SAP Ariba Network Supplier

Miscellaneous AN Guide

Introduction

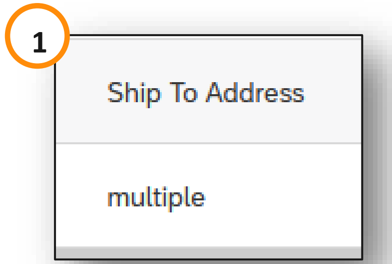
- This guide is addition to the OC and ASN guides to explain some of the processes in more detail, in case you come across issue that you are unsure of or unable to find on the Ariba Network Help Center
- Some processes have been customised for Ericsson

Purchase Orders

Multiple Delivery Addresses

POs that have been created with multiple ship to addresses will only show the **Ship to** address at line item level

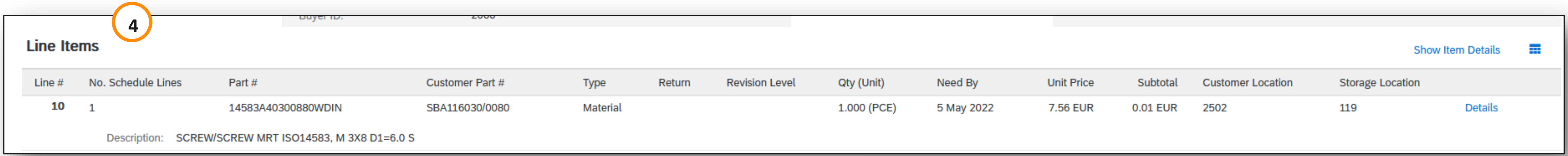
1. You can check a PO has multiple addresses by looking at the **Ship to** address column where it say **Multiple**
2. In the **Ship to** section on the PO, the box will be blank at header level
3. If there is only one ship to address the **Ship to** box will appear



Purchase Orders

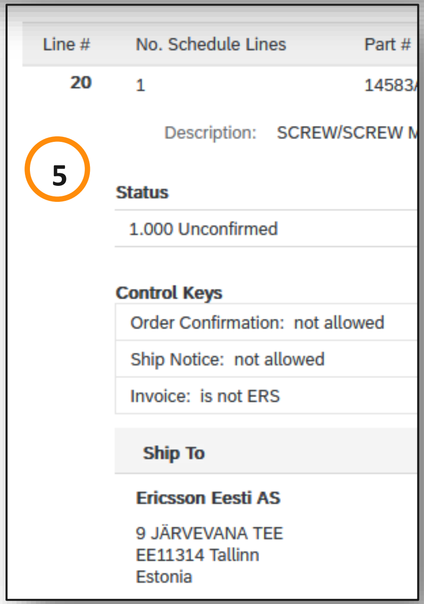
Multiple Delivery Addresses

4. Click on **Show Item Details** and there you can see the ship to address
5. Look at the individual line items to see if there are different delivery addresses



Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	Storage Location	
10	1	14583A40300880WDIN	SBA116030/0080	Material			1.000 (PCE)	5 May 2022	7.56 EUR	0.01 EUR	2502	119	Details

Description: SCREW/SCREW MRT ISO14583, M 3X8 D1=6.0 S



Purchase Orders

Changed Orders

- When checking for an updated/changed PO in the workbench please be aware that changed POs will not show in the **New Orders** tile page
- However if you search for the PO number, the PO will show in **New Orders**
- Changed POs will show either in the **Orders** tile or **Changed Orders** tile on the page regardless of using the filter

