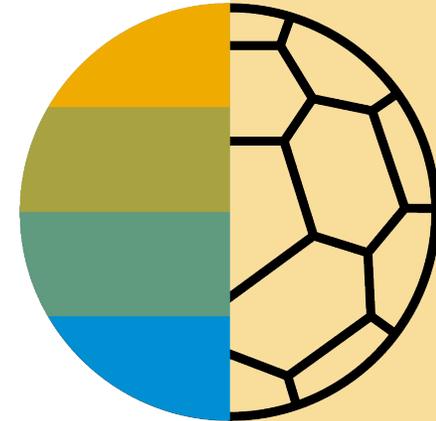




# Walgreens Boots Alliance Supplier Guide

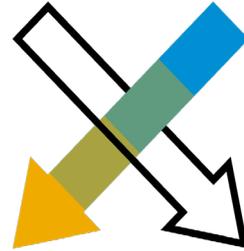
CONFIDENTIAL



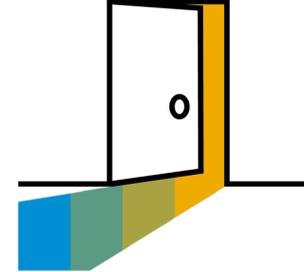
# HOME- Table of Contents



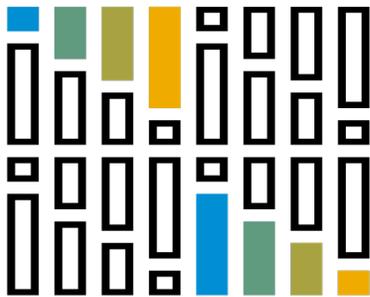
**Section 1:  
Ariba Network Overview**



**Section 2:  
Account Set Up**



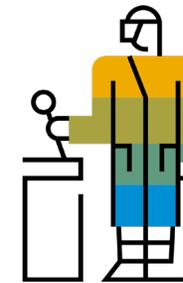
**Section 3:  
Purchase Orders**



**Section 4:  
Other Documents**

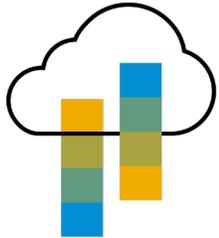


**Section 5:  
Invoice Methods**

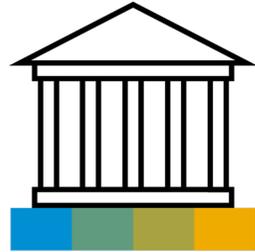


**Section 6:  
Help Resources**

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**Walgreens Boots Alliance Project Scope**

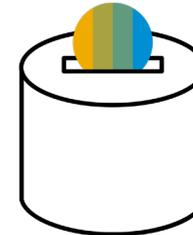
Walgreens Boots Alliance Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

Subscription Levels

\$USD

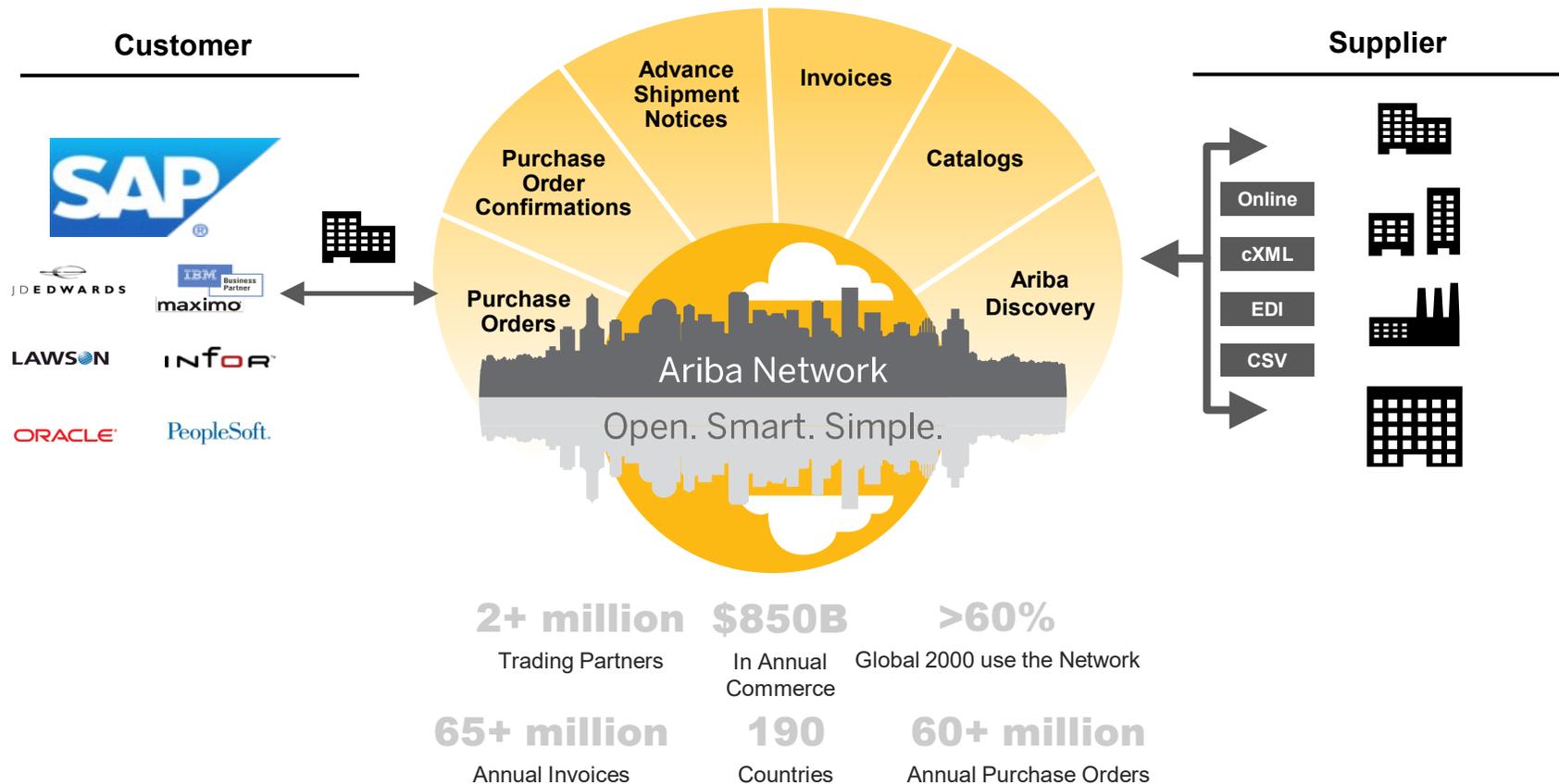
£GBP

€EUR

\$AUD

# What is Ariba Network?

Walgreens Boots Alliance 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.



# Review Walgreens Boots Alliance Specifications

## Supported Documents

### Walgreens Boots Alliance 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
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item
- **BPO Invoices**  
Invoices against a blanket purchase order
- **Service Invoices**  
Invoices that require service line item details
- **Contract Invoices**  
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**  
Item level credits; price/quantity adjustments
- **Header Level Credit Memos**  
Credit Memos applied against whole invoices

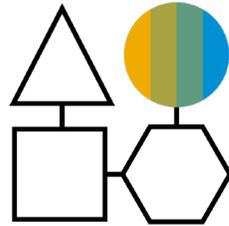
# Review Walgreens Boots Alliance Specifications

## NOT Supported Documents

### NOT Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Walgreens Boots Alliance will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**  
Walgreens Boots Alliance requires invoices to be submitted electronically through Ariba Network
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network

# Section 2: Set Up Your Account



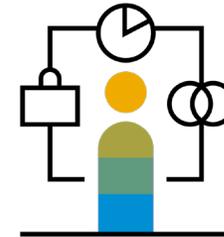
## Basic Account Configurations

[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](#)

# Walgreens Boots Alliance 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.

## Please note:

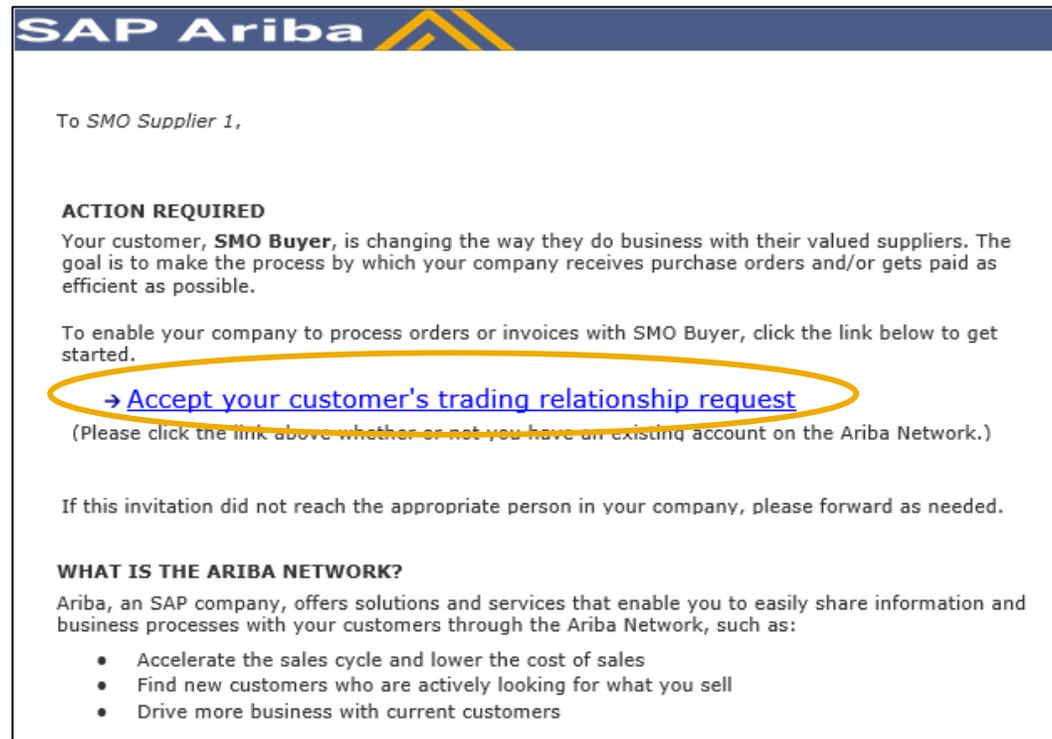
WBA supplier master data is governed through the Ariba Supplier Lifecycle Performance tool. Supplier information and updates must first be entered in SLP and is subject to Walgreens approval. Suppliers should ensure that their account information on Ariba Network is reflective of the information agreed upon with Walgreens within SLP.

