

## P2P Systems Team Quick Reference Guide (ST QRG09)

# Submitting invoices from your Standard Ariba Network account (material orders)

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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 POs are sent to, please email P2PSystemsTeam@yorkshirewater.co.uk.

For suppliers on standard accounts, you will receive an interactive PO email and need to click on the "Process Order" option in the body of the email to process the PO using your Ariba Network account.

## *Note: Please do not delete this email as it will be needed to access historic purchase orders, due to the restrictions in place with a standard account*

The email contains:

- 1. Interactive link to process the purchase order
- 2. PO number, PO amount and PO Version
- 3. Buyer and Seller details
- 4. Payment Terms
- 5. Link to our Purchase Order Terms & Conditions

	~	6
dda Group Limited inclusive of Yorkshire Water, Loop and Keyland" vordensender-produensmp antiba com-	*	:
can reply to this message. Area Network or other Arba cloud services will send your reply to the appropriate message reopent(s) and link it to its conseponding document. SAP Arba stones your contact information (email and name) according to the policy at the construction device at a construction of the service at the construction of the policy of the construction of the policy at the construction of the policy at the construction of the policy at the construction of the policy of the construction of the policy	nis	
SAP Ariba 📉		
Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order		
If more than one amail address is associated with your organization for PD delivery, then the copy of this purchase order would be sent to them as well.		
1 Process order	later	
To access the Order Orders		
The purchase order was adversed by Ariba heterork. For more information about Ariba and Ariba heterork, with <u>Englishment about</u> Tom: Tex: Te		
B0 h20         600 k22           United Graphin         Colorad Craphin           Draft Craphin         Colorad Craphi		
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5 Connect Type: Terms and Conditions Body/Ts view the current Conditions of Parabases: <u>These / Ives and Conditions of Contend</u>		
	2 de la d	<form></form>

- 6. Ariba Contract Reference
- 7. Shipping Address, including contact email address for the requisitioner
- 8. Bill address for your invoice

Reply Forward

- Line Items on the PO, including part number (if applicable) & description, quantity, unit of measure, need by date, unit price and line-item amount (all prices are exclusive of VAT, suppliers should add VAT add to the invoice).
- 10. The person to deliver to (useful when shipping to YW Sites & Offices)
- 11. HMTL copy of the PO and any additional attachments sent by the requestor (i.e., Quotes)

	6	Contract Number COST 2017 - Thomas Table Services Thomas Colors: Company Colors 21:00 2	Ba please register using the character barries the set of the set	atalis provided, atternatively please water.com/our.have-order-condition	afer to the enclosed attacher -cf-contract Western House He Backfordb TEG 252	sent for a copy of the Purch Services Limited sifter Read (PO Dox 1281)	sse Order		10 Settings	9 90 Water Services	_
		United Kingdom Ship To Code: 2101 Email: <u>YWAribaTestUser@qmail.com</u>			United Kingdom						
ſ		Line # No. Schedule Lines	Part # / Description		Туре	Return	Qty (Unit)	Need By		Unit Price	Subtotal
	9	1	Not Available		Material Laptop		1 (EA)	7 Apr 2022	£500.00 GBP		£500.00 GBP
		Ender submitted on: Thursday 7 Apr 2022 4-34 AM GHT-07-80 Thin American Delaware bed by Ketta Group United inclusive of the Article Veters	Other Information Req. Line No.: Requester: Contract ID: SAP PO Line Number: Classification Domain: Classification Domain: Classification Domain: Version Yorkshire Water, Loop and Ke	1 1 1 1 1 1 1 1 1 1 1 1 1 1	d					Sub-tot	H: £ 500.00 GBP
	Qu	estions or comments for your customer?								Post message	Process order
	AL If : No su	bout this email you have any questions, contact Kelda Group Limited i ole: All transactions relating to your customer's purchase bimited on behalf of your customer.	nclusive of Yorkshire W orders are solely betwee	ater, Loop and Keyland. If you n you and your customer and a	i're not the correct perso re subject to the terms o	on to receive this email, If your existing agreeme	forward it to the appr ent(s) with your custo	ropriale person in your company. mer. Ariba is not an agent for your c	ustomer, and is not responsible	for anything contained in the p	purchase order
					Ariha Inc. 3	170 Diffuser Ave. Bide 3, Balo Alfr	CA 94004 USA				
					SAP Business Netwo	rk Privacy Statement   Ariba C	Nata Policy   Help Center				
2 Atta 11	achmer 4805001	nts									<u>*</u>

### 3. Submitting an Order Confirmation - Standard 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) Standard Account suppliers should click "Process Order" in the interactive PO email. Continue to step 3.

