SAP Ariba

SAP SCC Scheduling Agreement Release
Supplier Training Guide

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THE BEST RUN **SAP**

Agenda

Administrative Topics

1. Training decks(pdfs) can be downloaded from the Resource box in the corner of your screen.

2. To re-watch the training recording, use your registration link that you received previously or use the link in the email that you will receive tomorrow. You can forward these links to others for them to use. The recording link will be on T-Mobile's Supplier Information Portal as well.

3. Please ask questions during this session as your attendance equates to you signing off on this training. Look for an invitation to an additional Q&A session on Thursday.

4. Steps to get a login or to get access to certain functionality on the Ariba screens:

   - Find out within your company who your Ariba Administrator is and contact them to set you up as a user with the access you need to complete your tasks.

   - See the Quick Start Guide for steps to create users and roles with access to specific screens.

5. Steps to create a test account

   - See the Quick Start Guide for steps to create a test account.

6. Steps to switch to Classic View

   Note: The Ariba Network is in the process of rolling out a new User Interface. However in order for you to have the functionality required to complete T-Mobile's Supply Chain collaboration transactions, you will need to use the old User Interface referred to as the Classic View.

   - Click the initials in the circle in top right corner

   - Click to Classic View
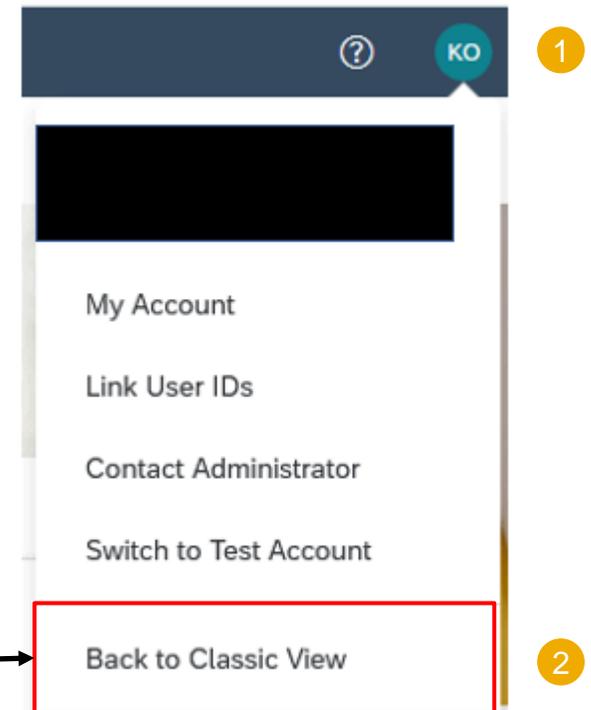
7. **After go live on 3/29, T-Mobile Demand Team will be in touch with you before your first live scheduling agreement.**

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Before You Begin

| Schedule Agreement | Advanced Ship Notice | Goods Receipt | Invoice | Payment |

Each of these 5 Steps builds upon its predecessor

Each one is a point of collaboration across the Ariba Network

Each one is directly tied to the success or failure of the invoice submission

Schedule Agreements

| Schedule Agreement | Advanced Ship Notice | Goods Receipt | Invoice | Payment |

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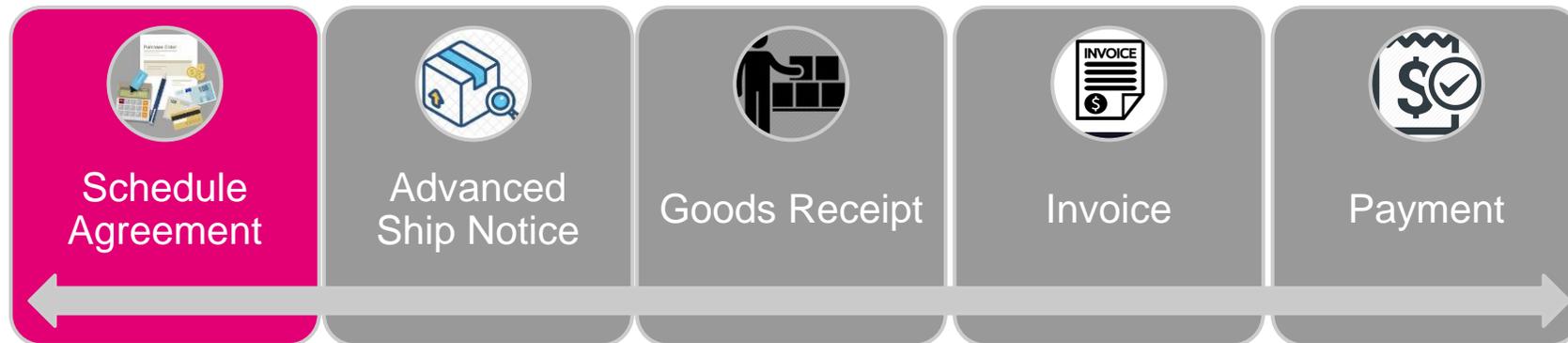
Scheduling Agreement Releases
In this Chapter You Will Learn About …

