



SAP Ariba 

PVH Corp

Standard Account Ariba Network Training Guide

August 2022

CONFIDENTIAL

PVH

THE BEST RUN



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Ariba Network

Enterprise Supplier Fee Schedule



How Do I know if I am a Standard or Enterprise Supplier?

You have an Enterprise Account if:

- You see **Enterprise Account** listed at the top left of your Ariba Network account when signed in.
- Under the **Company Settings** menu you find one of the **Subscription Packages** listed under your ANID as **Premium, Bronze, Silver, Gold, or Platinum**
- [Click here to access the Enterprise Account Ariba Network Training Guide](#)

You have a free Standard Account if:

- You see **Standard Account** listed at the top left of your Ariba Network account when signed in.
- You shared your e-mail address with PVH and received or will receive an interactive e-mail Purchase Order from PVH
- At the top of your account it says **Upgrade from standard account - Learn More**

Note:

- If you are an Enterprise Supplier ***you may incur fees***. Please see the next slide for more information on the Ariba Network Fee Schedule.
- If you are not sure what account type you have or if you are concerned about fees please reach out to SupplierEnablement@pvh.com. PVH can set you up with a free Standard Account.

Enterprise Supplier Fee Schedule – USD

Please review the Supplier Fee Schedule below:

Transaction Fees

Billed every quarter
Per-relationship fee cap: \$20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Subscription Fees

Billed once a year

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

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

Fee Threshold

\$50,000 and 5 Documents

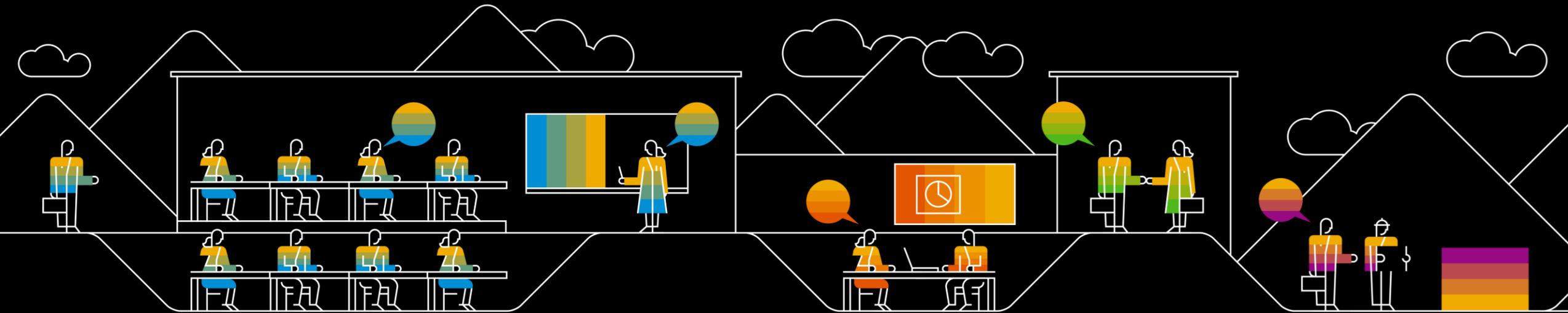
Suppliers who do not cross the Fee Threshold will not be charged fees

[Video: Fees Explanation](#)

- **Read more** about subscription levels, calculate your fees & check out other currencies on our website <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>
- **If you are concerned about fees** PVH can set you up with a **free** Standard Account. Please reach out to SupplierEnablement@pvh.com

Ariba Network

Supplier Set-up & Account Configuration



Register or Merge Your First PVH Standard Account PO

If you have received a Standard Account Purchase Order email from PVH you can either register a new account, or the **admin** on your Ariba Network account can merge this PO document into an Existing Ariba Network account.

Steps:

- 1) Locate the PVH PO email in your email Inbox and click on **Process Order**.
 - 1) **Note:** If you are not the Ariba Network admin, you can forward the email to your admin to action.
- 2) If the pop-up for **Potential Existing Accounts** appears, click on the **x** in the top right corner to close.
- 3) To register a new account, click on **Sign up**
- 4) To use an existing account, click on **Already have an account? Log In**.
- 5) Enter in your account admin's **Username** and **Password** and then click on **OK**.
 - **Note:** Once confirmed, the PVH trading relationship will be established in your account and any existing PVH POs will be merged over into your account.

[Video Demo: Register or Merge Your First PO](#)

Note:

- Please be aware that if the Standard Account is registered from the Standard Account PO invitation then the PO can no longer be merged into an existing account.
- PO email notifications will come from ordersender-prod@ansmtp.ariba.com.

PVH Corp - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, please ensure that all POs be sent to them as well.
Your customer sent you this order through Ariba Network.

1 Process order

2 Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

Join your customer on Ariba Network!

Sign up Or Search your company

3 Already have an account? Log in

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your account type. To see your account type, sign in and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

4 Username:

Password:

OK

Account Overview

Video Demo: Account Overview

Standard Account Homepage Overview

The screenshot displays the SAP Business Network Standard Account homepage. The interface includes a top navigation bar with the SAP logo, 'Business Network', and 'Standard Account'. A 'Back to classic view' link is present. The main navigation menu contains 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is located in the top right corner. The main content area features a 'Getting started' section with 'Overview' and 'Getting started' tabs. Below this is a dashboard with six cards: 'New orders', 'Orders', 'Rejected invoices', 'Remittances', 'Orders to invoice', and 'More'. Each card shows a value of 0 and is labeled 'Last 31 days'. The 'Remittances' card shows '\$ 0.0 USD'. A 'More' button with a notification badge '2' is also present. Below the dashboard is a 'My widgets' section with a search bar and a 'Customize' button. The widgets include 'Purchase orders' (Last 3 months), 'Invoice aging', 'Company profile' (15% Completed), and 'My leads' (You have no open leads matching your company profile. View all leads).

1 Home

2 Workbench

3 Upgrade

4 Catalogs

5 ?

