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

Paul Gibbons SAP Ariba Specialist P2P Systems Team **Document Owner (Author)**	**Ricky Athwal** P2P Systems Manager P2P Systems Team **Document Approver**

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).

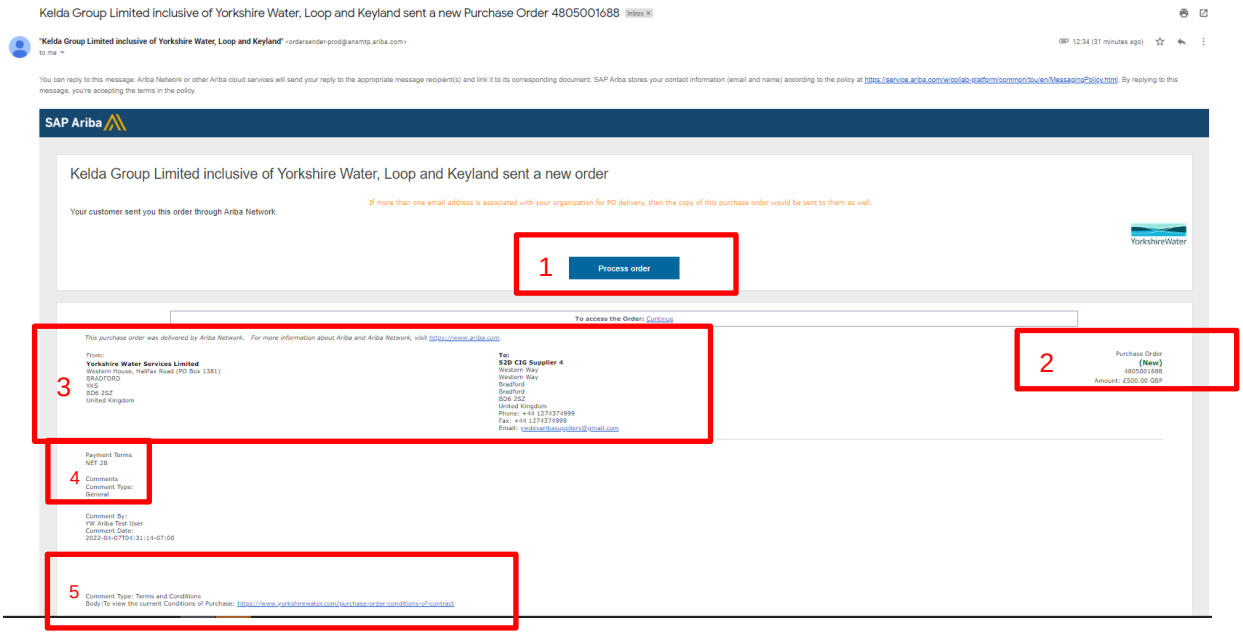
Suppliers can also add up to 5 additional email addresses, please see section 5.1 on how to do this via their account. If you wish to change the email address POs are sent to, please email P2PSystemsTeam@yorkshirewater.co.uk.

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.

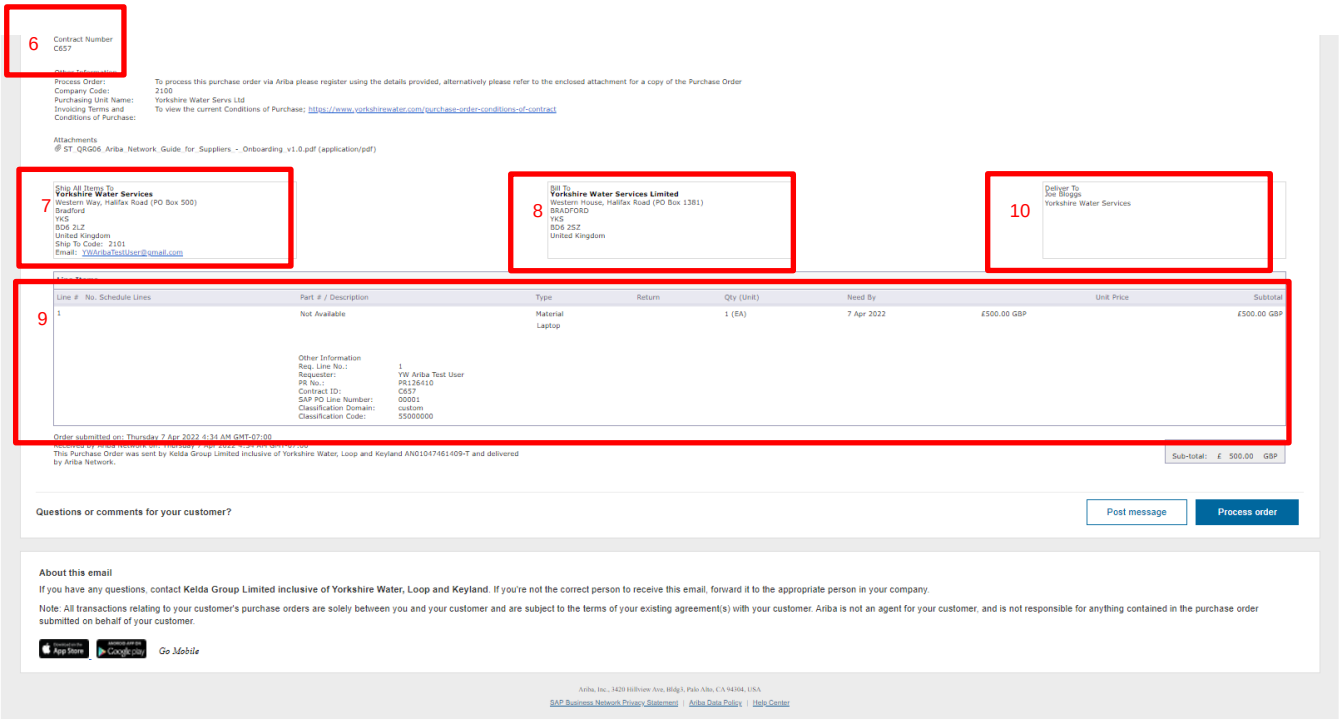
***Note: Please do not delete this email as it will be needed to access historic purchase orders*, due to the restrictions in place with a standard account**

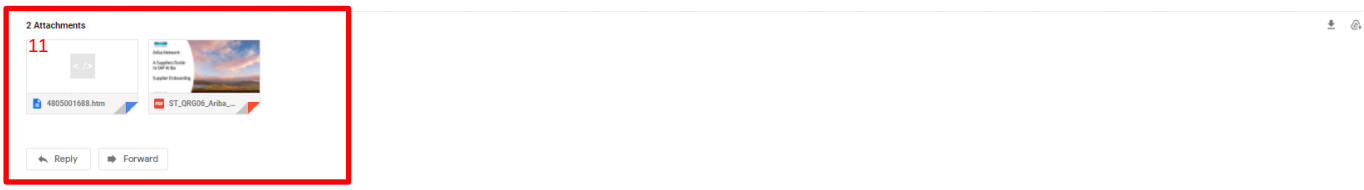
The email contains:

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



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. HMTL copy of the PO and any additional attachments sent by the requestor (i.e., Quotes)

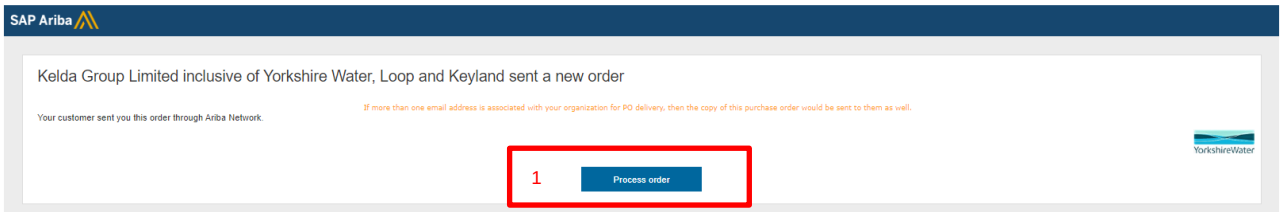




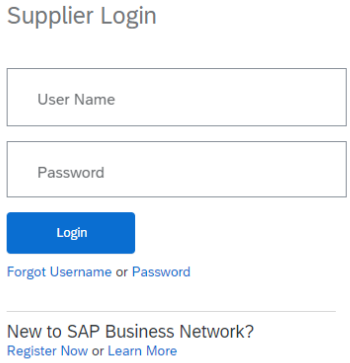
3. Submitting an Order Confirmation - Standard Account Suppliers

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.

