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

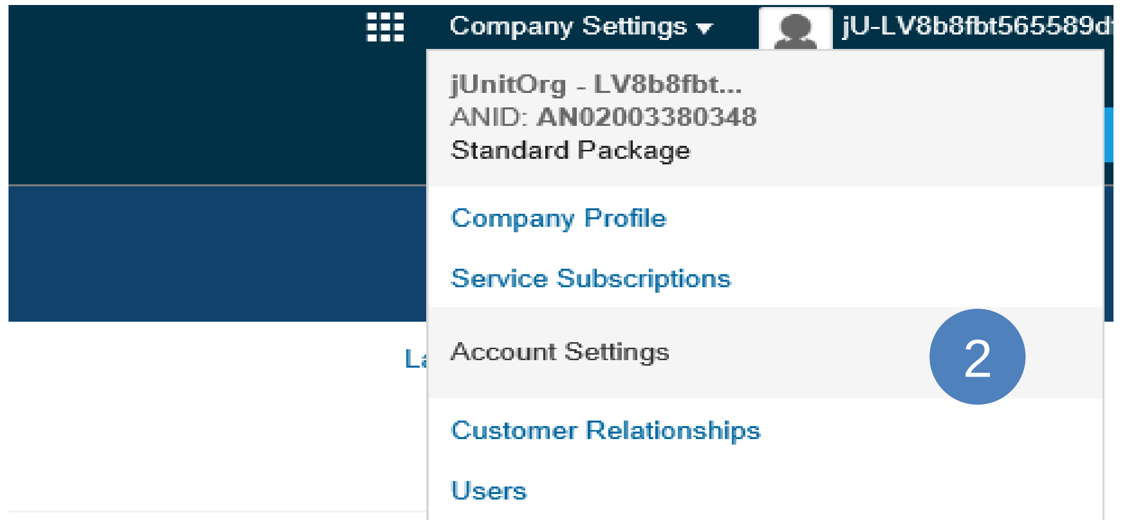
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.

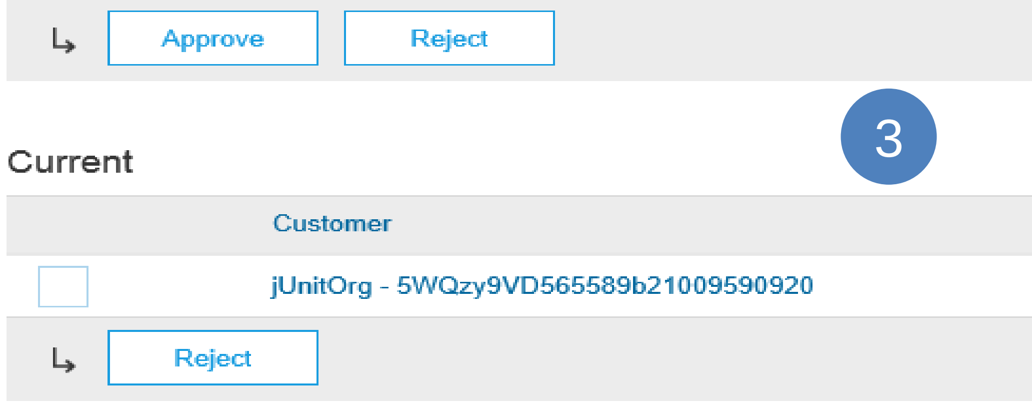
3. A list of your Customers is displayed. Click the name of your customer.

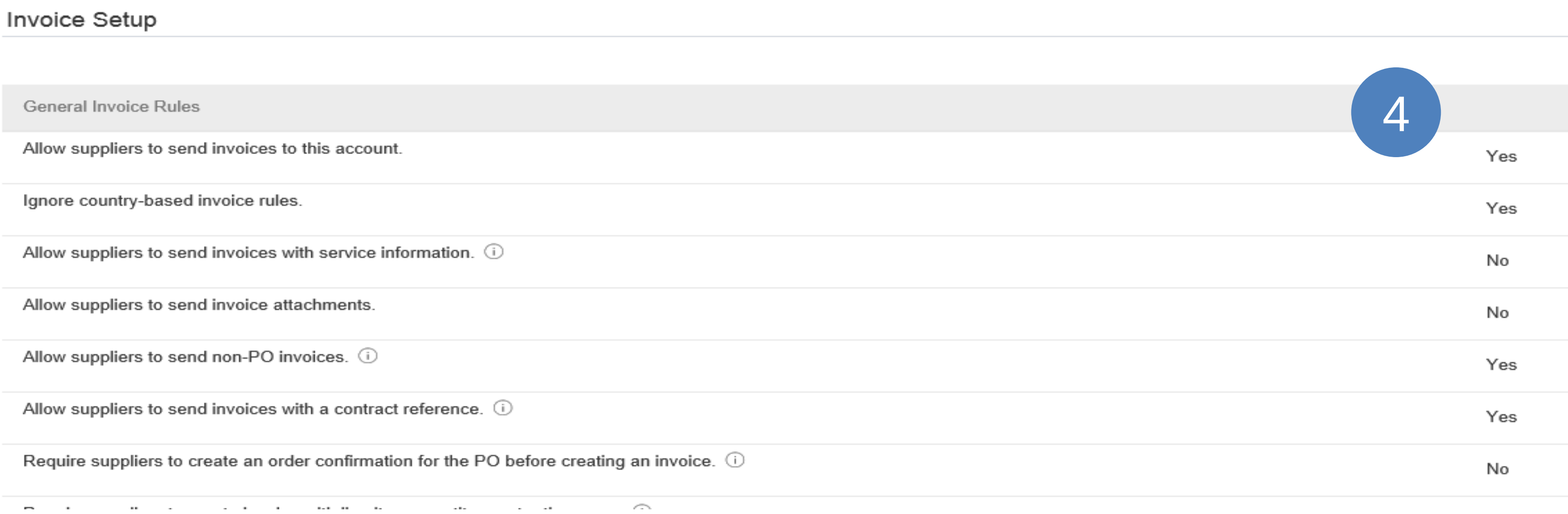
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.

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

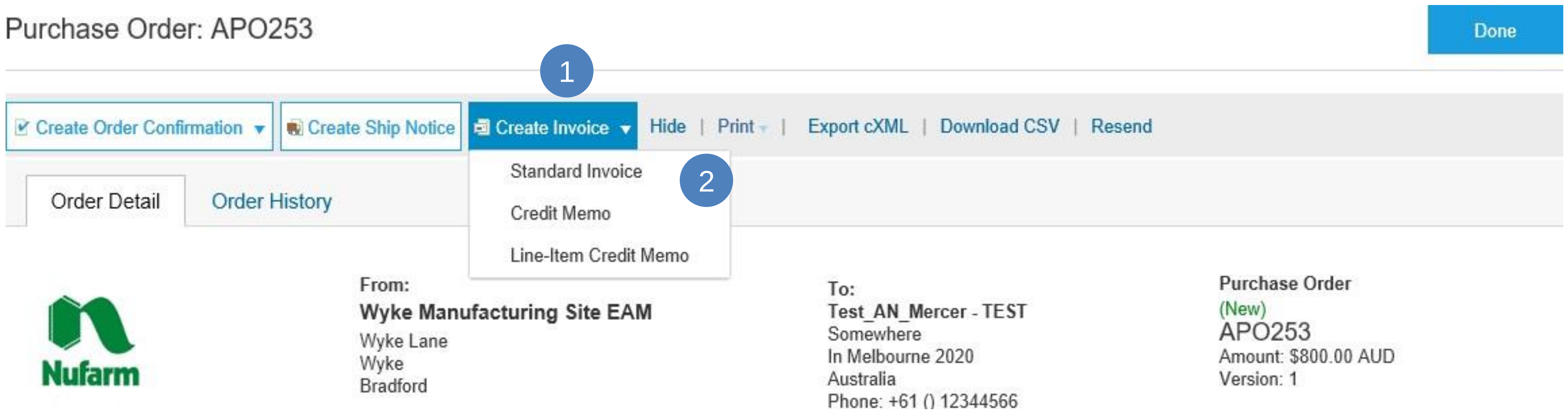
- Each invoice can be created with multiple Service Entry Sheets. When creating the invoice, all the items that have been serviced and approved will be listed in the invoice.
- You can also choose one specific SES by billing that SES directly when creating the invoice.
- SES **cannot** be partially invoiced,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

