



External Supply

Collaborate360

Instructions for Use

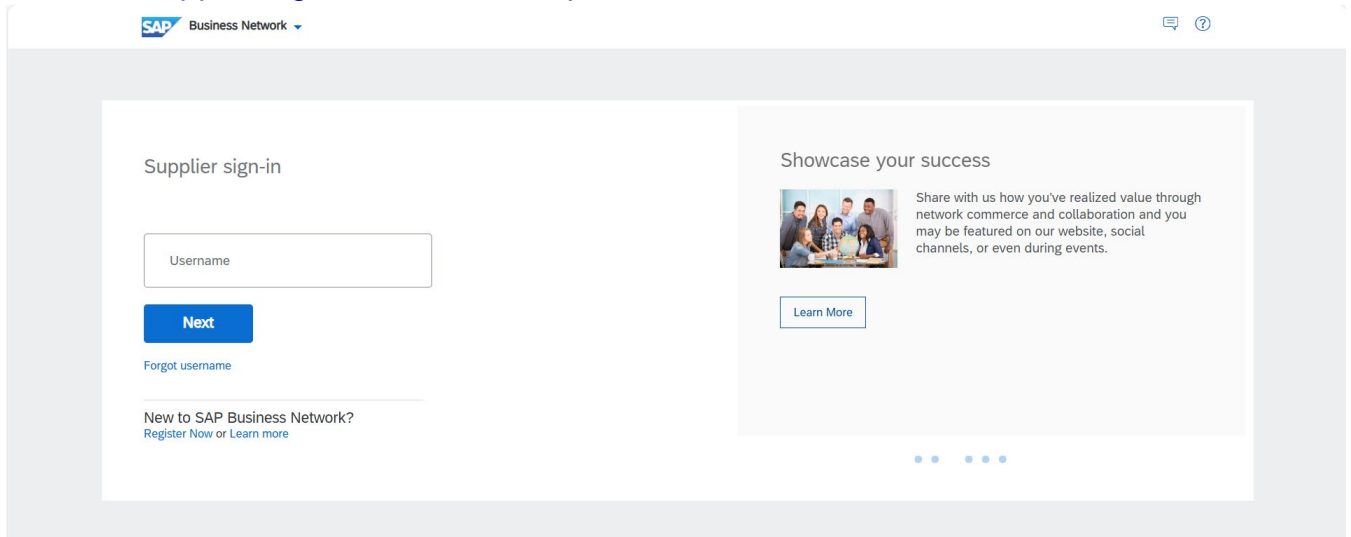
The purpose of this document is to outline the standard login process for CMO users, including access to Collaborate360 and entry into the PPRP application via the SAP Business Network.

Before you begin:

Your organization must already be set up on the SAP Business Network, and you must have received login credentials from your company's SAP Business Network administrator.

Steps:

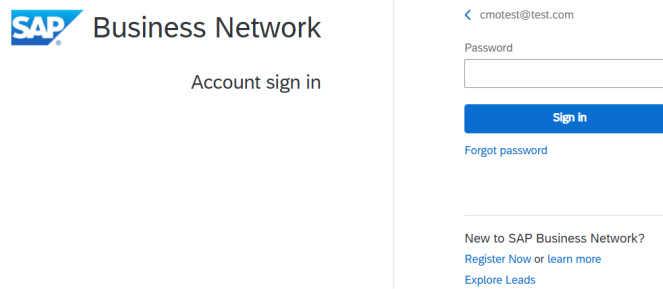
1. Access SAP Business Network using the URL [SAP Business Network Supplier](#)
2. From the Supplier sign-in screen, enter your **Username** (business email address), select **Next**.



Screenshot above: SAP Business Management Supplier sign-in screen (Username entry).

3. From the Account sign in screen, enter your **Password** (provided by Admin), select **Sign in**.
⚠ Security note
For security reasons, inactive sessions will automatically be timed out after a short period.

