

# Ariba Network

## Verizon and/or Verizon Wireless

### *Non-PO Invoice Guide*

SAP Ariba

# Content

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# Introduction

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- Verizon and/or Verizon Wireless will be referred to as **Verizon** within this document. It is important to note that Verizon and/or Verizon Wireless has their Ariba Buyer account configured to read **Verizon Entities**.
  - This means that this new process and instruction can apply to Verizon, Verizon Wireless or both entities (if you are a supplier that transacts with both).
- Verizon has set within their Ariba Network **Buyer** account, transaction rules that apply to purchase orders (and invoices).
- It is important to become familiar with what is required by Verizon and/or Verizon Wireless prior to receiving and sending documents over the Ariba Network.
- Suppliers can view a complete listing of all transaction rules set for purchase orders and invoices.
- To view Verizon and/or Verizon Wireless's transaction rules:
  - *Log into your Ariba Network Supplier account (Production)*
  - *Click the Administration Drop-Down Menu*
  - *Select Customer Relationships*
  - *Locate **Verizon Entities** from your list of current customers*
  - *Click on **Verizon Entities***

# Invoice Requirements

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- Invoice Numbers can be alpha/numeric but the following restrictions apply:
  - o Cannot contain leading zero's
  - o Cannot contain any special characters such as space, slashes, dashes
  - o Must be in a CAPS
  - o Verizon Wireless invoices have a 30 character limit
  - o Verizon Wireline invoices have a 16 character limit
- Attachments to invoices are supported.
  - o File types **not** supported: mp3, avi, exe, bmp, jpg, jpe, jpeg, ppt, pptx.
- All Non-PO Invoices must contain a valid email address for the Verizon Buyer who placed the order for the goods or services.
  - o Email address will be validated by Verizon and invoices that do not contain the correct email address (or a valid email address) will be rejected back to the supplier for correction.

# *Invoice Requirements*

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## **Tax Charges**

- Tax charges are accepted at the header level of the invoice only.
- Tax charges are required even if the tax is zero – **or** you can remove the tax fields completely from the invoice, either is acceptable.
- Tax Category must always be **Sales** Tax and this will be validated through the approval process. Invoices that contain a tax category other than Sales will be rejected back to the supplier for correction and resubmission.
- Tax must be entered into the designated fields for Tax on the invoice and not as a separate line item.

## **Shipping Charges**

- Shipping charges are accepted at the header level of the invoice only.
- Shipping must be entered into the designated fields for Shipping on the invoice and not as a separate line item.



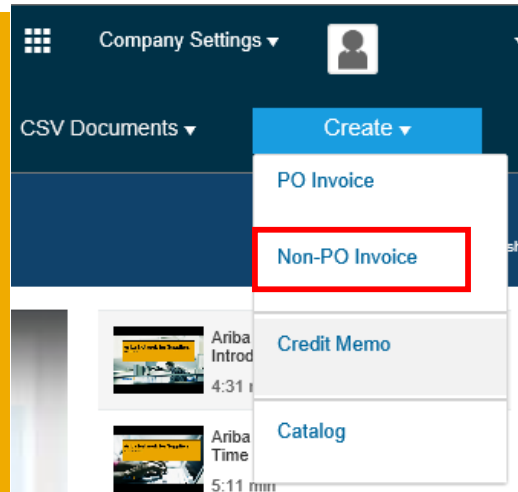


# Non PO Invoice

- From the Home page, along the right side of the page is an area titled **Create**.
- Click the **Non-PO Invoice** link to open the non-PO invoice form.
- From the **Customer** field, ensure Verizon is select. If is not, click the drop-down menu and select.

**Note:** there may be more than one customer listed if you are connected to multiple Buyers on the Ariba Network. Each Buyer has a separate Non-PO invoice template.

- **Standard Invoice** will be the default selection. Keep this selection to create a standard non-PO invoice,
- Click **Next** to continue.



## Create Non-PO Invoice

For a trading relationship already on Ariba Network

A screenshot of the 'Create Non-PO Invoice' form. The 'Customer' field is a dropdown menu with the text 'jUnitOrg - 5WQzy9VD565589b21009590920' and a downward arrow; this field is highlighted with a red rectangle. Below it, the 'Type of Invoice' section has two radio buttons: 'Standard Invoice' (which is selected and highlighted with a red rectangle) and 'Credit Memo'.

