INVOICING COLLABORATION

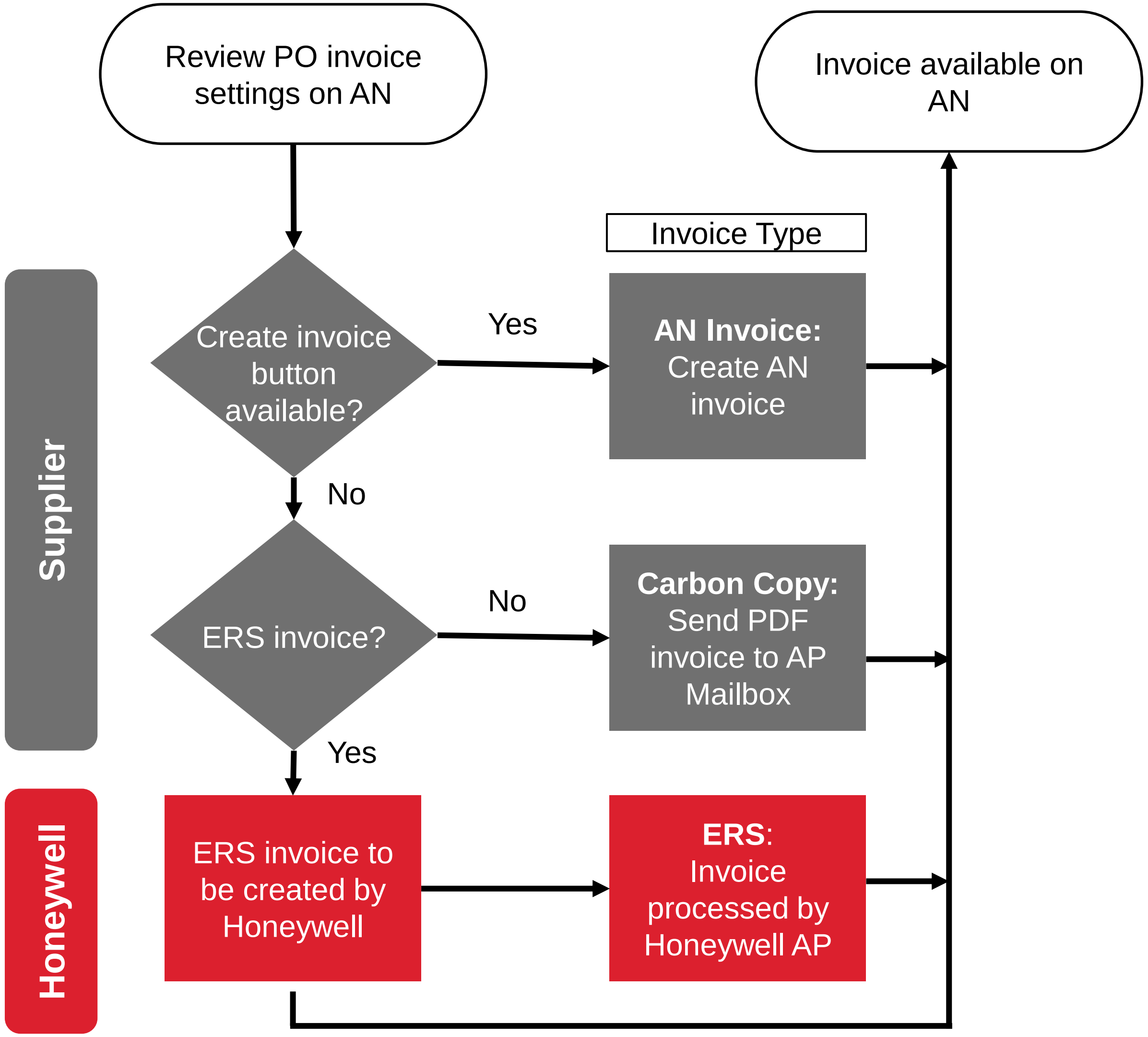
SUPPLIER TRAINING GUIDE

Honeywell

TABLE OF CONTENTS

INTRODUCTION

INVOICE TYPES
GENERAL WORKFLOW



AN: Ariba Network
ERS: Evaluated Receipt Settlement

INVOICE TYPE AND RULES:

- Create Invoice on Ariba Network
- Determine ERS And E-invoice
- Determine Carbon Copy invoice
- View Country-based Rules

INVOICE TYPES

GENERAL CONSIDERATIONS – ARIBA NETWORK INVOICE

ARIBA NETWORK INVOICE

Invoicing required via Ariba Network.

This process is applicable for all countries where e-invoicing is approved by law and Ariba Network solution is available.

Please do not send a paper or email invoice.

If e-invoice is enabled the invoice must be submitted on the Ariba Network. Invoices sent through other modes will be rejected by Honeywell.

How to identify an Ariba Network invoice type?

At PO Header level:

Create Invoice ▾ *Enabled option*

Electronic Invoice : AN

At PO Line level:

Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: is not ERS

Reference

View Country-based Rules

INVOICE TYPES

GENERAL CONSIDERATIONS – EVALUATED RECEIPT SETTLEMENT (ERS)

ERS

This is a form of carbon copy invoice which has unique indicators on the Ariba network.

Settlement is created automatically once Goods Receipt is completed by Honeywell; no invoice submission is needed from the supplier.

How to identify an ERS invoice type?

At PO Header level:

Create Invoice ▾ *Disabled option*

Electronic Invoice : NO

At PO Line level:

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is ERS

⚠ Invoicing is not possible for one or more line items.

INVOICE TYPES
GENERAL CONSIDERATIONS – CARBON COPY

CARBON COPY

Invoice is posted in Honeywell's SAP/Oracle system and then copied to Ariba Network for supplier's information purposes.

This process is only used for Honeywell settlement invoices or when e-invoicing is not supported by Ariba Network or local country regulations.

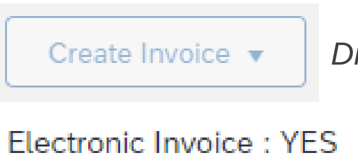
These invoice are submitted by the current legacy process as PDF sent to a Honeywell AP mailbox via email, EDI, Government portal.

<u>This process is only used for Honeywell settlement invoices or when e-invoicing is not supported by Ariba Network or local country regulations.</u>

Reference
[View Country-based Rules]

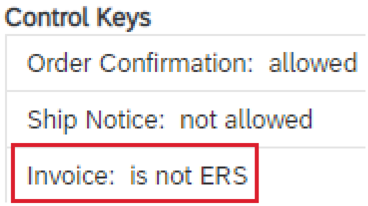
How to identify a Carbon Copy invoice type?

At PO Header level:



Disabled option

At PO Line level:



INVOICE TYPES

GENERAL CONSIDERATIONS – CARBON COPY: EXAMPLE AND USE CASES

From the Homepage:

1. Click **Invoices** > **Invoices**.
2. Click on the **Invoice #** from the list
3. The Routing status will be “Sent” for a Carbon Copy invoice
4. There is a buyer invoice ID at the bottom

Carbon copy invoicing process is used in the following cases:

For countries where:

- Local law does not allow e-invoicing.
- Ariba does not yet have an e-invoicing solution.

For suppliers on:

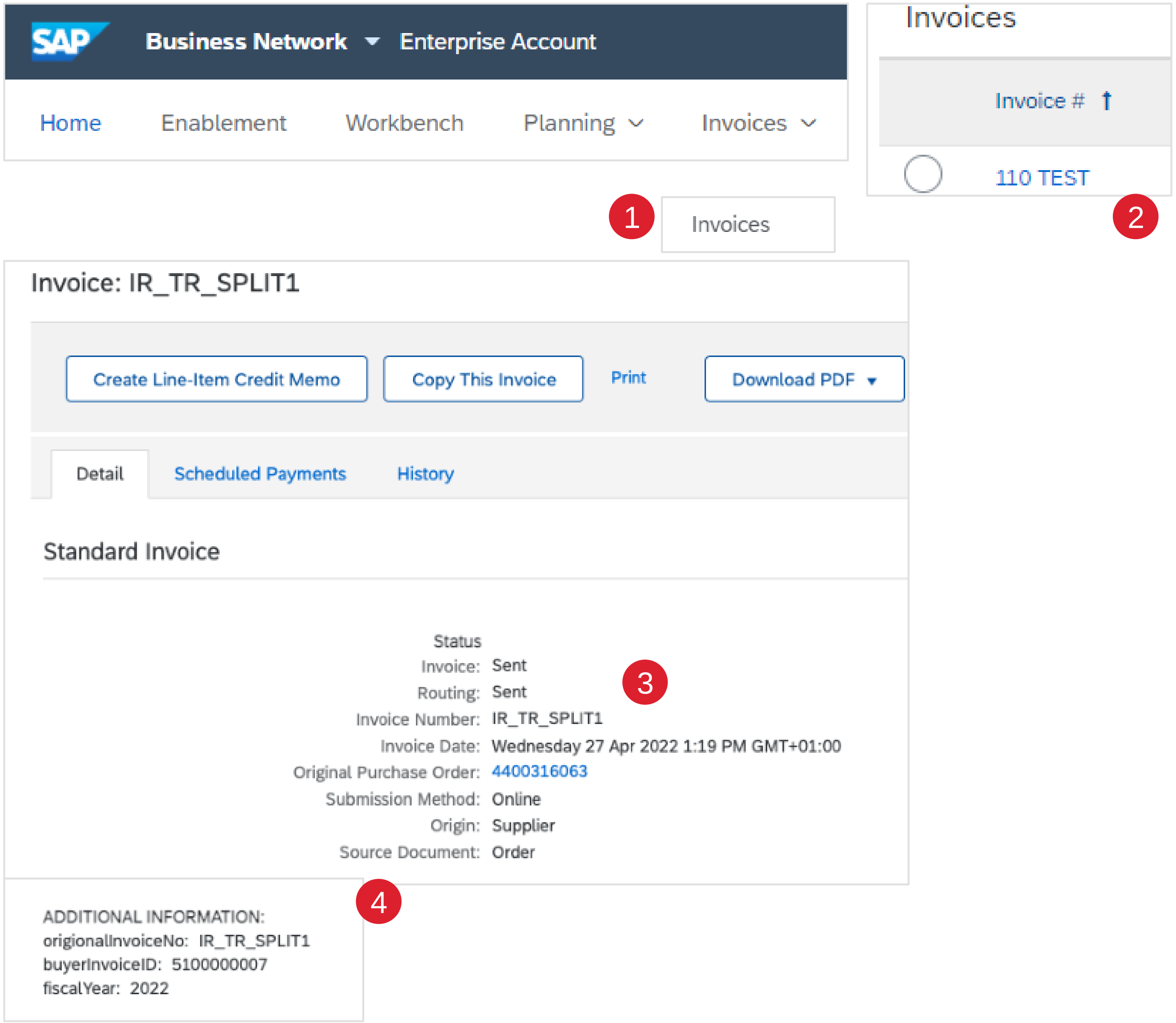
- ERS program. Settlement invoice will be submitted by Honeywell.
- invoicing plan. Invoices will be submitted by Honeywell.

For consignment settlement.

- Settlement invoice will be submitted by Honeywell.

Notes:

- In case of country e-invoice restriction the invoice will be submitted by the current legacy process as PDF sent to a Honeywell AP mailbox via email, EDI, Government portal.
- All carbon copy invoices will be available on the Ariba Network to review payment status and details, but supplier will not have access to create, change or reject the invoice.

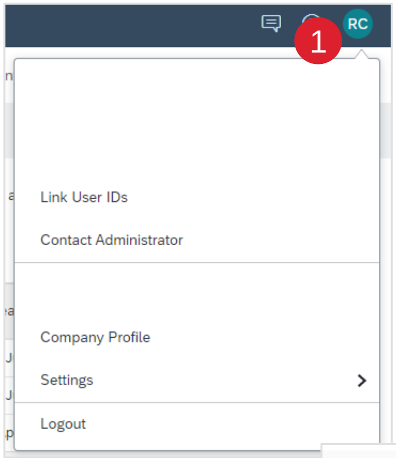


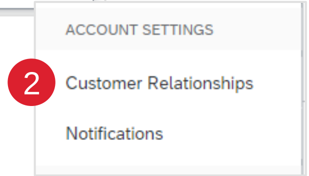
INVOICE RULES

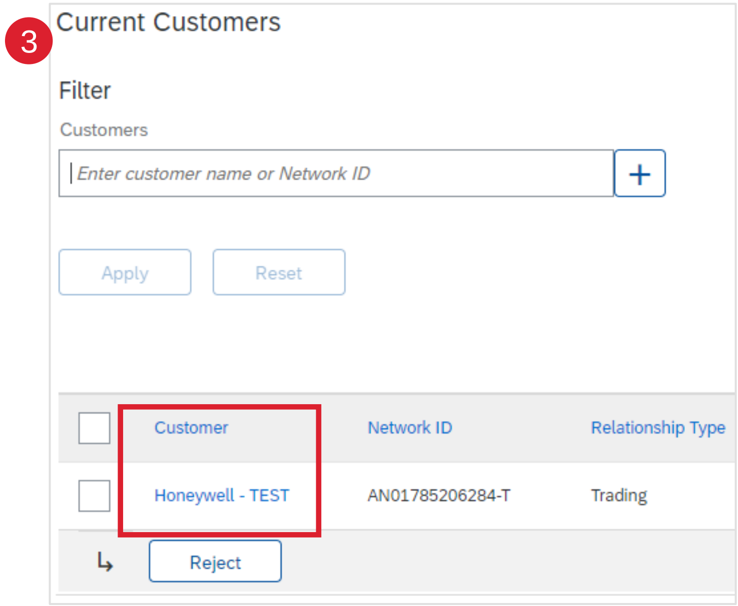
HONEYWELL SPECIFIC

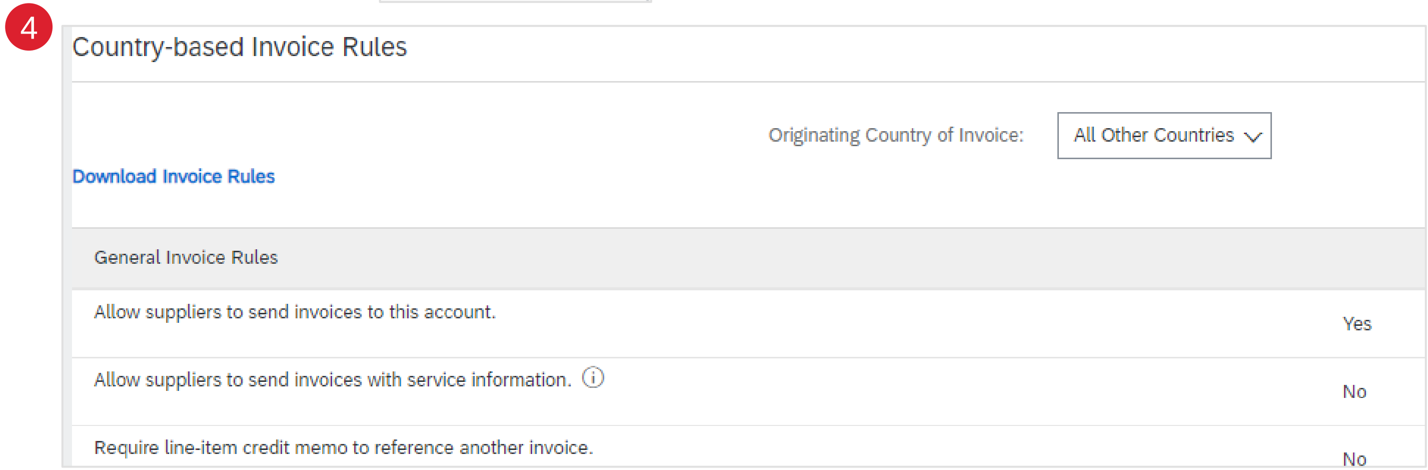
These rules determine what you can enter when you create invoices. From your supplier Portal:

1. Click the user profile icon in the right top corner of your screen and select Settings.
2. Select Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (**Honeywell**).
4. Scroll down to the Invoice section and view the Invoice Rules. Honeywell has enabled Country-Based Invoice Rules and you will be able to choose your Country in Originating Country of Invoice from the drop-down menu.









