Ariba Network

Invoice Guide

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Introduction

Procure-to-Pay Process

This document contains the requirements and training for your organization to create and submit invoices on-line to Atmus via the Ariba Network.

Atmus requires suppliers enabled on Ariba Network to submit electronic invoices through Ariba Network.

Note: Suppliers uploading CSV Invoices or utilizing cXML or EDI technologies should refer to the specification documents available on the Atmus Supplier Information Portal.

Invoice Practices

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Atmus project specifics:

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 Invoices**
  Invoices that require service line item details
- **Contract Invoices**
  Apply against contracts
- **Credit Invoices**
  Item level credits; price/quantity adjustments

NOT SUPPORTED

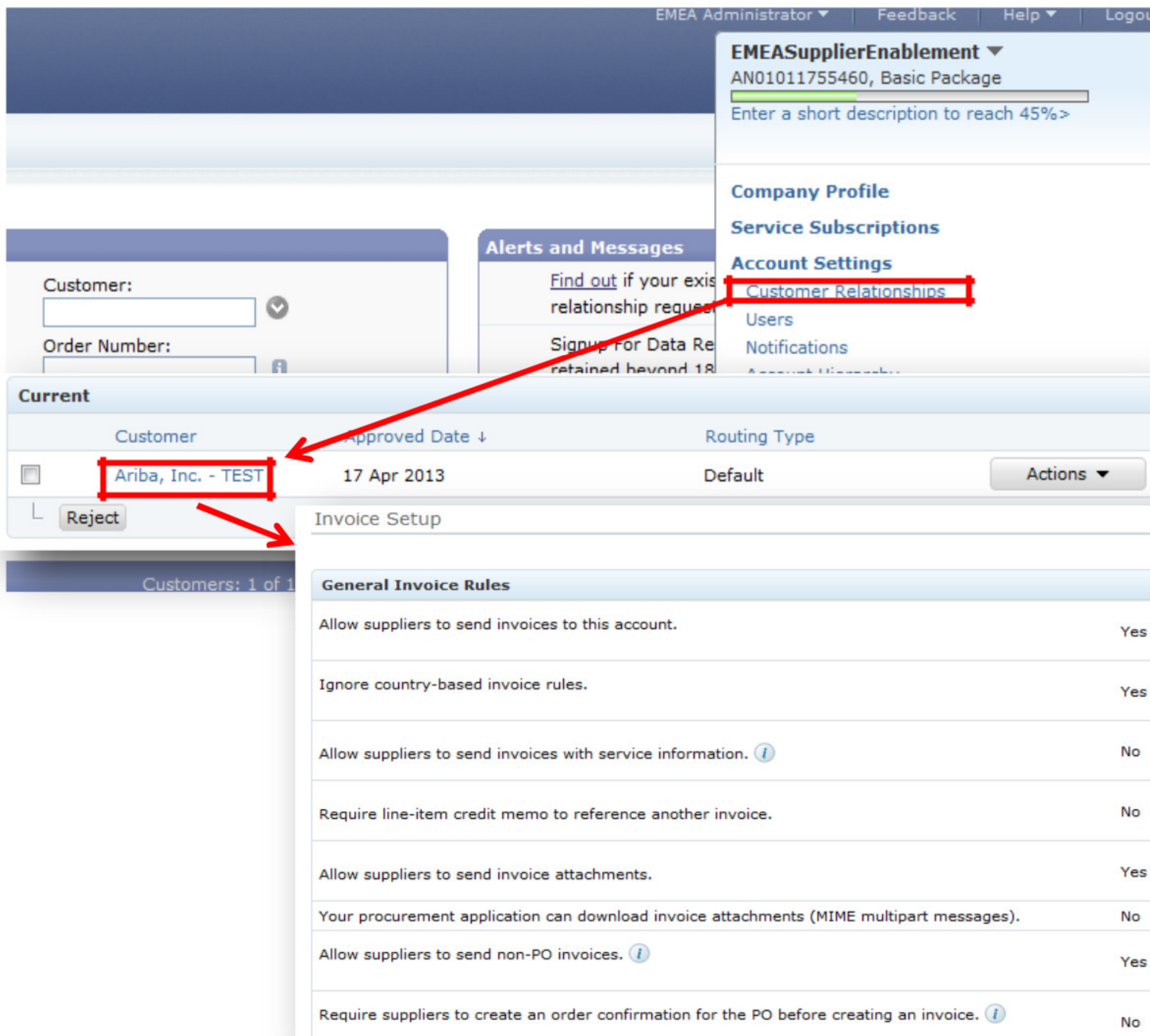
- **Summary or Consolidated Invoices**
  Apply against multiple purchase orders; not accepted by Atmus
- **Header Level Credit Memos**
  The Header Level Credit Memo feature is not supported by Atmus
- **Non-PO Invoices**
  Apply against a PO not received through the Ariba Network. These invoices are not accepted by Atmus

Before You Begin Invoicing

Customer Invoice Rules

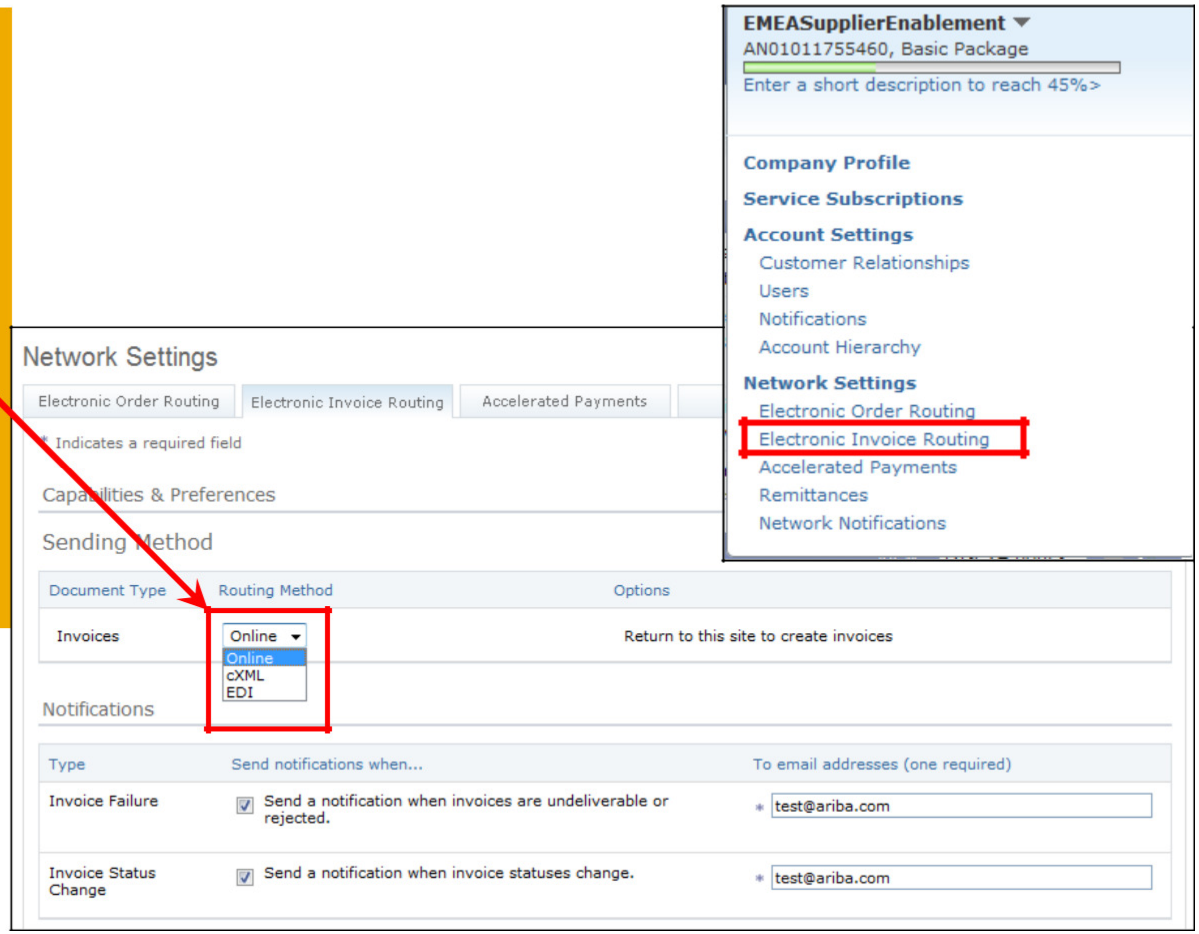
These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account.
2. Click on the **Administration Navigator** on the top right hand corner and then on **Customer Relationships** under Account Settings.
3. A list of your Customers is displayed. **Click the name of your customer** (Atmus) to view their invoice rules.
4. Scroll down to the Invoice setup section and view the invoice rules.
5. If Atmus 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.



