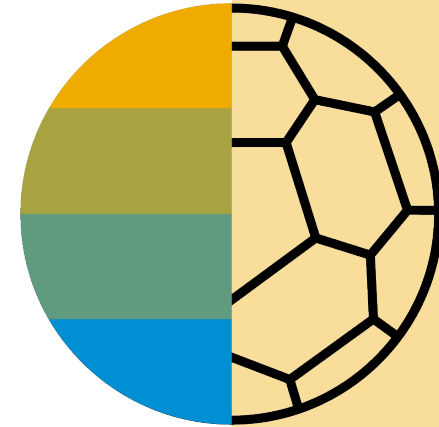




Mary Kay Supplier Guide

CONFIDENTIAL

MARY KAY®



THE BEST RUN



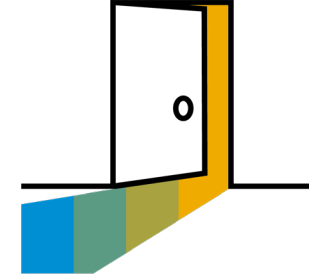
HOME- Table of Contents



Section 1: Ariba Network Overview



Section 2: Account Set Up



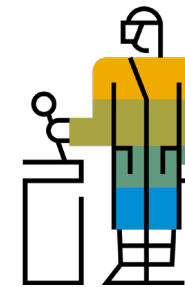
Section 3: Purchase Orders



Section 4: Other Documents



Section 5: Invoice Methods



Section 6: Help Resources

Section 1: Ariba Network Overview



What is Ariba Network?



Mary Kay Project Scope

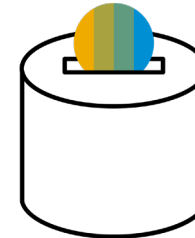
Mary Kay Message

Supported Documents

Not Supported Documents



Supplier Value



Fee Schedule

Subscription Levels

\$USD

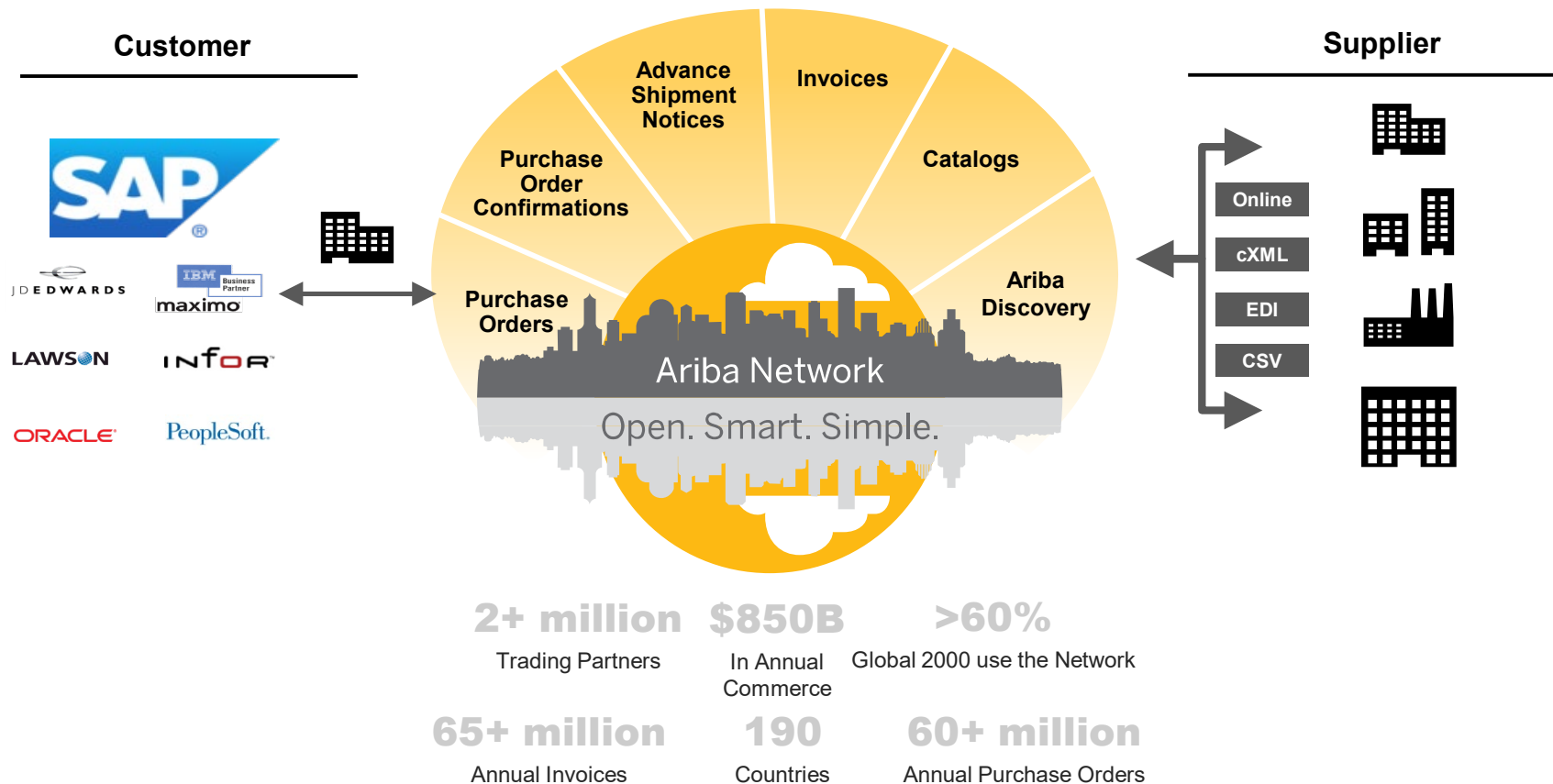
£GBP

€EUR

\$AUD

What is Ariba Network?

Mary Kay 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.





Mary Kay is committed to strong supplier relationships and excellence in our procure-to-pay processes. As a valued supplier, we want you to be aware of some important changes that we're making that will improve how we transact business with your company.

What Is Happening Mary Kay is implementing procure-to-pay technology from SAP Ariba, the leading ecommerce company in connecting buyers with their suppliers. As part of this implementation, we will begin sending purchase orders and receiving invoices via the SAP Ariba Network (AN).

Why Is It Happening Taking advantage of this electronic process between your company and ours will provide you several benefits, including:
Greater control over order processing;
Ability for your company to create electronic invoices;
Better visibility to invoice status; and,
Reduced invoice-to-pay cycle time.

Who is Affected All suppliers who transact with Mary Kay
Individuals within your company who process & fulfill orders for Mary Kay
Individuals within your company who process/send invoices to Mary Kay

We recognize this represents a change and are committed to working with you to make this transition as easy as possible.
Please contact our Supplier Enablement team via email if you have any questions – Suppliers@MKCorp.com.
Thank you in advance for your effort and support in making this successful.



Review Mary Kay Specifications

Supported Documents

Mary Kay 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

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **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 an order without a PO created through Ariba Network
- **BPO Invoices**
Invoices against a blanket purchase order
- **Service Invoices**
Invoices that require service line item details
- **Contract Invoices**
Apply against contracts
- **Header Level Credit Memos**
Credit Memos applied against whole invoices
- **Line Level Credit Invoices/Credit Memos**
Item level credits; quantity adjustments

Review Mary Kay Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Mary Kay
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Mary Kay
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Mary Kay will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Mary Kay requires invoices to be submitted electronically through Ariba Network; Mary Kay will no longer accept paper invoices
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item; not accepted by Mary Kay

SAP Ariba Helps You...



60% average reduction in operating costs

Lower costs

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



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

Increase your revenue

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



15% increase in customer retention

Satisfy your customer

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

80% efficiency & transform business operations



Stay organized

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

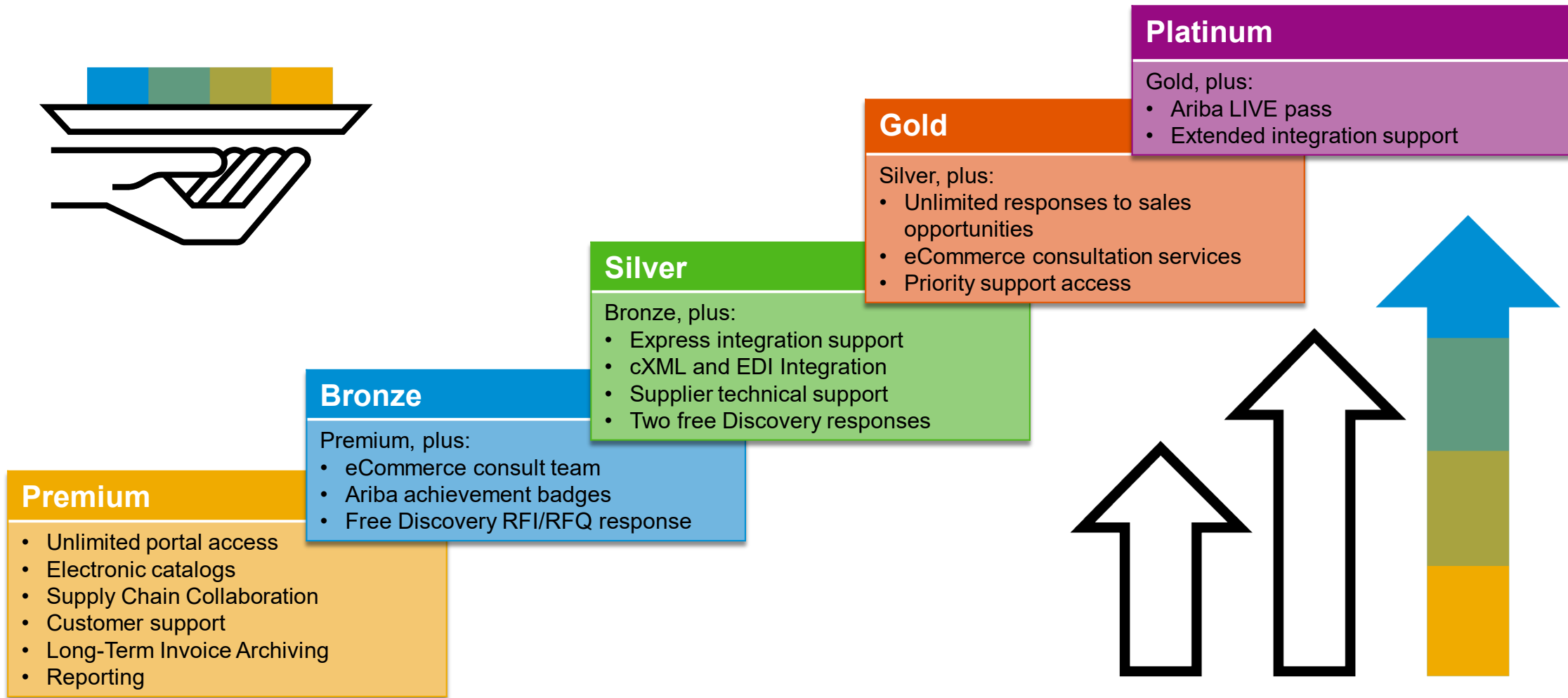
62% decrease in late payments



Receive faster payments

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

Subscription Levels



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

Supplier Fee Schedule

Please select your currency:



