SAP Ariba

PVH Corp

Standard Account Ariba Network Training Guide

August 2022

CONFIDENTIAL

PVH

THE BEST RUN SAP

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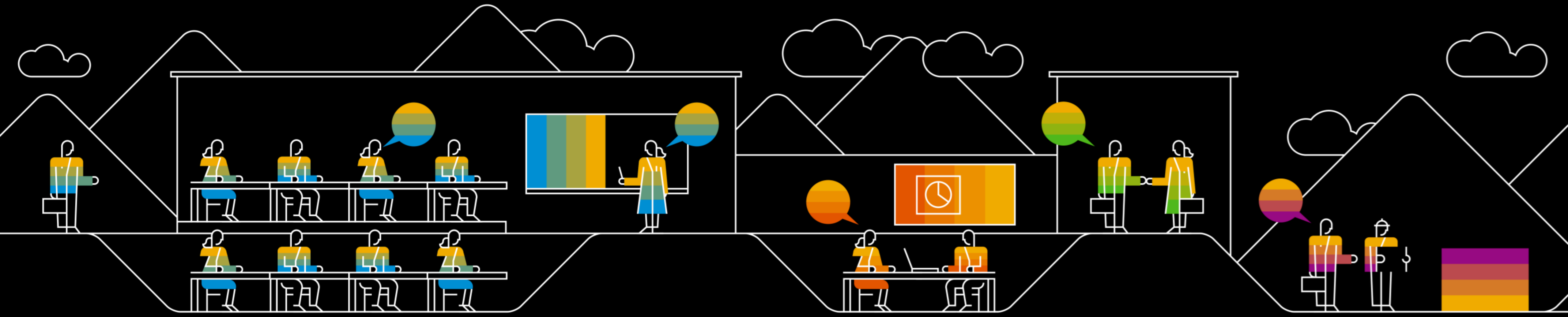
Ariba Network
Enterprise Supplier Fee Schedule



How Do I know if I am a Standard or Enterprise Supplier?

You have an Enterprise Account if:

- You see **Enterprise Account** listed at the top left of your Ariba Network account when signed in.
- Under the **Company Settings** menu you find one of the **Subscription Packages** listed under your ANID as **Premium, Bronze, Silver, Gold,** or **Platinum**
- **Click here to access the Enterprise Account Ariba Network Training Guide**

You have a free Standard Account if:

- You see **Standard Account** listed at the top left of your Ariba Network account when signed in.
- You shared your e-mail address with PVH and received or will receive an interactive e-mail Purchase Order from PVH
- At the top of your account it says **Upgrade from standard account - Learn More**

Note:

- If you are an Enterprise Supplier ***you may incur fees***. Please see the next slide for more information on the Ariba Network Fee Schedule.
- If you are not sure what account type you have or if you are concerned about fees please reach out to SupplierEnablement@pvh.com. PVH can set you up with a free Standard Account.

Enterprise Supplier Fee Schedule – USD

Please review the Supplier Fee Schedule below:

Transaction Fees

Billed every quarter

Per-relationship fee cap: $20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume

+

Subscription Fees

Billed once a year

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

*Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

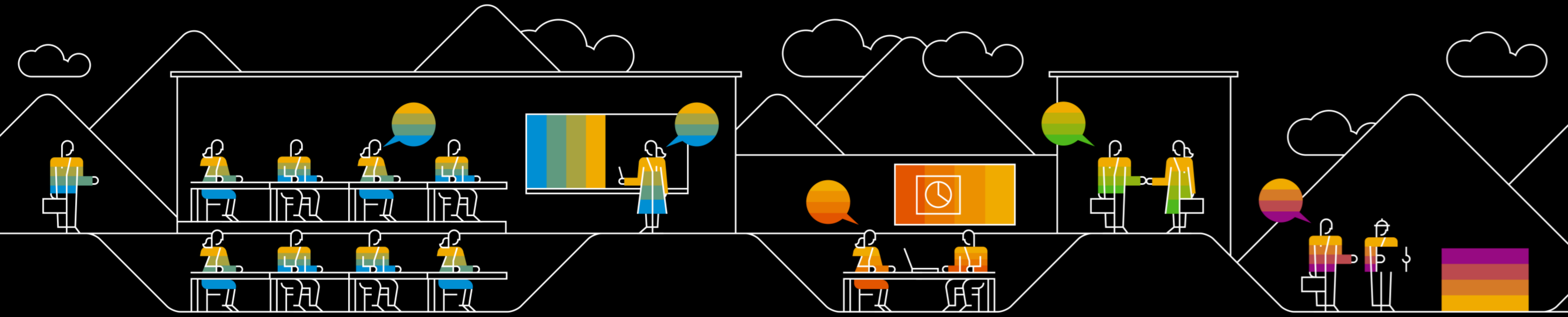
$50,000 and 5 Documents

Suppliers who do not cross the Fee Threshold will not be charged fees

Video: Fees Explanation

- **Read more** about subscription levels, calculate your fees & check out other currencies on our website https://www.ariba.com/ariba-network/ariba-network-for-suppliers
- **If you are concerned about fees** PVH can set you up with a **free** Standard Account. Please reach out to SupplierEnablement@pvh.com

Ariba Network
Supplier Set-up & Account Configuration



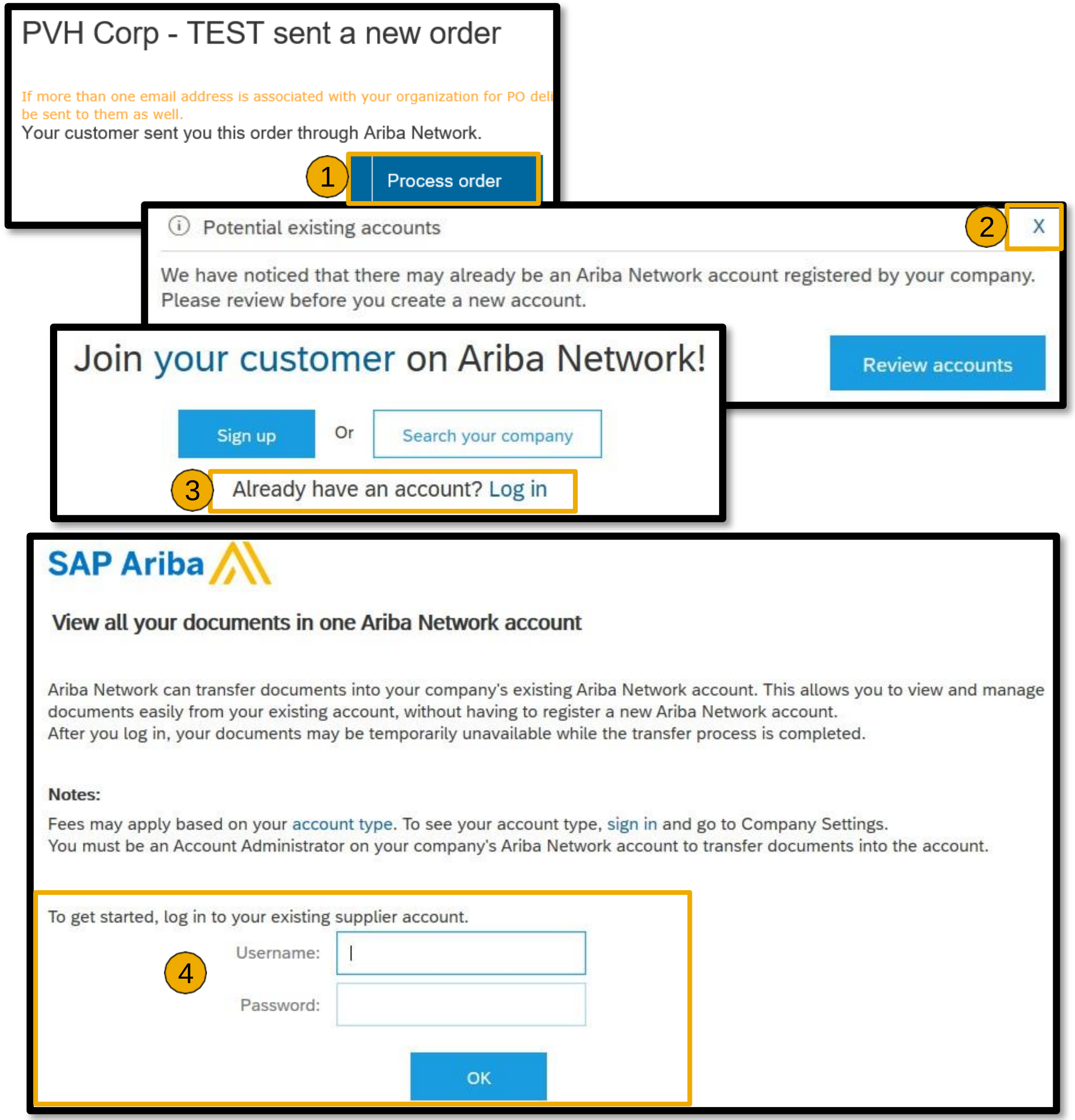
Register or Merge Your First PVH Standard Account PO

If you have received a Standard Account Purchase Order email from PVH you can either register a new account, or the **admin** on your Ariba Network account can merge this PO document into an Existing Ariba Network account.

Steps:

1) Locate the PVH PO email in your email Inbox and click on **Process Order**.
   1) **Note**: If you are not the Ariba Network admin, you can forward the email to your admin to action.
2) If the pop-up for **Potential Existing Accounts** appears, click on the **x** in the top right corner to close.
3) To register a new account, click on **Sign up**
4) To use an existing account, click on **Already have an account? Log In.**
5) Enter in your account admin's **Username** and **Password** and then click on **OK**.
   - **Note**: Once confirmed, the PVH trading relationship will be established in your account and any existing PVH POs will be merged over into your account.

[Video Demo: Register or Merge Your First PO]



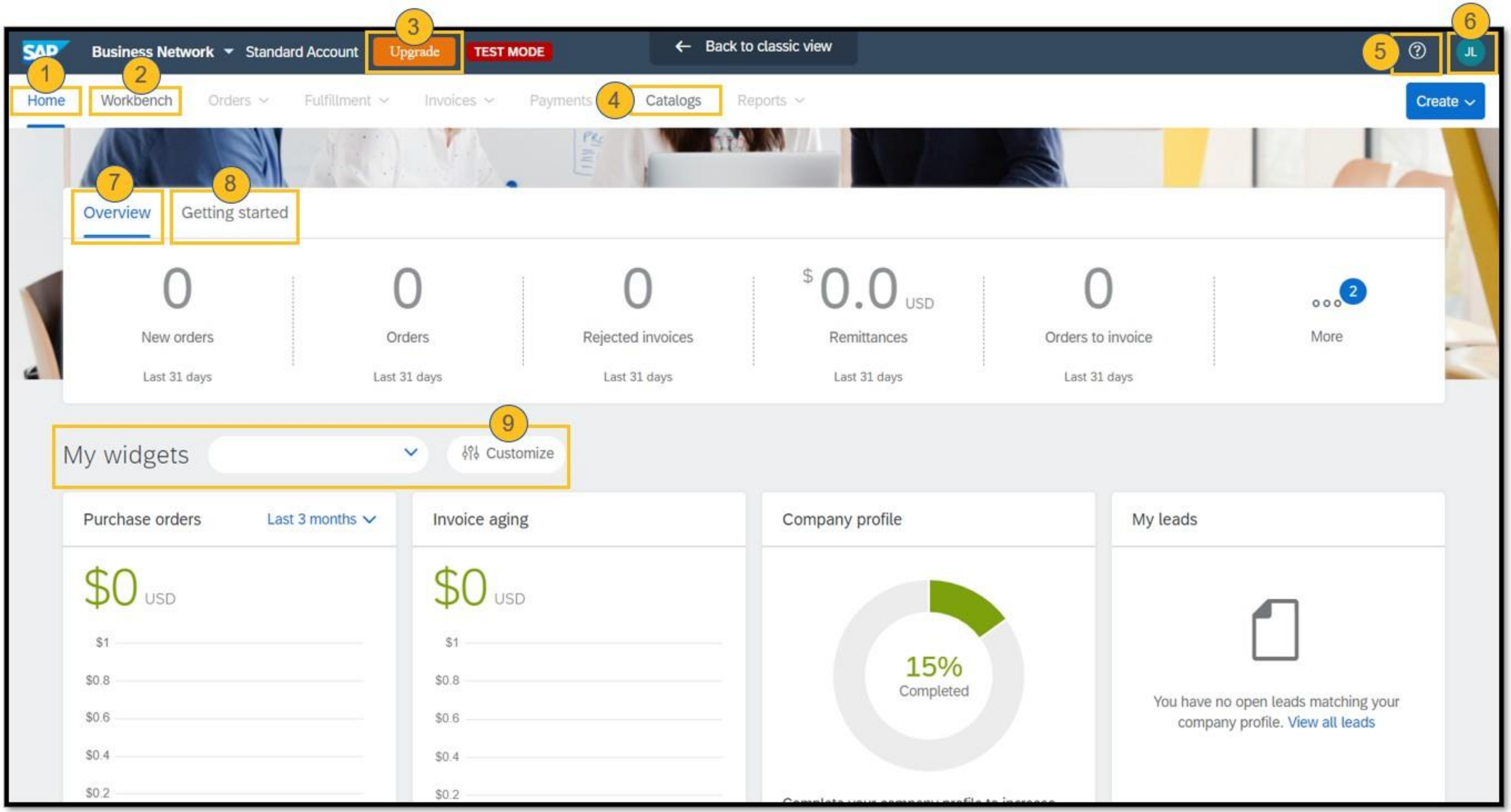
Note:

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation then the PO can no longer be merged into an existing account.
- PO email notifications will come from ordersender-prod@ansmtp.ariba.com.