Electronic Invoice Routing and notifications

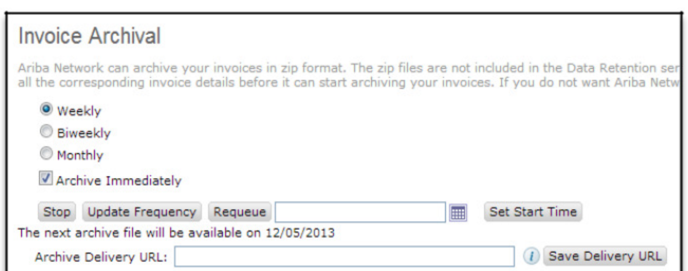
1. Click on **Electronic Invoice Routing at Administration Navigator**.
2. Choose one of the following Invoice routing methods
   - Online
   - cXML
   - EDI
3. Configure **Notifications** to emails (the same way as in Order Routing).



Account configuration and Invoice Archival

In the **Electronic Invoice Routing** section, set **Invoice Archival** to export invoices to your system for legal compliance:

1. Select frequency (**Weekly, Biweekly or Monthly),** choose **Archive Immediately** to archive without waiting 30 days, and click Start.
2. If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).



<Buyer project specific tasks>

- **VAT ID / TAX ID** – select your company name 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 your company name 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 your company name 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**

Creating Invoices

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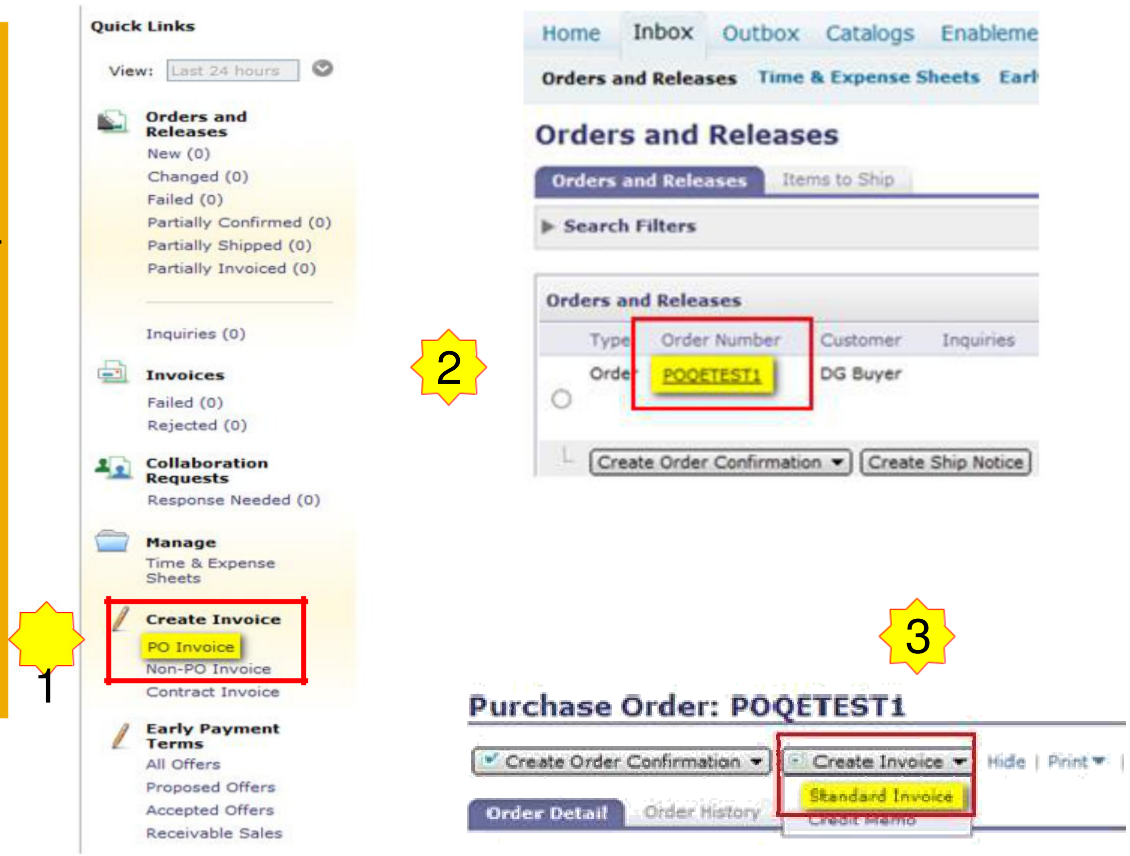
PO Flip Invoice

To create a PO-Flip Invoice

1. Select the PO Invoice link under the Create Invoice section in the navigation menu on the left.
2. For PO Invoice select a PO number.

3. Click on the Create Invoice button and then choose Standard Invoice



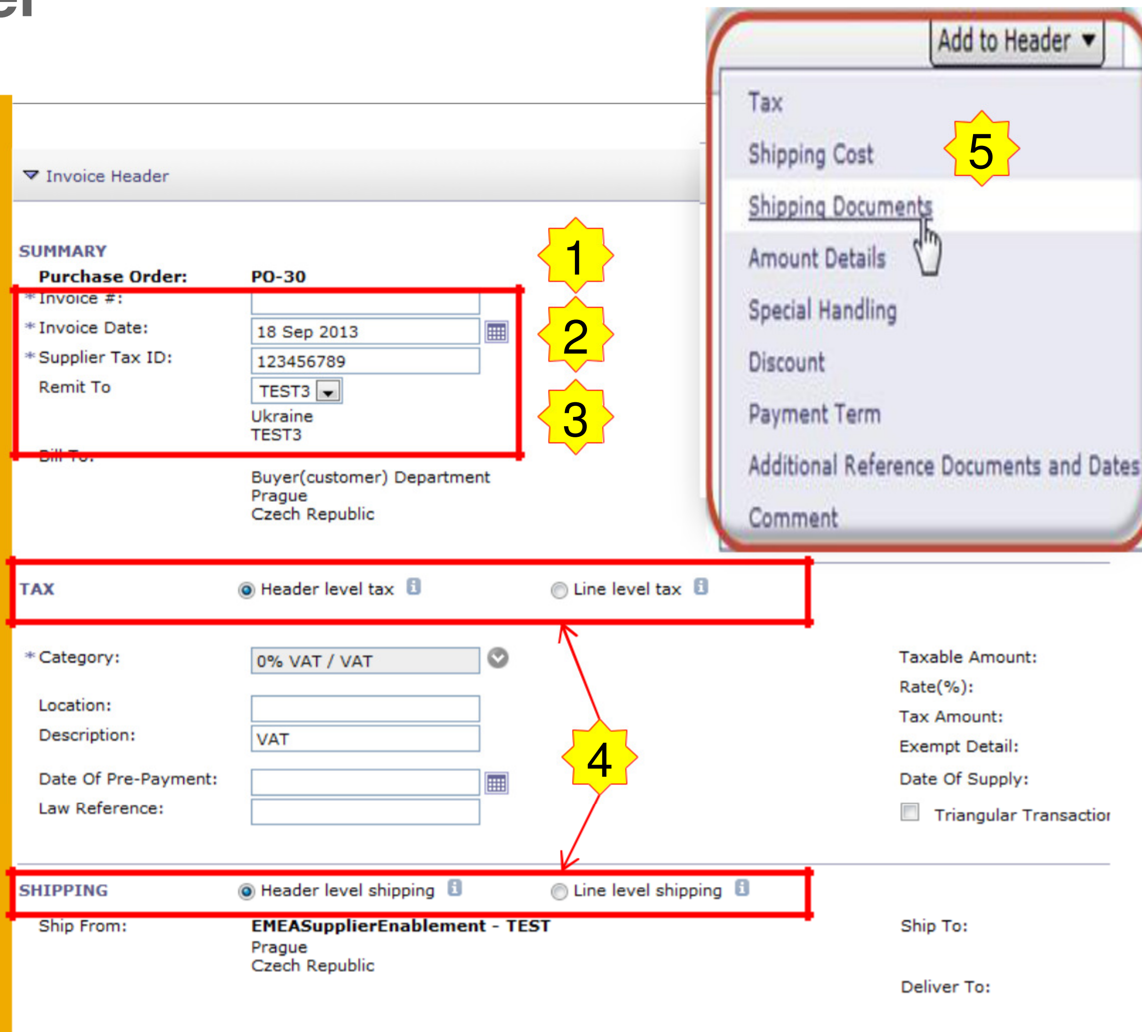
PO Flip Invoice - Header

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

Note: Support of Addt'l Reference Documents & Dates is applicable for CSC customers only

