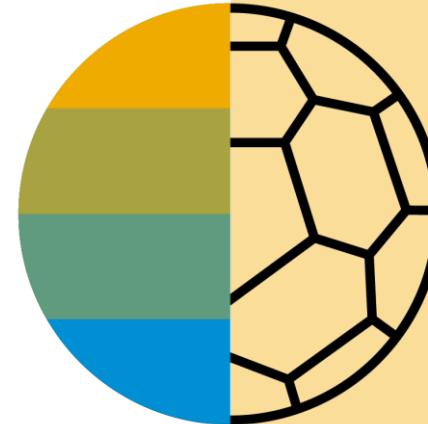




T-Mobile Supplier Guide

CONFIDENTIAL

T Mobile



THE BEST RUN  SAP®

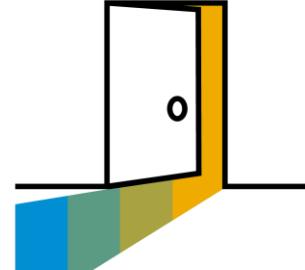
HOME- Table of Contents

T Mobile

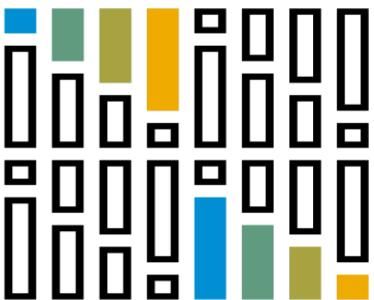
Section 1:
**SAP Business Network
Overview**



Section 2:
Account Set Up



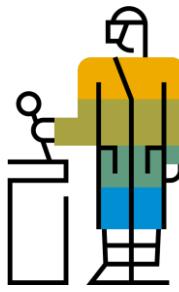
Section 3:
Purchase Orders



Section 4:
Other Documents

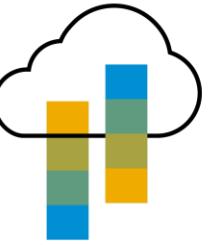


Section 5:
Invoice Methods

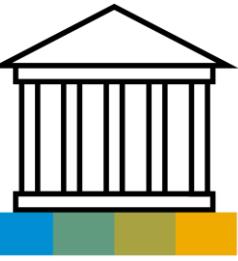


Section 6:
Help Resources

Section 1: SAP Business Network Overview



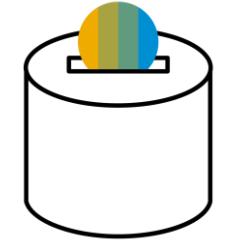
What is SAP Business Network?



T-Mobile Project Scope



Supplier Value



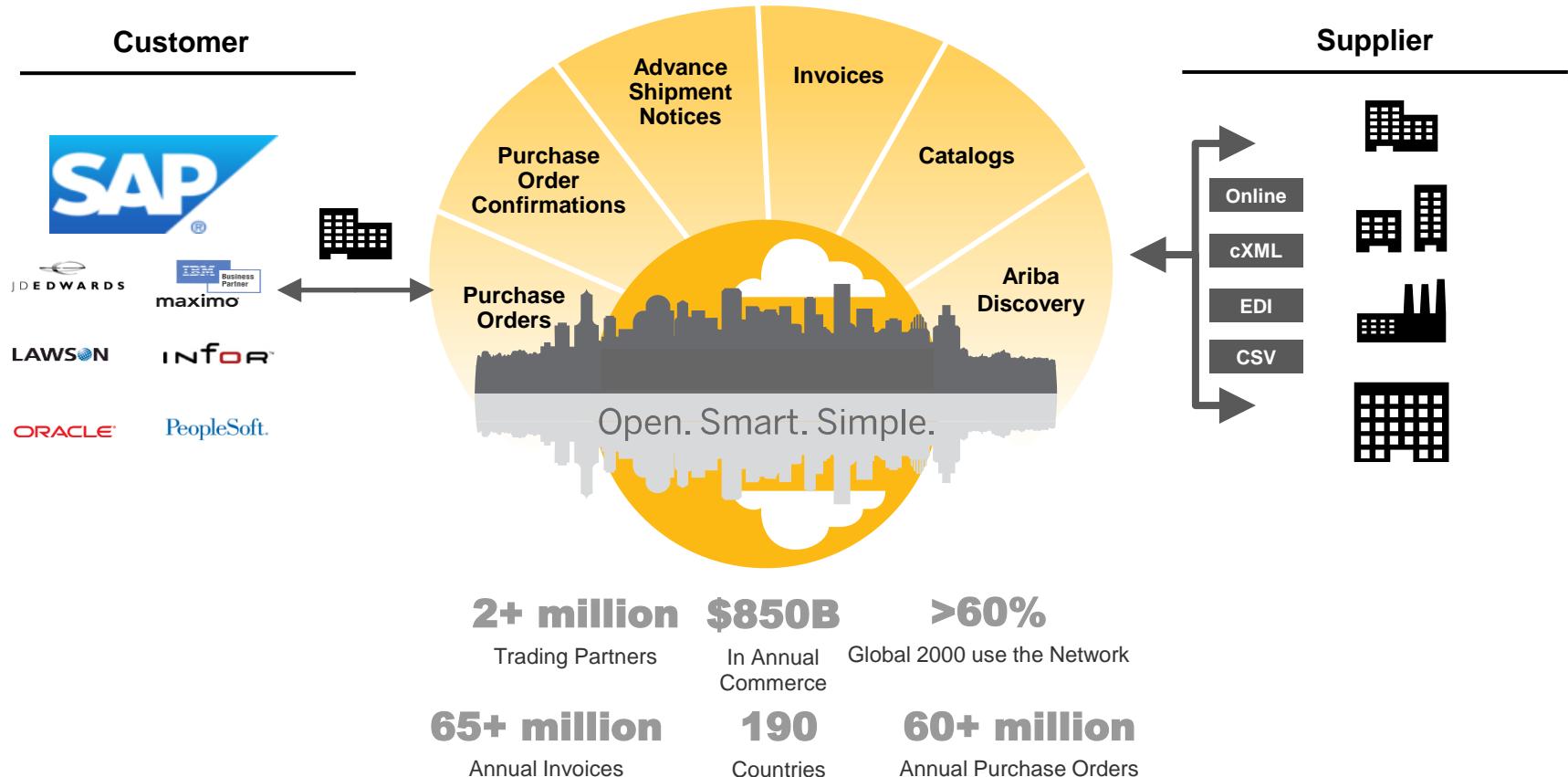
Fee Schedule

[T-Mobile Message](#)
[Supported Documents](#)
[Not Supported Documents](#)

[Subscription Levels](#)
[\\$USD](#)

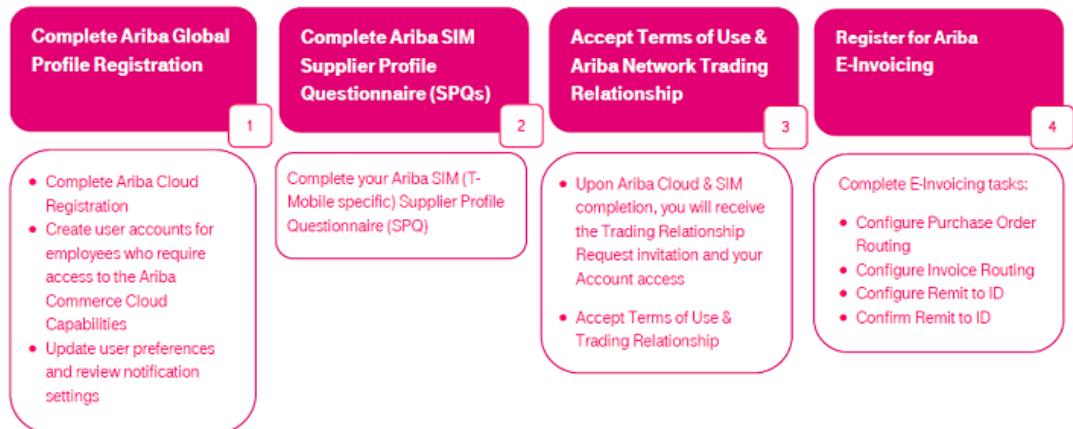
What is SAP Business Network?

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@ansmta.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



Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze

Premium, plus:

- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver

Bronze, plus:

- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold

Silver, plus:

- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

Platinum

Gold, plus:

- Ariba LIVE pass
- Extended integration support

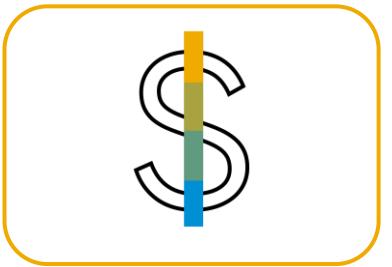


Note: Standard account does not have subscription levels

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

Fee Threshold

\$50,000 and 5 Documents

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



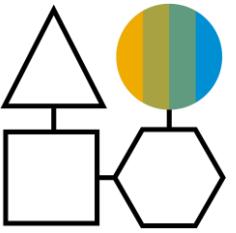
Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	Free
5 to 24 documents	*Bronze	\$50
25 to 99 documents or EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

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

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

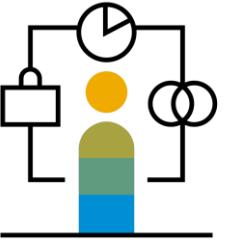
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account
Functionality](#)

[Test Accounts](#)

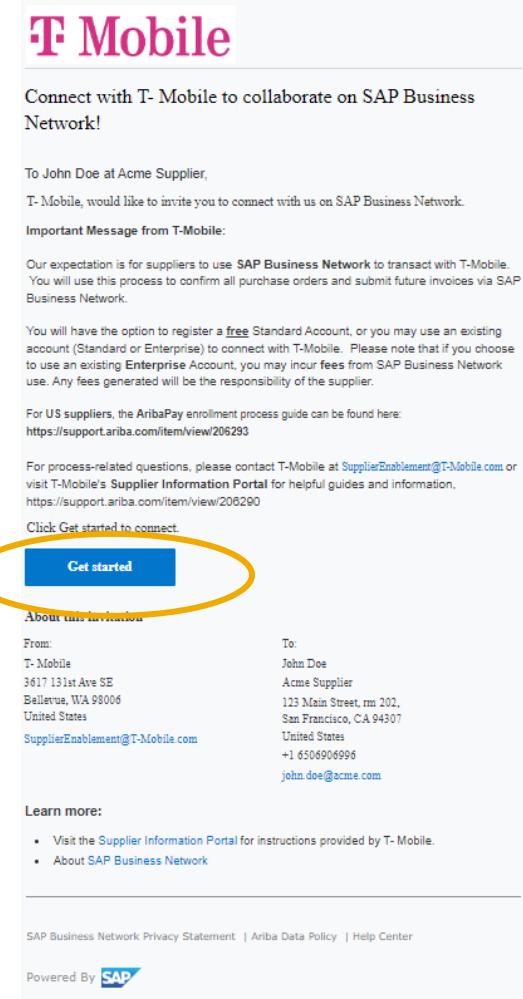
T-Mobile Specific Account Configuration

- **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

The image shows the Ariba Network login page. At the top, there is a dark header with the text "Ariba Network" and a "Help Center" link. Below the header, the text "Welcome to Ariba® Network" is displayed. A blue callout box on the left says "SMO Buyer has invited you to join Ariba Network." The page is divided into two main sections: "New User" on the left and "Existing User" on the right. The "New User" section contains text about being new to the Ariba Network and a "Register Now" button. The "Existing User" section contains fields for "Username" and "Password", a "Forgot Password?" link, and a "Confirm" button. A yellow callout box at the bottom right provides information about account notifications.

Ariba Network

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.