# Creating a Non-PO Invoice

- Invoice fields that are required are marked with an (\*) asterisk.
- Enter a unique **Invoice #**.
- The **Invoice Date** will default to the date the invoice is being created.
- Invoice date can only be backdated **one day**. If the invoice date needs to be adjusted, click the calendar icon and select the corrected invoice date.
- Tax ID is not required.
- **Remit To** is **required** and will default to the suppliers default **Remittance Address**. The will be the remittance address that contains the validated ACH information.

**Note:** for more information on remittance data, please reference the *Verizon Payment Guide*.

- The **Bill To** information on a Non-PO invoice will default to Verizon's required address. **Do not change this information.**

## ▼ Invoice Header

\* Indicates required

The screenshot shows the 'Invoice Header' form with a 'Summary' section. The 'Invoice #' field is empty. The 'Invoice Date' field is set to '11 Feb 2016' and has a calendar icon to its right. The 'Supplier Tax ID' field is empty. The 'Remit To' field is set to 'jUnitOrg - LV8b8fbt565589df1009590921'. The 'Bill To' field is set to 'Arkansas City, AR United States'. To the right of the form, there is a summary of amounts: Subtotal: \$0.00 USD, Total Tax: \$0.00 USD, Amount Due: \$0.00 USD. Three red arrows point from yellow boxes to specific fields: 'Calendar Icon' points to the calendar icon next to the 'Invoice Date' field, 'Default Remit To' points to the 'Remit To' field, and 'Do Not Change' points to the 'Bill To' field.

Summary	
Invoice #:	
Invoice Date:*	11 Feb 2016
Supplier Tax ID:	
Remit To:	jUnitOrg - LV8b8fbt565589df1009590921
Bill To:	Arkansas City, AR United States

Subtotal: \$0.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$0.00 USD

Calendar Icon  
Default Remit To  
Do Not Change



# Creating a Non-PO Invoice

## Tax

- **Tax** fields will be present at the header of the invoice by default –do not change.

- Tax will default to the category of **Sales**. Do not change as this is the only tax category supported by Verizon.

- Enter the Taxable Amount
- Enter the Tax Rate %
- Enter the Tax Amount

If tax is **not applicable**:

1. Click the Remove link and delete the tax entry from the invoice.

-or-

2. Enter a zero (0) in the Tax Amount field

Tax

☒ Header level tax ⓘ ☐ Line level tax ⓘ

**Do Not Change**

Category:\* Sales Tax ▼

Location:

Description:

Regime:  ▼

Taxable Amount:

Rate(%):

Tax Amount:

[Remove](#)

**Note:** A Rate % **or** Tax Amount can be entered. The Ariba Network will auto-calculate the other.

# Creating a Non-PO Invoice

## Shipping

- To add charges for shipping, click the **Add to Header** button and select **Shipping Costs**. The page will refresh and a field will be present to add shipping charges to the invoice.
- If shipping was added in error, click the Remove link to the right side of the shipping cost section and remove it from the invoice.
- Note that above the shipping cost field, is a section that provides the Ship From and Ship To information. If any changes need to be made to these addresses, you can click the **View/Edit Addresses** link and adjust as needed.

[Update](#) [Save](#) [Exit](#) [Next](#)

\* Indicates required field

[Add to Header](#) ▼

Tax

**Shipping Cost**

Shipping Documents

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

## Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **Verizon Test Supplier - TEST**  
New York, NY  
United States

Ship To: **Verizon - TEST**  
Albany, NY  
United States  
Deliver To:

**Edit Address Information**

[View/Edit Addresses](#)

## Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

# Creating a Non-PO Invoice

## Requestor Email

- In the additional fields section, a valid Verizon email address must be entered.
- This must be the email address of the Verizon Buyer that purchased the goods/services.
- Verizon will validate the email address entered and if it is not correct, the invoice may be rejected back to the supplier for correction and resubmission.

