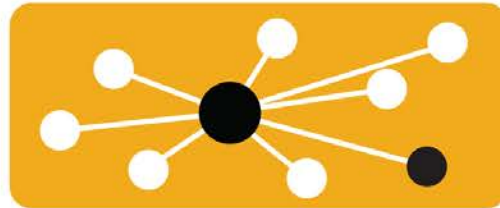
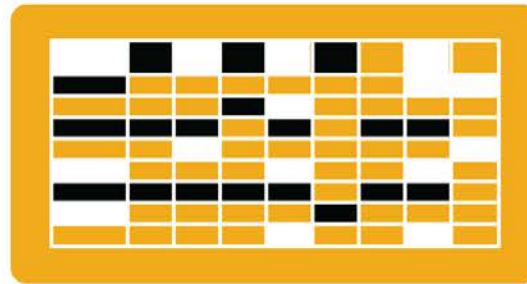


Ariba® Network Supplier Guide

First Data™



SAP Ariba 

Get Started 

Using This Guide

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

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

SECTION 1:
Ariba Network
Overview

SECTION 2:
Account Set
Up

SECTION 3:
Purchase
Orders

SECTION 4:
Other
Documents

SECTION 5:
Invoice
Methods

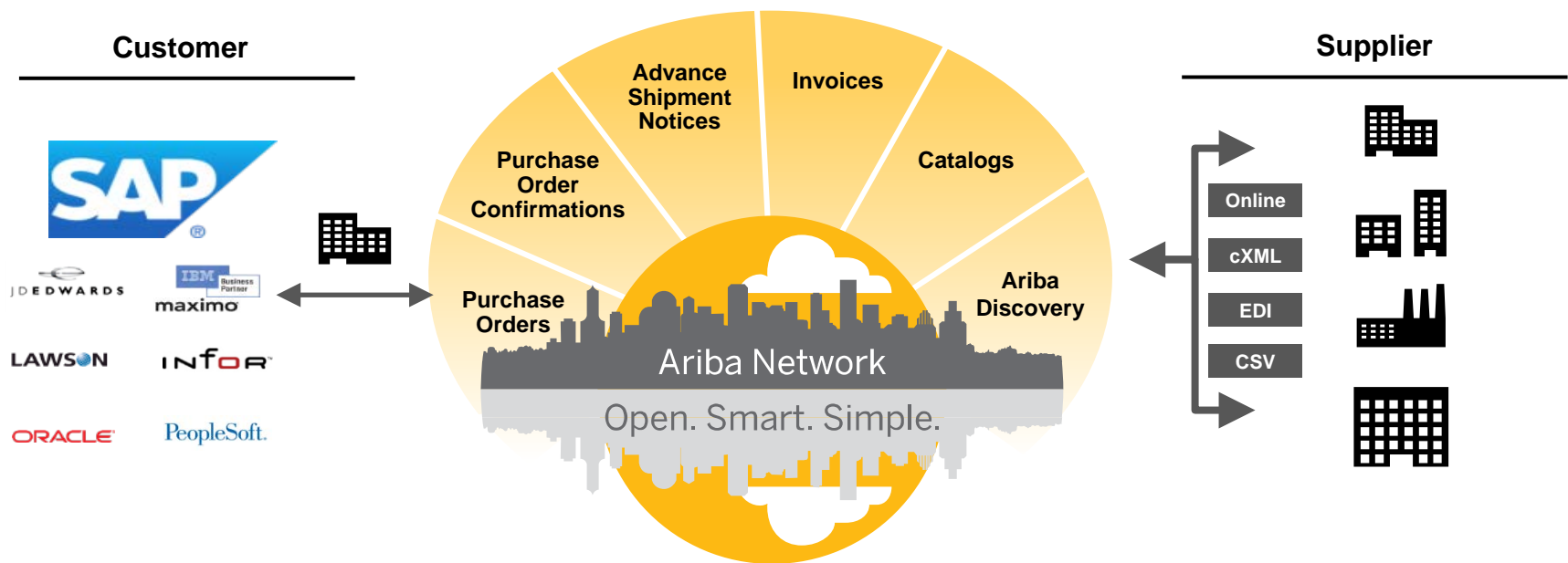
SECTION 1: Ariba Network Overview



\$USD

What is Ariba Network?

First Data 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 \$850B >60%

Trading Partners

In Annual
Commerce

Global 2000 use the Network

65+ million

Annual Invoices

190

Countries

60+ million

Annual Purchase Orders

First Data Message

First Data™

We are writing to inform you of changes that First Data is implementing to improve our procurement processes. These changes will simplify your experience with First Data by automating transactions including Purchase Orders, invoice reconciliation, and invoice payment.

To assist with this initiative, we partnered with SAP Ariba to enable suppliers to transact electronically through **Ariba® Network**. As a preferred First Data supplier, you have been selected to transition with us to Ariba Network and eliminate the hassle of manual, paper-based transactions.

Joining Ariba Network through First Data will streamline your processes and provide the following advantages:

- **Real-time P.O. and Invoice Delivery** for quicker fulfillment, identification of discrepancies, and payment status visibility
- **Visibility** to other buying organizations provided by Ariba Network
- **Invoice Status Visibility** allowing you to view invoice acceptance by First Data and expected payment dates
- **Reduction in administrative expenses** for items such as postage, printing, and mailroom handling
- **Simple set-up** through Internet-based tools

Thank you in advance for your cooperation and assistance in implementing these important improvements. We look forward to continuing our relationship during this transition and beyond.

Note:

Participation is important for seamless business transactions with First Data. Once Ariba Network is operational, it is expected that transactions will be processed on the network.

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:

\$USD

Supplier Fee Schedule - USD

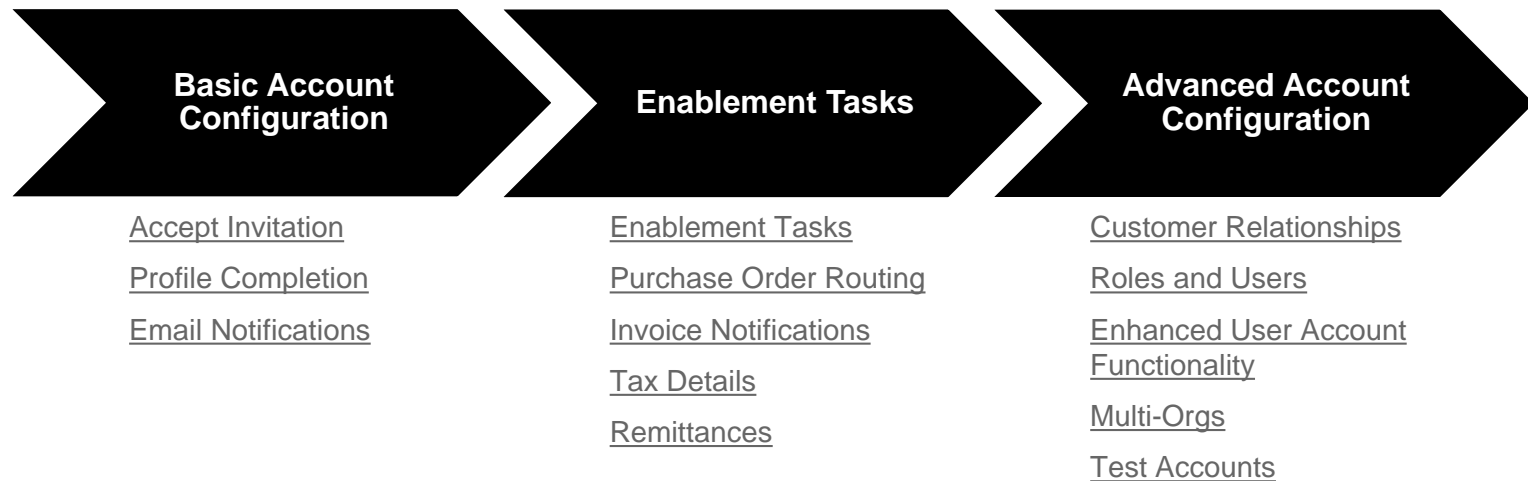
5 and more documents?	More than \$50K?	Usage
NO	NO	FREE
YES	NO	FREE
NO	YES	FREE
YES	YES	CHARGEABLE

- **FREE** for all suppliers to join and begin transacting
- **No surcharges** for suppliers with multiple divisions or business units
- **Documents** are considered Purchase Orders and Invoices

Examples			
Volume	Subscription	Transaction	Total Annual
60 documents \$35K	Standard - \$0	\$0	\$0
4 documents \$500K	Standard - \$0	\$0	\$0
60 documents \$500K	Silver - \$750	\$775	\$1525

Transaction Fees		
Billed every quarter		
0.155% of transaction volume		
Capped at \$20,000/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	Bronze	\$50
25 to 99 documents	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

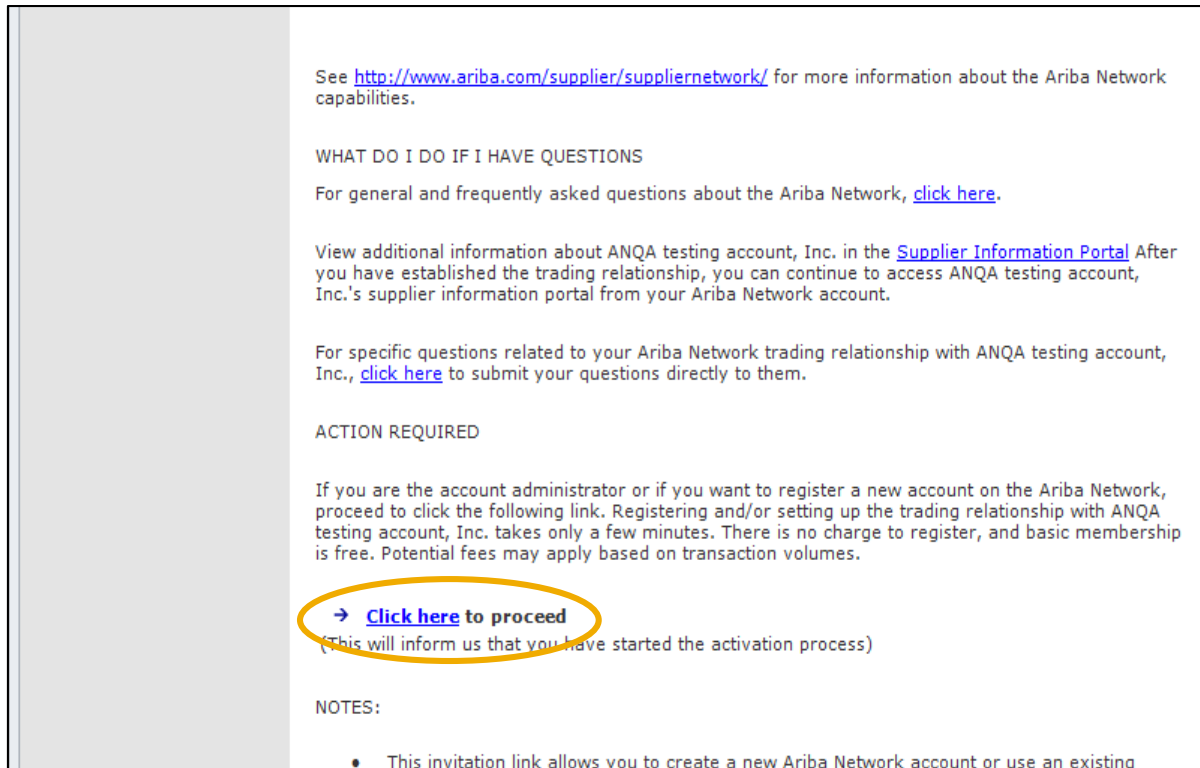
SECTION 2: Set Up Your Account



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. Select **Register Now**

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

- Your company information
- Product & Service categories
 - Type in a keyword, select the category, and click on Add. For more precise matches, use the Browse option.
- Sales territories
- User information

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

4. Click **Continue** to proceed to your home screen.

Ariba Network

Enter Your Ariba Commerce Cloud Information Continue Cancel

Enter basic company information

* Indicates a required field

Company Name: *

Country: * United States [USA] ▼ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address: *

Line 1

Line 2

Line 3

City: *

State: * Pennsylvania ▼

Zip: *

Product and Service Categories: * Enter Product and Service Categories Add -or- Browse

Ship-to or Service Locations: * Enter Ship-to or Service Location Add -or- Browse

Tax ID: Optional Enter your nine-digit Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet. ⓘ

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.

Company Settings ▼ John Doe ▼ H

SMO Supplier 1
ANID: AN01022404640
Standard Package

Company Profile

Service Subscriptions

Account S

Ariba Network Company Settings ▼ John Doe Help Center >> Log

Company Profile Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: SMO Supplier 1

Other names, if any:

NetworkId: AN01022404640 ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL

Address

Address 1: 21 Jump Street

Address 2:

Address 3:

City: Cleveland

State: Ohio ▼

Zip: 44114

Country: United States [USA] ▼

Public Profile Completeness 38%

Short Description
Website
Annual Revenue
Certifications
D-U-N-S Number
Business Type
Industries
Company Description
Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile
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.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy

General Network **Discovery** Sourcing & Contracts

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

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 a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<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.

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships
Users
Notifications
Account Hierarchy
View All
Network Settings

To email addresses (one required)

* junk@phoenix.ariba.com

* junk@phoenix.ariba.com

* junk@phoenix.ariba.com

* junk@phoenix.ariba.com

Configure Your Enablement Tasks

1. From your 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

2

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.

