

Supplier Onboarding Pack

SAP Business Network

May 2023

Nemak
Innovative Lightweighting





Pause Think Act

*Nemak is committed to our people, the environment,
and the communities we work in*



Index

Nemak's project scope

Ways of working

1. Portal
2. Integration

What is SAP Business Network

Commerce Automation (CA) & Supply Chain Collaboration (SCC)

Onboarding process

1. Account setup
2. Profile update
3. Training

Frequently asked questions

Support

The SAP Business Network EDI project seeks to streamline communication with our suppliers

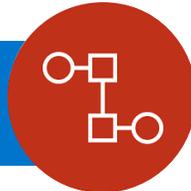


Project objectives:

Achieve business to business collaboration with our suppliers



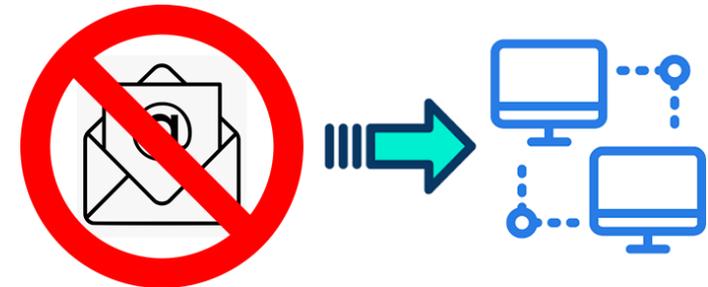
Improve process efficiency



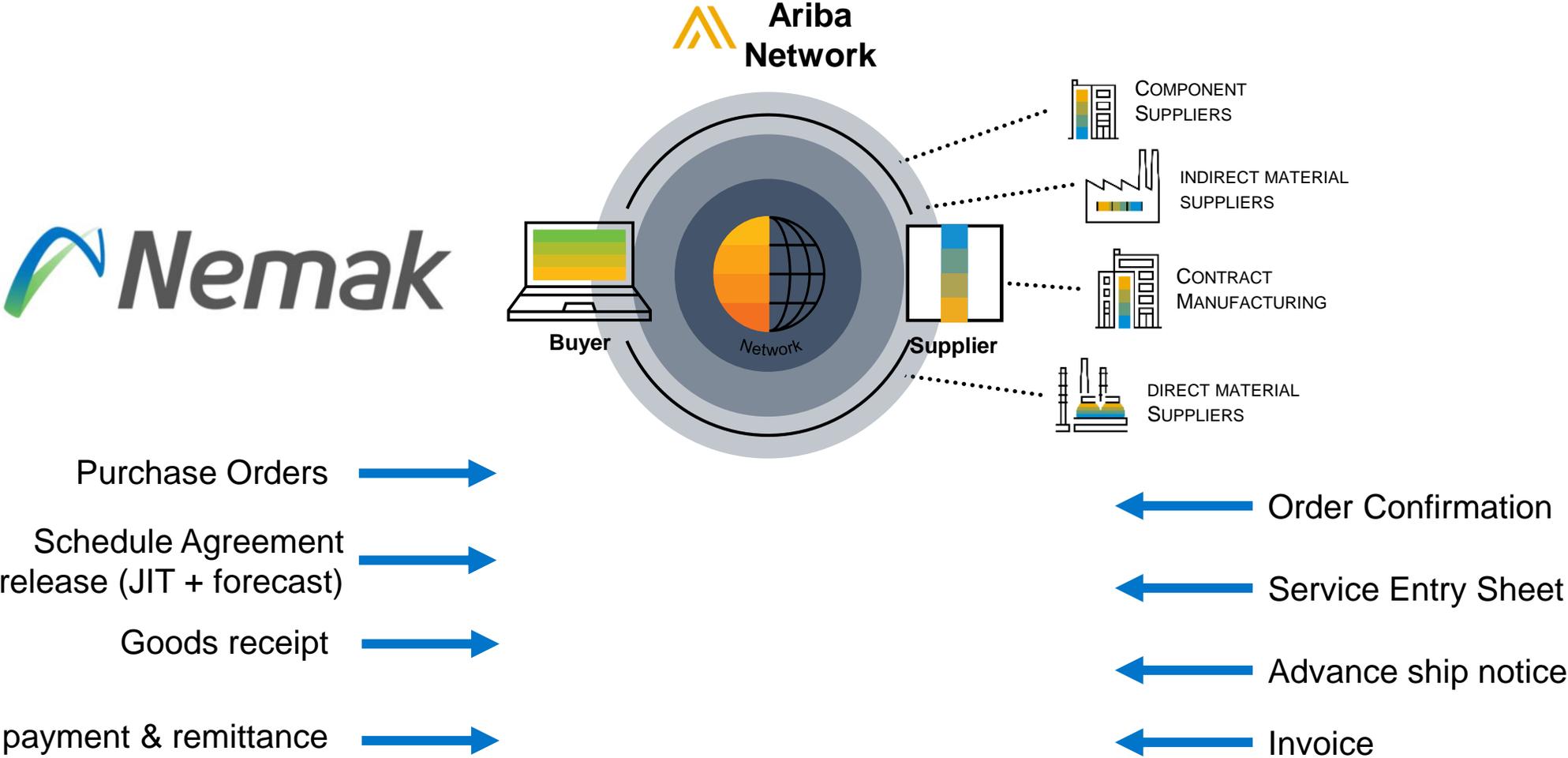
Ensure reliable data interchange



Migrate from emails to electronic communication

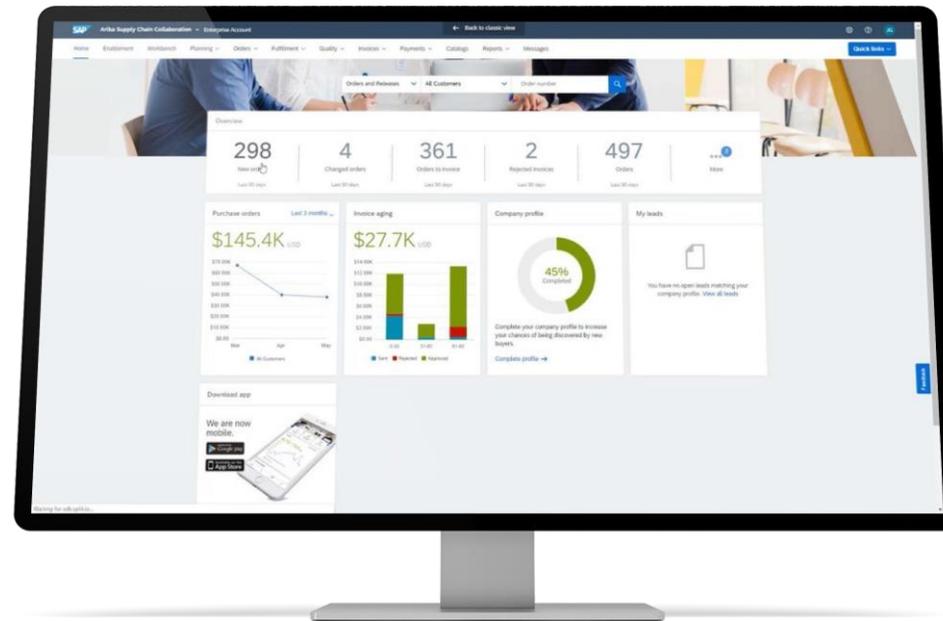


SAP Business Network Seller Integration project scope



What is SAP Business Network?

