SAP Ariba

PVH Corp

Enterprise Supplier Ariba Network Training Guide

August 2022

CONFIDENTIAL

PVH

THE BEST RUN SAP

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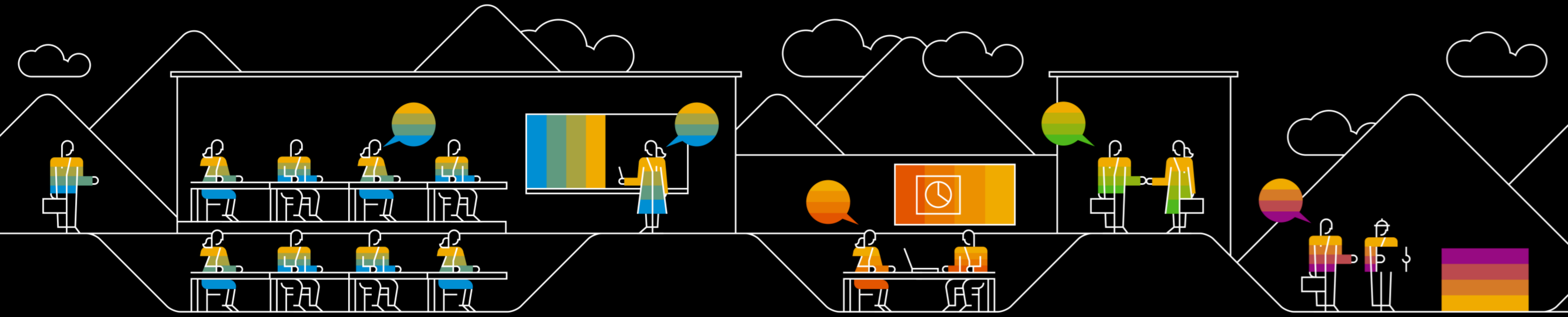


How Do I know if I am an Enterprise Supplier?

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. 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 All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	*Bronze	$50
25 to 99 documents **or** 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

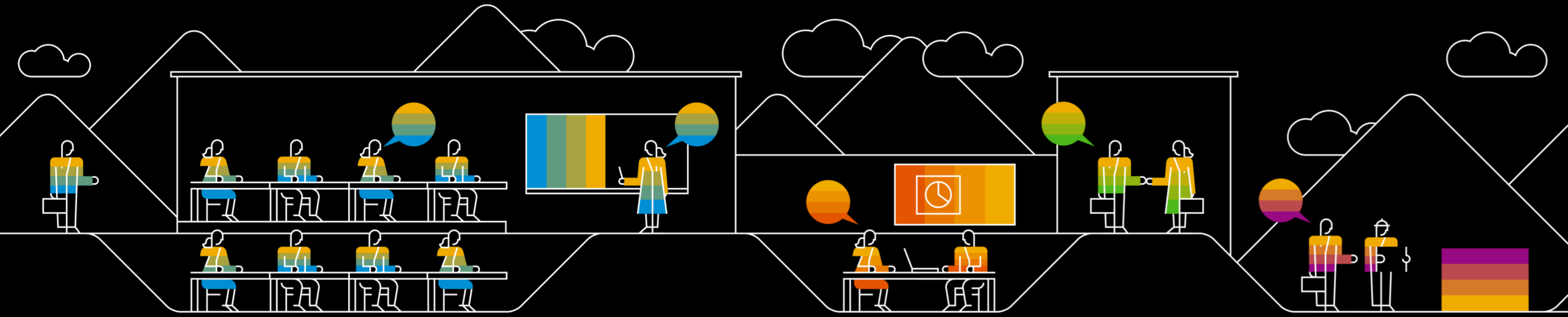
$50,000 and 5 Documents

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

Ariba Network
Supplier Set-up & Account Configuration

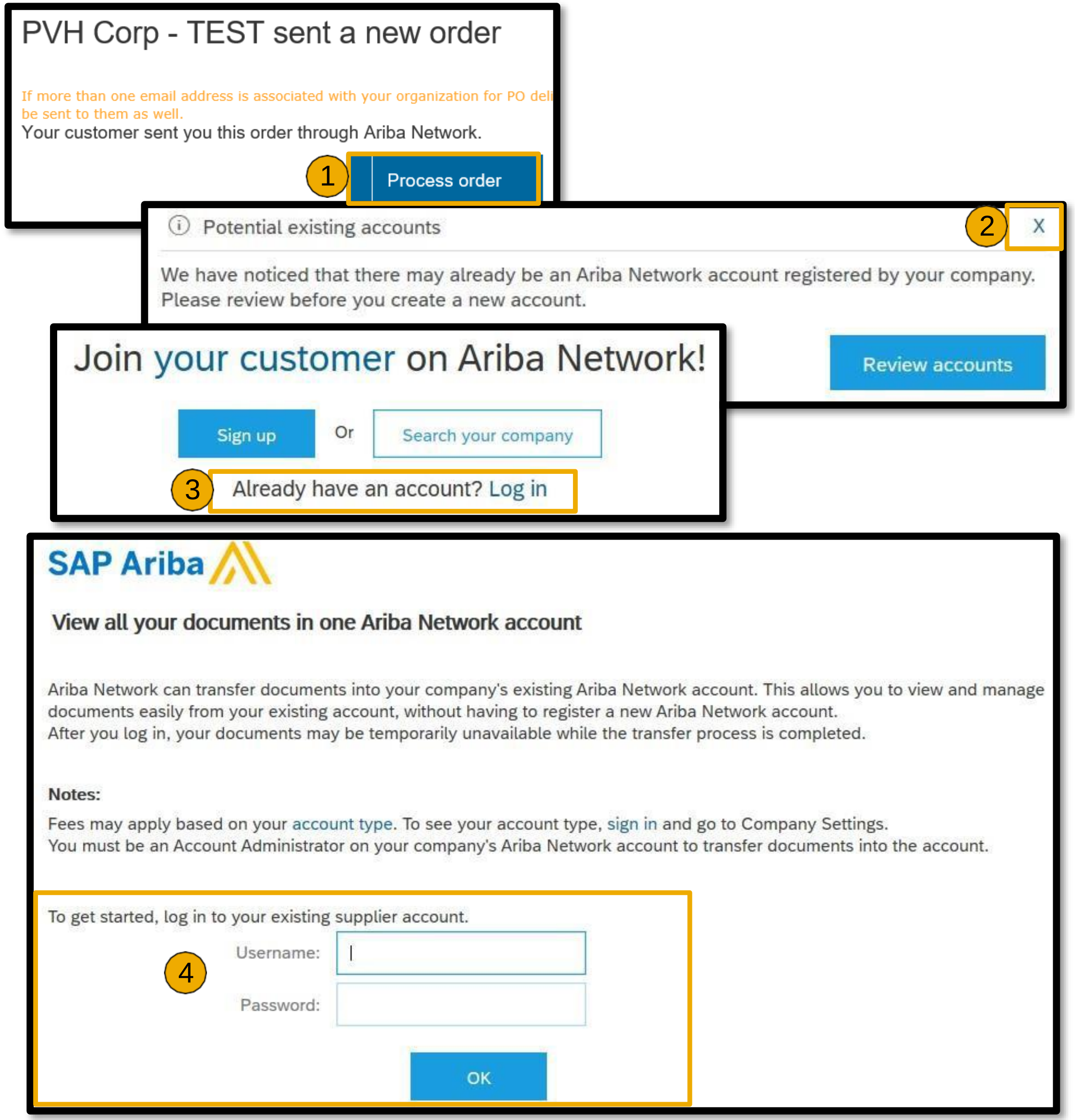


Merge Your PVH First Standard Account PO into an Existing Account

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.



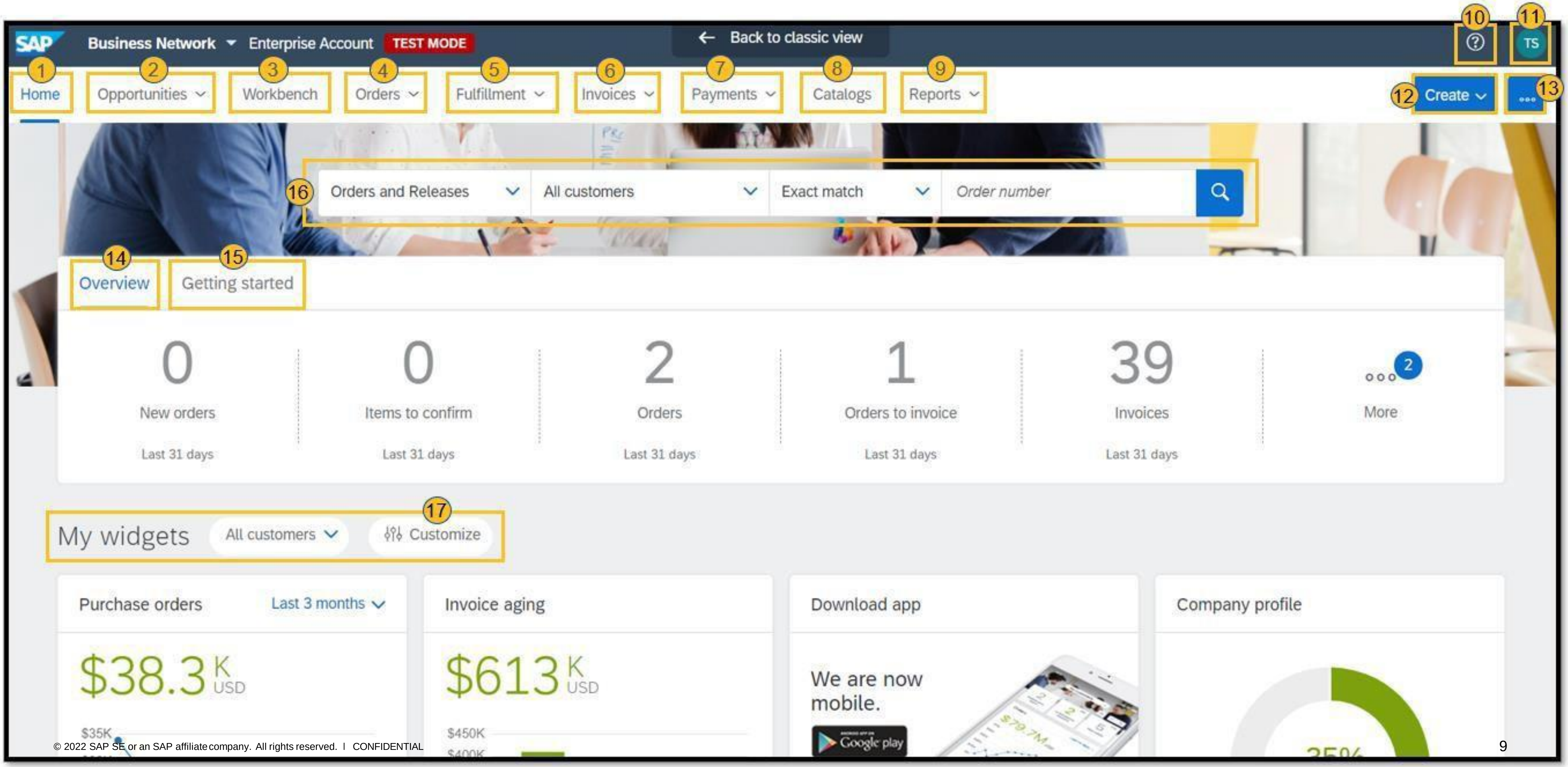
Note:

- 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.

