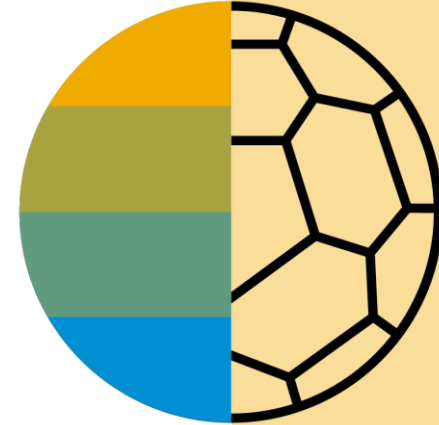




T-Mobile Supplier Guide

CONFIDENTIAL

T Mobile



THE BEST RUN



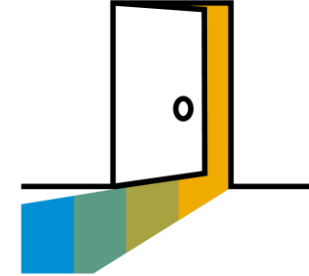
HOME- Table of Contents



Section 1:
**SAP Business Network
Overview**



Section 2:
Account Set Up



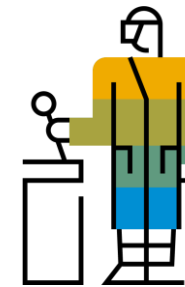
Section 3:
Purchase Orders



Section 4:
Other Documents



Section 5:
Invoice Methods



Section 6:
Help Resources

Section 1: SAP Business Network Overview



**What is SAP
Business Network?**



**T-Mobile Project
Scope**



Supplier Value



Fee Schedule

[T-Mobile
Message](#)

[Supported
Documents](#)

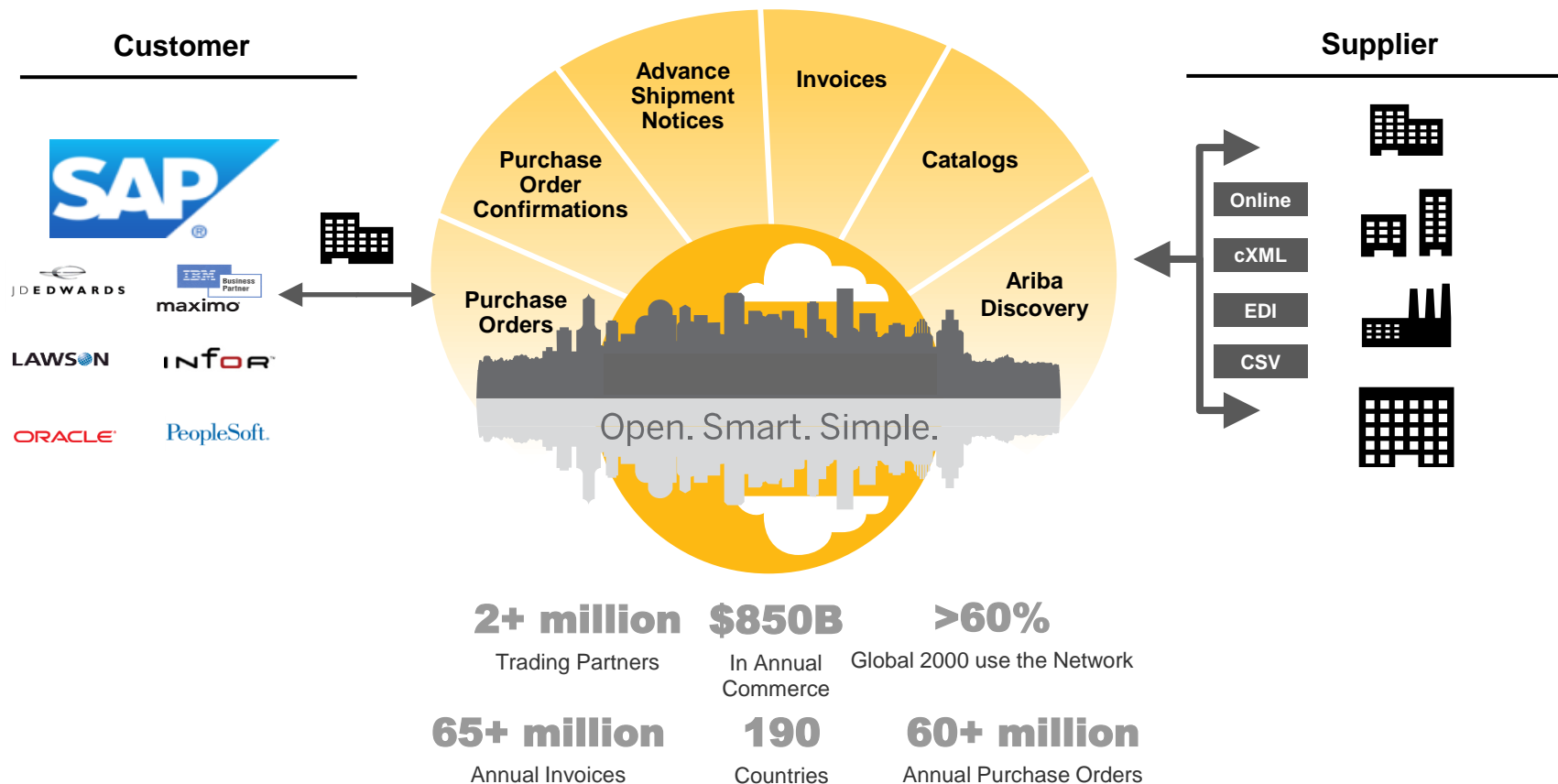
[Not Supported
Documents](#)

[Subscription Levels](#)

[\\$USD](#)

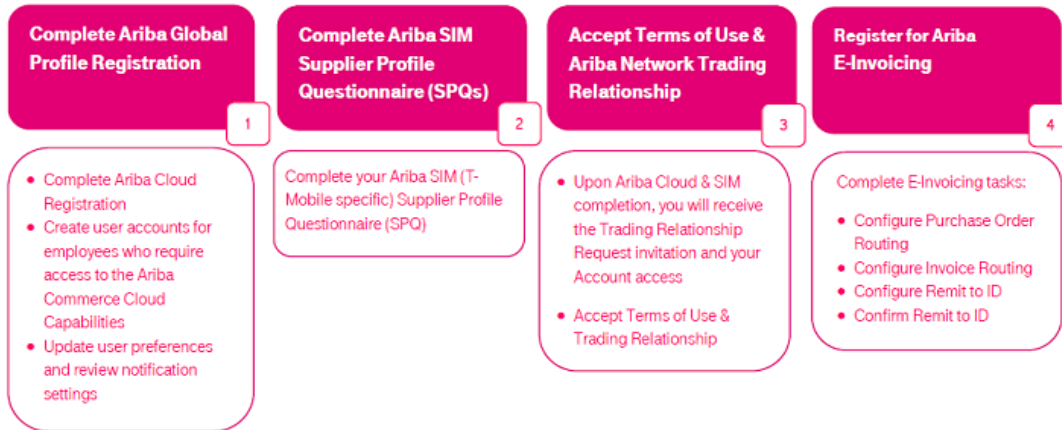
What is SAP Business Network?

T-Mobile 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.



T-Mobile Message

You've now completed (2/5) steps to become a T-Mobile supplier. At this time we request you to complete the enablement activities on the SAP Business Network as indicated below in steps (3/5) to begin receiving payments from T-Mobile. The SAP Business Network is the primary method for sending



This initiative is a T-Mobile REQUIREMENT for suppliers to receive payment. Supplier participation will be closely monitored to ensure suppliers are responsive to and compliant with creating a SAP Business Network account and exchanging purchase orders and invoices via the SAP Business Network. **Non-compliance of this initiative could result in delay of invoice processing and payment.**

You will receive an email from SAP (ordersender-prod@ansmtp.ariba.com) with detailed instructions for setting up your SAP Business Network account. We ask that you set-up your account within 5 days after receiving the email from SAP. You will be notified once T-Mobile is ready to transact with you via the SAP Business Network.

Review T-Mobile Specifications

Supported Documents

T-Mobile project specifics:

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

Supported

- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Line Level Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
- **Non-PO Invoices**
Invoices submitted without a T-Mobile issued purchase order. Please confirm with your T-Mobile field representative that a purchase order will not be issued before submitting a Non-PO invoice.
- **Service Invoices**
Invoices that require service line item details. Apply against a single approved service sheet.

Review T-Mobile Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by T-Mobile
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by T-Mobile
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; T-Mobile will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on SAP Business Network
- **Paper Invoices**
T-Mobile requires invoices to be submitted electronically through SAP Business Network; T-Mobile will no longer accept paper invoices
- **Header Level Credit Memos**
Credit Memos applied against whole invoices; not accepted by T-Mobile
- **Contract Invoices**
Apply against contracts
- **Purchase Order Confirmations**
Apply against a whole PO or line items

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 AN 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