- SAP Business Network is a web-based marketplace for Suppliers to interact with Customers for the exchange of transaction-based documentation related to the supply of goods and/or services.



For more information on the SAP Business Network, please visit [SAP's, Ariba Network Page](#).



SAP Business Network Mobile Application



- Via the Mobile App, Suppliers can: receive **notifications**, receive **status updates**, monitor **Order** and **Invoice activity**, **'Confirm'** Orders, view basic **reports**, update your **company profile**, create **standard PO** or **non-PO invoices**, create **credit memos**, line-item **credit memos**, and line-item debit memos.
- Click [here](#) to review more about the SAP Supplier Mobile App.
- The Mobile App can be downloaded directly from iTunes or Google Play or via the tile on the Home page of the SAP Business Network.



Benefits to join SAP Business Network

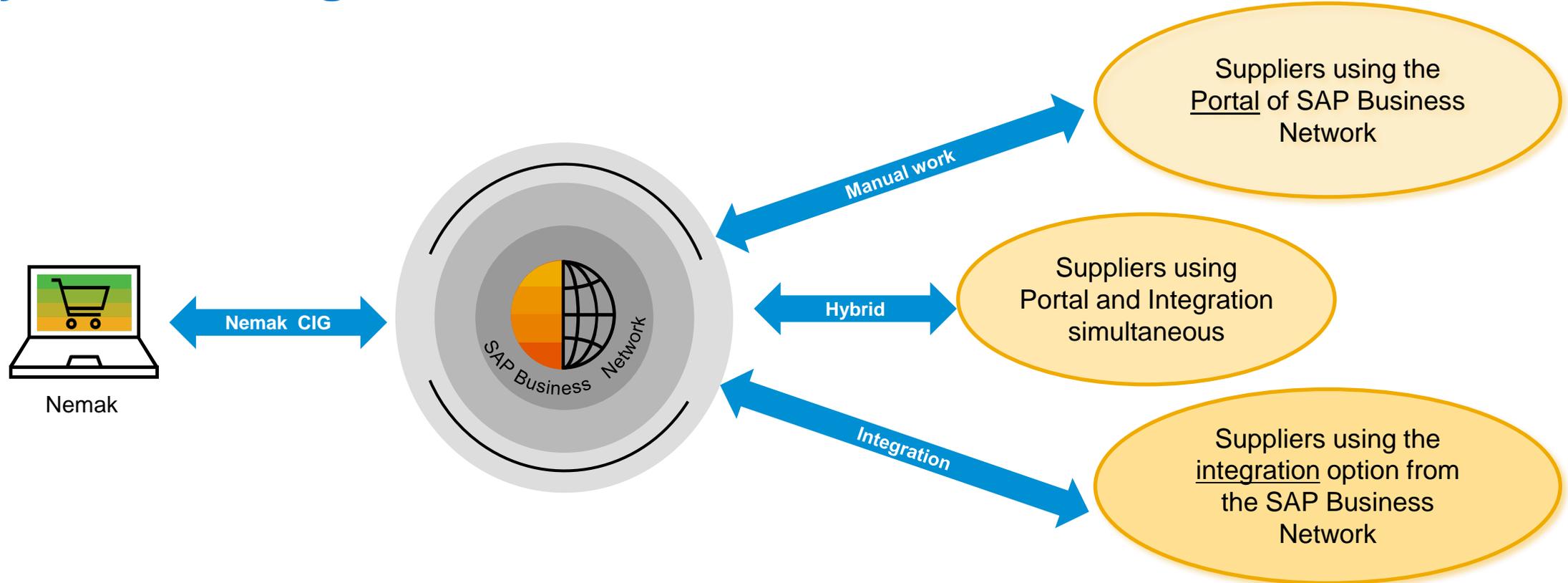


Nemak is always looking for ways to improve efficiency, better serve our customers and build stronger relationships with our suppliers. With this in mind, last year Nemak initiated the implementation of **SAP Ariba Network®** in our purchase to pay processes globally.

- There are significant benefits for suppliers to participate in Ariba Network:
- Reduce administrative expenses for items by moving away from paper and manually transmitted documents
- Real-time visibility of purchase orders, modifications, and materials receptions
- Automatic invoice matching and transparency of payment status



Ways of Working



- The flexibility offered to the suppliers translates in an added value for Nemak.
- For Nemak there is only one connection – to the SAP Business Network. The information flows in a similar way no matter how the supplier is choosing to use the platform.
- Suppliers can choose to work manually in the Portal or to integrate. It's also possible to integrate part of the documents and use the portal for others

Supplier decides whether or not to integrate via Ariba



SAP Business Network modules

Connectivity

Categories

Messages

CA
Commerce
Automation

- Portal
- Integrated

- MRO
- Contracted services
- CAPEX
- Aluminum & alloys

- **Purchase order**
- Service entry sheet
- PO confirmation
- Advance Ship Notice
- Goods receipt
- Invoice
- Payment plan
- Remittance advice

SCC
Supply Chain
Collaboration

- Integrated
- Portal

- Production materials
- Manufacturing services

- **Schedule agreement**
- Advance Ship Notice outbound
- Proof of delivery
- Plant inventory
- Consumption notice
- Invoice
- Payment plan
- Remittance advice

- Invoice not applicable for MX and BRA local suppliers

OUT OF SCOPE

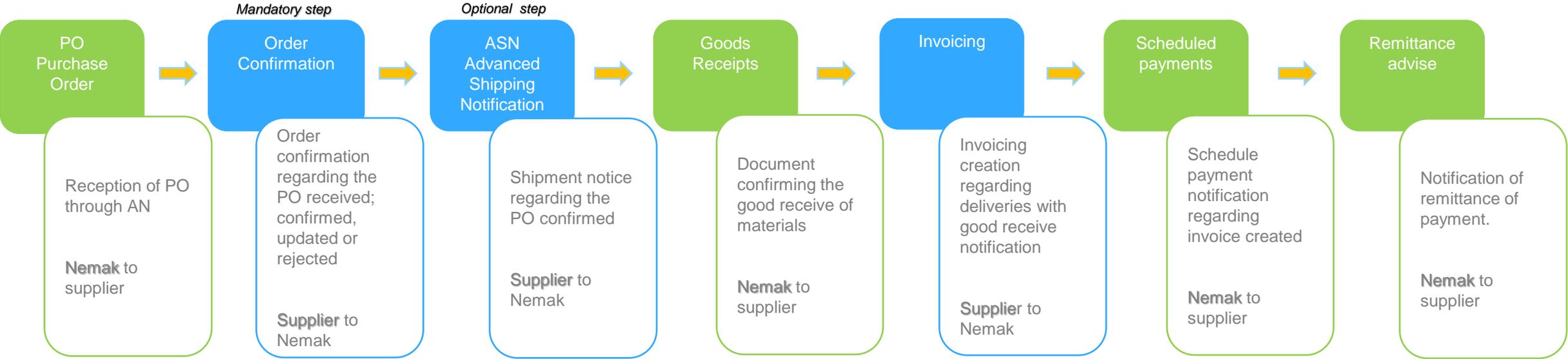
RFQ's, e-catalogs, Non-Po purchases, Regularized invoices, Inter-company, Consignment, Return Orders.



