



Ariba Network Quick Start Guide

Enterprise Suppliers

AGENDA

- What is Ariba Network?
- Account Configuration – Enterprise Account
- Invoice Creation – Enterprise Account
- Help and Resources

What is Ariba Network?



Ariba Network – The World's Largest Business Network

- Ariba Network is a dynamic, digital marketplace where millions of buyers and suppliers, operating in more than 190 countries, will transact \$3 trillion in business commerce this year
- After a supplier accepts an invitation, the buyer can place orders
- Suppliers receive the orders and can then create and send order confirmations and invoices
- Suppliers can publish catalogues containing information and pricing that is customized for specific customers
- Ariba Network provides fast transmission, tracking (online status), and processing of transactions



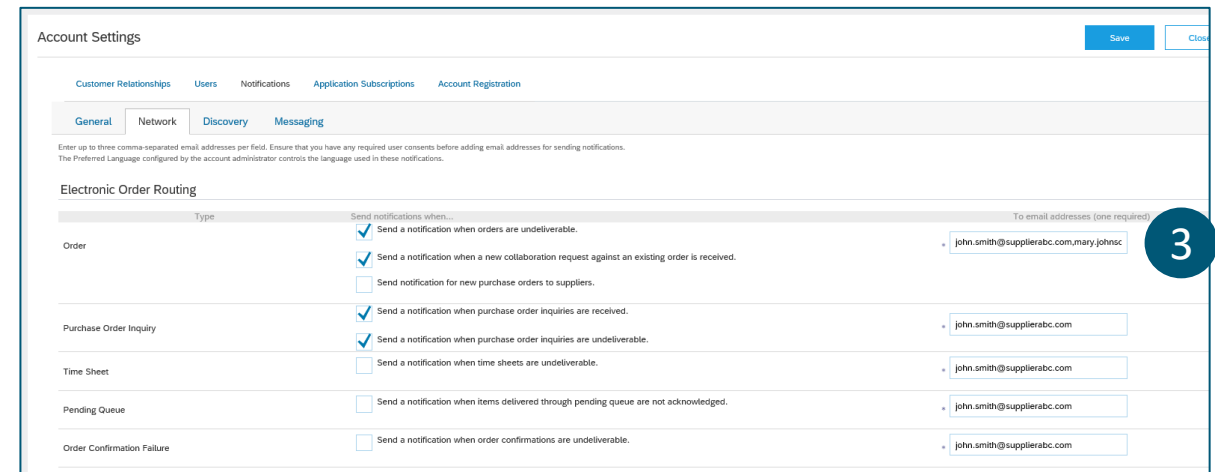
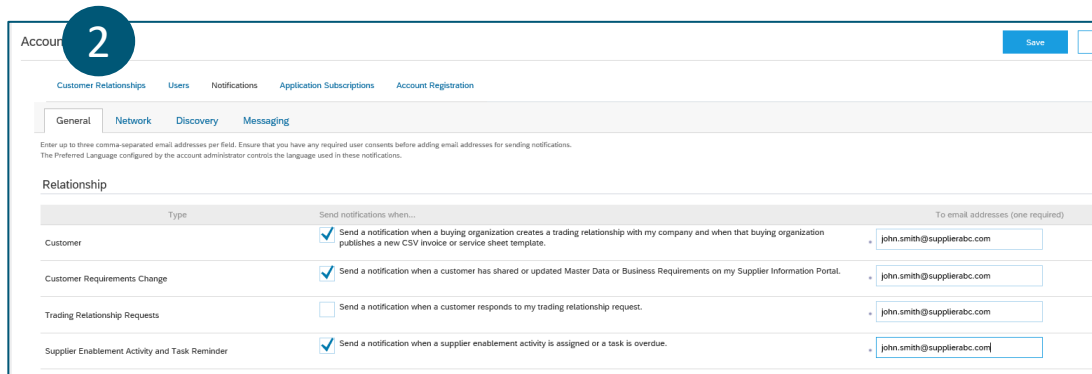
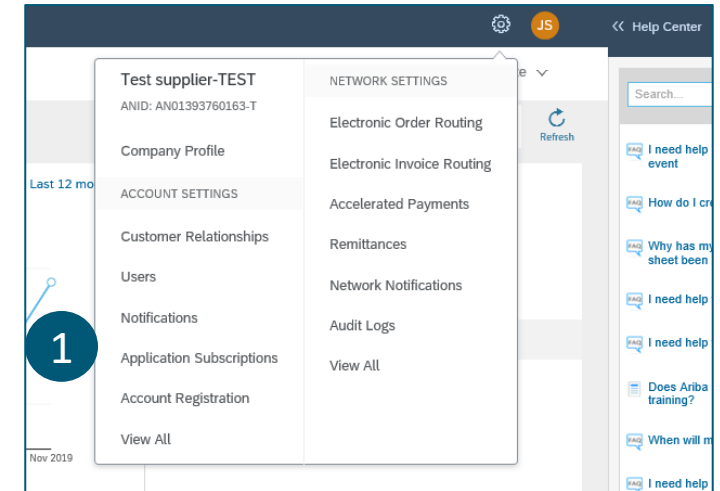


