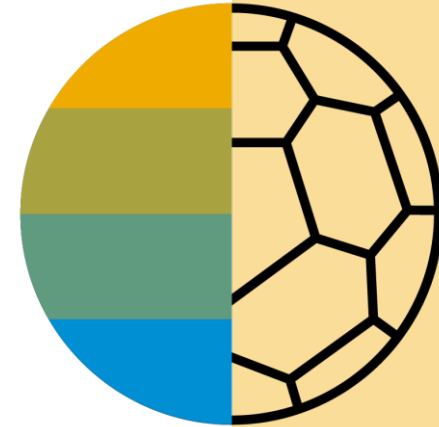




Canadian Pacific Supplier Guide

CONFIDENTIAL



THE BEST RUN



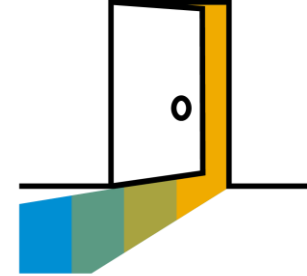
HOME- Table of Contents



Section 1: Ariba Network Overview



Section 2: Account Set Up



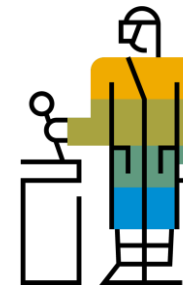
Section 3: Purchase Orders



Section 4: Other Documents



Section 5: Invoice Methods



Section 6: Help Resources

Section 1: Ariba Network Overview



What is Ariba Network?



Canadian Pacific Rail Project Scope

Canadian Pacific Rail Message

Supported Documents

Not Supported Documents



Supplier Value



Fee Schedule

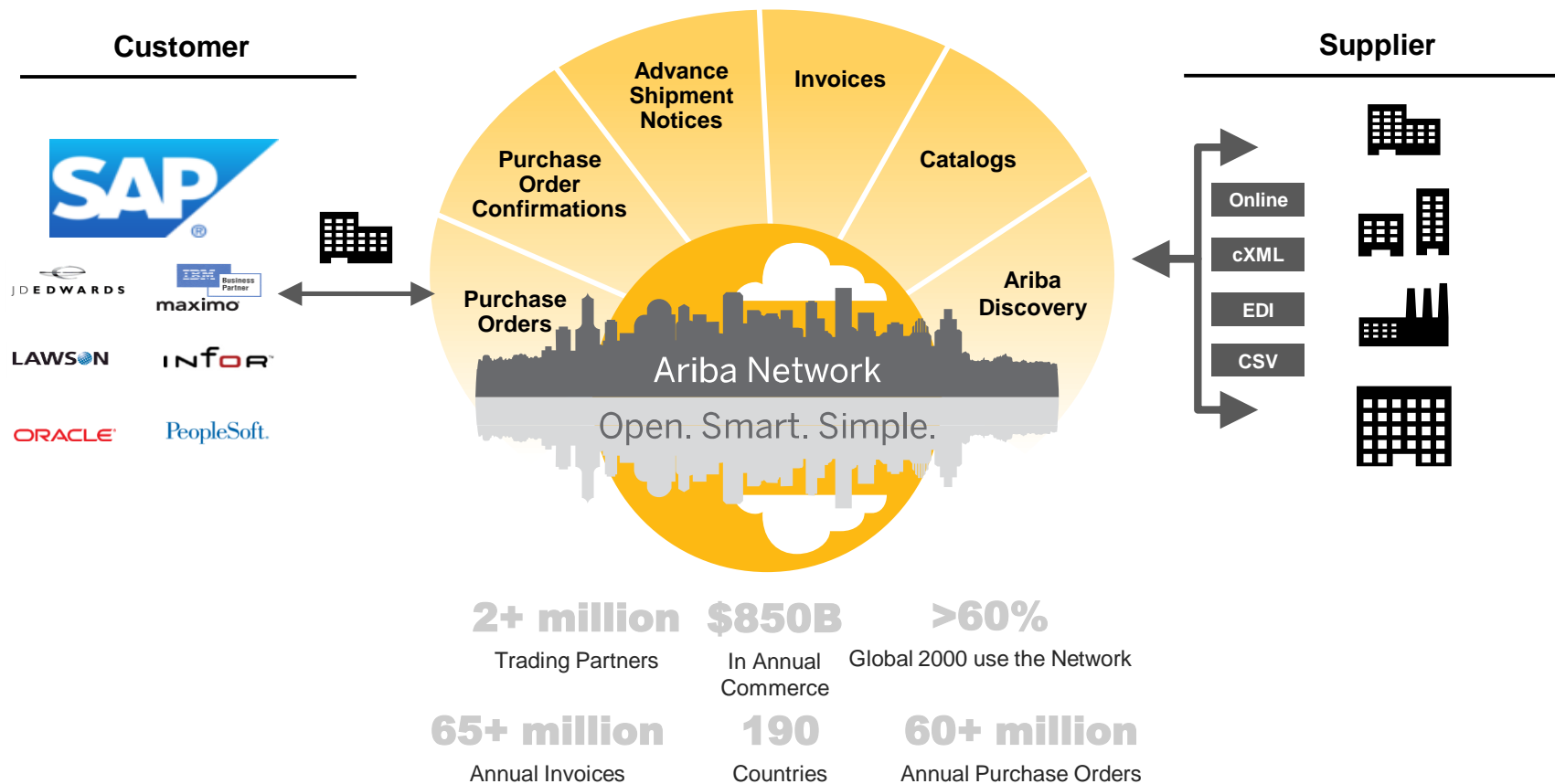
Subscription Levels

\$USD

\$CAD

What is Ariba Network?

Canadian Pacific Rail has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



Review Canadian Pacific Rail Specifications

Supported Documents

Canadian Pacific Rail project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Shipping data** is accepted at the header/summary level or at the line item level.

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item
- **Service Invoices**
Invoices that require service line item details
- **Contract Invoices**
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments

Review Canadian Pacific Rail Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Canadian Pacific Rail
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Canadian Pacific Rail
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Canadian Pacific Rail will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Canadian Pacific Rail requires invoices to be submitted electronically through Ariba Network;
- **Invoices issued outside of a standard procurement process**
An invoice must be submitted against a purchase order or a contract through Ariba Network

SAP Ariba Helps You...



60% average reduction in operating costs

Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



30% growth in existing accounts
35% growth in new business

Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



15% increase in customer retention

Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

80% efficiency & transform business operations



Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

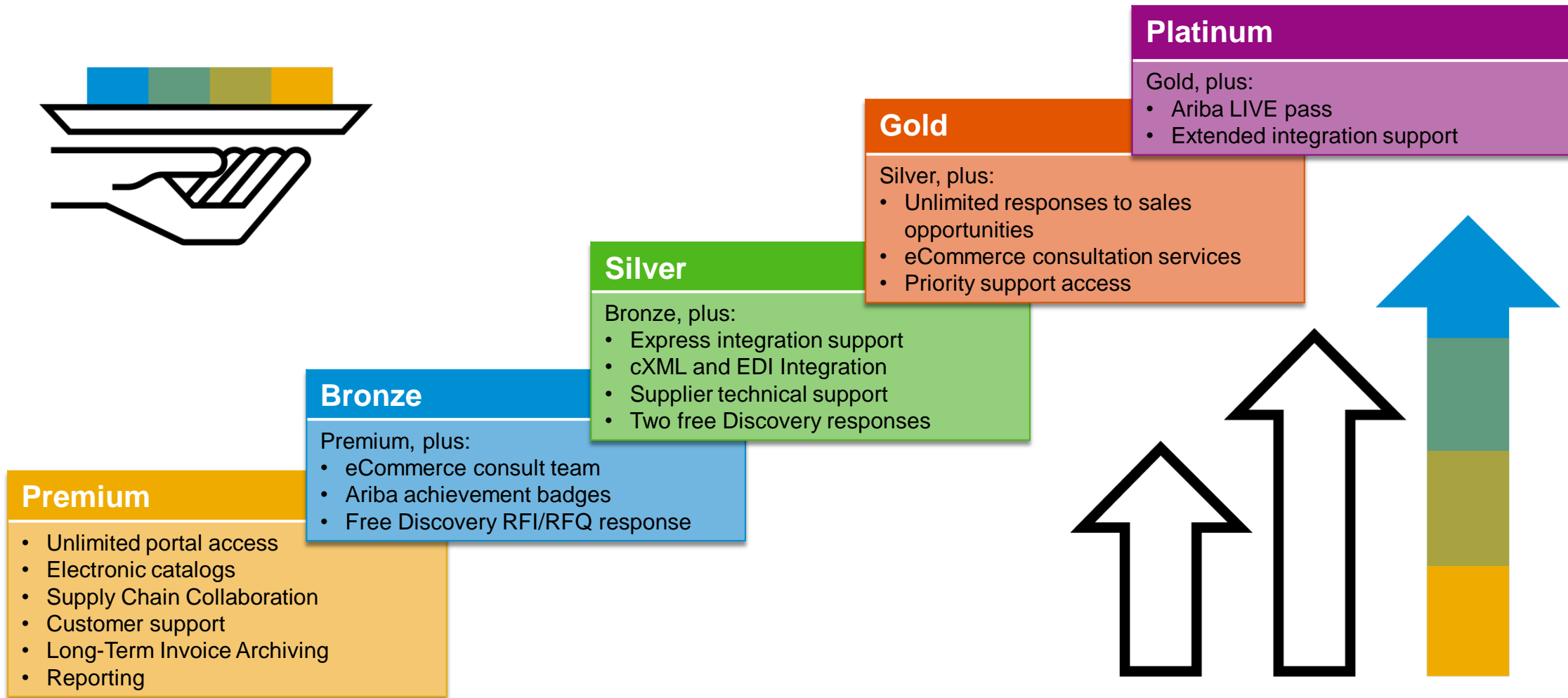
62% decrease in late payments



Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

Subscription Levels



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>

Supplier Fee Schedule

Please select your currency:



USD



CAD

Supplier Fee Schedule USD

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



Fee Threshold

\$50,000 and 5 Documents

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

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**

Supplier Fee Schedule CAD

Transaction Fees

Billed every quarter

Per-relationship fee cap: \$26,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

\$65,000 and 5 Documents

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

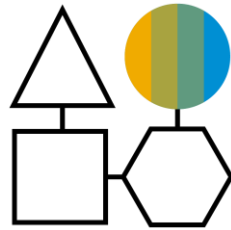
Subscription Fees

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 \$325,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Section 2: Set Up Your Account



Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



Enablement Tasks

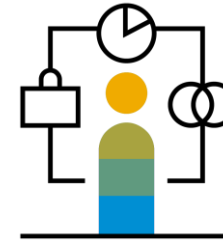
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

Canadian Pacific Rail Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances.

