



AES

United States

SAP Ariba Network

Invoice Management for Standard
Account Overview

September 2020

Invoicing

Invoicing

Introduction and General Information

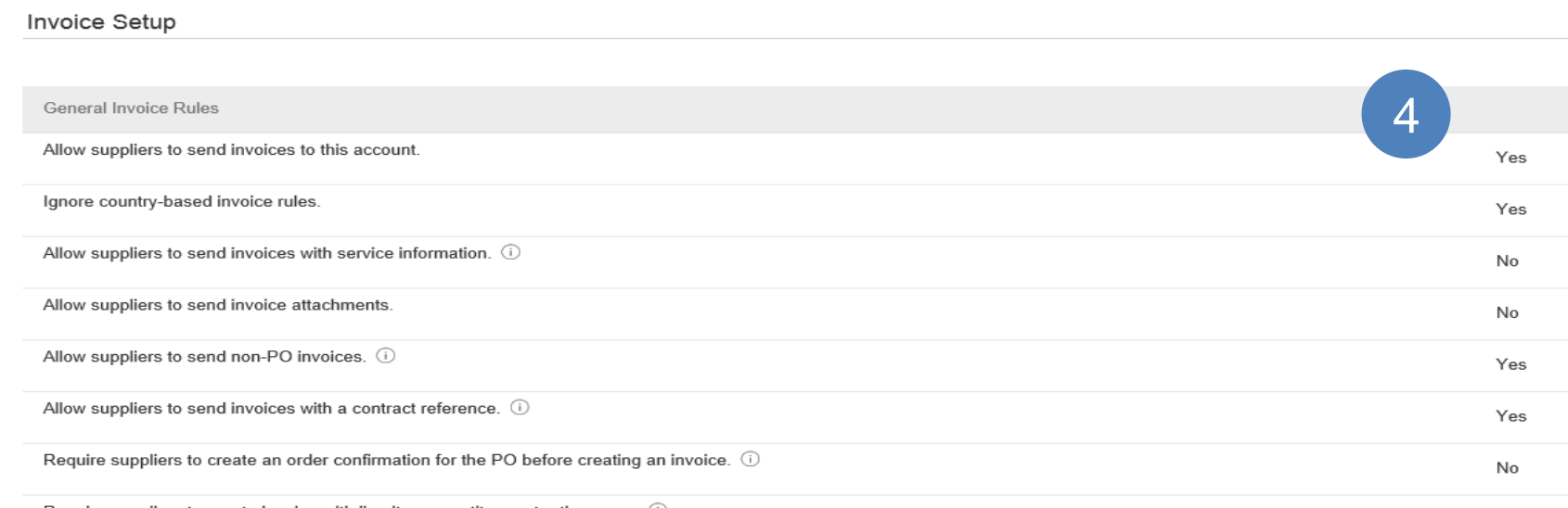
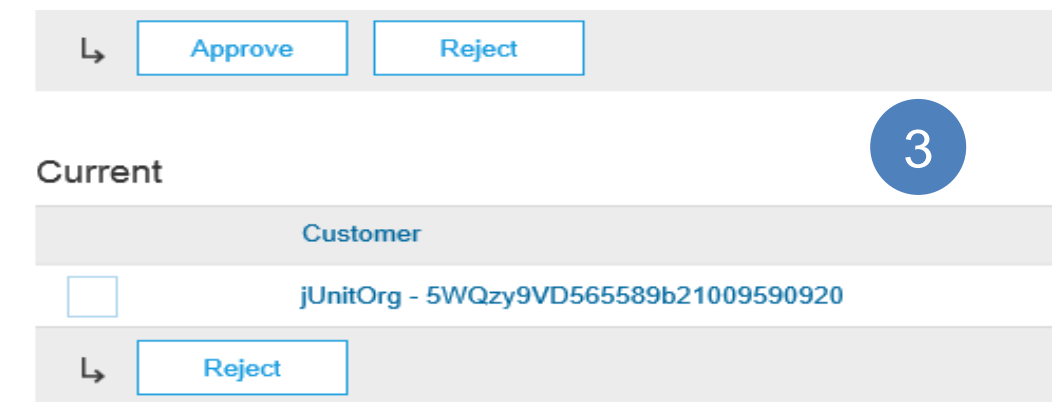
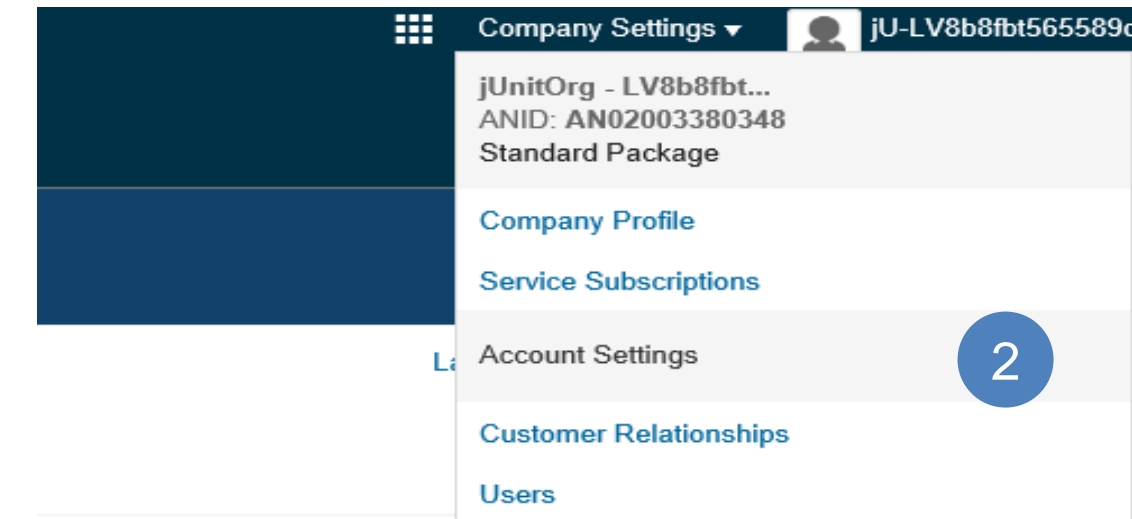
- After Ariba Go Live, all invoices must be created in the Ariba Network
- Partial invoicing is allowed; however you will need to use the same email containing the Purchase Order for further invoicing.
- The Ariba Network uses Balance Tracking, both the value of the Purchase Order and the Quantity. Therefore, you cannot invoice for a total greater than that shown on the Purchase Order
- The Invoice Number you provide to AES is the number from out of your ordering system, ERP, excel spreadsheet or other invoice number generation process and each Invoice number must be unique
- Only Invoices that have been rejected can be Edited and Resubmitted. Invoices cannot be recalled or adjusted once sent, so if a submitted invoice needs to be adjusted, please contact AP for rejection first.
- Refer to your Purchase Order when Invoices are rejected to ensure that any previously required documents (for example Order Confirmation) have been actioned.
- Taxes must be added at Header level
- Only add shipping where it is not already included as part of the cost price of the goods requested by your Buyer
- The date the invoice is submitted through Ariba Network is when payment terms commence, payment terms are agreed between you and the Buyer and shown on the Purchase Order terms and conditions and cannot be modified during invoice submission
- Please remember you can only bill a PO with a unique Ship To address

