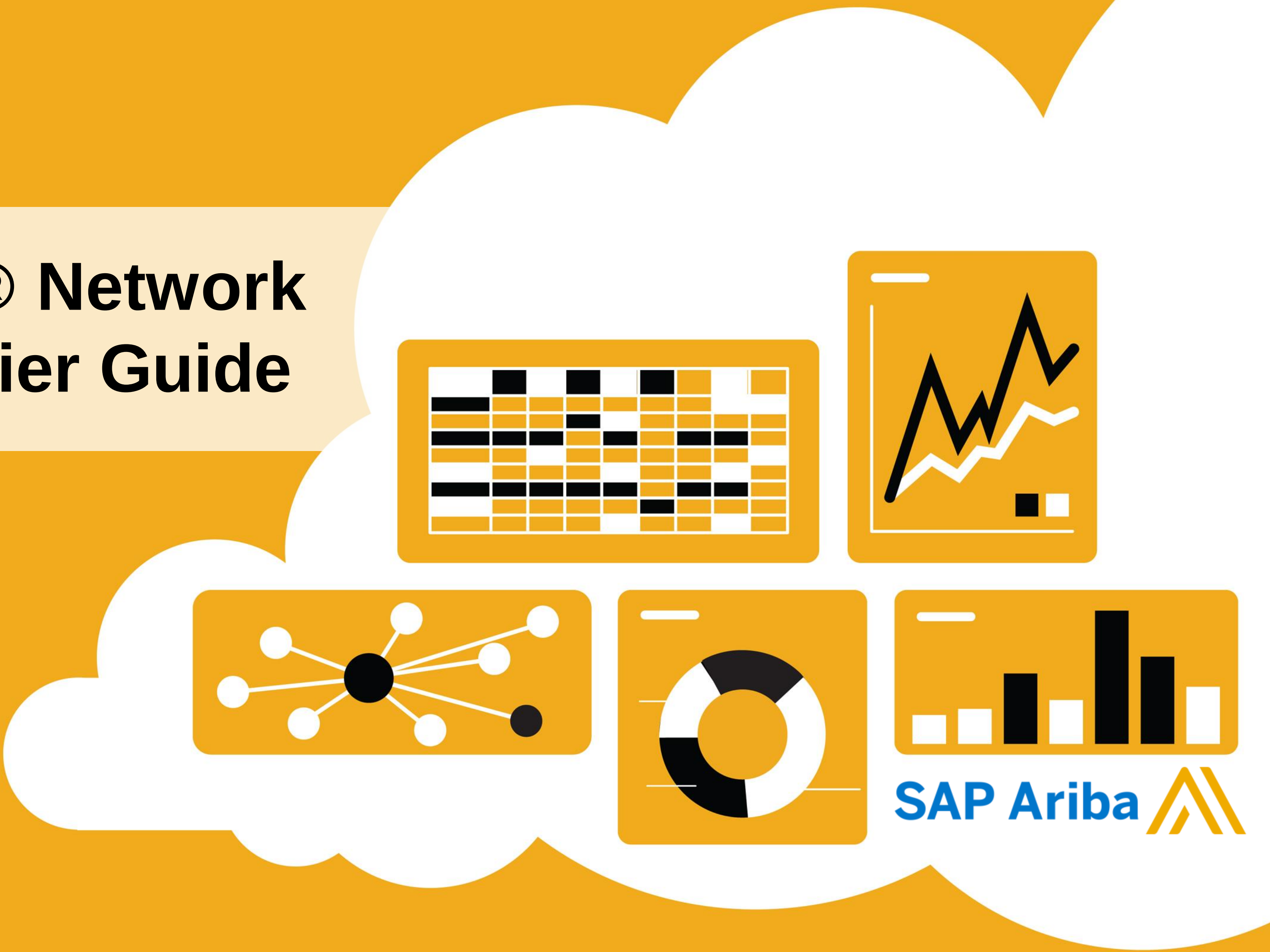
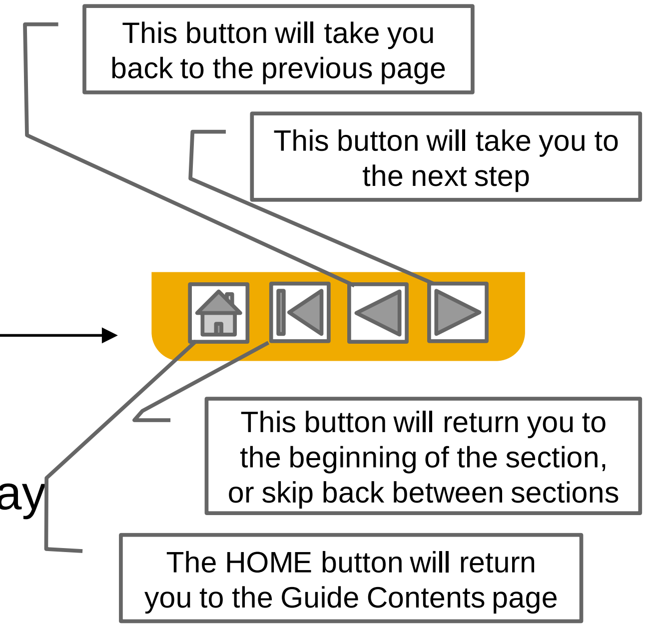
# Ariba® Network Supplier Guide




Get Started

# Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Puget Sound Energy.




You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.

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# SECTION 1: Ariba Network Overview

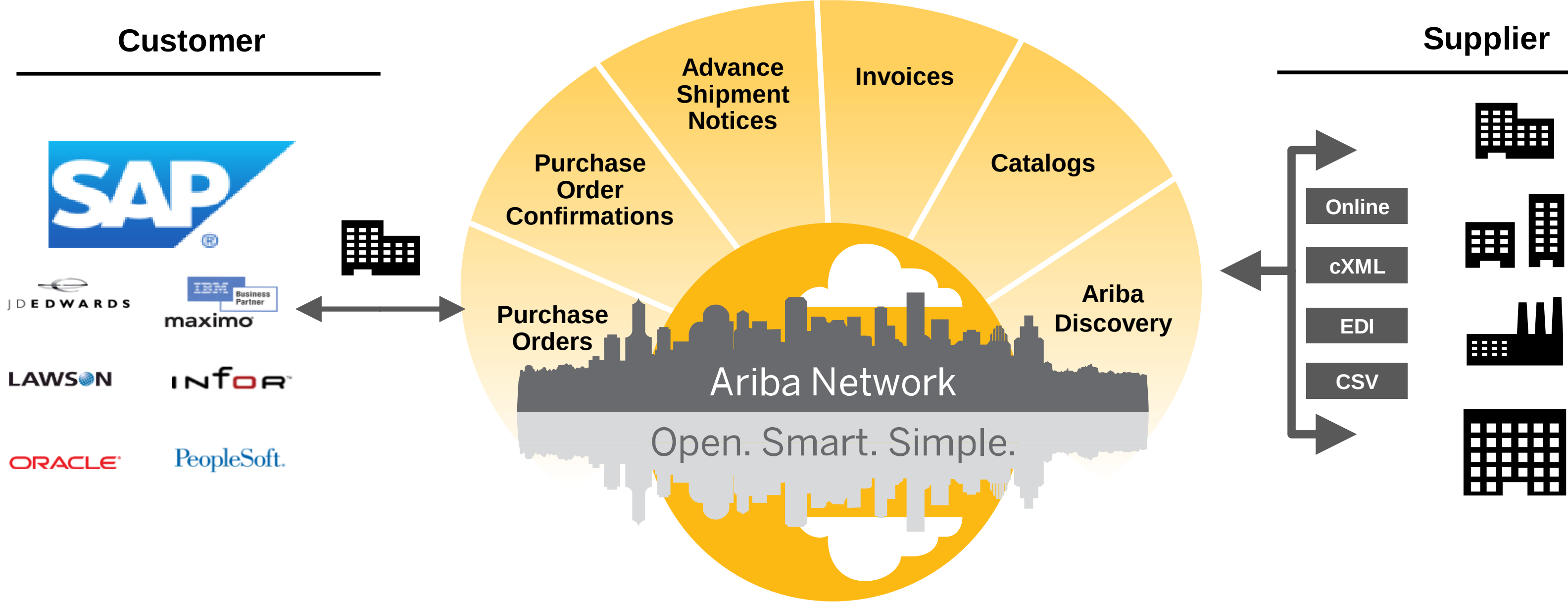
**What is Ariba Network?** → **Puget Sound Energy Project Scope** → **Supplier Value** → **Fee Schedule**

**Puget Sound Energy Project Scope**
- Puget Sound Energy Message
- Supported Documents
- Not Supported Documents

**Fee Schedule**
- $USD
- £GBR
- €EUR
- $AUD

# What is Ariba Network?

Puget Sound Energy has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.




**2+ million** Trading Partners

**$850B** In Annual Commerce

**>60%** Global 2000 use the Network

**65+ million** Annual Invoices

**190** Countries

**60+ million** Annual Purchase Orders

# Puget Sound Energy Message

PSE is pleased to announce a new initiative for improving and streamlining procurement and accounts payable processes by implementing an automated solution. To fulfill PSE's vision of moving away from paper-based and manually transmitted transaction documents, PSE is implementing the SAP Ariba Network solution. As a valued supplier of PSE, your company has been selected to participate in this initiative as a requirement for maintaining this ongoing business relationship.

If the Ariba Network is not already a familiar solution, please know that one of the reasons we selected the Ariba solution is that being on the Ariba Network and doing business with PSE electronically offers you multiple benefits, including:

- Real-time PO and invoice delivery for quicker fulfillment, identification of discrepancies, and payment status reporting
- Greater share of specific markets through use of online catalogs, as well as potential new business opportunities through visibility to other buying organizations on the Ariba Network
- Access to receivables financing options
- Simple set-up – all you need is an Internet connection

# Review Puget Sound Energy Specifications
## Supported Documents

**Puget Sound Energy project specifics:**

- ***Tax data*** is accepted at the header/summary level or at the line item level of the invoice.
- ***Shipping data*** is accepted at the header/summary level or at the line item level. If Collaborative Supply Chain is enabled, Shipping details are added at the header/summary level of the invoice.

### Supported

- **Purchase Order Confirmations**

  Apply against a whole PO or line items
- **Advance Shipment Notices**

  Apply against PO when items are shipped
- **Service Entry Sheets**

  Apply against a single purchase order referencing a line item
- **Detail Invoices**

  Apply against a single purchase order referencing a line item
- **Partial Invoices**

  Apply against specific line items from a single purchase order
- **Non-PO Invoices**

  Apply against a PO not received through Ariba Network
- **Service Invoices**

  Invoices that require service line item details
- **Contract Invoices**

  Apply against contracts
- **Credit Invoices/Credit Memos**

  Item level credits; price/quantity adjustments

# Review Puget Sound Energy Specifications

## Not Supported Documents

**NOT Supported:**

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by Puget Sound Energy
- **Invoicing for Purchasing Cards (P-Cards)**

  An invoice for an order placed using a purchasing card; not accepted by Puget Sound Energy
- **Duplicate Invoices**

  A new and unique invoice number must be provided for each invoice; Puget Sound Energy will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **BPO Invoices**

  Invoices against a blanket purchase order
- **Paper Invoices**

  Puget Sound Energy requires invoices to be submitted electronically through Ariba Network; Puget Sound Energy will no longer accept paper invoices
- **Header Level Credit Memos**

  The Header Level Credit Memo feature is not supported by Puget Sound Energy

# SAP Ariba Can Help You...

### Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks

### Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut

### Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention

### Track invoice and payment status online in real time and accelerate receivables?

- 62% decrease in late payments
- 68% improvement in reconciling payments

### See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

# Supplier Fee Schedule

## Please select your currency:

$USD

$CAD

$AUD

£GBR

€EUR

Can't Find Your Currency?

# Supplier Fee Schedule - USD

| 5 and more documents? | More than $50K? | Usage |
|---|---|---|
| NO | NO | FREE |
| YES | NO | FREE |
| NO | YES | FREE |
| YES | YES | CHARGEABLE |

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 250,000 USD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

**Examples**

| Volume | Subscription | Transaction | Total Annual |
|---|---|---|---|
| 60 documents \| $35K | Standard - $0 | $0 | $0 |
| 4 documents \| $500K | Standard - $0 | $0 | $0 |
| 60 documents \| $500K | Silver - $750 | $775 | $1525 |

**Transaction Fees**

Billed every quarter

**0.155% of transaction volume**

Capped at $20,000/year (per Relationship)

+

**Subscription Fees**

Billed once a year

| **Annual Document Count** Across All Customer Relationships | **Subscription** | **Annual Fees** |
|---|---|---|
| 5 to 24 documents | Bronze | $50 |
| 25 to 99 documents | Silver | $750 |
| 100 to 499 documents | Gold | $2,250 |
| 500 and more documents | Platinum | $5,500 |

# Supplier Fee Schedule - CAD

| 5 and more documents? | More than $50K? | Usage |
|---|---|---|
| NO | NO | FREE |
| YES | NO | FREE |
| NO | YES | FREE |
| YES | YES | CHARGEABLE |

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Chargeable suppliers transacting less than $245,000 CAD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

**Examples**

| Volume | Subscription | Transaction | Total Annual |
|---|---|---|---|
| 60 documents \| $35K | Standard - $0 | $0 | $0 |
| 4 documents \| $500K | Standard - $0 | $0 | $0 |
| 60 documents \| $500K | Silver - $750 | $775 | $1525 |

**Transaction Fees**

Billed every quarter

**0.155% of transaction volume**

Capped at $20,000/year (per Relationship)

+

**Subscription Fees**

Billed once a year

| **Annual Document Count** Across All Customer Relationships | **Subscription** | **Annual Fees** |
|---|---|---|
| 5 to 24 documents | Bronze | $50 |
| 25 to 99 documents | Silver | $750 |
| 100 to 499 documents | Gold | $2,250 |
| 500 and more documents | Platinum | $5,500 |

# Supplier Fee Schedule - GBP

| 5 and more documents? | More than £34,250? | Usage |
|---|---|---|
| NO | NO | FREE |
| YES | NO | FREE |
| NO | YES | FREE |
| YES | YES | CHARGEABLE |

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 155,000 GBP in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

**Examples**

| Volume | Subscription | Transaction | Total Annual |
|---|---|---|---|
| 60 documents \| £30K | Standard - £0 | £0 | £0 |
| 4 documents \| £500K | Standard - £0 | £0 | £0 |
| 60 documents \| £500K | Silver - £500 | £775 | £1275 |

**Transaction Fees**

Billed every quarter

**0.155% of transaction volume**

Capped at £13 200/year (per Relationship)

+

**Subscription Fees**

Billed once a year

| **Annual Document Count** Across All Customer Relationships | **Subscription** | **Annual Fees** |
|---|---|---|
| 5 to 24 documents | Bronze | £35 |
| 25 to 99 documents | Silver | £500 |
| 100 to 499 documents | Gold | £1,500 |
| 500 and more documents | Platinum | £3,770 |

# Supplier Fee Schedule - EUR

| 5 and more documents? | More than €44 600? | Usage |
|---|---|---|
| NO | NO | FREE |
| YES | NO | FREE |
| NO | YES | FREE |
| YES | YES | CHARGEABLE |

- **FREE for all suppliers to join and begin transacting**
- **No surcharges for suppliers with multiple divisions or business units**
- **Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses**
- **Please note that chargeable suppliers transacting less than 185,000 EUR in annual financial volume will be assigned to the Bronze level irrespective of annual document count.**

**Examples**

| Volume | Subscription | Transaction | Total Annual |
|---|---|---|---|
| 60 documents \| €35K | Standard - €0 | €0 | €0 |
| 4 documents \| €500K | Standard - €0 | €0 | €0 |
| 60 documents \| €500K | Silver - €670 | €775 | €1445 |

**Transaction Fees**

Billed every quarter

**0.155% of transaction volume**
Capped at €15 500/year (per Relationship)

+

**Subscription Fees**

Billed once a year

| **Annual Document Count** Across All Customer Relationships | **Subscription** | **Annual Fees** |
|---|---|---|
| 5 to 24 documents | Bronze | €45 |
| 25 to 99 documents | Silver | €670 |
| 100 to 499 documents | Gold | €2 000 |
| 500 and more documents | Platinum | €4 900 |

# Supplier Fee Schedule - AUD

| 5 and more documents? | More than A$50K? | Usage |
|---|---|---|
| NO | NO | FREE |
| YES | NO | FREE |
| NO | YES | FREE |
| YES | YES | CHARGEABLE |

- FREE for all suppliers to join and begin transacting
- No surcharges for suppliers with multiple divisions or business units
- Documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses
- Please note that chargeable suppliers transacting less than 235,000 AUD in annual financial volume will be assigned to the Bronze level irrespective of annual document count.

