Infosys Non-PO Invoice Guide

PUBLIC

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Introduction

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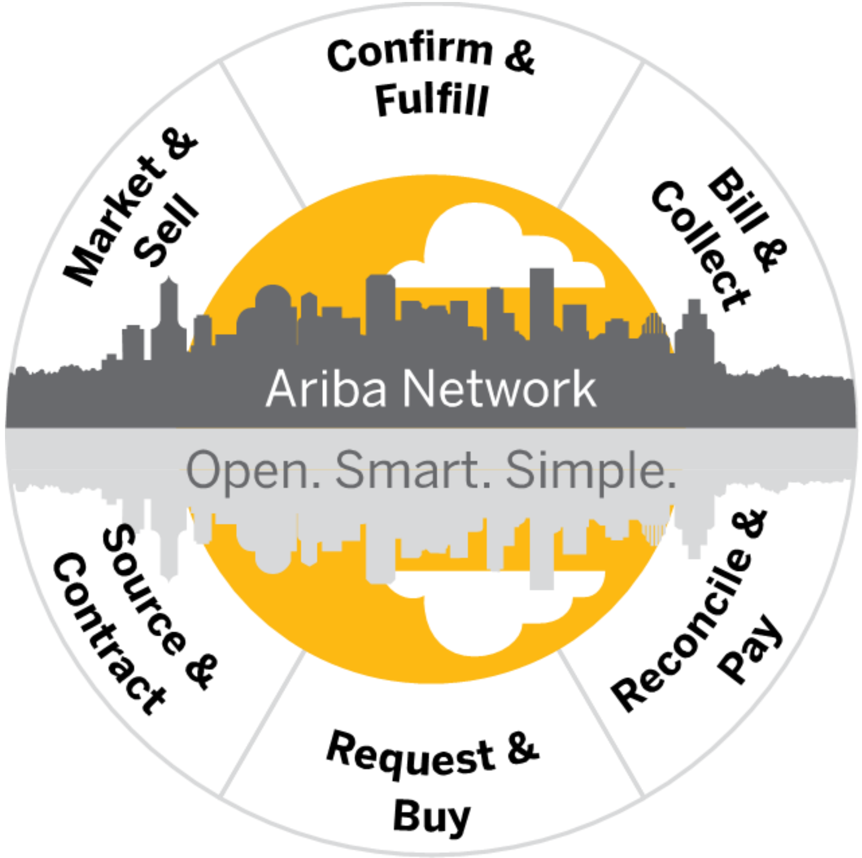
The Ariba Network is a hosted service that enables buyers to collaborate with suppliers for purchase orders and invoices over the internet.



Infosys has partnered with SAP Ariba and has chosen the Ariba Network as their preferred procurement platform.

Objectives

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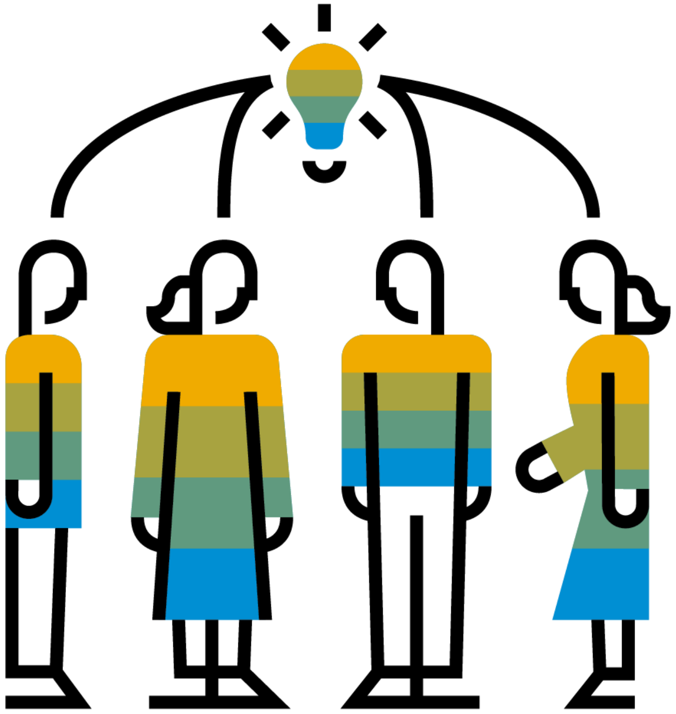
By the end of this guide you will be able to:

- Create Non-PO Invoices
- Check Remittance Advice
- Contact Ariba Customer Support



The purpose of this document is to provide the information suppliers need to effectively transact with Infosys via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Infosys and their suppliers.

Non-PO Invoice

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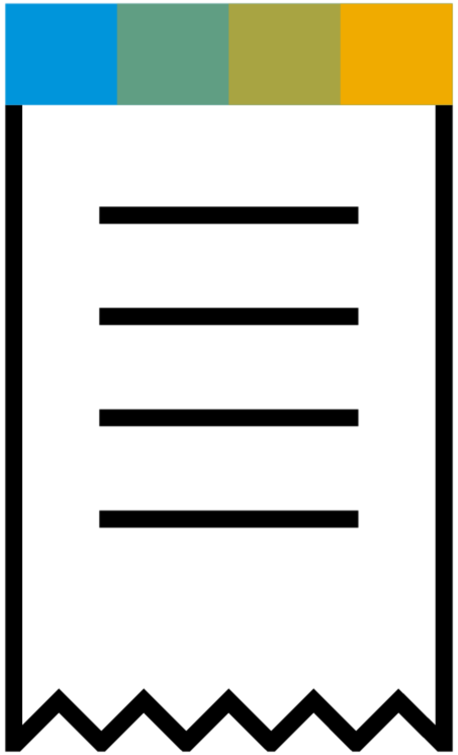
Important Points to remember:

- The **Invoice #** refers to your ERP system generated invoice number.
- **Shipping Cost** (if any) can be added as a separate Line Item in the invoice.



Outbox – Invoices

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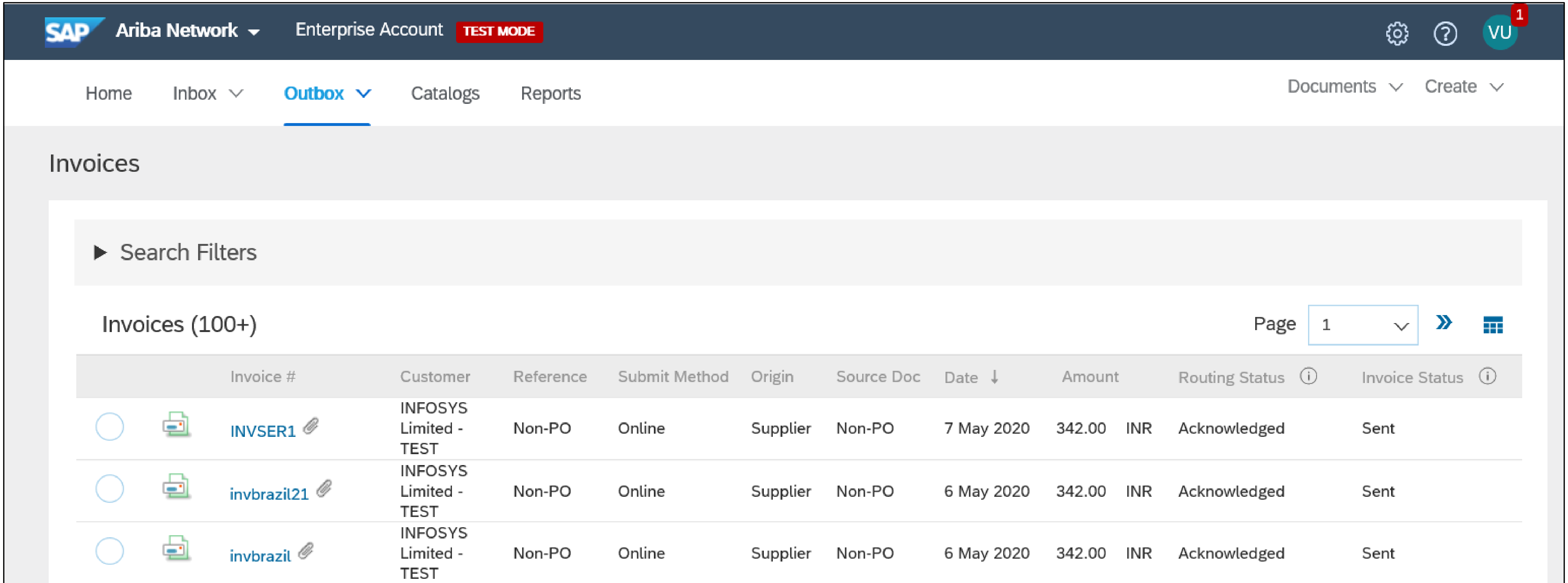
To view all the invoices sent to Infosys:

1. On the **Home** page, click the **Outbox** tab dropdown.
2. Select the **Invoices** option. The **Invoices** page displays a summary of all invoices.

The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.



Check Invoice Status

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If you have configured your **Invoice Notifications**, you will receive emails regarding the invoice status. You can also check invoice status from the **Outbox**.

ROUTING STATUS
Reflects the status of the transmission of the invoice to Infosys via the Ariba Network.
Failed – Invoice failed Infosys invoicing rules. Infosys 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 – Infosys invoicing application has acknowledged the receipt of the invoice

INVOICE STATUS
Reflects the status of Infosys' action on the Invoice
Sent – The invoice is sent to Infosys but they have not yet verified the invoice.
Paid – Infosys paid the invoice or is in the process of issuing payment. This status applies only if Infosys uses invoices to trigger payment
Approved – Infosys has verified the invoice approved for payment
Rejected – Infosys has rejected the invoice or the invoice failed validation by Ariba Network. If Infosys accepts 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

Begin Non-PO Invoice

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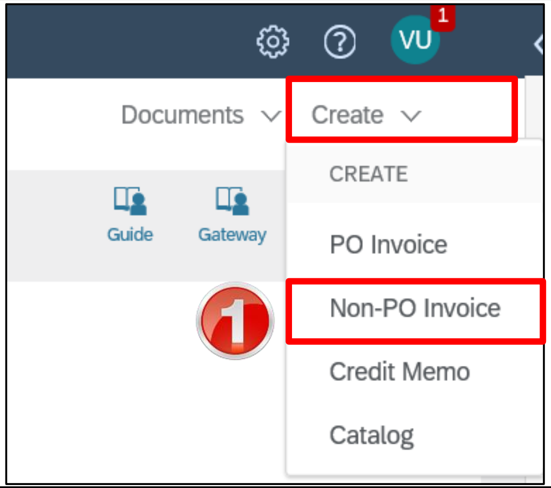
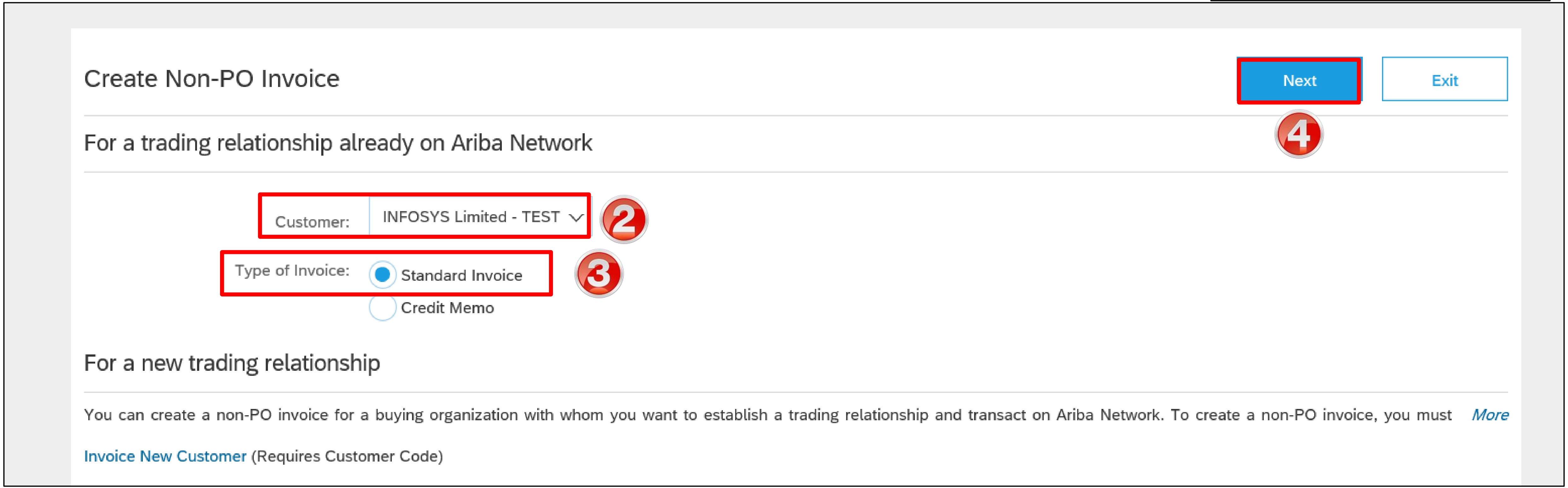
To create an invoice without a PO:

1. Click the **Create** drop-down menu on the **Home** page, and select the **Non-PO invoice** option**.**
2. Select **Infosys** from the **Customer** drop-down menu.
3. Select the **Standard Invoice** radio button.
4. Click **Next**.