Review Company Invoice Rules

General Invoice Rules

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

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



Submitting PO Invoice

Requirements for Material and Service PO's

Material Invoices

- Each invoice can be created with multiple Good Receipts. You will have the chance to select the ones you want to bill before entering the invoice information.
- If you are not provided with a list, it is because there is only one GR available for that PO. You can check GR number at line level.
- In case it is required, GR's can be partially invoiced by changing the quantity at line level or removing lines.

Service Invoices

- Each invoice can be created with multiple Service Entry Sheets. When creating the invoice, all the items that have been serviced and approved will be listed in the invoice.
- You can also choose one specific SES by billing that SES directly when creating the invoice.
- SES **cannot** be partially invoiced, since the quantity cannot be modified at line level and lines cannot be removed either.

Note: Only one PO can be billed per invoice.

Invoice

Begin the Invoice

- Locate and open the email with the Purchase Order you wish to Invoice
- Screen displays the **Purchase Order**
 1. Click **Create Invoice to perform the Flip PO.**
 2. Select **Standard Invoice.**
- Screen displays **Create Invoice**
- The transaction rules in place by your Buyer will determine what selections are available in the drop-down list

Purchase Order: APO253

Done

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

Order Detail Order History

Standard Invoice
Credit Memo
Line-Item Credit Memo



From:
Wyke Manufacturing Site EAM
Wyke Lane
Wyke
Bradford

To:
Test_AN_Mercer - TEST
Somewhere
In Melbourne 2020
Australia
Phone: +61 () 12344566

Purchase Order
(New)
APO253
Amount: \$800.00 AUD
Version: 1

Invoice 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 #** no more than 16 characters, which is your unique number for invoice identification. The Invoice Date will auto-populate. Invoice references cannot be repeated, unless the previous invoice has been rejected.
- 2. Enter Invoice issue date**
- 3. Select Remit-To** address from the drop-down box if you have entered more than one.
Note: Remit To addresses must be included on invoices.
- 4. Review Bill- To Information:** This information cannot be changed for PO Based invoices. If any discrepancy, please contact your requisitioner.
- 5. Tax and Shipping can be entered** at Header level. Please DO NOT use Line Level Functionality.
- 6. To complete taxes,** Populate the Taxable Amount, Tax rate (%) or tax amount and click update with Header Option marked. Taxes will not apply to the shipping and special handling charges.
Note: If you don't find the Tax Category listed select **Other Tax**.

▼ Invoice Header

Summary

Purchase Order: 1084497223

1 Invoice #:* INV_1084497223

Invoice Date:* 15 Apr 2016 

2 Remit To: DEFAULT VALUE ▾

Shipping **5**

- Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field **5**

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

Tax **6**

- Header level tax ⓘ Line level tax ⓘ

Invoice PO Flip

Header Level Taxes

When selecting the taxes, you will have the following scenarios.

1. If the PO was created as non-taxable (Tax code "I0", which corresponds to "No Taxes"), and you would still require to add taxes, you can choose from the dropdown list to select the tax type and update the rate as needed. You can also add more than one tax type (sales, Use tax, others).
2. If the PO was created as taxable (Tax code "I2", which corresponds to Sales Taxes), you will find the rate that was defined at PO level. If this rate is incorrect, you can update it without selecting a different tax type. However, if required, you can also add a different tax type and rate.
3. You also have the option of removing the taxes in cases where the amount derived from the PO conditions was incorrect. You can do this by updating the taxable amount and/or rate at header tax level.

Note: Please make sure this option is always entered at HEADER LEVEL and avoid selecting taxes at Line Level

The screenshot displays the tax configuration interface with three scenarios, each showing a 'Tax' section and a summary table.

Scenario 1: Header level tax selected. Category is '0.00% I0'. The summary table shows a Taxable Amount of \$6,951.00 USD, a Tax Rate Type, a Rate of 0.00, and a Tax Amount of \$0.00 USD.

Scenario 2: Header level tax selected. Category is '7.00% I2'. A 'Standard Tax Selections' dropdown menu is open, showing options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. The summary table shows a Taxable Amount of \$1,352.00 USD, a Tax Rate Type, a Rate of 7.00, and a Tax Amount of \$94.64 USD.

Scenario 3: Header level shipping selected. Ship From is 'TEST - Dell Marketing LP - TEST' and Ship To is 'Harding Street Station Indianapolis, IN'. The summary table shows a Taxable Amount of \$1,352.00 USD, a Tax Rate Type, a Rate of 7.00, and a Tax Amount of \$94.64 USD.

Invoice via PO Flip

Additional Header Options – Attachments & Other Charges

You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.

