

# Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Federal Reserve Banks'



## 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 Federal Reserve Banks', please follow the steps below:

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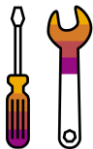


### Visit our Supplier Training page

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/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

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### Review the specifics of transacting with The Federal Reserve Banks'

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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## FEDERAL RESERVE BANKS' 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"><li>• <b>Purchase Orders</b> POs from Federal Reserve Banks' will be sent through Ariba Network</li><li>• <b>Purchase Order Confirmations</b> Apply against a whole PO or line items</li><li>• <b>Ship Notices</b> Apply against PO when items are shipped</li><li>• <b>Invoices</b> Apply against a whole PO or line items<ul style="list-style-type: none"><li>○ <b>Partial Invoices</b></li><li>○ <b>Service Invoices</b> Invoices that require service line item details</li></ul></li><li>• <b>Item Level Credit Invoices/Credit Memos</b> Price/quantity adjustments</li><li>• <b>Header Level Credit Memos</b> Price/quantity adjustments at the header level</li></ul>	<ul style="list-style-type: none"><li>• <b>Summary or Consolidated Invoices</b> Apply against multiple Pos</li><li>• <b>Non-PO Invoices</b> Against a PO not received through AN</li><li>• <b>BPO Invoices</b> Invoices against a blanket purchase order</li><li>• <b>Invoicing for Purchasing Cards (P-Cards)</b> An invoice for an order placed using a purchasing card</li><li>• <b>Duplicate Invoices</b> 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</li><li>• <b>Paper Invoices</b> Federal Reserve Banks' will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network</li><li>• <b>Service Sheets</b> Apply against a PO referencing a service line item</li></ul>

## 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 Federal Reserve Banks'.

**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
- 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 Federal Reserve Banks' 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 are permitted to send order confirmations for materials orders at the header and line item level.

## INVOICE Specifics

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

- **Invoice Number** should contain 16 characters or less and can only contain numbers, uppercase letters, and no special characters.
- **Tax data** is accepted at the header level of the invoice.
- **Shipping data** is accepted at the header level of the invoice.
- You are required to provide a Remit-To address on all invoices.
- You are permitted to back date invoices by 3 days.
- You are permitted to create a credit memo for submitted invoices at the header level.
- You are permitted to create quantity adjustment and price adjustment credit memos at the line item level.
- You are required to provide a reason for each 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 Federal Reserve Banks' project team at the following email address: [NPO\\_SYSA@mfrb.org](mailto:NPO_SYSA@mfrb.org).

[www.sap.com/contactsap](http://www.sap.com/contactsap)

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