

**NEO
ENERGY**

**COMMERCE AUTOMATION
SAP Ariba Training Material**



Agenda



- Introduction
- Overview
- Ariba Supplier Network: Order Fulfilment
- Ariba Supplier Network: Service Entry Sheet
- Ariba Supplier Network: Invoicing
- Summary

01

SAP Commerce Automation

What is Commerce Automation?

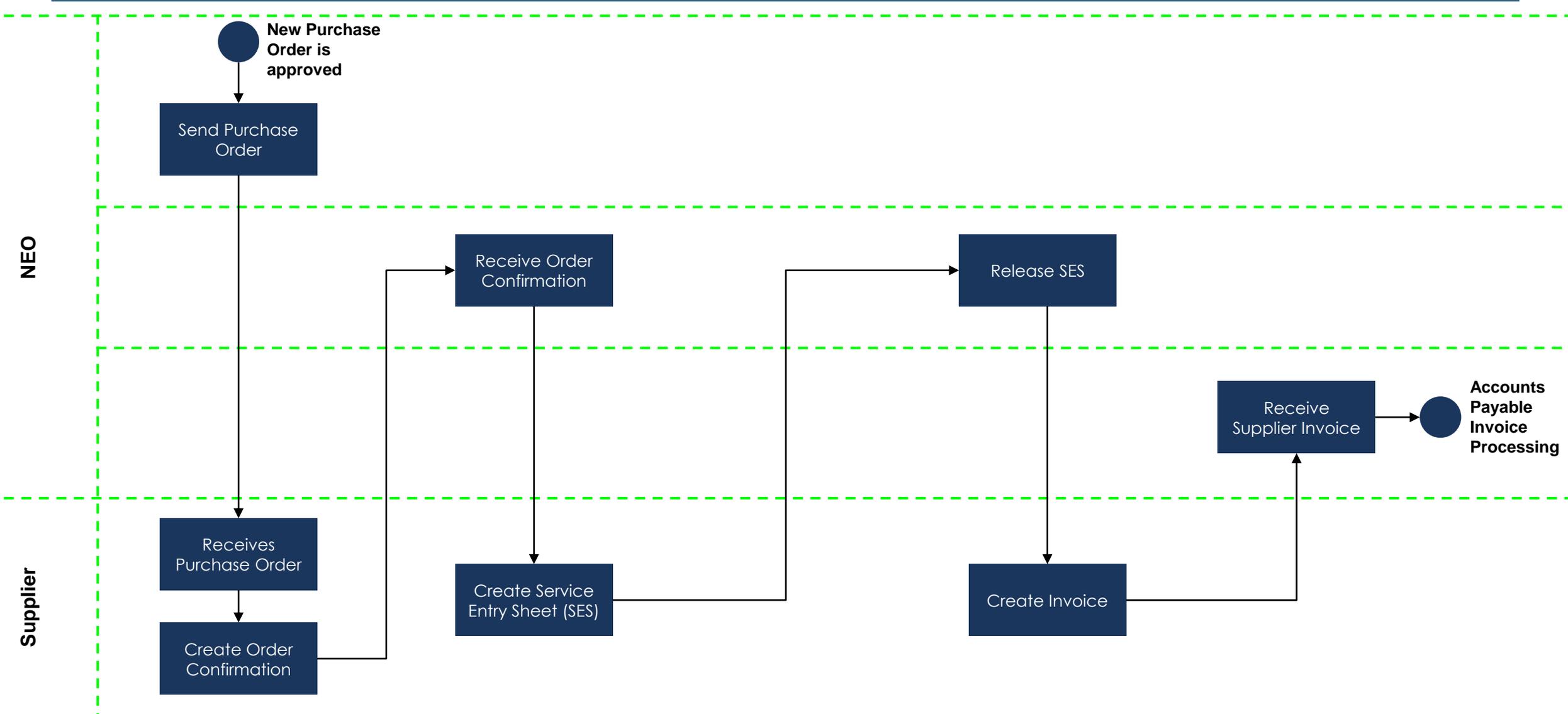
Commerce Automation is a solution where the buying organization can exchange information with its suppliers through Ariba Network.

It enables the exchange of purchase orders, order confirmations, service entry sheets and the electronic processing of invoices and credit notes. The digitized collaboration with suppliers in the Ariba Network supports the facilitation of the procurement processes and addresses the business needs of reducing operational cost of exchanging procurement documents between buyers and suppliers, while optimizing efficiencies in the Source-to-Pay process by digitizing the exchange of documents and by using configurable business rules to automate processing.

Features and Capabilities

- **Ariba Network buyer portal:** Buyers are provided with a single repository of transactions exchanged with the supplier. The portal also allows buyers to control the correctness of documents sent by suppliers through Transaction Rules management.
- **Ariba Network supplier portal:** Suppliers can easily manage and track transaction documents exchanged with buyers.
- **ERP and third-party system integration:** The solution supports integration with other applications, including ERP systems (S4 HANA Public Cloud).

Commerce Automation Process Flow (Service)



How can I perform order fulfillment?

Order Confirmation can be created in the Ariba Supplier Network to acknowledge and inform the buyer if they can fulfill the order.

For service orders, a Service Entry Sheet can be created to describe parts of the service order that have been fulfilled.

02

**What do I need to set-up in my
Ariba Network account?**

Ariba Supplier Network: Set up your Company Profile

Company Profile Set-up

- A** Click the circle with initials
- B** Then select “Company Profile”
- C** On this page, you need to scroll down and click create on the “Additional Company Addresses”

The screenshot displays the SAP Business Network interface for setting up a company profile. At the top, there is a navigation bar with 'SAP Business Network' and 'Standard Account'. A user profile dropdown menu is open, showing options like 'Neo Sup', 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. The main content area shows a 'Company Profile' overview with a 'Public Profile Completeness' bar at 35%. Below this is a table for 'Additional Company Addresses' with columns for Address Name, Address ID, VAT ID, Tax ID, Address, Country/Region, and Legal Profile Status. A 'Create' button is highlighted in a green box.

Address Name	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
NEO supplier-TEST		GB456782	GB097628	Default Address	Austria Aberdeenshire United Kingdom	-

Ariba Supplier Network: Set up your Company Profile

Company Profile Set-up

A The address you registered is automatically entered here, you just need to the field for VAT ID – **please note that this VAT ID field is automatically picked up when you create an invoice, hence very important to provide the ID.**

If your organization has a TAX ID instead of VAT ID, please enter it in the VAT ID field.

