

SAP Ariba 

# PVH Corp

## Enterprise Supplier Ariba Network Training Guide

August 2022

CONFIDENTIAL

# PVH

THE BEST RUN



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# Ariba Network

## Enterprise Supplier Fee Schedule



# How Do I know if I am an Enterprise Supplier?

## You have an Enterprise Account if:

- You see **Enterprise Account** listed at the top left of your Ariba Network account when signed in.
- Under the **Company Settings** menu you find one of the **Subscription Packages** listed under your ANID as **Premium, Bronze, Silver, Gold, or Platinum**

## You have a free Standard Account if:

- You see **Standard Account** listed at the top left of your Ariba Network account when signed in.
- You shared your e-mail address with PVH and received or will receive an interactive e-mail Purchase Order from PVH
- At the top of your account it says **Upgrade from standard account - Learn More**
- [Click here to access the Standard Account Ariba Network Training Guide](#)

## Note:

- If you are an Enterprise Supplier ***you may incur fees***. Please see the next slide for more information on the Ariba Network Fee Schedule.
- If you are not sure what account type you have or if you are concerned about fees please reach out to [SupplierEnablement@pvh.com](mailto:SupplierEnablement@pvh.com). PVH can set you up with a free Standard Account.

# Enterprise Supplier Fee Schedule – USD

Please review the Supplier Fee Schedule below:

## Transaction Fees

Billed every quarter

Per-relationship fee cap: \$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**\$50,000 and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

[Video: Fees Explanation](#)

- **Read more** about subscription levels, calculate your fees & check out other currencies on our website <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>
- **If you are concerned about fees** PVH can set you up with a **free** Standard Account. Please reach out to [SupplierEnablement@pvh.com](mailto:SupplierEnablement@pvh.com)

# Ariba Network

## Supplier Set-up & Account Configuration



# Merge Your PVH First Standard Account PO into an Existing Account

If you have received a Standard Account Purchase Order email from PVH you can either register a new account, or the **admin** on your Ariba Network account can merge this PO document into an Existing Ariba Network account.

## Steps:

- 1) Locate the PVH PO email in your email Inbox and click on **Process Order**.
  - 1) **Note:** If you are not the Ariba Network admin, you can forward the email to your admin to action.
- 2) If the pop-up for **Potential Existing Accounts** appears, click on the **x** in the top right corner to close.
- 3) To register a new account, click on **Sign up**
- 4) To use an existing account, click on **Already have an account? Log In.**
- 5) Enter in your account admin's **Username** and **Password** and then click on **OK**.
  - **Note:** Once confirmed, the PVH trading relationship will be established in your account and any existing PVH POs will be merged over into your account.

## Note:

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation then the PO can no longer be merged into an existing account.
- PO email notifications will come from [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com).

The screenshot illustrates the user interface for merging a PVH PO into an existing Ariba Network account. It is divided into several numbered steps:

- Step 1:** A notification from PVH Corp - TEST states "sent a new order" and includes a "Process order" button.
- Step 2:** A "Potential existing accounts" pop-up appears, warning that there may be an existing Ariba Network account and providing a close button (X).
- Step 3:** The "Join your customer on Ariba Network!" screen is shown, featuring "Sign up" and "Already have an account? Log in" buttons.
- Step 4:** The login form for existing accounts is displayed, with fields for "Username" and "Password" and an "OK" button.

**Account Overview**

**Video Demo: Account Overview**



# Enterprise Account Homepage Overview

The screenshot displays the SAP Enterprise Account homepage. At the top, the navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. A 'Back to classic view' link is also present. The main navigation menu contains: Home (1), Opportunities (2), Workbench (3), Orders (4), Fulfillment (5), Invoices (6), Payments (7), Catalogs (8), and Reports (9). On the right, there are icons for help (10), user profile 'TS' (11), a 'Create' button (12), and a menu icon (13). Below the navigation is a search bar (16) with filters for 'Orders and Releases', 'All customers', and 'Exact match', and a search input field containing 'Order number'. Underneath the search bar are two tabs: 'Overview' (14) and 'Getting started' (15). The main dashboard features five key metrics for the last 31 days: 0 New orders, 0 Items to confirm, 2 Orders, 1 Order to invoice, and 39 Invoices. A 'More' button (17) with a notification badge '2' is located to the right of these metrics. Below the metrics is a 'My widgets' section with a filter for 'All customers' and a 'Customize' button. The widgets include: 'Purchase orders' showing \$38.3K USD (Last 3 months), 'Invoice aging' showing \$613K USD, 'Download app' with a 'We are now mobile.' message and a Google Play logo, and 'Company profile' with a 25% progress indicator.

SAP Business Network Enterprise Account TEST MODE

← Back to classic view

1 Home 2 Opportunities 3 Workbench 4 Orders 5 Fulfillment 6 Invoices 7 Payments 8 Catalogs 9 Reports

10 ? 11 TS

12 Create 13 ...

16 Orders and Releases All customers Exact match Order number

14 Overview 15 Getting started

0 New orders Last 31 days

0 Items to confirm Last 31 days

2 Orders Last 31 days

1 Order to invoice Last 31 days

39 Invoices Last 31 days

... 2 More

17 My widgets All customers Customize

Purchase orders Last 3 months \$38.3K USD

Invoice aging \$613K USD

Download app We are now mobile. Google play

Company profile 25%

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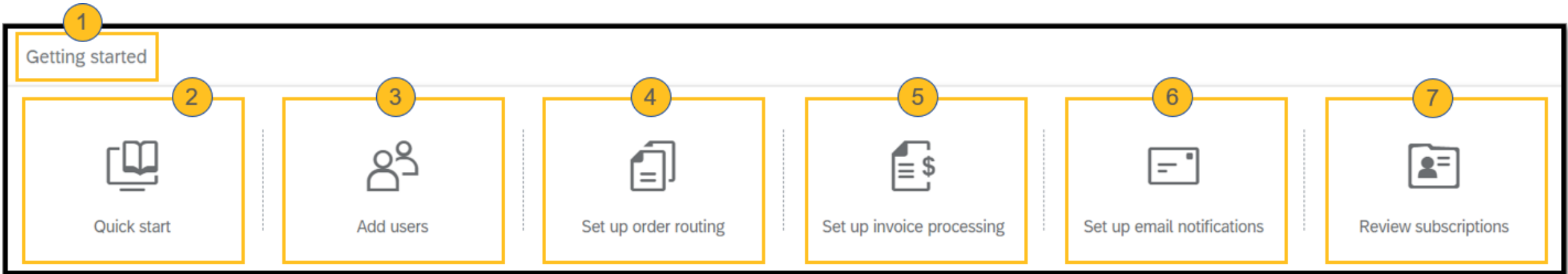
# Enterprise Account Homepage Overview Details