PORTAL USER INTERACTION

PORTAL USER INTERACTION

Invoice Methods

- PO / SA - Based Invoice
- Consignment Settlement
- Credit Memos
- Copy Invoices

Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports
- Invoice Archival

Remittance

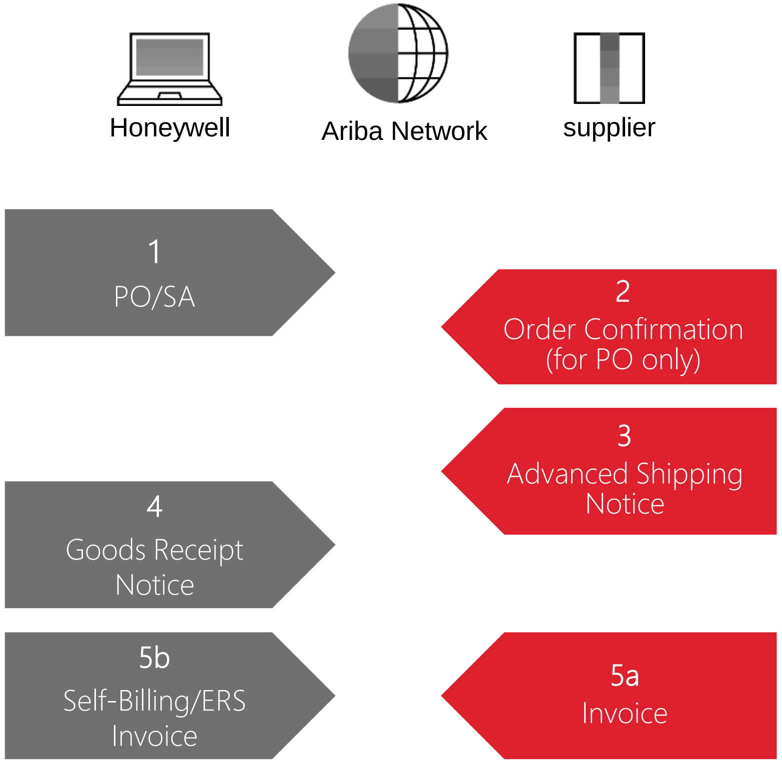
INVOICE METHODS

PO / SA - BASED INVOICE
GENERAL WORKFLOW

Suppliers can create an invoice based on Purchase Order or Schedule Agreement.

Some countries do not allow e-invoicing and so invoicing will have to continue the legacy process of PDF invoices sent to an AP mailbox. The invoice status will be available for review on the Ariba Network.

As another option, Ariba Network allows self-billing / ERS invoices.

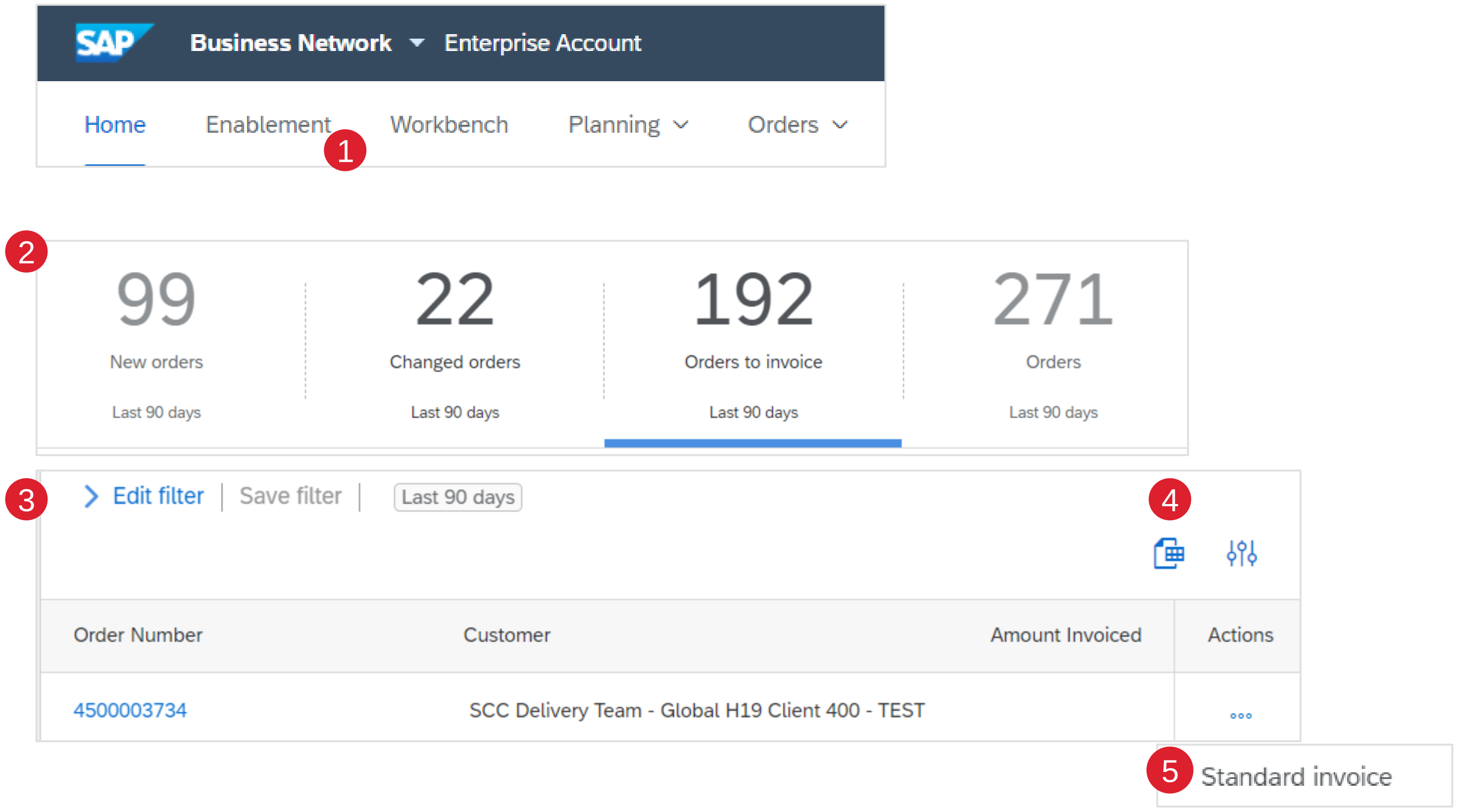


Note:
- E-invoice coverage is dependent on local country laws; these laws change constantly, and we are working to enable this feature in all countries.
- E- invoicing on Ariba Network is subject to change

PO / SA - BASED INVOICE
CREATE INVOICE (FROM THE WORKBENCH)

From the Homepage:

1. Click **Workbench**.
2. Use one of the Workbench **Order tiles** to identify the PO / SA.
3. Use filters to identify the correct reference document.
4. Configure the columns you see.
5. Click Action button on the right-hand side of your screen and select **Standard Invoice**.



Note:
- Order Confirmation and Ship Notice are required before receipt of Invoice.
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- **If e-invoice is enabled the invoice must be submitted on the Ariba Network. Invoices sent through other modes, such as email, will be rejected by Honeywell.**

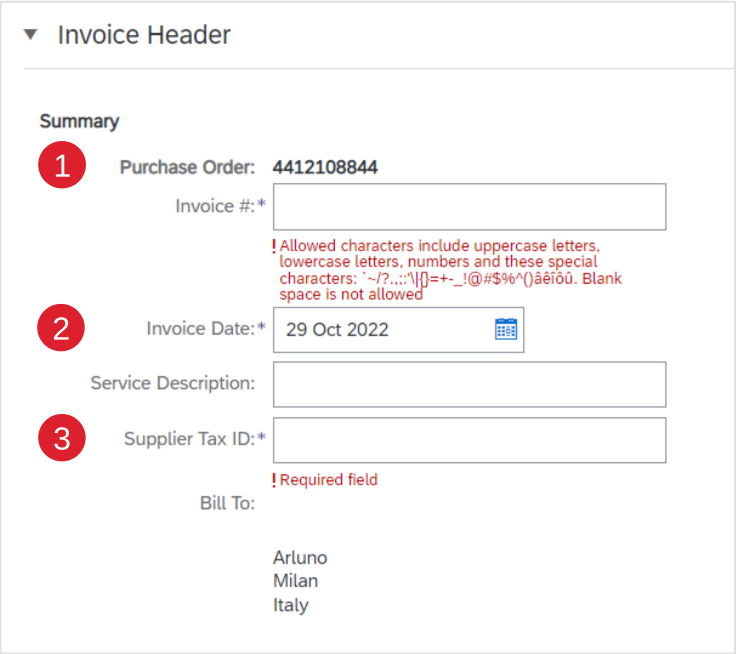
See [Workbench Tile Definitions]

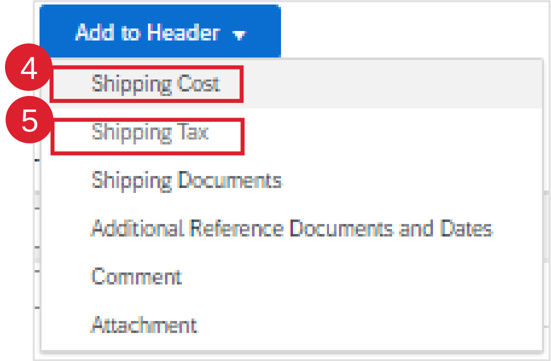
PO / SA - BASED INVOICE

INVOICE HEADER

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add shipping as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification.
   - Only 16 digits are allowed. If more than 16 digits, enter the last 16 digits of the number (from right)
   - If a contract or account number is used as invoice reference for monthly billing – use month and year as a suffix. Example: For contract XXXXX October 2022 billing: use XXXXX102022 as invoice #.
   - For **China** the invoice number might be 20 digits with the first 2 digits for year, 3rd and 4th for city code, 5th for invoice source, and 6th to 20th stands for inv number. <u>6th to 9th digit should be omitted while entering 16-digit invoice number.</u>
2. The **Invoice Date** will auto-populate:
   - Honeywell will use the invoice date submitted in Ariba for payment purposes; not the date on any invoice pdf attached.
   - There is a 14-calendar day tolerance for backdating if needed.
3. Enter your **Supplier Tax ID**.
4. Shipping cost must be entered at the Header level. Line-level shipping cost is not allowed.
5. If shipping cost is added at header; shipping tax **must** also be added. This will copy PO tax rate and calculate the tax amount on the shipping cost accordingly.





Note:

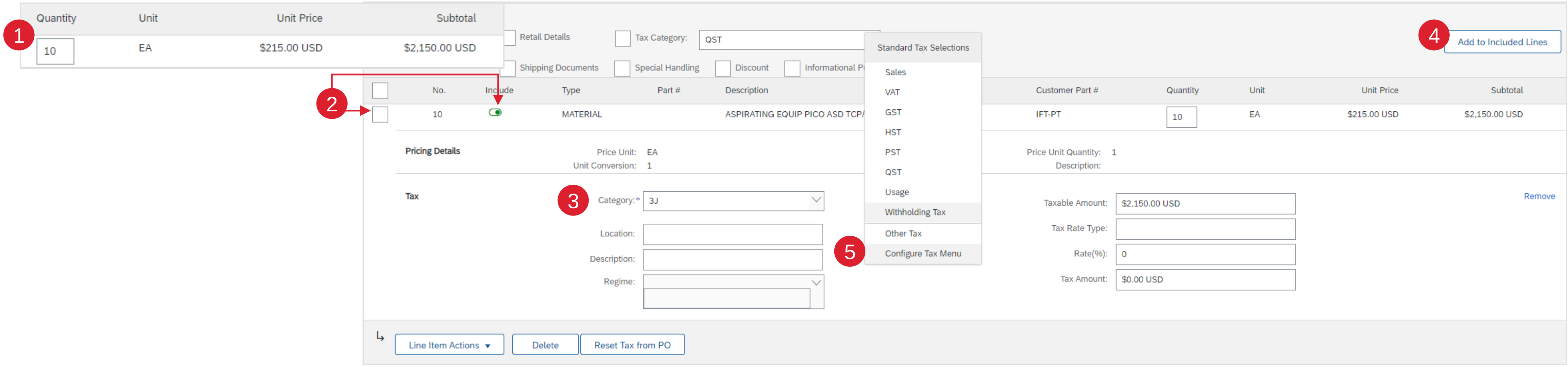
- Tax must be entered at the line level.
- Header level shipping amount is subject to tolerance. Please check with the buyer on the PO to verify the amount. If the shipping amount exceeds tolerance the invoice may require additional approvals for payment.
- You can also add some additional information to the Header of the invoice such as: Comments, Attachment, and Shipping Documents

PO / SA - BASED INVOICE

LINE ITEMS

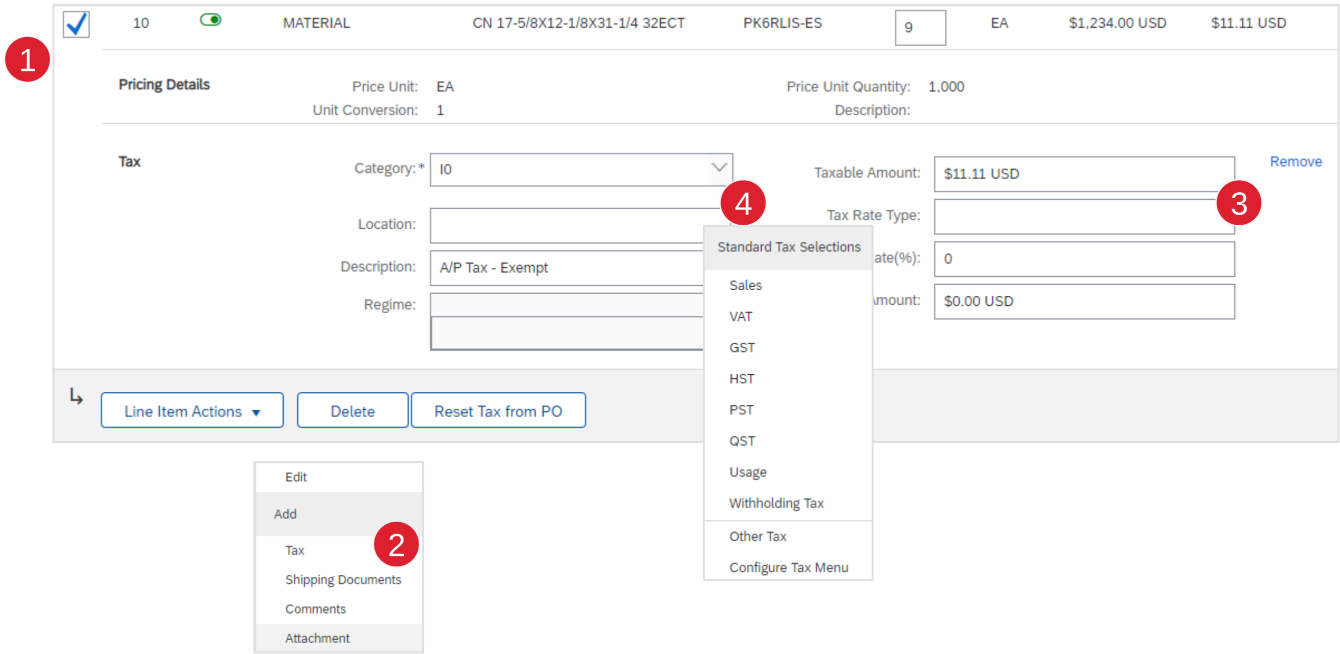
Line Items section shows the line items from the reference document .

1. Review or update **Quantity** for each line item you are invoicing. It is only possible to **decrease** a line-item unit **Price**. If you increase line-item price an error "*Unit Price exceeds the tolerance limit*" will be received.
2. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select which tax is to be applied using the **drop-down menu**. Tax amount mentioned in the PO should be verified as there can be chances of tax mismatch which results in invoice rejections and delayed payments.
4. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate and select **Add to Included Lines.**
5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.



PO / SA - BASED INVOICE
ADDITIONAL TAX OPTIONS

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**.