Account Configuration – Enterprise Account

Notifications

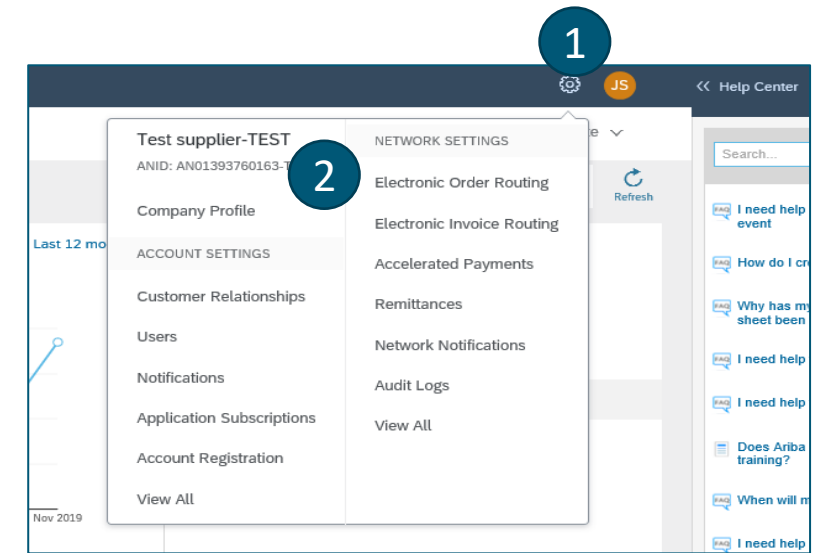
The Ariba Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to

1. Click on **Notifications** under Company Settings to review preconfigured setting
2. Click on the **Network** tab
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



Electronic Order Routing

1. Click **Company Settings**
2. Click **Electronic Order Routing**
3. Select **Email**
 - Select the check box **Include document in the email message** to include a complete copy of the purchase order in the email notification
 - It is recommended that you use a non- personalized/distribution list email
 - When your mailbox sends auto-responses (out of office, receipt-acknowledgement) the purchase orders may fail as Ariba Network cannot recognize all auto-responses



This screenshot displays the 'Network Settings' page. At the top, there are tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Electronic Order Routing' tab is active. Below the tabs, there are sections for 'Capabilities Preferences', 'External System Integration', 'Non-Catalog Orders with Part Numbers', 'Status Update Request Notifications', and 'New Orders'. In the 'New Orders' section, there is a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row is selected, and the 'Email' routing method is chosen. A callout labeled '3' points to the 'Include document in the email message' checkbox, which is checked. Other options include 'Attach cXML document in the email message' and 'Leave attachments online and do not include them with email message'.

Electronic Invoice Routing

1. **Invoice Routing** is preconfigured to Online – no action needed
2. Click **Tax Invoicing and Archiving**
3. **Update your VAT ID** and click Save to automatically prepopulate your VAT ID in all your invoices
4. Click on the **Configure Invoice Archival** link to export invoices to your system for legal compliance

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	Online	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	john.smith@supplierabc.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	john.smith@supplierabc.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	john.smith@supplierabc.com

Save Close

General Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

☐ VAT Registered

VAT Registration Document: <No document> Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> Upload

Tax Clearance Expiry Date:

Invoice Archival

Arriba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Arriba Network to archive your invoices. Based on the option you have selected, you can download archived invoices from the Outbox > Archived Invoices page.