6 JL

7 Overview

8 Getting started

9 Customize

0 New orders Last 31 days

0 Orders Last 31 days

0 Rejected invoices Last 31 days

\$ 0.0 USD Remittances Last 31 days

0 Orders to invoice Last 31 days

2 More

My widgets

Purchase orders Last 3 months

Invoice aging

Company profile

My leads

\$0 USD

\$1

\$0.8

\$0.6

\$0.4

\$0.2

15% Completed

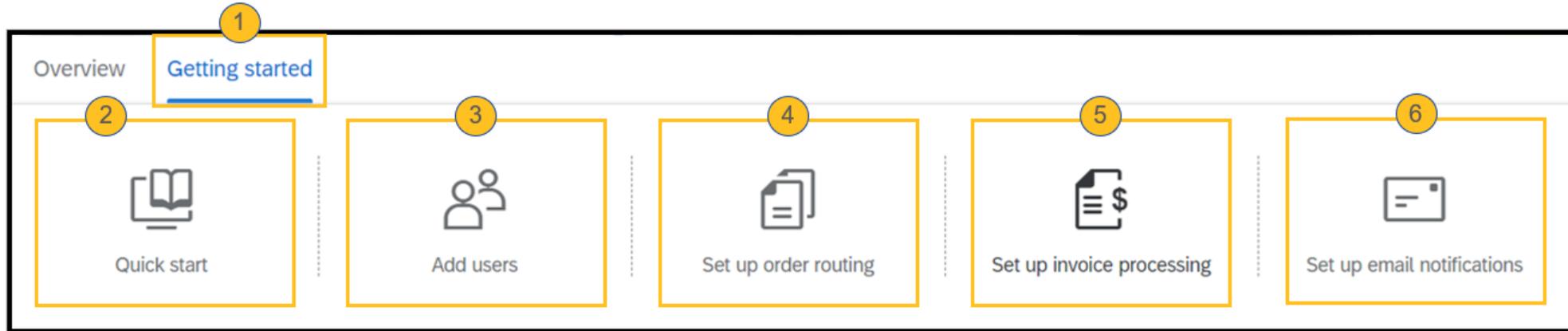
You have no open leads matching your company profile. [View all leads](#)

Standard Account Homepage Overview Details

- 1) **Home** – Account landing page with customizable view through configuring tiles and widgets
- 2) **Workbench** – Click to display configurable tiles based on transaction documents, statuses, and additional filters
- 3) **Upgrade** – Review Enterprise account functionality and fee structure
- 4) **Catalogs** – Self-service catalog upload and management
- 5) **Help Center** – The Help Center is a collapsible support center containing useful FAQ, AN Documentation, and how to contact Ariba Customer Support when faced with a technical issue
- 6) **Account Settings** - Clicking on your initials will take you to a menu with:
 - 1) User options like **My Account**, **Link User IDs**, **Contact Administrator**, and **Log Out**
 - 2) **Account** options like **Switch to Test ID** and **Link User IDs**
 - 3) **Company Profile** and the **Settings** menu including:
 - 1) Important **Account Settings** like **Customer Relationships**, **Users**, and **Notifications**
 - 2) Important **Network Settings** like **Electronic Order Routing**, **Electronic Invoice Routing**, and **Network Notifications**, **Remittances**, and **Audit Logs**
- 7) **Overview** – This tab displays your tiles configured from the **Workbench**
- 8) **Getting Started** – Repository of important links to get your account started:
 - 1) **Quick Start**, **Add Users**, **Set-up order routing**, **Set up invoice processing**, and **Set up email notifications**
- 9) **My Widgets** – Customize your homepage widgets

Getting Started (Standard Account)

The Getting Started tab has quick links for important account set-up and configurations.



Getting Started quick links:

- 1) Click on **Getting Started** from the Home page
- 2) **Quick Start** – Click for an overview of Ariba Network information for suppliers
- 3) **Add Users** – Quick link to where you can manage account Users and user Roles
- 4) **Set up order routing** – Configure your PO notification preferences
- 5) **Set up invoice processing** – Configure your invoice notification preferences
- 6) **Set up email notification** – Review and configure other important account notifications

Account **Set-Up**

Configure Default Tax Number on Invoices

Your Company Profile can be configured to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on the initials at the top right and then choose **Company Profile**
- 3) Click on the **Basic** tab
- 4) Under **Additional Company Addresses** click on **Create**
- 5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
- 6) Enter in associated **Address Details**
- 7) **Save**
- 8) Click on to the **Business** tab
- 9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
- 10) **Save**

The image displays four screenshots of the Ariba Network interface, illustrating the steps to configure a company profile for default tax number population on invoices. The screenshots are annotated with numbered callouts (3, 4, 5, 6, 8, 9) corresponding to the steps in the list.

- Screenshot 1 (Top Left):** Shows the 'Ariba Network Company Profile' page. The 'Basic (3)' tab is selected, and the 'Business (2)' tab is also visible.
- Screenshot 2 (Middle Left):** Shows the 'Additional Company Addresses' section. The 'Create' button is highlighted with a callout '4'.
- Screenshot 3 (Top Right):** Shows the 'Address Name' form. The 'Address Name' field is set to 'Company Name'. The 'VAT ID' and 'Tax ID' fields are both set to '999999999'. A callout '5' is placed over the form.
- Screenshot 4 (Bottom Right):** Shows the 'Address' form. The 'Address 1' field is set to '555 Street Name'. A callout '6' is placed over the field.
- Screenshot 5 (Bottom Left):** Shows the 'Ariba Network Company Profile' page again, but with the 'Business (2)' tab selected. A callout '8' is placed over the 'Business (2)' tab.
- Screenshot 6 (Bottom Right):** Shows the 'Tax Information' form. The 'Tax Classification' and 'Taxation Type' dropdowns are set to '(no value)'. The 'Tax ID', 'State Tax ID', and 'Regional Tax ID' fields are all set to '999999999'. A callout '9' is placed over the 'Tax Information' section.

Create Users Roles (Admin Only)

