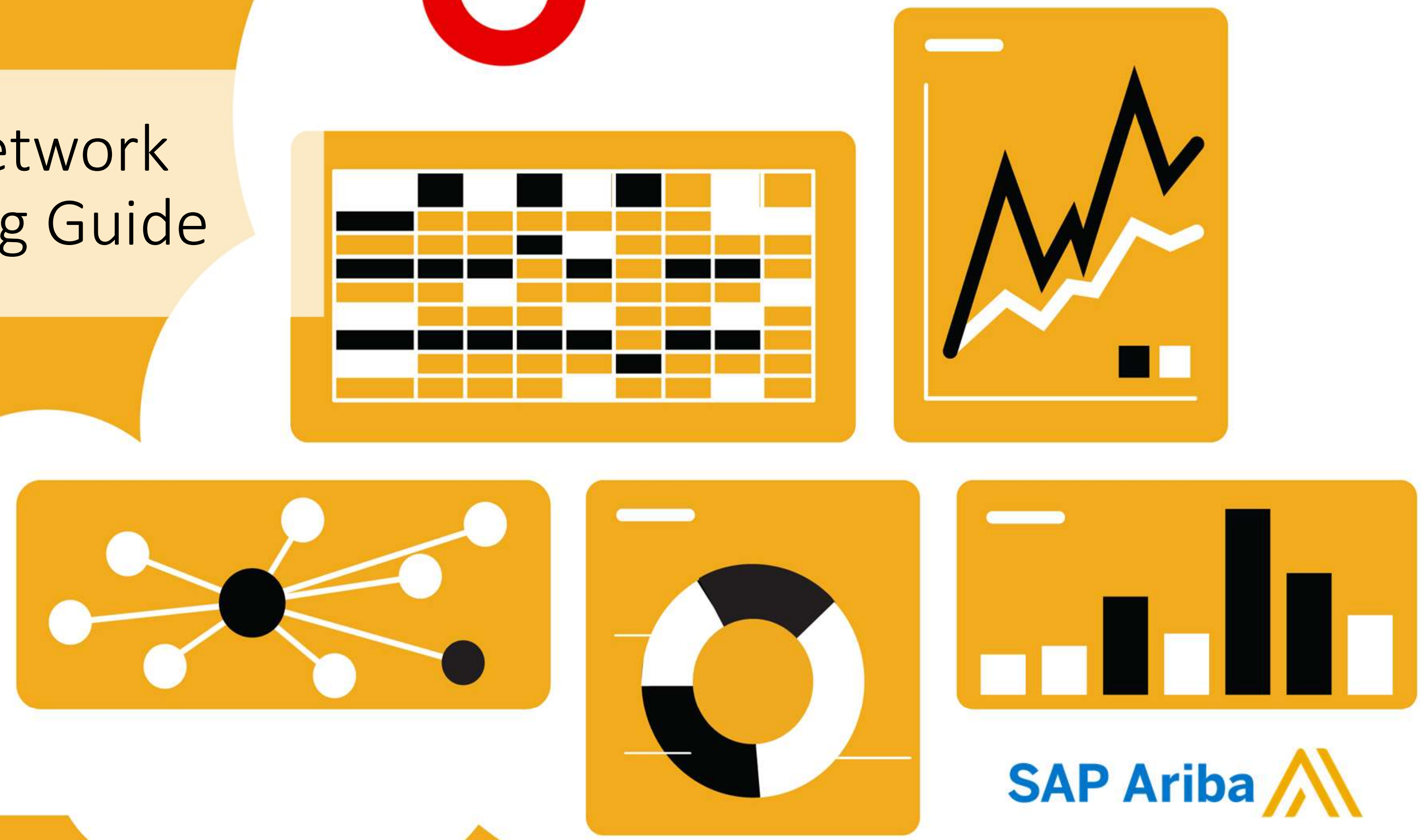
Ariba Network
E-invoicing Guide



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.