Account Overview

[Video Demo: Account Overview]

Enterprise Account Homepage Overview



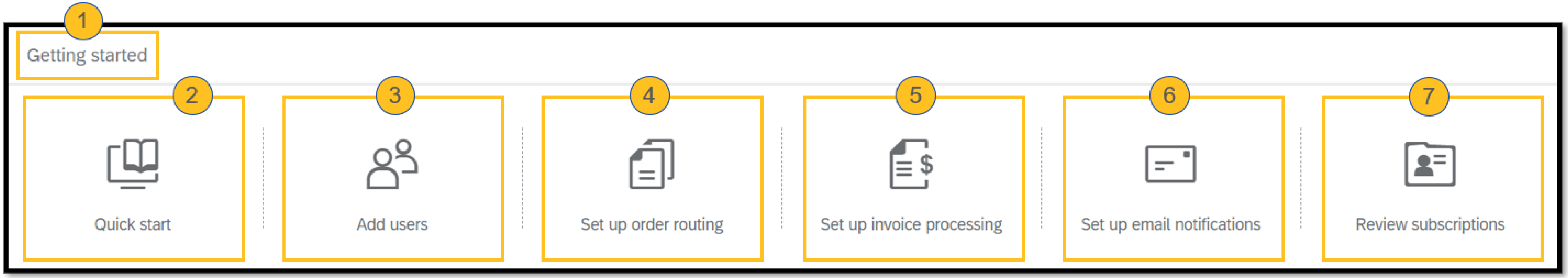
Enterprise Account Homepage Overview Details

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

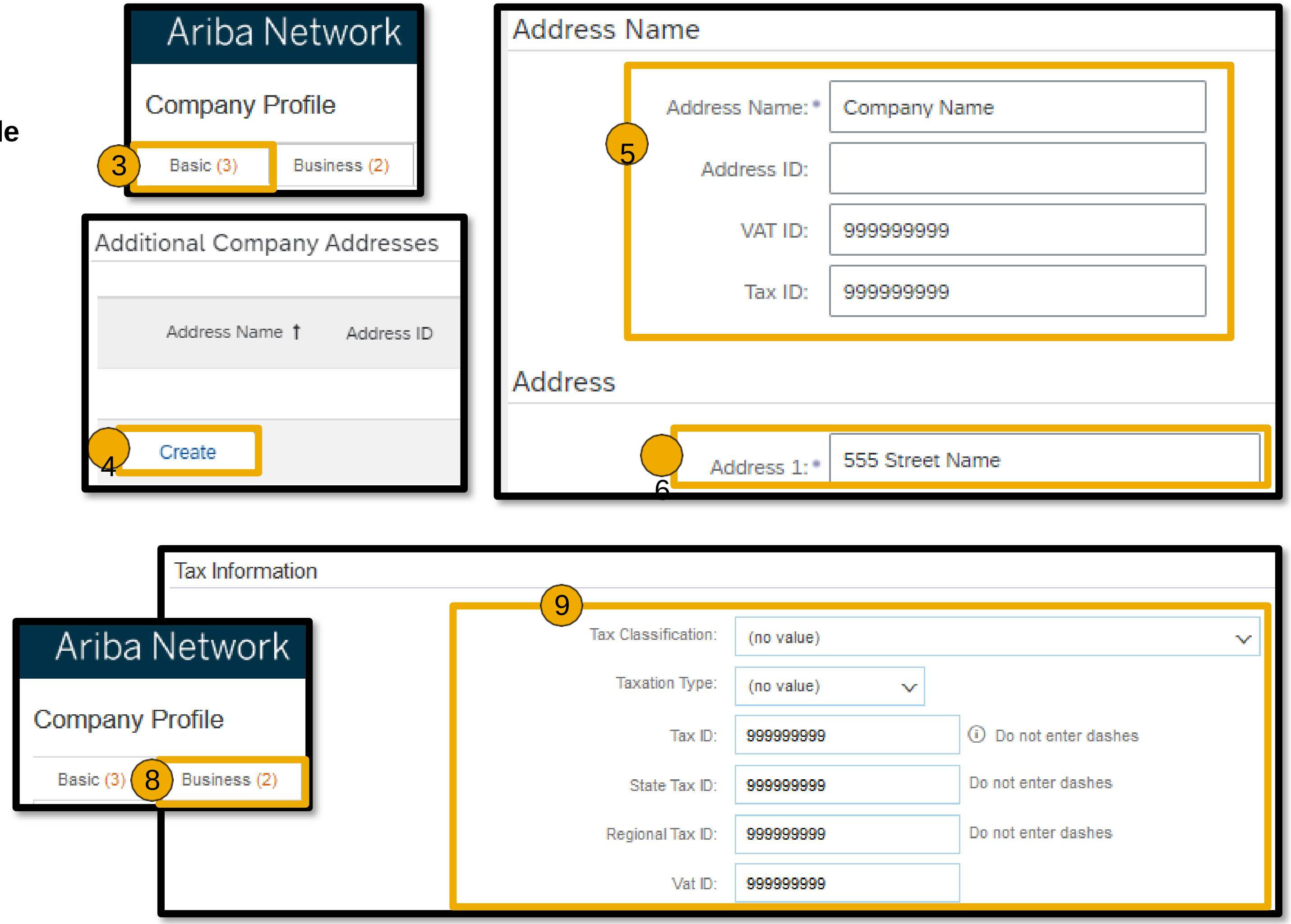
Video Demo: Account Set-up Overview

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**



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:

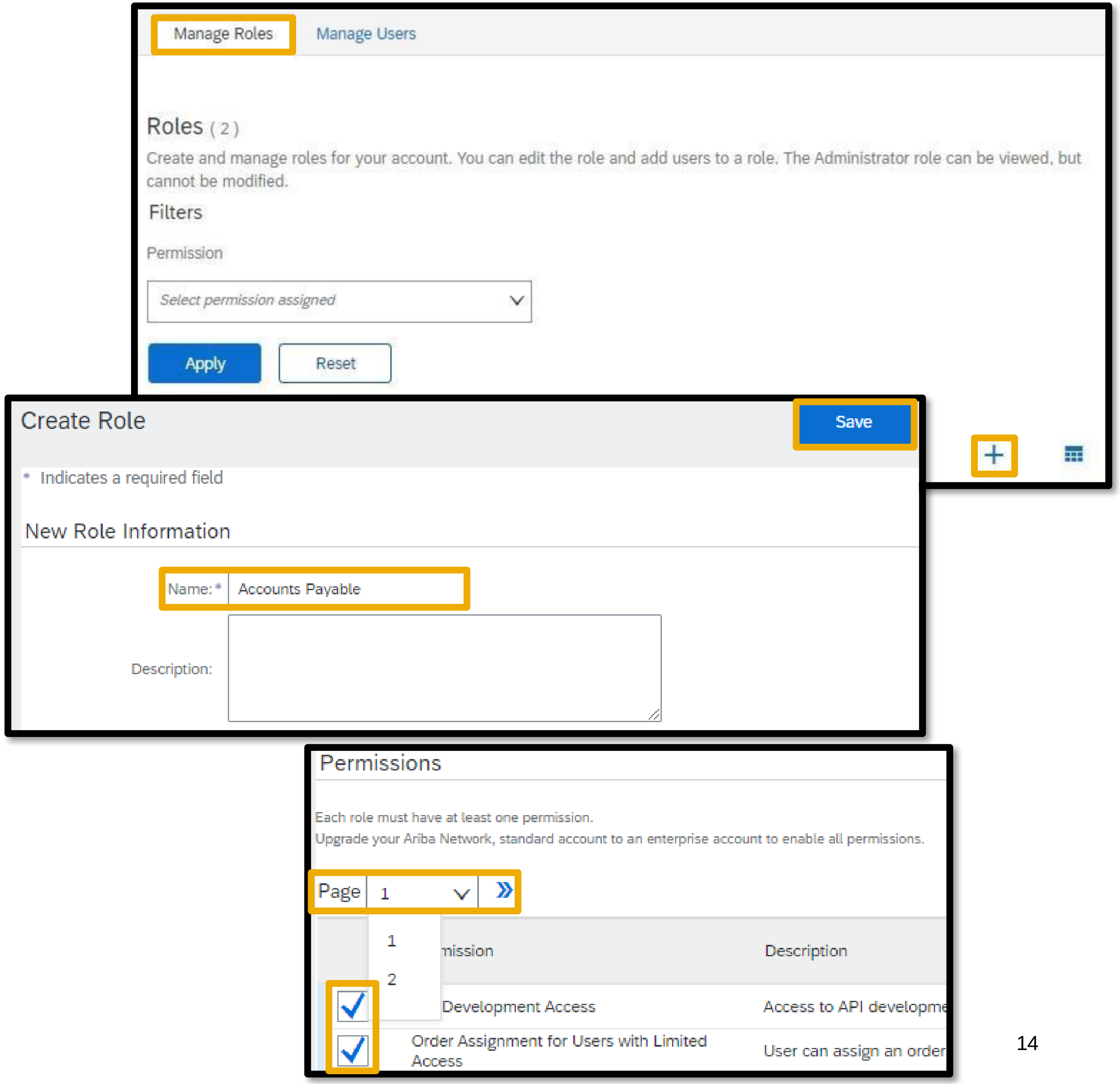
1) Log in to the Ariba Network ([LINK]())
2) Click on **Getting Started** and choose tile **Add Users**

   - 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**.

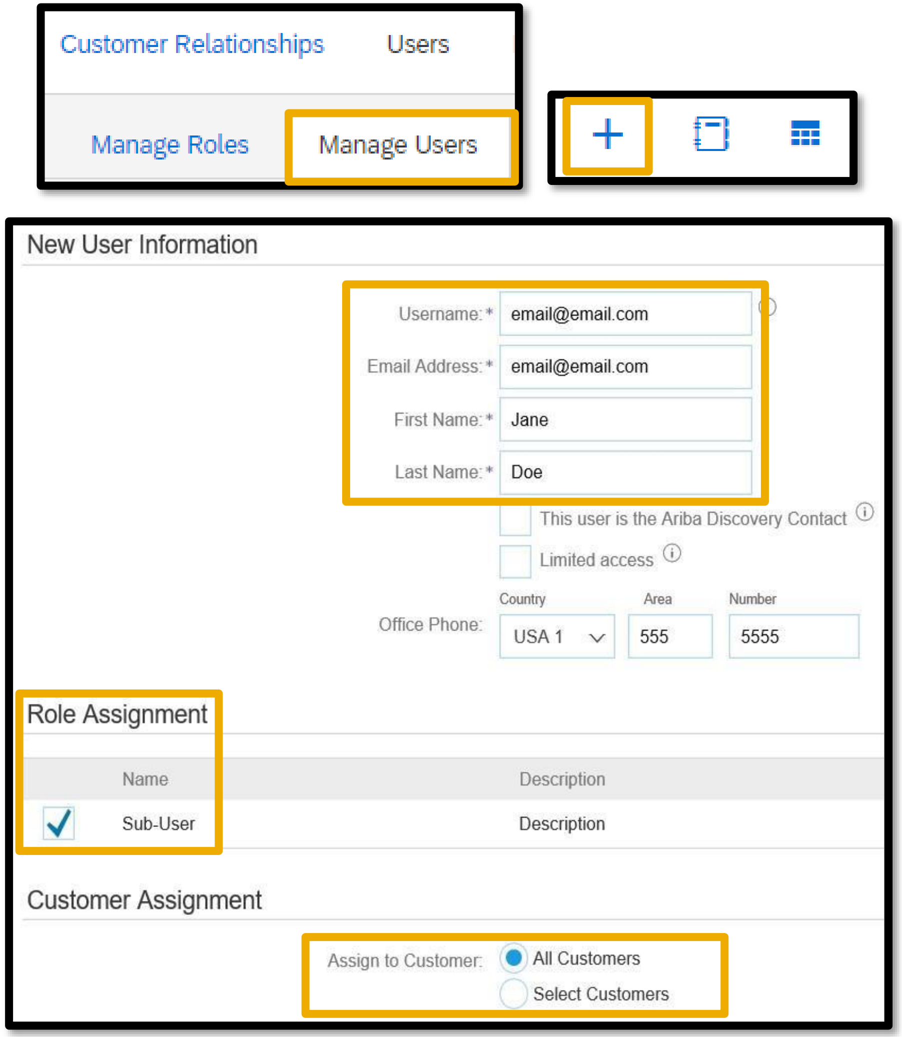
5) Enter in the **Username**, **Email Address**, **First Name**, and **Last Name**. You may optionally check the boxes to make the user an **Ariba Discovery Contact** or provide **Limited Access**.