**Examples**

| Volume | Subscription | Transaction | Total Annual |
|---|---|---|---|
| 60 documents \| A$35K | Standard - A$0 | A$0 | A$0 |
| 4 documents \| A$500K | Standard - A$0 | A$0 | A$0 |
| 60 documents \| A$500K | Silver - A$750 | A$775 | A$1525 |

**Transaction Fees**

Billed every quarter

**0.155% of transaction volume**
Capped at A$20,000/year (per Relationship)

+

**Subscription Fees**

Billed once a year

| **Annual Document Count** Across All Customer Relationships | **Subscription** | **Annual Fees** |
|---|---|---|
| 5 to 24 documents | Bronze | A$50 |
| 25 to 99 documents | Silver | A$750 |
| 100 to 499 documents | Gold | A$2,250 |
| 500 and more documents | Platinum | A$5,500 |

# SECTION 2: Set Up Your Account

**Basic Account Configuration**

- Configuration Requirements
- Accept Invitation
- Profile Completion
- Email Notifications

**Enablement Tasks**

- Enablement Tasks
- Purchase Order Routing
- Invoice Notifications
- Tax Details
- Remittances

**Advanced Account Configuration**

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- Multi-Orgs
- Test Accounts

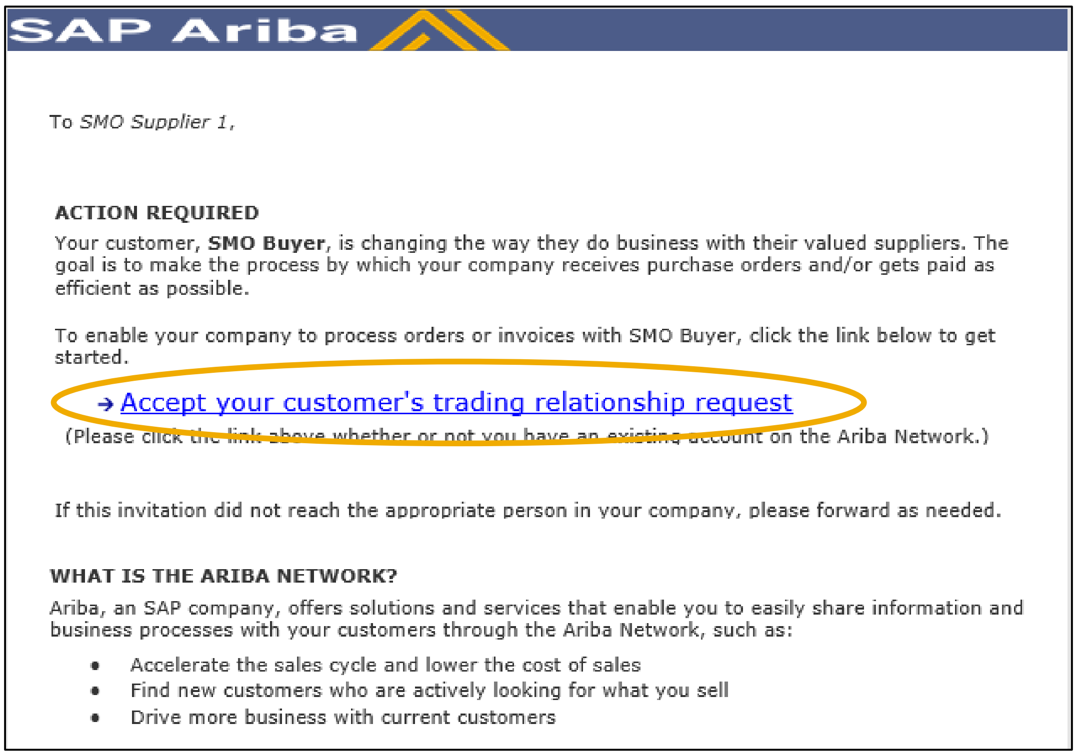
# Puget Sound Energy Specific Account Configuration

- **VAT ID / TAX ID –** select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address –** select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods –** select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers) –** To create a test account, select your name in top right corner and choose "Switch to Test ID."
- **Currency –** The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in User Account Navigator > My Account > Preferences.

# Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

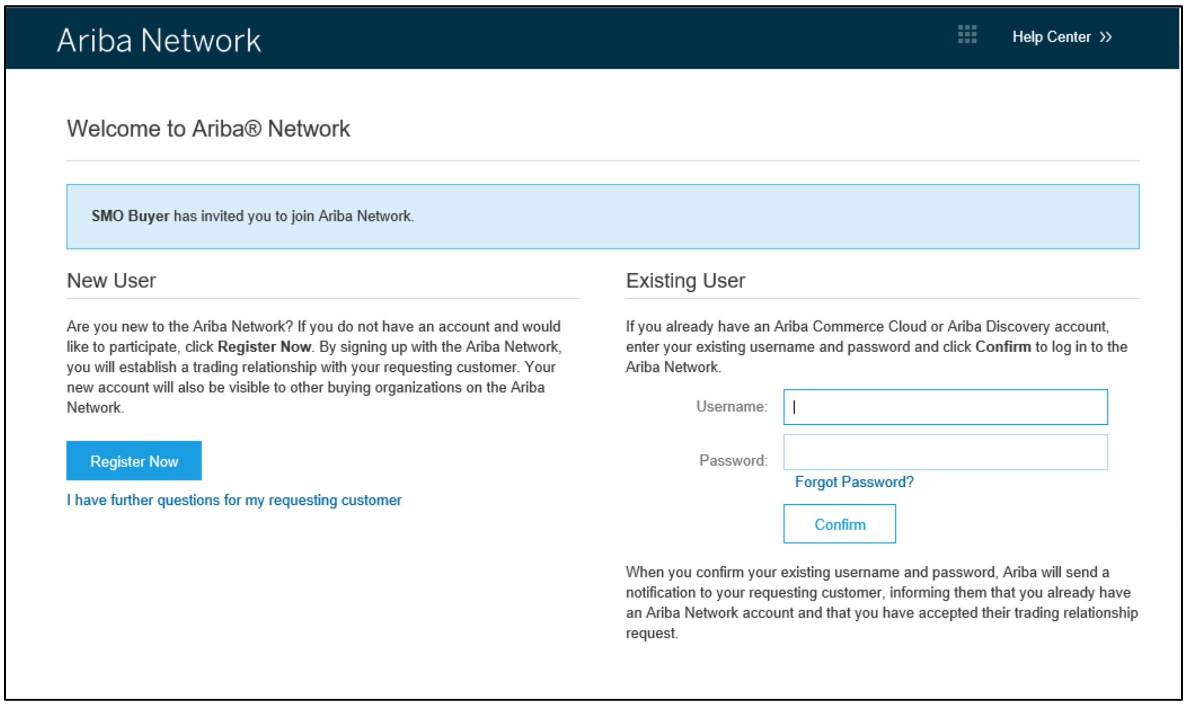
➲ **Click** the link in the emailed letter to proceed to the landing page**.**



# Select One…

First Time User

Existing User



# Register as New User

1. Click **Register Now.**

2. Enter Company Information fields marked required with an asterisk (*) including:

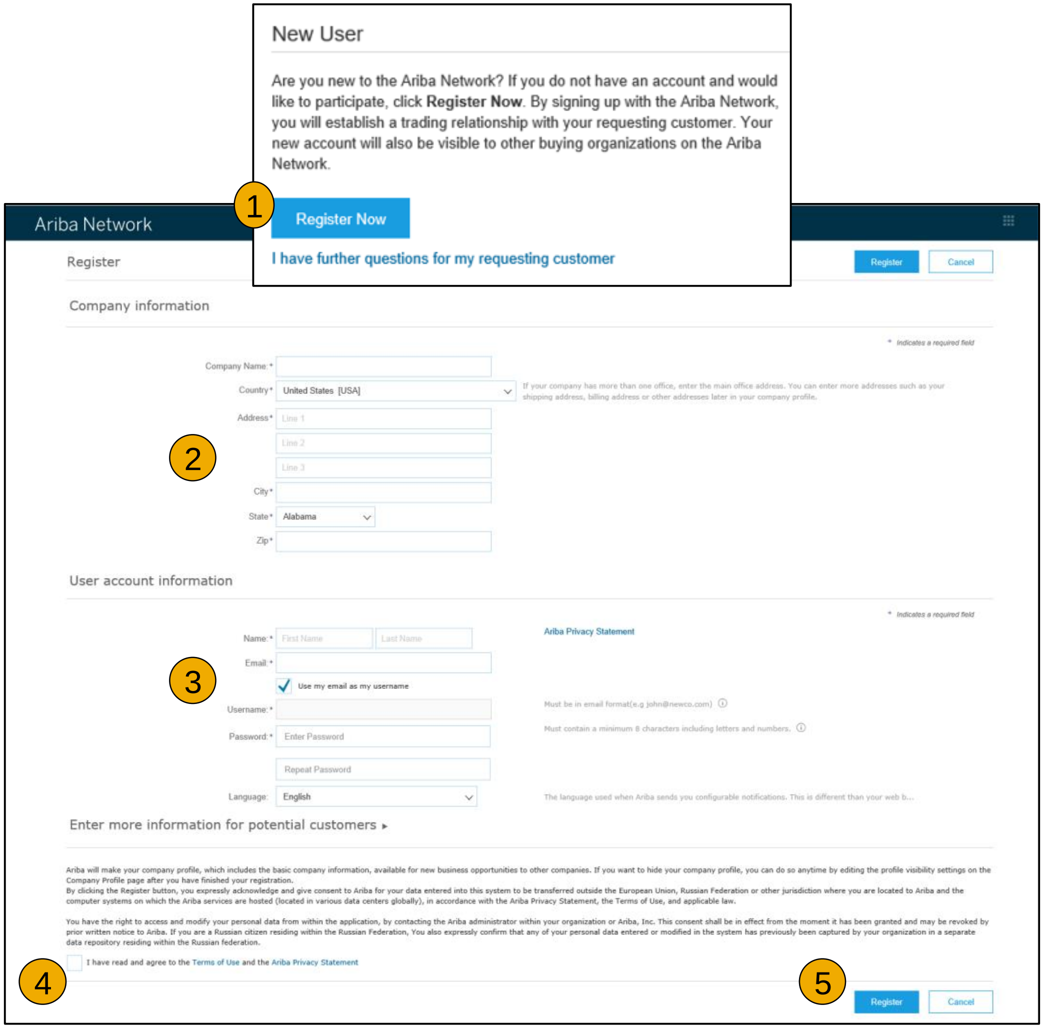
   - **Company Name**
   - **Country**
   - **Address**

3. Enter User Account information marked required with an asterisk (*) including:

   - **Name**
   - **Email Address**
   - **Username (if not the same as email address)**
   - **Password**

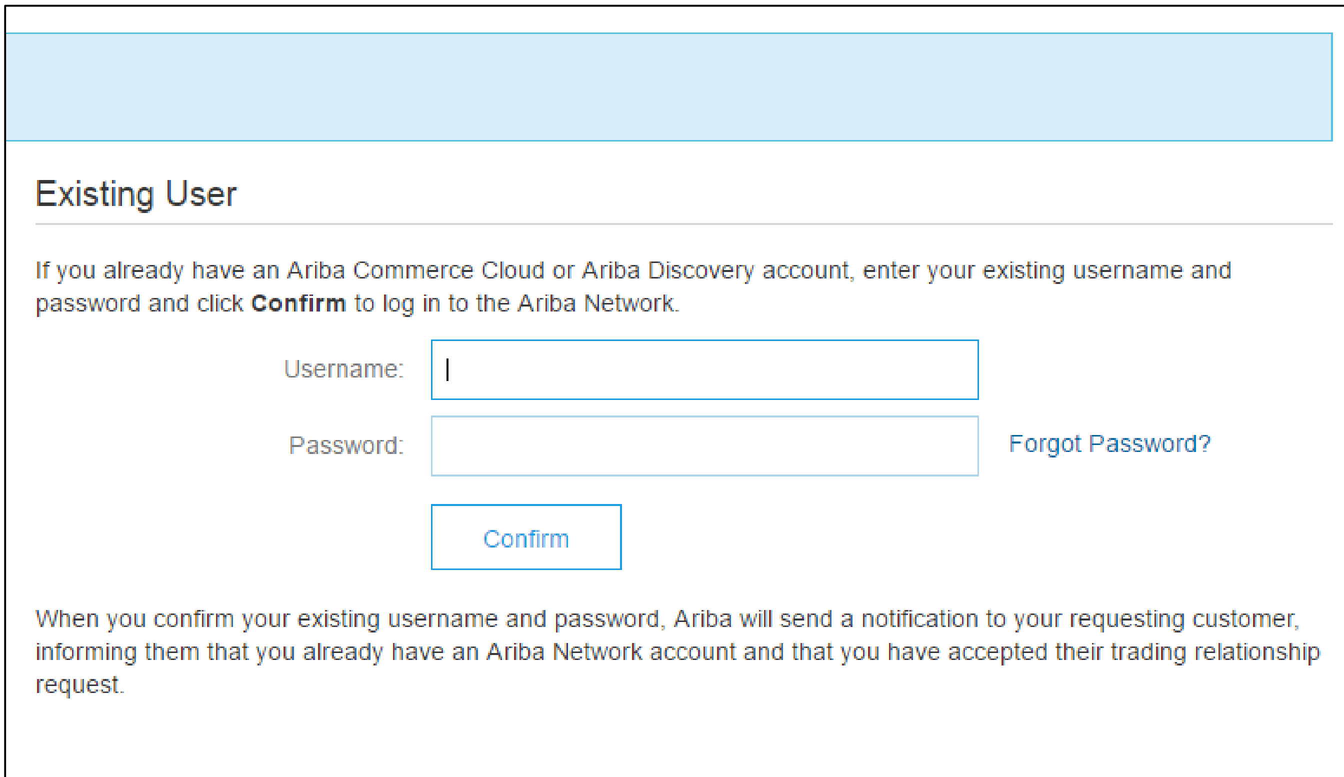
4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.



