ARIBA Standard Account Supplier Package Invoice Creation - Material Order

Schenker AG | Global Spend Governance | V1.1

Table of Contents

Introduction

In summer 2018 Schenker AG has started SAP ARIBA as a central application for managing procurement.

We would like to thank you for your understanding that you will not be able to edit purchase order´s for Schenker AG, creating invoices or to participiate on tender´s without having a SAP ARIBA account

In the following slides you will find important information for your easy and smooth registration processes.

We are extremely pleased to be working in a collaborative partnership.

DB Schenker is the world's leading global logistics provider − we support industry and trade in the global exchange of goods through land transport, worldwide air and ocean freight, contract logistics and supply chain management. Integrated logistics resides at the world's most important intersections, where the flow of goods creates an effective link between carriers. Our value-added services ensure the flow of goods continues seamlessly and supply chains stay lean and optimized for success. Our business holds top positions in automotive, technology, consumer goods, trade fair logistics, special transports, and special events logistics.
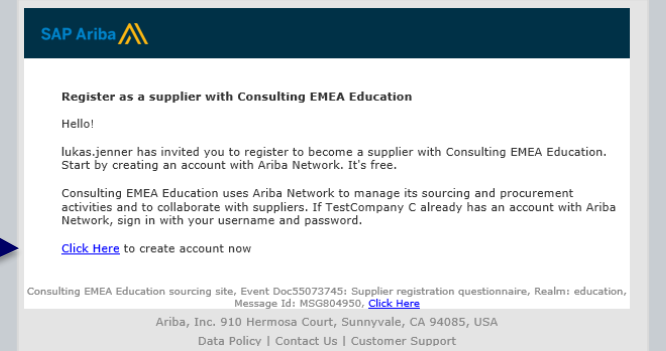
Locations around the world: about 2,000 | Employees worldwide : more than 75,800

Introduction

✓ The usage of the Ariba network is free for all **"Standard Account"** suppliers regardless of the turnover and the number of documents.

✓ As soon as you have been selected as a Schenker AG supplier, you will receive an **invitation by eMail** requesting you to register on our ARIBA network and to fill out our supplier questionnaire.

✓ As a "Standard Account" supplier you will receive an interactive eMail as soon as an order has been made and received for you in the ARIBA network.

✓ You will see all orders from the Schenker AG after setting up your ARIBA Standard Account. In order to edit/settle the orders you need to click on the button **"process order"** in the interactive eMail.

✓ This document contains information about how to create an ARIBA network account and how to edit orders. Moreover, how to create and transfer online invoices to the Schenker AG via the ARIBA network

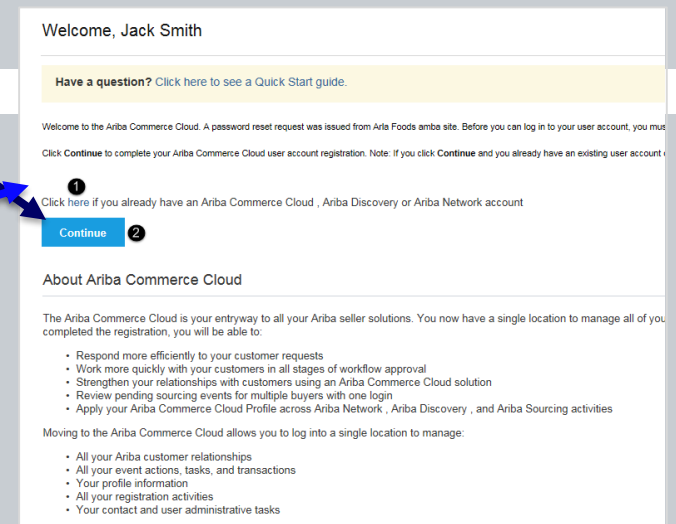# Invitation and Registration on the ARIBA network

No SAP ARIBA network account yet?

- If you **don't have an ARIBA network account**: Please click on the **link** in the eMail to get into the ARIBA network

- If you don't have an ARIBA network account please click on the button **„Continue"**

You already have a SAP ARIBA account?

