## Ariba Network Invoice Guide



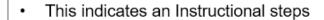


## Introduction

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 Top Glove.

#### Guide Key











Note: Functionality specific notes



Information: other useful information



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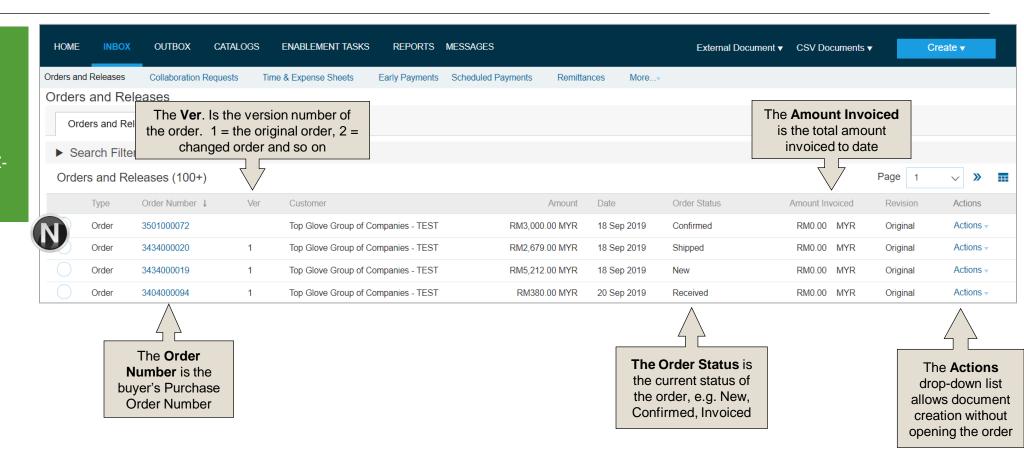
## Invoice

- All orders received by Top Glove 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 Top Glove.

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

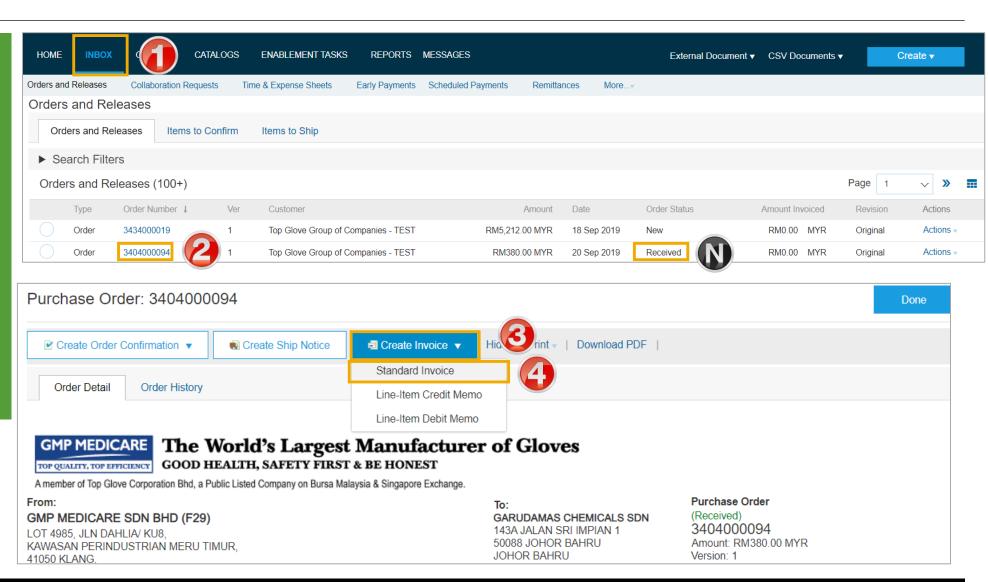


### **Begin the Invoice**

- 1. Click the **Inbox** tab on the **Home** page.
- ➤ The screen displays **Orders** and **Releases**.
- Click the desired Order Number.

