

Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Action Services



Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Action, please follow the steps below:

1

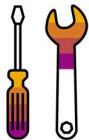


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2



Review the specifics of transacting with Action

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

We wish you a lot of success using Ariba® Network!

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SCOPE OF ACTION'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<p>Purchase Orders (PO) Orders from your customer sent through Ariba Network</p> <ul style="list-style-type: none"> • Goods • Services (via Goods PO) • Blanket Purchase Order (BPO) <p>Purchase Order Confirmations (OC) → Optional Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p>Ship Notices (ASN) → Optional Advice to your customer on what has been shipped and delivery date.</p> <p>Invoices Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none"> • Partial Invoices for invoicing only a part of the PO • Non-PO Invoices (or PO not received through AN) • Blanket Purchase Order (BPO) invoices • Service Invoices • Contract Invoices <p>Credit Invoices/Credit Memos Item level credits; price/quantity adjustments</p> <p>Remittance Advices Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p> <p>Goods Receipt Notices Informational documents advising the correct receipt of goods by your customer.</p> <p>Schedule Payments Displays payment information for specific invoices</p>	<p>Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card</p> <p>Summary or Consolidated Invoices Apply against multiple POs</p> <p>Header Level Credit Memos This feature is not supported by your customer</p>

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in your Ariba Network account as minimum requirements in order to successfully transact.

Please make sure you complete at least the following chapters of the *Account Administration* section on the Supplier Training Page.

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Action on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specific customizations for PO CONFIRMATIONS

- PO Confirmations are supported but not mandatory

Specific customizations for SHIP NOTICES

- Ship Notices are supported but not mandatory

Specific customizations for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Invoices are preferred but in alignment not mandatory
- A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN
- Action aims for electronic invoices via the Ariba Network, however if needed accepts paper/pdf invoices. Via an electronic invoice via the Ariba Network you can manually add a pdf invoice for your own reference.
- An invoice previously submitted cannot be cancelled. For corrections and adjustments, please contact your customer.

HELP & SUPPORT

- **The Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, live support by phone or chat is also available, or you can raise a Service Request if you need Customer Support to contact you.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)

For assistance regarding business processes, please contact Action project team at the following email address: supplier.enablement@action.nl