
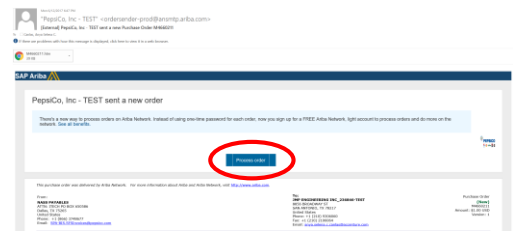

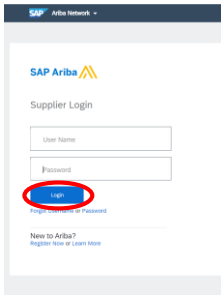
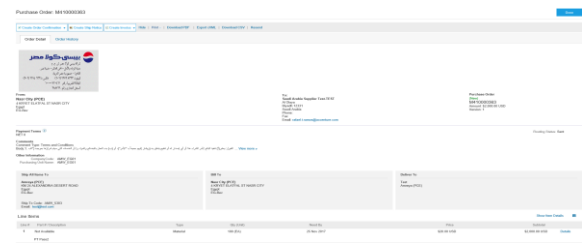


Steps to take after you receive your first Purchase Order for Standard Account

1. Receive PO via email
2. Click on “Process Order” button
3. You will be directed to the Ariba Supplier login page. Enter your existing username and password and click “Login”
4. You will be directed to the Ariba Network, where you can view your Purchase Order


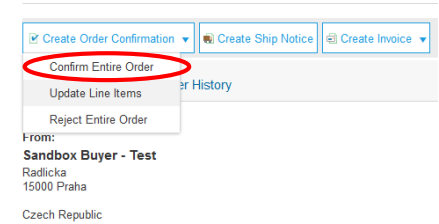



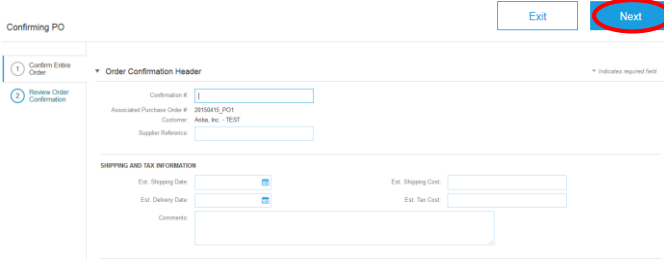


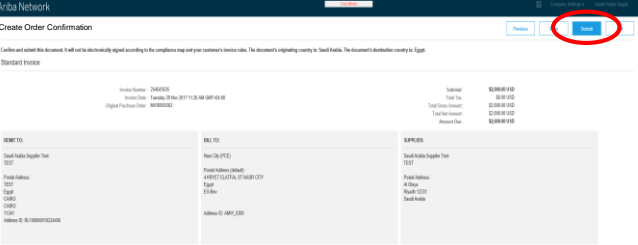


5. Click on “Create Order Confirmation” then “Confirm Entire Order”
6. Order confirmation is automatically pre-populated with the PO data. Complete all fields marked with an asterisk.
7. Click on “Next”
8. Review your order confirmation for accuracy on the Review page. If no changes are needed, click “Submit” to send the order confirmation to PepsiCo AMENA

Purchase Order: 20150415_PO2


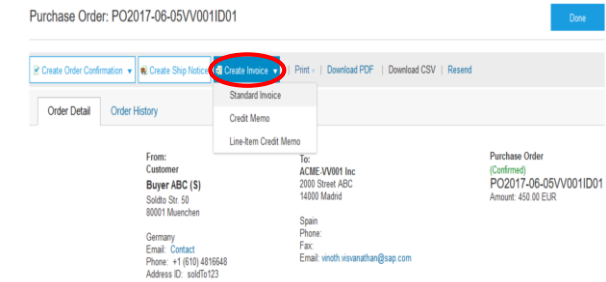



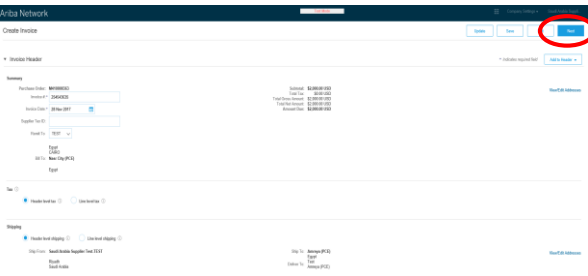


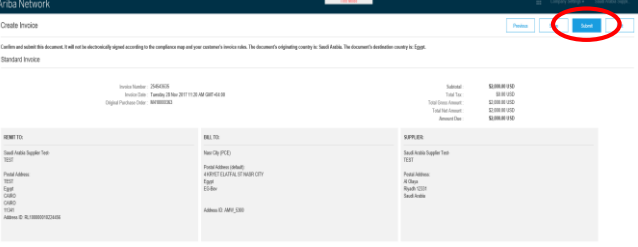


9. Click on “Create Invoice” and create “Standard Invoice”
10. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable
11. Click on “Next”
12. Review your invoice for accuracy on the Review page. If no changes are needed, click “Submit” to send the invoice to PepsiCo AMENA

