

## Welcome to the Ariba Network!

Suncor is on a new journey as we adopt SAP's cloud-based platform, Ariba Network for transaction management of goods with invited suppliers.

- Suppliers with significant transaction volumes will be asked to register and transact with Suncor on SAP Ariba Network.
- Suppliers can only register with Suncor on SAP Ariba Network at our request.

As Suncor continues to deepen its knowledge about the Ariba Network, we will update this guide. We recommend bookmarking the [link](#) to this guide versus downloading a copy, so you are always working from the latest version.

### Suncor Supplier Enablement

#### How to use this guide

1. **Click the buttons.** Use the buttons on each page to navigate within this guide, or to open learning resources.
2. **Templates and quick reference guides** are also available in the Supplier Information Portal Library on Ariba Network.

Suncor Ariba Network Quick Start Guide  
September 2022

## Quick Start Guide SAP Ariba

### Welcome to the Ariba Network!

This cloud-based platform is used to execute the ongoing transaction management for materials procurement and invoicing. This includes the exchange of purchase orders, confirmations, advance shipment notifications, and invoice documents.

**Tip: Click on the buttons to open the link**

This Quick Start Guide is available to help get you started or when you need assistance in completing key steps in Ariba. For an end-to-end process overview, refer to the [Ariba System Administration Process Guide](#).

Resources

Links to Ariba Network learning resources and FAQs

Resources

### Purchase Order (PO) Collaboration - steps to follow on Ariba Network

Direct PO collaboration

**Used by all suppliers**

Standard material orders issued for the purchase of equipment, machinery, parts and supplies.

Direct PO  
Processes

Return PO collaboration

**Used by all suppliers**

New order type used to accommodate the return of materials from Suncor to suppliers.

Return PO  
Processes

Subcontracting PO

**Only suppliers supporting material subcontracting**

New order type used to accommodate refurbishment of a materials, typically intended for repair.

Subcontracting PO  
Processes

Consignment PO

**Only suppliers with consignment POs**

Orders used to track materials on consignment and send invoices for consignment movements.

Consignment PO  
Processes

Reporting

Using out-of-the-box Ariba reports

Running reports

Getting help

Who to contact with questions

Getting help

### Tip: Click on the buttons to open the link

#### Suncor Functional Training - meeting recording

For SAP Business Network and Supply Chain Collaboration suppliers.

- Registration is required to access the recording

Watch the recording

#### Suncor Ariba Network transactional FAQs for goods suppliers (EN & FR)

This document provides key terms and definitions, answers to frequently asked questions about account management, purchase orders, advanced ship notices, order confirmations, and invoicing and payments.

FAQs

#### Ariba System Administration Process Guide (EN only, French in progress)

The System Administration process guide is generic and provides information about the Ariba Network for System Administrators.

Download the guide

#### The SAP Ariba Help Center - tutorials, guides, FAQs and more

Watch SAP's [Supplier Launchpad video](#) to learn how to use their [Ariba Network Help Center](#) for suppliers. Search for topics as you get started or when you have questions in completing a process.

Video

## Direct purchase order collaboration

Purchase Order Collaboration aims at streamlining the buyer to supplier interaction.

The central component is that the Ariba Network provides:

- Real time insight into the same shared information for both buyer and supplier.
- Error avoidance by making sure requested, delivered, and invoiced match up.
- Enablement of automatic synchronization with suppliers and buyers back end systems.

**Used by all suppliers**  
Standard material orders issued for the purchase of equipment, machinery, parts, and supplies.

View purchase order	Demo	Quick Reference Guide	
Create order confirmations	Demo	Quick Reference Guide	Deviation Guide
Create Advanced Shipping Notices	Demo	Quick Reference Guide	
Create invoices	Demo	Search for invoice and invoice status - Guide	
		Review invoice history - Guide	Invoice requirements and rules - Guide
		Invoice archival - Guide	Create PO-based invoices - Guide
		Copy invoices - Guide	
Create credit invoices	Demo	Quick Reference Guide	
Goods receipt	Demo	Quick Reference Guide	

## Return purchase order collaboration

- A return purchase order (PO) is like a standard PO except the return flag which sets up the return delivery to enable shipment of the items back to the supplier.
- The return PO confirmation goes to the supplier; the return delivery is sent to the shipping department, where item(s) are picked and shipped back along with a delivery note.
- The **goods return is a document that is used to return delivered goods to suppliers** or to reverse a purchasing transaction for an item completely or partially.