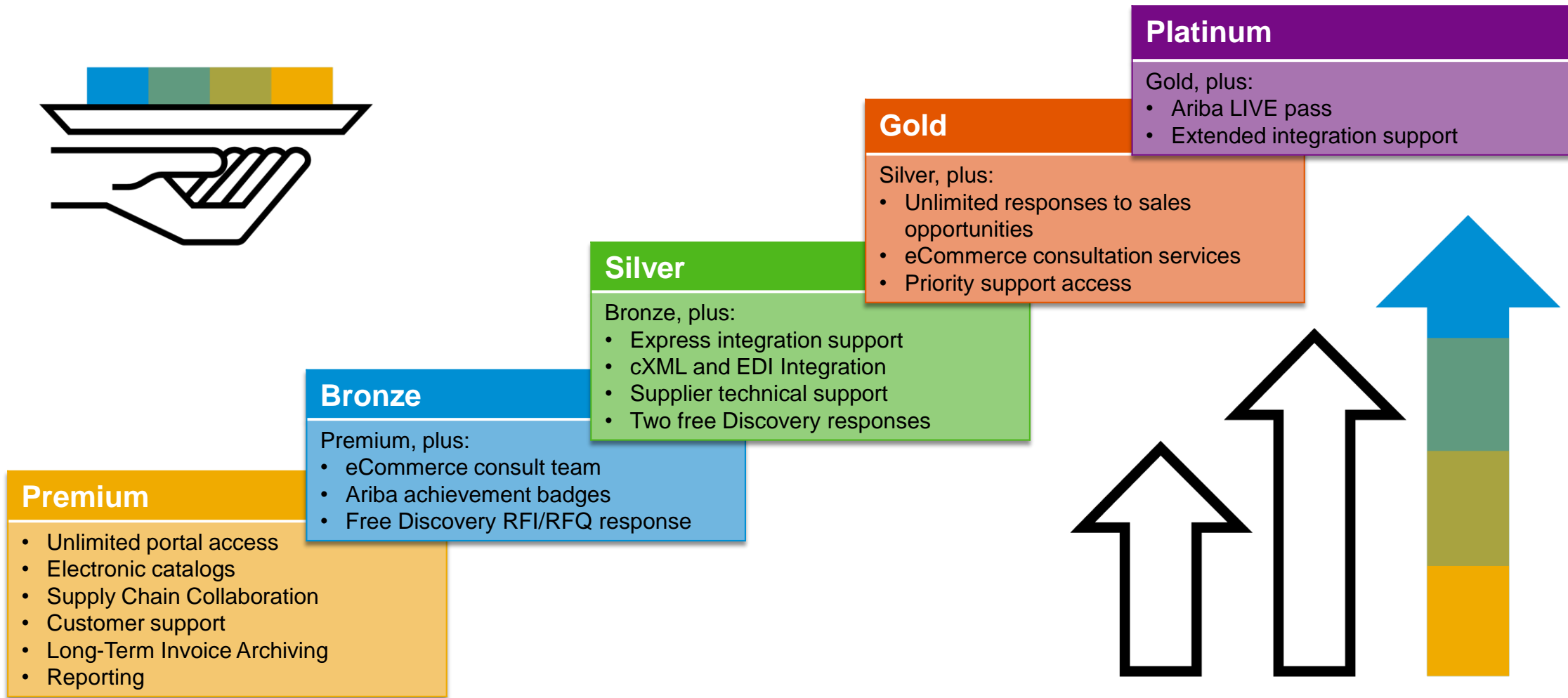
62% decrease in late payments



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

Subscription Levels

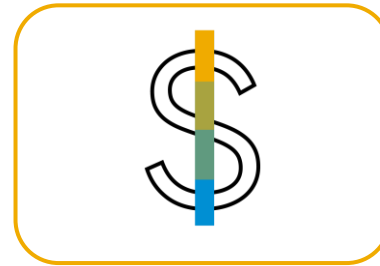


Note: Standard account does not have subscription levels

Read more about subscription levels, calculate your fees & check out other currencies on our website
<https://www.sap.com/products/business-network/suppliers/enterprise-account.html>

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



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

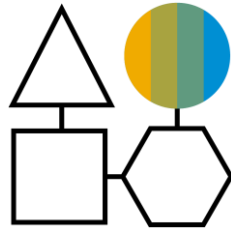
*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

\$50,000 and 5 Documents

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

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

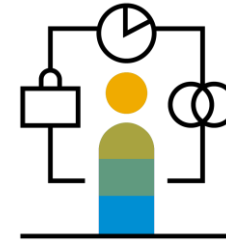
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Test Accounts](#)

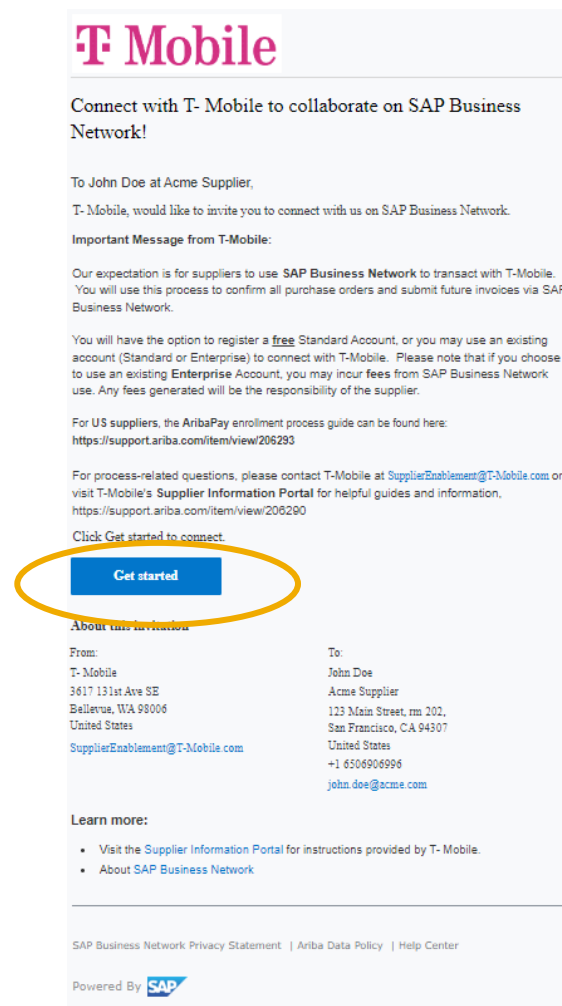
T-Mobile Specific Account Configuration

- **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.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk. The Remittance ID will be communicated to you by your buyer.
- **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.

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.



Select One...

First Time
User

Existing
User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting 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?](#)

Confirm

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.

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**

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top left explains the purpose of the registration. The form is divided into two main sections: 'Company information' and 'User account information'. Callout 1 points to the 'Register Now' button. Callout 2 points to the 'Company Name' field. Callout 3 points to the 'Email' field. Callout 4 points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout 5 points to the 'Register' button at the bottom right. The form includes fields for Company Name, Country (dropdown), Address (multiple lines), City, State (dropdown), Zip, Name (First and Last), Email, Username, Password, and Repeat Password. There are also links for 'Ariba Privacy Statement' and 'Terms of Use'.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

I have further questions for my requesting customer

2

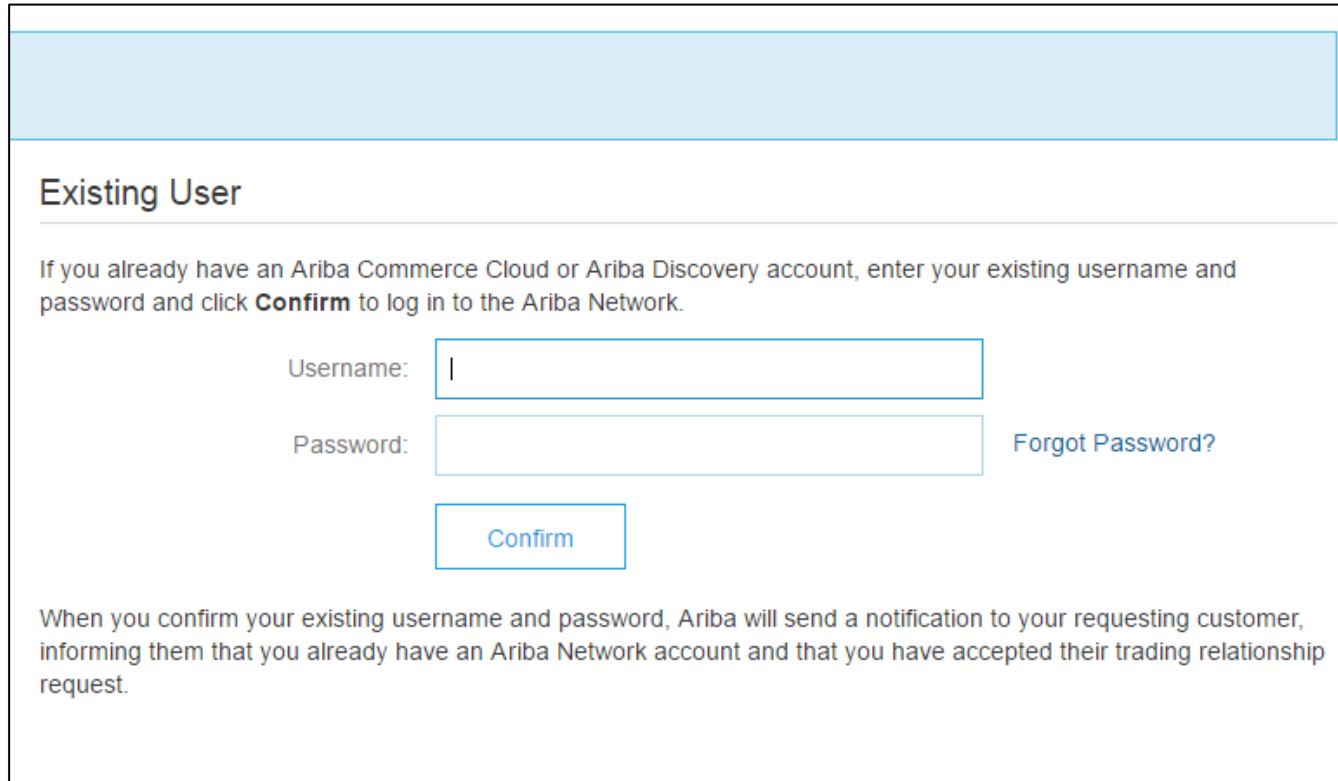
3

4

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.



The screenshot shows a web interface for logging in as an existing user. At the top is a light blue header bar. Below it, the section is titled 'Existing User'. A paragraph of text explains that users with an Ariba Commerce Cloud or Ariba Discovery account should enter their username and password and click 'Confirm' to log in. There are two input fields: 'Username:' and 'Password:'. The 'Username' field contains a single character '|'. To the right of the 'Password' field is a link 'Forgot Password?'. Below the password field is a 'Confirm' button. At the bottom, a paragraph states that confirming the login will send a notification to the requesting customer, indicating that the user has accepted the trading relationship request.

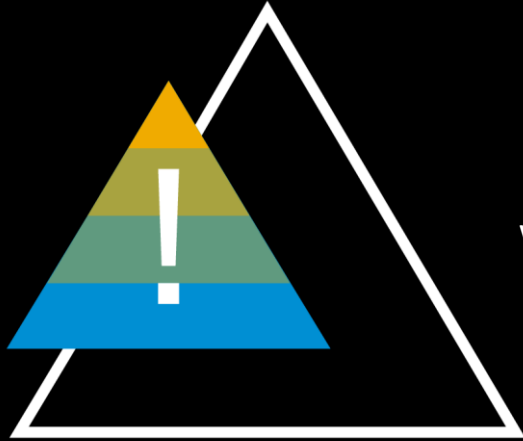
Existing User

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.



