

P2P Systems Team
Quick Reference Guide (ST QRG09)

Submitting invoices from your Standard Ariba Network account (material orders)

Document Control

Document Control Ref:	ST QRG09
Document Location:	P2P Systems Hub
Document Custodian:	SAP Ariba Specialist

Document Approval

<p>Paul Gibbons SAP Ariba Specialist P2P Systems Team</p> <p style="text-align: right;">Document Owner (Author)</p>	<p>Ricky Athwal P2P Systems Manager P2P Systems Team</p> <p style="text-align: right;">Document Approver</p>
---	--

Document Revision History

Version	Date	Revised By	Reviewed By	Amendment Details
1	12/04/2022	Paul Gibbons	Ricky Athwal	New Document
2				
3				

Contents

1.	Introduction	3
2.	Receive Purchase Order	3
3.	Submitting an Order Confirmation - Standard Account Suppliers	4
4.	Submitting an Advanced Ship Notice - Standard Account Suppliers	7
5.	Create & submit an Invoice - Standard Account Suppliers	9
5.	Frequently asked questions	12
5.1	How do I add up to 5 additional email addresses to receive a copy of PO's?	12
5.2	I have lost the interactive PO email; how do I receive another copy?	13
5.4	How do I set up my account so that VAT ID and Commercial identifier fields are automatically populated?	18
5.5	How do I know if my PO is a material or service?	19
5.6	How do I cancel an ASN?	19
6.	Help	21

1. Introduction

Yorkshire Water Services Limited (YWS) uses SAP Ariba to facilitate its Source to Contracts and Purchase to Pay processes.

Suppliers are expected to use their Ariba Network account to submit invoices to us, this is the simplest way to invoice us.

This guide is intended for suppliers who have received a material order from YWS, to assist them in successfully submitting an electronic invoice via their Ariba Network account.

2. Receive Purchase Order

Purchase Orders are sent to suppliers via email (this is the email suppliers provided to us when they were onboarded).

Suppliers can also add up to 5 additional email addresses, please see section 5.1 on how to do this via their account. If you wish to change the email address POs are sent to, please email P2PSystemsTeam@yorkshirewater.co.uk.

For suppliers on standard accounts, you will receive an interactive PO email and need to click on the "Process Order" option in the body of the email to process the PO using your Ariba Network account.

Note: Please do not delete this email as it will be needed to access historic purchase orders, due to the restrictions in place with a standard account

The email contains:

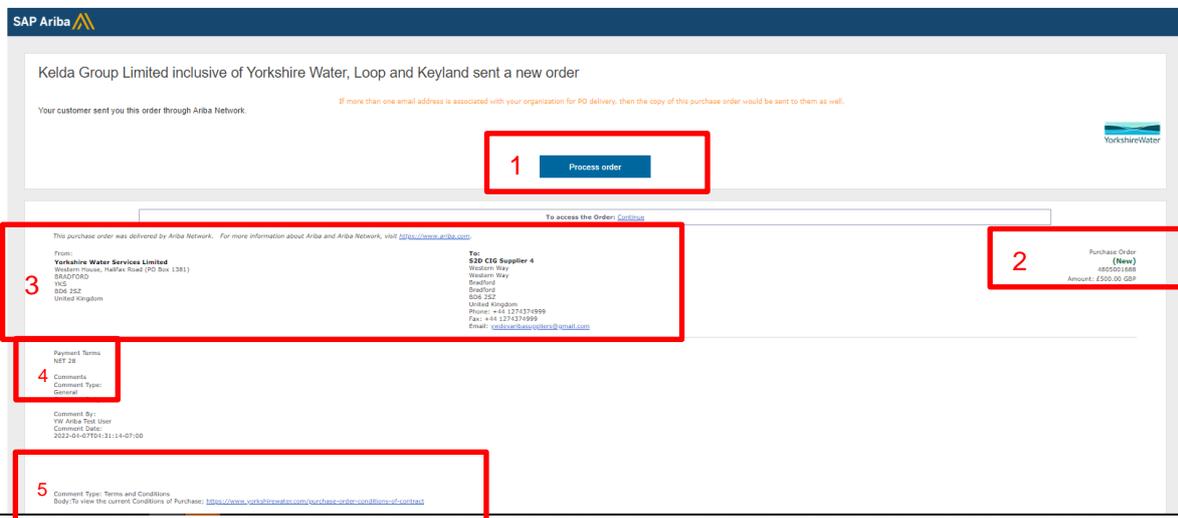
1. Interactive link to process the purchase order
2. PO number, PO amount and PO Version
3. Buyer and Seller details
4. Payment Terms
5. Link to our Purchase Order Terms & Conditions

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new Purchase Order 4805001688 [inbox](#)

 Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland ordersender-prod@ariba.com

12:34 (11 minutes ago)   

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/wcollab-platform/common/you/MessagePolicy.html>. By replying to this message, you're accepting the terms in the policy.



SAP Ariba

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order

Your customer sent you this order through Ariba Network. If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

1 [Process order](#)

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

<p>3</p> <p>From: Yorkshire Water Services Limited Worsam House, Worsam Road (PO Box 1381) Bradford BD9 1JZ United Kingdom</p>	<p>To: S2B C16 Supplier 4 Western Way Bradford Bradford BD9 1SD United Kingdom Phone: +44 1274371899 Fax: +44 1274371899 Email: supplierbaseorder@yws.co.uk</p>	<p>2</p> <p>Purchase Order (New) 4805001688 Amount: £500.00 GBP</p>
---	--	---

