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		
From: Customer Buyer ABC (5) Solds 59: 50 80001 Muenchen Germany Ennal: Costact Phone: +1 (8/01) 481 Address 0: 1001 481	Line-Item Credit Memo 5648	o To: 2000 Street ABC 2000 Street ABC Spain Phone: Faix Email: visoth sissandhan@sap.com	Parchase Order (Confirmed) PO2017-06-05VV001ID01 Amount: 450.00 EUR

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	
Confirm Entire Order	Order Confirmation Head	ier				* Indicates required field	
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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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From: Customer Buyner ABC (3) Solds 50: 60 80001 Muenchen Germany Ernal: Costeat Phone: +1 (8/0) 431 Advess 0: 2400	Line-item Credit Memo ACR 2000 1400 Spa Pho Fax 6648 Emu 23	IE VV001 Inc Street ABC Nadrid n ne: nit: iit vinoth visvanathan@sap.com	Purchase Ord (Confirmed) PO2017-01 Amount: 450.0	der 16-05VV0011D01 10 EUR

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

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Order	M410000405					\$1,500)	00 USD	30 Oct 2017	Invoiced
Onder	M410000404					\$100.	00 USD	27 Oct 2017	New
Order	M410000405					\$2,000	00 USD	27 Oct 2017	New
Onder	M410000403		PR2242-849			\$60)	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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