

P2P Systems Team
Quick Reference Guide (ST QRG08)

Submitting invoices from your Enterprise Ariba Network account (material orders)

Document Control

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Document Revision History

Version	Date	Revised By	Reviewed By	Amendment Details
1	12/04/2022	Paul Gibbons	Ricky Athwal	New Document
2				
3				

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1. Introduction

Yorkshire Water Services Limited (YWS) uses SAP Ariba to facilitate its Source to Contracts and Purchase to Pay processes.

Suppliers are expected to use their Ariba Network account to submit invoices to us, this is the simplest way to invoice us.

This guide is intended for suppliers who have received a material order from YWS, to assist them in successfully submitting an electronic invoice via their Ariba Network account.

2. Receive Purchase Order

Purchase Orders are sent to suppliers via email (this is the email suppliers provided to us when they were onboarded).

Suppliers can also add up to 5 additional email addresses, please see section 5.1 on how to do this via their account. If you wish to change the email address PO's are sent to, please email P2PSystemsTeam@yorkshirewater.co.uk.

For suppliers on 'Enterprise Accounts,' you will an email notification and need to click on the link in the email to process this directly within your Ariba Network account.

The email contains:

- 1) Ariba Network ID the PO was sent to
- 2) Buyer name
- 3) PO number
- 4) PO date and time stamp
- 5) Total amount (exclusive of VAT)
- 6) Link to open and fulfil the PO

You have received a new order 4805001686 [Inbox x](#)



Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland <ordersender-prod@anamp.ariba.com> [Unsubscribe](#)
to me



You have received a new order.

1 ANID: AN01688443348-T

2 Customer Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

3 Order No. 4805001686

4 Order Date 7 Apr 2022 10:17:19 AM GMT+00:00

Supplier S2D CIG Supplier 1

5 Total amount £500,000.00 GBP

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

You may [unsubscribe](#) or change your notification preferences by logging in to your account and then go to Profile > Account Settings > Notifications.

[Reply](#)

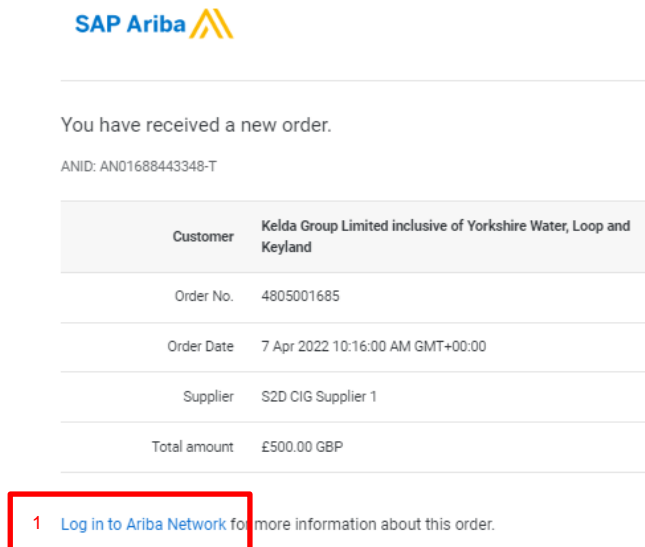
[Forward](#)

3. Submitting an Order Confirmation – Enterprise Account Suppliers

An order confirmation indicates to the requestor that you can fulfil and process the PO.

All Purchase Orders require an Order Confirmation before suppliers will be able to submit an invoice to us. The create invoice option will be disabled until an Order Confirmation is submitted.

- 1) Click “Log in to Ariba Network” in the body of the email notification



SAP Ariba

You have received a new order.

ANID: AN01688443348-T

Customer	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland
Order No.	4805001685
Order Date	7 Apr 2022 10:16:00 AM GMT+00:00
Supplier	S2D CIG Supplier 1
Total amount	£500.00 GBP

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

- 2) Enter your Ariba Network login credentials & click “Login”

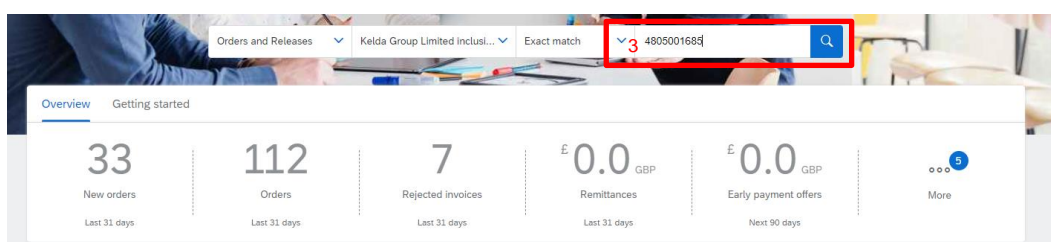
Supplier Login

2

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

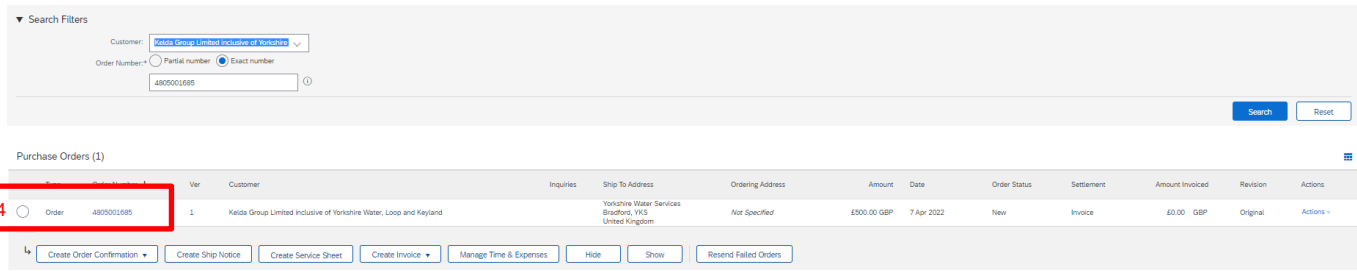
- 3) Find the PO in your account. Enter the PO number & click on the search icon



Orders and Releases | Kelda Group Limited Includ... | Exact match | 3 4805001685

33	112	7	£ 0.0 GBP	£ 0.0 GBP	5
New orders	Orders	Rejected invoices	Remittances	Early payment offers	More
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90 days	

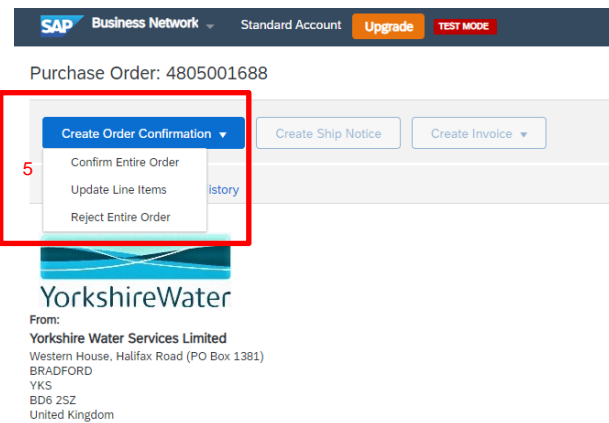
4) Click on the PO



Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
4	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		Yorkshire Water Services Bradford, YKS United Kingdom	Not Specified	£500.00 GBP	7 Apr 2022	New	Invoice	£0.00 GBP	Original	Actions

