

Supplier Guide







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Section 1.
Ariba Network Overview

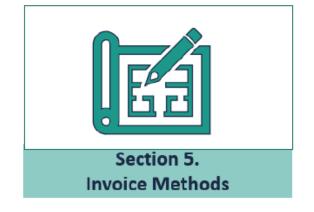


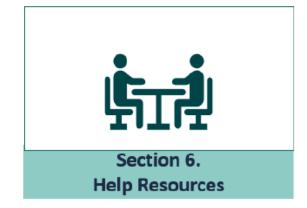
Section 2.
Account Set Up



Section 3.
Purchase Orders









Section 6: Ariba Network Help Resources



Customer Support



Supplier Information Portal



Additional Resources

Useful Links and Webinars

Troubleshoot Your Invoice



Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at <<enablement email>>
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Atmus Enablement Business Process Support

- Email Atmus Supplier HELP Desk at
- supplier.helpdesk@atmus.com
 - Business-Related Questions

Atmus Supplier Information Portal

Find your supplier information portal <u>HERE</u>

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

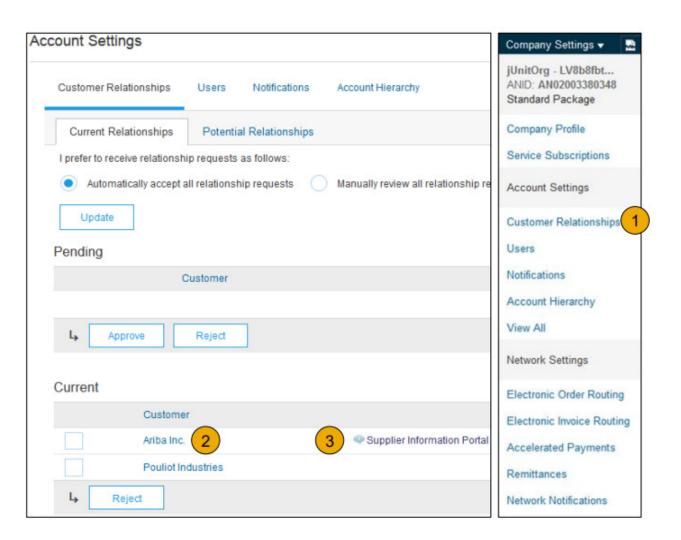
<u>Click here</u> to find your appropriate customer support phone number



Training & Resources

Cummins Supplier Information Portal

- Select the Company Settings Menu in the top right corner and then click the Customer Relationships link.
- Select the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
- Select Supplier Information Portal to view documents provided by your buyer.





Useful Links and Webinars Available

Links

- Ariba Supplier Pricing page
- Ariba Network Hot Issues and FAQs
- Ariba Cloud Statistics and Network Notification
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- SAP Ariba Discovery
- Ariba Network Overview
- Support Center
- Learning Center

Webinars

Supplier Success Sessions

- Created by Ariba Network Customer Support
- Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - · Using the help center

30 on Thursdays

- Information sessions on Supplier best practices
- Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription

Live Demonstrations

- Understand SAP Ariba's solutions
- Example Demos:
 - · PunchOut for e-Commerce managers
 - · Creating electronic catalogs
 - Integrating with your customers through cXML



Troubleshoot Your Invoice Issues

Which type of invoice to create?

What does this error message mean?

How do I cancel

an invoice that

I've sent?

resubmit an invoice that I've sent?

What should I do
if my invoice has
been rejected?

Can I resend a

failed or rejected
invoice with the
same invoice
number?

How do I tell
when my invoice
will be paid?





Thank you.