<b>SHIPPING COST</b>			<a href="#">Remove</a>
Shipping Amount:	<input type="text" value="25.00"/>		
Supplier Email:	<input type="text"/>	Customer:	<b>Verizon QA - TEST</b>
Supplier:	<b>Verizon TEST Supplier 5</b>		New York, NY
	Pittsburgh, PA		United States
	United States	* Requestor Email:	<input type="text" value="VerizonBuyer@Verizon.com"/>
Bill From:	<b>Verizon TEST Supplier 5</b>		

Verizon will validate the email address entered to ensure it is a valid email address in their system. This will also determine where the invoice is routed for approval.

# Creating a Non-PO Invoice

## Adding Line Items

- Click the **Add Items** button. The page will refresh and a blank line item will be inserted.

- Complete all of the fields on the line item:

- No.: Line item number
- Part #: Supplier Part Number
- Description: Detail of the item being invoiced
- Quantity: Number of items being invoiced
- Unit Price: Price of the good or service for that line item.

- To add multiple line items, click the **Add Items** button and continue to repeat steps above until all line items are present.

Line Items

Insert Line Item Options

☐ Tax Category:  ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

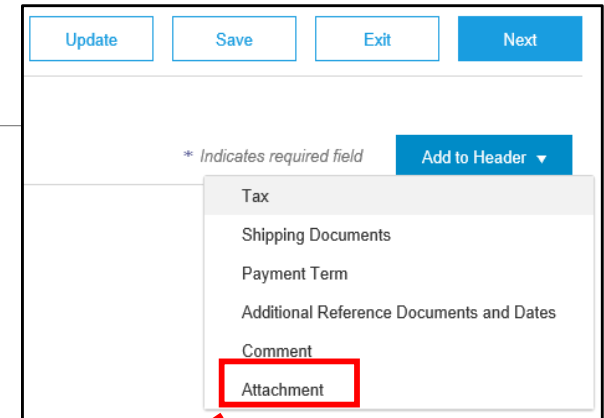
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	MATERIAL	TBD	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	

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

# Creating a Non-PO Invoice

## Adding an Attachment

- Verizon will support attachments to the invoice.
- If there is back-up documentation that is required to the invoice approver, you can attach it directly to the invoice.
- Click the **Add to Header** button at the top of the page and select, **Attachment**.
- A standard Windows browse button will appear. Click **Browse** and locate the file to be attached.
- Once selected, click **Add Attachment** and the document will appear on the invoice page.

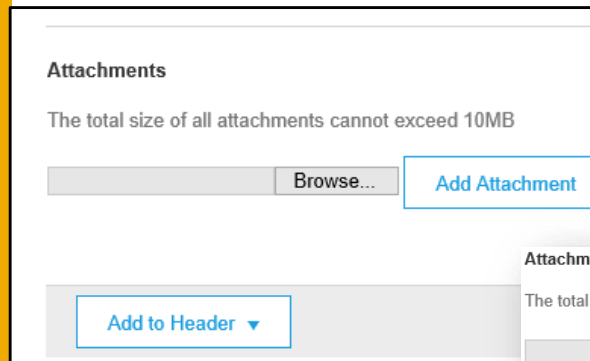


Update Save Exit Next

\* Indicates required field

Add to Header ▼

- Tax
- Shipping Documents
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment**

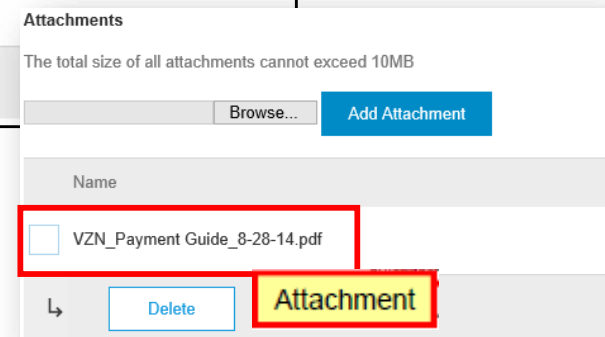


Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment

Add to Header ▼



Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment

Name

☐ VZN\_Payment Guide\_8-28-14.pdf

↳ Delete **Attachment**

### Attachment Rules:

- Cannot exceed 10 MB in size.
- You can add multiple attachments, as long as the total size does not exceed 10MB.
- Verizon will not support the file types pf mp3, avi, exe, bmp, jpg, jpe, jpeg, ppt, pptx.

