



# Supplier Guide



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# Create Order Confirmation

## Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Atmus.**

The screenshot shows a web form titled "Confirming PO" with a navigation bar at the top right containing "Exit" and "Next" buttons. On the left, a sidebar lists two steps: "1 Confirm Entire Order" and "2 Review Order Confirmation". The main form area is titled "Order Confirmation Header" and includes a "Confirmation #" field with a callout "1". Below it are fields for "Associated Purchase Order #: 20150415\_PO1", "Customer: Ariba, Inc. - TEST", and "Supplier Reference:". A section titled "SHIPPING AND TAX INFORMATION" contains "Est. Shipping Date:" and "Est. Delivery Date:" fields with callout "2", and "Est. Shipping Cost:" and "Est. Tax Cost:" fields. A "Comments:" text area is at the bottom. A callout "4" is positioned near the top right of the form area.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

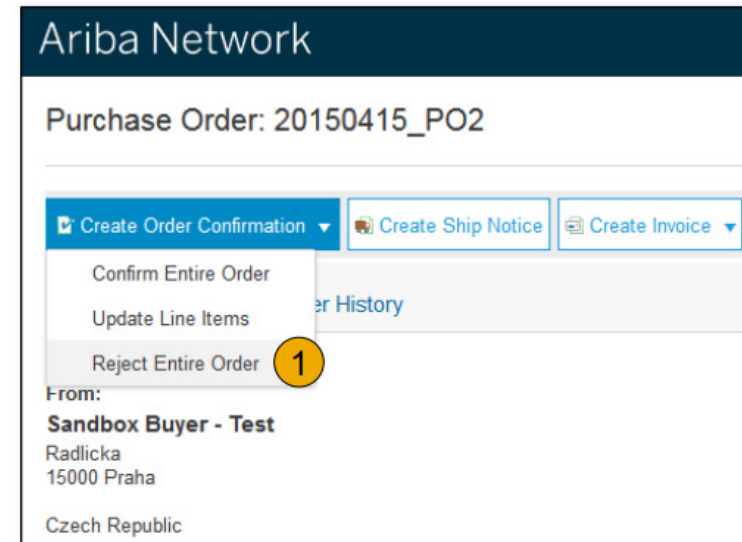


# Create Order Confirmation

## Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)



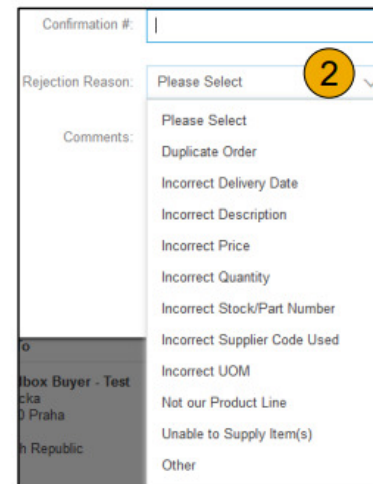
Ariba Network

Purchase Order: 20150415\_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order  
Update Line Items  
Reject Entire Order **1**