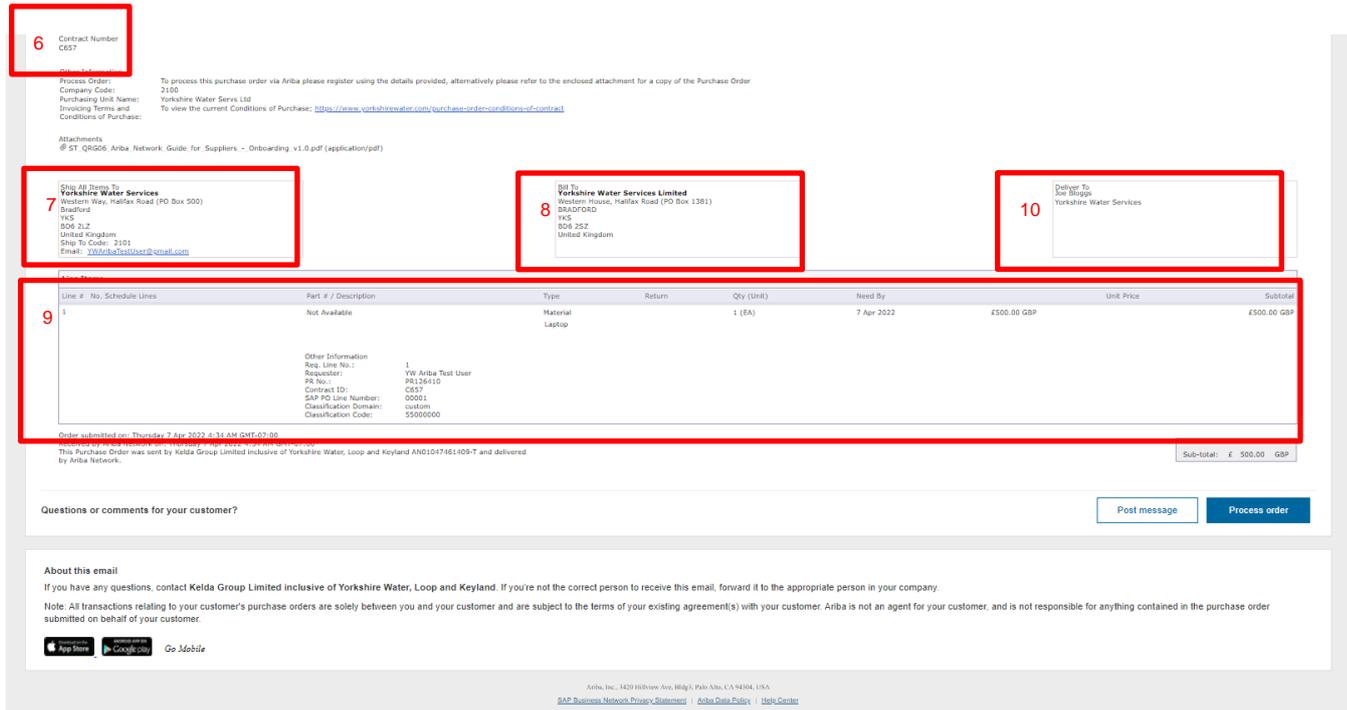
4 Payment Terms
 NET 28

4 Comments
 Comment Type: General

Comment By:
 W8 Ariba Prod User
 Comment Date:
 2023-04-07 09:31:14-07:00

5 Comment Type: Terms and Conditions
 Body: To view the current Conditions of Purchase: <https://www.yorkshirewater.com/yorkshirewater.com/flow-of-commerce>

6. Ariba Contract Reference
7. Shipping Address, including contact email address for the requisitioner
8. Bill address for your invoice
9. Line Items on the PO, including part number (if applicable) & description, quantity, unit of measure, need by date, unit price and line-item amount (all prices are exclusive of VAT, suppliers should add VAT add to the invoice).
10. The person to deliver to (useful when shipping to YW Sites & Offices)
11. HTML copy of the PO and any additional attachments sent by the requestor (i.e., Quotes)



6 Contract Number: CES7

7 Ship To: Yorkshire Water Services
Western Way, Halifax Road (PO Box 500)
Squadrad
YKS
DOOR 21Z
United Kingdom
Ship To Code: 3101
Email: YWS@ariba.com

8 Bill To: Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
Squadrad
YKS
DOOR 25Z
United Kingdom

10 Deliver To: See Ship To, Yorkshire Water Services

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available	Material		1 (EA)	7 Apr 2022	£500.00 GBP	£500.00 GBP
Other Information: Req. Line No.: 1 Requestor: YW Ariba Test User PR No.: PR126410 Contract ID: CES7 SAP PO Line Number: 00001 Classification Domain: custom Classification Code: 55000000								

Order submitted on: Thursday 7 Apr 2022 4:34 AM GMT-07:00

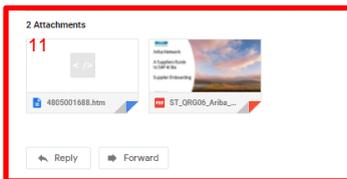
This Purchase Order was sent by Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland AN01047161-009-T and delivered by Ariba Network.

Sub-total: £ 500.00 GBP

Questions or comments for your customer? Post message Process order

About this email
If you have any questions, contact Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland. If you're not the correct person to receive this email, forward it to the appropriate person in your company.
Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Arriba, Inc., 1420 Hillview Ave, Bldg 1, Palo Alto, CA 94304, USA
[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Help Center](#)



2 Attachments

11 4805001688.htm

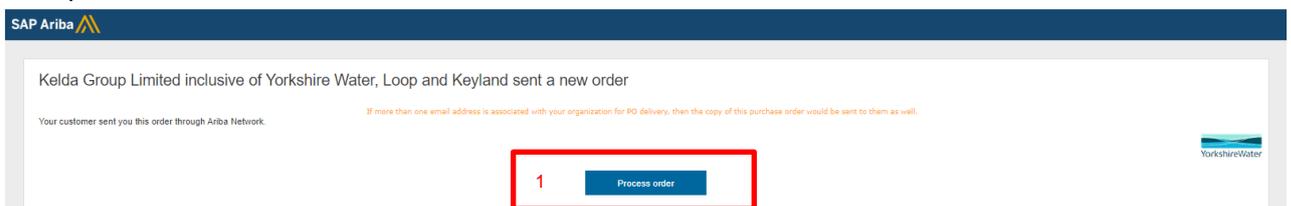
ST_QRG09_Ariba_...

Reply Forward

3. Submitting an Order Confirmation – Standard Account Suppliers

An order confirmation indicates to the requestor that you can fulfil and process the PO. All Purchase Orders require an Order Confirmation before suppliers will be able to submit an invoice to us. The create invoice option will be disabled until an Order Confirmation is submitted.

- 1) Standard Account suppliers should click “Process Order” in the interactive PO email. Continue to step 3.



SAP Ariba

Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order

Your customer sent you this order through Ariba Network.