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



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 –

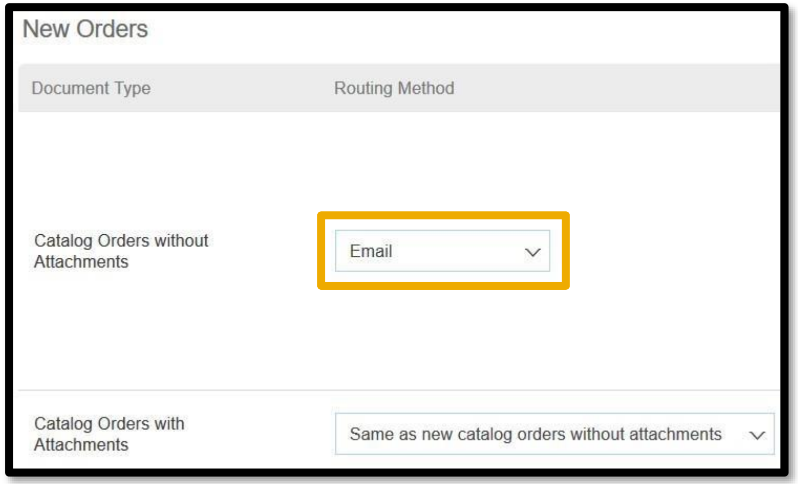
2) Click on the initials at the top right, click on Settings, and then choose **Electronic Order Routing.**

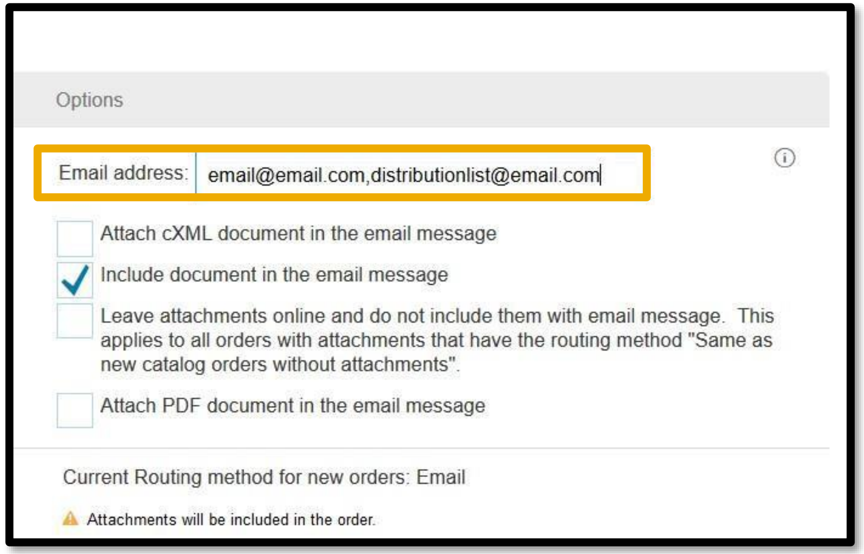
3) Under **New Orders** set **Catalog Orders without Attachments** to **Email**.

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.
- 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.

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.**

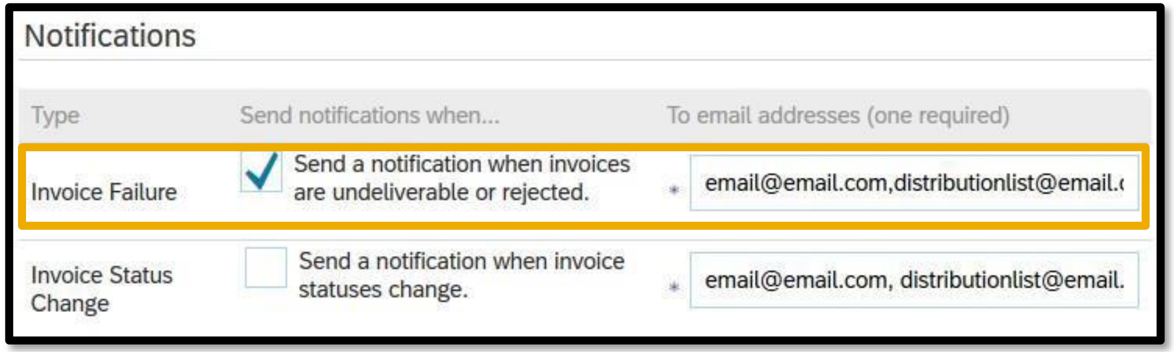
To make sure the right people are set-up to invoice notifications:

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**.

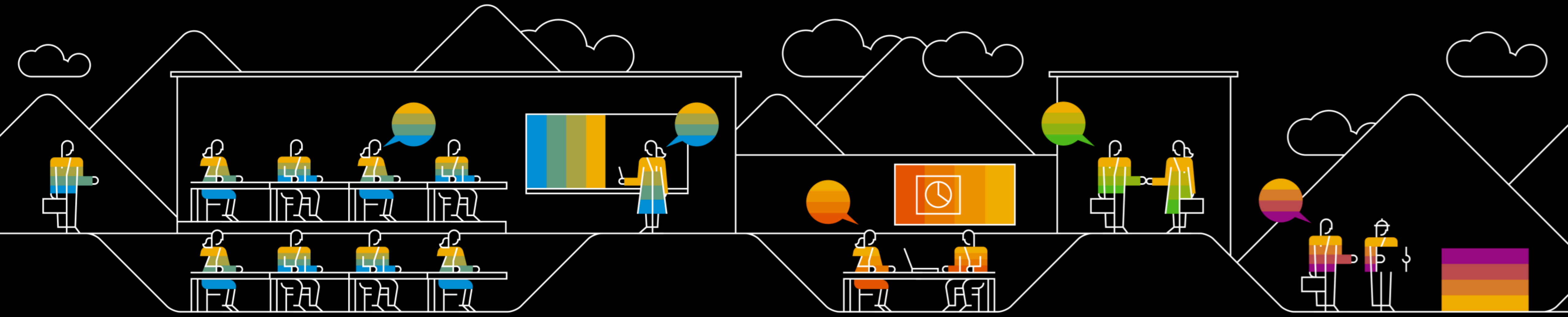
1) Leave the invoice **Routing Method** set to **Online** unless integrating with customers.
2) Scroll down and review invoice **Notifications.** Check the boxes next to any notifications your company is interested in receiving. Then enter up to 3 email addresses, separated by comma. You may also enter 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.

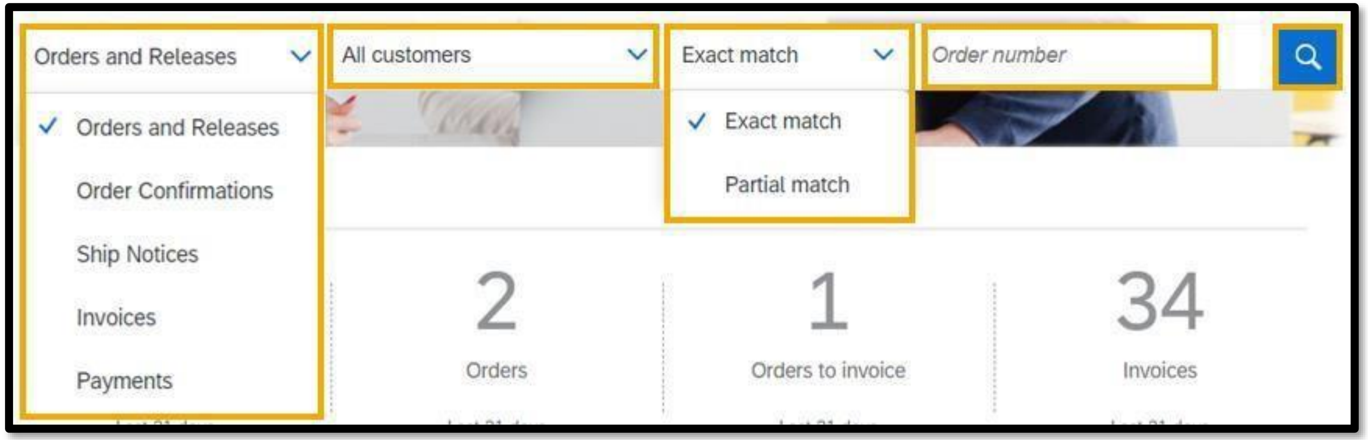
Ariba Network Documents



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.

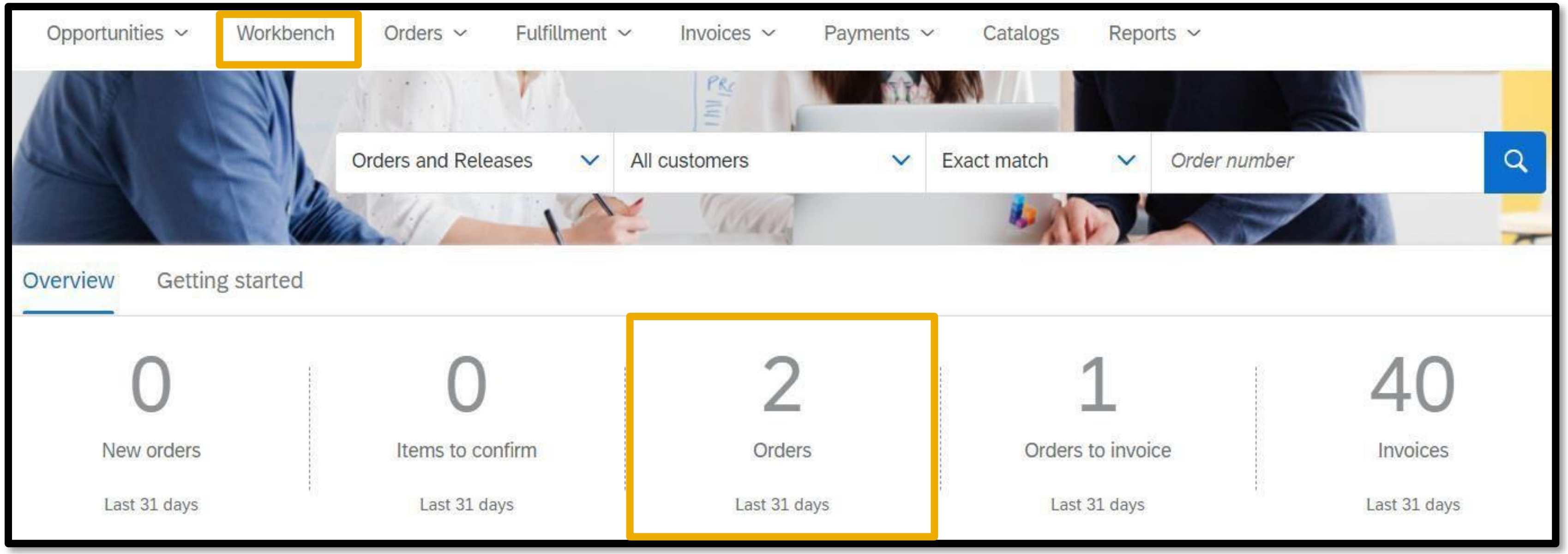


To locate a Document through the document search bar from the homepage:

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

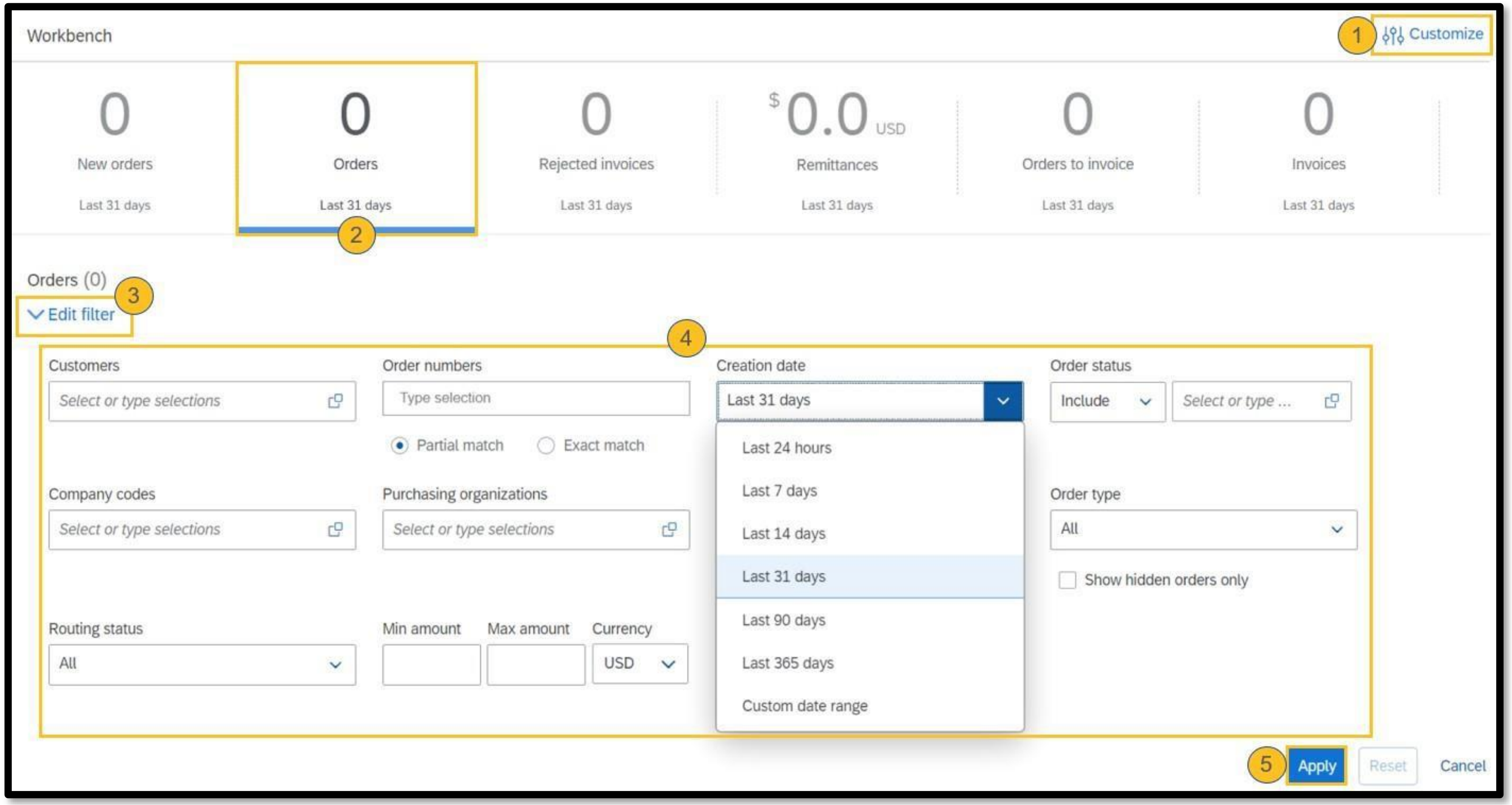
Using Workbench

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.



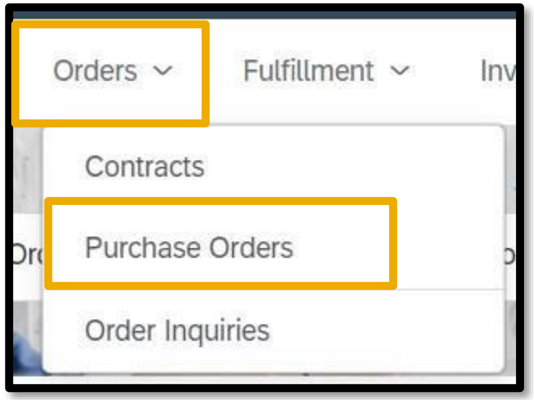
Locate Purchase Order

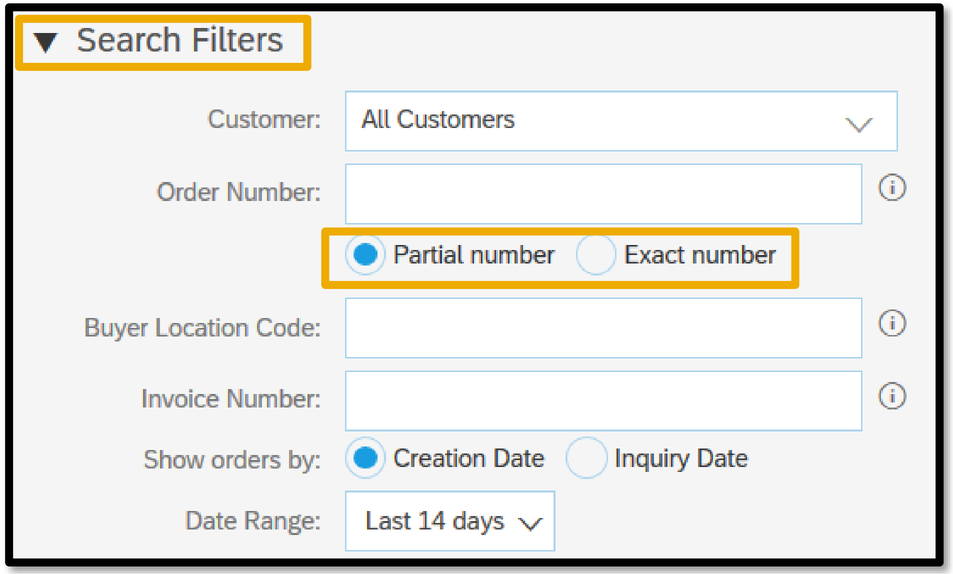
Locate a Purchase Order for Review or Action (Orders Tab)

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.





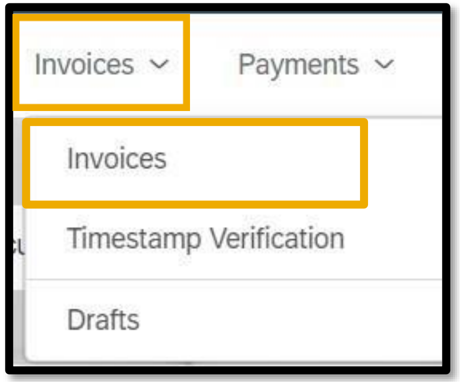
Locate Invoice

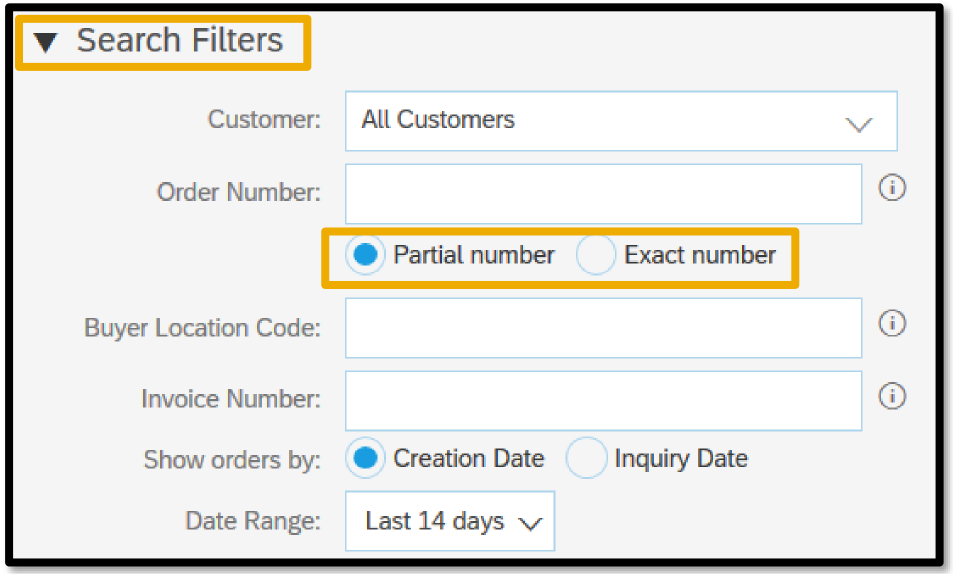
Locate a Invoice for Review or Action (Invoices Tab)

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; ceciliaconil@pvh.com; omarluisreyes@pvh.com; suganthinibhavan@pvh.com; 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 the invoice number for further research.

Locate Invoice Status

Locate the Status of an Invoice

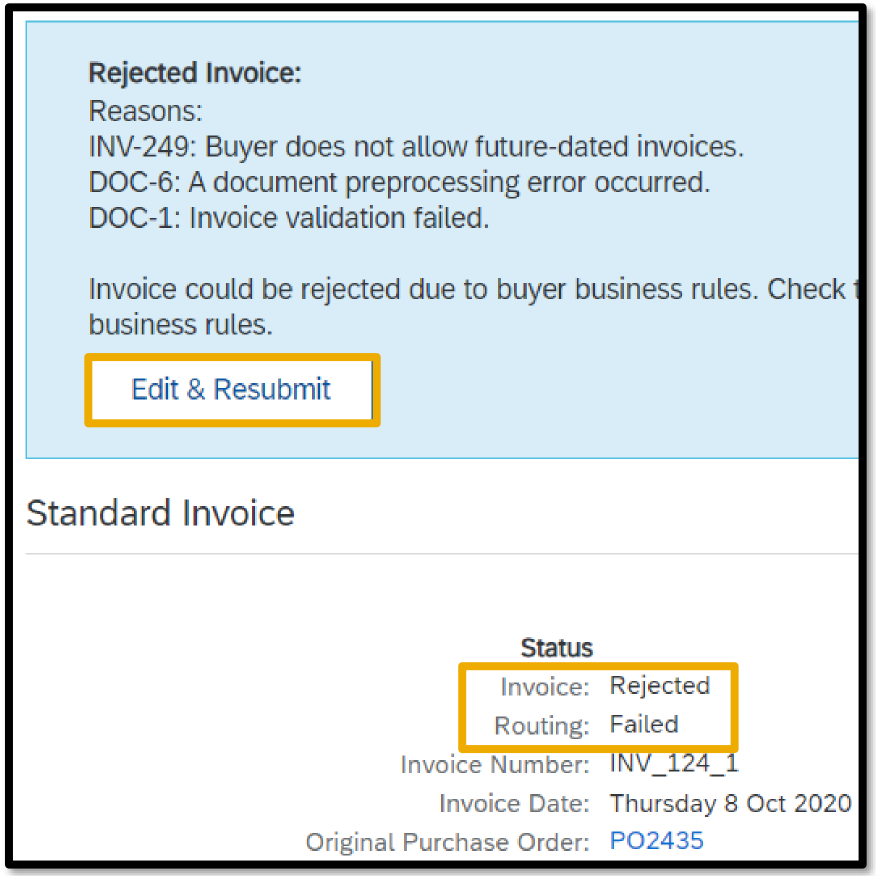
After you have located your invoice, you can review the invoice status.

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).

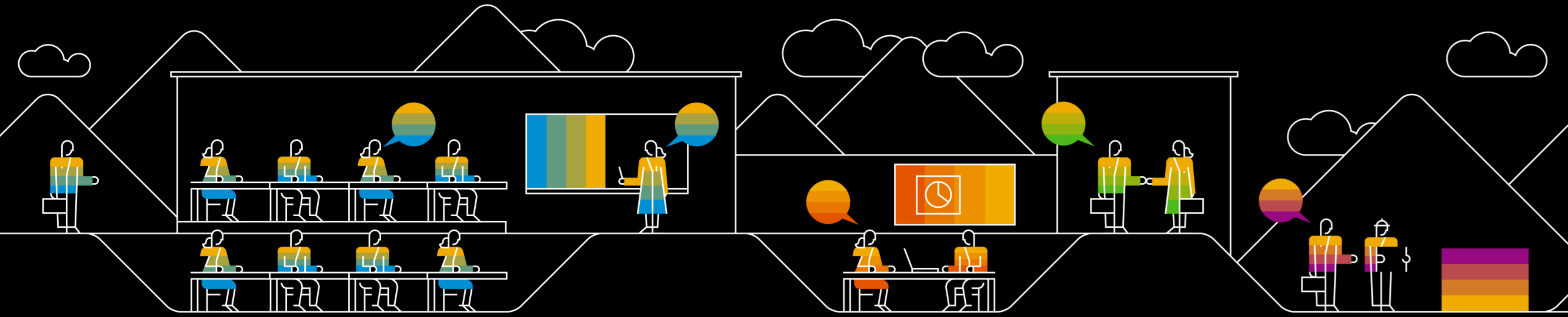
3) You can also see further **Invoice Details,** such as any buyer comments, including the **Rejected Invoice Reasons** if your invoice has been rejected. You can also **Edit & Resubmit** rejected invoices from the details page.