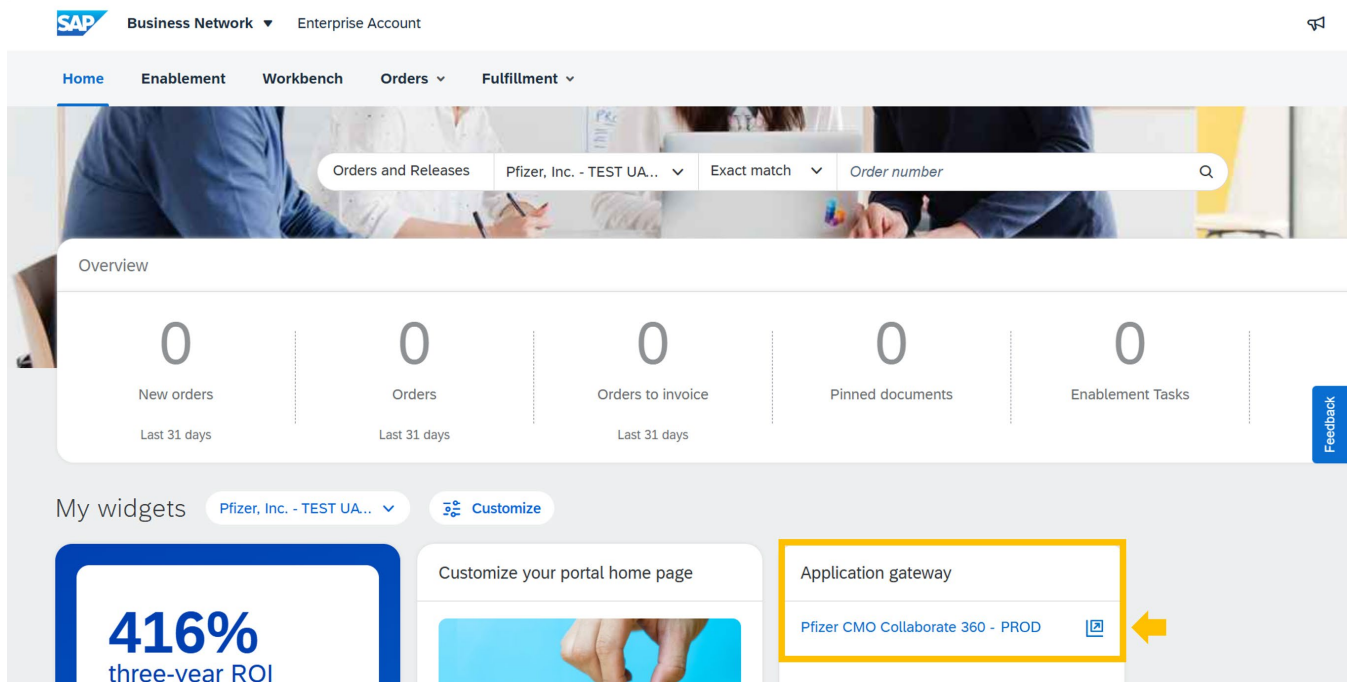
[Help](#)



The screenshot shows the SAP Business Network account sign-in page. On the left, the SAP logo and 'Business Network' are displayed above the text 'Account sign in'. On the right, there is a user selection dropdown showing 'cmotest@test.com', a 'Password' input field, a blue 'Sign In' button, and a 'Forgot password' link. Below these, there are links for 'New to SAP Business Network?', 'Register Now or learn more', and 'Explore Leads'.

Screenshot above: SAP Business Management Account sign in screen (Password entry).

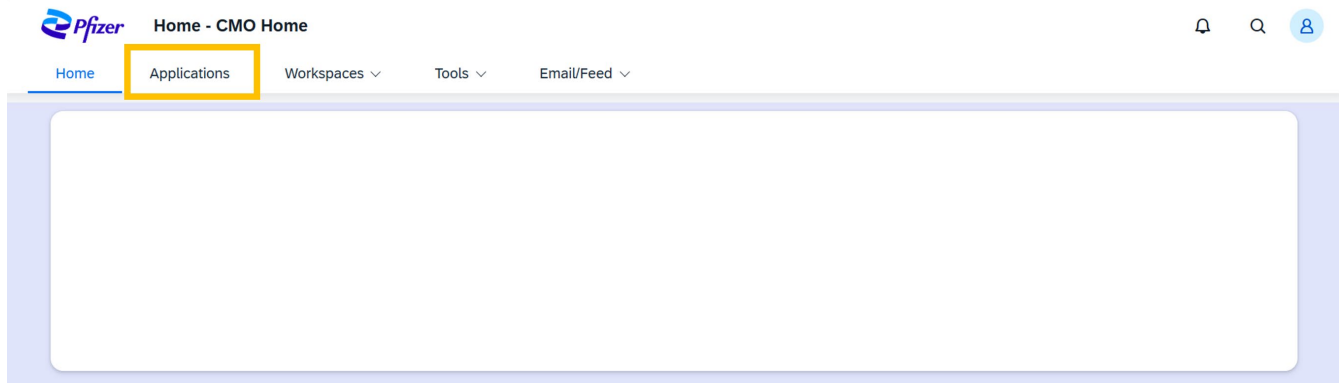
4. From the SAP Business Network Home tab, scroll down to the **Application gateway** widget. Click the **Pfizer CMO Collaborate 360 – PROD** option from the available applications.