3

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
	EDI	

Notifications

4

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.

Network Settings

SaveClose

Electronic Order RoutingElectronic Invoice RoutingAccelerated PaymentsSettlement

* 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>2</div> <div>Email</div>	<div>3</div> <div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments"</div>

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 FDEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

1. 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.
2. 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	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	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.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<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.

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
3. Complete all required fields marked by an asterisk (*) in the **EFT/Check Remittances** section.
4. Select one of your **Remittance Addresses** as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Network Settings

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

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State

[Edit](#)
[Delete](#)
[Create](#)

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:*

Address 2:

Address 3:

Address 4:

City:*

State:

Postal Code:*

Country:*

Contact:

☐ Make this address default

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances**
- Network Notifications
- View All

Review Your Relationships

Current and Potential

1. Click on the **Customer Relationships** link in the **Administration Navigator**.
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

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests
☐ Manually review all relationship requests

Update

Pending

Customer	Requested Date
No items	

L>
Approve
Reject

Current

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

L>
Reject

Rejected

Customer	Rejected Date
No items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

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View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Understand Roles for Users

Administrator

- 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 roles for the account

User

- Can have different roles, which correspond to the user's actual job responsibilities
- Responsible for updating personal user information

Create Roles and Users

1. Click on the **Users** tab on the **Administration Navigator**. 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 information**.
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 displays the SAP Ariba Administration Navigator interface. The top navigation bar includes tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and a right-hand sidebar. The 'Manage Users' section features a table with columns for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Ariba Discovery Code'. A user named 'rebecca.novotny@sap.com' is listed. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Manage User Roles' section contains a table with columns for 'Name' and 'Actions'. Roles listed are 'Administrator' and 'All Access'. Below the table is a 'Create Role' button. The right-hand sidebar shows the 'Company Settings' menu with options like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The 'Users' option is highlighted with a red circle and the number 1.

Modifying Users

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 if necessary.
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

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.

The screenshot shows the SAP User Account Navigator interface. At the top right, a user profile dropdown (1) displays the user's name and ID. Below it, a menu (2) contains options like 'Logout', 'My Account', 'My Community Profile', and 'Switch To'. The 'My Account' section is expanded, showing 'Account Settings' and 'Account Information'. The 'Account Settings' section includes fields for 'Username' (Aribasup@s.c), 'Email Address' (junk@phoenix.ariba.com), 'First Name', 'Middle Name', 'Last Name', and 'Business Role' (Business Owner). A 'Change Password' link (3) is also present. The 'Security' section includes a 'Secret Question' (What is the last name of your first boss?), 'Secret Answer', and 'Confirm Secret Answer' fields (4). A 'Contact Administrator' link is at the bottom.

Consolidate Your Bills Through a Multi-Org



Branch 1 Parent Account ANID 1

Branch 2 ANID 2

Branch 3 ANID 3

Branch 4 ANID 4

Multi-Org Consolidated Invoice

Branch 1 **Parent Account

- Customer X
- Customer Z

Branch 2

- Customer Y
- Customer Z

Branch 3

- Customer Y
- Customer Z

Branch 4

- No chargeable relationship

1 Master Anniversary Date

1 service invoice per quarter for all customers

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. Open the **Account Administration Menu** and go to **Account Hierarchy**.
2. To add child accounts click **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.

Account Settings

Customer Relationships
Users
Notifications
Account Hierarchy

Account Status: **No Linked Accounts**
 If your company has multiple accounts, you can link them.
Link Accounts

Company Settings

jUnitOrg - LV8b8ft...
 ANID: AN02003380348
 Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy 1

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

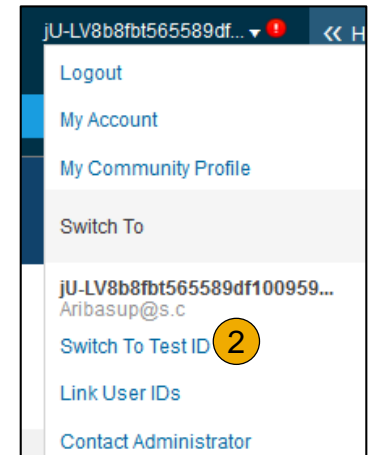
Network Notifications

View All

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).



Create Test Account

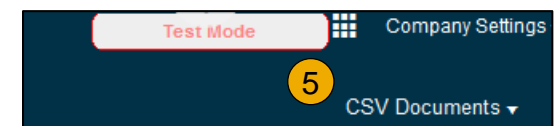
You are about to create a new account in the Test Mode. The trading relationship with the

4

Username:* test-Aribasup@s.c

Password:*

Confirm Password:*



SECTION 3: Purchase Order Management

View Purchase Orders

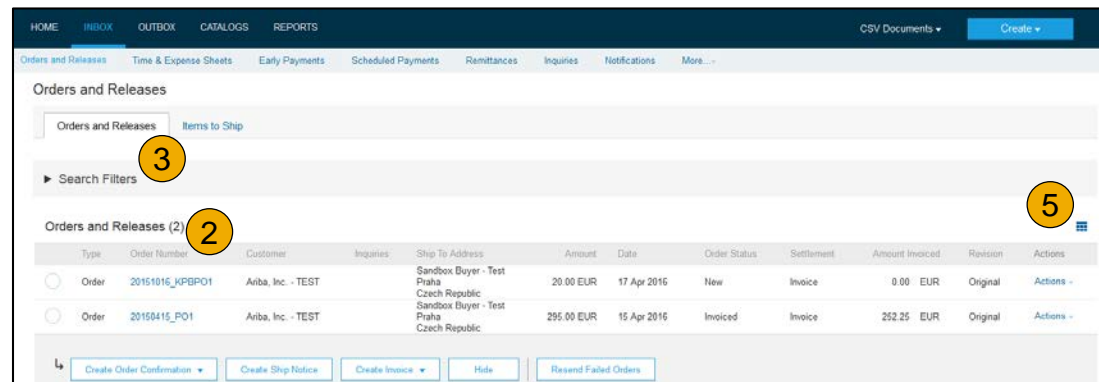
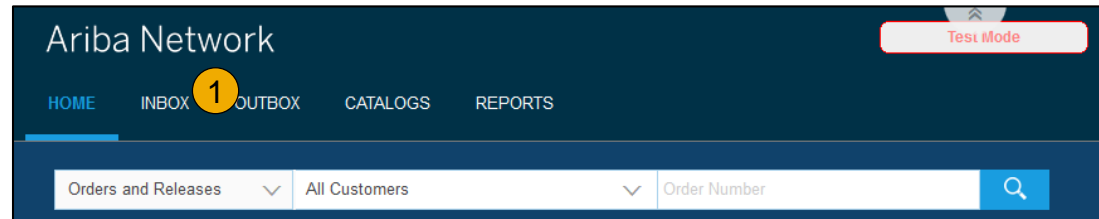
Purchase Order Detail

Create PDF of PO

Manage POs

View Purchase Orders

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



Can't Find Your PO?

