Ariba Network Invoice Guide

Introduction

The purpose of this document is to provide suppliers step by step instructions, procedures and notes needed to navigate smoothly on the Ariba Network while transacting with Wipro.

Guide Key

- This indicates an Instructional steps
- An additional step is indicated by
- Note: Functionality specific notes
- Information: other useful information

Table of Contents

Select by clicking on the links:

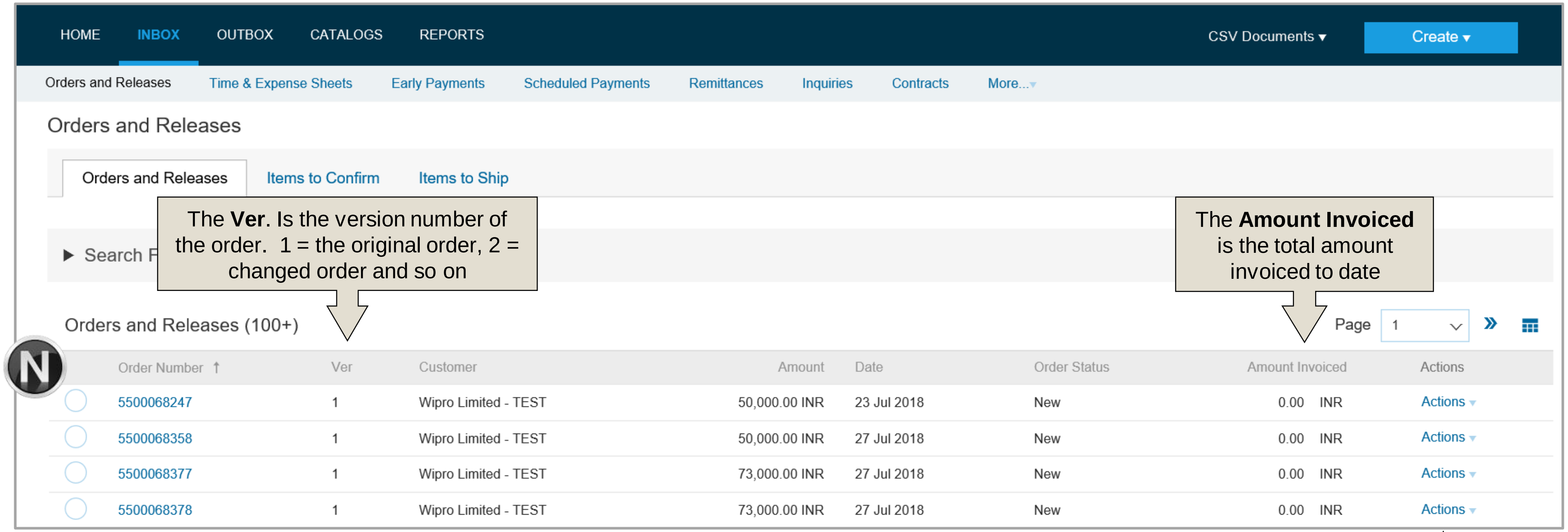
Invoice

- All orders received via the Ariba Network require an invoice to be created via the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed

Invoicing - General Information

The **Orders and Releases** tab displays a summary of all the purchase orders sent by Wipro.

Note (N): The columns can be sorted in alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking the column name.



The **Ver**. Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the buyer's Purchase Order Number

The Order Status is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** drop-down list allows document creation without opening the order

Begin the Invoice

1. Click the **Inbox** tab on the **Home** page.

➢ The screen displays **Orders and Releases**.

2. Click the desired **Order Number**.

➢ The screen displays **Purchase Order** details.

3. Click **Create Invoice**.

4. Select **Standard Invoice** from the drop-down list.

➢ The screen displays **Create Invoice**.

Standard Invoice – Header Level

1. Enter the **Invoice #**.

2. The current date is auto populated to the **Invoice Date**. Edit it to the desired date.

3. Enter the **Supplier Tax ID**.

4. Click **View/Edit Addresses**.

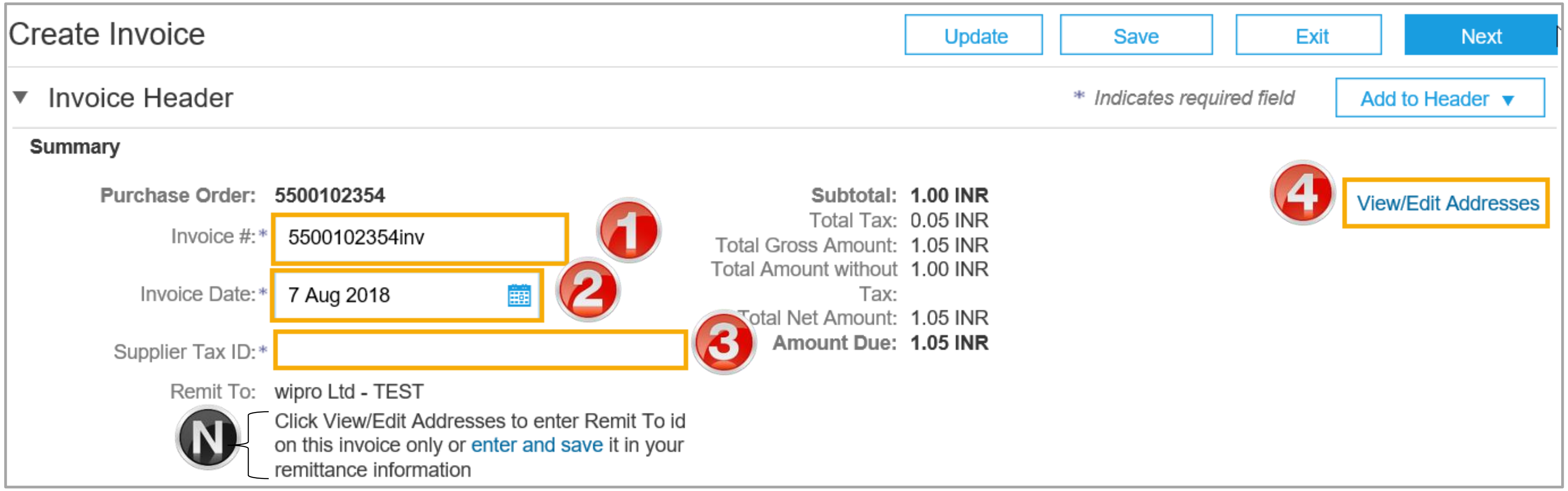
➢ The screen displays **View/Edit Addresses** pop-up window.

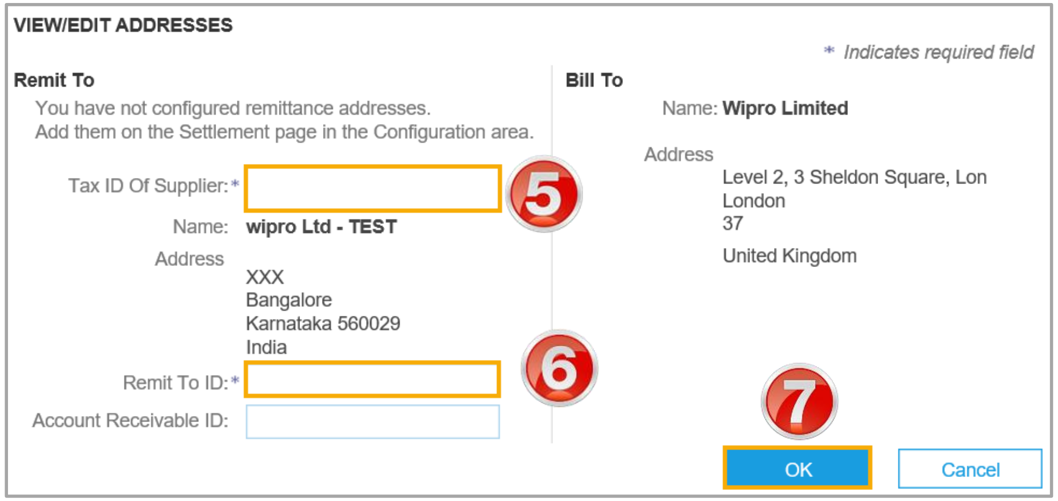
5. Enter **Tax ID Of Supplier**.

6. Enter **Remit To ID**.

7. Click **OK**.

Note: Wipro requires you to enter the **Remit To id**.





Standard Invoice – Header Level contd…

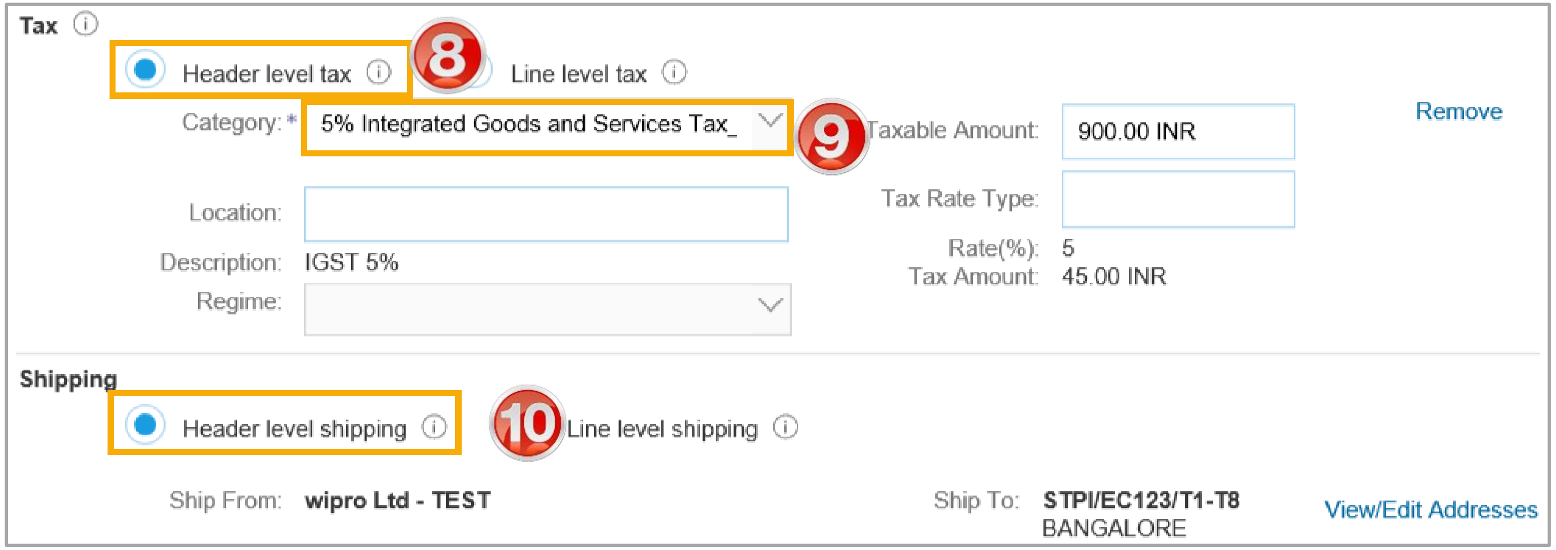
Scroll down to **Tax** section.

8. Select the **Header level tax** radio button.

9. Click **Category** and select the appropriate tax % from the drop-down list.

Scroll down to the **Shipping** section.

10. Select **Header level shipping** radio button.

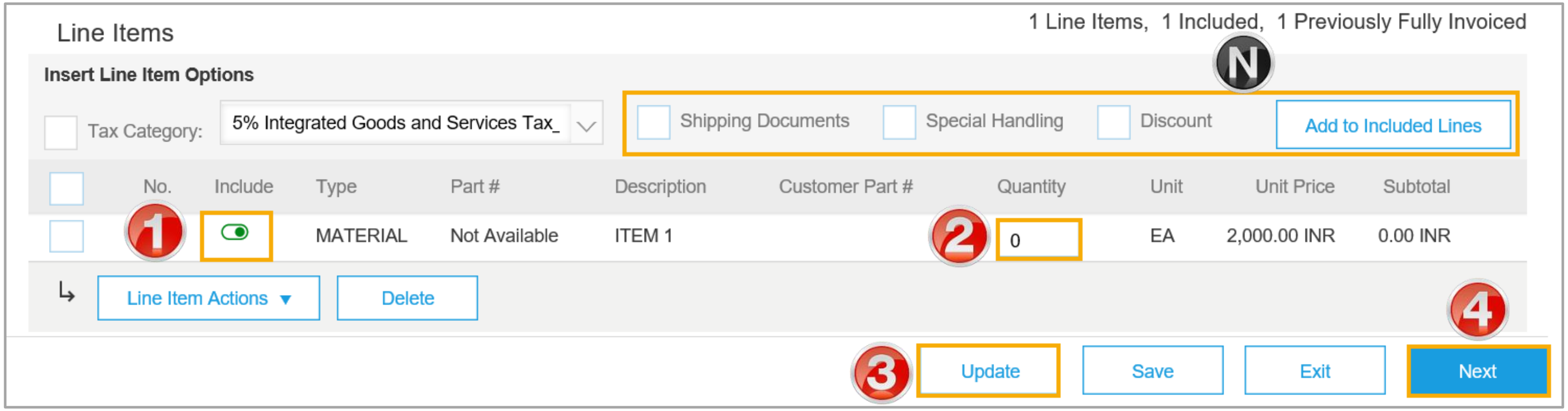


Standard Invoice – Line Level

Scroll down to the **Line Items** section.

Note: To add **Shipping Documents**, **Special Handling** or **Discount**, select the desired box and click **Add to Included Lines** if required.
Repeat the below steps for all line items.

1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
2. Confirm or enter the appropriate **Quantity**.
3. Click **Update.**
4. Click **Next**.



Finalise Standard Invoice

The screen displays **Create Invoice**.

