Ariba Network Invoice Guide

SAP Ariba

Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Alcoa via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Alcoa and supplier.
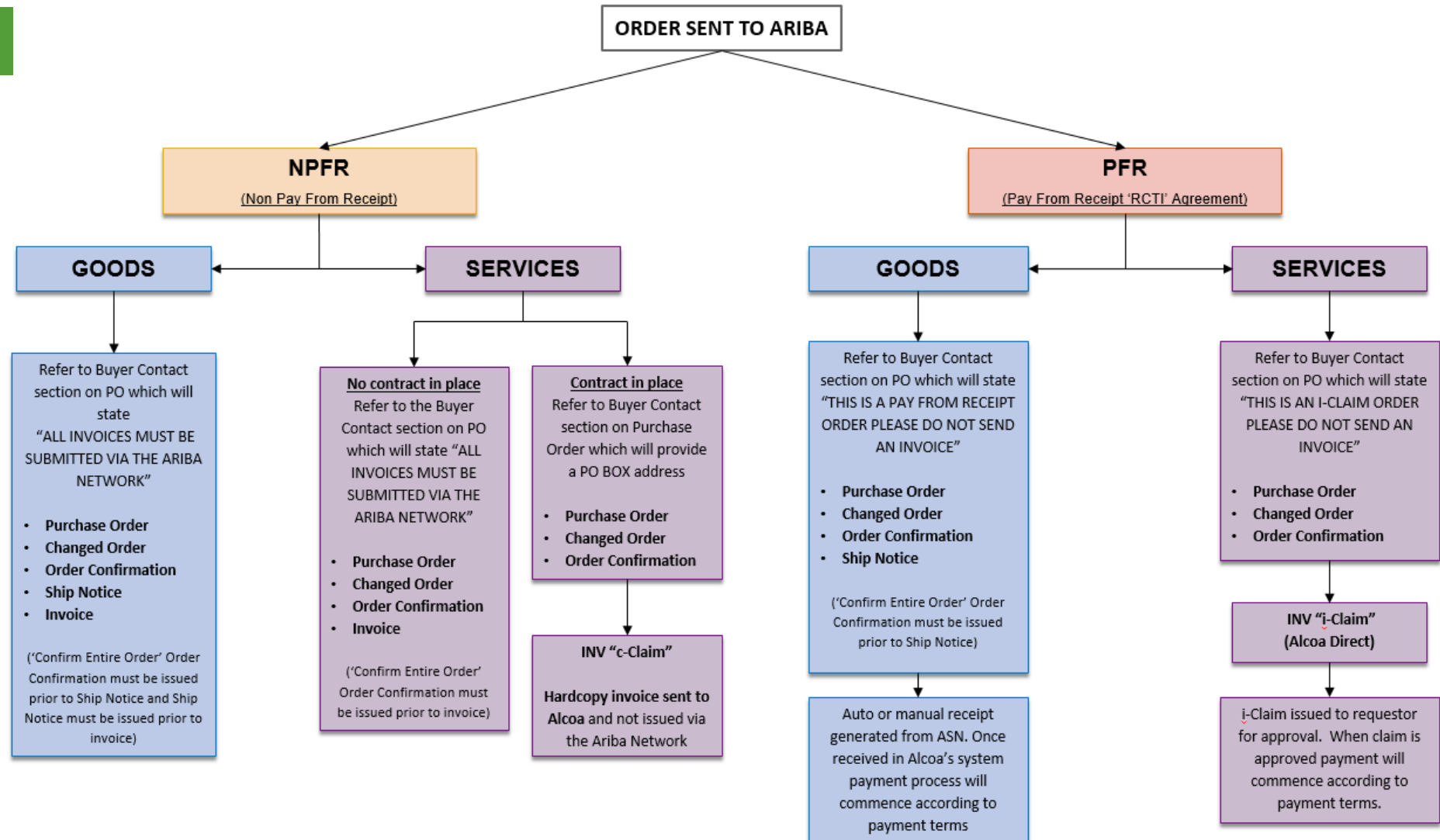
Table of Contents

Workflow for Different Purchase Order Types

ORDER SENT TO ARIBA

NPFR
(Non Pay From Receipt)

