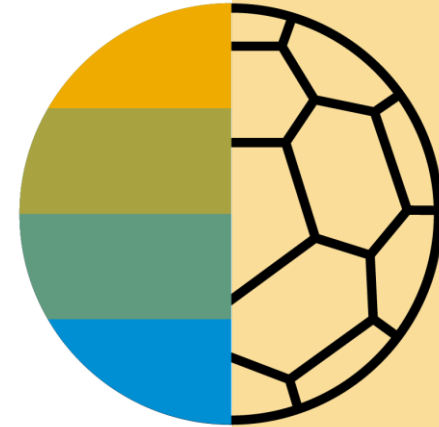


# McKesson Supplier Guide

CONFIDENTIAL



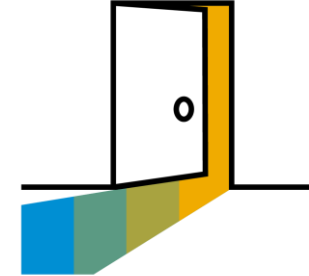
# HOME- Table of Contents



**Section 1:**  
**Ariba Network Overview**



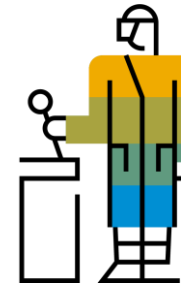
**Section 2:**  
**Account Set Up**



**Section 3:**  
**Purchase Orders**



**Section 4:**  
**Invoice Methods**



**Section 5:**  
**Help Resources**

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**McKesson Project Scope**

McKesson Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

Subscription Levels

\$USD

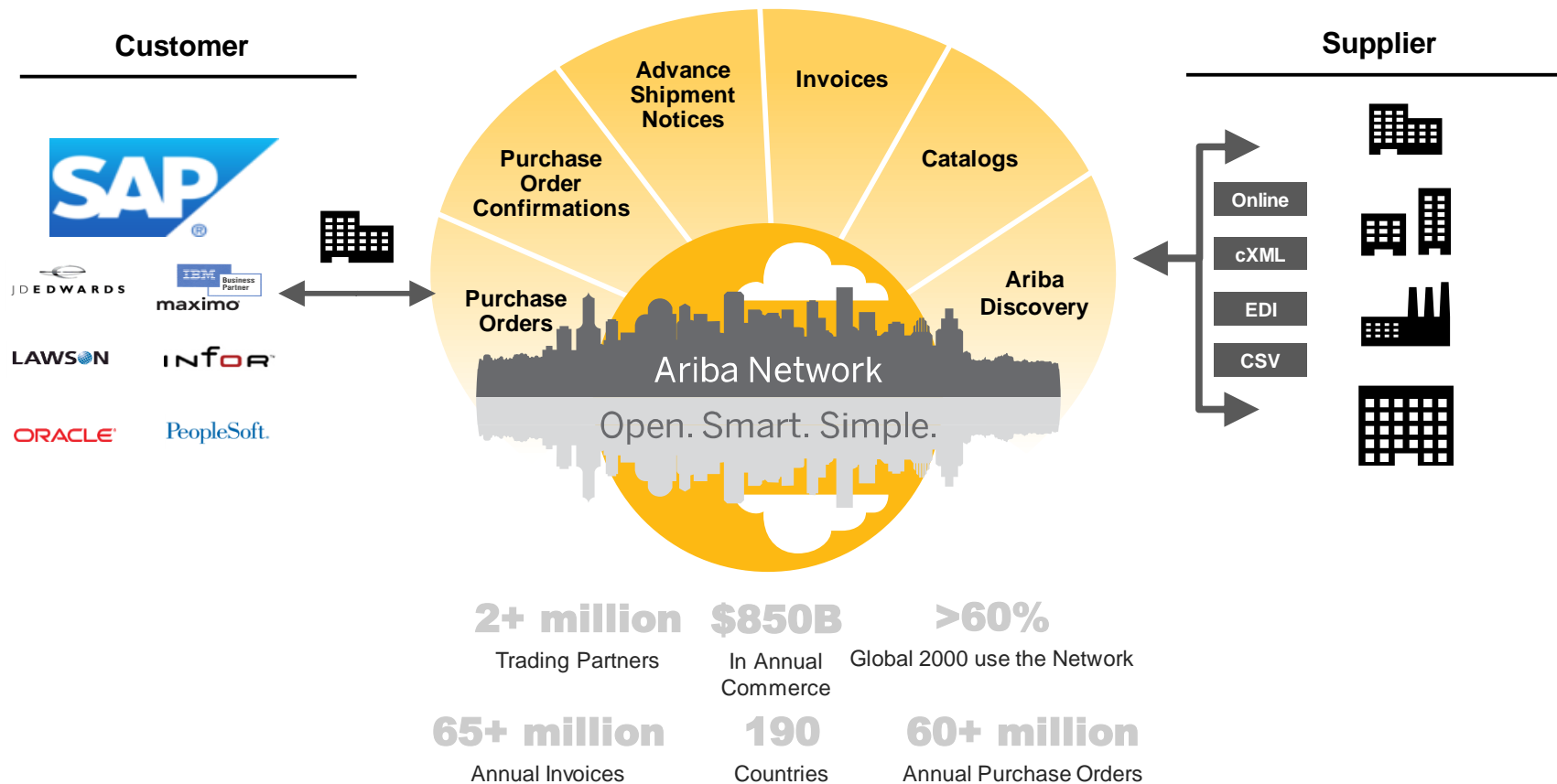
£GBP

€EUR

\$AUD

# What is Ariba Network?

McKesson 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.



# McKesson Message

McKesson is partnering with SAP Ariba to improve and streamline our indirect procurement and accounts payable processes. Please note this is not applicable to our direct spend suppliers. To fulfill our vision of moving away from paper based and manually transmitted transaction documents, we have partnered with Ariba, an SAP company, to transact business electronically through the Ariba® Network. Ariba has been providing this electronic platform to global businesses of all sizes since 1996, and we are excited about making it available to you. As one of our strategic suppliers, you have been selected to participate in this initiative as a requirement for maintaining our ongoing business relationship.

## Benefits of E-Commerce and the Ariba Network:

- No Ariba Network fees for McKesson suppliers.
- Real-time PO and invoice delivery for quicker fulfillment, identification of discrepancies, and payment status reporting.
- Greater share of transactions through use of online catalogs, as well as potential new business opportunities through visibility to other buying organizations on the Ariba Network.
- Reduction in administrative business expenses for items such as postage, printing, and mailroom handling.
- Simple set-up – all you need is an Internet connection.

The first communication you receive will be an email from the Ariba Network, describing your new account and what you need to do to get started. We ask that you follow the steps outlined in that e-mail and respond within 2-3 days.

Be sure to respond to all forthcoming requests and complete the required steps in a timely fashion. These steps are necessary for you to maintain business continuity with McKesson. Thank you in advance for your support. Transacting electronically on the Ariba Network is a standard part of doing business with us, and we're excited to bring you along on this e-commerce journey. We look forward to our enhanced relationship during this transition and beyond. Please contact the McKesson Ariba Supplier Enablement Team at [ProcurementAssistance@McKesson.com](mailto:ProcurementAssistance@McKesson.com).

