Steps to take after you receive your first Purchase Order for Standard Account

1. Receive PO via email



3. You will be directed to the Ariba Supplier login page. Enter your existing username and password and click "**Login**"

SAP Ariba 📉		
Supplier Login		
User Name		
Password		
Login		

5. Click on "Create Order Confirmation" then "Confirm Entire Order"

Purchase Order: 20150415_PO2



9. Click on "Create Invoice" and create "Standard Invoice"

Create Order Confirmation 👻 🗟 Create Ship Notice	Create Invoice 🔹 🕴	Print + Download PDF Download CSV Res	end
	Standard Invoice		
Order Detail Order History	Credit Memo		
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6. Order confirmation is automatically pre-populated with the PO data. Complete all fields marked with an asterisk.

7. Click on "Next"

Confirming PO				Ð	cit 💽	Next
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10. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable

11. Click on "Next"

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4. You will be directed to the Ariba Network, where you can view your Purchase Order



 Review your order confirmation for accuracy on the Review page. If no changes are needed, click "Submit" to send the order confirmation to PepsiCo AMENA

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12. Review your invoice for accuracy on the **Review** page. If no changes are needed, click "**Submit**" to send the invoice to PepsiCo AMENA

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Business Related Questions? AMENA.myBUY@pepsico.com System Related Questions? Ariba Support



Steps to take after you receive your first Purchase Order for Enterprise Account

- 1. Receive PO notification via email
- 2. Go to <u>supplier.ariba.com</u> and enter your username & password then click "Log in"



5. Click on "Create Order Confirmation" then "Confirm Entire Order"

Purchase Order: 20150415_PO2



9. Click on "Create Invoice" and create "Standard Invoice"

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3. Click the "Inbox" tab to view your Purchase Orders

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Order	M410000409					\$1,50	0.00 USD	30 Oct 2017	Invoiced
Order	M410000404					\$10	0.00 USD	27 Oct 2017	New
Order	M410000405					\$2,00	0.00 USD	27 Oct 2817	New
Order	M410000403		PR2242-849			50	0.00 USD	27 Oct 2017	New

6. Order confirmation is automatically pre-populated with the PO data. Complete all fields marked with an asterisk.

7. Click on "Next"

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10. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable

11. Click on "Next"

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Click on the Order number to view the Purchase Order details



 Review your order confirmation for accuracy on the Review page. If no changes are needed, click "Submit" to send the order confirmation to PepsiCo AMENA

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