



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Corteva

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 Corteva, please follow the steps below:

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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 Corteva

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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CORTEVA'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 Corteva 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 • BPO Invoices Invoices against a blanket purchase order • Non-PO Invoices Against a PO not received through AN • Service Invoices Invoices that require service line item details • Consolidated Invoices Invoices that require bulk processing through a CVS file • Item Level Credit Invoices/Credit Memos Quantity, taxes, shipping and special handling charges adjustments at the line item level • Header Level Credit Memos Quantity adjustments at the header level 	<ul style="list-style-type: none"> • Invoicing for Ghost Cards, or Purchasing Cards (P-Cards) An invoice for an order placed with P-Card or supplier will be paid by method of ghost 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 • Paper Invoices Corteva will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network

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 Corteva.

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

TRANSACTING ON ARIBA NETWORK

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

PURCHASE ORDER SPECIFICS

This section mentions any specificities regarding Purchase Orders sent by Corteva through Ariba Network.

- You may notify Corteva to change the purchase order up to Corteva receiving the goods and/or services.
- You may notify Corteva to cancel the purchase order prior to shipping (fully or partially) to Corteva.

PO CONFIRMATION SPECIFICS

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

- You may send order confirmations for material and service orders.
- You may send order confirmations at the header level and line item level.
- You may change the following at the line item level when you send in an order confirmation: increase item quantities, pricing details, currency for unit price, supplier part ID, and edit shipping & delivery dates.
- You may upload attachments when you submit your invoice; no file extension exclusions.
- You are not permitted to update line item description on order confirmations.
- You are required to add comments if you make changes on the order confirmation or reject an order.

SHIP NOTICE SPECIFICS

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

- You are not required to provide an actual or estimated shipping date on ship notices. Corteva encourages that you provide an Ship Notice.
- You may upload attachments when you submit your invoice; no file extension exclusions.

INVOICE SPECIFICS

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

- **Invoice Number** has a 16 character limit, special characters allowed: (V-_#@*()[]{};<>.?!%&+=), Upper Case/Lower Case is allowed, numbers allowed, and there are no spaces allowed.
- **Tax data** is accepted at the header & line item level for U.S. transactions on the invoice and accepted at line item level only for Canada transactions on the invoice.
- **Shipping data** is accepted at the header & line item level for U.S. transactions and accepted at line item level only for Canada transactions.
- You are not permitted to future-date or post-date an invoice.
- You may change purchase order invoices to increase item quantities, increase line item subtotals, supplier part number and auxiliary part ID.
- You are not permitted to change the currency unit price, the unit of measure, or add line items on a purchase order invoice.
- You will be required to provide line item descriptions on the purchase order invoice.
- You may add shipping, special handling costs, taxes on separate invoice lines.
- You may copy tax from the purchase order to the invoice.
- You are not permitted to cancel an invoice once it has been submitted, you may instead issue a credit memo.
- You may create a credit memo for invoices at the header level.

- You may create quantity, taxes, shipping and special handling charges adjustment credit memos at the line item level.
- You are required to provide a reason for every credit memo at line item level with reference of existing invoice.
- You are required to identify your Corteva contact on Non-PO invoices, by providing an email address.
- You may create invoices directly from a service entry purchase order without a service sheet.
- You are required to provide start and end date for each service item on an invoice.
- You may upload attachments when you submit your invoice; no file extension exclusions.

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 Corteva project team at the following email address: supplier_enablement@corteva.com.