Ariba Network Invoice Guide

SAP Ariba

V2.1

Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Co-operative Bulk Handling Ltd (CBH) via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between CBH and supplier.

Table of Contents

Select by clicking on the links:

Invoice

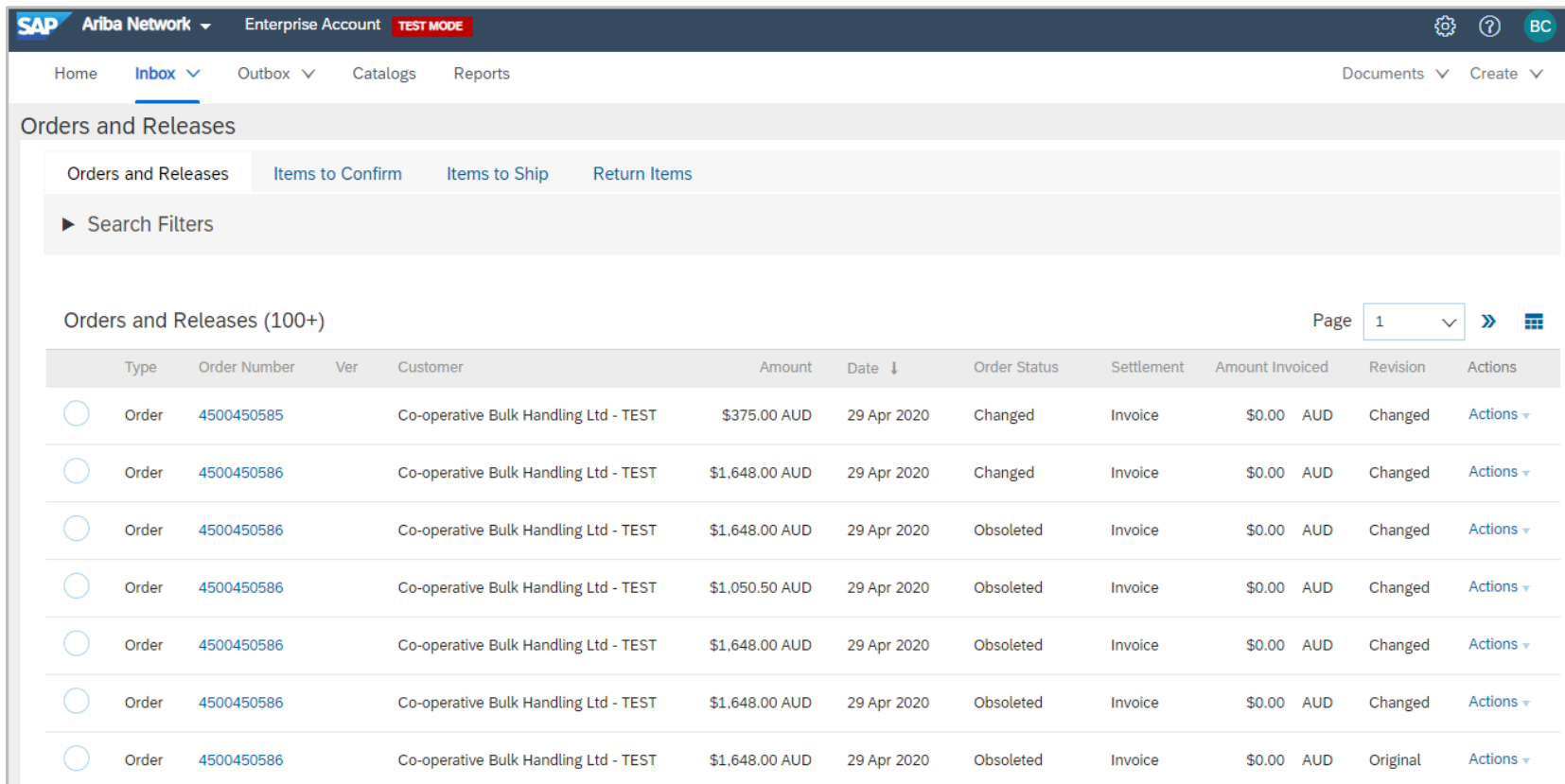- All orders received via the Ariba Network require an invoice to be created in the Ariba Network

- The Invoice# refers to your internal invoice number

- Partial invoicing is allowed

- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines the shipping cost can be added to one line or split over the all lines. (The Cost does NOT need to be split up over the lines)

Invoicing - General Information

The **Orders and Releases** page **displays a summary of all purchase order,** only received purchase orders can be invoiced.