# Accept Relationship as Existing User

- **Log in** using your current Ariba username and password in order to accept the relationship with your customer.





Trouble Logging In?

More Than One Account?

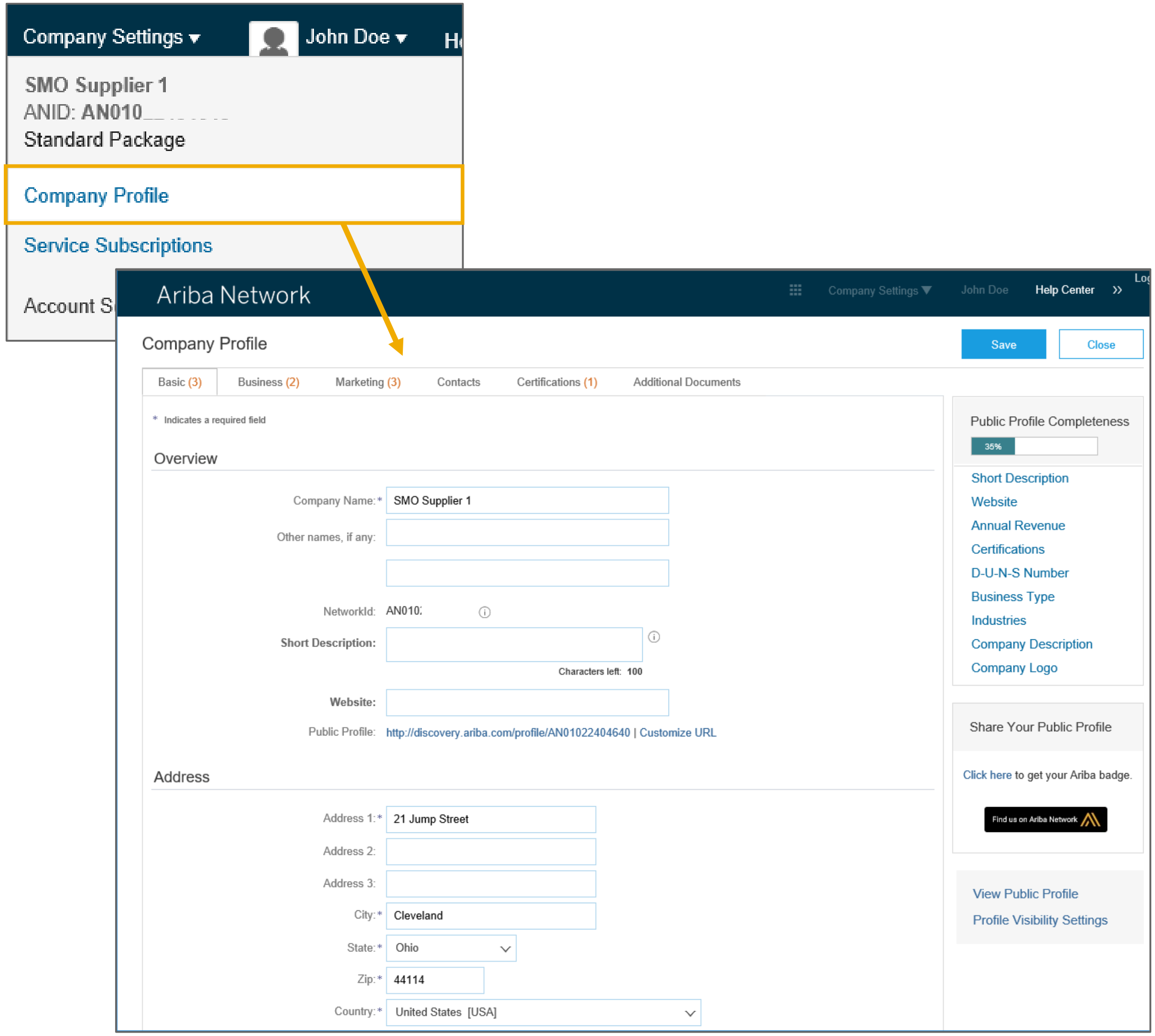
# Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.

2. **Complete** all suggested fields within the tabs to best represent your company.

3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

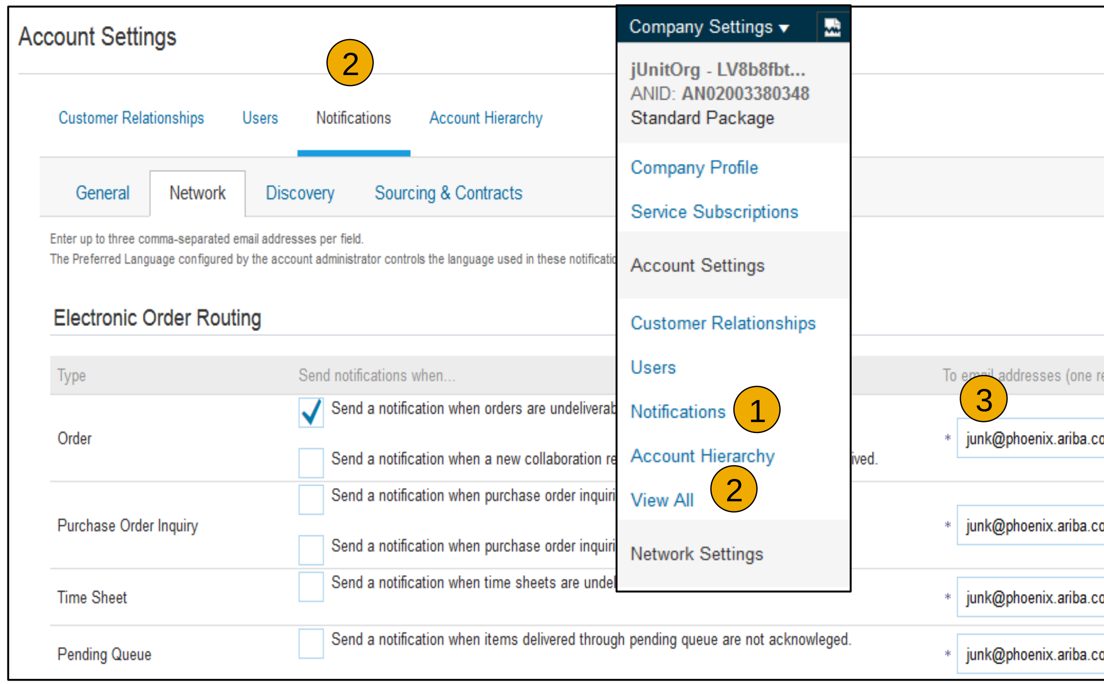
**Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



# Configure Your Email Notifications

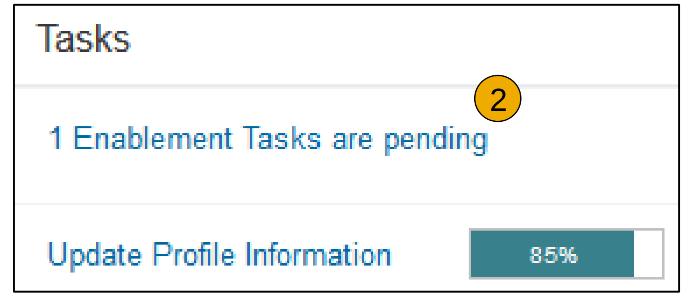
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

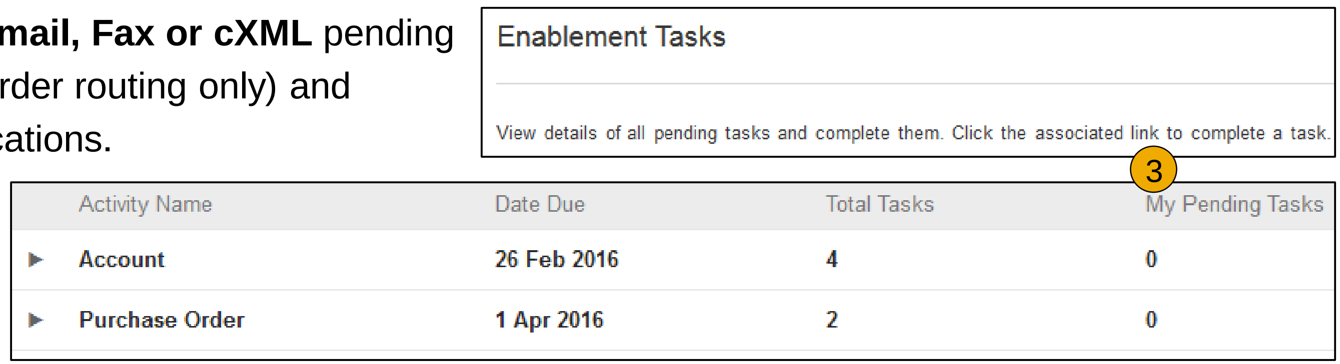
1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.



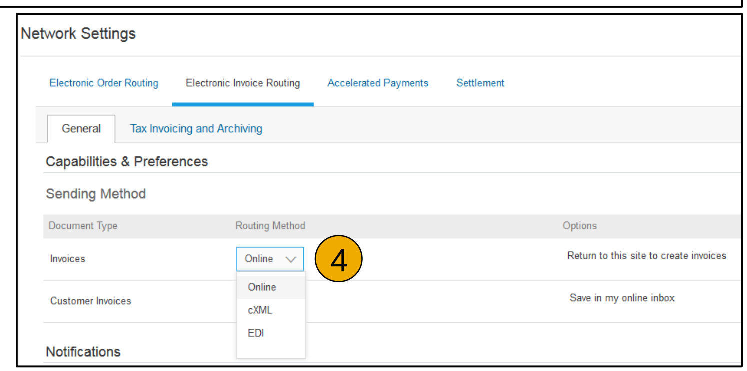
# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
   **Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.



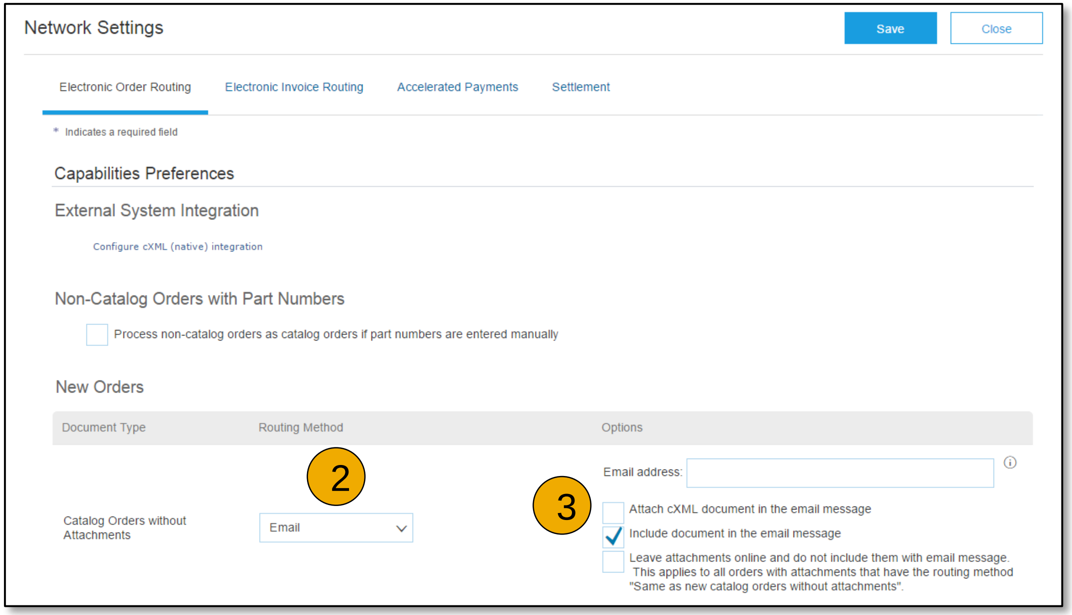




**Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.



# Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
   - **Online**
   - **cXML**
   - **EDI**
   - **Email**
   - **Fax**
   - **cXML pending queue** (available for Order routing only)
3. **Configure** e-mail notifications.



