

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





	<ul style="list-style-type: none">• This indicates an Instructional steps
	<ul style="list-style-type: none">• An additional step is indicated by
	<ul style="list-style-type: none">• Note: Functionality specific notes
	<ul style="list-style-type: none">• Information: other useful information



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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.

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CSV Documents>Create

Orders and ReleasesTime & Expense SheetsEarly PaymentsScheduled PaymentsRemittancesInquiriesContractsMore...

Orders and Releases

Orders and ReleasesItems to ConfirmItems to Ship

Search

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

Orders and Releases (100+)

N

	Order Number ↑	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
	5500068247	1	Wipro Limited - TEST	50,000.00 INR	23 Jul 2018	New	0.00 INR	Actions
	5500068358	1	Wipro Limited - TEST	50,000.00 INR	27 Jul 2018	New	0.00 INR	Actions
	5500068377	1	Wipro Limited - TEST	73,000.00 INR	27 Jul 2018	New	0.00 INR	Actions
	5500068378	1	Wipro Limited - TEST	73,000.00 INR	27 Jul 2018	New	0.00 INR	Actions

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

Page 1

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**.

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Orders and Releases

Orders and ReleasesItems to ConfirmItems to Ship

Search Filters

Orders and Releases (100+)Page 1

Order Number ↑	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
5500068247	1	Wipro Limited - TEST	50,000.00 INR	23 Jul 2018	New	0.00 INR	Actions
5500068358	1	Wipro Limited - TEST	50,000.00 INR	27 Jul 2018	New	0.00 INR	Actions

Purchase Order: 5500069121Done

Create Order ConfirmationCreate InvoicePrintDownload PDFExport cXMLDownload CSVResend

Order DetailOrderStandard InvoiceCredit MemoLine-Item Credit Memo

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**.

Create Invoice

UpdateSaveExitNext

Invoice Header

* Indicates required fieldAdd to Header

Summary

Purchase Order: 5500102354

Invoice #: 5500102354inv1

Invoice Date: 7 Aug 20182

Supplier Tax ID:3

Remit To: wipro Ltd - TEST

N

Click View/Edit Addresses to enter Remit To id on this invoice only or enter and save it in your remittance information

Subtotal: 1.00 INR

Total Tax: 0.05 INR

Total Gross Amount: 1.05 INR

Total Amount without Tax: 1.00 INR

Total Net Amount: 1.05 INR

Amount Due: 1.05 INR

4

View/Edit Addresses

VIEW/EDIT ADDRESSES

* Indicates required field

Remit To

You have not configured remittance addresses. Add them on the Settlement page in the Configuration area.

Tax ID Of Supplier:5

Name: wipro Ltd - TEST

Address: XXX Bangalore Karnataka 560029 India

Remit To ID:6

Account Receivable ID:

Bill To

Name: Wipro Limited

Address: Level 2, 3 Sheldon Square, Lon London 37 United Kingdom

7

OKCancel

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.

Tax ⓘ

Header level tax ⓘ

8

Line level tax ⓘ

Category: * 5% Integrated Goods and Services Tax_ ▼

9

Location:

Taxable Amount: 900.00 INR

Description: IGST 5%

Tax Rate Type:

Regime:

Rate(%): 5

Tax Amount: 45.00 INR

Remove

Shipping

Header level shipping ⓘ

10

Line level shipping ⓘ

Ship From: wipro Ltd - TEST

Ship To: STPI/EC123/T1-T8 BANGALORE

[View/Edit Addresses](#)

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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**.

Line Items

1 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category:

5% Integrated Goods and Services Tax_

Shipping Documents

Special Handling

Discount

Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
		<div>1</div>	MATERIAL	Not Available	ITEM 1		<div>2</div> 0	EA	2,000.00 INR	0.00 INR

Line Item Actions

Delete

3

Update

Save

Exit

4

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.