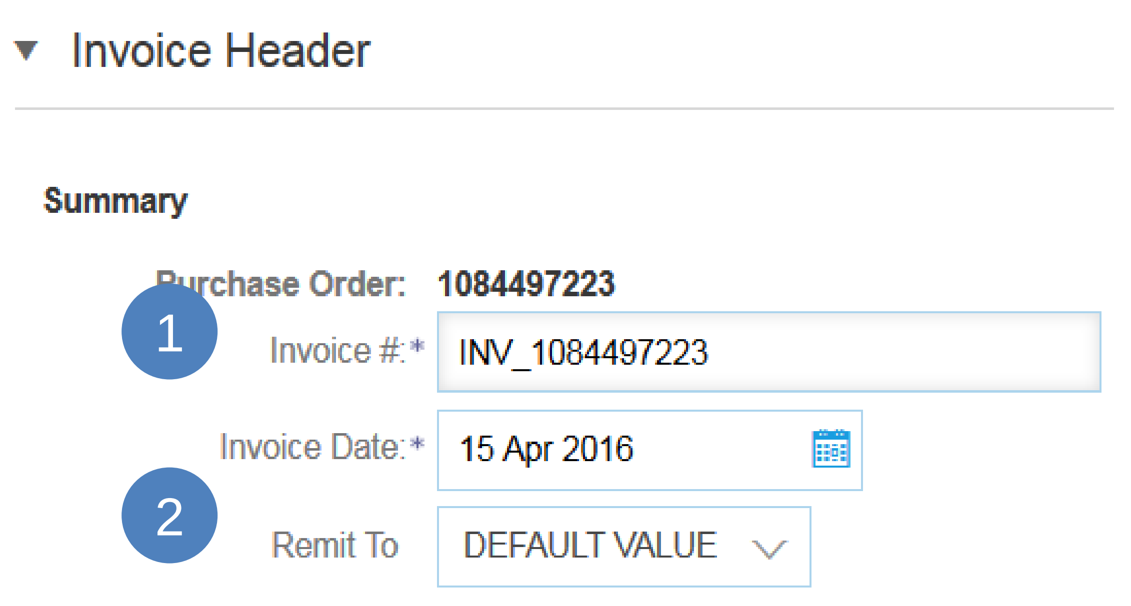


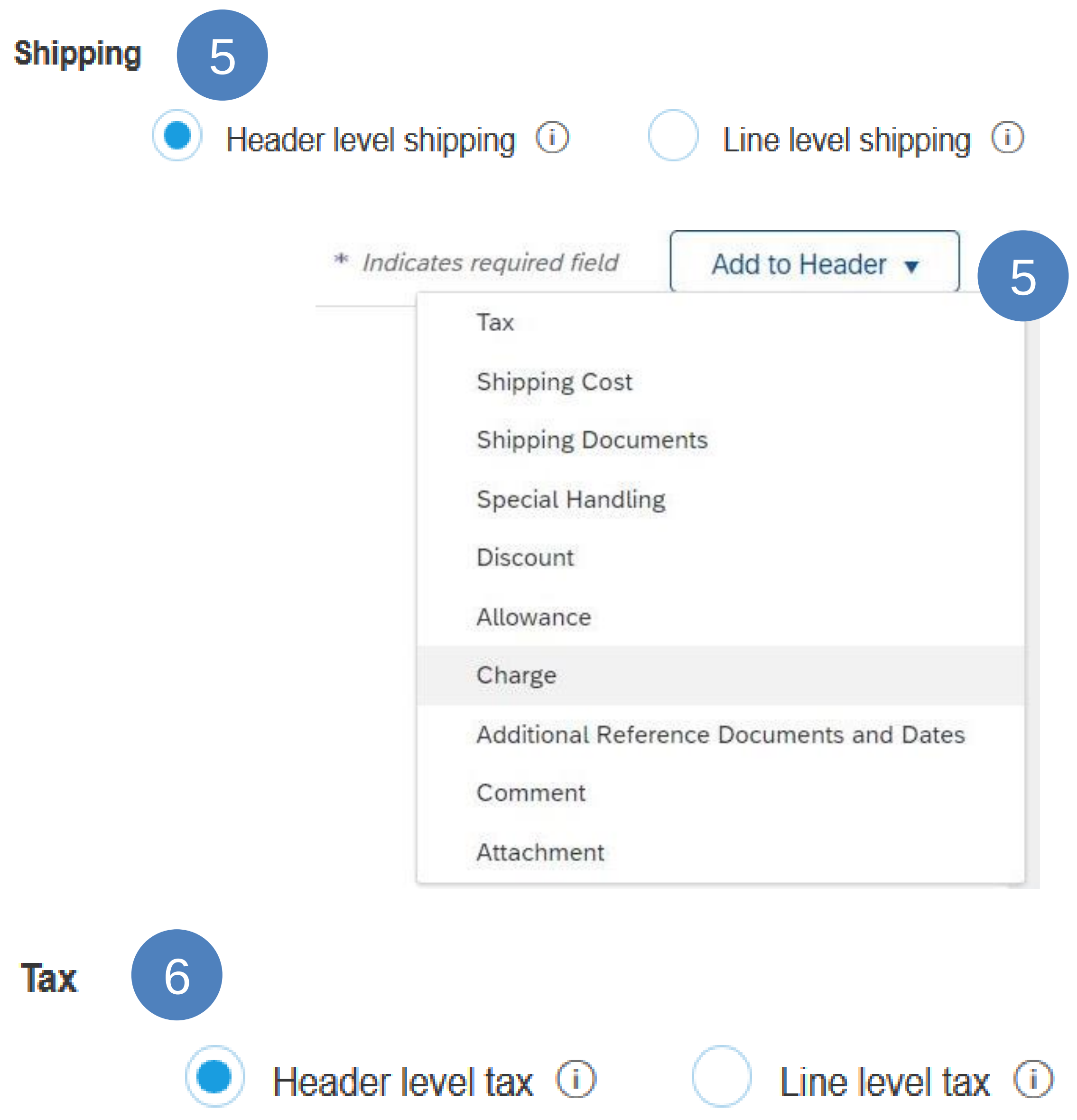
Invoice PO Flip

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 PO Flip

Header Level Taxes

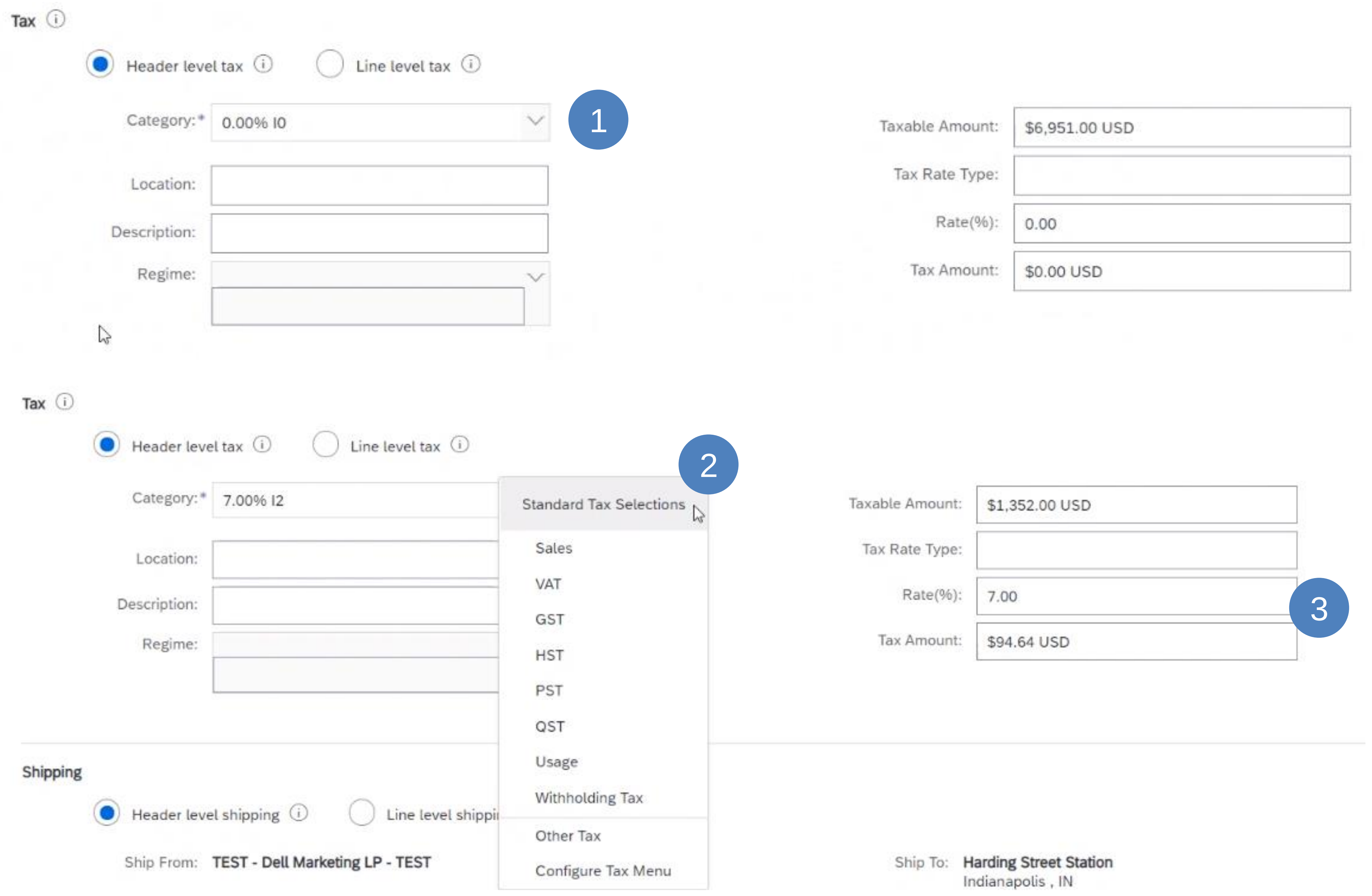
When selecting the taxes, you will have the following scenarios.

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



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.

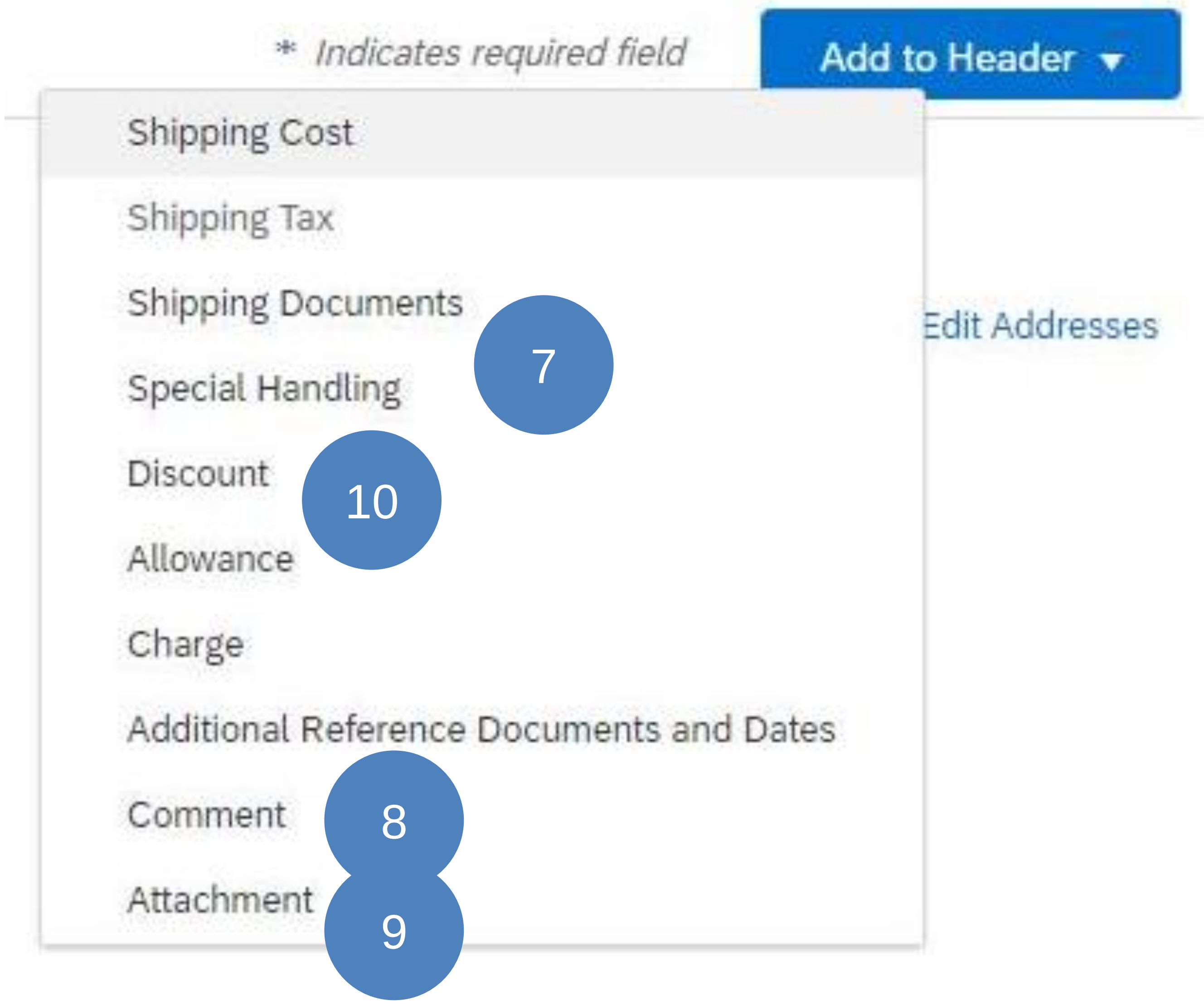
7. If **Shipping Costs are Special Handling** are included in the PO, these will convert to the Invoice at Invoice Header Level based. If not, you can add them by clicking on “Add to Header” and choose what you want to add to the invoice.

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.



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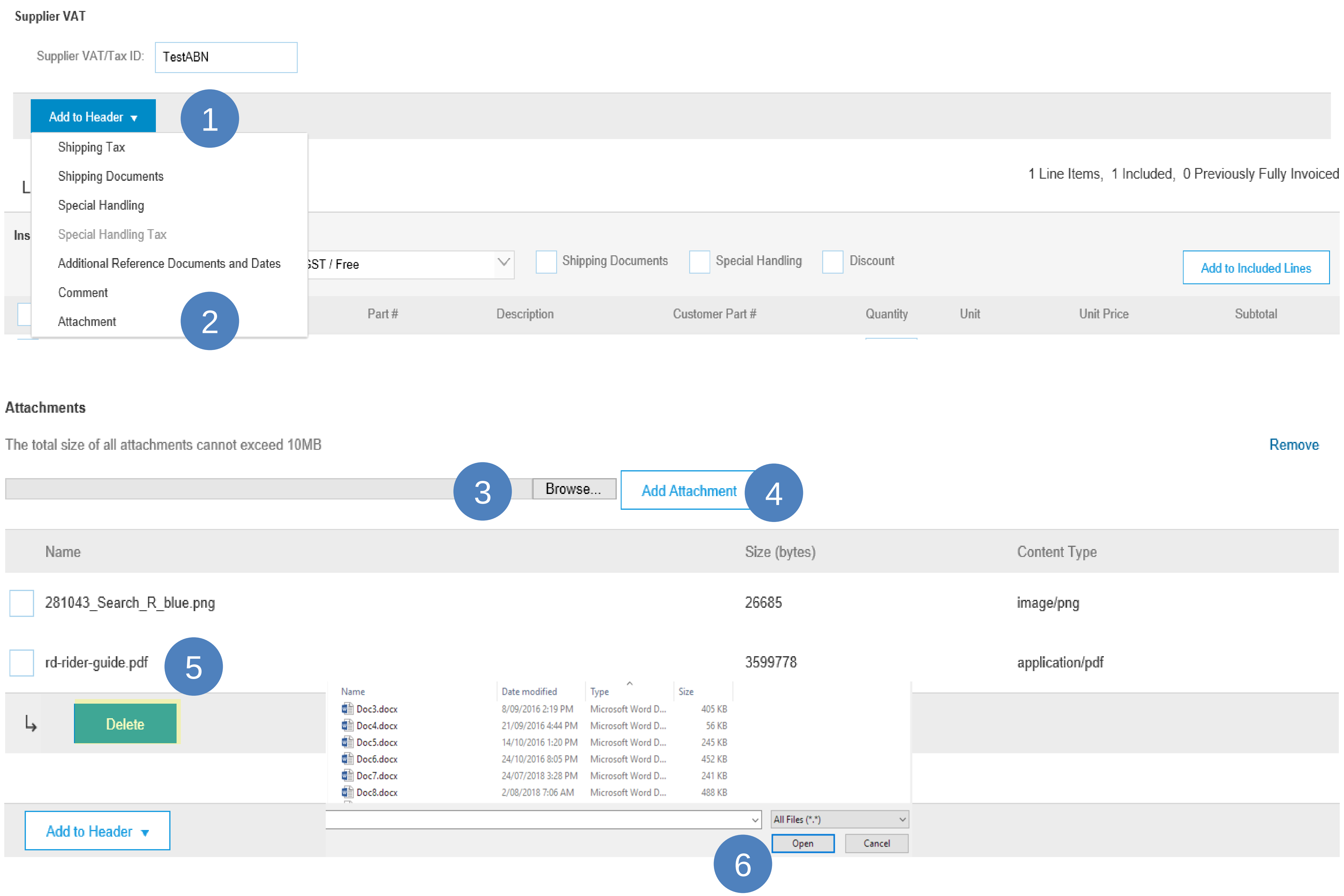
Invoice

