SAP Ariba

SAP SCC Invoicing
Supplier Training Guide

Speaker's Name, SAP
Month 00, 2021

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Agenda

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Invoice Information

In this Chapter You Will Learn About …

… Arrow Energy project specifics

… invoice rules

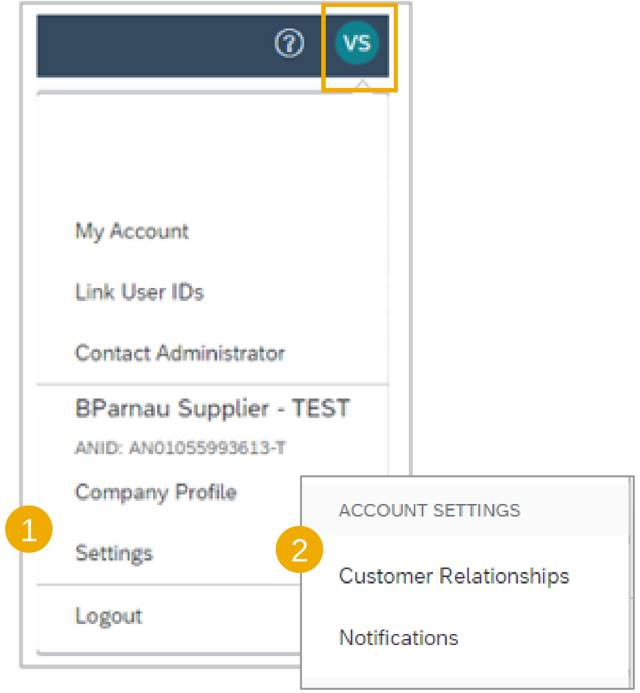
Arrow Energy Invoice Requirements

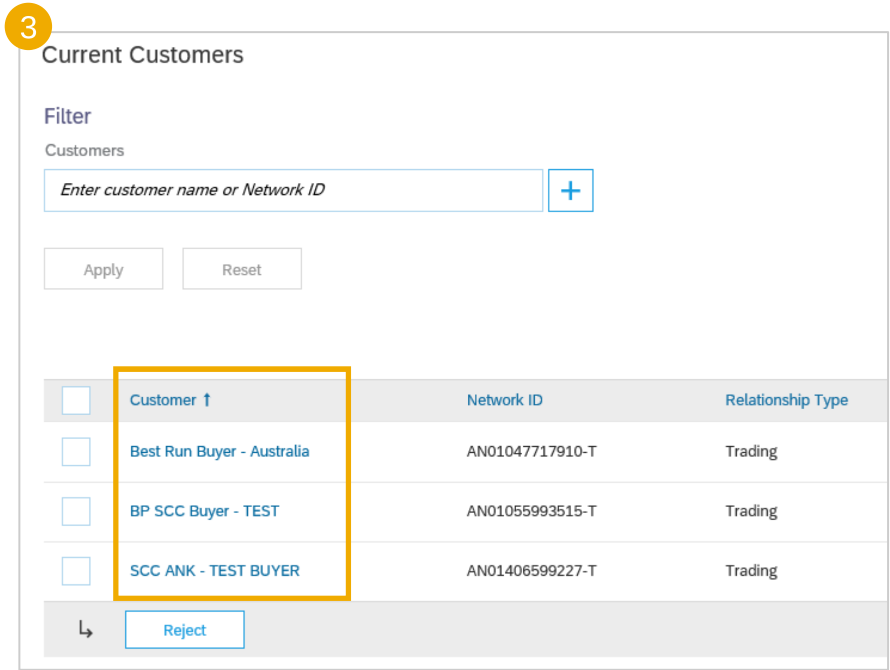
1. Supplier can invoice only against the received quantity or approved SES(in case of service PO)
2. Supplier to attach proforma invoice
3. Supplier to contact Arrow Energy immediately if the supplier ABN on invoice is incorrect.

Review Arrow Energy Invoice Rules

These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings**.
2. Select **Arrow Energy Relationships**.
3. A list of your Arrow Energy's rules is displayed. Click the name of your Arrow Energy **(Arrow Energy)**.
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. If **Arrow Energy** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.





Invoice Portal User Interaction

In this Chapter You Will Learn About …

… the ways to create PO-based and SES invoices

… how to create invoice against the consignment movements

… what is the Consignment Settlement and how it works

… how to create a Credit Memo and copy invoices

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Invoice Portal User Interaction

Invoice Methods

- Purchase Order-based invoice
- SES Invoice
- Invoice Against Consignment Movement
- Consignment Settlement
- Credit Memos
- Copy Invoices

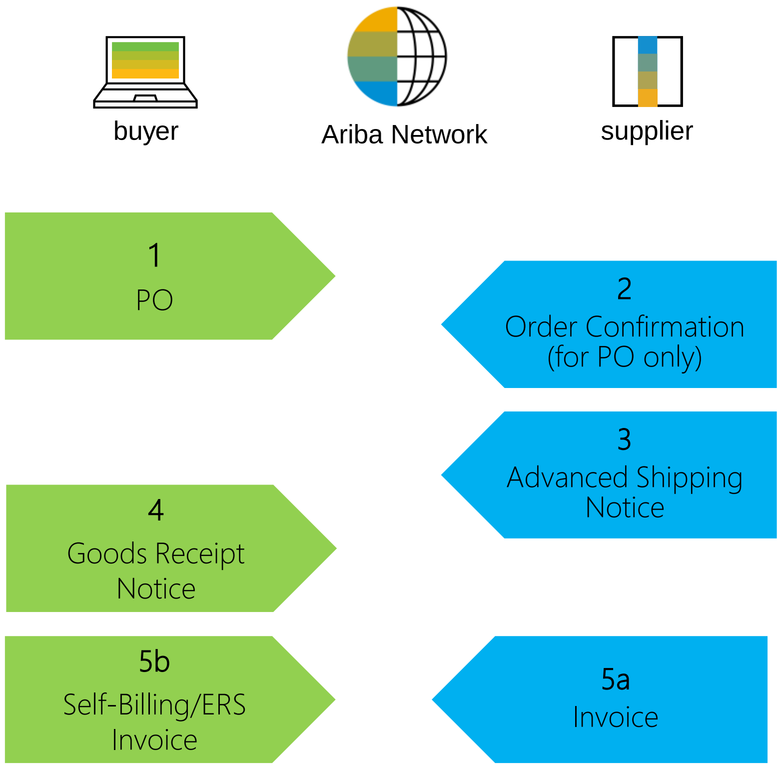
Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports
- Invoice Archival

Purchase Order-Based Invoice
Generic Workflow

Supplier can create an invoice based on Purchase Order, Schedule Agreement or Schedule Agreement Release.

As another option, Ariba Network allows self-billing/ ERS invoices.



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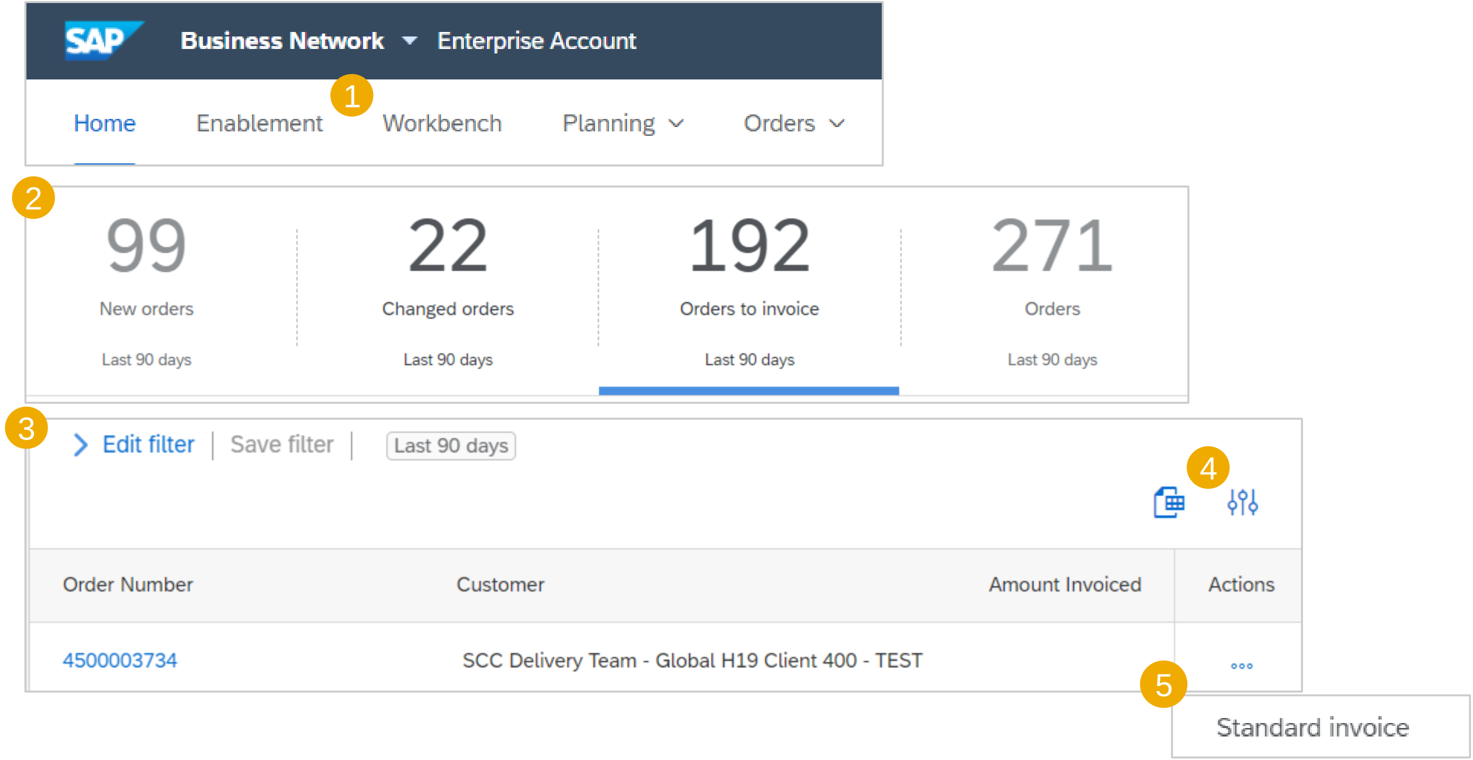
Purchase Order Based Invoice

Create Invoice (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order tiles** to identify the PO.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action button on the right-hand side of your screen and select **Standard Invoice**.

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

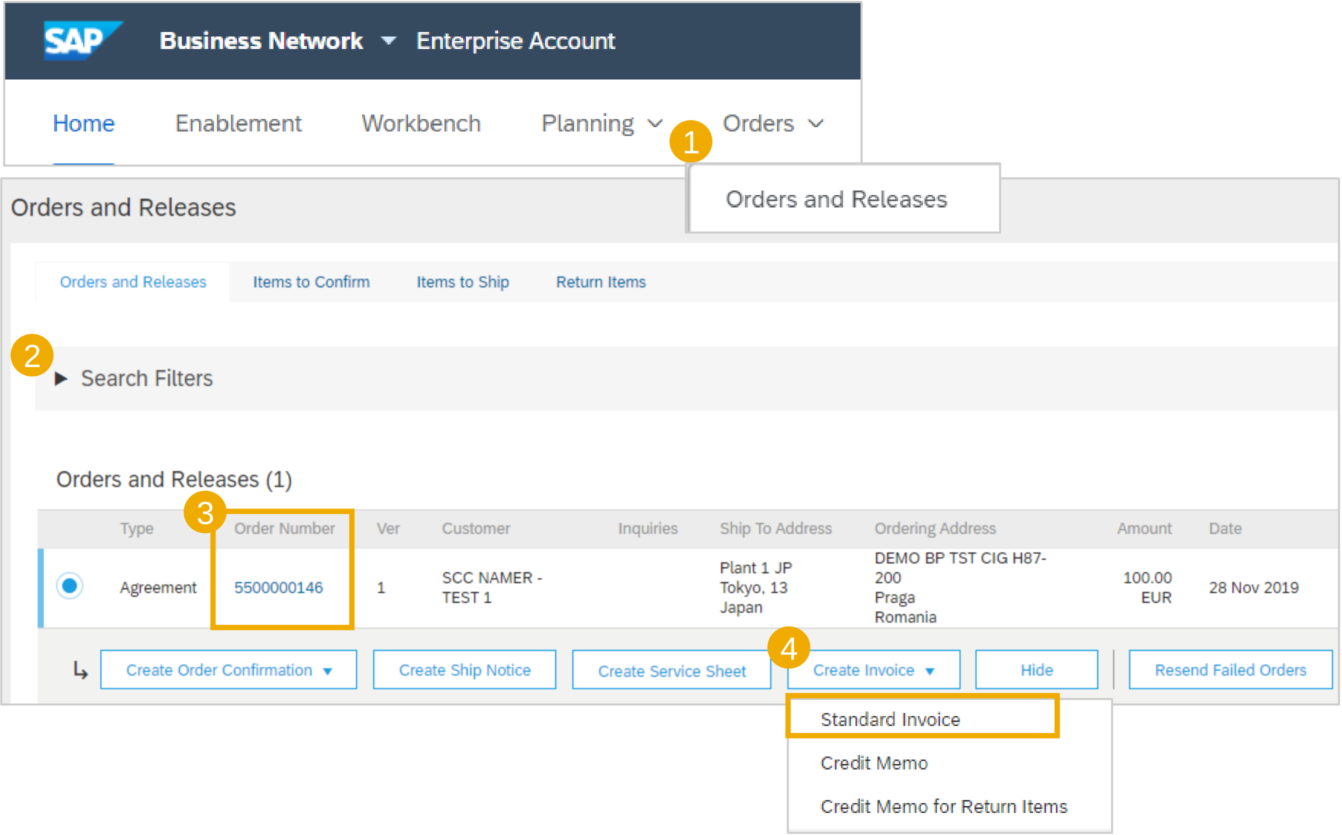


Purchase Order Based Invoice

Create Invoice (From the Orders Tab)

