

Connect with SSM Health on the SAP Business Network

Last Date Updated

04/04/2024

Version #

V1

Playbook Intention

The information contained in this playbook is intended to guide current SSM Health suppliers not transacting through the GHX platform to connect with SSM Health on the SAP Business Network. If your organization does not use the GHX platform, receiving Purchase Orders and Invoicing SSM Health through the SAP Business Network will be required.

Contents

Connect with SSM on the SAP Business Network	3
Materials Needed to Connect with SSM on the SAP Business Network	3
Approximate Time for Completion	3
Video Reference Guide	3
Invitation to Connect with SSM Health on the SAP Business Network	4
Log In or Sign Up to the SAP Business Network	5
Fill Out SAP Business Network Registration Form.	6
Complete Connection with SSM Health on the SAP Business Network	12
Next Steps	13
Questions?	13

Connect with SSM on the SAP Business Network

Materials Needed to Connect with SSM on the SAP Business Network

If your company has an existing SAP Business Network Account, you will need...

- SAP Business Network Log In Credentials

If your company does not have an existing SAP Business Network Account, you will need...

- Full Name
- Email Address
- DUNS Number (optional)
- Company Name
- Company address
- Company Product and Service Categories (optional)
- Company Ship-to Locations (optional)
- Sales Tax Exemption Certificate (optional)
- Direct Pay Permit (optional)

Approximate Time for Completion

Approximately 15 minutes

Video Reference Guide

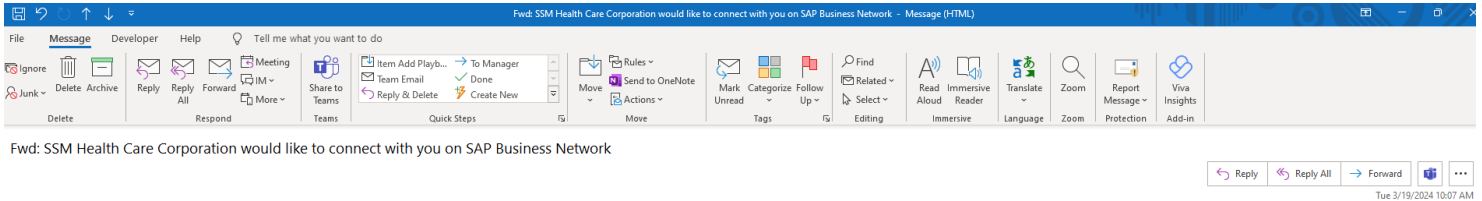
[Connect With Your Customer \(TRR Invite\)](#)

4 minutes


Invitation to Connect with SSM Health on the SAP Business Network

SSM Health has sent a Trading Relationship Request to all current suppliers not transacting on the GHX platform. The invitations were sent to the email address we have on file for each supplier. By accepting this Trading Relationship Request, you are connecting with SSM Health on the SAP Business Network.

Sender: SSM Health Care Organization <ordersender-prod@ansmtp.ariba.com>
Subject: SSM Health Care Corporation would like to connect with you on SAP Business Network



----- Forwarded message -----
 From: SSM Health Care Corporation <ordersender-prod@ansmtp.ariba.com>
 Date: Tue, Mar 19, 2024 at 10:05 AM
 Subject: SSM Health Care Corporation would like to connect with you on SAP Business Network
 To: Suppliername@email.com



Connect with SSM Health Care Corporation to collaborate on SAP Business Network!
 To Supplier Name
 SSM Health Care Corporation, would like to invite you to connect with us on SAP Business Network.
[STANDARD ACCOUNT TRADING RELATIONSHIP REQUEST](#)

You recently received a letter announcing the **SSM Health** partnership with SAP, to streamline our procurement processes. Below is your company's **free**, Standard Account invitation to join SAP Business Network and participate in this initiative.

In the future, Purchase Orders, Order Confirmations, Advance Ship Notices and Invoices will be transmitted via SAP Business Network. This is an important and mandatory step to continue doing business with **SSM Health**.

We value your relationship as a key supplier to our business and thank you in advance for complying with this request. Please accept the trading relationship and configure your account within 5 business days. Accept the **Standard Account** trading relationship and configure your account within 5 business days.

IMPORTANT NOTE TO SUPPLIERS
 You will have the option to register a **free** Standard Account, or you may use an existing account (Standard or Enterprise) to connect with **SSM Health**. Please note

1. Locate and Open the Email Containing the Trading Relationship Request.
 - a. If you are unable to locate the email, contact SSMSupplierEnablement@ssmhealth.com.
2. Click the "Get Started" link.