☒ Configure Invoice Archival

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Arriba Network collaborates with accredited archive providers to support country-specific archiving timeframe documents page for auditing purposes.

☐ Enable long-term invoice archiving. See the terms and policies for the optional document archiving service. To view the list of countries supported for long-term archiving, click view countries.

Invoice Archival

1. Select **frequency** (Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**
2. 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 in the section of Archived Invoices)
3. Note: After **Archive Immediately** has started, you can either Stop it or Update Frequency any time
4. Subscribe to **Long-Term Document Archiving** for an integrated archiving solution. Please read the applicable terms and policies and supported list of countries. After you enable the service, you have access to **Document Archive** tab where you can search and view Archived Documents and request to download multiple documents

The screenshot displays two configuration panels. The top panel, titled "Invoice Archival", includes a "Save" button in the top right. It contains a frequency selection section with radio buttons for "Twice Daily", "Daily", "Weekly", "Every Two Weeks", and "Monthly" (selected). Below this is an "Archiving Start Time" dropdown set to "1 AM" and a location dropdown set to "America/Los_Angeles". A checkbox for "Archive Immediately" is present, with a "3" callout pointing to it. Below the checkbox are "Stop" and "Update Frequency" buttons. A status message states: "Generation of the next invoice archive file scheduled on 11/13/2019 has been delayed. It will be available in the Archived Invoices page when it has been generated." Below this is a section for "Send archived invoice files to the pending queue for download." with two radio buttons: "Send archived invoice files to the pending queue for download." and "Send archived invoice files to the Archive Delivery URL." (selected). Below this is an "Archive Delivery URL" text input field and a "Save Delivery Option" button. The bottom panel, titled "Long-Term Document Archiving", includes a "Save" button in the bottom right. It contains a checkbox for "Enable long-term invoice archiving" which is checked, with a "4" callout pointing to it. Below the checkbox is a link: "To view the list of countries supported for long-term archiving, click view countries."

Managing Roles and Users

Administrator

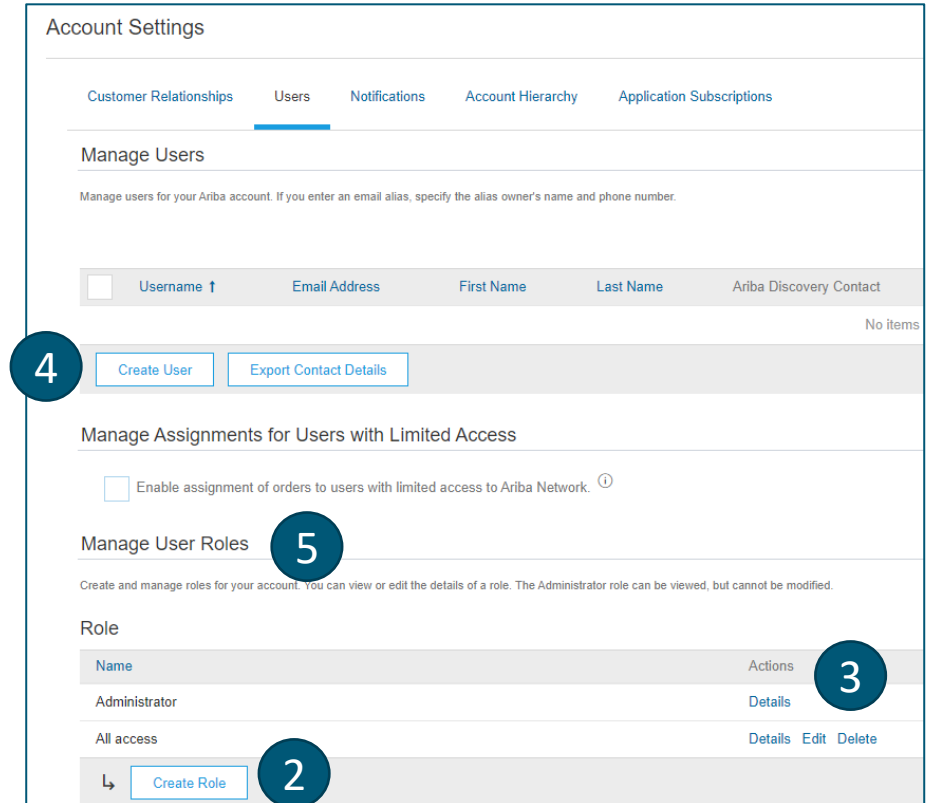
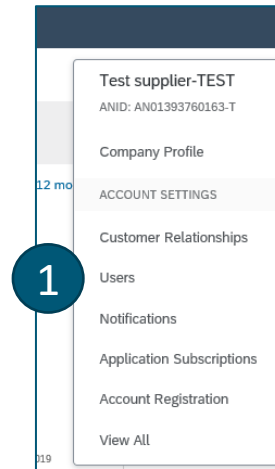
- Automatically linked to the username and login entered during registration
- Responsible for account configuration and management
- Primary point of contact for users with questions or problems
- Creates additional users and roles for the supplier account

