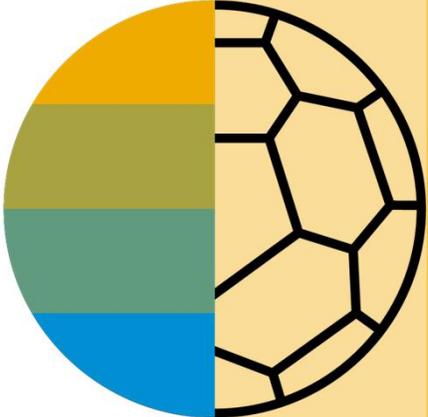


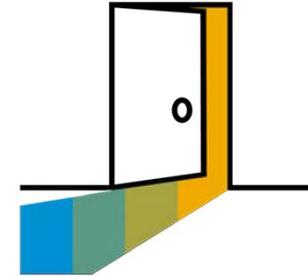
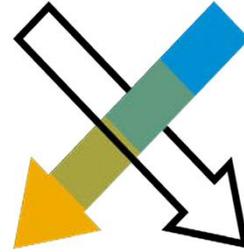


Boston University Supplier Guide

CONFIDENTIAL



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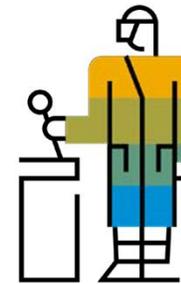
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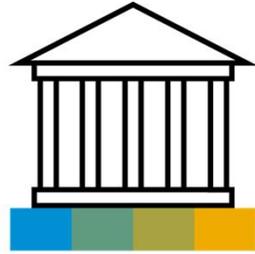


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Section 1: Ariba Network Overview



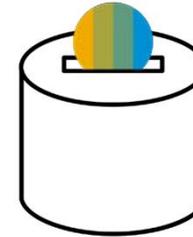
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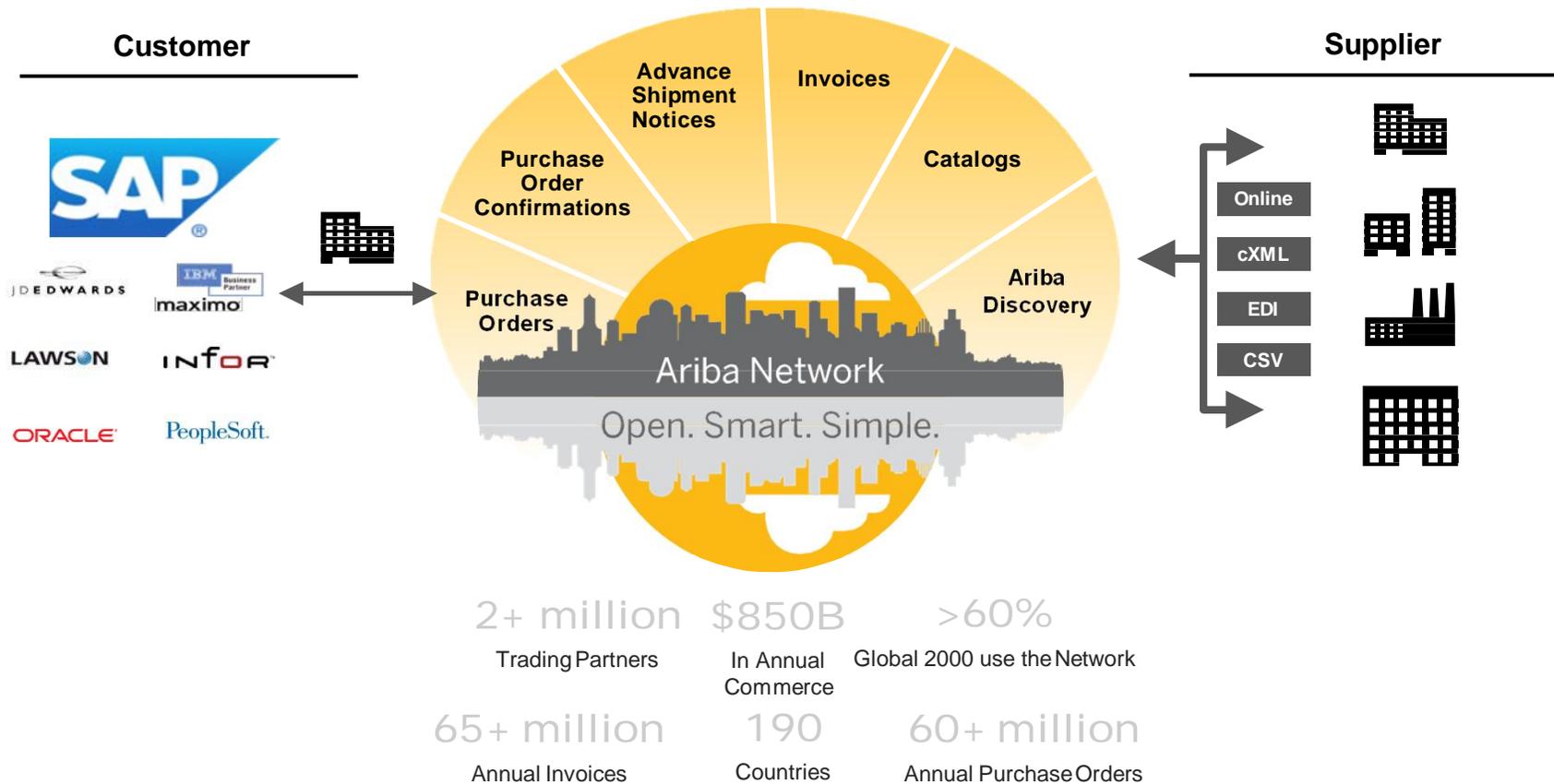
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What is Ariba Network?

Boston University has selected Ariba Network as their electronic transaction provider. As a Boston University supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



Boston University Objectives

Business Objectives

- Provide our shoppers with a streamlined, intuitive eCatalog experience that helps them quickly identify and select the goods and services they need, and;
- To automate our P2P processes so we can transact digitally through the Ariba Network. For non-integrated suppliers, this includes options for electronically receiving orders and sending invoices via PDF Invoicing or PO Flip

Benefits to Suppliers

- eCommerce transaction automation
- Streamlined payment processing
- Potential additional business volume with preferred status through Ariba Guided Buying
- Self-service visibility into all transactions and payments with Boston University
- Exposure to new potential customers through Ariba Discovery and the Ariba Network

Review Boston University Specifications

Supported Documents

Boston University project specifics:

- **Tax data** is accepted at the header/summary level on the invoice.
- **Shipping data** is accepted at the header/summary level and the Location is accepted at the line item level.

Supported

- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **BPO Invoices**
Invoices against a blanket purchase order
- **Contract Invoices**
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**
Item level credits; quantity adjustments
- **Duplicate Invoices**
Suppliers may reuse invoice numbers for invoices in the cancelled, rejected, or failed state

Review Boston University Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Boston University

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Boston University

- **Paper Invoices**

Boston University requires invoices to be submitted electronically through Ariba Network; Boston University will no longer accept paper invoices

- **Header Level Credit Memos**

Credit Memos applied against whole invoices; not accepted by Boston University

- **Service Entry Sheets**

Apply against a single purchase order referencing a line item; not accepted by Boston University

- **Non-PO Invoices**

Apply against a PO not received through Ariba Network; not accepted by Boston University

- **Service Invoices**

Invoices that require service line item details; not accepted by Boston University

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 realtime

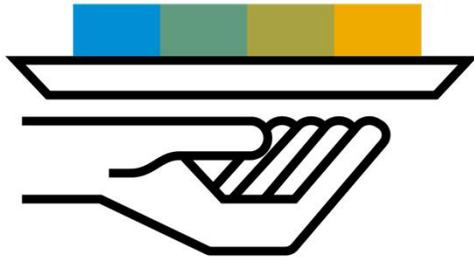
62% decrease in late payments



Receive faster payments

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

Subscription Levels



Premium

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

Bronze

Premium, plus:

- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver

Bronze, plus:

- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold

Silver, plus:

- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

Platinum

Gold, plus:

- Ariba LIVE pass
- Extended integration support



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

Supplier Fee Schedule

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

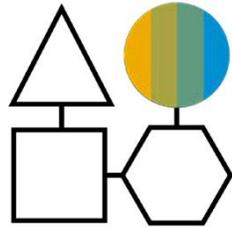
Subscription Fees

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**

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



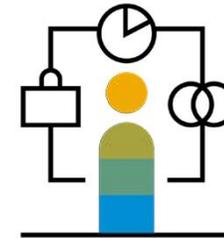
Enablement Tasks

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Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

Boston University 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.
- **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.”

