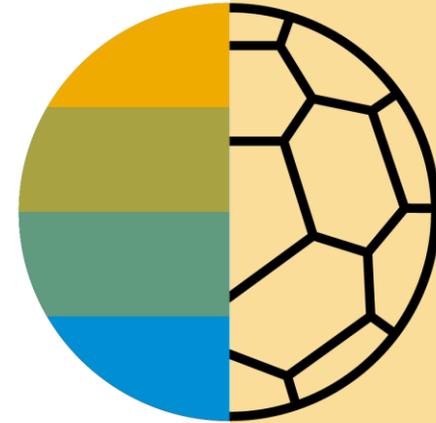




McKesson Supplier Guide

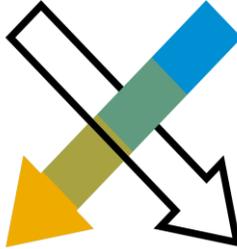
CONFIDENTIAL



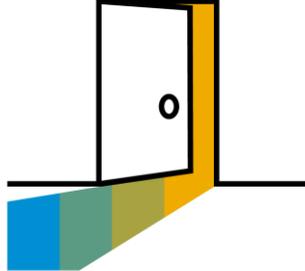
HOME- Table of Contents



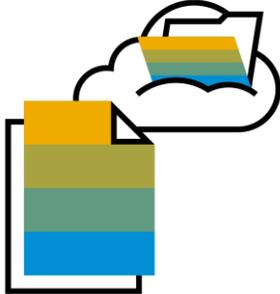
**Section 1:
Ariba Network Overview**



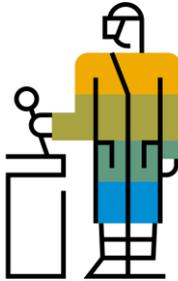
**Section 2:
Account Set Up**



**Section 3:
Purchase Orders**

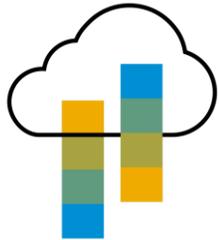


**Section 4:
Invoice Methods**



**Section 5:
Help Resources**

Section 1: Ariba Network Overview



What is Ariba Network?



McKesson Project Scope

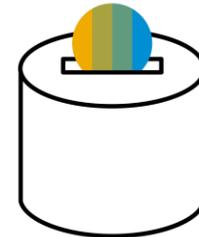
McKesson Message

Supported Documents

Not Supported Documents



Supplier Value



Fee Schedule

Subscription Levels

\$USD

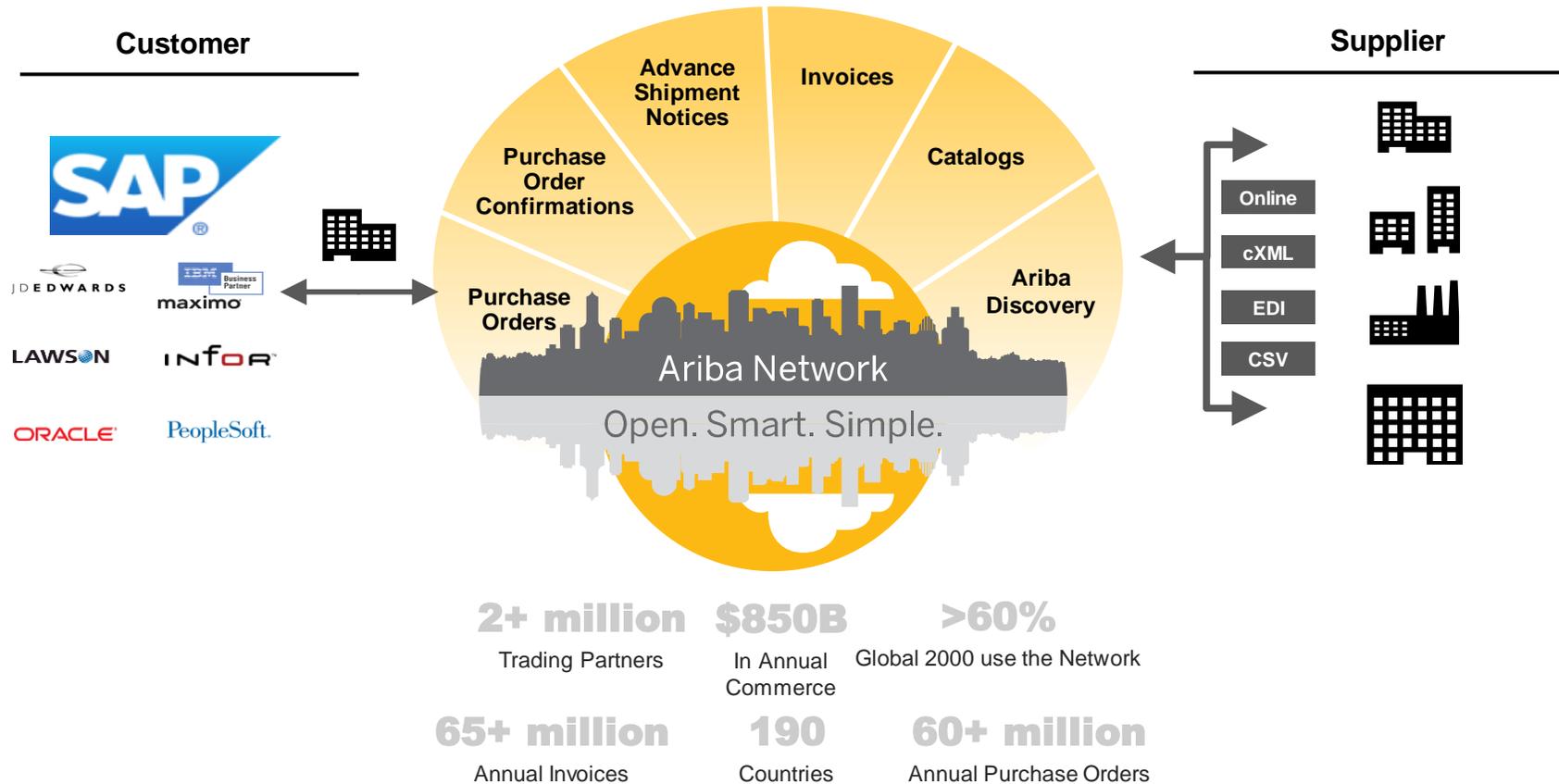
£GBP

€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.

