

# Ariba Network Invoice Guide



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# Introduction

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## 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.



# Atmus project specifics:

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## 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



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# 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.

The screenshot shows the Ariba Administrator interface. At the top right, the 'Administration Navigator' is open, and 'Customer Relationships' is highlighted in red. Below this, a table lists customers. The entry 'Ariba, Inc. - TEST' is highlighted in red, and a red arrow points to it. Another red arrow points from the customer name to the 'Invoice Setup' section below. The 'Invoice Setup' section includes a 'General Invoice Rules' table with the following rules:

Rule	Yes/No
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. <i>i</i>	No
Require line-item credit memo to reference another invoice.	No
Allow suppliers to send invoice attachments.	Yes
Your procurement application can download invoice attachments (MIME multipart messages).	No
Allow suppliers to send non-PO invoices. <i>i</i>	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. <i>i</i>	No

# 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).

The screenshot displays the SAP Administration Navigator interface for configuring Electronic Invoice Routing. The main content area is titled 'Network Settings' and includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. Below these tabs, there are sections for 'Capabilities & Preferences', 'Sending Method', and 'Notifications'. The 'Sending Method' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown menu is open, showing 'Online', 'cXML', and 'EDI' options. A red box highlights the 'Online' option, and a red arrow points from this box to the 'Electronic Invoice Routing' option in the 'Network Settings' list, which is also highlighted with a red box. The 'Notifications' section contains a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. Two notification types are listed: 'Invoice Failure' and 'Invoice Status Change', both with checkboxes checked and email addresses set to 'test@ariba.com'.

**EMEASupplierEnablement** ▼  
AN01011755460, Basic Package  
Enter a short description to reach 45%>

**Company Profile**

**Service Subscriptions**

**Account Settings**

Customer Relationships  
Users  
Notifications  
Account Hierarchy

**Network Settings**

Electronic Order Routing  
**Electronic Invoice Routing**  
Accelerated Payments  
Remittances  
Network Notifications

**Network Settings**

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments

\* Indicates a required field

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▼ Online cXML EDI	Return to this site to create invoices

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* test@ariba.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* test@ariba.com

# 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**).

The screenshot shows the 'Invoice Archival' configuration page. It includes a header 'Invoice Archival' and a sub-header 'Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention set all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Netw...'. Below this, there are radio buttons for 'Weekly', 'Biweekly', and 'Monthly', and a checked checkbox for 'Archive Immediately'. There are buttons for 'Stop', 'Update Frequency', 'Queue', and 'Set Start Time'. A text field shows 'The next archive file will be available on 12/05/2013'. At the bottom, there is a text field for 'Archive Delivery URL:' and a 'Save Delivery URL' button.

## <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**



# 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

Quick Links

View: Last 24 hours

- Orders and Releases
  - New (0)
  - Changed (0)
  - Failed (0)
  - Partially Confirmed (0)
  - Partially Shipped (0)
  - Partially Invoiced (0)
- Inquiries (0)
- Invoices
  - Failed (0)
  - Rejected (0)
- Collaboration Requests
  - Response Needed (0)
- Manage
  - Time & Expense Sheets
- Create Invoice**
  - PO Invoice**
  - Non-PO Invoice
  - Contract Invoice
- Early Payment Terms
  - All Offers
  - Proposed Offers
  - Accepted Offers
  - Receivable Sales