\$USD



GBP



EUR



AUD

Supplier Fee Schedule

Transaction Fees

Billed every quarter

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

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

\$50,000 and 5 Documents

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

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	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**

Supplier Fee Schedule

Transaction Fees

Billed every quarter

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

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

£38,750 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 £193,750 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: €17,300/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

€43,250 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	€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 €216,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Supplier Fee Schedule

Transaction Fees

Billed every quarter

Per-relationship fee cap: A\$27,300/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

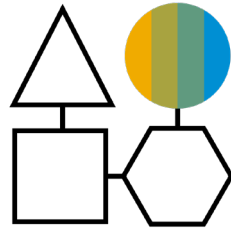
***Chargeable suppliers transacting less than A\$341,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Fee Threshold

A\$68,250 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

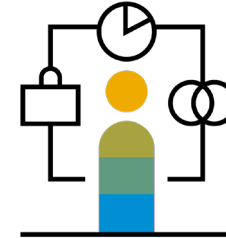
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

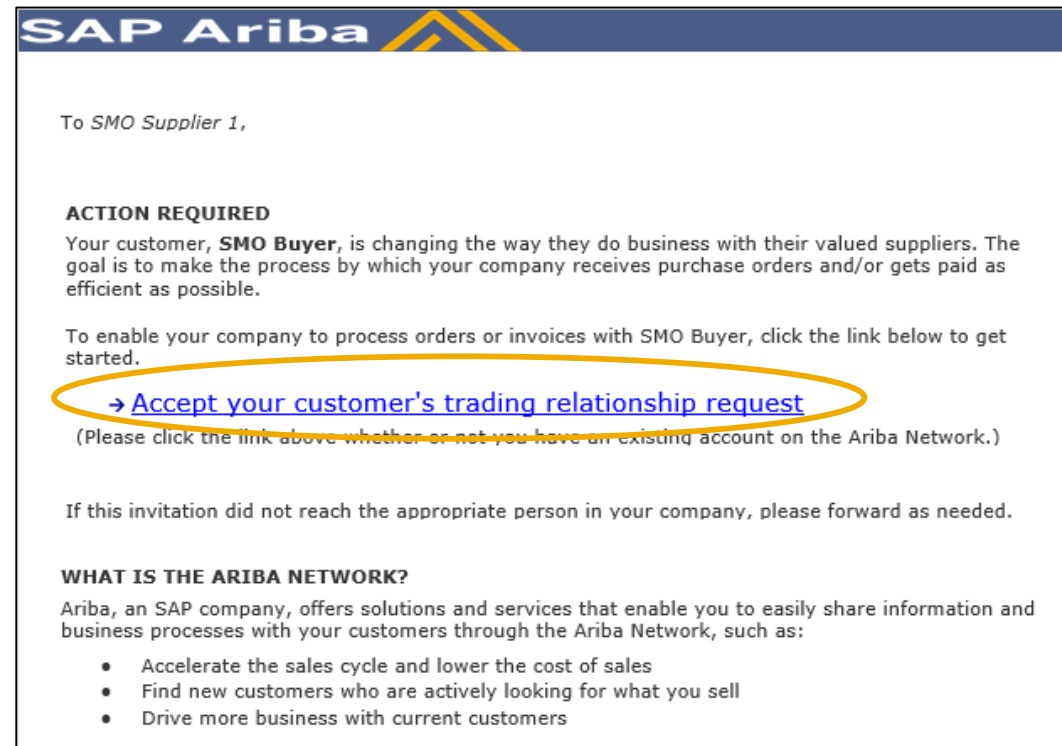
Mary Kay Specific Account Configuration

- **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 explains the purpose of the registration. The form is divided into two main sections: 'Company information' and 'User account information'. Callout 1 points to the 'Register Now' button. Callout 2 points to the 'Company Name' field. Callout 3 points to the 'Email' field. Callout 4 points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout 5 points to the 'Register' button at the bottom right. The form includes various fields for company details (Country, Address, City, State, Zip) and user details (Name, Email, Username, Password, Repeat Password, Language). It also features a link to the 'Ariba Privacy Statement' and a note about data handling.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

I have further questions for my requesting customer

2

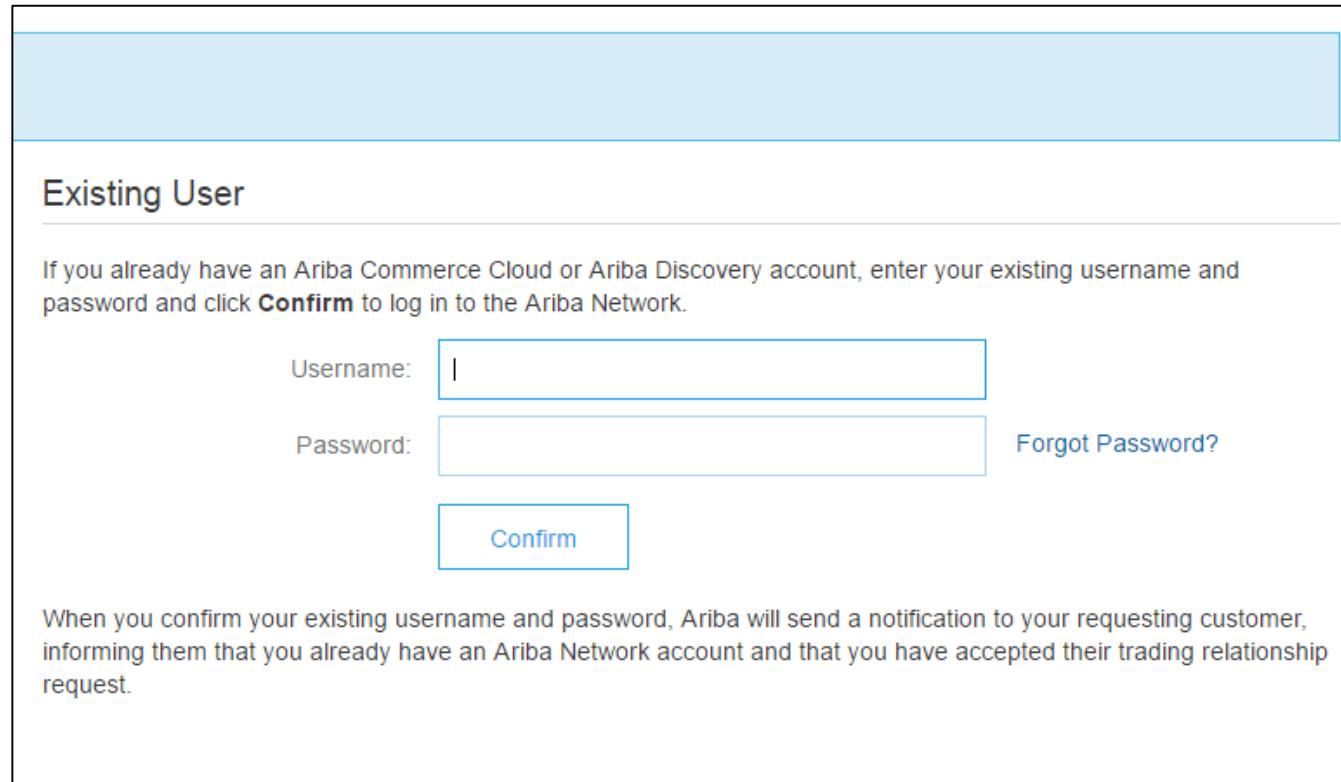
3

4

5

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.



Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

[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.

Complete Your Profile

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

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

The screenshot displays the Ariba Network interface for setting up a company profile. An inset shows the 'Company Settings' dropdown menu with 'Company Profile' selected. The main page shows the 'Company Profile' form with tabs for Basic (3), Business (2), Marketing (3), Contacts, Certifications (1), and Additional Documents. The 'Overview' tab is active, showing fields for Company Name, Other names, NetworkId, Short Description, Website, and Public Profile. The 'Address' section is also visible. On the right, a 'Public Profile Completeness' meter shows 32% completion, and a list of fields to be completed: Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. A 'Share Your Public Profile' section and a 'View Public Profile' button are also present.

Configure Your Email Notifications

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

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

Account Settings

Company Settings ▾

jUnitOrg - LV8b8fbt...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships
Users
Notifications 1
Account Hierarchy
View All 2
Network Settings

Customer Relationships Users Notifications Account Hierarchy

General Network Discovery Sourcing & Contracts

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

Electronic Order Routing

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

To email addresses (one required)

* junk@phoenix.ariba.com 3

* junk@phoenix.ariba.com

* junk@phoenix.ariba.com

* junk@phoenix.ariba.com

Configure Your Enablement Tasks

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

Tasks

2

1 Enablement Tasks are pending

Update Profile Information

85%

Enablement Tasks

3

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

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

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

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

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

4

Notifications

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue**
(available for Order routing only)
3. **Configure** e-mail notifications.

