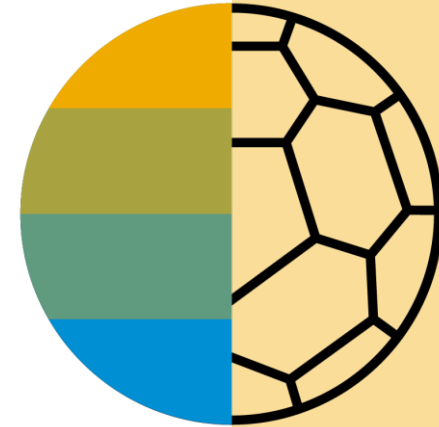




# The Home Depot Supplier Guide

CONFIDENTIAL



THE BEST RUN



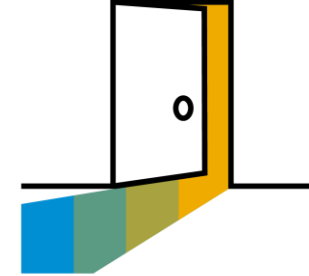
# HOME- Table of Contents



## Section 1: Ariba Network Overview



## Section 2: Account Set Up



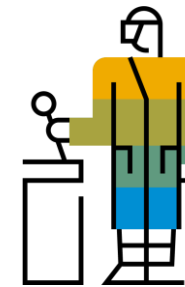
## Section 3: Purchase Orders



## Section 4: Other Documents



## Section 5: Invoice Methods



## Section 6: Help Resources

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**The Home Depot Project Scope**

The Home Depot Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

Subscription Levels

\$USD

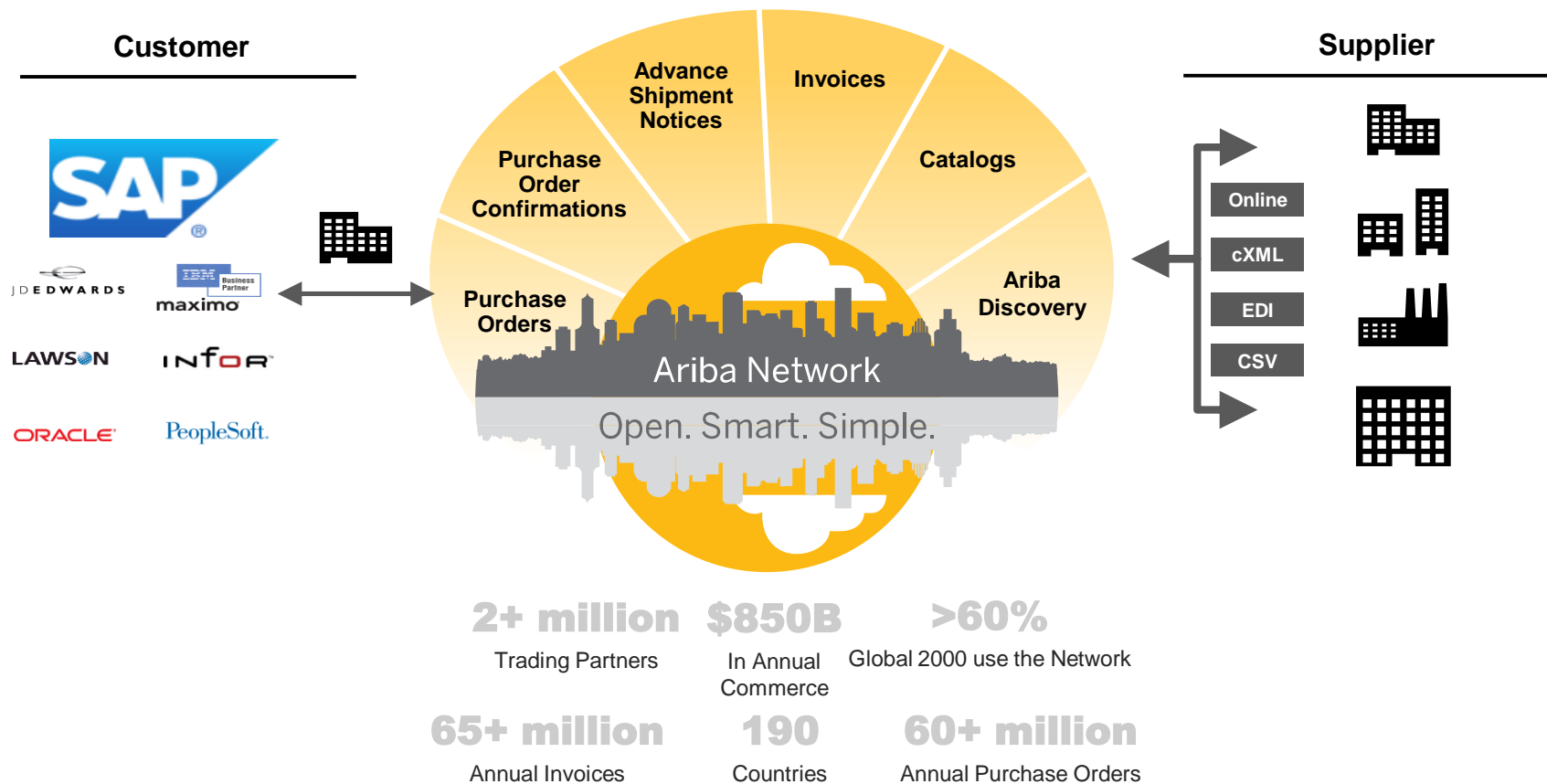
£GBP

€EUR

\$AUD

# What is Ariba Network?

The Home Depot 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.



# The Home Depot Message

Dear supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. The Home Depot is partnering with SAP Ariba® to fulfill our vision of moving away from paper and manually transmitted documents. We value our partnership with your company, and want to continually improve the collaboration and purchasing capabilities of that relationship. To that end, your participation is required to continue to conduct business together. Please pay close attention to the following information to ensure you complete all the required steps for enablement on the Ariba Network.

## What does this mean for you?

- Conducting business on the Ariba Network will be required and your purchase orders and invoices will soon be transmitted using this platform. The network provides many benefits such as real-time PO delivery, use of online catalogs, invoice automation, dynamic discounting options and potential new business opportunities. Click on the video below to get more information.

[The Home Depot Message continues on slide 6...](#)

# The Home Depot Message...continued

## Is there a cost associated with this initiative?

- In some cases, yes. It depends on the type of enablement. The fee amount will be determined by the type of enablement and volume of your transactions. However, these fees will be offset by the many benefits mentioned above as well as being considered a preferred supplier for transacting with The Home Depot. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).

## When will this take effect?

- In the coming weeks, Ariba will send you important instruction for joining the network, establishing your trading relationship with The Home Depot and configuring your account. We are targeting Oct 2020 as the go-live date but please note that implementation will be staggered across the nation. More information to follow. It is important that you act quickly on all communications and requests due to our aggressive timeline. Ideally, not to exceed five business days.

[The Home Depot Message continues on slide 7...](#)

# The Home Depot Message...continued

## What is the next step?

- We will be hosting a mandatory web-based supplier summit. During the event you will have the opportunity to participate in a live Q&A with experts from both SAP Ariba and The Home Depot and learn more about next steps.
- If you are not the correct contact to make this decision then please forward internally and reply back with the best contact's name and email address at your company.

We are confident that this change will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. If you want more detail from a The Home Depot contact please submit a Vendor Setup/Support Ticket at [NonMerch Vendor Support](#).

If you are not the correct point of contact, please contact us at [Supplier\\_Enablement@homedepot.com](mailto:Supplier_Enablement@homedepot.com) with the correct contact information.

