

SAP Business Network: Account Creation for Suppliers and Acceptance of Trading Relationship Request (TRR)

This guide is essential for suppliers to understand how to create SAP Business Network Account and establish trading relationship with Singapore Management University (SMU) through the SAP Business Network.

It provides step-by-step instructions for account creation and thereafter accepting trading relationship request (TRR) from SMU.

1 Table of Contents

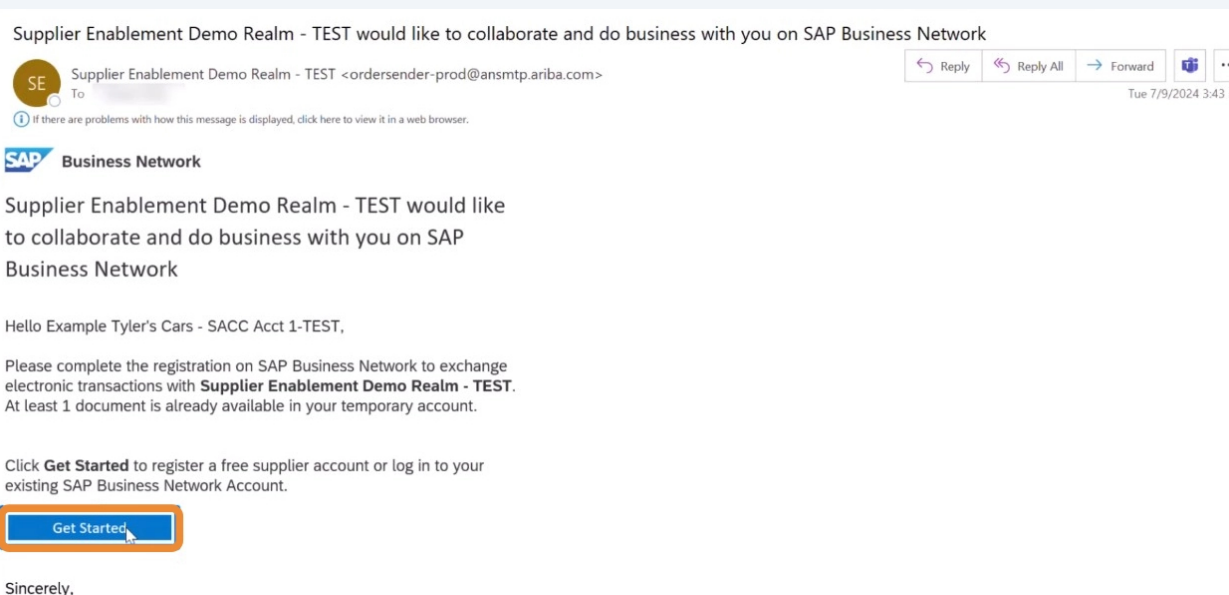
1. Creation of SAP Business Network Account
2. Acceptance of Trading Relationship Request

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Suppliers will receive an official email notification requesting them to activate their SAP Business network account and establish a Trading Relationship Request (TRR) with SMU.

Click on **Get Started** button in the email.

Note: In case you did not receive the email notification, you may refer to this link to check and troubleshoot: [Why am I not receiving emails from SAP Ariba?](#)



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You will be redirected to the SAP Business Network portal where you can choose to review accounts, use existing account or proceed with new account creation.

1. **Review Accounts** If the system detects any existing SAP Business network accounts linked to your email or company information, you may click “**Review accounts**” option to view to review existing accounts if any.