Boston University Update for Remittance Information

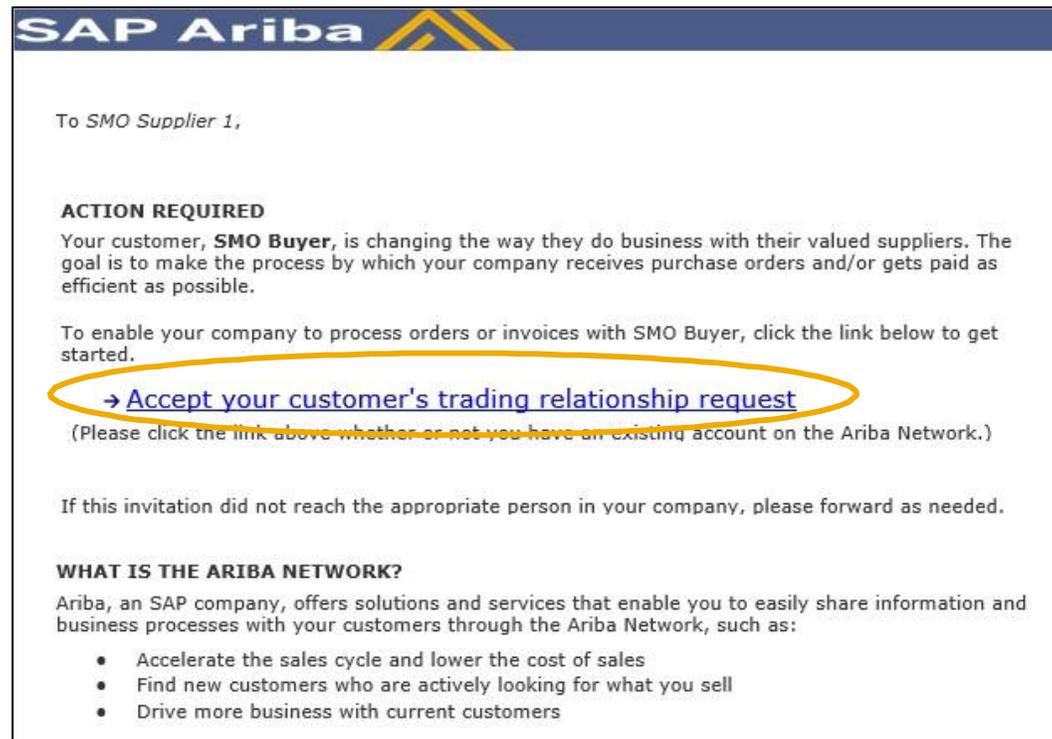
Suppliers with multiple remittance addresses

- **New Remittance Address Update** – If you have a new remittance address, provide an update to Boston University via a supplier registration questionnaire. Boston University will then provide you with a Remit ID associated with the new address.
- **Add the Remittance Address and ID to the Ariba Network** - 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.
- **Note – If you have multiple remittance addresses** Boston University will provide you with the associated Remit ID and this information must be loaded in the Ariba Network else invoices will be rejected. **If you have only one remittance address**, Boston University will not provide you with a Remit ID and the above steps are not necessary.

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**

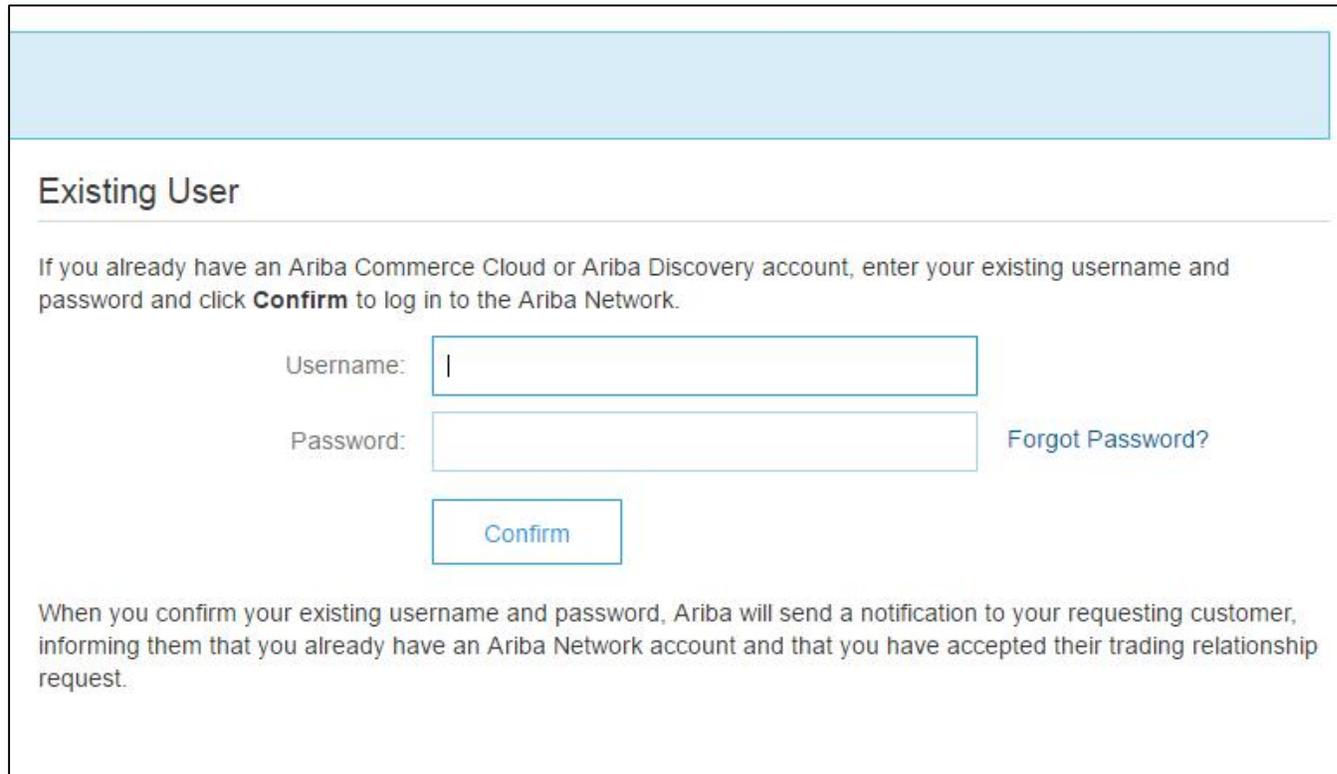
1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. The page is titled 'Ariba Network' and 'Register'. A blue 'Register Now' button is highlighted with a yellow circle '1'. Below it is a link: 'I have further questions for my requesting customer'. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, the 'Company Name' field is marked with an asterisk and a yellow circle '2'. The 'Country' dropdown is set to 'United States [USA]'. The 'Address' section has three lines, with the first line marked with an asterisk and a yellow circle '2'. The 'City', 'State' (set to 'Alabama'), and 'Zip' fields are also present. In the 'User account information' section, the 'Name' field (split into 'First Name' and 'Last Name') is marked with an asterisk and a yellow circle '3'. The 'Email' field is marked with an asterisk and a yellow circle '3', and has a checked box for 'Use my email as my username'. The 'Username' field is marked with an asterisk and a yellow circle '3'. The 'Password' field is marked with an asterisk and a yellow circle '3', and has a 'Repeat Password' field below it. The 'Language' dropdown is set to 'English'. At the bottom of the form, there is a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' marked with a yellow circle '4'. A blue 'Register' button and a grey 'Cancel' button are at the bottom right, with a yellow circle '5' next to the 'Register' button. A 'New User' dialog box is overlaid on the top right, containing the text: '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.'

Accept Relationship as an Existing User

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



Existing User

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

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

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

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

The screenshot shows the Ariba Network user interface. At the top, a navigation bar includes 'Company Settings', a user profile for 'John Doe', and a 'Log Out' button. A dropdown menu is open under 'Company Settings', listing 'SMO Supplier 1', 'ANID: AN010', 'Standard Package', 'Company Profile' (highlighted with a yellow box), 'Service Subscriptions', and 'Account Settings'. An arrow points from the 'Company Profile' option to the main form area. The main form is titled 'Company Profile' and has a 'Save' button and a 'Close' button. It features several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected, displaying the following fields: 'Company Name:*' (SMO Supplier 1), 'Other names, if any:' (empty), 'NetworkId: AN010' (with an information icon), 'Short Description:*' (empty, with a character count of 100), 'Website:' (empty), and 'Public Profile: http://discovery.ariba.com/profile/AN01022404640 | Customize URL'. Below these is the 'Address' section with fields for 'Address 1:*' (21 Jump Street), 'Address 2:', 'Address 3:', 'City:*' (Cleveland), 'State:*' (Ohio), 'Zip:*' (44114), and 'Country:*' (United States [USA]). On the right side, there is a 'Public Profile Completeness' meter showing 33%. Below the meter is 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'. At the bottom right, there is a 'Share Your Public Profile' section with a link to 'Click here to get your Ariba badge.' and a 'Find us on Ariba Network' button. Below that is a 'View Public Profile' button and a 'Profile Visibility Settings' link.

