects Suppliers to cooperate on STANDARD ACCOUNT which is a free-of-charge option.**
**Upgrading the account to the Enterprise type is not an obligatory action. Regardless of the volume of documents you create or the amount of spend, you can successfully continue cooperation with Takeda using your STANDARD ACCOUNT.**

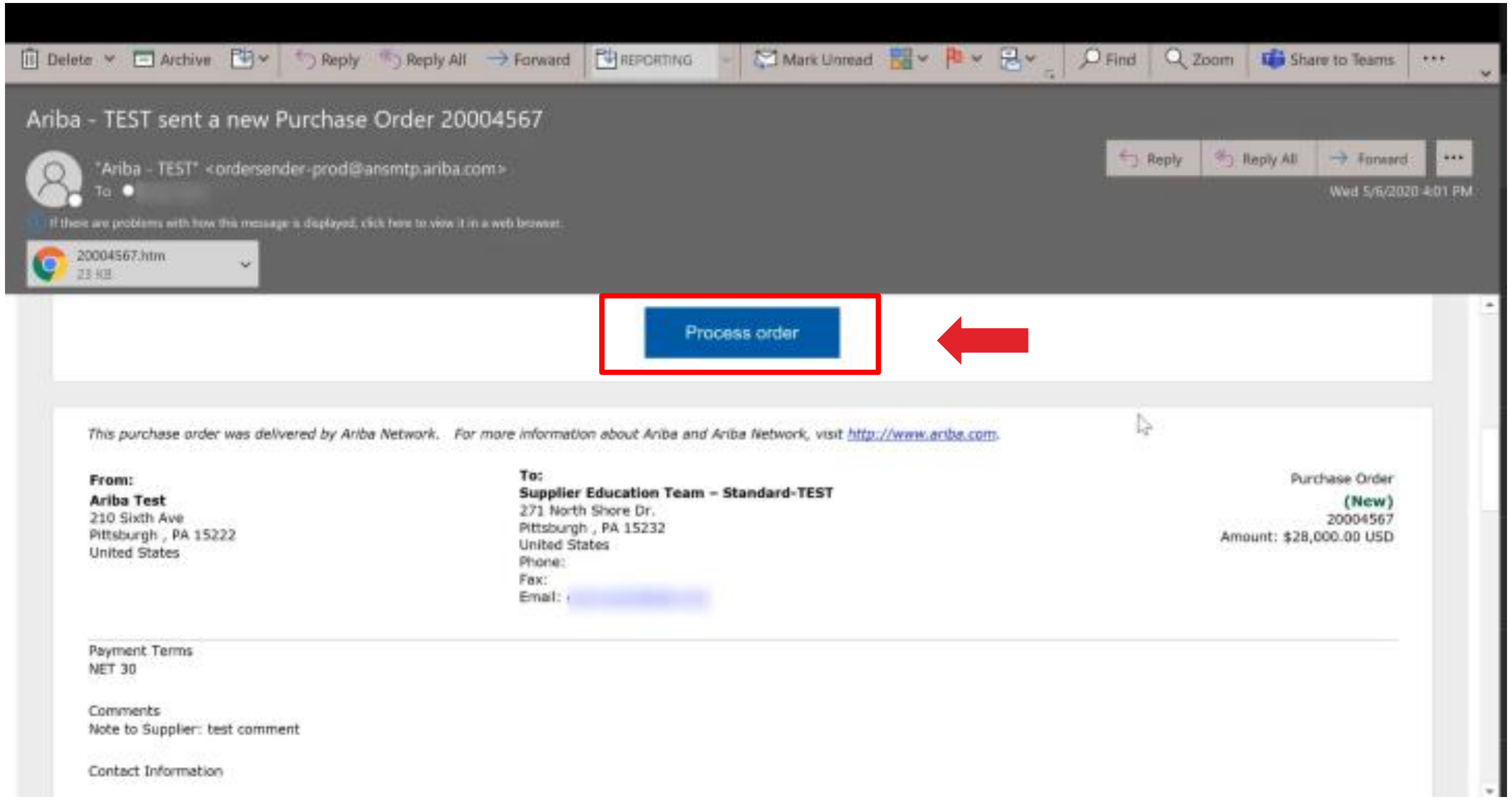
**Recommended** – free of charge

**Optional – fee based**, please check more information and pricing



# Registration

**STEP 1.** When you receive a notification regarding your new order from Takeda, press „**Process order**” button.



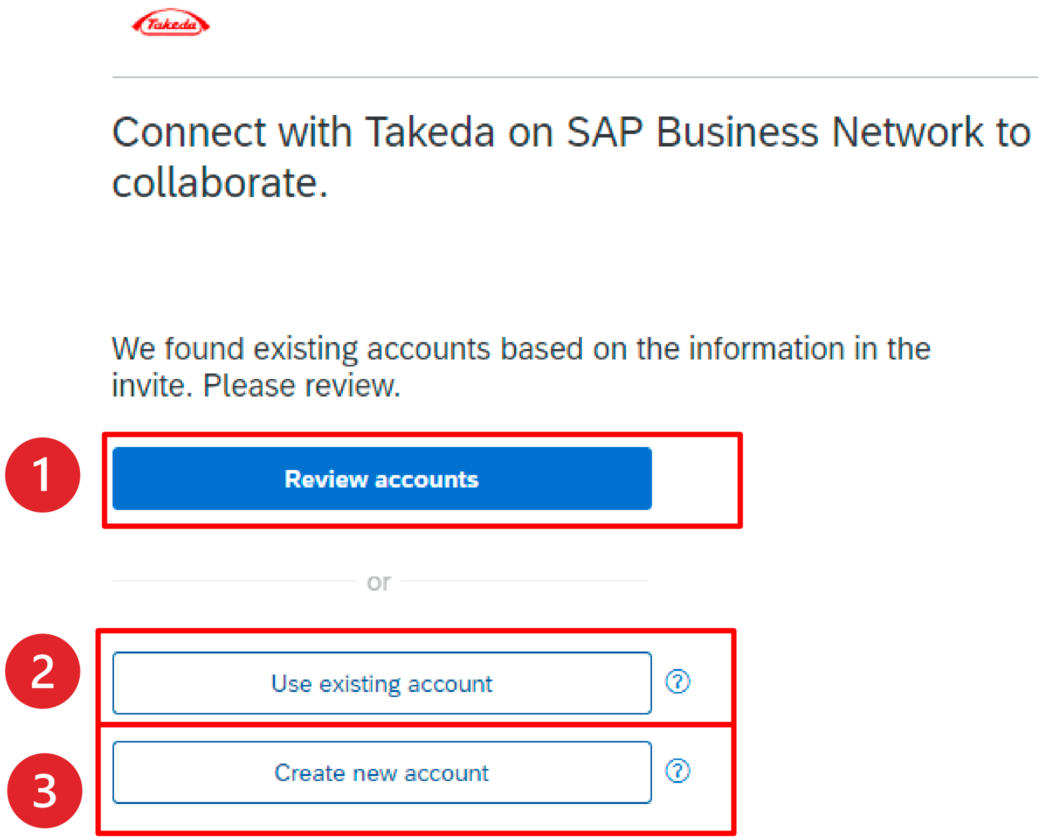
# Registration

**STEP 2.** After being moved to the SAP Business Network log-in-site you will see below options:

1. Here you can check potential duplicate accounts. Click „Review accounts" to check potential duplicates.

2. If you **already are the SAP Business Network user** – press **"Use existing account"** and log in with the credentials of your already existing account.

3. If you are **new to SAP Business Network** - press „**Create new account**" to register a new Standard Account for free and check following pages for registration details.



# Registration

**STEP 3. Duplicate accounts** – if you find your company on the search list, you have two possibilities:

1. You can select „Use this account” to log in with the credentials connected with your email address.
2. You can also select „Contact administrator” to contact account administrator and request access to the account.

‹ Back

## Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | Edit

| Company Name | E-mail address | Country |
|---|---|---|
| Anaerobe System | supplier.enablement@takeda.com | USA |

Search results (20) | ★Means you are a user of this account **Bold font:** Matched values

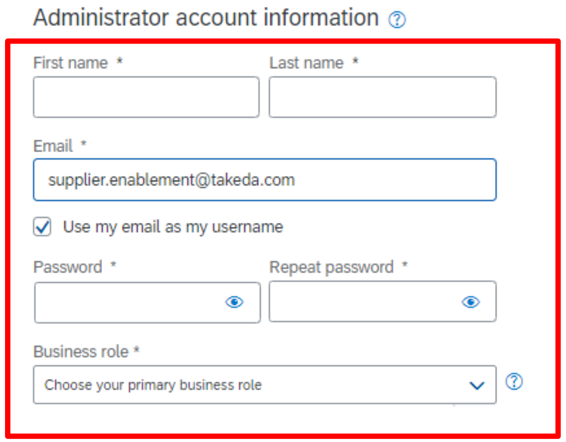
| Company name | Email domain matched | Country | State | DUNS number | Action |
|---|---|---|---|---|---|
| ★American Express Services Europe Limited | Yes | United Kingdom | | | Use this account |
| ★Takeda SE Team | Yes | Poland | | | Use this account |
| Takeda Pharmaceutical Company | Yes | **United States** | | | Contact administrator |
| Mitch Test supplier | Yes | **United States** | IL | | Contact administrator |

1

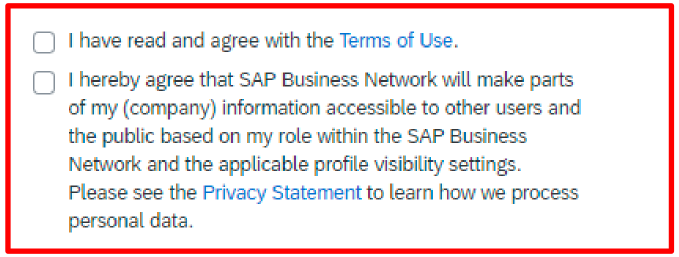
2

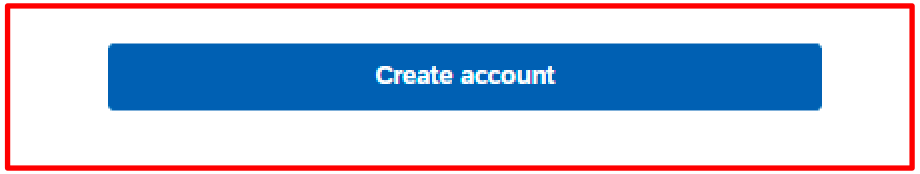
# Registration

**STEP 4.** For this step, please fill all the obligatory fields (marked with an asterisk).

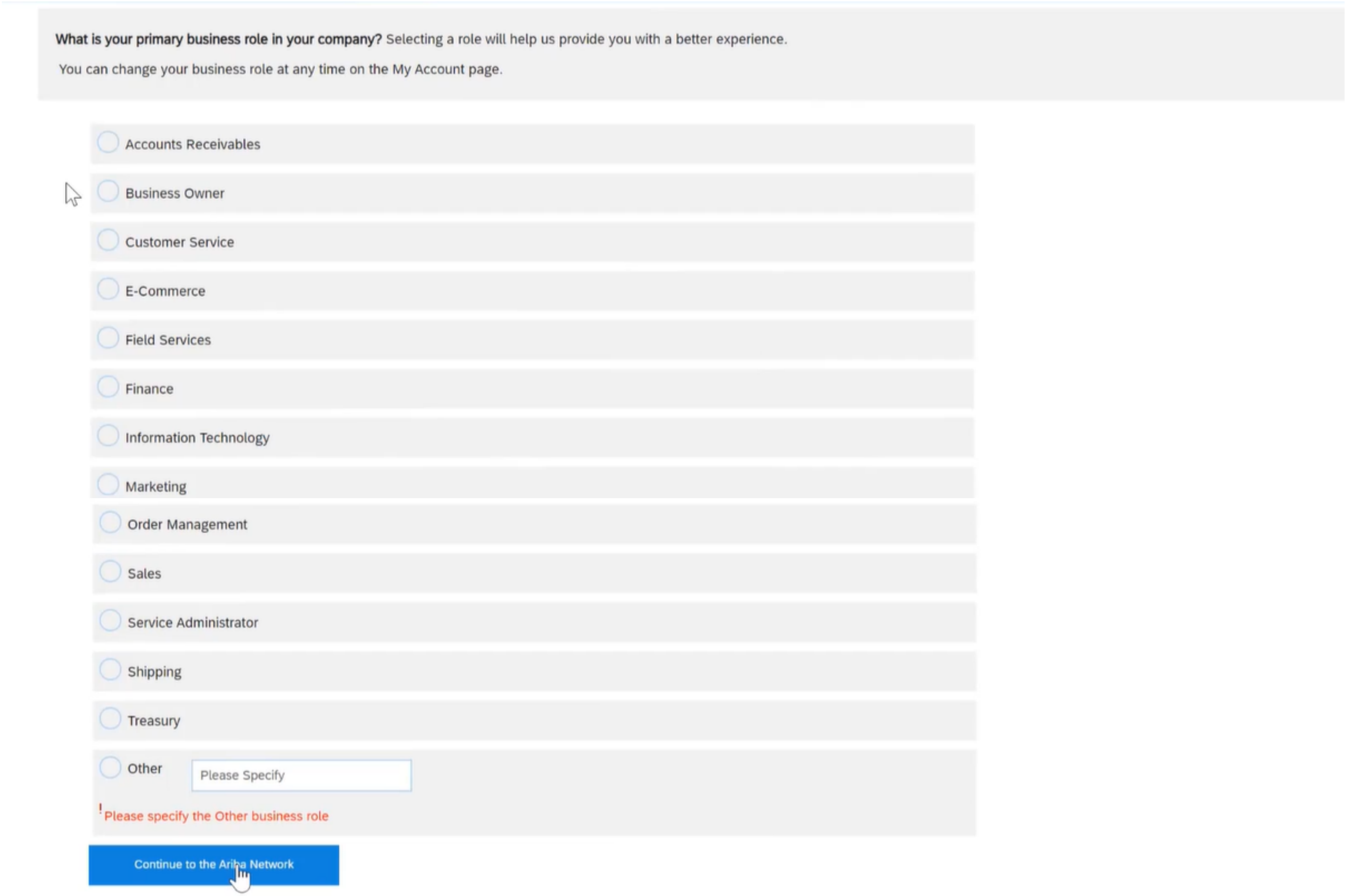

Afterwards accept terms of use and click „**Create Account**".



# Registration

**STEP 5.** Then please confirm your business role in company, choose appropriate option from the list and click **“Continue to the Ariba Network”.**



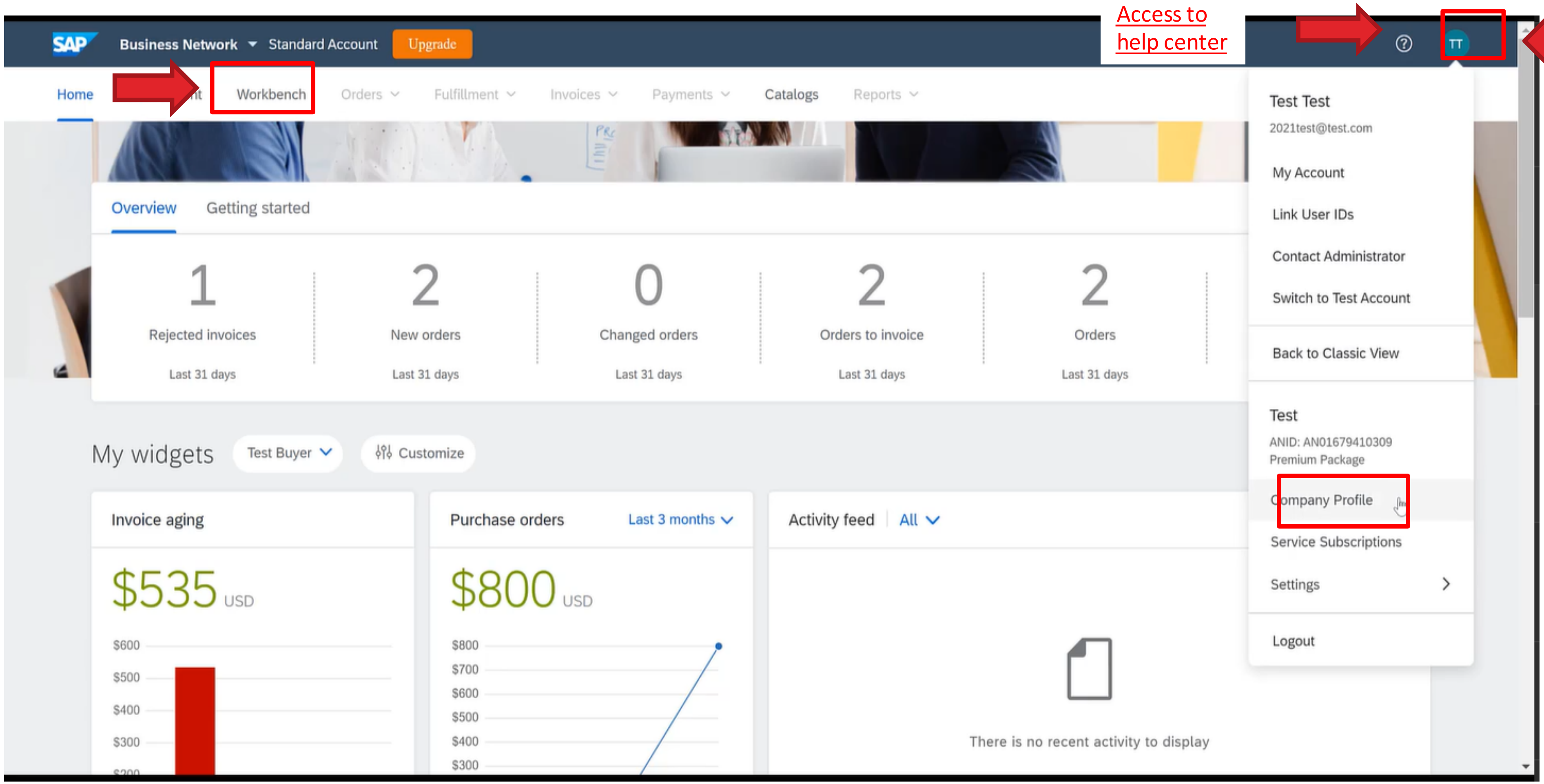
# Registration

**STEP 6.** These are your account dashboard features and place where you can track your Purchase Orders.
Under the **Settings icon** you can update your company data. At first please click **Settings icon** and visit your **Company profile.** If you want to customize your dashboard, please use **Workbench** tab.

**WORKBENCH**
Here you can customize your tiles

Access to help center

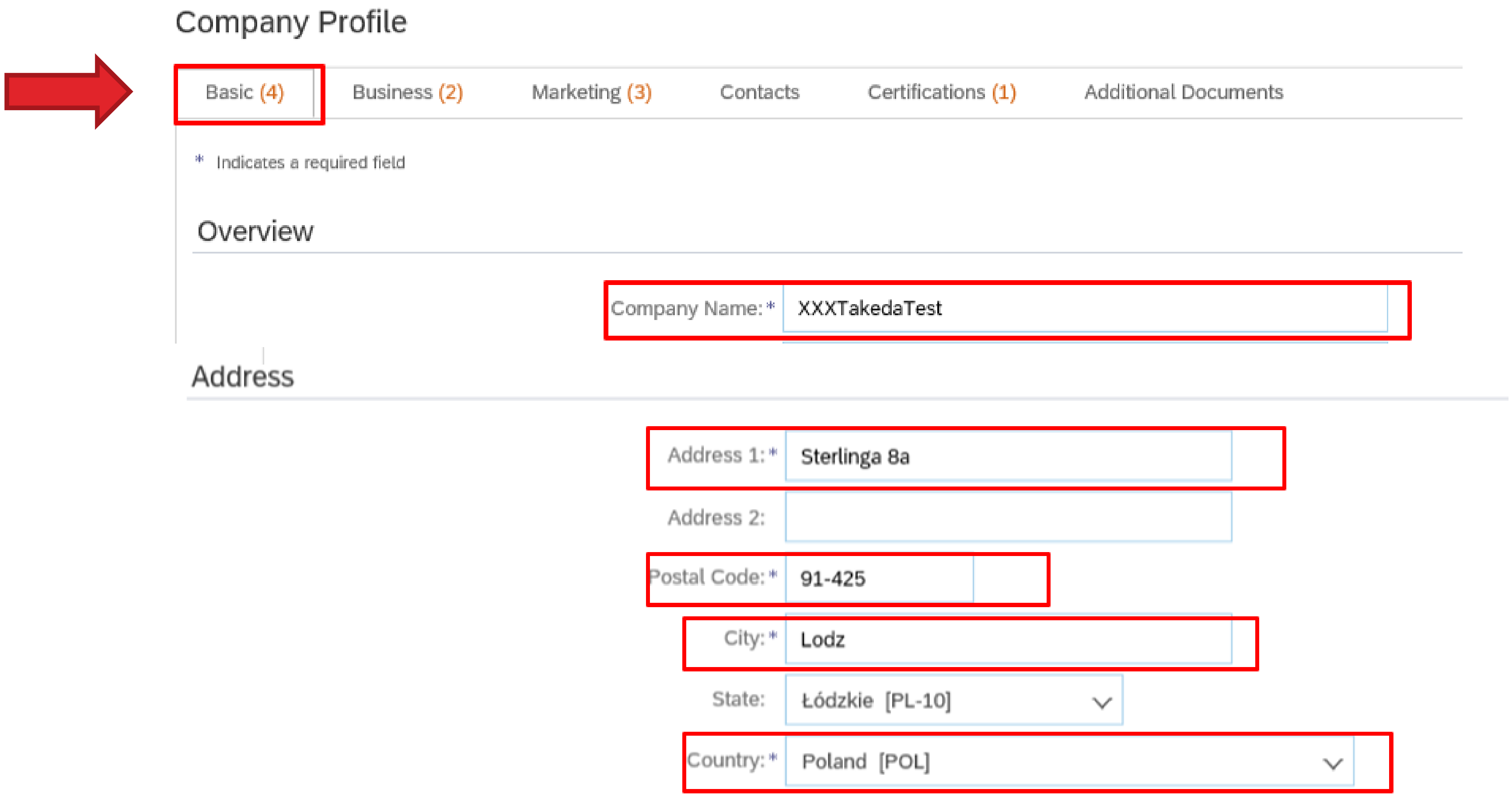
**SETTINGS ICON**
Access your account settings



# Registration

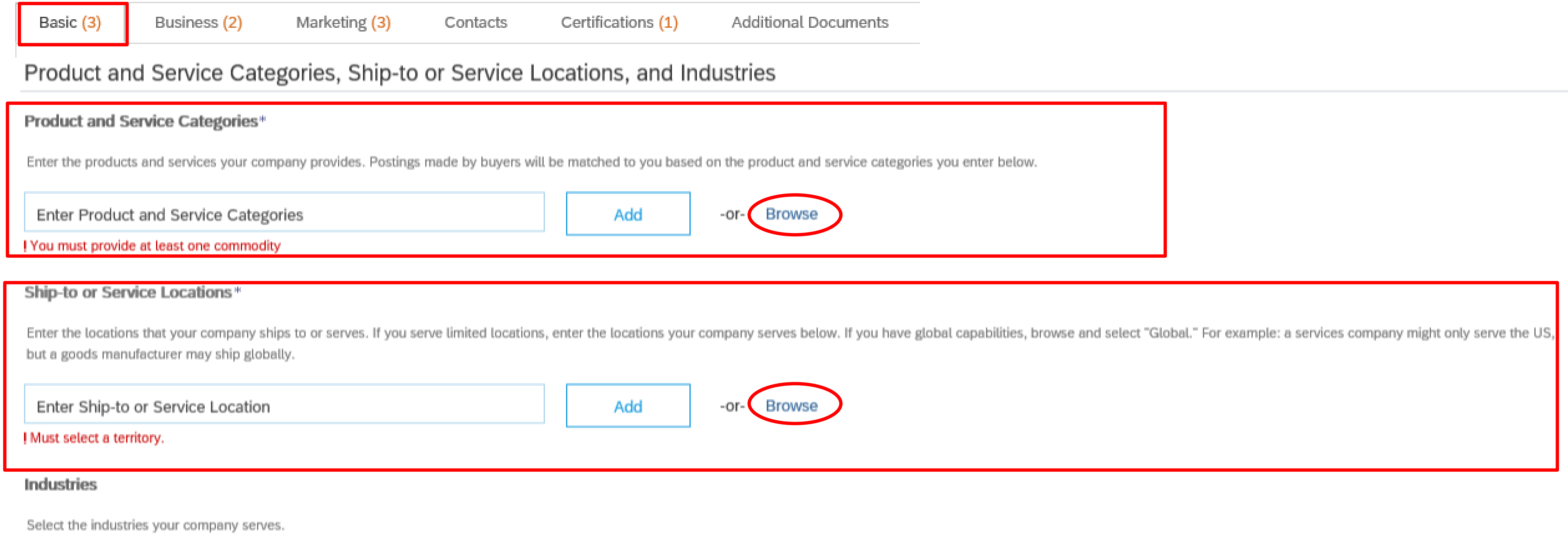
**STEP 7.** In your **Company Profile** please go through consecutive tabs and fill in all required data in sections: **Basic, Contacts** and optionally **Business** tab. In **Basic** tab please leave your company details: company name and address.

**NOTE:** The information you provide in your Company Profile is automatically populated while creating an invoice.



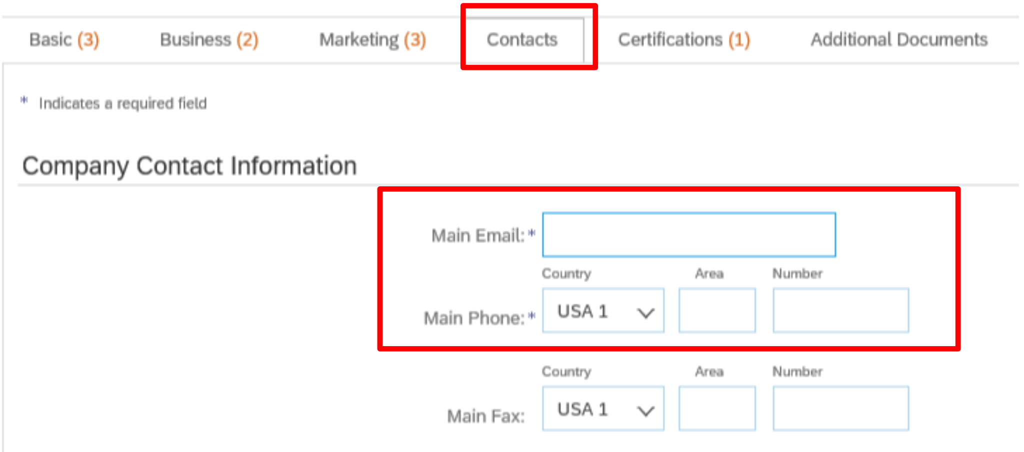
# Registration

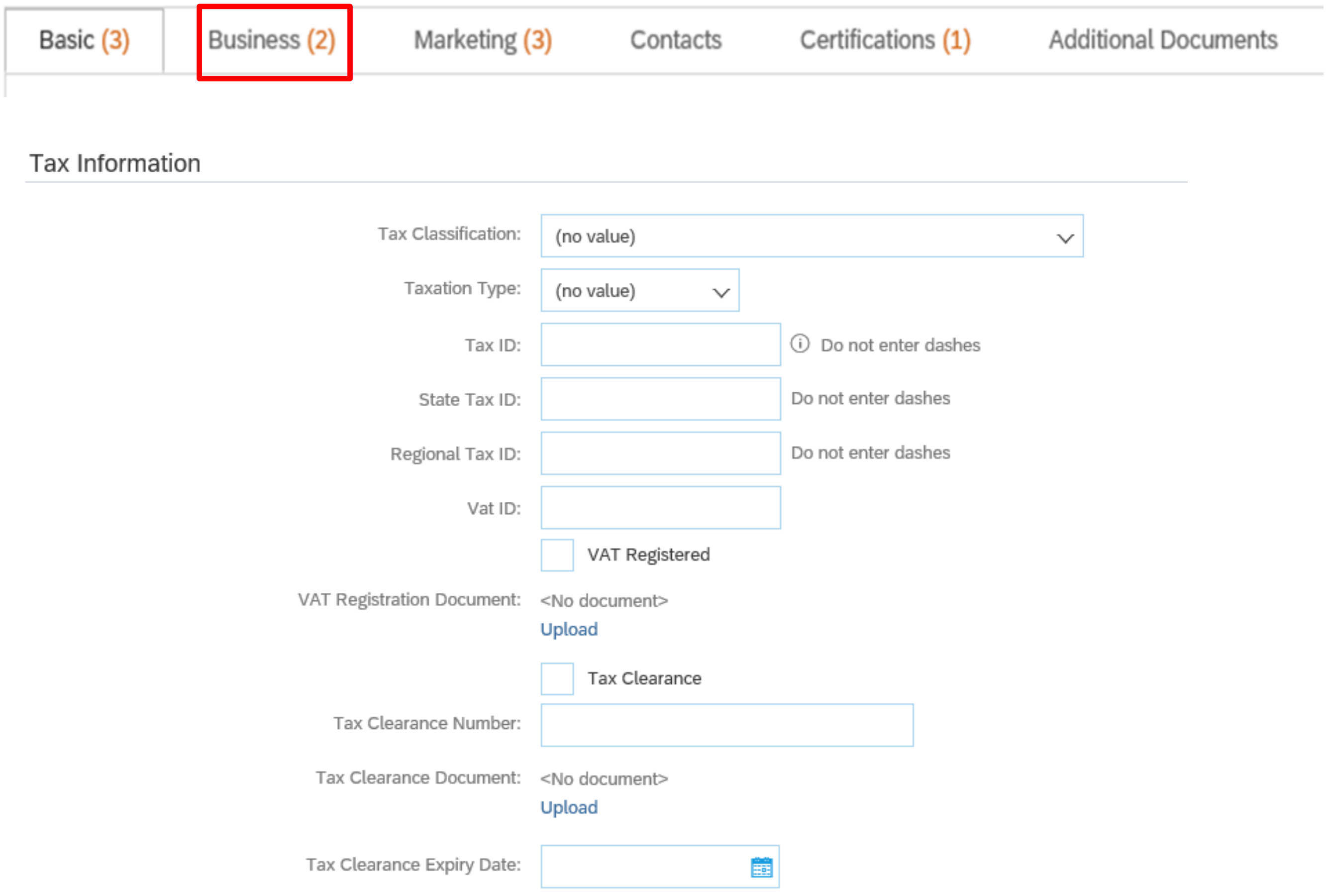
**STEP 8.** Please also provide the information regarding your **“Products and Service Categories”** and **“Ship-to or Service Location”.** By clicking „**Browse**” you can choose the category and location from suggestions.