Create Non PO Invoice – Header Level

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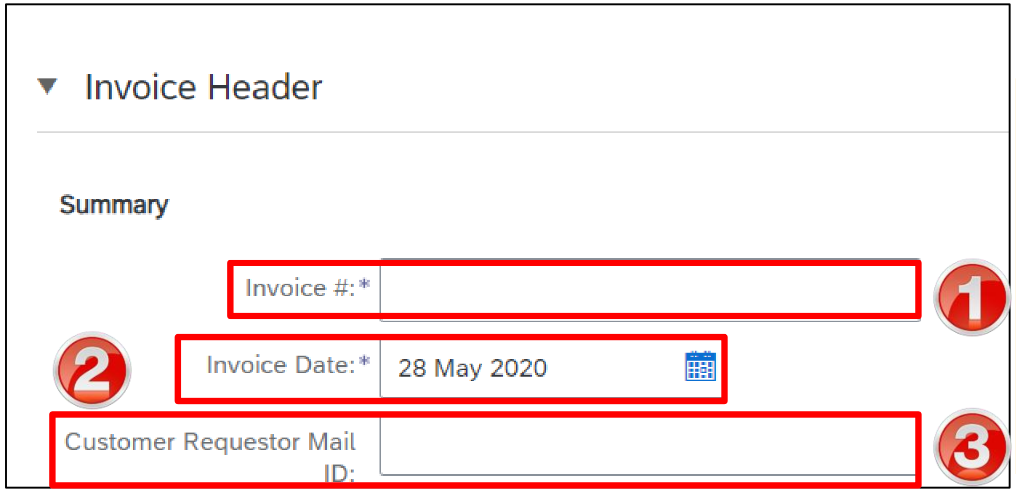
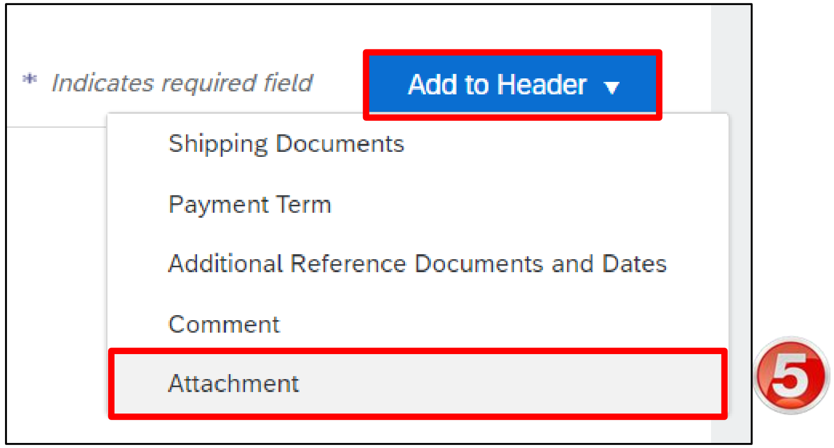
1. On the **Create Invoice** page, enter the **Invoice #** which is your ERP system generated invoice number.
2. Confirm/enter the **Invoice Date**. Future dated invoices are not allowed.
3. Enter the User/Requestor email ID. Only the Infosys and/or its group companies email ID will be allowed.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.
5. Attachments are mandatory. To attach the ERP generated invoice, click the **Add to Header** button and select the **Attachment** option. Scroll down to view the **Attachments** section.
6. Browse for the file and click the **Add Attachment** button. India vendors should submit **Digitally Signed Invoices ONLY**. You can also add additional attachments.



- All fields marked with an * are mandatory/required fields.
- The contents of the online invoice and the attached invoice should match or else the invoice will be rejected.



Create Non PO Invoice – Header Level (contd.)

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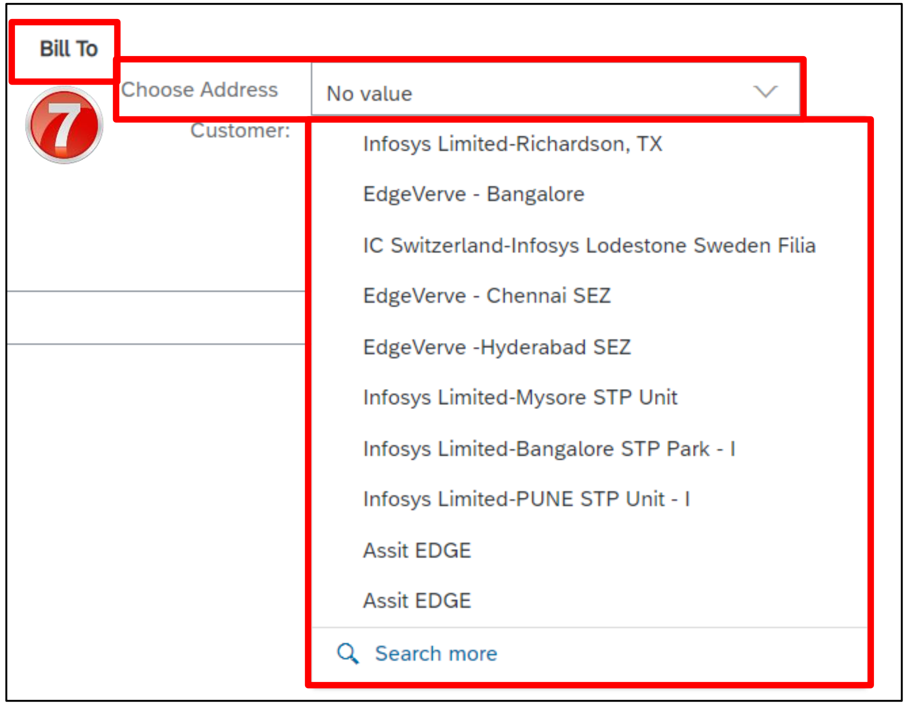
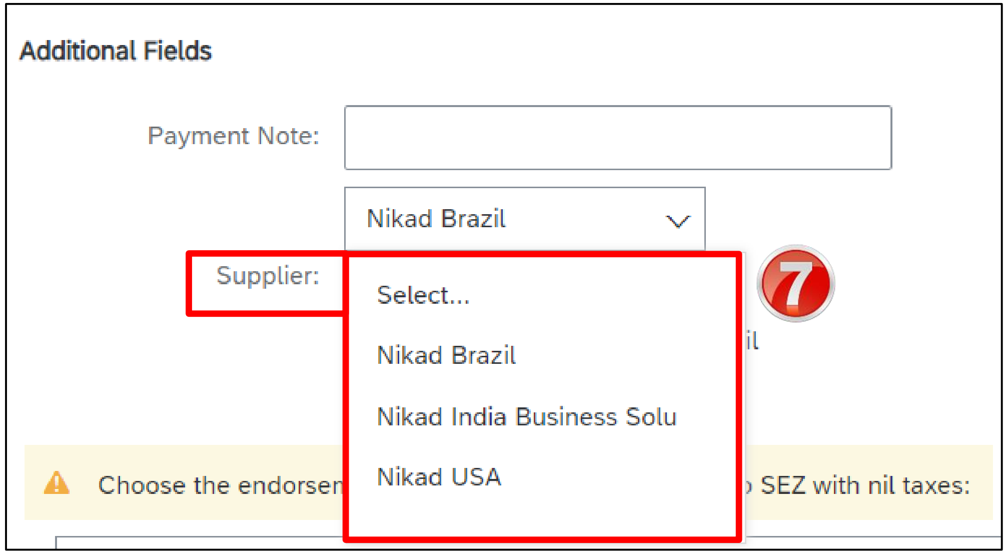
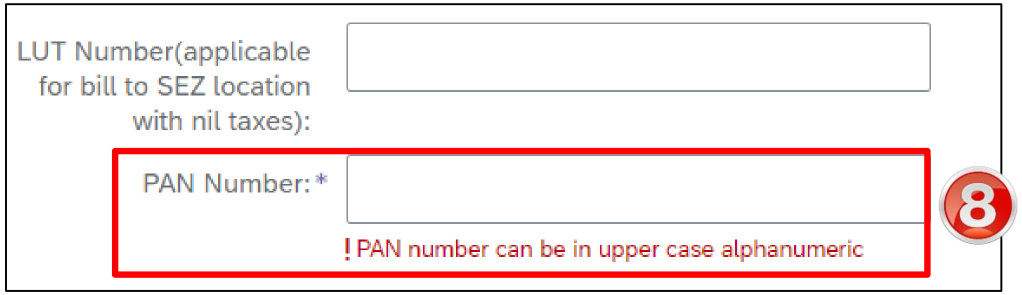
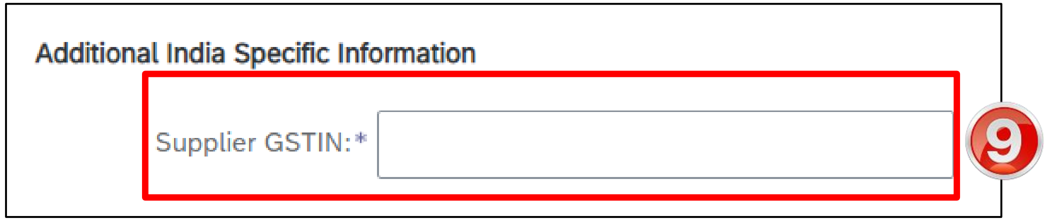
7. In the **Additional Fields** section, select the supplier ship from location and the customer Bill To address.
8. **PAN Number** is mandatory, if you have selected the supplier ship from location as India.
9. In the **Additional India Specific Information** section enter the **Supplier GSTIN**.









