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:

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/

2

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!

Cognizant

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TABLE OF CONTENTS

SCOPE OF COGNIZANT'S PROJECT

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

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices submitted on the Ariba Network.

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.

- Add tax to the Line Items – Select the **Line Item** check box > Select the **Tax Category** checkbox > Click the **Tax Category** drop-down list > Select from the options displayed – For US you can select – **Sales Tax**, For Canada you can select **GST, HST, PST or QST** or a combination of these tax categories based on the location/province you are at.

NON-PO INVOICES

Important Points:

- Edit the **Ship To** location by clicking the **View/Edit Addresses** link in the **Shipping** section

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- All other invoice rules will remain the same.

CONTRACT INVOICES

Important Points:

- Select the appropriate **Ship To** address on the **Select Contract** page.

- 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.

- All other invoice rules will remain the same.

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.

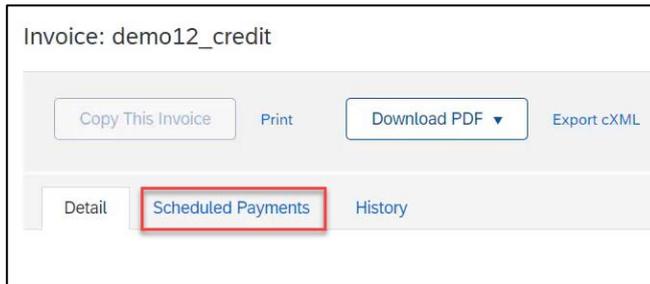- Provide a reason for each credit memo.- **Mandatory**.

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:

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

Invoice: demo12_credit

| Copy This Invoice | Print | Download PDF ▾ | Export cXML |

Detail | **Scheduled Payments** | History

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

Payment Proposal ↑

PAYdemo12_credit-8281
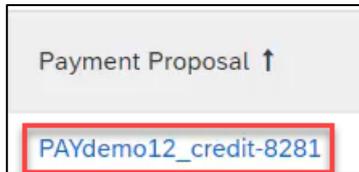
In some cases, payments are canceled by your customer and Ariba Network. Follow the same steps to view the cancelled scheduled payments.

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	USD	0.00	USD	0.00	USD	4,950.00	USD		Paid	Sent
PMT197	Cognizant - TEST	8 Sep 2020	0000005178;WHT:1 USD	1.00	USD	0.00	USD	1.00	USD	0.00	USD		Paid	Sent
PMT198	Cognizant - TEST	8 Sep 2020	0000014264;ADV:1 USD	1.40	USD	0.00	USD	1.40	USD	0.00	USD		Paid	Sent

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

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.

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 if 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 using Ariba Network,

- Use the **Help Centre** to access documentation, FAQs, and live support from within your Ariba Account
- Learn how to set up and operate your supplier account on our detailed Supplier Training Page
- For general support information go to SAP Help Portal
- If you need assistance regarding business processes, please contact Cognizant project team at the following email address S2PSimplification@cognizant.com

www.sap.com/contactsap

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