**Attachment file size should not exceed 40MB.

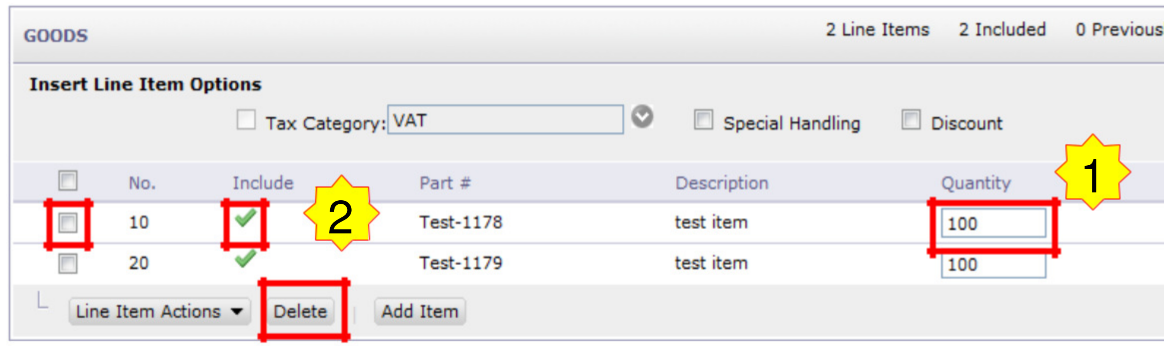


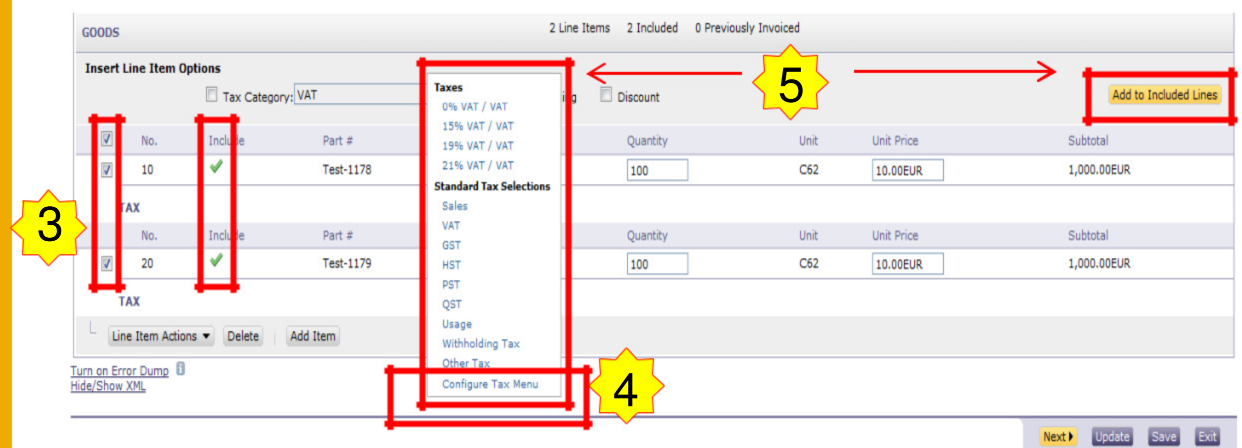
*Buyers can allow suppliers to create future dates on invoices submitted

PO Flip Invoice – 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 line item should not be invoiced, click on the line item's **Green check mark** to exclude it from the invoice <u>OR</u> click the check box on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that 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. (see Slide 14 for additional details)**

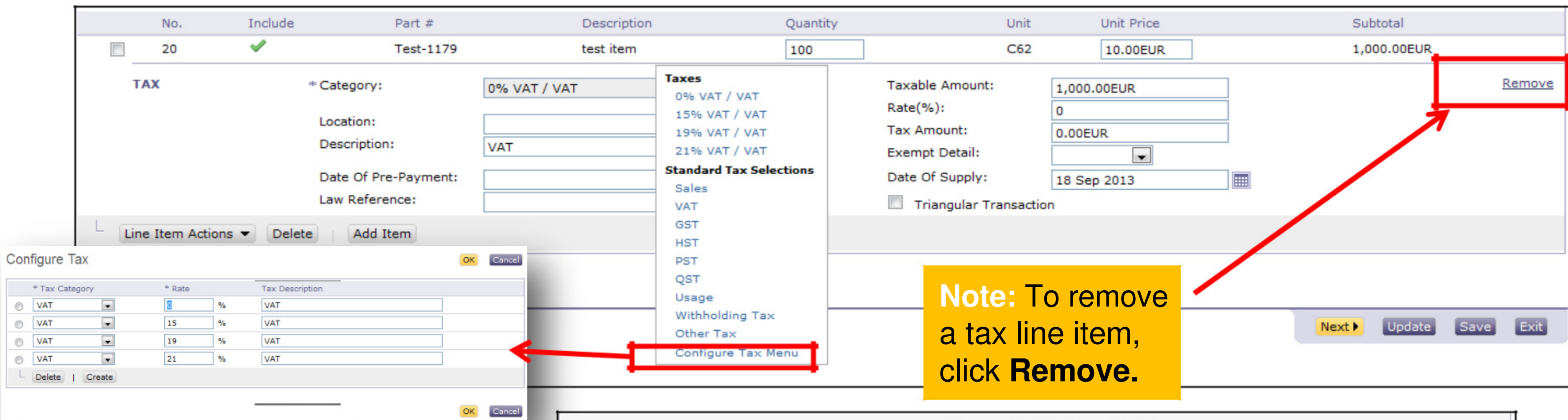




PO Flip Invoice – Additional Tax Options & Line Item Shipping

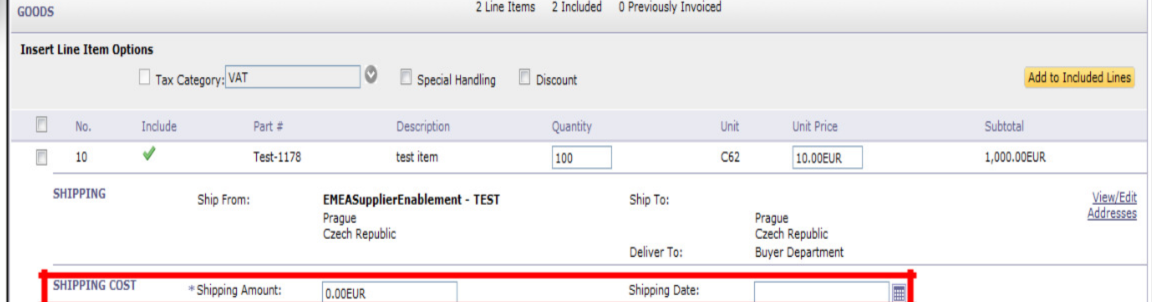
To configure additional tax options click **Configure Tax Menu** under the **Tax Category** drop down. Create new tax categories and as needed.

1. To apply different tax rates to each line item select the Line Item.
2. Click **Line Item Actions** > **Add** > **Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Within each line item, select **Category**, then either populate the **Rate(%)** or **Tax Amount**. Click **Update.**



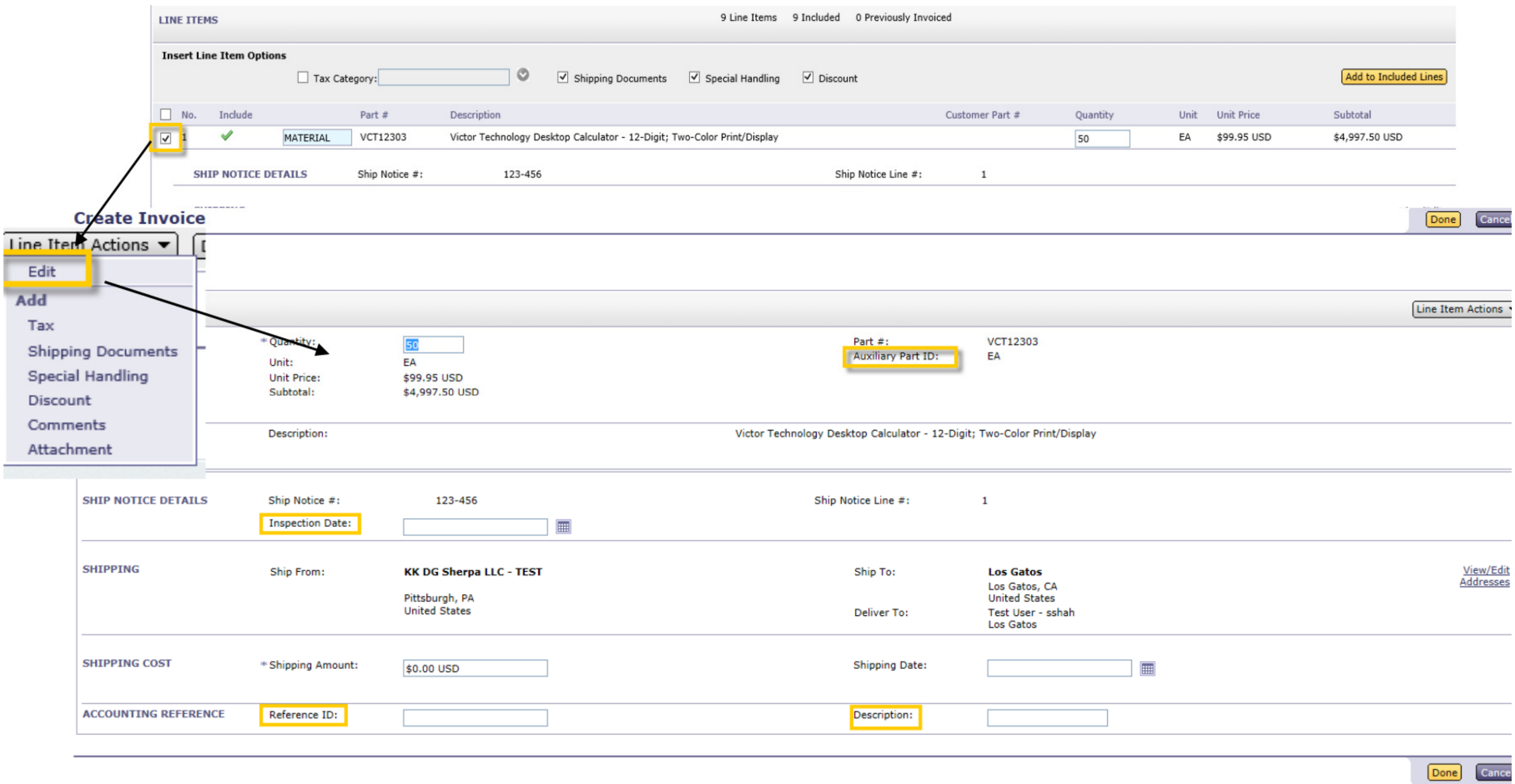
Note: To remove a tax line item, click **Remove.**