Orders (43)
> Edit filter | Save filter | Last 31 days

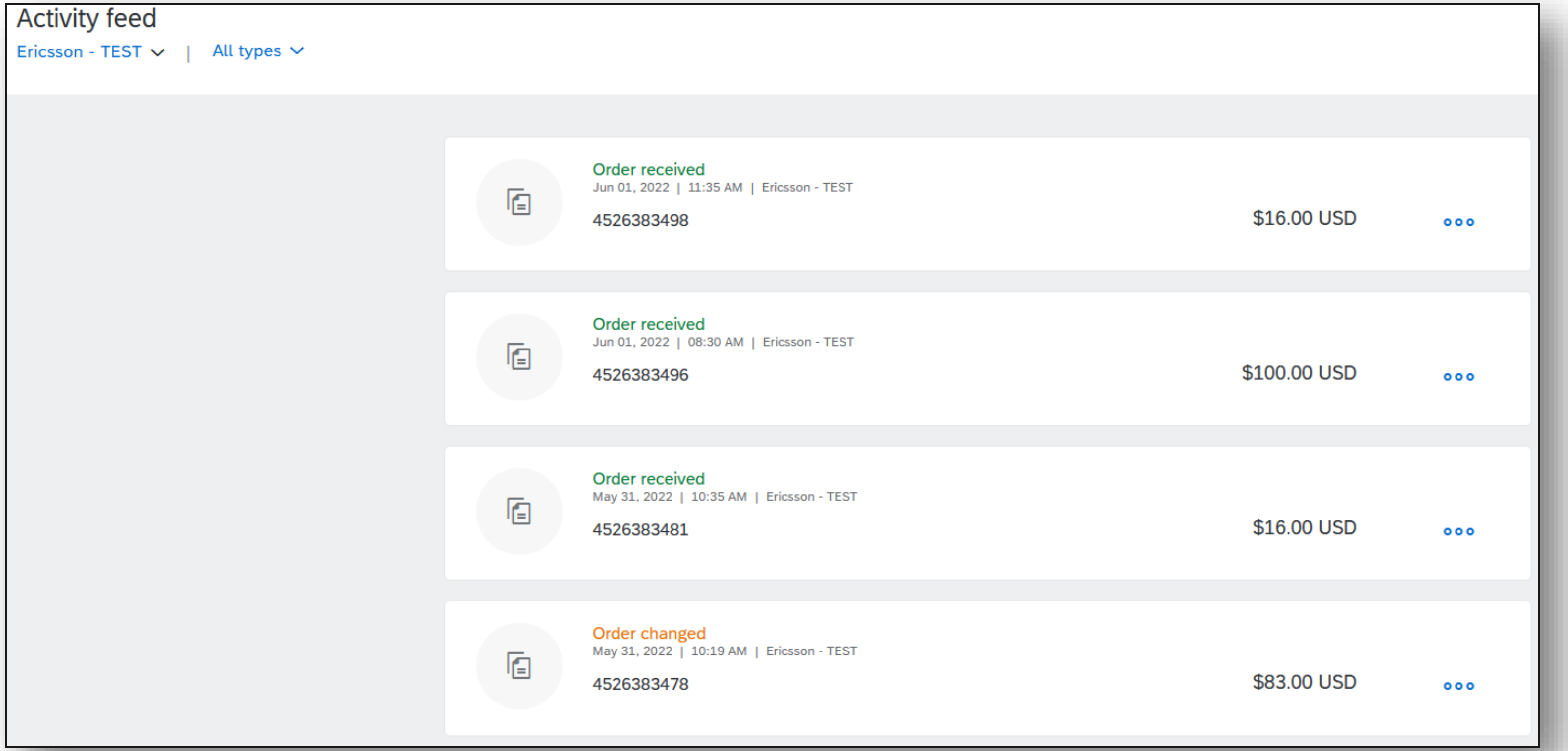
External Document Type	Version	Order Number	Customer
NB	1	4526383498	Ericsson - TEST
NB	1	4526383496	Ericsson - TEST
NB	1	4526383481	Ericsson - TEST
NB	2	4526383478	Ericsson - TEST

New orders (2)
> Edit filter | Save filter | 4526383478 New

External Document Type	Order Number	Customer	Amount	Date ↓	Order Status
NB	4526383478	Ericsson - TEST	$83.00 USD	May 31, 2022	Changed