Account Overview

[Video Demo: Account Overview]

Standard Account Homepage Overview



Standard Account Homepage Overview Details

1) **Home** – Account landing page with customizable view through configuring tiles and widgets
2) **Workbench** – Click to display configurable tiles based on transaction documents, statuses, and additional filters
3) **Upgrade** – Review Enterprise account functionality and fee structure
4) **Catalogs** – Self-service catalog upload and management
5) **Help Center** – The Help Center is a collapsible support center containing useful FAQ, AN Documentation, and how to contact Ariba Customer Support when faced with a technical issue
6) **Account Settings** - Clicking on your initials will take you to a menu with:
    1) User options like **My Account, Link User IDs, Contact Administrator**, and **Log Out**
    2) **Account** options like **Switch to Test ID** and **Link User IDs**
    3) **Company Profile** and the **Settings** menu including:
        1) Important **Account Settings** like **Customer Relationships, Users,** and **Notifications**
        2) Important **Network Settings** like **Electronic Order Routing, Electronic Invoice Routing**, and **Network Notifications, Remittances,** and **Audit Logs**
7) **Overview** – This tab displays your tiles configured from the **Workbench**
8) **Getting Started** – Repository of important links to get your account started:
    1) **Quick Start, Add Users, Set-up order routing, Set up invoice processing**, and **Set up email notifications**
9) **My Widgets** – Customize your homepage widgets

Getting Started (Standard Account)

The Getting Started tab has quick links for important account set-up and configurations.

Getting Started quick links:

1) Click on **Getting Started** from the Home page
2) **Quick Start** – Click for an overview of Ariba Network information for suppliers
3) **Add Users** – Quick link to where you can manage account Users and user Roles
4) **Set up order routing** – Configure your PO notification preferences
5) **Set up invoice processing** – Configure your invoice notification preferences
6) **Set up email notification** – Review and configure other important account notifications

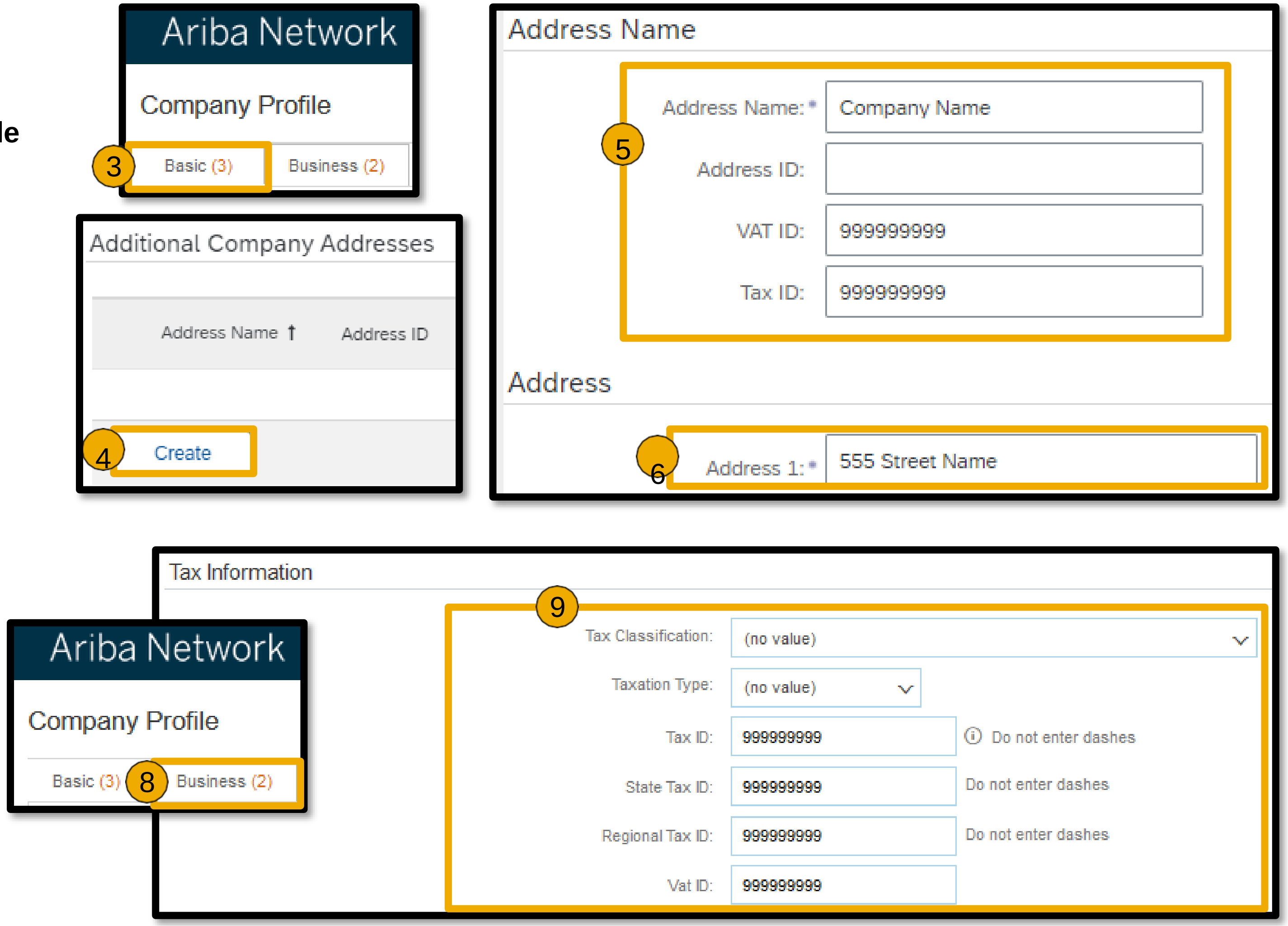
Account Set-Up

Configure Default Tax Number on Invoices

Your Company Profile can be configured to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

1) Log in to the Ariba Network (**LINK**)
2) Click on the initials at the top right and then choose **Company Profile**
3) Click on the **Basic** tab
4) Under **Additional Company Addresses** click on **Create**
5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
6) Enter in associated **Address Details**
7) **Save**
8) Click on to the **Business** tab
9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
10) **Save**



Create Users Roles (Admin Only)

Before you add new users to the Ariba Network account, you must configure at least one role in addition to **Administrator**.

To create role:

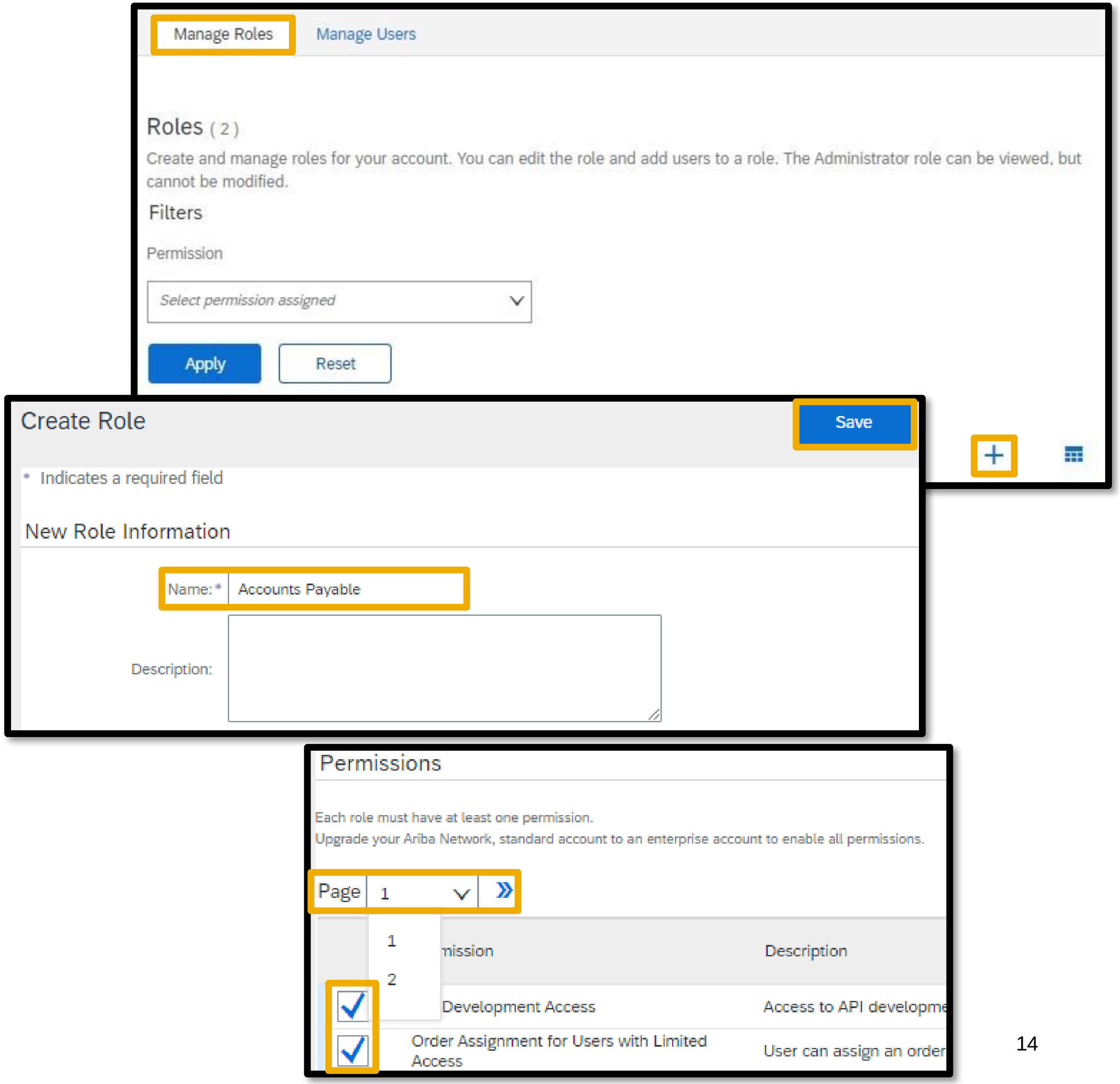
1) Log in to the Ariba Network (**LINK**)
2) Click on **Getting Started** and choose tile **Add Users**

   - OR –

2) Click on the initials at the top right, click on **Settings**, and then choose **Users**
3) Then under the **Manage Roles** tab, click on the **+** button towards the bottom right to **Create Role.**
4) Enter in the role **Name** and optionally add a **Description**.
5) Check the boxes next to the appropriate **Permissions** (Note that there may be multiple pages to review).
6) Click **Save** before navigating away.

Note:

- You can create a maximum of 10 custom roles.
- If you need to delete a role, you will need to reassign associated users to a different role. You cannot delete roles that are currently assigned to users.