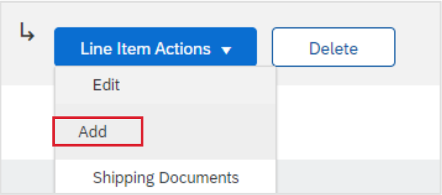
Note:

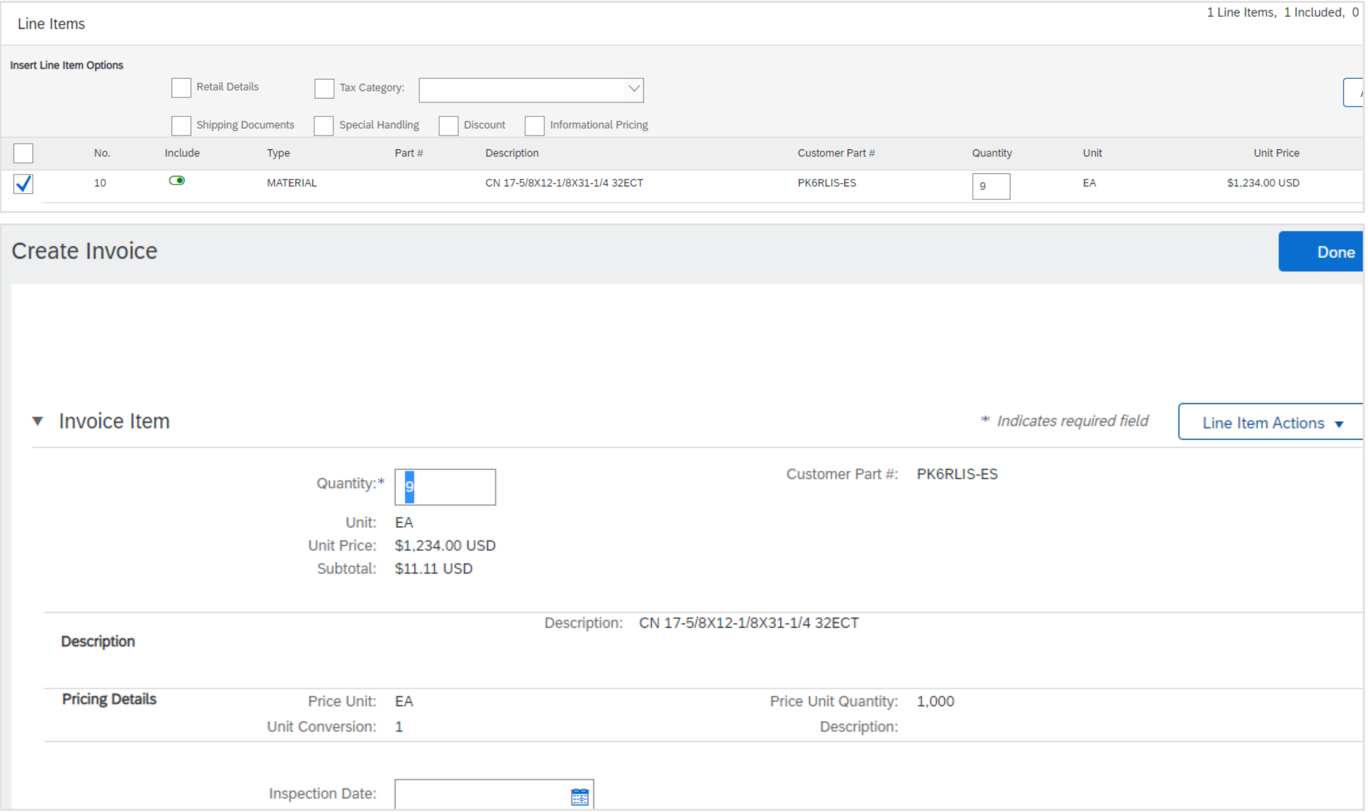
- To configure additional tax options click **Configure Tax Menu** under the Tax Category drop down. Create new tax categories as needed.
- Best practice: in case the tax on Honeywell PO is a mismatch with your invoice please contact Buyer before submittal to reduce the likelihood of payment issues.

PO / SA - BASED INVOICE
DETAIL LINE ITEMS

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

1

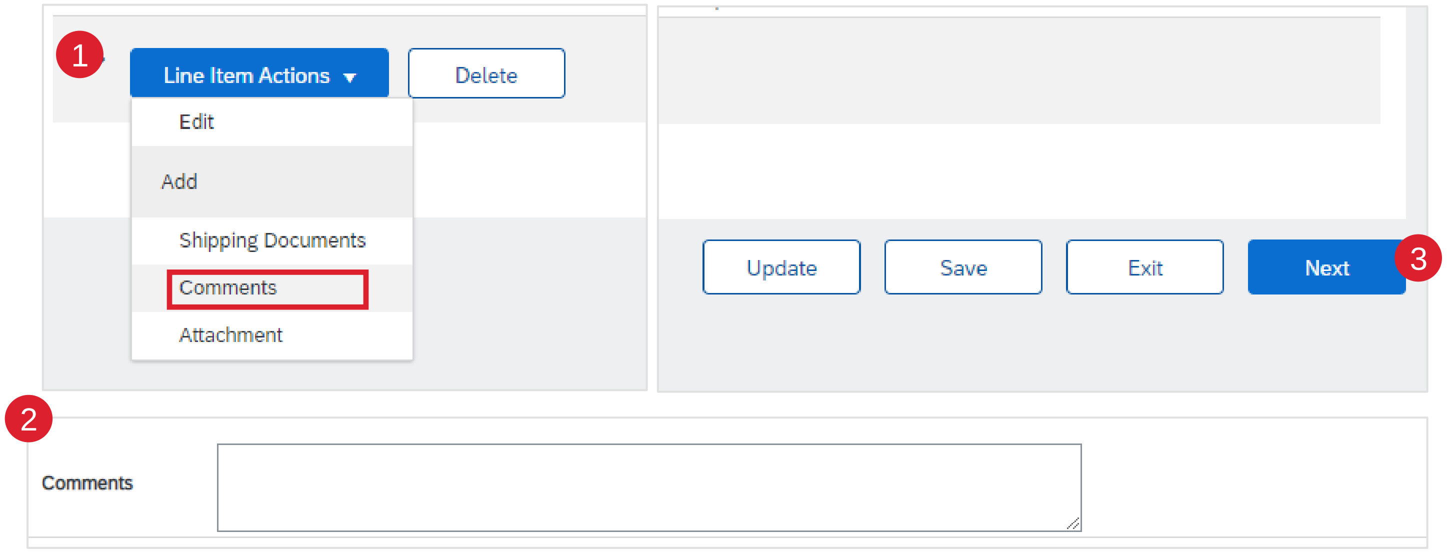




PO / SA - BASED INVOICE

LINE ITEM COMMENTS

1. To add comments, select Line Items, then click on **Line Item Actions** > **Add** > **Comments**.
2. Enter applicable Comments in this field.
3. Click **Next**. You will be transferred to the Review page.

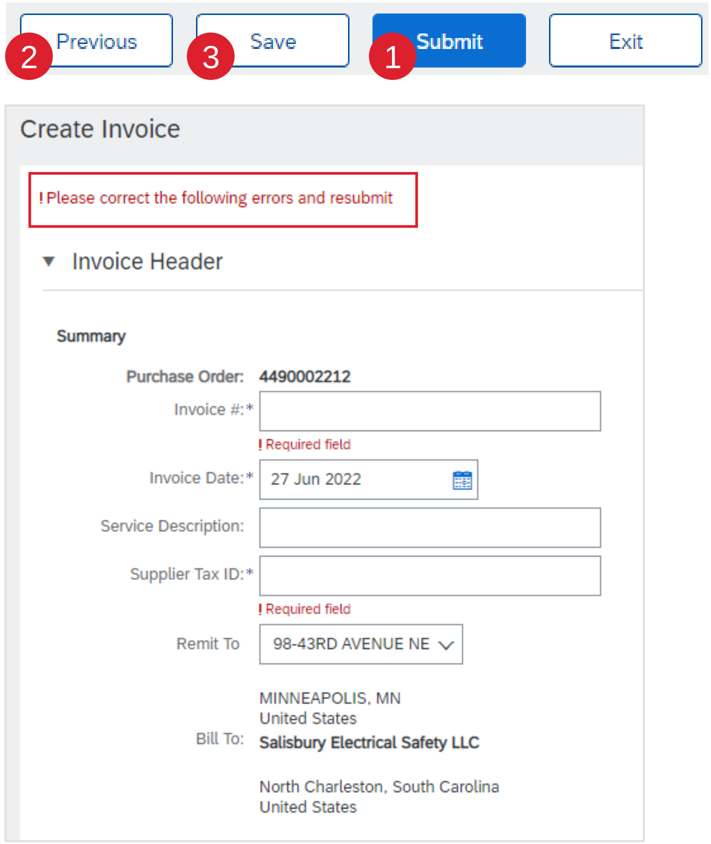


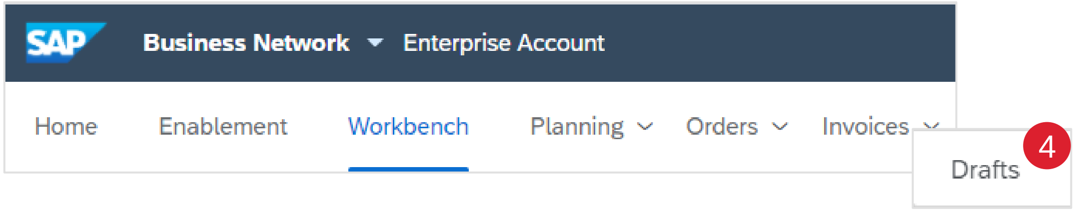
PO / SA - BASED INVOICE

REVIEW, SAVE, OR SUBMIT INVOICE

Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to Honeywell.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices** > **Drafts** on your Home page.





Note: In the event of errors, there will be a notification in red where information must be corrected

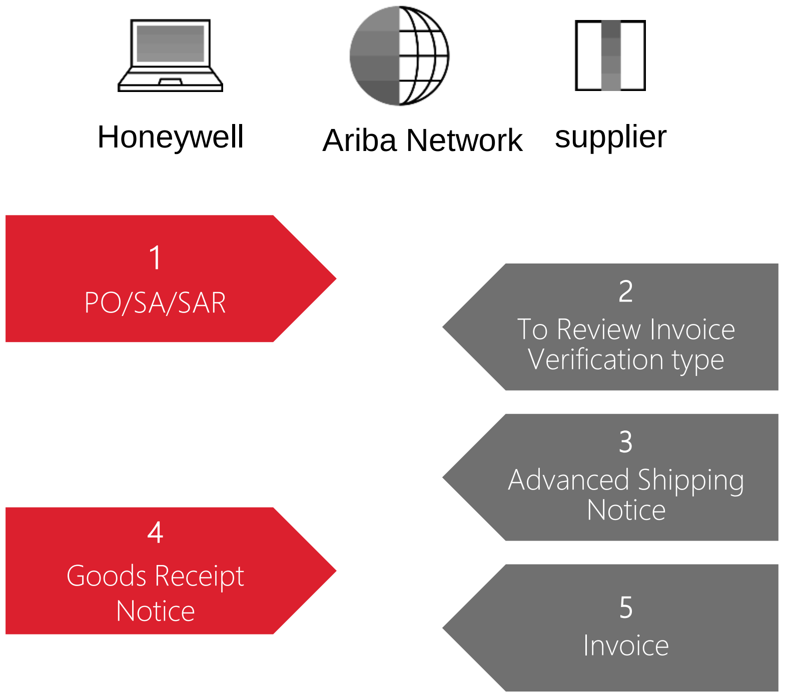
PO / SA - BASED INVOICE

GOODS RECEIPT BASED INVOICE VERIFICATION

Suppliers can use Goods Receipt as a reference document for the invoice.

The general workflow for a supplier to base an invoice on a ship notice follows these steps:

1. The buyer sends a purchase order or scheduling agreement to a supplier through Ariba Network.
2. The supplier confirms the purchase order.
3. The supplier views the document and **Invoice Verification Type.**
4. The supplier creates a ship notice.
5. The buyer receives the material and sends the receipt to the supplier with the goods-receipt quantity.
6. The supplier creates an invoice based on the ship notice.



CONSIGNMENT SETTLEMENT INVOICE

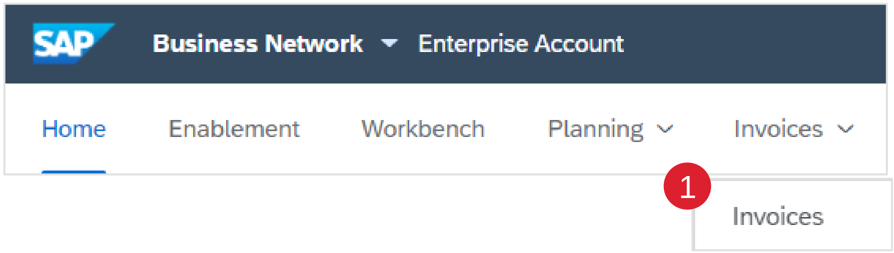
BUYER INITIATED

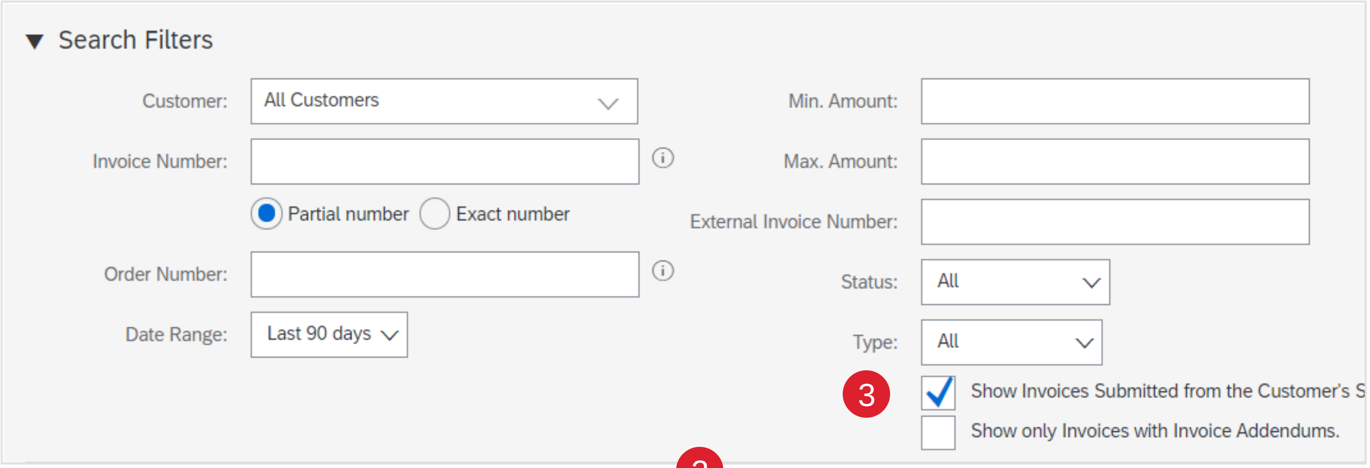
The customer creates an automatic invoice (consignment settlement) based on the consumption made during the agreed period.

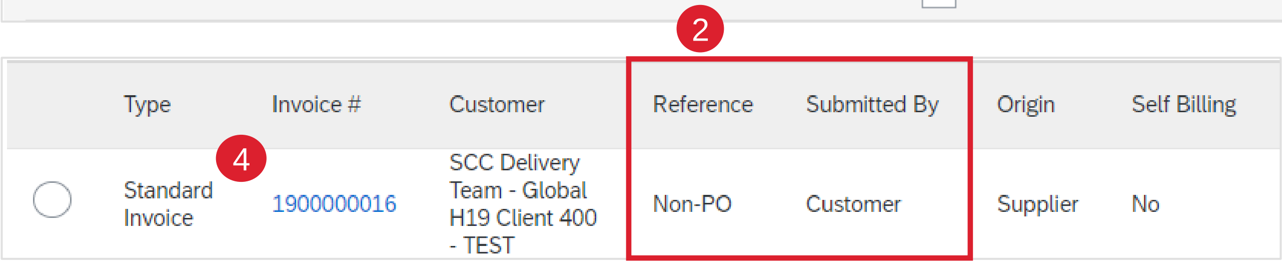
This invoice will be submitted by Honeywell. Consignment movement invoice submittal by Supplier has been disabled on the Ariba Network.

From the Homepage:

1. Click the **Invoices** > **Invoices**.
2. The Auto-invoices are referencing Consignment movement or Non-PO and are submitted by the customer.
3. To ease your search, select **Show invoice submitted from the Customer's System** parameter in search filters.
4. To open invoice click **Invoice #**.







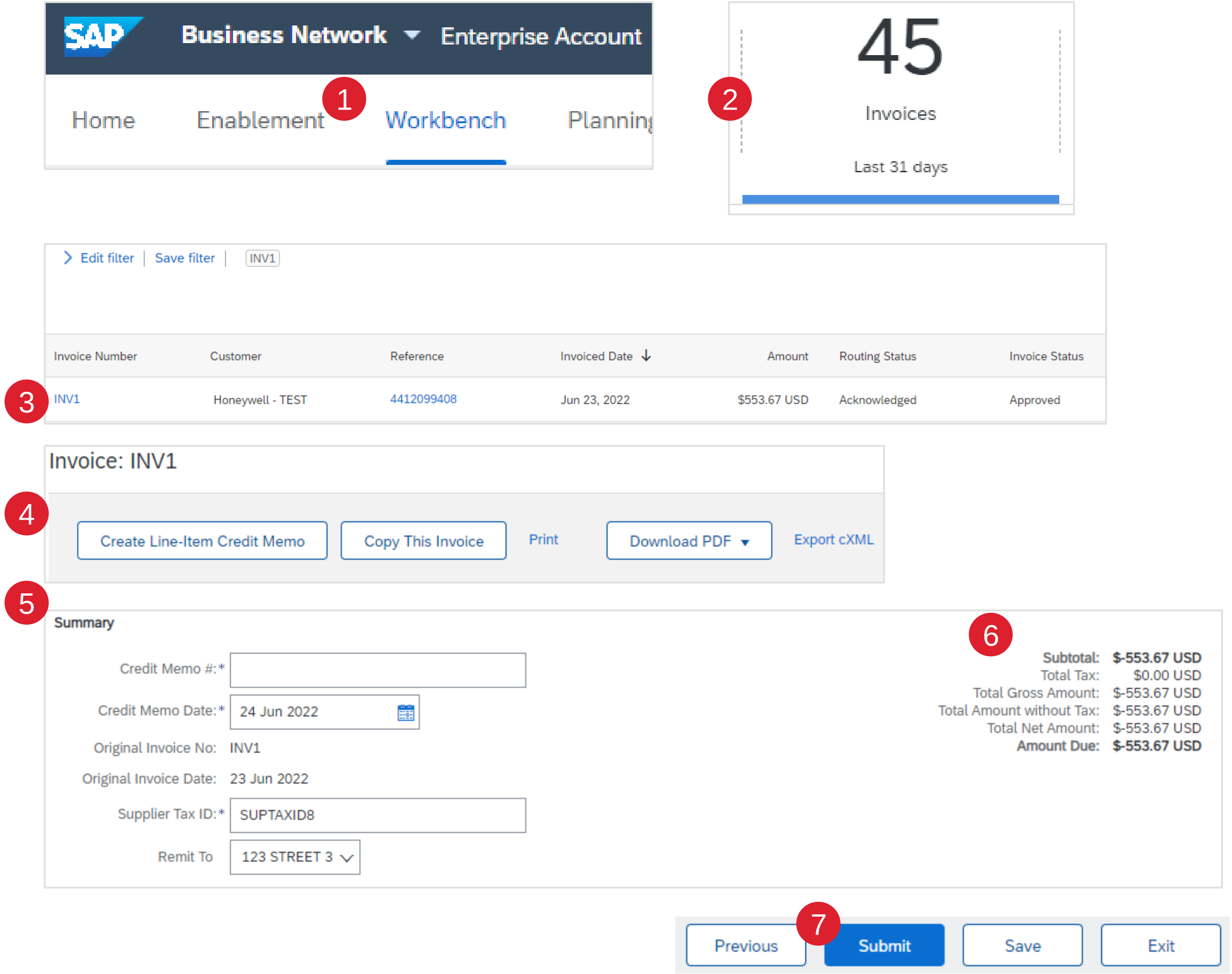
Note: You can review settlements as well from the **Consignment Movements** tab in your supplier portal.