1. Review the Invoice. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

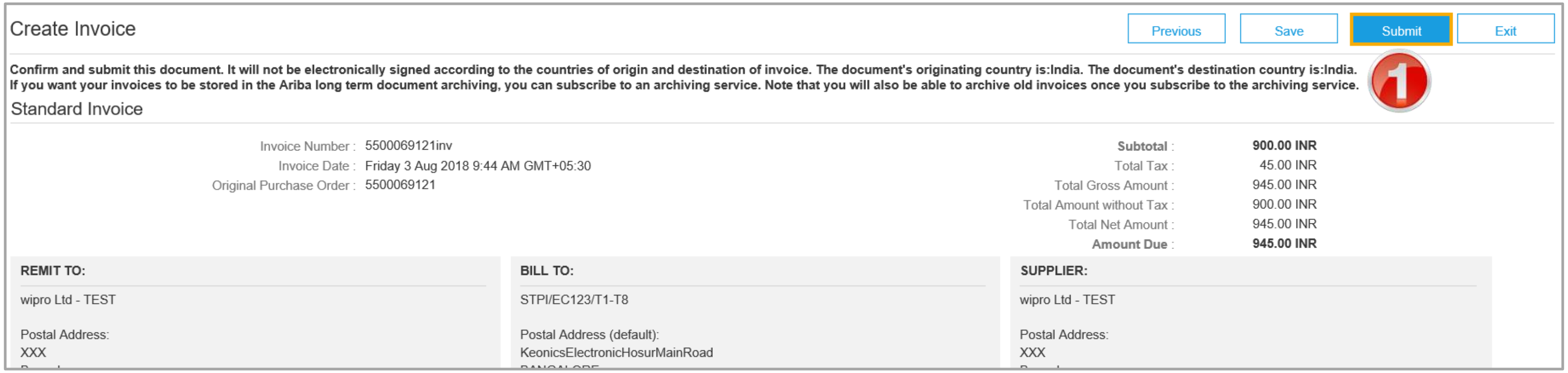
2. Click **Exit**.

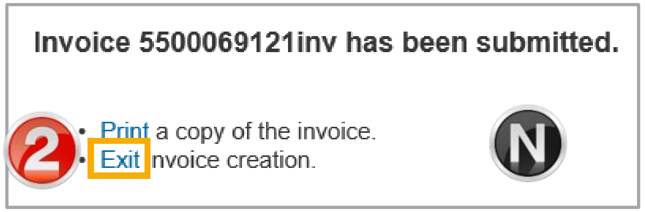
➢ The Screen displays **Purchase Order** page is displayed and Order Status has changed to **Partially Invoiced/ invoiced**.

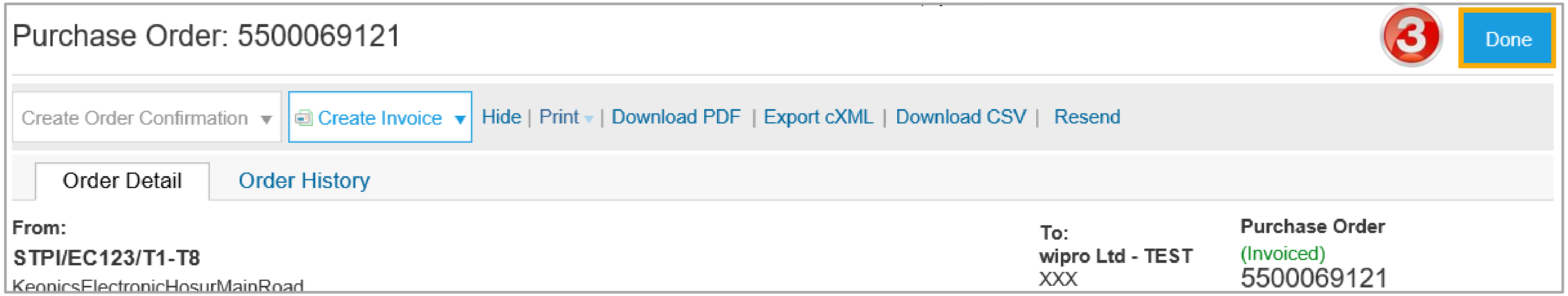
3. Click **Done**.

➢ The screen displays **Orders and Releases**.

Note: Wipro requires you to send a hardcopy of the invoice.







Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders. Refer Contract Guide for step-by- step instructions on how to create contract invoice.

Invoice Status

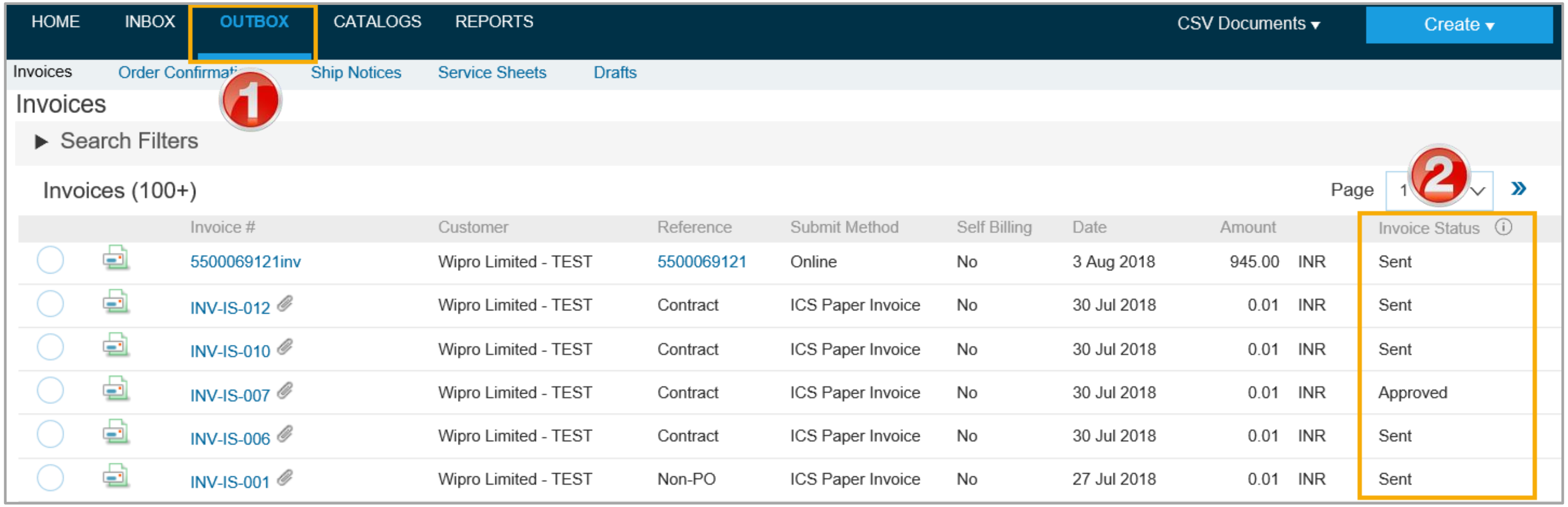
- The status of the Invoice will change as it progresses through Wipro approval process
- There are 4 Invoice Statuses:
  - **Sent** – The invoice has been submitted to Wipro
  - **Approved** – Wipro has reviewed the Invoice and it has been approved for payment
  - **Paid** – The invoice has been paid
  - **Rejected** – The invoice has been rejected. The reason for rejection can be viewed within the invoice
  - **Canceled** – The invoice has been cancelled by Wipro

Locating the Invoice Status

1. Click the **Outbox** tab on the **Home** page.

➢ The screen displays **Invoices**.

2. **Invoice Status** named column displays the status of the invoices. The different statuses are:
   - **Sent**
   - **Approved**
   - **Paid**
   - **Rejected**
   - **Canceled**



Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Rio Tinto and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML to EDI
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Wipro
Rejected	A Purchase Order Confirmation that has been Rejected by Wipro

Cancel Invoice

- To cancel an invoice it has to be in the **Sent** status.
- Cancelling an Invoice allows Suppliers to correct errors in an invoice

Cancel an Invoice

1. Click the **Outbox** tab on the **Home** page.

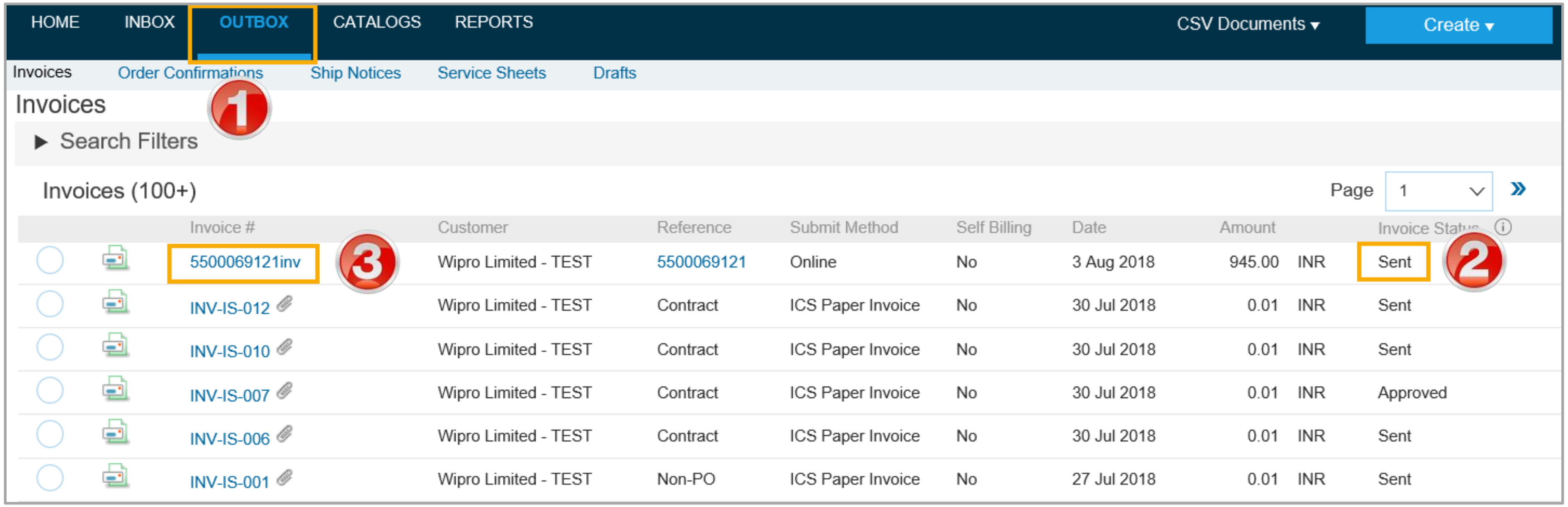
➢ The screen displays **Invoices**.

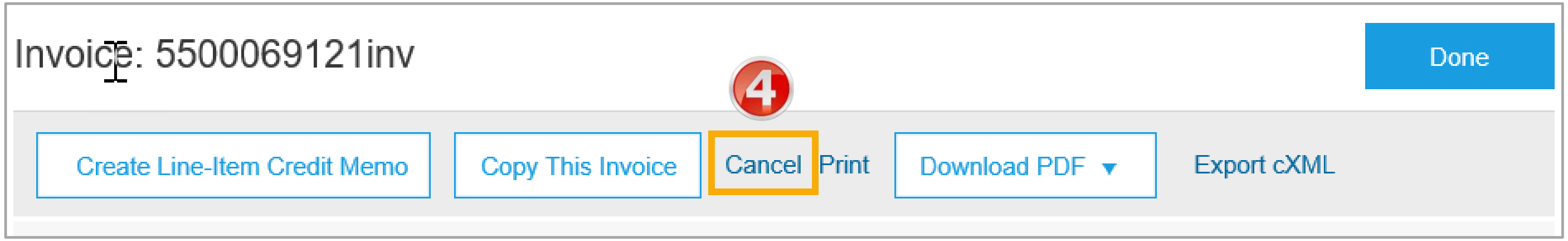
2. Click the **Invoice #** that needs to be cancelled and confirm that the **Invoice Status** displays as **Sent**.

3. Click the required **Invoice #**.

➢ The screen displays **Invoice** details.

2. Click **Cancel**.





Cancel an Invoice cont.

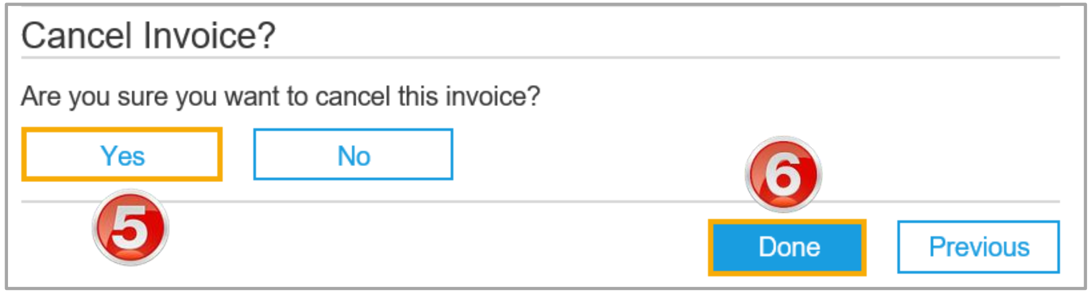
- The screen displays **Cancel Invoice?**.