PFR
(Pay From Receipt 'RCTI' Agreement)

GOODS (NPFR)

Refer to Buyer Contact section on PO which will state
"ALL INVOICES MUST BE SUBMITTED VIA THE ARIBA NETWORK"

- Purchase Order
- Changed Order
- Order Confirmation
- Ship Notice
- Invoice

('Confirm Entire Order' Order Confirmation must be issued prior to Ship Notice and Ship Notice must be issued prior to invoice)

SERVICES (NPFR)

No contract in place
Refer to the Buyer Contact section on PO which will state "ALL INVOICES MUST BE SUBMITTED VIA THE ARIBA NETWORK"

- Purchase Order
- Changed Order
- Order Confirmation
- Invoice

('Confirm Entire Order' Order Confirmation must be issued prior to invoice)

Contract in place
Refer to Buyer Contact section on Purchase Order which will provide a PO BOX address

- Purchase Order
- Changed Order
- Order Confirmation

INV "c-Claim"

Hardcopy invoice sent to Alcoa and not issued via the Ariba Network

GOODS (PFR)

Refer to Buyer Contact section on PO which will state "THIS IS A PAY FROM RECEIPT ORDER PLEASE DO NOT SEND AN INVOICE"

- Purchase Order
- Changed Order
- Order Confirmation
- Ship Notice

('Confirm Entire Order' Order Confirmation must be issued prior to Ship Notice)

Auto or manual receipt generated from ASN. Once received in Alcoa's system payment process will commence according to payment terms

SERVICES (PFR)

Refer to Buyer Contact section on PO which will state "THIS IS AN I-CLAIM ORDER PLEASE DO NOT SEND AN INVOICE"

- Purchase Order
- Changed Order
- Order Confirmation

INV "i-Claim"
(Alcoa Direct)

i-Claim issued to requestor for approval. When claim is approved payment will commence according to payment terms.

Alcoa's Document Choreography and Contract Types for Different Purchase Order Types

Alcoa categorise their suppliers by their contract/purchasing type (e.g. PFR or NPFR). Below is the defined choreography (set of documents) for each contract/purchasing type. Please take the time to read carefully.

PFR (Pay from Receipt) (*an RCTI agreement is in place*)
Documents required: Purchase or Changed Order – Order Confirmation – Ship Notice
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- Payment generated according to the agreed contractual payment terms

NPFR (Non Pay from Receipt) (*no RCTI agreement is in place*)
Documents required: Purchase or Changed Order – Order Confirmation – Ship Notice – Invoice
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Ship Notice submitted by supplier when the goods are being delivered
- INV submitted by supplier

ECM (Electronic Claims Module Orders)
Documents required are PO/CO – OR.
- Purchase Order or Changed Order issued by Alcoa
- Order Confirmation submitted by supplier
- Supplier to submit a claim as per the current Alcoa claims process. C-Claims still need to be submitted as paper invoices and i-Claims still need to be submitted via Alcoa Direct, claims module..

General Notes:
1. Many suppliers have multiple types of contracts e.g. one PFR and then a services contract (i-claims). This is catered for in the Ariba Network and the orders will be able to be identified by the supplier as to the type e.g. goods or services.
2. All Orders and Change Orders require an Order Confirmation to be submitted.
3. If an Order Confirmation is not submitted a Ship Notice cannot be submitted and therefore no payment will generate.
4. Hardcopy invoices will not be accepted by Alcoa's Accounts Payable except if it is for a service and the supplier has a contract with Alcoa. Please review the 'Bill To' section on all Purchase Order's to determine which payment method should be applied. Refer to the following section for more details.
   a. If the 'Bill To' details state, B2B invoice please submit the invoice via the Ariba Network.
   b. If it states i-claims please submit via Alcoa Direct.
   c. If there is an Alcoa accounts payable address please submit a paper invoice.

Invoice

- You can only create an Invoice for Goods items from the "Active" PO/CO document once an ASN has been sent

- For any price variances send an Order Confirmation- Update Line Items to Alcoa for approval prior to sending the goods

- Hardcopy invoices will not be accepted by Alcoa's Accounts Payable except if it is for a service and the supplier has a contract with Alcoa. Please review the 'Bill To' section on all Purchase Order's to determine which payment method should be applied. Refer to the following section for more details.