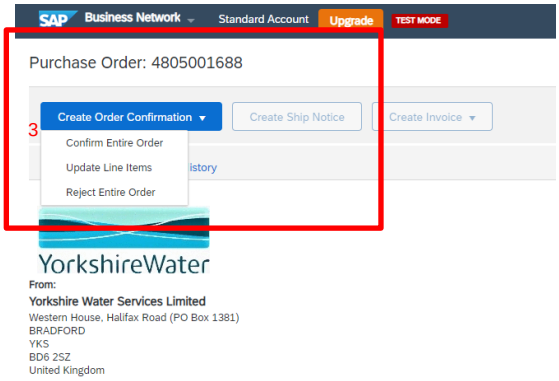


2) Enter your Ariba Network login credentials & click "Login"



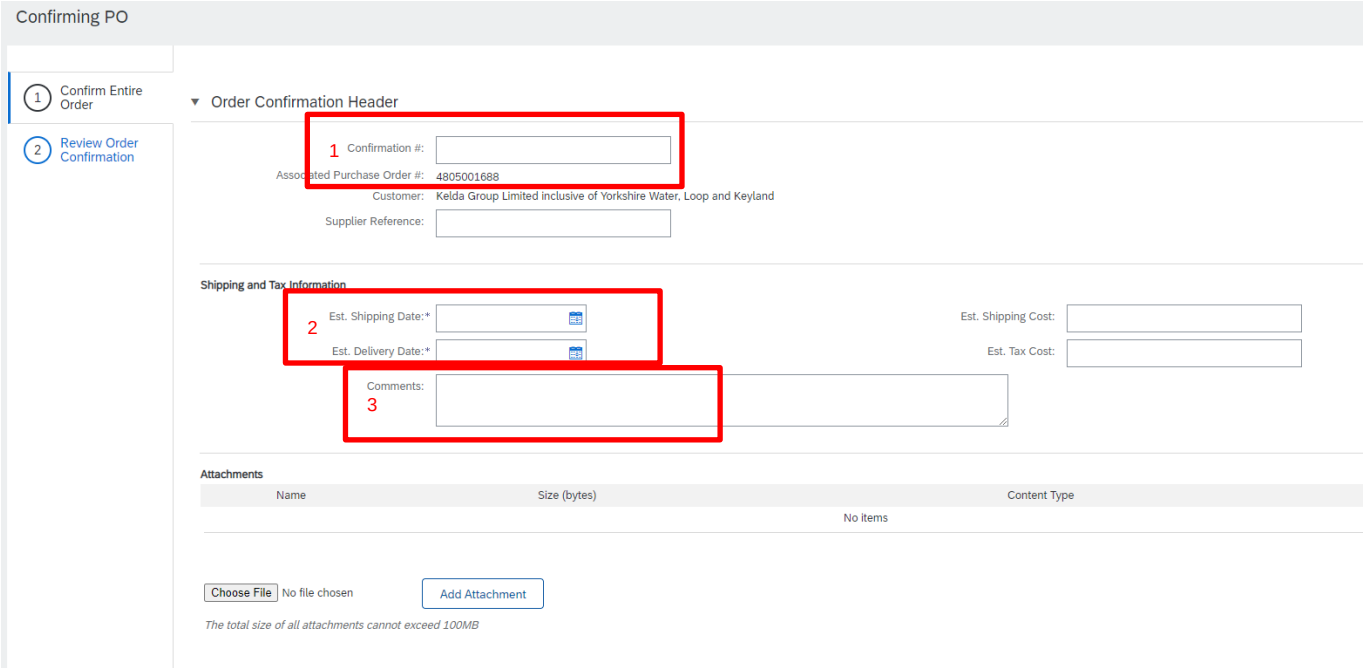
3) Select "Create Order Confirmation." From the drop-down menu, select either:

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



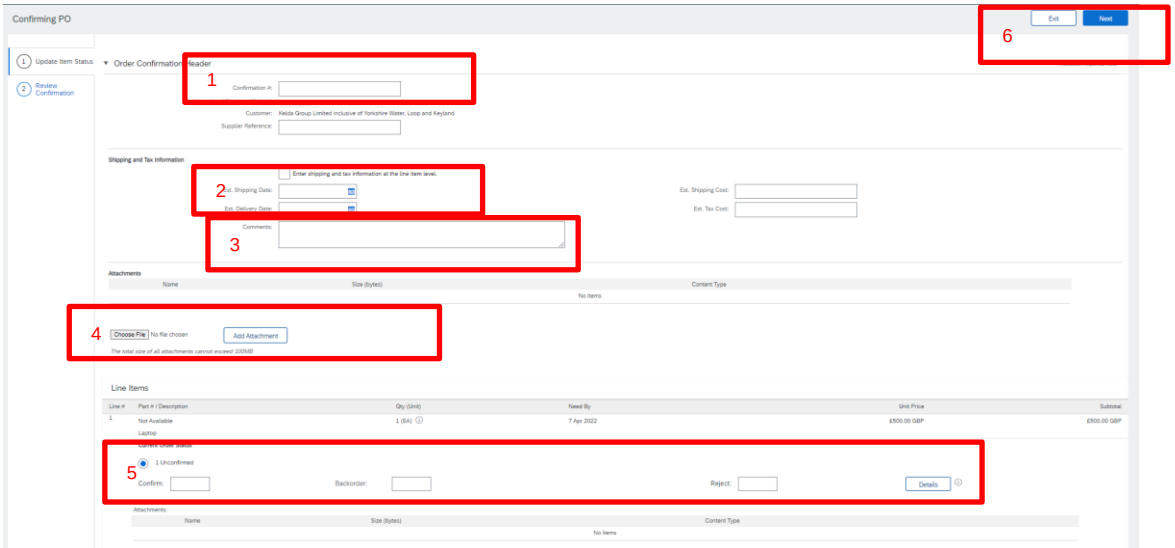
IV) If Confirming the Order:

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



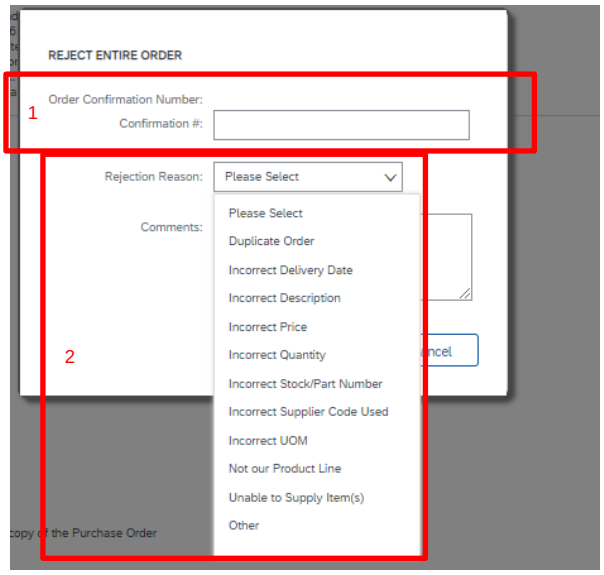
V) If confirming part of the order:

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

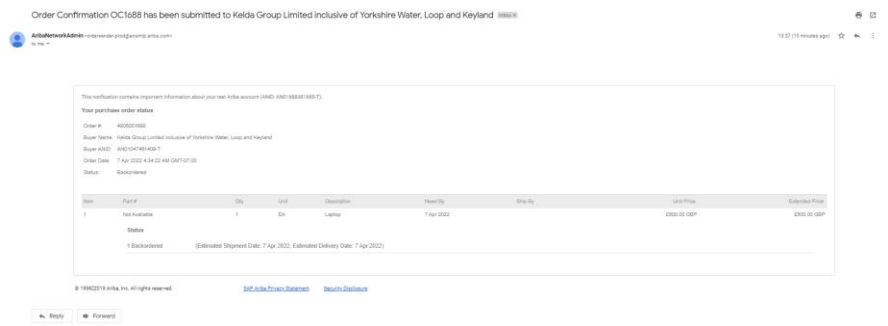


VI) If rejecting the order:

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



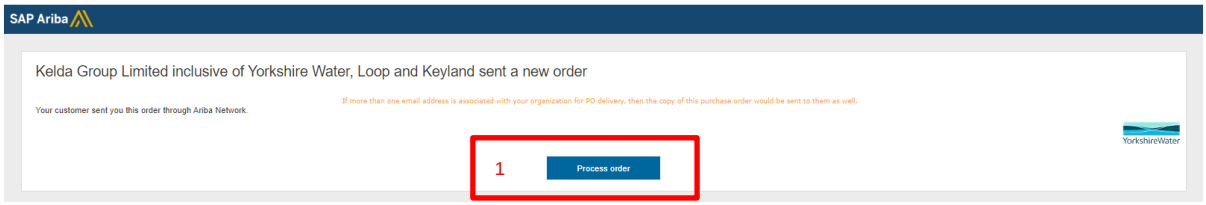
You will receive an email notification once you have submitted the Order Confirmation. To update an Order Confirmation, follow the same steps above.



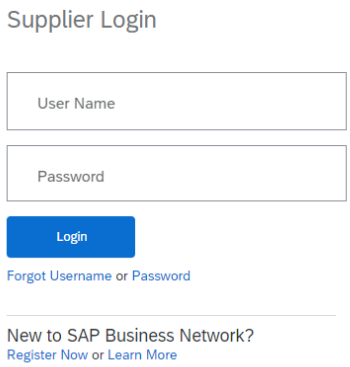
4. Submitting an Advanced Ship Notice - Standard Account Suppliers

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.

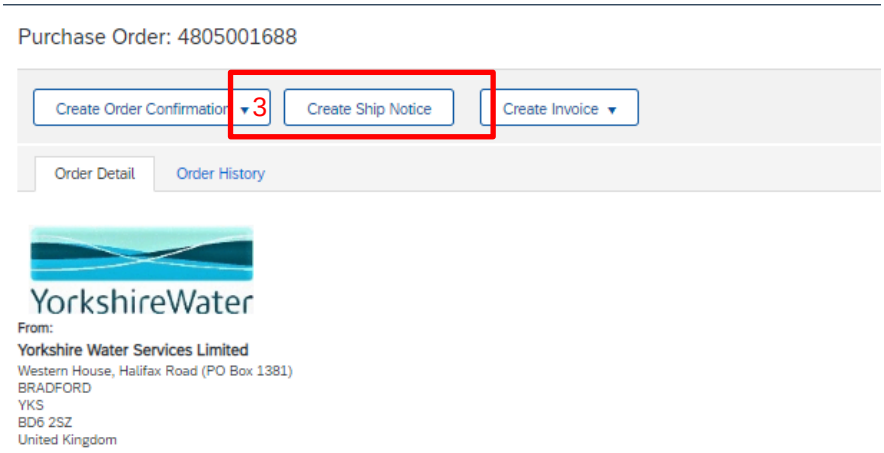
1) Click "Process Order" in the interactive PO email. Continue to step 3.



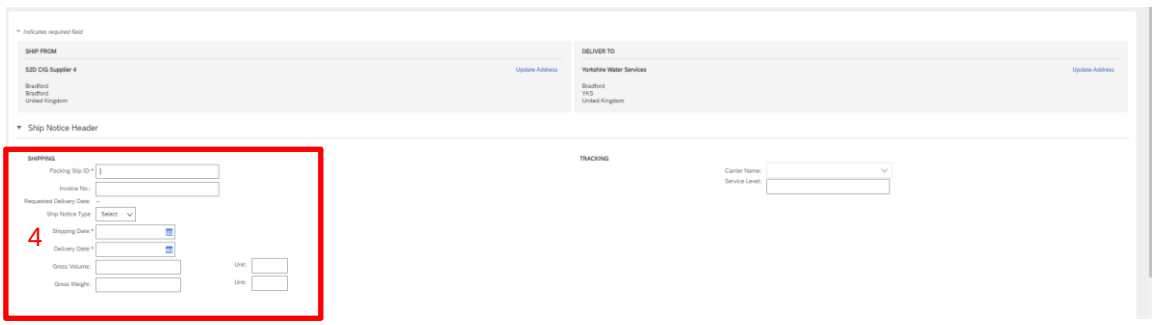
2) Enter your Ariba Network login credentials & click "Login"



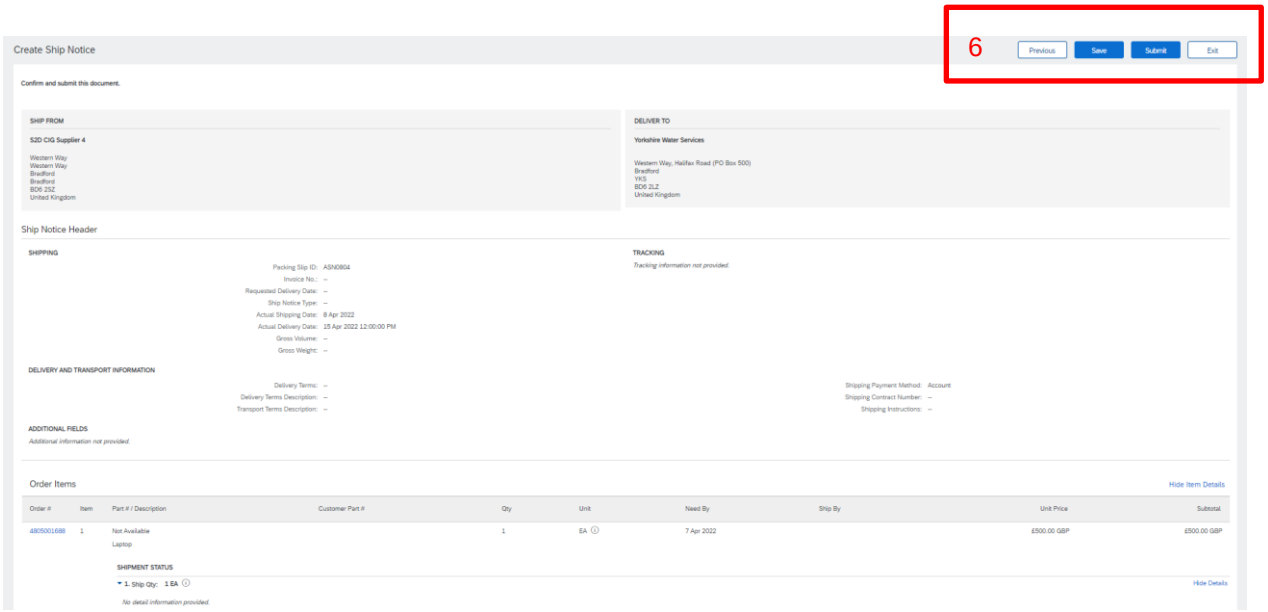
3) Click on 'Create Ship Notice'



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

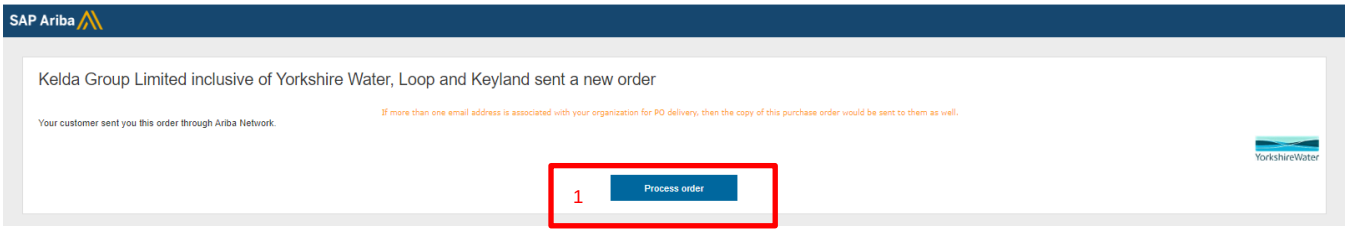


6) Review all the details on the Ship Notice, click submit.

