# Supplier guidelines

Account administration

# Introduction

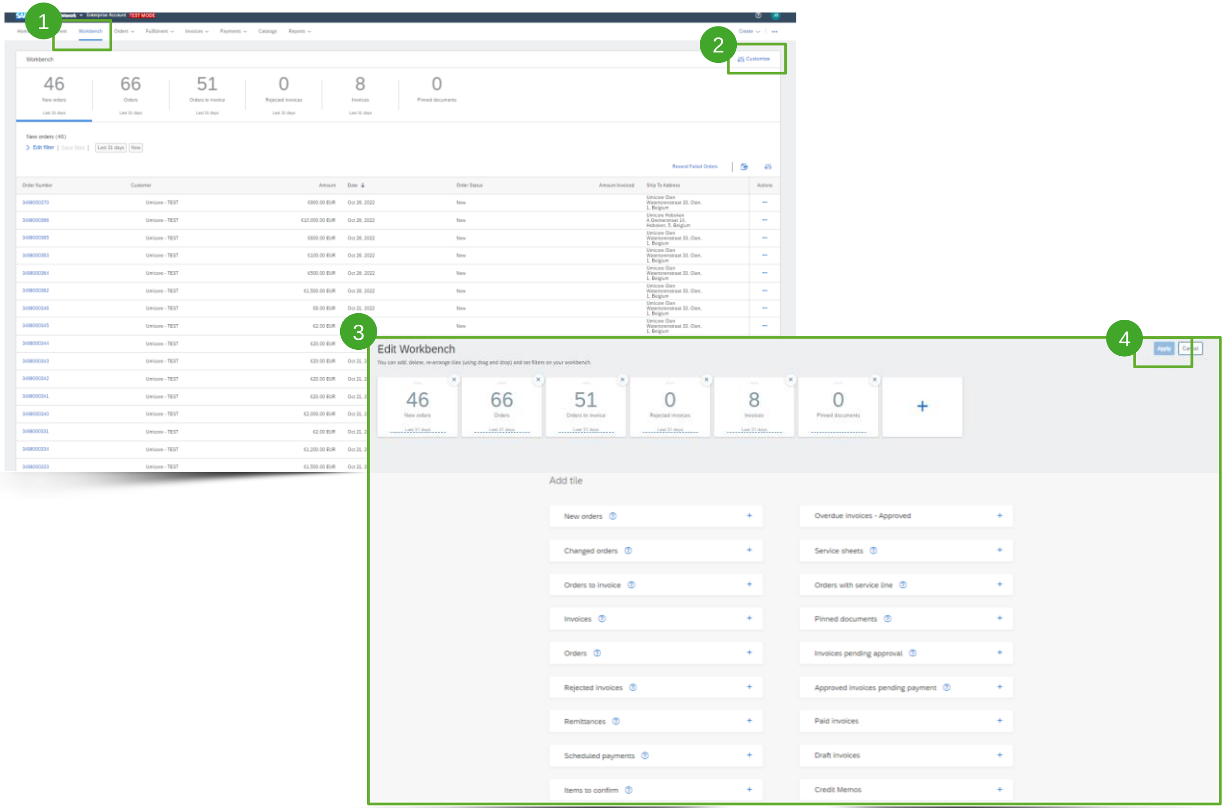
*The SAP Business Network is a* ***dynamic, digital marketplace*** *which allows you, as a supplier to connect with Umicore buyers and requestors. As a supplier, you will be invited by Umicore to join the SAP Business Network and start doing business on an online platform. SAP Business Network will allow you to do business with Umicore at any time and anywhere on any device, increasing efficiency and effectiveness.*

Before being able to interact and transact on the SAP Ariba platform, you'll need to create a new account on SAP Ariba or login an existing account. In this manual you find more insights in:

- Basic account configuration settings
- Account administrator settings

# Basic Configuration Settings

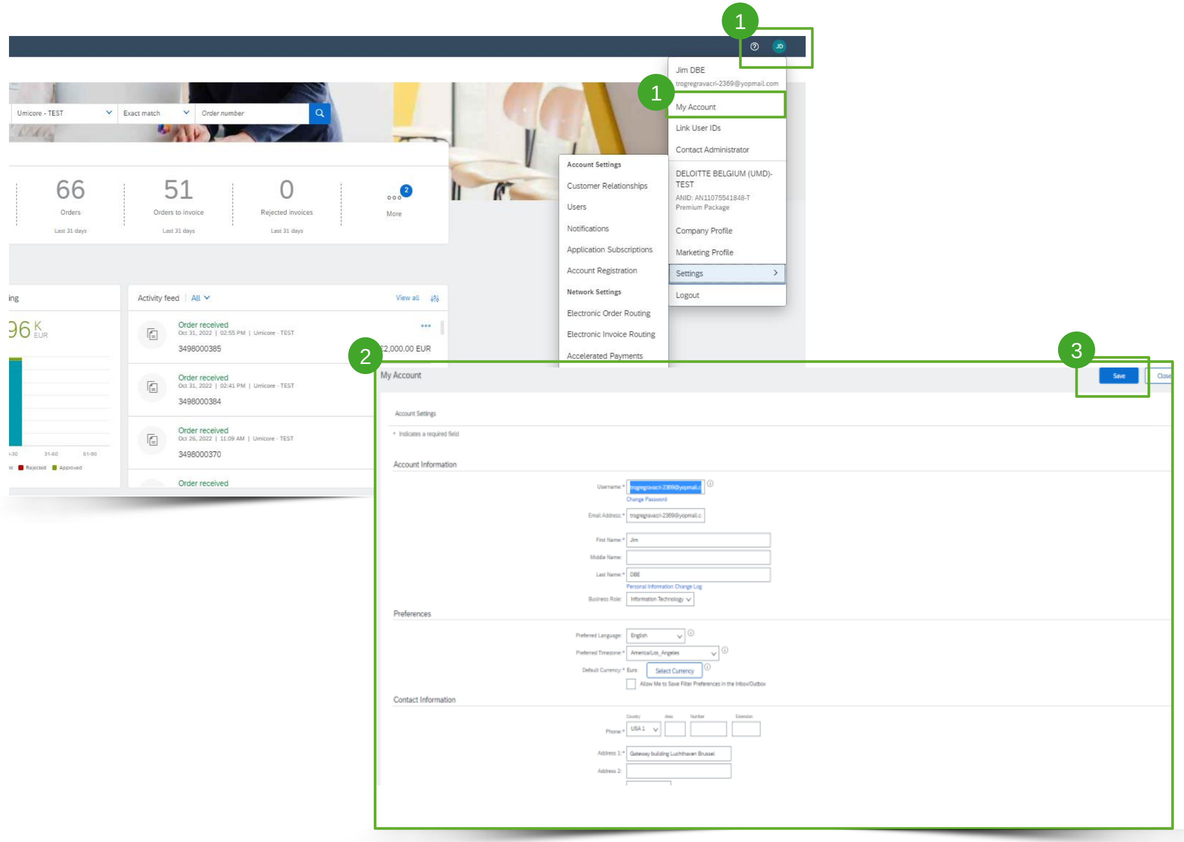
# Workbench




Dashboard tiles provide you quick glances into your documents on SAP Business Network. You can remove or add action tiles to show up at your dashboard