In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The **Remittance ID** will be communicated to you by Canadian Pacific Rail.

- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.



Select One...

**First Time
User**

**Existing
User**

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

Register Now

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

Confirm

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as a New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

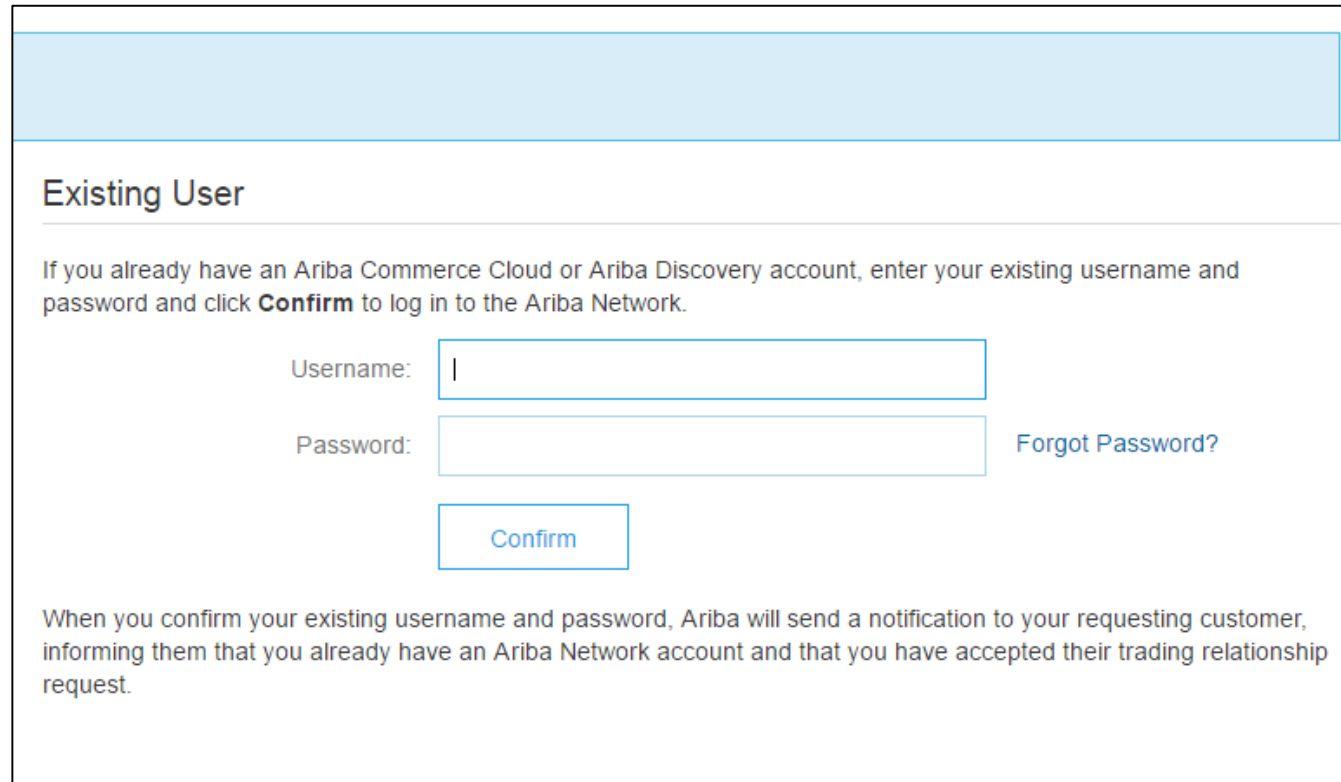
1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top left, labeled '1', contains the text: 'Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.' Below this, the 'Register Now' button is highlighted with a blue circle labeled '1'. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, fields for 'Company Name *', 'Country *' (set to 'United States [USA]'), 'Address *' (with three lines), 'City *', 'State *' (set to 'Alabama'), and 'Zip *' are visible. A callout '2' points to the 'Address' field. The 'User account information' section includes 'Name *' (with 'First Name' and 'Last Name' sub-fields), 'Email *', 'Username *', 'Password *' (with 'Enter Password' and 'Repeat Password' sub-fields), and 'Language' (set to 'English'). A callout '3' points to the 'Email' field. A checkbox labeled 'Use my email as my username' is checked. To the right of these fields is a link for the 'Ariba Privacy Statement'. At the bottom, a callout '4' points to a checkbox labeled 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. A callout '5' points to the 'Register' button at the bottom right. The page footer contains a disclaimer about data collection and privacy.

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.



Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network interface for setting up a company profile. On the left, a sidebar shows 'Company Settings' and 'Company Profile' (highlighted with an orange box). The main area is titled 'Company Profile' and features several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is currently selected, showing various input fields for company information. A 'Public Profile Completeness' meter on the right indicates that 32% of the profile is complete. The 'Address' section at the bottom includes fields for Address 1, Address 2, Address 3, City, State, Zip, and Country. The 'Short Description' field has a character count of 100. The 'Public Profile' field shows a URL: <http://discovery.ariba.com/profile/AN01022404640>. The 'Share Your Public Profile' section includes a link to get the Ariba badge and a 'Find us on Ariba Network' button. The 'View Public Profile' and 'Profile Visibility Settings' links are also visible.

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot displays the SAP Account Settings interface. The 'Company Settings' dropdown menu is open, showing the 'Notifications' option (1) and the 'Network Settings' option (2). The 'Network' tab is selected in the main navigation bar. The 'Electronic Order Routing' section is visible, showing notification types and their corresponding email addresses (3).

Type	Send notifications when...	To email addresses (one req)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.	* junk@phoenix.ariba.com
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.	* junk@phoenix.ariba.com
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when time sheets are undelivered.	* junk@phoenix.ariba.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.ariba.com

Complete Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Tasks

2

1 Enablement Tasks are pending

Update Profile Information

85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

3

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Note: There may be times you see a pending task **for your customer**. This will not go away until **your customer** completes it.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

4

Notifications

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
 - Online
 - cXML
 - EDI
 - **Email**
 - Fax
 - cXML pending queue
(available for Order routing only)
3. **Configure** e-mail notifications.

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<p>Email address: <input type="text"/></p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> 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".</p>

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact CPSupplierEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments

General | **Tax Invoicing and Archiving** (3)

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online (2)
Customer Invoices	Online
	cXML
	EDI

Tax Classification:

Taxation Type: [v]

Tax Id: [] (i) Do not enter dashes

State Tax Id: [] Do not enter dashes

Regional Tax Id: [] Do not enter dashes

Vat Id: []

☐ VAT Registered

VAT Registration Document: <No document> (1)

Upload...

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Customers may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each customer can assign different IDs.
 - **NOTE:** Suppliers are **REQUIRED** to provide a **Remit-To ID** for all Remit-To Addresses pertaining to Canadian Pacific Rail

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State
-----------	------	-------

↳ Edit Delete Create

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1:* |

Address 2:

Address 3:

Address 4:

City:*

State:

Postal Code:*

Country:* United Kingdom [GBR]

Contact: Select contact

Make this address default

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

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View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Configure Your Remittance Information

Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type: ▼

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name: Others

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▼

Select bank id ▼ :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country: USA 1 ▼ Area: Number:

Bank Phone:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▼

Select bank id ▼ :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country: USA 1 ▼ Area: Number:

Bank Phone:

Credit Card 3

Accept credit card: ☐ Yes ☐ No

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update 2

Pending

Customer	Requested Date ↓
No items	

Approve Reject 3

Current

Customer	Approved Date
jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date ↓
No items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships 1

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu.
The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

The screenshot displays the 'Manage Users' and 'Manage User Roles' sections of the SAP S/4HANA interface. The 'Users' tab is selected in the top navigation bar. The 'Manage Users' section shows a table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Connect. A user named 'rebecca.novotny@sap.com' is listed. The 'Manage User Roles' section shows a table with columns for Role Name and Actions. The 'Administrator' role is listed. The 'Create Role' button is highlighted with a yellow circle and the number 2. The 'Create User' button is highlighted with a yellow circle and the number 4. The 'Details' button for the 'Administrator' role is highlighted with a yellow circle and the number 3. The 'Create Role' button in the 'Manage User Roles' section is highlighted with a yellow circle and the number 5. The 'Users' link in the left sidebar is highlighted with a yellow circle and the number 1.