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

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

New Orders

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

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please [Click Here](#) to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

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

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

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

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the SAP Electronic Invoice Routing configuration interface. It features three main sections: a top navigation bar, a central configuration area, and a right-hand sidebar.

- Top Navigation Bar:** Contains three tabs: "Electronic Order Routing", "Electronic Invoice Routing" (highlighted with a blue bar), and "Accelerated Payments".
- Central Configuration Area:**
 - General Tab:** Includes sub-tabs "General" and "Tax Invoicing and Archiving" (highlighted with a yellow circle 3).
 - Capabilities & Preferences:** A section for configuring system capabilities.
 - Sending Method:** A section for selecting the routing method.
 - Document Type:** A table with columns "Document Type" and "Routing Method". It lists "Invoices" and "Customer Invoices". The "Routing Method" for "Invoices" is set to "Online" (highlighted with a yellow circle 2).
 - Tax Classification:** A section for entering tax information, including "Taxation Type", "Tax Id", "State Tax Id", "Regional Tax Id", and "Vat Id". Each field has a corresponding "Do not enter dashes" warning. A "VAT Registered" checkbox is also present. The "VAT Registration Document" field shows "<No document>" and an "Upload..." button. A yellow circle 3 is placed next to the "Tax Id" field.
- Right-Hand Sidebar:** Contains a "Company Settings" dropdown and a list of settings including "Company Profile", "Service Subscriptions", "Account Settings", "Customer Relationships", "Users", "Notifications", "Account Hierarchy", "View All", "Network Settings", "Electronic Order Routing", "Electronic Invoice Routing" (highlighted 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. A Remittance ID is not required to create a Remittance Address. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

↳ Edit Delete Create

Create Remittance Address / Payment Info

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

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

* Indicates a required field

Remittance Address

Address 1:* Address 2: Address 3: Address 4:

City:* State: Postal Code:*

Country:* United Kingdom [GBR]

Contact: Select contact

Make this address default

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

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

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: 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: 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.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

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

Update 2

Pending

Customer	Requested Date ↓
No items	

Approve Reject 3

Current

Customer	Approved Date
jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date ↓
No items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships 1
Users
Notifications
Account Hierarchy
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments

Set Up User Accounts

Roles and Permission Details

Administrator

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

User

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

Set Up User Accounts

Create Roles and Users (Administrator Only)

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

The screenshot displays the 'Company Settings' interface with the 'Users' tab selected. The left sidebar shows navigation options: Company Settings, Company Profile, Service Subscriptions, Account Settings, Customer Relationships, Users (1), Notifications, Account Hierarchy, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All. The main content area is divided into two sections. The 'Manage Users' section has a header 'Manage Users' and a sub-header 'Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.' Below this is a table with columns: Username, Email Address, First Name, Last Name, and Ariba Discovery Company. A row for 'rebecca.novotny@sap.com' is shown with buttons for Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, and Create User (4). The 'Manage User Roles' section has a header 'Manage User Roles' and a sub-header 'Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.' Below this is a table with columns: Role Name and Actions. Roles listed include Administrator and All Access. A 'Create Role' button (2) is at the bottom. The 'Administrator' role has a 'Details' link (3). The 'All Access' role has 'Details', 'Edit', and 'Delete' links.

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

The screenshot displays the 'Account Settings' interface. At the top, there are tabs for 'Customer Relationships', 'Users' (highlighted with a yellow circle 1), 'Notifications', and 'Account Hierarchy'. Below the tabs is the 'Manage Users' section, which includes a sub-header 'Users' and a table of users. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', and 'Role Assigned'. A user named 'rebecca.novotny@sap.com' is selected, with a yellow circle 2 over the 'Edit' button. Below the table, there are buttons for 'Edit', 'Delete', 'Add to Contact List' (with a yellow circle 4), 'Remove from Contact List', 'Make Administrator', and 'Create User'. Below the table is the 'Edit User' form, which includes a sub-header 'Selected User Information' and a form with fields for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Office Phone'. The 'Reset Password' button is highlighted with a yellow circle 3.

Account Settings

1

Customer Relationships Users Notifications Account Hierarchy

Manage Users

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

Users

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

2 4

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

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

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

☐ This user is the Ariba Discovery Contact 3

Reset Password

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

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

Note: If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

My Account

Account Settings

* Indicates a required field

Account Information

Username: * Aribasup@s.c

Change Password

Email Address: * junk@phoenix.ariba.com

First Name: * jU-LV8b8ft565589df1009590921

Middle Name:

Last Name: * lastName

Business Role: Business Owner

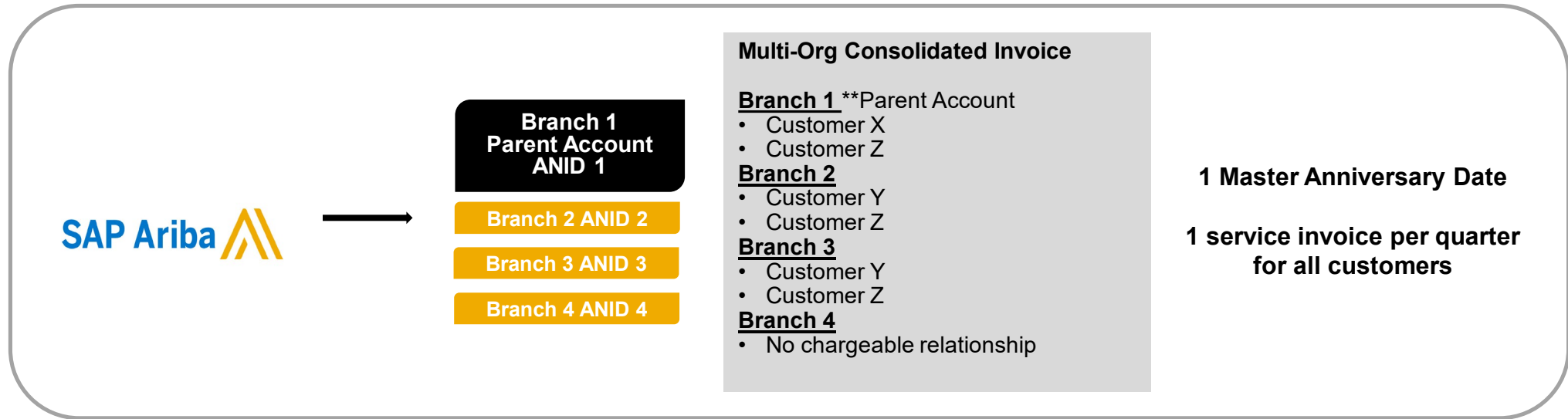
Security

Secret Question: * What is the last name of your first boss?

Secret Answer: *

Confirm Secret Answer: *

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

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

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

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

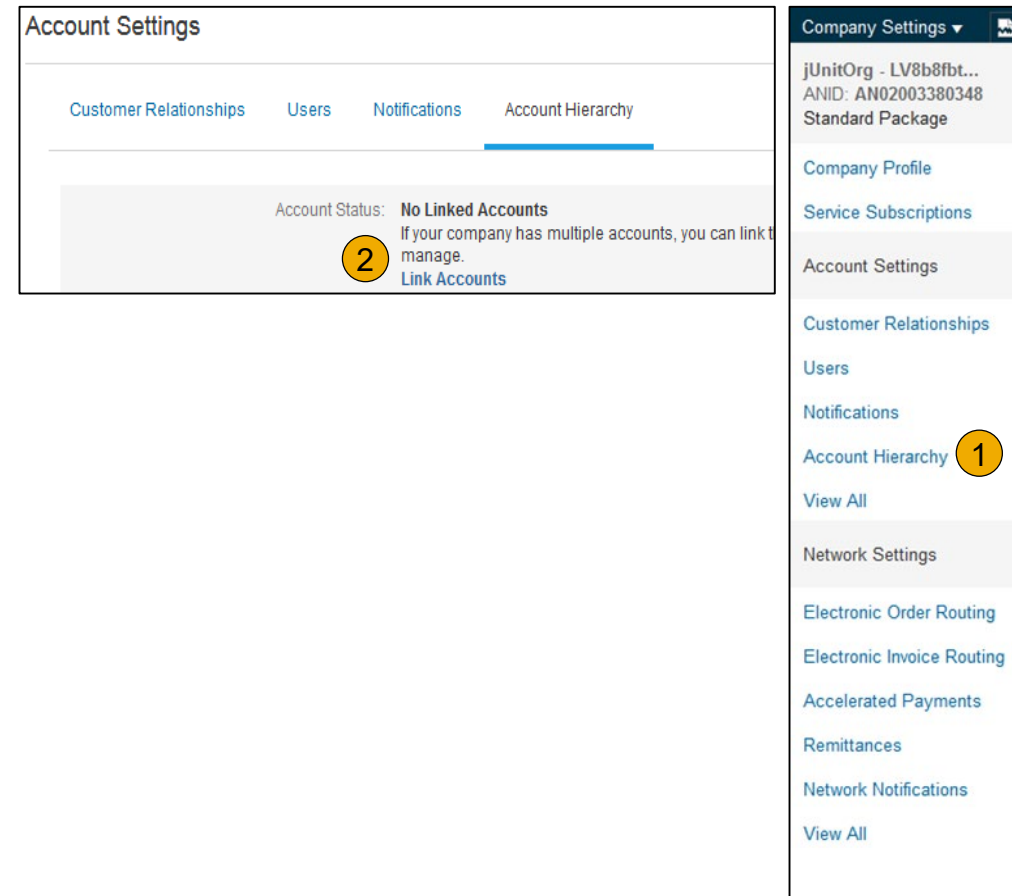
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

1. **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.

