



Through our exceptional health care services, we reveal the healing presence of God.

Register for the SAP Business Network

Last Date Updated

04/03/2024

Version #

V1

Playbook Intention

The information contained in this playbook is intended to guide ALL suppliers through the SAP Business Network and SLP registration process. Following the steps contained in this playbook will be critical in continuing business with SSM Health post SAP Ariba Go-Live in Summer 2024.

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Register for the SAP Business Network

Materials Needed for SAP Business Network Registration

- Full Name
- Email Address
- Company Name
- Company Address
- Order Processing Email Address
- Company Product and Service Categories
- Company Ship-to Locations

Approximate Time for Completion

15 minutes

Invitation to Join SAP Business Network

SSM Health has requested all suppliers to register for the SAP Business Network by sending an email invitation to the email addresses we have on file for each supplier. Details below.

Sender: Ariba Administrator <no-reply@ansmtp.ariba.com>

Subject: Invitation: Register to become a supplier with SSM Health

Fwd: Invitation: Register to become a supplier with SSM Health

Reply Reply All Forward Tue 3/19/2024 9:03 A

----- Forwarded message -----
From: Ariba Administrator <no-reply@ansmtp.ariba.com>
Date: Tue, Mar 19, 2024 at 9:02 AM
Subject: Invitation: Register to become a supplier with SSM Health
To: Suppliername@email.com

 Register as a supplier with SSM Health

Hello!

SSM Health has invited you to register to become a supplier with SSM Health. Start by creating an account with SAP Business Network. It's free.

SSM Health uses SAP Business Network to collaborate with suppliers in the management of supplier master data. SSM Health also plans to use SAP Business Network beginning in early 2024 for procure-to-pay transactions. If

Supplier Name

already has an account with SAP Business Network, sign

[Click Here](#) to create your account now.

Thank You.

Ariba, Inc. 3420 Hillview Ave., Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)



1. Locate and Open Email.
 - a. If you are unable to locate the emailed invitation to join SAP Business Network, contact SSMSupplierEnablement@ssmhealth.com.
2. Click Link in Email.

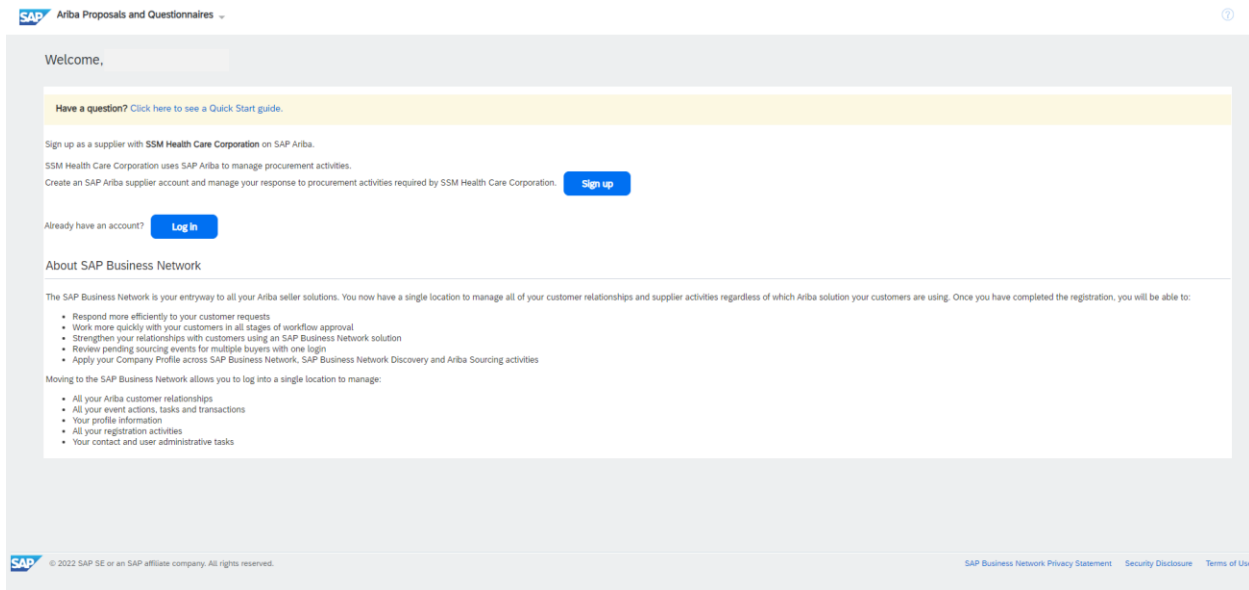
[Click Here](#) to create your account now.

- a. Link will expire 45 days after the invitation is sent. If your link has expired, please reach out to SSMSupplierEnablement@ssmhealth.com to receive a new Invitation email.

- b. The link will direct you to SAP Business Network Welcome Page.

Log In or Sign Up to the SAP Business Network

After clicking the link from your invitation email, you will be directed to the SAP Business Network Welcome Page below.



3. If your company already has an existing SAP Business Network Account, click “Log In”.

Log In

- a. Enter credentials.
 b. You can now close this playbook and skip to Register for Supplier Lifecycle and Performance (SLP) Playbook.
4. If your company does not have an existing SAP Business Network Account, click “Sign Up”.

Sign up

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

Fill Out SAP Business Network Registration Form.

After you click “Sign Up”, you will be directed to the SAP Business Network Registration form below. Only fields with an asterisk are required.