Manage POs

Purchase Order Detail

1. 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

[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 8 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

[Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

2. Line Items section describes the ordered items. Each line describes a quantity of items First Data wants to purchase. Set the status of each line item by sending order confirmations clicking **Create Order Confirmation**. At the bottom of the purchase order is the Sub-Total.

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.

Purchase Order: 20150415_PO2

1

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Save As

Desktop

File name: 20150415_PO2.pdf

Save as type: Adobe Acrobat Document (*.pdf)

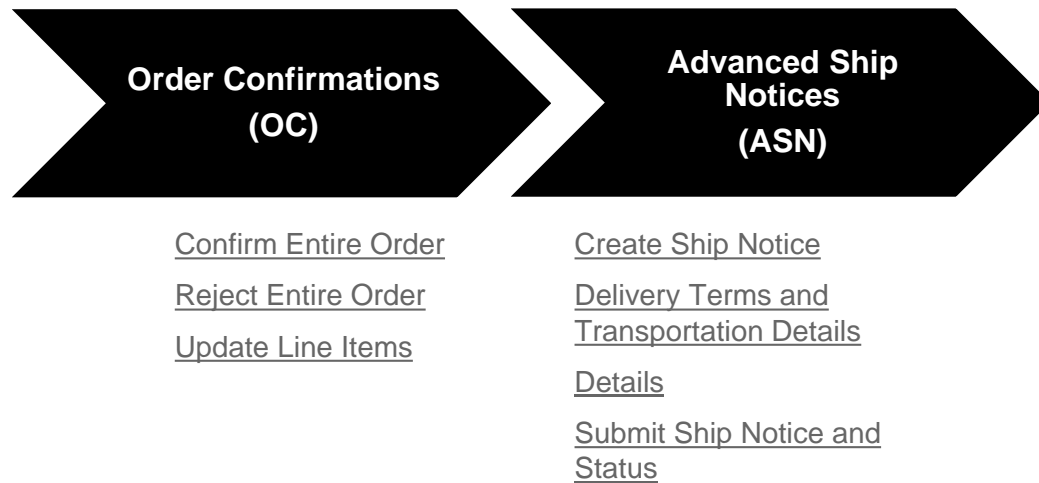
Browse Folders

Save Cancel

Do you want to open or save 20150415_PO2.pdf from service.ariba.com?

Open Save

SECTION 4: Other Documents



Create Order Confirmation

Confirm Entire Order



This slide explains how to Confirm Entire Order.

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

The screenshot shows the 'Confirming PO' form. At the top, a toolbar contains buttons: 'Create Order Confirmation' (labeled 1), 'Create Ship Notice', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. Below this, the form has a sidebar with 'Confirm Entire Order' (labeled 1) and 'Review Order Confirmation' (labeled 2). The main area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #' (labeled 2), 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section, which includes fields for 'Est. Shipping Date' (labeled 3), 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. At the top right of the form, there are 'Exit' and 'Next' (labeled 5) buttons. A small note at the top right of the form states 'Indicates required field'.

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

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.

Trouble With Your OC?

Create Order Confirmation

Reject Entire Order

1. From the PO view, click the **Create Order Confirmation** button and select **Reject Entire Order**.
2. Enter the **Order Confirmation Number** and any relevant **comments**.
3. Select a **reason** for rejecting the order in case your buyer requires detail.

Ariba Network

Purchase Order: 20150415_PO2

From: **Sandbox Buyer - Test**
 Radlicka
 15000 Praha
 Czech Republic

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:

Confirmation #:

Rejection Reason:

Comments:

Create Order Confirmation

Update Line Items

1. From the PO view, click the **Create Order Confirmation** button and 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:
 - **Confirm** – You received the PO and will send the ordered items.
 - **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
 - **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

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO2

Customer: Ariba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line Items

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

☒ 10 Unconfirmed **3**

Confirm: Backorder: Reject: [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 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:

[Details](#) ⓘ

OK Cancel

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:

OK Cancel

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. Enter the new price in the **Unit Price** field on the **Status Details** page for the line item.
Enter a Comment regarding the price change.
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 #	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: Details ⓘ 2

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

Submit Confirmation



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 First Data.
3. The Order Status will display as **Partially Confirmed** if items were backordered or not fully confirmed.
4. Click **Done** to return to the Inbox.

Purchase Order
(Partially Confirmed)
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.

Note: 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:

1

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 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. 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" value="18 Nov 2015"/>	Add Details

[Add Ship Notice Line](#)

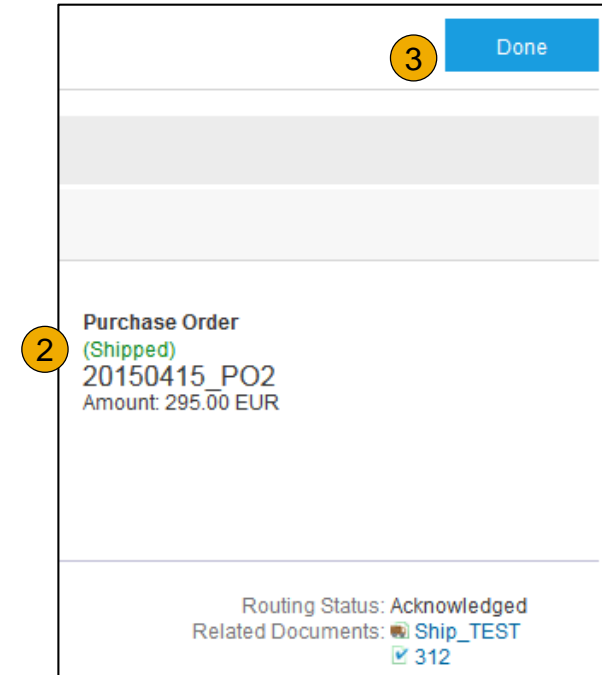
[Add Order Line Item](#)