Create Users (Admin Only)

Once you have created at least one additional role, you can then create sub-users in the account.

To create a new user:

1) Log in to the Ariba Network (**LINK**)

2) Click on **Getting Started** and choose tile **Add Users**

- OR –

2) Click on the initials at the top right, click on **Settings**, and then choose **Users**

3) Then click on to the **Manage Users** tab.

4) Click on the **+** icon at the bottom right to **Create User**.

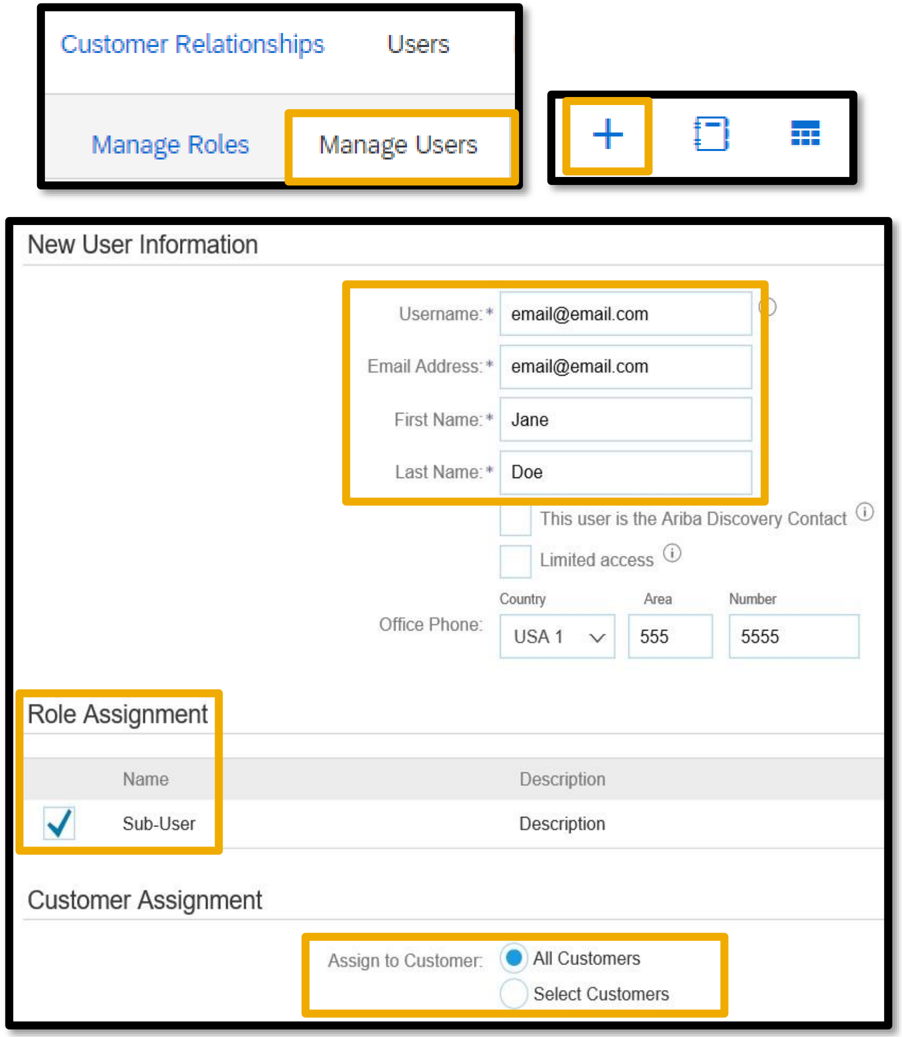
5) Enter in the **Username**, **Email Address**, **First Name**, and **Last Name**. You may optionally check the boxes to make the user an **Ariba Discovery Contact** or provide **Limited Access**.

6) Check the box next to the appropriate **Role Assignment**.

7) Select to assign the user to **All Customers** or **Select Customers**.

8) Click on **Done**.

Video Demo: Add Users



Configure Document Settings (Electronic Order Routing)

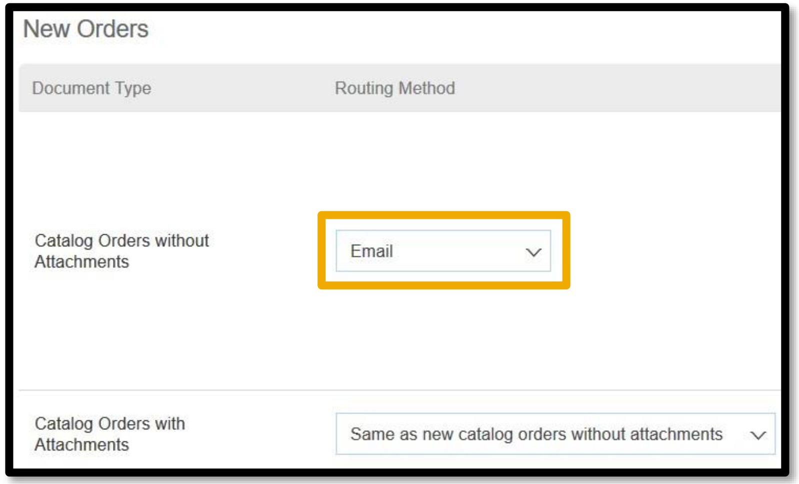
You can configure your preferences for Purchase Order document transmission and notifications under the **Electronic Order Routing** section of the **Network Settings.**

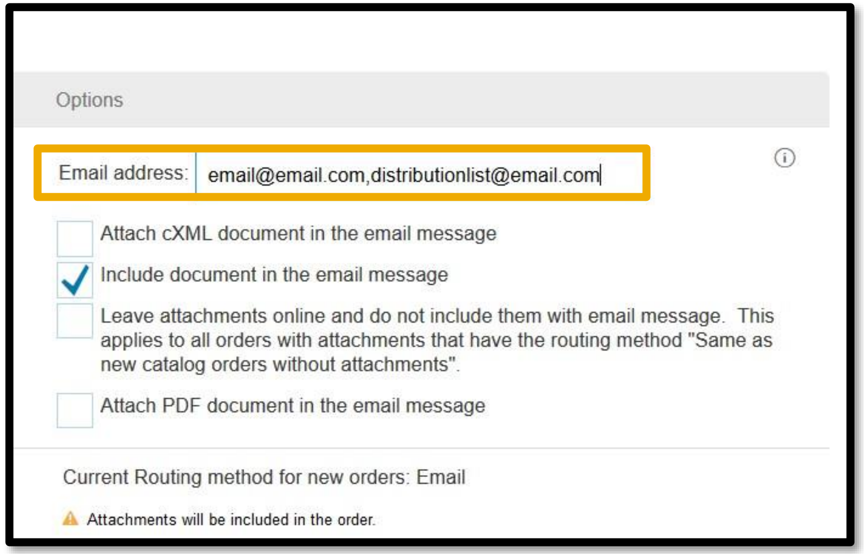
To make sure the right people are set-up to receive documents from PVH:

1) Log in to the Ariba Network (**LINK**)
2) Click on **Getting Started** and choose tile **Set up Order Routing**

- OR –

2) Click on the initials at the top right, click on Settings, and then choose **Electronic Order Routing.**
3) Under **New Orders** set **Catalog Orders without Attachments** to **Email**.
4) Enter up to 5 email addresses, separated by comma. Distribution lists can also be entered.
5) Configure each **Document Type** separately, or leave as **Same as Catalog Orders without Attachments.**
6) Click **Save** before navigating away from the page.





Note:

- Make sure that your organization is able to receive e-mails from the Ariba Network. The Ariba Network uses the following address as the From email address: ordersender-prod@ansmtp.ariba.com.
- If you will be out of the office you can use your mail client's auto-reply ("Out of Office" or vacation) feature to respond to orders. Include one of the following phrases in auto-reply messages to prevent new orders from failing to send to mailboxes with an auto-reply feature:

  Out of office, country, town, etc. / OOTO
  On vacation / on holiday / away from the office / away until
  at an off site meeting
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.
- If you will be integrating in that case you may select **cXML** or **EDI**. Please notify PVH in case of integration and integration assistance.

Configure Document Settings (Electronic Invoice Routing)

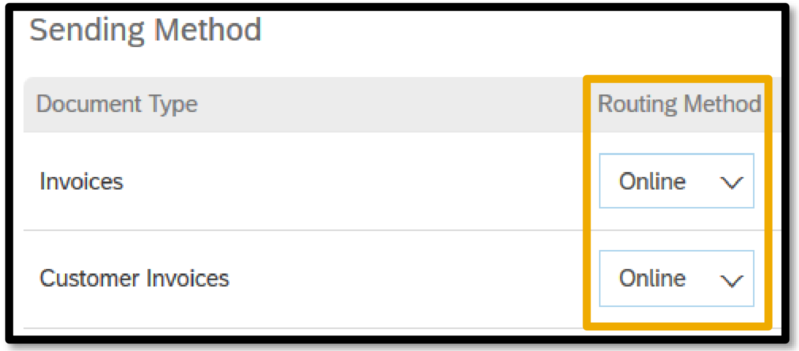
You can configure your preferences for invoice document transmission and notifications under the **Electronic Invoice Routing** section of the **Network Settings.**

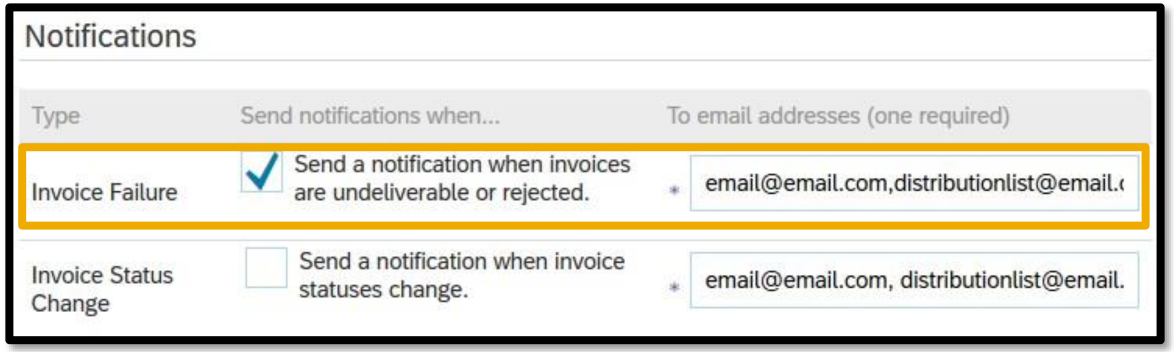
To make sure the right people are set-up to invoice notifications:

1) Log in to the Ariba Network (LINK)
2) Click on **Getting Started** and choose tile **Set up Invoice Routing**

   \- OR –

2) Click on the initials at the top right, click on Settings, and then choose **Electronic Invoice Processing**.
1) Leave the invoice **Routing Method** set to **Online** unless integrating with customers.
2) Scroll down and review invoice **Notifications.** Check the boxes next to any notifications your company is interested in receiving. Then enter up to 3 email addresses, separated by comma. You may also enter in a distribution list if preferred.
3) Click **Save** before navigating away from the page.

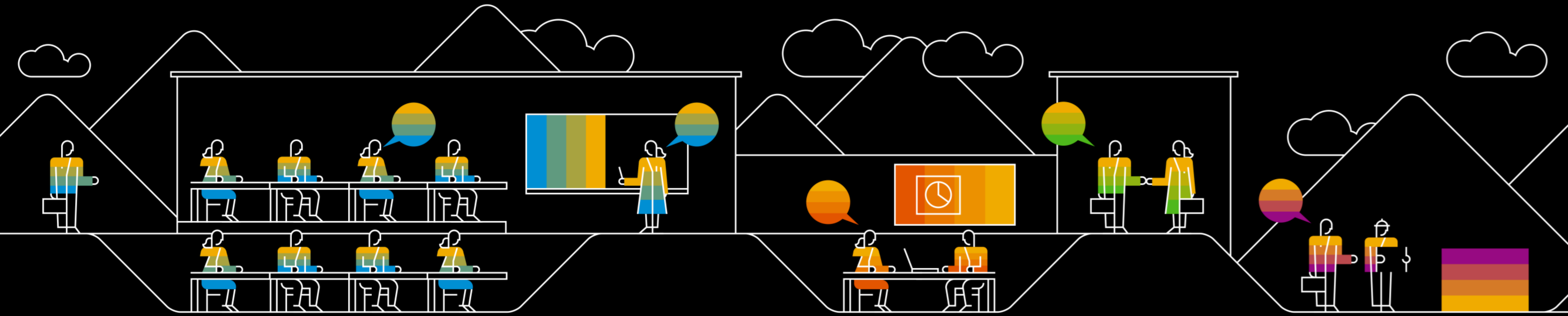




<u>Note:</u>

- It is recommended to turn on notifications for **Invoice Failure** so that your company may be notified when an invoice is rejected or failed.
- Make sure that your organization is able to receive e-mails from the Ariba Network. The Ariba Network uses the following address as the From email address: ordersender-prod@ansmtp.ariba.com.
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.