Payment method settings and updates should be directed to [eft.payment@walgreens.com](mailto:eft.payment@walgreens.com)

# 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 'Ariba Network' registration page. At the top, there is a 'Register Now' button (callout 1) and a link 'I have further questions for my requesting customer'. Below this is the 'Company information' section, which includes fields for 'Company Name' (callout 2), 'Country' (set to 'United States [USA]'), and 'Address' (with three lines: 'Line 1', 'Line 2', 'Line 3'). Below the address fields are 'City', 'State' (set to 'Alabama'), and 'Zip' fields. The 'User account information' section follows, with fields for 'Name' (split into 'First Name' and 'Last Name'), 'Email' (callout 3), 'Username', 'Password' (with a 'Repeat Password' field), and 'Language' (set to 'English'). To the right of the 'Email' field is a checkbox 'Use my email as my username' which is checked. Below the 'Email' field, there are instructions: 'Must be in email format (e.g. john@newco.com)' and 'Must contain a minimum 8 characters including letters and numbers.' At the bottom of the form, there is a checkbox 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' (callout 4) and a 'Register' button (callout 5) next to a 'Cancel' 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 interface. At the top, a user named John Doe is logged in. A dropdown menu for 'Company Settings' is open, with 'Company Profile' highlighted. The main content area shows the 'Company Profile' form for 'SMO Supplier 1' (ANID: AN010). The form has several tabs: 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 Address. A 'Public Profile Completeness' meter shows 35%. On the right, there are links for 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. At the bottom right, there are links for 'View Public Profile' and 'Profile Visibility Settings'.

# Configure Your Email Notifications

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

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

The screenshot displays the 'Account Settings' interface. At the top, a navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Notifications' tab is active, and a sub-menu is open, showing options like 'General', 'Network', 'Discovery', and 'Sourcing & Contracts'. The 'Network' sub-tab is selected. Below this, there are sections for 'Electronic Order Routing' and a table for configuring notifications. The table has columns for 'Type' and 'Send notifications when...'. The 'Order' row has a checked checkbox for 'Send a notification when orders are undelivered'. The 'Purchase Order Inquiry' row has a checked checkbox for 'Send a notification when purchase order inquiries are received'. The 'Time Sheet' row has a checked checkbox for 'Send a notification when time sheets are undelivered'. The 'Pending Queue' row has a checked checkbox for 'Send a notification when items delivered through pending queue are not acknowledged'. On the right side, there is a 'To email addresses (one req...)' field with three entries, each starting with an asterisk and the email address 'junk@phoenix.ariba.com'. A dropdown menu is open on the right, showing 'Company Settings' and a list of menu items: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', and 'Network Settings'. Three yellow circles with numbers 1, 2, and 3 are overlaid on the image to indicate key steps: 1 points to 'Notifications' in the dropdown, 2 points to 'Notifications' in the top navigation bar, and 3 points to the email address input field.

# 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**
  - **Fax**
  - **cXML pending queue**  
(available for Order routing only)
3. **Configure** e-mail notifications.

The screenshot shows the 'Network Settings' page with the 'Electronic Order Routing' tab selected. The page includes sections for 'Capabilities Preferences', 'External System Integration', 'Non-Catalog Orders with Part Numbers', and 'New Orders'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email' (marked with a yellow circle '2'). The 'Options' column includes an 'Email address' field (marked with a yellow circle '3') and three checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message' (unchecked).

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

# Route Your Purchase Orders

## Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please [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.
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. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The top navigation bar includes 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The main content area is divided into three sections:

- General:** Contains sub-tabs for 'General' and 'Tax Invoicing and Archiving' (highlighted with a yellow circle 3).
- Capabilities & Preferences:** Includes a 'Sending Method' section with a table for 'Document Type' and 'Routing Method'. The 'Routing Method' dropdown is set to 'Online' (highlighted with a yellow circle 2).
- Tax Classification:** Contains fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. A yellow circle 3 highlights the 'Tax Id' field. A 'VAT Registered' checkbox is also present.

The right-hand sidebar shows the 'Company Settings' menu with various options. A yellow circle 1 highlights the 'Electronic Invoice Routing' option in this menu.

# Configure Your Remittance Information

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

The screenshot displays the SAP configuration interface for remittance information. It is divided into three main sections:

- Network Settings:** Located at the top, it contains tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Below these is the 'EFT/Check Remittances' section, which includes a table with columns for 'Address', 'City', and 'State'. At the bottom of this section are 'Edit', 'Delete', and 'Create' buttons. A yellow circle with the number '2' highlights the 'Create' button.
- Create Remittance Address / Payment Info:** This section provides instructions and a form for adding a new address. It includes a warning: 'Do not enter personal bank account information. Enter only corporate bank details.' The form fields include: 'Remittance Address' (with a yellow circle '3' above it), 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', 'Country' (pre-filled with 'United Kingdom [GBR]'), and 'Contact' (a dropdown menu). A checkbox for 'Make this address default' is at the bottom, with a yellow circle '4' next to it.
- Company Settings:** A vertical sidebar on the right shows the 'Company Settings' dropdown menu. The selected company is 'jUnitOrg - LV8b8ft...' with ANID: AN02003380348 and Standard Package. The sidebar lists various settings categories, with 'Remittances' highlighted and marked with a yellow circle '1'.

# Configure Your Remittance Information

## Payment Methods

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

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

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

WIRE TRANSFER

**Beneficiary Bank** 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

**Credit Card**

Accept credit card:  Yes  No

# Review Your Relationships

## Current and Potential

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

The screenshot displays the 'Account Settings' interface. The main content area is divided into several sections: 'Customer Relationships' (with sub-tabs for 'Current Relationships' and 'Potential Relationships'), 'Users', 'Notifications', and 'Account Hierarchy'. The 'Potential Relationships' tab is highlighted with a yellow circle labeled '4'. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle labeled '2'. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', and buttons for 'Approve' and 'Reject' (the 'Reject' button is highlighted with a yellow circle labeled '3'). The 'Current' section shows a table with columns for 'Customer' and 'Approved Date', and a 'Reject' button. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date'. On the right side, there is a 'Company Settings' sidebar menu with a dropdown arrow and a user icon. The menu items include 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships' (highlighted with a yellow circle labeled '1'), 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and '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 shows the SAP 'Company Settings' interface. The 'Users' tab is selected. The page is divided into three main sections: 'Manage Users', 'Manage User Roles', and 'Role'. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com', 'Rebecca Novotny', and 'No' for 'Ariba Discovery Copy'. The 'Manage User Roles' section has a 'Create Role' button. The 'Role' section lists 'Administrator' and 'All Access' roles. A sidebar on the right shows the 'Company Settings' menu with 'Users' highlighted. Numbered callouts (1-5) indicate the steps: 1 points to the 'Users' menu item, 2 to the 'Create Role' button, 3 to the 'Details' link for the 'Administrator' role, 4 to the 'Create User' button, and 5 to the 'Manage User Roles' section header.

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

Name	Actions
Administrator	Details
All Access	Details Edit Delete

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

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

Account Settings

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.

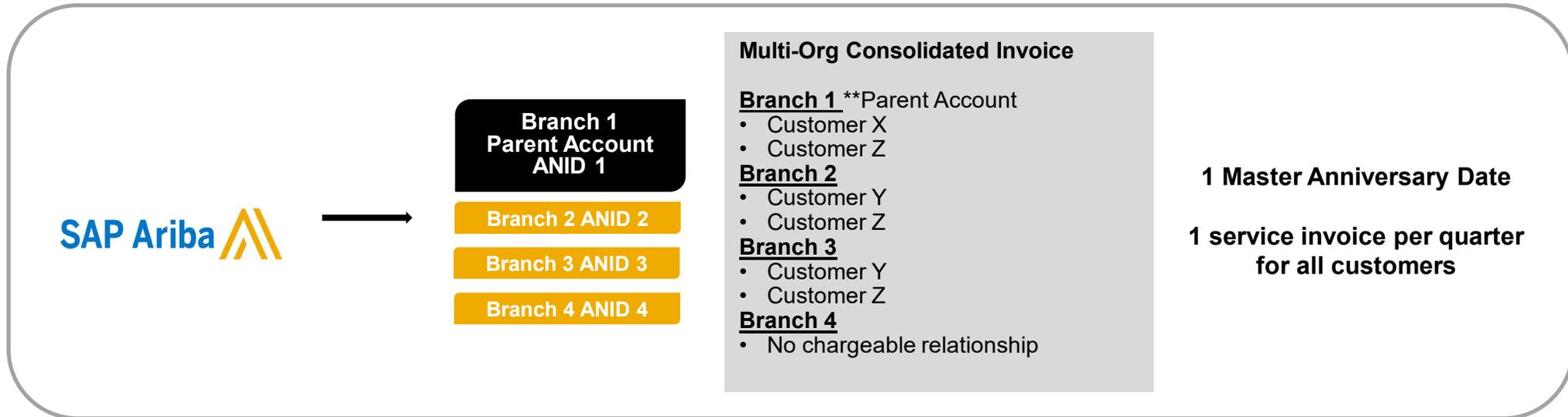
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

**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 screenshot illustrates the user account management interface. At the top right, a user profile dropdown menu is shown with the user's name 'jU-LV8b8ft565589df...' and a red notification icon. The 'My Account' option is highlighted with a yellow circle '2'. Below this, the 'My Account' page is displayed with the 'Account Settings' tab selected. The 'Account Settings' section contains several fields: Username (Aribasup@s.c), Email Address (junk@phoenix.ariba.com), First Name (jU-LV8b8ft565589df100959021), Middle Name, Last Name (lastName), and Business Role (Business Owner). A 'Change Password' link is also visible with a yellow circle '3'. The 'Security' section includes a Secret Question (What is the last name of your first boss?), Secret Answer, and Confirm Secret Answer fields, with a yellow circle '4' next to the Confirm Secret Answer field. A note at the bottom of the 'Account Settings' section states '\* Indicates a required field'.