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



Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze

- Premium, plus:
- eCommerce consult team
 - Ariba achievement badges
 - Free Discovery RFI/RFQ response

Silver

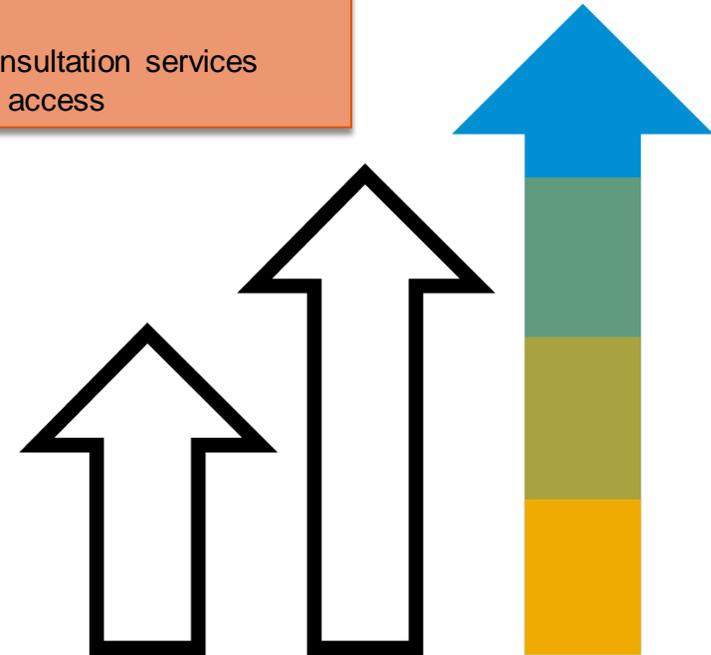
- Bronze, plus:
- Express integration support
 - cXML and EDI Integration
 - Supplier technical support
 - Two free Discovery responses

Gold

- Silver, plus:
- Unlimited responses to sales opportunities
 - eCommerce consultation services
 - Priority support access

Platinum

- Gold, plus:
- Ariba LIVE pass
 - Extended integration support



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



Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	Free
5 to 24 documents	*Bronze	\$50
25 to 99 documents or 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

Fee Threshold

\$50,000 and 5 Documents

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

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	Free
5 to 24 documents	*Bronze	£35
25 to 99 documents or 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



Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	Free
5 to 24 documents	*Bronze	€45
25 to 99 documents or 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

Fee Threshold

€44,600 and 5 Documents

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

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



Subscription Fees

Billed once a year

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

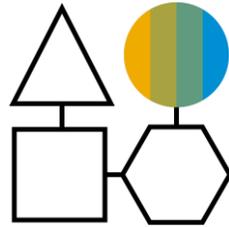
*Chargeable suppliers transacting less than A\$235,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

A\$50,000 and 5 Documents

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

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

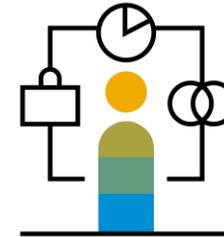
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

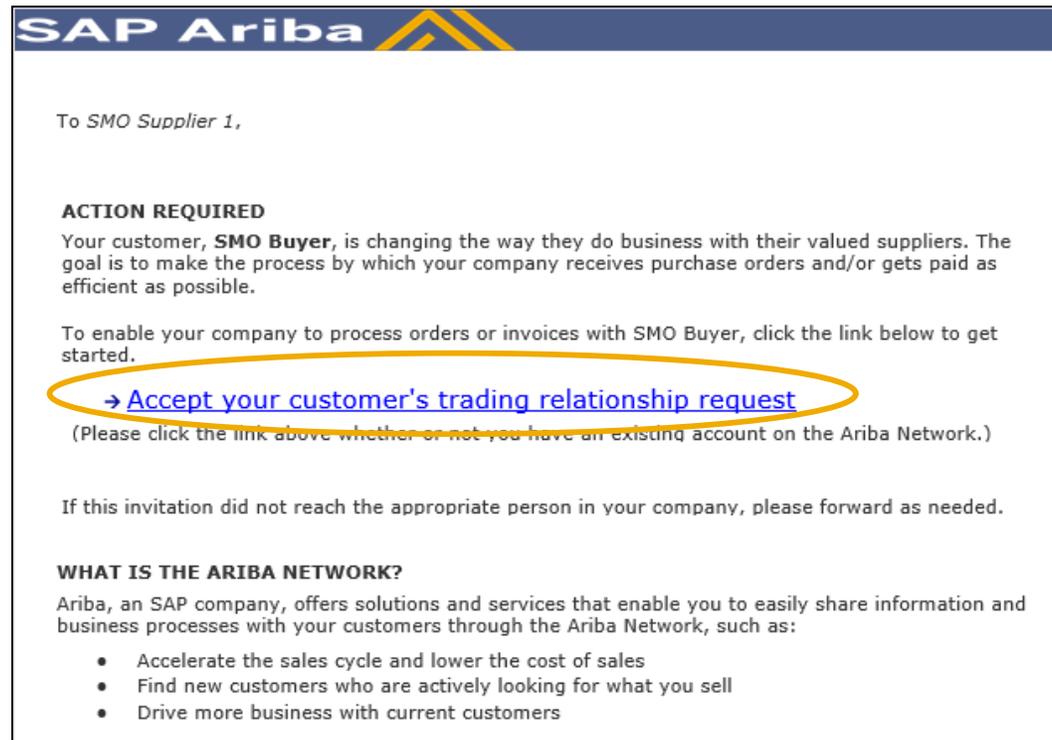
McKesson Specific Account Configuration

- **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. A callout box at the top left, labeled '1', points to the 'Register Now' button. The page is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, callout '2' points to the 'Company Name' field, which is marked with an asterisk. Other fields include 'Country' (set to United States [USA]), 'Address' (with three lines), 'City', 'State' (set to Alabama), and 'Zip'. In the 'User account information' section, callout '3' points to the 'Email' field, which is marked with an asterisk and has a checkbox for 'Use my email as my username' checked. Other fields include 'Name' (with 'First Name' and 'Last Name' sub-fields), 'Username', 'Password' (with a 'Repeat Password' field), and 'Language' (set to English). 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. A link 'I have further questions for my requesting customer' is visible below the 'Register Now' button.

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.

Company Settings ▾ John Doe ▾ H

SMO Supplier 1
ANID: AN010
Standard Package

Company Profile

Service Subscriptions

Account S

Ariba Network

Company Profile

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: AN010 ⓘ

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

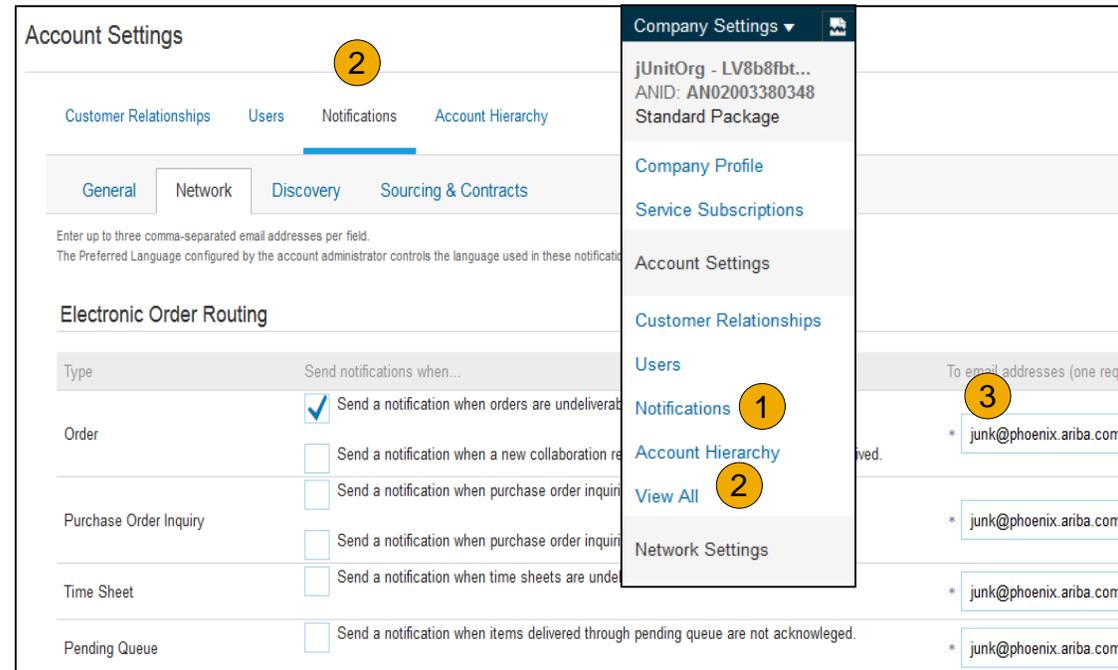
Share Your Public Profile
Click here to get your Ariba badge.
Find us on Ariba Network

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.



