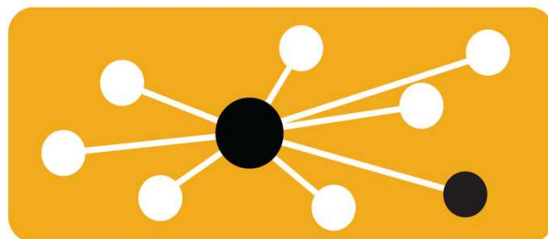


# Ariba Network E-invoicing Guide



SAP Ariba 

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# Transacting with Vodafone via Ariba Network

## Supported Documents

### In scope for Vodafone project

#### **Purchase Order Confirmations**

Confirmation by suppliers of a whole PO or line items

#### **Advance Shipment Notices**

Apply against PO when items are shipped

#### **Standard Invoice against a purchase order**

Partial Invoices

Apply against specific line items from a single purchase order. Multiple invoices for one PO are allowed.

#### **Non-PO Invoices**

Apply against a PO not received through Ariba Network.

#### **Credit Invoices/Credit Memos**

Item level credits; quantity adjustments

Tax data is accepted at the line item level of the invoice.

Transactions on the Network, in the frame of Vodafone project, are at no cost to suppliers.

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# Transacting with Vodafone via Ariba Network

## Supported Documents

### NOT in scope for Vodafone project

#### **Summary or Consolidated Invoices**

1 invoice against multiple purchase orders is not possible.

#### **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card

#### **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Vodafone will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network

#### **Paper Invoices**

Vodafone requires invoices to be submitted electronically through Ariba Network; Vodafone will no longer accept paper invoices

#### **Header Level Credit Memos**

Credit memos without line item details, single amount.

#### **Service Entry Sheets**

Apply against a purchase order to inform about provided service, triggers approval for invoicing.

#### **Service Invoices**

Invoices that require service line item details (hourly rates, timesheets)

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# 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. **Remittance IDs are not needed.**

The screenshot displays the configuration interface for remittance information. It is divided into three main sections:

- Network Settings:** This section contains tabs for "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", and "Settlement". Below these tabs is a section for "EFT/Check Remittances" with a table header for "Address", "City", and "State". At the bottom of this section are "Edit", "Delete", and "Create" buttons. A blue circle with the number "2" is placed over the "Create" button.
- Create Remittance Address / Payment Info:** This section provides instructions for adding a remittance address and includes a warning: "Do not enter personal bank account information. Enter only corporate bank details." Below this are form fields for "Remittance Address", "Address 1-4", "City", "State", "Postal Code", and "Country" (pre-filled with "United Kingdom [GBR]"). There is also a "Contact" dropdown menu and a checkbox for "Make this address default". A blue circle with the number "3" is placed over the "City" field, and another blue circle with the number "4" is placed over the "Make this address default" checkbox.
- Company Settings:** This sidebar menu shows the current user and organization information. The "Remittances" option is highlighted with a blue circle and the number "1". Other options include "Company Profile", "Service Subscriptions", "Account Settings", "Customer Relationships", "Users", "Notifications", "Account Hierarchy", "View All", "Network Settings", "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", "Network Notifications", and "View All".

# Configure Your Remittance Information

On the **Edit Remittance Address/Payment Info** section, verify your **Remittance Address** is correct. **Banks details are compulsory information for Vodafone**, please **check the box** in order to display them automatically on your invoices and scroll down to enter the bank details. See next page.

Select one of your Remittance Addresses as a default if you have more than one.

**Edit Remittance Address / Payment Info** [OK] [Cancel]

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

Remittance Address

Address 1:\* No remittance ID  
Address 2:  
Postal Code:\* 4005  
City:\* Basel  
State:  
Country:\* Switzerland [CHE]

Contact: Select contact

Make this address default  
 Factoring Service ⓘ

Remittance ID Assignment

Customer	Remittance ID
Novartis Pharma K.K. - TEST	
Novartis Pharma K.K. - TEST2	

Include Bank Account Information in Invoices.

