

Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Walgreens



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 Walgreens, please follow the steps below:

1

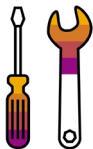


Visit our Supplier Training page

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/

2



Review the specifics of transacting with Walgreens

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!

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WALGREENS'S 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 Walgreens will be sent through Ariba Network• Purchase Order Confirmations Apply against a whole PO or line items• Service Sheets Apply against a PO referencing a service line item• Invoices Apply against a whole PO or line items<ul style="list-style-type: none">○ Partial Invoices○ BPO Invoices Invoices against a blanket purchase order○ Service Invoices Invoices that require service line item details○ 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• 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 Walgreens 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• Header Level Credit Memos Price/quantity adjustments at the header level• Ship Notices Apply against PO when items are shipped

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 Walgreens.

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

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 may only reject line-items in full; partial rejections of a line-item material are not permitted.

INVOICE Specifics

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

- You are required to enter taxes at the line-item level only.
- You may cancel an invoice you submit.
- You may back-date your invoices up to 5 days.
- Header level credit memos are not accepted. You may only submit line-item level credit memos.
- You may adjust quantity or price in a line-item credit memo.
- You are required to provide a reason for every credit memo.

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 Walgreens project team at the following email address: supplierenablement@walgreens.com.

www.sap.com/contactsap

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