Create Non PO Invoice – Line Items (Material)

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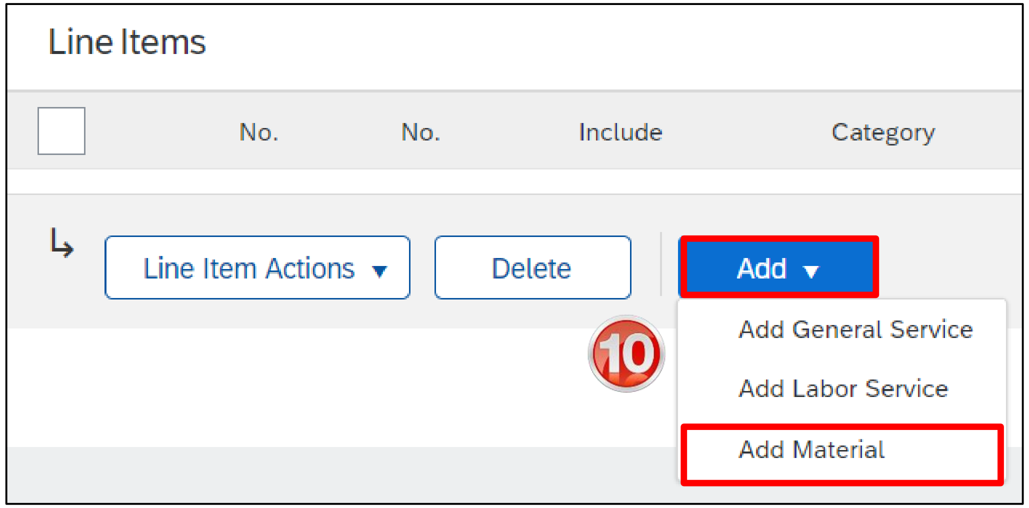
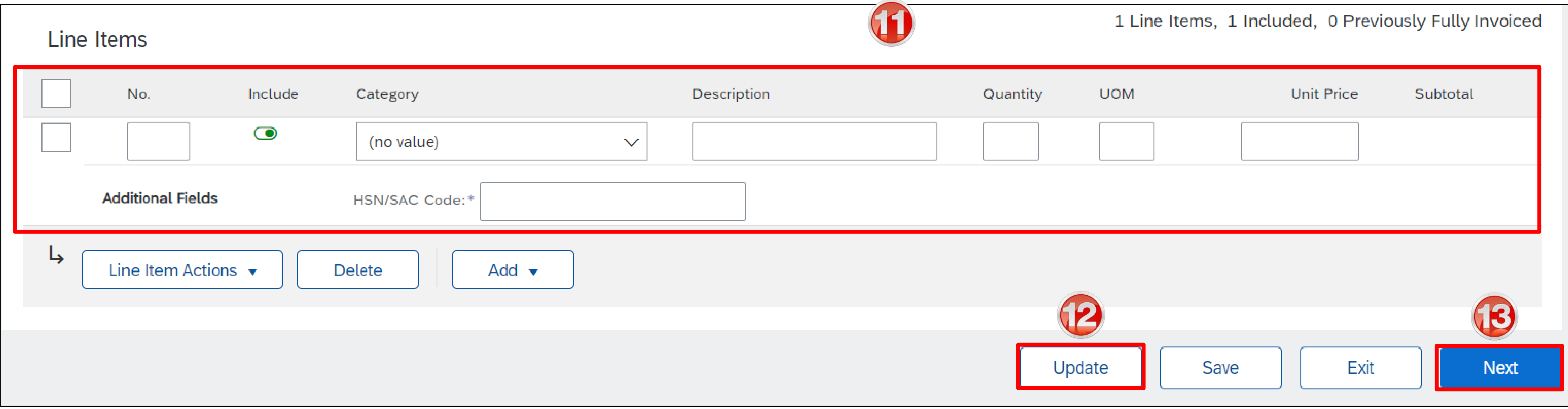
10. To add material items to your Non-PO invoice, in the **Line Items** section click **Add** and select **Add Material**.
11. A new line will appear with empty fields for your invoice item. Enter information in each of the fields. To enter tax refer Slide 13.
12. Click **Update** for the **Subtotal** to calculate.
13. Repeat steps to add more line items. Click **Next**.





Create Non PO Invoice – Line Items (Service)

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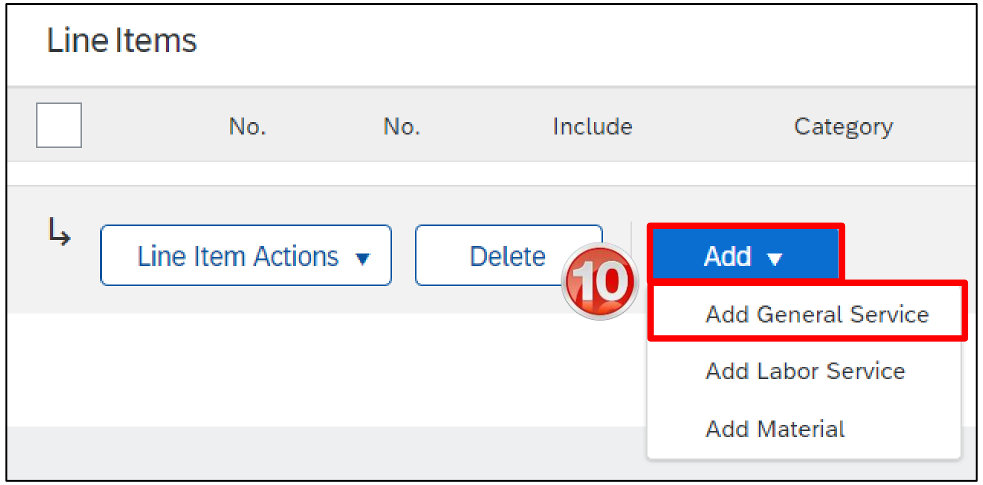
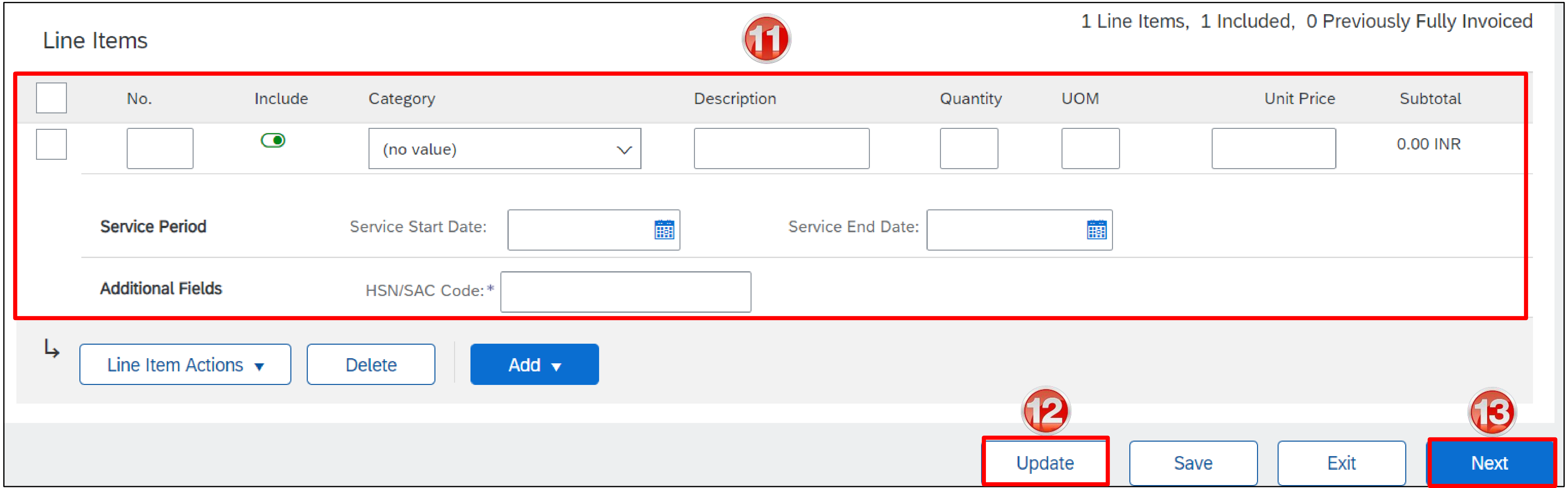
10. To add Service items to your Non-PO invoice, in the **Line Items** section click **Add** and select **Add General Service**.
11. A new line will appear with empty fields for your invoice item. Enter information in each of the fields. To enter tax refer Slide 13.
12. Click **Update** for the **Subtotal** to calculate.
13. Repeat steps to add more line items. Click **Next**.





Line Item Tax: Configure Tax Menu

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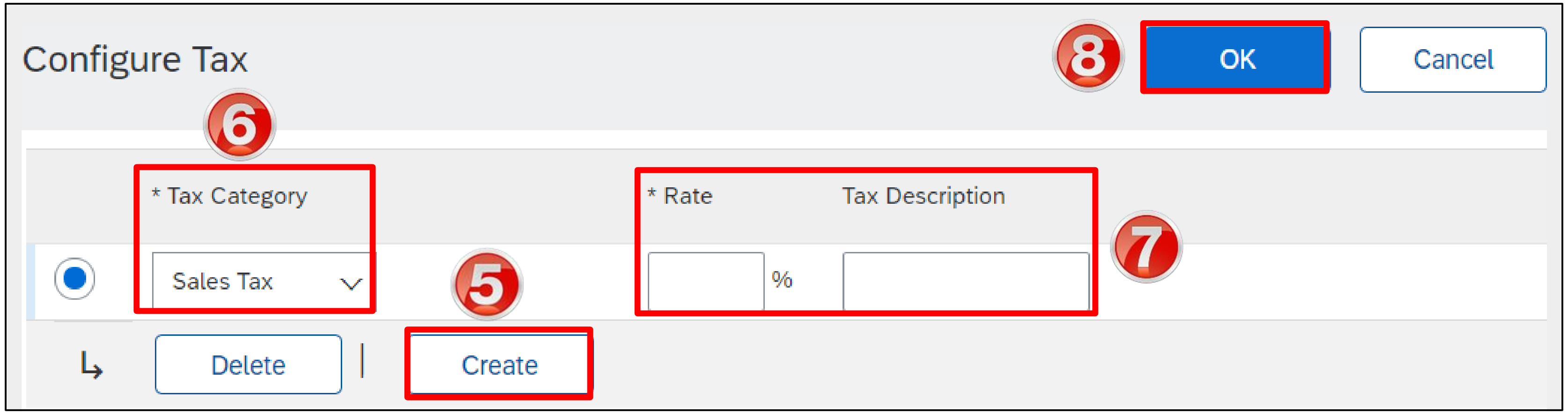
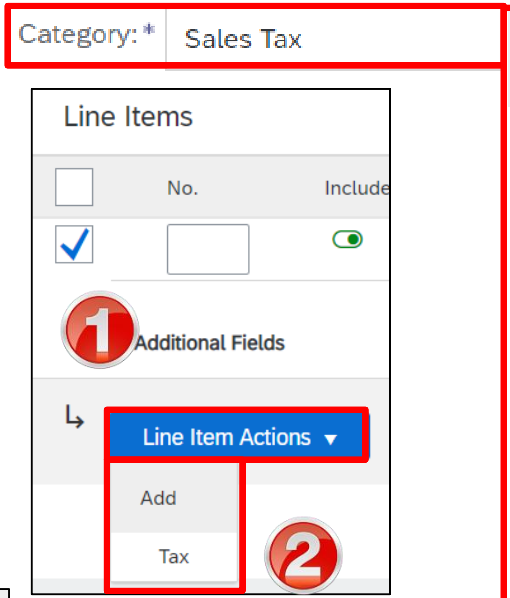
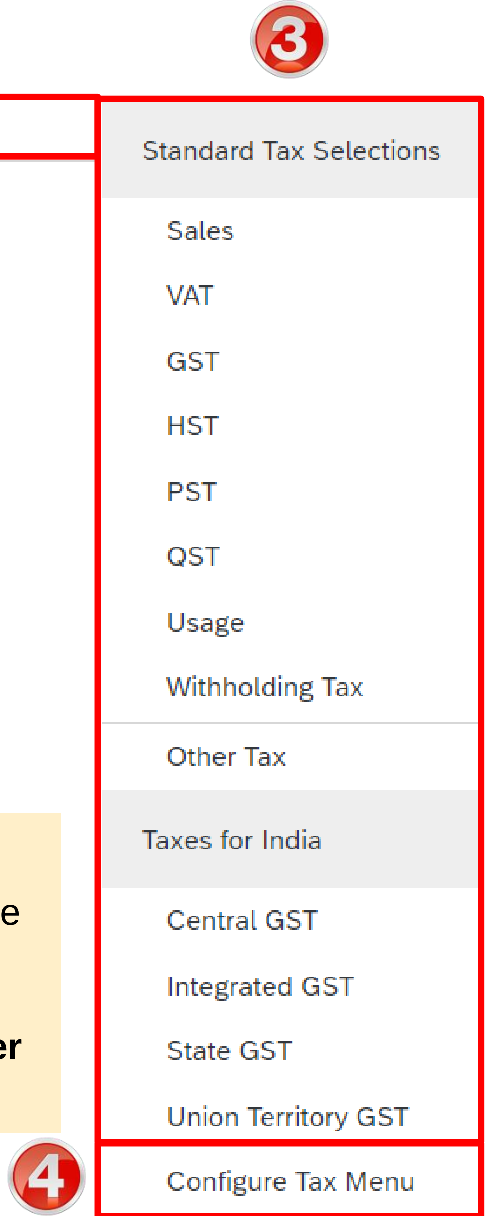
1. Select the **Line Item** checkbox.
2. Click **Line Item Actions** (at the bottom of the screen), select **Tax**.
3. Select the applicable **Tax** from the available options from the Tax **Category** dropdown.
4. If tax categories are not available, you can configure tax. Select **Configure Tax Menu** from the **Tax Category** drop-down menu. The **Configure Tax** page is displayed, where you can create new tax categories as needed.
5. To create a new tax category, click **Create.**
6. Select the **Tax Category** from the **Tax Category** drop-down menu.
7. Enter the **Rate** and **Tax Description**.
8. Click **OK** to save the setting.