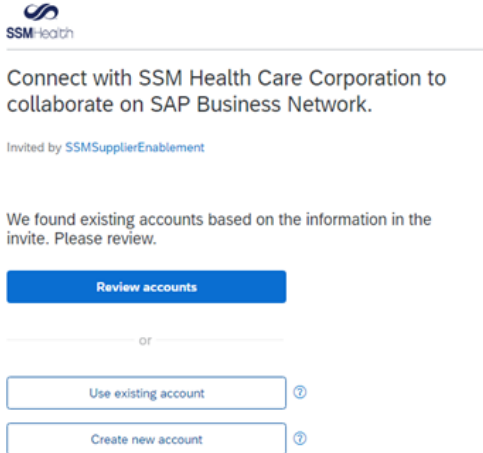
Kind regards,
SSM Health Enablement Team

Click Get started to connect.



Log In or Sign Up to the SAP Business Network

After clicking the link from your Trading Relationship Request invitation email, you will be directed to the SAP Business Network Log In page. From here, you will proceed by reviewing accounts that match your company’s information, logging in using your existing SAP Business Network credentials, or creating new account for the SAP Business Network.

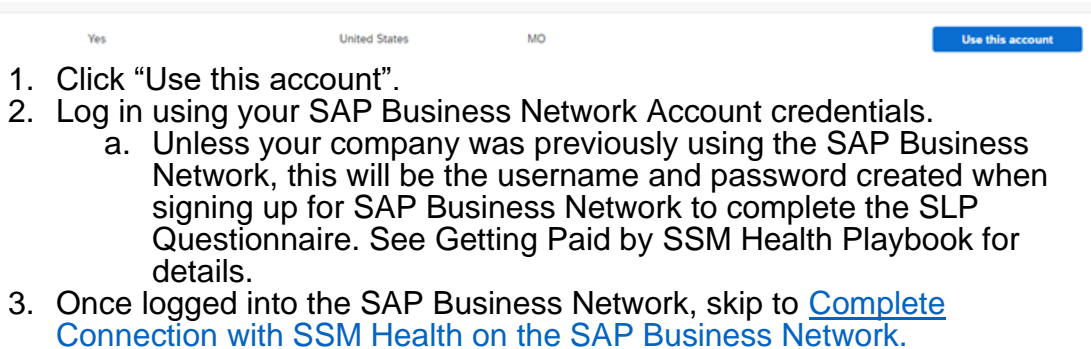


3. Review Accounts.

- a. If your company’s information matches an account already on the SAP Business Network, a “Review Accounts” button will appear. If you do not see a “Review Accounts” button, skip this step and move to Step 4.



- i. Click “Review Accounts”.
- ii. If you see your company listed with a “Use this account” button to the right, your company already has an SAP Business Network account, and you are the account administrator.



4. Log In to an Existing SAP Business Network Account.

- a. If your company has an existing SAP Business Network account and you know the credentials, click the “Use existing account” button. If your company does not have an existing SAP Business Network Account, skip this step and move to Step 5.
 - i. Log in using credentials.

ⓘ

- 1. Unless your company was previously using the SAP Business Network, this will be the username and password created when signing up for SAP Business Network to complete the SLP Questionnaire. See [Getting Paid by SSM Health Playbook](#) for details.
- ii. Once logged into the SAP Business Network, skip to [Complete Connection with SSM Health on the SAP Business Network](#).

5. Create New Account.

- a. If your company does not have an existing SAP Business Network Account, click “Create New Account”.

ⓘ

- b. Proceed to [Fill Out SAP Business Network Registration Form](#).

Fill Out SAP Business Network Registration Form.

After you click “Create New Account”, you will be directed to the SAP Business Network Registration form below. Only fields with an asterisk are required. Some information may prepopulate from our Master Data. Confirm any prepopulated fields are correct.


6. Enter Company Information.

- a. If you have a DUNS number, you can enter it here. This step is optional.

DUNS number
 ⓘ
[Don't know your DUNS number?](#)

- b. Enter company name.
- c. Enter company address.

7. Enter Administrator Account Information.


Administrator account information 

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

Business role * 

- a. Designate an account administrator.
 - i. The account administrator is responsible for the following:
 - ii. Maintaining SAP Business Network Account and
 - iii. Creating and managing sub-users.
- b. If someone else in your company should be designated as the account administrator, STOP here.
 - i. Close out of SAP Business Network registration page.
 - ii. Email SSMSupplierEnablement@ssmhealth.com with the company name and account administrator full name and email.
- c. If you are the designated account administrator, continue to next step.
- d. Enter Full Name and Email.