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

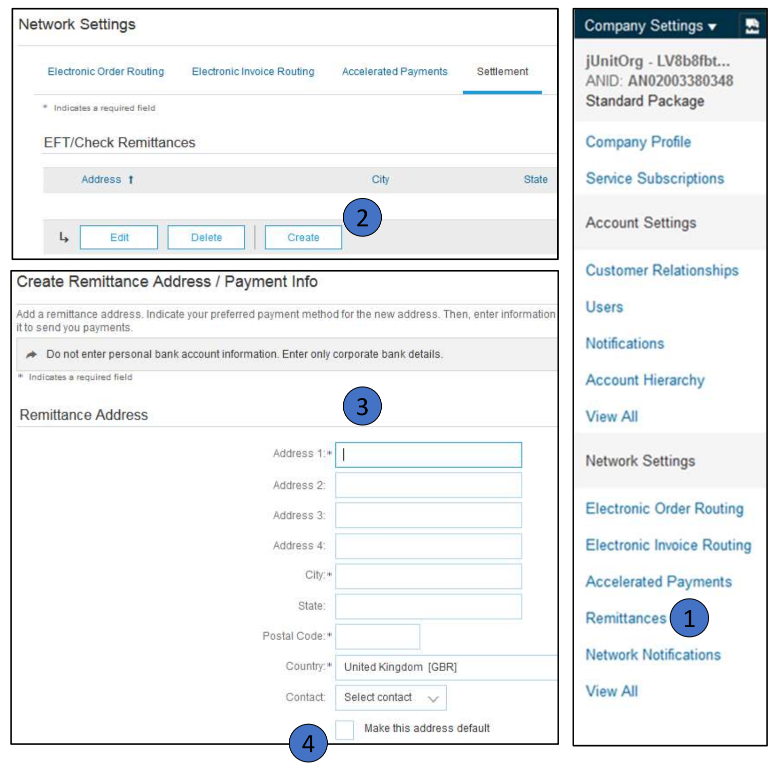
Header Level Credit Memos
Credit memos without line item details, single amount.

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)

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.**

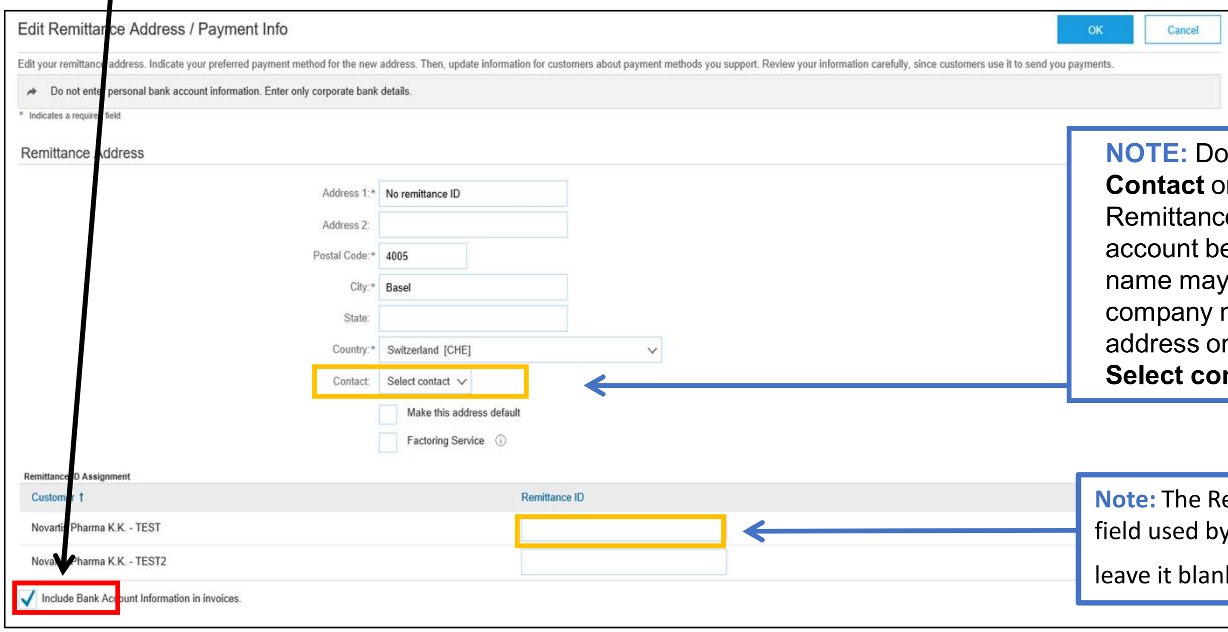


Configure Your Remittance Information

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.

