SAP Business Network
Supplier Guide Add-On

Your companion guide for transacting with
Fresenius Medical Care

Welcome!

Congratulations on joining SAP Business Network as a supplier. You are 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 Fresenius Medical Care North America, 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/SAP_Business_Network_Supplier_Training/

2

Review the specifics of transacting with Fresenius

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.

3

Participate in a supplier training

If you need more assistance in navigating and configuring your SAP Business Network account and creating your first documents, join one of our live supplier training courses: Trading Partner Education Webinars

Contents

Introduction

What is Ariba?

- Ariba is a cloud-based tool that allows Customers to trade electronically with Suppliers.
- Suppliers and Customers have unique accounts on Ariba Network – your "storefront" on the Internet for B2B transactions.
- By using a next-generation procurement tool like Ariba, Fresenius gains greater visibility and control over spend.
- Ariba is not part of Fresenius Medical Care its totally a different company.
- Fresenius Medical Care has been partnered with Ariba to Modernize our Requisition to Pay (R2P) process.
- Ariba is 100% free of Charge. Fresenius is paying all the transaction and subscription fees normally incurred by suppliers.
- Nothing to download; no software to install.
- Both suppliers and customers each have unique accounts on Ariba Network: The ANID (Ariba Network ID)
- The account belongs to the suppliers, customers do not have access to supplier Information in their account.

# Scope of Fresenius Medical Care ROW Project:

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

Mandatory will be POs as well as invoices even though some countries have specific invoice rules.

Document Type	Supported
Purchase Orders (PO) – Orders from your customer sent through SAP Business Network:	
- For **goods**	✓
- For **planned services**	✗
- For **unplanned services**	✗
- **Blanket Purchase Orders** (BPO)	✗
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.	✓
Ship Notices (ASN) – Advice to your customer on what has been shipped and delivery date.	✓
Service Sheets (SES) – Pre invoice validation/approval of services and service delivery times.	✓
Invoices – Your company's tax invoice for goods/services delivered.	
- **Partial Invoices** for invoicing only a part of the PO	✓
- **Non-PO Invoices** (or PO not received through SBN)	✗
- **Blanket Purchase Order (BPO) invoices**	✗
- **Service Invoices**	✗
- **Contract Invoices**	✗
- **Invoicing for Purchasing Cards (P-Cards)**	✗
- **Summary or Consolidated Invoices** – apply against multiple POs	✗
Credit Invoices/Credit Memos	
- Item level credits; price/quantity adjustments	✗
- Header Level credits	✗
Remittance Advices – Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.	✓
Goods Receipt Notices (GRN) – Informational documents advising the correct receipt of goods by your customer.	✓
Schedule Payments – Displays payment information for specific invoices.	✗

Request to Pay Process Flow for Fresenius Medical Care Customer:

The below screenshot captures the process of procure to pay scenario for Fresenius Medical Care Customer.
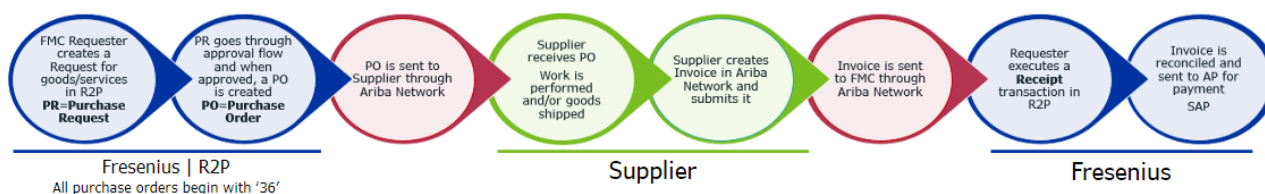
Purchase Orders (Po's):

Purchase Orders ensure that the expenditure is already approved. Having a PO up front ensures that you, the supplier will be paid in a timely manner, if you invoice against the PO through Ariba Network.

If you can provide a quote to your customer, the purchase order should conform to quote and be easily invoiced, your invoice against a PO does not need approval, if it does not exceed the approved amount of PO.

The PO functions as the contract between FMC and the supplier for that transaction.