- Please click **„Here"** if you already have an ARIBA network account

SAP Ariba

Register as a supplier with Consulting EMEA Education

Hello!

lukas.jenner has invited you to register to become a supplier with Consulting EMEA Education. Start by creating an account with Ariba Network. It's free.

Consulting EMEA Education uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TestCompany C already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Consulting EMEA Education sourcing site, Event Doc55073745: Supplier registration questionnaire, Realm: education,
Message Id: MSG804950, Click Here

Ariba, Inc. 910 Hermosa Court, Sunnyvale, CA 94085, USA
Data Policy | Contact Us | Customer Support

Welcome, Jack Smith

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Arla Foods amba site. Before you can log in to your user account, you mus

Click Continue to complete your Ariba Commerce Cloud user account registration. Note: If you click Continue and you already have an existing user account

➊
Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

Continue ➋

About Ariba Commerce Cloud

The Ariba Commerce Cloud is your entryway to all your Ariba seller solutions. You now have a single location to manage all of you completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Commerce Cloud solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Ariba Commerce Cloud Profile across Ariba Network , Ariba Discovery , and Ariba Sourcing activities

Moving to the Ariba Commerce Cloud allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks, and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Registering for a free account with general functions (Standard Account)

DB SCHENKER

1. Complete information
2. accept terms of use and
3. Register

Note: the registration process must be completed once the link is accessed otherwise it will become inactive and a new link will be needed to register.

1

| Name: * | Chris | Brown |

Ariba Privacy Statement

Email: * Ariba.test@thomsonreuters.com

☐ Use my email as my username

Username: * Ariba.test@thomsonreuters.com

Must be in email format(e.g john@newco.com) ⓘ

Password: * ●●●●●●●

Must contain a minimum 8 characters including letters and numbers. ⓘ

●●●●●●●

Secret Question: * In what city was your mother born?

The answer to your secret question must be atleast 5 characters.

●●●●●●

●●●●●●

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web b...

2 ☑ I have read and agree to the Terms of Use and the Ariba Privacy Statement

3 Submit   Cancel
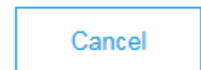
PROCURE *by DB Schenker*

Configure company profile

DB SCHENKER

4. Please fill all the fields with (*) marked mandatory fields in the tab **"General"**

Please click on the button „**create**" to enter the VAT and tax number under „additional company addresses".

PROCURE by DB Schenker
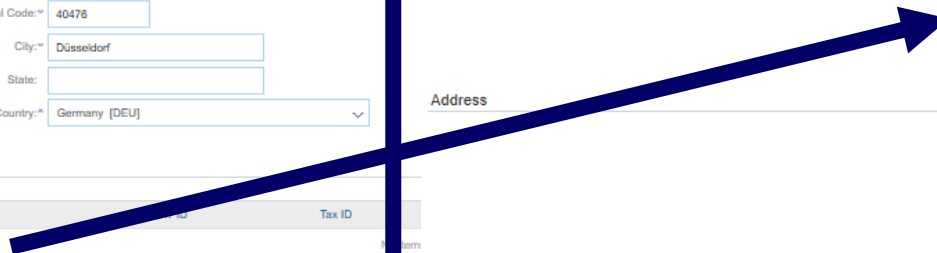
Configure company profile - Remittance Information

If supplier has more than one IBAN account, in order to add a new one or to update an existing one, please click on Company Settings/Remittances