5) Select "Create Order Confirmation." From the drop-down menu, select either:

- i) Select 'Confirm Entire Order' to confirm the entire order as a single delivery
- ii) Select 'Update Line Items' to confirm part delivery with the ability to place items on back order
- iii) Select 'Reject Entire Order' if the information on the purchase order is incorrect

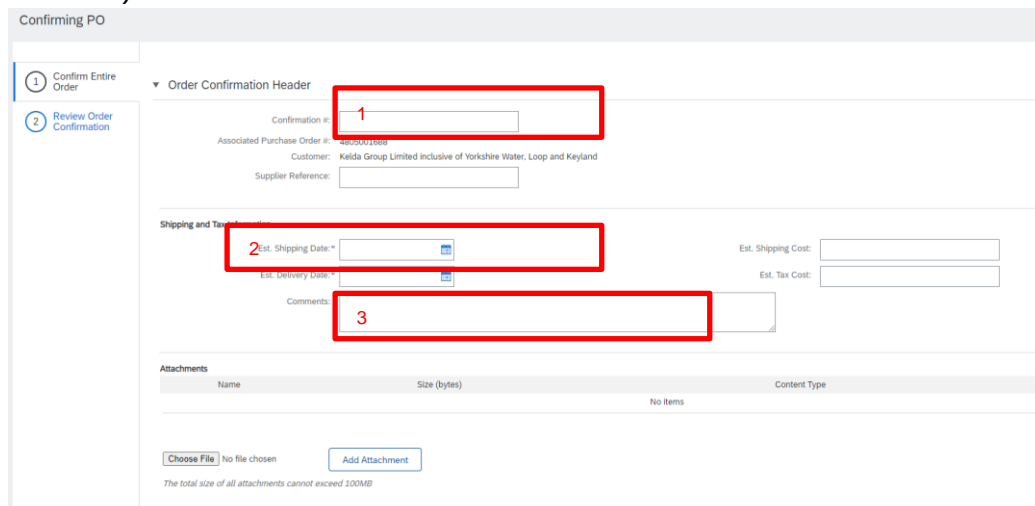


Purchase Order: 4805001688

From:
Yorkshire Water Services Limited
 Western House, Halifax Road (PO Box 1381)
 BRADFORD
 YKS
 BD6 2SZ
 United Kingdom

iv) If confirming the entire order:

- 1) Enter the order confirmation number
- 2) Enter the shipping and deliver date (cannot be earlier than the PO date)
- 3) Any comments (visible to the requestor)
- 4) Any attachments (visible to the requestor)
- 5) Click Next



Confirming PO

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4805001688

Customer: Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

Supplier Reference:

Shipping and Terms

Est. Shipping Date:

Est. Delivery Date:

Comments:

Attachments

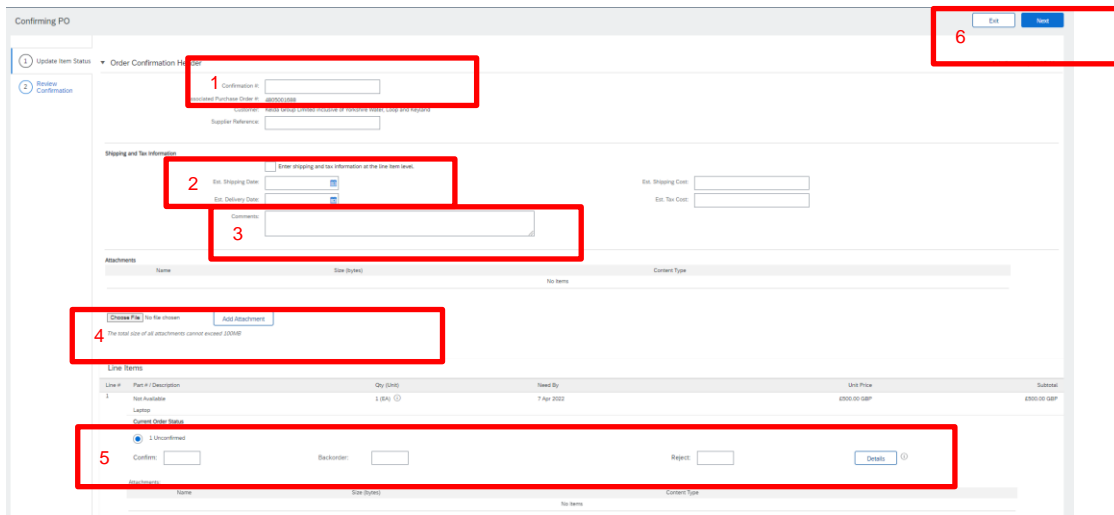
Name	Size (bytes)	Content Type
No Items		

no file chosen

The total size of all attachments cannot exceed 100MB

v) If confirming part of the order:

- 1) Enter the order confirmation number
- 2) Enter the shipping and deliver date (cannot be earlier than the PO date)
- 3) Any comments (visible to the requestor)
- 4) Any attachments (visible to the requestor)
- 5) Enter the quantity accepted, rejected or on backorder
- 6) Click Next

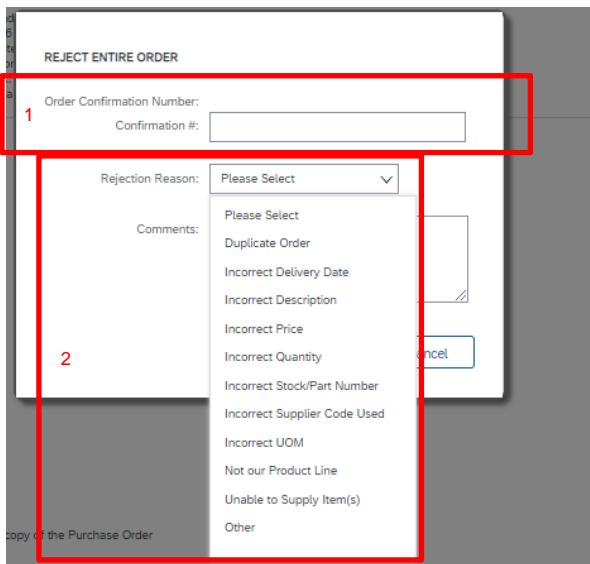


The screenshot shows the 'Confirming PO' form with the following elements highlighted by red boxes:

- 1:** Order Confirmation Number field.
- 2:** Shipping and Delivery Date fields.
- 3:** Comments text area.
- 4:** Attachments section with 'Choose File' and 'Add Attachment' buttons.
- 5:** Line Items section with 'Confirm', 'Backorder', and 'Reject' fields.
- 6:** 'Next' button at the top right.

vi) If rejecting the order:

- 1) Entire the order confirmation number
- 2) Select a rejection reason from the drop-down menu
- 3) Add comments
- 4) Reject Order



The screenshot shows the 'REJECT ENTIRE ORDER' form with the following elements highlighted by red boxes:

- 1:** Order Confirmation Number field.
- 2:** Rejection Reason dropdown menu.

