Ariba® Network Supplier Guide

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GRUNDFOS

Invoice Methods

Invoice Information	Invoice Methods	Invoice Management
Invoice requirements	Credit Memos	Search for Invoice
Invoice Rules	Copy Invoices	Check Invoice Status
Create an invoice via PO flip		Invoice History
Add invoice charges		Modifying Invoices
		Invoice Reports
		Invoice Archival

Grundfos Invoice Requirements

- **Requirements for invoices in Denmark – ”common (normal)” invoices**
- Date of issue (invoice date)
- Consecutive numbering, which is based on one or more series, which uniquely identifies the specific invoice (invoice number)
- Seller's VAT registration number - VAT ID no. (CVR-nr./SE-nr. in Danish)
- Sellers and customers name and address
- Delivery date (if it is different from invoice date)
- Quantity/extent and nature of the delivered goods/services
- Unit price exclusive of VAT and any discounts, bonus and rebates, if they are not included in the unit price.
- The tax base amount, VAT rate and VAT amount
- If an invoice includes both taxable and VAT exempt supplies, it must be stated on the invoice, which supplies are taxable (with VAT). Supplies must be listed separately with separate counting.

Grundfos Invoice Requirements

Requirements for invoices to or from other EU countries

- Like the common invoices regarding purchase in the country of the issuing company, **and**
- The buyers VAT ID number (if not with foreign VAT).
  - Be aware that it is the correct VAT ID number e.g. GOE HU if the goods is delivered in HU.

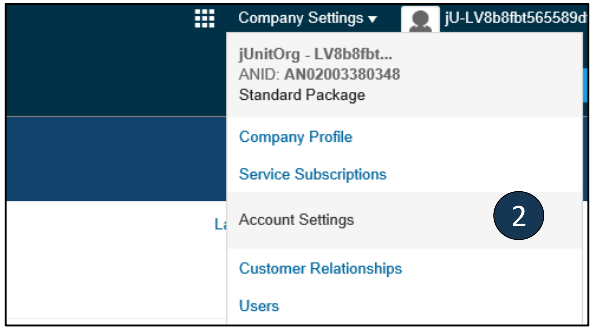
In addition **either**

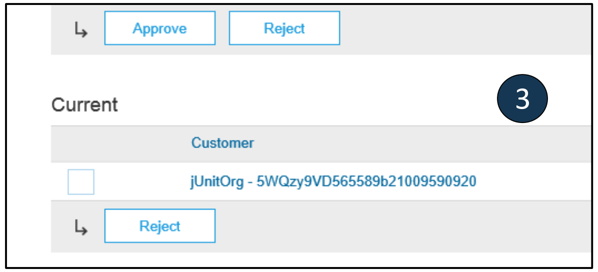
- Indication that the supply is reverse charge/zero rated, **or**
- Include foreign VAT.