# Review McKesson Specifications

## Supported Documents

### McKesson project specifics:

- **Tax data** is accepted at the header/summary level or at the line item level of the invoice.
- **Shipping data** is accepted at the header/summary level or at the line item level.

### Supported

- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network
- **Contract Invoices**  
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**  
Item level credits; price/quantity adjustments

# Review McKesson Specifications

## NOT Supported Documents

### NOT Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by McKesson
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by McKesson
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; McKesson will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**  
McKesson requires invoices to be submitted electronically through Ariba Network; McKesson will no longer accept paper invoices
- **Header Level Credit Memos**  
Credit Memos applied against whole invoices; not accepted by McKesson
- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Advance Shipment Notices**  
Apply against PO when items are shipped
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item
- **BPO Invoices**  
Invoices against a blanket purchase order
- **Service Invoices**  
Invoices that require service line item details

# SAP Ariba Helps You...



**60% average reduction in operating costs**

## Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



**30% growth in existing accounts**  
**35% growth in new business**

## Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



**15% increase in customer retention**

## Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

**80% efficiency & transform business operations**



## Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

**62% decrease in late payments**

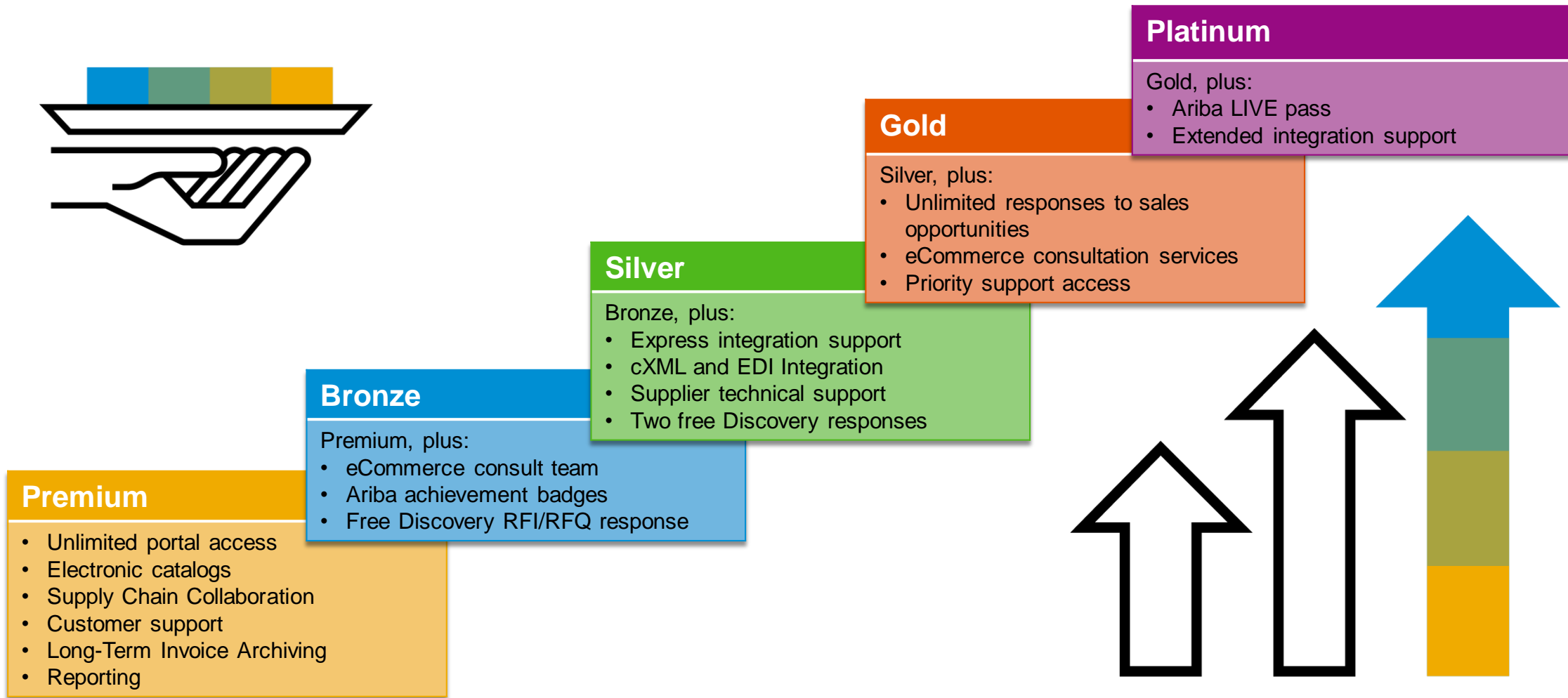


## Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks



# Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website  
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

# Supplier Fee Schedule

Please select your currency:



\$USD



GBP



EUR



AUD

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: \$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**\$50,000 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

**\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: £13,200/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**£34,250 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	£35
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

**\*Chargeable suppliers transacting less than £155,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: €15,500/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**€44,600 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	€45
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	€670
100 to 499 documents	Gold	€2,000
500 and more documents	Platinum	€4,900

**\*Chargeable suppliers transacting less than €185,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: A\$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**A\$50,000 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

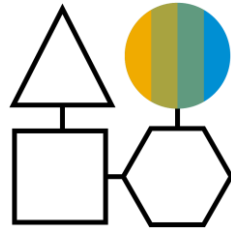
## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	A\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	A\$750
100 to 499 documents	Gold	A\$2,250
500 and more documents	Platinum	A\$5,500

**\*Chargeable suppliers transacting less than A\$235,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

## Section 2: Set Up Your Account



### Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



### Enablement Tasks

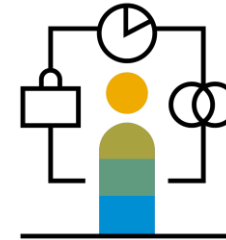
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



### Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

# McKesson Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.



# Accept Your Invitation

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

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



# 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 a New User

1. Click **Register Now**.
2. Enter Company Information fields marked required with an asterisk (\*) including:

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

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

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

1. Accept the **Terms of Use** by checking the box.
2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. It is divided into two main sections: 'Company information' and 'User account information'. Callout 1 points to the 'Register Now' button at the top. Callout 2 points to the 'Company Name' field in the 'Company information' section. Callout 3 points to the 'Email' field in the 'User account information' section. Callout 4 points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox at the bottom. Callout 5 points to the 'Register' button at the bottom right. The form includes various dropdown menus for 'Country' (set to United States [USA]) and 'State' (set to Alabama), and text input fields for 'Address' (with three lines), 'City', 'Zip', 'First Name', 'Last Name', 'Username', 'Password', and 'Repeat Password'. There are also checkboxes for 'Use my email as my username' and 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. A link for 'Ariba Privacy Statement' is provided. At the bottom, there is a disclaimer about data collection and a note about the language used for notifications.

**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.

**1** Register Now

I have further questions for my requesting customer

**2**

**3**

**4**

**5**

# Accept Relationship as an Existing User

1. **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.