Home Inbox Outbox Catalogs Enableme

Orders and Releases Time & Expense Sheets Earl

### Orders and Releases

Orders and Releases Items to Ship

Search Filters

Type	Order Number	Customer	Inquiries
Order	POQETEST1	DG Buyer	

Create Order Confirmation Create Ship Notice



### Purchase Order: POQETEST1

Create Order Confirmation Create Invoice Hide | Print

Order Detail Order History **Standard Invoice** Credit Memo



# 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.

The screenshot shows the SAP PO Flip Invoice Header form. A red box highlights the 'SUMMARY' section, which includes fields for Invoice #, Invoice Date, Supplier Tax ID, and Remit To. A red box highlights the 'TAX' section, which includes radio buttons for 'Header level tax' and 'Line level tax', and fields for Category, Location, Description, Date of Pre-Payment, and Law Reference. A red box highlights the 'SHIPPING' section, which includes radio buttons for 'Header level shipping' and 'Line level shipping', and a 'Ship From' field. A yellow starburst with the number '5' is placed over the 'Shipping Documents' option in a dropdown menu. A yellow starburst with the number '4' is placed over the 'Line level tax' radio button. A yellow starburst with the number '1' is placed over the 'Invoice #' field, a yellow starburst with the number '2' is placed over the 'Invoice Date' field, and a yellow starburst with the number '3' is placed over the 'Remit To' dropdown.

\*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 OR 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)

GOODS 2 Line Items 2 Included 0 Previously

**Insert Line Item Options**

Tax Category: VAT  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	Test-1178	test item	100
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	Test-1179	test item	100

Line Item Actions **Delete** Add Item

GOODS 2 Line Items 2 Included 0 Previously Invoiced

**Insert Line Item Options**

Tax Category: VAT  Discount

<input checked="" type="checkbox"/>	No.	Include	Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	Test-1178	100	C62	10.00EUR	1,000.00EUR
<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	Test-1179	100	C62	10.00EUR	1,000.00EUR

TAX

<input checked="" type="checkbox"/>	No.	Include	Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	Test-1179	100	C62	10.00EUR	1,000.00EUR

Line Item Actions **Delete** Add Item

Turn on Error Dump Hide/Show XML

**Taxes**

- 0% VAT / VAT
- 15% VAT / VAT
- 19% VAT / VAT
- 21% VAT / VAT

**Standard Tax Selections**

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax

Configure Tax Menu

**Add to Included Lines**

Next Update Save Exit

# 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

LINE ITEMS 9 Line Items 9 Included 0 Previously Invoiced

**Insert Line Item Options**

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

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD

SHIP NOTICE DETAILS Ship Notice #: 123-456 Ship Notice Line #: 1

**Create Invoice** Done Cancel

**Line Item Actions**

- Edit
- Add
  - Tax
  - Shipping Documents
  - Special Handling
  - Discount
  - Comments
  - Attachment

\*Quantity: 50 Unit: EA Unit Price: \$99.95 USD Subtotal: \$4,997.50 USD

Part #: VCT12303 Auxiliary Part ID: EA

Description: Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display

SHIP NOTICE DETAILS Ship Notice #: 123-456 Ship Notice Line #: 1

Inspection Date:

SHIPPING Ship From: **KK DG Sherpa LLC - TEST** Pittsburgh, PA United States Ship To: **Los Gatos** Los Gatos, CA United States Deliver To: Test User - sshah Los Gatos [View/Edit Addresses](#)

SHIPPING COST \* Shipping Amount: \$0.00 USD Shipping Date:

ACCOUNTING REFERENCE Reference ID:  Description:

Done Cancel

# 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**.

GOODS 2 Line Items 2 Included 0

**Insert Line Item Options**

Tax Category: VAT  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity
<input type="checkbox"/>	10	✓	Test-1178	test item	100
<input type="checkbox"/>	20	✓	Test-1179	test item	100

Line Item Actions

- Edit
- Add**
- Special Handling
- Discount
- Comments
- Attachment

COMMENTS  [Remove](#)

# 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

Invoice Header

ADD TO HEADER

SUMMARY

Purchase Order: POTLC7515004  
 Invoice #: 987654321  
 Invoice Date: 19 May 2015  
 Supplier Tax ID:  
 Remit To: 144N Supplier B  
 Pittsburgh, PA  
 United States

Subtotal: \$5,100,000.00 USD  
 Total Tax: \$280,830.00 USD  
 Total Charges: \$2,100.00 USD  
 Total Gross Amount: \$5,382,930.00 USD  
 Total Allowances: \$1,600.00 USD  
 Total Net Amount: \$5,381,330.00 USD  
 Amount Due: \$5,381,330.00 USD

