



SAP Ariba 

L3Harris

Ariba Network Invoicing Guide

CONFIDENTIAL

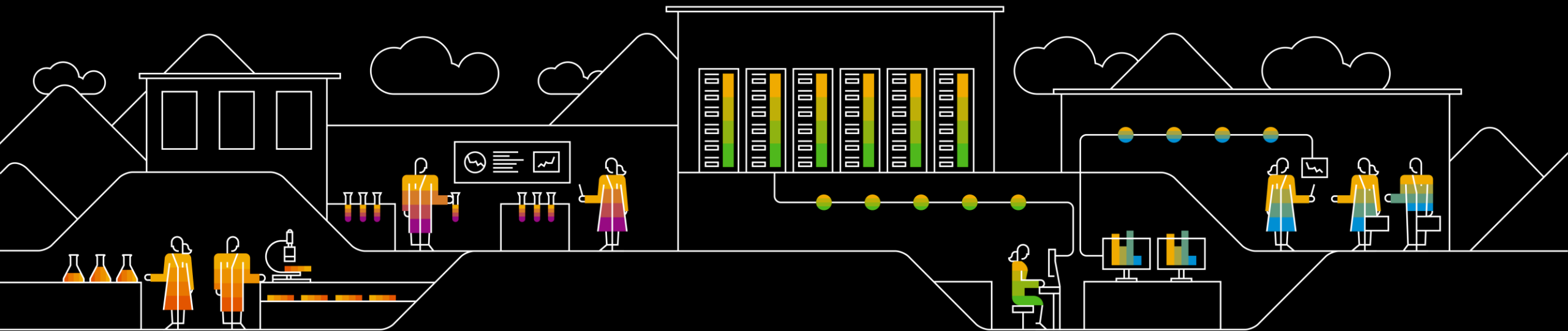


THE BEST RUN 

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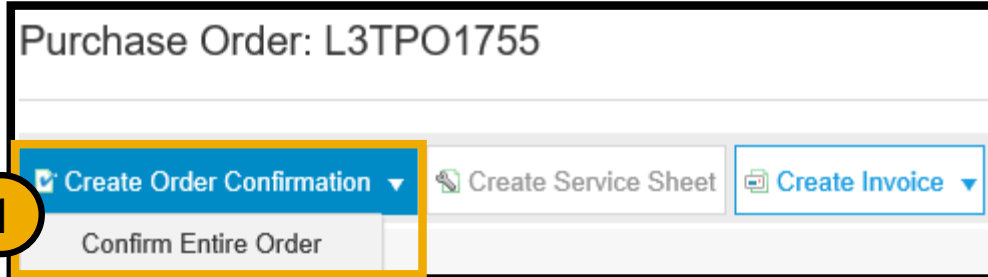
Create Order Confirmation



Create Order Confirmation

To create an Invoice for L3 you must first create an Order Confirmation:

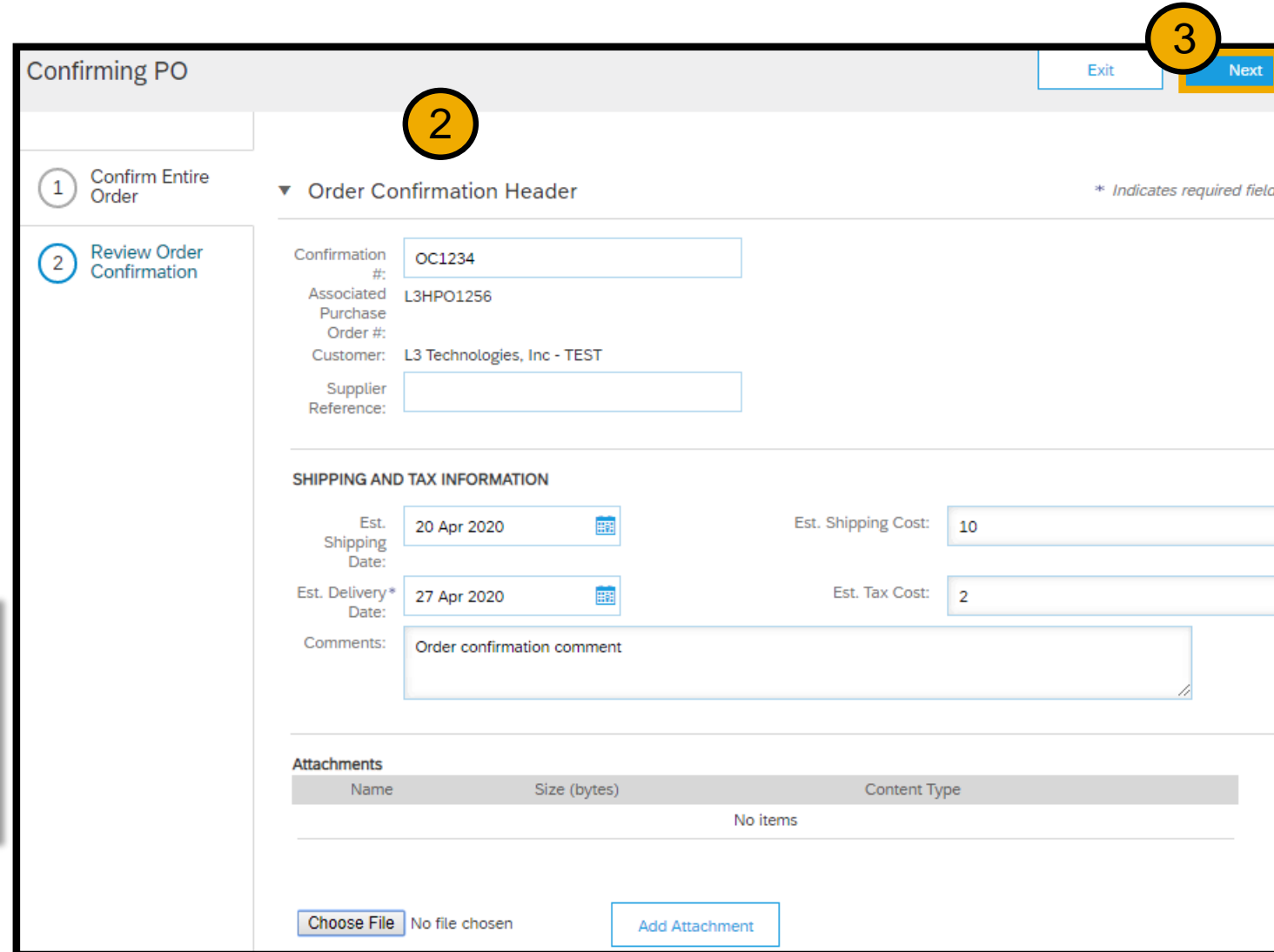
1. Locate your Purchase Order. Click on **Create Order Confirmation** and **Confirm Entire Order**.
2. Enter the Required fields denoted with an asterisk (*) such as **Confirmation #**, **Est.** and **Delivery Date**. Optionally add **Tax Cost**, **Shipping Cost**, **Shipping Date**, **Comments** or **Attachments**.
3. Click on **Next**.
4. Review details and click on **Submit**.



Purchase Order: L3TPO1755

1 Create Order Confirmation Create Service Sheet Create Invoice

Confirm Entire Order



Confirming PO Exit Next **3**

2

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: OC1234
Associated Purchase Order #: L3HPO1256
Customer: L3 Technologies, Inc - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 20 Apr 2020 Est. Shipping Cost: 10
Est. Delivery* Date: 27 Apr 2020 Est. Tax Cost: 2
Comments: Order confirmation comment

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

Create Ship Notice



Create Ship Notice

To create a Material Invoice for L3 you must first create an Advanced Ship Notice:

1. Locate your Purchase Order. Click on **Create Ship Notice**.
2. Enter the required **Ship Notice Header** fields denoted with an asterisk (*) such as such as **Packing Slip ID**, **Ship Notice Type** as **Actual** or **Estimated**, **Shipping Date** and **Delivery Date**.
Optionally add other **Shipping** and **Tracking** details and **Attachments**.
3. Scroll to **Order Items** and update **Ship Quantity** as needed. Optionally add other line details as needed.
4. Click on **Next**.
5. Review details and click on **Submit**.