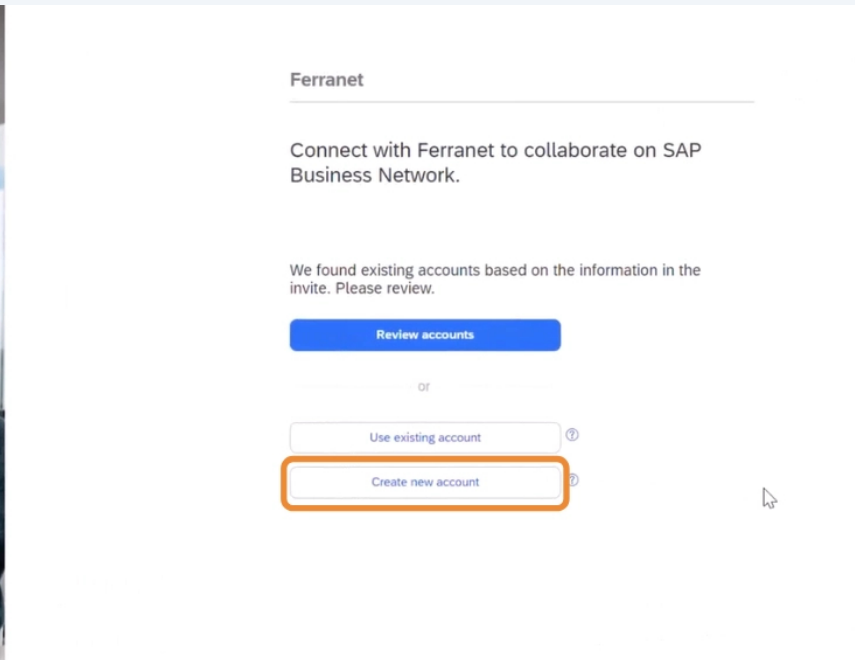
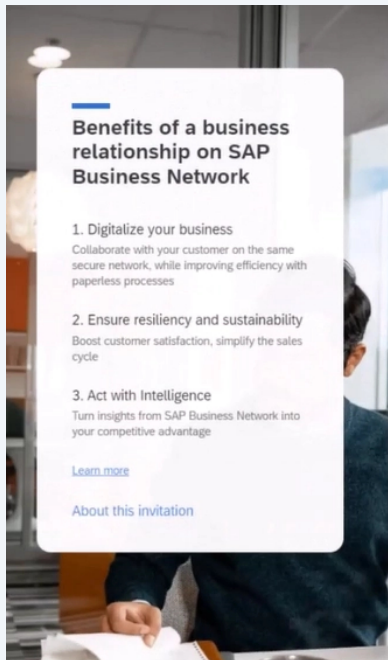
This helps to avoid duplicate account creation and ensures trading relationship is established against correct supplier SAP Business Network account. Once you review the accounts, if you choose to use any of them, please login with your credentials to accept the TRR. You may refer to “**Acceptance of Trading Relationship Request**” section (Step 12) of this Training Guide.

2. Use an Existing Account

If you know you already have an active SAP Business Network account, you can select “**Use existing account**” option and log in with your credentials to accept the TRR. You may refer to “**Acceptance of Trading Relationship Request**” section (Step 12) of this Training Guide.