Note: You cannot invoice FMC through Ariba network without a purchase order, please ask your customer for a PO number when they engage your services. **This is called the: No PO, No Pay Policy.**

Accessing the purchase Orders for the first Time

1. The Supplier Contact Person will be receiving an email from Fresenius Organization regarding the respective Purchase Order

2. **Open** the Purchase Order e-mail sent from Fresenius organization and click on "**Process order**" button.
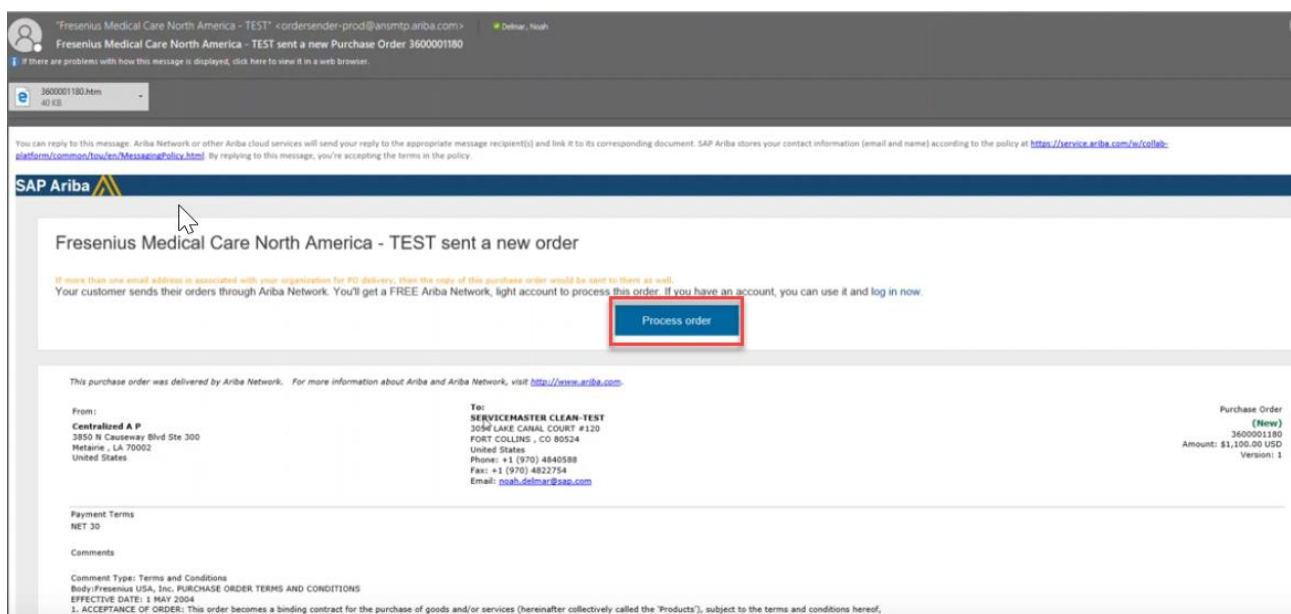
3. The page will be routed to the network and you will be asked to "**Create new Account**" if you are new to Ariba Network **or "Use Existing Account"** if you already have an existing account in Ariba network.

If you are New to the SAP Business Network

4. If you are new to Ariba Network, follow the below steps – opt for **Create New Account** to proceed in creating a new account in Vendor network and fill in all the mandatory information in the window and click on create account.

5. Please note the **Username** and **Password set up** by you while creating the account, they must be used every time to log into Vendor's Ariba Network.