Username	Email Address	First Name	Last Name	Ariba Discovery Connect
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Role	Actions
Administrator	Details
All Access	Details Edit Delete

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

1

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

2 4

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Contact

3

Reset Password

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

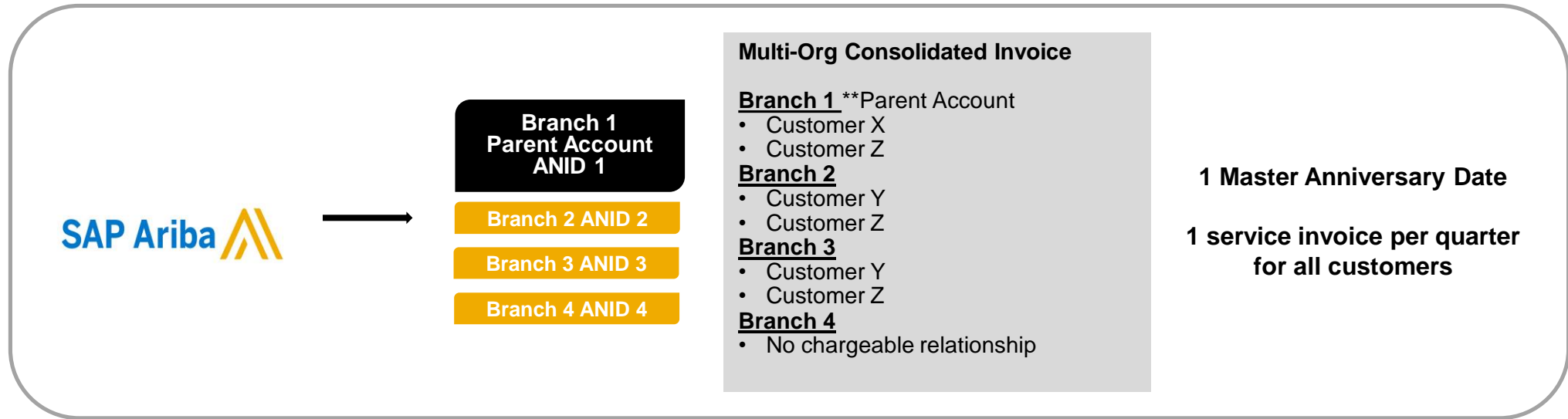
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The image shows a screenshot of the SAP User Account Navigator and the 'My Account' settings page. The top right corner features a user profile dropdown menu (1) with options: Logout, My Account (2), My Community Profile, Switch To, and a list of user accounts including 'jU-LV8b8ft565589df100959...' and 'Aribasup@s.c'. Below this, the 'My Account' page is displayed, with 'Account Settings' selected. A note indicates that an asterisk (*) denotes a required field. The 'Account Information' section contains fields for Username (*, Aribasup@s.c, with a 'Change Password' link (3)), Email Address (*, junk@phoenix.ariba.com), First Name (*, jU-LV8b8ft565589df1009590921), Middle Name, Last Name (*, lastName), and Business Role (Business Owner). The 'Security' section includes a Secret Question (*, What is the last name of your first boss?), Secret Answer (*, masked with dots), and Confirm Secret Answer (*, masked with dots) (4).

Consolidate Your Bills Through a Multi-Org



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

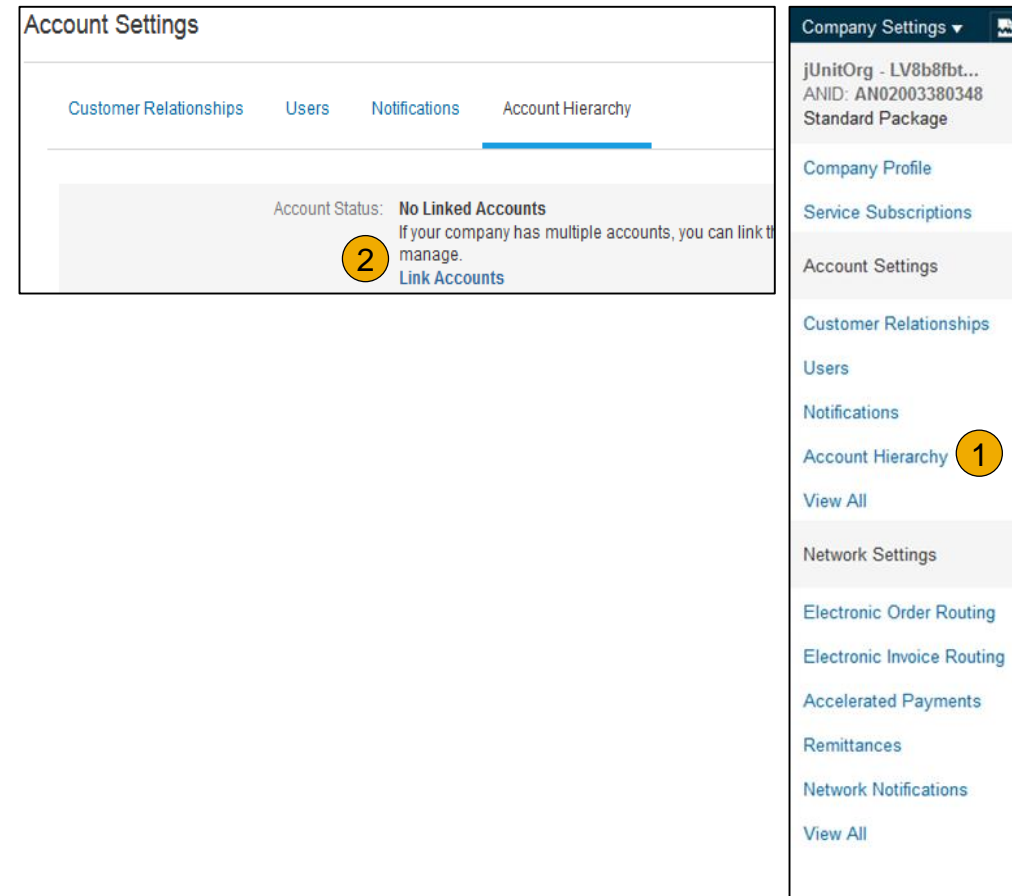
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page log in if you are the Administrator of the account.

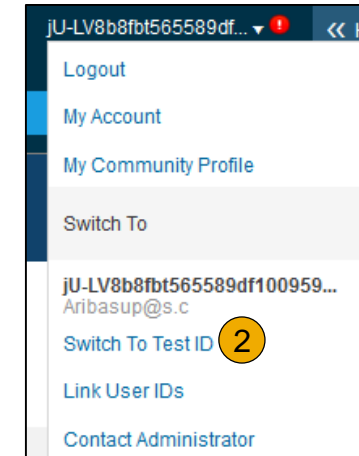
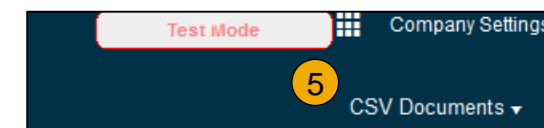
Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

A screenshot of the 'Create Test Account' form. The form contains fields for Username, Password, and Confirm Password. The Username field is pre-filled with 'test-Aribasup@s.c' and is highlighted with a yellow circle and the number 4. The Password and Confirm Password fields are masked with dots.

Section 3: Purchase Order Management



**View Purchase
Orders**



**Purchase Order
Detail**

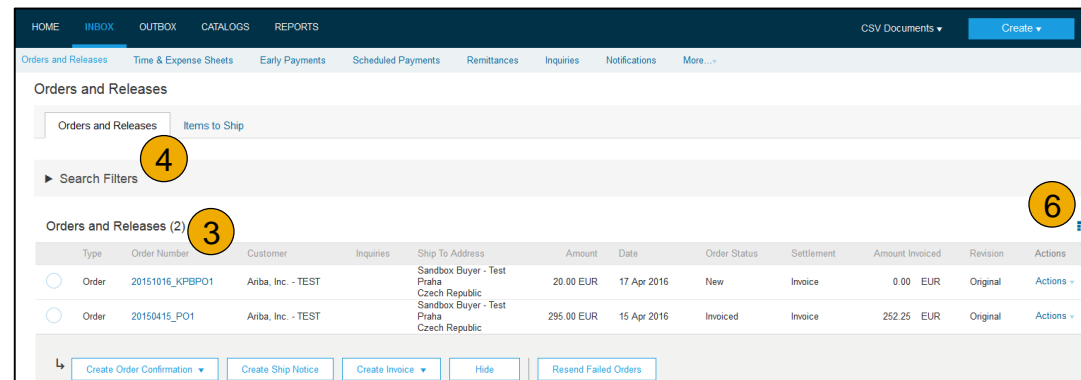
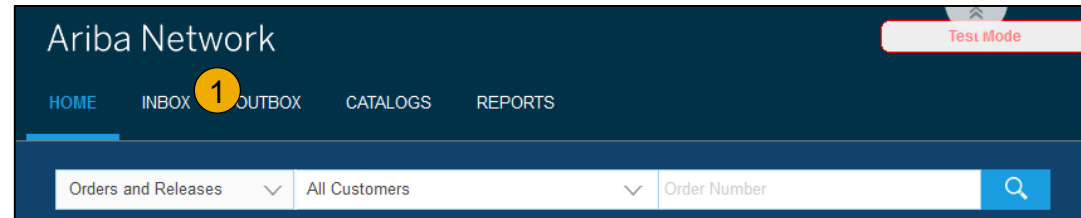


**Create PDF of
Purchase Order**

Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Canadian Pacific Rail .
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



▼ Search Filters

Customer: All Customers

Order Number:

☒ Partial number ☐ Exact number

Buyer Location Code:

Invoice Number:

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days

4 Jan 2017 - 17 Jan 2017

Min. Amount:

Max. Amount:

Order Status: All

View: All except hidden orders

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases

☐ Search only pinned orders

Number of Results: 100

Search Reset

Show / Hide Columns

☒ Type

☒ Order Number

☐ Ver

☒ Customer

Manage POs

Purchase Order Detail

1. **View** the details of your order.

