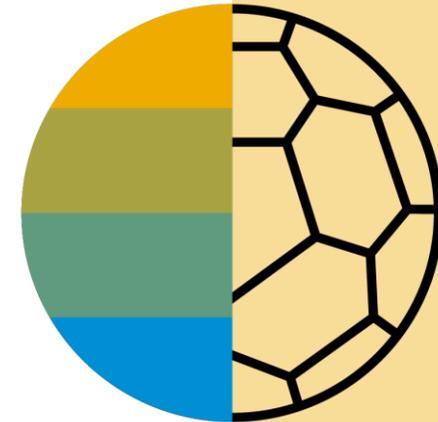


Intel Supplier Guide



THE BEST RUN 

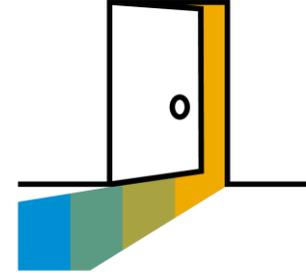
HOME- Table of Contents



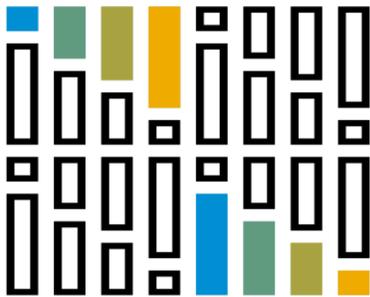
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[SAP Business Network](#)
[Overview](#)



[Section 2:](#)
[Account Set Up](#)



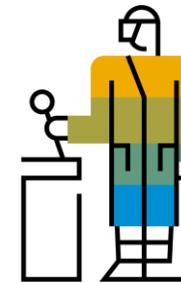
[Section 3:](#)
[Purchase Orders](#)



Section 4:
Other Documents



[Section 5:](#)
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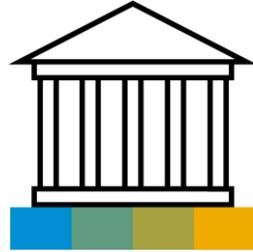


[Section 6:](#)
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Section 1: SAP Business Network Overview



[What is SAP Business Network?](#)



[Intel Project Scope](#)

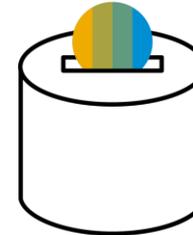
[Intel Message](#)

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[Supplier Value](#)



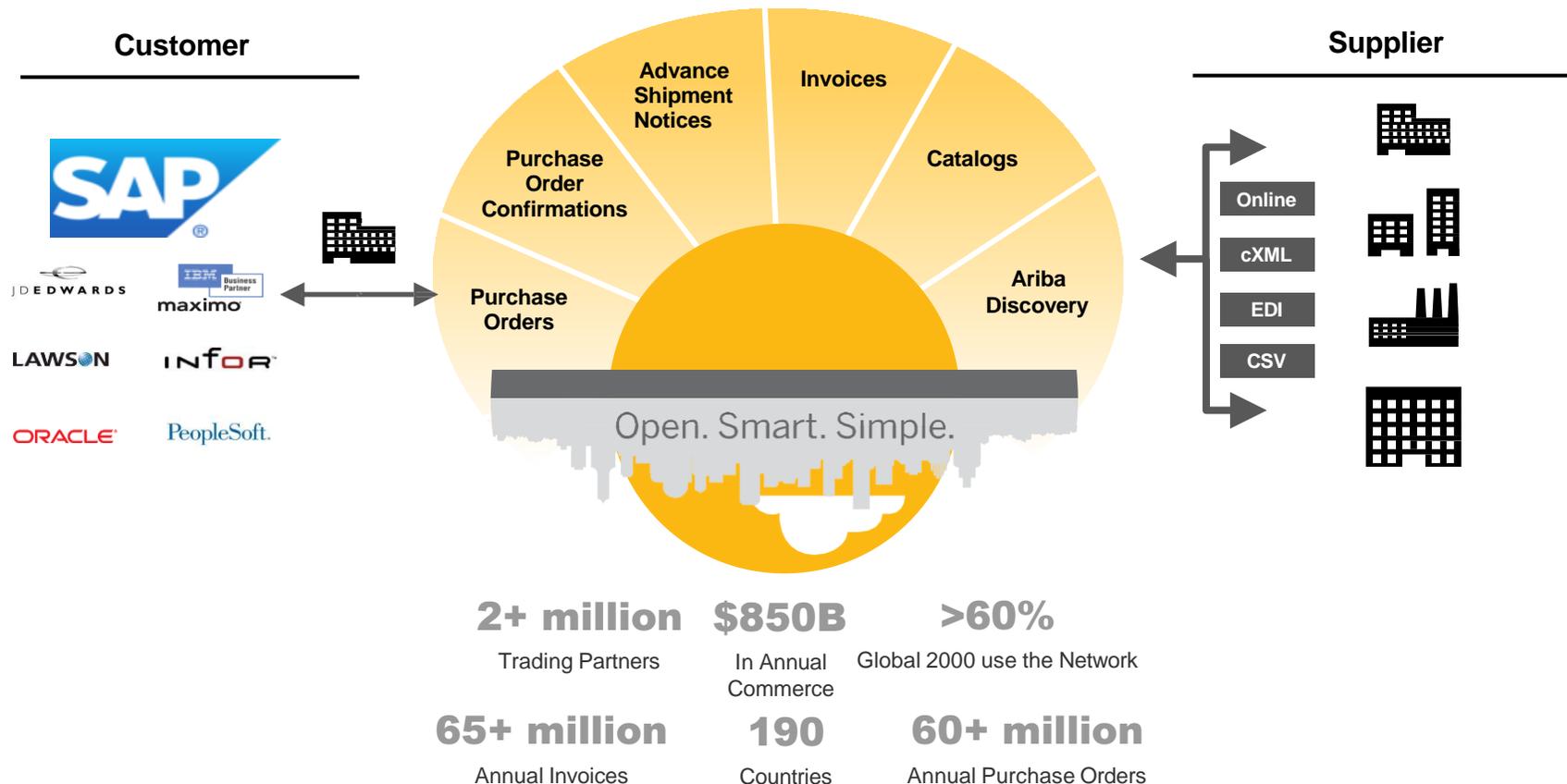
[Fee Schedule](#)

[Subscription Levels](#)

[\\$USD](#)

What is SAP Business Network?

Intel has selected SAP Business Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join SAP Business Network and start transacting electronically with them.



Intel Message

Project Notification Letter

Add the email domain suppliers will receive the invitation/PNL from.

ordersender-
prod@ansmtp.ariba.com



E-Commerce Project Notification

Dear I

Reference:

We are pleased to announce our new initiative for improving and streamlining our procurement and accounts payable processes.

To implement a more efficient and easy-to-use automated e-commerce solution we are transitioning to the Ariba Network as our primary supplier collaboration system.

This platform will allow many of our suppliers to move away from paper-based and manually transmitted transactions and documents currently associated with our Intel system, WebSuite.

If you are not the correct contact, for your company, notify Intel's Supplier Enablement Team at ariba-enablement@intel.com to provide the correct name and email contact information.

Below are some of the benefits your company will experience with the Ariba Network:

- Ability to receive electronic PO notifications and other documents
- Catalog enablement
- Reduction of paper invoices (paperless)
- Reduction in administrative business expenses
- Online visibility to your Intel transactions
- Simple to use

Transacting electronically on the Ariba Network will soon be a standard part of doing business with us; our plan is to migrate all existing suppliers to this new process.

As a valued supplier, our relationship with you and your participation in this new initiative is key to maintaining our ongoing business relationship.

If you have any questions about Intel's e-commerce initiative, please contact the Intel Supplier Enablement Team at ariba-enablement@intel.com.

We look forward to our enhanced relationship during this transition and beyond.

Know This:

- **Intel is moving away from WebSuite** and migrating suppliers to the Ariba Network.
- **Ariba Network fees:** When transacting with Intel, your supplier fees will be paid by Intel. *IMPORTANT: You may be required to pay supplier fees when transacting with other buyers over the Ariba Network.*
- **Next steps:** SAP Ariba will send you the information you need to join the Ariba Network in 7-10 days.
- Your Intel contact is aware that you will be receiving an invitation to join the Ariba Network.

Do This:

- Look for an email from intelenablement@ariba.com describing your new Ariba Network account and what you need to do to get started in 7-10 days.
- If you have **an existing Ariba Network ID**, log in using that account to accept the **Trading Relationship Request (TRR)** with Intel.
- For additional **resources** visit supplier.intel.com/aribanetwork

Review Intel Specifications

Supported Documents

Intel project specifics:

- **Tax data** is accepted at the header or line item level of the invoice.

Supported

- **Purchase Order Confirmations**

Apply against a whole PO

- **Detail Invoices**

Apply against a single purchase order referencing a line item

- **Partial Invoices**

Apply against specific line items from a single purchase order

- **Invoice Against Contracts**

Used for purchases procured against a contract

- **Line Level Credit Invoices/Credit Memos**

Item level credits; quantity adjustments

Review Intel Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Intel
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Intel
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Intel will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on SAP Business Network
- **Paper Invoices**
Intel requires invoices to be submitted electronically through SAP Business Network; Intel will no longer accept paper invoices
- **Header Level Credit Memos**
Credit Memos applied against whole invoices; not accepted by Intel
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item
- **Non-PO Invoices**
Invoice for charges not procured through a Purchase Order
- **Service Invoices**
Invoices that require service line item details
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **BPO Invoices**
Invoices against a blanket purchase order
- **Contract Invoices**
Apply against contracts

SAP Business Network Helps You...