# Complete Your Profile

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

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

The screenshot displays the Ariba Network user interface for editing a company profile. An inset window shows the 'Company Settings' dropdown menu, where 'Company Profile' is selected. The main window shows the 'Company Profile' form with the following details:

- Company Name:** SMO Supplier 1
- Other names, if any:** (empty field)
- NetworkId:** AN010
- Short Description:** (empty field, 100 characters left)
- Website:** (empty field)
- Public Profile:** <http://discovery.ariba.com/profile/AN01022404640> | Customize URL
- Address:**
  - Address 1: 21 Jump Street
  - Address 2: (empty field)
  - Address 3: (empty field)
  - City: Cleveland
  - State: Ohio
  - Zip: 44114
  - Country: United States [USA]

The 'Public Profile Completeness' meter shows 32%. The sidebar on the right lists profile elements: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. It also includes a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge.' link and a 'View Public Profile' button.

# Configure Your Email Notifications

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

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

The screenshot shows the SAP Account Settings interface. The 'Company Settings' dropdown menu is open, showing the path: Account Settings > Company Settings > Notifications > Network > Network Notifications. The 'Network Notifications' section is highlighted with a yellow circle 1. The 'Users' tab is highlighted with a yellow circle 2. The 'To email addresses' field is highlighted with a yellow circle 3.

Type	Send notifications when...	To email addresses (one req...)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.	* junk@phoenix.ariba.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.	* junk@phoenix.ariba.com
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when time sheets are undelivered.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.ariba.com

# Configure Your Enablement Tasks

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

### Tasks

2

1 Enablement Tasks are pending

Update Profile Information

85%

### Enablement Tasks

3

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

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

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

### Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

General   Tax Invoicing and Archiving

#### Capabilities & Preferences

##### Sending Method

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

4

#### Notifications

# 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

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

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

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

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><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".</p>



# 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 [McKessonSupplierEnablement@ariba.com](mailto:McKessonSupplierEnablement@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	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<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.

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments

General   Tax Invoicing and Archiving 3

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online 2
Customer Invoices	Online
	cXML
	EDI

Tax Classification:

Taxation Type: [dropdown]

Tax Id: [input] 3   Do not enter dashes

State Tax Id: [input]   Do not enter dashes

Regional Tax Id: [input]   Do not enter dashes

Vat Id: [input]

☐ VAT Registered

VAT Registration Document: <No document>   Upload...

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 1

Accelerated Payments

# 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.

The screenshot displays the SAP Remittance configuration interface. On the right is a sidebar with the 'Company Settings' dropdown menu open, showing a list of settings. 'Remittances' is highlighted with a yellow circle and the number 1. The main area is divided into two sections. The top section, 'Network Settings', has tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is active, showing the 'EFT/Check Remittances' section with fields for 'Address', 'City', and 'State'. A 'Create' button is highlighted with a yellow circle and the number 2. The bottom section, 'Create Remittance Address / Payment Info', contains instructions and a form. A note says 'Do not enter personal bank account information. Enter only corporate bank details.' Below this, the 'Remittance Address' section has fields for 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', 'Country' (set to 'United Kingdom [GBR]'), and 'Contact' (set to 'Select contact'). A 'Make this address default' checkbox is at the bottom, highlighted with a yellow circle and the number 4. A yellow circle with the number 3 is placed over the 'Address 1' field.

# Configure Your Remittance Information

## Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

**Note:** This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type: ▼

ABA: AribaPay US Bank Only

Confirm ABA: Credit Transfer US Bank Only

Bank Name: Direct Deposit Others

WIRE TRANSFER

**Beneficiary Bank** 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▼

Select bank id ▼ :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country: USA 1 ▼ Area Number

Bank Phone:

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▼

Select bank id ▼ :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country: USA 1 ▼ Area Number

Bank Phone:

**Credit Card**

Accept credit card: ☐ Yes ☐ No

# Review Your Relationships

## Current and Potential

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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

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

Update 2

Pending

Customer	Requested Date ↓
No items	

Approve Reject 3

Current

Customer	Approved Date
jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date ↓
No items	

Company Settings ▾

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships 1

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

# Set Up User Accounts

## Roles and Permission Details

### Administrator

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

### User

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

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

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

The screenshot displays the SAP Ariba Network 'Set Up' interface. The main content area is titled 'Users' and is divided into two sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section features a table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Contact. A 'Create User' button is located at the bottom right of this section. The 'Manage User Roles' section features a table with columns for Role Name and Actions. A 'Create Role' button is located at the bottom left of this section. The right sidebar shows the 'Company Settings' menu with the 'Users' tab selected. Numbered callouts 1 through 5 highlight specific elements: 1 points to the 'Users' tab in the sidebar, 2 points to the 'Create Role' button, 3 points to the 'Details' link for the 'Administrator' role, 4 points to the 'Create User' button, and 5 points to the 'Manage User Roles' section header.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Role	Actions
Administrator	Details
All Access	Details Edit Delete



# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

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

Account Settings

1

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

2 4

↓ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

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 a

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

3

Reset Password

# 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.

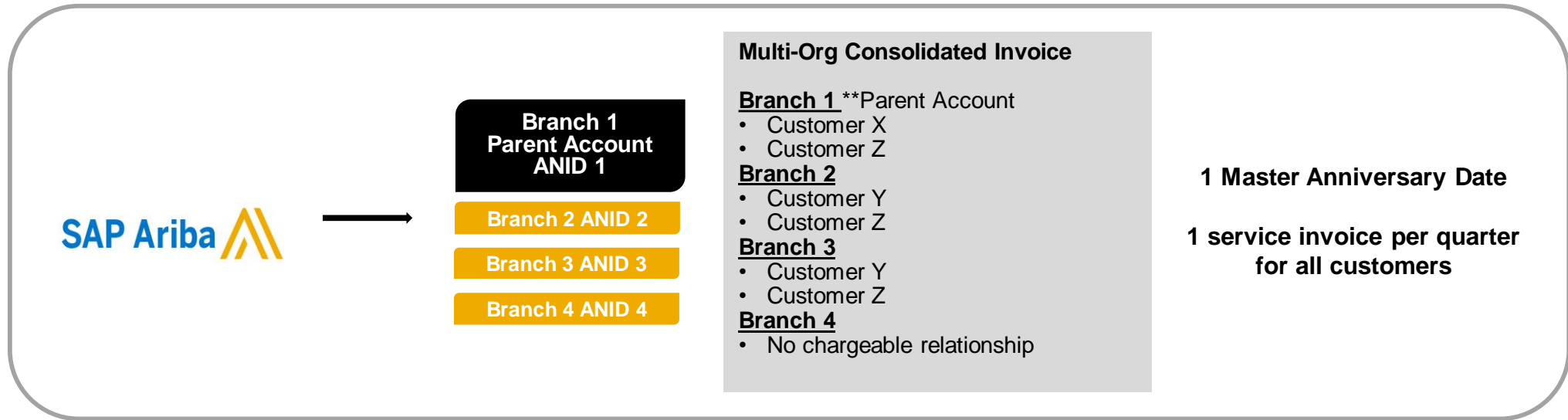
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

**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 image shows a user interface for account management. On the right is a 'User Account Navigator' dropdown menu. It shows the user's name 'jU-LV8b8ft565589df...' with a red notification icon and a yellow callout '1'. The menu options are 'Logout', 'My Account' (with a yellow callout '2'), 'My Community Profile', 'Switch To', and a section for the user's email 'jU-LV8b8ft565589df100959... Aribasup@s.c' with links for 'Switch To Test ID', 'Link User IDs', and 'Contact Administrator'. On the left is the 'My Account' page. It has two tabs: 'Account Settings' (active) and 'Account Information'. Under 'Account Settings', there is a note '\* Indicates a required field'. The 'Security' section contains fields for 'Username' (Aribasup@s.c), 'Email Address' (junk@phoenix.ariba.com), 'First Name' (jU-LV8b8ft565589df1009590921), 'Middle Name', 'Last Name' (lastName), and 'Business Role' (Business Owner). There is a 'Change Password' link with a yellow callout '3'. The 'Secret Question' is 'What is the last name of your first boss?' and the 'Secret Answer' and 'Confirm Secret Answer' fields are masked with dots. A yellow callout '4' is next to the 'Confirm Secret Answer' field.