The screenshot shows the SAP 'Create Ship Notice' interface. Callout 1 points to the 'Purchase Order: L3HPO1255' and the 'Create Ship Notice' button. Callout 2 points to the 'Ship Notice Header' section, which includes fields for 'Packing Slip ID' (PSID1234), 'Invoice No.' (INV1234), 'Requested Delivery Date' (--), 'Ship Notice Type' (Actual), 'Shipping Date' (20 Apr 2020), and 'Delivery Date' (27 Apr 2020). Callout 3 points to the 'Order Items' section, which displays a table with columns 'Order #', 'Item', 'Part # / Description', and 'Customer Part #'. The table shows one item with 'Order # L3HPO1255', 'Item 1', and 'Part # / Description Not Available'. Below the table, there are sections for 'Shipment Status' (Total Item Due Quantity: 10 EA) and 'Confirmation Status' (Total Confirmed Quantity: 10 EA). A table below these sections shows 'Line 1' with 'Ship Qty 10'. An 'Add Ship Notice Line' button is at the bottom.

Purchase Order: L3HPO1255

Create Order Confirmation Create Ship Notice

Ship Notice Header

SHIPPING

Packing Slip ID: * PSID1234

Invoice No.: INV1234

Requested Delivery Date: --

Ship Notice Type * Actual

Shipping Date: * 20 Apr 2020

Delivery Date: * 27 Apr 2020

Order Items

Order #	Item	Part # / Description	Customer Part #
L3HPO1255	1	Not Available	

Enter a description for this item.

Shipment Status

Total Item Due Quantity: 10 EA

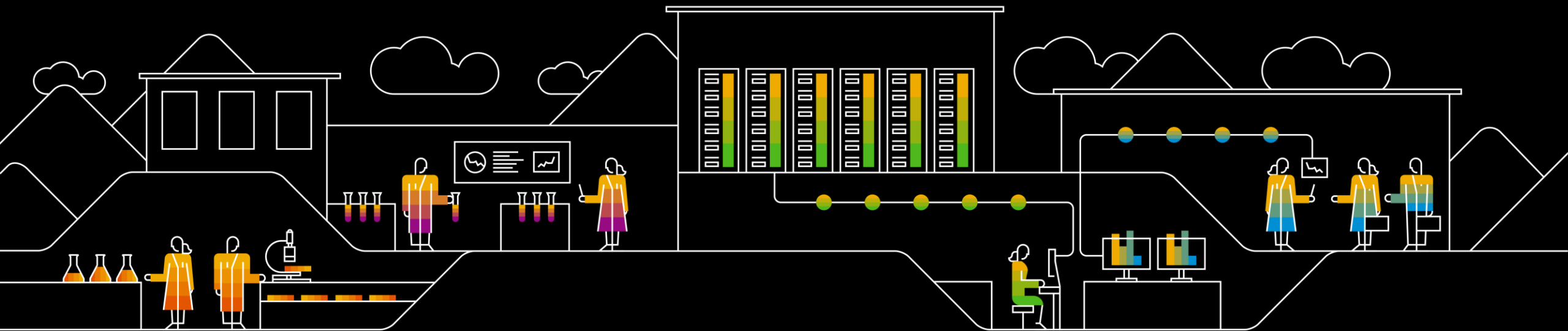
Confirmation Status

Total Confirmed Quantity: 10 EA

Line	Ship Qty
1	10

Add Ship Notice Line

Create **Material Invoice**



Create a Material Invoice

After creating an [order confirmation](#) and [ship notice](#) against your material purchase order you can then create your material invoice:

1. Click on **Create Invoice** and select **Standard Invoice**.
2. Enter in the required fields denoted with an asterisk (*) such as **Invoice #** and **Invoice Date**.
3. Add **Tax** at the [Header](#) or [Line Level](#) as is applicable. Select the appropriate tax category and fill in tax details.
4. Optionally add an attachment by clicking on **Add to Header** and select **Attachment**. Click **Choose File**, locate file and **Open**, then click **Add Attachment**.
5. Scroll to **Line Items**. Adjust included lines and invoice quantity as needed.
6. Click on **Next**. Review your invoice details and then **Submit**.