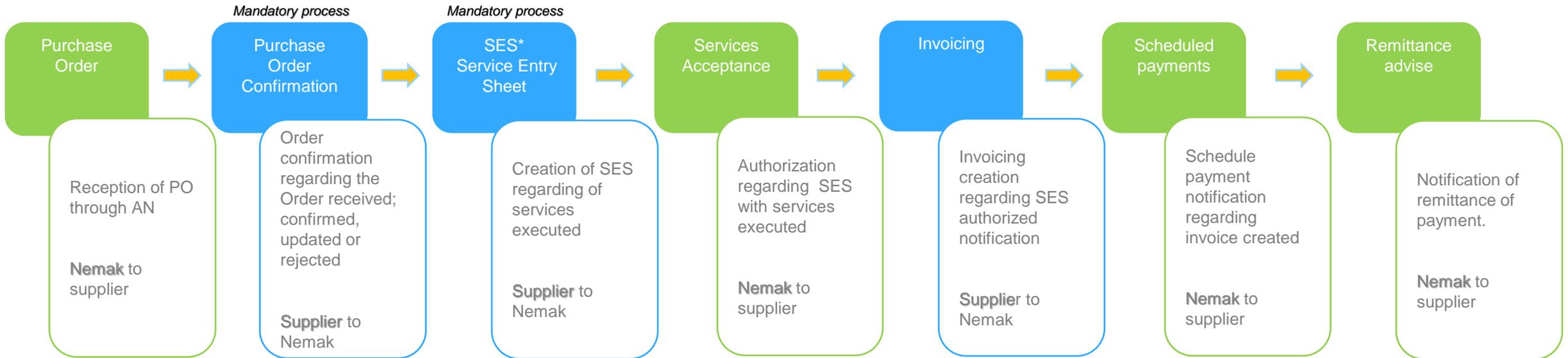
CA Commerce Automation by Purchase orders



Processes by document – Materials Purchase Order



Processes by document – Contracted Services Purchase Order



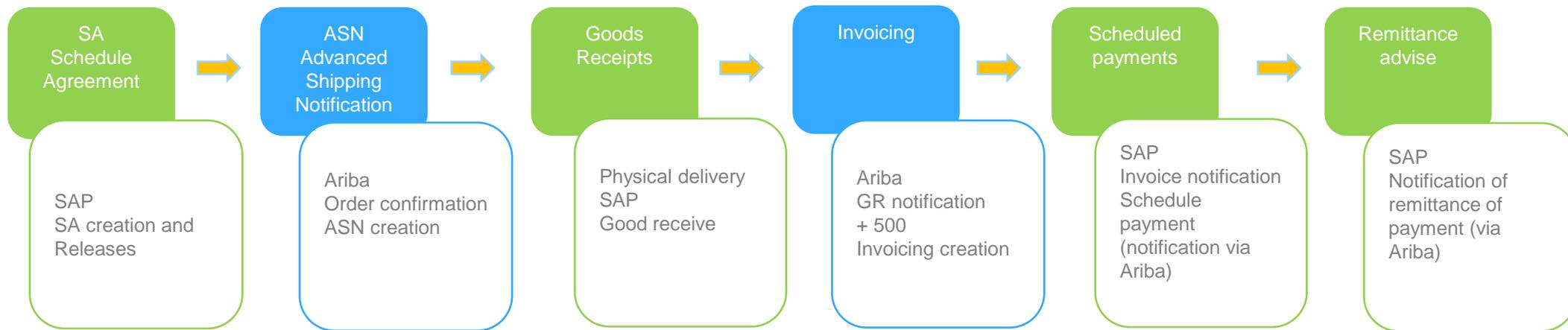
Nemak Supplier



SCC Supply Chain Collaboration



Direct Material – Schedule Agreement (SA)

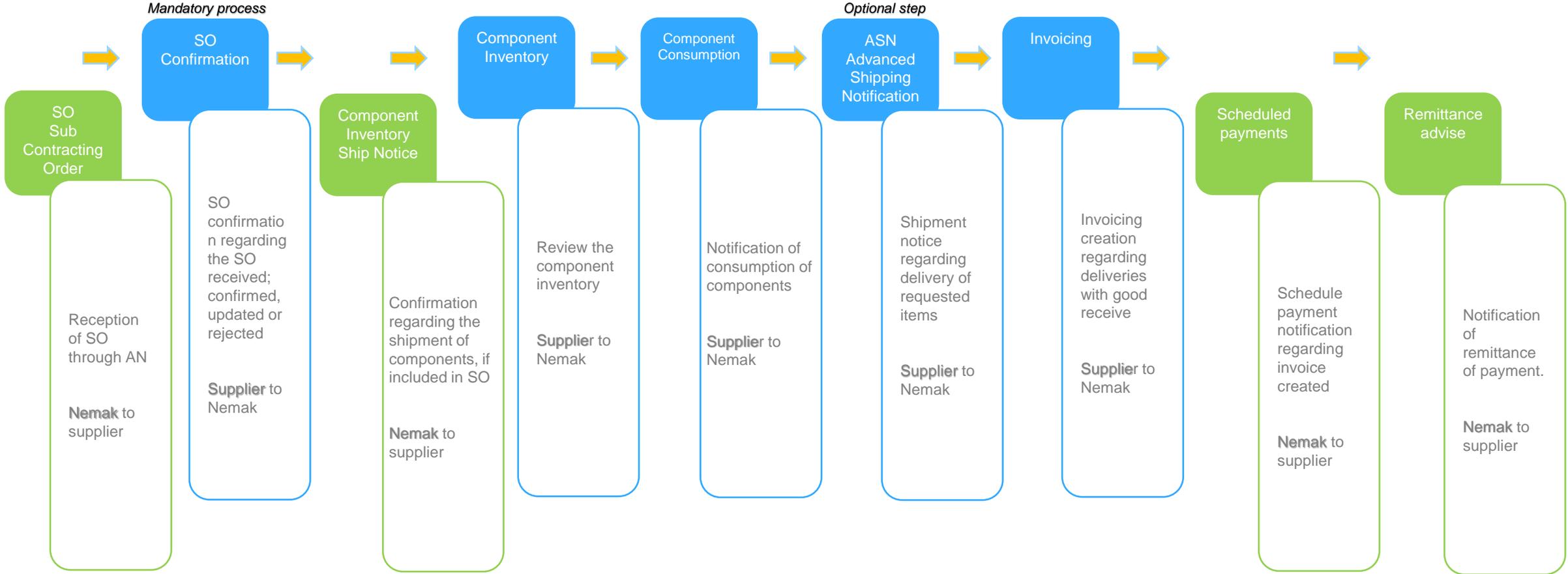


Nemak Supplier

✓ For components and production materials with a regular replenishment (liners, resins, sands, etc)



Processes by document – Subcontracting Order (SO)



- ✓ Subcontracting Order includes all Manufacturing services
- ✓ Ariba enabling, one by one.