Once done, please click on SAVE.

Configure Supplier Addresses Served by This Account Save Close

* Indicates a required field

Address Name

Address Name: ⓘ

Address ID:

A VAT ID:

Tax ID:

Address

Address 1: Default Address

Address 2:

Address 3:

Address 4:

City: Austria

State: Aberdeenshire [GB-ABD] ▼

Postal Code: 40411

Country/Region: United Kingdom [GBR] ▼

Ariba Supplier Network: Set up your Company Profile

Company Profile Set-up

A After saving the information in slide 10, on the Company Profile Page, scroll down and you will see “Product and Service Categories, Ship to or Service Locations, and Industries.

B You just need to click **Browse**

The Product and Service Category Selection screen will appear, click > and + to Add then click OK.

SAP Business Network Standard Account Get enterprise account TEST MODE

Company Profile

Save Close

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Overview

Company Name: NEO supplier:TEST

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories Add -or- Browse

Souvenirs X

Ship-to or Service Locations*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location Add -or- Browse

United Kingdom X

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories

Didn't find what you were looking for? Try Search >

Agricultural & Fishing Machinery >	Agricultural, Forestry and Landscaping Equipment >	Agricultural machinery for cleaning and sorting and grading >
Agricultural & Fishing Services >	Fishing & Aquaculture Equipment >	Agricultural machinery for harvesting >
Apparel, Luggage & Personal Care >		Agricultural machinery for planting and seeding >
Chemicals >		Agricultural machinery for soil preparation >
Cleaning Supplies >		Agricultural processing machinery and equipment >
Computer Hardware, Software & Telecom >		Dispersing and spraying appliances for agriculture >
Construction & Maintenance Services >		Forestry machinery and equipment >
Construction Materials >		

My Selections (1)

Souvenirs (View)