The Order Number displayed is generated by the Buyers system.

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

Routing Status

The status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between CBH and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance
Approved	CBH has reviewed the invoice and it has been approved for payment
Paid	The Invoice has been paid by CBH

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from CBH
Rejected	A Purchase Order Confirmation that has been Rejected by CBH

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by CBH. When entering or selecting a UOM, it must be Upper Case, for example, hours must be HRS not hrs.

Code	Name
DAY	Day
EA	Each
H	Hour
MIN	Minute
MON	Month

Locating Received Purchase Orders – Inbox and using Search

> The Dashboard or Homepage is displayed

1. Click on Inbox

2. Click on a column to sort

To Use Search Filters:
   1) Click on **Search Filters**
   2) Select the **Date Range** required
   3) Select the **Confirmed** Order Status
   4) Click on **Search**

> **Received** Purchase Orders are displayed

Open and Begin the Invoice

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

➢ Screen displays **Orders and Releases**

2. Open the **Received Purchase Order** you wish to invoice

Note: Use the Search filter of click on Order status to sort and locate Received Purchase Orders

➢ Screen displays the **Purchase Order**

3. Click **Create Invoice**

4. Select **Standard Invoice.**

➢ Screen displays **Create Invoice**

Standard Invoice – Line Level

1. Enter the **Invoice #**

2. Check or enter the **Invoice Date***

Note: CBH doesn't allow tax to be added at header level

3. Confirm or enter the **Quantity**

➢ Screen displays review Create Invoice

4. Click on **Next and Submit**

Screen message displays

5. Click on **Exit**

Screen displays the purchase Order

Note: The Purchase Order Status has changed to Invoiced

6. Click on **Done**

Note: In Additional fields to add delivery reference for Materials

Standard Invoice – History Tab

Use the Invoice History to identify:

➢ Who created a document

➢ What occurred with the document

➢ The date and time stamps of the various processes that have affected a document

➢ Line Item level information

Purchase Order: EP1591   Done

Order Detail | **Order History**

Purchase Order: EP1591   From Customer:
Order Status: **Invoiced**   Routing Status: **Acknowledged**
Submitted On: **27 Mar 2019 12:42:47 PM GMT+11:00**

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125003053	27 Mar 2019 12:42:50 PM
	Email order was sent to	ANPODispatcher-125013022	27 Mar 2019 12:42:51 PM
Sent	Email order was sent to	OrderDispatcher - Email	27 Mar 2019 12:42:51 PM
Received	RC500		27 Mar 2019 12:51:17 PM
	Received quantity 1 for line item 1.	PropogationProcessor-124996081	27 Mar 2019 12:51:17 PM

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
1	Not Available		1 (EA)	4 Apr 2019	$11,000.00 AUD	$11,000.00 AUD
	popcorn for training					

Status

1 Invoiced   Amount: $11,000.00 AUD

1 Unconfirmed

1 Received

Sub-total: $11,000.00 AUD
Total Invoiced: $11,000.00 AUD

Invoice Status

- The status of the Invoice will change as it progresses through CBH approval process

- There are 4 Invoice Statuses:
    - **Sent** – you have sent the invoice to CBH
    - **Approved** – CBH has reviewed the Invoice and it has been approved for payment
    - **Paid** – The invoice has been paid or is in the process of payment
    - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason
    - **Canceled** – The invoice has been cancelled by CBH