NP Ariba 📉		
Kelda Group Limited inclusive of Yorks	shire Water, Loop and Keyland sent a new order	
Your customer sent you this order through Ariba Network.	If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.	
	1 Process order	YorkshireWater

#### **Uncontrolled if Printed**

2) Enter your Ariba Network login credentials & click "Login"

Supplier Login

User Name	
Password	
Login	
Forgot Username or I	Password
New to SAP Bus Register Now or Lear	iness Network?

- 3) 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



### IV) If Confirming the Order:

- 1) Entire 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				
1 Confirm Entire Order	Order Confirmation Header			
2 Review Order Confirmation	1 Confirmation #: Associated Purchase Order #: Customer: • Supplier Reference:	1805001688 Relda Group Limited inclusive of Yorkshire Water,	Loop and Keyland	
	Shipping and Tax information 2 Est. Shipping Date:* [ Est. Delivery Date:* [ Comments: 3		Est. Shipping Cost: Est. Tax Cost:	
	Attachments			
	Name	Size (bytes)	Content Ty	De la
			No items	
	Choose File No file chosen	Add Attachment		

### V) If confirming part of the order:

- 1) Entire 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

Confirming PO			Est Not	
1 Update Item Statu	Order Confirmation feader		0	
2 Review Confirmation	1 Confirmation R.			
	Customer: Kelda Group Limited Includive of Yorkshire Water, Loop and Keyland Supplier Reference:			
	Shipping and Tax Information Enter aligping and tax information at the line item level.	7		
	2 st. Shipping Date:	Ext. Shipping Cost.		
	3			
	Aladhneita Nané Sör (lytel)	Content Type		
Г	Choose File No file chooen     Add Attachment	NO SERIS		
L L	The total size of all attachments cannot exceed 200/02			
	Line Items			
	Line #         Part # / Description         Day (348)           1         Not Available         1 (04) ①           Lapop	Need By 7 Apr 2022	Unit Phos Subtrasi 450 00 0023 (80 00 0023	
	Confin data     S     Confirme     Confirme     Exclorater	Beject.	Dentis	
	Attachments: Name Size (bytes)	Content Type		

### VI) If rejecting the order:

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



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

This set	ficiation contains important information abo	out your text Arthe account	(AND AND HERE	885-7).				
Your pr	archaes order status							
Order #	4005001588							
Buyer ?	larne. Heite Group Limited indusive of Vor	rishire Water, Loop and Ha	epiand .					
Bayer A	UND ANDIOKTADIADET							
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### 4. Submitting an Advanced Ship Notice - Standard 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) Click "Process Order" in the interactive PO email. Continue to step 3.

S	SAP Ariba 📉								
	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order								
	Your customer sent you this order through Ariba Network.	YorkshireWater							

2) Enter your Ariba Network login credentials & click "Login"

Supplier Login	
User Name	
Password	
Login Forgot Username or Password	
New to SAP Business Networ Register Now or Learn More	rk?

### 3) Click on 'Create Ship Notice'

Purchase Order: 4805001688			
Create Order Confirmation • 3	Create Ship Notice	Create Invoice 🔻	
Order Detail Order History			
From: YorkshireWater From: Yorkshire Water Services Limited Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 25Z United Kingdom			

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

* Indicates required field		
SHP FROM		DELIVER TO
S2D Crt3 Supplier 4	Update Address	Yorkshire Water Services Update Address
Bradford Bradford Univer Kingdom		Badled YRS United Kingdom
▼ Ship Notice Header		
Serving Big Of 1           Notice Big Of 1           Notice Big           Begand Delay Date -           Big Not Not Note           Over Name           Over Name           Over Name           Over Name		TACONS Carle Tanle V Sector Level