Bill To: Santa Clara  
 Shalish  
 Santa Clara, CA  
 United States

TAX

Header level tax (selected) / Line level tax

Category: Sales Tax  
 Location:  
 Description:  
 Regime:

Taxable Amount: \$5,100,000.00 USD  
 Rate(%): 5.5  
 Tax Amount: \$280,500.00 USD

SHIPPING

Header level shipping (selected) / Line level shipping

Ship From: 144N Supplier B  
 Pittsburgh, PA  
 United States

Ship To: Santa Clara  
 Sunnyvale, CA  
 United States

Deliver To: Rashmi

ALLOWANCES AND CHARGES

Service Code: Contract Allowance  
 Description: AllowanceDescription1  
 Start Date: 16 Apr 2014  
 End Date: 17 Apr 2014  
 Allowance: Amount \$100.00 USD

Service Code: Access Charge  
 Description: ChargeDescription1  
 Start Date: 16 Apr 2014  
 End Date: 17 Apr 2014  
 Charge: Amount \$300.00 USD

LINE ITEMS 2 Line Items 2 Includ

Insert Line Item Options

Tax Category: Shipping Documents Handling Discount

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	✓	MATERIAL	update-Part-0001	update-Clock	3	DZ	\$800,000.00 USD	\$2,400,000.00 USD

ALLOWANCES AND CHARGES

Service Code: VolumeDiscount  
 Description: LineItemAllowanceDescription1  
 Start Date: 16 Apr 2014  
 End Date: 17 Apr 2014  
 Allowance: Amount \$600.00 USD

Service Code: Adjustment  
 Description: LineItemChargeDescription1  
 Start Date: 16 Apr 2014  
 End Date: 17 Apr 2014  
 Charge: Amount \$800.00 USD



# 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 (\*).

### Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the custom

Customer Name:  Search

2

Customer +

- Ariba, Inc.
- Ariba, Inc. GSO Sandbox SAP
- Ariba, Inc. GSO Sandbox\_PS
- GSO EIPP(Generic)
- GSO EIPP(SAP)
- GSO Integrated

Next Cancel

INV737

### Invoice Entry

▼ Invoice Header

Supplier Invoice #: \*

Purchasing Unit: \* (none selected)

Supplier: \* SU\_INTERNAL2203835 (OND PROD Test Supplier)

Company Code: (none selected)

Contract: (no value) [ select ]

Sold To Email:

My Labels: [Apply Label...](#)

Invoice Date: \*

On Behalf Of: Seb Sussman

Supplier Contact: Test Location [ select ]

Remit To Address: (no value)

Payment Terms: (no value) [ select ]

3

Shipping - Entire Invoice

Ship From: Test Location

Plant: \* (none selected)

Deliver To: \*

Header Actions

No.	Description	Contract	Qty	Unit	Price	Amount
No items						

Line Item Actions

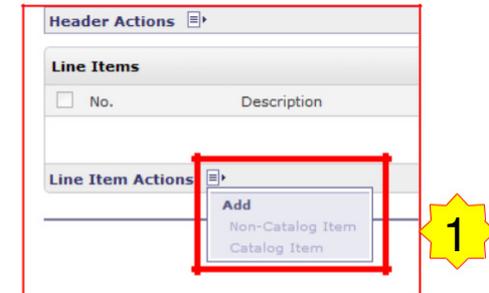
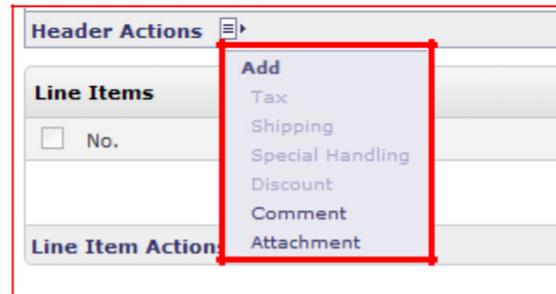
Submit Exit