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

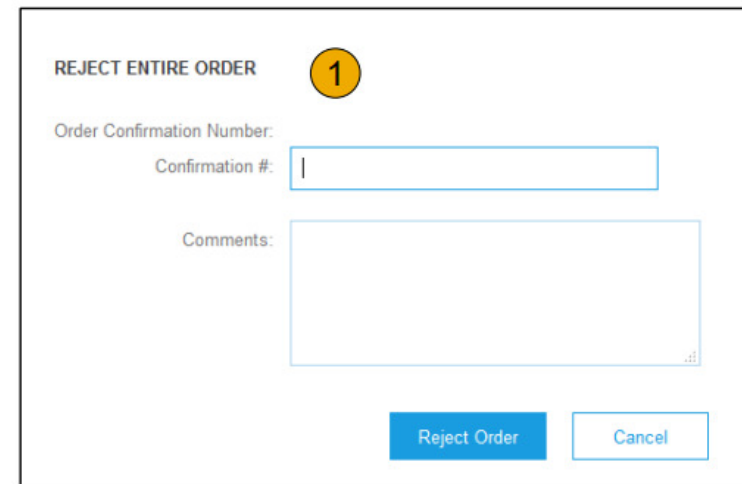


Confirmation #: |

Rejection Reason: Please Select **2**

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other



**REJECT ENTIRE ORDER** **1**

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

# Create Order Confirmation

## Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415\_PO2

Create Order Confirmation  Create Ship Notice  Create Invoice

Confirm Entire Order  
Update Line Items **1** History  
Reject Entire Order

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirming PO

**2**

**1** Update Item Status **2** Order Confirmation Header

**2** Review Confirmation

Confirmation #:

Associated Purchase Order #: 20150415\_PO2

Customer: **3** inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed **4**

Confirm:  Backorder:  **5** Reject:  **6**



# Confirm Order

## Update Line Items - Price Change

1. **Enter** the quantity in the Confirm data entry field.
2. **Click** Details to enter the details regarding the price change.
3. **Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
4. **Update** the Description as needed and click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm:  Backorder:  Reject:  **2** [Details](#)

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01	10	EA	18 Nov 2015

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:  **3**

Price Unit Quantity:\*

Unit Conversion:\*

Price Unit:\*

Supplier Part:  **4**

Comments:

# Confirm Order

## Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

1 2

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

OK Cancel

3



# Confirm Order

## Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  1 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Rejected**

Rejection Reason:

Comments:

3

# Confirm Order

## Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Atmus.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415\_PO2

Create Order Confirmation  Create Ship Notice  Create Invoice [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

From: Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

To: Arba\_TestSupplier - TEST  
Radlicka 320114  
150 00 Praha 5  
Czech Republic  
Phone:  
Fax:  
Email: klaus.puschet@sap.com

5 Done

Purchase Order  
(Partially Confirmed)  
20150415\_PO2  
Amount: 295.00 EUR

3

Routing Status: Acknowledged  
Related Documents: 312

Deliver To



# Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Ariba Network

Purchase Order: 20150415\_PO2

1

Create Order Confirmation Create Ship Notice Create Invoice Hide Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

\* Indicates required field

SHIP FROM 3

Ariba\_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM

Name: Ariba\_TestSupplier - TEST

Department Name:

ADDRESS

Address 1\*: Radlicka 3201/14

Address 2:

Postal Code\*: 150 00

City\*: Praha 5

State:

Country\*: Czech Republic [CZE]

This selection will refresh the page content.

DELIVER TO

Name: Sandbox Buyer - Test

Department Name:

ADDRESS

Address 1: Radlicka

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic [CZE] 4

This selection will refresh the page content.

Cancel OK

# Create Ship Notice Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415\_PO2 2 GOODS\_02  
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

**Shipment Status**  
Total Item Due Quantity: 10 BX

**Confirmation Status**  
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

[Add Ship Notice Line](#)

20150415\_PO2 2 GOODS\_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove  
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

**Shipment Status**  
Total Item Due Quantity: 10 BX

**Confirmation Status**  
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Details"/>

[Add Ship Notice Line](#)