# Consolidate Your Bills Through a Multi-Org



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

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

# Structure Your Multi-Org

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:

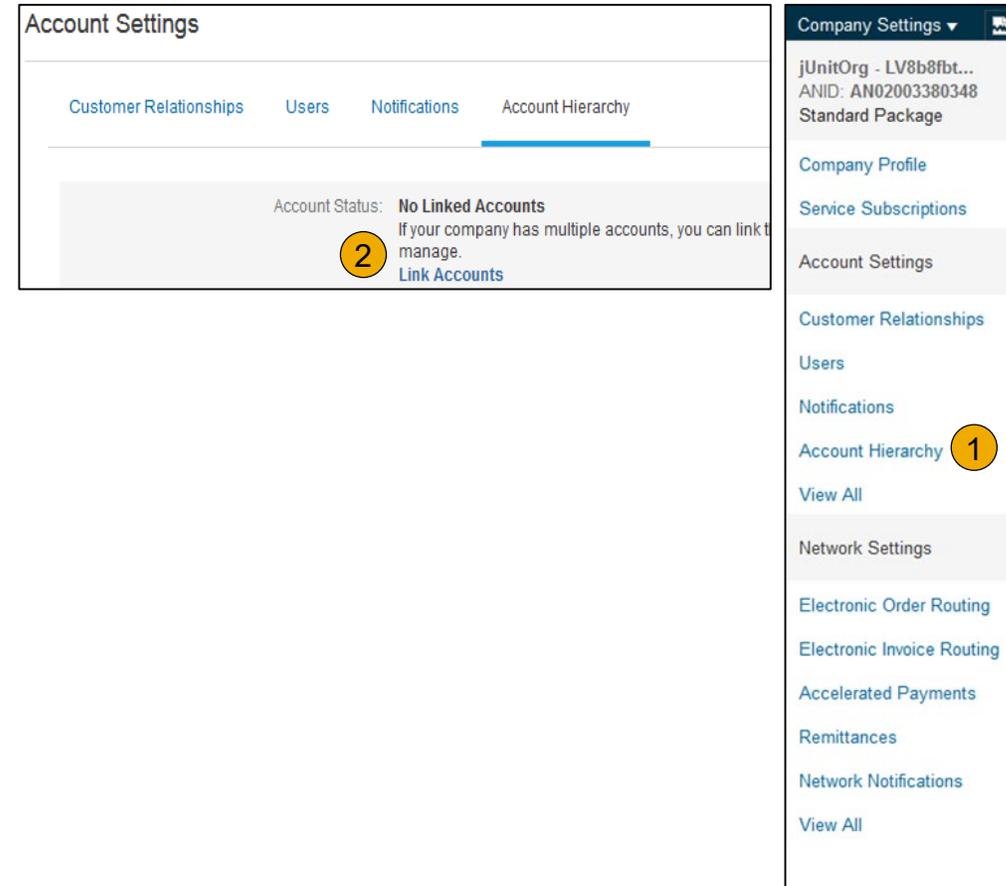
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# 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.

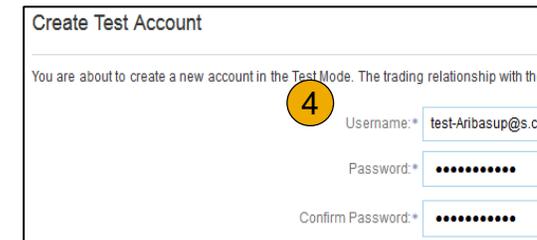
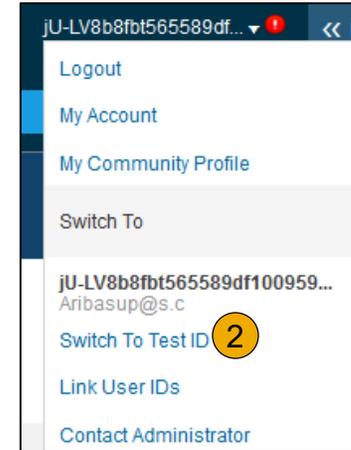
**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

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).



# Section 3: Purchase Order Management



**View Purchase Orders**



**Purchase Order Detail**

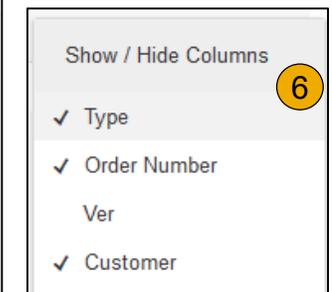
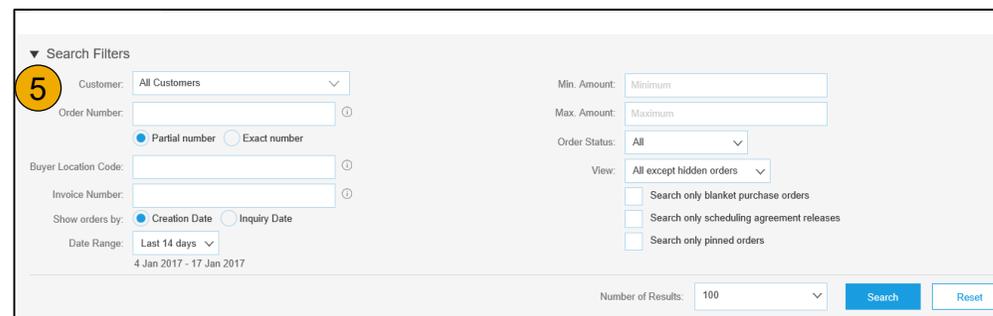
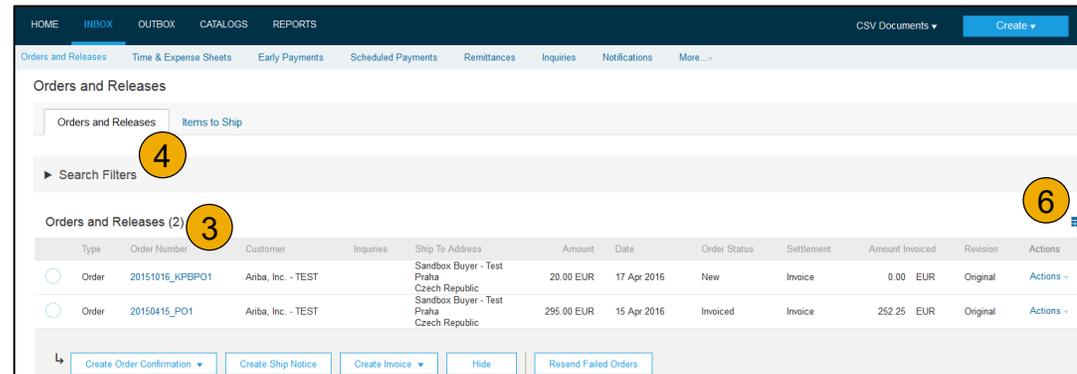


**Create PDF of Purchase Order**

# 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 Walgreens Boots Alliance.
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 Walgreens Boots Alliance 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

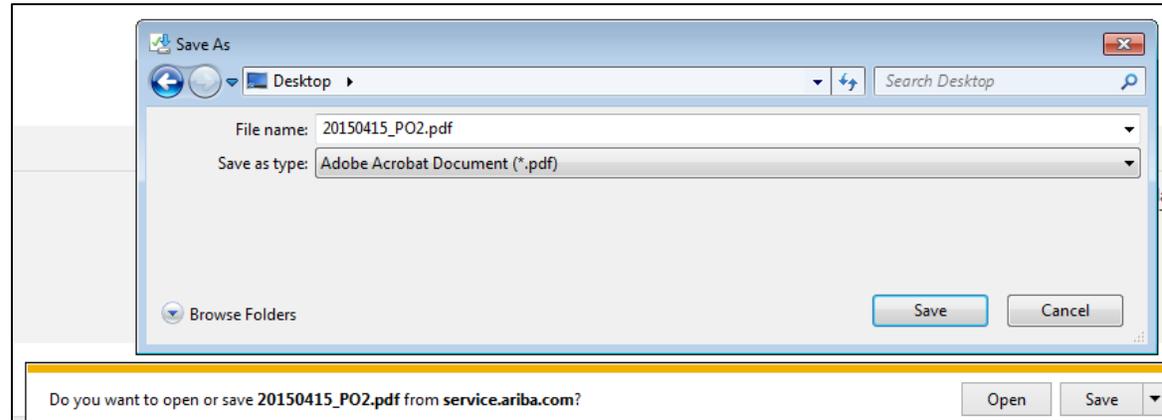
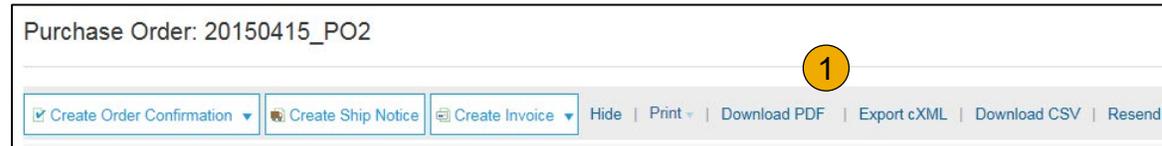
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

# Manage POs

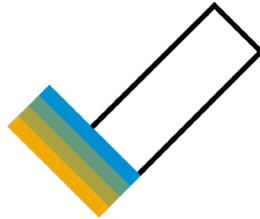
## Create PDF of PO

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.

