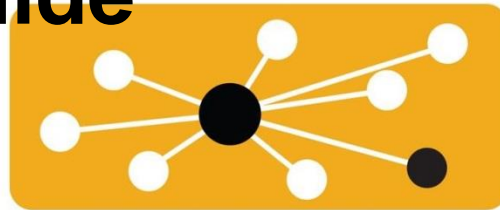
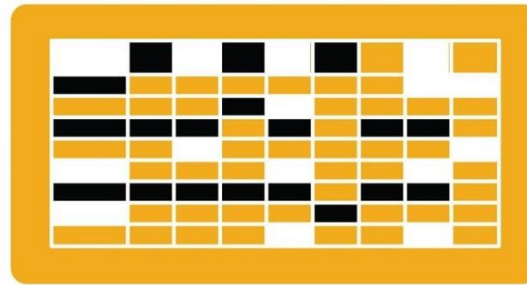


Ariba® Network Supplier Guide



SAP Ariba 



Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Stichting Zuyderland.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



HOME – Table of Contents

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Up

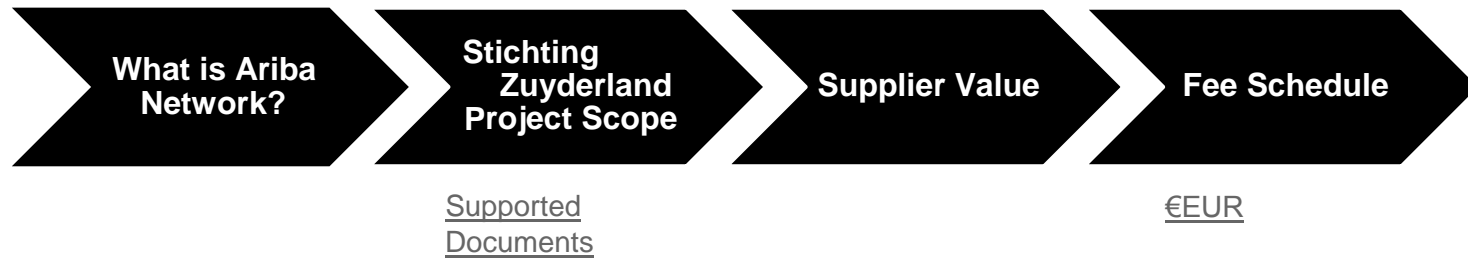
SECTION 3:
Purchase
Orders

SECTION 4:
Other
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SECTION 5:
Invoice
Methods

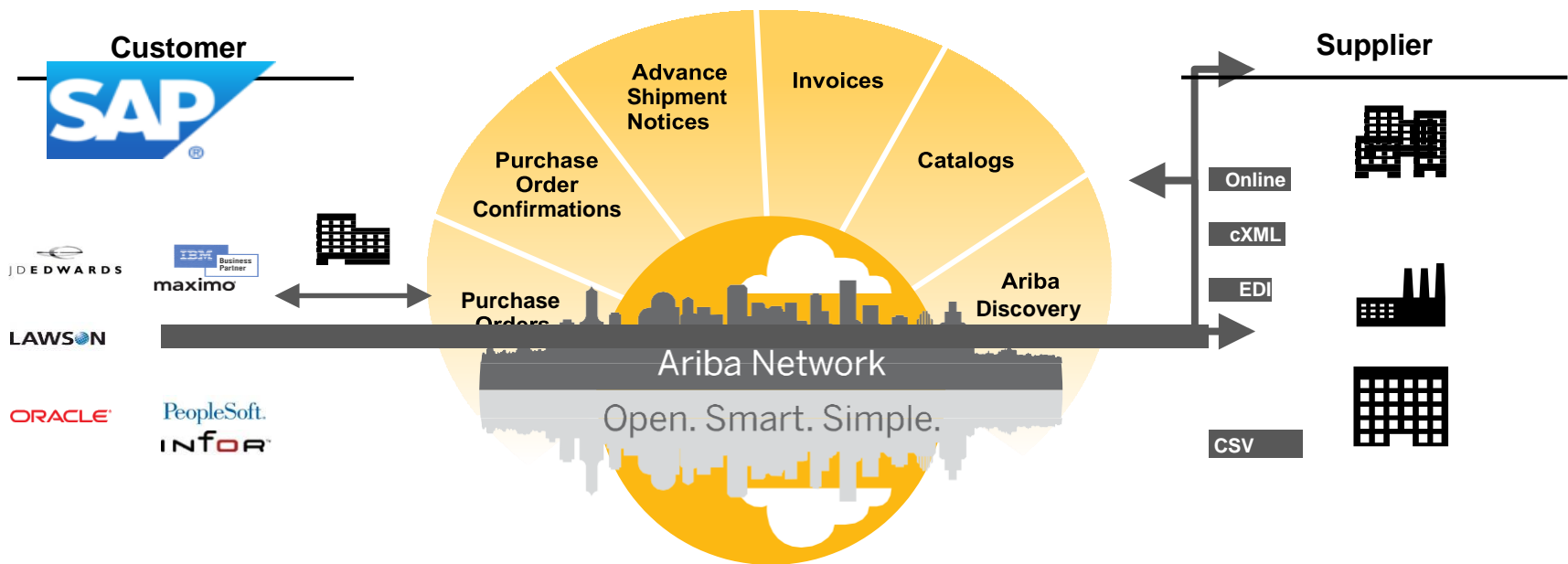
[Regional Considerations](#)

SECTION 1: Ariba Network Overview



What is Ariba Network?

Stichting Zuyderland has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million

Trading Partners

\$850B

In Annual
Commerce

>60%

Global 2000 use the Network

65+ million

Annual Invoices

190

Countries

60+ million

Annual Purchase Orders

Review Stichting Zuyderland Specifications

Supported Documents

Stichting Zuyderland project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Shipping data** is accepted at the line item level.

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Service Invoices**
Invoices that require service line item details
- **Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments

SAP Ariba Can Help You...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

Supplier Fee Schedule

Please select your currency:

€EUR

[Can't Find Your Currency?](#)