User

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

Role and User Creation

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

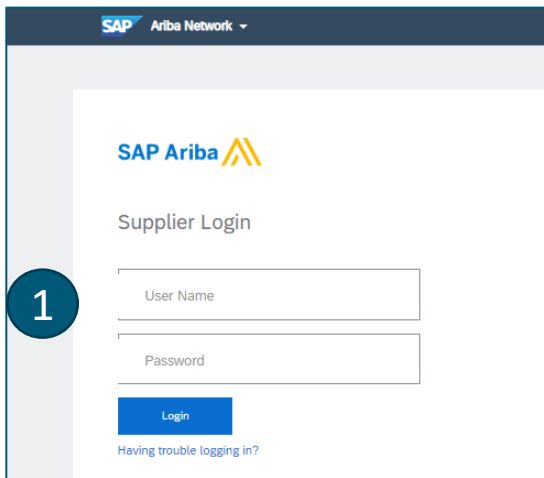




Invoice Creation – Enterprise Account

Invoice Creation

1. Go to supplier.ariba.com and enter your **username** and password, click **Login**
2. To create a **PO-Flip invoice**, click **Create** in the top-right corner and click **PO Invoice** or click **Inbox**
3. For PO Invoice select a **PO number**
4. Click on the **Create Invoice** button and then choose Standard Invoice