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



Invoice via PO Flip

Line Items

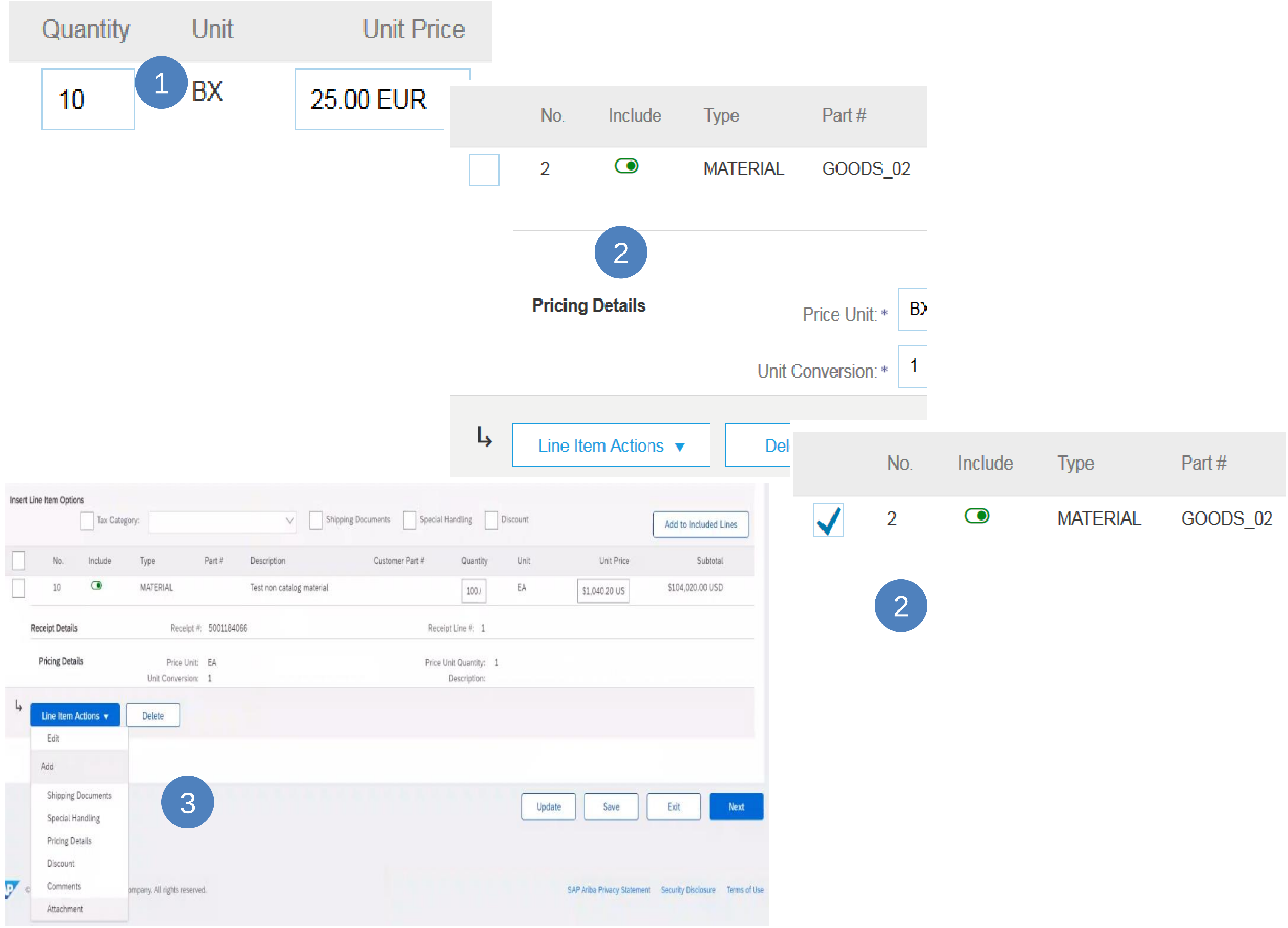
Line Items section shows the line items Received from the Purchase Order.

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.

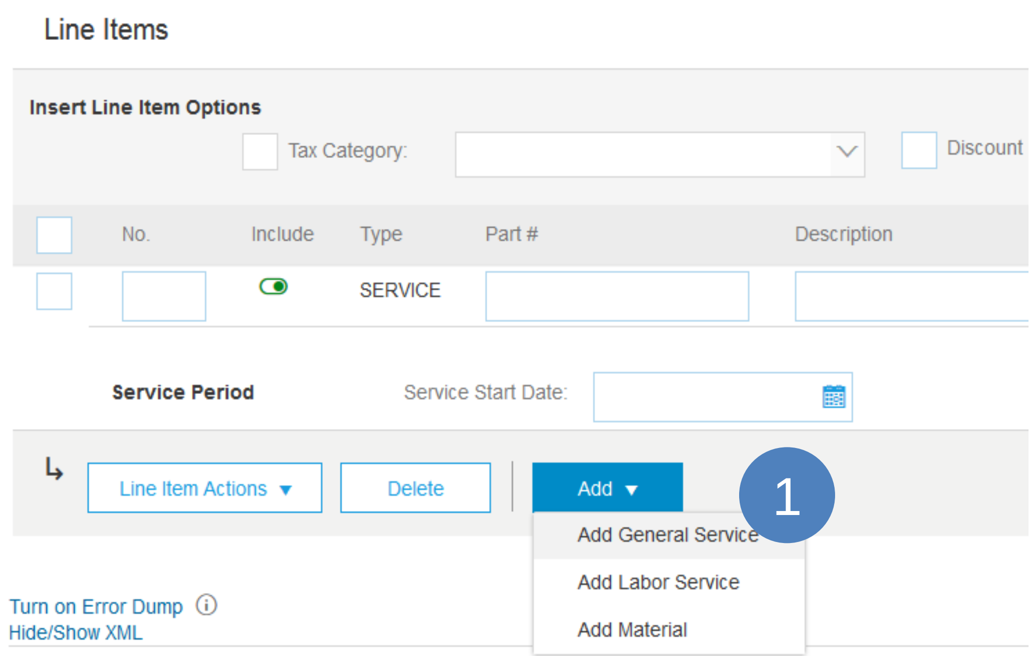


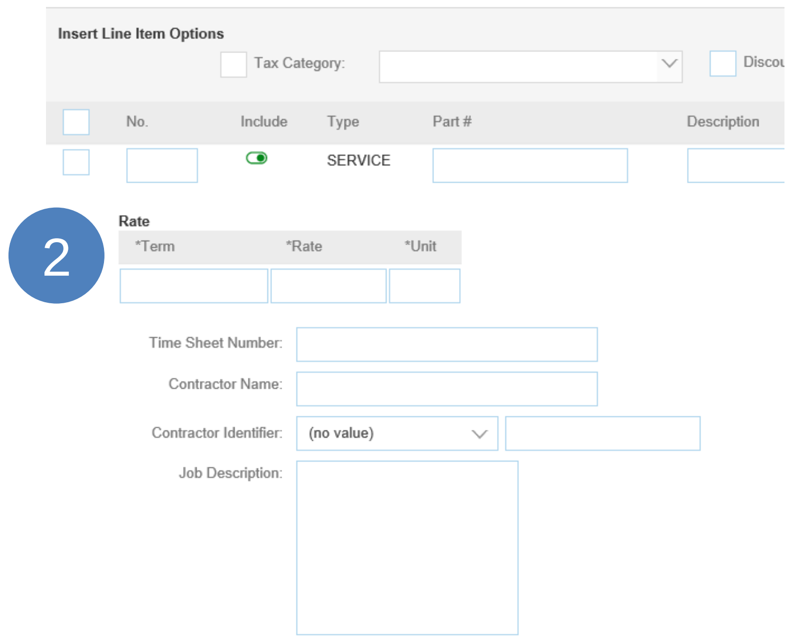
Invoice via PO Flip

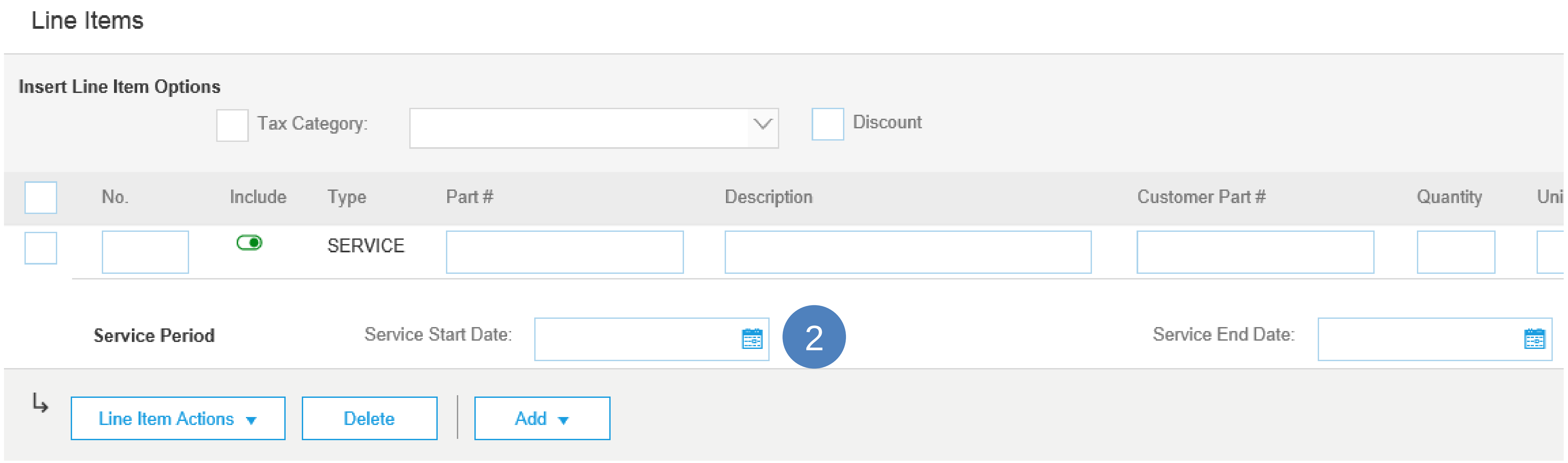
Add Service Lines to Invoices

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.







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Invoice

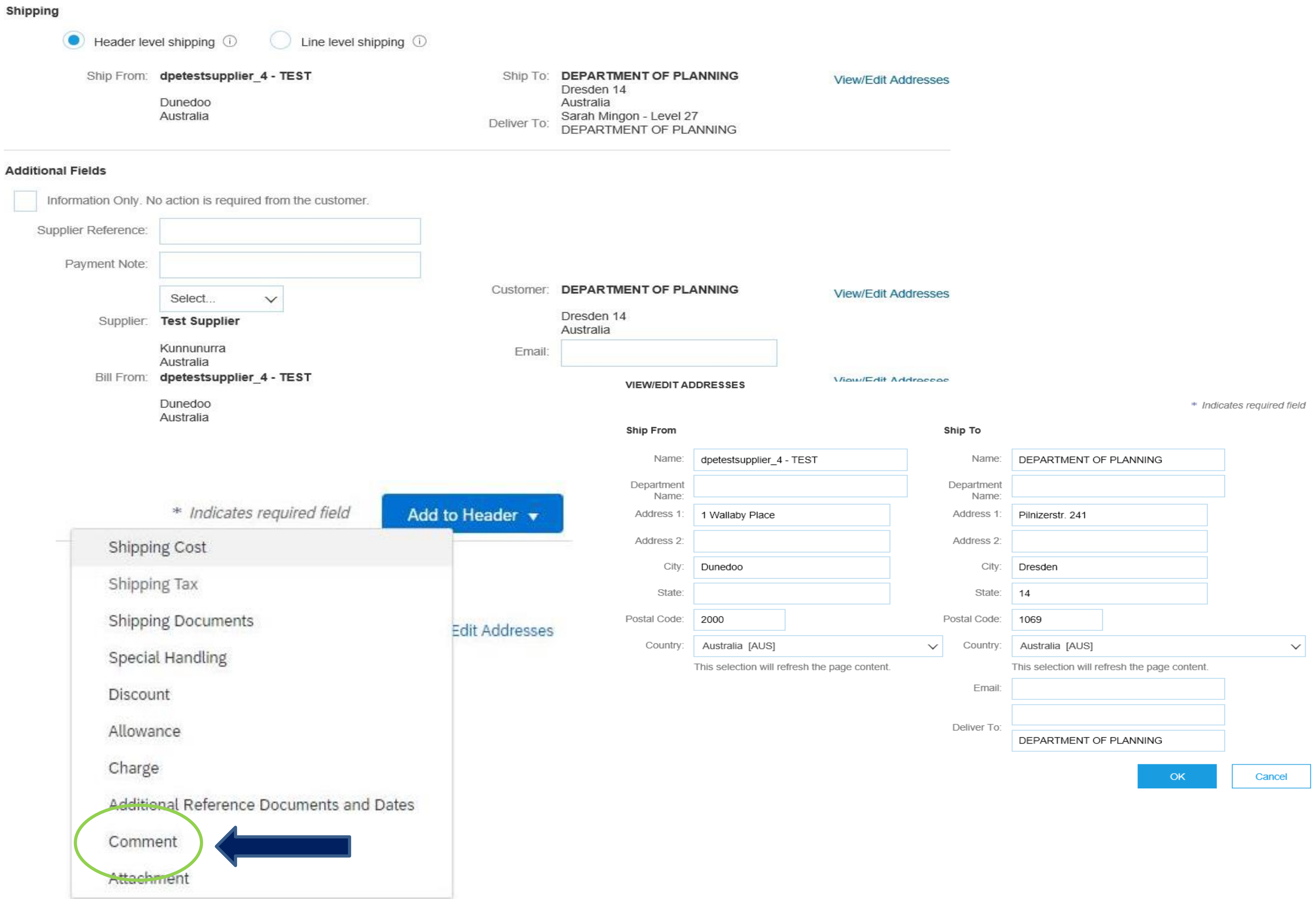
Standard Invoice – Using View/Edit Addresses

- 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.