First name * Last name *

Email *

- e. Create Username and Password.
 - i. If you want to use your email as your username, check the “use my name as username” box.
 - Use my email as my username
 - ii. If you do not want your username to be your email, make sure the box is unchecked and enter desired username in the username field that appears.
 - 1. Username must be in email format.
 - 2. Username does not need to be a valid email.
- f. Enter Business Role.

Business role * 

- i. Select Business Role from the drop-down menu.

8. Read and Agree to the Ariba Terms and Conditions.

- I have read and agree with the [Terms of Use](#).
- I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

- a. Read and agree to the Terms of Use.
 - i. Click the blue “Terms of Use” hyperlink.

I have read and agree with the [Terms of Use](#).

- ii. You will be directed to Ariba Terms Center where you can use the blue hyperlinks to navigate to and read through the Terms of Use.



Ariba Terms Center

Introduction

Ariba offers a variety of online services to users. As a venue for conducting business transactions, Ariba's online services are used by either buyers of goods or services ("Buyers") or by suppliers of goods or services ("Suppliers"). The Terms of Use (Buyers) document identifies the terms applicable to use of the online services by Buyers, and the Terms of Use (Suppliers) document identifies the terms applicable to a Supplier's use of the online services.

[Suppliers](#) [Buyers](#)

[Data Processing Agreement \(SAP Business Network Services\)](#)
[E-Invoicing Reference Page](#)

TERMS AND POLICIES FOR SERVICES
[Long-Term Document Archiving](#) [Country Coverage](#)
[Dynamic Discounting Credit Memos](#)

TERMS AND POLICIES FOR PAYMENTS
[AribaPay](#) [Financial Ecosystem](#)

TERMS AND POLICIES FOR OPTIONAL SERVICES
[Cloud Integration Gateway](#) [Master Content Services](#)

- iii. Once you have read through the Terms of Use, click the browser back button to navigate back to the SAP Business Network Registration page.
- iv. If you agree to the Terms of Use, click the small check box below.

I have read and agree with the [Terms of Use](#).

- 1. By selecting this box, you are signifying that you have read and agree to Ariba's Terms and Conditions.

- b. Read and Agree to the SAP Business Network Privacy Statement.
 - i. Click the blue “SAP Business Network Privacy Statement” hyperlink.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

- ii. You will be directed to SAP Business Networks Agreement page.



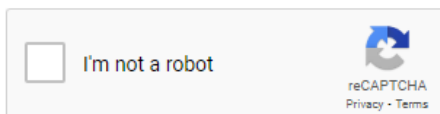
- iii. The SAP Business Network Privacy Statement will be broken out into different languages. Select the “Read more” hyperlink next to the SAP Business Network Privacy Statement in your language.
- iv. Once you have read through the SAP Business Network Privacy Statement, click the browse back button to navigate back to the SAP Business Network Registration page.
- v. If you agree to the SAP Business Network Privacy Statement, click the small check box below.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

- 1. By selecting this box, you are signifying that you have read and agree to the SAP Business Network Privacy Statement.

9. ReCaptcha Verification.

- a. Click the check mark below to confirm you are not a robot.



b. Click “Create Account”

10. Enter Details about your Business.

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

Enter Product and Service Categories or [Browse](#)

Ship-to or Service Locations

Enter Ship-to or Service Location or [Browse](#)

[Don't show this to me again](#)

a. This step is optional.

i. If you do not wish to complete this step at any point, click “Don’t show this to me again” and skip to step 11.

[Don't show this to me again](#)

ii. If you wish to complete this later, click “Remind me later” and skip to step 11.

iii. If you wish to complete now, proceed to the next step.

b. Add product services and categories.

i. Click the “Browse” button.

Product and Service Categories

Enter Product and Service Categories or [Browse](#) ←

ii. Click the “Browse” tab.

SAP Ariba Proposals and Questionnaires

Product and Service Category Selection

Search ←

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search*

- Computer Hardware, Software & Telecom >
- Construction & Maintenance Services >
- Construction Materials >
- Consumer Electronics & Appliances >
- Creative Services >
- Distribution & Conditioning Systems >
- Drugs & Pharmaceuticals >

No Items No Items No Items

iii. Select a product and service category from the left most box. If you would like to get more specific within the product and service category, you can make a select from the list in that appears in the box to the right. Continue until you have narrowed the product and service category to your preference.