# 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.



The main screenshot shows the 'Line Items' form in SAP. It includes a table with the following data:

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

Below the table, there are several input fields:

- Reference Date: \* Wed, 18 Sep, 2013
- Commodity Code: Paper products
- Supplier Part Number: hhh
- Supplier Auxiliary Part ID:
- Shipping - by Line Item: Ship From: Test Location, Deliver To: \*
- Plant: \* 3600 (Wichita)

At the bottom right, there is a summary box:

Subtotal: \$88.00 USD  
Total Tax: \$0.00 USD  
Total: \$88.00 USD  
Update Total

At the bottom, there are buttons for Submit and Exit.

# CSV Invoices Upload

The screenshot displays the SAP Ariba interface. On the left, a sidebar contains navigation options: 'Purchase Orders' (New, Changed, Failed, Partially Confirmed, Partially Shipped, Partially Invoiced), 'Invoices' (Failed, Rejected), 'Manage' (Time & Expense Sheets), and 'Create' (PO Invoice, Non-PO Invoice, **CSV Invoice**, Contract Invoice). The 'CSV Invoice' option is highlighted with a red box. An arrow points from this box to a modal window titled 'Import CSV Invoice'. The modal window contains the following fields: '\* Customer:' with a dropdown menu showing 'Ariba, Inc.', '\* CSV invoice file path:' with a 'Browse...' button, and an 'Import CSV Invoice' button. There are also 'Done' buttons in the top right and bottom right corners of the modal.

**1 Pending Tasks**  
Action Required to Complete Enablement Tasks >

**Profile Completeness**  
35%  
Enter a short description to reach 45% >

**Quick Links**  
View: Last 31 days

**Purchase Orders**  
New (0)  
Changed (0)  
Failed (0)  
Partially Confirmed (0)  
Partially Shipped (0)  
Partially Invoiced (0)

**Invoices**  
Failed (0)  
Rejected (0)

**Manage**  
Time & Expense Sheets

**Create**  
PO Invoice  
Non-PO Invoice  
**CSV Invoice**  
Contract Invoice

**Search**  
**Purchase Orders**  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...  
Customer: [Dropdown]  
Order Number: [Text]  
Date Range: Last 14 days  
Exact Match  
Search

**Purchase Order Status** Customers: 1 of 1  
Customer New Changed Confirmed  
[Icon] [0] [0] [0]

**Invoice Status** Customers: 1 of 1  
Customer Sent  
[Icon] [0]

**Early Payments** Customers: 1 of 1  
Customer Buyer-Initiated

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**.

OR

  - 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.

Home | Inbox | Outbox | Catalogs | Enablement Tasks | Reports

Invoices | Order Confirmations | Ship Notices | Drafts

### Invoices

Search Filters

Invoices						Total: 100+
Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	
1551954	Verizon	Non-PO	Online	Supplier	Non-PO	
1551955	Verizon	Non-PO	Online	Supplier	Non-PO	

## Invoice: 1551954

Create Line-Item Credit Memo | **Copy This Invoice** | Print | Export cXML | Register for Auction

**Detail** | Scheduled Payments | History

### Standard Invoice

**Invoice #:** 1551954  
**Invoice Date:** Friday 14 Nov 2014 11:15 PM GMT-07:00  
**Original Purchase Order:**



# Modifying Invoices



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# 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.

**Create Invoice** [Next] [Update] [Save] [Exit]

**Create Invoice**  
⚠ Please correct the following errors and resubmit  
\* Indicates required field

Invoice Header

**SUMMARY**

**Purchase Order:** PO-30

\* Invoice #:  ⚠ Required field

\* Invoice Date: 18 Sep 2013

\* Supplier Tax ID: 123456789

Remit To: TEST3

Home Inbox **Outbox** Catalogs Reports

Invoices Order Confirmations Ship Notices Archived Invoices **Drafts**

**Drafts**

This page displays documents you saved in draft state. You can edit them and submit them, which removes them from the draft state.