1 Process order

YorshireWater

2) Enter your Ariba Network login credentials & click “Login”

Supplier Login

User Name

Password

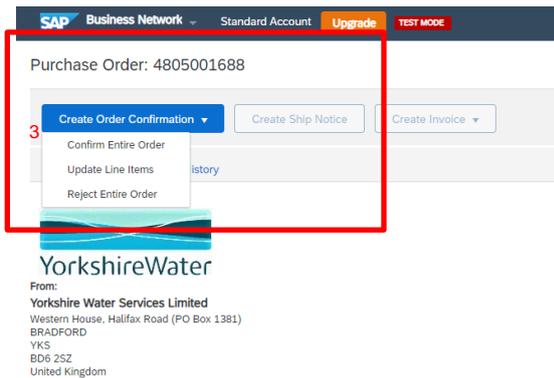
Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

3) Select “Create Order Confirmation.” From the drop-down menu, select either:

- I) Select ‘Confirm Entire Order’ to confirm the entire order as a single delivery
- II) Select ‘Update Line Items’ to confirm part delivery with the ability to place items on back order
- III) Select ‘Reject Entire Order’ if the information on the purchase order is incorrect



IV) If Confirming the Order:

- 1) Entire the order confirmation number
- 2) Enter the shipping and deliver date (cannot be earlier than the PO date)
- 3) Any comments (visible to the requestor)
- 4) Any attachments (visible to the requestor)
- 5) Click Next

ST QRG09 Submitting invoices from your Standard Ariba Network account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

1 Confirmation #:

Associated Purchase Order #: 4805001688

Customer: Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

Supplier Reference:

Shipping and Tax Information

2 Est. Shipping Date:*

Est. Delivery Date:*

Est. Shipping Cost:

Est. Tax Cost:

3 Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

No file chosen

The total size of all attachments cannot exceed 100MB

V) If confirming part of the order:

- 1) Entire the order confirmation number
- 2) Enter the shipping and deliver date (cannot be earlier than the PO date)
- 3) Any comments (visible to the requestor)
- 4) Any attachments (visible to the requestor)
- 5) Enter the quantity accepted, rejected or on backorder
- 6) Click Next

Confirming PO

6

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

1 Confirmation #:

Customer: Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

Supplier Reference:

Shipping and Tax Information

2 Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

3 Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

4 No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Qty (Units)	Need By	Unit Price	Subtotal
1	Not Available	1 (BAY)	7 Apr 2022	£500.00 GBP	£500.00 GBP
Laptop					

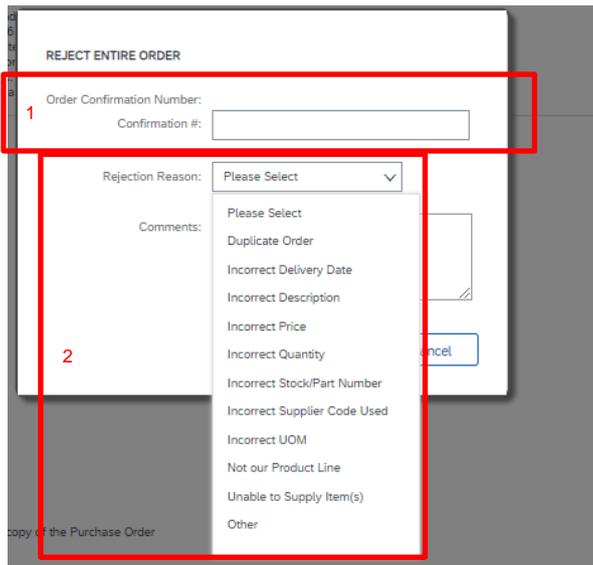
5

Attachments

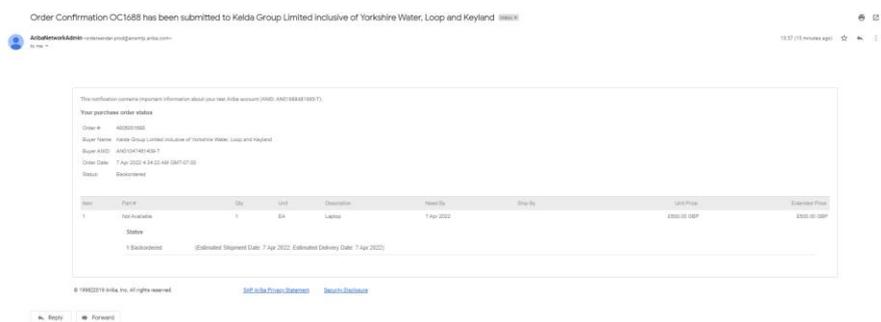
Name	Size (bytes)	Content Type
No Items		

VI) If rejecting the order:

- 1) Entire the order confirmation number
- 2) Select a rejection reason from the drop-down menu
- 3) Any comments
- 4) Reject Order



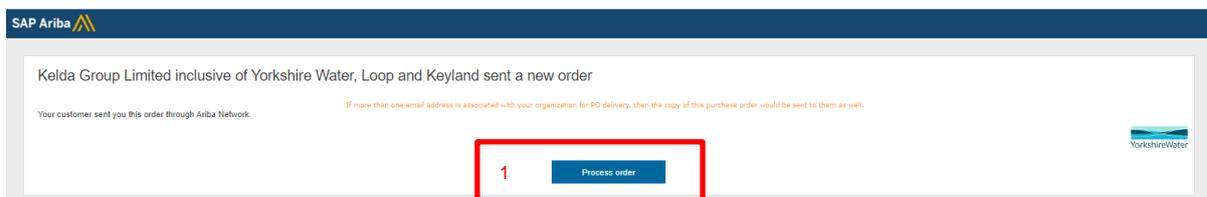
You will receive an email notification once you have submitted the Order Confirmation. To update an Order Confirmation, follow the same steps above.



4. Submitting an Advanced Ship Notice - Standard Account Suppliers

An advanced ship notice (ASN) is a method for suppliers to inform the requestor that goods have been shipped or plan to ship an order. YW requestors receive an email notification when a ASN is submitted by a supplier. Once an ASN is submitted, orders cannot be changed or cancelled by the requestor.

- 1) Click "Process Order" in the interactive PO email. Continue to step 3.



- 2) Enter your Ariba Network login credentials & click "Login"

Supplier Login

User Name

Password

[Login](#)

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

- 3) Click on 'Create Ship Notice'

Purchase Order: 4805001688

[Create Order Confirmation](#) **3** [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)



YorkshireWater

From:
Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

- 4) Complete all the mandatory fields and any additional optional fields, including packing slip ID, shipping date and delivery date.
- 5) Click Next

SHIP FROM: S2D Ops Supplier 4
Bradford, Bradford, United Kingdom

DELIVER TO: Yorkshire Water Services
Bradford, YKS, United Kingdom

Ship Notice Header

SHIPPING

Packing Slip ID:

Invoice No:

Requested Delivery Date:

Ship Notice Date:

Shipping Date:

Delivery Date:

Gross Volume: Unit:

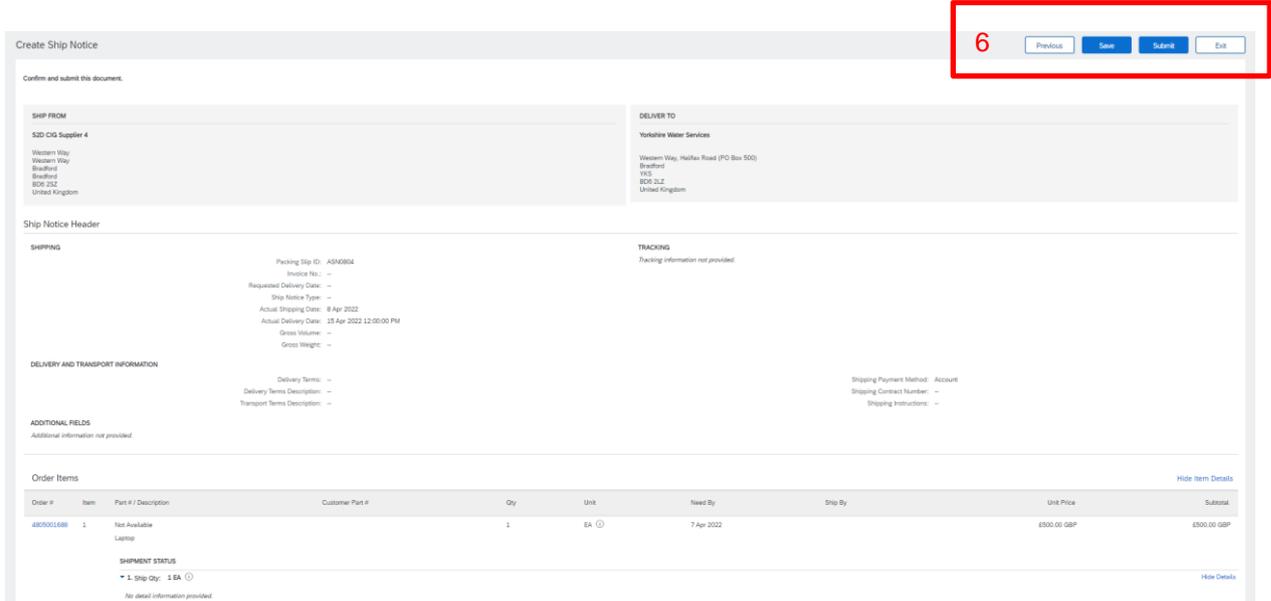
Gross Weight: Unit:

TRACKING

Carrier Name:

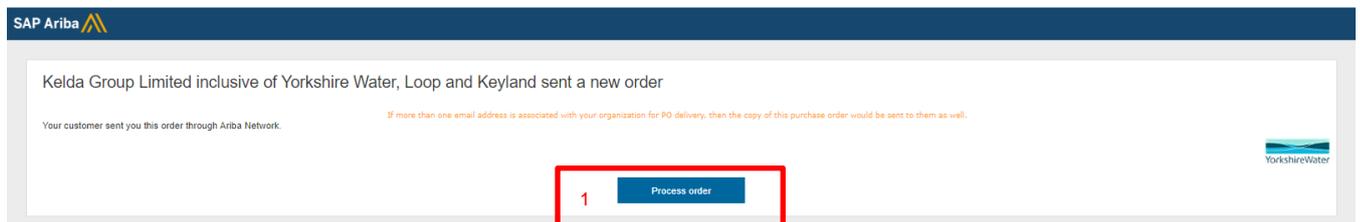
Service Level:

6) Review all the details on the Ship Notice, click submit.



5. Create & submit an Invoice – Standard Account Suppliers

1) Click “Process Order” in the interactive PO email.



2) Enter your Ariba Network login credentials & click “Login”

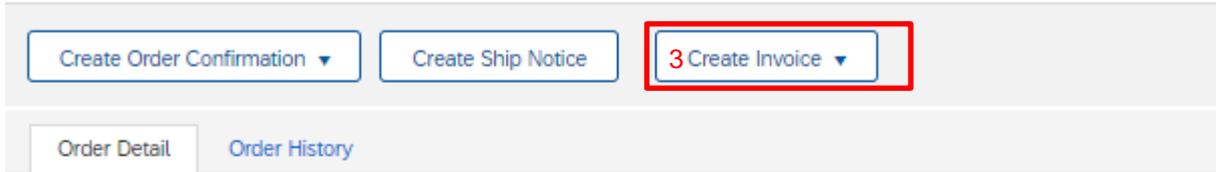
Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

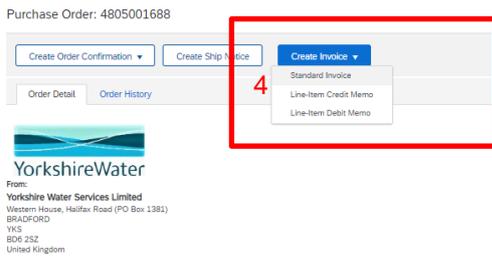
- 3) You will now have the option to create an invoice.

Purchase Order: 4805001688

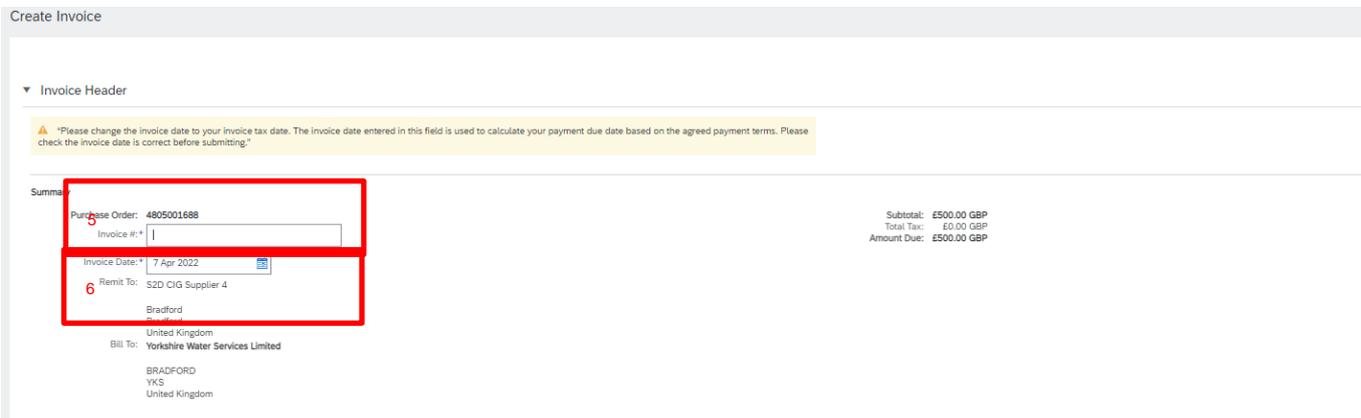



From:
 Yorkshire Water Services Limited
 Western House, Halifax Road (PO Box 1381)
 BRADFORD
 YKS
 BD6 2SZ
 United Kingdom

- 4) Select Create Invoice and select "Standard Invoice" from the drop-down



- 5) Enter your Invoice number as it is presented in your ERP or Sales system
This is limited to 16 characters, must not be the PO Number, uppercase if using letters and please avoid using special characters
- 6) Enter the invoice date. This can only be backdated by 30 days.
The invoice date entered in this field is used to calculate your payment due date based on the agreed payment terms



ST QRG09 Submitting invoices from your Standard Ariba Network account

- 7) From the drop-down select the correct Tax Rate. This field will default to V1 Standard Rate 20%.
- 8) The tax amount is automatically calculated based on the Tax rate selected in step 7.
- 9) Exempt detail, this field must be completed if zero rated tax rates are selected in step 7.

