



# SAP Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Nokia

## Welcome!

# NOKIA

Congratulations on joining SAP Ariba® Network, which is now part of larger SAP Business Network, as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business 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 SAP Ariba® Network account with Nokia, please follow the steps below:

1

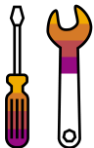


Watch [Standard account Introductory Video](#)

Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier

2



Review the specifics of transacting with Nokia

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 wish you a lot of success using SAP Ariba® Network!

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## SCOPE OF NOKIA'S PROJECT

This section specifies which documents will be transacted through SAP Ariba Network, which is now part of larger SAP Business Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Business Network relationship	Supported Documents with only specified vendors On this Business Network relationship	Not Supported Documents On this Business Network relationship
<ul style="list-style-type: none"> <li>• <b>Indirect Purchase Orders (PO) and Blanket Purchase Orders (BPOs)</b> POs from Nokia will be sent through SAP Business Network (<b>mandatory</b>)</li> <li>• <b>Purchase Order Confirmations</b> Apply against a whole PO or line items (<b>mandatory</b>)</li> <li>• <b>Ship Notices</b> Apply against PO when items are shipped (<b>optional</b>)</li> </ul>	<p><b>Please, contact Nokia or check your Project Notification Letter sent to you in email to understand whether you can submit invoices via SAP Business Network or you have to use existing channels!</b></p> <ul style="list-style-type: none"> <li>• <b>Invoices</b> <ul style="list-style-type: none"> <li>○ <b>Partial Invoices</b> Invoices against a partial PO or line items</li> <li>○ <b>BPO Invoices</b> Invoices against a blanket purchase order</li> <li>○ <b>Contract Invoices</b> Supplier based contracts</li> </ul> </li> <li>• <b>Credit Invoices/Credit Memos</b></li> <li>• Line-item credit memo with price and quantity adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Invoices against a PO not received through SAP Business Network</b> Invoices will be rejected. Invoices have to be submitted outside SAP Business Network via the existing channels.</li> <li>• <b>Paper Invoices</b> Only allowed in countries where legally required</li> <li>• <b>Non-PO Invoices</b></li> <li>• <b>Service Sheets</b> Apply against a PO referencing a service line item</li> <li>• <b>Service Invoices</b> Invoices that require service line item details</li> <li>• <b>Summary or Consolidated Invoices</b> Cannot apply against multiple POs</li> <li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li> <li>• <b>Duplicate Invoices</b> A new and unique invoice number must be provided for each invoice; unless resubmitting a previously failed/rejected invoice on SAP Business Network</li> <li>• <b>Header Level Credit Memos</b> The Header Level Credit Memo will be rejected</li> </ul>

## SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the SAP Ariba Network account as minimum requirements in order to successfully transact with Nokia.

Please make sure you complete Register and Configure account chapters of the [Supplier Training Page](#).

Video on [How to register your Standard account](#)

Video on [Standard account Overview](#)

Video on [How to configure Electronic Order Routing](#) to receive PO notifications

Video on [How to configure new Users and Roles](#)

## TRANSACTIONING ON SAP ARIBA NETWORK

This section mentions the specifics of transacting with Nokia on SAP Ariba Network once your account has been set up. You'll find detailed instructions in the **Process order** and **Invoice** chapters of the [Supplier Training Page](#).

### Specifics for PURCHASE ORDERS

- Purchase Orders can be changed by your customer even when partially or fully shipped.
- You are required to provide a reason when rejecting a full order or an individual line item.

### Specifics for PO CONFIRMATIONS

- PO confirmations are supported and mandatory.
- You are required to enter a comment at the line item level when there are any changes.
- Delivery dates are required.
- General video on [How to process PO Confirmation](#)

### Specifics for SHIP NOTICES

- Ship Notices are supported but optional.
- General video on [How to create Ship Notice](#)

### Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available under the *Invoicing* section of our [Supplier Training Page](#).

- Tax data is required at line item level of the invoice.
- It is mandatory to enclose the invoice created in your system as a PDF attachment to the Invoice created on SAP Ariba Network at header level. The file size of the attachment should not exceed 40MB.
- It is not possible to cancel invoices once submitted, unless it is rejected by Nokia. To perform corrections, please reach out to Nokia to reject the submitted invoice or create Credit Memo against the original invoice on SAP Ariba Network.
- You are allowed to re-use the same invoice number from past calendar years or in case if the former invoice is in Rejected or Failed status.
- If you are looking to create an invoice against amount-based POs (referring to services needing multiple invoicing and services without fixed amount) please review the following guide: <https://support.ariba.com/item/view/203470>

## Specifics for INVOICES (continued)

- If you are looking to create an invoice against contracts, please review the following guide: <https://support.ariba.com/item/view/201019>
- All Hungarian suppliers should review the following Hungary Quick Start Guide for country specific details: <https://support.ariba.com/item/view/201020>
- General video on [How to process an Invoice](#)

## Specifics for CREDIT MEMOS

- Only line item level quantity or price adjustment is allowed.
- Attachments have to be added on header level.
- You are required to provide a reason for each Credit Memo.
- General video on [How to process a Credit Memo](#)

## HELP & SUPPORT

If you need assistance using SAP Ariba Network, please use the [Supplier Training Page](#) or [Access Help Center](#).

If you need assistance regarding business processes, please contact the Nokia project team at the following email address: [ariba.enablement@nokia.com](mailto:ariba.enablement@nokia.com).

**If your Supplier Ariba Network account is not working properly and you have a technical issue:** Contact the Ariba Support Team by clicking on the question mark in the upper right-hand corner of your account then Support to submit a service request to Ariba Support. Be as clear as possible in your communication and provide any screenshots to expedite your request.

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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