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

Create Ship Notice						6 Previous Save	Submit Exit
Confirm and submit this document.							
SHIP FROM				DELIVER TO			
S2D CIG Supplier 4				Yorkshire Water Services			
Western Way Western Way Bindford Bindford Bit0 232 United Kingdom				Wessen Way, Haifax Road (PO Box 500) Bradford YKS BOX 212 United Kingdom			
Ship Notice Header							
SHIPPING DELIVERY AND TRANSPORT INFORMATION Addesure Information of provided.	Noting Tip ID ADMIDIA Hearing Notice - Breasted Delayoptic - Day hotes Type - Anal Breast Oper Adv 2021 Anal Delayoptic - Adv 2021 20000 PM Genes Winter - Genes Wingler - Delayop Tem Security - Delayop Tem Security - Tamport Tems Deception -			TRACKING information net provided.	Dispits Paymer Montol Account Dispits Connect Number - Dispits Interactions -		
Order Items							Hide Item Details
Order # Item Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtoral
4805001688 1 Not Available Laptop		1	ea 🛈	7 Apr 2022		£500.00 GBP	£500.00 GBP
SHIPMENT STATUS							
<ul> <li>1 Ship Qty: 1 EA ()</li> </ul>							Hide Details
No detait information provided.							

### 5. Create & submit an Invoice - Standard Account Suppliers

1) Click "Process Order" in the interactive PO email.

SA	AP Ariba 📉	
	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland sent a new order If more than one amail address is associated with your organization for P0 delivery, then the copy of this purchase order would be sent to them as well.	
	Your customer sent you this order through Ariba Network.	YorkshireWater

2) Enter your Ariba Network login credentials & click "Login"

Supplier Login

User Name	
(	
Password	
Login	
Forgot Username or F	Password

New to SAP Business Network? Register Now or Learn More 3) You will now have the option to create an invoice.

Purchase Order: 4805001688

Create Order Confirmation 🔻 Create Ship Notice 3 Create Invoice 🔹
Order Detail Order History
forkshireWater
m:
kshire Water Services Limited
stern House, Halifax Road (PO Box 1381)
ADFORD
S
5 2SZ
ted Kingdom

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

Purchase Order: 4805001688	
Create Order Confirmation 🔻 Create Ship N tice	Create Invoice 🔻
1	Standard Invoice
Order Detail Order History 4	Line-Item Credit Memo
	Line-Item Debit Memo
YorkshireWater	
Yorkshire Water Services Limited	
Western House, Halifax Road (PO Box 1381) BRADFORD YKS BD6 25Z United Kingdom	

- 5) 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**
- 6) 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			
<ul> <li>Involas Handar</li> </ul>			
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."			
Summa Purghese Order: 4805001688		Subtatal: £500.00 GBP Total Tax: £0.00 GBP Amount Dec: £500.00 GBP	
Invoice Date: * [ 7 Apr 2022 6 Remit To: S2D CIG Supplier 4 Bradford			
United Kingdom Bill To: Yorkshire Water Services Limited			
BRADFORD YKS United Kingdom			



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

ax (i)	
Header level tax ①     Line level tax ①	
7 Category:* 20% VAT / VI Standard rate VAT	Taxable Amount: £500.00 GBP
	8 Tax Rate Type:
Location:	Rate(%): 20
Description: V1 Standard rate VAT	Everant Detail: (no volue) + -
Regime:	9
Date Of Pre-Payment:	Date of Supply. 7 Apr 2022
Law Reference:	Triangular Transaction

- 10) Enter your VAT registration number. If you are not VAT registered, please enter "Not VAT registered." (To have this field auto populated for future invoices, please follow section 5.4)
- 11) Enter your company registration number (to have this field auto populated for future invoices, please follow section 5.4)



Customer VAT	
Customer VAT/Tax ID:	

- 12) Use the toggle buttons to select which items to include in the invoice
- 13) 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).
- 14) Select update to validate and check for any errors
- 15) Click Next