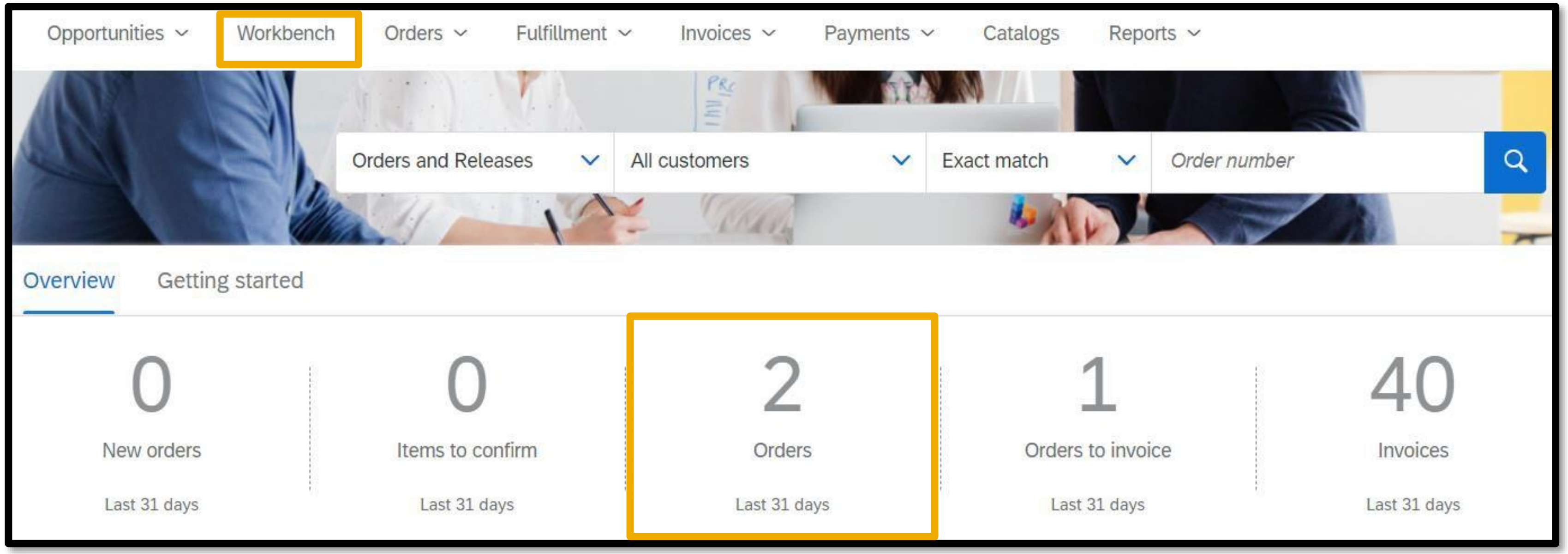
Ariba Network Documents



Locate Documents General

Locate a Document for Review or Action (Workbench Tiles)

These steps navigate you to the documents located in the Workbench tab.



To locate a Document through the **Workbench** tab or **Overview** tiles:

1) Log in to the Ariba Network (**LINK**)
2) Click on appropriate tile under **Overview** to be brought to the **Workbench** tab

- Or -

2) Click on the **Workbench** tab
3) Select desired tile

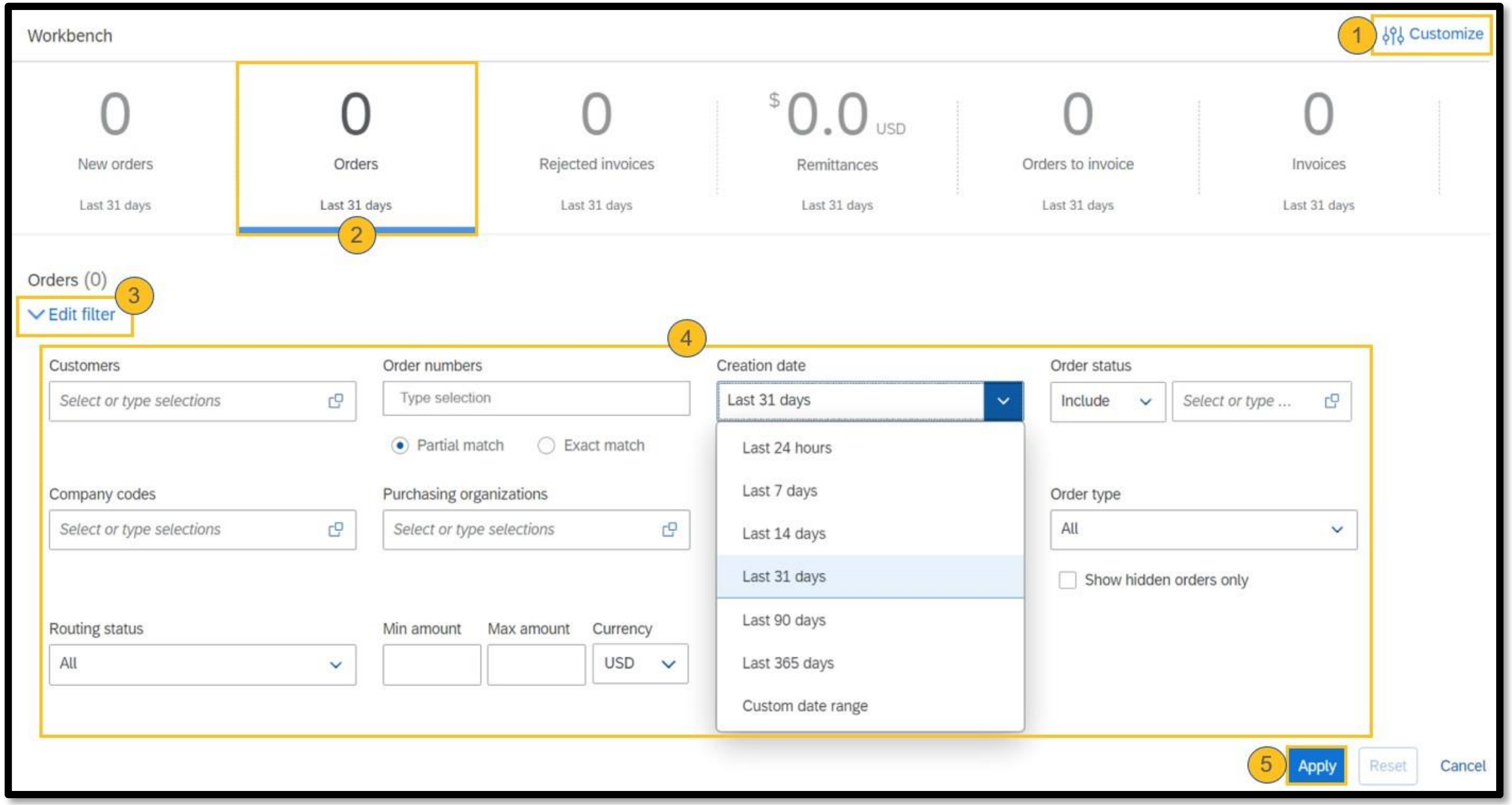
Using Workbench

Using Workbench Tiles and Filters

The Workbench is a collection of customizable tiles to give you an overview of the documents transacted.

To use your Workbench Tiles:

1) Click on **Customize** at the top right to adjust default tiles, their associated names, and filters
2) Click on a tile of interest (Example – **Orders** or **Invoices** tiles)
3) Expand **Edit Filter**
4) Filter documents based on listed fields: **Customers**, **Order numbers** (**Partial** or **Exact Match**), **Creation Date**, etc.
5) Click **Apply** to search documents based on the filtered scope
6) Once the document list populates you can click on **…** under actions to resend a copy of a PO or **View Invoice**



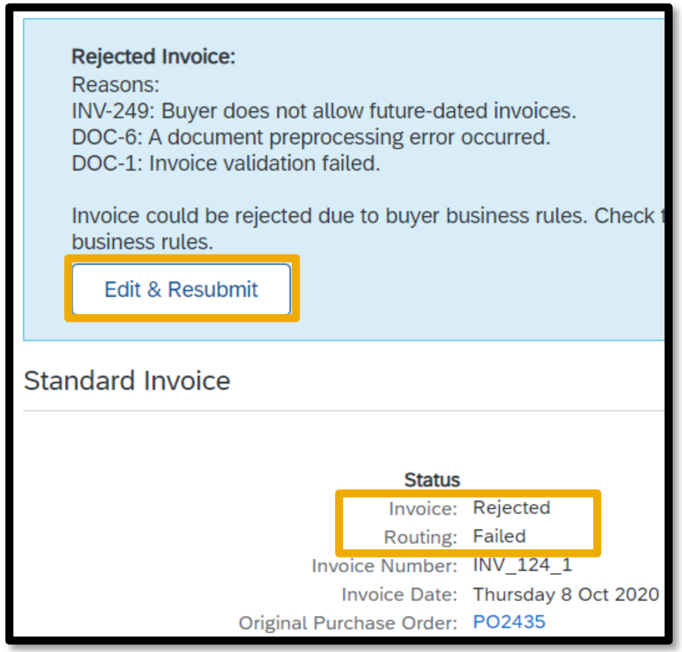
Locate Invoice Status

Locate the Status of an Invoice

After you have located your invoice, you can review the invoice status.

To view the invoice status:

1) Locate your invoice on the Ariba Network and click on the Invoice number to open to the **Details** tab.
2) On the **Detail** tab are able to see the invoice **Routing Status** (Queued, Acknowledged, or Failed) and the **Invoice Status** (Sent, Approved, or Rejected).
3) You can also see further **Invoice Details,** such as any buyer comments, including the **Rejected Invoice Reasons** if your invoice has been rejected. You can also **Edit & Resubmit** rejected invoices from the details page.
4) Note- If you are **not seeing the invoices** in Ariba, it is an indication that the invoices have not been submitted. You will need to submit them into the system for payment.

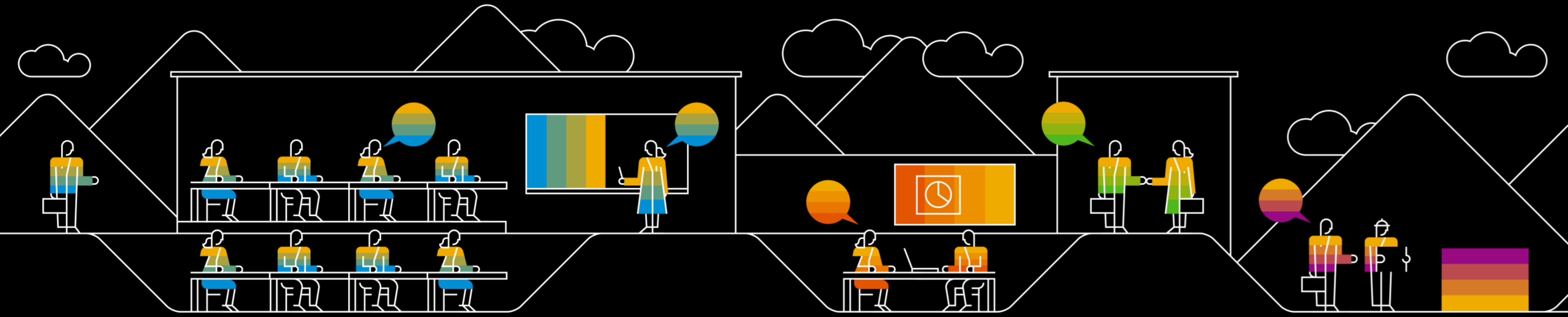


Questions about the invoice status?:

- If you are seeing an **Approved Status**, you should contact AP for payment details, if payments are past due.
  - NOTE: The payment date will be calculated based on the **ARIBA Invoice Date** & your payment terms.
  - AP Contacts: AccountsPayable@PVH.COM; ceciliaconil@pvh.com; omarluisreyes@pvh.com; suganthinibhavan@pvh.com; AvelinaRobinson@pvh.com
- If you are seeing a **Rejected Status,** you need to review the rejection comments, edit the invoice & resubmit for payment.
- If you are seeing **Submitted Status**, send SupplierEnablement@pvh.com the invoice number for further research.

