



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Aupo Group

Welcome!

Congratulations on joining 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 Business Network account with Aupo Group, please follow the steps below:

1

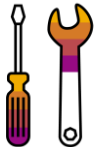


Visit our [Supplier Training page](#)

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 Aupo Group

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 Business Network!

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SCOPE OF AXPO GROUP'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship
<p>Purchase Orders (PO) Orders from your customer sent through SAP Business Network</p> <ul style="list-style-type: none"> • Goods • Services <ul style="list-style-type: none"> ○ Planned – defined service quantity/price ○ Unplanned – undefined service quantity/price • Blanket Purchase Order (BPO) <p>Purchase Order Confirmations (OC) Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p>Ship Notices (ASN) Advice to your customer on what has been shipped and delivery date.</p> <p>Service Sheets (SES) Pre invoice validation/approval of services and service delivery times.</p> <p>Invoices / Credit Memos Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none"> • Partial Invoices for invoicing only a part of the PO • Service Invoices • Adjustments <p>Goods Receipt Notices Informational documents advising the correct receipt of goods by your customer.</p>	<p>Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card</p> <p>Summary or Consolidated Invoices Apply against multiple POs</p> <p>Dispatch notifications Notification of dispatched goods or delivery data to your customer.</p> <p>Header Level Credit Memos This feature is not supported by your customer</p> <p>Remittance Advices Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p> <p>Schedule Payments Displays payment information for specific invoices</p> <p>Non-PO Invoices (or invoices for PO that have not been submitted via Ariba Network)</p>

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your SAP Business Network account to transact successfully.

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

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- **Configure your Remittance Information and payment methods**
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTIONING ON SAP BUSINESS NETWORK

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

Specific customizations for PURCHASE ORDERS

- POs are mandatory.

Specific customizations for PO CONFIRMATIONS

- PO Confirmations are supported and desired.

Specific customizations for SHIP NOTICES

- Ship Notices are supported but not mandatory.

Specific customizations for SERVICE SHEETS

- Service Sheets are mandatory.

Specific customizations for GOODS RECEIPT

- Goods Receipts are mandatory.

Specific customizations for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Invoices via the Ariba Network are mandatory.
- 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
- Axpo Group will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network
- An invoice previously submitted cannot be cancelled. For corrections and adjustments, please create a Credit Note.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- 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](#)

For assistance regarding business processes, please contact Axpo Group project team at the following email address: AribaOnboarding@axpo.com

www.sap.com/contactsap

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