Kind Regards,  
Caroline Norman- Director Procurement  
Dave Richa- Sr Director Financial Operations

# Review The Home Depot Specifications

## Supported Documents

### The Home Depot project specifics:

- **Tax data** is accepted at the header/summary level or 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
- **Line Level Credit Invoices/Credit Memos**  
Item level credits; price/quantity adjustments



# Review The Home Depot Specifications

## NOT Supported Documents

### NOT Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by The Home Depot
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by The Home Depot
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; The Home Depot will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**  
The Home Depot requires invoices to be submitted electronically through Ariba Network; The Home Depot will no longer accept paper invoices
- **Header Level Credit Memos**  
Credit Memos applied against whole invoices; not accepted by The Home Depot
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network; not accepted by The Home Depot
- **BPO Invoices**  
Invoices against a blanket purchase order; not accepted by The Home Depot
- **Contract Invoices**  
Apply against contracts; not accepted by The Home Depot

# 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

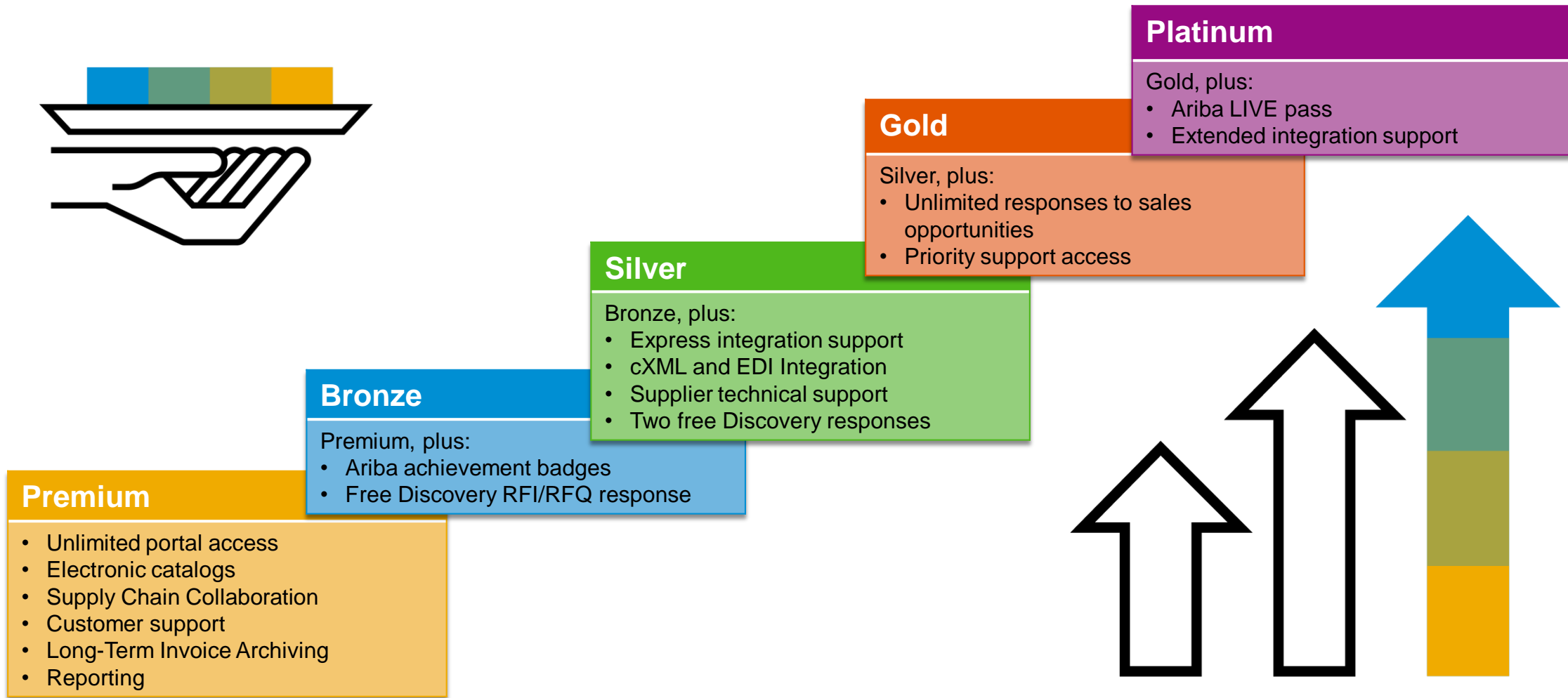
**62% decrease in late payments**



## 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



GBP



EUR



AUD



\$CAD

# Supplier Fee Schedule

## 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	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> 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

## Transaction Fees

Billed every quarter

Per-relationship fee cap: £15,500/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**£38,750 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	<b>Free</b>
5 to 24 documents	*Bronze	£35
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

**\*Chargeable suppliers transacting less than £193,750 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: €17,300/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**€43,250 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	<b>Free</b>
5 to 24 documents	*Bronze	€45
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	€670
100 to 499 documents	Gold	€2,000
500 and more documents	Platinum	€4,900

**\*Chargeable suppliers transacting less than €216,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: A\$27,300/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**A\$68,250 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	<b>Free</b>
5 to 24 documents	*Bronze	A\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	A\$750
100 to 499 documents	Gold	A\$2,250
500 and more documents	Platinum	A\$5,500

**\*Chargeable suppliers transacting less than A\$341,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**



# Supplier Fee Schedule

## 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**

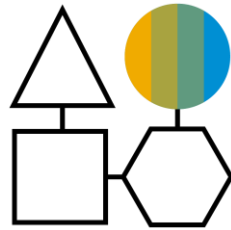
## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> 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](#)

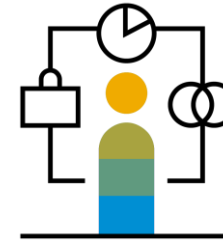
[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Accelerated Payments](#)

[Remittances](#)



### Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

# The Home Depot 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 your buyer.
- **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**

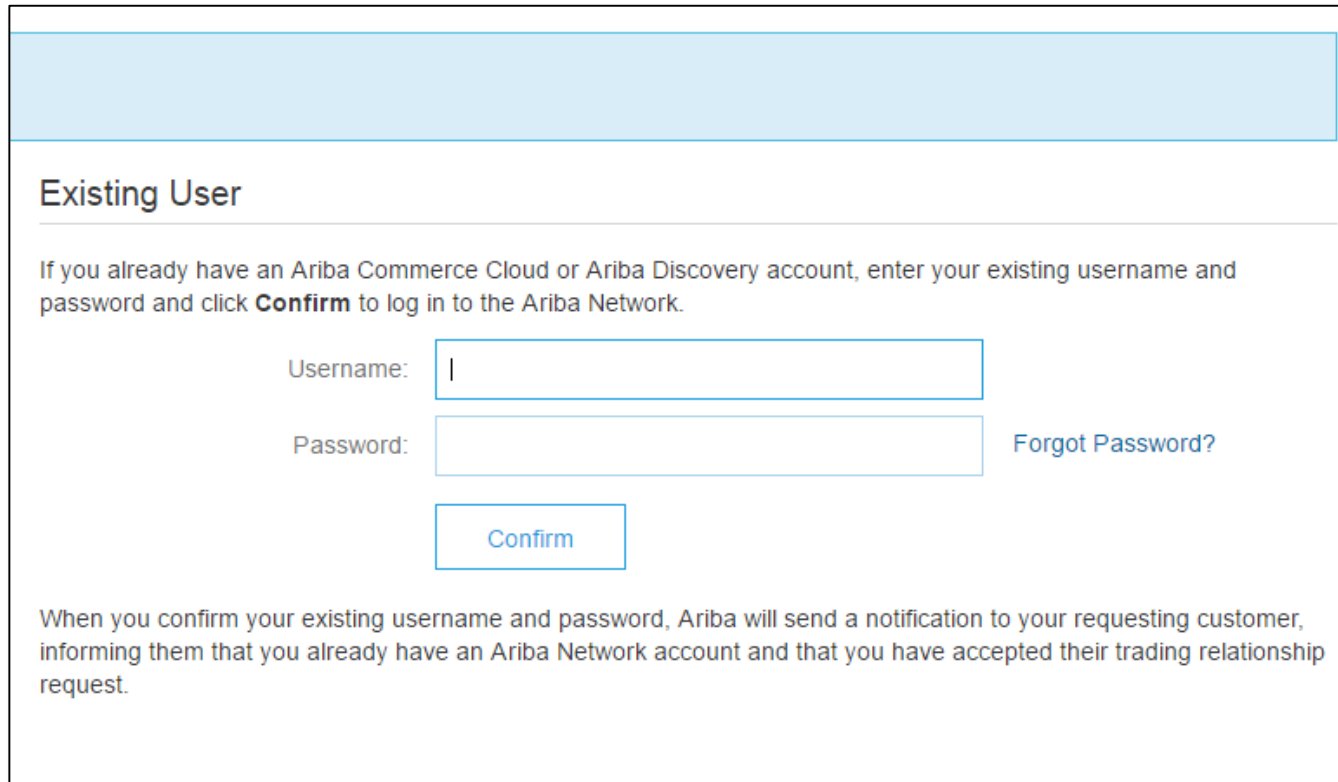
1. Accept the **Terms of Use** by checking the box.

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 labeled '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 labeled '3' points to the 'Email' field. A link for 'Ariba Privacy Statement' is also present. At the bottom, a checkbox labeled '4' is for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. The 'Register' button at the bottom right is highlighted with a blue circle labeled '5'. A link 'I have further questions for my requesting customer' is located above the 'Register' button.