# Consolidate Your Bills Through a Multi-Org



**Ariba offers invoice consolidation and synchronization for customers with several accounts**

Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.

The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.

This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.

The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.

The supplier should also have confirmed list of child ANID's to be included on the invoice.

- A Multi-Org is NOT:

A way to merge accounts.

A way to get a discount on Transaction Fees.

# Structure Your Multi-Org

**Register** all accounts which will be included in the Multi-Org.

**Create** a list of all ANIDs and designate the parent account.

**Wait** until the first ANID becomes chargeable.

**Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Link Accounts Via an Account Hierarchy

## Linkage between individual accounts for account management purposes

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

Change settings on the child account and complete the company profile

Publish catalogs

Check the status of payment for the Ariba invoice and pay the invoice

Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

View buyers on the Child account

Create any documents (PO confirmations, Ship Notices, Invoices)

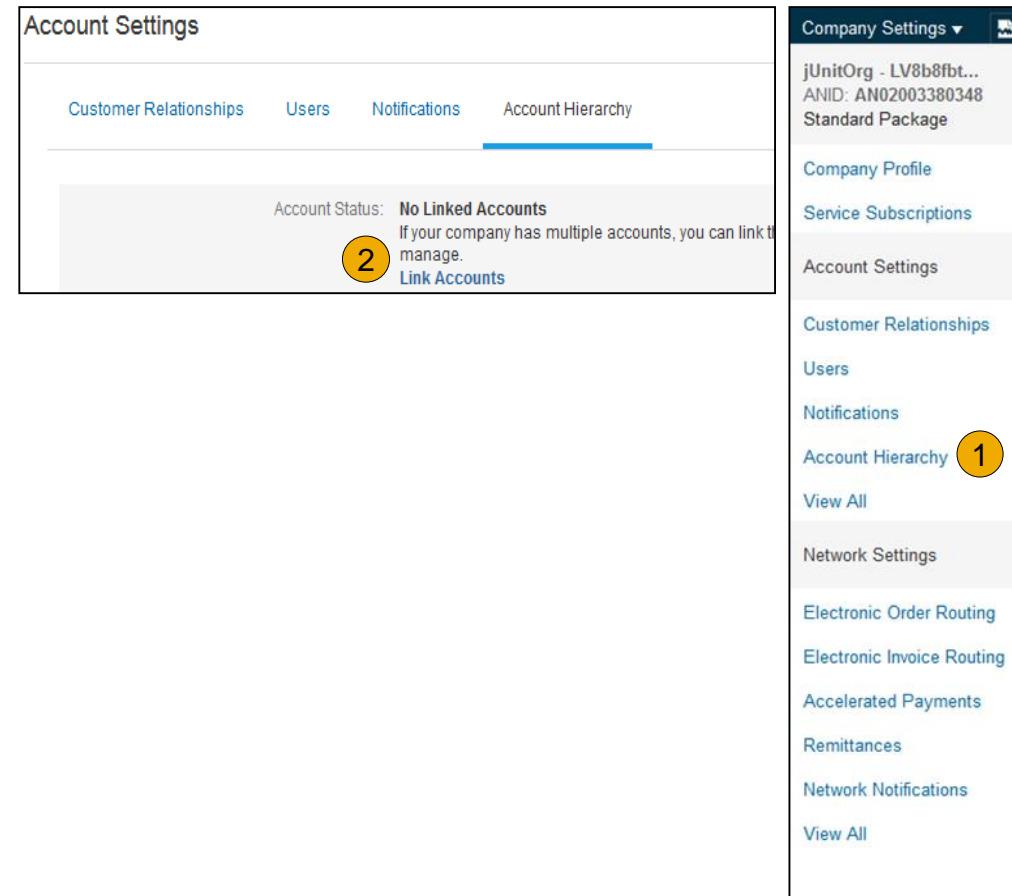
Run Reports

# Create an Account Hierarchy

1. **From the Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** log in if you are the Administrator of the account.

**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



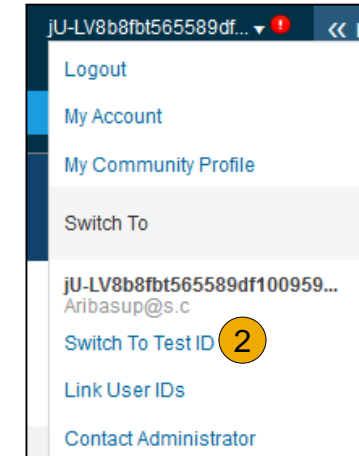
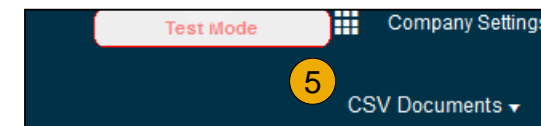
# Set Up a Test Account

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).

A screenshot of the 'Create Test Account' form. The title is 'Create Test Account'. Below it, a message states: 'You are about to create a new account in the Test Mode. The trading relationship with the'. There are three input fields: 'Username:\*' with the value 'test-Aribasup@s.c' (marked with a yellow circle and the number 4), 'Password:\*' with masked characters, and 'Confirm Password:\*' with masked characters.



## Section 3: Purchase Order Management



**View Purchase  
Orders**



**Purchase Order  
Detail**

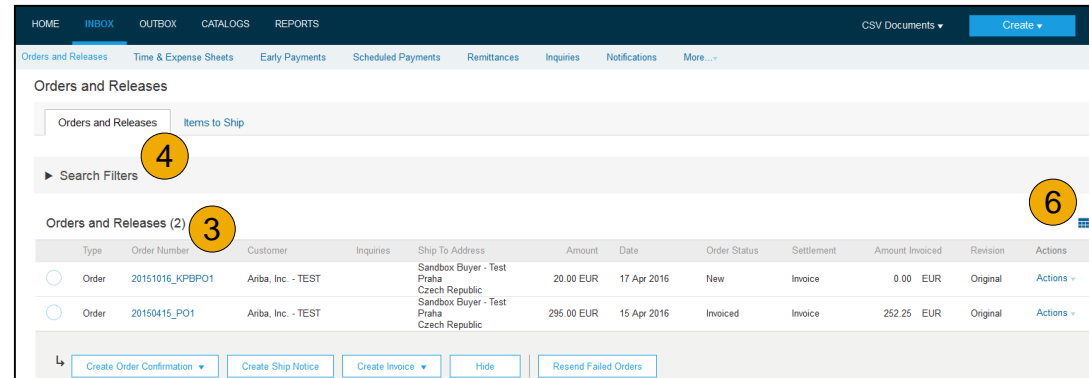
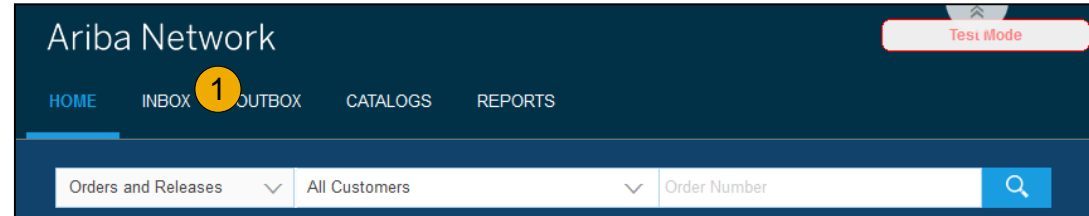