You will receive an email notification once you have submitted the Order Confirmation (see below). To update an Order Confirmation, follow the same steps above.

Order Confirmation OC1688 has been submitted to Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland

AribaNetworkAdmin <ordersenderprod@ariba.com> to me

13:57 (15 minutes ago)

This notification contains important information about your test Ariba account (ANID: AN01688443348-T).

Your purchase order status

Order #: 4805001685
 Buyer Name: Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland
 Buyer ANID: AN0168443348-T
 Order Date: 7 Apr 2022 4:34:22 AM GMT+07:00
 Status: Backordered

Item	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1	Not Available	1	EA	Laptop	7 Apr 2022		£500.00 GBP	£500.00 GBP

Status

1 Backordered (Estimated Shipment Date: 7 Apr 2022, Estimated Delivery Date: 7 Apr 2022)


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Reply Forward

4. Submitting an Advanced Ship Notice – Enterprise Account Suppliers

An advanced ship notice (ASN) is a method for suppliers to inform the requestor that goods have been shipped or plan to ship an order. YW requestors receive an email notification when a ASN is submitted by a supplier. Once an ASN is submitted, orders cannot be changed or cancelled by the requestor.

- 1) Either login directly into their Ariba Network (supplier.ariba.com) account or click “Log in to Ariba Network” in the body of the email notification



You have received a new order.

ANID: AN01688443348-T

Customer	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland
Order No.	4805001685
Order Date	7 Apr 2022 10:16:00 AM GMT+00:00
Supplier	S2D CIG Supplier 1
Total amount	£500.00 GBP

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

- 2) Enter your Ariba Network login credentials & click “Login”

Supplier Login

User Name

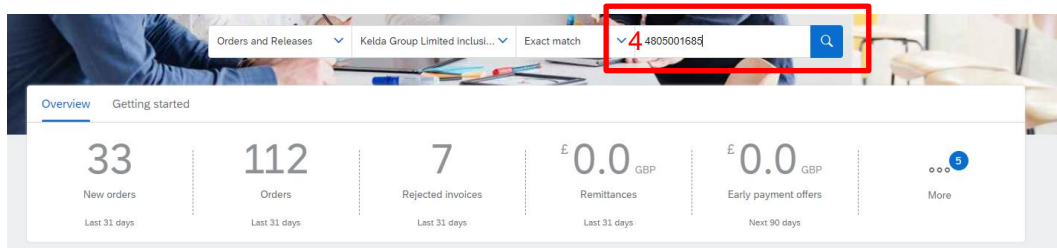
Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

- 3) find the PO in your account.
- 4) Enter the PO number in the search field & click on the search icon



Orders and Releases | Kelda Group Limited Includ... | Exact match | 4 4805001688

Overview | Getting started

33 New orders (Last 31 days)

112 Orders (Last 31 days)

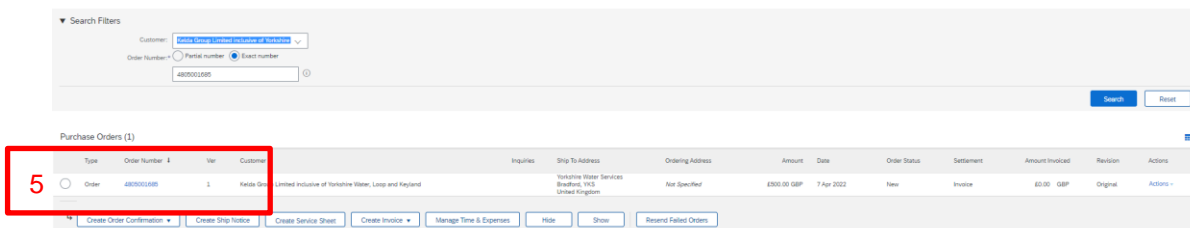
7 Rejected invoices (Last 31 days)

£ 0.0 GBP Remittances (Last 31 days)

£ 0.0 GBP Early payment offers (Next 90 days)

More

- 5) Click on the PO



Search Filters

Customer: [Kelda Group Limited Includ...](#)

Order Number: Partic. number Exact number

Search | Reset

Purchase Orders (1)

Type	Order Number	Inv	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4805001688	1	Kelda Gro...	United Inclusive of Yorkshire Water, Leap and Keajand	Yorkshire Water Services Bradford, VIC United Kingdom	Air Specified	£300.00 GBP	7 Apr 2022	New	Invoice	£0.00 GBP	Original	Actions

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice | Manage Time & Expenses | Hide | Show | Record Failed Orders

- 6) Click on ‘Create Ship Notice’

Purchase Order: 4805001688

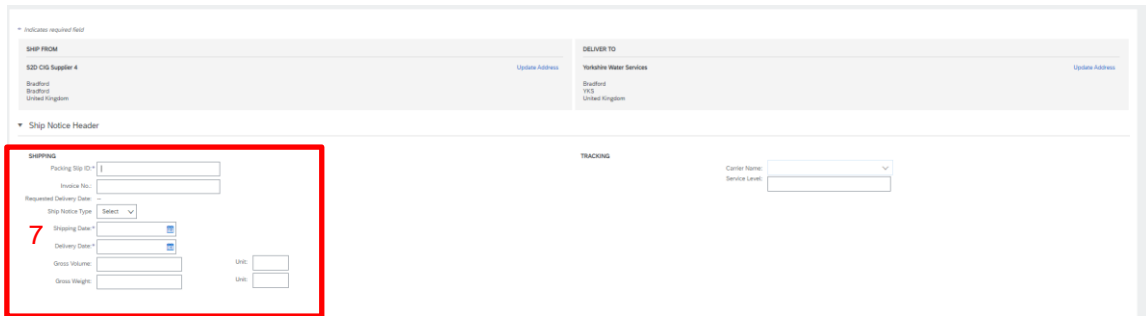
Create Order Confirmation | **6 Create Ship Notice** | Create Invoice