# Registration

**STEP 9.** Please fill in all required (*) fields in the **Contacts tab**. Optionally you can leave your tax information in **Business tab.** After all these steps please remember to click **Save** button.



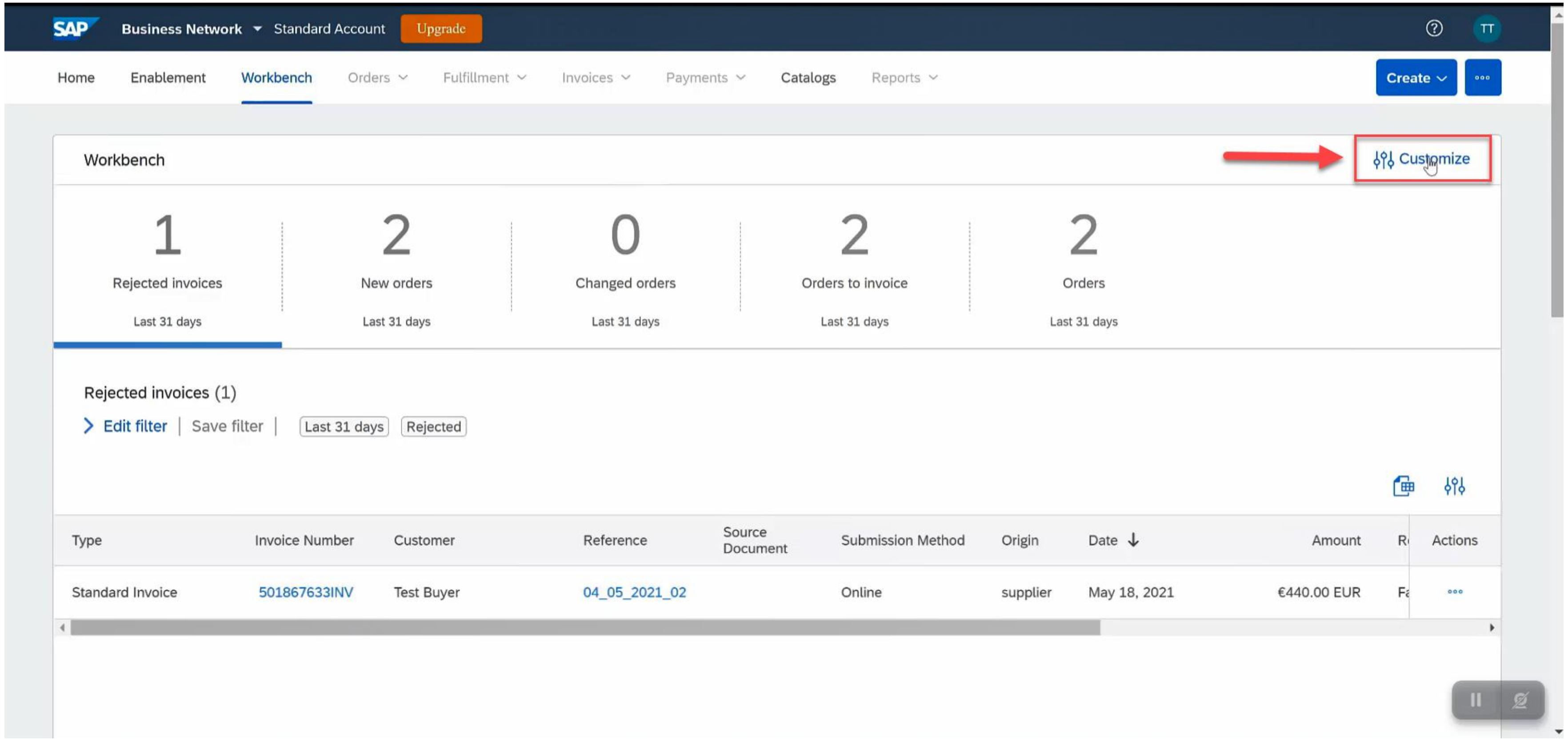

**Please remember to click Save button:**

# Account and Network Settings



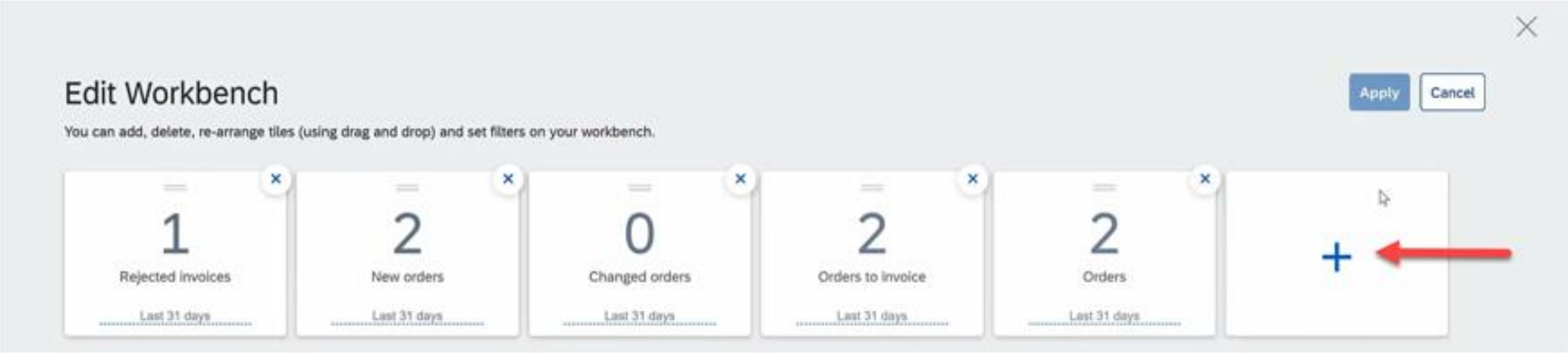
# Customizing your dashboard

**STEP 1.** If you are a new user and you haven't customized your dashboard you might find it empty or missing a few tiles. To manage it please click **Customize** option in the top right corner.

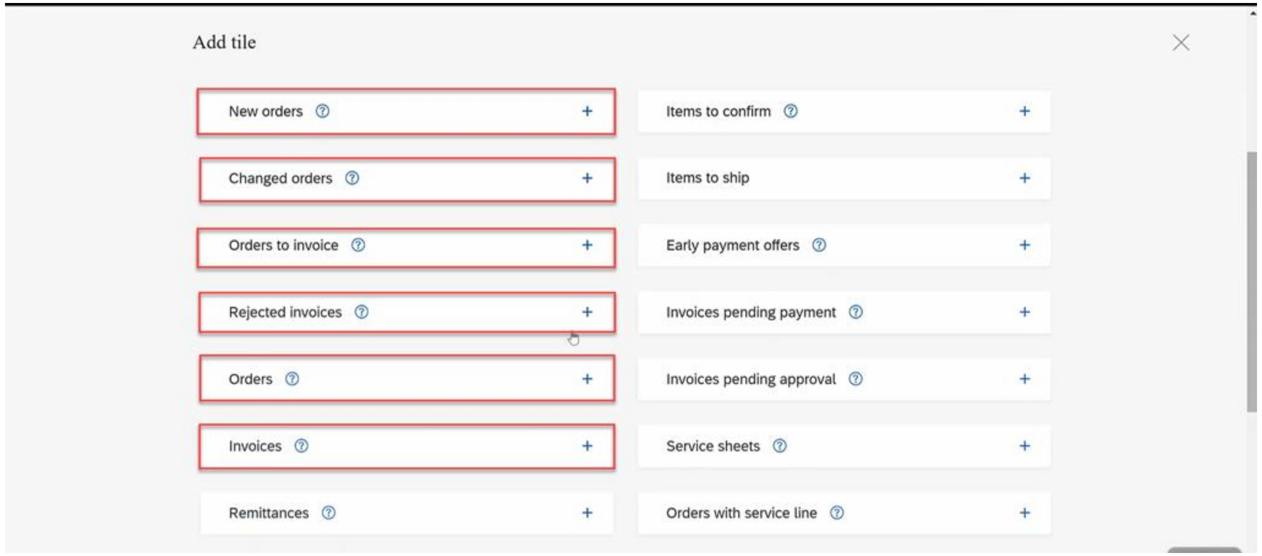


# Customizing your dashboard

**STEP 2.** Select „+” symbol to add tiles:



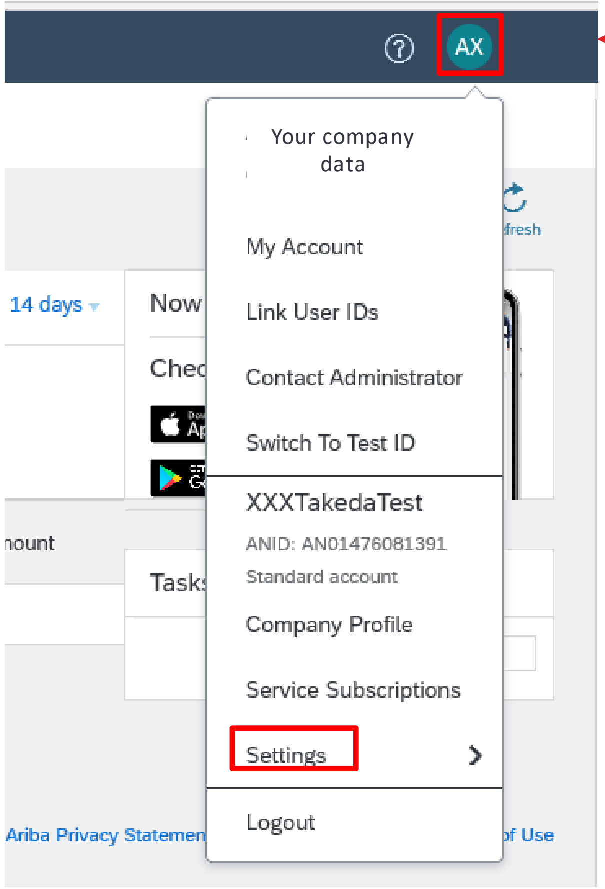

Select tiles which you want to include. We recommend to have the ones highlighted below:



# Account and Network settings

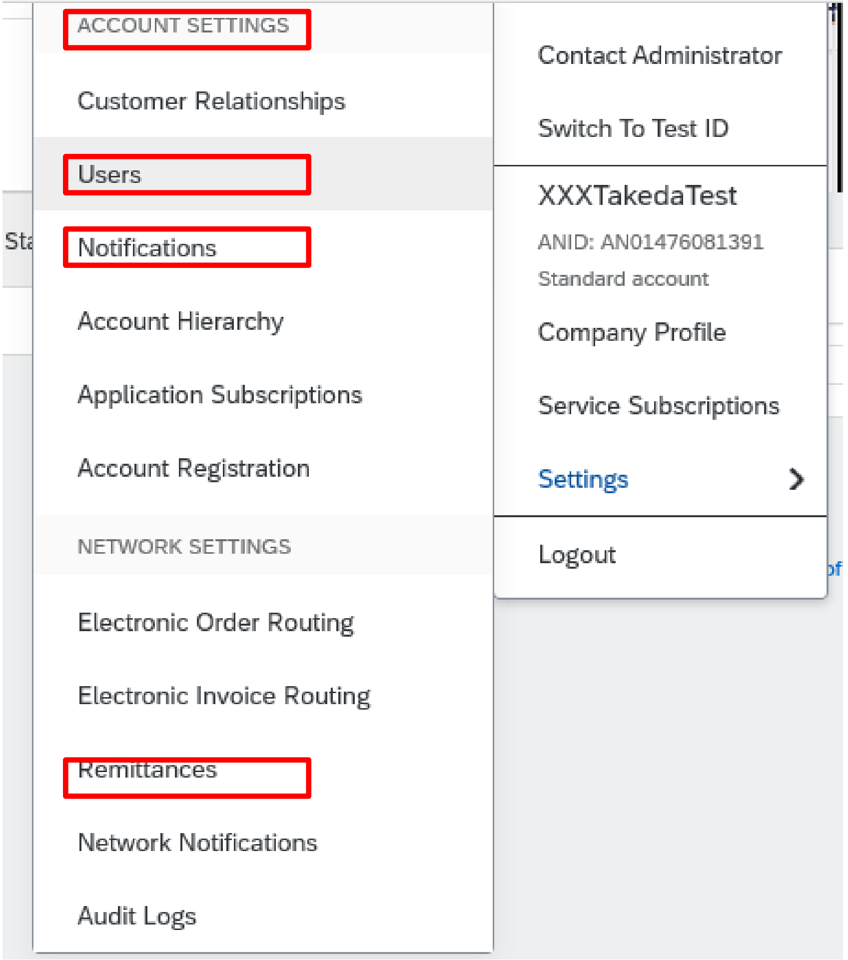
## Users, Notifications, Remittances

After you register your Business Network Standard account, please review and update all the following areas of your account: **Users, Notifications** and **Remittances** to make sure your company is ready to transact with Takeda.




SETTINGS ICON

Account settings

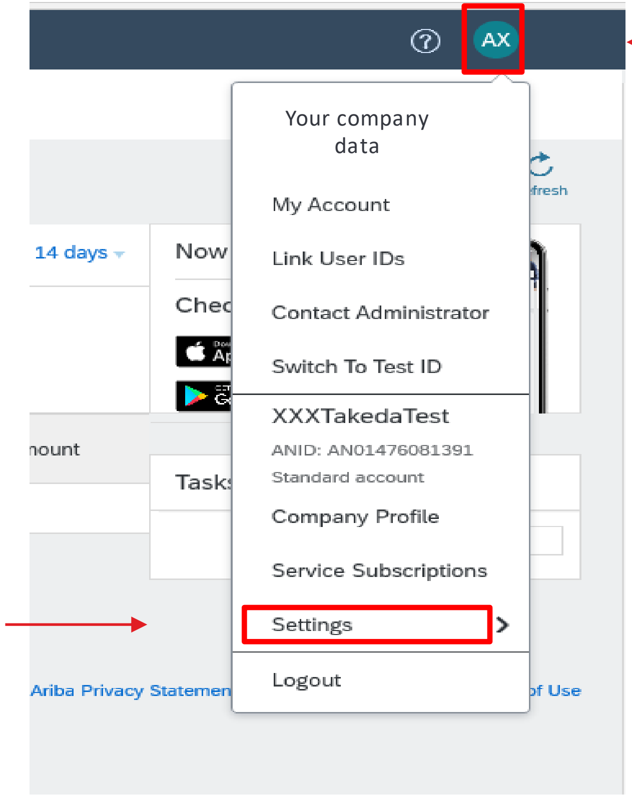


# Account and Network settings

## Users

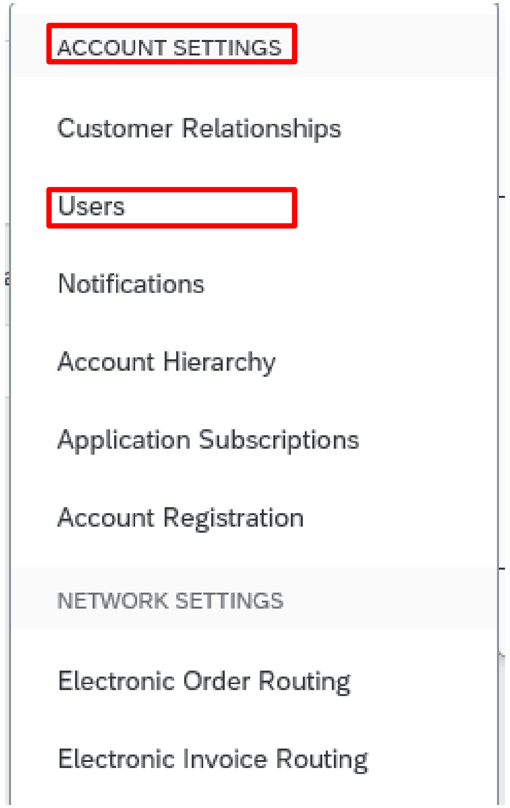
You can add new users and roles for employees who need to sign in to your company's Business Network account. By creating new roles multiple users can log in into the account accordingly to the required actions.

**STEP 1.** Select „**Settings**" under the **Settings icon** and then choose **"Users"** from the drop-down list:




SETTINGS ICON

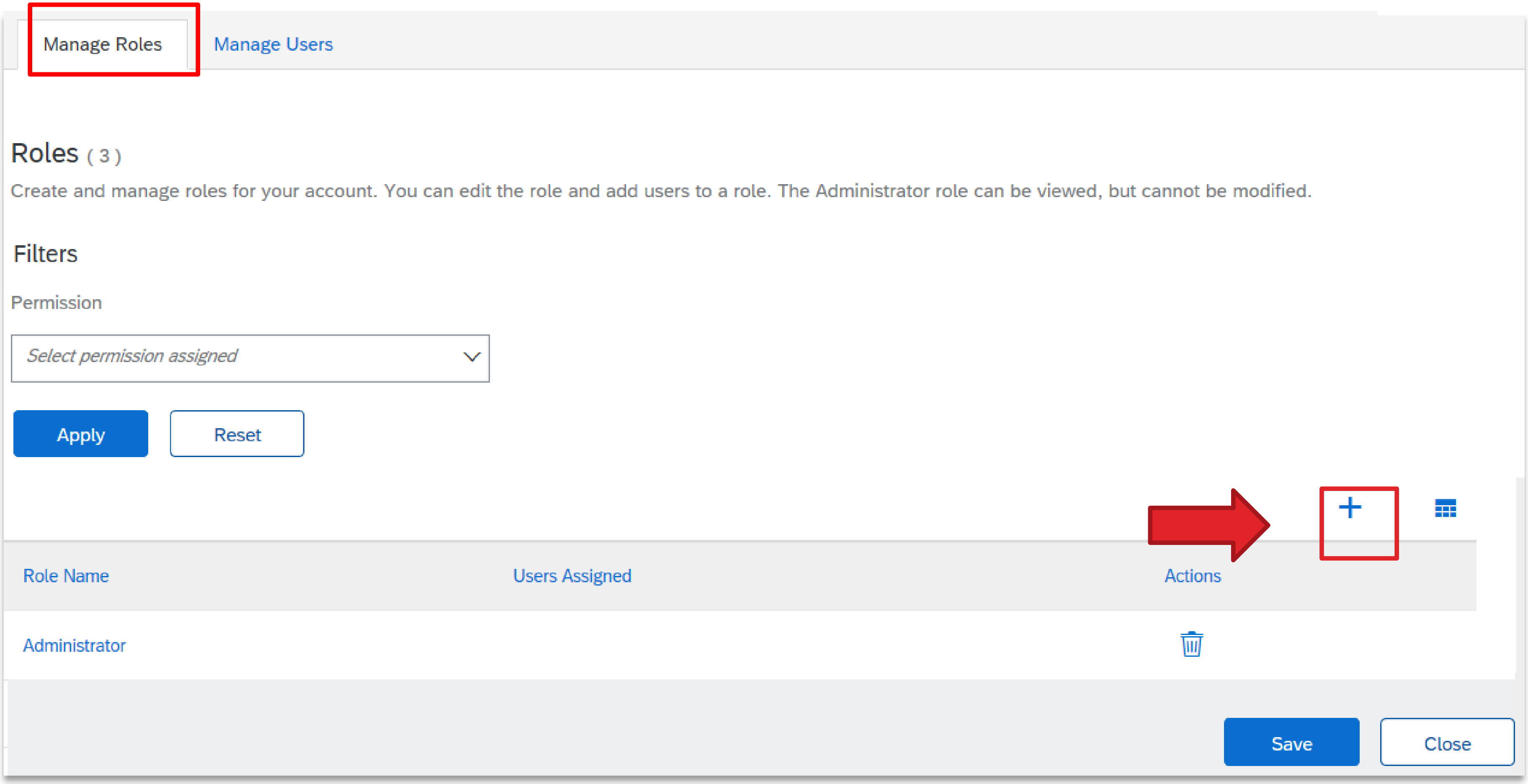
Account settings



# Account and Network settings

## Users

**STEP 2.** Here you can manage users for your Business Network account. Firstly, please create the role you would like to assign to the user by selecting „**+**" symbol in the „**Manage Roles**" Tab.

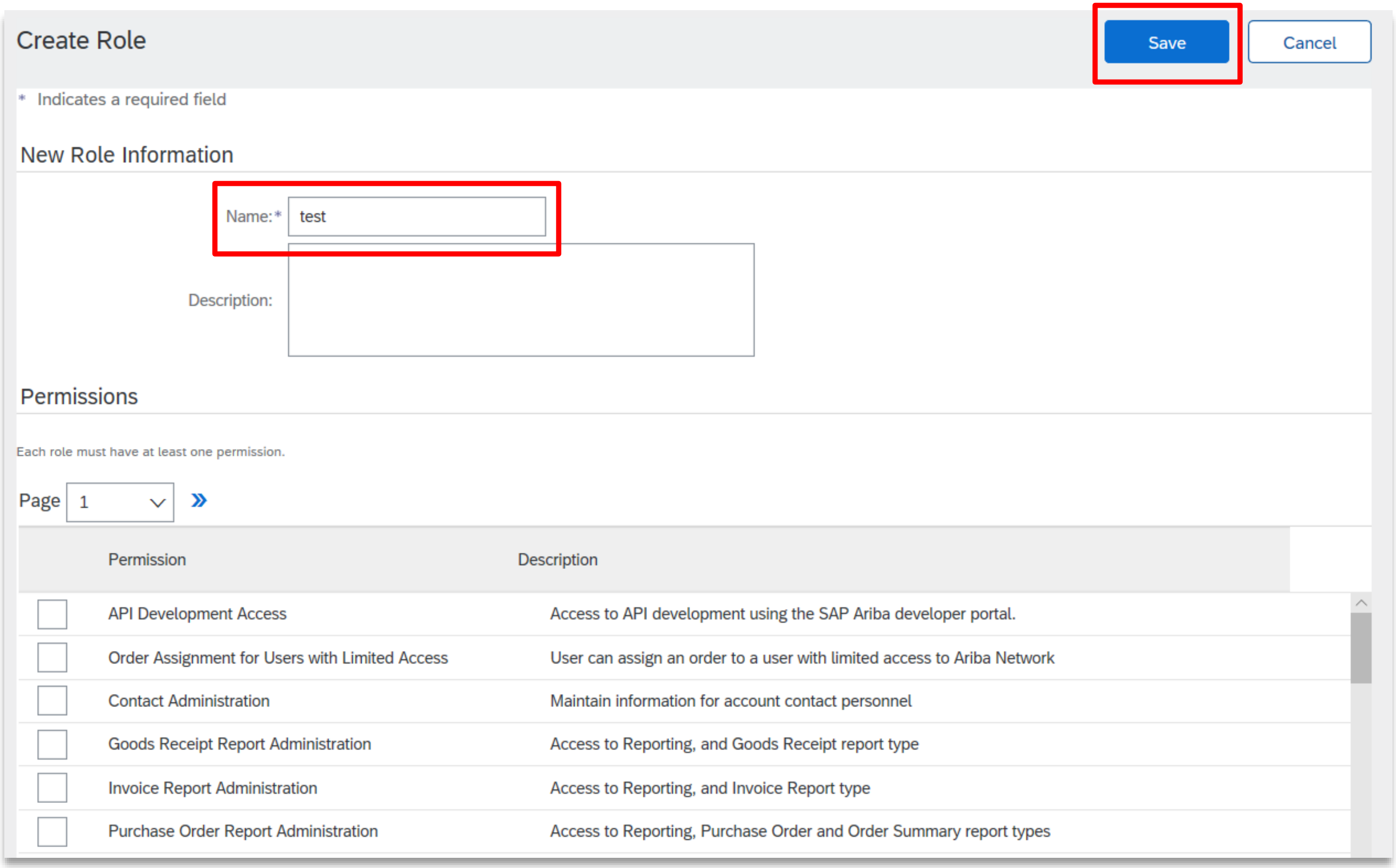


# Account and Network settings

## Users

**STEP 3.** Fill in the „**Name”** of the role. Then add **Users’ Permissions** and press „**Save**”.

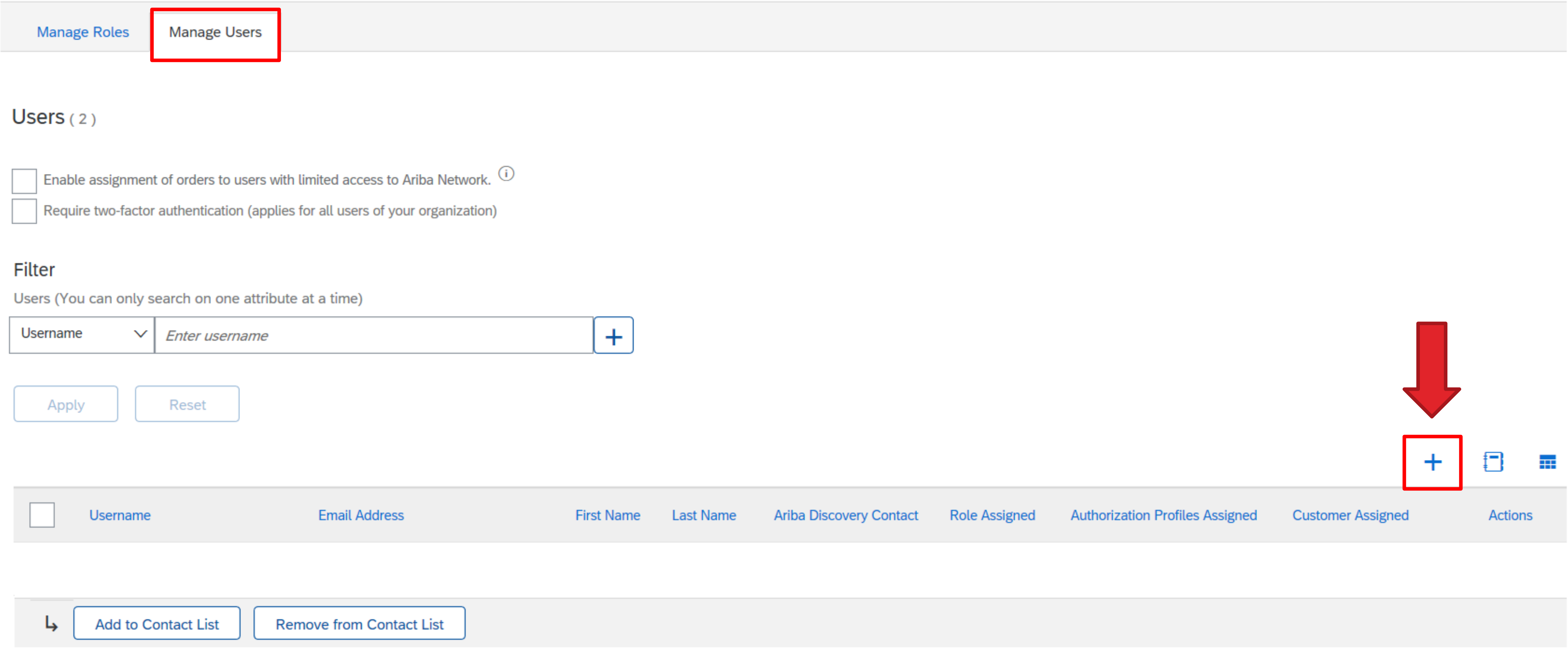
**NOTE:** Each role must have at least one permission. Please review the permissions list carefully and choose the proper one in order to guarantee smooth account management by an added user.