2

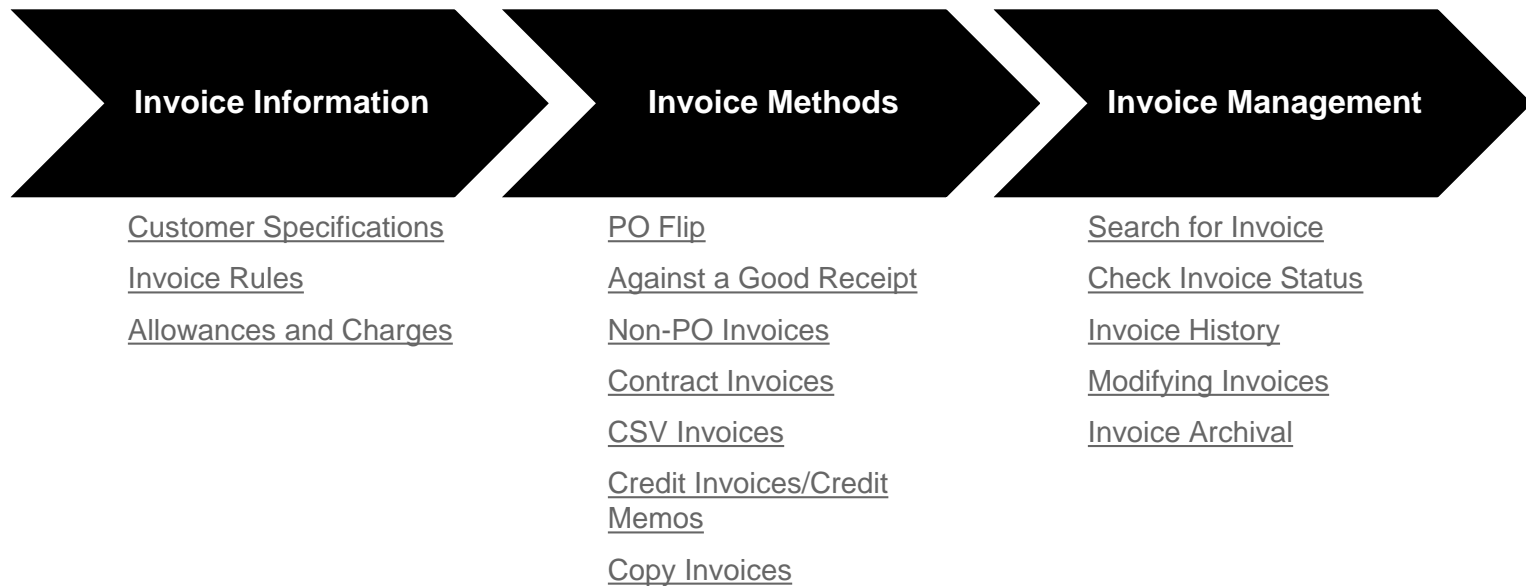
[Next](#) [Exit](#)

Submit Ship Notice

1. After reviewing your Ship Notice, click **Submit** to send Ship Notice to First Data. 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 First Data Specifications

- **Tax Data:** Can be entered at the Header or Line Level
- **Shipping Data:** Can be entered at Header or Line Level

Supported Documents

- Purchase Orders
- Order Confirmations (optional)
- Advanced Ship Notices (optional)
- Invoices
- Partial Invoices
- Non-PO Invoices
- Contract Invoices
- CSV Invoices

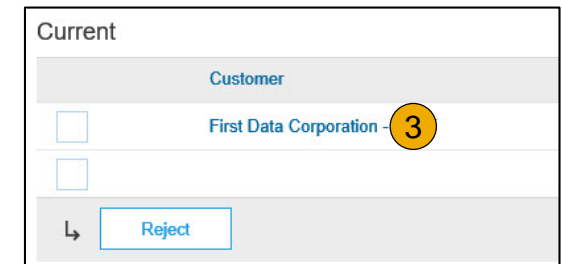
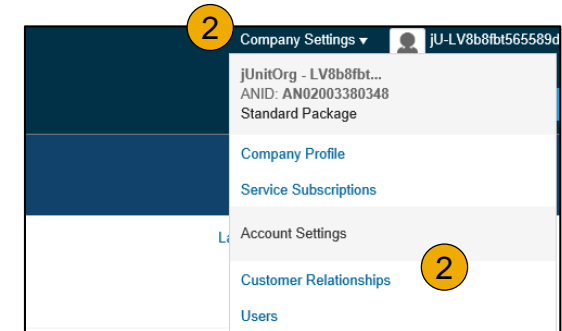
Not Supported Documents

- Consolidated Invoices
- P-Card Invoices
- Blanket Purchase Orders
- BPO Invoices
- Duplicate Invoices

Review First Data Invoice Rules

These rules determine what you can 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 (**First Data**)
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **First Data** enabled 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.



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		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 Praha
 Praha 5 Czech Republic Czech Republic
 Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team

[View/Edit Address](#)

Shipping Cost

Shipping Amount: Shipping Date:

Allowances and Charges

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

Start Date: End Date: [Remove](#)

Allowance:

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

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 15 Apr 2016

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: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Low Reference:

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Allowances and Charges

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

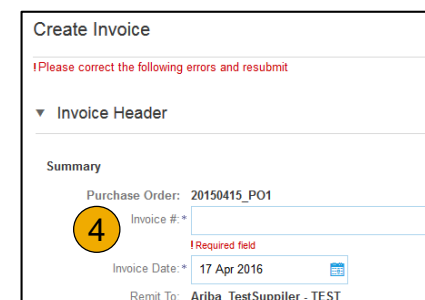
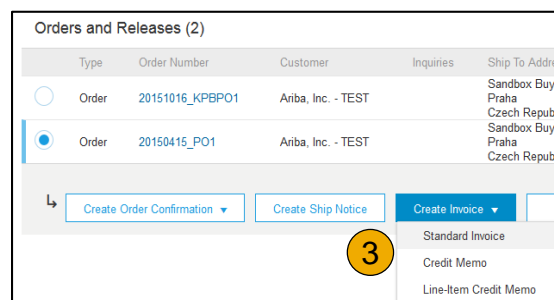
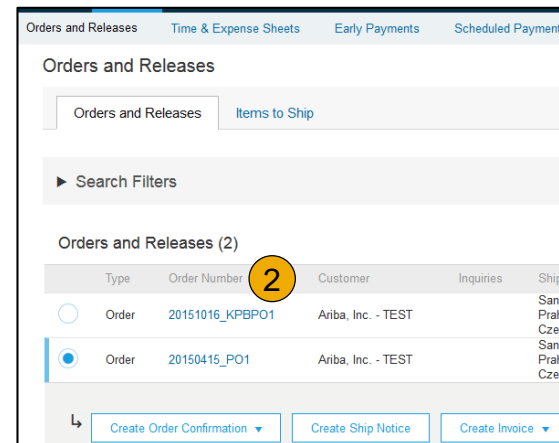
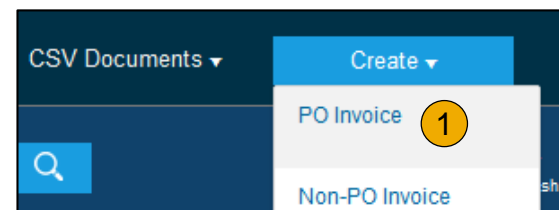
Start Date: End Date: [Remove](#)

Allowance:

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 First Data.