Configure Your Email Notifications

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

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

The screenshot displays the 'Account Settings' page for a company. The 'Company Settings' dropdown menu is open, showing options like 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications' (1), 'Account Hierarchy', 'View All' (2), and 'Network Settings'. The 'Notifications' section is active, showing a table for 'Electronic Order Routing' with columns 'Type' and 'Send notifications when...'. The 'Order' row has a checked checkbox. To the right, there is a 'To email addresses (one req...)' field with three entries of 'junk@phoenix.ariba.com' (3).

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.

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.

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

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact <https://connectsupport.ariba.com/sites/Company?ANID=AN01000816573NAM&h=iiKebl7oRgdM7Z7bm1u1g#Enablement-Inquiry> 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.

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

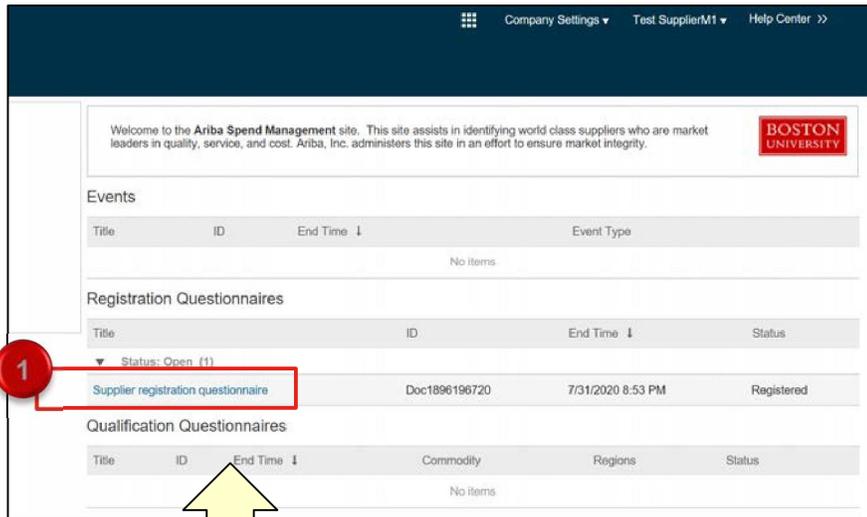
1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI; PDF. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab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

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. It is divided into three main areas:

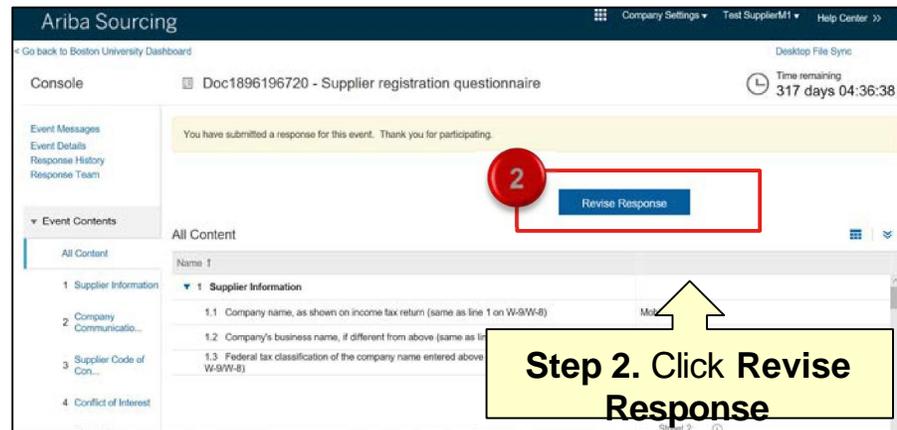
- Navigation Sidebar (Right):** Labeled '1', it shows the 'Company Settings' menu with 'Electronic Invoice Routing' selected.
- Routing Method Selection (Middle):** Labeled '2', it shows a dropdown menu for 'Routing Method' with 'Online' selected.
- Tax Classification Details (Bottom):** Labeled '3', it shows the 'Tax Invoicing and Archiving' sub-tab and input fields for 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. It also includes a 'VAT Registered' checkbox and a 'VAT Registration Document' field.

How to Update the Remit Address in the Boston University Registration (1 of 5)

Log in to bu.supplier.ariba.com. After you log in, the supplier registration questionnaire link is available on the home page.



Step 1. Click Supplier Registration Questionnaire



Step 2. Click Revise Response

- 1 Click on the **Supplier registration questionnaire** link under the Registration Questionnaires section.
- 2 Click **Revise Response** to edit the responses.

Note: Modifying a questionnaire after it has been submitted will restart the registration approval workflow.

How to Update the Remit Address in the Boston University Registration

(2 of 5)

Identify company communication profile in section 3.

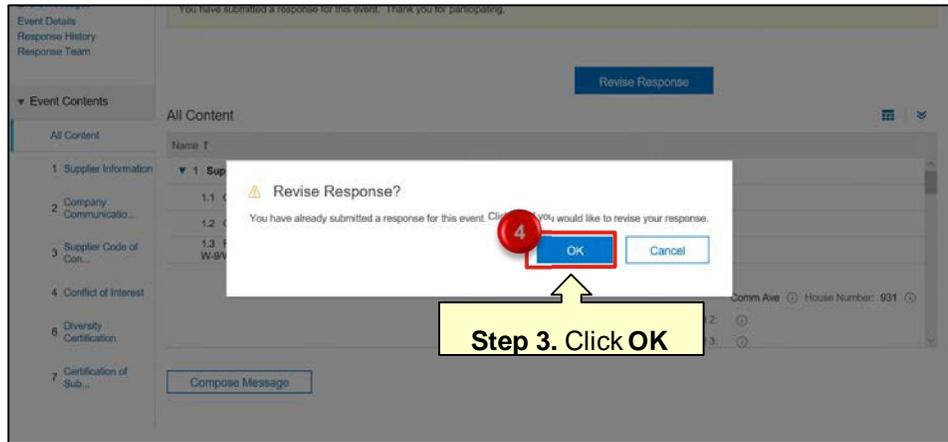
3 Company Communication Profile	
3.1 Primary phone - please only enter numbers, dashes and spaces	* <input type="text"/>
3.2 Preferred communication method for purchase orders	* Email(INT) ▾
3.4 Primary ordering email	* <input type="text"/>
3.5 Does the company have an Ariba Network ID?	* Unspecified ▾
3.7 Company website	<input type="text"/>
3.8 Is the physical remit-to address the same as the company's primary mailing address above?	* No ▾
	*Show More
3.9 Remit-to address	Street: <input type="text"/> ⓘ House Number: <input type="text"/> ⓘ Street 2: <input type="text"/> ⓘ Street 3: <input type="text"/> ⓘ District: <input type="text"/> ⓘ Postal Code: <input type="text"/> ⓘ City: <input type="text"/> ⓘ Country: (no value) ▾ ⓘ Region: (no value) ▾ ⓘ

Special Instructions:

- 3 If the company physical remit-to address is different than the company's primary address entered in **line 1.4**, select no in **line 3.8**. Enter the remit-to address in **line 3.9**.

How to Update the Remit Address in the Boston University Registration (3 of 5)

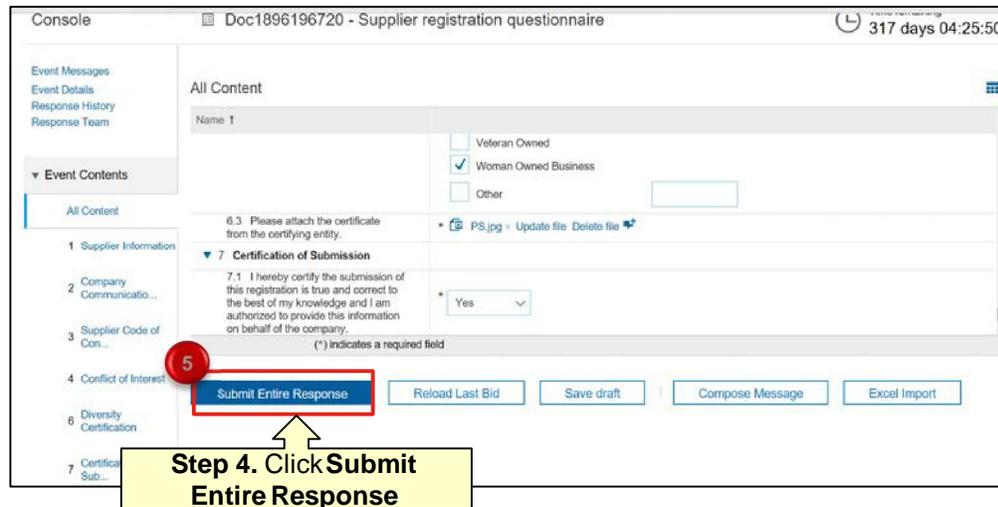
When you choose to update a completed questionnaire, you will be prompted to confirm that you would like to proceed.



4 Click **OK** to continue.

5 Click **Submit entire response** and **OK** on the confirming prompt.

Note: Once the response is submitted by the supplier, an approval work flow is triggered at Boston University based on the response received. Boston University can approve/reject/request additional info base on the response submitted.



How to Update the Remit Address in the Boston University Registration (4 of 5)

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

Note: If you have multiple remittance addresses and you do not know the remit ID, reach out to supplier@bu.edu. If you only have one remittance address this step is not required.