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

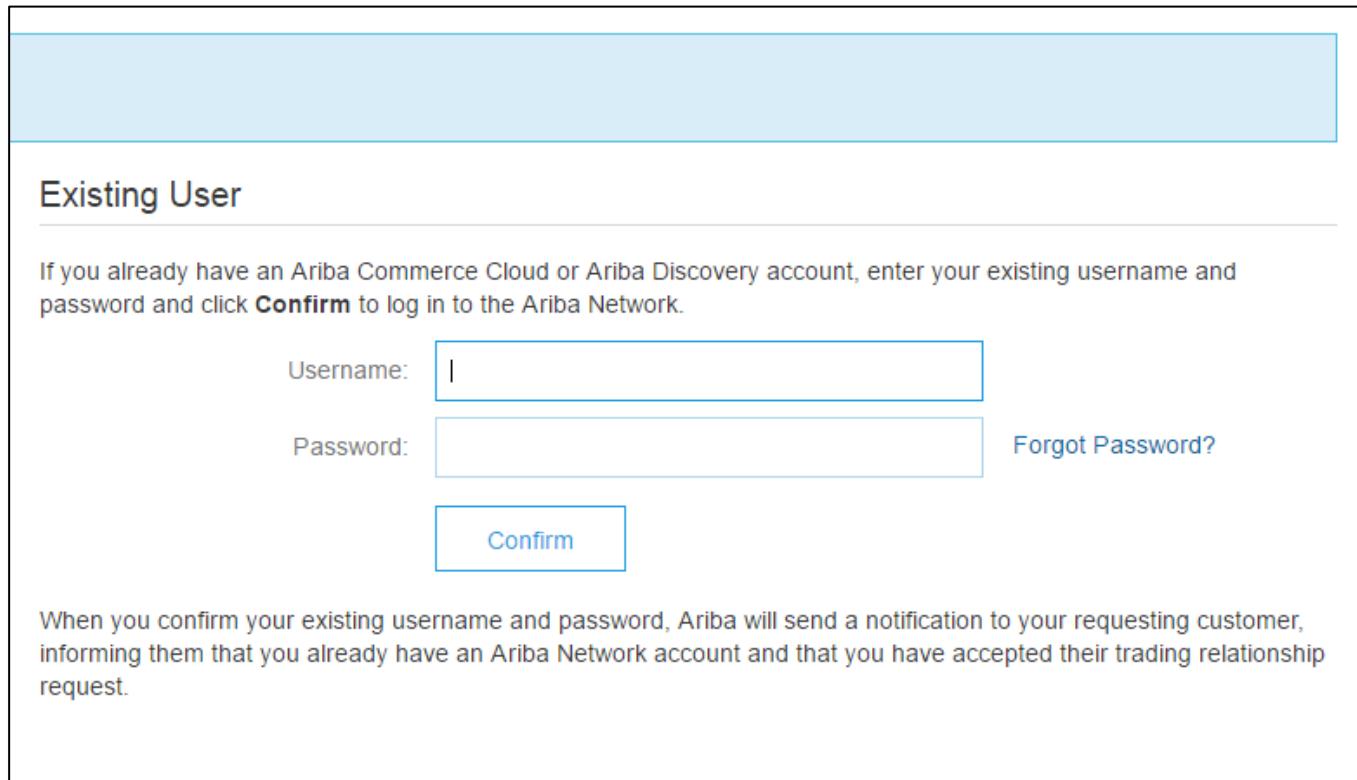
4

5

Register Cancel

Accept Relationship as an Existing User

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



Existing User

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

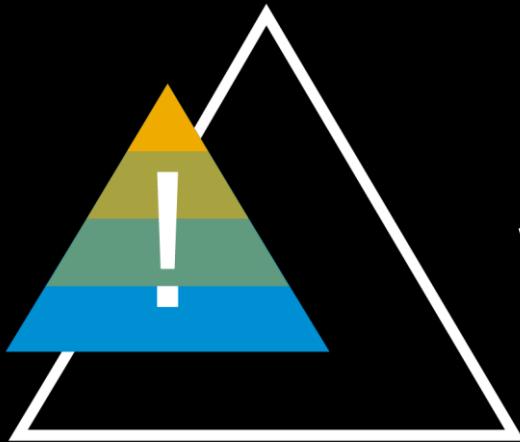
Username:

Password:

[Forgot Password?](#)

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.



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.

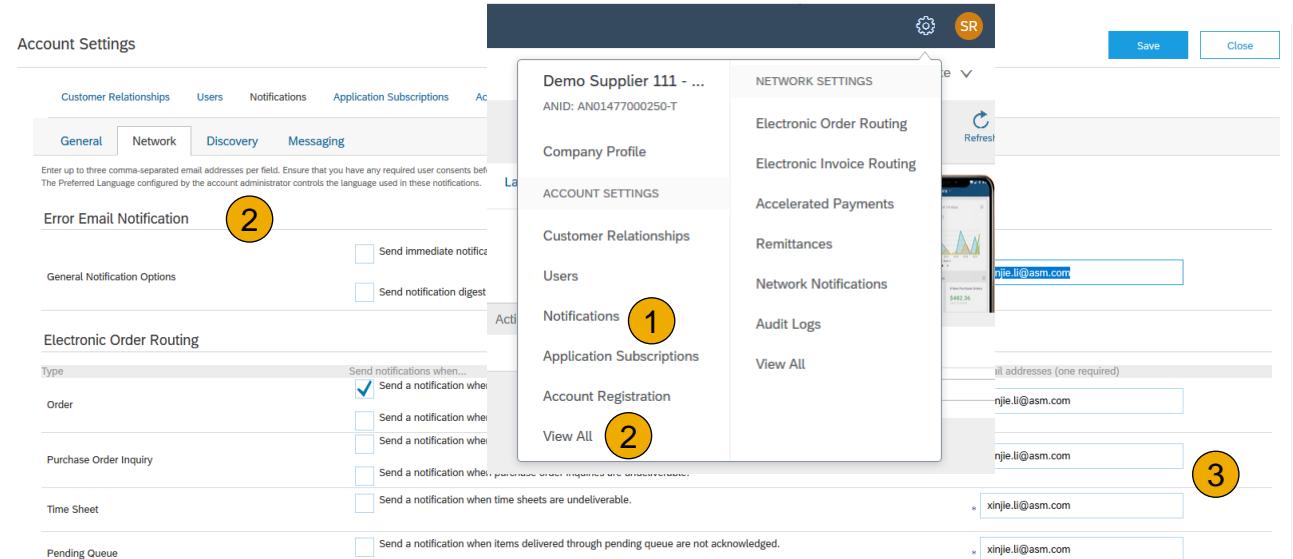
Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot shows the SAP Ariba Network Company Profile settings page. At the top, there are tabs for 'Company Profile' (which is highlighted with a yellow box and an arrow points to it from the list above), 'Network Settings', and 'Account Settings'. Below these tabs, there are sections for 'Overview' and 'Address'. The 'Overview' section includes fields for Company Name, Network ID, Short Description, Website, and Privacy Statement. The 'Address' section includes fields for Address 1, Address 2, Address 3, Address 4, City, Postal Code, State, and Country. The page also includes a 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents' tab navigation.

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.



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.

The screenshot shows the SAP Business Network interface with the following sections and numbered callouts:

- Header:** SAP Business Network, Enterprise Account, Home, Enablement (highlighted with a yellow circle containing '1'), Workbench, Orders (highlighted with a yellow circle containing '1'), Fulfillment, Invoices, Payments, Catalogs, Reports.
- Tasks Section:** A box labeled 'Tasks' with a yellow circle containing '2'. It displays '1 Enablement Tasks are pending' and a progress bar for 'Update Profile Information' at 85%.
- Enablement Tasks Section:** A box labeled 'Enablement Tasks' with a yellow circle containing '3'. It contains the text: 'View details of all pending tasks and complete them. Click the associated link to complete a task.' Below is a table:

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

- Network Settings Section:** A box labeled 'Network Settings' with a yellow circle containing '4'. It shows tabs for Electronic Order Routing (selected), Electronic Invoice Routing, Accelerated Payments, and Settlement. Under Electronic Order Routing, it shows 'General' and 'Tax Invoicing and Archiving' tabs, and sections for Capabilities & Preferences, Sending Method, Document Type (Invoices, Customer Invoices), Routing Method (Online, Online cXML, EDI), and Notifications.

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

The image contains two screenshots of the SAP Business Network Overview interface. The top screenshot shows the 'Tasks' section with a pending task 'Enablement Tasks are pending' (circled 1). The bottom screenshot shows the 'Network Settings' page under 'Electronic Order Routing' with configuration for 'New Orders' (circled 2) and 'Email address' (circled 3) settings.

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

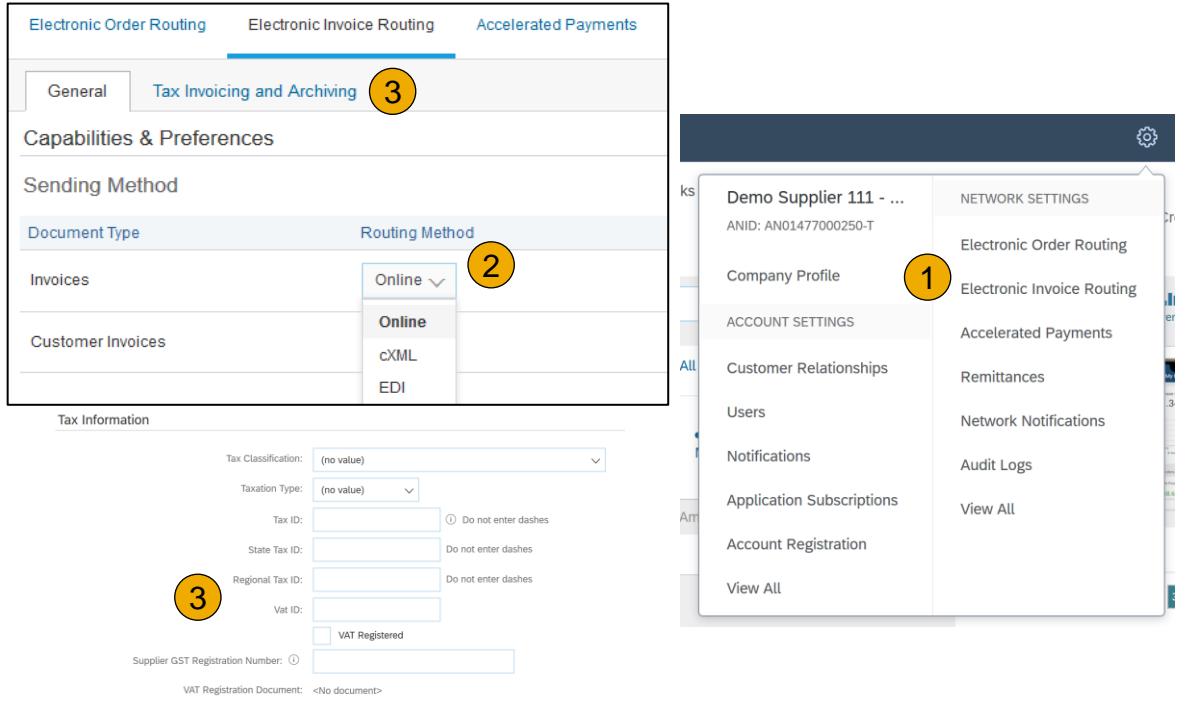
- 1.** **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- 2.** **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship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

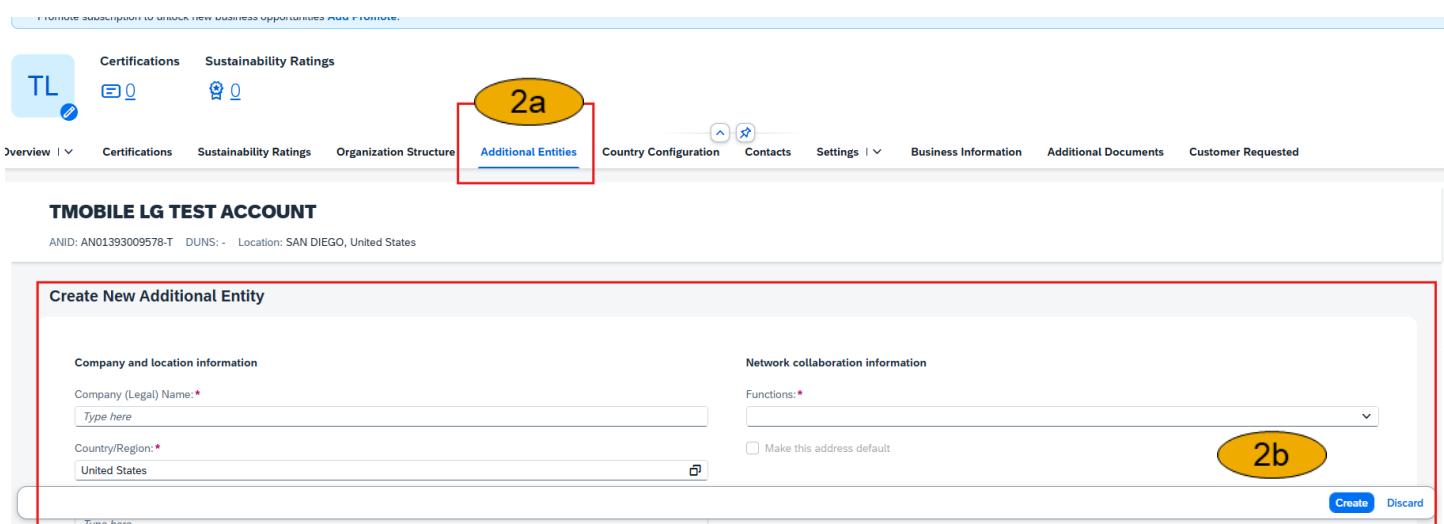
Methods and Tax Details

- 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.**

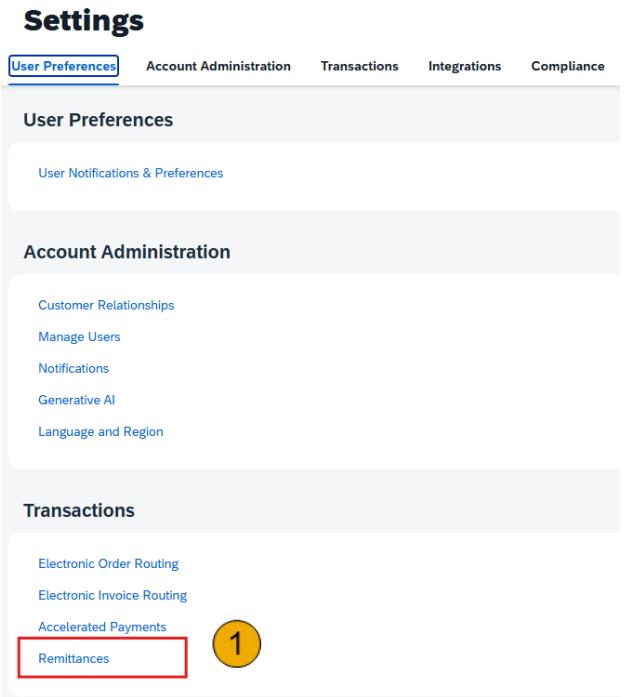


Configure Your Remittance Information (1/2)