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

Invoice via PO Flip

Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select **Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping** can be entered at either the **Header** or **Line level** by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents
5. Scroll down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 10MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

1 Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

2 Remit To: DEFAULT VALUE

Tax

3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping

3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

* Indicates required field

Add to Header ▼

4

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

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** check 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"/> 2		MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

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

	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	2		MATERIAL	GOODS_02

Tax

Category: * VAT

Location:

Description:

Region:

State/CB/Pro/Region:

Line Reference:

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

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

[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 **Line Level Tax** 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.

Invoice via PO Flip

Detail Line Items



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

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](#)

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

6

Line Item Actions ▼

Edit

Add

Shipping Documents

[Turn on f](#)

[Hide/Shc](#)

[Delete](#)

[Add ▼](#)

Create Invoice

[Done](#) [Cancel](#)

▼ Invoice Item * Indicates required field [Line Item Actions ▼](#)

Quantity: * Part #: GOODS_01

Unit: EA

Unit Price: *

Subtotal: 5.00 EUR

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

Pricing Details

Price Unit: * Price Unit Quantity: *

Unit Conversion: * Description:

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST

Ship To: Sandbox Buyer - Test

Praha 5

Czech Republic

Deliver To: Czech Republic

Cristian Mihalache

2nd Floor, SI Team

[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**.

The screenshot shows the SAP Line Item Actions menu. The 'Line Item Actions' dropdown is open, and the 'Comments' option is highlighted with a yellow circle labeled '1'. Other options in the menu include Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. The background shows the SAP interface with buttons for 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next' (highlighted with a yellow circle labeled '3').

The screenshot shows the SAP Comments field. The 'Comments' label is highlighted with a yellow circle labeled '2'. The field is empty, and there is a 'Remove' button to the right.

[Having Problems?](#)

Review, Save, or Submit Invoice

PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Nielsen.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB Canada

Bank Account: Bill To:

Note: In the even of errors, there will be a notification in red where information must be corrected

Create Invoice

4

Update

Save

Exit

Next

Ariba Network

HOME

INBOX

OUTBOX

CATALOGS

ENABLEMENT TASKS

REPORTS

Invoices

Order Confirmations

Ship Notices

Drafts 5

Drafts

Invoice via PO Flip

Against Goods Receipt

You are required to include only received quantities on invoices.

1. Click the “**INBOX**” tab.
2. Select the Purchase Order you wish to invoice against.
3. Select the item(s) from the **Receipt List** that you would like to invoice.
4. The invoice is now pre-populated with the items within the **Goods Receipt**. You now have the ability to select the items to include and/or modify the Quantities on the invoice

Select the Receipt(s) that will be invoiced Next Cancel

Receipt List	Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	GRN.GRNFlip.01	Buyer Ruiz	29 Oct 2014 3:50:28 PM	Sent
<input checked="" type="checkbox"/>	GRN.GRNFlip.02	Buyer Ruiz	29 Oct 2014 3:51:38 PM	Sent

Next Cancel

GOODS 3 Line Items 3 Included 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category: 4 ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Receipt #	Receipt Line #	Part #	Description	Quantity	Unit	Original Price	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	GRN.GRNFlip.01	1	N160INSTLL	N160INSTLL	8	EA	\$400.00 USD		\$3,200.00 USD
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	GRN.GRNFlip.02	1	N160INSTLL	N160INSTLL	2	EA	\$400.00 USD		\$800.00 USD
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	GRN.GRNFlip.02	2	TTTLFCTH03	TTTLFCTH03	20	EA	\$100.00 USD		\$2,000.00 USD

Line Item Actions Delete

Invoice Without a Purchase Order

Non-PO Invoice

To create an invoice without a PO:

1. Select **Outbox** on the Navigation Menu.
2. Select **Create Non-PO Invoice**.
3. Select your **Customer** from the dropdown menu.
4. Select **Standard Invoice**.
 - If you need to invoice a new customer click **Invoice New Customer**.

Note: Your customer must generate a code for you to create non-PO invoices.

5. Click **Next**.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

[Create Line-Item Credit Memo](#)
[Edit](#)
[Copy](#)
[Create Non-PO Invoice](#)

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST

Type of Invoice:
 ☒ Standard Invoice
 ☐ Credit Memo

Invoice Without a Purchase Order

Non-PO Invoice

1. Complete all required fields marked with an asterisk (*).
2. Complete at least 1 of the **Order Information** fields.
If your customer disables the rule you are not required to enter info in Order Information section.
Note: Add a customer Email address to have the document properly routed to the right approver.
3. Use **Add Item or Add Service Item** button to add the details of the item(s) being invoiced.
Note: Be certain to provide complete details of the items or services provided.
4. Add **Tax and Shipping** as appropriate.
5. Click **Next** to continue.
6. **Review, Save or Submit** as Standard Invoice.

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field

Add to Header

Summary

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Prata 5

Czech Republic

Bill To:

Subtotal: 0.00 CZK

Total Tax: 0.00 CZK

Total Gross Amount: 0.00 CZK

Total Amount without Tax: 0.00 CZK

Total Net Amount: 0.00 CZK

Amount Due: 0.00 CZK

View/Edit Addresses

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

A yellow circle with the number 2 highlights the 'Contract Number' field.

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: jUnitOrg - 1VB8B8B565589dF1009590921

Customer: jUnitOrg - 5WQzy9VD565589B21009590920

Sunnyvale, CA

United States

Email:

Bill From: jUnitOrg - 1VB8B8B565589dF1009590921

A yellow circle with the number 3 highlights the 'Supplier Account ID #' field.

Line Items

1 Line Items, 1 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							

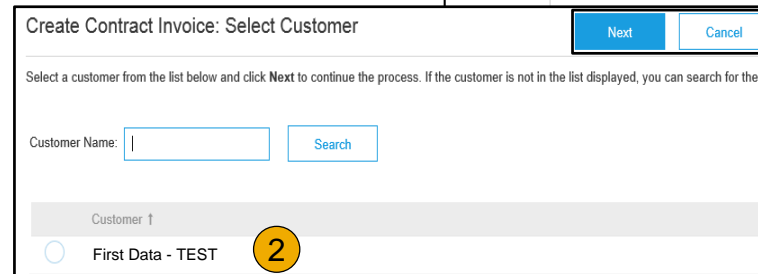
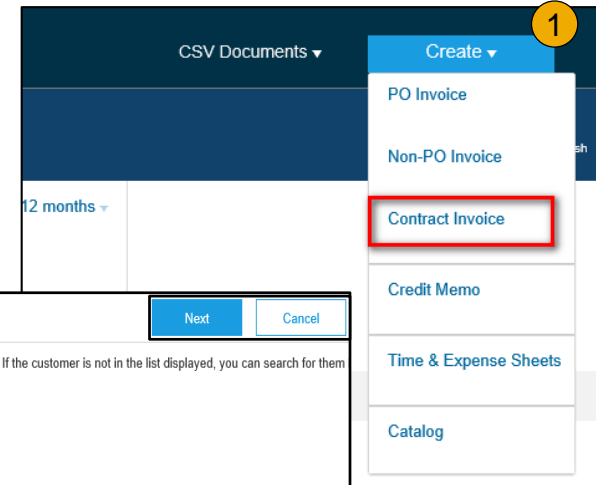
Line Item Actions:

A yellow circle with the number 4 highlights the 'Add to Included Lines' button.