Order Detail | Order History

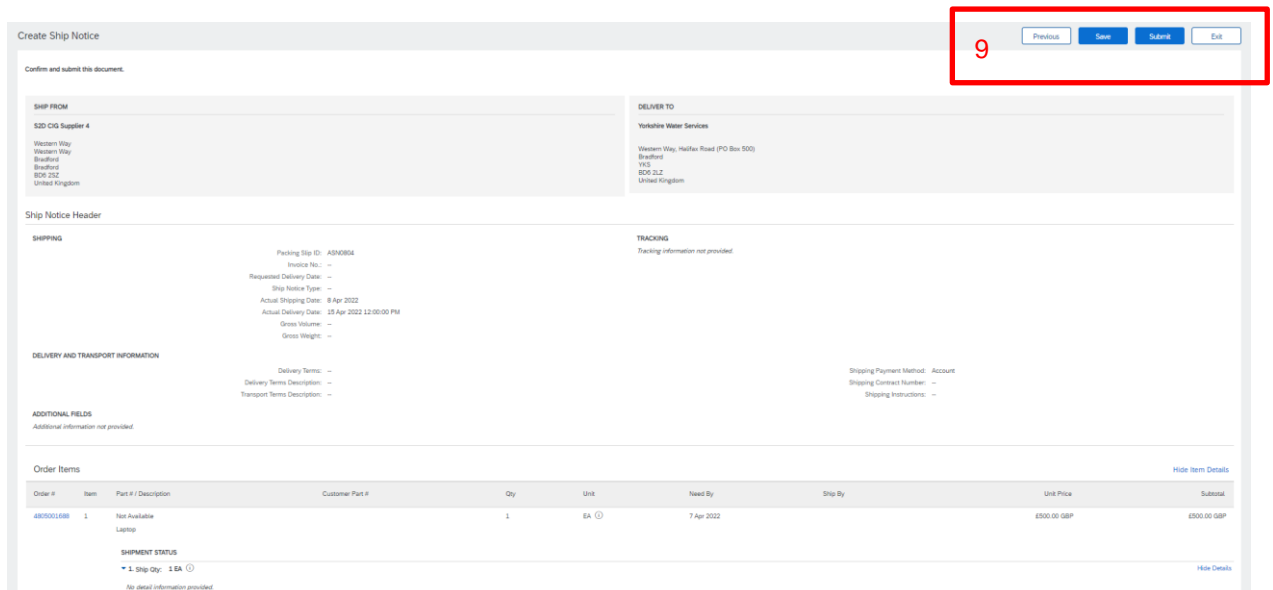


From:
Yorkshire Water Services Limited
 Western House, Halifax Road (PO Box 1381)
 BRADFORD
 YKS
 BD6 2SZ
 United Kingdom

- 7) Complete all the mandatory fields and any additional optional fields, including packing slip ID, shipping date and delivery date.
- 8) Click Next



- 9) Review all the details on the Ship Notice, click submit.



Confirm and submit this document.

SHIP FROM
 S2C CIG Supplier 4
 Bradford
 Bradford
 United Kingdom

DELIVER TO
 Yorkshire Water Services
 Bradford
 WLS
 United Kingdom

SHIP NOTICE HEADER

SHIPPING

Packing Slip ID: ASN0864
 Invoice No.: --
 Requested Delivery Date: --
 Ship Notice Type: --
 Actual Shipping Date: 8 Apr 2022
 Actual Delivery Date: 25 Apr 2022 12:00:00 PM
 Gross Volume: --
 Gross Weight: --

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --
 Delivery Terms Description: --
 Transport Terms Description: --

ADDITIONAL FIELDS
 Additional information not provided.

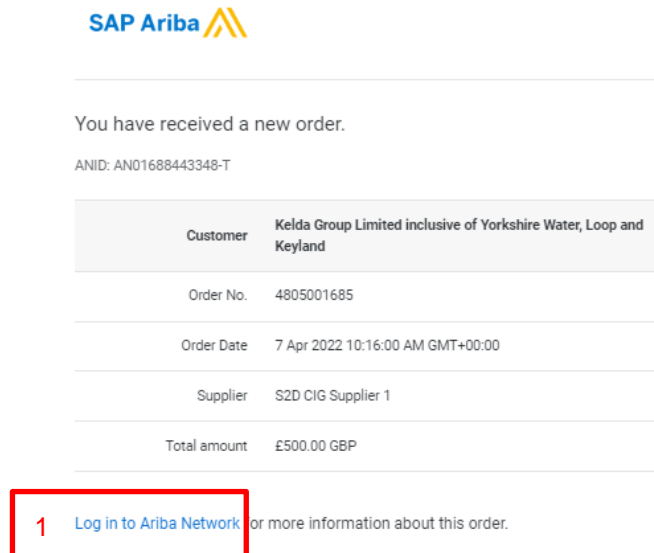
ORDER ITEMS

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
482001088	1	Not Available Lamp		1	EA	7 Apr 2022		£500.00 GBP	£500.00 GBP

SHIPMENT STATUS
 1 Ship Qty: 1 EA

5. Create & submit an Invoice –Enterprise Account Suppliers

- 1) Either login directly into their Ariba Network (supplier.ariba.com) account or click “Log in to Ariba Network” in the body of the email notification



SAP Ariba

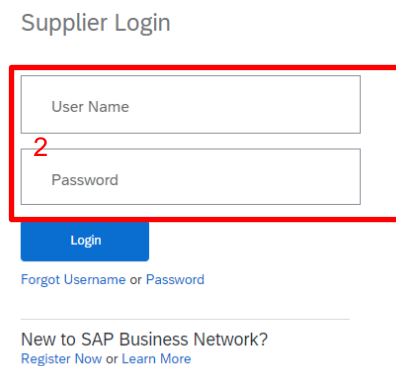
You have received a new order.

ANID: AN01688443348-T

Customer	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland
Order No.	4805001685
Order Date	7 Apr 2022 10:16:00 AM GMT+00:00
Supplier	S2D CIG Supplier 1
Total amount	£500.00 GBP

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

- 2) Enter your Ariba Network login credentials & click “Login”



Supplier Login

User Name

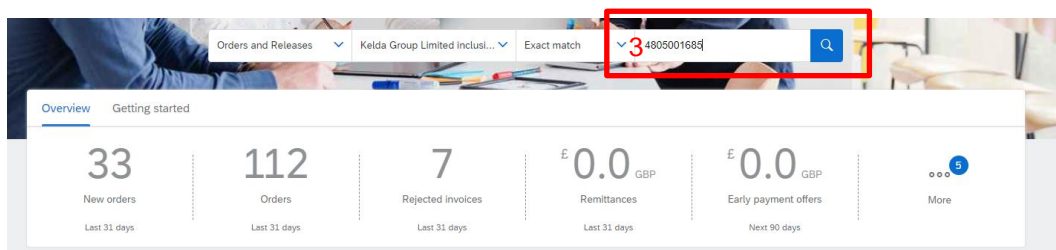
2 Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

- 3) find the PO in your account.
- 4) Enter the PO number in the search field & click on the search icon



Orders and Releases | Kelda Group Limited Includi... | Exact match

3 4805001685

Overview | Getting started

33 New orders Last 31 days	112 Orders Last 31 days	7 Rejected Invoices Last 31 days	£ 0.0 GBP Remittances Last 31 days	£ 0.0 GBP Early payment offers Next 90 days	More
----------------------------------	-------------------------------	--	---	--	------

5) Click on the PO

Search Filters

Customer:

Order Number: Partial number Exact number

Purchase Orders (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
5 Order	4805001688	1	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		Yorkshire Water Services Bradford, YKS United Kingdom	Not Specified	£500.00 GBP	7 Apr 2022	New	Invoice	£0.00 GBP	Original	Actions

6) You will now have the option to create an invoice.