- 1) **Home** – Account landing page with customizable view through configuring tiles and widgets
- 2) **Opportunities** – Access **Collaboration Requests**
- 3) **Workbench** – Click to display configurable tiles based on transaction documents, statuses, and additional filters
- 4) **Orders** – Access **Purchase Order, Contracts, and Order Inquiries**
- 5) **Fulfilment** – Links to **Order Confirmations, Time and Expense Sheets, Ship Notices, Goods Receipts, and Drafts**
- 6) **Invoices** – Access **Invoices, Timestamp Verifications, and Drafts**
- 7) **Payments** – Menu with **Early Payments, Scheduled Payments, Remittances, and Early Payment Rules**
- 8) **Catalogs** – Catalog upload and management
- 9) **Reports** – Create and run **Reports**
- 10) **Help Center** – The Help Center is a collapsible support center containing useful FAQ, AN Documentation, and how to contact Ariba Customer Support when faced with a technical issue
- 11) **Account Settings** - Clicking on your initials will take you to a menu with User tools, **Company Profile, Account Settings, and Network Settings**
- 12) **Create** – Select from menu to create **PO Invoice, Non-PO Invoice, Contract Invoice, Time & Expense Sheets**
- 13) **...** - Menu with options to **Track your Pending Queue and Notifications, and CSV Templates**
- 14) **Overview** – This tab displays your tiles configured from the **Workbench**
- 15) **Getting Started** – Repository of important links to get your account started
- 16) **Document Search** bar – Another way to search for your documents
- 17) **My Widgets** – Customize your homepage widgets

**Note:** Some menu options may not be available to you depending on your transactional requirements with PVH

# Getting Started (Enterprise Account)

The Getting Started tab has quick links for important account set-up and configurations.



Getting Started quick links:

- 1) Click on **Getting Started** from the Home page
- 2) **Quick Start** – Click for an overview of Ariba Network information for suppliers
- 3) **Add Users** – Quick link to where you can manage account Users and user Roles
- 4) **Set up order routing** – Configure your PO notification preferences
- 5) **Set up invoice processing** – Configure your invoice notification preferences
- 6) **Set up email notification** – Review and configure other important account notifications
- 7) **Review Subscriptions** – Review your Ariba Network subscriptions

**Account Set-Up**

**Video Demo: Account Set-up Overview**

# Configure Default Tax Number on Invoices

Your Company Profile can be configured to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on the initials at the top right and then choose **Company Profile**
- 3) Click on the **Basic** tab
- 4) Under **Additional Company Addresses** click on **Create**
- 5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
- 6) Enter in associated **Address Details**
- 7) **Save**
- 8) Click on to the **Business** tab
- 9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
- 10) **Save**

The image displays three screenshots from the Ariba Network interface, illustrating the steps to configure a default tax number on invoices. Each step is marked with a yellow circle containing a number.

- Step 3:** The 'Ariba Network Company Profile' page shows the 'Basic (3)' tab selected.
- Step 4:** The 'Additional Company Addresses' section shows the 'Create' button highlighted.
- Step 5:** The 'Address Name' form shows fields for 'Address Name: \* Company Name', 'Address ID', 'VAT ID: 999999999', and 'Tax ID: 999999999'.
- Step 6:** The 'Address' form shows the 'Address 1: \* 555 Street Name' field highlighted.
- Step 8:** The 'Ariba Network Company Profile' page shows the 'Business (2)' tab selected.
- Step 9:** The 'Tax Information' form shows fields for 'Tax Classification: (no value)', 'Taxation Type: (no value)', 'Tax ID: 999999999', 'State Tax ID: 999999999', 'Regional Tax ID: 999999999', and 'Vat ID: 999999999'.

# Create Users Roles (Admin Only)

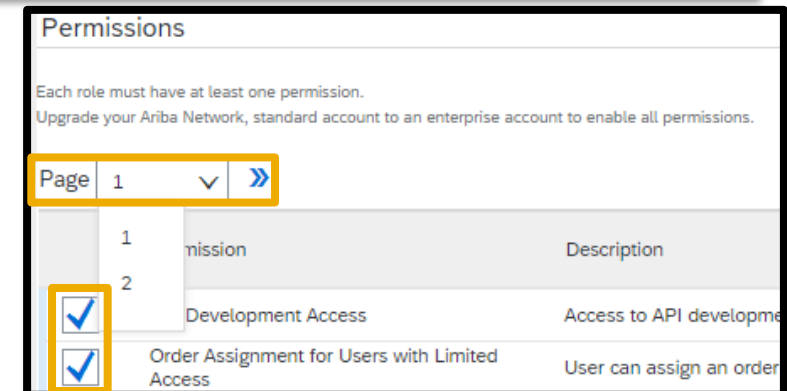
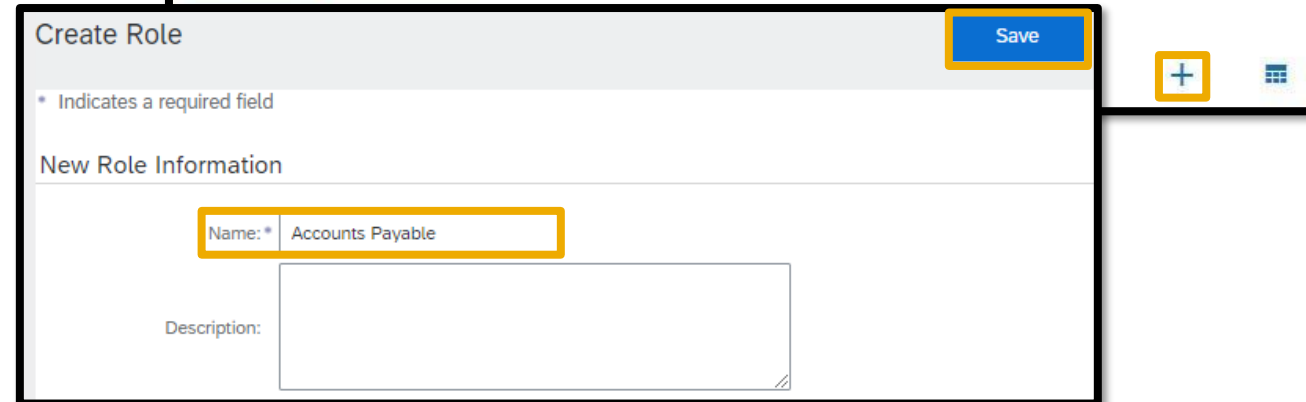
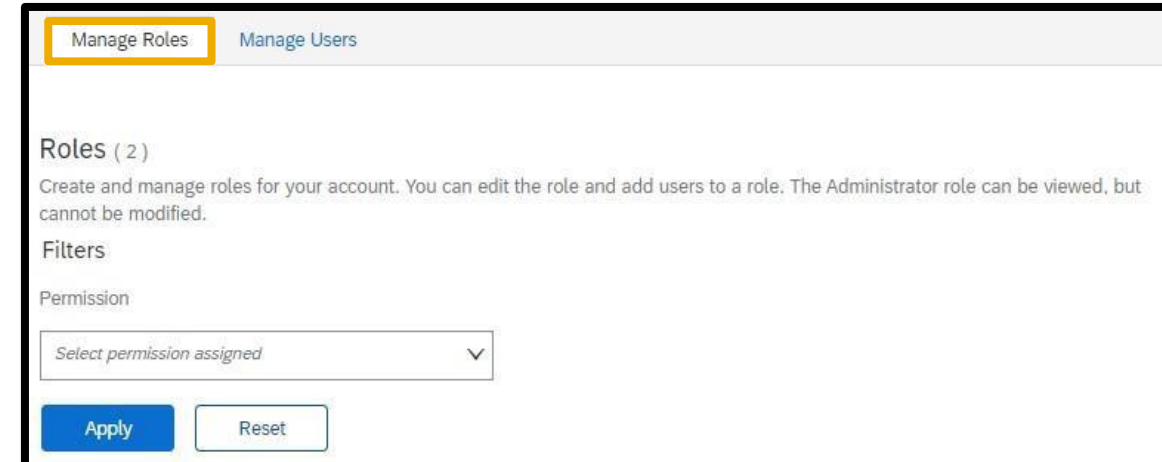
Before you add new users to the Ariba Network account, you must configure at least one role in addition to **Administrator**.