- 10) Enter your VAT registration number. If you are not VAT registered, please enter "Not VAT registered." (To have this field auto populated for future invoices, please follow section 5.4)
- 11) Enter your company registration number (to have this field auto populated for future invoices, please follow section 5.4)

- 12) Use the toggle buttons to select which items to include in the invoice
- 13) Enter the quantity you are invoicing for (You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value).
- 14) Select update to validate and check for any errors
- 15) Click Next

- 16) Review the summary including the amounts. Click Submit.
- 17) Once the invoice is submitted, the Supplier's payment terms will be triggered, and a payment made in due course
- 18) An email notification is sent to inform you that the invoice has been submitted successfully

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United Kingdom. The document's destination country is United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

<p>Invoice Number: INV1688 Invoice Date: Thursday 7 Apr 2022 2:47 PM GMT+01:00 Original Purchase Order: 480001688</p>	<p>Subtotal: £500.00 GBP Total Tax: €100.00 GBP Amount Due: €600.00 GBP</p>
---	---

<p>REMIT TO:</p> <p>S2D CIG Supplier 4</p> <p>Postal Address: Western Way Bradford Bradford BD6 2JZ United Kingdom</p>	<p>BILL TO:</p> <p>Yorkshire Water Services Limited</p> <p>Postal Address (Default): Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 2JZ United Kingdom Address ID: YWSLTD</p>	<p>SUPPLIER:</p> <p>S2D CIG Supplier 4</p> <p>Postal Address: Western Way Western Way Bradford Bradford BD6 2JZ United Kingdom</p>
<p>BILL FROM:</p> <p>S2D CIG Supplier 4</p> <p>Postal Address: Western Way Western Way Bradford Bradford BD6 2JZ United Kingdom</p>	<p>CUSTOMER:</p> <p>Yorkshire Water Services Limited</p> <p>Postal Address: Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 2JZ United Kingdom Address ID: YWSLTD</p>	

SHIPPING INFORMATION:

<p>SHIP FROM:</p> <p>S2D CIG Supplier 4</p> <p>Postal Address: Western Way Western Way Bradford Bradford BD6 2JZ United Kingdom</p>	<p>SHIP TO:</p> <p>Yorkshire Water Services</p> <p>Postal Address (Default): Jon Riggs Yorkshire Water Services Western Way, Halifax Road (PO Box 500) Bradford YKS BD6 2JZ United Kingdom Address ID: 2111 Email: YWY@ariba.net@gmail.com</p>
--	--



The invoice generated via the Ariba Network will be the tax document used for both YWS and the supplier to enable them to pay and recover VAT. Suppliers will be responsible for ensuring the correct VAT treatment is applied on the Ariba generated invoice. Ariba generated invoices will be the document of record for the transactions from an HMRC perspective

5. Frequently asked questions

5.1 How do I add up to 5 additional email addresses to receive a copy of PO's?

- 1) Login in to your Ariba Network account (the account administrator must perform this step)

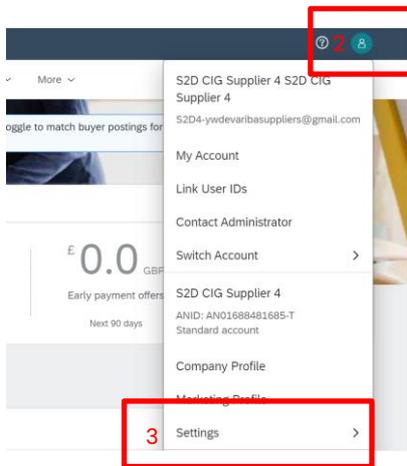
Supplier Login

[Forgot Username or Password](#)

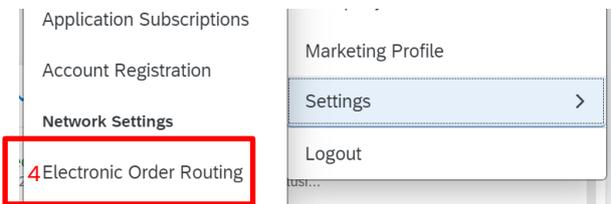
New to SAP Business Network?

[Register Now](#) or [Learn More](#)

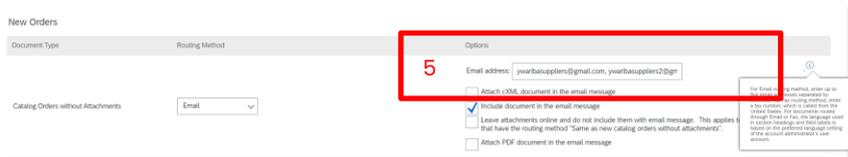
- 2) In the upper-right corner of the application, click [user initials]
- 3) Click 'Settings'



- 4) Click 'Electronic Order routing'



- 5) In the new orders section, enter up to 5 email addresses separated by commas (note, this is applied for all customers)
- 6) Click save



5.2 I have lost the interactive PO email; how do I receive another copy?

- 1) Login to your Ariba Network account (users with the inbox and outbox permission must perform this)

Supplier Login

User Name

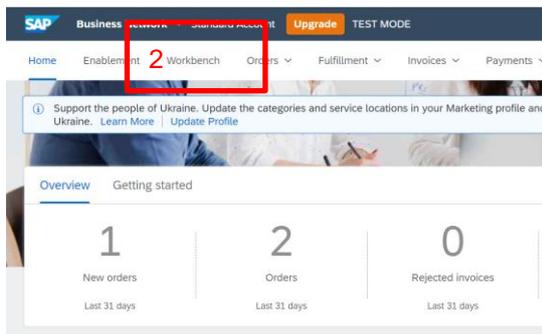
Password

[Login](#)

