
MARS

ARIBA NETWORK INVOICE SUBMISSION

Please note that an Ariba invoice is a legal invoice, and any attachment is for supporting/illustrating purposes only. It is advised to check your bank details before sending an invoice.

In [Supplier information portal](#) you will find invoicing and Credit memo guides, FAQ, important contacts, trainings, and other information about Ariba Network.

-
- **Invoices for orders starting with 49*****, 47***** need to be submitted to Ariba Network.**
 - **Invoices for orders starting with 3*****, 45***** etc. need to be sent to Mars AP team.**
- (For China, all POs require the original invoice to be couriered to AP team.)
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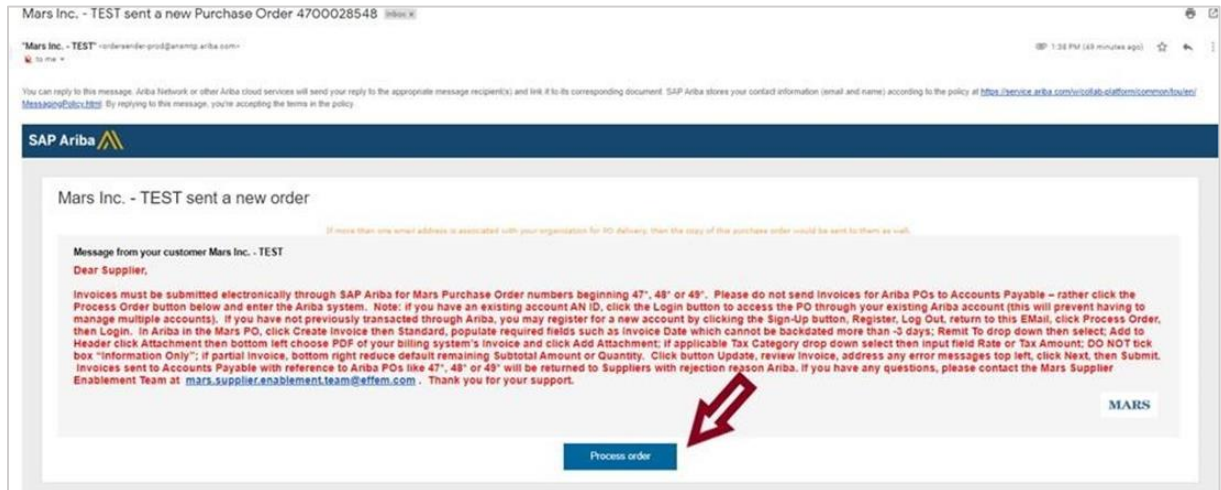
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1. Access Purchase order

To access a Purchase Order, please use either **A** or **B** option.

A. Through Email notification

Click **'Process order'** button from PO notification e-mail.

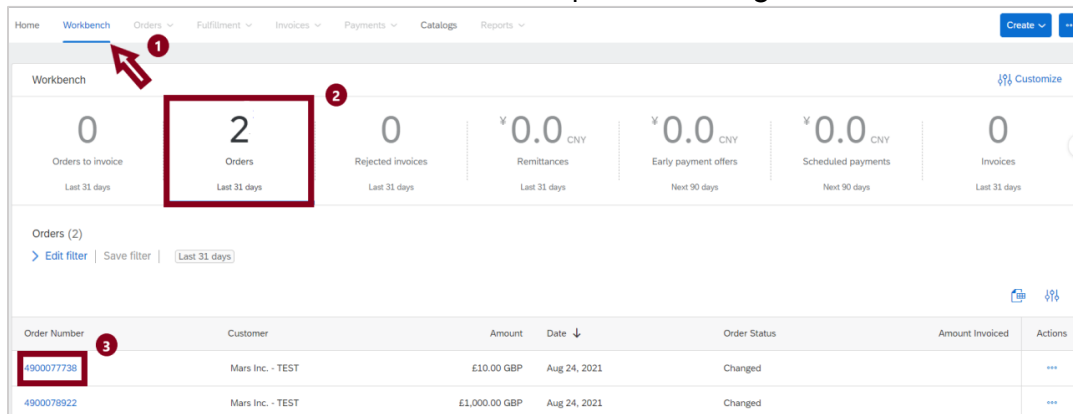


You will be directed to Ariba login page. If you already have an account, log in.

