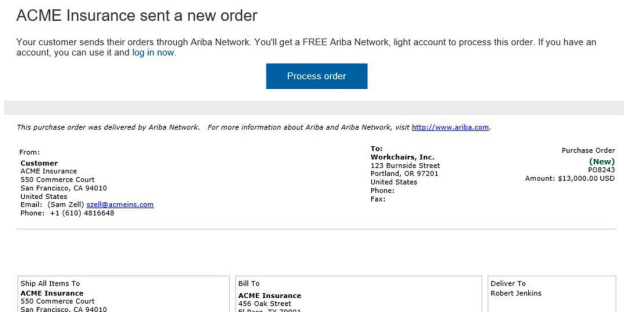
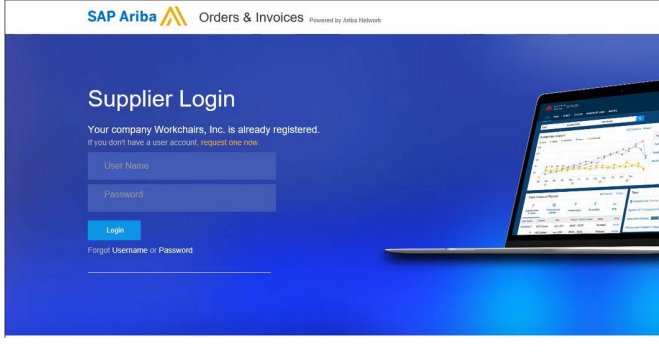
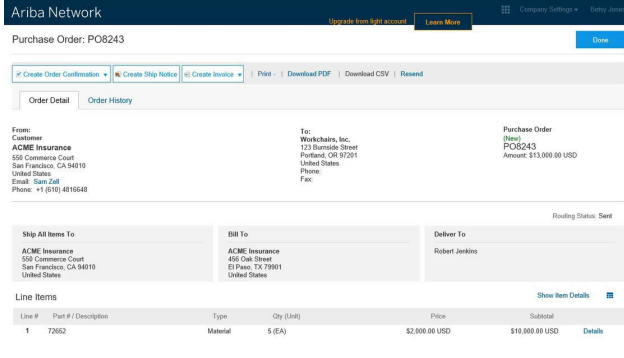
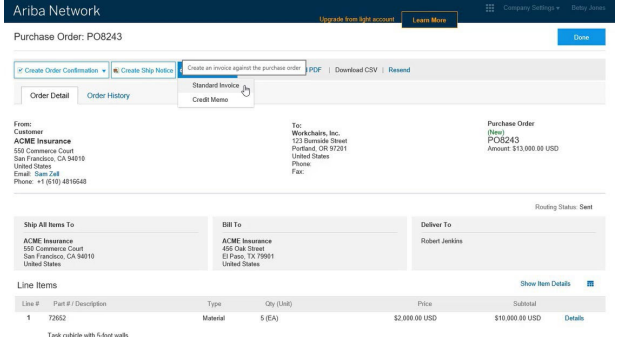