The tax categories that are displayed are based on the selected **Ship To** location and **Supplier Ship From** location.

Submit Invoice

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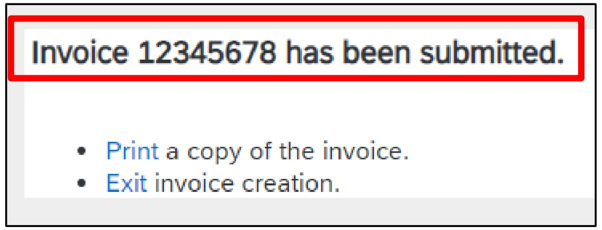
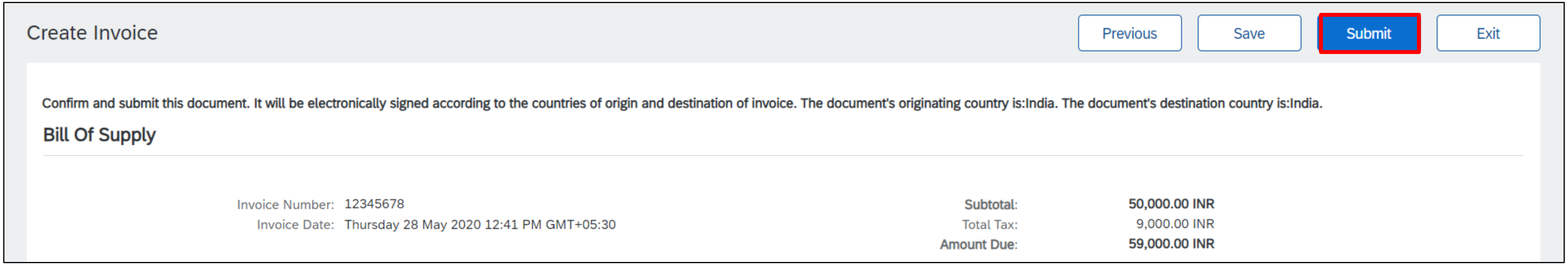
Review the information and click the **Submit** button.

You will see a message that the invoice has been submitted.

To check the status of the invoice click **Outbox**>**Invoices**.





Credit Memo

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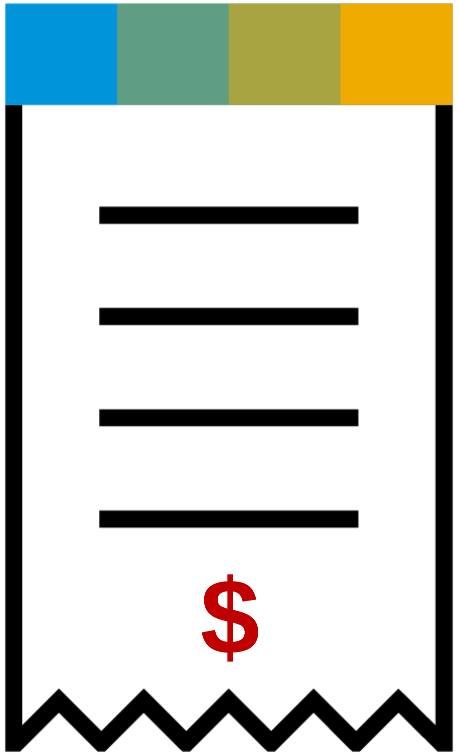
A Line Item Credit Memo is created against an invoice. There are two types of Credit Memos that can be created – **Quantity Adjustment** and **Price Adjustment**.

Please note when creating a Line Item Credit Memo:

- Credits are supported against specific line items from a previously submitted invoice.
- Credits can be for full or partial amounts.



Begin Credit Memo – Quantity Adjustment

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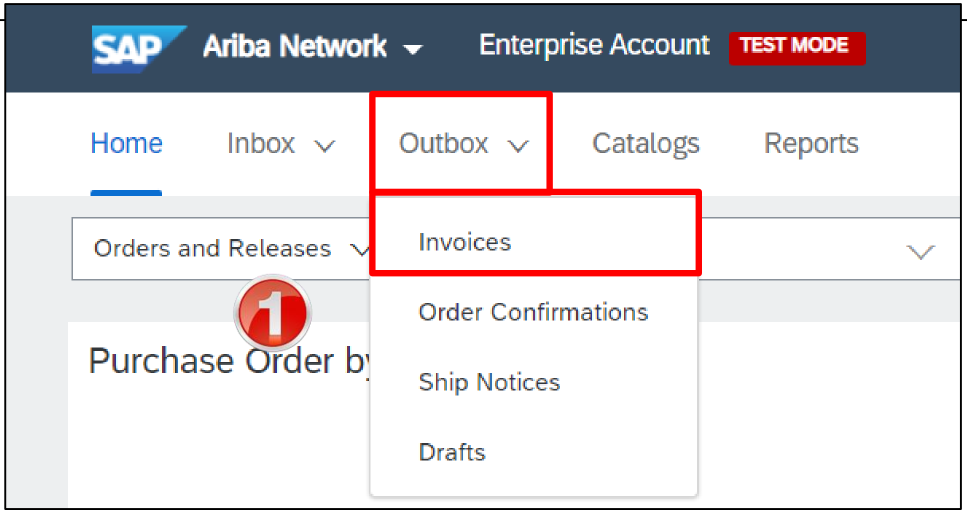
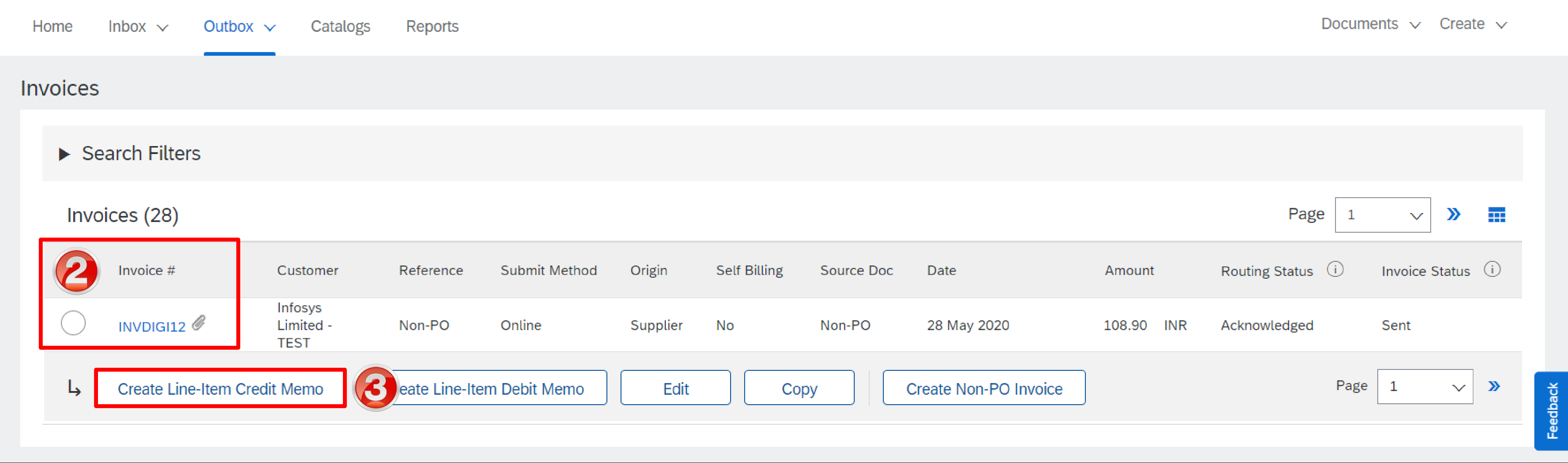
To create a Credit Memo:

1. Click the **Outbox** drop-down tab on the **Home** page, and select the **Invoices** option**.**
2. On the **Invoices** tab, select the **Invoice** radio button.
3. Click the **Create Line-Item Credit Memo** button.





Create Credit Memo – Header Level – Quantity Adjustment

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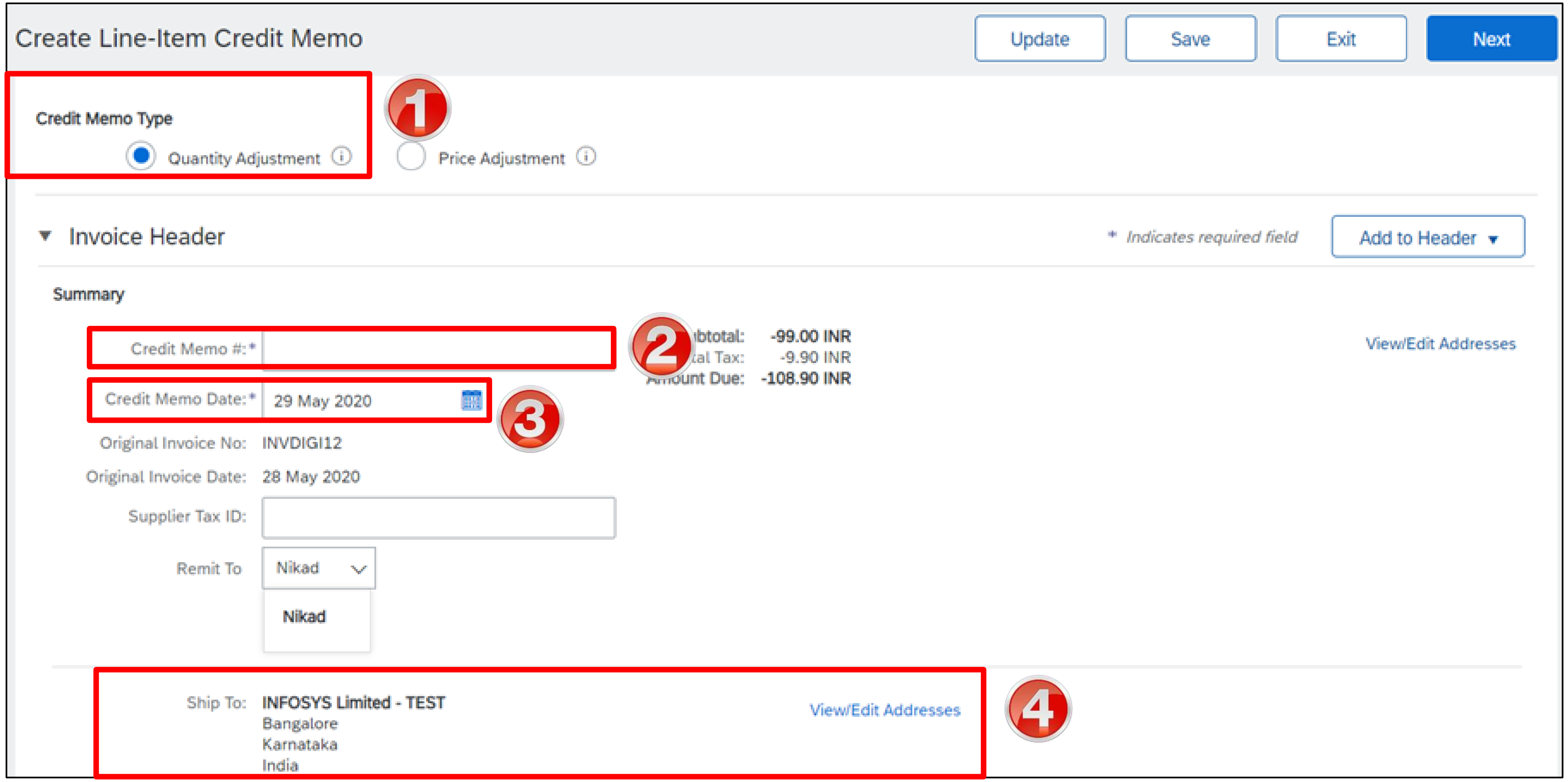
1. On the **Create Line Item Credit Memo** page, **Quantity Adjustment** radio button is selected by default.
2. Enter the **Credit Memo #.**
3. Confirm/enter the **Credit Memo Date**.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.