Locating the Invoice Status
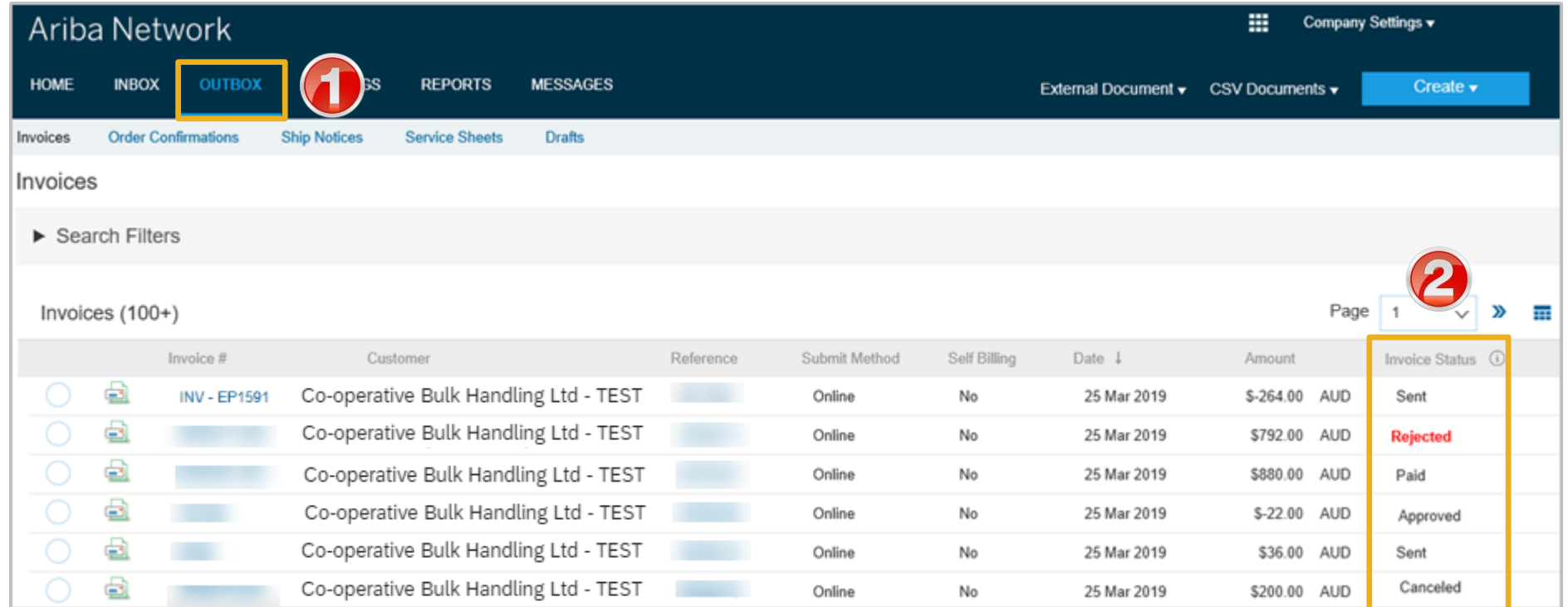
1. Click the **Outbox** tab on the Dashboard

➢ Screen displays Invoices

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

The **Invoice Statuses** are:
- **Sent**
- **Approved**
- **Paid**
- **Rejected**
- **Canceled**

Partial Invoicing

- Partial Invoicing can only occur when a ***Partially Received*** Purchase Order has been received

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced

- Partial invoicing on Partial invoices is allowed

- Multiple Invoices can be created for a Purchase Order as long as it does not exceed the quantity requested

- Note that if a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as "Partially Invoiced"

Locating and Opening a Partial Invoice – Search Filter and Inbox

1. From the **Inbox**

➢ Using Search Filter:
   1) Click on **Search Filters**
   2) Click on **Order Status** and select **Partially Invoiced**
   3) Click on **Search**