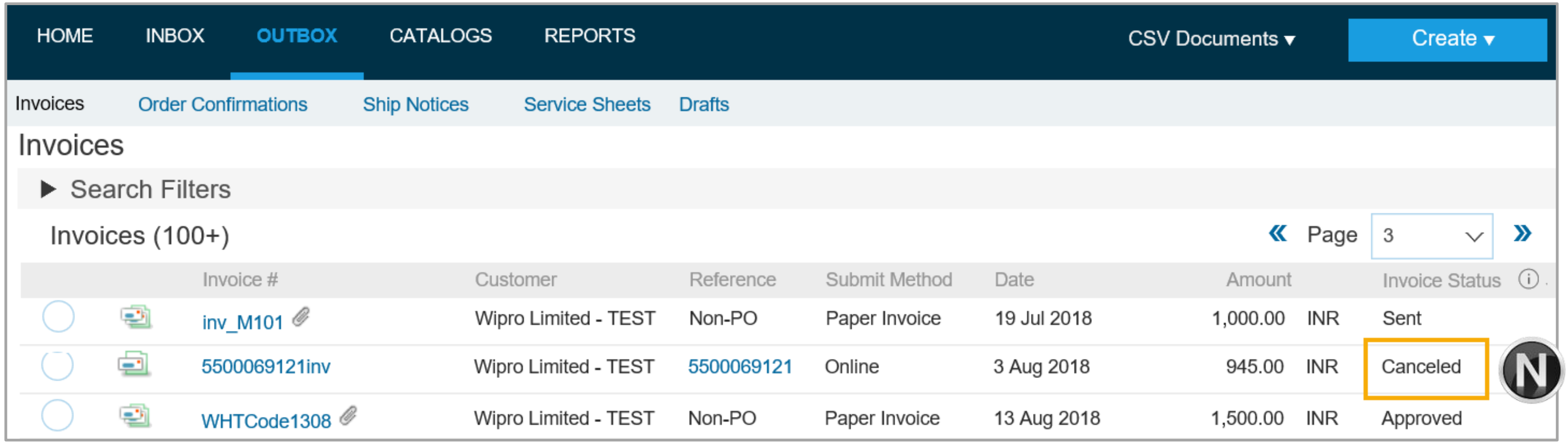
5. Click **Yes**.

6. Click **Done**.

- The screen displays **Outbox**.

Note: The status of the Invoice is now changed to **Canceled**.





Partial Invoicing

- Multiple partial invoices can be created for a purchase order.
- Invoices status will remain as **Partially Invoiced** until all items on the original purchase order have been invoiced.

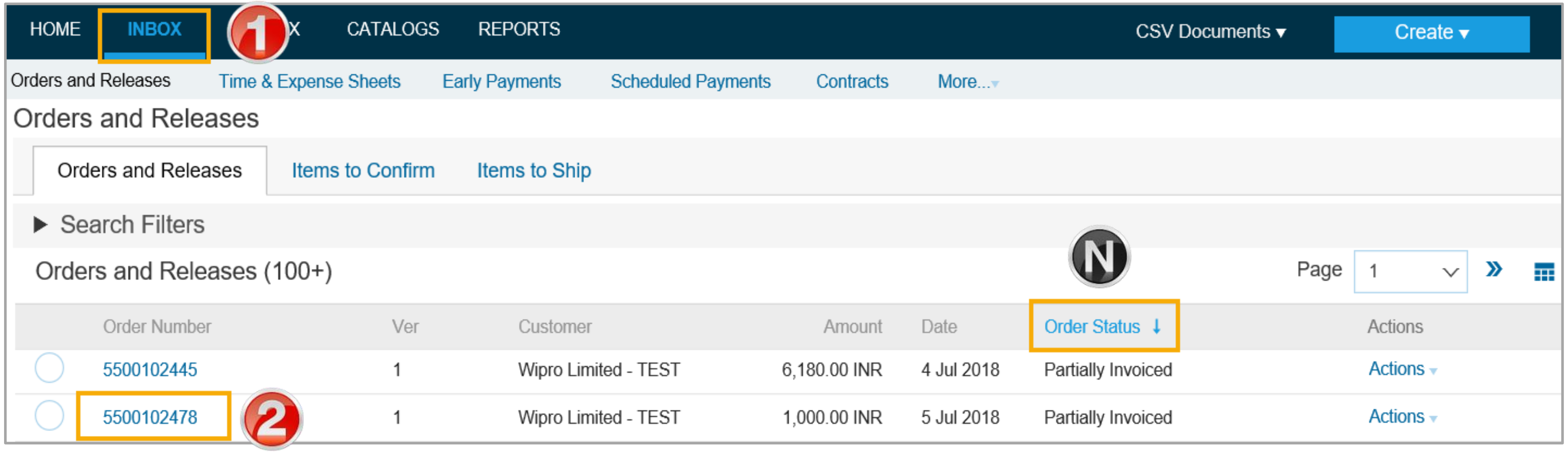
Locating and Opening a Partial Invoice

1. Click the **Inbox** tab on the **Home** page.

2. Select the **Order Number** with a **Partially Invoiced** status.

➢ The screen displays **Invoice** details.

Note: Click the **Order Status** column name to sort the invoices based on its status.



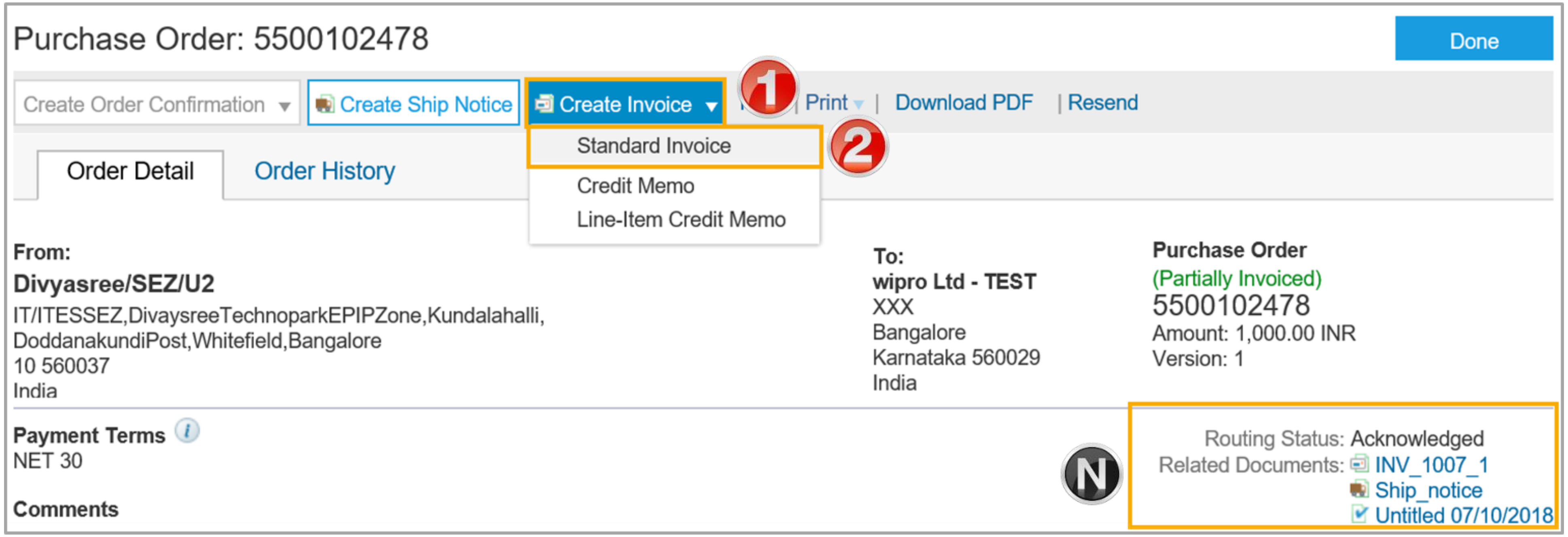
Completing a Partial Invoice

- The screen displays the **Purchase Order**.

1. Click **Create Invoice**.
2. Select **Standard Invoice** from the drop-down list.

- The screen displays **Create Invoice**.

Note: All the **Related Documents** to the Purchase Order can be viewed in this page.

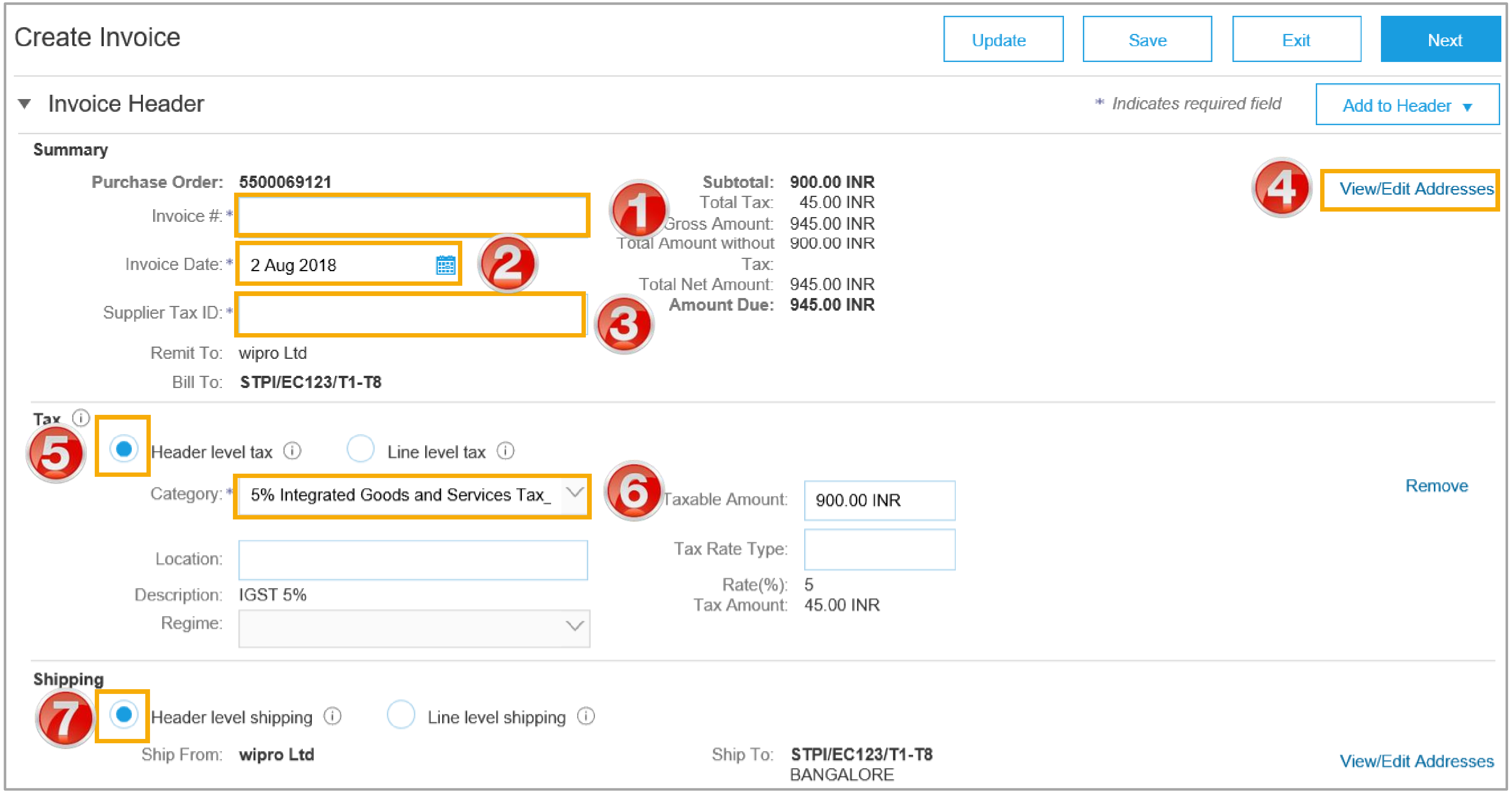


Completing a Partial Invoice – Header Level

1. Enter the **Invoice #**.
2. The current date is auto populated to the **Invoice Date**. Edit it to the required date.
3. Enter the **Suppler Tax ID**.
4. Click **View/Edit Addresses**.

➢ The screen displays **View/Edit Addresses** pop-up window. Enter the Remit to ID and click ok.

5. Select the **Header level Tax** radio button.
6. Select the appropriate tax % from the **Category** drop-down list.
7. Select the **Header level shipping** radio button.



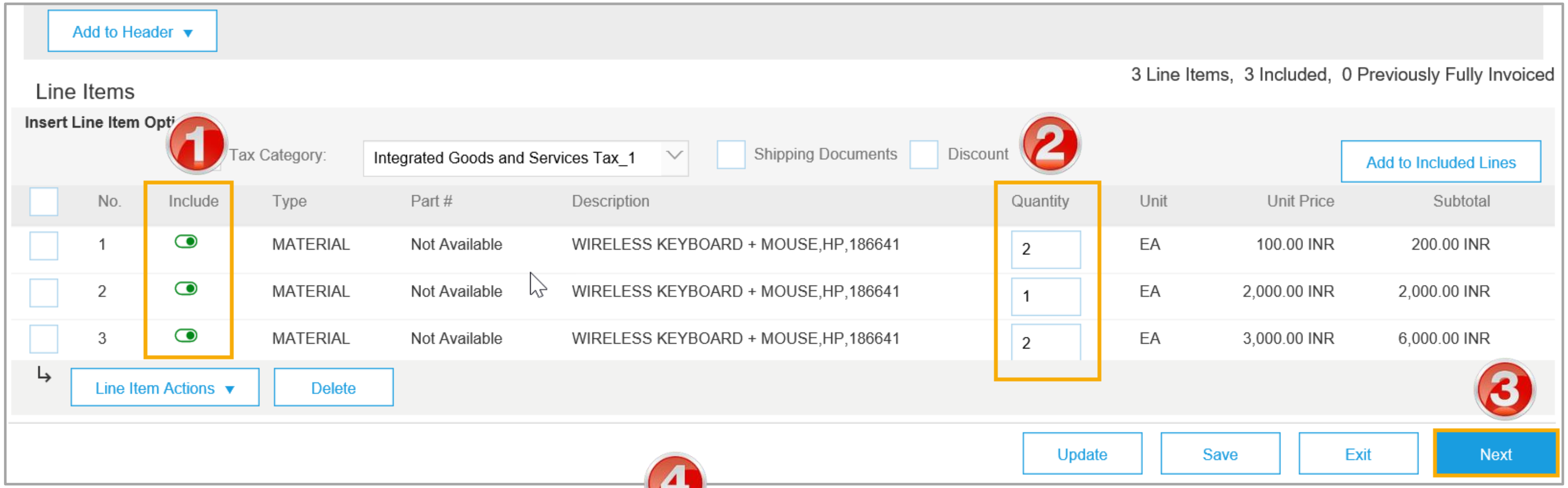
Completing a Partial Invoice – Line Level

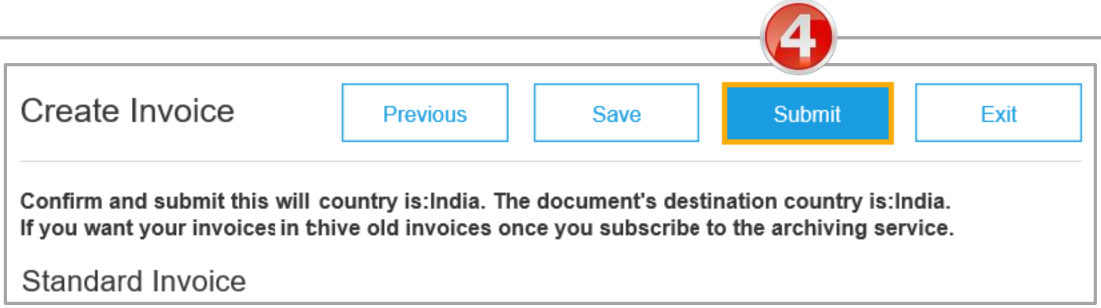
Scroll down to **Line items** section.