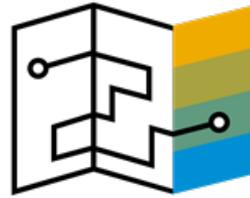


# Section 4: Other Documents



## Order Confirmations (OC)

- [Confirm Entire Order](#)
- [Reject Entire Order](#)
- [Update Line Items](#)



## Advanced Ship Notices (ASN)

- [Create Ship Notice](#)
- [Delivery Terms and Transportation Details](#)
- [Details](#)
- [Submit Ship Notice and Status](#)



## Service Entry Sheet

- [Locate a Service PO](#)
- [Create Service Sheet](#)
- [Submit Service Sheet](#)
- [Check 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 Walgreens Boots Alliance.**

Confirming PO

Order Confirmation Header

Confirmation #

Associated Purchase Order #

Customer

Supplier Reference

SHIPPING AND TAX INFORMATION

Est. Shipping Date

Est. Delivery Date

Est. Shipping Cost

Est. Tax Cost

Comments

Exit Next

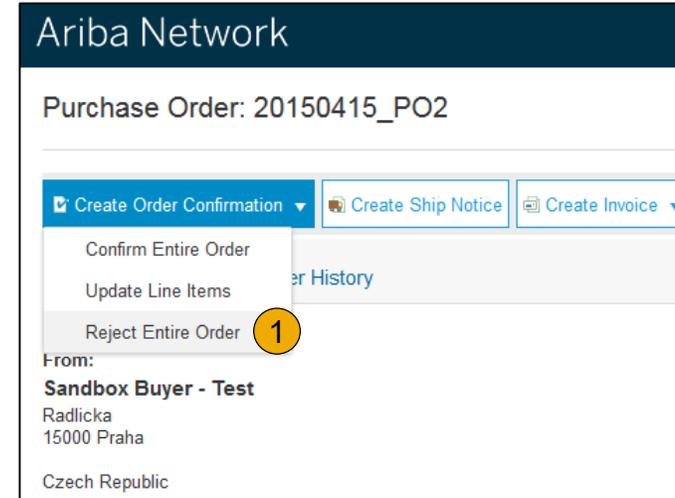
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

# Create Order Confirmation

## Reject Entire Order

1. From the PO view, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or 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.)



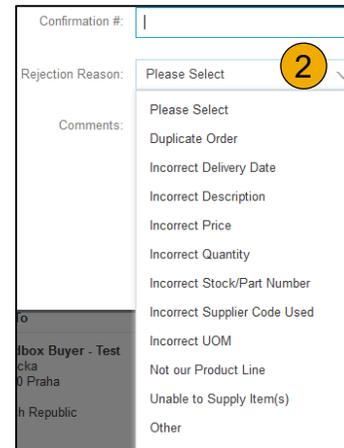
Ariba Network

Purchase Order: 20150415\_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

From: Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

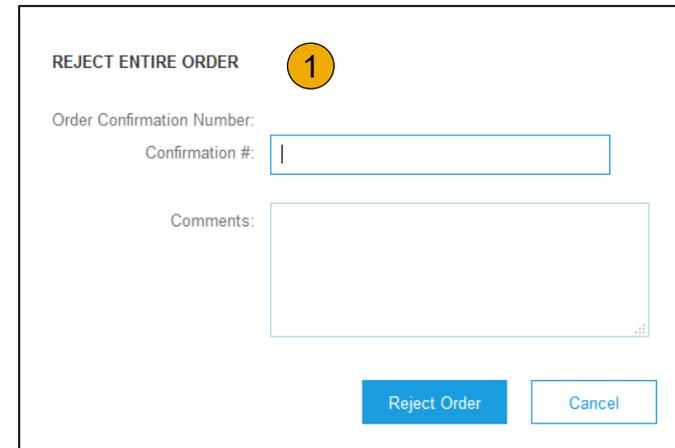


Confirmation #: |

Rejection Reason: Please Select

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



REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

# Create Order Confirmation

## Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415\_PO2

Create Order Confirmation  Create Ship Notice  Create Invoice

Confirm Entire Order  
Update Line Items **1** History  
Reject Entire Order

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirming PO

**2**

**1** Update Item Status **2** Review Confirmation

Order Confirmation Header

Confirmation #

Associated Purchase Order # 20150415\_PO2

Customer inc. - TEST **3**

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

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

CURRENT ORDER STATUS

10 Unconfirmed **4**

Confirm:  **5** Backorder:  **5** Reject:  **6**

# Confirm Order

## Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

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

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

1 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

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

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

OK Cancel

3

# Confirm Order

## Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  1  2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason:

Comments:

3

# Confirm Order

## Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Walgreens Boots Alliance.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415\_PO2

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

[Order Detail](#) [Order History](#)

From: Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

To: Ariba\_TestSupplier - TEST  
Radlicka 3201/14  
150 00 Praha 5  
Czech Republic  
Phone:  
Fax:  
Email: klaus.puschel@sap.com

**5** Done

Purchase Order  
(Partially Confirmed)  
20150415\_PO2  
Amount: 295.00 EUR

**3**

Routing Status: Acknowledged  
Related Documents: 312

Deliver To

# 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.

Ariba Network

Purchase Order: 20150415\_PO2

1

Create Order Confirmation  Create Ship Notice  Create Invoice Hide | Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

\* Indicates required field

SHIP FROM 3

Ariba\_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM	DELIVER TO
Name: Ariba_TestSupplier-TEST	Name: Sandbox Buyer - Test
Department Name:	Department Name:
ADDRESS	ADDRESS
Address 1:* Radicka 320114	Address 1: Radicka
Address 2:	Address 2:
Postal Code:* 150 00	Postal Code: 15000
City:* Praha 5	City: Praha
State:	State:
Country:* Czech Republic [CZE]	Country: Czech Republic [CZE] 4

This selection will refresh the page content.

Cancel OK

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

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

# 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	<input type="text" value="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	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>

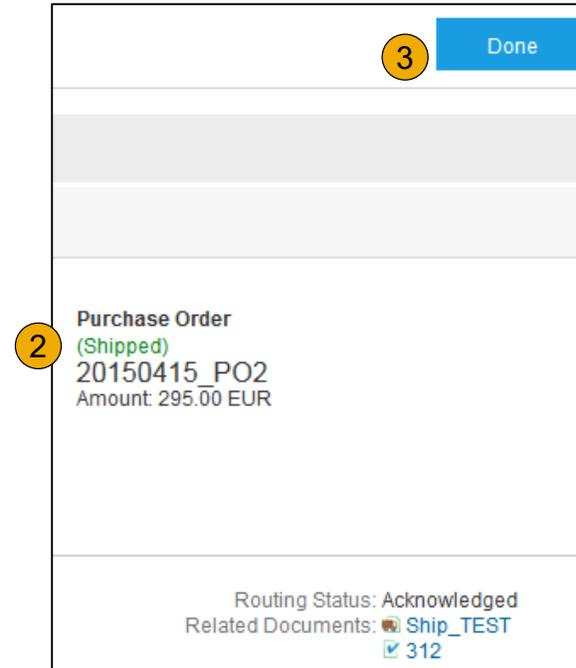
[Add Ship Notice Line](#)

[Add Order Line Item](#) 2

[Next](#) [Exit](#)

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Walgreens Boots Alliance. 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.



# Create a Service Entry Sheet

## Locate a Service PO

1. Locate your Service PO within your Inbox.

• **Note:** Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

2. Select the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO.

The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, there's a section for 'Orders and Releases' with a sub-section 'Items to Ship'. A 'Search Filters' link is highlighted with a yellow circle and the number '1'. Below this, there's a table with one row for an 'Order' with 'ServicePO1' as the Order Number. The table columns include Type, Order Number, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. Below the table, there are several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Create Service Sheet' button is highlighted with a yellow circle and the number '2'.

The screenshot shows the 'Search Filters' dialog box. It contains various search criteria: Customer (All Customers), Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date), Date Range (Other), Start Date (22 Mar 2017), and End Date (4 Apr 2017). On the right side, there are fields for Min. Amount, Max. Amount, Order Status (All), and View (All except hidden orders). There are three checkboxes: 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. The 'Search only service purchase orders' checkbox is checked and highlighted with a yellow circle. At the bottom, there's a 'Number of Results' field set to 100, and 'Search' and 'Reset' buttons.

# Create a Service Entry Sheet

## Review Service PO

1. **After** reviewing your PO for accuracy, click **Create Service Sheet** at the top of bottom of your PO.

**Note:** Services will be indicated with the Service Icon next to the Line Type.

Purchase Order: ServicePO1 Done

1  Create Order Confirmation  Create Service Sheet  Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From: **SMO Buyer**  
123 Fake Street  
Pittsburgh, PA 15222  
United States

To: **SMO Supplier 1**  
21 Jump Street  
Cleveland, OH 44114  
United States  
Phone:  
Fax:  
Email: [m.bohart@sap.com](mailto:m.bohart@sap.com)

Purchase Order (New)  
ServicePO1  
Amount: \$20,000.00 USD

Payment Terms ⓘ  
0.000% 45

Contract #  
4610029650

Routing Status: Sent

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		 Service	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	<a href="#">Details</a>
Test services-Item 1							

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00  
Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00  
This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

1  Create Order Confirmation  Create Service Sheet  Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Service Sheet Required Sub-total: \$20,000.00 USD Done

# Create a Service Entry Sheet

## Header Information

1. **Complete** any required fields that have an asterisk (\*).
2. **Enter** additional fields as requested by your customer, including Contractor Information, Approver, etc.

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header \* Indicates required field Add to Header ▼

**Summary**

1 Purchase Order: ServiceP01 Subtotal: \$0.00 USD

Service Sheet #: \*  Service Start Date:

Service Sheet Date: \* 7 Apr 2017 Service End Date:

**Additional Fields** 2

Supplier Reference:  To: SMO Buyer

From: SMO Supplier 1 123 Fake Street

21 Jump Street Pittsburgh, PA 15222

Cleveland, OH 44114 United States

United States

Field Contractor: Field Engineer:

Name:  Name:

Email:  Email:

Phone: USA 1    Phone: USA 1

Approver:

Name: \*

Email: \*

Phone: USA 1

Add Comments

# Create a Service Entry Sheet

## Line Item Section

3. Update quantities of line items.
4. Enter Service Start and End Dates if available, as well as any additional comments as needed.
5. Click Next to proceed to review screen.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #	
▼ 1	Not Available TESTINGSERVICECHG		<b>3</b> Add ▼
<input type="checkbox"/>	<input checked="" type="checkbox"/>	000000000003015848 MAT CONSTR MATERIAL IT005 K	Service ▼ 1,000 KGM \$2.57 USD \$2,570.00 USD Delete

SERVICE PERIOD

**4** Start Date:  End Date:

PRICING DETAILS

Price Unit: KGM Price Unit Quantity: 1  
Unit Conversion: 1 Description:

COMMENTS

Add Comments:

↳ Add Pricing Details

Turn on Error Dump ⓘ  
Hide/Show XML

**5**

Update Save Exit Next

# Submit a Service Entry Sheet

6. From the Review Screen, check your Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. To submit to your customer, click the **Submit** Button.