2. Click on the required **Purchase Order**

Begin a Partial Invoice - Header Level

The Purchase Order is displayed with a Partially Invoiced order status

Note: All previous documents are displayed under Related Documents

1. Click on Create Invoice

2. Select Standard Invoice

➢ Screen displays the Invoice

3. Enter the Invoice number, this is the number that you provide to CBH

4. Confirm the Invoice Date

Select the applicable tax level:
Header Level Tax – All items on the invoice are one tax rate

Line Level Tax – The majority of items is one rate and other some items are at a different tax rate

---

Purchase Order: 4500450578

Done

☑ Create Order Confirmation ▾   📄 Create Ship Notice   📄 Create Invoice ▾   Hide | Print | Download PDF | Resend

①
②

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail   Order History

CBHGROUP

Create Invoice   Update   Save   Exit   **Next**

▼ Invoice Header   * Indicates required field   Add to Header ▾

Summary

Purchase Order: 4500450578

Invoice #: * 332442   **③**

Invoice Date: * 17 Apr 2019 📅   **④**

Service Description:

Supplier Tax ID: 123456789

Subtotal: $180.00 AUD
Total Tax: $18.00 AUD
Total Gross Amount: $198.00 AUD
Total Amount without Tax: $180.00 AUD
Tax:
Total Net Amount: $198.00 AUD
Amount Due: $198.00 AUD

View/Edit Addresses

Tax ⓘ

🔘 Header level tax ⓘ   ⚪ Line level tax ⓘ

Category: * 10% GST / Standard GST ▾

Location:

Description: Standard GST

Regime:

Taxable Amount: $180.00 AUD

Tax Rate Type:

Rate(%): 10
Tax Amount: $18.00 AUD

Exempt Detail: (no value) ▾

Remove

Completing a Partial Invoice

- Complete the header Details as per standard invoice:
  - Invoice Number
  - Tax Rate
  - Shipping
  - Attachments (if required)

- Scroll down to Line items

  1) Only outstanding totals will be displayed in the Quantity field
  2) Zero indicates that the total on the Purchase Order has been fully invoiced
  3) Use Delete to remove zero quantity items

- Complete line items details by indicating the correct quantities for invoicing

1. Click on **Update**

Line Items

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: [GST ▼]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   **Add to Included Lines**

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	🟢	MATERIAL	Item Partno1	Item Description Line 1		1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification   Domain: [unspsc]   Code: [48102102]   Remove

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐		⚫	MATERIAL	Item Partno2	Item Description Line 2		0	EA	$2,000.00 AUD	$0 AUD

Excluded line items cannot be modified.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	3	🟢	MATERIAL	Item Partno3	Item Description Line 3		2	EA	$2,000.00 AUD	$4,000.00 AUD

Classification   Domain: [unspsc]   Code: [48102102]   Remove

[Line Item Actions ▼]   [Delete] ③

① [Update]   [Save]   [Exit]   [Next]

Completing a Partial Invoice cont.

2. Click on **Next**

➤ Screen displays **Create Invoice**

3. Click on **Submit**

4. Click on **Exit**

➤ Screen displays the Purchase Order with either:

Invoiced as all items have been invoiced that were on the original Purchase Order

Or

Partially Invoiced as there are still items that have not yet been invoiced on the original Purchase Order

---

Line Items
2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [GST ▾]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Item Partno1	Item Description Line 1		1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	3	⬤	MATERIAL	Item Partno3	Item Description Line 3		1	EA	$2,000.00 AUD	$2,000.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

↳ [Line Item Actions ▾]   [Delete]

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

2

Create Invoice   [Previous]   [Save]   [Submit]   [Exit]

4

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 i   . The document's destination country is: .
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 / Tax Invoice

Invoice Number : TEST660009	Subtotal : $3,500.00 AUD
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00	Total Tax : $350.00 AUD
Original Purchase Order : 3700029909	Total Gross Amount : $3,850.00 AUD
	Total Net Amount : $3,850.00 AUD
	Amount Due : $3,850.00 AUD

Invoice TEST660009 has been submitted.

• Print a copy of the invoice
• Exit invoice creation.

3

Service Invoicing

- Please Refer to the Service Order Guide on the Supplier Information Portal.