# 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.

Company Settings ▼ John Doe ▼ H

SMO Supplier 1  
ANID: AN010  
Standard Package

Company Profile

Service Subscriptions

Account S

Ariba Network

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name: SMO Supplier 1

Other names, if any:

NetworkId: AN010 ⓘ

Short Description: ⓘ Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL

Address

Address 1: 21 Jump Street

Address 2:

Address 3:

City: Cleveland

State: Ohio ▼

Zip: 44114

Country: United States [USA] ▼

Public Profile Completeness

32%

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile

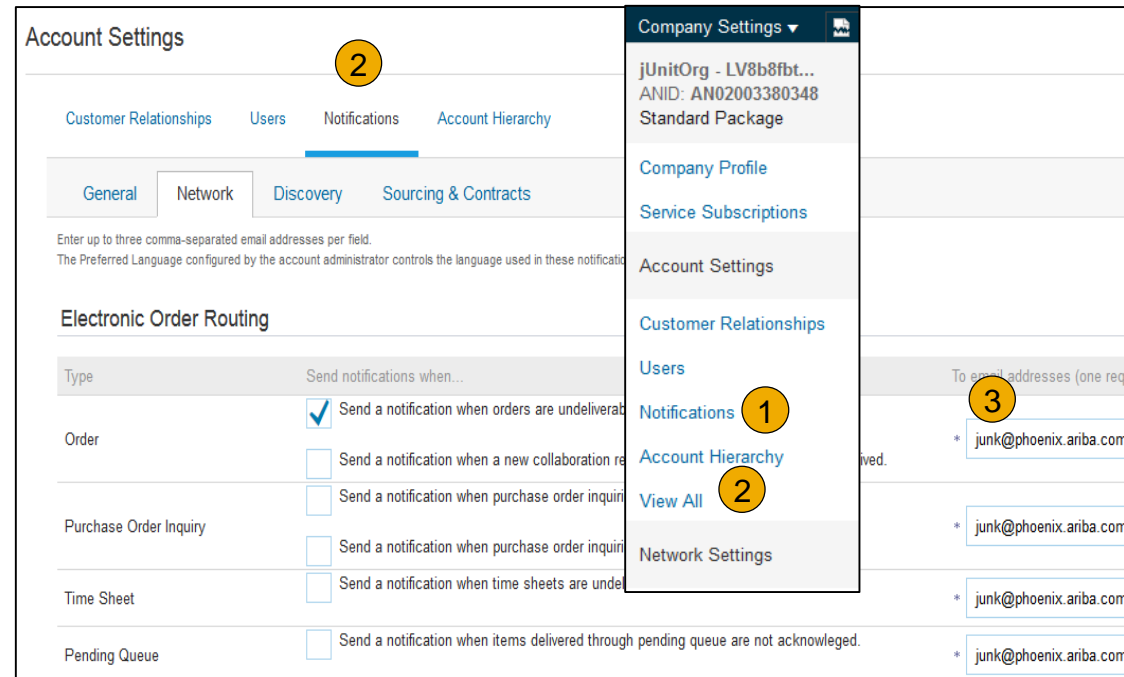
Profile Visibility Settings



# 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.



**Account Settings**

Customer Relationships Users **Notifications** Account Hierarchy

General Network **Discovery** Sourcing & Contracts

Enter up to three comma-separated email addresses per field.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

**Electronic Order Routing**

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

**Company Settings**

jUnitOrg - LV8b8f8t...  
ANID: AN02003380348  
Standard Package

Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships  
Users  
**Notifications**  
Account Hierarchy  
View All  
Network Settings

To email addresses (one required)

\* junk@phoenix.ariba.com

\* junk@phoenix.ariba.com

\* junk@phoenix.ariba.com

\* junk@phoenix.ariba.com

# Configure 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	Online	Save in my online inbox
	cXML	
	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 <span>2</span>	<div>Email address: <input type="text"/></div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message <span>3</span></div> <div><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".</div>

# 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 [Click Here](#) 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> 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 1

Accelerated Payments

# Configure Accelerated Payment Options

1. From the **Company Settings** dropdown menu, select **Accelerated Payments**.
2. **Locate** the notifications section, and select the boxes next to **Buyer Initiated Early Payment Offers** and **Standing Early Payment Offers**.
3. **Enter** up to three email addresses, separated by commas, of individuals within your company responsible for payment term configuration.
4. **Click** the **Save** button.

Network Settings

4 Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

Notifications

Type	Send notifications when...	To email addresses (one required)
Buyer-Initiated Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when your buyer initiates an early payment on a specific invoice.	* test@yourcompany.com
Early Payment Offers	<input checked="" type="checkbox"/> Send a notification when your buyer proposes a new early payment term for invoices. Once you accept the buyer will apply the payment term to his/her vendor master.	* test@yourcompany.com

Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

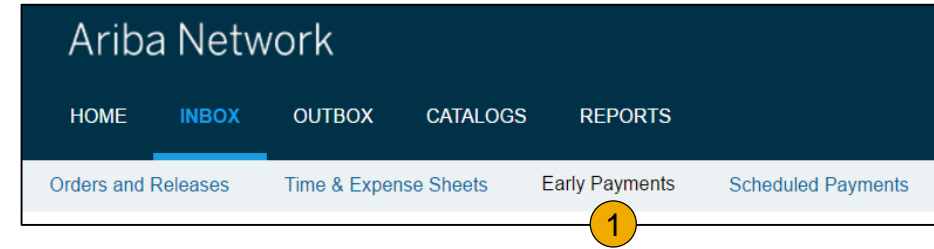
Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships  
Users  
Notifications  
Account Hierarchy  
View All

Network Settings

Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments  
Remittances  
Network Notifications  
View All

# Locate Early Payment Term Offers

1. From the **Inbox** tab in your account, please select **Early Payments** to view opportunities.
2. Select the invoice to review early payment offers by clicking the check box next to the Payment ID and then click **Review/Accept Early Payment Offer**.



Early Payment Discounts Offered									
<input type="checkbox"/>	Payment ID	Invoice	Due Date ↓	Projected Settlement Date	↑Remaining	Invoice Amount	Discount Basis	**Discount Percent	**Discount
<input type="checkbox"/>	PPR2017-04-12-08-55A	2017-01-26-08-55A	9 Jun 2017	20 Apr 2017	54 Days	\$25,000.00 USD		2.60%	\$650.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55	2017-01-26-08-55	9 Jun 2017	20 Apr 2017	54 Days	\$20,000.00 USD		2.60%	\$520.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55D	2017-01-26-08-55D	30 May 2017	20 Apr 2017	44 Days	\$12,000.00 USD		2.10%	\$252.00 USD
<input type="checkbox"/>	PPR2017-04-12-08-55C	2017-01-26-08-55C	23 May 2017	20 Apr 2017	37 Days	\$9,900.00 USD		2.76%	\$273.25 USD
<div><input type="checkbox"/> <a href="#">Review/Accept Early Payment Offer</a> <a href="#">Use Cash Optimizer</a></div>									



# Review and Accept Early Payment Term Offers

1. **Review** the table of options of when you would like to receive payment on the invoice selected. Select the date to receive payment by clicking the radio button next to the payment date desired.
2. **Click the Accept Early Payment Offer** button at the bottom of the screen. The offer will then be sent to The Home Depot.

Payment Information

Payment Date: 9 Jun 2017  
Payment Method: ACH  
Invoice ID: 2017-01-26-08-55A

PAYMENT PROPOSAL  
PPR2017-04-12-08-55A (Scheduled)  
Original Amount: \$25,000.00 USD  
Discount Amount: (\$0.00 USD)  
Amount Due: \$25,000.00 USD  
Settlement on: 9 Jun 2017

Discount Information

Select the date on which you want to be paid

Page 1 »

Payment Date 1	Settlement Date	Scheduled Payment Date	Discount%	Discount Amount	Settlement Amount
<input type="radio"/> 1 May 2017	3 May 2017	9 Jun 2017	1.95	\$487.50 USD	\$24,512.50 USD
<input type="radio"/> 2 May 2017	4 May 2017	9 Jun 2017	1.90	\$475.00 USD	\$24,525.00 USD
<input type="radio"/> 3 May 2017	5 May 2017	9 Jun 2017	1.85	\$462.50 USD	\$24,537.50 USD
<input type="radio"/> 4 May 2017	6 May 2017	9 Jun 2017	1.80	\$450.00 USD	\$24,550.00 USD
<input type="radio"/> 5 May 2017	7 May 2017	9 Jun 2017	1.75	\$437.50 USD	\$24,562.50 USD
<input type="radio"/> 8 May 2017	10 May 2017	9 Jun 2017	1.60	\$400.00 USD	\$24,600.00 USD
<input type="radio"/> 9 May 2017	11 May 2017	9 Jun 2017	1.55	\$387.50 USD	\$24,612.50 USD
<input type="radio"/> 10 May 2017	12 May 2017	9 Jun 2017	1.50	\$375.00 USD	\$24,625.00 USD
<input type="radio"/> 11 May 2017	13 May 2017	9 Jun 2017	1.45	\$362.50 USD	\$24,637.50 USD
<input type="radio"/> 12 May 2017	14 May 2017	9 Jun 2017	1.40	\$350.00 USD	\$24,650.00 USD

# 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. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot displays the SAP configuration interface for remittance information. It is divided into two main panels: 'Network Settings' on the left and 'Company Settings' on the right.