To create role:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Add Users**  
- OR -
- 2) Click on the initials at the top right, click on **Settings**, and then choose **Users**
- 3) Then under the **Manage Roles** tab, click on the **+** button towards the bottom right to **Create Role**.
- 4) Enter in the role **Name** and optionally add a **Description**.
- 5) Check the boxes next to the appropriate **Permissions** (Note that there may be multiple pages to review).
- 6) Click **Save** before navigating away.

## Note:

- You can create a maximum of 10 custom roles.
- If you need to delete a role, you will need to reassign associated users to a different role. You cannot delete roles that are currently assigned to users.



# Create Users (Admin Only)

Once you have created at least one additional role, you can then create sub-users in the account.

To create a new user:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Add Users**
- OR -
- 2) Click on the initials at the top right, click on **Settings**, and then choose **Users**
- 3) Then click on to the **Manage Users** tab.
- 4) Click on the **+** icon at the bottom right to **Create User**.
- 5) Enter in the **Username**, **Email Address**, **First Name**, and **Last Name**. You may optionally check the boxes to make the user an **Ariba Discovery Contact** or provide **Limited Access**.
- 6) Check the box next to the appropriate **Role Assignment**.
- 7) Select to assign the user to **All Customers** or **Select Customers**.
- 8) Click on **Done**.

[Video Demo: Add Users](#)

The screenshot displays the Ariba Network user creation interface. At the top, the 'Users' tab is active, and the 'Manage Users' button is highlighted. A '+' icon is also visible. Below this, the 'New User Information' form is shown. The form includes fields for Username (\*), Email Address (\*), First Name (\*), and Last Name (\*). The example values are email@email.com, email@email.com, Jane, and Doe. There are also checkboxes for 'This user is the Ariba Discovery Contact' and 'Limited access'. The 'Office Phone' field is split into Country (USA 1), Area (555), and Number (5555). Below the form is the 'Role Assignment' table, which has a table with columns 'Name' and 'Description'. The 'Sub-User' role is selected with a checkmark. At the bottom, the 'Customer Assignment' section has a radio button for 'All Customers' selected over 'Select Customers'.

# Configure Document Settings (Electronic Order Routing)

You can configure your preferences for Purchase Order document transmission and notifications under the **Electronic Order Routing** section of the **Network Settings**.

To make sure the right people are set-up to receive documents from PVH:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Set up Order Routing**
  - OR -
- 2) Click on the initials at the top right, click on Settings, and then choose **Electronic Order Routing**.
- 3) Under **New Orders** set **Catalog Orders without Attachments** to **Email**.
- 4) Enter up to 5 email addresses, separated by comma. Distribution lists can also be entered.
- 5) Configure each **Document Type** separately, or leave as **Same as Catalog Orders without Attachments**.
- 6) Click **Save** before navigating away from the page.

## Note:

- Make sure that your organization is able to receive e-mails from the Ariba Network. The Ariba Network uses the following address as the From email address: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com).
- If you will be out of the office you can use your mail client's auto-reply ("Out of Office" or vacation) feature to respond to orders. Include one of the following phrases in auto-reply messages to prevent new orders from failing to send to mailboxes with an auto-reply feature:  
  
Out of office, country, town, etc. / OOTO  
On vacation / on holiday / away from the office / away until  
at an off site meeting
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.
- If you will be integrating in that case you may select **cXML** or **EDI**. Please notify PVH in case of integration and integration assistance.

New Orders

Document Type	Routing Method
Catalog Orders without Attachments	Email
Catalog Orders with Attachments	Same as new catalog orders without attachments

Options

Email address:

- Attach cXML document in the email message
- Include document in the email message
- Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
- Attach PDF document in the email message

Current Routing method for new orders: Email

⚠ Attachments will be included in the order.



# Configure Document Settings (Electronic Invoice Routing)

You can configure your preferences for invoice document transmission and notifications under the **Electronic Invoice Routing** section of the **Network Settings**.

To make sure the right people are set-up to invoice notifications:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Set up Invoice Routing**
  - OR -
- 2) Click on the initials at the top right, click on Settings, and then choose **Electronic Invoice Processing**.
- 1) Leave the invoice **Routing Method** set to **Online** unless integrating with customers.
- 2) Scroll down and review invoice **Notifications**. Check the boxes next to any notifications your company is interested in receiving. Then enter up to 3 email addresses, separated by comma. You may also enter in a distribution list if preferred.
- 3) Click **Save** before navigating away from the page.

## Note:

- It is recommended to turn on notifications for **Invoice Failure** so that your company may be notified when an invoice is rejected or failed.
- Make sure that your organization is able to receive e-mails from the Ariba Network. The [Ariba Network uses the following address as the From email address: ordersender-prod@ansmtp.ariba.com.](#)
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.

Document Type	Routing Method
Invoices	Online ▾
Customer Invoices	Online ▾

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* email@email.com,distributionlist@email.c
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* email@email.com, distributionlist@email.

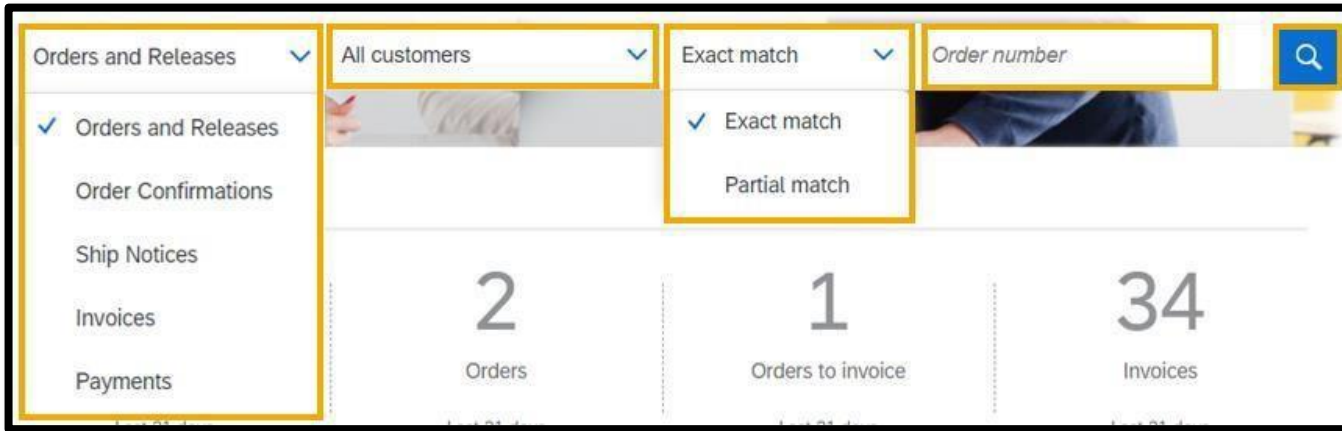
# Ariba Network Documents



# Locate Documents **General**

# Locate a Document for Review or Action (Document Search Bar)

These steps walk through locating a document through the document search bar on the homepage.