  - If the 'Bill To' details state B2B invoice please submit the invoice via the Ariba Network.

  - If it states i-claims please submit via Alcoa Direct.

  - If it states c-claims, or there is an Alcoa accounts payable address please submit a paper invoice.

Invoicing - General Information

The **Orders and Releases** page **displays a summary of all purchase orders.**

The Order Number displayed is generated by the Buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on "Order Status" will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.

(PO Flip)

Begin the Invoice

1. Click **Inbox** tab on the Dashboard.

   ➢ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.

   ➢ Screen displays: Purchase Order

3 View the Purchase Order.

4. Click **Create Invoice – Standard Invoice.**

   ➢ Screen displays: Create Invoice

(PO Flip)

Invoice – Header Level

Summary:

5. Fill in the **Invoice Number.** All other fields should be auto-populated.

6. **Supplier Tax ID** is your **ABN/VAT** Number (Auto-populated from Company Profile).

7. **Select TAX option:**

- **Tax** at **Header Level**
    1. Select tax **Category**
    2. Select tax, e.g. **GST** or **GST Free**
    3. Tax will default to 10% GST

or

- **Tax at Line Level**
    - Select **Line Level Tax** for a multi-lined order with multiple taxes. To add tax at the line level.

Create Invoice

[Update] [Save] [Exit] [Next]

▼ Invoice Header

Indicates required field   [Add to Header ▼]

Summary

Purchase Order: 6780404

(5) Invoice #:* 5487845

Invoice Date:* 7 Sep 2017

(6) Supplier Tax ID: 630000000

Remit To: ALCOA TEST

Bill To: **Alcoa of Australia Limited**

Australia

Subtotal: $200.00 AUD
Total Tax: $20.00 AUD
Total Shipping: $0.00 AUD
Amount Due: $220.00 AUD

View/Edit Addresses

Tax ⓘ

(7) ● Header level tax ⓘ   ○ Line level tax ⓘ

Category:* GST (1) ▾

Location:

Description:

Regime: ▾

Taxable Amount: $200.00 AUD

Tax Rate Type:

(3) Rate(%): 10

Tax Amount: $20.00 AUD

Remove

Invoice – Line Level

9. Update **Quantity** (if required).

10. If Line Level Tax at the Header;
    1) Select the **line.**
    2) Click **Line Item Actions.**
    3) Select **Tax**
    4) Tax will default to 10% GST

11. Click on **Update.**

12. Click on **Next.**

➢ Screen displays: Create Invoice Summary

Invoice – Review

13. Review Invoice.

14. Click **Submit** to send the Invoice.

➤ Screen displays: system message – 'Print' to print a copy of the Invoice or 'Exit' to exit Invoice creation

➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Create Invoice

Previous | **14** | Submit | Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. 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.

Standard Invoice

13

Invoice # : 5487845	
Invoice Date : Thursday 7 Sep 2017 12:06 PM GMT+10:00	
Original Purchase Order : 6780404	

Subtotal :	$100.00 AUD
Total Tax :	$10.00 AUD
Total Shipping :	$0.00 AUD
Amount Due :	$110.00 AUD

REMIT TO:

ALCOA TEST C-CLAIM/INV
POST

Postal Address:
122 Sixth Ave
Pittsburgh, PA 15222
United States

Tax ID of Supplier: 630000000

BILL TO:

Alcoa of Australia Limited

Postal Address (B2B INVOICE):
ALCOA CORPORATE OFFICE BOORAGOON
181 - 205 DAVY ST
ACN#93 004 879 298
Booragoon WA 6154
Australia
Email: marc.gatland@alcoa.com.au

SUPPLIER:

ALCOA TEST C-CLAIM/INV
POST

Postal Address:
122 Sixth Ave
Pittsburgh, PA 15222
United States

BILL FROM:

ALCOA TEST C-CLAIM/INV
POST

Postal Address:
122 Sixth Ave
Pittsburgh, PA 15222
United States

CUSTOMER:

Alcoa - Test

Postal Address:
201 Isabella Street
Pittsburgh, PA 15212
United States

PAYMENT TERMS:

Net Term: 0 Days

ADDITIONAL INFORMATION:
Customer VAT/Tax ID: 123456789
Supplier VAT/Tax ID: 630000000

Original Purchase Order: 6780404

Line #	Line Ref #	Type	Part #	Qty / Unit	Unit Price	Sub Total
1	20001	MATERIAL	DEF456	4 EA	$25.00 AUD	$100.00 AUD
	Description: Test Item 2					

DETAILS

Auxiliary Part ID:	
Manufacturer Part #:	
Manufacturer Name:	
Country of Origin:	
Service Classification:	3115.00.00
Classification Domain:	not available
Additional Information:	
no	

SHIPPING INFORMATION:

SHIP FROM:

ALCOA TEST C-CLAIM/INV
POST

Postal Address:
122 Sixth Ave
Pittsburgh, PA 15222
United States

SHIP TO:

AWAU-WAO-INV-MRO

Postal Address (BGN MAIL ROOM):
GATLAND, Mr. MARC
BGN MAIL ROOM
BOORAGOON OFFICE MAIL ROOM
ALCOA OFFICE BOORAGOON
181-205 DAVY STREET
BOORAGOON WA 6154
Australia

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		$100.00 AUD	$10.00 AUD				

Subtotal:	$100.00 AUD
Tax:	$10.00 AUD
Shipping:	$0.00 AUD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		$100.00 AUD	$10.00 AUD				

Invoice Summary

Subtotal:	$100.00 AUD
Total Tax:	$10.00 AUD
Total Shipping:	$0.00 AUD
Amount Due:	$110.00 AUD

Previous | Save | Submit | Exit

Invoice Status

- The status of the Invoice will change as it progresses through Alcoa 's approval process

- Alcoa doesn't have a rejection process inside Ariba – the approval and matching of the invoice is done within Alcoa's Oracle systems. If an invoice rejects it will be most likely due to the rules setup in Ariba

- There are 2 Invoice Statuses:
    - **Sent** – you have sent the invoice to Alcoa
    - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason
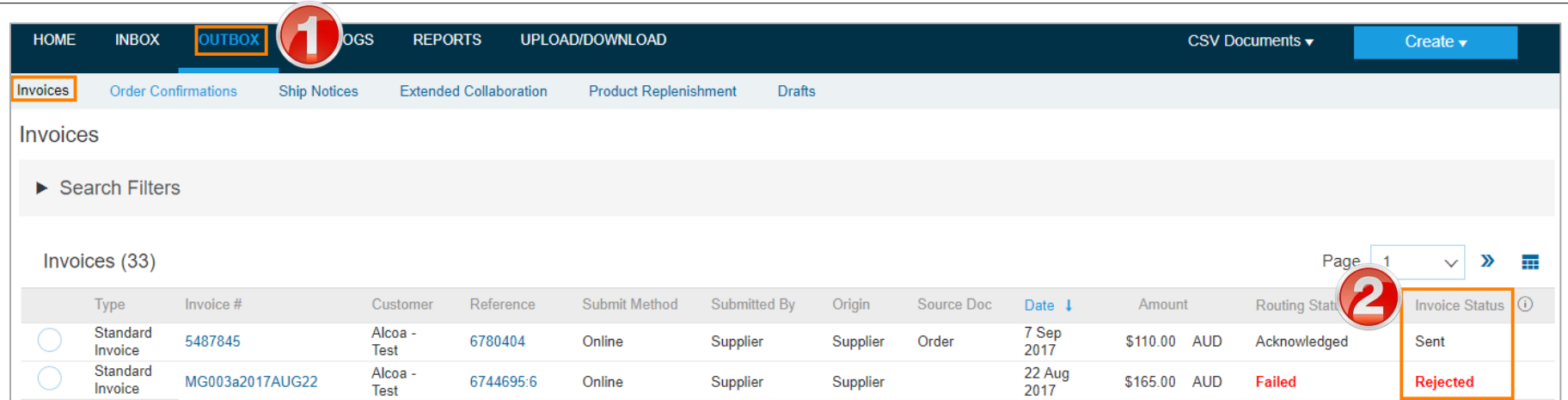
Locating the Invoice Status

1. Click the **Outbox** tab on the Dashboard.

➤ Screen displays: Invoices

2. On the far right hand side of the page there is the **Invoice Status** column.

The **Invoice Statuses** are:
- **Sent**
- **Rejected –** (Highlighted Red indicate action is required)

Credit Memo

- Credit Memos can be sent to Alcoa via the Ariba Network and do not need to be sent in the mail.