The screenshot displays two SAP system screens. The top screen, 'Network Settings', has a 'Company Settings' dropdown menu on the right with 'Remittances' highlighted by a red circle with the number 1. The 'Remittances' section is active, showing a table with columns for 'Address', 'City', and 'State'. A 'Create' button is highlighted with a red circle with the number 2. The bottom screen, 'Create Remittance Address / Payment Info', shows the 'Remittance Address' section with a red circle with the number 3 highlighting the 'Address 1' field. At the bottom of this screen, a 'Make this address default' checkbox is highlighted with a red circle with the number 4.

How to Update the Remit Address in the Boston University Registration

(5 of 5) 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 bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Country: Area: Number:

Bank Phone:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Country: Area: Number:

Bank Phone:

3

Credit Card

Accept credit card: Yes No

Review Your Relationships

Current and Potential

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

The screenshot displays the 'Account Settings' interface. The main content area is divided into several sections: 'Customer Relationships' (with sub-tabs for 'Current Relationships' and 'Potential Relationships'), a preference section for receiving relationship requests, and three sections for managing relationships: 'Pending', 'Current', and 'Rejected'. The 'Potential Relationships' tab is highlighted with a yellow circle '4'. The 'Update' button is highlighted with a yellow circle '2'. The 'Approve' and 'Reject' buttons in the 'Pending' section are highlighted with a yellow circle '3'. The 'Customer Relationships' link in the sidebar menu is highlighted with a yellow circle '1'. The sidebar menu includes 'Company Settings', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The main content area also includes a header with 'Account Settings' and a sub-header with 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'.

Set Up User Accounts

Roles and Permission Details

Administrator

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

User

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

Set Up User Accounts

Create Roles and Users (Administrator Only)

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

The screenshot displays the SAP 'Company Settings' menu on the right and the 'Users' management page on the left. The 'Users' page is divided into three main sections: 'Manage Users', 'Manage User Roles', and 'Role'. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com', 'rebecca.novotny@sap.com', 'Rebecca', 'Novotny', and 'No'. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Manage User Roles' section has a 'Create Role' button. The 'Role' section lists 'Administrator' and 'All Access' roles, with a 'Details' button for the 'Administrator' role. The 'Company Settings' menu on the right includes 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. Numbered callouts are placed as follows: 1 on the 'Users' menu item, 2 on the 'Create Role' button, 3 on the 'Details' button for the 'Administrator' role, 4 on the 'Create User' button, and 5 on the 'Manage User Roles' section header.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

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

Users

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

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

Edit User

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

Selected User Information

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

This user is the Ariba Discovery Contact

Reset Password

Enhanced User Account Functionality

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

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

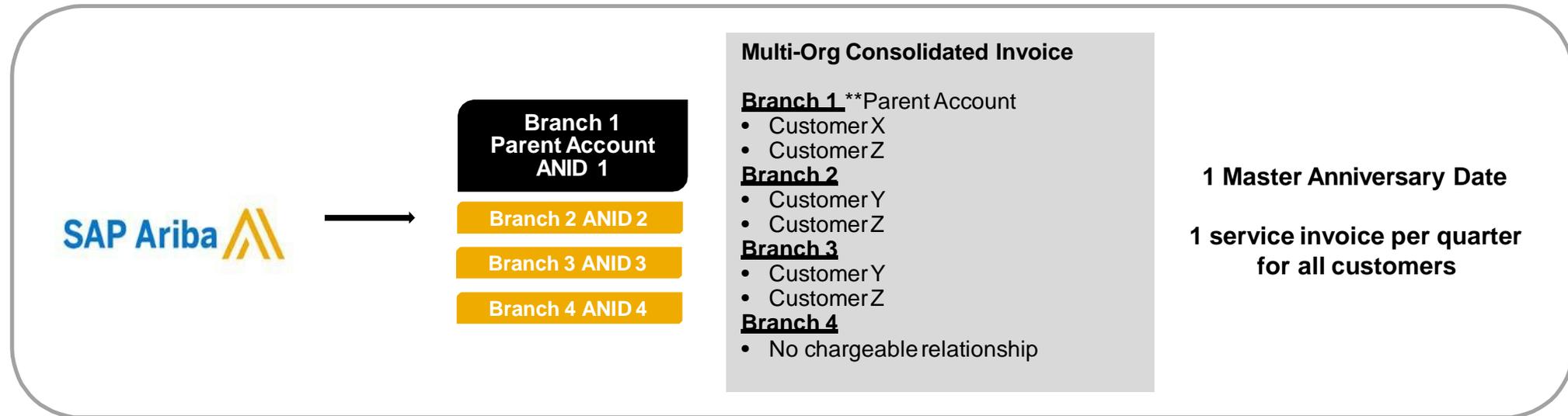
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

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

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

The image displays two screenshots of the SAP user interface. The top screenshot shows the User Account Navigator dropdown menu, which is accessed by clicking on the user's name in the top right corner (indicated by a yellow circle with the number 1). The menu includes options for Logout, My Account (indicated by a yellow circle with the number 2), My Community Profile, Switch To, and a list of user accounts. The bottom screenshot shows the 'My Account' settings page. It has two main sections: 'Account Settings' and 'Account Information'. The 'Account Settings' section contains fields for Username (Aribasup@s.c, marked with an asterisk and a yellow circle with the number 3), Email Address (junk@phoenix.ariba.com, marked with an asterisk), First Name (jU-LV8b8ft565589df1009590921), Middle Name, Last Name (lastName, marked with an asterisk), and Business Role (Business Owner). The 'Security' section contains fields for Secret Question (What is the last name of your first boss?), Secret Answer (masked with dots, marked with a yellow circle with the number 4), and Confirm Secret Answer (masked with dots).

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:

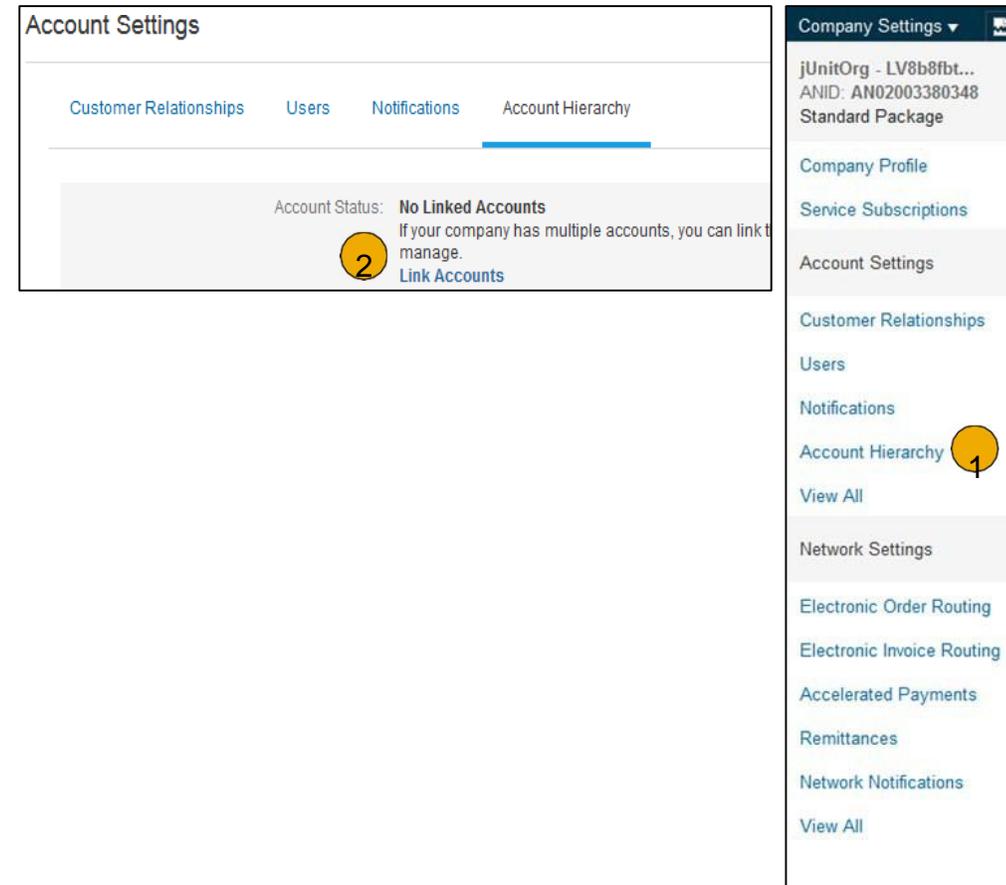
- View buyers on the Child account
- Create any documents (Invoices)
- Run Reports