Onboarding process



Ariba Account Types



	A STANDARD	B ENTERPRISE
PO process	✓ Manual	✓ Manual or automatic (B2B integration)
Access	✓ Processing of PO's starts in e-mail notification and continues on Portal	✓ Directly via Portal, mail notifications or integrated with Supplier ERP
Reports	✓ Limited reporting capabilities	✓ Reports of transactions and sales available to download
Support	✓ On-line help center	✓ On-line help center, phone call and chat
Cost for supplier	Free	Fees apply based on PO value

Nemak recommends standard account, but it is supplier decision which account type to select
 By default, all SCC suppliers are upgraded to enterprise account for free, only for NEMAK



1. Account setup



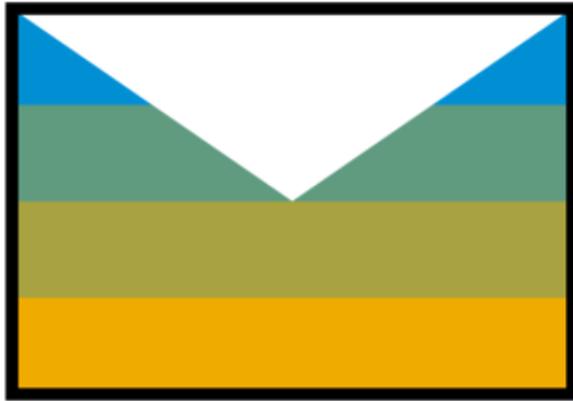
You have two options to set up your account:

1. Trading Relationship Request (previous go live)
2. Interactive Email (after go live)

You will be required to have an **Ariba Network®** account to be able to transact with Nemak. Suppliers can transact for **free** when using a **Standard Account**. There are no document thresholds or costs.



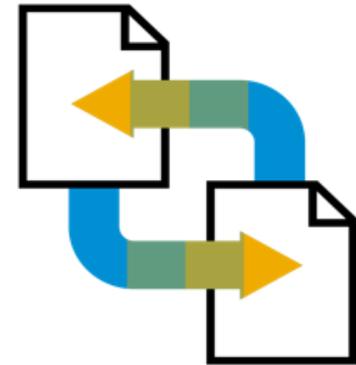
1. Trading Relationship Request (previous go live)



Receive Trading Relationship Request (TRR)



Accept TRR with the help of an onboarding specialist



Ready to transact

1. Trading Relationship Request (previous go live)



What is a TRR?

- A Trading Relationship Request involves sending the potential trading partner an invitation to join Ariba Network and connect with the inviting company. Once the invitation is accepted, the two companies can exchange documents and collaborate on procurement and supply chain activities through Ariba Network.
- The TRR process is an important step in establishing a trading relationship between two companies on Ariba Network, and it helps to ensure that all necessary information is exchanged and that both parties are aligned on the terms of the relationship.

From: Nemak <ordersender-prod@ansmtp.ariba.com>
Sent: Thursday, February 23, 2023 10:10 AM
To: Solis, Raul <r.solis@sap.com>
Subject: Aktion erbeten: Akzeptieren Sie die Anfrage zur Aufnahme einer Geschäftsbeziehung von Nemak für

SAP Ariba 



You recently received a letter announcing the Nemak partnership with SAP Ariba, to streamline our procurement processes. Below is your company's invitation to join Ariba Network and confirm your participation. In the future, documents will be transmitted via Ariba Network. This is an important and mandatory step to continue doing business with Nemak.

We value your relationship as a key supplier to our business and thank you in advance for complying with this request within 5 business days. Important details regarding the Ariba Network continue below.

IMPORTANT: After accepting the trading relationship request and registered your account, remember to create your Test Account.

Best regards,
Nemak Purchasing



1. Trading Relationship Request (previous go live)



Steps to accept the TRR and create your SAP Business Network account:

1. Log in to your Ariba Network Supplier account.
2. Click on "Trading Relationship Requests" in the left-hand menu.
3. In the list of pending requests, look for the request from Nemak.
4. Click on the "View Details" button next to the request.
5. Review the request information to make sure it's legitimate and you're willing to establish a business relationship with the requester.
6. If you agree to the request, click on the "Accept" button at the bottom of the page.
7. Confirm your acceptance in the pop-up window that appears.
8. The request will move from the pending requests list to the active trading relationships list.

Please note that when you sign into SAP Business Network®, you accept [Terms of Use](#) which allow Ariba to issue invoices on your behalf. For this reason, only invoices generated via Ariba Network® will be considered as tax valid, any invoices sent via email will be rejected.



2. Interactive Email (after go live)



Receive Interactive Email PO



Click The Process Order Button



Sign Up Or Login



2. Interactive Email (after go live)



SAP Ariba 

Your Customer sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

Process order

IMPORTANT:

Before You Click The **Process Order** Button For The First Time:

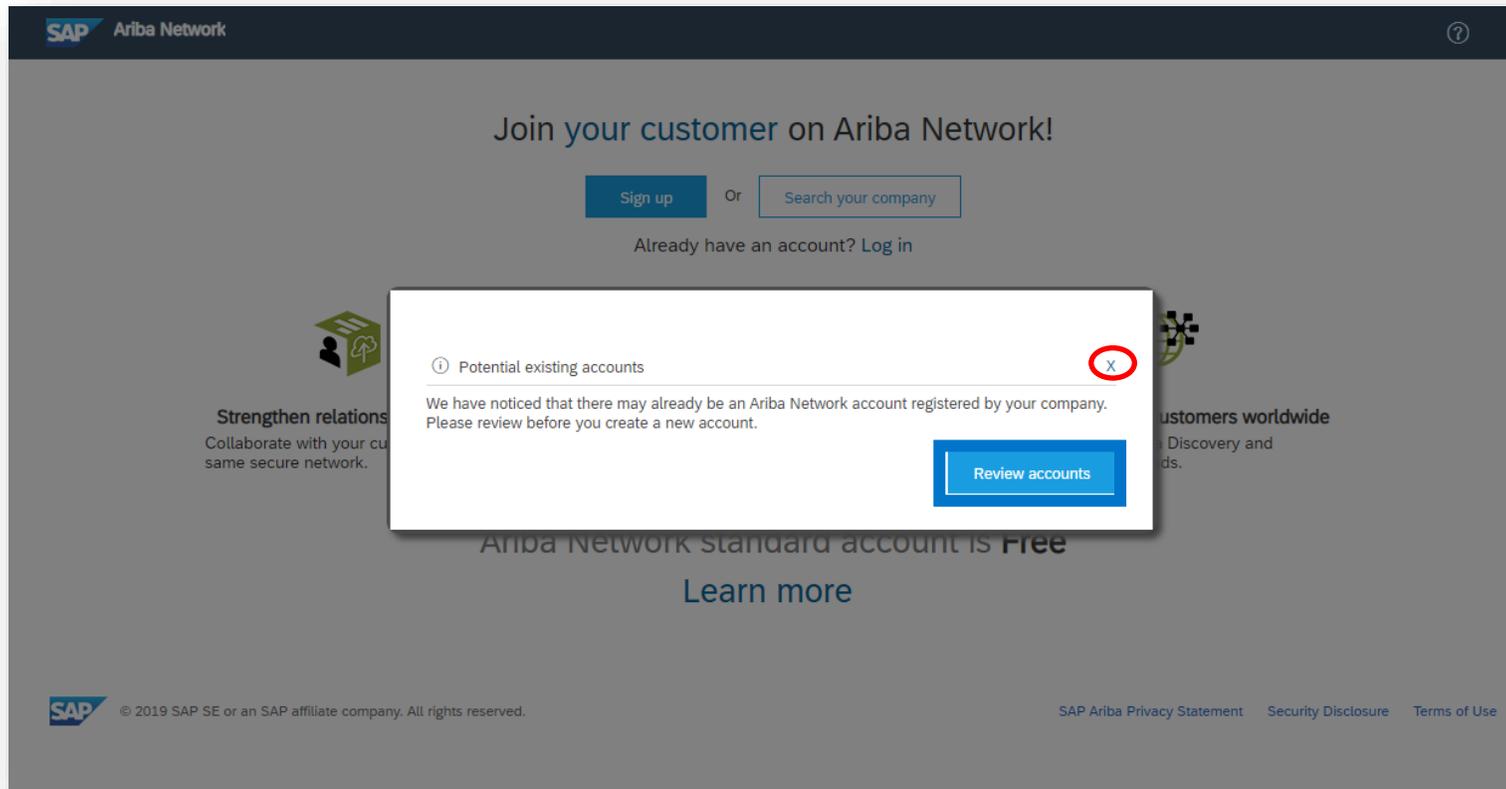
1. Align Internally
2. Designate / Know Administrator