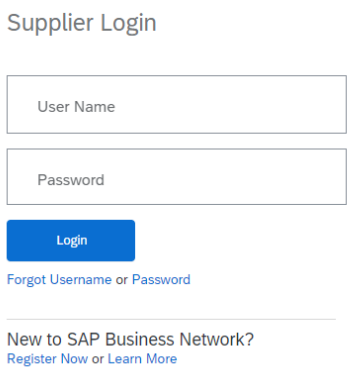


5. Create & submit an Invoice - Standard Account Suppliers

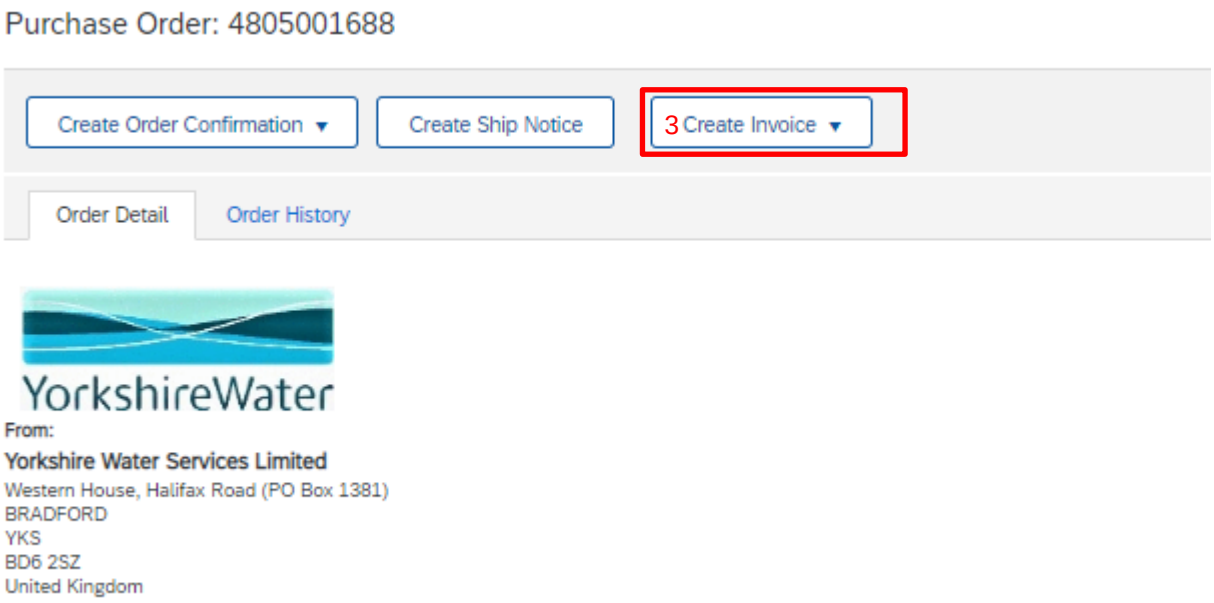
1) Click "Process Order" in the interactive PO email.



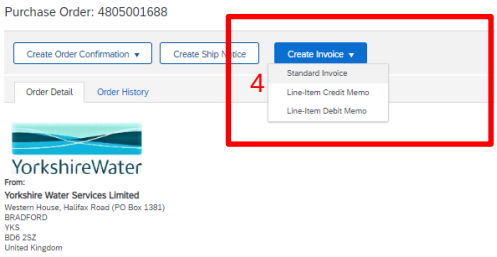
2) Enter your Ariba Network login credentials & click "Login"



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

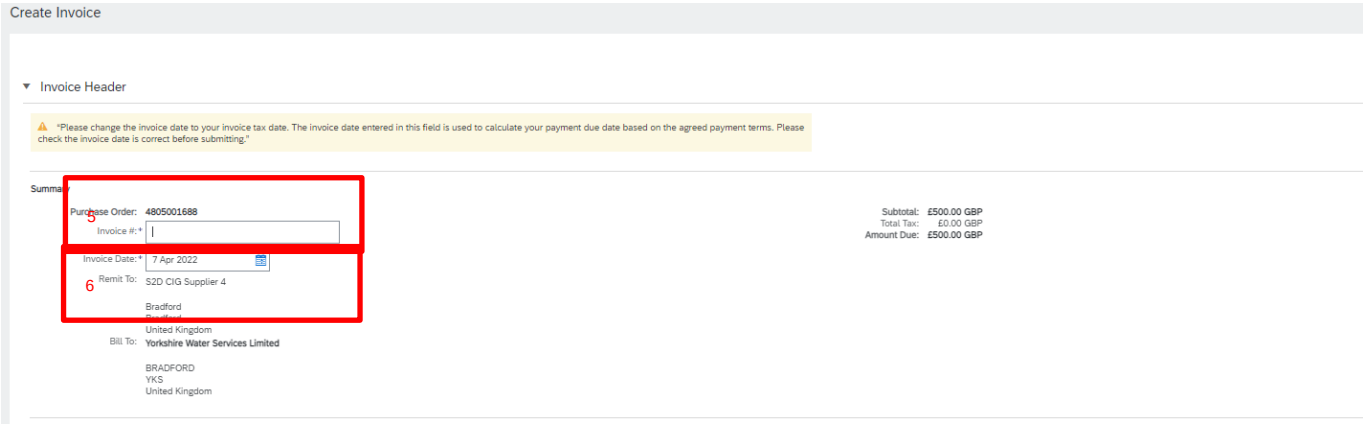


4) Select Create Invoice and select "Standard Invoice" from the drop-down

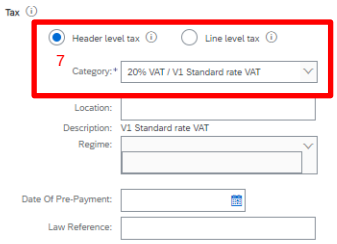


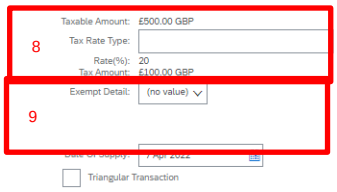
5) Enter your Invoice number as it is presented in your ERP or Sales system
This is limited to 16 characters, must not be the PO Number, uppercase if using letters and please avoid using special characters

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

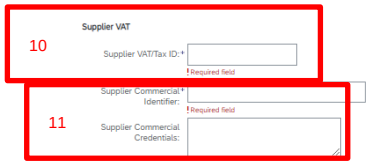


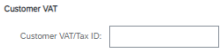
7) From the drop-down select the correct Tax Rate. This field will default to V1 Standard Rate 20%.
8) The tax amount is automatically calculated based on the Tax rate selected in step 7.
9) Exempt detail, this field must be completed if zero rated tax rates are selected in step 7.