**Create PDF of  
Purchase Order**

# Manage POs

## View Purchase Orders

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



The screenshot shows the 'Search Filters' form. It includes fields for 'Customer' (set to 'All Customers'), 'Order Number' (with a search icon), 'Buyer Location Code', 'Invoice Number', 'Show orders by' (set to 'Creation Date'), 'Date Range' (set to 'Last 14 days'), 'Min. Amount' (set to 'Minimum'), 'Max. Amount' (set to 'Maximum'), 'Order Status' (set to 'All'), 'View' (set to 'All except hidden orders'), and checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases', and 'Search only pinned orders'. A 'Number of Results' dropdown is set to '100'. The 'Search' and 'Reset' buttons are at the bottom right.

The screenshot shows the 'Show / Hide Columns' form. It includes a 'Show / Hide Columns' section with a list of columns: 'Type', 'Order Number', 'Ver', and 'Customer'. The 'Type', 'Order Number', and 'Customer' columns are checked, while the 'Ver' column is unchecked. A 'Table Options Menu' (highlighted with a yellow circle 6) is located in the top right corner of the form.

# 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.

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

Purchase Order: PO72547 1

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

Line Items

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

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00

Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00

This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

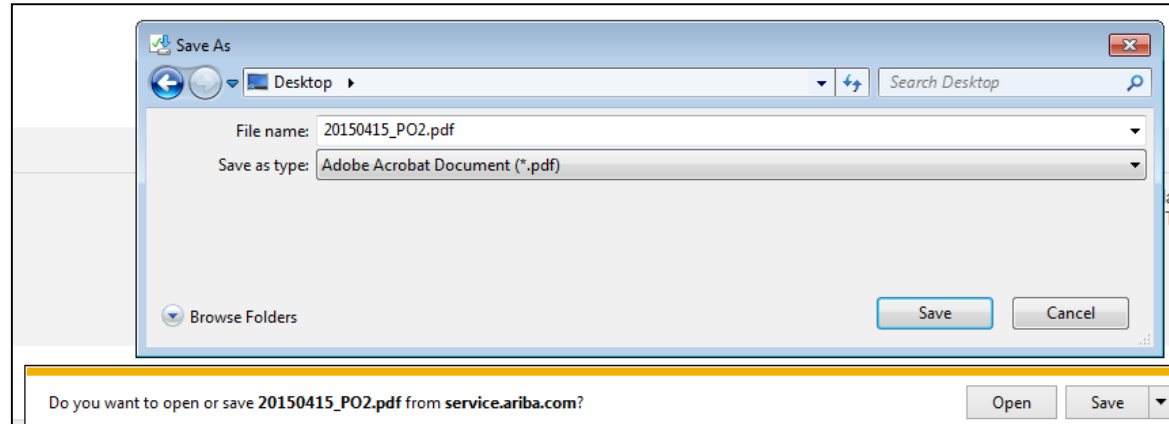
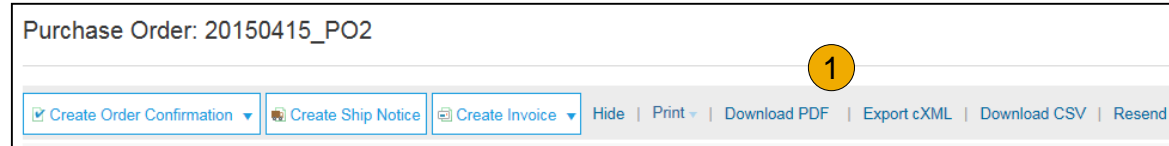
Resend

# Manage POs

## Create PDF of PO

### 1. Select “Download PDF” as shown.

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



# Section 4: Invoice Methods



## Invoice Information

[Invoice Rules](#)



## Invoice Methods

[PO Flip](#)

[Contract Invoices](#)

[Credit Memo](#)

[Copy Invoices](#)



## Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

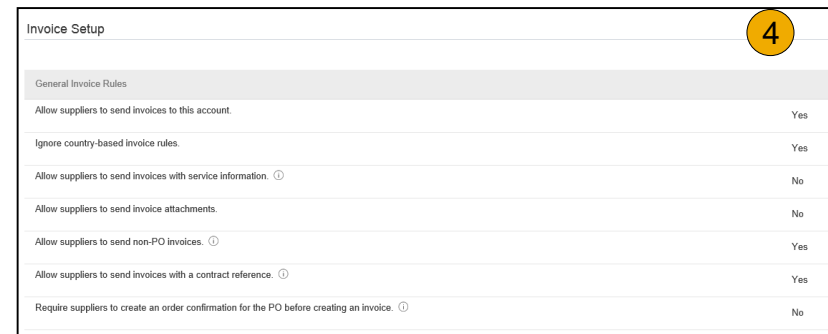
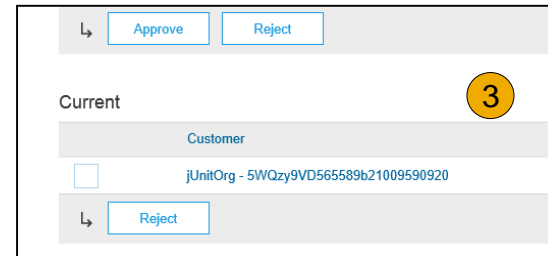
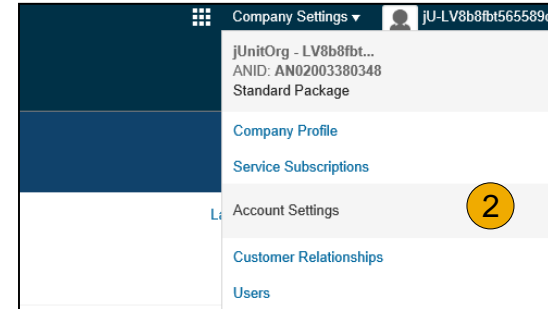
# McKesson Invoice Requirements

1. Suppliers are required to include a Remit To address on invoice
2. All applicable taxes must be entered at the time of invoicing and may not be entered as a separate invoice.
3. Applicable shipping and other fees must be entered at the time of invoicing and may not be entered as a separate invoice.
4. Ensure that the proper invoice date is always entered when processing over the Network.
5. Duplicate invoices are not allow