### Create Service Sheet

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

Confirm and submit this document.

---

Service Sheet  
TestServiceSES  
Date: 10 Apr 2017  
Purchase Order: [ServicePOExample](#)  
Subtotal: \$2,570.00 USD

Subtotal: \$2,570.00 USD

From  
**SMO Supplier 1**  
21 Jump Street  
Cleveland, OH 44114  
United States  
Phone:  
Fax:

To  
**SMO Buyer**  
123 Fake Street  
Pittsburgh, PA 15222  
United States

---

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal
▼ 1		Not Available TESTINGSERVICECHG				
1	Service	000000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD <a href="#">Details</a>

---

**6** Service Entry Summary  
Subtotal: \$2,570.00 USD

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

# Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

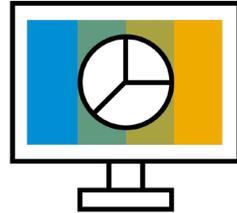
The screenshot displays the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'OUTBOX' tab is selected, and the 'Service Sheets' sub-tab is active. A table lists two service sheets:

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

A callout window titled 'Service Sheet:' is open for the 'Rejected' entry. It shows the 'History' tab selected, displaying the following details:

**Service Sheet (Rejected)**  
4511207465-SES3  
Date: 7 Mar 2017  
Purchase Order: 4511207465  
Subtotal: £15.00 GBP

# Section 5: Invoice Methods



## Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



## Invoice Methods

[PO Flip](#)

[Blanket Purchase Order Invoices](#)

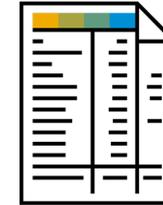
[Contract Invoices](#)

[Invoice via CSV Upload](#)

[Invoice via Service Entry Sheet](#)

[Credit Memo](#)

[Copy Invoices](#)



## Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

# Walgreens Boots Alliance Invoicing Requirements

## General:

1. Supplier Remittance IDs are required.
2. Non-PO Invoicing in Ariba is not in scope with Walgreens at this time.
3. Vendors should invoice once goods/ services have been rendered.
4. Payments will be made according to the payment terms and payment methods agreed to with Walgreens. Vendors cannot change these at the invoice level within Ariba.
5. Invoice Status Awareness: Vendors are expected to frequently check the status of invoices submitted through the Ariba Network. Any rejected invoices should be actioned in a timely manner to prevent delays in payment.

## Invoice Formatting:

1. Invoice numbers must be unique and cannot exceed 16 characters. Numbers can only be reused if the prior invoices has a status of : failed, cancelled or rejected. Walgreens recommends avoiding special characters, however, the following are permitted if needed (“-”; “\_”; “!” and “#”)
2. Taxes must be entered at the line item level. If shipping to a location in which shipping charges are taxable, shipping and the corresponding tax should be assigned at the line item level.
3. Credit Memos must be created at a line item level, not a header level and require the “Reason” field be populated.
4. No Special Handling: Vendors should not charge “special handling.” Any freight related charges, if agreed to by Walgreens should be entered as “Shipping Charges” only.
5. During invoice creation, supplier cannot change any of the following to a value that is different than what was on the PO (quantity exceeding PO, currency, unit price, unit of measure, item part number, add additional line items, payment terms, sold to address, ship to address). Vendors can however, partially ship/ invoice orders if needed.

# Walgreens Boots Alliance Invoicing Requirements

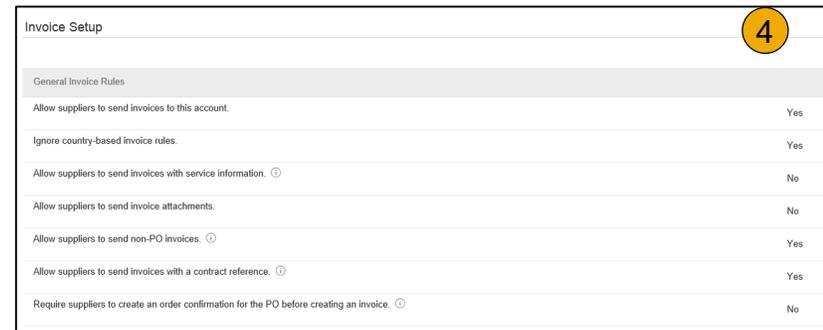
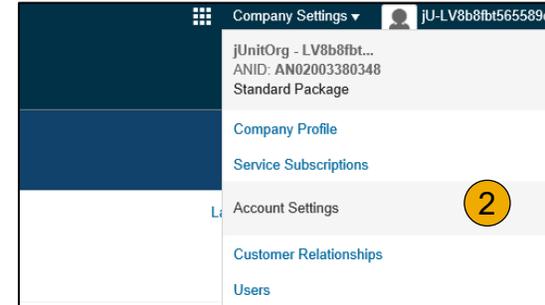
## Payment Status and Invoice Exception Management:

1. The Ariba Network provides up-to-date information on invoice payment status, including detail such as check number, payment date and remittance advices. Vendors are expected to use the self-service information on the Ariba Network prior to contacting Walgreens regarding payment status.
2. Invoices will not pay until a “3 way match” reconciliation occurs between the invoice, purchase order and goods receipt/ confirmation. Invoices that do not achieve this match will remain in Ariba until resolved (either through action on the Walgreens side or through a credit memo issued by the vendor), cancelled and/or rejected.
3. If an invoice is visible through the Ariba Network, but in a “reconciling” status, the vendor should first contact the individual reference on the purchase order for assistance resolving the issue.
4. If a vendor provides goods/ services to Walgreens through multiple systems and processes outside of Ariba (for example Replenishment PO's received from Distribution Centers or StoreCare+) they should utilize the 3S (Supplier Self Service) reporting available through Walgreens' supplier portal “Supplernet” to monitor the status of all invoices. To use this reporting tool, vendors must first register on Supplernet. To register, follow the directions available on the Supplernet log in screen.  
(<http://supplernet.walgreens.com/SupplierNet/login.htm>)

# Review Walgreens Boots Alliance Invoice Rules

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

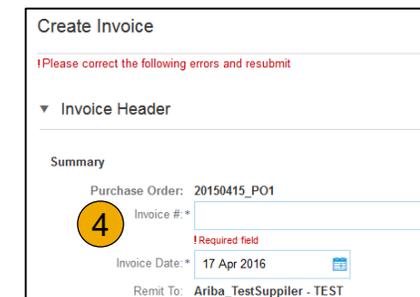
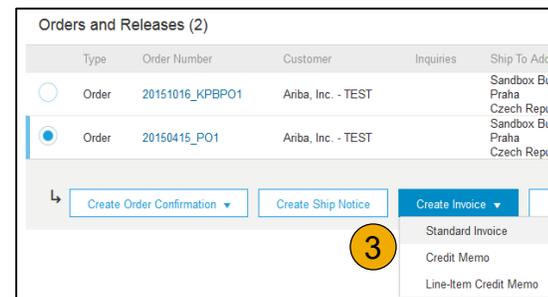
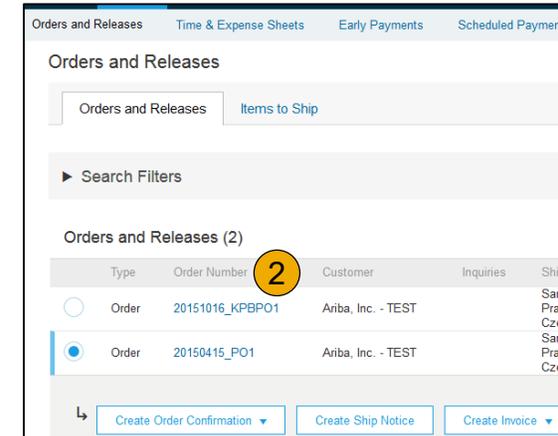
1. Login to your Ariba Network account via [supplier.ariba.com](http://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Walgreens Boots Alliance).
4. Scroll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