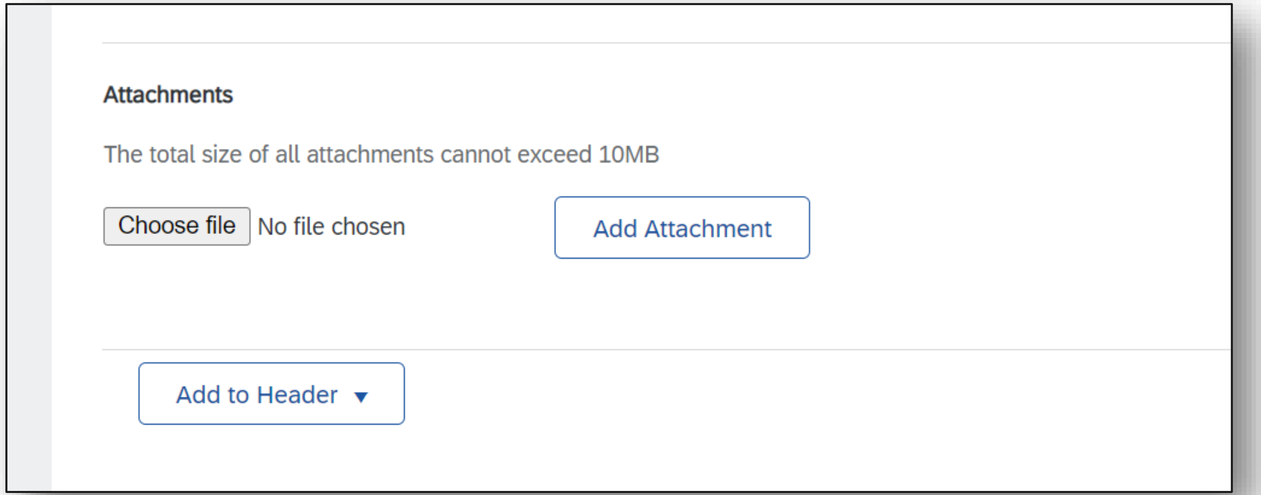
Activity Feed

- Please note that when an invoice is submitted this will not sure in the activity feed. Any updates made by Ericsson or your customers will show in the activity feed



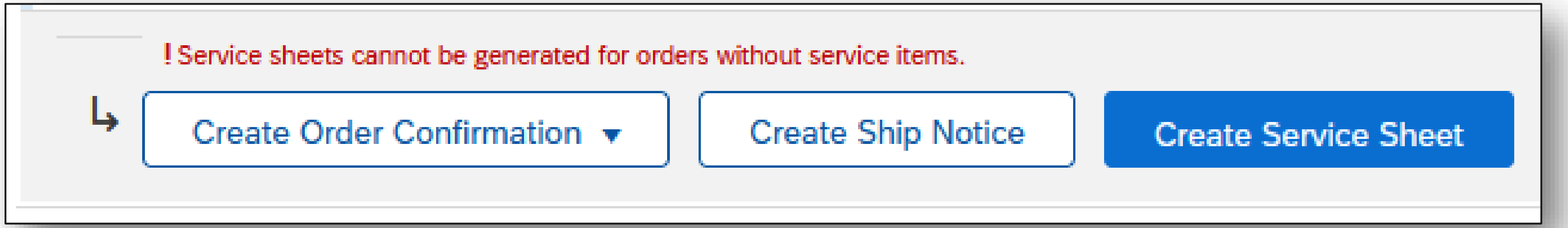
Attachment size

- Ericsson can now accept attachments up to 10 MB
- Please note when you add an attachment, the file name cannot include the characters “.” If you do you will see a message stating that the file name contains invalid characters



Service Entry Sheets

- Service Entry Sheets are currently not in scope for Ericsson
- The option to create a service entry sheet may show at the bottom of the orders lists
- When you click on **Create Service Sheet** you will get an error
- Please note that only material orders will go through the Ariba Network, later in the year services will be available