Review Grundfos Invoice Rules

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

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

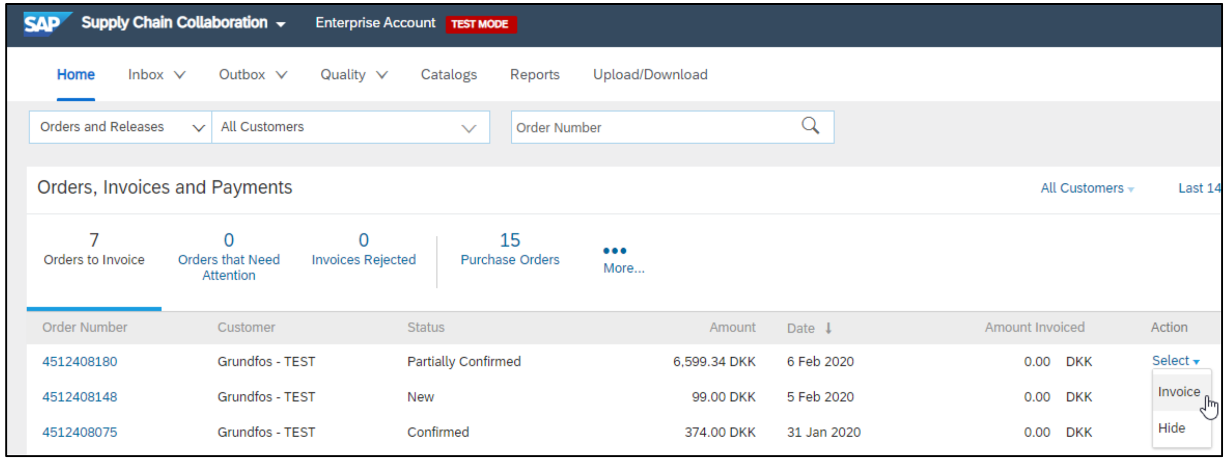




Create an Invoice via PO Flip

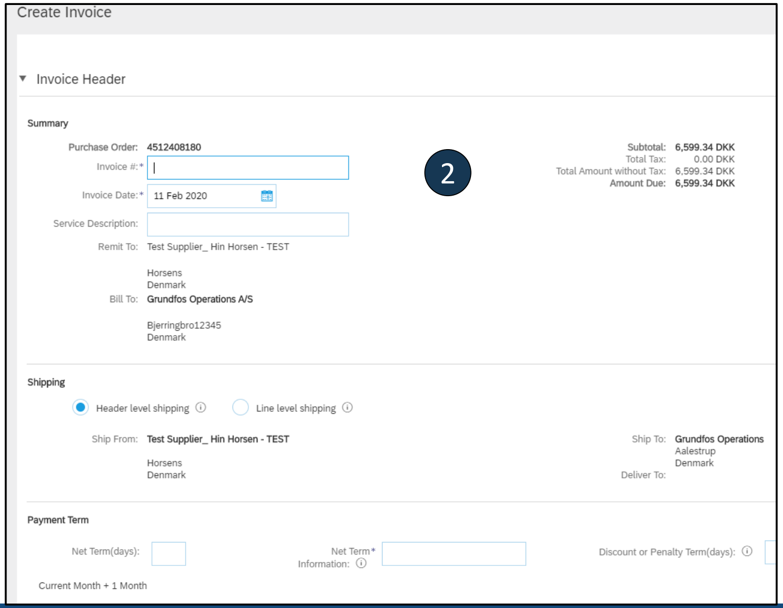
To create a PO flip invoice:

1. **Select** the **Action Invoice** next to the **Order Number** from the **Orders to Invoice** tab.



1

2. **Complete** information in the form of Invoice. Make sure that all required fields marked with asterisks (*) are filled in.



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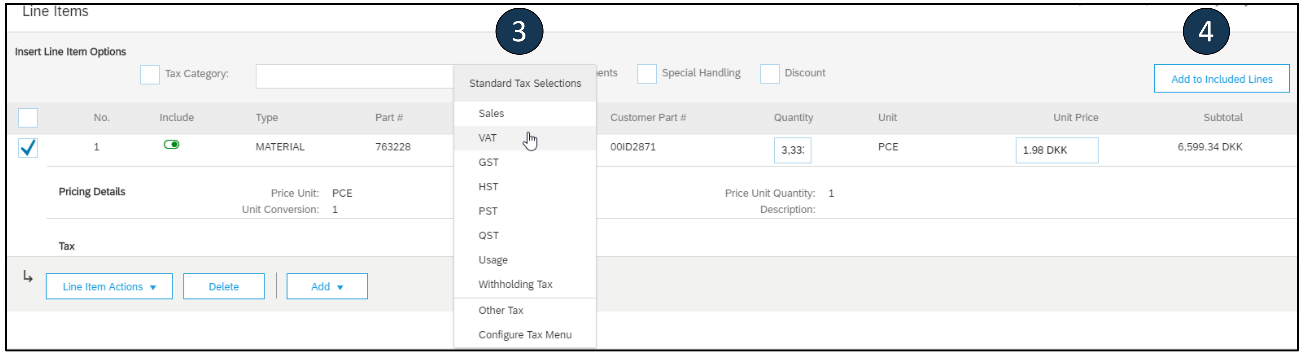
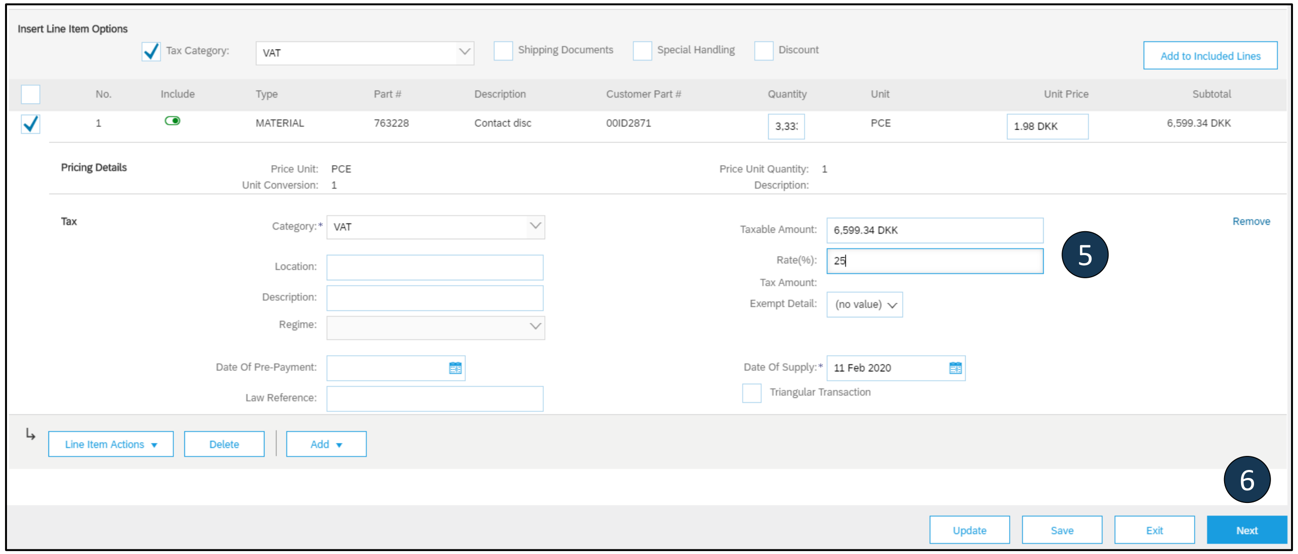
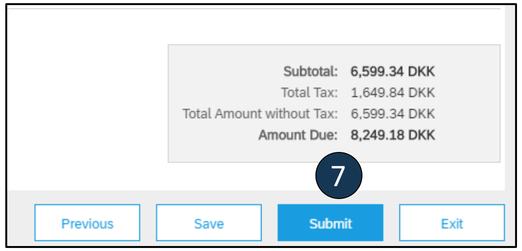
Create an Invoice via PO Flip

To create a PO flip invoice:

3. **Select** the **VAT** from the **Tax Category** dropdown list.
4. **Click** on **Add to Included Lines**.
5. **Enter** the **Rate(%)**
6. **Click Next**.
7. **Review** Invoice.
8. **Click Submit**.



