



# Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Severn Trent

## 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 Severn Trent please follow the steps below:

1

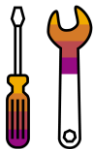


### Visit our [Supplier Training page](#)

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 Severn Trent

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 SEVERN TRENT'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.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none"> <li>• <b>Purchase Orders</b> Purchase Orders from Severn Trent Water will be sent through Ariba Network.</li> <li>• <b>Purchase Order Confirmations</b> Applies against a whole Purchase Order or line items (This is optional).</li> <li>• <b>Ship Notices</b> Apply against Purchase Order when items are shipped (This is optional).</li> <li>• <b>Goods Receipts</b> Received quantities at Severn Trent as delivered by the supplier. Goods receipts to be actioned by Severn Trent.</li> <li>• <b>Invoices</b> Apply against a whole Purchase Order or line items.               <ul style="list-style-type: none"> <li>○ <b>Partial Invoices</b></li> <li>○ <b>Service Invoices</b> Invoices that require service line item details.</li> </ul> </li> <li>• <b>Service Sheets</b> Apply against a Purchase Order referencing a service line item.</li> <li>• <b>Credit Invoices/Credit Memos</b> Price/quantity adjustments.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple Purchase Orders unless pre agreed in your contract.</li> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card.</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.               <ul style="list-style-type: none"> <li>- (Example) if you have already invoiced us against an order in full then please do not send us any further invoices against what would be a closed order.</li> </ul> </li> <li>• <b>Paper Invoices</b> Severn Trent will no longer accept paper invoices where an electronic route is available through the Ariba Network, If you choose to send a paper invoice you could expect to experience significant delays in payment.               <ul style="list-style-type: none"> <li>○ <b>Contract Invoices</b> Against contracts (We are having the functionality but will not be utilizing it).</li> <li>○ <b>Non-PO Invoices</b> Against a Purchase Order not received through AN. (Supplier cannot send invoice without Purchase Order).</li> </ul> </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 Severn Trent.

**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
- Set up a test account (**only** if you are publishing an electronic catalog or start an integration project)
- Correct VAT format – For Example **GB1234567** (No Spaces to be included).

## TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Severn Trent 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 Purchase Order CONFIRMATIONS

- Purchase Order (PO) confirmations are not mandatory prior to invoicing however this is optional and best practice based on your relationship with Severn Trent.

### Specifics for SHIP NOTICES

- Ship notices are not mandatory prior to invoicing, however this is optional and best practice based on your relationship with Severn Trent. If you set a ship notice when your goods are dispatched this prevents Severn Trent users from cancelling your Purchase Order.

### 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.

- You can modify the price and quantity if necessary however Severn Trent would expect you to communicate this prior to your invoice being submitted however best practice is to reject the Purchase Order if you feel the price or quantity is incorrect.
- You can cancel an invoice previously submitted.

## 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 Severn Trent project team at the following email address: [SupplierEnablement@severntrent.co.uk](mailto:SupplierEnablement@severntrent.co.uk).

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

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