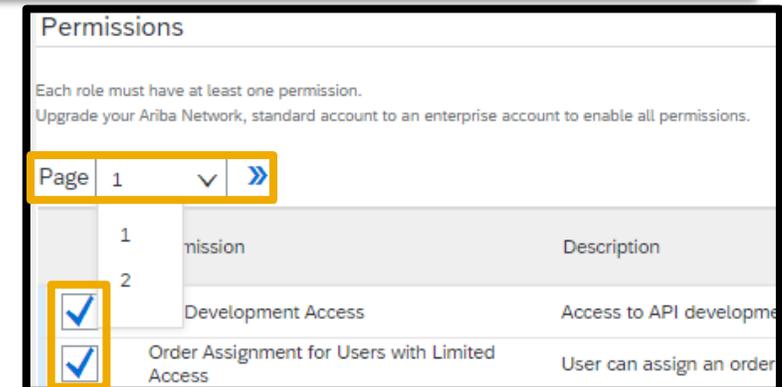
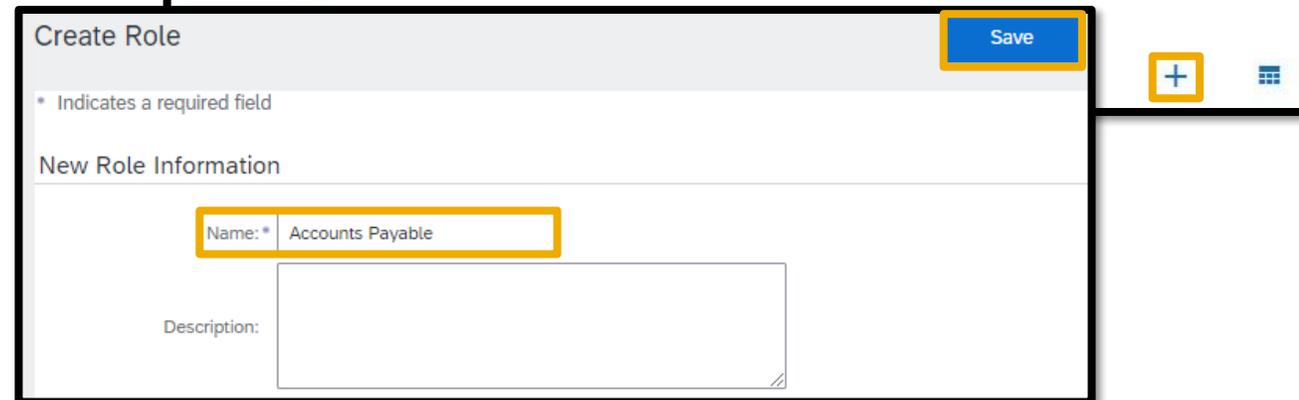
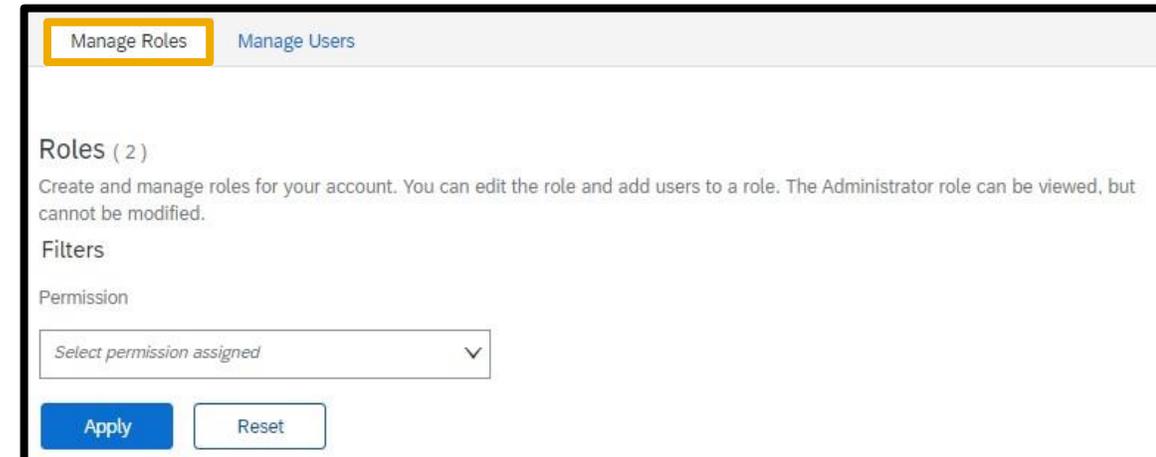
Before you add new users to the Ariba Network account, you must configure at least one role in addition to **Administrator**.

To create role:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Add Users**
- OR -
- 2) Click on the initials at the top right, click on **Settings**, and then choose **Users**
- 3) Then under the **Manage Roles** tab, click on the **+** button towards the bottom right to **Create Role**.
- 4) Enter in the role **Name** and optionally add a **Description**.
- 5) Check the boxes next to the appropriate **Permissions** (Note that there may be multiple pages to review).
- 6) Click **Save** before navigating away.

Note:

- You can create a maximum of 10 custom roles.
- If you need to delete a role, you will need to reassign associated users to a different role. You cannot delete roles that are currently assigned to users.



Create Users (Admin Only)

Once you have created at least one additional role, you can then create sub-users in the account.

To create a new user:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Add Users**
- OR -
- 2) Click on the initials at the top right, click on **Settings**, and then choose **Users**
- 3) Then click on to the **Manage Users** tab.
- 4) Click on the **+** icon at the bottom right to **Create User**.
- 5) Enter in the **Username**, **Email Address**, **First Name**, and **Last Name**. You may optionally check the boxes to make the user an **Ariba Discovery Contact** or provide **Limited Access**.
- 6) Check the box next to the appropriate **Role Assignment**.
- 7) Select to assign the user to **All Customers** or **Select Customers**.
- 8) Click on **Done**.

[Video Demo: Add Users](#)

Customer Relationships Users

Manage Roles Manage Users

+ [Document Icon] [Grid Icon]

New User Information

Username:* email@email.com

Email Address:* email@email.com

First Name:* Jane

Last Name:* Doe

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country: USA 1 Area: 555 Number: 5555

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Sub-User	Description

Customer Assignment

Assign to Customer: All Customers Select Customers

Configure Document Settings (Electronic Order Routing)

You can configure your preferences for Purchase Order document transmission and notifications under the **Electronic Order Routing** section of the **Network Settings**.

To make sure the right people are set-up to receive documents from PVH:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Set up Order Routing**
 - OR -
- 2) Click on the initials at the top right, click on Settings, and then choose **Electronic Order Routing**.
- 3) Under **New Orders** set **Catalog Orders without Attachments** to **Email**.
- 4) Enter up to 5 email addresses, separated by comma. Distribution lists can also be entered.
- 5) Configure each **Document Type** separately, or leave as **Same as Catalog Orders without Attachments**.
- 6) Click **Save** before navigating away from the page.

Note:

- Make sure that your organization is able to receive e-mails from the Ariba Network. The Ariba Network uses the following address as the From email address: ordersender-prod@ansmtp.ariba.com.
- If you will be out of the office you can use your mail client's auto-reply ("Out of Office" or vacation) feature to respond to orders. Include one of the following phrases in auto-reply messages to prevent new orders from failing to send to mailboxes with an auto-reply feature:

Out of office, country, town, etc. / OOTO
On vacation / on holiday / away from the office / away until
at an off site meeting
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.
- If you will be integrating in that case you may select **cXML** or **EDI**. Please notify PVH in case of integration and integration assistance.