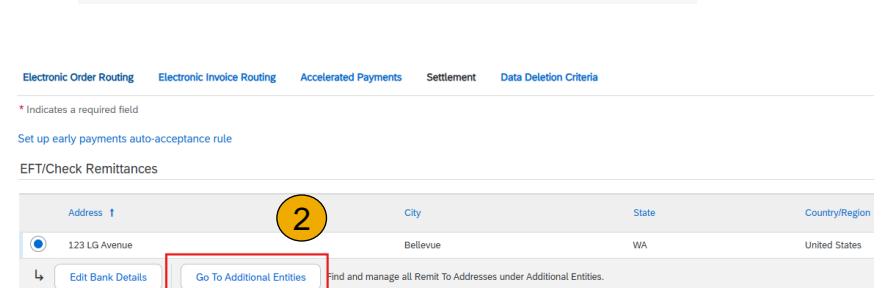
1. From the Company Settings dropdown menu, select click on **Remittances**.
2. Click 'Go To Additional Entities' to create a new remittance address, or 'Edit Bank Details', if you need to change existing information.
 - a. 'Go To Additional Entities' will take you to the company profile, where you can 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 Overview interface. At the top, there are navigation links: Certifications, Sustainability Ratings, Overview, Certifications, Sustainability Ratings, Organization Structure, Additional Entities (which is highlighted with a red box and has a yellow circle with '2a' over it), Country Configuration, Contacts, Settings, Business Information, Additional Documents, and Customer Requested. Below this, the main content area is titled 'TMOBILE LG TEST ACCOUNT' with the ANID: AN01393009578-T and Location: SAN DIEGO, United States. A sub-section titled 'Create New Additional Entity' is displayed, containing fields for 'Company and location information' (Company (Legal) Name: * Type here, Country/Region: * United States) and 'Network collaboration information' (Functions: * Make this address default). A red box surrounds the entire 'Create New Additional Entity' form, and a yellow circle with '2b' is placed over the 'Create' button at the bottom right of the form.



The screenshot shows the SAP Business Network Settings interface. The top navigation bar includes User Preferences (which is highlighted with a blue border), Account Administration, Transactions, Integrations, and Compliance. Below this, there are three main sections: 'User Preferences' (User Notifications & Preferences), 'Account Administration' (Customer Relationships, Manage Users, Notifications, Generative AI, Language and Region), and 'Transactions' (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances). A yellow circle with '1' is placed over the 'Remittances' link in the Transactions section.



The screenshot shows the SAP Business Network EFT/Check Remittances interface. It includes tabs for Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Settlement, and Data Deletion Criteria. A note says '* Indicates a required field' and 'Set up early payments auto-acceptance rule'. Below this is a section for 'EFT/Check Remittances' with fields for Address (123 LG Avenue), City (Bellevue), State (WA), and Country/Region (United States). A red box surrounds the 'Edit Bank Details' and 'Go To Additional Entities' buttons, and a yellow circle with '2' is placed over the 'Go To Additional Entities' button.

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
123 LG Avenue	Bellevue	WA	United States

1

Edit Bank Details

Go To Additional Entities

Find and manage all Remit To Addresses under Additional Entities.

Edit Remittance Address / Payment Info

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: Select contact

2

Make this address default

Factoring Service

Remittance ID Assignment

Customer ↑

T-Mobile, USA, POD TEST ACCOUNT - VT3/TP3

Remittance ID

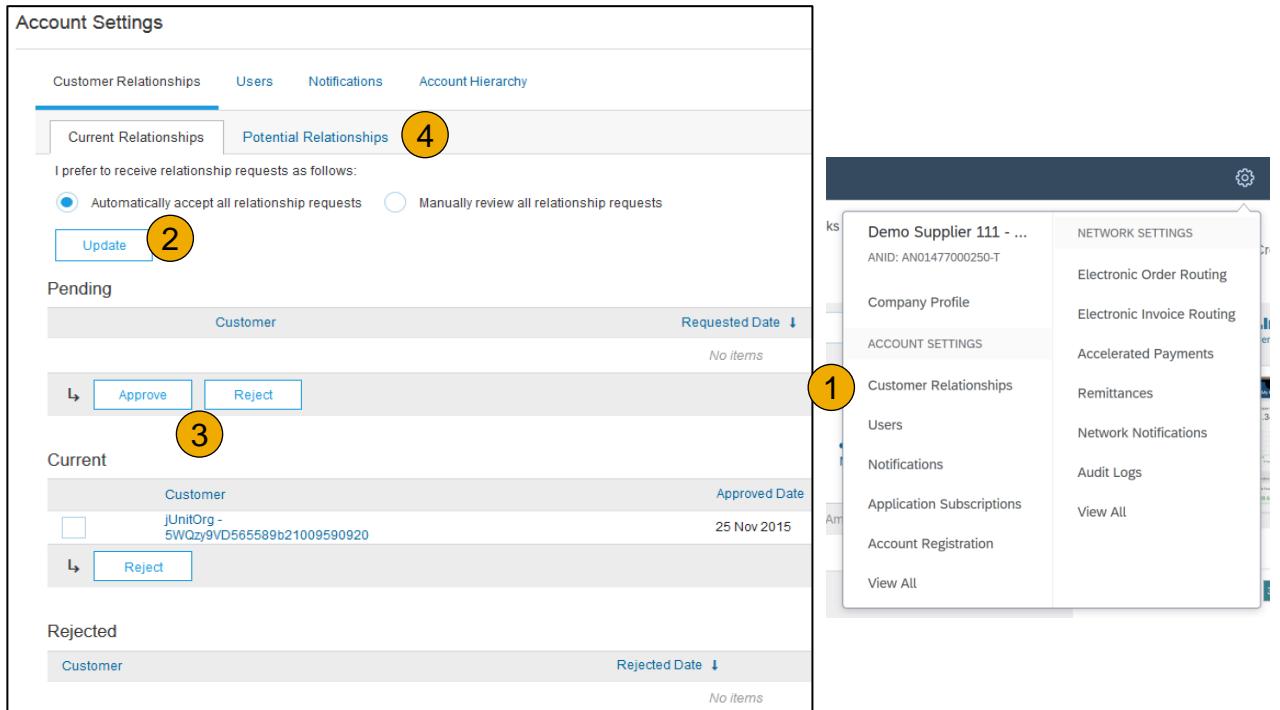
4000242994

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.



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

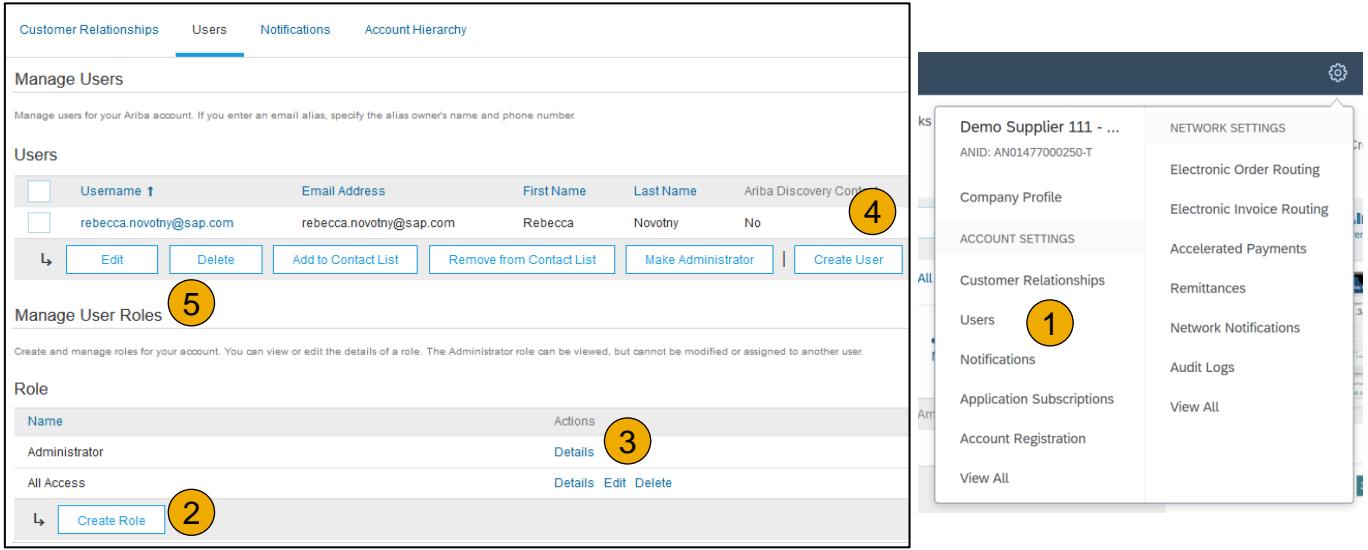
User

- 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.



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 **1** 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

Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
				No	All Access
2 Edit	Delete	4 Add to Contact List	Remove from Contact List	Make Administrator	Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality 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 **3**

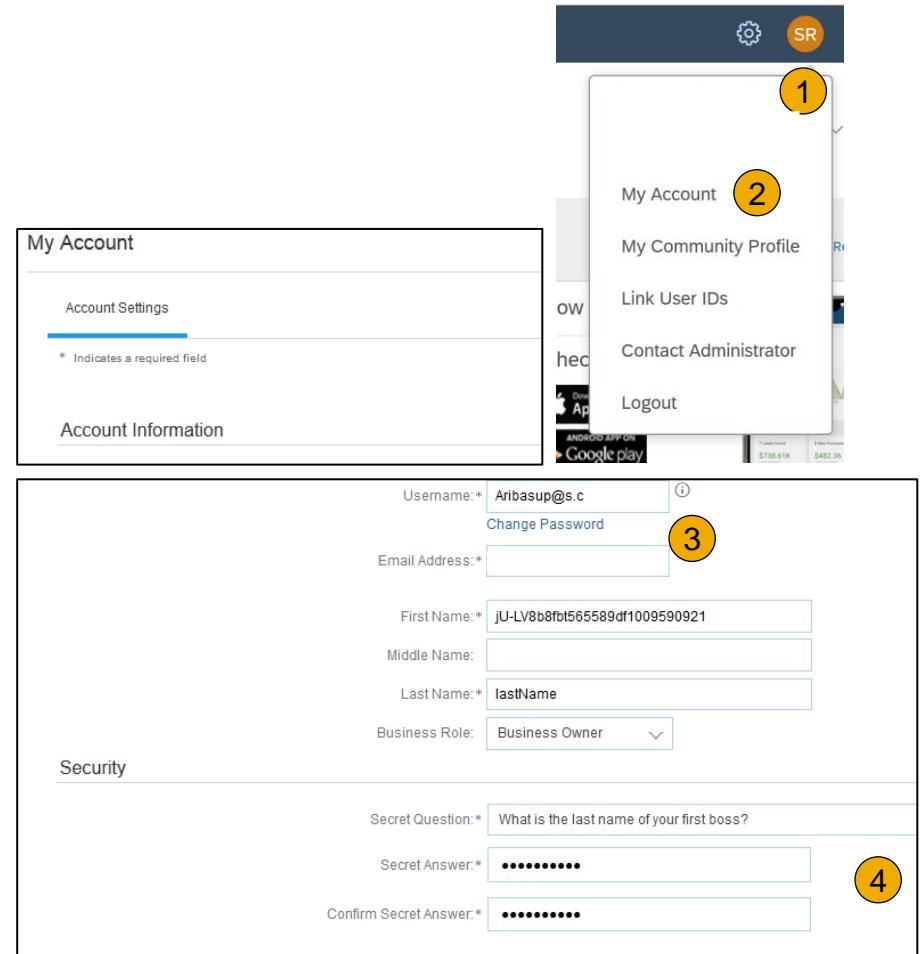
Reset Password

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.