The screenshot displays the SAP Account Settings interface. At the top, the 'Company Settings' dropdown menu is open, showing 'Notifications' selected (1). The 'Network' tab is active (2). The 'Electronic Order Routing' section is visible, with a table of notification types and their settings. The 'To email addresses' field is populated with 'junk@phoenix.ariba.com' (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 purchase order inquiries are 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 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

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

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

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

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

Network Settings

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

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

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

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

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 to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

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

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

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The top navigation bar includes 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The 'Electronic Invoice Routing' sub-tab is selected, showing 'General' and 'Tax Invoicing and Archiving' (marked with a yellow circle 3). The 'Tax Invoicing and Archiving' sub-tab is active, displaying 'Capabilities & Preferences' and 'Sending Method'. The 'Routing Method' dropdown menu is open, showing 'Online' (marked with a yellow circle 2), 'cXML', and 'EDI'. The 'Tax Invoicing and Archiving' sub-tab is active, displaying 'Tax Classification' and 'Taxation Type' fields. The 'Tax Id' field is marked with a yellow circle 3. The 'VAT Registered' checkbox is checked. The 'VAT Registration Document' field is set to '<No document>' and has an 'Upload...' button. The right-hand navigation pane shows 'Company Settings' with a dropdown arrow and a list of options: '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' (marked with a yellow circle 1), and '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 image shows two screenshots from the SAP S/4HANA system. The top screenshot is the 'Network Settings' page, specifically the 'Settlement' tab. It shows a table for 'EFT/Check Remittances' with columns for 'Address', 'City', and 'State'. Below the table are buttons for 'Edit', 'Delete', and 'Create'. A yellow circle with the number '2' highlights the 'Create' button. The bottom screenshot is the 'Create Remittance Address / Payment Info' page. It contains a form with fields for 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', 'Country', and 'Contact'. A yellow circle with the number '3' highlights the 'Address 1' field. At the bottom of the form, there is a checkbox labeled 'Make this address default' with a yellow circle and the number '4' next to it. On the right side of the bottom screenshot, there is a 'Company Settings' sidebar menu. A yellow circle with the number '1' highlights the 'Remittances' option in the menu.

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: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

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: Area: Number:

Bank Phone: USA 1

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: Area: Number:

Bank Phone: USA 1

Credit Card 3

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.

The screenshot displays the 'Account Settings' interface. On the right, the 'Company Settings' sidebar is visible, with 'Customer Relationships' highlighted by a yellow circle with the number 1. The main content area has four tabs: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Potential Relationships' tab is selected and highlighted by a yellow circle with the number 4. Below the tabs, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle with the number 2. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', and a 'No items' message. Below the table are 'Approve' and 'Reject' buttons, with the 'Reject' button highlighted by a yellow circle with the number 3. The 'Current' section shows a table with columns for 'Customer' and 'Approved Date', with one entry for 'jUnitOrg - 5WQzy9VD565589b21009590920' approved on '25 Nov 2015'. Below the table is a 'Reject' button. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date', and a 'No items' message.

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 shows the 'Manage Users' page in SAP. The 'Users' tab is selected in the top navigation bar. The page is divided into three main sections: 'Manage Users', 'Manage User Roles', and 'Role'. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com', 'rebecca.novotny@sap.com', 'Rebecca', 'Novotny', and 'No'. A yellow circle with the number '4' is placed over the 'Create User' button. The 'Manage User Roles' section contains a table with two roles: 'Administrator' and 'All Access'. A yellow circle with the number '3' is placed over the 'Details' link for the 'Administrator' role. A yellow circle with the number '2' is placed over the 'Create Role' button. The 'Role' section contains a table with one role entry: 'Administrator'. A yellow circle with the number '5' is placed over the 'Create Role' button. The 'Company Settings' menu is visible on the right side of the page, with a yellow circle with the number '1' placed over the 'Users' link.

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

Name	Actions
Administrator	Details 3
All Access	Details Edit Delete

Name	Actions
Administrator	Details 5

Set Up User Accounts

Modifying User Accounts (Administrator Only)

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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

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

Users

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

Edit 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 password reset email to the user.

Selected User Information

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

This user is the Ariba Discovery Contact

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.

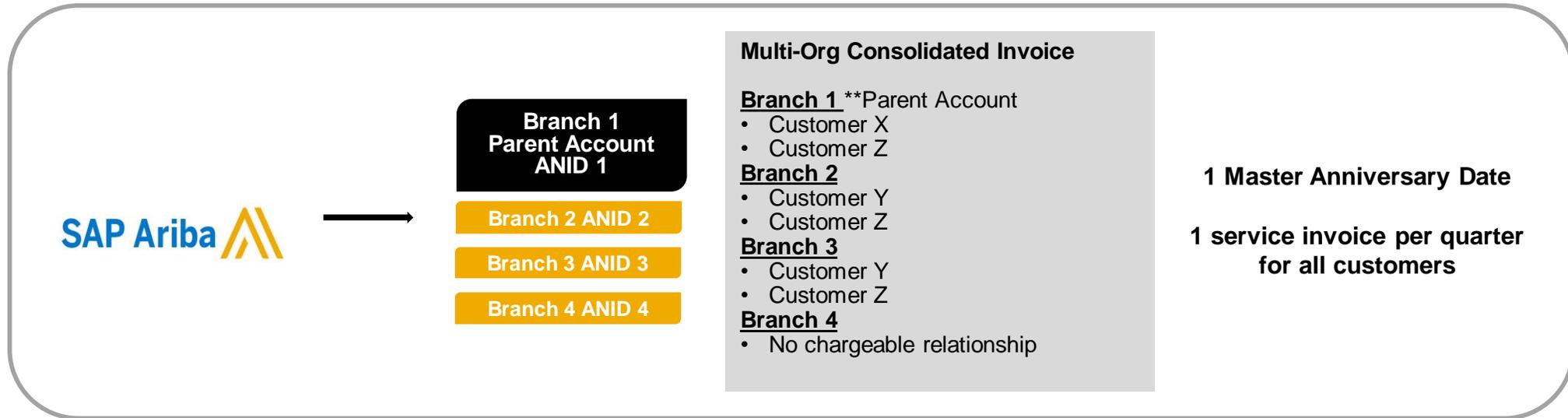
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

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. At the top right, a user profile dropdown menu is open, showing options like 'Logout', 'My Account', 'My Community Profile', and 'Switch To'. The 'My Account' option is highlighted with a yellow circle '2'. Below this, the 'My Account' page is shown with sections for 'Account Settings' and 'Account Information'. The 'Account Settings' section has a red asterisk indicating a required field. Below this, the 'Security' section is visible, with fields for 'Secret Question' and 'Secret Answer'. The 'Secret Answer' field is highlighted with a yellow circle '4'. The 'Business Role' dropdown is set to 'Business Owner'. The 'First Name' field contains the user ID 'jU-LV8b8ft565589df100959021'. The 'Email Address' field contains 'junk@phoenix.ariba.com'. The 'Username' field contains 'Aribasup@s.c'. A 'Change Password' link is visible next to the username field, highlighted with a yellow circle '3'. The user profile dropdown menu also shows the user's name 'jU-LV8b8ft565589df100959...' and email 'Aribasup@s.c', with a 'Switch To Test ID' link and a 'Contact Administrator' link. A yellow circle '1' is placed over the user's name in the dropdown menu.

