

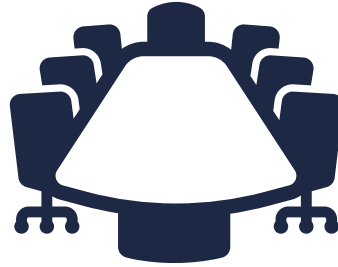


# Supplier Guide

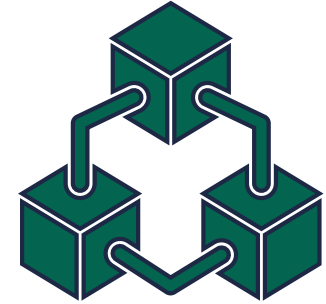
# HOME – Table of Contents



**Section 1.**  
**Ariba Network Overview**



**Section 2.**  
**Account Set Up**



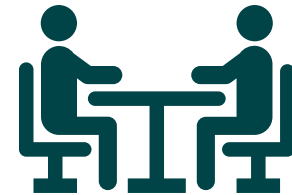
**Section 3.**  
**Purchase Orders**



**Section 4.**  
**Other Documents**



**Section 5.**  
**Invoice Methods**



**Section 6.**  
**Help Resources**

# Section 1: Ariba Network Overview



## What is Ariba Network



## Atmus Project Scope

- Atmus Message
- Supported documents
- Not supported documents



## Supplier Value



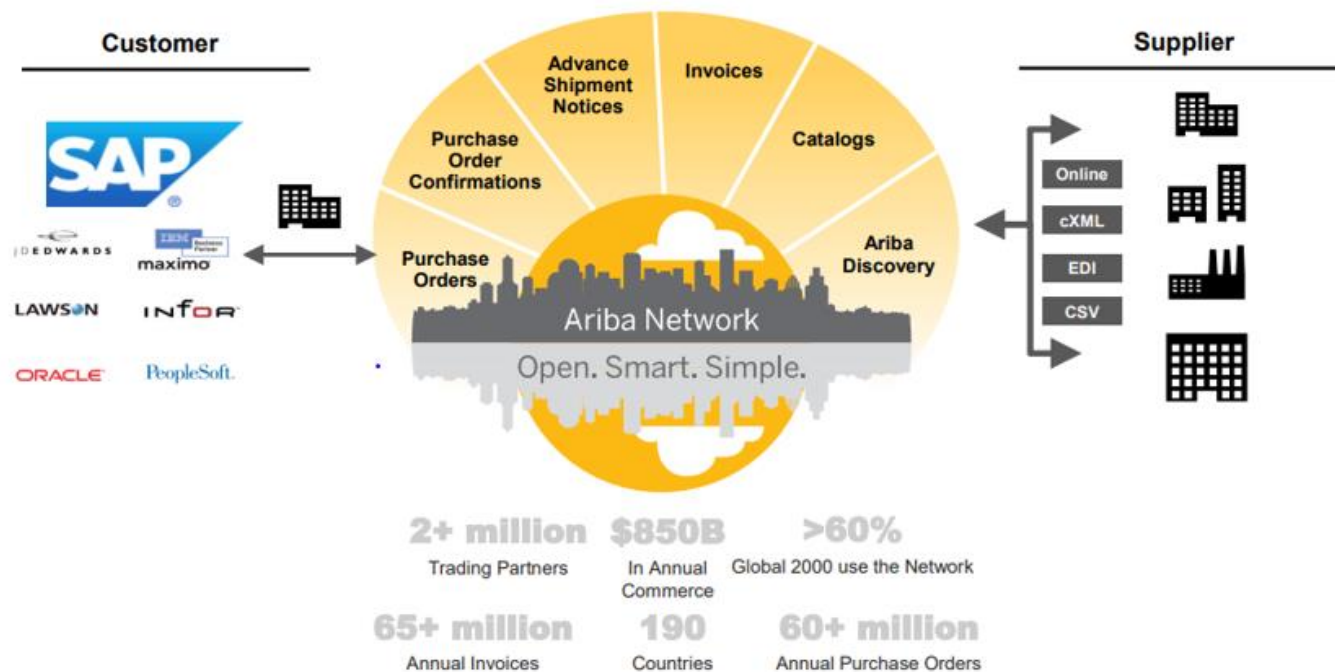
## Fee Schedule

- Subscription Offerings
- USD
- GBP
- EUR
- AUD

# What is Ariba Network?

Atmus has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited to join Ariba

Network and start transacting electronically with us.