60% average reduction in operating costs

Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



30% growth in existing accounts
35% growth in new business

Increase your revenue

- Become searchable customers using the BN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



15% increase in customer retention

Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

80% efficiency & transform business operations



Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

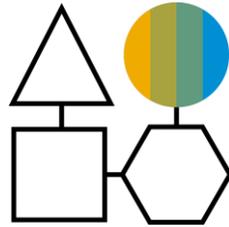
62% decrease in late payments



Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

[Enablement Tasks](#)

[AribaPay Enrollment](#)

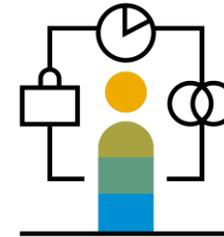
[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)

[AribaPay Remittance Information](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Test Accounts](#)

Supplier Fee Schedule

- ❖ **Intel covers all fees for your transactions with Intel on the SAP Business Network**
- ❖ The fee structure below may be applicable to you if your company transacts with other customers on the SAP Business Network
- ❖ Please direct any questions to ariba-enablement@intel.com

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

Fee Threshold

\$50,000 and 5 Documents

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

Subscription Fees

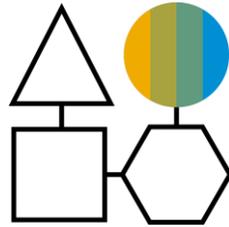
Billed once a year

Annual Document Count Across <u>All</u> 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**

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>

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

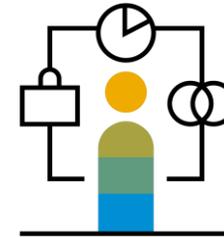
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

Intel Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that SAP Business Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.



Remittance & Payment Methods

These items **MUST BE UPDATED OUTSIDE SAP Business NETWORK**, while transacting with Intel

Instructions below:

Please go to [SUPPLIER.INTEL.COM](https://supplier.intel.com) to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.
 - The email will come from ordersender-prod@ansmtp.ariba.com



Connect with Intel Corporation to collaborate on SAP Business Network!

To John Doe at Acme Supplier,

Intel Corporation, would like to invite you to connect with us on SAP Business Network.

Intel uses the SAP Business Network to provide a more efficient, easy-to-use collaboration platform for its inbound supply chain. Transacting electronically on the SAP Business Network is the standard way of doing business with Intel.

The SAP Business Network is Intel's primary supplier collaboration system for viewing PO's, submitting invoices against those PO's, and maintain catalogs as appropriate.

NOTE: Many companies already have an SAP Business Network account. When accepting the Trading Relationship Request, you may use your EXISTING account credentials to sign in instead of signing up for a NEW account.

You should have received the **SAP Business Network Introductory Letter** from Intel stating that transacting electronically on the Ariba Network is mandatory. **When transacting with Intel, your supplier fees will be paid by Intel.**

Click Get started to connect.

Get started

Accept Trading Relationship Request

<ordersender-prod@ansmtp.ariba.com>

Connect with Your Customer on SAP Business Network to collaborate.

Invited by: [Your Customer, Supplier Enablement Team](#)

Invited by Hannah Galvan, US Supplier Enablement Team

We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

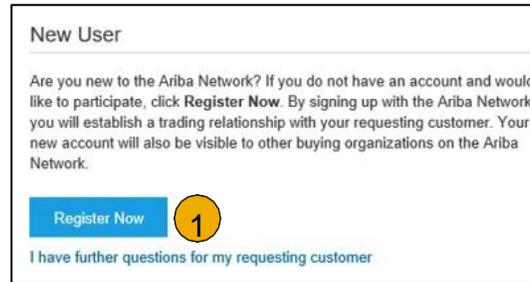
or

ⓘ

ⓘ

Register as a New User

1. Click **Register Now**
2. Enter Company Information fields marked required with an asterisk (*) including:
 - **Company Name**
 - **Country**
 - **Address**
3. Enter User Account information marked required with an asterisk (*) including:
 - **Name**
 - **Email Address**
 - **Username (if not the same as email address)**
 - **Password**
4. Accept the **Terms of Use** by checking the box.
5. Click **Create Account** to proceed to your home screen.



Create a free company account to connect with your customers on SAP Business Network

Company information ②

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

Address line 3

City *

State *

Zip *

Administrator account information ③

First name * Last name *

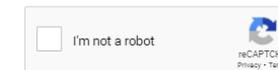
Email *

Use my email as my username

Password * Repeat password *

Business role *

- ④ I have read and agree with the [Terms of Use](#)
Please read [Privacy Statement](#) to learn how we process personal data.



⑤

Accept Relationship as an Existing User

1. **Log in** using your current SAP Business Network username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

1. Click the initials in the top-right corner of your home page to view the **Company Settings Dropdown** menu.
2. Select **Company Profile** from the Company Settings dropdown menu.
3. Complete mandatory fields in **Company Profile** (marked with an asterisk).

The screenshot illustrates the steps to complete a user profile in SAP Ariba Network. It shows the initial dropdown menu, the selection of the 'Company Profile' option, and the subsequent 'Company Profile' configuration page. The 'Overview' section includes fields for company name, network ID, short description, website, public profile, and privacy statement. The 'Address' section includes fields for address lines, city, postal code, state, and country. Mandatory fields are indicated by an asterisk (*).

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

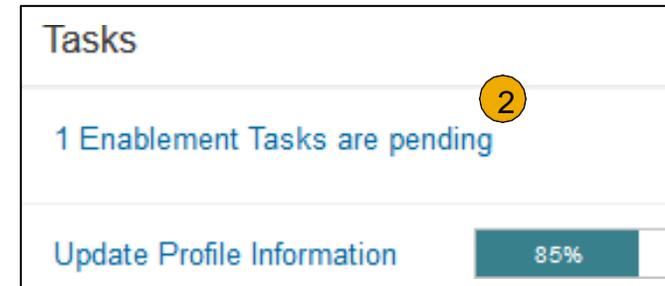
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings.
3. Click on **Notifications** under Company Settings.
4. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
5. **Note: You can enter up to 3 email addresses per notification type.** You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' page with a dropdown menu open. The dropdown menu is titled 'Tyrelle Farris' and contains several options. The 'Settings' option is highlighted with a yellow circle labeled '2'. The 'Notifications' option in the main menu is highlighted with a yellow circle labeled '3'. The 'Network' tab is selected in the 'Network Notifications' section, highlighted with a yellow circle labeled '4'. The 'Network Notifications' table is shown with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Order' notification type is selected, and the email address 'xinjie.li@asm.com' is entered in the 'To email addresses' field, highlighted with a yellow circle labeled '5'. The 'Save' and 'Close' buttons are visible at the bottom right of the page.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	xinjie.li@asm.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send a notification when purchase order inquiries are received.	xinjie.li@asm.com
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. <input type="checkbox"/> Send a notification when time sheets are undeliverable.	xinjie.li@asm.com
Pending Queue	<input type="checkbox"/> Send a notification when Items delivered through pending queue are not acknowledged.	xinjie.li@asm.com

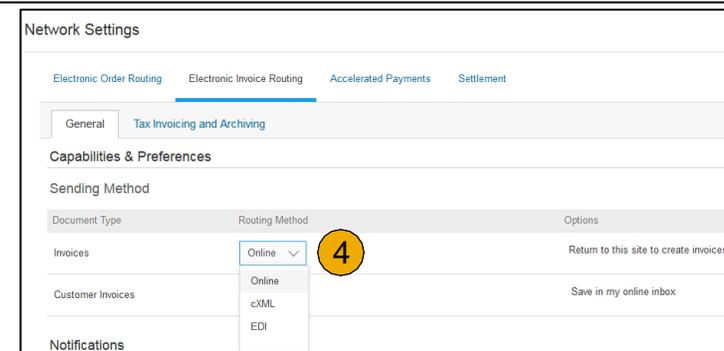
Configure Your Enablement Tasks

1. From the home screen, select the **Enablement** Tab.
2. Click on the **Enablement Tasks are pending** link.
3. Select necessary pending tasks for completion.
4. Choose one of the following routing methods for **Electronic Order Routing and Electronic Invoice Routing**:
Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications. See slide 27 for integration contacts.



Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

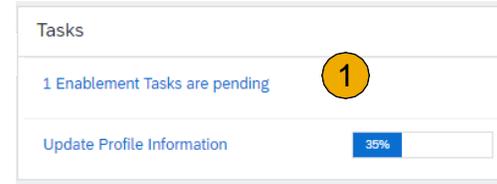
Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.



Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email**
 - **Fax**
 - **cXML pending queue**
(available for Order routing only)
3. **Configure** e-mail notifications

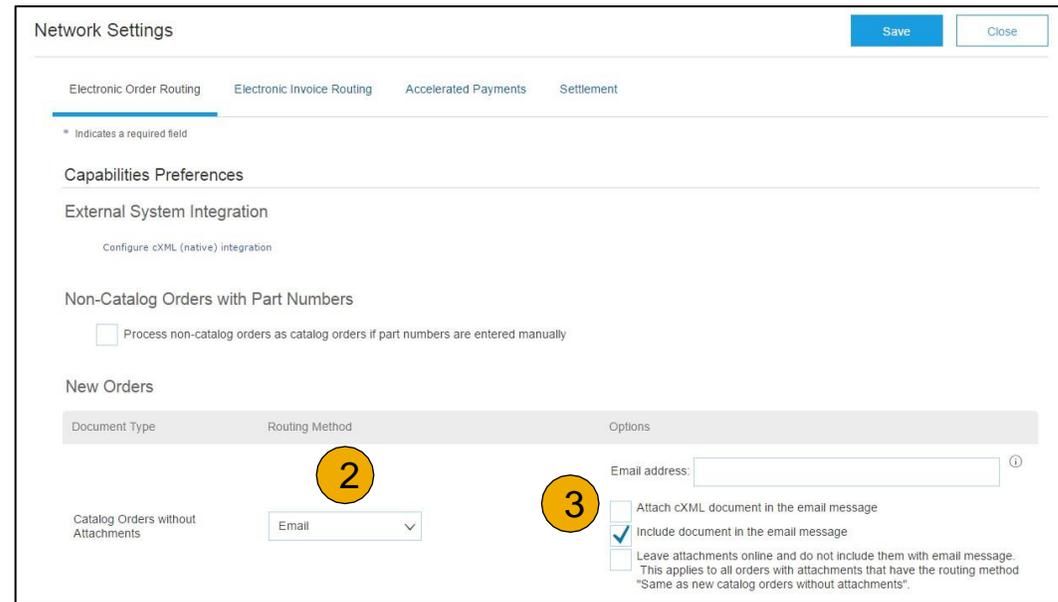
Note: This is important in order to ensure that the appropriate contacts are notified when POs are sent or statuses change.



