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Ariba Network – Enterprise Account Submitting Invoices for Ralph Lauren

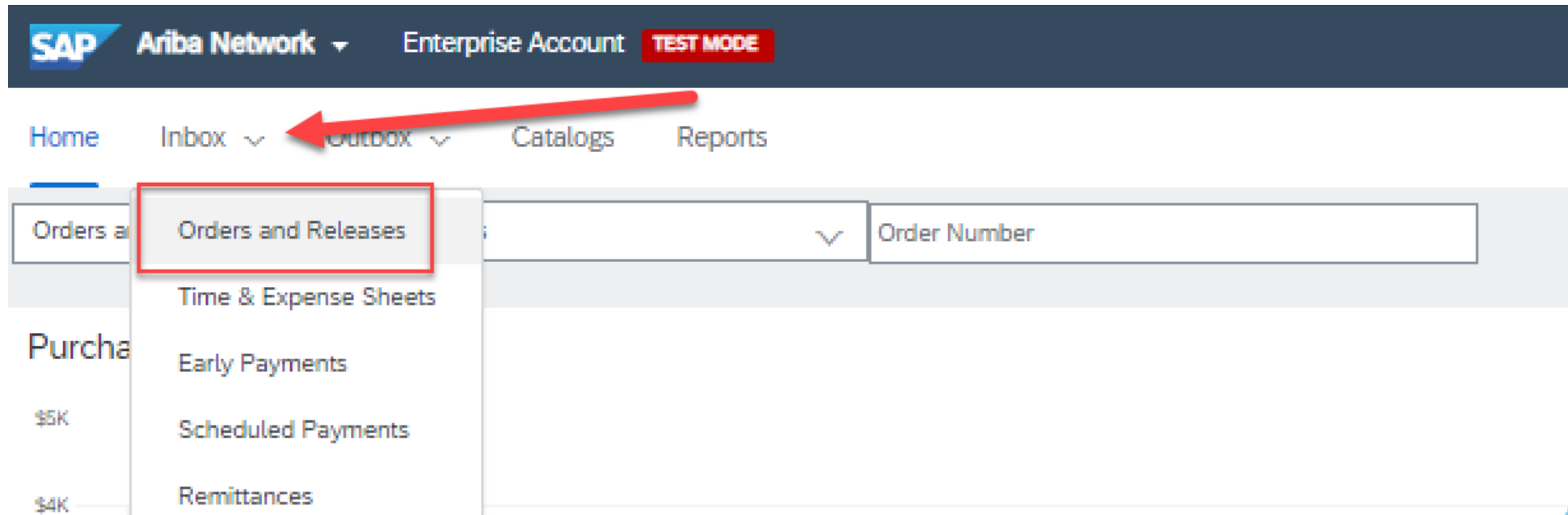
INTERNAL

Submitting Invoices for Ralph Lauren

- [Submitting PO Invoices](#)
- [Submitting Non-PO Invoices](#)

Submitting PO Invoices for Ralph Lauren

- Begin by logging into your Ariba Network Account
- Select the “Inbox” tab and from that dropdown choose “Orders and Releases”



Submitting PO Invoices for Ralph Lauren

- Within your Inbox you can apply a number of filters and search for the PO you're looking to invoice against
- Once you have located the PO, click on the blue "Order Number"

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

▼ 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
24 Sep 2020 - 7 Oct 2020

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Show Advanced Filters

Number of Results: 100 Search Reset

Orders and Releases (28) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Company Code	Purchasing Organization	Amount Invoiced	Actions
Order	9000109102	1	Ralph Lauren - TEST	RALPH LAUREN FACTORY STORE 00276 CANUTILLO, TX United States	Not Specified	\$100.00 USD	24 Mar 2020	New			\$0.00 USD	Actions
Order	9000109103	1	Ralph Lauren - TEST	RALPH LAUREN FACTORY STORE 00276 CANUTILLO, TX United States	Not Specified	\$10,000.00 USD	24 Mar 2020	New			\$0.00 USD	Actions

Submitting PO Invoices for Ralph Lauren

- This will take you to the Purchase Order Details page which will include all of the details associated with the PO
- After reviewing the details and have confirmed that everything is correct, you can then select “Create Invoice > “Standard Invoice”

Purchase Order: 9000099850 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail | Order History

RALPH LAUREN

TEST ORDER - DO NOT PLACE!