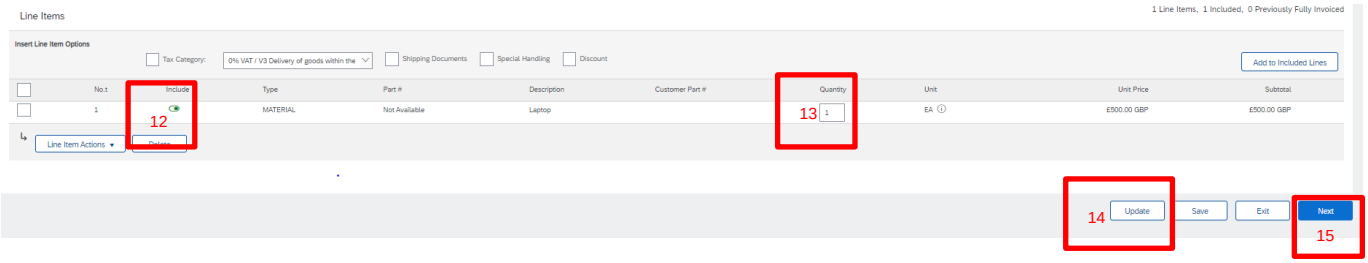


10) Enter your VAT registration number. If you are not VAT registered, please enter "Not VAT registered." (To have this field auto populated for future invoices, please follow section 5.4)
11) Enter your company registration number (to have this field auto populated for future invoices, please follow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

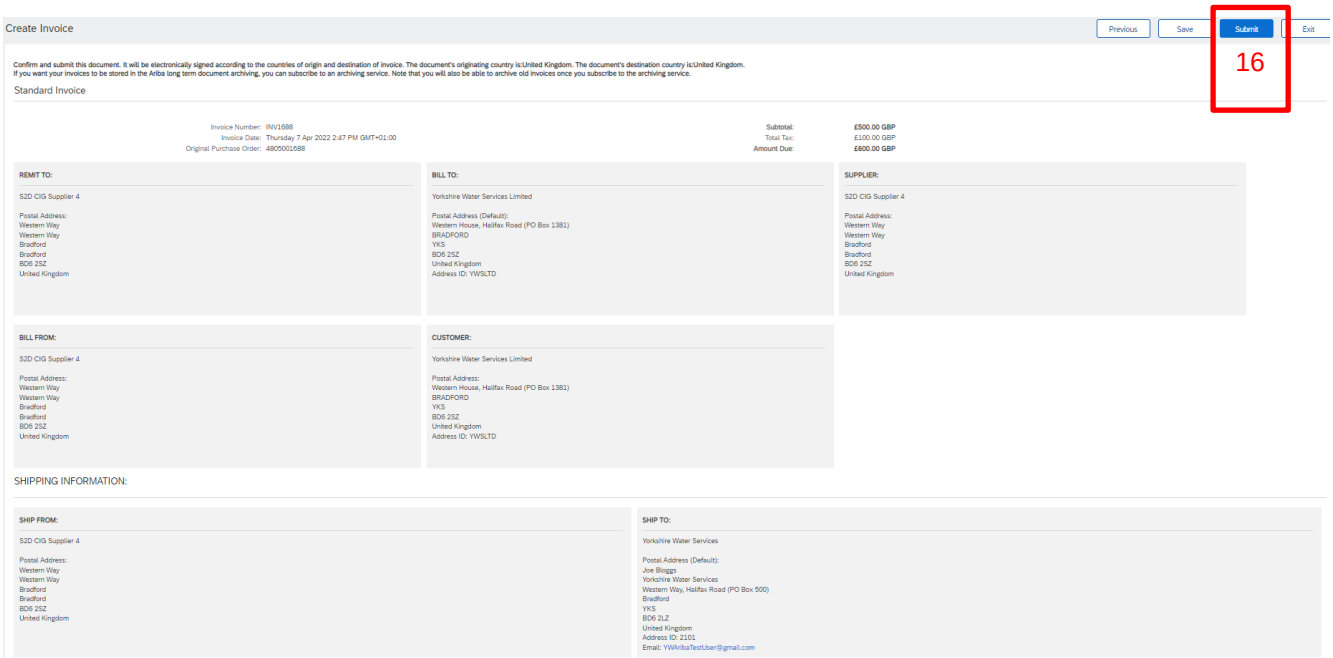




12) Use the toggle buttons to select which items to include in the invoice
13) Enter the quantity you are invoicing for (You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity 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

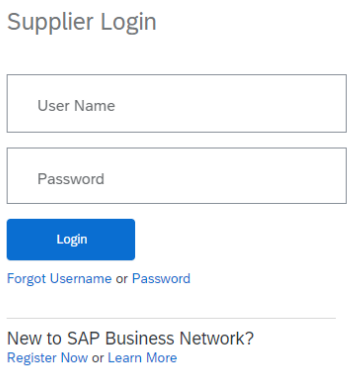


The invoice generated via the Ariba Network will be the tax document used for both YWS and the supplier to enable them to pay and recover VAT. Suppliers will be responsible for ensuring the correct VAT treatment is applied on the Ariba generated invoice. Ariba generated invoices will be the document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

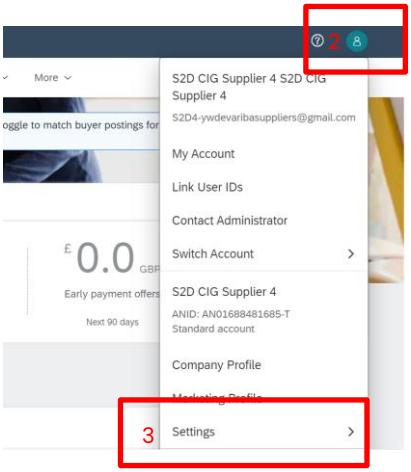
5. Frequently asked questions

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

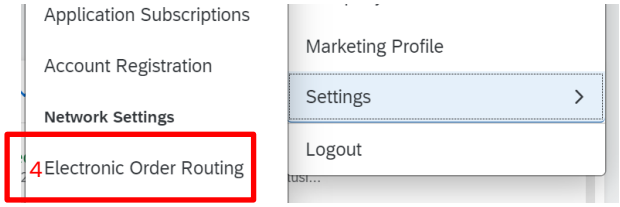
1) Login in to your Ariba Network account (the account administrator must perform this step)



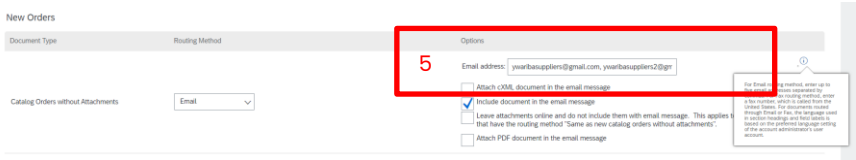
2) In the upper-right corner of the application, click [user initials]
3) Click 'Settings'



4) Click 'Electronic Order routing'

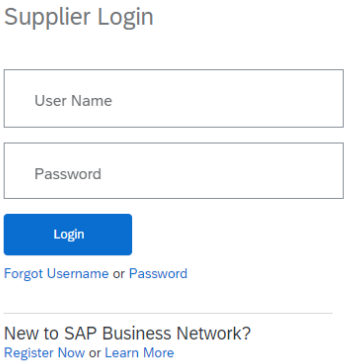


5) In the new orders section, enter up to 5 email addresses separated by commas (note, this is applied for all customers)
6) Click save

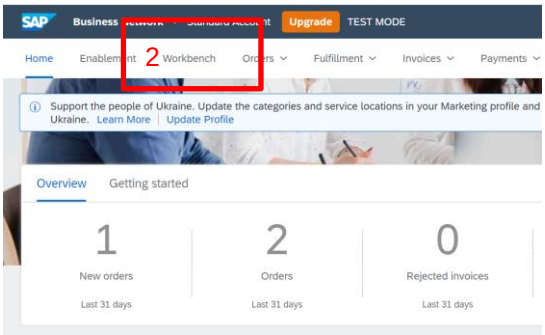


5.2 I have lost the interactive PO email; how do I receive another copy?

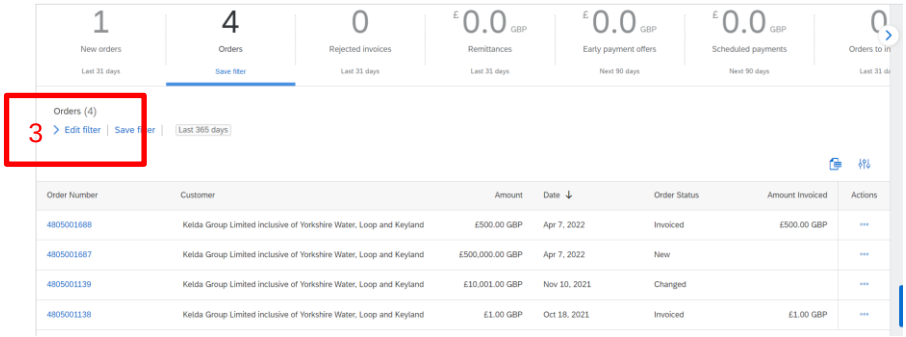
1) Login to your Ariba Network account (users with the inbox and outbox permission must perform this)