Tasks

1 Enablement Tasks are pending

Update Profile Information 35%



Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your BN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your BN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with your customer. Please contact ariba-enablement@intel.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings.
3. Select **Electronic Invoice Routing**.
4. Choose one of the following methods for **Electronic Invoice Routing**: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
5. Click on **Tax Information and Archiving** to enter Tax ID, VAT ID and other supporting data.

Note: This is important in order to ensure that the appropriate contacts are notified when Invoices are sent from you're an account or statuses change.

The screenshot shows the 'Electronic Invoice Routing' configuration page. The 'Tax Invoicing and Archiving' tab is selected, and the 'Routing Method' dropdown is open, showing 'Online' as the selected option. The 'Tax Information' section is visible below, with a '5' callout pointing to the 'Tax ID' field.

The screenshot shows the 'Company Settings' dropdown menu. The 'Settings' option is highlighted, and the 'Electronic Invoice Routing' option is selected in the dropdown menu. A '1' callout points to the user initials 'TF' in the top right corner.

Configure Your Remittance Information

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Remittances**.
3. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
4. Complete all required fields marked by an asterisk in the **Remittance Address** section.
5. Select one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The image shows two screenshots from a web application. The top screenshot is titled 'Network Settings' and has four tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is active. Below the tabs, there is a section for 'EFT/Check Remittances' with a table header containing 'Address', 'City', and 'State'. At the bottom of this section are buttons for 'Edit', 'Delete', and 'Create'. The 'Create' button is circled with a yellow '3'. The bottom screenshot is titled 'Create Remittance Address / Payment Info'. It contains instructions and a form. The form has a section for 'Remittance Address' with four input fields for 'Address 1' through 'Address 4'. Below these are fields for 'City', 'State', and 'Postal Code', all marked with an asterisk. There is also a 'Country' dropdown set to 'United Kingdom [GBR]' and a 'Contact' dropdown set to 'Select contact'. At the bottom right of the form is a checkbox labeled 'Make this address default' which is circled with a yellow '5'. A yellow '4' is also placed over the 'Address 1' field.

The image shows a user profile dropdown menu. At the top right, there is a user profile card for 'Tyrelle Farris' with initials 'TF' and a yellow '1' circled next to it. Below the profile card is a list of menu items: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Tyrelle EC Test', 'ANID: AN01', 'Premium Package', 'Company Profile', 'Service Subscriptions', 'Settings' (circled with a yellow '2'), and 'Logout'. To the left of the 'Settings' item is a right-pointing arrow. Below the profile card is a list of settings categories: 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances' (circled with a yellow '2'), 'Data Deletion Criteria Rule', 'Data Deletion Criteria', 'Network Notifications', and 'Audit Logs'.



Remittance & Payment Methods

These items **MUST BE UPDATED OUTSIDE SAP Business NETWORK**, while transacting with Intel

Instructions below:

Please go to [SUPPLIER.INTEL.COM](https://supplier.intel.com) to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

Edit Delete Create

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1: * |

Address 2: *

Address 3: *

Address 4: *

City: *

State: *

Postal Code: *

Country: * United Kingdom [GBR]

Contact: Select contact

Make this address default

Demo Supplier 111 - ...

ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All



Remittance & Payment Methods

These items **MUST BE UPDATED OUTSIDE SAP Business NETWORK**, while transacting with Intel

Instructions below:

Please go to [SUPPLIER.INTEL.COM](https://supplier.intel.com) to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Configure Your Remittance Information Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country Area Number

Bank Phone: USA 1

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country Area Number

Bank Phone: USA 1

3

Credit Card

Accept credit card: Yes No



These items MUST BE UPDATED OUTSIDE SAP Business NETWORK, while transacting with Intel

Instructions below:

Please go to [SUPPLIER.INTEL.COM](https://supplier.intel.com) to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Review Your Relationships

Current and Potential

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Customer Relationships**.
3. Choose to accept customer relationships either automatically or manually.
4. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
5. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 5

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 3

Pending

Customer	Requested Date
No items	

Approve Reject 4

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQz9VD565589b21009590920	25 Nov 2015

Reject 4

Rejected

Customer	Rejected Date
No items	

1 TF

Tyrelle Farris

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Tyrelle EC Test

ANID: AN01

Premium Package

Company Profile

Service Subscriptions

Settings 2 >

Logout

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria Rule

Data Deletion Criteria

Network Notifications

Audit Logs

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles (Administrator Only)

1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Users**. The **Manage Roles** page will load.
3. Click on the **'Plus Sign'** button in the Manage Roles section and enter the required fields for the Role. Name is required and Description is optional.
4. Add **Permissions** to the Role that corresponds to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
 - Note: Descriptions of each permission are shown to the right of the **Permissions** table.
5. Click **Save** when all necessary permissions are added.

The screenshot illustrates the SAP user management interface. At the top right, a user profile for Tyrelle Farris is visible, with a '1' in a yellow circle next to the initials 'TF'. A dropdown menu is open, showing 'ACCOUNT SETTINGS' and 'NETWORK SETTINGS'. Under 'ACCOUNT SETTINGS', 'Users' is highlighted with a '2' in a yellow circle. The 'Manage Roles' page is displayed, showing a '3' in a yellow circle next to a plus sign button. Below this, the 'Create Role' form is shown, with a '3' in a yellow circle next to the 'Name' field. The 'Permissions' table is visible, with a '4' in a yellow circle next to the 'API Development Access' permission. At the bottom, the 'Assign Users' section is shown, with a '5' in a yellow circle next to the 'Save' button.

1 Tyrelle Farris
My Account
Link User IDs
Contact Administrator
Switch to Test Account

2 ACCOUNT SETTINGS
Customer Relationships
Users
Notifications
Account Hierarchy
Application Subscriptions
Account Registration
NETWORK SETTINGS
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Data Deletion Criteria Rule
Data Deletion Criteria
Network Notifications
Audit Logs

Tyrelle EC Test
ANID: AN01
Premium Package
Company Profile
Service Subscriptions
Settings **2** >
Logout

Customer Relationships Users Notifications Account Hierarchy
Manage Roles Manage Users Manage Unapproved Users Manage User Authentication

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters
Permission
Select permission assigned
Apply Reset

3 +

Role Name	Users Assigned	Actions
Administrator		

Create Role Save Cancel

* Indicates a required field

New Role Information
Name: *
Description:

Permissions
Each role must have at least one permission.
Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access 4	Access to API development using the SAP Arriba developer portal.
<input type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Arriba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types

Assign Users (0)
You can add users to this role. +

Username	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.				

5 Save Cancel

Set Up User Accounts

Create Users (Administrator Only)

1. To **Create a User** Click on the **Manage Users** tab at the top of the page.
2. Click the **'Plus Sign'** button and complete all required fields for the user being created (Marked with an asterisk)
3. Select a role in the **Role Assignment** section.
4. Click on **Done** when finished.

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration API management

Manage Roles **1** Manage Users Manage Unapproved Users Manage User Authentication

Users (0)

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

Apply Reset

2 +

Username Email Address First Name Last Name Ariba Discovery Contact Role Assigned Authorization Profiles Assigned Customer Assigned Actions

Create User Done Cancel No items

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

3 Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Country Area Number

Office Phone: USA 1

Role Assignment

Name	Description
<input type="checkbox"/> Proposals and Contracts Access	Access Proposals and Contracts

Customer Assignment

Assign to Customer: All Customers Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

4 Done Cancel

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. Click on the **Manage Users** tab.
2. Click the **Actions** button to **Edit** the user. Note: Available options under **Actions** dropdown are the following;
 - Edit
 - Delete
 - Make Administrator
3. Click on the **Reset Password** button to reset the password of the user (If Necessary).
 - **Note:** Once a user is created the Admin can only edit the Role Assignment or reset the password. Edits to the User's Name and Email will need to be changed by that User directly.

The screenshot displays the SAP User Management interface. At the top, there are navigation tabs: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Below these, there are sub-tabs: 'Manage Users' (highlighted with a yellow circle '1'), 'Manage Unapproved Users', and 'Manage User Authentication'. The main area shows 'Users (1)' with a checkbox to 'Enable assignment of orders to users with limited access to Ariba Network.' and a 'Filter' section with a search box for 'Username' containing 'Enter username' and a '+' button. Below the filter are 'Apply' and 'Reset' buttons. A table lists user details for 'Test-FakeUser@sap.com'. The 'Actions' column for this user has a dropdown menu (highlighted with a yellow circle '2') containing 'Edit', 'Delete', and 'Make Administrator'. Below the table are 'Add to Contact List' and 'Remove from Contact List' buttons. The 'Edit User' form is shown below, with 'Save' and 'Cancel' buttons at the top right. The form contains 'Selected User Information' (Username: Test-FakeUser@sap.com, Email Address: tyrelle.farris@sap.com, First Name: Fake Tyrelle, Last Name: Fake User, Office Phone:), three checkboxes for 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact.', and 'Limited access.', and a 'Reset Password' button (highlighted with a yellow circle '3'). Below this is the 'Role Assignment' section with a table showing 'Proposals and Contracts Access' with a checked checkbox. At the bottom is the 'Customer Assignment' section with radio buttons for 'All Customers' (selected) and 'Select Customers'. 'Save' and 'Cancel' buttons are at the bottom right of the form.

Enhanced User Account Functionality

1. Click the initials in the top-right corner of your home page to view the User Account Navigator. It enables you to:

- Quickly access your personal user account information and settings
- Link your multiple user accounts
- Switch to your test account

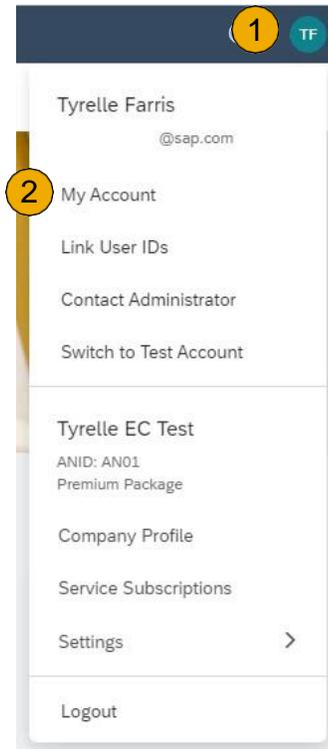
Note: If you have multiple user accounts linked, the User Account Navigator each of those user accounts.