**Note:** PO can only be invoiced if they are in **Received** status

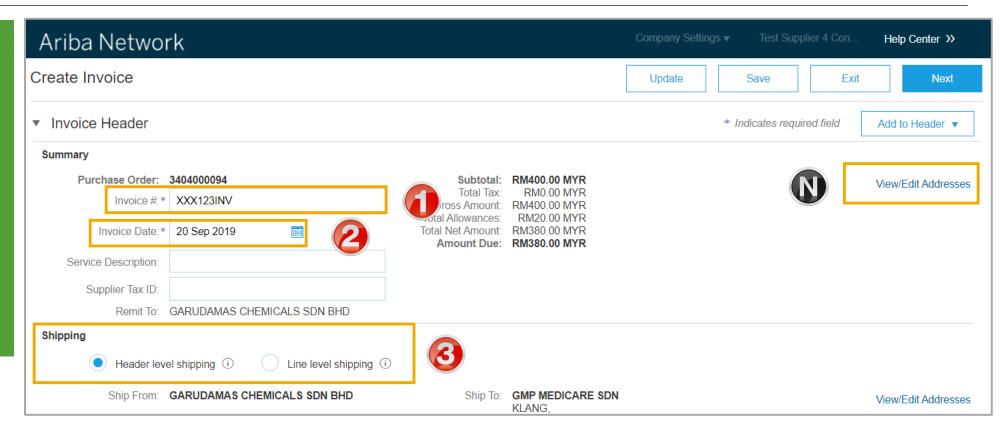
- ➤ The screen displays Purchase Order details.
- 3. Click Create Invoice.
- Select Standard Invoice from the drop-down list.



#### Standard Invoice – Header Level

- 1. Enter the Invoice #.
- The current date is auto populated to the Invoice
   Date. Edit it to the desired date.
- The screen displays View/Edit Addresses pop-up window.
- 3. Scroll down to **Shipping** and select the **Header level shipping** radio button.

Note: Click View/Edit Addresses.



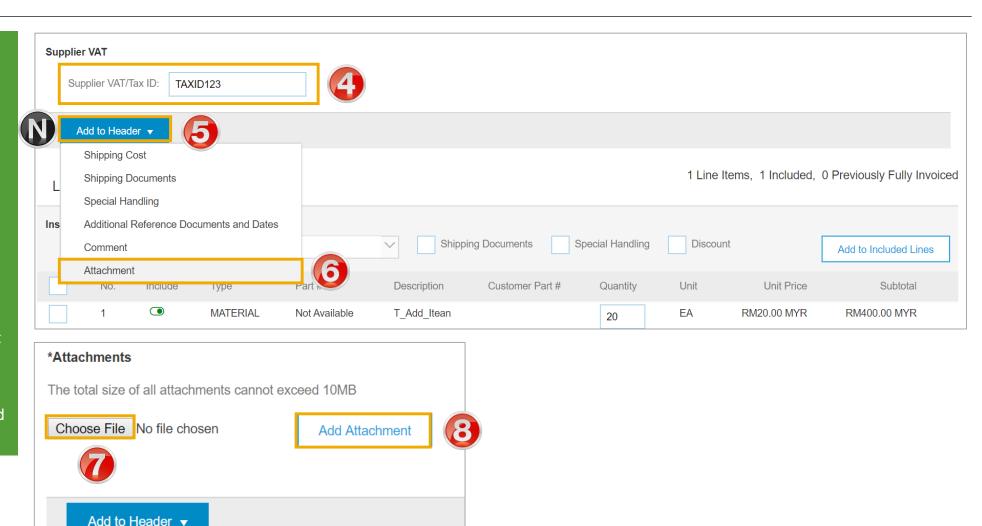
### Standard Invoice – Adding attachments to Invoice

Scroll down to **Supplier Vat** section.

4. Ensure **Supplier VAT/Tax ID** is entered.

**Note:** It is mandatory to add attachment while creating an invoice for Top Glove.

- 5. Click Add to Header.
- 6. Select **Attachment** from the drop-down list.
- 7. Click **Choose File** and select the desired file from the computer.
- 8. Click **Add Attachment** to add the file to this document.

