Welcome!

Welcome to Ariba® Network! You are 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 PASSHE, please follow the steps below:

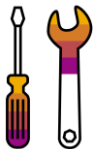**1**

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/

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Review the specifics of transacting with PASSHE

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 look forward to helping you transact on Ariba® Network!

THE BEST RUN

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PASSHE'S PROJECT SCOPE

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents For this Ariba Network relationship	Not Supported Documents For this Ariba Network relationship

• **Purchase Orders**
   POs from PASSHE will be sent through Ariba Network
 	
• **Purchase Order Confirmations**
   Apply against a whole PO or line items
 	
• **Ship Notices**
   Apply against PO when items are shipped
 	
• **Invoices**
   Apply against a whole PO or line items
   ○ **Partial Invoices**
   ○ **BPO Invoices**
      Invoices against a blanket purchase order
   ○ **Service Invoices**
      Invoices that require service line item details
   ○ **Contract Invoices**
      Against contracts
 	
• **Item Level Credit Invoices/Credit Memos**
   Price/quantity adjustments
 	
• **Header Level Credit Memos**
   Price/quantity adjustments at the header level
	• **Summary or Consolidated Invoices**
	   Apply against multiple POs
	
	• **Invoicing for Purchasing Cards (P-Cards)**
	   An invoice for an order placed using a purchasing card
	
	• **Duplicate Invoices**
	   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
	
	• **Paper Invoices**
	   PASSHE will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network
	
	• **Non-PO Invoices**
	   Against a PO not received through AN
	
	• **Service Sheets**
	   Apply against a PO referencing a service line item

ACCOUNT SET UP

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

Please make sure you complete at least the following chapters of the *Account Administration* section on the Supplier Training Page.
- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
  - You are required to provide a remit-to address on all invoices.
  - You are required to provide a remittance ID for all remittance addresses when transacting with PASSHE.
- Set up a test account

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with PASSHE on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the Supplier Training Page.

PURCHASE ORDER Specifics

This section mentions any specificities regarding Purchase Orders sent by PASSHE through Ariba Network.

PO CONFIRMATION Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding purchase order confirmations.

- You may send order confirmations for material and service orders.
- You can send order confirmations at the header level and line item level.
- You can update the line items via price change, but all price changes must be within 10% of the price listed on the PO.

SHIP NOTICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding ship notices.

- You are required to provide an actual or estimated shipping date on ship notices.

INVOICE Specifics

This section mentions any specific transaction rule that should be observed by Suppliers regarding invoices.

- ***Invoice Number*** should contain XX characters including…
- ***Tax data*** is accepted at the header level or at the line item level of the invoice.
- ***Shipping data*** is accepted at the header level or at the line item level.
- You are not able to cancel invoices that you send to PASSHE.
- You are required to provide a remit-to address on all invoices.
- You are required to choose from PASSHE's list of valid tax values.
- You are able to back date invoices by 3 days.
- You are required to provide a remittance ID for all remittance addresses when transacting with PASSHE.
- You are able to create a credit memo for the submitted invoices at the header level.
- You are able to create quantity adjustment and price adjustment credit memos at the line item level.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this Contact Form.

If you need assistance regarding business processes, please contact the PASSHE project team at the following email address: supplierhelp@PASSHE.edu .

www.sap.com/contactsap

SAP Ariba

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