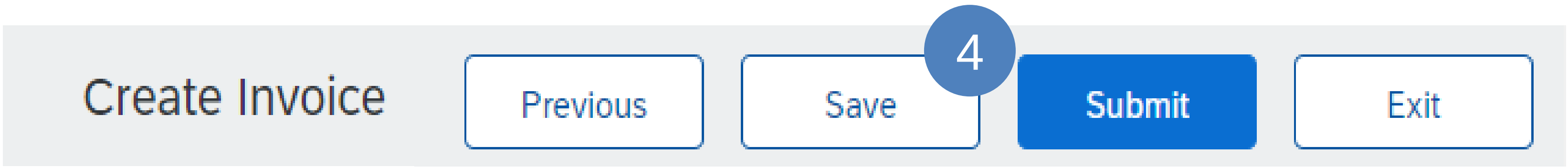
- Please remember that AES preferred payment method is ACH with only one bank account per supplier.

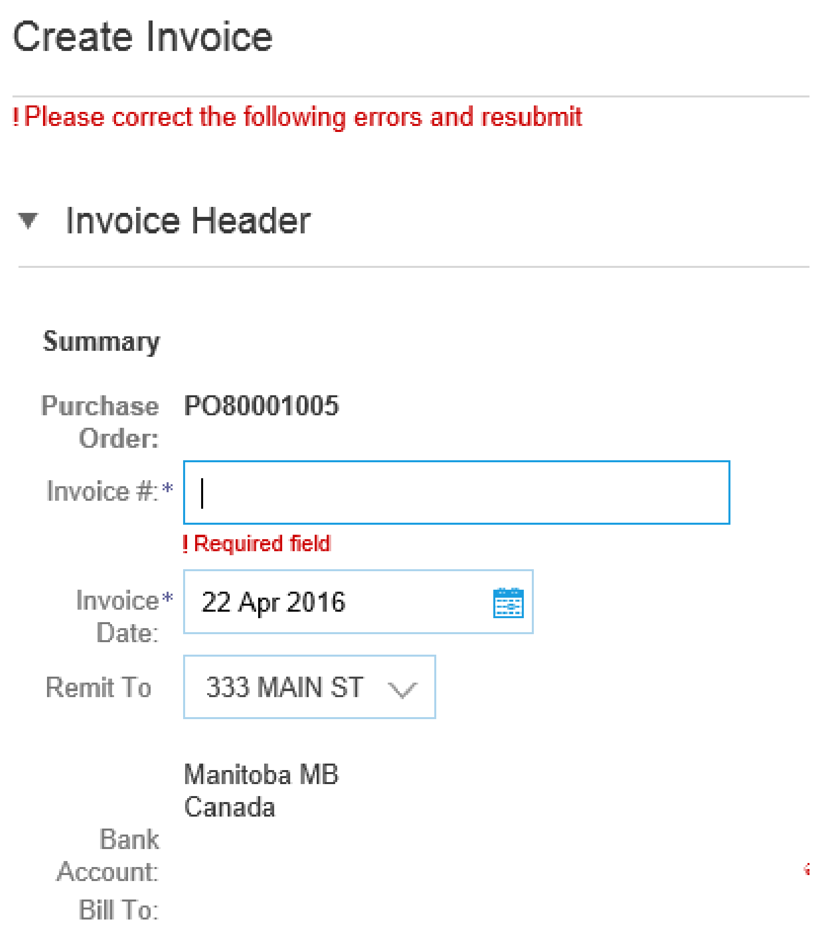


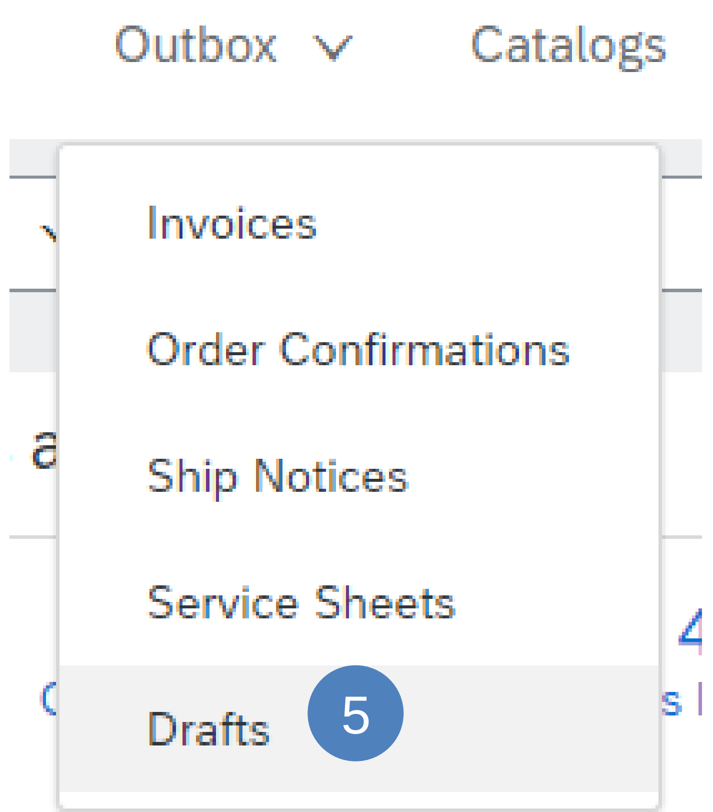
Invoice via PO Flip

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.







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

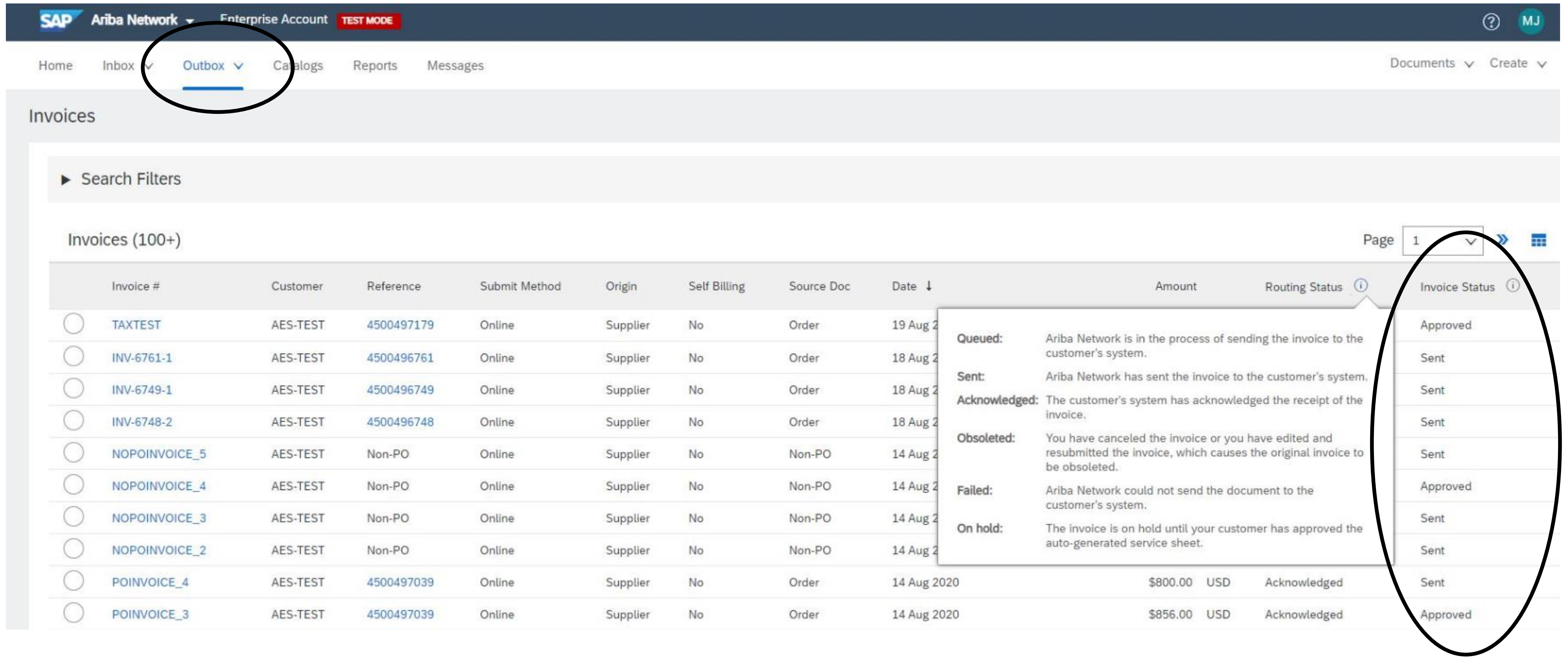
Invoice via PO Flip

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 if 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



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.

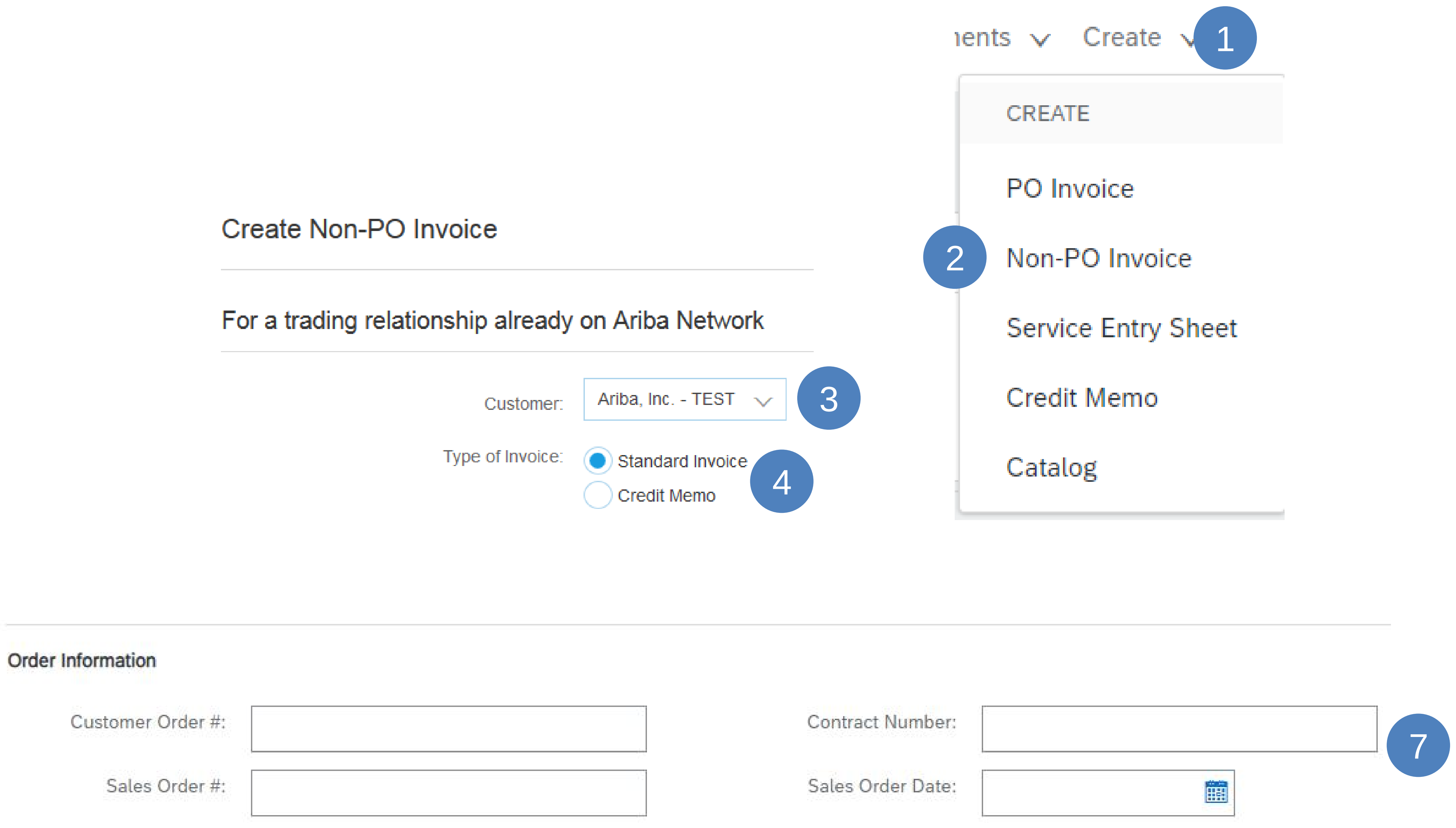
4. Select Standard Invoice.

- 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.