Supplier Fee Schedule - EUR

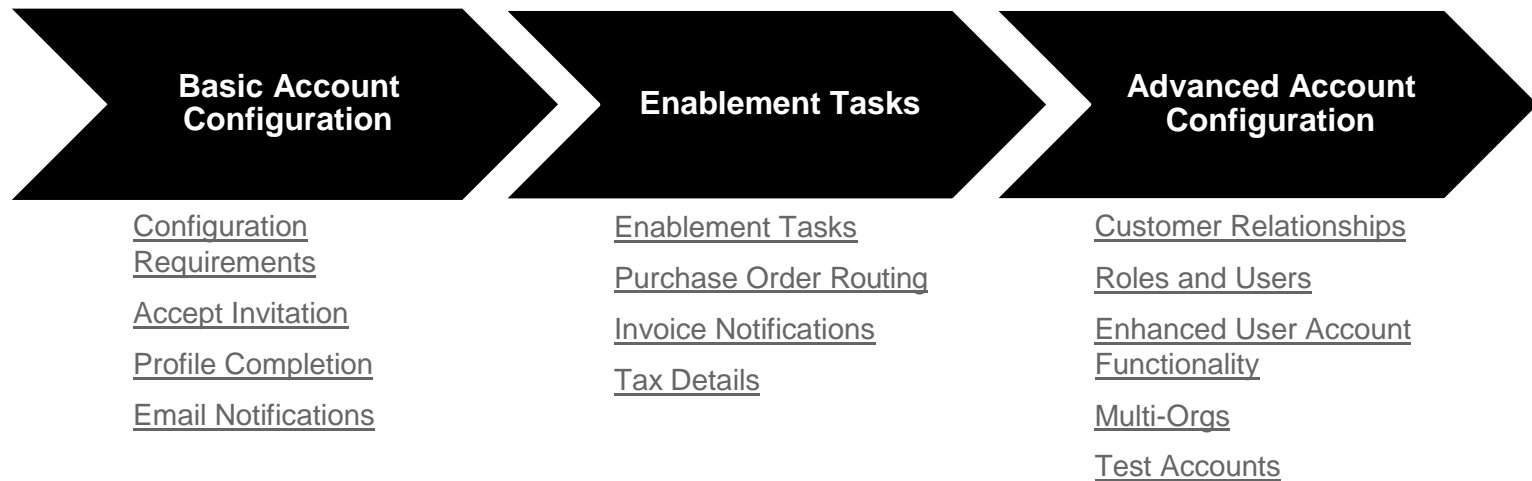
5 and more documents?	More than €44 600?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than 185,000 EUR in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents €35K	Standard - €0	€0	€0
4 documents €500K	Standard - €0	€0	€0
60 documents €500K	Silver - €670	€775	€1445

Transaction Fees		
Billed every quarter		
0.155% of transaction volume		
Capped at €15 500/year (per Relationship)		
+		
Subscription Fees		
Billed once a year		
Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents <185K€	Bronze	€45
25 to 99 documents >185K€	Silver	€670
100 to 499 documents >185K€	Gold	€2 000
500 and more document >185K€	Platinum	€4 900

SECTION 2: Set Up Your Account



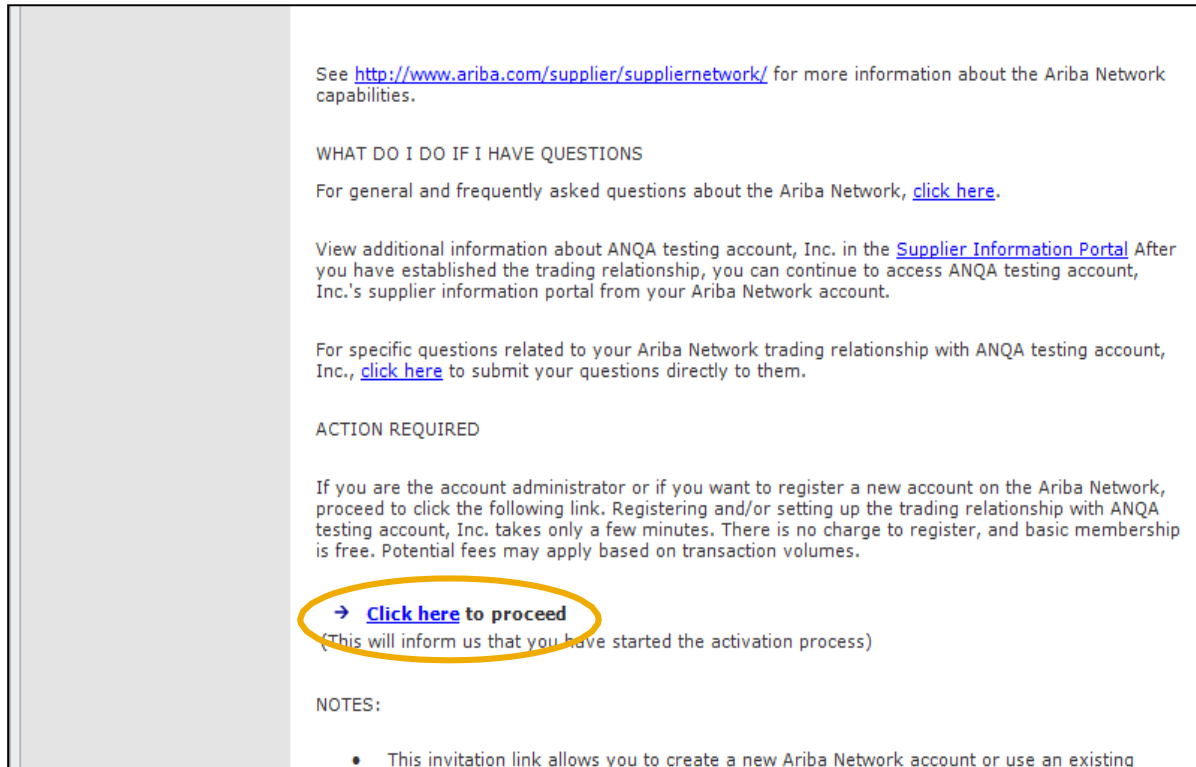
Stichting Zuyderland Specific Account Configuration

- **VATID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID /Tax ID.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ **Click** the link in the emailed letter to proceed to the landing page.



See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#) After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

→ [Click here to proceed](#)
(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

Select One...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. The page is titled 'Ariba Network' and 'Register'. A blue 'Register Now' button is highlighted with a yellow circle '1'. Below it, a link says 'I have further questions for my requesting customer'. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, fields for 'Company Name*', 'Country*' (set to 'United States [USA]'), and 'Address*' (with three lines) are present. In the 'User account information' section, fields for 'Name*' (with 'First Name' and 'Last Name' sub-fields), 'Email*', 'Username*', 'Password*' (with a 'Repeat Password' field), and 'Language' (set to 'English') are visible. A checkbox 'Use my email as my username' is checked. A 'Register' button is highlighted with a yellow circle '5'. At the bottom, a checkbox 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' is highlighted with a yellow circle '4'. A 'New User' dialog box is overlaid on top, containing the text: 'Are you new to the Ariba Network? If you do not have an account and would like to participate, click Register Now. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.'

Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

[More Than One Account?](#)

Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network user interface. At the top, a dark blue navigation bar contains 'Company Settings', a user profile for 'John Doe', and a 'Help Center' link. A dropdown menu is open under 'Company Settings', listing 'SMO Supplier 1' (ANID: AN010, Standard Package), 'Company Profile' (highlighted in orange), 'Service Subscriptions', and 'Account S...'. An arrow points from the 'Company Profile' option to the main content area.