Purchase Order: 4805001688



From:
Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

7) Select Create Invoice and select "Standard Invoice" from the drop-down

Purchase Order: 4805001688



From:
Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

- 8) Enter your Invoice number as it is presented in your ERP or Sales system
This is limited to 16 characters, must not be the PO Number, uppercase if using letters and please avoid using special characters
- 9) Enter the invoice date. This can only be backdated by 30 days.
The invoice date entered in this field is used to calculate your payment due date based on the agreed payment terms

Create Invoice

▼ Invoice Header

Please change the invoice date to your invoice tax date. The invoice date entered in this field is used to calculate your payment due date based on the agreed payment terms. Please check the invoice date is correct before submitting.

summary		
8	Purchase Order: 4805001688	Subtotal: £500.00 GBP
	Invoice #: 1	Total Tax: £0.00 GBP
9	Invoice Date: 7 Apr 2022	Amount Due: £500.00 GBP
	Remit To: S2D CIG Supplier 4	
	Bradford	
	United Kingdom	
	Bill To: Yorkshire Water Services Limited	
	BRADFORD	
	YKS	
	United Kingdom	

- 10) From the drop-down select the correct Tax Rate. This field will default to V1 Standard Rate 20%.
- 11) The tax amount is automatically calculated based on the Tax rate selected in step 10.
- 12) Exempt detail, this field must be completed if zero rated tax rates are selected in step 7.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

10 Category: 20% VAT / V1 Standard rate VAT

Location:

Description: V1 Standard rate VAT

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £500.00 GBP

Tax Rate Type:

Rate(%): 20

Tax Amount: £100.00 GBP

12 Exempt Detail: (no value) v

Date Of Supply: 7 Apr 2022

Triangular Transaction

- 13) Enter your VAT registration number. If you are not VAT registered, please enter “Not VAT registered”.
- 14) Enter your company registration number

Note: To have both the VAT number and Company Registration number auto populated on future invoices, please refer to the “Frequently Asked Questions Section” of this document

Supplier VAT	Customer VAT
Supplier VAT ID: <input type="text"/>	Customer VAT ID: <input type="text"/>
13 Supplier Commercial Identifier: <input type="text"/>	14 Customer VAT ID: <input type="text"/>
Supplier Commercial Identifier: <input type="text"/>	
Supplier Commercial Identifier: <input type="text"/>	

- 15) Use the toggle buttons to select which items to include in the invoice
- 16) Enter the quantity you are invoicing for (You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value).
- 17) Select update to validate and check for any errors
- 18) Click Next

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / V3 Delivery of goods within the Shipping Documents Special Handling Discount

<input type="checkbox"/>	No. 1	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Laptop		1	EA	£500.00 GBP	£500.00 GBP

- 19) Review the summary including the amounts. Click Submit.
- 20) Once the invoice is submitted, the Supplier's payment terms will be triggered, and a payment made in due course
- 21) An email notification is sent to inform you that the invoice has been submitted successfully

16

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United Kingdom. The document's destination country is United Kingdom. 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: INV1588 Invoice Date: Thursday 7 Apr 2022 2:47 PM GMT+01:00 Original Purchase Order: 4205001088		Subtotal: £500.00 GBP Total Tax: £100.00 GBP Amount Due: £600.00 GBP
REMIT TO: SZD CIG Supplier 4 Postal Address: Western Way Bradford Bradford BD6 2SZ United Kingdom	BILL TO: Yorkshire Water Services Limited Postal Address (Default): Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 2SZ United Kingdom Address ID: YWSLTD	SUPPLIER: SZD CIG Supplier 4 Postal Address: Western Way Bradford Bradford BD6 2SZ United Kingdom
BILL FROM: SZD CIG Supplier 4 Postal Address: Western Way Bradford Bradford BD6 2SZ United Kingdom	CUSTOMER: Yorkshire Water Services Limited Postal Address: Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 2SZ United Kingdom Address ID: YWSLTD	
SHIPPING INFORMATION:		
SHP FROM: SZD CIG Supplier 4 Postal Address: Western Way Bradford Bradford BD6 2SZ United Kingdom	SHP TO: Yorkshire Water Services Postal Address (Default): Jon Briggs Yorkshire Water Services Western Way, Halifax Road (PO Box 500) Bradford YKS BD6 2JZ United Kingdom Address ID: 2101 Email: YWVivaText@ariba.com	

The invoice generated via the Ariba Network will be the tax document used for both YWS and the supplier to enable them to pay and recover VAT. Suppliers will be responsible for ensuring the correct VAT treatment is applied on the Ariba generated invoice. Ariba generated invoices will be the document of record for the transactions from an HMRC perspective

6. Frequently asked questions

6.1 How do I add up to 5 additional email addresses to receive a copy of PO's?

- 1) Login in to your Ariba Network account (the account administrator must perform this step)

Supplier Login

User Name

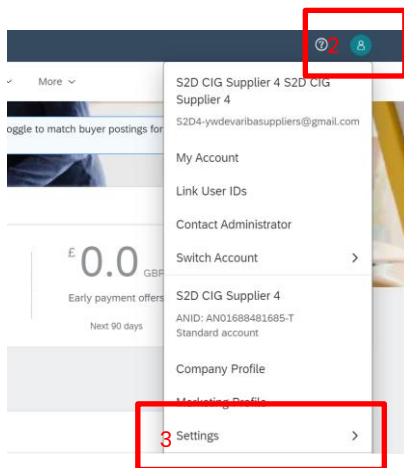
Password

Login

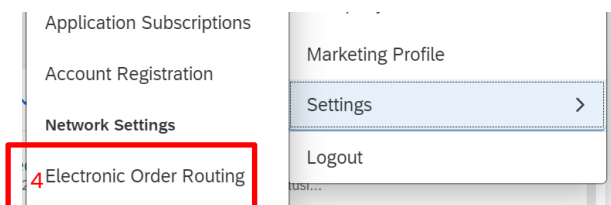
[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

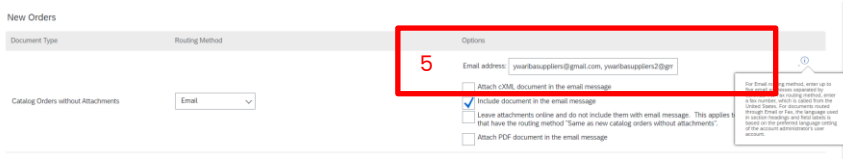
- 2) In the upper-right corner of the application, click [user initials]
- 3) Click 'Settings'