From:
Ralph Lauren
Attn: Accounts Payable Dept
PO Box 35868
GREENSBORO, NC 27425-5868
United States

To:
RALPH LAUREN TEST SUPPLIER - TEST - TEST
50 BROADWAY
Hawthorne, NY 10001
United States
Phone:
Fax:
Email: Shradha.Trivedi@ralphlauren.com

Purchase Order
(New)
9000099850
Amount: \$ 8,750.00 USD
Version: 1

Payment Terms ⓘ
NET-45 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: To view Ralph Lauren Terms and Conditions on Purchase Order, go to <http://press.ralphlauren.com/termsinomearch.html>

Other Information
Title: Photoshoot Black Friday
Company Code: 1000
Purchasing Unit Name: PU01
[View more](#) >

Ship All Items To
RALPH LAUREN
650 MADISON AVENUE
NEW YORK, NY 10022
United States
Ship To Code: 78558 1000
Phone: +1 (201) 5316333
Email: nobody@arantpa.ariba.com

Bill To
Ralph Lauren
Attn: Accounts Payable Dept
PO Box 35868
GREENSBORO, NC 27425-5868
United States

Deliver To
Rachal Truehart
RALPH LAUREN

Line Items [Show Item Details](#) ☰

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	Details
	Model Jessica Jones							
2	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	Details
	Model Mary Smith							
3	Not Available	Material		5 (PA)	30 Nov 2019	\$450.00 USD	\$2,250.00 USD	Details

Submitting PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will reflect all of the line items included and any additional charges applied
- Note: Required fields will be noted with an asterisk (*)
- The first two required fields are:
 - Invoice #
 - Invoice Date (will automatically populate the current date, but can be backdated up to 45 days)

Create Invoice

Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 9000099850

Invoice #:	
Invoice Date:	7 Oct 2020

Service Description:

Supplier Tax ID:

Remit To: 208 CHAPEL STREET

NEWTON , MA
United States

Bill To: Ralph Lauren

GREENSBORO , NC
United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$8,750.00 USD
Total Net Amount:	\$8,750.00 USD
Amount Due:	\$8,750.00 USD

View/Edit Addresses

Submitting PO Invoices for Ralph Lauren

- The next required fields will be under the “Tax” section
- The tax “Category” will automatically be set to “Sales Tax” – this can be left as is
- The “Taxable Amount” is a reflection of the line items included on the invoice (but can be edited as needed)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
- If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: *	Sales Tax	▼
Location:	<input type="text"/>	
Description:	<input type="text"/>	
Regime:	<input type="text"/>	

Taxable Amount:	\$8,750.00 USD
Tax Rate Type:	<input type="text"/>
Rate(%):	8
Tax Amount:	\$700.00 USD

Submitting PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
 - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA
United States

Email:* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

Add to Header ▼

Submitting PO Invoices for Ralph Lauren

- An “*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

*Attachments

The total size of all attachments cannot exceed 100MB

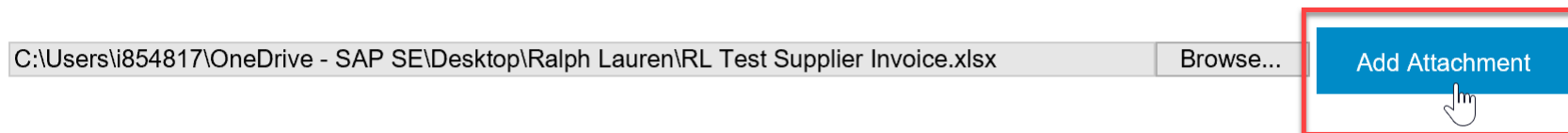


A screenshot of the SAP interface showing the Attachments section. It features a long, empty grey text input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A mouse cursor is positioned over the "Browse..." button.

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the Attachments section after a file has been selected. The grey text input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A red rectangular box highlights the "Add Attachment" button, and a mouse cursor is pointing at it.

Submitting PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

[Delete](#)

Submitting PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to review is the “Line Items” section
- The full amounts which were included on the PO will automatically be populated to be included on the invoice, so if you are only submitting a partial invoice at this time, you would just want to adjust the “Quantity” field and click Update which will adjust the subtotals present in the “Line Items” section as well as in the “Taxable Amount” field previously mentioned

Insert Line Item Options

Tax Category: Sales Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Jessica Jones		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Mary Smith		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Mark Truehart		<input type="text" value="5"/>	EA	\$450.00 USD	\$2,250.00 USD
		Additional Fields	Color: <input type="text"/>						
<input type="checkbox"/> 4	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Chris Smith		<input type="text" value="2"/>	EA	\$250.00 USD	\$500.00 USD
		Additional Fields	Color: <input type="text"/>						

Line Item Actions

Turn on Error Dump Hide/Show XML

Submitting PO Invoices for Ralph Lauren

- After adding any additional charges and making any necessary updates in the “Line Items Section” you can review the totals present at the top of the invoice creation screen to ensure everything is correct and then select “Next”