From the Homepage:

1. Click **Orders/ Orders and Releases**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.

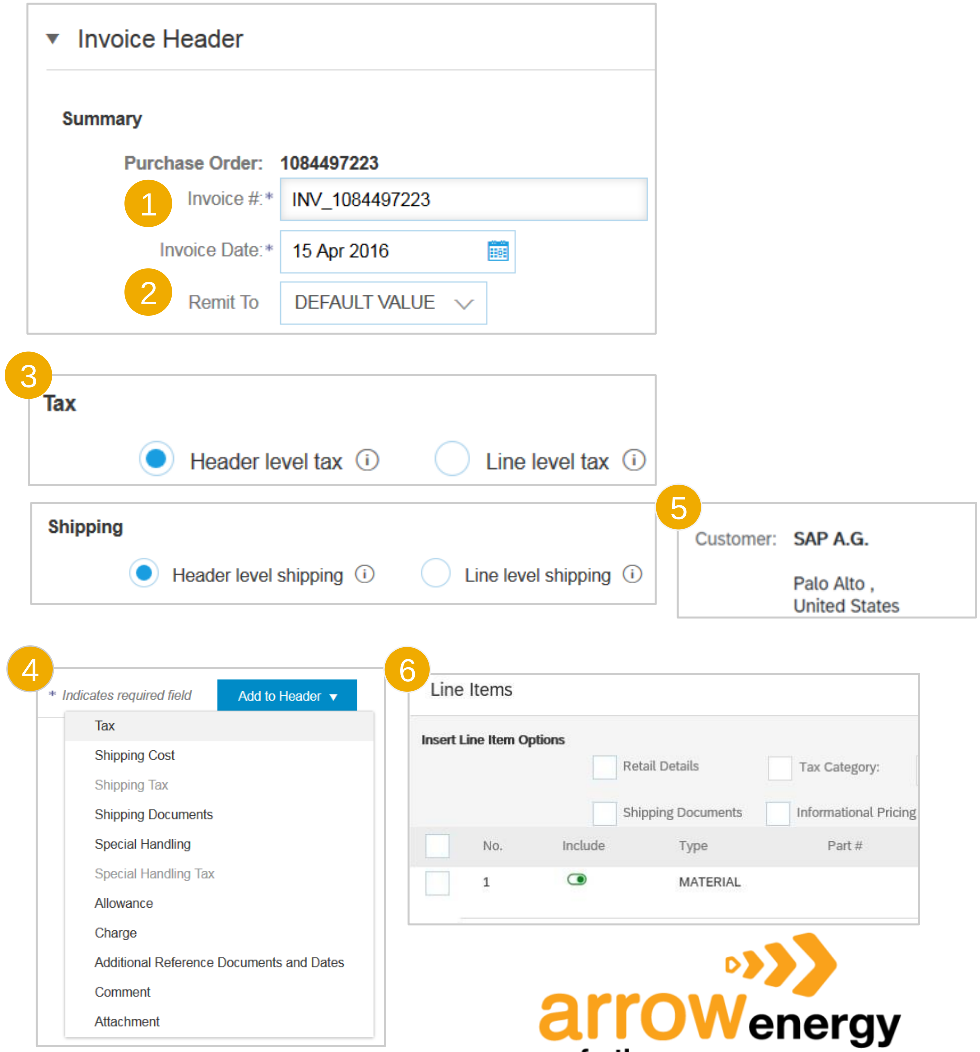


Purchase Order Based Invoice
Invoice Header

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Remit-To** address will be set to default.
3. Tax and Shipping can be entered at the Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Comment, Attachment, Shipping Documents.
5. If Arrow Energy allows, you will be able to see information from the Business Partner element mapped to the **Arrow Energy** section on a header level.
6. Scroll down to the **Line items** section to select the line items being invoiced.

Note: Support of additional Reference Documents & Dates is applicable for SCC Arrow Energy only; Attachment file size should **not exceed 100MB.**



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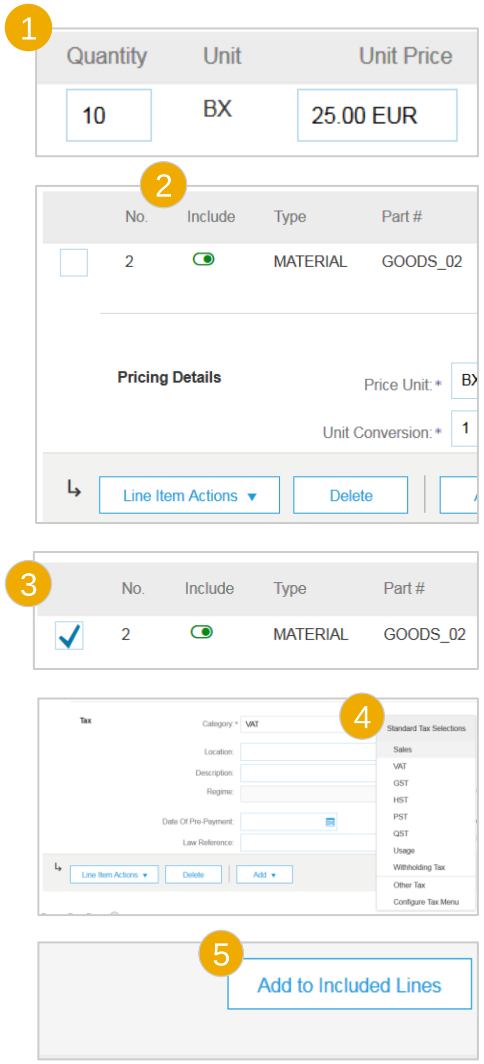
Purchase Order Based Invoice

Line Items

Line Items section shows the line items from the reference document .

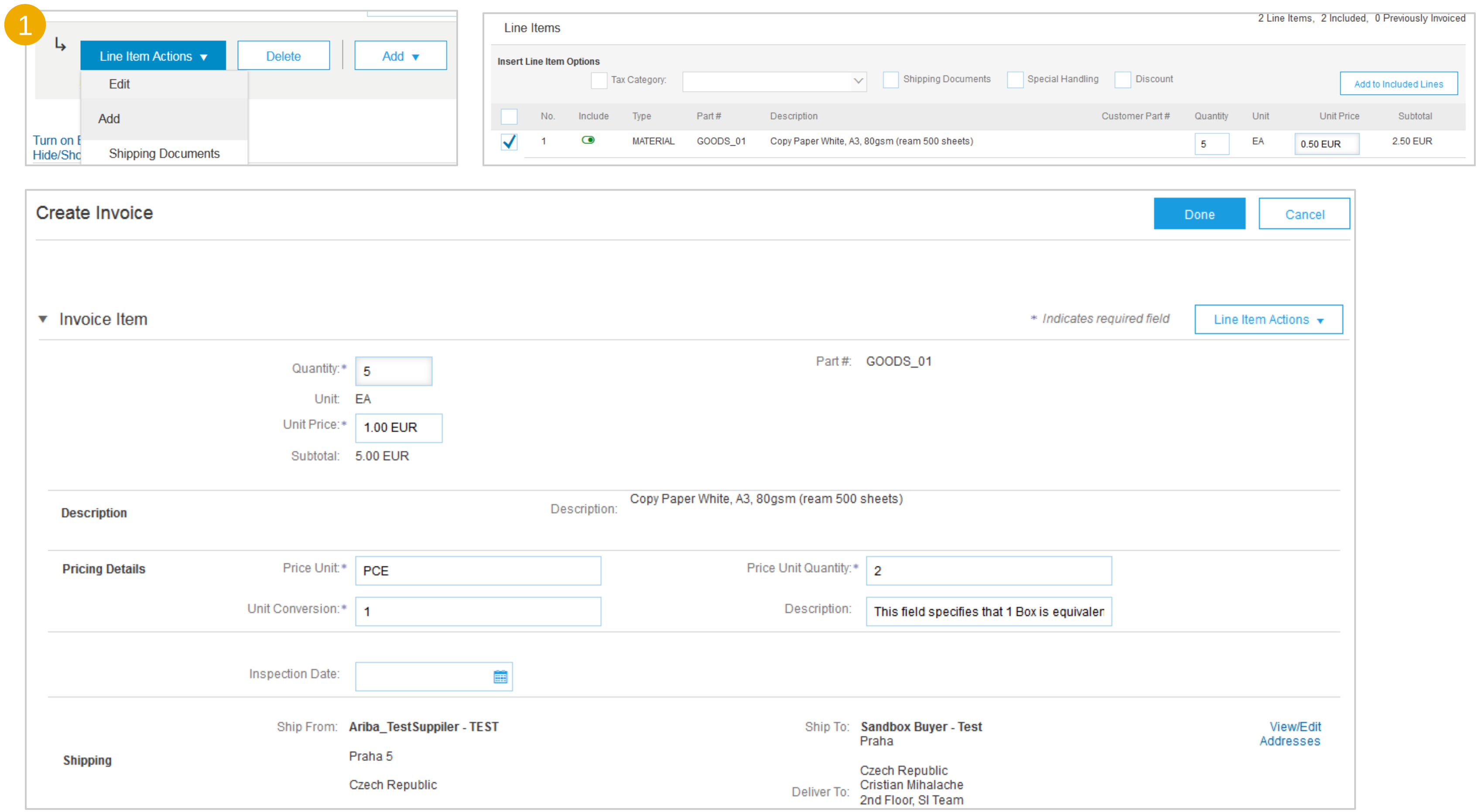
1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the **Line Item # checkbox**. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check **Tax Category** and use the drop down to select from the displayed options. Click **Add to Included Lines** (For Return PO's only).



Purchase Order-Based Invoice

Detail Line Items

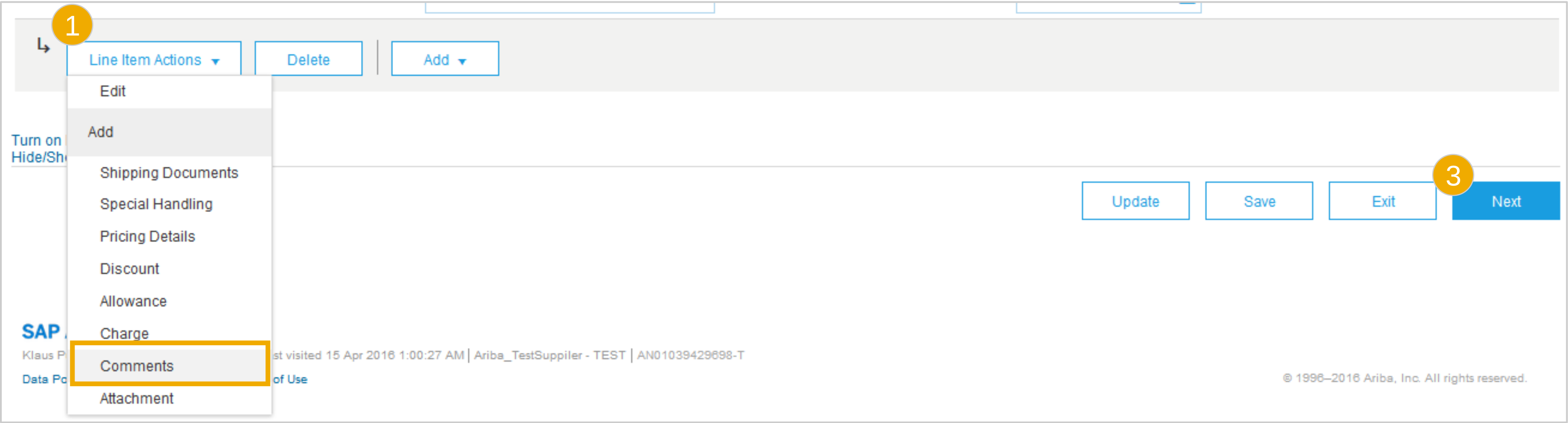
1. Additional information can be viewed at the Line Item Level by editing a **Line Item**.