- iv. Select the product and service category by clicking the plus sign button next to the category.
 - v. You can follow the steps above to select multiple product and service categories.
 - vi. Once you have made all selections, click “OK” in the bottom right corner of the screen.
- c. Add Ship-to or Service Locations.
- i. Click the “Browse” button.

Ship-to or Service Locations

-or-

- ii. Make sure radial button for “Select Ship-to or Service Location” is selected.

Global
 Select Ship-to or Service Locations

- iii. If your company only operates in the US, complete the steps below.

The screenshot shows a three-column selection interface. The first column lists regions: North America, Central America, South America, The Caribbean, Northern Europe, Western Europe, Eastern Europe, and Central Europe. The second column lists countries: United States (checked), Bermuda, Canada, Greenland, Mexico, Saint Pierre and Miquelon, and All of the above. The third column lists US states and territories: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, and Connecticut. Each item has a plus sign button next to it.

- 1. Select North America from the left most box.
 - 2. Select United States from the middle box.
 - 3. A list of US states and territories will appear in the right most box. You can select the individual states your company operates in by clicking the plus sign button next to each state. You can skip this step if your company operates throughout the United States and you do not wish to distinguish the individual states.
 - iv. You can follow the steps above to select other countries if your company also operates outside of the US.
 - v. Once you have made all selections, click “OK” in the bottom right corner of the screen.
- d. Once all Product and Service categories and Ship-to Locations are added, click “Submit”.

Submit

11. Provide Sales Tax Exemption or Direct Pay Permit.

Provide sales tax exemption certificate or Direct Pay Permit

Does your company want to provide a U.S. sales tax exemption certificate or Direct Pay Permit for your purchases from Ariba, Inc.? If yes, please upload all applicable U.S. sales tax exemption certificates or Direct Pay Permits.

- a. This step is optional.

- i. If you do not wish to complete this step at any point, click “Dismiss” and skip to [Complete Connection with SSM Health on the SAP Business Network.](#)

Dismiss

- ii. If you wish to complete this later, click “Remind me later” and skip to [Complete Connection with SSM Health on the SAP Business Network.](#)

Remind me later

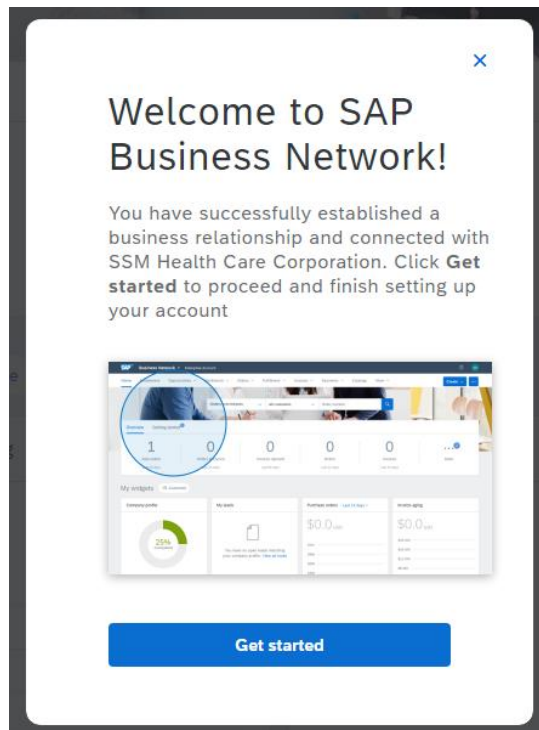
- iii. If you wish to complete now, click “Upload”.

Upload

1. You will be prompted to upload the Sales Tax Exemption or Direct Pay Permit documents.
2. Proceed to [Complete Connection with SSM Health on the SAP Business Network.](#)

Complete Connection with SSM Health on the SAP Business Network

Once you have logged in or signed up to the SAP Business Account from the Invitation to Connect with SSM Health, you will receive this pop-up message.



Congratulations! You have successfully connected with SSM Health on the SAP Business Network.

Next Steps

- **Confirm you have completed the Complete Supplier Lifecycle and Performance (SLP) Questionnaire.** This step is critical to do business with SSM Health. See Register for Supplier Lifecycle and Performance (SLP) Playbook for step-by-step instructions.
- **Configure SAP Business Network Account to transact with SSM Health.** Playbook will be coming soon. We will notify suppliers once available.

Questions?

Refer any questions to SSMSupplierEnablement@ssmhealth.com.