Create an Account Hierarchy

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

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

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



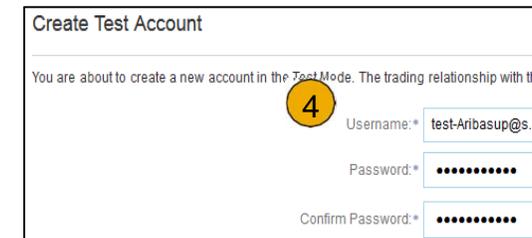
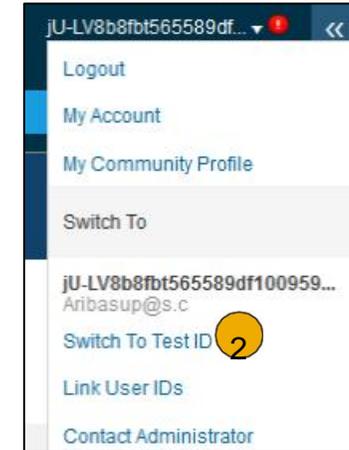
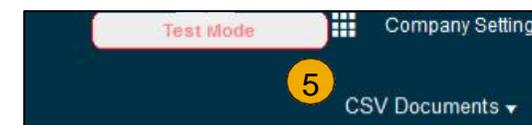
Set Up a Test Account

1. To **set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.

5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

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

Section 3: Purchase Order Management



[View Purchase Orders](#)



[Purchase Order Detail](#)

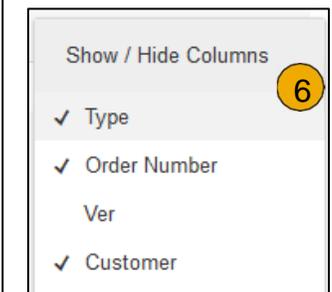
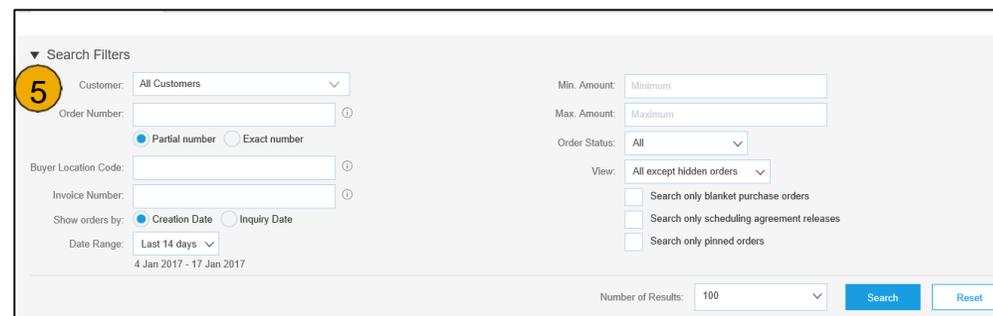
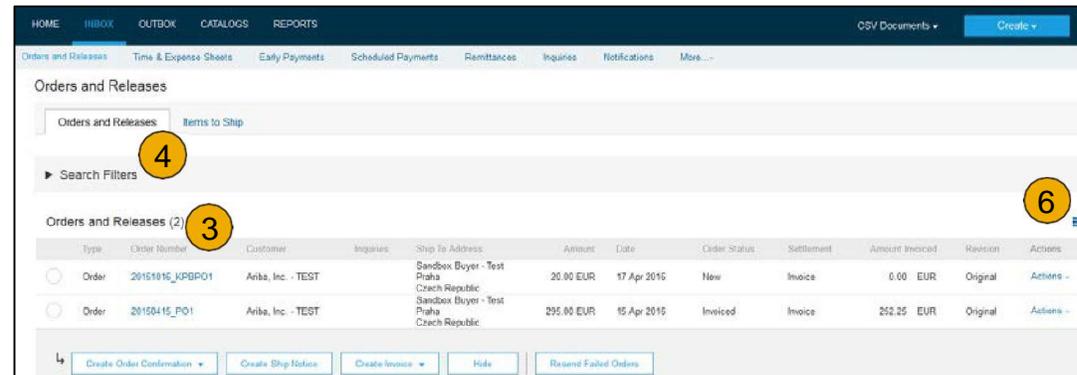


[Create PDF of Purchase Order](#)

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 Boston University.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click **Search**.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Manage POs

Purchase Order Detail

1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

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

Purchase Order: PO72547 1

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

Line Items

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

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

2

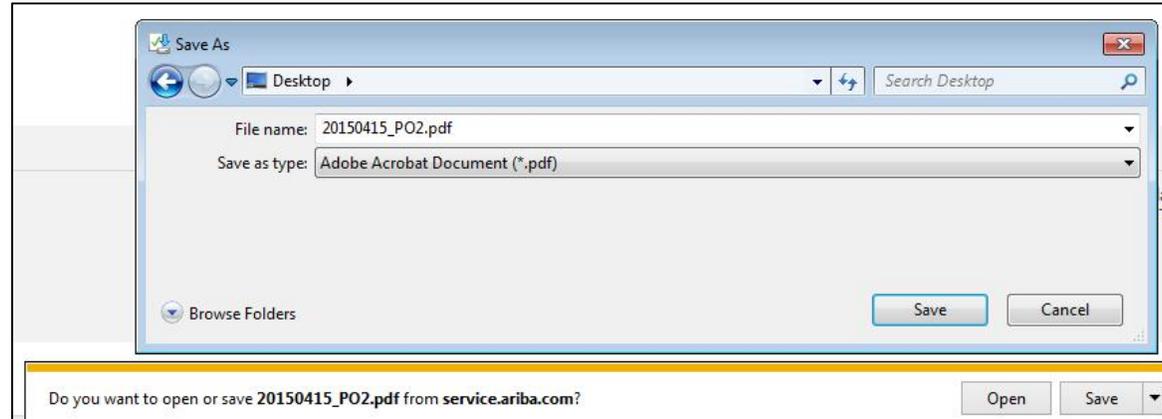
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

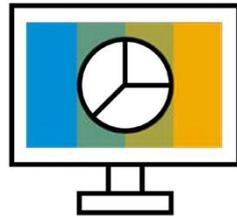
Create PDF of PO

1. Select “Download PDF” as shown.

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



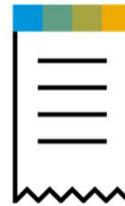
Section 4: Invoice Methods



[Invoice Information](#)

[Customer Specifications](#)

[Invoice Rules](#)



[Invoice Methods](#)

[PO Flip](#)

[PDF Invoices](#)

[Blanket Purchase Order \(BPO\) Invoices](#)

[Contract Invoices](#)

[Credit Memo](#)

[Copy Invoices](#)



[Invoice Management](#)

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

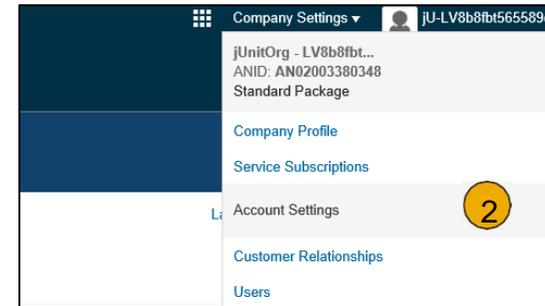
Boston University Invoice Requirements

1. Suppliers can enter taxes at the header level
2. Boston University will accept duplicate invoice numbers unless invoice number has been processed and paid against
3. Shipping costs can only be entered at the header level
4. A copy of your original invoice must be attached at the header of the Invoice
5. Additional line items cannot be added to a PO invoice by suppliers
6. Suppliers can only submit Credit Memos at the line item level
7. If a supplier submits a Line Item Credit Memo, Quantity Adjustments can only be made
8. Suppliers are required to provide a Reason for every Credit Memo
9. A copy of your original Credit Memo must be attached at the header of the Credit Memo

Review Boston University Invoice Rules

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

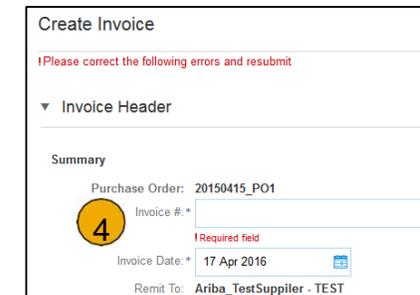
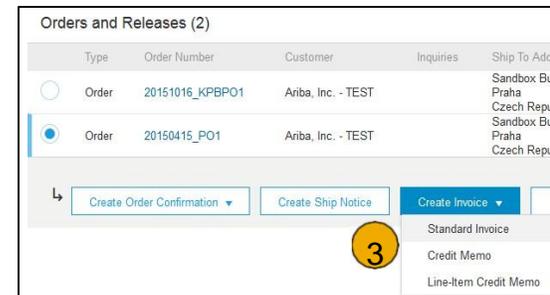
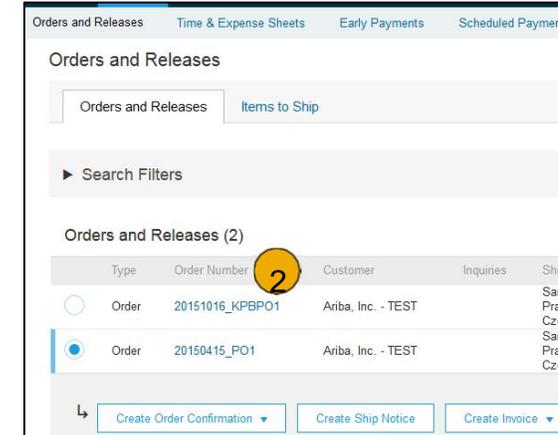
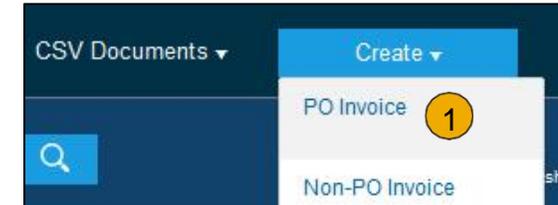
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Boston University).
4. Scroll down to the Invoice Setup section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