Purchase Order-Based Invoice

Line Item Comments

1. To add comments at the line items select Line Items, then click at **Line Item Actions/ Add/ Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to Review page.

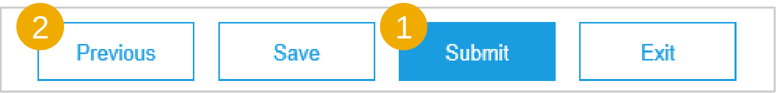


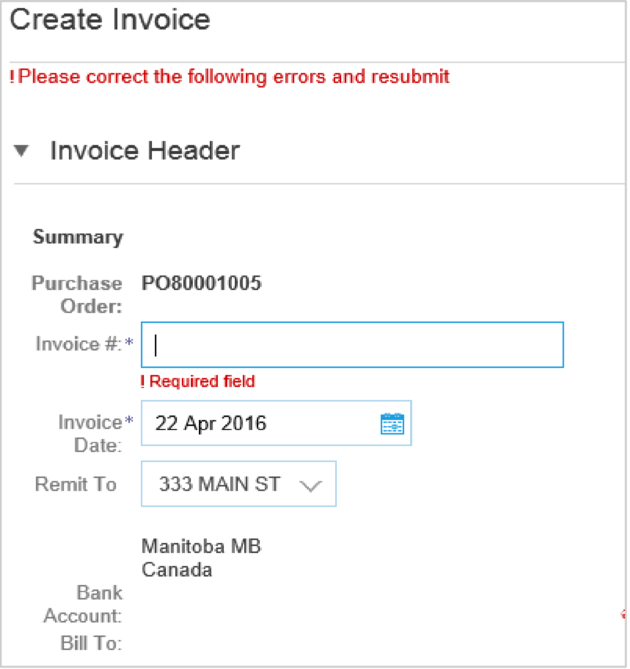
Purchase Order-Based Invoice

Review, Save, or Submit Invoice

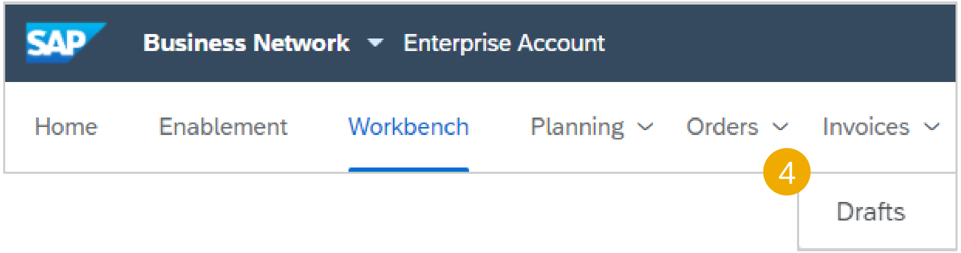
Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to Arrow Energy.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page.





Note: In the event of errors, there will be a notification in red where information must be corrected



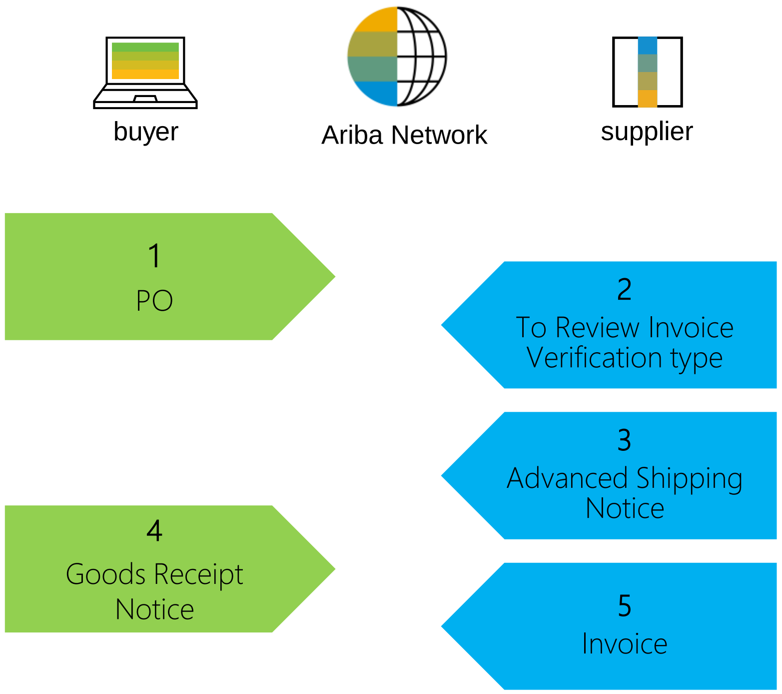
Purchase Order-Based Invoice

GR-Based Invoice Verification

Suppliers can use Goods Receipt as a reference document for the invoice.

The general workflow for a supplier to base an invoice on a ship notice follows these steps:

1. The buyer sends a purchase order or scheduling agreement to a supplier through Ariba Network.
2. The supplier views the document and **Invoice Verification Type.**
3. The supplier creates a ship notice.
4. The buyer receives the material and sends the receipt to the supplier with the goods-receipt quantity.
5. The supplier creates an invoice based on the Goods Receipt.



Purchase Order-Based Invoice

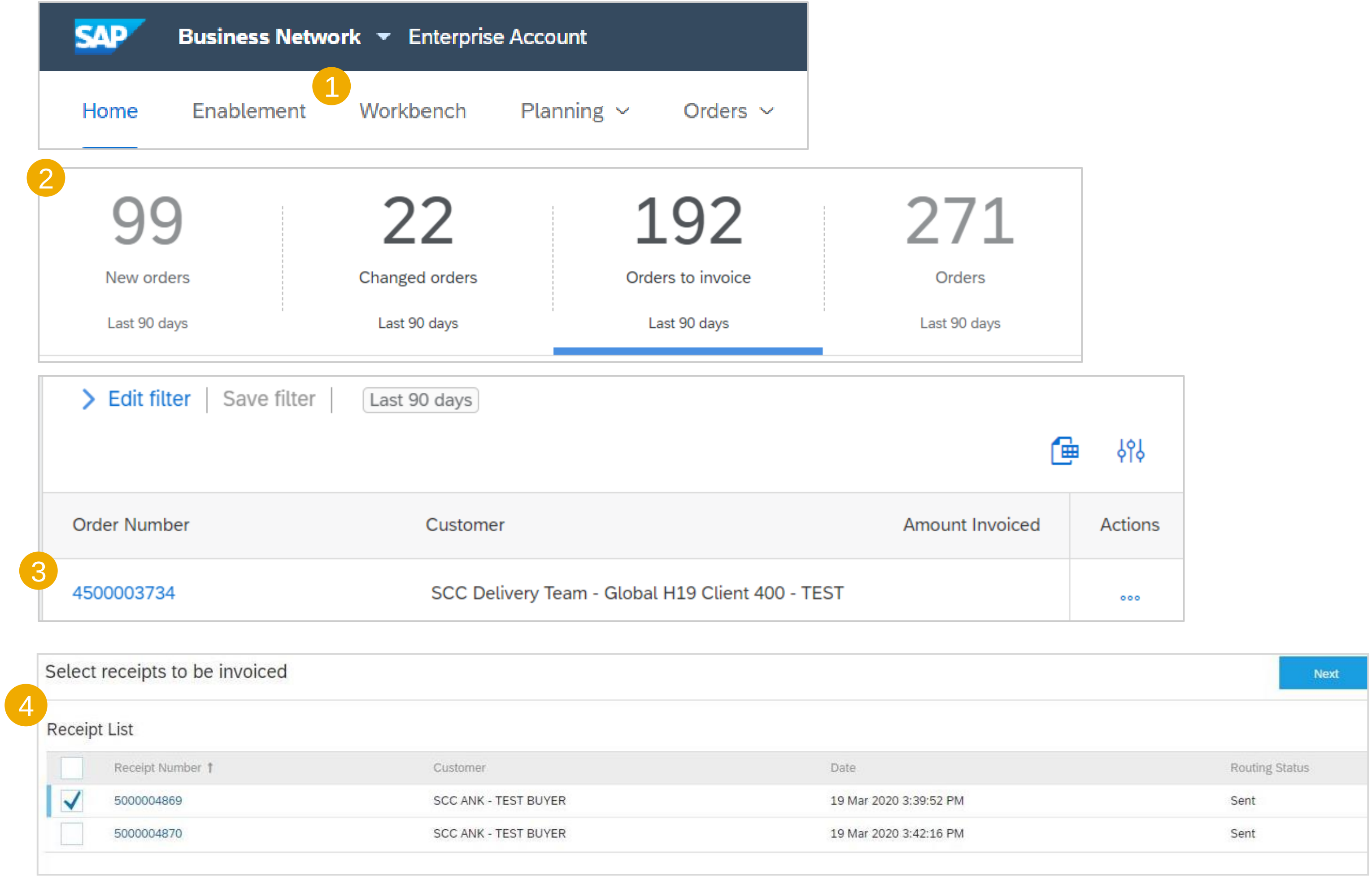
Goods-receipt based invoice verification (From the Workbench)

You are required to include only received quantities on invoices.

1. Click the **Workbench.**
2. Select one of the **Orders** tile.
3. Identify the reference document you wish to invoice against and open it.
4. Select the item(s) from the **Receipt List** that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

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



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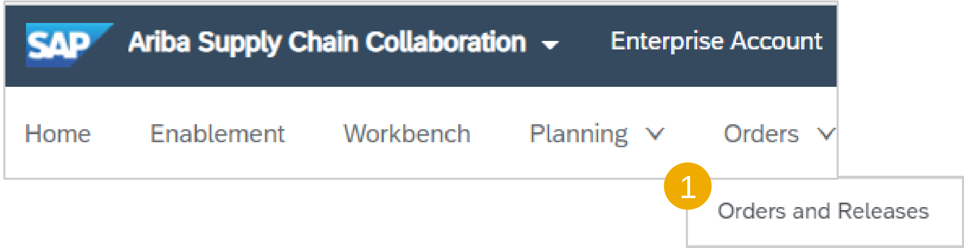
Purchase Order-Based Invoice

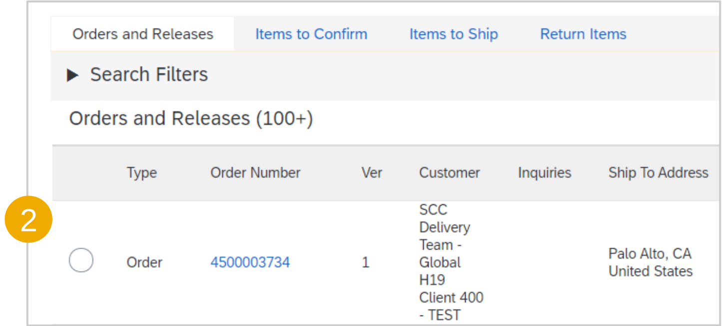
Goods-receipt based invoice verification (From the Orders Tab)

You are required to include only received quantities on invoices.

1. Click the **Orders/ Orders and Releases**.
2. Select the reference document you wish to invoice against from the Orders and Release sub-tab.
3. Select the item(s) from the Receipt List that you would like to invoice.

The invoice is now pre-populated with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.