Create Invoice


Update Save Exit **Next**

Invoice Header * Indicates required field Add to Header ▾

Summary

Purchase Order: 9000099850

Invoice #:

Invoice Date: 

Service Description:

Supplier Tax ID:

Remit To: ▾

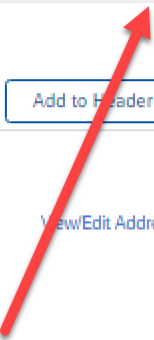
NEWTON , MA
United States

Bill To: Ralph Lauren

GREENSBORO , NC
United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$700.00 USD
Total Gross Amount:	\$9,450.00 USD
Total Net Amount:	\$9,450.00 USD
Amount Due:	\$9,450.00 USD

[View/Edit Addresses](#)



Submitting PO Invoices for Ralph Lauren

- This will take you to a final review screen where you can again check that all details of the invoice are correct and select “Submit”

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TEST1234567	Subtotal: \$8,750.00 USD
Invoice Date: Wednesday 7 Oct 2020 8:47 AM GMT-04:00	Total Tax: \$700.00 USD
Original Purchase Order: 9000099850	Total Gross Amount: \$9,450.00 USD
	Total Net Amount: \$9,450.00 USD
	Amount Due: \$9,450.00 USD

REMIT TO: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 208 CHAPEL STREET NEWTON , MA 02458 United States Remit To ID: 0100029517:0100029517	BILL TO: Ralph Lauren Postal Address (Default): Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868 United States Address ID: 10000	SUPPLIER: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001 United States
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BILL FROM: RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001	CUSTOMER: Ralph Lauren Postal Address: Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868
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Submitting Non-PO Invoices for Ralph Lauren

- Begin by logging into your Ariba Network Account
- In the upper right corner of the Home Tab, select “Create” > “Non-PO Invoice”

The screenshot displays the Ariba Network Home Tab interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', 'MESSAGES', 'External Document', and 'CSV Documents'. A 'Create' dropdown menu is open in the top right corner, with 'Non-PO Invoice' selected. Below the navigation bar, the main content area is titled 'Orders, Invoices and Payments' and shows a summary of key metrics: Purchase Orders (0), Invoices (0), Payments Received (0), and Pinned Documents (0). A table below these metrics is currently empty, displaying the message 'You do not have any Invoices.' The table headers are Invoice Number, Customer, Reference, Date, Amount, Invoice Status, and Action. On the right side of the interface, there is a mobile app promotion section titled 'Now we're mobile. Check it out.' with download links for the App Store and Google Play, and a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%.

Submitting Non-PO Invoices for Ralph Lauren

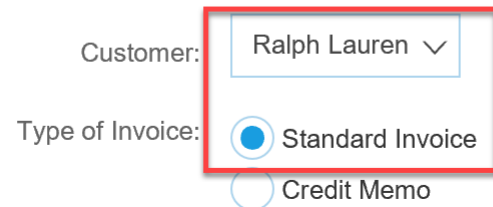
- On the following screen, select “Ralph Lauren” as your customer and “Standard Invoice” as your invoice type, then click “Next”
- If you do not see Ralph Lauren in the “Customer” dropdown or you are being prompted for a “Customer Code”, then you have not yet established a relationship with Ralph Lauren and should reach out to RL-Supplier-Enablement@ralphlauren.com

Create Non-PO Invoice



The screenshot shows the bottom right corner of the 'Create Non-PO Invoice' screen. There are two buttons: a blue 'Next' button and a white 'Exit' button with a blue border. The 'Next' button is highlighted with a red rectangular box.

For a trading relationship already on Ariba Network



The screenshot shows the 'For a trading relationship already on Ariba Network' screen. It features two fields: 'Customer:' with a dropdown menu showing 'Ralph Lauren' and a downward arrow, and 'Type of Invoice:' with two radio button options: 'Standard Invoice' (which is selected) and 'Credit Memo'. A red rectangular box highlights both the 'Customer' dropdown and the 'Standard Invoice' radio button.

Submitting Non-PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will remain \$0.00 until you add line items to the invoice (see slides 21-22)
- Note: Required fields will be noted with an asterisk (*)
- The first two required fields are:
 - Invoice #
 - Invoice Date (can be backdated up to 45 days)

Create Invoice

[Update](#) [Exit](#) [Next](#)


▼ Invoice Header

* Indicates required field

[Add to Header](#) ▼

Summary

Invoice #: * TEST123

Invoice Date: * 31 Oct 2019 

Service Description:

Supplier Tax ID:

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

[View/Edit Addresses](#)