To Get Started:

Click The **Process Order** Button In The PO Interactive Email



2. Interactive Email (after go live)



Ariba Network Automatically Checks For Potential Existing Accounts

- Click **Review accounts** If You Want To Check for An Existing Account For Your Company
- If You Want To Skip This Step, Press **X** In The Top Right Corner



2. Interactive Email (after go live)

Join **your customer** on Ariba Network!

[Sign up](#)
Already have an account [Log in](#)



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

Select The **Sign Up** Option To Create A New Standard Account

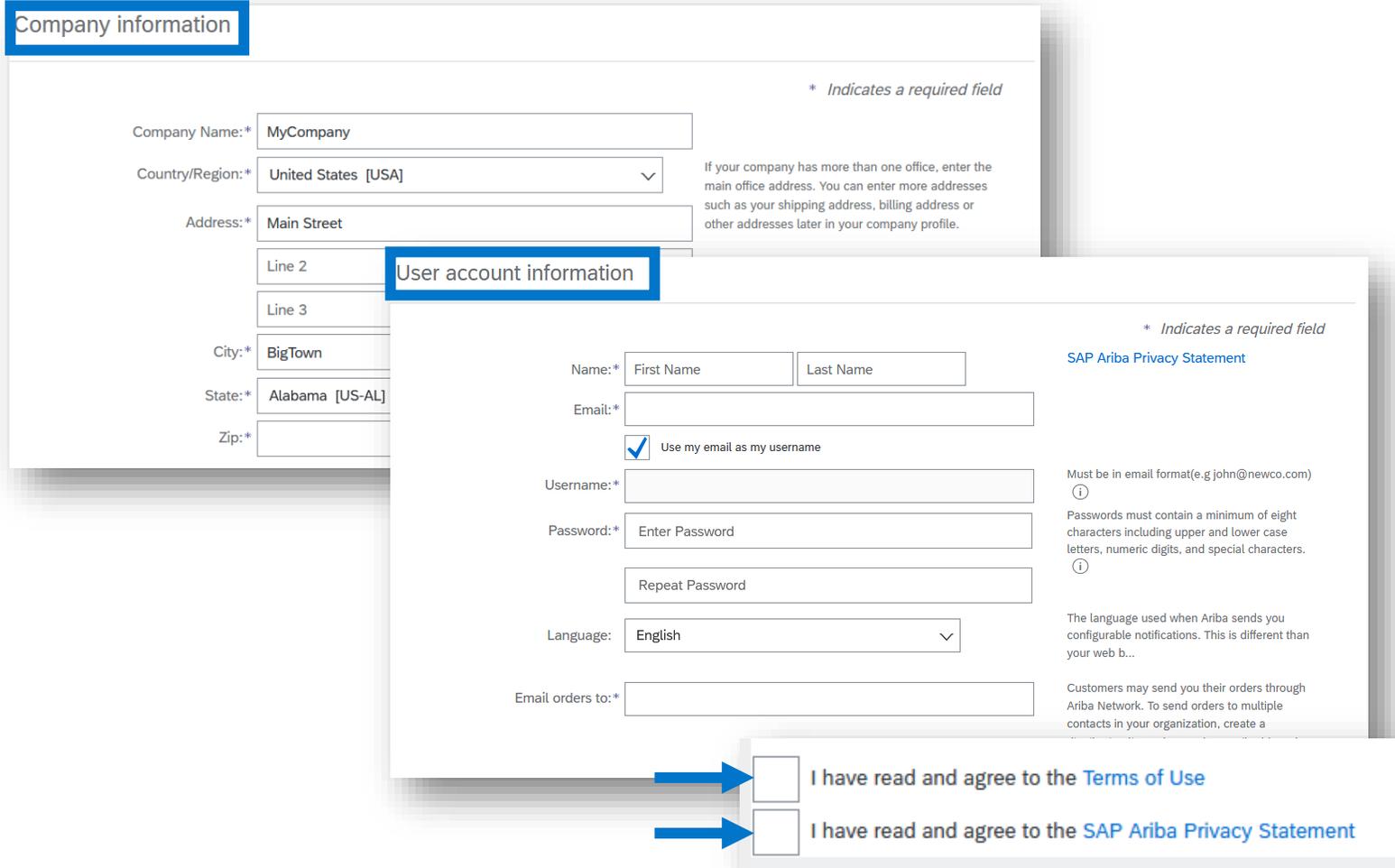
-OR-

Use Your Existing Standard Account By Clicking On **Log in**



2. Interactive Email (after go live)

1. Review your **Company Information**
2. Enter your **User Account Information**
3. Accept **Terms of Use** and click on **Register**



Company information

* Indicates a required field

Company Name:* MyCompany

Country/Region:* United States [USA]

Address:* Main Street

Line 2

Line 3

City:* BigTown

State:* Alabama [US-AL]

Zip:*

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.

User account information

* Indicates a required field

[SAP Ariba Privacy Statement](#)

Name:* First Name Last Name

Email:*

Use my email as my username

Username:*

Password:* Enter Password

Repeat Password

Language: English

Email orders to:*

Must be in email format(e.g john@newco.com)

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

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

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a...