# Creating a Non-PO Invoice

Actions

Create Invoice

Previous

Save

Submit

Exit

## Review and Submit

- After all charges are added to the invoice and all line items are created, click the **Next** button at the top or bottom of the page.

**Note:** if you do not see the **Confirm** page, review the invoice for any red error messages and make corrections as indicated.

- Review the invoice to ensure all charges and amounts are accurate and complete.

- At this point, you can click:

- Previous:** to return to the invoice entry page and make changes to the invoice.

- Save:** save a temporary copy of the invoice to continue at a later time. Note: invoices will only save for 7 days and then will be auto-deleted.

- Submit:** send the invoice to Verizon.

- Exit:** exit invoice creation and the invoice will be deleted.

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: Canada. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

## Standard Invoice

Invoice #: 1234  
Invoice Date: Friday 20 May 2016 3:32 PM GMT-05:00

Subtotal: \$35.00 USD  
Total Tax: \$1.75 USD  
Total Gross Amount: \$36.75 USD  
Total Net Amount: \$36.75 USD  
Amount Due: \$36.75 USD

Line #	Line Ref #	Type	Part # / Description	Customer Part #	Qty / Unit	Unit Price	Sub Total
--------	------------	------	----------------------	-----------------	------------	------------	-----------

1 1 MATERIAL 123dems Green 1234567 1 EA \$5.00 USD \$5.00 USD

### DETAILS

Auxiliary Part ID:  
Manufacturer Part #:  
Manufacturer Name:  
Country of Origin:  
Product Serial #:  
Product Serial #:  
Additional Information:  
no

Check Invoice

Subtotal: \$5.00 USD  
Gross Amount: \$5.00 USD  
Net Amount: \$5.00 USD

Line #	Line Ref #	Type	Part # / Description	Customer Part #	Qty / Unit	Unit Price	Sub Total
--------	------------	------	----------------------	-----------------	------------	------------	-----------

2 14 MATERIAL 08TRG Parts ksd74 3 EA \$10.00 USD \$30.00 USD

### DETAILS

Auxiliary Part ID:  
Manufacturer Part #:  
Manufacturer Name:  
Country of Origin:  
Product Serial #:  
Product Serial #:  
Additional Information:  
no

Subtotal: \$30.00 USD  
Gross Amount: \$30.00 USD  
Net Amount: \$30.00 USD

## Tax Summary

### Tax Details:

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
--------------	----------	----------------	------------	--------------	-------------	------------	---------------

Sales Tax 5% \$35.00 USD \$1.75 USD

## Invoice Summary

Subtotal: \$35.00 USD  
Total Tax: \$1.75 USD  
Total Gross Amount: \$36.75 USD  
Total Net Amount: \$36.75 USD  
Amount Due: \$36.75 USD





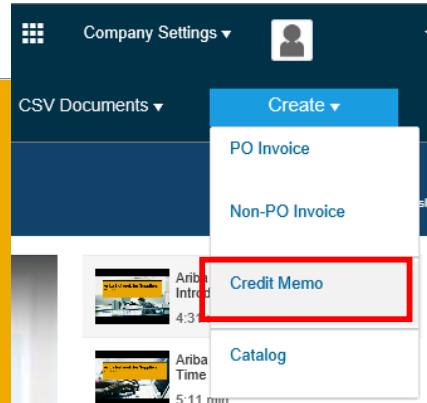
# Creating a Credit Invoice

## Negative Dollar Invoice

- From the Home page, click the **Create Non-PO Invoice** form.

