



Buy Smart

Ariba Supplier Toolkit

We look forward to partnering with you as an approved McKesson supplier and ask you to join the Ariba Network, our indirect procurement platform. This enables our employees to buy goods and services in a compliant way by automatically creating a purchase order (PO) upon approval of a requisition.

McKesson employees are required to obtain an approved PO for all purchases and supplier payments will not be issued unless they are associated with an approved PO. To receive payment, invoices must be submitted through Ariba. McKesson suppliers are paid via electronic funds transfer (EFT).

This guide provides onboarding instructions to help you get started.

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Ariba Enablement



Guided Buying - Ariba is McKesson's single network for indirect procurement activity and supplier management. Partnering with McKesson on Ariba enables all associates to buy the goods and services they need directly from you.

Getting Started on Ariba Network for Suppliers

To get started, go to the [Ariba](#) site and select "My customer invited me to join Ariba Network" to download this [Quick Start Guide](#). This quick-start guide provides detailed instructions to help you set up your Ariba Network account so you can begin transacting electronically with McKesson.

Ariba Supplier Support

The [Help Center](#) is your one-stop shop for the support you need to engage with your customers efficiently and effectively on Ariba Network.

You can access the [Help Center](#) via the panel on the right-side of your screen when you first open the Ariba Network page. There you will find:

- Frequently asked questions
- Video tutorials
- Support documentation

Use the [Help Center](#) when you are engaged in:

- Managing orders and invoices
- Participating in a sourcing event
- Creating proposals
- Collaborating on contracts

McKesson Supplier Support

- For supplier set-up questions, contact: VendorMasterData@McKesson.com
- For requisitioning and purchasing questions, contact: ProcurementAssistance@McKesson.com
- For invoice payment questions, contact: CAPCustomerService@McKesson.com

FAQs



How does an invoice get paid?

After you submit an invoice, your customer receives the invoice and begins to process it. If the invoice does not have any errors, your customer approves the invoice for payment, which changes the invoice status to Approved. Typically, payment should be received based on the set Net Payment Terms provided in the order succeeding the date the invoice was approved.

Where is my purchase order?

1. First, make sure that you have an active trading relationship with McKesson:
 - Log in to your Ariba Network account (ensure that it says Ariba Network in the upper-left corner of the screen).
 - Click the icon in the upper-right corner of the page and select Customer Relationships. McKesson should be listed underneath the Current Relationships section.
 - If you do not have a trading relationship with McKesson, you will have to provide the [Vendor Master Data Team](#) with your Ariba Network ID (ANID) and have them send you a relationship request.
2. If you have an active trading relationship, search for your order:
 - Go to Inbox > Orders and Releases.
 - Expand the Search Filters section by clicking the arrow.
 - Enter the PO number in the Order Number field.
 - Select the Exact Number radio button below the PO number.
 - Click Search.
3. If you still don't see your purchase order:
 - Confirm with McKesson that the purchase order was sent through the Ariba system to your ANID and not a different one.
 - If you are not the account administrator, make sure that you have the appropriate permissions to view the order. You can find the account administrator's contact information by clicking your initials in the upper-right corner of the screen and selecting Contact Administrator.
 - You may have been invited to register on the Ariba Network through a purchase order (a process called Quick Enablement) even though you already have an account. If the link in the invitation doesn't allow you to access the purchase order, please [contact McKesson](#) to send it again.
 - Sometimes you might receive information from your customer about an order in progress, but you will not be able to find it in your account. For example, if an order document ID begins with "PR" this might represent a purchase requisition number. This means that McKesson's request needs to be approved internally before you are able to receive the order. [Contact McKesson](#) to check the approval status of the order.

FAQs continued



How do I create an invoice?

There are three different avenues you can use to submit invoices to your customer through the Ariba Network. View each of the following invoice types to determine which one meets your needs:

1. **PO Invoice** - Create a PO-based invoice if your customer sent a purchase order to your Ariba Network Inbox. You can complete this action in the following ways:
 - Click **Inbox > Orders and Releases** from the upper-left of the home page.
 - Locate the purchase order you want to invoice and click on the PO number hyperlink.
 - Click **Create Invoice** at the top or bottom of your screen.
 - Alternatively, you can click **Documents > Create PO Invoice** from your Home tab.
 - Click the order number of the purchase order you want to invoice, and then click **Create Invoice**.
2. **Non-PO Invoice** - Create a non-PO invoice if there is no purchase order in your Inbox, and you do not have a contract number from your customer. You can complete this action in the following ways:
 - Click **Documents > Create Non-PO Invoice** from the upper-right of the home page.
 - Select your Customer from the pull-down list and click **Next**.
 - Alternatively, click **Create Non-PO Invoice** from **Outbox > Invoices**.
 - If a customer does not appear in the list, either the customer does not accept this type of invoice or you need to request a trading relationship with the customer. Make sure you have a sales or work order number from your customer to enter on the invoice.
3. **Contract Invoice** - Create a contract-based invoice if you have a contract number from your customer:
 - Click **Documents > Create Contract Invoice** from the upper-right of the home page.
 - Select the radio button next to your customer. Only customers who accept contract invoices appear on this page. Click **Next**.
 - On the invoice, click **Select** next to Contract to select the contract you want to invoice.
 - If you do not see the option to create a contract invoice, your customers have not sent any contracts to the account you are currently using.