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

I have read and agree to the [SAP Ariba Privacy Statement](#)

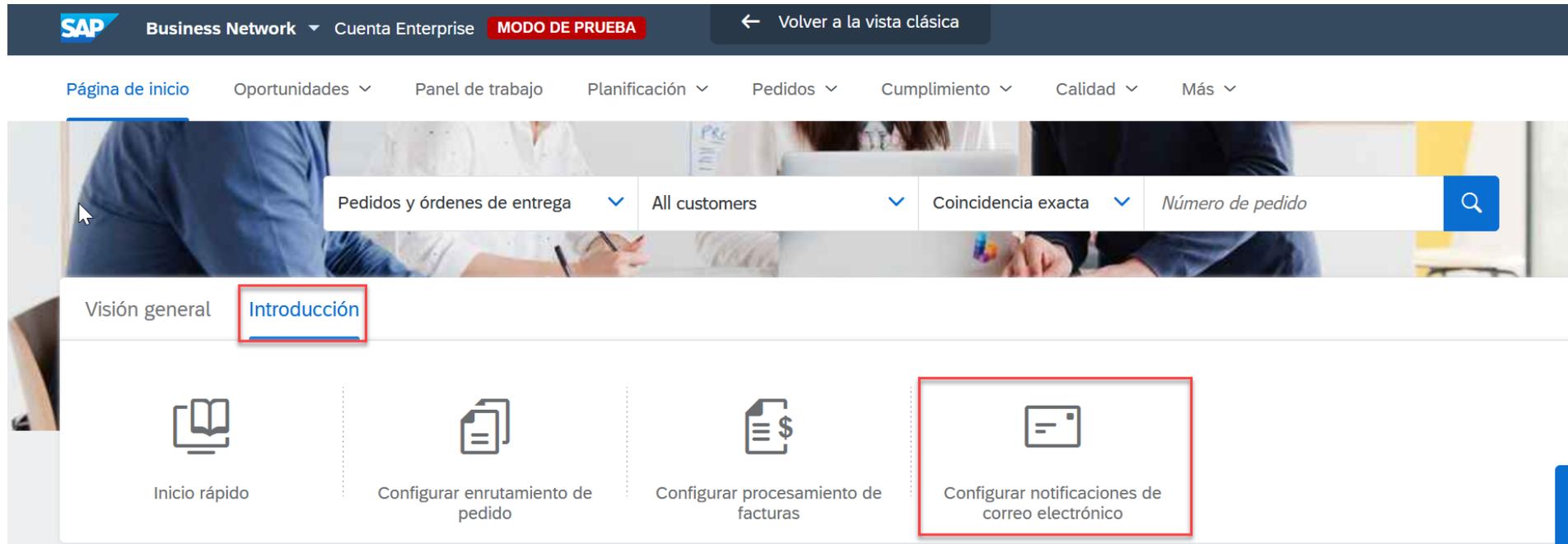
Please note that when you sign into SAP Business Network®, you accept [Terms of Use](#) which allow Ariba to issue invoices on your behalf. For this reason, only invoices generated via Ariba Network® will be considered as tax valid, any invoices sent via email will be rejected.



2. Profile update

How do I receive document notifications in my email account?

- Access the notification settings page and check the registered emails to receive notifications. Here you can add or modify additional emails from your company.



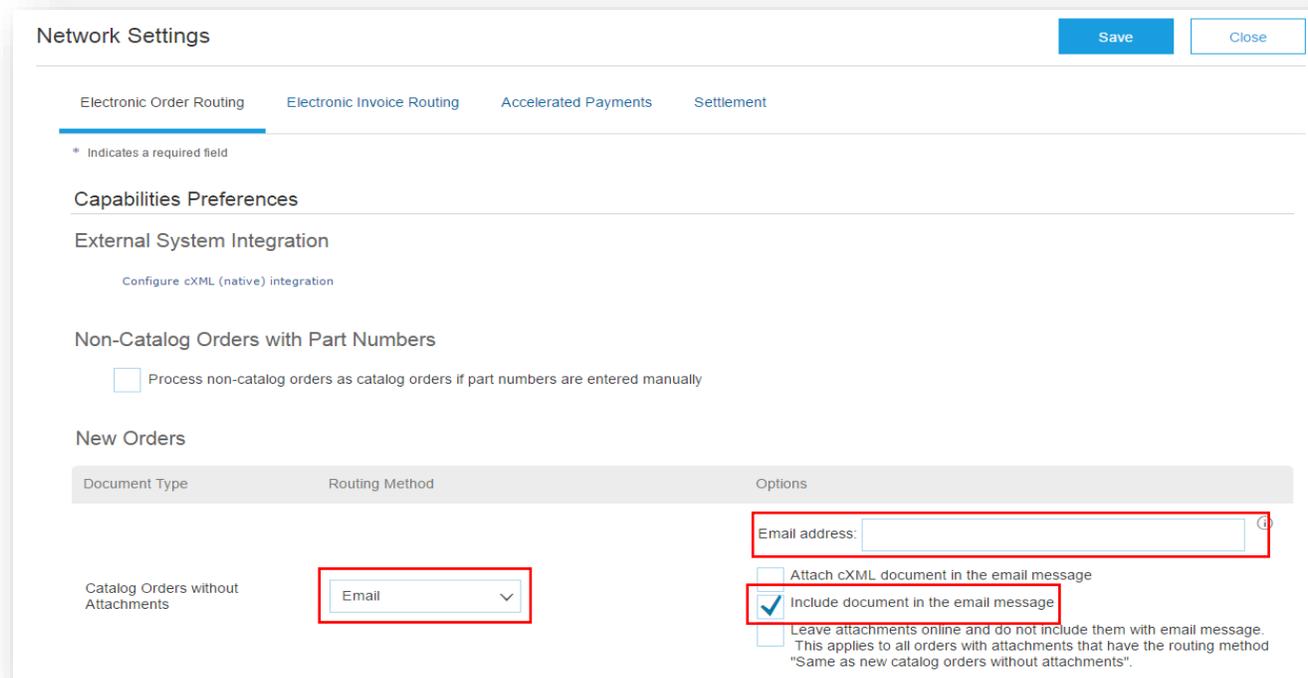
The screenshot displays the SAP Business Network interface. At the top, the header includes the SAP logo, 'Business Network', 'Cuenta Enterprise', and a red 'MODO DE PRUEBA' button. A navigation bar contains links for 'Página de inicio', 'Oportunidades', 'Panel de trabajo', 'Planificación', 'Pedidos', 'Cumplimiento', 'Calidad', and 'Más'. Below this is a search bar with filters for 'Pedidos y órdenes de entrega', 'All customers', and 'Coincidencia exacta', along with a search icon. The main content area features a tabbed interface with 'Visión general' and 'Introducción' (highlighted with a red box). Below the tabs are four action cards: 'Inicio rápido', 'Configurar enrutamiento de pedido', 'Configurar procesamiento de facturas', and 'Configurar notificaciones de correo electrónico' (highlighted with a red box). A vertical 'Introducción' sidebar is visible on the right.



How can I configure the electronic order routing?

Please follow the process shown below:

- Click on the initials in the top right-hand corner
- Go to the Settings menu
- Click on the Electronic Order Routing menu
- Chose email as the Routing Method, type in the email you would like to receive the notifications to and click on the option of including the document in the email message.



The screenshot shows the 'Network Settings' interface with the 'Electronic Order Routing' tab selected. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email'. The 'Options' column includes an 'Email address' field, a checkbox for 'Attach cXML document in the email message', and a checked checkbox for 'Include document in the email message'. A red box highlights the 'Email' dropdown, the 'Email address' field, and the 'Include document in the email message' checkbox.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".