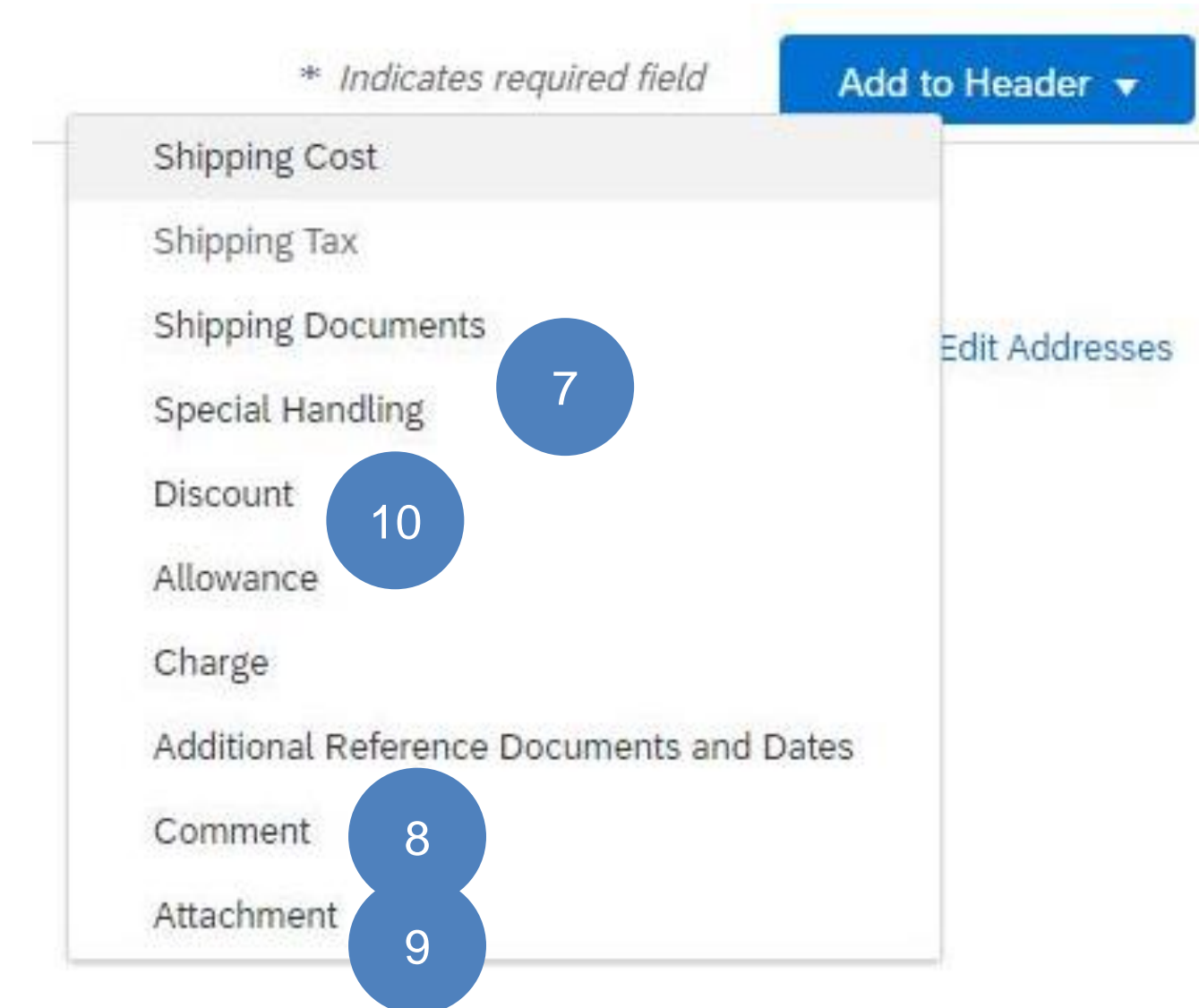
7. If Shipping Costs are Special Handling are included in the PO, these will convert to the Invoice at Invoice Header Level based. If not, you can add them by clicking on “Add to Header” and choose what you want to add to the invoice.

8. Comments can be added to clarify additional invoice information. For example, remittance information.

9. Attachment PDF invoice image is not mandatory for US. If applicable, function available to send Supporting Documentation. **Note:** The attachment file size cannot exceed 10MB and only accepted formats are **PDF, TIF or JPG**.

10. Discounts can also be added to the invoice. However, discounts for early payment should not be added, since they will be derived for the payment terms agreed on the PO.

11. Scroll down to the Line items section to select the line items being invoiced.



Invoice

Adding an attachment to Header Level

- With the Invoice displayed

1. Click on **Add to Header**

2. Select **Attachment**

- The Attachments section will open

3. Click on **Browse**

4. Select the file required from your computer and select **Open**

5. Click on **Add Attachment**

- The selected document is added

Note: Repeat until all attachments are added up to a maximum of 10MB

- To delete a document:

1. Click on the document

2. Click on Delete

Supplier VAT

Supplier VAT/Tax ID: TestABN

Add to Header 1

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment** 2

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Shipping Documents Special Handling Discount **Add to Included Lines**

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
--------	-------------	-----------------	----------	------	------------	----------

Attachments

The total size of all attachments cannot exceed 10MB [Remove](#)

Browse... 3 **Add Attachment** 4

Name	Size (bytes)	Content Type
<input type="checkbox"/> 281043_Search_R_blue.png	26685	image/png
<input type="checkbox"/> rd-rider-guide.pdf 5	3599778	application/pdf

Delete

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

Add to Header 6

All Files (*.*)

Open **Cancel**

Invoice via PO Flip

Line Items

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

1. **Review or update Quantity** for each line item you are invoicing. Please notice quantities cannot exceed amounts received. You can always bill partially each line if needed.

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 that item.

3. **The Line item actions** should not be selected, since the additional information should always be entered at header level.