The main content area is titled 'Ariba Network' and 'Company Profile'. It features a 'Save' button and a 'Close' button. Below the title are tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. A note indicates that an asterisk (*) denotes a required field.

The 'Overview' section includes the following fields:

- Company Name: SMO Supplier 1
- Other names, if any: (empty)
- NetworkId: AN010
- Short Description: (empty, with a character count of 100)
- Website: (empty)
- Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL

The 'Address' section includes:

- Address 1: 21 Jump Street
- Address 2: (empty)
- Address 3: (empty)
- City: Cleveland
- State: Ohio
- Zip: 44114
- Country: United States [USA]

On the right side, there is a 'Public Profile Completeness' meter showing 38%. Below it is a list of profile elements: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. Further down is a 'Share Your Public Profile' section with a link to 'Click here to get your Ariba badge' and a 'Find us on Ariba Network' button. At the bottom right, there are links for 'View Public Profile' and 'Profile Visibility Settings'.

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' page for 'jUnitOrg - LV8b8ft...'. The 'Company Settings' dropdown menu is open, showing 'Notifications' selected with a yellow circle '1'. The 'Network' tab is selected under the 'Notifications' section with a yellow circle '2'. The 'Electronic Order Routing' table is visible, with the 'Order' row having a checked checkbox for 'Send a notification when orders are undelivered'. The 'To email addresses' field contains three entries of 'junk@phoenix.ariba.com' with a yellow circle '3'.

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received
Pending Queue	<input type="checkbox"/> Send a notification when time sheets are undelivered
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Tasks

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
Notifications	EDI	

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue**
(available for Order routing only)
3. **Configure** e-mail notifications.

Save Close

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div style="border: 1px solid gray; padding: 2px;">Email</div> 2	Email address: <input style="width: 80%;" type="text"/> ⓘ <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. <small>This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small>

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact <<Enablement Email>> to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments 1	Same as new catalog orders without attachments ▾
Catalog Orders with Attachments	Same as new catalog orders without attachments ▾
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments ▾
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments ▾
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments ▾
Time Sheets	Online ▾
Order Status Request 2	Online ▾
Order Response Documents	Online ▾
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships **4**

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

2 Update

Pending

Customer	Requested Date
No Items	

3 Approve Reject

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date
No Items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships **1**

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

The screenshot shows the SAP Ariba 'Manage Users' interface. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. On the right side, the 'Company Settings' menu is visible, with 'Users' highlighted by a yellow circle with the number 1. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and 'Role'.

Manage Users: This section contains a table with columns for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Ariba Discovery Contact'. A row for 'rebecca.novotny@sap.com' is shown. A yellow circle with the number 4 is placed over the 'Create User' button at the end of this row.

Manage User Roles: This section has a 'Create Role' button highlighted with a yellow circle and the number 2.

Role: This section lists roles: 'Administrator' and 'All Access'. The 'Administrator' role has a 'Details' button highlighted with a yellow circle and the number 3.

Company Settings (Right Sidebar): This sidebar shows various settings categories. The 'Users' link under 'Customer Relationships' is highlighted with a yellow circle and the number 1.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user.

Selected User Information

Username: rebecca.novotny@sap.com
 Email Address: rebecca.novotny@sap.com
 First Name: Rebecca
 Last Name: Novotny
 Office Phone:

This user is the Ariba Discovery Contact

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

My Account

Account Settings

* Indicates a required field

Account Information

Logout

My Account

My Community Profile

Switch To

jU-LV8b8f8t565589df100959...
Aribasup@s.c

Switch To Test ID

Link User IDs

Contact Administrator

Username: * Aribasup@s.c

Change Password

Email Address: * junk@phoenix.ariba.com

First Name: jU-LV8b8f8t565589df1009590921

Middle Name:

Last Name: * lastName

Business Role: Business Owner

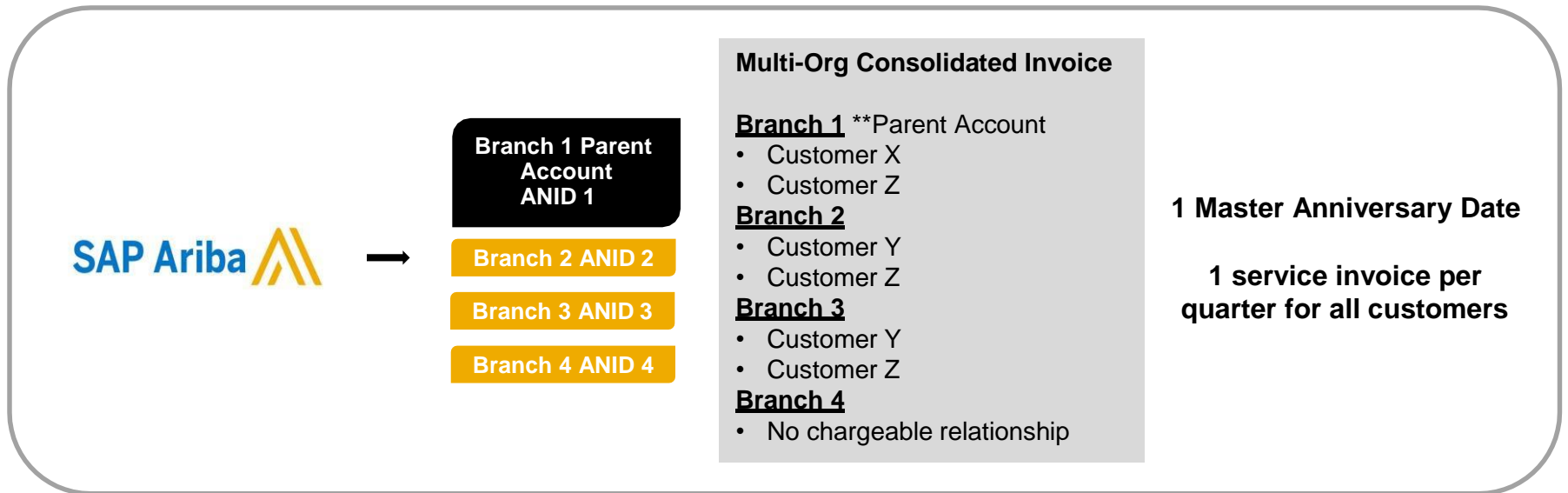
Security

Secret Question: * What is the last name of your first boss?