- Please also note the following when creating Credit Memos:
  - Credits are supported against specific line items from a previously submitted invoice
  - Credits can be for full or partial amounts

Begin the Credit Memo

1. Click the **Outbox** tab on the Dashboard.

   ➢ Screen displays: Invoices

2. Click on the **Invoice #.**

3. Click on **Create Line-Item Credit Memo.**

   ➢ Screen displays: Create Line-Item Credit Memo

Credit Memo

Create Line-Item Credit Memo

Update   Exit   Next

▼ Invoice Header

Indicates required field   Add to Header ▼

Summary

④ Credit Memo #:*   4847464

Credit Memo Date:*   7 Sep 2017

Original Invoice No: 5487845

Original Invoice Date: 7 Sep 2017

Supplier Tax ID: 630000000

Remit To: ALCOA TEST C-CLAIM/INV POST

Pittsburgh, PA
United States

Bill To: **Alcoa of Australia Limited**

Booragoon WA
Australia

Subtotal: $-100.00 AUD
Total Tax: $-10.00 AUD
Total Shipping: $0.00 AUD
Amount Due: $-110.00 AUD

View/Edit Addresses

Comment

⑤ Reason for Credit Memo:*   Credit reason required

Default Credit Memo Comment Text:

Payment Terms Description: ⓘ

Delivery Date: ⓘ

accountNumber:

Credit Memo cont.

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1).

7. Click **Next.**

➢ Screen displays: Create Line-Item Credit Memo review

8 **Review** Credit Memo.

9 Click **Submit.**

➢ Screen returns – Invoice

Note: When you return to the Purchase Order the Order Status has changed to Partially Invoiced or the previous Order Status.

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]

	No.	Include	Type	Part #	Description	Customer	Quantity	Unit	Unit Price	Subtotal
☐	20001	⬤	MATERIAL	DEF456	Test Item 2		-4	EA	$25.00 AUD	$-100.00 AUD

Pricing Details

Price Unit:*	EA	Price Unit* Quantity:	1.0
Unit Conversion:*	1	Description:	

Tax

Category:*	GST ▼	Taxable Amount:	$-100.00 AUD	Remove
Location:		Rate(%):	10
Description:		Tax Amount:	$-10.00 AUD
Regime:	▼		

Shipping

Ship From: ALCOA TEST C-CLAIM/INV POST
Pittsburgh, PA
United States

Ship To: **AWAU-WAO-INV-MRO**
BOORAGOON WA
Australia
GATLAND, Mr. MARC
Deliver To: BGN MAIL ROOM
BOORAGOON OFFICE MAIL ROOM

View/Edit Addresses

Shipping Cost

| Shipping* Amount: | $0.00 AUD | Shipping Date: | [📅] |

Additional Fields

manufacturerCountryCode: ⓘ	[ ]
paymentCategory: ⓘ	[ ]
lineItemReferenceNumber: ⓘ	[ ]
minQtyPerRelease: ⓘ	[ ]

[Line Item Actions ▼] [Delete]

[Update] [Exit] [**Next**] **7**

SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

Click Here to Take Survey

Support

Support Type	Contact

Ariba Support	1. Click on the **Help Centre – Support**
	2. Click **Start** next to 'I need help with…'
	3. Select support option;
	    • **Email SAP Ariba Customer Support**
	    • **Get help by Live Chat**
	    • **Get help by Phone**

Supplier Information Portal (Location of Training Guide/s and Video/s)	1. On the **Home** screen 2. Click on **Company Settings** 3. Click on **Customer Relationships** 4. Click on **Supplier Information Portal**
Ariba Network Training Request	E: an.sellertraining.aus@sap.com