# Account and Network settings

## Users

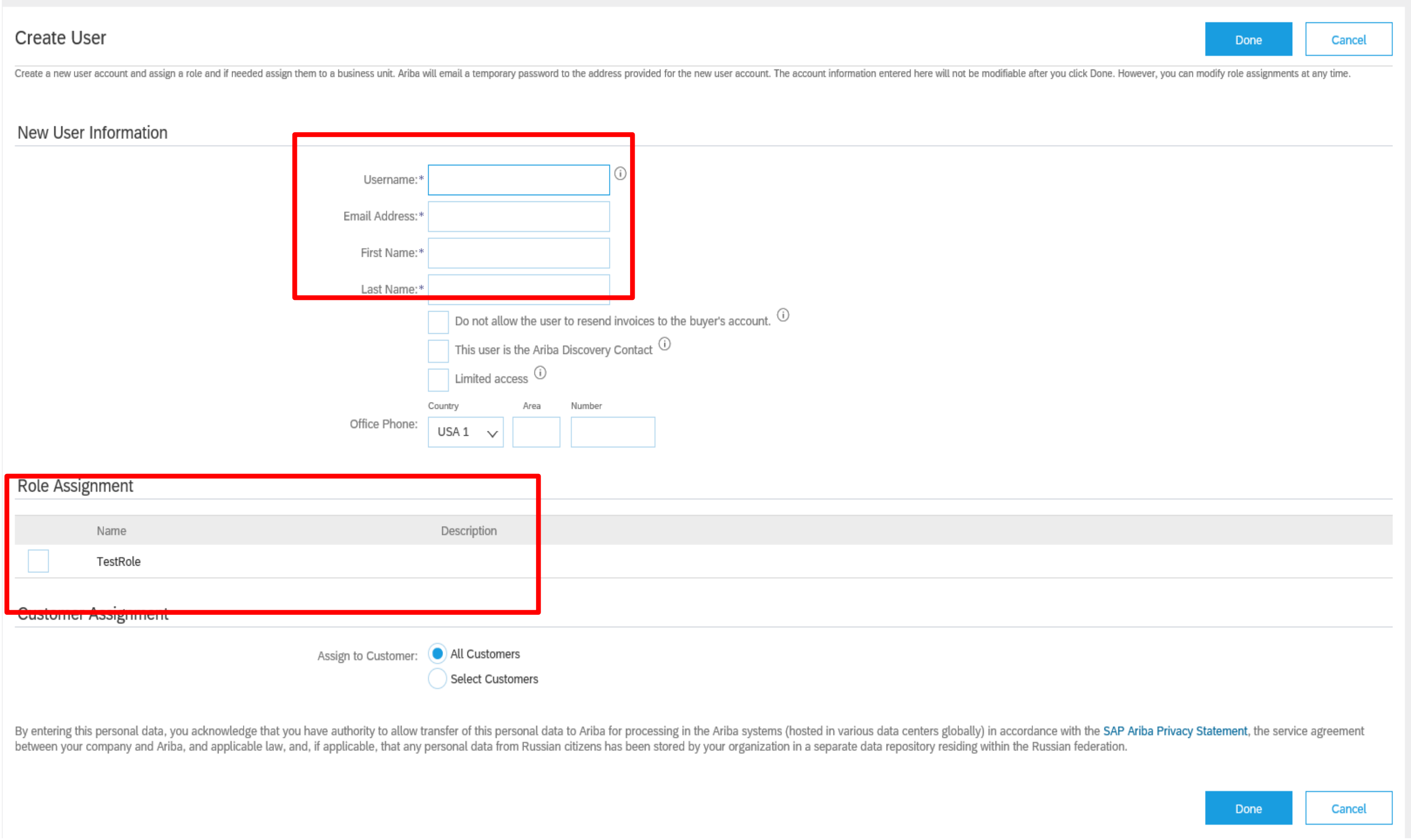
**STEP 4.** Go to the „**Manage Users**” tab and select the „**+**” symbol to add a new user.



# Account and Network settings

## Users

**STEP 5.** Fill all the necessary fields in “**New User Information**” and assign previously created role/roles that will appear in the “**Role Assignment**” section. Then press „**Done**”. New users will receive two e-mails - the first message contains the new username, the second a temporary password. When they log in for the first time, they must change their password.

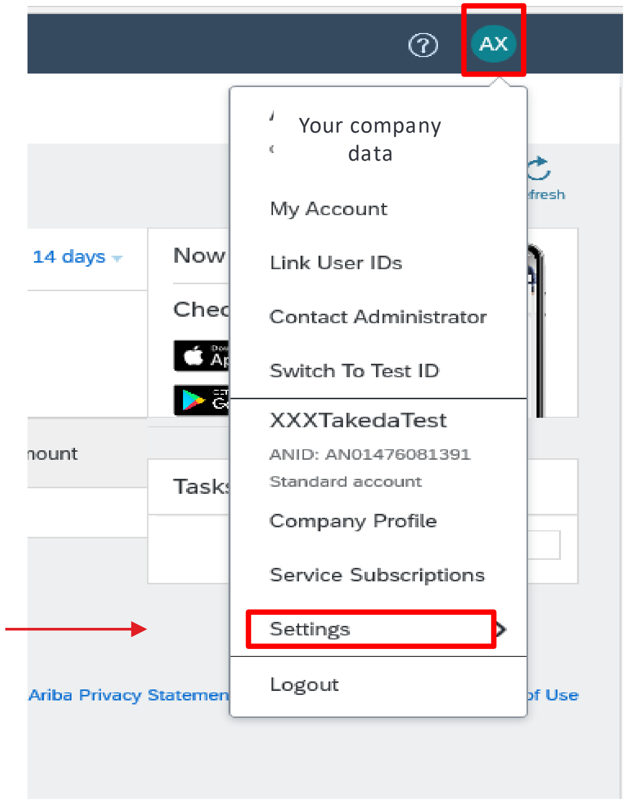


# Account and Network settings

## Notifications

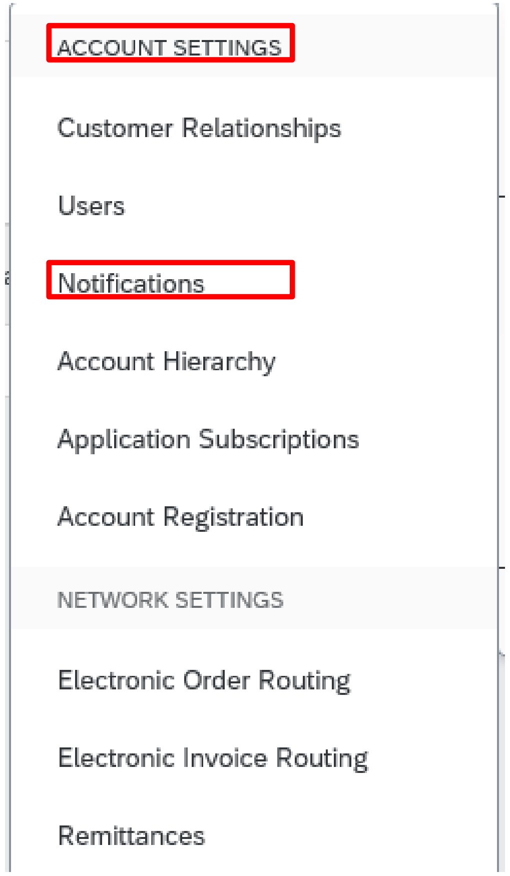
The **network notifications** section indicates which system notifications you would like to receive and allows you to designate which e-mail addresses you would like to send them to.

**STEP 1.** Click on „**Settings**” under the **Settings icon** and then choose **“Notifications”** from the drop-down list:




SETTINGS ICON

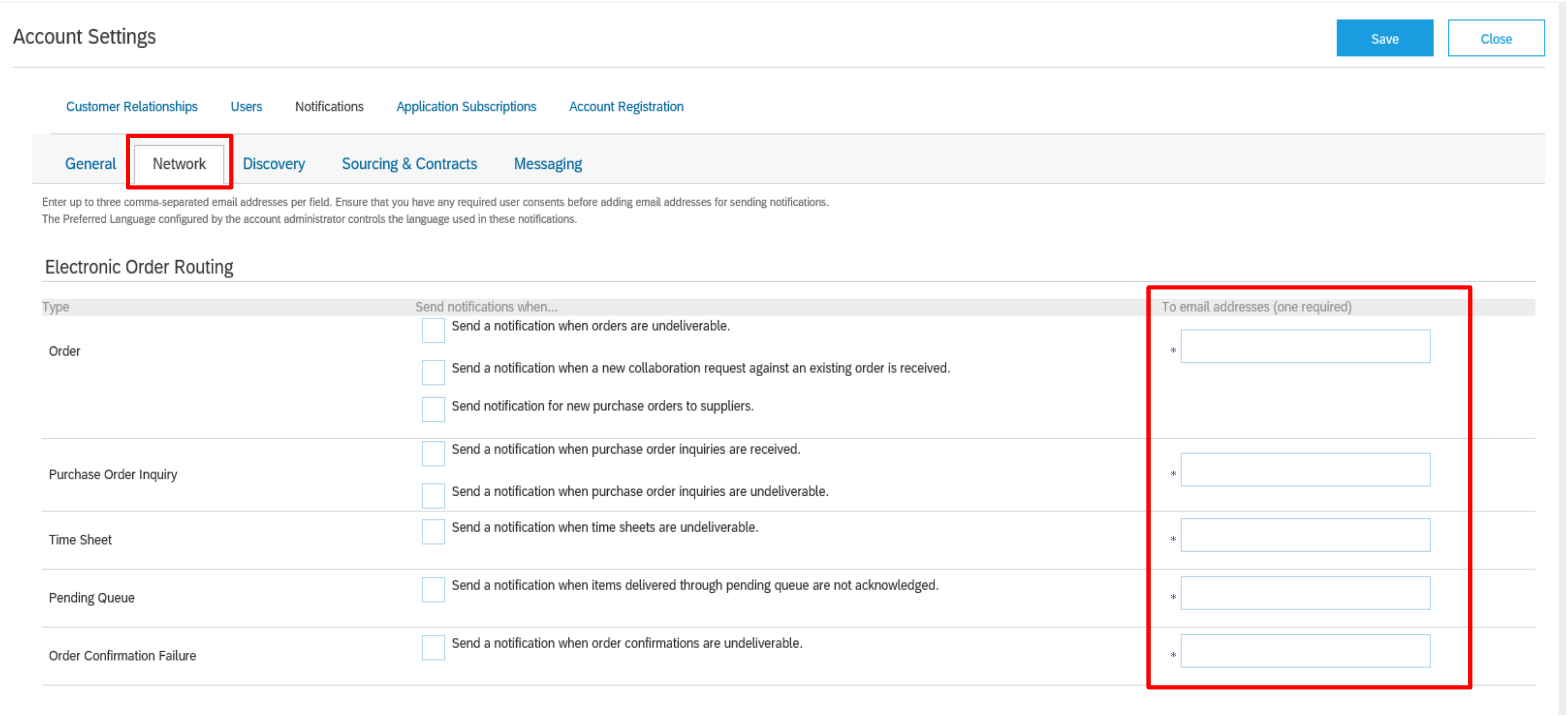
Account settings



# Account and Network settings

## Notifications

**STEP 2.** Choose **Network Tab**. You can set up different e-mails for notifications such as „**Electronic Order Routing**” and „**Electronic Invoice Routing**”. Please review the notifications list carefully and choose the proper one in order to guarantee that you will receive only desirable notifications.



# Account and Network settings

## Notifications

**NOTE:** You can enter up to 3 e-mail addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

**Example:** takeda@takeda.com,takeda1@takeda.com,takeda2@takeda.com

Electronic Invoice Routing

| Type | Send notifications when... | To email addresses (one required) |
|---|---|---|
| Invoice Failure | Send a notification when invoices are undeliverable or rejected. | * |
| Invoice Status Change | Send a notification when invoice statuses change. | * |
| Invoice Created Automatically | Send a notification when an invoice is created automatically on behalf of your company. | * |

Ship Notice

**FYI** – Whenever one of e-mails included in notifications has the OoO message it may result as failed. Make sure one of these phrases is included in your automatic response – out of office, OOTO, on vacation, on holiday, out of town, away from the office, away until, out of the country, at an off site meeting. This will prevent the order from being shown as **Failed** on Takeda's end.

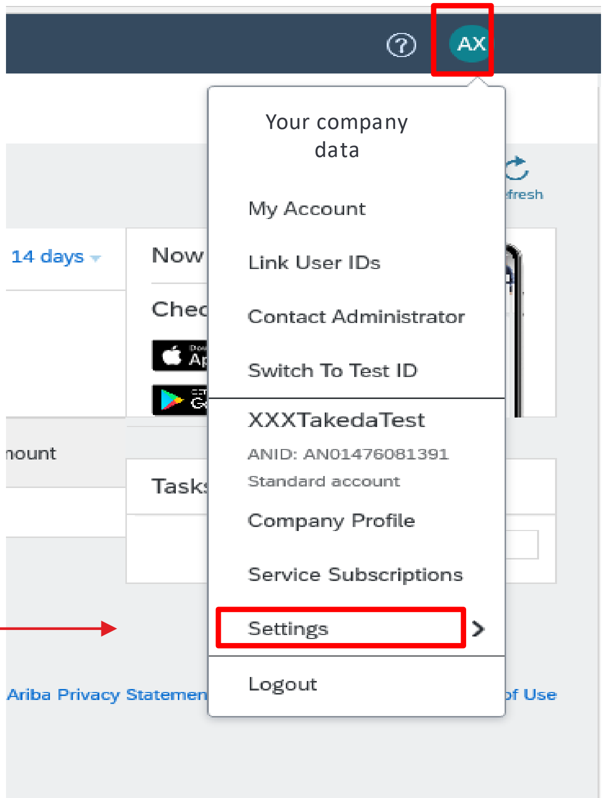
Email order routing | SAP Help Portal

# Account and Network settings

## Remittances

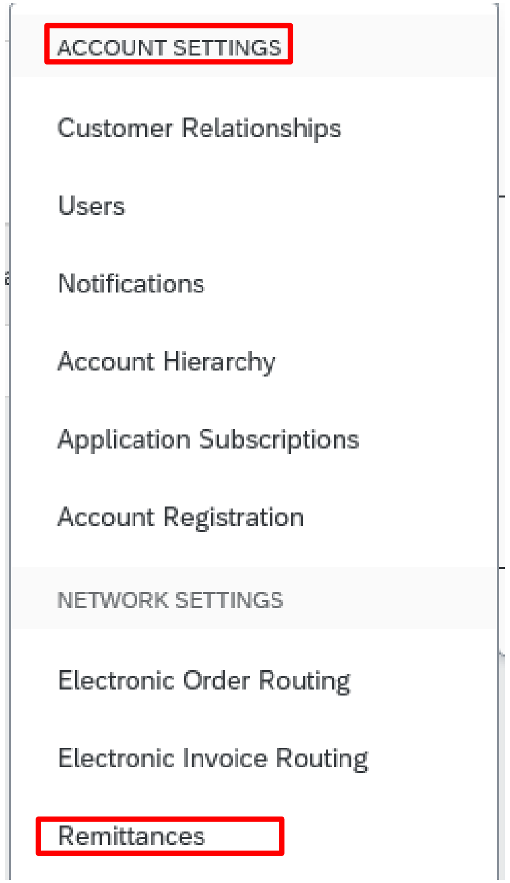
In the following steps, we will configure your **Remittance** information.

**STEP 1.** Select „**Settings**”  under the **Setting icons** and then choose **“Remittances”** from the drop-down list:




SETTINGS ICON

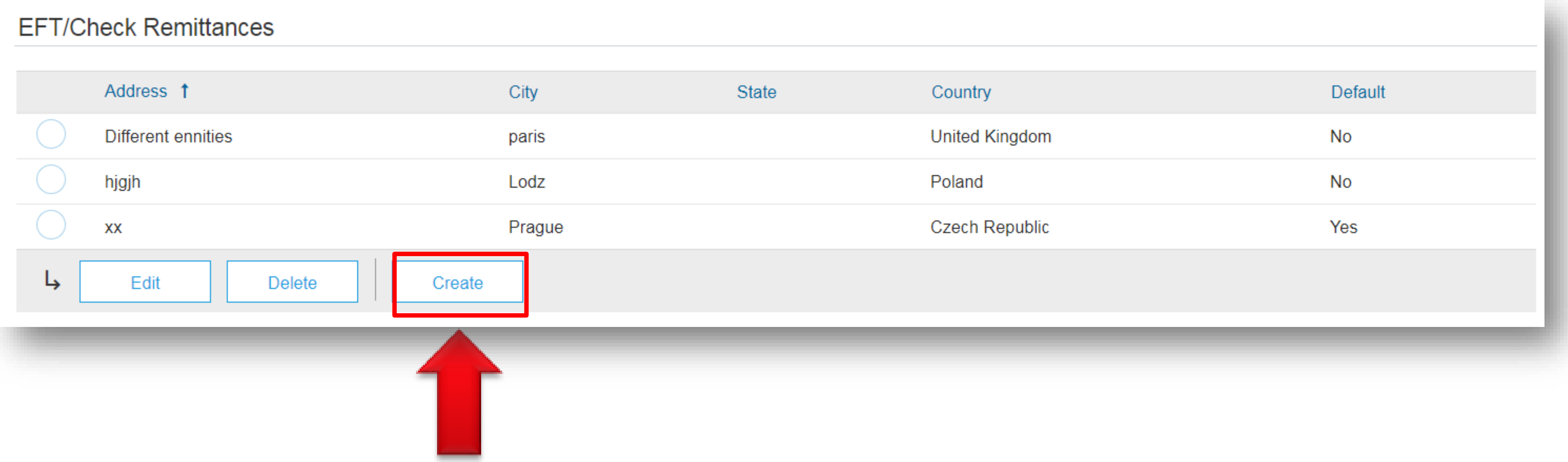
Account settings



# Account and Network settings

## Remittances

**STEP 2.** Select „**Create**” in the EFT/Check Remittances section to fill in all required bank details.
This is mandatory in order to issue an invoice later on.


EFT/Check Remittances

| | Address ↑ | City | State | Country | Default |
|---|---|---|---|---|---|
| ○ | Different ennities | paris | | United Kingdom | No |
| ○ | hjgjh | Lodz | | Poland | No |
| ○ | xx | Prague | | Czech Republic | Yes |

↳ Edit | Delete | Create

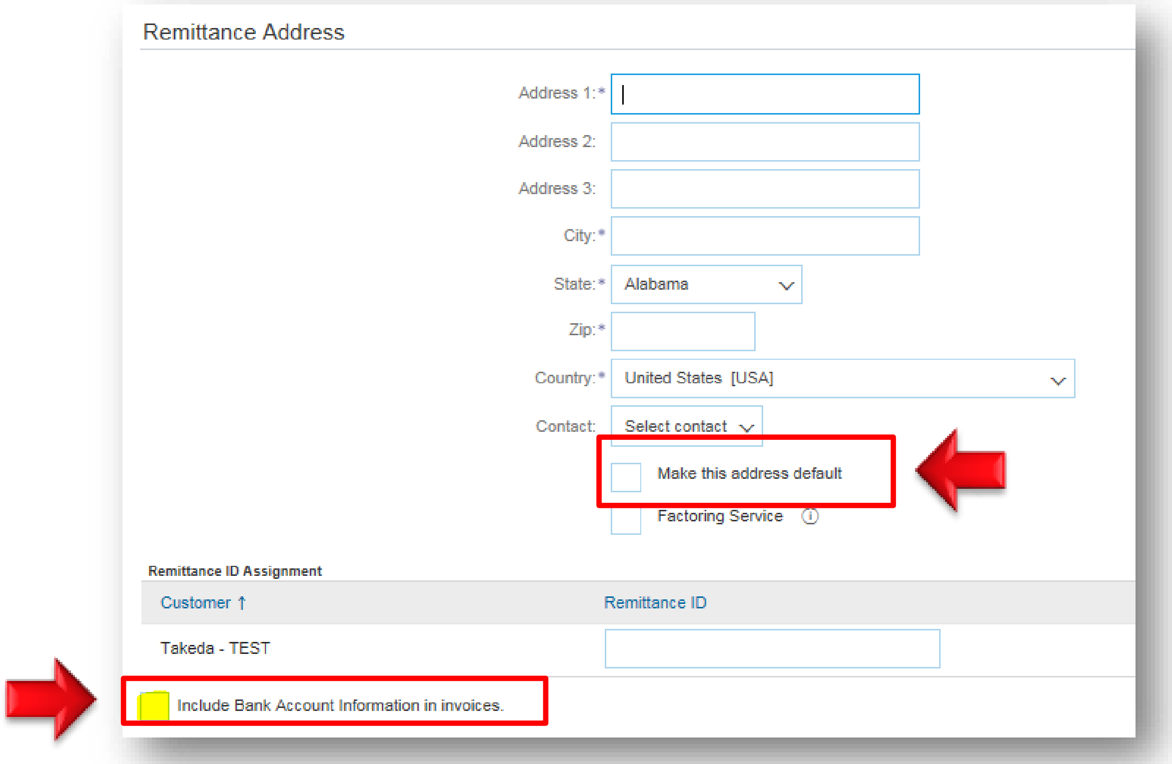
# Account and Network settings

## Remittances

**STEP 3.** Complete all required fields marked by an asterisk - all other fields can be left blank.

Please remember to tick „**Include Bank Account Information in invoices**" – provided data will be included on your invoices automatically.

If you want to make that address default, please tick the appropriate field.



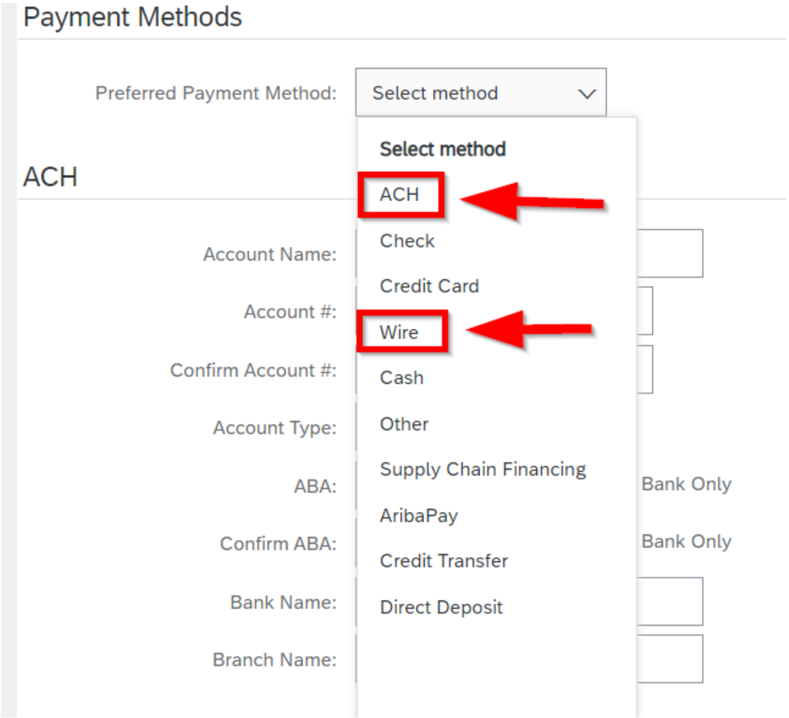
# Account and Network settings

## Remittances

**STEP 4.** Select „**Preferred Payment Method**” and from a dropdown list choose:

**Wire** – usual payment method used by suppliers based in EMEA/APAC

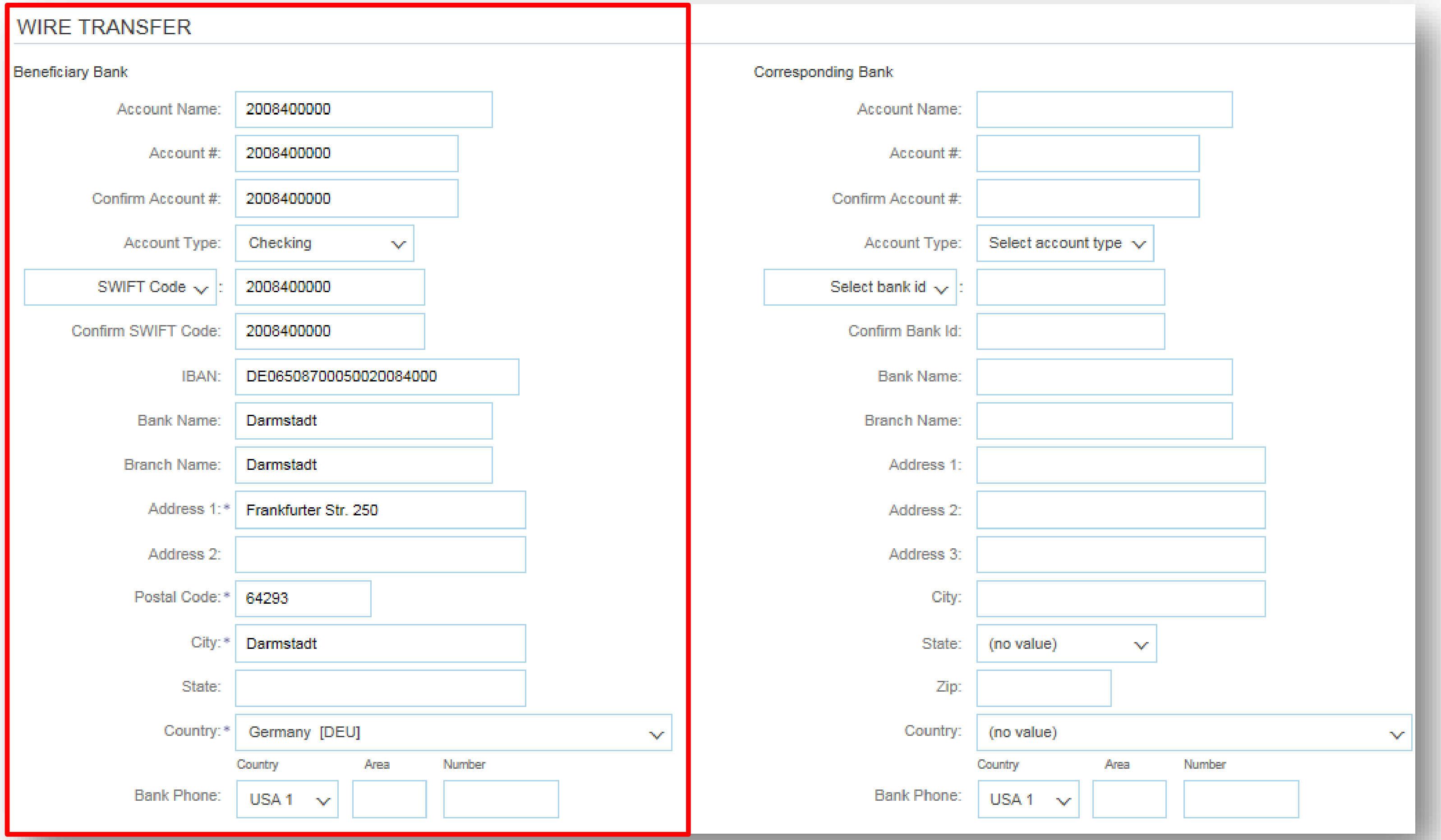
**ACH** – recommended payment method for suppliers based in US



# Account and Network settings

## Remittances

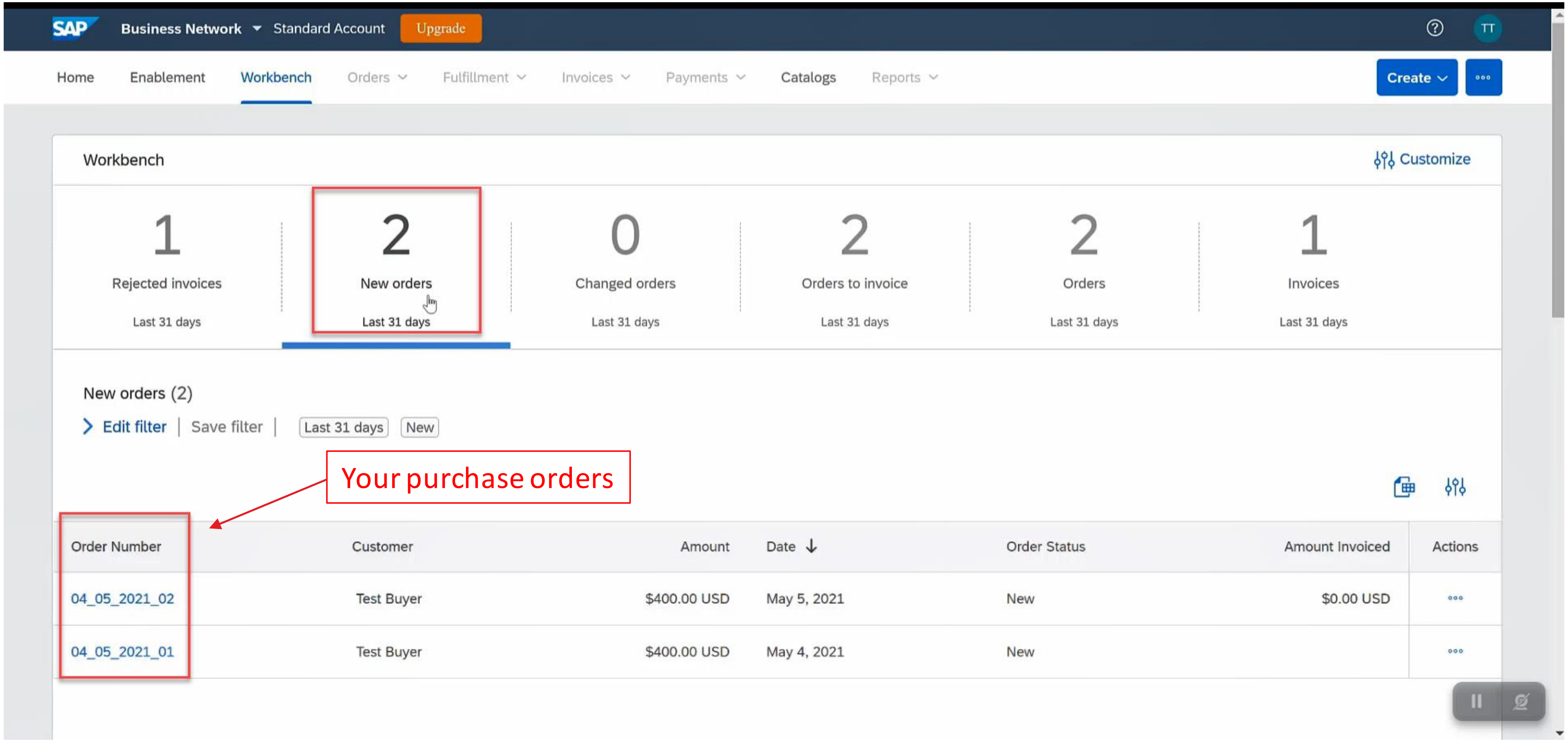
**STEP 5.** Complete all necessary data in the „**Wire transfer**” section. Then press „**OK**” to finish.