The screenshot shows the SAP 'Create Invoice' interface. Callout 1 points to the 'Create Invoice' dropdown menu where 'Standard Invoice' is selected. Callout 2 points to the 'Purchase Order: L3HPO1161' section, highlighting the 'Invoice #:* INV1234' and 'Invoice Date:* 28 Apr 2020' fields. Callout 3 points to the 'Tax' section, where 'Header level tax' is selected. Callout 4 points to the 'Attachments' section, highlighting the 'Choose File' button and the 'Add Attachment' button. Callout 5 points to the 'Line Items' table, highlighting the 'Include' checkbox and the quantity '10' for the first line item.

1 Create Invoice ▾
Standard Invoice

2 Purchase Order: L3HPO1161
Invoice #:* INV1234
Invoice Date:* 28 Apr 2020

3 Tax ⓘ
 Header level tax ⓘ Line level tax ⓘ

4 Attachments
The total size of all attachments cannot exceed 100MB
Choose File No file chosen Add Attachment

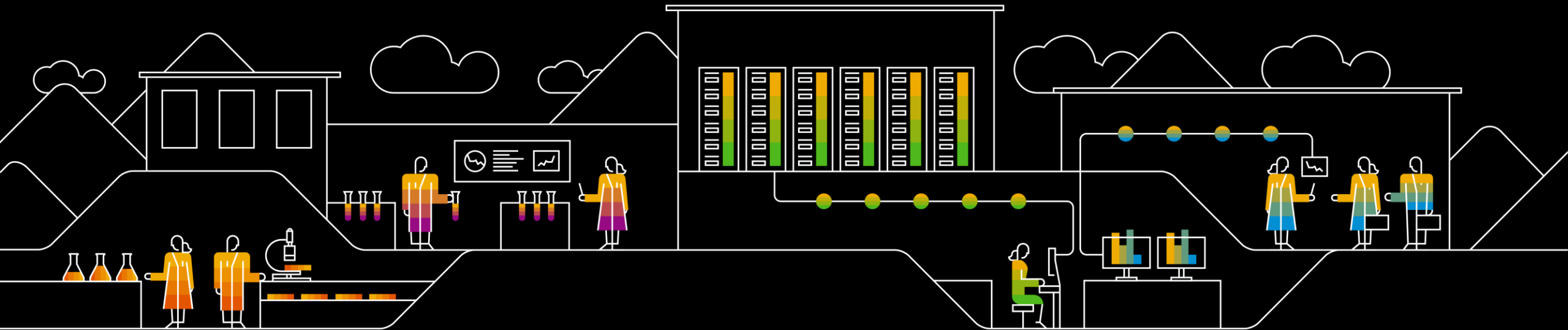
Name	Size (bytes)	Content Type
<input type="checkbox"/> Test1.docx	18583	application/vnd.open

5 Insert Line Item Options
 Tax Category: 0% State Sales/Use / State Sales/Use ▾ Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		10	EA	\$9.99 USD	\$99.90 USD

[Line Item Actions ▾](#) [Delete](#)

Create Service Invoice



Create a Service Invoice

After creating an [order confirmation](#) against your service purchase order you can then create a service invoice:

1. Click on **Create Invoice** and select **Standard Invoice**.
2. Enter in the required fields denoted with an asterisk (*) such as **Invoice #** and **Invoice Date**.
3. Add **Tax** at the [Header](#) or [Line Level](#) as is applicable.
4. Optionally add an attachment by clicking on **Add to Header** and select **Attachment**. Click **Choose File**, locate file and **Open**, then click **Add Attachment**.
5. Scroll to **Line Items**. Review and adjust the **Subtotal** as needed if partially invoicing. Enter **Service Start** date and **Service End** date.
6. Click on **Next**. Review your invoice details and then **Submit**.

The screenshot shows the SAP 'Create Invoice' process. Callout 1 points to the 'Create Invoice' dropdown menu where 'Standard Invoice' is selected. Callout 2 highlights the 'Purchase Order' field (L3HPO1161), the 'Invoice #' field (INV1234), and the 'Invoice Date' field (28 Apr 2020). Callout 3 points to the 'Tax' section where 'Header level tax' is selected. Callout 4 points to the 'Attachments' section, specifically the 'Choose File' button and the 'Add Attachment' button. Callout 5 points to the 'Line Items' section, which includes the 'Insert Line Item Options' (Tax Category: 0% State Sales/Use / State Sales/Use, Discount), a table with one line item, and the 'Service Period' section (Service Start Date: 20 Apr 2020, Service End Date: 30 Apr 2020).