Video Demo: Edit and Resubmit Rejected or Failed Invoice

Ariba Network
US Dollar Invoicing



US Dollar Invoicing

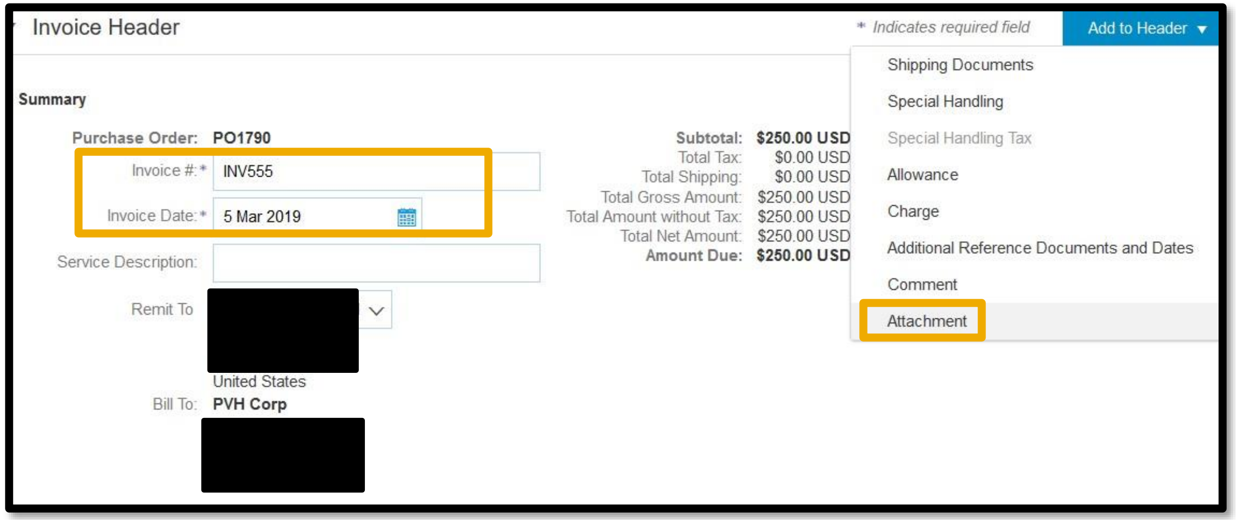
[Video Demo]

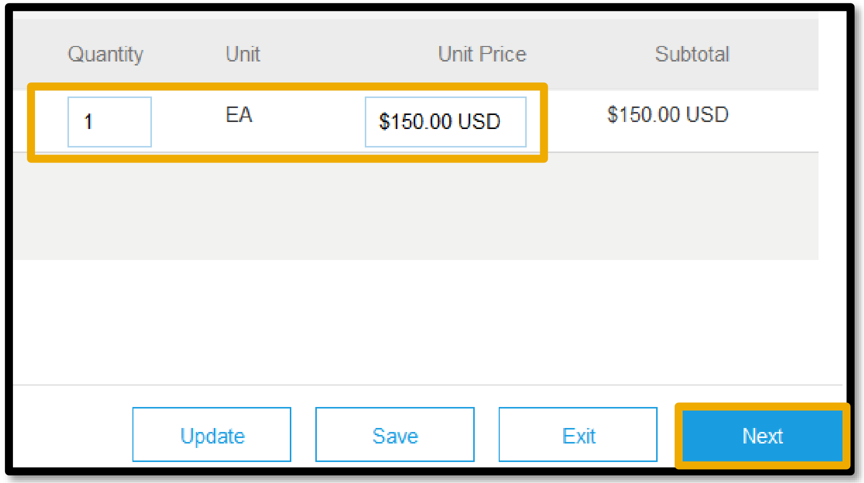
How to Create an Invoice (US)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date.**
2) Fill in applicable **Additional Fields** such as **Supplier VAT/ TAX ID.**
3) To add an attachment, Click the **Add to Header** menu and select **Attachment**. **Browse** and **Select** file, then click **Add Attachment.**
4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.
5) Click on **Next.**
6) Review invoice details and click **Submit**.



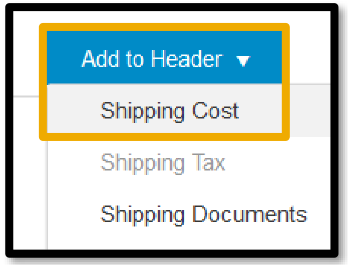


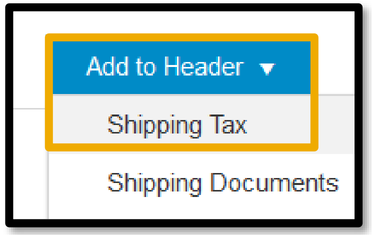
<u>Note</u>:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier’s responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

Add Shipping Cost and Shipping Tax to an Invoice (US)

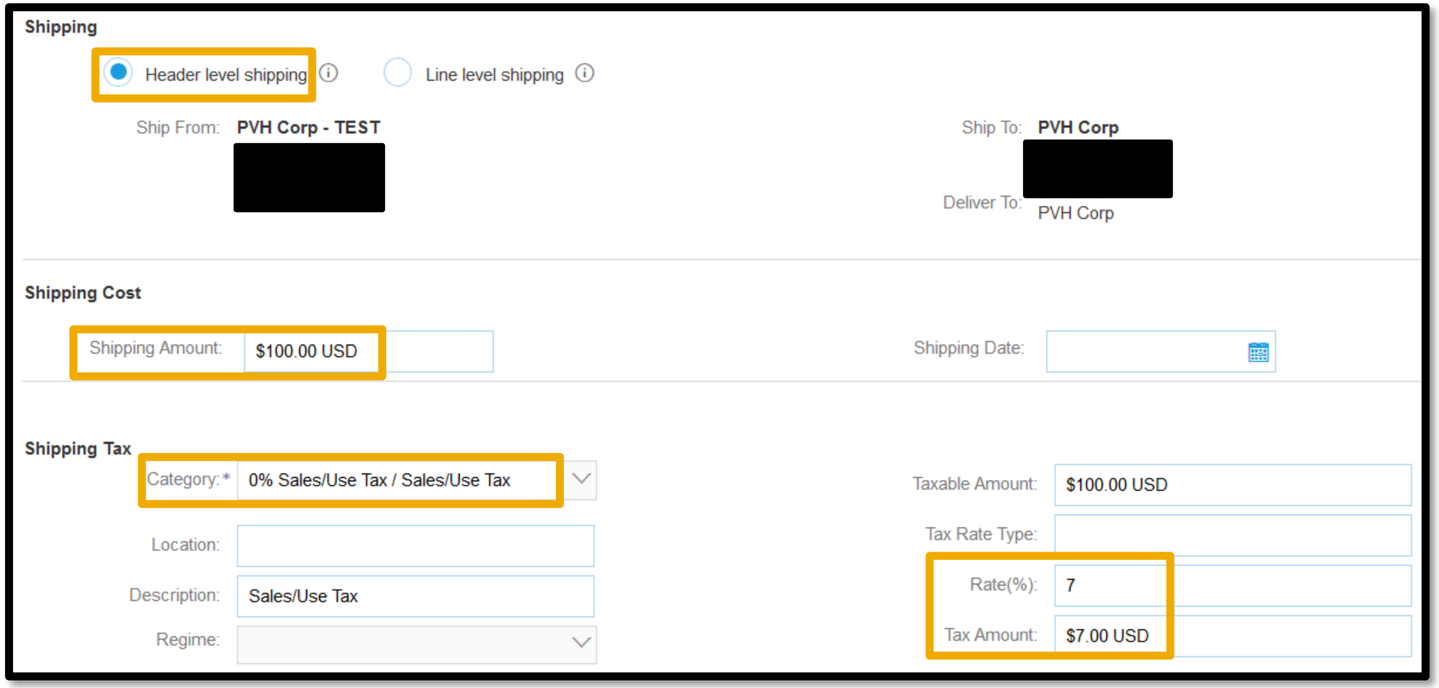
If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.





To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

1) Leave radio button toggled at **Header level shipping.**
2) Click on **Add to Header** at the top right and select **Shipping Cost**.
3) Click on **Add to Header** and select **Shipping Tax**.
4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date.**
5) Go to the **Shipping Tax** section and select the **Category** **0% Sales/Use Tax**.
6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.



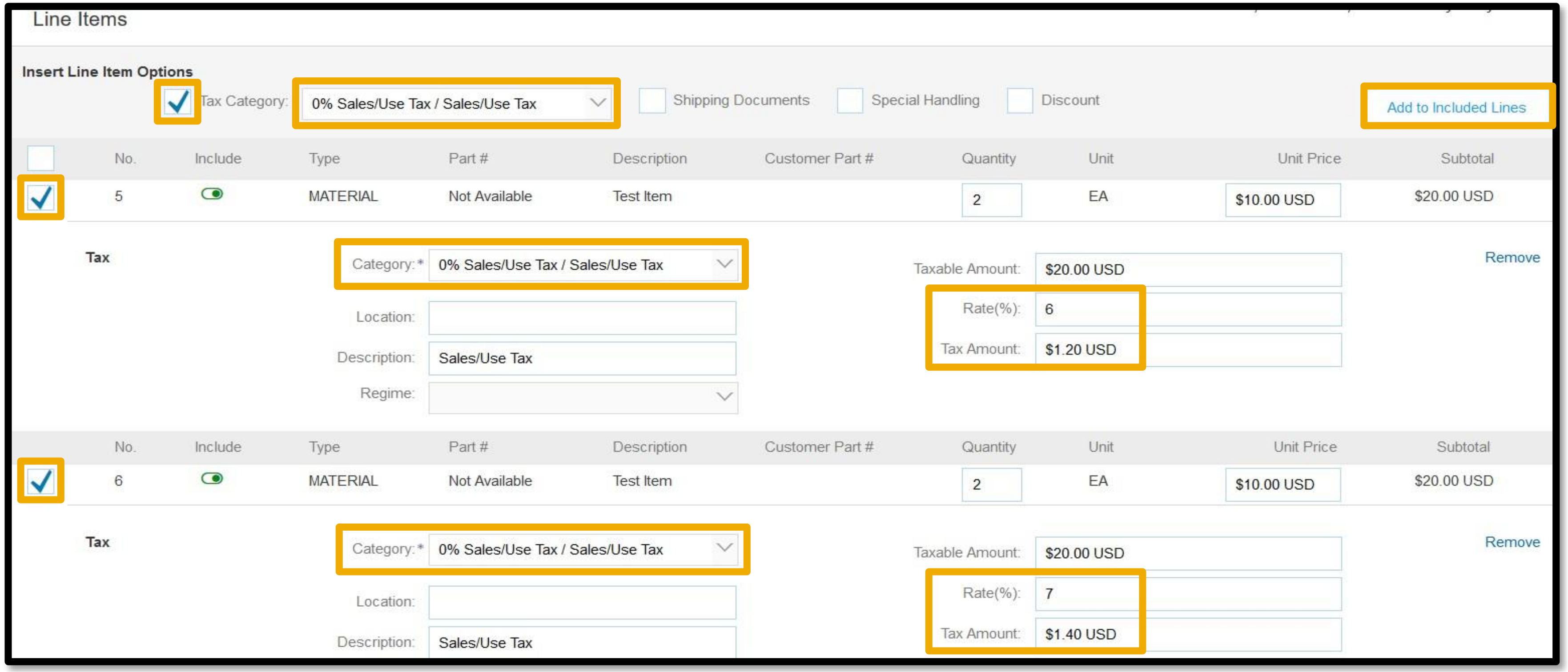
Add Tax to an Invoice (US)

