Welcome!

Congratulations on joining Ariba® Network as a supplier. You're 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

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 CEPSA

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.

with CEPSA, please follow the steps below:

We wish you a lot of success using Ariba® Network!

THE BEST RUN **SAP**

TABLE OF CONTENTS

SCOPE OF CEPSA 'S PROJECT

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 On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship

• **Purchase Orders**
 POs from CEPSA 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
 	
• **Service Sheets**
 Apply against a PO referencing a service line item
 	
• **Invoices**
 Apply against a whole PO or line items
 ◦ **Partial Invoices**
 ◦ **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
 ◦ **Contract Invoices**
   Against contracts
 	
• **Credit Invoices/Credit Memos**
 Item level credits; price/quantity adjustments
	• **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 status on AN
	
	• **Paper Invoices**
	 CEPSA will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network
	
	• **Header Level Credit Memos**
	 The Header Level Credit Memo feature is not supported by CEPSA

SETTING UP YOUR ACCOUNT

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

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 (**only** if you are publishing an electronic catalog or starting an integration project)

TRANSACTING ON ARIBA NETWORK

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

Specifics for PO CONFIRMATIONS

- PO confirmations are supported but not mandatory.

Specifics for SERVICE SHEETS

- Service sheets are supported but not mandatory.

Specifics for SHIP NOTICES

Ship notices are supported but not mandatory.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our **Supplier Training Page**, under the *Invoicing* section.

- 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.

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 CEPSA project team at the following email address: N2PayVendors@Cepsa.com.

THE BEST RUN **SAP**