# Review McKesson Invoice Rules

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

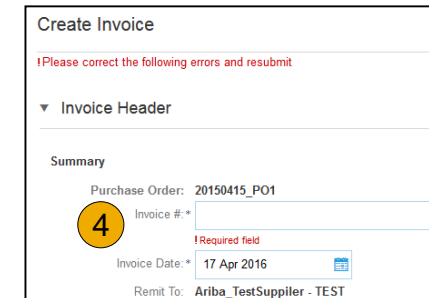
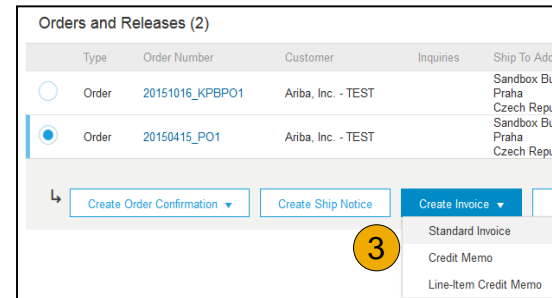
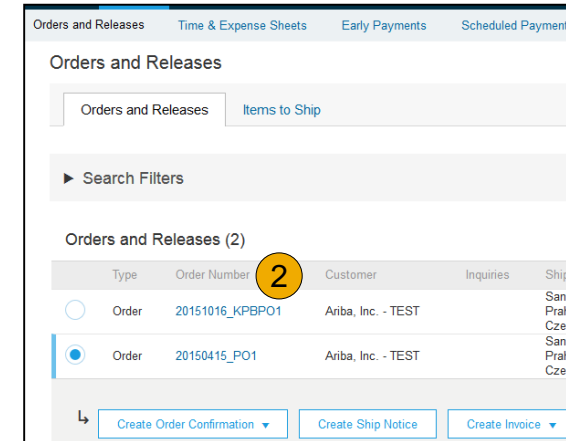
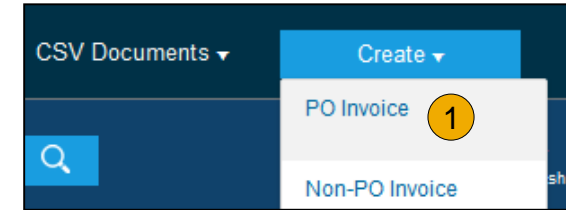
1. Login to your Ariba Network account via [supplier.ariba.com](https://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (McKesson).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If McKesson 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.



# 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 McKesson.





# 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 40MB.

▼ Invoice Header

**Summary**

Purchase Order: 1084497223

Invoice #: \* INV\_1084497223 1

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 ▾

Tax 4

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. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

**Note:** You can generate another invoice later to bill for the excluded item.

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

**Pricing Details**

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions

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

**Tax**

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions

**Standard Tax Selections**

- Sales
- VAT
- OST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

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

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

1

2

3 Remove

View/Edit Addresses

4

5

# Invoice via PO Flip

## Detail Line Items

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

6

Line Item Actions

Delete

Add

Edit

Add

Shipping Documents

Turn on f

Hide/Shd

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

6

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

Create Invoice

Done

Cancel

Invoice Item

\* Indicates required field

Line Item Actions

Quantity: 5

Unit: EA

Unit Price: 1.00 EUR

Subtotal: 5.00 EUR

Part #: GOODS\_01

Description

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

Pricing Details

Price Unit: PCE

Price Unit Quantity: 2

Unit Conversion: 1

Description: This field specifies that 1 Box is equivalent to 2 reams

Inspection Date:

Shipping

Ship From: Ariba\_TestSupplier - TEST

Ship To: Sandbox Buyer - Test

Praha 5

Praha

Czech Republic

Czech Republic

Deliver To: Cristian Mihalache

2nd Floor, SI Team

View/Edit Addresses

# Invoice via PO Flip

## Review 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
<b>Pricing Details</b>									
Price Unit: *		BX		Price Unit Quantity: *		1			
Unit Conversion: *		1		Description:					
<b>Shipping</b>									
Ship From: Arriba_TestSupplier - TEST				Ship To: Sandbox Buyer - Test				<a href="#">View/Edit Addresses</a>	
Praha 5				Czech Republic					
Deliver To: Cristian Mihalache				2nd Floor, SI Team					
<b>Shipping Cost</b>									
Shipping Amount: *		0.00 EUR		Shipping Date:					
<b>Allowances and Charges</b>									
Service Code: *				Description:				<a href="#">Add Tax</a>	
Start Date:				End Date:				<a href="#">Remove</a>	
Allowance:									

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

**Summary**

Purchase Order: 20160416\_PO1

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Arriba\_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:

Law Reference:

**Shipping**

☒ Header level shipping ☐ Line level shipping

Ship From: Arriba\_TestSupplier - TEST

Praha 5

Czech Republic

**Allowances and Charges**

Service Code:

Description:

[Add Tax](#)

Start Date:

End Date:

Allowance:

[Remove](#)

# 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 displays the SAP PO Flip interface. At the top, there is a 'Line Item Actions' dropdown menu. The 'Add' option is selected, and the 'Comments' option is highlighted with a yellow circle labeled '1'. To the right of the dropdown, there are buttons for 'Delete' and 'Add'. Below the dropdown, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow circle labeled '3'. At the bottom, there is a 'Comments' field with a yellow circle labeled '2' next to it, and a 'Remove' button to its right.

# Invoice via PO Flip

## Review, Save, or Submit to Customer

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 McKesson.
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

Update Save Exit Next

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

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

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

# Invoice Against a Contract

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** McKesson from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (\*).

The screenshot shows the Ariba Network interface. On the right, a 'Create' dropdown menu is open, listing options: PO Invoice, Non-PO Invoice, Contract Invoice (marked with a yellow circle 1), Service Entry Sheet, Credit Memo, Time & Expense Sheets, and Catalog. Below this, a dialog titled 'Create Contract Invoice: Select Customer' is displayed. It has 'Next' and 'Cancel' buttons at the top right. The dialog text says: 'Select a customer from the list below and click Next to continue the process. If the customer is not in [More](#)'. There is a 'Customer Name:' input field with a 'Search' button. Below that is a customer selection list with 'Ariba Ready Test' selected (marked with a yellow circle 2). At the bottom right of the dialog are 'Next' and 'Cancel' buttons.

The screenshot shows the 'Invoice Entry' form for contract invoice INV40547. The form has a 'Submit' and 'Exit' button at the top right. The 'Invoice Header' section is expanded, showing various fields. A yellow circle 3 is next to the 'Supplier Invoice #' field, which is marked with an asterisk (\*). Other fields include 'Purchasing Unit' (No value), 'Supplier' (\*), 'Contract' ((no value) [select]), 'Sold To Email', 'My Labels' (Apply Label...), 'Invoice Date' (\*), 'On Behalf Of' (Christopher Hart), 'Supplier Contact', 'Remit To Address' ((no value)), and 'Payment Terms' ((no value) [select]). The 'Shipping - Entire Invoice' section is also visible, with 'Ship From' and 'Ship To' (\*, No value) fields. At the bottom left is a 'Header Actions' dropdown.



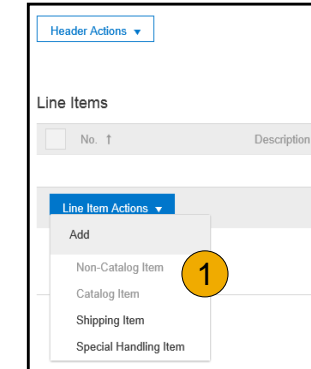
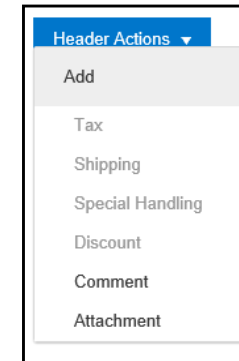
# Invoice Against a Contract

## Header and Line Level Options

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

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.