To add tax at the line item level:

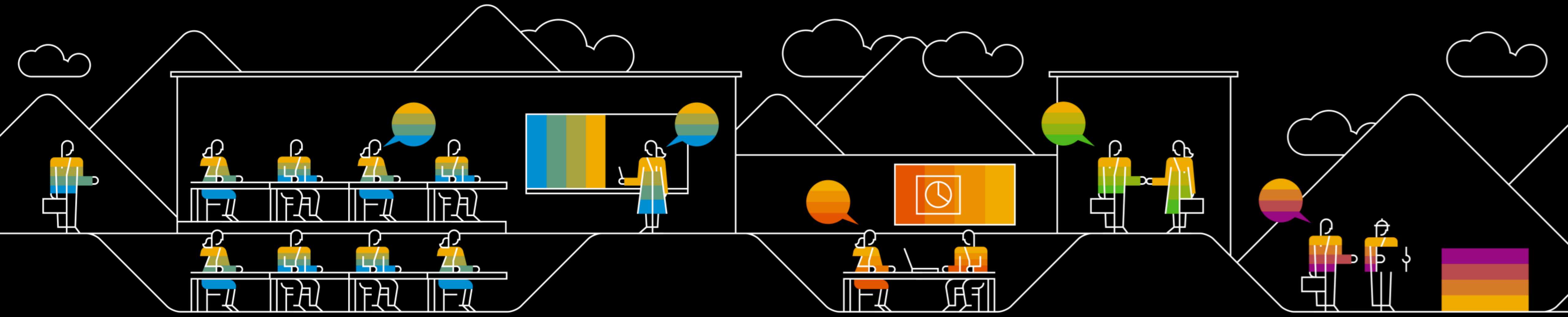
1) Scroll to **Line Items**. Check the box to the left of each applicable line item.
2) Check the box next to **Tax Category** and select **0% Sales/Use Tax**.
3) Click the button **Add to Included Lines**.
4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields as applicable for each line item on the invoice.

Note:

- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.



Ariba Network
Canadian Dollar Invoicing



Canadian Dollar Invoicing

How to Create an Invoice (Canada)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date.**

2) Fill in applicable **Additional Fields** such as **Supplier TAX ID** and **Provincial Tax Registration (PST/QST).**

3) To add an attachment, Click the **Add to Header** menu and select **Attachment**. **Browse** and **Select** file, then click **Add Attachment.**

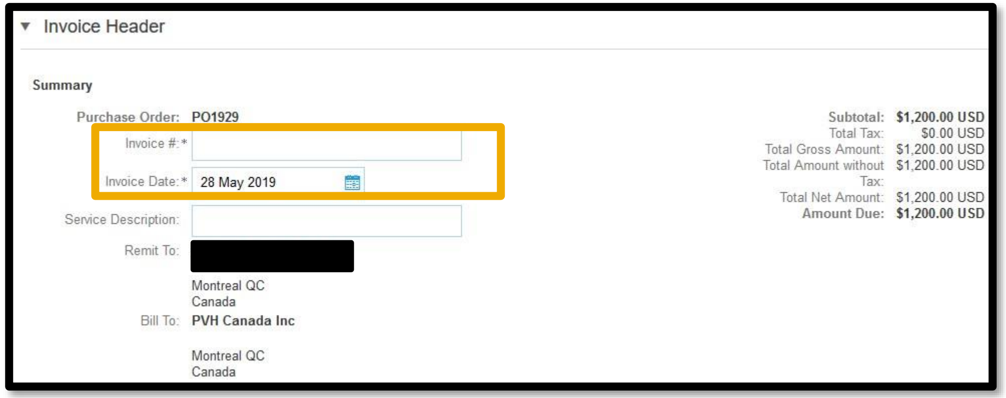
4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.

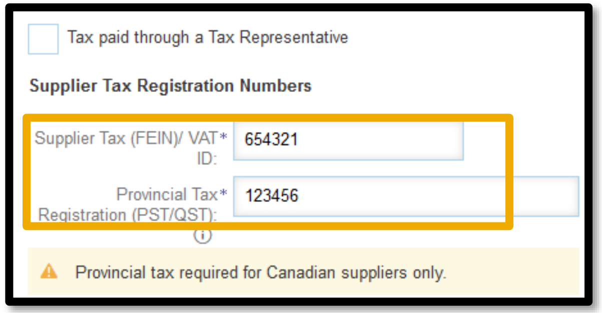
5) Click on **Next.**

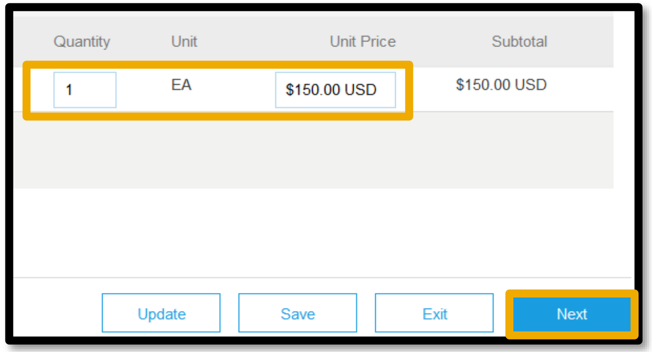
6)Review invoice details and click **Submit**.

Note:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.





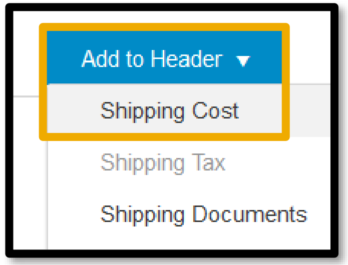


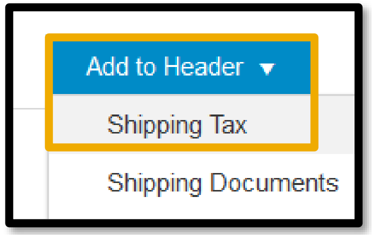
Add Shipping Cost and Shipping Tax to a PO-Flip Invoice (Canada)

If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

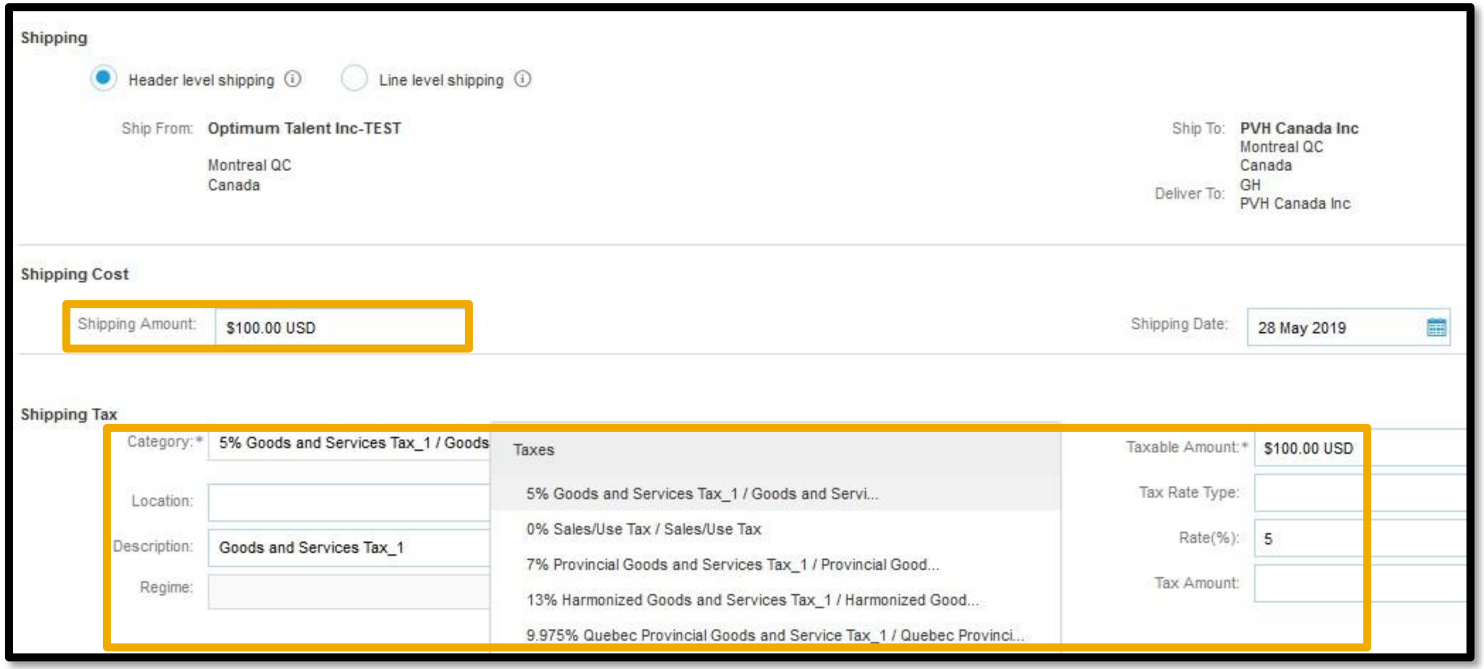
1) Leave radio button toggled at **Header level shipping.**
2) Click on **Add to Header** at the top right and select **Shipping Cost**.
3) Click on **Add to Header** and select **Shipping Tax**.
4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date.**
5) Go to the **Shipping Tax** section and select the applicable **Category**.
6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.





Note:

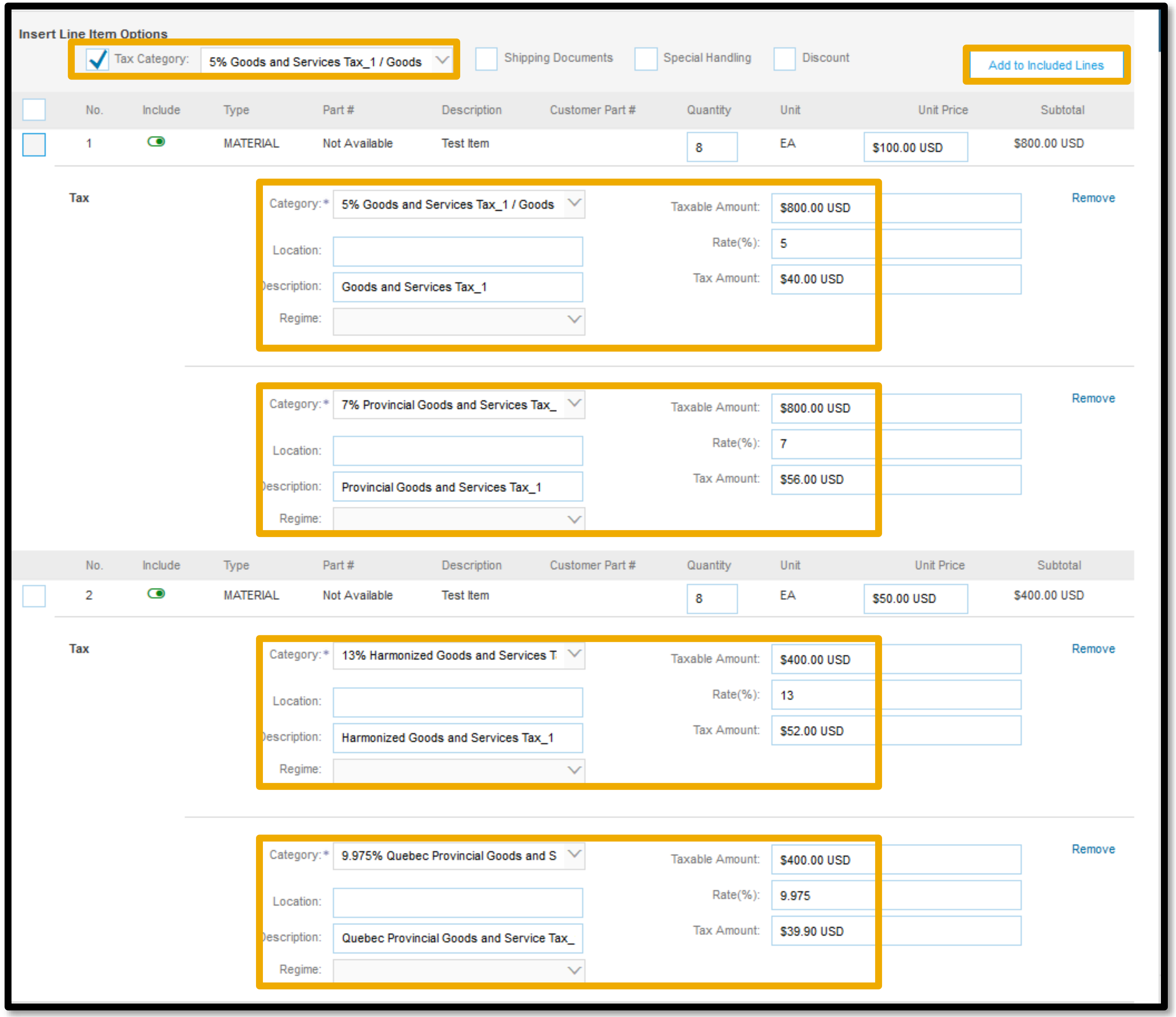
•It is possible to add multiple types of tax to the Shipping Tax field.