Invoice Against Contracts

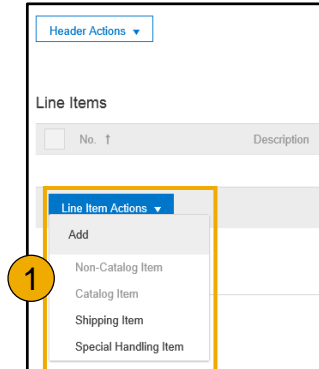
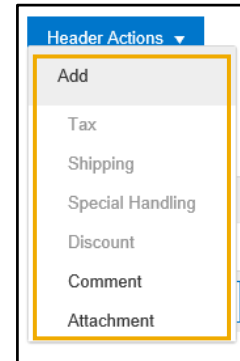
To create a Contract Invoice:

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **Contract Invoice**.
2. Select **First Data** from the **Customer** list.
3. Complete invoice entry with all fields marked with asterisk (*).



Invoice Against Contracts

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices at the Header Level. Click **Header Actions** and selecting the required option to add to your invoice.



To add Line items to the Invoice:

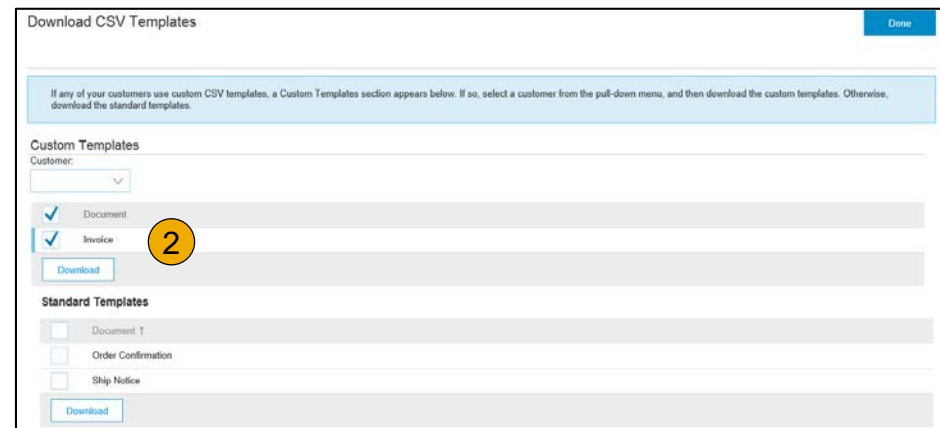
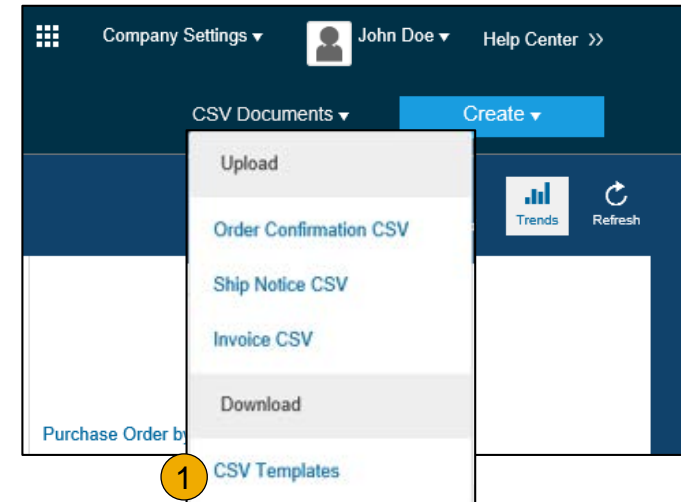
1. Choose from **Non-catalog or Catalog** options.
2. Enter required fields marked with an asterisk (*).
3. Update **Total**.
4. Click on **Submit** button to submit the invoice.

No Items Appearing?

Invoice via CSV

Download Template

1. Access a customer's CSV file template, by going to **CVS Documents** and choosing **CSV Templates** under Download.
2. Select the correct template by finding **First Data** on the drop down menu, checking the radio button for **Invoice**, and clicking **Download**.



Invoice via CSV

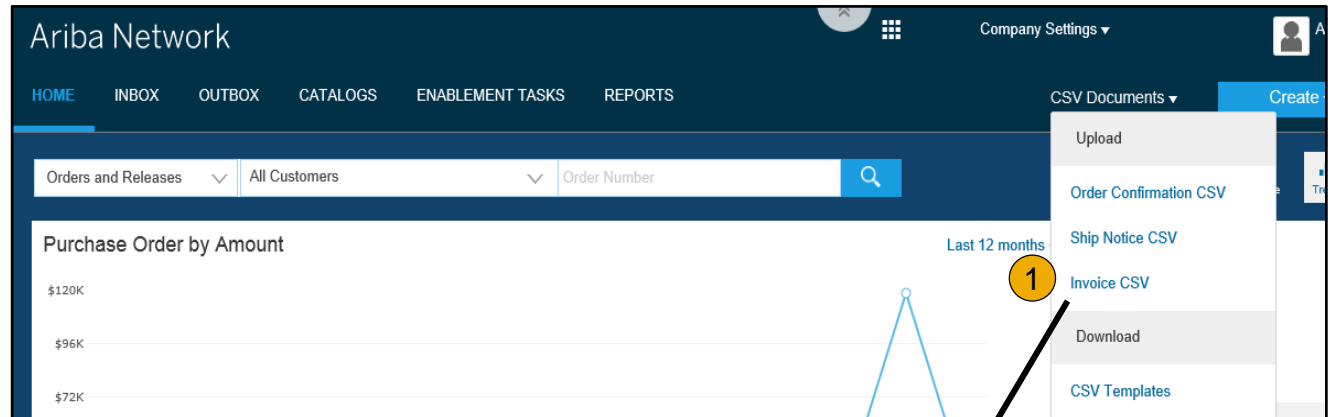
Upload Completed CSV



1. Populate the template and upload it from **CSV Documents > Upload > Invoice CSV**.

2. CSV files are processed by Ariba Network and forwarded to the customer in the form of cXML message.

For more information, please read the **CSV Upload Guide** available from the **Supplier Information Portal**.