- There are 2 methods to begin the payment process for Service Orders, 1. Create the invoice first or 2. Create the Service Sheet first

    - 1) Method 1 **(CBH Preferred)** - Create the Invoice first; the invoice will be held until the service is completed and approved by CBH and then released. Once the invoice is released to CBH, your Ariba account will create an Auto-Flipped Service Sheet

    - 2) Method 2 - Create the Service Sheet first; the Service Sheet will be submitted to the buyer for review. Once the Service Sheet has been approved an Invoice will need to be manually created in Ariba. If a Service Sheet is created before an Invoice, this process must be followed for the entire life of the order (any subsequent claims against the order).

Edit and Re-Submit Invoices

- Invoices that are rejected by CBH will display as **Rejected**

- Invoices can be rejected due to:

  - Missing information - for example a required attachment

  - Incorrect information

  - Added information to invoice – freight added but was not provided on the Order Confirmation

Open and Review Rejected Invoice

- ➢ The Rejected Invoice is displayed

- ➢ Screen displays the Invoice

1. Read the reason for the Rejection

2. Click on **Edit & Resubmit**

- ➢ Screen displays the invoice

Invoice: MTM139_INV

Done

Edit | Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF ▼ | Export cXML

Detail | Scheduled Payments | History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-54: Comments
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by _____ TEST. Description:Header Level Exceptions: PO Payment Terms mismatched
0)) * are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .
INV-35: The invoice status has been successfully updated to Rejected by _____ TEST. Description:Header Level Exceptions: PO Payment Terms mismatched
* are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .

Header Level Exceptions: PO Payment Terms mismatched The invoice's payment terms, ((0%/30, 0, 0)) * ((0%/30, 0, 0)) * are either unrecognized (adhoc) or are different from the purchase order's

Edit & Resubmit

①

②

Tax In

	Status					
	Invoice:	Rejected		Subtotal:	$3,200.00 AUD	
	Routing:	Acknowledged		Total Tax:	$320.00 AUD	
	Invoice Number:	MTM139_INV		Total Gross Amount:	$3,520.00 AUD	
	Invoice Date:	Tuesday 19 Mar 2019 4:24 PM GMT+11:00		Total Amount without Tax:	$3,200.00 AUD	
	Original Purchase Order:	MTM139		Total Net Amount:	$3,520.00 AUD	
	Submission Method:	Online		Amount Due:	$3,520.00 AUD	
	Origin:	Supplier				
	Source Document:	Order				

REMIT TO: | BILL TO: | SUPPLIER:

Edit and Resubmit and Invoice cont.

Note: The Invoice number, purchase order number and other information is auto-populated

➢ Scroll through the Invoice and correct the identified errors

➢ Potential errors include:
   • The addition of Freight that was not on the Order Confirmation
   • Incorrect quantities entered
   • Incorrect price displayed

3. Click on **Next**

4. Review the Invoice, then click on **Submit**

5. Click on **Done**

➢ The screen will display the Outbox

Examples of an invoice errors

Edit and Resubmit History Tab

1. Click on the **History** tab for more information

2. Click on **Details** tab

3. Click on **Edit and Resubmit**

➢ The screen displays the Invoice

Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice

- Line Item Credit Memo's can be raised for Quantity Adjustments and Prices Adjustments

- Please also note the following when creating Line Item Credit Memos:

  - Credits are supported against specific line items from a previously submitted invoice

  - Credits can be for full or partial amounts

- Line Item Credit Memos are access via the **OUTBOX**

Begin the Line Item 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**

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Enter a **Credit Memo #**

2. Confirm the **Credit Memo Date**

➤ All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

➤ Scroll down to **Comments**

3. Enter the **Reason for Credit Memo**

Note: All totals are shown as a Negative including tax

Add Attachment if required:
1) Click on **Add to Header**
2) Select **Attachment**
3) Click on **Browse**, locate the document, click open
4) Click on **Add Attachment**