Remove

Cancel OK

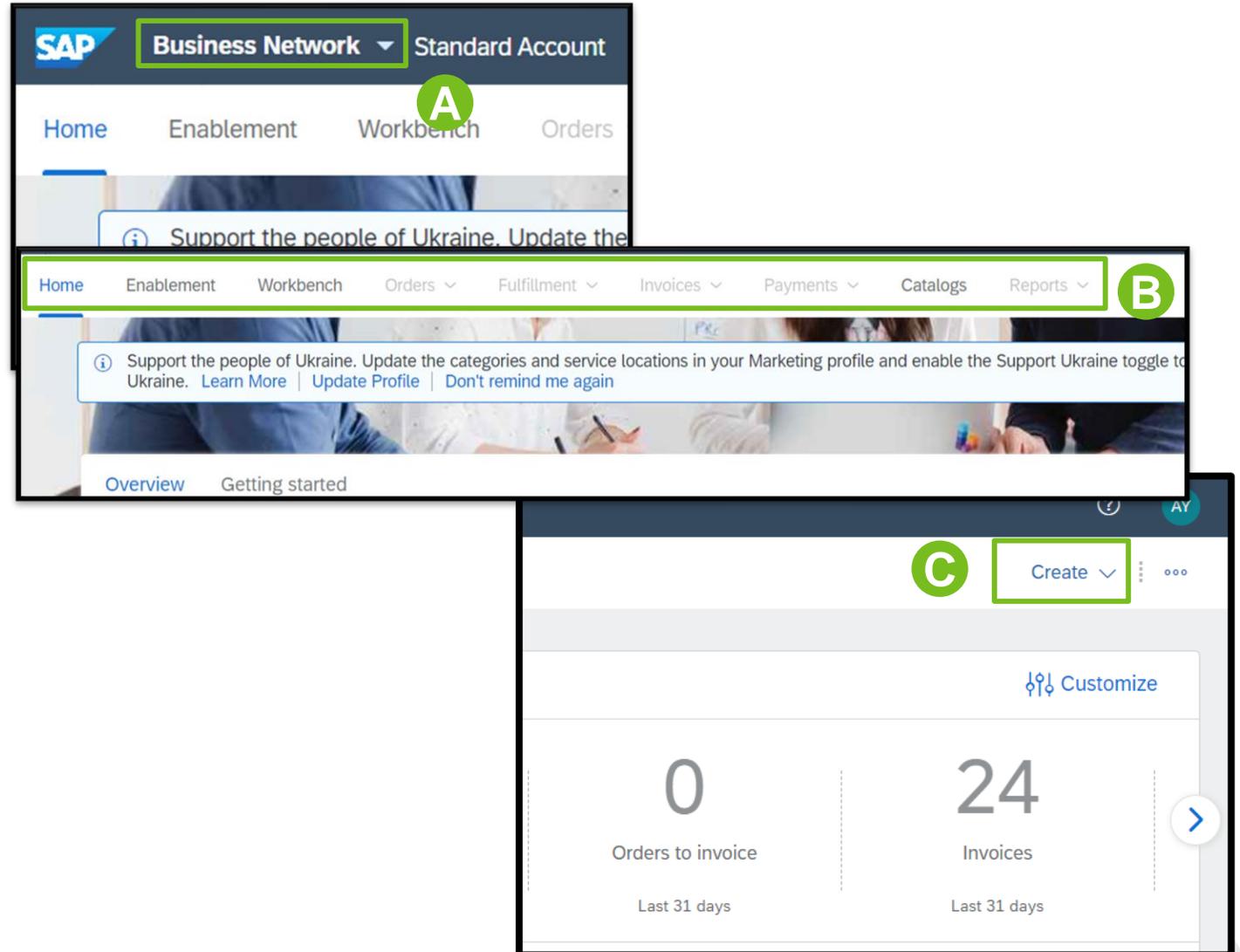
03

SAP Ariba Network Supplier Standard Account

Ariba Supplier Network: Homepage Overview

Overview of the homepage

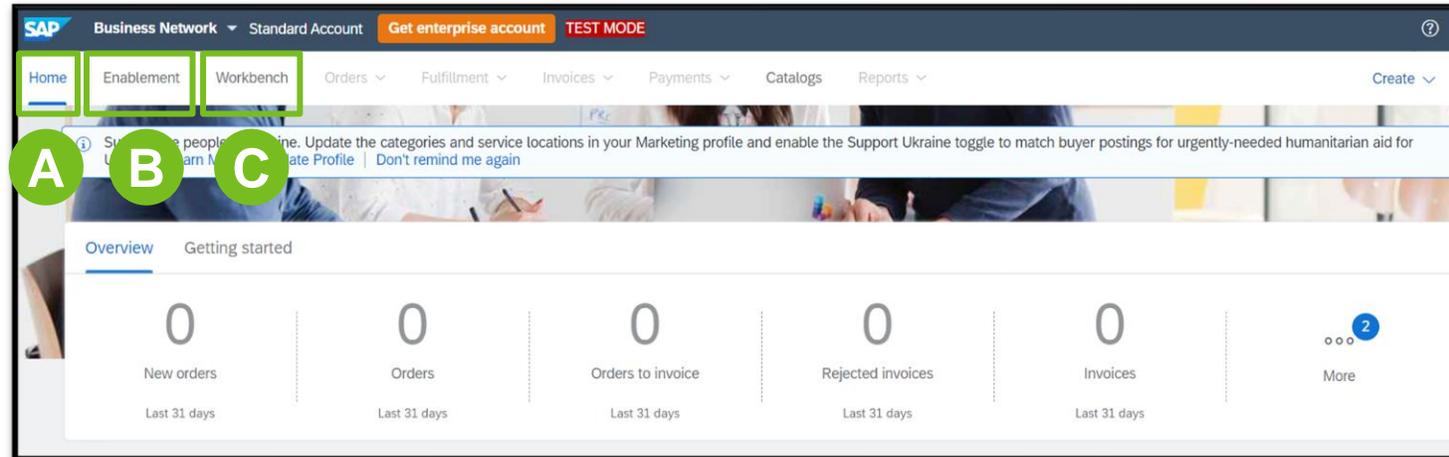
- A** The **Solution Dropdown** shows the different SAP Ariba solutions you can navigate to.
- B** The **Menu Bar** lets you easily navigate between tools within Ariba Network.
NOTE: For a standard account some items will not be available.
- C** Click **Create** to quickly create documents (PO Invoice, Service Entry Sheet).



Ariba Supplier Network: Homepage Overview

Overview of the homepage

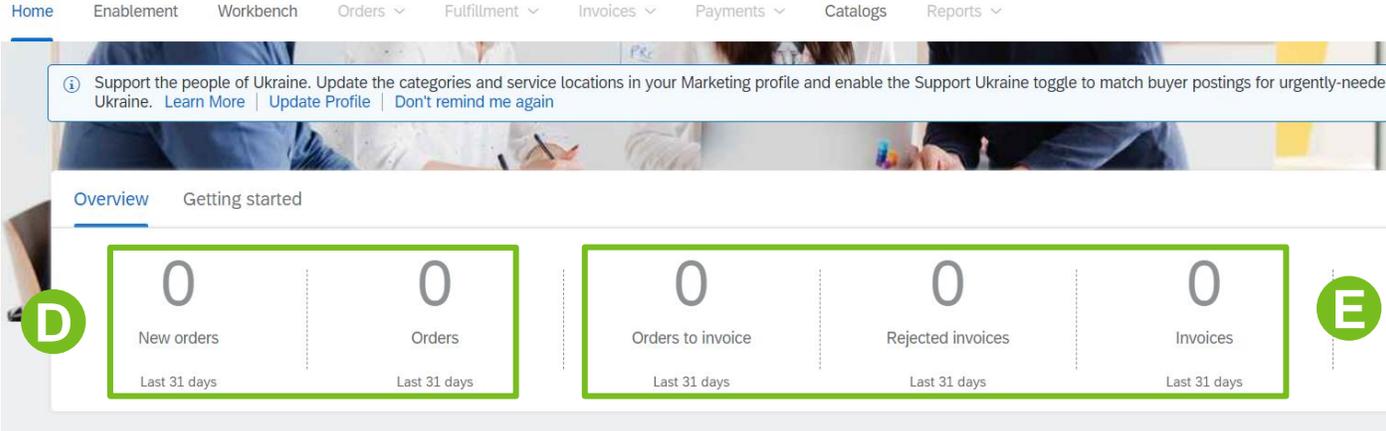
- A** The **Home** tab lets you navigate back to the home page.
- B** The **Enablement** tab houses all your Enablement Tasks from buyers you're connected with on Ariba Network.
- C** The **Workbench** tab lets you create pre-set views based on how you work, and the customers you manage.



Continuation to Ariba Supplier Network: Homepage Overview

Overview of the homepage

- D** The **New Orders** lets you access new purchase orders and **Orders** lets you access orders with other statuses.
- E** The **Orders to invoice** lets you access POs that are ready to invoice. **Rejected invoice** lets you access rejected invoices. **Invoices** lets you access invoices you have created.