2. Click on **My Account** to view your Account Information.

3. If necessary, Complete or update all required fields marked by an asterisk within the **Account Information, Preferences and Contact Information** sections.

Note: If you change username or password, remember to use it at your next login.

4. Hide personal information if necessary by **checking the box** in the Contact Information Preferences section.

A screenshot of the 'Account Settings' form. At the top, it says 'Account Settings' and '* Indicates a required field'. The form is divided into sections: 'Account Information', 'Preferences', 'Contact Information', and 'Contact Information Preferences'. In the 'Account Information' section, 'Username' and 'Email Address' are required fields (marked with an asterisk) and are highlighted with a yellow circle '3'. 'First Name', 'Middle Name', and 'Last Name' are also required. 'Business Role' is a dropdown menu. The 'Preferences' section includes 'Preferred Language' (English), 'Preferred Timezone' (IET), and 'Default Currency' (US Dollar) with a 'Select Currency' button. There is a checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox'. The 'Contact Information' section includes 'Phone' (Country: USA 1, Area, Number, Extension), 'Address 1' (210 Sixth Avenue), 'Address 2', 'Address 3', 'City' (Pittsburgh), 'State' (Pennsylvania [US-PA]), 'Zip' (15211), and 'Country/Region' (United States [USA]). The 'Contact Information Preferences' section has a checkbox for 'Hide my personal contact information.' highlighted with a yellow circle '4'. At the bottom right, there are 'Save' and 'Close' buttons.

Set Up a Test Account

- **Note:** To set up your **Test Account** you need to be on the Home Page of your account.
- 1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
- 2. Select **Switch to Test Account**. The **Switch To Test Account** button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
- 3. Click **OK** when the SAP Business Network displays a warning indicating You are about to switch to Test Mode.
- 4. Create a **Username** and **Password** for your test account and click **OK**. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
 - Note:** Test account transactions are free of charge.
- 5. The Network will always display which mode you are currently accessing in the top left corner of the screen (Production or Test).
- Note Your Test account ANID has the suffix “-T” appended to your SAP Business Network ID (ANID).

The screenshot illustrates the steps to switch to Test Mode and create a test account. It is divided into five numbered sections:

- 1:** A user profile dropdown menu for Tyrelle Farris (@sap.com) is shown. The 'Switch to Test Account' option is highlighted with a yellow circle.
- 2:** The 'Switch to Test Account' button is shown in a larger view, with a yellow circle highlighting it.
- 3:** A 'Changing Account Mode' dialog box is displayed. It contains a warning message: 'When you switch, Arba Network logs you off of your Production Mode. To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK.' Below this, it states: 'The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively. Note: Supplier fees do not apply for Test accounts.' The 'OK' button is highlighted with a yellow circle.
- 4:** The 'Create Test Account' form is shown. It includes a text area with the message: 'You are about to create a new account in the Test Mode. The trading relationship with the...'. Below this are three input fields: 'Username:*' (containing 'test-ArbaSup@s.c'), 'Password:*' (masked with dots), and 'Confirm Password:*' (masked with dots). A yellow circle highlights the 'Username' field.
- 5:** The bottom of the screen shows the 'Enterprise Account' header. A red button labeled 'TEST MODE' is highlighted with a yellow circle.

Section 3: Purchase Order Management



[View Purchase Orders](#)



[Purchase Order Detail](#)

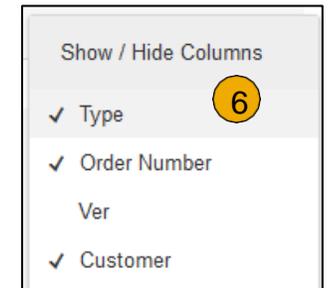
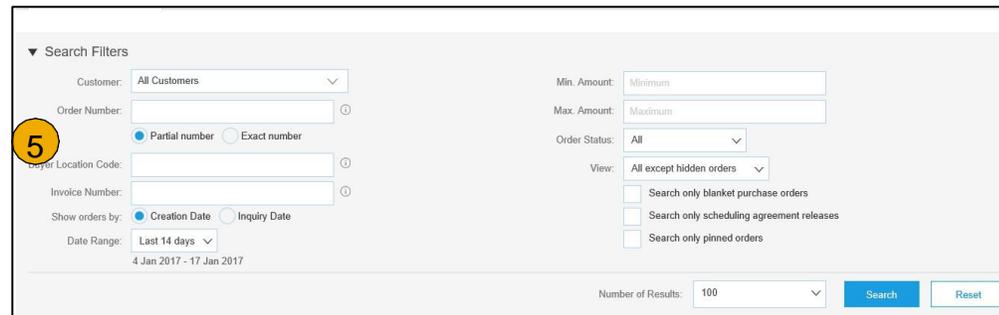
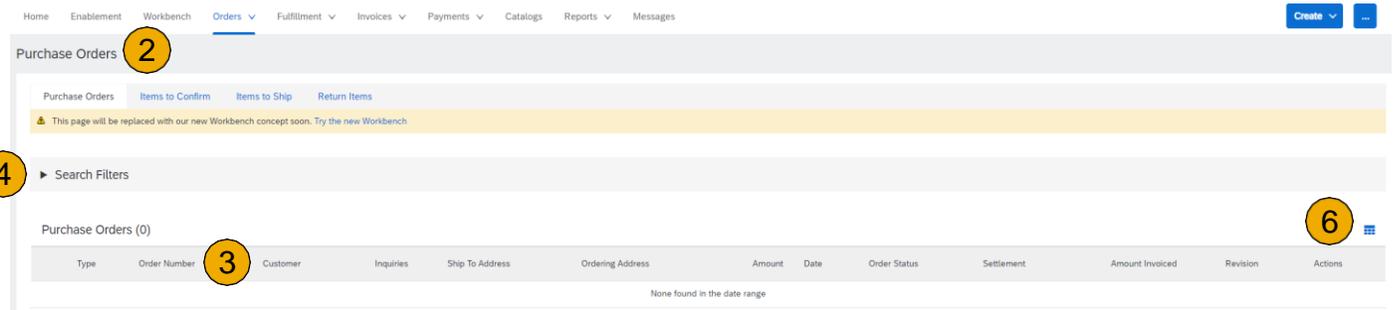
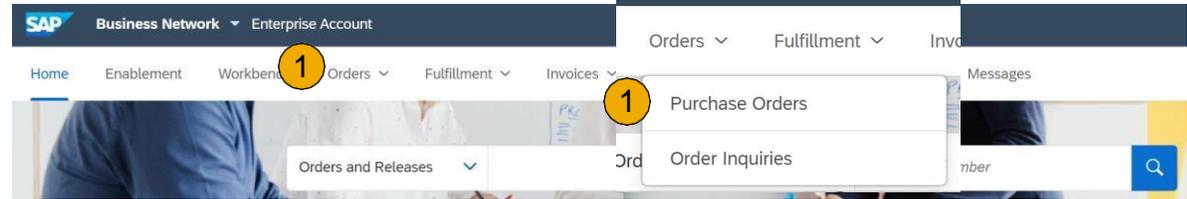


[Create PDF of Purchase Order](#)

Manage POs

View Purchase Orders

1. Click on **Orders** tab to manage your **Purchase Orders**.
 1. Select **Purchase Orders** in the dropdown menu.
2. **Purchase Orders** is presented as a list of the Purchase Orders received by Intel.
3. Click the link on the **Order Number** column to view the purchase order details.
4. Search filters allows you to search using multiple criteria. Click the arrow next to **Search Filters** to display the query fields.
5. Enter your criteria and click **Search**.
6. Toggle the **Table Options Menu** to view ways of organizing your Purchase Orders Tab.



Manage POs

Purchase Order Detail

1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Intel wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547 1

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

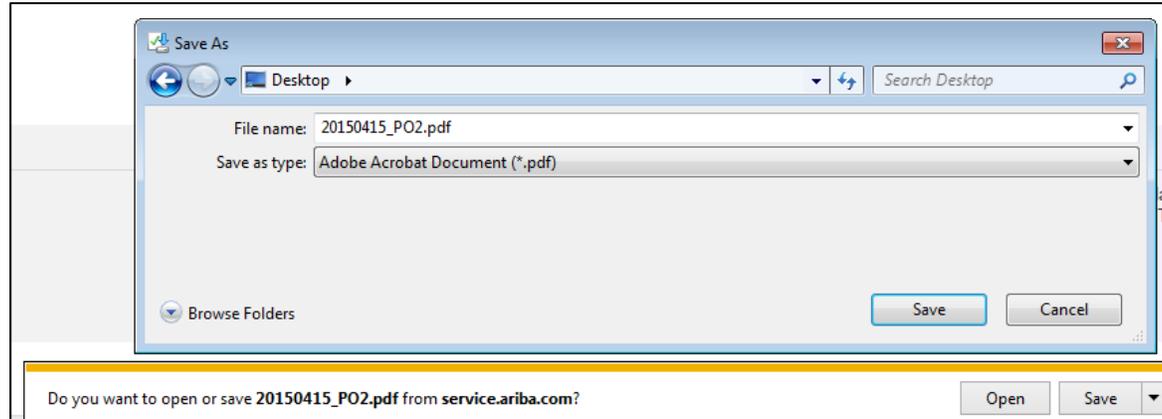
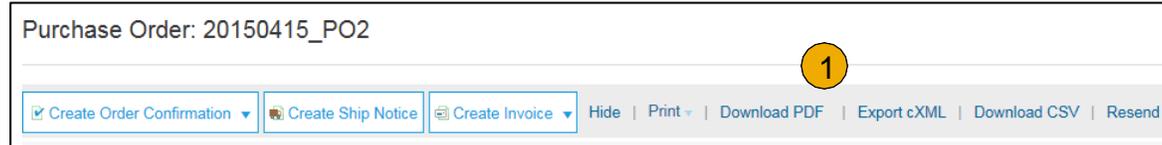
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