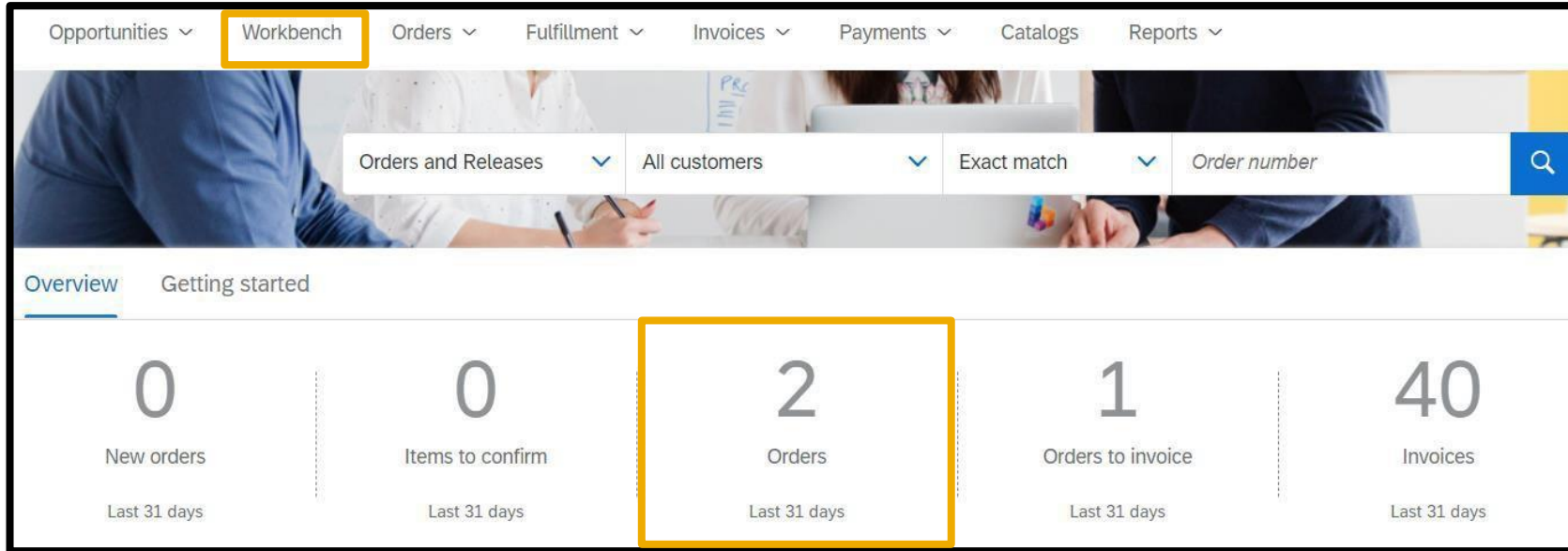


To locate a Document through the document search bar from the homepage:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Orders and Releases** to expand and view all options. Select the desired document type.
- 3) Adjust **Customers** and **Match** filters as needed
  - A. Select **Exact Number** and input PO number if known, or use **Partial Number** and adjust other filter settings such as **Date Range**, **Amount**, **Order Status**, and etc.
- 4) Enter in the **document number** in the text field
- 5) **Search**. This will bring you to the account tab that corresponds with the document type
  - A. Example: Orders will take you to the Order tab, Invoices will take you to the Invoices tab.
- 6) Once document is located you can click on the **Document Number** to pull open the **Details page** or you can utilize the **Actions** menu.

# Locate a Document for Review or Action (Workbench Tiles)

These steps navigate you to the documents located in the Workbench tab.



To locate a Document through the **Workbench** tab or **Overview** tiles:

- 1) Log in to the Ariba Network ([LINK](#))
  - 2) Click on appropriate tile under **Overview** to be brought to the **Workbench** tab
- Or -
- 2) Click on the **Workbench** tab
  - 3) Select desired tile

Using **Workbench**

# Using Workbench Tiles and Filters

The Workbench is a collection of customizable tiles to give you an overview of the documents transacted.

To use your Workbench Tiles:

- 1) Click on **Customize** at the top right to adjust default tiles, their associated names, and filters.
- 2) Click on a tile of interest (Example – **Orders**)
- 3) Expand **Edit Filter**
- 4) Filter documents based on listed fields: **Customers, Order numbers (Partial or Exact Match), Creation Date, etc.**
- 5) Click **Apply** to search documents based on the filtered scope.

The screenshot displays the SAP Workbench interface. At the top, there is a 'Workbench' header with a 'Customize' button (1). Below the header is a row of six tiles: 'New orders', 'Orders' (2), 'Rejected invoices', '\$ 0.0 USD Remittances', 'Orders to invoice', and 'Invoices'. Each tile shows a large '0' and 'Last 31 days'. The 'Orders' tile is highlighted with a yellow box. Below the tiles is a section for 'Orders (0)' with an 'Edit filter' button (3). The filter panel (4) contains several sections: 'Customers' (text input), 'Order numbers' (text input with 'Partial match' selected), 'Creation date' (dropdown menu with 'Last 31 days' selected), 'Order status' (dropdown menu with 'Include' selected), 'Company codes' (text input), 'Purchasing organizations' (text input), 'Order type' (dropdown menu with 'All' selected), 'Routing status' (dropdown menu with 'All' selected), 'Min amount', 'Max amount', and 'Currency' (dropdown menu with 'USD' selected). At the bottom right of the filter panel are 'Apply' (5), 'Reset', and 'Cancel' buttons.