2) Select the "workbench" tab

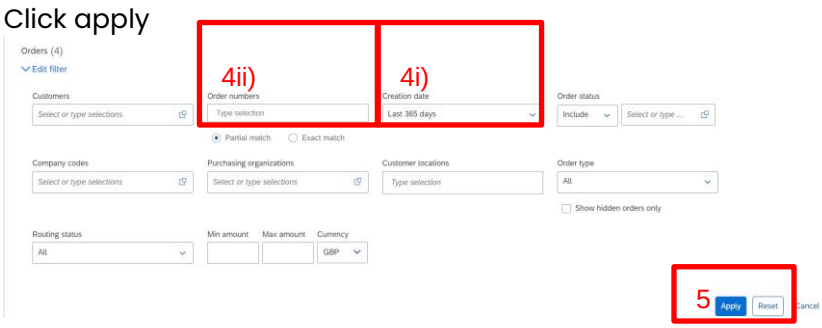


3) Search for your PO in the list of documents. If you do not see the PO listed immediately, select "edit filter"

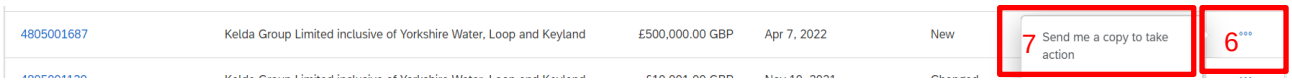


4) This will allow you to customise your search results.
   i) We recommend changing the Creation Date drop down box to Last 365 Days in order to pull up the maximum number of search results.
   ii) If you know your PO number, toggle the order number option to "exact match" and enter this in the order 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.



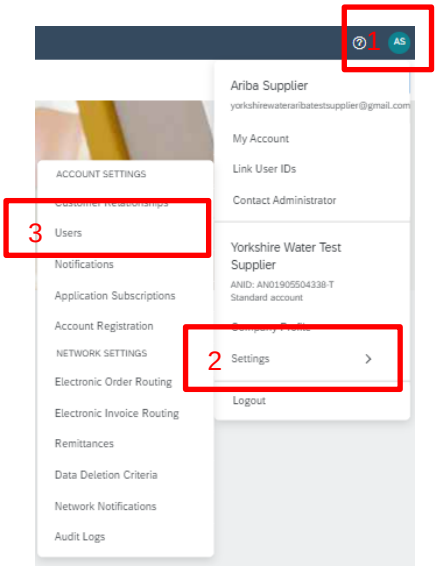
7) Click Send Me A Copy to Take Action.
8) This will send a PO email to the email address listed and from there you can process the PO

Uncontrolled if Printed

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

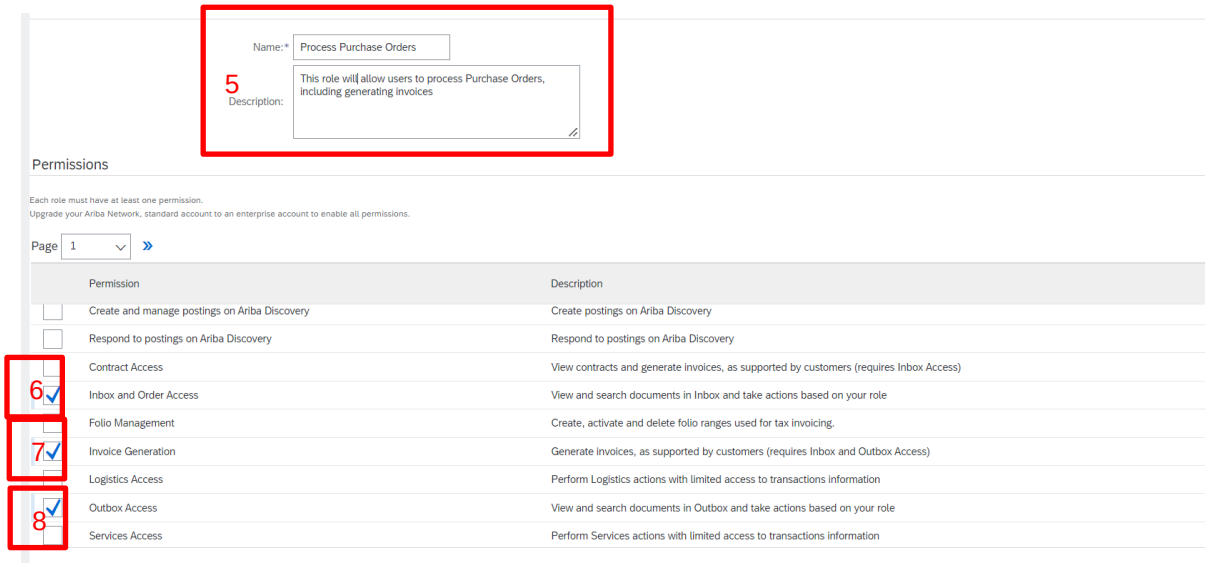
Users will not be able to create invoices until they receive the necessary permissions on their account. The account administrator must create users & add permissions by following these steps:

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

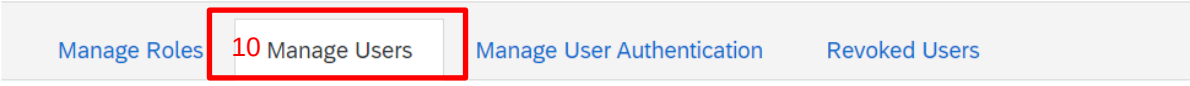


4) You will be required to create a role to assign to the user. Click on the plus icon.

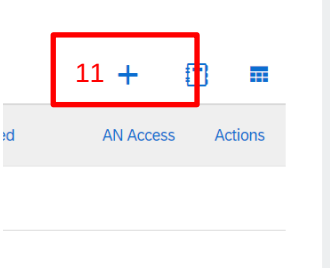
5) Enter a role name and description, it is recommended to provide a name that represents the role the user will be carrying out in the Ariba Network
6) Check off the Inbox and Order Access
7) Check off Invoice Generation permissions
8) Check off the Outbox permission
9) Click Save



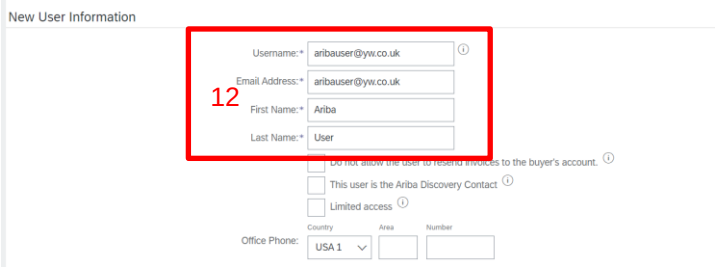
10) To create a user, click on the "Manage Users" tab.



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

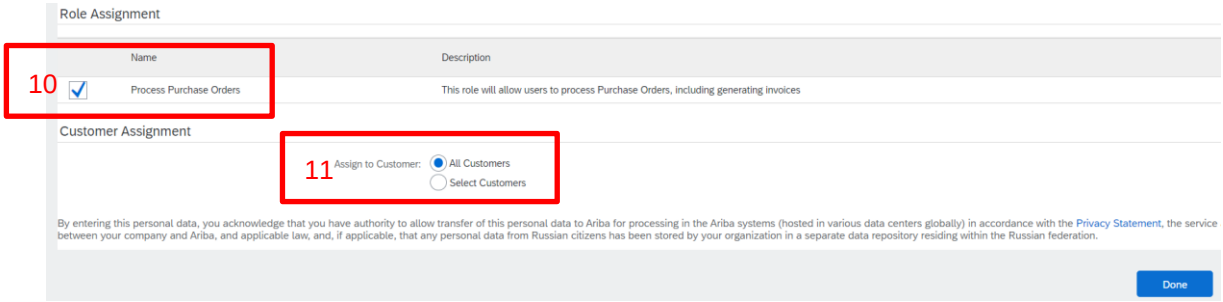


12) Enter a username (this is case sensitive and must be in the form of an email address), email address, first name and last name



Uncontrolled if Printed

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



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.