Select one of your Remittance Addresses as a default if you have more than one. If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.
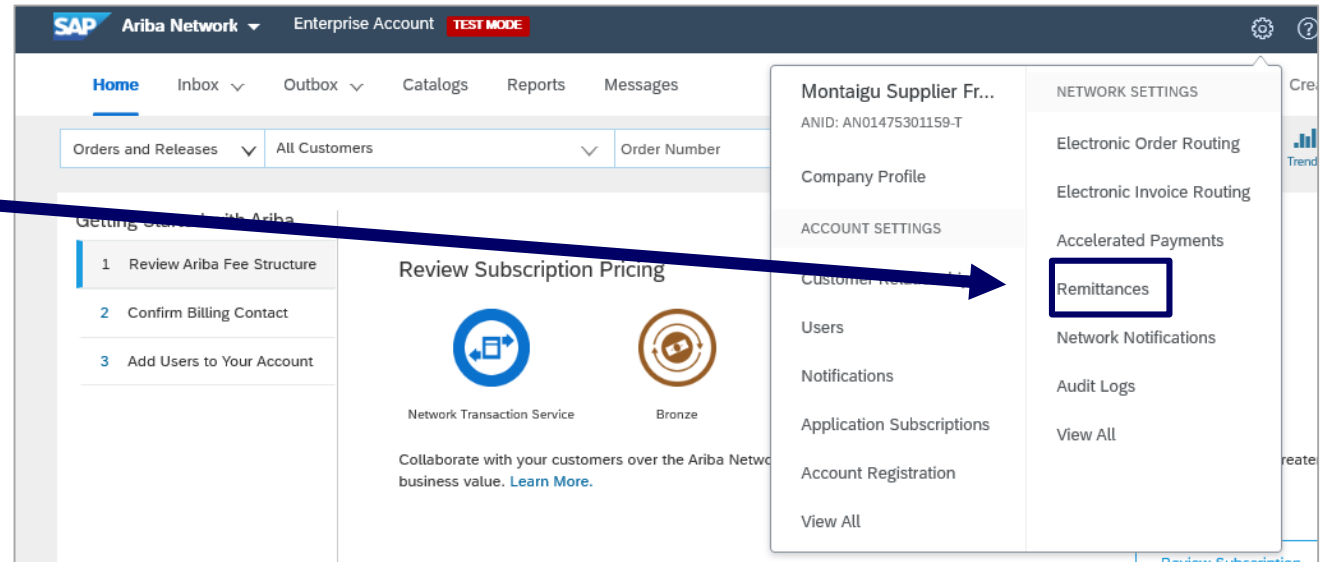
Configure company profile/searching for the Questionaire

DB SCHENKER

5. After the successful registration your starting page will open
6. Please click on **„Proposals"** that is marked on the right top
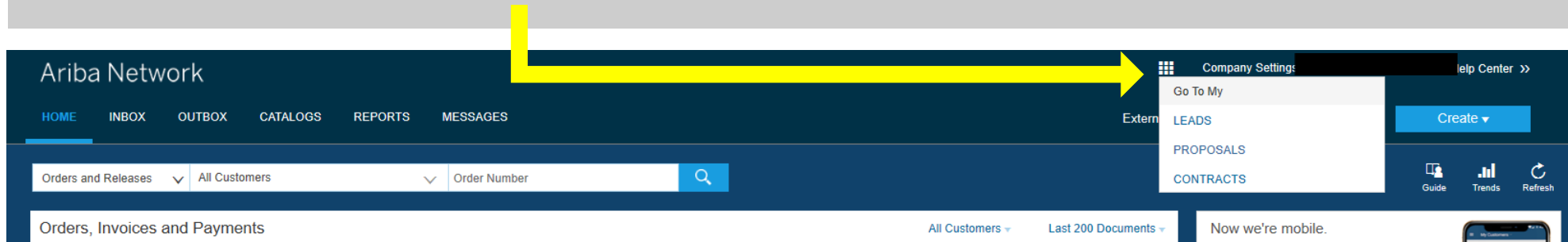
7. Please find the link for the questionnaire at the row **"Registering questionnaire".**