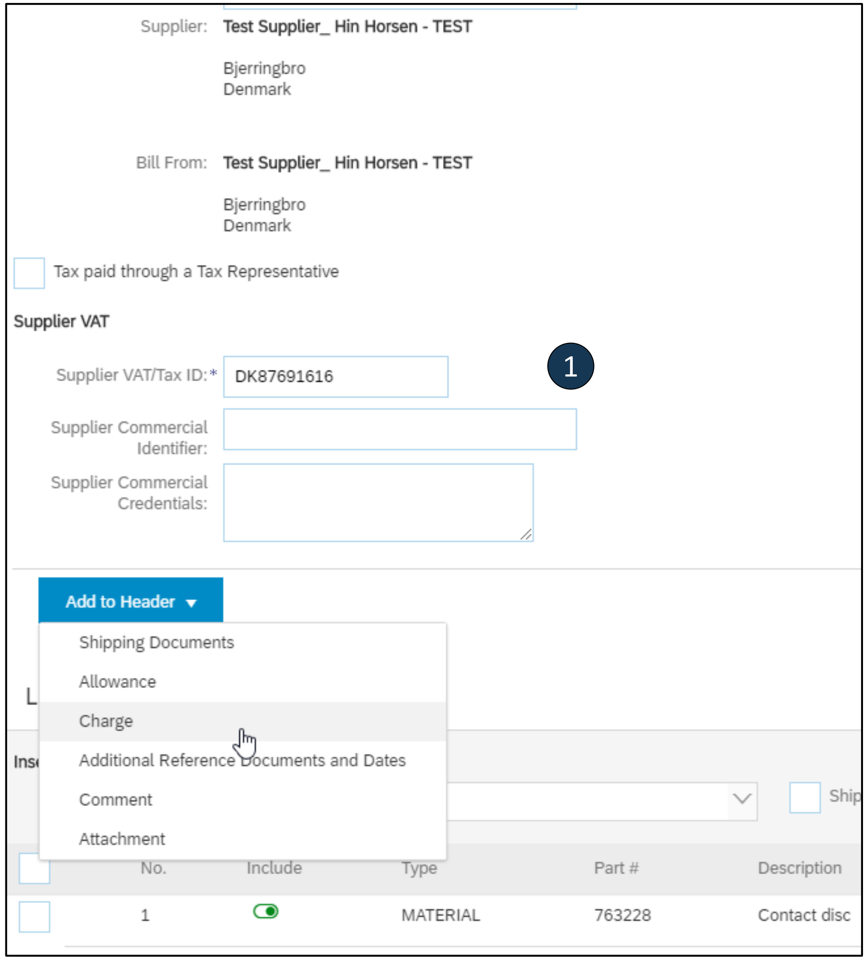




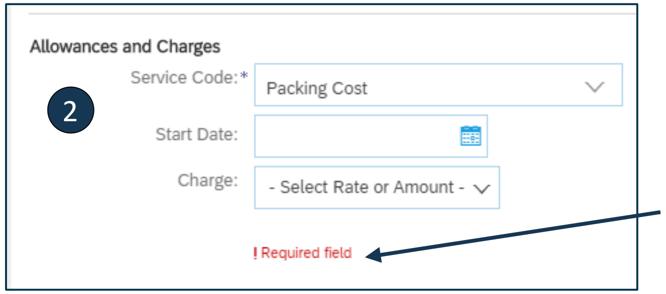
Add Invoice Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at Line Item Level (as a separate line with text referring to the additional cost).

1. If the charges are not included in the PO, you can add these at Header level



2. Select the type of charge from the dropdown:



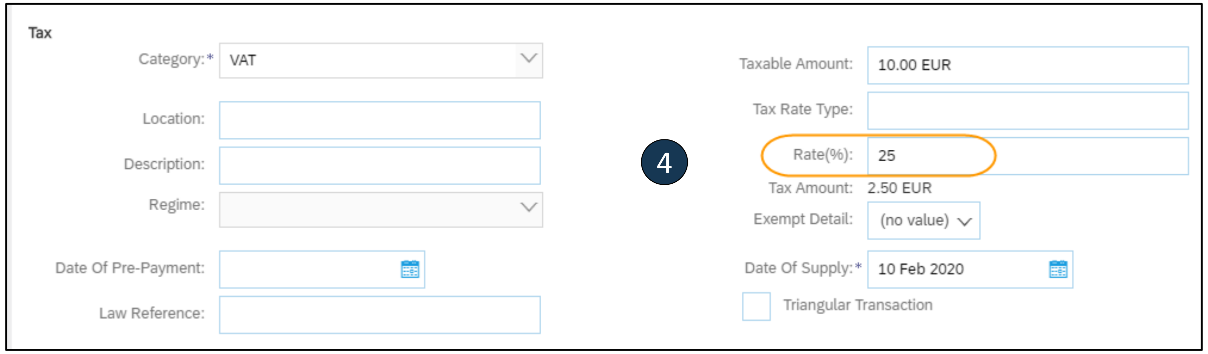
Mandatory fields are marked with red warning messages below the input boxes

Add Invoice Allowances and Charges

Header Allowance and Charges

3. Type in the amount of charge and click on Add Tax to add VAT:

4. VAT amount is calculated after you entered the Rate(%)



The rest of the steps are the same as with the Invoice via PO Flip, ie.

