



# Ariba<sup>®</sup> Network Supplier Guide Add-On

Your companion guide for transacting with Charles Schwab

## Welcome!

Welcome to Ariba<sup>®</sup> 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<sup>®</sup> Network account with Charles Schwab, please follow the steps below:

1

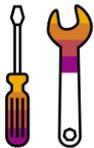


### Visit our [Supplier Training page](#)

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

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### Review the specifics of transacting with Charles Schwab

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<sup>®</sup> Network!

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## CHARLES SCHWAB'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"> <li>• <b>Purchase Orders</b> POs from Charles Schwab will be sent through Ariba Network</li> <li>• <b>BPO Invoices</b> Invoices against a blanket purchase order</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>Non-PO Invoices</b> Against a PO not received through AN</li> <li>• <b>Contract Invoices</b> Against contracts</li> </ul> </li> <li>• <b>Item Level Credit Invoices/Credit Memos</b> Price adjustments and quantity adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Summary or Consolidated Invoices</b> Apply against multiple POs</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>Service Invoices</b> Invoices that require service line item details</li> <li>• <b>Paper Invoices</b> Charles Schwab 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> <li>• <b>Header Level Credit Memos</b> Price adjustments/ quantity adjustments at the header level</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 Charles Schwab.

**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
  - You are required to provide a Remittance ID for all Remittance Addresses when transacting with Charles Schwab
- Set up a test account

## TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with Charles Schwab 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 Specifics

None

## 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 can send order confirmations at the header level and line item level.
- You cannot update the line items via price change in order confirmations.

## SHIP NOTICE Specifics

Ship Notices are supported, but are not mandatory.

## INVOICE Specifics

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

- **Tax data** is accepted at the header level of the invoice.
- **Shipping data** is accepted at the header level.
- You are required to provide a remittance ID for all remittance addresses when transacting with Charles Schwab.
- You are not permitted to submit header level credit memos, only line level credit memos.
- You may create credit memos at the line item level for price adjustments.

## 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 Charles Schwab project team at the following email address: [supplierenablement@schwab.com](mailto:supplierenablement@schwab.com).

If you need assistance regarding and invoice or payment, please contact [invoicesforprocessing@schwab.com](mailto:invoicesforprocessing@schwab.com).

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

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