Secret Answer: *

Confirm Secret Answer: *

Consolidate Your Bills Through a Multi-Org



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

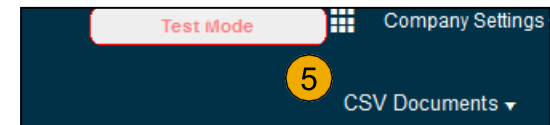
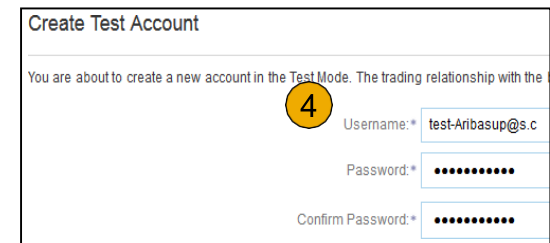
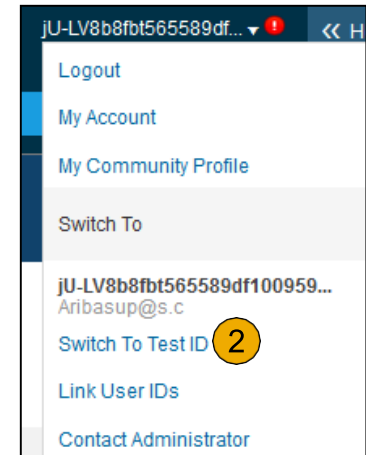
1. **From the Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

The screenshot displays the SAP Account Settings interface. On the right, the 'Company Settings' dropdown menu is open, showing a list of options: Company Profile, Service Subscriptions, Account Settings, Customer Relationships, Users, Notifications, Account Hierarchy (highlighted with a yellow circle containing the number 1), View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All. The main content area shows the 'Account Hierarchy' tab selected. It displays the 'Account Status' as 'No Linked Accounts' with a yellow circle containing the number 2. Below this status, there is a message: 'If your company has multiple accounts, you can link them. Manage.' and a blue link labeled 'Link Accounts'.

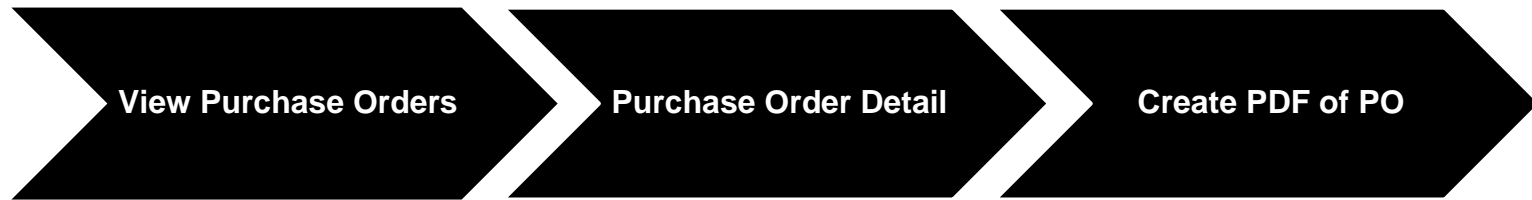
Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



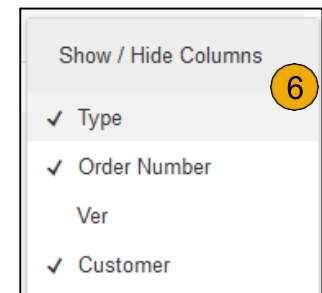
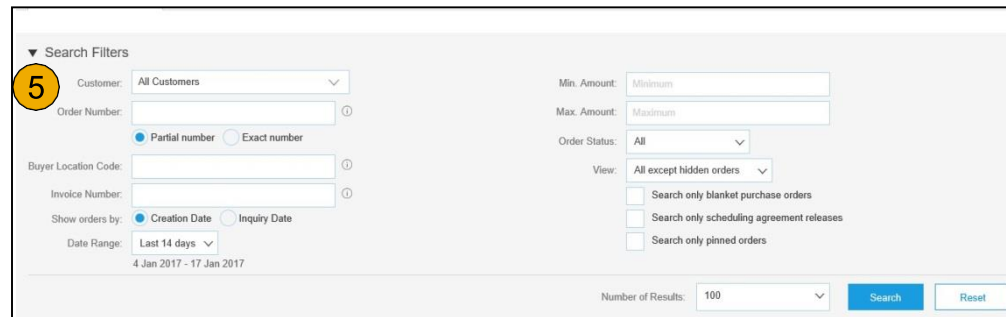
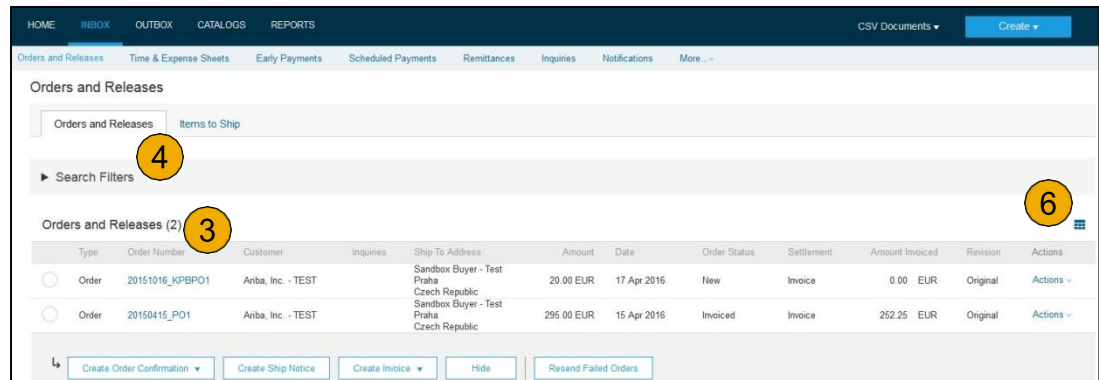
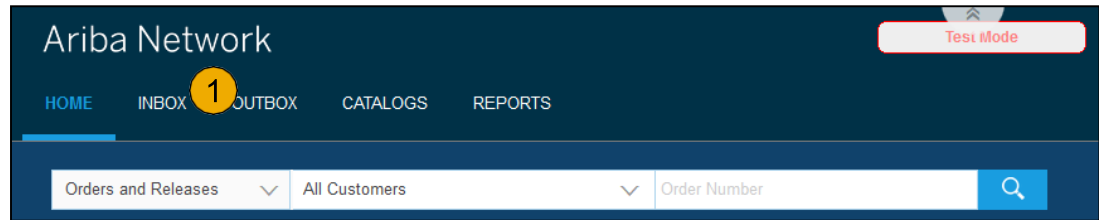
SECTION 3: Purchase Order Management



Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Stichting Zuyderland.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Can't Find Your PO?