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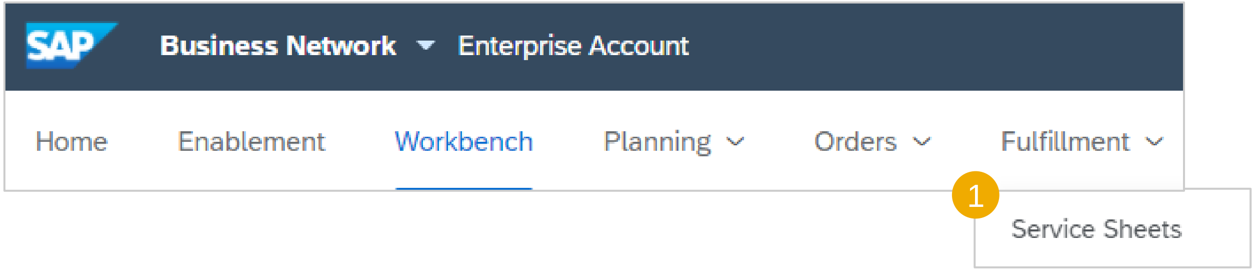
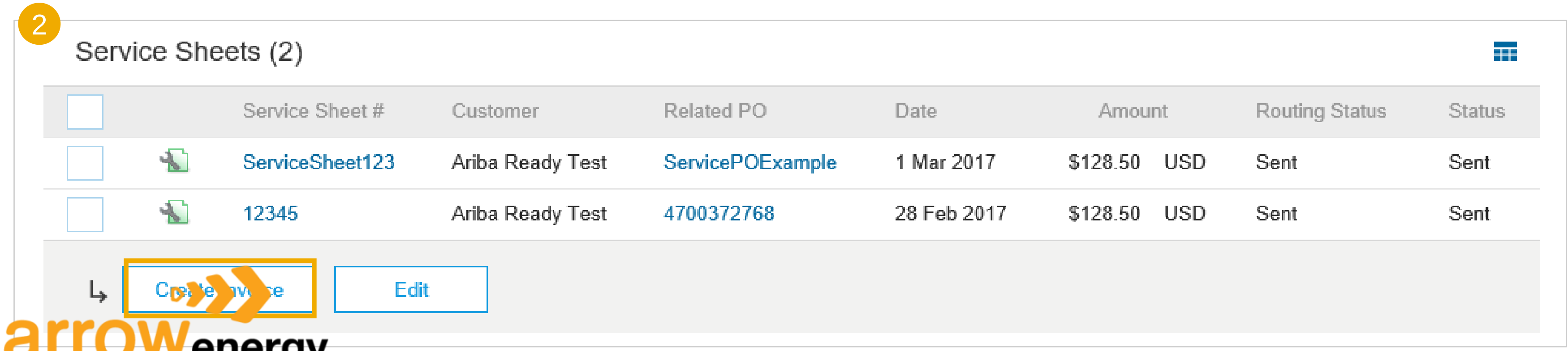
SES Invoice

Locate Approved Service Sheet

1. Click **Fulfillment/ Service Sheets**.
2. Select the **checkbox** next to the approved Service Sheet and click the **Create Invoice** button to open up the Create Invoice screen OR click the **Service Sheet #** to open the Service Sheet for review before invoicing.

Note: You will ONLY be able to create an invoice against an **Approved** Service Sheet.





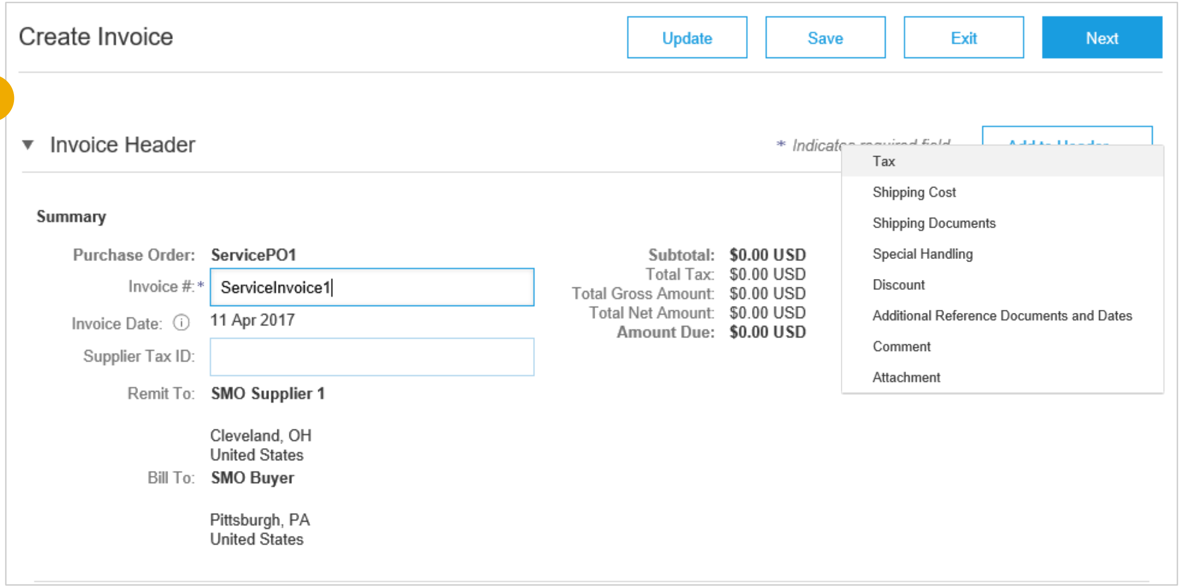
SES Invoice

Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

1. Complete all fields marked with required with an asterisk (*). Enter your Invoice Number. Invoice date will automatically populate.

1



Note: Add to Header button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

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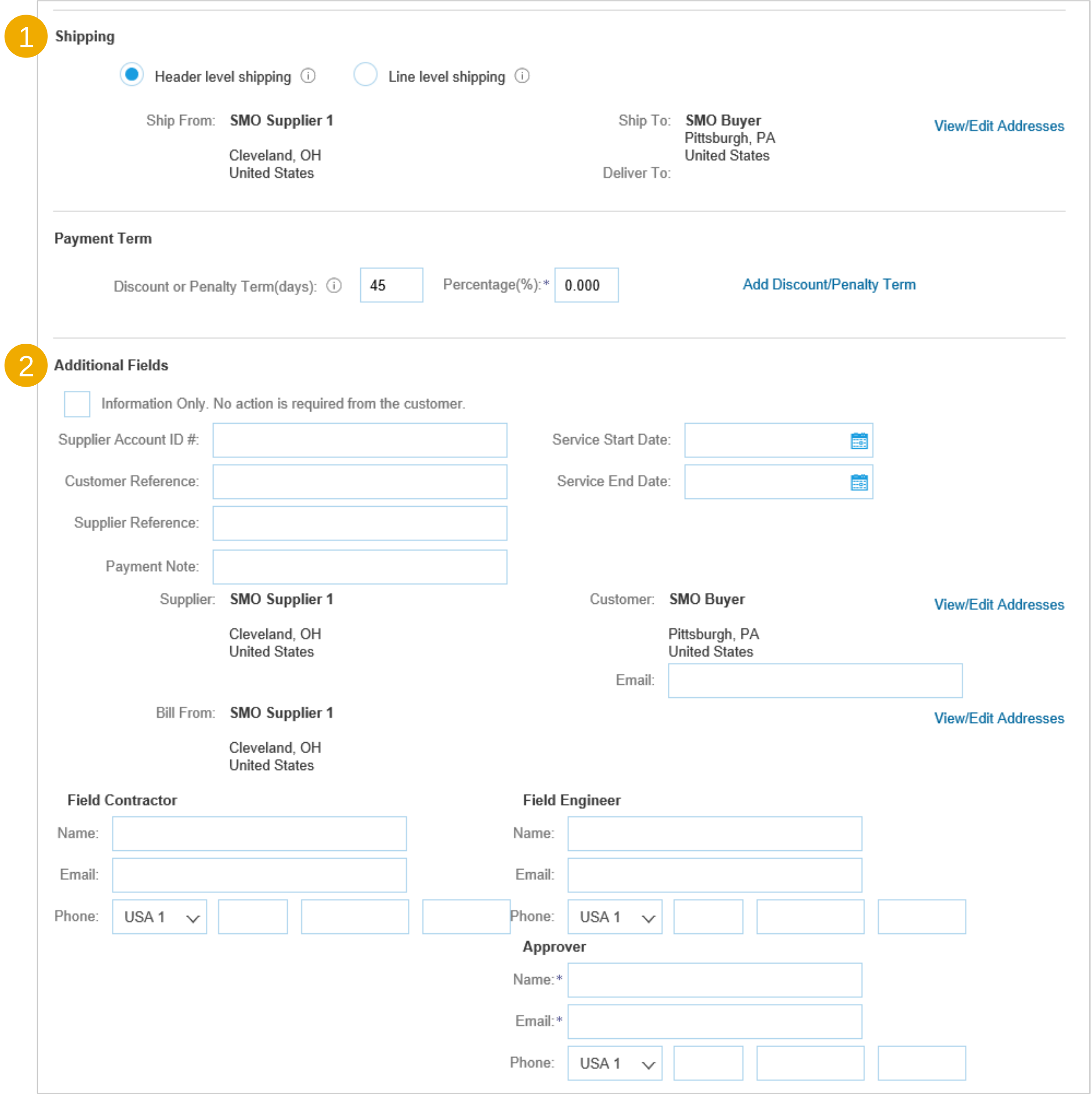
SES Invoice

Header Level Detail

1. Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.
2. The **Additional Fields** section includes optional fields such as reference numbers, service period dates, and Approver Email.

Note: Some fields at the Header Level might be required by your Arrow Energy. Check for fields marked with an asterisk (*) and enter information as required.

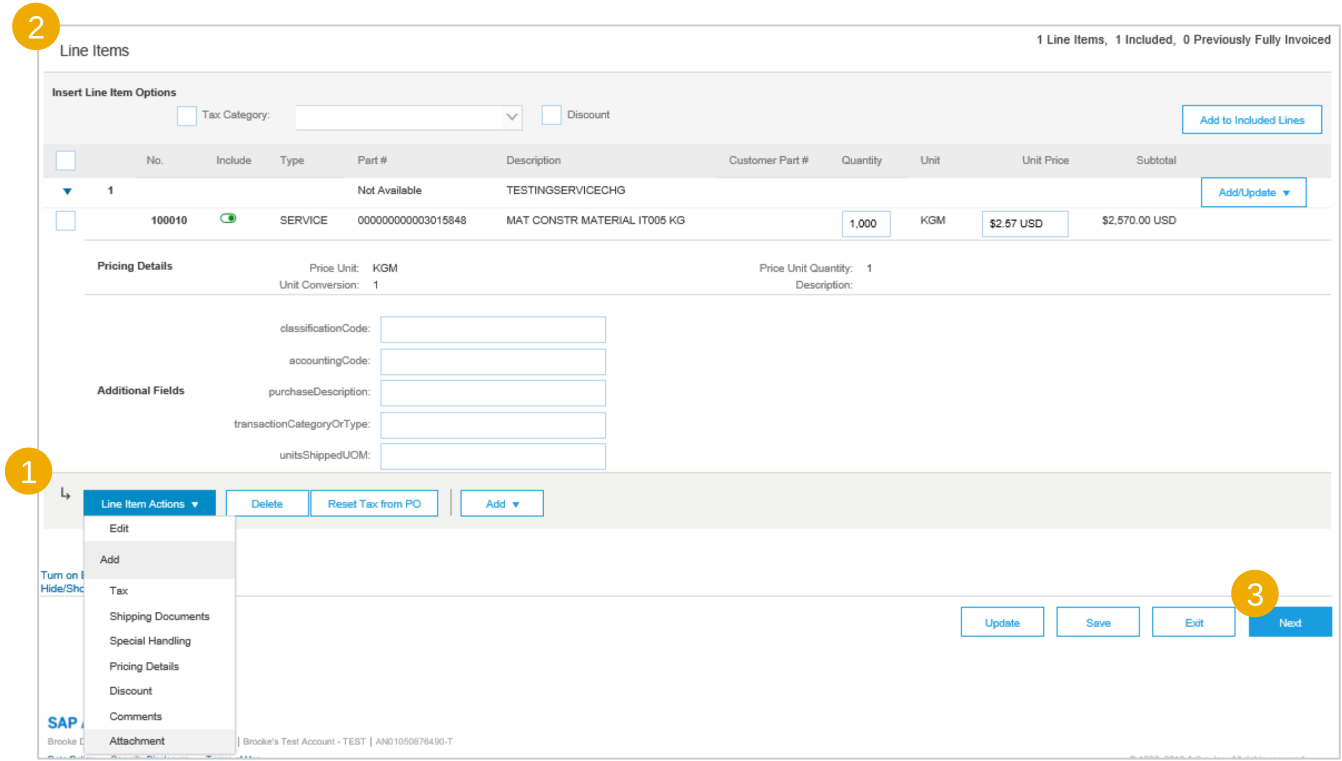


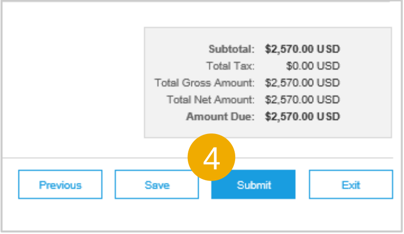
SES Invoice

Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

1. Add line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. Update each line item as needed until all items are complete.
3. Click **Next** to proceed to review screen.
4. From the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your Arrow Energy after corrected, click the **Submit** button.