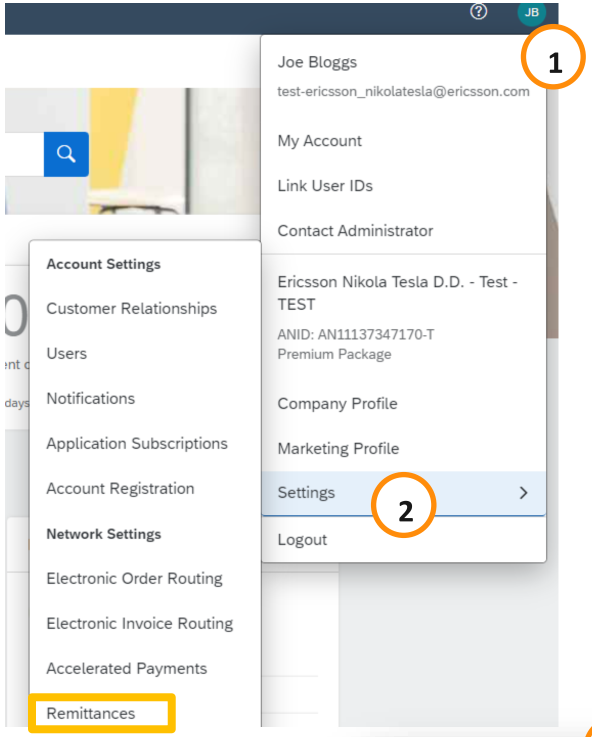
Bank Account Details

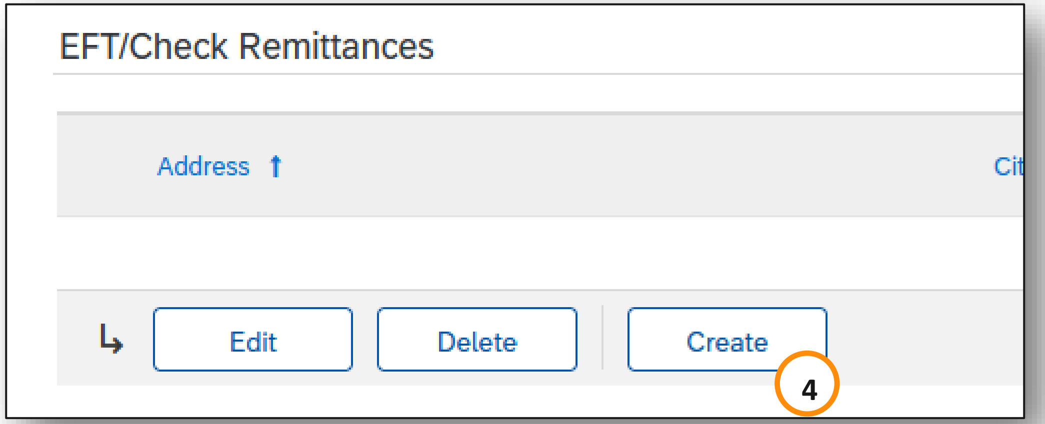
- It is a mandatory requirement that bank details must be included in your supplier account

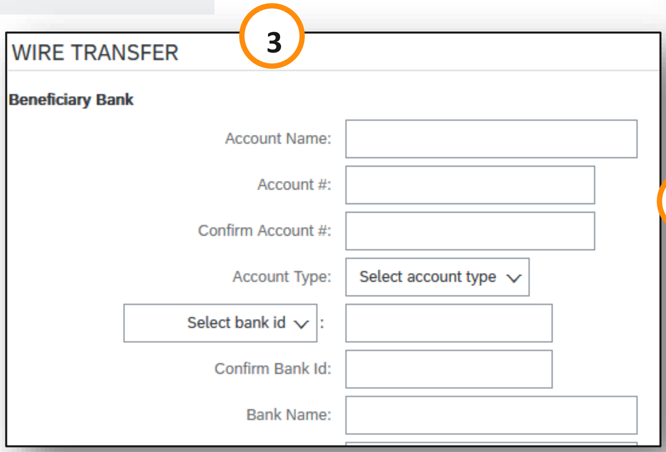
To add the bank details

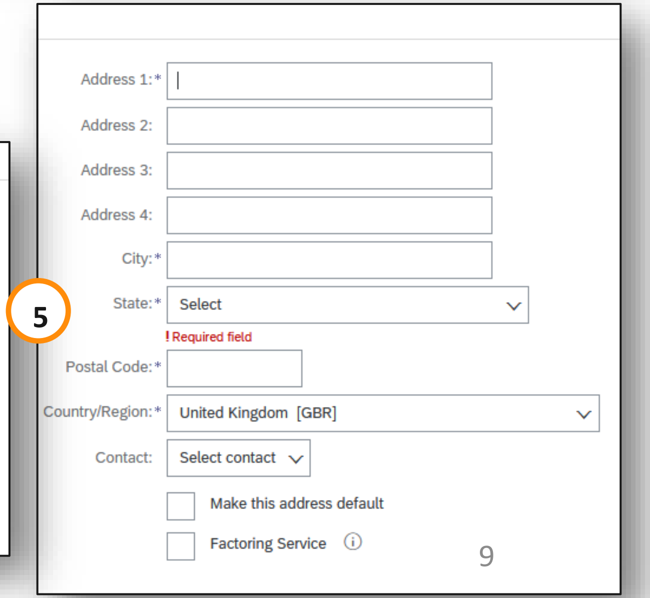
1. Click on the Initials on the top right side of the home page
2. Go to **Settings**
3. Click on **Remittances**
4. Go to **EFT/Check Remittance** and click on **Create**
5. Add in bank details