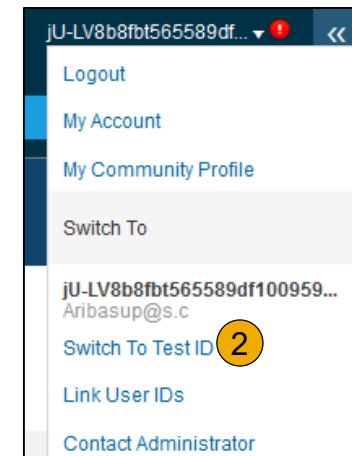
Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

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

Section 3: Purchase Order Management



**View Purchase
Orders**



**Purchase Order
Detail**

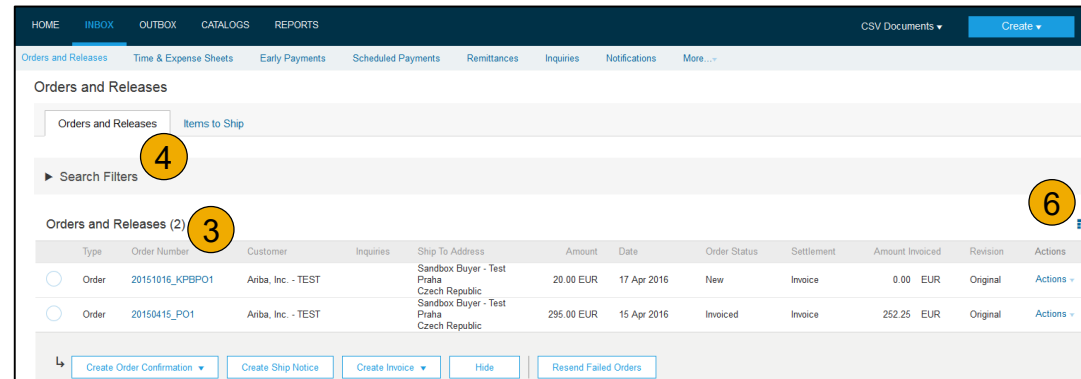
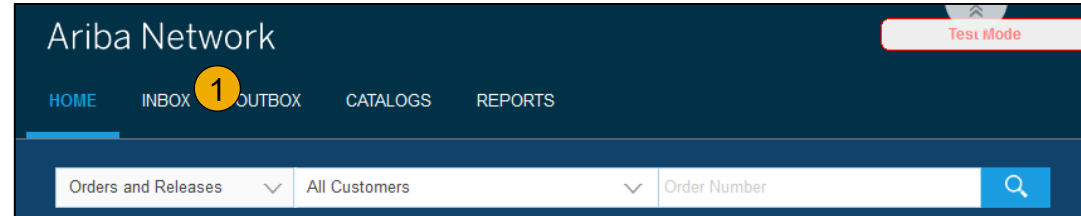


**Create PDF of
Purchase Order**

Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Mary Kay.
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.



▼ Search Filters

Customer: All Customers

Order Number:

☒ Partial number ☐ Exact number

Buyer Location Code:

Invoice Number:

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days

4 Jan 2017 - 17 Jan 2017

Min. Amount:

Max. Amount:

Order Status: All

View: All except hidden orders

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases

☐ Search only pinned orders

Number of Results: 100

Show / Hide Columns

☒ Type

☒ Order Number

☐ Ver

☒ Customer

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 Mary Kay wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547

1

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

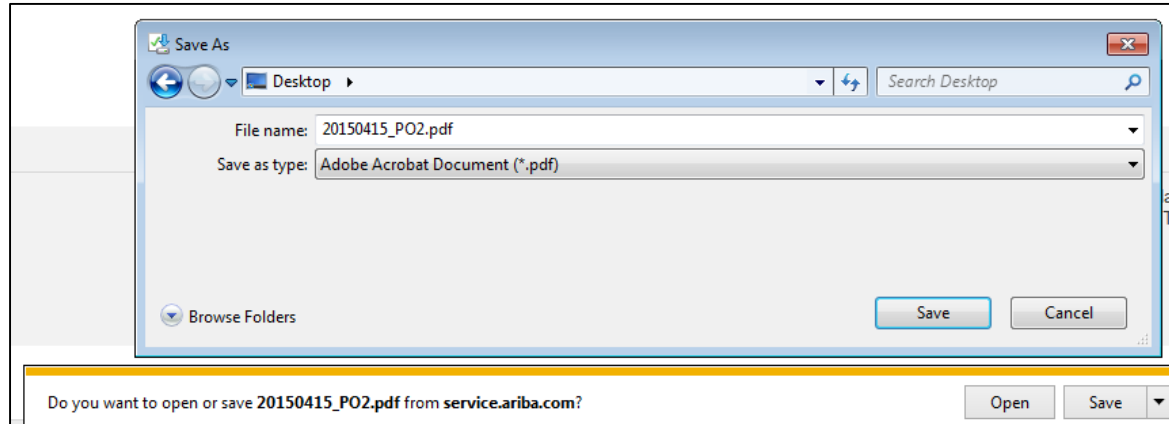
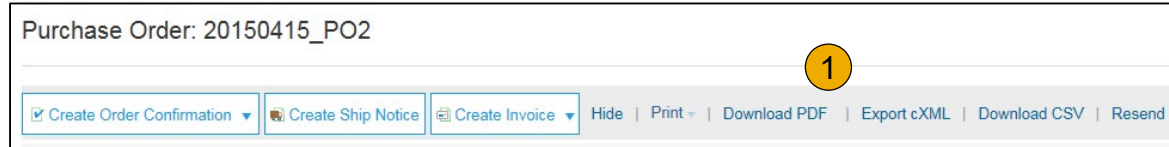
Line Items				
Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01	Material	10 (EA)	18 Nov 2015
	Copy Paper White, A3, 80gsm (ream 500 sheets)			
2	GOODS_02	Material	10 (BX)	18 Nov 2015
	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)			
Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.				
2				
Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend				

Manage POs

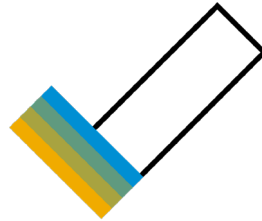
Create PDF of PO

1. Select “Download PDF” as shown.

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



Section 4: Other Documents



Order Confirmations (OC)

[Confirm Entire Order](#)

[Reject Entire Order](#)



Advanced Ship Notices (ASN)

[Create Ship Notice](#)

[Delivery Terms and
Transportation Details](#)

[Details](#)

[Submit Ship Notice and
Status](#)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

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

The screenshot shows the 'Confirming PO' interface. At the top right are 'Exit' and 'Next' buttons. On the left is a navigation pane with '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. A yellow circle with the number '1' is next to the 'Confirmation #' field. Below this is the 'SHIPPING AND TAX INFORMATION' section, which includes fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. A yellow circle with the number '2' is next to the 'Est. Shipping Date' field. A yellow circle with the number '4' is in the top right corner of the main area. A yellow circle with the number '3' is next to the 'Comments' field.

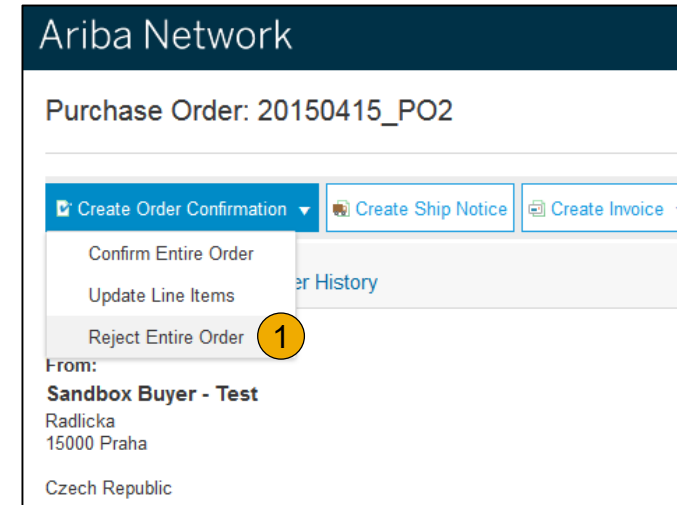
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Reject Entire Order

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

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)



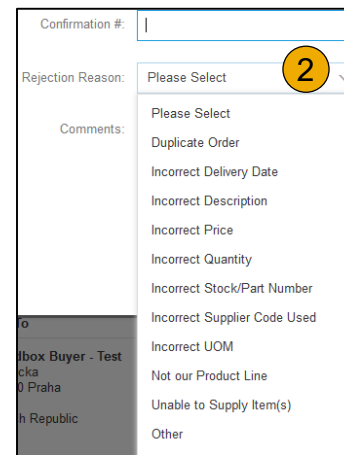
Ariba Network

Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order 1

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic



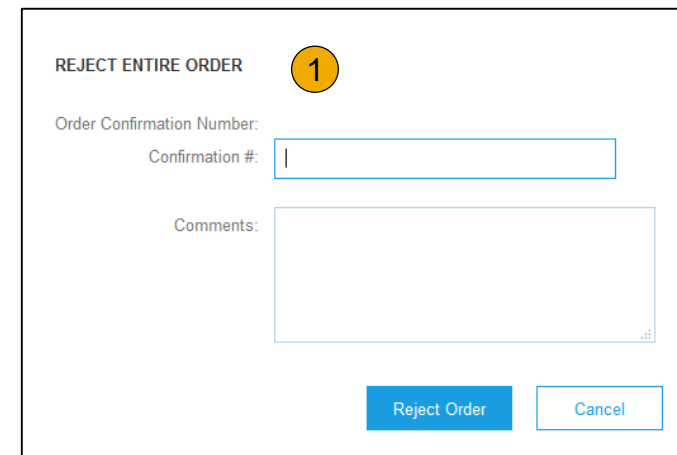
Confirmation #: |

Rejection Reason: Please Select 2

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic



REJECT ENTIRE ORDER 1

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped.
Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

The screenshot shows the Ariba Network interface for Purchase Order 20150415_PO2. At the top, there's a dark blue header with 'Ariba Network'. Below it, the purchase order number is displayed. A row of buttons includes 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a yellow circle 1), 'Create Invoice', 'Hide', and 'Print'. Below these buttons are tabs for 'Order Detail' and 'Order History', and a button that says 'Create a ship notice for the purchase order'.