User account information

** Indicates a required field*

Name: * [SAP Business Network Privacy Statement](#)

Email: *

Use my email as my username

Username: * Must be in email format (e.g. pphr@newco.com)

Password: * Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to: * Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet.

I have read and agree to 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 [SAP Business Network Privacy Statement](#) to learn how we process personal data.

5. Enter Company Information.

Company information

** Indicates a required field*

Company Name: *

Country/Region: * If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: *

Line 2

Line 3

City: *

State: *

Zip: *

- a. Some information may pre-populate from SSM Health Master Data.
- b. Verify all information is correct.
- c. State may default to Alabama. Confirm correct state is selected from the drop-down menu.

State: *

Zip: *

6. Create User Account Information.

User account information * Indicates a required field

[SAP Business Network Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:* Must be in email format(e.g john@newco.com) ⓘ

Password:*

Language: The language used when Ariba sends you configurable notifications. This is different than your web b...

Email orders to:* Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

- a. Designate an account administrator.
 - i. THE ACCOUNT ADMINISTRATOR WILL BE RESPONSIBLE FOR ALL THE INFORMATION HELD IN YOUR SAP BUSINESS ACCOUNT INCLUDING, BUT NOT LIMITED TO
 - 1. Maintaining SAP Business Network Account
 - 2. 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 your company name and account administrator’s full name and email.
- c. If you are the designated account administrator, continue to next step.
- d. Enter Full Name and 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.
 - 1. Username must be in email format.
 - 2. Username does not need to be a valid email.

7. Enter email address that should receive POs/Orders from SSM Health in “Email orders to” box.

Email orders to:* Customers may send you their orders through SAP Business Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

8. Enter Details about your Business.

Tell us more about your business

Product and Service Categories:* -or- [Browse](#)

Ship-to or Service Locations:* -or- [Browse](#)

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

a. Add product services and categories.

i. Click the “Browse” button.

Product and Service Categories:* -or- [Browse](#) ←

ii. Click the “Browse” tab.

SAP Ariba Proposals and Questionnaires ⓘ

Product and Service Category Selection

←

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 >	No Items	No Items	No Items
Construction & Maintenance Services >			
Construction Materials >			
Consumer Electronics & Appliances >			
Creative Services >			
Distribution & Conditioning Systems >			
Drugs & Pharmaceuticals >			

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 selection from the list 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.

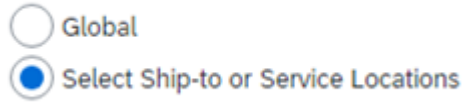
vi. Once you have made all selections, click “OK” in the bottom right corner of the screen.

b. Add Ship-to or Service Locations.

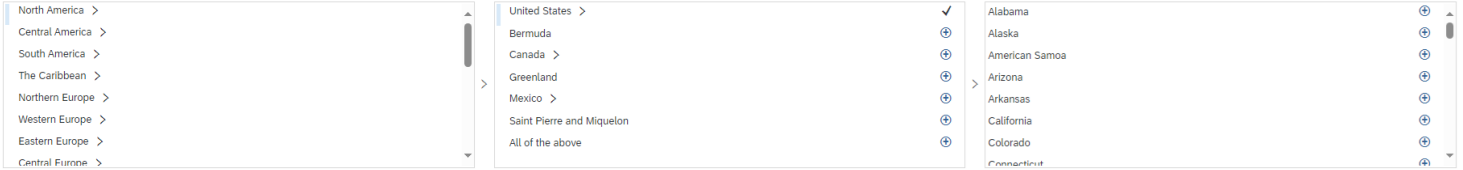
i. Click the “Browse” button.

Ship-to or Service Locations:* -or- [Browse](#) ←

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



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



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.

9. Enter Tax ID Number (optional).

- a. Enter your nine-digit Company Tax ID Number without special characters.
- b. If you enter with special characters, you will receive the error message below.

Tax ID:

! Must be 9 digits

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

I have read and agree to 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 [SAP Business Network 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.
 - 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 [\[Click Here\]](#) Buyers [\[Click Here\]](#)

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

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

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

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

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



SAP Business Network

Current Archived

Business Network Privacy Statement Language Sort by: Newest

25 results

Business Network Privacy Statement

- 
SAP Business Network Privacy Statement
 CHINESE - TRADITIONAL v 9-2021
[Read more](#)
- 
SAP Business Network Privacy Statement
 CHINESE - SIMPLIFIED v 9-2021
[Read more](#)

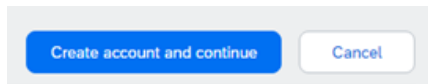
- iii. The SAP Business Network Privacy Statement will be broken out into different languages. Select the “Read more” hyperlink next to the SAP Business Network Privacy Statement in your language.
- iv. Once you have read through the SAP Business Network Privacy Statement, click the browse back button 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 SAP Business Network 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.

11. Complete SAP Business Network Account Registration

- a. Click “Create account and continue”.



Congratulations! You have successfully registered for the SAP Business Network. You will now be directed to a new page where you will register for the Supplier Lifecycle and Performance (SLP) solution. While this solution offers various functionalities, SSM Health will primarily be using the supplier master data capabilities to allow for improved data accuracy and integrity in our supplier master. You can now close this playbook and continue to Register for Supplier Lifecycle and Performance (SLP) Playbook.

Questions?

Refer any questions to SSMSupplierEnablement@ssmhealth.com.