1. Go to the tab "Workbench"
2. Select "Customize"
3. Add, select and remove action tiles as desired
4. Click Apply to save your changes

# User account information



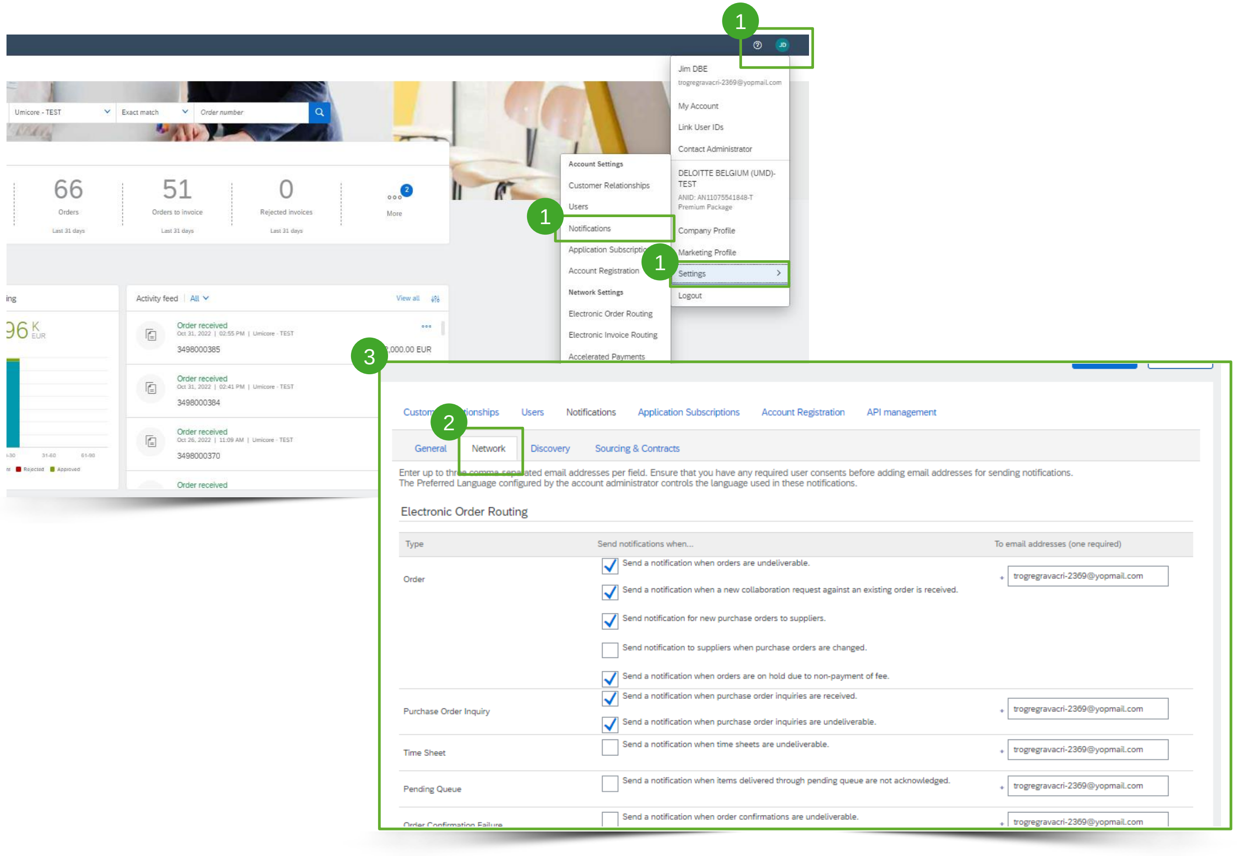

In user settings, you can update language preferences and currency settings:

1. To complete your profile, select “My Account” from the dropdown menu.
2. Enter your personal information as well as your preferred language, time zone and currency
3. Click “Save”

<u>Additional information</u>

! By default, buying organizations can see your account administrator’s name, phone number and email address. If you are account administrator, you can click on “Hide my personal contact information” in the “Contact Information Preferences” to hide information from organizations other than those you have a customer relationship with.

# Email Notifications




The Network Notifications section indicates which system notifications to receive and to which email addresses to send them to.