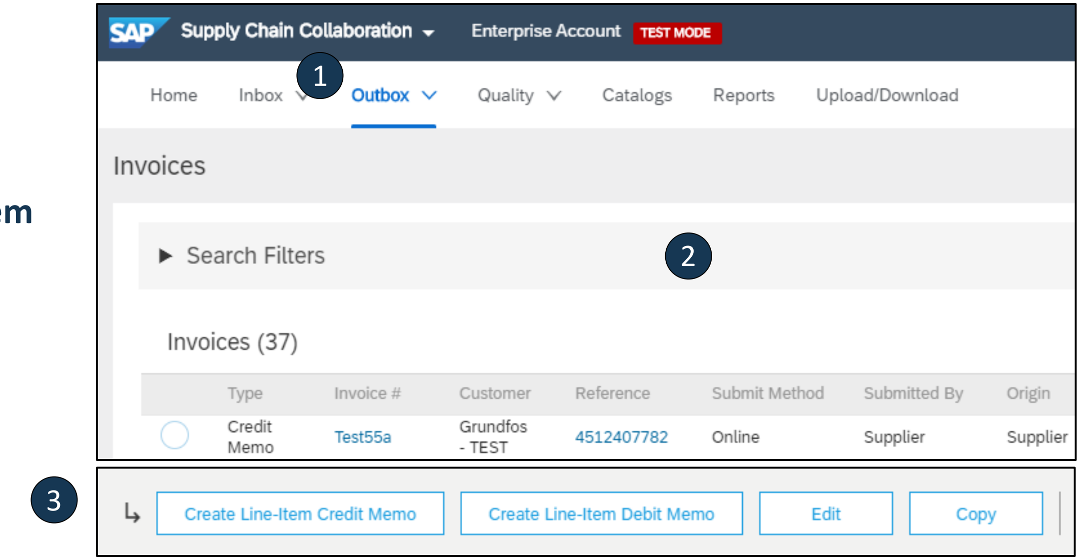
5. **Click Next**.
6. **Review** Invoice.
7. **Click Submit**.

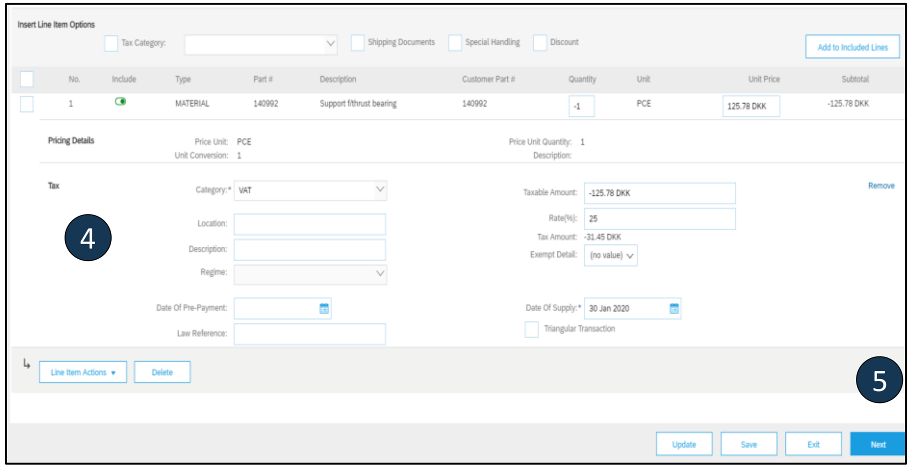
Create a Credit Memo

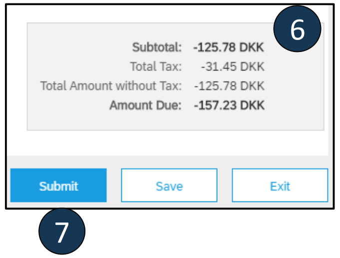
Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab and then **Invoices**.
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**.