Document Type	Routing Method
Catalog Orders without Attachments	Email
Catalog Orders with Attachments	Same as new catalog orders without attachments

Options

Email address:

- Attach cXML document in the email message
- Include document in the email message
- Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
- Attach PDF document in the email message

Current Routing method for new orders: Email

⚠ Attachments will be included in the order.

Configure Document Settings (Electronic Invoice Routing)

You can configure your preferences for invoice document transmission and notifications under the **Electronic Invoice Routing** section of the **Network Settings**.

To make sure the right people are set-up to invoice notifications:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on **Getting Started** and choose tile **Set up Invoice Routing**
 - OR -
- 2) Click on the initials at the top right, click on Settings, and then choose **Electronic Invoice Processing**.
- 1) Leave the invoice **Routing Method** set to **Online** unless integrating with customers.
- 2) Scroll down and review invoice **Notifications**. Check the boxes next to any notifications your company is interested in receiving. Then enter up to 3 email addresses, separated by comma. You may also enter in a distribution list if preferred.
- 3) Click **Save** before navigating away from the page.

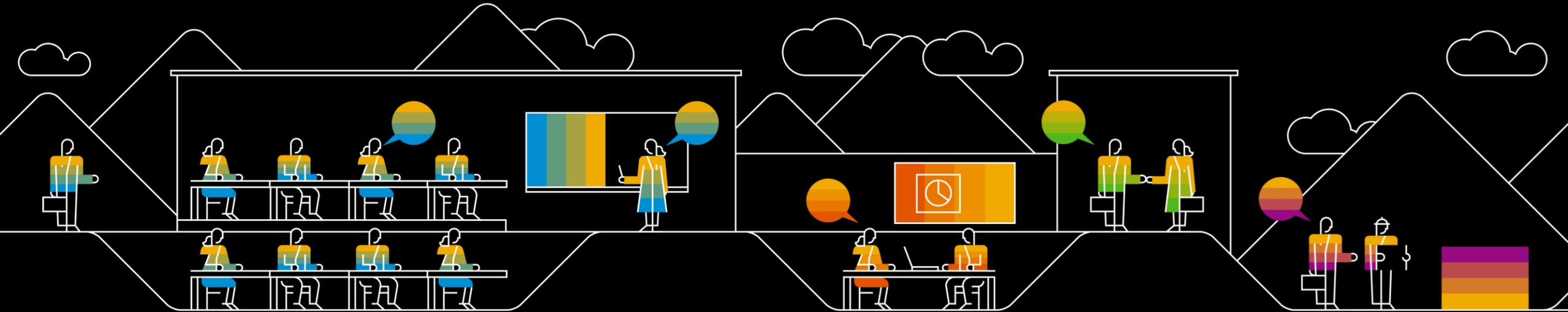
Note:

- It is recommended to turn on notifications for **Invoice Failure** so that your company may be notified when an invoice is rejected or failed.
- Make sure that your organization is able to receive e-mails from the Ariba Network. The [Ariba Network uses the following address as the From email address: ordersender-prod@ansmtp.ariba.com.](#)
- Using a Distribution List is an option for Electronic Order Routing, however please be aware that everyone on the distribution list will need to have a username/password to log in to the Ariba Network to action the order.

Document Type	Routing Method
Invoices	Online ▾
Customer Invoices	Online ▾

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* email@email.com,distributionlist@email.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* email@email.com, distributionlist@email.com

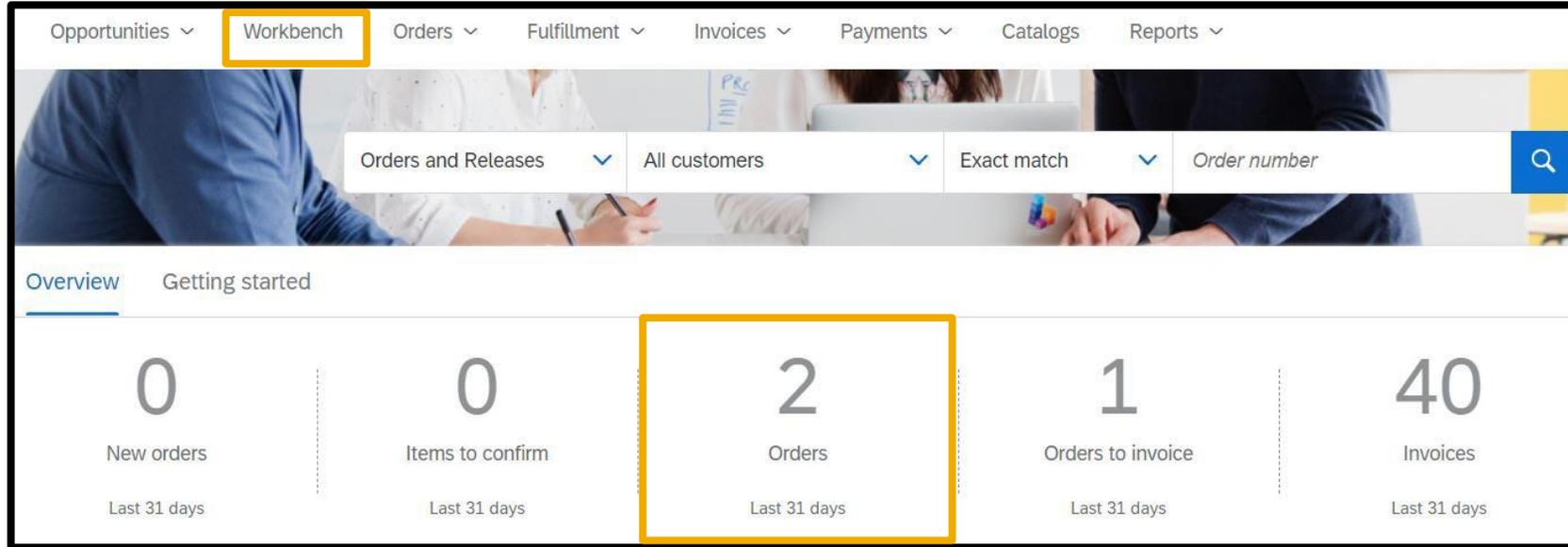
Ariba Network Documents



Locate Documents **General**

Locate a Document for Review or Action (Workbench Tiles)

These steps navigate you to the documents located in the Workbench tab.



To locate a Document through the **Workbench** tab or **Overview** tiles:

- 1) Log in to the Ariba Network ([LINK](#))
 - 2) Click on appropriate tile under **Overview** to be brought to the **Workbench** tab
- Or -
- 2) Click on the **Workbench** tab
 - 3) Select desired tile

Using **Workbench**

Using Workbench Tiles and Filters

The Workbench is a collection of customizable tiles to give you an overview of the documents transacted.