**Locate Purchase Order**

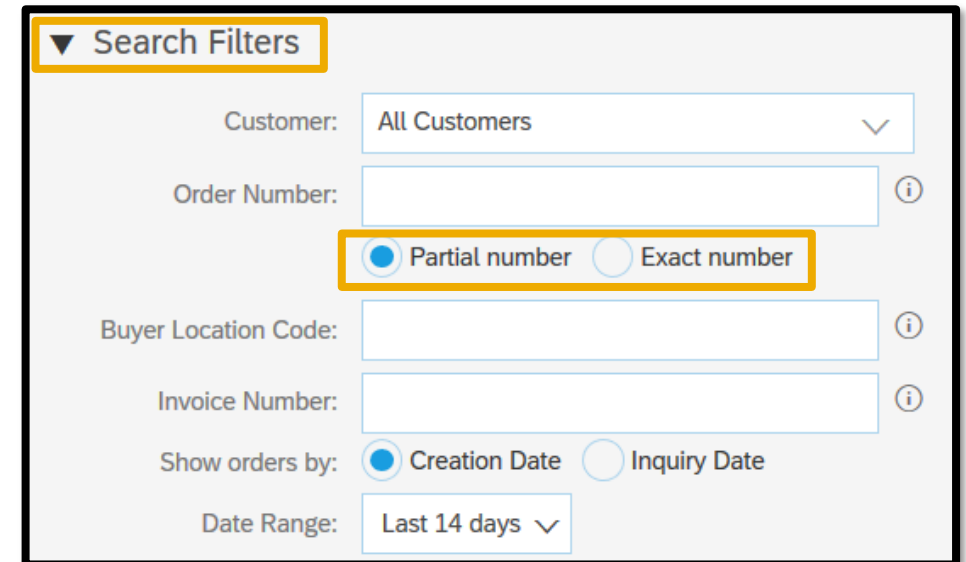
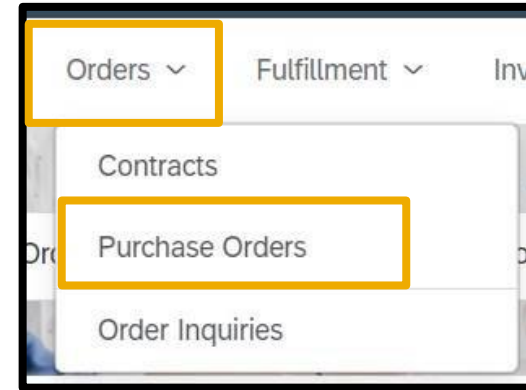


# Locate a Purchase Order for Review or Action (Orders Tab)

There are multiple ways to locate your PO documents for review or action. This slide navigates to the Order tab.

To locate a Purchase Order through the Orders tab:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Orders** and select **Purchase Orders**.
- 3) If you do not readily see your PO you can expand and utilize the **Search Filters**.
  - A. Select **Exact Number** and input PO number if known, or use **Partial Number** and adjust other filter settings such as **Date Range**, **Amount**, **Order Status**, and etc.
- 4) Once PO is located you can click on the **Order Number** to pull open the **Order Details** or you can utilize the **Actions** menu.

A screenshot of the 'Search Filters' section in the Ariba Network interface. The 'Search Filters' header is highlighted with a yellow box. Below it, there are several input fields and options: 'Customer' is set to 'All Customers'; 'Order Number' is an empty text field; 'Partial number' and 'Exact number' radio buttons are shown, with 'Partial number' selected and highlighted by a yellow box; 'Buyer Location Code' is an empty text field; 'Invoice Number' is an empty text field; 'Show orders by' has 'Creation Date' selected and 'Inquiry Date' unselected; 'Date Range' is set to 'Last 14 days'.

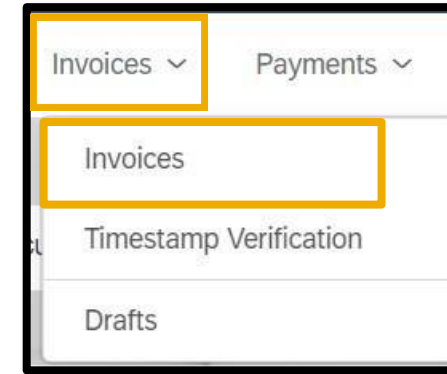
**Locate Invoice**

# Locate a Invoice for Review or Action (Invoices Tab)

There are multiple ways to locate your Invoices for review or action. This slide navigates to the Invoices tab.

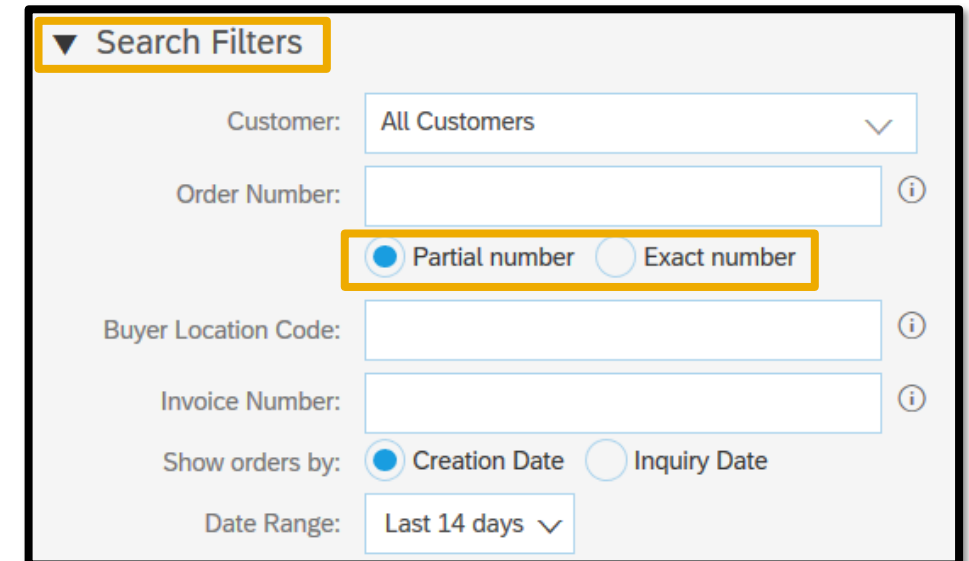
To locate a Invoice through the Invoices tab:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Invoices** and select **Invoices**.
- 3) If you do not readily see your Invoice you can expand and utilize the **Search Filters**.
  - A. Select **Exact Number** and input Invoice number if known, or use **Partial Number** and adjust other filter settings such as **Date Range**, **Amount**, **Status**, and etc.
- 4) Once Invoice is located you can click on the **Invoice Number** to pull open the **Invoice Details** or you can utilize the **Actions** menu.
- 5) **NOTE-** If you are **not seeing the invoices** in Ariba, it is an indication that the invoices have not been submitted. You will need to submit them into the system for payment.



## Invoice Statuses- What They Mean

- If you are seeing an **Approved Status**, you should contact AP for payment details, if payments are past due.
  - NOTE: The payment date will be calculated based on the **ARIBA Invoice Date** & your payment terms.
  - AP Contacts: [AccountsPayable@PVH.COM](mailto:AccountsPayable@PVH.COM); [ceciliaconil@pvh.com](mailto:ceciliaconil@pvh.com); [omarluisreyes@pvh.com](mailto:omarluisreyes@pvh.com); [suganthinibhavan@pvh.com](mailto:suganthinibhavan@pvh.com); [AvelinaRobinson@pvh.com](mailto:AvelinaRobinson@pvh.com)
- If you are seeing a **Rejected Status**, you need to review the rejection comments, edit the invoice & resubmit for payment.
- If you are seeing **Submitted Status**, send [SupplierEnablement@pvh.com](mailto:SupplierEnablement@pvh.com) the invoice number for further research.

A screenshot of the 'Search Filters' section in the Ariba Network interface. The 'Search Filters' header is highlighted with a yellow box. Below it, there are several input fields: 'Customer' (set to 'All Customers'), 'Order Number', 'Buyer Location Code', and 'Invoice Number'. The 'Order Number' field has a yellow box around it, and the 'Partial number' radio button is selected. The 'Show orders by' section has 'Creation Date' selected. The 'Date Range' is set to 'Last 14 days'.