… Frequently Asked Questions related to PO's and Schedule Agreement Releases

… Scheduling Agreement Collaboration Process

… Scheduling Agreement Documents

PO and Scheduling Agreement Releases Frequently Asked Questions

When to use current vs. new process:

- **Indirect purchases** will continue to be submitted via purchase order. These will be sent as 850's POs for EDI suppliers.

- **Existing Direct Purchase Orders**:

  - ASNs and invoices should be processed as they are done today. The ASN approval process is the same as today.

  - If a supplier runs out of items on an existing PO, resolve the issue using the current process.

  - Old Direct PO's take priority over the new Schedule Agreement Releases. Ship to the old Direct PO's first.

  - Suppliers will use the existing Ariba process to search for PO's. They will uncheck the Scheduling agreement only box and change the partial order search criteria from 5500 to 450.

  - Open PO reports will stop once old PO's are completed. The Open PO report will not be used for Scheduling Agreements. Suppliers will run Ariba Order reports for Schedule Agreements.

- **New Direct purchase orders will be created as schedule agreement releases** instead. PO's will no longer be created. Suppliers will use the new processes on Ariba to create ship notices and invoices. These will be sent as 862 Schedule Agreements for EDI suppliers.

- If you have **notifications** set up in Ariba to send PO's to you via email, then you will also receive Schedule Agreements this way.

- **New Schedule Agreement Releases**:

  - The new process described in this training is only applicable to orders going to the TMO Arlington, Texas Warehouse. Market Direct orders will be processed as they are today and you will get those PO's via email.

  - If you cannot fulfill something in the Urgent/Firm zone, follow the same business process that you use today.

  - The schedule agreement release will not replace the 6-month rolling forecast. T-Mobile is also now utilizing the Ariba Network forecasting functionality. If you require access to see that forecasting data, please have your admin grant you access to the Planning Visibility tab.

  - For the ASN approval process, enter the Ariba ASN# instead of the ASN approval number/shipping notification number from the sFTP process

Integration (i.e. EDI) related information

- Suppliers can create Schedule Agreements, ASNs, and Invoices via EDI integrations. Implementation Guidelines can be found on T-Mobile's Supplier Information Portal.

- Notify your T-Mobile contact if your company is interested in moving to this transaction method.

- Integrated suppliers will receive an 850/schedule agreement letting them know what product is being ordered.

- It will be followed by an 862 which will inform them when they can ship a product.

- Ariba can also send an 861 Goods Receipt.

Introduction

- Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period of time. There are two forms of Scheduling Agreements as listed below:
    - **Scheduling Agreement** is a purchasing document that contains schedule lines that define the summary quantity and validity date for specific items to be provided by supplier.
    - **Scheduling Agreement Release** is a release of schedule lines stating quantities and dates for specific shipments of a material. The type of Schedule Agreement will be LPA.
- Use Cases:
    - Pricing & terms are agreed upon for the time period (horizon).
    - Quantity should cover the horizon needs.
    - Smaller quantities requested on "scheduled" basis.
    - Delivery is on an "ASAP" basis (short term or immediately).
    - Mid-to-long term requirements are also communicated in the trade-off or forecast horizon.
- Benefits:
    - Improved visibility into availability of supply.
    - Greater transparency for suppliers into longer term and near-term demands of T-Mobile.
    - Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).
    Note: Suppliers can only invoice at the Scheduling Agreement Release level and not at the Scheduling Agreement level.

Scheduling Agreement Release Process Workflow

1. Buyer performs a planning run (MRP). Based on demand created, a Purchase Requisition is created in SAP ECC which is referenced in the process of creating a Scheduling Agreement.