**Network Settings Panel:**

- At the top, there are tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. The 'Settlement' tab is currently selected.
- Below the tabs, a note states: '\* Indicates a required field'.
- The section is titled 'EFT/Check Remittances'.
- There is a table with columns: 'Address ↑', 'City', and 'State'.
- At the bottom of this section are three buttons: 'Edit', 'Delete', and 'Create'. A yellow circle with the number '2' is placed over the 'Create' button.

**Create Remittance Address / Payment Info Panel:**

- The title is 'Create Remittance Address / Payment Info'.
- A sub-header reads: 'Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.'
- A note below states: 'Do not enter personal bank account information. Enter only corporate bank details.'
- Another note states: '\* Indicates a required field'.
- The section is titled 'Remittance Address'.
- There are four input fields for 'Address 1\*', 'Address 2\*', 'Address 3\*', and 'Address 4\*'. A yellow circle with the number '3' is placed over the 'Address 1\*' field.
- Below these are input fields for 'City:\*', 'State:', and 'Postal Code:\*'.
- There is a 'Country:\*' dropdown menu currently set to 'United Kingdom [GBR]'.
- There is a 'Contact:' dropdown menu currently set to 'Select contact'.
- At the bottom is a checkbox labeled 'Make this address default'. A yellow circle with the number '4' is placed over this checkbox.

**Company Settings Panel:**

- The title is 'Company Settings' with a dropdown arrow and a user icon.
- Below the title, it shows: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', and 'Standard Package'.
- There is a list of menu items: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'.
- The 'Remittances' item is highlighted with a yellow circle and the number '1'.

# 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
<input type="checkbox"/> 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' interface in the SAP Ariba Network. The interface is divided into two main sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section includes a table of existing users and a 'Create User' button. The 'Manage User Roles' section includes a table of existing roles and a 'Create Role' button. Numbered callouts (1-5) highlight key actions: 1. Clicking the 'Users' tab in the left sidebar. 2. Clicking the 'Create Role' button in the 'Manage User Roles' section. 3. Clicking the 'Details' button for the 'Administrator' role. 4. Clicking the 'Create User' button in the 'Manage Users' section. 5. Clicking the 'Create Role' button in the 'Manage User Roles' section.

**Company Settings** ▾

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

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

**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 Cont
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

[Edit](#) [Delete](#) [Add to Contact List](#) [Remove from Contact List](#) [Make Administrator](#) [Create User](#) 4

**Manage User Roles** 5

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

**Role**

Name	Actions
Administrator	<a href="#">Details</a> 3
All Access	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>

[Create Role](#) 2

# 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.

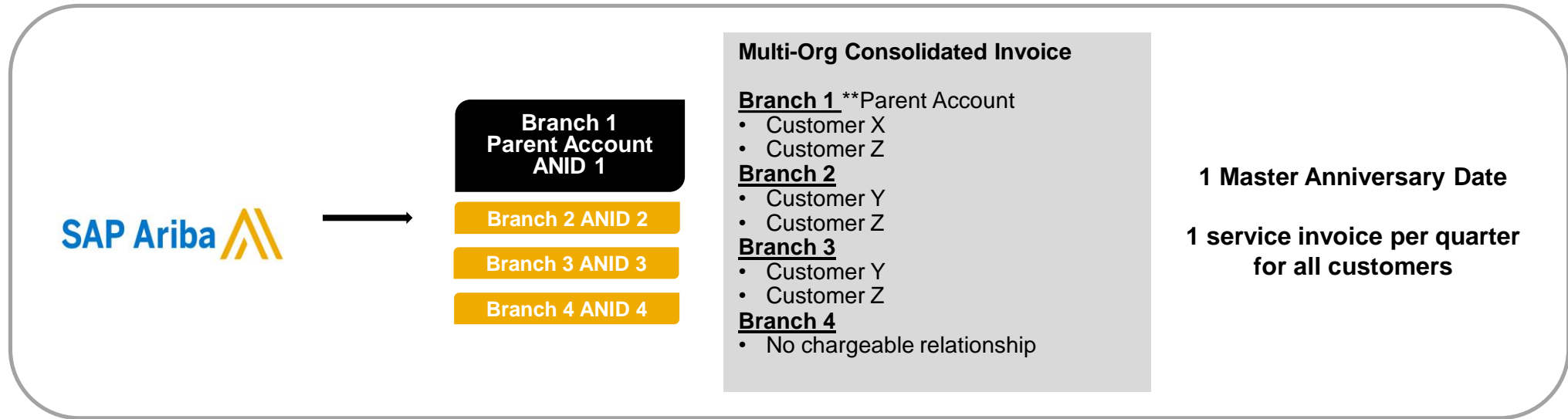
**Note:** If you change username or password, remember to use it at your next login.

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

The image shows two parts of the SAP user interface. The top part is the 'User Account Navigator' dropdown menu, which is triggered by clicking on the user's name 'jU-LV8b8ft565589df...' in the top right corner (indicated by a yellow circle with '1'). The menu contains options: 'Logout', 'My Account' (indicated by a yellow circle with '2'), 'My Community Profile', 'Switch To', and a list of user accounts including 'jU-LV8b8ft565589df100959...' with email 'Aribasup@s.c'. Below the menu is the 'My Account' page. It has two tabs: 'Account Settings' (active) and 'Account Information'. Under 'Account Settings', there is a note '\* Indicates a required field'. The 'Security' section contains fields for 'Username' (Aribasup@s.c, with a 'Change Password' link and a yellow circle with '3'), 'Email Address' (junk@phoenix.ariba.com), 'First Name' (jU-LV8b8ft565589df1009590921), 'Middle Name' (empty), 'Last Name' (lastName), and 'Business Role' (Business Owner). The 'Secret Question' is 'What is the last name of your first boss?'. The 'Secret Answer' and 'Confirm Secret Answer' fields are masked with dots (indicated by a yellow circle with '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:

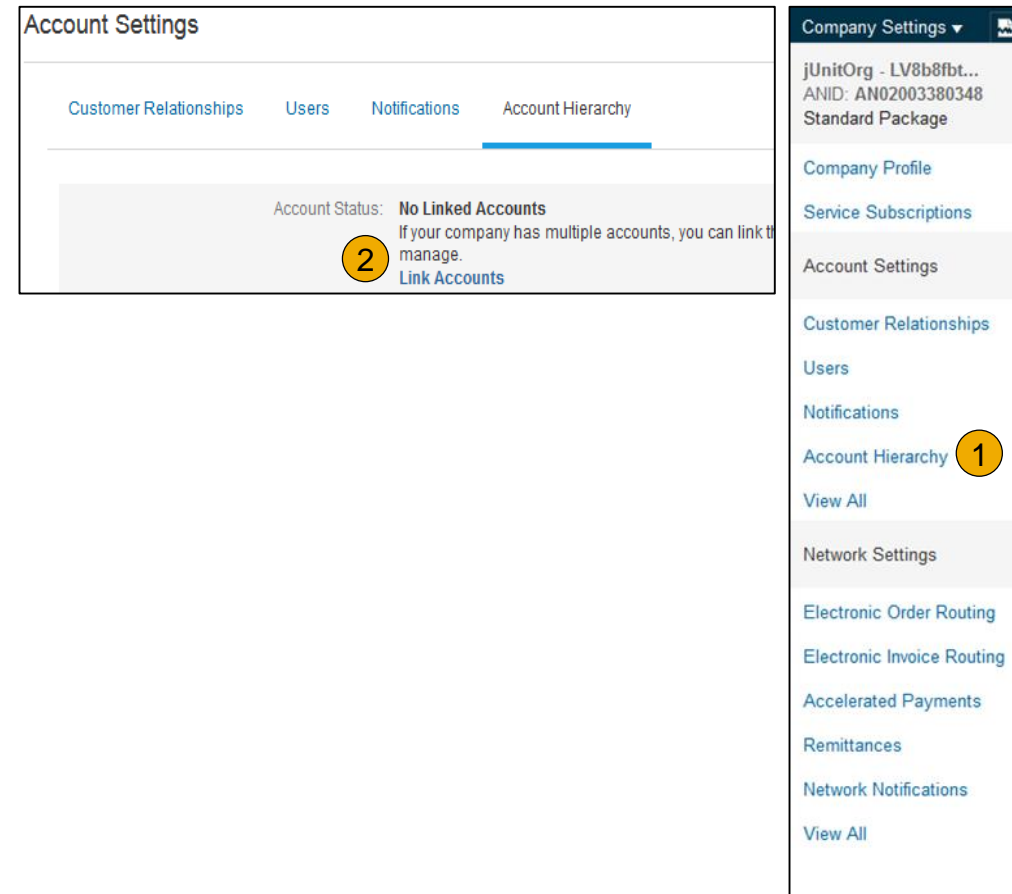
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# 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.