**Note:** This invoice is created identical to the standard Non-PO invoice with the exception of **Quantity**.

- Select Verizon as the customer and select **Standard Invoice**.
- Complete the invoice form as instructed starting on page 7.
- Enter the:
  - Invoice Number
  - Invoice Date
  - Email Address of the Verizon Buyer where the invoice will route
- Click **Add Item** to add line items to the invoice.
- Enter the:
  - Line number
  - Part #
  - Description
  - Quantity (negative)
  - Unit Price
- The invoice as shown, will be a negative value or negative dollar invoice



Company Settings ▾

CSV Documents ▾

Create ▾

- PO Invoice
- Non-PO Invoice
- Credit Memo**
- Catalog

▼ Invoice Header

Summary

Invoice #: \* 1234

Invoice Date: \* 20 May 2016

Supplier Tax ID:

Remit To:

Englewood, CO  
United States

Bill To:

Calgary AB  
Canada

Ship From: **Verizon TEST Supplier 5**  
Pittsburgh, PA  
United States

Supplier Email:

Supplier: **Verizon TEST Supplier 5**  
Pittsburgh, PA  
United States

Bill From: **Verizon TEST Supplier 5**

Ship To: **Verizon QA - TEST**  
New York, NY  
United States

Deliver To:

Customer: **Verizon QA - TEST**  
New York, NY  
United States

\* Requestor Email: VerizonBuyer@verizon.com

Line Items

Insert Line Item Options

☐ Tax Category:  ☐ Shipping Documents ☐ Special Handling ☐ Discount

**Negative QTY** [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	123ders	Green	1234567	-2	EA	\$5.00 USD	\$-10.00 USD

# Creating a Credit Invoice

## Negative Dollar Invoice

- Continue to add additional line items as needed.
- Review the TAX for any tax amounts that needs to be credited back to Verizon.
- If the subtotals are not accurate, (if not all line items require a tax credit) – adjust as needed in the **taxable amount** field.
- Click **Next** to review the credit invoice.
- Click **Submit** to send the credit invoice to Verizon.

Tax

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category:\* Sales Tax ▼

Location:

Description:

Regime:

Remove

Taxable Amount: \$-10.00 USD

Rate(%): 5

Tax Amount: \$-0.50 USD

Add to Header ▼

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category:  ☐ Shipping Documents ☐ Special Handling ☐ Discount

☐ Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	123ders	Green	1234567	-2	EA	\$5.00 USD	\$-10.00 USD

Update Save Exit Next

# Creating a Credit Invoice

## Line Item Credit Memo

- Line Level Credit invoices are invoices created using a previously submitted invoice.

- From the Home page, click on the **Outbox**.

- Locate** the invoice from which the credit needs to be created.

- Open** the invoice by clicking on the invoice number.

- At the top of the invoice, click **Create Line Item Credit Memo**.

Invoices

Search Filters

Invoices (82) Page 1

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/>	XPDD	Verizon - TEST	DO66847				29 Sep 2004	\$20.25 USD	Sent	Approved
<input type="radio"/>	IvonneTestComments2	Verizon - TEST	DO66844				8 Jul 2004	\$689.90 USD	Sent	Sent
<input type="radio"/>	IvonneTestComments	Verizon - TEST	DO66844				8 Jul 2004	\$46.98 USD	Sent	Sent
<input type="radio"/>	888123Ivonne	Verizon - TEST	DO66844				23 Jun 2004	\$56.11 USD	Sent	Sent
<input type="radio"/>	234555	Verizon - TEST	DO66392				17 May 2004	\$1.35 USD	Sent	Approved
<input type="radio"/>	22223	Verizon - TEST	DO66392				14 May 2004	\$3.18 USD	Sent	Approved
<input type="radio"/>	22222	Verizon - TEST	DO66391				14 May 2004	\$1.06 USD	Sent	Approved
<input type="radio"/>	66667	Verizon - TEST	DO35426				14 May 2004	\$45.05 USD	Obsolete	Sent

Invoice: 7654

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

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

Standard Invoice

Status	Subtotal: \$36.00 CAD
Invoice: Sent	Total Tax: \$1.80 CAD
Routing: Sent	Total Gross Amount: \$37.80 CAD
Invoice #: 7654	Total Net Amount: \$37.80 CAD
Invoice Date: Friday 20 May 2016 4:02 PM GMT-05:00	Amount Due: \$37.80 CAD
Original Purchase Order: 4502151979	
Submission Method: Online	

# Creating a Credit Invoice

## Line Item Credit Memo

- The Ariba Network will take all of the data from the previously submitted invoice and flip it to a credit.
- Enter the:
  - Credit Memo # (Invoice #)
  - Invoice Date
- Review the credits created and ensure that all credits present are to be included:
- Shipping
- Tax
- Line Item Level Quantity
- If the **quantity** is adjusted, ensure that it remains a negative value.
- If there are line items that are not to be included, you can either:
  - Click the check box next to the line item and click the **delete** button or
  - Click the green check mark at the line item level to **exclude** it from the invoice.
- Click **Next** to review and **Submit**.