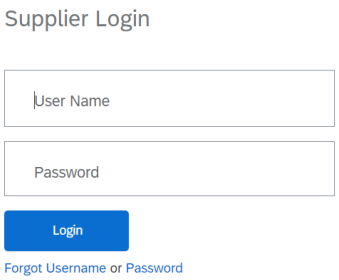
For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

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.

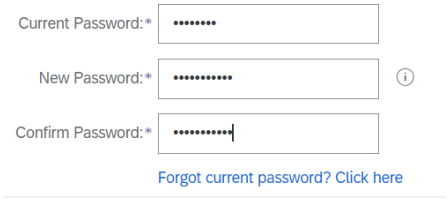
https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba

- 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.

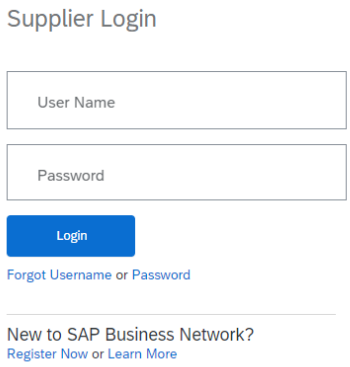


14) Enter your temporary password and new password and click submit.

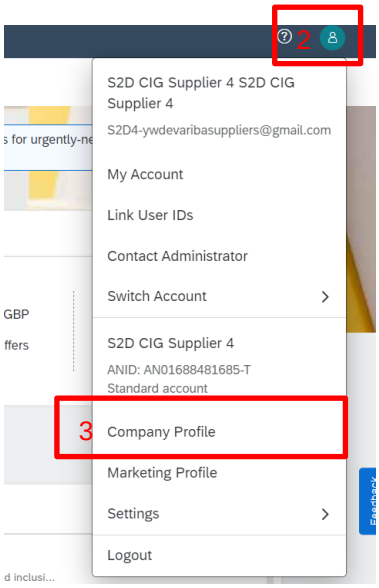


5.4 How do I set up my account so that VAT ID and Commercial identifier fields are automatically populated?

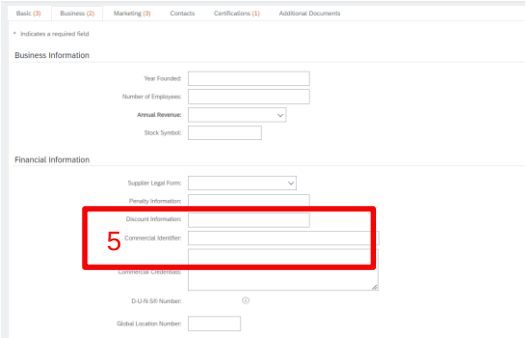
1) Login to your Ariba Network account



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

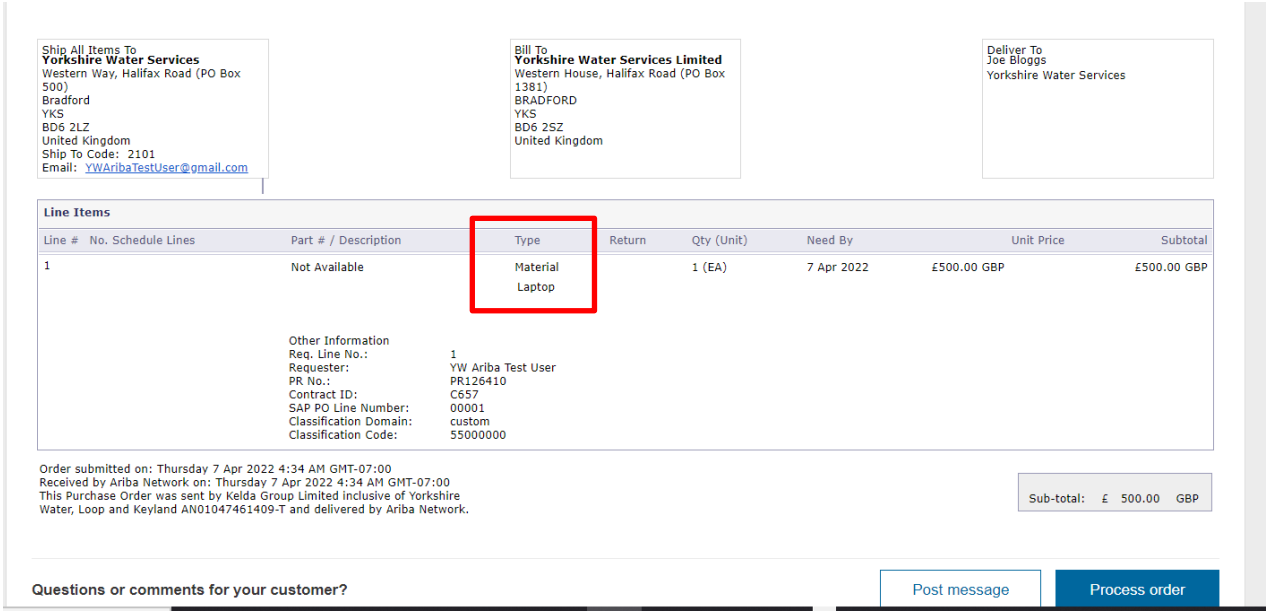


4) Click on the business tab
5) Enter the company registration number in the commercial identifier field
6) Scroll down and enter the VAT number in the VAT ID Field



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

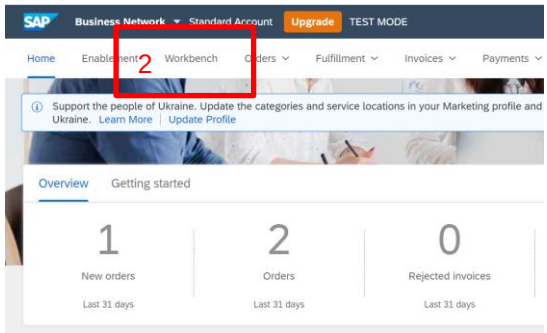
In the interactive PO email, the item category type will show as either “material” or “service”.



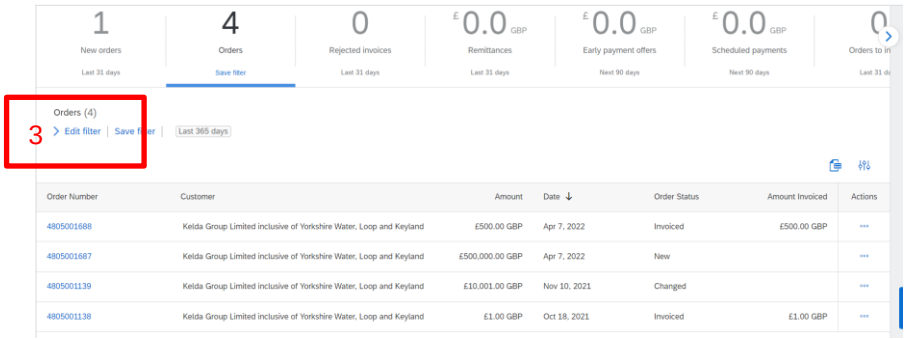
5.6 How do I cancel an ASN?

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"

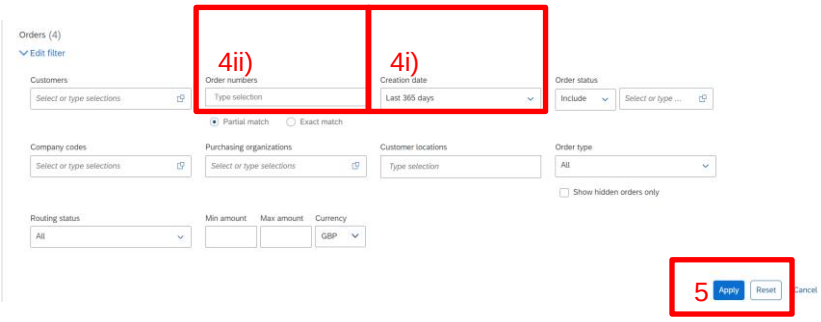


4) This will allow you to customise your search results.