4. Shipping: If **line level shipping** has been selected at the line level, enter shipping cost to the applicable line items.



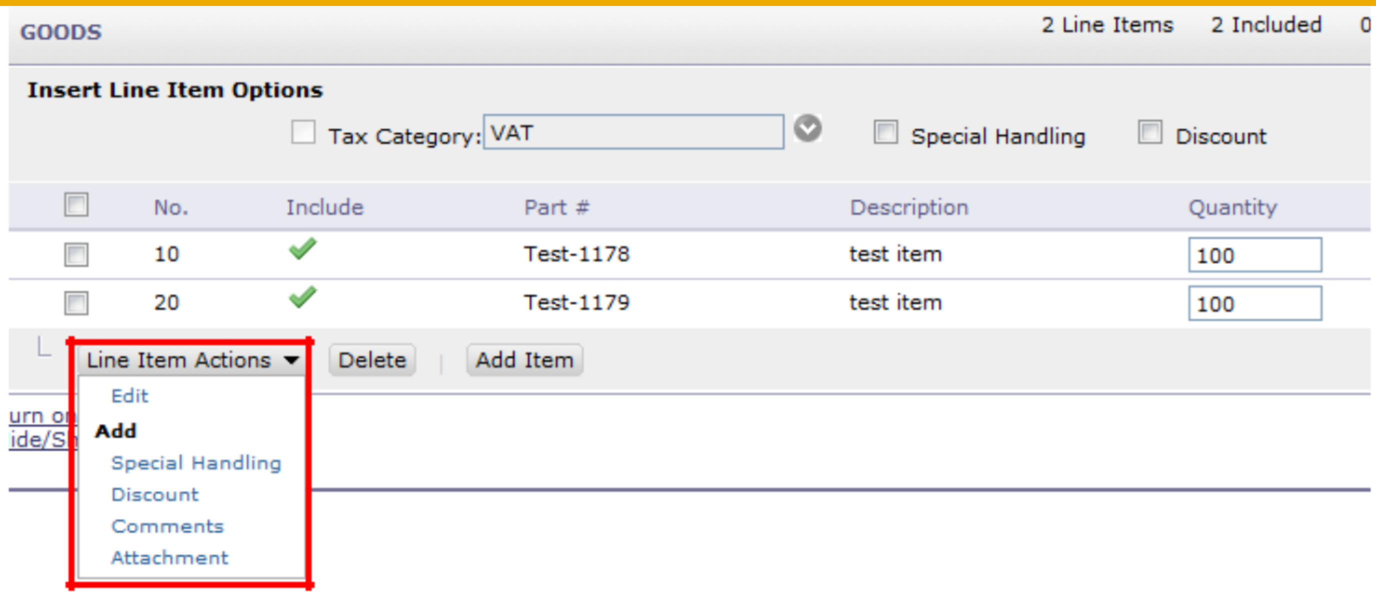
PO Flip Invoice – Detail Line Items

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



PO Flip Invoice – Line Item Comments

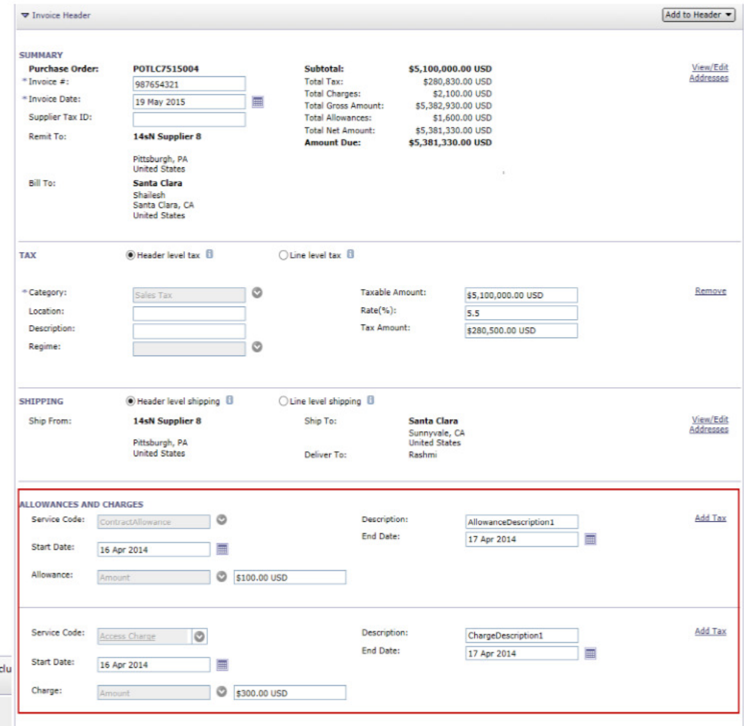
7. To add comments at the line items select Line Items, then click at **Line Item Actions >Add > Comments.**
8. Upon refresh, the **Comments** field will display. Enter applicable **Comments** in this field.
9. Click **Next.**