Create PDF of PO

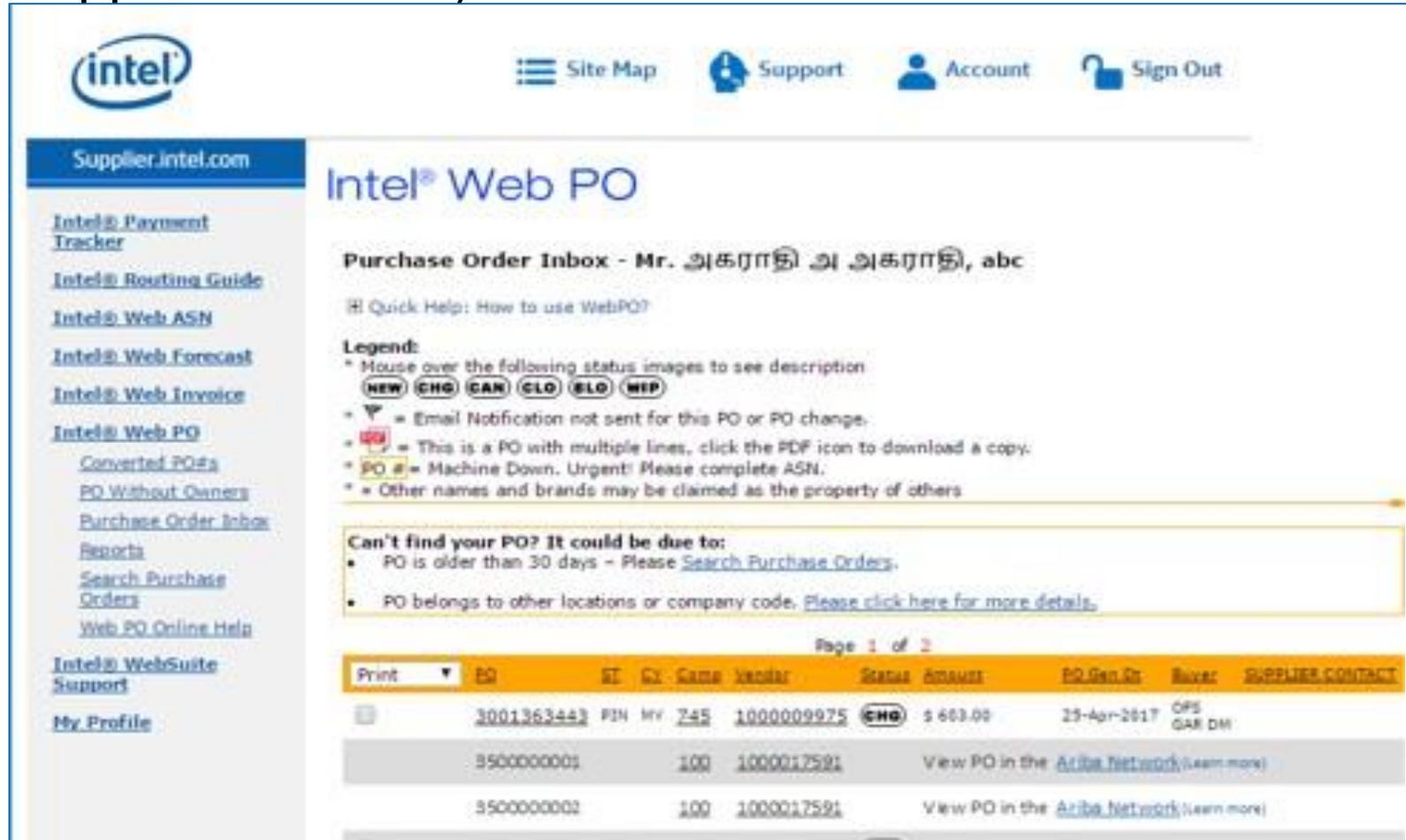
1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



Manage POs

Transact on a PO Where You Can View It (SAP Business Network and Supplier.intel.com)



The screenshot displays the Intel Web PO interface. At the top, there is a navigation bar with the Intel logo, Site Map, Support, Account, and Sign Out links. Below this, the page title is "Intel® Web PO". The main content area is titled "Purchase Order Inbox - Mr. அகராதி அ அகராதி, abc". A legend explains various status icons: NEW, CHG, CAN, CLO, ELO, and WEP. A table lists purchase orders with columns for Print, PO, SI, CL, Name, Vendor, Status, Amount, PO Date, Buyer, and SUPPLIER CONTACT. The table shows three rows of data, with the first row having a status of CHG and a value of \$ 603.00.

Print	PO	SI	CL	Name	Vendor	Status	Amount	PO Date	Buyer	SUPPLIER CONTACT
	3001363443	FIN	MY	745	1000009925	CHG	\$ 603.00	23-Apr-2017	OPS	GAR DH
	3500000001		100		1000017591					View PO in the Arriba Network (Learn more)
	3500000002		100		1000017591					View PO in the Arriba Network (Learn more)

Intel WebPO

- POs sent to the SAP Business Network are not viewable in WebPO
- A link to the SAP Business Network is provided

Manage POs

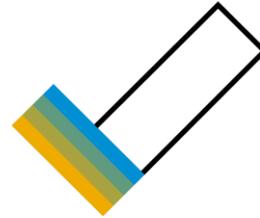
Transact on a PO Where You Can View It (SAP Business Network and Supplier.intel.com)

The screenshot shows the Intel Web Invoice portal. At the top left is the Intel logo. To the right are navigation links: Site Map, Support, Account, and Sign Out. Below the Intel logo is a blue header with 'Supplier.intel.com'. The main content area is titled 'Intel® Web Invoice'. On the left is a sidebar menu with links: Intel® Web Invoice (with sub-links: Create New Invoice, Converted PO #s, Invoice Status, Create Credit Memo, Online Help, Down Payment Help), Intel® Payment Tracker, Intel® Web PO, Intel® Web ASN, Intel® Web Suite Support, and My Profile. The main content area features a 'Create New Invoice' section with a form: 'Enter PO#: 3500000761' followed by a 'Create' button and a 'Search for a PO' link. Below the form, a message states: 'Invoices for PO 3500000761 must be submitted on the [Ariba Network](#) (Learn more)'. At the bottom, there is a footer with 'IMPORTANT: Use of this site indicates assent to our [Terms Of Use](#) | * [Trademarks](#) | [Privacy Policy](#) .' and '©Intel Corporation'.

Intel Web Invoice

- For POs sent to the SAP Business Network, invoices need to be submitted in SAP Business Network
- Web Invoice will block submission and provide a link to SAP Business Network

Section 4: Other Documents



Order Confirmations (OC)

[Confirm Entire Order](#)

[Reject Entire Order](#)

[Update Line Items](#)

Mandatory Order Confirmation

Confirm Entire Order

You must submit an order confirmation for all orders to either confirm or reject entire order.

This slide explains how to Confirm Entire Order.

- 1. Enter** Confirmation Number which is any number you use to identify the order confirmation.
- 2. If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
- 3. You can group** related line items or kit goods so that they can be processed as a unit.
- 4. Click** Next when finished.
- 5. Review** the order confirmation and click Submit.
- 6. Your order confirmation is sent to Intel.**

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO1

Customer: Ariba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

4

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)

Purchase Order: 20150415_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order **1**

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirmation #: |

Rejection Reason: Please Select **2**

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

REJECT ENTIRE ORDER **1**

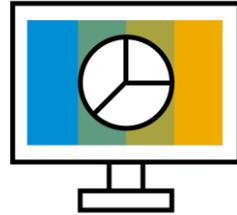
Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



Invoice Methods

[PO Flip](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Scheduled Payments](#)

[Invoice History](#)

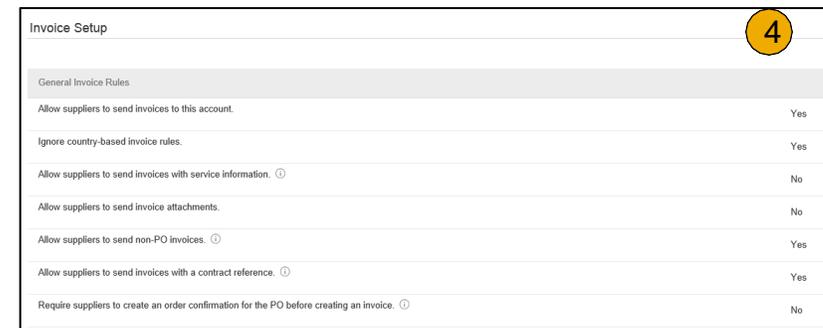
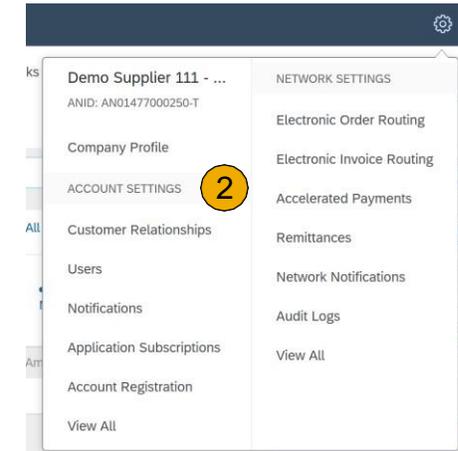
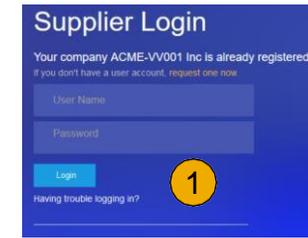
[Invoice Reports](#)

[Invoice Archival](#)

Review Intel Invoice Rules

These rules determine what you can enter when you create invoices.