3. Create a New Account

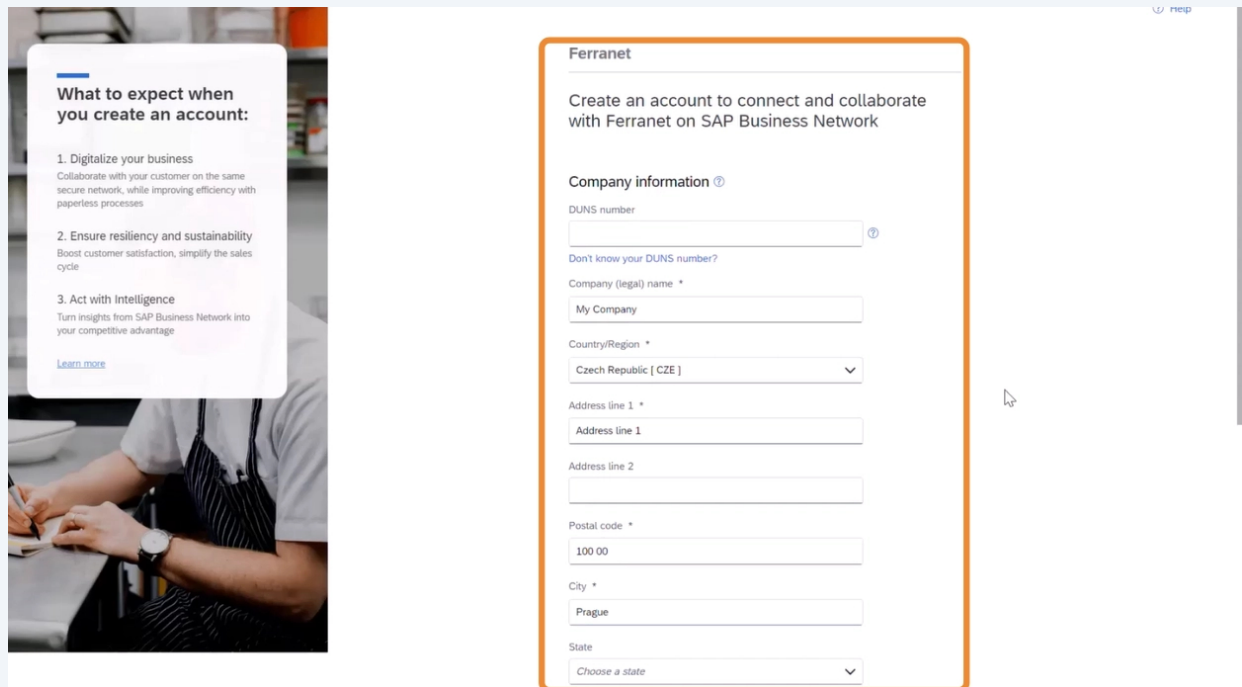
If your organization is new to SAP Business network, or if the existing accounts are not relevant, please select “**Create new account**” option to create a new SAP Business network account as a supplier.



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If you chose to create a new account, please provide following details and click **Create account**:

1. **Company information** Company legal name and address. Note: For Singapore suppliers, kindly use the full legal name as indicated in your ACRA.



What to expect when you create an account:

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

[Learn more](#)

Ferranet

Create an account to connect and collaborate with Ferranet on SAP Business Network

Company information

DUNS number

Don't know your DUNS number?

Company (legal) name *

My Company

Country/Region *

Czech Republic [CZE]

Address line 1 *

Address line 1

Address line 2

Postal code *

100 00

City *

Prague

State

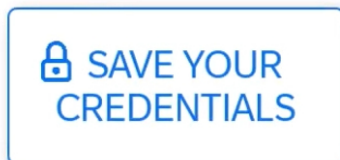
Choose a state

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1. Administrator account information **First name** : Enter the administrator's first name. **Last name**: Enter the administrator's last name. **Email address**: Provide the administrator's valid business email address. *Note: By default, the system will use this email address as the username. If you prefer a different username, uncheck the option "Use my email as my username" and enter a custom username of your choosing. The username must be in email format (i.e., user@smu.edu.sg)* **Business Role** : Specify the role/title (for example: Administrator, Supplier manager, Accounts Contact) of the person responsible for managing your company's SAP Business Network account. **Password**: Create a secure password that meets the system requirements (which usually include a minimum number of characters, mix of uppercase & lowercase letters, numbers, special characters, etc.)

2. Review and accept Terms of use and Privacy Statement As part of the account creation process on SAP Business Network, you will be required to review and accept the terms of use and privacy statement