After establishing a trading relationship on the SAP Business Network with T-Mobile, if for any reason you wish to **change** the **ANID** please contact SupplierEnablement@T-Mobile.com **prior** to taking any action.

Failure to follow this direction will risk **disruption** to PO receipts, invoicing ability and payment distribution.



Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the SAP Ariba Network Enterprise Account interface. At the top, a dark blue header bar contains the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A settings gear icon is in the top right. A dropdown menu is open, showing 'Demo Supplier 111 - ...' with 'ANID: AN014'. The 'Company Profile' option is highlighted with an orange box. Below the dropdown, the 'Company Profile' form is shown. It has a top bar with tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' section contains the following fields:

- Company Name: Demo Supplier 111 - TEST
- Other names, if any: (empty)
- NetworkId: AN01
- Short Description: (empty, with a character count of 100)
- Website: (empty)
- Public Profile: <http://discovery.ariba.com/profile/AN01477000250-T> | Customize URL
- Privacy Statement: SAP Ariba Privacy Statement (dropdown)

The 'Address' section contains the following fields:

- Address 1: 345_45
- Address 2: 271 North Shore Drive
- Address 3: (empty)
- Address 4: (empty)
- City: Singapore
- Postal Code: 15212
- State: Select (dropdown)
- Country: Singapore [SGP] (dropdown)

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** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **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.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Ac

General Network Discovery Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before saving. The Preferred Language configured by the account administrator controls the language used in these notifications.

Error Email Notification 2

General Notification Options

☐ Send immediate notification

☐ Send notification digest

Electronic Order Routing

Type Send notifications when...

Order ☒ Send a notification when...

Purchase Order Inquiry

☐ Send a notification when...

Time Sheet

☐ Send a notification when time sheets are undeliverable.

Pending Queue

☐ Send a notification when items delivered through pending queue are not acknowledged.

Save Close

Demo Supplier 111 - ...

ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications 1

Application Subscriptions

Account Registration

View All 2

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Refresh

xinjie.li@asm.com

3

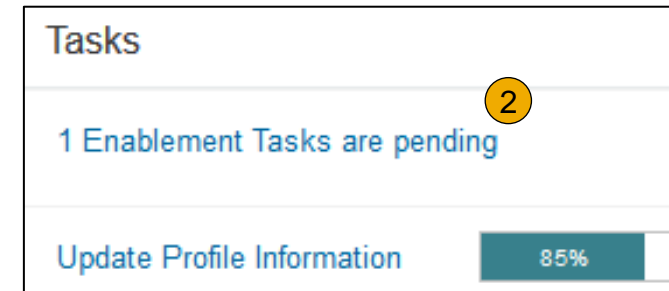
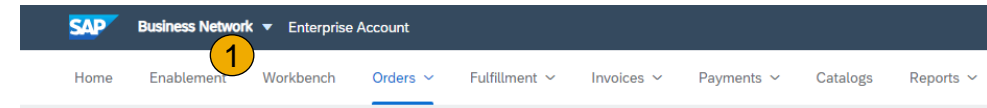
xinjie.li@asm.com

xinjie.li@asm.com

xinjie.li@asm.com

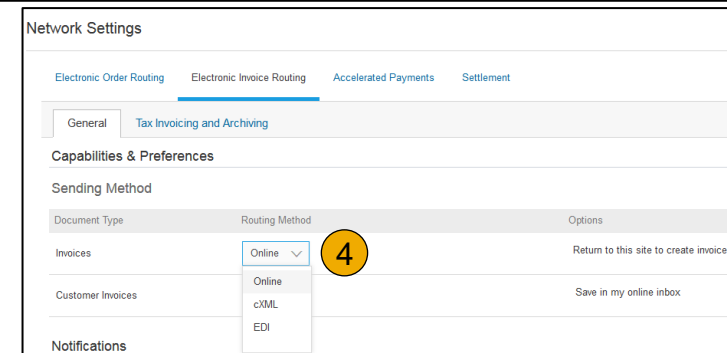
Configure Your Enablement Tasks

1. **From** 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:
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

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	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><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".</p>

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN 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 AN 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 T-MobileEnablement@ariba.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.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<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. **Select** Electronic Invoice Routing.
2. **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).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot shows the 'Electronic Invoice Routing' configuration page. At the top, there are three tabs: 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), and 'Accelerated Payments'. Below these, there are two sub-tabs: 'General' and 'Tax Invoicing and Archiving' (3). The 'Tax Invoicing and Archiving' sub-tab contains a 'Capabilities & Preferences' section with a 'Sending Method' table. The table has two columns: 'Document Type' and 'Routing Method'. Under 'Invoices', the 'Routing Method' is set to 'Online' (2). Below the table, there is a 'Tax Information' section with fields for 'Tax Classification', 'Taxation Type', 'Tax ID', 'State Tax ID', 'Regional Tax ID', 'Vat ID', 'Supplier GST Registration Number', and 'VAT Registration Document'. The 'Vat ID' field is highlighted with a yellow circle (3).

The screenshot shows the 'Demo Supplier 111 - ...' dropdown menu. The 'Company Profile' option is selected (1). The 'NETWORK SETTINGS' section is visible, showing 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', 'Audit Logs', and 'View All'.

Configure Your Remittance Information (1/2)

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. Click 'Go To Additional Entities' to create a new remittance address, or 'Edit Bank Details', if you need to change existing information.
 - a. 'Go To Additional Entities' will take you to the company profile, where you can input a new remittance address.
 - b. **Complete** all required fields marked by an asterisk and select 'Create' for a new remittance address.

The screenshot shows the SAP Business Network 'Additional Entities' page for 'TMOBILE LG TEST ACCOUNT'. The page has a navigation bar with links like Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities (highlighted with a red box and a yellow circle labeled '2a'), Country Configuration, Contacts, Settings, Business Information, Additional Documents, and Customer Requested. Below the navigation bar, the 'Create New Additional Entity' form is visible. The form has two main sections: 'Company and location information' and 'Network collaboration information'. The 'Company and location information' section includes fields for 'Company (Legal) Name' (marked with an asterisk) and 'Country/Region' (marked with an asterisk). The 'Network collaboration information' section includes a 'Functions' dropdown menu (marked with an asterisk) and a checkbox for 'Make this address default'. The 'Create' button is highlighted with a yellow circle labeled '2b'.

Settings

The screenshot shows the SAP Business Network 'Settings' page. The page has a navigation bar with links for User Preferences, Account Administration, Transactions, Integrations, and Compliance. The 'User Preferences' section is expanded, showing links for User Notifications & Preferences, Account Administration, Transactions, and Compliance. The 'Transactions' section is highlighted with a red box and a yellow circle labeled '1', showing links for Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, and Remittances.

The screenshot shows the SAP Business Network 'Remittance Information' page. The page has a navigation bar with links for Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Settlement, and Data Deletion Criteria. Below the navigation bar, there is a table with columns for Address, City, State, and Country/Region. The 'Go To Additional Entities' link is highlighted with a red box and a yellow circle labeled '2'. Below the table, there is a section for 'EFT/Check Remittances' with a 'Go To Additional Entities' link.

Configure Your Remittance Information (2/2)

1. **Click** 'Edit Bank Details' if you need to edit a remittance information on a specific address.
2. **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.
 - Your T-Mobile 10-digit remittance ID beginning with 4000XXXXXX associated with your remittance address is required when creating invoices!

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

* Indicates a required field

[Set up early payments auto-acceptance rule](#)

EFT/Check Remittances

Address ↑	City	State	Country/Region
<input checked="" type="radio"/> 123 LG Avenue 1	Bellevue	WA	United States

[Edit Bank Details](#) [Go To Additional Entities](#) Find and manage all Remit To Addresses under Additional Entities.

Edit Remittance Address / Payment Info

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to s

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

* Indicates a required field

Remittance Address

123 LG Avenue
Bellevue, WA 98006
United States

Contact:

☒ Make this address default 2

☐ Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
T-Mobile, USA. POD TEST ACCOUNT - VT3/TP3	<input type="text" value="4000242994"/>

☐ Include Bank Account Information in invoices.

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **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.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update 2

Pending

Customer	Requested Date
No items	

Approve Reject 3

Current

Customer	Approved Date
<input type="checkbox"/> JUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date
No items	

ks Demo Supplier 111 - ... ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships 1

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

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 and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu.
The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact
	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Name	Actions
Administrator	Details
All Access	Details Edit Delete

Create Role

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

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>					No	All Access

☐ Edit

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username:
Email Address:
First Name:
Last Name:
Office Phone:

☐ This user is the Ariba Discovery Contact

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access 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: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

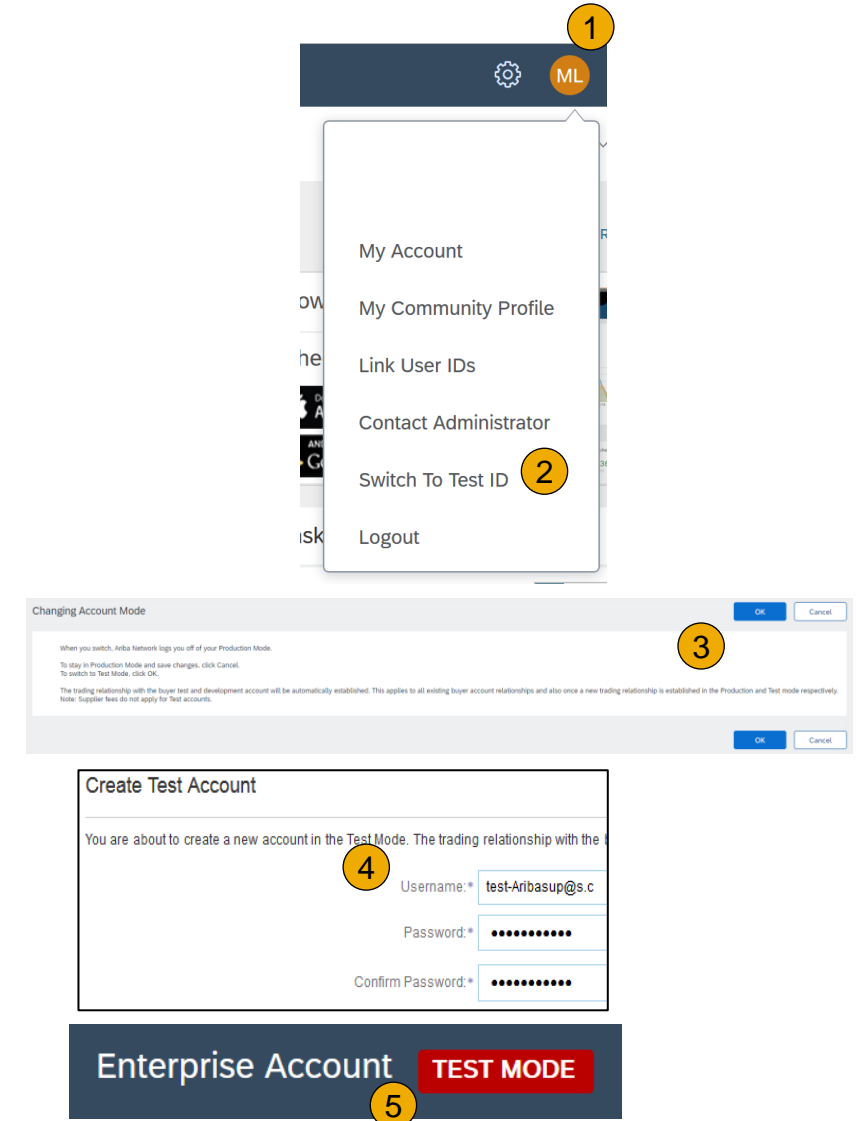
Note: If you change username or password, remember to use it at your next login.