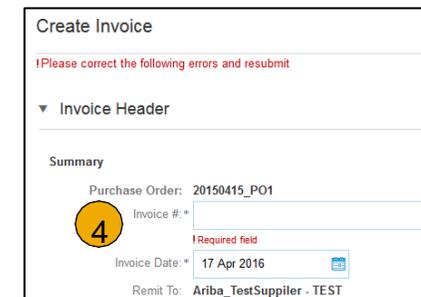
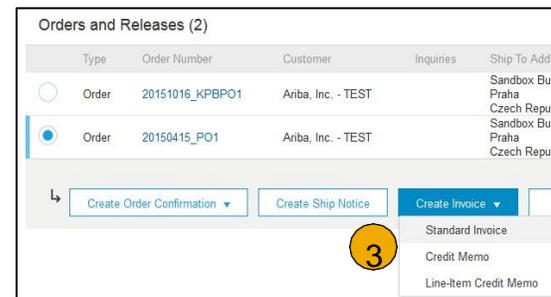
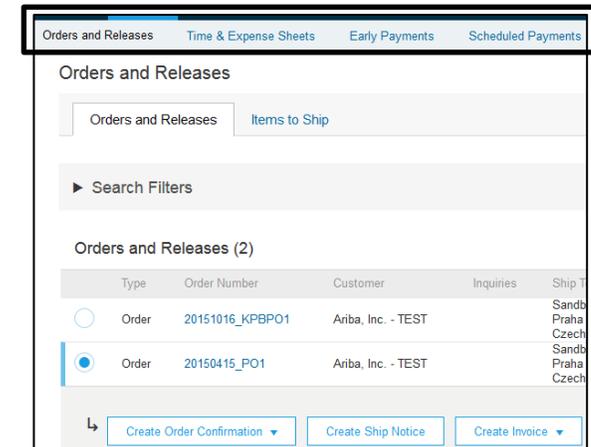
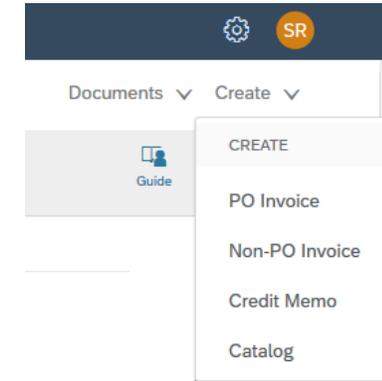
1. Login to your SAP Business Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Intel).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. Click Done when finished.



Invoice via PO Flip (Invoicing against a PO)

To create a PO-Flip invoice (or an invoice derived from a PO that you received via SAP Business Network):

1. From the home screen within your SAP Business Network account, select the **Create** dropdown menu and select **PO Invoice**.
 2. For PO Invoice select a **PO number**.
 3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
 4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Intel.
- **Note:** PO Flip Invoicing = “create invoice against a PO.”



Invoice via PO Flip (Invoicing against a PO) Header

Invoice is automatically pre-populated with the PO 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. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Comment and Attachment.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:* INV_1084497223 1

Invoice Date:* 15 Apr 2016 2

Remit To: DEFAULT VALUE 2

Tax 3

Header level tax ⓘ Line level tax ⓘ

* Indicates required field

Add to Header ▼

Tax 4

Shipping Documents

Additional Reference Documents and Dates

Comment

Attachment

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	sleeve-1224	Laptop Sleeve, Designed for 13-13.3 Laptops, reinforced edges and corners offer well protection and extra padding in the bottom safeguards against any potential damages 5		10	EA	20.00 EUR	200.00 EUR

Invoice via PO Flip (Invoicing against a PO)

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** or **Subtotal** 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. If tax is to be applied at the line item level, **select** all the applicable line items using the Line Item # checkbox.
4. **Select** the appropriate Tax Category from the drop down.
5. **Input** the appropriate Tax Amount or Rate (%) for each line item selected.

Quantity	Unit	Subtotal
<input type="text" value="97"/>	EA	<input type="text" value="\$34,615.00 US"/>

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

Line Item Actions

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

Category: *

Location:

Description:

Regime:

Taxable Amount:

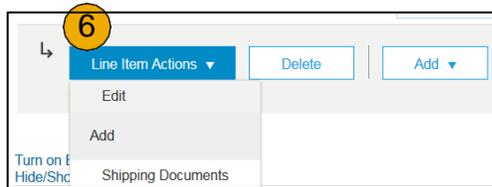
Rate(%):

Tax Amount:

Invoice via PO Flip (Invoicing against a PO)

Detail Line Items

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



A screenshot of the 'Line Items' table. A yellow circle with the number '6' is placed over the first line item. The table has columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row contains: 1, , MATERIAL, GOODS_01, Copy Paper White, A3, 80gsm (ream 500 sheets), Customer Part #, 5, EA, 0.50 EUR, 2.50 EUR. Above the table are 'Insert Line Item Options' with checkboxes for Tax Category, Shipping Documents, Special Handling, and Discount, and an 'Add to Included Lines' button.

A screenshot of the 'Create Invoice' form. The form is titled 'Create Invoice' and has 'Done' and 'Cancel' buttons at the top right. It shows details for an 'Invoice Item'. The 'Quantity' is 5, 'Unit' is EA, 'Unit Price' is 1.00 EUR, and 'Subtotal' is 5.00 EUR. The 'Part #' is GOODS_01. The 'Description' is 'Copy Paper White, A3, 80gsm (ream 500 sheets)'. The 'Pricing Details' section shows 'Price Unit' as PCE, 'Price Unit Quantity' as 2, and 'Unit Conversion' as 1. The 'Description' for pricing is 'This field specifies that 1 Box is equivalent'. There is an 'Inspection Date' field. The 'Shipping' section shows 'Ship From' as Ariba_TestSupplier - TEST, Praha 5, Czech Republic, and 'Ship To' as Sandbox Buyer - Test, Praha, Czech Republic. The 'Deliver To' is also listed as Sandbox Buyer - Test, Praha, Czech Republic, 2nd Floor, SI Team. There is a 'View/Edit Addresses' link.

Invoice via PO Flip (Invoicing against a PO)

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.



Invoice via PO Flip (Invoicing against a PO)

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
 2. If no changes are needed, click **Submit** to send the invoice to Intel.
 3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
 4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
 5. You may resume working on the invoice by selecting it from **Invoices>Drafts** on your Home page.
- Note: You can keep draft invoices for up to 7 days.

Create Invoice

Update 4 Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary 1

Purchase Order: PO80001005

Invoice #: *

! Required field

Invoice Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB
Canada

Bank Account:
Bill To:

3 Previous Submit 2 Exit

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

SAP Business Network Enterprise Account Back to classic view

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs

Orders and Releases

Invoices

Timestamp Verification

Drafts 5

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **Invoices** tab.
2. Select your previously created Invoice.
3. Click the button on the **Invoices** screen to **Create Line-Item Credit Memo**.
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.
5. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

SAP Ariba Network Enterprise Account

Home Enablement Workbench Orders Fulfillment **1** Invoices Payments Catalogs Reports Messages

⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench

Invoices

Invoices (1)

Type	Invoice #	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date
Standard Invoice	INV1000070764	4900480230	Online	Supplier	Supplier	No	Order				30 Jun 2021

2 **3** [Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Edit](#) [Copy](#) [Create Non-PO Invoice](#) [Create Contract Invoice](#)

Line Items **4** 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

[Line Item Actions](#) [Delete](#)

Turn on Error Dump Hide/Show XML

[Update](#) **5** [Next](#)

6

Subtotal: **\$-32.64 USD**
Total Tax: **\$-2.28 USD**
Total Shipping: **\$-12.00 USD**
Total Gross Amount: **\$-46.92 USD**
Total Net Amount: **\$-46.92 USD**
Amount Due: **\$-46.92 USD**

[Previous](#) **7** [Submit](#) [Exit](#)

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. Select the **Invoices** tab.
2. Either select the **radio button** for the invoice you want to copy, and click **Copy**.
3. Enter a new **Invoice Number**.
4. Edit the other fields as necessary.
5. Click **Next** to review the invoice and save or submit it.

The screenshot shows the SAP Ariba Network interface for an Enterprise Account. The navigation bar includes links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices (highlighted with a yellow circle 1), Payments, Catalogs, Reports, and Messages. A yellow warning banner states: "This page will be replaced with our new Workbench concept soon. Try the new Workbench".

The "Invoices" section displays a table with the following data:

Type	Invoice #	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date
<input type="radio"/> Standard Invoice	INV1000070764	4900480230	Online	Supplier	Supplier	No	Order			

Below the table, there are buttons for "Create Line-Item Credit Memo", "Create Line-Item Debit Memo", "Edit" (circled with a yellow circle 2), "Copy", "Create Non-PO Invoice", and "Create Contract Invoice".

The "Create Invoice" section has buttons for "Update", "Save", "Edit" (circled with a yellow circle 5), and "Next".

The "Invoice Header" section includes a summary table:

Summary	
Purchase Order:	PO2017-06-05VV001ID01
Invoice #:	INV ID001
Invoice Date:	5 Jun 2017
Supplier Tax ID:	1234567890
Remit To:	ACME-VV001 Inc

Summary totals: Subtotal: 450.00 EUR, Total Tax: 9.00 EUR, Amount Due: 459.00 EUR. A "View/Edit Addresses" link is also present.

Yellow circles 3 and 4 highlight the "Invoice #:" and "Invoice Date:" fields in the summary table, respectively.