Import CSV Invoice

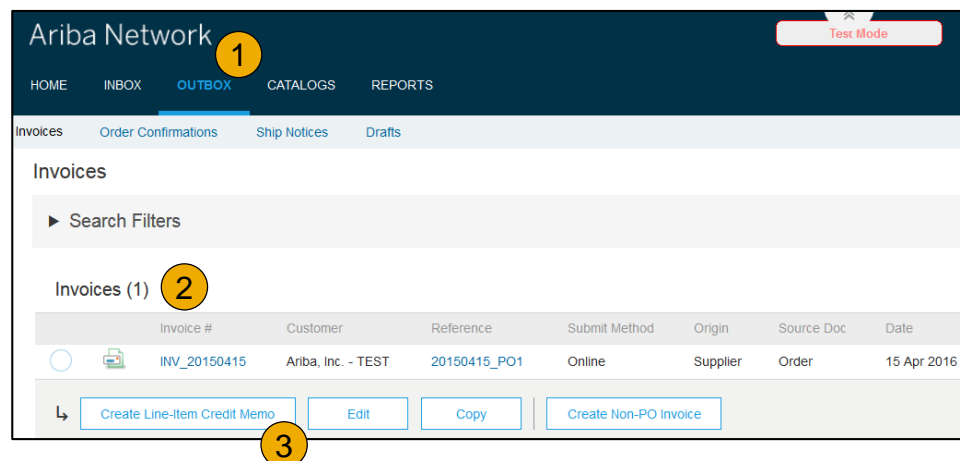
Customer: *

2 CSV invoice file path: * [Download CSV Templates](#)

Credit Invoices/Credit Memo

To create a credit memo against an Invoice,

1. Select the **OUTBOX** tab.
2. Select your previously created invoice.
3. Click the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in.
5. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.



Copy an Invoice

Copy Invoice Feature:

- Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

Common uses for this feature include:

- Submitting invoices for a balance due
- Submitting corrected invoices in cases where the first attempt was rejected

Enabling This Feature

- This is an out-of-the-box feature available to all customers. It requires no action to configure it.

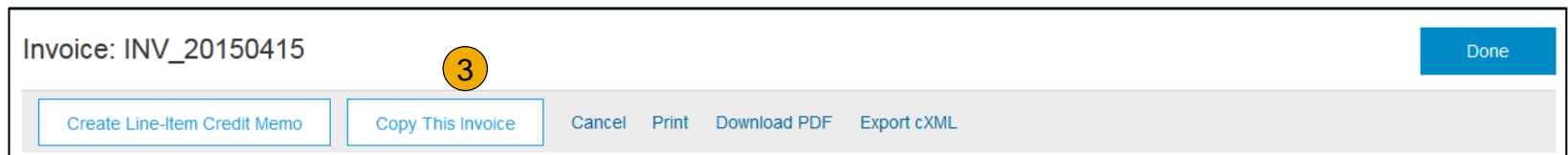
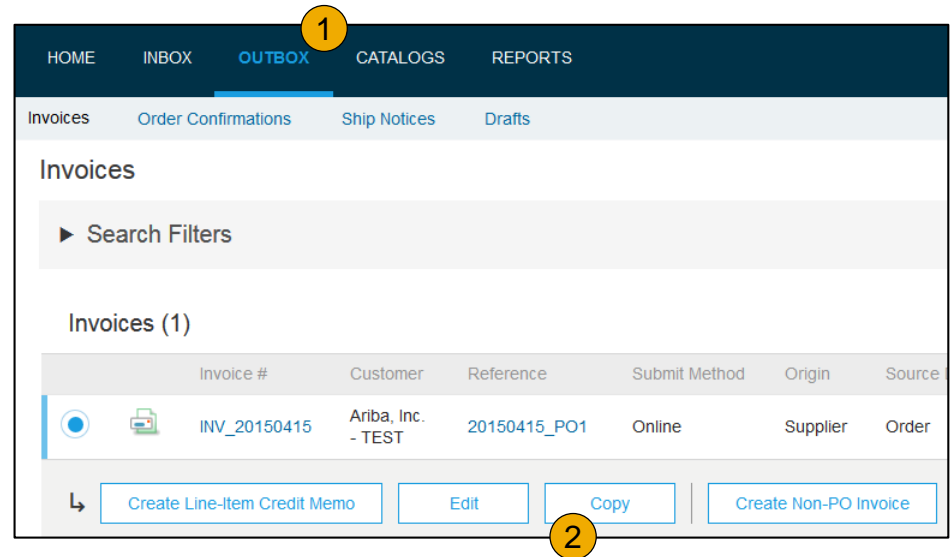
Limitations

- You cannot copy the following:
 - Summary invoices (invoices that refer to multiple purchase orders)
 - Credit memos and line-level credit memos
 - Self-signed invoices (invoices that are digitally signed by the supplier)
 - Invoices with 1000 or more invoice lines

How to Copy an Invoice

To copy an existing invoice in order to create a new invoice:

1. Select the **OUTBOX** Tab
2. Either select the radio button for the invoice you want to copy, and click **Copy**. OR **Open** the invoice you want to copy.
3. On the **Detail** tab, click **Copy This Invoice**.
4. Enter an **Invoice Number** .
5. For **VAT lines**, make sure the date of supply at the line level is correct.
6. Edit the other fields as necessary.
7. Click **Next**, review the invoice, and **save** or **submit** it.



Search for Invoice (Quick & Refined)

Quick Search:

1. From the **Home** Tab, Select **Invoices** in the Document type to search.
2. Select **First Data** 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. Expand the **Search Filters** from Outbox (Invoices) page.
5. Enter the criteria to build the desired search filter.
6. Click **Search**.

Check Invoice Status

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 First Data via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed First Data invoicing rules. First Data 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** – First Data invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Invoice Status

Reflects the status of First Data's action on the Invoice.

- **Sent** – The invoice is sent to the First Data but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – First Data approved the invoice cancellation
- **Paid** – First Data paid the invoice / in the process of issuing payment. Only if First Data uses invoices to trigger payment.
- **Approved** – First Data has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – First Data has rejected the invoice or the invoice failed validation by Ariba Network. If First Data accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Check Invoice History

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.
Transaction history can be used in problem determination for failed or rejected transactions.
3. 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 3 [Done](#)

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

[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	

Cancel, Edit, and Resubmit Invoice

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

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS

Company Settings John Doe Help Center >>

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

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

Customer Support

**Supplier Information
Portal**

Useful Links

[Helpful Links](#)

[Troubleshoot Invoice
Questions](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

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



First Data Enablement Business Process Support

- Business-Related Questions



First Data Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

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

First Data Supplier Information Portal

From within your Ariba Network account:

1. From the **Company Settings** dropdown menu, select **Customer Relationships**
2. Select the buyer name (**First Data**) to view transactional rules. The Customer Invoice Rules determine what you can enter when you create invoices.
3. Click on **Supplier Information Portal** next to First Data to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Pending

Customer
Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

[Reject](#)

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#)

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

[Remittances](#)

[Network Notifications](#)

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliemembership>
- **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

How do I know
which type of
invoice to
create?

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?

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