6. Now you will have a **new account created on the SAP Business Network**.

If you already have an account on the SAP Business Network

4. Click on **Use Existing Account** and log into the account by using your existing login credentials.
5. Select your business role from the dropdown list and click Submit. The business role will be only required when you login for the first time to a new customer.
6. Upon login you will be able to **view the Purchase Orders** associated to Fresenius organization which has been accessed from e-mail notification will be visible in the Ariba network.
7. A **system generated email** is sent to the registered email address **notifying you that a trading relationship request has been established** with your buying Organization as shown below.
8. As the Purchase Order is accessed for the first time. You will receive a **system generated email to the registered email address that the document sent is transferred to Username and Password** provided by you.
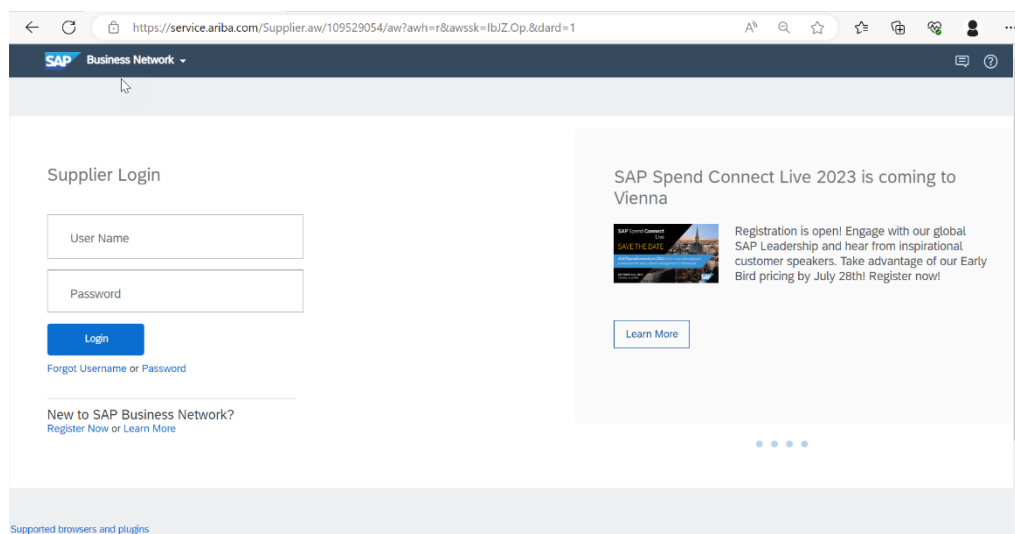
What is Trading Relationship

A trading relationship is a link between your supplier account and your customer's account on the SAP Business Network. It allows for the transfer of documents such as purchase orders and invoices between you and your customer.

If you do not have a trading relationship with a customer, you will not be able to invoice for that customer or complete any related actions.

To establish a trading relationship with a customer follow the below steps:

1. **Sign into** your Ariba Network Business account
2. **Click [user initials]** in the upper-right corner of the application
3. **Locate your Ariba Network ID (ANID) number** and provide it to your customer

With this, your customer can add your company as a trading partner and send you a trading relationship request.

Once you establish a relationship with your customer you will be able to receive and invoice purchase orders that they send you.

Establish a Trading Relationship with a buyer:

Provide the buyer with your SAP Business Network ID (ANID) number and ask them to send you a trading relationship request. Once the request is sent, **you can access and accept it by**

1. going to [user initials]

2. Settings

3. Customer Relationships.

Additional Information

You will not be able to invoice a customer or complete other related actions until you establish a trading relationship with them. After you establish the relationship, you will be able to create invoices against purchase orders that your customer sends to your account in the Workbench tab.

Prior to establishing a trading relationship on the SAP Business Network, SAP cannot provide customer contact details.

Please note that only your buyer has the capability to send a trading a relationship request to your account.

Acceptance of customer's trading relationship request/invitation:

A trading relationship invitation begins with an email sent by a buyer and directed to either the SAP Business Network Identification (ANID) number of an existing account or a link to set up a new account. This email is an invitation to connect with a buyer enabling you to start receiving orders and / or submitting invoices on the SAP Business Network. Only the account administrator can click to use an existing account when establishing a trading relationship.

To accept the trading relationship request:

1. Click the link in the email that says Get started.
2. The invitation link then prompts you to either Use existing account or Create new account. Select the option which best reflects your situation.
   a. If you see a message about existing accounts, you can click Review accounts to check on any accounts your company may already have enabled and find contact information for the account owners.
   b. If you register a new account, be sure to click the activation link in the email sent to you to verify your email address.
3. Once logged in, in the upper-right corner of the application, click [user initials] > Settings and select Customer Relationships.
4. If necessary, select any Pending trading relationships and click Approve.

If you would like current or future trading relationships to be automatically accepted, please ensure that this preference is selected at the top of the page.