The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Canadian Pacific Rail wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547 1

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01	Material	10 (EA)	18 Nov 2015
	Copy Paper White, A3, 80gsm (ream 500 sheets)			
2	GOODS_02	Material	10 (BX)	18 Nov 2015
	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)			

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00

Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00

This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

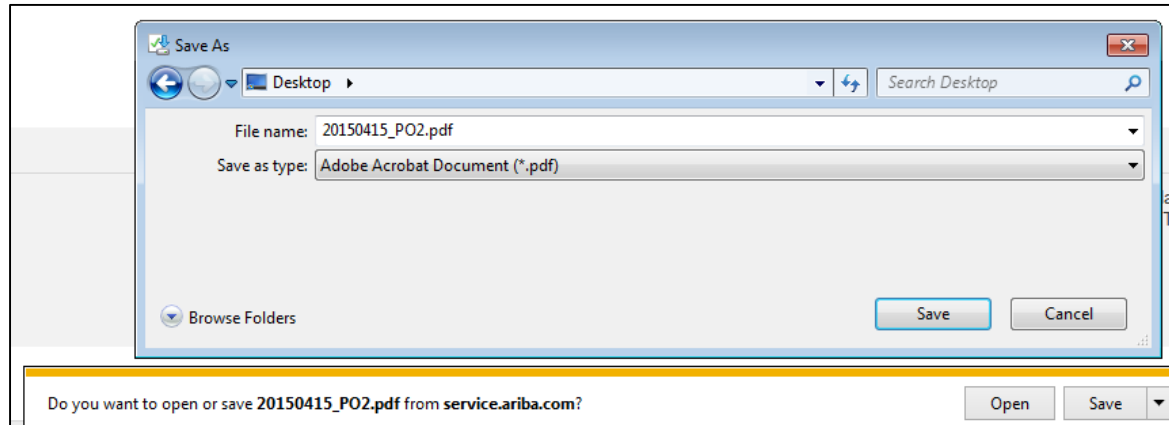
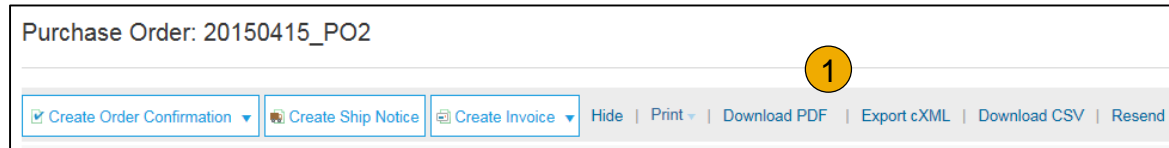
Resend

Manage POs

Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



Section 4: Other Documents



Order Confirmations (OC)

[Confirm Entire Order](#)

[Reject Entire Order](#)

[Update Line Items](#)



Advanced Ship Notices (ASN)

[Create Ship Notice](#)

[Delivery Terms and Transportation Details](#)

[Details](#)

[Submit Ship Notice and Status](#)



Service Entry Sheet

[Locate a Service PO](#)

[Create Service Sheet](#)

[Submit Service Sheet](#)

[Auto-Generate Service Sheet](#)

[Check Status](#)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
 - **NOTE:** Suppliers are **REQUIRED** to provide an Estimated Shipping Date on all Order Confirmations
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Canadian Pacific Rail.**

The screenshot shows the 'Confirming PO' interface. At the top right are 'Exit' and 'Next' buttons. On the left is a navigation pane with '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #' (with callout 1), 'Associated Purchase Order #' (20150415_PO1), 'Customer' (Ariba, Inc. - TEST), and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section with callout 2, containing fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost', along with a 'Comments' text area. A callout 4 points to a small 'Indicate' icon in the top right corner of the main area.

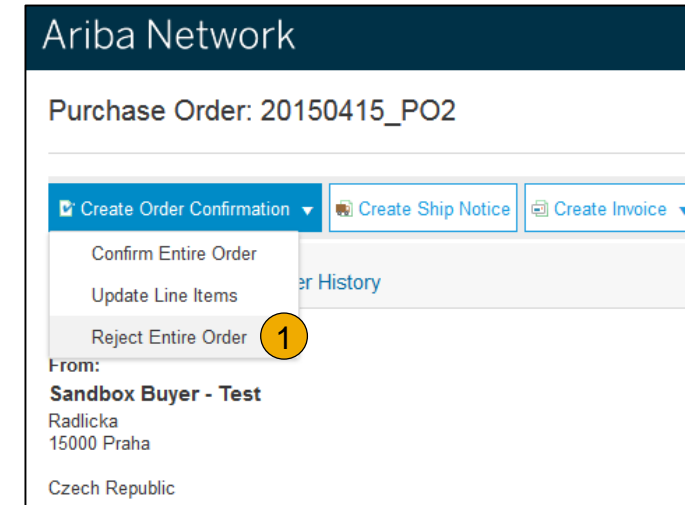
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Reject Entire Order

1. From the PO view, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. Enter a reason for rejecting the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)



Ariba Network

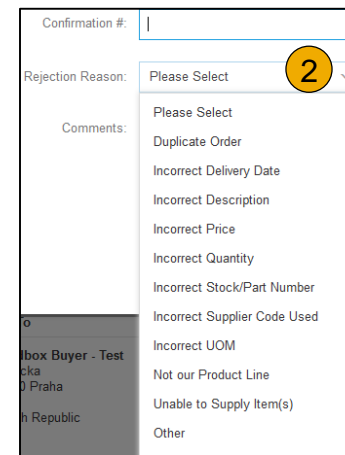
Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic

1



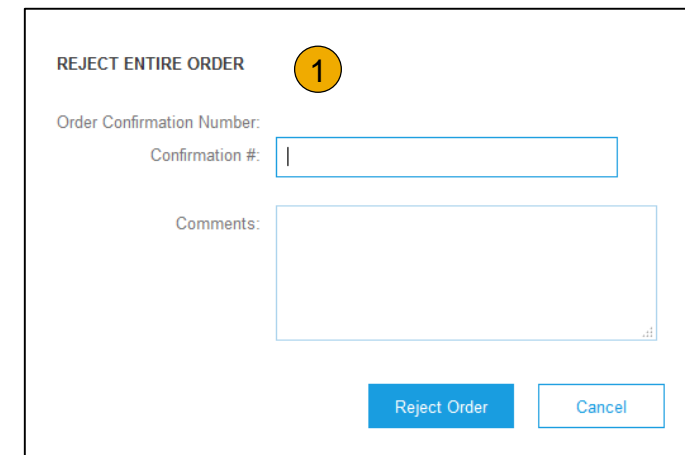
Confirmation #: |

Rejection Reason: Please Select

Comments:

Please Select Duplicate Order Incorrect Delivery Date Incorrect Description Incorrect Price Incorrect Quantity Incorrect Stock/Part Number Incorrect Supplier Code Used Incorrect UOM Not our Product Line Unable to Supply Item(s) Other

2



REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

1

Create Order Confirmation

Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Purchase Order: 20150415_PO2

☒ Create Order Confirmation ☐ Create Ship Notice ☐ Create Invoice

Confirm Entire Order
Update Line Items **1**
Reject Entire Order

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

2

1 Update Item Status **2** Review Confirmation

3

Confirmation #
Associated Purchase Order # 20150415_PO2
Customer Inc. - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION
☐ Enter shipping and tax information at the line item level.
Est. Shipping Date:
Est. Delivery Date:

Line Items					
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed 4					
Confirm: <input type="text"/> 5 Backorder: <input type="text"/> 6 Reject: <input type="text"/> <input type="button" value="Details"/> ⓘ					

Confirm Order

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

1 2

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: 1 Backordered

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Comments:

OK Cancel

3

Confirm Order

Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject: 1 2 [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Rejected**

Rejection Reason:

Comments:

3 [OK](#) [Cancel](#)

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Canadian Pacific Rail .
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click** Done to return to the Inbox.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To:
Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

[Done](#)

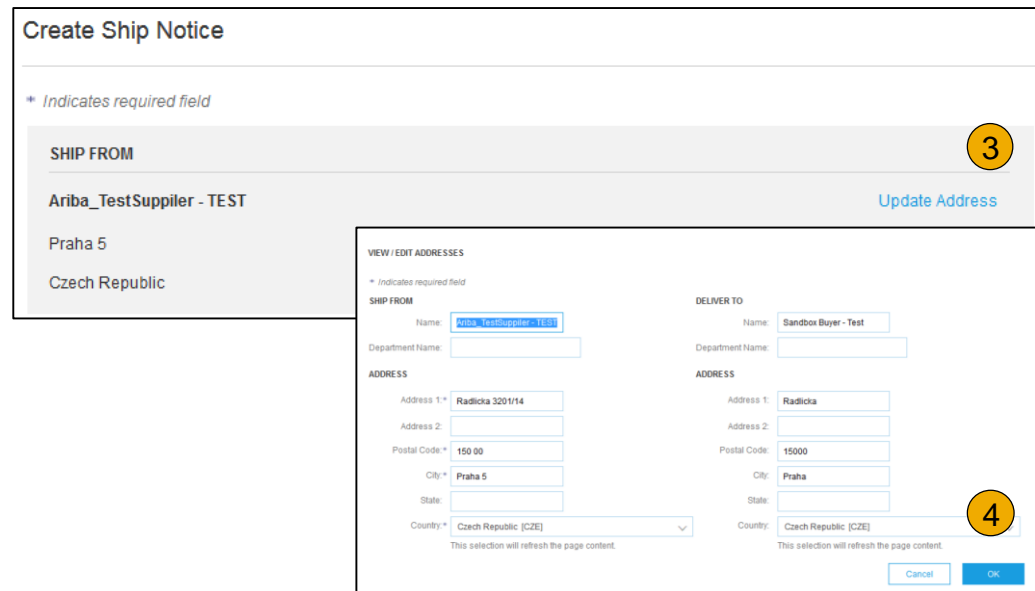
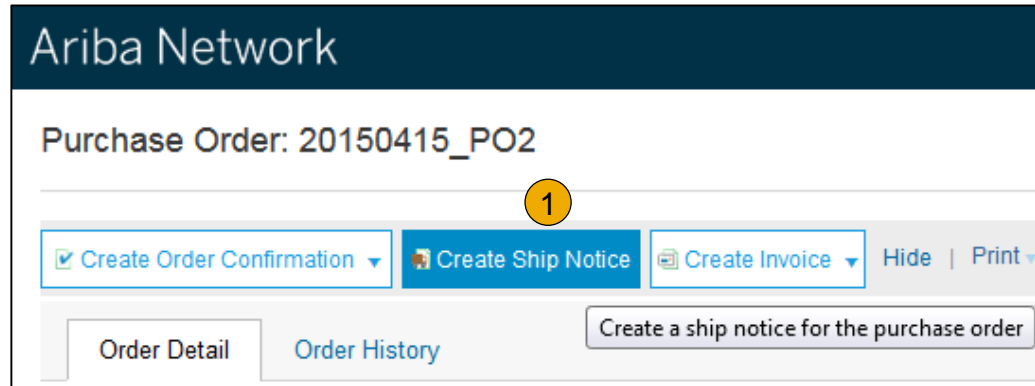
Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: [312](#)