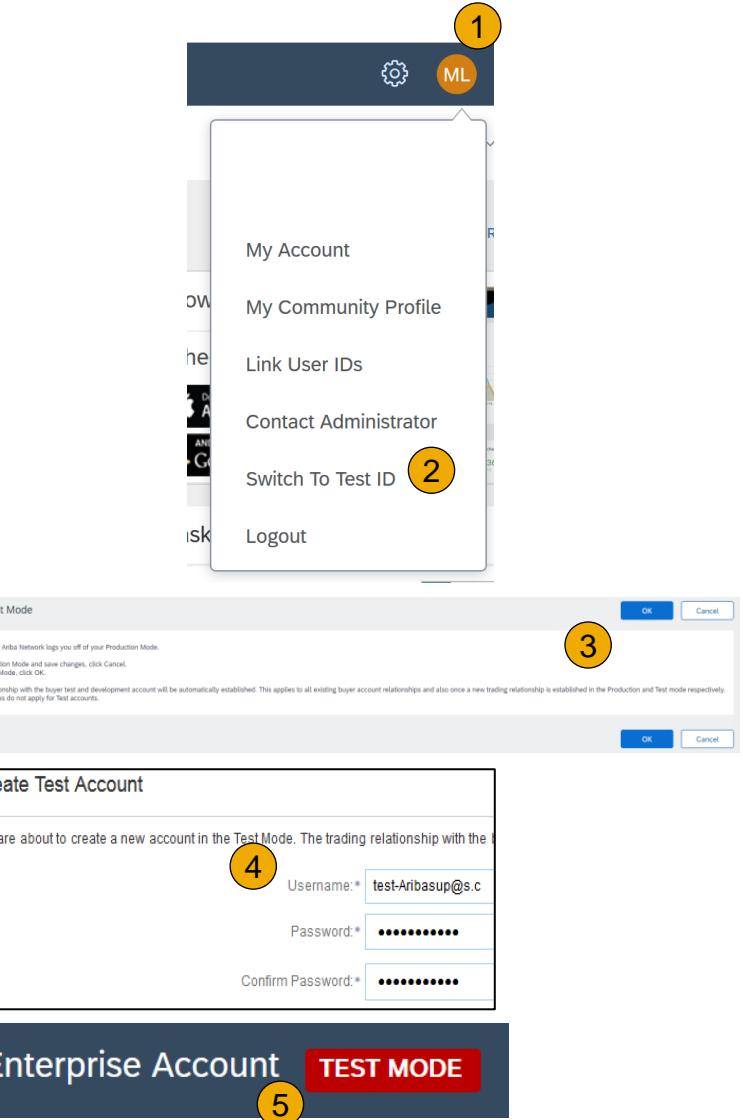
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.



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).



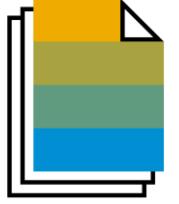
Section 3: Purchase Order Management



**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.

The screenshot illustrates the SAP Business Network interface for managing Purchase Orders. The top navigation bar includes links for Home, Enablement, Workbench, Orders (with a dropdown for Purchase Orders, circled 1), Fulfillment, Invoices, Payments, Catalogs, and Reports. The main content area shows the 'Orders and Releases' screen with a table of results. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A search bar at the top of the table is circled 2. To the left of the table is a 'Search Filters' button (circled 3) and a dropdown menu (circled 4) containing fields for Customer, Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date or Inquiry Date), and Date Range (Last 14 days). To the right of the table is a 'Show / Hide Columns' button (circled 6) with checkboxes for Type, Order Number, Ver, and 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 shows the SAP Business Network Workbench interface. At the top, there is a navigation bar with the SAP logo, 'Business Network', 'Enterprise Account', and various menu items: Home, Enablement, Workbench (which is highlighted with a yellow circle and the number 1), Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below the navigation bar, the main area is titled 'Workbench'. It displays four summary counts: 'Orders' (0, Last 31 days), 'Invoices' (0, Last 31 days), 'Pinned documents' (0), and 'New orders' (0, Last 31 days). Under the 'Orders' section, there is a sub-section titled 'Orders (0)' with a 'Edit filter' button. The filter section contains three input fields: 'Customers' (with a 'Select or type selections' input field and a blue 'Edit' icon), 'Order numbers' (with a 'Type selection' input field), and 'Creation date' (with a 'Last 31 days' dropdown). Below these fields are two radio buttons: 'Partial match' (selected) and 'Exact match'. A yellow circle with the number 2 is placed over the 'Orders' summary, a yellow circle with the number 3 is placed over the 'Customers' filter, and a yellow circle with the number 4 is placed over the 'Creation date' dropdown.

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 subtotal 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 Copy Paper White, A3, 80gsm (ream 500 sheets)	Material	10 (EA)	18 Nov 2015
2	GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)	Material	10 (BX)	18 Nov 2015

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

2

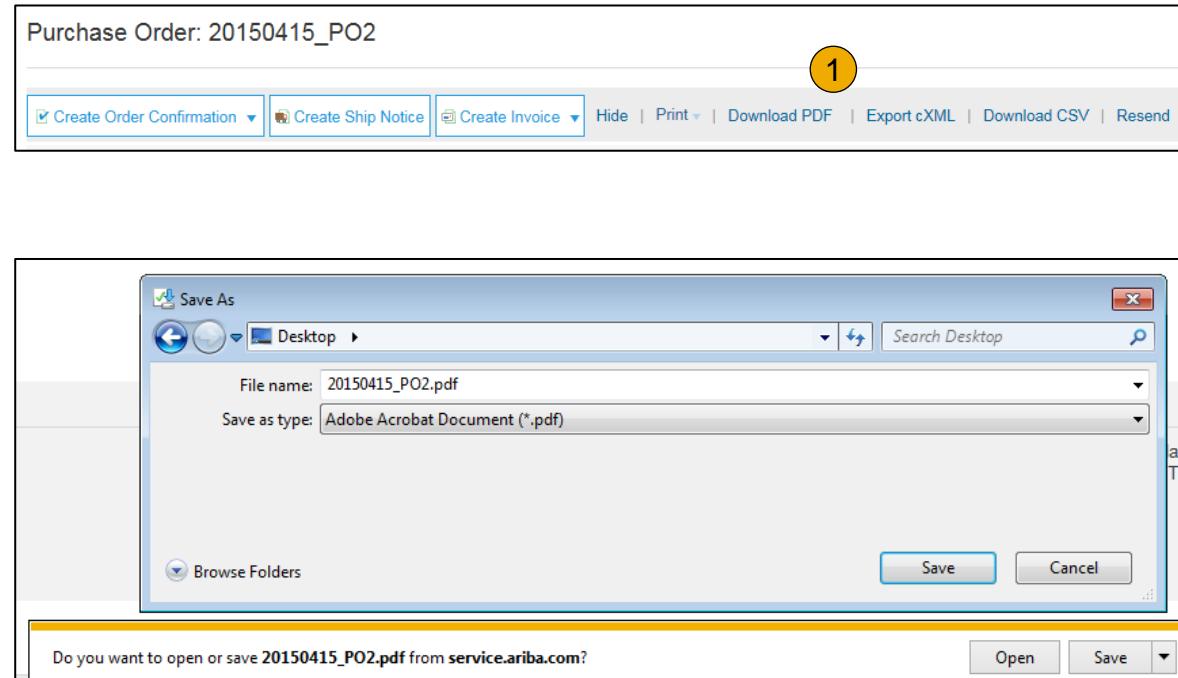
[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Manage POs

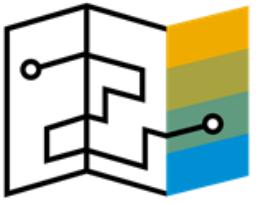
Create PDF of PO

1. Select “Download PDF” as shown.

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



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 Hide | Print

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

2

Create Ship Notice

* Indicates required field

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)

This selection will refresh the page content.

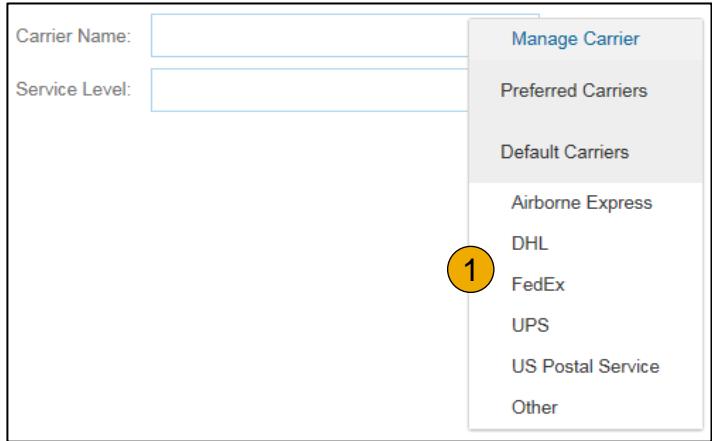
4

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.



▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	Delivered at Terminal	Delivery Condition
Delivery Terms Description:		Despatch Condition
Transport Terms Description:		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_PO2 2 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

Line	Ship Qty
1	10

1 Add Ship Notice Line

20150415_PO2 2 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

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

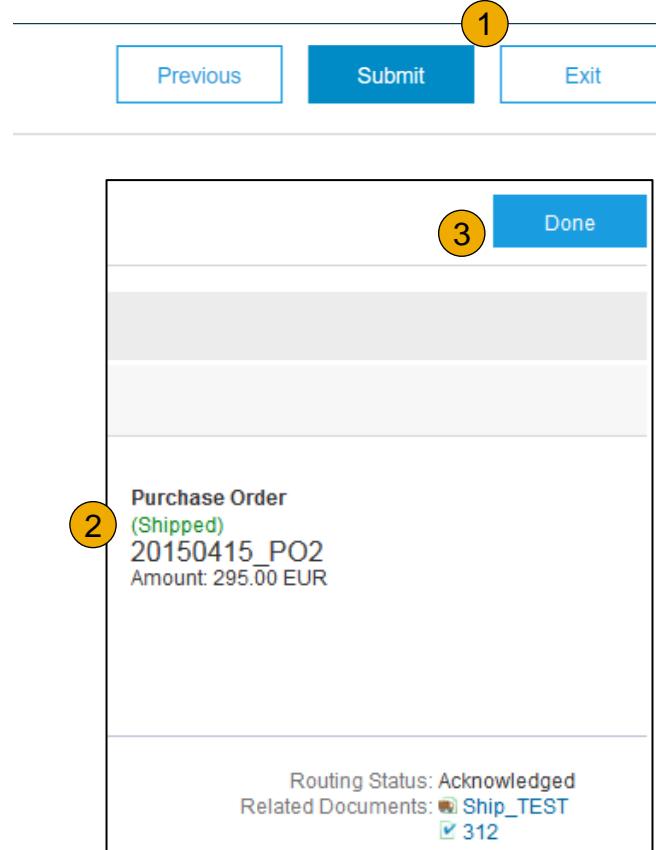
2 Add Ship Notice Line

Add Order Line Item

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.