2. Supplier ships the goods ordered.

3. Buyer receives the goods ordered.

4. Supplier sends invoice.

buyer

Ariba Network

supplier

1
Schedule Agreement
(LPA)

2
Advanced Shipping
Notice

3
Goods Receipt
Notice

4
Invoice

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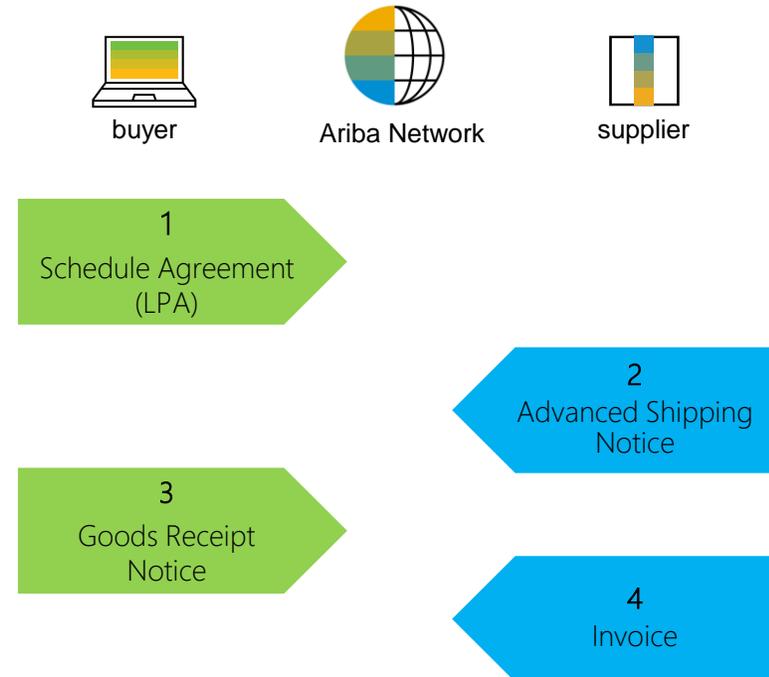
Scheduling Agreement Release Documents

Document	Description
Scheduling Agreement	Defines the actual agreement of quantities and dates for the shipments desired for a period of time.
Scheduling Agreement Release	Defines releases of quantities and dates for the shipments desired for a period of time.
Advanced Ship Notice	Provides details for shipment of specific quantities of materials/goods.
Goods Receipt	T-Mobile confirmation of final product receipt.
Invoice	Binding document which reflects the amount to be paid, along with the details of the material provided to T-Mobile.

Scheduling Agreement Release Portal User Interaction
In this Chapter You Will Learn About …

… the parts of Scheduling Agreements

… how to manage scheduling agreements and releases

… how to submit Advanced Shipment Notices against Scheduling Agreements

Overall Considerations

Open PO Report (Current)

Urgent Column	**Estimated Inbound Columns (1 & 2 Weeks)**	**Estimated Inbound Columns (3 & 4 Weeks)**
Expectation to deliver in 2 Weeks	Forward view (subject to change)	Forward view (subject to change)

Schedule Agreement Releases (Future)

Firm Zone	**Trade off Zone**	**Forecast Zone**
Expectation to deliver in 2 Weeks	Forward view (subject to change)	Forward view (Subject to change)

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Scheduling Agreement Release Portal User Interaction

Scheduling Agreement	Advanced Ship Notice (ASN)	Goods Receipt	Invoicing

Search and Identify

Header Level

Line Level

Scheduling Agreement
Release Versions

Create ASN

Submit ASN

Cancel ASN

View Goods Receipt

Create Invoice

Submit Invoice

View Invoice Submitted
by Supplier

Scheduling Agreement
Search and Identify (From the Workbench)

From the Homepage:

1. Click **Workbench/ Orders** tile.

2. Use filters to identify the right item. Set order type as **Scheduling agreements only**.

3. Search results will appear. You can configure the view by clicking configure icon.

4. To view the scheduling agreement, click on its number.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

Scheduling Agreement
Search and Identify (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders and Releases**.

2. In the Orders and Releases sub-tab use search filters to identify the right item. Select **Search only scheduling agreement releases or scheduling agreements**.

