



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Fresenius

Welcome!

Welcome to Ariba® Network! You are 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 Fresenius, please follow the steps below:

1



Visit our [Supplier Training page](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

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 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.

We look forward to helping you transact on Ariba® Network!

TABLE OF CONTENTS

FRESENIUS PROJECT SCOPE..... 2

ACCOUNT SET UP 2

TRANSACTIONING ON ARIBA NETWORK..... 2

PURCHASE ORDER Specifics..... 3

PO CONFIRMATION Specifics..... 3

INVOICE Specifics 3

HELP & SUPPORT 3

FRESENIUS PROJECT SCOPE

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 For this Ariba Network relationship | Not Supported Documents For this Ariba Network relationship |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Purchase Orders POs from Fresenius 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<ul style="list-style-type: none">○ Partial Invoices○ Contract Invoices Against contracts• Item Level Credit Invoices/Credit Memos Price/quantity adjustments | <ul style="list-style-type: none">• Summary or Consolidated Invoices Apply against multiple POs• Non-PO Invoices Against a PO not received through AN• BPO Invoices Invoices against a blanket purchase order• Service Invoices Invoices that require service line item details• Service Sheets Apply against a PO referencing a service line item• Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card• Duplicate Invoices 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• Paper Invoices Fresenius will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network• Header Level Credit Memos Price/quantity adjustments at the header level |

ACCOUNT SET UP

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Fresenius.

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 and payment methods
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

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

PURCHASE ORDER Specifics

This section mentions any specificities regarding Purchase Orders sent by Fresenius through Ariba Network.

PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You may send order confirmations for material orders.
- You may send order confirmations at the header level and line item level.
- You are not permitted to update the line items via price change for order confirmations.

INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- **Tax data** is accepted at the header level or at the line item level of the invoice.
- **Shipping data** is accepted at the header level.
- You are permitted to back date invoices by 180 days.
- You are not permitted to create header level credit memos.
- You may submit line level credit memos for price and quantity adjustments.

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 Fresenius project team at the following email address: Procurement@fmc-na.com.

www.sap.com/contactsap

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