➤ Scroll down to **Line Items**

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

Credit Memo #: * ①

Credit Memo Date: * 5 Aug 2019 ②

Original Invoice No: INV - EP1591
Original Invoice Date: 5 Aug 2019
Supplier Tax ID: 123456789

Subtotal: $-110.00 AUD
Total Tax: $0.00 AUD
Total Gross Amount: $-110.00 AUD
Total Amount without Tax: $-110.00 AUD
Total Net Amount: $-110.00 AUD
Amount Due: $-110.00 AUD

View/Edit Addresses

Comment

Reason for Credit Memo: * Goods damaged inside carton ③

Default Credit Memo Comment Text:

☐ exclusivePaymentFlag

Add to Header ▾

Attachments

The total size of all attachments cannot exceed 10MB

Browse ③   Add Attachment ④

☐ exclusivePaymentFlag

Add to Header ▾ ①
Shipping Tax
Allowance
Charge ②
Attachment

Finalising a Line Item Credit Memo – Line Level

- ➢ Scroll down to **Line Items**

- ➢ Tax information is auto-populated based on the original invoice either at Header Level or Line level

1. Locate and confirm the **Quantity** that requires the credit

2. Slide the Include button from green to grey to *exclude* items not being credited

3. Click **Update**

4. Click **Next**

- ➢ Screen displays Create Line-Item Credit Memo review

- ➢ Refer to **Slide 43**, Finalising a Line Item Credit memo

Line Items — 4 Line Items, 1 Included, 0 Previously Fully

Insert Line Item Options

Tax Category: 0% GST / GST Exempt — Shipping Documents — Special Handling — Discount — **Add to Included Lines**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	WELL DRILLING LABOUR HIRE					Add/Update ▾

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	🟢	MATERIAL	11232	Hose		-1	EA	$34.00 AUD	$-34.00 AUD
	⚫	SERVICE	DEMO0028	Demolition services		0	HUR	$500.00 AUD	$0 AUD

Excluded line items cannot be modified.

| | ⚫ | CE | PLUMMR01 | Plumbing Maintenance or Repairs | | 0 | HUR | $150.00 AUD | $0 AUD |

Excluded line items cannot be modified.

↳ Line Item Actions ▾   Delete

Update   Save   Exit   Next

Finalising a Line Item Credit Memo

- ➢ Review the Invoice

1. Click **Submit**

Note: The CBH does not require a paper invoice, however if you require for you records **Click** on **Print**.

2. Click on **Exit**

- ➢ Screen returns to the Invoice

3. Click on **Done**

- ➢ Screen returns to the **Outbox**

Create Line-Item Credit Memo   Previous   **Submit**   Save   Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination ... ce. 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: INV - EP1591)

Credit Memo Number:	123123123	Subtotal:	$-110.00 AUD
Credit Memo Date:	Monday 5 Aug 2019 2:46 PM GMT+10:00	Total Tax:	$0.00 AUD
Original Invoice Number:	INV - EP1591	Total Gross Amount:	$-110.00 AUD
Original Invoice Date:	Monday 5 Aug 2019 10:52 AM GMT+10:00	Total Amount without Tax:	$-110.00 AUD
Original Purchase Order:	EP1591	Total Net Amount:	$-110.00 AUD
		Amount Due:	$-110.00 AUD

Invoice CN16 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Invoice: INV - EP1591   **Done**

Create Line-Item Credit Memo	Create Line-Item Debit Memo	Copy This Invoice	Print	Download PDF ▼	Export cXML

Detail	Scheduled Payments	History

Standard Invoice / Tax Invoice

Status   Subtotal: $110.00 AUD

Scheduled Payments

- Scheduled Payments provides Suppliers with information on the progress of their invoice to payment

- The information is based on the terms agreed with CBH

- New Scheduled Payments can be viewed from the Inbox area under Scheduled Payments or for specific invoices in the Outbox → Invoice, under the Scheduled Payments tab.