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)

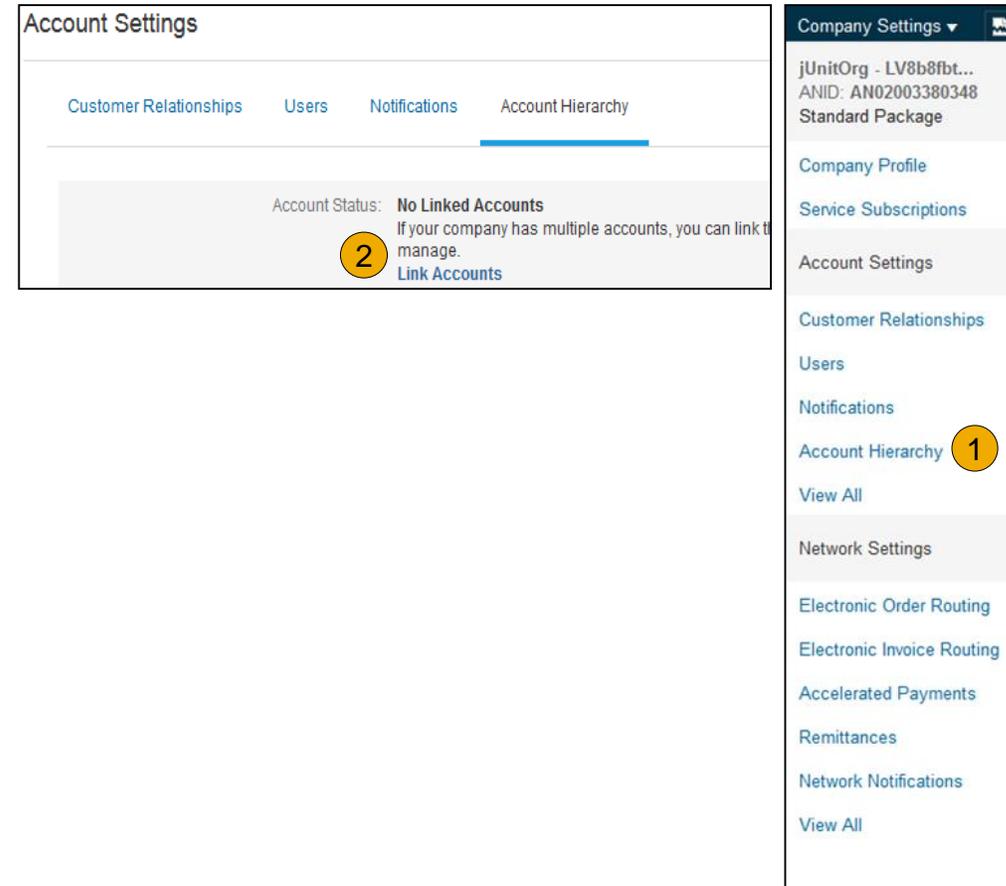
Run Reports

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.



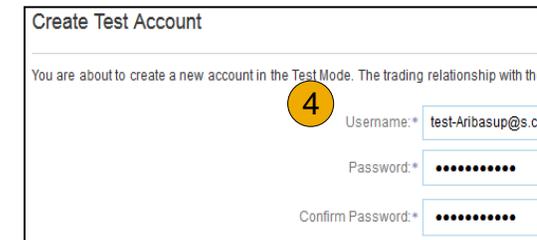
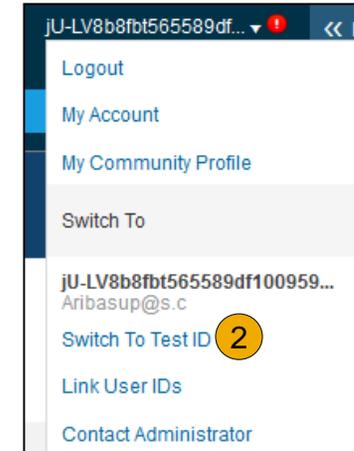
Set Up a Test Account

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 form contains the following fields: Username: * test-Aribasup@s.c (highlighted with a yellow circle containing the number 4), Password: * (masked with dots), and Confirm Password: * (masked with dots). The text above the fields reads: 'You are about to create a new account in the Test Mode. The trading relationship with the'.

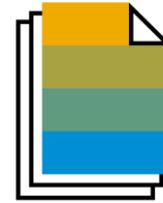
Section 3: Purchase Order Management



**View Purchase
Orders**



**Purchase Order
Detail**

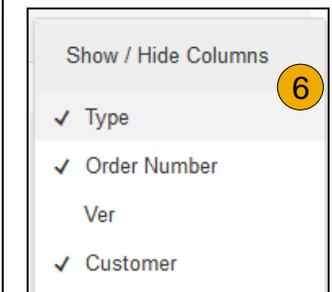
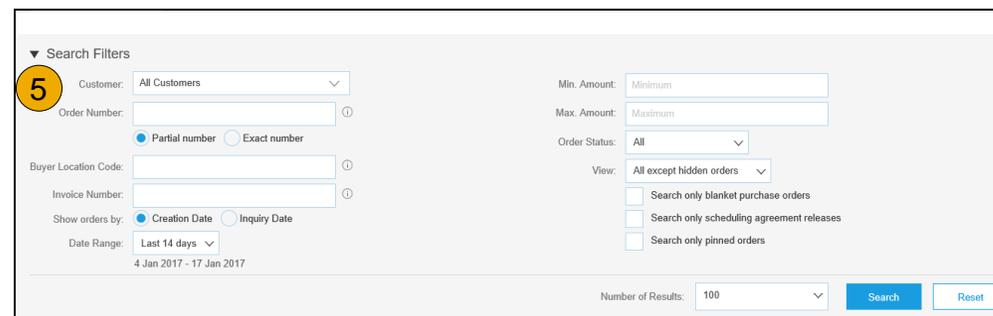
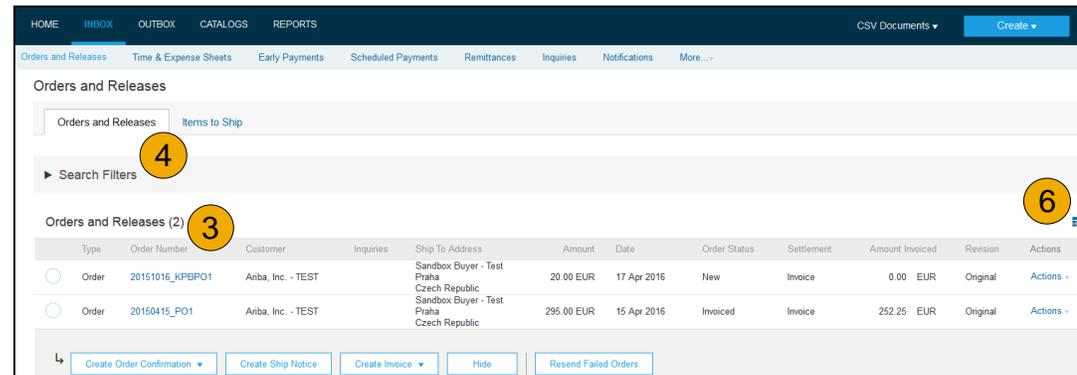


**Create PDF of
Purchase Order**

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.