Add Tax to a PO-Flip Invoice (Canada)

To add tax at the line item level:

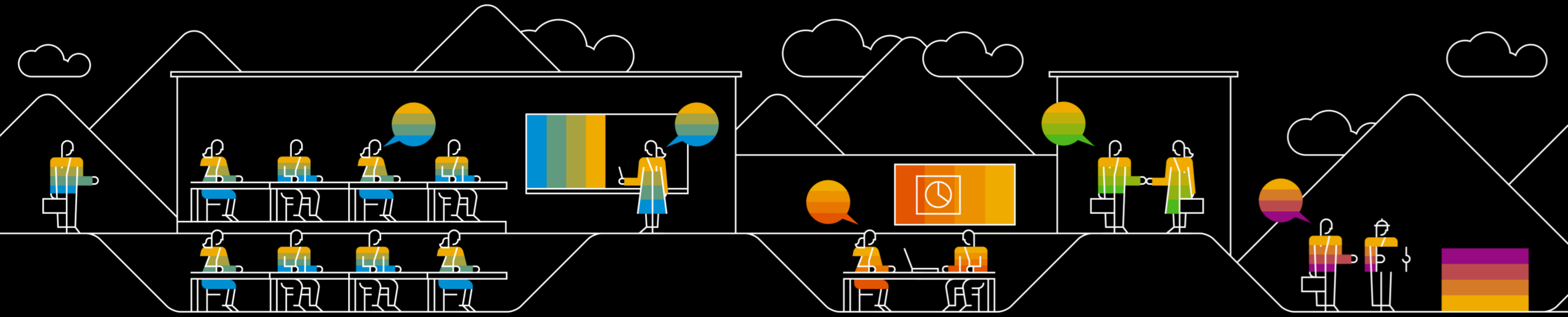
1) Scroll to **Line Items**.
2) Check the box next to **Tax Category** and select the appropriate category for GST, HST, PST, and QST.
3) Click the button **Add to Included Lines**.
4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields for each applicable line item on the invoice.



<u>Note</u>:

- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.
- It is possible to add multiple types of tax to each line item (see screenshot for example).

Upgrade Your Standard Account



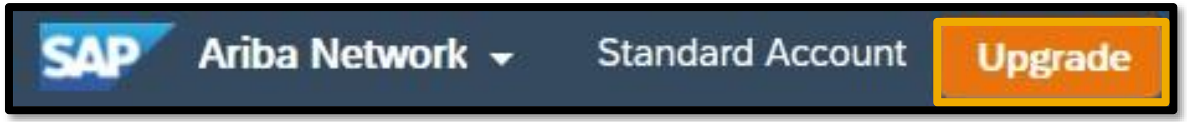
Upgrade Your Ariba Network Account (Standard Account)

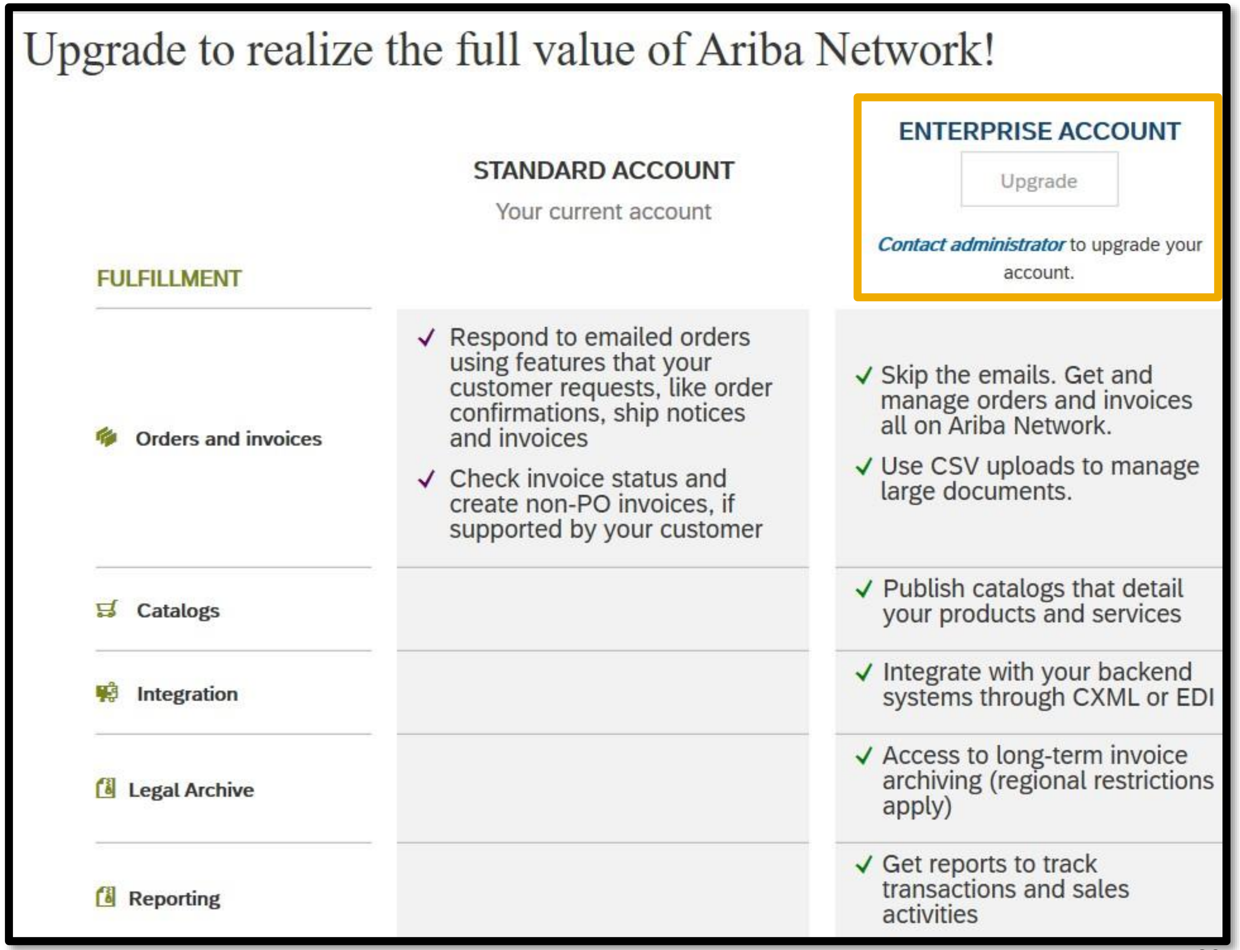
To upgrade your Standard Account to Enterprise Account:

1) Click on the **Upgrade** button at the top left of the Ariba Network homepage.
2) Review the different features between Standard Account and Enterprise account.
3) Click on **Upgrade**, or **Contact Administrator to upgrade your account**.

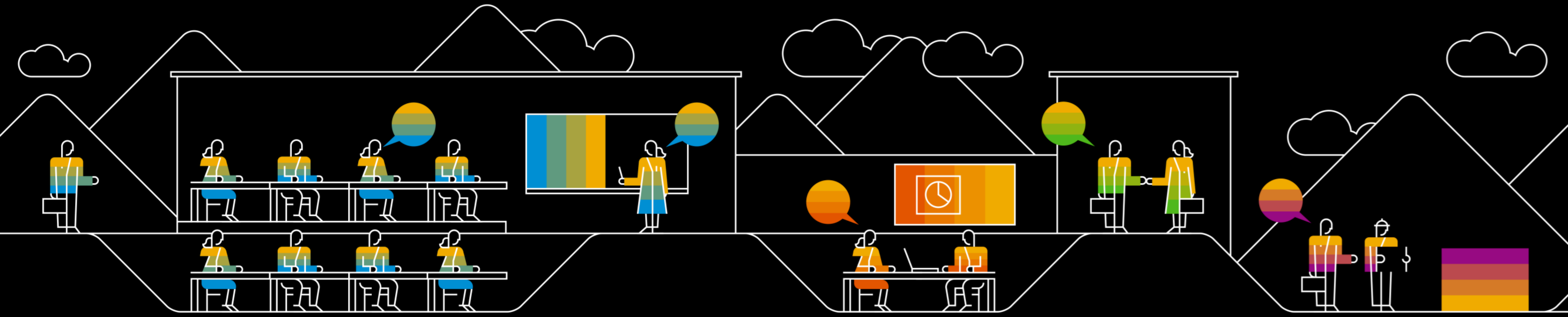
<u>**Note**</u>:

- Enterprise Account subscription ***may incur fees***. Please review fee structure and information before upgrading.





Ariba Network
Support Resources



Who Should You Contact?

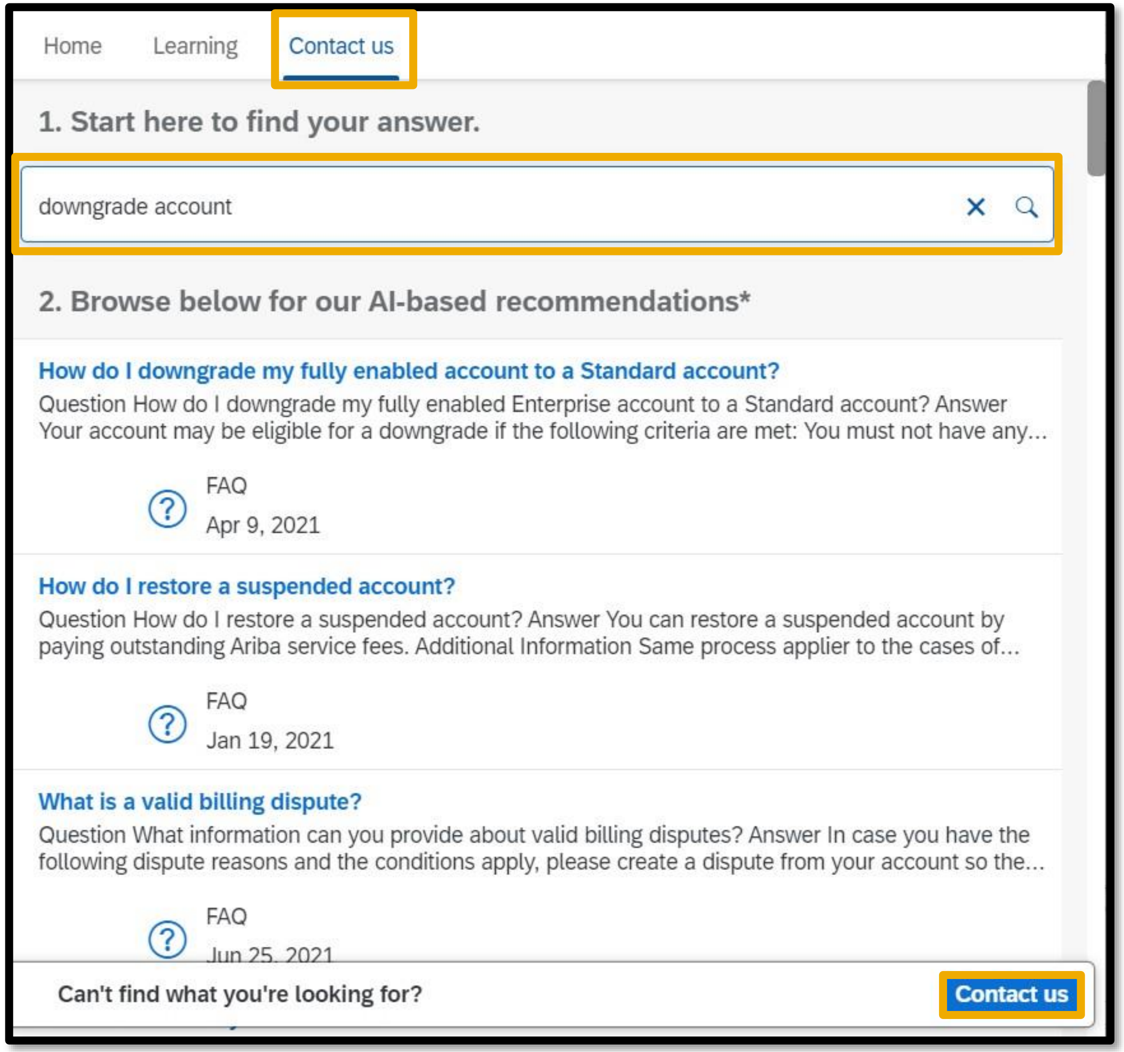
Business Related Questions: SupplierEnablement@pvh.com