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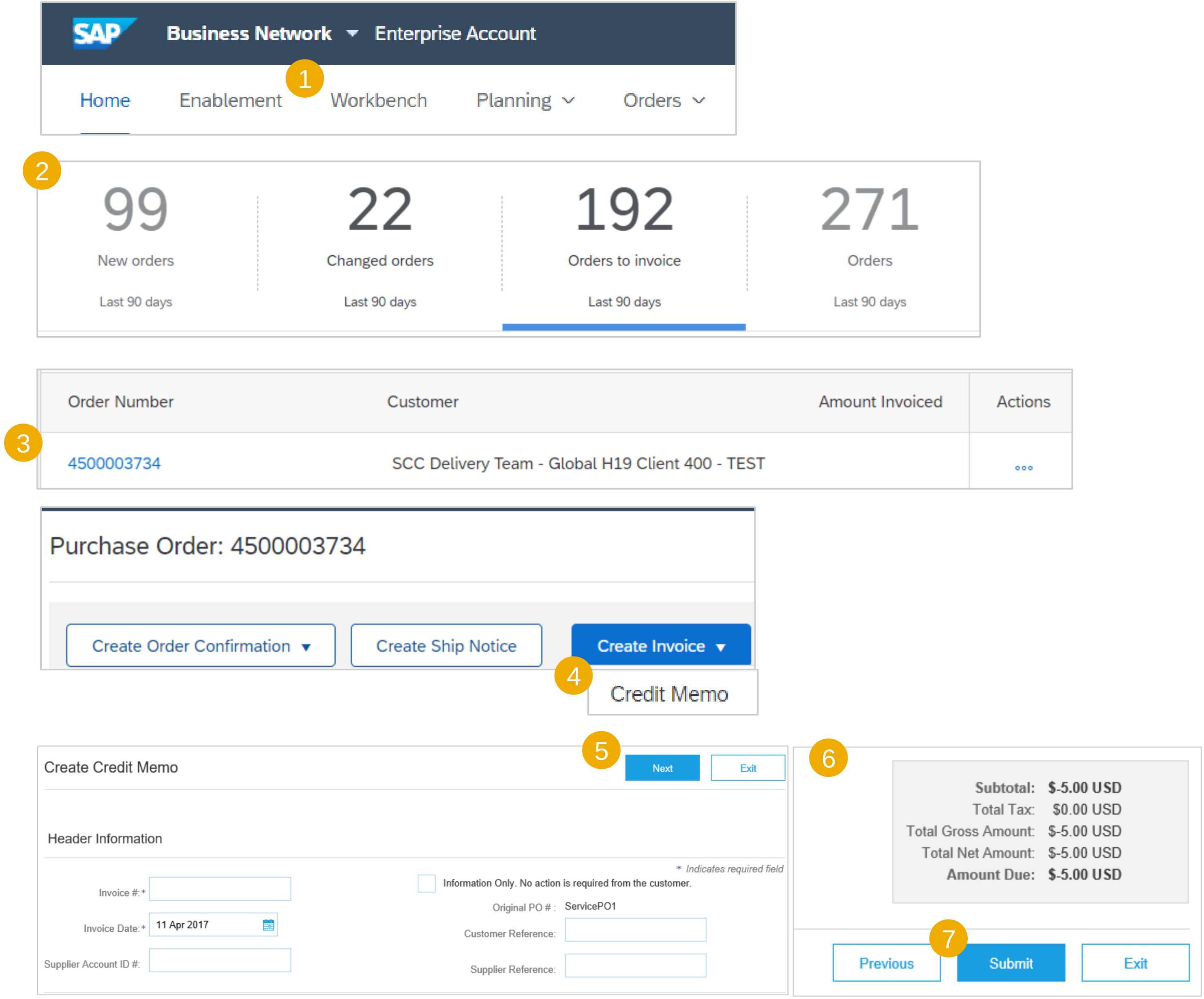
Credit Memo

Header Level (From the Workbench)

From the Homepage:

1. Click **Workbench.**
2. Select one of the **Orders** tile and identify the PO item.
3. Open order by clicking its number.
4. Click on **Create Invoice** and choose **Credit Memo.**
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next.**
6. Review Credit Memo.
7. Click **Submit.**



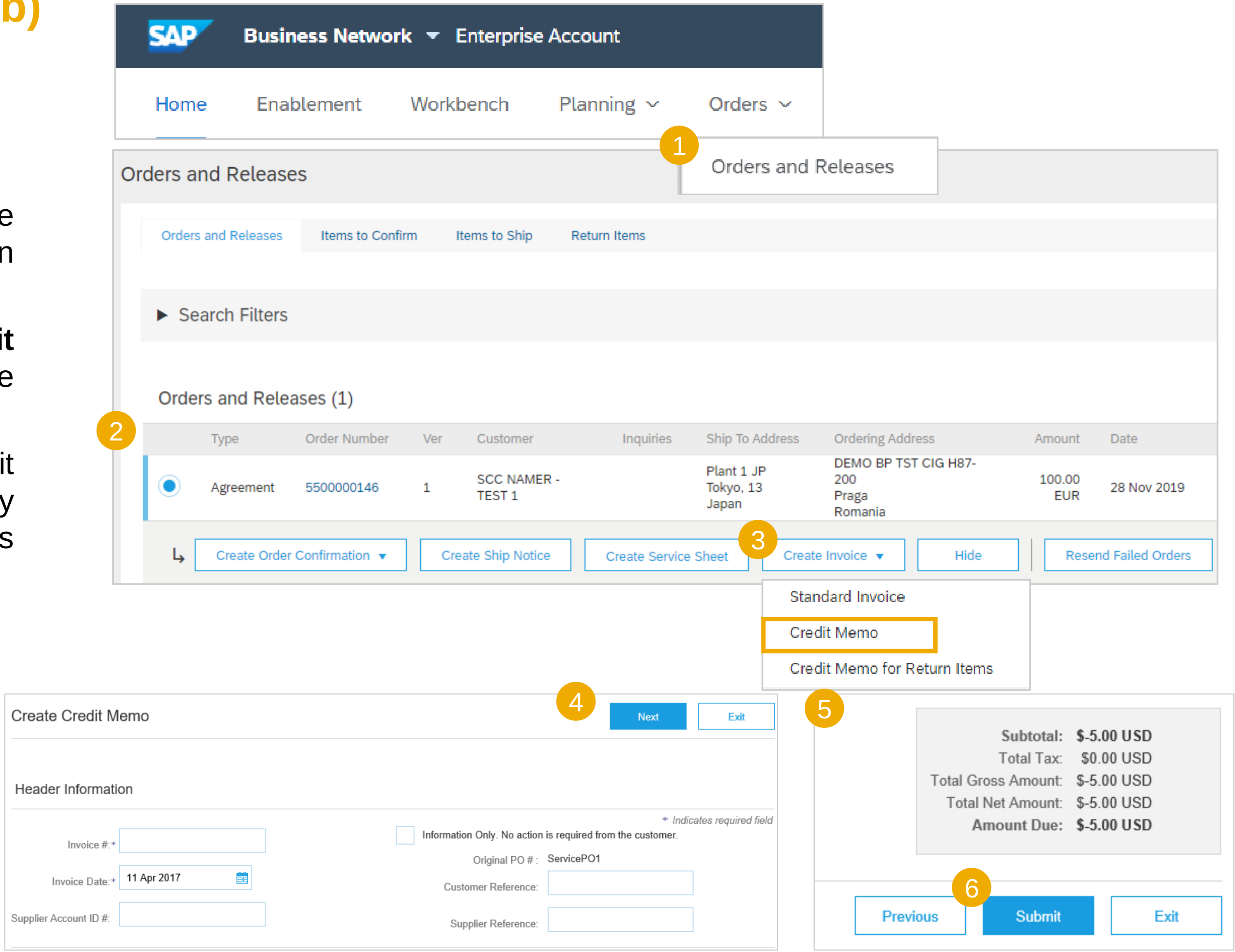
Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

Credit Memo

Header Level (From the Orders Tab)

To create a credit memo against an entire invoice:

1. Click the **Orders/ Orders and Releases**.
2. In the Orders and Releases sub-tab select the PO to be credited by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the Actions dropdown menu**.**
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. Click **Next**.
5. Review Credit Memo.
6. Click **Submit**.



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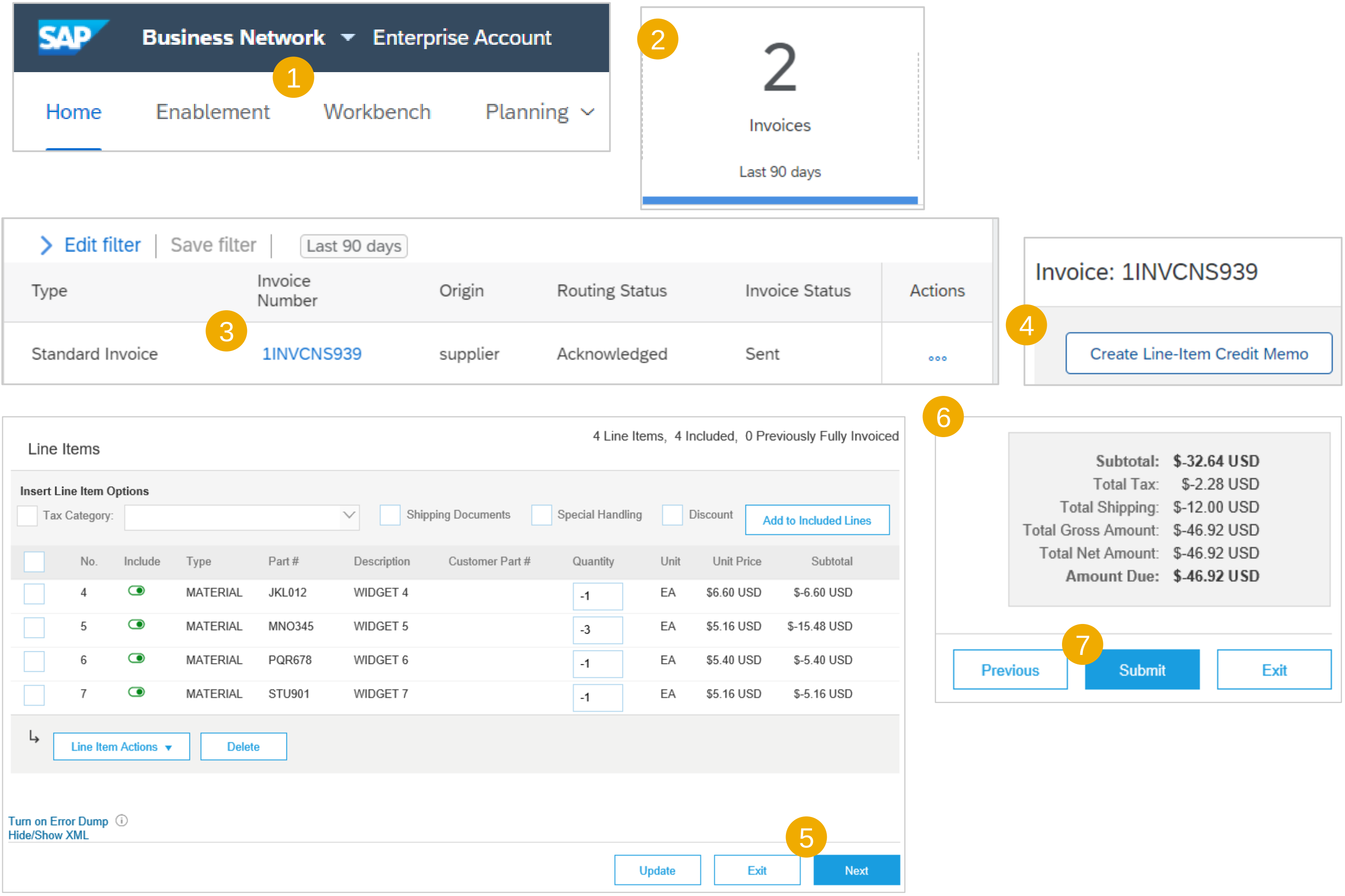
Credit Memo