# Route Your Purchase Orders

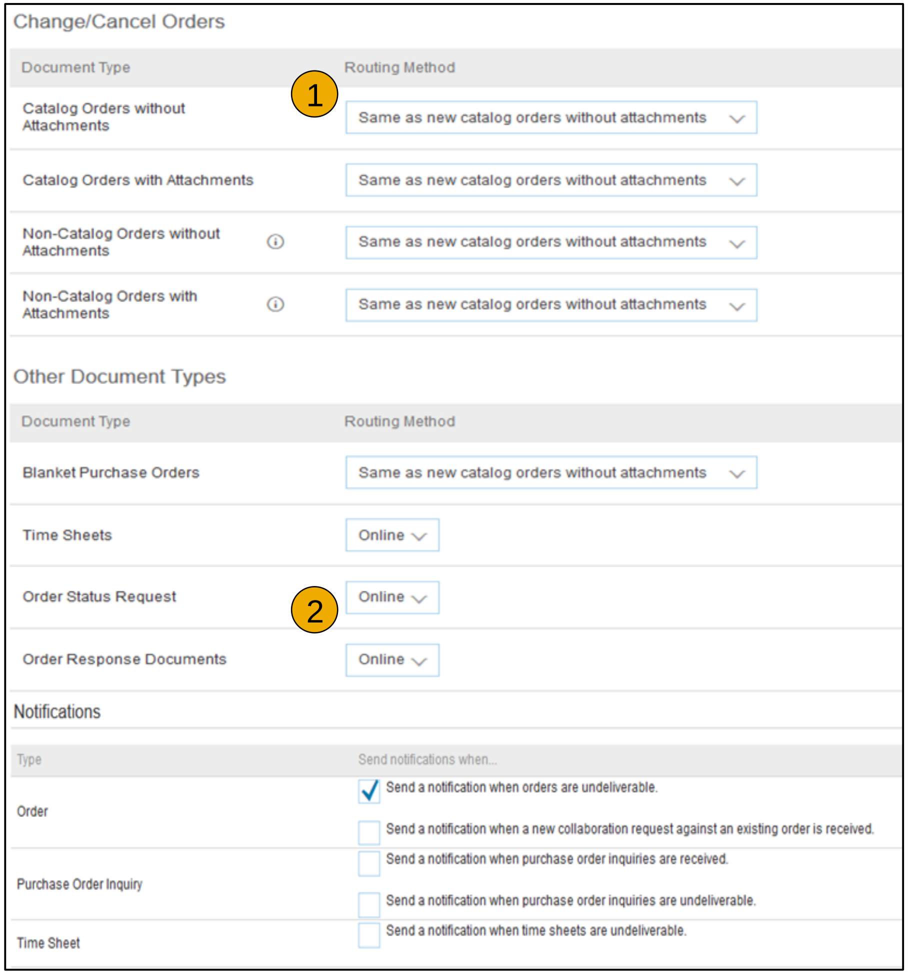
## Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact PSESupplierEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

# Select Electronic Order Routing Method

## Notifications

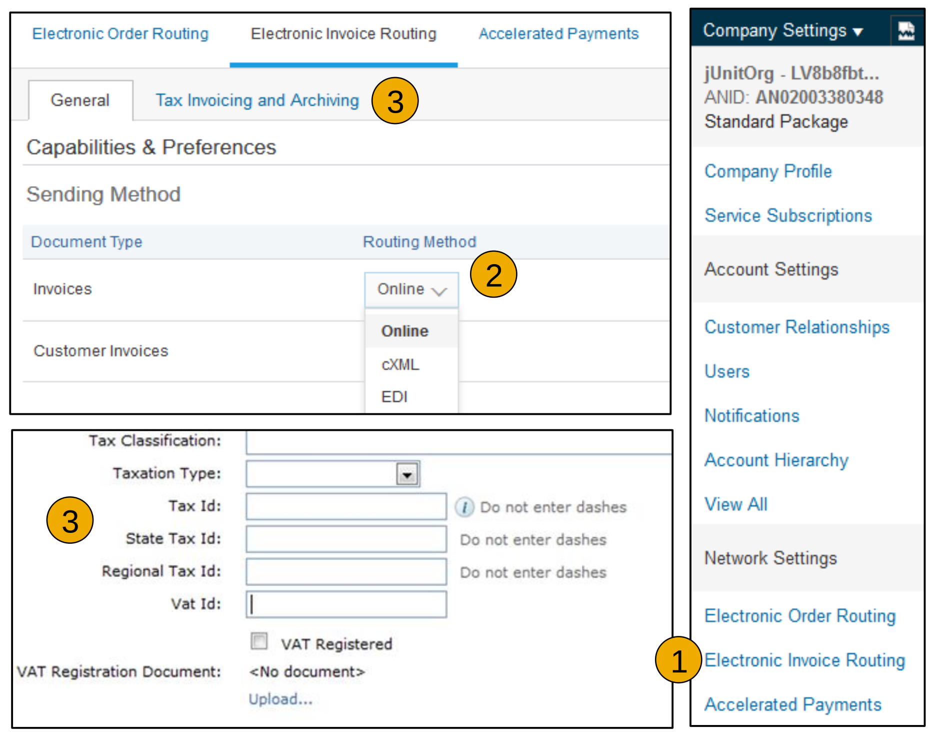
1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



# Select Electronic Invoice Routing Method

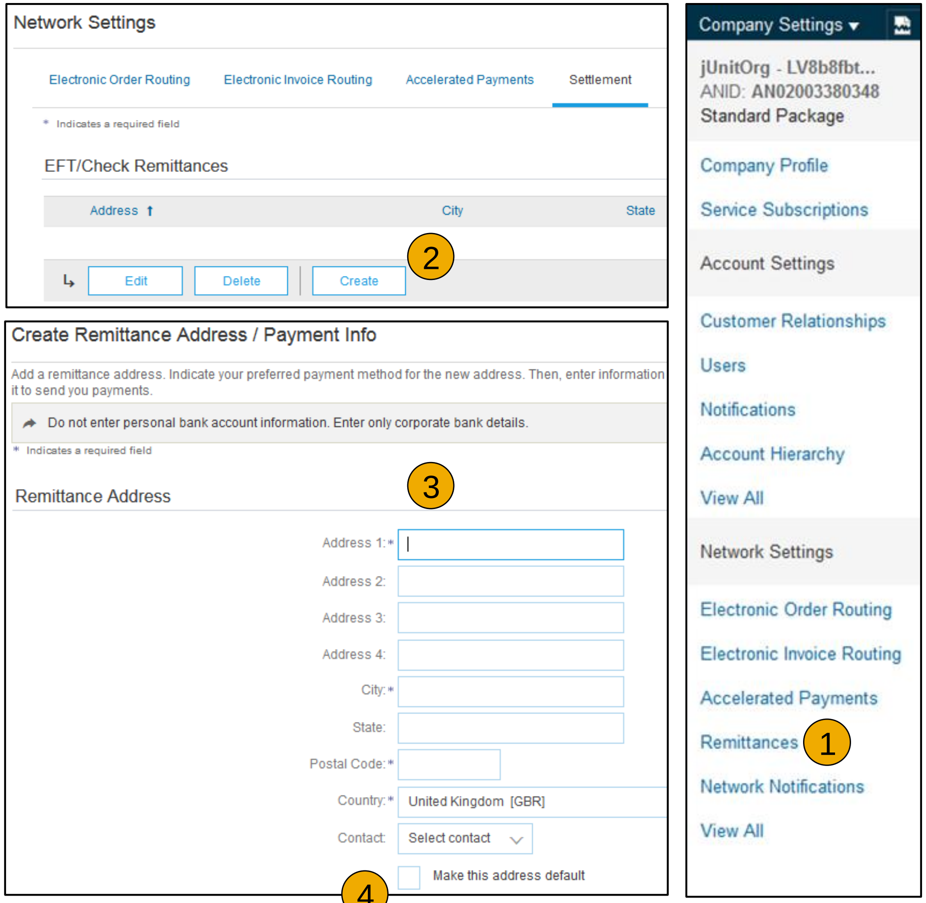
## Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.



# Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

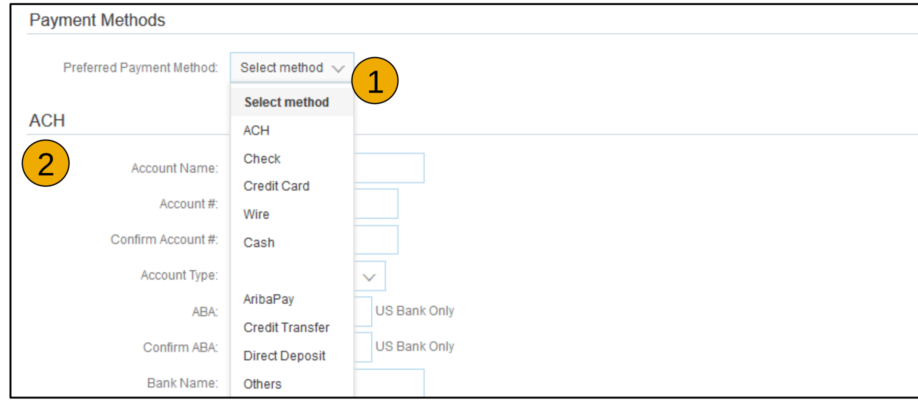


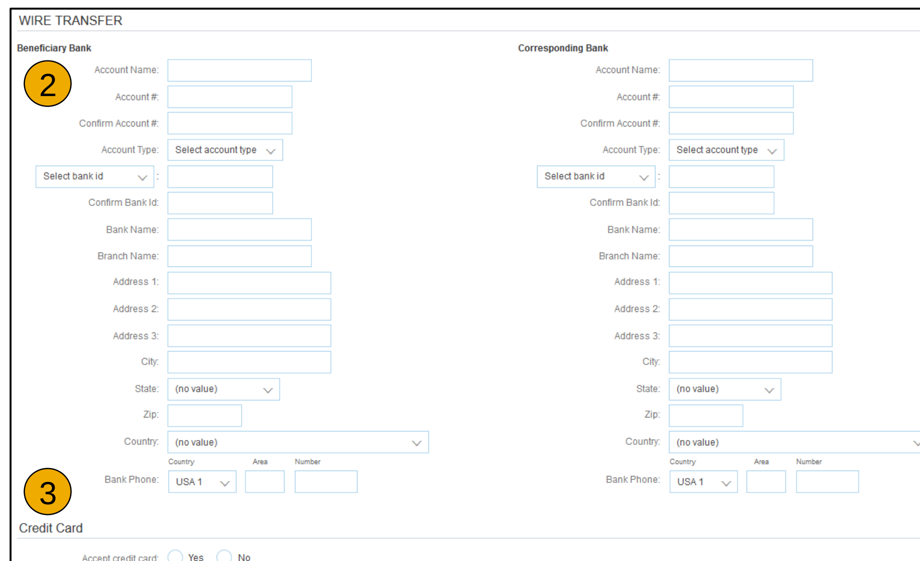
# Configure Your Remittance Information

## Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

**Note:** This does not change the method of payment from your customer, unless specified.

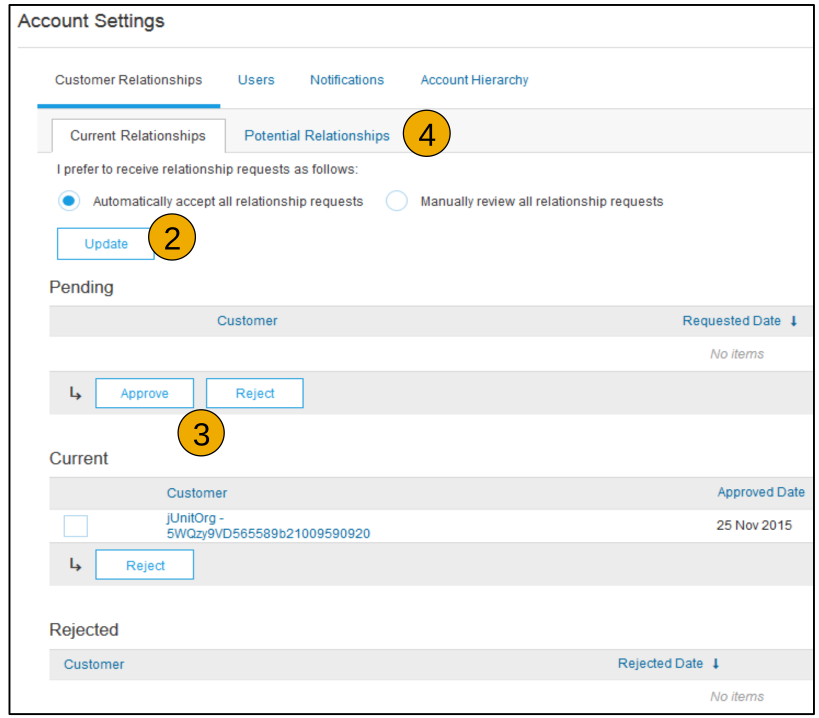


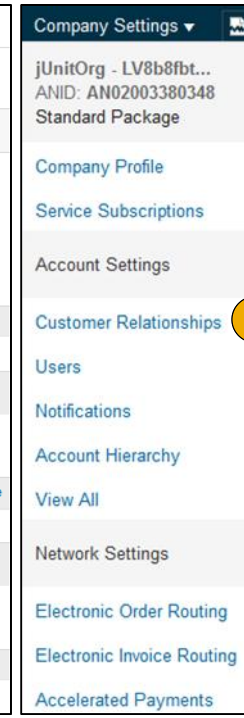



# Review Your Relationships

## Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** Potential customers in Potential Relationships tab.



# Set Up User Accounts

## Roles and Permission Details

**Administrator**

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

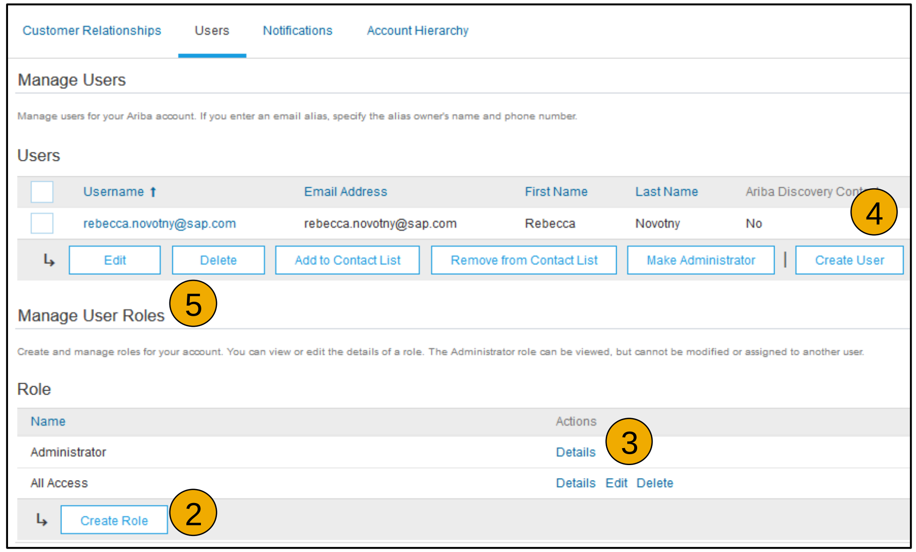
**User**

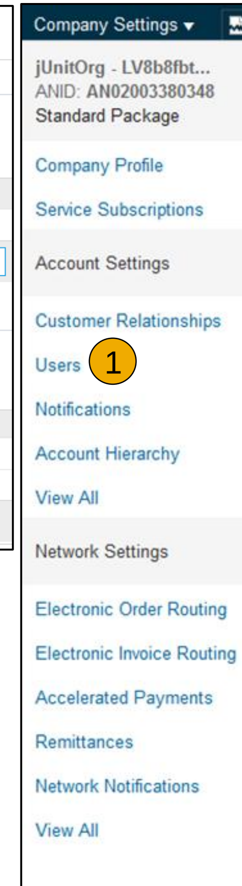
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.