# Invoice Management – Invoice for Materials

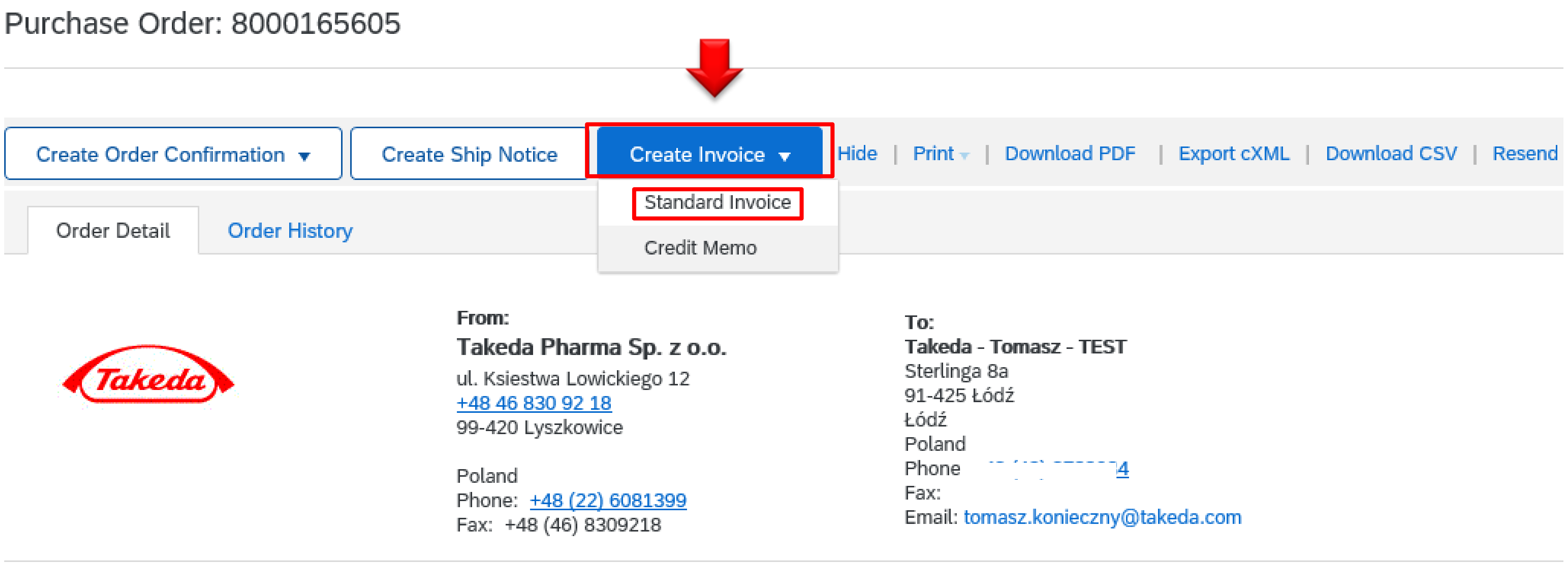
# Invoice Management – Invoice for Materials

**STEP 1.** To create a PO-Flip invoice, please log in to your Business Network account and select proper Purchase order number (you can also access this PO through the e-mail notification by selecting "Process order" button inside the e-mail).



# Invoice Management – Invoice for Materials

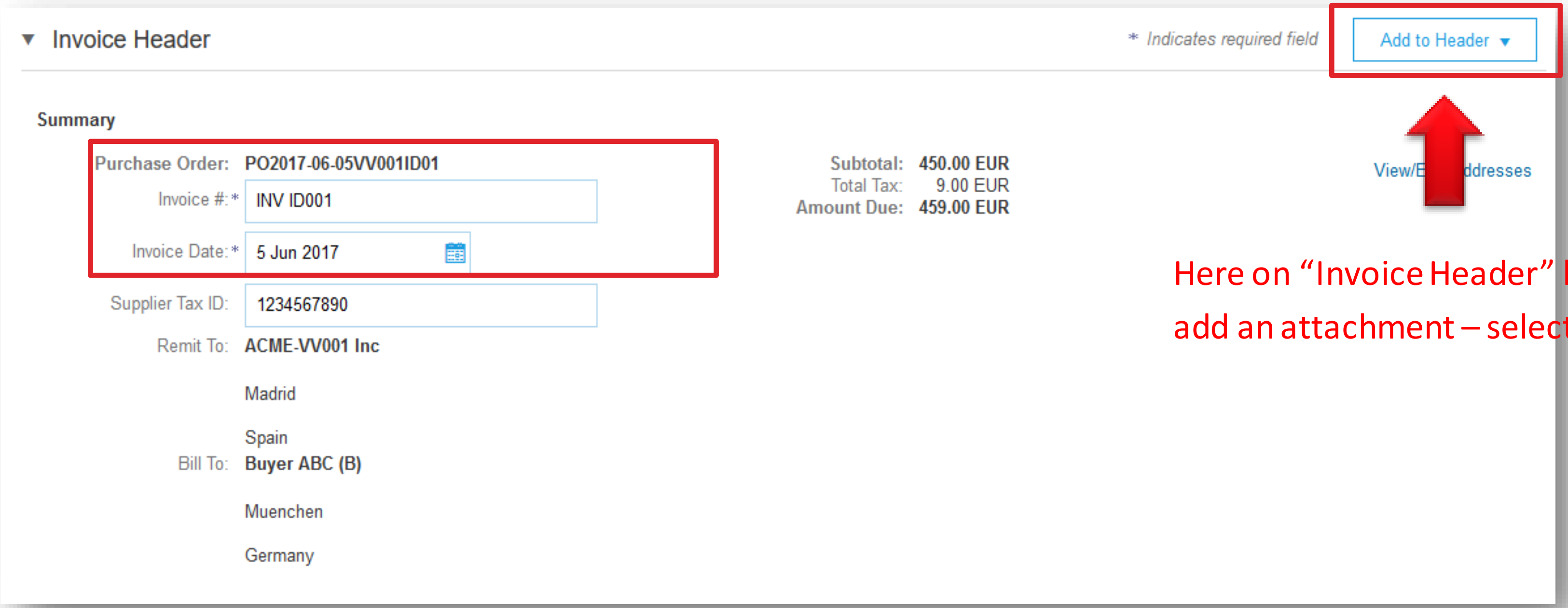
**STEP 2.** Select the „**Create Invoice**” button and then choose „**Standard Invoice**”.




**NOTE** that invoice is automatically pre-populated with the PO data filled by Takeda requester. Complete all fields marked with an asterisk and add tax as applicable.

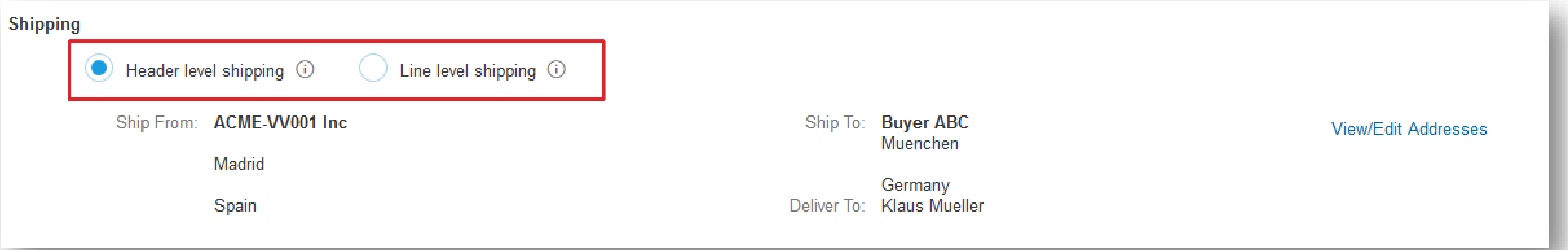
# Invoice Management – Invoice for Materials

**STEP 3.** Please fill in all the required data in the „**Summary**” section. Fill in the invoice number up to 16 signs.




Here on "Invoice Header" level you can add an attachment – select for **MORE**

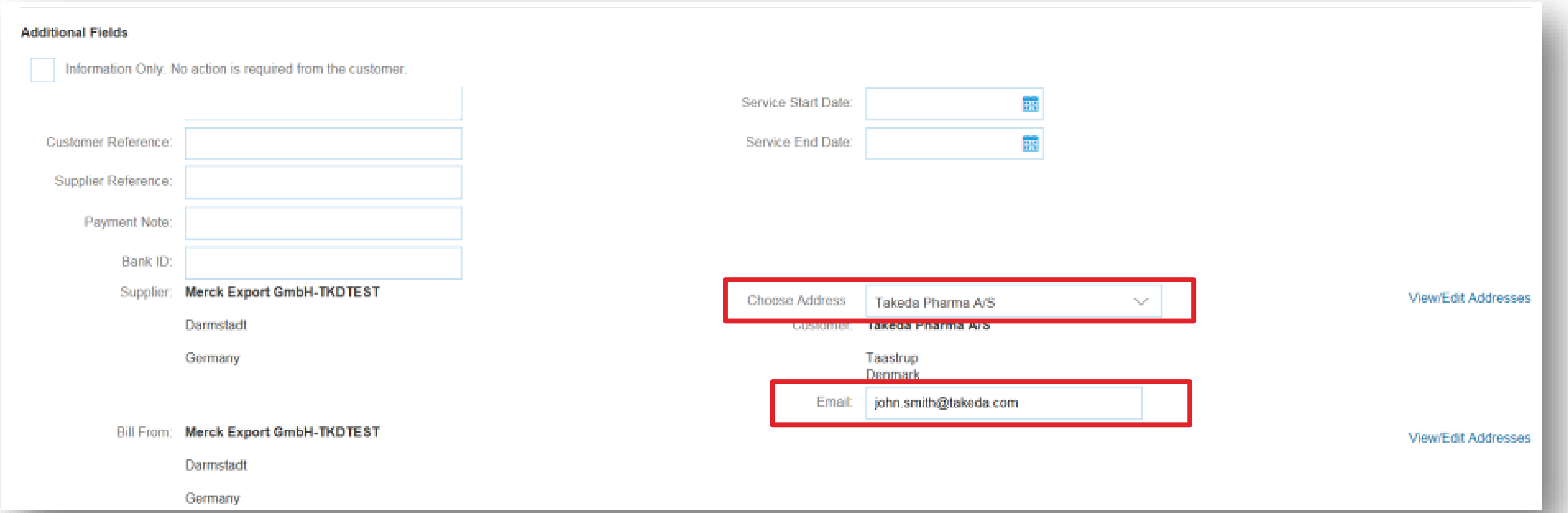
**STEP 4.** Please choose „**Header level shipping**” in „**Shipping**” section.



# Invoice Management – Invoice for Materials

**STEP 5.** Complete all necessary fields in the „**Additional Field**” section:

- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” please enter e-mail address of requester from Takeda.



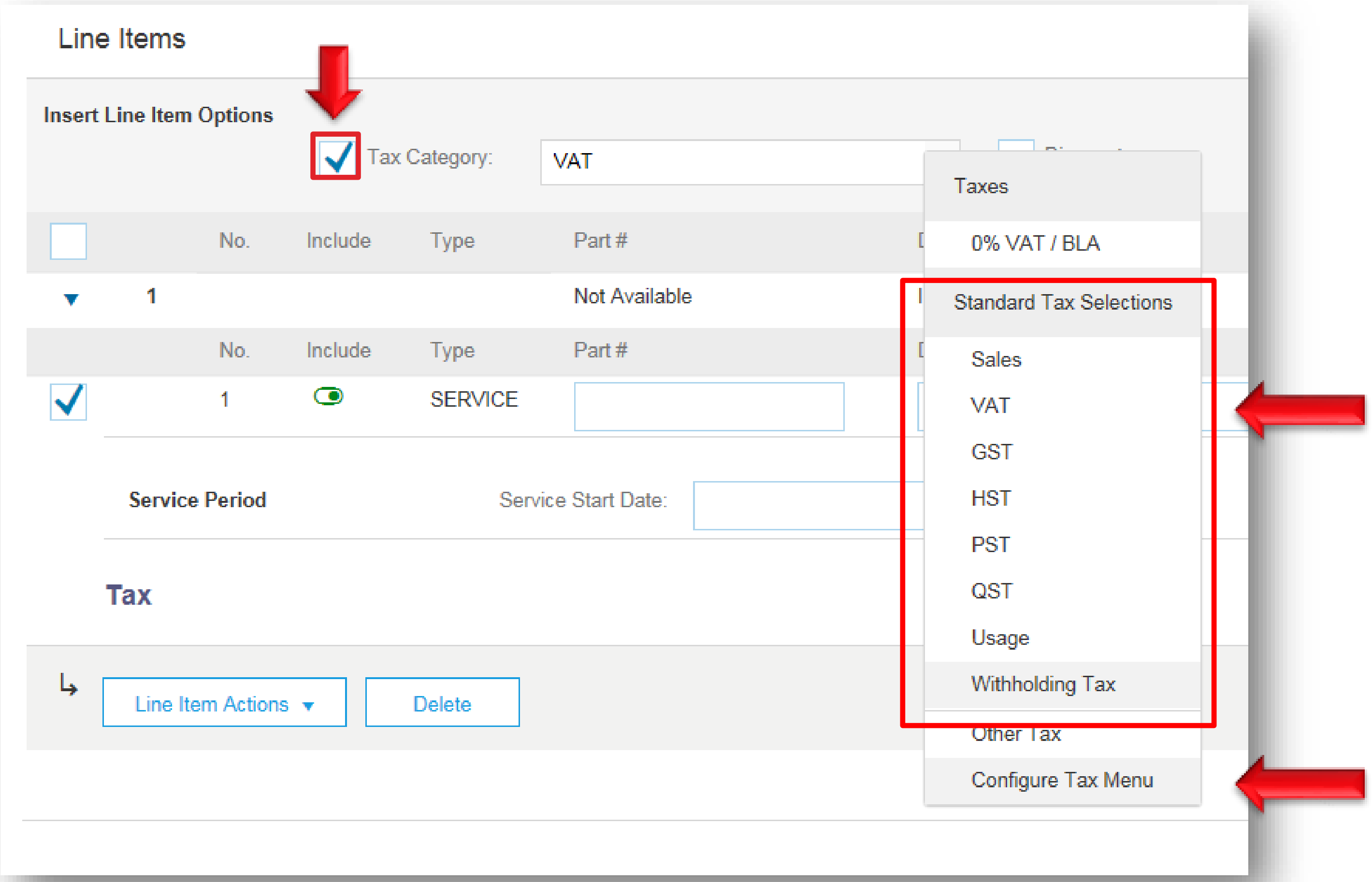

**STEP 6.** Please fill in all the required data in „**Supplier VAT**” section.

**NOTE:** If you are not VAT registered, please put „**0**” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice.

# Invoice Management – Invoice for Materials

**STEP 7.** Tick **Tax Category** and choose tax from the dropdown menu.

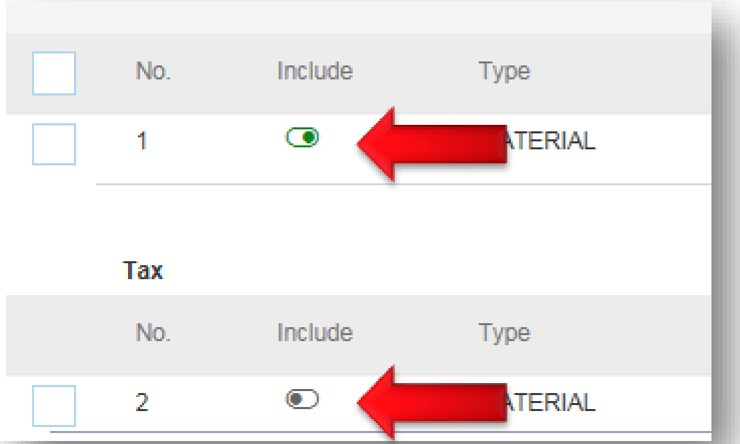
**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in TAX configuration section.



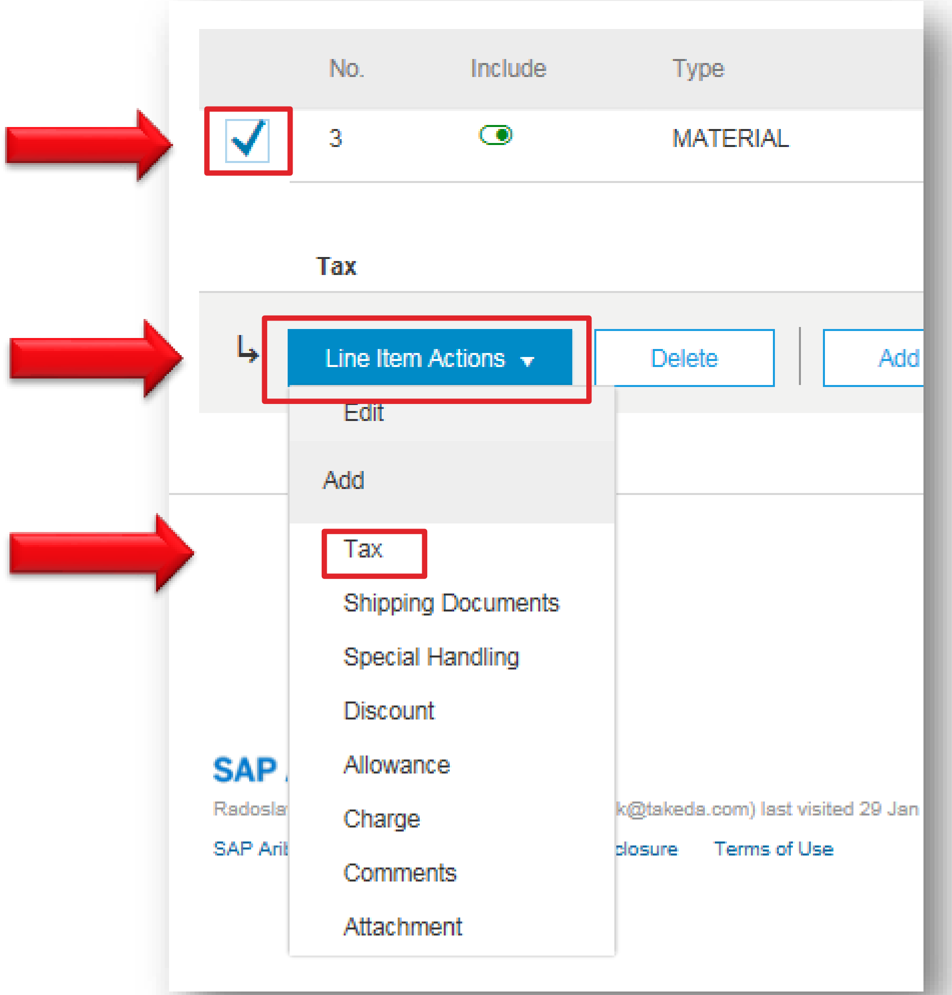

You can also issue an invoice with another TAX, please check TAX configuration section.

# Invoice Management – Invoice for Materials

**STEP 8.** „**Include**” button shows which item will be invoiced.
Here you can choose which position will be included in the invoice. Select the button to close/open the position.




**STEP 9.** In the „**Line Items**” section please tick the line item. Select the „**Line Item Actions**” button and choose „**Tax**”.

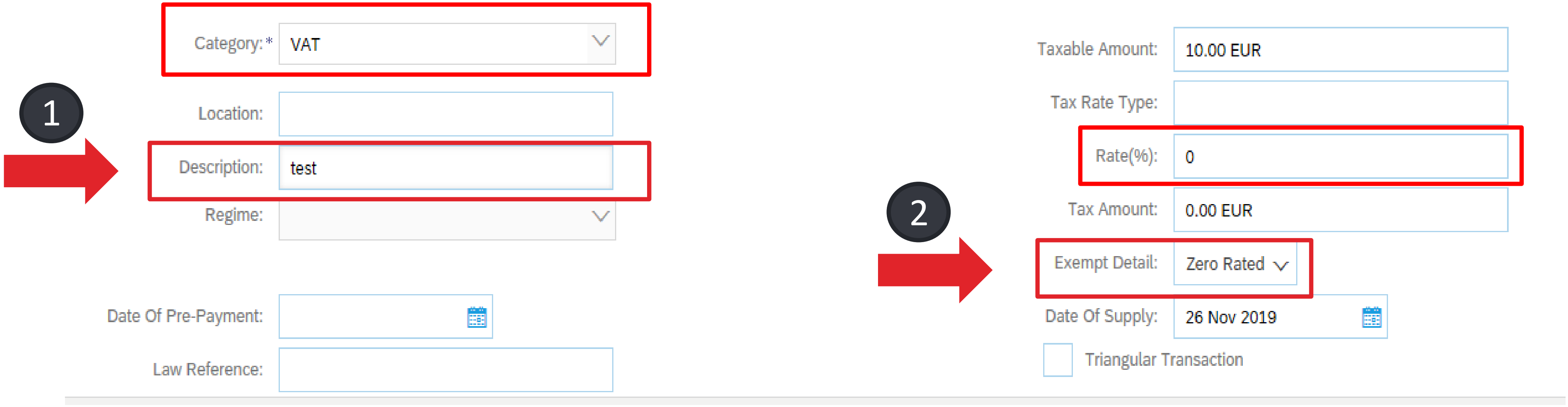


# Invoice Management – Invoice for Materials

**STEP 10.** When new window pops up:

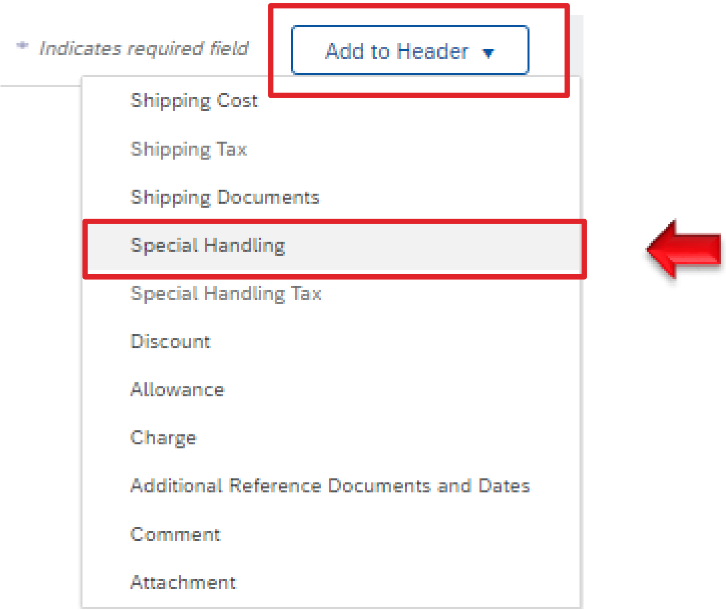
- please choose the same category for tax as chosen before and fill in „**Rate(%)**” field (then Tax Amount field is autopopulated);
- then click „**Next**”.

For **0% VAT** please also fill the description field and tick proper Exempt Detail



# Invoice Management – Invoice for Materials

**STEP 11**. If any other charges are necessary (e.g. for shipping), please select „**Add to Header**” button and choose „**Special Handling**” from the dropdown list.

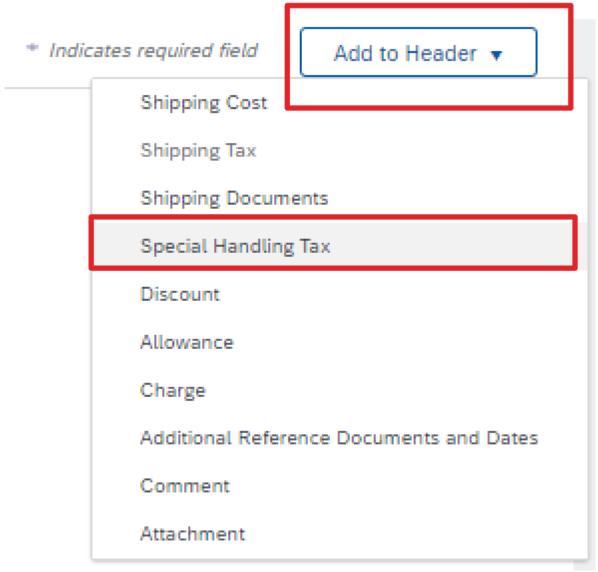


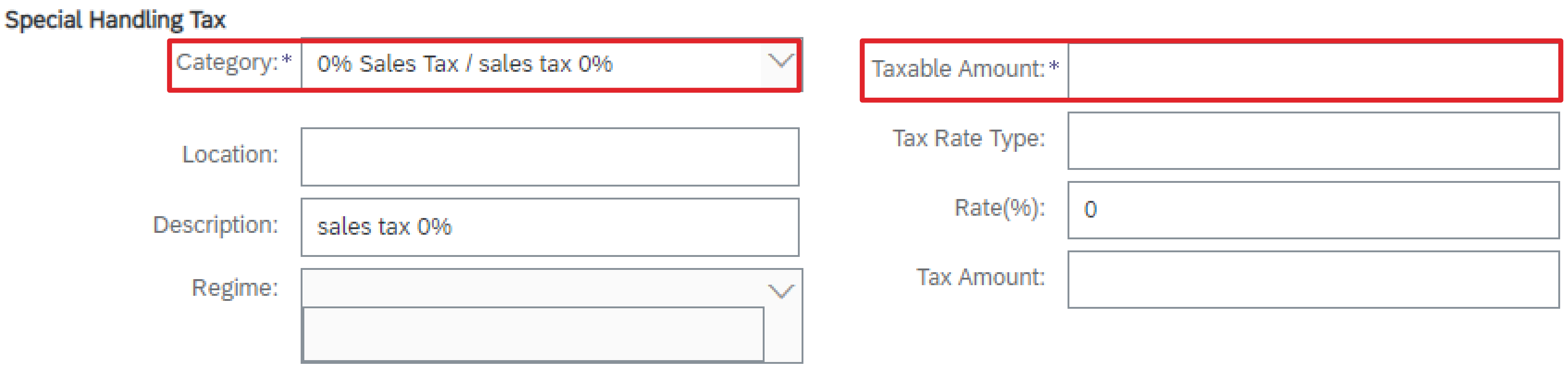

**STEP 12.** Under the „**Shipping**” section, new section „**Special Handling**” appears. Please enter the costs.

# Invoice Management – Invoice for Materials

**STEP 13.** If necessary, please select „**Add to Header**" button and choose „**Special Handling Tax**" to add the taxation.

**STEP 14.** When new section „**Special Handling Tax**" appears, please choose the tax category and enter all required information.