3. Complete reCAPTCHA Select the checkbox to complete reCAPTCHA verification



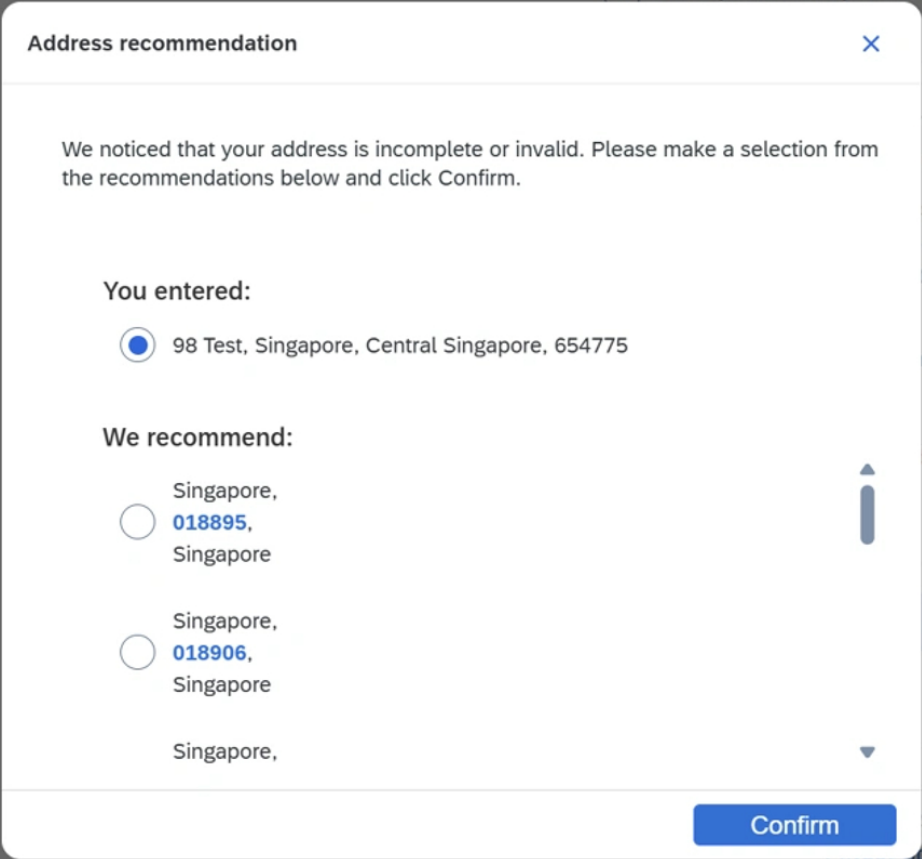
Administrator account information ?

First name *	Last name *
<input type="text" value="Guide"/>	<input type="text" value="Guide"/>
Email *	
<input type="text" value="test@sap.com"/>	
<input checked="" type="checkbox"/> Use my email as my username	
Password *	Repeat password *
<input type="password" value="*****"/>	<input type="password" value="*****"/>
Business role *	
<input type="text" value="Business Owner"/>	
<input type="checkbox"/> I have read and agree with the Terms of Use . <input type="checkbox"/> I hereby agree that SAP Business Network will make parts of my Personal Data (as defined in the Privacy Statement) accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings.	
Please see the Privacy Statement to learn how we process personal data.	
<input type="checkbox"/> I'm not a robot	
 reCAPTCHA Privacy • Terms	

Create account

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Note: The system may give address recommendation based on what you have entered in the address details. You will have the option to retain the address "**You entered**", or you may select a value under "**We recommend**" section. Once you have selected, click on "**Confirm**"



The image shows a web application interface with a modal dialog box titled "Address recommendation". The dialog has a close button (X) in the top right corner. The main text inside the dialog reads: "We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm." Below this text, there are two sections. The first section, "You entered:", shows a selected radio button next to the address "98 Test, Singapore, Central Singapore, 654775". The second section, "We recommend:", shows three unselected radio buttons next to the following addresses: "Singapore, 018895, Singapore", "Singapore, 018906, Singapore", and "Singapore,". A vertical scrollbar is visible on the right side of the "We recommend:" section. At the bottom right of the dialog, there is a blue button labeled "Confirm". In the background, a checkbox labeled "Use my email as my username" is checked.

Use my email as my username

Address recommendation

We noticed that your address is incomplete or invalid. Please make a selection from the recommendations below and click Confirm.