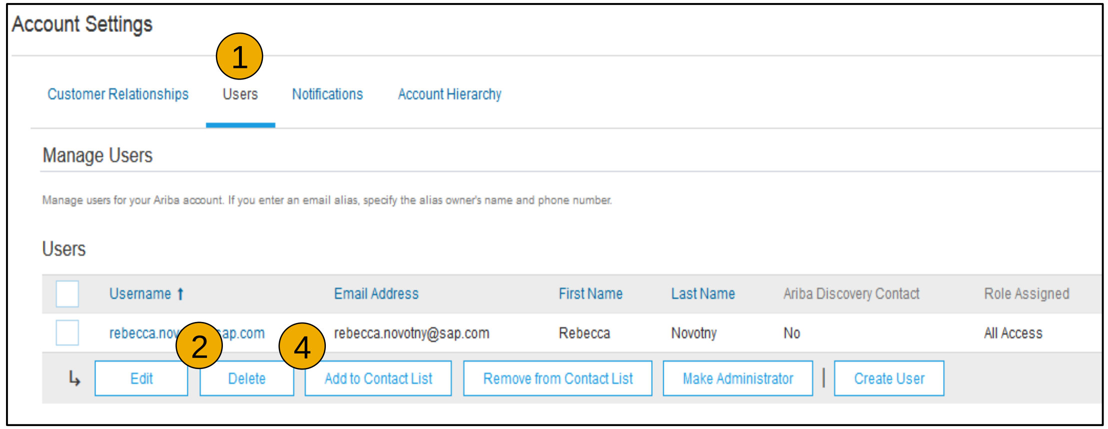



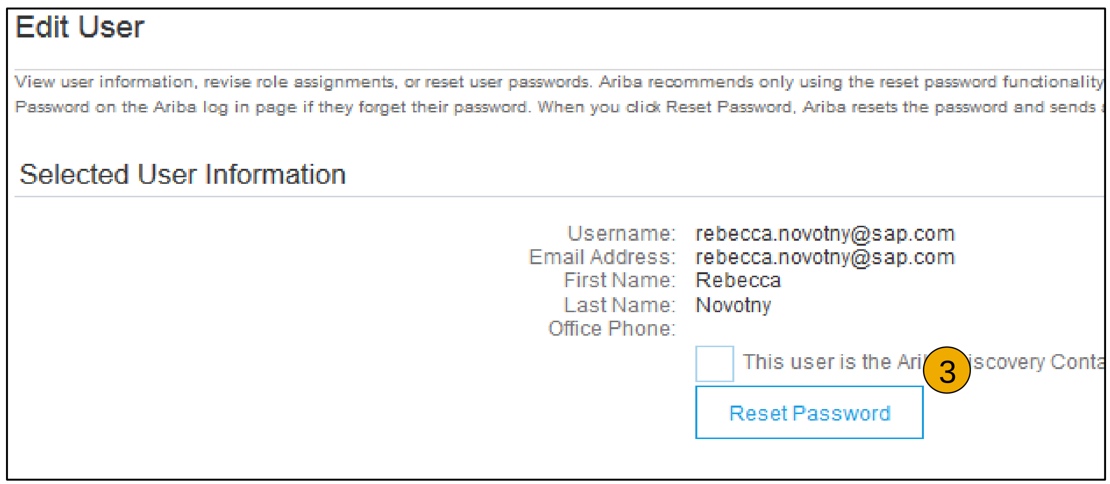

4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator

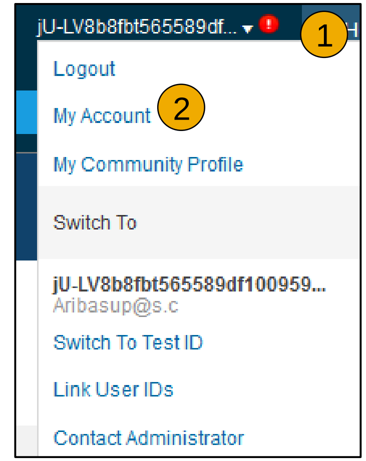


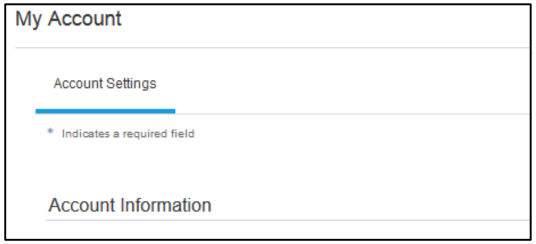



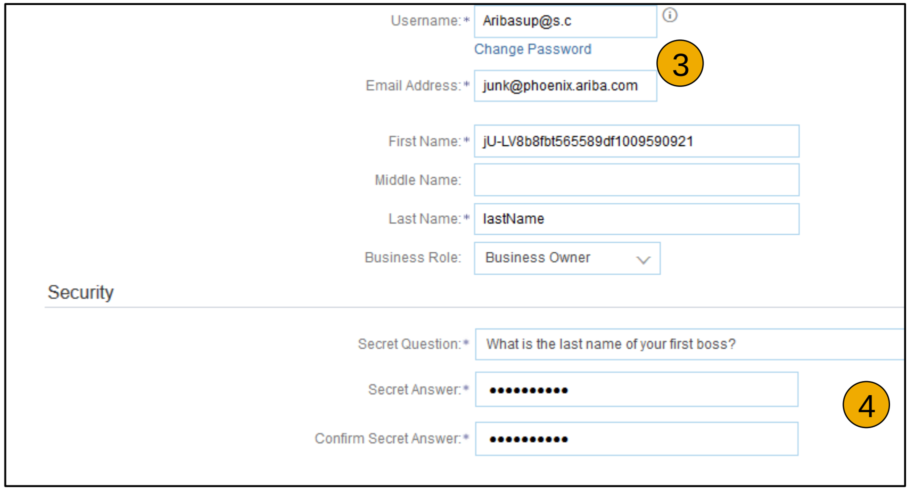
# Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account

   **Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.



# Consolidate Your Bills Through a Multi-Org

SAP Ariba

**Branch 1 Parent Account ANID 1**

**Branch 2 ANID 2**

**Branch 3 ANID 3**

**Branch 4 ANID 4**

**Multi-Org Consolidated Invoice**

**Branch 1** **Parent Account
- Customer X
- Customer Z

**Branch 2**
- Customer Y
- Customer Z

**Branch 3**
- Customer Y
- Customer Z

**Branch 4**
- No chargeable relationship

**1 Master Anniversary Date**

**1 service invoice per quarter for all customers**

**Ariba offers invoice consolidation and synchronization for customers with several accounts**

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# Participate in a Multi-Org

## Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID’s to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

# Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Link Accounts Via an Account Hierarchy

**Linkage between individual accounts for <u>account management</u> purposes**

The administrator of the Parent account can log into the child account and take the following actions:

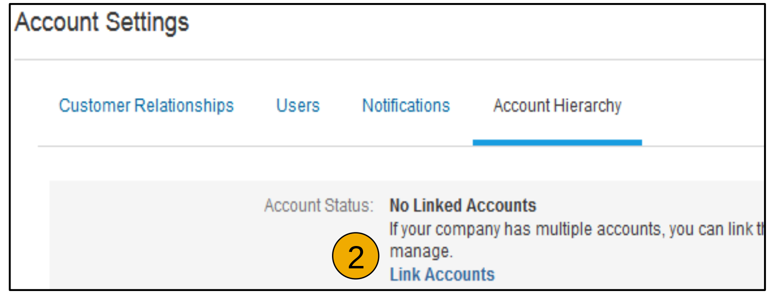
- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

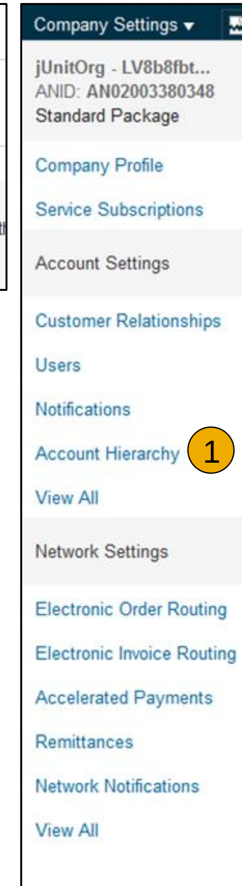
The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# Create an Account Hierarchy

1. **From** the **Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



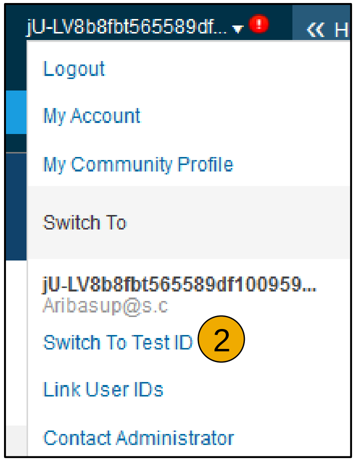



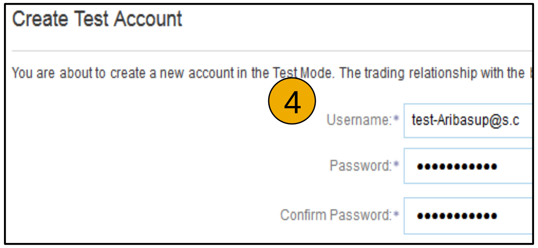
# Set Up a Test Account

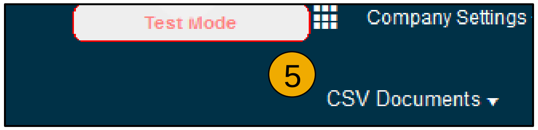
1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.

   - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

   **Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



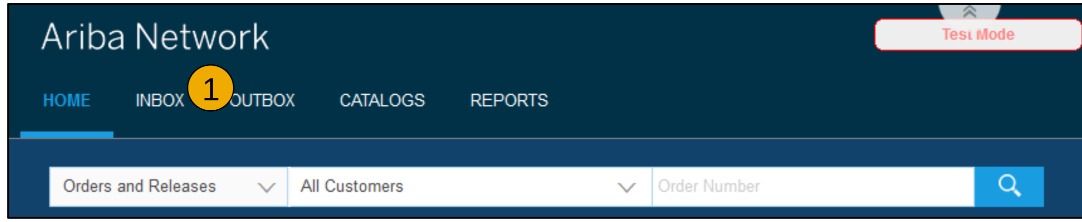
# SECTION 3: Purchase Order Management

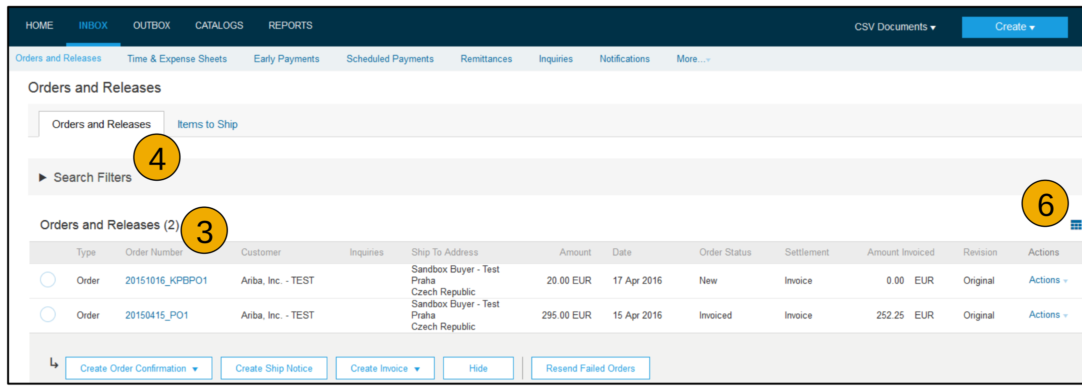
View Purchase Orders → Purchase Order Detail → Create PDF of PO

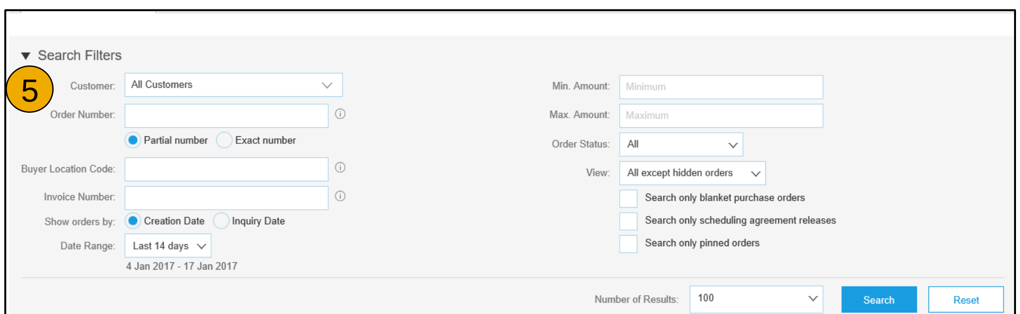
# Manage POs

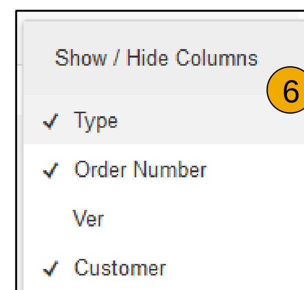
## View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Puget Sound Energy.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.




Can't Find Your PO?

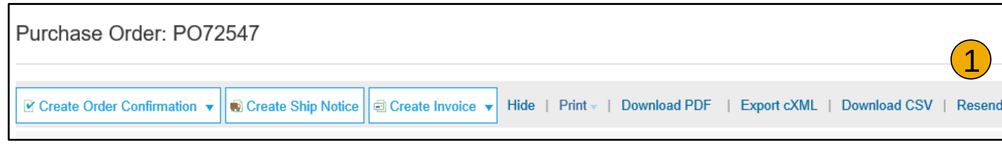
# Manage POs

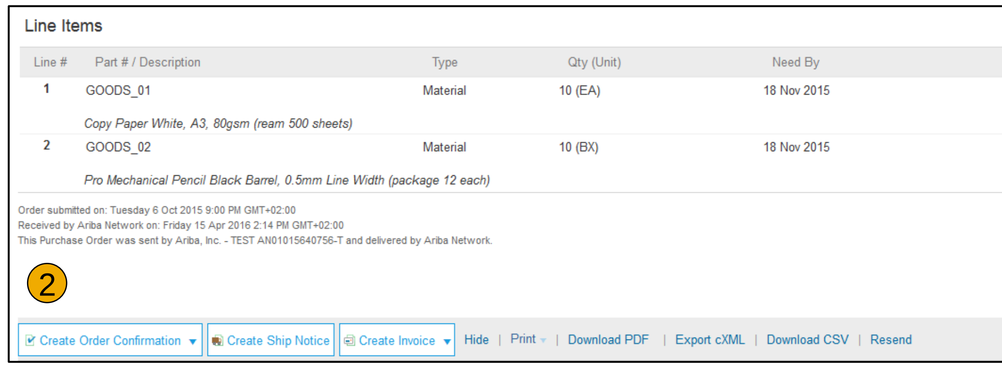
## Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

   **Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

   Additional options: **Export cXM**L to save a  copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.