To use your Workbench Tiles:

- 1) Click on **Customize** at the top right to adjust default tiles, their associated names, and filters
- 2) Click on a tile of interest (Example – **Orders** or **Invoices** tiles)
- 3) Expand **Edit Filter**
- 4) Filter documents based on listed fields: **Customers**, **Order numbers** (Partial or Exact Match), **Creation Date**, etc.
- 5) Click **Apply** to search documents based on the filtered scope
- 6) Once the document list populates you can click on ... under actions to resend a copy of a PO or **View Invoice**

The screenshot displays the SAP Workbench interface. At the top, there are several summary tiles: 'New orders', 'Orders', 'Rejected invoices', 'Remittances', 'Orders to invoice', and 'Invoices'. The 'Orders' tile is highlighted with a yellow box and a '2' in a yellow circle. In the top right corner, there is a 'Customize' button with a '1' in a yellow circle. Below the summary tiles, the 'Orders (0)' section is expanded, showing an 'Edit filter' button with a '3' in a yellow circle. The filter configuration area contains several fields: 'Customers', 'Company codes', 'Routing status', 'Order numbers', 'Purchasing organizations', 'Min amount', 'Max amount', 'Currency', 'Creation date', 'Order status', and 'Order type'. The 'Creation date' dropdown menu is open, showing options like 'Last 31 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days', and 'Custom date range'. A '4' in a yellow circle is placed over the 'Creation date' dropdown. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons, with a '5' in a yellow circle over the 'Apply' button.

Locate Invoice Status

Locate the Status of an Invoice

After you have located your invoice, you can review the invoice status.

To view the invoice status:

- 1) Locate your invoice on the Ariba Network and click on the Invoice number to open to the **Details** tab.
- 2) On the **Detail** tab are able to see the invoice **Routing Status** (Queued, Acknowledged, or Failed) and the **Invoice Status** (Sent, Approved, or Rejected).
- 3) You can also see further **Invoice Details**, such as any buyer comments, including the **Rejected Invoice Reasons** if your invoice has been rejected. You can also **Edit & Resubmit** rejected invoices from the details page.
- 4) **Note-** If you are **not seeing the invoices** in Ariba, it is an indication that the invoices have not been submitted. You will need to submit them into the system for payment.

[Video Demo: Edit and Resubmit Rejected or Failed Invoice](#)

Rejected Invoice:
Reasons:
INV-249: Buyer does not allow future-dated invoices.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check business rules.

[Edit & Resubmit](#)

Standard Invoice

Status
Invoice: Rejected
Routing: Failed

Invoice Number: INV_124_1
Invoice Date: Thursday 8 Oct 2020
Original Purchase Order: PO2435

Questions about the invoice status?:

- If you are seeing an **Approved Status**, you should contact AP for payment details, if payments are past due.
 - NOTE: The payment date will be calculated based on the **ARIBA Invoice Date** & your payment terms.
 - AP Contacts: AccountsPayable@PVH.COM; ceciliaconil@pvh.com; omarluisreyes@pvh.com; suganthinibhavan@pvh.com; AvelinaRobinson@pvh.com
- If you are seeing a **Rejected Status**, you need to review the rejection comments, edit the invoice & resubmit for payment.
- If you are seeing **Submitted Status**, send SupplierEnablement@pvh.com the invoice number for further research.

Ariba Network

US Dollar Invoicing



US Dollar Invoicing

Video Demo

How to Create an Invoice (US)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

- 1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date**.
- 2) Fill in applicable **Additional Fields** such as **Supplier VAT/ TAX ID**.
- 3) To add an attachment, Click the **Add to Header** menu and select **Attachment**. **Browse** and **Select** file, then click **Add Attachment**.
- 4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.
- 5) Click on **Next**.
- 6) Review invoice details and click **Submit**.

Note:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: PO1790

Invoice #: INV555

Invoice Date: 5 Mar 2019

Subtotal: \$250.00 USD
Total Tax: \$0.00 USD
Total Shipping: \$0.00 USD
Total Gross Amount: \$250.00 USD
Total Amount without Tax: \$250.00 USD
Total Net Amount: \$250.00 USD
Amount Due: \$250.00 USD

Service Description:

Remit To: [Redacted]

United States

Bill To: PVH Corp

[Redacted]

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

Quantity	Unit	Unit Price	Subtotal
1	EA	\$150.00 USD	\$150.00 USD

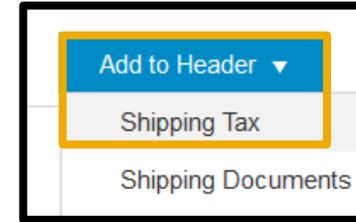
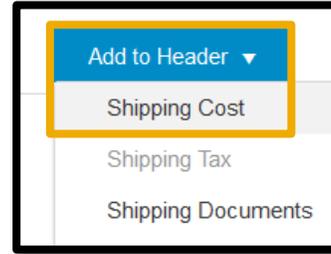
Update Save Exit Next

Add Shipping Cost and Shipping Tax to an Invoice (US)

If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

- 1) Leave radio button toggled at **Header level shipping**.
- 2) Click on **Add to Header** at the top right and select **Shipping Cost**.
- 3) Click on **Add to Header** and select **Shipping Tax**.
- 4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date**.
- 5) Go to the **Shipping Tax** section and select the **Category 0% Sales/Use Tax**.
- 6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.

A screenshot of the SAP Shipping configuration form. The form is titled 'Shipping' and has two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below the radio buttons, there are fields for 'Ship From: PVH Corp - TEST' and 'Ship To: PVH Corp'. The 'Shipping Cost' section has a 'Shipping Amount' field set to '\$100.00 USD' and a 'Shipping Date' field. The 'Shipping Tax' section has a 'Category:*' dropdown set to '0% Sales/Use Tax / Sales/Use Tax', a 'Taxable Amount' field set to '\$100.00 USD', a 'Rate(%)' field set to '7', and a 'Tax Amount' field set to '\$7.00 USD'. The 'Rate(%)' and 'Tax Amount' fields are highlighted with a yellow border.

Add Tax to an Invoice (US)

To add tax at the line item level:

- 1) Scroll to **Line Items**. Check the box to the left of each applicable line item.
- 2) Check the box next to **Tax Category** and select **0% Sales/Use Tax**.
- 3) Click the button **Add to Included Lines**.
- 4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields as applicable for each line item on the invoice.