1. Select "Notifications" from the dropdown menu.

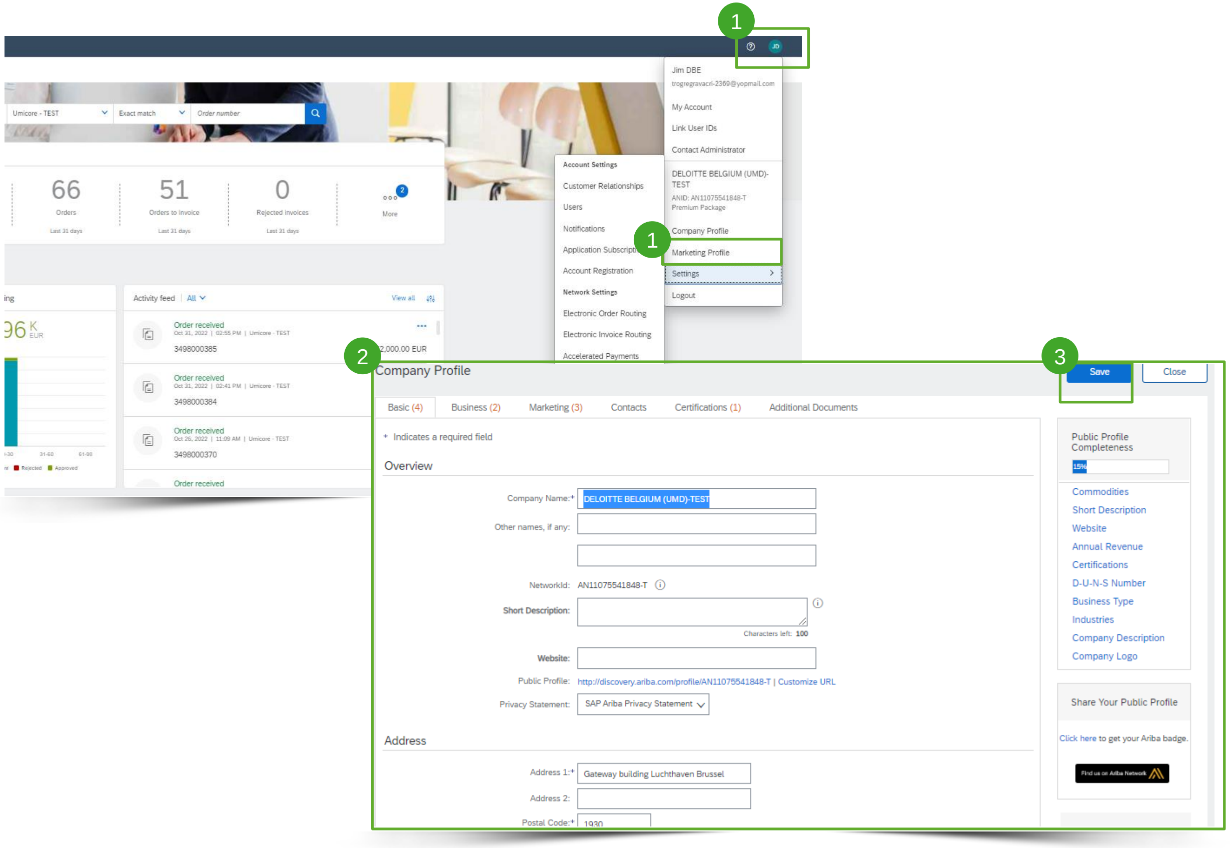
2. Switch to the "Network" tab.

3. Choose the check box for each notification type you want to receive, and enter up to three email addresses, separated by commas.

<u>Additional information</u>

! To send one notification type to more than three email addresses, create a distribution list in your email system and enter the name of that distribution list in the appropriate field on the Notifications page

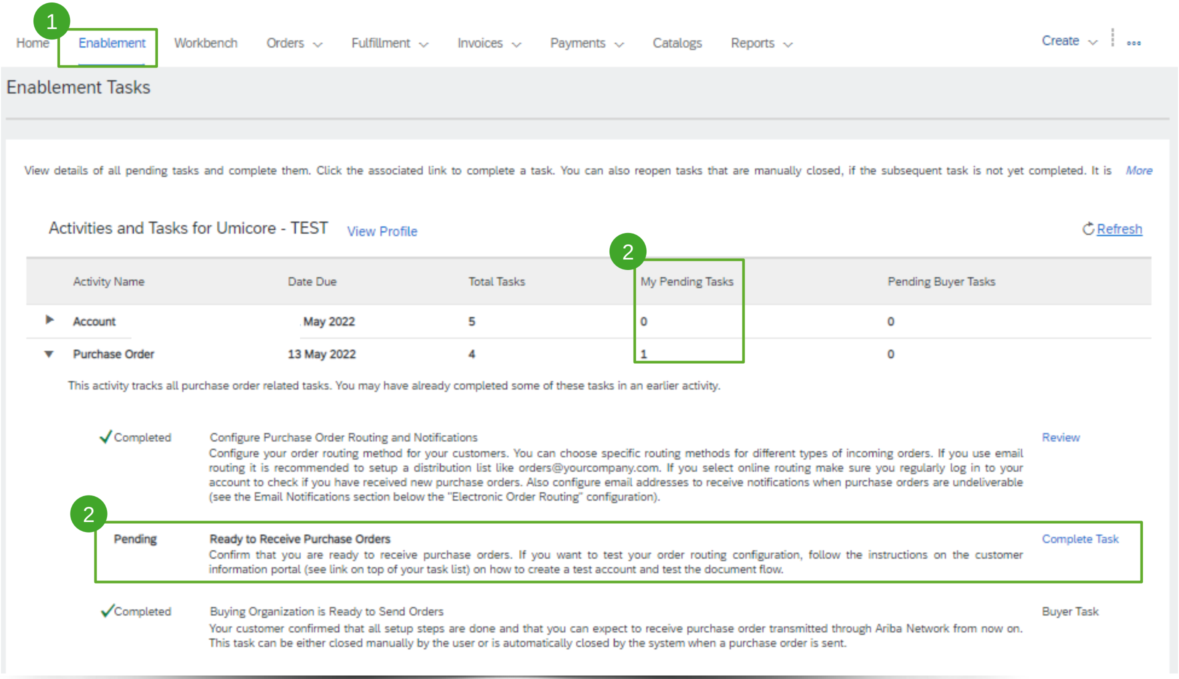
# Profile Setting




1. To complete your profile, select “Company Profile” from the dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Click “save”.