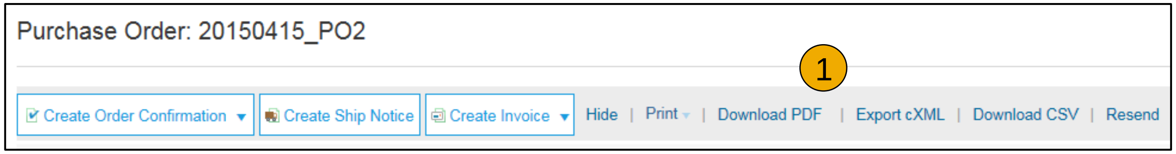

2. **Line Items section** describes the ordered  items. Each line describes a quantity of  items Puget Sound Energy wants to purchase.  Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

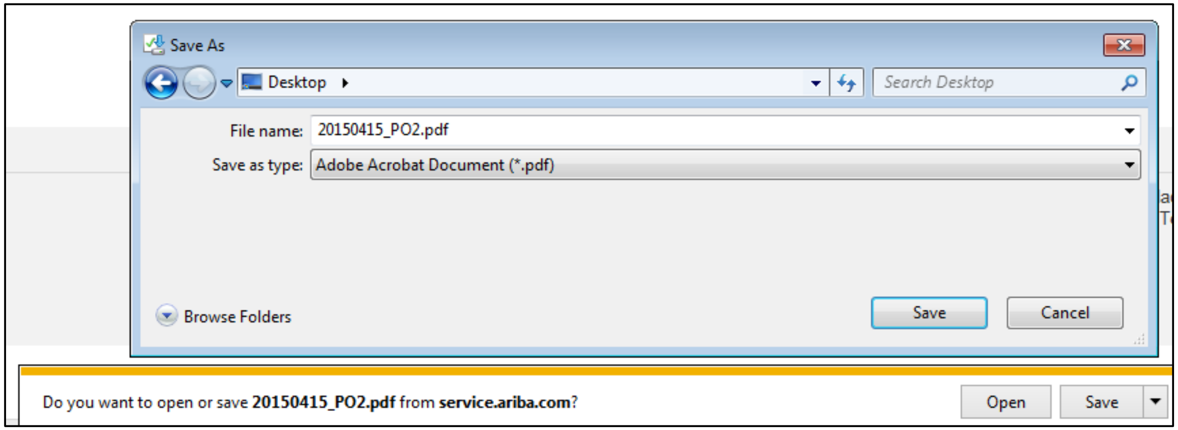
# Manage POs

## Create PDF of PO

**1. Select "Download PDF"** as shown.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



# SECTION 4: Other Documents

**Order Confirmations (OC)**

- Confirm Entire Order
- Reject Entire Order
- Update Line Items

**Advanced Ship Notices (ASN)**

- Create Ship Notice
- Delivery Terms and Transportation Details
- Details
- Submit Ship Notice and Status

**Service Entry Sheets (SES)**

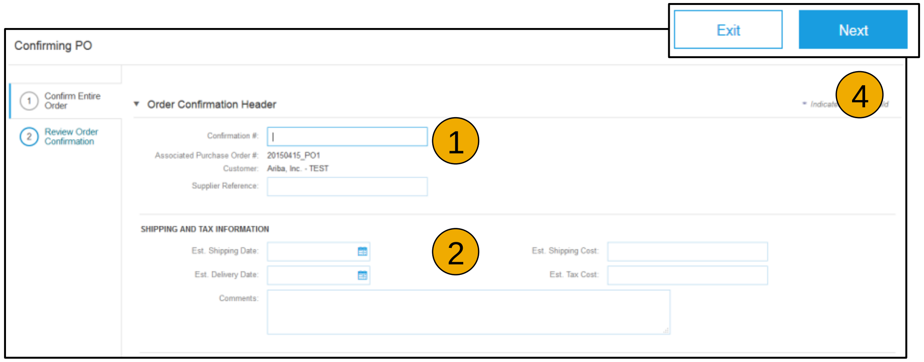
- Locate a Service PO
- Create Service Sheet
- Submit Service Sheet
- Auto-Generate Service Sheet
- Check Status

# 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 Puget Sound Energy.**




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.

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

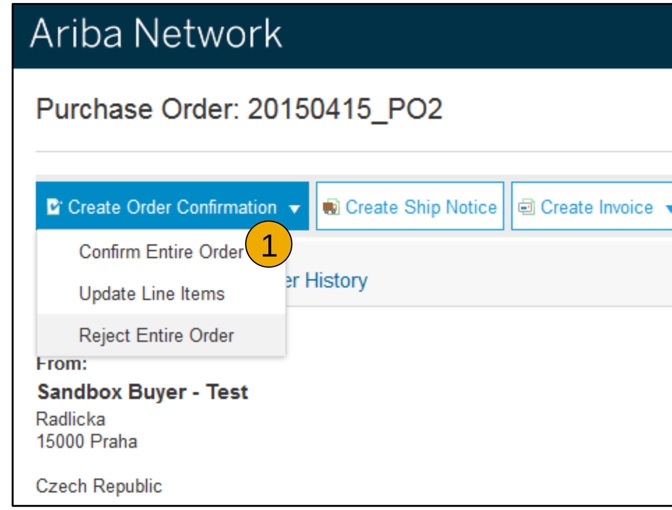
Trouble With Your OC?

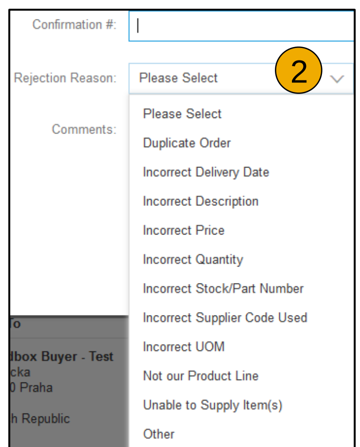
# Create Order Confirmation

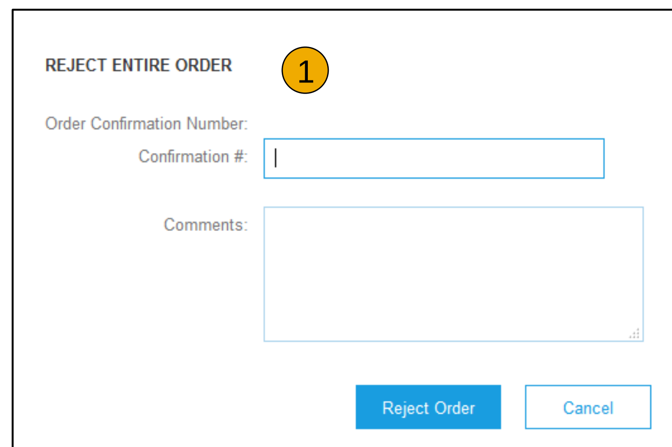
## Reject Entire Order

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 Status will be explained on the next few slides.)



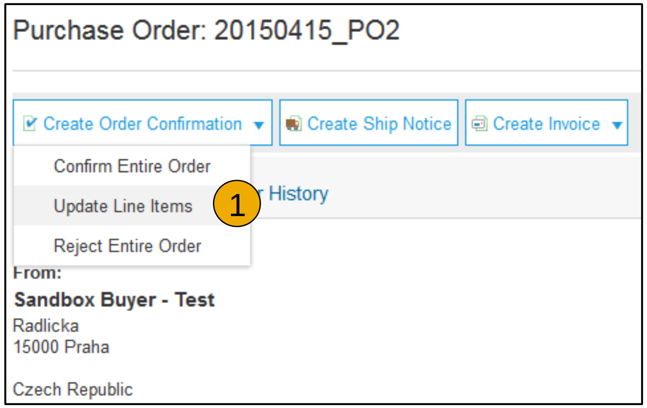



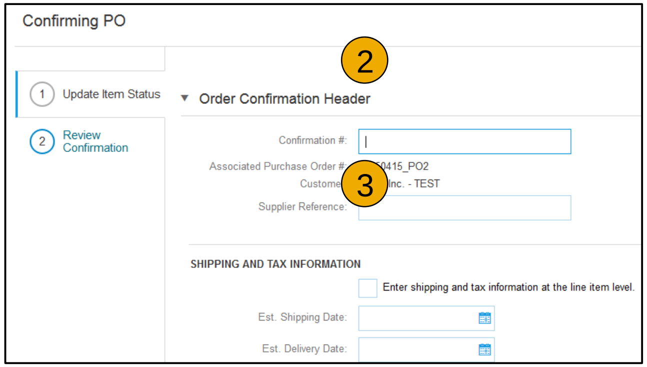



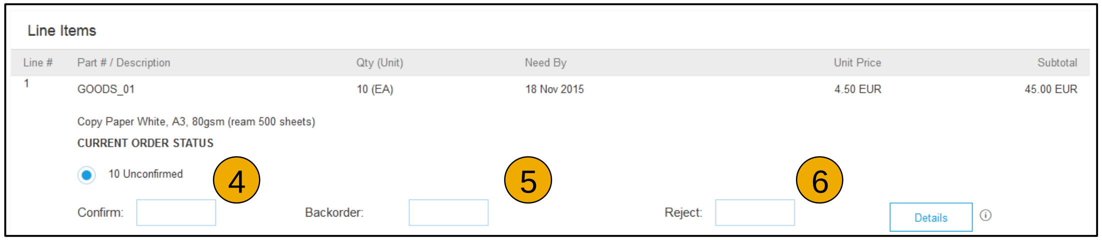
# Create Order Confirmation
## Update Line Items

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 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.



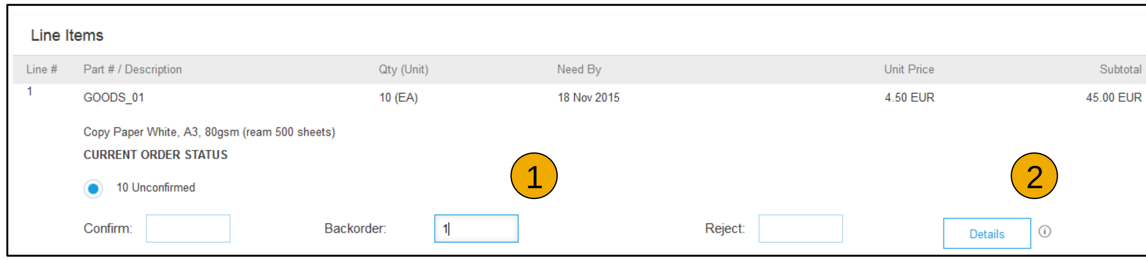
# Confirm Order

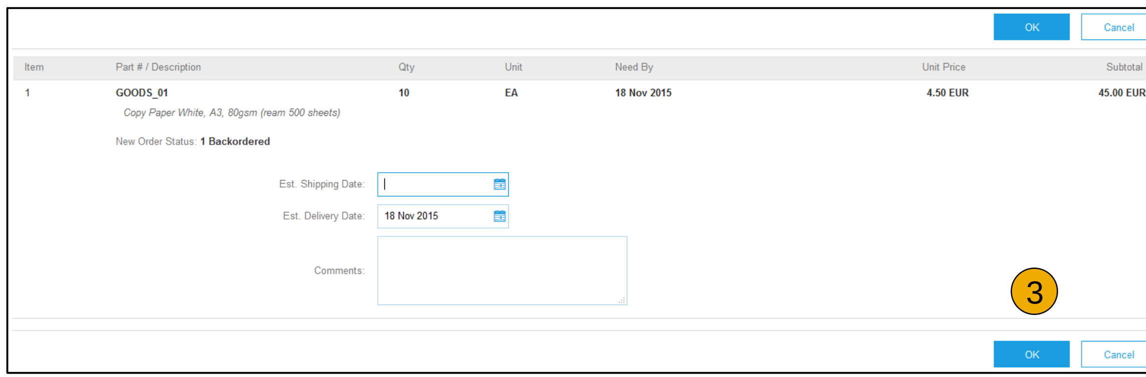
## Update Line Items - Backorder

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.

