



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Cognizant

Welcome!

Congratulations on joining Ariba® Network as a supplier. You're 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 Cognizant, 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 Cognizant

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer.

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

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SUPPORTED DOCUMENTS

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 On this Ariba Network relationship

- **Purchase Orders**
POs from Cognizant 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
 - **Partial Invoices**
 - **Non-PO Invoices**
Against a PO not received through AN
 - **Contract Invoices**
Against a PO not received through AN
- **Credit Memos**
Item level credits; price/quantity adjustments (PO and Non-PO)

SETTING UP YOUR ACCOUNT

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

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

- Complete your profile
- **Legal Profile Setup**- If your turnover is less than INR 50 crores and you are not submitting your invoice via the IRP portal then select the **2017 Tax Regime**. For all other suppliers select the **2019 Tax Regime** and the **Legal Profile Type** as **Pre-approved tax invoice – do not submit to IRP**.
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method
- Set up a test account

SPECIFICS FOR PURCHASE ORDERS

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

- If you see any discrepancy in the purchase order, contact Cognizant and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.
- All documents submitted by you like the order confirmation, ship notice and the invoice will be attached to the purchase order and you can view it on the Purchase Order details page under the **Related Documents** sections.

SPECIFICS FOR PURCHASE ORDER CONFIRMATIONS

When a new order is received into Ariba, you will be required to create an Order Confirmation. This is a mandatory step for Cognizant suppliers.

You will be able to **Confirm the Entire Order** and **Update Line Items**.

SPECIFICS FOR SHIP NOTICES

It is mandatory to create a ship notice before creating an invoice. The Ship Notice is the delivery information and is sent to Cognizant to advise them of the ship date for the goods. Please follow the below rules before/while creating a ship notice.

- Enter the **Packing Slip ID** which any alpha-numeric reference number of your choice.
- Select the **Ship Notice Type**.
- Enter the **Shipping Date** and **Delivery Date** on the Ship Notice.
- You can attach any supporting documents like the Serial Number to this invoice.
- The Ship Notice can be full or partial.

SPECIFICS FOR INVOICES – 2017 TAX REGIME

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices being submitted under the **2017 Tax Regime** where the invoices are not being submitted via the IRP portal.

Note: All information entered should match the information on the attachment being sent across via the Ariba Network.

- Only once the material has been shipped out the invoicing process can be done.
- Enter the original **Invoice #**. The invoice number should match the invoice number on the attachment being sent across via the Ariba Network.
- The **Invoice Date** should match the invoice date on the attachment being sent across via the Ariba Network.
- Scroll down to the **Additional Fields** section and under the **Supplier** dropdown select the 2017 tax regime legal profile created during account configuration.

- Under the **Additional India Specific Information** section, enter the **Customer GSTIN** and the **Tax Invoice Number**.

- Attach the original tax invoice copy to this Ariba Network Invoice.

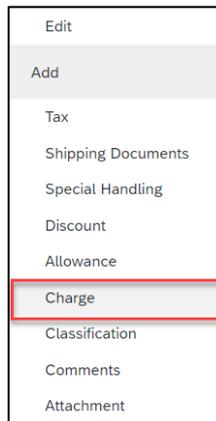
- You can increase the **Quantity** of the **Line Items**, but there is a **maximum tolerance limit of 5%** or the **Amount** should not increase **10 USD**.
- Enter the **HSN /SAC** code.
- Enter **Tax** by selecting the **Tax Category** checkbox, selecting from the options displayed under the **Tax Category** dropdown and clicking the **Add to Included Lines** button.

Note: You can add multiple tax components, by following the same procedure to add tax.

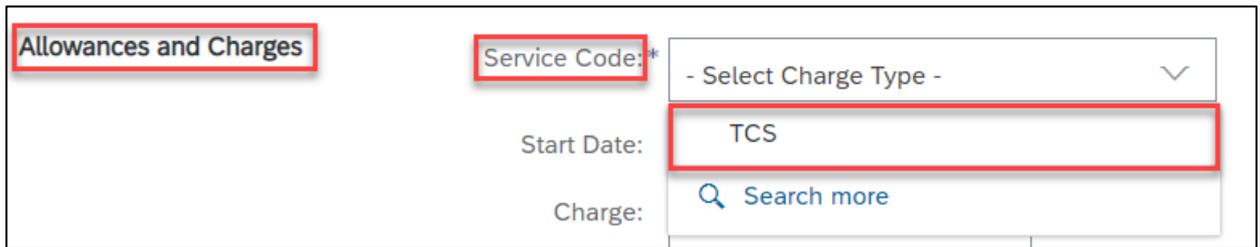
- To add Tax Collected at Source **TCS**,



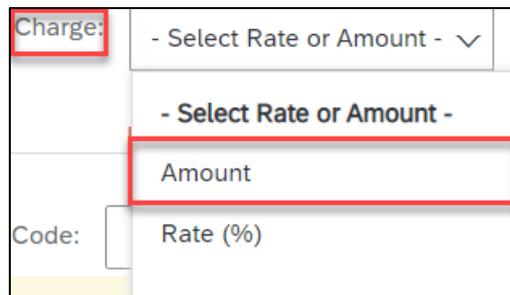
- Click the **Line Item Actions** button
- Select the **Charge** option. The **Allowances and Charges** section will be displayed.



