MARS
Global Services
Commercial

ARIBA NETWORK INVOICE SUBMISSION PROCESS FOR MARS INC.

Please note that an Ariba invoice is a legal invoice, and any attachment is for supporting/illustrating purposes only.

In **Supplier information portal** you will find invoicing and Credit memo guides, FAQ, important contacts, trainings, and other information about Ariba Network.

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*• Invoices for orders which are numbered 47*****,48*****,49***** need to be submitted to Ariba Network.*
*• Invoices starting with PO number 1******, 2******, 6******, 45*****, 8*******
 by Non-supplier Finance Vendors should be sent to: marsna.invoice@acp.effem.com
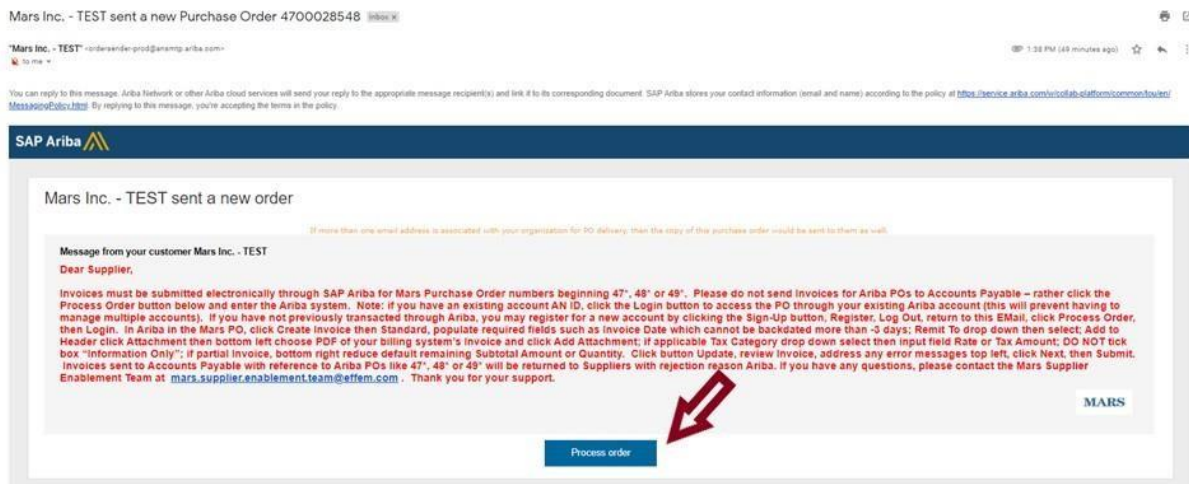*by Supplier Finance Vendors should be sent to: supplierfinmarsapna@acp.effem.com*

Contents

1. Accessing Purchase order

To access a Purchase Order, please use either **A** or **B** option.
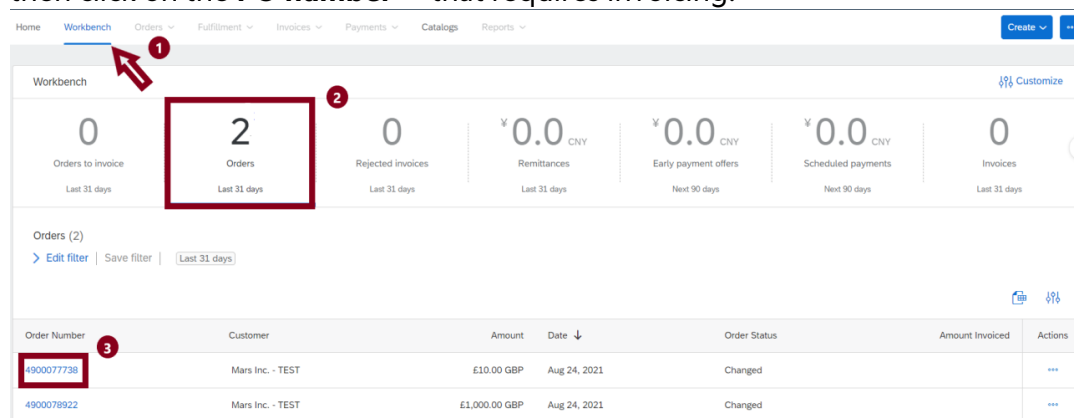
A. Through Email notification

Click **process order** button from PO notification e-mail.

You will be directed to Ariba login page. If you already have an account, log in.

B. Through Ariba Network dashboard

Log into Ariba and click on **Workbench** tab ❶, pick **Orders** or **Orders to invoice** tile ❷ then click on the **PO number** ❸ that requires invoicing.

On the purchase order page click **Create invoice** ❶ button, then **Standard invoice** ❷

2. Invoice Creation

! Invoices must be issued in Ariba timely and accurately. All invoices must be compliant with all fiscal/tax requirements.