**Locate Invoice Status**

# Locate the Status of an Invoice

After you have located your invoice, you can review the invoice status.

To view the invoice status:

- 1) Locate your invoice on the Ariba Network and click on the Invoice number to open to the **Details** tab.
- 2) On the **Detail** tab are able to see the invoice **Routing Status** (Queued, Acknowledged, or Failed) and the **Invoice Status** (Sent, Approved, or Rejected).
- 3) You can also see further **Invoice Details**, such as any buyer comments, including the **Rejected Invoice Reasons** if your invoice has been rejected. You can also **Edit & Resubmit** rejected invoices from the details page.

## Questions about the invoice status?:

- If your invoice is in an **Approved** status and you have questions about payment, please reach out to PVH Accounts Payable: [AccountsPayable@PVH.COM](mailto:AccountsPayable@PVH.COM)
- If your invoice is in a **Rejected** status, please first review the rejected invoice comment. Then, if the Rejection reason is related to tax, contact the Tax Team:
  - US - [JillPrusarczyk@pvh.com](mailto:JillPrusarczyk@pvh.com)
  - CAN - [ReenaGupta@pvh.com](mailto:ReenaGupta@pvh.com)
- If you have any other status questions or your rejection reason is not related to tax, please email [SupplierEnablement@pvh.com](mailto:SupplierEnablement@pvh.com)

**Rejected Invoice:**  
Reasons:  
INV-249: Buyer does not allow future-dated invoices.  
DOC-6: A document preprocessing error occurred.  
DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the business rules.

[Edit & Resubmit](#)

---

**Standard Invoice**

**Status**  
[Invoice: Rejected](#)  
[Routing: Failed](#)

Invoice Number: INV\_124\_1  
Invoice Date: Thursday 8 Oct 2020  
Original Purchase Order: PO2435

# Ariba Network

## US Dollar Invoicing



# US Dollar Invoicing

## Video Demo

# How to Create an Invoice (US)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

- 1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date**.
- 2) Fill in applicable **Additional Fields** such as **Supplier VAT/ TAX ID**.
- 3) To add an attachment, Click the **Add to Header** menu and select **Attachment**. **Browse** and **Select** file, then click **Add Attachment**.
- 4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.
- 5) Click on **Next**.
- 6) Review invoice details and click **Submit**.

## Note:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

Invoice Header

\* Indicates required field

Add to Header

Summary

Purchase Order: PO1790

Invoice #:\* INV555

Invoice Date:\* 5 Mar 2019

Subtotal: \$250.00 USD

Total Tax: \$0.00 USD

Total Shipping: \$0.00 USD

Total Gross Amount: \$250.00 USD

Total Amount without Tax: \$250.00 USD

Total Net Amount: \$250.00 USD

Amount Due: \$250.00 USD

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Service Description:

Remit To: [Redacted]

United States

Bill To: PVH Corp

[Redacted]

Quantity	Unit	Unit Price	Subtotal
1	EA	\$150.00 USD	\$150.00 USD

Update Save Exit Next

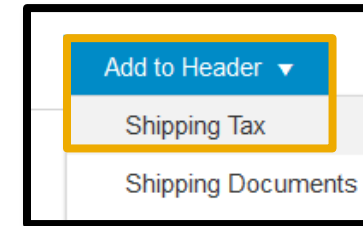
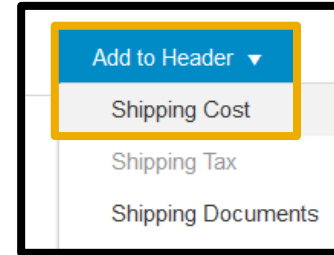


# Add Shipping Cost and Shipping Tax to an Invoice (US)

If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

- 1) Leave radio button toggled at **Header level shipping**.
- 2) Click on **Add to Header** at the top right and select **Shipping Cost**.
- 3) Click on **Add to Header** and select **Shipping Tax**.
- 4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date**.
- 5) Go to the **Shipping Tax** section and select the **Category 0% Sales/Use Tax**.
- 6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.

A screenshot of the SAP Shipping section in an invoice. The 'Header level shipping' radio button is selected and highlighted with a yellow box. The 'Shipping Cost' section shows 'Shipping Amount' set to '\$100.00 USD' and 'Shipping Date' with a calendar icon. The 'Shipping Tax' section shows 'Category' set to '0% Sales/Use Tax / Sales/Use Tax' and 'Rate(%)' set to '7', both highlighted with yellow boxes. The 'Taxable Amount' is '\$100.00 USD' and the 'Tax Amount' is '\$7.00 USD'. The 'Ship From' and 'Ship To' fields are both 'PVH Corp - TEST' and 'PVH Corp' respectively. The 'Deliver To' field is 'PVH Corp'.

# Add Tax to an Invoice (US)

To add tax at the line item level:

- 1) Scroll to **Line Items**. Check the box to the left of each applicable line item.
- 2) Check the box next to **Tax Category** and select **0% Sales/Use Tax**.
- 3) Click the button **Add to Included Lines**.
- 4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields as applicable for each line item on the invoice.

## Note:

- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

The screenshot displays the 'Line Items' section of an SAP invoice. It features a table of line items and a detailed tax configuration panel for each selected item. The 'Tax Category' is set to '0% Sales/Use Tax / Sales/Use Tax'. The 'Taxable Amount' is \$20.00 USD. For line item 5, the 'Rate(%)' is 6, resulting in a 'Tax Amount' of \$1.20 USD. For line item 6, the 'Rate(%)' is 7, resulting in a 'Tax Amount' of \$1.40 USD. The 'Add to Included Lines' button is highlighted in yellow.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
5	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		2	EA	\$10.00 USD	\$20.00 USD
6	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		2	EA	\$10.00 USD	\$20.00 USD

**Tax Configuration for Line Item 5:**

- Category: 0% Sales/Use Tax / Sales/Use Tax
- Location: [Empty]
- Description: Sales/Use Tax
- Regime: [Empty]
- Rate(%): 6
- Tax Amount: \$1.20 USD

**Tax Configuration for Line Item 6:**

- Category: 0% Sales/Use Tax / Sales/Use Tax
- Location: [Empty]
- Description: Sales/Use Tax
- Regime: [Empty]
- Rate(%): 7
- Tax Amount: \$1.40 USD

# Ariba Network

## Canadian Dollar Invoicing



# Canadian Dollar **Invoicing**

# How to Create an Invoice (Canada)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

- 1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date**.
- 2) Fill in applicable **Additional Fields** such as **Supplier TAX ID** and **Provincial Tax Registration (PST/QST)**.
- 3) To add an attachment, Click the **Add to Header** menu and select **Attachment. Browse** and **Select** file, then click **Add Attachment**.
- 4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.
- 5) Click on **Next**.
- 6) Review invoice details and click **Submit**.