The screenshot displays the SAP Ariba interface for managing line items. It features a table with columns for Quantity, Unit, and Unit Price. A blue circle '1' highlights the '10' in the Quantity field and the 'BX' in the Unit field. Below this, a 'Pricing Details' section shows 'Price Unit: * BX' and 'Unit Conversion: * 1'. A 'Line Item Actions' dropdown menu is visible, with a blue circle '2' highlighting the 'Delete' button. To the right, a table shows line item details with columns for No., Include, Type, and Part #. A blue circle '2' highlights the '2' in the 'No.' column and the 'MATERIAL' in the 'Type' column. At the bottom, a 'Line Item Options' section includes checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount'. A blue circle '3' highlights the 'Line Item Actions' dropdown menu. The interface also includes buttons for 'Update', 'Save', 'Exit', and 'Next'.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

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

Invoice via PO Flip

Add Service Lines to Invoices

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

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>		<input checked="" type="checkbox"/>	SERVICE		

Service Period Service Start Date:

↳ 1

- Add General Service
- Add Labor Service
- Add Material

[Turn on Error Dump](#) ⓘ
[Hide/Show XML](#)

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>		<input checked="" type="checkbox"/>	SERVICE		

Rate

*Term *Rate *Unit

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
<input type="checkbox"/>		<input checked="" type="checkbox"/>	SERVICE					

Service Period Service Start Date: 2 Service End Date:

↳

Invoice

Standard Invoice – Using View/Edit Addresses

- Ariba Network presents the functionality of updating the address and remit to information. However, it is required that this is not completed since the remittance information is only maintained in AES Systems
- If the address or remittance information must be updated, please, follow the current process
- If you would like to clarify your remittance information, feel free to add it at the Header Comments section.
- Please remember that AES preferred payment method is ACH with only one bank account per supplier.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **dpetestsupplier_4 - TEST**
Dunedoo
Australia

Ship To: **DEPARTMENT OF PLANNING**
Dresden 14
Australia
View/Edit Addresses

Deliver To: Sarah Mington - Level 27
DEPARTMENT OF PLANNING

Additional Fields

Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Select...

Supplier: **Test Supplier**
Kunnunurra
Australia

Customer: **DEPARTMENT OF PLANNING**
Dresden 14
Australia
View/Edit Addresses

Bill From: **dpetestsupplier_4 - TEST**
Dunedoo
Australia

Email:

VIEW/EDIT ADDRESSES [View/Edit Addresses](#)

* Indicates required field

Ship From

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Ship To

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Email:

Deliver To:

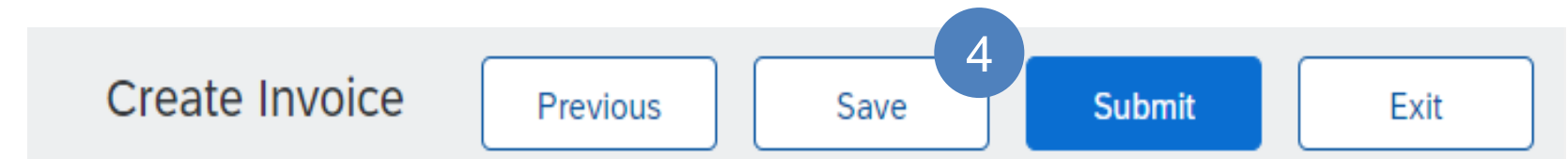
Additional Fields

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

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. Please make sure that the currency selected is correct, as the system will default to your local currency.
2. **If no changes are needed**, click Submit to send the invoice to your customer
3. **If changes are needed**, click Previous to return to previous screens and make corrections before submitting.
4. **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 review** your invoice submission status (to check for potential rejections).
7. **You can keep** draft invoices for up to 7 days.



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

Manitoba MB
Canada

Bank
Account:
Bill To:

Outbox ▼ Catalogs

Invoices

Order Confirmations

Ship Notices

Service Sheets

Drafts **5**

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

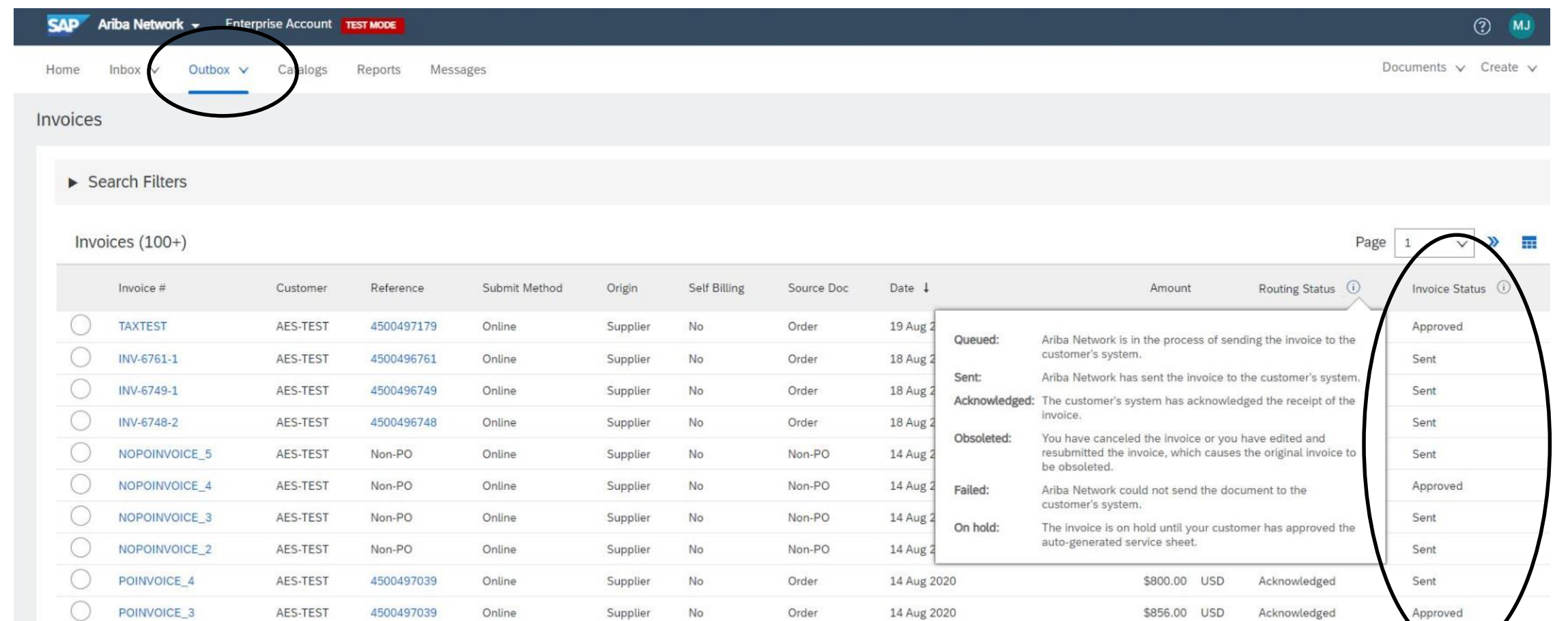
Invoice via PO Flip

Invoice Status

Check Status:

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

- **Sent:** The invoice is sent to the customer, but they have not yet verified the invoice against purchase orders and receipts
- **Paid:** Customer paid the invoice / in the process of issuing payment. Only if the customer uses invoices to trigger payment.
- **Approved:** Customer has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected:** Customer has rejected the invoice, or the invoice failed validation by Ariba Network. If your customer 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



The screenshot shows the SAP Ariba Network interface. The 'Outbox' menu item is circled. The 'Invoices' table lists various invoices with columns for Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. A tooltip is shown for the 'Invoice Status' column, listing various statuses and their descriptions.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TAXTEST	AES-TEST	4500497179	Online	Supplier	No	Order	19 Aug 2020			Approved
INV-6761-1	AES-TEST	4500496761	Online	Supplier	No	Order	18 Aug 2020			Sent
INV-6749-1	AES-TEST	4500496749	Online	Supplier	No	Order	18 Aug 2020			Sent
INV-6748-2	AES-TEST	4500496748	Online	Supplier	No	Order	18 Aug 2020			Sent
NOPOINVOICE_5	AES-TEST	Non-PO	Online	Supplier	No	Non-PO	14 Aug 2020			Sent
NOPOINVOICE_4	AES-TEST	Non-PO	Online	Supplier	No	Non-PO	14 Aug 2020			Approved
NOPOINVOICE_3	AES-TEST	Non-PO	Online	Supplier	No	Non-PO	14 Aug 2020			Sent
NOPOINVOICE_2	AES-TEST	Non-PO	Online	Supplier	No	Non-PO	14 Aug 2020			Sent
POINVOICE_4	AES-TEST	4500497039	Online	Supplier	No	Order	14 Aug 2020	\$800.00 USD	Acknowledged	Sent
POINVOICE_3	AES-TEST	4500497039	Online	Supplier	No	Order	14 Aug 2020	\$856.00 USD	Acknowledged	Approved

Invoice Status Legend:

- Queued:** Ariba Network is in the process of sending the invoice to the customer's system.
- Sent:** Ariba Network has sent the invoice to the customer's system.
- Acknowledged:** The customer's system has acknowledged the receipt of the invoice.
- Obsoleted:** You have canceled the invoice or you have edited and resubmitted the invoice, which causes the original invoice to be obsoleted.
- Failed:** Ariba Network could not send the document to the customer's system.
- On hold:** The invoice is on hold until your customer has approved the auto-generated service sheet.

Invoice without a Purchase Order in AN

Legacy PO Invoices - **Temporary Process** for transition period.

Please follow this process for POs prior to Ariba Go Live Invoices which will not be available in AN for Flip-PO.

1. **Select** Create on the Navigation Menu.

2. **Select Create Non-PO Invoice.**

3. **Select** your **Customer** from the dropdown menu.

4. **Select Standard Invoice.**

• If you need to invoice a new customer click **Invoice New Customer**.

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

5. **Click Next.**

6. **Complete** invoice entry with all fields marked with asterisk (*).

7. **Your PO number must be entered in the section Other information, in the field Contract Number.** This will ensure that the reference to the Legacy PO is received by AES.

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST (3)

Type of Invoice: Standard Invoice (4) Credit Memo

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

Downpayments

Downpayment Invoices

When an Downpayment is required on a Purchase, it should also be submitted through Ariba Network.

In order to submit Downpayment invoices, the invoice will need to be created as a **NON-PO invoice**, including a reference to the **Downpayment PO**.

When submitting the final invoice, please include a discount for the Downpayment amount already paid. Please remember to submit the final invoice once the reception or service has been completed.

For All Invoices

- Only for Argentinian suppliers: CAE/CAI and date in format DDMMYY
- Only for Dominican suppliers: NCF
- Only for Panama Local Suppliers: Número de Ticket Fiscal. Foreign supplier should leave the field empty.

For Non-PO Invoices

- Only for Downpayments: PO related
- Cost Center provided by AES Point of Contact (at line level)
- GL Account provided by AES Point of Contact (at line level)

Argentina: CAI CAE:

Downpayment PO:

Dominicana NCF:

Panama: # Ticket Fiscal:

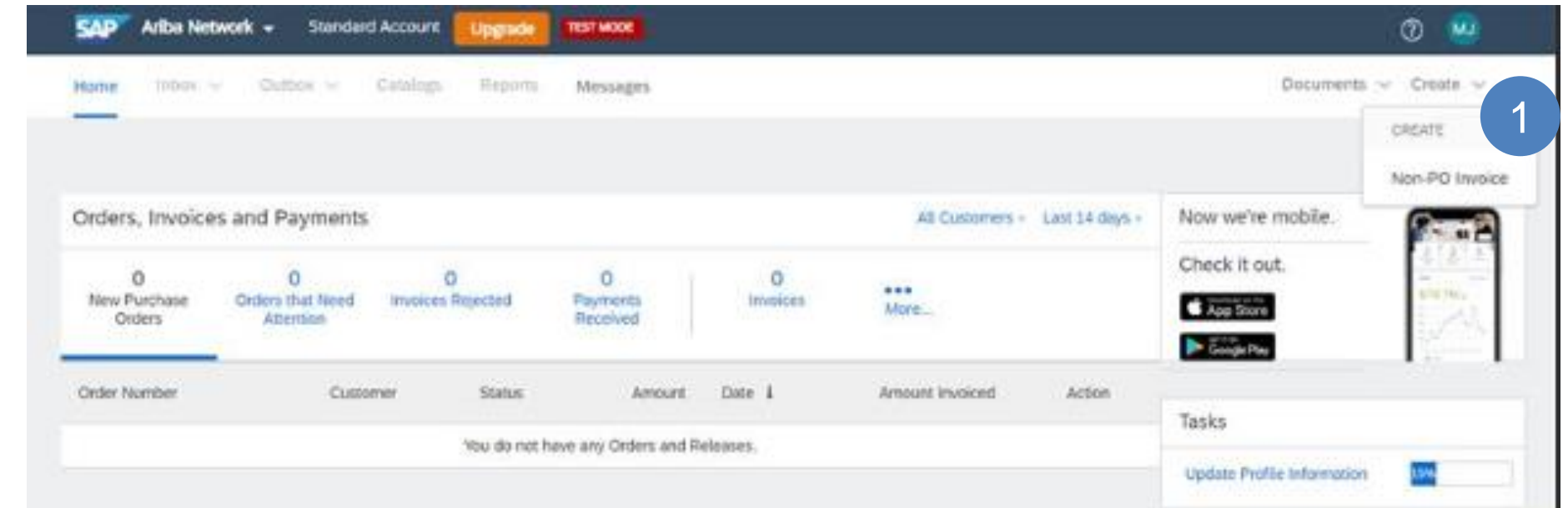


Invoice without a Purchase Order per Policy Exemption

Regular Non-PO Invoices

To create an invoice without a PO:

1. Select the **Create** button and choose **NON-PO Invoice**.
2. Select your **Customer** from the dropdown menu. You can use the search functionality just by typing letters.
3. Select **Standard Invoice**.
4. Click **Next**.
5. Select the **Bill to** address from the dropdown list. You can use the search functionality by typing the company code or name.



Create Non-PO Invoice

For a trading relationship already on Ariba Network

The screenshot shows the 'Create Non-PO Invoice' form. It has a title 'Create Non-PO Invoice' and a subtitle 'For a trading relationship already on Ariba Network'. The form includes several fields and options:

- Customer:** A dropdown menu with 'Ariba, Inc. - TEST' selected. A blue circle with the number '2' is placed over the dropdown arrow.
- Type of Invoice:** Two radio buttons: 'Standard Invoice' (selected) and 'Credit Memo'. A blue circle with the number '3' is placed over the 'Standard Invoice' radio button.
- Order Information:** Fields for 'Customer Order #:' and 'Sales Order #:'.
- Tax:** A section with a 'Tax' label and an information icon. A radio button is selected for 'Header level'.
- Bill To:** A dropdown menu with a list of addresses. A blue circle with the number '5' is placed over the dropdown arrow. The list includes: 'USAL_AES_Alamitos_LLC', 'DO70_AES_ANDRES_DR_SA', 'MX02_AES_Tamuin_Dev_Services', 'MX16_AES_TEG_Operations', 'PA12_AES_Panama_SRL', 'PA43_AES_Changuinola_SRL', 'PR10_AES_Ilumina_LLC', 'US22_Indianapolis_Power_and_Light', 'USAL_AES_Alamitos_LLC', 'USP4_AES_Puerto_Rico_LP', 'USRB_AES_Redondo_Beach', and 'USWM_AES_WR_LLC'.

Invoice without a Purchase Order per Policy Exemption

Regular Non-PO Invoices

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** your customer contact email address to have the document properly routed to the right approver.
3. **Use Add Item or Add Service Item** button to add the details of the item(s) being invoiced.
 - **Note:** Be certain to provide complete details of the items or services provided.
4. **Add Tax and Shipping** at Header Level as appropriate.
5. If your AES contact has provided please complete GL & Cost Center Account information. This will accelerate invoice approval process.
6. **Click Next** to continue.
7. **Review, Save** or **Submit** as Standard Invoice.
8. Remember to check the Invoice Routing Status explained on slides before.

The screenshot shows the 'Create Invoice' web interface. At the top right are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section includes a 'Summary' table with financial totals and a 'Remit To' field. The 'Order Information' section contains fields for 'Customer Order #', 'Contract Number', 'Sales Order #', and 'Sales Order Date'. The 'Additional Fields' section has checkboxes for 'Information Only' and various reference fields. The 'Line Items' section features a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. Below the table are 'Line Item Actions' (Add, Delete) and 'Insert Line Item Options' (Tax Category, Shipping Documents, Special Handling, Discount). At the bottom, there are 'Additional Fields' for 'Cost Center' and 'GL Account'.

1 Invoice #: * [] Invoice Date: * 15 Apr 2016 [] Remit To: Ariba_TestSupplier - TEST [] Praha 5 [] Czech Republic [] Bill To: []

Subtotal: 0.00 CZK
Total Tax: 0.00 CZK
Total Gross Amount: 0.00 CZK
Total Amount without Tax: 0.00 CZK
Total Net Amount: 0.00 CZK
Amount Due: 0.00 CZK

View/Edit Addresses

2 Customer: JUnitOrg - SWQzy9VD565589b21009590920
Sunnyvale, CA
United States
Email: []

3 Description: []

4 Add []

5 Cost Center: []
GL Account: []

Edit and Re-Submit Invoices

Edit and Re-Submit Invoices

Introduction

- Invoices that are rejected by AES should be edited and re-submitted if appropriate
- Invoices can be rejected due to reasons such as:
 - The charges received are duplicated
 - Incorrect information such as: *AP Contact* or *Bill to Company*
 - Supporting documentation (when required) has not been attached
 - The PO has been adjusted and the invoice needs to be resubmitted
 - The invoice has not been approved by AES (where approval is required)

Edit and Re-Submit Invoices

Open and Review Rejected Invoice

- Locate and Open the email indicating that an Invoice has been rejected

1. Open the Invoice

- The Rejection Reason is displayed

2. Click on **Edit and Resubmit**

- The Invoice is displayed
- Correct errors, these will usually have a red error message, refer to the relevant Invoicing Slide.
- Finalize

- ### 3. If required, the invoice can be **Cancelled**, by selecting the **Cancel** option. The status of the invoice changes to **Cancelled**.