# Atmus Message

Maintaining operational excellence in Atmus Purchasing demands we use a good, standard tool to streamline the transactions between Atmus and our suppliers. Atmus has therefore selected Ariba as our Indirect Purchasing software and Ariba Supplier Network as our electronic transaction solution. As a preferred supplier, you are invited to join our Ariba Supplier Network and begin electronic transactions with Atmus on items such as purchase orders and invoices. Ariba has various levels of membership to fit your particular needs when transacting with Atmus and other customers. For you, our supplier, there are numerous benefits to using this software, including potentially lowering your cost of doing business with Atmus, optimizing the process, improving the payment cycle through more accurate documentation and helping you avoid late payments due to missing information issues. The Ariba Supplier Network will help Atmus identify potential new providers for opportunities where we do not yet have a partner identified.

# Review Atmus specifications

## Supported Documents

### Atmus projects specifics:

- **Tax data** is accepted at the header/summary level or at the line item level of the invoice.
- **Shipping data** is accepted at the header/summary level or at the line item level

### Supported:

- **Purchase order confirmations** – Apply against a whole PO or line items
- **Advance shipments Notices** – Apply against PO when items are shipped
- **Detail Invoices** – Apply against a single purchase order referencing a line item
- **Partial Invoices** – Apply against specific line items from a single purchase order
- **Service Entry Sheets** – Apply against a single purchase order referencing a line item

# Review Atmus specifications

## NOT Supported Documents

### Not supported:

- **Summary or Consolidated Invoices:** Apply against multiple purchase orders; not accepted by Atmus
- **Invoicing for Purchasing Cards (P-Cards)** An invoice for an order placed using a purchasing card; not accepted by Atmus
- **Duplicate Invoices:** A new and unique invoice number must be provided for each invoice; Atmus will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Duplicate Invoices:** A new and unique invoice number must be provided for each invoice; Atmus will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices:** Atmus requires invoices to be submitted electronically through Ariba Network; Atmus will no longer accept paper invoices
- **Header Level Credit Memos:** Credit Memos applied against whole invoices; not accepted by Atmus
- **Non-PO Invoices:** Apply against a PO not received through Ariba Network
- **BPO Invoices:** Invoices against a blanket purchase order
- **Services Invoices:** Invoices that require service line item details
- **Contract Invoices:** Apply against contracts
- **Line Level Credit Invoices/Credit Memos:** Item level credits; price/quantity adjustments

# SAP Ariba Helps You...



60% average reduction in Operating costs

## Lower cost

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with resources used to generate/rework the invoices



30% growth in existing Accounts  
35% growth in new buseniess

## Increase your revenue

Become a searchable customers using the AN worldwide  
Establish new customer relationships via Ariba Discovery  
Publish your catalogs in front of thousand buyers



15% increase in customer retention

## Satisfy your customer

Support your customer's Strategic business plan  
Become a preferred Supplier  
Simplify the communication process

80% efficiency & transform business operations

## Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store Pos and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