*NOTE: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.*

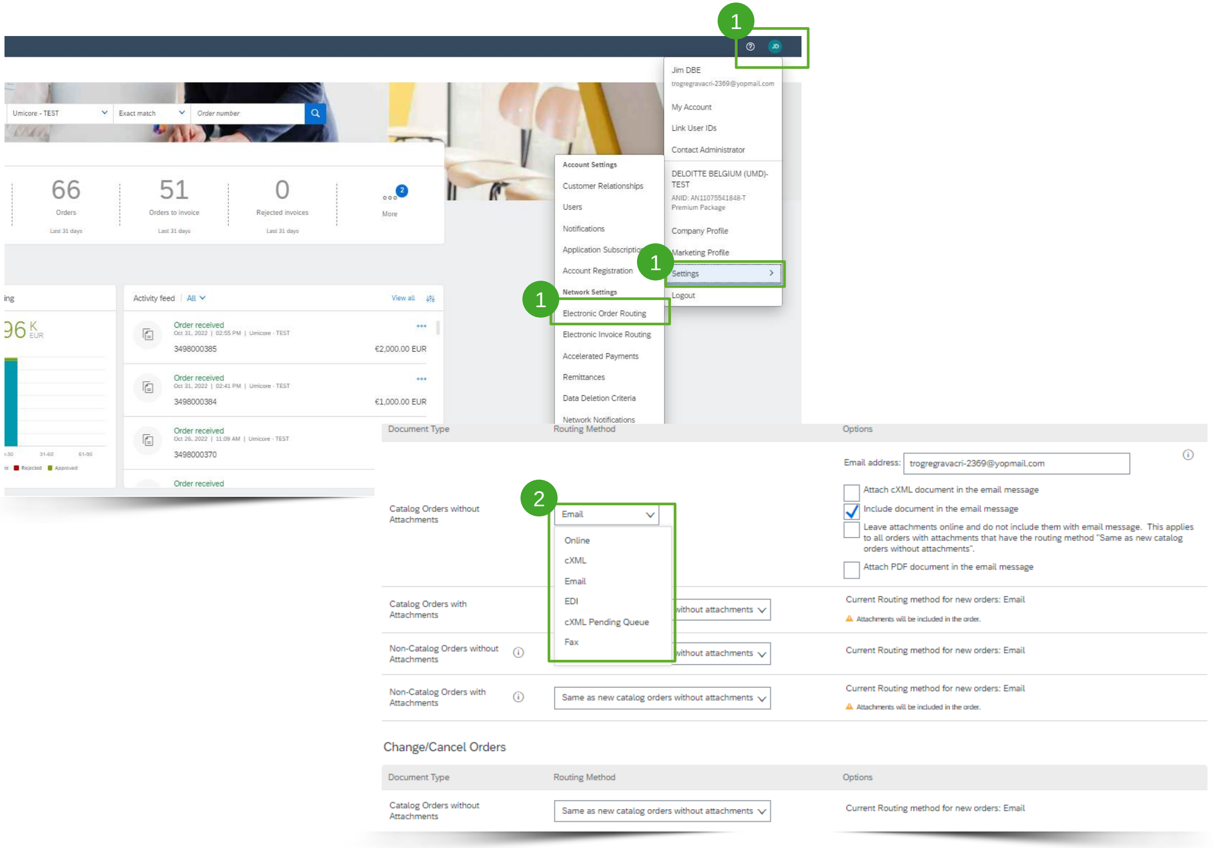
# Enablement Tasks




1. Go to the “Enablement” tab.
2. Select necessary pending tasks for completion.

*NOTE: Some pending asks may be for your customer.*

# Electronic Order Routing Method



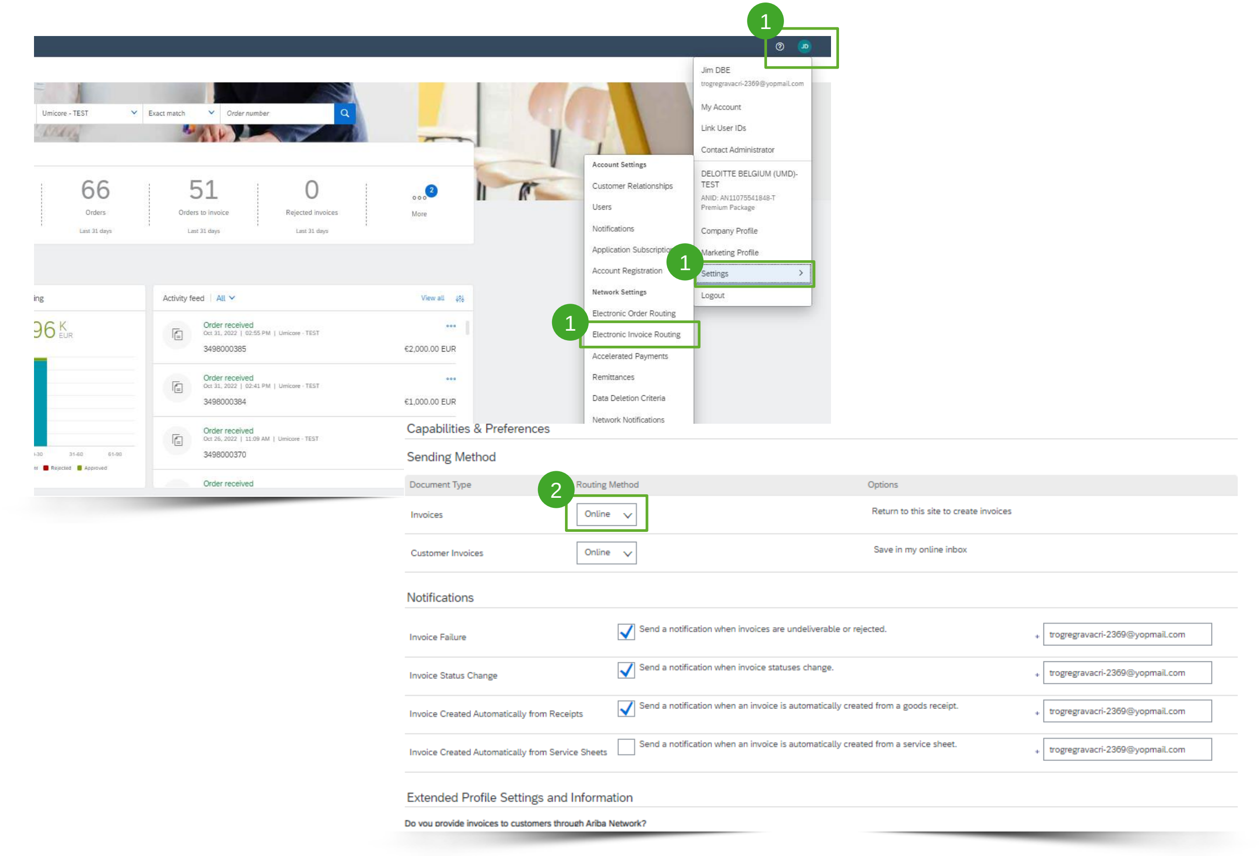

1. Select "Electronic Order Routing" from the dropdown menu.
2. Choose on of the following routing methods:
   1. "Online" (default): orders are received within your account, but notifications are not sent out.
   2. "Email" (recommended): email notifications are sent out, and can include a copy of the PO, when orders are received within your account.
3. Configure e-mail notifications. It is recommended to activate the notification for undeliverable orders.