1. The supplier needs to have an Enterprise account.
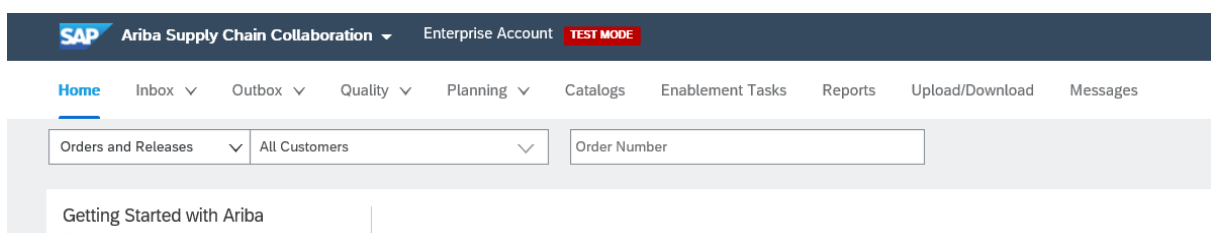
2. Click on your account icon > Settings > Customer Relationships > Supplier Information Portal > Reference Documents where customer specific Templates are maintained.
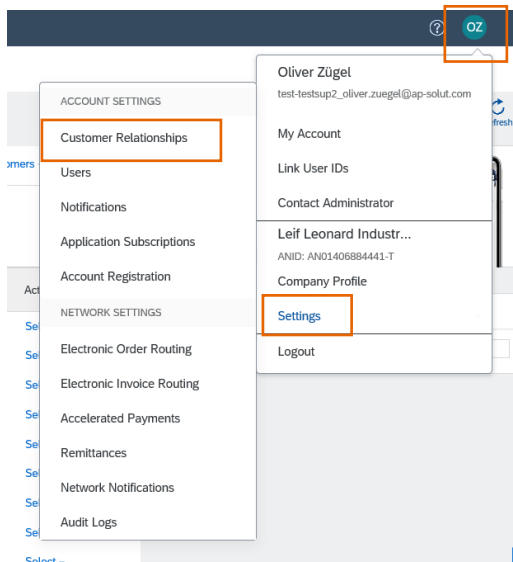
	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
☐	Apsolut - TEST	AN01054393834-T	Trading	28 May 2018		Default	Actions ▾
☐	Apsolut DSAPP Test	AN01404730581-T	Trading	31 Jan 2019	🔗	Default	Actions ▾
↳	Reject						

Standard and Enterprise Accounts

Standard accounts

1. Note that Purchase Orders will be accessible only from your email .
2. Click on Access the Supplier Portal to access the Ariba Network *https://supplier.ariba.com*, and login using your username and password.
3. if your company has an SAP Ariba Standard Account then you will be routed to the Dashboard; this will be indicated at the top of the screen.
4. Go to the Workbench tab and add the tile called orders for you to access the Purchase orders associated to the account.

Enterprise Accounts

Important Note:

Fresenius assumes all costs for transactions between Fresenius and an Enterprise account!

This means that if you have an Enterprise account and want to transact with other customers in the future, costs might occur.

1. If the Vendor account is an SAP Ariba Enterprise Account, then the Vendor's account will indicate at the top as the **Enterprise account.**
2. The list of Purchase Orders can be accessed from the Orders tab.

Invoice Process:

Creation of PO Invoice on Ariba Network:

Invoices are **required** to be sent via the Network for the following countries:
- Belgium
- Netherlands
- Spain
- Italy (SDI)

Required actions for Suppliers in Italy

- Suppliers must activate the SDI clearance flow by creating an Italy-specific "legal profile" in the Ariba Network. If the legal profile is not configured correctly, invoices will not be sent to SDI for clearance. Suppliers can do testing using the Ariba Network Test accounts. This will only simulate the SDI process.
- While creating this "legal profile", fatturaPA-specific mandatory information will be captured so that the Ariba Network can issue a valid fatturaPA XML invoice.

Information for Italian Suppliers using

- The individual steps are described in the following slides
- It is important to maintain the valid supplier VAT-ID in order to send the invoices to the SDI system
- cXML integrated suppliers must add new extrinsics to the cXML data stream in order to get a valid fatturaPA invoice created.
- Suppliers must make sure that invoices reported to SDI through the Ariba Network are not reported through other systems to avoid double taxation.

Invoices are **not required and will be blocked from being** sent for the following countries
- Morocco
- Poland
- Romania

In order to create an invoice, please follow the following instructions.