Mandatory information to transact with Nemak



- Review your Company Information
- Enter your “User account information”.
- Accept Terms of use and click on “Register”.

Company information

* Indicates a required field

Company Name:* MyCompany

Country/Region:* United States [USA] 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:* Main Street

Line 2

Line 3

City:* BigTown

State:* Alabama [US-AL]

Zip:*

User account information

* Indicates a required field

Name:* First Name Last Name

Email:* SAP Ariba Privacy Statement

Use my email as my username

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

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

Repeat Password

Language: English

Email orders to:*

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

I have read and agree to the [SAP Ariba Privacy Statement](#)



3. Training



SAP Ariba

Nemak Supplier Portal Functional Training

INTERNAL

THE BEST RUN 

- Double click in the image to review the PDF document.



FAQ

Frequently asked questions



Am I able to create different users/roles in the Ariba Network account?



- Yes, each employee of your company should have their own access (username and password).
- You can also define each user's role in Ariba Network and give the corresponding permissions to that employee.

[Click to access the guide on how to create other users.](#)

Can I change the administrator of my Ariba Network?

- Yes. In order to change the administrator of your account you must first create a new user (to whom you will transfer the admin role) per the instructions of the last question.
- Once you have done so, click on the User Initials, then Settings, then Manage Users, then click on the actions button of the user you want to transfer the role to, and finally, click Make Administrator.

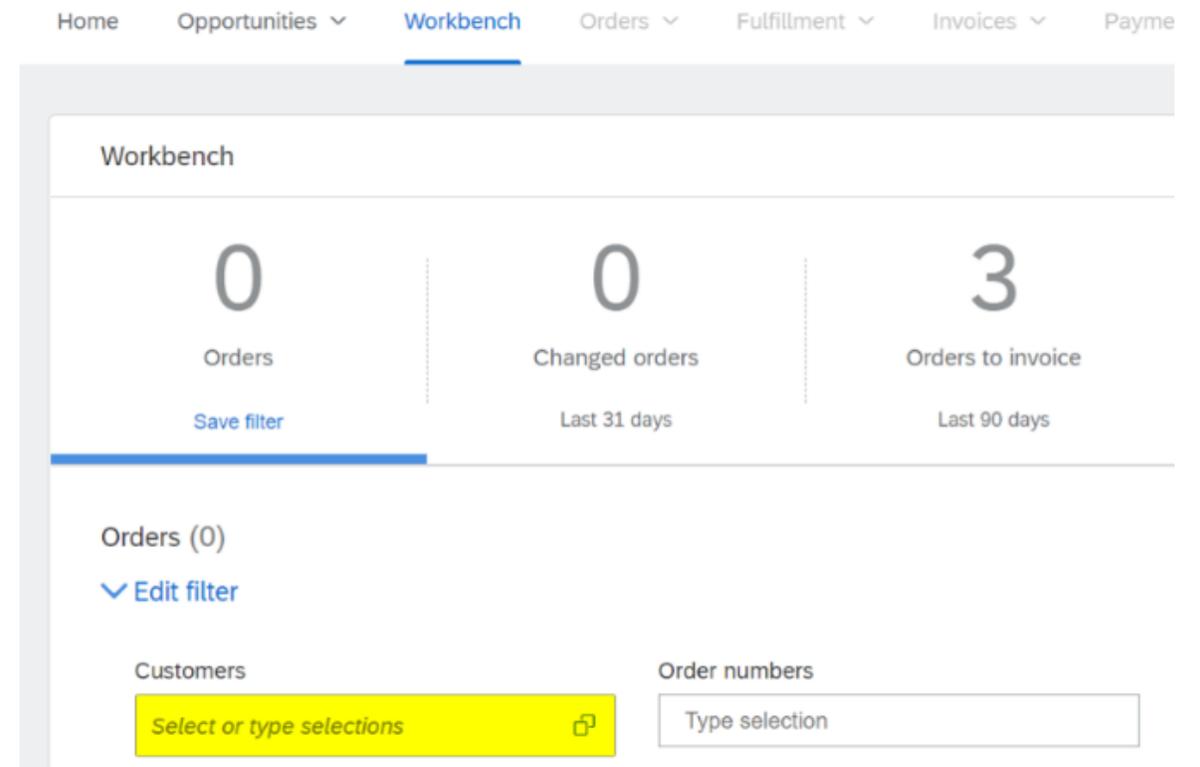


Purchase order

What do I do if I don't see a Purchase Order in my Ariba account?

Review if you have Nematik as a trading partner.

1. Select the edit filter under the orders tile on your Ariba Workbench. Click the double squares icon in the "Customers" field to verify Nematik exists. If not, then a relationship has not been established yet.
2. Then create an SR (Service Request) directly in Ariba Network
3. Contact the Nematik's buyer in order to report the issue and send us your questions and evidence of the issue at purchasing@nemak.com



The screenshot shows the Ariba Workbench interface. At the top, there is a navigation bar with links for Home, Opportunities, Workbench (selected), Orders, Fulfillment, Invoices, and Payme. Below the navigation bar, the Workbench section displays three summary tiles: 'Orders' with a count of 0 and a 'Save filter' button; 'Changed orders' with a count of 0 and a filter for 'Last 31 days'; and 'Orders to invoice' with a count of 3 and a filter for 'Last 90 days'. Below these tiles, there is a section for 'Orders (0)' with an 'Edit filter' button. Under 'Edit filter', there are two input fields: 'Customers' with a yellow button labeled 'Select or type selections' and a double-squares icon, and 'Order numbers' with a text input field labeled 'Type selection'.



Purchase order



Which purchase orders generated from Nemak to our company will I receive through Ariba Network?

- Purchase Orders created after the supplier's go-live date in Ariba will be sent through Ariba.
- Purchase Orders created before the supplier's go-live date in Ariba will continue to be sent via email or VTS Portal (Vendor Tracking System).



Purchase order confirmation

What is Purchase Order Confirmation?

- The (OC) Order Confirmation is a document used to notify our buyer about the acceptance of the information contained in a purchase order.

Is there a deadline to confirm the Purchase Order?

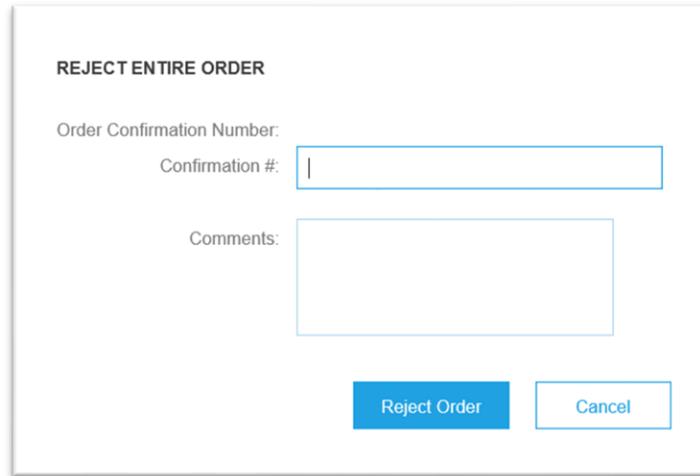
- All purchase orders must be confirmed within 3 days after the order was received. If not, the order will stand in Ariba as a “new order”, it will not disappear.
- Confirming or rejecting the Purchase Order is mandatory, without this you will not be able to create the ASN and continue the Order process.