SAP Ariba Network

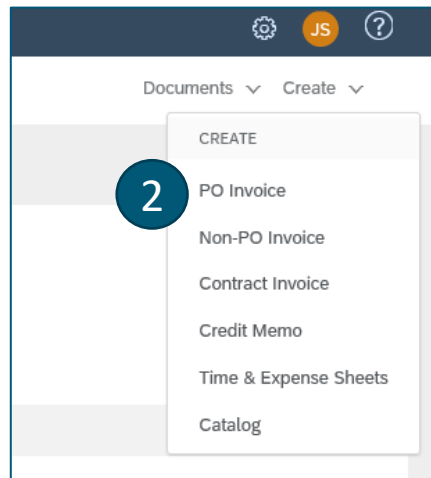
Supplier Login

User Name

Password

Login

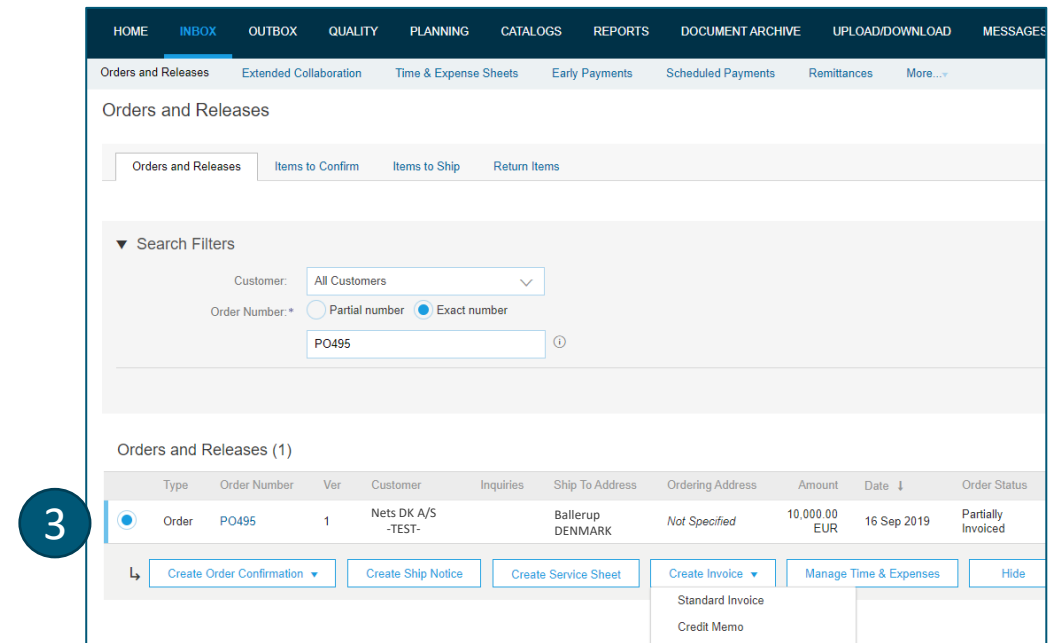
Having trouble logging in?



Documents

Create

- CREATE
- PO Invoice
- Non-PO Invoice
- Contract Invoice
- Credit Memo
- Time & Expense Sheets
- Catalog



HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS DOCUMENT ARCHIVE UPLOAD/DOWNLOAD MESSAGES

Orders and Releases

Search Filters

Customer: All Customers

Order Number: * Partial number Exact number

PO495

Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status
Order	PO495	1	Nets DK A/S -TEST-		Ballerup DENMARK	Not Specified	10,000.00 EUR	16 Sep 2019	Partially Invoiced

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Manage Time & Expenses Hide

Standard Invoice

Credit Memo

Invoice Creation

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. Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
3. You can also add some additional information to the Header of the invoice such as: Shipping Cost, Special Handling, Comment, Attachment

Scroll down to the Line items section to select the line items being invoiced.

The screenshot shows the 'Create Invoice' interface in the Ariba Network. It is divided into several sections: Invoice Header, Summary, Tax, Shipping, and Payment Term. Callout 1 points to the 'Invoice #' field in the Summary section. Callout 2 points to the 'Header level tax' radio button in the Tax section. Callout 3 points to the 'Header level shipping' radio button in the Shipping section. The form is pre-populated with data from a purchase order (PO553) and includes a summary of amounts (Subtotal: \$100.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$100.00 USD, Total Net Amount: \$100.00 USD, Amount Due: \$100.00 USD). The Tax section shows 'Sales Tax' with a taxable amount of \$100.00 USD. The Shipping section shows 'Header level shipping' selected with a ship from address in London, United Kingdom and a ship to address in New York, NY, United States. The Payment Term section shows 'Net Term(days): 45' and 'Discount or Penalty Term(days): 14' with a 'Percentage(%)' of 3.

Ariba Network Upgrade from standard account [Learn More](#) Company Settings [My Invoices](#)

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

▼ Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: PO553
Invoice #:
Invoice Date: 17 Oct 2019 [Calendar](#)
Service Description:
Supplier Tax ID:
Remit To: Boss Facility Services Inc-TEST
London
Ballerup
Denmark
Denmark
BIL To:
DENMARK

Subtotal: \$100.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$100.00 USD
Total Net Amount: \$100.00 USD
Amount Due: \$100.00 USD

[View/Edit Addresses](#)

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: Sales Tax
Location:
Description:
Regime:

Taxable Amount: \$100.00 USD
Tax Rate Type:
Rate(%):
Tax Amount:

[Remove](#)

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: Boss Facility Services Inc-TEST
London
United Kingdom

Ship To: New York
NEW YORK, NY
United States
Receiving Doc by Rear Entrance
New York

Deliver To:

[View/Edit Addresses](#)

Payment Term

Net Term(days): 45
Discount or Penalty Term(days): 14
Percentage(%): 3
[Add Discount/Penalty Term](#)