1. Log into *supplier.ariba.com* with your login ID and Password.
2. Once you login you should be land on a page that looks like below screenshot.
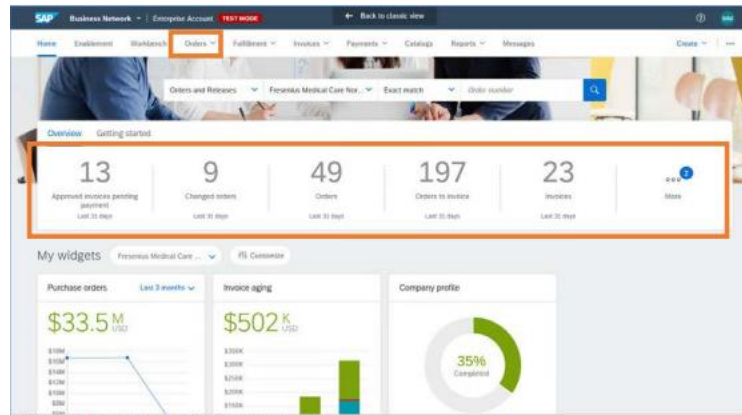
4. Remember that **before creation of INVOICE, you must have purchase Order**. There are two ways to access the purchase orders:
   a. The orders link at the top, or
   b. Clicking on the tiles across the page (better)
5. To access the purchase orders. Click on the order to Invoice tile:
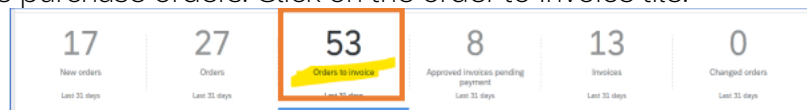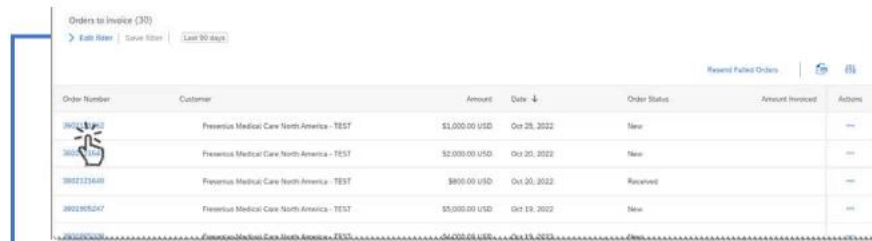
6. Once you click on tile system will route to below page as shown in the screenshot:

Note: Each PO has its own line, showing the customer, the customer's address/Ship-To, and importantly the **Order Status**:
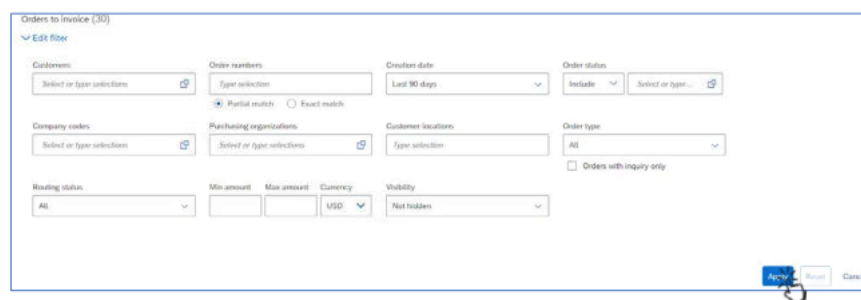
New	New purchase order, ready to be invoiced upon shipment of goods/completion of services. The PO is your "contract" for this transaction.
Invoiced	Purchase orders where you have already submitted an electronic invoice for the full quantity and amount.
Partially Invoiced	Purchase orders with quantity or amount remaining. You may invoice against a purchase order until it is fully consumed.
Obsoleted	An Obsoleted PO has been replaced by a new version of the same PO – you should always see a Changed PO along with the Obsoleted version. These will have the same PO number. Always choose the Changed version to invoice against – you will not be able to invoice an Obsoleted PO.
Changed	