Deliver To

Create Ship Notice

1. **Create** Ship Notice using your Ariba account once items were shipped.
Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
 - **NOTE:** Suppliers are REQUIRED to provide an Actual or Estimated Shipping Date on all Ship Notices
3. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
4. **Check** if Deliver to information is correct. Click OK.



Create Ship Notice

Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier Preferred Carriers Default Carriers Airborne Express DHL 1 FedEx UPS US Postal Service Other
Service Level:	<input type="text"/>	

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2

2

GOODS_02

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX

Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

Add Ship Notice Line

20150415_PO2

2

GOODS_02

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

10

BX

18 Nov 2015

25.00 EUR

250.00 EUR

Remove

Shipment Status

Total Item Due Quantity: 10 BX

Confirmation Status

Total Confirmed Quantity: 0 BX

Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Details"/>

Add Ship Notice Line

Add Order Line Item

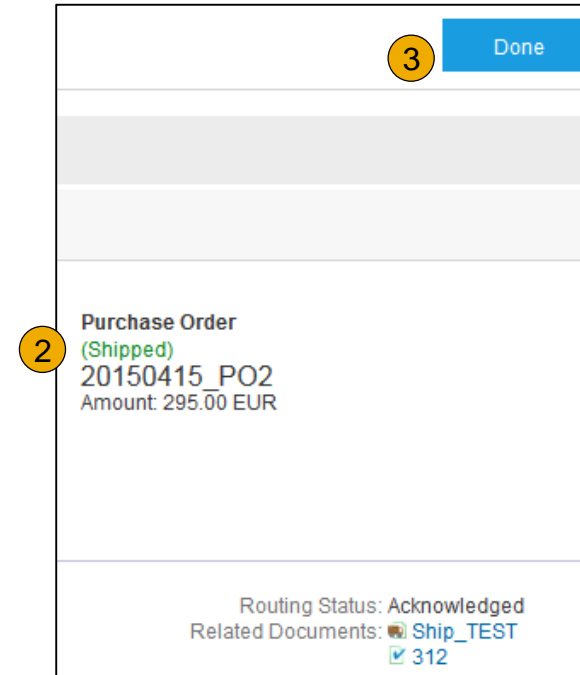
2

Next

Exit

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Canadian Pacific Rail . Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



Create a Service Entry Sheet

Locate a Service PO

1. **Locate** your Service PO within your Inbox.

- **Note:** Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

2. **Select** the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO.

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Hide Resend Failed Orders

Search Filters

Customer: All Customers

Order Number:

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Other

Start Date: 22 Mar 2017

End Date: 4 Apr 2017

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100 Search Reset

Create a Service Entry Sheet

Review Service PO

1. After reviewing your PO for accuracy, click **Create Service Sheet** at the top of bottom of your PO.

Note: Services will be indicated with the Service Icon next to the Line Type.

Purchase Order: ServicePO1 Done

1

☒ Create Order Confirmation ☒ Create Service Sheet ☐ Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From: **SMO Buyer**
123 Fake Street
Pittsburgh, PA 15222
United States

To: **SMO Supplier 1**
21 Jump Street
Cleveland, OH 44114
United States
Phone:
Fax:
Email: m.bohart@sap.com

Purchase Order
(New)
ServicePO1
Amount: \$20,000.00 USD

Payment Terms ⓘ
0.000% 45


Contract #
4610029650

Routing Status: Sent


Ship Address
SMO Buyer
123 Fake Street
Pittsburgh, PA 15222
United States

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		 Service	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	Details
Test services-Item 1							

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00
Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00
This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

 Service Sheet Required.

Sub-total: \$20,000.00 USD

1

☒ Create Order Confirmation ☒ Create Service Sheet ☐ Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

Create a Service Entry Sheet

Header Information

1. **Complete** any required fields that have an asterisk (*).
2. **Enter** additional fields as requested by your customer, including Contractor Information, Approver, etc.

Create Service Sheet

UpdateSaveExitNext

▼ Service Sheet Header

* Indicates required field

Add to Header ▼

Summary

1

Purchase Order: ServiceP01

Subtotal: \$0.00 USD

Service Sheet #: *

Service Start Date:

Service Sheet Date: * 7 Apr 2017

Service End Date:

Additional Fields

2

Supplier Reference:

To: SMO Buyer

From: SMO Supplier 1

123 Fake Street

21 Jump Street

Cleveland, OH 44114

Pittsburgh, PA 15222

United States

United States

Field Contractor:

Field Engineer:

Name:

Name:

Email:

Email:

Phone: USA 1 ▼

Phone: USA 1 ▼

Approver:

Name: *

Email: *

Phone: USA 1 ▼

Add Comments

Create a Service Entry Sheet

Line Item Section

3. **Update** quantities of line items.
4. **Enter** Service Start and End Dates if available, as well as any additional comments as needed.
5. **Click** Next to proceed to review screen.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #															
▼ 1	Not Available TESTINGSERVICECHG	<div>3</div> <div>Add ▼</div>															
<input type="checkbox"/>	<div>Include</div> <div><input checked="" type="checkbox"/></div>	<table><thead><tr><th>Part # / Description</th><th>Type</th><th>Qty / Unit</th><th>Price</th><th>Subtotal</th></tr></thead><tbody><tr><td>0000000000003015848</td><td>Service ▼</td><td><div>1,000</div> KGM</td><td>\$2.57 USD</td><td>\$2,570.00 USD</td></tr><tr><td colspan="5">MAT CONSTR MATERIAL IT005 K</td></tr></tbody></table> <div>Delete</div>	Part # / Description	Type	Qty / Unit	Price	Subtotal	0000000000003015848	Service ▼	<div>1,000</div> KGM	\$2.57 USD	\$2,570.00 USD	MAT CONSTR MATERIAL IT005 K				
Part # / Description	Type	Qty / Unit	Price	Subtotal													
0000000000003015848	Service ▼	<div>1,000</div> KGM	\$2.57 USD	\$2,570.00 USD													
MAT CONSTR MATERIAL IT005 K																	
SERVICE PERIOD																	
<div>4</div>	Start Date: <input type="text"/>	End Date: <input type="text"/>															
PRICING DETAILS																	
Price Unit: KGM		Price Unit Quantity: 1															
Unit Conversion: 1		Description:															
COMMENTS																	
Add Comments: <input type="text"/>																	
<div>↳ Add Pricing Details</div>																	
<div>Turn on Error Dump ⓘ Hide/Show XML</div>																	
<div>UpdateSaveExitNext</div>																	

Submit a Service Entry Sheet

6. From the Review Screen, check your Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. To submit to your customer, click the **Submit** Button.

Create Service Sheet

Previous

Save

Submit

Exit

Confirm and submit this document.

Service Sheet

TestServiceSES

Date: 10 Apr 2017

Purchase Order: ServicePOExample

Subtotal: \$2,570.00 USD

Subtotal: \$2,570.00 USD

From

SMO Supplier 1

21 Jump Street

Cleveland, OH 44114

United States

Phone:

Fax:

To

SMO Buyer

123 Fake Street

Pittsburgh, PA 15222

United States

Service Entry Sheet Lines

Show Item Details

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available TESTINGSERVICECHG					
1	Service	000000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD	Details

Service Entry Summary

6 Subtotal: \$2,570.00 USD

Previous

Save

Submit

Exit

Auto-Generate a Service Entry Sheet

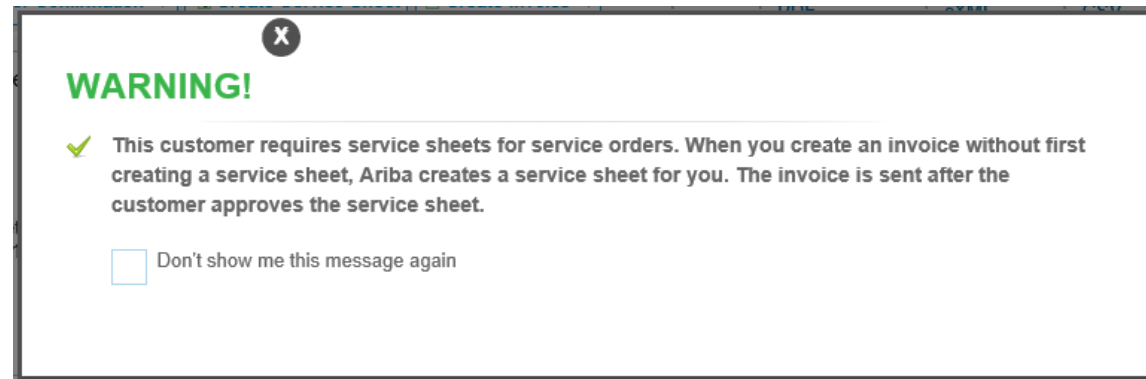
Create a Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

Canadian Pacific Rail allows automatically generates service sheets for some suppliers.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a yellow circle 1), 'CATALOGS', and 'REPORTS'. Below this, the 'Service Sheets' tab is selected (also highlighted with a yellow circle 1). The main area displays a table of service sheets. The first row is highlighted with a yellow circle 2 and shows a 'Failed' routing status. The second row shows a 'Sent' status. A yellow circle 3 points to the 'Rejected' status in the first row. Below the table, there are buttons for 'Create Invoice' and 'Edit'. An inset window titled 'Service Sheet:' shows the details for the rejected sheet, with the 'History' tab selected (highlighted with a yellow circle 3). The details include the service sheet number, date, and subtotal.