Create Credit Memo – Header Level – Quantity Adjustment (Contd.)

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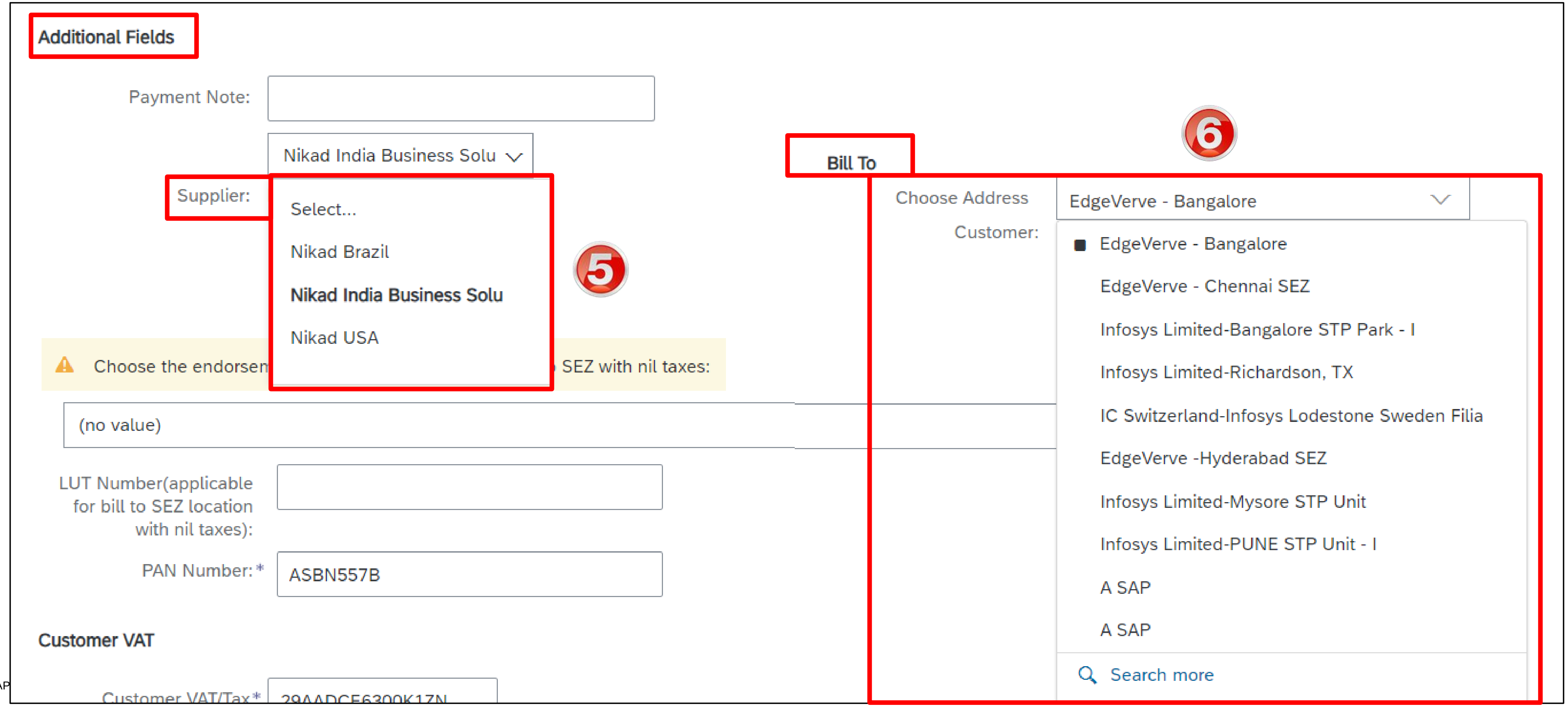
5. In the **Additional Fields** section, select the **Supplier** ship from location.
6. Select the customer **Bill To** address.



Create Credit Memo – Header Level – Quantity Adjustment (Contd.)

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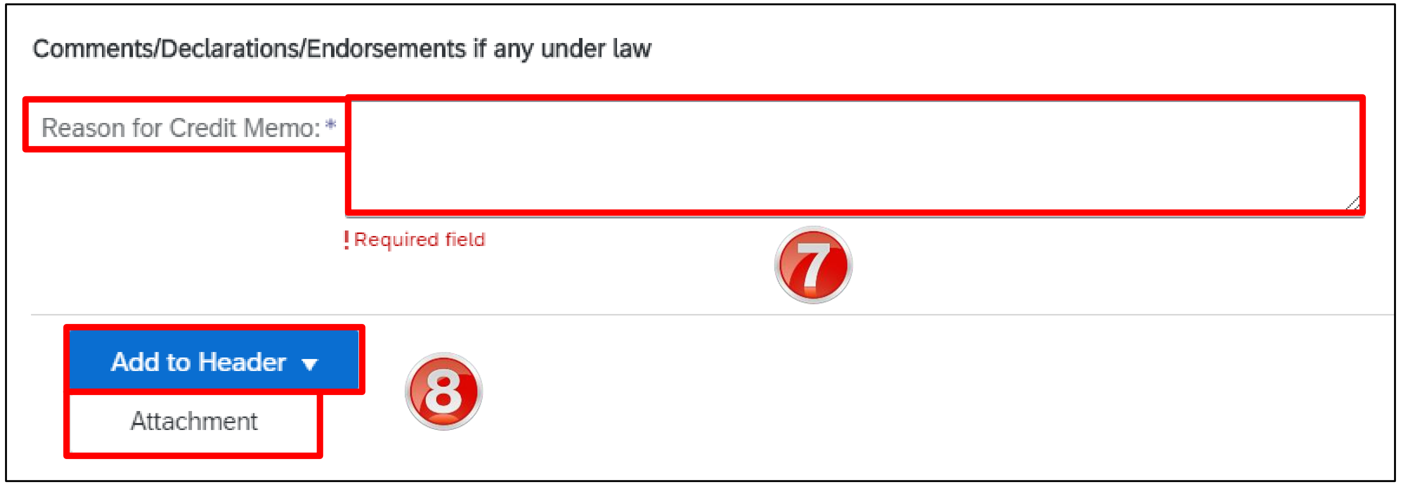
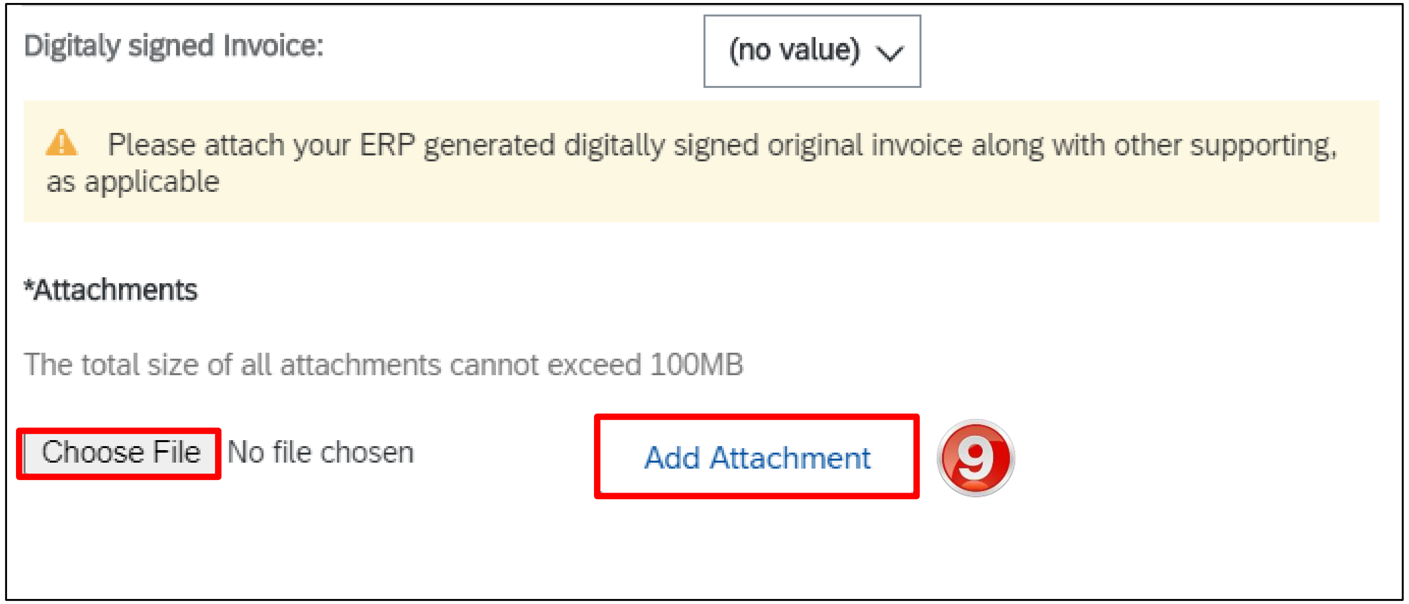
7. Enter the **Reason for Credit Memo** in the **Comments** section.
8. To add the ERP generated original invoice, click **Add to Header** and select **Attachment**.
9. Attach the invoice and any supporting documents by browsing for the files and clicking **Add Attachment**.

Scroll down to the **Line Items** section.