Additional information

i Select "Same as new catalog orders without attachments" for the other document types to automatically have the settings duplicated.

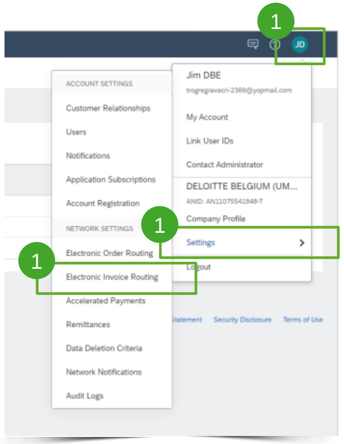
*NOTE: You can enter up to 3 email addresses, separated by a comma and no space.*

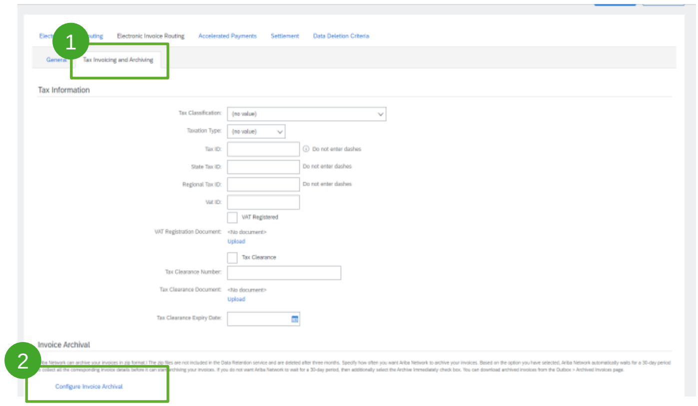
# Electronic Invoice Routing Method

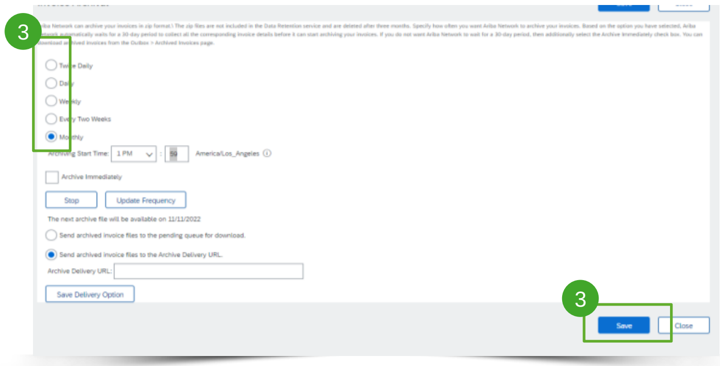



1. Select “Electronic Invoice Routing” from the dropdown menu.
2. Keep the method on Online.
3. Configure the notifications. It is recommended to activate the notification related to updated and rejected invoices.

# Invoice Archival



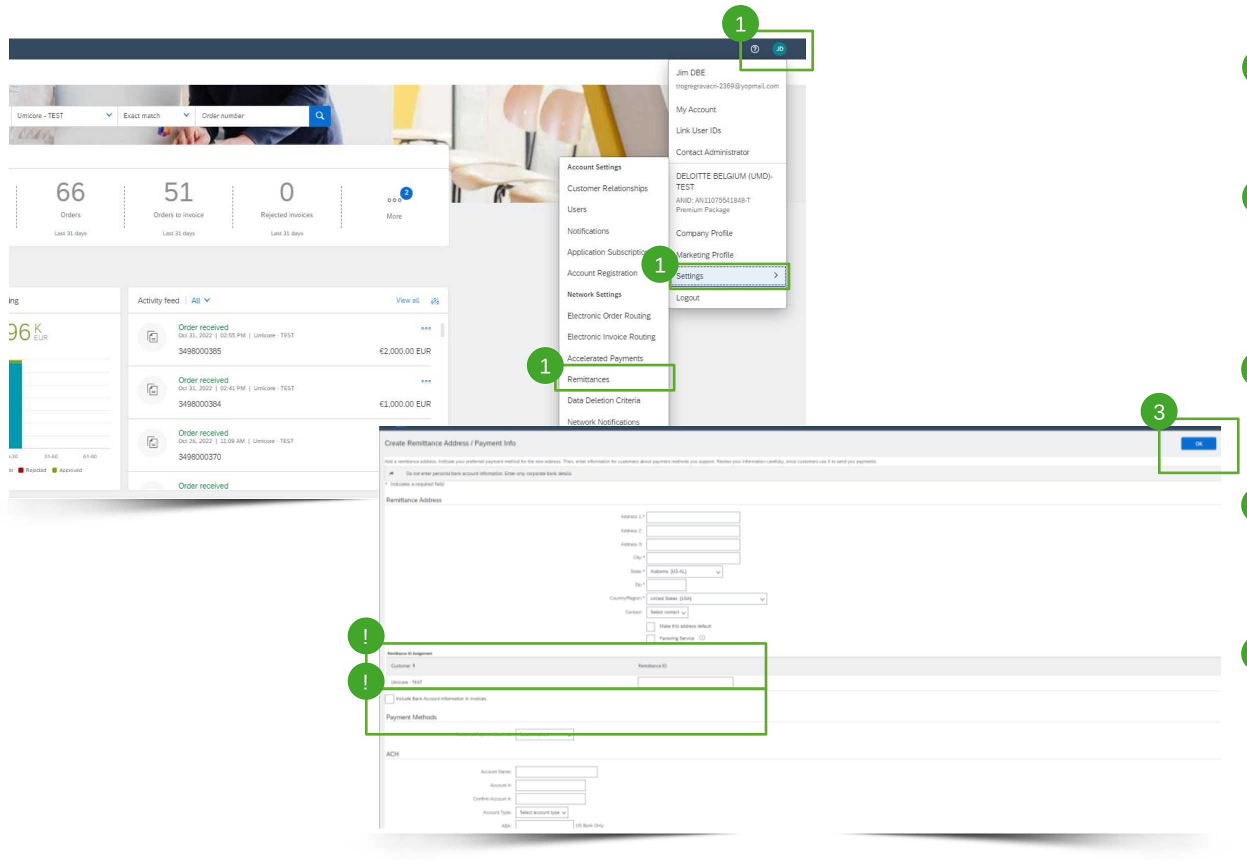

SAP Business Network can archive your invoices in zip format at the frequency of your choice. You can download your archived invoices from Invoices > Archived Invoices.