PROCURE by DB Schenker
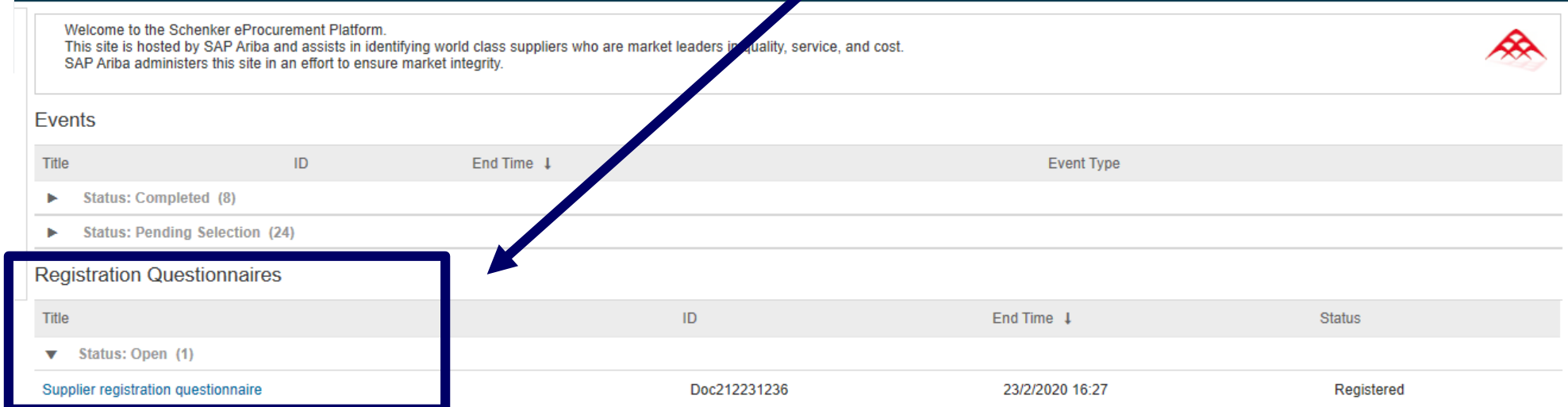
Schenker AG Questionaire

DB SCHENKER

8. Please complete the supplier questionnaire, which is very important for us and click on the button **„Submit"**.

Doc212231236 - Supplier registration

Console

questionnaire

Tim
11

Event Messages
Event Details
Response History
Response Team

You have submitted a response for this event. Thank you for participating.

Revise Response

▼ Event Contents

All Content

1 General company info...

2 Product/ Service-rel...

3 Strategic Direction

4 Innovative Processes...

5 Quality, Safety, Env...

6 Key Performance Indi...

All Content

Name ↑
▼ 1 **General company information**
1.1 Address
1.2 RFx contact person (backup)
1.3 Company Website
1.4 Supplier DUNS number
1.5 Parent Company Name (if applicable)
1.6 Legal Form/ Ownership

Compose Message

PROCURE by DB Schenker

Receiving and editing an order through an ARIBA network account with general functions (Standard account)

1. You will get an interactive eMail as soon as an order confirmation from DB Schenker is transferred through ARIBA. The order can be opened and edited through this eMail.
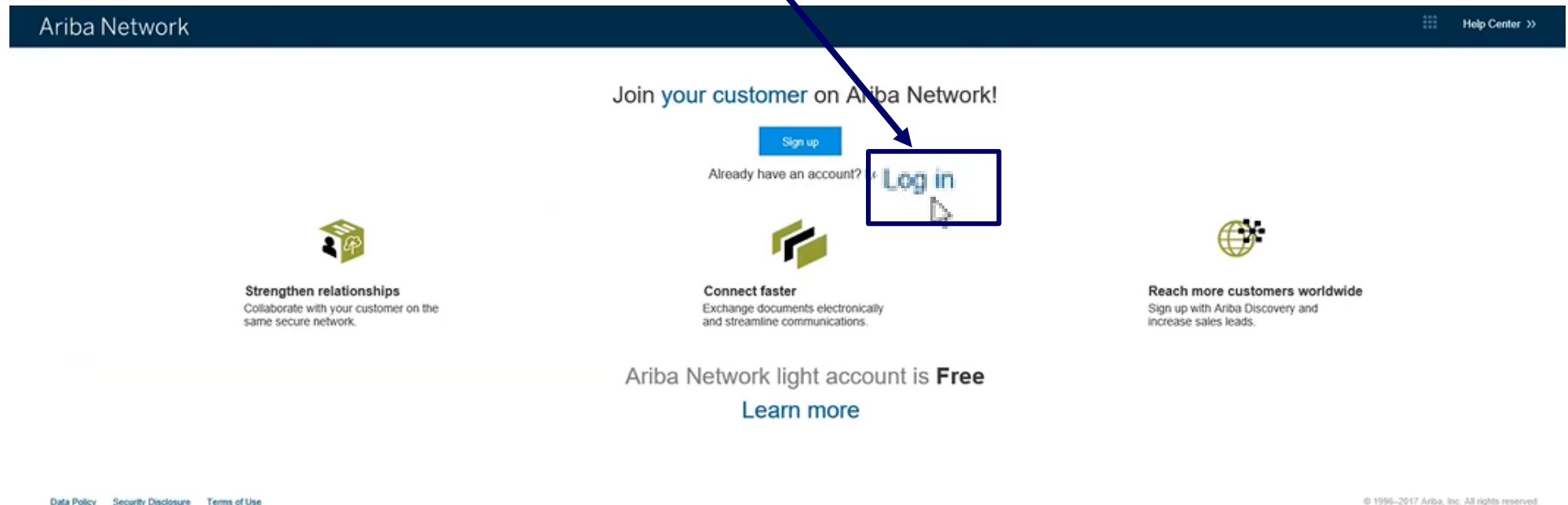
Attention: As a standard account supplier you can only open orders through the interactive eMail.

