

SAP Business Network for Procurement

What is the SAP Business Network?

As part of the Defence ERP Program's T1B Main release, Defence has transitioned to the SAP Business Network (SBN) for Procurement from 12 May 2025. The SBN is SAP software solution which offers a broad range of online capabilities to manage business transactions between suppliers and buyers, and is the preferred method to transact with Defence.

The transition to the SBN provides:

- A more efficient, easy-to-use procurement platform which delivers an improved experience
- Greater visibility and transparency of the order cycle
- Improved reporting capability and insights
- Two-way communication
- Improved speed and accuracy for both Defence and suppliers

The SBN operates on a buyer-funded model and there is no fee for suppliers using the SBN for Defence transactions. Registering with the SBN is encouraged for the benefits and efficiencies it provides suppliers and Defence, but is optional.

There are two types of SBN accounts available for suppliers – Enterprise (generally greater than 100 purchase orders per year) and Standard (generally less than 100 purchase orders per year).

What will suppliers be able to do on the SBN?

Defence suppliers are able to use the SBN to do the following:

- Receive Purchase Orders (POs) from Defence
- Submit an Advanced Shipping Notification (ASN) on shipment of goods to Defence for material POs
- Submit a Service Entry Sheet (SES) detailing the work performed or the services provided for service POs
- Submit invoices for goods / services delivered and performed
- Propose order enquiries (expediting delivery of goods)
- Receive Requests for Quotation (RFQs) from Defence and submit quotes
- Receive status for goods receipts, service acceptance and invoices (including payment date and if paid)
- Receive a copy of invoices created automatically by Defence using the Recipient Created Tax Invoice (RCTI) process

How do I transact with Defence via SBN?

Defence engaged with suppliers between July and September 2024 to initiate the SBN onboarding process. During this time, suppliers were provided an introductory email about the transition to the SBN with a request to validate contact details, as well as a Project Notification Letter that included links to training guides and the pre-recorded Supplier Summit from Defence.

- Suppliers who registered for an SBN **Standard** Account during the on-boarding period are able to self-register via the interactive email they receive with their first Purchase Order post 12 May 2025.
- Suppliers who registered for an SBN **Enterprise** Account during the on-boarding period, are able to transact with Defence via SBN from 12 May 2025

On-boarded suppliers will receive RFQs created after 12 May 2025 via SBN.

Purchase Orders created prior to 12 May are not visible in SBN.

What if we didn't participate in SBN On-boarding?

On-boarding of additional suppliers to SBN is on hold during the Defence ERP Go Live HyperCare period which runs until the 12th August 2025. Defence will contact suppliers and be inviting them to on-board to the SBN after this date.

Suppliers can continue to transact with Defence without the SBN, via email.

- Suppliers should send invoices (in PDF) referencing PO number by email to invoices@defence.gov.au. Advanced Shipping Notices can be sent to the relevant defence business area.
- New Purchase Orders and Requests for Quote (RFQ) will be sent to suppliers-via email.

Please be aware that the MILIS DESE/Webview platform, AXIS and Mincom are no longer being used by Defence.

More information

If you would like more information about the SAP Business Network please refer to [Department of Defence Ariba Network Supplier Information Portal](#).