The screenshot shows the 'Create Ship Notice' form. It has a header 'Create Ship Notice' and a note '* Indicates required field'. The form is divided into two main sections: 'SHIP FROM' and 'DELIVER TO'. The 'SHIP FROM' section has a yellow circle 3 highlighting the 'Update Address' link. The 'DELIVER TO' section has a yellow circle 4 highlighting the 'Country' dropdown menu. Both sections have fields for Name, Department Name, Address 1, Address 2, Postal Code, City, State, and Country. The 'SHIP FROM' section is pre-filled with 'Ariba_TestSupplier - TEST', 'Praha 5', and 'Czech Republic'. The 'DELIVER TO' section is pre-filled with 'Sandbox Buyer - Test', 'Radlicka', '15000', 'Praha', and 'Czech Republic'. There are 'Cancel' and 'OK' buttons at the bottom right.

Create Ship Notice

Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier Preferred Carriers Default Carriers Airborne Express DHL 1 FedEx UPS US Postal Service Other
Service Level:	<input type="text"/>	

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
		Delivery Condition
		Despatch Condition
		Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Delivery Terms:	<input type="text" value="Delivered at Terminal"/>
Delivery Terms Description:	<input type="text"/>
Transport Terms Description:	<input type="text"/>

Create Ship Notice Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

Add Ship Notice Line

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

Add Ship Notice Line

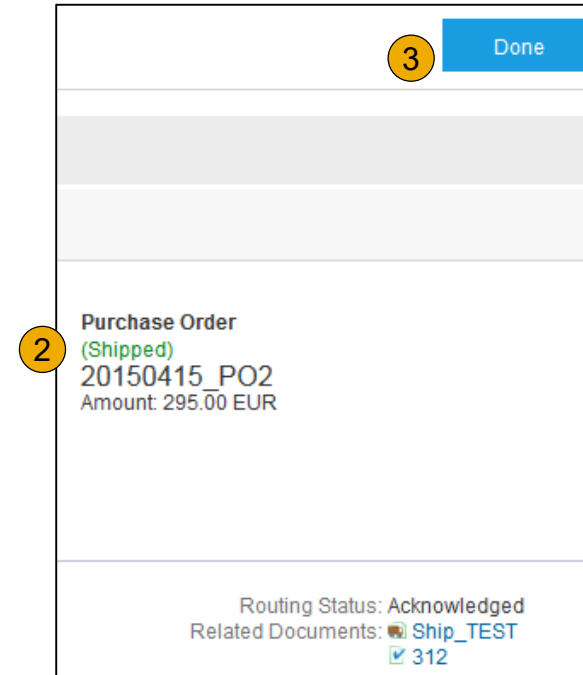
Add Order Line Item

2

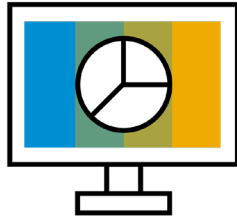
Next Exit

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Mary Kay. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



Invoice Methods

[PO Flip](#)

[Non-PO Invoice](#)

[Blanket Purchase Order Invoices](#)

[Contract Invoices](#)

[Invoice via CSV Upload](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

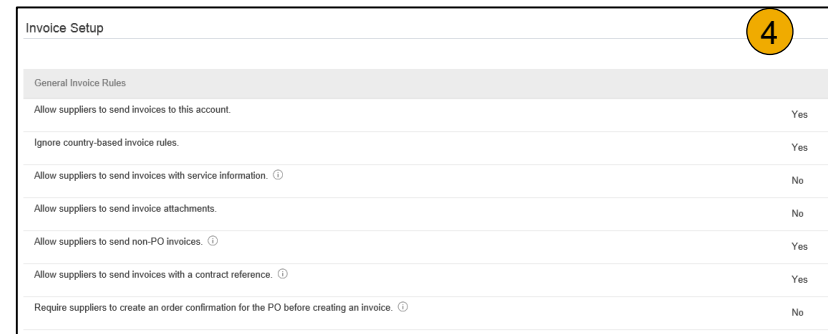
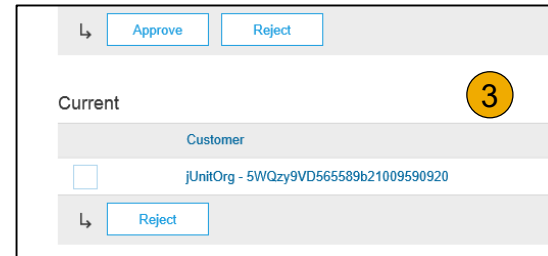
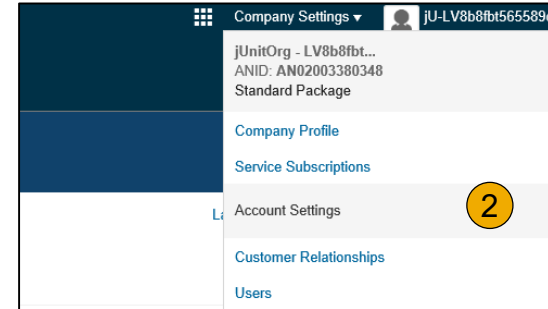
Mary Kay Invoice Requirements

1. Suppliers are required to include a Remit To address on invoice
2. Suppliers are allowed to back date invoices for 7 days
3. Suppliers can enter taxes at the header or line item level
4. Suppliers are required to submit a tax rate % or amount, even if it is 0
5. Suppliers can make quantity but not price adjustments on header and line level credit memos
6. Suppliers are requested to attach a copy of their original invoice in PDF form, but not required

Review Mary Kay Invoice Rules

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

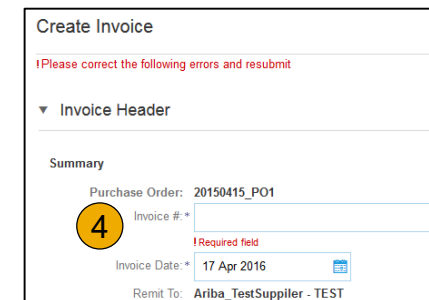
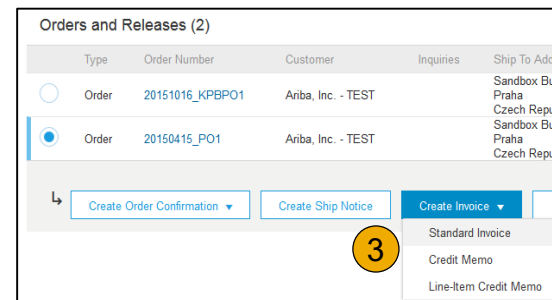
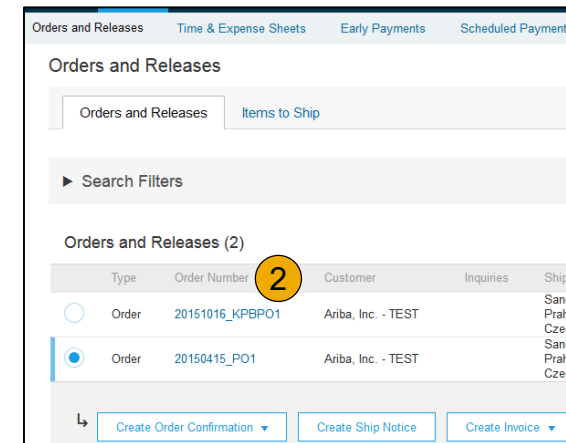
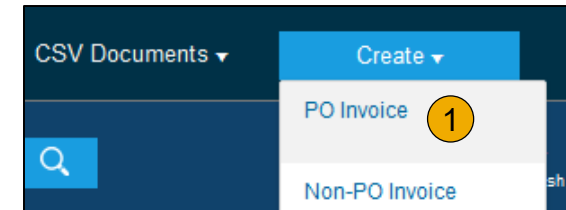
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Mary Kay).
4. Scroll down to the Invoice Setup section and view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



Invoice via PO Flip Header

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

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

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223 1

Invoice Date: * 15 Apr 2016 2

Remit To: DEFAULT VALUE ▾

Tax 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

* Indicates required field Add to Header ▾

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip

Line Items

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

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

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

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

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions ▼ Delete

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

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions ▼ Delete Add

Standard Tax Selections

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

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

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

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

1

2

3 Remove

4

5

Invoice via PO Flip

Detail Line Items

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

The screenshot displays the SAP PO Flip interface. At the top left, a 'Line Item Actions' dropdown menu is open, with a yellow circle '6' highlighting the 'Edit' option. The main 'Line Items' table shows one item: 'Copy Paper White, A3, 80gsm (ream 500 sheets)' with a quantity of 5 and a unit price of 0.50 EUR. Below this, the 'Create Invoice' form is shown. It contains fields for 'Quantity' (5), 'Unit' (EA), 'Unit Price' (1.00 EUR), and 'Subtotal' (5.00 EUR). The 'Description' field is populated with 'Copy Paper White, A3, 80gsm (ream 500 sheets)'. The 'Pricing Details' section shows 'Price Unit' as PCE and 'Price Unit Quantity' as 2. The 'Shipping' section shows 'Ship From' as 'Ariba_TestSupplier - TEST' and 'Ship To' as 'Sandbox Buyer - Test Praha'.