You entered:

☒ 98 Test, Singapore, Central Singapore, 654775

We recommend:

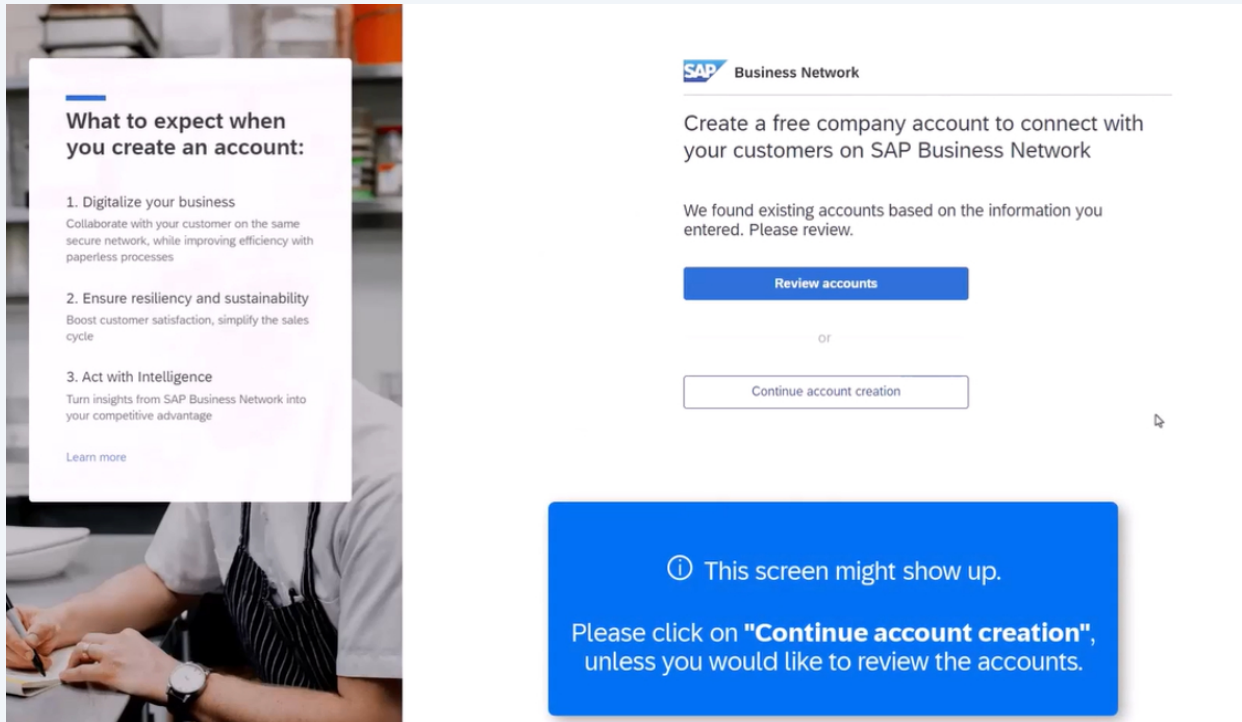
☐ Singapore, 018895, Singapore

☐ Singapore, 018906, Singapore

☐ Singapore,

Confirm

7 Click on "**Continue Account Creation**".



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[Learn more](#)

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

OR

[Continue account creation](#)

i This screen might show up.

Please click on "**Continue account creation**", unless you would like to review the accounts.

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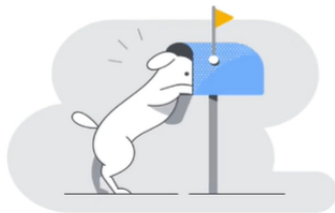
1. Once you have submitted all required information, your registration request is sent to the SAP Business Network system for processing.

2. During this stage:

- Your account details are reviewed and verified to ensure accuracy and compliance.
- The system may perform validations to confirm your company's identity.
- You might **receive emails** asking for additional information or to **verify your email address**.
- This process helps protect your account and ensures secure access to the network.

Your registration is in process

You will receive an email confirmation once your account is created.