CREDIT MEMO

LINE LEVEL DETAIL (FROM THE WORKBENCH)

From the Homepage:

1. Click **Workbench**.
2. Select **Invoices** tile.
3. Use filters to identify the right item. Open invoice clicking its number.
4. Click **Create Line-Item Credit Memo**.
5. 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. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.



Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**

COPY INVOICES
(FROM THE WORKBENCH)

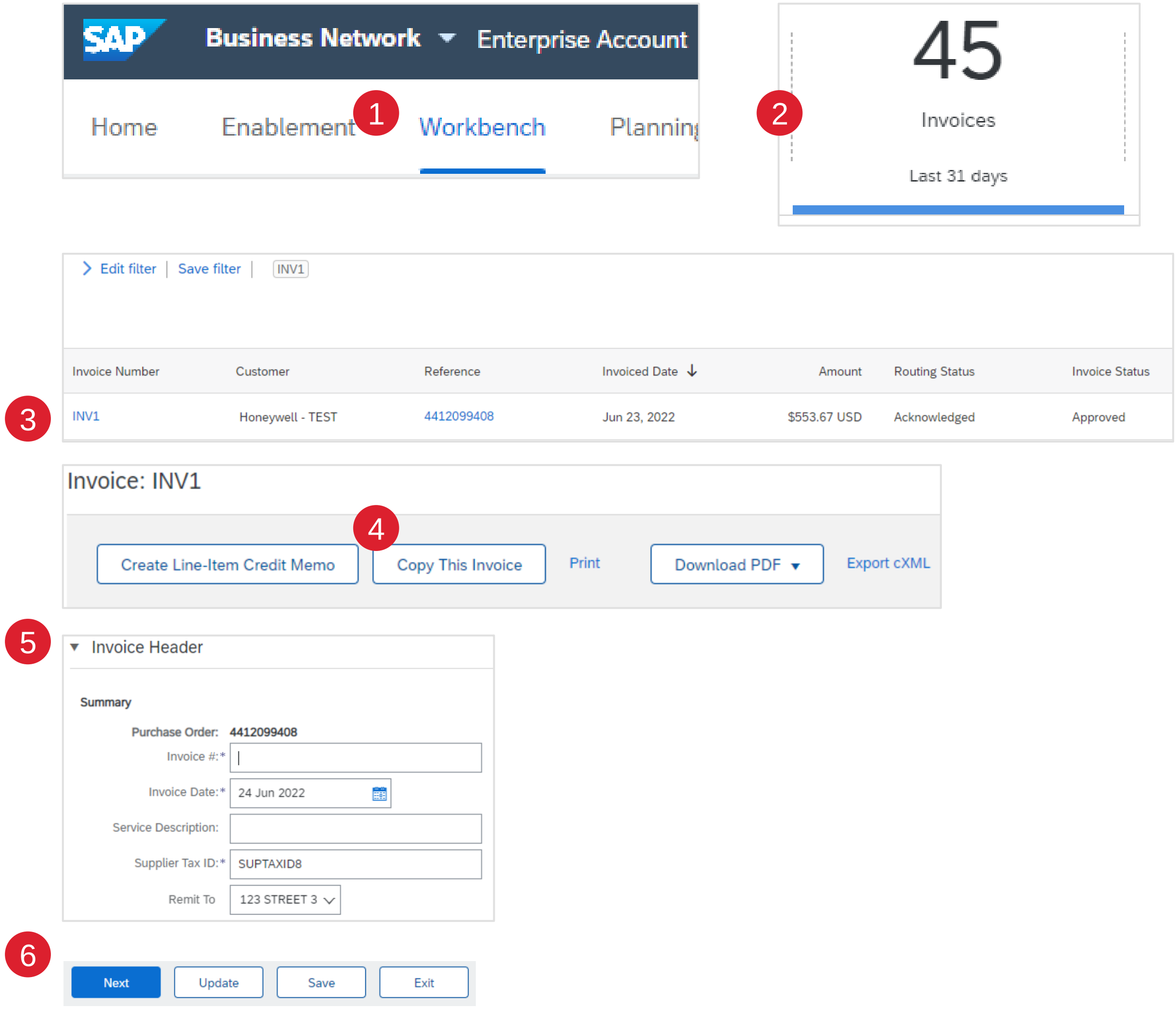
From the Homepage:

1. Click **Workbench**.
2. Select **Invoices** tile.
3. Use filters to identify the right item. Open the invoice by clicking its number.
4. Click **Copy this invoice** in the invoice screen.
5. Enter a new invoice number. For VAT lines**,** make sure the date of supply at the line level is correct. Edit the other fields, as necessary.

    The **Invoice Date** will auto-populate:
    - Honeywell will use the invoice date submitted in Ariba for payment purposes; not the date on any invoice pdf attached.
    - There is a 14 calendar day tolerance for backdating if needed.

6. Click **Next**, review the invoice and **Save** or **Submit** it.

Note: For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**



INVOICE MANAGEMENT

INVOICE MANAGEMENT

SEARCH FOR INVOICE – 3 WAYS

Home Page:

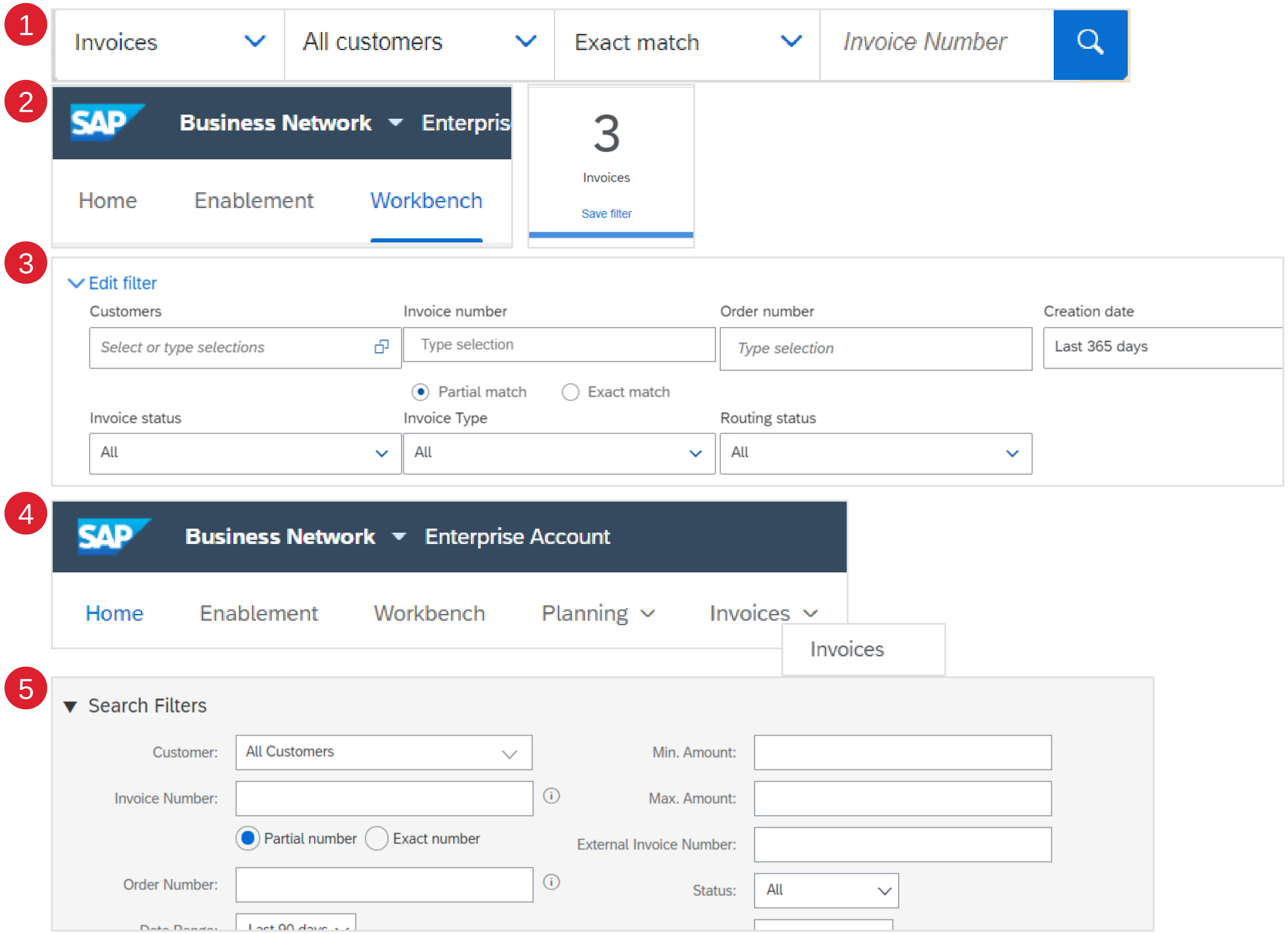
1. Enter invoice details in the Homepage search field and set **Invoices** in the document type.

Workbench:

2. Click on **Workbench** > **Invoices tile**.
3. Use search filters**.**

Invoices Tab:

4. Click on **Invoices** > **Invoices**
5. Use search filters.



Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- Invoices tab will be replaced with the new Workbench concept soon.

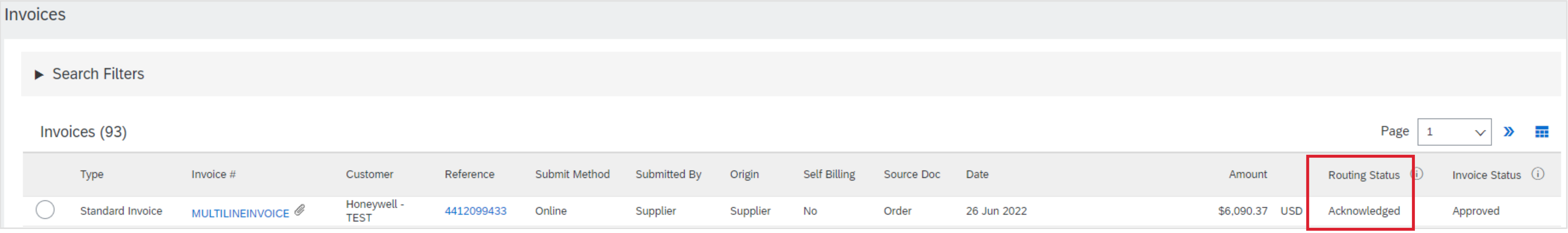
INVOICE MANAGEMENT

INVOICE STATUS - ROUTING STATUS TO YOUR CUSTOMER

If you configured your Invoice Notifications, you would receive emails regarding invoice status.

Routing Status reflects the status of the transmission of the invoice to Honeywell via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Honeywell invoicing rules. Honeywell will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Honeywell invoicing application has acknowledged the receipt of the invoice



INVOICE MANAGEMENT

INVOICE STATUS - REVIEW INVOICE STATUS WITH YOUR CUSTOMER

Invoice Status reflects the status of Honeywell's action on the Invoice.

- **Sent** – The invoice is sent to Honeywell, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Honeywell approved the invoice cancellation
- **Paid** – Honeywell paid the invoice / in the process of issuing payment. Only if Honeywell uses invoices to trigger payment.
- **Approved** – Honeywell has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Honeywell has rejected the invoice, or the invoice failed validation by Ariba Network. If Honeywell accepts an invoice or approves it for payment, invoice status is updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Invoices

▶ Search Filters

Invoices (93) Page 1

	Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount		Routing Status	Invoice Status
○	Standard Invoice	MULTILINEINVOICE	Honeywell - TEST	4412099433	Online	Supplier	Supplier	No	Order	26 Jun 2022	$6,090.37	USD	Acknowledged	Approved

INVOICE MANAGEMENT

INVOICE STATUS - REVIEW INVOICE STATUS WITH YOUR CUSTOMER 2

Invoice Status reflects the status of Honeywell's action on the Invoice.

If the invoice is on hold within Honeywell backend system, the Invoice Status will display as **Sent.**

To obtain details for the blocking reason:

- Review Honeywell comments on **Invoice History** Instructions on the following page.
- Contact Honeywell Buyer.

Invoices (57)

Edit filter | Save filter | Last 31 days

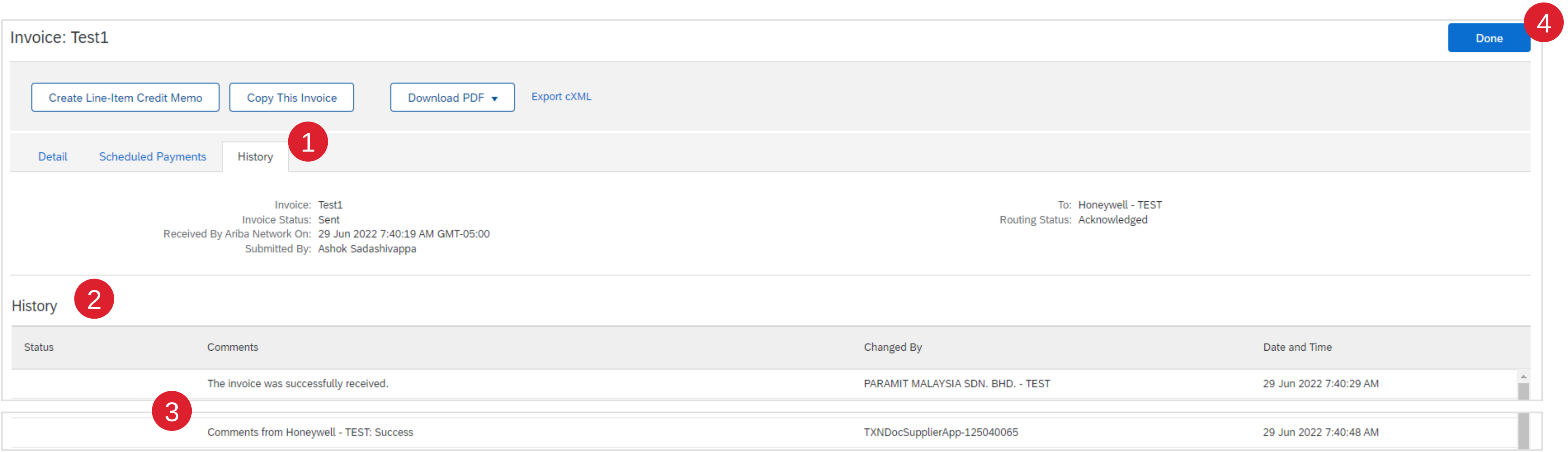
Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From adc	Actions
Testinv	Honeywell - TEST	4412099822	Jul 7, 2022	$553.67 USD	Acknowledged	Sent		...

INVOICE MANAGEMENT

INVOICE STATUS - REVIEW INVOICE HISTORY

Within 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. Transaction history can be used in problem determination for failed or rejected transactions.
3. **Additional comments** from Honeywell may displayed here if there are any issues with the invoice.
4. When you are done reviewing the history, click **Done**.