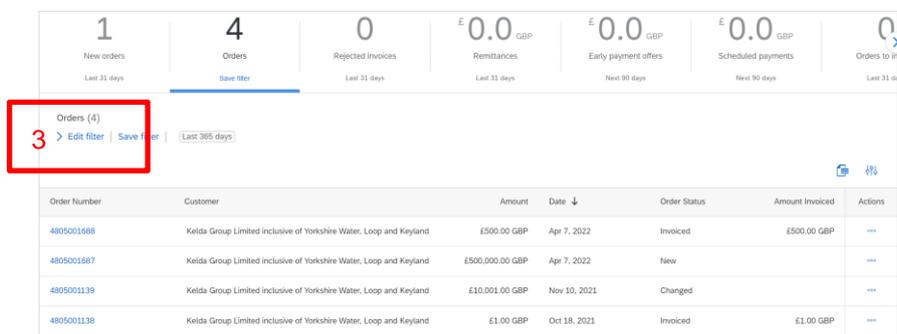
[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

2) Select the “workbench” tab



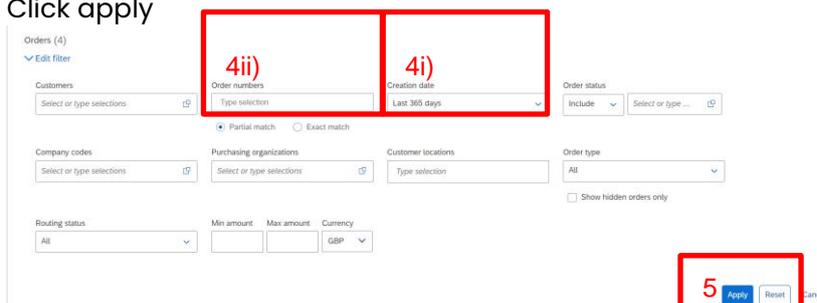
3) Search for your PO in the list of documents. If you do not see the PO listed immediately, select “edit filter”



4) This will allow you to customise your search results.

- i) We recommend changing the Creation Date drop down box to Last 365 Days in order to pull up the maximum number of search results.
- ii) If you know your PO number, toggle the order number option to “exact match” and enter this in the order number field.

5) Click apply



6) Once you have found your document scroll all the way to the right and click on the three horizontal blue circles under Actions.



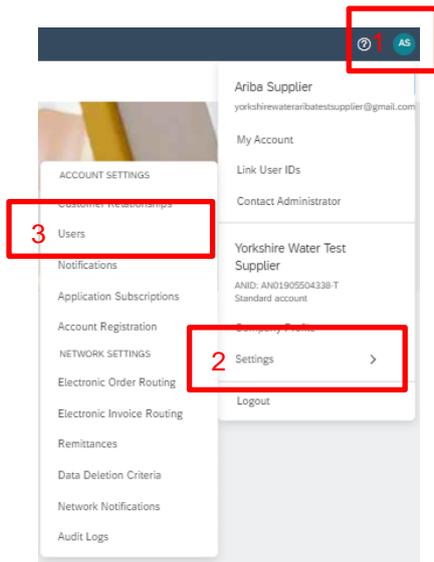
7) Click Send Me A Copy to Take Action.

8) This will send a PO email to the email address listed and from there you can process the PO

5.3 What access & permissions do I need to process a PO?

Users will not be able to create invoices until they receive the necessary permissions on their account. The account administrator must create users & add permissions by following these steps:

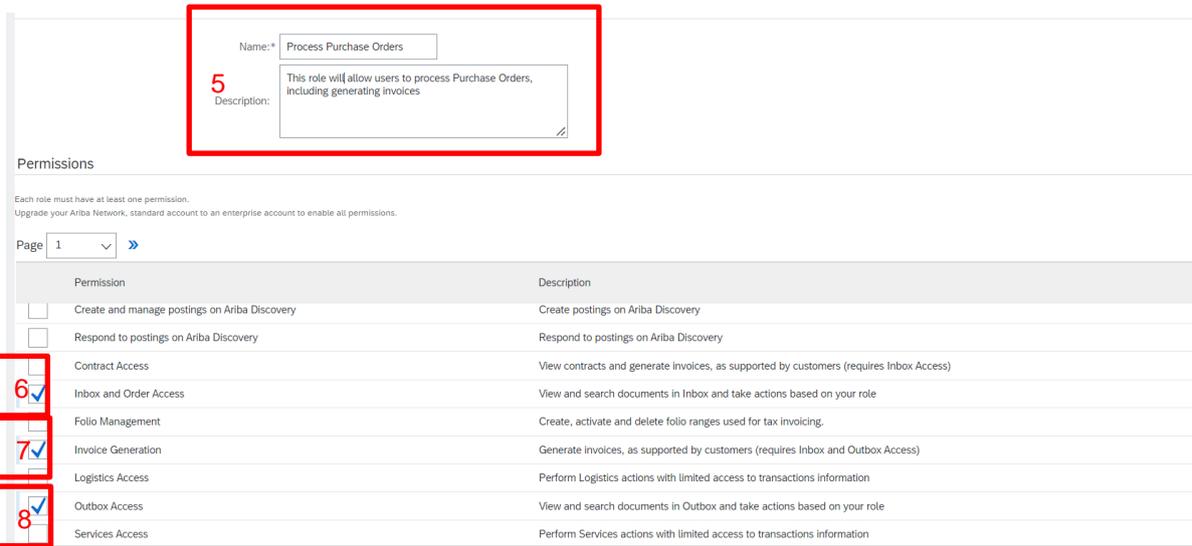
- 1) In the upper-right corner of the application, click [user initials]
- 2) Click Settings
- 3) Select Users.



- 4) You will be required to create a role to assign to the user. Click on the plus icon.



- 5) Enter a role name and description, it is recommended to provide a name that represents the role the user will be carrying out in the Ariba Network
- 6) Check off the Inbox and Order Access
- 7) Check off Invoice Generation permissions
- 8) Check off the Outbox permission
- 9) Click Save



Name:

Description:

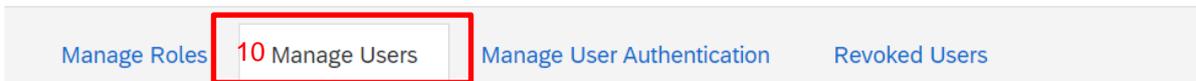
Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

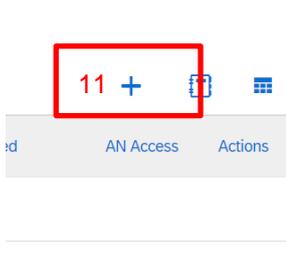
Page 1

Permission	Description
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> 6 Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> 7 Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> 8 Outbox Access	View and search documents in Outbox and take actions based on your role
<input type="checkbox"/> Services Access	Perform Services actions with limited access to transactions information

- 10) To create a user, click on the "Manage Users" tab.