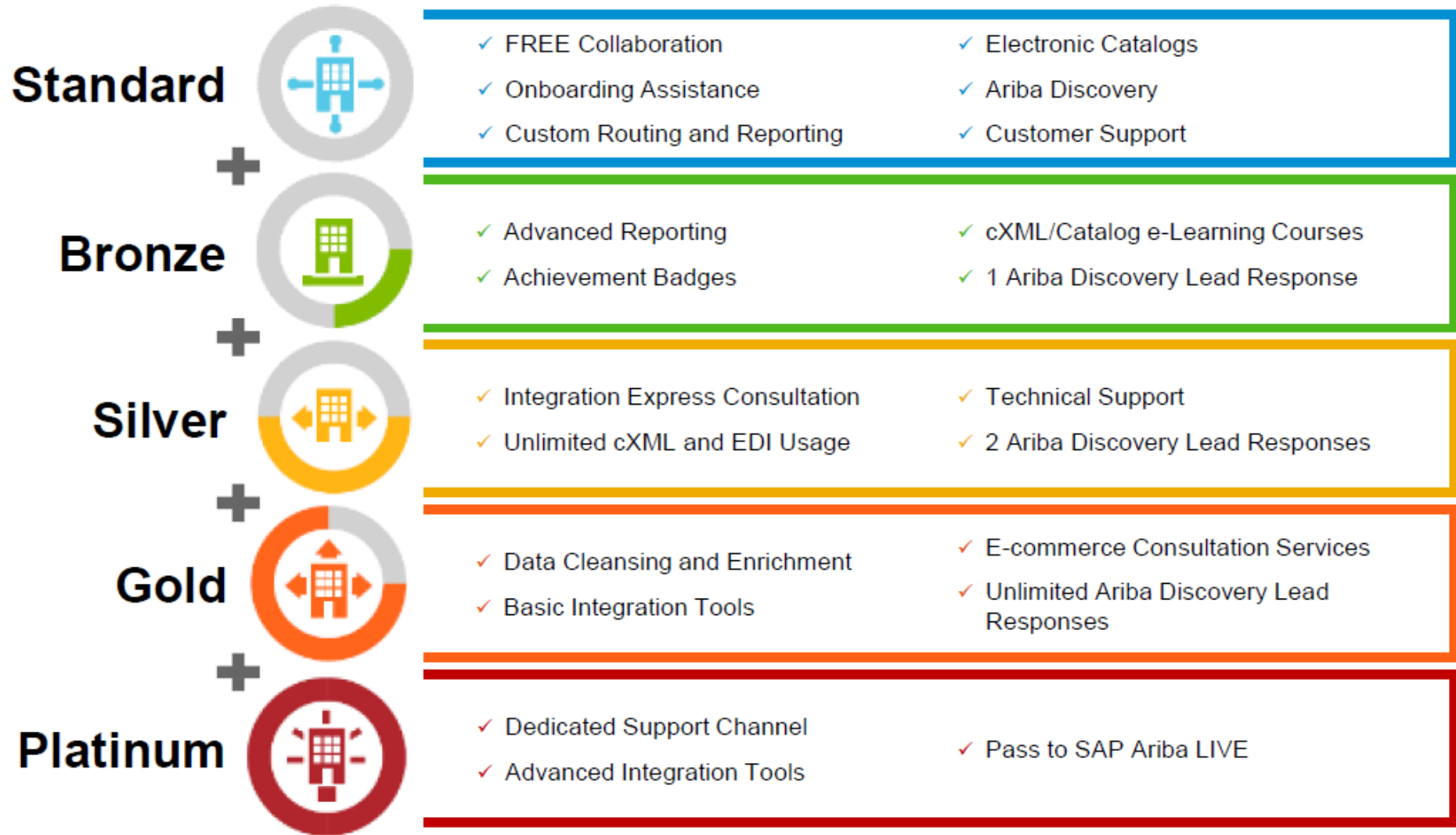
62% decrease in laye payments

## Receive faster payments

Help your invoice reach the correct contact in the approval Flow  
No need to confirm the orders via email/phone  
Feel confident all order information is complete and accurate  
Prevent errors through system checks



# Ariba Network Supplier Subscription Offerings



# Supplier Fees - USD

## Transaction Fees

Billed every quarter

**0.155% of transaction volume**  
Capped at \$20,000/year (per relationship)



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	\$50
25 to 99 documents	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**\$50,000 and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

# Supplier Fees - GBP

## Transaction Fees

Billed every quarter

**0.155% of transaction volume**  
Capped at £13,200/year (per relationship)



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	£35
25 to 99 documents	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

\*Chargeable suppliers transacting less than £155,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**£34,250 and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

# Supplier Fees - EUR

## Transaction Fees

Billed every quarter

**0.155% of transaction volume**  
Capped at €15,500/year (per relationship)



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	€45
25 to 99 documents	Silver	€670
100 to 499 documents	Gold	€2,000
500 and more documents	Platinum	€4,900

\*Chargeable suppliers transacting less than €185,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**€44,600 and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

# Supplier Fees - AUD

## Transaction Fees

Billed every quarter

**0.155% of transaction volume**  
Capped at A\$20,000/year (per relationship)



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	A\$50
25 to 99 documents	Silver	A\$750
100 to 499 documents	Gold	A\$2,250
500 and more documents	Platinum	A\$5,500

\*Chargeable suppliers transacting less than A\$235,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**A\$50,000 and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

# Thank you.