Why was my invoice or service entry sheet been rejected and how can I correct it?

Invoices are rejected when the invoice violates requirements established by McKesson either:

- Automatically by McKesson's invoicing rules
- Manually by McKesson

To review the reason for invoice rejection:

- Click **Outbox > Invoices** in the upper-left of your home page.
- Click the invoice number hyperlink.
- The invoice rejection notes appear across the top of the Detail and History tabs of the invoice.

If you understand the invoice rejection reason, you can edit and resubmit the invoice for payment. If you need more clarification, [contact McKesson Corporate Accounts Payable](#) (CAP) for the most accurate information on how to correct your invoice.

If the invoice status is Rejected and routing status is Failed, you may need to contact [SAP Ariba Customer Support](#) for checking software settings in your account to identify and fix a reason of failure.

FAQs continued



How do I register as a McKesson supplier if I already have an account with Ariba?

You can use one of the following methods to register with McKesson if you already have an account:

1. If you received an email invitation from McKesson, click the link in the email message. When Ariba Network shows the welcome page, choose log in.
2. If you received a purchase order welcome letter that contains a temporary ID and secure code, you can use a web browser to go to the web address contained in the welcome letter. Enter your temporary ID and secure code to activate the account. After you activate your account, the temporary ID becomes your username.
3. If you received a purchase order or other first-time document from McKesson, click the action button in the email, such as Process Order. From the landing page, choose Log in to add the document to your existing Ariba Network account.

If you run into any problems while registering, please see [What are some common issues when registering an account?](#)

Supplier Setup with EFT



EFT Enrollment Request Process

Follow these steps to get setup to receive electronic payments:

1. Review the [EFT Enrollment Form](#) and have it signed by your controller or another executive in your company. A signature by anyone other than the appropriate signer will be rejected.
2. Email EFT Enrollment Form to VendorMasterData@McKesson.com

NOTE: Avoid these common mistakes so your agreement does not get rejected:

- Signer of the EFT Enrollment Form must be a controller or other executive.
- Accounts receivable employees do not have authorization to sign.
- Sign the form with a digital signature. Wet ink signature will not be approved.

Important Payment Information:

Payments are issued on the due date and will be in your bank account the following business day.

If the due date falls on a weekend or holiday, the payment will issue the first business day after the weekend or holiday and in your account the following business day.

Payments are sent in a CTX file format that includes the remittance advice. You will need to check with your bank to see what options they have to translate the CTX file and forward to your AR for cash application. We do not send the remittance separately in any other format.

When you return the signed EFT agreement, you are agreeing to receive the remittance from your bank.

Required Documentation



- [Electronic Payment Agreement](#)
- [W-9 Form - Request for Taxpayer Identification Number and Certification](#)
- [Supplier Self-Certification of Size & Ownership](#)
- Copy of sample invoice that includes supplier remittance address
- Certificate of Insurance (COI) (see [example](#))

Certificate of Insurance (COI)



Obtain a Certificate of Insurance (COI) from your insurance provider and submit to McKesson.



Distribution/Pharma Products Supplier

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Issuing Broker's Name & Address	CONTACT NAME:		FAX (A/C, No):	
	PHONE (A/C, No, Ext):		E-MAIL ADDRESS:	
INSURED The insured name should match the name from the STC	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A :			
	INSURER B :			
	INSURER C :			
	INSURER D :			
	INSURER E :			

COVERAGES

CERTIFICATE NUMBER:

SEA-003596643-05

REVISION NUMBER: 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> X					DAMAGE (Per occurrence) \$
	<input checked="" type="checkbox"/> Contractual Liability					MED EXP (Per person) \$
						PERSONAL AUTO LIABILITY \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPL					GENERAL AGGREGATE \$ 10,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> OTHER:					AGG \$ Blank or Excluded
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						SIR \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB					EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Products Liability					EACH OCCURRENCE \$ 10,000,000
	Crime, Employee Dishonesty & Computer Fraud					AGGREGATE \$ 10,000,000
						\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

McKesson Corporation and its subsidiaries and affiliates are additional insured

Notes: Products Liability policy can be part of the General Liability Policy or a separate Products Liability policy as listed in the above example. The policy "types" must agree if the Primary Policy is combined with an Umbrella to satisfy the total limits.

CERTIFICATE HOLDER

CANCELLATION

McKesson Corporation and all its subsidiaries 6555 State Highway 161 Irving, TX 75039	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh Risk & Insurance Services Issuing Broker Signature Required
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