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 Lumen, please follow the steps below:

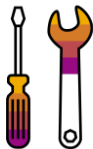**1**

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 Lumen

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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LUMEN'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

• **Purchase Orders**
  POs from Lumen will be sent through Ariba Network
 	
• **Invoices**
  Apply against a whole PO or line items
  ○ **Partial Invoices**
  ○ **Non-PO Invoices**
    Against a PO not received through AN
 	
• **Item Level Credit Invoices/Credit Memos**
  Price/quantity adjustments
	• **Summary or Consolidated Invoices**
	  Apply against multiple POs
	
	• **Invoicing for Purchasing Cards (P-Cards)**
	  An invoice for an order placed using a purchasing card
	
	• **Purchase Order Confirmations**
	  Apply against a whole PO or line items
	
	• **Ship Notices**
	  Apply against PO when items are shipped
	
	• **Service Sheets**
	  Apply against a PO referencing a service line item
	
	• **BPO Invoices**
	  Invoices against a blanket purchase order
	
	• **Service Invoices**
	  Invoices that require service line item details
	
	• **Contract Invoices**
	  Against contracts
	
	• **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/rejected status on AN
	
	• **Paper Invoices**
	  Lumen will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network
	
	• **Header Level Credit Memos**
	  Price/quantity adjustments at the header level

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 Lumen.

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
  - You must provide a Remit To address on all invoices.
- Set up a test account

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Lumen on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the **Supplier Training Page**.

INVOICE Specifics

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

- *__Tax data__* is accepted at the header level or at the line item level of the invoice.

- *__Shipping data__* is accepted at the header level or at the line item level.

- You are required to provide a Remit To address on all invoices you submit to Lumen.

- You may back-date your invoices by up to 3 days.

- You cannot submit credit memos at the header level.

- You may submit line-item level credit memos for price or quantity adjustments.

- You must provide a reason for each credit memo.

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 Lumen project team at the following email address: ariba.support@lumen.com.

www.sap.com/contactsap

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