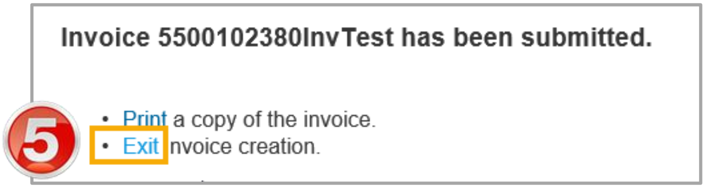
1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
2. Only outstanding totals will be displayed in **Quantity**.
3. Click **Next**.

➢ The screen displays **Create Invoice**.

4. Review the Invoice and click **Submit**.
5. Click **Exit**.

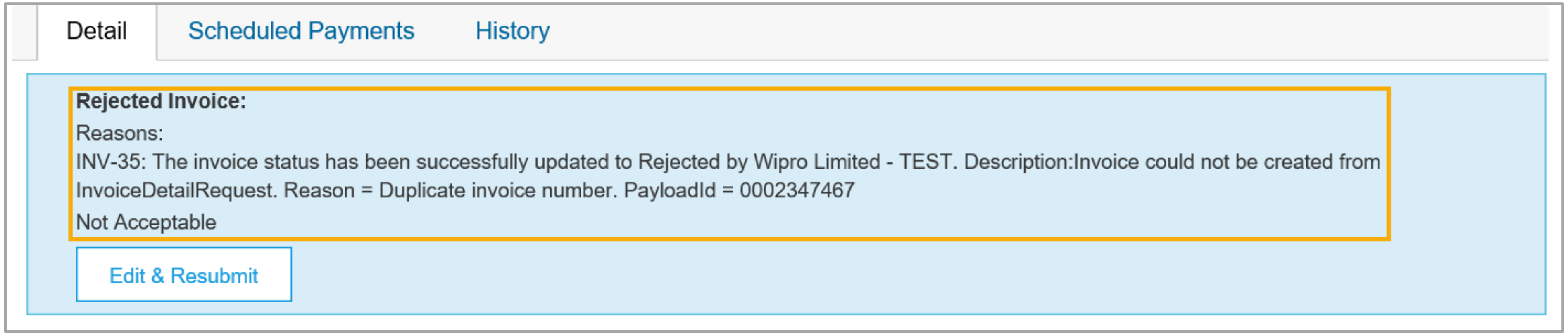






Edit and Re-Submit Invoices

- Invoices gets rejected due to: (refer to the image below to view an example)
  - Missing information - for example, a required attachment is missing.
  - Incorrect information – for example, Wrong GST % selection in the tax section.
  - Extra information in the invoice – for example, shipping charges added to the invoice but do not reflect in the order confirmation.



Edit and Resubmitting Invoices

Invoices that are rejected by Wipro is displayed as **Rejected**.

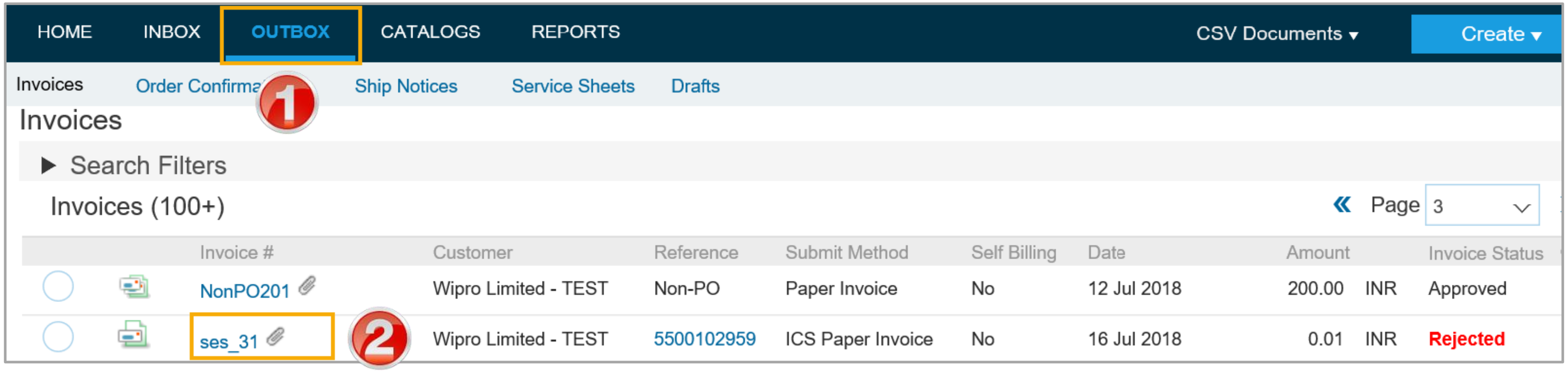
1. Click the **Outbox** tab on the **Home** page.

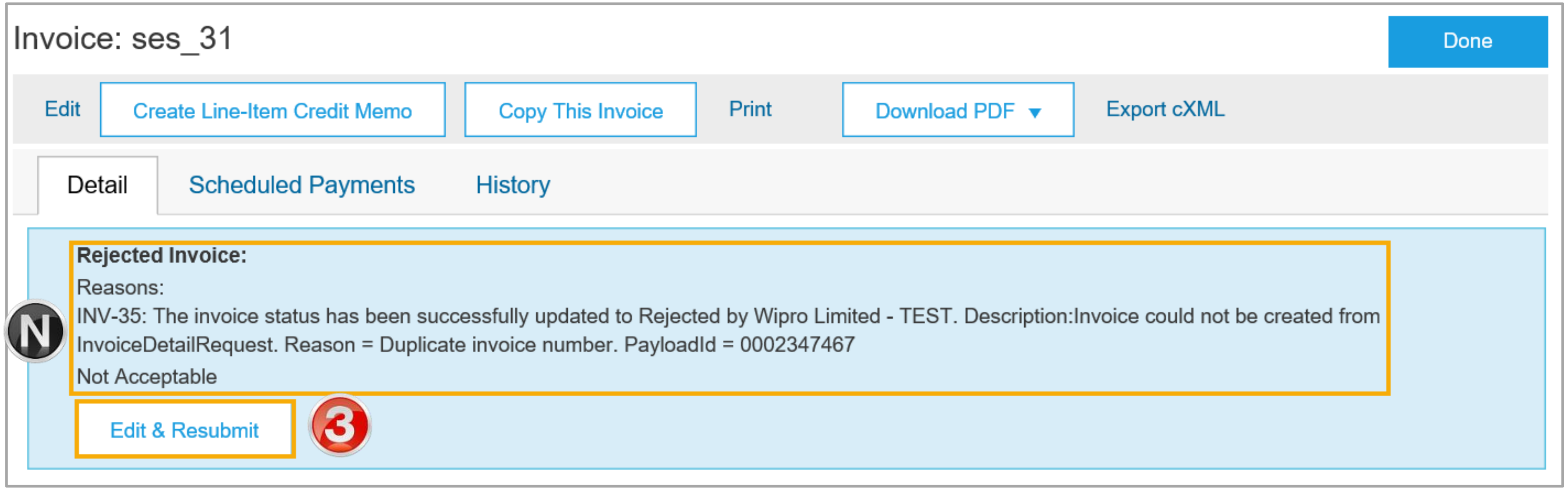
2. Click the **Invoice #** with **Rejected** status.

➢ The screen displays the **Invoice**.

Note: Read the reason for the Rejection. This will help you to rectify the document.

3. Click **Edit & Resubmit**.





Edit and Resubmit and Invoice cont.

- The screen displays **Edit Invoice**. Review **Edit Invoice** page and correct the identified errors.

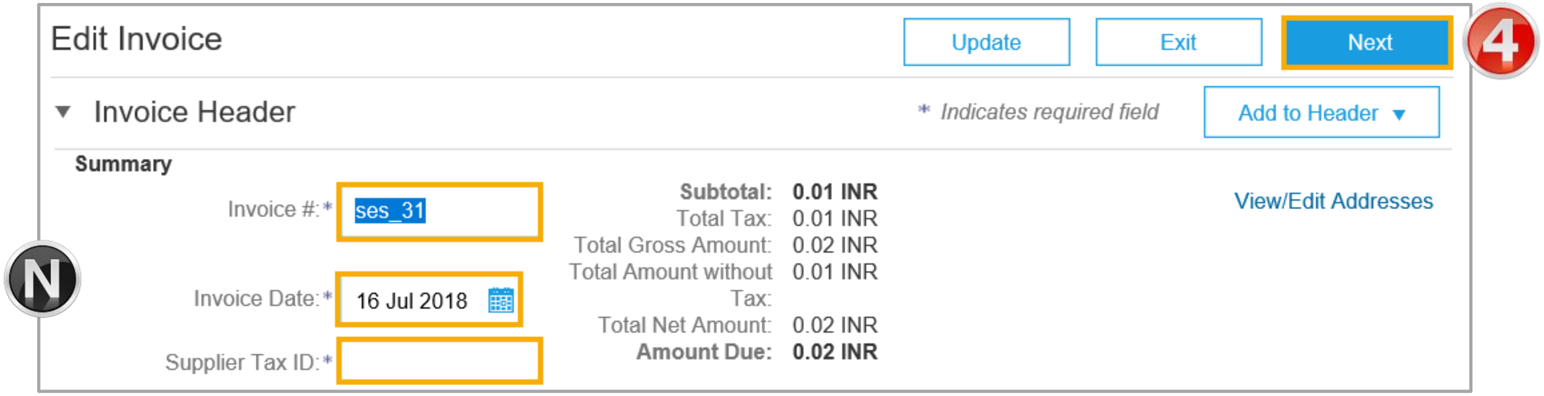
Note: The Invoice number, purchase order number and other information is auto-populated

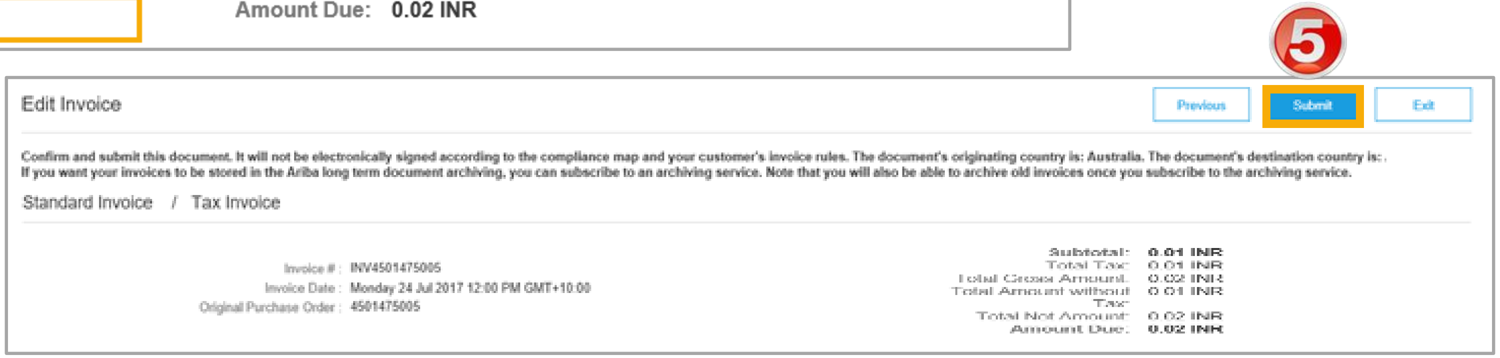
4. Click **Next**.

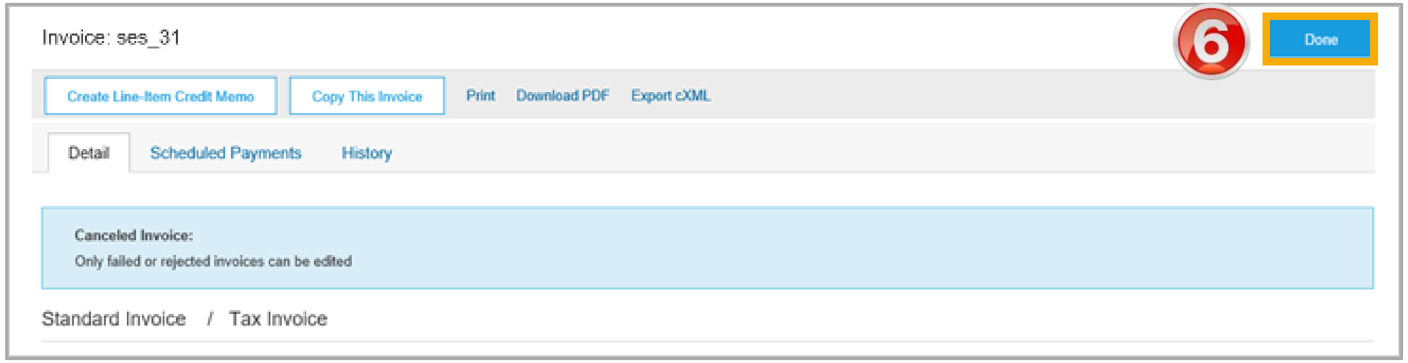
- The screen displays **Edit Invoice**.