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : 5500069121inv
Invoice Date : Friday 3 Aug 2018 9:44 AM GMT+05:30
Original Purchase Order : 5500069121

Subtotal : 900.00 INR
Total Tax : 45.00 INR
Total Gross Amount : 945.00 INR
Total Amount without Tax : 900.00 INR
Total Net Amount : 945.00 INR
Amount Due : 945.00 INR

REMIT TO:
wipro Ltd - TEST

Postal Address:
XXX

BILL TO:
STPI/EC123/T1-T8

Postal Address (default):
KeonicsElectronicHosurMainRoad

SUPPLIER:
wipro Ltd - TEST

Postal Address:
XXX

Invoice 5500069121inv has been submitted.

2

Print

Exit

a copy of the invoice.
invoice creation.

N

Purchase Order: 5500069121

3Done

Create Order Confirmation

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

From:
STPI/EC123/T1-T8
KeonicsElectronicHosurMainRoad

To:
wipro Ltd - TEST
XXX

Purchase Order
(Invoiced)
5500069121



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**

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Invoices

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Search Filters

Invoices (100+)

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	Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	INR	Invoice Status ⓘ
	5500069121inv	Wipro Limited - TEST	5500069121	Online	No	3 Aug 2018	945.00	INR	Sent
	INV-IS-012 ⓘ	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01	INR	Sent
	INV-IS-010 ⓘ	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01	INR	Sent
	INV-IS-007 ⓘ	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01	INR	Approved
	INV-IS-006 ⓘ	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01	INR	Sent
	INV-IS-001 ⓘ	Wipro Limited - TEST	Non-PO	ICS Paper Invoice	No	27 Jul 2018	0.01	INR	Sent

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**.
 - The screen displays **Invoice** details.
- 3. Click the required **Invoice #**.
 - The screen displays **Invoice** details.
- 2. Click **Cancel**.

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Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (100+) Page 1

	Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
<input type="radio"/>	5500069121inv	Wipro Limited - TEST	5500069121	Online	No	3 Aug 2018	945.00 INR	Sent
<input type="radio"/>	INV-IS-012	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01 INR	Sent
<input type="radio"/>	INV-IS-010	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01 INR	Sent
<input type="radio"/>	INV-IS-007	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01 INR	Approved
<input type="radio"/>	INV-IS-006	Wipro Limited - TEST	Contract	ICS Paper Invoice	No	30 Jul 2018	0.01 INR	Sent
<input type="radio"/>	INV-IS-001	Wipro Limited - TEST	Non-PO	ICS Paper Invoice	No	27 Jul 2018	0.01 INR	Sent

Invoice: 5500069121inv Done

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

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**.

Cancel Invoice?

Are you sure you want to cancel this invoice?

Yes

No

5

6

Done

Previous

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Invoices

Search Filters

Invoices (100+)Page 3

Invoice #	Customer	Reference	Submit Method	Date	Amount	Invoice Status
<div><div></div><div>inv_M101</div></div>	Wipro Limited - TEST	Non-PO	Paper Invoice	19 Jul 2018	1,000.00 INR	Sent
<div><div></div><div>5500069121inv</div></div>	Wipro Limited - TEST	5500069121	Online	3 Aug 2018	945.00 INR	Canceled
<div><div></div><div>WHTCode1308</div></div>	Wipro Limited - TEST	Non-PO	Paper Invoice	13 Aug 2018	1,500.00 INR	Approved