Line Level Detail (From the Workbench)

From the Homepage:

1. Click **Workbench**.
2. Select **Invoices** tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Create Line-Item Credit Memo**.
5. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

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

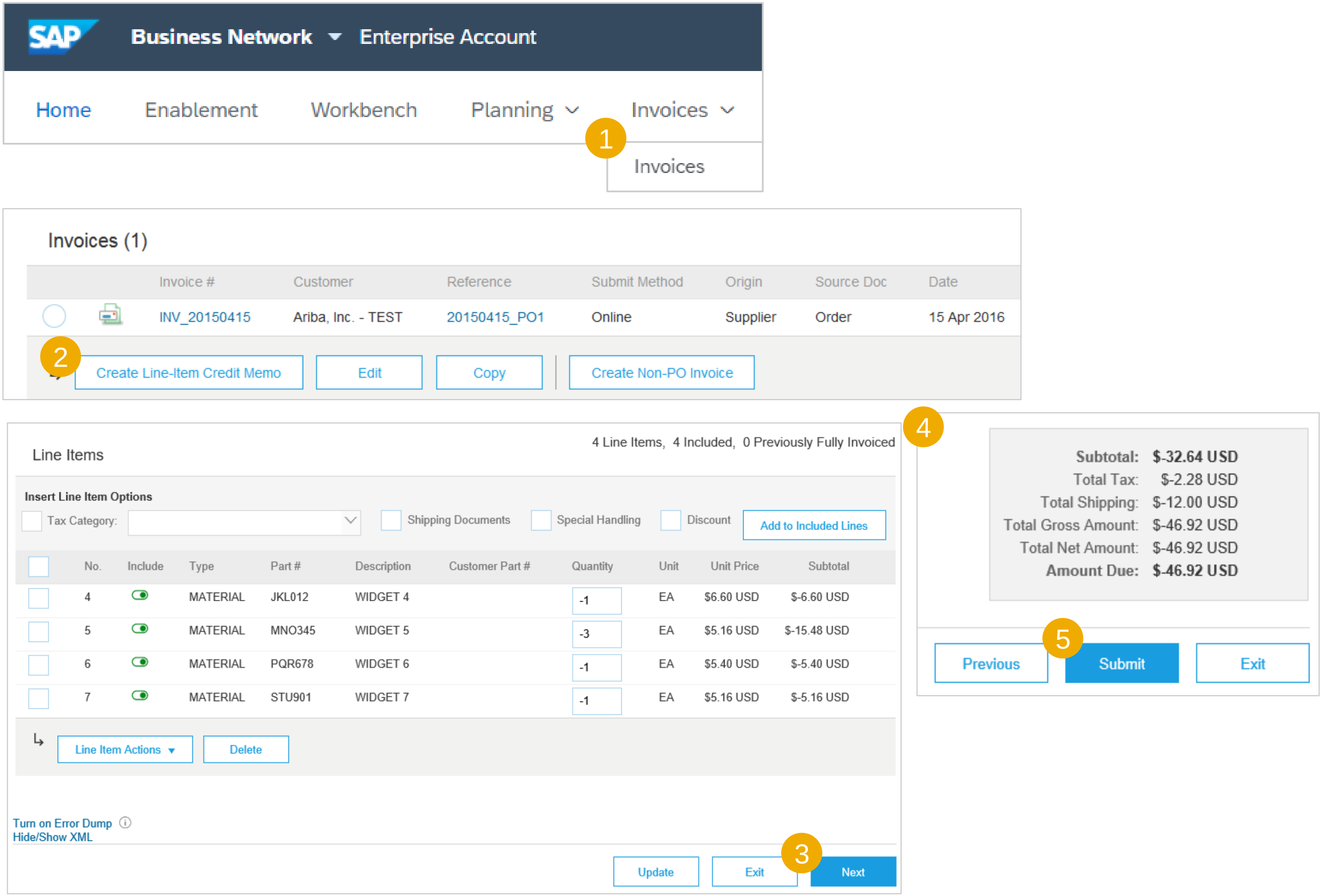


Credit Memo

Line Level Detail (From the Invoices Tab)

From the Homepage:

1. Click Invoices/ Invoices.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in. Click **Next**.
4. Review Credit Memo.
5. Click **Submit**.



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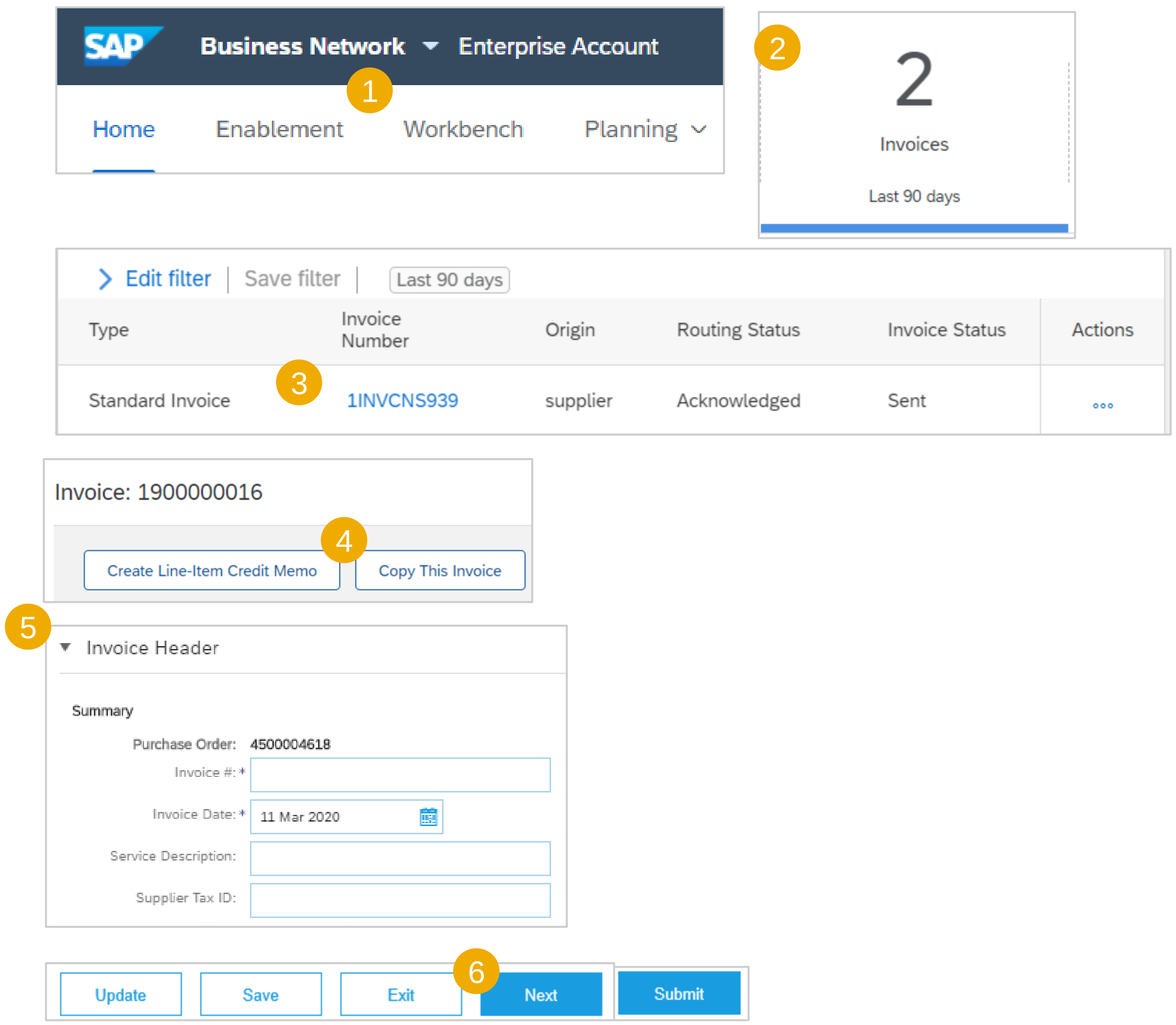
Copy Invoices
(From the Workbench)

From the Homepage:

1. Click Workbench.
2. Select Invoices tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Copy this invoice** in the invoice screen.
5. Enter a new invoice number. For VAT lines**,** make sure the date of supply at the line level is correct. Edit the other fields as necessary.
6. Click **Next**, review the invoice, and **Save** or **Submit** it.

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



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Copy Invoices

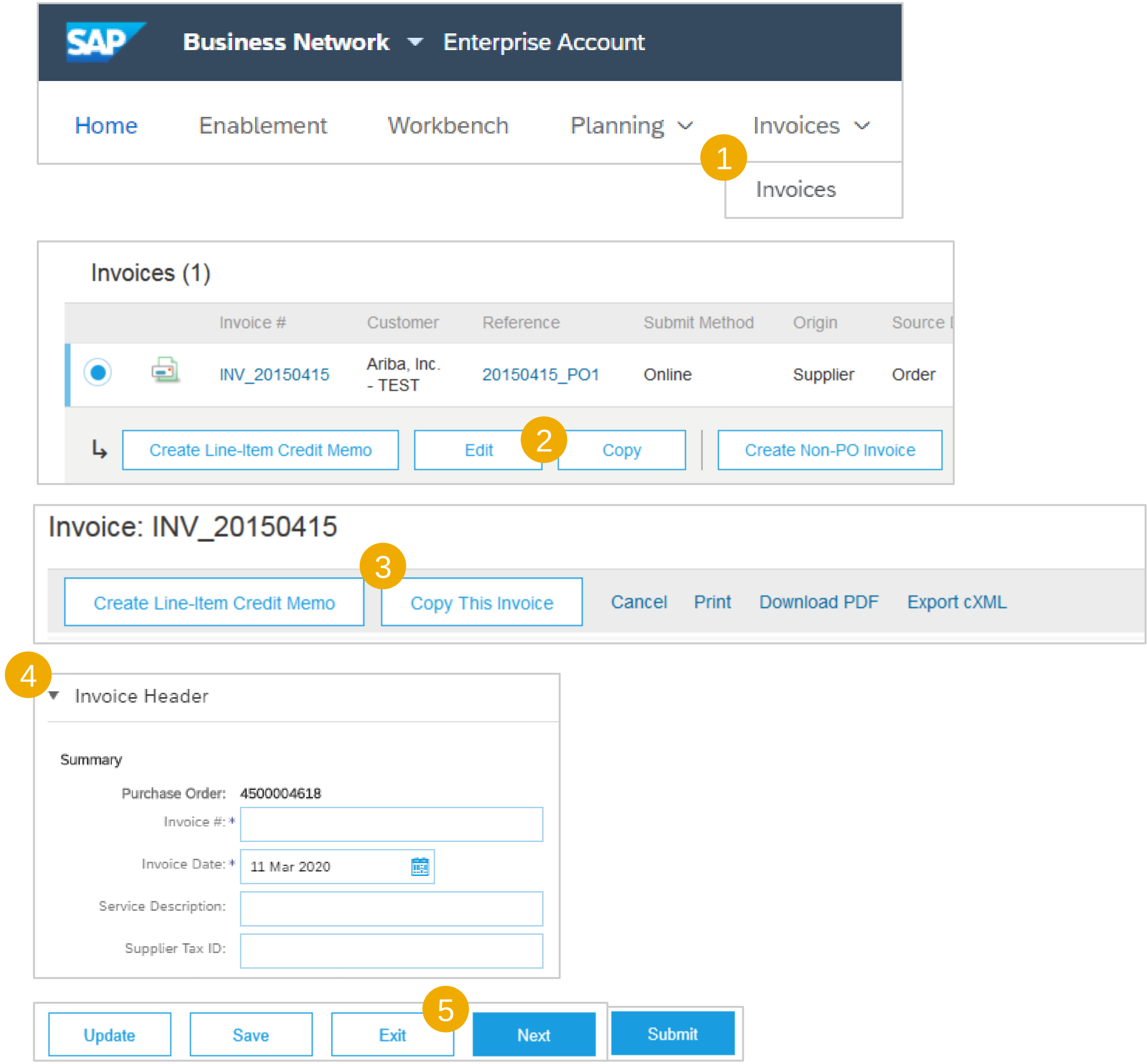
(From the Invoices Tab)

From the Homepage:

1. Click the **Invoices/ Invoices**.
2. Identify the right invoice and click **Copy.**

OR

3. Open the invoice clicking its number and click **Copy This Invoice**.
4. Enter a new invoice number. For VAT lines**,** make sure the date of supply at the line level is correct. Edit the other fields as necessary.
5. Click **Next**, review the invoice, and **Save** or **Submit** it.