Note:

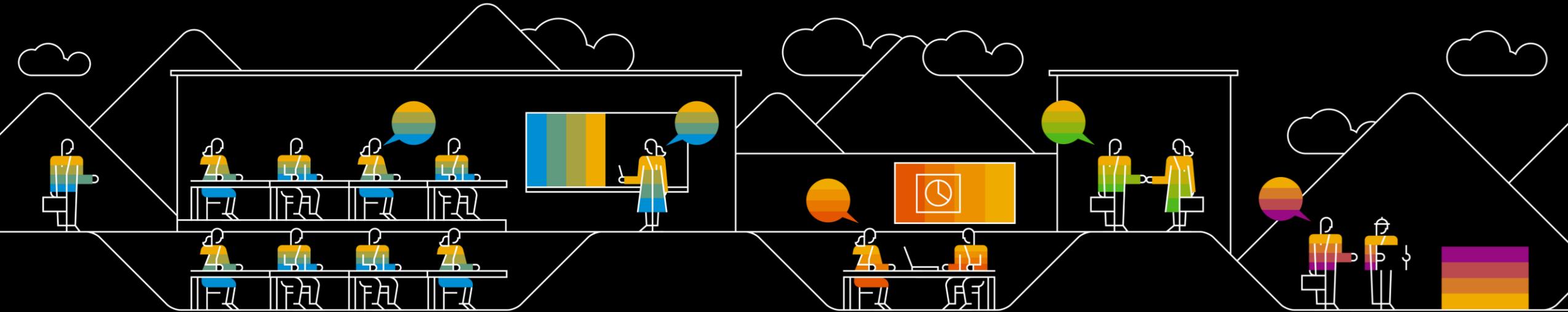
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

The screenshot displays the 'Line Items' section of an SAP invoice. At the top, there are options to 'Insert Line Item Options' with checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. A 'Tax Category' dropdown is set to '0% Sales/Use Tax / Sales/Use Tax', and an 'Add to Included Lines' button is visible.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
5	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		2	EA	\$10.00 USD	\$20.00 USD
Tax									
Category: * 0% Sales/Use Tax / Sales/Use Tax				Taxable Amount: \$20.00 USD		Remove			
Location:				Rate(%): 6					
Description: Sales/Use Tax				Tax Amount: \$1.20 USD					
Regime:									
6	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		2	EA	\$10.00 USD	\$20.00 USD
Tax									
Category: * 0% Sales/Use Tax / Sales/Use Tax				Taxable Amount: \$20.00 USD		Remove			
Location:				Rate(%): 7					
Description: Sales/Use Tax				Tax Amount: \$1.40 USD					

Ariba Network

Canadian Dollar Invoicing



Canadian Dollar **Invoicing**

How to Create an Invoice (Canada)

When you have received your first PO from PVH and you have registered your Ariba Network account, you can then PO-flip and invoice.

Once on the create invoice screen you can proceed to fill out the required fields on the invoice:

- 1) Fill out **Invoice Header** including **Invoice #** and **Invoice Date**.
- 2) Fill in applicable **Additional Fields** such as **Supplier TAX ID** and **Provincial Tax Registration (PST/QST)**.
- 3) To add an attachment, Click the **Add to Header** menu and select **Attachment. Browse** and **Select** file, then click **Add Attachment**.
- 4) Scroll to **Line Items**. Ensure applicable line is selected and quantity is correct.
- 5) Click on **Next**.
- 6) Review invoice details and click **Submit**.

Note:

- Each Invoice # must be unique unless resubmitting a rejected or failed invoice.
- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.

▼ Invoice Header

Summary

Purchase Order: PO1929

Invoice #: * []

Invoice Date: * 28 May 2019

Service Description: []

Remit To: []

Montreal QC
Canada

Bill To: PVH Canada Inc

Montreal QC
Canada

Subtotal: \$1,200.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$1,200.00 USD
Total Amount without Tax: \$1,200.00 USD
Total Net Amount: \$1,200.00 USD
Amount Due: \$1,200.00 USD

Tax paid through a Tax Representative

Supplier Tax Registration Numbers

Supplier Tax (FEIN)/ VAT ID: 654321

Provincial Tax Registration (PST/QST): 123456

⚠ Provincial tax required for Canadian suppliers only.

Quantity	Unit	Unit Price	Subtotal
1	EA	\$150.00 USD	\$150.00 USD

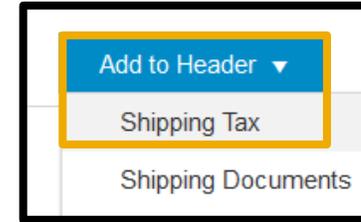
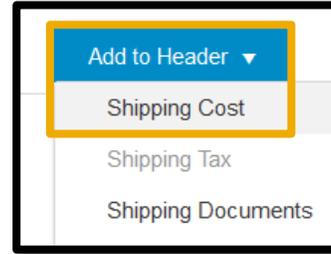
Update Save Exit Next

Add Shipping Cost and Shipping Tax to a PO-Flip Invoice (Canada)

If you have any shipping charges to apply to your invoice you can total these into the Shipping Cost field. You can also add Shipping Tax to your invoice.

To add Shipping Cost and Shipping Tax to a PO-flip Invoice:

- 1) Leave radio button toggled at **Header level shipping**.
- 2) Click on **Add to Header** at the top right and select **Shipping Cost**.
- 3) Click on **Add to Header** and select **Shipping Tax**.
- 4) Scroll to the **Shipping Cost** section and add **Shipping Amount** and **Shipping Date**.
- 5) Go to the **Shipping Tax** section and select the applicable **Category**.
- 6) Adjust **Tax Rate** or **Tax Amount** by adjusting the **Rate(%)** or **Tax Amount** fields.



Note:

•It is possible to add multiple types of tax to the Shipping Tax field.

The screenshot shows the 'Shipping' section of a PO-Flip Invoice. At the top, there are two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below this, the 'Ship From' field is 'Optimum Talent Inc-TEST' with the address 'Montreal QC, Canada'. The 'Ship To' field is 'PVH Canada Inc' with the address 'Montreal QC, Canada'. The 'Deliver To' field is 'GH, PVH Canada Inc'. The 'Shipping Cost' section has a 'Shipping Amount' field set to '\$100.00 USD' and a 'Shipping Date' field set to '28 May 2019'. The 'Shipping Tax' section is highlighted with a yellow border and contains a table of taxes. The table has columns for 'Category', 'Taxes', and 'Taxable Amount'. The 'Category' is '5% Goods and Services Tax_1 / Goods'. The 'Taxes' column lists several tax types: '5% Goods and Services Tax_1 / Goods and Servi...', '0% Sales/Use Tax / Sales/Use Tax', '7% Provincial Goods and Services Tax_1 / Provincial Good...', '13% Harmonized Goods and Services Tax_1 / Harmonized Good...', and '9.975% Quebec Provincial Goods and Service Tax_1 / Quebec Provinci...'. The 'Taxable Amount' is '\$100.00 USD'. To the right of the table are fields for 'Tax Rate Type', 'Rate(%)' (set to '5'), and 'Tax Amount'.