5. Review the invoice and click **Submit**.

6. Click **Done**.







Scheduled Payments

- Scheduled Payments provides suppliers with a graph indicating the progress of their invoice to payment.
- The information is based on the terms agreed with Wipro

Locating Scheduled Payments

1. Click the **Inbox** tab on the **Home** page.
2. Select **Scheduled Payments**.

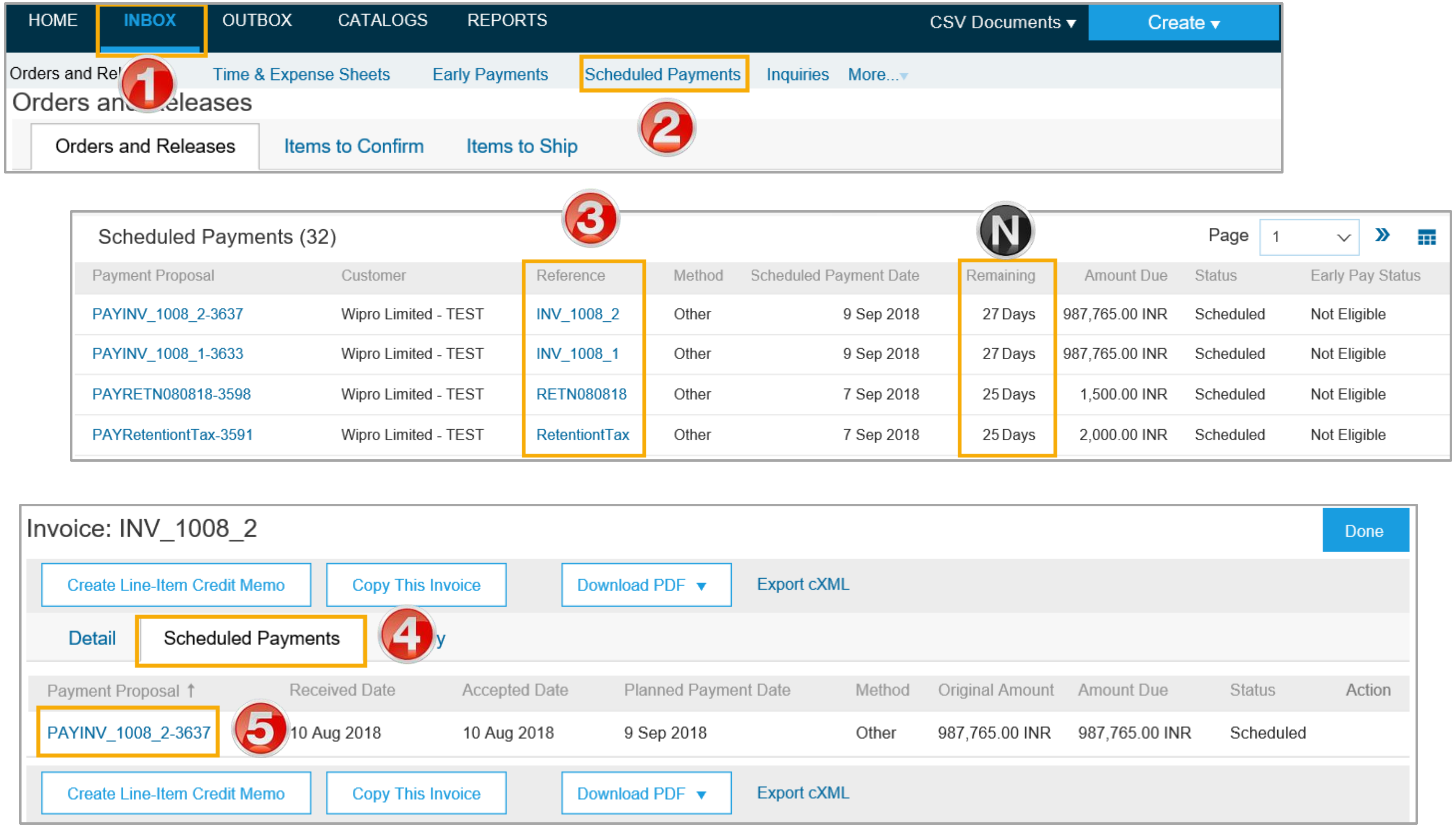
➢ The screen displays **Scheduled Payments**.

3. Select the invoice **Payment Proposal** for an invoice by clicking on the **Reference**.

➢ The screen displays the **Invoice**.

4. Click the **Scheduled Payments** tab.
5. Click the desired **Payment Proposal**.

Note: The **Remaining** dates for the payment to be made can be viewed.

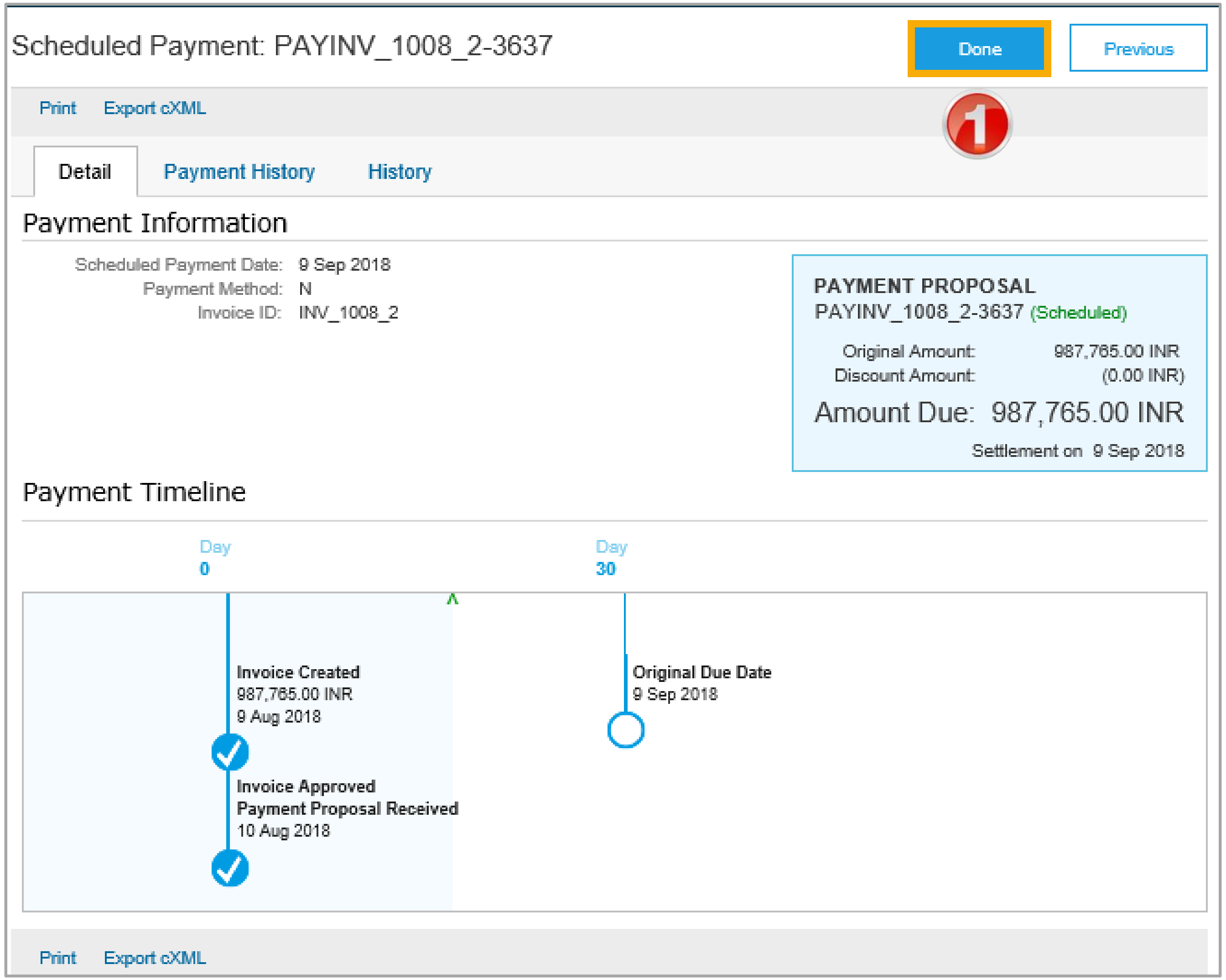


Scheduled Payments Display

The **Scheduled Payment** page is displayed which including:

- **Payment Information**
- **PAYMENT PROPOSAL**
- **Original Amount**
- **Discount Amount** (if applicable)
- **Settlement** Date
- **Payment Timeline**

1. Click **Done**.



Credit Memo

- Credit Memos are actioned against a purchase order allowing the suppliers to create credit adjustments.
- Credit Memos can be created for:
  - Overcharged Subtotal on an Invoice
  - Adjustment to the tax invoiced
  - Adjustment to the Shipping Cost
  - Adjustment for Special Handling of goods

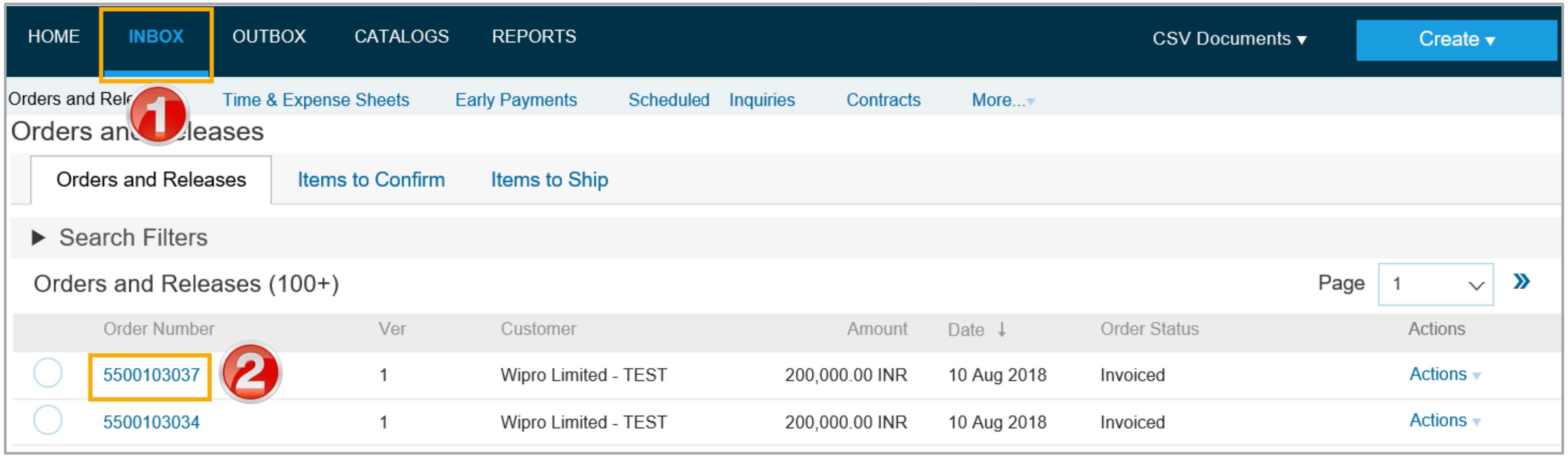
Create the Credit Memo

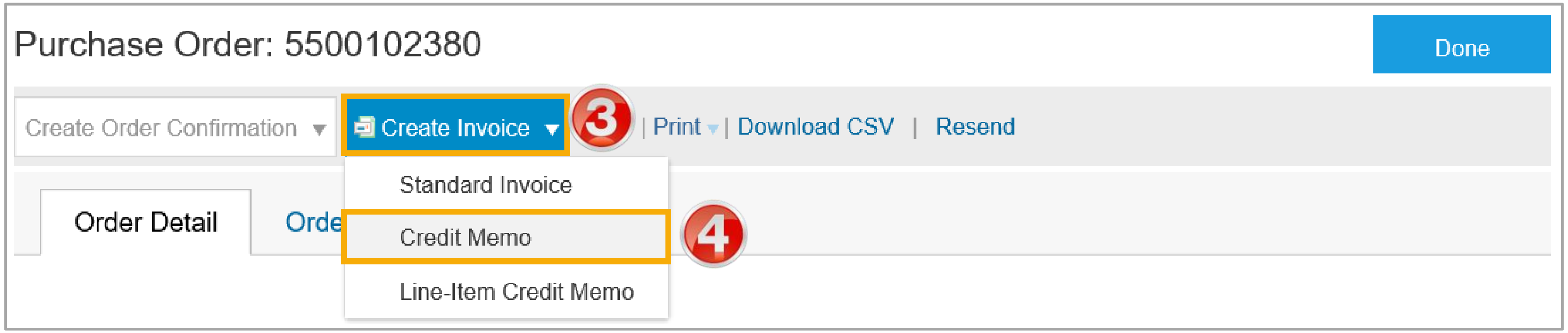
1. Click the **Inbox** tab on the **Home** page.
2. Select the required **Purchase Order**.

➢ The screen displays the **Purchase Order**.