Purchase order confirmation

What happens if the price in the purchase order is not correct?

- The order or line item must be rejected.
- You can select to reject the entire order or reject it at the line-item level.
- If you reject the entire order, you must complete the following information:



REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:

What if can't do the Purchase Order Confirmation?

- You must contact Ariba Support to report this issue and try to get it solved
[Follow the steps and choose your communication preference: email or phone](#)

- If the issue is not resolved, you can contact Nemak's buyer in order to report the issue and send us your questions and evidence of the issue at purchasing@nemak.com.



Advanced Shipping Notice (ASN)



What is an Advanced Shipping Notice?

The (ASN) Advanced Shipping Notice is a document used to notify your buyer about the shipping dates, quantities, and other information regarding the shipment of materials.

- This process is mandatory in order for Nemak to be able to receive the materials on the site.

What if I cannot generate the ASN?

Validate that you have already confirmed the purchase order.

- If you haven't done it, you need to create the confirmation.

When the confirmation is done, the button to generate the ASN will be enabled.

- Please review that the order is not a service order.

If the order is not a service order and the button is not enabled yet, you should contact Ariba Support to report this issue: [Follow the steps and choose your communication preference: email or phone](#)

If the issue is not resolved, you can contact Nemak's buyer in order to report the issue and send us your questions and evidence of the issue at purchasing@nemak.com.



Advanced Shipping Notice (ASN)



Can I make changes to the ASN?

- The supplier can modify the advanced shipping notice (ASN) if necessary and resend it, but it is not allowed to cancel it.

Can I create a partial ASN in case all quantities in the PO will not be shipped at once?

- Yes, Ariba permits the creation of partial ASN. In order to do so, you need to review the line-item information and fill in the quantity of the materials that will be shipped. Once the ASN is submitted, the status of the PO will change to partially shipped.



Service Entry Sheet (SES)



What is Service Entry Sheet?

- It's a document the supplier creates in Ariba in order to let the Nemak's approver know that the service has been provided (totally or partially).

In the case of Service Purchase Orders, the process is as follows:

- Supplier must create the SES Service Entry Sheet for a partial or total advance of the service provided.
- Nemak user will receive the notification for the SES, he/she can accept or reject it:
 - If the SES is rejected the status of the PO will change to Rejected (depending on your notification configurations, you might also receive a rejection notification). If this is the case, please contact the user to reconcile. After this, it will be necessary to edit the SES and resubmit it again.
 - if the SES is approved, the status of the PO will change to Approved (depending on your notification configurations, you might also receive an authorization notification) and with this, you can create their invoice.



Service Entry Sheet (SES)



What if I can't do the SES?

If you have not "[Confirmed](#)" the Service Purchase Order, the creation of the SES will not be enabled. Validate that the Order has been confirmed.

- Validate that you have already confirmed the purchase order.
 - If you haven't done it, you need to create the confirmation.
- When the confirmation is done, the button to generate the SES will be enabled.
 - Please review that the order is not a materials order.

If the order is not a materials order and the button is not enabled yet, you should contact Ariba Support to report this issue: [Follow the steps and choose your communication preference: email or phone](#)

If the issue is not resolved, you can contact Nemak's buyer in order to report the issue and send us your questions and evidence of the issue at purchasing@nemak.com.



Invoicing

Should all the invoices be processed through Ariba?

- Yes, except for domestic suppliers from Mexico and domestic suppliers of materials from Brazil. These suppliers will continue to create their invoices as they currently do, with the only difference being that these invoices will also be visible in Ariba.
- For all other suppliers, Nemak will no longer be accepting invoices by fax, mail, PDF, or email.

When can I create my invoice in Ariba?

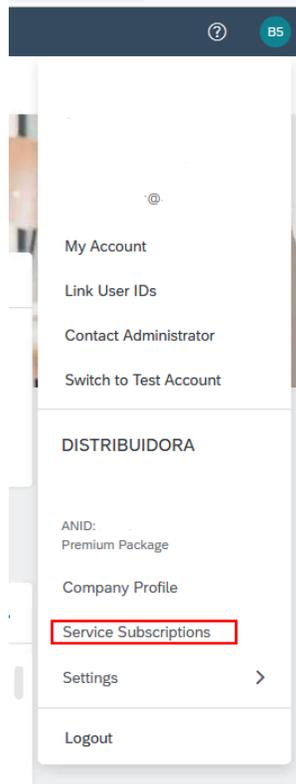
- You can submit the invoice after the ASN is issued in Ariba or the SES has been approved.



Billing in Ariba

Will I be charged any fee for using Ariba?

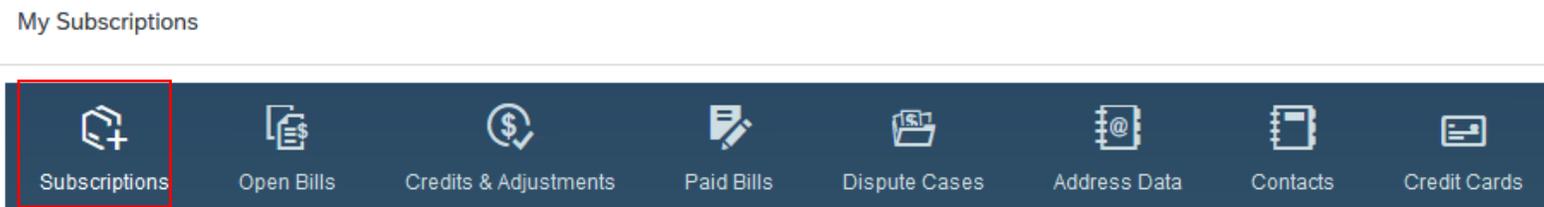
- Please follow these steps:



In Ariba Network there are two different types of accounts, Standard Accounts, and Enterprise Accounts. Both of these accounts can be used to transact with Nemak, their main difference is that the Enterprise Account may be subject to fees depending on its usage, while the Standard Account is free of charge.

In the following link you will find more information on the accounts:

[Ariba Network For Suppliers: Accounts and Pricing | SAP Ariba](#)



- In this menu you will also be able to dispute any case directly with Collections.



General recommendations to your onboarding process



All Suppliers will need to register for a Standard account on the SAP Business Network following the receipt of an order attached to an Interactive Email.

- a) We recommend if you are new to SAP Business Network select the “Free” Standard account type.
- b) If you are an existing SAP Business Network Account holder, you can add Nematik to your existing account. Please note, if you add Nematik’s POs to an existing Enterprise account you will attract fees from SAP. [Review SAP’s fee structure here.](#)



Support



Still have doubts?

- Access SAP Ariba support channels:
 - [Follow the steps and choose your communication preference: email or phone](#)
- Access the Training material:
 - <https://support.ariba.com/item/view/196639>





Nemak

Innovative Lightweighting