SAP Ariba Network Transition

In 2021, Wells Fargo selected SAP Ariba as our go-forward source to pay system to allow for easier collaboration with suppliers within one system. Transitioning to SAP Ariba provides the following benefits for both Wells Fargo and its suppliers:

- SAP Ariba allows suppliers to maintain their own information and update Wells Fargo systematically when information changes.
- Simplified order processing.
- Easy catalog creation and storage.
- Increase efficiencies through automation and touchless invoicing.
- Supplier can track invoices and where they are in the payment process through their Ariba supplier dashboard.
- Faster payments.

Steps that need to be completed to transact with Wells Fargo on the SAP Ariba Network

The following steps must be completed by Third-Party suppliers prior to receiving a Purchase Order (PO) through the SAP Ariba Network:

1. Complete Registration and Finance Questionnaires.
2. Accept Trading Relationship Request.
3. Establish Purchase Order and Invoice routing notifications.
4. Establish catalog/ integrations (Only for applicable suppliers).

Resources For Suppliers

Title	Link
How to Accept a Trading Relationship Request (TRR) for a new account.	New Account[1]
How to Accept a Trading Relationship Request (TRR) for an existing account.	Existing Account[1]
Setting up Routing Notifications.	PO/ Invoice Routing notifications[1]
Get ready to transact.	Get ready to transact[1]
How to submit an invoice on the Ariba Network.	Submitting an invoice[1]
How to request help from Ariba.	Submitting a Help Center request[1]
SAP Ariba Learning site.	This learning site is designed to assist suppliers using their account on SAP Business Network[1]

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[1] Wells Fargo has provided this link for your convenience but does not control or endorse the website and is not responsible for the products, services, content, links, privacy policy, or security policy of the website.

Questionnaire Support
To transact on the SAP Ariba Network with Wells Fargo, a Registration and Finance Questionnaire must be submitted and approved. These questionnaires enable suppliers to be able to maintain their own updates to company information.

Registration Questionnaire
Supplier contacts that fill out the registration questionnaire should be able to provide the following information:
- Dun & Bradstreet number.
- Any names that your company may be "Doing business As".
- Headquarters address and phone number.
- Company website.
- Suppliers contact information.

Finance Questionnaire
Supplier contacts that fill out the Finance Questionnaire should be able to provide the following information:
- Remit address information.
- Automated Clearing House (ACH) payment information.
- Provide remittance backup support document (sample invoice or remittance support document on company letterhead).
- Signed W-9. Visit the IRS website[2] for the most recent W-9 version.

Supplier FAQ

Question	Answer
What if I am not the correct person to fill out a questionnaire?	If you are not the correct person to provide your company's banking, tax, and other company information, work with your Ariba administrator to add the contact who should complete the questionnaire.
Is it required to transition purchasing and invoicing activities to the SAP Ariba Network?	If your company currently transacts in ePro, you will need to transition to Ariba to do future business with Wells Fargo as the ePro platform is being retired.
Are there different SAP Ariba accounts?	SAP Ariba offers 2 types of supplier accounts – Standard or Enterprise.[2]
Where can we go for Training?	SAP Business Network Supplier Training (JP) (ariba.com)[2]
How do I accept your customer trading relationship request / invitation?	A trading relationship invitation begins with an email sent by SAP Ariba and directed to either the ANID number of an existing account or a link to set up a new account. Please see video for further details.[2]
How do I verify that the trading relationship with my customer has been established?	Check within your SAP Business Network account under Settings > Customer Relationships if you can see Wells Fargo under "Current Relationships" the relationship is established.

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Error: "User already exists. Please enter a different username."	You are receiving this message because the username you are entering is already associated with an SAP supplier account. You will still be able to register a new user account, but the new username will need to be unique.
How do I receive new PO's?	New PO's will be directed to your SAP Ariba workbench.
Can we use a catalog?	You can upload your Catalogs into your SAP Business Account either in CIF format or punchout catalog. In both cases it must be enabled by Wells Fargo. Please contact SupplyChainEnablement@wellsfargo.com for further information and additional support with the catalog set up.
How do I submit an invoice?	You can create an invoice from the PO (called the "PO-flip"). Open the PO and click Create Invoice. The fields in the invoice will populate with details from the PO. Complete your invoice with missing fields marked with asterisk if needed and click Next > Submit. For further details, watch the video.[3]
How can I tell where my invoice is in the process?	In your account you have the Workbench there you can find all your submitted invoices in the Invoice tile with the respective status.

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