3. Search results will appear. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**

4. You can configure the view by clicking configure icon.

5. To view the scheduling agreement, click on its number.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received

Option: Enter date range

Scheduling Agreement
Header Level

View the header level information:

1. Document Type, status, number and version.

2. From Information (Buyer)/ To Information (Supplier)

3. Ship to/Bill To Information

4. Routing Status

5. Processing and release history is available in the appropriate tabs.

Scheduling Agreement
Line Level

1. The Line Item section includes detailed Commitment Information, including Release Information and Commitment Level

2. Schedule Lines (Delivery Schedules) for Line Items contain date and quantity for each schedule line

3. Commitment Levels of schedule lines indicate one of three zones.

(1) Line Item

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Unit Price	Subtotal	Previous Received Qty (Unit)	Cumulative Received Qty (Unit)	Cumulative Shipped Qty (Unit)
10		DICE-DP-0700	Material			3.0 (EA)	10.00 EUR	30.00 EUR		0.0 (EA)	0 (EA)

Description: 30A Speed Controller

Release Information

End of Firm Zone: 28 Apr 2019 6:00 AM EDT
End of Tradeoff Zone: 28 Feb 2019 5:00 AM EST
Release Type: JIT
Release Number: 1

(2) Schedule Lines

Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	(3) Commitment Level
1	🚚	5 Mar 2019 5:00 AM EST		3.0 (EA)	3.0 (EA)		Firm
2		5 Mar 2019 5:00 AM EST		4.0 (EA)	7.0 (EA)		Tradeoff
3		5 Mar 2019 5:00 AM EST		4.0 (EA)	11.0 (EA)		Forecast

Notes:

- If there is a price discrepancy, you would follow the same process as today and your contacts are the same.

- Like today, lines cannot have multiple Part numbers.

- Items in the Firm Zone will have that status on the Ariba screen as well as the delivery date will be tomorrow, today or in the past.

- The Delivery Date can only be viewed after clicking on the schedule agreement release.

Scheduling Agreement
Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on if T-Mobile sends a change Release to the Ariba Network.

1. Versions are noted in your Inbox and also in the status detail of your release.
2. Older Versions are viewable by clicking the **Previous Version** hyperlink.
3. In order to view the changes on the Release, click the **Show Changes in** bottom of the document screen.
4. The edits will be highlighted in orange.

Advanced Ship Notice

Schedule Agreements	Advanced Ship Notice	Goods Receipt	Invoice	Payment

Advanced Ship Notice
Create ASN (From the Workbench)

From the **Workbench** tab:

1. Select **Orders** tile.

2. Identify the right document and click Action button and select **Create ship notice**.

OR

3. Use **Items to Ship** tile.

4. Identify the right items using filters. Select them and **Create Ship Notice**.

Note:

- You can create ASN per multiple scheduling lines. For more information refer to the **PO Collaboration Guide/ ASN Management** or to **Help Center** documentation.

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

Advanced Ship Notice
Create ASN

1. Click **Orders/ Orders and Releases** drop down.

2. Select **Orders and Releases/ Items to Ship sub-tab**.

3. Use the search filters to identify the desired items to ship. Advanced search filters allow more refined search. Select the below criteria to narrow down your search:

• Only items that can be shipped

• Search only scheduling agreement releases

4. Click on the Look Up option to find a part number. The part number is 4 or 5 numbers with leading zeroes totaling 18 digits.

Advanced Ship Notice
Create ASN

1. Select all items to ship. Select more than one if applicable. (All items must be in the firm zone for the check box to be present).

2. Click **Create Ship Notice**.

3. Alternately, click a truck icon on the right hand side of your screen to create ASN.

Note:

- You can create a single ship notice containing items from several SARs that all are due by the same date (or within the same firm zone window).

- Limit a truck to 5 ASNs.

- Don't have an ASN span multiple trucks.

- A supplier can combine Ariba ASNs with Legacy ASNs on the same truck.

- If you need to ship more, work with your demand team to release more.

- If you receive a release and it is processed, but you can't ship within the 2 weeks lead time, notify your contact on the demand team to in order to ship systematically later.

- A supplier can create an ASN and deliver in the same day. However, T-Mobile prefers that they don't do that.

Advanced Ship Notice
Create ASN

1. Fulfill all mandatory fields and fields required by T-Mobile. Required fields have an asterisk.

2. The Packing Slip is equivalent to the ASN number (shipping number).

3. Choose the Ship Notice Type (Estimated/Actual)

4. Click **Add Details** to add additional information, such as serial numbers, etc.

5. Click Add Order Line Item to return to the search screen to add more of the same parts that were on another page in the previous search screen. Or, add lines with different parts.

Advanced Ship Notice

Search and add additional line items to ASN being created with different Part#

1. Repeat search with different part number than before.

2. Switch to the page containing the additional items and select all items to be included.

3. Scroll to the far right to click on Add Selected Items.

Advanced Ship Notice
Create ASN

The screen will return to the ASN that is in progress and the additional line item is now present.

