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 Day & Zimmermann, please follow the steps below:

**Visit our** [**Supplier Training page**](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)

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/>

**Review the specifics of transacting with Day & Zimmermann**

Make sure to read through this 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!

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# Day & Zimmermann’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 Day & Zimmermann will be sent through Ariba Network   * **Purchase Order Confirmations**​   Apply against a whole PO   * **Ship Notices​**   Apply against a PO or line items when items are shipped​   * **Service Sheets​**   Auto-generated; apply against a single PO referencing a service line item​   * **Invoices**​   Apply against a whole PO or line items   * + **Partial Invoices**​   Apply against specific line items from a single  PO.   * + **Non-PO Invoices​**   Apply against a non-PO order; if PO has been received from Day & Zimmermann outside of Ariba, invoice instructions will be included on that PO.   * + **BPO Invoices**​   Invoices against a blanket purchase order​   * + **Service Invoices​**   Invoices that require service line item details; the supplier’s actual detailed invoice is required as an attachment against a service PO.   * **Item Level Credit Invoices/Credit Memos**​   Price/quantity adjustments | * **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 (even if you’re correcting an invoice that previously had a failed status) must be provided for each  invoice​   * **Paper Invoices**​   Day & Zimmermann requires invoices to be submitted electronically via Ariba Network if the PO was issued through Ariba Network. Paper invoices are only accepted if the PO did not originate in Ariba   * **Header Level Credit Memos**​   Price/quantity adjustments at the header level |

# 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 Day & Zimmermann.

**Please make sure you complete at least the following chapters of the *Account Administration* section on the** [**Supplier Training Page**](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/)**.**

* 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
  + A Remit-To Address is required on all invoices
* Set up a test account

# Transacting on Ariba Network

This section mentions the specifics of transacting with Day & Zimmermann on Ariba Network once your account has been set up. You’ll find detailed instructions in the Transacting section of the [**Supplier Training Page**](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/id/5ef46d77c09b3a889af5529b).

## PURCHASE ORDER Specifics

This section mentions any specificities regarding Purchase Orders sent by Day & Zimmermann through Ariba Network.

## PO CONFIRMATION Specifics

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

* You are permitted to send order confirmations for material and service orders.
* You are only permitted to send header level order confirmations.
* You are required to create an order confirmation before creating a ship notice.
* You are required to create an order confirmation for the purchase order before creating an invoice.
* You are not permitted to reject entire purchase orders from your buyer.

## SERVICE SHEET Specifics

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

* Service Entry Sheets will be automatically created after submitting an invoice on a service order. You can locate the service sheet in your workbench.

## 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.
* You are required to create a ship notice for the purchase order before you create an invoice.

## INVOICE Specifics

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

* ***Tax data***is accepted at the header/summary level only.  ​
* ***Shipping data***is accepted at both the header level or at the line item level.
* You are required to provide a Remit-To address on all invoices.
* Header level credit memos are not accepted, only line level credit memos.
* You are permitted to create quantity adjustment and price adjustment credit memos at the line item level.
* Day & Zimmermann requires attachments whenever back-up documentation is needed for invoices submitted via Ariba Network, especially in the case of unplanned services. If the invoice is unclear and an attachment is not provided, the invoice may be rejected.
* Attachment file size should not exceed 40MB.

# 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](https://connectsupport.ariba.com/sites/Company?ANID=AN01395480619NAM&h=sPHzA22REnumiFX2SjRE7w#Enablement-Inquiry).

If you need assistance regarding business processes, please contact the Day & Zimmermann project team at the following email address: [SupplierenablementNA@dayzim.com](mailto:SupplierenablementNA@dayzim.com).