Create Credit Memo – Line Items – Quantity Adjustment

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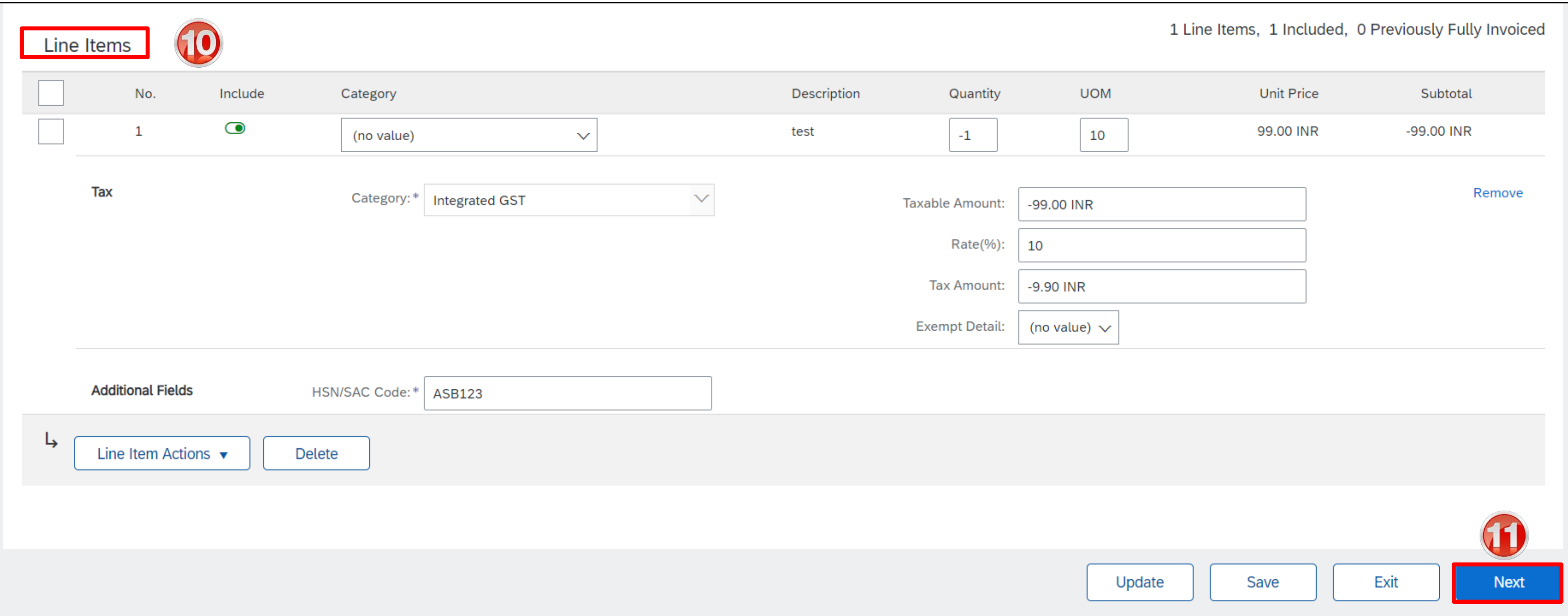
10. Review the **Line Items**. Edit the **Quantity**, if required.

11. Click **Next**. The **Create Line-Item Credit Memo** details page is displayed.



Submit Credit Memo - Quantity Adjustment

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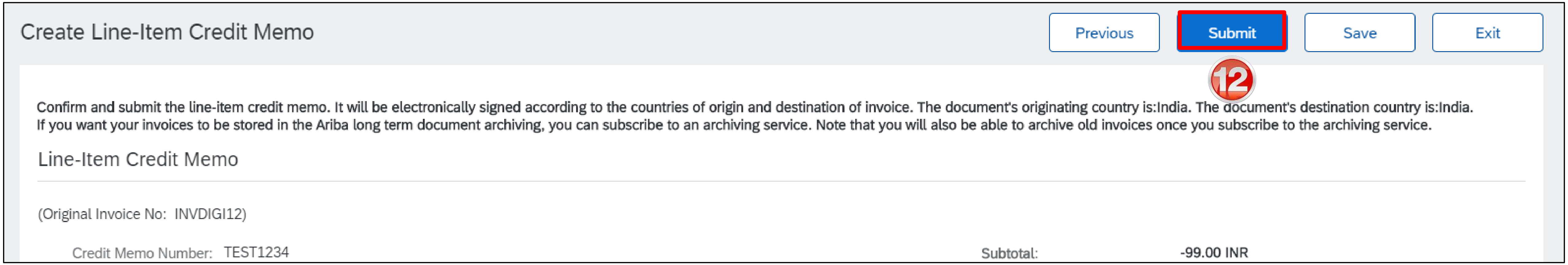
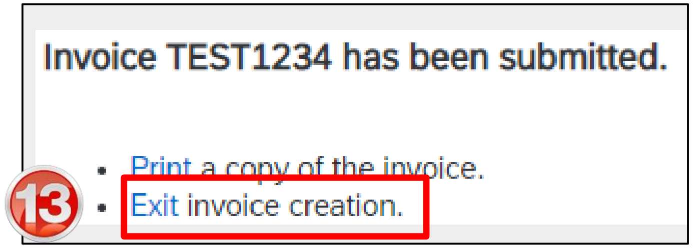
12.Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

13.The line-item credit memo has been successfully submitted. Click **Exit**. The **Invoice** tab is displayed.





Begin Credit Memo – Price Adjustment

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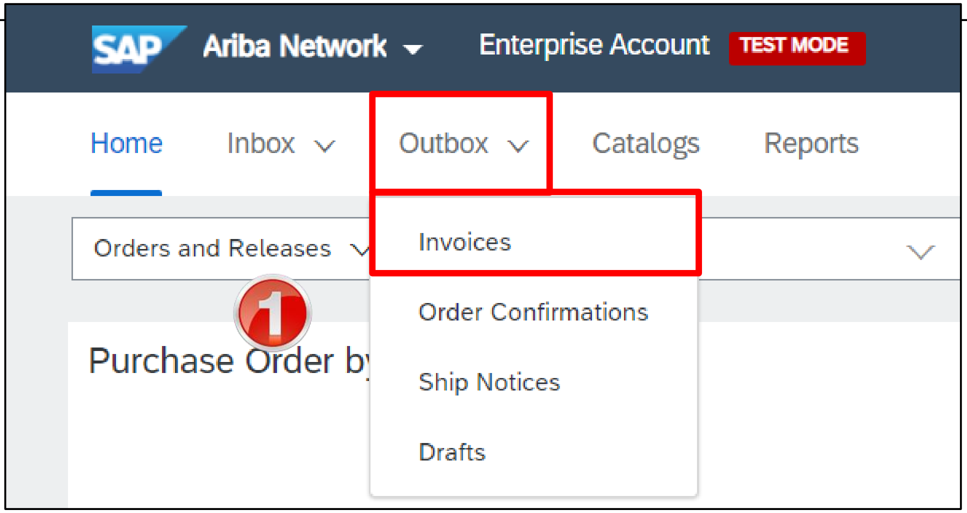
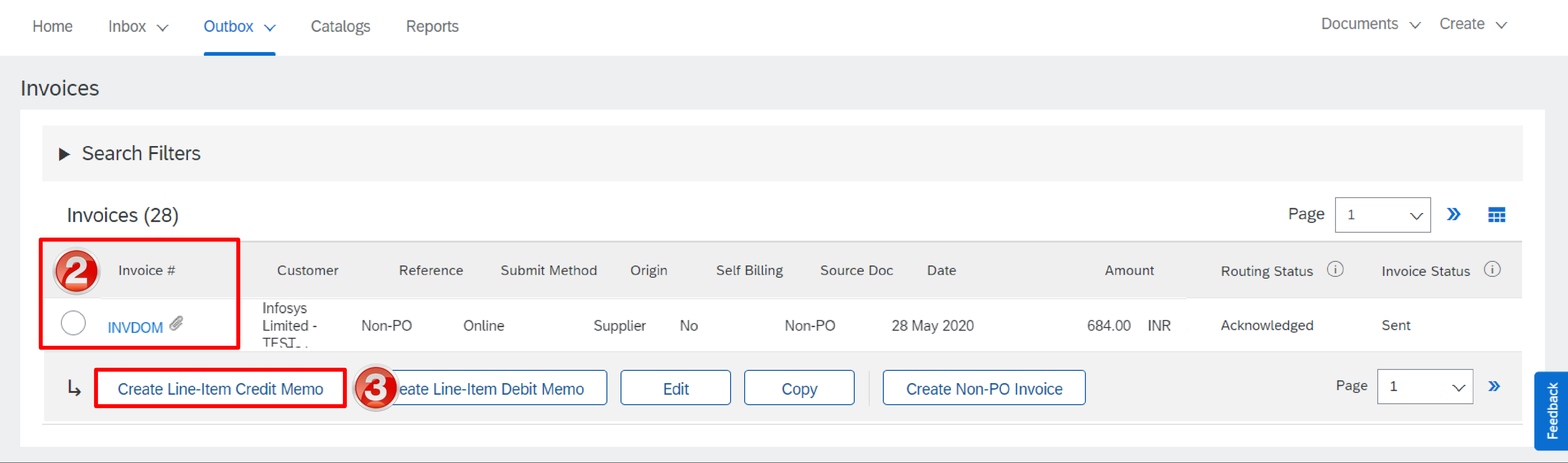
To create a Credit Memo:

1. Click the **Outbox** drop-down tab on the **Home** page, and select the **Invoices** option**.**
2. On the **Invoices** tab, select the **Invoice** radio button.
3. Click the **Create Line-Item Credit Memo** button





Create Credit Memo – Header Level – Price Adjustment

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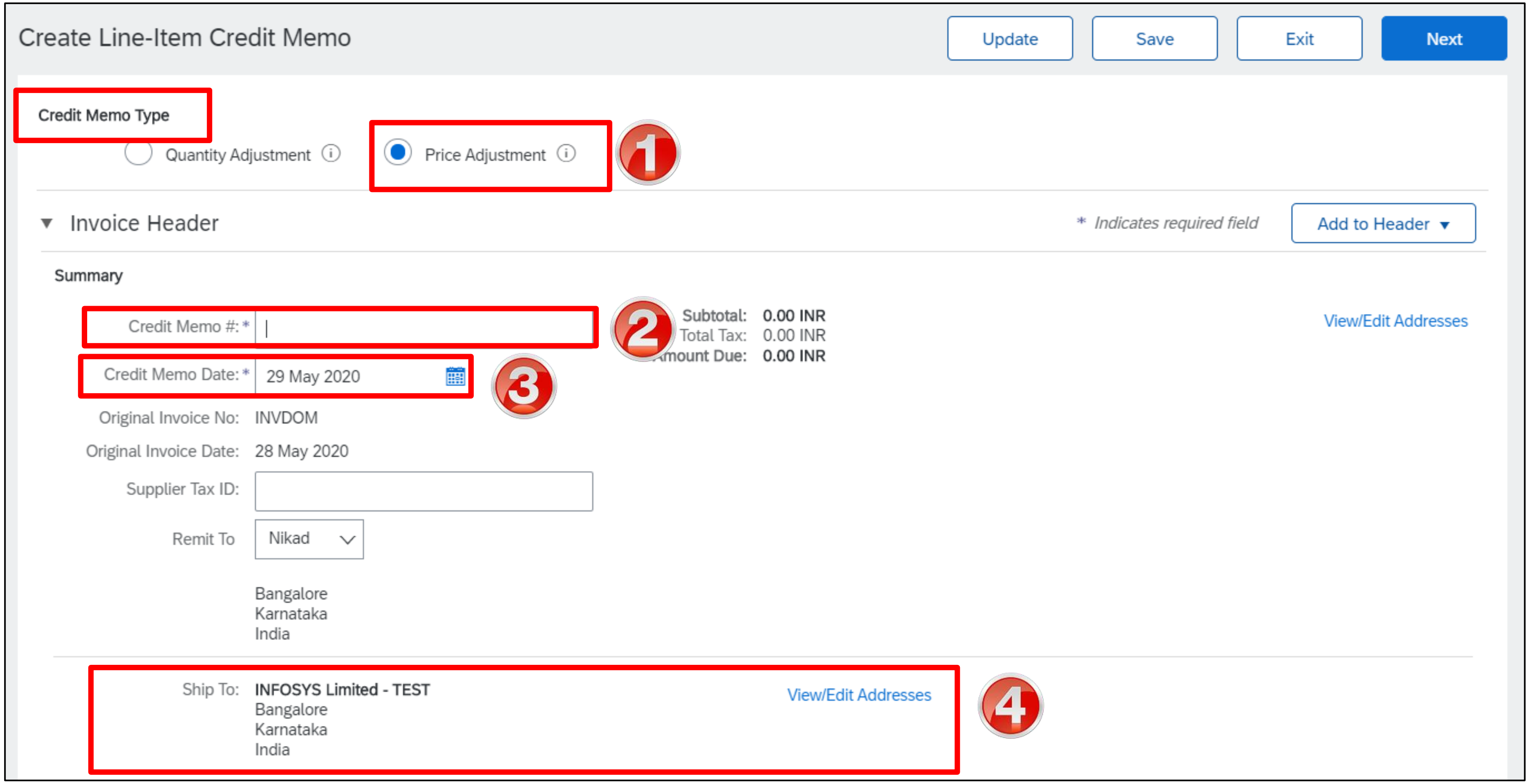
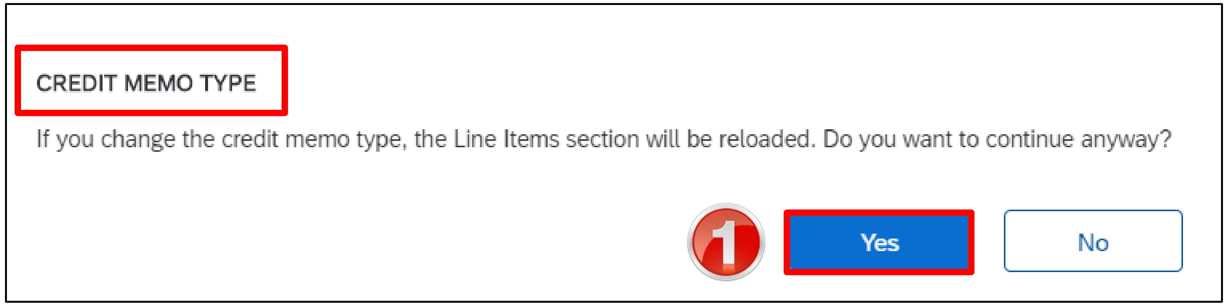
1. On the **Create Line Item Credit Memo** page, select **Price Adjustment** radio button and click **Yes** on the **CREDIT MEMO TYPE** pop-up window.
2. Enter the **Credit Memo #.**
3. Confirm/enter the **Credit Memo Date**.
4. The **Ship To** address is defaulted to the Infosys headquarters address in Bangalore. Edit the **Ship To** address based on the actual ship to location. To edit the **Ship To** address click the **View/Edit Addresses** link.