Manage POs

Purchase Order Detail

- View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

Purchase Order: PO72547 1

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

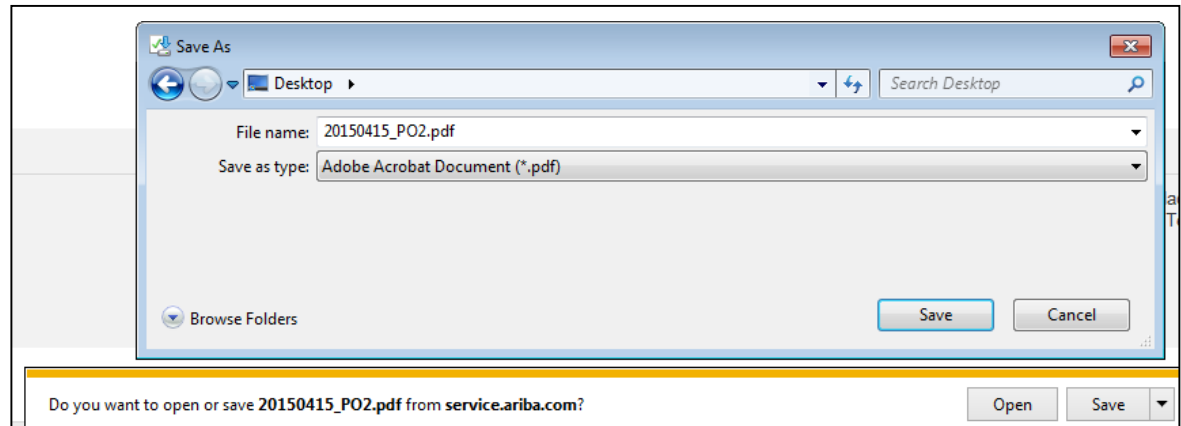
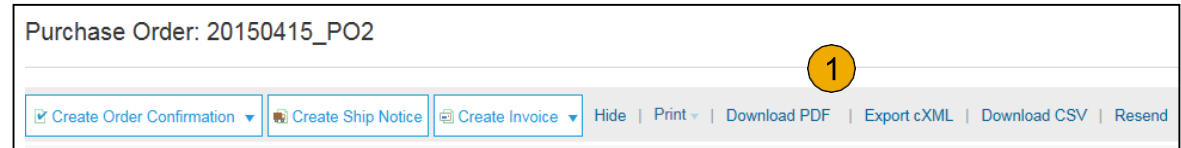
- Line Items section** describes the ordered items. Each line describes a quantity of items Stichting Zuyderland wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Manage POs

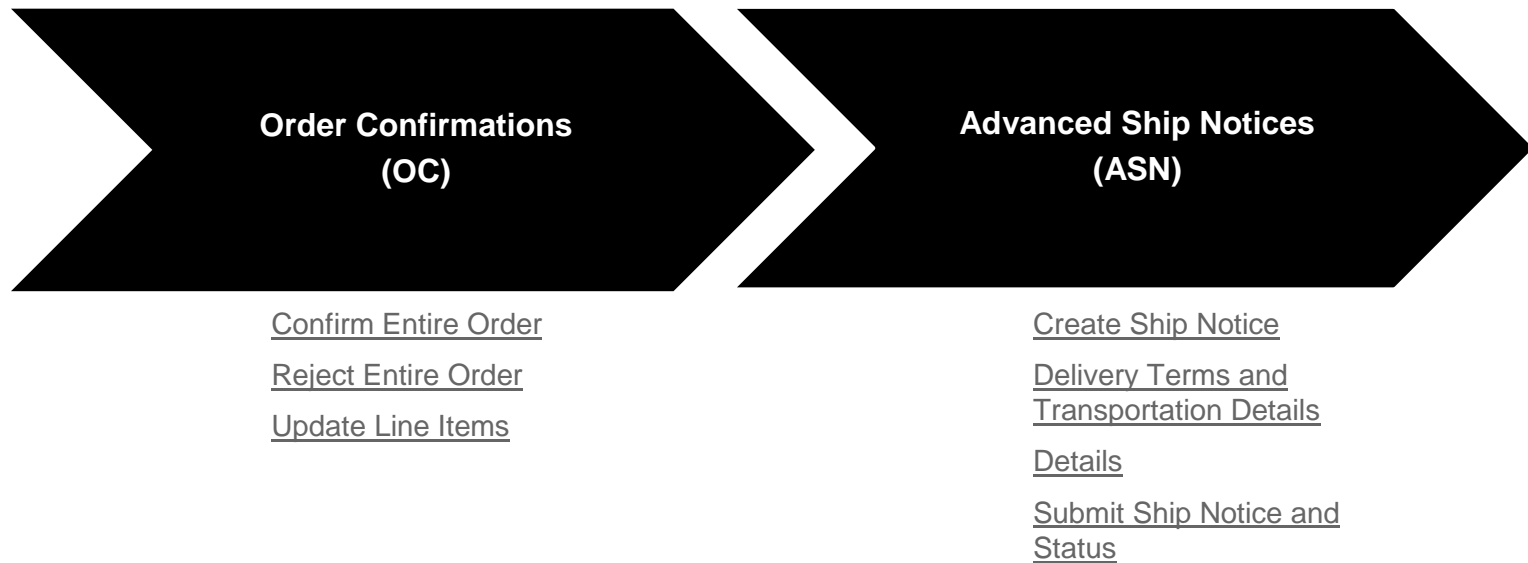
Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



SECTION 4: Other Documents



Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. Your **order confirmation** is sent to Stichting Zuyderland.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

[Trouble With Your OC?](#)

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Status will be explained later in the presentation)

Ariba Network
Purchase Order: 20150415_PO2

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: |

Comments:

Create Order Confirmation

Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

Create Order Confirmation
 Create Ship Notice
 Create Invoice

Confirm Entire Order
 Update Line Items **1**
 Reject Entire Order

From:

Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

2

Update Item Status
 Review Confirmation **2**

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO2

Customer: Inc. - TEST **3**

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed 4					
Confirm: <input type="text"/> 5 Backorder: <input type="text"/> 6 Reject: <input type="text"/> 6 <input type="button" value="Details"/>					

Confirm Order

Update Line Items - Backorder

- 1. Enter** the quantity backordered in the Backorder data entry field.
- 2. Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
- 3. Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

- 4. Click** Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject:

[Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Backordered**

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Comments:

Confirm Order

Update Line Items - Price Change

- 1. Enter** the quantity in the Confirm data entry field.
- 2. Click** Details to enter the details regarding the price change.
- 3. Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
- 4. Update** the Description as needed and click OK when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm: Backorder: Reject: **2** [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price: **3**

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part: **4**

Comments:

Confirm Order

Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: 1

2 [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason *

Comments:

3 OK Cancel

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Stichting Zuyderland.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

Order Detail | Order History

From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic	To: Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

5 Done

Purchase Order
 (Partially Confirmed) 3
 20150415_PO2
 Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain (CSC) is enabled.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Create Ship Notice

Delivery Terms and Transportation Details

- 1. Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1** Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier

Create Ship Notice

Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
3. **Click Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
 Total Item Due Quantity: 10 BX

Confirmation Status
 Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

[Add Ship Notice Line](#)

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR [Remove](#)

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
 Total Item Due Quantity: 10 BX

Confirmation Status
 Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="18 Nov 2015"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