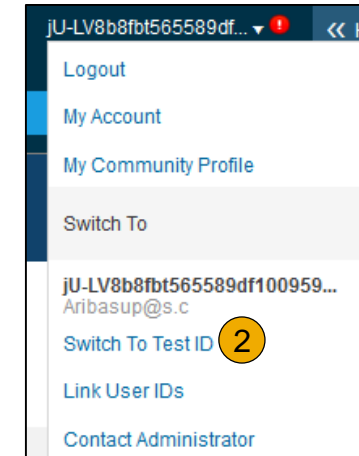
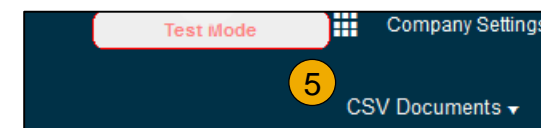
**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

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 title is 'Create Test Account'. Below it, a message says 'You are about to create a new account in the Test Mode. The trading relationship with the...'. The form has three input fields: 'Username:\*' (containing 'test-Aribasup@s.c'), 'Password:\*' (masked with dots), and 'Confirm Password:\*' (masked with dots). A yellow circle with the number 4 is next to the Username field.

## Section 3: Purchase Order Management



**View Purchase  
Orders**



**Purchase Order  
Detail**

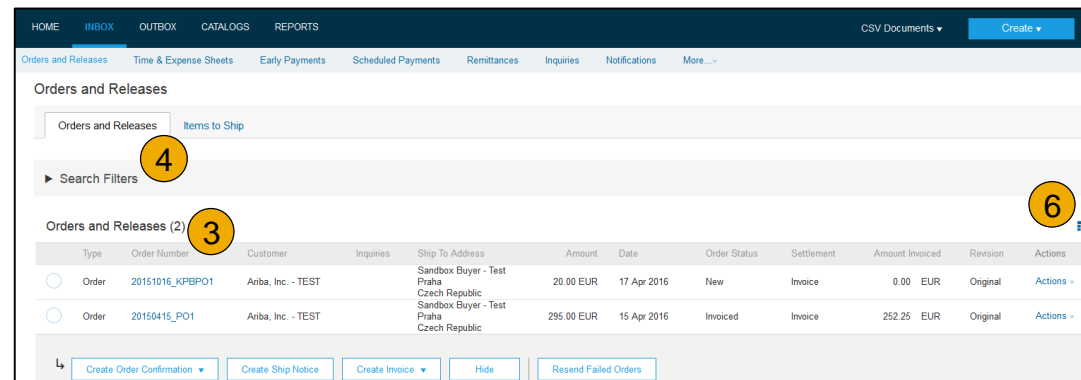
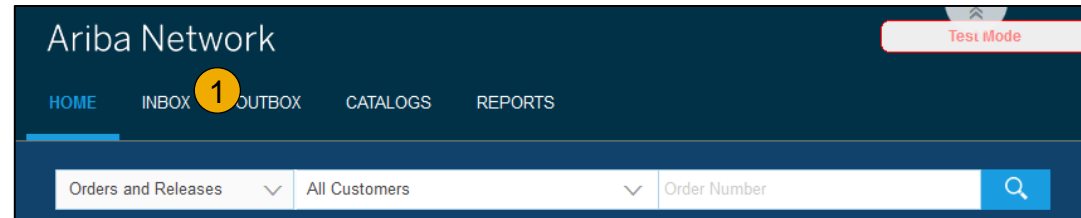


**Create PDF of  
Purchase Order**

# 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 The Home Depot.
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 The Home Depot 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

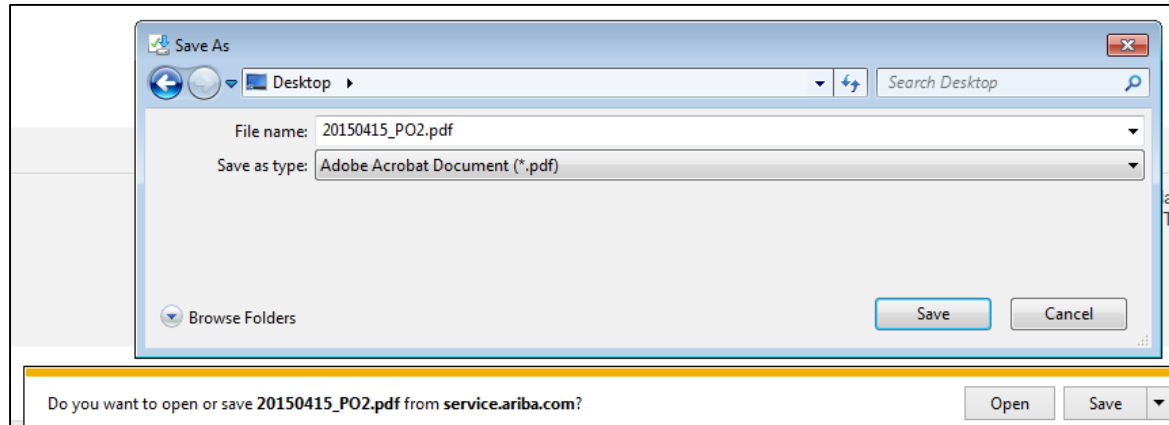
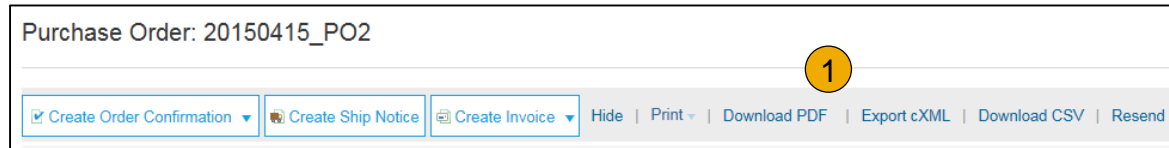
Resend

# 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.
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 The Home Depot.**

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 #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. A yellow circle with the number '1' points to the 'Confirmation #' field. Below this is the 'SHIPPING AND TAX INFORMATION' section with fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost'. A yellow circle with the number '2' points to the 'Est. Shipping Date' field. A yellow circle with the number '4' points to the 'Next' button.

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 (1) Create Ship Notice Create Invoice

Confirm Entire Order  
Update Line Items  
Reject Entire Order

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirmation #: |

Rejection Reason: Please Select (2)

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

REJECT ENTIRE ORDER (1)

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

# 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.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

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 <b>4</b>					
Confirm: <input type="text"/> <b>5</b> Backorder: <input type="text"/> <b>5</b> Reject: <input type="text"/> <b>6</b> <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](#) ⓘ

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

# 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 The Home Depot.
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](mailto:klaus.puschel@sap.com)

[Done](#)

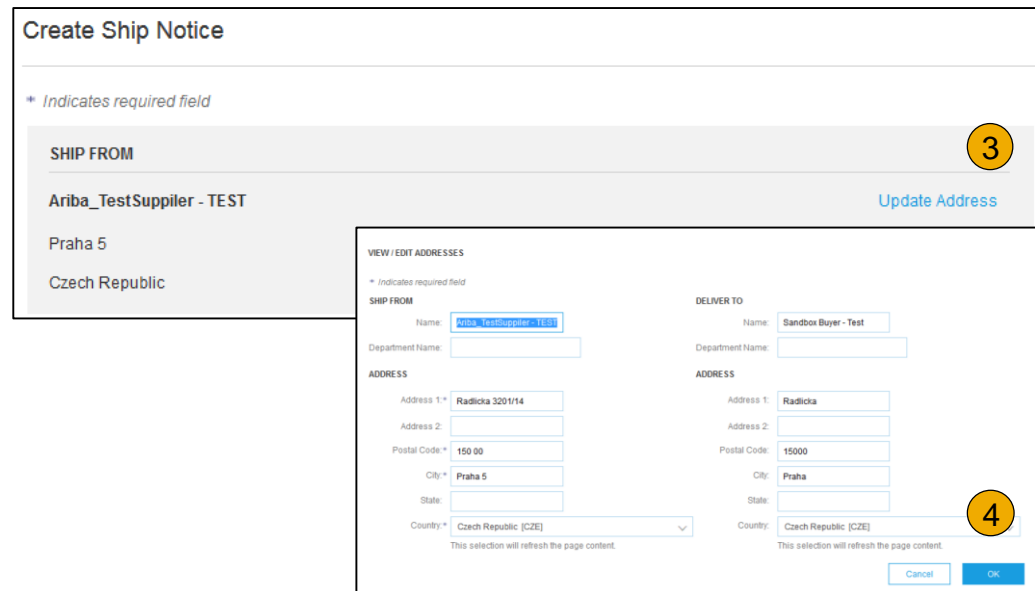
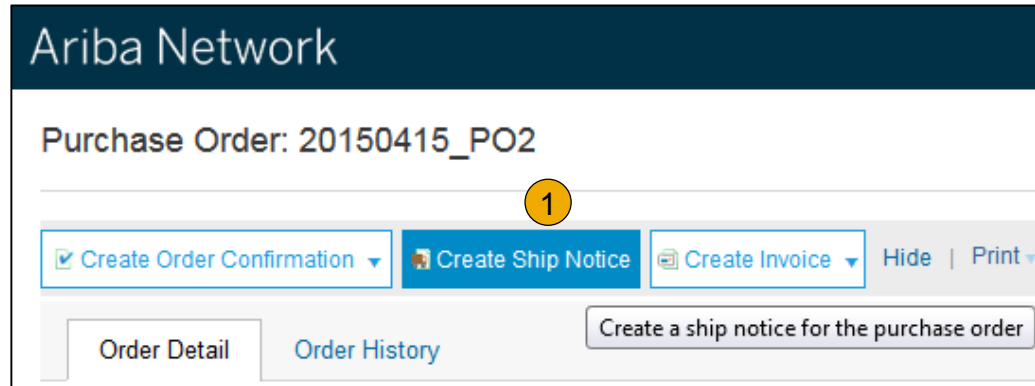
Purchase Order  
(Partially Confirmed)  
20150415\_PO2  
Amount: 295.00 EUR