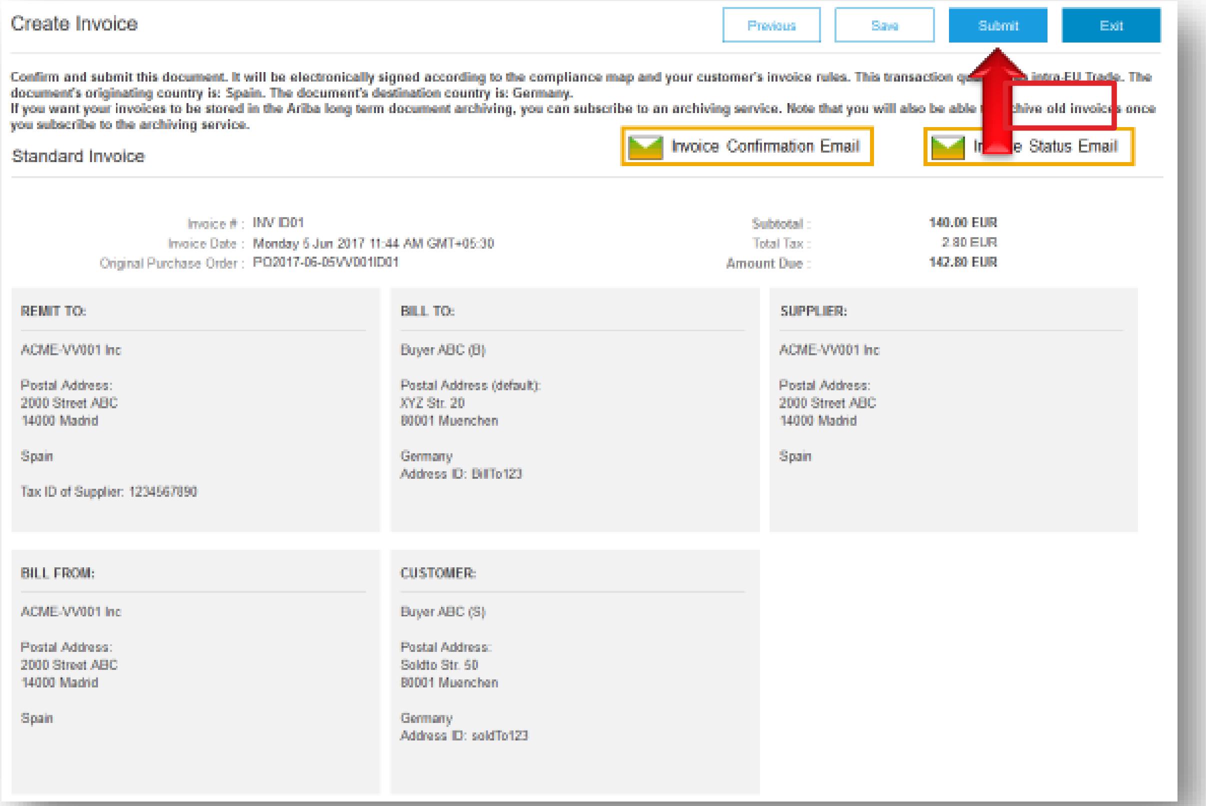


# Invoice Management – Invoice for Materials

**STEP 15.** If all necessary information is complete, please select „**Next**” button.

Here you can preview your invoice. If all the data included on the invoice is correct, choose „**Submit**” to send the invoice.



# Invoice Management – Invoice for Materials

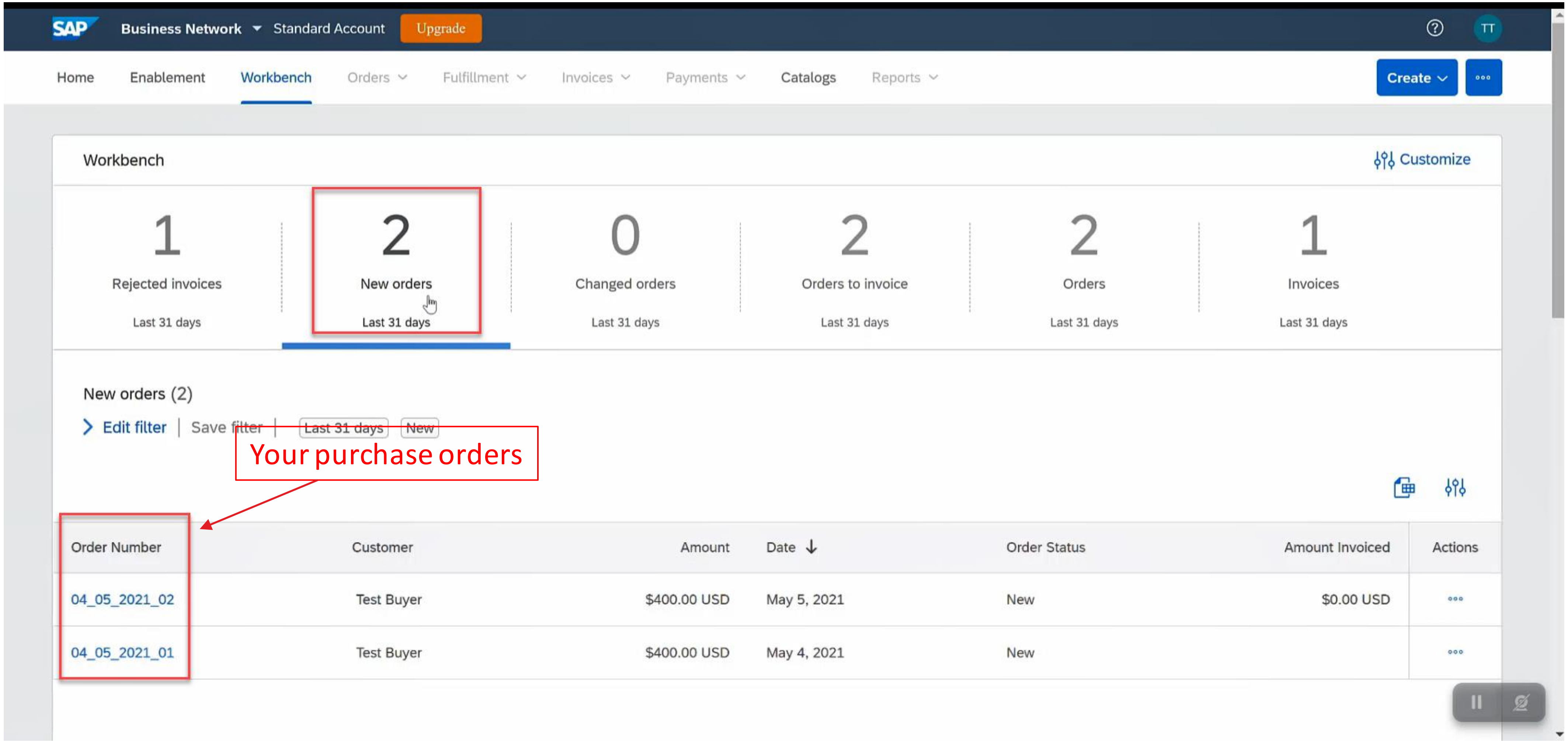
**STEP 16.** After submitting your invoice, you can see the details of the PO and the status. Remember that submitted invoice is always attached to the PO as a related document.


Go to „FAQ Content”

# Invoice Management – Invoice for Services

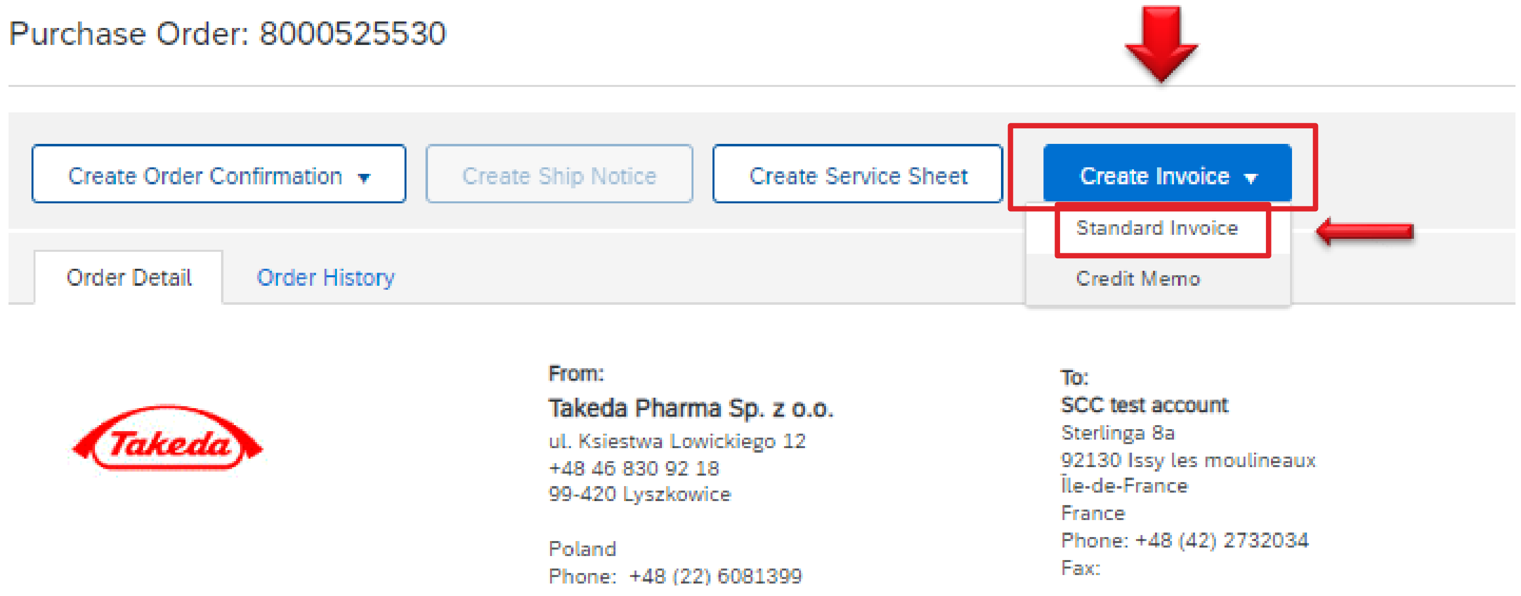
# Invoice Management – Invoice for Services

**STEP 1.** To create a PO-Flip invoice, please log in to your Business Network account and select proper Purchase order number (you can also access this PO through the e-mail notification by selecting "Process order" button inside the e-mail).



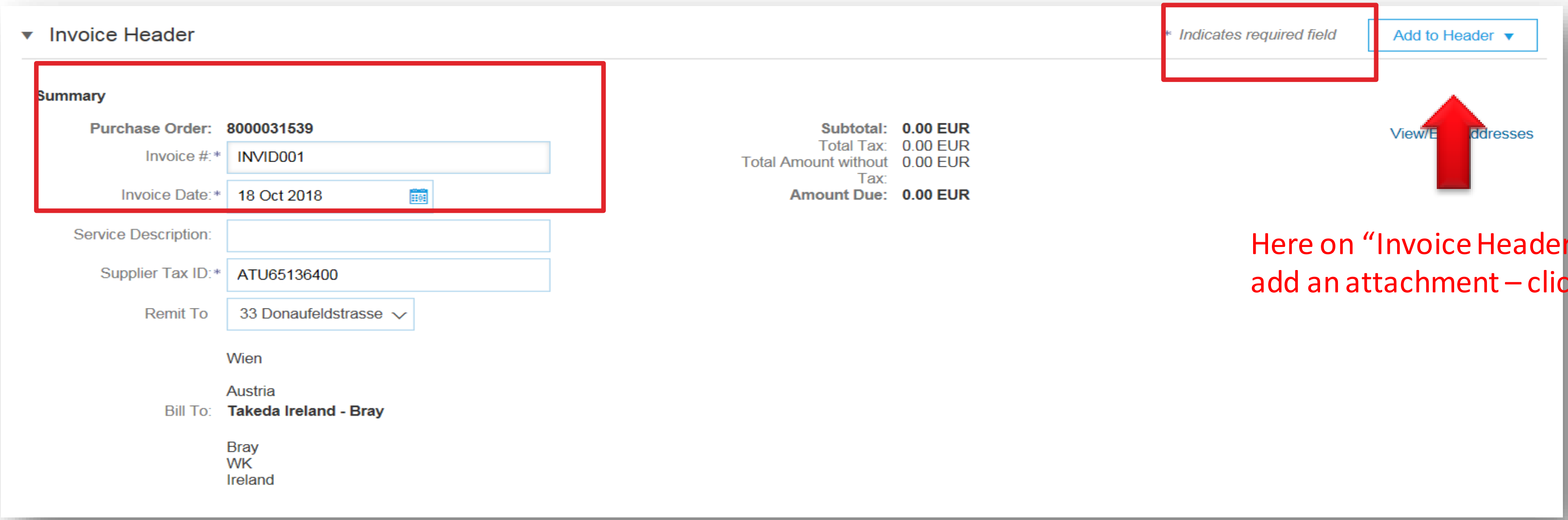
# Invoice Management – Invoice for Services

**STEP 2.** Select „**Create Invoice**” button and choose „**Standard Invoice**”.



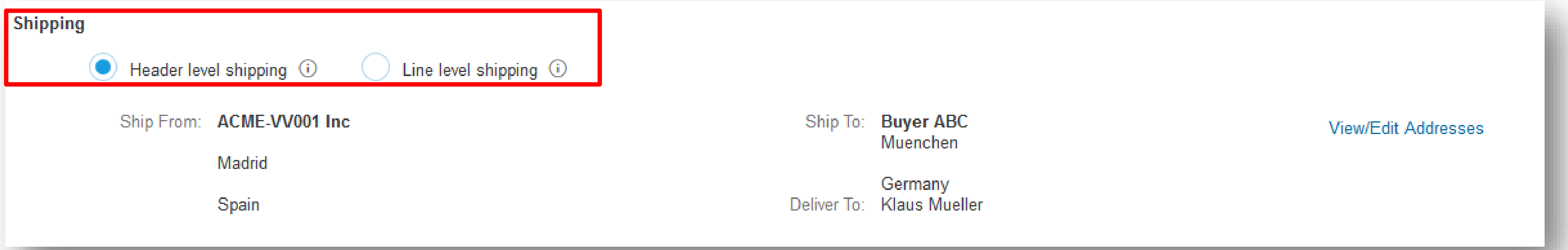
# Invoice Management – Invoice for Services

**STEP 3.** Please fill all required data in the „**Summary**”  section. Fill the invoice number up to 16 signs.




Here on “Invoice Header” level you can add an attachment – click for **MORE**

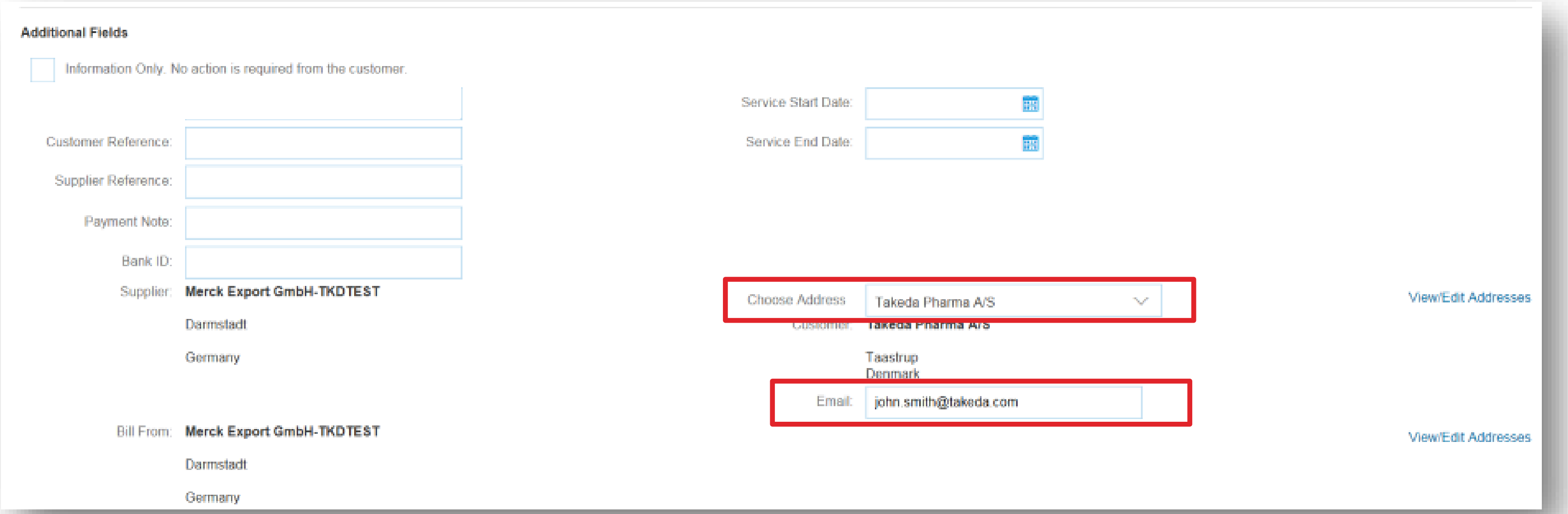
**STEP 4.** Please choose „**Header level shipping**” in the „**Shipping**” section.



# Invoice Management – Invoice for Services

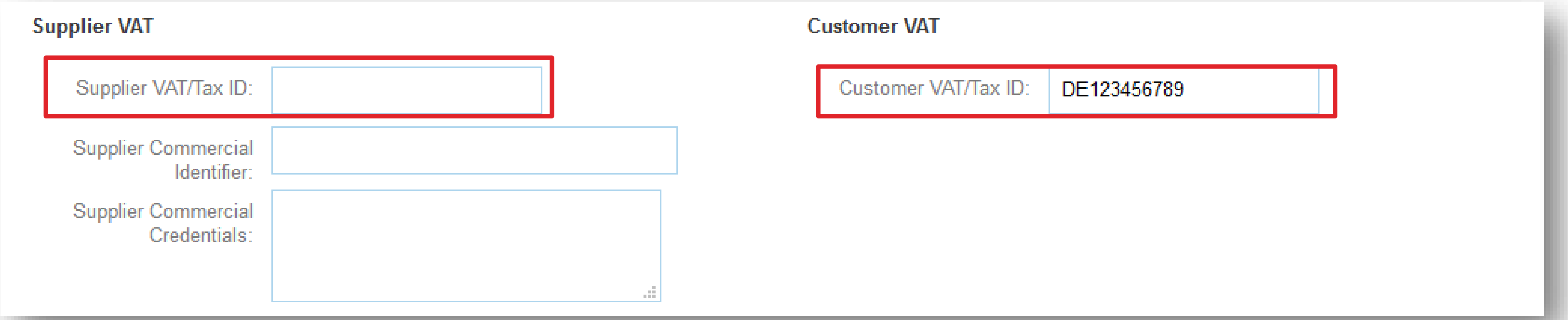
**STEP 5.** Complete all necessary fields in the „**Additional Field**” section:

- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” please enter e-mail address of requester from Takeda.




**STEP 6.** Please fill in all the required data in „**Supplier VAT**” section.

**NOTE:** If you are not VAT registered, please put „**0**” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice.



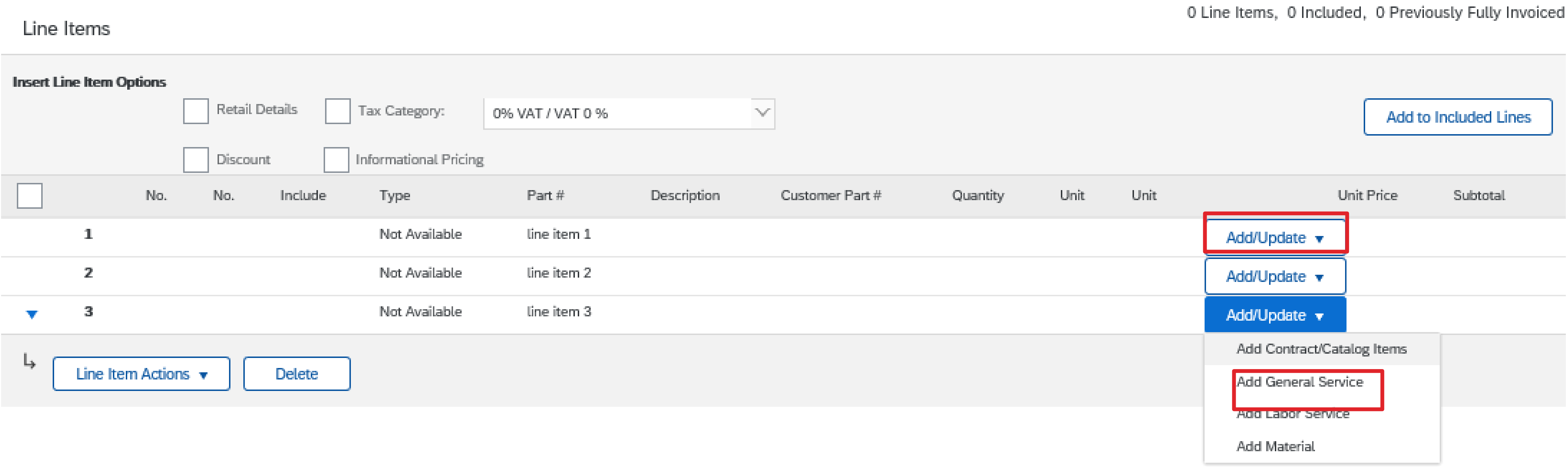
# Invoice Management - Invoice for Services

**STEP 7.** Please select the „**Add/Update**" button and choose „**Add General Service**" next to relevant line item.

**IMPORTANT:**

**In case you have more than one line item please check your PO to make sure you are referring to proper one.**

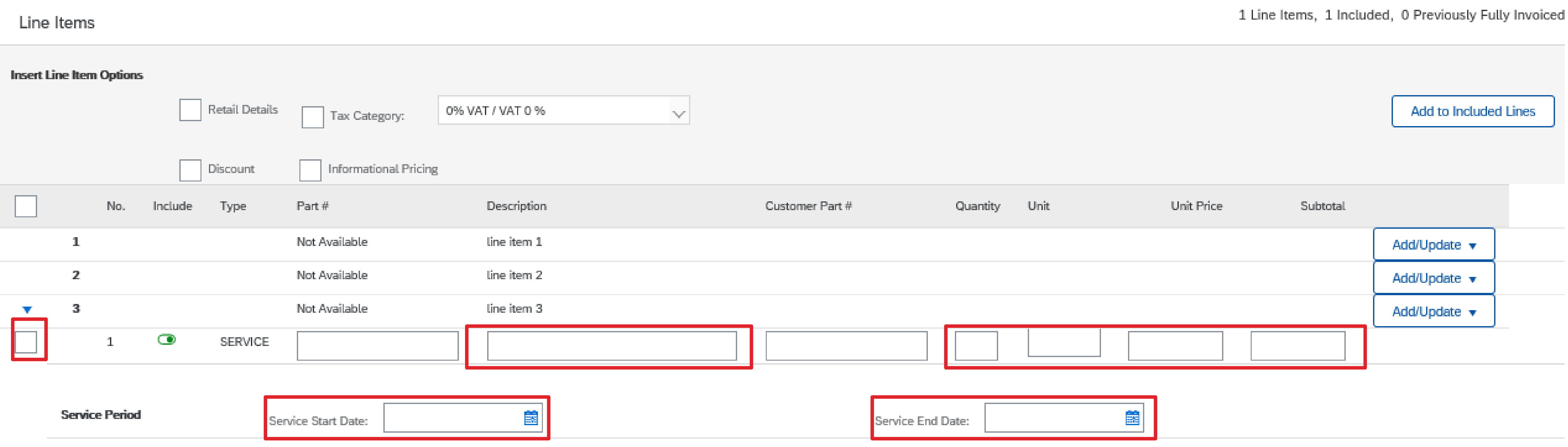
**Every line may have a different max. amount set, exceeding this amount <u>will result in the invoice being rejected</u>.**



# Invoice Management - Invoice for Services

**STEP 8.** Fill in **Description**, **Quantity**, **Unit**, **Unit Price** and **Subtotal** fields. Add **Service Start Date** and **Service End Date**. Tick this line item.

**REMINDER: Line items of created invoice must not exceed the amount of relevant line item set in the PO, otherwise <u>the invoice will be rejected</u>.**

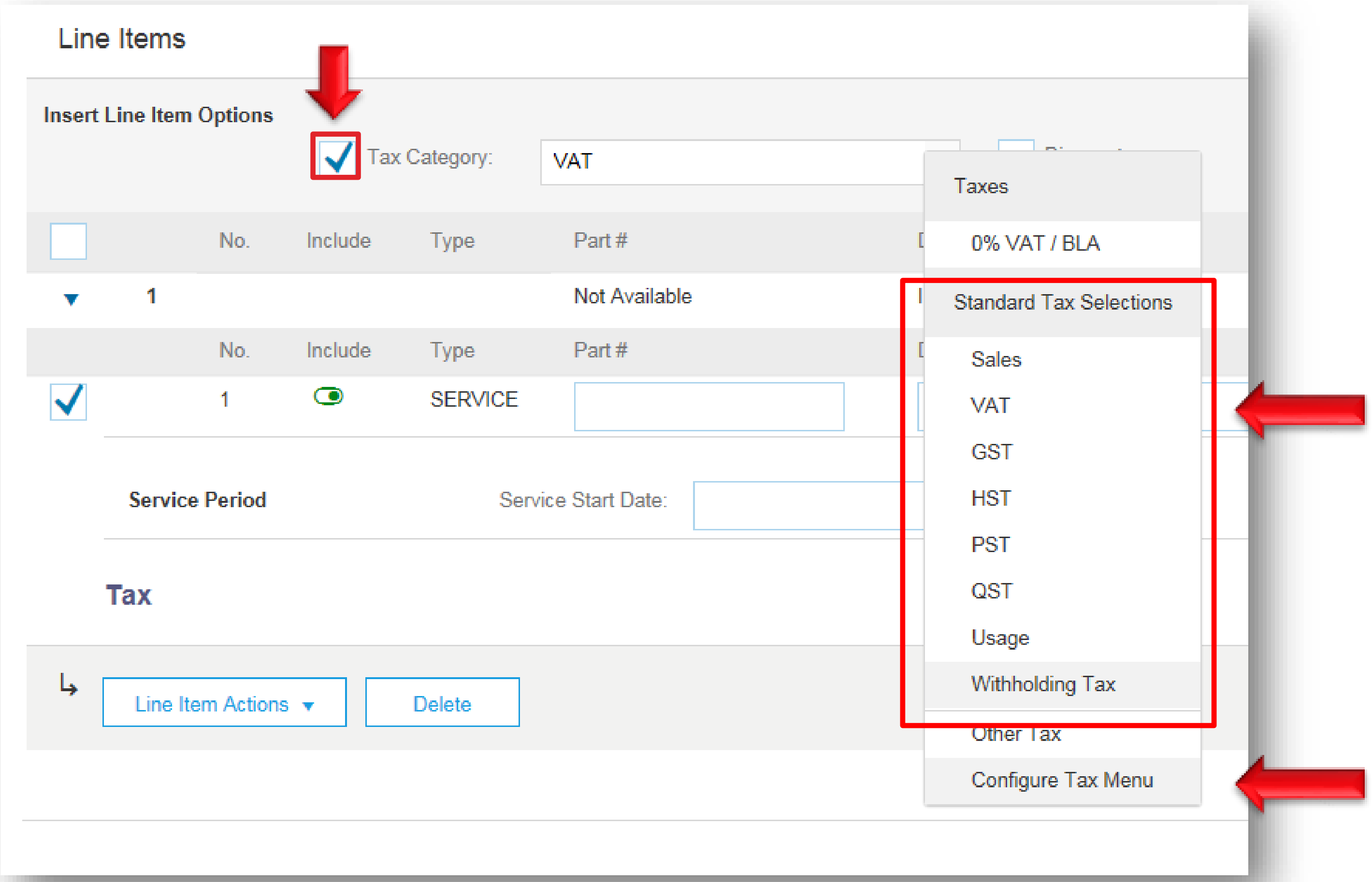



**Note:** Remember to put **1** as a **Quantity** and **EA** (meaning „each”) as a **Unit** (always with **CAPITAL LETTERS**).

# Invoice Management – Invoice for Services

**STEP 9.** Tick **Tax Category** and choose tax from the dropdown menu.

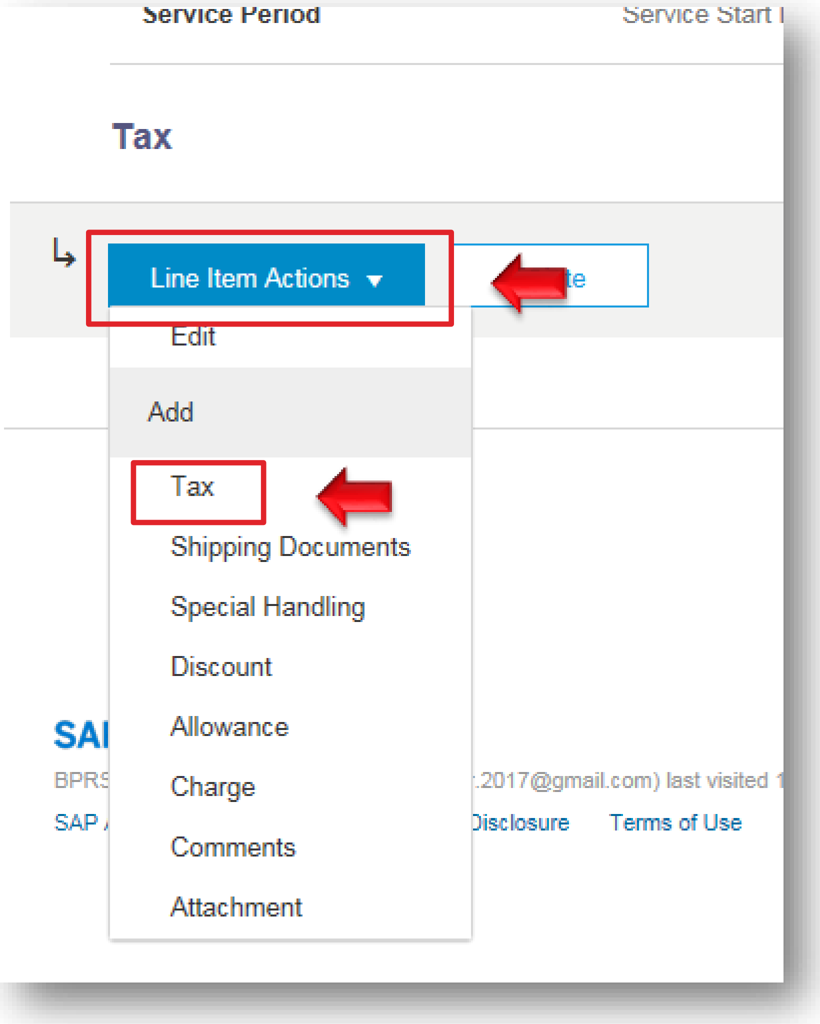
**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in TAX configuration section.