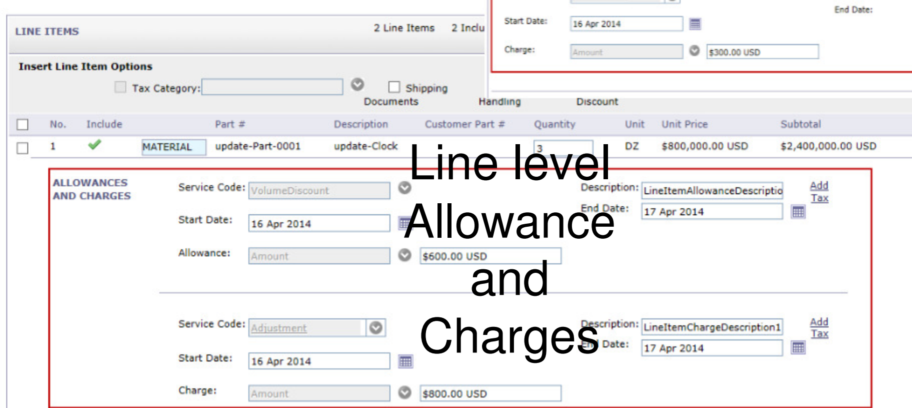


PO Flip Invoice – With Allowances and Charges

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

Header Allowance and Charges



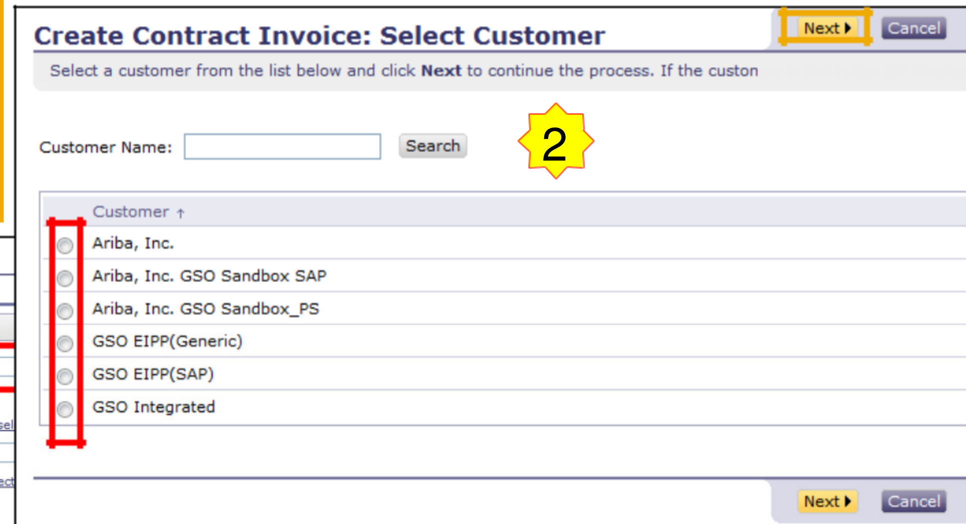


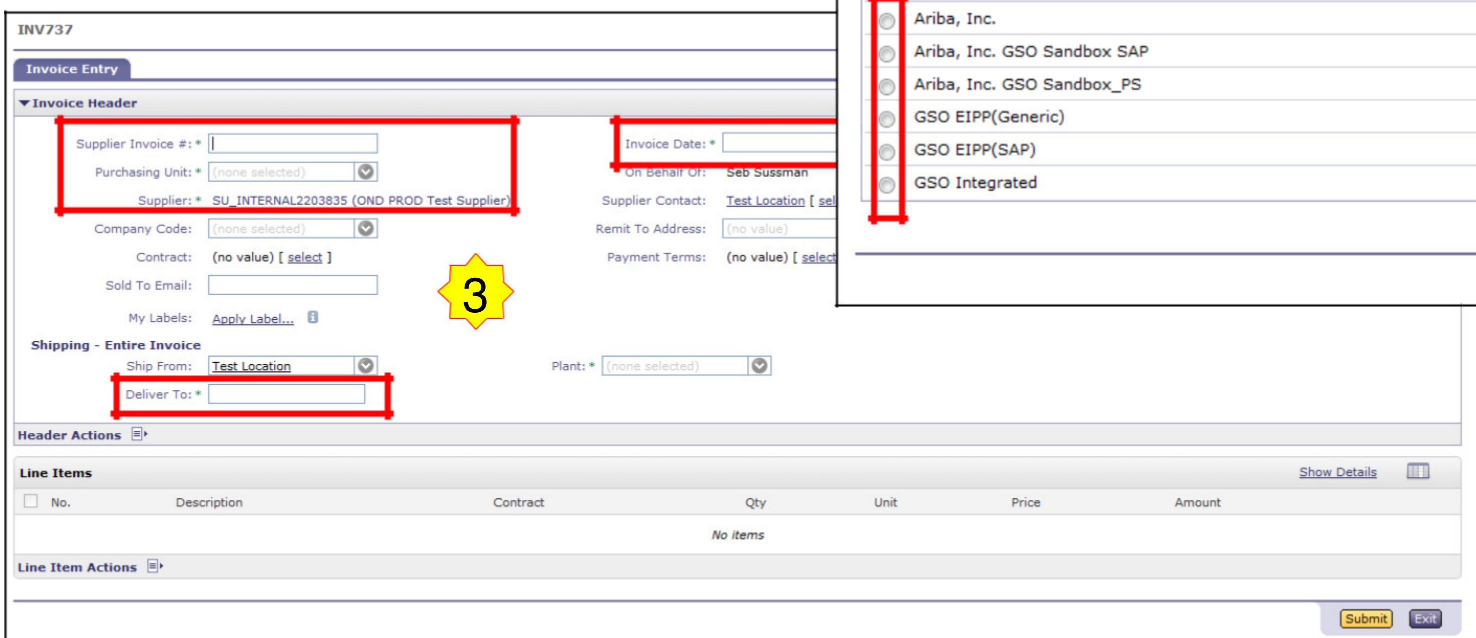
Line level Allowance and Charges

Contract Invoice

To create a Contract Invoice:

1. Select **Contract Invoice** under **Create** on the navigation menu. (not depicted in this slide)
2. Select Atmus in the customer list.
3. Complete invoice entry with all fields marked with asterisk (*).



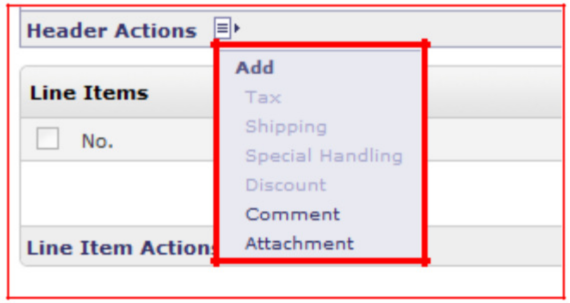


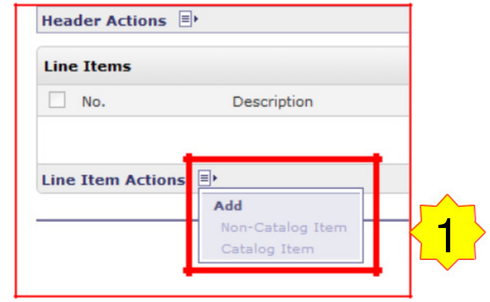
Contract Invoice

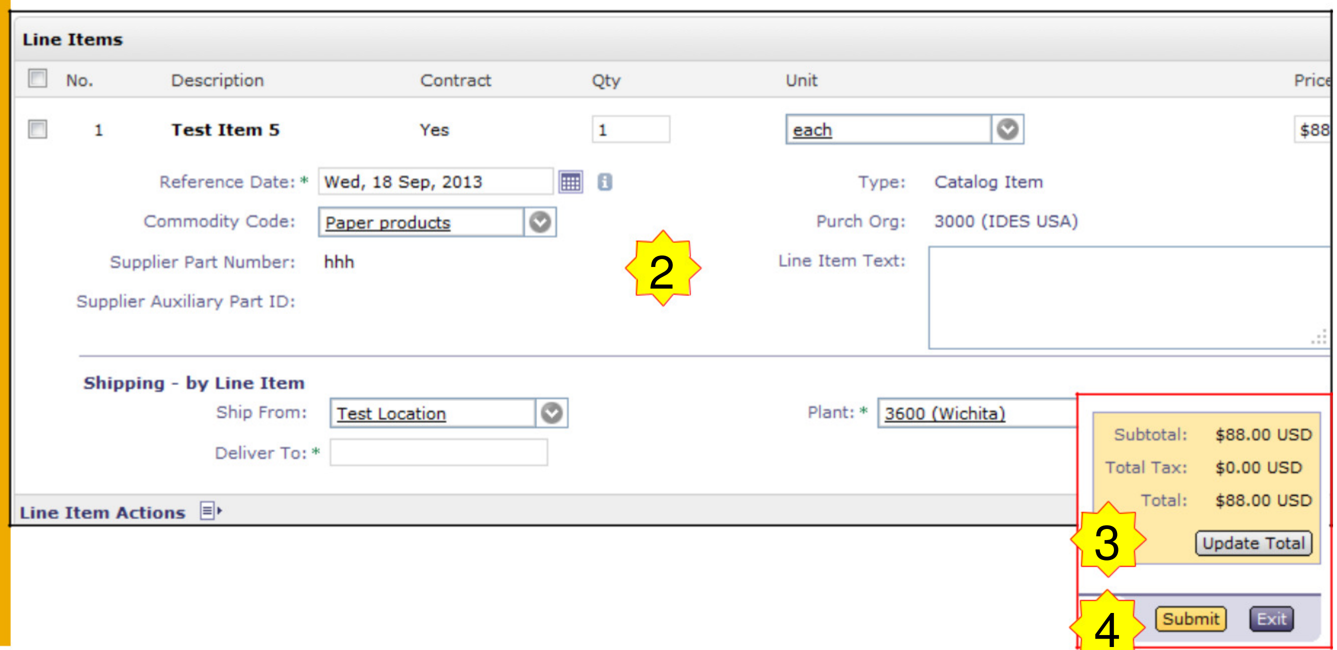
There is an option to add **Tax, Shipping, Special Handling, Discount, Comments and Attachments** to Contract Invoices.