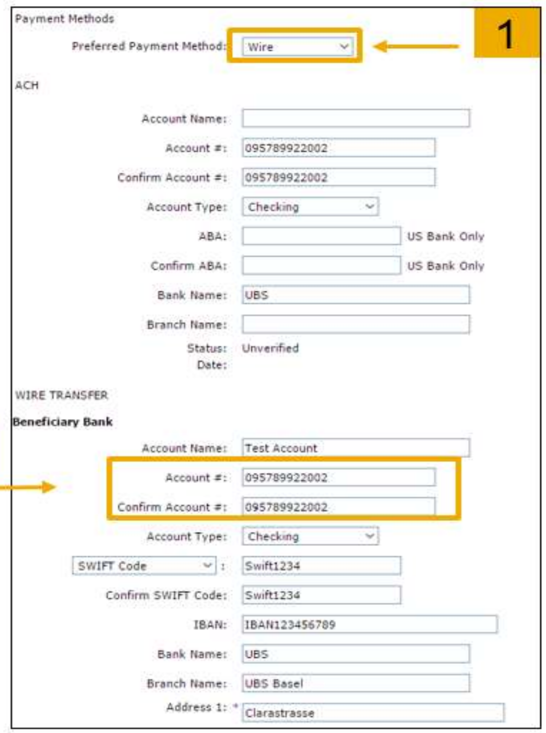


NOTE: Do not configure a **Contact** on the EFT/Check Remittances page of your account because the **Contact** name may replace your company name in the Remit-To address on invoices. Leave as **Select contact**

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

Configure Your Remittance Information

Payment Method



Select **Preferred Payment Method** **WIRE** US suppliers can use ACH

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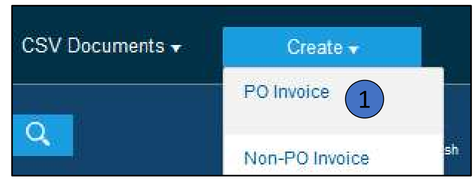
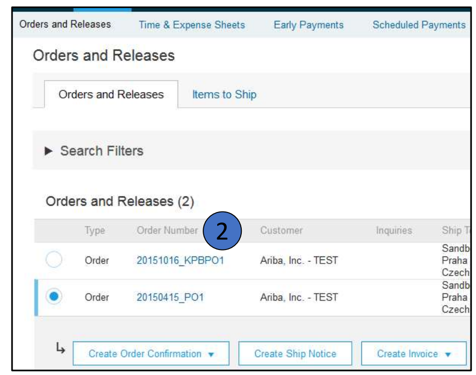
Fill in your Bank Account Information

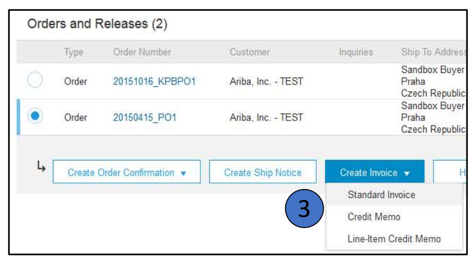
Invoice via PO Flip

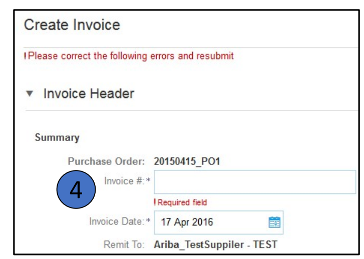
To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

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 .