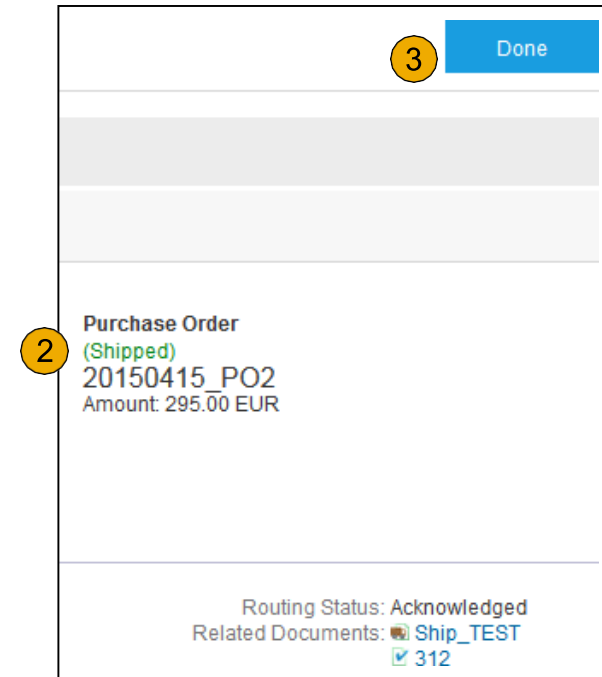
[Add Order Line Item](#)

3

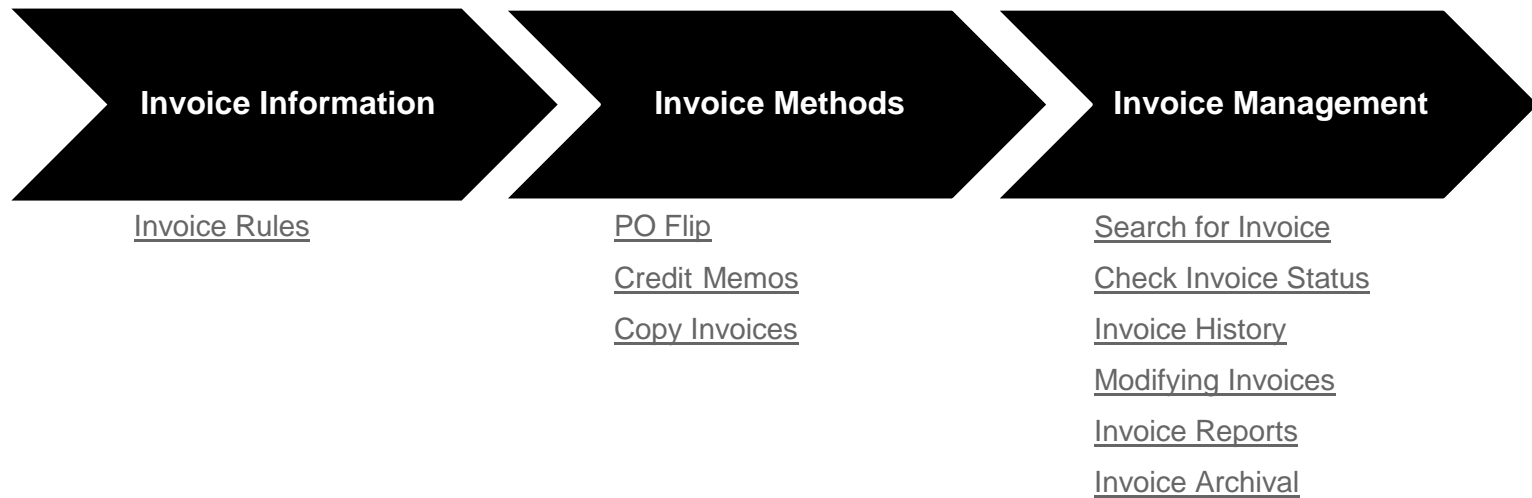
[Next](#) [Exit](#)

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Stitching Zuyderland. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



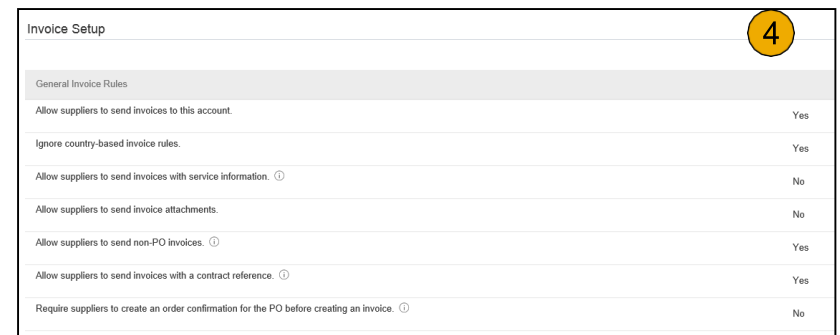
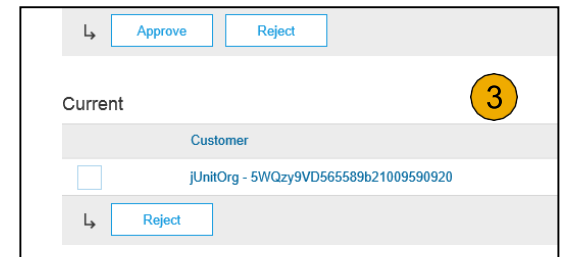
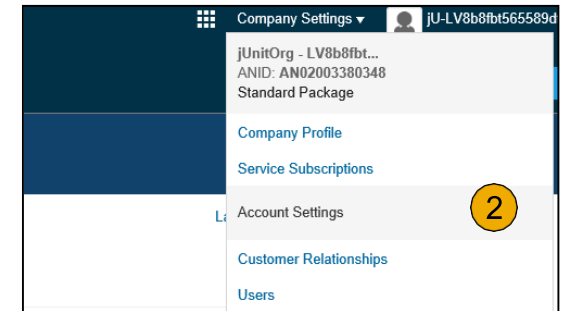
SECTION 5: Invoice Methods



Review Stichting Zuyderland Invoice Rules

These rules determine what you can enter when you create invoices.