Line Items								1 Line Items, 1	Included, 0 Previously Fully Invoiced
Insert Line Item Op	Tax Category:	0% VAT / V3 Delivery of goods with	Nin the V Shipping Documents	Special Handling Discount					Add to Included Lines
	No.t Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1 <sup>(1)</sup>	MATERIAL	Not Available	Laptop		13 1	EA (i)	£500.00 GBP	£500.00 GBP
Line Iter	em Actions V Deter								
			•						
								14 Update Save	Exit Next
									15

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



				_		
Create Invoice				Previous Save	Submit	xit
Confirm and submit this document, it will be electronically signed according to the countries of origin and destination of invoice. The if you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving pervice. Note the Standard Invoice	document's originating country is: United Kingdom. The document's d t you will also be able to archive old invoices once you subscribe to th	estination country is:United Kingdom. e archiving service.			16	
Invoice Number: INVL688 Invoice Date: Trunslay 7 Apr 2022 2.47 PM GMT+01.00 Original Purchase Order: 4805005888		Subtotal: Total Tax: Amount Due:	£500.00 GBP £100.00 GBP £600.00 GBP			
REMIT TO:	BILL TO:		SUPPLIER:			
S2D CIG Supplier 4	Vorkshire Water Services Limited		S2D CIG Supplier 4			
Paula divinisi Western Way Bradard Bradard Bradard Bradard Bradard Bradard Bradard Bradard Bradard United Bragdom	Pasta Advest (Oxfand) Watten Hoad, Hilfer Road (PO Box 1381) (8540/000 VKS 800 122 Ushad Kingdom Addews ID: YWSJTD		Postal Addesson Western Way Binadrod Binadrod Binadrod Binadrod Binadrod Binadrod Binadrod Binadrod Binadrod Binadrod			
BILL FROM:	CUSTOMER:					
S2D CH3 Supplier 4 Potad Advances Watanen Way Watanen Way Bandrold Bandrold United Kingdom	Yorkshire Weer Services Linked Papat Address: Wearam House, Hallans Rada (PO Box 1381) BRACPCRD 2005 B BOD 2005 BOD 2005					
SHIPPING INFORMATION:						
		0100 70-				
SHIP FROM:		SHIP TO:				
a.c. (s. Boggion e Pendal Address Wettern Way Wettern Way Bradhod Bodata Bob 122 United Engelom		Texnin trave strukes Fronal Address (Doruhi): Jee Roga Virstnithe Ware Service Western Way, Hultak Road (PD Box 500) Baadford 1V3 N3 N2 Marking Ma				

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

### 5. Frequently asked questions

### 5.1 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'

Application Subscriptions	
Account Registration	Marketing Profile
Network Settings	Settings >
Network Settings	
4Electronic Order Routing	Logout

- 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

New Orders				
Document Type	Routing Method		Options	
Catalog Orders without Attachments	Emat v	5	Enal address: yeurbaupplen @gmut.com, yeurbaupplen 2@gm Metho ASA, abourset in the main message Method addresses to be avoid message Method addresses to only and a tray in holden the method message. This applies to that have the one generalized and a tray in holden the method method message. Method Addresses of the method message of the set of the set of the method method method method and thereof. Comparison of the set of the method message of the set of the set of the method message.	For Email on prigrambody even up to the second of the

### 5.2 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 I	Password
New to SAP Bus	iness Network?



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 Save filter	O Rejected invoices Last 31 days	£ 0.0 GBP Remittances Last 31 days	£ O Early pay Next	GBP ment offers 90 days	£ 0.0 GBP Scheduled payments Next 90 days	Orders to i Last 31 d
Orders (4) > Edit filter   Save file	r   Last 365 days					6	a 489
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

Edit filter Customers		4ii) Order numbers		4i) Creation date	Order status	
Select or type selections	t9	Type selection		Last 365 days	∼ Include ~	Select or type 🗗
		Partial match      Exc	act match			
Company codes		Purchasing organizations		Customer locations	Order type	
Select or type selections	19	Select or type selections	ß	Type selection	All	<u>ب</u>
					Show hidde	en orders only
Pouting status		Min amount Max amount	Currency			

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

4805001687	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	£500,000.00 GBP	Apr 7, 2022	New	7 Send me a copy to take	6‴
4005004400		C10.001.00.CDD	No. 10, 2021	Ch		