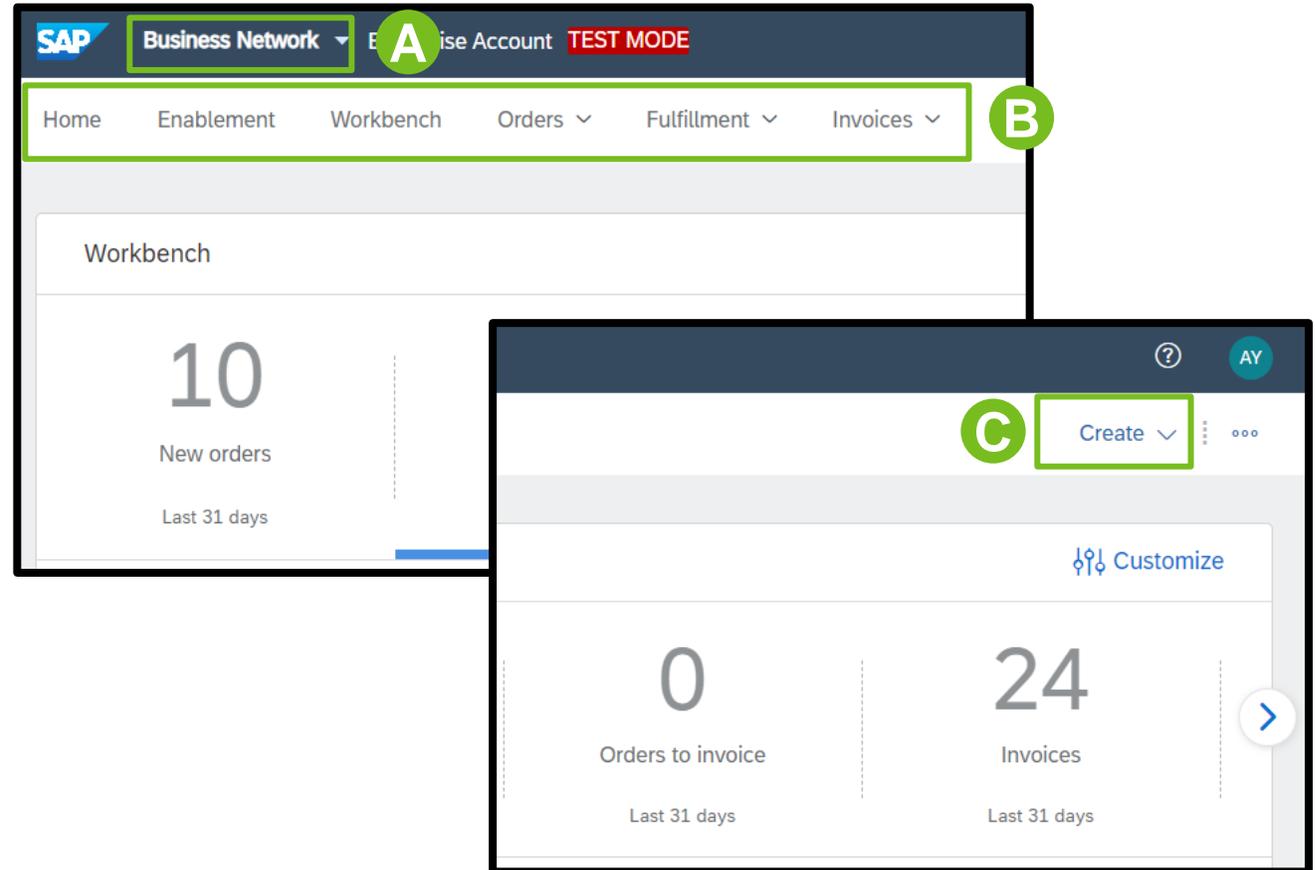
04

SAP Ariba Network Supplier Enterprise Account

Ariba Supplier Network: Homepage Overview

Overview of the homepage

- A** The **Solution Dropdown** shows the different SAP Ariba solutions you can navigate to.
- B** The **Menu Bar** lets you easily navigate between tools within Ariba Network.
- C** Click **Create** to quickly create documents (PO Invoice, Service Entry Sheet).



Ariba Supplier Network: Homepage Overview

Overview of the homepage

- A** The **Home** tab lets you navigate back to the home page.
- B** The **Enablement** tab houses all your Enablement Tasks from buyers you're connected with on Ariba Network.
- C** The **Workbench** tab lets you create pre-set views based on how you work, and the customers you manage.

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports

A **B** **C** Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support U...
Ukraine. [Learn more](#) | [Update Profile](#)

Orders and Releases NEO Energy Pathway Ltd - ... Exact match

Overview Getting started ⁵

10	35	0	0
New orders	Orders	Items to confirm	Items to ship
Last 31 days	Last 31 days	Last 31 days	Last 31 days

Continuation to Ariba Supplier Network: Homepage Overview

Overview of the homepage

- D** The **Orders** tab lets you access purchase orders and other order inquiries.
- E** The **Fulfillment** tab houses order confirmations, service sheets, time and expense sheets, ship notices and more
- F** The **Invoices** tab lets you access your invoices, credit memos, and more

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Support the people of Ukraine. **D** the category **E** and service **F** in your Marketing profile and enable the Support Ukraine. [Learn More](#) | [Update Profile](#)

Orders and Releases NEO Energy Pathway Ltd - ... Exact match

Overview Getting started ⁵

10	35	0	0
New orders	Orders	Items to confirm	Items to ship
Last 31 days	Last 31 days	Last 31 days	Last 31 days

Continuation to Ariba Supplier Network: Homepage Overview

Overview of the homepage



The **Payments** tab allows you to see early payments, scheduled payments, and remittances from your buyers.



The **Reports** tab lets you create and view reports on your account usage, such as POs and invoices sent through the network.

The screenshot shows the SAP Business Network homepage for an Enterprise Account in TEST MODE. The navigation bar includes Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. The Payments and Reports tabs are highlighted with green boxes. A notification banner at the top reads: "Support the people of Ukraine. Update the categories and service locations in your profile and enable the support for Ukraine. Learn More | Update Profile". Below the banner, there are filters for "Orders and Releases", "NEO Energy Pathway Ltd - ...", and "Exact match". The main content area shows a "Getting started" section with a notification icon (5) and four key metrics for the last 31 days: 10 New orders, 35 Orders, 0 Items to confirm, and 0 Items to ship.

Metric	Value	Period
New orders	10	Last 31 days
Orders	35	Last 31 days
Items to confirm	0	Last 31 days
Items to ship	0	Last 31 days

05

Purchase Order and Order Confirmation

Ariba Supplier Network: New Purchase Order Email Notification

You have received a new order 4500000206

 NEO Energy Pathway Ltd - TEST <ordersender-prod@ansmtp.ariba.com>
To

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



You have received a new order.

ANID: AN11122424413-T

Customer	NEO Energy Pathway Ltd - TEST
Order No.	4500000206
Order Date	7 Oct 2022 9:10:43 AM GMT+01:00
Supplier	NEO supplier-TEST
Total amount	\$1,500.00 USD

[Log in to Ariba Network](#) for more information about this order.

Order Confirmation

Creating an order confirmation (OC)

- 1 Go to **Workbench** tab to view the list of purchase orders or releases that can be fulfilled
- 2 Click **New orders** to see the list of all order releases with the status New.
- 3 Click **Actions** to show order confirmation creation options.

Note

- 4 Click **Edit filter** if you want to search directly by Purchase Order number.

The screenshot shows the 'Workbench' tab selected in the top navigation bar. The main content area displays three summary cards: '11 New orders Last 31 days' (highlighted with a green box and a '2' callout), '36 Orders', and '0 Items to confirm'. Below these cards is a section for 'New orders (11)' with an 'Edit filter' button (highlighted with a green box and a '4' callout) and a 'filter' dropdown. A table below shows a list of orders with columns for 'Order Status', 'Amount Invoiced', and 'Actions'. The first row shows 'New' status and '£50.00 GBP' amount, with an 'Actions' column containing three dots (highlighted with a green box and a '3' callout). The second row shows 'New' status and '£5,000.00 GBP' amount. Below the table is a detailed list of orders with columns for 'Order Number', 'Customer', and 'Amount'.

