



## 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 DXC Technology (**Global Account: ANID AN01454454130 / DXC Technology Services LLC**), please follow the steps below:

1

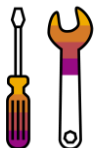


### Visit our [Supplier Training page](#)

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 DXC Technology

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 in using the Ariba® Network!

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## SCOPE OF DXC TECHNOLOGY'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><b>Purchase Orders (PO)</b> Orders from your customer sent through Ariba Network</p> <ul style="list-style-type: none"><li>• <b>Goods</b></li><li>• <b>Services</b></li></ul> <p><b>Purchase Order Confirmations (OC)</b> Confirmation of your company's ability to provide the goods/services on the PO. Applies against a whole PO or line items.</p> <p><b>Ship Notices (ASN)</b> Advice to your customer on what has been shipped and delivery date.</p> <p><b>Invoices</b> Apply against a whole PO or line items .</p> <ul style="list-style-type: none"><li>• <b>Partial Invoices</b></li><li>• <b>Non-PO Invoices</b> (Apply against a contractual commitment without a PO or a PO not received on the AN)</li></ul> <p><b>Credit Invoices/Credit Memos</b> Line Item level credits; price/quantity adjustments</p> <p><b>Schedule Payments</b> Displays payment information for specific invoices</p>	<p><b>Service Purchase Orders</b></p> <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> <p><b>Blanket Purchase Order (BPO)</b></p> <p><b>Service Sheets (SES)</b> Pre invoice validation/approval of services and service delivery times</p> <p><b>Invoices</b></p> <ul style="list-style-type: none"><li>• <b>Service Invoices</b></li><li>• <b>Blanket Purchase Order (BPO) invoices</b></li><li>• <b>Purchasing Card Invoices (P-Cards)</b> An invoice for an order placed using a purchasing card</li><li>• <b>Summary or Consolidated Invoices</b> (Apply against multiple POs)</li><li>• <b>Contract Invoices</b></li></ul> <p><b>Header Level Credit Memos</b> This feature is not supported by your customer</p> <p><b>Remittance Advices</b> Informational documents advising which Invoices have been paid and the amounts, so it can be used for reconciliation purposes.</p> <p><b>Goods Receipt Notices</b> Informational documents advising the correct receipt of goods by your customer.</p>

### Transaction Validation Rules

- Please note, DXC has configured custom validation rules on the Ariba Network which apply specifically to POs, Order Confirmations, Ship Notices, PO based Invoices. **Review these settings from your supplier account on the Ariba Network.**

## SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in your Ariba Network account as minimum requirements in order to successfully transact.

**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)
- Suppliers with Enterprise Accounts are subject to Fees from Ariba. Details on Fees can be found [here](#).

For those suppliers who have already received DXC POs from Ariba but have not yet established a relationship on the AN with DXC Technology, there is a **Quick Trading Relationship Request Process (Quick TRR)**. This will enable you to register with DXC on the Ariba Network & view and invoice prior Ariba POs. For Details on **How to Establish an Ariba Trading Relationship with DXC**, access the [DXC Supplier Information Portal](#).

## TRANSACTIONING ON ARIBA NETWORK

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

In order to locate your transaction rules specific to transacting with DXC, click [HERE](#). These instructions will direct you to that section of your account

## Specific customizations for PURCHASE ORDERS

- POs are mandatory
- All POs will be electronically routed to you're AN account from DXC. These POs will have a number sequence starting with the letter "**L**," "**X**," "**G**" or "**C**" (for example: **L100000001**, **X100000001**, **G100000001** or **C100000001**).
- If a purchase order has a status of **FAILED** in your account, please be sure to address the failure reason (invalid email address in Electronic Order Routing section or an OOTO reply) and resend the PO before invoicing. You can always resend a PO which was not sent to your email address by clicking the Resend button. You can find more information [HERE](#) on how to address a failed PO and how to resend the order.
- DXC POs may include multiple ship to addresses on the same order.
- Cross Border POs are allowed on an exception basis
- Unless specifically specified on the PO, all POs will be Taxable
- There will not be any POs with a mixture of Taxable & Non-Taxable Items on the same order.
- Payment Terms will be sent on all POs.

## Specific customizations for PO CONFIRMATIONS

- PO Confirmations are supported for material POs and are requested by DXC to improve customer experience, but not mandatory.
- You may send an order confirmation at either the header or line-item level.
- You are required to provide an estimated shipping date on order confirmations.
- You may only **FULLY** reject the PO at the header level.
  - Suppliers must provide a reason when they reject an order.

## Specific customizations for SHIP NOTICES

- Ship Notices are supported and are requested by DXC to improve customer experience, but not mandatory.
- You are required to provide an actual or estimated shipping date on ship notices.

## 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. DXC Technology will no longer accept paper invoices and requires invoices to be submitted electronically through the Ariba Network, unless statutory law states

otherwise. Where statutory law for a specific country requires an alternative invoice submission method, the DXC PO will specify the instructions suppliers must follow for invoice submission.

- 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
- Shipping & special handling charges are supported at the header/summary level or line level only. Do not add as an additional line item
- You can back date invoices up to 5 days.
- An invoice previously submitted cannot be cancelled.
- To create a partial invoice, click [HERE](#) for more information.
- You may create a credit memo at the line-item level for price and quantity adjustments. Each credit memo must reference a previous invoice #. Header level credit memos cannot be created.
- You are required to provide a reason for every credit memo.

## Tax Requirements for Europe

- Taxes are **required** to be sent at the Line-Level only. **NOTE: that it is a legal requirement to have VAT Tax at line level only.**
- A summary tax amount is required on all invoices even if that amount is zero (0.00).
- If VAT is 0% a supplier must specify if the VAT is exempt or zero rated & a reason must be provided
- VAT amount must be sent in local currency (only)
- VAT Tax ID #s for Buyer (DXC) & supplier are required by DXC on all invoices.
- **Supplier Commercial Identifier Number-** (Countries and regions that require commercial registration) suppliers are required to provide their **Business Registration #** that is registered with the local chamber of commerce. This field is used on invoices.
- **Supplier Company Capital Field-** (Countries and regions that require commercial registration) supplier are required to provide the amount of the supplier's company capital or share capital. Enter the amount of your company capital in your company's default currency. Otherwise, enter the 3-digit code of the corresponding currency next to the amount. This field is used on invoices.
- **Commercial Credentials-** Countries and regions that require commercial registration) suppliers are required to provide the legal status and amount of share capital of the supplier, for example, SARL au capital de 1.500 Euros. This field is used on invoices.

## PURCHASE ORDER & PAYMENT STATUS SUPPORT

- **Purchase Order (PO) Queries.** Contact the **DXC Requester**, per the **DXC Email ID** listed under the **Ship All Items to Section of the DXC Purchase Order**.
- **Payment (Invoice) Status Queries:** Please register an account on the Ariba Network and this will give you access to the status of your invoice. For those suppliers that have not yet registered on the Ariba Network, submit your query to [DXC ACCOUNTS PAYABLE](#).

## ARIBA HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, live support by phone or chat is also available, or you can raise a Service Request if you need Customer Support to contact you.
- 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](#). If you cannot find the answer to your question, contact Ariba directly via [DXC Enablement Portal](#) for issues including: **Account Setup**, **Technical Issues**, and **Supplier Fees**

For assistance regarding business processes, Ariba Account Registration, Integration, & Catalog Setup please contact DXC Technology project team at the following email address: [DXC-supplierenablement@dxc.com](mailto:DXC-supplierenablement@dxc.com)

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

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