# 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 2

Tax 3

Header level tax ⓘ  Line level tax ⓘ

Shipping 3

Header level shipping ⓘ  Line level shipping ⓘ

\* Indicates required field Add to Header ▼

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# Invoice via PO Flip

## Line Items

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

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

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

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

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

Pricing Details

Price Unit: \* BX  
Unit Conversion: \* 1

Line Item Actions ▼ Delete

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

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

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

Line Item Actions ▼ Delete Add ▼

Add to Included Lines

# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

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

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

1 Header level tax (selected) / 2 Line level tax

3 Remove

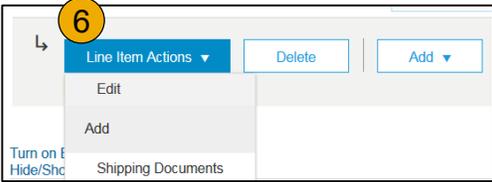
4

5

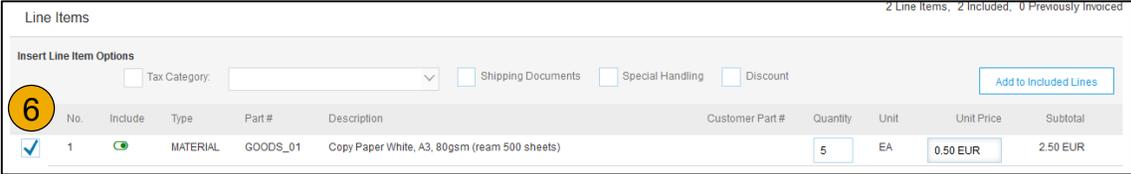
# Invoice via PO Flip

## Detail Line Items

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

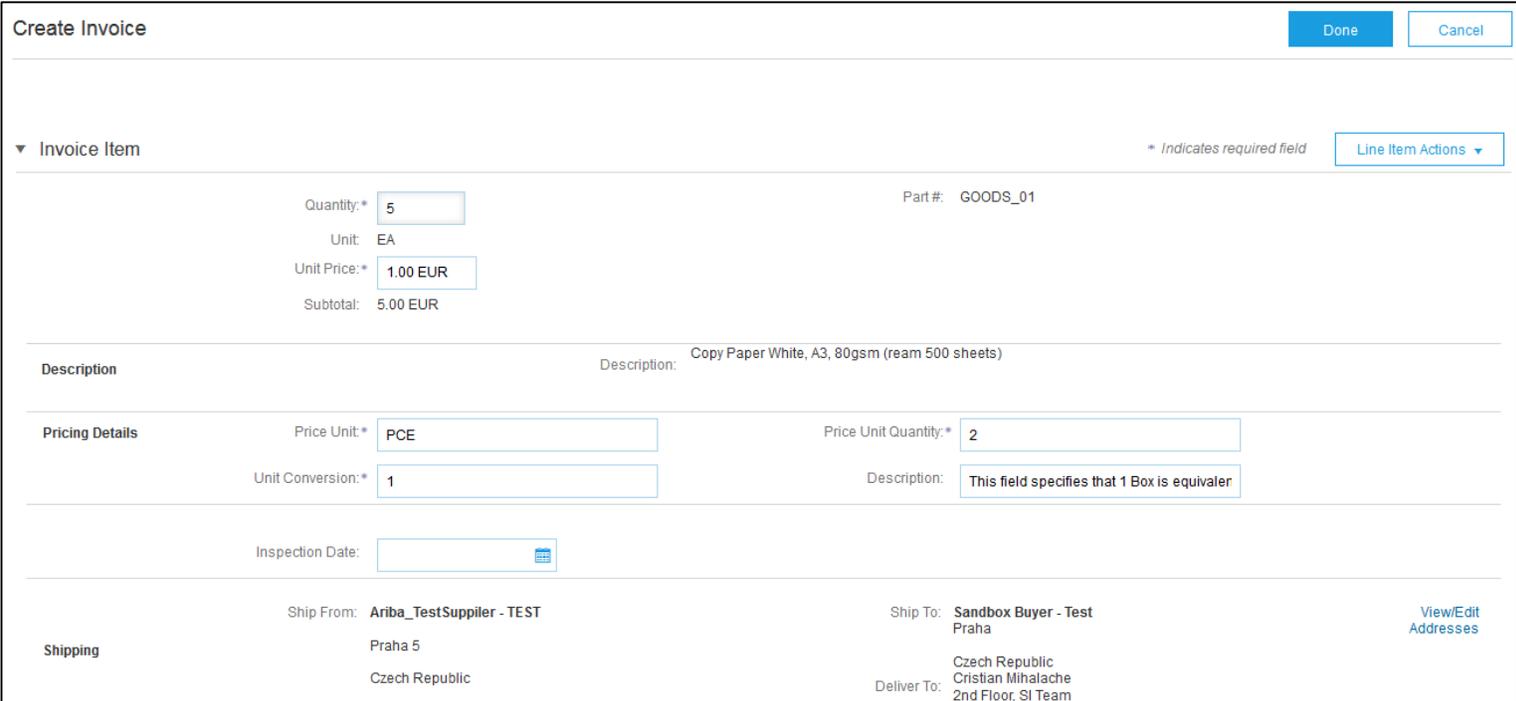


The screenshot shows a 'Line Item Actions' dropdown menu with options: Edit, Add, Shipping Documents, and Turn on Hide/Show. A yellow circle with the number '6' highlights the 'Line Item Actions' header.



The screenshot shows the 'Line Items' table with one line item highlighted. A yellow circle with the number '6' highlights the first line item.

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



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

- Invoice Item:** Quantity: 5, Unit: EA, Unit Price: 1.00 EUR, Subtotal: 5.00 EUR, Part #: GOODS\_01
- Description:** Copy Paper White, A3, 80gsm (ream 500 sheets)
- Pricing Details:** Price Unit: PCE, Price Unit Quantity: 2, Unit Conversion: 1, Description: This field specifies that 1 Box is equivalent to 2 units.
- Shipping:** Ship From: Ariba\_TestSupplier - TEST, Ship To: Sandbox Buyer - Test Praha, Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

# Invoice via PO Flip

## Line Item Comments

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

The screenshot illustrates the SAP Invoice via PO Flip interface. The top section shows the 'Line Item Actions' menu, which is expanded to show the 'Add' option. The 'Add' menu is further expanded to show the 'Comments' option, which is highlighted with a yellow circle labeled '1'. Below the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow circle labeled '3'. The bottom section shows the 'Comments' field, which is empty and has a yellow circle labeled '2' next to it. A 'Remove' button is located 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 Walgreens Boots Alliance.
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 #:  **3**

Invoice Date:

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"/> <b>4</b> 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**

Goods  
Service

# 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

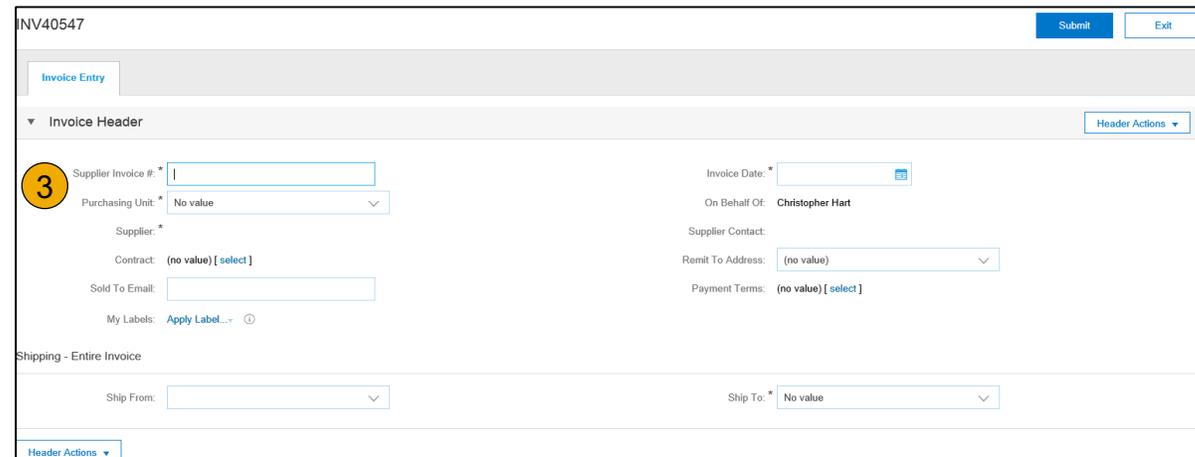
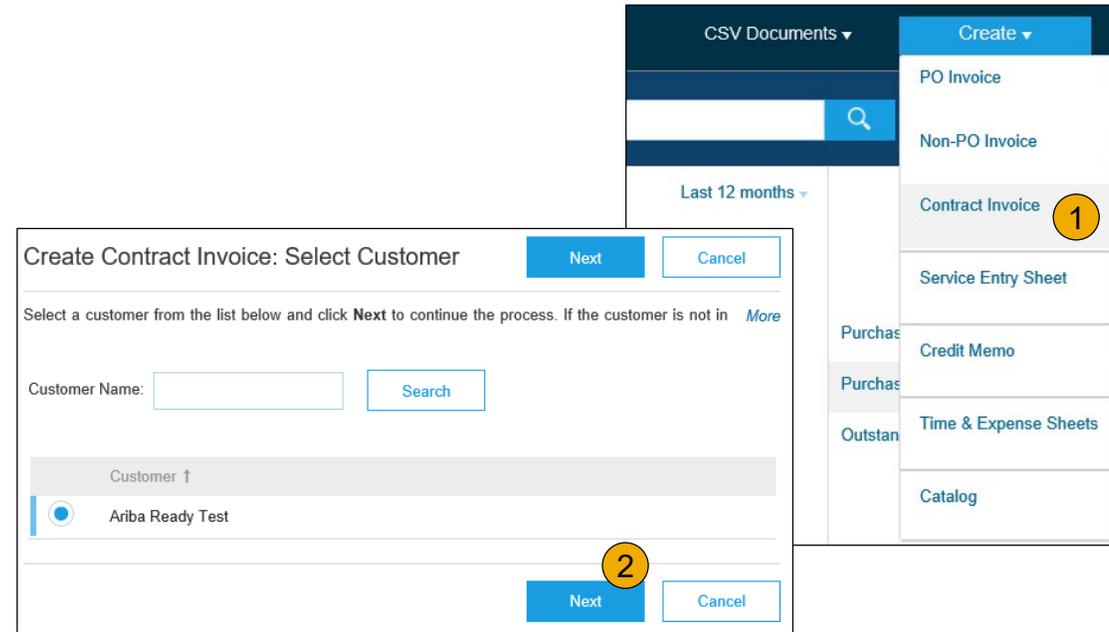
Update Save Exit **Next** 9

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



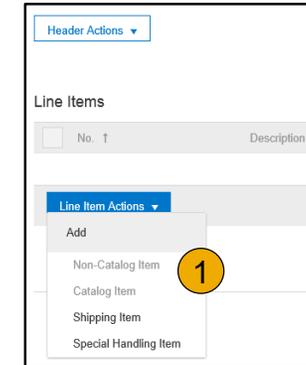
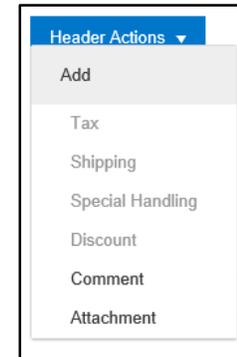
# Invoice Against a Contract

## 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.



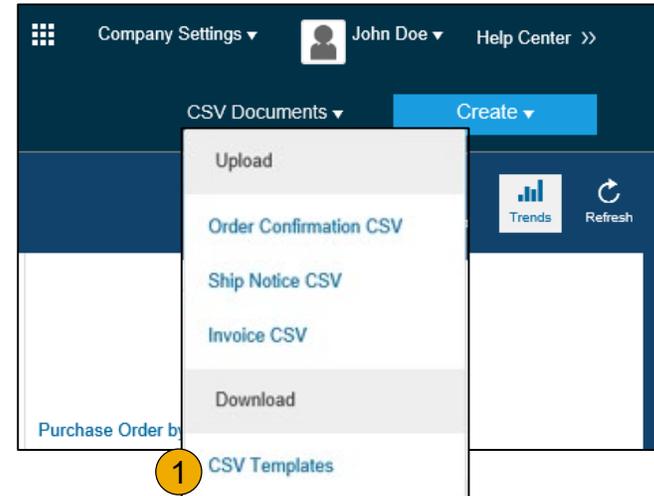
A screenshot of the 'Line Items' table and form. The table has columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table is a form for the selected line item, 'Test Item 5'. The form includes fields for Reference Date, Commodity Code, Supplier Part Number, Supplier Auxiliary Part ID, Type, Purch Org, Line Item Text, Ship From, and Plant. A yellow circle with the number '2' is placed over the 'Qty' field in the table.