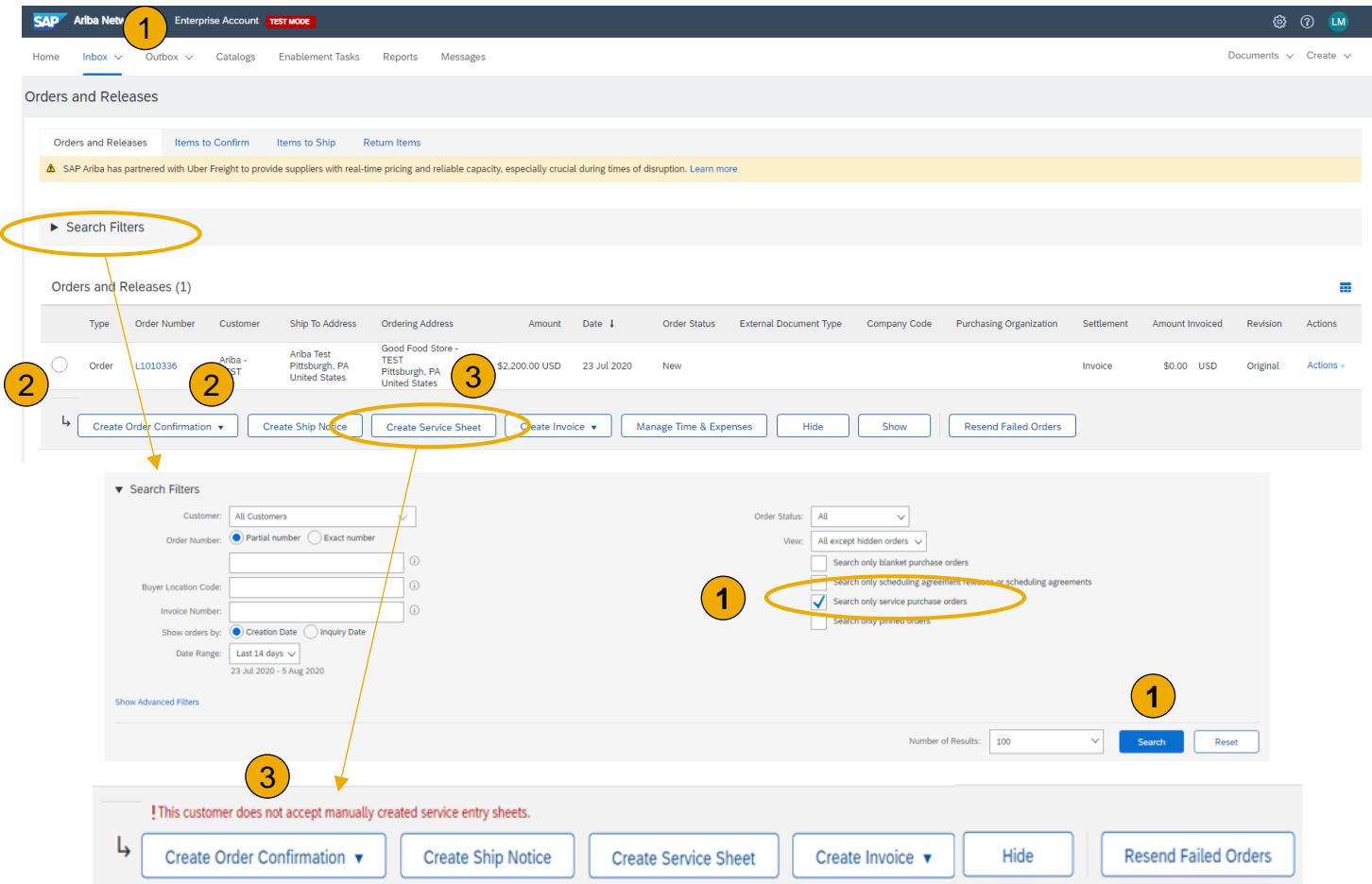
Display Service PO

1. Locate your Service PO within your **Inbox**.

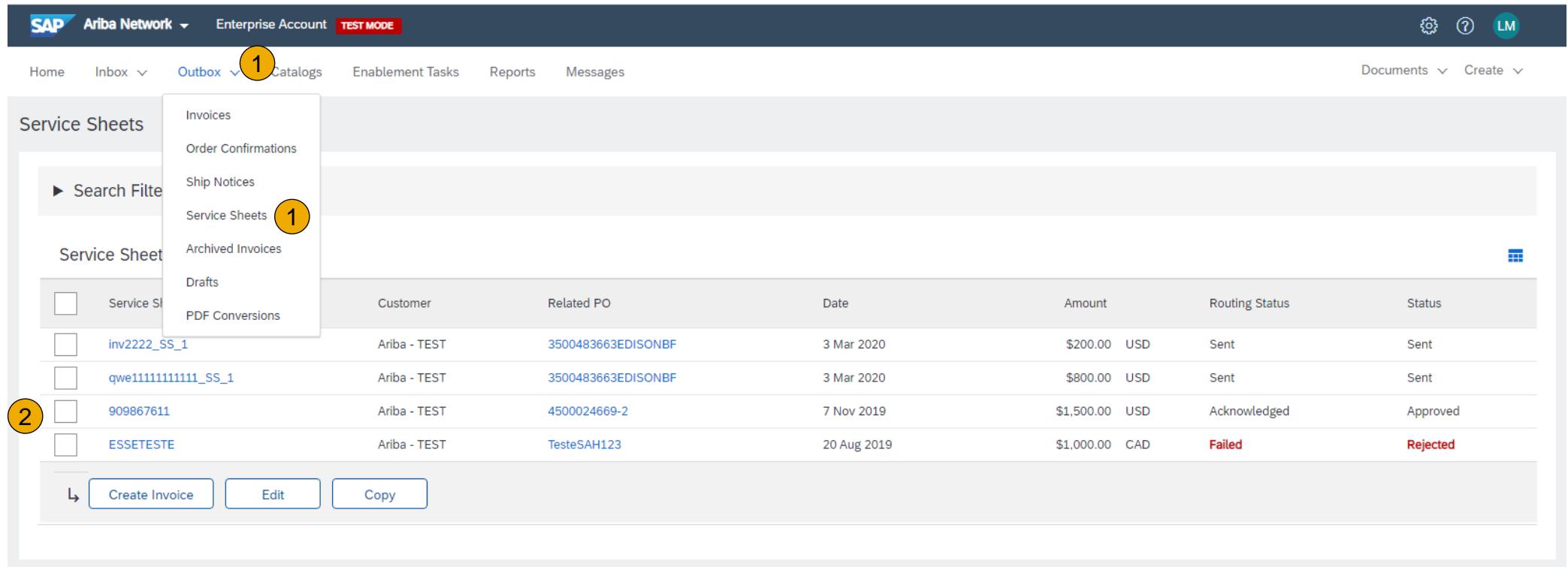
Note: Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

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.



Display Service Sheet



The screenshot shows the SAP Ariba Network interface with the Outbox selected. A dropdown menu is open under 'Outbox', with 'Service Sheets' highlighted and a yellow circle labeled '1' above it. The main list displays several Service Sheets, with the first one, 'inv2222_SS_1', selected. A yellow circle labeled '2' is placed over the 'Service Sheet #' column for this row. The list includes columns for Customer, Related PO, Date, Amount, Routing Status, and Status. At the bottom, there are buttons for 'Create Invoice', 'Edit', and 'Copy'.

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
inv2222_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
qwe1111111111_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

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.

The screenshot shows the SAP Ariba Network interface with the Outbox selected. A dropdown menu is open at the top, with 'Service Sheets' highlighted and circled with a yellow circle labeled '1'. The main table lists Service Sheets with columns for Customer, Related PO, Date, Amount, Routing Status, and Status. One row is circled with a yellow circle labeled '2'. A detailed view of a Service Sheet is shown in a modal window, with the 'History' tab selected and circled with a yellow circle labeled '3'. The modal window displays the Service Sheet details, including the status (Rejected), purchase order number (4511207465-SES3), date (7 Mar 2017), and subtotal (£15.00 GBP).

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

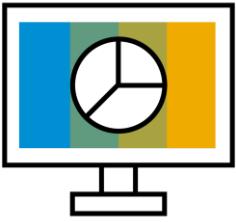
Service Sheet:

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

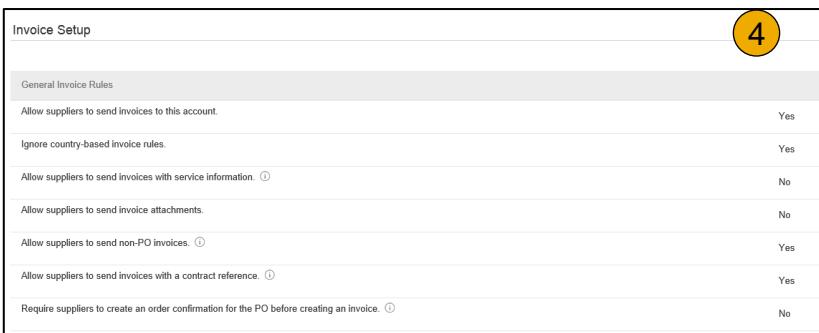
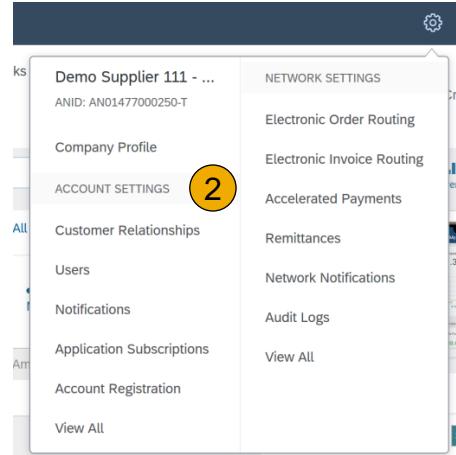
Additional restrictions

- 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.

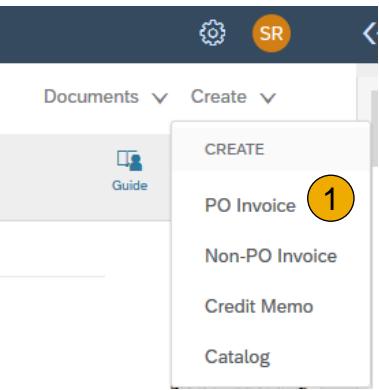
1. Login to your SAP Business Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (T-Mobile).
4. Scroll down to the Invoice Setup section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



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 (i) Line level tax (i)

Shipping (3)

Header level shipping (i) Line level shipping (i)

* Indicates required field

Add to Header (4)

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Line Items (5)

2 Line Items, 2 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
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

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 #
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: *

Unit Conversion: *

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

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

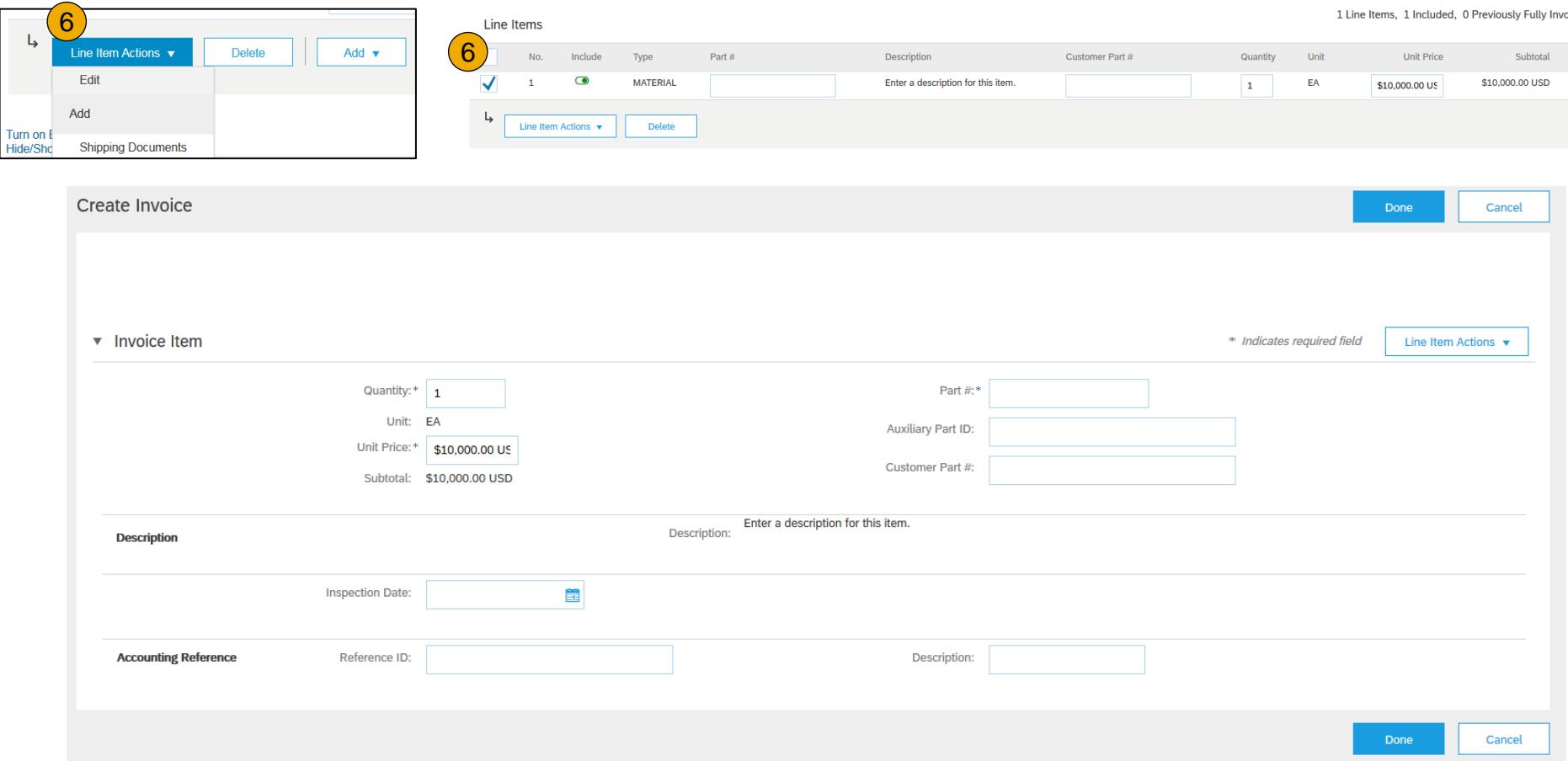
To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

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.