3. Click **Create Invoice**.
4. Select **Credit Memo** from the drop-down list.

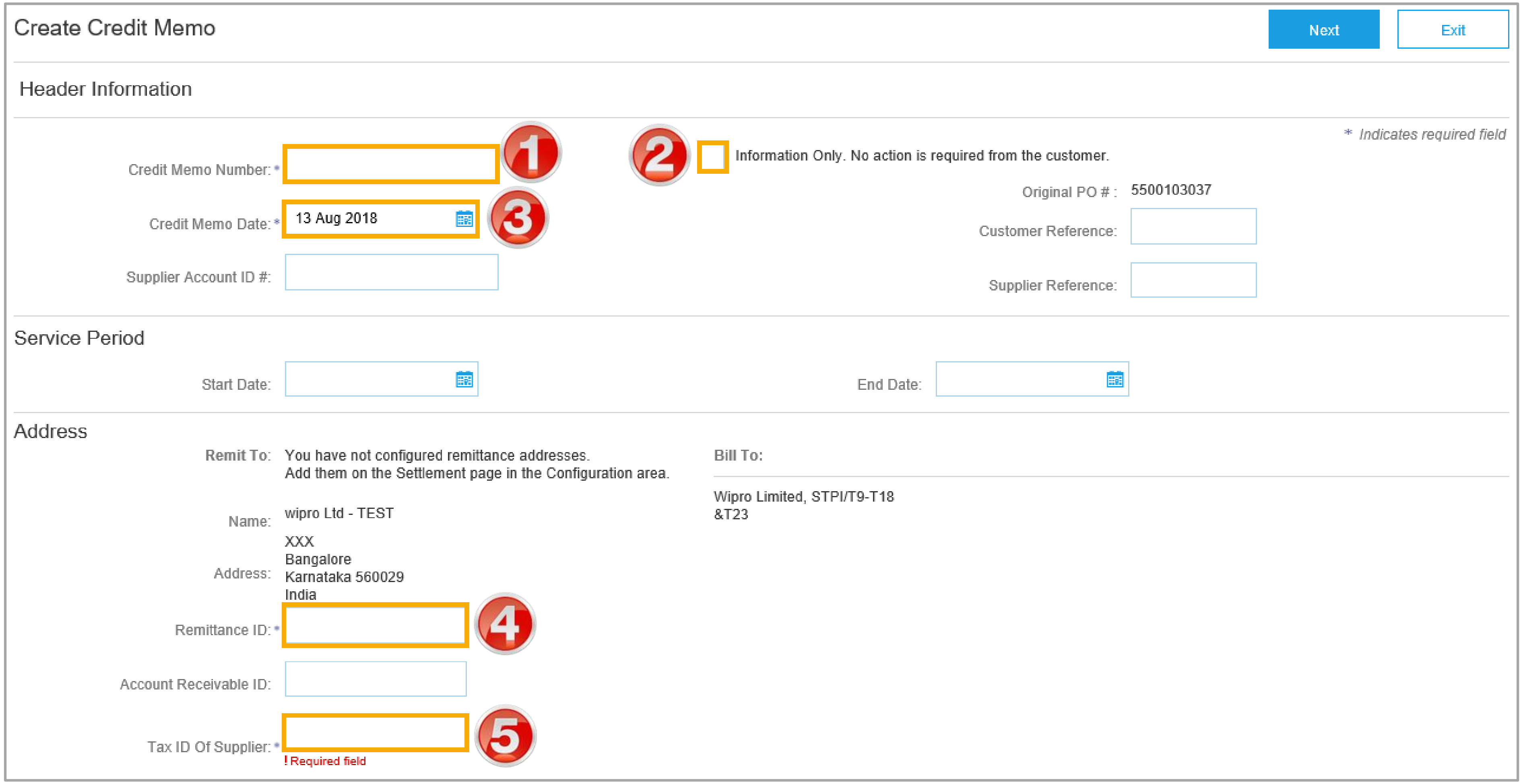
➢ Screen displays **Create Credit memo**.





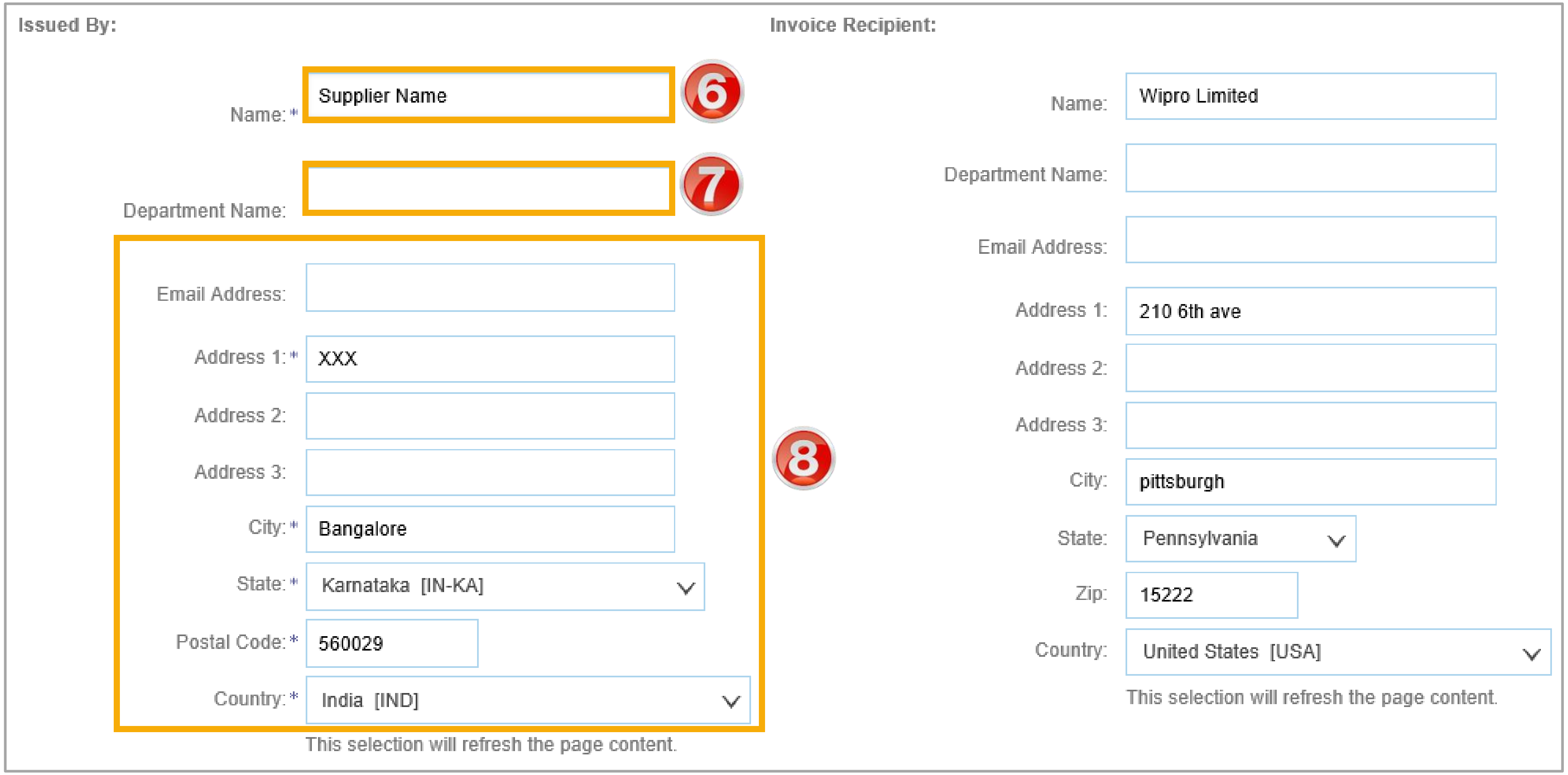
Credit Memo – Header Level

1. Enter the **Invoice Number**.
2. Tick the **Information Only** box, if required.
3. Edit the **Invoice Date**, if required.
4. Enter the **Remittance ID**.
5. Enter **Tax ID Of Supplier**.



Credit Memo – Header Level

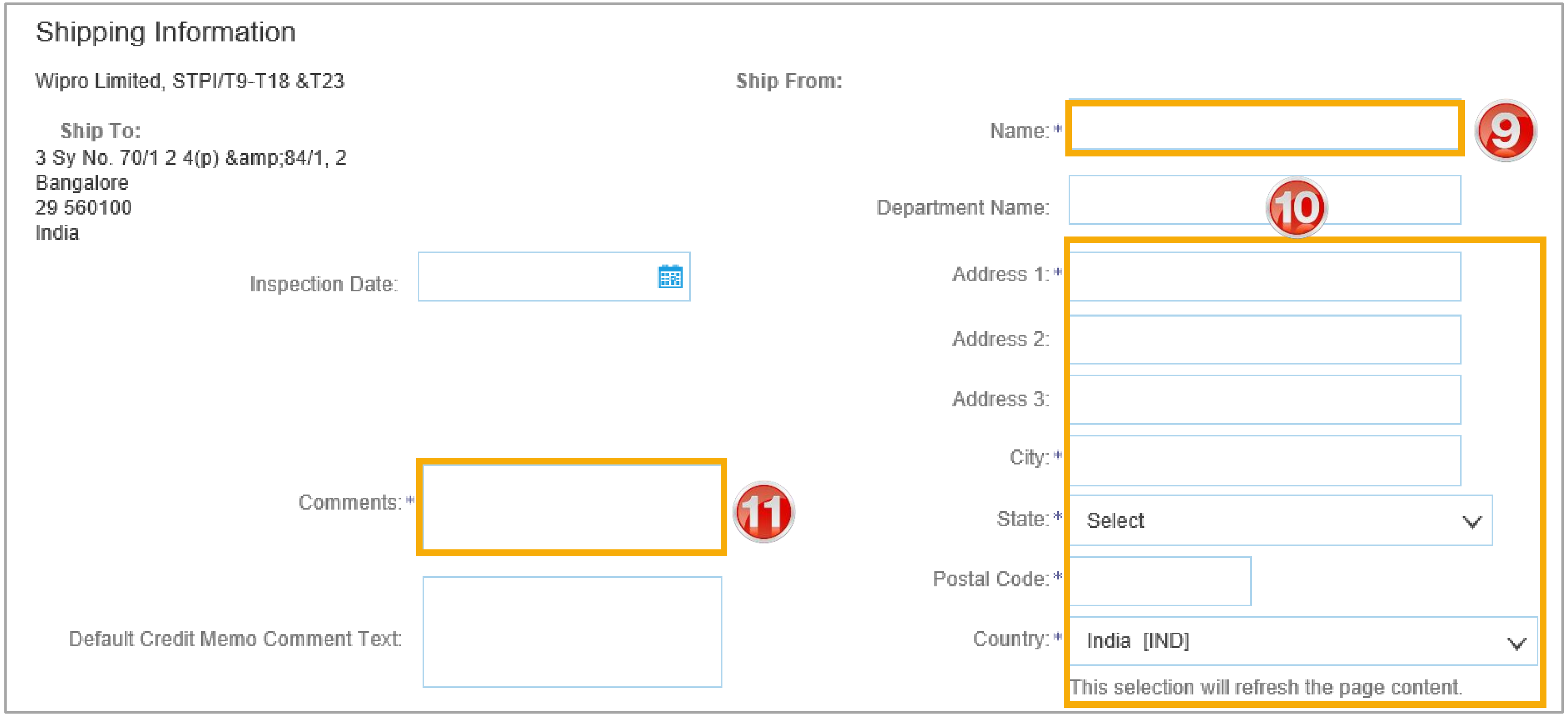
6. Enter the **Name**.
7. Enter the **Department Name**.
8. Enter the required Information:
   - **Email Address**
   - **Address**
   - **Postal Code**
   - **Country**



Credit Memo – Header Level

Scroll down to the **Shipping Information** section

9. Enter **Name** in the **Ship From** section.
10. Enter the **Address** and **Shipping Information** with an asterisks.
11. Enter the required **Comments**.



Credit Memo - Adjustments

1. Enter the value of the credit memo into the appropriate **Adjustment** section (remember it must be a negative figure)

Note: If there is an Adjustment in the tax on an invoice;

   1) Click **Create Tax**
   2) Select the applicable tax rate
   3) Enter the **Taxable Amount** (remember it must be a negative number)

2. Add **Attachment,** if required.

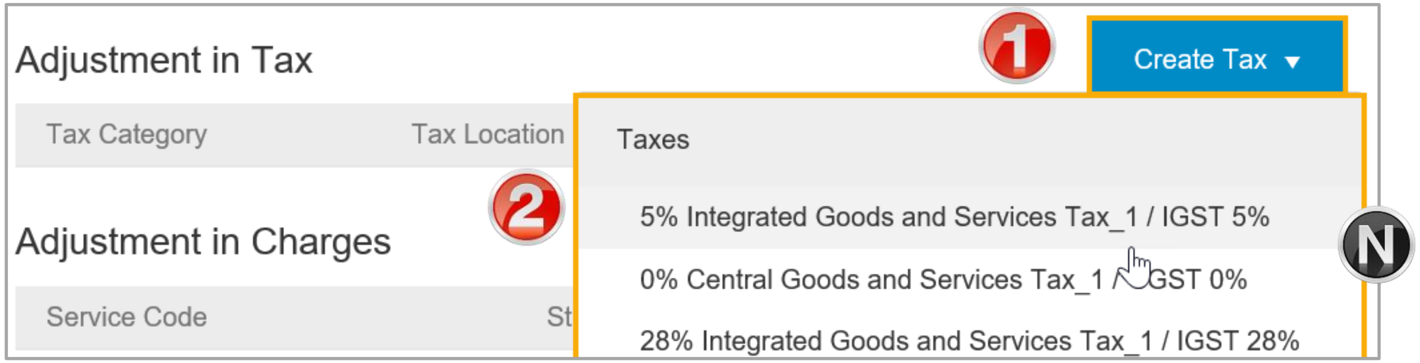
3. Click **Next**.

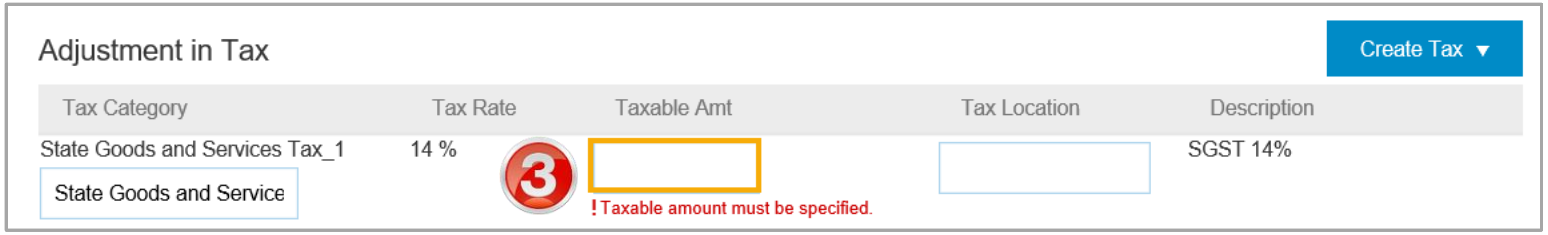
Create Credit Memo - Tax and Charges Adjustment

1. Click **Create Tax**.
2. Select the **Taxes**.

Note: The tax amount for adjustment will be calculated based on the Taxable amount

3. Enter the **Taxable Amt**.
4. Click **Create Charge** in case extra charges that need to reflect.
5. Select the service code from the **Select Charge Type** drop-down list.
6. Click **Next**.