**Used by all suppliers**  
New order type used to accommodate the return of materials from Suncor to suppliers.

Return PO process

Demo

Return PO order collaboration

Quick Reference Guide

## Subcontracting purchase order collaboration

- Subcontracting POs are standard SAP documents for external supplier refurbishment of materials, typically intended for repair.
- Ariba supports the subcontracting process and processing of the sub-contracting PO.
- Streamlines the Suncor > supplier collaboration process by using the Ariba Network to reduce reliance on emails and phone calls.

**Used by all suppliers**  
New order type used to accommodate refurbishment of materials.

Subcontract PO collaboration

Presentation

Subcontract view purchase order

Demo

Component ship notice and component receipt

Demo

Subcontract order confirmation

Demo

Subcontract ship notice

Demo

Subcontract invoice

Demo

## Consignment purchase order collaboration

Consignment is a special procurement process at Suncor, where a consignment agreement is made with a supplier.

- The supplier, who agrees to consignment, has a list of materials, agreed pricing, and quantities that will be delivered against a Consignment PO.
- When received at Suncor, it is stored at the Suncor warehouse as a special consignment stock.
- Consignment provides buyers and suppliers with end-to-end visibility of movements related to consigned inventory.

**Only suppliers with consignment POs**

Orders used to track materials on consignment and send invoices for consignment movements.

Consignment PO collaboration process

[Quick Reference Guide](#)

Search, identify and view consignment POs

[Quick Reference Guide](#)

Consignment collaboration order confirmation

[Quick Reference Guide](#)

Consignment collaboration advanced shipping notification

[Quick Reference Guide](#)

Consignment collaboration good receipt

[Quick Reference Guide](#)

Consignment movements

[Quick Reference Guide](#)

Create invoices against consignment movements

[Quick Reference Guide](#)

Reports help provide additional information and details on transactions on the Ariba Network in a comprehensive format.

SCC create invoice reports

[Quick Reference Guide](#)

Reports and report templates

[Link to guide on  
SAP Ariba Help Center](#)



## Tip: Click on the buttons to open the link

The following channels are available to answer your questions.

### Technical support

For technical support regarding Ariba Network, please contact SAP Ariba directly.

[SAP Ariba Help Center](#)

**How to use the SAP Ariba Help Center - video**

### Suncor process or training

For Ariba Network registration, onboarding, invoice/fee submission inquiries, transaction errors or learning support, reach out to Suncor Supplier Enablement.

[SupplierEnablement@suncor.com](mailto:SupplierEnablement@suncor.com)

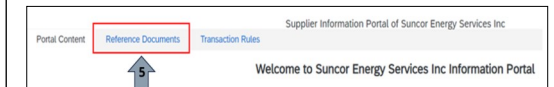
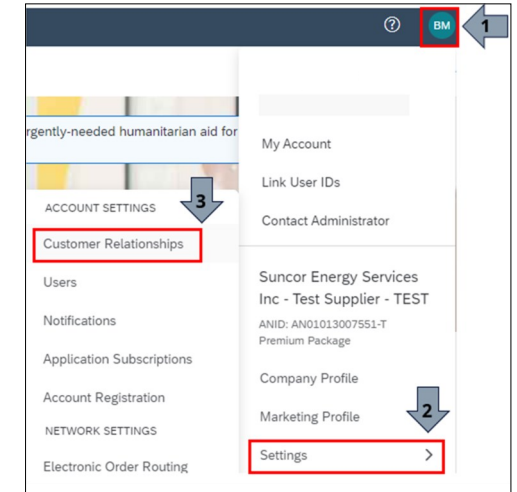
### Payment & non-Ariba invoices

For invoicing support submitted through Suncor AP and all payment status inquiries, reach out to Supplier Help.

[SupplierHelp@suncor.com](mailto:SupplierHelp@suncor.com)

**Suncor Invoice Submission Requirements**

## Tip: How to access the Supplier Information Portal on Ariba



If you cannot access / or do not see the Supplier Information Portal on Ariba, please contact Ariba to enable this for you.