1. Once done, click **Next**.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Ship By	Customer Location	
550000131900002JIT	2	Non Catalog Item	000000000000006573	1,000	EA			Remove

Description: GROUND KIT 1 1/4In PRE-FORMED

Shipment Status
Total Item Due Quantity: 1,000 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	1,000				Add Details

Add Ship Notice Line

550000121800002JIT	2	Non Catalog Item	000000000000006573	2	EA			Remove

Description: GROUND KIT 1 1/4In PRE-FORMED

Shipment Status
Total Item Due Quantity: 2 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	2				Add Details

Add Ship Notice Line

550000130900001JIT	1	Non Catalog Item	000000000000006527	500	EA			Remove

Description: ADAPTER KIT ROUND MEMBER 2In -3In .

Shipment Status
Total Item Due Quantity: 500 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	500				Add Details

Add Ship Notice Line

Download PDF   Save   Exit   Next   ①

Advanced Ship Notice
Submit ASN

1. Review all information entered.
2. Click **Submit** to send Advanced Ship Notice to T-Mobile.

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Advanced Ship Notice
Find and Print ASN

1. Click on Outbox

2. Click on Ship Notices

3. At the top of the Ship Notice, you can click on Print to print the Ship Notice..

Note: There is no change to how you generate your packing slip.

High Jump Appointment Notes:

1. Create your high jump appointment AFTER the ASN creation.

2. To create your high jump appointment, you will need to enter the ASN number also known as the Ariba Packing Slip ID in the container code or ID. Include all zeroes or enter the number like this (ASN0-001)

3. If you don't use High Jump, you will still create a ship notice as the transportation company will need the ASN number or packing slip ID from Ariba. Also, your freight carriers can submit appointments on your behalf. You can get access by reaching out to Alfredo.Rendon@T-Mobile.com.
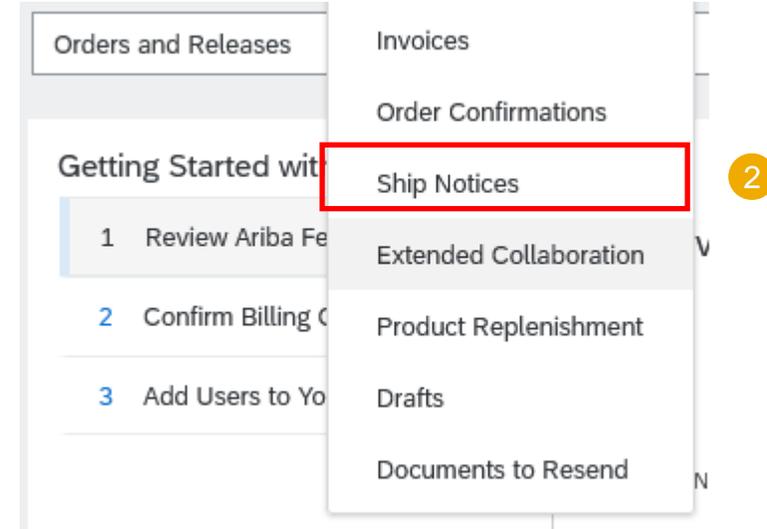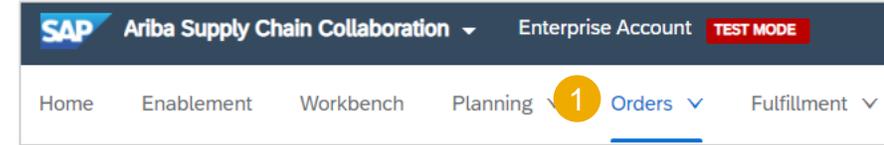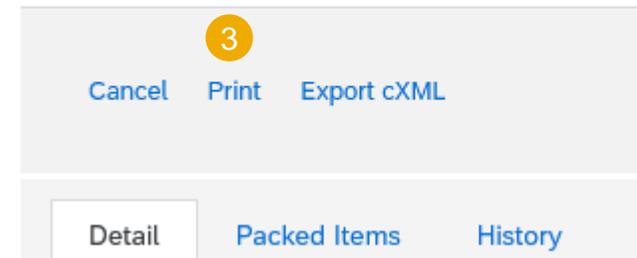
Advanced Ship Notice
Cancel ASN

It is **not possible** to update a shipping notice after the document is sent. Suppliers need to cancel the document and resubmit.

Cancellation rule: a shipping notice can be cancelled until the day before the expected delivery.

1. Go to **Fulfillment/ Ship Notices**.
2. Use search filters to identify the right item.
3. Open shipping notice that you would like to cancel by clicking on **Packing Slip ID** number.
4. Click **Cancel**.