1. On the “Electronic Invoice Routing” page, choose the tab “Tax Invoicing & Archiving”.
2. Click “Configure Invoice Archival”.
3. Choose the archival frequency. You can also choose to send automatically to an Archive Delivery URL

Additional Information:

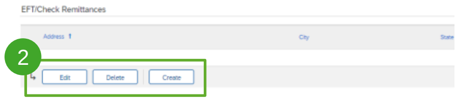
i You can enable the long-term archiving of your invoices. Please refer to the Terms & Policies and to the list of countries covered prior to enabling this option.

# Remittance Information configuration




1 Select "Remittances" from the dropdown menu.

2 Click on "Create" or "Edit" remittance information.



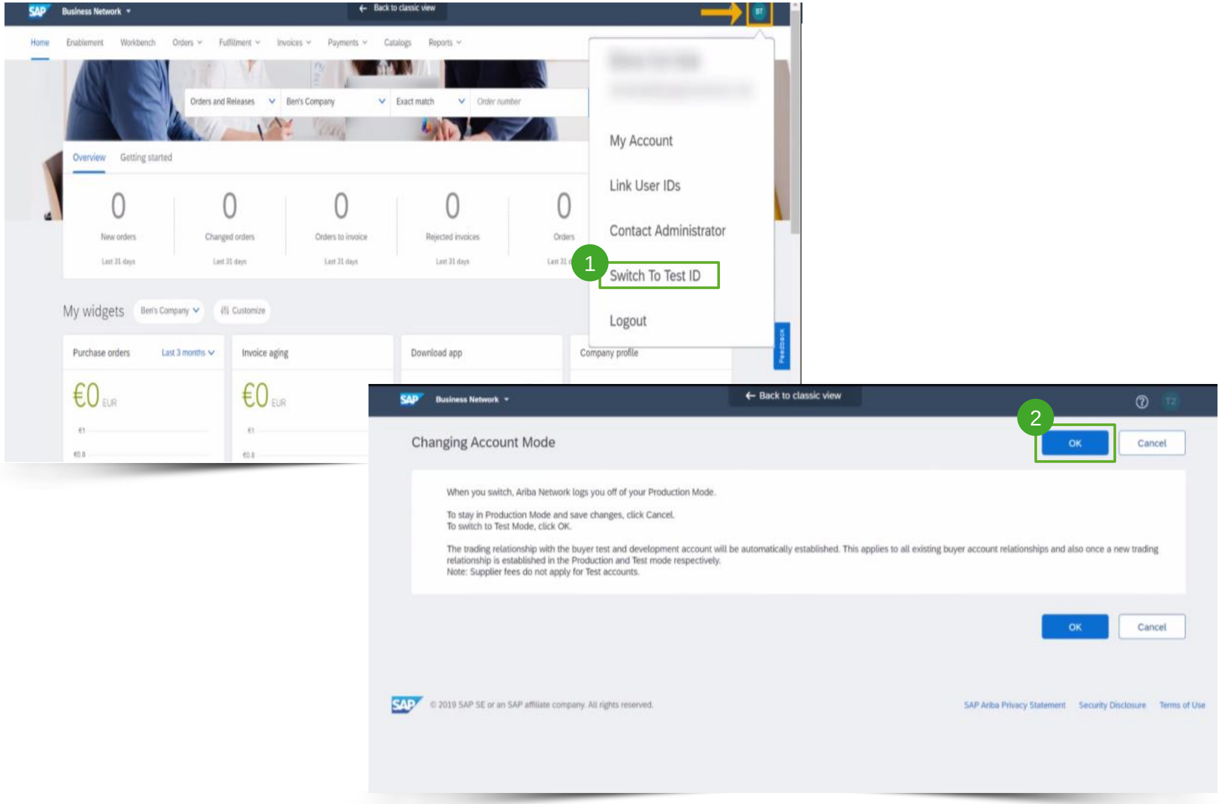

3 Click "OK" when done.

Additional information:

! If clients ask, you can assign IDs to your addresses. Fill in the provided ID in the field next to the customer's name.

! If you are asked to add a payment method and/or banking information, make sure to tick the box "Include Bank Account Information in invoices". Then complete all required fields under ACH or Wire Transfer.

# Setting Up a Test Account




Setting up a Test account is **a requirement prior to starting a Catalog or Integration project**.

To set up your Test Account, login to your SAP Business Network Production Account.

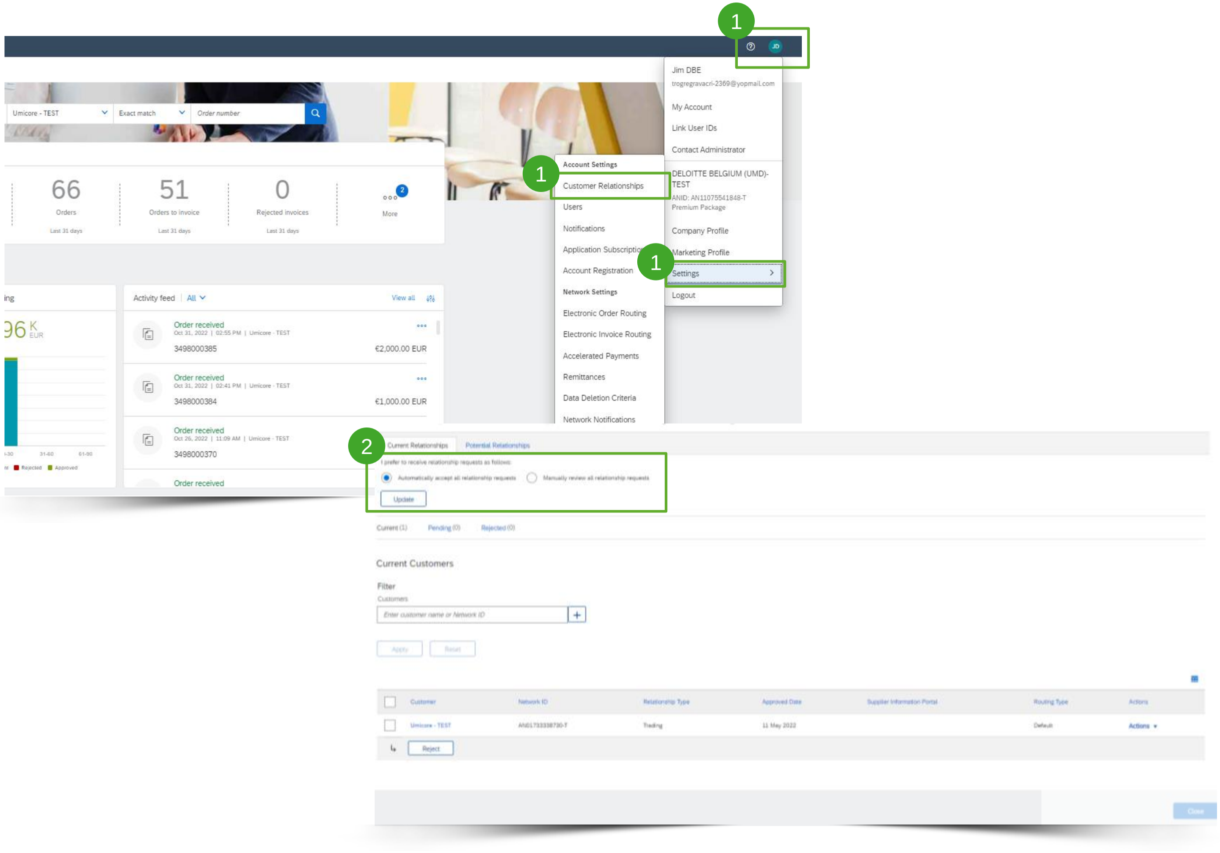
1. Click the Account Settings in the top right corner and select Switch to Test ID.
2. Click “OK”