**NOTE:** Do not configure a **Contact** on the EFT/Check Remittances page of your account because the **Contact** name may replace your company name in the Remit-To address on invoices. Leave as **Select contact**

**Note:** The Remittance ID is not a field used by Vodafone, you can leave it blank.

# Configure Your Remittance Information

Payment Method

The image shows a screenshot of a web form for configuring remittance information. The form is divided into two main sections: ACH and WIRE TRANSFER. The ACH section includes fields for Account Name, Account #, Confirm Account #, Account Type (set to 'Checking'), ABA, Confirm ABA, Bank Name (set to 'UBS'), Branch Name, Status (set to 'Unverified'), and Date. The WIRE TRANSFER section is titled 'Beneficiary Bank' and includes fields for Account Name (set to 'Test Account'), Account #, Confirm Account #, Account Type (set to 'Checking'), SWIFT Code (set to 'Swift1234'), Confirm SWIFT Code (set to 'Swift1234'), IBAN (set to 'IBAN123456789'), Bank Name (set to 'UBS'), Branch Name (set to 'UBS Basel'), and Address 1 (set to 'Clarastrasse').

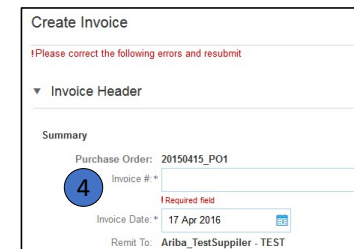
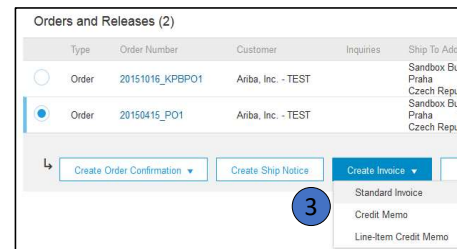
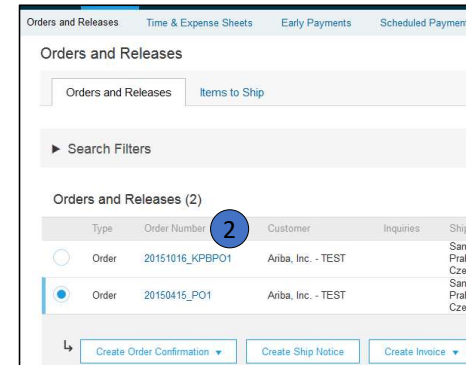
Annotations on the form include:

- A yellow box labeled '1' points to the 'Preferred Payment Method' dropdown menu, which is currently set to 'Wire'.
- A yellow box labeled '2' points to the 'Beneficiary Bank' section, specifically highlighting the 'Account #' and 'Confirm Account #' fields.
- A red-bordered box on the right contains the text: 'Select Preferred Payment Method WIRE US suppliers can use ACH'.
- A yellow-bordered box on the left contains the text: 'Fill in your Bank Account Information'.

# 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 Vodafone .



# 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. **You can also add some additional information** to the Header of the invoice such as: Comment, Attachment, Shipping Documents (only these ones are applicable in the scope of Vodafone).
4. **Scroll** down to the Line items section to select the line items being invoiced.

▼ Invoice Header

**Summary**

Purchase Order: 1084497223

Invoice #: \* INV\_1084497223 1

Invoice Date: \* 15 Apr 2016 2

Remit To: DEFAULT VALUE ▾ 2

\* Indicates required field    Add to Header ▾

Tax

Shipping Cost

Shipping Tax 3

Shipping Documents 3

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment 3



# 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. It is possible to invoice partially but not increase the quantity to invoice.
2. **Click** on the line item's Green slider to exclude the whole line from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that 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. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **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 checked="" type="checkbox"/>	MATERIAL	GOODS_02

**Pricing Details**

Price Unit: \* BX  
Unit Conversion: \* 1

Line Item Actions Delete

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

Category *	Location	Description	Region	Date Of The Payment	Law Reference
Category *	Location	Description	Region	Date Of The Payment	Law Reference

Line Item Actions Delete Add

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Add to Included Lines

# Invoice via PO Flip

## Additional Tax Options

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

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**, then either populate the rate (%) or tax amount and click update.