[Attention:When you register an Ariba account, it will be a Standard level account, which is free to use and all that is required to transact with Mars. Ariba offers additional features and functionality with an Enterprise level account, though this membership level has costs associated with it. Be advised that Mars in no way requires or suggests that you upgrade to an Enterprise level account – doing so is completely optional, and if you choose to do so, you will be wholly responsible for any and all fees associated with an Enterprise account. If you would like to learn more about the different account types, please reach out to Ariba.]

B. Through Ariba Network dashboard

Log into Ariba and click on **'Workbench'** tab ¹, pick **'Orders'** or **'Orders to invoice'** tile ² then click on the **'PO number'** ³ that requires invoicing.



★ Tips – Still cannot find PO? Try below:

Click **'Workbench'** ① → ***Tile 'Orders'** ② → **'Edit Filter'** ③ → **'Exact Match'** ④ (or 'Last 365 days') → Enter PO# ⑤ → Click **'Apply'** ⑥

**Please Note: If tile 'Order' is not displayed, click '+' at 'Workbench' to add it first.*

The screenshot shows the 'Workbench' interface. At the top, there is a navigation bar with 'Workbench' highlighted. Below it, there are two tiles: 'Orders' (Last 31 days) and 'Invoices' (Save filter). The 'Orders' tile is selected. Underneath, there is an 'Edit filter' section with two input fields: 'Customers' and 'Order numbers'. The 'Order numbers' field contains '4900077876'. Below the input fields, there are radio buttons for 'Partial match' and 'Exact match', with 'Exact match' selected. An 'Apply' button is visible on the right. Below the filter section, there is a table with one row: '4900077876' under 'Order Number' and 'Mars Inc. - TEST' under 'Customer'. A pink arrow points to the '4900077876' value in the table.

On the purchase order page click **Create invoice** ① button, then **Standard invoice** ②

The screenshot shows the 'Purchase Order: 4800133821' page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red circle ①. A dropdown menu is open below it, showing three options: 'Standard Invoice' (highlighted with a red circle ②), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the buttons, there is a 'MARS' logo and contact information for 'Mars Wrigley Conf. (MCNA)'. To the right, there is a 'Purchase Order (New)' summary with details: '4800133821', 'Amount: \$472,440.00 USD', and 'Version: 1'. At the bottom, there is a 'Payment Terms' section (NET 120), a 'Comments' section, and an 'Other Information' section with details like 'Requester: sharada.pk@effem.com' and 'Purchasing Unit Name: PU239 (Mars Wrigley Conf.)'.

2. Create Invoice

Once on the invoice creation page, it is necessary to fill all boxes marked with asterisk *.

! Please note that if there are multiple invoices against a single PO, you will need to submit them one by one, not all at once.

Purchase Order:	4800134420
Invoice #:*	
Invoice Date:*	16 Feb 2022
Service Description:	

A. Summary


In the Summary section fill out **Invoice Number 1** and **Invoice date 2**.

! Please note that in Ariba you can date back the invoice maximum **-2 days**. The payment date is calculated from the date entered in Ariba.

! Please note that the invoice number should be less than 16 digits(Applicable to PO in Mars AUS and NZL).

▼ Invoice Header

Summary

Purchase Order:	4800133821	Subtotal:	\$472,440.00 USD
1 Invoice #:*		Total Tax:	\$47,244.00 USD
Invoice Date:*	10 Sep 2021  2	Total Gross Amount:	\$519,684.00 USD
Service Description:		Total Net Amount:	\$519,684.00 USD
Supplier Tax ID:*		Amount Due:	\$519,684.00 USD

Remit To: TEST

TEST , AL
United States

Bill To: Mars Wrigley Conf. (MCNA)
Hackettstown , NJ
United States

B. Tax

In the tax section you can choose either **Header level tax** or **Line level tax**.