7. To create an Invoice against a purchase order, **click on PO Number to be Invoiced** as shown below.

- Note: you can use the search functionality on the page to narrow the number of POs visible, or search directly for the PO. Click on **Edit filter** to open up the search:
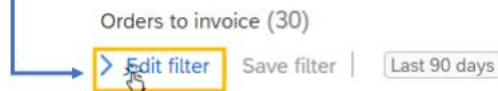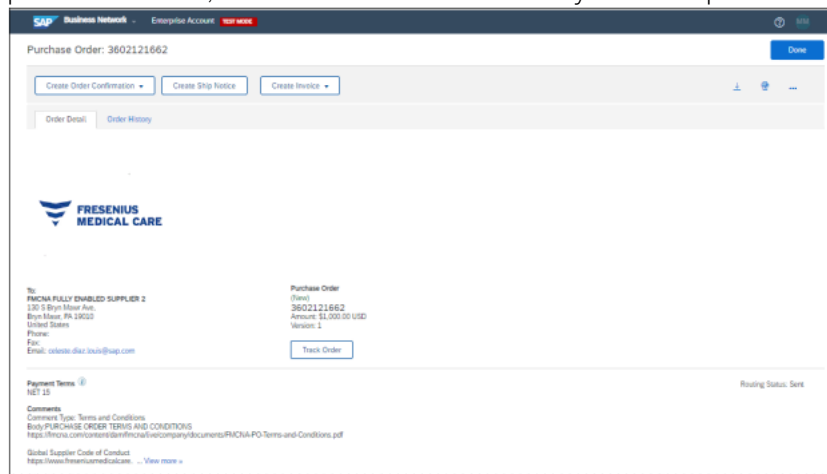
8. Once you applied the filters, the PO will be shown and you can open it.
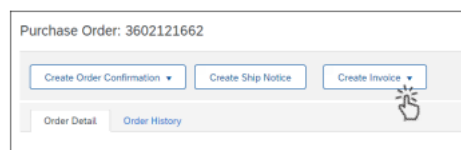
9. Review the PO carefully, scrolling all the way down to bottom where the PO lines are available.
10. It's important to make sure that PO is correct as possible, because Ariba will use the purchase order to create the invoice. This is sometimes referred to as" PO Flip".
11. At header level of PO in Ariba network there will be three option buttons will be top of purchase order. click on Create Invoice.

12. You'll always create a standard Invoice as shown below.
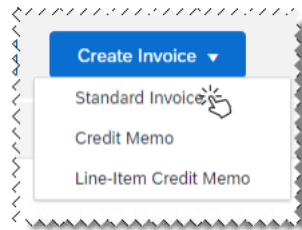
13. Ariba Network "flips" the PO creates most of your Invoice details.

14. Populate the Invoice# field with your own Invoice Number. This may come from your company's accounting system, your ledger, etc. Invoice# field is required.
15. The Invoice Date field defaults to today's date, but you may back date this field as necessary. Use the little calendar icon to choose the new date, Invoice date field is required.

- Most of the rest of fields on the Invoice Header are optional-if there is no asterisk (*) it is not required.
- At the Tax level if you are required to charge sales Tax on your choices, you can enter either.

- The Tax rate percent (%) for your state/locality. Ariba will calculate the tax amount based on the taxable amount field; OR
- The Tax Amount field. You don't need to put "$" or "USD"; the currency is defaulted based on your country and the PO currency.
- If you do not charge sales Tax, click the Remove command to Right, which will remove the entire tax block. Do not populate the tax field as 0% or$ 0.00. This will cause delays in approval.
- Payment Term and Additional Fields (all fields are optional) displayed is defaulted from your current Fresenius Payment Terms.

- Changing the term on an invoice will not affect your actual payment terms. To change your payment terms, please ask your Fresenius contact to submit vendor change Request form.
- Add to Header Button (bottom of Invoice Header, Optional), click the Add to Header button to add any additional shipping or special handling charges; comments or attachments to the Invoice.
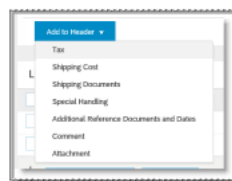
- Invoice Line Items, By default Ariba Includes all line items at the full quantity ordered from the purchase order on the invoice.

- You may change the quantity and unit price as necessary, just overtype. The system enforces a maximum 10% tolerance on changes to both quantity and unit price.
- You may exclude lines from the invoice by clicking on the green toggle 🟢 on each line, In the below screenshot only 1 item is included on this invoice; line2 is toggled OFF.

- Click on the update button to check all fields on your Invoice, if there are any errors shown, fix the errors, then update again.
- Ariba will not let you proceed forward until all the errors are fixed, click on Next button to finish.
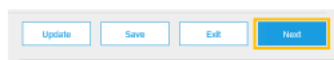
- Invoice Confirmation page displays as shown below before submission of Invoice kindly review all the details of Invoice is correct.

- If the Invoice is good to proceed then click on submit button as it sends to Fresenius.
- Invoice Submission confirmation is shown as shown below you may print a copy of your invoice or Exit Invoice creation. Click the blue links in the confirmation message.

- When you click on exit invoice creation, Ariba brings you back to purchase Order.
- Click on done button in the top right leave the PO.

Link and Contacts for Assistance:

Name of FME Contact Person	Position	Contact E-mail
Michael Monte Tabea Bodamer	Fresenius Medical Care Enablement Team	Supplier.enablement@freseniusmedicalcare.com
	Ariba Supplier Support Help Desk	<mark>freseniusenablement@ariba.com</mark>