



Ariba[®] Network Supplier Guide Add-On

Your companion guide for transacting with IKEA

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 IKEA, please follow the steps below:

1

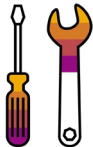


Visit our [Supplier Training page](#)

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 IKEA

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 IKEA'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.

Important: below information displays the scope of this project in its globality. Some variations are likely to occur to accommodate countries' specifics and/or supplier groups' specifics.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from IKEA will be sent through Ariba Network • Purchase Order Confirmations Apply against a whole PO or line items • Ship Notices Apply against PO when items are shipped • Service Sheets Apply against a PO referencing a service line item • Invoices Apply against a whole PO or line items <ul style="list-style-type: none"> ○ Partial Invoices ○ Service Invoices Invoices that require service line item details • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments • Header Level Credit Memos The Header Level Credit Memo feature is supported by IKEA 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Duplicate Invoices 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 • Paper Invoices IKEA will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network • Non-PO Invoices Against a PO not received through AN • BPO Invoices Invoices against a blanket purchase order • Contract Invoices Against contracts

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 IKEA.

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
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with IKEA 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 required.

Specifics for SERVICE SHEETS

- Service Sheets are supported for service orders but not required.

Specifics for SHIP NOTICES

- Ship Notices are supported but not required.

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.

- Invoice Number should not exceed 16 characters.
- You can invoice less than the quantity of the PO, but you cannot increase item quantities.
- The unit price can be modified if needed.
- Cancelling submitted invoices is not allowed. You can either ask IKEA to reject a faulty invoice or perform corrections through the Credit Memo process.

HELP & SUPPORT

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

If you need assistance regarding business processes, please contact the IKEA project team at the following email address: s2p.onboarding.gl@ingka.ikea.com

www.sap.com/contactsap

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