## Note:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

Invoice Header

Summary

Purchase Order: PO1929

Invoice #: \* [ ]

Invoice Date: \* 28 May 2019

Service Description: [ ]

Remit To: [ ]

Montreal QC  
Canada

Bill To: PVH Canada Inc

Montreal QC  
Canada

Subtotal: \$1,200.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$1,200.00 USD  
Total Amount without Tax: \$1,200.00 USD  
Total Net Amount: \$1,200.00 USD  
Amount Due: \$1,200.00 USD

Tax paid through a Tax Representative

Supplier Tax Registration Numbers

Supplier Tax (FEIN)/ VAT ID: 654321

Provincial Tax Registration (PST/QST): 123456

⚠ Provincial tax required for Canadian suppliers only.

Quantity	Unit	Unit Price	Subtotal
1	EA	\$150.00 USD	\$150.00 USD

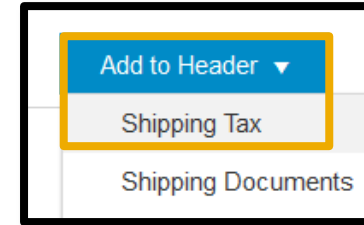
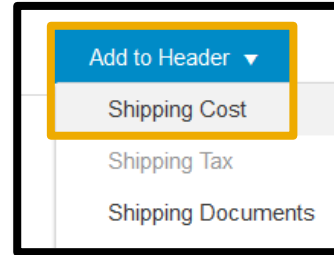
Update Save Exit Next

# Add Shipping Cost and Shipping Tax to a PO-Flip Invoice (Canada)

If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

- 1) Leave radio button toggled at **Header level shipping**.
- 2) Click on **Add to Header** at the top right and select **Shipping Cost**.
- 3) Click on **Add to Header** and select **Shipping Tax**.
- 4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date**.
- 5) Go to the **Shipping Tax** section and select the applicable **Category**.
- 6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.



## Note:

•It is possible to add multiple types of tax to the Shipping Tax field.

A screenshot of the SAP Shipping section in a PO-Flip Invoice. The 'Shipping' section has 'Header level shipping' selected. 'Ship From' is 'Optimum Talent Inc-TEST' (Montreal QC, Canada) and 'Ship To' is 'PVH Canada Inc' (Montreal QC, Canada). 'Deliver To' is 'GH' (PVH Canada Inc). The 'Shipping Cost' section has 'Shipping Amount' set to '\$100.00 USD' and 'Shipping Date' set to '28 May 2019'. The 'Shipping Tax' section has 'Category' set to '5% Goods and Services Tax\_1 / Goods' and 'Taxable Amount' set to '\$100.00 USD'. A list of taxes is shown below, including '5% Goods and Services Tax\_1 / Goods and Servi...', '0% Sales/Use Tax / Sales/Use Tax', '7% Provincial Goods and Services Tax\_1 / Provincial Good...', '13% Harmonized Goods and Services Tax\_1 / Harmonized Good...', and '9.975% Quebec Provincial Goods and Service Tax\_1 / Quebec Provinci...'. The 'Rate(%)' is set to '5' and 'Tax Amount' is empty.

# Add Tax to a PO-Flip Invoice (Canada)

To add tax at the line item level:

- 1) Scroll to **Line Items**.
- 2) Check the box next to **Tax Category** and select the appropriate category for GST, HST, PST, and QST.
- 3) Click the button **Add to Included Lines**.
- 4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields for each applicable line item on the invoice.

**Note:**

- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.
- It is possible to add multiple types of tax to each line item (see screenshot for example).

Insert Line Item Options

Tax Category: 5% Goods and Services Tax\_1 / Goods  Shipping Documents  Special Handling  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		8	EA	\$100.00 USD	\$800.00 USD

**Tax**

Category:\* 5% Goods and Services Tax\_1 / Goods Taxable Amount: \$800.00 USD Remove

Location:  Rate(%): 5

Description: Goods and Services Tax\_1 Tax Amount: \$40.00 USD

Regime:

Category:\* 7% Provincial Goods and Services Tax\_1 Taxable Amount: \$800.00 USD Remove

Location:  Rate(%): 7

Description: Provincial Goods and Services Tax\_1 Tax Amount: \$56.00 USD

Regime:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		8	EA	\$50.00 USD	\$400.00 USD

**Tax**

Category:\* 13% Harmonized Goods and Services Tax\_1 Taxable Amount: \$400.00 USD Remove

Location:  Rate(%): 13

Description: Harmonized Goods and Services Tax\_1 Tax Amount: \$52.00 USD

Regime:

Category:\* 9.975% Quebec Provincial Goods and Services Tax\_1 Taxable Amount: \$400.00 USD Remove

Location:  Rate(%): 9.975

Description: Quebec Provincial Goods and Services Tax\_1 Tax Amount: \$39.90 USD

Regime:

# Downgrade Your Enterprise Account





# Downgrade Your Ariba Network Account (Enterprise Account)

To downgrade your Enterprise Account to Standard Account you will need to raise a Service Request with Customer Support:

- 1) Log into your Ariba Network account at <http://supplier.ariba.com>
- 2) Click on the ? at the top right to open the **Help Center** menu
- 3) Click on **Support**
- 4) Click on the **Contact Us** tab
- 5) Enter keyword such as **Account Downgrade Request** into the **Start here to find your answer** and **Search**
- 6) Click **Contact Us**
- 7) Fill out form with detailed information and **Submit**
- 8) Click on **One last step**
- 9) Choose your preferred **contact method** and **Submit**

## Note:

- Ariba Customer Support will review your account against their downgrade criteria with the Ariba billing department. This may include requirements such as:
  - Discontinuing the use of reports (Enterprise exclusive feature)
  - Discontinuing the use of integration (Enterprise exclusive feature)
  - No outstanding Ariba account payments or fees

The screenshot shows the Ariba Network Help Center interface. At the top, there are navigation tabs: Home, Learning, and Contact us (highlighted with a yellow box). Below the tabs, a search bar contains the text 'downgrade account' (also highlighted with a yellow box). The search results are displayed under the heading '1. Start here to find your answer.' and '2. Browse below for our AI-based recommendations\*'. The first result is 'How do I downgrade my fully enabled account to a Standard account?' with a question mark icon and the date 'Apr 9, 2021'. The second result is 'How do I restore a suspended account?' with a question mark icon and the date 'Jan 19, 2021'. The third result is 'What is a valid billing dispute?' with a question mark icon and the date 'Jun 25, 2021'. At the bottom of the page, there is a 'Can't find what you're looking for?' message and a 'Contact us' button (highlighted with a yellow box).

# Ariba Network Support Resources



# Who Should You Contact?

**Business Related Questions:** [SupplierEnablement@pvh.com](mailto:SupplierEnablement@pvh.com)

## Ariba Network Supplier Support

• Ariba Network technical support for suppliers To contact **Ariba Network Supplier Support:**

- 1) Log into your Ariba Network account at <http://supplier.ariba.com>
- 2) Click on the ? at the top right to open the **Help Center** menu
- 3) Click on **Support**
- 4) Click on the **Contact Us** tab
- 5) Enter keyword such as **Invoice Error** into the **Start here to find your answer** and **Search**
- 6) Click **Contact Us**
- 7) Fill out form with detailed information and **Submit**
- 8) Click on **One last step**
- 9) Choose your preferred **contact method** and **Submit**

[Video Demo: Help Center Tour](#)

- **Note:** 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.