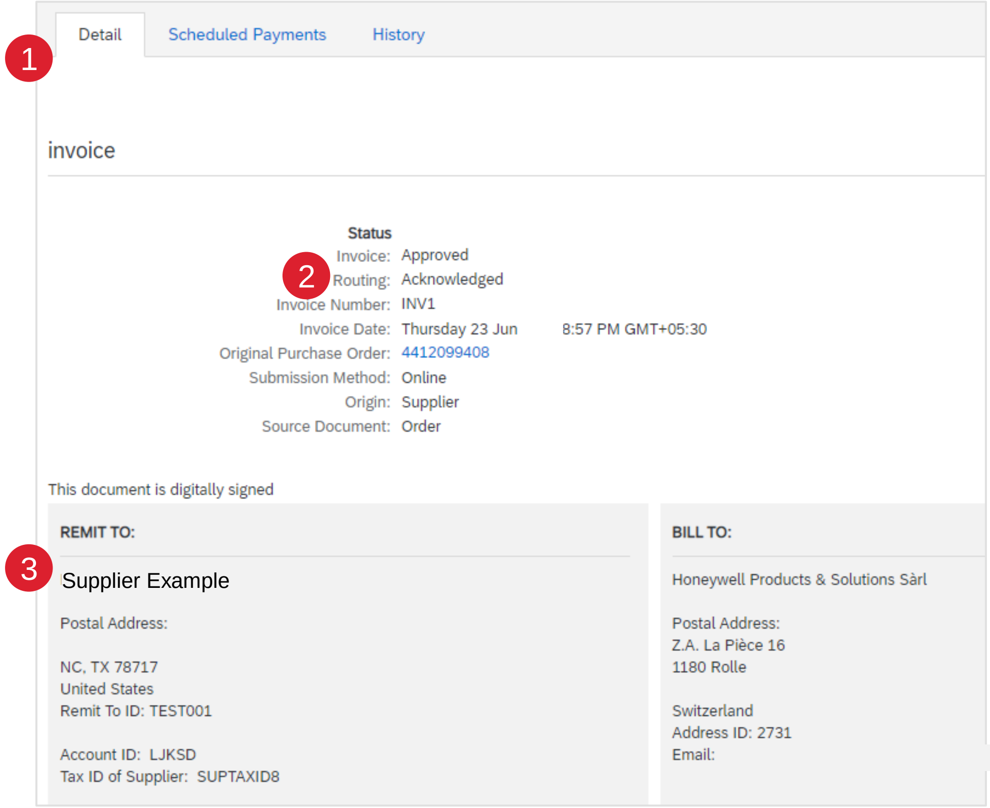


INVOICE MANAGEMENT

INVOICE STATUS - DETAILS

Within any invoice:

1. Click on the **Details** tab.
2. Status comments are displayed. Here you can review the routing status and submittal details for the invoice.
3. You can also view summary of the Invoice Details such as Payment terms, Remit To, Tax and Amount Due.



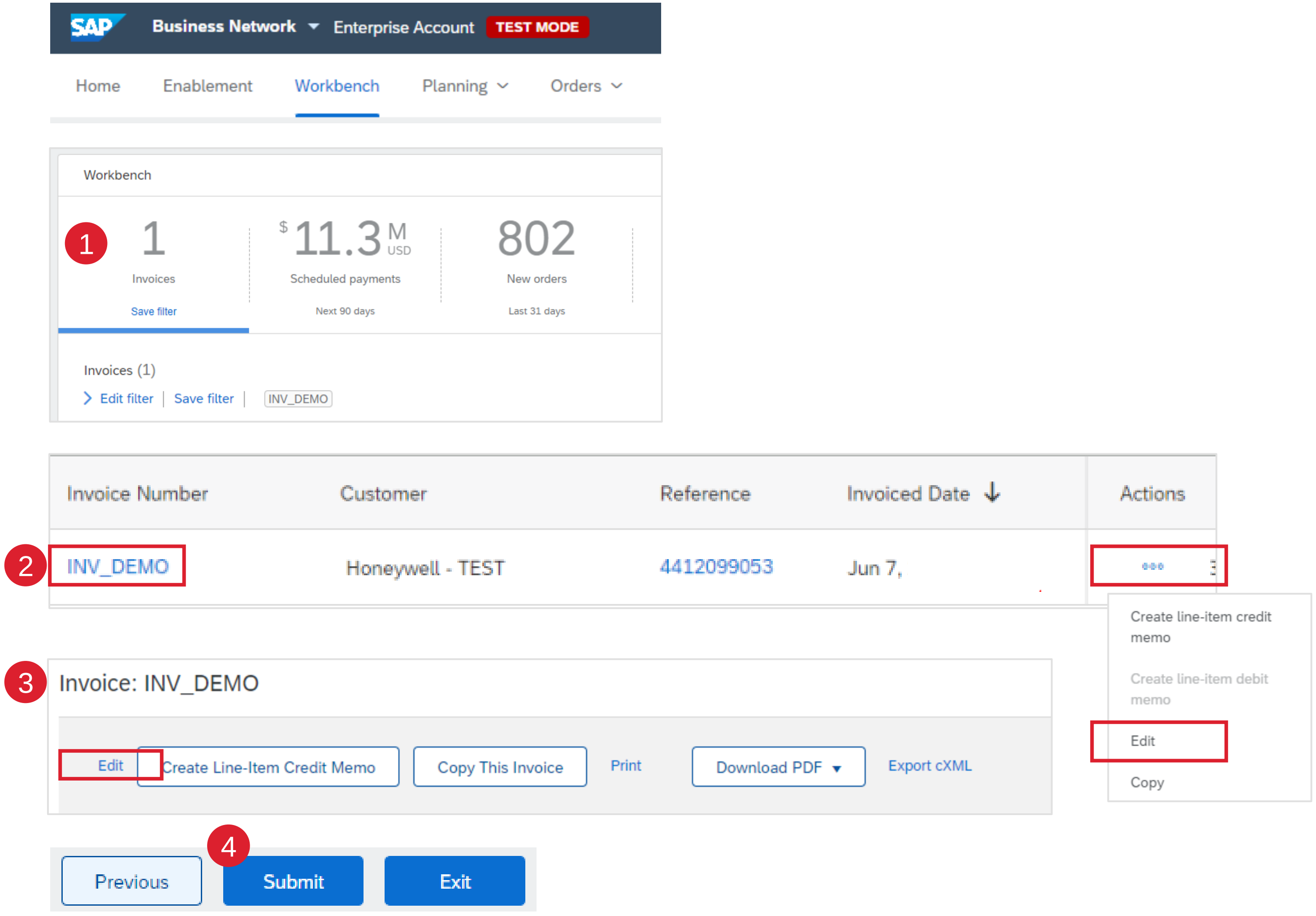
INVOICE MANAGEMENT

MODIFY AN EXISTING INVOICE – CANCEL OR EDIT

The option to **Cancel** an existing invoice on the Ariba Network has been disabled. Supplier must submit a **Line-Item Credit Memo.**

Edit Invoice:

1. Use **Workbench** > **Invoices** tile to identify the right invoice.
2. Open invoice by clicking its number or Actions button.
3. To edit the invoice click **Edit**. You can edit only **failed or rejected** invoices.
4. Make editing changes and click **Submit** on the Review page to send the invoice**.**



Note:

- How to [Create Line-Item Credit Memo]
- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- See [Workbench Tile Definitions]

INVOICE MANAGEMENT

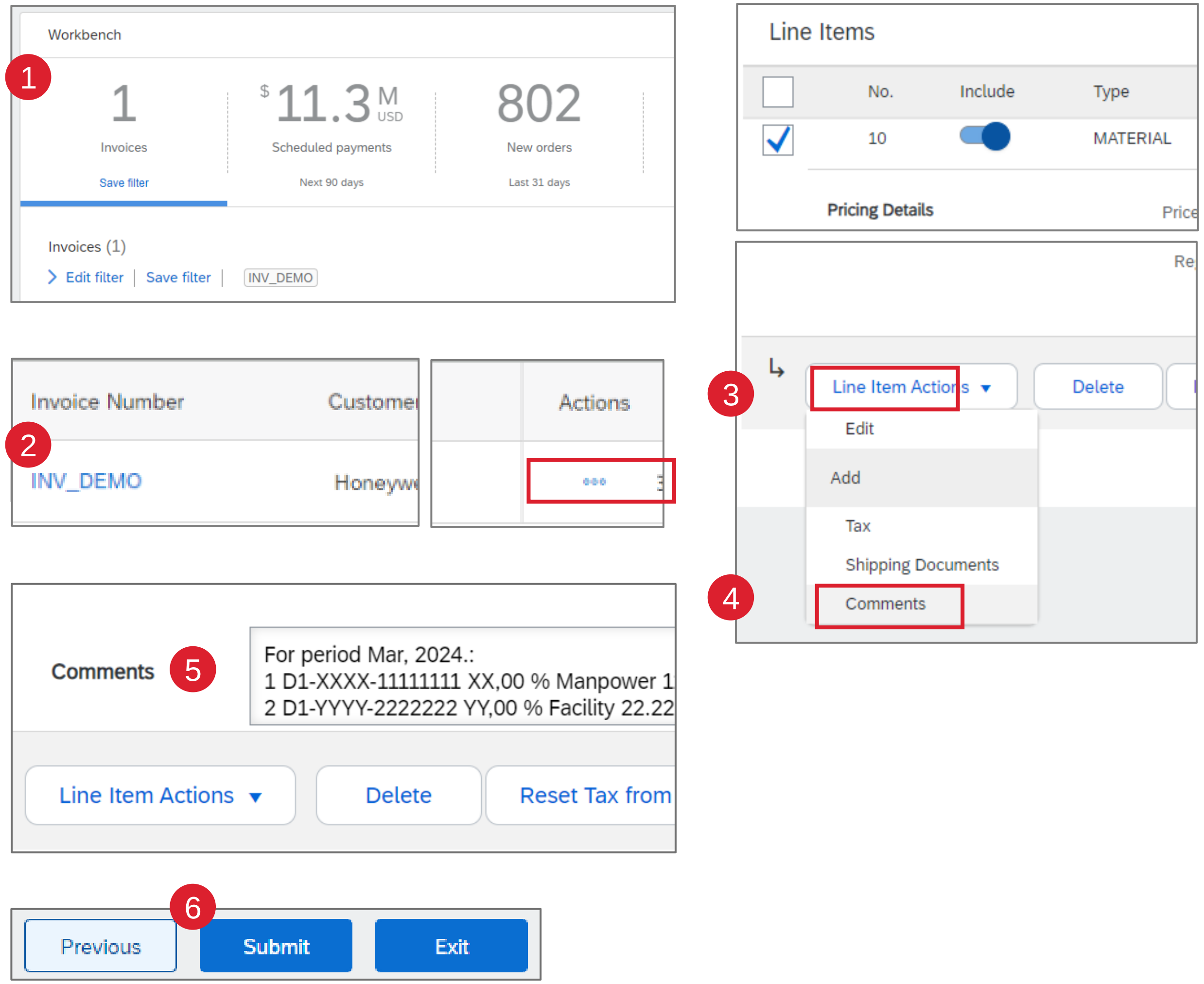
MODIFY AN EXISTING INVOICE – CANCEL OR EDIT

Add Comments at Invoice Line-Item Level:

This feature can be used to provide additional information (i.e., time range that is billed, the details of services, etc.) Comments will be available in the cXML readable invoice file.

1. Use **Workbench** > **Invoices** filter to identify the right invoice.
2. Open invoice by clicking its number or Actions button.
3. To add a comment, select one line-item and then click "**Line-Item Actions**".
4. Click on "**Comments**"
5. A "Comments" box will open. Enter additional information as required.
6. Repeat the steps for other line items if needed. Complete the invoice creation process and submit the invoice

   The comments added at the line-item level will be visible in the invoice summary screen and the invoice PDF file.



SUMMARY INVOICE
MULTIPLE PO INVICE - GENERAL CONSIDERATIONS AND USE CASE

The Ariba Network now offers a feature to consolidate line items from multiple Purchase Orders into one invoice.

The designed use case for Multiple PO Based Invoices is to create an invoice for shipments containing multiple POs.

Multiple PO Based Invoices carry additional restrictions and risks than single-PO invoices:

- The feature should not be considered a time-saving mechanism to consolidate single-PO invoices.
- Suppliers should not follow the practice of creating statements of invoice with this feature which will again impact the due date of payments.

Considerations:

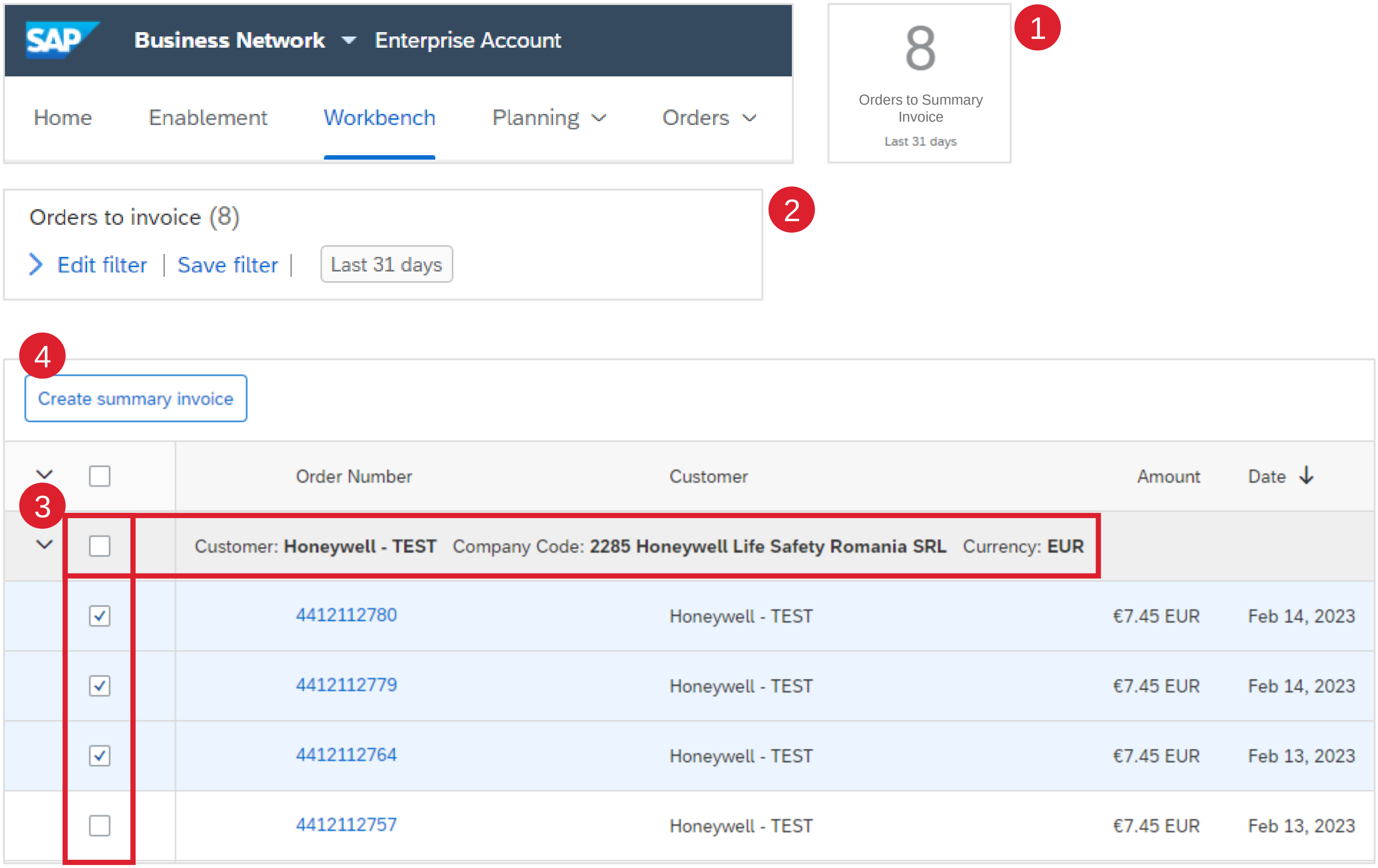
- A single discrepancy will block the invoice for payment, impacting all POs.
- Honeywell may reject invoices with multiple POs if a discrepancy blocks the invoice which would result in the supplier needing to resubmit the invoice.
- Any discrepancy or disconnect with the PO while invoicing through Ariba should be discussed with the buyer so that required changes are made on the PO before invoicing.
- Recommendation from Honeywell will always be to use single PO invoices when possible.

SUMMARY INVOICE
CREATE INVOICE (FROM THE WORKBENCH)

In case **multiple POs** are to be invoiced at the same time, you should use **Orders to Summary Invoice** Workbench tile. It summarizes available open line items by Honeywell company code across all POs and gives you the possibility to invoice lines from multiple POs at once.

From the **Workbench**:

1. Click **Orders to Invoice** tile.
2. Use **filters** to identify the right items.
3. Select multiple items to invoice from a single *Order group* by using the checkboxes.
4. Click **Create summary invoice.**



Note:
- PO's must have the same values in header fields **Customer, Company Code**, and **Currency**. POs are listed by **Order Group**, which is used to determine which orders can be invoiced together
- If Orders to Summary Invoice is 0, the supplier doesn't have any PO's that meet the criteria.