Finalise a Credit Memo

- The screen displays **Create Credit Memo.** Review the information

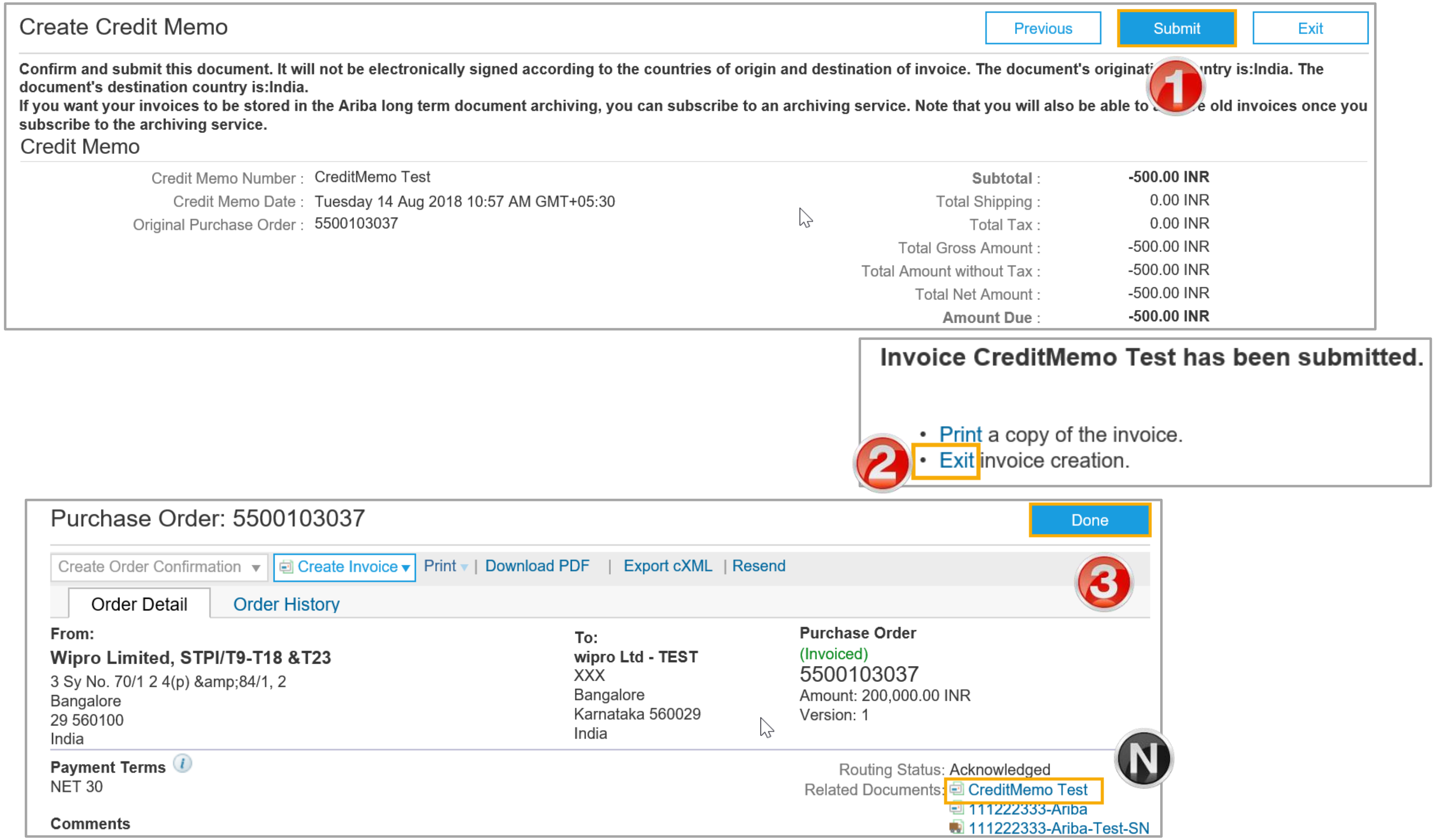
5. Click **Submit**. If there are any changes to be made click **Previous** to go back to the previous screen.

2. Click **Exit**.

- The screen displays the **Purchase Order**.

Note: The Credit Memo Document can be found in **Related Documents** section.

3. Click **Done**.



Line Item Credit Memo

- Line Item Credit Memos are created against an Invoice.
- Please note the following when creating Line Item Credit Memos:
    - Credits are supported against specific line items from a previously submitted invoice.
    - Credits can be for full or partial amounts.
- Line Item Credit Memos are access via the **OUTBOX**

Begin the Line Item Credit Memo

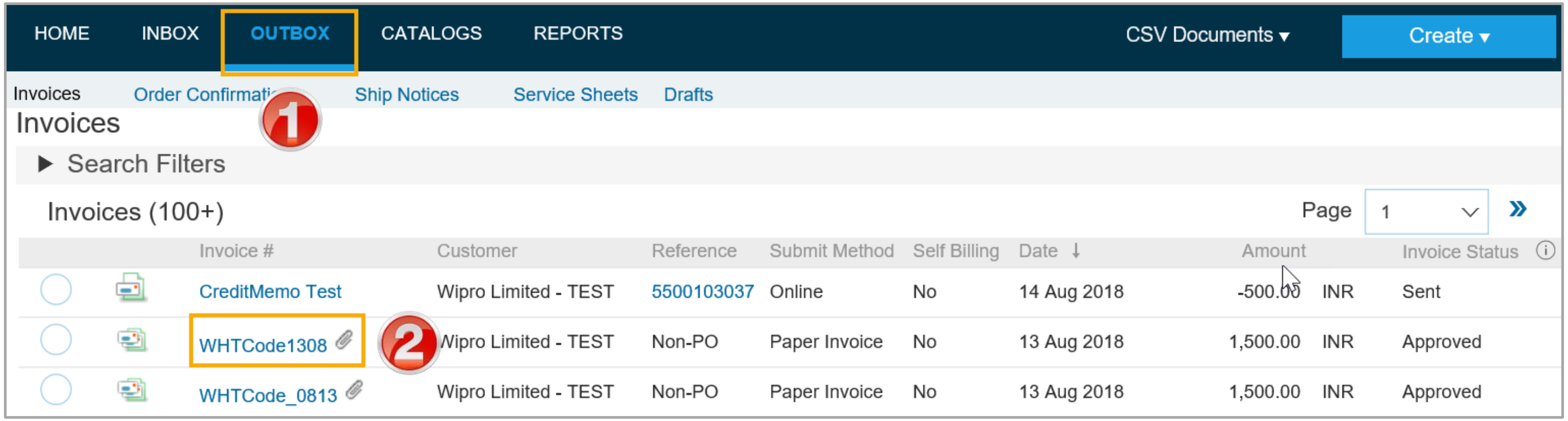
1. Click the **Outbox** tab on the **Home** page.

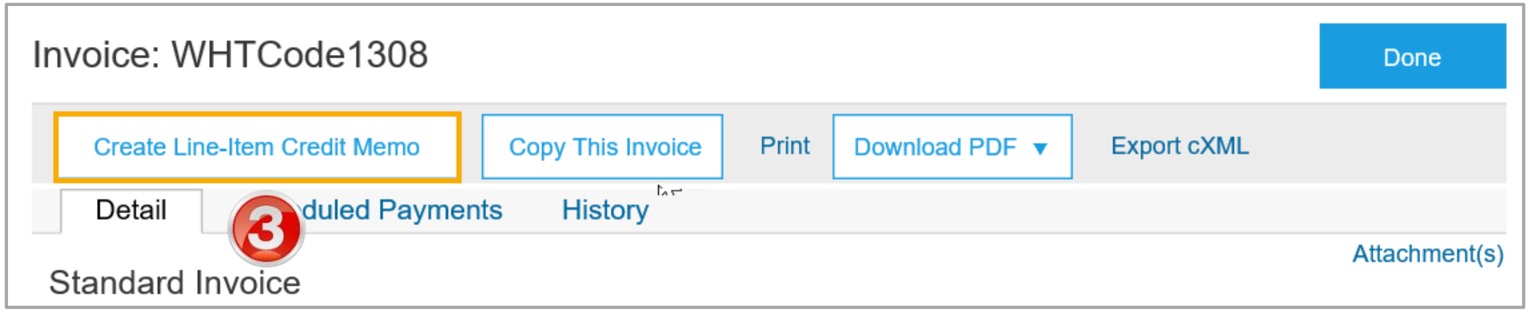
➢ The screen displays the **Invoices**.

2. Click the **Invoice #**.

3. Click **Create Line-Item Credit Memo**.

➢ The screen displays **Create Line-Item Credit**.

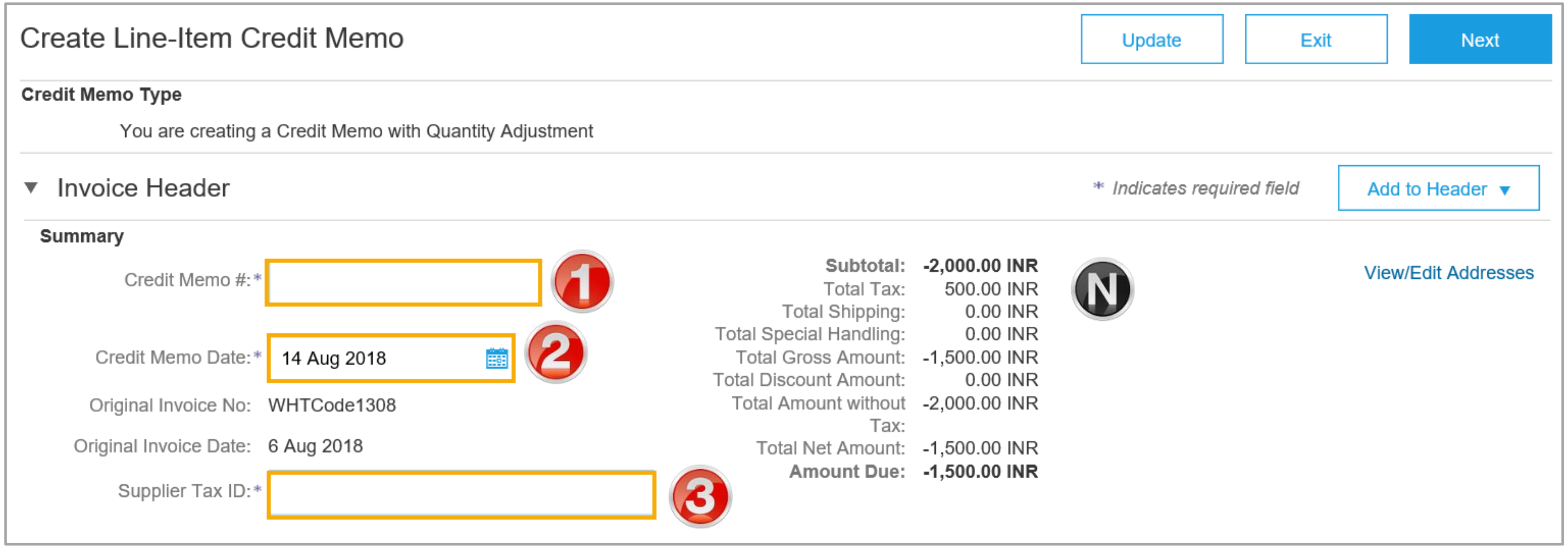




Line Item Credit Memo – Header Level

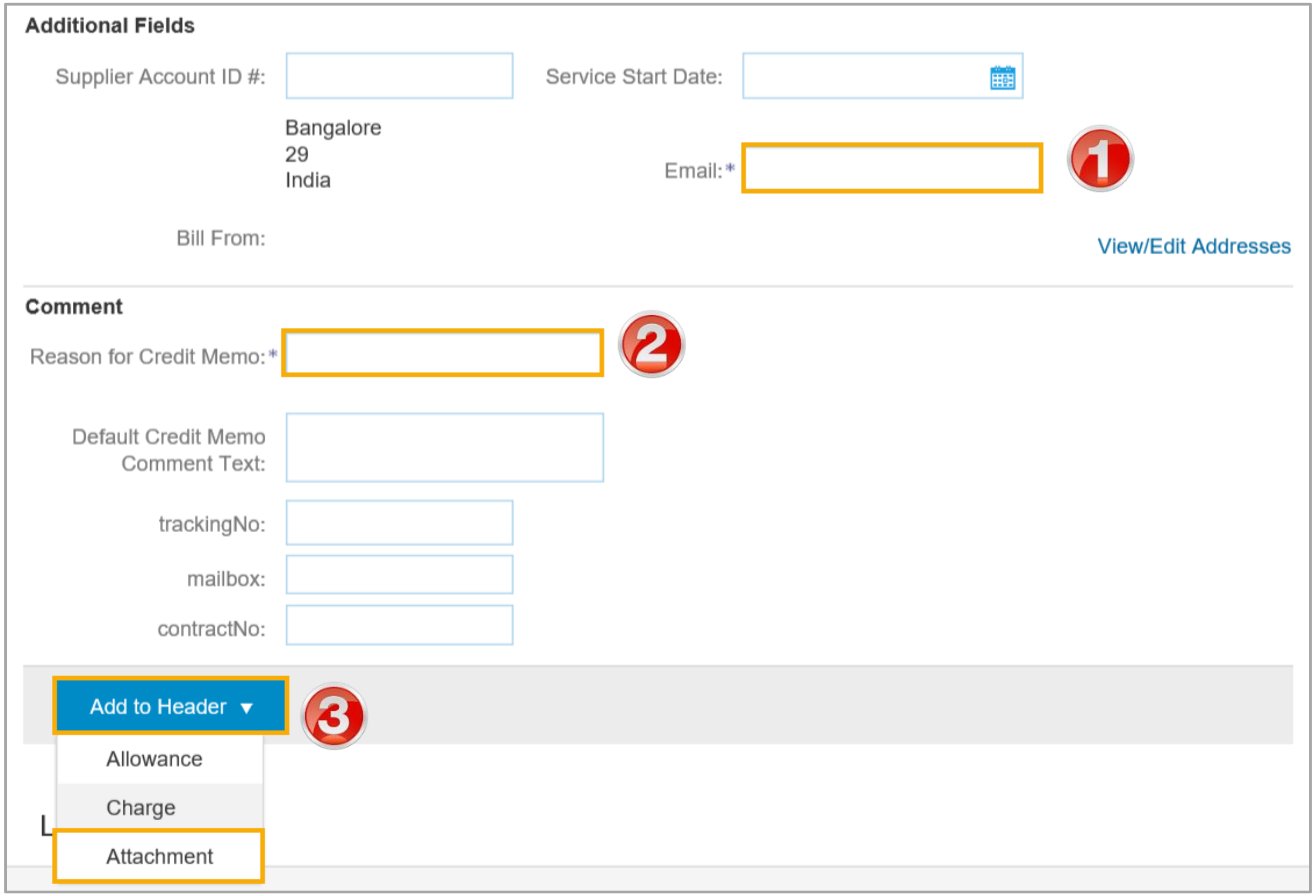
1. Enter a **Credit Memo #**
2. Select the **Credit Memo Date**.
3. Enter **Supplier Tax ID**.