Submitting Non-PO Invoices for Ralph Lauren

- The next required fields will be under the “Tax” section
- The tax “Category” will automatically be set to “Sales Tax” – this can be left as is
- The “Taxable Amount” is a reflection of the line items you will be adding to the invoice
 - This field will be \$0.00 to start, but will update as line items are added to the invoice (see slides 21-22)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
 - If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax ▼

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$0.00 USD

Submitting Non-PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
 - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA
United States

Email:* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

Add to Header ▼

Submitting Non-PO Invoices for Ralph Lauren

- An “*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

*Attachments

The total size of all attachments cannot exceed 100MB

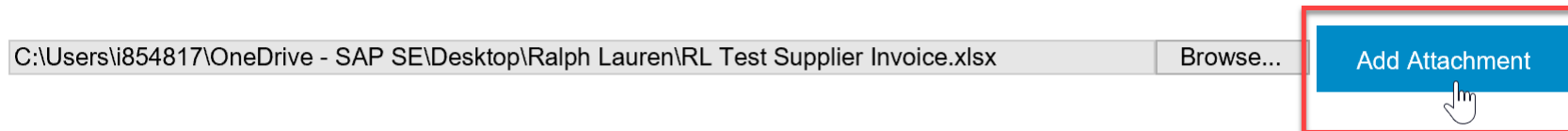


A screenshot of the SAP interface showing the attachments section. It features a long, empty grey input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment".

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the attachments section after a file has been selected. The grey input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment", which is highlighted with a red rectangular border and has a mouse cursor pointing at it.

Submitting Non-PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

[↪ Delete](#)

Submitting Non-PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to populate is the “Line Items” section
- Begin by clicking the “Add” button and selecting “Add Material”
 - ”Add Material” will be the only available option and what you will want to select regardless of whether or not you are providing a good or a service

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

↳

Submitting Non-PO Invoices for Ralph Lauren

- This will populate a new blank line item for which you can fill out the details as they are depicted on the invoice you attached
- The fields you will need to populate are:
 - **No.** – Put “1” for the first line item and continue on in that fashion if you need to add additional line items
 - **Description** – Feel free to give a brief description of the good or services you’re providing or instruct the reviewer to reference the invoice you’ve attached for more details
 - **Quantity** – This can be set to whatever is applicable to the details of your invoice
 - **Unit Price** – Can also be set to whatever is applicable to the details of your invoice
- After these fields have been populated you will want to select the “Update” button

Line Items

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
1	<input checked="" type="checkbox"/>	MATERIAL		See attachment for details		1	EA	1000	

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

[Update](#) [Exit](#) [Next](#)

Submitting Non-PO Invoices for Ralph Lauren

- Selecting “Update” after adding line items will automatically recalculate the information in the totals at the top of the invoice as well as the information in the “Tax” section

Summary

Invoice #: * TEST123

Invoice Date: * 31 Oct 2019

Service Description:

Supplier Tax ID:

Remit To 271 North Shore Drive

PITTSBURGH , PA
United States

Bill To: **Ralph Lauren**

Greensboro , NC
United States

Subtotal:	\$1,000.00 USD
Total Tax:	\$50.00 USD
Total Gross Amount:	\$1,050.00 USD
Total Net Amount:	\$1,050.00 USD
Amount Due:	\$1,050.00 USD

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax

Location:

Description:

Regime:

Taxable Amount:	\$1,000.00 USD
Tax Rate Type:	
Rate(%):	5
Tax Amount:	\$50.00 USD

Submitting Non-PO Invoices for Ralph Lauren

- After you've populated all required fields you can then select the "Next" button in either the top right or bottom right corners
- This will take you to a review screen where you can check that all details of the invoice are correct and then select "Submit"

Create Invoice

[Previous](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: TEST123
Invoice Date: Thursday 31 Oct 2019 11:09 PM GMT-04:00

Subtotal:	\$1,000.00 USD
Total Tax:	\$50.00 USD
Total Gross Amount:	\$1,050.00 USD
Total Net Amount:	\$1,050.00 USD
Amount Due:	\$1,050.00 USD

REMIT TO:

Travis' Trucks

Postal Address:
271 North Shore Drive
PITTSBURGH , PA 15212
United States
Remit To ID: 1234567890_TUSD

BILL TO:

Ralph Lauren

Postal Address:
Accounts Payable Dept
PO Box 35868
Greensboro , NC 27425-5868
United States

SUPPLIER:

Travis' Trucks

Postal Address:
271 North Shore Drive
Pittsburgh , PA 15211
United States

BILL FROM:

Travis' Trucks

Postal Address:
271 North Shore Drive
Pittsburgh , PA 15211
United States

CUSTOMER:

Ralph Lauren

Postal Address:
625 Madison Ave
New York City , NY 10001
United States
Email: BuyerContact@RalphLauren.com