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 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"/>	<a href="#">Manage Carrier</a> Preferred Carriers Default Carriers Airborne Express DHL <b>1</b> 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	10

Add Ship Notice Line

20150415\_PO2 2 GOODS\_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove  
*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	Batch ID	Production Date	Expiry Date	
1	10				Add Details

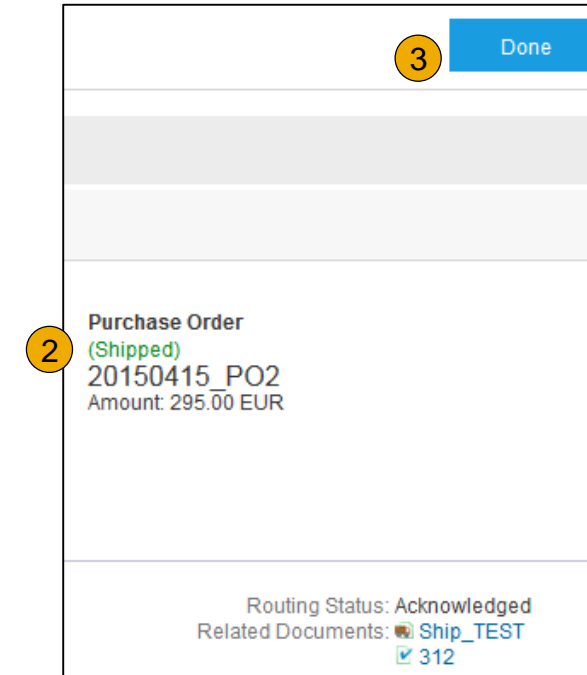
Add Ship Notice Line

Add Order Line Item 2

Next Exit

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to The Home Depot. 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.

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is visible, along with navigation links for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. The 'INBOX' tab is selected. Below the navigation bar, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The 'Orders and Releases' tab is active, showing a list of orders. A yellow circle with the number '1' highlights the 'Search Filters' link. Below the list, a table shows one order with the following details: Type: Order, Order Number: ServicePO1, Customer: SMO Buyer, Ship To Address: SMO Buyer Pittsburgh, PA United States, Amount: \$20,000.00 USD, Date: 7 Apr 2017, Order Status: New, Settlement: Invoice, Amount Invoiced: \$0.00 USD, Revision: Original, and Actions. A yellow circle with the number '2' highlights the 'Create Service Sheet' button. Below the main interface, a detailed view of the 'Search Filters' panel is shown. It includes fields for Customer (All Customers), Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date, Inquiry Date), Date Range (Other), Start Date (22 Mar 2017), and End Date (4 Apr 2017). On the right, there are fields for Min. Amount, Max. Amount, Order Status (All), and View (All except hidden orders). A yellow circle highlights the 'Search only service purchase orders' checkbox, which is checked. At the bottom right, there is a 'Number of Results' field set to 100, and 'Search' and 'Reset' buttons.

# 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

Routing Status: Sent

Contract #

4610029650

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		<div><div></div>Service</div>	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	<a href="#">Details</a>
Test services-Item 1							
<div>Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00</div> <div>Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00</div> <div>This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.</div>						<div>Service Sheet Required</div> <div>Sub-total: \$20,000.00 USD</div>	

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	

3

Add ▼

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	000000000003015848 MAT CONSTR MATERIAL IT005 K	Service ▼	1,000 KGM	\$2.57 USD	\$2,570.00 USD

DELETE

SERVICE PERIOD

4

Start Date: End Date:

PRICING DETAILS

Price Unit: KGMPrice Unit Quantity: 1Unit Conversion: 1Description:

COMMENTS

Add Comments:

↳

Add Pricing Details

Turn on Error Dump ⓘ  
Hide/Show XML

5

Update

Save

Exit

Next

# 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

PreviousSaveSubmitExit

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	<a href="#">Details</a>

Service Entry Summary

6Subtotal: \$2,570.00 USD

PreviousSaveSubmitExit

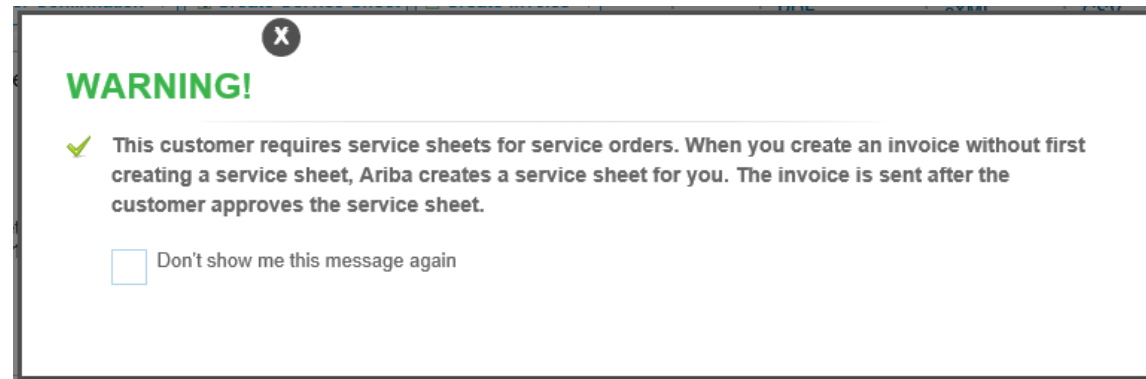
# Auto-Generate a Service Entry Sheet

## 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.

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'. A detailed view of the 'Service Sheet' is shown below the table, with the 'History' tab selected. The detailed view shows the service sheet is 'Rejected' and provides details such as the service sheet number, date, and purchase order.

**Service Sheets**

Search Filters

Service Sheets (2)

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

[Create Invoice](#) [Edit](#)

**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](#)

[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](#)

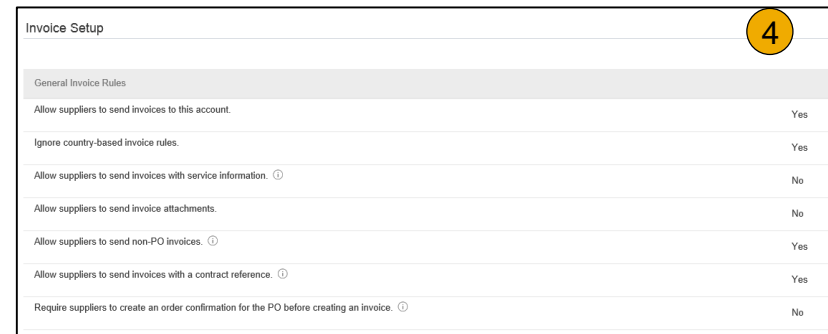
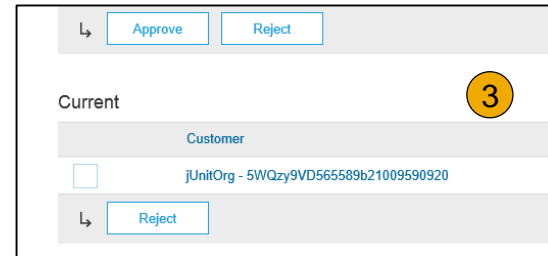
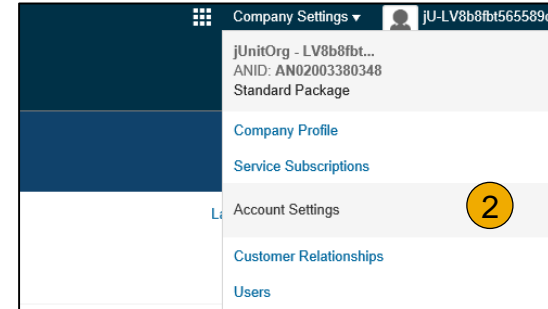
# The Home Depot Invoice Requirements

1. Suppliers are allowed to back date invoices for 30 days
2. Suppliers can enter taxes at the header level or the line item level
3. Suppliers are required to provide an Actual or Estimated Shipping Date on all Ship Notices