Invoice Management
In this Chapter You Will Learn About …

… how to search for invoice and its status

… how to review invoice history

… how to modify invoices

… how to create invoice reports

… how to configure invoice archival

Invoice Management

Search for Invoice

Quick Search:

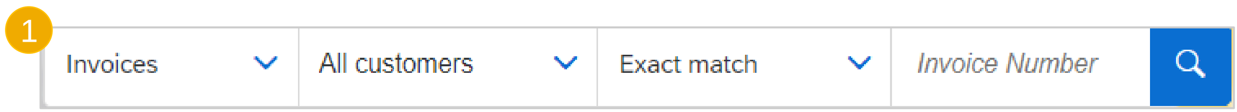
1. Enter invoice details in the Homepage **search filed,** set **Invoices** in the document type.

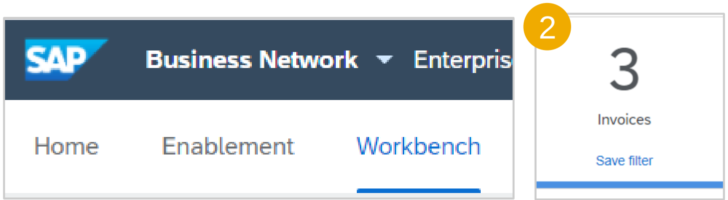
Refined Search: Allows a refined search of Invoices within up to last 365 days.

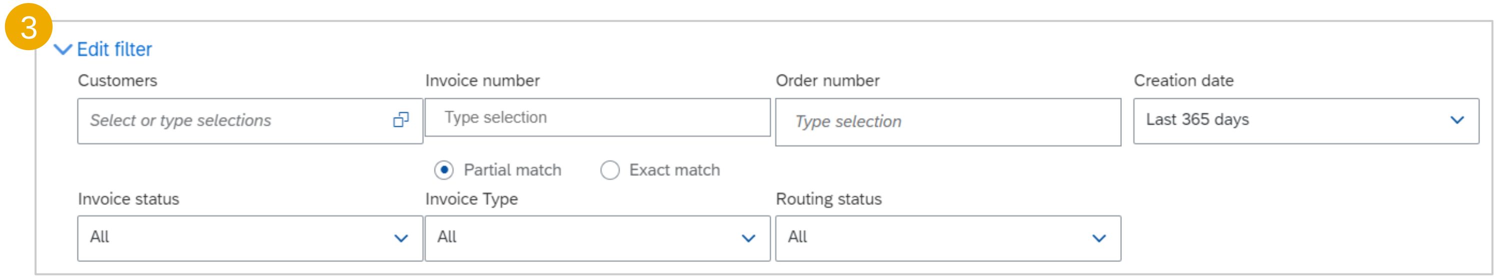
2. Click on **Workbench / Invoices tile**.
3. Use filters to specify your search**.**

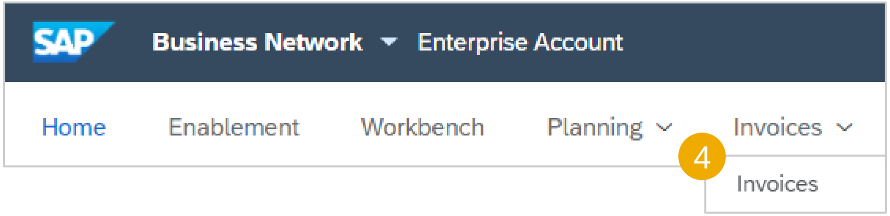
OR

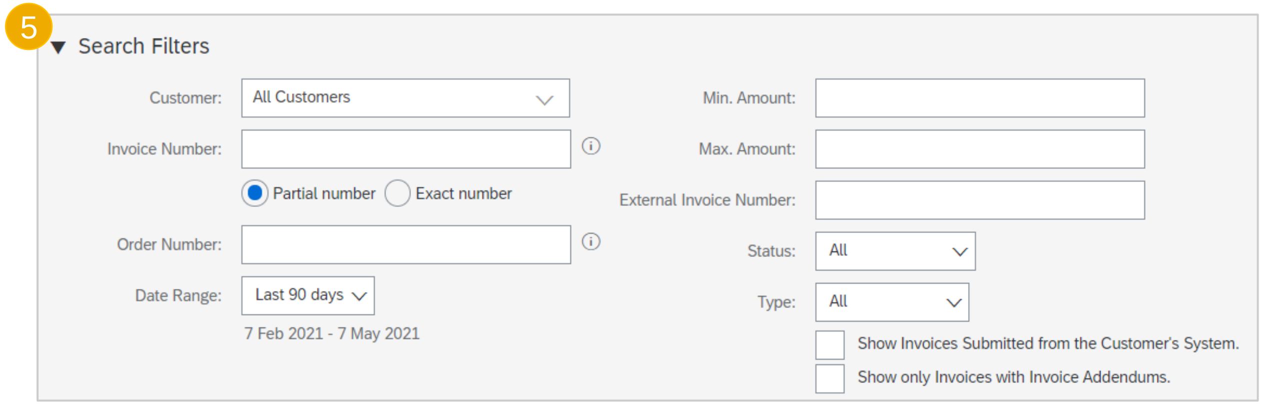
4. Click on **Invoices/ Invoices**
5. Use search filters.











Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- Invoices tab will be replaced with new Workbench concept soon.

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Invoice Management

Invoice Status - Routing Status To Your Arrow Energy

If you configured your Invoice Notifications, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the **invoice link**.

Routing Status reflects the status of the transmission of the invoice to Arrow Energy via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Arrow Energy invoicing rules. Arrow Energy will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the Arrow Energy
- **Acknowledged** – Arrow Energy invoicing application has acknowledged the receipt of the invoice

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Invoice Management

Invoice Status - Review Invoice Status With Your Arrow Energy

Invoice Status reflects the status of Arrow Energy's action on the Invoice.

- **Sent** – The invoice is sent to the Arrow Energy, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Arrow Energy approved the invoice cancellation
- **Paid** – Arrow Energy paid the invoice / in the process of issuing payment. Only if Arrow Energy uses invoices to trigger payment.
- **Approved** – Arrow Energy has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Arrow Energy has rejected the invoice, or the invoice failed validation by Ariba Network. If Arrow Energy accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

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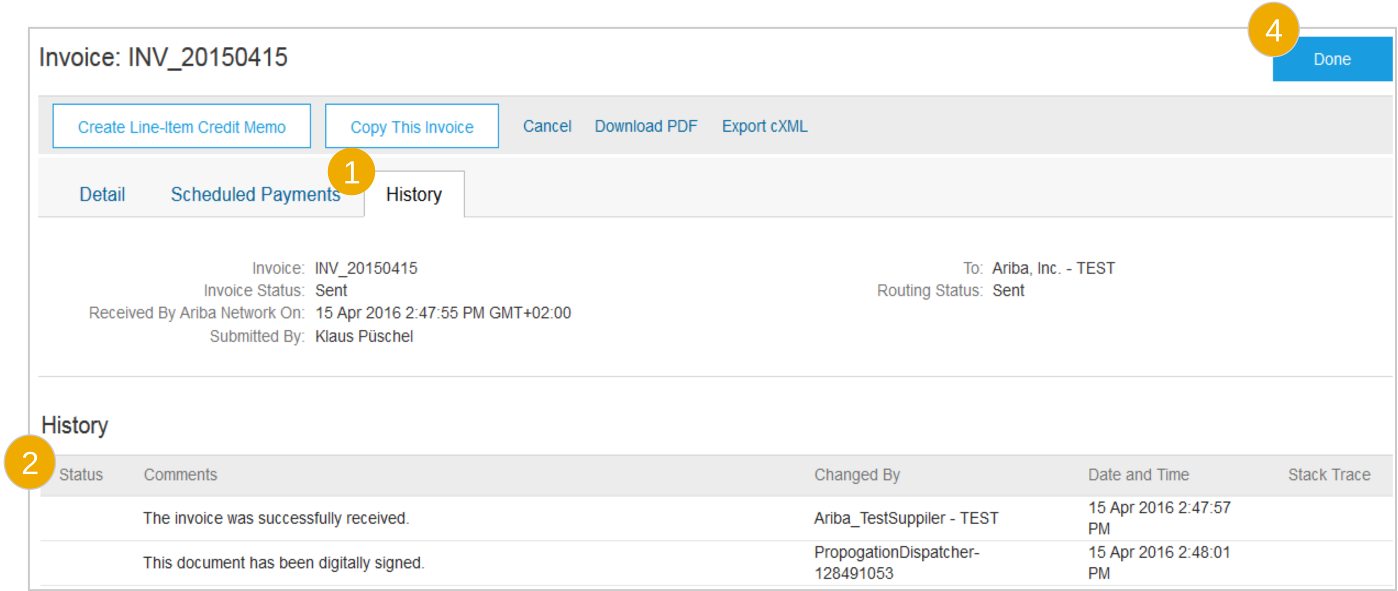
Invoice Management

Review Invoice History

Access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed. Transaction history can be used in problem determination for failed or rejected transactions.
3. When you are done reviewing the history, click **Done**.



Invoice Management

Modify an Existing Invoice - Cancel, Edit, and Resubmit

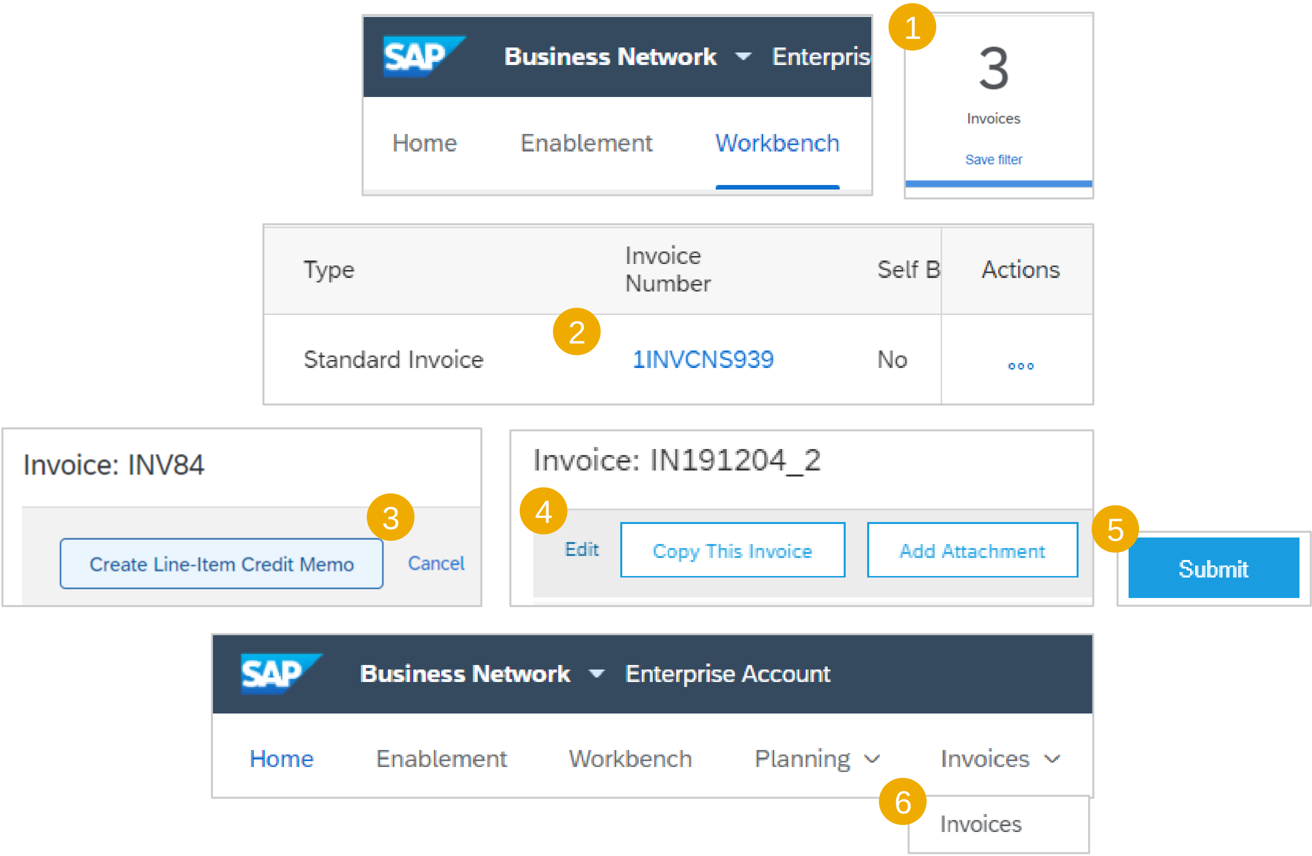
1. Use **Workbench/ Invoices** tile to identify the right invoice.
2. Open invoice by clicking its number or Actions button.
3. To cancel the invoice click **Cancel.** The status of the invoice changes to Canceled.
4. To edit the invoice click **Edit**. You can edit only **failed or rejected** invoices.
5. Make editing changes and click **Submit** on the Review page to send the invoice**.**

OR

6. You can identify and cancel, edit, resubmit invoices as well from the **Invoices/ Invoices** tab.

Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- Invoices tab will be replaced with new Workbench concept soon.