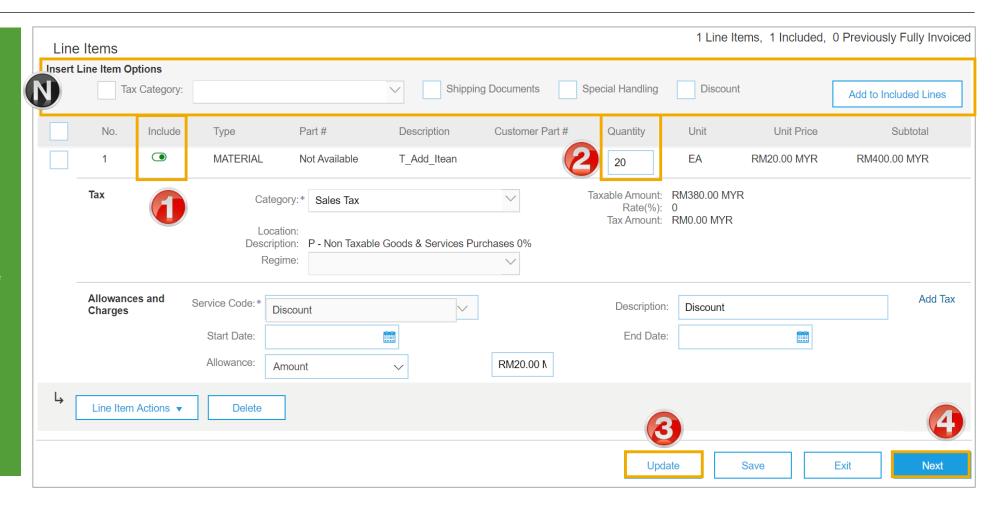


#### Standard Invoice – Line Level

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.
- Confirm or enter the appropriate Quantity.
- 3. Click Update.
- 4. Click Next.

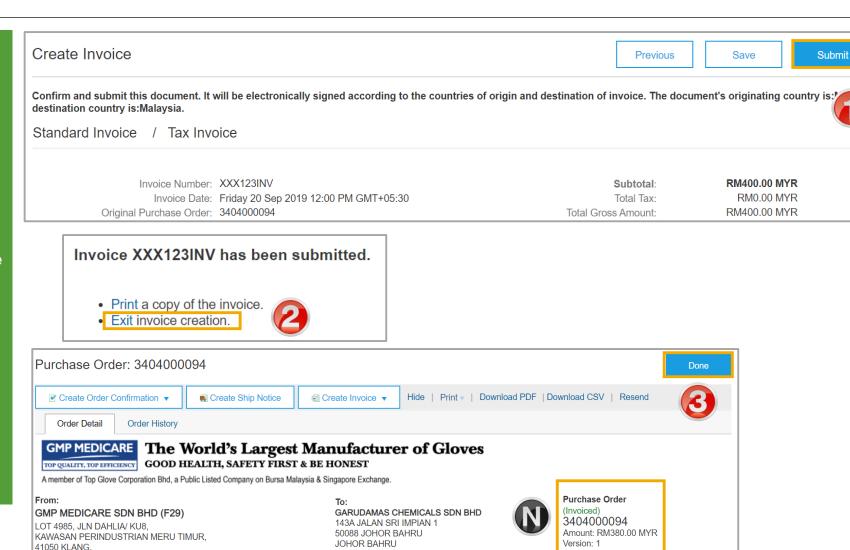


#### **Finalise Standard Invoice**

#### The screen displays **Create Invoice**.

- 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:** The status of this PO has now changed to **Invoiced**.



Exit

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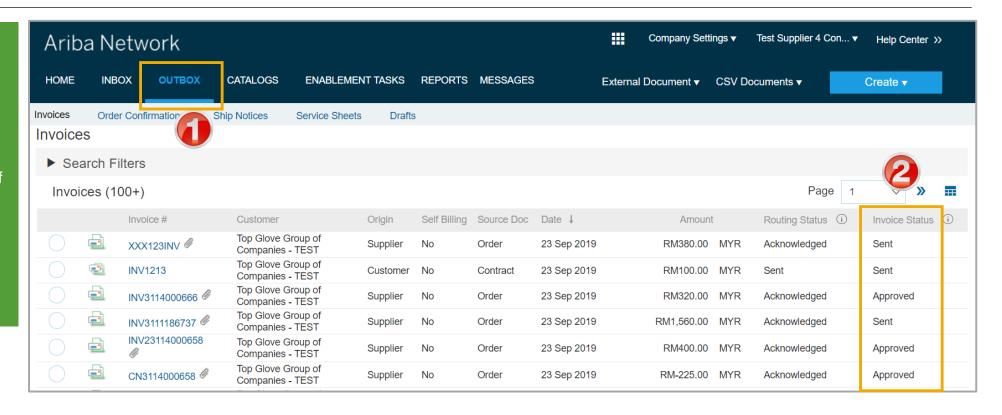