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

The image shows a screenshot of the SAP Business Network User Account Navigator and the 'My Account' settings page. The Navigator is a dropdown menu in the top right corner, with a gear icon and 'SR' next to it. It contains the following options: 'My Account' (highlighted with a yellow circle 1), 'My Community Profile', 'Link User IDs', 'Contact Administrator', and 'Logout'. The 'My Account' page is divided into two sections: 'Account Settings' and 'Account Information'. The 'Account Settings' section has a sub-section 'Account Settings' with a note '* Indicates a required field'. The 'Account Information' section contains the following fields: 'Username: * Aribasup@s.c' (with a 'Change Password' link and a yellow circle 3), 'Email Address: *', 'First Name: * JU-LV8b8fbl565589df1009590921', 'Middle Name:', 'Last Name: * lastName', and 'Business Role: Business Owner' (with a dropdown arrow). The 'Security' section contains the following fields: 'Secret Question: * What is the last name of your first boss?', 'Secret Answer: *' (with a yellow circle 4), and 'Confirm Secret Answer: *'.

Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your SAP Business Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. 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 logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your SAP Business Network ID (ANID).



Section 3: Purchase Order Management



**View Purchase
Orders**



**Purchase Order
Detail**

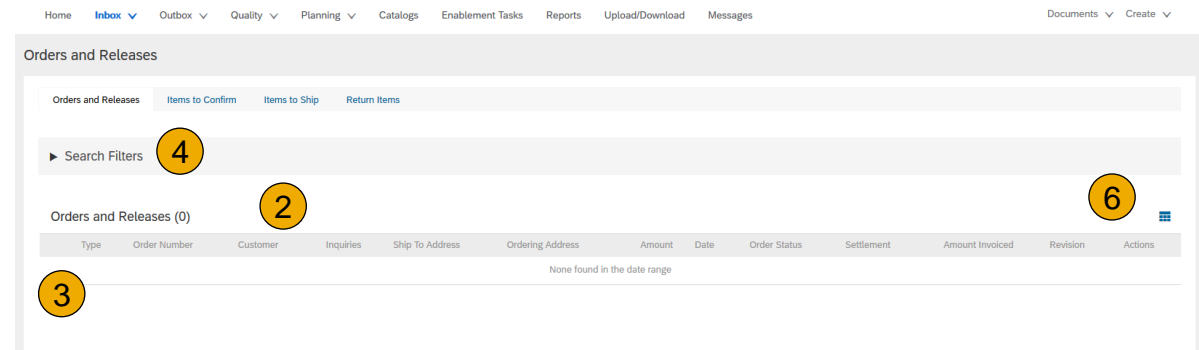
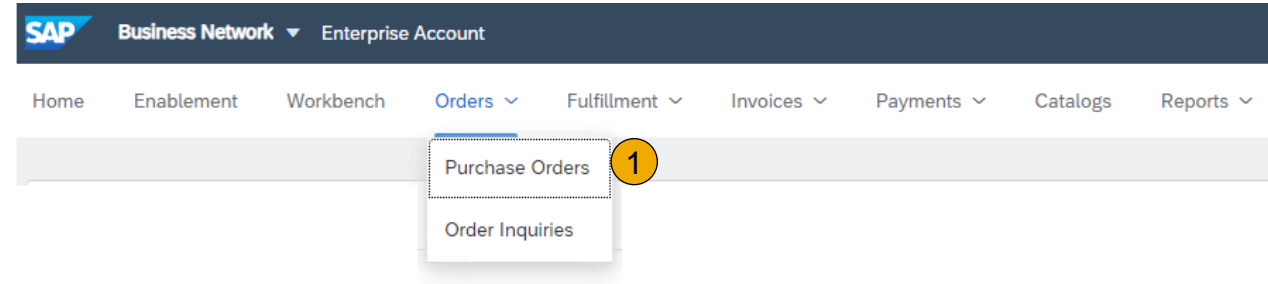


**Create PDF of
Purchase Order**

Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by T-Mobile .
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.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



▼ Search Filters

Customer: All Customers

Order Number:

☒ Partial number ☐ Exact number

Buyer Location Code:

Invoice Number:

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days

4 Jan 2017 - 17 Jan 2017

Min. Amount:

Max. Amount:

Order Status: All

View: All except hidden orders

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases

☐ Search only pinned orders

Number of Results: 100

Show / Hide Columns

☒ Type

☒ Order Number

☐ Ver

☒ Customer

Manage POs - Workbench

View Purchase Orders using the New Workbench

1. **Click** on Workbench
2. **Click** on Orders
 - a) You are able to search for other documents types from your workbench as well.
3. You may refine your search by **Customers** and **Order numbers**
4. You may also refine your search by **Creation date**
 - a) Creation date can be set to the last 31 days, the last 365 days and also custom date ranges.

The screenshot displays the SAP Business Network Workbench interface. At the top, the header includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below this is a navigation bar with links: Home, Enablement, Workbench (highlighted with a yellow circle 1), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The main content area is titled 'Workbench' and features four large cards: 'Orders' (0, Last 31 days, highlighted with a yellow circle 2), 'Invoices' (0, Last 31 days), 'Pinned documents' (0), and 'New orders' (0, Last 31 days). Below these cards, the 'Orders (0)' section is active, showing a filter bar with 'Edit filter'. The filter bar includes three sections: 'Customers' (highlighted with a yellow circle 3) with a dropdown menu, 'Order numbers' (highlighted with a yellow circle 4) with a text input field and radio buttons for 'Partial match' (selected) and 'Exact match', and 'Creation date' with a dropdown menu set to 'Last 31 days'.

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 T-Mobile 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](#)

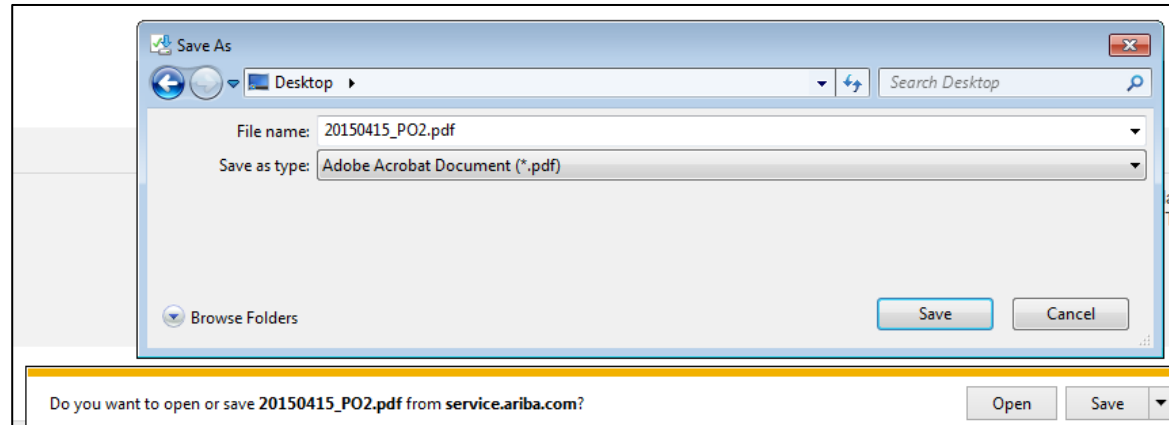
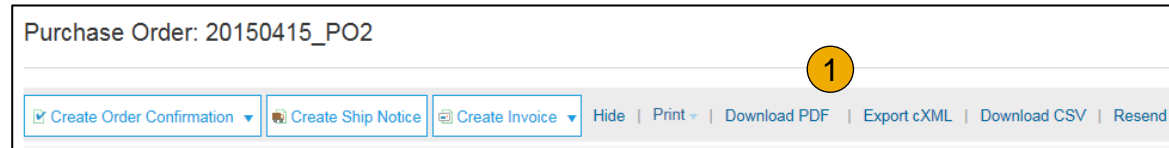
Line Items				
Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01	Material	10 (EA)	18 Nov 2015
	Copy Paper White, A3, 80gsm (ream 500 sheets)			
2	GOODS_02	Material	10 (BX)	18 Nov 2015
	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)			
Order submitted on: Tuesday 6 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.



Section 4: Other Documents



Advanced Ship Notices (ASN)

[Create Ship Notice](#)

[Delivery Terms and Transportation Details](#)

[Details](#)

[Submit Ship Notice and Status](#)



Service Sheet

[Display Service PO](#)

[Display Service Sheet](#)

[Check Service Sheet Status](#)

Create Ship Notice

1. **Create** Ship Notice using your SAP Business Network account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
3. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
4. **Check** if Deliver to information is correct. Click OK.

