



Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 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 DXC Technology (**Global Account: ANID AN01454454130 / DXC Technology Services LLC**), 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:

[SAP Business 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 using SAP Business® Network!

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

TRANSACTION VALIDATION RULES

Please note, DXC has configured custom validation rules on the SAP Business 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 SAP Business 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 and view and invoice prior Ariba POs. For details on **How to Establish an Ariba Trading Relationship with DXC**, access the [DXC Supplier Information Portal](#)

TRANSACTING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with DXC Technology 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](#).

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 specified otherwise 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 PO CONFIRMATIONS

- PO Confirmations are supported for material POs and are requested by DXC to improve customer experience, but are not mandatory.
- You may send an order confirmation at either the header or the 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 are required to 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

Note: 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

- Invoicing through Ariba Network is required for all countries in the APAC region except China, Japan, and Thailand.
- 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 the Ariba Network.
- Invoice numbers of invoices in the Canceled, Rejected and Failed state cannot to be reused.
- Taxes are preferred to be sent at the Line-Level. DXC can accept taxes at the Header Level; however taxes at both the Header and Line-Level on the same invoice will fail. It must be one level or the other.
- You can back date invoices for up to 5 days.
- All countries in the APAC region are allowed to send invoice attachments.
- Except for Hong Kong all countries in the APAC region are required to choose from the list of valid tax values.
- Only suppliers in Japan are allowed to create a tax rate and type for invoices and credit memos.
- Listed below are the countries that are required to provide their tax ID on invoices.

Country	Mandatory to provide their tax ID on invoices.
Australia	YES
New Zealand	YES
India	YES
Taiwan	NO
Vietnam	YES
China	YES
Hong Kong	NO
Indonesia	YES
Japan	NO
Malaysia	YES
Singapore	NO
Thailand	NO

- Except Hong Kong suppliers in all other countries in the APAC region are allowed to add shipping and special handling costs and tax details as separate invoice lines.
- Except Hong Kong and Japan suppliers in all other countries of the APAC region are required to enter taxes at the header-level or the line-item level.
- Suppliers in all countries of the APAC region are required to enter/confirm a Sold To and From address on invoices.
- Suppliers in all countries of the APAC region are required to enter/confirm Ship From and Ship To addresses on invoices.
- Suppliers in all countries of the APAC region except India, China and Japan are required to enter customer's VAT/Tax ID. Contact your customer if you do not have the information.
- Suppliers in all countries of the APAC region except Australia, India, Hongkong and Japan are required to enter supplier's VAT/Tax ID.

- Suppliers in all countries of the APAC region except India, Hongkong and Japan are required to enter a supply date when VAT is chosen as a tax category.
- Suppliers in all countries of the APAC region except Hongkong and Japan are required to enter tax amounts, subtotal and amount due in the local currency.
- An invoice previously submitted cannot be cancelled.
- To create a partial invoice, click [HERE](#) for more information.

CREDIT MEMOS

- All countries in the APAC region are allowed to send Line-item credit memos.
- 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.

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 ACCOUNT PAYABLE](#)

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 phone or live chat.
- Learn how to set up and operate your supplier account on our detailed [SAP BUSINESS NETWORK 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 the DXC Technology project team at the following email address: DXC-SUPPLIERENABLEMENT@DXC.COM

www.sap.com/contactsap

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