Partial Invoicing

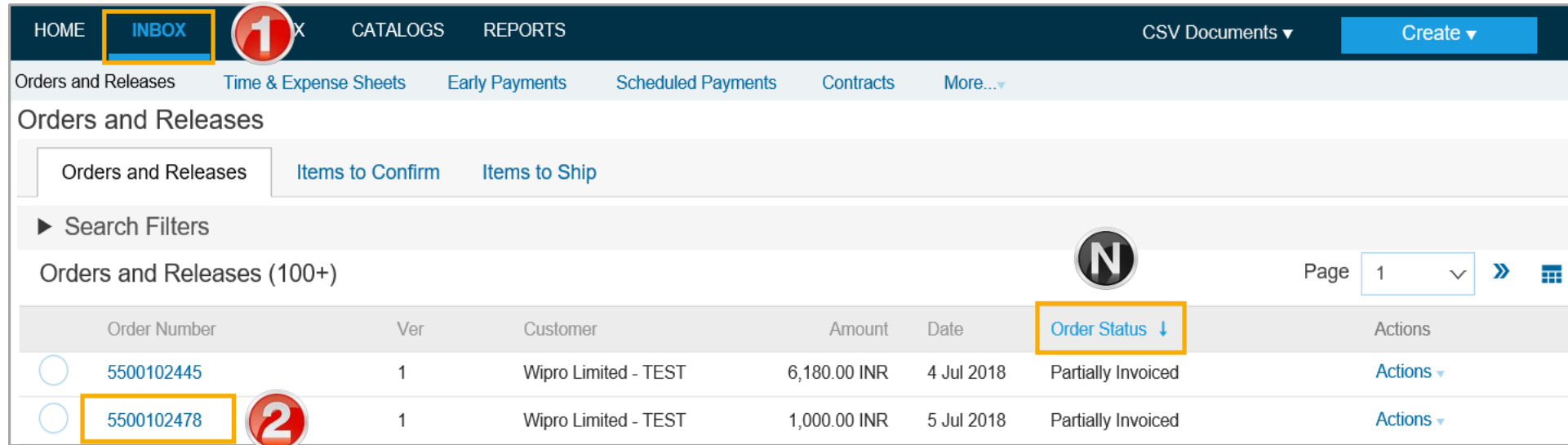
- Multiple partial invoices can be created for a purchase order.
- Invoices status will remain as **Partially Invoiced** until all items on the original purchase order have been invoiced.

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.



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Orders and Releases

Orders and Releases Items to Confirm Items to Ship

► Search Filters

Orders and Releases (100+) N Page 1 ▼ »

Order Number	Ver	Customer	Amount	Date	Order Status ↓	Actions
5500102445	1	Wipro Limited - TEST	6,180.00 INR	4 Jul 2018	Partially Invoiced	Actions ▼
5500102478	1	Wipro Limited - TEST	1,000.00 INR	5 Jul 2018	Partially Invoiced	Actions ▼

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.

Purchase Order: 5500102478

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

1

Print

Download PDF

Resend

Order Detail

Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo

2

From:

Divyasree/SEZ/U2

IT/ITESSEZ, Divaysree Technopark EPIP Zone, Kundalahalli, Doddanakundi Post, Whitefield, Bangalore 10 560037 India

To:

wipro Ltd - TEST XXX

Bangalore Karnataka 560029 India

Purchase Order

(Partially Invoiced)

5500102478

Amount: 1,000.00 INR

Version: 1

Payment Terms

NET 30

Comments

Routing Status: Acknowledged

Related Documents: INV_1007_1

Ship_notice

Untitled 07/10/2018

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 **Supplier 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.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 5500069121

Invoice #:

Invoice Date: 2 Aug 2018

Supplier Tax ID:

Remit To: wipro Ltd

Bill To: STPI/EC123/T1-T8

1

Subtotal: 900.00 INR

Total Tax: 45.00 INR

Gross Amount: 945.00 INR

Total Amount without Tax: 900.00 INR

Total Net Amount: 945.00 INR

Amount Due: 945.00 INR

4

View/Edit Addresses

Tax ⓘ

5

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: 5% Integrated Goods and Services Tax_ ▼

Location:

Description: IGST 5%

Regime:

6

Taxable Amount: 900.00 INR

Tax Rate Type:

Rate(%): 5

Tax Amount: 45.00 INR

Remove

Shipping

7

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: wipro Ltd

Ship To: STPI/EC123/T1-T8
BANGALORE

View/Edit Addresses

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**.