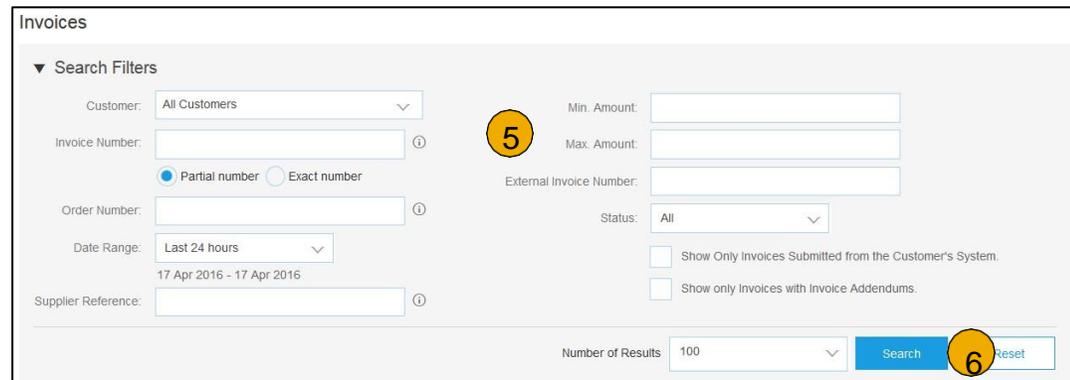
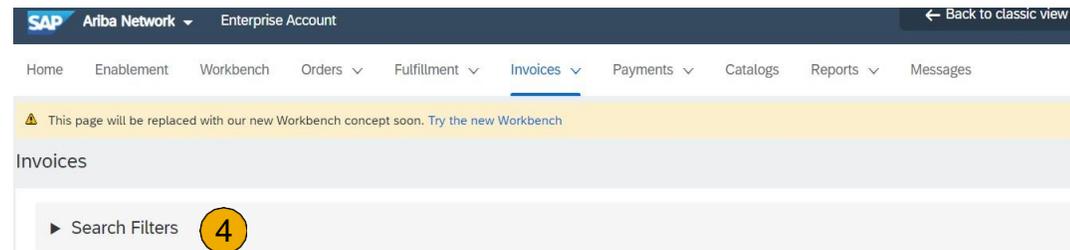
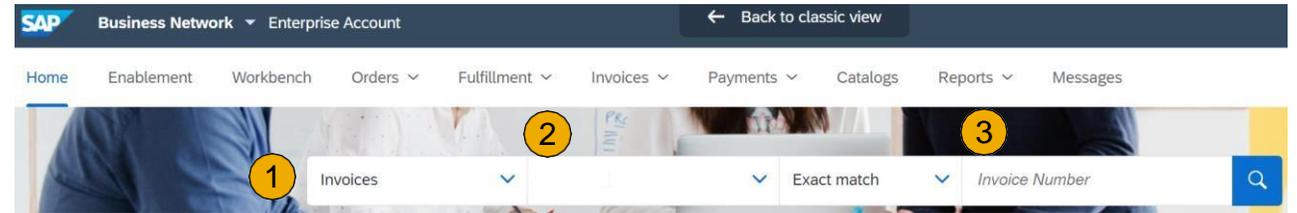
Search for Invoice

Quick Search:

1. From the **Home** tab, select **Invoices** in the Document type to search.
2. Select **Intel** from customer dropdown menu.
3. Enter **Document #**, if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Click **Search Filters** from the Invoices tab.
5. Enter the criteria to build the desired search filter.
6. Click **Search**.



Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Invoices** tab by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Intel via the SAP Business Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Intel 's action on the Invoice.

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

Scheduled Payments

Viewing Payment Proposal

Once an Invoice is in 'Approved' status a Payment Proposal is generated under Scheduled Payments to show the proposed payment date for the Invoice.

1. Click on the **Payments** tab within your SAP Business Network account.
2. Click on **Scheduled Payments**.
3. Click on the **Reference** number for the desired Invoice.
4. Click on the **Scheduled Payments** tab. The proposed payment date will be populated in the **Planned Payment Date** field. The Scheduled Payment Status should also be taken into consideration.
5. Click on the **Payment Proposal** number to view the Payment Timeline if desired.

NOTE: You can also view Scheduled Payments for specific invoices in your online **Invoices** tab by selecting the Invoice # and clicking on the Scheduled Payments tab.



Scheduled Payments (15)		
Payment Proposal	Customer	Reference
10008250388932018001	Intel Corporation - TEST	ENL3220/1099-I.1

The screenshot shows the 'Scheduled Payments' detail view for the payment proposal 10008250388932018001. The 'Detail' tab is selected, and the 'Scheduled Payments' section is highlighted with a yellow circle labeled '4'. A table below shows the payment details, with the 'Payment Proposal' column highlighted with a yellow circle labeled '5'. An arrow points from the 'Scheduled Payments' section to the 'Planned Payment Date' column in the table.

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date
10008250388932018001	1 Apr 2018	1 Apr 2018	11 May 2018

Scheduled Payments

Review Invoice Payment Schedule With Your Customer

Scheduled Payment Information:

- **Received Date:** The date the Scheduled Payment document was generated
- **Accepted Date:** The date the Invoice is accepted or the Scheduled Payment document was updated
- **Planned Payment Date:** The date of the projected payment
- **Method:** Payment method used at the time of remittance
- **Original Amount:** The gross amount proposed or paid
- **Discount:** The discount amount proposed or applied
- **Adjustment:** The adjustment amount proposed or applied
- **Amount Due:** The net amount proposed or paid
- **Status:** The status of the payment

Scheduled Payment Document Statuses:

- **Scheduled:** The payment is scheduled for a given date
- **On Hold:** The payment is on hold and will be remitted at a later date
- **Paid:** The payment transaction was remitted
- **Failed:** The payment transaction failed
- **Canceled:** The payment transaction was canceled
- **Available:** A credit amount is available (No scheduled date will be provided)
- **Applied:** An available credit was applied toward a payment and the payment date will be visible after the credit is applied

Invoice: ENL3220/1099-I.1

Done

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

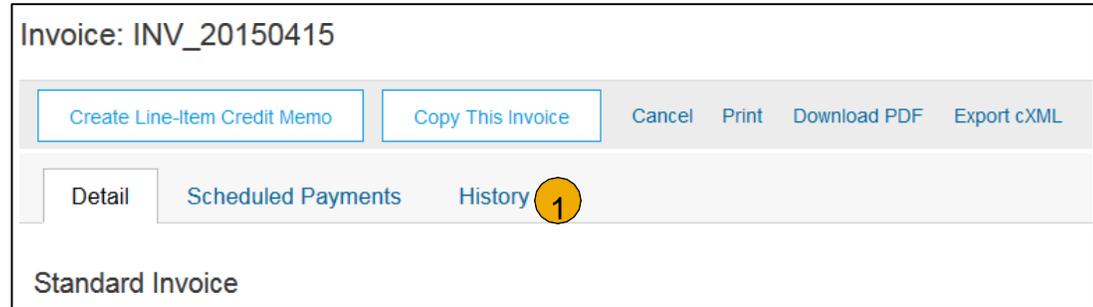
Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Discount	Adjustment	Amount Due	Status	Action
10008250388932018001	1 Apr 2018	1 Apr 2018	11 May 2018		\$1,100.40 USD	\$22.01 USD		\$1,078.39 USD	Scheduled	

Review Invoice History

Check Status Comments

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.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

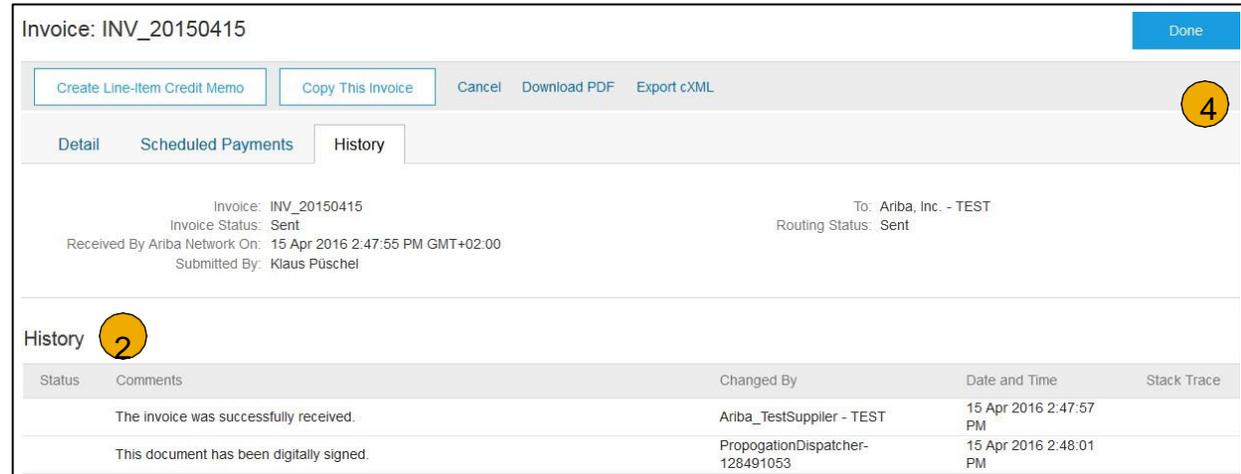


Invoice: INV_20150415

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

Detail Scheduled Payments History 1

Standard Invoice



Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Keep Supplier Information Updated



Remittance & Payment Methods

These items **MUST BE UPDATED OUTSIDE SAP Business NETWORK**, while transacting with Intel

Instructions below:

Please go to [SUPPLIER.INTEL.COM](https://supplier.intel.com) to submit a service request to update your supplier information, e.g., address, remittance, banking information, etc. This existing process will not change with the transition to the SAP Business Network.

Download Invoice Reports

Learn About Transacting

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**.

SAP Ariba Network Enterprise Account

← Back to classic view

Home Enablement Workbench Orders Fulfillment Invoices Payments Cat **1** Reports Messages Create

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete **2** Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.

Invoice Reports

3. Enter required information. Select an invoice Report Type — Failed Invoice or Invoice.
4. Click **Next**.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the **Help Center** of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title:*

Description:

Time zone: US/Michigan

Language: English

Report Type:*

Select

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

Previous 6 Submit Exit

Select

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Tax Book

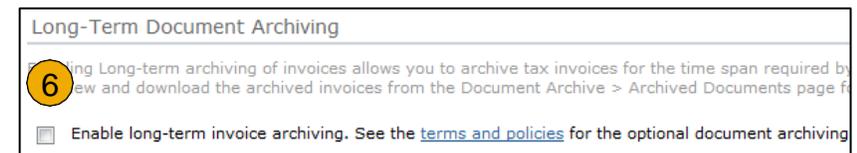
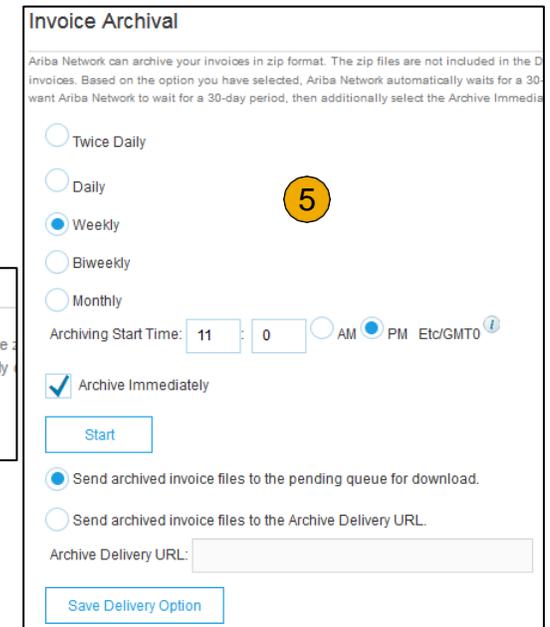
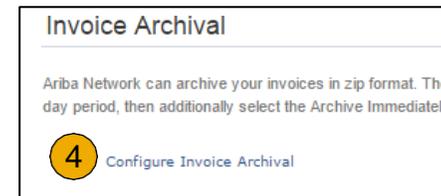
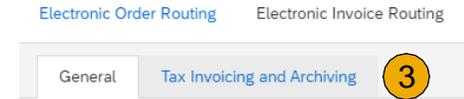
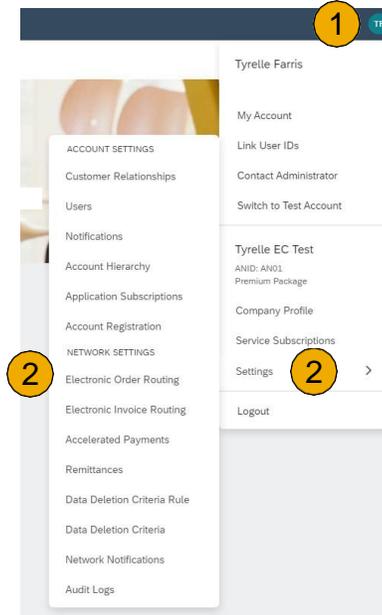
Time Sheet