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
- 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
  - CAN - ReenaGupta@pvh.com
- If you have any other status questions or your rejection reason is not related to tax, please email SupplierEnablement@pvh.com

Ariba Network
US Dollar Invoicing



US Dollar Invoicing

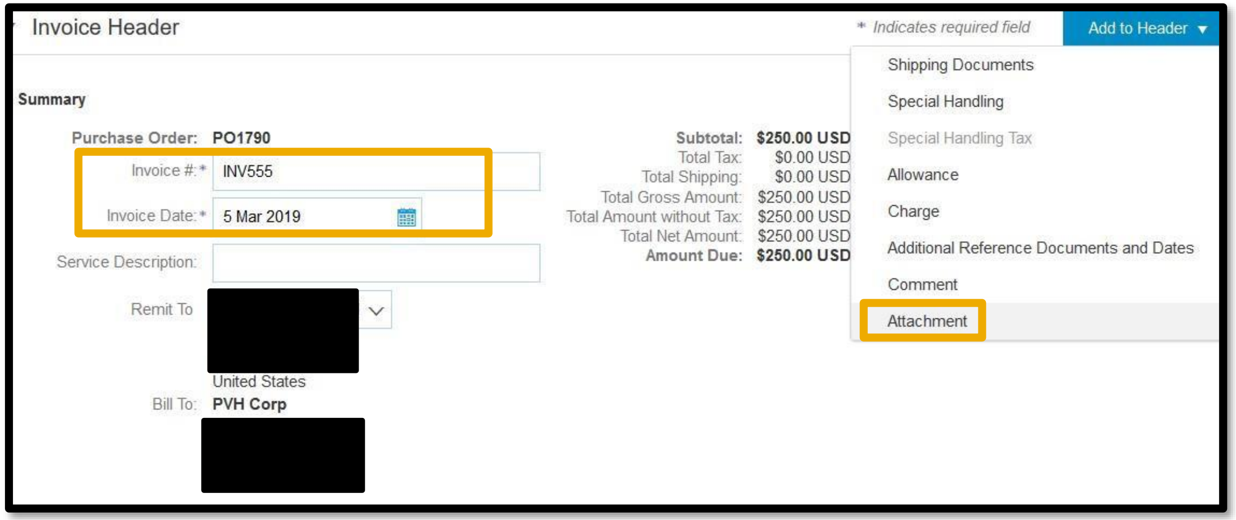
[Video Demo]

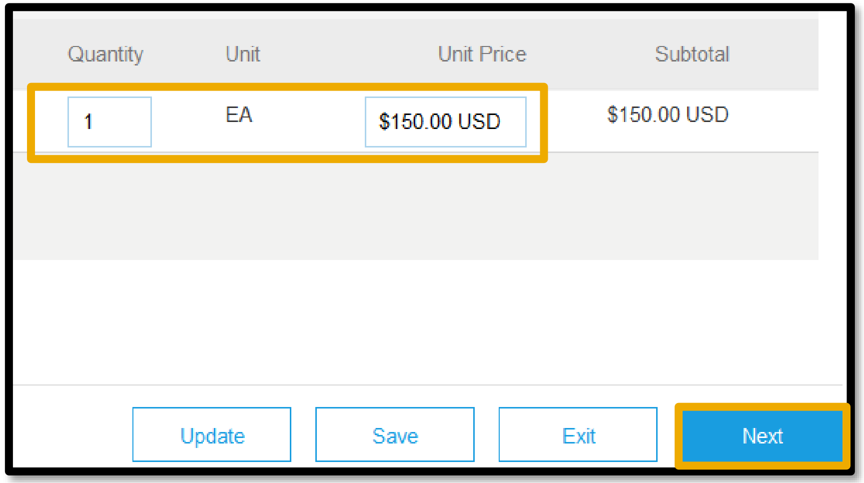
How to Create an Invoice (US)

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**.





<u>Note</u>:

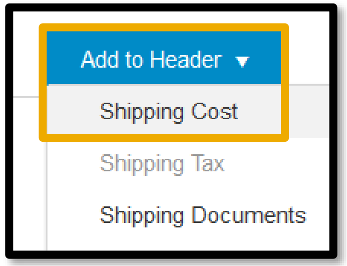
- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the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

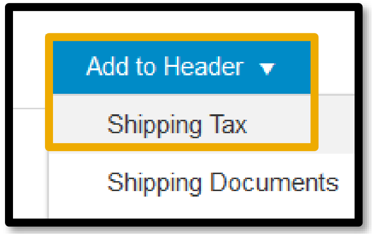
Add Shipping Cost and Shipping Tax to an Invoice (US)

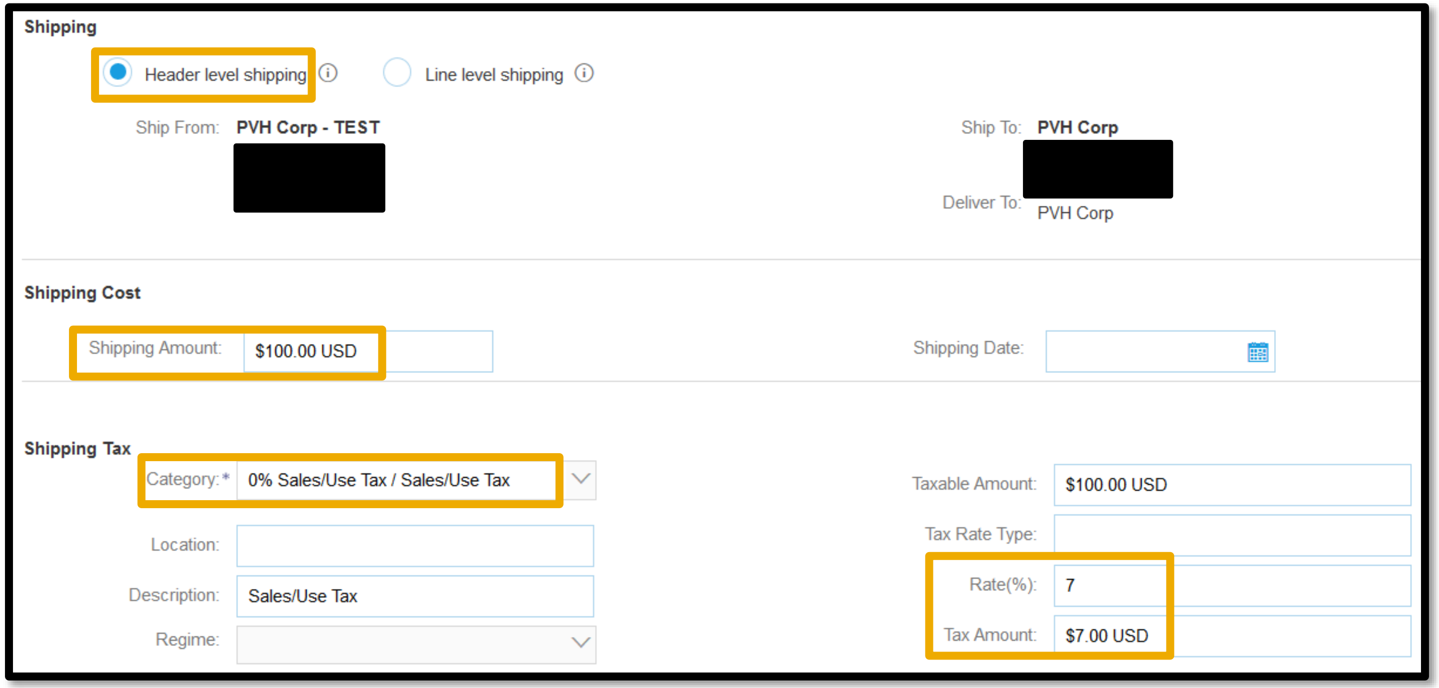
If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

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.







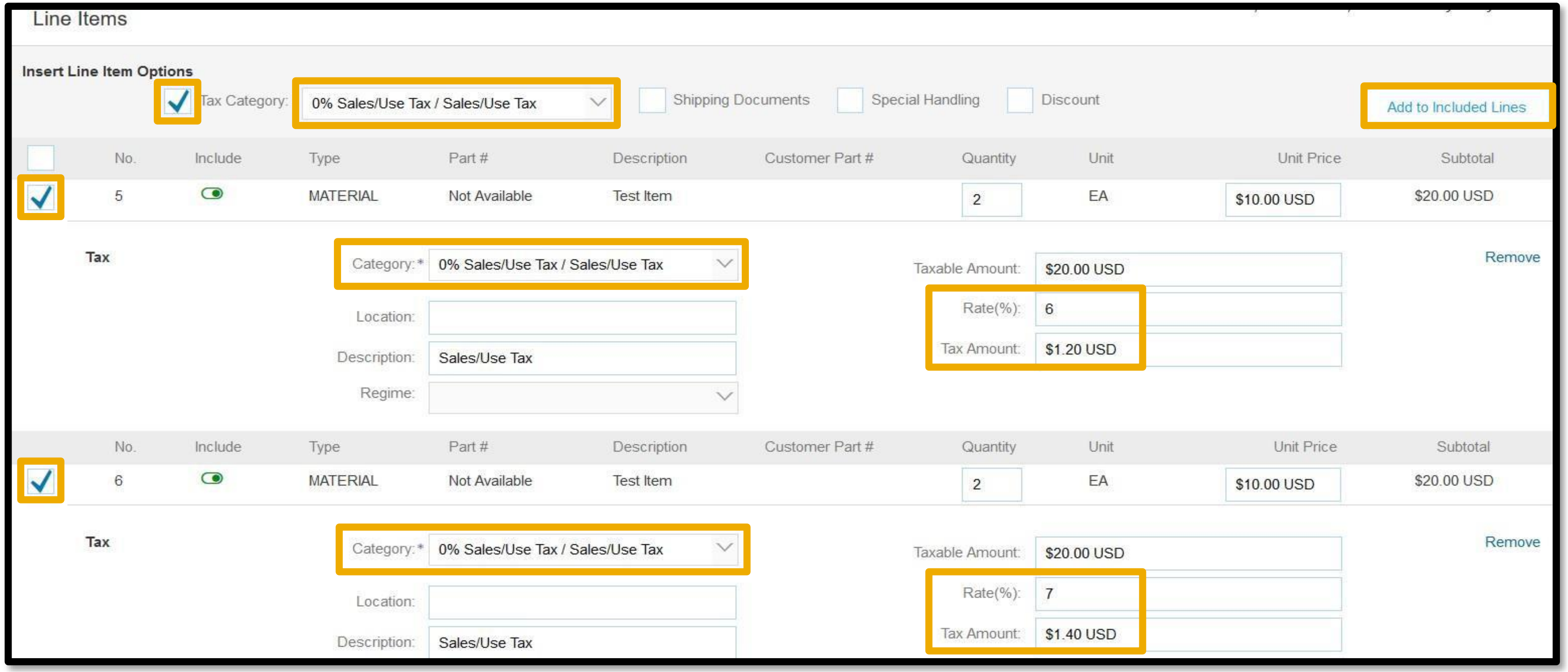
Add Tax to an Invoice (US)

To add tax at the line item level:

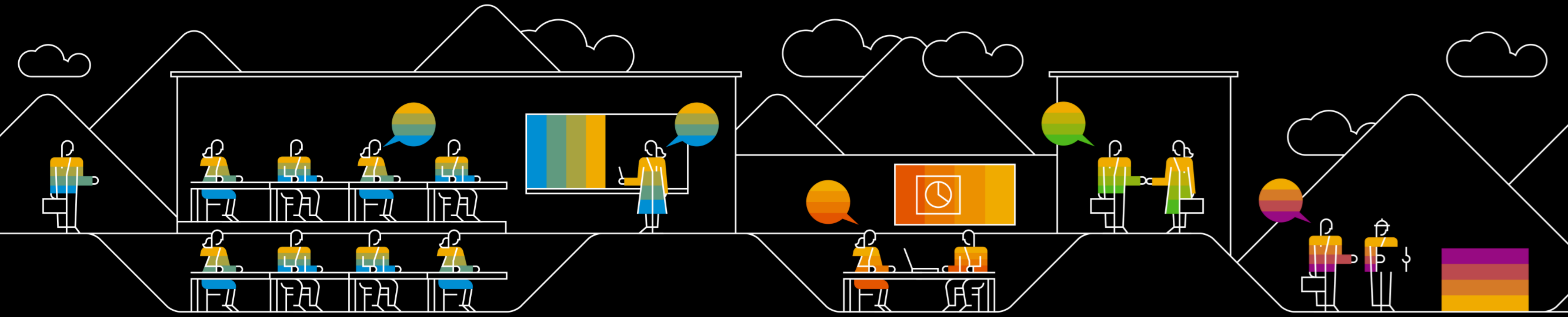
1) Scroll to **Line Items**. Check the box to the left of each applicable line item.
2) Check the box next to **Tax Category** and select **0% Sales/Use Tax**.
3) Click the button **Add to Included Lines**.
4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields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



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.**

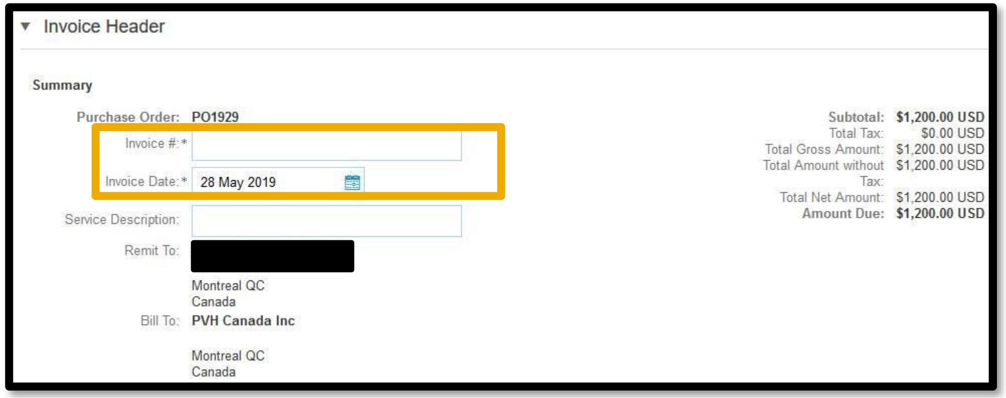
4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.

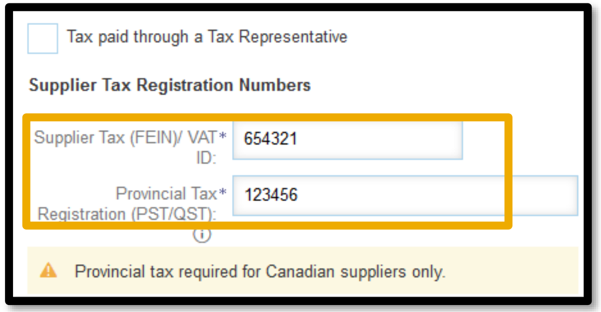
5) Click on **Next.**

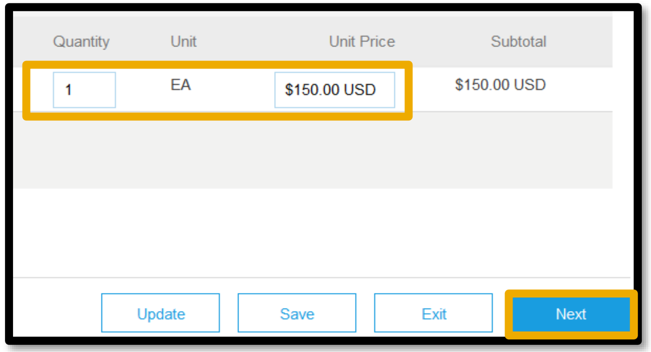
6)Review invoice details and click **Submit**.

<u>**Note**</u>:

- 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.





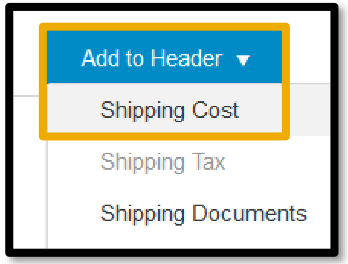


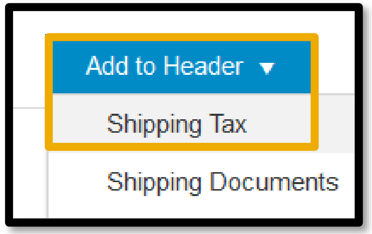
Add Shipping Cost and Shipping Tax to a PO-Flip Invoice (Canada)

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:

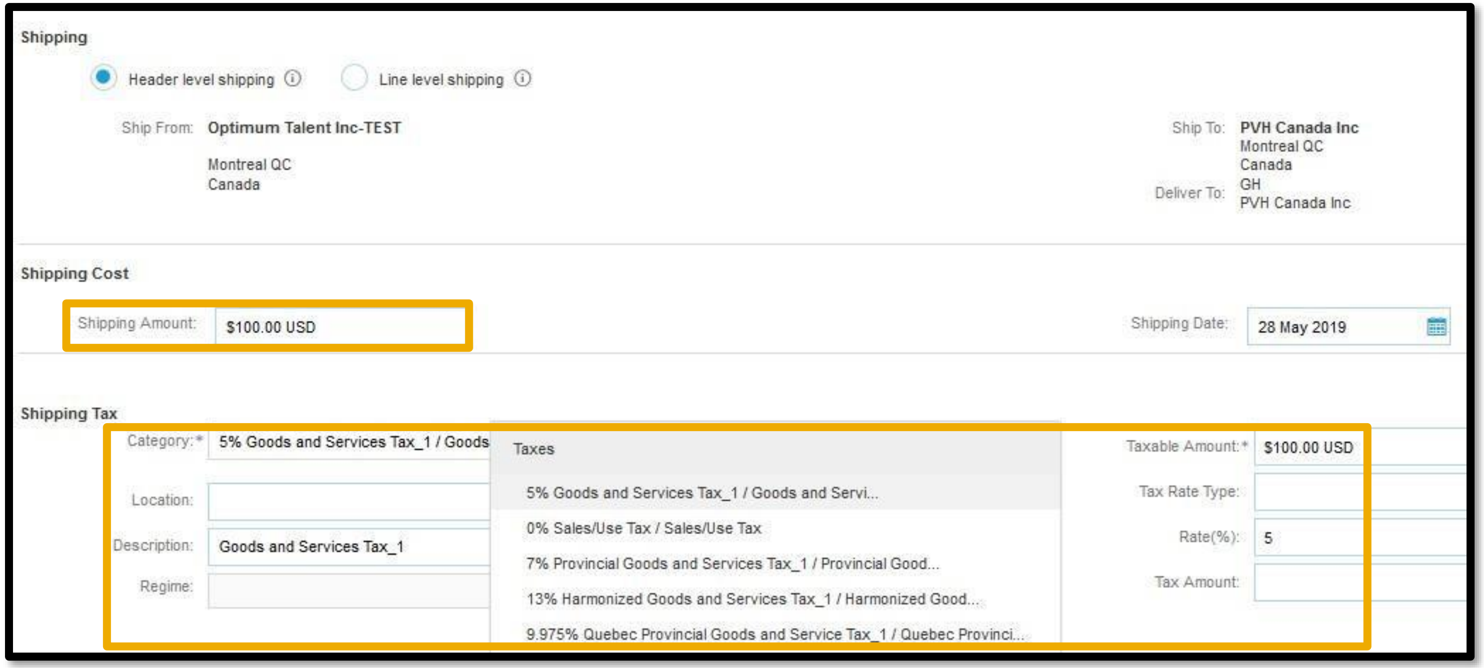
1) Leave radio button toggled at **Header level shipping.**
2) Click on **Add to Header** at the top right and select **Shipping Cost**.
3) Click on **Add to Header** and select **Shipping Tax**.
4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date.**
5) Go to the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





<u>Note</u>:

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



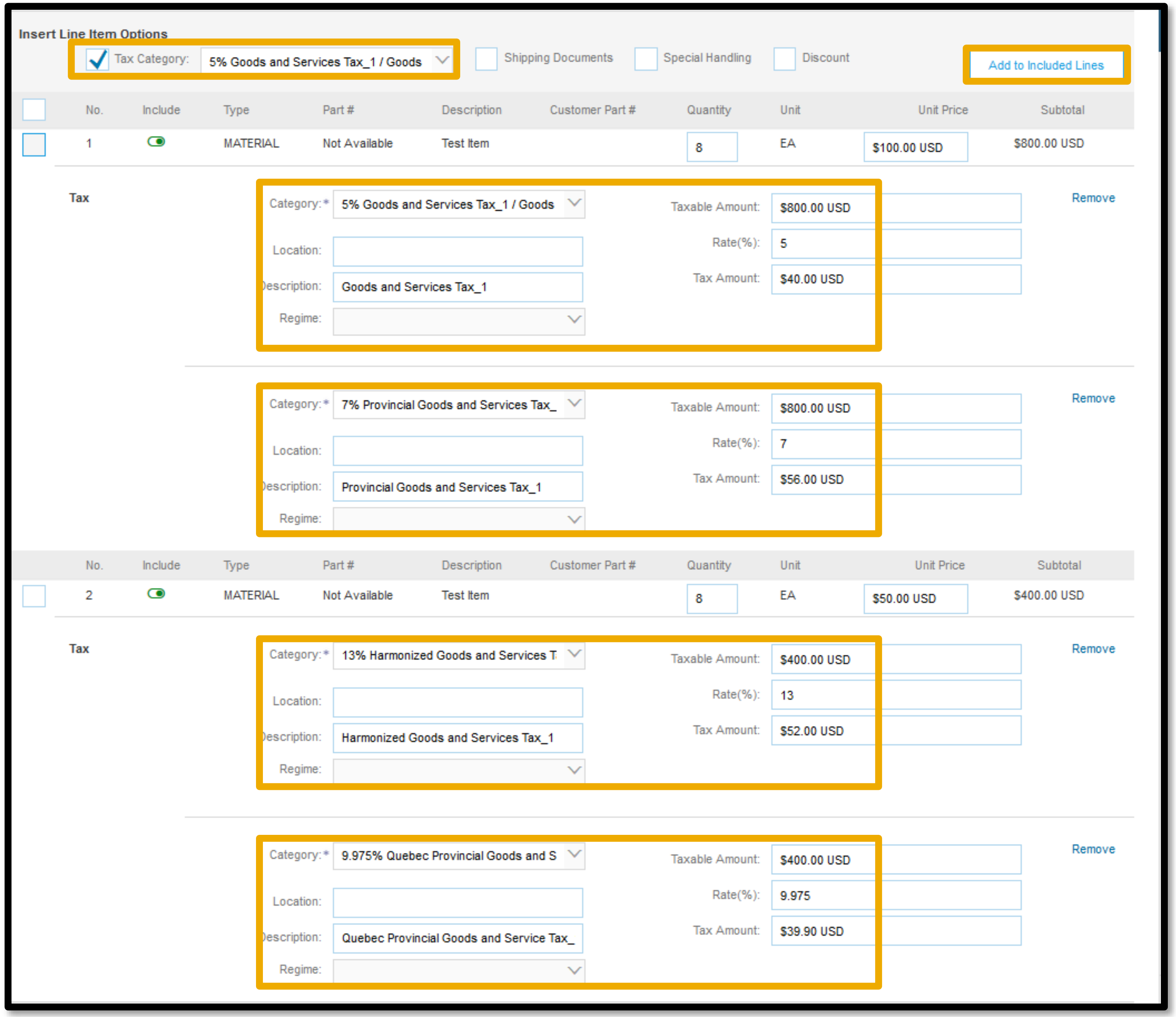
Add Tax to a PO-Flip Invoice (Canada)

