# The Coca-Cola Company

## Indirect Purchasing - Supplier Onboarding

The Coca-Cola Company has deployed <u>SAP Business Network</u> (formerly known as Ariba) in North America and Canada, limited to Indirect Procurement (*Purchase Orders Series starting with 700\* and 88\**), with the objective of ensuring a smooth procure-to-pay process, reducing errors and collaborate efficiently. TCCC will send you Purchase Orders through SAP Business Network and an electronic invoice should be submitted by the Supplier through the same platform.

*IMPORTANT: Suppliers with an existing **<u>EDI</u>** connection or under an **<u>Evaluated Receipt Settlement (ERS)</u>** agreement will remain without changes for the time being.*

### **(!)** Initial onboarding requirement

To start transacting electronically on the SAP Business Network, each Supplier needs to maintain a valid email address to be able to initiate the onboarding process when, and as, required by TCCC. Please use the following <u>link</u> to comply with this requirement. <u>This step must be completed immediately by, commonly, the Supplier's Billing and Collections Team.</u>

**Please contact us in case of any query/doubts regarding SAP Business Network onboarding at aribasupplierenablementcocacola@coca-cola.com**

### SAP Business Network Account Options

Ariba provides two account options for receiving orders and sending electronic invoices:

- **Standard Account**: If you have a standard account, you have a free subscription to SAP Business Network. You have basic access: Receive POs electronically and send invoices electronically. Depending on the volume/value of your transactions with TCCC you might be eligible to upgrade to an Enterprise Account.
- **Enterprise Account**: If you have an enterprise account, you access full functionality of the SAP Business Network on top of the basic access. The enterprise account includes all functionalities of the standard accounts, with additional features, such as:

  - ✓ Run reports to gain insight into your order history, document statuses, and customer transactions.
  - ✓ Gain access to 24/7 online support with customer service representatives and access to Business Network global Help Center.
  - ✓ Collaborate on advanced business processes with your customers through contract invoicing, services invoicing, and inventory forecasting.
  - ✓ Integrate your order fulfillment and invoicing systems using EDI or cXML to reduce cost and increase customer retention.
  - ✓ Manage purchase orders and invoices directly in the Business Network account homepage. This capability is helpful if you have a significant number of transactions or multiple customers on the Business Network.

# SAP Business Network Registration

- Enables the supplier to **receive POs and send e-Invoices via the SAP Business Network**
- **Different types** of enablement are **available**
  - **Enterprise Enabled** (TRR accepted prior to go-live)
  - **Standard Enabled (**At the time of first PO issued, suppliers will receive a Trading Relationship Request through an interactive email).

The Coca-Cola Company's Trading Relationship Request (TRR)

As part of Supplier Enablement, you will be asked to accept a **TRR**. A trading relationship is a link between your account and TCCC's account on the SAP Business Network. If you do not have an established trading relationship, you are not able to process orders or submit invoices.

If you already have an existing Standard or Enterprise Account, you can log in with your credentials and the system will automatically link TCCC to your **Business Network** profile, otherwise the system will give you the opportunity to sign up.

TRR acceptance for Standard Account:

If you have a standard account, you will receive your purchase orders through an interactive email.

In the email, **click on the 'Process Order' button**, where you can **log in** to your **existing SAP Business Network account** or **register** for a standard account. The network will flash up some **existing accounts to review** if there is a match. In case you are not aware of existing accounts or not familiar with the network you should align internally before locking in with TCCC on the network. If there is no Ariba account for your company, you can **register new account**.

Once logged in, you confirm your order and submit electronic invoices. DO NOT delete the email as it is the only way you can issue your invoices. In case you lose the original email, you can log in to your account and re-send a copy of the order to your email.

TRR acceptance for Enterprise Account:

After you received the email with the link to accept **TRR**, please follow the steps below to register your Business Network account:

- Locate the email received from: ordersender-prod@ansmtp.ariba.com.
- Click on the **activation link** under '**Action Required**' and **Sign in** with an existing account or **register** as a new supplier.
- Please note: Updating any of your company information (address, bank, etc.) directly on the Business Network will NOT update your data in our SAP system.

If there is an existing account – please make sure that you log in with the existing credentials to accept the TRR. The network will flash up some **existing accounts to review** if there is a match. If there is no Ariba Network account for your company, you have to **register new account**.

## Frequently Asked Questions

- **How can I find out if my company already has an SAP Business Network ID?**

  - When clicking on the activation link in the Trading Relationship Request (TRR) and selecting "create new account", SAP Business Network will show possible company account matches.

  - You will have the ability to continue creating a new account or to login with any existing IDs that use your credentials. If you select the existing account, the system might show you that you need to contact your system administrator to get the necessary permission and will display the name of Business Network administrator.

  - In case you are not aware of existing accounts or are not familiar with the network, you should align internally before locking in with TCCC on the network. If there is no Business Network account for your company, you can register a new account.

- **I have received a PO with information to register in Business Network. What should I do?**

  - If you received an interactive email with information to register in AN, please follow the instruction that can be found on the Training section of this document.

- **Why did I receive an email asking to register with TCCC and accept TRR? I have worked with TCCC for a long time.**

  - TCCC has deployed SAP Business Network to ensure a smooth procure-to-pay process, reduce errors and collaborate efficiently. All transactions must be done via Ariba now.

- **Why can't I see any TCCC POs on the network?**

  - There may be confusion between the Business Network number our supplier contact may be familiar with, compared to the Business Network number we have associated with your company on the Business Network.

- **Handling Purchase Orders (POs) During the Transition**

  - POs created before your Business Network onboarding will remain on the legacy process and should invoiced as usual. Ariba e-invoicing <u>must</u> be followed for any new PO visible in SAP Business Network.

## TRAINING MATERIAL:

- ✓ **The Coca-Cola Company Supplier Information Portal:**
  https://support.ariba.com/item/view/203543

- ✓ **SAP Business Network Standard Account Training Site (Incl. Video Training):**
  https://support.ariba.com/item/view/183459

- ✓ **Business Network General Resources (Multiple language):**
  SAP Business Network Supplier Learning Site