Once on the invoice creation page, it is necessary to fill all boxes marked with asterisk *****.

A. Summary

In the Summary section fill out **Invoice Number** ❶ and **Invoice date** ❷.

! Please note that in Ariba you can date back the invoice maximum 2 days. The payment date is calculated from the date entered in Ariba.

▼ Invoice Header

Summary

Purchase Order: 4800133821

❶ Invoice #:* [   ]

Invoice Date:* [10 Sep 2021   📅] ❷

Service Description: [   ]

Supplier Tax ID:* [   ]

Remit To [TEST ▾]

TEST , AL
United States

Bill To: Mars Wrigley Conf. (MCNA)

Hackettstown , NJ
United States

Subtotal:	$472,440.00 USD
Total Tax:	$47,244.00 USD
Total Gross Amount:	$519,684.00 USD
Total Net Amount:	$519,684.00 USD
Amount Due:	$519,684.00 USD

B. Tax

In the tax section you can choose either **Header level tax** or **Line level tax**.

- If the same tax rate is applicable to all line items on the order, please choose the **Header level tax** ❶. From the dropdown menu **Category** ❷ choose tax corresponding to tax laws in your region.
- If the invoice is exempt from tax, please click **Remove** ❸ button on the right side.

- If different tax rates are applicable to individual line items, please choose the **Line level tax** ❶. For further instructions, how to adjust Tax on different lines please go to section Line Items.

! Please remember while choosing tax for intracommunity or 3rd country invoices that only 0% tax is proper one.

Tax ⓘ

❶ ● Header level tax ⓘ   ○ Line level tax ⓘ   ❸ [Remove]

Category:* [10% GST ▾] ❷   Taxable Amount: [$472,440.00 USD]

Location: [   ]   Tax Rate Type: [   ]

Description: Rate(%): 10
Regime: [▾]   Tax Amount: $47,244.00 USD
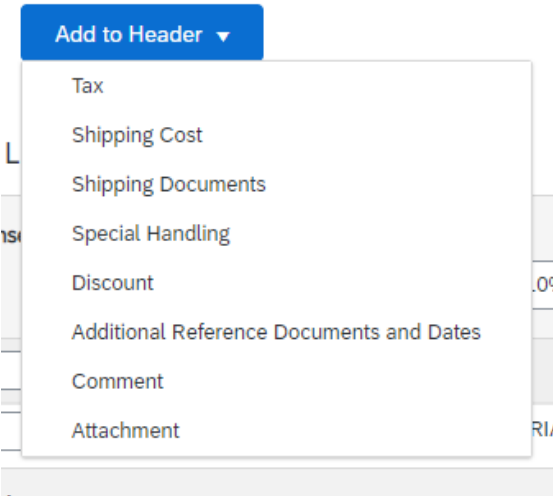
                                                                        Exempt Detail: [(no value) ▾]

C. Shipping Cost (optional)

To add shipment cost, click **Add to Header** button and then **Shipping Cost**.

Fill out the shipping cost (inc. tax) and shipping date. Please be aware that Ariba accepts only shipment cost up to 1,000$/1,000€. If the shipment cost is above this threshold, the shipment must be added on the purchase order as separate line item.

D. Discount (optional)

To add Discount, click **Add to Header** button and then **Discount.**
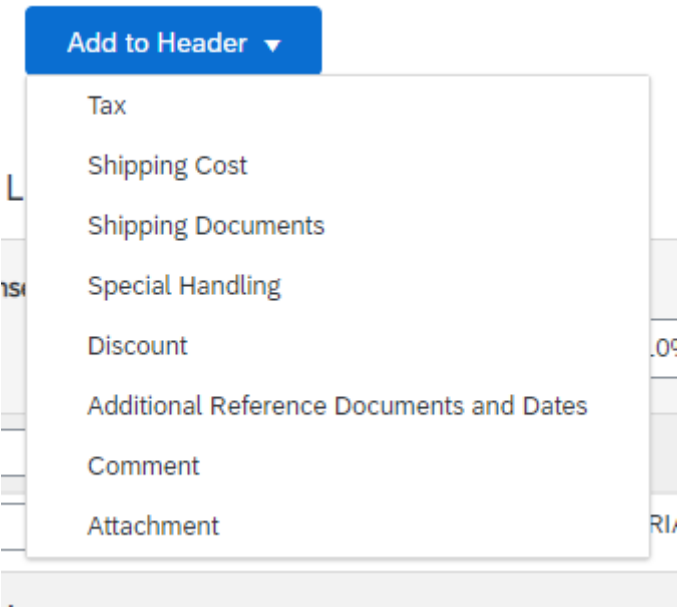
Now you can adjust the boxes **Discount (%)** and/or **Discount amount.**