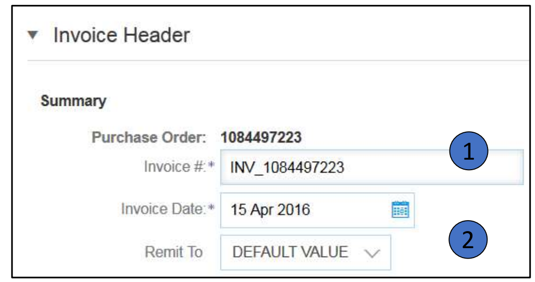


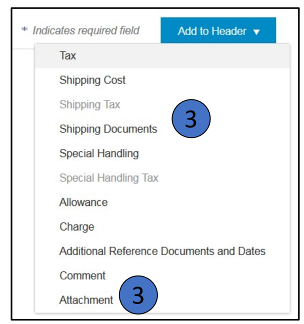
Invoice via PO Flip

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.



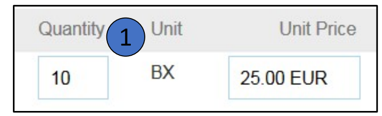


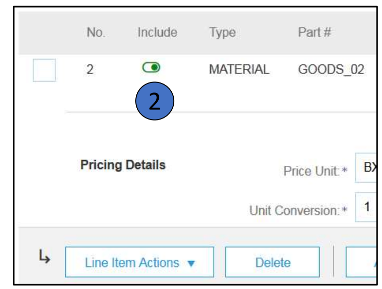
Invoice via PO Flip

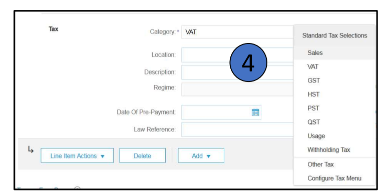
Line Items

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.





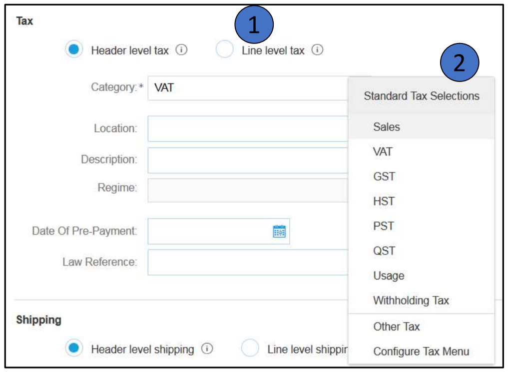


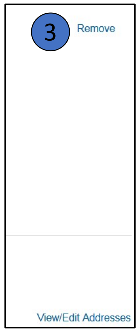
Invoice via PO Flip

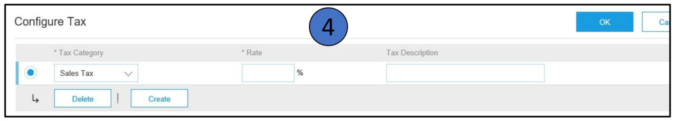
Additional Tax Options

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.



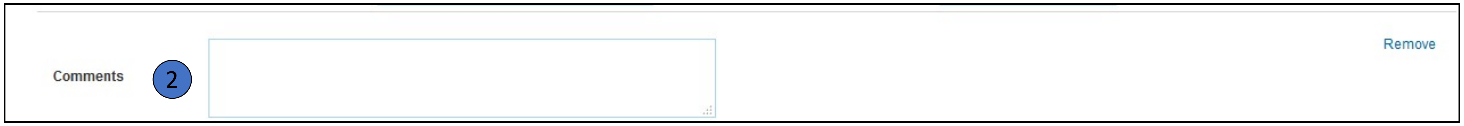




Invoice via PO Flip

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.

