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Section 5: Invoice Methods

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Review Atmus Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via supplier.ariba.com

2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.

3. A list of your Customers is displayed. Click the name of your customer (Atmus).

4. Scroll down to the Invoice Setup section and view the General Invoice Rules.

5. If Atmus enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.

6. Click Done when finished.
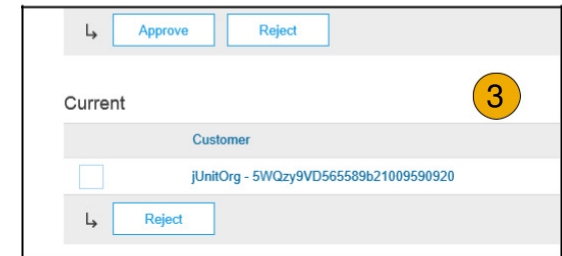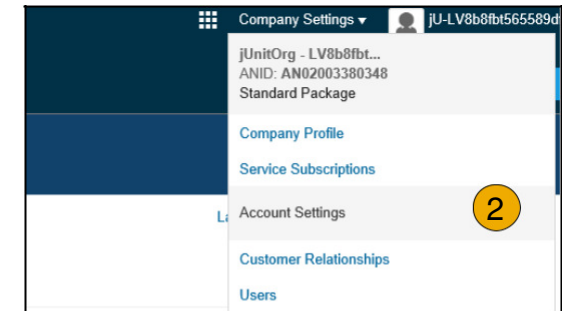
Invoice via PO Flip

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

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.

2. For PO Invoice select a **PO number**.

3. Click on the **Create Invoice** button and then choose **Standard Invoice**.

4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Atmus.
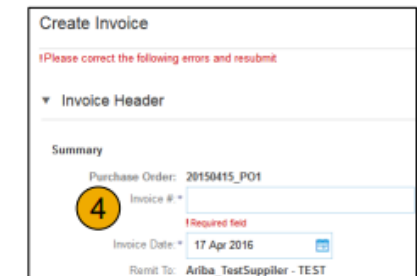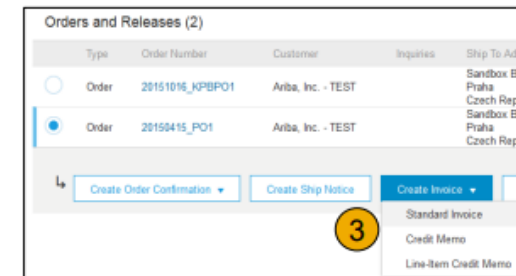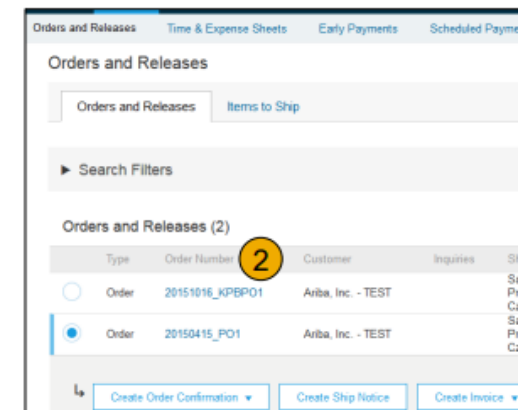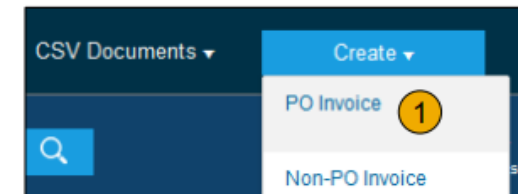
Invoice via PO Flip
Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.

2. **Select Remit-To** address from the drop down box if you have entered more than one.

3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.

4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.

5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

Invoice Header	
Summary	
Purchase Order:	1084497223
Invoice #:*	INV_1084497223 ①
Invoice Date:*	15 Apr 2016
Remit To	DEFAULT VALUE ②

Tax ③
- ⦿ Header level tax ⓘ
- ◯ Line level tax ⓘ

Shipping ③
- ⦿ Header level shipping ⓘ
- ◯ Line level shipping ⓘ

* Indicates required field   **Add to Header ▾**
- Tax ④
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

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Invoice via PO Flip
Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.

2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.

4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Invoice via PO Flip
Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.

2. **Click Line Item Actions > Add > Tax**.
   Upon **refresh**, the Tax fields will
   display for each selected line item.

3. **Click** Remove to remove a tax line item, if not necessary.

4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.