Purchase Order: 20150415_PO2

1

☒ Create Order Confirmation ☒ Create Ship Notice ☐ Create Invoice Hide | Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

* Indicates required field

2

SHIP FROM

Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Update Address

3

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM

Name: Ariba_TestSupplier - TEST

Department Name:

ADDRESS

Address 1: Radlicka 3201/14

Address 2:

Postal Code: 150 00

City: Praha 5

State:

Country: Czech Republic [CZE]

DELIVER TO

Name: Sandbox Buyer - Test

Department Name:

ADDRESS

Address 1: Radlicka

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic [CZE]

4

Cancel OK

Create Ship Notice

Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier Preferred Carriers Default Carriers Airborne Express DHL 1 FedEx UPS US Postal Service Other
Service Level:	<input type="text"/>	

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice Details

- 1. **Scroll down** to view line item information and update the quantity shipped for each line item.
- 2. **Click Next** to proceed to review your Ship Notice.

20150415_PO22

GOODS_02

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX

Total Backordered Quantity: 0 BX

1

Line	Ship Qty
1	10

Add Ship Notice Line

20150415_PO22

GOODS_02

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

10BX18 Nov 201525.00 EUR250.00 EURRemove

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX

Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

Add Ship Notice Line

Add Order Line Item

2

Next

Exit

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to T-Mobile . Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.

Previous Submit Exit

Done

Purchase Order
(Shipped)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: Ship_TEST
312

Display Service PO

1. Locate your Service PO within your Inbox.

Note: Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

2. Select the radio button next to the desired PO OR click the **Order Number Hyperlink** to view the Service PO.

Note: Please do not click Create Service Sheet button, you will get the error message **!This customer does not accept manually created service entry sheets**. Please follow up with your T-Mobile business contact for further assistance.

The screenshot displays the SAP Ariba Net Enterprise Account interface. The top navigation bar includes links for Home, Inbox, Outbox, Catalogs, Enablement Tasks, Reports, and Messages. The main section is titled 'Orders and Releases' and contains a table of orders. A search filter box is open, showing various filters including Customer, Order Number, Buyer Location Code, Invoice Number, and Date Range. The 'Search only service purchase orders' checkbox is checked. The 'Create Service Sheet' button is highlighted with a red circle. A red error message is displayed at the bottom: '!This customer does not accept manually created service entry sheets.' The interface also shows a table of orders with columns for Type, Order Number, Customer, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, Purchasing Organization, Settlement, Amount Invoiced, Revision, and Actions.

Type	Order Number	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing Organization	Settlement	Amount Invoiced	Revision	Actions
Order	L1010336	Ariba - ST	Ariba Test Pittsburgh, PA United States	Good Food Store - TEST Pittsburgh, PA United States	\$2,200.00 USD	23 Jul 2020	New				Invoice	\$0.00 USD	Original	Actions

Display Service Sheet

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox ▾ **Outbox ▾** Catalogs Enablement Tasks Reports Messages Documents ▾ Create ▾

Service Sheets

► Search Filter

Service Sheet

☐ Service Sheet

☐ inv2222_SS_1

☐ qwe1111111111_SS_1

☐ 909867611

☐ ESSETESTE

1

Invoices
Order Confirmations
Ship Notices
Service Sheets
Archived Invoices
Drafts
PDF Conversions

	Customer	Related PO	Date	Amount	Routing Status	Status
	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
2	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

↳ Create Invoice Edit Copy

1. Click **Outbox** and select **Service Sheets** from the dropdown menu.
2. **Select** the checkbox next to the approved Service Sheet **OR** click the **Service Sheet #** to open the Service Sheet for review.

Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** from the dropdown menu.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet** is **rejected** or **failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox 1 Logs Enablement Tasks Reports Messages Documents Create

Service Sheets

Search Filter

Service Sheet

1

2

3

	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/> inv2222_SS_1	Ariba - TEST	3500483663EDI/SONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
<input type="checkbox"/> qwe1111111111_SS_1	Ariba - TEST	3500483663EDI/SONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
<input type="checkbox"/> 909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
<input type="checkbox"/> ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

Create Invoice Edit Copy

Service Sheet:

Create Invoice Print Export cXML

Detail History

Service Sheet
(Rejected)
4511207465-SES3
Date: 7 Mar 2017
Purchase Order: 4511207465
Subtotal: £15.00 GBP

Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



Invoice Methods

[PO Flip](#)

[Non-PO Invoice](#)

[Invoice from a Service Sheet](#)

[Credit Memo from a Service Invoice](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

T-Mobile Invoice Requirements

1. Sufficient goods receipts for the amounts being invoiced on each PO line must be present before an invoice can be created.
2. The valid T-Mobile email address of the person who requested the goods/services **MUST** be entered on the invoice
3. Suppliers are required to include a Remit To address on invoice
4. Suppliers must enter taxes and freight at the header level

T-Mobile Invoice Restrictions

Invoice numbers are restricted to the following

- Alphanumeric characters only up to 16 digits
- Letters must be capitalized
- Cannot include leading zeros
- Underscores are not permitted
- Dashes are not permitted
- Special characters are not permitted. Examples: !@#\$%^&*
- Line item discounts are not allowed

Additional restrictions

- Part numbers are limited to 35 characters
- Payment terms cannot be altered
- Invoice attachment file names should be limited to 45 alphanumeric characters
- Invoices can be back dated up to 120 days. However, payment is issued per your company's payment terms based on the date the invoice is received by T-Mobile.

Review T-Mobile 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 (T-Mobile).
- 4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
- 5. Click Done when finished.

Supplier Login

Your company ACME-VV001 Inc is already registered.
If you don't have a user account, [request one now.](#)

User Name

Password

Login

Having trouble logging in?

1

ks

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

Approve

Reject

Current

Customer

☐ jUnitOrg - 5WQzy9VD565589b21009590920

Reject

Invoice Setup

General Invoice Rules

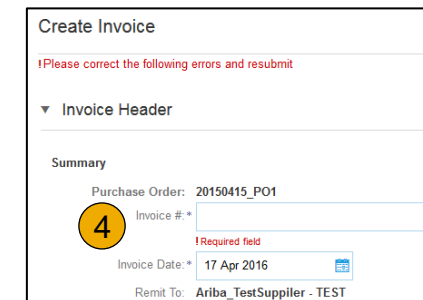
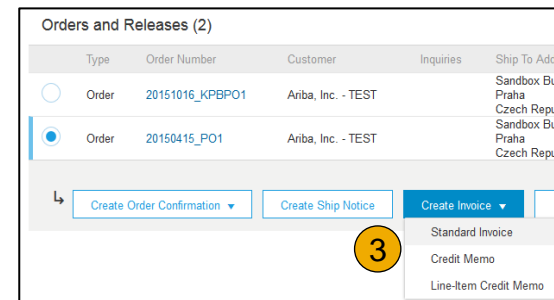
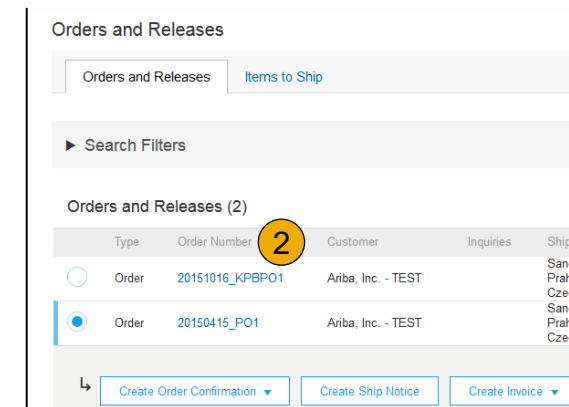
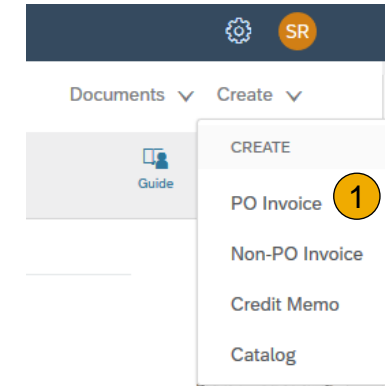
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No

4

Invoice via PO Flip

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 at the header level**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to T-Mobile .



Invoice via PO Flip 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 and Shipping 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: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
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

Tax 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

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

Insert Line Item Options 5

☐ Tax Category: ☐ 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	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		10	EA	20.00 EUR	200.00 EUR

* Indicates required field [Add to Header](#) ▼

4

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip

Line Items

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

- 1. **Review or update Quantity** for each line item you are invoicing.
- 2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded item.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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 checked="" type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions

Standard Tax Selections

- Sales
- VAT
- OST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

1. Header level tax (selected) / Line level tax

2. Standard Tax Selections: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, Configure Tax Menu

3. Remove

4. Configure Tax dialog box showing Tax Category (Sales Tax), Rate (0%), and Tax Description.

Shipping From: Ariba_TestSupplier - TEST
Shipping To: Sandbox Buyer - Test
Shipping Amount: 0.00 EUR
Shipping Date: [Calendar Icon]

5. Shipping Cost

Invoice via PO Flip

Detail Line Items

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

6

Line Item Actions

Delete

Add

Edit

Add

Turn on f

Hide/Shc

Shipping Documents

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Enter a description for this item.		1	EA	\$10,000.00 US	\$10,000.00 USD

Line Item Actions

Delete

Create Invoice

Done

Cancel

Invoice Item

Quantity:*

1

Unit:

EA

Unit Price:*

\$10,000.00 US

Subtotal:

\$10,000.00 USD

Part #:*

Auxiliary Part ID:

Customer Part #:

Description

Description: Enter a description for this item.

Inspection Date:

Accounting Reference

Reference ID:

Description:

Done

Cancel

Invoice via PO Flip

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.

The image shows two screenshots from the SAP system. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open, showing options like Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with a yellow circle and the number 1), and Attachment. The bottom screenshot shows the 'Comments' field (highlighted with a yellow circle and the number 2) and a 'Next' button (highlighted with a yellow circle and the number 3).

Line Item Actions ▾ | Delete | Add ▾

Edit
Add
Shipping Documents
Special Handling
Pricing Details
Discount
Allowance
Charge
Comments 1
Attachment

Update | Save | Exit | Next 3

Comments 2

Remove

Invoice via PO Flip

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 T-Mobile .
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 **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

The screenshot displays the 'Create Invoice' interface in the SAP Ariba Network. At the top, a navigation bar includes buttons for 'Update', 'Save' (marked with a yellow circle 4), 'Exit', and 'Next'. Below this, a red error message states: '! Please correct the following errors and resubmit'. The 'Invoice Header' section contains a 'Summary' (marked with a yellow circle 1) with the following details: Purchase Order: PO80001005, Invoice #: (empty field with a red error message '! Required field'), Invoice* Date: 22 Apr 2016, and Remit To: 333 MAIN ST. Below the address, it lists 'Manitoba MB Canada' and 'Bank Account: Bill To:'. To the right of the form, a 'Note' states: 'Note: In the event of errors, there will be a notification in red where information must be corrected'. Above the 'Submit' button (marked with a yellow circle 2) are 'Previous' (marked with a yellow circle 3) and 'Exit' buttons. At the bottom, a dark blue header bar shows 'SAP Ariba Network' and 'Enterprise Account'. Below this, a navigation bar includes 'Home', 'Inbox' (with a dropdown arrow), 'Outbox' (with a dropdown arrow), and 'Catalogs'. A dropdown menu is open under 'Inbox', showing 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts' (marked with a yellow circle 5). The background shows a 'Search Filters' section.