Line Items

Insert Line Item Options

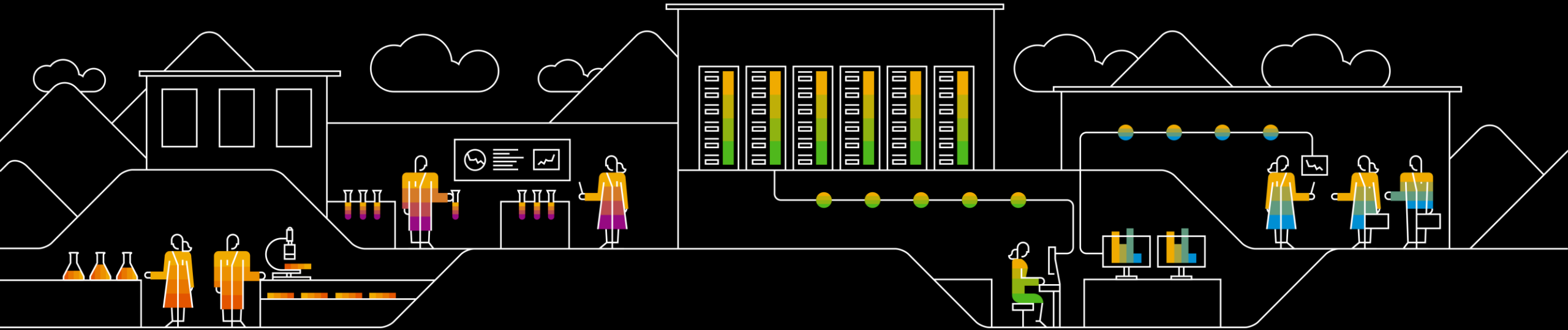
Tax Category: 0% State Sales/Use / State Sales/Use Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	Order	Description of Service		1		\$5,500.00 USE	

Service Period
 Service Start Date: 20 Apr 2020
 Service End Date: 30 Apr 2020

Invoice

Header Level Tax



Invoice – Header Level Tax

The tax may be added at the Header or Line level. To add tax at the Header:

1. Keep **Tax** at the **Header level**.
2. Select the tax category applicable for your country.
3. Enter the tax **rate** or **Tax Amount**.

The screenshot shows the 'Tax' configuration interface. At the top, there is a 'Tax' label with an information icon. Below it, two radio buttons are present: 'Header level tax' (which is selected) and 'Line level tax'. A yellow circle with the number '1' is placed over the 'Header level tax' radio button. Below the radio buttons, there is a 'Category:*' dropdown menu with the selected value '0% State Sales/Use_1 / Sales or use ta.'. A yellow circle with the number '2' is placed over this dropdown. Below the category, there are three input fields: 'Location' (empty), 'Description' (containing 'Sales or use taxes levied by a city_1'), and 'Regime' (empty).

Note on Tax Categories:

- If invoicing for **US** tax use **State Sales/Use**
- If invoicing for **UK** tax use **VAT_1**
- If invoicing for **Canada** use **QST_1, GST_1, HST_1**, or **PST_1** as is appropriate
- If invoicing for **Australia** use **GST_1**

The screenshot shows a summary of tax calculation. It consists of four rows of data in a table-like format. The first row shows 'Taxable Amount: \$0.00 USD'. The second row shows 'Tax Rate Type:' followed by an empty input field. The third row shows 'Rate(%): 7', with a yellow circle containing the number '3' placed over the 'Rate(%):' label. The fourth row shows 'Tax Amount: \$0.00 USD'.

Invoice

Line Level Tax



Invoice – Line Level Tax

The tax may be added at the Header or Line level. To add tax at the Line Level:

1. Use the radio button to select **Line level tax**.
2. Scroll down to **Line Items**.
3. Check the box next to **Tax Category**.
4. Select the tax category **0% State Sales/Use_1 / Sales or use tax** (or another tax if applicable to you).
5. Click **Add to Included Lines**.
6. Adjust the **Rate** or the **Tax Amounts**.
7. Review invoice details and click **Next**.