You can also issue an invoice with another TAX, please check TAX configuration section.

# Invoice Management – Invoice for Services

**STEP 10.** Select „**Line Item Actions**” and choose „**Tax**”.



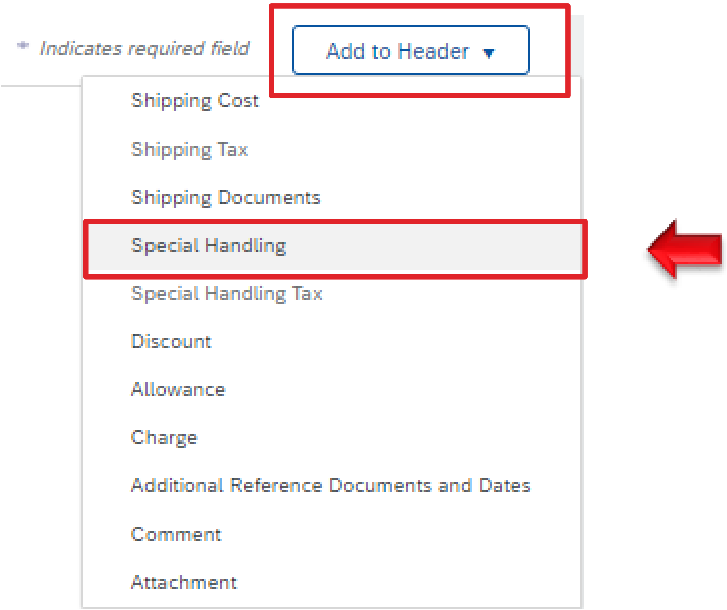
# Invoice Management – Invoice for Services

**STEP 11.** When new window pops up: please choose the same category for tax as chosen before and fill in the „**Rate(%)**” field (then Tax Amount field is autopopulated).

For **0% VAT** please also fill the description field and tick proper Exempt Detail

# Invoice Management – Invoice for Services

**STEP 12**. If any other charges are necessary (e.g. for shipping), please select „**Add to Header**” button and choose „**Special Handling**” from the dropdown list.

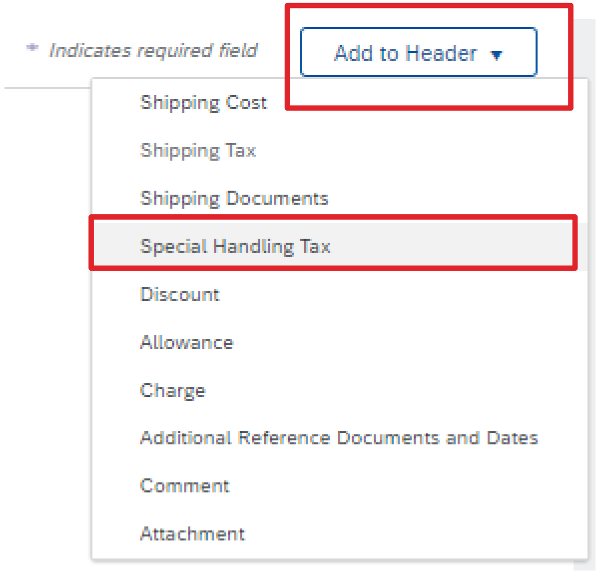


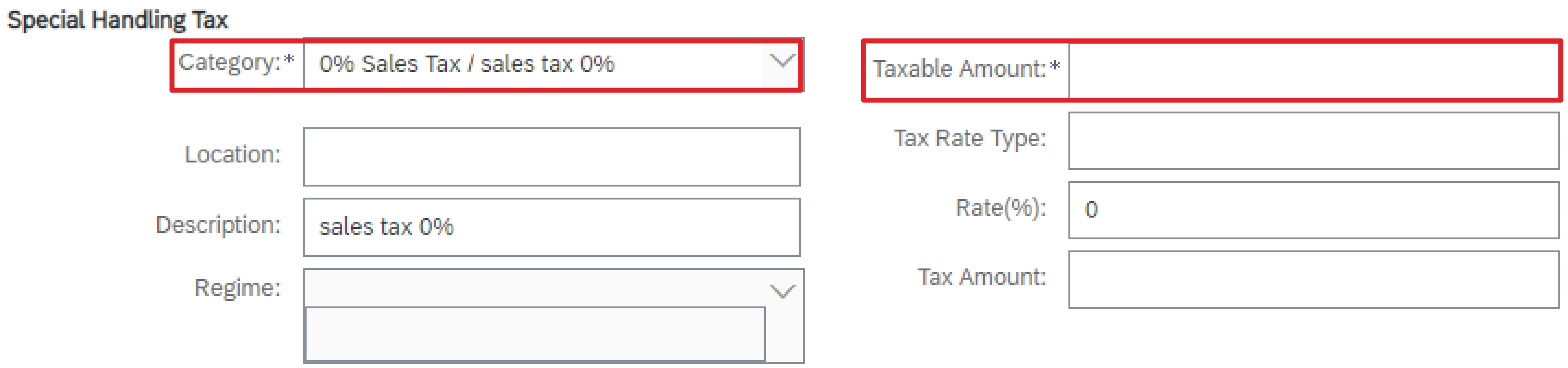

**STEP 13.** Under the „**Shipping**” section, new section „**Special Handling**” appears. Please enter the costs.

# Invoice Management – Invoice for Services

**STEP 14.** If necessary, please select „**Add to Header**” button and choose „**Special Handling Tax**” to add the taxation.

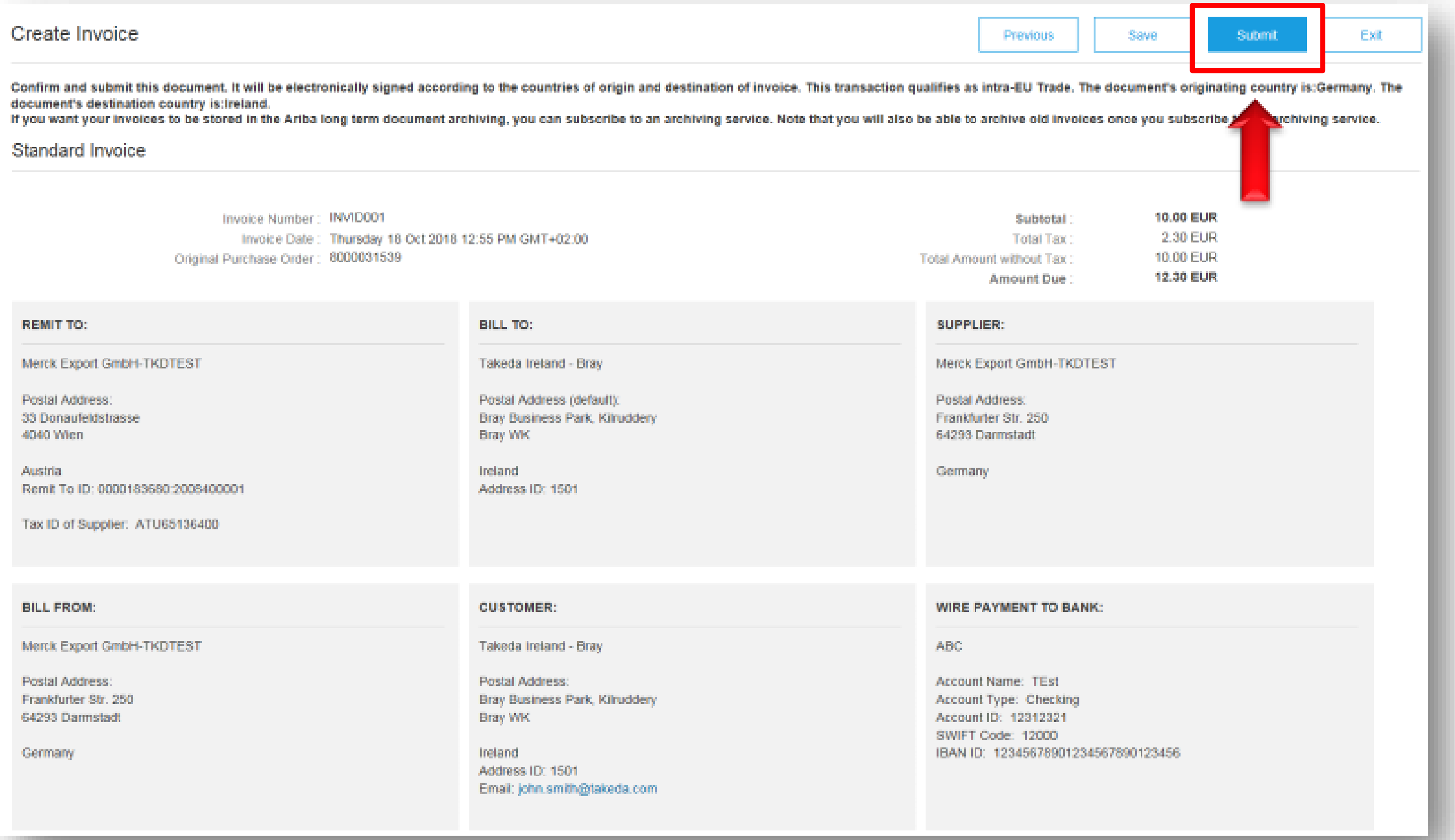
**STEP 15.** When new section „**Special Handling Tax**” appears, please choose the tax category and enter all required information.



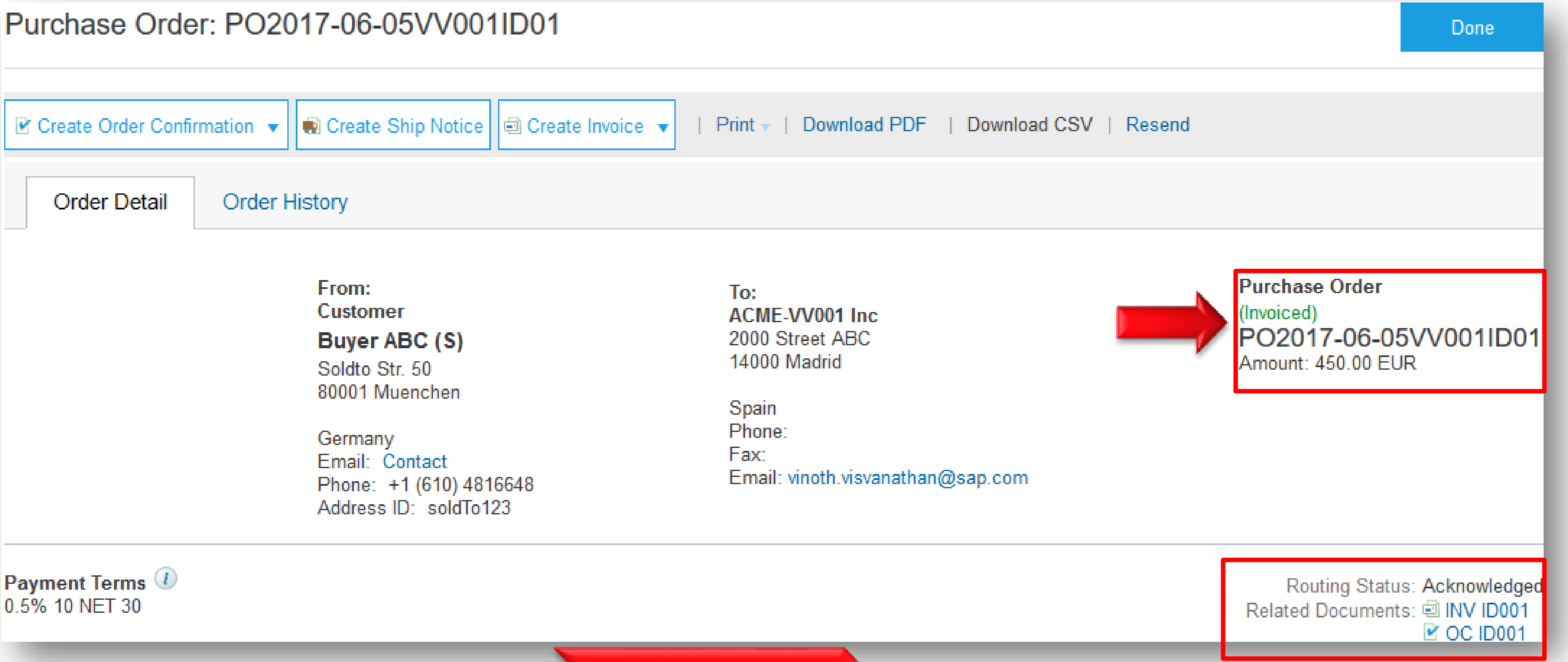
# Invoice Management – Invoice for Services

**STEP 16.** Here you can preview your invoice. If all the data included on the invoice is correct, select the „**Submit**” button to send the invoice.



# Invoice Management – Invoice for Services

**STEP 17.** After submitting your invoice, you will be able to see the details of the PO. You can track the status of the PO on that page. Remember that submitted invoice is always attached to the PO as a related document.

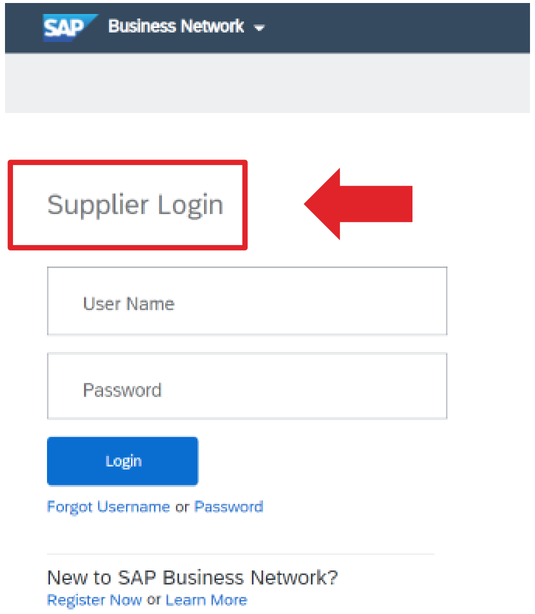


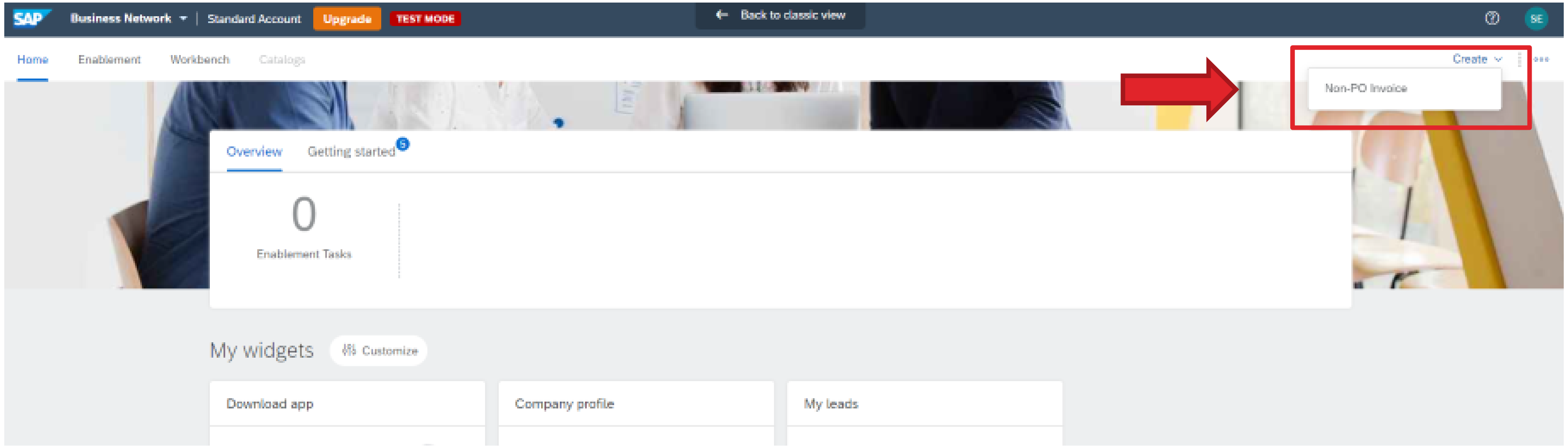

Go to „FAQ Content"

# Invoice Management – Non-PO Invoices

# Invoice Management – Non-PO Invoice

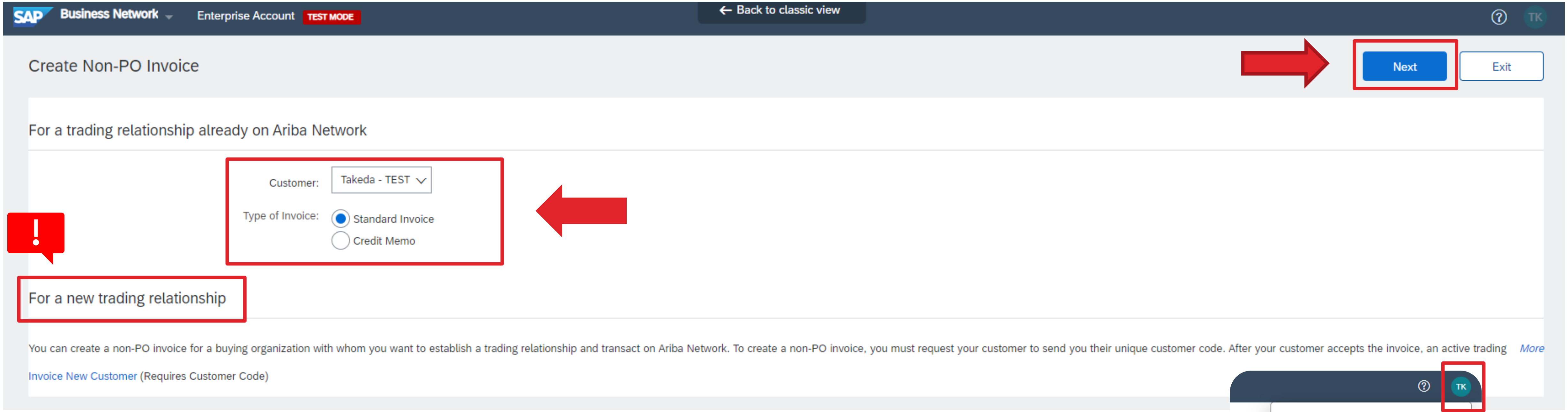
**STEP 1.** Log in to your account as a supplier via https://service.ariba.com/ (you will be asked to choose either „Buyer” or „Supplier”, please select „**Supplier**”). Once logged in select „**Create**” button on the navigation menu and then select „**Non-PO Invoice**”.



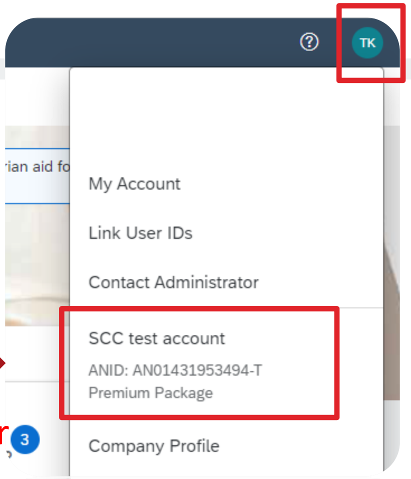
# Invoice Management – Non-PO Invoice

**STEP 2.** Select Takeda from the „**Customer**” drop down list, then select „**Standard Invoice**” and click „**Next**”.



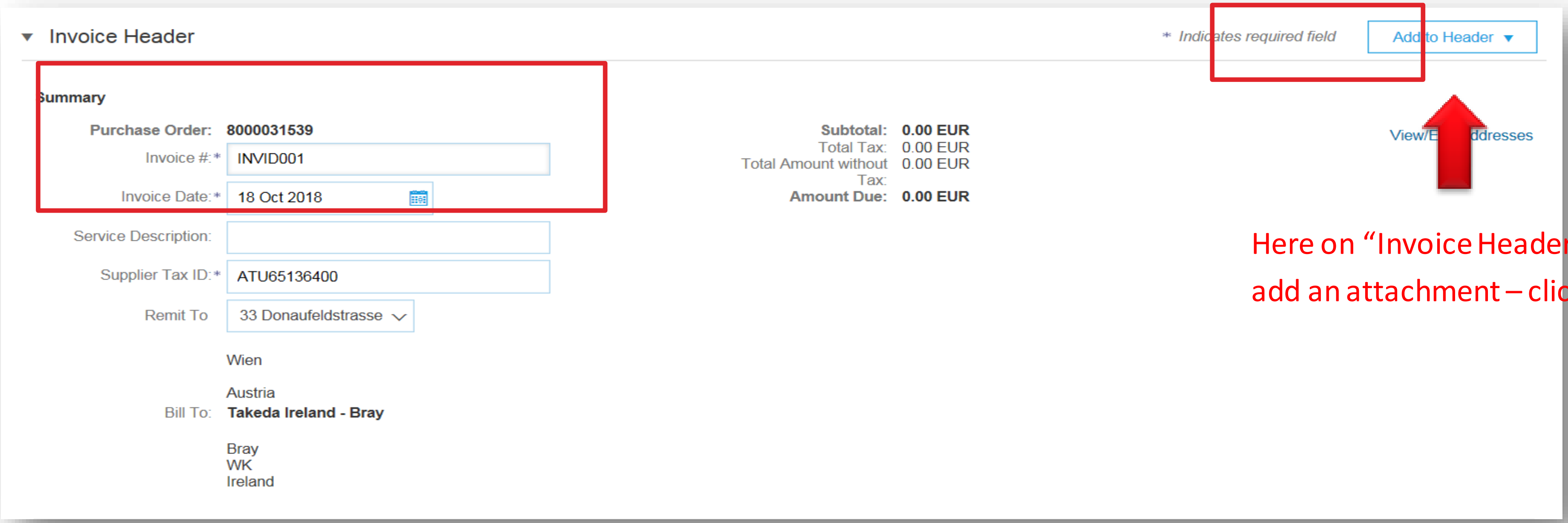

**ATTENTION:** If you cannot find Takeda on your customer list, please contact supplier.enablement@takeda.com with a request to establish a trading relationship between your company and Takeda. In the e-mail, please provide your ANID, which can be found after clicking on the icon with your initials in the top right corner (on the main page of your account).

ANID number



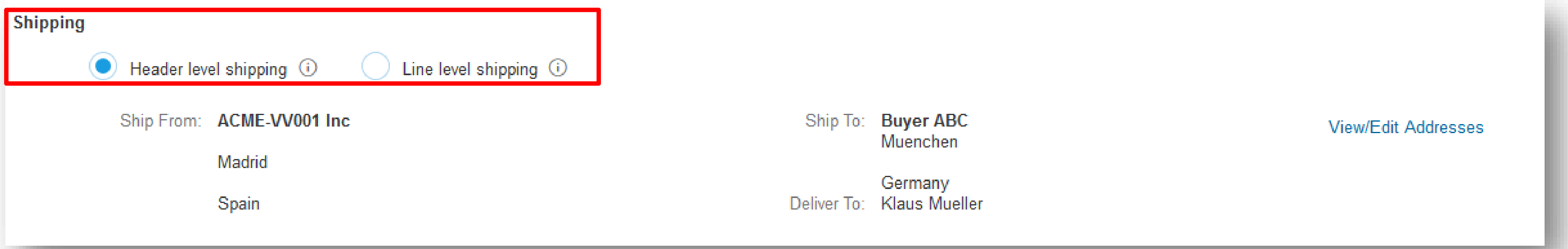
# Invoice Management – Non-PO Invoice

**STEP 3.** Please fill all required data in the „**Summary**”  section. Fill the invoice number up to 16 signs.




Here on “Invoice Header” level you can add an attachment – click for **MORE**

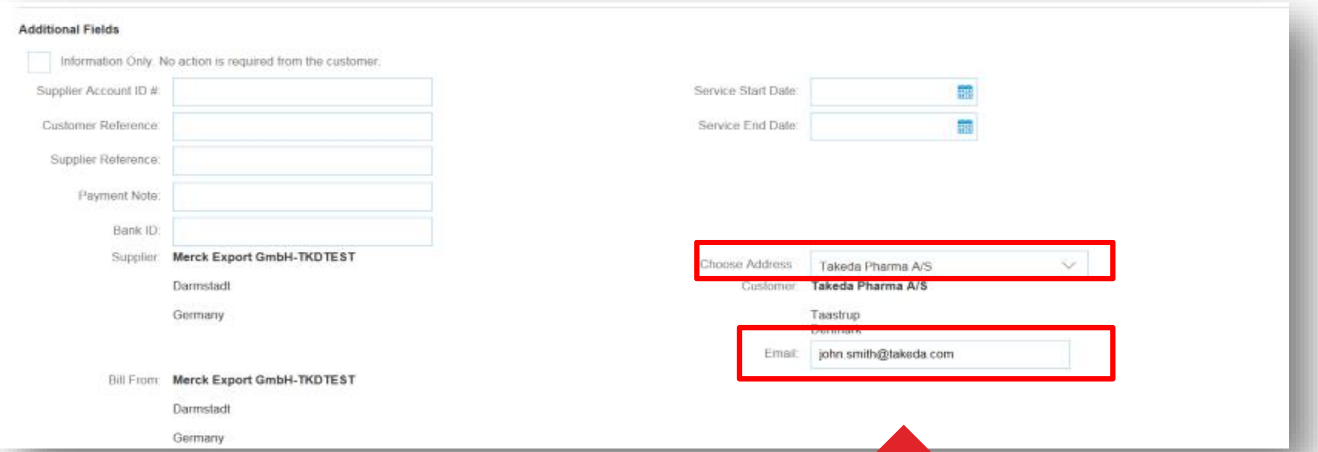
**STEP 4.** Please choose „**Header level shipping**” in the „**Shipping**” section.



# Invoice Management – Non-PO Invoice

**STEP 5.** Complete all necessary fields in the „**Additional Field**” section:

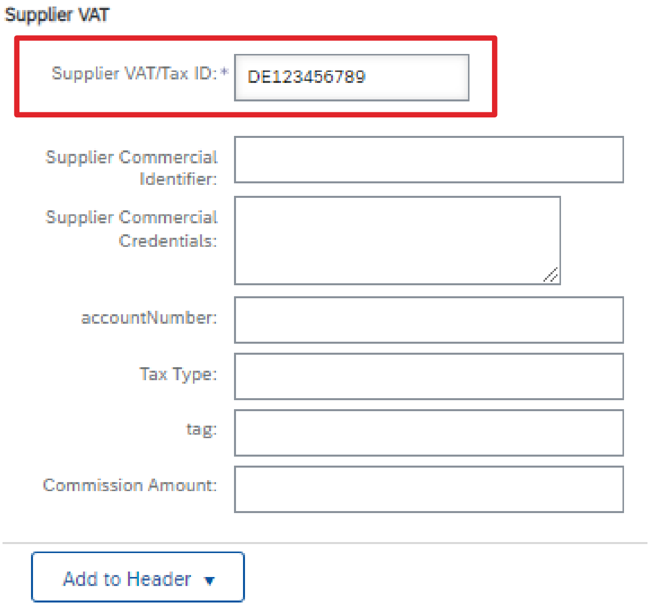
- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” <u>it is important to enter e-mail address of requester from Takeda</u>.