Create Credit Memo

Next

Exit

Header Information

Invoice #:

Invoice Date:

13 May 2016

Information Only. No action is required from the customer.

\* Indicates required field

Original PO #:

6500065634

Customer Reference:

Tax

Header level tax

Line level tax

Category:

Sales Tax

Location:

Description:

Regime:

Taxable Amount:

\$-36.00 CAD

Rate(%):

5

Tax Amount:

\$-1.80 CAD

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

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	Non Catalog Item	Nipple 3/4" x 6"lg sch80 TBE A106B HDG // each		-1	EA	\$10.00 CAD	\$-10.00 CAD

Insert Line Item Options

Check the line item - DELETE

Insert Line Item Options

Check the green check mark to exclude

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Public

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# Invoice Status



# Invoice Status

## ROUTING STATUS

Reflects the status of the transmission of the invoice to Verizon's Ariba account. The following status' are used:

- **Queued:** The invoice is sent from the suppliers Outbox to Verizon's Inbox. This should always be a short term status.
- **Failed:** Invoice failed Verizon's invoicing rules on the Ariba Network. Verizon will not receive this invoice.
- **Sent:** Ariba Network sent the invoice to Verizon and is awaiting pickup by Verizon's invoicing application.
- **Acknowledged:** Verizon's invoicing application has acknowledged the receipt of the invoice.

Ariba Network

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OUTBOX

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Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
7654		4502151979	Online	Supplier	Order	20 May 2016	\$37.80 CAD	Sent	Sent

Create Line-Item Credit Memo

Edit

Copy

Create Non-PO Invoice

Create Contract Invoice

# Invoice Status

## INVOICE STATUS

Reflects the status of Invoice as it relates to the processing by Verizon. The following status' are used:

- **Sent:** Verizon has received the invoice into their invoice processing system. This status will indicate that the invoice is in the process of being reviewed, routed and approved for payment.
- **Approved:** Verizon has approved the invoice for payment. The invoice will now be in a pending payment state awaiting the terms applicable to the supplier, (i.e. 45 days, 60 days).
- **Rejected:** Verizon has rejected the invoice. **Note:** Verizon may determine that the invoice is acceptable for payment after a rejected status. In these cases, the invoice status will change from rejected to **Sent**.
- **Paid:** Invoice is paid and funds should be available in the supplier account setup for payment.
- **Canceled:** In cases where Verizon needs to cancel an invoice (for example: duplication).

Ariba Network

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Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
 7654		4502151979	Online	Supplier	Order	20 May 2016	\$37.80 CAD	Sent	Sent

Create Line-Item Credit Memo

Edit

Copy

Create Non-PO Invoice

Create Contract Invoice



# Scheduled Payments

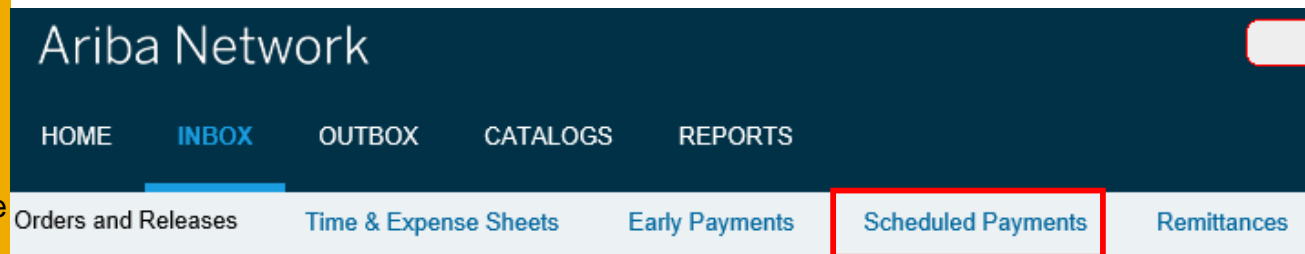
- Verizon will be sending payment information in two ways:

1. Scheduled Payments
2. Remittances

- From the **Inbox**, click the sub-menu item for **Scheduled Payments**.