Note on Tax Categories:

- If invoicing for **US** tax use **State Sales/Use**
- If invoicing for **UK** tax use **VAT_1**
- If invoicing for **Canada** use **QST_1, GST_1, HST_1,** or **PST_1** as is appropriate
- If invoicing for **Australia** use **GST_1**

1

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

2

Line Items

Insert Line Item Options

3 Tax Category: 4 0% State Sales/Use_1 / Sales or use ta. ▼

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Test Item	Test item de

5 Add to Included Lines

Unit Price	Subtotal
\$100.00 USD	\$100.00 USD

6

Taxable Amount: \$100.00 USD

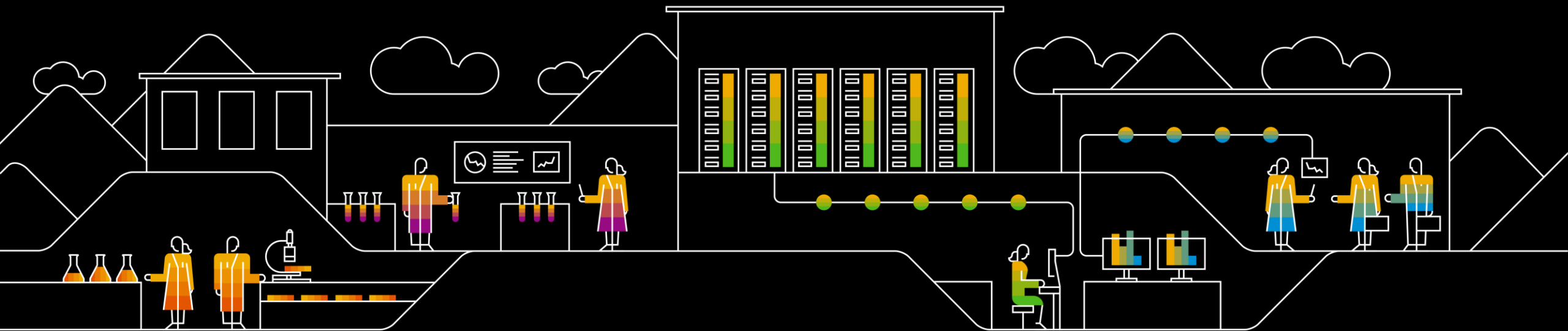
Rate(%): 7

Tax Amount: \$7.00 USD

7

Exit Next

Ariba Network Support Resources



Ariba Network Support Resources

L3Harris Support

- Business Related Questions: SupplierEnablement@L3Harris.com

Ariba Network Supplier Support

- To contact Ariba Network Supplier Support:
 - 1) Go to <http://supplier.ariba.com> and log in if able.
 - 2) Click on the **Support** icon at the bottom right of the **Help Center** menu.
 - 3) Enter keyword(s) into the **I need help with** box and click **Start**.
 - A. **Examples:** “Error”, “Invoice rejected”, “Account locked”, or etc.
 - 4) Click **Yes** or **No** to answer any triage questions that pop-up.
 - A. Answering questions as **yes** may provide FAQ related to the inquiry. Adjust answering to **No** to receive support instead of FAQ.
 - 5) When **Can't find what you are looking for? Let us help you** appears, click to choose your communication preference.
 - 6) Fill out the webform with as much detail as possible and **Submit**.

Notes:

- Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.
- Standard Account vendors may have less support options available from the support center.

The image displays a sequence of six screenshots illustrating the steps to access Ariba Network Supplier Support:

- 1** SAP Ariba Supplier Login page. The "Login" button is highlighted.
- 2** Help Center menu. The "Support" icon is highlighted.
- 3** Support Center search box. The "I need help with" field contains "error" and the "Start" button is highlighted.
- 4** Triage options. The "Yes" and "No" buttons are highlighted.
- 5** Communication preference selection. The "Get help by live chat" option is highlighted.
- 6** Final submission. The "Submit" and "Cancel" buttons are highlighted.

Thank you!