- Select **TCS** from the **Service Code** dropdown.



- Select **Amount** from the **Charge** dropdown. **Note:** Please select only **Amount** and not **Rate%** from the **Charge** dropdown.



- Enter the TCS amount.



SPECIFICS FOR INVOICES – 2019 TAX REGIME

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices being submitted under the **2019 Tax Regime** whose turnover is greater than INR 50 crores.

Note: All information entered should match the information on the attachment being sent across via the Ariba Network.

- Once the material has been shipped out the invoicing process can be done.
- Enter the original **Invoice #**. The invoice number should match the invoice number on the attachment being sent across via the Ariba Network.
- The **Invoice Date** match the invoice date on the attachment being sent across via the Ariba Network.
- Scroll down to the **Additional Fields** section and under the **Supplier** dropdown select the 2019 tax regime legal profile created during account configuration.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Anjali**

Kolkata
West Bengal
India

- Under the **Additional India Specific Information** section, enter the following:
 1. **IRN** number
 2. **Customer GSTIN**
 3. **Place of Supply**
 4. **Type of Supply**

Additional India Specific Information

Your administrator has chosen not to report invoices to IRP. Therefore, this invoice will be submitted to the buyer only

IRN: *

Supplier GSTIN: 19AGZPD6325L1ZP

Type of Supply: Select

Supplier Legal Name: Cognizant_SIT_Test_Supplier_ANJALI ENTERPRISE - TEST

Customer GSTIN:

Place of Supply: Select

- Attach the original tax invoice copy to this Ariba Network Invoice i.e. Pre-approved tax invoice.
- You can increase the **Quantity** of the **Line Items**, but there is a **maximum tolerance limit of 5%** or the **Amount** should not increase **10 USD**.
- Enter the **HSN / SAC** code.
- Add another **Classification** section to enter the HSN /SAC Code for suppliers who have selected the supplier legal profile as 2019 Tax Regime, otherwise the system will throw an error and you will not be able to submit the invoice.

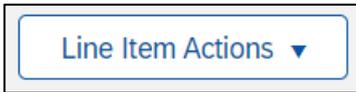
To add another **Classification** section:

1. Select the Line Item **No.**
2. Click the **Line Item Actions** dropdown.
3. Select the **Classification** option. The extra **Classification** section will be displayed.
4. In the **Domain** field, enter **HSNSAC** (no special characters allowed)
5. In the **Code** field, enter the HSN / SAC Code.

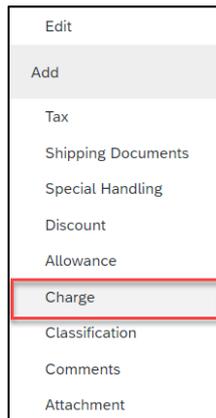
- Enter **Tax** by selecting the **Tax Category** checkbox, selecting from the options displayed under the **Tax Category** dropdown and clicking the **Add to Included Lines** button.

Note: You can add multiple tax components, by following the same procedure to add tax.

- To add Tax Collected at Source **TCS**,



- Click the **Line Item Actions** button
- Select the **Charge** option. The **Allowances and Charges** section will be displayed.



- Select **TCS** from the **Service Code** dropdown.

- Select **Amount** from the **Charge** dropdown. **Note:** Please select only **Amount** and not **Rate%** from the **Charge** dropdown.

- Enter the TCS amount.

Charge:

NON-PO INVOICES

Important Points:

- Based on the Legal Profile you setup while configuring your account, you can follow the invoice rules corresponding to it.

CONTRACT INVOICES

Important Points:

- The **Sold To Email** address should be of the person to whom the goods and services have been delivered.
- The **Ship To** and the **Bill To** addresses should be the same, otherwise the system will throw an error.
- To add Line Items, click the **Add Items** button and select from the catalog list displayed. Click the **Add Item** button after selecting the item and entering the quantity. Then click the **Done** button.

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 2.5% Central GST / CGST Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions

Create Contract Invoice: Add Contract Item

Contract: C2295-V2

Browse By Category All Categories

Hide Search Options

Supplier Part #

4 item(s) found View: Sort by: Relevance

 **Materials 1**
Supplier: ANJALI ENTERPRISE
Supplier Part #: SPN1
Available in: 7 Day(s)
Materials 1

100,000.00 INR / UOM_TEST
Qty:

- Based on the Legal Profile you setup while configuring your account, you can follow the invoice rules corresponding to it.

CREDIT MEMOS

Credit Memos can be created only against line-items of POs.