Additional information:

! The first time you will need to create a Username and Password.

*NOTE: Test account is only available to the account administrator or the authorized user.*

# Setting up a trading relationships




1 Select “Customer Relationships” from the dropdown menu.

2 Set up your preferences for the new relationship requests (automatic acceptance or manual review).

<u>Additional information:</u>

! Clicking on the name of a customer will display all rules and permissions enabled within relationship.

! You can access the Supplier Information Portal of each customer by clicking on the hyperlink. This portal gives you documentation and instructions that are specific to each customer project.

# Administrator Settings

# Creating Roles (Administrator Only)

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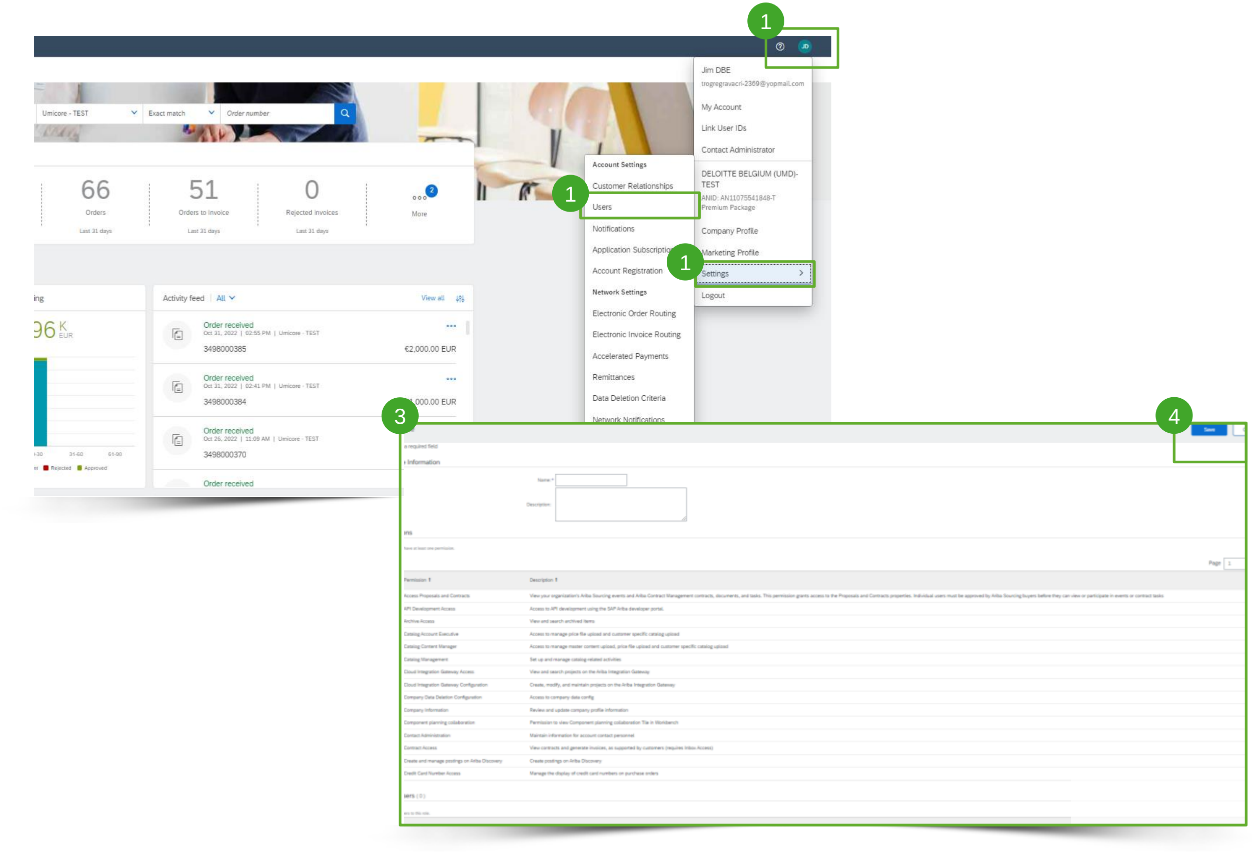