Invoice: 117655-A 1 Done

[Edit](#) [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Rejected Invoice:
Reasons:
R06: Incorrect Quantities

Comment: please resubmit with adjusted quantity (Sarah Mington, 2019-08-07T21:29:48-07:00)Line item: Line Number:1 Part Number:Not Available Description:Test Exc) Received Quantity The invoice item's quantity, 25, is greater than the order item's received quantity, 0. Part Number:Not Available Description:Test Exceptions: PO Received Quantity Variance The invoice

2 [Edit & Resubmit](#)

Standard Invoice / Tax Invoice

Status		Subtotal:	\$250.00 AUD
Invoice:	Rejected	Total Tax:	\$25.00 AUD
Routing:	Acknowledged	Total Gross Amount:	\$275.00 AUD
Invoice Number:	117655-A	Total Net Amount:	\$275.00 AUD
Invoice Date:	Thursday 8 Aug 2019 1:53 PM GMT+10:00	Amount Due:	\$275.00 AUD
Original Purchase Order:	4900006264		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

Credit Memo

Credit Memos

Introduction

- Credit Memos can be sent to your Buyer via the Ariba Network and do not need to be sent via a separate email.
- Credit Memos must be created at Line level.
- Line Item Credit Memos are raised against an Invoice. If various invoices or general charges need to be referenced, the credit memos should be created against one invoice and refer to the reasons and charges credited in the comment section.
- A Line Item Credit Memo can be raised for Quantity Adjustments and Prices Adjustments.
- When issuing a Credit Memos against an Invoice, Standard Account users can access the required Invoice by locating and accessing the email with the Purchase Order to identify the Invoice.
- Credits should not be used to adjust Invoice totals due to an error or invoice rejection. For errors contact Accounts Payable and request the invoice to be rejected and use the **Edit and Resubmit** process for reject Invoices by locating and opening the Rejected Invoice email.
- Please also note the following when creating a Line Item Credit Memo
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts

Line Item Credit Memo

Begin the Line Item Credit Memo – Via the Original Invoice

- Locate and open the email with the Original Invoice or the Purchase Order
1. Locate the **Invoice** that requires a Credit in Related Documents
 2. Click to open the required **Invoice**
The Invoice is displayed
 3. Click on **Create Line-Item Credit Memo**
 - The **Create Line Item Credit Memo** is displayed
 - Refer to **Slide 91** for Quantity Adjustment Line Item Credit Memo process
 - Refer to **Slide 94** for Price Adjustment Line Item Credit Memo process

The screenshot displays a web application interface for managing purchase orders and invoices. At the top, the 'Purchase Order: 4900006347' is shown with a 'Done' button. Below this, a navigation bar includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with options to 'Hide', 'Print', 'Download PDF', and 'Download CSV'. The 'Order Detail' tab is active, showing 'Buyer Information' and 'Supplier Information'. The 'Supplier Information' section displays 'Purchase Order (Invoiced) 4900006347' with an amount of '\$8,640.00 AUD' and version '1'. Below this, 'Payment Terms' are listed as 'NET 0', and 'Comments' include 'Comment Type: Terms and Conditions'. The 'Routing Status' is 'Acknowledged', and 'Related Documents' are listed as 'RC7674' and '987654'. The 'Invoice: 987654' section is highlighted with a blue circle containing the number '3'. This section features a 'Create Line-Item Credit Memo' button, along with 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML' options. The 'Detail' tab is active, showing 'Standard Invoice / Tax Invoice'.

Note: if your credit references various invoices or additional charges (like a general discount or rebate), please select one of the invoices and indicate the reason for the credit and which invoices or additional charges are being credited.

Line Item Credit Memo

Line Item Credit Memo – Quantity Adjustment

- The Invoice is displayed
- 1. Select **Quantity Adjustment**
- 2. Enter a **Credit Memo #**
- 3. Confirm the **Credit Memo Date**
- 4. Complete and confirm all fields with an Asterisks
- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
- Scroll down to locate Reason for **Credit memo**
- 5. Enter the **Reason for Credit Memo**
- Scroll down to Line items

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
1 Quantity Adjustment ⓘ Price Adjustment ⓘ

Invoice Header * Indicates required field Add to Header ▾

Summary

2 Credit Memo #: * CRN99987

Credit Memo Date: * 12 Sep 2019 3

Original Invoice No: 987654

Original Invoice Date: 8 Aug 2019

4 Supplier Tax ID: * 123456789

Remit To ▾

SYDNEY
Australia
Bill To: National Australia Bank

Subtotal: \$-8,640.00 AUD
Total Tax: \$-864.00 AUD
Total Gross Amount: \$-9,504.00 AUD
Total Net Amount: \$-9,504.00 AUD
Amount Due: \$-9,504.00 AUD View/Edit Addresses

Comment

5 Reason for Credit Memo: * Wrong Colour
Goods Damaged inside carton

Default Credit Memo
Comment Text:

Line Item Credit Memo

Finalizing a Line Item Credit Memo – Quantity Adjustment (1/2)

- Line Items is displayed
- 1. Locate and update the **Quantity** of the credit for each item
- 2. Remove items that are not required for credit using the **Include Slide** bar
- 3. Click on **Update** once all items have been actioned based on the Credit
- 4. Click on **Next**
- Screen displays the **Confirm Line-Item Credit Memo**

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

Insert Line Item Options: Tax Category Shipping Documents Special Pricing Discount

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

Turn on Error Dump Hide/Show XML

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**

Line Item Credit Memo

Finalizing a Line Item Credit Memo – Quantity Adjustment (2/2)

5. Click on **Submit**

6. Click on **Exit**

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer

7. Click on **Done** or **Previous**

- Screen displays the Invoice the Line Item Credit Memo was actioned from
- **Previous** – Returns to the Purchase Order
- **Done** – Returns to Dashboard

Create Line-Item Credit Memo

Pre 5

Submit

S 6

Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN99987
Credit Memo Date: Thursday 12 Sep 2019 8:48 AM GMT+10:00
Original Invoice Number: 987654
Original Invoice Date: Thursday 8 Aug 2019 2:16 PM GMT+10:00
Original Purchase Order: 4900006347

Subtotal:	\$-4,320.00 AUD
Total Tax:	\$-432.00 AUD
Total Gross Amount:	\$-4,752.00 AUD
Total Net Amount:	\$-4,752.00 AUD
Amount Due:	\$-4,752.00 AUD

7

Done

Previous

Line Item Credit Memo

Line Item Credit Memo – Price Adjustment

- Line Item Credit Memo is displayed
 1. Select **Price Adjustment**
 2. Select **Yes**
 3. Enter a **Credit Memo #**
 4. Confirm the **Credit Memo Date**
 5. Complete all fields with an Asterisks
- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
- Scroll to locate **Reason for Credit Memo**

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
 Quantity Adjustm **1** Price Adjustment ⓘ

CREDIT MEMO TYPE

If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?