Invoice #	Customer	Reference	Date L
Test 123	Ariba, Inc. - TEST	PO-30	13 Sep

[Edit] [Delete] [View Content]

**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.

The screenshot shows the SAP Invoices interface with the 'Outbox' tab selected. A table lists invoices, with 'Eva123' highlighted. Below the table, the 'Invoice: Eva123' details are shown, including a 'Cancel' button. A confirmation dialog box is open, asking 'Are you sure you want to cancel this invoice?' with 'Yes' and 'No' buttons.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date ↓
Eva123	Ariba, Inc. - TEST	PO123456	Online	Supplier	Purchase Order	25 Jul 2013

The screenshot shows the SAP Invoices interface with the 'Outbox' tab selected. A table lists invoices with various statuses. The 'Invoice #' column is highlighted, and the 'Edit' button is visible at the bottom.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date ↓	Amount	Routing Status	Invoice Status
45895b	Ariba, Inc. - TEST	PO-24		Supplier		13 Sep 2013	2,420.00 EUR	Failed	Rejected
45895	Ariba, Inc. - TEST	PO-24		Supplier		13 Sep 2013	2,420.00 EUR	Obsolete	Rejected
131313c	Ariba, Inc. - TEST	PO-18	Online	Supplier	Purchase Order	13 Sep 2013	2,420.00 EUR	Sent	Sent
131313b	Ariba, Inc. - TEST	PO-18		Supplier		13 Sep 2013	2,420.00 EUR	Obsolete	Rejected
131313	Ariba, Inc. - TEST	PO-18		Supplier		13 Sep 2013	2,420.00 EUR	Obsolete	Rejected
CM	Ariba, Inc. - TEST	PO-11	Online	Supplier	Purchase Order	9 Sep 2013	-50.35 EUR	Sent	Sent
INV21	Ariba, Inc. - TEST	PO-21	Online	Supplier	Purchase Order	9 Sep 2013	2,360.00 EUR	Sent	Sent



# Document Status, Searches and Reports



ARIBA®

An SAP Company

# 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.

- **Obsolete** – 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.

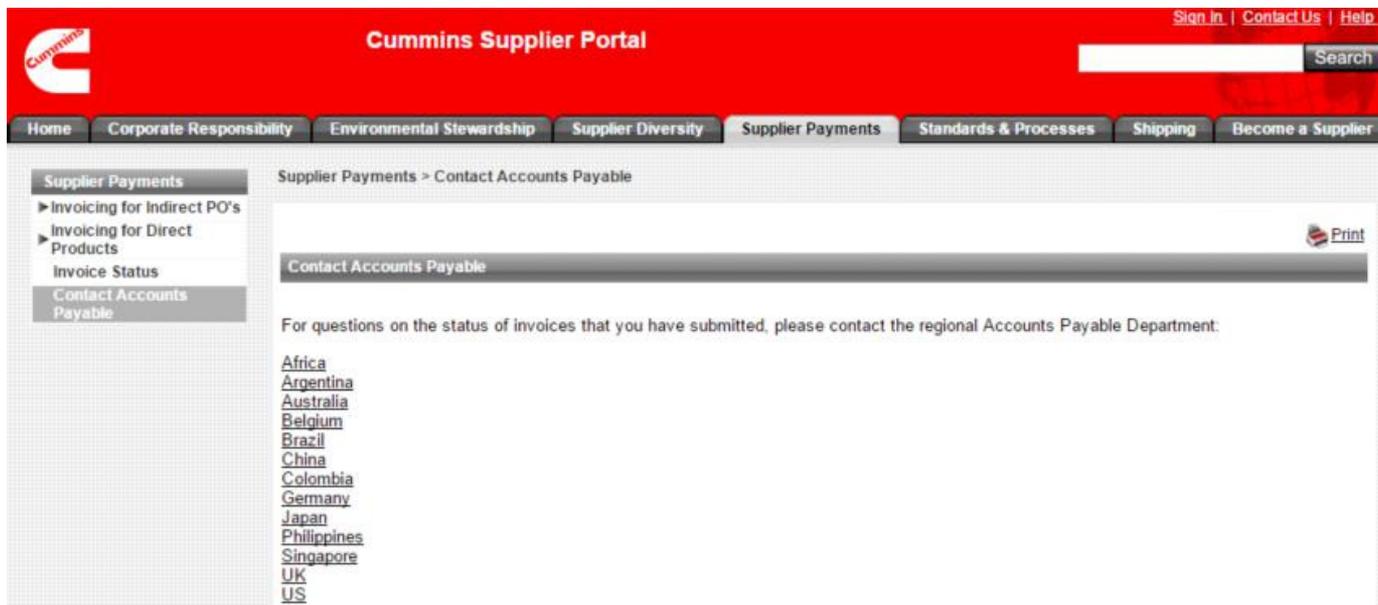
- **Sent** – The invoice is sent to Atmus but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Atmus approved the invoice cancellation
- **Paid** – Atmus paid the invoice or is in the process of issuing payment. This status applies only if Atmus uses invoices to trigger payment
- **Approved** – Atmus has verified the invoice against the purchase orders or contracts and receipts and approved it 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.