- 11) Click on the plus icon in the bottom right.



- 12) Enter a username (this is case sensitive and must be in the form of an email address), email address, first name and last name



New User Information

Username:

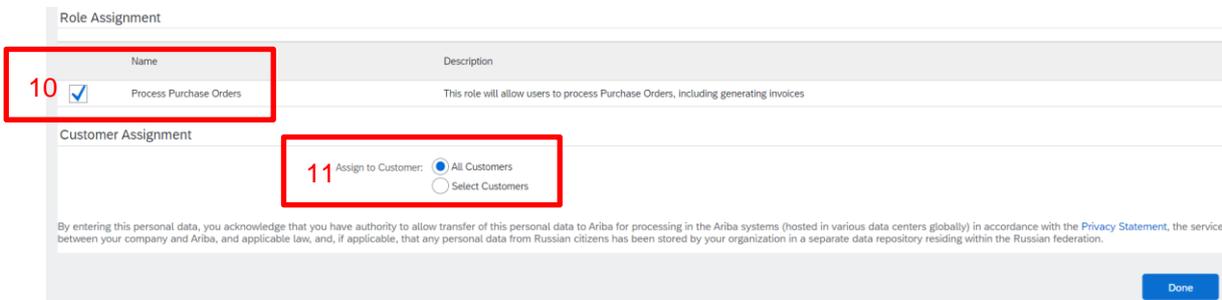
Email Address:

First Name:

Last Name:

Office Phone:

10. The next step is to Assign the role just created by ensuring the role is checked.
11. Select the customer you want the user to be assigned to. We recommend keeping as to the default settings of "All Customers".
12. Click Done



The screenshot shows a 'Role Assignment' section with a table:

Name	Description
<input checked="" type="checkbox"/> Process Purchase Orders	This role will allow users to process Purchase Orders, including generating invoices

Below this is the 'Customer Assignment' section with the following options:

11 Assign to Customer: All Customers Select Customers

At the bottom right of the form is a blue 'Done' button.

13. The new user will now receive 2 email notifications from "Ariba Commerce Cloud". Click on the link in the email with subject "Your User ID on the Ariba Network" and follow the onscreen instructions.

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

- 13) On the supplier login page, enter your username and temporary password.

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

14) Enter your temporary password and new password and click submit.

Current Password:*

New Password:* ⓘ

Confirm Password:*

[Forgot current password? Click here](#)

5.4 How do I set up my account so that VAT ID and Commercial identifier fields are automatically populated?

1) Login to your Ariba Network account

Supplier Login

User Name

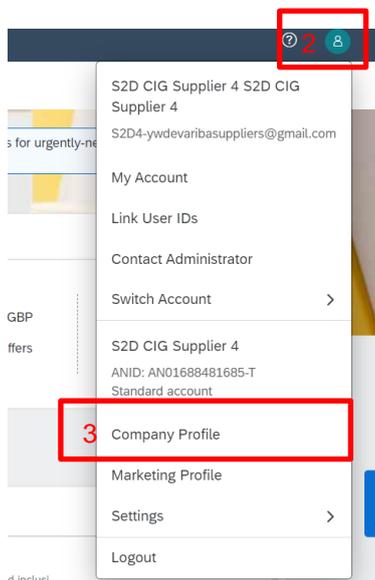
Password

[Login](#)

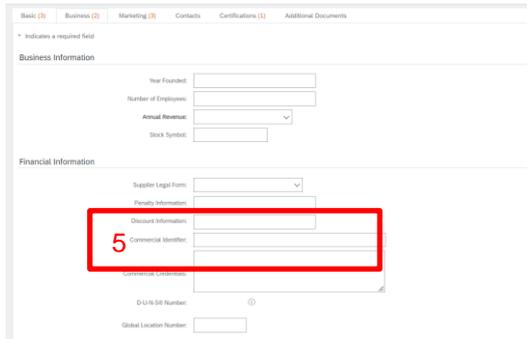
[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

- 2) In the upper-right corner of the application, click [user initials]
- 3) Click on Company Profile



- 4) Click on the business tab
- 5) Enter the company registration number in the commercial identifier field
- 6) Scroll down and enter the VAT number in the VAT ID Field



5.5 How do I know if my PO is a material or service?

In the interactive PO email, the item category type will show as either “material” or “service”.

Ship All Items To
Yorkshire Water Services
Western Way, Halifax Road (PO Box 500)
Bradford
YKS
BD6 2LZ
United Kingdom
Ship To Code: 2101
Email: YWAribaTestUser@gmail.com

Bill To
Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

Deliver To
Joe Bloggs
Yorkshire Water Services

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available	Material Laptop		1 (EA)	7 Apr 2022	£500.00 GBP	£500.00 GBP

Other Information
 Req. Line No.: 1
 Requester: YW Ariba Test User
 PR No.: PR126410
 Contract ID: C657
 SAP PO Line Number: 000001
 Classification Domain: custom
 Classification Code: 55000000

Order submitted on: Thursday 7 Apr 2022 4:34 AM GMT-07:00
 Received by Ariba Network on: Thursday 7 Apr 2022 4:34 AM GMT-07:00
 This Purchase Order was sent by Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland AN01047461409-T and delivered by Ariba Network.

Sub-total: £ 500.00 GBP

Questions or comments for your customer?

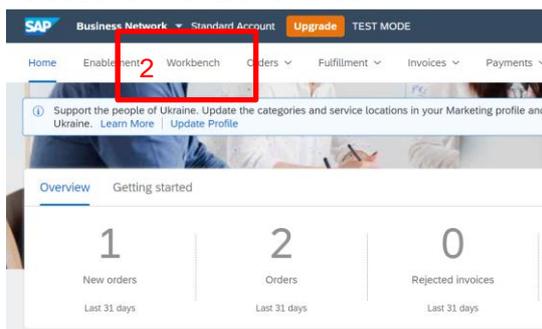
Post message

Process order

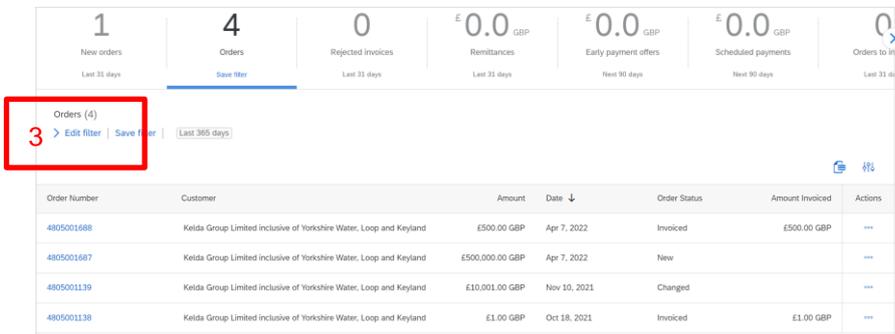
5.6 How do I cancel an ASN?