# Review The Home Depot Invoice Rules

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

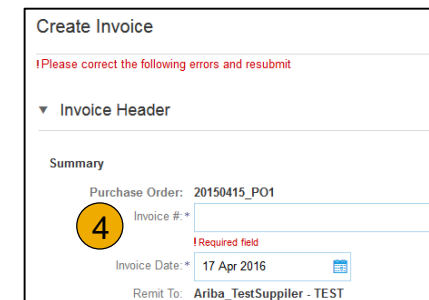
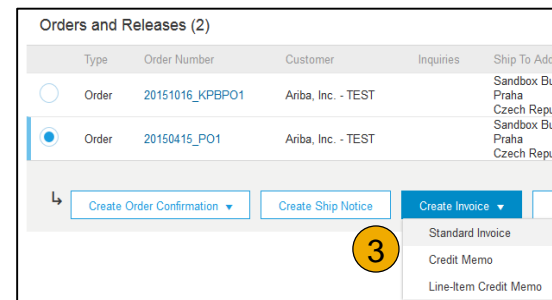
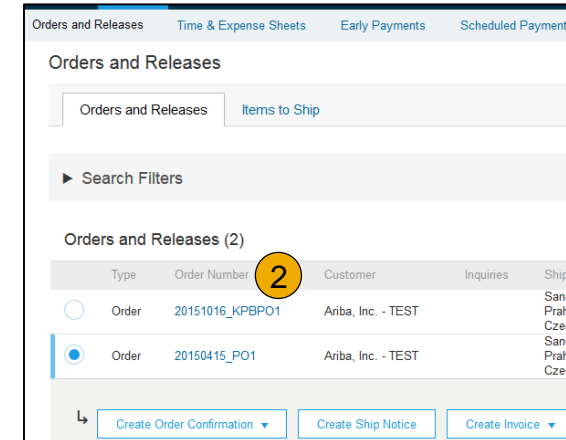
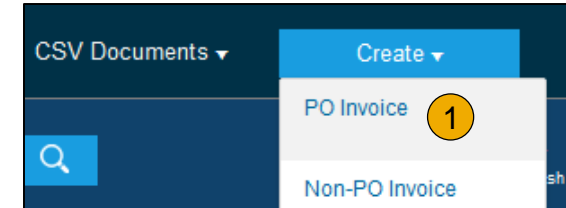
1. Login to your Ariba Network account via [supplier.ariba.com](https://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (The Home Depot).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If The Home Depot 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 The Home Depot.





# 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.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
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.
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.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

2

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions ▼ Delete

3	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	GOODS_02

Add to Included Lines

4

# 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](#)

**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 image shows two screenshots from the SAP PO Flip interface. The top-left screenshot shows a 'Line Item Actions' dropdown menu with options: Edit, Add, and Shipping Documents. A yellow circle with the number '6' is next to the 'Edit' option. The top-right screenshot shows the 'Line Items' table with one line item selected. A yellow circle with the number '6' is next to the 'Edit' icon in the first column. The bottom screenshot shows the 'Create Invoice' screen with the following details:

Invoice Item	
Quantity:*	5
Unit:	EA
Unit Price:*	1.00 EUR
Subtotal:	5.00 EUR
Part #: GOODS_01	
Description: Copy Paper White, A3, 80gsm (ream 500 sheets)	
Pricing Details	
Price Unit:*	PCE
Price Unit Quantity:*	2
Unit Conversion:*	1
Description: This field specifies that 1 Box is equivalent to 2 PCE	
Inspection Date:	
Shipping	
Ship From:	Ariba_TestSupplier - TEST
Ship To:	Sandbox Buyer - Test Praha
Deliver To:	Czech Republic Cristian Mihalache 2nd Floor, SI Team

# 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		MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR
<b>Pricing Details</b>									
Price Unit: *		BX		Price Unit Quantity: *		1			
Unit Conversion: *		1		Description:					
<b>Shipping</b>									
Ship From: Ariba_TestSupplier - TEST				Ship To: Sandbox Buyer - Test					
Praha 5				Praha					
Czech Republic				Czech Republic					
Deliver To: Cristian Mihalache				2nd Floor, SI Team					
<b>Shipping Cost</b>									
Shipping Amount: *		0.00 EUR		Shipping Date:					
<b>Allowances and Charges</b>									
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

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

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

**Shipping**

☒ Header level shipping ☐ Line level shipping

Ship From: Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

**Allowances and Charges**

Service Code:

Description:

Start Date:

End Date:

Add Tax

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 displays the SAP PO Flip interface. At the top, there is a header bar with 'Line Item Actions', 'Delete', and 'Add' buttons. A dropdown menu is open under 'Line Item Actions', showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with a yellow circle 1), and Attachment. Below the dropdown, there are buttons for 'Update', 'Save', 'Exit', and 'Next' (highlighted with a yellow circle 3). The 'Comments' field is located below the 'Update' button, with a yellow circle 2 next to the 'Comments' label. A 'Remove' button is visible to the right of the 'Comments' field. The footer of the interface shows the SAP logo, user information, and copyright notice.

# 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 The Home Depot.
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.

# 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	<a href="#">ServicePOExample</a>	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input type="checkbox"/>	12345	Ariba Ready Test	<a href="#">4700372768</a>	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.

<b>Shipping</b>	
<input checked="" type="radio"/> Header level shipping ⓘ	<input type="radio"/> Line level shipping ⓘ
Ship From: <b>SMO Supplier 1</b> Cleveland, OH United States	Ship To: <b>SMO Buyer</b> Pittsburgh, PA United States <a href="#">View/Edit Addresses</a>
Deliver To:	
<b>Payment Term</b>	
Discount or Penalty Term(days): ⓘ 45	Percentage(%):* 0.000 <a href="#">Add Discount/Penalty Term</a>
<b>Additional Fields</b>	
<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: <b>SMO Supplier 1</b> Cleveland, OH United States	Customer: <b>SMO Buyer</b> Pittsburgh, PA United States <a href="#">View/Edit Addresses</a>
	Email: ⓘ <a href="#">View/Edit Addresses</a>
Bill From: <b>SMO Supplier 1</b> Cleveland, OH United States	
<b>Field Contractor</b>	<b>Field Engineer</b>
Name: ⓘ	Name: ⓘ
Email: ⓘ	Email: ⓘ
Phone: USA 1 ⓘ ⓘ ⓘ ⓘ	Phone: USA 1 ⓘ ⓘ ⓘ ⓘ
	<b>Approver</b>
	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						<span>Add/Update</span>
<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 2

classificationCode:

accountingCode:

purchaseDescription:

transactionCategoryOrType:

unitsShippedUOM:

1 Line Item Actions Delete Reset Tax from PO Add

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Comments

Attachment

Update Save Exit 3 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 4 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.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

**Ariba Network** 1 Test Mode

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 6 7

Line Item Actions Delete

Turn on Error Dump ☐ Hide/Show XML

Update Exit Next

Previous Submit Exit

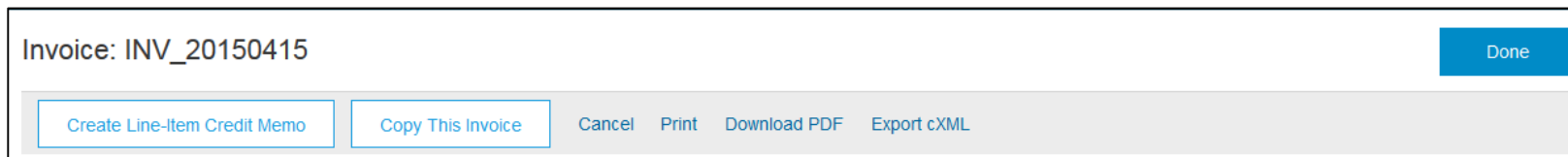
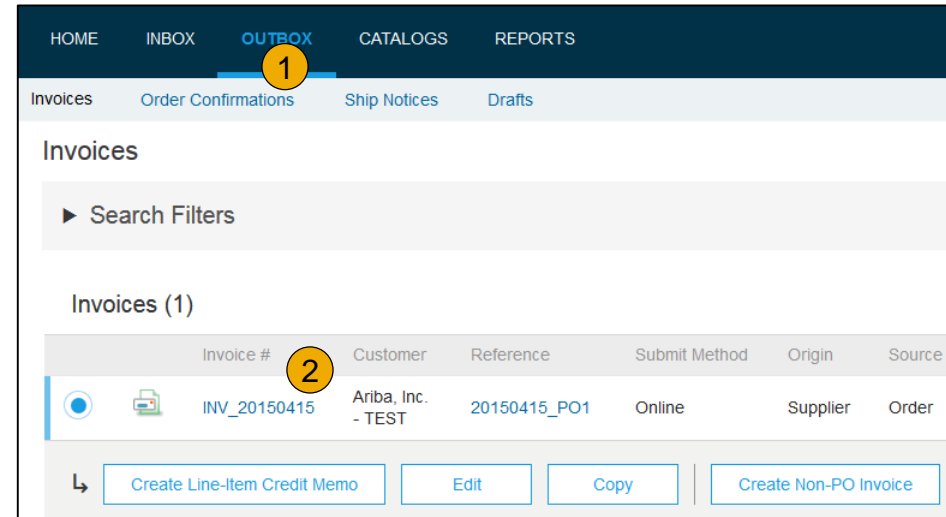
**Summary:**