- Credit Memos can be **Quantity Adjustments** or **Price Adjustments**.
- Credits are supported against specific line items from a previously submitted invoice.
- Credits can be for full or partial amounts.
- Provide a reason for each credit memo.- **Mandatory**.

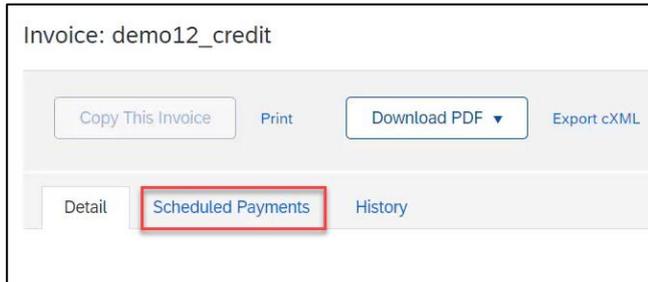
SCHEDULED PAYMENTS

Cognizant can send you scheduled payment documents about proposed payment transactions. You can view scheduled payments for specific invoices on the workbench.

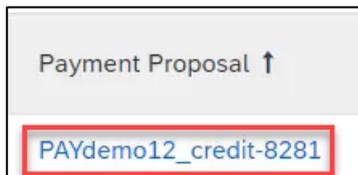
Scheduled payments are linked to invoice detail pages.

To view a scheduled payment:

1. On the **Home** page, lick the **Invoices** tab dropdown and select the **Invoices** option.
2. Click the **Invoice #** link.
3. On the invoice page, click the **Scheduled Payments** tab.



4. Click the Payment Proposal number, and the scheduled payment page will be displayed.



In some cases, payments are canceled by your customer and Ariba Network. Follow the same steps to view the cancelled scheduled payments.

REMITTANCES

You can search for remittance advice documents from the **Home > Payments > Remittances**.

Click the **Transaction #** to view the remittance advice.

If the **Reference Number** of the remittance advice is only numeric then the whole amount has been paid to the supplier.

If the **Reference Number** of the remittance advice has **WHT** along with an amount then that amount has been deducted as Withholding Tax and the difference has been paid to the supplier.

If the **Reference Number** of the remittance advice has **ADV** along with an amount then that amount has been adjusted as advance payment and the difference has been paid to the supplier.

Remittances (31)											Page	1	»	☰
Transaction # ↑	Customer	Payment Date	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status				
PMT194	Cognizant - TEST	8 Sep 2020	0000014264	4,950.00 INR	0.00 INR	0.00 INR	4,950.00 INR		Paid	Sent				
PMT197	Cognizant - TEST	8 Sep 2020	0000005178;WHT:1INR	1.00 INR	0.00 INR	1.00 INR	0.00 INR		Paid	Sent				
PMT198	Cognizant - TEST	8 Sep 2020	0000014264;ADV:1.4INR	1.40 INR	0.00 INR	1.40 INR	0.00 INR		Paid	Sent				

To configure email notifications for scheduled payments and remittance advices – **Account Settings > Settings > Settlement > refer below image**

Settlement		
Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* megha.sinha@cognizant.com
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed. <input checked="" type="checkbox"/> Send a notification when payment remittances or payment plans are received.	* megha.sinha@cognizant.com
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* megha.sinha@cognizant.com
Payment Remittance Status Updates	<input checked="" type="checkbox"/> Send a notification only when a payment remittance status changes to paid. <input type="checkbox"/> Send a notification only when a payment remittance status changes to failed.	* megha.sinha@cognizant.com

POTENTIAL RELATIONSHIPS

- Click **Account Settings > Settings > Customer Relationships > Potential Relationships**
- Click **View Projects** to view the buying organization’s project details and request for trading relationship on Ariba Network.

Account Settings Close

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

[Current Relationships](#) Potential Relationships

View the list of buying organizations that are currently accepting relationship requests from qualified suppliers and view the project details.

Project Details Page 1 v »

Buying Organization	Project Name	Date Posted	My Response Status	Date Submitted	Action
...	...	7 Sep 2020			View Project
...	...	29 May 2009			View Project

PURCHASE ORDER AND INVOICE STATUS

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Metro Trains
Rejected	A Purchase Order Confirmation that has been Rejected by Metro Trains

Sent – The invoice is sent to the Cognizant but they have not yet verified the invoice against purchase orders and receipts

Cancelled – Cognizant approved the invoice cancellation

Paid – Cognizant paid the invoice / in the process of issuing payment. Only if Cognizant uses invoices to trigger payment.

Approved – Cognizant has verified the invoice against the purchase orders or contracts and receipts and approved it for payment

Rejected – Cognizant has rejected the invoice or the invoice failed validation by Ariba Network. If Cognizant accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)

Failed – Ariba Network experienced a problem routing the invoice

HELP & SUPPORT

If you need assistance regarding business processes, please contact the Cognizant project team at the following email address:

For any Ariba Network related queries:

[Click Here](#)

For Business-related questions:

S2PSimplification@cognizant.com