Invoice Without a Purchase Order

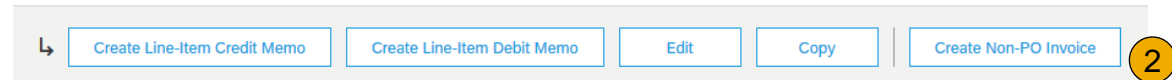
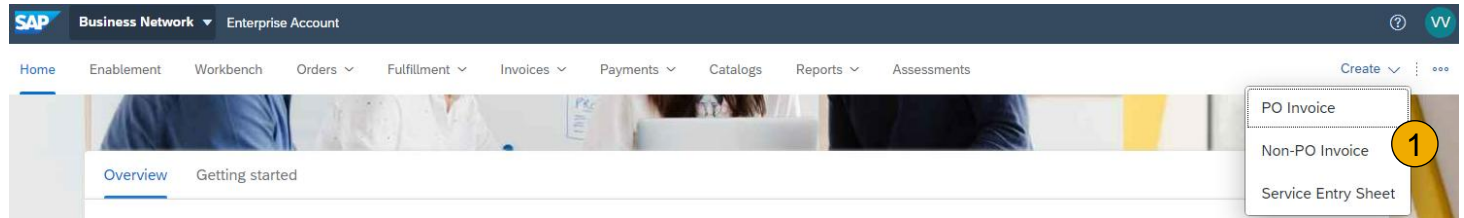
Non-PO Invoice

To create an invoice without a PO:

1. **Select** Create on the Navigation Menu.
2. **Select Non-PO Invoice.**
3. **Select** your **Customer** from the dropdown menu.
4. **Select Standard Invoice.**
 - If you need to invoice a new customer click **Invoice New Customer**.

Note: T-Mobile suppliers do not need a customer code to enter a Non-PO Invoice.

5. **Click Next.**



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST 3

Type of Invoice: ☒ Standard Invoice 4 ☐ Credit Memo



Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Customer Contact:** The valid T-Mobile email address of the person who requested the goods/services **MUST** be entered on the invoice for proper routing and approval.
3. **Use Add Item** button to add the details of the item(s) being invoiced.

Note: Be certain to provide complete details of the items or services provided.

4. **Add Tax and Shipping** as appropriate at header level.
5. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
6. **Click Next** to continue.
7. **Review, Save** or **Submit** as Standard Invoice.

Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header * Indicates required field [Add to Header]

Summary

Purchase Order: 8100051251

Invoice #: *

Invoice Date: *

Service Description:

Subtotal: \$10,000.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$10,000.00 USD
Total Net Amount: \$10,000.00 USD
Amount Due: \$10,000.00 USD

[View/Edit Addresses]

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: jUnitOrg - LV8b8fb565589df1009590921
pittsburgh, PA
United States

Customer: jUnitOrg - 5WQzy9VD565589b21009590920
Sunnyvale, CA
United States

Bill From: jUnitOrg - LV8b8fb565589df1009590921

Email:

Line Items 1 Line Items, 1 Included, 0 Previously 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
1	<input checked="" type="checkbox"/> Partially Invoiced	MATERIAL							

[Line Item Actions] [Delete] [Add]

Invoice from a Service Sheet

Locate Approved Service Sheet

SAP Business Network Enterprise Account

Home Inbox Outbox Catalogs Enablement Tasks Reports Messages Documents Create

Service Sheets

Search Filter

Service Sheet

Service Sheets

	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/> inv2222_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
<input type="checkbox"/> qwe1111111111_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
<input type="checkbox"/> 909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
<input type="checkbox"/> ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

Create Invoice Edit Copy

1. Click **Outbox** and select **Service Sheets** from the dropdown menu.
2. Select **One** checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

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

Invoice from a Service Sheet

Invoice via Service Sheet

1. Invoice by clicking the Service Sheet # on the **Service Sheets** screen allow you review the Service Sheet.
2. Then click the **Create Invoice** button to open up the **Create Invoice** screen for invoicing.

The screenshot illustrates the SAP Business Network interface for creating an invoice from a service sheet. It is divided into three main sections:

- Service Sheets (1):** A table listing service sheets. The first row is highlighted with a yellow circle around the 'Service Sheet #' (1000062460). Below the table are buttons for 'Create Invoice', 'Edit', and 'Copy'.
- Service Sheet: 1000062460:** A summary screen with a 'Create Invoice' button (labeled with a yellow circle and '2'). Other buttons include 'Copy This SES', 'Print', 'Download PDF', and 'Export cXML'. There are also 'Detail' and 'History' tabs.
- Create Invoice:** A form for creating a new invoice. It includes an 'Invoice Header' section with a 'Summary' tab. The summary shows:
 - Purchase Order: 4900454862
 - Invoice #: INV1000062460
 - Invoice Date: 7 Jul 2020
 - Service Description: (empty field)
 - Remit To: 1050 NW 229TH AVE, HILLSBORO, OR, United States
 - Bill To: T-Mobile Bill To Address, PORTLAND, OR, United States
 - Category: Sales Tax
 - Subtotal: \$1,374.00 USD
 - Total Tax: \$0.00 USD
 - Total Gross Amount: \$1,374.00 USD
 - Total Net Amount: \$1,374.00 USD
 - Amount Due: \$1,374.00 USD
 - Taxable Amount: \$1,374.00 USD

Invoice from a Service Sheet

Invoice Header Information

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

Complete all fields marked with required with an asterisk (*). For examples:

- 1. **Invoice Number #** field: input with naming convention i.e. INV concatenated with Service Sheet # (INV1000062460)
- 2. **Enter** either tax rate in the **Tax Rate (%)** field or tax amount in the **Tax Amount** field.
- 3. **Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.
- 4. **Amount Due** is automatically calculated including Invoice Gross Amount, Tax Amount, and shipping cost, special handling fee, if any added to header.

Note: Some required fields such as Invoice Date, Tax Category will automatically populate.

Create Invoice

UpdateSaveExitNext

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4900454862

1 Invoice #: INV1000062460

Invoice Date: 7 Jul 2020

Service Description: Service Invoice Demo

Remit To: 1050 NW 229TH AVE

HILLSBORO , OR
United States

Bill To: T-Mobile Bill To Address

PORTLAND , OR
United States

Subtotal: \$1,374.00 USD

Total Tax: \$137.40 USD

Total Gross Amount: \$1,511.40 USD

Total Net Amount: \$1,511.40 USD

4 Amount Due: \$1,511.40 USD

Category: Sales Tax

Regime:

2 Taxable Amount: \$1,374.00 USD

2 Tax Rate Type:

2 Rate(%): 10

2 Tax Amount: \$137.40 USD

Remove

Invoice from a Service Sheet

Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

Note: Check for fields marked with an asterisk (*) and enter information as required. Some required fields such as Invoice Date, Tax Category will automatically populate.

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4900454862

Invoice #: INV1000062460

Invoice Date: 7 Jul 2020

Service Description:

Remit To: 1050 NW 229TH AVE

HILLSBORO , OR
United States

Bill To: T-Mobile Bill To Address

PORTLAND , OR
United States

Subtotal: \$1,374.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$1,374.00 USD

Total Net Amount: \$1,374.00 USD

Amount Due: \$1,374.00 USD

View/Edit Addresses

Category: Sales Tax

Taxable Amount: \$1,374.00 USD

Remove

Regime:

Tax Rate Type:

Rate(%):

Tax Amount:

Ship From: MOBILE TECH INC - 2000056816

Bellevue , WA
United States

Ship To: WA-Headquarters, Newport Tower

Bellevue , WA
United States

Supratim Dutta

WA-Headquarters, Newport Tower

Deliver To:

View/Edit Addresses

Payment Term

Net Term(days): 60

Discount or Penalty Term(days): 15

Percentage(%): 2

Supplier: MOBILE TECH INC - 2000056816

Bellevue , WA
United States

Customer: T-Mobile, USA, POD TEST ACCOUNT - VQ3IQP3

Bellevue , WA
United States

T-Mobile Buyer email address:

Bill From: MOBILE TECH INC - 2000056816

Reliance Wd

View/Edit Addresses

Invoice from a Service Sheet

Line Item Details

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

1. **Add** line level information, including comments and attachments, by selecting the Line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. **Review and Update** each service line item as needed until all items are complete. Line Item Details contain information such as Service Line No., Service Sheet #, Service Period, Quantity, Unit, Unit Price, Subtotal, etc.
3. **Click Next** to proceed to review screen.
4. **From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.

Note: Do not submit a service invoice over 65 Service Line Items.

Goods and Services 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options ☐ Tax Category: ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1				Not Available	Service Item Test - 1				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		TEST LINE 1		3.21	PU	\$1 USD	\$3.21 USD

Service Sheet Details Service Sheet #: 1000002862 Service Line No.: 1

2 Service Period Service Start Date: 14 Apr 2020 Service End Date: 31 Mar 2021

Comments 2 Comments may NOT exceed 254 characters:

1 Line Item Actions

Edit
Add
Shipping Documents
Comments
Attachment

Update Save Exit **Next**

Subtotal: \$3.21 USD
Total Tax: \$0.32 USD
Total Gross Amount: \$3.53 USD
Total Net Amount: \$3.53 USD
Amount Due: \$3.53 USD

Previous Save **Submit** Exit

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **Outbox** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **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**.