- 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**

# 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

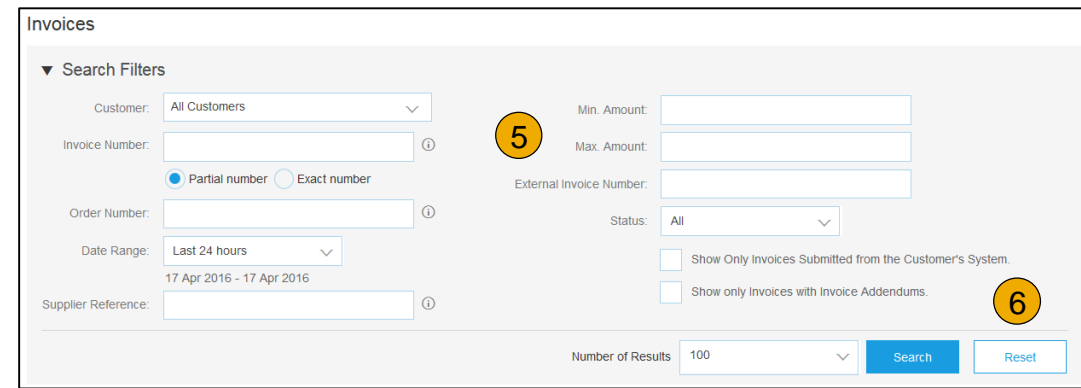
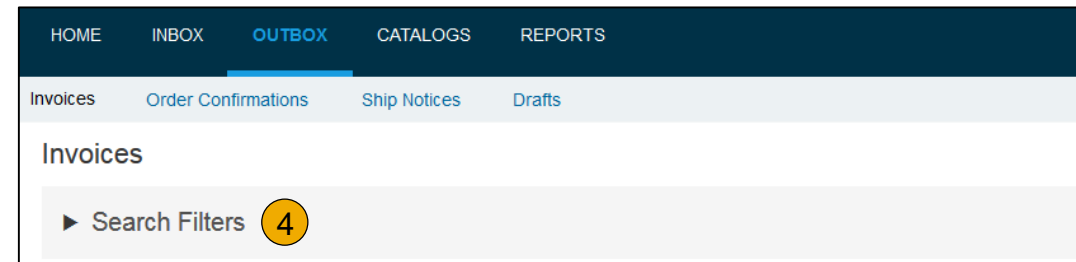
## (Quick & Refined)

### Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** The Home Depot 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.**



# 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 The Home Depot via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed The Home Depot invoicing rules. The Home Depot 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** – The Home Depot invoicing application has acknowledged the receipt of the invoice

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of The Home Depot's action on the Invoice.

- **Sent** – The invoice is sent to the The Home Depot but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – The Home Depot approved the invoice cancellation
- **Paid** – The Home Depot paid the invoice / in the process of issuing payment. Only if The Home Depot uses invoices to trigger payment.
- **Approved** – The Home Depot has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – The Home Depot has rejected the invoice or the invoice failed validation by Ariba Network. If The Home Depot 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?

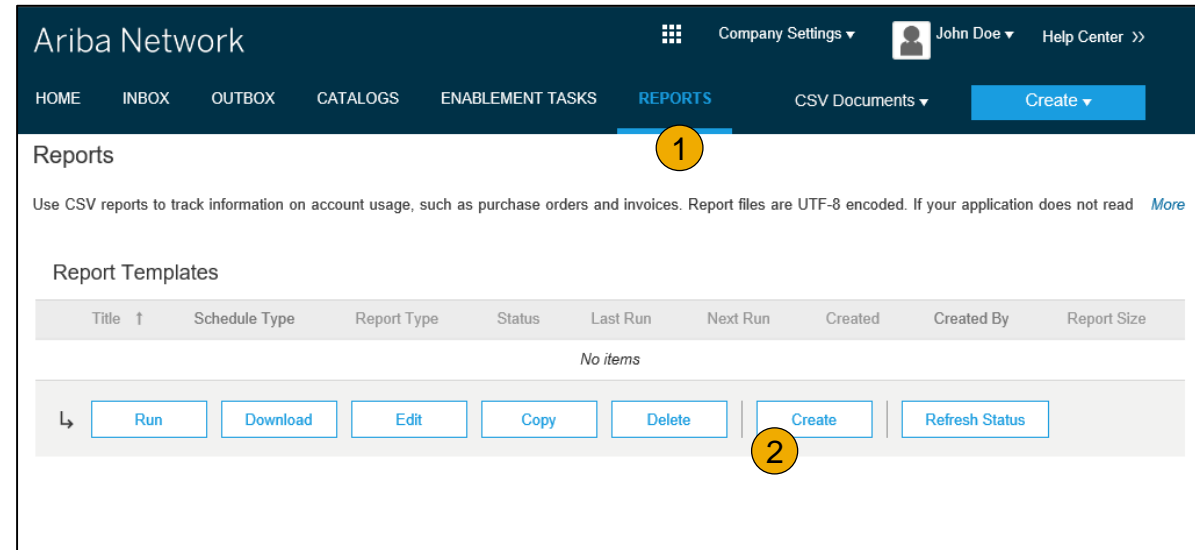
Yes No

# 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

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

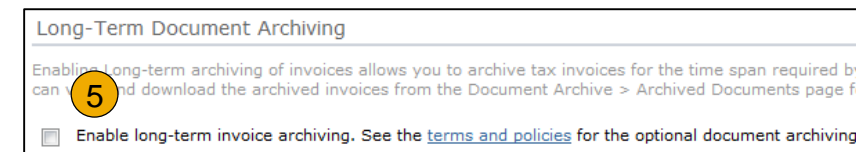
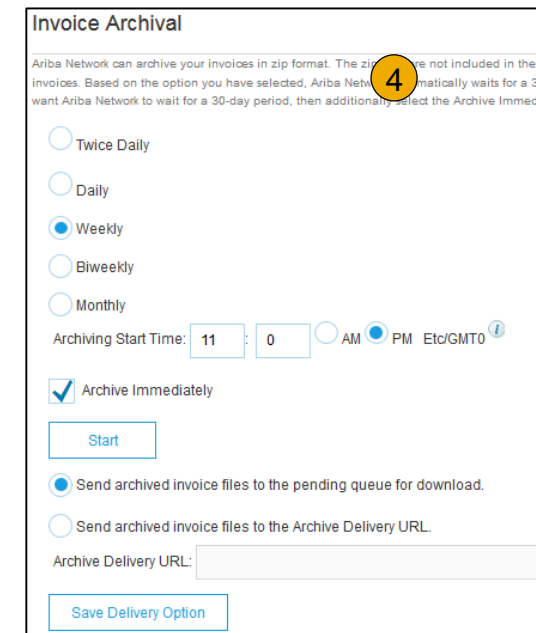
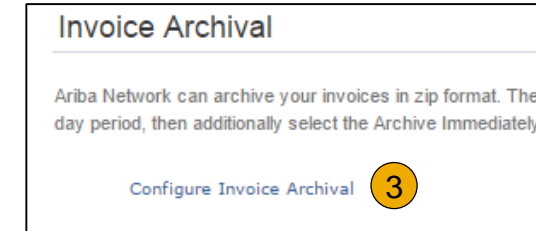
6

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

- Email SAP Ariba Enablement Team by [Clicking Here](#)
  - Registration/ Account Configuration
  - Supplier Fees
  - General Ariba Network Questions

### The Home Depot Enablement Business Process Support

- Create a ticket for The Home Depot Enablement Team by following this link: [Supplier Enablement Support](#)
  - Business-Related Questions

### The Home Depot Supplier Information Portal

- Find your supplier information portal [HERE](#)

## Supplier Support Post Go-Live

### SAP Ariba Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

# Training & Resources

## The Home Depot 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
<a href="#">Ariba Inc.</a>
<a href="#">Pouliot Industries</a>

[Approve](#) [Reject](#)

**Current**

Customer
<input type="checkbox"/> Ariba Inc.
<input type="checkbox"/> Pouliot Industries

[Reject](#)

**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](#)  
[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](#)
- [Support Center](#)
- [Learning Center](#)

## Webinars

- [Supplier Success Sessions](#)
  - Created by Ariba Network Customer Support
  - Example topics:
    - Introduction to Ariba Network
    - Registration
    - Invoicing
    - Using the help center
- [30 on Thursdays](#)
  - 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.