To add Line items to the Invoice:

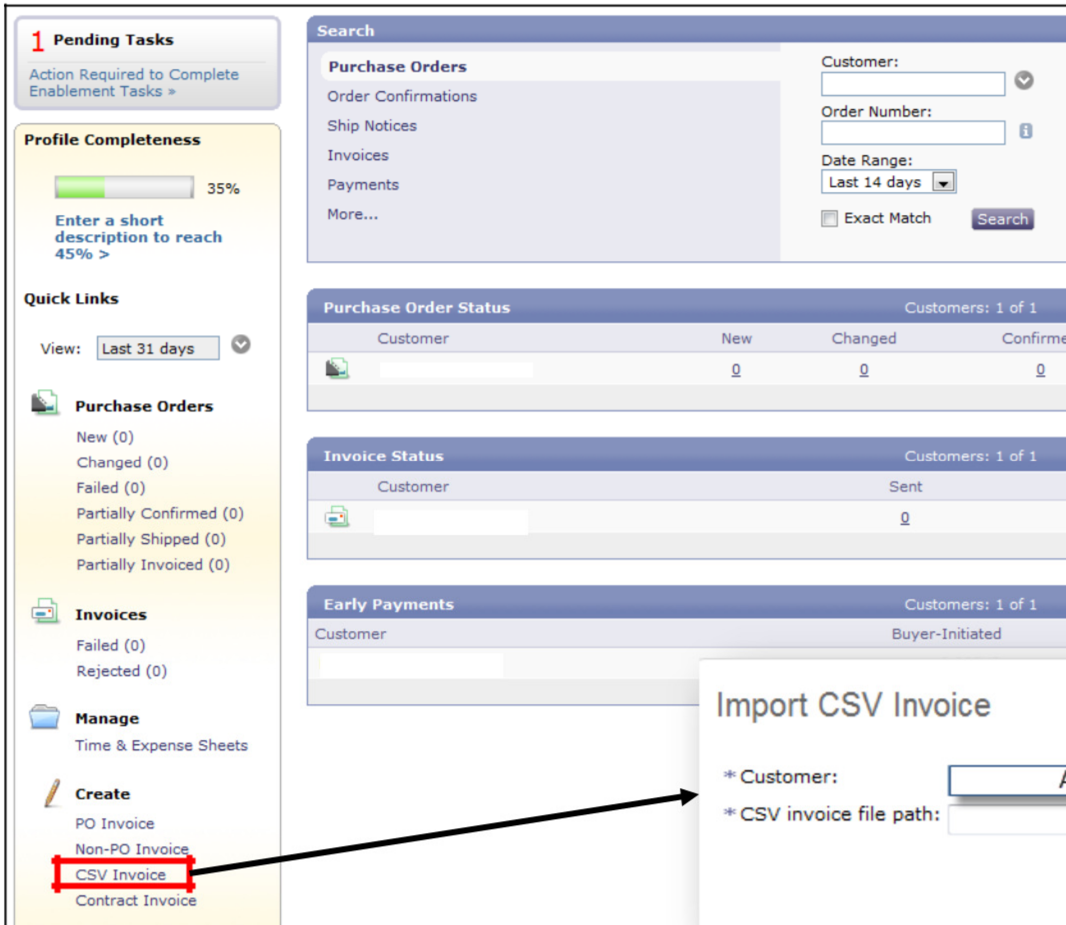
1. Choose from Non-catalog or Catalog options.
2. Enter required fields marked with an asterisk (*).
3. Update Total.
4. Click on **Submit** button to submit the invoice.







CSV Invoices Upload

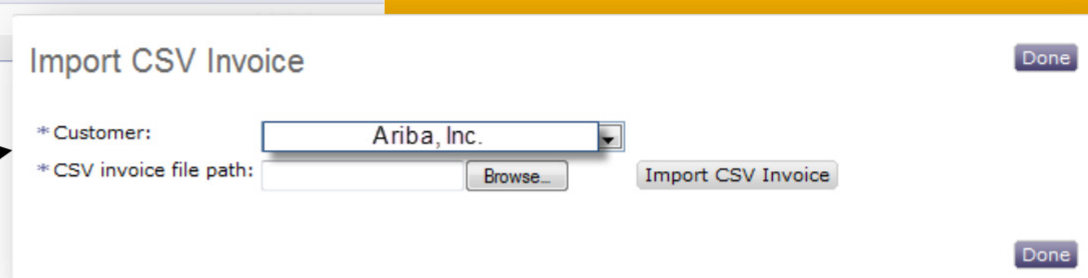


To access a customer's CSV file template, go to **Administration** > **Customer Relationships** > Click the customer name > **Download CSV Invoice Template**.

Populate the template and upload it from **Create**> **CSV Invoice** > **Browse** > **Import.**

The CSV file is processed by Ariba Network and forwarded to the customer in the form of cXML message.

For more information, please read the **CSV Upload Guide** available from the Supplier Information Portal.



Copy this Invoice Feature

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“Copy This Invoice”

Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

Common uses for this feature include:

- Submitting invoices for a balance due
- Submitting corrected invoices in cases where the first attempt was rejected

Enabling This Feature

This is an out-of-the-box feature available to all customers. It requires no action to configure it.

Limitations

You cannot copy the following:

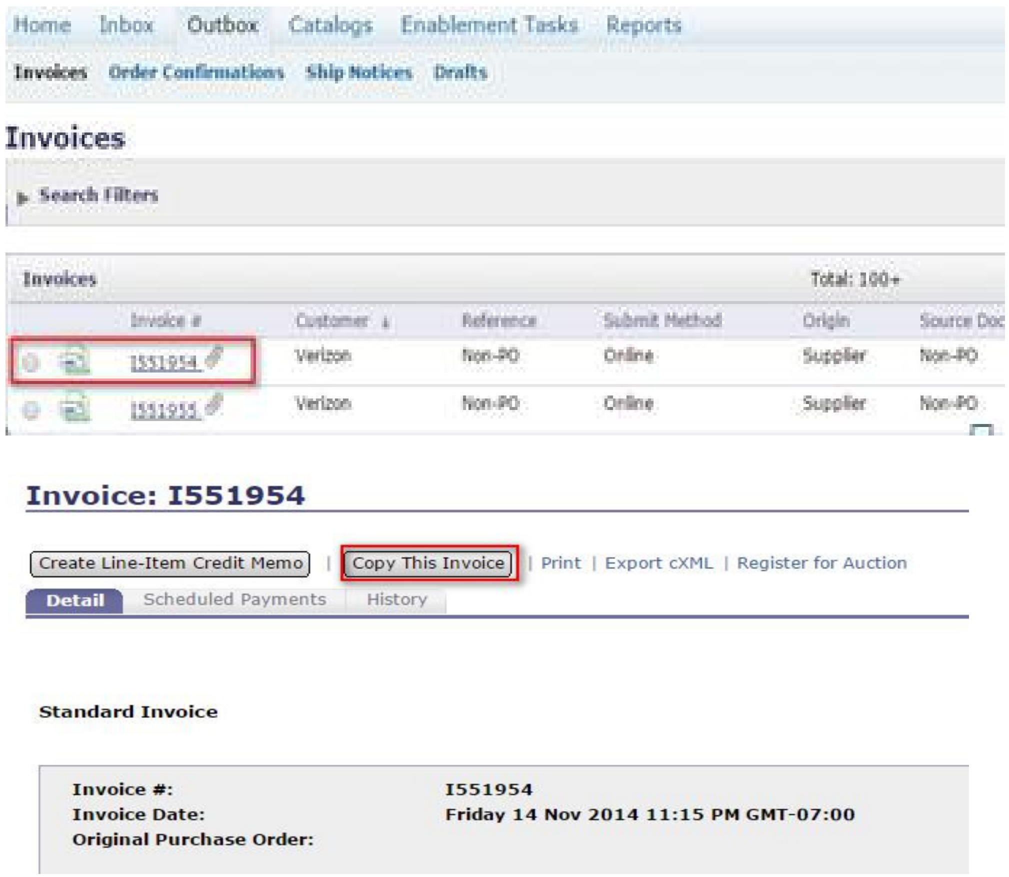
- Summary invoices (invoices that refer to multiple purchase orders)
- Credit memos and line-level credit memos
- Self-signed invoices (invoices that are digitally signed by the supplier)
- Invoices with 1000 or more invoice lines

How to Copy this Invoice

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

1) On Ariba Network, go to the Outbox.
2) Either
• Select the radio button for the invoice you want to copy, and click **Copy**.
<u>OR</u>
• Open the invoice you want to copy, and on the Detail tab, click **Copy This Invoice**

3) Enter an invoice number.
4) For VAT lines, make sure the date of supply at the line level is correct.
5) Edit the other fields as necessary.
6) Click **Next**, review the invoice, and save or submit it.



Modifying Invoices

PO Flip Invoice – Review, Save, Submit

Review your invoice for accuracy from the Review page . Scroll down the page to view all line item details and invoice totals.