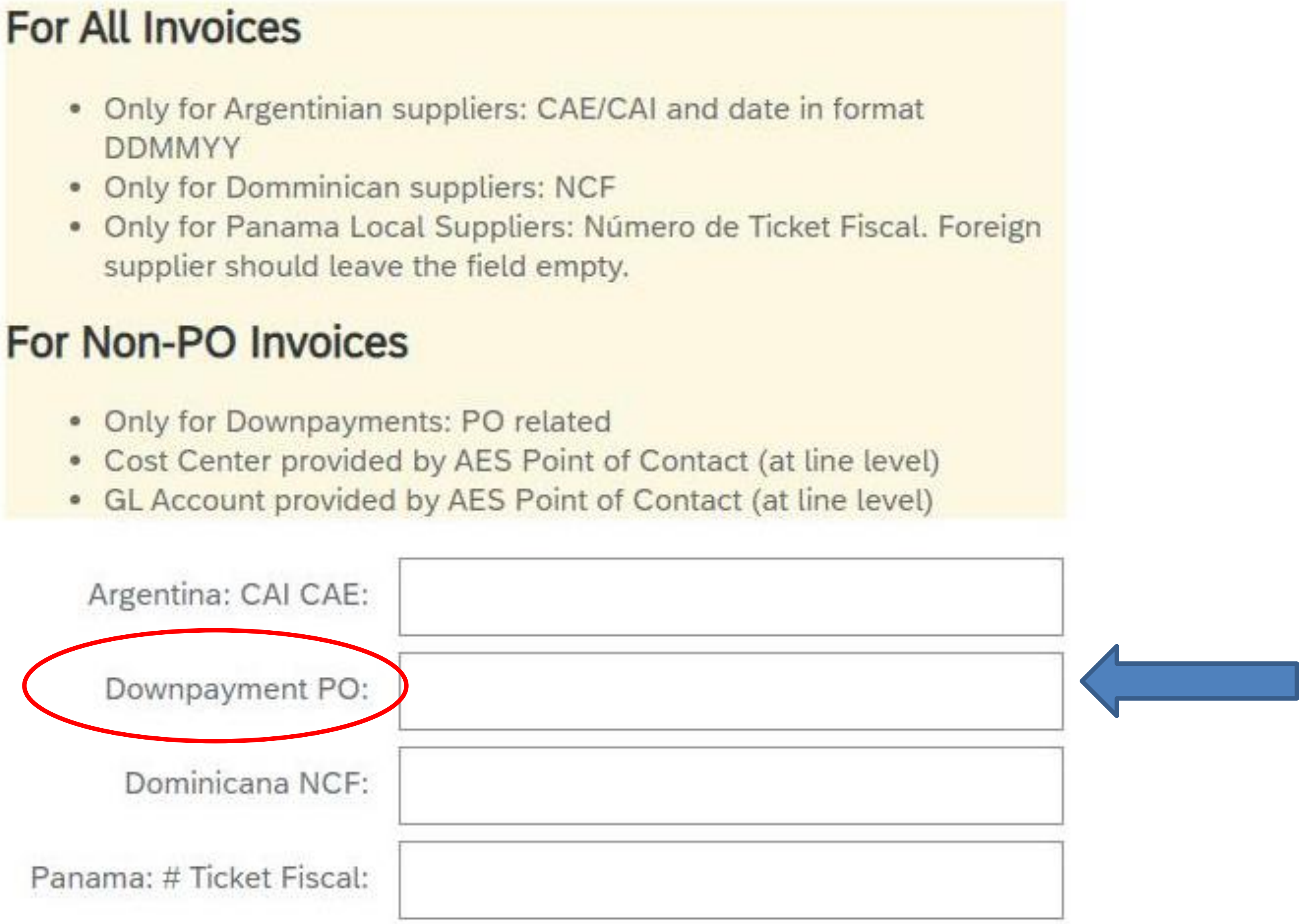
Downpayments

Downpayment Invoices

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

n 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.



Invoice without a Purchase Order per Policy Exemption

Regular Non-PO Invoices

To create an invoice without a PO:

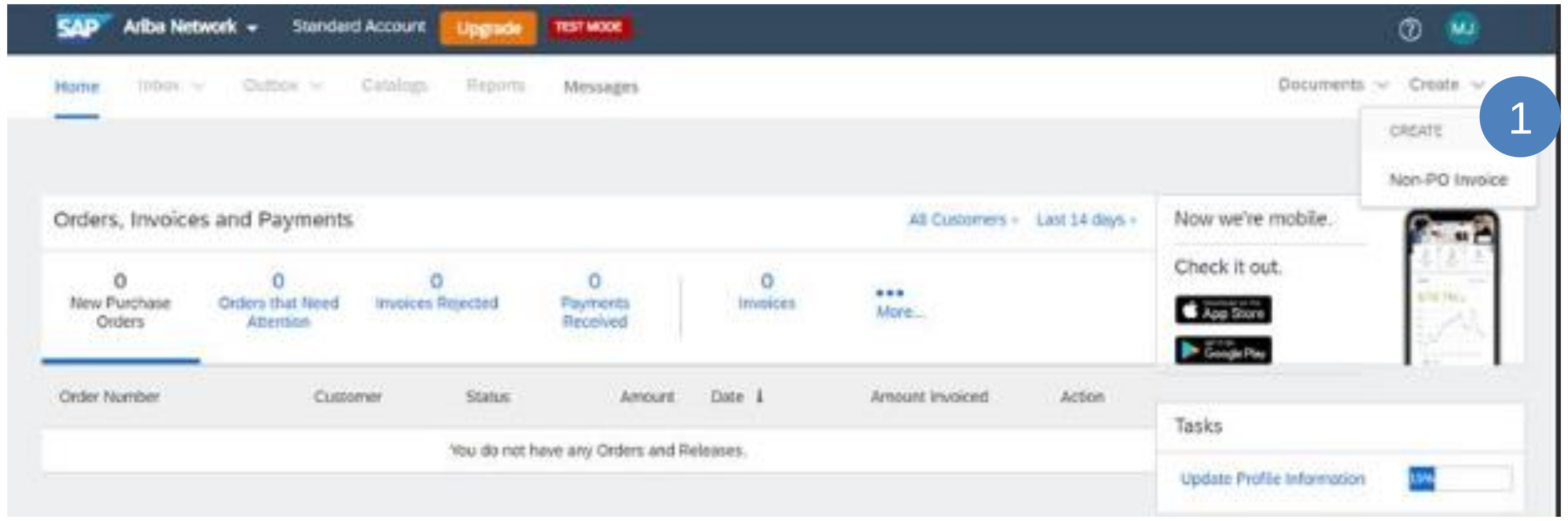
1. Select the **Create** button and choose **NON-PO Invoice**.

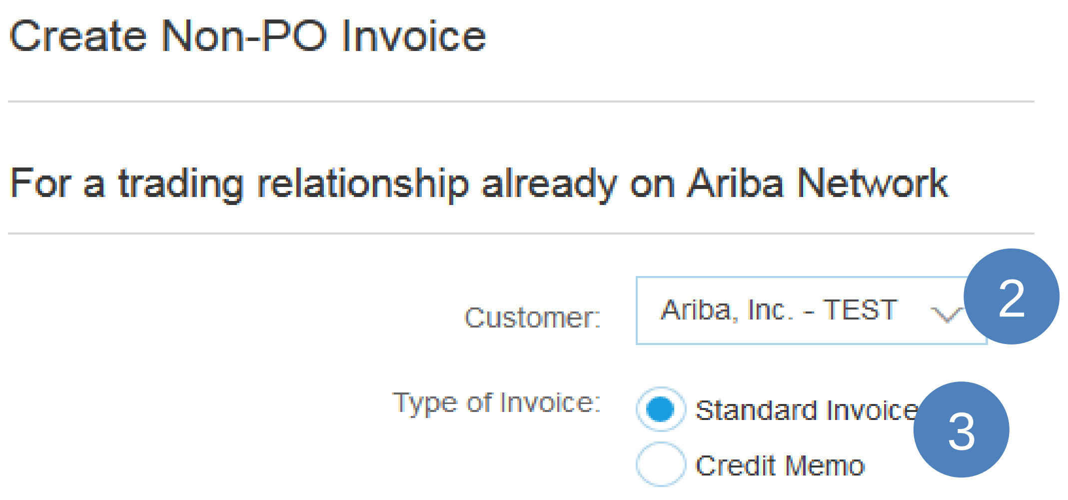
2. Select your **Customer** from the dropdown menu. You can use the search functionality just by typing letters.

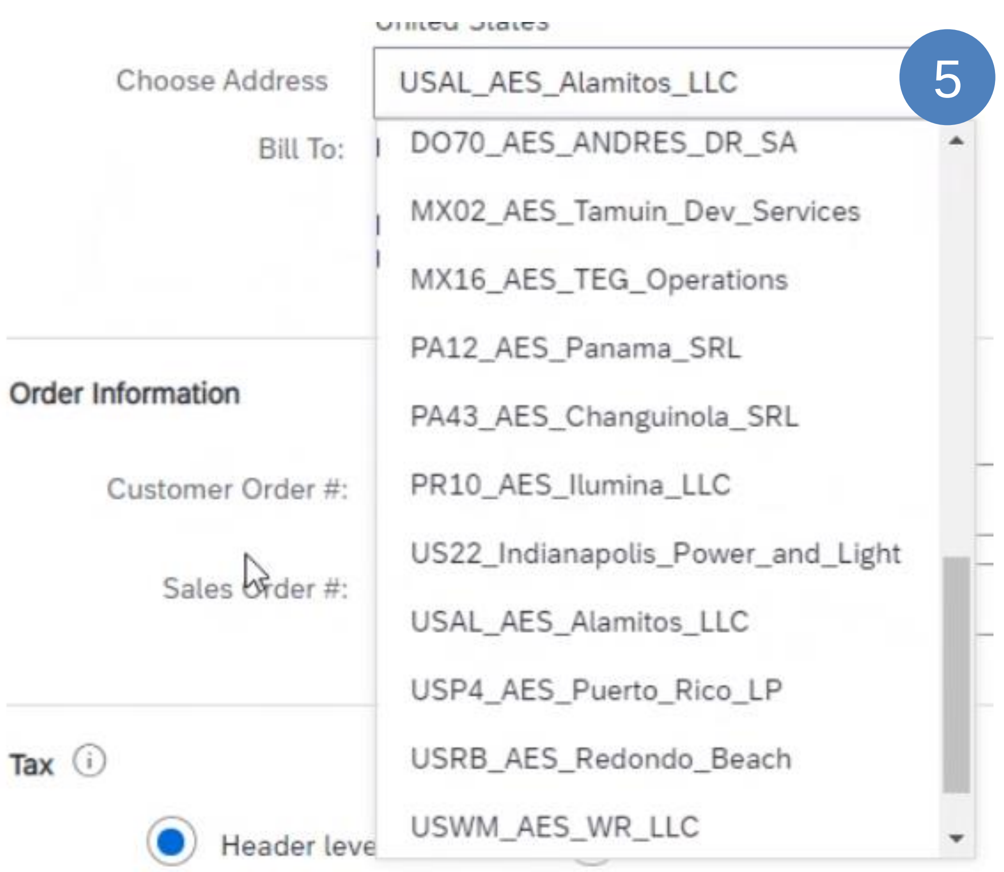
3. Select Standard Invoice.

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.







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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.

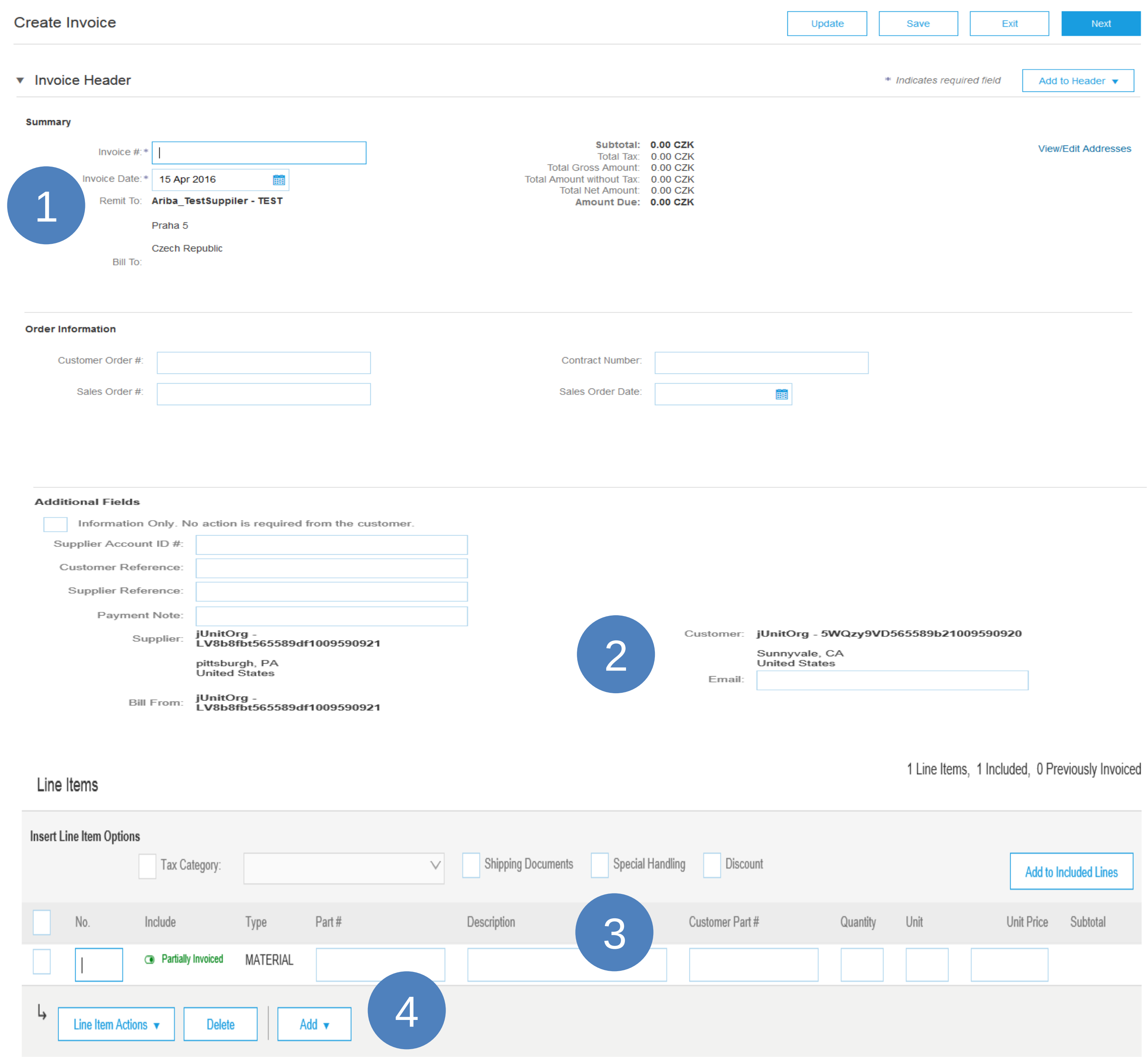
4. Add Tax and Shipping at Header Level as appropriate.