The screenshot displays the Cummins Supplier Portal interface. At the top, there is a red header with the Cummins logo on the left, the text 'Cummins Supplier Portal' in the center, and links for 'Sign In', 'Contact Us', and 'Help' on the right. Below the header is a navigation bar with tabs for 'Home', 'Corporate Responsibility', 'Environmental Stewardship', 'Supplier Diversity', 'Supplier Payments', 'Standards & Processes', 'Shipping', and 'Become a Supplier'. The 'Supplier Payments' tab is selected. On the left side, there is a 'Supplier Payments' menu with options: 'Invoicing for Indirect PO's', 'Invoicing for Direct Products', 'Invoice Status', and 'Contact Accounts Payable'. The 'Contact Accounts Payable' option is highlighted. The main content area shows the breadcrumb 'Supplier Payments > Contact Accounts Payable' and a 'Print' icon. Below this, there is a heading 'Contact Accounts Payable' and a paragraph: 'For questions on the status of invoices that you have submitted, please contact the regional Accounts Payable Department:'. A list of regional links follows: Africa, Argentina, Australia, Belgium, Brazil, China, Colombia, Germany, Japan, Philippines, Singapore, UK, and US.

# 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**.

## Invoice: 120813456

Create Line-Item Credit Memo Cancel Export cXML

Detail Scheduled Payments **History**

Invoice:	120813456	To:
Invoice Status:	Sent	Routing Status:
Received By Ariba Network On:	12 Aug 2013 11:29:46 AM GMT+02:00	
Submitted By:	EMEA Administrator	

### 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.

The screenshot shows the Ariba Network Reports creation interface. The top navigation menu has the 'Reports' tab highlighted. The interface is divided into two main sections: 'Report Description' and 'Criteria'. The 'Report Description' section includes fields for Title, Description, Time zone, Language, and Report Type. The 'Criteria' section includes fields for Customer, Invoice Number, Invoice Amount, Routing Status, Invoice Status, Invoice Date, and Max Results Returned. The 'Report Type' dropdown menu is open, showing options: Select, Select, Failed Invoice, Failed Purchase Order, Invoice, Order Summary, Purchase Order, Tax Book, and Time Sheet. The 'Invoice' option is selected. The 'Time zone' is set to Poland and the 'Language' is set to English. The 'Invoice Date' is set from 18 Aug 2013 to 18 Sep 2013. The 'Max Results Returned' is set to 100. The interface includes 'Next', 'Exit', 'Previous', and 'Submit' buttons.