5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.
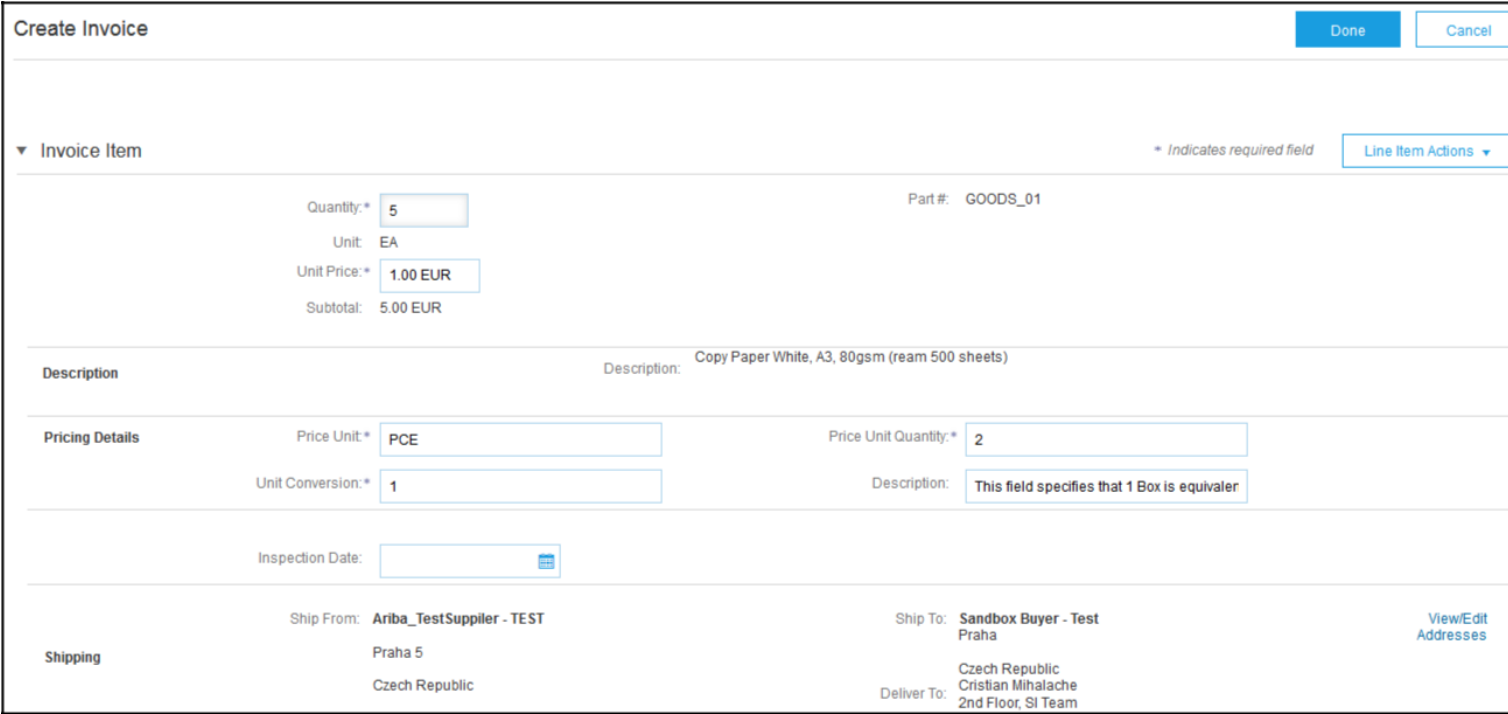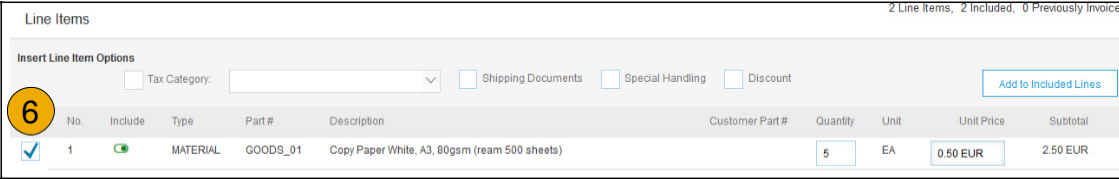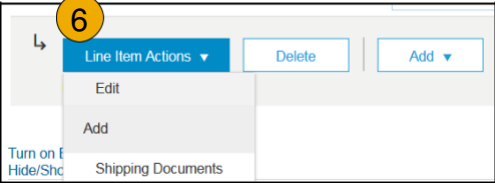
Invoice via PO Flip
Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.

Invoice via PO Flip
Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice Header or Line Item Level based on where the information is on PO:

1. **Header Allowance and Charges**

2. **Line level Allowance and Charges**

Invoice via PO Flip
Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.

2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.