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 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

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

2

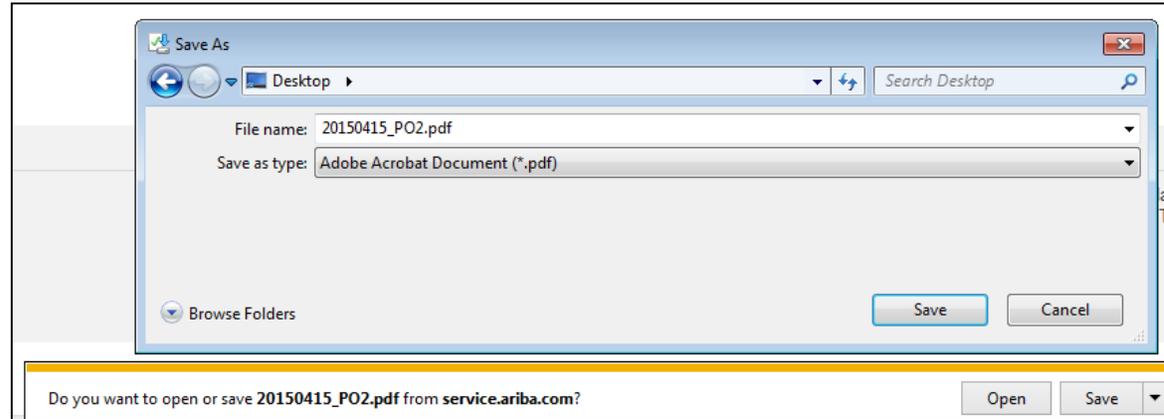
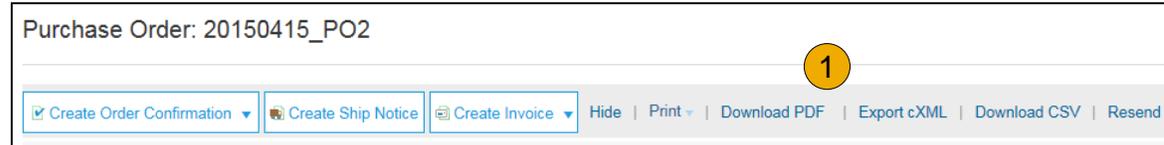
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

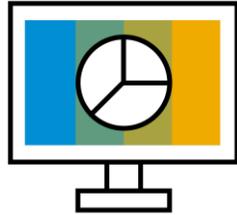
Create PDF of PO

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](#)

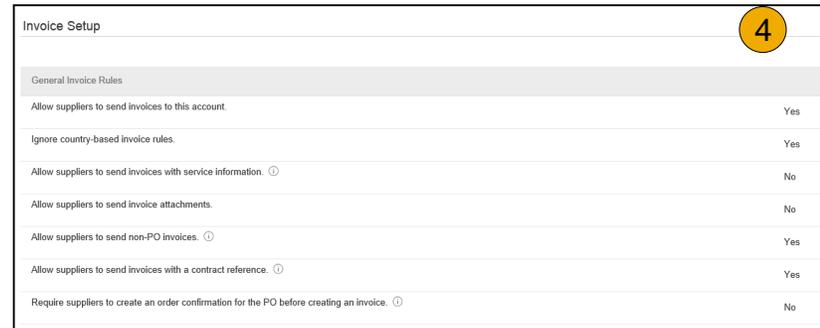
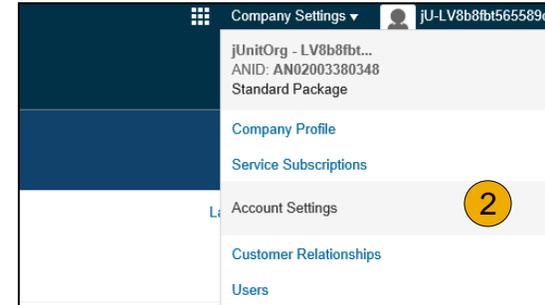
McKesson Invoice Requirements

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.

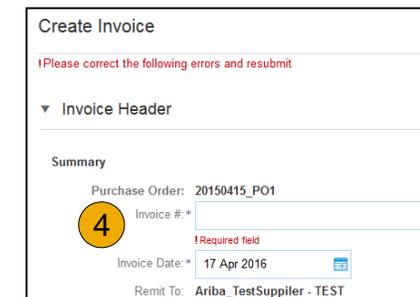
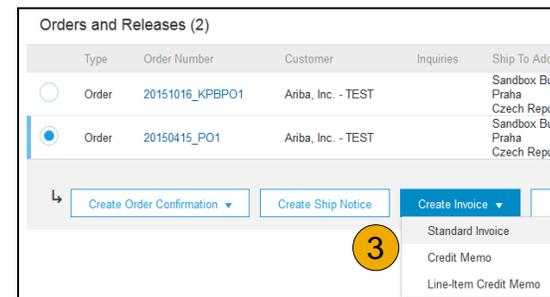
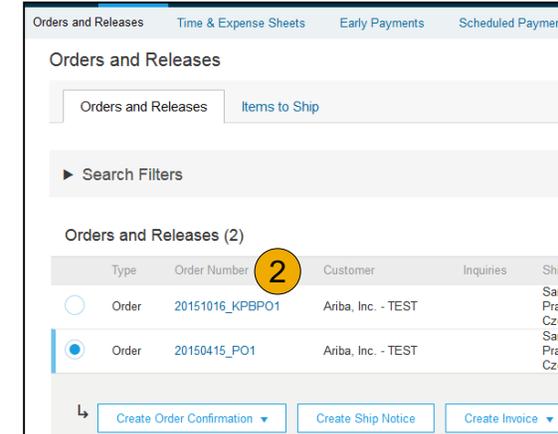
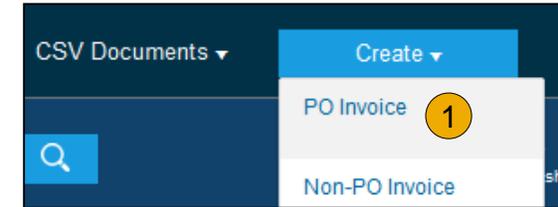
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (McKesson).
4. Scroll down to the Invoice Setup section and view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

Invoice Date:* 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax *i* Line level tax *i*

Shipping

Header level shipping *i* Line level shipping *i*

* Indicates required field Add to Header ▼

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. **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 type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

Line Item Actions ▾ Delete

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

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

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

Line Item Actions ▾ Delete Add ▾

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

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

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

The screenshot shows the 'Tax' configuration interface. At the top, there are radio buttons for 'Header level tax' (selected, marked with a yellow circle 1) and 'Line level tax'. Below this, there are input fields for 'Category' (set to 'VAT', marked with a yellow circle 2), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. To the right, a 'Standard Tax Selections' dropdown menu is open, listing various tax types. At the bottom right, there is a 'Remove' button (marked with a yellow circle 3) and a 'View/Edit Addresses' link.