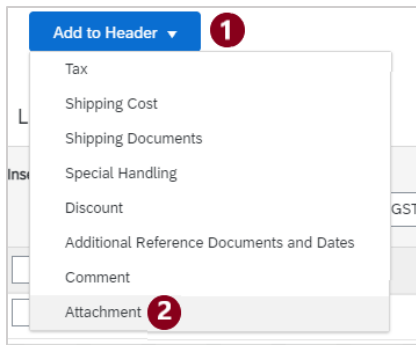
- Choose **Header level tax** ❶ if the same tax rate is applicable to all line items on the order. From the dropdown menu **Category** ❷ choose tax corresponding to tax laws in your region.
- If the invoice is exempt from tax, please click **Remove** ❸ button on the right side.
- Choose **Line level tax** ❶ if there is a different tax rate applicable to individual line items. For further instructions, how to adjust Tax on different lines please go to section [E. Line Items](#).
- Please Note that tax amount is equal to the tax rate multiplied by the taxable amount. Mars will you the tax amount plus the amount in line item.

C. Supplier Tax ID (Optional)

Please make sure to enter your Tax ID without any special symbols or spaces between in **Supplier VAT/Tax ID** ❶ section.

D. Uploading attachment & Check the box (**Mandatory**)

PDF version of the invoice is required to be sent via Ariba Network. To add attachment, click **Add to Header box** ❶, then **Attachment** ❷.



Click **Choose File** ¹, choose file from your device and click **Add Attachment** ².

Check the box ³ before sentence “Please ensure Quantity, Amount and decimal separator are correct before submitting invoice.”

***Attachments**

The total size of all attachments cannot exceed 100MB

¹ No file chosen ²

³ Please ensure Quantity, Amount and decimal separator are correct before submitting invoice

E. Line Items

! If you have chosen Line level tax and the invoice does not have 2 or more different line items, please contact the Mars order owner to make necessary changes on the PO.

Line Items										
5 Line Items, 2 Included, 0 Previously Fully Invoiced										
Insert Line Item Options										
<input type="checkbox"/> Tax Category: 10% GST <input type="checkbox"/> Shipping Documents <input type="checkbox"/> Special Handling <input type="checkbox"/> Discount <input type="button" value="Add to Included Lines"/>										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Taśma CMYKP do drukarki CR805 /1000 wydruków		15	EA	100.00 PLN	1,500.00 PLN
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Karta plastikowa Zebra Premier PVC		20	EA	149.35 PLN	2,987.00 PLN

There are two types of line items that can appear depending on the order type you have received.

- On the unit of measure Each (EA) the box with **Quantity** ¹ will be open for adjustment. Please type there the amount of product that you are invoicing for.
- On the Activity Unit (AU) lines, typically created for service, adjust the amount in the **Subtotal** ² box so it reflects the subtotal on your invoice.

If you want to exclude individual lines from invoicing, there are 2 options:

- 1) Click the green button under **Include** ③. The line will then be grayed out and excluded from the invoice.
- 2) Tick the unwanted line and click '**Delete**' button ③ to exclude it from invoice.

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

Insert Line Item Options

Tax Category: 10% GST Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		1		1			\$432,440.00 U
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		2					\$40,000.00 US

Line Item Actions Delete

If you have chosen **Line level tax** you can now adjust the tax for each Line item. First, please tick ① the line items that need to have the tax adjusted. Then click on the drop-down menu **Line-Item Actions** and pick **Tax** ②. You can now adjust the correct tax choosing from the list ③ to each Line item.

! Please remember that in Subtotal box you need to enter the amount without tax.