The screenshot displays the Ariba Network Help Center interface. At the top, there are navigation tabs: 'Home', 'Learning', and 'Contact us', with 'Contact us' highlighted. Below the navigation is a search bar containing the text 'downgrade account'. Underneath the search bar, there are three AI-based recommendations, each with a question title, a brief answer snippet, and a 'FAQ' label with a date. The recommendations are: 1) 'How do I downgrade my fully enabled account to a Standard account?' (FAQ, Apr 9, 2021), 2) 'How do I restore a suspended account?' (FAQ, Jan 19, 2021), and 3) 'What is a valid billing dispute?' (FAQ, Jun 25, 2021). At the bottom of the page, there is a 'Can't find what you're looking for?' message and a 'Contact us' button.

# Appendix

## Classic View



# Classic View: Configure Default Tax Number on Invoices

It is possible to configure your Company Profile to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on the gear icon for **Company Settings** at the top of the dashboard, and then choose **Company Profile**
- 3) Click on the **Basic** tab
- 4) Under **Additional Company Addresses** click on **Create**
- 5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
- 6) Enter in associated **Address Details**
- 7) **Save**
- 8) Click on to the **Business** tab
- 9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
- 10) **Save**

The image displays four screenshots of the Ariba Network configuration interface, illustrating the steps to configure the default tax number on invoices. The screenshots are annotated with numbered callouts (3 through 9) indicating the sequence of actions.

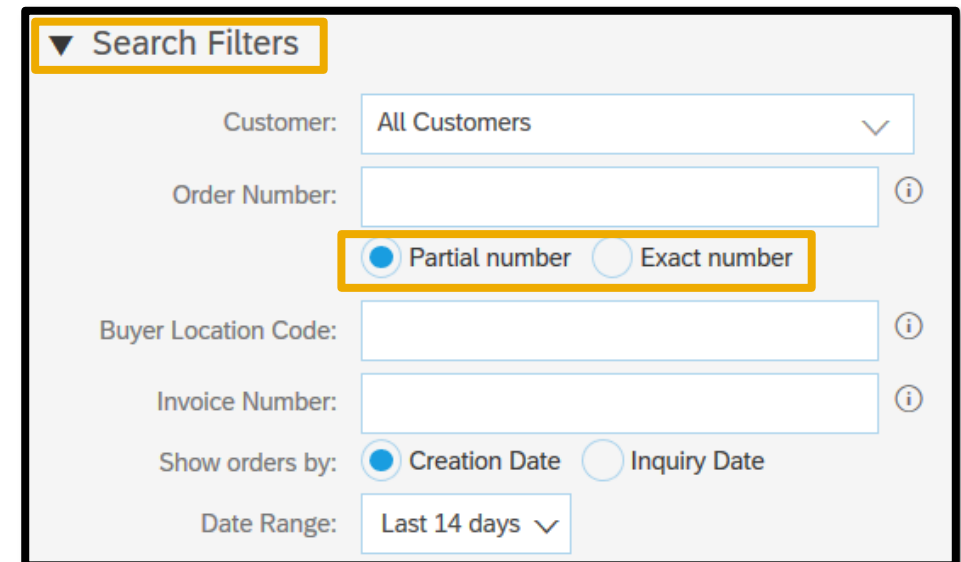
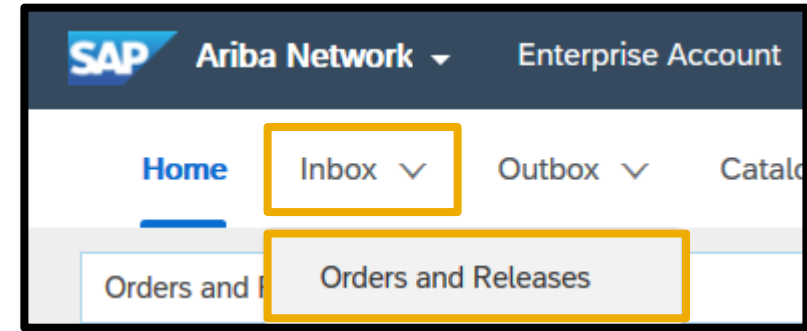
- Step 3:** The "Ariba Network Company Profile" page is shown with the "Basic (3)" tab selected.
- Step 4:** The "Additional Company Addresses" section is shown with the "Create" button highlighted.
- Step 5:** The "Address Name" form is shown with fields for "Address Name" (set to "Company Name"), "Address ID", "VAT ID" (set to "999999999"), and "Tax ID" (set to "999999999").
- Step 6:** The "Address" form is shown with the "Address 1" field set to "555 Street Name".
- Step 8:** The "Ariba Network Company Profile" page is shown with the "Business (2)" tab selected.
- Step 9:** The "Tax Information" form is shown with fields for "Tax Classification" (set to "(no value)"), "Taxation Type" (set to "(no value)"), "Tax ID" (set to "999999999"), "State Tax ID" (set to "999999999"), "Regional Tax ID" (set to "999999999"), and "Vat ID" (set to "999999999").

# Classic View: Locate a Purchase Order for Review or Action

When you have received your first PO from PVH you can then locate the PO in your Ariba Network Inbox for review or action.

To locate a Purchase Order in your Ariba Network account:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Inbox** and select **Orders and Releases**.
- 3) If you do not readily see your PO in the Inbox you can expand and utilize the **Search Filters**.
  - A. Select **Exact Number** and input PO number if known, or use **Partial Number** and adjust other filter settings such as **Date Range**, **Amount**, **Order Status**, and etc.
- 4) Once PO is located you can click on the **Order Number** to pull open the **Order Details** or you can utilize the **Actions** menu to take action from Inbox.

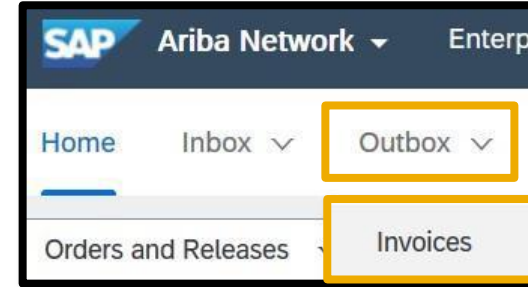


# Classic View: Locate an Invoice for Review or Action

After you have submitted an invoice you are able to locate your invoice in your Ariba Network Outbox.

To locate an invoice in your Ariba Network account:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Outbox** and select **Invoice**.
- 3) If you do not readily see your invoice in the **Outbox** you can expand and utilize the **Search Filters**.
  - A. Select **Exact Number** and input Invoice number if known, or use **Partial Number** and adjust other filter settings such as **Date Range**, **Amount**, **Order Status**, and etc.
- 4) Once the invoice is located you can click on the **Invoice Number** to pull open the **Invoice Details**.



▼ Search Filters

Customer: All Customers

Order Number:

Partial number  Exact number

Buyer Location Code:

Invoice Number:

Show orders by:  Creation Date  Inquiry Date

Date Range: Last 14 days

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
INVPO2470	PVH Corp - TEST	PO2470	Online	Supplier	No	Order	9 Oct 2020	\$50.00 USD	Acknowledged	Sent

# Thank you.