Purchase Order: PO2017-06-05VV001ID01

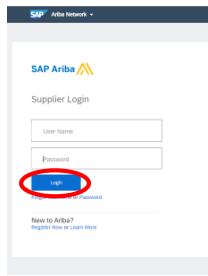




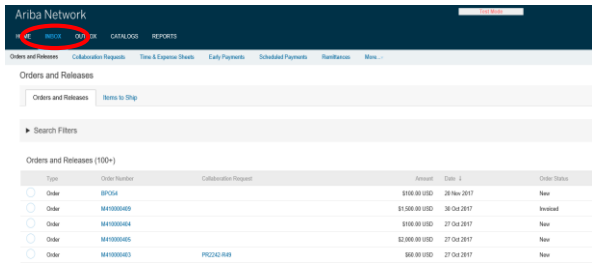


Steps to take after you receive your first Purchase Order for Enterprise Account

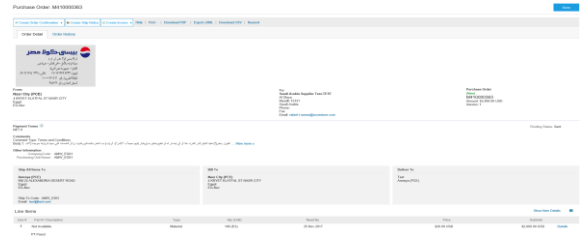
- 1. Receive PO notification via email
- 2. Go to supplier.ariba.com and enter your username & password then click “Log in”



- 3. Click the “Inbox” tab to view your Purchase Orders

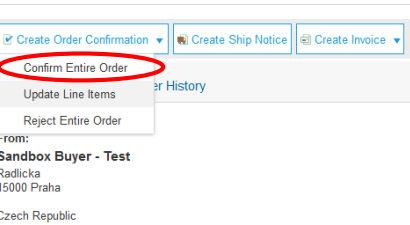


- 4. Click on the Order number to view the Purchase Order details



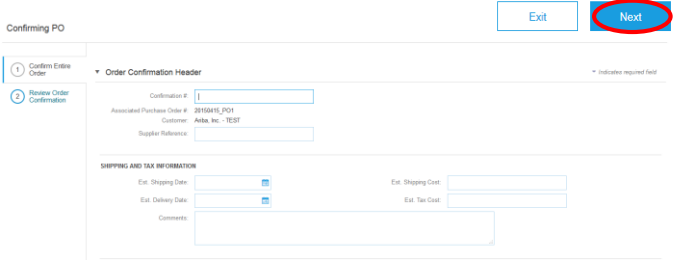
- 5. Click on “Create Order Confirmation” then “Confirm Entire Order”

Purchase Order: 20150415_PO2

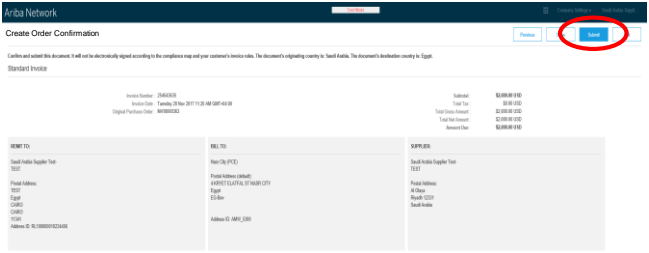


- 6. Order confirmation is automatically pre-populated with the PO data. Complete all fields marked with an asterisk.

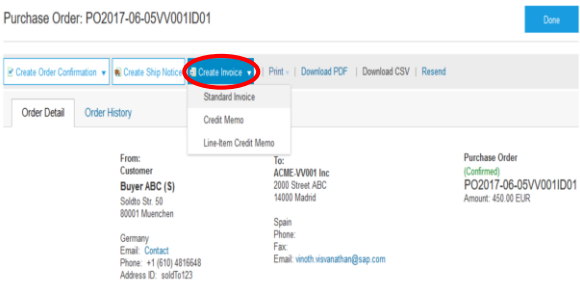
- 7. Click on “Next”



- 8. 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

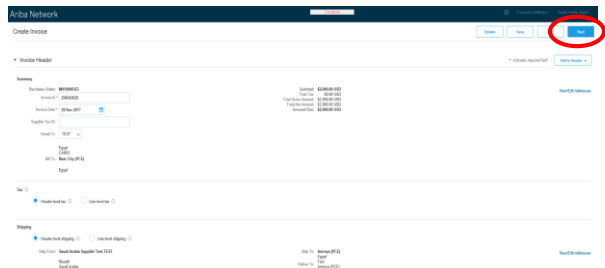


- 9. Click on “Create Invoice” and create “Standard Invoice”



- 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”



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