Order Number	Customer	Amount
4500000170	NEO Energy Pathway Ltd - TEST	£50.00 GBP
4500000125	NEO Energy Pathway Ltd - TEST	£5,000.00 GBP

Order Confirmation

Creating an order confirmation (OC)

5

The following options are available:

- **Confirm Entire Order** – to confirm the order as is (no changes in quantity)
- **Update Line Items** – to manually input the quantity to be confirmed
- **Reject Entire Order** – to reject the order

customize

0
Items to ship
Last 31 days

0
Orders to invoice
Last 31 days

Pinned docu

Re

Amount Date ↓ Order Status

£50.00 GBP Sep 23, 2022 New

Actions

Hide

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

Order Confirmation

Creating an order confirmation (OC)

3.1

If you opt to fulfill the orders, fill out the order confirmation header details.

NOTE: only the confirmation # is required. This number is the reference number in supplier side.

Attachments can also be included for the order confirmation only if applicable.

3.2

If you can't fulfill the orders, and chose to reject the entire order, we recommend to populate the confirmation number and the rejection reason.

The image shows two overlapping screenshots of a web application interface for creating an order confirmation. The top screenshot is titled '1 Confirm Entire Order' and shows the 'Order Confirmation Header' section. It includes a 'Confirmation #' field, an 'Associated Purchase Order #' field with the value '4500000164', a 'Customer' field with the value 'NEO Energy Pathway Ltd - TEST', and a 'Supplier Reference' field. Below this is the 'Shipping and Tax Information' section with a 'Comments' field. A green circle with '3.1' is overlaid on the 'Confirmation #' field. The bottom screenshot is titled '1 Reject' and shows the same 'Order Confirmation Header' section. It includes a 'Confirmation #' field, an 'Associated Purchase Order #' field with the value '4500000164', and a 'Customer' field with the value 'NEO Energy Pathway Ltd - TEST'. Below this is the 'Comments' field. A green circle with '3.2' is overlaid on the 'Confirmation #' field. On the left side of the bottom screenshot, there are buttons for 'Attach' and 'Cho', and a partially visible button 'The t'.

Order Confirmation

Creating an order confirmation (OC)

- 5.1 If **Confirm Entire Order** option is selected, no changes can be made for the line item
- 5.2 If the **Update Line Items** option is selected, the quantity of items to be confirmed can be specified.

Line-item details can also be entered

5.1

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)
10	Non-Catalog-Item test material	7	Lean Service	10.0 (DAY)

Current Order Status:
10.0 Confirmed As Is

5.2

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)
10	Non-Catalog-Item test material	7	Lean Service	10.0 (DAY)

Current Order Status

10.0 Unconfirmed

Confirm:

[Details](#) ⓘ

Line No.	Part # / Description	Qty	Unit
10	Non-Catalog-Item test material	10.0	DAY

Start Date: 30 Aug 2022
End Date: 15 Sep 2022
New Order Status: 1 Confirmed

Start Date:

End Date:

Unit Price: £5.00 GBP

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Auxiliary Part ID:
Manufacturer Part ID:
Manufacturer Name:

Order Confirmation

Creating an order confirmation (OC)

6

After completing the form, the entered details can be reviewed before submission.

7

Once submitted, the purchase order will be in **Confirmed** status and a link to the order confirmation will be available in the Related Documents section.

Confirming PO Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

6

Confirmation Update

Confirmation #: Conf92622
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	Non-Catalog-Item test material	Lean Service	10.0 (DAY)	15 Sep 2022	£5.00 GBP	£50.00 GBP

Current Order Status:
10.0 Confirmed As Is

Purchase Order: 4500000170 Done

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice ▼

Order Detail Order History

From: Customer
NEO Energy Pathway Ltd
30 St. Mary Ave, London, UK
London
EC3A 8BF
United Kingdom
Phone: + (0) 01224 699120
Email:

To: Accuenergy Solutions Ltd-TEST
Bridge View, 1 North Esplanade
Aberdeen
Aberdeenshire
AB11 5QF
United Kingdom
Phone: 01224247000
Fax:
Email:

7

Purchase Order (Confirmed)
4500000170
Amount: £50.00 GBP

Payment Terms ⓘ
0% 30

Routing Status: Acknowledged
Related Documents: Conf92622

06

Service Entry Sheet

Service Entry Sheet

Creating a service entry sheet (SES)

- 1 Go to **Workbench** tab to view the list of purchase orders or releases that can be fulfilled
- 2 Click **Orders** tile to see the list of all order releases, regardless of their status.
- 3 Click **Actions** then **Create Service Sheet**

Note

Service entry sheets are created for service orders only.

The screenshot shows the 'Workbench' tab selected in the top navigation bar. Below the navigation bar, there are three tiles: '10 New orders Last 31 days', '36 Orders Last 31 days' (highlighted with a green box), and '0 Items to confirm Last 31 days'. Below the tiles, there is a section for 'Orders (36)' with options to 'Edit filter', 'Save filter', and 'Last 31 days'. A 'Resend Failed Orders' button is visible. Below this, there is a table with columns 'Order Status', 'Amount Invoiced', and 'Actions'. The 'Confirmed' row is highlighted, and the 'Actions' menu is open, showing 'Create Service Sheet' (3). Below the table, there is a list of orders with columns 'Order Number', 'Customer', and 'Amount'.

Order Number	Customer	Amount
4500000170	NEO Energy Pathway Ltd - TEST	£50.00 GBP
4500000164	NEO Energy Pathway Ltd - TEST	£50.00 GBP

Service Entry Sheet

Creating a service entry sheet (SES)

4 Fill out service sheet header information.

Attachments and comments can also be included for the service sheet.

Note

Fields with asterisk are required fields.
There is a limit of 16 characters for the Service Sheet #.
This Service Sheet # is the suppliers reference number.

