

# WELCOME TO THE COGNIZANT SUPPLIER INFORMATION PORTAL

## Introduction and Overview

This portal provides information for all suppliers that are conducting business with Cognizant via the Ariba Network. Cognizant will use the Ariba Network to exchange business documents including purchase orders, purchase order confirmations, advance-shipment notices and invoices. Cognizant will also receive and host supplier catalogs on the Ariba Network.

Welcome, and thank you for joining us!

## Next Steps

1. Review the Ariba Network Registration and Account Configuration Guide to learn how to optimize your account for Network success and configure important settings on your account for efficient and seamless transacting.
2. Review the Ariba Network Purchase Order Guide to understand how to view and manage POs, as well as how to send order confirmations and shipment notices.
3. Review the Ariba Network Invoicing Guide for instructions on how to create and send invoices electronically
4. Review the Purchase Order Standard Terms and Conditions & Supplier Invoice Submission Guide for important information about transacting with Cognizant.

## Education Guides and Instructions

### Supplier Enablement:

1. [Supplier Registration Guide](#): Instructions for setting up your account to maximize your experience of Ariba Network benefits.
2. [Account Configuration Guide](#): Instructions for configuring your account to optimize your Ariba Network transactional experience with Cognizant.
3. [Purchase Order Guide](#): Instructions for viewing and managing POs. Includes instructions for creating order confirmations and advanced ship notices.
4. [Invoice Guide](#): Instructions for creating and modifying all the types of invoices Cognizant allows on the Ariba Network.
5. [Collaborative Requisitioning Guide](#): Instructions for working with Collaboration Requests on the Ariba Network

### Other Information:

Also below are other files for your reference

[Currency Abbreviations](#)

[Unit of Measure Values and Descriptions](#)

[Standard Locale Values, Languages, and Countries](#)

[Available States - Abbreviations](#)

## E-Invoicing Information

Electronic Invoice Format: There are both legal and Cognizant requirements for electronic invoices.

### Ariba Network Rules:

The Ariba Network rules are options set by Cognizant for what is acceptable for electronic invoices. This is to ensure that received invoices are compatible with our Ariba Buyer configuration and business process rules. The invoice rules can be found on the Ariba Network once you have established a relationship with us. The invoice rules are shown under our Cognizant profile information. Instructions for accessing these rules are in the Purchase Order Guide and Invoice Guide in the Education Guides and Instructions section above.

*\*\*Important Note: - Please notify your Accounts Receivables, Sales Ordering, and IT departments of the requirements for document exchange via the Ariba Network.*

## Supplier Support

Cognizant: For Cognizant specific questions please email us at: [CTSAribaNetworkNA@cognizant.com](mailto:CTSAribaNetworkNA@cognizant.com)

Ariba: For questions about the Ariba Network you can contact Ariba Support 24 hours a day 5 days a week.

### By Web Form

If you are a supplier already registered on the Network:

- Go to <http://supplier.ariba.com>
- Log in with your company's username and password
- Go to the Help Center on the right side of your home page and search for any topic you would like to know more about.
- Got to the Help Center -> Documentation for Ariba Network product documentation.
- If none of the articles answers your query, click on Create On-line Service Request

If you do not yet have an active Network account and have question such as: **How do I register, configure my account or transact with STHIL?**

- Contact the Ariba Enablement Team via the [North America Cognizant Enablement Help Desk Portal](#)

## Supplier Membership Program

For information about the Ariba Supplier Membership Program please go to the [Supplier Membership Program](#) page on the Ariba website. Here you can learn about all the potential charges associated with using the Ariba Network.

## **Other Ariba Network Resources for Suppliers.**

Register for Live Demos of Ariba Network functions and features. To see what's available and register, [Click Here](#)

## **Informational Links**

[Ariba Network Terms of Use](#)

[Data Policy](#)

[Security Disclosure](#)

[Legal Notices](#)

## **Tools for Optimizing the Ariba Network Experience**

### Adobe Acrobat Reader

To view many of the documents on this site, you will need [Adobe Acrobat Reader](#) from Adobe. If you do not have it already, it is available as a free download.

### WinZip

To view many of the documents on this site, you will need [WinZip](#) from WinZip Computing, Inc. If you do not have it already, it is available as a free download.