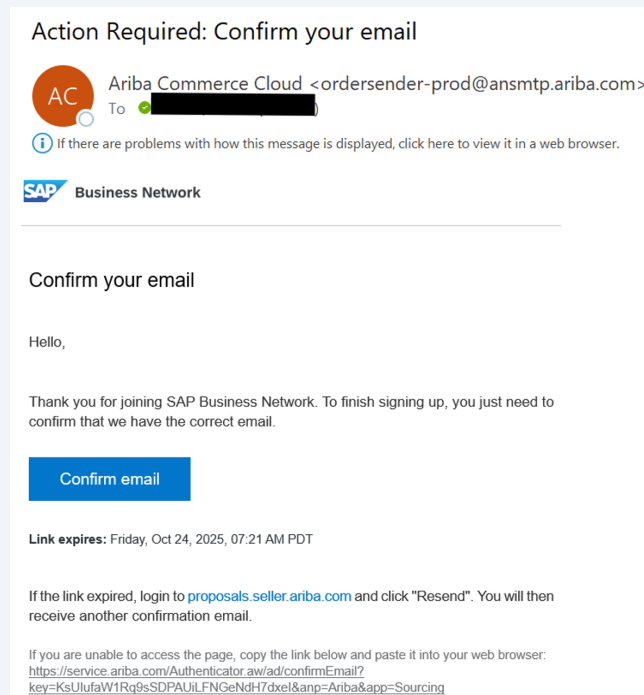


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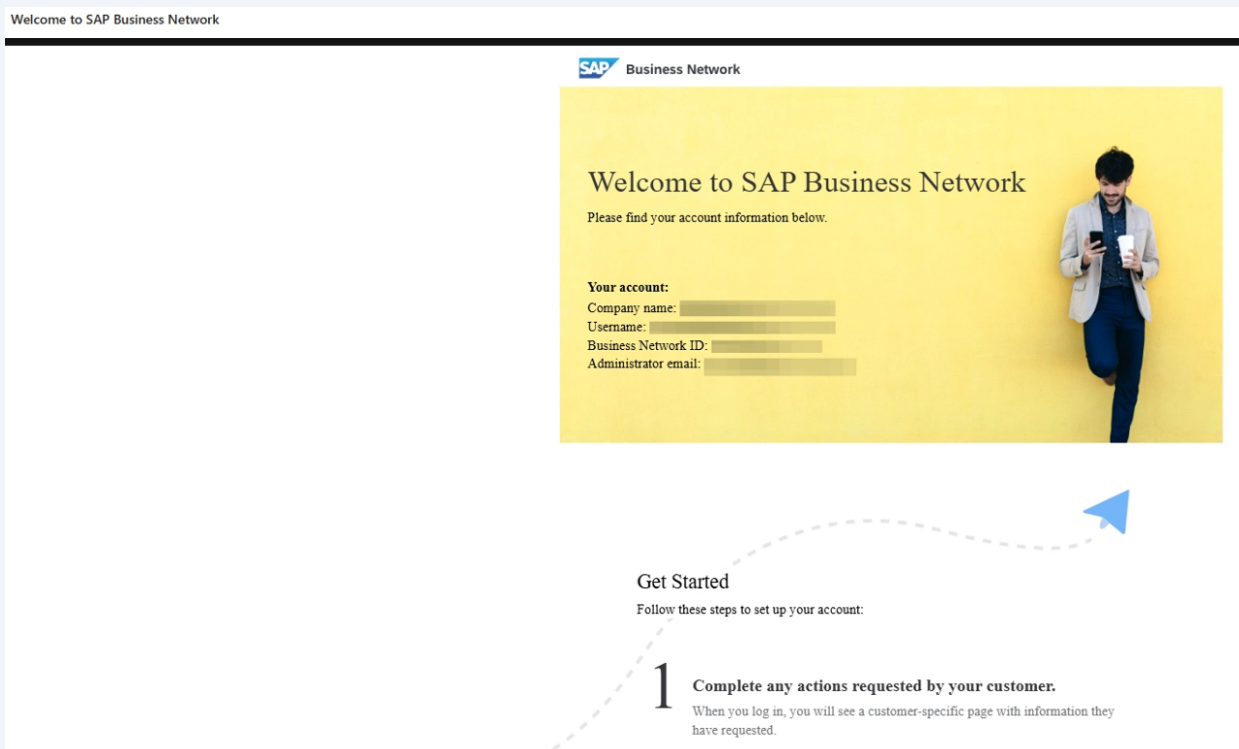
You will also receive an email requesting to Confirm your email. Click on "**Confirm email**" button to proceed.