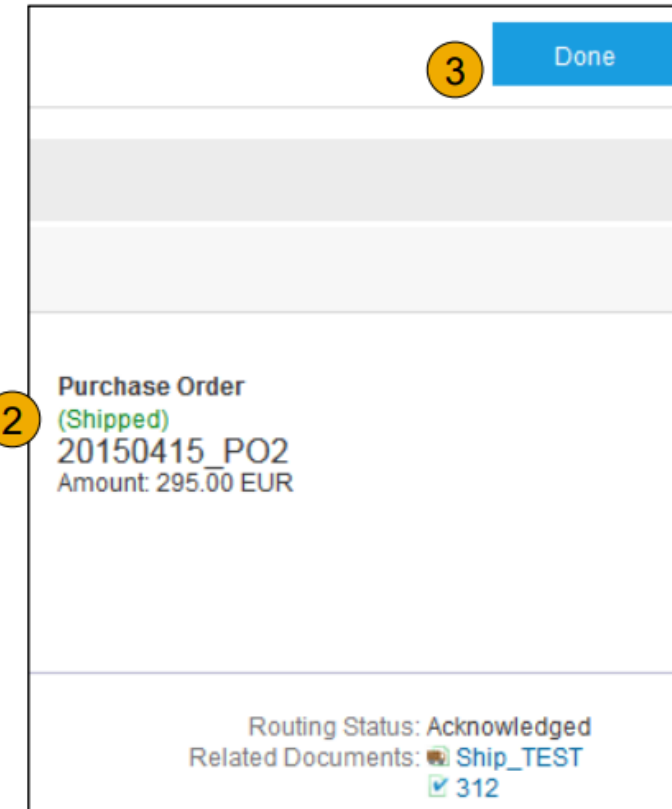
[Add Order Line Item](#)

**2**

[Next](#) [Exit](#)

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Atmus. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



# Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click** Next, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/> INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

↳ Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML



# Search for Invoice

(Quick & Refined)

## Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Atmus from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

**Refined Search:** Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. Enter the criteria to build the desired search filter.
6. Click Search.

This screenshot shows the top navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the navigation bar is a search interface with three main sections: a document type dropdown menu set to 'Invoices' (marked with a yellow circle 1), a customer dropdown menu set to 'All Customers' (marked with a yellow circle 2), and a text input field for 'Invoice Number' with a search icon to its right (marked with a yellow circle 3).

This screenshot shows the 'OUTBOX' tab selected in the navigation bar. Below the navigation bar are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' sub-tab is active. Below the sub-tabs is a 'Search Filters' button with a right-pointing arrow and a yellow circle 4 next to it.

This screenshot shows the 'Invoices' search filters interface. It features a 'Search Filters' section with several input fields and options: 'Customer' (dropdown menu set to 'All Customers'), 'Invoice Number' (text input with a help icon), 'Order Number' (text input with a help icon), 'Date Range' (dropdown menu set to 'Last 24 hours' with a date range of '17 Apr 2016 - 17 Apr 2016'), and 'Supplier Reference' (text input with a help icon). To the right of these fields are 'Min. Amount' and 'Max. Amount' (text inputs), 'External Invoice Number' (text input), and a 'Status' dropdown menu set to 'All'. Below these are two checkboxes: 'Show Only Invoices Submitted from the Customer's System.' and 'Show only Invoices with Invoice Addendums.' (marked with a yellow circle 6). At the bottom right, there is a 'Number of Results' dropdown menu set to '100', a blue 'Search' button, and a 'Reset' button. A yellow circle 5 is placed over the 'Invoice Number' field.



# Check Invoice Status

## Routing Status To Your Customer

### Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

### Routing Status

Reflects the status of the transmission of the invoice to Atmus via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Atmus invoicing rules. Atmus will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Atmus invoicing application has acknowledged the receipt of the invoice





# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Atmus's action on the Invoice.

- **Sent** – The invoice is sent to the Atmus but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Atmus approved the invoice cancellation
- **Paid** – Atmus paid the invoice / in the process of issuing payment. Only if Atmus uses invoices to trigger payment.
- **Approved** – Atmus has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Atmus has rejected the invoice or the invoice failed validation by Ariba Network. If Atmus accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice



# Review Invoice History

## Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History **1**

Standard Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML **4**

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

History **2**

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	



# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a yellow circle 1), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section is active, showing a search filter and a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit' (circled with a yellow circle 4), 'Copy', and 'Create Non-PO Invoice'.