Supplier Guide to Ariba BPO's

Coca-Cola
EUROPACIFIC
PARTNERS

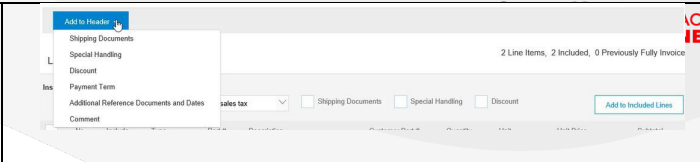
Supplier Guide to Ariba BPO's

Instruction	Screen Shot														
<p>Click on 'Process Order' in the Ariba purchase order email</p>	 <p>ACME Insurance sent a new order</p> <p>Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and log in now.</p> <p>Process order</p> <p>This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit https://www.ariba.com.</p> <p>From: Customer ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States Email: (Sam Zell) szell@acmins.com Phone: +1 (510) 4815648</p> <p>To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: Fax:</p> <p>Purchase Order (New) PO8243 Amount: \$13,000.00 USD</p> <p>Ship All Items To ACME Insurance 550 Commerce Court San Francisco, CA 94010</p> <p>Bill To ACME Insurance 456 Oak Street El Paso, TX 79901</p> <p>Deliver To Robert Jenkins</p>														
<p>If you haven't already registered with Ariba, this will take you to the site to create an account.</p> <p>If you have already registered, enter your 'User Name' and 'Password'.</p>	 <p>SAP Ariba Orders & Invoices Powered by Ariba Network</p> <h3>Supplier Login</h3> <p>Your company Workchairs, Inc. is already registered. If you don't have a user account, request one now.</p> <p>User Name Password</p> <p>Login</p> <p>Forgot Username or Password</p>														
<p>This will then take you straight to the purchase order or blanket purchase order.</p>	 <p>Ariba Network</p> <p>Purchase Order: PO8243</p> <p>From: Customer ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States Email: Sam Zell Phone: +1 (510) 4815648</p> <p>To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: Fax:</p> <p>Purchase Order (New) PO8243 Amount: \$13,000.00 USD</p> <p>Routing Status: Sent</p> <p>Ship All Items To ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States</p> <p>Bill To ACME Insurance 456 Oak Street United States</p> <p>Deliver To Robert Jenkins</p> <p>Line Items</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Type</th> <th>Qty (EA)</th> <th>Price</th> <th>Subtotal</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>72652</td> <td>Material</td> <td>5 (EA)</td> <td>\$2,000.00 USD</td> <td>\$10,000.00 USD</td> <td>Details</td> </tr> </tbody> </table>	Line #	Part # / Description	Type	Qty (EA)	Price	Subtotal	Details	1	72652	Material	5 (EA)	\$2,000.00 USD	\$10,000.00 USD	Details
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1	72652	Material	5 (EA)	\$2,000.00 USD	\$10,000.00 USD	Details									
<p>Click 'Create Invoice' and then 'Standard Invoice' from the dropdown</p>	 <p>Ariba Network</p> <p>Purchase Order: PO8243</p> <p>From: Customer ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States Email: Sam Zell Phone: +1 (510) 4815648</p> <p>To: Workchairs, Inc. 123 Burnside Street Portland, OR 97201 United States Phone: Fax:</p> <p>Purchase Order (New) PO8243 Amount: \$13,000.00 USD</p> <p>Routing Status: Sent</p> <p>Ship All Items To ACME Insurance 550 Commerce Court San Francisco, CA 94010 United States</p> <p>Bill To ACME Insurance 456 Oak Street El Paso, TX 79901 United States</p> <p>Deliver To Robert Jenkins</p> <p>Line Items</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Type</th> <th>Qty (EA)</th> <th>Price</th> <th>Subtotal</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>72652</td> <td>Material</td> <td>5 (EA)</td> <td>\$2,000.00 USD</td> <td>\$10,000.00 USD</td> <td>Details</td> </tr> </tbody> </table>	Line #	Part # / Description	Type	Qty (EA)	Price	Subtotal	Details	1	72652	Material	5 (EA)	\$2,000.00 USD	\$10,000.00 USD	Details
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1	72652	Material	5 (EA)	\$2,000.00 USD	\$10,000.00 USD	Details									

The Invoice will contain information from the purchase order or blanket purchase order, so input the “Invoice Number”, “Invoice Date” and then click ‘Next’.

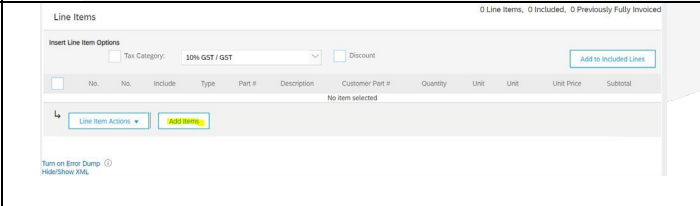
The screenshot shows a web browser window displaying the SAP Ariba Supplier Network interface. The page title is "SAP Ariba Supplier Network - 101p". The main heading is "Create Contract Invoice: Select Contract". Below the heading, there are instructions: "Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice." The form contains several fields: "Contract:" with a dropdown menu showing "BPO41138 [select]"; "Invoice #:" with a text input field containing "BPO41138-1"; "Invoice Date:" with a date picker showing "02/11/2020"; "Sold To Email:" with an empty text input field; "Payment Terms:" with a dropdown menu showing "Y030 [select]"; and "Ship From:" with a dropdown menu showing "UM". At the top right and bottom right of the form area, there are buttons labeled "Prev", "Next", and "Cancel".

Attach invoice, click 'Add to Header' and 'Additional reference documents'.