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 the Header 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, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

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

Shipping

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

* Indicates required field Add to Header ▼

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

Invoice via PO Flip

Line Items

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

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

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

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

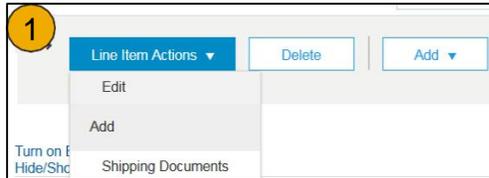
Price Unit: * BX
Unit Conversion: * 1

↳ Line Item Actions ▾ Delete

Invoice via PO Flip

Detail Line Items

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



Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

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

Create Invoice Done Cancel

▼ Invoice Item * Indicates required field Line Item Actions

Quantity: * 5 Part #: GOODS_01
 Unit: EA
 Unit Price: * 1.00 EUR
 Subtotal: 5.00 EUR

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

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test Praha
 Praha 5 Czech Republic
 Czech Republic Deliver To: Cristian Mihalache 2nd Floor, SI Team View/Edit Addresses

Invoice via PO Flip

Review Allowances and Charges

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

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<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:*	EX
Price Unit Quantity:*	1
Unit Conversion:*	1
Description:	

Shipping	
Ship From: Arriba_TestSupplier - TEST Praha 5 Czech Republic	Ship To: Sandbox Buyer - Test Praha 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:	
Start Date:	
End Date:	
Allowance:	

Line Item Actions:

Summary	
Purchase Order:	20160416_PO1
Invoice #:	
Invoice Date:*	15 Apr 2016
Remit To:	Arriba_TestSupplier - TEST Praha 5 Czech Republic Sandbox Buyer - Test Praha Czech Republic

Tax	
<input checked="" type="radio"/> Header level tax	<input type="radio"/> Line level tax
Category:*	VAT
Location:	
Description:	
Regime:	
Date Of Pre-Payment:	
Law Reference:	

Shipping	
<input checked="" type="radio"/> Header level shipping	<input type="radio"/> Line level shipping
Ship From: Arriba_TestSupplier - TEST Praha 5 Czech Republic	

Allowances and Charges	
Service Code:*	
Description:	
Start Date:	
End Date:	
Allowance:	

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 image shows two screenshots from the SAP interface. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is further open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. Other options in the 'Add' dropdown include Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. The 'Line Item Actions' menu also includes 'Edit', 'Delete', and 'Add'. The 'Add' button in the top right corner is highlighted with a yellow circle containing the number '3'. The bottom screenshot shows the 'Comments' field, which is a text input area with a yellow circle containing the number '2' next to the label 'Comments'. A 'Remove' button is visible to the right of the field.

Invoice via PO Flip

Review, Save, or Submit to Customer

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

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: *

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts **5**

Drafts

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

Invoice Against a 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

Create Edit Delete

Goods
Service

Update Save Exit Next

Invoice Against a Blanket Purchase Order

Create a Line Item

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

Create Invoice Create Cancel

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: Part #: Not Available

Unit: ACT
Unit Price: \$10,000.00 CAD
Subtotal: \$10,000.00 CAD

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

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"/>	7 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
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<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

Create ▼ Edit Delete

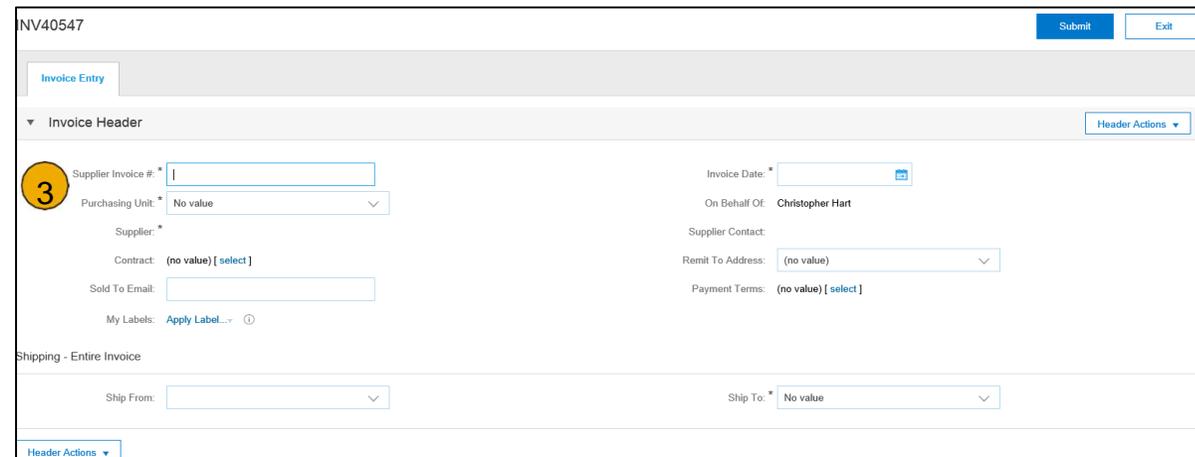
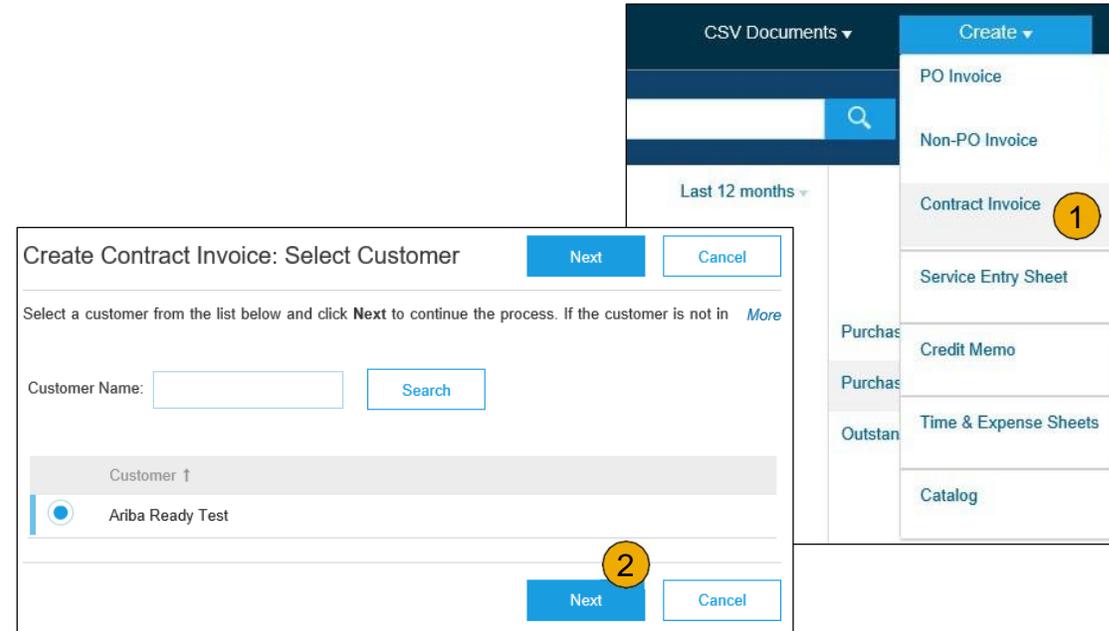
Update Save Exit **9** Next

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



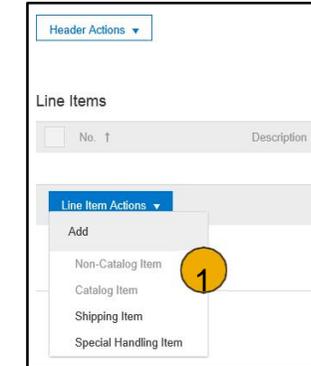
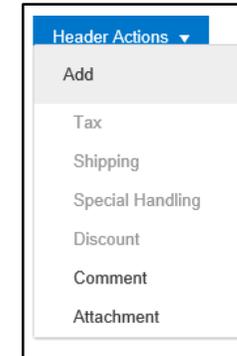
Invoice Against a Contract

Header and Line Level Options

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

To add Line items to the Invoice:

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



A screenshot of the 'Line Items' form. The form displays a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are several input fields and dropdown menus for details like Reference Date, Commodity Code, Supplier Part Number, and Shipping information. A yellow circle with the number '3' is placed over the 'Update Total' button at the bottom left of the form.