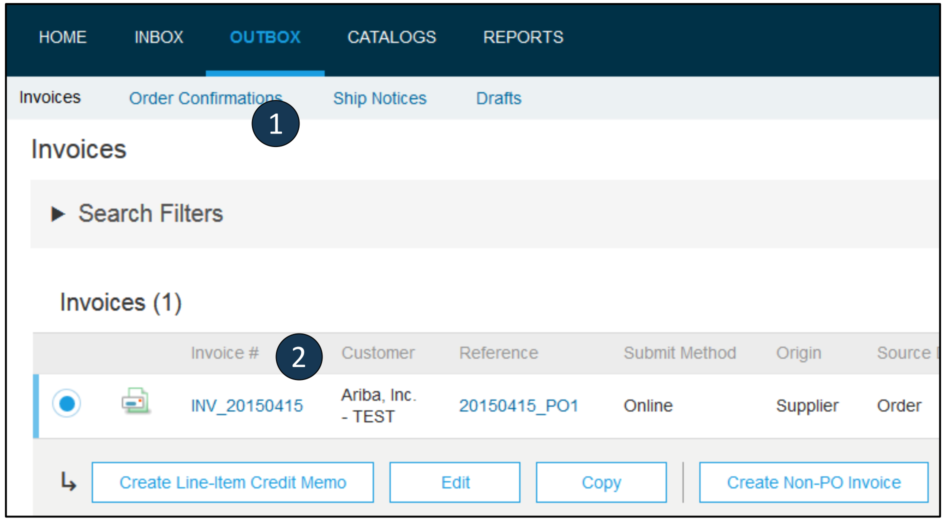


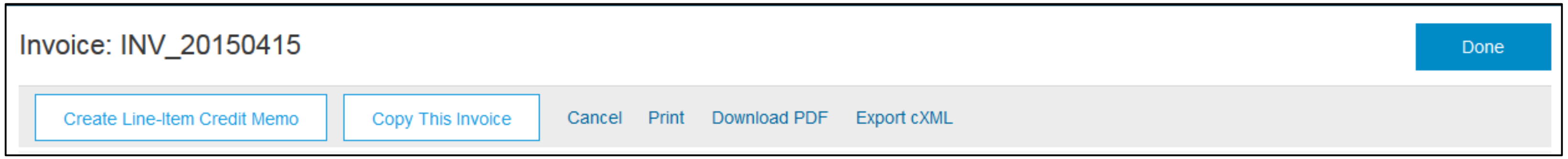


Copy an Existing Invoice

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.





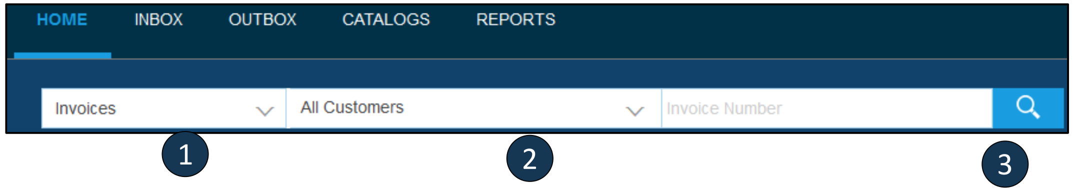
Search for Invoice
(Quick & Refined)

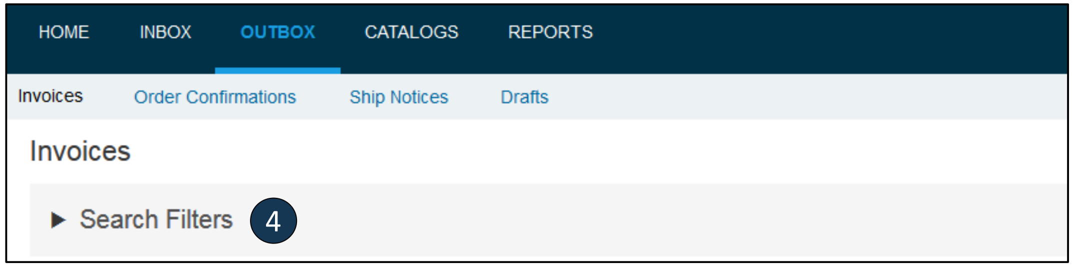
Quick Search:

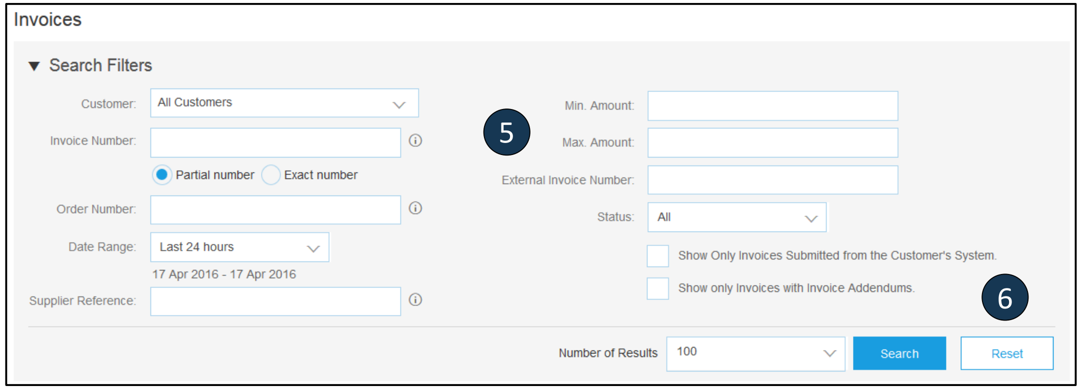
1. **From the Home Tab,** Select Invoices in the Document type to search.
2. **Select** Grundfos from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

- **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.

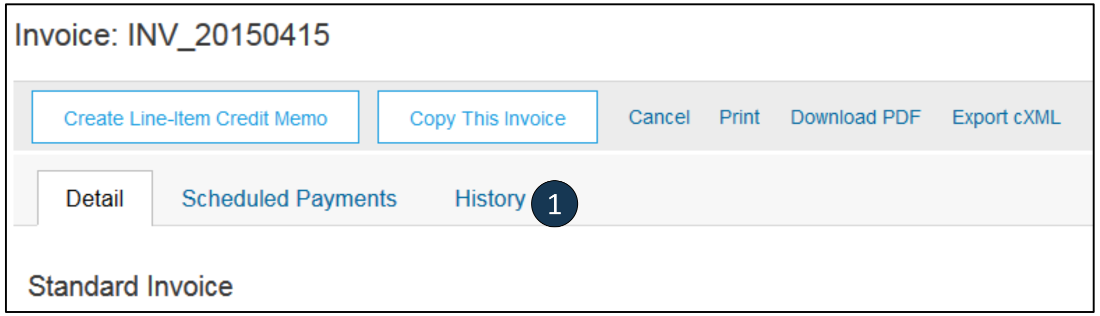
- **Routing Status**
- Reflects the status of the transmission of the invoice to Grundfos via the Ariba Network.
- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Grundfos invoicing rules. Grundfos will not receive this invoice
- **Queued** – Ariba Network received the invoice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