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

Service Sheet:

Create Invoice Print Export cXML

Detail History

Service Sheet (Rejected)
4511207465-SES3
Date: 7 Mar 2017
Purchase Order: 4511207465
Subtotal: £15.00 GBP

Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



Invoice Methods

[PO Flip](#)

[Contract Invoices](#)

[Invoice via Service Entry Sheet](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

Canadian Pacific Rail Invoice Requirements

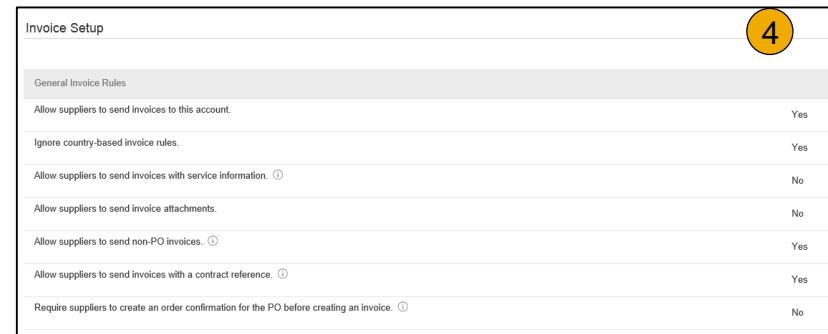
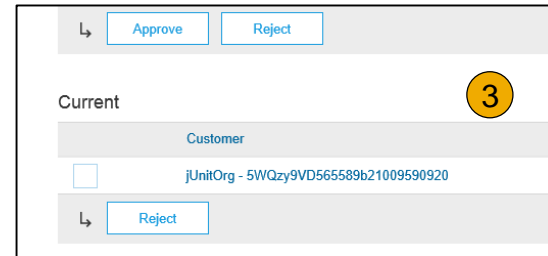
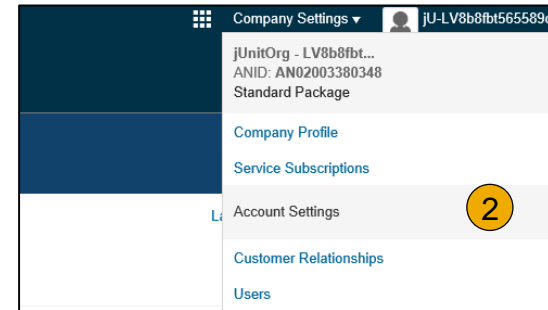
1. Suppliers are required to include a Remit-To address on all invoices
2. Suppliers must provide a **Remit-To ID** for all Remit-To Addresses for Canadian Pacific Rail
3. Suppliers must include Tax ID on invoices
4. Suppliers are required to provide an Actual or Estimated Shipping Date on all Advance Ship Notices
5. Suppliers are required to provide an Estimated Shipping Date on all Order Confirmations
6. Suppliers must enter taxes at the Line Item Level
7. Suppliers must enter all Credit Memos at the Line Item Level
8. Suppliers are required to provide a Reason for all Credit Memos
9. Changes in invoice Unit Price and any overage tolerance on invoice Quantity are not allowed

Instructions for Invoicing against a Limit PO (for Services) are posted to <https://support.ariba.com/CPR>

Review Canadian Pacific Rail Invoice Rules

These rules determine what you can enter when you create invoices.

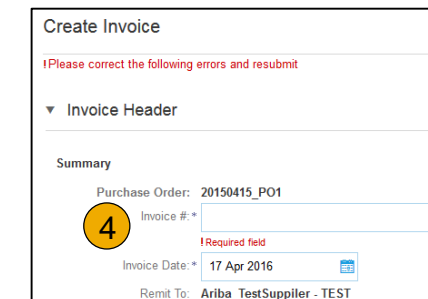
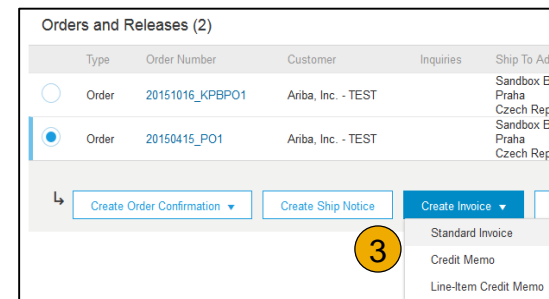
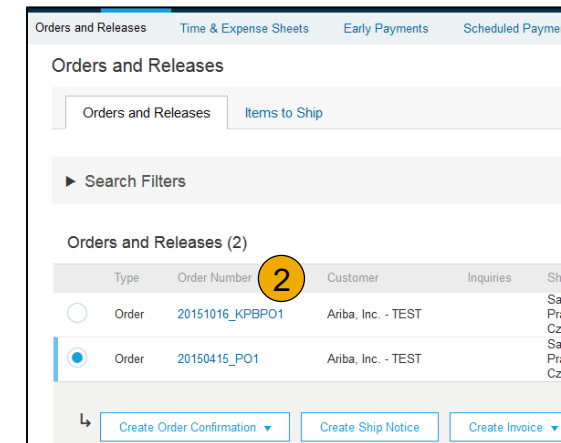
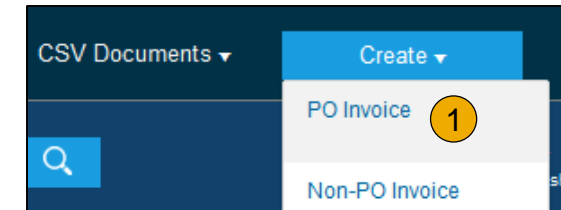
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Canadian Pacific Rail).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Canadian Pacific Rail enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Canadian Pacific Rail .



NOTE: Instructions for Invoicing against a Limit PO (for Services) are posted to <https://support.ariba.com/CPR>

Invoice via PO Flip Header

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

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
 - **NOTE:** Suppliers are REQUIRED to provide a Remit-To Address with a Remit-To ID on all Invoices
3. **Tax can be entered** at the Line Level ONLY. **Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
 - **NOTE:** Suppliers are REQUIRED to provide a Tax ID on all invoices
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223 1

Invoice Date: * 15 Apr 2016 2

Remit To DEFAULT VALUE ▾

Tax 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

* Indicates required field Add to Header ▾

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
 - **NOTE:** CP does not allow changes in invoice Unit Price and does not allow any overage tolerance on invoice Quantity.
 2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.
- Note:** You can generate another invoice later to bill for the excluded item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
 4. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

NOTE: Instructions for Invoicing against a Limit PO (for Services) are posted to <https://support.ariba.com/CPR>

The first screenshot shows a table with columns: Quantity, Unit, and Unit Price. The values are 10, BX, and 25.00 EUR. A yellow circle with the number 1 is next to the Unit column header.

The second screenshot shows a table with columns: No., Include, Type, and Part #. The values are 2, a green slider, MATERIAL, and GOODS_02. A yellow circle with the number 2 is next to the Include column header. Below the table, there is a 'Pricing Details' section with 'Price Unit: * BX' and 'Unit Conversion: * 1'. At the bottom, there is a 'Line Item Actions' dropdown and a 'Delete' button.

The third screenshot shows a table with columns: No., Include, Type, and Part #. The values are 2, a green slider, MATERIAL, and GOODS_02. A yellow circle with the number 3 is next to the No. column header. The 'Include' column has a checkbox checked.

The fourth screenshot shows a button labeled 'Add to Included Lines'. A yellow circle with the number 4 is next to the button.

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item and click update
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

Tax

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Remove

[View/Edit Addresses](#)

'. A 'View/Edit Addresses' link is visible."/>

Shipping

Ship From: **Ariba_TestSupplier - TEST**

Praha 5

Czech Republic

Ship To: **Sandbox Buyer - Test**

Praha

Czech Republic

Deliver To: Cristian Mihalache
2nd Floor, SI Team

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount: * 0.00 EUR

Shipping Date:

Invoice via PO Flip

Detail Line Items

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

The screenshot displays the SAP PO Flip interface for editing a line item. It is divided into three main sections: a top-left action menu, a top-right 'Line Items' table, and a large 'Create Invoice' form.

Top-Left Action Menu: A yellow circle with the number '6' highlights the 'Line Item Actions' dropdown menu. The menu options are 'Edit', 'Add', and 'Shipping Documents'. There are also 'Delete' and 'Add' buttons at the top of the menu.

Top-Right Line Items Table: The table header is 'Line Items' with a status '2 Line Items, 2 Included, 0 Previously Invoiced'. A yellow circle with the number '6' highlights the first line item. The table has columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first line item is: No. 1, Include (checked), Type MATERIAL, Part # GOODS_01, Description Copy Paper White, A3, 80gsm (ream 500 sheets), Customer Part #, Quantity 5, Unit EA, Unit Price 0.50 EUR, Subtotal 2.50 EUR.