Invoice via PO Flip

Detail Line Items

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



The screenshot displays two overlapping SAP Business Network interface windows. The top window is titled 'Line Items' and shows a table with one row. The row contains: No. (1), Include (checked), Type (MATERIAL), Part # (empty), Description (Enter a description for this item.), Customer Part # (empty), Quantity (1), Unit (EA), Unit Price (\$10,000.00 US), and Subtotal (\$10,000.00 USD). The bottom window is titled 'Create Invoice' and contains a 'Line Item Actions' dropdown menu with options: Edit, Add, and Shipping Documents. The 'Edit' option is highlighted with a yellow circle containing the number '6'. The 'Create Invoice' window has sections for 'Invoice Item' (Quantity: 1, Unit: EA, Unit Price: \$10,000.00 US, Subtotal: \$10,000.00 USD), 'Description' (Description: Enter a description for this item.), 'Inspection Date' (Inspection Date: empty), 'Accounting Reference' (Reference ID: empty), and 'Description' (Description: empty). The 'Create Invoice' window also has 'Done' and 'Cancel' buttons.

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 consists of two screenshots of the SAP Ariba interface. The top screenshot shows a dropdown menu for 'Line Item Actions' with 'Comments' selected. The bottom screenshot shows a text input field for 'Comments' and a 'Next' button.

Top Screenshot (Line Item Actions):

- 1. The 'Comments' option in the dropdown menu is highlighted.
- 2. The 'Next' button is highlighted.

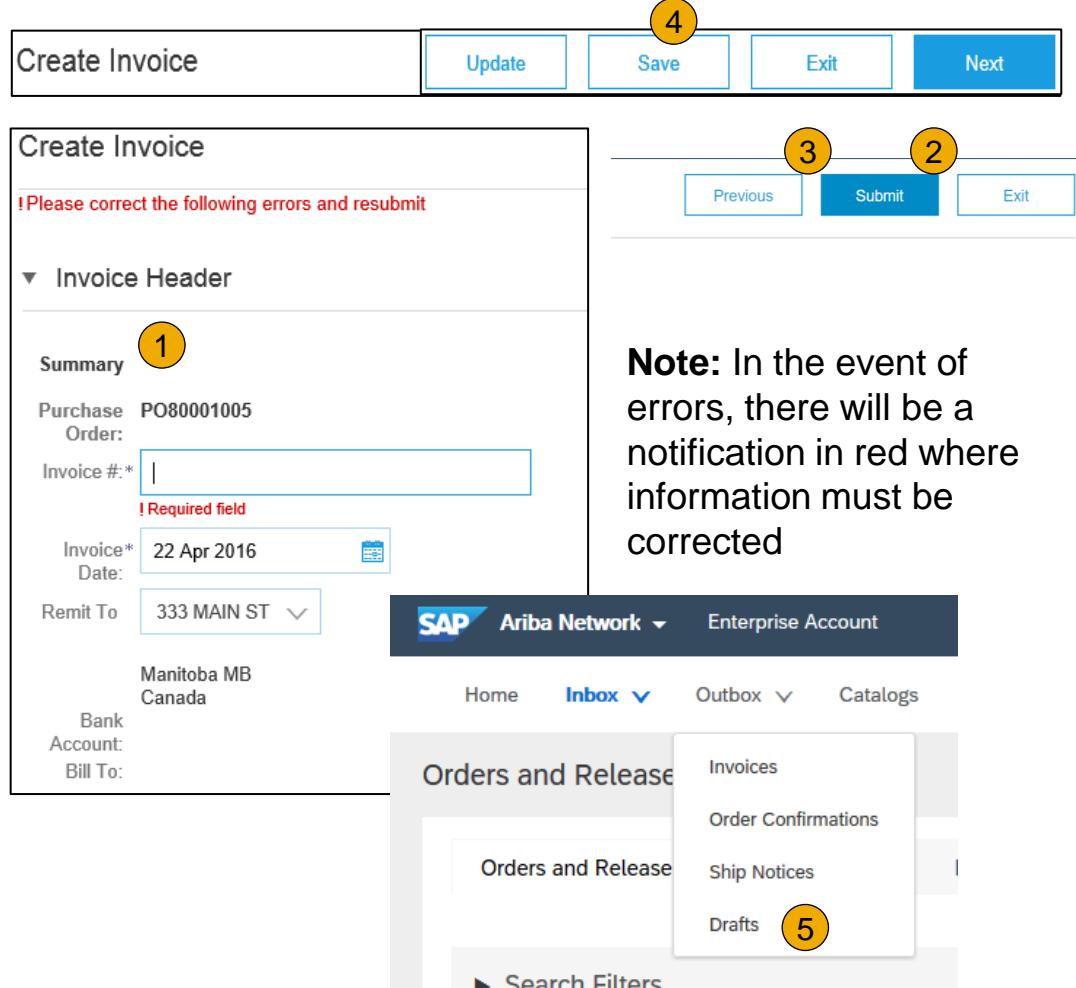
Bottom Screenshot (Comments Input):

- 1. The 'Comments' input field is highlighted.
- 2. The 'Next' button is highlighted.

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.



Invoice Without a Purchase Order

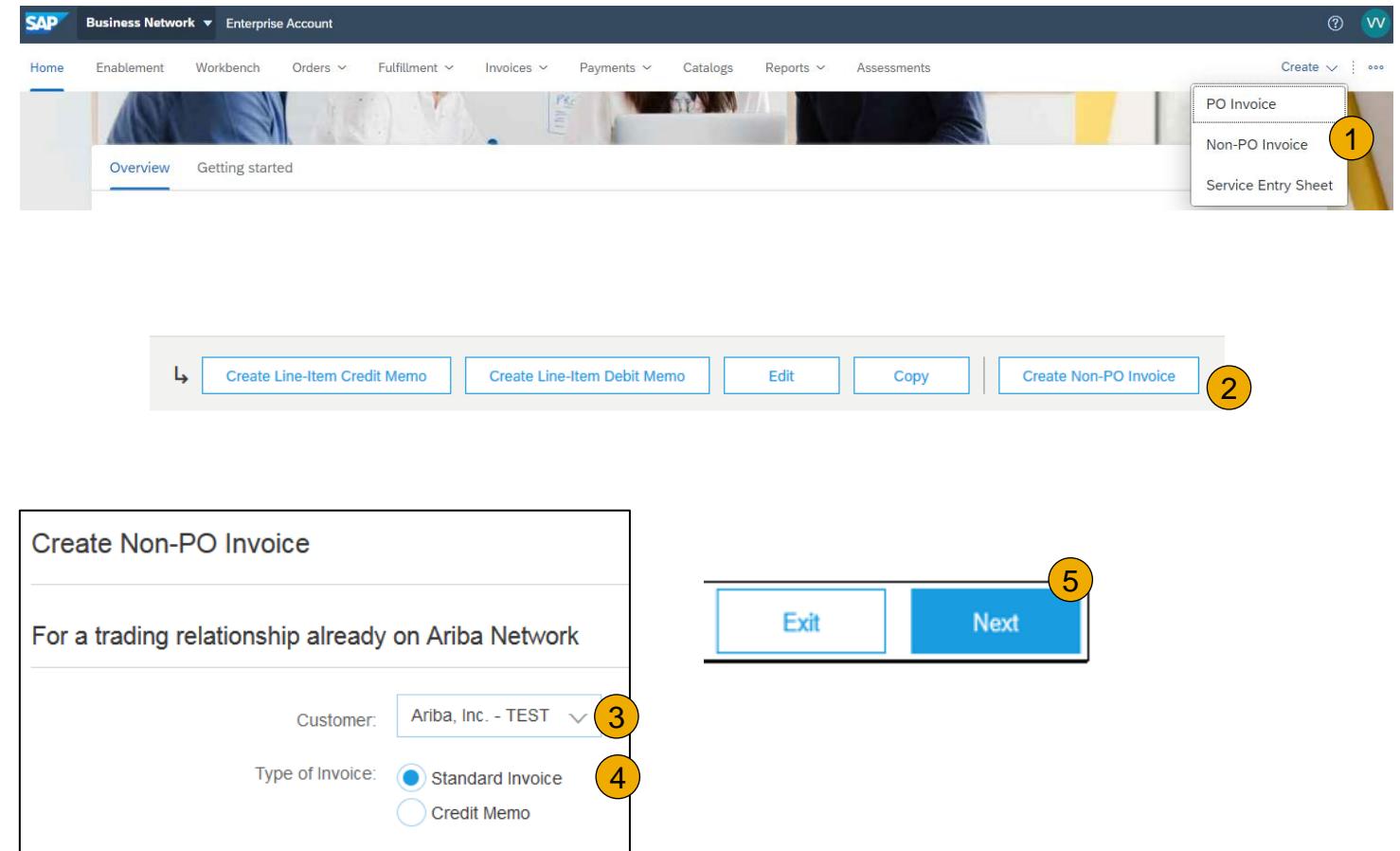
Non-PO Invoice

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.**



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

Invoice Header

Purchase Order: 8100051251

Invoice No.*: **1**

Invoice Date.*: **2**

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

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**

Line Items **5**

1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options

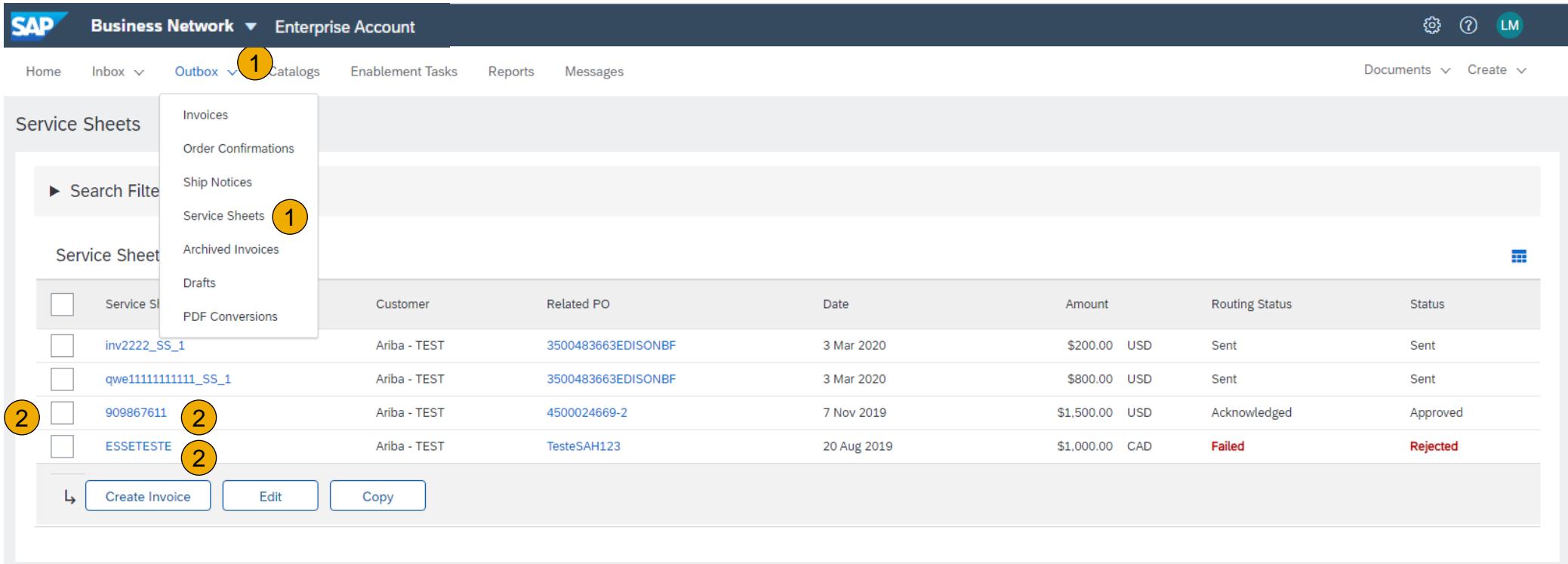
Tax Category: **1** Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	Partially Invoiced	MATERIAL							

Line Item Actions: **6** Delete Add

Invoice from a Service Sheet

Locate Approved Service Sheet



The screenshot shows the SAP Business Network interface. The top navigation bar includes the SAP logo, Business Network, Enterprise Account, and user icons. The main menu bar has links for Home, Inbox, Outbox (highlighted with a yellow circle 1), Catalogs, Enablement Tasks, Reports, and Messages. On the right, there are Documents and Create dropdowns. The left sidebar has Service Sheets selected, with a dropdown menu showing Invoices, Order Confirmations, Ship Notices, Service Sheets (highlighted with a yellow circle 1), Archived Invoices, and Drafts. The main content area displays a table of Service Sheets. The table has columns for Customer, Related PO, Date, Amount, Routing Status, and Status. Four rows are listed: 1. inv2222_SS_1 (Customer: Ariba - TEST, PO: 3500483663EDISONBF, Date: 3 Mar 2020, Amount: \$200.00 USD, Status: Sent). 2. qwe1111111111_SS_1 (Customer: Ariba - TEST, PO: 3500483663EDISONBF, Date: 3 Mar 2020, Amount: \$800.00 USD, Status: Sent). 3. 909867611 (Customer: Ariba - TEST, PO: 4500024669-2, Date: 7 Nov 2019, Amount: \$1,500.00 USD, Status: Acknowledged, Routing Status: Approved). 4. ESSETESTE (Customer: Ariba - TEST, PO: TesteSAH123, Date: 20 Aug 2019, Amount: \$1,000.00 CAD, Status: Failed, Routing Status: Rejected). At the bottom of the table are buttons for Create Invoice, Edit, and Copy. A yellow circle 2 highlights the '909867611' row.