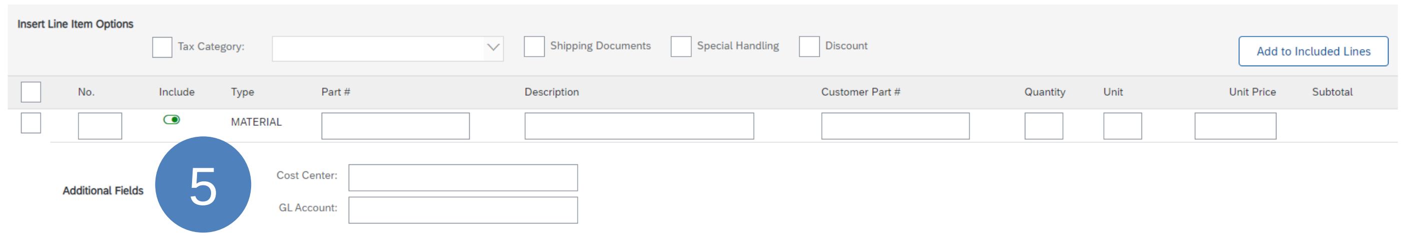
5. If your AES contact has provided please complete GL & Cost Center Account information. This will accelerate invoice approval process.

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.





AES United States

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

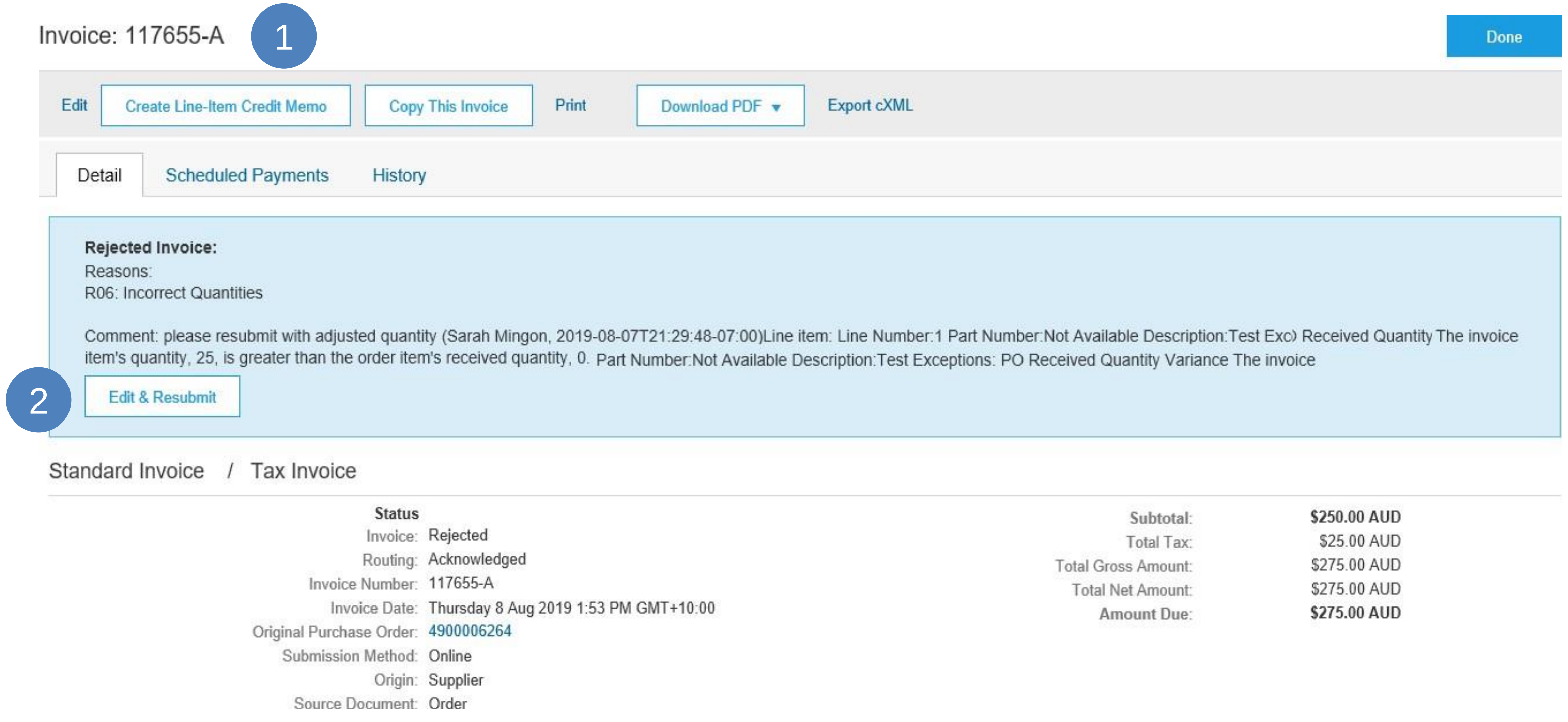
1. Open the Invoice

- 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**.



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

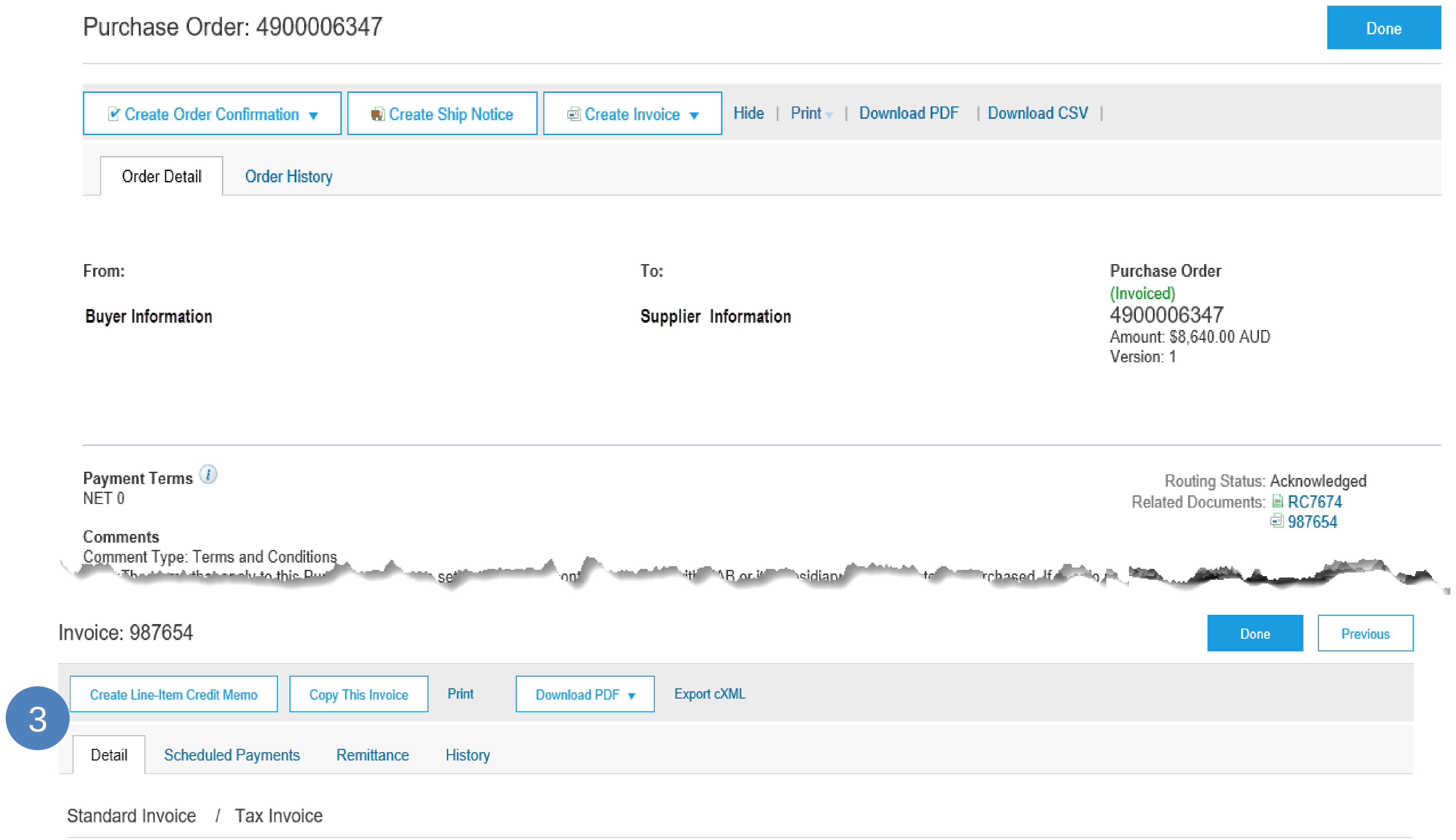
1. Locate the **Invoice** that requires a Credit in Related Documents

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



Note: if your credit references various invoices or additional charges (like a genera 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