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 450000170 Subtotal: £50.00 GBP

Service Sheet #: * Service Start Date: *

Service Sheet Date: * 26 Sep 2022 Service End Date: *

Service Description:

Additional Fields

Supplier Reference: To: NEO Energy Pathway Ltd

From: Accuenergy Solutions Ltd-TEST 30 St. Mary Ave, London, UK

Bridge View, 1 North Esplanade London

Aberdeen EC3A 8BF

Aberdeenshire United Kingdom

AB11 5QF

United Kingdom

Field Contractor: Field Engineer:

Name: Name:

Email: Email:

Phone: USA 1 Phone: USA 1

Approver: Name:

Email:

Phone: USA 1

Add Comments Add Attachments

Service Entry Sheet

Creating a service entry sheet (SES)

5

Fill out the line-item details and click **Next** to review the document before submission

Service Entry Sheet Lines

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Non-Catalog-Item	7	Lean Service	Planned	10 DAY	£5.00 GBP	£50.00 GBP	Delete
test material								
SERVICE PERIOD								
Start Date:		30 Aug 2022	End Date:		15 Sep 2022			
PRICING DETAILS								
Price Unit:		DAY	Price Unit Quantity:		1.0			
Unit Conversion: *		1	Description:					
COMMENTS								
Add Comments:								

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

Service Sheet Subtotal: £50.00 GBP
SES92622
Date: 26 Sep 2022
Final Service Sheet: No
Purchase Order: 450000170
Subtotal: £50.00 GBP
Service Start Date: 30 Aug 2022
Service End Date: 15 Sep 2022

From
Accuenergy Solutions ltd-TEST
Accuenergy Solutions ltd-TEST
Bridge View, 1 North Esplanade
Aberdeen
Aberdeenshire
AB11 5QF
United Kingdom

To
NEO Energy Pathway Ltd
NEO Energy Pathway Ltd - TEST
30 St. Mary Axe, London, UK
London
EC3A 8BF
United Kingdom
Address ID: 1116

Service Entry Sheet

Creating a service entry sheet (SES)

6

Once submitted, the service sheet will be sent to the buyer's organization for approval. A link to the created service sheet is available in the purchase order's Related Documents

7

Once the buyer approves the service sheet document in their ERP system, the status of the SES in Ariba Network will be updated to **Serviced**

This completes the service order fulfillment process

Purchase Order: 4500000170 Done

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

[Order Detail](#) [Order History](#)

From: Customer NEO Energy Pathway Ltd 30 St. Mary Axe, London, UK London EC3A 8BF United Kingdom Phone: + () 01224 659120 Email:	To: Accuenergy Solutions Ltd-TEST Bridge View, 1 North Esplanade Aberdeen Aberdeenshire AB11 5QF United Kingdom Phone: 01224247000 Fax: Email:	Purchase Order (Serviced) 4500000170 Amount: £50.00 GBP
--	--	---

Payment Terms ⓘ
0% 30

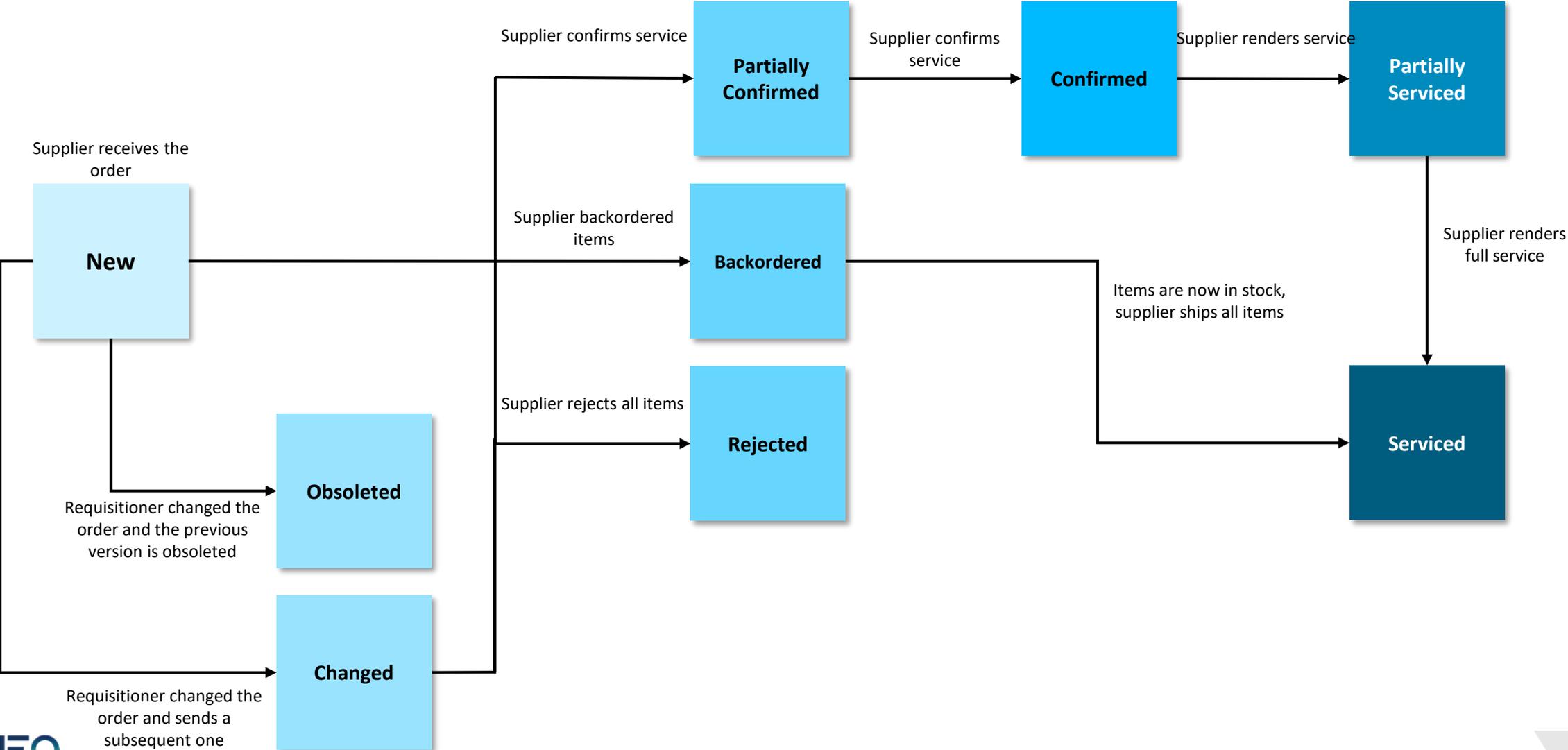
Routing Status: Acknowledged
Related Documents: [SE592622](#)
[Conf92622](#)

Order fulfillment document Statuses

The following are the document status levels for orders and releases:

Status Level	Definition
New	Initial state. The supplier has not updated order status.
Rejected	The supplier rejected all the items.
Confirmed	All items are confirmed.
Serviced	Final state. The supplier completed the service PO.
Obsoleted	The buyer organization replaced the order by a sending subsequent (changed) order. Obsoleted orders cannot be updated; they appear in the Ariba Network for tracking purposes only.
Changed	Buyer cancelled or replaced the purchase order by sending subsequent changed order.
Partially Confirmed	The purchase order is in progress. Not all PO items are confirmed.
Partially Serviced	The purchase order is in progress. Not all PO service is done.