	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

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 process of generating an invoice from a service sheet. It consists of three main panels:

- Service Sheets (1) Screen:** Shows a list of service sheets. The row for Service Sheet # 1000062460 is highlighted with a yellow circle and a yellow arrow points from it to the Service Sheet details screen.
- Service Sheet Details Screen:** Displays the details for Service Sheet # 1000062460. A yellow circle labeled "1" is placed over the service sheet number. A yellow arrow points from this screen to the Create Invoice screen.
- Create Invoice Screen:** The "Create Invoice" button is highlighted with a yellow circle labeled "2". The screen shows the invoice header with the following summary:

Purchase Order: 4900454862	Subtotal: \$1,374.00 USD
Invoice #:* INV1000062460	Total Tax: \$0.00 USD
Invoice Date: 7 Jul 2020	Total Gross Amount: \$1,374.00 USD
Service Description: (empty)	Total Net Amount: \$1,374.00 USD
Remit To: 1050 NW 229TH AVE	Amount Due: \$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:

- Invoice Number #** field: input with naming convention i.e. INV concatenated with Service Sheet # (INV1000062460)
- Enter** either tax rate in the **Tax Rate (%)** field or tax amount in the **Tax Amount** field.
- 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.
- 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

Invoice 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

Category: Sales Tax

Regime:

2 Taxable Amount: \$1,374.00 USD

2 Tax Rate Type:

2 Rate(%): 10

2 Tax Amount: \$137.40 USD

3 * Indicates required field

4 Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Attachment

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.

[Update](#) [Save](#) [Exit](#) [Next](#)

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

Create Invoice

▼ Invoice Header

Summary

Purchase Order:	4900454862	Subtotal: \$1,374.00 USD
Invoice #:	INV1000062460	Total Tax: \$0.00 USD
Invoice Date:	7 Jul 2020	Total Gross Amount: \$1,374.00 USD
		Total Net Amount: \$1,374.00 USD
		Amount Due: \$1,374.00 USD

[View/Edit Addresses](#)

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**

PORLAND, OR
United States

Category: **Sales Tax**

Regime:

Taxable Amount: **\$1,374.00 USD**

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

Ship From: **MOBILE TECH INC - 2000056816**

Bellevue, WA
United States

Ship To: **WA-Headquarters, Newport Tower**

Bellevue, WA
United States

Customer: **T-Mobile, USA, POD TEST ACCOUNT - VQ3/QP3**

Supratim Dutta

Deliver To: **WA-Headquarters, Newport Tower**

[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 - VQ3/QP3**

Bellevue, WA
United States

T-Mobile Buyer email address:

[View/Edit Addresses](#)

Bill From: **MOBILE TECH INC - 2000056816**

Bellevue, WA
United States

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

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

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Service Sheet Details

Service Sheet #: 1000002862

Service Line No.: 1

Service Period

Service Start Date: 14 Apr 2020

Service End Date: 31 Mar 2021

Comments

Comments may NOT exceed 254 characters:

Line Item Actions

- 1 Edit
- 2 Add
- 3 Shipping Documents
- 4 Comments
- 5 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 from a Service Invoice

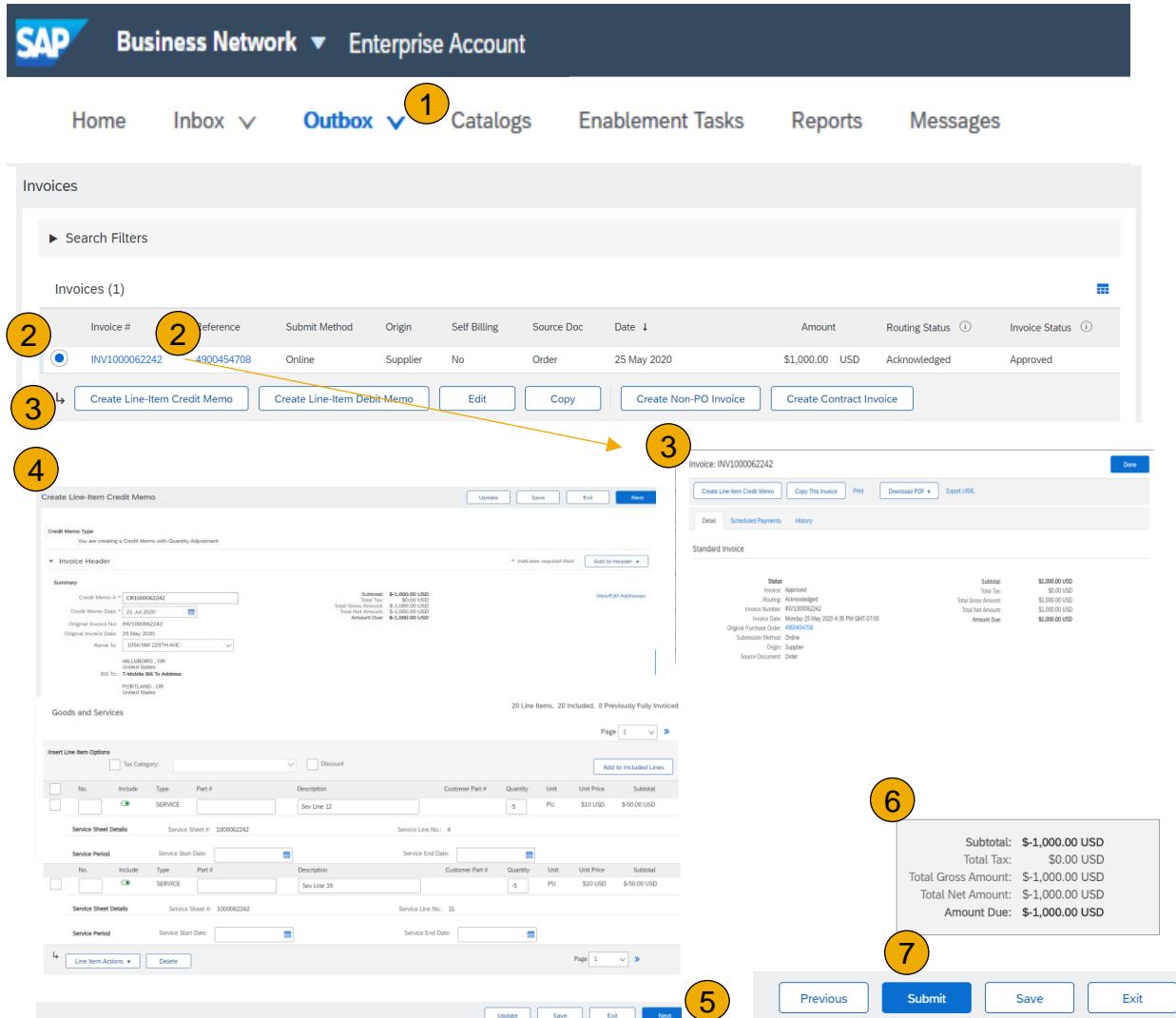
Line-Item Credit Memo

Note: Do not create a credit memo for invoice reversals.

Please contact APIInfo@T-Mobile.com for additional assistance.

To create a line level credit memo against a service invoice:

1. **Click the Outbox tab and select Invoices from the dropdown menu.**
2. **Select your previously created service invoice.**
 - **Click on the radio button next to the approved Service Invoice #, OR**
 - **Click on the Service Invoice # to open up the Service Invoice for review**
3. **Click the button on the Invoice(s) screen for Create Line-Item Credit Memo.**
 - **Do not modify the lines or the line details.**
Credit memos against service invoices should be for the entire original invoice.
4. **Make sure that all required fields are filled in**
5. **Click Next.**
6. **Review Credit Memo.**
7. **Click Submit.**



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 shows the SAP Business Network interface with the following steps highlighted:

1. The 'Invoices' tab is selected in the top navigation bar.
2. An invoice for 'INV_20150415' is selected in the list.
3. The 'Create Line-Item Credit Memo' button is highlighted.
4. The 'Insert Line Item Options' table is shown, containing line items for various widgets.
5. The 'Next' button is highlighted.
6. A summary box displays financial details: 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.
7. The 'Submit' button is highlighted.

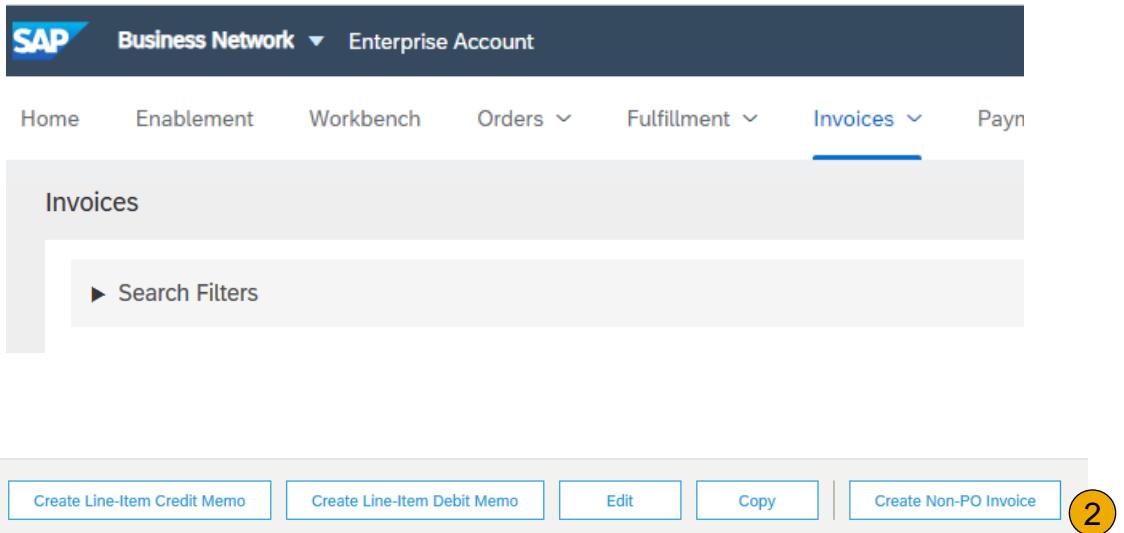
Credit Invoice without a PO

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.



The 'Create Non-PO Invoice' dialog box is shown. Step 3 highlights the 'Customer' dropdown set to 'Ariba, Inc. - TEST'. Step 4 highlights the 'Type of Invoice' radio button selected for 'Standard Invoice'. Step 5 highlights the 'Next' button.

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.

Create Invoice

Invoice 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

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

Bill From: JUnitOrg - LV8b8fb565589df1009590921

Customer: JUnitOrg - 5WQzy9VD565589b21009590920
Sunnyvale, CA
United States

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

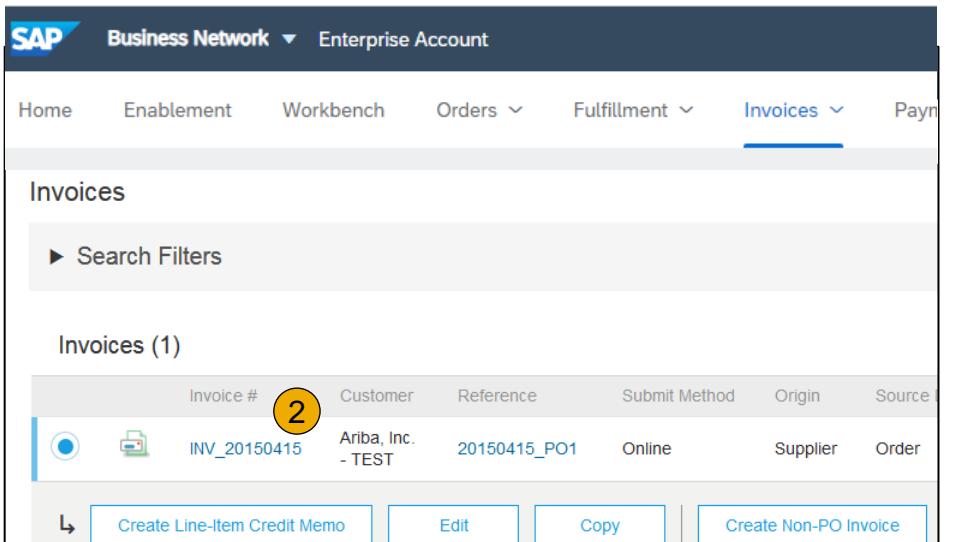
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	Partially Invoiced	MATERIAL							

Line Item Actions:

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

Invoices

▶ Search Filters

Invoices (1)

