

# SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with The Coca-Cola Company



## Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 6.7 million companies. Leading businesses like yours have leveraged their SAP Business 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 SAP Business Network account with The Coca-Cola Company, please follow the steps below:

1

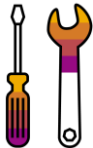


### Visit our [Supplier Training page](#)

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 The Coca-Cola Company

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 SAP Business Network!

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## SCOPE OF THE COCA-COLA COMPANY'S PROJECT

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

| Supported Documents<br>On this SAP Business Network relationship   | Not Supported Documents<br>On this SAP Business Network relationship  |
|--|---|
| <p><b>Goods/Materials Purchase Orders (PO)</b><br/>Orders from your customer sent through SAP Business Network</p> <p><b>Invoices</b><br/>Your company's tax invoice for goods/services delivered.</p> <ul style="list-style-type: none"> <li>• <b>Partial Invoices</b> for invoicing only a part of the PO</li> </ul> <p><b>Credit Invoices/Credit Memos</b><br/>Item level credits; price/quantity adjustments</p> <p><b>Goods Receipt Notices</b><br/>Informational documents advising the correct receipt of goods by your customer.</p> | <p><b>Purchase Orders (PO)</b></p> <ul style="list-style-type: none"> <li>• <b>Services</b> <ul style="list-style-type: none"> <li>○ <b>Planned</b> – defined service quantity/price</li> <li>○ <b>Unplanned</b> – undefined service quantity/price</li> </ul> </li> <li>• <b>Blanket Purchase Order (BPO)</b></li> </ul> <p><b>Purchase Order Confirmations (OC)</b></p> <p><b>Ship Notices (ASN)</b></p> <p><b>Service Sheets (SES)</b></p> <p><b>Other Invoices</b></p> <ul style="list-style-type: none"> <li>• <b>Non-PO Invoices</b> (or PO not received through AN)</li> <li>• <b>Blanket Purchase Order (BPO) invoices</b></li> <li>• <b>Service invoices</b></li> <li>• <b>Contract Invoices</b></li> <li>• <b>P-Card Invoices</b></li> <li>• <b>Summary or Consolidated Invoices</b></li> </ul> <p><b>Header Level Credit Memos</b></p> <p><b>Remittance Advices</b><br/>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 SAP Business Network account to transact successfully.

**Please make sure you complete at least 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
- Set up a test account (**only** if you are publishing an electronic catalog or starting an integration project)

## TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with The Coca-Cola Company on SAP Business 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 INVOICES

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

- Invoicing through SAP Business Network is required. The Coca-Cola Company will no longer accept paper/PDF invoices and requires invoices to be submitted electronically through SAP Business Network, unless formally indicated otherwise based on country restrictions.
- 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 may preferably enter taxes at the line-item level, however taxes at the header level are also supported.
- Invoice attachments are supported but not mandatory.
- Invoices cannot be future dated or back dated.
- You may submit credit memos at the line-item level only for price and/or quantity adjustments; header level credit memos are not accepted.
- You are required to provide a reason for every credit memo.

## 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 submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- 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 The Coca-Cola Company project team at the following email address: [aribasupplierenablementcocacola@coca-cola.com](mailto:aribasupplierenablementcocacola@coca-cola.com).

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

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