



# Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with DB Schenker

## 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 DB Schenker, please follow the steps below:

1

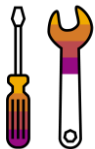


### Visit our [Supplier Training page](#)

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/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

2



### Review the specifics of transacting with DB Schenker

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!

# TABLE OF CONTENTS

**SCOPE OF DB SCHENKER 'S PROJECT** ..... 1

**SETTING UP YOUR ACCOUNT**..... 2

**TRANSACTIONING ON ARIBA NETWORK**..... 2

**Specifics for PO CONFIRMATIONS** ..... 2

**Specifics for SERVICE SHEETS**..... Error! Bookmark not defined.

**Specifics for SHIP NOTICES**..... 2

**Specifics for INVOICES** ..... 2

**HELP & SUPPORT** ..... 3

## SCOPE OF DB SCHENKER 'S PROJECT

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

<b>Supported Documents</b> On this Ariba Network relationship	<b>Not Supported Documents</b> On this Ariba Network relationship
<ul style="list-style-type: none"> <li>• <b>Purchase Orders</b></li> <li>• POs from DB Schenker will be sent through Ariba Network <b>Blanket Purchase orders</b> BPOs (contracts) from DB Schenker will be sent through the Ariba Network, Blanked purchase orders hold a certain budget for a certain period of time and you can create invoices against the BPOs until the budget is reached</li> <li>• <b>Order Confirmations</b> Apply against a whole PO or BPO or line items</li> <li>• <b>Ship Notices</b> Apply against PO when items are shipped</li> <li>• <b>Invoices</b> Apply against a whole PO or line items               <ul style="list-style-type: none"> <li>○ <b>Partial Invoices</b></li> <li>○ <b>BPO Invoices</b> Invoices against a blanket purchase order</li> </ul> </li> <li>• <b>Credit Invoices/Credit Memos</b> Item level credits; quantity adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple POs</li> <li>• <b>Duplicate Invoices</b> 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</li> <li>• <b>Invoices Submitted via Email or Paper</b> DB Schenker will no longer accept paper or pdf invoices via email and requires invoices to be submitted electronically through Ariba Network</li> <li>• <b>Non-PO Invoices</b> Not linked with a PO, BPO or contract</li> <li>• <b>Service Sheets and linked Service Invoices</b> Services orders will follow same process as material orders</li> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li> </ul>

## SETTING UP YOUR ACCOUNT

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

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

- Complete your profile
- Configure your email notifications
- Complete your enablement tasks
- Select Electronic Order Routing method
- Select Electronic Invoice Routing method and Tax Details
- Configure your Remittance Address, bank details and payment method
- Set up a test account (**only** if publishing an electronic catalog or starting an integration project)

## TRANSACTIONING ON ARIBA NETWORK

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

### Specifics for PO CONFIRMATIONS

- PO confirmations are supported but not mandatory.
- Schenker recommends to send PO confirmations to improve collaboration and traceability.
- The delivery date should not be changed by the supplier. If you need to make a change, please reach out to the PO requester or Factory Scheduler.
- If conditions cannot be met (e.g. Price, Quantity, VAT, Date of delivery, etc.) or errors are being identified on the PO, please reach out to the PO requester to align on changes and resubmit adjusted PO.

### Specifics for SHIP NOTICES

- Ship Notices are supported but not mandatory.
- Schenker recommends to send advanced ship notices to improve collaboration and traceability.

### Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Item information will be picked from the PO. There is no option to change description of goods and services supplied, currency, price, unit of measure or part numbers. Quantities cannot be increased.
- Additional or different items compared to PO cannot be added to the invoice.
- For zero rate VAT an explanation is required on the invoice.
- Vendors must populate their bank account details on each invoice. This information can be pre-populated on supplier account profile where multiple remittance addresses can be saved.
- 
- Invoices that have already been paid: if the invoice has been pre-paid please mark the flag "invoice has been paid" as Yes
- Additional information on line item level: if you are entering monthly invoices against Purchase orders e.g. for leasing or rent please indicate in the field on item level "add. item level text" to which month or service period the corresponding invoice belongs (e.g. Feb 2021 or Feb-Mar 2021)

- Reference date on line item level: Please enter here the date when the goods were actually delivered or when the respective service was performed
- Submitted Invoices cannot be cancelled, a credit memo needs to be sent for this.

Credit memos need to reference an existing Ariba invoice and Purchase Order. Creation can be started from the Ariba invoice. For each credit memo you have to give a reason (mandatory field)

## **HELP & SUPPORT**

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center in your Ariba Network account. You can also contact our Enablement Team through this [Contact Form](#).

If you need assistance regarding business processes, please contact your usual contact person at DB Schenker, or the PO creator whose name is mentioned in the header of the Purchase Order.

[www.sap.com/contactsap](http://www.sap.com/contactsap)

© 2020 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices.