2. In the eMail please click on the button „**Process order**" to edit the order or rather to transfer an order confirmation/invoice .
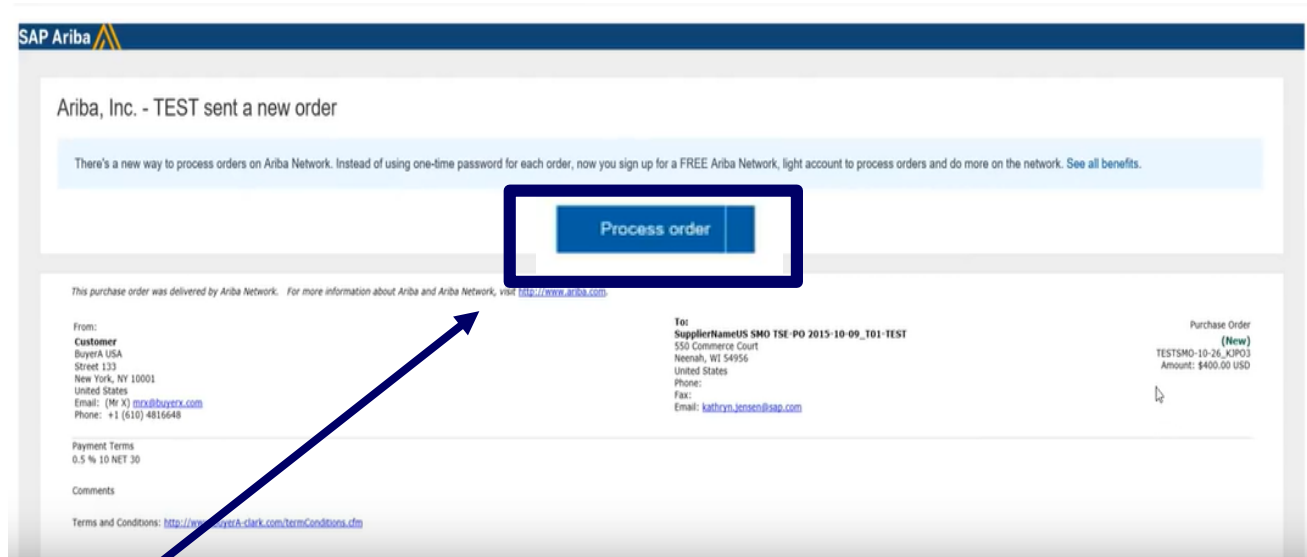
Logging in for an account with general functions