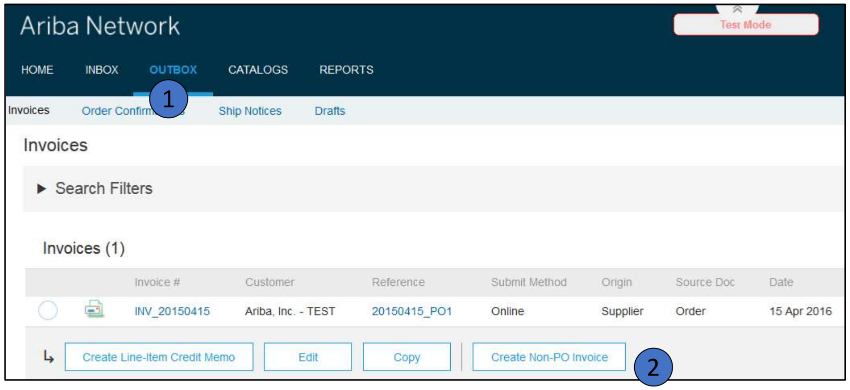


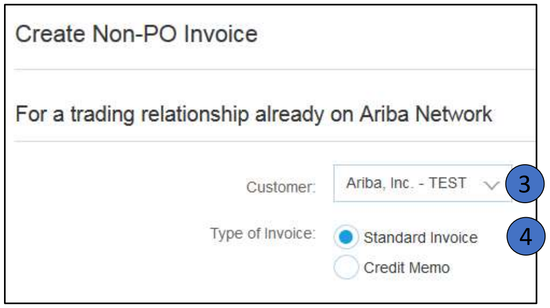
Invoice Without a Purchase Order

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**.



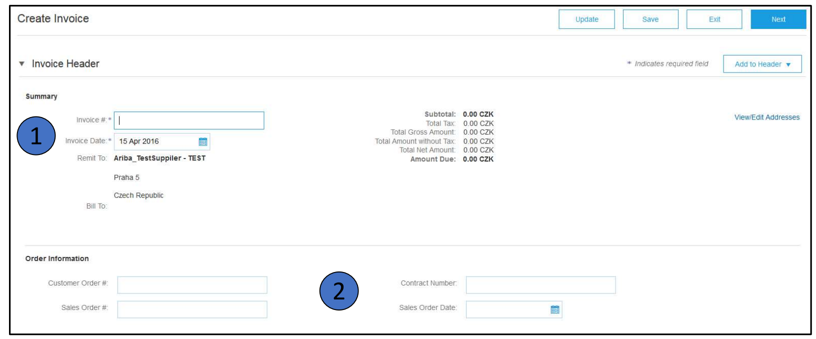


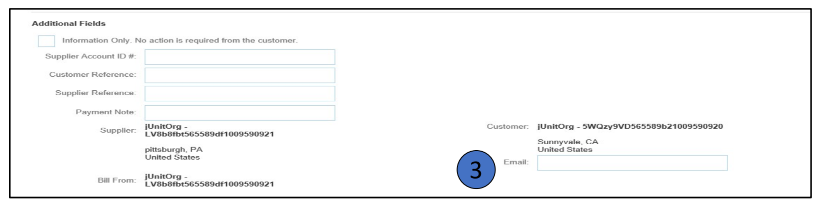
Invoice Without a Purchase Order

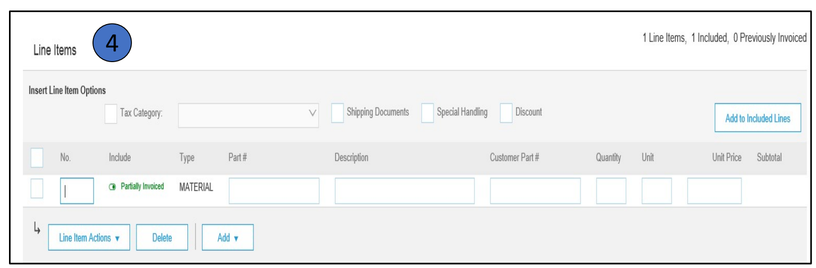
Non-PO Invoice

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.



