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**SAP Business Network Guideline for suppliers**

INGKA®



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# Hej!

This material exists to help you how to work with SAP Business Network, which is the preferred way of doing business with Ingka Group.

# How to register in SAP Business Network?

Have you received an invitation to work with Ingka Group on the SAP Business Network?

Please follow the link below to learn how you take the first step and register your company\* at: [Register on SAP Business Network](#)

We want to remind you that SAP Business Network is free to use for all standard account users. If you wish to know more about the different accounts, please visit: [SAP Business Network | Overview](#)

\* Please be advised that you will be required to provide detailed company information, including tax and bank details, during the completion of your company profile.



# How to accept a Trading Relationship Request?

A trading relationship request (TRR) is a link between your supplier account and your customer's account on the SAP Business Network. It allows for the transfer of documents such as invoices between you and Ingka Group.

If you do not have a trading relationship with Ingka Group, you will not be able to invoice Ingka Group over SAP Business Network or complete any related actions.

We invite you to have a look at video ***connect with your customer - standard TRR invite*** explaining the steps to accept a TRR: [SAP Guiding Videos](#).



# How to work with Purchase Orders?

In the Purchase Order (PO) E-Mail from Ingka Group, you will find a link to SAP Business Network.

For guidance and more information, we invite you to visit the following link:

- [Purchase Order Management](#)



# How to create Service Entry Sheets?

*For suppliers that are required to create a Service Entry Sheet.*

A Service Entry Sheet (SES) is used to document the services you have provided to Ingka Group, confirming the completion of work based on the terms of the contract or purchase order.

For more guidance, we invite you to have a look at video *create a service entry sheet* at the following link: [SAP Guiding Videos](#).





# How to create an invoice?

Please visit the link below to learn how to create invoices for products and services: [SAP Guiding Videos](#) video ***create an invoice and create a service invoice***.

**Important!** All invoices submitted to Ingka Group must comply with local rules and regulations. Non-compliance may result in the invoice being returned or delayed payment.

Also please visit the following to get more insight on all documents you need and alternative ways for invoicing as an Ingka supplier: [Important documents for you as an Ingka supplier | Ingka Group](#)



# How to get support?

- If you experience technical issues, please turn to SAP via the links on SAP Business Network
- For more information related to Ingka Group – [Ingka Supplier Portal](#)
- Useful short instructional videos from SAP - [SAP Guiding Videos](#)
- SAP Supplier Learning Portal with useful guiding documents and videos - [SAP Supplier Learning Portal](#)
- [Frequently Asked Supplier Questions - FAQ SAP Business Network](#)

# Thank you

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