- 4) Click 'Electronic Order routing'



- 5) In the new orders section, enter up to 5 email addresses separated by commas (note, this is applied for all customers)
- 6) Click save



6.2 I have lost the interactive PO email; how do I receive another copy?

- 1) Login to your Ariba Network account (users with the inbox and outbox permission must perform this)

Supplier Login

User Name

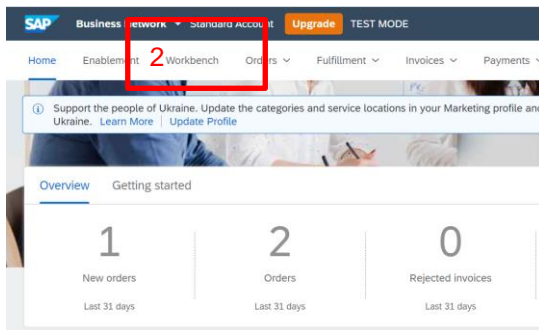
Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

- 2) Select the “workbench” tab



- 3) Search for your PO in the list of documents. If you do not see the PO listed immediately, select “edit filter”

1

New orders

Last 31 days

4

Orders

Last 31 days

0

Rejected invoices

Last 31 days

£ 0.0 GBP

Remittances

Last 31 days

£ 0.0 GBP

Early payment offers

Next 90 days

£ 0.0 GBP

Scheduled payments

Next 90 days

0

Orders to bill

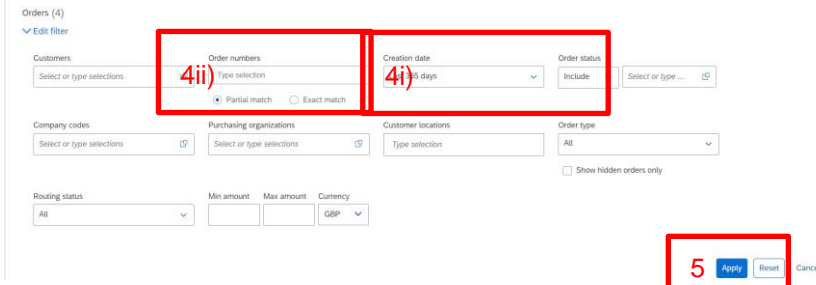
Last 31 days

Orders (4)

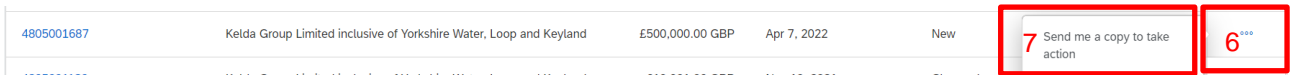
3 > [Edit filter](#) | [Save filter](#) | Last 365 days

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4805001688	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	£500.00 GBP	Apr 7, 2022	Invoiced	£500.00 GBP	...
4805001687	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	£500,000.00 GBP	Apr 7, 2022	New		...
4805001139	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	£10,001.00 GBP	Nov 10, 2021	Changed		...
4805001138	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	£1.00 GBP	Oct 18, 2021	Invoiced	£1.00 GBP	...

- 4) This will allow you to customise your search results.
 - i) We recommend changing the Creation Date drop down box to Last 365 Days in order to pull up the maximum number of search results.
 - ii) If you know your PO number, toggle the order number option to “exact match” and enter this in the order number field.
- 5) Click apply



- 6) Once you have found your document scroll all the way to the right and click on the three horizontal blue circles under Actions.

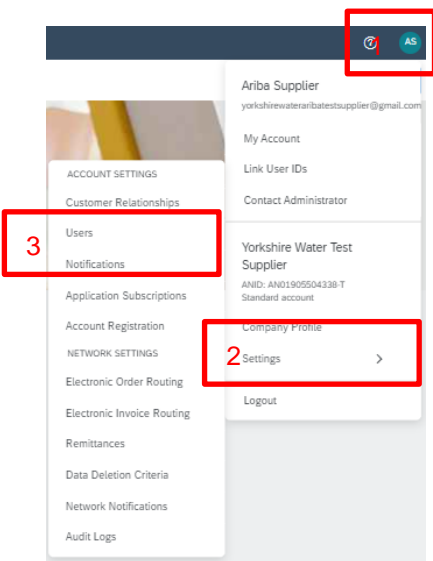


- 7) Click Send Me A Copy to Take Action.
- 8) This will send a PO email to the email address listed and from there you can process the PO

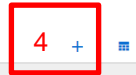
6.3 What access & permissions do I need to process a PO?

Users will not be able to create invoices until they receive the necessary permissions on their account. The account administrator must create users & add permissions by following these steps:

- 1) In the upper-right corner of the application, click [user initials]
- 2) Click Settings
- 3) Select Users.



- 4) You will be required to create a role to assign to the user. Click on the plus icon.



Role Name	Users Assigned	Actions
Administrator	Ariba Supplier	

- 5) Enter a role name and description, it is recommended to provide a name that represents the role the user will be carrying out in the Ariba Network
- 6) Check off the Inbox and Order Access
- 7) Check off Invoice Generation permissions
- 8) Check off the Outbox permission
- 9) Click Save

Name:

5 Description:

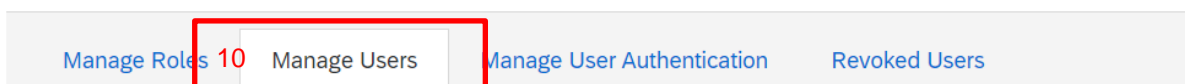
Permissions

Each role must have at least one permission.
Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

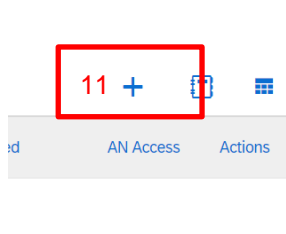
Page 1 >>

Permission	Description
<input type="checkbox"/> Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
<input type="checkbox"/> Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
<input type="checkbox"/> Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
<input checked="" type="checkbox"/> 6 Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input checked="" type="checkbox"/> 7 Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Logistics Access	Perform Logistics actions with limited access to transactions information
<input checked="" type="checkbox"/> 8 Outbox Access	View and search documents in Outbox and take actions based on your role
<input type="checkbox"/> Services Access	Perform Services actions with limited access to transactions information

- 10) To create a user, click on the “Manage Users” tab.



- 11) Click on the plus icon in the bottom right.



- 12) Enter a username (this is case sensitive and must be in the form of an email address), email address, first name and last name

New User Information

12

Username: arbauser@yw.co.uk

Email Address: arbauser@yw.co.uk

First Name: Ariba

Last Name: User

Do not allow the user to resend invoices to the buyer's account.