Ariba Supplier Network: Order Fulfillment



07

Invoice

How is invoiced processed?

With the Service Entry Sheet approved, the supplier can create an invoice in the Ariba Network. Ariba Network then automatically transfer the Invoice to the buying organization's site where invoice is checked and with everything in order it is then sent for payment.

The final invoice, after passing the validation rules in the Ariba Network, is sent as a cXML invoice to the buying organization's ERP system for reconciliation (this is the integration part).

Ariba Supplier Network: Invoicing

Creating a service entry sheet (SES)

- 1 Go to **Workbench** tab to view the list of purchase orders or releases that can be fulfilled
- 2 Click **Orders to invoice** tile to see the list of all order releases
- 3 Click **Actions** then **Standard Invoice**

The screenshot shows the Ariba Supplier Network Workbench interface. The navigation menu at the top includes Home, Enablement, Workbench (highlighted with a green box and a '1' in a green circle), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. The Workbench dashboard displays five tiles: New orders (10), Orders (36), Items to confirm (0), Items to ship (0), and Orders to invoice (1). The 'Orders to invoice' tile is highlighted with a green box and a '2' in a green circle. Below the dashboard, there is a section for 'Orders to invoice (1)' with a filter for 'Last 31 days'. A table below shows the details of the order, with the 'Actions' column highlighted by a green box and a '3' in a green circle. The table has columns for Order Status, Amount Invoiced, and Actions. The order details shown are: Order Number 4500000170, Customer NEO Energy Pathway Ltd - TEST, Amount £50.00 GBP, Date Sep 26, 2022, and Status Serviced.

Order Status	Amount Invoiced	Actions
Serviced		...

Ariba Supplier Network: Invoicing

PO based Invoice

3.1 Fill out the Invoice # (this has a limit of XX characters).

All fields with * are the ones that are required.

3.2 IMPORTANT NOTE: In the screenshot provided, the Supplier Tax ID is editable. This won't be possible once the system goes live and will automatically use the VAT/TAX ID you have entered in the company profile during your Ariba set up account.

Create Invoice

Update Save Exit Next

3.1

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 450000348

Invoice #:

Invoice Date: 14 Nov 2022

Service Description:

Supplier Tax ID:

Remit To: Marsh UK Limited - Test - TEST

London
London, City of
United Kingdom

Bill To: NEO Energy Prod UK Ltd

London
United Kingdom

Subtotal: \$0.00 USD
Total Tax: \$0.00 USD
Amount Due: \$0.00 USD

View/Edit Addresses

3.2 Supplier VAT/Tax ID: GB9020172

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Ariba Supplier Network: Invoicing

PO based Invoice

3.2 Fill out the line item details. To add VAT/TAX click on Tax Category and select from the drop down, then click Add Included Lines.

3.3 Click **Next** to review the details before submission

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
LEAN SERVICE	Non-Catalog-Item	test material	7	10	DAY	£5.00 GBP	£50.00 GBP

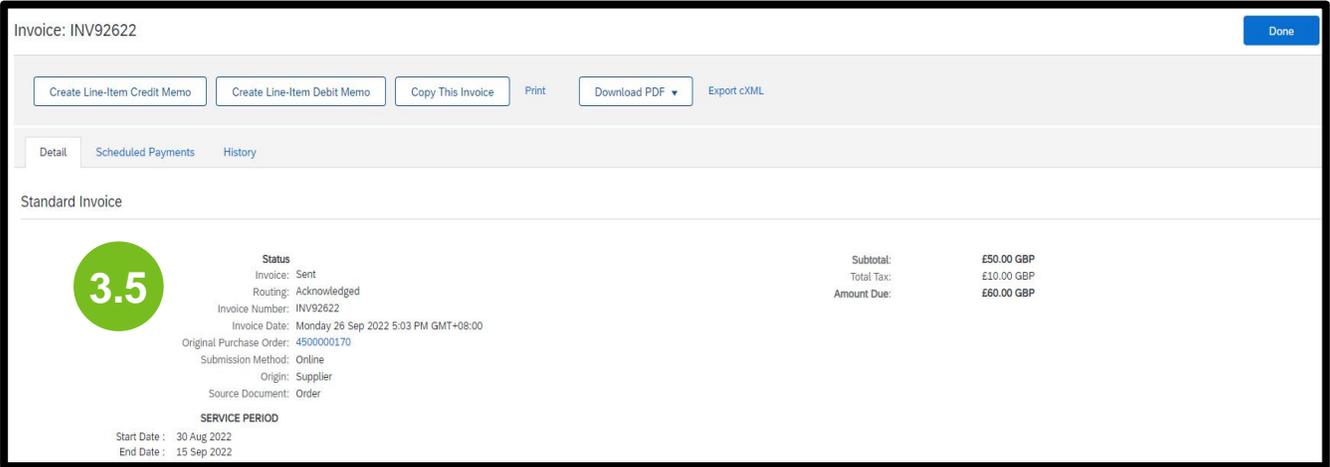
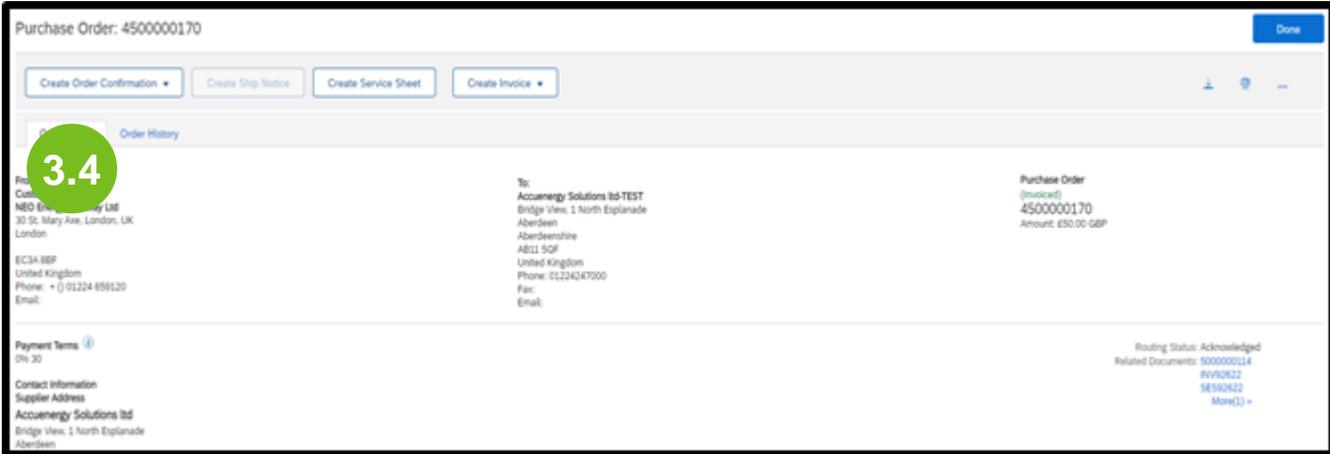
REMIT TO:	BILL TO:	SUPPLIER:
Accuenegy Solutions Ltd-TEST Postal Address: Bridge View, 1 North Esplanade Aberdeen Aberdeenshire AB11 5QF United Kingdom	NEO Energy Pathway Ltd Postal Address: 30 St. Mary Ave, London, UK London EC3A 8BF United Kingdom Address ID: 1116	Accuenegy Solutions Ltd-TEST Postal Address: Bridge View, 1 North Esplanade Aberdeen Aberdeenshire AB11 5QF United Kingdom