3. Please click on the button **„Log In"** and sign in with your known credentials.
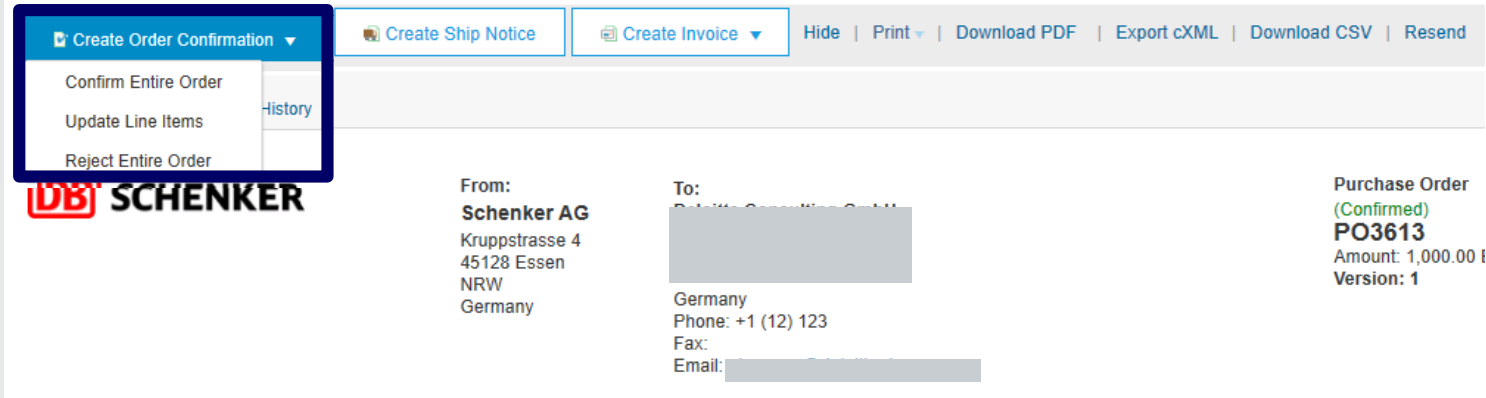
Editing order confirmation

4. To create an invoice first you need to confirm your entire order.

Check the order at all item levels. You can either **approve** or **reject the** order by clicking the button **„Create order confirmation".**

If you already approved an order in the system and the article is out of stock or out of range you still need to reject it here in the system.

Purchase Order: PO3613

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ | Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

...History

DB SCHENKER

From:
Schenker AG
Kruppstrasse 4
45128 Essen
NRW
Germany

To:

Germany
Phone: +1 (12) 123
Fax:
Email:

Purchase Order
(Confirmed)
PO3613
Amount: 1,000.00 E
Version: 1

Payment Terms ⓘ
3% 21 NET 30

Routi
Related D

Comments
Comment Type: Terms and Conditions
Body:Hiermit beauftragen wir Sie fuer die hier genannte Liefer-Leistung gem. unseren Allgemeinen Einkaufsbedingungen der Schenker AG.
Die Zahlungsfrist für diesen Auftrag betr●gt 30 Tage netto, soweit einzelve ... View more »

Other Information
Company Code: P62031_0100
Purchasing Unit Name: Schenker AG
Legal Terms and https://service.ariba.com/Supplier.aw/ad/eduPortalDoc?key=ODMzNTh8R2R3WlQ1YzhmZGGQ3NnkyNXh4M3g0Mjk*
Conditions of Purchase:

Editing order confirmation

5. Please enter a **confirmation number** (optional). This is a number that you use internally to identify the order confirmation.