Invoice Creation

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

1. Review or update Quantity for each line item you are invoicing
2. Click the check box to the left from the item number and click Delete to remove the line item from the invoice
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. Check Tax Category and use the drop down to select from the displayed options. Click Add to **Included Lines**
5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option
6. Click **Line Item Actions** button to add tax, special handling, comments or attachments on line-item level

The screenshot displays the 'Line Items' section of a software interface. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is a section for 'Insert Line Item Options' with checkboxes for 'Tax Category', 'Special Handling', and 'Discount', and an 'Add to Included Lines' button. A table of line items is shown with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first line item is numbered '1', has a checked 'Include' box, and is of type 'MATERIAL'. A dropdown menu is open for the 'Include' checkbox of line item 1, showing 'Standard Tax Selections' with options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and 'Configure Tax Menu'. Below the table are buttons for 'Line Item Actions', 'Delete', and 'Add'. At the bottom right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Numbered callouts (1-6) highlight specific UI elements: 1 points to the 'Quantity' field, 2 to the 'Delete' button, 3 to the 'Include' checkbox, 4 to the 'Tax Category' dropdown, 5 to the 'Configure Tax Menu' option, and 6 to the 'Line Item Actions' button.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Demo		1		10.00 EUR	

Invoice Creation – Content Validation

- 1. Click **Next** to review the invoice
- 2. Ariba Network automatically validates content of your invoice against transaction rules defined by customer and displays an error message in case of issues
- 3. Correct the issue and click **Next**
- 4. Review the invoice and click **Submit**

Line Items

1 Line Items, 1 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
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Dummy PO for Supplier Enablement Demo		1			100.00 EUR

Line Item Actions

Delete

Add

Update

Save

Exit

Next

Invoice Header

Summary

Purchase Order: EP11861

Invoice #:

Required field

Invoice Date: 18 Nov 2019

Service Description:

Subtotal: 100,000.00 EUR

Total Tax: 0.00 EUR

Total Gross Amount: 100,000.00 EUR

Total Net Amount: 100,000.00 EUR

Amount Due: 100,000.00 EUR

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:France. The document's destination country is:United States.

Standard Invoice

Invoice Number: 455456

Invoice Date: Thursday 17 Oct 2019 4:18 PM GMT+02:00

Original Purchase Order: PO495

Subtotal: 1,000.00 EUR

Total Tax: 190.00 EUR

Total Gross Amount: 1,190.00 EUR

Total Net Amount: 1,190.00 EUR

Amount Due: 1,190.00 EUR

REMIT TO:

Ariba, Inc. - TEST

Postal Address:

BILL TO:

New York

Postal Address (Default):

SUPPLIER:

second profile

Postal Address:

Invoice Status Update and Archiving

1. You can check **invoice status** in real time in your Outbox
2. Tax invoice is archived based on your account configuration for invoice archival

1

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS DOCUMENT ARCHIVE UPLOAD/DOWNLOAD MESSAGES CSV Documents ▼ Create ▼													
Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts More...▼													
Invoices													
► Search Filters													
Invoices (100+)												Page 1 ▼	»
Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ	
Standard Invoice	465456	Nets DK A/S -TEST-	PO495	Online	Supplier	Supplier	No	Order	17 Oct 2019	1,190.00 EUR	Queued	Sent	
Standard Invoice	INVPO495_2	Nets DK A/S -TEST-	PO495	Online	Supplier	Supplier	No	Order	16 Sep 2019	100.00 EUR	Acknowledged	Sent	

Invoice Status

Reflects the status of <Customer> action on the Invoice.

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

Check Invoice History

Access any invoice in your Outbox.

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. You can **Edit & Resubmit** Rejected/Failed invoices instead of creating new invoice from scratch.

HOME INBOX **OUTBOX** QUALITY PLANNING CATALOGS REPORTS DOCUMENT ARCHIVE UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts More...