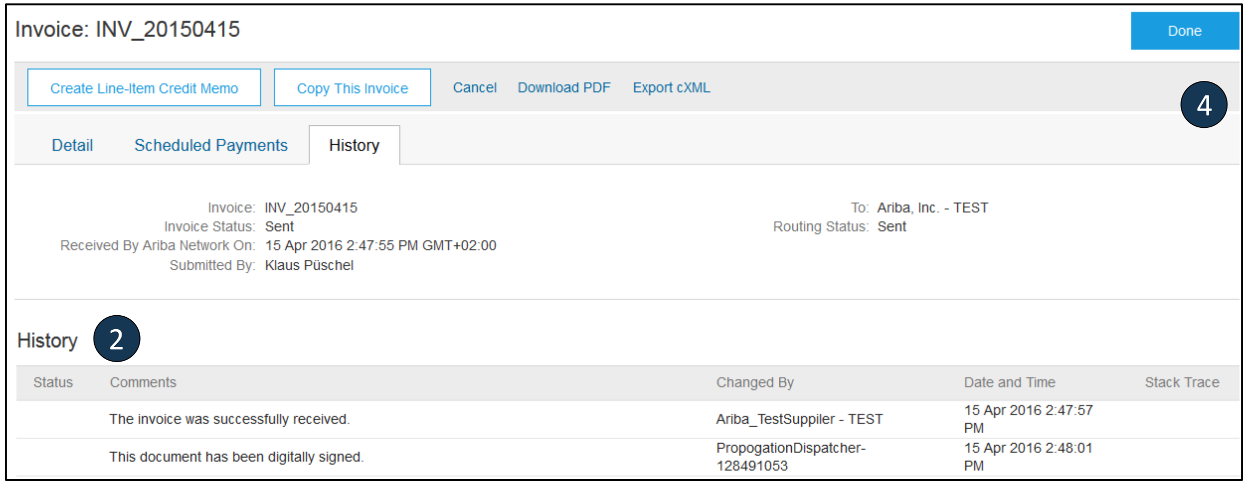
Review Invoice History

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.

