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 with **Coca-Cola Europacific Partners**, 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
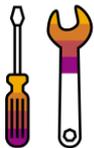
Review the specifics of transacting with Coca-Cola Europacific Partners

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 wish you a lot of success using Ariba® Network!

THE BEST RUN **SAP**

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THE BEST RUN SAP

SCOPE OF COCA-COLA EUROPACIFIC PARTNERS 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 Coca-Cola Europacific Partners 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
  o **Partial Invoices**
  o **Service Invoices**
    Invoices that require service line item details
 	
• **Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
	• **Summary or Consolidated Invoices**
	1 invoice can refer to 1 purchase order only
	
	• **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/PDF Invoices**
	Coca-Cola Europacific Partners will no longer accept paper/PDF invoices and requires invoices to be submitted electronically through Ariba Network

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 Coca-Cola Europacific Partners.

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 (bank account details are mandatory)
- Set up a test account (required only for catalogue and integrated suppliers)

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Coca-Cola Europacific Partners 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 PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by Coca-Cola Europacific Partners through Ariba Network.

Specifics for PO CONFIRMATIONS

This section mentions any specific transaction rule that should be observed by suppliers regarding purchase order confirmations.

- Order confirmation is optional
- Order confirmation number can contain up to 20 characters
- Full or partial order confirmation possible
- Full rejection possible only - CCEP will communicate to you in which cases you can reject an order using Ariba Network and in which cases you should contact your CCEP buyer directly
- Quantity and unit price increases not allowed
- Estimated delivery date mandatory

Specifics for SERVICE SHEETS

This section mentions any specific transaction rule that should be observed by suppliers regarding service sheets.

- Required for service purchase orders
- Start and end dates mandatory on header level
- Quantity and unit price increases not allowed

Specifics for SHIP NOTICES

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

- Ship notice is optional
- Quantity and unit price increases not allowed
- Estimated delivery date 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.

- ***Invoice Number*** contain can contain capital letters and numbers. Only certain special characters are allowed (/ \ - _) Maximum allowed characters is 16.

- **Invoice number** can be reused only for invoices with **Rejected** or **Failed** status.

- ***Tax data*** is accepted at the line item level of the invoice.

- ***Unplanned costs*** *are* accepted in form of **Charge** at the header level only.

- ***Attachments*** can be added at the header level only.
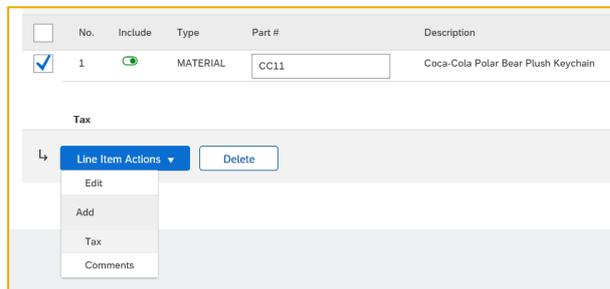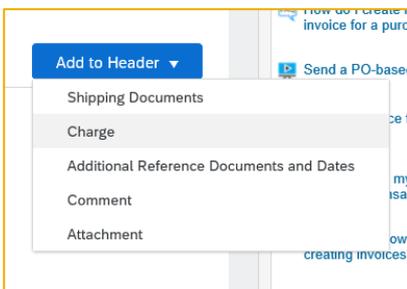
- *__Bank account details__* are mandatory and can be configured in your account settings:
    1. Click **Account Settings**
    2. Click **Settings**
    3. Click **Remittances**
    4. Click **Create**
    5. Populate mandatory fields in Remittance Address section, Remittance ID should be left empty
    6. Tick the checkbox **Include Bank Account Information in invoices**
    7. In the Payment Methods section, do the following:
        - Choose a preferred payment method from the pull-down menu. The options are ACH (Automated Clearing House), Check, Credit Card, and Wire.
        - Enter information for each payment method you support. Your customers use this information when they set up electronic payments.
        - A beneficiary bank is your primary bank. A corresponding bank is an intermediate bank that facilitates international transactions.
        - Click **OK** to create the remittance address and save payment method information.
        - Create a remittance entry for each type of payment you accept. A remittance address is required for each entry.
        - Click **Save** to return to the **Settlement** page.
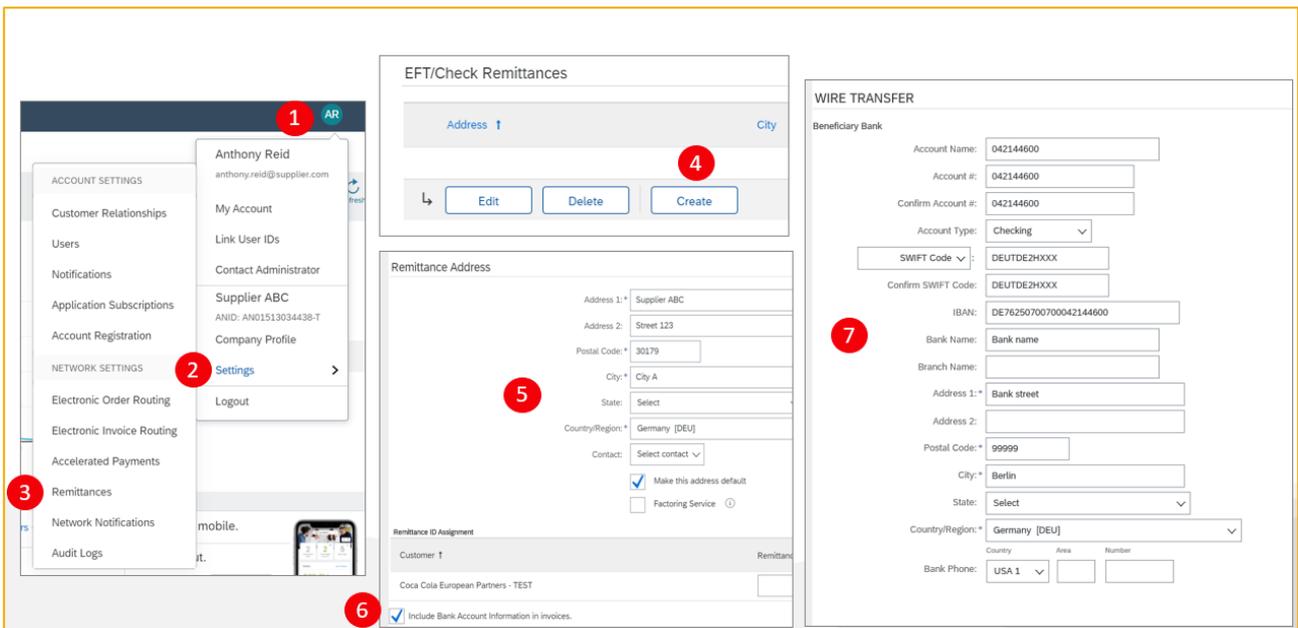
HELP & SUPPORT

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 Coca-Cola Europacific Partners project team at the following email address: **eportal@ccep.com**