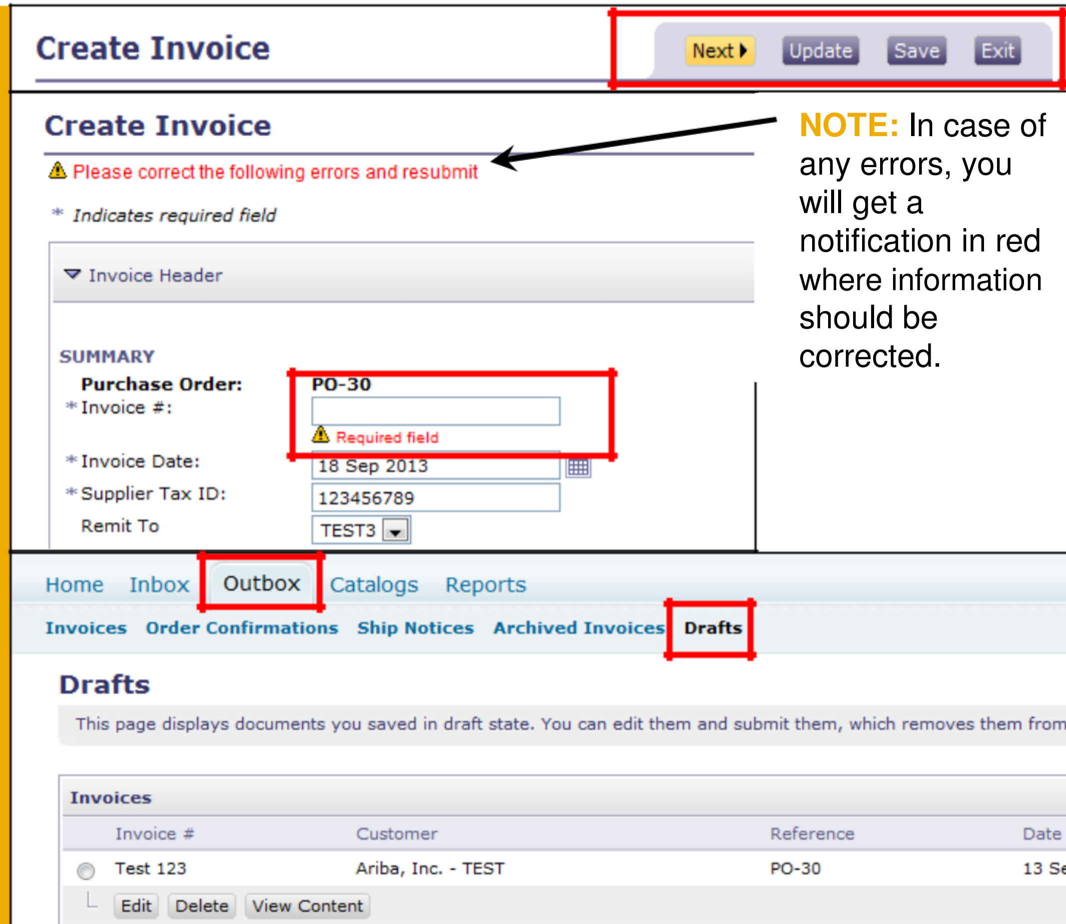
If no changes are needed, click **Submit** to send the invoice to Atmus.

If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.

You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.

Note: You can keep draft invoices for up to 7 days.



NOTE: In case of any errors, you will get a notification in red where information should be corrected.

Cancel, Edit and Resubmit Invoices

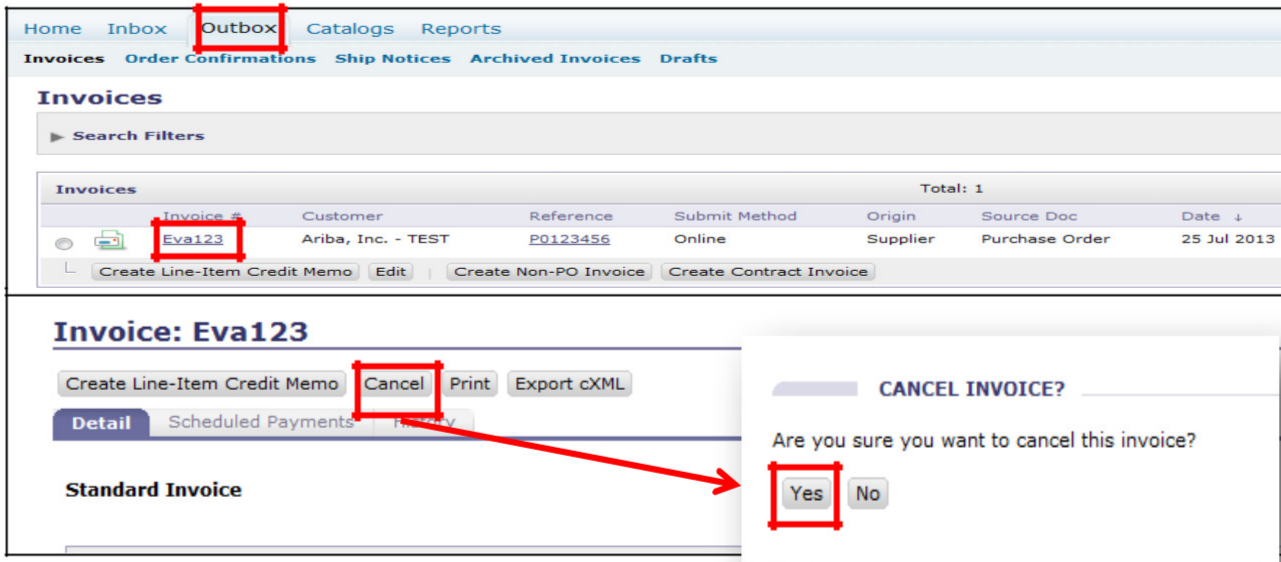
Click the **Outbox tab.**

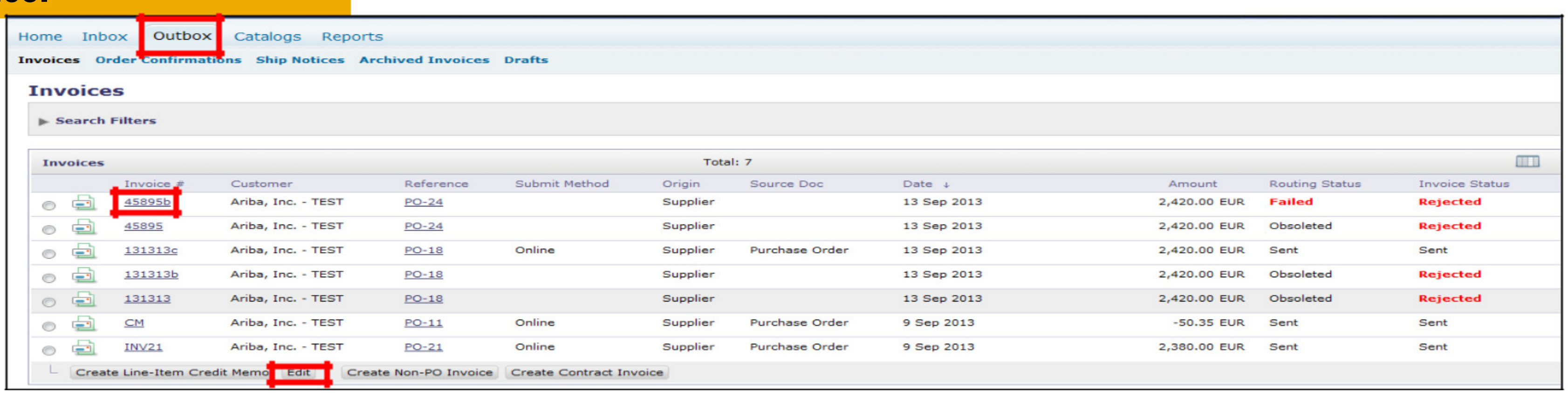
In the **Invoice #** column, click a link to view details of the invoice.

1. Click **Cancel.** The status of the invoice changes to "**Canceled.**"

2. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit.**

Click **Submit** on the Review page to send the invoice**.**





Document Status, Searches and Reports

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Check Invoice 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**.

ROUTING STATUS

Reflects the status of the transmission of the invoice to Atmus via the Ariba Network.

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

INVOICE STATUS

Reflects the status of Atmus' action on the Invoice.

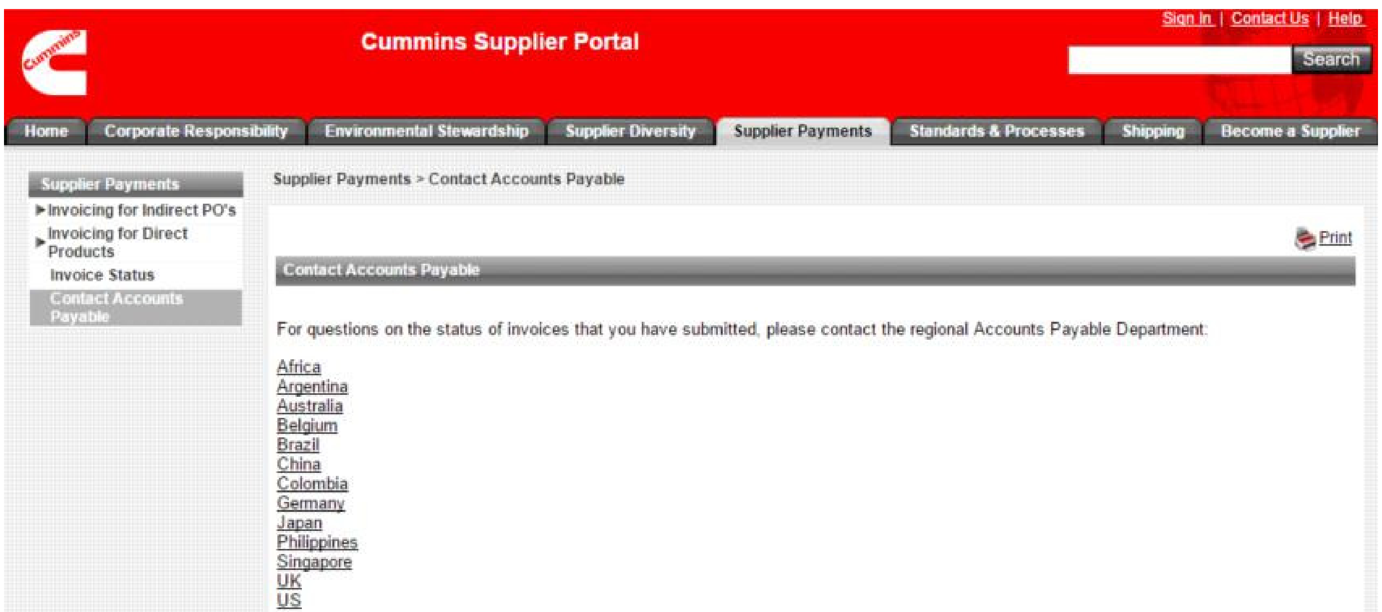
- **Sent** – The invoice is sent to Atmus but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Atmus approved the invoice cancellation
- **Paid** – Atmus paid the invoice or is in the process of issuing payment. This status applies only if Atmus uses invoices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