To add tax at the line item level:

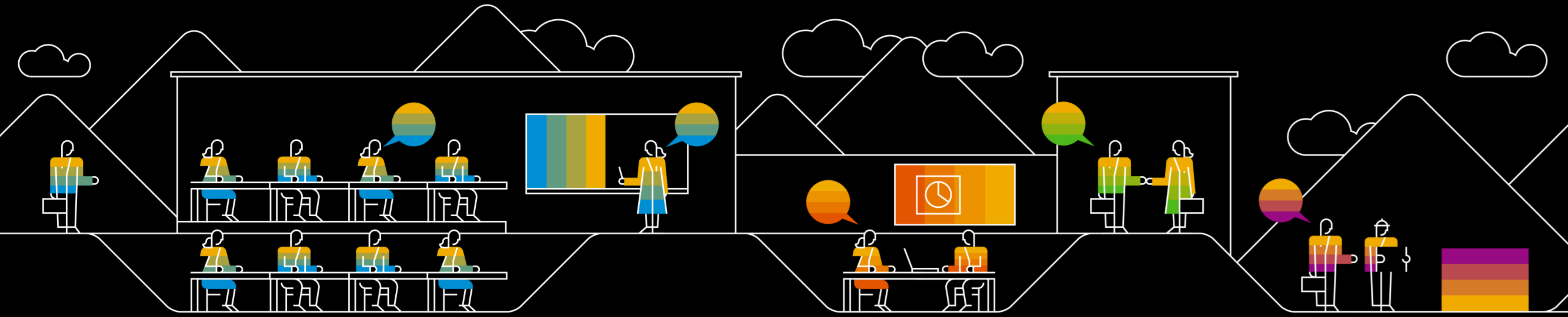
1) Scroll to **Line Items**.
2) Check the box next to **Tax Category** and select the appropriate category for GST, HST, PST, and QST.
3) Click the button **Add to Included Lines**.
4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields for each applicable line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



Downgrade Your Enterprise Account



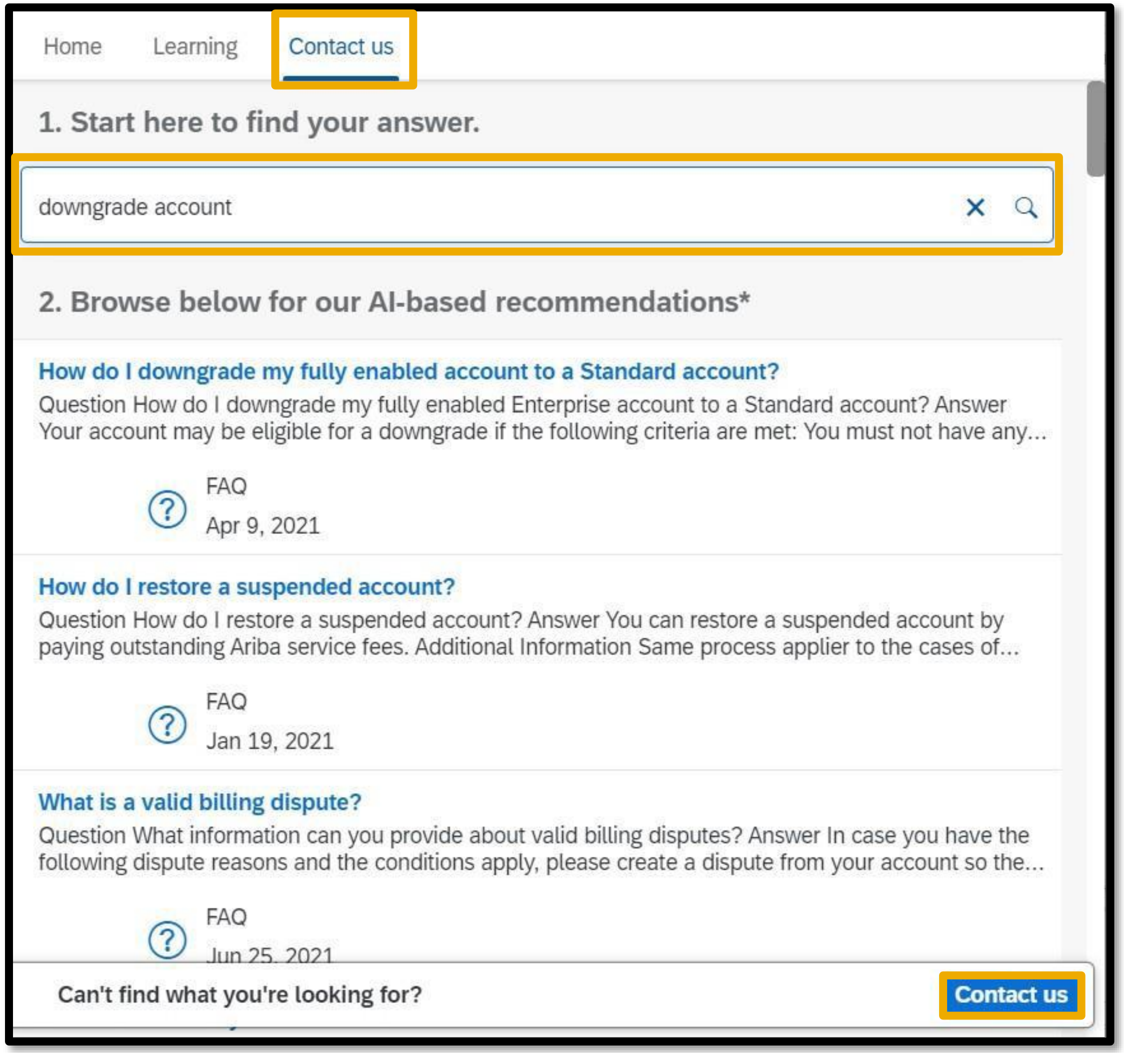
Downgrade Your Ariba Network Account (Enterprise Account)

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

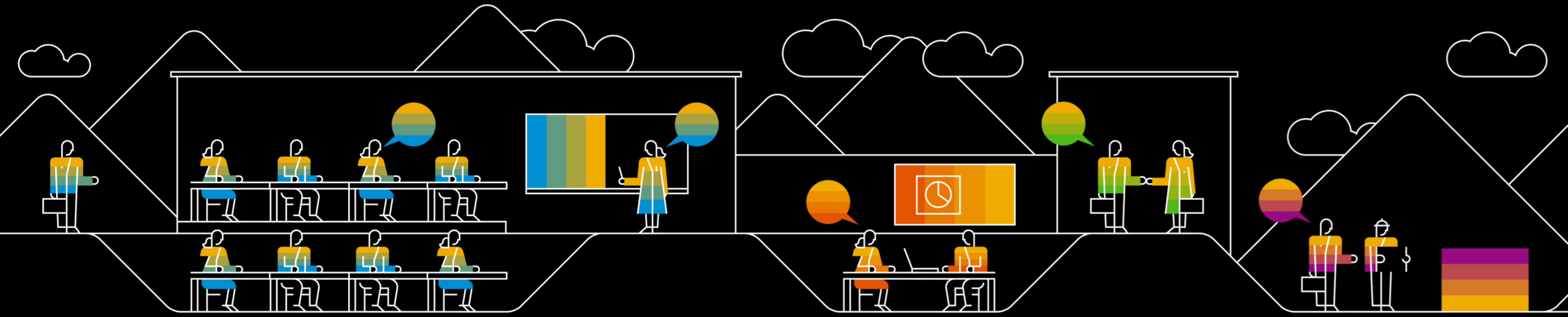
1) Log into your Ariba Network account at http://supplier.ariba.com
2) Click on the **?** at the top right to open the **Help Center** menu
3) Click on **Support**
4) Click on the **Contact Us** tab
5) Enter keyword such as **Account Downgrade Request** into the **Start here to find your answer** and **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**

<ins>**Note**</ins>**:**

- 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



Ariba Network
Support Resources



Who Should You Contact?