   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.

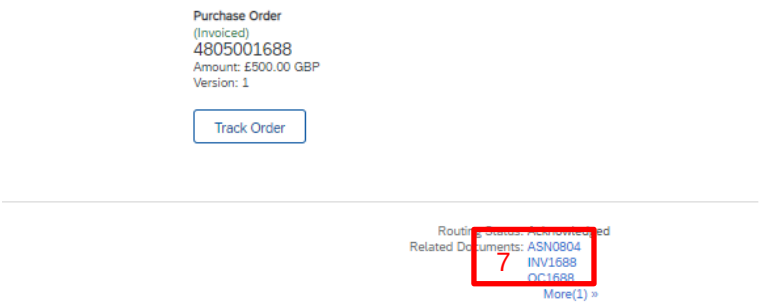
   ii) If you know your PO number, toggle the order number option to "exact match" and enter this in the order number field.

5) Click apply

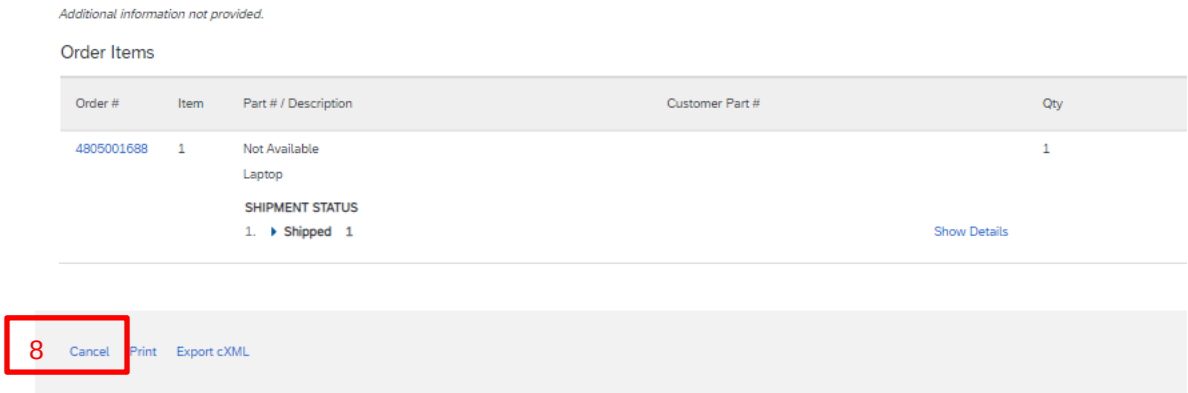


6) Once you have found your document, click on the PO to open the PO.

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



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



6. Help

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

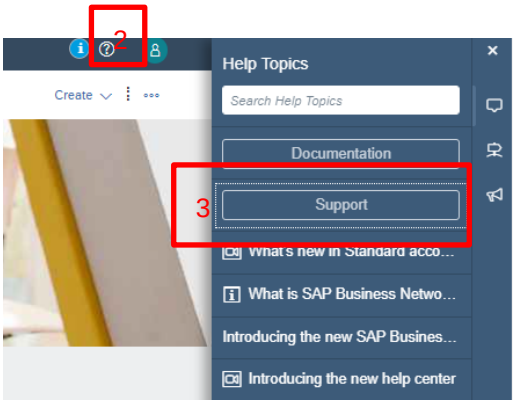
Please reach out to purchasing@yorkshirewater.co.uk and our purchasing team colleagues will be happy to help with this.

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

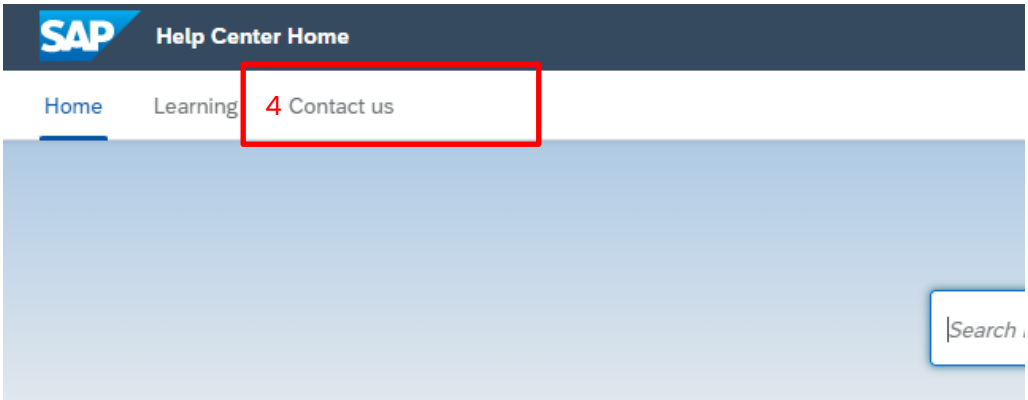
Telephone: 01274 805845 or email us using accountspayable@yorkshirewater.co.uk and a member of our team will be happy to help.

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

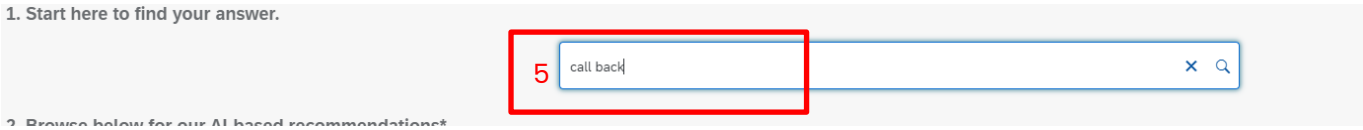
1) Login to your SAP Ariba Network account
2) Click the Question mark (help icon) in the upper-right corner of the application.
3) Click support



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

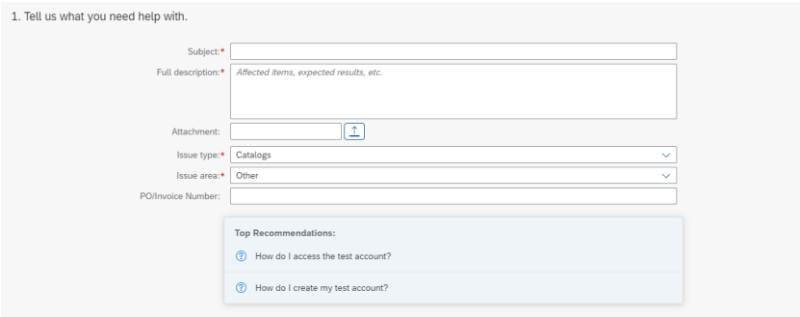
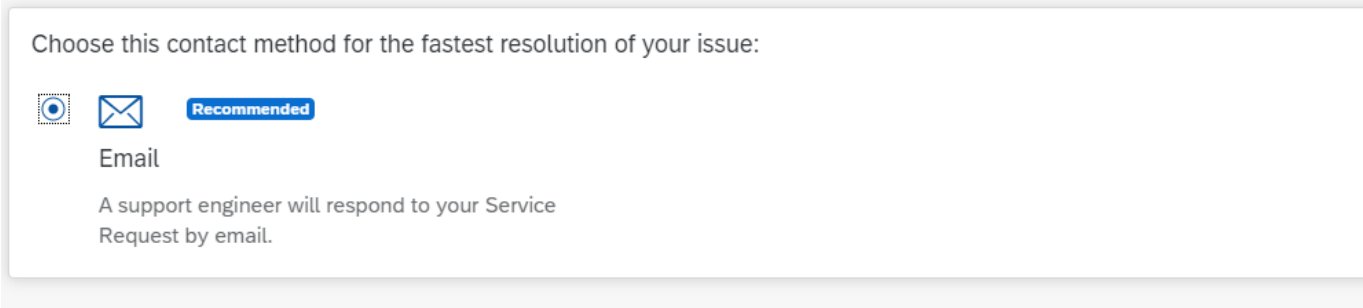


5) Enter "call back" in the search field.



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

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



8) Select the contact method > Submit.