After ASN cancellation, the items will be visible again in Items to Ship tab and a new shipping notice can be created.

SAP Ariba Supply Chain Collaboration ▾   Enterprise Account TEST MODE

Home   Enablement   Workbench   Planning ▾   Orders ▾   Fulfillment ▾

(1)

Ship Notices

(2)

▶ Search Filters

Ship Notices (127)

Packing Slip ID	Customer
(3) ASN00184	SCC Delivery Team - Global H19 Client 400 - TEST
ASN00182	SCC Delivery Team - Global H19 Client 400 - TEST

Ship Notice: 2ASN190329

(4) Cancel   Edit   Print   Export cXML   Download PDF ▾

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Advanced Shipping Notification
Mass ASN Upload – Download CSV Template

1. Click on the 3 dots on the right side of the screen.
2. Click on **Templates** under **CSV Download** from the drop-down menu.
3. Check the box next to the **Ship Notice**
4. Click **Download**.
5. Save the file.

Note:

If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.

Advanced Shipping Notification

Mass ASN Upload – Update and Upload CSV Template

1. Add to the CSV template ship notice/s data. Fill in all **required** columns. Save and close file.

2. From the Portal homepage, click on the 3 dots**.**

3. Select **Ship Notice under CSV Upload** from the drop down.

4. Select T-Mobile.

5. Click on Browse to find the CSV template on your computer.

6. Click **Import CSV Ship Notice**.

7. In case any mandatory information is missing or you have errors in the updated template, you will see the error message. You can download and view the errors.

8. Fix the errors accordingly and reupload the file following the same steps.

Notes:

- You can upload several ship notices from one CSV file.

- Enter the header information in the first row for the ship notice. You don't need to repeat the header fields on subsequent rows.

- If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.

- A supplier must complete training and testing steps before this process can be used.

Advanced Shipping Notification
Review Submitted ASN

1. To view submitted ASN go to **Fulfillment/ Ship Notices.**

2. Or to related order screen, Related Documents section.

3. When reviewing the Ship notices you have sent in mass upload, you will see all the lines submitted for this particular ship notice number, potentially referring to various orders.

4. You will see the files you have attached.

5. After submitting ASN, related order/s status will be updated to shipped or partially shipped.

Advanced Shipping Notification
Download ASN Report

ASN report consolidates detailed information from ship notices and their related Scheduling Agreement Releases and goods receipts.

The report can include **schedule-line information** from Scheduling Agreement Releases when the related ship notice was created using the **Items to Ship** tab.

From the Home screen:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.

Goods Receipt

| Schedule Agreements | Advanced Ship Notice | Goods Receipt | Invoice | Payment |

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34
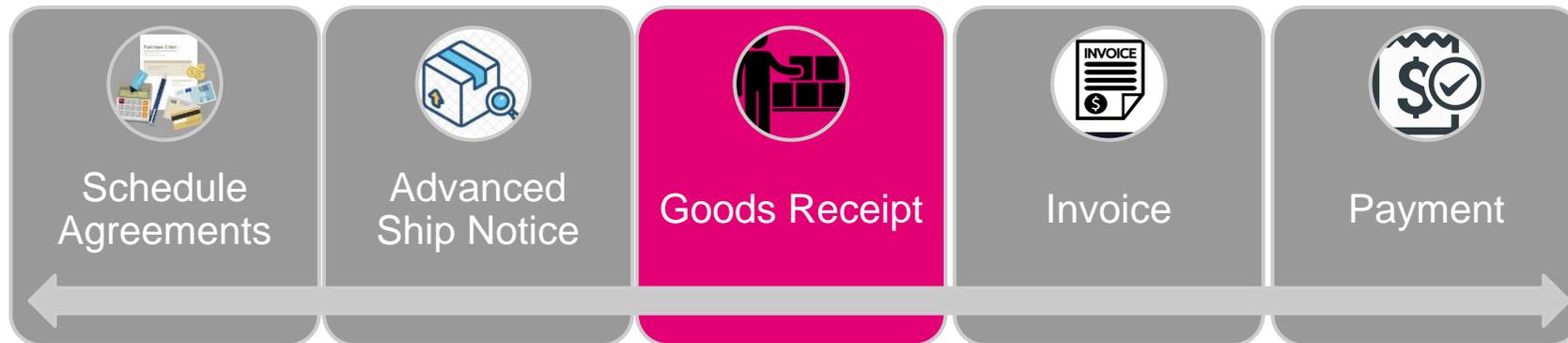
Goods Receipt
View Goods Receipt

1. Click on Fulfillment tab.
2. Select from the drop down list **Receipts**.
3. Use search filters to ease the navigation.
4. Review search results. Click receipt number to view receipt details.