**IMPORTANT:** Please make sure to provide the correct e-mail of your requester from Takeda.

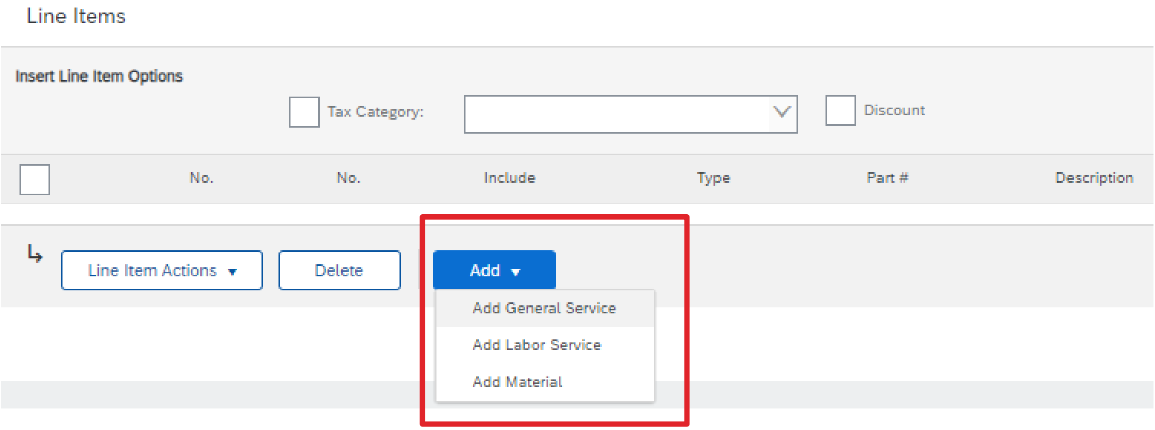
**STEP 6.** Please fill Supplier VAT/Tax ID field.

**NOTE:** If you are not VAT registered, please put „0” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice



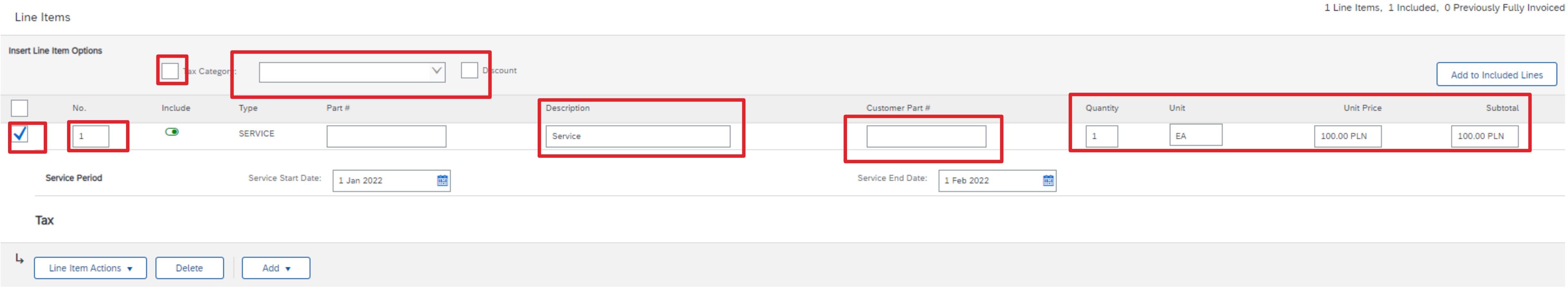
# Invoice Management – Non-PO Invoice

**STEP 7.** In the „**Line Items**” section select the „**Add**” button, and from the dropdown list choose the valid item.




**STEP 9.** Fill in **Description, Quantity, Unit, Unit Price and Subtotal** fields. For General Service or Labor Service please fill in **Service Start Date and Service End Date**. Then tick the line item.

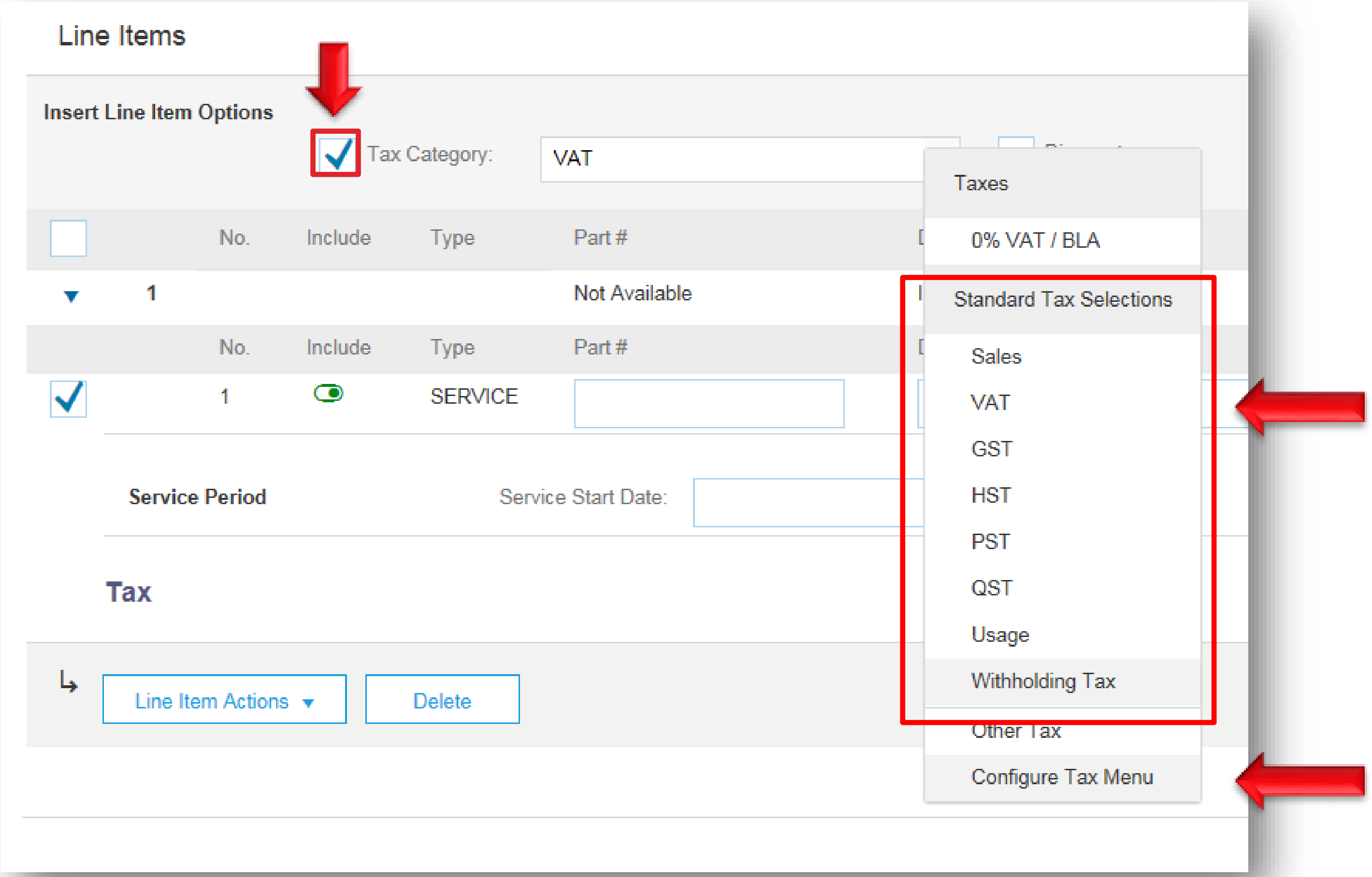
**Note: For <u>service</u> invoices -** remember to put 1 as a Quantity and **EA** (meaning „each”) as a Unit (always with **CAPITAL LETTERS**). **For <u>material</u> invoices** - service period is not required, quantity can be set up higher than „1”.



# Invoice Management – Non-PO Invoice

**STEP 10.** Tick **Tax Category** and choose tax from the dropdown menu.

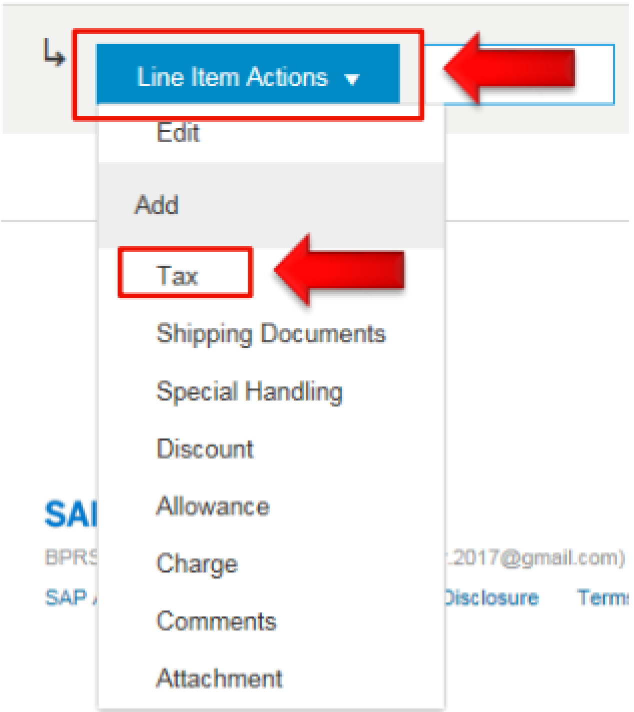
**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in TAX configuration section.




You can also issue an invoice with another TAX, please check TAX configuration section.

# Invoice Management – Non-PO Invoice

**STEP 11.** Select „**Line Item Actions**” and choose „**Tax**”.



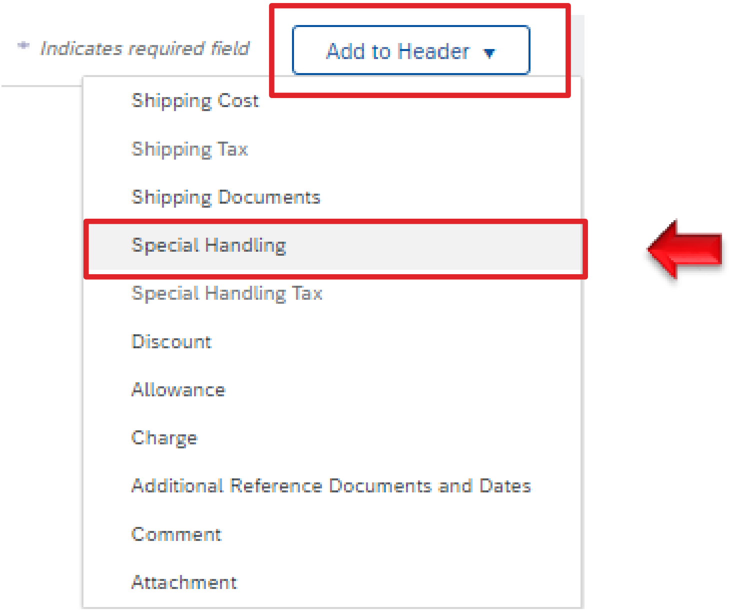
# Invoice Management – Non-PO Invoice

**STEP 12.** When new window pops up: please choose the same category for tax as chosen before and fill in the „**Rate(%)**" field (then Tax Amount field is autopopulated);

For **0% VAT** please also fill the description field and tick proper Exempt Detail

# Invoice Management – Non-PO Invoice

**STEP 13**. If any other charges are necessary (e.g. for shipping), please select „**Add to Header**" button and choose „**Special Handling**" from the dropdown list.

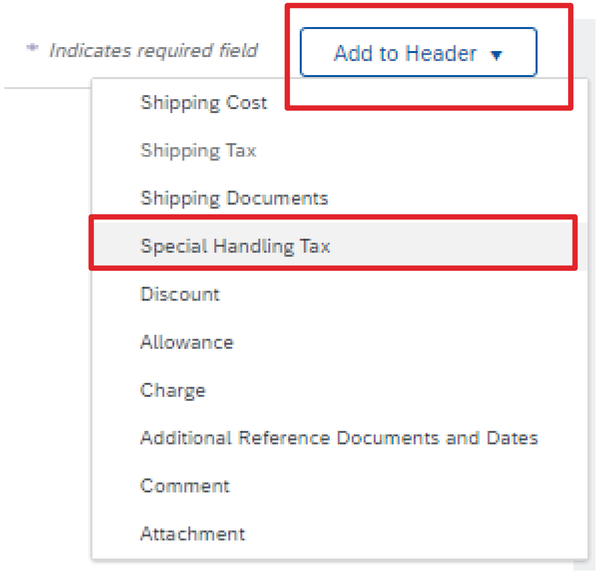


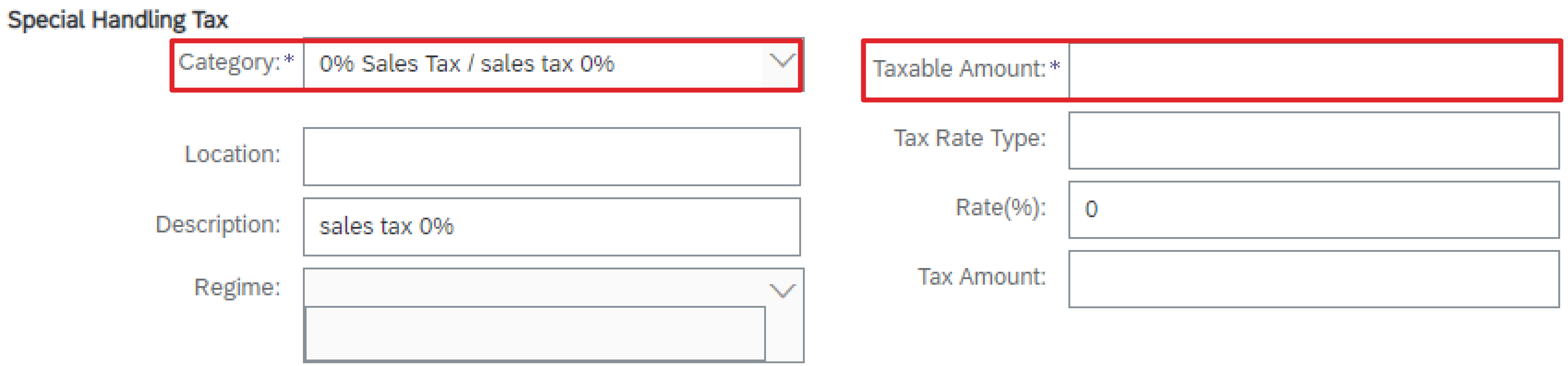

**STEP 14.** Under the „**Shipping**" section, new section „**Special Handling**" appears. Please enter the costs.

# Invoice Management – Non-PO Invoice

**STEP 15.** If necessary, please select „**Add to Header**” button and choose „**Special Handling Tax**” to add the taxation.

**STEP 16.** When new section „**Special Handling Tax**” appears, please choose the tax category and enter all required information.

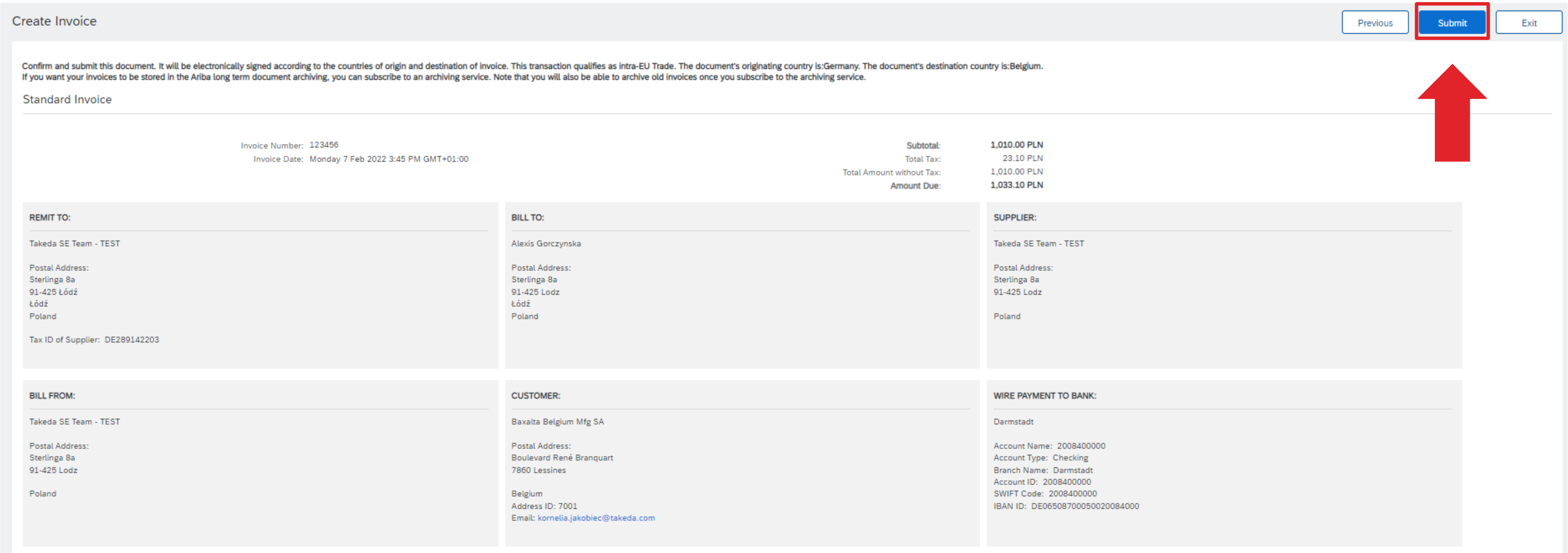


# Invoice Management – Non-PO Invoice

**STEP 17.** Here you can preview your invoice.

If all the data included on the invoice is correct - select „**Submit**” to send the invoice.

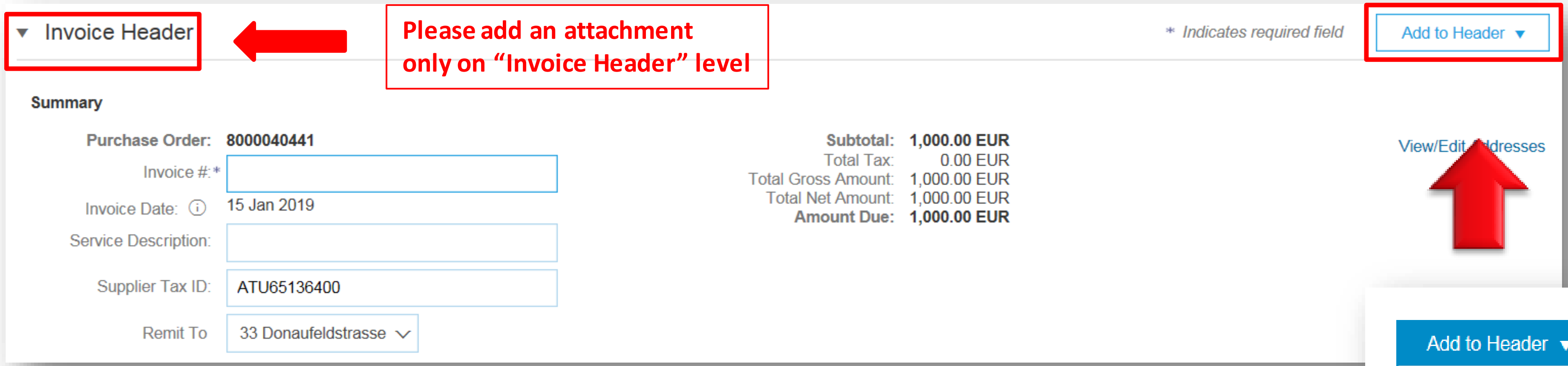


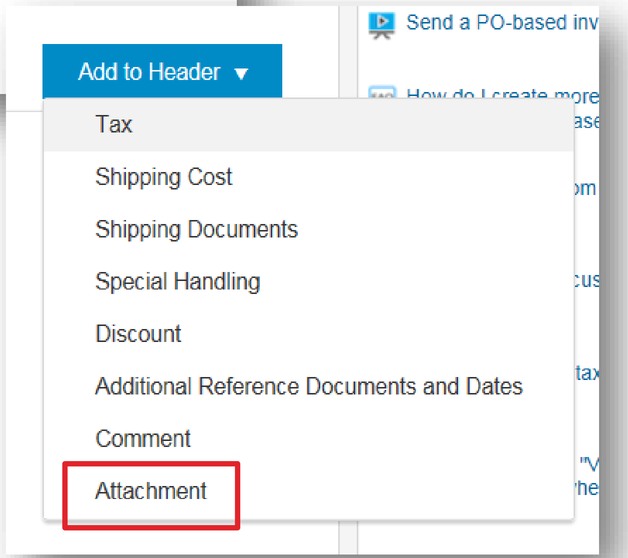
# How to Add an Attachment?

# How to Add an Attachment?

**STEP 1.** Please select the „**Add to Header**" button and choose option „**Attachment**" from the dropdown menu.

**IMPORTANT: Attachments should be added ONLY ON "INVOICE HEADER" LEVEL. Please don't add them on "Line Item" section as in such cases Takeda will not be able to process your invoice.**



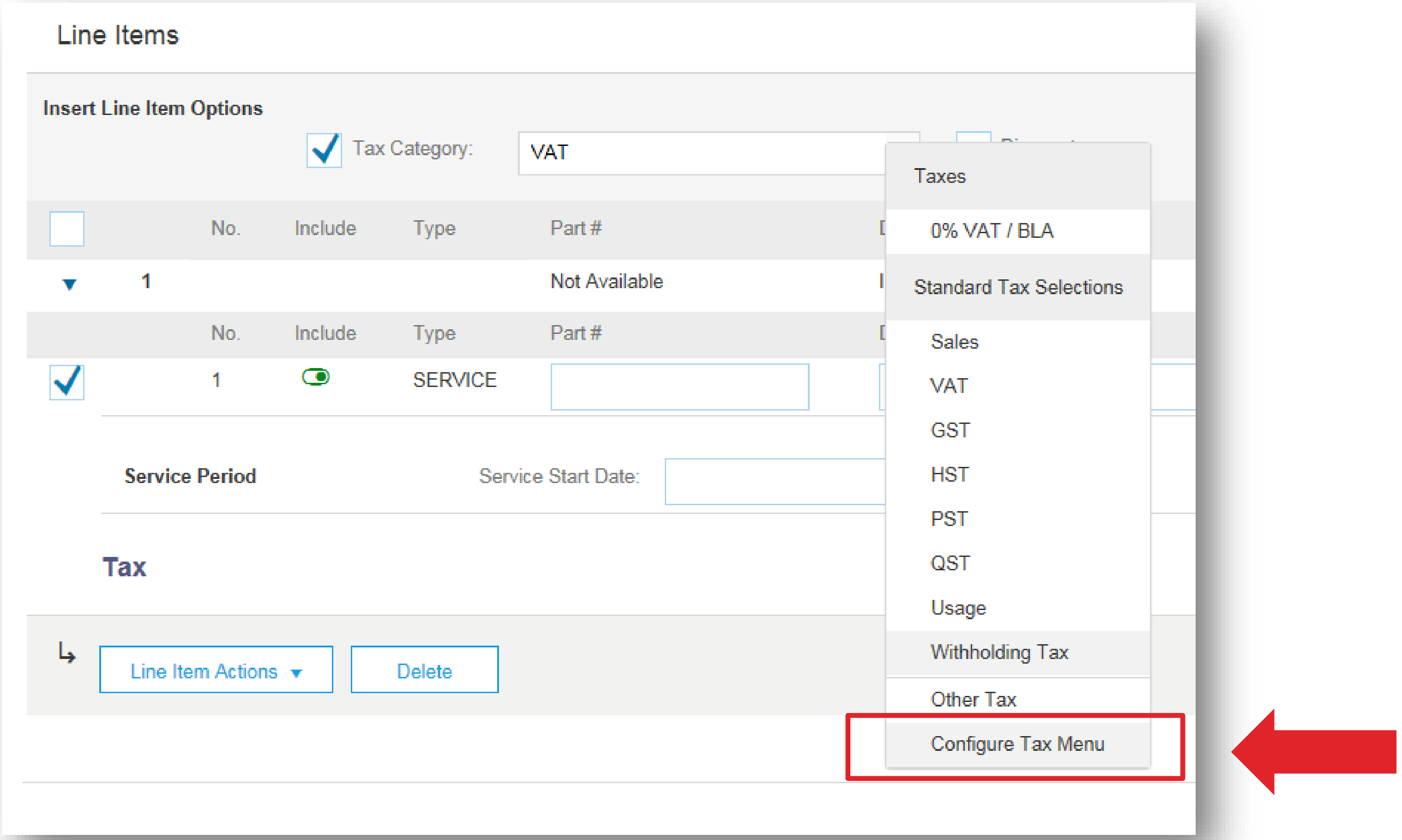

**STEP 2.** When a new part of invoice header appears please press „**Browse**" and choose your file.

# Tax Configuration

# Tax Configuration

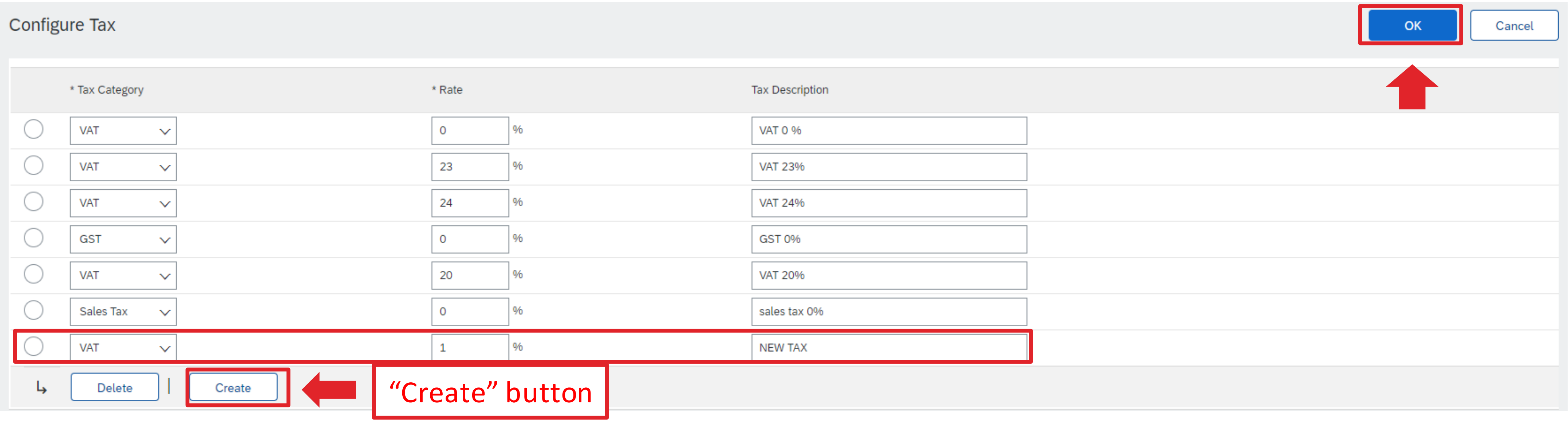
If you create an invoice and the appropriate tax category is not available, you can add a new category.

**STEP 1.** At the bottom of the invoice creation page please choose „**Configure Tax Menu**” from the dropdown list.

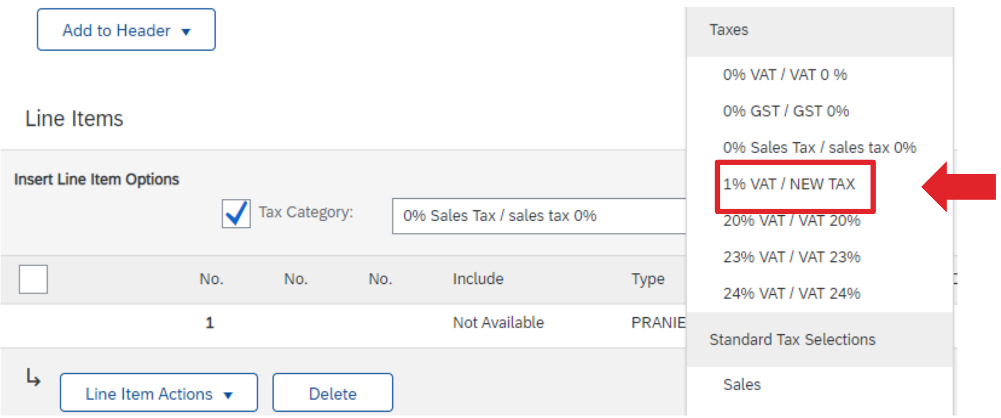


# Tax Configuration

**STEP 2.** You will be moved to the next page. Please select „**Create**” button to provide a new tax item. Fill in all necessary fields – “**Tax Category**” with VAT, “**Rate**” and **“Tax description”**. Then press „**OK**”.