This user is the Ariba Discovery Contact.

Limited access.

Office Phone: Country: USA 1 Area: Number:

- 13) The next step is to Assign the role just created by ensuring the role is checked.
- 14) Select the customer you want the user to be assigned to. We recommend keeping as to the default settings of "All Customers".
- 15) Click Done

13

Role Assignment

Name	Description
<input checked="" type="checkbox"/> Process Purchase Orders	This role will allow users to process Purchase Orders, including generating invoices

Customer Assignment

14

Assign to Customer: All Customers Select Customers

15

Done

- 16) The new user will now receive 2 email notifications from "Ariba Commerce Cloud". Click on the link in the email with subject "Your User ID on the Ariba Network" and follow the onscreen instructions.

Important: Your username is part of your login information to your Ariba user account and should be kept confidential.

For security reasons, your temporary password for logging in to your Ariba user account has been sent via a separate email.

Please click on the following link and log in to your user account using your username and temporary password. You will be asked to provide a new password and set up your secret question and answer. The secret question and answer is used to uniquely identify you if you need to reset your password.

<https://service.ariba.com/Supplier.aw/ad/sp?anp=Ariba>

- Log in to your account using the username and temporary password.
- Enter the temporary password in the **Current Password** field.
- Enter your new password.
- Confirm your new password.
- Choose your Secret Question and enter your Secret Answer.
- Click **Save**, then click **Done**.

- 17) On the supplier login page, enter your username and temporary password.

Supplier Login

17

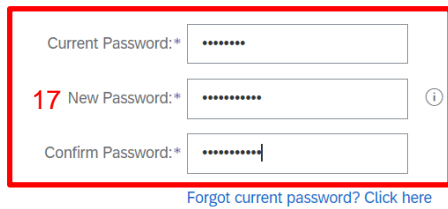
User Name

Password

Login

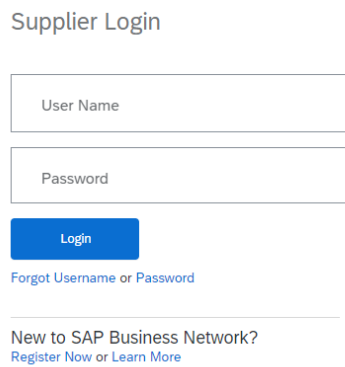
[Forgot Username or Password](#)

18) . Enter your temporary password and new password and click submit.

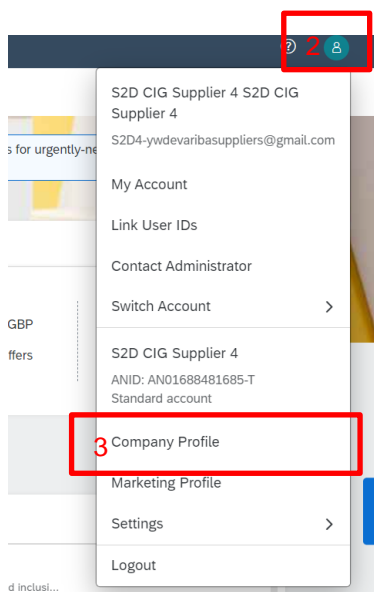


6.4 How do I set up my account so that VAT ID and Commercial identifier fields are automatically populated?

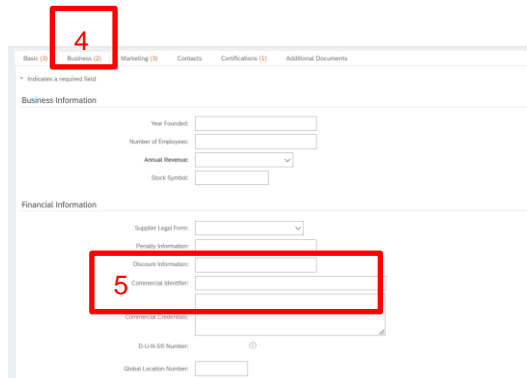
1) Login to your Ariba Network account



- 2) In the upper-right corner of the application, click [user initials]
- 3) Click on Company Profile



- 4) Click on the business tab
- 5) Enter the company registration number in the commercial identifier field
- 6) Scroll down and enter the VAT number in the VAT ID Field



6.5 How do I know if my PO is a material or service?

Open the PO directly in the Ariba Network account (via the workbench or orders tab). The item category type will show as either “material” or “service”.

Ship All Items To

Yorkshire Water Services
Western Way, Halifax Road (PO Box 500)
Bradford
YKS
BD6 2LZ
United Kingdom
Ship To Code: 2101
Email: YWAribaTestUser@gmail.com

Bill To

Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

Deliver To

Joe Bloggs
Yorkshire Water Services

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available Laptop	Material		1 (EA)	7 Apr 2022	£500.00 GBP	£500.00 GBP

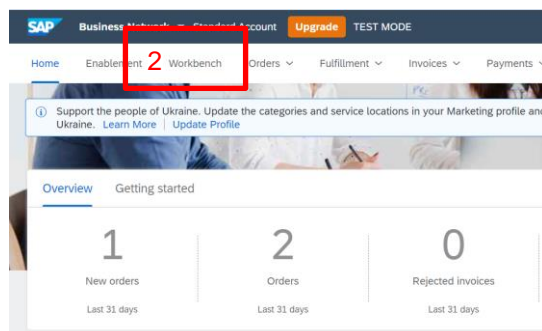
Order submitted on: Thursday 7 Apr 2022 12:34 PM GMT+01:00
 Received by Ariba Network on: Thursday 7 Apr 2022 12:34 PM GMT+01:00
 This Purchase Order was sent by Kelce Group Limited inclusive of Yorkshire Water, Loop and Keyland AN01047461409-T and delivered by Ariba Network.

Sub-total: £500.00 GBP
 Total Invoiced: £500.00 GBP

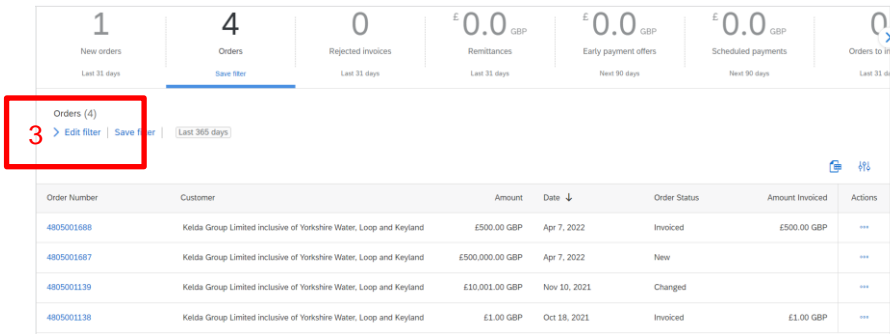
6.6 How do I cancel an ASN?

You can only cancel an ASN, if an invoice has not been submitted.