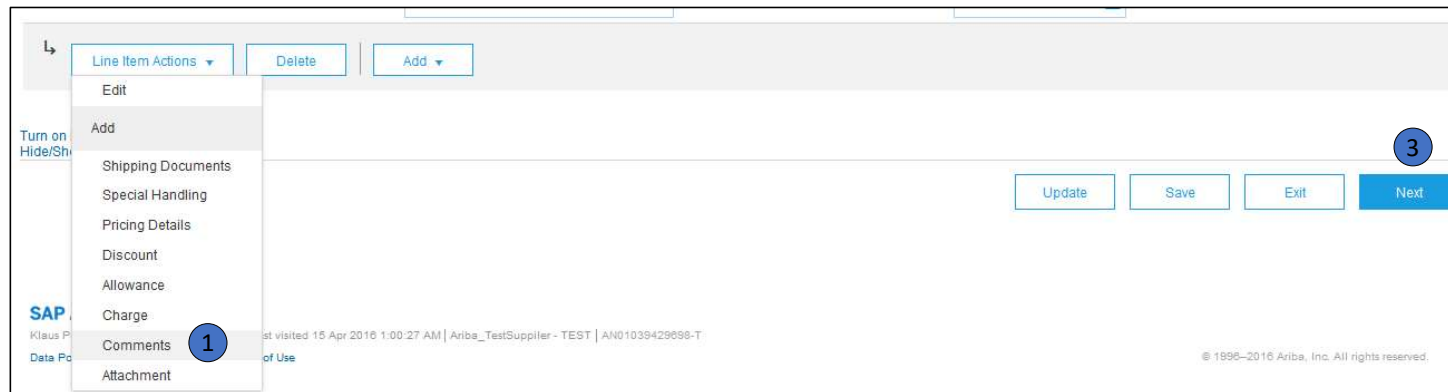
The screenshot shows the 'Tax' configuration form. At the top, there are radio buttons for 'Header level tax' (selected) and 'Line level tax'. A blue circle '1' is placed over the 'Line level tax' radio button. Below this, there are input fields for 'Category\*' (containing 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. To the right of these fields is a 'Standard Tax Selections' dropdown menu with options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, and Other Tax. A blue circle '2' is placed over the 'Standard Tax Selections' dropdown. Below the main form is a 'Shipping' section with radio buttons for 'Header level shipping' and 'Line level shipping'. To the right of the main form is a vertical panel with a 'Remove' button and a 'View/Edit Addresses' link. A blue circle '3' is placed over the 'Remove' button.

The screenshot shows the 'Configure Tax' dialog box. It has a table with columns for 'Tax Category', 'Rate', and 'Tax Description'. The 'Tax Category' column has a dropdown menu with 'Sales Tax' selected. A blue circle '4' is placed over the 'Sales Tax' dropdown. Below the table are 'Delete' and 'Create' buttons. At the top right of the dialog are 'OK' and 'Cancel' buttons.

# 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.

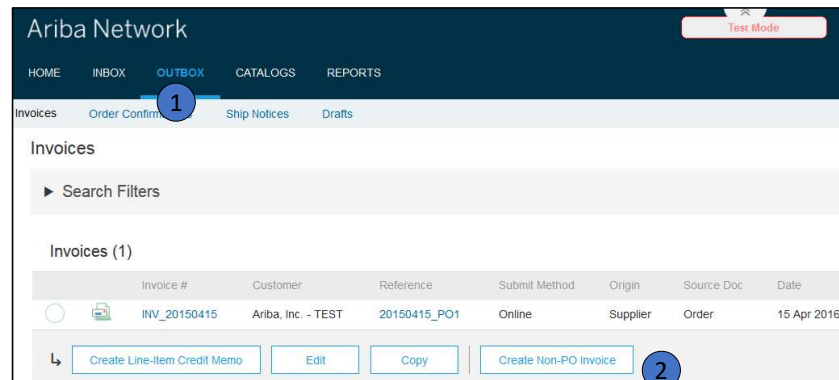


# Invoice Without a Purchase Order

## Non-PO Invoice

To create an invoice without a PO:

1. Select Outbox on the Navigation Menu.
2. Select Create Non-PO Invoice.
3. Select your Customer from the dropdown menu.
4. Select Standard Invoice.
4. Click Next.



The screenshot shows the 'Create Non-PO Invoice' form. The title is 'Create Non-PO Invoice'. Below the title, it says 'For a trading relationship already on Ariba Network'. There are two main fields: 'Customer' and 'Type of Invoice'. The 'Customer' field is a dropdown menu with 'Ariba, Inc. - TEST' selected, highlighted with a blue circle labeled '3'. The 'Type of Invoice' field has two radio buttons: 'Standard Invoice' (selected) and 'Credit Memo'. The 'Standard Invoice' radio button is highlighted with a blue circle labeled '4'.