6. The **estimated delivery date** can be entered for all or parts of the order.

7. Use the button **"Submit"** to transfer the order confirmation.

Confirming PO

Exit | Next

① Confirm Entire Order

② Review Order Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #: CoPO3613
Associated Purchase Order #:

Customer: DB Schenker - B-Test

⚠ DB Schenker - B-Test requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: * 11 Oct 2019

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available test	10 (EA)	30 Apr 2019	100.00 EUR	1,000.00 EUR

Current Order Status:

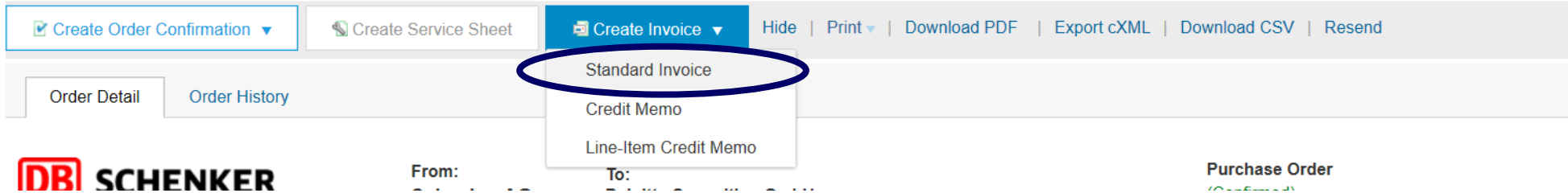10 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2019)

Exit | Next

PROCURE by DB Schenker

Invoice creation

8. Please click on „**Create Invoice**" and select „**Standard Invoice**".

Structure of invoice

Required actions:
Invoice header

No actions needed:
Shipping,
payment terms and
additional fields

PROCURE
by DB Schenker

Structure of invoice

DB SCHENKER

Supplier VAT

Supplier VAT/Tax ID:	DE 4711
Supplier Commercial Identifier:	DE 4711
Supplier Commercial Credentials:	

Customer VAT

Customer VAT/Tax ID: ▆▆▆▆▆▆

Add to Header ▼

Line Items

1 Line Items, 0 Included, 1 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT ⌄   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	◉	MATERIAL	Not Available	Test Invoice Layout		0	EA	50.00 EUR	0 EUR

Excluded line items cannot be modified.

Line Item Actions ▼   Delete

PROCURE *by DB Schenker*

Invoice header

DB SCHENKER

Attention: Please fill in all mandatory fields marked with a (*).

9. Please enter your invoice number. The invoice number can only used once and be no longer than **16 characters**

10. The invoice date can not be backdated more than **seven** days.

PROCURE *by DB Schenker*

Create Invoice

11. You can choose from different VAT rates. After that you need to click **„include in enclosed positions"** in order to get the tax right.

12. Check if the amount, sum and tax are calculated correctly. After that please click on the button **„next"**.

Invoice overview

Check Invoice entries:

13. Before the invoice is completed, you will receive an overview of all invoice details.
Since it is no longer possible to change the invoice afterwards, please check your entries carefully!

Ariba Network

Create Invoice

| Previous | Save | Submit | Exit |

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: gfb	Subtotal: 1,000.00 EUR
Invoice Date: Friday 11 Oct 2019 2:21 PM GMT+02:00	Total Tax: 190.00 EUR
Original Purchase Order: PO3613	Amount Due: 1,190.00 EUR

REMIT TO:

BILL TO:

SUPPLIER:

BILL FROM:

CUSTOMER:

If all information's are correct, please click on **"Submit"**.

PROCURE
by DB Schenker

FAQ

If you would like to learn more, we are pleased to offer you more information in our „Following Packages". Here you can find out:

- How can I check the if my invoice was sent successful?
- What can I do if my invoice is rejected?
- How can I search for old purchase orders´s
- What can I do if I can not find my interactive Mail to the purchase order anymore?
- When and how can I reject purchase order´s

Benefits

Your benefits by using SAP ARIBA network as a supplier at Schenker AG
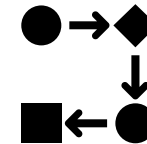
A central portal for processing requests, tenders and purchase orders

Full transparency over all processes with Schenker AG. Automatic notifications over an interactive email

Discharge for you because of partial automazation of administrative and operative processes

SUPPORT

SAP ARIBA Network Support

https://www.ariba.com/de-de/ariba-network/ariba-network-for-suppliers

https://www.ariba.com/de-de/support/supplier-support

For further questions related to procurement processes, invoices and payment with Schenker AG please kindly use the contact form on our Web-Site

PROCURE
by DB Schenker