Invoice

Schedule Agreements	Advanced Ship Notice	Goods Receipt	Invoice	Payment

PUBLIC
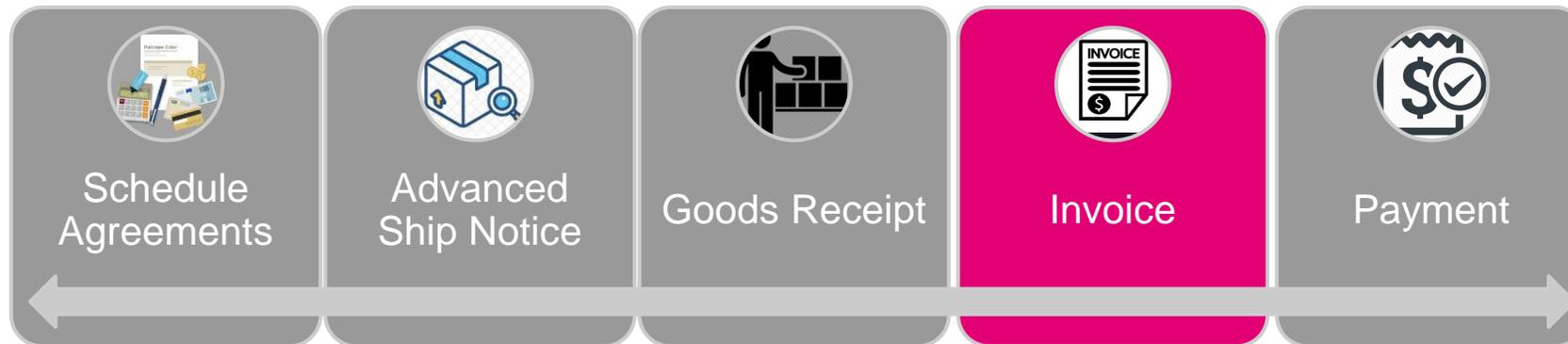
Invoicing
Create Invoice 1 Search and Identify Scheduling Agreement (From the Workbench)

From the Homepage:

1. Click **Workbench/ Orders** tile.

2. Use filters to identify the right item. Set order type as **Scheduling agreements only**.

3. Search results will appear.

4. To view the scheduling agreement, click on its number. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**

5. Configure the columns you see.

6. Click Action button on the right hand side of your screen and select **Standard Invoice**.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received.

Invoicing
Create Invoice 2 - Search and Identify (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders and Releases**.

2. In the Orders and Releases sub-tab use search filters to identify the right item. Select **Search only scheduling agreement releases or scheduling agreements**.

3. Search results will appear. **Supplier can only invoice against the Scheduling Agreement Release (Type Release). They cannot invoice against the Schedule Agreement.**

4. You can configure the view by clicking configure icon.

5. To view the scheduling agreement, click on its number.

Note: Do not invoice until the shipment is received or you will get an error. Have your administrator turn on the notification to send you an email when a new receipt is received

Option: Enter date range

Invoicing
Create Invoice 2

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. Fulfill all mandatory fields.

2. Confirm line items included on invoice.

3. Edit quantity (if needed).

4. Edit Unit Price (If needed).

5. Click **Next.**

Note:

- Most information from the scheduling agreement release will auto populate onto the Invoice.

- The firm schedule line information from the scheduling agreement release will auto populate on the invoice.

① Create Invoice

▼ Invoice Header

Summary

Release:	**550000016500010JIT**
Invoice #:*	
Invoice Date:*	7 Aug 2019
Service Description:	
Supplier Tax ID:	
Remit To	Demo SCC Supplier ⌄

② Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: | 0% Sales Tax / Tax exempt ⌄ | ☐ Shipping Documents ☐ Special Handling ☐ Discount

Add to Included Lines

☐	No.	Include	Type	Part #	Description	Customer Part #	③ Quantity	Unit	④ Unit Price	Subtotal
☐	10	◉	MATERIAL	KP1	SCC DEMO RUN DO NOT CHANGE	SCC_DEMO	10	EA	$100.00 USD	$1,000.00 USD

Pricing Details | Price Unit: EA | | Price Unit Quantity: 1 |
| | Unit Conversion: 1 | | Description: |

↳ | Line Item Actions ▾ | Delete | Reset Tax from PO |

⌐urn Off Error Dump ⓘ
ⁱde/Show XML

Update | Save | Exit | ⑤ Next

Invoicing
Submit Invoice

For more details on invoice management please refer to documentation in your supplier account Help Center or to SCC Supplier Invoicing Guide.