- From this page, suppliers can see upcoming payment information.

- By clicking on a Payment ID (open the record) suppliers can get the detailed information on upcoming payment.



# Remittance Information

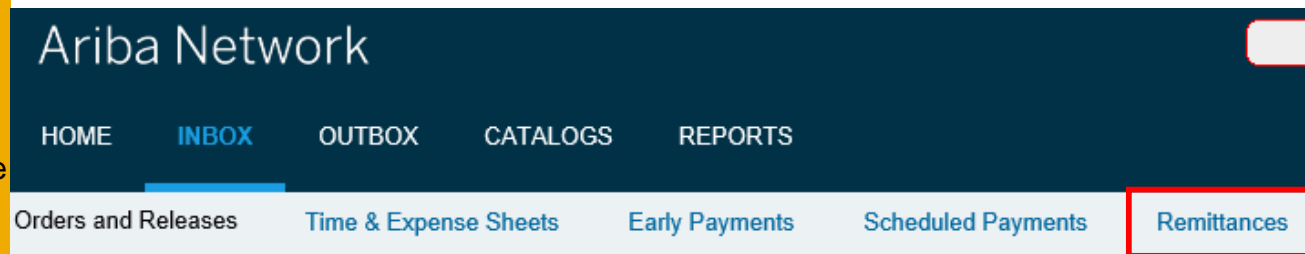
- Verizon will be sending payment information in two ways:

1. Scheduled Payments
2. Remittances

- From the **Inbox**, click the sub-menu item for **Remittances**.

- From this page, suppliers can see which payments are in processing (paying current day) and which have already paid.

- By clicking on a Transaction # (open the record) suppliers can get the detailed information what was paid.







# Who should you contact?

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## Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact [VerizonEnablement@ariba.com](mailto:VerizonEnablement@ariba.com) for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

- **Verizon Business Process Support**

Please contact the Verizon Supplier Enablement team at [EPayablesEnablement@Verizon.com](mailto:EPayablesEnablement@Verizon.com) or [ePayablesO2P@verizon.com](mailto:ePayablesO2P@verizon.com) for business-related questions.

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## Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

To contact Customer Support by phone:

Go to: <http://supplier.ariba.com>

Click **Help Center**

Click **Support**

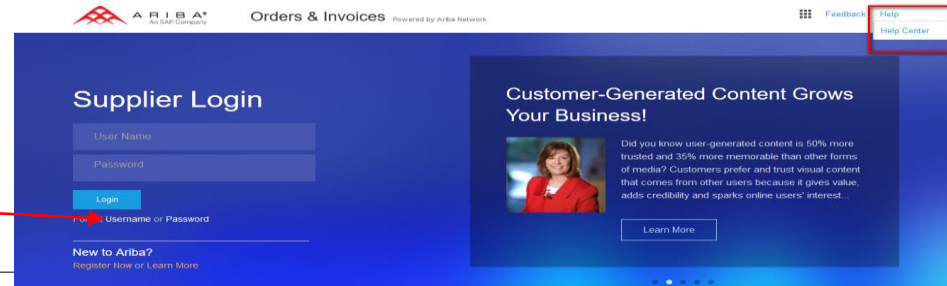
Click **Get help by phone**

**Note:** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu

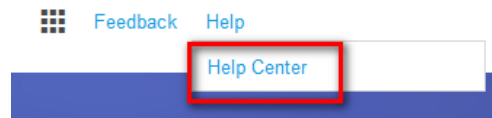
# Supplier support post Go-Live Help Center

Go to <http://supplier.ariba.com>.

If you forgot your username or password click on the link **Forgot Username** or **Forgot Password**.



To access our Help Center, log into your account or go to <http://supplier.ariba.com>. Click the **Help** link in top right corner. Click **Help Center** and go to **Support** section.



Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our web form. Select Problem Type. Note Verizon in the **Issue Description**.

