



# SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with QAFCO

## Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business 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 SAP Business Network account with QAFCO, please follow the steps below:

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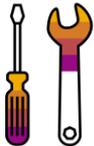


### Visit our [Supplier Training page](#)

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 QAFCO

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 SAP Business Network!

# TABLE OF CONTENTS

SCOPE OF QAFCO'S PROJECT.....	2
SETTING UP YOUR ACCOUNT.....	2
TRANSACTIONING ON SAP BUSINESS NETWORK .....	2
Specific customizations for PURCHASE ORDERS .....	3
Specific customizations for PO CONFIRMATIONS .....	3
Specific customizations for SHIP NOTICES .....	3
Specific customizations for SERVICE SHEETS .....	3
Specific customizations for INVOICES.....	3
HELP & SUPPORT .....	3
<FORMATTING FOR ADDITIONAL HEADLINE> .....	ERROR! BOOKMARK NOT DEFINED.

## SCOPE OF QAFCO'S PROJECT

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

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

## SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your SAP Business Network account to transact successfully.

**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)

## TRANSACTING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with QAFCO on SAP Business 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 PURCHASE ORDERS

- No customization for PO and is mandatory

## Specific customizations for PO CONFIRMATIONS

- No customization for PO Confirmations and is mandatory

## Specific customizations for SHIP NOTICES

- No customization for Ship Notices and is mandatory
- Delivery Note should be attached while creating Ship Notice

## Specific customizations for SERVICE SHEETS

- No customization for Service Sheets and is mandatory

Note: SES will be created through upload program for some cases and will be sent to supplier through SAP Business Network.

- Attachment listing all the services perform is mandatory to submit the SES.
- SES submitted by the supplier will be subjected to QAFCO approval.

## Specific customizations for GOODS RECEIPT

- No customization for Goods Receipts and is mandatory.
- Will be performed by QAFCO and supplier will receive it through SAP Business Network.

## Specific customizations for CREDIT MEMOS

- No customization for Credit Memos
- Attachment is mandatory to submit the Credit Memo.

## 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.

- Invoicing through SAP Business Network is required.
- Attachment of the original invoice copy is mandatory to submit the Invoice.
- 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 SAP Business Network
- QAFCO will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network
- An invoice previously submitted cannot be cancelled. For corrections and adjustments, please create a Credit Note.

## HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- 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 QAFCO project team at the following email address: VM@QAFCO.COM.QA

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

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**THE BEST RUN**