Line Item Actions

- Edit
- Add
- Shipping Documents

Line Items

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

Create Invoice

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

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST
Praha 5
Czech Republic

Ship To: Sandbox Buyer - Test Praha
Czech Republic
Cristian Mihalache
2nd Floor, SI Team

View/Edit Addresses

Invoice via PO Flip

Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR
Pricing Details									
Price Unit: *		BX		Price Unit Quantity: *		1			
Unit Conversion: *		1		Description:					
Shipping									
Ship From: Ariba_TestSupplier - TEST				Ship To: Sandbox Buyer - Test		View/Edit Addresses			
Praha 5				Praha					
Czech Republic				Czech Republic					
Deliver To: Cristian Mihalache				2nd Floor, SI Team					
Shipping Cost									
Shipping Amount: *		0.00 EUR		Shipping Date:					
Allowances and Charges									
Service Code: *				Description:				Add Tax	
Start Date:				End Date:				Remove	
Allowance:									

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

Summary

Purchase Order: 20160416_PO1

Invoice #: *

Invoice Date: * 15 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Bill To: Sandbox Buyer - Test

Praha

Czech Republic

Tax

☒ Header level tax [?](#) ☐ Line level tax [?](#)

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

☒ Header level shipping [?](#) ☐ Line level shipping [?](#)

Ship From: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Allowances and Charges

Service Code: *

Description:

[Add Tax](#)

Start Date:

End Date:

Allowance:

[Remove](#)

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The screenshot illustrates the process of adding comments to a line item in SAP. The top section shows the 'Line Item Actions' dropdown menu, which is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments' (highlighted with a yellow circle 1), and 'Attachment'. The 'Add' button is also visible. The bottom section shows the 'Comments' field (highlighted with a yellow circle 2) and the 'Next' button (highlighted with a yellow circle 3). The 'Remove' button is also present.

Invoice via PO Flip

Add Service Lines to Invoices

1. **Select** the **Add** dropdown menu and select **Add General Service** OR **Add Labor Service**.
2. **Enter** details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

This screenshot shows the 'Line Items' section of the SAP interface. At the top right, it says '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table with columns 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal' is visible. The first row shows a 'SERVICE' line with a unit price of '0.00 CZK'. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. At the bottom, there is a 'Line Item Actions' dropdown menu, a 'Delete' button, and an 'Add' button. The 'Add' button is highlighted with a yellow circle and the number '1', and its dropdown menu is open, showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'.

This screenshot shows the 'Insert Line Item Options' section of the SAP interface. It includes a 'Tax Category' dropdown and a 'Discount' checkbox. Below this is a table with columns 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The first row shows a 'SERVICE' line with a unit price of '\$0.00 USD'. Below the table is the 'Rate' section with fields for '*Term', '*Rate', and '*Unit'. The '*Rate' field is highlighted with a yellow circle and the number '2'. Below the 'Rate' section are fields for 'Time Sheet Number', 'Contractor Name', 'Contractor Identifier' (with a dropdown menu), and 'Job Description'. To the right of these fields are fields for 'Supervisor Name', 'Work Location', 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (with a dropdown menu), 'Zip', and 'Country' (with a dropdown menu). At the bottom, there is a note: 'This selection will refresh the page content.'

This screenshot shows the 'Line Items' section of the SAP interface. At the top, it says 'Line Items'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table with columns 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal' is visible. The first row shows a 'SERVICE' line with a unit price of '\$0.00 USD'. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. The 'Service Start Date' field is highlighted with a yellow circle and the number '2'. At the bottom, there is a 'Line Item Actions' dropdown menu, a 'Delete' button, and an 'Add' button.

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 Mary Kay.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:*

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

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

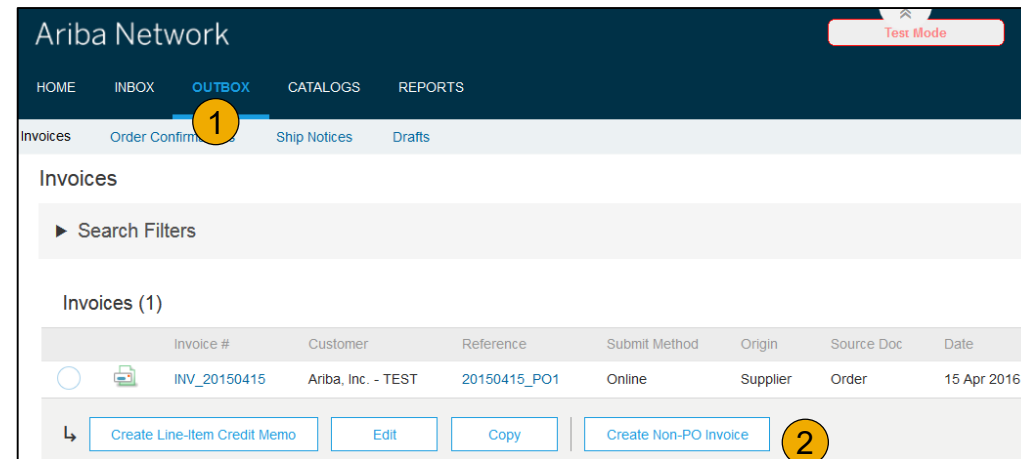
Invoice Without a Purchase Order

Non-PO Invoice

To create an invoice without a PO:

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

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



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST 3

Type of Invoice: ☒ Standard Invoice 4 ☐ Credit Memo

Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** at least 1 of the **Order Information Fields**. If your customer disables the rule you are not required to enter info in Order Information section.

Note: Add a customer Email address to have the document properly routed to the right approver.

3. **Use Add Item or Add Service Item** button to add the details of the item(s) being invoiced.

Note: Be certain to provide complete details of the items or services provided.

4. **Add Tax and Shipping** as appropriate.

5. **Click Next** to continue.

6. **Review, Save** or **Submit** as Standard Invoice.

The screenshot shows the 'Create Invoice' form with the 'Invoice Header' section expanded. A yellow circle with the number '1' highlights the 'Invoice #' field. The 'Invoice Date' is set to '15 Apr 2016'. The 'Remit To' field is filled with 'Ariba_TestSupplier - TEST'. The 'Subtotal' is 0.00 CZK. The 'Total Tax' is 0.00 CZK. The 'Total Gross Amount' is 0.00 CZK. The 'Total Amount without Tax' is 0.00 CZK. The 'Total Net Amount' is 0.00 CZK. The 'Amount Due' is 0.00 CZK. The 'Bill To' field is filled with 'Praha 5, Czech Republic'. The 'Order Information' section is also visible, with fields for 'Customer Order #', 'Contract Number', 'Sales Order #', and 'Sales Order Date'. A yellow circle with the number '2' highlights the 'Contract Number' field.

The screenshot shows the 'Additional Fields' section of the 'Create Invoice' form. It contains several input fields for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', and 'Payment Note'. The 'Supplier' field is filled with 'jUnitOrg - LV8b8bt565589df1009590921'. The 'Customer' field is filled with 'jUnitOrg - 5WQzy9VD565589b21009590920'. The 'Email' field is empty. A yellow circle with the number '3' highlights the 'Email' field.

The screenshot shows the 'Line Items' section of the 'Create Invoice' form. It contains a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The first row is highlighted with a yellow circle with the number '4'. The 'Include' checkbox is checked, and the 'Type' is 'MATERIAL'. The 'Description' is 'MATERIAL'. The 'Customer Part #' is empty. The 'Quantity' is empty. The 'Unit' is empty. The 'Unit Price' is empty. The 'Subtotal' is empty. The 'Line Item Actions' section at the bottom contains buttons for 'Line Item Actions', 'Delete', and 'Add'.

Invoice Against a Blanket Purchase Order

Locate Your BPO

To Create an Invoice from a Blanket Purchase Order (BPO):

1. **Locate** BPO in Inbox.
2. **Click Create Invoice** and Select **Standard Invoice**.

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (7)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date
<input checked="" type="radio"/>	Order	BPO9471245	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471244	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471243	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471242	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471241	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471240	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
<input type="radio"/>	Order	BPO9471239	SMO Buyer	ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016

Create Order Confirmation Create Ship Notice Create Invoice Hide Resend Failed Orders

Standard Invoice
Credit Memo
Line-Item Credit Memo

Invoice Against a Blanket Purchase Order

Header Level Information

- 3. Complete** Header Section information as needed, including all information marked **required** with an asterisk (*).
- 4. Check** the box of the line item you plan on invoicing against.
- 5. Click Create** at the bottom and select the appropriate option; Goods or Services.

Invoice Header

Summary

Blanket Order: BPO9471245

Invoice #: INV12345

Invoice Date: 4 Nov 2016

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH
United States

Bill To: West Energy (Acme Energy Company)

Toronto ONTARIO
Canada

Subtotal: \$0.00 CAD

Total Tax: \$0.00 CAD

Total Gross Amount: \$0.00 CAD

Total Net Amount: \$0.00 CAD

Amount Due: \$0.00 CAD

Blanket PO Items

	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/>	10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/>	20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

5

Create

Edit

Delete

Goods

Service

Update

Save

Exit

Next

Invoice Against a Blanket Purchase Order

Create a Line Item

6. **Update** required fields including the Quantity and/or Price fields to create the invoice line item. Click Create when done.

Create Invoice

CreateCancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD

Invoice Item

* Indicates required field

Line Item Actions

6

Quantity: *

1

Unit: ACT

Unit Price: \$10,000.00 CAD

Subtotal: \$10,000.00 CAD

Part #: Not Available

Description

FNML N5L1 km 50.8 CAP-UII37 O/S ENG#

Description:

Inspection Date:

Reference Date:

Accounting Reference

Reference ID:

Description:

Create

Cancel

Invoice Against a Blanket Purchase Order

Review Your Information

7. **Once** completed, your invoice line will appear as a sub-line (i.e. 1.1) showing the quantity being invoiced.
8. **Repeat** process as needed for each line.

Blanket PO Items							
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/>	▼ 10	1.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/>	10.1	<input type="text" value="1"/>	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/>	20	2.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD
<div>Create ▼ Edit Delete</div>							
<div>Update Save Exit Next</div>							

9. **Click Next** to continue.
10. **Review, Save or Submit** as Standard Invoice.