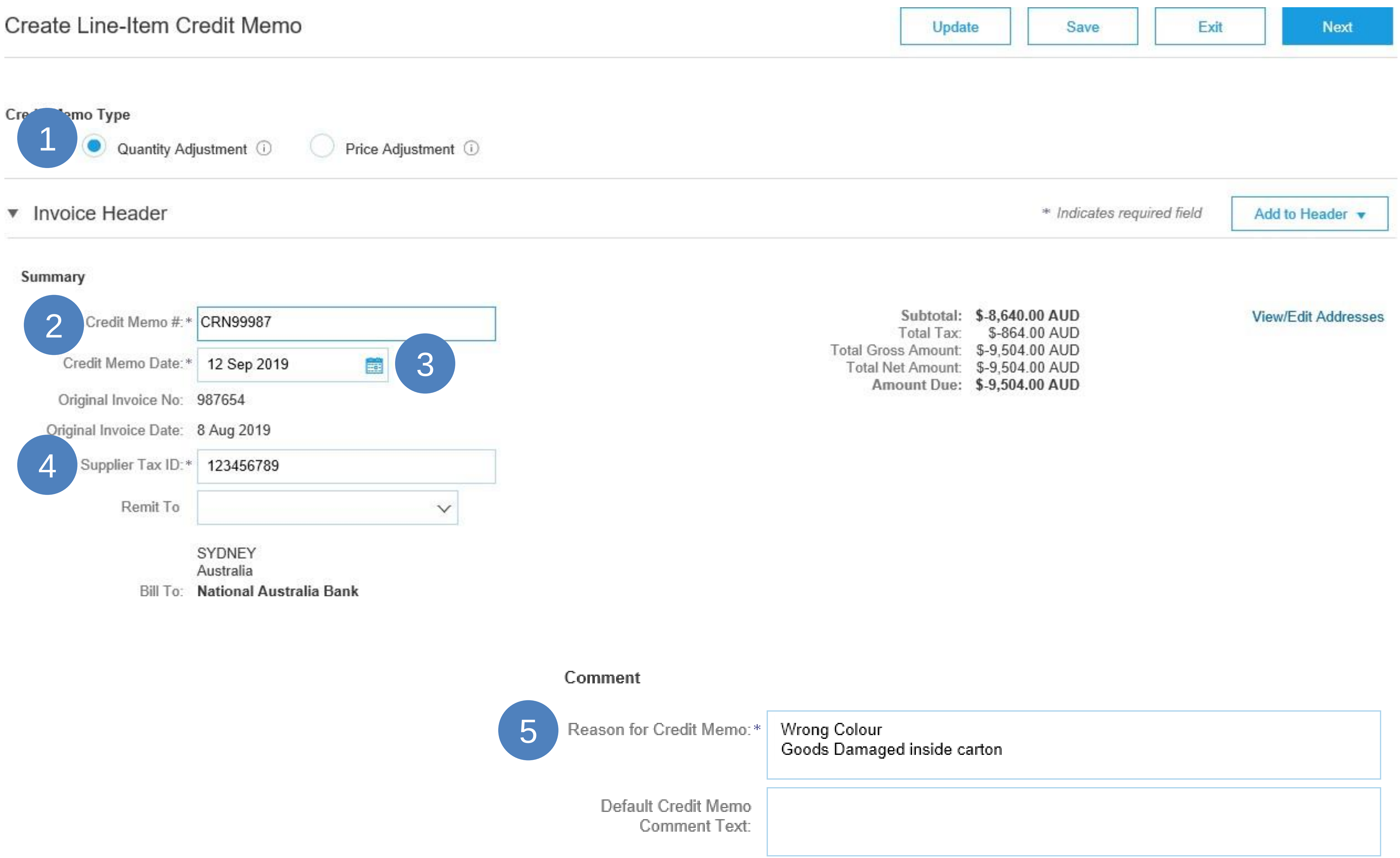
- The Invoice is displayed

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



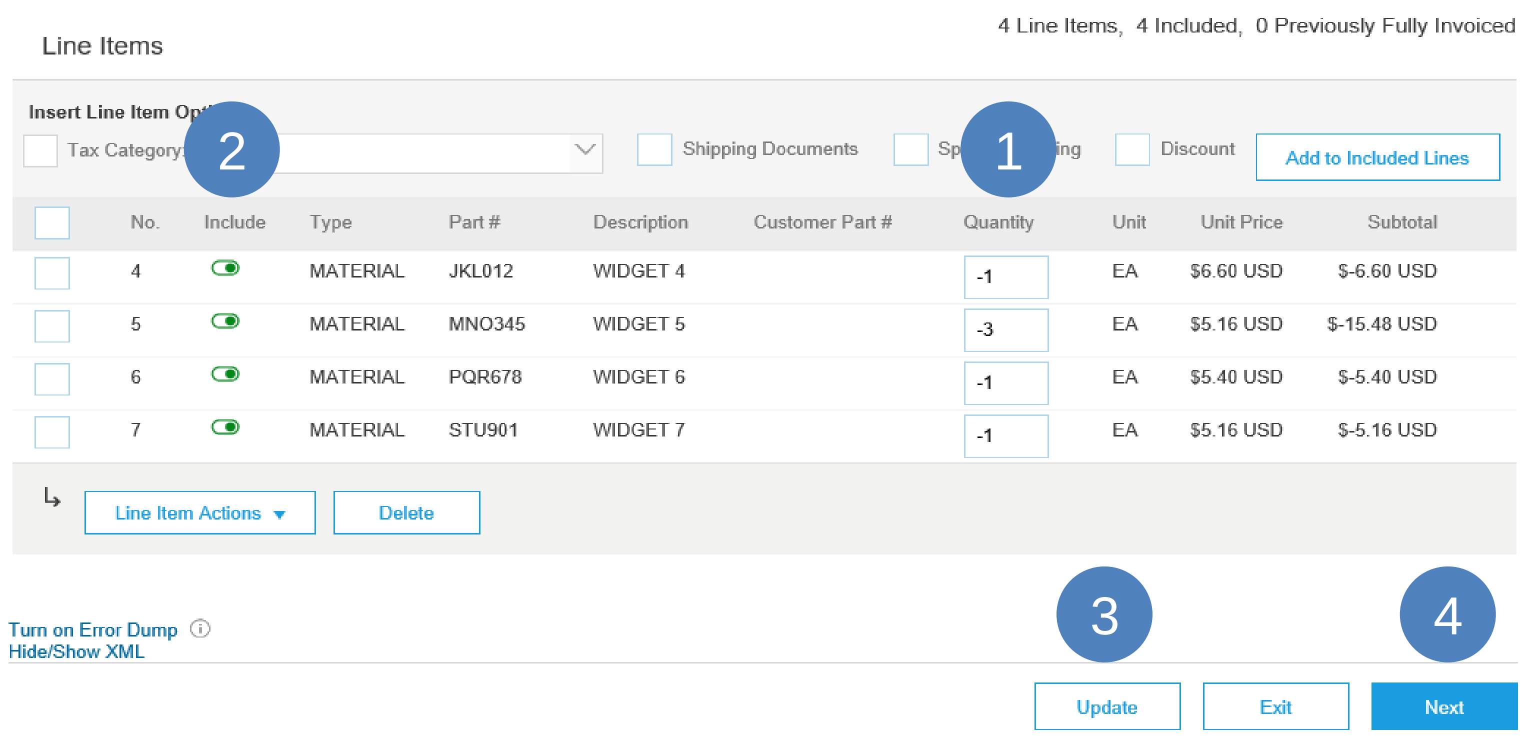
Line Item Credit Memo

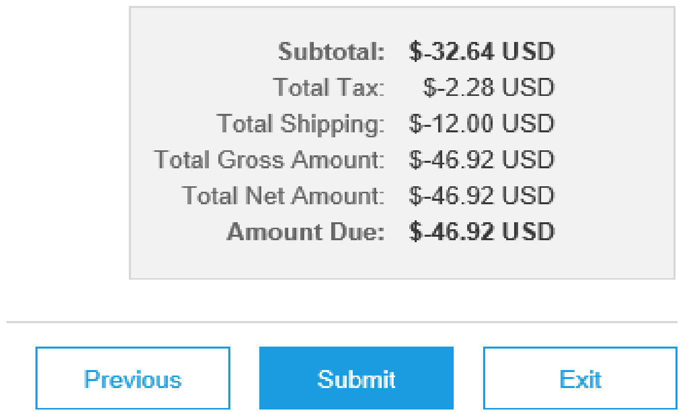
Finalizing a Line Item Credit Memo – Quantity Adjustment (1/2)

- 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 Item Credit Memo

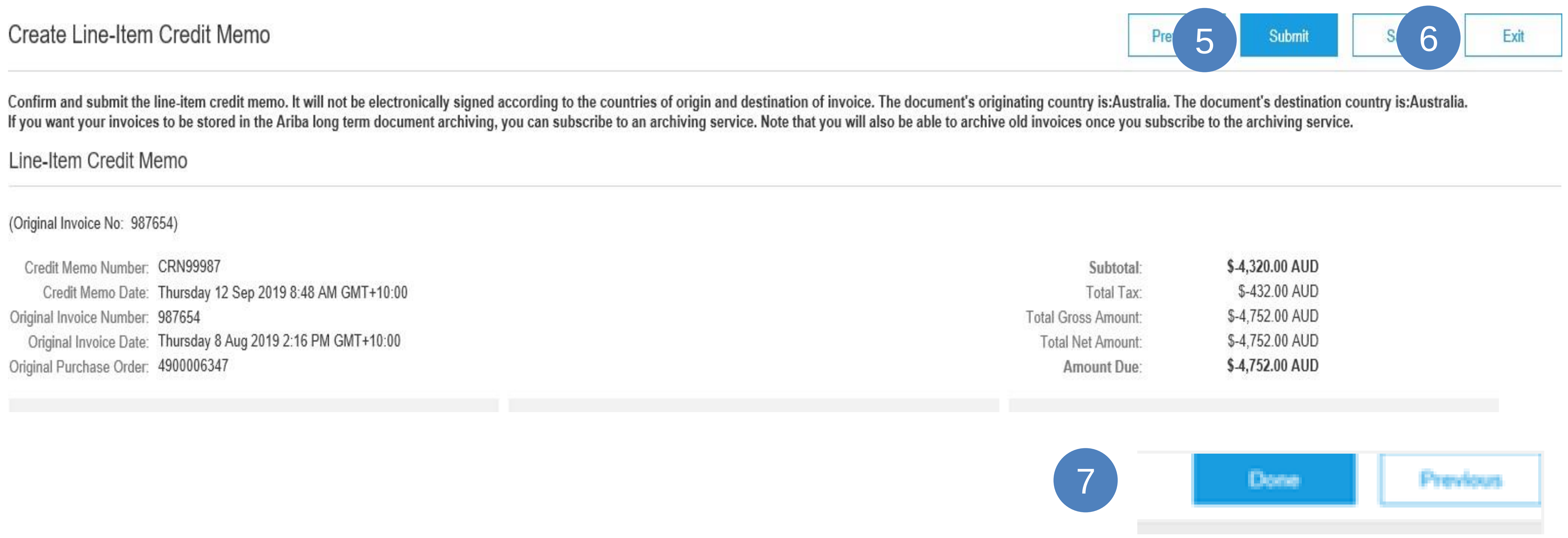
Finalizing a Line Item Credit Memo – Quantity Adjustment (2/2)

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**

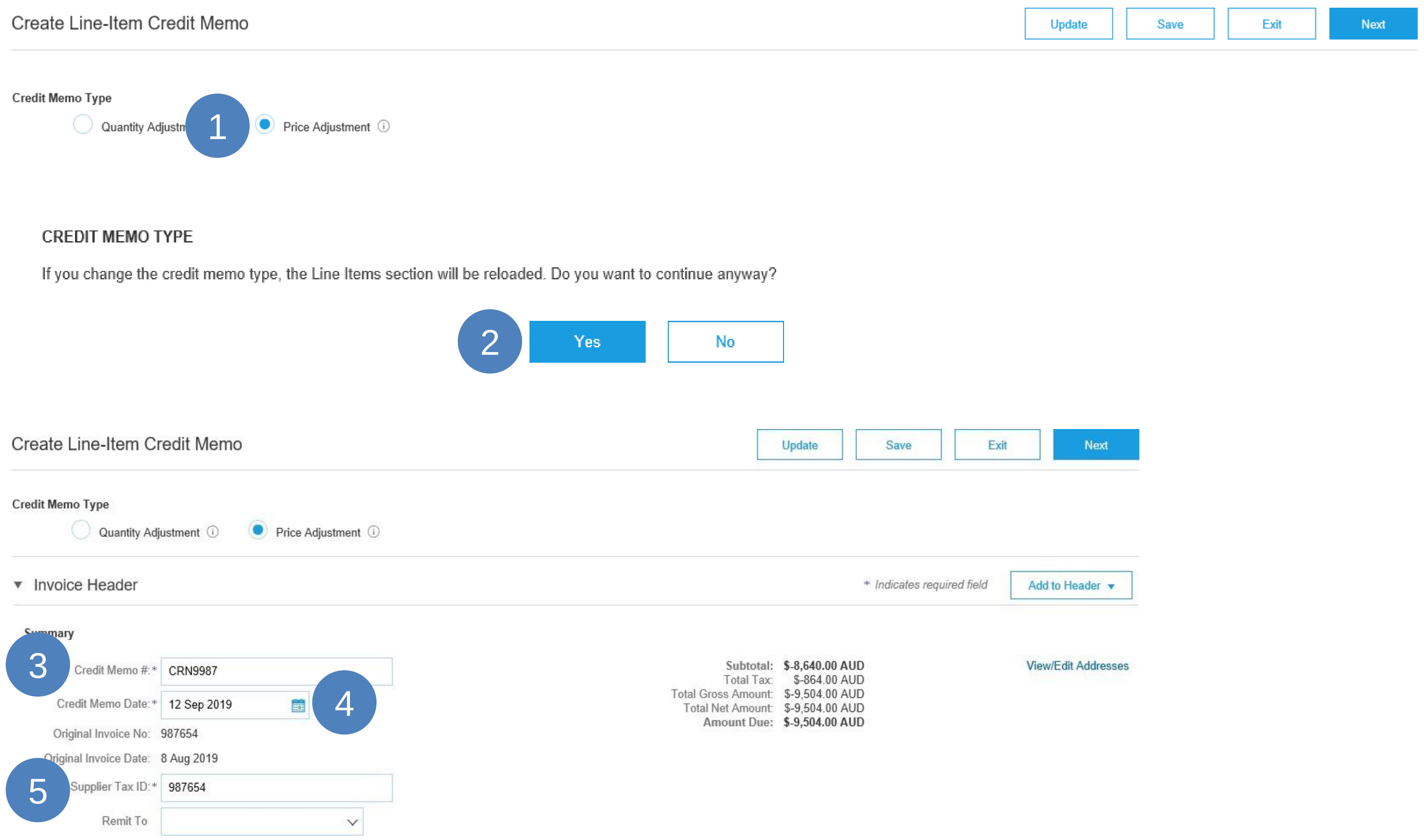
- Screen displays the Invoice the Line Item Credit Memo was actioned from
- **Previous** – Returns to the Purchase Order
- **Done** – Returns to Dashboard



Line Item Credit Memo

Line Item Credit Memo – Price Adjustment

- Line Item Credit Memo is displayed
1. Select **Price Adjustment**
- Screen message displays
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**



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**

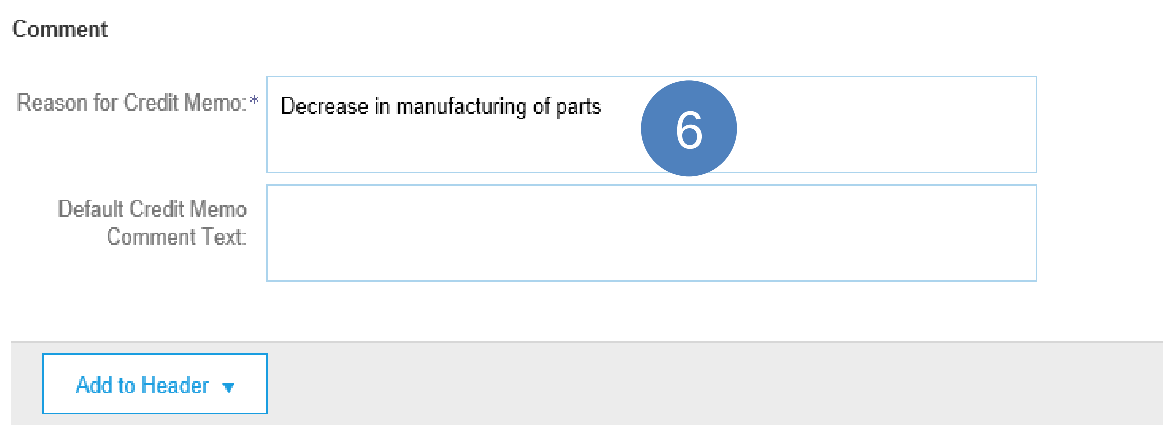
Note: The unit price should be the actual price reduction not the correct unit price, the Unit Price entered will be deducted from the invoice