A screenshot of the 'Line Items' form. The form is titled 'Line Items' and contains a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are fields for Reference Date, Commodity Code, Supplier Part Number, Supplier Auxiliary Part ID, Type, Purch Org, Line Item Text, Shipping - by Line Item, Ship From, Deliver To, and Plant. The 'Qty' field is highlighted with a yellow circle containing the number '2'.

A screenshot of the invoice summary and action buttons. The summary box shows: Subtotal: \$2,570.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$2,570.00 USD, Total Net Amount: \$2,570.00 USD, and Amount Due: \$2,570.00 USD. Below the summary box are four buttons: Previous, Save, Submit, and Exit. A yellow circle with the number '3' is placed over the summary box, and a yellow circle with the number '4' is placed over the Submit button.

# Create a Credit Memo

## Line Level Detail

To create a line level 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**.

**Ariba Network** 1 Test Mode

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
<span>2</span>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

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

**Line Items** 4 4 Line Items, 4 Included, 0 Previously Fully 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 type="checkbox"/>	4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

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

Turn on Error Dump [Hide/Show XML](#)

[Update](#) [Exit](#) [Next](#) 6

**Summary:**

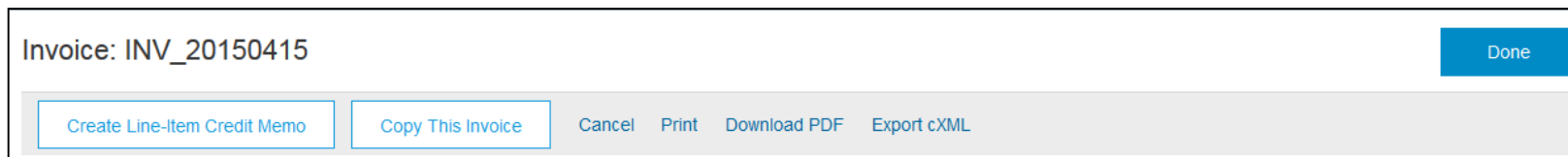
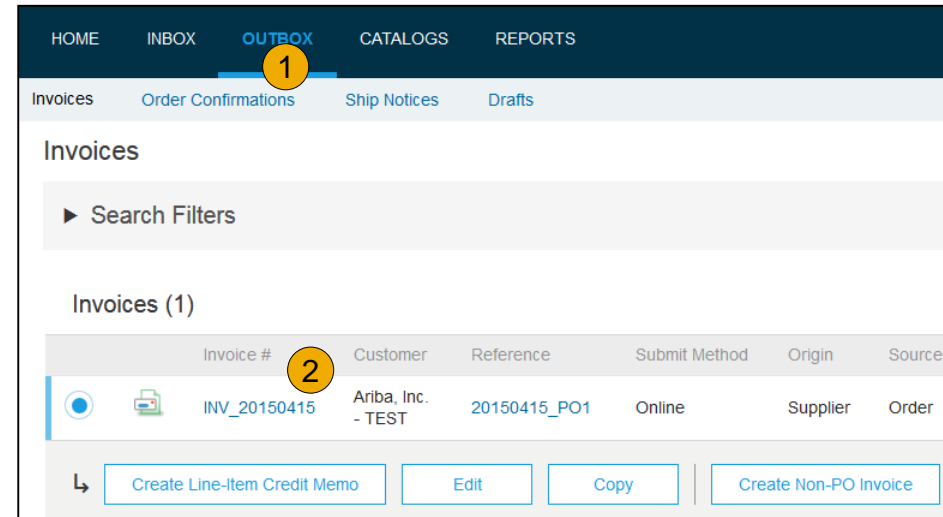
Subtotal: **\$-32.64 USD**  
Total Tax: **\$-2.28 USD**  
Total Shipping: **\$-12.00 USD**  
Total Gross Amount: **\$-46.92 USD**  
Total Net Amount: **\$-46.92 USD**  
Amount Due: **\$-46.92 USD**

[Previous](#) [Submit](#) [Exit](#) 7

# Copy an Existing 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 new 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

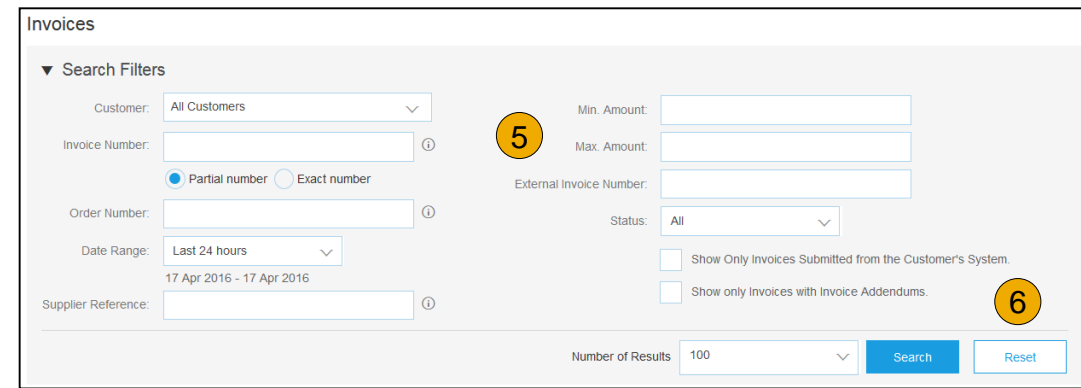
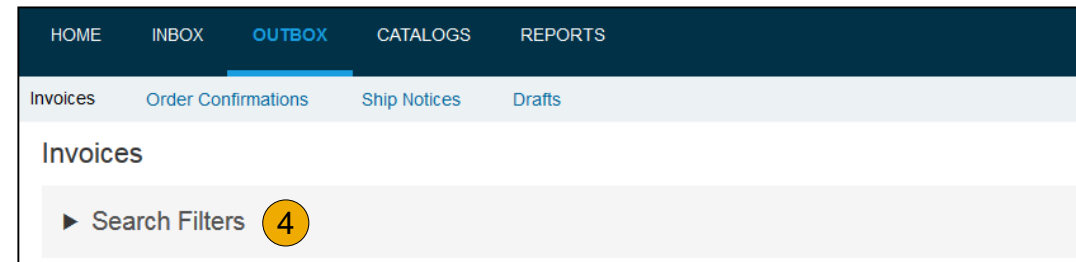
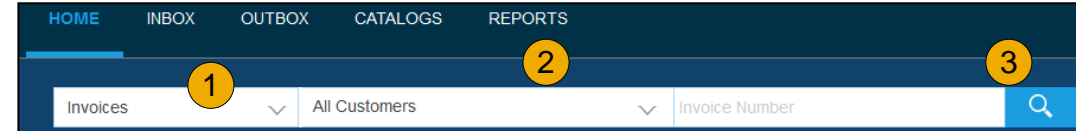
## (Quick & Refined)

### Quick Search:

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

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

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



# Check Invoice Status

## Routing Status To Your Customer

### 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 McKesson via the Ariba Network.

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

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of McKesson's action on the Invoice.

