

# Information for Suppliers Migrating to SAP® Business Network (Ariba)®

- Wells Fargo has identified you as a supplier who has not yet completed the SAP Business Network (also known as Ariba) supplier onboarding process.
- Wells Fargo uses SAP Business Network as our Source to Pay system. SAP Business Network allows for easier collaboration with Suppliers within one system.
- We are requiring our U.S. Suppliers to transition from our legacy procurement system (ePro) to SAP Business Network to receive Purchase Orders and to submit electronic invoices.
- You will be notified of your go-live dates.
- This document explains what to expect including key benefits of this change and next steps.

## Benefits of Migrating to SAP Business Network

SAP Business Network provides an efficient, end-to-end platform for Sourcing, Purchase Orders and Invoicing.

Benefits include:

- Free Standard account. It is FREE for Suppliers to transact on the SAP Business Network with a Standard Account.
- Upgraded Enterprise account. Suppliers can choose to upgrade to an Enterprise account if they have a high volume of purchase orders and invoices or if they want extended customer support from SAP Business Network. This account does incur fees; however, Wells Fargo does not require Suppliers to have an Enterprise account to conduct business with us and Wells Fargo will not be responsible for any fees associated with an Enterprise account.

Account types:

- [SAP Business Network for Suppliers | Overview](#)<sup>1</sup>
- [SAP Account Options - Free Standard Account versus fee-based Enterprise Account](#)<sup>1</sup>

- Easier account maintenance. Suppliers will be able to maintain their own information (e.g., remit to address or banking information).
- Simpler process. Simplified order processing.
- Easy tracking. Suppliers can easily submit invoices and track payment status.

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<sup>1</sup> Wells Fargo has provided this link for your convenience but does not control or endorse the website and is not responsible for the products, services, content, links, privacy policy, or security policy of the website.

## Next Steps

Suppliers must take the following steps prior to receiving Purchase Orders and issuing invoices through the SAP Business Network.



1. **Correct Contact Person.** Suppliers must provide Wells Fargo with a correct primary contact name, phone # and email address. The Correct Contact Person usually is the person who can access the SAP Business Network account so they can obtain or produce required registration and financial information including: DUNS number, company contact information, previous merger information, fiscal year information, banking and tax information and a sample invoice.



2. **Registration Questionnaire.**
  - a. The identified primary contact receives an invitation e-mail from an Ariba.com address to register with Wells Fargo. This e-mail must not be forwarded to another person as links will not work. Select the “Click here” link.
  - b. Supplier submits completed questionnaire within 2 days of receiving invitation if possible. If the identified primary contact received this questionnaire in error, submit the correct contact name and e-mail address to [SupplierEnablement@wellsfargo.com](mailto:SupplierEnablement@wellsfargo.com) to restart the process.
  - c. If the questionnaire is not received by Wells Fargo within 14 calendar days, the process must be restarted. Delays in submitting the questionnaire may delay supplier onboarding and impact the receipt of pending orders and payment.



3. **Financial Questionnaire.**
  - a. The identified primary contact receives an e-mail from an Ariba.com address to provide banking and tax (W9) information, remittance address and a sample invoice. This e-mail must not be forwarded to another person as links will not work. Select the “Click here” link.
  - b. Supplier must be set up to be paid via Automated Clearing House (ACH).
  - c. Supplier submits completed questionnaire within 2 days of receiving invitation if possible. If the identified primary contact received this questionnaire in error, submit the correct contact name and e-mail address to [SupplierEnablement@wellsfargo.com](mailto:SupplierEnablement@wellsfargo.com) to restart the process.
  - d. If the questionnaire is not received by Wells Fargo within 14 calendar days, the process must be restarted. Delays in submitting the questionnaire may delay supplier onboarding and impact the receipt of pending orders and payment.



4. **Changes to the Supplier’s Information**

Upon completion and acceptance of these Wells Fargo questionnaires and any contracting and/or risk due diligence reviews, the Supplier will have completed the onboarding process in the SAP Business Network.

Ariba is a self-servicing tool. If a Supplier’s remittance address or bank account changes in the future, the appropriate questionnaire should be updated. All name changes or tax ID changes should be immediately reported directly to the Supplier’s Wells Fargo contact.



## SAP Business Network<sup>2</sup>

5. Trading Relationship Request (TRR). The TRR creates a link on the SAP Business Network between your supplier account and Wells Fargo. It allows for documents such as purchase orders and invoices to be transferred between our two companies. If an SAP Business Network Account is not already established, one will need to be created. Suppliers will receive the Trading Relationship Request via email from: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com). Suppliers will need to provide email and phone number contact information for their Ariba system administrator who will receive the TRR.
  - a. Choose Account type. Suppliers choose either a Standard or Enterprise Account. Wells Fargo does not have a preference on which type of account is selected. *Note: TRR's are generally sent for the Enterprise account unless the supplier requests the TRR for a Standard account at which point that TRR will be provided.*
    - [SAP Business Network for Suppliers | Overview<sup>2</sup>](#)
    - [SAP Account Options - Free Standard Account versus fee-based Enterprise Account<sup>2</sup>](#)
6. Accept Trading Relationship Request under the appropriate, active Ariba Network ID (ANID).
  - a. [How to Accept a Trading Relationship Request \(TRR\) for a new account<sup>2</sup>](#)
  - b. [How to Accept a Trading Relationship Request \(TRR\) for an existing account<sup>2</sup>](#)
7. Configure SAP Business Network Account: Suppliers establish routing notifications in SAP Business Network system for PO Notifications as well as Invoicing Notifications.
  - a. [Use this link](#) to configure SAP Business Network Routing Notifications for purchase orders and invoices.
  - b. Bookmark your browser for additional SAP Business Network transacting learning materials.
    - i. [Bookmark the SAP Business Network Supplier Learning Site<sup>2</sup>](#)
    - ii. [Bookmark Wells Fargo Supplier Resource Center<sup>2</sup>](#)
    - iii. [SAP Business Network Supplier sign-in<sup>2</sup>](#)
8. Go Live. After go-live date, transactions will go through SAP Business Network (POs and invoices).
  - a. Suppliers need to receive the Purchase Order (shown on their SAP Business Network workbench) and submit their invoices in SAP Business Network.
  - b. Suppliers can use SAP Business Network to track invoice and payment status.
  - c. SAP Business Network support:
    - i. [How to submit an invoice on the SAP Business Network<sup>2</sup>](#)
    - ii. [How to request help from SAP Business Network<sup>2</sup>](#)
    - iii. [SAP Business Network Learning site<sup>2</sup>](#)

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## Contact information

### Migration-related questions:

[Wells Fargo supplier resource center](#)

[SupplyChainEnablement@wellsfargo.com](mailto:SupplyChainEnablement@wellsfargo.com)

### Purchase Order-related questions:

Procurement Customer Support

Phone: 1-800-933-9360

Email: [procurementcs@wellsfargo.com](mailto:procurementcs@wellsfargo.com)

### Invoice information/assistance:

Global AP Customer Service

1-800-794-1522

[WFCustomerSolutionCenterP2P](#)

[@wellsfargo.com](mailto:@wellsfargo.com)

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