Category	Taxes	Taxable Amount
5% Goods and Services Tax_1 / Goods	5% Goods and Services Tax_1 / Goods and Servi...	\$100.00 USD
	0% Sales/Use Tax / Sales/Use Tax	
	7% Provincial Goods and Services Tax_1 / Provincial Good...	
	13% Harmonized Goods and Services Tax_1 / Harmonized Good...	
	9.975% Quebec Provincial Goods and Service Tax_1 / Quebec Provinci...	

Add Tax to a PO-Flip Invoice (Canada)

To add tax at the line item level:

- 1) Scroll to **Line Items**.
- 2) Check the box next to **Tax Category** and select the appropriate category for GST, HST, PST, and QST.
- 3) Click the button **Add to Included Lines**.
- 4) Adjust **Tax Rate** or **Tax Amount** by updating the **Rate(%)** or **Tax Amount** fields for each applicable line item on the invoice.

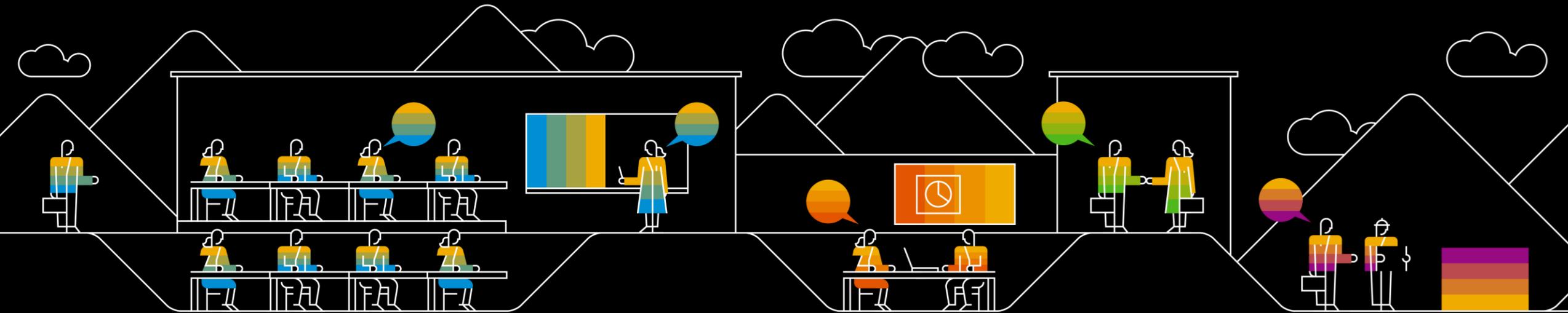
Note:

- The sales tax amount listed on the PO is an estimate for PVH internal purposes only. It is the supplier's responsibility to change to the correct sales tax. The taxes charged will be validated by PVH upon receipt of the invoice. Incorrect taxes will result in rejecting the invoice.
- It is possible to add multiple types of tax to each line item (see screenshot for example).

The screenshot displays the 'Insert Line Item Options' interface for a PO-Flip Invoice. It shows two line items, each with its own tax configuration section. The tax configuration for each line item includes a 'Tax Category' dropdown, a 'Taxable Amount' field, a 'Rate(%)' field, and a 'Tax Amount' field. The 'Add to Included Lines' button is highlighted in orange.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		8	EA	\$100.00 USD	\$800.00 USD
Tax Configuration for Line Item 1: <ul style="list-style-type: none"> Category: 5% Goods and Services Tax_1 / Goods (Taxable Amount: \$800.00 USD, Rate: 5%, Tax Amount: \$40.00 USD) Category: 7% Provincial Goods and Services Tax_ (Taxable Amount: \$800.00 USD, Rate: 7%, Tax Amount: \$56.00 USD) 									
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item		8	EA	\$50.00 USD	\$400.00 USD
Tax Configuration for Line Item 2: <ul style="list-style-type: none"> Category: 13% Harmonized Goods and Services T (Taxable Amount: \$400.00 USD, Rate: 13%, Tax Amount: \$52.00 USD) Category: 9.975% Quebec Provincial Goods and S (Taxable Amount: \$400.00 USD, Rate: 9.975%, Tax Amount: \$39.90 USD) 									

Upgrade Your Standard Account



Upgrade Your Ariba Network Account (Standard Account)

To upgrade your Standard Account to Enterprise Account:

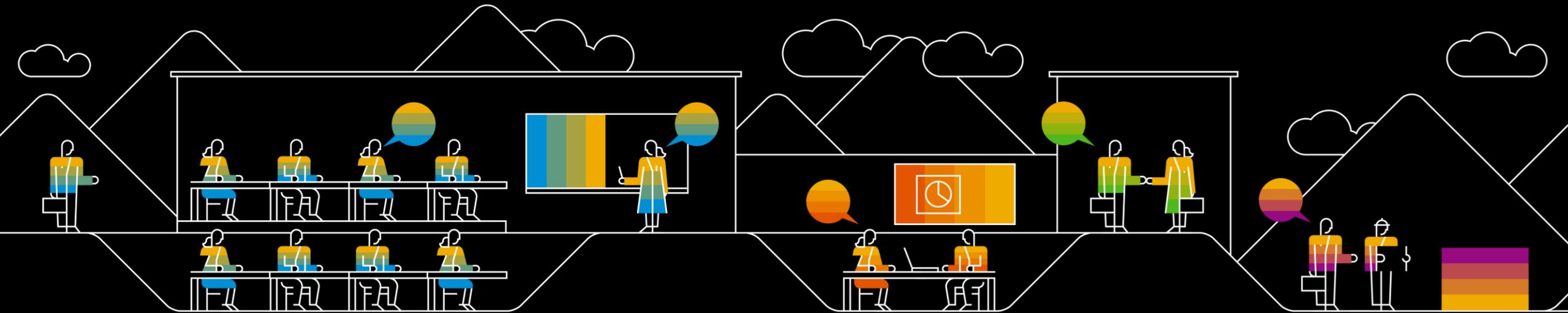
- 1) Click on the **Upgrade** button at the top left of the Ariba Network homepage.
- 2) Review the different features between Standard Account and Enterprise account.
- 3) Click on **Upgrade**, or **Contact Administrator to upgrade your account**.