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After completing your account registration, you will receive an email notification containing your user credentials.

This typically includes your username, account details and suggested next steps.



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After you confirm your email address, you will be asked to specify your "Product and Service Categories", and "Ship-to or Service Locations". These information are critical as this will help identify suppliers to be notified once SMU issues an Open Sourcing Event.

For **Product and Service Categories**, you can enter keywords in the search box to look for the commodity that you are supplying, or you can click on "Browse" to do an advanced search.

Similarly, for **Ship-to or Service Locations**, you can enter keywords to look for a Country or City where you operate, or you can click "Browse" to do advanced search.

After you selected your Product and Service Categories and Ship-to Service Locations, click "**Submit**" to proceed.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

[Add](#)[-or-](#)[Browse](#)

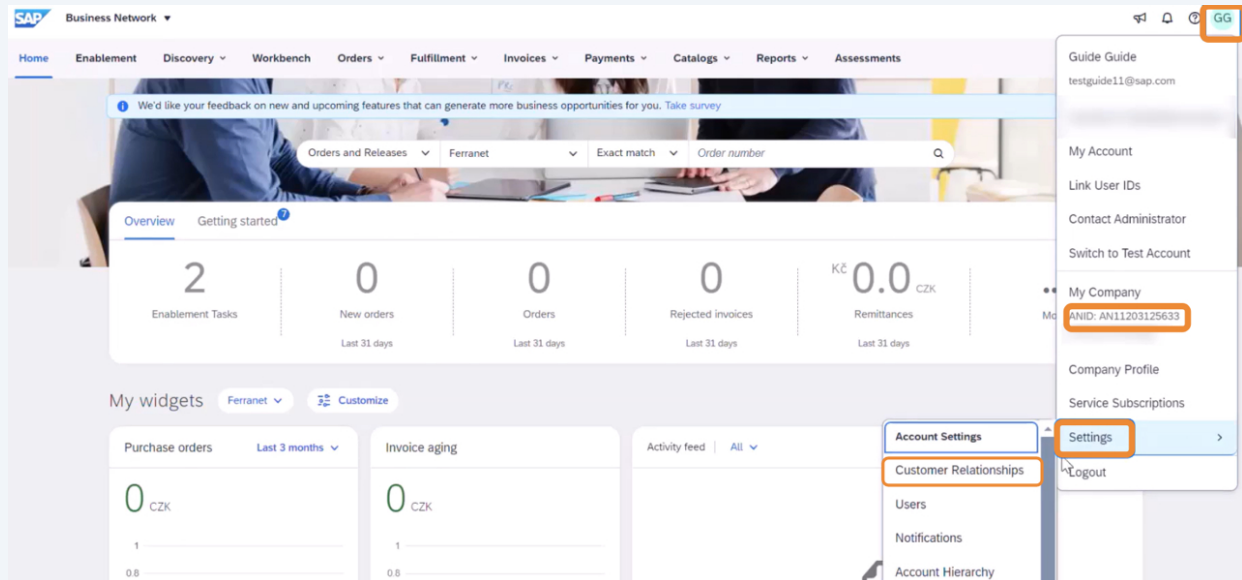
Ship-to or Service Locations

[Add](#)[-or-](#)[Browse](#)[Submit](#)[Remind me later](#)[Don't show this to me again](#)

Acceptance of Trading Relationship Request

12 Once Logged in to your SAP Business Network Account:

1. Click on your profile icon (denoted by initials) in the top right corner. Note: Your **Ariba Network ID (ANID)** will be displayed under My Company section. This is a unique identifier assigned to your company's account on the SAP Business Network.
2. Navigate to **Settings** and select **Customer Relationships**.



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1. Locate **Singapore Management University** under **Trading Business Partner**.
2. If the **Relationship Status** is **Pending**, select the checkbox in line with **Singapore Management University** and click **Accept**
3. After you accept, verify the Relationship status is now **Approved**.