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

Insert Line Item Options

Tax Category: 10% GST Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.					500.00 EUR
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.					1,200.00 EUR

Line-Item Actions Delete

Line-Item Actions

- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments
- Attachment

Update Save Exit New

F. Invoice saving

Make sure that you have filled sections:

[D.Uploading attachment](#)

Once all required fields are filled out, click **Next** and it will take you to the invoice review page.



If the **Next** button does not direct you to invoice review page, scroll up and see if there are any error messages displayed in red at the top of the page. Make the necessary adjustments following the prompts in red.

Create Invoice

Your customer requires attachments for invoices. Add at least one attachment before submitting your invoice.

▼ Invoice Header

Summary

Purchase Order: 4800134420

Invoice #:*

Invoice Date:* 16 Feb 2022

Service Description:

3. Review Invoice

Once on the Invoice review page, please check if all the information entered match.

Standard Invoice / Tax Invoice

Invoice Number: 12345
Invoice Date: Wednesday 16 Feb 2022 12:22 PM GMT+01:00
Original Purchase Order: 4800134420

Subtotal: \$3,375.00 USD
Total Tax: \$337.50 USD
Total Gross Amount: \$3,712.50 USD
Total Net Amount: \$3,712.50 USD
Amount Due: \$3,712.50 USD

REMIT TO: Big Box 2019 Postal Address: TEST TEST ,AL 35004 United States Remit To ID: 12345 Tax ID of Supplier: GB123456789	BILL TO: Mars Wrigley Conf. (MCNA) Postal Address (Default): 800 High Street Hackettstown , NJ 07840 United States Address ID: 239	SUPPLIER: Australia Address Postal Address: 1 Test Street - Suite 100 Sydney towers Sydney NSW 08201 Australia
BILL FROM: Big Box 2019 Postal Address: 1 Test Street - Suite 100 test ACT 0820 Australia	CUSTOMER: Mars Wrigley Conf. (MCNA) Postal Address: 800 High Street Hackettstown , NJ 07840 United States Address ID: 239	

On the bottom of the page you will see the summarization of the invoice costs.

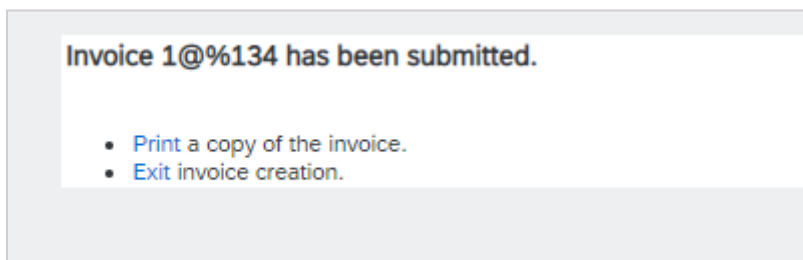
Subtotal:	\$3,375.00 USD
Total Tax:	\$337.50 USD
Total Gross Amount:	\$3,712.50 USD
Total Net Amount:	\$3,712.50 USD
Amount Due:	\$3,712.50 USD

If all information is correct, please click “submit” button to submit the invoice

! Please do ensure the Subtotal, Tax and Amount Due are all the same as your invoice copy before submitting it.

Previous
Save
Submit
Exit

The following message will appear confirming that the invoice has been submitted.



Once the invoice is sent and accepted in the system you cannot delete it. In case the invoice is sent incorrectly you will need to issue a Credit Memo for that specific invoice. Refer to [Step 6 - 'Create Credit Memo'](#) for more details.

4. Track Invoice Status

How to check Invoice Status:

Click '**Workbench**' ❶ → Tile '**Invoice**' ❷ → ***Edit filter**' (Optional) ❸ → Fine Invoice# ❹

***Please Note:** by clicking '**Edit filter**' and choose create date as '**Last 365 days**', you can see all the invoices in past 1 year.