Check Payment status of an Invoice

To check the status of an invoice, please contact Atmus Accounts Payable.

Contact information for each regional Accounts Payable Department can be found on the Atmus Supplier Portal.

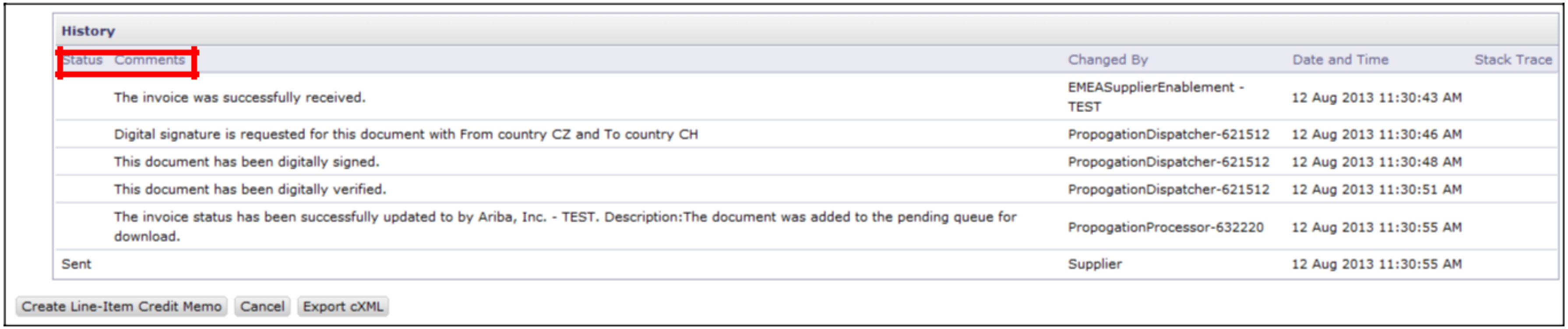
Click the Supplier Payments tab, then select Contact Accounts Payable under Key Links.



Check Invoice History

Access any invoice.

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


History

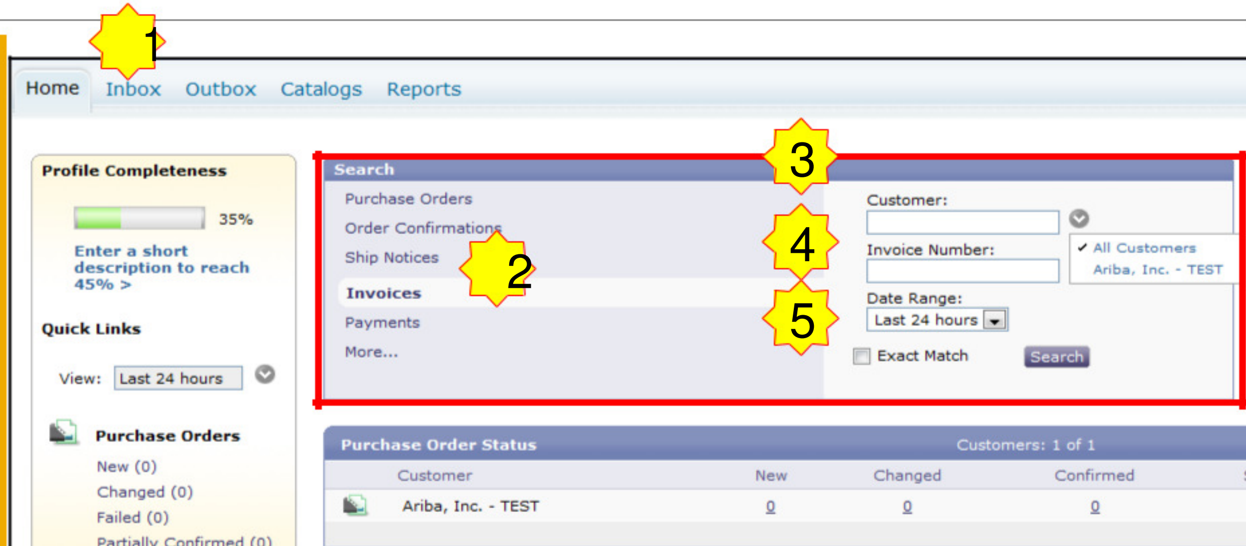
Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	EMEASupplierEnablement - TEST	12 Aug 2013 11:30:43 AM	
	Digital signature is requested for this document with From country CZ and To country CH	PropogationDispatcher-621512	12 Aug 2013 11:30:46 AM	
	This document has been digitally signed.	PropogationDispatcher-621512	12 Aug 2013 11:30:48 AM	
	This document has been digitally verified.	PropogationDispatcher-621512	12 Aug 2013 11:30:51 AM	
	The invoice status has been successfully updated to by Ariba, Inc. - TEST. Description:The document was added to the pending queue for download.	PropogationProcessor-632220	12 Aug 2013 11:30:55 AM	
Sent		Supplier	12 Aug 2013 11:30:55 AM	

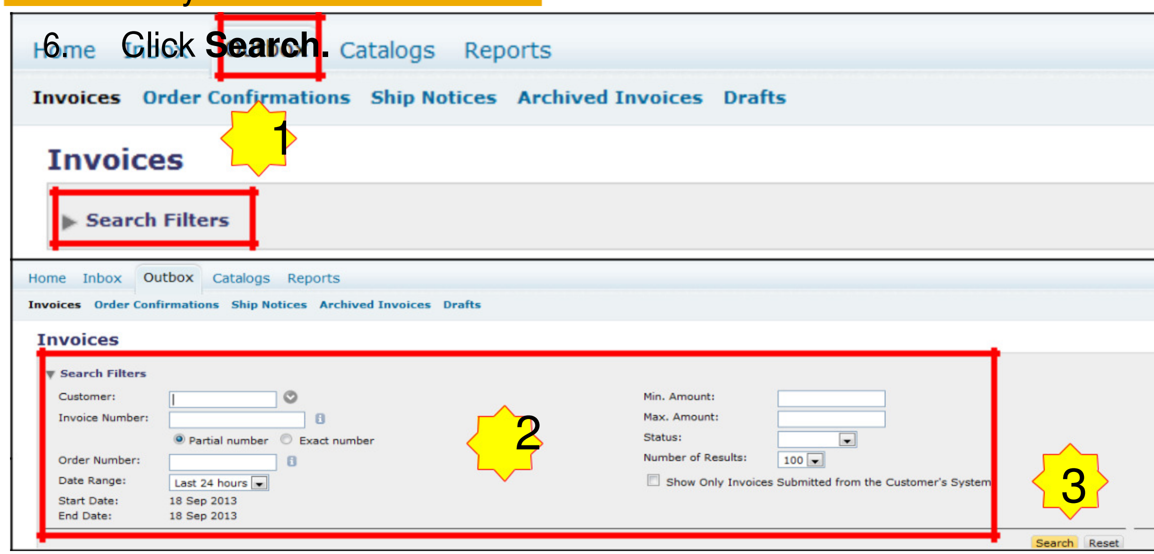
Create Line-Item Credit Memo | Cancel | Export cXML

Search for invoice - Quick Search and Refined Search

QUICK SEARCH

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





REFINED SEARCH

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

Click the arrow to expand

1. **Search Filters** from **Outbox** (Invoices).
2. Enter the criteria to build the desired search filter.
3. Click **Search.**

Search for invoice - Reports

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.

Note: Reports can be created by Administrator or User with appropriate permissions.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**. Fill in required Information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
3. Click **Next**.

Note: Select (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

After specifying **Customer** and **Created Date** in Criteria click **Submit**.

You can view and download the report in CSV format when its status is **Processed**.

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