Next Exit

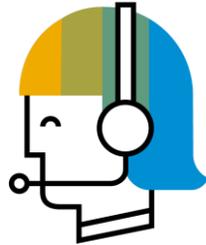
Invoice Archival

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:

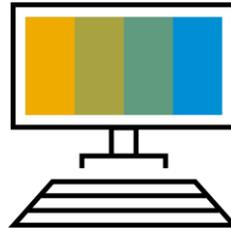
1. Click the initials in the top-right corner of your home page to view the **Company Settings** Dropdown menu.
2. Click on **Settings** under Company Settings and select **Electronic Order Routing**.
3. Select the tab **Tax Invoicing and Archiving**.
4. Scroll down to **Invoice Archival** and select 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 BN 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).
 - **Note:** 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.)



Section 6: SAP Business Network Help Resources



[Customer Support](#)



[Supplier Information Portal](#)



[Additional Resources](#)

[Useful Links and Webinars](#)

[Troubleshoot Your Invoice](#)

Intel Supplier Support

For more information about Intel's initiative and working in multiple systems go to: Supplier.intel.com/aribanetwork

Contact Intel
Go to: Supplier.intel.com/support

Contact SAP Business Network
Go to: [SAP Business Network Help Center](https://SAPBusinessNetwork.com/HelpCenter) or request a call back from Network Support

Documents in SAP Business Network

- My PO is not in my account
- My PO is incorrect or has discrepancies, i.e. quantity, price, delivery date, payment terms, etc.
- The tax amount on my remittance does not match the tax amount I entered
- I don't see the invoices for my PO
- I need to update my company's remittance information

SAP Business Network Login / Access Issues

- I am locked out of my SAP Business Network account
- How do I get a user ID?
- How do I set up my notifications?
- I forgot my password
- How do I configure my account?
- How do I set up a user?

Documents in SAP Business Network

- How do I create an Order Confirmation?
- How do I create an invoice?
- How do I add tax on an invoice?
- How do I add freight on an invoice?
- What do the statuses mean?
- How do I create a credit memo?

SAP Business Network Fee Structure

- Will I be charged fees when I transact with a different customer other than Intel?
- What documents qualify for fees with other customers?

SAP Business Network Document Status

- Why has my PO failed?
- Why was my invoice rejected?

Non-SAP Business Network Transactions Inquiries

- Where do I submit invoices for POs that are not in SAP Business Network?
- What is the status of my PO, Confirmation, or Invoice?

Customer Support

Supplier Support During Deployment

SAP Business Network Registration or Configuration Support

- Contact SAP Business Network Enablement Team at <http://ari.ba/intel-enablement-na>
 - Registration/ Account Configuration
 - Supplier Fees
 - General SAP Business Network Questions

Intel Enablement Business Process Support

- Email Intel Enablement Team at Ariba-Enablement@intel.com
 - Supplier Onboarding Questions

Intel Supplier Information Portal

- Find your supplier information portal [HERE](#)

Supplier Support Post Go-Live

SAP Business Network Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

Training & Resources

Intel Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page in SAP. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is active, showing options for 'Current Relationships' and 'Potential Relationships'. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. The 'Pending' section shows a table with one entry for 'Customer' and 'Approve'/'Reject' buttons. The 'Current' section shows a table with two entries: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' entry has a yellow circle labeled '2' next to it and a 'Supplier Information Portal' link with a yellow circle labeled '3' next to it. The 'Pouliot Industries' entry has a yellow circle labeled '2' next to it. The right sidebar shows the 'Company Settings' menu with a yellow circle labeled '1' next to the 'Customer Relationships' link.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer
↳ Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. 2 Supplier Information Portal 3
<input type="checkbox"/> Pouliot Industries 2
↳ Reject

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships 1
Users
Notifications
Account Hierarchy
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications

Useful Links and Webinars Available

Links

- [SAP Business Network Supplier Pricing page](#)
- [SAP Business Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [SAP Business Network Overview](#)
- [Support Center](#)
- [Learning Center](#)

Webinars

- [Supplier Success Sessions](#)
 - Created by SAP Business Network Customer Support
 - Example topics:
 - Introduction to SAP Business Network
 - Registration
 - Invoicing
 - Using the help center
- [30 on Thursdays](#)
 - Information sessions on Supplier best practices
 - Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your SAP Business Network Subscription
- [Live Demonstrations](#)
 - Understand SAP Business Network's solutions
 - Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I cancel an invoice that I've sent?

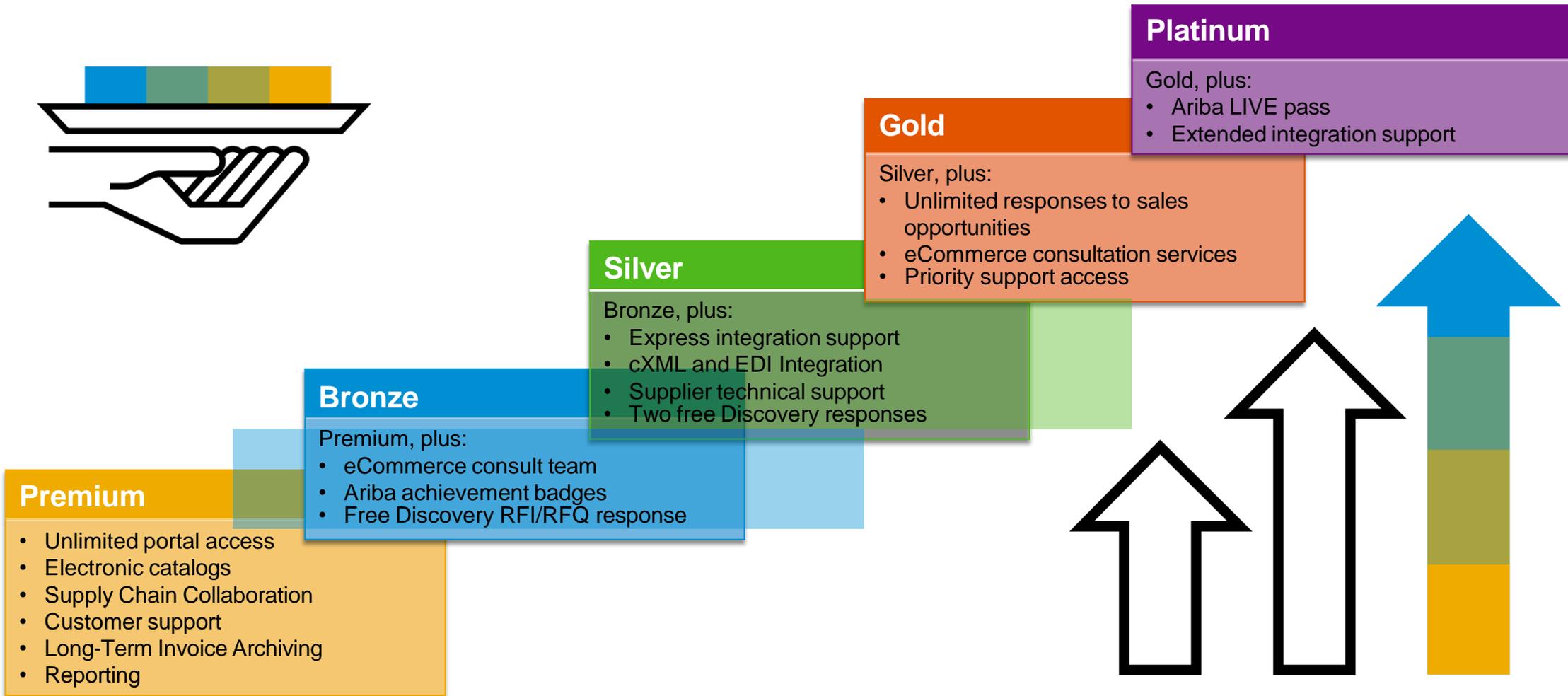
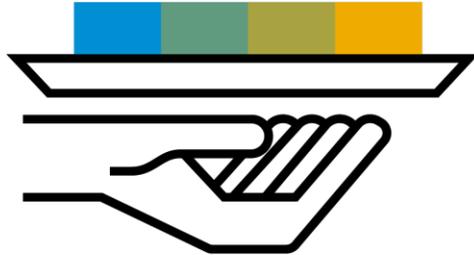
How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

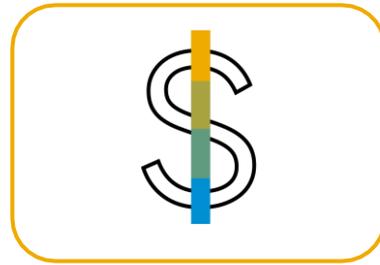
Subscription Levels



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>

Supplier Fee Schedule

Please select your currency:



[\\$USD](#)

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



Fee Threshold

\$50,000 and 5 Documents

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

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> 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**