- 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

#### 5.3 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.

			4 +	
Role Name	Users Assigned	Actions		
Administrator	Ariba Supplier	1		



- 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

Permissi	Name:* Process Purchase Orders 5 Description: This role will allow users to process Purchase Orders including generating involces	3, Z
ach role musi	t have at least one permission.	
Page 1	And remote, samain account to an enterprise account to enable at permission.	
	Permission	Description
	Create and manage postings on Ariba Discovery	Create postings on Ariba Discovery
	Respond to postings on Ariba Discovery	Respond to postings on Ariba Discovery
	Contract Access	View contracts and generate invoices, as supported by customers (requires Inbox Access)
5 <b>√</b>	Inbox and Order Access	View and search documents in Inbox and take actions based on your role
	Folio Management	Create, activate and delete folio ranges used for tax invoicing.
7√	Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
	Logistics Access	Perform Logistics actions with limited access to transactions information
~	Outbox Access	View and search documents in Outbox and take actions based on your role
0	Services Access	Perform Services actions with limited access to transactions information

10) To create a user, click on the "Manage Users" tab.

Manage Roles 10 Manage Users	Manage User Authentication Revoked Users
------------------------------	--

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

	11 +	Ð	
d	AN Access	А	ctions

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			_
	Username:*	aribauser@yw.co.uk	
	Email Address:*	aribauser@yw.co.uk	
	12 First Name:*	Ariba	
	Last Name:*	User	
		Do not allow the user to resend inv	orces to the buyer's account.
		This user is the Ariba Discovery Co	ntact 🕕
		Country Area Number	
	Office Phone:	USA1 V	

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

	Role Assignment	
	Name	Description
10	Process Purchase Orders	This role will allow users to process Purchase Orders, including generating invoices
	Customer Assignment By entering this personal data, you acknowle between your company and Ariba, and applic	11 Assign to Customer: All Customers Select Customers dge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the Privacy Statement, the service able law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

13. 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 accou and should be kept confidential.	nt

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.

Supplier Login

### 13) On the supplier login page, enter your username and temporary password.

User Name	
Password	
Login	
Forgot Username or F	Password

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

Current Password:*	••••••	
New Password:*	•••••	i
Confirm Password:*	••••••	
	Forgot current password? Click h	ere

## 5.4 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

Supplier Login
User Name
Password
Login

New to SAP Business Network? Register Now or Learn More

Forgot Username or Pass

- 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

Basic (3) Business (2) Marketing (3) Cont	acts Certifications (1) Addition	al Documents
<ul> <li>Indicates a required field</li> </ul>		
Business Information		
Year Founded:		
Number of Employees:		
Annual Revenue:	~	
Stock Symbol:		
Einaprial Information		
Prinaricial Information		
Supplier Legal Form:	~	
Penalty Information:		
Discount Information:		
5 Commercial Identifier:		
Ŭ		
Commercial Credentado		
D-U-N-SP Number:		Æ
Global Location Number:		

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

In the interactive PO email, the item category type will show as either "material" or "service".

Ship All Items To YonKshire Water Services Western Way, Halifax Road (PO Box 500) Bradford YKS BD6 2LZ United Kingdom Ship To Code: 2101 Email: <u>YWAribaTestUser@gmail.com</u>		Bill To Yorkshin Western 1381) BRADFOI YKS BD6 25Z United Ki	re Water Service: House, Halifax Roa RD Ingdom	s Limited ad (PO Box		Deliver To Joe Bloggs Yorkshire W	/ater Services
Line Items			_				
Line # No. Schedule Lines	Part # / Description	Туре	Return	Qty (Unit)	Need By	Unit Pr	ice Subtotal
1	Not Available	Material Laptop		1 (EA)	7 Apr 2022	£500.00 GBP	£500.00 GBP
	Other Information Req. Line No.: Requester: PR No.: Contract ID: SAP PO Line Number: Classification Domain: Classification Code:	1 YW Ariba Test User PR126410 C657 00001 custom 55000000					
Order submitted on: Thursday 7 Apr : leceived by Ariba Network on: Thurs 'his Purchase Order was sent by Keld Vater, Loop and Keyland AN0104746;	2022 4:34 AM GMT-07:00 day 7 Apr 2022 4:34 AM GMT-07 a Group Limited inclusive of York 1409-T and delivered by Ariba Ne	:00 shire twork.				Sub	-total: £ 500.00 GBP
uestions or comments for yo	our customer?					Post message	Process order