Ariba Supplier Network: Invoicing

PO based Invoice

3.4 Once submitted, the invoice will be sent to the buyer's organization for reconciliation. A link to the created invoice is available in the purchase order's Related Documents

3.5 The payment is processed in the buying organization's S4 HANA Public Cloud system. Once done, the status of the invoice document is updated accordingly.

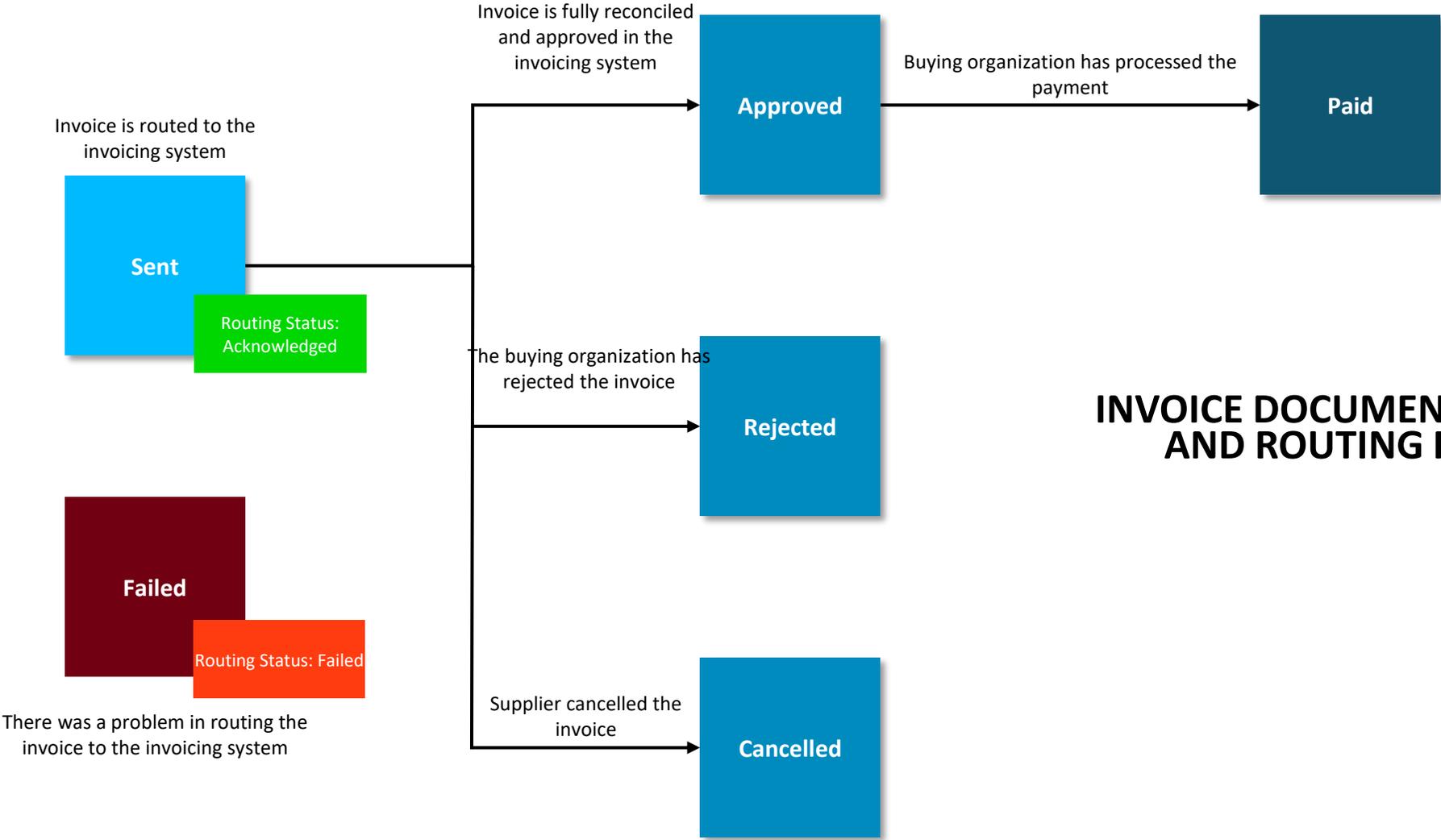


Invoice Document Statuses

The following are the document status levels for invoices:

Status Level	Definition
Sent	Invoice is routed to the invoicing system.
Approved	Invoice is fully reconciled and approved invoicing system.
Paid	Payment is processed and clearance period has passed.
Rejected	Invoice is rejected in the invoicing system. NOTE: If your invoice is rejected, you will receive an email notification.
Failed	Ariba Network experiencing a problem routing the invoice.
Cancelled	The supplier cancelled the invoice or buying organization approved the invoice cancellation.

Ariba Supplier Network: Invoicing



INVOICE DOCUMENT STATUS AND ROUTING FLOW

Who to Contact?

Query	Email
Sap Ariba onboarding	NEOAribaComms@neweuropeanoffshore.com
Invoices / Payments	accountspayable@neweuropeanoffshore.com



THANK YOU

NEO
ENERGY