1. Verify all information was entered correctly via the invoice review page.

2. Click **Submit** to send Invoice to Customer.

Invoicing
View Invoice Submitted by Customer

For more details on invoice management please refer to documentation in your supplier account **Help Center** or to **SCC Supplier Invoicing Guide**.

1. To view the invoice submitted by customer go to **Invoices/ Invoices**.

2. Use search criteria to identify right items. Select **Show Invoices Submitted from the Customer's System.**

3. View search results.

Invoice
Mass Invoice Upload – Download CSV Template

The Mass Invoice Upload CSV process allows you to upload many invoices into the Ariba System at once.

If you are interested in using this process, please reach out to donnie.henderson53@t-mobile.com.

A supplier must complete training and testing steps before this process can be used.

For further instructions, please see the Ariba Network CSV Invoice Upload Guide that will be provided with the training materials.

Reports

Ariba Network Reports

Suppliers and/or Buyers can leverage the following 'Out Of The Box' Ariba reports to obtain information on
1) Order (includes Schedule Agreement Releases) 2) Goods Receipts 3) Invoices 4) Remittances
Additionally, the Dashboard can be used to review 'Purchase Order by Volume/Amount'.

1. Go to Reports tab on the home page of your account.

2. Click Create button in the report templates section. New window will pop up.

3. Fill in mandatory fields and choose report type
   - Order Report/ Goods receipt report/ Payment Transactions (for remittance visibility).

4. Click Next to proceed with mandatory report criteria fulfillment and save the template.
   - Order report – select "line item information" followed by "included scheduled line information". This report will show the commit status on the Schedule lines tab. It can be used in place of the Open PO report that will be transitioned out.

5. After report template is created, select it and click Run.

6. Download the report once the job status has switched to "Processed". The report will display 'Open PO' information

Support

Ariba Types of Support Available

Type of Support(Specify	Description
Account Set up / Access	Contact Supplier's Internal Administrator Reference Quick Start Up Guide
Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen: 1. Click on Company Settings 2. Click on Customer Relationships 3. Click on Supplier Information Portal

Help Center	Enter from your Supplier account:
	1. Learning Center
	    • Training documentation
	    • User Community
	2. Support Center
	    • Get help by email (Choose from the drop-down list of problem type – Supply Chain Collaboration)
	    • Get help by live chat
	    • Request a phone call
	    • Attend a live webinar

T-Mobile Business Support

Type of Support(Specify	Description
Invoicing	APInfo@t-mobile.com
Process	NDC-Inbound@T-Mobile.com
Technical Issue	First Contact: Ariba Help Center (See Previous Slide) Second Contact: AribaDevelopment@t-mobile.com

Appendix

Routing Statuses

Routing Status	Definition
Queued	Initial state. Ariba Network received the order but no further action was taken.
Sent	Ariba Network sent the order to your account.
Acknowledged	You received the order.
Failed	Ariba Network experienced a problem routing the order to your preferred order routing method. For example, your back-end order fulfillment system could have experienced a problem that prevented Ariba Network from successfully routing the order. You can resend orders that have a Failed routing status.

Order Statuses

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed	Your customer canceled or replaced the order by a sending a subsequent (changed) order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, Ariba Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line-item detail section displays the quantity of goods received or returned for that line item based on the information in the receipts.
Failed	Ariba Network experienced a problem routing the order to your account. You can resend failed orders.

Invoice Statuses

Invoice Status	Definition
Canceled	You canceled the invoice and can't make any further changes to it.
Sent	Your customer received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact your customer to see what needs to happen next. If your customer allows it, you can <u>cancel an invoice</u> with this invoice status.
Rejected	The invoice failed validation on Ariba Network, or <u>T-Mobile rejected the invoice</u> in their invoice processing system. You can <u>edit and resubmit a rejected invoice.</u>
Approved	•If the invoice doesn't have any errors, your customer approves the invoice for payment, which changes the invoice status to **Approved**. After an invoice reaches **Approved** status, you can't make changes to it. You'll need to <u>send a credit memo</u> if you made a mistake.
Paid	T-Mobile paid the invoice or is in the process of issuing payment.
Failed	Invoice failed T-Mobile invoicing rules. T-Mobile will not receive this invoice.

Thank you.

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