Business Related Questions: SupplierEnablement@pvh.com

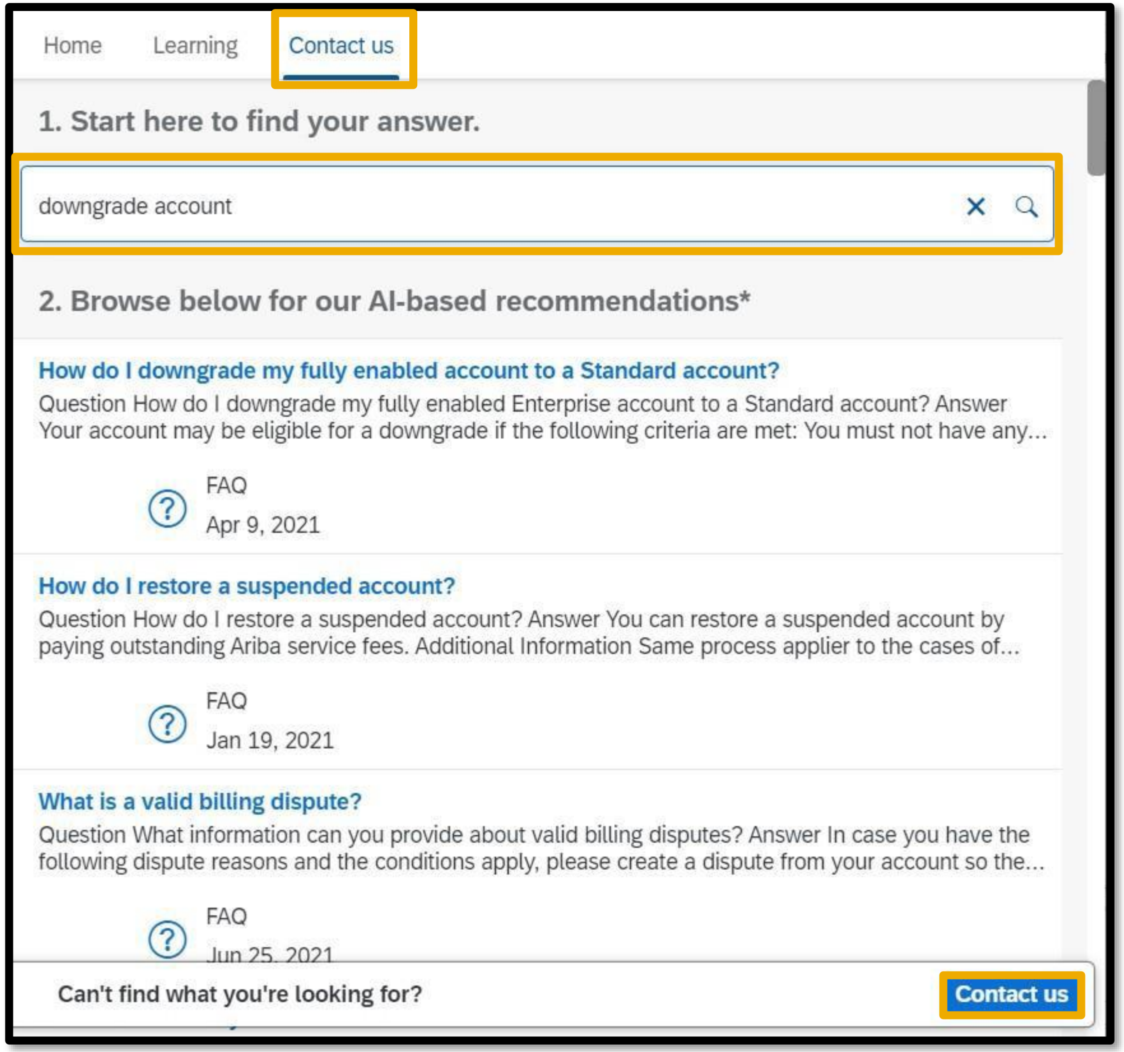
Ariba Network Supplier Support

- Ariba Network technical support for suppliers To

contact **Ariba Network Supplier Support:**

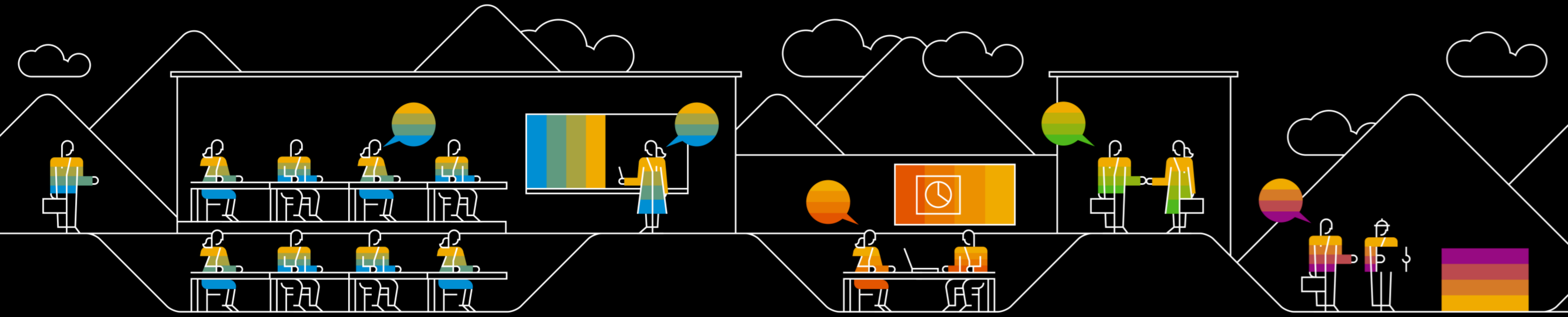
1) Log into your Ariba Network account at http://supplier.ariba.com
2) Click on the **?** at the top right to open the **Help Center** menu
3) Click on **Support**
4) Click on the **Contact Us** tab
5) Enter keyword such as **Invoice Error** into the **Start here to find your answer** and **Search**
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.

Appendix
Classic View

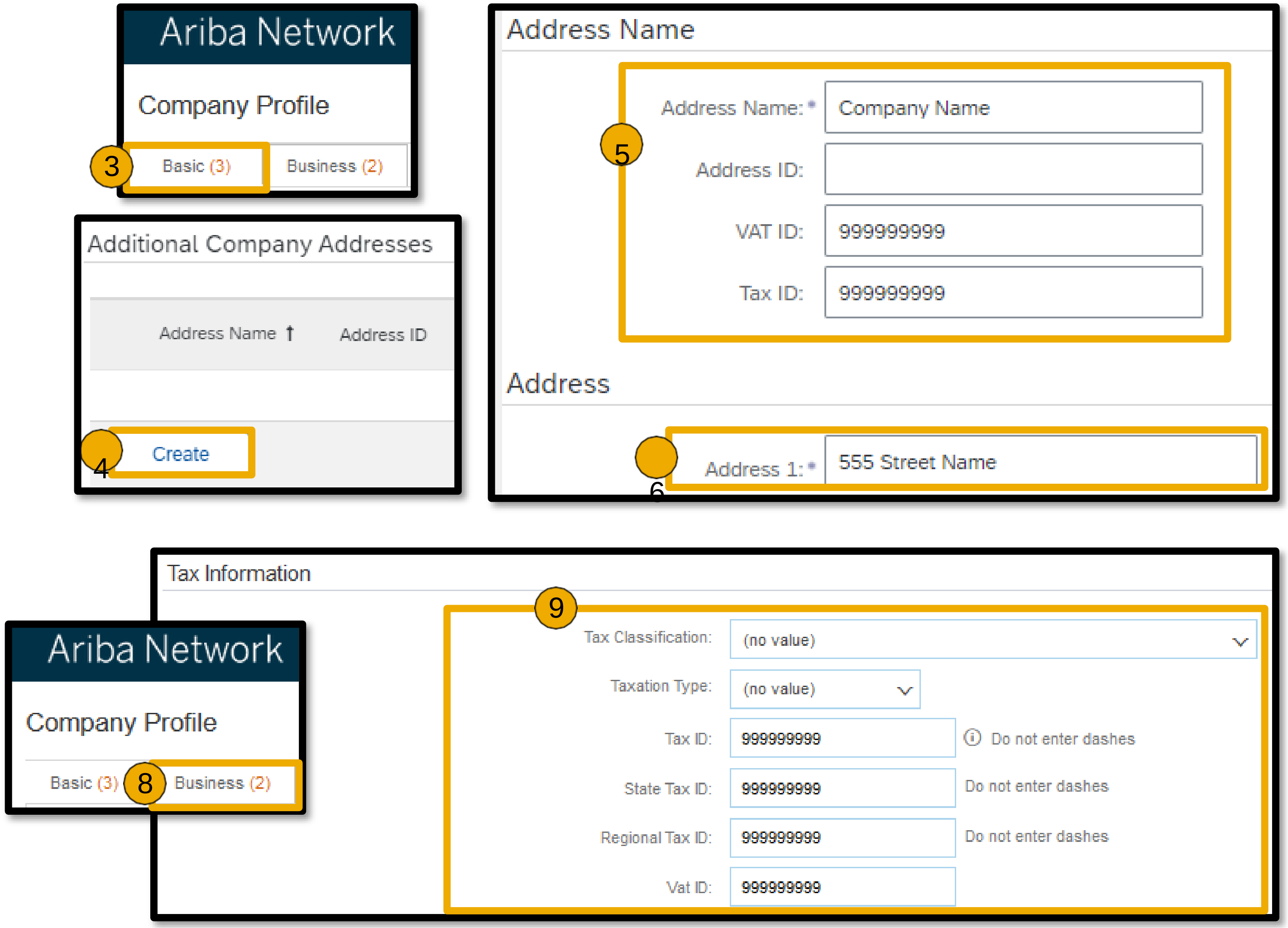


Classic View: Configure Default Tax Number on Invoices

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**

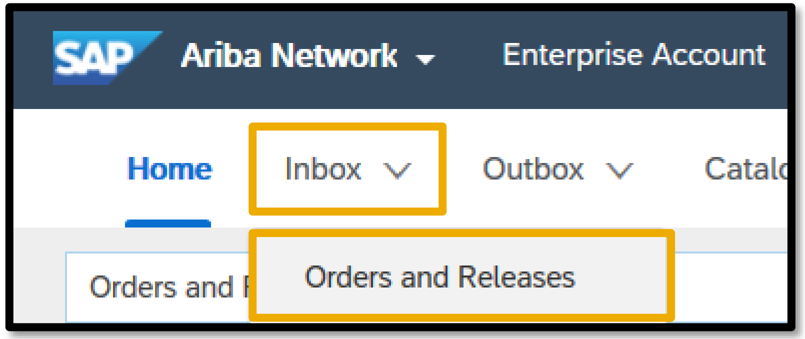


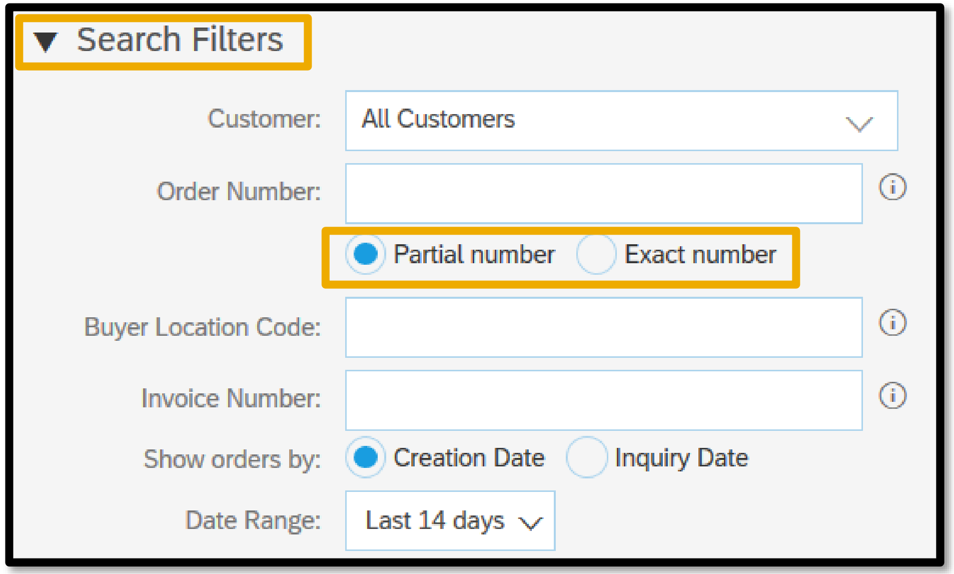
Classic View: Locate a Purchase Order for Review or Action

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.



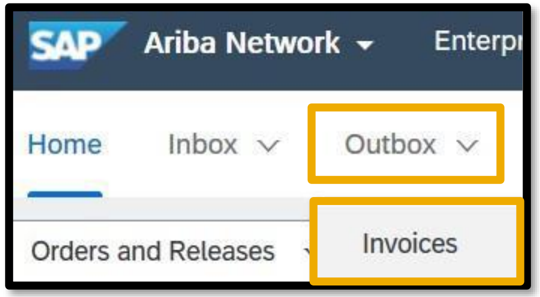


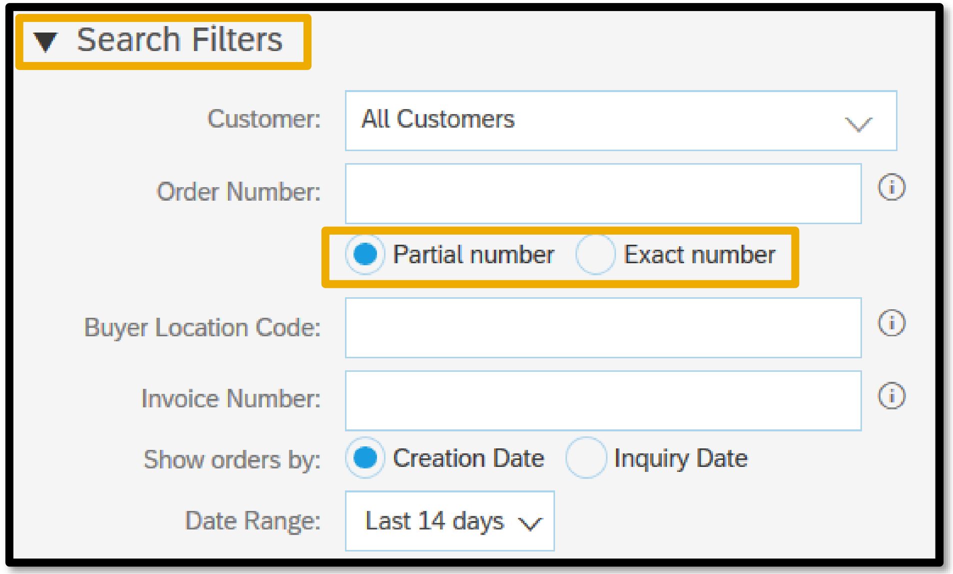
Classic View: Locate an Invoice for Review or Action

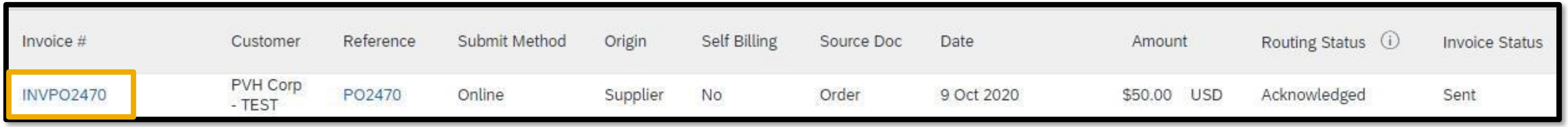
After you have submitted an invoice you are able to locate your invoice in your Ariba Network Outbox.

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.**







SAP Ariba

Thank you.

PVH

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