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

1

2

3

4

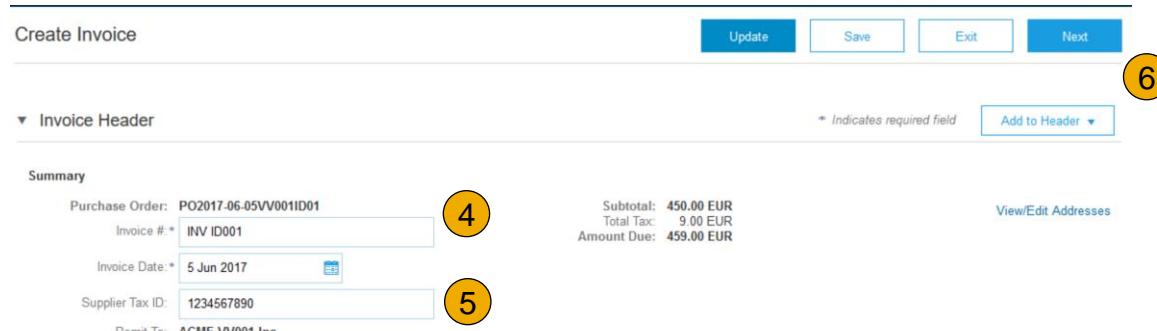
5

6



Invoice: INV_20150415

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



Create Invoice

Invoice Header

Summary

Purchase Order: PO2017-06-05V001ID01

Invoice #: **4** INV ID001

Invoice Date: **5** Jun 2017

Supplier Tax ID: **5** 1234567890

Remit To: ACME-VV001 Inc

Subtotal: 450.00 EUR

Total Tax: 9.00 EUR

Amount Due: 459.00 EUR

View/Edit Addresses

* Indicates required field

Add to Header

Update Save Exit **6** Next

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.**

The screenshots illustrate the SAP Business Network interface for searching invoices. The top two screenshots show the main navigation bar with the 'Invoices' tab selected (1). The third screenshot shows the expanded 'Search Filters' dialog (4), which includes fields for Customer (5), Invoice Number (5), Order Number (5), Date Range (5), and various search options like Min. Amount (5), Max. Amount (5), External Invoice Number (5), Status (5), and checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums' (6).

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.

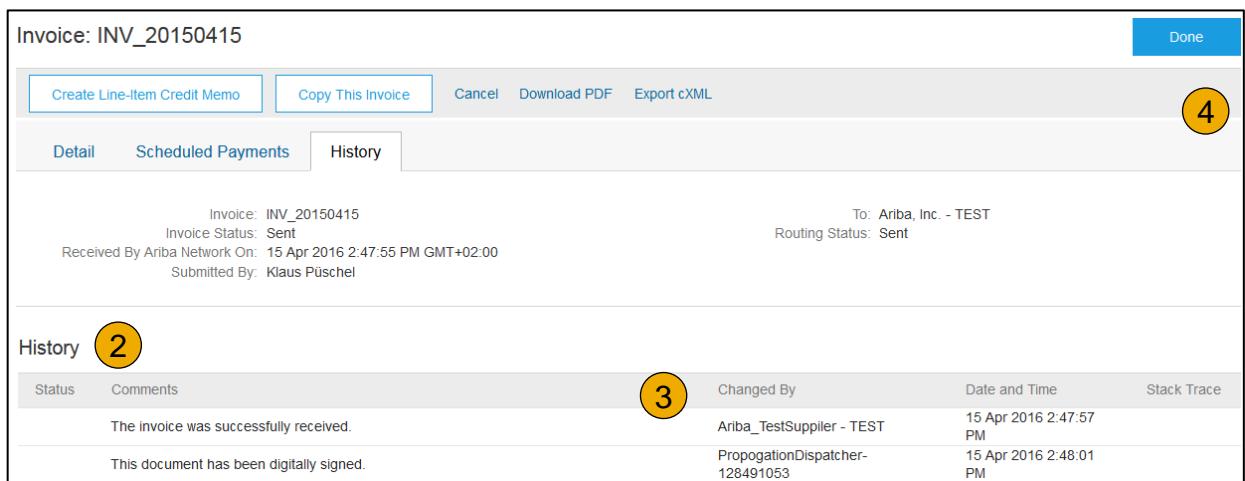
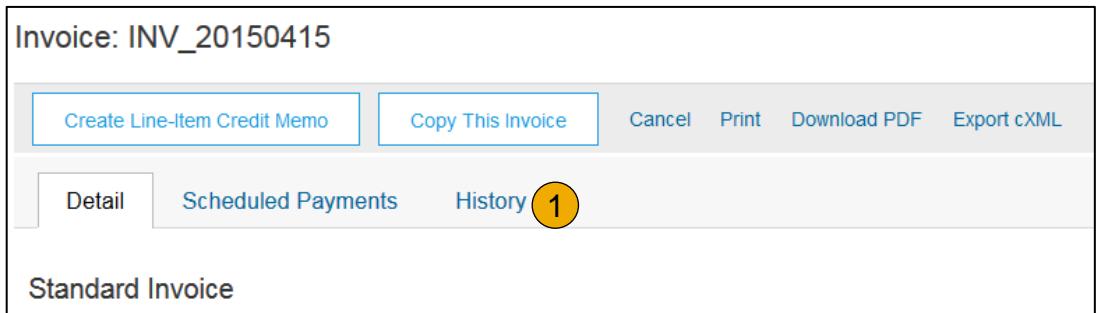
- **Sent** – The invoice is sent to the T-Mobile but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – T-Mobile approved the invoice cancellation
- **Paid** – T-Mobile paid the invoice / in the process of issuing payment. Only if T-Mobile uses invoices to trigger payment.
- **Approved** – T-Mobile has verified the invoice against the purchase orders or contracts and receipts and approved if 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:

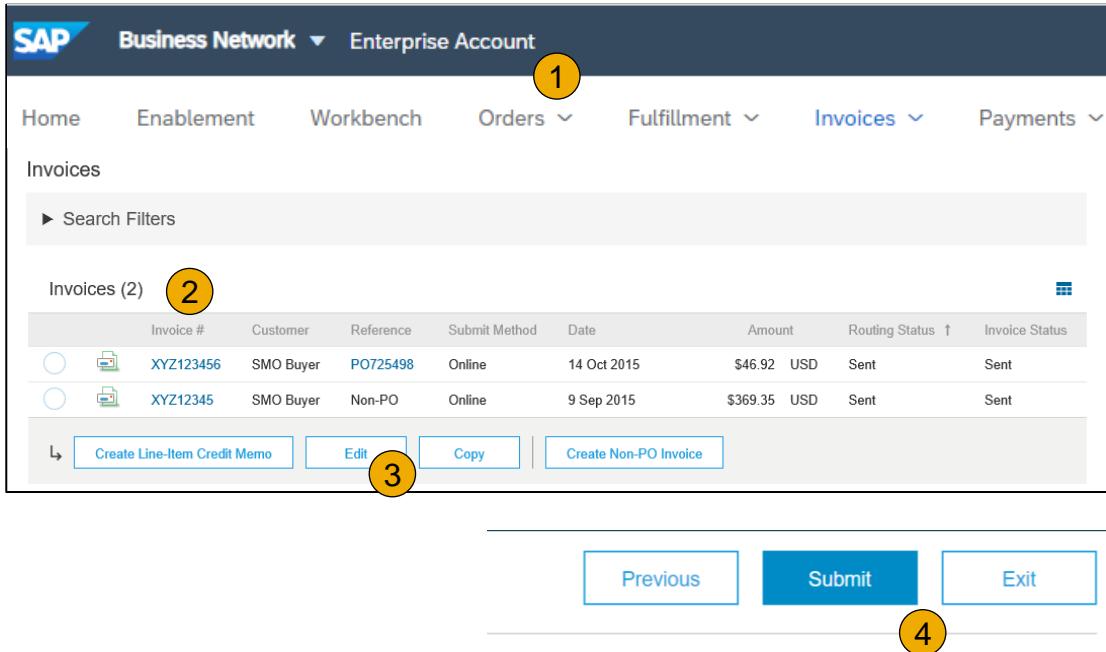
1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.



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.

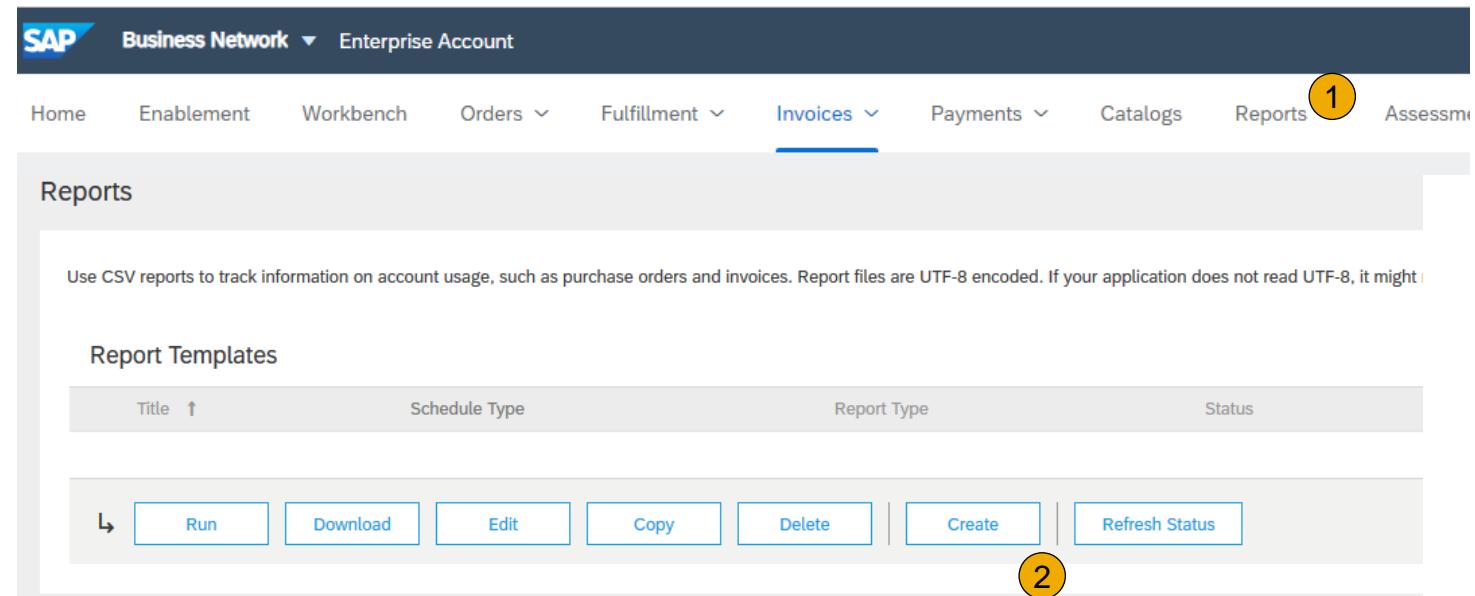


Download Invoice Reports

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

Report Description

Criteria

4 Next

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

Line Sheet

Next

Exit

Report

Report Description

Criteria

Customer: All Customers

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 28 Feb 2017

Run

Download

Edit

Copy

Delete

Create

Refresh Status

Previous

Submit

Exit

6

7

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.)

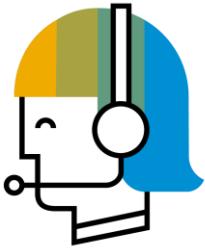
Screenshot 1: Company Settings dropdown menu. Step 1 is highlighted with a yellow circle.

Screenshot 2: Tax Invoicing and Archiving screen. Step 2 is highlighted with a yellow circle. Step 4 is highlighted with a yellow circle.

Screenshot 3: Configure Invoice Archival dialog box. Step 3 is highlighted with a yellow circle. Step 5 is highlighted with a yellow circle.

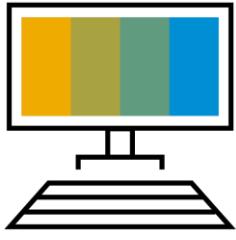
Screenshot 4: Long-Term Document Archiving screen. Step 5 is highlighted with a yellow circle.

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.

The screenshot shows the SAP Business Network Overview interface. On the left, a vertical navigation bar lists various options: Demo Supplier 111 - ..., ANID: AN01477000250-T, Company Profile, ACCOUNT SETTINGS, Customer Relationships (circled with a yellow circle and labeled '1'), Users, Notifications, Application Subscriptions, Account Registration, and View All. The main content area is titled 'Account Settings' and has tabs for Customer Relationships, Users, Notifications, and Account Hierarchy. The 'Customer Relationships' tab is selected, showing 'Current Relationships' and 'Potential Relationships' sections. Under 'Current Relationships', there is a table with two rows: 'Customer' (Ariba Inc. and Pouliot Industries) and 'Supplier Information Portal' (with a 'Reject' button). Under 'Pending', there is a table with one row: 'Customer' (with 'Approve' and 'Reject' buttons). At the bottom of the 'Customer Relationships' section, there is an 'Update' button.

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