



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Los Alamos National Laboratory

Welcome!

Welcome to Ariba® Network! You are now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba 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 Ariba® Network account with Los Alamos National Laboratory, please follow the steps below:

1

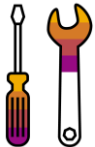


Visit our [Supplier Training page](#)

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/

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Review the specifics of transacting with Los Alamos National Laboratory

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 look forward to helping you transact on Ariba® Network!

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[VISIT LANL'S SUPPLIER RESOURCES TO GET STARTED ON THE ARIBA NETWORK](#)

LOS ALAMOS NATIONAL LABORATORY 'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents For this Ariba Network relationship	Not Supported Documents For this Ariba Network relationship
<ul style="list-style-type: none"> • Purchase Orders POs from Los Alamos National Laboratory will be sent through Ariba Network • Purchase Order Confirmations Apply against a whole PO or line items • Ship Notices Apply against PO when items are shipped • Invoices Apply against a whole PO or line items <ul style="list-style-type: none"> ○ Partial Invoices ○ Service Invoices Invoices that require service line item details ○ Contract Invoices Against contracts • Credit Invoices/Credit Memos Item level credits; price/quantity adjustments 	<ul style="list-style-type: none"> • Summary or Consolidated Invoices Apply against multiple POs • Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card • Duplicate Invoices 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 status on AN • BPO Invoices Invoices against a blanket purchase order are not accepted by Los Alamos National Laboratory • Non-PO Invoices Against a PO not received through AN • Paper Invoices Los Alamos National Laboratory will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network • Header Level Credit Memos The Header Level Credit Memo feature is not supported by Los Alamos National Laboratory • Service Sheets Apply against a PO referencing a service line item are not accepted by Los Alamos National Laboratory

ACCOUNT SET UP

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Los Alamos National Laboratory.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Los Alamos National Laboratory on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You are permitted to confirm an order multiple times
- You are permitted to send order confirmations for material items
- You are permitted to send order confirmations for material items at the line-item level
- You are permitted to send order confirmations for service orders
- You are not permitted to change the currency for unit price on order confirmations

SHIP NOTICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding ship notices.

- You are permitted to cancel ship notices that you create
- You are permitted to edit existing ship notices

INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- You are permitted to send invoice attachments
- You are required to provide a reason for each credit memo
- You are permitted to cancel invoices you create
- Required invoice number format
 - Maximum length 50
 - Numbers are permitted
 - Uppercase letters are permitted
 - Special character permitted -

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this [Contact Form](#).

If you need assistance regarding business processes, please contact the Los Alamos National Laboratory project team at the following email address: aribasuppliers@lanl.gov.

www.sap.com/contactsap

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