



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with CONA Services

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 CONA Services, please follow the steps below:

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Visit our [Supplier Training page](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

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 CONA Services

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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CONA SERVICES'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network. Some of these will be mandatory, others will 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 Purchase Orders from CONA Services' Bottlers will be sent through Ariba Network• Purchase Order Confirmations Apply against a whole Purchase Order or line items• Ship Notices Apply against Purchase Order when items are shipped• Invoices PO Based Invoices - Apply against a whole Purchase Order or line items<ul style="list-style-type: none">◦ Partial / Full InvoicesNon-PO Invoices<ul style="list-style-type: none">◦ Template driven invoices with buyer information• Header Level Credit Memos Price/quantity adjustments at the header level• Item Level Credit Invoices/Credit Memos Quantity adjustments only	<ul style="list-style-type: none">• Summary or Consolidated Invoices Apply against multiple Purchase Orders• BPO Invoices Invoices against a blanket purchase order• Service Invoices Invoices that require service line item details• 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 If CONA Services' Bottlers are sending Purchase Orders through the Ariba Network, then paper invoices will no longer be accepted for those POs.• Service Sheets Apply against a Purchase Order 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 to successfully transact with CONA Services' Bottlers.

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 contains the specifics of transacting with CONA Services 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 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 level and line-item level.
- Suppliers should contact buyers for purchase order discrepancies in Quantity or Price, that differs to that of the ordered PO.

SHIP NOTICE Specifics

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

- You are required to provide an actual or estimated shipping date on ship notices.

INVOICE Specifics

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

- **Invoice Number** should not exceed 16 digits and should not contain special characters
- **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 are not permitted to cancel invoices that you send to the buyer.
- You are permitted to back date invoices by 730 days.
- You are permitted to create a credit memo for the submitted invoices at the header level.
- You are permitted to create quantity adjustment credit memos 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 CONA Services project team at the following email address: CONASupplierEnablement@conaservices.com.



ON BEHALF OF CONA SERVICES' BOTTLER COMMUNITY,
THANK YOU FOR YOUR COMMITMENT TO EXCELLENCE



www.sap.com/contactsap

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