Invoices

▼ Search Filters

Customer: All Customers

Invoice Number: 8098

☐ Partial number ☒ Exact number

Search Reset

Invoices (1)

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	8098	Ariba, Inc. - TEST	EP4765	Online	Supplier	Supplier	No		9 Nov 2018	7.50 EUR	Failed	Rejected

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Archive Create Non-PO Invoice Create Contract Invoice

Invoice: 8098

Edit Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print

Detail Scheduled Payments History

Rejected Invoice:

Reasons:

- INV-38: The invoice was successfully received.
- INV-25: The quantity of line item 1 exceeds the buying organizations quantity limits.
- DOC-6: A document preprocessing error occurred.
- DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected.

Edit & Resubmit

Status	Comments
	The invoice was successfully received.
	INV-25: The quantity of line item 1 exceeds the buying organizations quantity limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Credit Memo Creation

1. Go to **Outbox**
2. Click on **invoice number**
3. Click **Create Line-Item Credit Memo**
4. Credit memo is prepopulated based on invoice date, update credit memo number
5. Adjust quantity for partial credit memo
6. Click **Next** and **Submit**

Invoice: 465456

3 [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#)

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

Standard Invoice

▼ Invoice Header

Summary

4 Credit Memo #:

Credit Memo Date: * 17 Oct 2019

Original Invoice No: 465456

Original Invoice Date: 17 Oct 2019

1

HOME	INBOX	OUTBOX	QUALITY	PLANNING	CATALOGS	REPORTS	DOCUMENT ARCHIVE	UPLOAD/DOWNLOAD	MESSAGES
Invoices	Order Confirmations	Ship Notices	Service Sheets	Extended Collaboration	Product Replenishment	Drafts	More...		

Invoices

► Search Filters

Invoices (100+)

	Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date
<input type="radio"/>	Standard Invoice	465456 2	Nets DK A/S -TEST-	PO495	Online	Supplier	Supplier	No	Order	17 Oct 2019

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

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
a description for this item.		5 -10	EA	100.00 EUR	-1,000.00 EUR

