INTERNAL

Maintain Business Partners

SAP

Document History

> ⚠️ **Caution**
>
> Before you start the implementation, make sure you have the latest version of this document. You can find the latest version at the following location: xxx /xxx ➔

The following table provides an overview of the most important document changes.

Table 1

Version	Date	Description
0.1	2015-08-28	Preliminary Version

Content

1 Maintain Business Partners

With SAP Networked Logistics Hub *Business Partners* application, you can maintain your business network by connecting with other organizations that are registered with SAP Networked Logistics Hub. Once a connection is established, carrier organizations can sub-contract trucks to each other. To self-register, an invitation email is automatically send to the company administrator.

To request a connection with an organization that is already registered, you must search within the SAP Networked Logistics Hub database for the organization using the email addresses that the organization has registered with SAP Networked Logistics Hub. The organization must accept your request in order for a connection to be established. You can also terminate a connection with another business partner using the *Terminate Connection* button. If trucks with tours assigned are shared with the business partner, a notification detailing the trucks and consequence of termination is provided. On confirmation, all the trucks shared mutually are unshared.

In addition, when you search for an organization already connected, the respective organization displays in the search results, with the organization selected. The checkbox is disabled.

> **i Note**
>
> You cannot terminate connection of a pending business partner.

The following roles can connect with a carrier or parking provider or invite them to join the organization:

Table 2

Organization	Role
Logistics Hub	Administrator at Hub and Hub Manager
Carrier organization	Administrator of organization
Parking provider organization	Administrator of organization
Container Terminal organization	Administrator of organization

Business Value

- Establish collaboration connections with other organizations

Available Features

- Add business partners

- Search business partners. You can search either entering the entire search term, part of search term with asterisk (*) as suffix or prefix, or enter a major part of the search term. You must enter at least three characters to search.

> **Example**
>
> Business Partner details:
>
> - Organization Name - Basic FF
> - Main Contact - Admin, Basic

- Email - cbasic83@yahoo.in ↗
- Street Name - streetName
- Town - town
- District - newDistrict
- Country - Germany
- Telephone - 1234567891

To search for the entire term, enter *Basic FF* , *Germany* , *newDistrict*

To search using part of a term, enter *Basic** , *newDis** , *Ger**

To search using a major part of the term, enter *Basic Adm* , *newDistric* , *German*

- Invite business partners. For more information, refer Invite Business Partner [page 7]
- View trucks shared with other business partners

Related Information:

- *SAP Networked Logistics Hub - Overview* [external document]
- *SAP Networked Logistics Hub - User Roles* [external document]
- *Launch Applications* [external document]
- *Register with SAP Networked Logistics Hub* [external document]

2   Invite Business Partners

You can add carriers or parking operators as business partners to share or sub-contract trucks. If the business partners already exist in SAP Networked Logistics Hub, you can enter their email address and connect to the respective partners.

Prerequisites

- Relevant subscription is required

Procedure

1. Click the plus sign on the *Business Partner* screen.
2. Select *Carrier* or *Parking Operator* .
3. Connect to an existing partner. To connect, you must enter the business partner's email address in the *Search* column. The invited partner must accept or reject the invitation in the *Business Partner messages* tab screen in the *Traffic Status* application.

Related Information:

- Maintain Business Partners [page 5]

Typographic Conventions

Table 3

Example	Description
<Example>	Angle brackets indicate that you replace these words or characters with appropriate entries to make entries in the system, for example, "Enter your **<User Name>** ".
▶ *Example* ❭ *Example* ❭	Arrows separating the parts of a navigation path, for example, menu options
Example	Emphasized words or expressions
Example	Words or characters that you enter in the system exactly as they appear in the documentation
www.sap.com 🖛	Textual cross-references to an internet address
/example	Quicklinks added to the internet address of a homepage to enable quick access to specific content on the Web
123456 🖛	Hyperlink to an SAP Note, for example, SAP Note 123456 🖛
Example	• Words or characters quoted from the screen. These include field labels, screen titles, pushbutton labels, menu names, and menu options. • Cross-references to other documentation or published works
`Example`	• Output on the screen following a user action, for example, messages • Source code or syntax quoted directly from a program • File and directory names and their paths, names of variables and parameters, and names of installation, upgrade, and database tools
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, database table names, and key concepts of a programming language when they are surrounded by body text, for example, `SELECT` and `INCLUDE`
`EXAMPLE`	Keys on the keyboard

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