



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with CommScope

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 CommScope, 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/

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Review the specifics of transacting with CommScope

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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COMMSCOPE'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 CommScope will be sent through Ariba Network• Purchase Order Confirmations (optional) Apply against a whole PO or line items• Ship Notices (optional) Apply against PO when items are shipped• Invoices Apply against a whole PO or line items<ul style="list-style-type: none">○ Partial Invoices• 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* CommScope will no longer accept paper invoices and requires invoices to be submitted electronically * unless required by local regulation• Header Level Credit Memos Price/quantity adjustments at the header level

ACCOUNT SET UP

This section covers what needs to be set up in the Ariba Network account as minimum requirements to successfully transact with CommScope.

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 CommScope 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 can send order confirmations for material orders.
- You can send order confirmations at the header or line-item level.
- You are required to provide an estimated shipping date on order confirmations.

- If any price changes are needed, supplier must contact requester to ensure agreement with CommScope on price change.
- You are required to create an order confirmation before creating a ship notice.

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.

- You may reuse the invoice number of failed invoices.
- You cannot cancel invoices you send to CommScope.
- You are not allowed to backdate invoices.
- Tax data is accepted at the line-item level of the invoice.
- Header level credit memos are not accepted, only line-item level credit memos may be submitted.
- You can create quantity and price adjustment credit memos at the line-item level.
- You must 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 CommScope project team at the following email address: SupplierEnablement@commscope.com.

www.sap.com/contactsap

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