



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Splunk



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 Splunk, please follow the steps below:

1

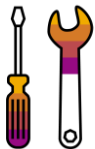


Visit our [Supplier Training page](#)

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/

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Review the specifics of transacting with Splunk

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!



THE BEST RUN



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SPLUNK'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network.

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 Splunk 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○ Service Invoices Invoices that require service line item details• Item Level Credit Invoices/Credit Memos Price/quantity adjustments	<ul style="list-style-type: none">• Summary or Consolidated Invoices Apply against multiple POs• 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/canceled status on AN• Paper Invoices Splunk will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network• Non-PO Invoices Against a PO not received through AN• BPO Invoices Invoices against a blanket purchase order• Header Level Credit Memos (accepted in US) Price/quantity adjustments at the header level• Service Sheets Apply against a PO referencing a service line item

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 Splunk.

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
 - A Remit To address is required on all invoices.
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Splunk 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 Splunk 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 and service orders.
- You may send order confirmations at the header or line-item level.
- You must provide an estimated shipping date on order confirmations.
- You cannot update the line-item via price change on order confirmations.
- You must create an order confirmation before you can send a ship notice for the order.
- You must create an order confirmation before you can send an invoice for the order.

SHIP NOTICE Specifics

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

- You must provide an actual or estimated shipping date on ship notices.
- You must create a ship notice for the order before you can send an invoice.

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 or at the line item level.
- You must include a Remit To address on your invoice.
- You may back-date your invoices up to 30 days.
- You may future-date your invoices up to 7 days.
- You can submit credit memos at the line-item level for quantity or price changes; header-level credit memos are not accepted.

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 Splunk project team at the following email address: supplier@splunk.com.

www.sap.com/contactsap

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