### 5.6 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"

Lest 31 days	4 Orders Save fiter	O Rejected invoices Last 31 days	£ 0.0 GBP Remittances Last 31 days	E O. Early pays	O GBP ment offers	E O.O GBP Scheduled payments Next 90 days	Orders to in Last 31 de
Orders (4)	Last 365 days						
						Ć	i 아이 -
Order Number	Customer		Amount	Date 🗸	Order Status	Amount Invoiced	Actions
Order Number 4805001688	Customer Kelda Group Limited inclusive of 1	forkshire Water, Loop and Keyland	Amount £500.00 GBP	Date ↓ Apr 7, 2022	Order Status	Amount Invoiced	Actions
Order Number 4805001688 4805001687	Customer Kelda Group Limited inclusive of 1 Kelda Group Limited inclusive of 1	forkshire Water, Loop and Keyland forkshire Water, Loop and Keyland	Amount £500.00 GBP £500.000.00 GBP	Date ↓ Apr 7, 2022 Apr 7, 2022	Order Status Invoiced New	C Amount Invoiced £500.00 GBP	Actions
Order Number         4805001688           4805001687         4805001139	Customer Kelda Group Limited inclusive of 1 Kelda Group Limited inclusive of 1 Kelda Group Limited inclusive of 1	forkshire Water, Loop and Keyland forkshire Water, Loop and Keyland forkshire Water, Loop and Keyland	Amount £500.00 GBP £500.000.00 GBP £10.001.00 GBP	Date ↓ Apr 7, 2022 Apr 7, 2022 Nov 10, 2021	Order Status Invoiced New Changed	C Amount Invoiced £500.00 GBP	Actions

- 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

dit filter ustomers	4ii) Order numbers	4i) Creation date	Order status
elect or type selections	g Type selection	Last 365 days	✓ Include ✓ Select or type t₽
ampany codes Select or type selections	Purchasing organizations	Customer locations Type selection	Order type
outing status	Min amount Max amount Currency		Show hidden orders only
All	✓ GBP ✓		

- 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 classes Activities and Related Documents: ASN0804 INV1688 Oct.1688 More(1) »



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

Order Items	Item	Part # / Description	Customer Part #	Qty
4805001688	1	Not Available Laptop SHIPMENT STATUS 1. I Shipped 1		1 Show Details
Cancel Print	Export c	XML		

### 6. Help

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

Please reach out to <u>purchasing@yorkshirewater.co.uk</u> 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 <u>accountspayable@yorkshirewater.co.uk</u> 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.

Home	Learning	4 Contact us					
				Search			
Entor	"oall baol	" in the east of field					
1. Start	here to find you	ir answer.					
			5 call back			×Q	
2 Brown	a halow for au	r Al bacad recommondations*					
Click	on Conta	ot up in the bettem-					
		ci us in the pottorn-	right.				
OrenAR			right.				
OpenAPI Can't find	: Why does Risk Category . what you're looking for?	API overwrite prior values when the API is being called?	right.		- FAQ	6	Co
OpenAPI Can't find	Why does Risk Category. what you're tooking for?	API overwrite prior values when the API is being called? detail > One last step	right. D.		- FAQ	6	Ca
OpenAPI Can't find Fill the	Why does Risk Category, what you're looking for? E form in ( at you need help with.	API overwrite prior values when the API is being called? detail > One last step	right. D.		FAQ	6	Co
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Can't find Can't find Fill the 1. Tell us wh Selec	Why does Risk Category, what you're looking for? Te form in ( at you need help with. Su Full descri- tatech base Poitrecice Na t the cont	API overwrite prior values when the API is being called? detail > One last step detail > One last step detail > One last step detail > One last step top: Affected doms, expected results, etc. Tep Recommendations: Tep Recommendations: How do I access the test account? How do I access the test account?	right. D.		EAQ	6	Ca