The screenshot displays the SAP Business Network 'Enterprise Account' interface. The 'Invoices' tab is selected in the top navigation bar. Below the navigation bar, the 'Invoices' section shows a table with one invoice: INV_20150415, issued to Ariba, Inc. - TEST, dated 15 Apr 2016. A button labeled 'Create Line-Item Credit Memo' is highlighted with a yellow circle 3. Below this, the 'Line Items' section shows a table with four items, each with a quantity of -1. A yellow circle 4 highlights the 'Insert Line Item Options' section. At the bottom right, a summary box shows the calculated amounts: 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, and Amount Due: -\$46.92 USD. A yellow circle 6 highlights this summary box. At the bottom, a 'Next' button is highlighted with a yellow circle 5, and a 'Submit' button is highlighted with a yellow circle 7.

Business Network Enterprise Account

Home Enablement Workbench **Outbox** Fulfillment Invoices Payments Catalogs Reports

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Line Items 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 Exit Next

Summary

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 Submit Exit

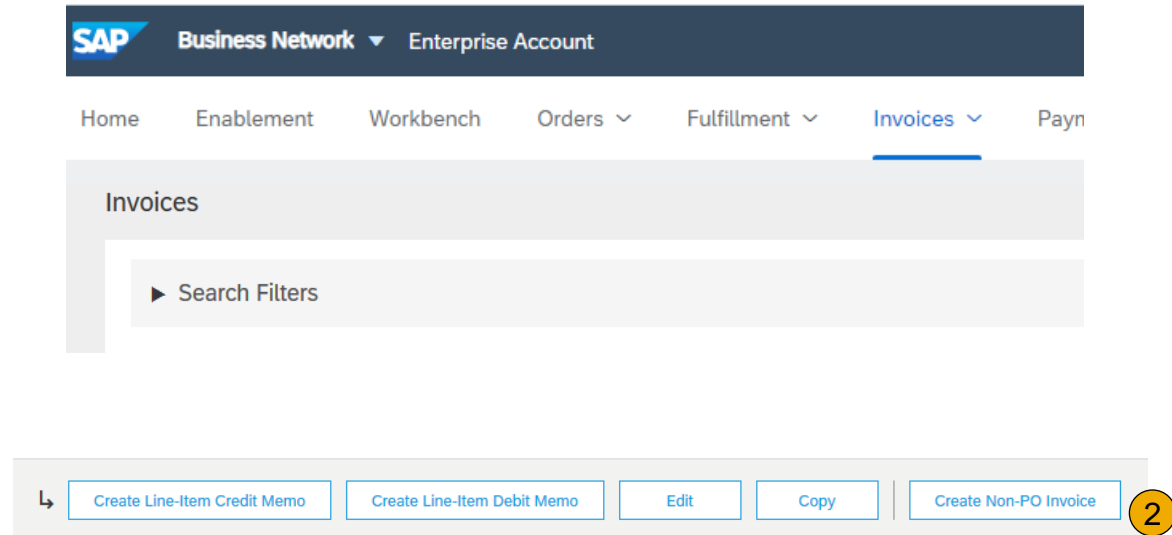
Credit Invoice without a PO

Non-PO Credit Invoice

To create an invoice without a PO:

1. **Select** Outbox on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select** your **Customer** from the dropdown menu.
4. **Select Standard Invoice.** Do **not** select credit memo
5. **Click Next.**

Note: T-Mobile suppliers do not need a customer code to enter a Non-PO Invoice.



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST 3

Type of Invoice: ☒ Standard Invoice 4 ☐ Credit Memo

5

Credit Invoice without a PO

Non-PO Credit Invoice

- 1. **Complete** all required fields marked with an asterisk (*).
- 2. **Customer Contact:** The valid T-Mobile email address of the person who requested the goods/services **MUST** be entered on the invoice for proper routing and approval.
- 3. **Use Add Item** button to add the details of the item(s) being invoiced. Be certain to provide complete details of the items or services being credited, including any PO number related to the credit. Enter a **negative quantity**. The negative quantity will cause T-Mobile's system to view this invoice as a credit.

Add Tax and Shipping as appropriate at header level.

- **Note:** Tax ONLY credits should be listed at the line level and not in the header

- 4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
- 5. **Click Next** to continue.
- 6. **Review, Save or Submit** as standard credit invoice.

The screenshot shows the 'Create Invoice' form in SAP Business Network. It is divided into three main sections: Invoice Header, Additional Fields, and Line Items.

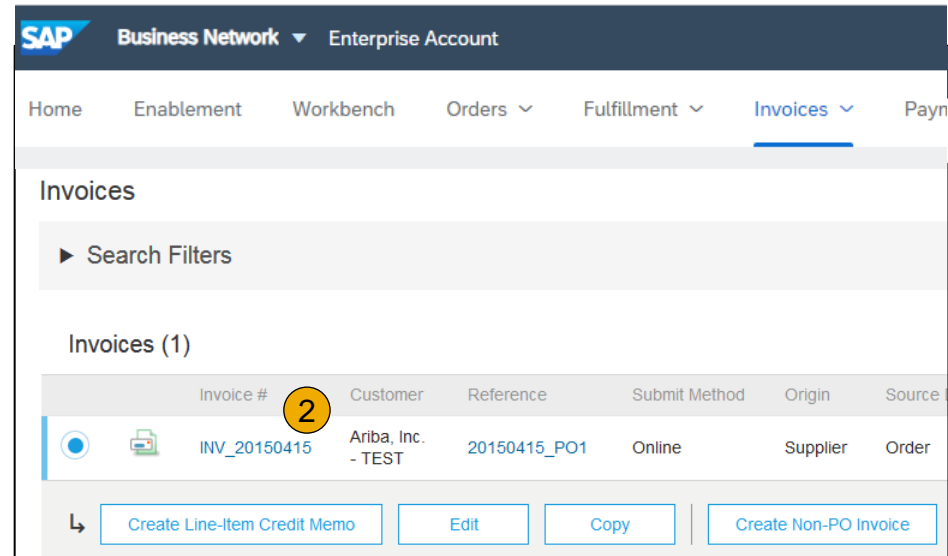
- Invoice Header:** Contains a 'Summary' section with fields for Purchase Order (8100051251), Invoice #, Invoice Date, and Service Description. To the right, a 'Totals' section shows Subtotal (\$10,000.00 USD), Total Tax (\$0.00 USD), Total Gross Amount (\$10,000.00 USD), Total Net Amount (\$10,000.00 USD), and Amount Due (\$10,000.00 USD). A 'View/Edit Addresses' link is also present. Callout 1 points to the Invoice # field.
- Additional Fields:** Includes a checkbox for 'Information Only' and fields for Supplier Account ID #, Customer Reference, Supplier Reference, Payment Note, Supplier (jUnitOrg - LV8b8fb565589df1009590921, Pittsburgh, PA, United States), Customer (jUnitOrg - 5WQzy9VD565589b21009590920, Sunnyvale, CA, United States), and Email. Callout 2 points to the Email field, and callout 4 points to the Customer Reference field.
- Line Items:** Shows '1 Line Items, 1 Included, 0 Previously Invoiced'. It includes an 'Insert Line Item Options' section with checkboxes for Tax Category, Shipping Documents, Special Handling, and Discount. Below is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows a 'Partially Invoiced' item of type 'MATERIAL'. Callout 3 points to the 'Add' button at the bottom of the table.

At the top right of the form, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Callout 5 points to the 'Next' button, and callout 6 points to the 'Save' button.

Copy an Existing Invoice

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

1. **Select the Outbox tab.**
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail tab, click Copy This Invoice.**
4. **Enter** a new invoice number.
5. **Edit** the other fields as necessary.
6. **Click Next**, review the invoice, and save or submit it.



SAP Business Network Enterprise Account

Home Enablement Workbench Orders Fulfillment **Invoices** Payments

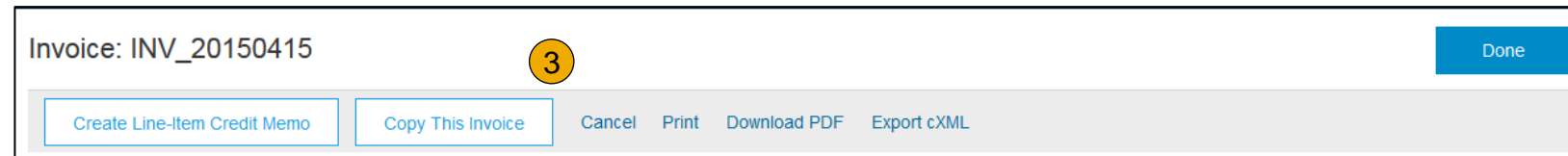
Invoices

Search Filters

Invoices (1)

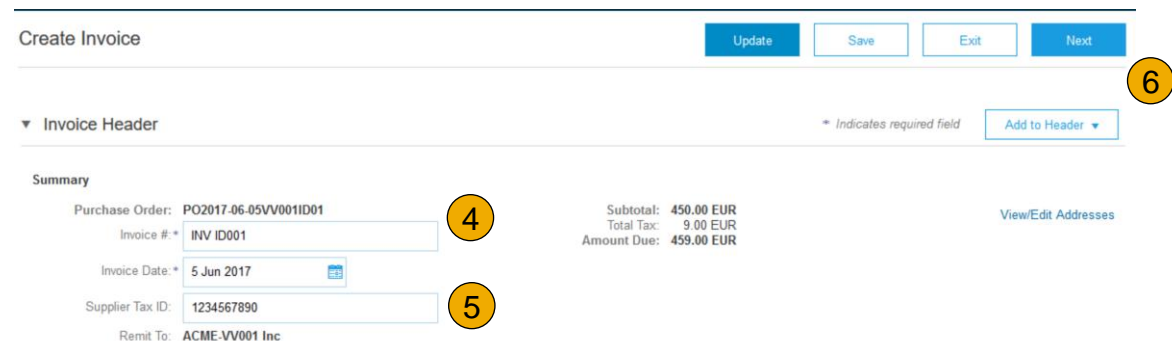
Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/> INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice



Invoice: INV_20150415

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



Create Invoice Update Save Exit Next

Invoice Header

Summary

Purchase Order: PO2017-06-05VV001ID01

Invoice #: INV ID001

Invoice Date: 5 Jun 2017

Supplier Tax ID: 1234567890

Remit To: ACME-VV001 Inc

Subtotal: 450.00 EUR
Total Tax: 9.00 EUR
Amount Due: 459.00 EUR

View/Edit Addresses

Search for Invoice

(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select T-Mobile** from Customer Drop down 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. **Search** Filters from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click** Search.

This screenshot shows the top navigation bar of the SAP Business Network Enterprise Account. The 'Invoices' tab is highlighted. Callout 1 points to the 'Invoices' tab, callout 2 points to the 'Orders' dropdown menu, and callout 3 points to the search input field.