## **Invoice Status**

- The status of the Invoice will change as it progresses through Top Glove approval process
- There are 4 Invoice Statuses:
  - Sent The invoice has been submitted to Top Glove
  - Approved Top Glove 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 Top Glove

#### **Locating the Invoice Status**

- 1. Click the **Outbox** tab on the **Home** page.
- The screen displays Invoices.
- 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 Top Glove 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 Top Glove	
Rejected	A Purchase Order Confirmation that has been Rejected by Top Glove	



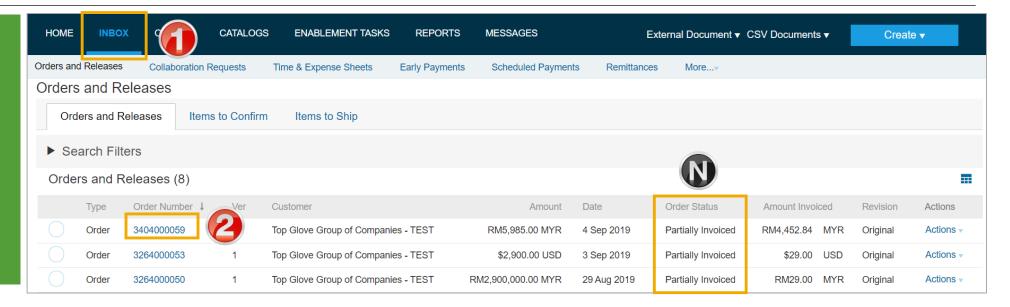
## **Partial Invoicing**

- 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.
- Select the Order Number with a Partially Invoiced status.
- > The screen displays **Invoice** details.

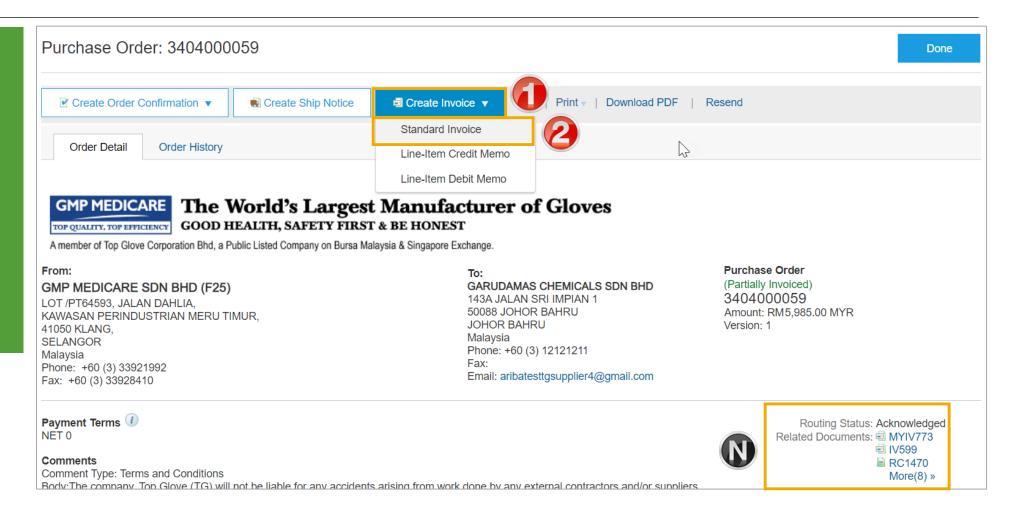
Note: Click the Order Status column name to sort the invoices based on its status.