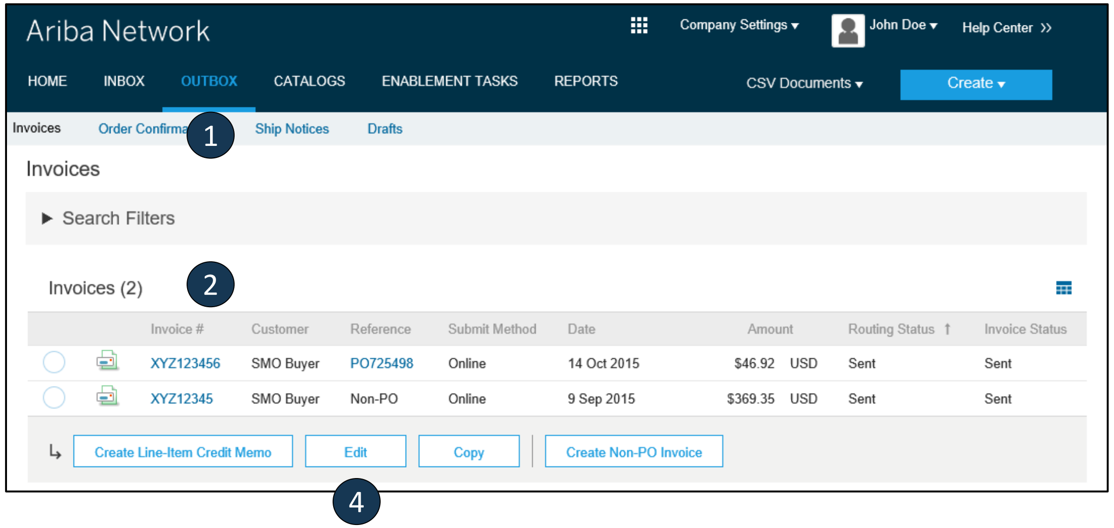


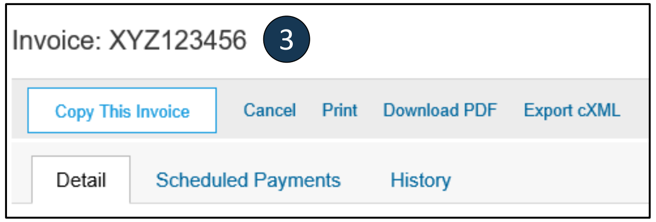


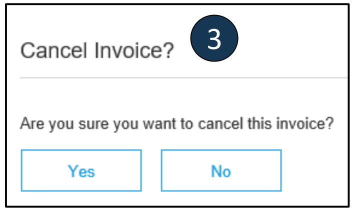
Modify an Existing Invoice

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**.**





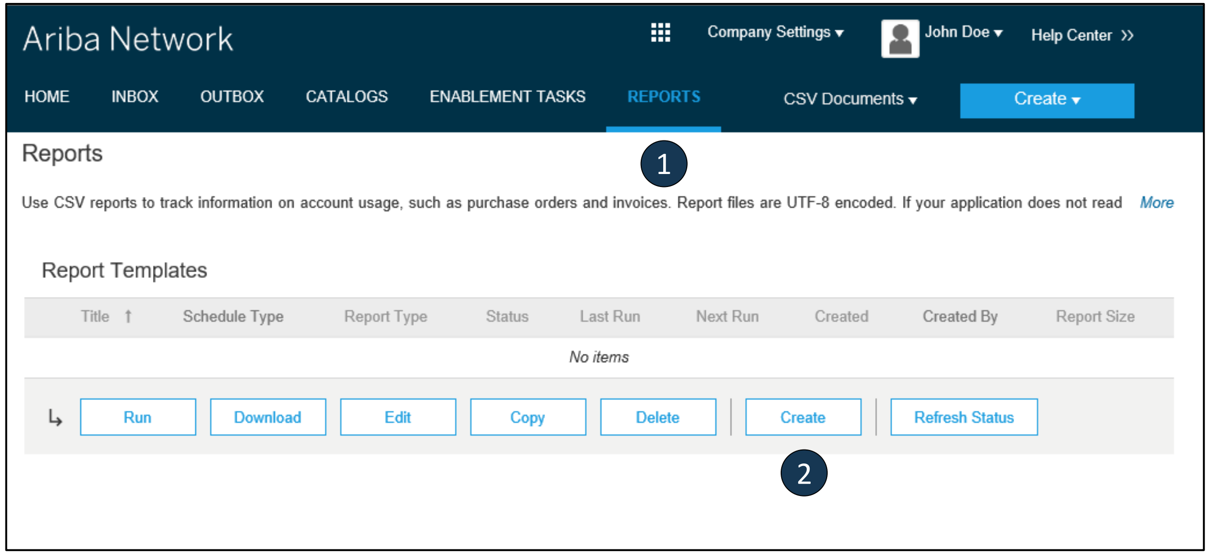


Download Invoice Reports

Learn About Transacting

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

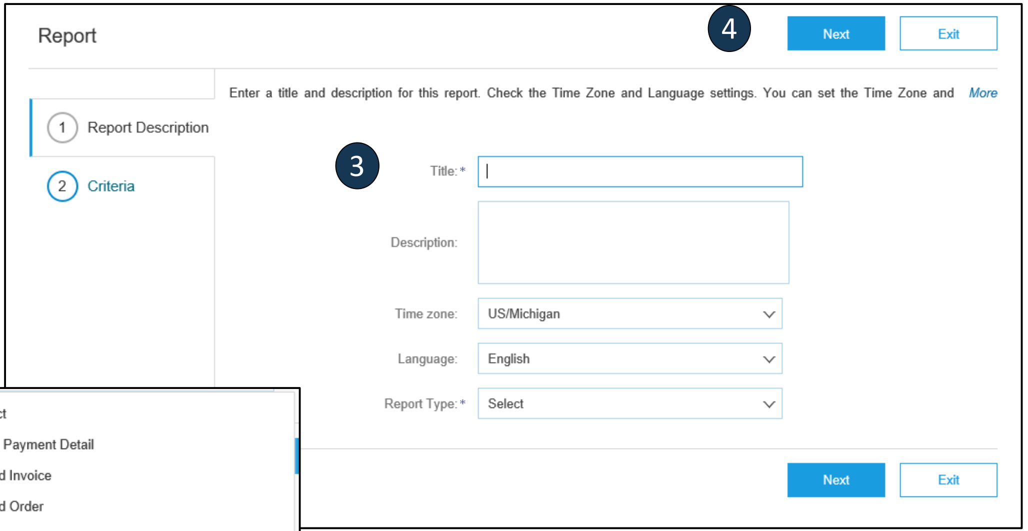
1. **Click** the **Reports** tab from the menu at the top of the page.
2. **Click Create**.

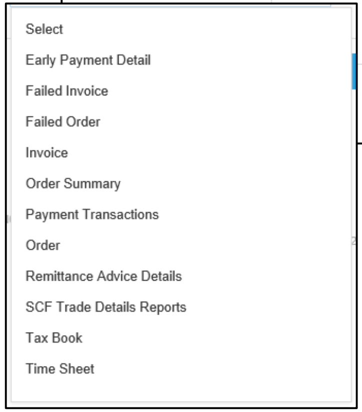


- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail 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.

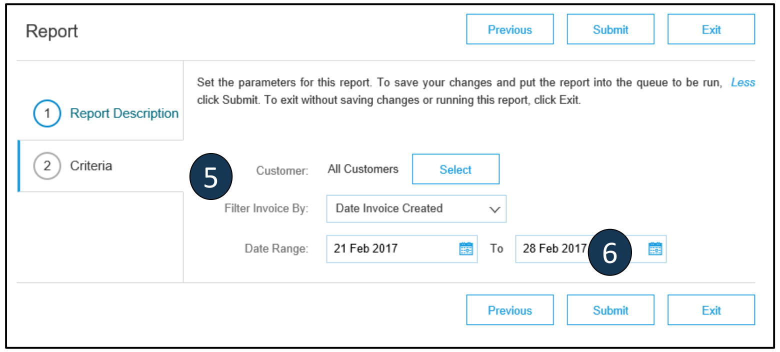
Invoice Reports

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**.