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

The image shows two overlapping UI elements. In the background, a 'Create' dropdown menu is open, showing options: PO Invoice, Non-PO Invoice, Contract Invoice (highlighted with a yellow circle and the number 1), Service Entry Sheet, Credit Memo, Time & Expense Sheets, and Catalog. In the foreground, a 'Create Contract Invoice: Select Customer' dialog box is displayed. It has a 'Next' button and a 'Cancel' button. The dialog contains a search bar for 'Customer Name' with a 'Search' button. Below the search bar is a list of customers, with 'Ariba Ready Test' selected (indicated by a blue circle and a yellow circle with the number 2). At the bottom of the dialog are 'Next' and 'Cancel' buttons.

The image shows the 'Invoice Entry' form for invoice INV40547. The form is titled 'Invoice Entry' and has a 'Submit' button and an 'Exit' button. The form is divided into sections: 'Invoice Header' and 'Shipping - Entire Invoice'. The 'Invoice Header' section contains fields for: Supplier Invoice # (*), Invoice Date (*), Purchasing Unit (*, No value), On Behalf Of (Christopher Hart), Supplier (*), Supplier Contact, Contract (no value) [select], Remit To Address (no value), Sold To Email, Payment Terms (no value) [select], and My Labels (Apply Label...). The 'Shipping - Entire Invoice' section contains fields for: Ship From and Ship To (*, No value). A yellow circle with the number 3 is placed over the 'Supplier Invoice #' field.

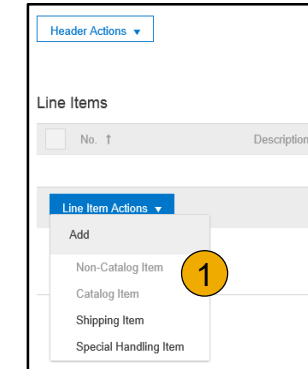
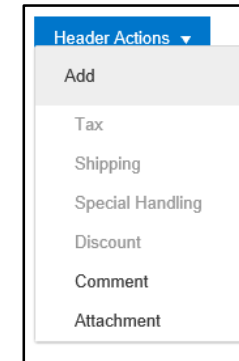
Invoice Against a Contract

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.



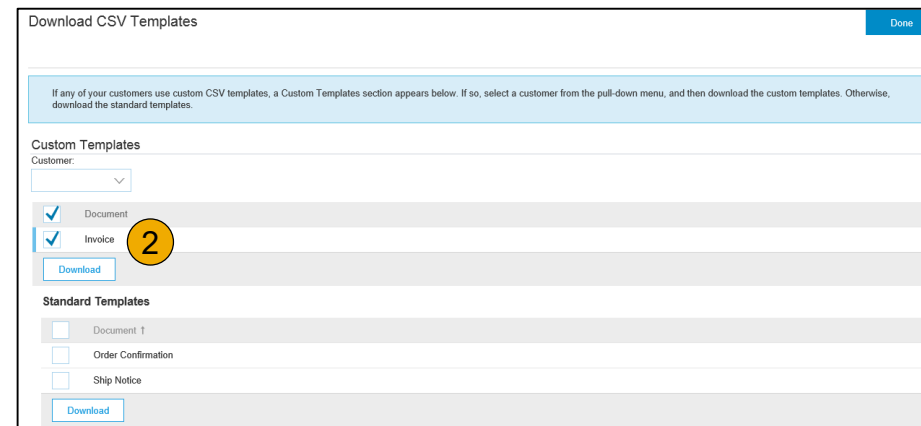
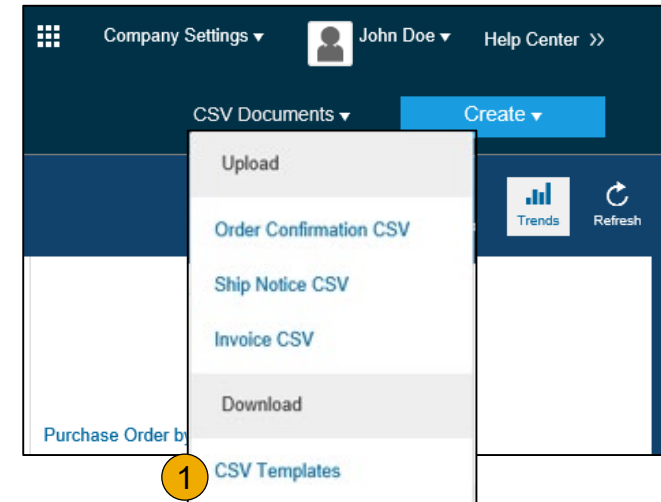
A screenshot of the 'Line Items' form. The form displays a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are fields for Reference Date, Commodity Code, Supplier Part Number, Supplier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

A screenshot of the invoice summary and action buttons. The summary 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.

Invoice via CSV

Download Template

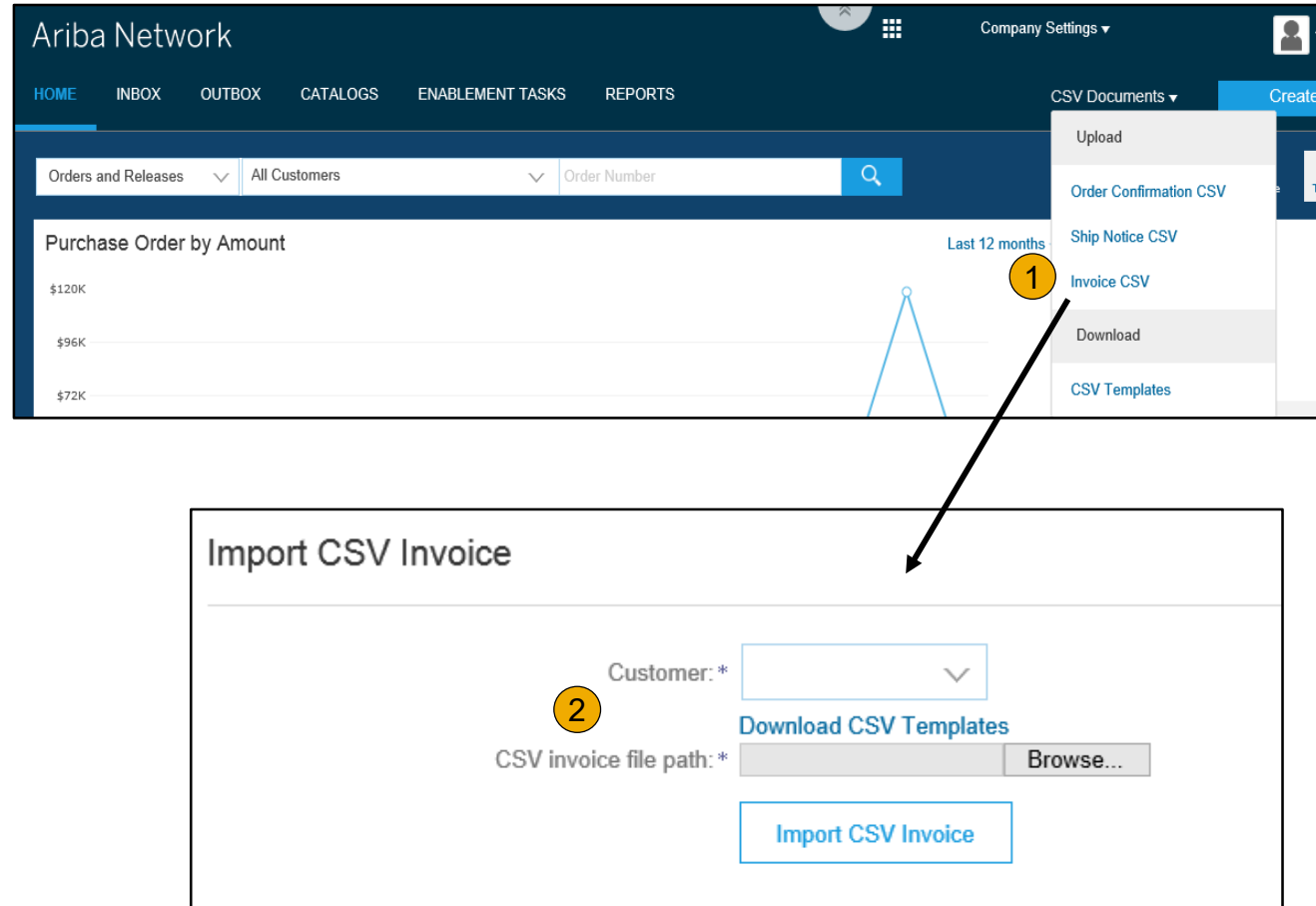
1. **Access** a customer's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Mary Kay on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
4. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
5. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Invoice via CSV

Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
3. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Create a Credit Memo

Header Level

To create a credit memo against an entire invoice:

1. **Select** the **INBOX** tab.
2. **Select** the PO to be credited by clicking the radio button on the PO.
3. **Click** on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the **Actions** dropdown menu.
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 work

Company Settings | John Doe | Help Center

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Orders and Releases | Time & Expense Sheets | Early Payments | Scheduled Payments | Remittances | Inquiries | Notifications | More...

Orders and Releases

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **Create Invoice** | Hide | Resend Failed Orders

Standard Invoice
Credit Memo
Line-Item Credit Memo

Confirm Entire Order
Update Line Items
Reject Entire Order
Ship Notice
Service Entry Sheet
Standard Invoice
Credit Memo
Line Item Credit Memo
Hide

Create Credit Memo

Header Information

Invoice # *
Invoice Date * 11 Apr 2017
Supplier Account ID # *

Information Only. No action is required from the customer. * Indicates required field

Original PO # : ServicePO1
Customer Reference:
Supplier Reference:

Adjustment

Adjustment in Subtotal: (Amount must be negative.)

Adjustment in Tax: (Amount must be negative.)