#### **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**.

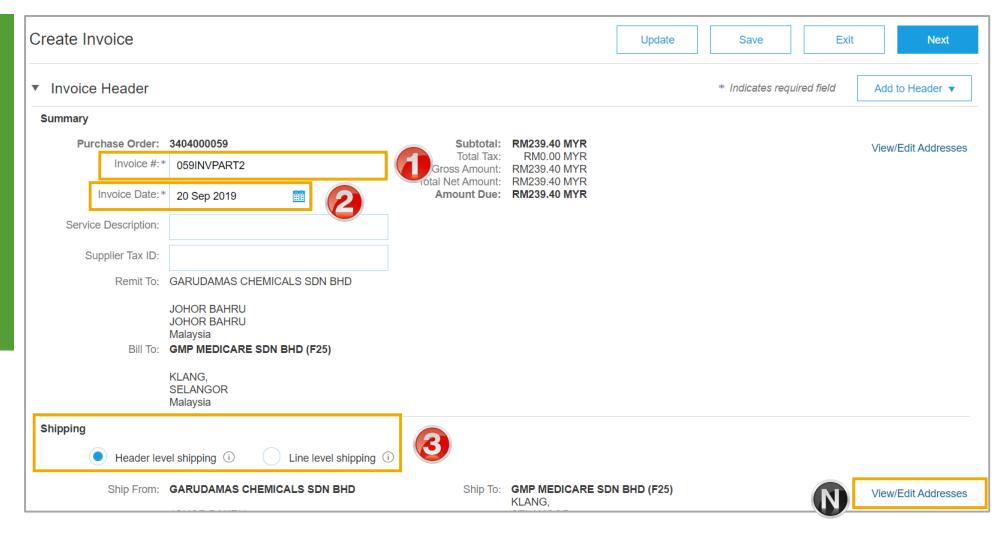
Note: All the Related
Documents to the Purchase
Order can be viewed in this
page.



#### **Completing a Partial Invoice – Header Level**

- 1. Enter the Invoice #.
- The current date is auto populated to the **Invoice Date**. Edit it to the desired date.
- ➤ The screen displays View/Edit Addresses pop-up window.
- 3. Scroll down to **Shipping** and select the **Header level shipping** radio button.

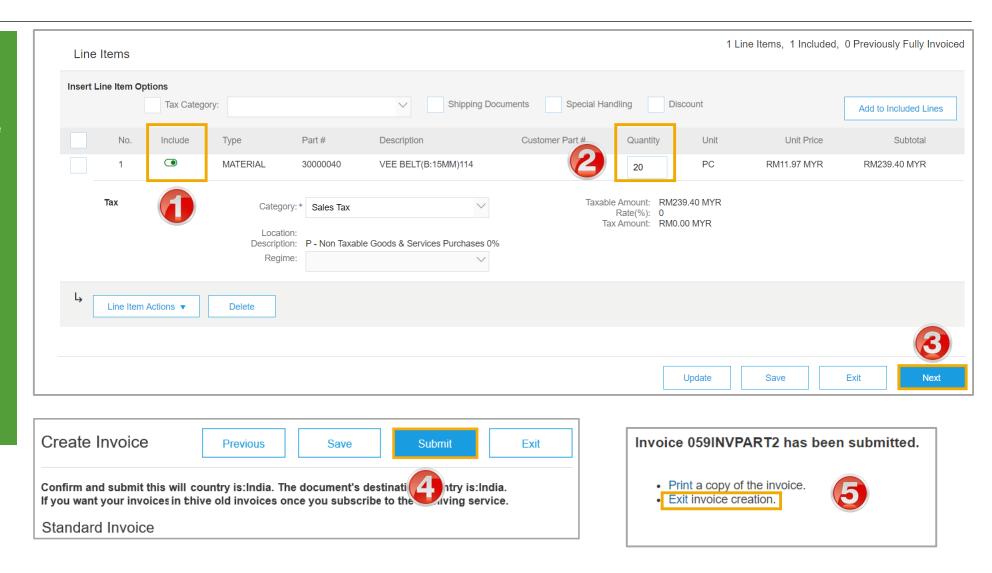
Note: Click View/Edit Addresses.



#### **Completing a Partial Invoice – Line Level**

#### Scroll down to **Line items** section.

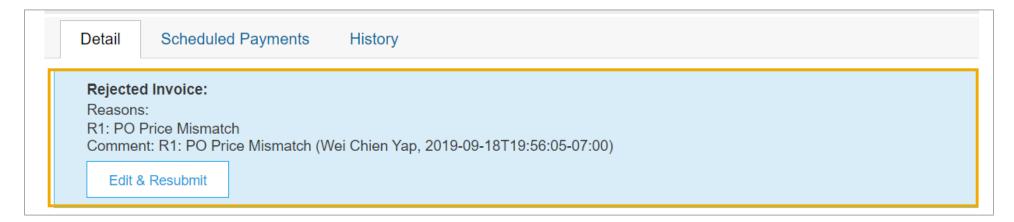
- Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
- 2. Only outstanding totals will be displayed in **Quantity**.
- 3. Click Next.
- > The screen displays Create Invoice.
- 4. Review the Invoice and click **Submit**.
- 5. Click Exit.