No.	Description	Contract	Qty	Unit	Price
1	Test Item 5	Yes	1	each	\$88

A screenshot of the summary and action buttons. A yellow circle with the number '3' is placed over the 'Update Total' button. Below the summary, there are four buttons: Previous, Save, Submit, and Exit. A yellow circle with the number '4' is placed over the 'Submit' button.

Subtotal: \$2,570.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$2,570.00 USD
Total Net Amount: \$2,570.00 USD
Amount Due: \$2,570.00 USD

Receiving an Interactive E-mail order

mar. 26/06/2018 10:48
"selsup180620045737woO - TEST" <ordersender-dev3@ansmtp.lab1.ariba.com>
--- Ariba Internal Testing ---selsup180620045737woO - TEST sent a new Purchase Order PO4444

To: Stoyanov, Petar (external - Service)

If there are problems with how this message is displayed, click here to view it in a web browser.

PO4444.htm
.htm File

Your customer sent you this order through Ariba Network.

Process order Send PDF invoice

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: **Acme**
123 Anystreet
Sunnyvale, CA 94089
United States

To: **selsup180620045737woO - TEST**
jUnitDummy
Sunnyvale, CA 94089
United States
Phone: +1 (650) 3902788

Purchase Order
(New)
PO4444
Amount: \$31.20 USD

This button is available on the Interactive E-mail order only if the supplier has successfully onboarded with PDF Invoices.

PDF Invoices Standard Account support

The screenshot displays the Ariba Network Supplier interface. At the top, there is a navigation bar with the Ariba Network logo, a 'Learn More' button, and options for 'Company Settings', 'Feedback', and 'Help'. Below this, a 'PDF Document Details' section contains 'Preview' and 'History' tabs, and a 'Download PDF' link. The main content area shows 'PAGE 1/1' and a preview of an invoice with the following details:

Emetteur FOURNISSEUR B 0033411000775 ADRESSE FOURNISSEUR B 75003 PARIS FR N° TVA : FR61523963750 RCS PARIS 523963750 SIREN : 523963750	Facture N° T8CB_915 Date de la facture : 28/11/2011 Adresse de facturation Code Client : 0033411000779 ACHETEUR 1 0033411000779 ADRESSE ACHETEUR 1 75010 PARIS FR SIREN : 523963751 TVA : FR37523963751
---	---

The Windows taskbar at the bottom shows the system clock as 17:39 on 31/07/2018, with the location set to FRA.

PDF Invoices Standard Account support

There is no data to show on charts.

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

2 Documents Pending Conversion

1 Draft PDFs for Review

0 New Early Payment Offers

0 Invoices Pending Payment

0 Invoices Pending Approval

0 New Purchase Orders

0 Payments that Need Attention

0 Payments Received

0 Pinned Documents

0 Orders to Confirm

0 Orders to Ship

0 Orders with Service Lines

Manage Default Tiles

Orders, Invoices and Payments

0 Orders to Invoice	0 Orders that Need Attention	0 Invoices Rejected	2 Documents Pending Conversion
---------------------	------------------------------	---------------------	--------------------------------

Order Number	Customer	Status	Amount
You do not have any Orders and			

PDF Invoices Standard Account support

 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

Your PDF document was successfully converted and a draft invoice was created on Ariba Network for your review.

Important:

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

[Edit Draft](#)

PDF Invoices Standard Account support

Ariba Network

AW Options... Full Page Refresh: DirectAction (OK)

Company Settings ▾ jU-kdoYfglF5b45b773... Help ▾

Upgrade from light account [Learn More](#)

Create Invoice Update Save

▼ Invoice Header * Indicates required field

Summary

Invoice #:	<input type="text" value="PdfDemo7"/>	Subtotal:	67.10 EUR
Invoice Date:	<input type="text" value="27 Feb 2018"/>	Total Tax:	13.15 EUR
Supplier Tax ID:	<input type="text"/>	Total Shipping:	0.00 EUR
Bill To:	ACHETEUR 1 0033411000779	Total Gross Amount:	80.25 EUR
	PARIS	Total Net Amount:	80.25 EUR
	France	Amount Due:	80.25 EUR

Order Information

(Enter at least one of the following)

Customer Order #:	<input type="text" value="02251809"/>	Contract Number:	<input type="text"/>
-------------------	---------------------------------------	------------------	----------------------

PDF Invoices Standard Account support

Ariba Network

AW Options...

[Upgrade from light account](#)

[Learn More](#)



Company Settings ▾

jU-kdoYfglF5b45b773...

Help ▾

Messages

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France.

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : PdfDemo7
Invoice Date : Tuesday 27 Feb 2018 12:00 PM GMT+01:00
Original Purchase Order : 02251809

Subtotal : 67.10 EUR
Total Tax : 13.15 EUR
Total Shipping : 0.00 EUR
Total Gross Amount : 80.25 EUR
Total Net Amount : 80.25 EUR
Amount Due : 80.25 EUR

ISSUER OF INVOICE:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

BILL TO:

ACHETEUR 1 0033411000779

Postal Address:
ADRESSE ACHETEUR 1
75010 PARIS

France

SUPPLIER:

FOURNISSEUR B

Postal Address:
ADRESSE FOURNISSEUR B
75003 Paris

France
Address ID: 0033411000775

CUSTOMER:

ACHETEUR 1 0033411000779

PDF Invoices Standard Account support

The screenshot shows an Outlook email window with the following details:

- Subject:** --- Ariba Internal Testing ---Invoice PdfDemo7 for 80.25 EUR has been submitted to selbuy180711105150WjH - Message (HTML)
- Sender:** ordersender-lq13@ansmtp.lab1.ariba.com
- Recipient:** MARINOVA, Marina
- Attachments:** PdfDemo7.pdf (81 KB) and PdfDemo7.xml (34 KB)
- Message Content:**

The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

Dear selsup180711105150hsl,

You have successfully submitted Invoice PdfDemo7 for 80.25 EUR to **selbuy180711105150WjH** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

PDF Invoices Standard Account support

The screenshot displays the SAP Ariba Network interface for account management. At the top right, there are navigation links: "Purchase Order by Volume", "Purchase Order by Amount", and "Outstanding Invoices". The main section is titled "Orders, Invoices and Payments" and includes filters for "All Customers" and "Last 14 days". Below this, there are four summary cards: "Orders to Invoice" (0), "Orders that Need Attention" (0), "Invoices Rejected" (0), and "Invoices Pending Payment" (1). The "Invoices Pending Payment" card is highlighted with a yellow box. Below the summary cards is a table of invoices with the following data:

Invoice #	Customer	Reference	Date	Amount	Invoice Status	Action
PdfDemo7	selbuy180711105150WjH	Non-PO	2 Aug 2018	80.25 EUR	Sent	Select

The "Action" column for the first invoice is highlighted with a yellow box, and a dropdown menu is open, showing the option "Send me a copy to take action". To the right of the table, there is a "Tasks" section with a "Profile Information" link and a "15%" progress indicator. A mobile app promotion banner is also visible, stating "Now we're mobile. Check it out." with links to the App Store and Google Play.

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.