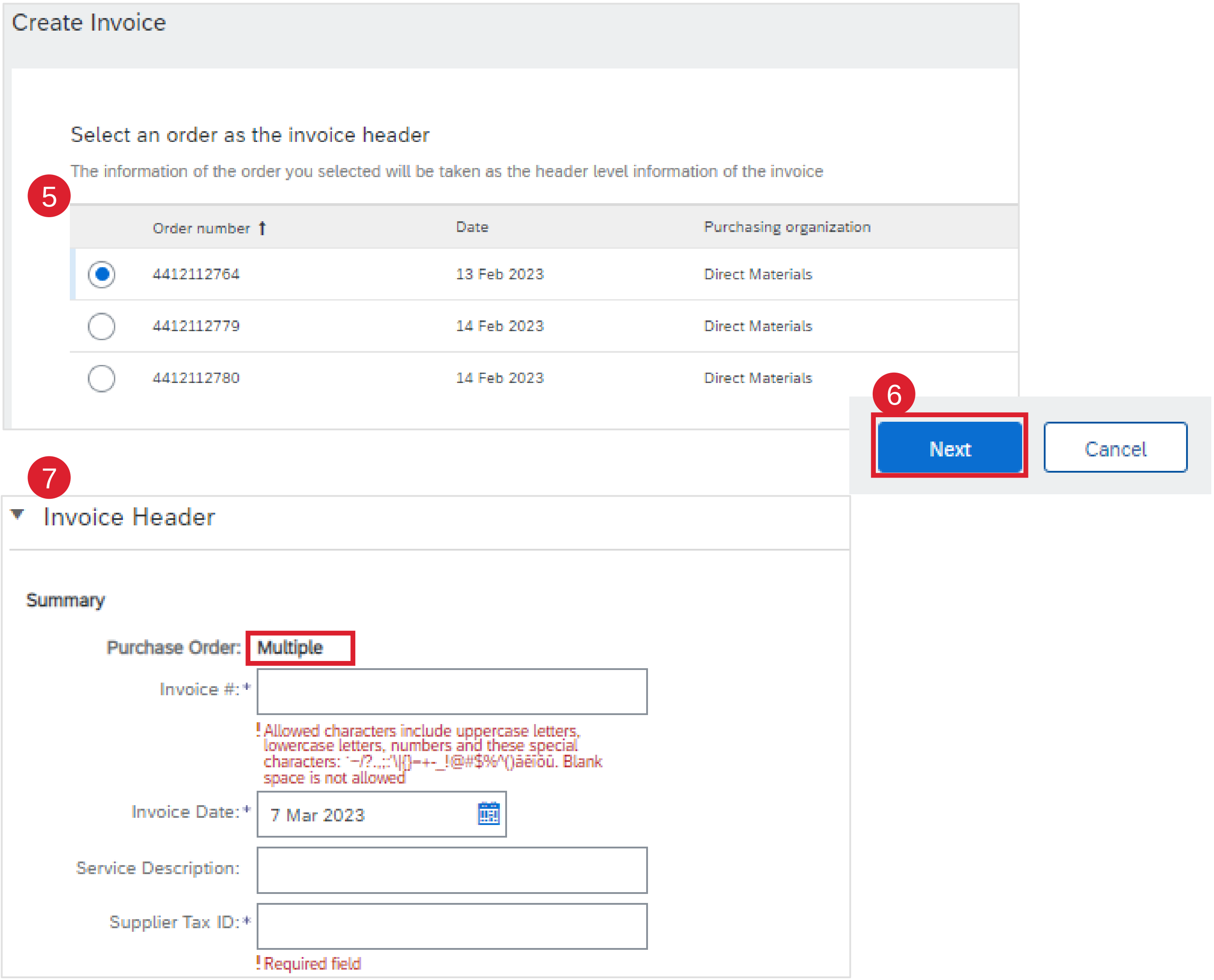
SUMMARY INVOICE

CREATE MULTIPLE PO INVOICE (FROM THE WORKBENCH) - CONTINUED

5. Select an order as the invoice header using the radio button.
6. After making your selection, click the **Next** button at the bottom of the screen.
7. Complete the multiple PO invoice form using the same steps as a single PO invoice: PO Based Invoice

Conditions:

- Purchase orders must have the same values in header fields **Customer, Company Code**, and **Currency**.
- While creating invoices with multiple POs, ensure invoice date is same for all the shipments which are part of the invoice. Shipments with different invoice dates should not be clubbed into one invoice which will impact due date of payment.
- All invoice blocking conditions for single-PO invoices are applicable to multiple PO based invoices.
    - Ensure there is no change of tax rate between invoice and PO line.
    - Ensure there is no header shipping cost over USD 80.
    - Any discrepancy with the PO while invoicing through Ariba should be discussed with the buyer so that required changes are made to the PO before invoicing.
- You cannot create a line-item credit memo for a multiple PO invoice. In case the invoice needs to be canceled, contact the buyer so that the invoice can be rejected from Honeywell's side.

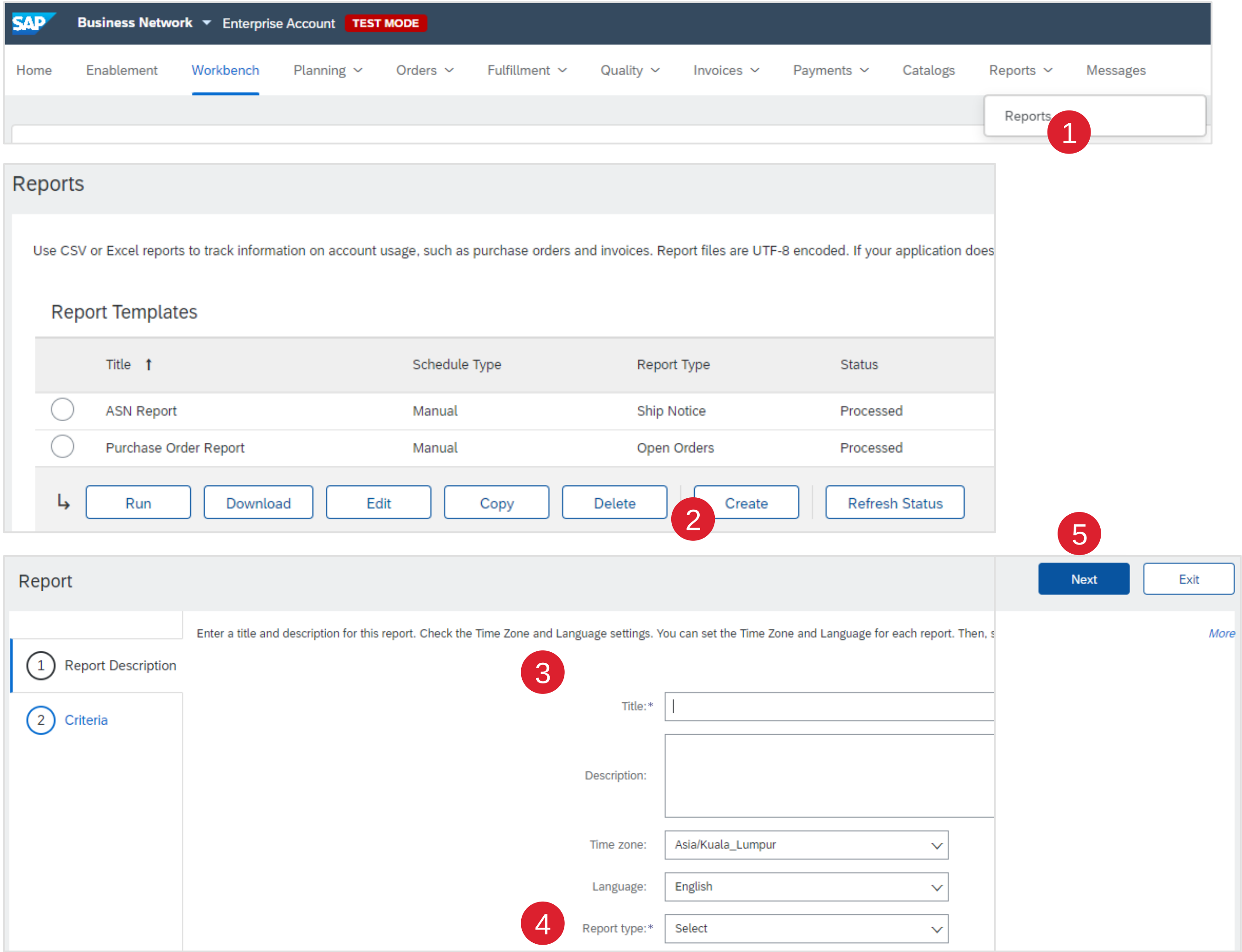


INVOICE MANAGEMENT

CREATE INVOICE REPORTS 1

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

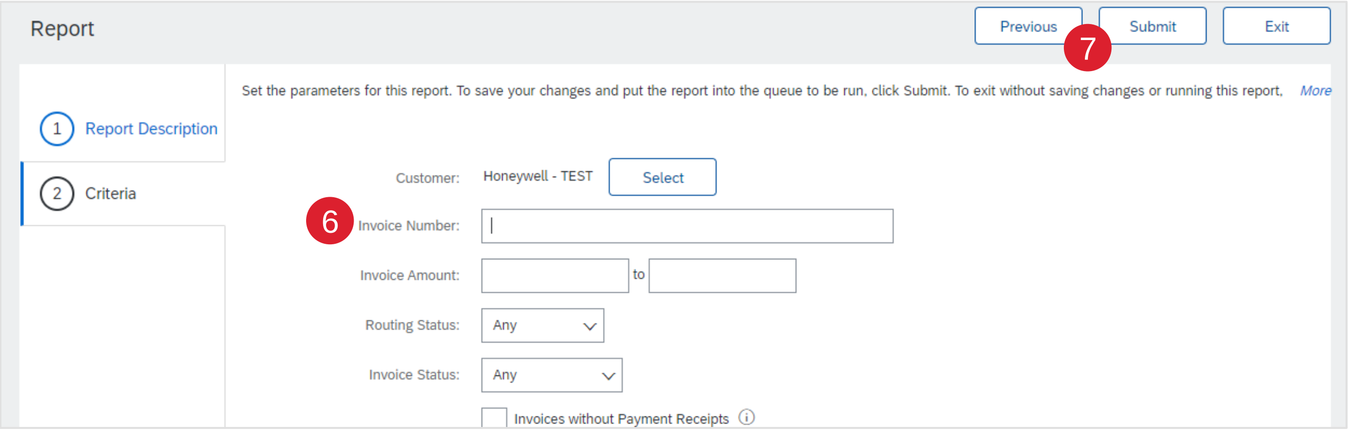
1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.
3. Enter all required information.
4. Select an Invoice Report Type — **Failed Invoice or Invoice**.
5. Click **Next**.

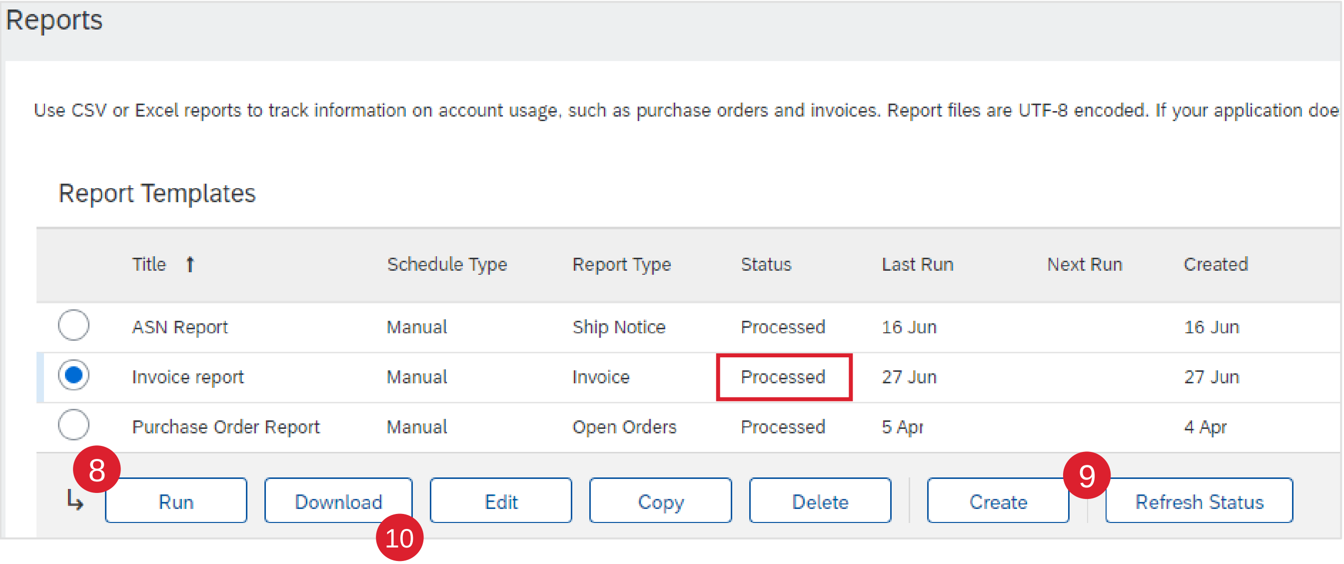


INVOICE MANAGEMENT

CREATE INVOICE REPORTS 2

1. Specify **Customer** and **Created Date** in Criteria.
2. Click **Submit**.
3. Select report and click **Run.** Status will show as queued.
4. **Refresh Status.** Status should reflect Processed.
5. Select the report created from the list and click **Download.** The report in CSV format will be downloaded to your computer.

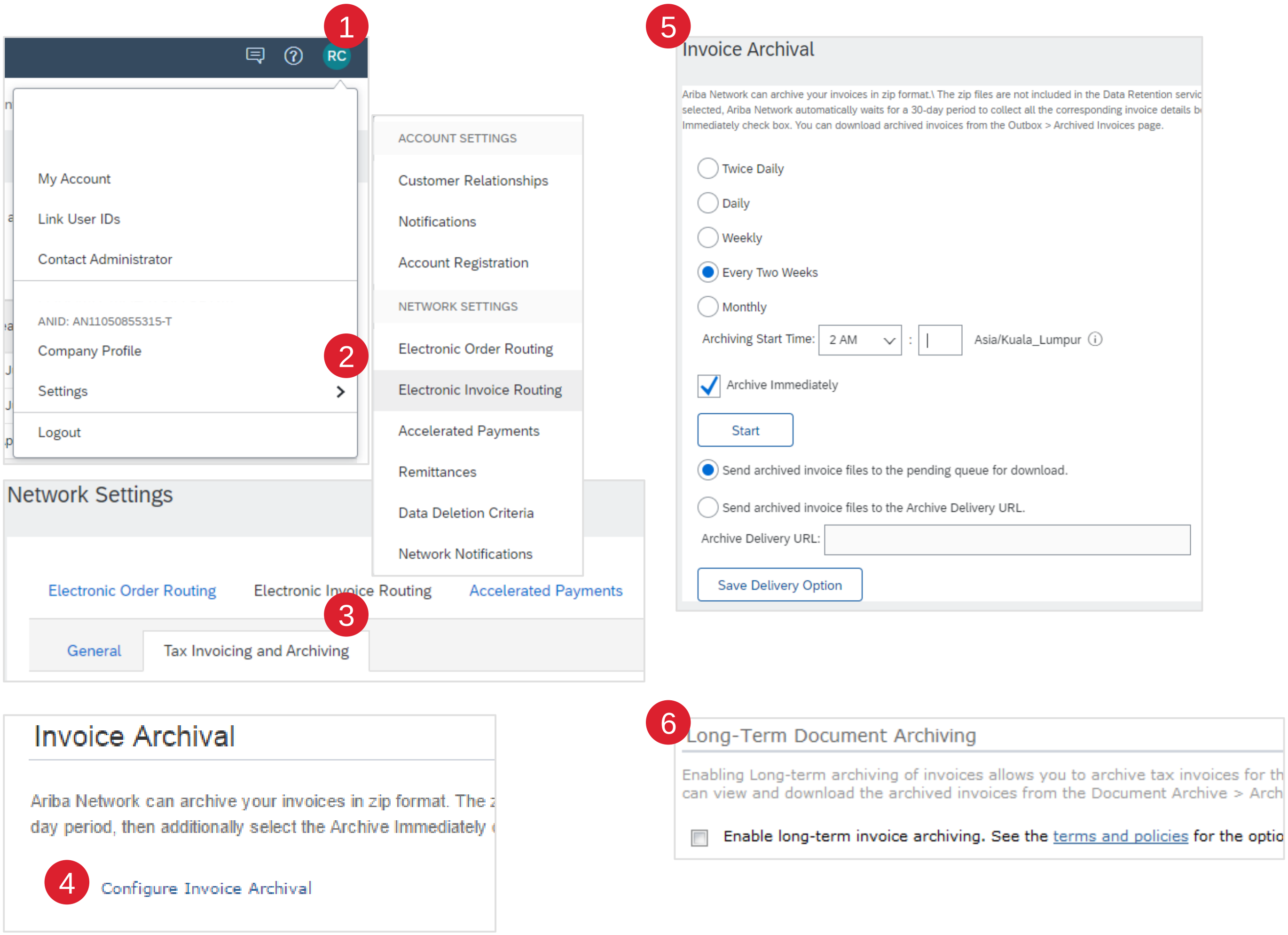




INVOICE ARCHIVAL

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. Click the **user profile icon** in the right top corner of your screen and select **Settings.**
2. From the dropdown menu select **Electronic Invoice Routing.**
3. Select the tab **Tax Invoicing and Archiving.**
4. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
5. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
   - If you want Ariba 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).
   - After Archive Immediately started you can either Stop it or Update Frequency any time.
6. 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).