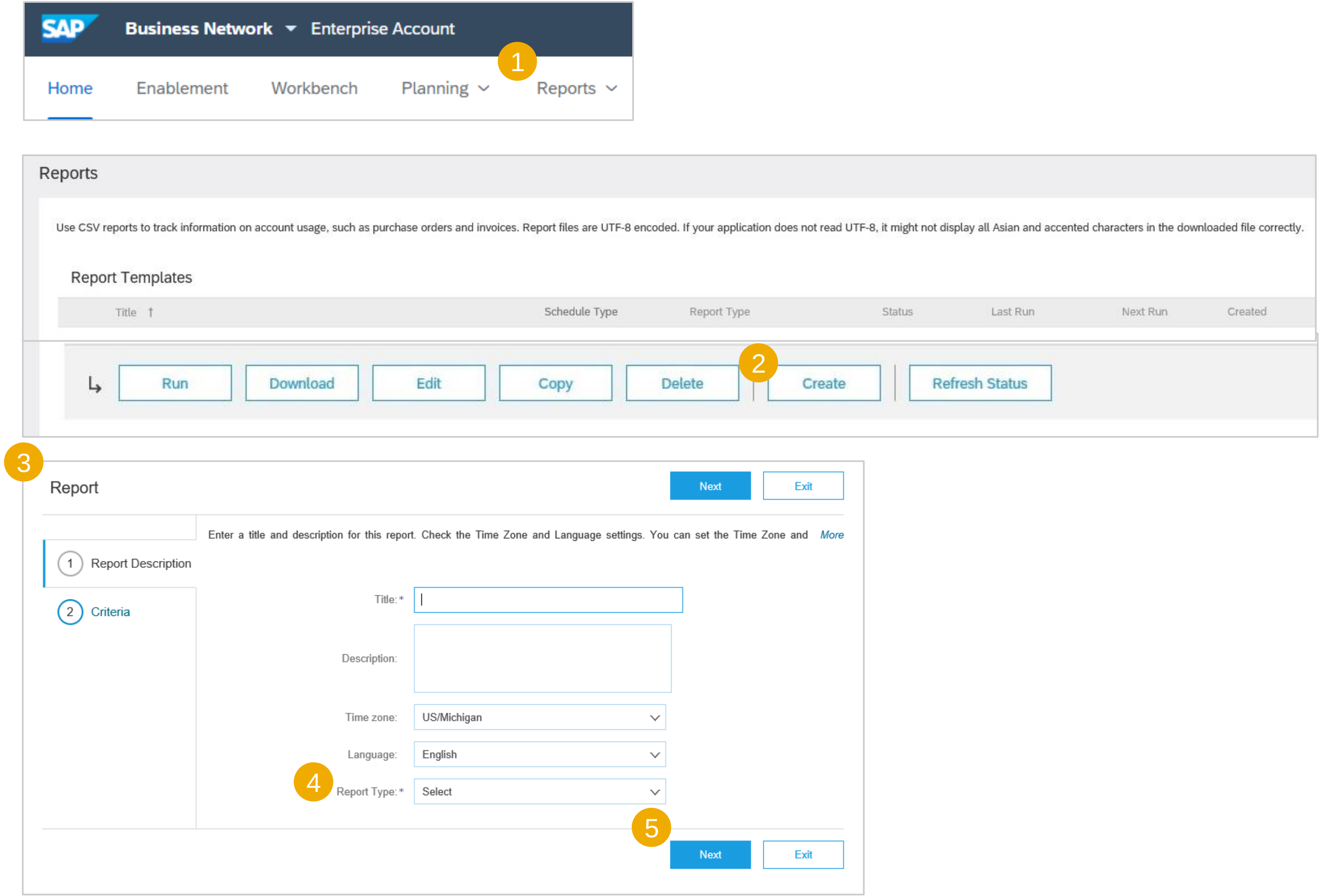


Invoice Management

Create Invoice Reports 1

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

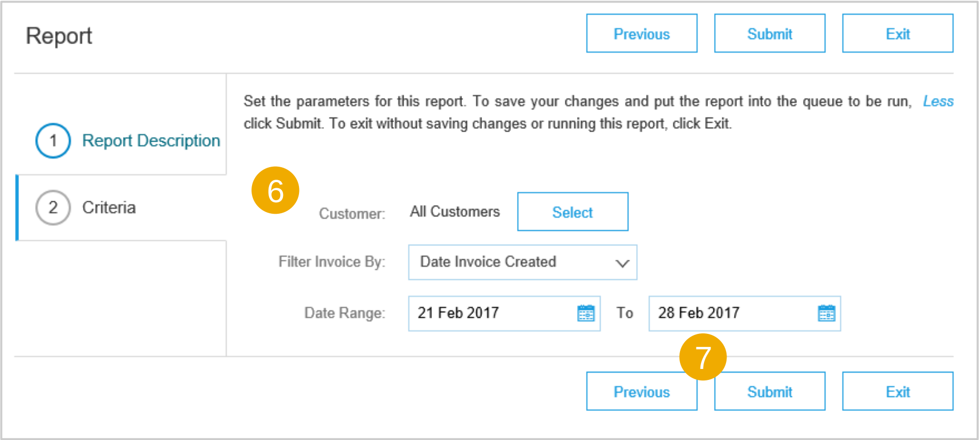
1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

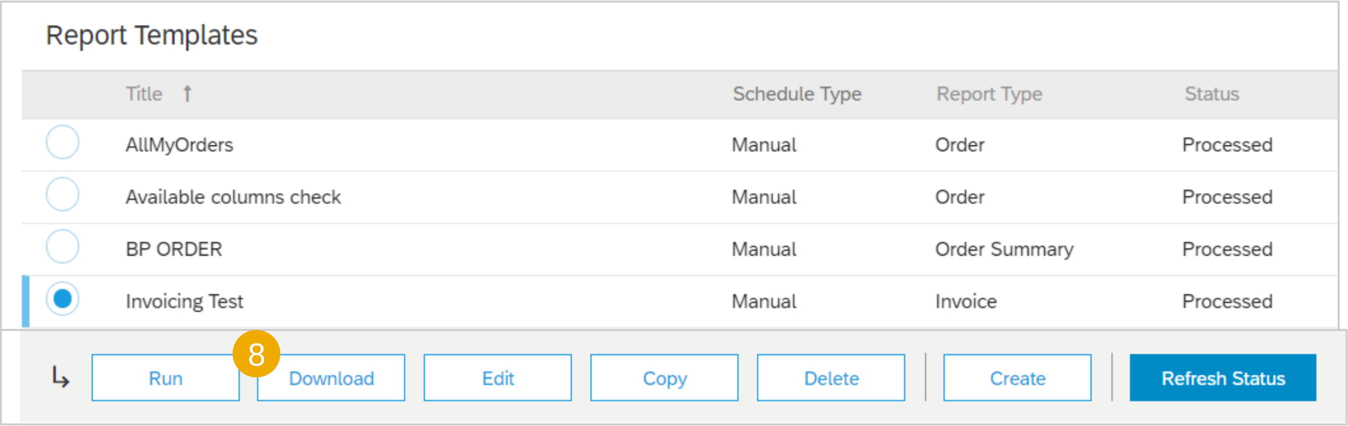


Invoice Management

Create Invoice Reports 2

6. Specify **Arrow Energy** and **Created Date** in Criteria.
7. Click **Submit**.
8. Select the report created from the list and click **Download.** The report in CSV format will be downloaded to your computer.





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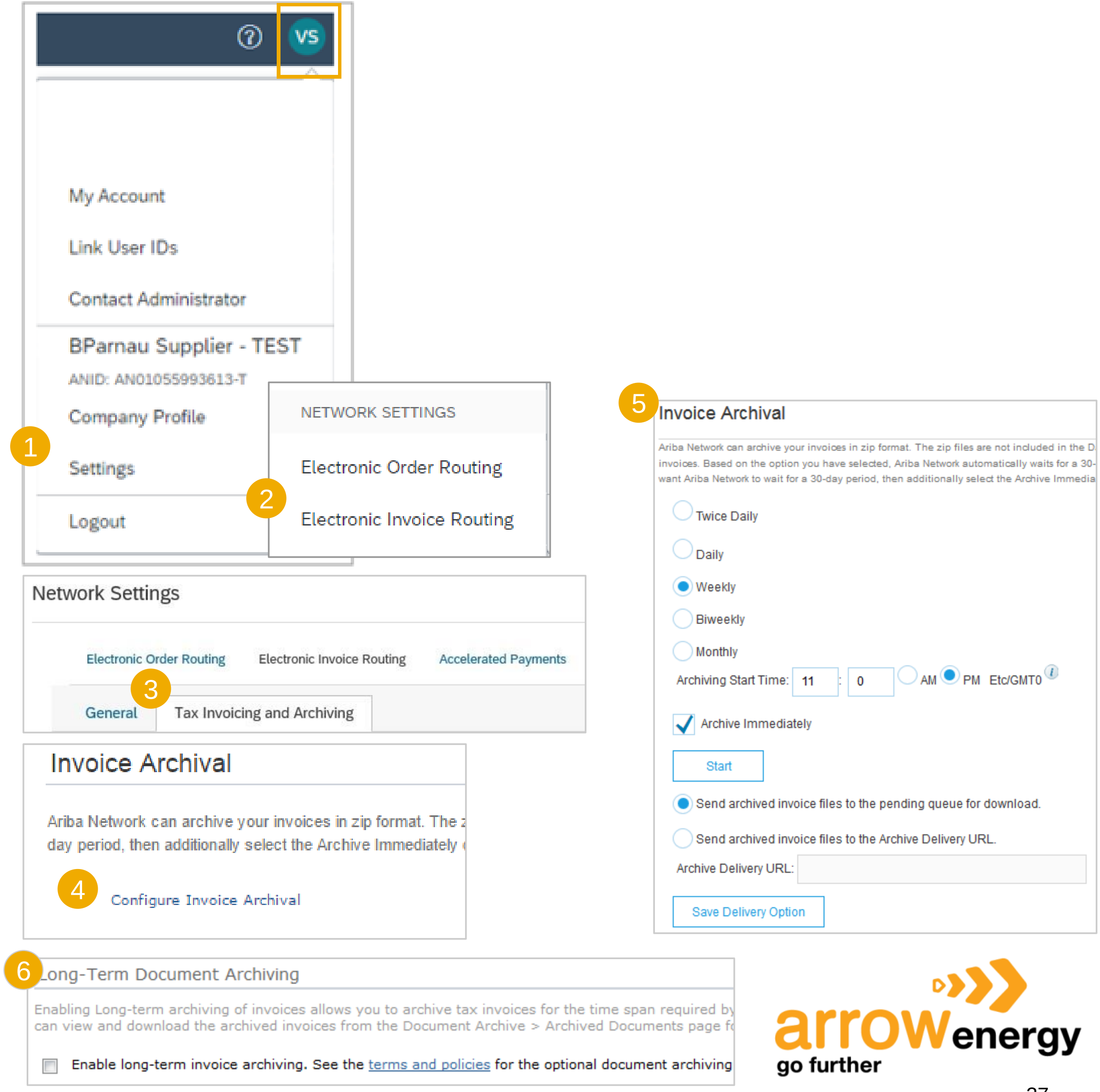
Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. Click the **user profile icon** in the right top corner of your screen and select **Settings.**
2. From the dropdown menu select **Electronic Invoice Routing.**
3. Select the tab **Tax Invoicing and Archiving.**
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
   - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
   - After Archive Immediately started you can either Stop it or Update Frequency any time.
6. You may navigate back to the Tax Invoicing and Archiving screen in order to subscribe to Long-Term Document Archiving for an integrated archiving solution. (More details within the Terms and Policies link).



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Thank you.

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