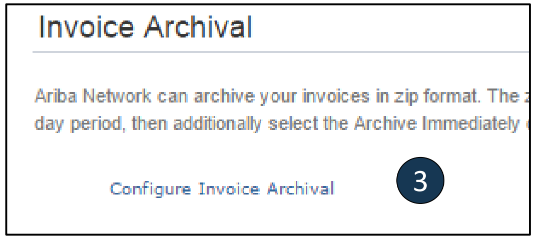
For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

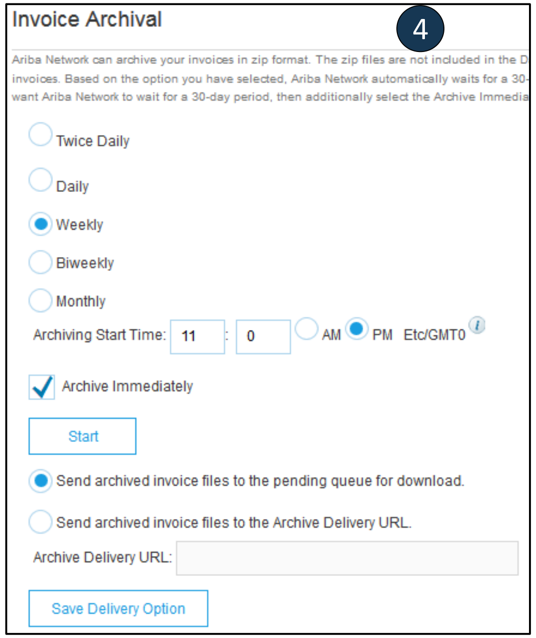


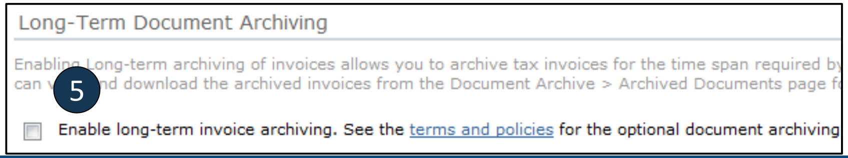
Invoice Archival

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.)







Ariba Network Help Resources

Customer Support

Supplier Information Portal

Additional Resources

[Ariba.com Links]

[Troubleshoot Your Invoices]

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration

https://support.ariba.com/Supplier_EnablementANID=AN01480939393&h=GK9AOpNebOuPmC2DBBVTGg

Enablement Business Process Support

- Business-Related Questions
- Email: ariba@grundfos.com

Supplier Information Portal

How to Find the Supplier Information Portal

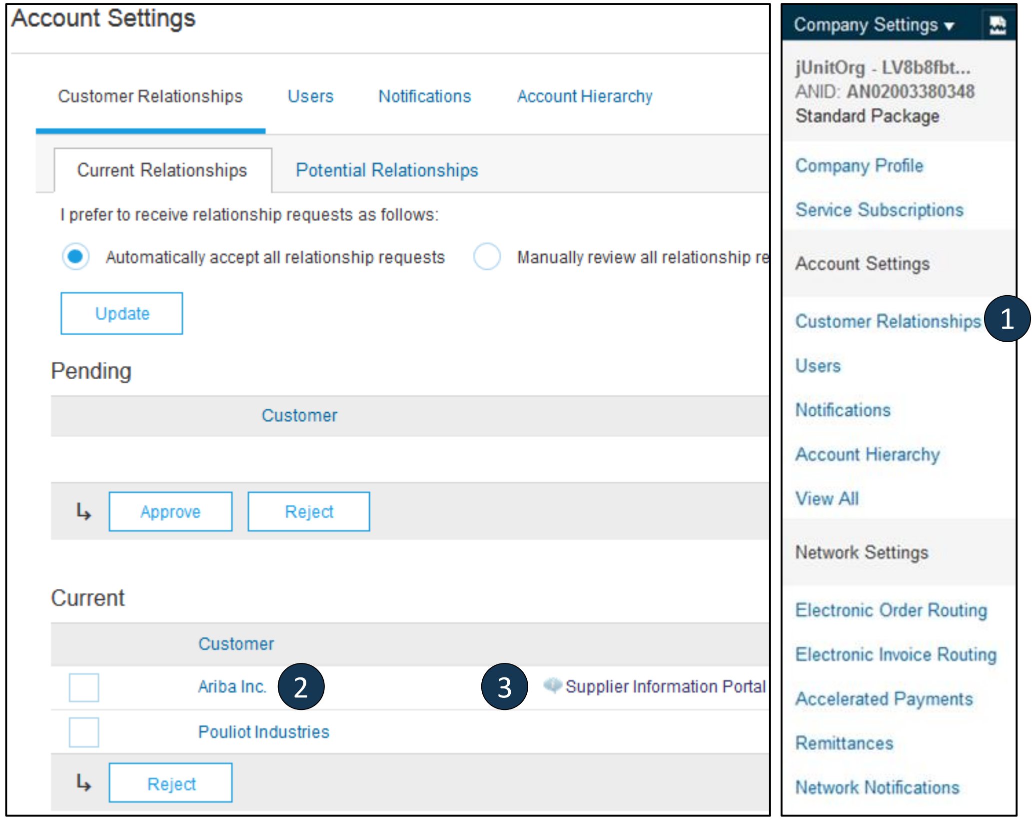
Supplier Support Post Go-Live

Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Training & Resources
Grundfos 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.



Useful Links

Useful Links

- **Ariba Supplier Pricing page** - http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing
- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm
- **Ariba Cloud Statistics** – http://trust.ariba.com
- Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- **Ariba Network Notifications** - http://netstat.ariba.com
- Information about downtime, new releases and new features

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?

Back to Invoicing

Thank you for joining the Ariba Network!