- **Remittance ID is currently not required**
- Please view this video for more details - [PO INV R.A B.D (screencast.com)]()
- Please note in the Payment Method sections please choose Wire (Europe) and ACH (North America) as the preferred payment method









Bank Account Details

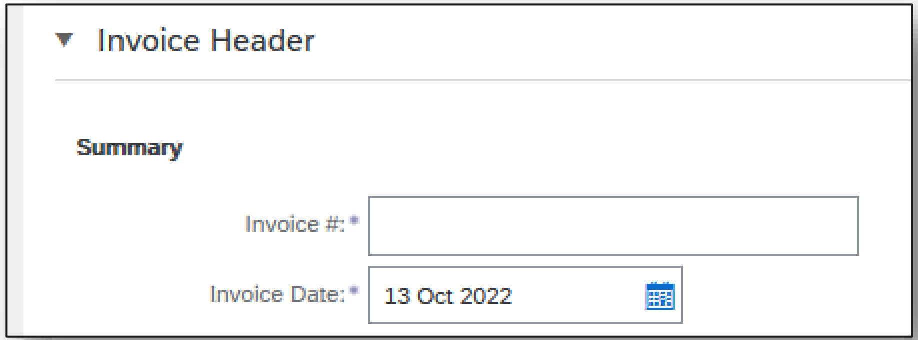
- Please note in the Payment Method sections please choose Wire (Europe) and ACH (North America) as the preferred payment method
- Please make sure that the supplier banks details that you have entered in Ariba match the bank account details you requested to be set up in Ericsson's master data
- Accounts Payable are currently seeing a lot of mismatches and this will prevent invoices being blocked in the future