NOTE: Suppliers are **REQUIRED** to provide a Reason for every Credit Memo

5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

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

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

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

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

Line Item Actions Delete

Turn on Error Dump Hide/Show XML

Update Exit Next

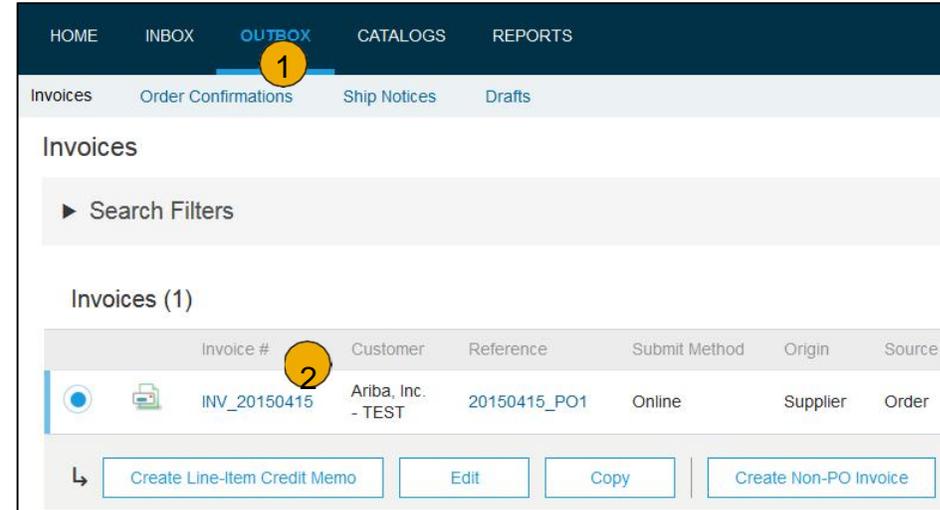
Previous Submit Exit

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

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

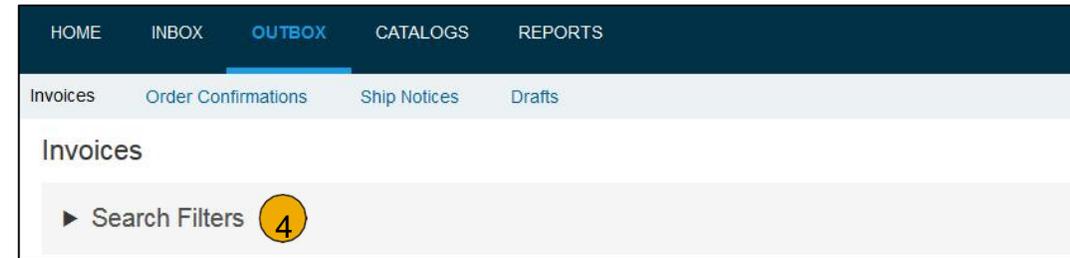
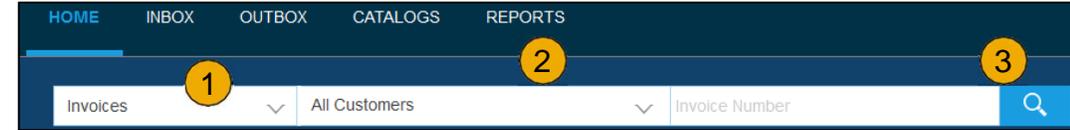
(Quick & Refined)

Quick Search:

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

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

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



Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Boston University via the Ariba Network.

- **Failed** – Invoice failed Boston University invoicing rules. Boston University 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** – Boston University invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Boston University's action on the Invoice.

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

Review Invoice History

Check Status Comments

Access any invoice:

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

Invoice: INV_20150415

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

Detail Scheduled Payments History **1**

Standard Invoice

Invoice: INV_20150415 Done

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

Detail Scheduled Payments History

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

History **2**

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

4

Modify an Existing Invoice

Edit and Resubmit

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

The screenshot displays the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (1), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section shows a search filter and a table of two invoices. The 'Edit' button is highlighted with a yellow circle (3).

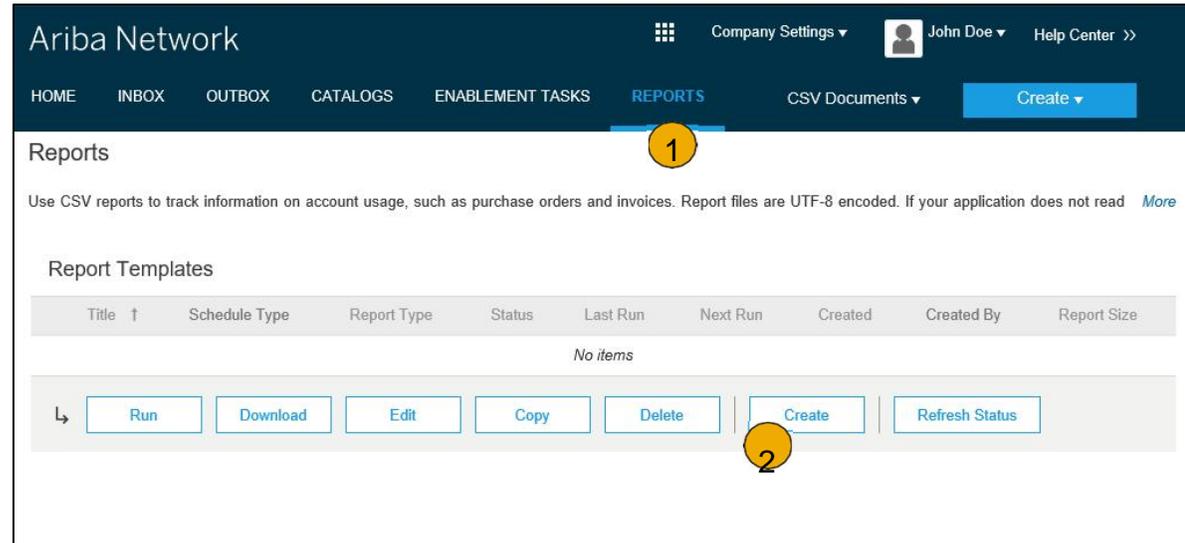
Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

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

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- Sheet

4 Next Exit

Report

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

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

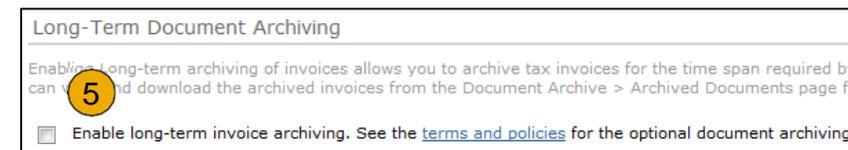
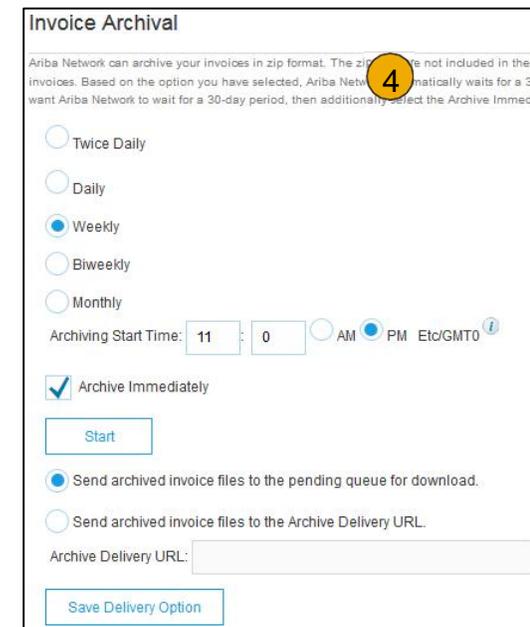
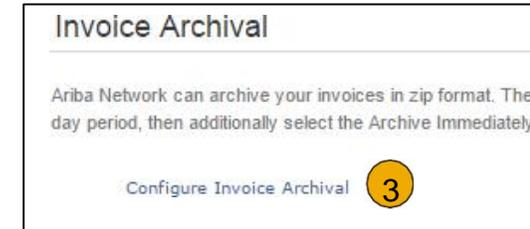
6

Previous Submit Exit

Invoice Archival

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

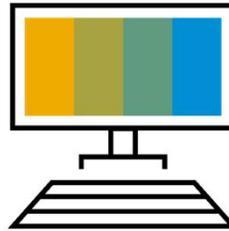
1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the [Terms and Policies](#) link.)



Section 5: Ariba Network Help Resources



[Customer Support](#)



[Supplier Information Portal](#)



[Additional Resources](#)

[Useful Links and Webinars](#)

[Troubleshoot Your Invoice](#)

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at <https://connectsupport.ariba.com/sites/Company?ANID=AN01000816573NAM&h=ijKebl7oRgdM7Z7bm1u1g#Enablement-Inquiry>
- Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Boston University Enablement Business Process Support

- Email Boston University Enablement Team at BUP2P@bu.edu
 - Business-Related Questions

Boston University 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

Boston University 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.

The screenshot displays the SAP Account Settings interface. The main content area is titled "Account Settings" and includes tabs for "Customer Relationships", "Users", "Notifications", and "Account Hierarchy". The "Customer Relationships" tab is active, showing sub-tabs for "Current Relationships" and "Potential Relationships". Below these are radio buttons for "I prefer to receive relationship requests as follows:" with options "Automatically accept all relationship requests" (selected) and "Manually review all relationship requests". An "Update" button is present. The "Pending" section shows a table with a "Customer" header and "Approve" and "Reject" buttons. The "Current" section shows a table with "Customer" header and two rows: "Ariba Inc." and "Pouliot Industries". The "Ariba Inc." row has a checkbox and a "Supplier Information Portal" link. Yellow circles with numbers 1, 2, and 3 highlight the "Company Settings" menu item in the top right, the "Ariba Inc." row, and the "Supplier Information Portal" link, respectively.

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

- Y [Ariba Supplier Pricing page](#)
- Y [Ariba Network Hot Issues and FAQs](#)
- Y [Ariba Cloud Statistics and Network Notification](#)
 - Y Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- Y [SAP Ariba Discovery](#)
- Y [Ariba Network Overview](#)
- Y [Support Center](#)
- Y [Learning Center](#)

Webinars

- Y [Supplier Success Sessions](#)
 - Y Created by Ariba Network Customer Support
 - Y Example topics:
 - Y Introduction to Ariba Network
 - Y Registration
 - Y Invoicing
 - Y Using the help center
- Y [30 on Thursdays](#)
 - Y Information sessions on Supplier best practices
 - Y Example Sessions:
 - Y Uncover Advanced Functionality to Maximize Value
 - Y Introduction to Supplier Electronic Integration
 - Y Roadmap to Your Ariba Network Subscription
- Y [Live Demonstrations](#)
 - Y Understand SAP Ariba's solutions
 - Y Example Demos:
 - Y PunchOut for e-Commerce managers
 - Y Creating electronic catalogs
 - Y 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.