1 Select “Users” from the dropdown menu.

2 Under the tab “Manage Roles”, click on the “+” sign.

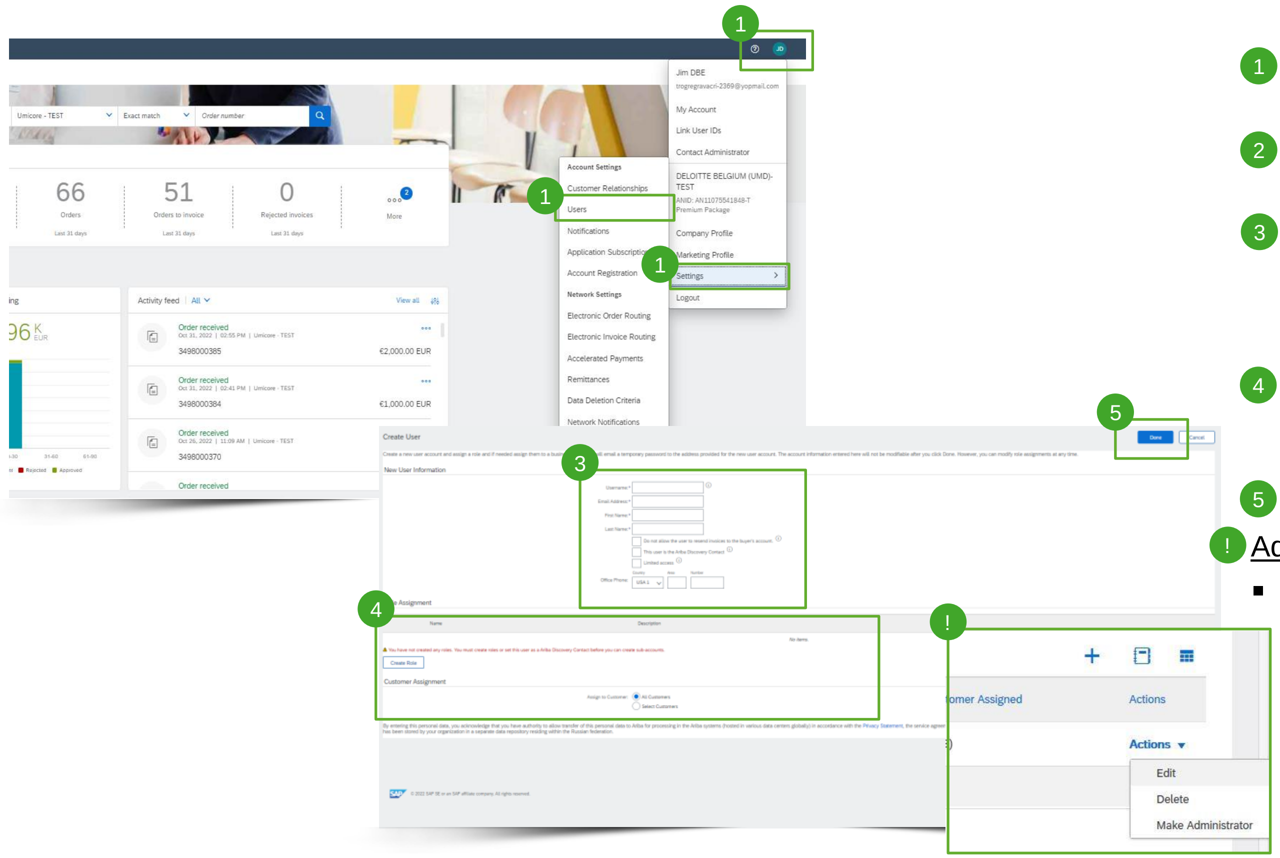
3 Enter a name and description for the role, then select the permissions.

4 Click “Save”.

<u>Additional information:</u>

! You can create up to 10 custom roles.

# Managing users (Administrator Only)



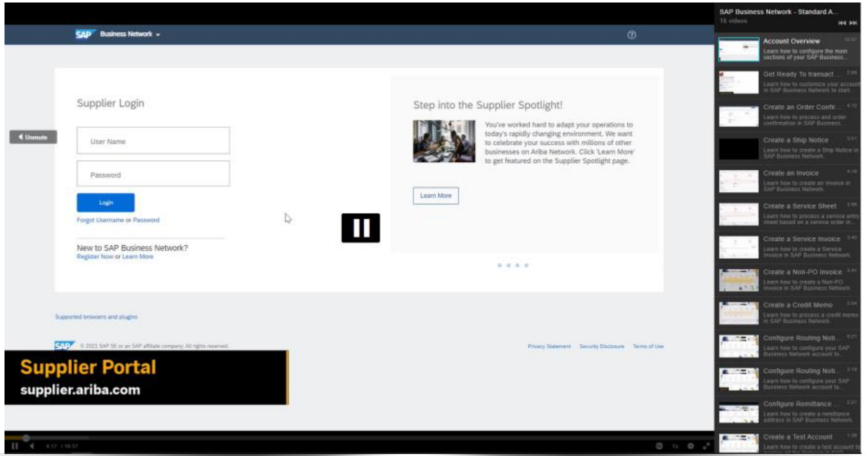

1. Select “Users” from the dropdown menu.
2. Under the tab “Manage Users”, click on the “+” sign to create a new user.
3. Enter a username (email format), email address, first and last name, and optionally a phone number for this user.
4. Select a role in the Role Assignment section and the customer assignment.
5. Click “Done’

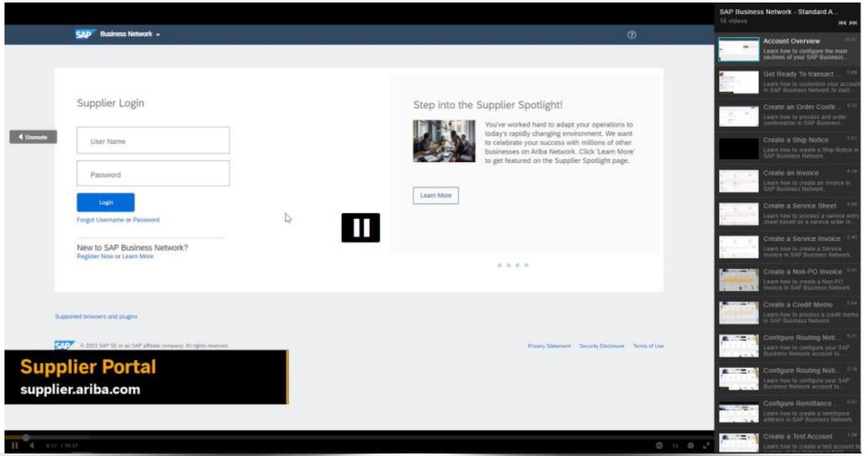
! <u>Additional information:</u>

- To Edit or Modify users, click on Actions. They are:
  - “Edit” to modify role or reset the user’s password.
  - Delete user.
  - Make administrator.
  - Add/remove from contact list.

# Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:




[***Click here for English***]

[***Click here for French***]

For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team (ariba.supplier.support@umicore.com)

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