

Ariba® Network

Indirect Supplier Guide Add-On

Your companion guide for transacting with Honeywell



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 Honeywell, please follow the steps below:

1

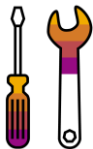


Visit our [Supplier Training page](#)

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 Honeywell

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!

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SCOPE OF HONEYWELL'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<p>Indirect Purchase Orders (PO) Orders from your customer sent through Ariba Network. This includes, but is not limited to materials, catalogs, blanket PO, services and CAPEX.</p> <p>Purchase Order Confirmations (OC) Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p>Invoices Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none">• Partial Invoices for invoicing only a part of the PO• Consolidated Invoices (B2B suppliers only) for invoicing multiple POs on one invoice• E-invoicing may not be available in all countries where Honeywell has operations. Please reference the following document for more information: Honeywell Invoicing Types by Country <p>Credit Invoices/Credit Memos Item level credits; price/quantity adjustments</p> <p>Goods Receipt Notices Informational documents advising the correct receipt of goods by your customer.</p>	<p>Ship Notices (ASN) Advice to your customer on what has been shipped and delivery date.</p> <p>Service Sheets (SES) Pre invoice validation/approval of services and service delivery times.</p> <p>Other Invoices Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none">• Non-PO Invoices (or PO not received through AN)• Contract Invoices• Purchasing Card Invoices (P-Cards)• Summary or Consolidated Invoices (Portal suppliers) <p>Header Level Credit Memos</p> <p>Remittance Advices Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p>

SETTING UP YOUR ACCOUNT

This section covers what the minimum set up requirements are in your Ariba Network account to transact successfully.

Please make sure you complete the following chapters of the *Account Administration* section on the Supplier Training Page.

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing method and Notifications
- Configure Electronic Invoice Notifications, including Tax Details
- Configure your Remittance Information and payment methods
 - You are required to provide a Remit-to Address on all invoices.
 - You are required to provide a Remittance ID for all Remittance Addresses when transacting with Honeywell.
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

After completing the above steps, you can check the below to ensure your Ariba Network account has been setup successfully:

Enablement Tasks should be marked as 'Completed'

From your dashboard, click the Enablement Tab

Review Tasks for Honeywell and ensure they are completed

Honeywell should be listed as a Current Customer Relationship

Click on your initials at the top right-hand corner of the page

Click Settings > Customer Relationships

Ensure Honeywell is listed under the 'Current' tab

TRANSACTIONING ON Ariba NETWORK

This section mentions the specifics of transacting with Honeywell on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specific customizations for PO CONFIRMATIONS

- PO Confirmations are supported and expected to be completed within 5 business days of PO reception, suppliers will be measured for adherence to this behavior.
- You are permitted to send order confirmations at either the header or line-item level.
- You are not allowed to reject the purchase order at the header or line-item level; any discrepancies around price or quantity must be escalated to the buyer via e-mail/case management

• Specific customizations for INVOICES

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Invoicing through Ariba Network is required. Honeywell will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network.
 - E-invoicing may not be available in all countries where Honeywell has operations. Please reference the following document for more information: [Honeywell Invoicing Types by Country](#)
- 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.
- You are required to provide a Remit-To Address on all invoices.
- A Remittance ID is required for all Remittance Addresses when transacting with Honeywell.
- You are permitted to backdate invoices by up to 2 days. Future dating is not allowed.
- You are required to provide your Tax ID on all invoices and taxes can be entered at either the header or line-item level.
- You are permitted to create quantity and price adjustment credit memos at the line-item level only. Header level credit memos are not accepted.
- An invoice previously submitted cannot be cancelled in Ariba Network, if a revised version of the invoice is needed please reach out to the buyer.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once the request is submitted, a member of customer support will contact you via your preferred method, phone or live chat.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)

For assistance regarding business processes, please contact Honeywell project team at the following email address: SCCPortalHelp@Honeywell.com.

www.sap.com/contactsap

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