The screenshot shows the details page for Invoice: XYZ123456. The page title is 'Invoice: XYZ123456'. Below the title, there are buttons for 'Copy This Invoice', 'Cancel' (circled with a yellow circle 3), 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

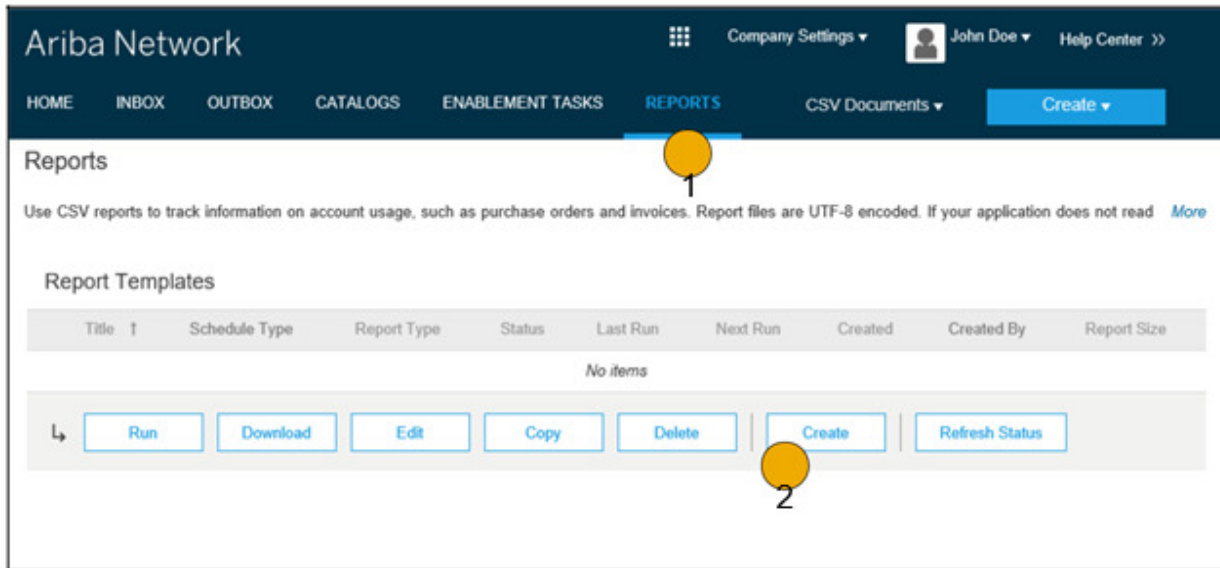
The screenshot shows a confirmation dialog box titled 'Cancel Invoice?' (circled with a yellow circle 3). The dialog asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'.

# Download Invoice Report

## Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

# Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

**Note:** For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: \*

Description:

Time zone: US/Michigan

Language: English

Report Type: \*

Select

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Book

e Sheet

Next Exit

Report

Previous Submit Exit

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

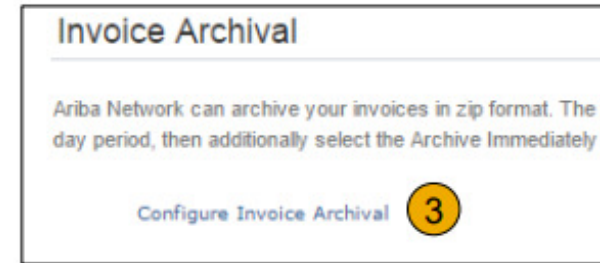
6

Previous Submit Exit

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy you wish to utilize it, please follow these steps:

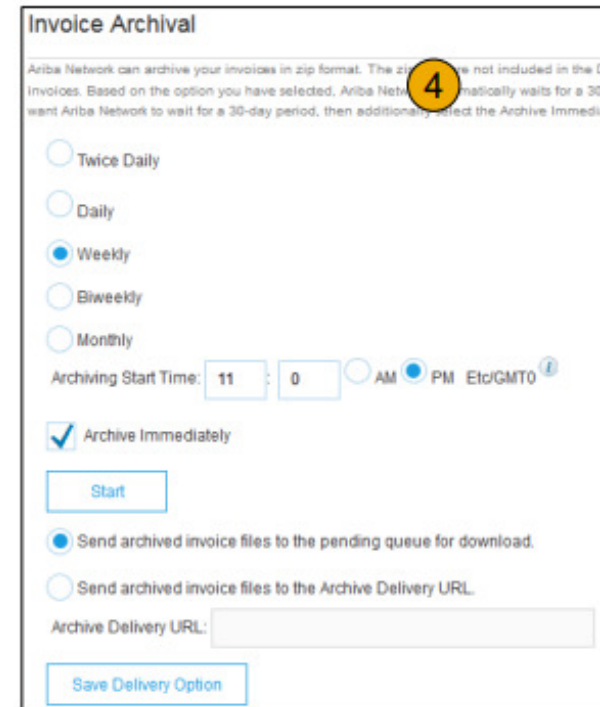
1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enable you can download invoices from your Outbox, section Archived Invoices
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update**
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to **Archiving** for an integrated archiving solution. (More details within the Terms and Conditions)



Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately checkbox.

[Configure Invoice Archival](#) 3



Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately checkbox.

Twice Daily  
 Daily  
 Weekly  
 Biweekly  
 Monthly

Archiving Start Time: 11 : 00  AM  PM Etc/GMT0 ⓘ

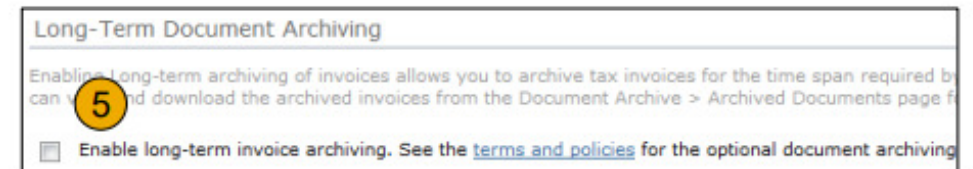
Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.  
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)



Long-Term Document Archiving

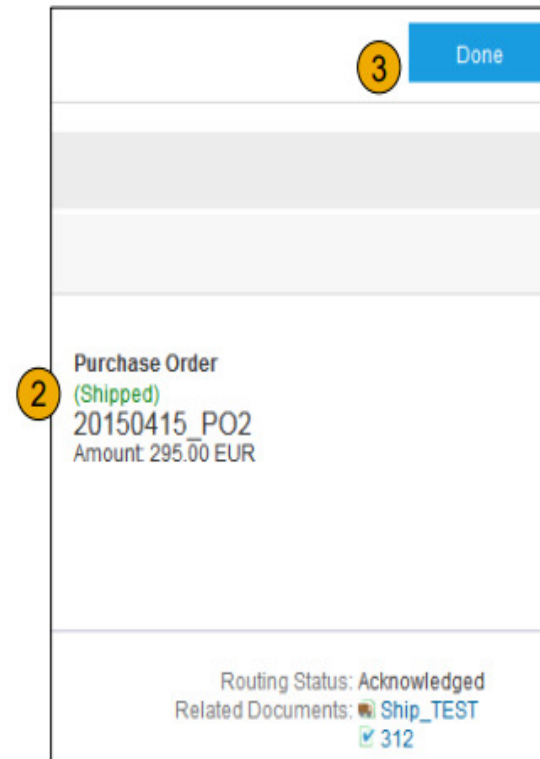
Enabling long-term archiving of invoices allows you to archive tax invoices for the time span required by your tax authority. Archived invoices can be viewed and downloaded from the Document Archive > Archived Documents page.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving.



## Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Cummins. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



**Thank you.**