## **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**

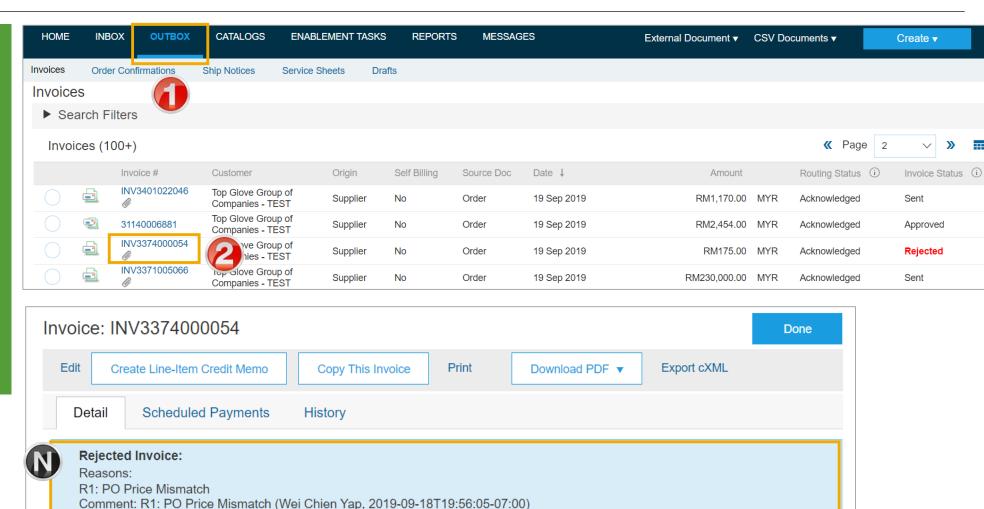
Edit & Resubmit

Invoices that are rejected by Top Glove is displayed as Rejected.

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



**>>>** 

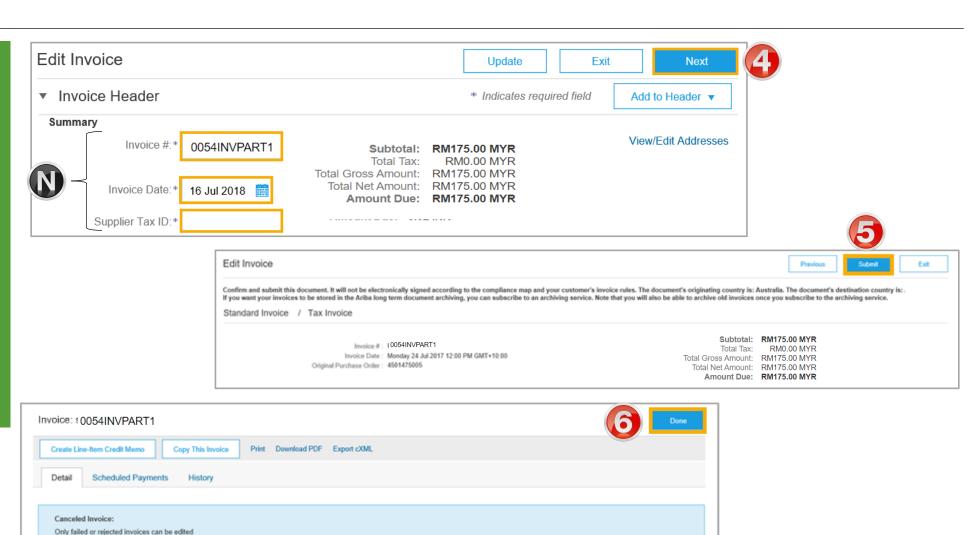
#### Edit and Resubmit and Invoice cont.

Standard Invoice / Tax Invoice

➤ 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 autopopulated

- 4. Click Next.
- The screen displays **Edit Invoice**.
- 5. Review the invoice and click **Submit**.
- 6. Click Done.





# 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	