A screenshot of the invoice summary and 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 area, and a yellow circle with the number '4' is placed over the Submit button.

# Invoice via CSV

## Download Template

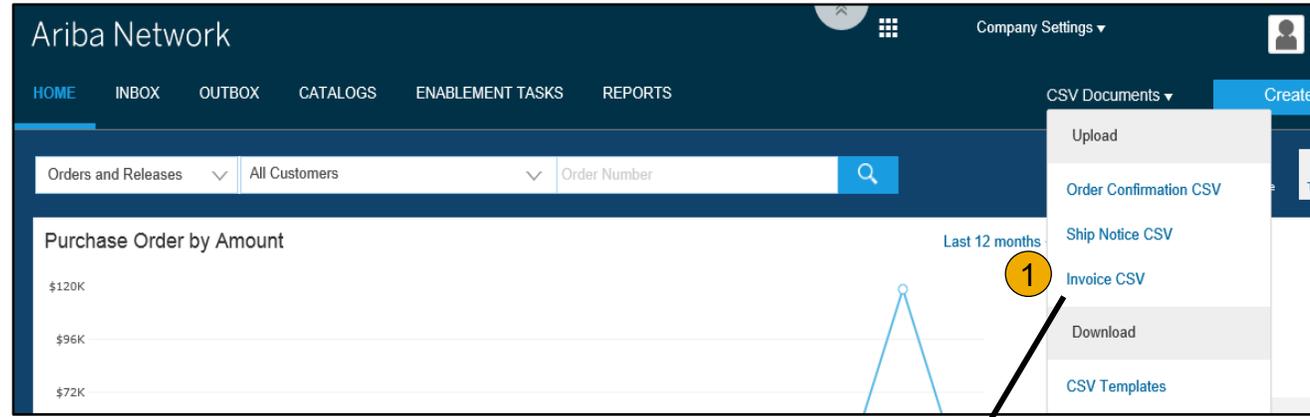
1. **Access** a customer's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Walgreens Boots Alliance on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template 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.



The screenshot shows the 'Import CSV Invoice' form. It has a title 'Import CSV Invoice' at the top. Below the title, there's a 'Customer: \*' dropdown menu. A yellow circle with the number '2' is placed over this dropdown. Below the dropdown, there's a 'Download CSV Templates' link. Underneath that, there's a 'CSV invoice file path: \*' field with a 'Browse...' button. At the bottom of the form, there's a blue 'Import CSV Invoice' button.

# Invoice from a Service Sheet

## Locate Approved Service Sheet

Ariba Network

Text Mode Company Settings

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

Invoices Order Confirmations Ship Notices **Service Sheets** Drafts

Service Sheets

Search Filters

Service Sheets (2)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	<a href="#">ServiceSheet123</a>	Ariba Ready Test	<a href="#">ServicePOExample</a>	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input checked="" type="checkbox"/>	<a href="#">12345</a>	Ariba Ready Test	<a href="#">4700372768</a>	28 Feb 2017	\$128.50 USD	Sent	Sent

Create Invoice Edit

1. Click **Outbox** and select **Service Sheets** Tab.
2. Select the checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

**Note:** You will ONLY be able to create an invoice against an Approved Service Sheet.

# Invoice from a Service Sheet

## Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

- 1. Complete** all fields marked with required with an asterisk (\*). Enter your Invoice Number. Invoice date will automatically populate.

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: ServicePO1	Subtotal: \$0.00 USD
<b>1</b> Invoice #: <input type="text" value="ServiceInvoice1"/>	Total Tax: \$0.00 USD
Invoice Date: ⓘ 11 Apr 2017	Total Gross Amount: \$0.00 USD
Supplier Tax ID: <input type="text"/>	Total Net Amount: \$0.00 USD
	<b>Amount Due: \$0.00 USD</b>

Remit To: **SMO Supplier 1**

Cleveland, OH  
United States

Bill To: **SMO Buyer**

Pittsburgh, PA  
United States

Tax

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

**Note:** **Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

# Invoice from a Service Sheet

## Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

**Note:** Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (\*), and enter information as required.

**Shipping**

Header level shipping ⓘ   
  Line level shipping ⓘ

Ship From: **SMO Supplier 1**  
 Cleveland, OH  
 United States

Ship To: **SMO Buyer**  
 Pittsburgh, PA  
 United States    [View/Edit Addresses](#)

Deliver To:

---

**Payment Term**

Discount or Penalty Term(days): ⓘ    
 Percentage(%):\*    
 [Add Discount/Penalty Term](#)

---

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:    
 Service Start Date:  ⓘ

Customer Reference:    
 Service End Date:  ⓘ

Supplier Reference:

Payment Note:

Supplier: **SMO Supplier 1**  
 Cleveland, OH  
 United States

Customer: **SMO Buyer**  
 Pittsburgh, PA  
 United States    [View/Edit Addresses](#)

Email:

Bill From: **SMO Supplier 1**  
 Cleveland, OH  
 United States    [View/Edit Addresses](#)

**Field Contractor**

Name:

Email:

Phone:

**Field Engineer**

Name:

Email:

Phone:

**Approver**

Name:\*

Email:\*

Phone:

# Invoice from a Service Sheet

## Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

- 1. Add** line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
- 2. Update** each line item as needed until all items are complete.
- 3. Click Next** to proceed to review screen.
- 4. From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.

The screenshot shows the 'Line Items' screen in SAP. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown and a 'Discount' checkbox. A table lists the line items:

No.	Include	Type	Part.#	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	TESTINGSERVICECHG					
100010	<input checked="" type="checkbox"/>	SERVICE	000000000003015848	MAT CONSTR MATERIAL IT005 KG		1,000	KGM	\$2.57 USD	\$2,570.00 USD

Below the table is the 'Pricing Details' section with 'Price Unit: KGM' and 'Unit Conversion: 1'. There are several input fields for 'classificationCode', 'accountingCode', 'purchaseDescription', 'transactionCategoryOrType', and 'unitsShippedUOM'. A 'Line Item Actions' dropdown menu is open, showing options like 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Comments', and 'Attachment'. The 'Next' button is highlighted with a yellow circle.

The screenshot shows the 'Review Screen' in SAP. It displays a summary of invoice amounts:

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

Below the summary are four buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a yellow circle.

# 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.
  - **NOTE:** Suppliers are **REQUIRED** to provide a reason for every Credit Memo
5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**

The screenshot shows the Ariba work interface. At the top, the 'INBOX' tab is selected. Below the navigation bar, there is a table of 'Orders and Releases (1)'. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row shows an 'Order' with 'ServicePO1' as the Order Number, 'SMO Buyer' as the Customer, and '\$20,000.00 USD' as the Amount. The 'Actions' column for this row has a dropdown menu with options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. The 'Credit Memo' option is highlighted with a yellow circle and the number 3.

Below the table, there are three detailed views of the 'Create Credit Memo' process:

1. **Create Credit Memo (Header Information):** This form has fields for 'Invoice #', 'Invoice Date' (11 Apr 2017), 'Original PO #' (ServicePO1), 'Customer Reference', and 'Supplier Reference'. A note states: 'Information Only. No action is required from the customer. \* Indicates required field'. A yellow circle with the number 4 is placed over the 'Invoice #' field.
2. **Adjustment:** This form has sections for 'Adjustment in Subtotal' (with a field for 'Adjustment in Subtotal' and a note '(Amount must be negative)'), 'Adjustment in Tax' (with a table for 'Tax Category', 'Tax Rate', 'Taxable Amt', 'Tax Location', and 'Description'), 'Adjustment in Special Handling', and 'Adjustment in Shipping'. A yellow circle with the number 4 is placed over the 'Adjustment in Subtotal' field.
3. **Attachments:** This section has a note 'The total size of all attachments cannot exceed 10MB' and a 'Browse' button. A yellow circle with the number 5 is placed over the 'Browse' button.
4. **Summary Box:** This box shows a summary of the credit memo: 'Subtotal: \$-5.00 USD', 'Total Tax: \$0.00 USD', 'Total Gross Amount: \$-5.00 USD', 'Total Net Amount: \$-5.00 USD', and 'Amount Due: \$-5.00 USD'. A yellow circle with the number 6 is placed over the 'Subtotal' field. Below the summary box are 'Previous', 'Submit', and 'Exit' buttons. A yellow circle with the number 7 is placed over the 'Submit' button.

# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

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

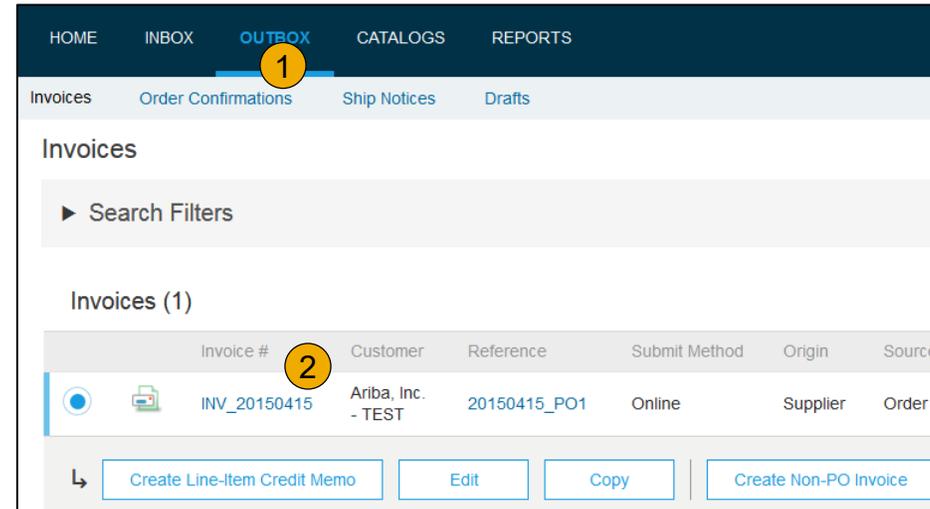
Subtotal: **-\$32.64 USD**  
Total Tax: **-\$2.28 USD**  
Total Shipping: **-\$12.00 USD**  
Total Gross Amount: **-\$46.92 USD**  
Total Net Amount: **-\$46.92 USD**  
Amount Due: **-\$46.92 USD**

Previous Submit Exit

# Copy an Existing Invoice

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

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



# Search for Invoice

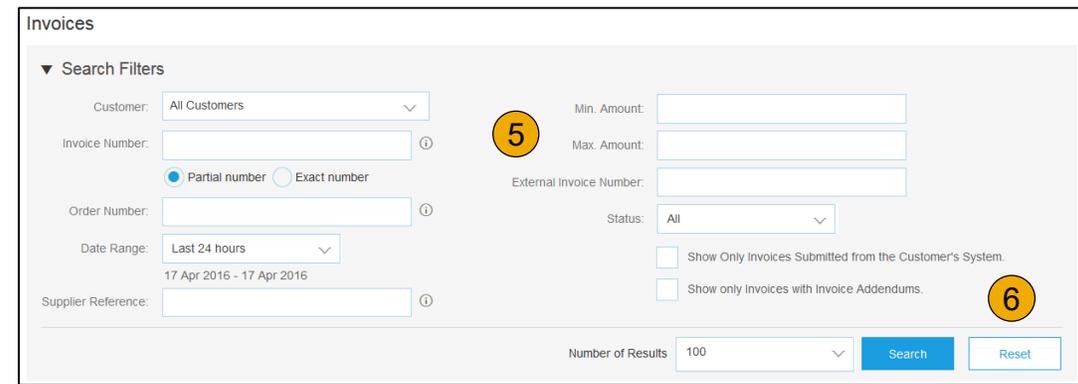
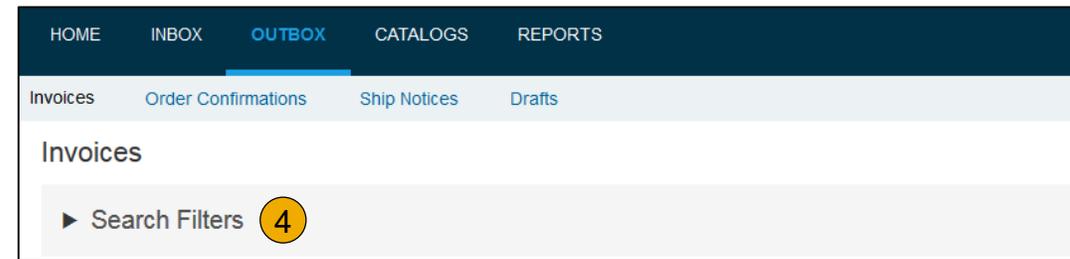
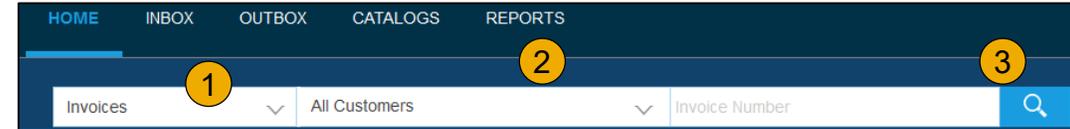
## (Quick & Refined)

### Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select Walgreens Boots Alliance** 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 Walgreens Boots Alliance via the Ariba Network.

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

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Walgreens Boots Alliance's action on the Invoice.

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

# Review Invoice History

## Check Status Comments

Access any invoice:

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

Invoice: INV\_20150415

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

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV\_20150415 Done

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

Detail Scheduled Payments History

Invoice: INV\_20150415 To: Ariba, Inc. - TEST  
Invoice Status: Sent Routing Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

History 2

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

4

# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

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

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?

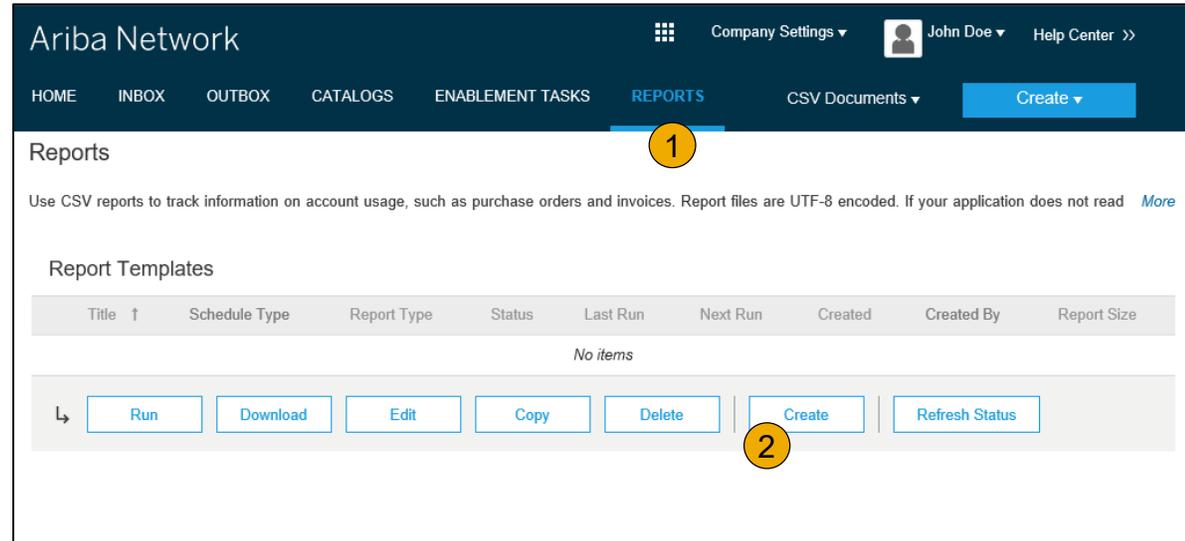
Yes No

# 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

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

Next Exit

Report

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](#).

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

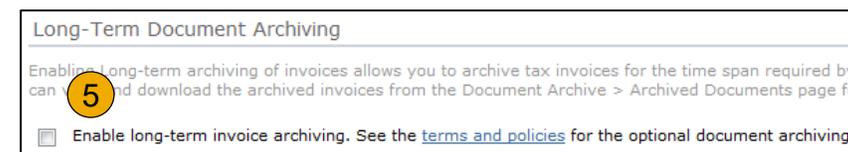
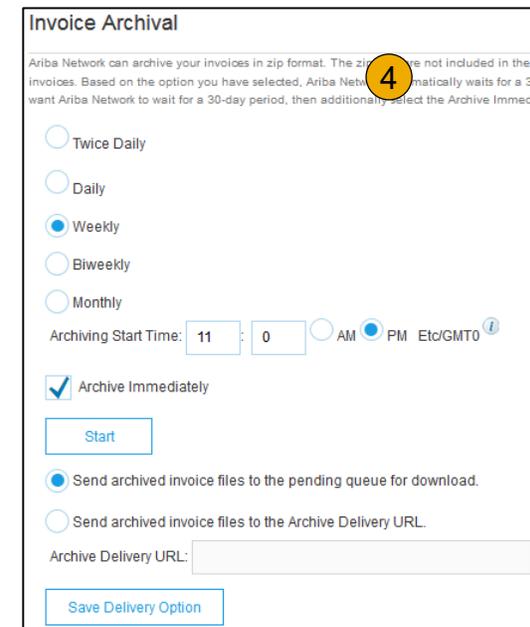
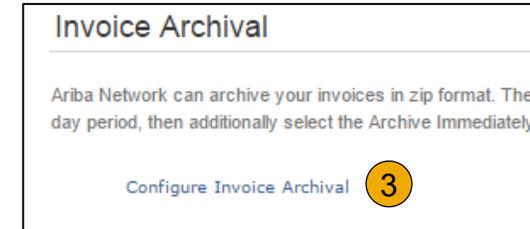
6

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:

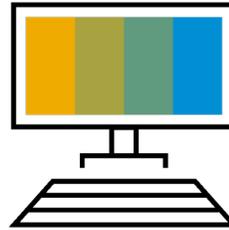
1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), 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 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

### Walgreens Boots Alliance Enablement Business Process Support

- Email Walgreens Boots Alliance Enablement Team at [SupplierEnablement@Walgreens.com](mailto:SupplierEnablement@Walgreens.com)
  - Business-Related Questions

### Walgreens Boots Alliance 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

## Walgreens Boots Alliance 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 'Account Settings' page in SAP. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is active, showing 'Current Relationships' and 'Potential Relationships' tabs. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. The 'Pending' section shows a table with one entry: 'Customer'. Below the table are 'Approve' and 'Reject' buttons. The 'Current' section shows a table with two entries: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' entry has a checkbox, a yellow circle with the number '2' next to the name, and a yellow circle with the number '3' next to the 'Supplier Information Portal' link. Below the table are 'Approve' and 'Reject' buttons. On the right side, the 'Company Settings' menu is visible, with 'Customer Relationships' highlighted and a yellow circle with the number '1' next to it.

Customer
Customer

Customer
<input type="checkbox"/> Ariba Inc. 2 3 Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

# 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](#)
- [ADAPT Training](#)

## 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

# Walgreens Support and Resources

Accounts Payable Inquiries:

<http://vendor.walgreens.com>

[AP-Helpdesk@walgreens.com](mailto:AP-Helpdesk@walgreens.com)

ePro cutover & Ariba enablement questions for WBA:

[SupplierEnablement@walgreens.com](mailto:SupplierEnablement@walgreens.com)

Procurement, No PO No Pay & purchasing policy inquiries:

[Procurementdesk@walgreens.com](mailto:Procurementdesk@walgreens.com)

# 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.**