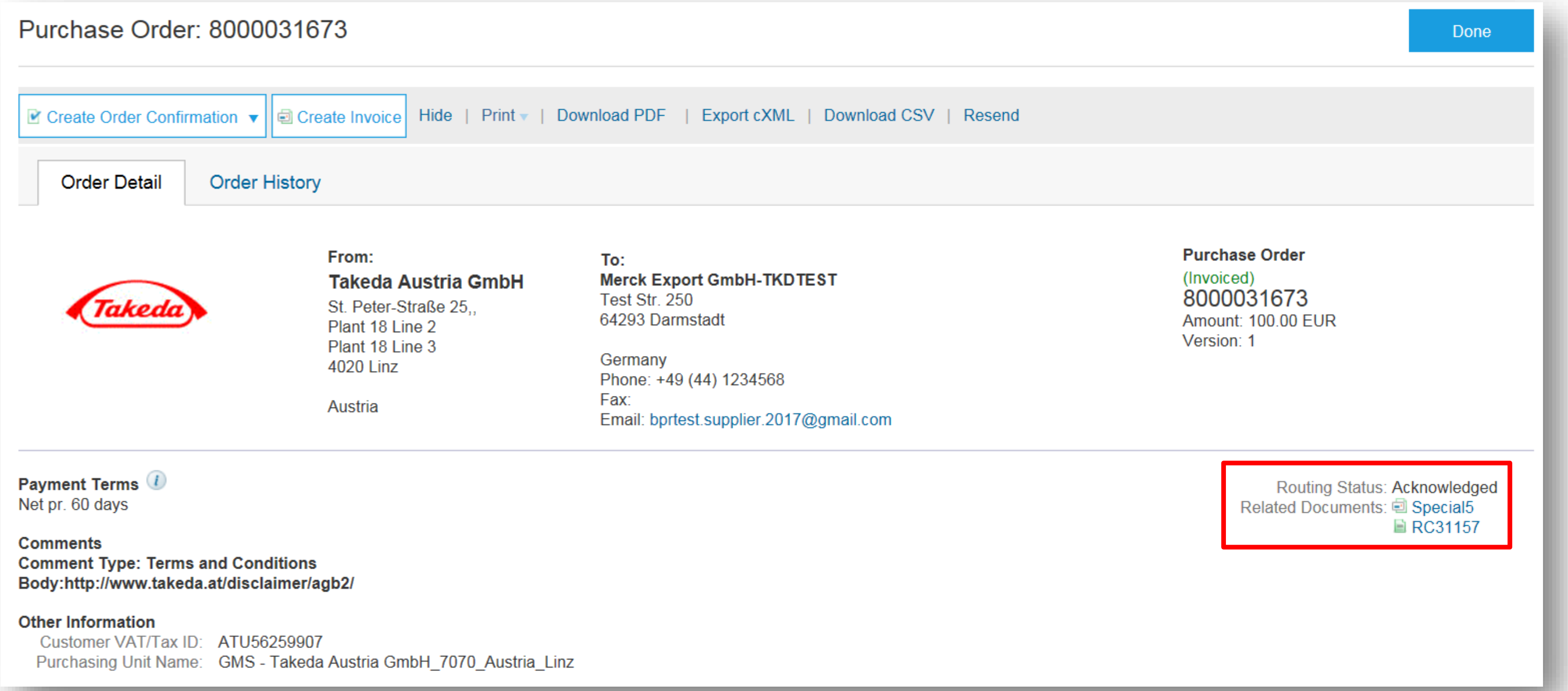

**STEP 3.** You will be moved to the previous page. Newly created tax item will appear on the list



# Credit Memo

# Credit Memo

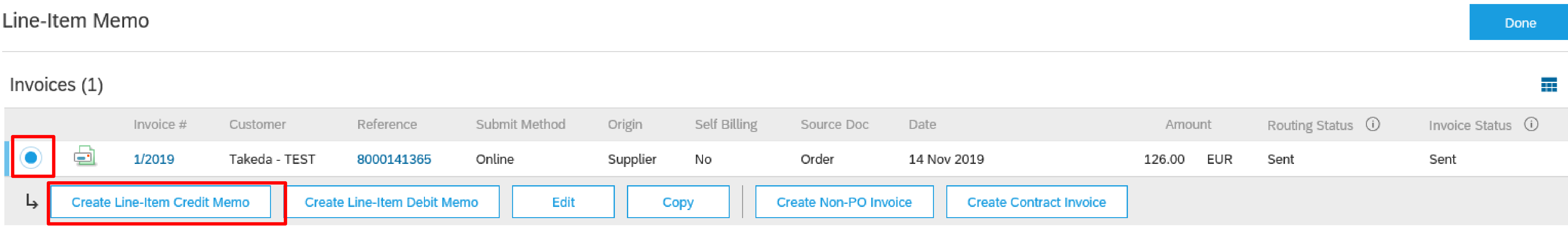
**STEP 1.** To create a Credit Memo, you need to access the proper PO and select the invoice attached to the PO as a related document:



# Credit Memo

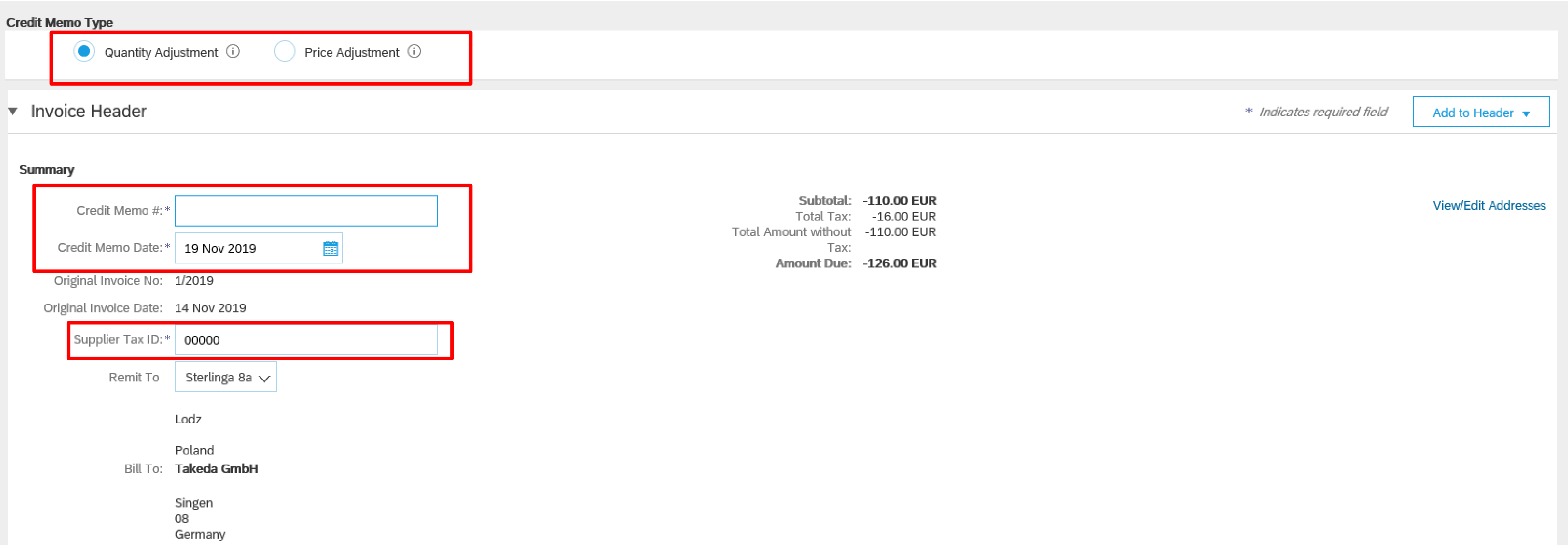
**STEP 2.** Select the „**Create Invoice**” button and choose **„Line-Item Credit Memo**”.


**STEP 3.** Please check the appropriate invoice and click „**Create Line-Item Credit Memo**”.



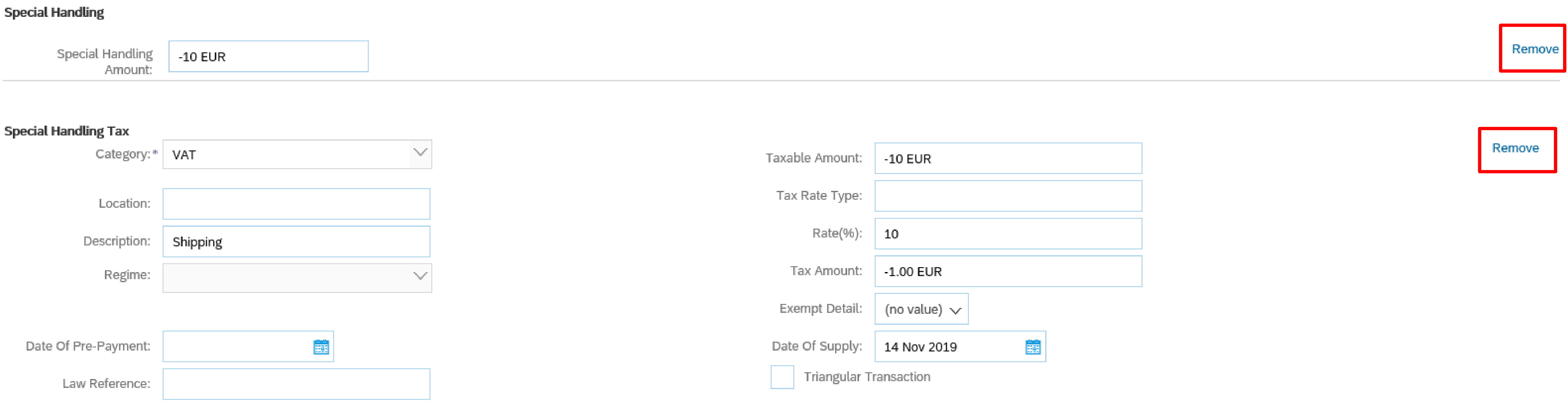
# Credit Memo

**STEP 4.** Please choose **“Quantity Adjustment”** or **“Price Adjustment”** and fill required fields in the **“Summary”** section.



# Credit Memo

**STEP 5.** If there was a special handling amount added to the invoice, it will appear on Credit Memo note automatically. If it's not required, you can remove it using **"Remove"** option on the right.


**Special Handling**

Special Handling Amount: -10 EUR

Remove

**Special Handling Tax**

Category:* VAT

Location:

Description: Shipping

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -10 EUR

Tax Rate Type:

Rate(%): 10

Tax Amount: -1.00 EUR

Exempt Detail: (no value)

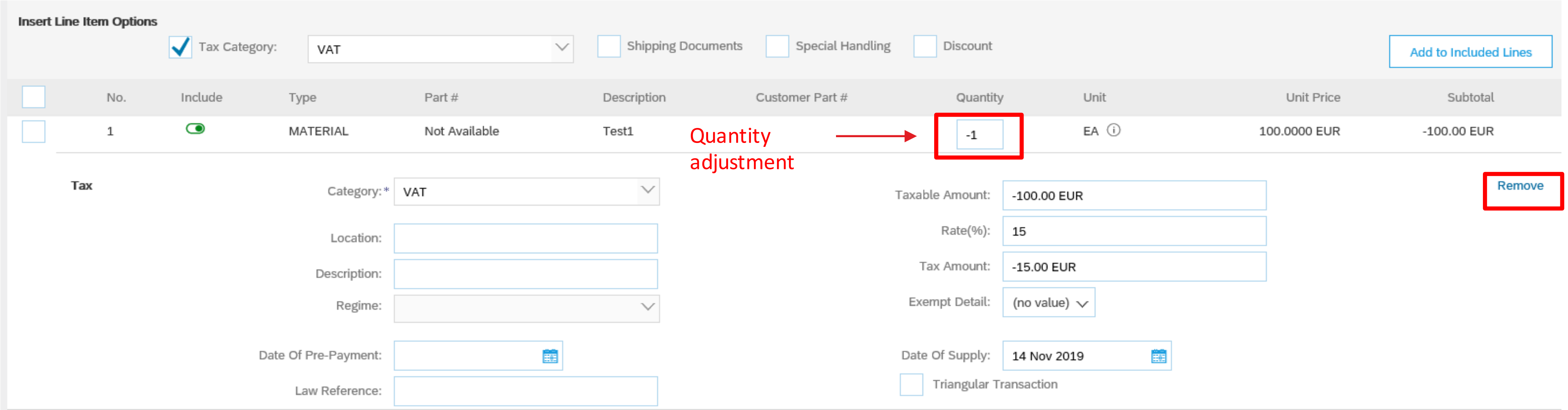
Date Of Supply: 14 Nov 2019

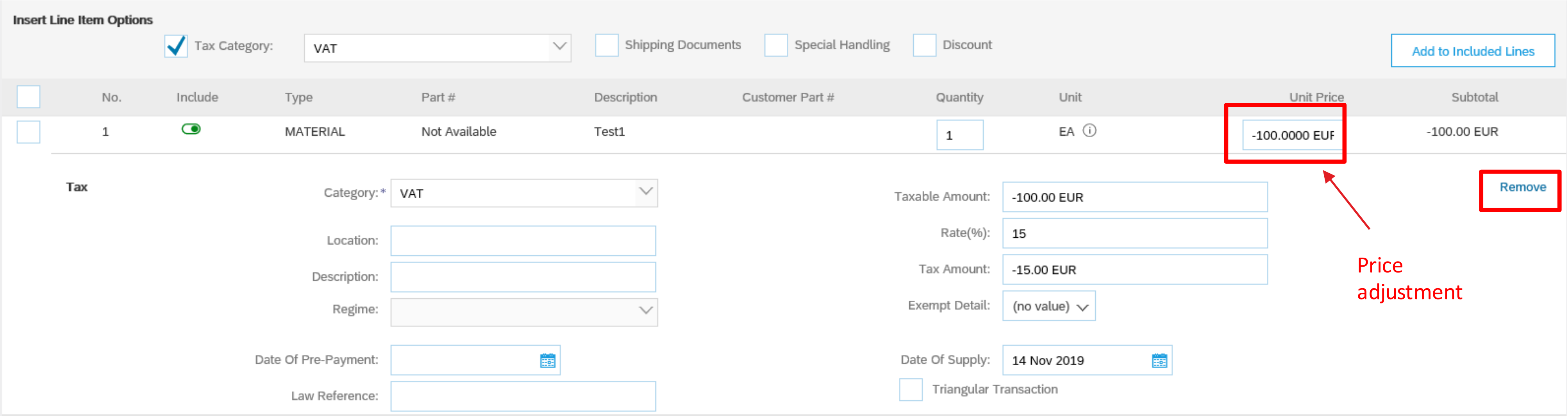
Triangular Transaction

Remove

# Credit Memo

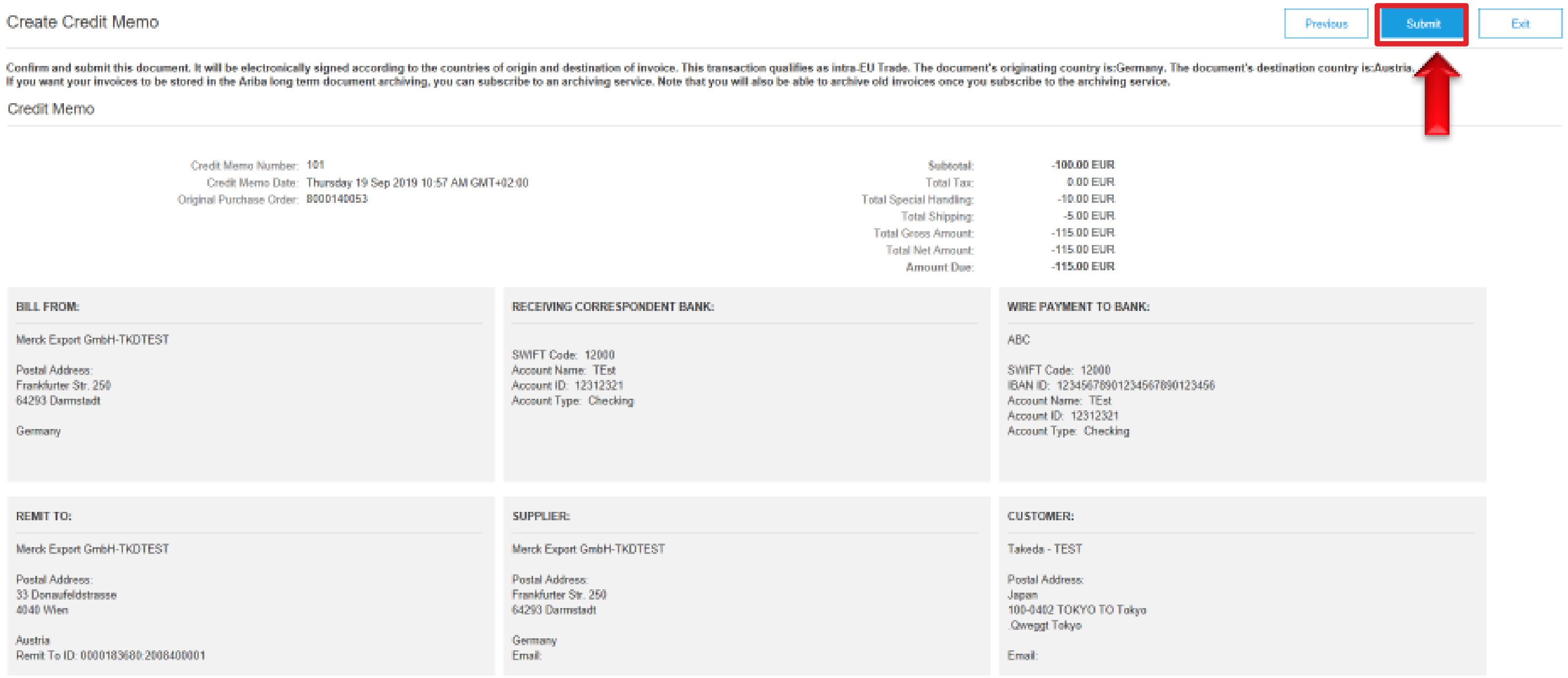
**STEP 6.** According to the option ticked previously (step 4) you will be able to enter the Quantity for **"Quantity Adjustment"** or Unit Price for **"Price Adjustment".** If there is no action required in the **"Tax"** section, you can remove it using **"Remove"** option on the right.

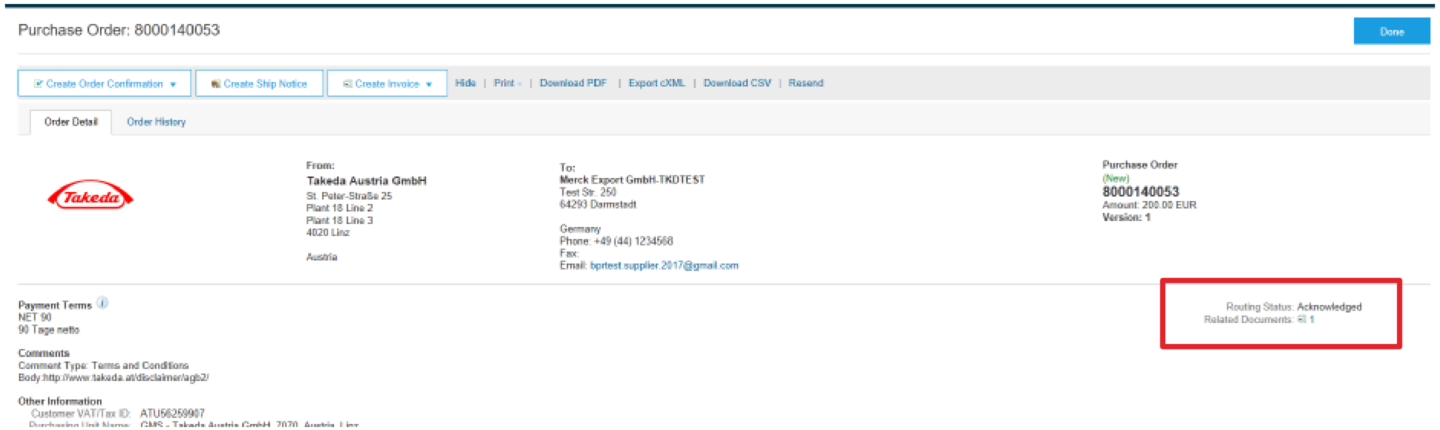


# Credit Memo

**STEP 7.** Here you can preview your credit note. If all included data is correct select „**Submit**” to send the document.



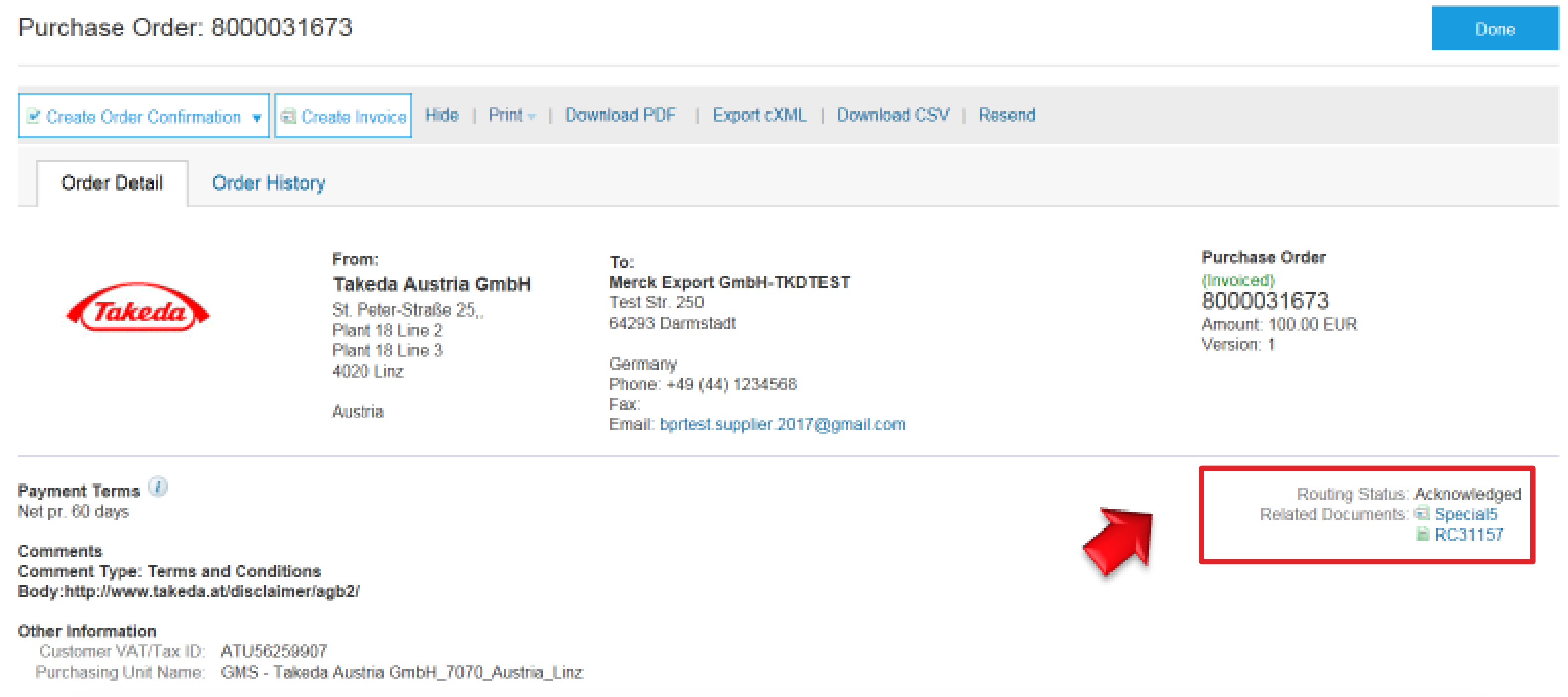



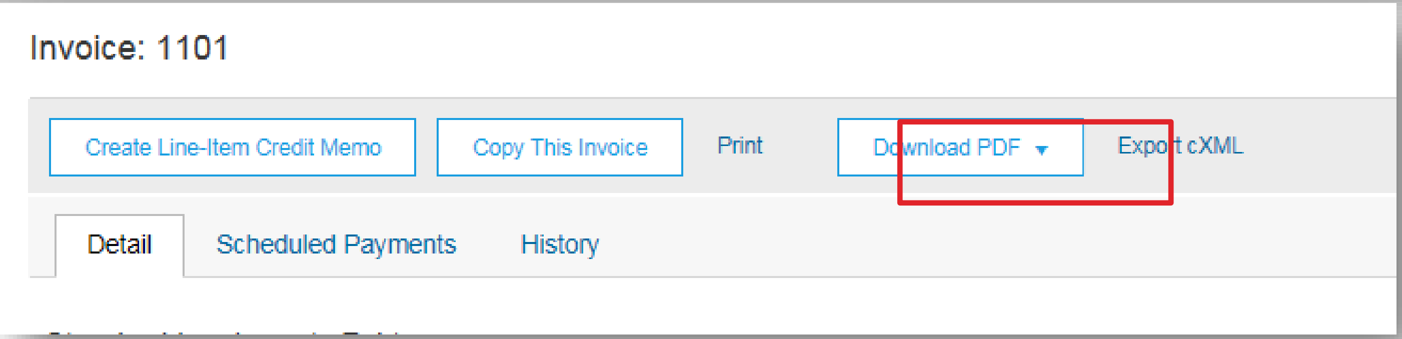

Credit memo is now attached to the PO in “Related Documents” section.

# PDF Copy

# PDF Copy

**STEP 1.** Reach the proper PO through your mailbox and click the invoice attached to the PO as a related document. Then select the „**Download PDF**” button to download the PDF version.

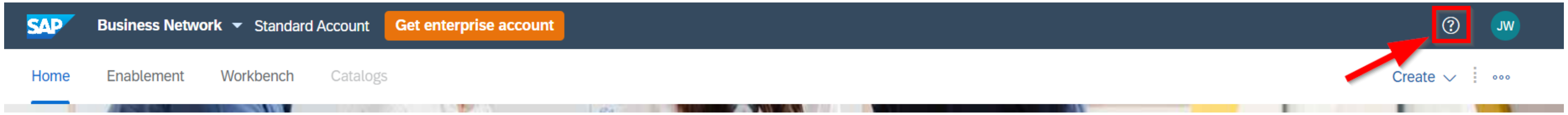


# Help Center

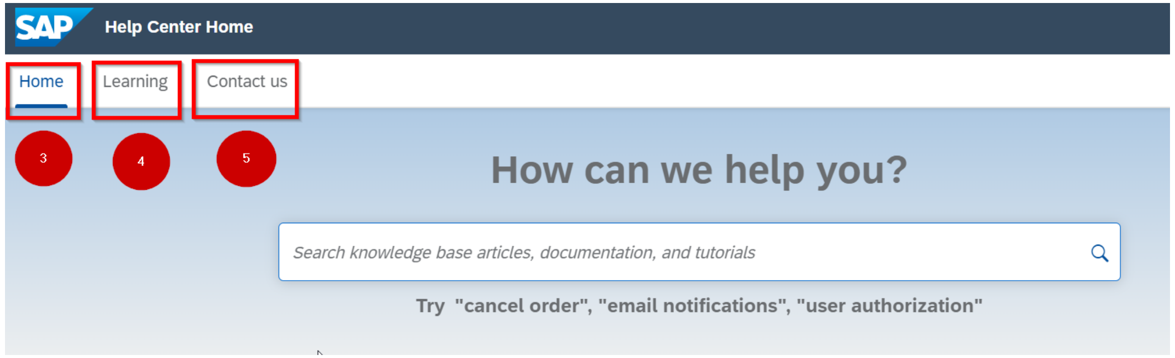
# Help Center

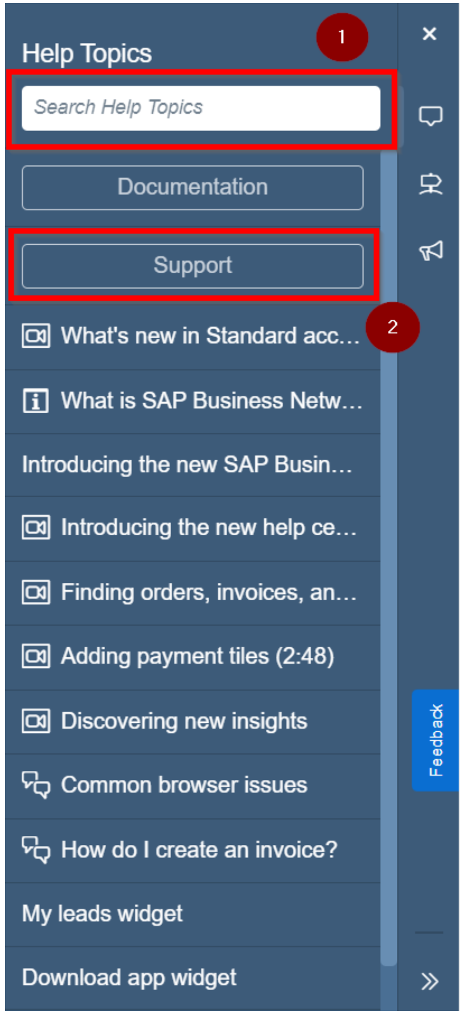
To access SAP Help Center, select question mark in the top right corner of your screen –




**1.** You can use the "Search" bar to find answers on specific topic or search the "Documentation" section

**2.** If you are not able to find the information you need, select "Support" button to open the help center homepage.




**3. Home** - place for users to search all content and recommended topics. Registered Suppliers may also access Information Portals published by their Buyers.

**4. Learning** - section offering product documentation, release updates, tutorials and other resources.

**5. Contact us** - interaction point to contact SAP Ariba Customer. Guided Assistance flows to find the answer even before engaging with a live agent. If you can't find your answer, select it to engage with Support.

**Please note –** Full support is provided only for Enterprise Account. For Standard Account technical support is provided only for:


Learn more about Help Center: watch a video or read a Knowledge Transfer document.

# Thank you!

Better Health, Brighter Future