# Invoice Without a Purchase Order

## Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (\*). **Note** : choose carefully the Bill To address of Vodafone in the proposed drop-down list (required info).
2. **Complete** at least one of the **Order Information Fields**.
3. **Use Add Item or Add Service Item** button to add the details of the item(s) being invoiced.  
**Note:** Be certain to provide complete details of the items or services provided.
4. **Add Tax and Shipping** as appropriate.
5. **Click Next** to continue.
6. **Review, Save** or **Submit** as Standard Invoice.

The screenshot shows the 'Create Invoice' form, specifically the 'Invoice Header' section. At the top right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below the 'Invoice Header' title is a summary table with the following data:

Field	Value	Field	Value
Invoice #		Subtotal:	0.00 CZK
Invoice Date	15 Apr 2016	Total Tax:	0.00 CZK
Remit To	Arba_TestSupplier - TEST	Total Gross Amount:	0.00 CZK
	Praha 5	Total Amount without Tax:	0.00 CZK
Bill To	Czech Republic	Total Net Amount:	0.00 CZK
		Amount Due:	0.00 CZK

Below the summary is the 'Order Information' section with input fields for 'Customer Order #', 'Sales Order #', 'Contract Number', and 'Sales Order Date'. A blue circle '2' is placed over the 'Contract Number' field.

The screenshot shows the 'Additional Fields' section of the invoice form. It includes a checkbox for 'Information Only' and several input fields for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', and 'Payment Note'. At the bottom, there are fields for 'Supplier' and 'Customer' information, including organization names, addresses, and email addresses. A blue circle '3' is placed over the 'Email' field.

The screenshot shows the 'Line Items' section of the invoice form. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section with checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount'. A table below shows the line item details:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	Partially Invoiced	MATERIAL						

At the bottom of the table are buttons for 'Line Item Actions', 'Delete', and 'Add'.

# Review, Save, or Submit Invoice

## PO-Flip Invoice

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 Vodafone .
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.

Create Invoice

Update Save Exit Next

Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:\*

Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

**Note:** In the event of errors, there will be a notification in red where information must be corrected

# Create a Credit Memo

Header Level type – NOT in scope

Line level type – IN scope, see next slide

The screenshot shows the Ariba Network interface. At the top, there are navigation tabs: HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. Below these are sub-tabs: Orders and Releases, Time & Expense Sheets, Early Payments, Scheduled Payments, Remittances, Inquiries, Notifications, and More... A 'Create' button is visible in the top right. The main content area displays a table titled 'Orders and Releases (1)'. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row shows an Order for ServicePO1, SMO Buyer, with an amount of \$20,000.00 USD and a date of 7 Apr 2017. Below the table, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. The 'Create Invoice' button has a dropdown menu open, showing options: Standard Invoice, Credit Memo, and Line-Item Credit Memo. The 'Credit Memo' option is highlighted with a red box, and the 'Line-Item Credit Memo' option is highlighted with a green box. Additionally, the 'Credit Memo' and 'Line-Item Credit Memo' options in the dropdown menu are also highlighted with red and green boxes respectively.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Confirm Entire Order Update Line Items Reject Entire Order Ship Notice Service Entry Sheet Standard Invoice Credit Memo Line Item Credit Memo Hide

When you Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the **Actions** dropdown menu, this will create a **Header level credit memo (without article line)** that are not in scope for Vodafone project.

Please always use **“Line-item credit memo”**. See next slide for instructions.

# Create a Credit Memo

## Line-level credit memo

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**.

The screenshot displays the Ariba Network interface with the following components and annotations:

- 1**: The **OUTBOX** tab is selected in the top navigation bar.
- 2**: A table lists invoices, with the first row selected: Invoice # INV\_20150415, Customer Ariba, Inc. - TEST, Reference 20150415\_PO1, Submit Method Online, Origin Supplier, Source Doc Order, Date 15 Apr 2016.
- 3**: The **Create Line-Item Credit Memo** button is highlighted below the invoice table.
- 4**: The **Line Items** screen shows a table with 4 line items. The **Insert Line Item Options** section includes checkboxes for Tax Category, Shipping Documents, Special Handling, and Discount, along with an **Add to Included Lines** button.
- 5**: The **Next** button is highlighted at the bottom right of the Line Items screen.
- 6**: A summary box on the right shows the following totals:
  - 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**
- 7**: The **Submit** button is highlighted at the bottom right of the summary box.