Scheduled payment statuses

Ariba Network shows the document status for each scheduled payment and early payment. The following routing statuses for scheduled payments:

Status	Description
Scheduled	The payment is scheduled for a given date.
On Hold	The payment is on hold. The customer intends to remit the payment.
Paid	The payment transaction was remitted.
Failed	The payment transaction failed.
Cancelled	The payment transaction was cancelled. Your customers can retry cancelled transactions.
Available	A credit amount is available. No scheduled date is given for a credit.
Applied	An available credit was applied toward a payment. You'll see a payment date after the credit is applied

Locating Scheduled Payments

> From the dashboard or Homepage

1. Click on **Inbox**

2. Select **Scheduled Payments**

> Screen displays Scheduled Payments

3. Select the invoice payment proposal for an invoice by clicking on the **Reference**

> Screen displays the invoice

> If scheduled payments is not displayed:
>   1) Click on **More**
>   2) Select **Scheduled Payments** from the dropdown list, the list of scheduled payments will be displayed.

Scheduled Payments Display

Invoicing for Success

- Addresses should only be changed when the information is incorrect or is displayed with a central address rather than a state or regional location

- The Ariba Network allows suppliers to update/edit addresses for:

    1) Shipping
    2) Supplier Address and Customer Address
    3) Bill From

Standard Invoice – Configuring Remittance Addresses

1. From the Dashboard click on **Company Settings**

2. Select **Company Profile**

   Note: If the Company Profile selection is not available ask your businesses Ariba Network System Administrator to add Additional Company Addresses

3. Select the **Basic** tab, scroll down to **Additional Company Addresses**

4. Click on **Edit**

5. Click on **Create**

➢ Screen displays **Configure Supplier Addresses Served by This Account**

Standard Invoice – Configuring Remittance Addresses cont.

6. Enter the **Address Name**

7. Enter the **Address 1**

8. Enter the **City**

9. Enter the **Postal Code**

10. Select the correct **Country**

11. Click on **Save**

ℹ️ The entered information is displayed

➤ Repeat to add more addresses (if required)

➤ All addresses entered will be displayed

Configure Supplier Addresses Served by This Account   Save   Close

* Indicates a required field

Address Name

Address Name:*   Retail Solutions   6

Address ID:

VAT ID:

Tax ID:

Address

Address 1:*   1 Kangaroo Way   7

Address 2:

City:*   Melbourne   8

State:

Postal Code:*   3000   9

Country:*   Australia [AUS]   10

11

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
⭘ Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

   Edit   Delete | Create

Standard Invoice – Configuring Remittance Addresses cont.

12. Click on **Save**

Note: A Green ribbon indicates that the changes have been saved successfully, where the ribbon is red, locate the error and correct

13. Click on **Close**

➢ Screen returns to the Dashboard

Additional Company Addresses

Example of Multiple Entries

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
○	Brackets are Us				1 Wombat St	Sydney Australia	-
○	Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

↳ [Edit] [Delete] | [Create]

Company Profile

[Save] [Close]

⑫   ⑬ ×

✓ Your profile has been successfully updated.

Basic   Business   Marketing (2)   Contacts   Certifications (1)   Additional Documents

Standard Invoice – Using View/Edit Addresses

- ➢ With the Create Invoice screen displayed

1. Click the required View/Edit Addresses

- ➢ Each View/Edit Address displays different required fields

2. Complete all fields with an Asterisks

Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**

2. Select the applicable address

Note: the selected information is displayed

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #: [_____]

Customer Reference: [_____]

Supplier Reference: [_____]

Payment Note: [_____]

Supplier: Test Supplier ⌄ **①**

Select...

Brackets are Us
Retail Solutions
Test Supplier **②**

Customer: View/Edit Addresses

Dresden 14
Australia

Email: [_____]

Bill From:

View/Edit Addresses

Retail Solutions ⌄ **N**

Supplier: **Retail Solutions**

Melbourne
Australia

Bill From: **testsupplier_4 - TEST**

Dunedoo
Australia

Customer: View/Edit Addresses

Dresden 14
Australia

Email: [_____]

View/Edit Addresses

Support

Support Type	Description
Help Centre **For all your support needs**	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
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