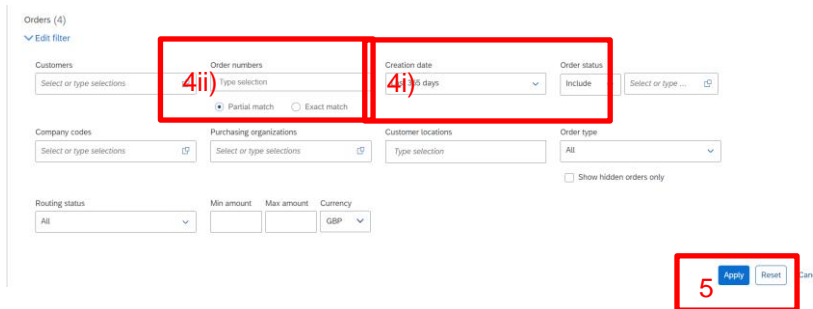
- 1) Login in to your Ariba Network account
- 2) Select the “workbench” tab



- 3) Search for your PO in the list of documents. If you do not see the PO listed immediately, select “edit filter”



- 4) This will allow you to customise your search results.
- i) We recommend changing the Creation Date drop down box to Last 365 Days in order to pull up the maximum number of search results.
 - ii) If you know your PO number, toggle the order number option to “exact match” and enter this in the order number field.
- 5) Click apply



- 6) Once you have found your document, click on the PO to open the PO.
- 7) In the related documents section of the PO, click on the ASN

Purchase Order
 (Invoiced)
 4805001688
 Amount: £500.00 GBP
 Version: 1

[Track Order](#)

Routing Status: Acknowledged
 Related Documents: ASN0804
 7 INV1688
 OC1688
[More\(1\) »](#)

- 8) Scroll to the bottom of the ASN and click cancel

Additional information not provided.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty
4805001688	1	Not Available Laptop		1
SHIPMENT STATUS				
1. ▶ Shipped 1 Show Details				

8 [Cancel](#) [Print](#) [Export cXML](#)

7. Help

Additional support can be provided on confirming orders through to submitting invoices and credit notes.

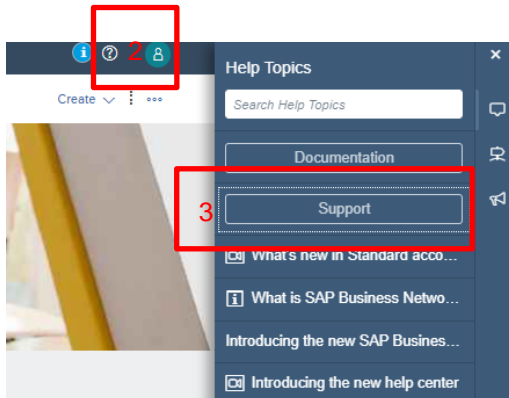
Please reach out to purchasing@yorkshirewater.co.uk and our purchasing team colleagues will be happy to help with this.

Please contact our accounts payable team for queries relating to invoices, copies of remittances, change of company details or year end balances.

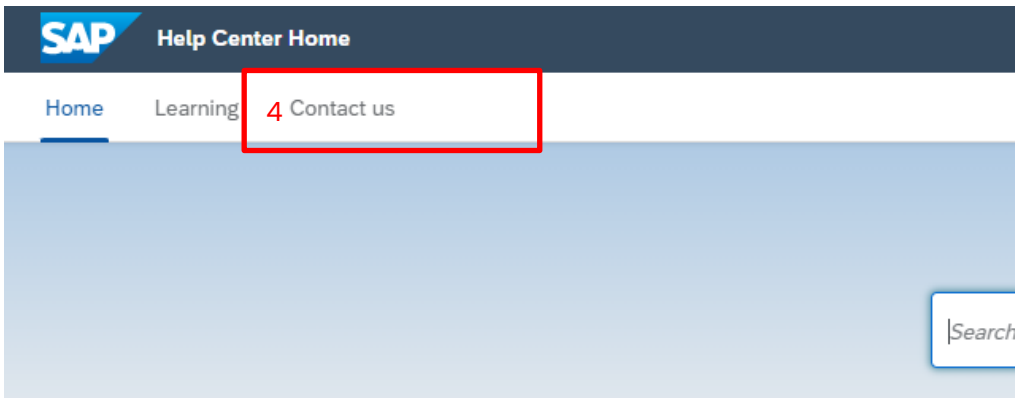
Telephone: 01274 805845 or email us using accountspayable@yorkshirewater.co.uk and a member of our team will be happy to help.

To request a call back from SAP Ariba support, please follow the below steps.

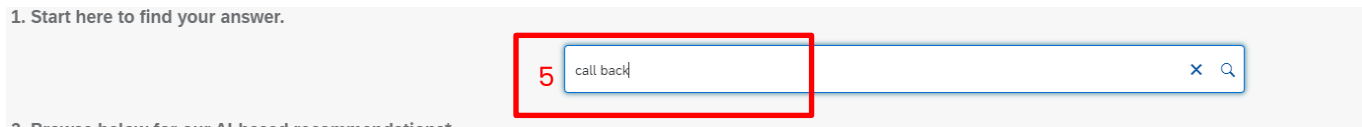
- 1) Login to your SAP Ariba Network account
- 2) Click the Question mark (help icon) in the upper-right corner of the application.
- 3) Click support



- 4) Click Contact Us at the top of the Help Center page.



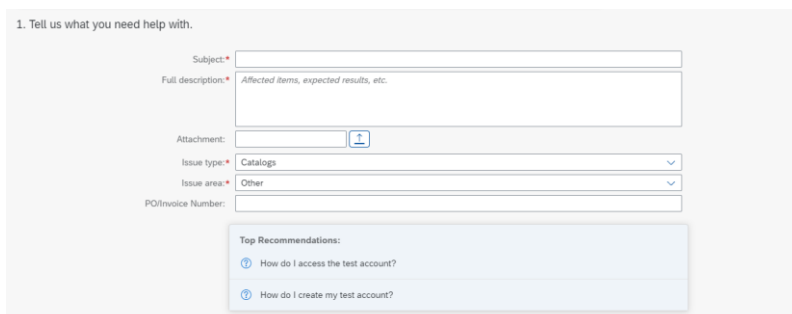
- 5) Enter "call back" in the search field.



- 6) Click on Contact us in the bottom-right.



- 7) Fill the form in detail > One last step.



A screenshot of the 'Tell us what you need help with' form. The form includes fields for 'Subject*', 'Full description*', 'Attachment', 'Issue type*', 'Issue area*', and 'PO/Invoice Number'. Below the form are 'Top Recommendations' with links like 'How do I access the test account?' and 'How do I create my test account?'.

- 8) Select the contact method > Submit.

Choose this contact method for the fastest resolution of your issue:



Recommended

Email

A support engineer will respond to your Service Request by email.