Note: All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default.



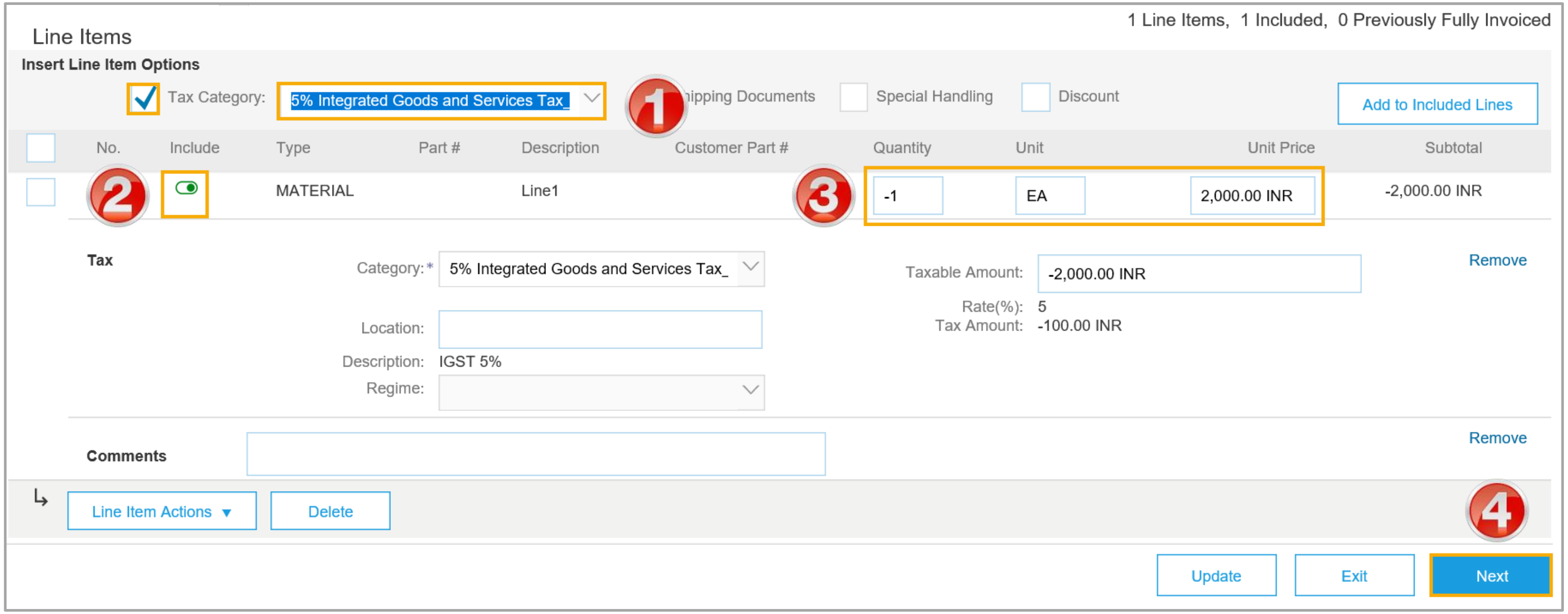
Line Item Credit Memo - Adding Attachment and Comments

1. Enter the **Email**.
2. Enter the **Reason for Credit Memo**.
3. To add supporting documents, click **Add to Header** and select **Attachment**.



Line Item Credit Memo – Line Level

1. Select the **Tax Category .**
2. Select the **Include** toggle button to include or exclude any line item.
3. Confirm the **Unit Quantity** and enter the **Unit Price** if it is different to the one displayed (Ensure there is a negative symbol in front of the **Taxable Amount**)
4. Click **Next .**



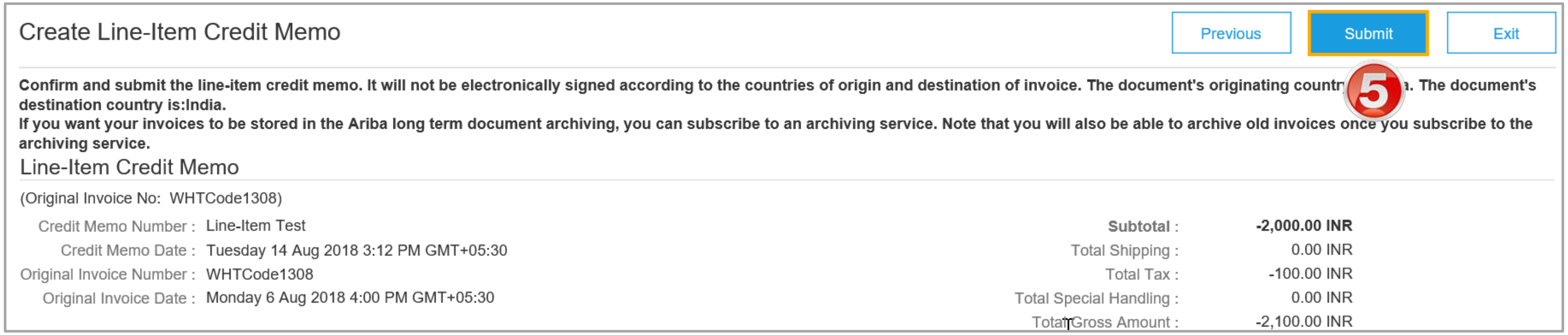
Finalising a Line Item Credit Memo

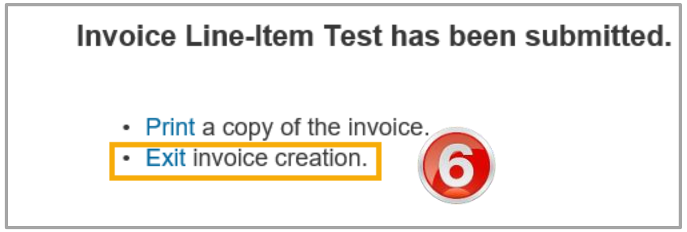
5. Review the line item credit memo and click **Submit**. If there are any changes to be made click **Previous** to go back to the previous screen.

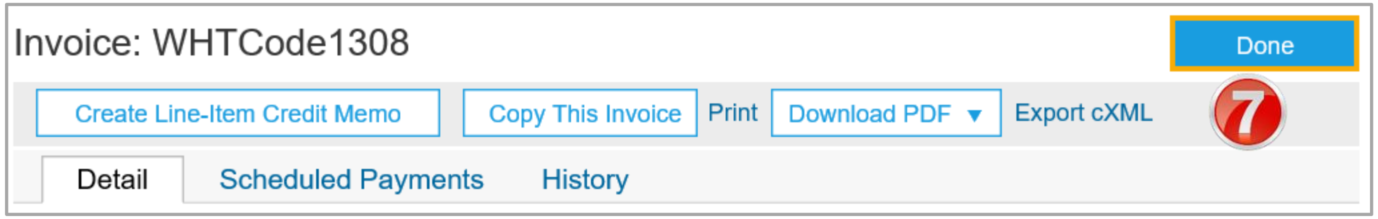
6. Click **Exit**.

➢ The screen displays the **Invoice** details.

7. Click **Done**.







Remittance

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

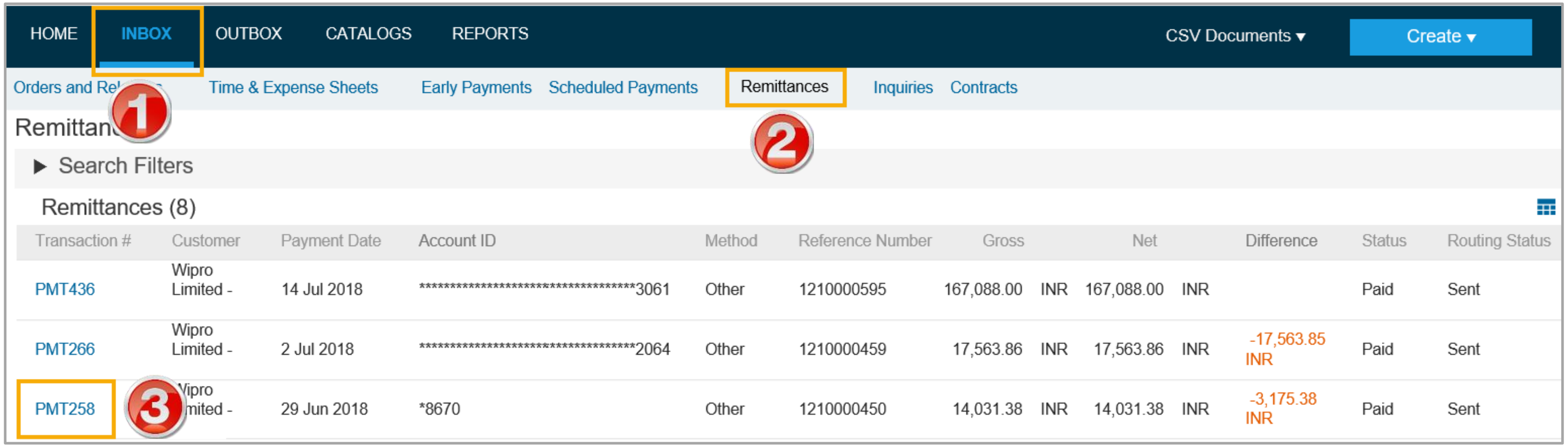
Locating Remittances

1. Click the **Inbox** tab on the **Home** page.

2. Select **Remittances**.

➢ The screen displays **Remittances.**

1. Select the required transaction number by clicking on the **Transaction#.**



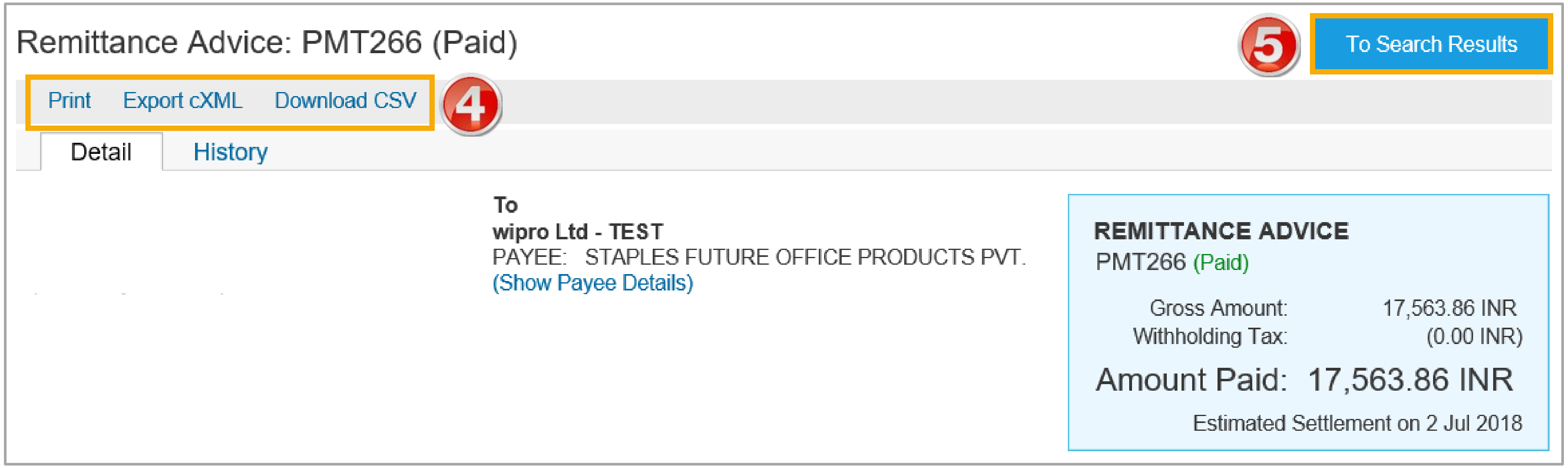
Locating Remittances cont.

- The **Remittance Advice** page displays:
  - **REMITTANCE ADVICE**
  - **Gross Amount**
  - **Withholding Tax**
  - **Amount Paid**

4. The below options can be actioned.

   - **Print** a copy of the Remittance
   - Export the Remittance to **cXML** or
   - **Download CSV**

5. Click **To Search Results**



Support

Support Type	Description
Help Centre **For all your support needs** **Note:** Support Centre Options are based on your account type and all options may not be available	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	On the Home screen 1. Click on Company Settings 2. Click on Customer Relationships 3. Click on Supplier Information Portal
Ariba Network Training Request	E: suppliertraining.apac@sap.com