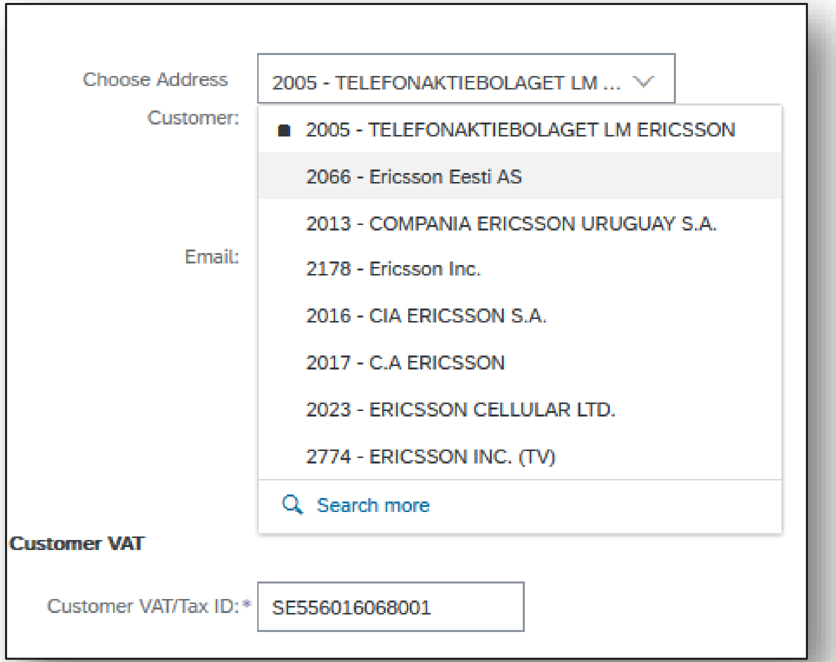
Non-PO invoices

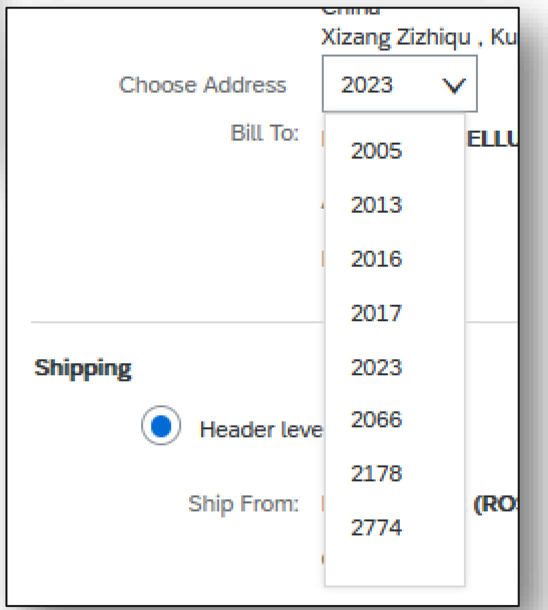
- To view how to create a non-PO invoice please go to the Supplier Learning Site in the Training Guides and Videos section (In the Supplier Information Portal)
- Choose the language and go to the section I need to invoice my customer
- Click on Invoicing
- Click on General Invoice creation process and scroll down to Invoice Without a Purchase Order
- Please be aware of the Ericsson specifics when creating a Non-Po invoice

Non-PO Invoices

- Fill in the Invoice reference field
- Certain fields may already be defaulted, please check in case anything needs to be updated e.g. Address ID
- If you need to change the address and are unsure of the ID, scroll down to the Additional Fields section and click on the Choose Address drop down, here you can see the list of Ericsson entities. Here will also default the customer entity based on the address ID chosen
- Scroll back up to the summary section to amend the address ID if needed
- Note mandatory fields will be marked with an asterisk

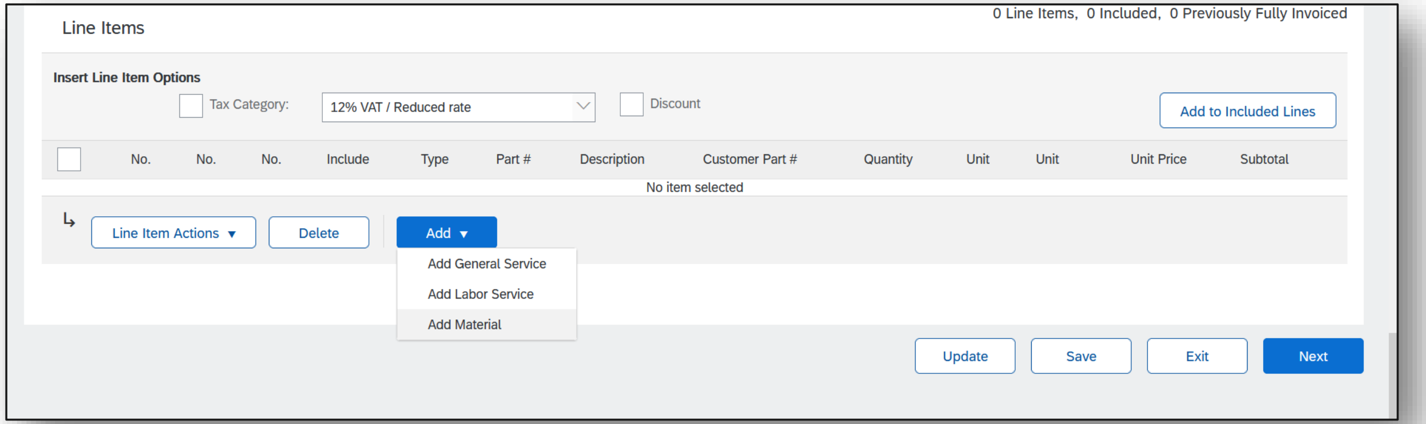






Non-PO invoices

- To add lines to your invoice scroll down to line items
- Click on add and choose add material
- Then add in the necessary details
- Click on this link to view general invoice creation which can be found in the Supplier Information Portal
- You can also have the opportunity to change the language to one of the following



English | French | Spanish | German | Portuguese | Chinese | Japanese | Thai | Italian | Hungarian | Polish

Creating additional users and roles

- Before creating your first role, you might want to review the list of permissions. This list is useful for planning your approach to roles. Some companies create broadly defined roles that include all or most of the available permissions, while others create specialized roles that include narrow sets of permissions. By planning your approach to roles, you can prevent confusion for your account users and maximize the efficiency of your team after roles are in place.
- You assign roles when you create users.

Limitations:

- The maximum number of custom roles you can create is 10.
- Ariba Network does not notify users of changes to roles. You might want to inform users before making changes.

- Please see guide for creating role/user –You can create up to 250 users per account https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_vbie452g