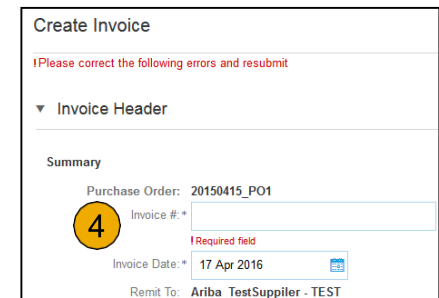
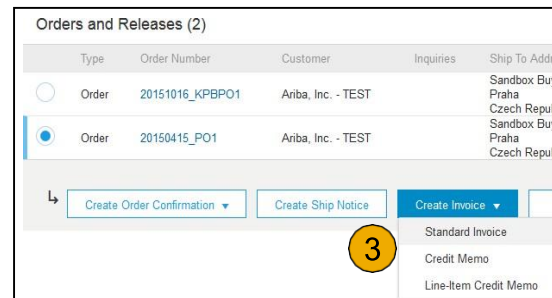
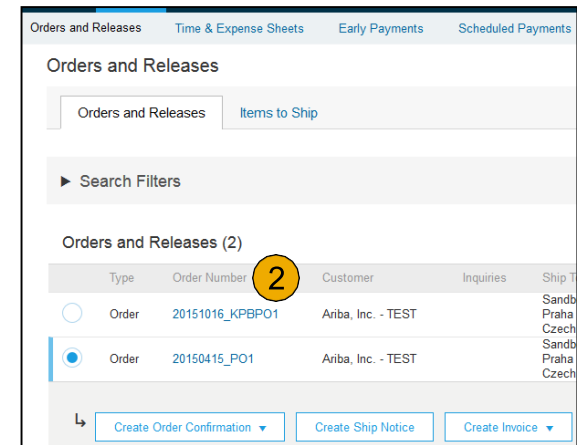
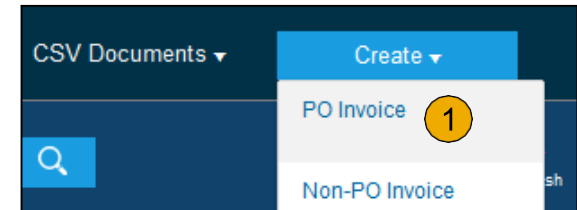
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Stichting Zuyderland**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Stichting Zuyderland** enables Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Stichting Zuyderland.



Can't Find Your PO?

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details
 Price Unit: BX
 Unit Conversion: 1

Line Item Actions | Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Tax	Category	Standard Tax Selections
	VAT	Sales VAT GST HST PST QST Usage Withholding Tax Other Tax Configure Tax Menu

Line Item Actions | Delete | Add

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.** Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

The screenshot shows the 'Tax' configuration window. At the top, there are radio buttons for 'Header level tax' (selected, marked with a yellow circle 1) and 'Line level tax'. Below this, there are input fields for 'Category' (set to 'VAT', marked with a yellow circle 2), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. To the right, a 'Standard Tax Selections' dropdown menu is open, listing options like Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. On the far right, there is a 'Remove' button (marked with a yellow circle 3) and a 'View/Edit Addresses' link.

The screenshot shows the 'Configure Tax' dialog box. It has a table with columns for '* Tax Category', '* Rate', and 'Tax Description'. The 'Sales Tax' category is selected (marked with a yellow circle 4). Below the table are 'Delete' and 'Create' buttons. There are also 'OK' and 'Cancel' buttons at the top right.

The screenshot shows the 'Shipping' configuration section. It includes fields for 'Ship From' (Ariba_TestSupplier - TEST), 'Ship To' (Sandbox Buyer - Test Praha), and 'Deliver To' (Czech Republic, Cristian Mihalache, 2nd Floor, SI Team). There is a 'View/Edit Addresses' link. Below this, there is a 'Shipping Cost' section with a 'Shipping Amount' field set to '0.00 EUR' (marked with a yellow circle 5) and a 'Shipping Date' field.

Review Invoice Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part #	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Shipping

Ship From: **Ariba_TestSupplier - TEST** Ship To: **Sandbox Buyer - Test** [View/Edit Addresses](#)

Praha 5
Czech Republic

Deliver To: **Czech Republic**
Cristian Mihalache
2nd Floor, SI Team

Shipping Cost

Shipping Amount:* 2 Shipping Date:

Allowances and Charges

Service Code:* Description: [Add Tax](#)

Start Date: [Remove](#)

Allowance:

Line Item Actions: [Delete](#) [Add](#)

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: [Calendar](#)

Remit To: **Ariba_TestSupplier - TEST**

Praha 5
Czech Republic

Bill To: **Sandbox Buyer - Test**

Praha
Czech Republic

Tax

Header level tax [?](#) Line level tax [?](#)

Category: [?](#)

Location:

Description:

Regime:

Date Of Pre-Payment: [Calendar](#)

Law Reference:

Shipping

Header level shipping [?](#) Line level shipping [?](#)

Ship From: **Ariba_TestSupplier - TEST** 1

Praha 5
Czech Republic

Allowances and Charges

Service Code:* Description: [Add Tax](#)

Start Date: [Remove](#)

End Date:

Allowance:

Invoice via PO Flip

Detail Line Items

6. Additional information can be viewed at the Line Item Level by editing a Line Item.

6

Line Item Actions ▾

Delete Add ▾

Edit

Add

Shipping Documents

Turn on f
Hide/Shc

Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice Done Cancel

▼ Invoice Item * Indicates required field Line Item Actions ▾

Quantity: * 5 Part #: GOODS_01

Unit: EA

Unit Price: * 1.00 EUR

Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: * PCE Price Unit Quantity: * 2

Unit Conversion: * 1 Description: This field specifies that 1 Box is equivalent

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test

Praha 5 Praha

Czech Republic Deliver To: Czech Republic

View/Edit Addresses

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

A screenshot of the SAP Line Item Actions menu. The menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (marked with a yellow circle '1'), and Attachment. The 'Add' option is highlighted. In the background, there are buttons for 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next' (marked with a yellow circle '3').

A screenshot of the SAP Comments field. The field is empty and labeled 'Comments' (marked with a yellow circle '2'). There is a 'Remove' button to the right of the field.

[Having Problems?](#)

Invoice For Services

Add Service Lines to Invoices

- Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
- Enter details for General or Labor Service.** General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Line Items 1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period
 Service Start Date: Service End Date:

Line Item Actions:

Turn on Error Dump Hide/Show XML

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 USD

Rate

*Term	*Rate	*Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.

Line Items

Insert Line Item Options

Tax Category:

No.	Include	Type	Part #	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>

Service Period 2 Service Start Date: Service End Date:

Line Item Actions:

Search for Invoice

(Quick & Refined)

Quick Search:

- 1. From the Home Tab, Select Invoices in the Document type to search.**
- 2. Select Stichting Zuyderland from Customer Drop down menu.**
- 3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.**

Refined Search: Allows a refined search of Invoices within up to 90 last days.

- 4. Search Filters from Outbox (Invoices).**
- 5. Enter the criteria to build the desired search filter.**
- 6. Click Search.**

Check Invoice Status

Routing Status To Your Customer

Stichting Zuyderland Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Stichting Zuyderland via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Stichting Zuyderland invoicing rules. Stichting Zuyderland will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Stichting Zuyderland invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Stichting Zuyderland action on the Invoice.