2

Yes

No

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type
 Quantity Adjustment ⓘ Price Adjustment ⓘ

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

3 Credit Memo #: CRN9987
Credit Memo Date: **4** 12 Sep 2019
Original Invoice No: 987654
Original Invoice Date: 8 Aug 2019
5 Supplier Tax ID: 987654
Remit To

Subtotal: \$-8,640.00 AUD
Total Tax: \$-864.00 AUD
Total Gross Amount: \$-9,504.00 AUD
Total Net Amount: \$-9,504.00 AUD
Amount Due: \$-9,504.00 AUD

[View/Edit Addresses](#)

Line Item Credit Memo

Finalizing a Line Item Credit Memo – Price Adjustment (1/2)

6. Enter the **Reason for the Credit Memo** specifically in relation to price adjustments

- Scroll down to **Line Items**

7. Locate and update the **Unit Price for line item that requires a Price Adjustment**

Note: The unit price should be the actual price reduction not the correct unit price, the Unit Price entered will be deducted from the invoice

8. Remove items that are not required for credit using the **Include** Slide bar

9. Click on **Update** once all items have been actioned based on the Credit

10. Click on **Next**

- Screen displays the **Confirm Line-Item Credit Memo**

Comment

Reason for Credit Memo:* Decrease in manufacturing of parts **6**

Default Credit Memo Comment Text:

[Add to Header](#)

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#) **7**

8

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Decrease in Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	987156	Settlement for purchasing document 4500497086, 00010		1.000	EA	\$7.00 USD	<input type="text" value="\$-1.00 USD"/>	\$-1.00 USD

Pricing Details

Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

Tax

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

Line Item Credit Memo

Finalizing a Line Item Credit Memo – Price Adjustment (2/2)

12. Click on **Submit**

13. Click on **Exit**

Note: There is no requirement to print the Credit Memo or send a copy to your Buyer

14. Click on **Done** or **Previous**

- Screen displays the Invoice the Line Item Credit Memo was actioned from

Previous – Returns to the Purchase Order

Done – Returns to Dashboard

Create Line-Item Credit Memo

Pre 12 Submit 13 Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 987654)

Credit Memo Number: CRN99987
Credit Memo Date: Thursday 12 Sep 2019 8:48 AM GMT+10:00
Original Invoice Number: 987654
Original Invoice Date: Thursday 8 Aug 2019 2:16 PM GMT+10:00
Original Purchase Order: 4900006347

Subtotal:	\$-4,320.00 AUD
Total Tax:	\$-432.00 AUD
Total Gross Amount:	\$-4,752.00 AUD
Total Net Amount:	\$-4,752.00 AUD
Amount Due:	\$-4,752.00 AUD

Invoice CRN99987 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

Invoice: 987654

14 Done Previous

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML
Detail Scheduled Payments Remittance History

Standard Invoice / Tax Invoice

Invoicing Information

Reviewing 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 4

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

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

History 2

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

Checking Payment Status

Payment Status

After the invoice is reconciled, you can check for payment status.

1. Check the SAP Invoice Number
2. Click the Transaction number to view Remittance.
3. Remittance Details show all invoices paid in the remittance. Supplier also receives a copy of the remittance through Ariba Network.
4. Reference # is SAP Clearing document number.

The screenshot displays the SAP Ariba payment status interface. It shows two payment requests. The first, PAY239644-76, is marked as 'Paid' and has a status of 'Cleared'. The second, PMT2020, is also marked as 'Paid' and has a status of 'Cleared'. The interface includes navigation tabs for 'Summary' and 'History', and a 'Print' button. The 'Remittance Details' section shows a table of payment requests with columns for Payment Request, Payable, Payment Date, Amount Invoiced, Gross Amount, Discount, Adjustment Amount, and Amount Paid.

PAY239644-76 Status: **Paid**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. [Review](#) [More](#)

[Print](#)

[Summary](#) [History](#)

General

ID: PAY239644-76 Payable: IR239644-76
 Supplier: CCT TECHNOLOGIES Transaction: PMT2020
 RemittanceLocation: CCT TECHNOLOGIES-1002586-A Payment Terms: N45
 ERP Invoice Number: 7000628488

Transaction Details

Due Date: 01/22/2016 Payment Method: ACH
 Pay Date: 01/22/2016 Pay Via: External System

PMT2020 Status: **Cleared**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. [More](#)

[Print](#)

[Summary](#) [Approval Flow](#) [History](#)

Details

ID: PMT2020 Payment Method: ACH
 Supplier: CCT TECHNOLOGIES Reference #: 2002748467
 Amount Paid: \$14,432.99 USD Originating Bank: (no value)
 Payment Date: 12/31/2015 Receiving Bank: (no value)

Remittance Details

Payment Request ↑	Payable	Payment Date	Amount Invoiced	Gross Amount	Discount	Adjustment Amount	Amount Paid
PAY239480-65	IR239480-65	12/31/2015	\$3,894.86 USD	\$3,894.86 USD	\$0.00 USD	\$0.00 USD	\$3,894.86 USD
PAY239640-77	IR239640-77	12/31/2015	\$10,483.28 USD	\$10,483.28 USD	\$0.00 USD	\$0.00 USD	\$10,483.28 USD
PAY239644-76	IR239644-76	12/31/2015	\$54.85 USD	\$54.85 USD	\$0.00 USD	\$0.00 USD	\$54.85 USD