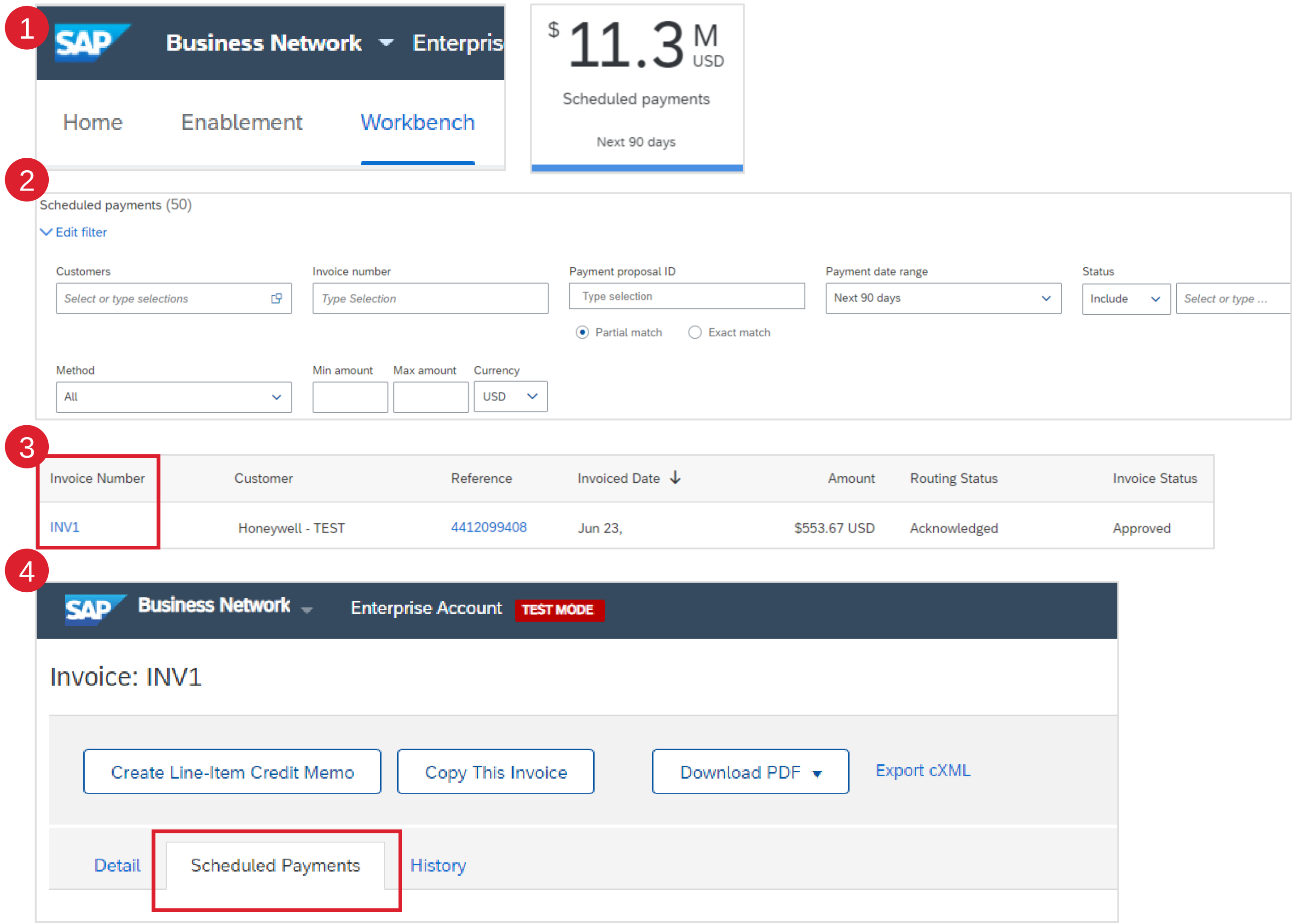
INVOICE MANAGEMENT
SCHEDULED PAYMENT STATUS

Workbench:

1. Click on **Workbench** > **Scheduled payments** tile.
2. Use search filters to identify correct Invoice(s).

Invoices Tab:

3. Click on **Invoice Number.**
4. Check **Scheduled Payments** tab.



Note:

- For more info on how to manage your workbench and create specific tiles please refer to **SCC General Functionality Guide.**
- See [Workbench Tile Definitions]

INVOICE MANAGEMENT

SCHEDULED PAYMENT STATUS - REVIEW DETAILS

Scheduled Payments view will provide an overview of the invoice payment status

1. Review Scheduled Payment Date.
2. Review Remaining Days. This is calculated as Original Invoice Date + Net Payment Terms.
3. Review Payment Amount.
4. Review Payment Status.

Invoice	Payment Proposal	Customer	Method	1 Scheduled Payment Date ↓	Settlement Date	2 Remaining Days	3 Amount Due	4 Status
INV1	510126550220220012731BRV	Honeywell - TEST	Other	Oct 4, 2022		84	$553.67 USD	Scheduled

Note:

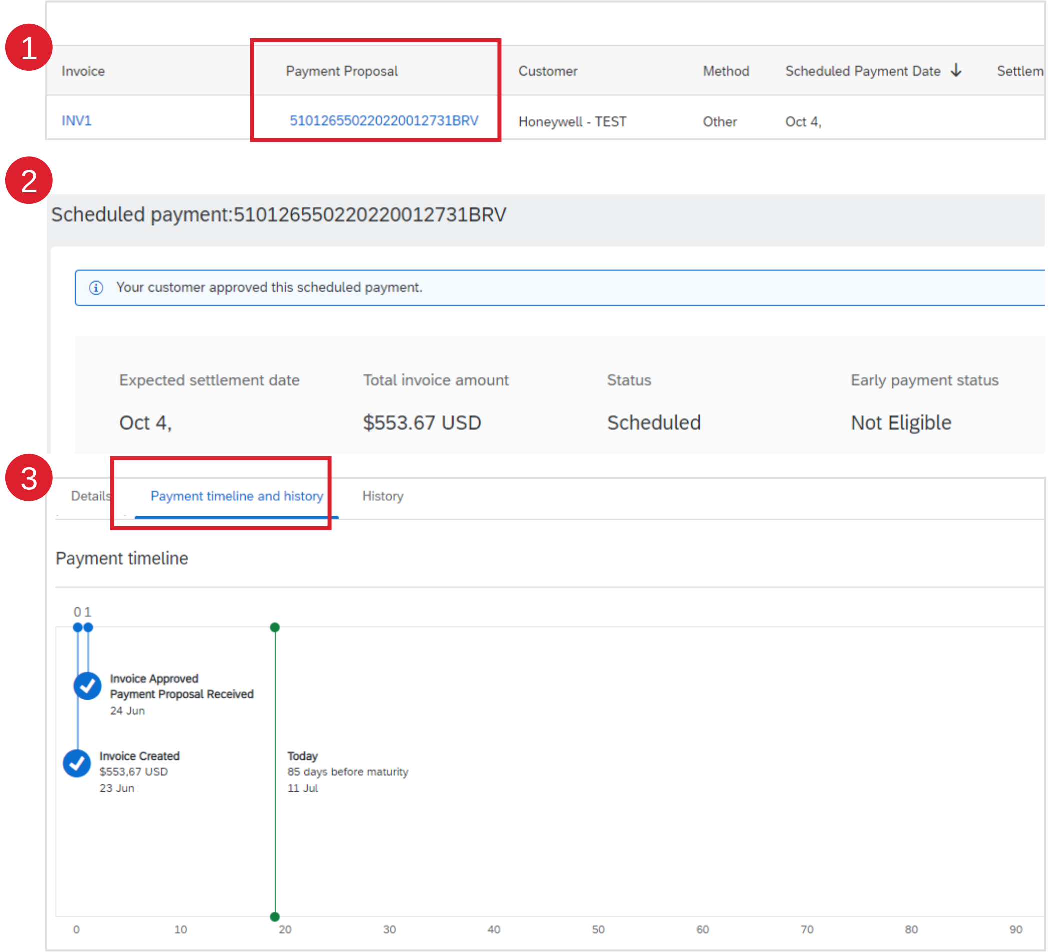
- Honeywell will use the invoice date submitted in Ariba for payment purposes; not the date on any invoice pdf attached.
- There is a 14 calendar day tolerance for backdating if needed.

INVOICE MANAGEMENT

SCHEDULED PAYMENT STATUS – PAYMENT PROPOSAL

Payment Proposal view will provide an overview of the invoice payment status.

1. Click on **Payment Proposal** document number**.**
2. Review Payment Proposal Details.
3. **Payment timeline and history** tab will provide full timeline from Invoice Creation to Settlement Date



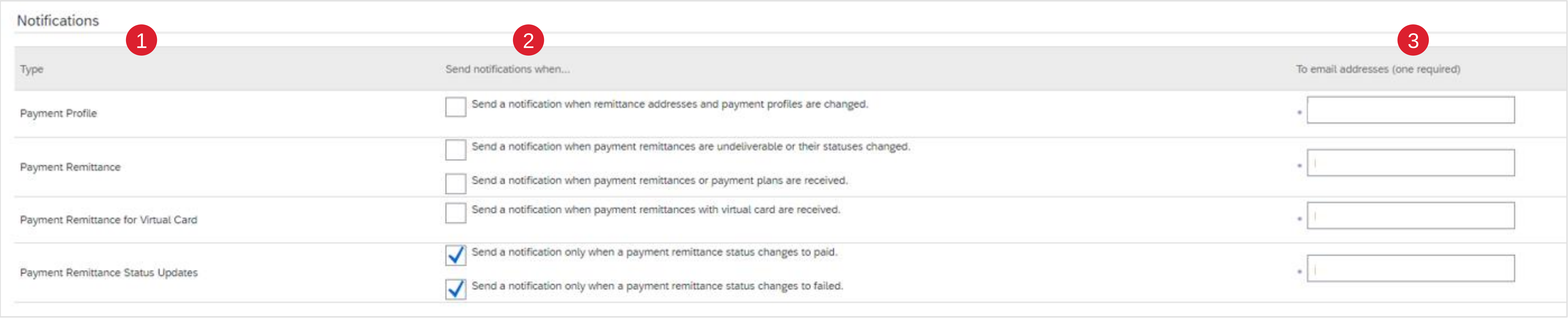
REMITTANCE

REMITTANCE

- The Remittance informs of when and how payment for an invoice is made
- The Remittance is an information document only and does not require any action
- New Remittances can be viewed from the Remittances sub-tab under Payments

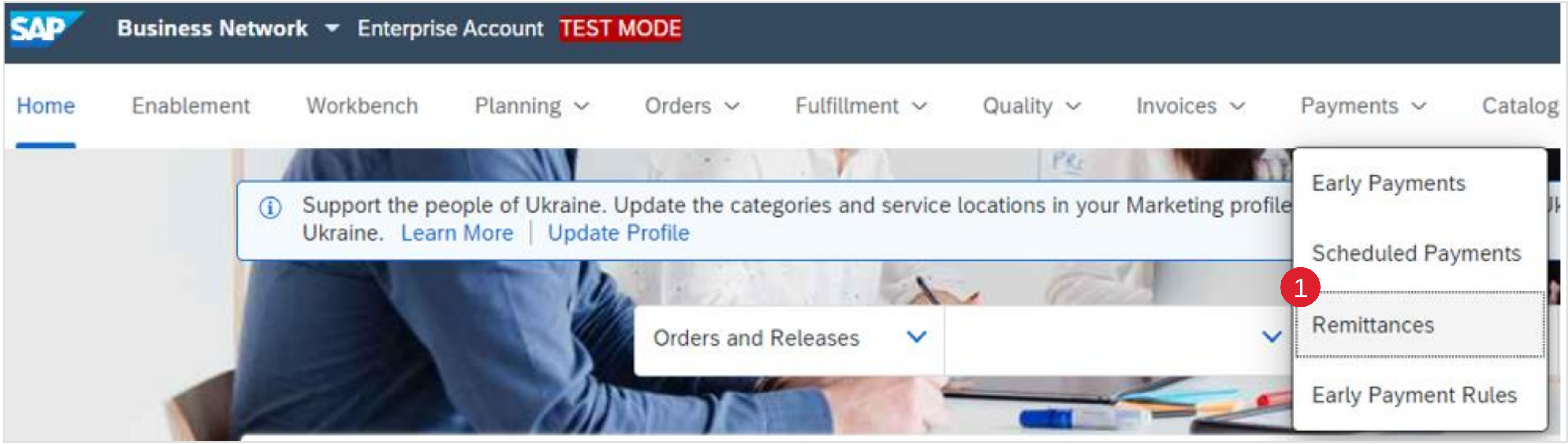
CONFIGURE REMITTANCE NOTIFICATIONS

1. Go to the **Notifications** section.
2. Select the applicable **Payment Remittance** notifications
3. Add email addresses for who should receive the notifications



VIEWING REMITTANCE ADVICE

Remittance Advice can be found within the **Payments tab** > **Remittances**



VIEWING REMITTANCE ADVICE

1. Edit filter to search for Remittances
2. Search results will display transaction and payment details

Payments

$0.0 USD
Early payment offers
Next 90 days

$6.25K USD
Scheduled payments
Next 90 days

$133K USD
Remittances

Remittances (5)

2 Edit filter

3

Transaction	Payment Date	Method	Reference Number	Gross	Discount	Adjustment	Net
Z.20220228.1500162088	Feb :	Other	1500162088	$188,349.04 AUD	$0.00 AUD	$0.00 AUD	$188,349.04 AUD
Z.20211222.1500154156	Dec	Other	1500154156	$379.50 AUD	$0.00 AUD	$0.00 AUD	$379.50 AUD
Z.20211220.1500154155	Dec	Other	1500154155	$1,644.50 AUD	$0.00 AUD	$0.00 AUD	$1,644.50 AUD
Z.20211220.1500154154	Dec	Other	1500154154	$1,012.00 AUD	$0.00 AUD	$0.00 AUD	$1,012.00 AUD
Z.20211202.1500154153	Dec	Other	1500154153	$2,024.00 AUD	$0.00 AUD	$0.00 AUD	$2,024.00 AUD

APPENDIX

FULL GUIDE BY COUNTRY

Country (HON CoCo)	Code	Domestic	Import
Algeria	DZ	CC	CC
Angola	AO	CC	CC
Australia	AU	AN	AN
Austria	AT	AN	AN
Bahamas	BS	CC	CC
Bahrain	BH	CC	CC
Belgium	BE	AN	AN
Brazil	BR	CC	CC
Bulgaria	BG	CC	AN
Canada	CA	AN	AN
China	CN	CC	AN
Croatia	HR	AN	AN
Cyprus	CY	AN	AN
Czech Republic	CZ	AN	AN
Denmark	DK	CC	AN
Egypt	EG	CC	CC
Finland	FI	CC	AN
France	FR	AN	AN
Germany	DE	AN	AN
Greece	GR	AN	AN
Hong Kong	HK	AN	AN
Hungary	HU	CC	CC
India	IN	CC	CC
Indonesia	ID	CC	CC
Iraq	IQ	CC	CC
Ireland	IE	CC	AN
Israel	IL	CC	CC

Country (HON CoCo)	Code	Domestic	Import
Italy	IT	CC	CC
Japan	JP	AN	AN
Jordan	JO	CC	CC
Kazakhstan	KZ	CC	CC
Kuwait	KW	CC	CC
Luxembourg	LU	AN	AN
Macau	MO	AN	AN
Malaysia	MY	CC	AN
Mexico	MX	CC	CC
Netherlands	NL	AN	AN
New Zealand	NZ	AN	AN
Nigeria	NG	CC	CC
Norway	NO	CC	AN
Oman	OM	CC	CC
Pakistan	PK	CC	CC
Philippines	PH	CC	CC
Poland	PL	AN	AN
Portugal	PT	CC	CC
Qatar	QA	CC	CC
Romania	RO	CC	CC
Russian Federation	RU	CC	CC
Saudi Arabia	SA	CC	CC
Singapore	SG	CC	AN
Slovakia	SK	AN	AN
South Africa	ZA	CC	CC
South Korea	KR	CC	CC
Spain	ES	AN	AN

Country (HON CoCo)	Code	Domestic	Import
Sweden	SE	CC	AN
Switzerland	CH	CC	AN
Taiwan	TW	CC	AN
Thailand	TH	CC	CC
Trinidad and Tobago	TT	CC	CC
Tunisia	TN	CC	CC
Turkey	TR	CC	CC
Ukraine	UA	CC	CC
United Arab Emirates	AE	AN	AN
United Kingdom	GB	AN	AN
United States	US	AN	AN
Vietnam	VN	CC	CC

Note: Invoice regulations may vary by specific plants and are subject to changes. If the "Create Invoice" option is enabled on your PO an invoice is required in Ariba. If the option is disabled, then a CC invoice (PDF invoice) must be submitted through e-mail.