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

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments More

Customer Relationships

Automatically accept all relationship requests: ☒ ON [Advanced View](#)

1

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

Trading Business Partner (1) Linked Child Accounts (1)

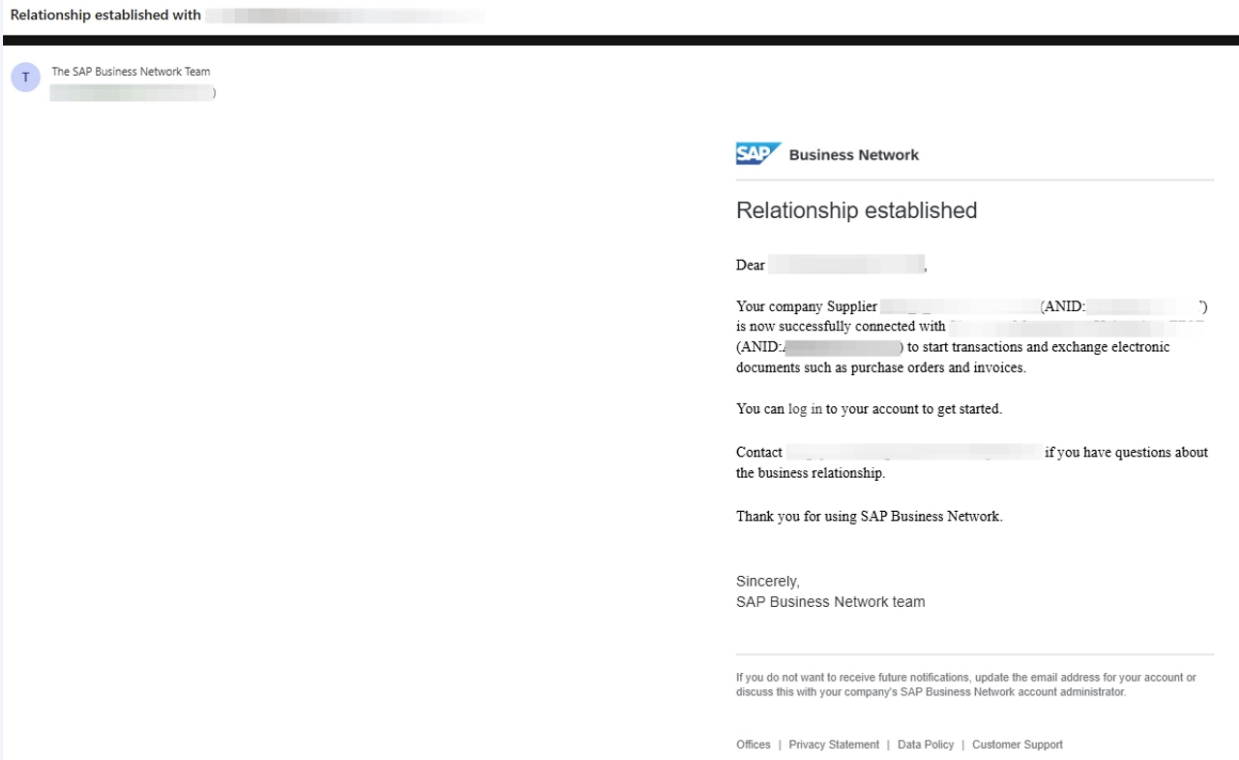
Customer List All Relationship Requests (1) [Accept](#) [Reject](#) [Print](#) [Settings](#) [Filter](#)

Network ID	Trading Partner	BNoid	Relationship Type	Relationship Status	Country/Region	Data Center	Last Changed On
<input checked="" type="checkbox"/> AN11212777876-T	Singapore Management University	BNQ-100000109349893-T	Fulfillment	Approved	Singapore	US20	Aug 5, 2025, 1:06:08 PM

If relationship status is "Pending"

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Once the **Trading Relationship Request** is accepted, you can verify an email received confirming the relationship with SMU.



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For any questions or clarifications:

- System or General SAP Business Network Inquiries: Access the [SAP Ariba Help Center](#)
- Business Related Questions: You may send an email to **supplier.connect@smu.edu.sg**