You can only cancel an ASN, if an invoice has not been submitted.

- 1) Login in to your Ariba Network account
- 2) Select the “workbench” tab



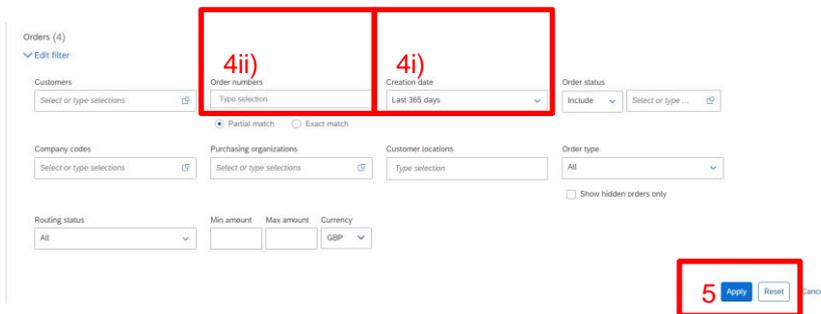
3) Search for your PO in the list of documents. If you do not see the PO listed immediately, select “edit filter”



4) This will allow you to customise your search results.

- i) We recommend changing the Creation Date drop down box to Last 365 Days in order to pull up the maximum number of search results.
- ii) If you know your PO number, toggle the order number option to “exact match” and enter this in the order number field.

5) Click apply



6) Once you have found your document, click on the PO to open the PO.

7) In the related documents section of the PO, click on the ASN

Purchase Order
(Invoiced)
4805001688
Amount: £500.00 GBP
Version: 1

[Track Order](#)

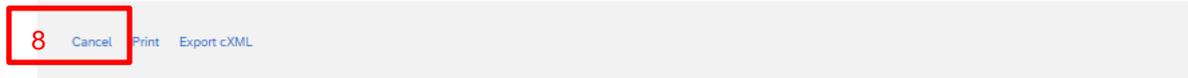
Related Documents: ASN0804
7 INV1688
OC1688
[More\(1\) »](#)

8) Scroll to the bottom of the ASN and click cancel

Additional information not provided.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty
4805001688	1	Not Available Laptop		1
SHIPMENT STATUS				
1. ▶ Shipped 1				Show Details



6. Help

Additional support can be provided on confirming orders through to submitting invoices and credit notes.

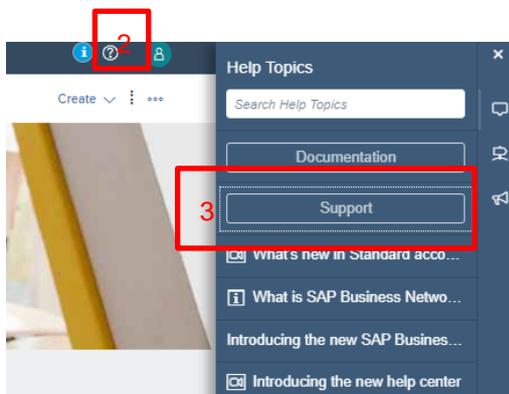
Please reach out to purchasing@yorkshirewater.co.uk and our purchasing team colleagues will be happy to help with this.

Please contact our accounts payable team for queries relating to invoices, copies of remittances, change of company details or year end balances.

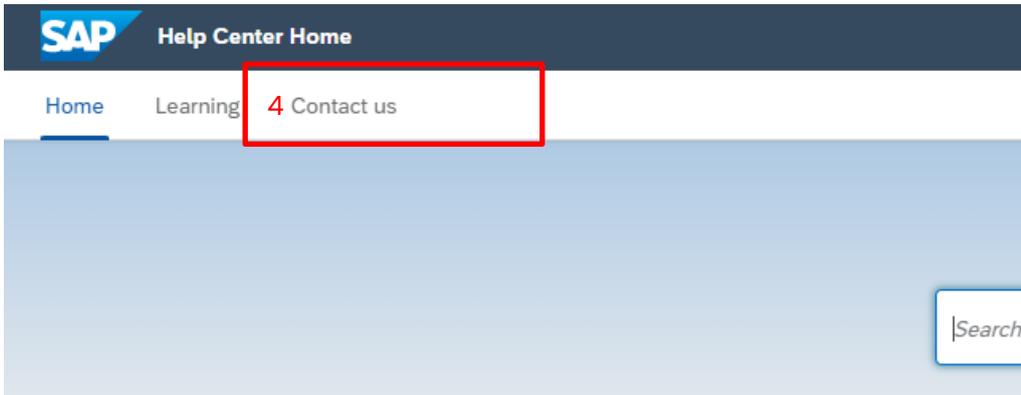
Telephone: 01274 805845 or email us using accountspayable@yorkshirewater.co.uk and a member of our team will be happy to help.

To request a call back from SAP Ariba support, please follow the below steps.

- 1) Login to your SAP Ariba Network account
- 2) Click the Question mark (help icon) in the upper-right corner of the application.
- 3) Click support

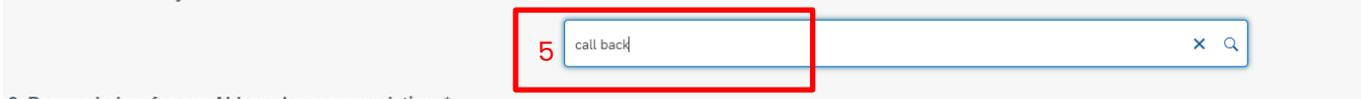


4) Click Contact Us at the top of the Help Center page.



5) Enter "call back" in the search field.

1. Start here to find your answer.



2. Browse below for our AI based recommendations

6) Click on Contact us in the bottom-right.



7) Fill the form in detail > One last step.

1. Tell us what you need help with.

Subject:*

Full description:*

Attachment:

Issue type:*

Issue area:*

PO/Invoice Number:

Top Recommendations:

- How do I access the test account?
- How do I create my test account?

8) Select the contact method > Submit.

Choose this contact method for the fastest resolution of your issue:

  **Recommended**

Email

A support engineer will respond to your Service Request by email.