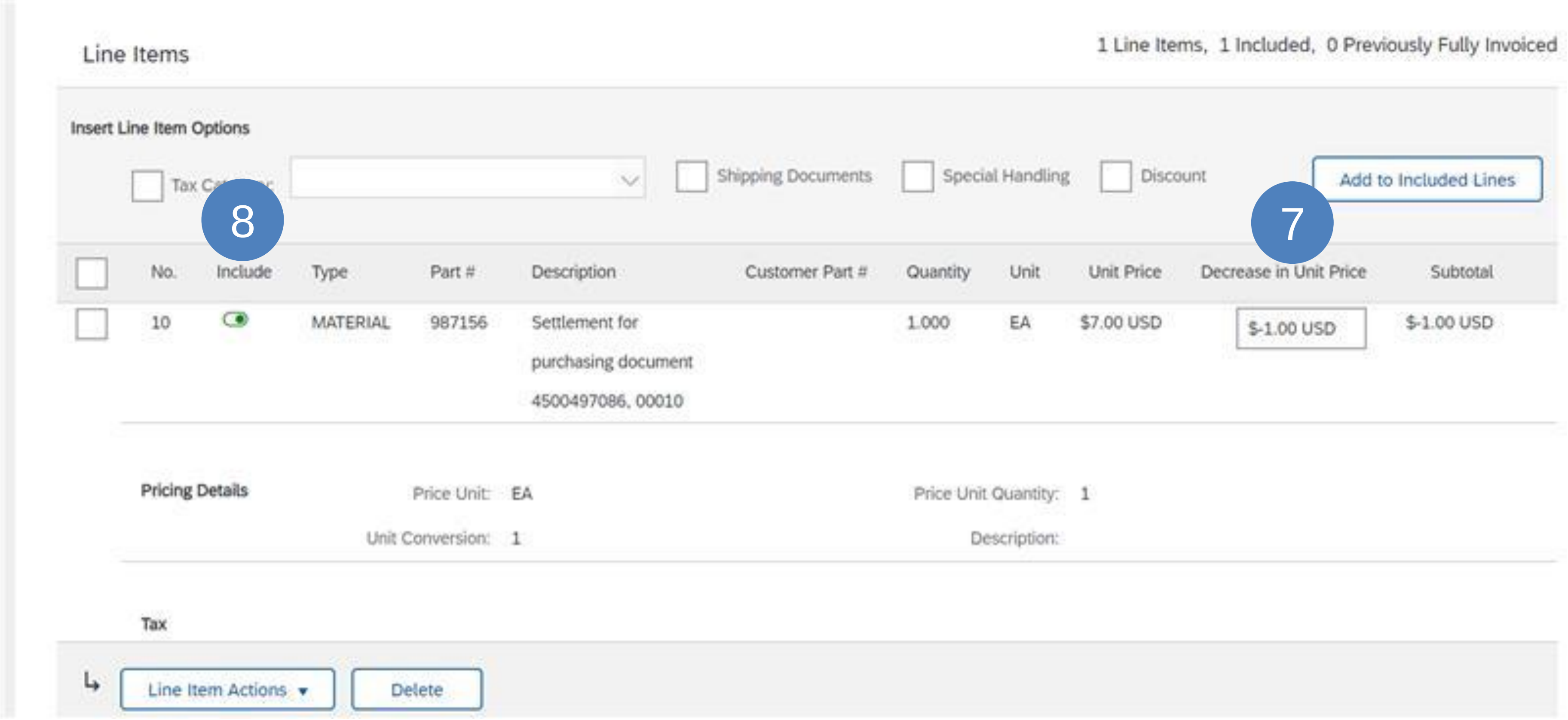
8. Remove items that are not required for credit using the **Include** Slide bar

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**





Line Item Credit Memo

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

12. Click on **Submit**
13. Click on **Exit**

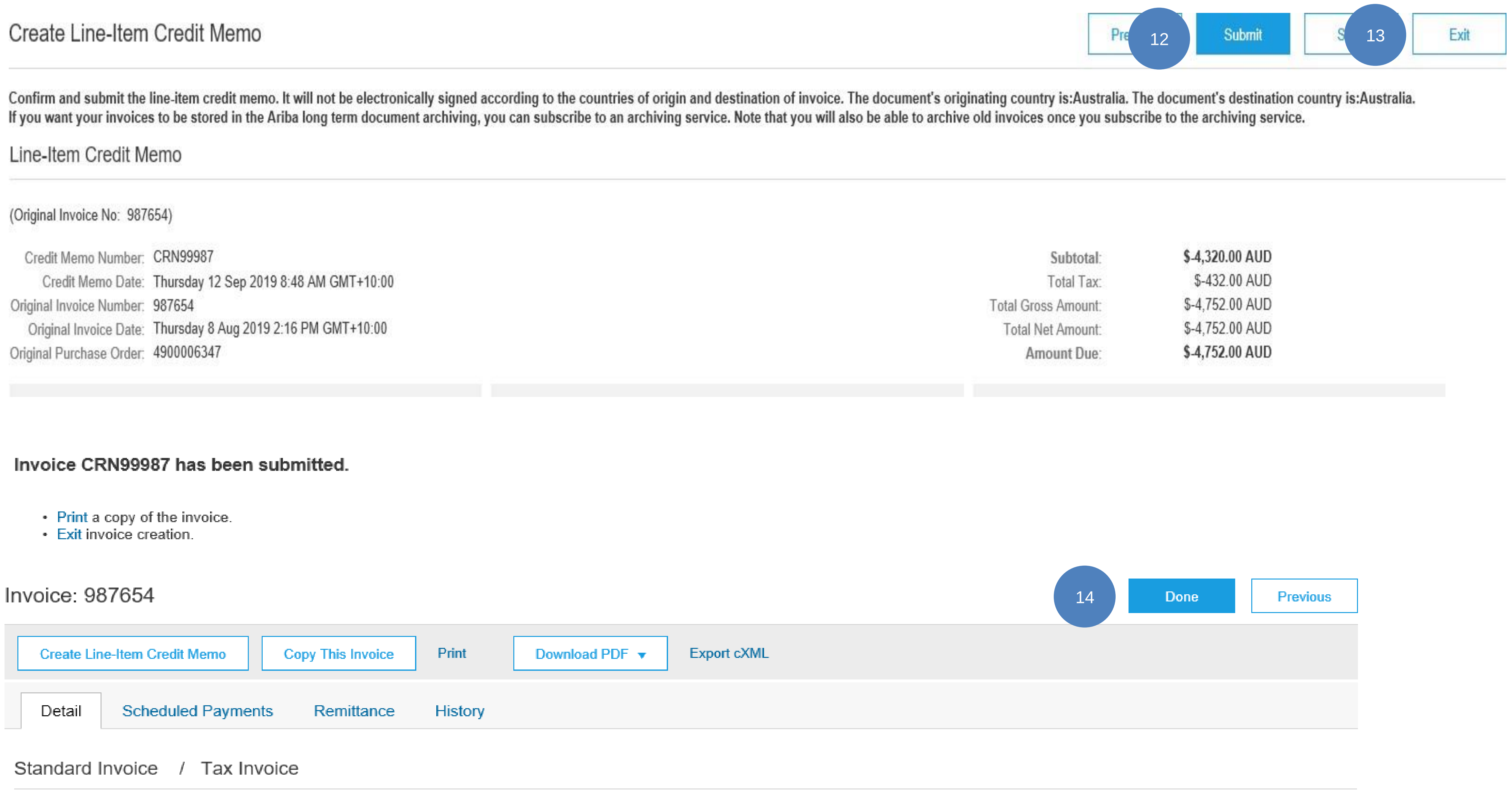
Note: There is no requirement to print the Credit Memo or send a copy to your Buyer

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



Invoicing Information

Reviewing Invoice History

Check Status Comments

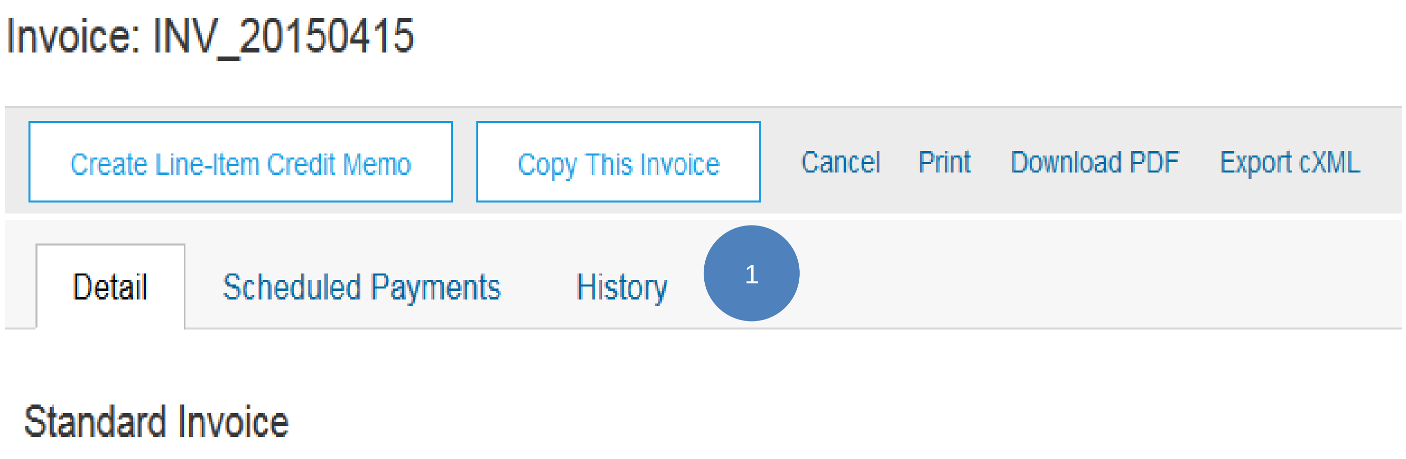
Access any invoice:

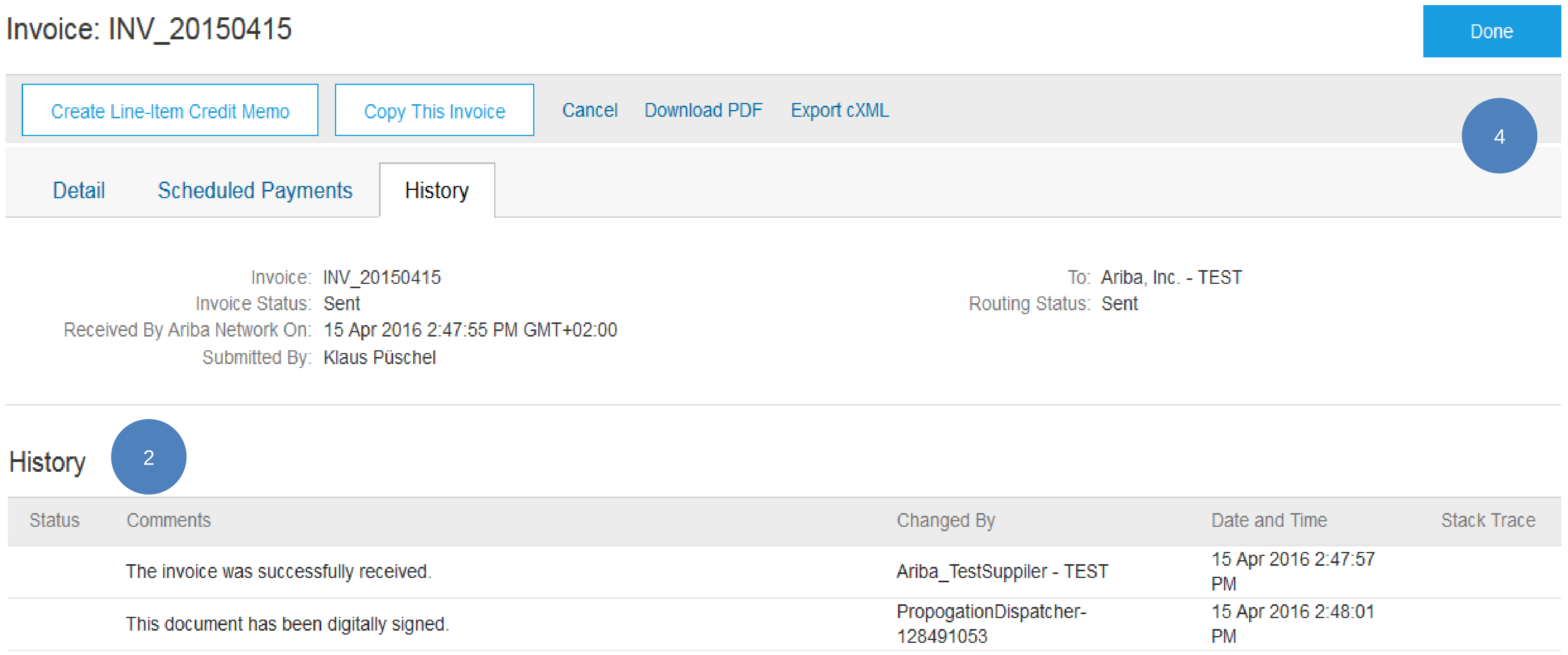
1. Click on the History tab to view status details and invoice history.

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.





AES United States

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.