Create Invoice Form: The form has a 'Done' button and a 'Cancel' button at the top right. It is divided into several sections:

- Invoice Item:** Contains fields for Quantity (* 5), Unit EA, Unit Price (* 1.00 EUR), and Subtotal 5.00 EUR. The Part # is GOODS_01. A 'Line Item Actions' button is on the right.
- Description:** Contains the description 'Copy Paper White, A3, 80gsm (ream 500 sheets)'.
- Pricing Details:** Contains fields for Price Unit (* PCE), Price Unit Quantity (* 2), Unit Conversion (* 1), and a description 'This field specifies that 1 Box is equivalent to 2 reams'.
- Shipping:** Contains fields for Ship From (Ariba_TestSupplier - TEST, Praha 5, Czech Republic) and Ship To (Sandbox Buyer - Test, Praha, Czech Republic). There is also a 'View/Edit Addresses' link.

Invoice via PO Flip

Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR
Pricing Details									
		Price Unit: *	BX		Price Unit Quantity: *	1			
		Unit Conversion: *	1		Description:				
Shipping									
Ship From: Ariba_TestSupplier - TEST			Ship To: Sandbox Buyer - Test			View/Edit Addresses			
Praha 5			Praha						
Czech Republic			Czech Republic						
Deliver To: Cristian Mihalache			2nd Floor, SI Team						
Shipping Cost									
		Shipping Amount: *	0.00 EUR		Shipping Date:				
Allowances and Charges									
		Service Code: *			Description:	Add Tax			
		Start Date:			End Date:	Remove			
		Allowance:							

[Line Item Actions](#) [Delete](#) [Add](#)

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 15 Apr 2016 [Calendar](#)

Remit To: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Bill To: Sandbox Buyer - Test

Praha

Czech Republic

Tax

☒ Header level tax [?](#) ☐ Line level tax [?](#)

Category: VAT [v](#)

Location:

Description:

Regime:

Date Of Pre-Payment: [Calendar](#)

Law Reference:

Shipping

☒ Header level shipping [?](#) ☐ Line level shipping [?](#)

Ship From: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Allowances and Charges

Service Code: [Add Tax](#)

Start Date: [Calendar](#)

End Date: [Calendar](#)

Allowance: [Remove](#)

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The screenshot illustrates the process of adding comments to a line item in SAP. The top section shows the 'Line Item Actions' dropdown menu, which is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments' (highlighted with a yellow circle 1), and 'Attachment'. The 'Add' button is also visible. Below the menu, the 'Comments' field is shown with a yellow circle 2 next to it, indicating where to enter the comment. The 'Next' button is highlighted with a yellow circle 3, indicating the final step in the process. The bottom section shows the 'Comments' field with a 'Remove' button next to it.

Invoice via PO Flip

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Canadian Pacific Rail .
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

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

Invoice Against a Contract

To create a Contract Invoice:

1. **From the home screen** within your Ariba Network account, **select** the **Create** dropdown menu and select **Contract Invoice**.
2. **Select** Canadian Pacific Rail from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (*).

The image shows two overlapping screenshots from the Ariba Network interface. The top screenshot is a 'Create' dropdown menu with options: PO Invoice, Non-PO Invoice, Contract Invoice (marked with a yellow circle and the number 1), Service Entry Sheet, Credit Memo, Time & Expense Sheets, and Catalog. The bottom screenshot is a 'Create Contract Invoice: Select Customer' dialog box. It has a 'Next' button (marked with a yellow circle and the number 2) and a 'Cancel' button. The dialog box contains a search bar for 'Customer Name' and a list of customers. 'Ariba Ready Test' is selected in the list.

The image shows a screenshot of the 'Invoice Entry' form for invoice INV40547. The form is titled 'Invoice Entry' and has a 'Submit' button and an 'Exit' button. The 'Invoice Header' section contains the following fields: Supplier Invoice # (*), Invoice Date (*), Purchasing Unit (*, No value), On Behalf Of (Christopher Hart), Supplier (*), Supplier Contact, Contract (no value) [select], Remit To Address (no value), Sold To Email, Payment Terms (no value) [select], My Labels (Apply Label...), and Shipping - Entire Invoice. The 'Ship From' and 'Ship To' fields are also present. A yellow circle with the number 3 is placed over the 'Supplier Invoice #' field.

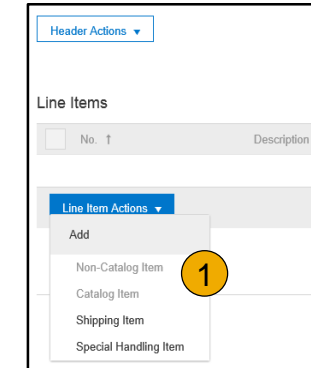
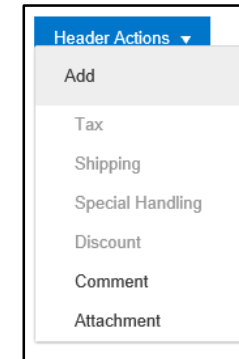
Invoice Against a Contract

Header and Line Level Options

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

To add Line items to the Invoice:

1. **Choose** from Non-catalog or Catalog options.
2. **Enter** required fields marked with an asterisk (*).
3. **Update** Total.
4. **Click** on Submit button to submit the invoice.



A screenshot of the 'Line Items' form. The form displays a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are fields for Reference Date, Commodity Code, Supplier Part Number, Supplier Auxiliary Part ID, Type, Purch Org, Line Item Text, Shipping - by Line Item, Ship From, Deliver To, and Plant. The 'Qty' field is highlighted with a yellow circle containing the number '2'.

A screenshot of the invoice summary and action buttons. The summary shows: Subtotal: \$2,570.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$2,570.00 USD, Total Net Amount: \$2,570.00 USD, and Amount Due: \$2,570.00 USD. Below the summary are four buttons: Previous, Save, Submit, and Exit. A yellow circle with the number '3' is placed over the summary, and a yellow circle with the number '4' is placed over the Submit button.

Invoice from a Service Sheet

Locate Approved Service Sheet

Ariba Network

Test Mode Company Settings

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

Invoices Order Confirmations Ship Notices **Service Sheets** Drafts

Service Sheets

Search Filters

Service Sheets (2)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input type="checkbox"/>	12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

↳ Create Invoice Edit

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Select** the checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

Note: You will ONLY be able to create an invoice against an Approved Service Sheet.

Invoice from a Service Sheet

Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

1. **Complete** all fields marked with required with an asterisk (*). Enter your Invoice Number. Invoice date will automatically populate.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: ServicePO1

1 Invoice #: ServiceInvoice1

Invoice Date: 11 Apr 2017

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH

United States

Bill To: SMO Buyer

Pittsburgh, PA

United States

Subtotal: \$0.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$0.00 USD

Total Net Amount: \$0.00 USD

Amount Due: \$0.00 USD

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Note: **Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

Invoice from a Service Sheet

Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

Note: Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (*), and enter information as required.

Shipping	
<input checked="" type="radio"/> Header level shipping ⓘ <input type="radio"/> Line level shipping ⓘ	
Ship From: SMO Supplier 1 Cleveland, OH United States	Ship To: SMO Buyer Pittsburgh, PA United States View/Edit Addresses
Deliver To:	
Payment Term	
Discount or Penalty Term(days): ⓘ 45	Percentage(%):* 0.000 Add Discount/Penalty Term
Additional Fields	
<input type="checkbox"/> Information Only. No action is required from the customer.	
Supplier Account ID #:	Service Start Date: ⓘ
Customer Reference:	Service End Date: ⓘ
Supplier Reference:	
Payment Note:	
Supplier: SMO Supplier 1 Cleveland, OH United States	Customer: SMO Buyer Pittsburgh, PA United States View/Edit Addresses
	Email: ⓘ View/Edit Addresses
Bill From: SMO Supplier 1 Cleveland, OH United States	
Field Contractor	Field Engineer
Name: ⓘ	Name: ⓘ
Email: ⓘ	Email: ⓘ
Phone: USA 1 ⓘ ⓘ ⓘ ⓘ	Phone: USA 1 ⓘ ⓘ ⓘ ⓘ
	Approver
	Name:* ⓘ
	Email:* ⓘ
	Phone: USA 1 ⓘ ⓘ ⓘ ⓘ

Invoice from a Service Sheet

Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

1. **Add** line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. **Update** each line item as needed until all items are complete.
3. **Click Next** to proceed to review screen.
4. **From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options ☐ Tax Category: ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	1			Not Available	TESTINGSERVICECHG						Add/Update
<input type="checkbox"/>	100010	<input checked="" type="checkbox"/>	SERVICE	000000000003015848	MAT CONSTR MATERIAL IT005 KG		1,000	KGM	\$2.57 USD	\$2,570.00 USD	

Pricing Details Price Unit: KGM Unit Conversion: 1 Price Unit Quantity: 1 Description:

Additional Fields classificationCode: accountingCode: purchaseDescription: transactionCategoryOrType: unitsShippedUOM:

Line Item Actions Delete Reset Tax from PO Add

Turn on Hide/Show Line Item Actions Edit Add Tax Shipping Documents Special Handling Pricing Details Discount Comments Attachment

Update Save Exit Next

Subtotal: \$2,570.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$2,570.00 USD
Total Net Amount: \$2,570.00 USD
Amount Due: \$2,570.00 USD

Previous Save Submit Exit

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative).
Make sure that all required fields marked with asterisks (*) are filled in.
 - **NOTE:** Suppliers are **REQUIRED** to provide a reason for all Credit Memos
5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**

Ariba Network (1)

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

(2) (3) Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Line Items (4)

4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

(5) Line Item Actions Delete

Turn on Error Dump ☐ Hide/Show XML

Update Exit (5) Next

(6) (7)