Exceptions: CA ship to regions exception: British Columbia (BC), Saskatchewan (SK), Manitoba (MB), Quebec (QC).

CC: Carbon Copy

AN: Ariba Network e-invoice

CoCo: Company Code

WORKBENCH TILES

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench:

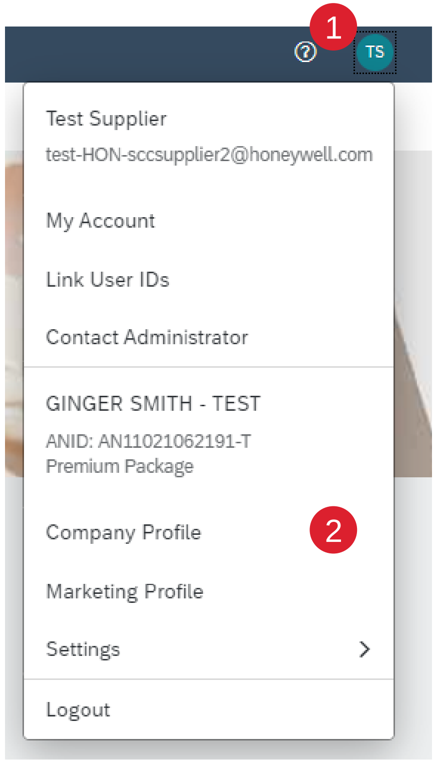
Workbench Tile	Definition
New orders	The **New orders** tile contains all orders and scheduling agreement releases with the status New. The **New orders** list view displays information such as customer, ship to address, and amount. On the **Workbench**, depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Changed orders	The **Changed orders** tile contains all orders and scheduling agreement releases with the status changed. The **Changed orders** list view displays information such as customer, ship to address, and amount. On the **Workbench**, depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Orders to invoice	The **Orders to invoice** tile contains orders that are ready to invoice based on your customer's transaction rule settings. The **Orders to invoice** list view displays information such as order number, customer, amount, and status. On the **Workbench**, you can create invoices for these orders.
Invoices	The **Invoices** tile contains all invoices, regardless of their status. The **Invoices** list view displays information such as customer, invoice number, reference document, invoice amount, and status. On the **Workbench**, depending on your customer's transaction rules, you can view the invoice and any referenced documents.
Orders	The **Orders** tile contains all orders and scheduling agreement releases, regardless of their status. The **Orders** list view displays information such as customer, ship to address, and amount. On the **Workbench**, depending on your buyer's transaction rules, you can confirm, ship, and invoice the orders.
Scheduled payments	The **Scheduled Payments** tile contains all scheduled payments with a payment date within the next 90 days, regardless of their status. The **Scheduled Payments** list view displays information such as scheduled payment date, settlement days, remaining days, and amount due. Consider creating custom scheduled payment tiles to better manage unique customer requirements, such as those who require the creation of credit memos.
Items to confirm	The **Items to confirm** tile contains all material orders and scheduling agreement releases that can be confirmed. The **Items to confirm** list view displays information such as customer, item no., and need by date. On the **Workbench**, depending on your customer's transaction rules, you can confirm or reject the orders and create quality notifications.

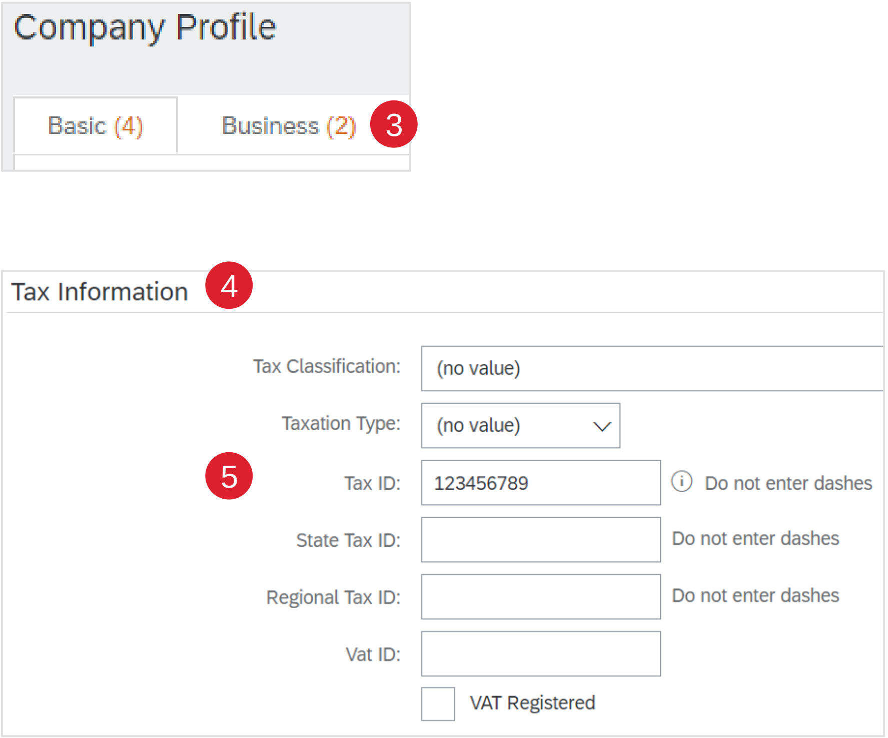
DEFAULT SUPPLIER TAX ID

Steps to default Supplier TAX ID at the time of e-invoice creation in Ariba. Only the administrator can set up this section.

1. Go to Ariba and click on your initials
2. Click on Company profile
3. Click “Business” tab
4. Scroll down to “Tax information” field
5. Enter Tax ID value in the “Tax ID” field
6. You can also click on “Create” under “Additional Company Addresses”

By doing this, Tax ID field will pre-populate when creating an invoice.





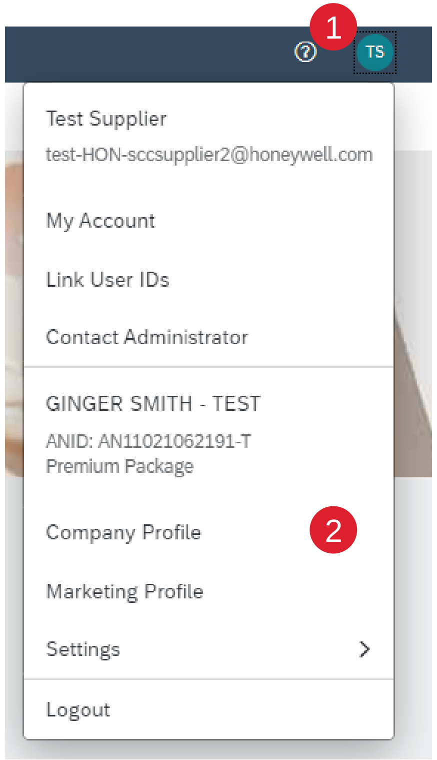
DEFAULT ‘ABN REG ON NO’ ON E-INVOICE SCREEN

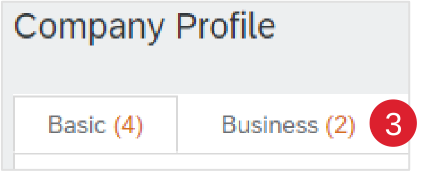
AUSTRALIA SUPPLIERS

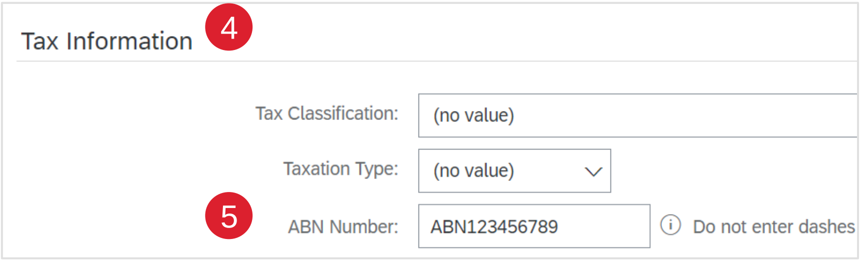
Steps to default ABN Number at the time of e-invoice creation in Ariba (only Suppliers located in Australia). Only the administrator can set up this section.

1. Go to Ariba and click on your initials
2. Click on Company profile
3. Click “Business” tab
4. Scroll down to “Tax information” field
5. Enter ABN Number value in the “ABN Number” field
   Note: Do not update any other Tax ID fields other than ‘ABN Number’ in this section

By doing this, Tax ID field will pre-populate when creating an invoice.



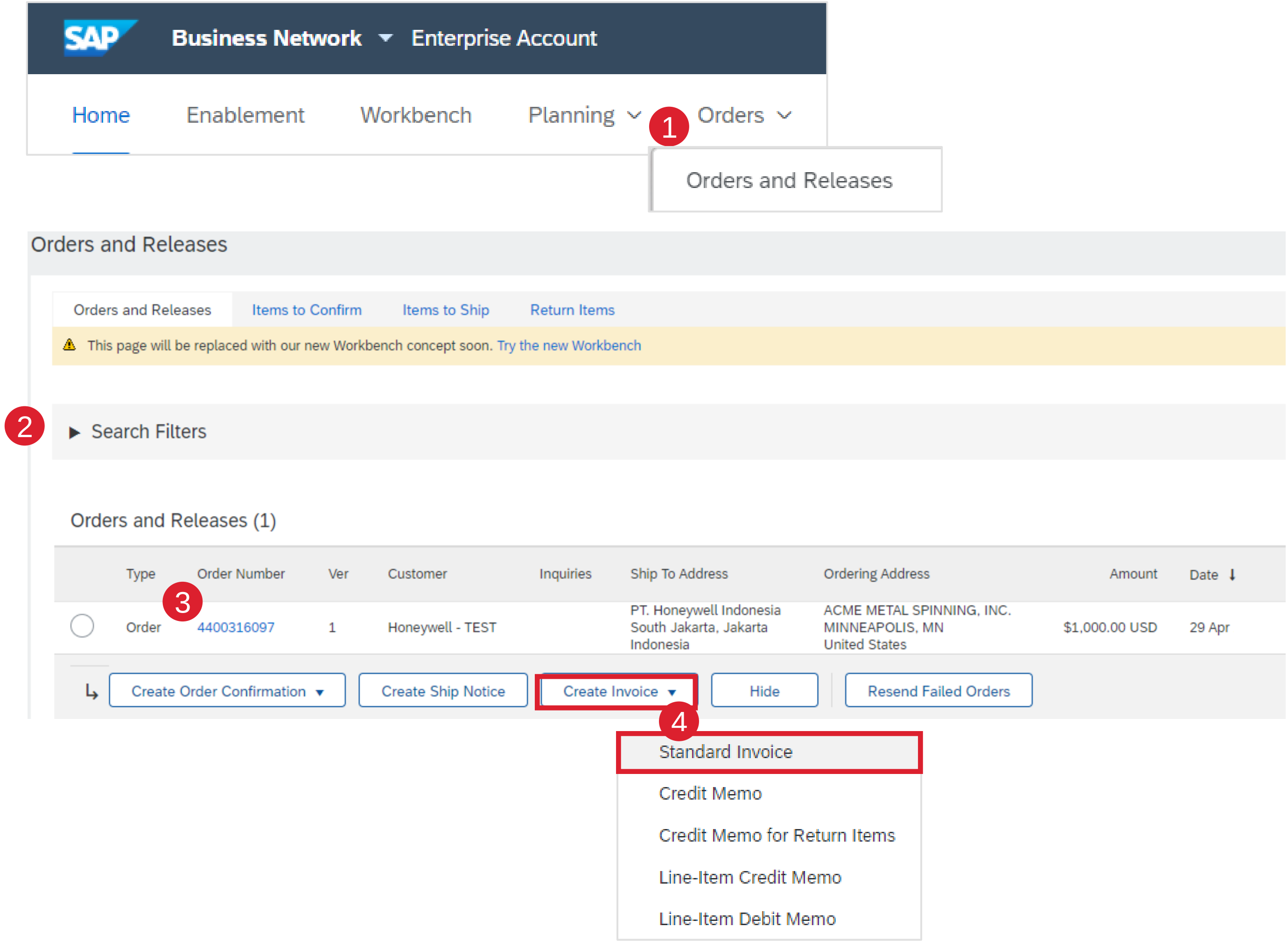




PO / SA - BASED INVOICE
CREATE INVOICE (FROM THE ORDERS TAB)

From the Homepage:

1. Click **Orders** > **Orders and Releases**.
2. Use search filters to identify reference document.
3. Click order number to open a reference document.
4. Click on the **Create Invoice** button and then choose **Standard Invoice**.



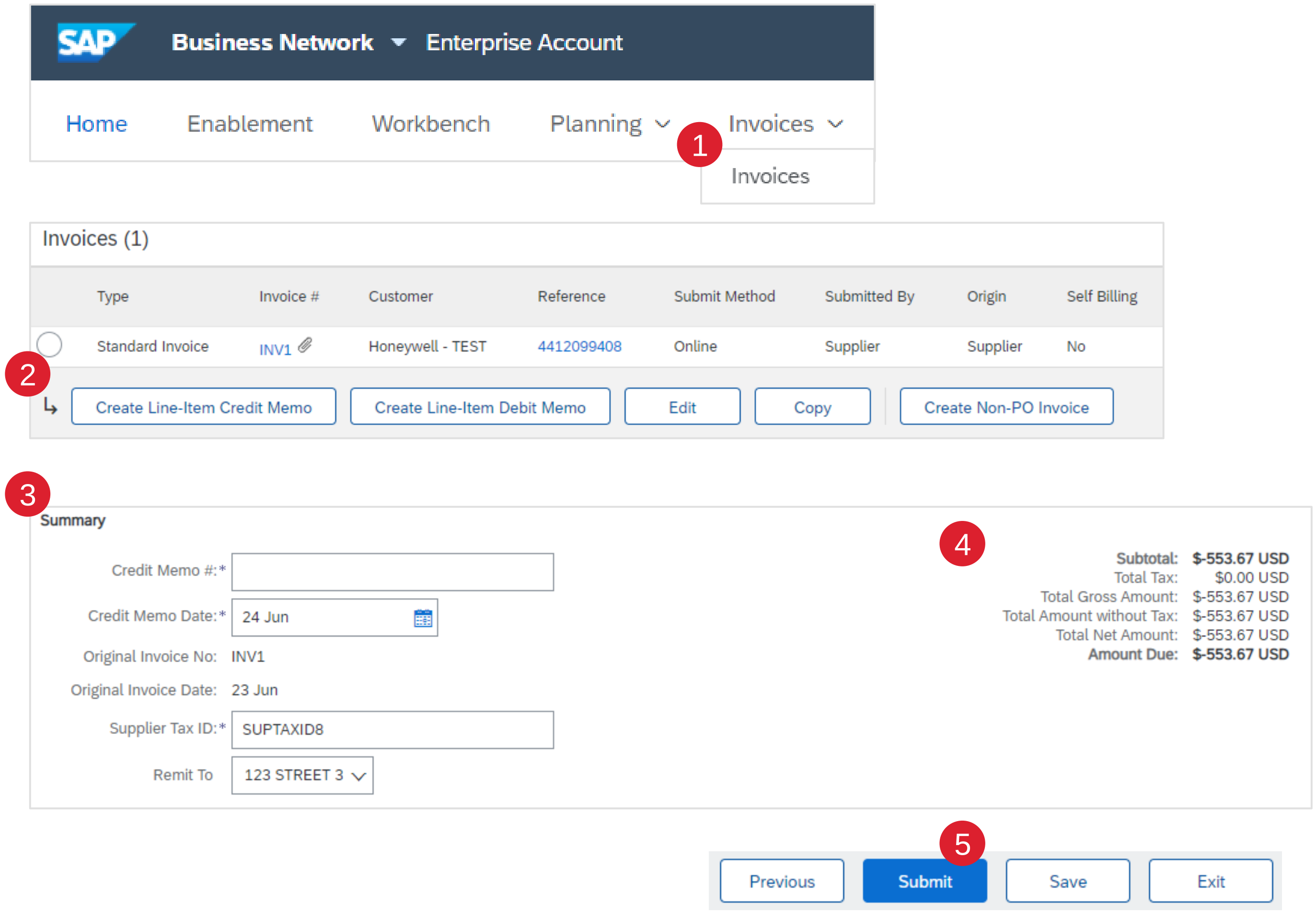
Note: This view will be replaced with the new Workbench concept soon.

CREDIT MEMO

LINE LEVEL DETAIL (FROM THE INVOICES TAB)

From the Homepage:

1. Click **Invoices** > **Invoices**.
2. Identify the right invoice document and click **Create Line-Item Credit Memo**.
3. 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. Click **Next**.
4. Review Credit Memo.
5. Click **Submit**.



COPY INVOICES
(FROM THE INVOICES TAB)

From the Homepage:

1. Click the **Invoices** > **Invoices**.
2. Identify the right invoice and click **Copy.**

OR

3. Open the invoice clicking its number and click **Copy This Invoice**.
4. Enter a new invoice number. For VAT lines**,** make sure the date of supply at the line level is correct. Edit the other fields, as necessary.
5. Click **Next**, review the invoice, and **Save** or **Submit** it.