



# Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with ABN AMRO

## 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 ABN AMRO, please follow the steps below:

1

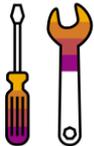


### Visit our [Supplier Training page](#)

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/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

2



### Review the specifics of transacting with ABN AMRO

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 Ariba® Network!

# TABLE OF CONTENTS

<b>SCOPE OF ABN AMRO'S PROJECT</b> .....	<b>2</b>
<b>SETTING UP YOUR ACCOUNT</b> .....	<b>2</b>
<b>TRANSACTIONING ON ARIBA NETWORK</b> .....	<b>2</b>
<b>Specifics for PO CONFIRMATIONS</b> .....	<b>2</b>
<b>Specifics for SERVICE SHEETS</b> .....	<b>2</b>
<b>Specifics for SHIP NOTICES</b> .....	<b>3</b>
<b>Specifics for INVOICES</b> .....	<b>3</b>
<b>HELP &amp; SUPPORT</b> .....	<b>3</b>

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## SCOPE OF ABN AMRO'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	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none"> <li>• <b>Purchase Orders</b> POs from ABN AMRO will be sent through Ariba Network</li> <li>• <b>Purchase Order Confirmations</b> Apply against a whole PO or line items</li> <li>• <b>Ship Notices</b> Apply against PO when items are shipped</li> <li>• <b>Service Sheets</b> Apply against a PO referencing a service line item</li> <li>• <b>Invoices</b> Apply against a whole PO or line items               <ul style="list-style-type: none"> <li>○ <b>Partial Invoices</b></li> <li>○ <b>Service Invoices</b> Invoices that require service line item details</li> </ul> </li> <li>• <b>Credit Invoices/Credit Memos</b> Price/quantity adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple POs</li> <li>• <b>Duplicate Invoices</b> 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</li> <li>• <b>Paper Invoices</b> ABN AMRO will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network</li> <li>• <b>Non-PO Invoices</b> Against a PO not received through AN</li> <li>• <b>BPO Invoices</b> Invoices against a blanket purchase order</li> <li>• <b>Contract Invoices</b> Against contracts</li> </ul>

## 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 ABN AMRO.

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: for ABN AMRO you need to fill in the **Remittance Address** and enter your IBAN reference in the **Remittance ID** field.

## TRANSACTING ON ARIBA NETWORK

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

### Specifics for PO CONFIRMATIONS

- PO confirmations are supported but not mandatory.

### Specifics for SERVICE SHEETS

- Service sheets are supported but not mandatory.

## Specifics for SHIP NOTICES

- Ship notices are supported but not mandatory.

## 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 on our [Supplier Training Page](#), under the *Invoicing* section.

- Tax data is accepted at the line item level of the invoice.
- Shipping data is accepted at the line item level.
- If any change is to be made on the invoice compared to what has been sent in the PO regarding unit price, item quantities, line-item subtotal, or add a line item, you need to contact ABN AMRO directly so that they issue a Change PO with modified information.

## 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 ABN AMRO project team at the following email address: [procurement@nl.abnamro.com](mailto:procurement@nl.abnamro.com).