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse | Add Attachment

Subtotal: \$-5.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$-5.00 USD
Total Net Amount: \$-5.00 USD
Amount Due: \$-5.00 USD

Previous | **Submit** | Exit

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

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

Ariba Network 1 Test Mode

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

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

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

Line Items 4 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	4		MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
<input type="checkbox"/>	5		MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
<input type="checkbox"/>	6		MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
<input type="checkbox"/>	7		MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

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

Turn on Error Dump
Hide/Show XML

[Update](#) [Exit](#) 5 [Next](#)

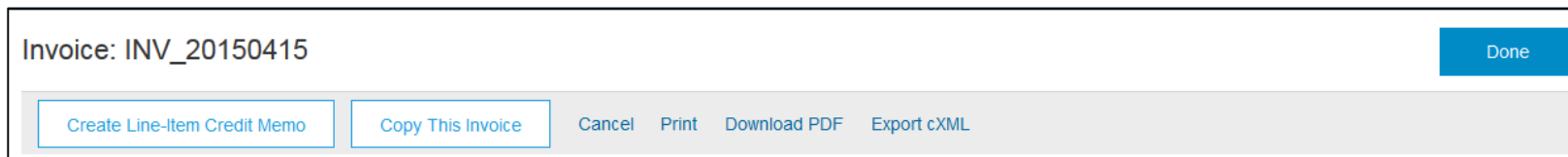
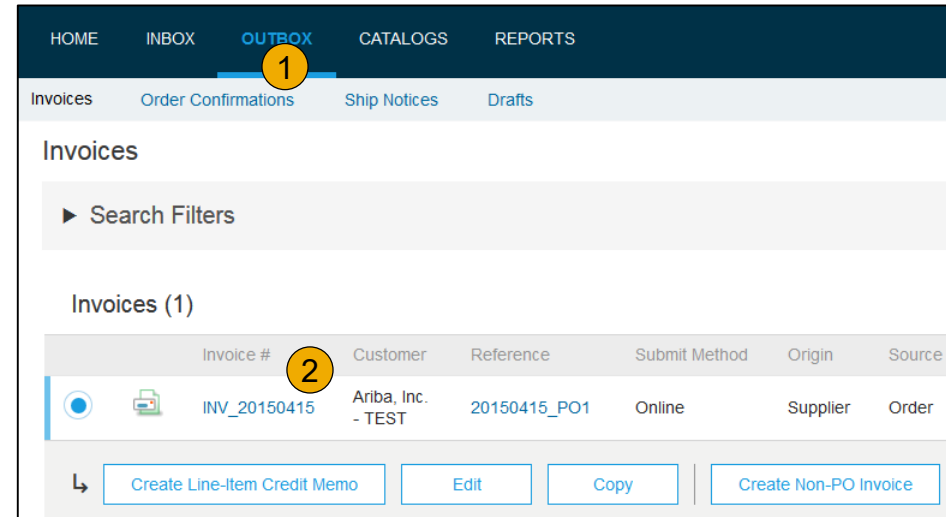
6 **Summary:**
Subtotal: **\$-32.64 USD**
Total Tax: **\$-2.28 USD**
Total Shipping: **\$-12.00 USD**
Total Gross Amount: **\$-46.92 USD**
Total Net Amount: **\$-46.92 USD**
Amount Due: **\$-46.92 USD**

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

Copy an Existing Invoice

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

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



Search for Invoice

(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** Mary Kay 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.

This screenshot shows the top navigation bar of the SAP interface. The 'HOME' tab is selected. Below the navigation bar, there are three dropdown menus: 'Invoices' (callout 1), 'All Customers' (callout 2), and 'Invoice Number' (callout 3). A search icon is visible to the right of the 'Invoice Number' dropdown.

This screenshot shows the 'OUTBOX' tab selected in the navigation bar. Below the navigation bar, there are four tabs: 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is selected. Below the tabs, there is a 'Search Filters' button (callout 4).

This screenshot shows the 'Invoices' search filters form. The 'Search Filters' section is expanded. The form contains several input fields and checkboxes. Callout 5 points to the 'Min. Amount' field. Callout 6 points to the 'Show only Invoices with Invoice Addendums' checkbox. The form also includes fields for 'Customer', 'Invoice Number', 'Order Number', 'Date Range', 'Supplier Reference', 'Max. Amount', 'External Invoice Number', and 'Status'. A 'Number of Results' dropdown is set to 100. 'Search' and 'Reset' buttons are at the bottom right.

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 Mary Kay via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Mary Kay's action on the Invoice.

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

Review Invoice History

Check Status Comments

Access any invoice:

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

Invoice: INV_20150415

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

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV_20150415 Done

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

Detail Scheduled Payments History

Invoice: INV_20150415
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

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

Ariba Network

Company Settings John Doe Help Center

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

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2)

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

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

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

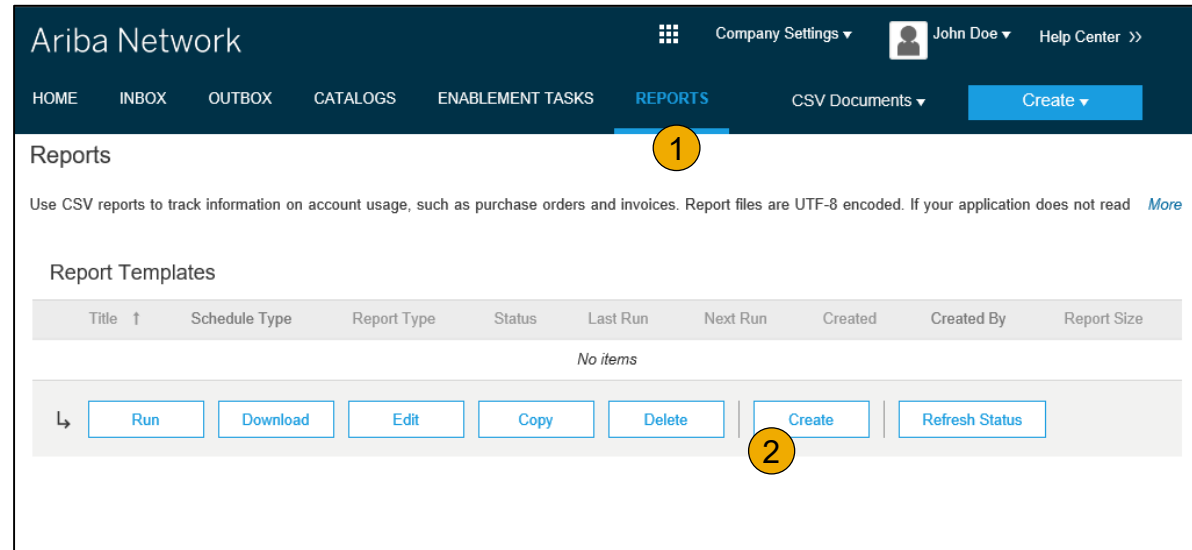
Yes No

Download Invoice Reports

Learn About Transacting

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

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



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

Invoice Reports

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

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

Report

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

Sheet

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit. [Less](#)

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

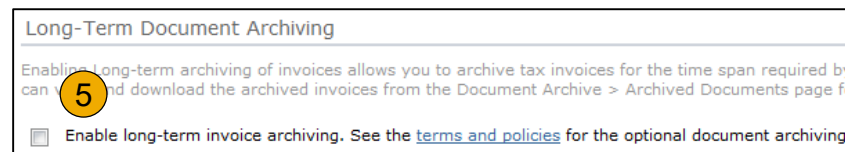
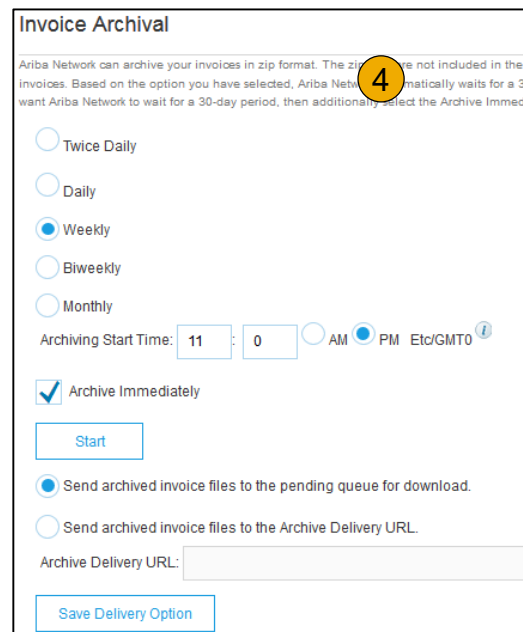
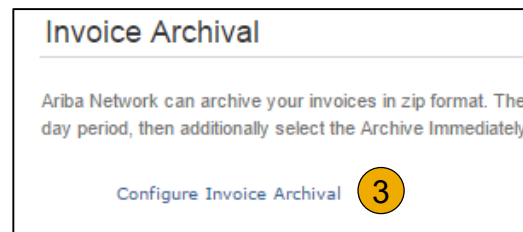
6 Submit

Previous Submit Exit

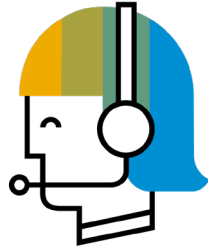
Invoice Archival

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 6: 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 by [Clicking Here](#)
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Mary Kay Enablement Business Process Support

- Email Mary Kay Enablement Team at Suppliers@mkcorp.com
 - Business-Related Questions

Mary Kay 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

Mary Kay 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. Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

[Reject](#)

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)
[Service Subscriptions](#)
[Account Settings](#)
[Customer Relationships](#)
[Users](#)
[Notifications](#)
[Account Hierarchy](#)
[View All](#)
[Network Settings](#)
[Electronic Order Routing](#)
[Electronic Invoice Routing](#)
[Accelerated Payments](#)
[Remittances](#)
[Network Notifications](#)

Useful Links 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.