Create Credit Memo – Header Level – Price Adjustment

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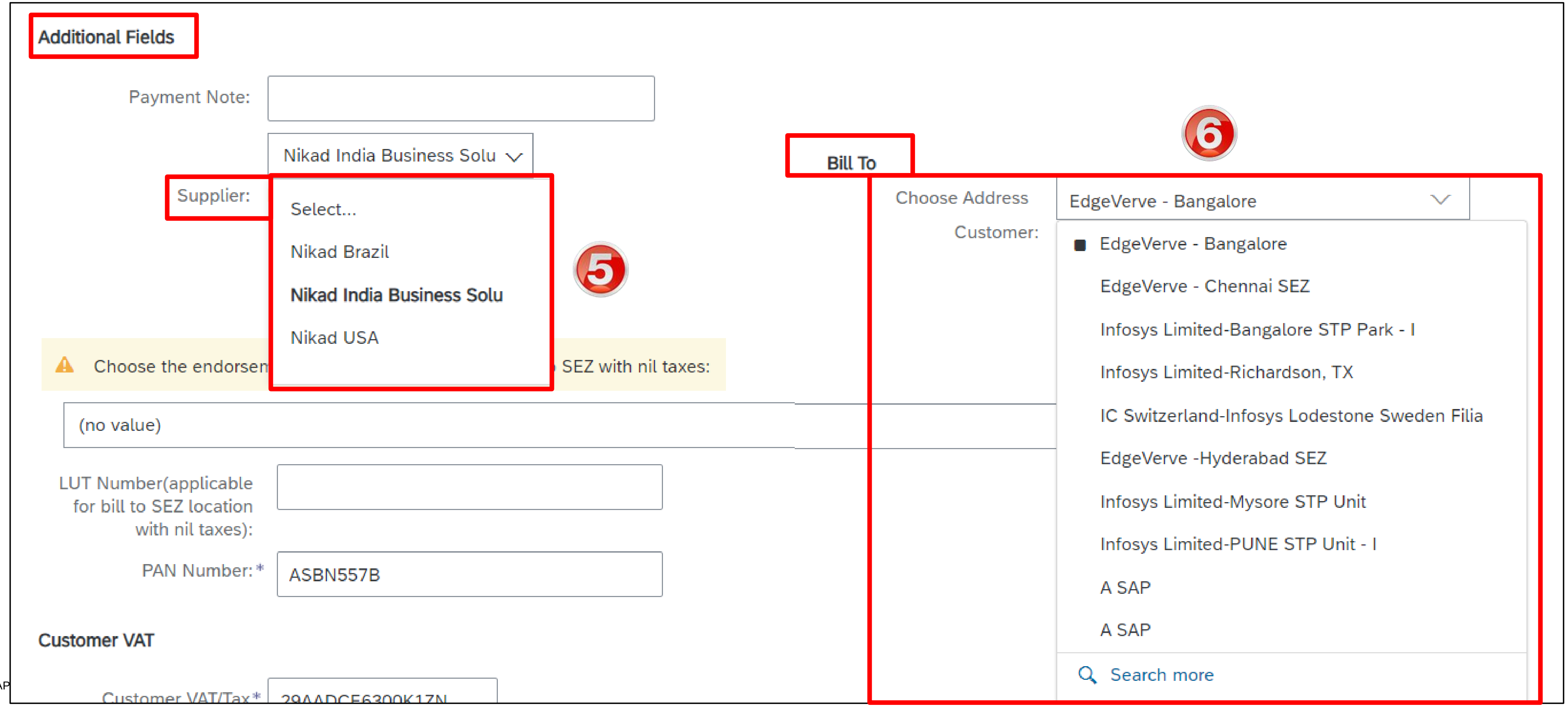
5. In the **Additional Fields** section, select the **Supplier** ship from location.
6. Select the customer **Bill To** address.



Create Credit Memo – Header Level – Price Adjustment

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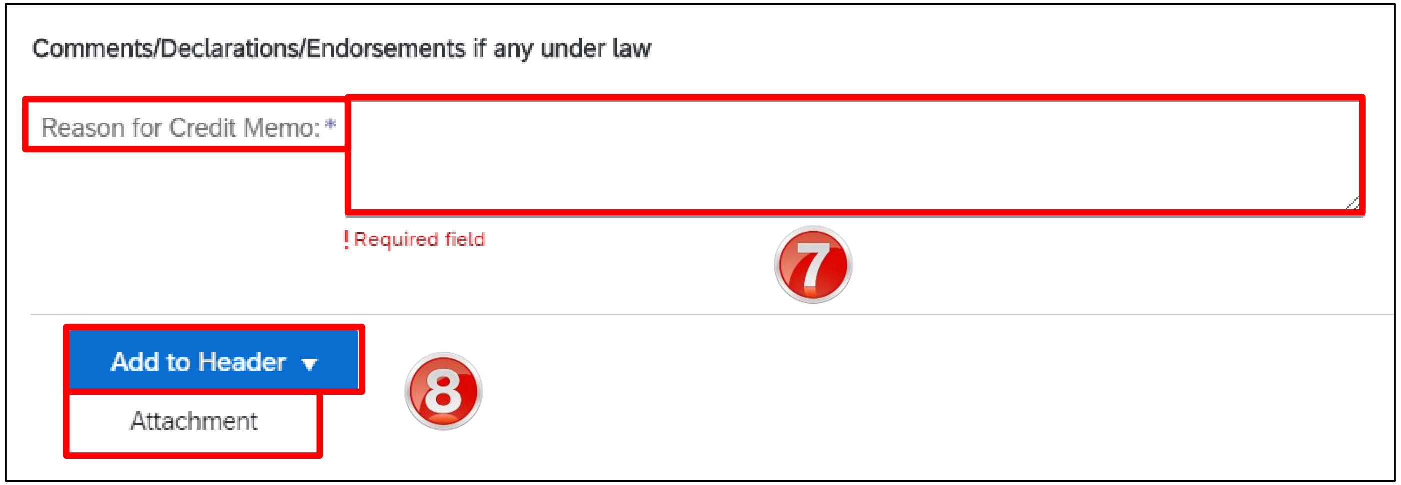
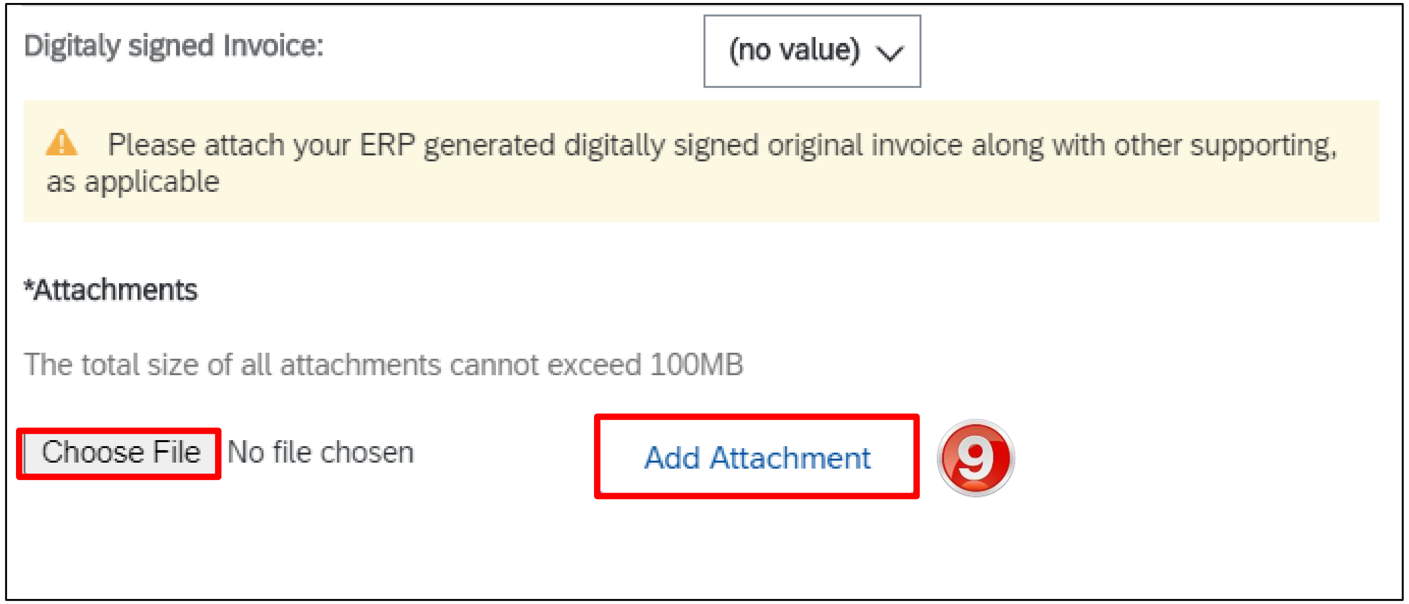
7. Enter the **Reason for Credit Memo** in the **Comments** section.
8. To add the ERP generated original invoice, click **Add to Header** and select **Attachment**.
9. Attach the invoice and any supporting documents by browsing for the files and clicking **Add Attachment**.

Scroll down to the **Line Items** section.