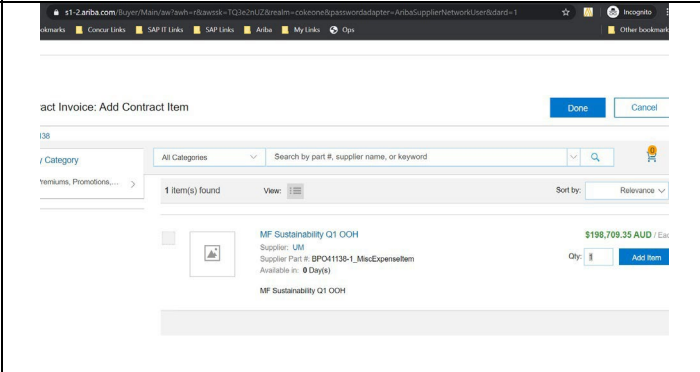


PACIFIC
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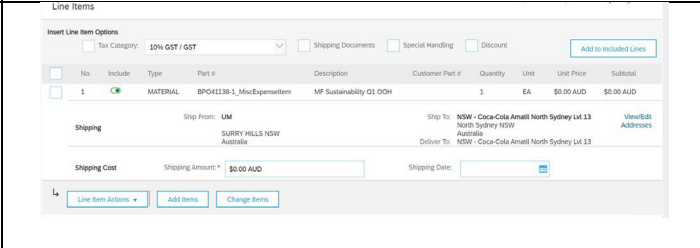
In the 'Line Items', click 'Add Items'.



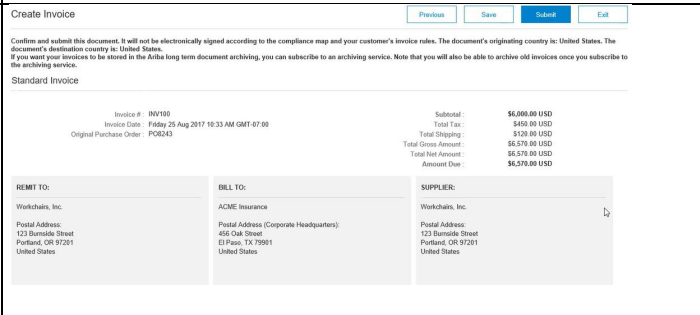
Choose line items and click 'Done' once finished adding items to the cart.



You will see that the item is now added to the invoice.

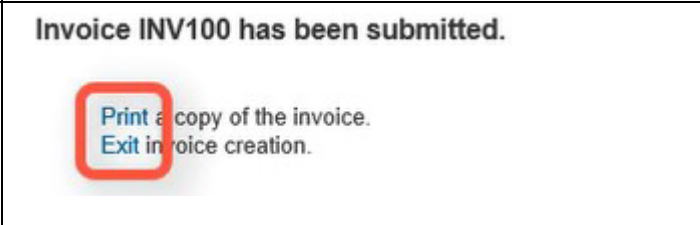


Click 'Next' to the invoice review page



Click 'Submit' after checking that all the information is correct

The screen will then show that the invoice has been submitted.



The invoice number will be displayed as a 'Related Document'

Purchase Order: PO8243

From: Customer
ACME Insurance
 550 Commerce Court
 San Francisco, CA 94110
 United States
 Email: Sam.Zell
 Phone: +1 (610) 4816648

To: Workchairs, Inc.
 123 Burnside Street
 Portland, OR 97201
 United States
 Phone:
 Fax:
 Email: jonathan.glickman@osp.com

Purchase Order (Partially Invoiced)
PO8243
 Amount: \$13,000.00 USD

Related Documents: **INV100**

You'll receive a confirmation email.

Reply Reply All Forward IM
 Fri 8/25/2017 10:40 AM
 ordersender-dev8@ariba.com

o Jones, Betsy

If there are problems with how this message is displayed, click here to view it in a web browser.

INV100.pdf 80 KB
 INV100.xml 7 KB

Dear Workchairs, Inc.,

You have successfully submitted Invoice INV100 for \$6,570.00 USD to **ACME Insurance** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
 Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
 To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?
 Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team

Possible issues

- If lost the email but can log in
 - Can click on order to resend email
- If lost the email and don't have log in details

Procurement needs to make changes to BPO so Ariba system resends another email to the supplier