The screenshot displays the SAP Business Network home page for an Enterprise Account. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', and 'Fulfillment'. A search bar is visible with filters for 'Orders and Releases', 'Pfizer, Inc. - TEST UA...', 'Exact match', and 'Order number'. Below the search bar is an 'Overview' section with five metrics: 'New orders', 'Orders', 'Orders to invoice', 'Pinned documents', and 'Enablement Tasks', each with a '0' and 'Last 31 days' label. The 'My widgets' section contains a '416% three-year ROI' widget, a 'Customize your portal home page' widget, and an 'Application gateway' widget. The 'Application gateway' widget is highlighted with a yellow border and contains the option 'Pfizer CMO Collaborate 360 - PROD' with a selection icon. A yellow arrow points to this option.

Screenshot above: SAP Business Network Home tab with Application gateway highlighted and application selection indicated by arrow.

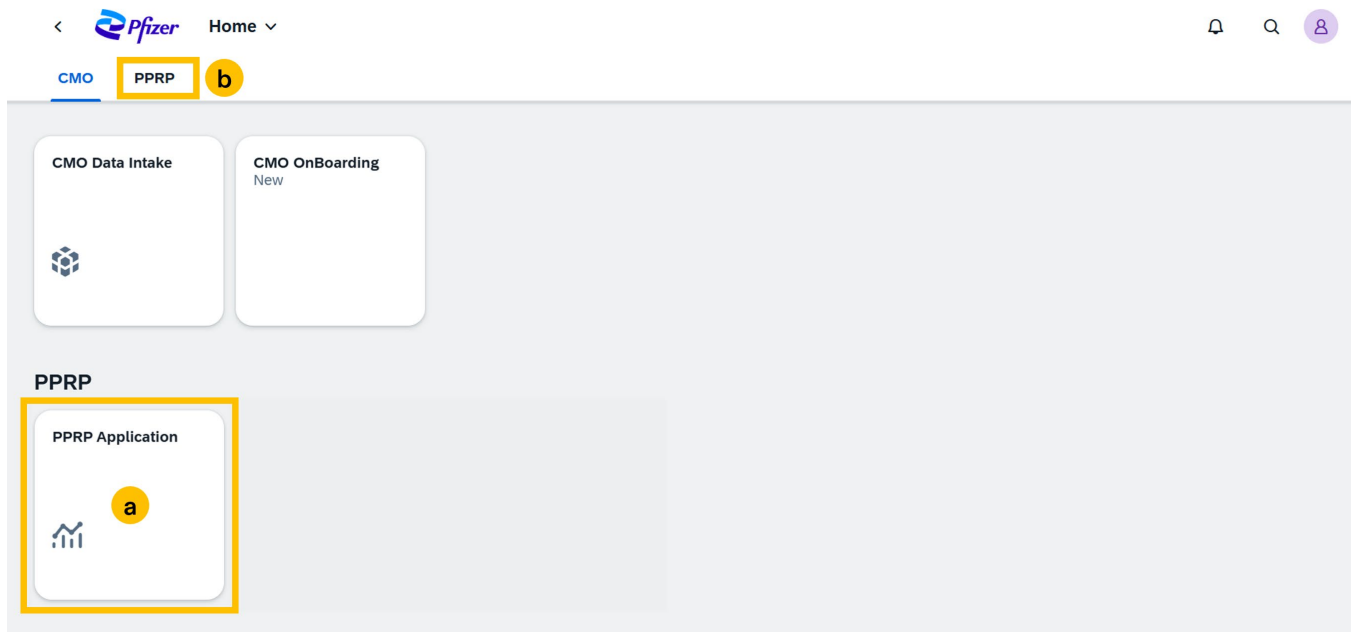
5. From the Home – CMO Home screen, select **Applications** from the top menu.



Screenshot above: Home – CMO Home screen with Applications highlighted.

6. On the Application screen, you may access the PPRP Application two ways:

- a. Under the CMO tab, scroll down to the **PPRP** section and click **PPRP Application** (The CMO tab displays all applications).
- b. Under the PPRP Tab, click **PPRP Application**. (The PPRP tab displays only PPRP Applications)



Screenshot above: Application with both PPRP Application access options highlighted.

7. The PPRP Application home screen displays.

The screenshot shows the PPRP Application home screen. At the top left, there is a back arrow, the Pfizer logo, and the text "PPRP Application" with a dropdown arrow. On the top right, there are icons for a bell, search, and a user profile, along with the text "Report Date: 2026-03-16". Below the navigation bar, there are three search filters: "Product Key:" with an empty input field and a copy icon; "Start Date:" with the value "Mar 28, 2025" and a calendar icon; and "End Date:" with the value "Feb 28, 2026" and a calendar icon. To the right of these filters is a blue "Go" button and the text "Adapt Filters (2)". Below the filters is a table titled "PPRP Application" with columns: "Product Description", "PPRP Score", "Yield", "Complaints", "PPK", "Non Conformances", and "RIDS". The table is currently empty. Below the table, there is a call to action: "Let's get some results" with a magnifying glass icon and the text "Start by providing your search or filter criteria." There are also small navigation icons (up, down, refresh) above the table header.

Screenshot above: PPRP Application home screen.