Add to Header ▾

3 Line Items, 3 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Opti

Tax Category: Integrated Goods and Services Tax_1 ▾☐ Shipping Documents ☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	WIRELESS KEYBOARD + MOUSE,HP,186641	2	EA	100.00 INR	200.00 INR
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	WIRELESS KEYBOARD + MOUSE,HP,186641	1	EA	2,000.00 INR	2,000.00 INR
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	WIRELESS KEYBOARD + MOUSE,HP,186641	2	EA	3,000.00 INR	6,000.00 INR

Line Item Actions ▾

Delete

Update

Save

Exit

Next

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this will country is:India. The document's destination country is:India.
If you want your invoices in thive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice 5500102380InvTest has been submitted.

5

Print

Exit

a copy of the invoice.
invoice creation.



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.

Detail

Scheduled Payments

History

Rejected Invoice:

Reasons:
INV-35: The invoice status has been successfully updated to Rejected by Wipro Limited - TEST. Description:Invoice could not be created from InvoiceDetailRequest. Reason = Duplicate invoice number. PayloadId = 0002347467
Not Acceptable

Edit & Resubmit

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**.

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Invoices

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	Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
	NonPO201	Wipro Limited - TEST	Non-PO	Paper Invoice	No	12 Jul 2018	200.00 INR	Approved
	ses_31	Wipro Limited - TEST	5500102959	ICS Paper Invoice	No	16 Jul 2018	0.01 INR	Rejected

Invoice: ses_31

Done

EditCreate Line-Item Credit MemoCopy This InvoicePrintDownload PDFExport cXML

DetailScheduled PaymentsHistory

Rejected Invoice:

Reasons:

INV-35: The invoice status has been successfully updated to Rejected by Wipro Limited - TEST. Description:Invoice could not be created from InvoiceDetailRequest. Reason = Duplicate invoice number. PayloadId = 0002347467

Not Acceptable

2

Edit & Resubmit

3

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**.

Edit Invoice [Update] [Exit] **Next** 4

▼ Invoice Header * Indicates required field [Add to Header ▼]

Summary

Invoice #:*	ses_31	Subtotal:	0.01 INR	View/Edit Addresses
		Total Tax:	0.01 INR	
		Total Gross Amount:	0.02 INR	
		Total Amount without Tax:	0.01 INR	
		Total Net Amount:	0.02 INR	
Invoice Date:*	16 Jul 2018	Amount Due:	0.02 INR	
Supplier Tax ID:*				

Edit Invoice [Previous] **Submit** [Exit] 5

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: . If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice # :	INV4501475005	Subtotal:	0.01 INR
Invoice Date :	Monday 24 Jul 2017 12:00 PM GMT+10:00	Total Tax:	0.01 INR
Original Purchase Order :	4501475005	Total Gross Amount:	0.02 INR
		Total Amount without Tax:	0.01 INR
		Total Net Amount:	0.02 INR
		Amount Due:	0.02 INR

Invoice: ses_31 6 [Done]

[Create Line-Item Credit Memo] [Copy This Invoice] [Print] [Download PDF] [Export cXML]

Detail [Scheduled Payments] [History]

Canceled Invoice:
Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice



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.

The screenshot displays the SAP Ariba interface for locating scheduled payments. The top navigation bar includes tabs for HOME, **INBOX**, OUTBOX, CATALOGS, and REPORTS. The **INBOX** tab is selected, and the **Scheduled Payments** sub-tab is highlighted. The main content area shows a table of scheduled payments with columns for Payment Proposal, Customer, Reference, Method, Scheduled Payment Date, Remaining, Amount Due, Status, and Early Pay Status. The table lists four payment proposals, all with a status of 'Scheduled' and 'Not Eligible' for early payment. The first two proposals are for 'Wipro Limited - TEST' and have a remaining amount of 987,765.00 INR. The last two are for 'Wipro Limited - TEST' and have a remaining amount of 1,500.00 INR and 2,000.00 INR respectively. The 'Remaining' column is highlighted with an orange box. Below the table, the 'Invoice: INV_1008_2' is displayed, and the 'Scheduled Payments' sub-tab is selected. The table below shows the details of the selected invoice, including the payment proposal, received date, accepted date, planned payment date, method, original amount, amount due, status, and action. The 'Payment Proposal' column is highlighted with an orange box.