Remove

Taxable Amount: -1,000.00 EUR

Rate(%): 19

Tax Amount: -190.00 EUR

Exempt Detail: (no value) ▼

Date Of Supply: 17 Oct 2019

☐ Triangular Transaction

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

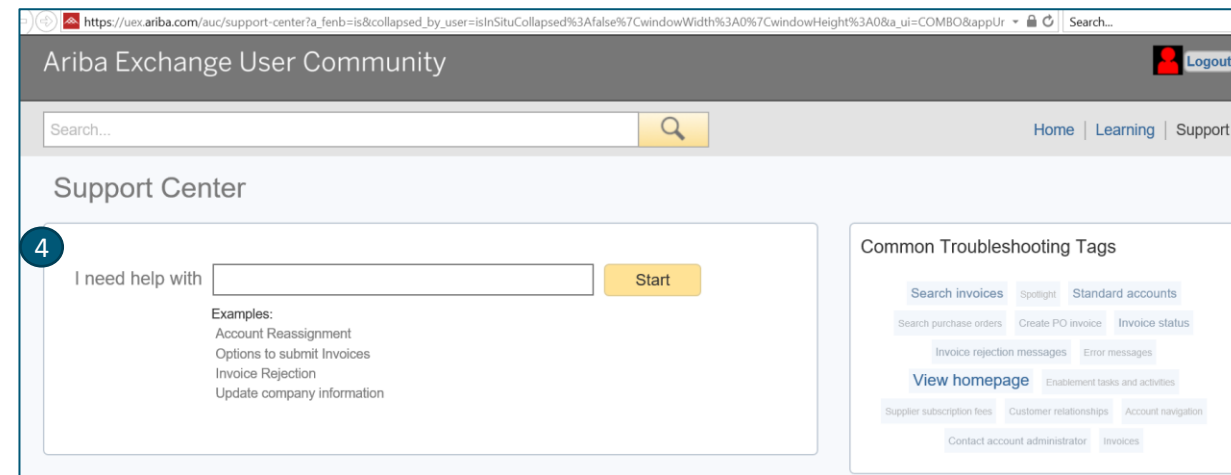
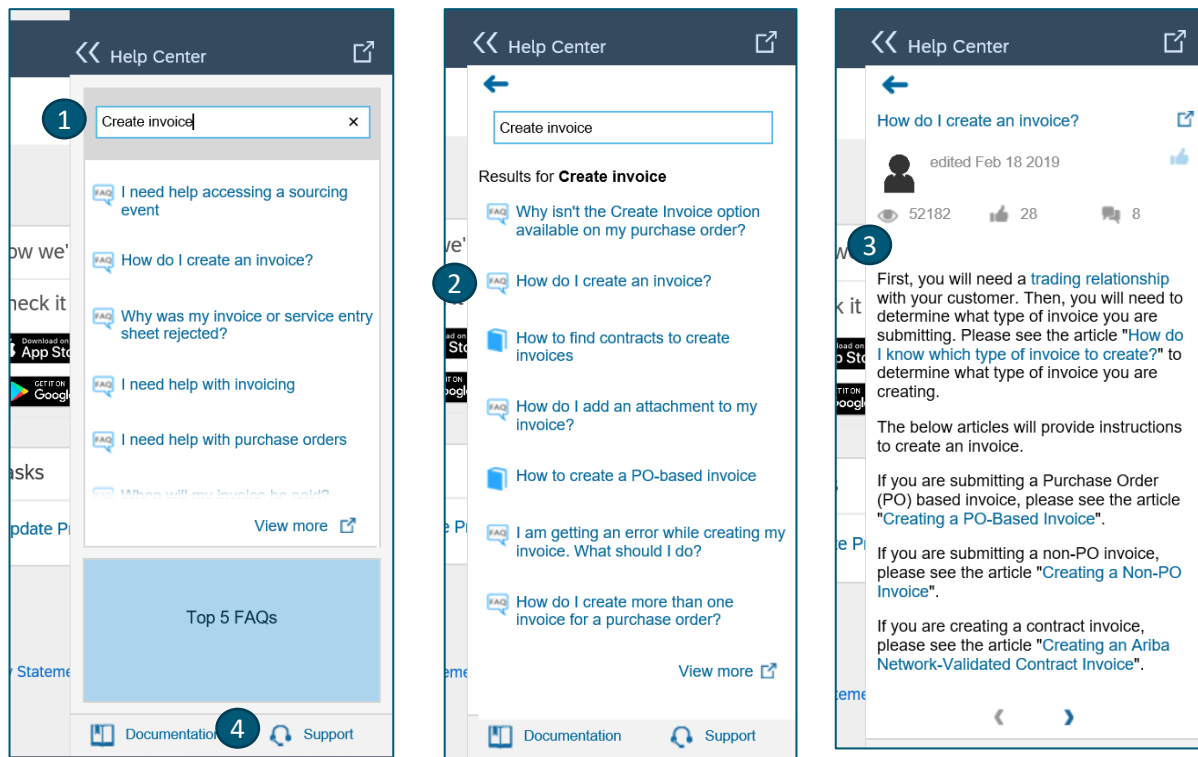


Help and Ressources

nets 

Help Center – Basic Troubleshooting

1. Enter issue description in Help Center search box
2. Click on one of the search results
3. Review solution
4. Alternatively, click on **Support** to display Support Center



Help Center – Call Ariba Customer Support

1. If you don't find any relevant result in Support Center search results, click **Something Else**
2. Click **Get help by phone** to receive a call back from Ariba Customer Support

Support Center

I need help with

positive quantity in credit memo

Update

Credit memos

How to create a credit memo

FAQ

How do I send a line item credit memo using ANSI X12 via Electronic Data Interchange (EDI)?

"Buyer does not accept line-item credit memo" error

Why does the Ariba Network use the supplier's original tax invoice to create dynamic discounting credit memos?

◀

1


2

3

...

9

▶

Contact SAP Ariba Customer Support

Your responses to these questions will help us provide you an answer or direct you to the appropriate support channels.

What do you need to do?

Create new invoice

Create credit memo

Raise another invoice against PO

Invoice was rejected

Edit and resubmit invoice

Receive payment


1

Something Else


Can't find what you are looking for? Let us help you.


Choose your communication preference:

2

Get help by phone

Estimated wait in minutes: 2

Get help by live chat

Attend a live webinar

Help Center – Ariba Documentation

1. Click on Help Center to access Standard Documentation materials
2. Click Learning
3. View Ariba Network documentation