- **Sent** – The invoice is sent to the Stichting Zuyderland but they have not yet verified the invoice against purchase orders and receipts
- **Paid** – Stichting Zuyderland paid the invoice / in the process of issuing payment. Only if Stichting Zuyderland uses invoices to trigger payment.
- **Approved** – Stichting Zuyderland has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History 1](#)

Standard Invoice

Invoice: INV_20150415 [Done](#)

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
4

[Detail](#)
[Scheduled Payments](#)
[History 2](#)

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
 Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network

Company Settings | John Doe | Help Center >>

HOME | INBOX | **OUTBOX** | CATALOGS | ENABLEMENT TASKS | REPORTS

CSV Documents | Create

Invoices | Order Confirmations | Ship Notices | Drafts

Invoices

Search Filters

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Create Line-Item Credit Memo | Edit | Copy | Create Non-PO Invoice

Invoice: XYZ123456

Copy This Invoice | **Cancel** | Print | Download PDF | Export cXML

Detail | Scheduled Payments | History

Cancel Invoice?

Are you sure you want to cancel this invoice?

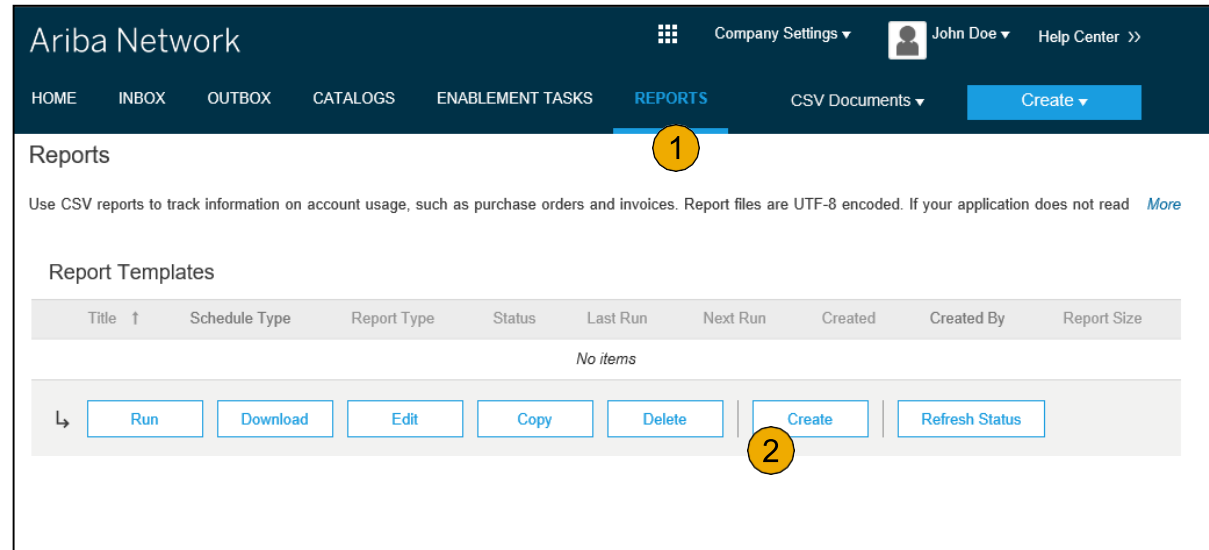
Yes | No

Download Invoice Reports

Learn About Transacting

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

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice or Invoice**.
4. **Click Next**.
5. **Specify Customer and Created Date** in Criteria.
6. **Click Submit**.
7. You can view and download the report in CSV format when its status is **Processed**.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title:* |

Description:

Time zone: US/Michigan

Language: English

Report Type:* Select

Next Exit

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

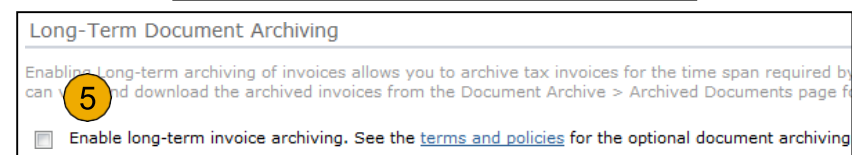
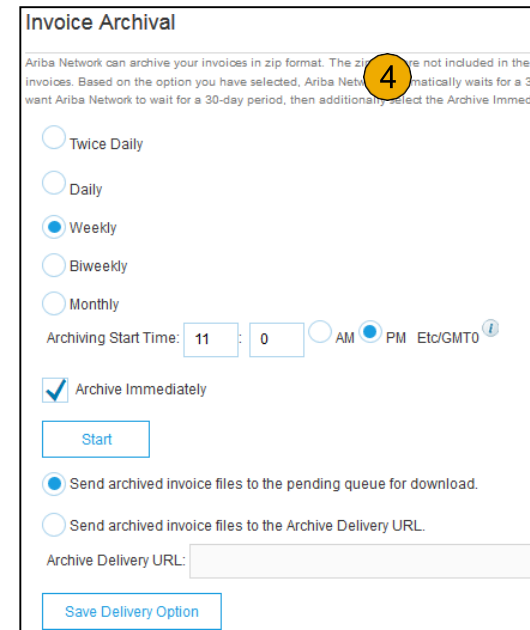
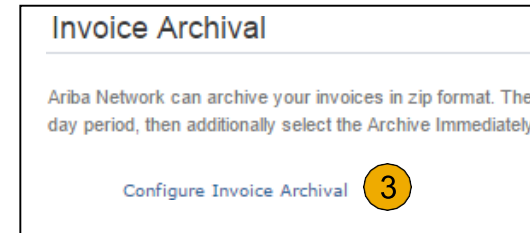
Previous Submit Exit

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the **Terms and Policies** link.)



Ariba Network Help Resources



[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration
- Supplier Fees
- Account Configuration
- General Ariba Network questions



Other Help

- [Useful Links](#)
- [Standard Documentation](#)

Supplier Support Post Go-Live



Global Customer Support

Click the icon to the left to find the appropriate support line.

Online Help

- [Help Center](#)
- [Ariba Exchange User Community](#)

Training & Resources

Stichting Zuyderland Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the SAP Account Settings interface. The main content area is titled "Account Settings" and includes tabs for "Customer Relationships", "Users", "Notifications", and "Account Hierarchy". The "Customer Relationships" tab is active, showing sub-tabs for "Current Relationships" and "Potential Relationships". Below these, there are radio buttons for "I prefer to receive relationship requests as follows:" with options "Automatically accept all relationship requests" (selected) and "Manually review all relationship requests". An "Update" button is present. A "Pending" section shows a "Customer" entry with "Approve" and "Reject" buttons. A "Current" section lists customers: "Ariba Inc." (marked with a yellow circle '2') and "Pouliot Industries". The "Ariba Inc." entry has a "Supplier Information Portal" link (marked with a yellow circle '3').

The right-hand sidebar, titled "Company Settings", contains a list of menu items: "Company Profile", "Service Subscriptions", "Account Settings", "Customer Relationships" (marked with a yellow circle '1'), "Users", "Notifications", "Account Hierarchy", "View All", "Network Settings", "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", "Remittances", and "Network Notifications".

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

Troubleshoot Your Invoice Issues

What does this error message mean?

How do I cancel an invoice that I've sent?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

[Back to Invoicing](#)

**Thank you for joining the
Ariba Network!**