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Remaining	Amount Due	Status	Early Pay Status
PAYINV_1008_2-3637	Wipro Limited - TEST	INV_1008_2	Other	9 Sep 2018	27 Days	987,765.00 INR	Scheduled	Not Eligible
PAYINV_1008_1-3633	Wipro Limited - TEST	INV_1008_1	Other	9 Sep 2018	27 Days	987,765.00 INR	Scheduled	Not Eligible
PAYRETN080818-3598	Wipro Limited - TEST	RETN080818	Other	7 Sep 2018	25 Days	1,500.00 INR	Scheduled	Not Eligible
PAYRetentionTax-3591	Wipro Limited - TEST	RetentionTax	Other	7 Sep 2018	25 Days	2,000.00 INR	Scheduled	Not Eligible

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Amount Due	Status	Action
PAYINV_1008_2-3637	10 Aug 2018	10 Aug 2018	9 Sep 2018	Other	987,765.00 INR	987,765.00 INR	Scheduled	

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**.

Scheduled Payment: PAYINV_1008_2-3637

DonePrevious

PrintExport cXML

1

DetailPayment HistoryHistory

Payment Information

Scheduled Payment Date: 9 Sep 2018
Payment Method: N
Invoice ID: INV_1008_2

PAYMENT PROPOSAL
PAYINV_1008_2-3637 (Scheduled)

Original Amount: 987,765.00 INR
Discount Amount: (0.00 INR)
Amount Due: 987,765.00 INR
Settlement on 9 Sep 2018

Payment Timeline

Day 0Day 30

Invoice Created
987,765.00 INR
9 Aug 2018

Invoice Approved
Payment Proposal Received
10 Aug 2018

Original Due Date
9 Sep 2018

PrintExport cXML

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29



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**.

HOME **INBOX** OUTBOX CATALOGS REPORTS CSV Documents ▾ Create ▾

Orders and Releases Time & Expense Sheets Early Payments Scheduled Inquiries Contracts More... ▾

Orders and Releases

Items to Confirm Items to Ship

Search Filters

Orders and Releases (100+) Page 1 ▾ »

Order Number	Ver	Customer	Amount	Date ↓	Order Status	Actions
5500103037	1	Wipro Limited - TEST	200,000.00 INR	10 Aug 2018	Invoiced	Actions ▾
5500103034	1	Wipro Limited - TEST	200,000.00 INR	10 Aug 2018	Invoiced	Actions ▾

Purchase Order: 5500102380 Done

Create Order Confirmation ▾ **Create Invoice ▾** | Print ▾ | Download CSV | Resend

Order Detail Order

Standard Invoice

Credit Memo

Line-Item 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**.

Create Credit Memo

Next

Exit

Header Information

Credit Memo Number: *

1

Credit Memo Date: *13 Aug 2018

3

Supplier Account ID #:

2

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

* Indicates required field

Original PO #: 5500103037

Customer Reference:

Supplier Reference:

Service Period

Start Date:

End Date:

Address

Remit To: You have not configured remittance addresses.
Add them on the Settlement page in the Configuration area.

Bill To: Wipro Limited, STPI/T9-T18
&T23

Name: wipro Ltd - TEST

Address: XXX
Bangalore
Karnataka 560029
India

Remittance ID: *

4

Account Receivable ID:

Tax ID Of Supplier: *

5

! Required field

Credit Memo – Header Level

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

Issued By:	Invoice Recipient:
Name: <input type="text" value="Supplier Name"/> 6	Name: <input type="text" value="Wipro Limited"/>
Department Name: <input type="text"/> 7	Department Name: <input type="text"/>
<div><div><div>Email Address: <input type="text"/></div><div>Address 1: * <input type="text" value="XXX"/></div><div>Address 2: <input type="text"/></div><div>Address 3: <input type="text"/></div><div>City: * <input type="text" value="Bangalore"/></div><div>State: * <input type="text" value="Karnataka [IN-KA]"/> ▼</div><div>Postal Code: * <input type="text" value="560029"/></div><div>Country: * <input type="text" value="India [IND]"/> ▼</div></div><div>8</div></div> <div>This selection will refresh the page content.</div>	Email Address: <input type="text"/> Address 1: <input type="text" value="210 6th ave"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text" value="pittsburgh"/> State: <input type="text" value="Pennsylvania"/> ▼ Zip: <input type="text" value="15222"/> Country: <input type="text" value="United States [USA]"/> ▼ This selection will refresh the page content.