Create Credit Memo – Line Items – Price Adjustment

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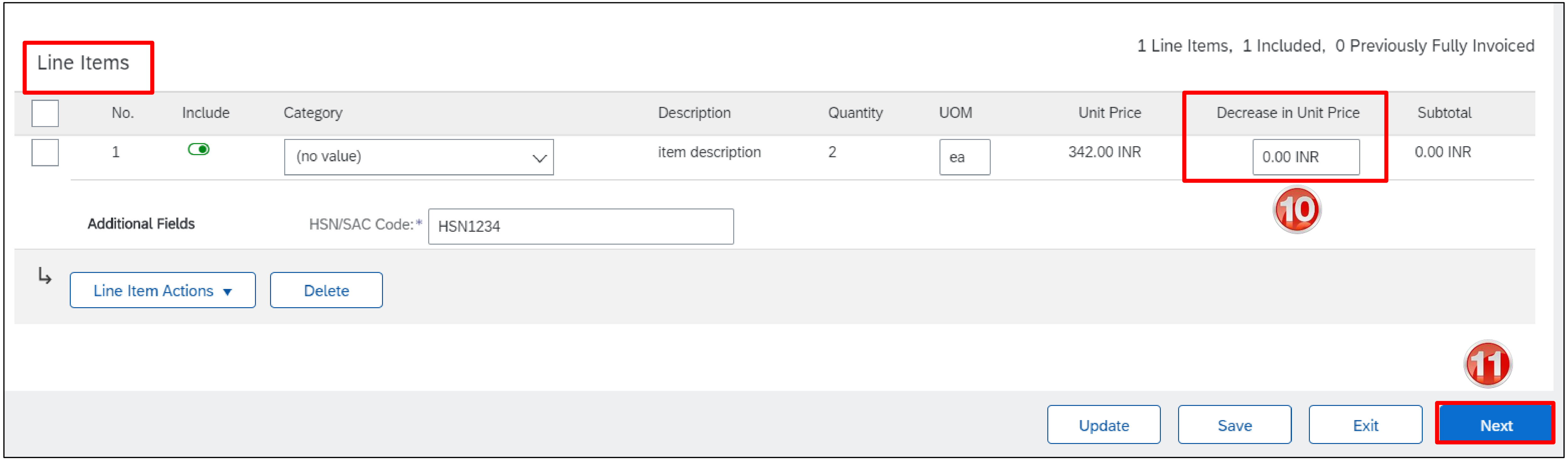
10. In the **Line Items** section, edit the **Price**. The value has to be negative.

11. Click **Next** . The **Create Line-Item Credit Memo** details page is displayed.



Submit Credit Memo – Price Adjustment

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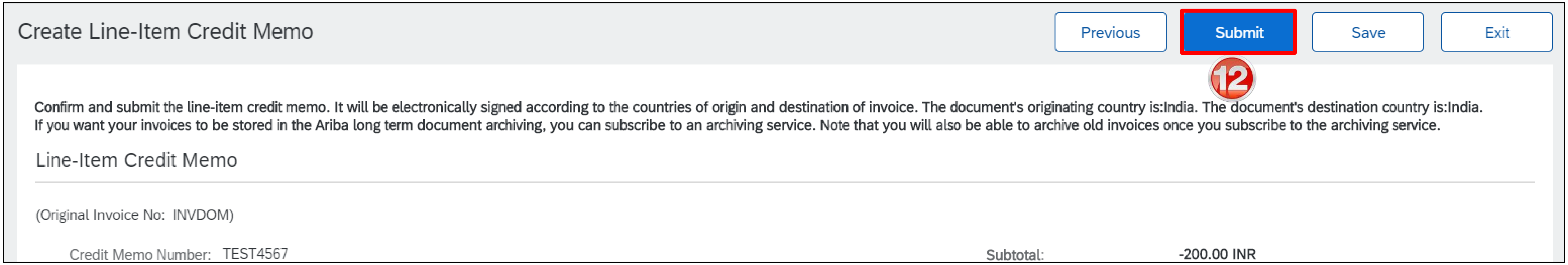
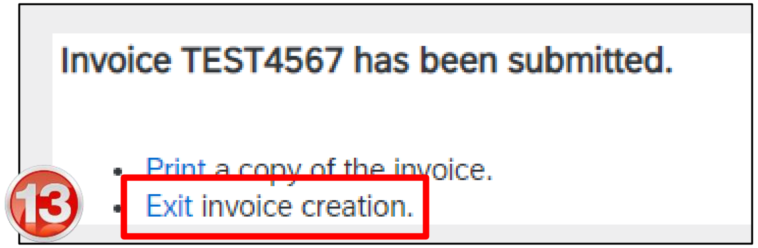
12.Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

13.The line-item credit memo has been successfully submitted. Click **Exit**. The **Invoice** tab is displayed.





Check Remittance Advice

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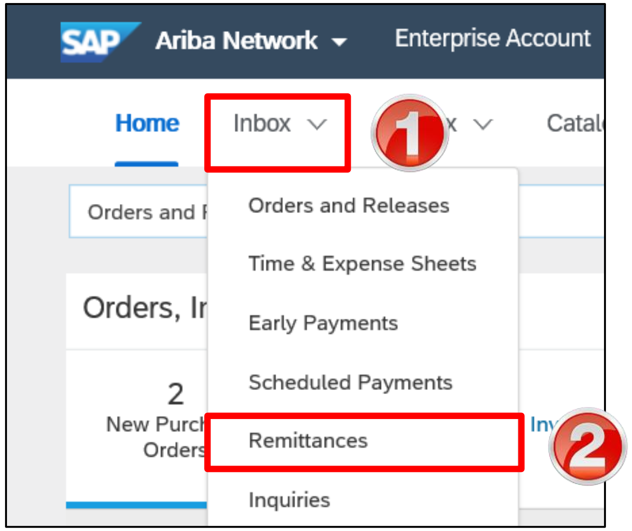
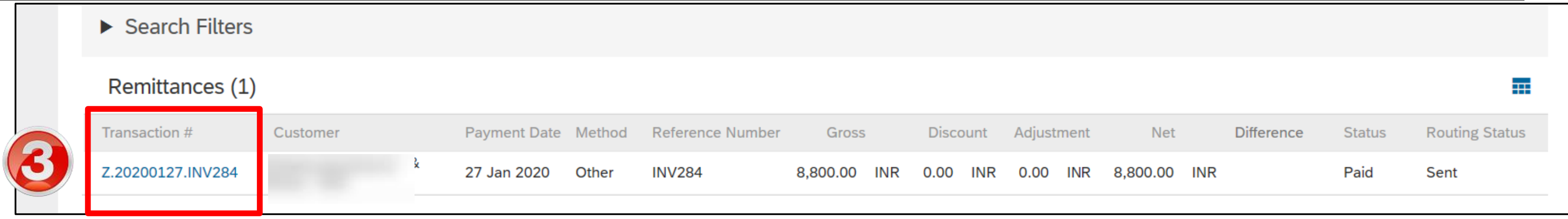
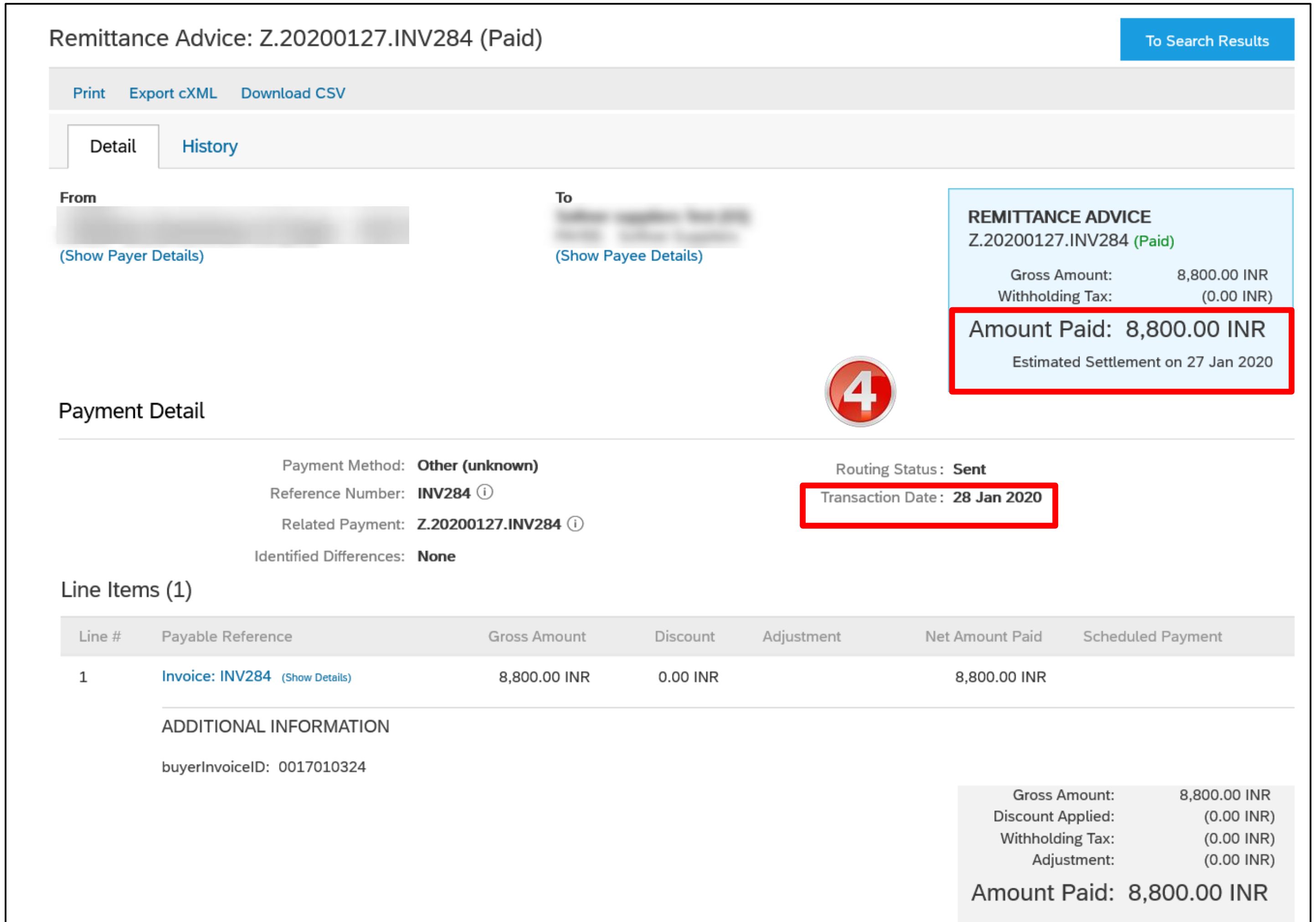
To view a remittance advice:

1. Click **Inbox** dropdown on the **Home** page.
2. Select the **Remittances** option. The **Remittances** page is displayed.
3. Click the relevant **Transaction #**. The **Remittance Advice** page will be displayed.
4. You can view the payment details like the **Amount Paid, Estimated Settlement Date** and the **Transaction Date.**







Support

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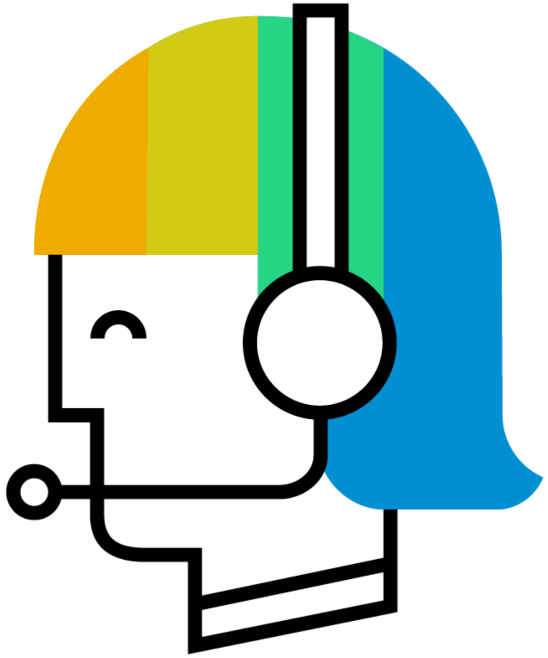
Types of Support available:

- User Community
- Ask questions or view documentation
- Email
- Request a call back



Supplier Information Portal

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To access the Supplier Information Portal:

1. On the **Home** page, click the **Company Settings** drop-down.
2. Select the **Customer Relationships** option.
3. In the **Current** section, click the **Supplier Information Portal** link beside the customer name.