

1. How to become a registered supplier on SAP Business Network

1.3a Supplier registration – How to configure your SAP Business Network Order routing

How to configure your SAP Business Network Order routing

If you go back to the homepage and select **'your initials'** and **'Settings'**, you will see a menu appear on the left.

You can set up how you want to receive Orders and who should receive orders and changed orders in your company in **'Electronic Order Routing'**

Note:

- An Order can be cancelled by dsm-firmenich up until the moment that a Shipping Notice is placed by you.
- All Orders need to be confirmed within the "need by date".
- You will receive reminders by email, if want to change the settings go to 'Notifications'.

The screenshot displays the SAP Business Network interface for a user named 'TestSupplier Three'. The main content area shows the 'Company Profile' for 'Test Supplier 3', which includes the following information:

- ANID: AN01529346893-T
- DUNS: -
- Employees: -
- Business Type: -
- Legal Form: -
- Founded: -
- Revenue: -
- Stock Symbol: -
- Product and Service Categories: Chemical detoxification
- Ship-to or Service Location: Hautes-Alpes

A navigation menu is open on the right side of the screen, showing options such as 'My Account', 'Link User IDs', 'Contact Administrator', 'DSM Test Supplier 3', 'Company Profile', 'Settings', 'Logout', 'Generative AI', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Data Deletion Criteria'. The 'Settings' and 'Electronic Order Routing' options are highlighted with red boxes.

How to configure your SAP Business Network Order routing

- Set up how you want to receive orders.
- Scroll down and go to 'New Orders'.

The screenshot shows the SAP Business Network configuration interface. At the top, it displays 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main heading is 'Network Settings', with 'Save' and 'Close' buttons. Below this are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A note states '* Indicates a required field'. Under 'External System Integration', there are links for 'Configure cXML (native) integration' and 'Configure SAP Integration Suite, managed gateway for spend management and SAP Business Network (non-native integration)'. Under 'Non-Catalog Orders with Part Numbers', there is a checkbox for 'Process non-catalog orders as catalog orders if part numbers are entered manually'. Under 'Status Update Request Notifications', there is a checkbox for 'Do not send status updates for inbound documents in pending queue'. A 'New Orders' button is highlighted with a red border. At the bottom, there is a table header with 'Document Type', 'Routing Method', and 'Options'. An 'Email address' field contains 'XXX@xyz.com'.

How to configure your SAP Business Network Order routing

Set up how you want to receive orders:

1. For example, **'Email'**, **'Online'**, meaning you often log into the platform to receive orders.
2. The **e-mail address(es) of users who should receive orders** (maximum 3).
3. If you want to receive a **PDF attachment of the order by email**, you can select this option.
4. Click on **'Save'**.

The screenshot displays the SAP Business Network configuration interface. At the top, the 'Network Settings' window is open, showing tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. A 'Save' button is highlighted with a blue box and the number '4'. Below this, the 'External System Integration' section includes a link for 'Configure cXML (native) integration'.

The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. A dropdown menu for 'Routing Method' is open, showing options: 'Email', 'Online', 'cXML', 'Email', 'EDI', 'cXML Pending Queue', and 'Fax'. The 'Email' option is selected and highlighted with a blue box and the number '1'. To the right, the 'Email address' field contains 'cindy.van-den-elzen@dsm-firmenich.com' and is highlighted with a blue box and the number '2'. Below this, three checkboxes are visible: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Attach PDF document in the email message' (checked). The third checkbox is highlighted with a blue box and the number '3'. The 'Current Routing method for new orders' is set to 'Email' for all three document types, with a warning icon indicating that attachments will be included.

The 'Change/Cancel Orders' section also contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' for all three document types is set to 'Same as new catalog orders without attachments'.

We bring progress to life