Note:

- Enterprise Account subscription **may incur fees**. Please review fee structure and information before upgrading.

	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade <i>Contact administrator to upgrade your account.</i>
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices✓ Check invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.✓ Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none">✓ Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">✓ Integrate with your backend systems through CXML or EDI
Legal Archive		<ul style="list-style-type: none">✓ Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">✓ Get reports to track transactions and sales activities

Ariba Network Support Resources



Who Should You Contact?

Business Related Questions: SupplierEnablement@pvh.com

Ariba Network Supplier Support

• Ariba Network support for technical issues or errors To contact **Ariba Network Supplier Support:**

- 1) Log into your Ariba Network account at <http://supplier.ariba.com>
- 2) Click on the ? at the top right to open the **Help Center** menu
- 3) Click on **Support**
- 4) Click on the **Contact Us** tab
- 5) Enter keyword such as **Invoice Error** into the **Start here to find your answer** and **Search**
- 6) Click **Contact Us**
- 7) Fill out form with detailed information and **Submit**
- 8) Click on **One last step**
- 9) Choose your preferred **contact method** and **Submit**

[Video Demo: Using the Help Center](#)

- **Note:** Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.

The screenshot displays the Ariba Network Help Center interface. At the top, there are navigation tabs: Home, Learning, and Contact us (highlighted with a yellow box). Below the tabs, the instruction "1. Start here to find your answer." is shown. A search bar contains the text "downgrade account" and has a search icon and a close icon. Below the search bar, the instruction "2. Browse below for our AI-based recommendations*" is displayed. Three search results are shown, each with a question title, a brief answer snippet, a question icon, and the date of the FAQ:

- How do I downgrade my fully enabled account to a Standard account?**
Question How do I downgrade my fully enabled Enterprise account to a Standard account? Answer Your account may be eligible for a downgrade if the following criteria are met: You must not have any...
FAQ
Apr 9, 2021
- How do I restore a suspended account?**
Question How do I restore a suspended account? Answer You can restore a suspended account by paying outstanding Ariba service fees. Additional Information Same process applies to the cases of...
FAQ
Jan 19, 2021
- What is a valid billing dispute?**
Question What information can you provide about valid billing disputes? Answer In case you have the following dispute reasons and the conditions apply, please create a dispute from your account so the...
FAQ
Jun 25, 2021

At the bottom of the page, there is a link "Can't find what you're looking for?" and a "Contact us" button (highlighted with a yellow box).

Appendix

Classic View



Classic View: Configure Default Tax Number on Invoices

It is possible to configure your Company Profile to allow your Tax ID number to populate on your invoices by default.

To configure the default tax number on an invoice:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Click on the gear icon for **Company Settings** at the top of the dashboard, and then choose **Company Profile**
- 3) Click on the **Basic** tab
- 4) Under **Additional Company Addresses** click on **Create**
- 5) Enter in **Address Name** details including the **Tax ID** and/or **VAT ID**
- 6) Enter in associated **Address Details**
- 7) **Save**
- 8) Click on to the **Business** tab
- 9) Add in the **Tax Information** paying special attention to the **Tax ID** fields
- 10) **Save**

The image displays four screenshots of the Ariba Network interface, illustrating the steps to configure default tax numbers on invoices. The screenshots are annotated with numbered callouts (3, 4, 5, 6, 8, 9) corresponding to the steps in the list.

- Screenshot 1 (Top Left):** Shows the **Ariba Network Company Profile** page. The **Basic (3)** tab is selected, and the **Business (2)** tab is also visible.
- Screenshot 2 (Middle Left):** Shows the **Additional Company Addresses** section. The **Create** button is highlighted with callout 4.
- Screenshot 3 (Top Right):** Shows the **Address Name** configuration form. Fields for **Address Name** (Company Name), **Address ID**, **VAT ID** (999999999), and **Tax ID** (999999999) are visible. Callout 5 points to the **Address Name** field.
- Screenshot 4 (Bottom Right):** Shows the **Address** configuration form. The **Address 1** field is highlighted with callout 6, containing the value **555 Street Name**.
- Screenshot 5 (Bottom Left):** Shows the **Ariba Network Company Profile** page. The **Business (2)** tab is selected, and the **Basic (3)** tab is also visible. Callout 8 points to the **Business (2)** tab.
- Screenshot 6 (Bottom Right):** Shows the **Tax Information** configuration form. Fields for **Tax Classification** (no value), **Taxation Type** (no value), **Tax ID** (999999999), **State Tax ID** (999999999), **Regional Tax ID** (999999999), and **Vat ID** (999999999) are visible. Callout 9 points to the **Tax Classification** field.

Classic: Locate a Document for Review or Action

You can then locate documents on your dashboard for review or action.

You can review your documents and send yourself a copy from your account dashboard:

- 1) Log in to the Ariba Network ([LINK](#))
- 2) Under the **Orders, Invoices, and Payments** dashboard, configure using the **More** button to display preferred tiles, and adjust the view range to **Last 24 hours, Last 7 days, Last 14 days, Last 31 days, or Last 200 Documents** to populate documents located in the account.
- 3) Once the document is located, click on **Select** under the **Action** menu and click on **Send me a copy to take action**.
- 4) When pop-up comes up click on **Resend**.

The screenshot illustrates the steps to locate a document for review or action on the Ariba Network dashboard. It is composed of several overlapping panels:

- Top Panel:** A notification box stating "Your customer sent you this order through Ariba Network." with a blue "Process order" button.
- Middle Panel:** The "Orders, Invoices and Payments" dashboard. It features several summary tiles: "18 New Purchase Orders", "1 Orders that Need Attention", "2 Invoices Rejected", "0 Payments Received", and "19 Orders to Ship". A "More..." button is highlighted in the top right corner.
- Dropdown Panel:** A dropdown menu is open, showing filter options: "Last 200 Documents" (selected), "Last 24 hours", "Last 7 days", "Last 14 days", "Last 31 days", and "Last 200 Documents" (checked).
- Action Panel:** An "Action" menu is open, showing a "Select" button and a "Send me a copy to take action" button.
- Bottom Panel:** A pop-up window titled "SEND ME A COPY TO TAKE ACTION". It contains a text input field for "Email the document to" (redacted), a link "You can change this email address in My Account", and two buttons: "Resend" and "Cancel".

Thank you.