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**.

Shipping Information

Wipro Limited, STPI/T9-T18 &T23

Ship To:

3 Sy No. 70/1 2 4(p) &84/1, 2

Bangalore

29 560100

India

Inspection Date:

Comments: *

Default Credit Memo Comment Text:

Ship From:

Name: *

Department Name:

Address 1: *

Address 2:

Address 3:

City: *

State: *

Select

Postal Code: *

Country: *

India [IND]

This selection will refresh the page content.

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**.

Adjustment

Adjustment in Subtotal: (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Description
		N

Create Tax ▼

Create Charge

Adjustment in Charges

Service Code	Charge Amount	End Date

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: * 0.00 INR (Amount must be negative or zero.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

Next

Exit

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**.

Adjustment in Tax

1

Create Tax ▼

Tax Category

Tax Location

Taxes

2

5% Integrated Goods and Services Tax_1 / IGST 5%

0% Central Goods and Services Tax_1 / GST 0%

28% Integrated Goods and Services Tax_1 / IGST 28%

N

Adjustment in Charges

Service Code

St

Adjustment in Tax

Create Tax ▼

Tax Category

Tax Rate

Taxable Amt

Tax Location

Description

State Goods and Services Tax_1

14 %

3

! Taxable amount must be specified.

SGST 14%

State Goods and Service

Adjustment in Charges

4

Create Charge

Service Code

Charge Amount

Description

Start Date

End Date

5

- Select Charge Type - ▼

6

Next

Exit

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**.

Create Credit Memo

PreviousSubmitExit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's origin country is:India. The document's destination country is:India.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to view old invoices once you subscribe to the archiving service.

Credit Memo

Credit Memo Number :	CreditMemo Test	Subtotal :	-500.00 INR
Credit Memo Date :	Tuesday 14 Aug 2018 10:57 AM GMT+05:30	Total Shipping :	0.00 INR
Original Purchase Order :	5500103037	Total Tax :	0.00 INR
		Total Gross Amount :	-500.00 INR
		Total Amount without Tax :	-500.00 INR
		Total Net Amount :	-500.00 INR
		Amount Due :	-500.00 INR

Invoice CreditMemo Test has been submitted.

2

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

Purchase Order: 5500103037

Done

Create Order Confirmation Create Invoice Print Download PDF Export cXML Resend

Order DetailOrder History

From:

Wipro Limited, STPI/T9-T18 &T23

3 Sy No. 70/1 2 4(p) &84/1, 2

Bangalore

29 560100

India

To:

wipro Ltd - TEST

XXX

Bangalore

Karnataka 560029

India

Purchase Order

(Invoiced)

5500103037

Amount: 200,000.00 INR

Version: 1

Payment Terms ⓘ

NET 30

Routing Status: Acknowledged

Related Documents:

CreditMemo Test

111222333-Ariba

111222333-Ariba-Test-SN

Comments



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**.

HOME

INBOX

OUTBOX

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Invoices

Order Confirmation

Ship Notices

Service Sheets

Drafts

Invoices

1

Search Filters

Invoices (100+)

Page

1

	Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
	CreditMemo Test	Wipro Limited - TEST	5500103037	Online	No	14 Aug 2018	-500.00 INR	Sent
	WHTCode1308	Wipro Limited - TEST	Non-PO	Paper Invoice	No	13 Aug 2018	1,500.00 INR	Approved
	WHTCode_0813	Wipro Limited - TEST	Non-PO	Paper Invoice	No	13 Aug 2018	1,500.00 INR	Approved

Invoice: WHTCode1308

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Attachment(s)

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.