Discount

Discount (%): [ ]   Discount Amount: [ ]

*! In the section **Additional Fields** please do <u>not</u> check box **Information Only. No action is required from the customer.** This will prevent invoice to be processed in Ariba*

Payment Term

Net Term(days):   60

Additional Fields   Do not check "Information Only"

[X] 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: **Harry's Hardware 2019**   Customer: **Mars Canada Inc**   View/Edit Addresses

Toronto ON   San Antonio TX
Canada   Canada

Email: [ ]

Bill From: **Harry's Hardware 2019**   View/Edit Addresses

Toronto ON
Canada

Supplier GST/HST*
Registration Number: [ ]

E. Supplier Tax ID

Please make sure to enter your Tax ID without any special symbols or spaces between in **Supplier VAT/Tax ID** ❶ section.

Supplier VAT

Supplier VAT/Tax ID: [GB123456789]   ❶

⚠ Service End Date is supposed to be filled on service invoice. Please remember to update Supply Date with the same date to provide correct Tax Point Date for your invoice.
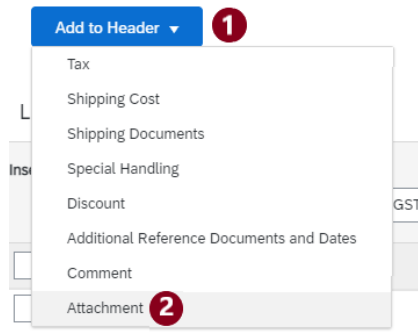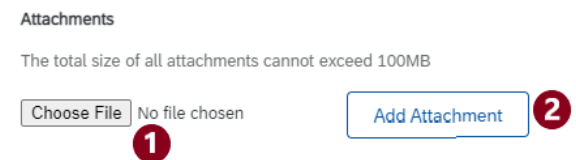
Start Date: [ ] 📅

End Date: [ ] 📅

billingType: [ ]

F. Uploading attachment

PDF version of the invoice is required to be sent via Ariba Network. To add attachment, click **Add to Header box** ❶, then **Attachment** ❷.

Click **Choose File** ❶, choose file from your device and click **Add Attachment** ❷.

G. Line Items

*! If you have chosen **Line level tax** and the invoice does not have 2 or more different line items, please contact the Mars order owner to make necessary changes on the PO.*

There are two types of line items that can appear depending on the order type you have received.

- On the unit of measure Each (EA) the box with **Quantity** ❶ will be open for adjustment. Please type there the amount of product that you are invoicing for.
- On the Activity Unit (AU) lines, typically created for service, adjust the amount in the **Subtotal** ❷ box so it reflects the subtotal on your invoice.

If you want to exclude individual lines from invoicing, click the green button under **Include** ❸. The line will then be grayed out and excluded from the invoice.

If you have chosen **Line level tax** you can now adjust the tax for each Line item. First, please tick ❶ the line items that need to have the tax adjusted. Then click on the drop-down menu **Line-Item Actions** and pick **Tax**❷. You can now adjust the correct tax choosing from the list ❸ to each Line item.

!Please remember that in Subtotal box you need to enter the amount without tax.

! If the item value on the PO is different from the invoice or the invoice value exceeds the order limit, please contact the person who placed the order to adjust PO.
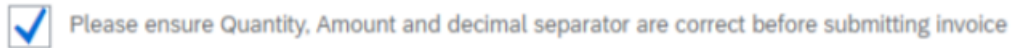
H. Invoice saving
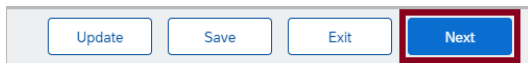
Make sure that you have filled sections:

E.Supplier VAT

F.Uploading attachment

!Please check if all amounts are correct and decimal point is in the right place!

If all amounts are correct and decimal point is in right place check the box above the line items:

Once all required fields are filled out, click **Next** and it will take you to the invoice review page.

If the **Next** button does not direct you to invoice review page, scroll up and see if there are any error messages displayed in red at the top of the page. Make the necessary adjustments following the prompts in red.

3. Invoice review

Once on the Invoice review page, please check if all the information entered match.

On the bottom of the page you will see the summarization of the invoice costs.

Subtotal:	**$3,375.00 USD**
Total Tax:	$337.50 USD
Total Gross Amount:	$3,712.50 USD
Total Net Amount:	$3,712.50 USD
Amount Due:	**$3,712.50 USD**

If all information is correct please click "submit" button to submit the invoice

| Previous | Save | **Submit** | Exit |

The following message will appear confirming that the invoice has been submitted.

Invoice 1@%134 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Once the invoice is sent and accepted in the system you cannot delete it. In case the invoice is sent incorrectly you will need to issue a Credit Memo for that specific invoice. The information how to do it you can find on our **Supplier information portal**.