Ariba Network Supplier Support

• Ariba Network support for technical issues or errors To contact **Ariba Network Supplier Support:**

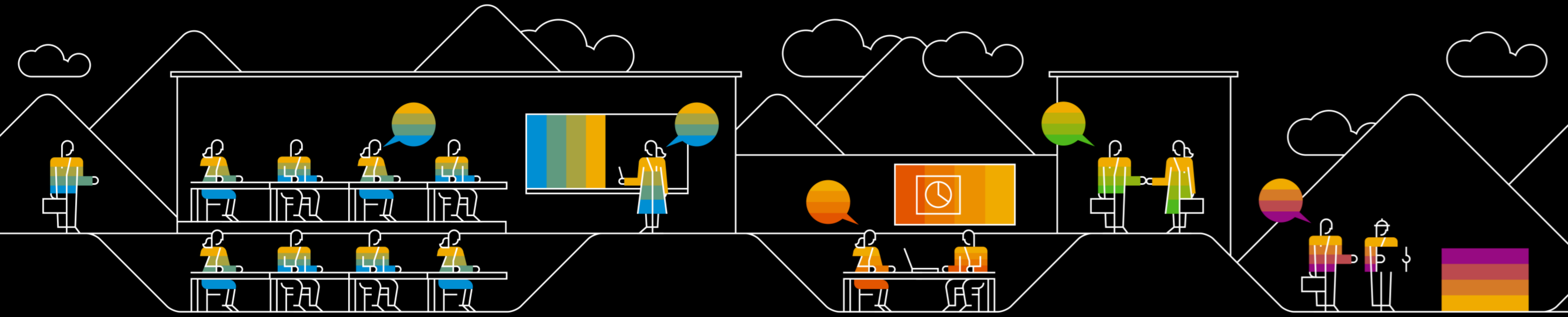
1) Log into your Ariba Network account at http://supplier.ariba.com
2) Click on the **?** at the top right to open the **Help Center** menu
3) Click on **Support**
4) Click on the **Contact Us** tab
5) Enter keyword such as **Invoice Error** into the **Start here to find your answer** and **Search**
6) Click **Contact Us**
7) Fill out form with detailed information and **Submit**
8) Click on **One last step**
9) Choose your preferred **contact method** and **Submit**

Video Demo: Using the Help Center



○ ***Note:*** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

Appendix
Classic View

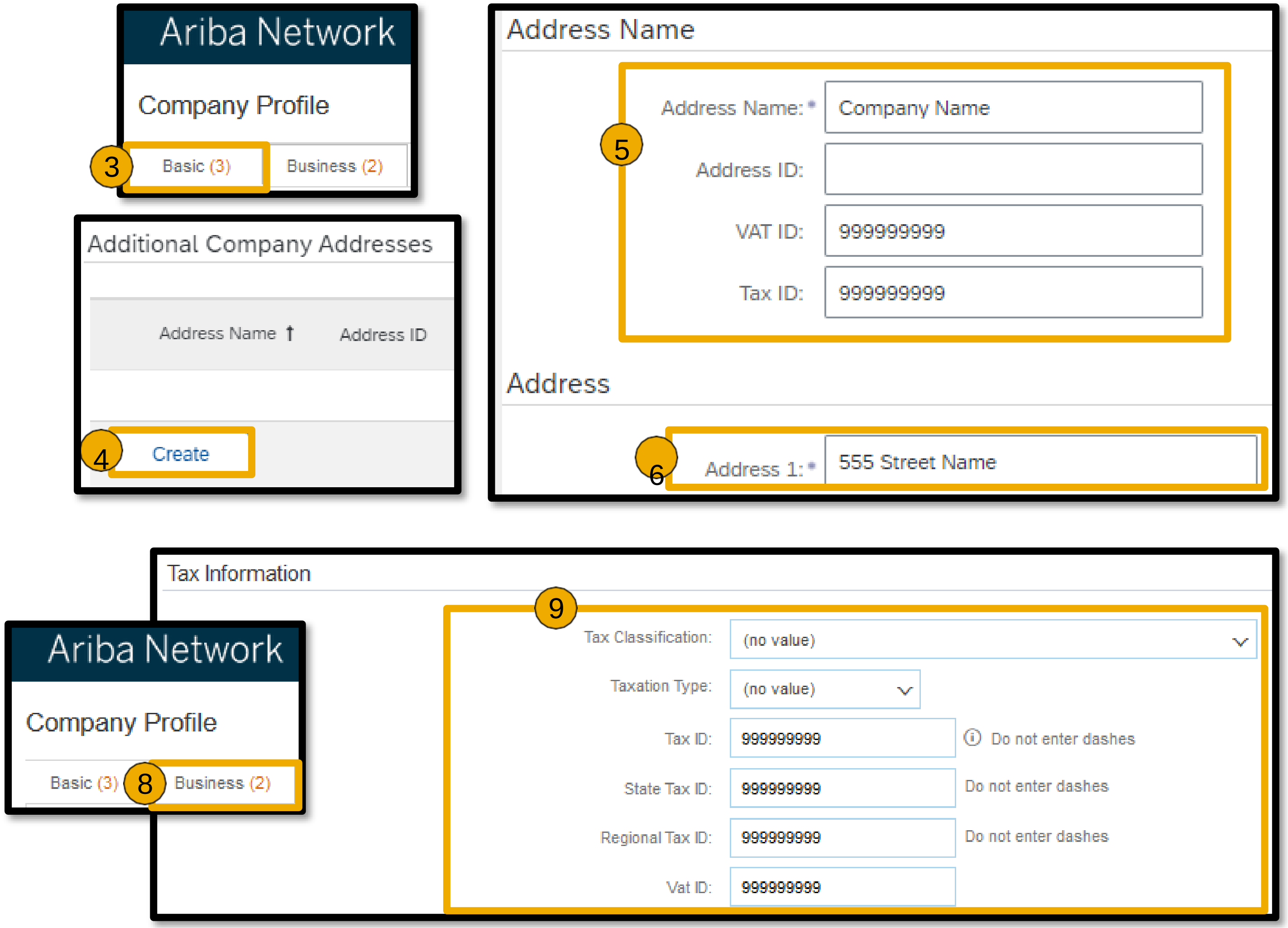


Classic View: Configure Default Tax Number on Invoices

It is possible to configure your Company Profile to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

1) Log in to the Ariba Network (**LINK**)
2) Click on the gear icon for **Company Settings** at the top of the dashboard, and then choose **Company Profile**
3) Click on the **Basic** tab
4) Under **Additional Company Addresses** click on **Create**
5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
6) Enter in associated **Address Details**
7) **Save**
8) Click on to the **Business** tab
9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
10) **Save**

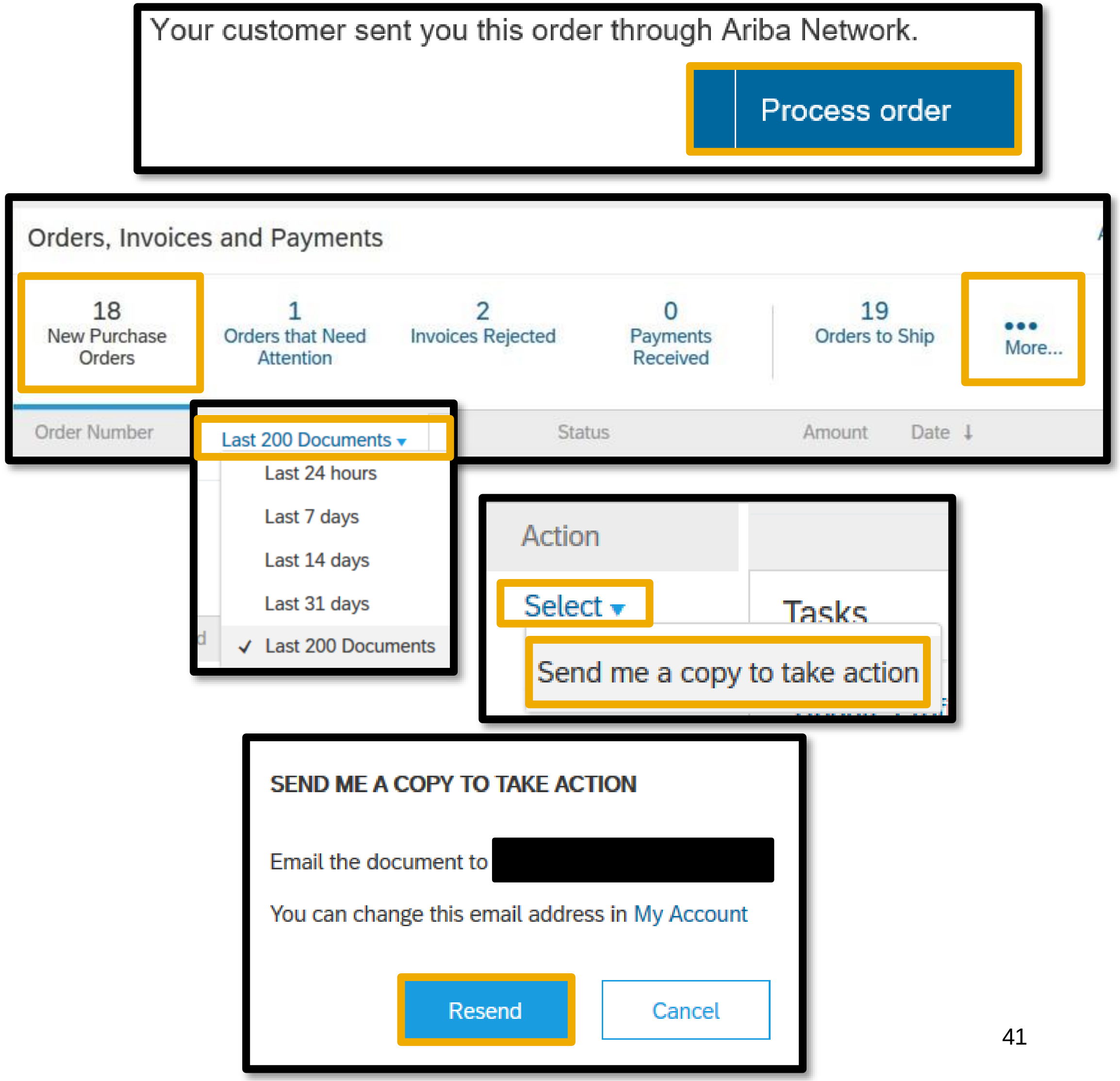


Classic: Locate a Document for Review or Action

You can then locate documents on your dashboard for review or action.

You can review your documents and send yourself a copy from your account dashboard:

1) Log in to the Ariba Network (**LINK**)
2) Under the **Orders, Invoices, and Payments** dashboard, configure using the **More** button to display preferred tiles, and adjust the view range to **Last 24 hours, Last 7 days, Last 14 days, Last 31 days, or Last 200 Documents** to populate documents located in the account.
3) Once the document is located, click on **Select** under the **Action** menu and click on **Send me a copy to take action**.
4) When pop-up comes up click on **Resend**.



Thank you.