This screenshot shows the 'Invoices' search filters section. Callout 4 points to the 'Search Filters' link.

This screenshot shows the 'Invoices' search filters form. Callout 5 points to the 'Invoice Number' field, and callout 6 points to the 'Show only Invoices with Invoice Addendums' checkbox.

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 **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to T-Mobile via the SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed T-Mobile invoicing rules. T-Mobile 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** – T-Mobile invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of T-Mobile's action on the Invoice.

- **Sent** – The invoice is sent to the T-Mobile but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – T-Mobile approved the invoice cancellation
- **Paid** – T-Mobile paid the invoice / in the process of issuing payment. Only if T-Mobile uses invoices to trigger payment.
- **Approved** – T-Mobile has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – T-Mobile has rejected the invoice or the invoice failed validation by SAP Business Network. If T-Mobile 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

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
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

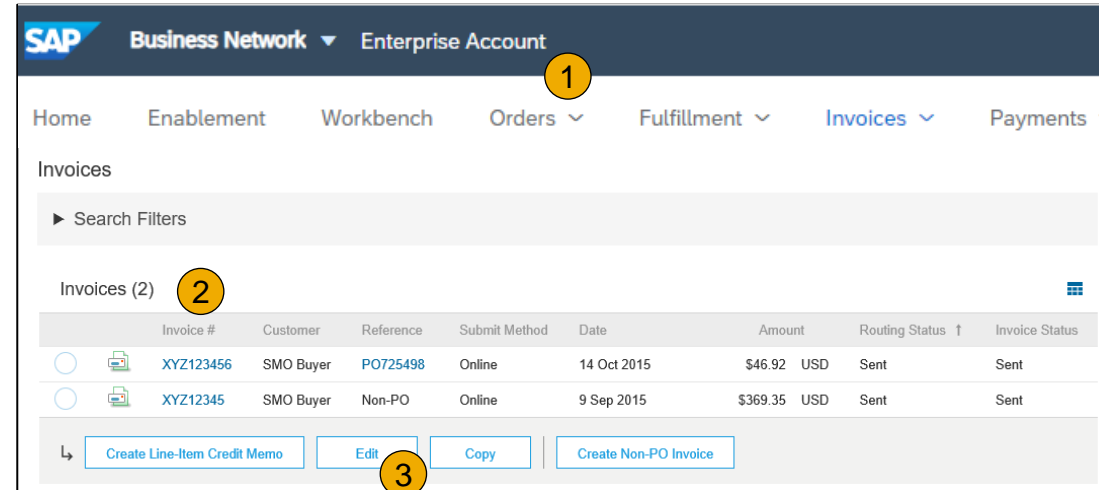
History 2

Status	Comments	3	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.		PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Edit, and Resubmit

1. Click the **orders** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
4. Click **Submit** on the Review page to send the invoice.



SAP Business Network Enterprise Account

Home Enablement Workbench Orders Fulfillment Invoices Payments

Invoices

Search Filters

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Previous Submit Exit

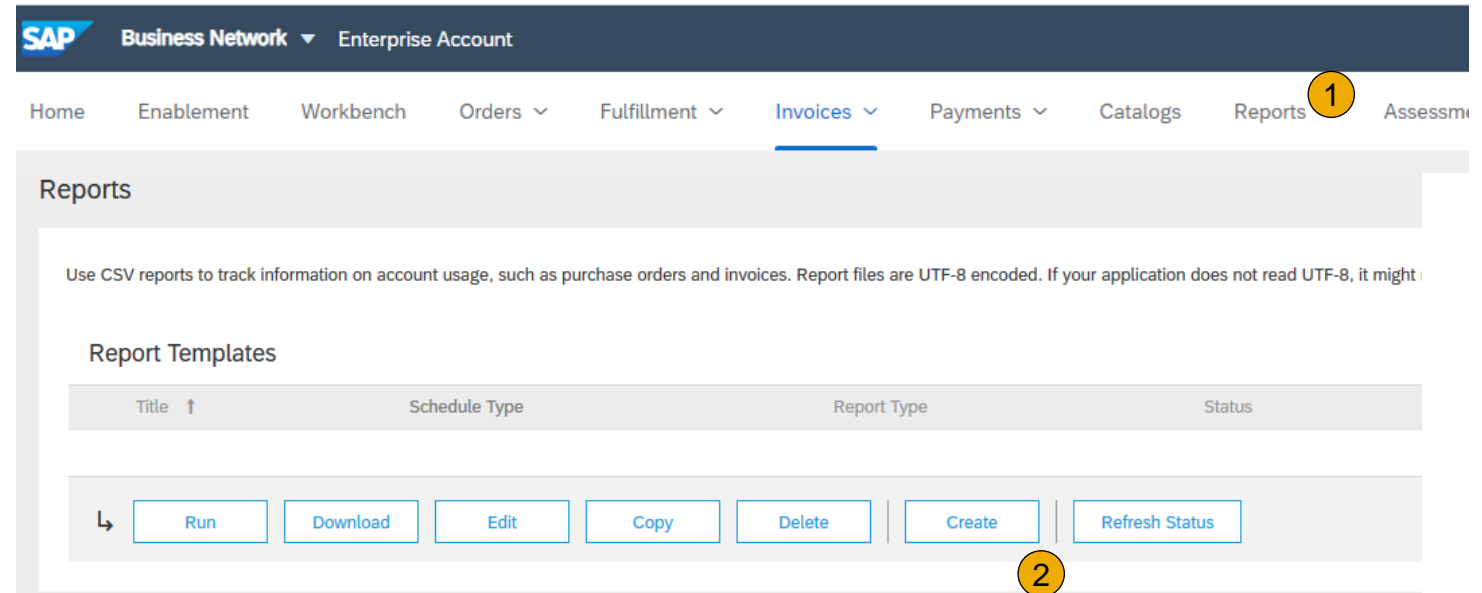
4

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**.



- **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.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

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 **SAP Business Network Transactions Guide** found on the **HELP** page 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

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Book

Sheet

Next Exit

Report

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

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

6 Submit

7 Run

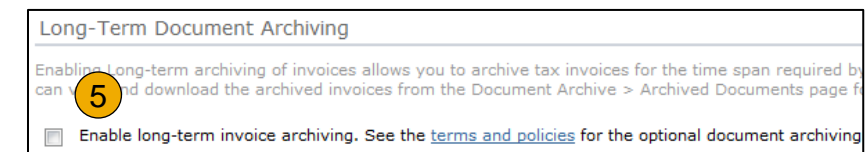
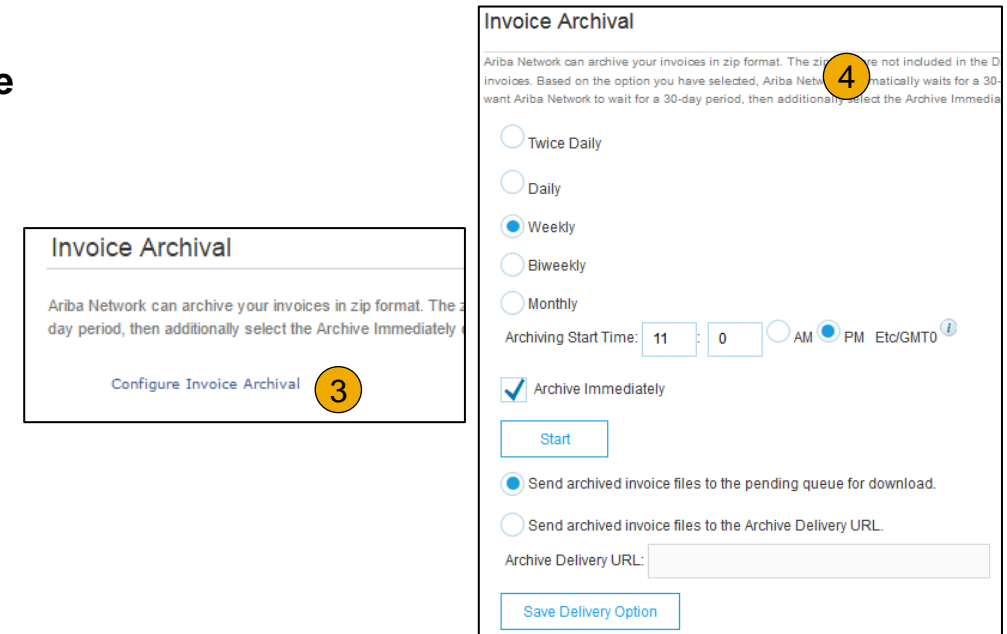
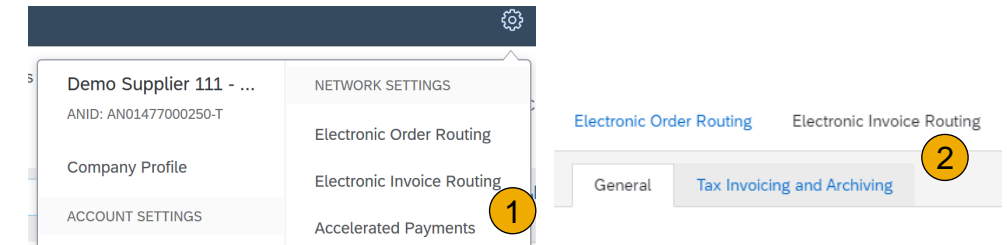
Download Edit Copy Delete Create Refresh Status

Previous Submit 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. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want SAP 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.
5. 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

[SAP Business Network Support](#)



**Supplier
Information Portal**



**Additional
Resources**

[Useful Links and
Webinars](#)

[Troubleshoot Your
Invoice](#)

Customer Support

Supplier Support During Enablement

SAP Business Network Registration or Configuration Support

Email SAP Business Network Enablement Team at [SAP Business Network Enablement Team](#)

- Registration/ Account Configuration
 - Supplier Fees
 - General SAP Business Network Questions

T-Mobile Enablement Business Process Support

- Email T-Mobile Enablement Team at SupplierEnablement@T-Mobile.com
 - Business-Related Questions

T-Mobile Supplier Information Portal

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

Supplier Support Post Enablement

SAP Business Network Global Customer Support

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

Training & Resources

T-Mobile 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.

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 3 Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

Reject

Demo Supplier 111 - ...

ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships 1

Users

Notifications

Application Subscriptions

Account Registration

View All

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

Thank you.

Appendix