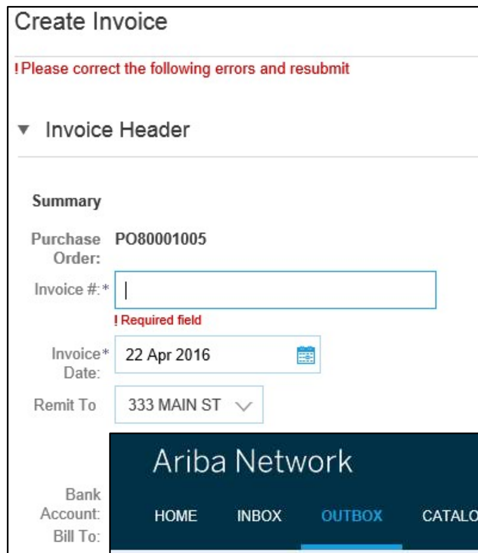




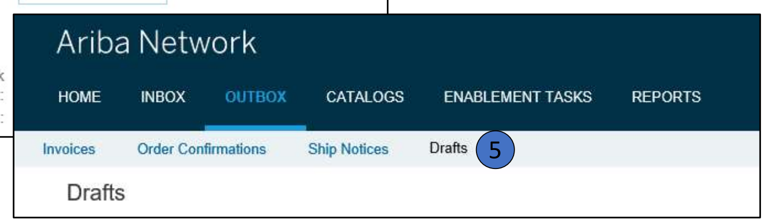
Review, Save, or Submit Invoice

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.



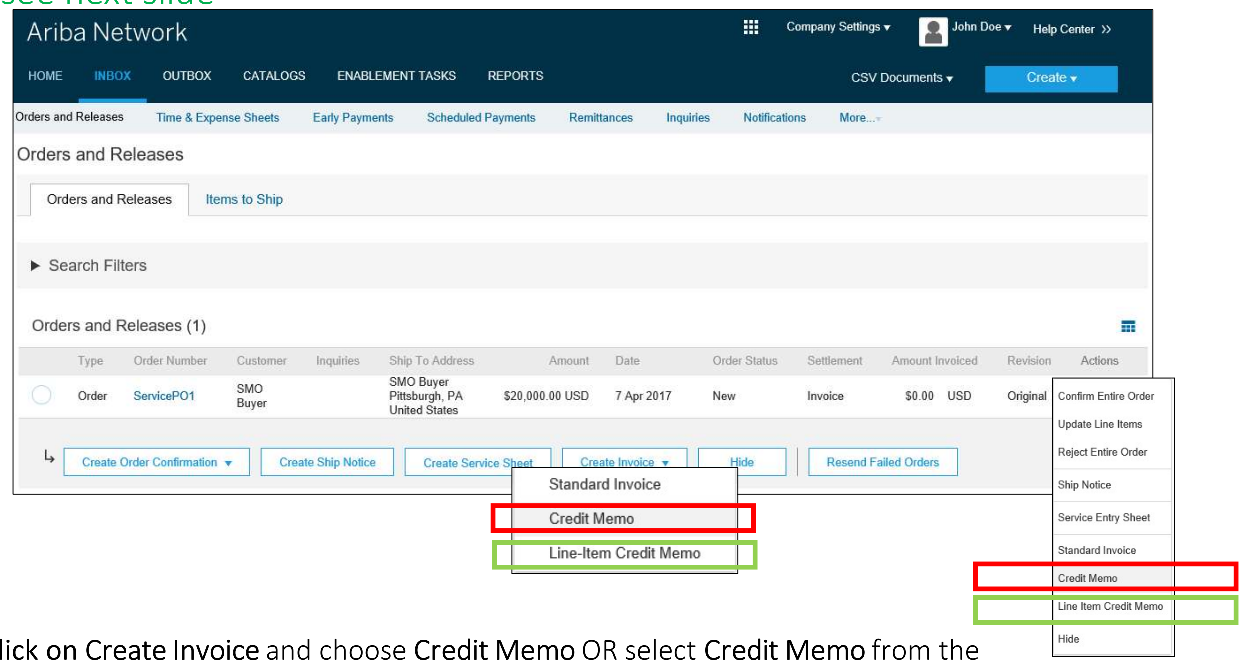
Note: In the event of errors, there will be a notification in red where information must be corrected



Create a Credit Memo

Header Level type – NOT in scope

Line level type – IN scope, see next slide



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**.