Welcome!

Welcome to Ariba® Network! You are now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network account 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 the Government of Alberta, please follow the steps below:

1

Visit our Supplier Training page

Learn how to set up and use your Supplier account in 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 specifics of transacting with the Government of Alberta

This document will help you become familiar with the specific actions and requirements set up by the Government of Alberta. It will also assist you to navigate through the detailed content of our Supplier Training Page.

We look forward to helping you transact on Ariba® Network!

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GOVERNMENT OF ALBERTA'S PROJECT SCOPE

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 For this Ariba Network relationship	Not Supported Documents For this Ariba Network relationship

• **Purchase Orders**
Purchase Orders (PO) from the Government of Alberta 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
  o **Partial Invoices**
  o **Service Invoices**
    Invoices that require service line item details
  o Invoices must be submitted electronically within an Ariba Network account
 	
• **Item Level Credit Invoices/Credit Memos**
Quantity adjustments
 	
• **Header Level Credit Memos**
Price/quantity adjustments at the header level
	• **Summary or Consolidated Invoices**
	Apply against multiple POs
	
	• **Invoicing for Purchasing Cards (P-Cards)**
	Invoice for an order placed using a purchasing card
	
	• **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 Ariba Network
	
	• **Paper Invoices**
	Invoices are to be submitted electronically once an Ariba account is created, Do not submit paper or email invoices.
	
	• **Contract Invoices**
	Invoicing against contracts
	
	• **BPO Invoices**
	Invoices against a blanket purchase order
	
	• **Non-PO Invoices**
	Against a PO not received through Ariba Network

ACCOUNT SET UP

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

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 (if applicable)
- Configure Remittance Address only if the remittance address is different than your default Ariba Network address. You are not required to provide a Remittance ID.
- Do not enter banking information into your Ariba Network account. All banking information is securely stored by the Government of Alberta.
- Set up a test account

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Government of Alberta on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the **Supplier Training Page**.

ACCOUNT TYPES Specifics

Two types of Ariba Network accounts are offered at no cost to suppliers for Government of Alberta business:

- o **Standard account** - provides basic features needed to conduct business from procurement to payment. It can be upgraded to an enterprise account at any time at no cost for Government of Alberta business.

- o **Enterprise account** - provides advanced features to store documents, send documents within 1GX, integrate an accounting system, create catalogues and access more support options.

FEES Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding fees:

- o A Standard or Enterprise account is offered at no cost to suppliers in order to conduct business with the Government of Alberta in Ariba Network.

- o Fees *may* apply if you do business with customers other than the Government of Alberta or purchase additional services in SAP Business Network applications. Contact Ariba for information.

PURCHASE ORDER (PO) Specifics

This section mentions any specific transaction rules that should be observed by Suppliers regarding purchase orders:

- o For your first PO only, you will receive an email containing a "Process Order" link in the body of the email and an attached PO.

- o Click on the Process Order link to login and add the Government of Alberta to an existing account or create a new account in Ariba Network.

- o Any subsequent POs will automatically appear in the Orders tab on the Portal page of your Ariba Network account.

PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You may send order confirmations for goods and service orders.

- You can send order confirmations at the header level and line-item level.

- Suppliers cannot reject the purchase order at the header or line level.

SERVICE SHEET Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding service sheets.

- Service entry sheets will be automatically created after submitting an invoice on a service order. The service entry sheet can be found in your workbench.

SHIP NOTICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding ship notices.

- You are required to provide an actual or estimated shipping date on ship notices.

INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- ***Invoice Number*** must be a different and unique number for each invoice and is created by the Supplier. Duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status in Ariba Network.

- ***Tax data*** is accepted at the header level or at the line item level of the invoice, if applicable.

- ***Shipping data*** is accepted at the header level.

- You are not required to provide a Remittance ID. Configure Remittance Address only if the remittance address is different than your default Ariba Network address. Remittance information is securely stored by the Government of Alberta.

- You are able to create a credit memo for the submitted invoices at the header level.

- You are able to create quantity adjustment credit memos at the line-item level.

- You are required to provide a reason for every credit memo.

- A supplier cannot cancel an invoice after it has been submitted. You must contact your Ministry contact to have them reject the invoice.

- If you do not create an Ariba Network account, please submit the invoice by mail or email according to the "Bill To" instructions on page 2 of the PO, allowing sufficient time for manual handling and processing.

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 Government of Alberta project team at the following email address: 1GXSupplierHelp@gov.ab.ca.

www.sap.com/contactsap

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