Status Explanation:

- **Sent** – Invoice is submitted successfully
- **Approved** – Invoice is approved by Mars
- **Paid** – Invoice is paid
- **Rejected** – Invoice is rejected by system or Mars AP team
(You can edit rejected invoice to resubmit it with correct data)

- **Denied** – Invoice is denied by Mars invoice approver/requisitioner
- (You can edit denied invoice to resubmit it with correct data)

The screenshot shows a 'Workbench' dashboard with a navigation menu at the top (Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages). The dashboard features six summary cards: 'New orders' (2), 'Items to confirm' (1), 'Orders' (4), 'Orders to invoice' (4), 'Invoices' (4), and 'Pinned documents' (0). The 'Invoices' card is highlighted with a blue bar and a '2' in an orange circle. Below the cards, there is a section for 'Invoices (4)' with an 'Edit filter' button and a 'Last 31 days' filter. A table of invoices is displayed below, with columns for Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Date, Amount, and Routing Status.

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date	Amount	Routing Status	In
Standard Invoice	test0902	Mars Inc. - TEST	C1318	Contract	Online	supplier	Sep 2, 2021	\$20.00 AUD	Sent	S
Standard Invoice	test for 0902	Mars Inc. - TEST	C1356	Contract	Online	supplier	Sep 2, 2021	\$10.00 AUD	Sent	S
Standard Invoice	SZKJ item 1/4	Mars Inc. - TEST	C1356	Contract	Online	supplier	Sep 3, 2021	\$5.00 AUD	Sent	S

5. Confirm Payment Date

Payment Scheduled Date can be found at section '**Scheduled Payments**'.

*** Attention:** Payment Scheduled Date is only an initial payment date calculated by Ariba system based on your input invoice date and preset payment term, it may differ from your actual payment receipt date. Please contact Mars AP Team for actual payment date if needed. For example:

Invoice: [redacted] Jan-22

Create Line-Item Credit Memo Copy This Invoice Download

Detail **Scheduled Payments** History

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date
[redacted]	24 Feb 2022		24 May 2022

6. Create Credit Memo

How to create credit memo for you uploaded invoices:

- 1) Find the invoice number that the credit memo is against from operation screen
Click **'Workbench'** ① → Tile **'Invoice'** ② → **'Edit filter'** (Optional) ③ → Enter Invoice# ④
- 2) Click the invoice number directly
- 3) Click **'Create Line-Item Credit Memo'** against the invoice

*Credit memo number could be “invoice number plus Cre” to easy identify which invoice the credit memo is for.

- 4) Follow ‘[Create Invoice](#)’ Steps A-F to submit credit memo, only difference is the amount will be **negative**.

The screenshot shows the SAP Workbench dashboard. At the top, there are navigation tabs: Home, Workbench (selected), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below the navigation, there are six summary cards for the last 31 days: New orders (2), Items to confirm (1), Orders (4), Orders to invoice (4), Invoices (4), and Pinned documents (0). The 'Invoices' card is highlighted with a blue bar and a red '2' above the number. Below the summary cards, there is a section for 'Invoices (4)' with a filter button and a 'Last 31 days' filter. A table of invoices is displayed below, with columns for Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Date, Amount, and Routing Status. The table contains three rows of invoice data.

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date	Amount	Routing Status
Standard Invoice	test0902	Mars Inc. - TEST	C1318	Contract	Online	supplier	Sep 2, 2021	\$20.00 AUD	Sent
Standard Invoice	test for 0902	Mars Inc. - TEST	C1356	Contract	Online	supplier	Sep 2, 2021	\$10.00 AUD	Sent
Standard Invoice	SZKJ item	Mars Inc. - TEST	C1356	Contract	Online	supplier	Sep 3, 2021	\$5.00 AUD	Sent

The screenshot shows the SAP Business Network interface for an invoice. At the top, there is a header with the SAP logo, 'Business Network', 'Standard Account', 'Upgrade' button, 'TEST MODE' button, and a 'Back to classic view' button. Below the header, the invoice number is partially visible as 'Invoice: tes'. A red arrow points to a button labeled 'Create Line-Item Credit Memo', which is highlighted with a red box. Other buttons include 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

End