Create Line-Item Credit Memo

UpdateExitNext

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Credit Memo #:

*

1

Credit Memo Date:

*

14 Aug 2018

2

Original Invoice No:

WHTCode1308

Original Invoice Date:

6 Aug 2018

Supplier Tax ID:

*

3

Subtotal:

-2,000.00 INR

Total Tax:

500.00 INR

Total Shipping:

0.00 INR

Total Special Handling:

0.00 INR

Total Gross Amount:

-1,500.00 INR

Total Discount Amount:

0.00 INR

Total Amount without Tax:

-2,000.00 INR

Total Net Amount:

-1,500.00 INR

Amount Due:

-1,500.00 INR

N

View/Edit Addresses

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**.

Additional Fields

Supplier Account ID #:

Service Start Date:

Bangalore
29
India

Email:*

Bill From:

View/Edit Addresses

Comment

Reason for Credit Memo:*

Default Credit Memo
Comment Text:

trackingNo:

mailbox:

contractNo:

Add to Header

Allowance

Charge

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** .

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 5% Integrated Goods and Services Tax_

1 Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	2 <input checked="" type="checkbox"/>	MATERIAL		Line1		3 -1	EA	2,000.00 INR	-2,000.00 INR

Tax

Category: * 5% Integrated Goods and Services Tax_

Location:

Description: IGST 5%

Regime:

Taxable Amount: -2,000.00 INR

Rate(%): 5

Tax Amount: -100.00 INR

Remove

Comments

Remove

Line Item Actions ▾

Delete

4

Update

Exit

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**.

Create Line-Item Credit Memo

Previous

Submit

Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:India. The document's destination country is:India.

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: WHTCODE1308)

Credit Memo Number : Line-Item Test

Credit Memo Date : Tuesday 14 Aug 2018 3:12 PM GMT+05:30

Original Invoice Number : WHTCODE1308

Original Invoice Date : Monday 6 Aug 2018 4:00 PM GMT+05:30

Subtotal : -2,000.00 INR

Total Shipping : 0.00 INR

Total Tax : -100.00 INR

Total Special Handling : 0.00 INR

Total Gross Amount : -2,100.00 INR

Invoice Line-Item Test has been submitted.

• Print a copy of the invoice.

• Exit invoice creation.

6

Invoice: WHTCODE1308

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History



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#**.

HOMEINBOXOUTBOXCATALOGSREPORTS

CSV Documents ▼Create ▼

Orders and ReTime & Expense SheetsEarly PaymentsScheduled PaymentsRemittancesInquiriesContracts

Remittances

▶ Search Filters

Remittances (8)

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Net	Difference	Status	Routing Status
PMT436	Wipro Limited -	14 Jul 2018	*****3061	Other	1210000595	167,088.00 INR	167,088.00 INR		Paid	Sent
PMT266	Wipro Limited -	2 Jul 2018	*****2064	Other	1210000459	17,563.86 INR	17,563.86 INR	-17,563.85 INR	Paid	Sent
PMT258	Wipro Limited -	29 Jun 2018	*8670	Other	1210000450	14,031.38 INR	14,031.38 INR	-3,175.38 INR	Paid	Sent

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**

Remittance Advice: PMT266 (Paid)

5

To Search Results

[Print](#) [Export cXML](#) [Download CSV](#)

4

Detail

[History](#)

To

wipro Ltd - TEST

PAYEE: STAPLES FUTURE OFFICE PRODUCTS PVT.

[\(Show Payee Details\)](#)

REMITTANCE ADVICE

PMT266 **(Paid)**

Gross Amount: 17,563.86 INR
Withholding Tax: (0.00 INR)

Amount Paid: 17,563.86 INR

Estimated Settlement on 2 Jul 2018



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: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click on Supplier Information Portal
Ariba Network Training Request	E: suppliertraining.apac@sap.com