3. Click Next.

Invoice via PO Flip
Add Service Lines to Invoices

1. **Select** the **Add** dropdown menu and select **Add General Service** OR **Add Labor Service.**

2. **Enter** details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Invoice via PO Flip
Review, Safe, or Submit to Customer

1. Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click Submit to send the invoice to Atmus.
3. If changes are needed, click Previous to return to previous screens and make corrections before submitting.
4. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from Outbox>Drafts on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice   Update   Save   Exit   Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:*   [ ]
! Required field

Invoice Date:*   22 Apr 2016

Remit To   333 MAIN ST

Bank Account:
Bill To:

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

Ariba Network

HOME   INBOX   OUTBOX   CATALOGS   ENABLEMENT TASKS   REPORTS

Invoices   Order Confirmations   Ship Notices   Drafts

Drafts

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.

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.

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

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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 if 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)

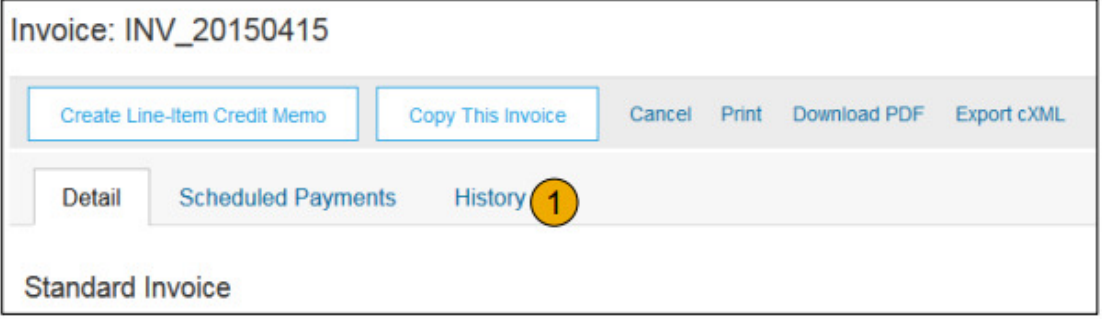- **Failed** – Ariba Network experienced a problem routing the invoice

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.

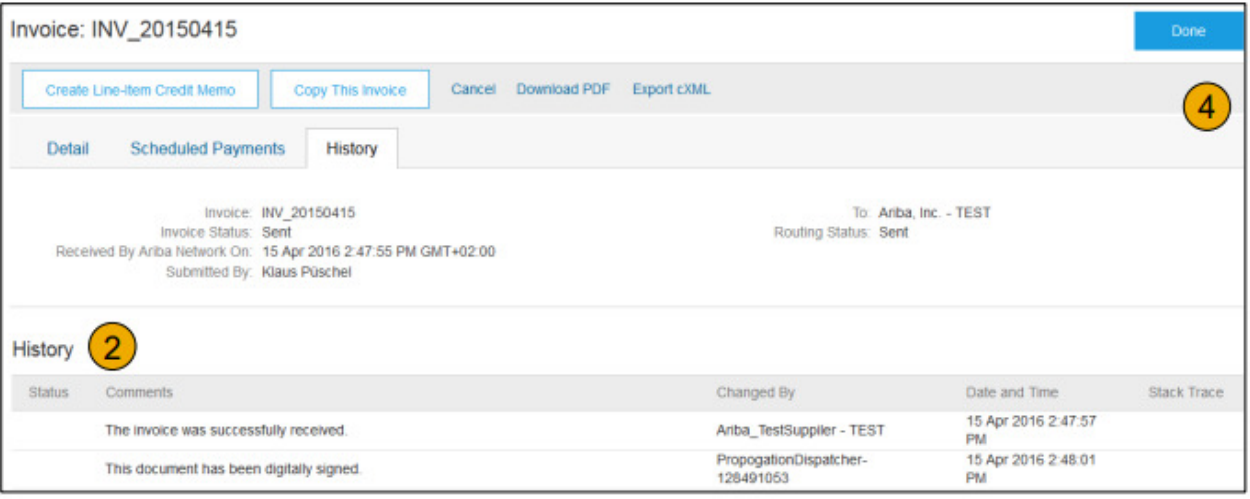4. **When you are done** reviewing the history, click Done.

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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**.**

Download Invoice Reports

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.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If 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 Archive Immediately to archive without waiting 30 days, and click **Start**.

   • If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).

   • **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.

5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

6.

Invoice Archival

Ariba Network can archive your invoices in zip format. The z... day period, then additionally select the Archive Immediately...

Configure Invoice Archival ③

Invoice Archival

Ariba Network can archive your invoices in zip format. The zi... ④ ...e not included in the D... invoices. Based on the option you have selected, Ariba Net... ...matically waits for a 30-... want Ariba Network to wait for a 30-day period, then additiona... ...ect the Archive Immedia...

○ Twice Daily
○ Daily
● Weekly
○ Biweekly
○ Monthly

Archiving Start Time: [11] : [0] ○ 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 b... ⑤ ...can v... ...nd download the archived invoices from the Document Archive > Archived Documents page f...

☐ Enable long-term invoice archiving. See the _terms and policies_ for the optional document archiving...

SAP Ariba

Thank you.

Atmus™

THE BEST RUN **SAP**