- **Sent** – The invoice is sent to the McKesson but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – McKesson approved the invoice cancellation
- **Paid** – McKesson paid the invoice / in the process of issuing payment. Only if McKesson uses invoices to trigger payment.
- **Approved** – McKesson has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – McKesson has rejected the invoice or the invoice failed validation by Ariba Network. If McKesson accepts the 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

# Review Invoice History

## Check Status Comments

Access any invoice:

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

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

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.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

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

Ariba Network

Company Settings John Doe Help Center

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2)

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

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

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

Yes No

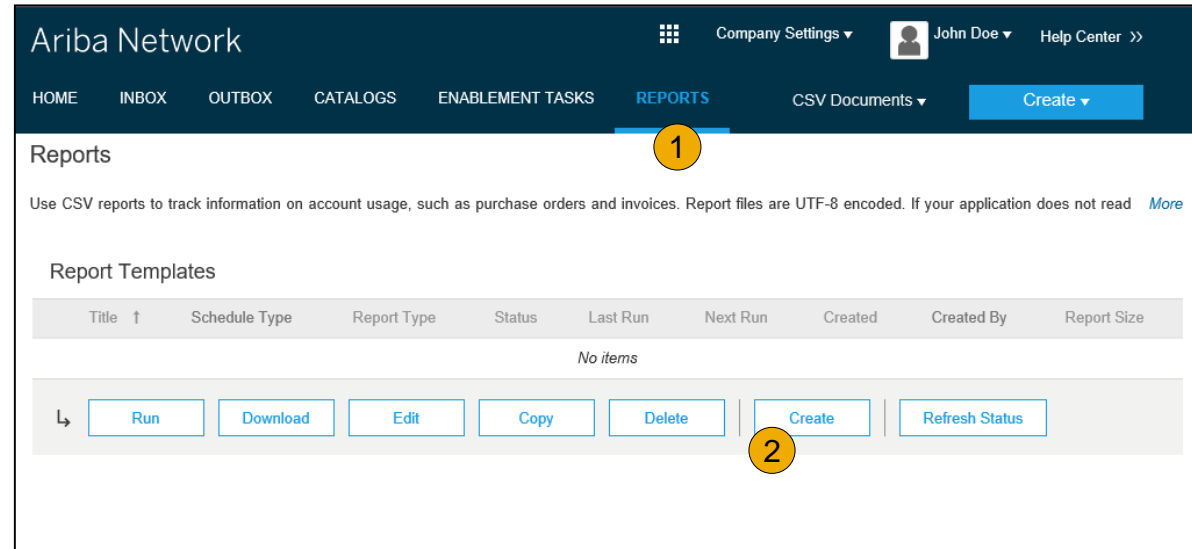


# Download Invoice Reports

## Learn About Transacting

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

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



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

# Invoice Reports

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

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

Report

4 Next Exit

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

1 Report Description

2 Criteria

3 Title: \*

Description:

Time zone: US/Michigan

Language: English

Report Type: \*

Select

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Book

e Sheet

Next Exit

Report

Previous Submit Exit

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

Previous Submit Exit

# Invoice Archival

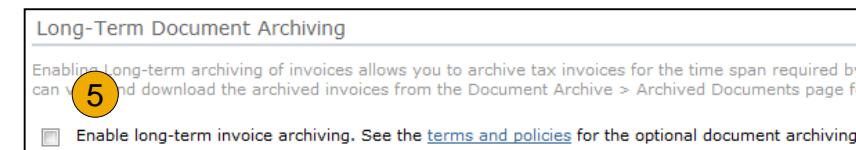
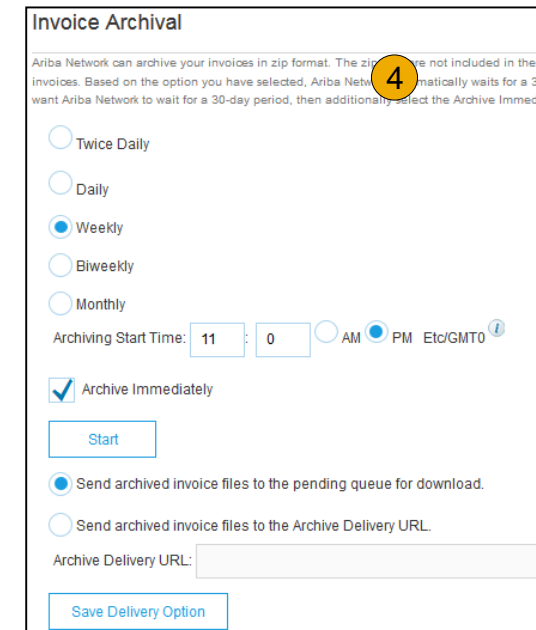
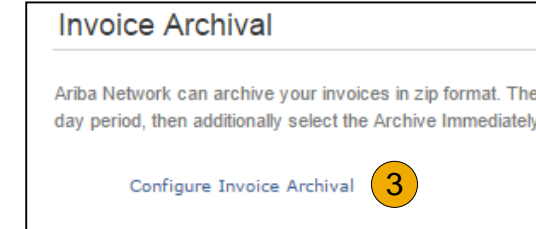
Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

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.)



## Section 5: Ariba Network Help Resources



**Customer Support**



**Supplier  
Information Portal**



**Additional  
Resources**

[Useful Links and  
Webinars](#)

[Troubleshoot Your  
Invoice](#)

# Customer Support

## Supplier Support During Deployment

### Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at [McKessonSupplierEnablement@ariba.com](mailto:McKessonSupplierEnablement@ariba.com)

Registration/ Account Configuration

Supplier Fees

General Ariba Network Questions

### McKesson Enablement Business Process Support

- Email McKesson Enablement Team at [ProcurementAssistance@McKesson.com](mailto:ProcurementAssistance@McKesson.com)

Business-Related Questions

### McKesson Supplier Information Portal

- Find your supplier information portal [HERE](#)

## Supplier Support Post Go-Live

### SAP Ariba Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

# Training & Resources

## McKesson Supplier Information Portal

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

**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. 2 3 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 1  
Users  
Notifications  
Account Hierarchy  
View All  
Network Settings  
Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments  
Remittances  
Network Notifications

# Useful Links and Webinars Available

## Links

[Ariba Supplier Pricing page](#)

[Ariba Network Hot Issues and FAQs](#)

[Ariba Cloud Statistics and Network Notification](#)

Detailed information and latest notifications about product issues and planned downtime – if any – during a given day

[SAP Ariba Discovery](#)

[Ariba Network Overview](#)

[Support Center](#)

[Learning Center](#)

## Webinars

[Supplier Success Sessions](#)

Created by Ariba Network Customer Support

Example topics:

Introduction to Ariba Network

Registration

Invoicing

Using the help center

[30 on Thursdays](#)

Information sessions on Supplier best practices

Example Sessions:

Uncover Advanced Functionality to Maximize Value

Introduction to Supplier Electronic Integration

Roadmap to Your Ariba Network Subscription

[Live Demonstrations](#)

Understand SAP Ariba's solutions

Example Demos:

PunchOut for e-Commerce managers

Creating electronic catalogs

Integrating with your customers through cXML

# 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.