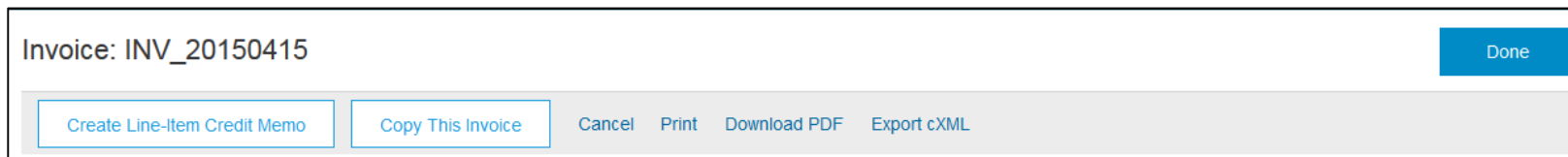
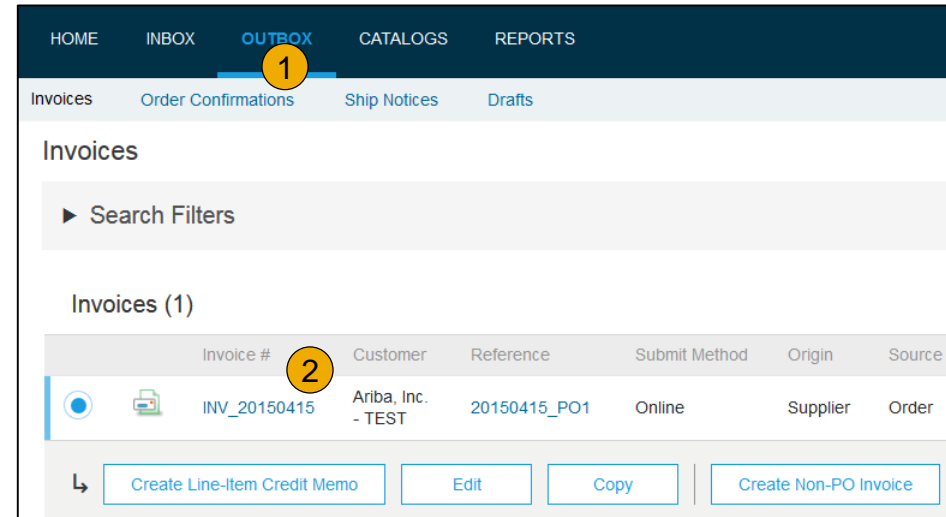
Subtotal: \$-32.64 USD
Total Tax: \$-2.28 USD
Total Shipping: \$-12.00 USD
Total Gross Amount: \$-46.92 USD
Total Net Amount: \$-46.92 USD
Amount Due: \$-46.92 USD

Previous Submit Exit

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.



Search for Invoice

(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** Canadian Pacific Rail from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search Filters** from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search.**

This screenshot shows the top navigation bar of the SAP system with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the navigation bar is a search bar. Annotation 1 points to the 'Invoices' dropdown menu. Annotation 2 points to the 'All Customers' dropdown menu. Annotation 3 points to the search input field and the search button.

This screenshot shows the 'OUTBOX' tab selected in the navigation bar. Below the navigation bar are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active. Below the tabs is a section titled 'Invoices' with a 'Search Filters' button. Annotation 4 points to the 'Search Filters' button.

This screenshot shows the 'Invoices' search filters page. It contains various input fields for search criteria. Annotation 5 points to the 'Min. Amount' and 'Max. Amount' input fields. Annotation 6 points to the 'Show only Invoices with Invoice Addendums' checkbox. The page also includes a 'Status' dropdown, a 'Date Range' dropdown, and a 'Supplier Reference' input field. At the bottom, there is a 'Number of Results' dropdown set to 100, and 'Search' and 'Reset' buttons.

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Canadian Pacific Rail via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Canadian Pacific Rail 's action on the Invoice.

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

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

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

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV_20150415
Invoice Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network

Company Settings John Doe Help Center

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

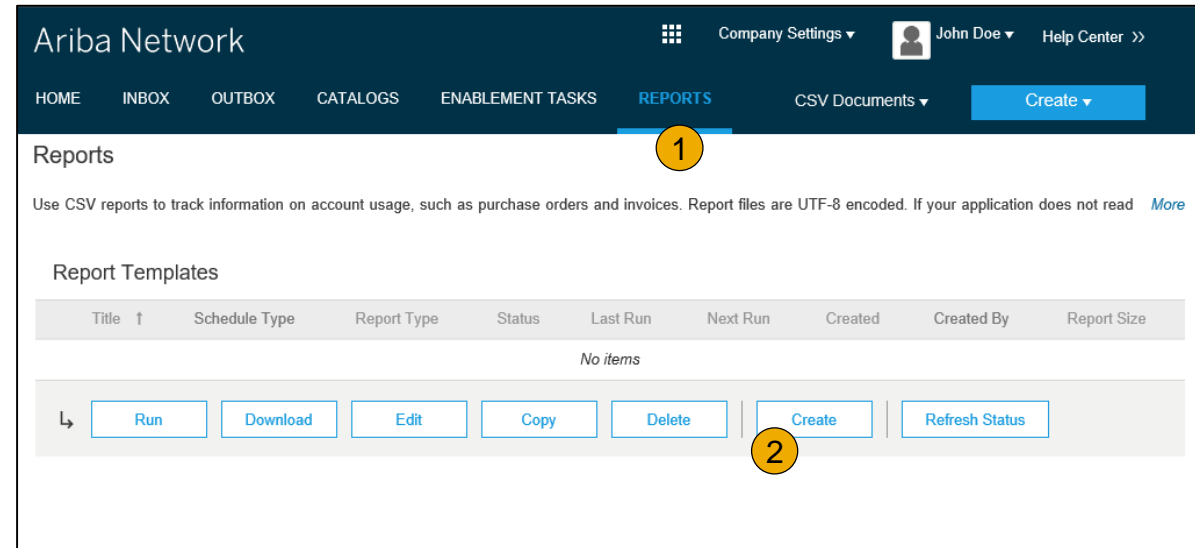
Yes No

Download Invoice Reports

Learn About Transacting

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

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Book

e Sheet

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit. [Less](#)

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

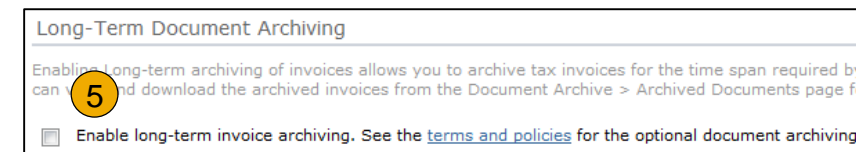
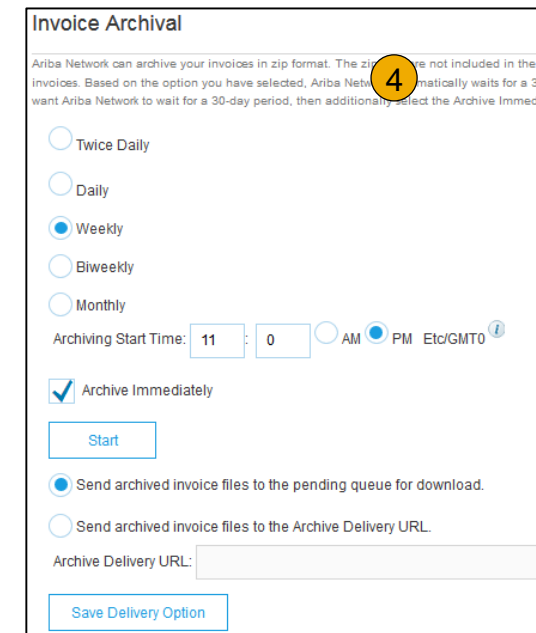
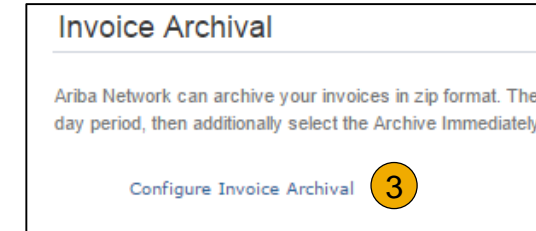
Date Range: 21 Feb 2017 To 28 Feb 2017 6

Previous Submit Exit

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Section 6: Ariba Network Help Resources



Customer Support



**Supplier
Information Portal**



**Additional
Resources**

[Useful Links and
Webinars](#)

[Troubleshoot Your
Invoice](#)

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- SAP Ariba Enablement Team at [Ariba's CPR Portal](#)
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Canadian Pacific Rail Enablement Business Process Support

- Email Canadian Pacific Rail Enablement Team at AribaSupplier@cpr.ca
 - Business-Related Questions

Canadian Pacific Rail Supplier Information Portal

- Find your supplier information portal from inside your Ariba Network account – Instructions [HERE](#)

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

- [Click here](#) for instruction on reaching Ariba Support

SAP Ariba Global Customer Support

- [Click here](#) for Canadian Pacific Rail's Supplier Information Portal

Training & Resources

Canadian Pacific Rail Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update

Pending

Customer

Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. 2 3 Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

Reject

Company Settings ▼

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships 1
Users
Notifications
Account Hierarchy
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments
Remittances
Network Notifications

Useful Links and Webinars Available

Links

- [Ariba Supplier Pricing page](#)
- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)

Webinars

- [Supplier Success Sessions](#)
 - Created by Ariba Network Customer Support
 - Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - Using the help center
- [Best Practice Webinars](#)
 - Information sessions on Supplier best practices
 - Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription
- [Live Demonstrations](#)
 - Understand SAP Ariba's solutions
 - Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

Troubleshoot Your Invoice Issues

How do I know
which type of
invoice to
create?

What does this
error message
mean?

How do I cancel
an invoice that
I've sent?

How do I edit and
resubmit an
invoice that I've
sent?

What should I do
if my invoice has
been rejected?

Can I resend a
failed or rejected
invoice with the
same invoice
number?

How do I tell
when my invoice
will be paid?

Thank you.