The screenshot shows the 'Configure Tax' dialog box. It has a table with columns for '* Tax Category', '* Rate', and 'Tax Description'. The 'Tax Category' is set to 'Sales Tax'. The 'Rate' field is empty, and the 'Tax Description' field is also empty. There are 'Delete' and 'Create' buttons at the bottom. A yellow circle 4 is placed over the 'Create' button.

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

Invoice via PO Flip

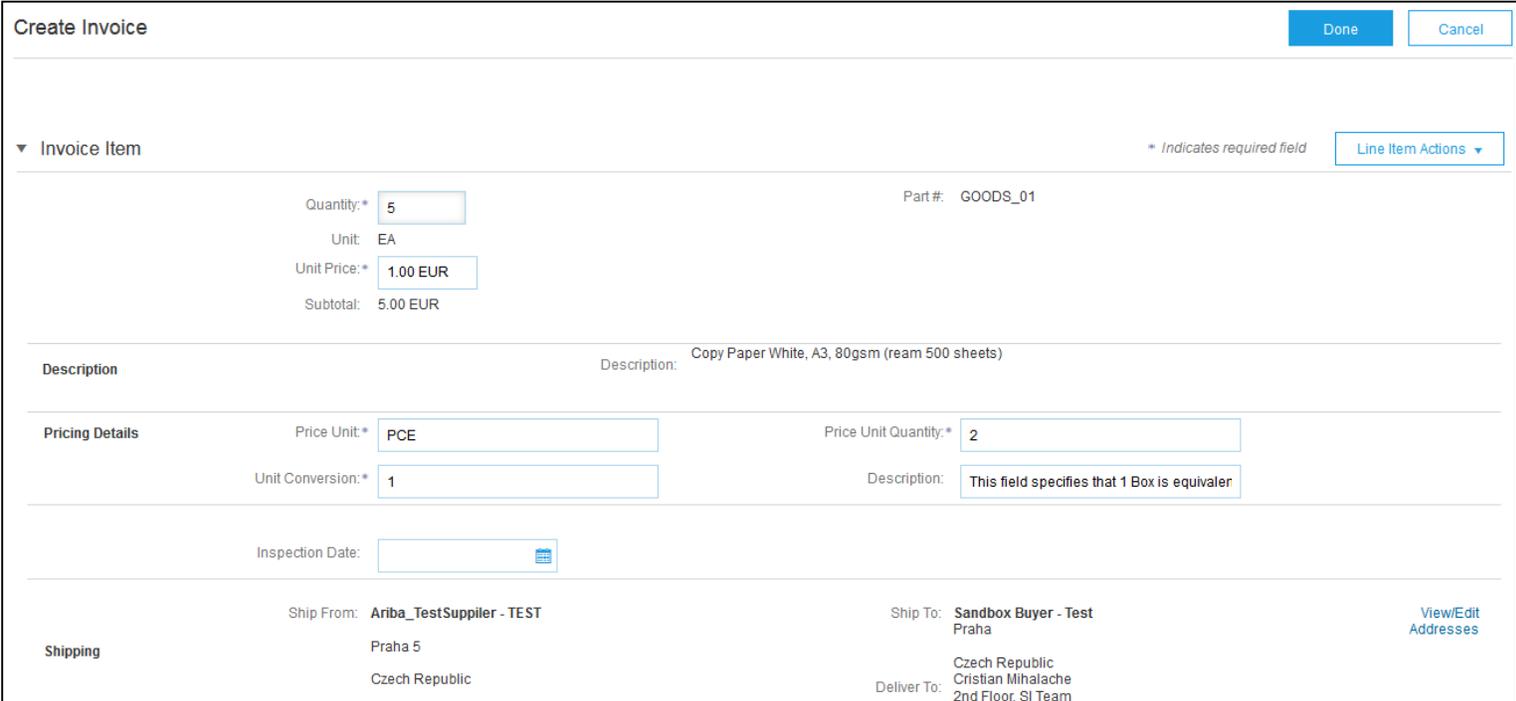
Detail Line Items

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



The screenshot shows the 'Line Item Actions' menu with 'Edit' selected, and the 'Line Items' table with one item highlighted. A yellow circle with the number '6' is placed over the 'Edit' button and the first row of the table.

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



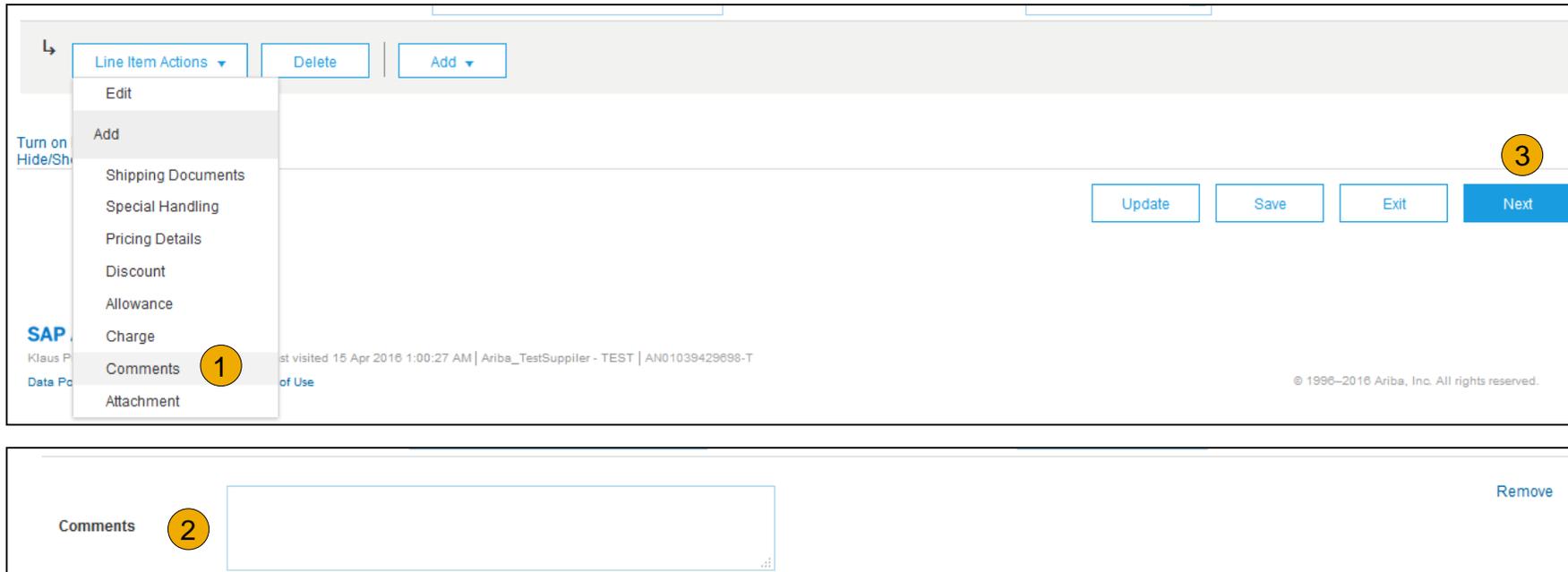
The screenshot shows the 'Create Invoice' form with the following details:

- Invoice Item:** Quantity: 5, Unit: EA, Unit Price: 1.00 EUR, Subtotal: 5.00 EUR, Part #: GOODS_01
- 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
- Shipping:** Ship From: Ariba_TestSupplier - TEST, Ship To: Sandbox Buyer - Test Praha, Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

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 illustrates the process of adding comments to a line item in the SAP Ariba interface. It is divided into two parts:

- Top Part:** Shows the 'Line Item Actions' dropdown menu. The 'Add' option is selected, and the 'Comments' option is highlighted with a yellow circle containing the number 1. Other options in the menu include Edit, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. To the right of the menu are buttons for 'Delete' and 'Add'. Further right are buttons for 'Update', 'Save', 'Exit', and 'Next', with the 'Next' button highlighted in blue and marked with a yellow circle containing the number 3.
- Bottom Part:** Shows the 'Comments' input field, which is currently empty. The label 'Comments' is to the left of the field, and a yellow circle with the number 2 is next to it. A 'Remove' button is located to the right of the input field.

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 **5**

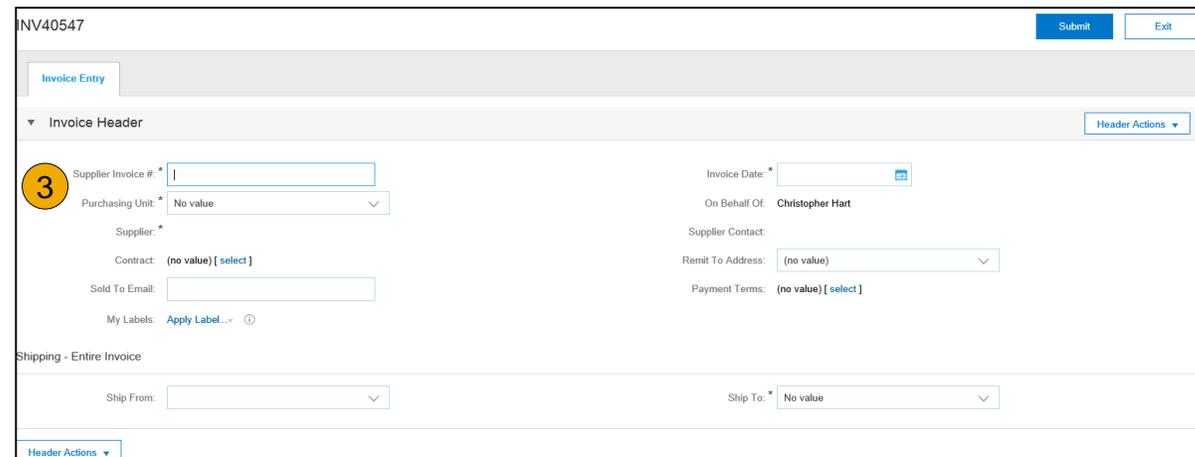
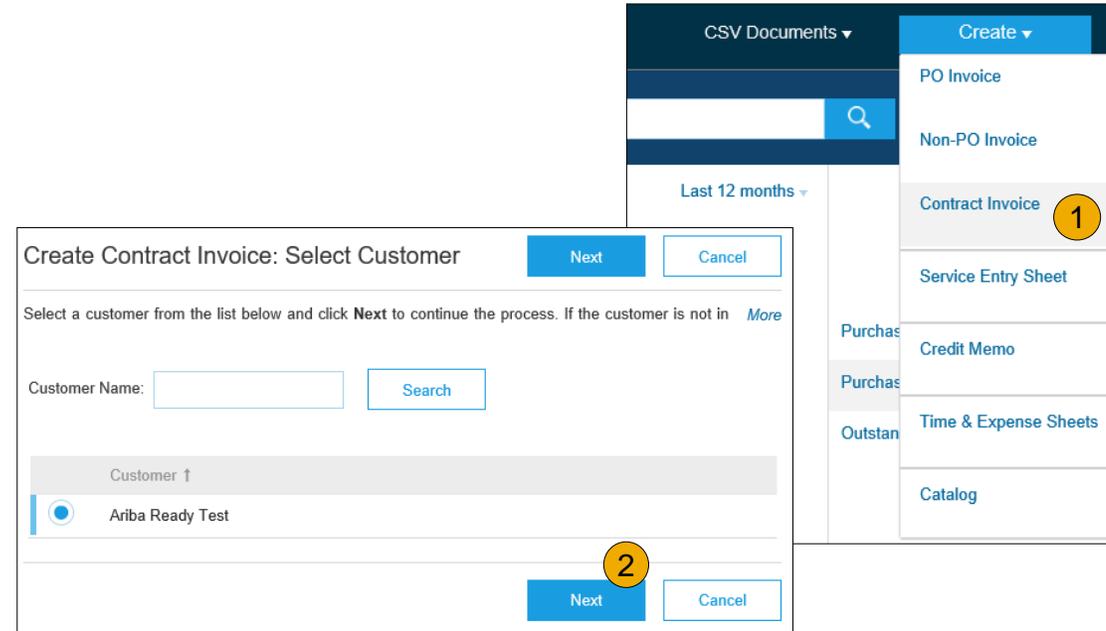
Drafts

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 (*).



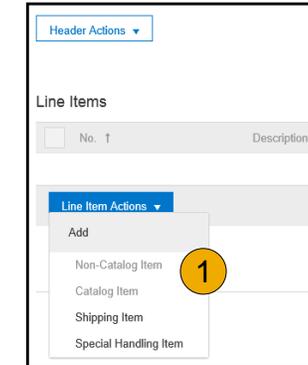
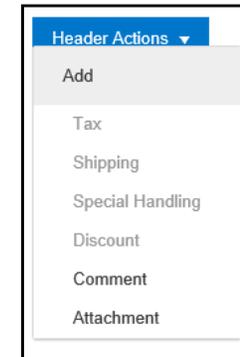
Invoice Against a Contract

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 displays 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, and Line Item Text. At the bottom, there are fields for Shipping - by Line Item, including Ship From, Deliver To, and Plant.

A screenshot of the invoice summary and action buttons. The summary 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 are four buttons: Previous, Save, Submit, and Exit. A yellow circle with the number '3' is placed over the summary, 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

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

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

Line Item Actions Delete

Turn on Error Dump Hide/Show XML

Update Exit Next

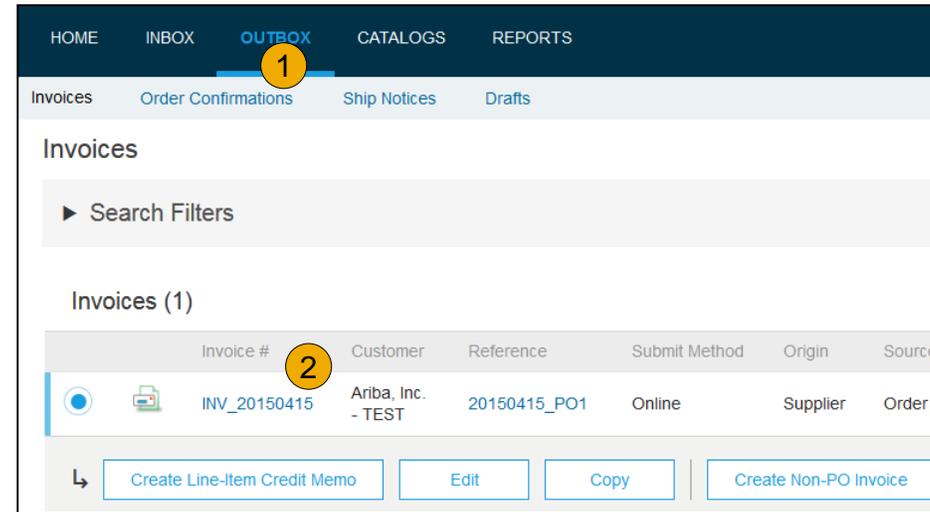
Subtotal: \$-32.64 USD
 Total Tax: \$-2.28 USD
 Total Shipping: \$-12.00 USD
 Total Gross Amount: \$-46.92 USD
 Total Net Amount: \$-46.92 USD
 Amount Due: \$-46.92 USD

Previous Submit Exit

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.



The screenshot shows the SAP S/4HANA Outbox interface. The top navigation bar includes HOME, INBOX, OUTBOX (highlighted with a yellow circle '1'), CATALOGS, and REPORTS. Below the navigation bar, there are tabs for Invoices, Order Confirmations, Ship Notices, and Drafts. The main content area is titled 'Invoices' and contains a 'Search Filters' section. Below that, a table lists one invoice with the following details:

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

Below the table, there are several action buttons: 'Create Line-Item Credit Memo', 'Edit', 'Copy' (highlighted with a yellow circle '2'), and 'Create Non-PO Invoice'.



The screenshot shows the invoice detail view for INV_20150415. The top right corner has a 'Done' button. Below the header, there are several action buttons: 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'.

Search for Invoice

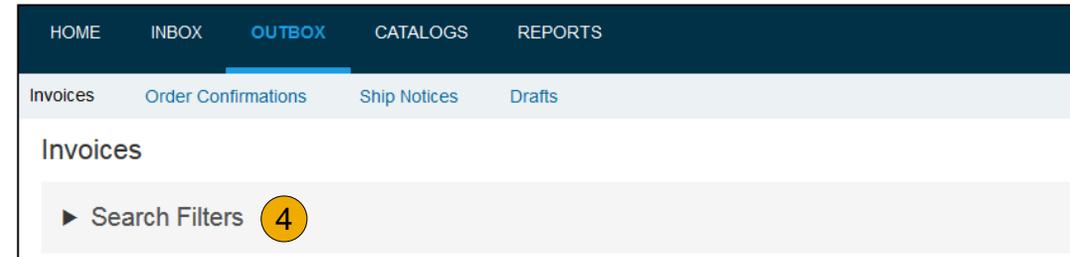
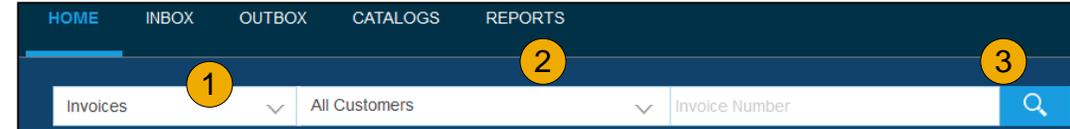
(Quick & Refined)

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**.



Search Filters

Customer: All Customers

Invoice Number:

Partial number Exact number

Order Number:

Date Range: Last 24 hours

Supplier Reference:

Min. Amount:

Max. Amount:

External Invoice Number:

Status: All

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100

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

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

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	

4

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.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, showing a search filter and a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. A yellow circle with the number 1 is placed over the 'OUTBOX' tab, a yellow circle with the number 2 is placed over the 'Invoices (2)' text, and a yellow circle with the number 4 is placed over the 'Edit' button.

The screenshot shows the details page for invoice XYZ123456. The page title is 'Invoice: XYZ123456'. Below the title, there are buttons for 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. A yellow circle with the number 3 is placed over the 'Cancel' button.

The screenshot shows a confirmation dialog box titled 'Cancel Invoice?'. The text inside the dialog asks 'Are you sure you want to cancel this invoice?'. There are two buttons: 'Yes' and 'No'. A yellow circle with the number 3 is placed over the 'Cancel Invoice?' title.

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**.

The screenshot shows the Ariba Network interface. At the top, the 'REPORTS' tab is selected in the navigation menu, indicated by a yellow circle with the number '1'. Below the navigation bar, the 'Reports' section is displayed. It includes a table of report templates with columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. The table currently shows 'No items'. Below the table, there is a toolbar with buttons for Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Create' button is highlighted with a yellow circle containing the number '2'.

- **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

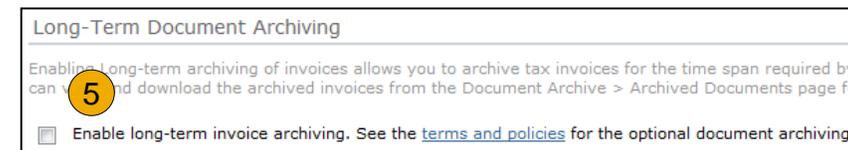
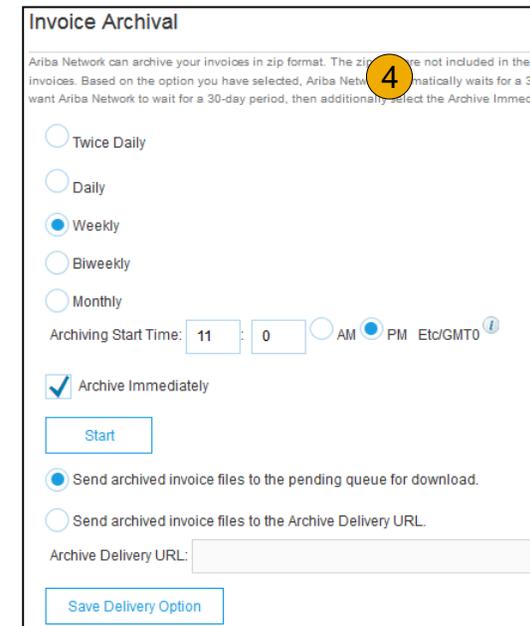
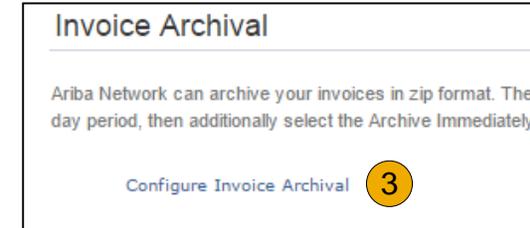
Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

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.

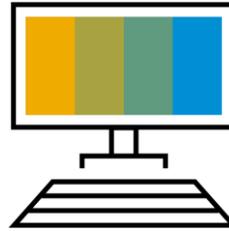
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



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

Registration/ Account Configuration

Supplier Fees

General Ariba Network Questions

McKesson Enablement Business Process Support

- Email McKesson Enablement Team at 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.