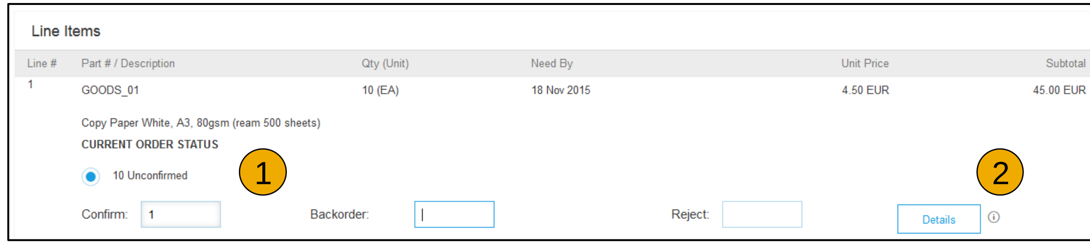


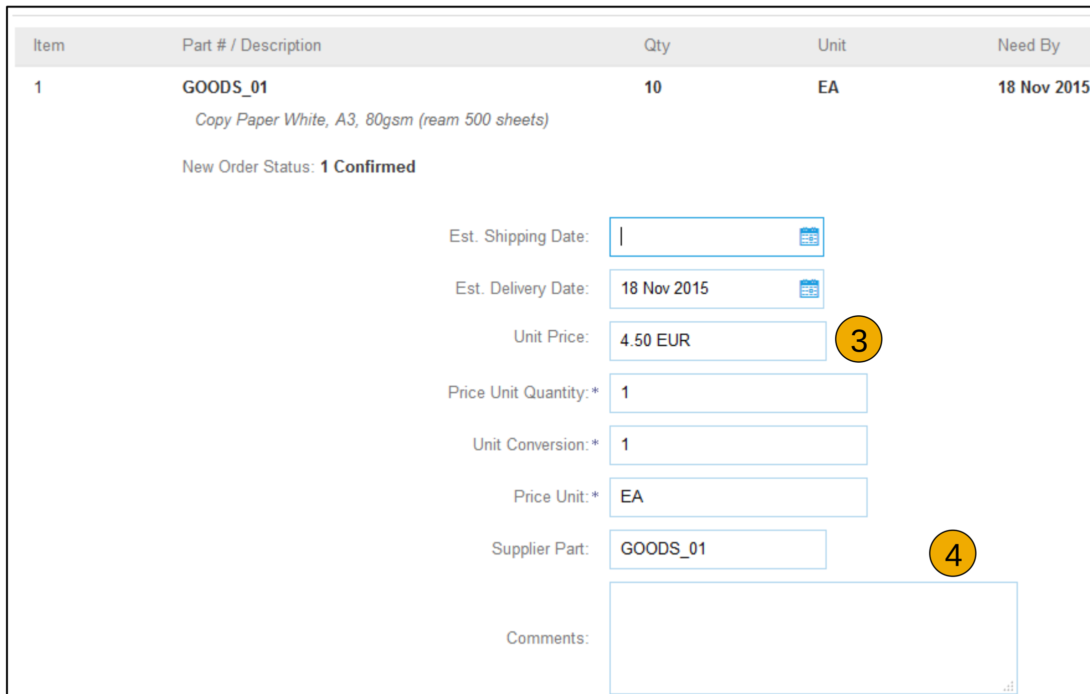



# Confirm Order

## 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.

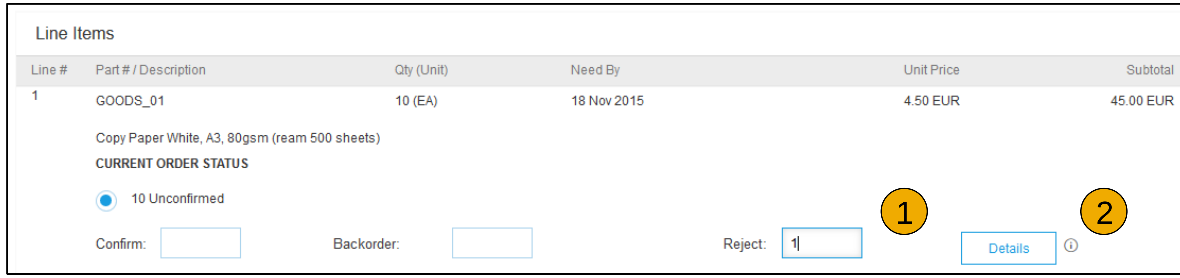


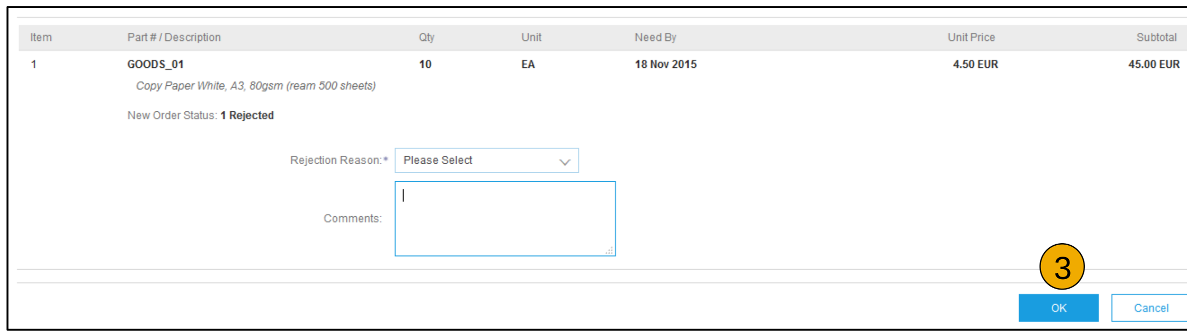



# Confirm Order

## 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.

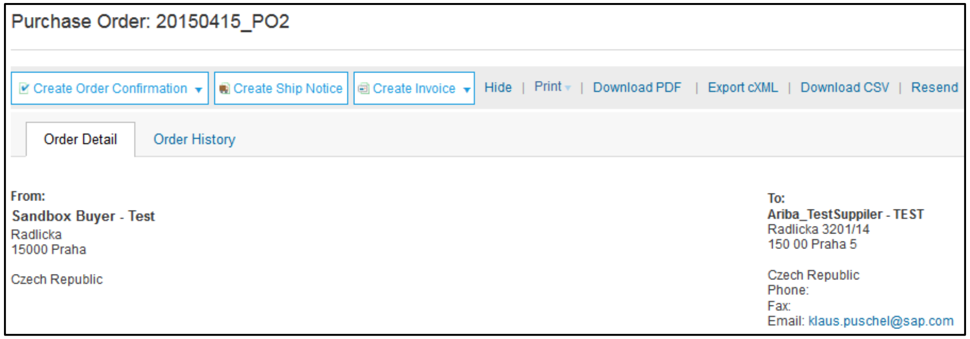


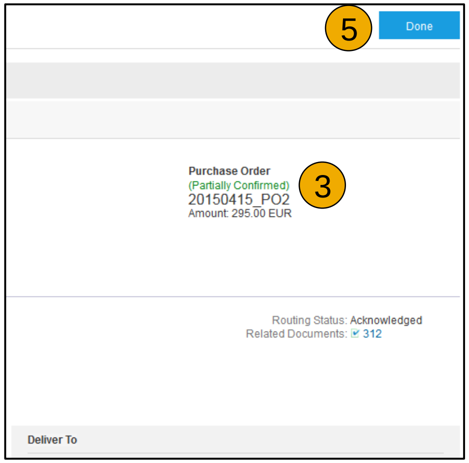



# Confirm Order

## Update Line Items

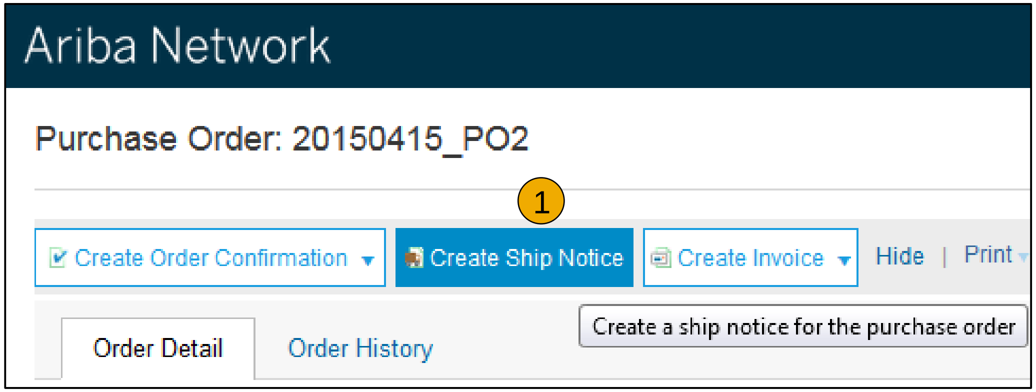
1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Puget Sound Energy.
3. **The Order Status will display** as Partially Confirmed 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.

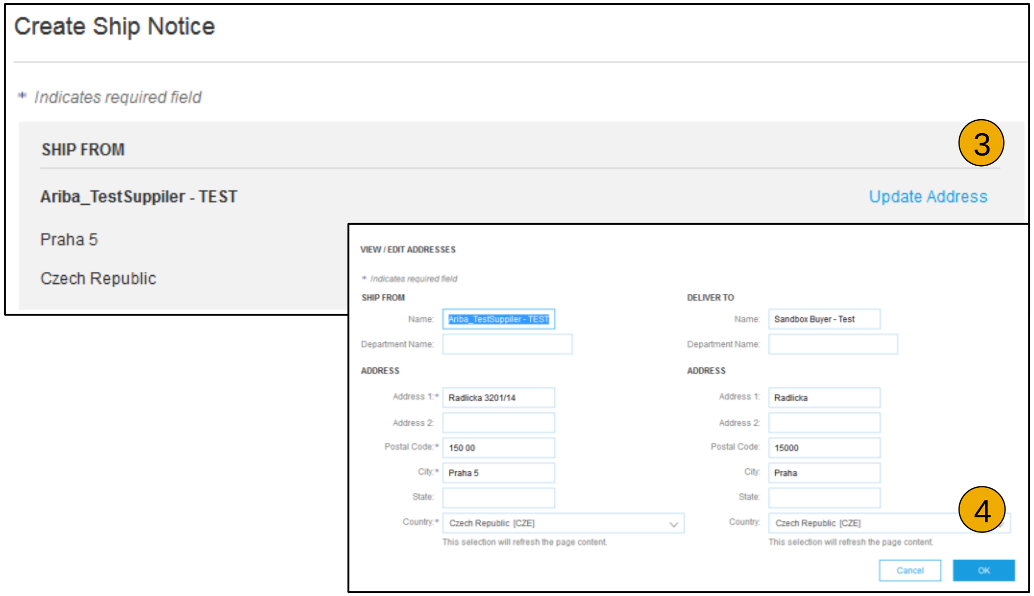


# Create Ship Notice

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. Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain (CSC) is enabled.
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.

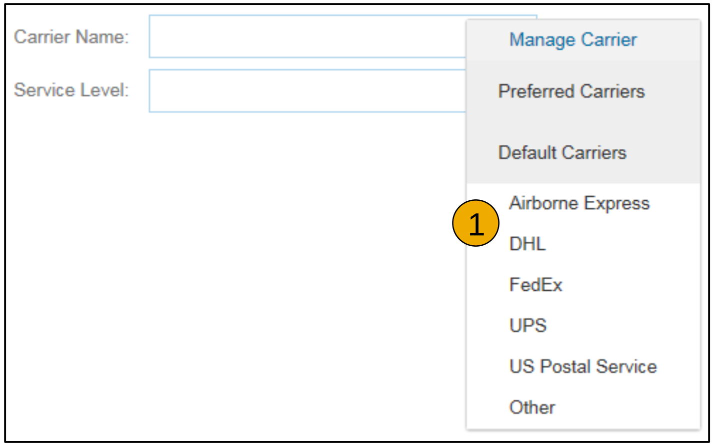


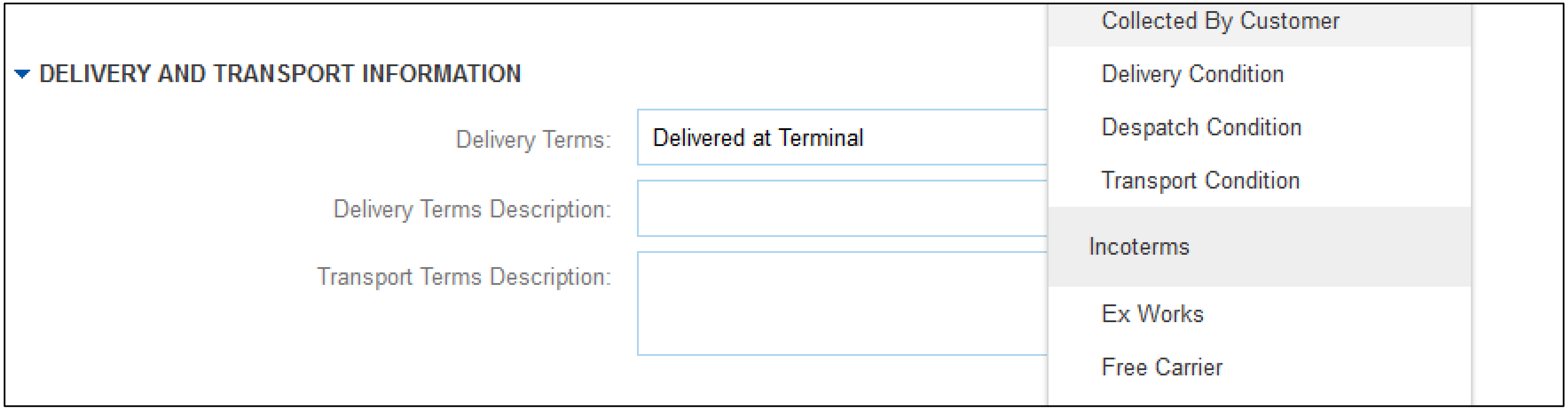



# Create Ship Notice

## Delivery Terms and Transportation Details

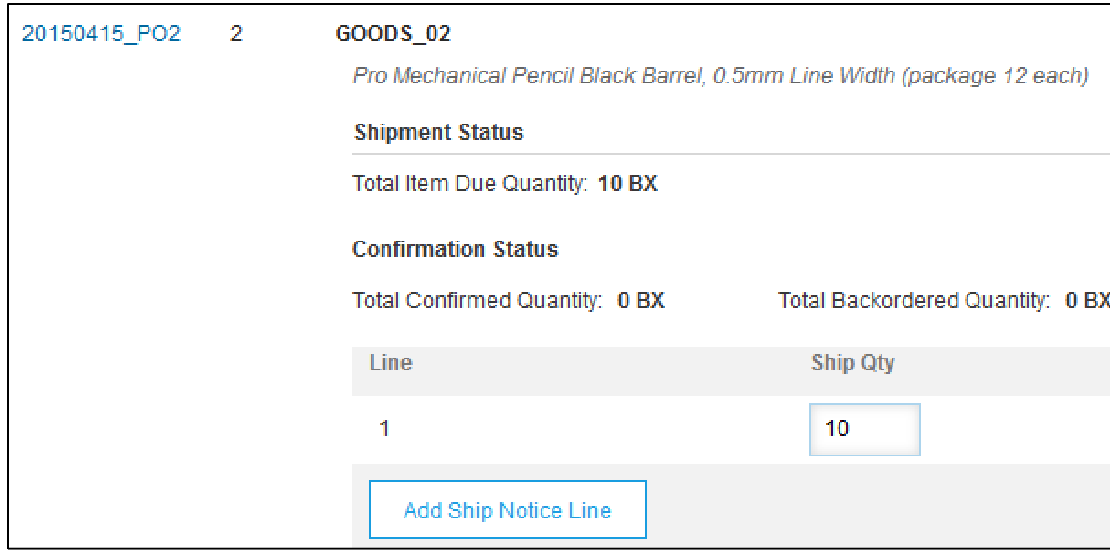
1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

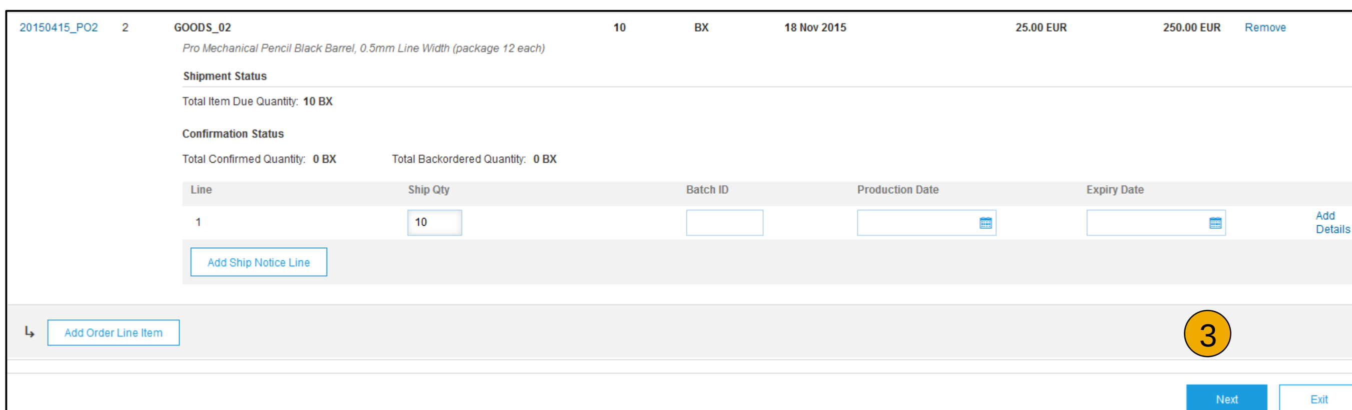


# Create Ship Notice
## Details

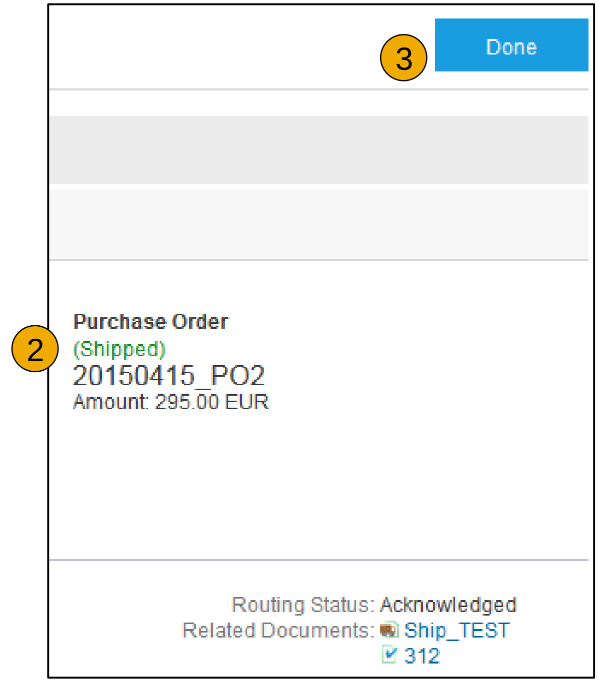
1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
3. **Click Next** to proceed to review your Ship Notice.



# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Puget Sound Energy. 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.



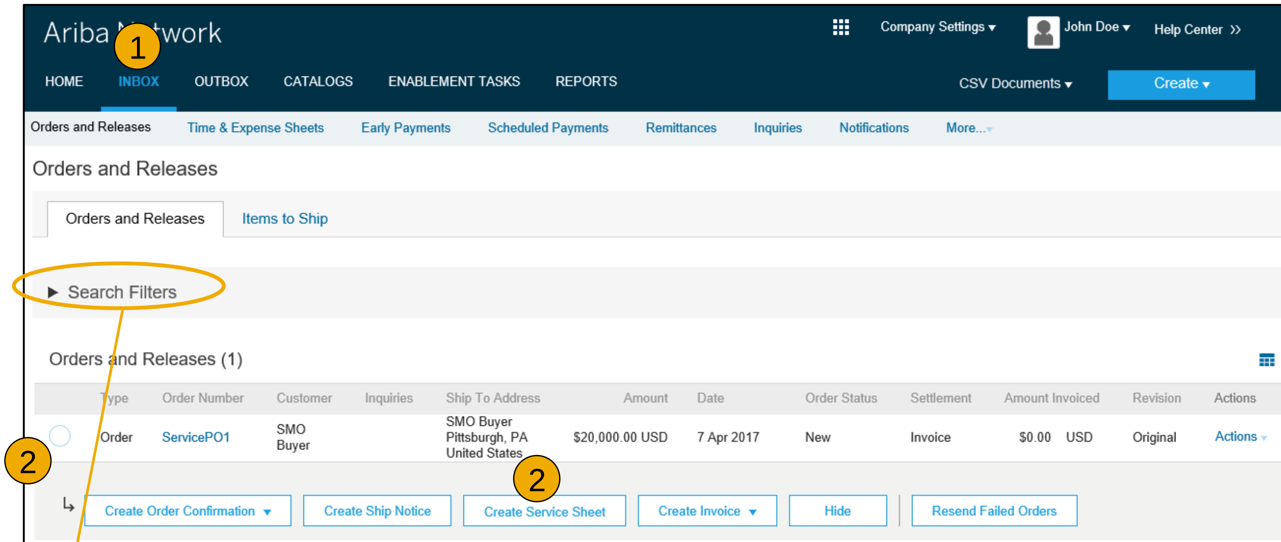
# Create a Service Entry Sheet

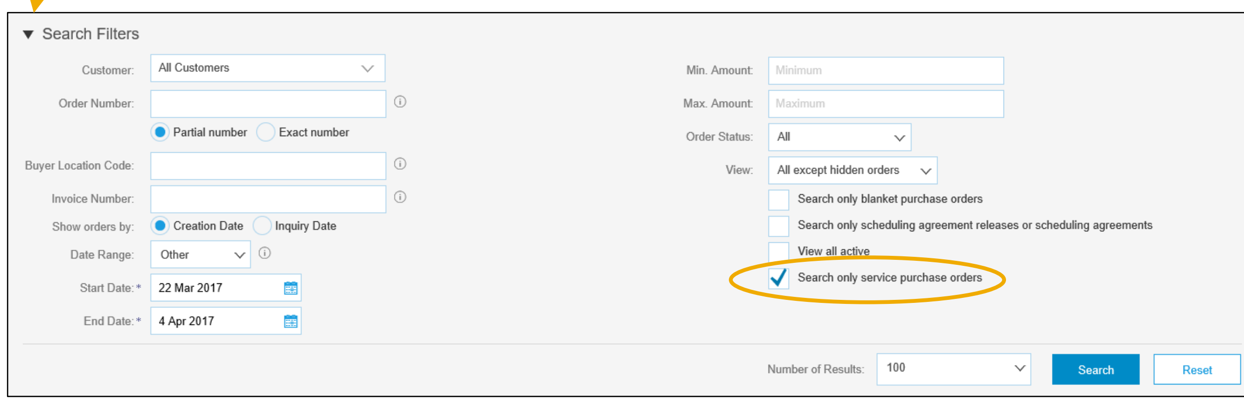
## Locate a Service PO

1. **Locate** your Service PO within your Inbox.

**Note:** Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

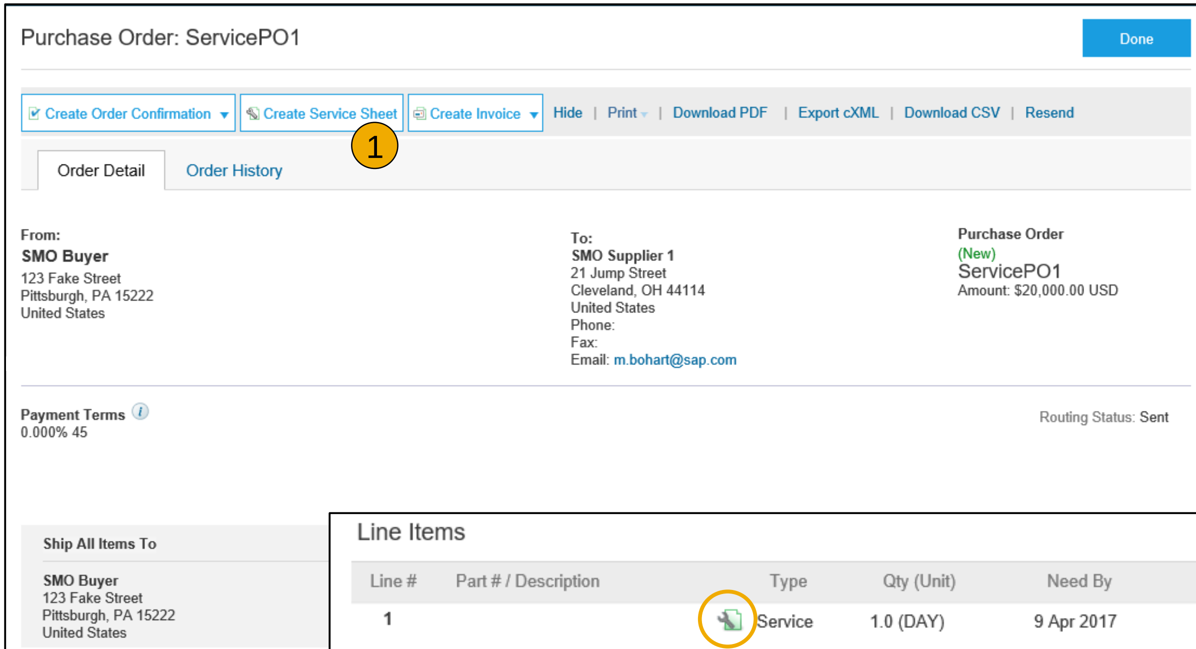
2. **Select** the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO.

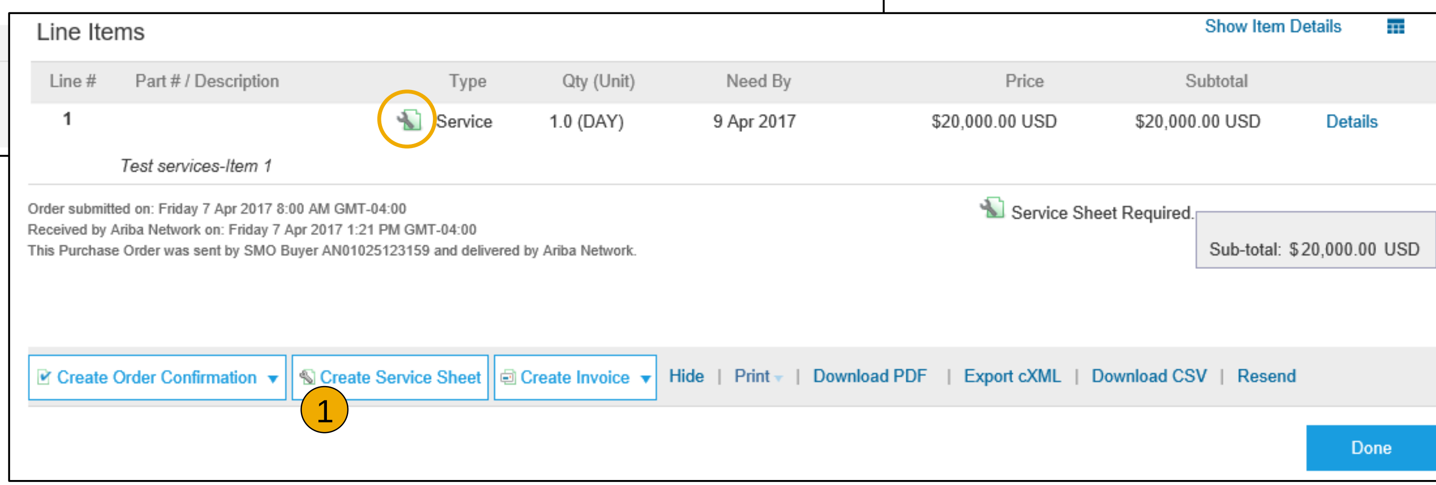


# Create a Service Entry Sheet

## Review Service PO



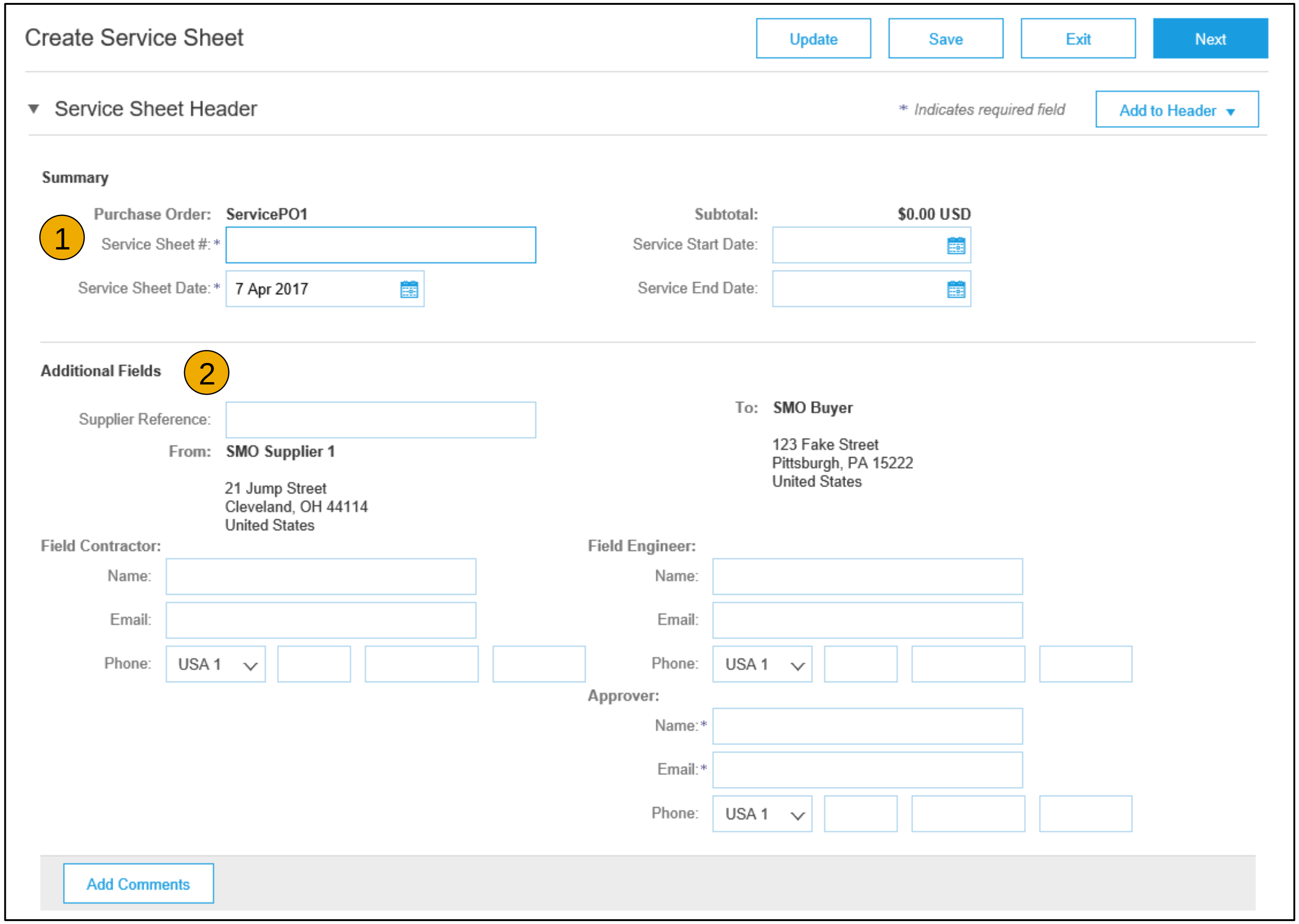




1. **After** reviewing your PO for accuracy, click **Create Service** Sheet at the top of bottom of your PO**.**

**Note:** Services will be indicated with the Service Icon next to the Line Type.

# Create a Service Entry Sheet
## Header Information

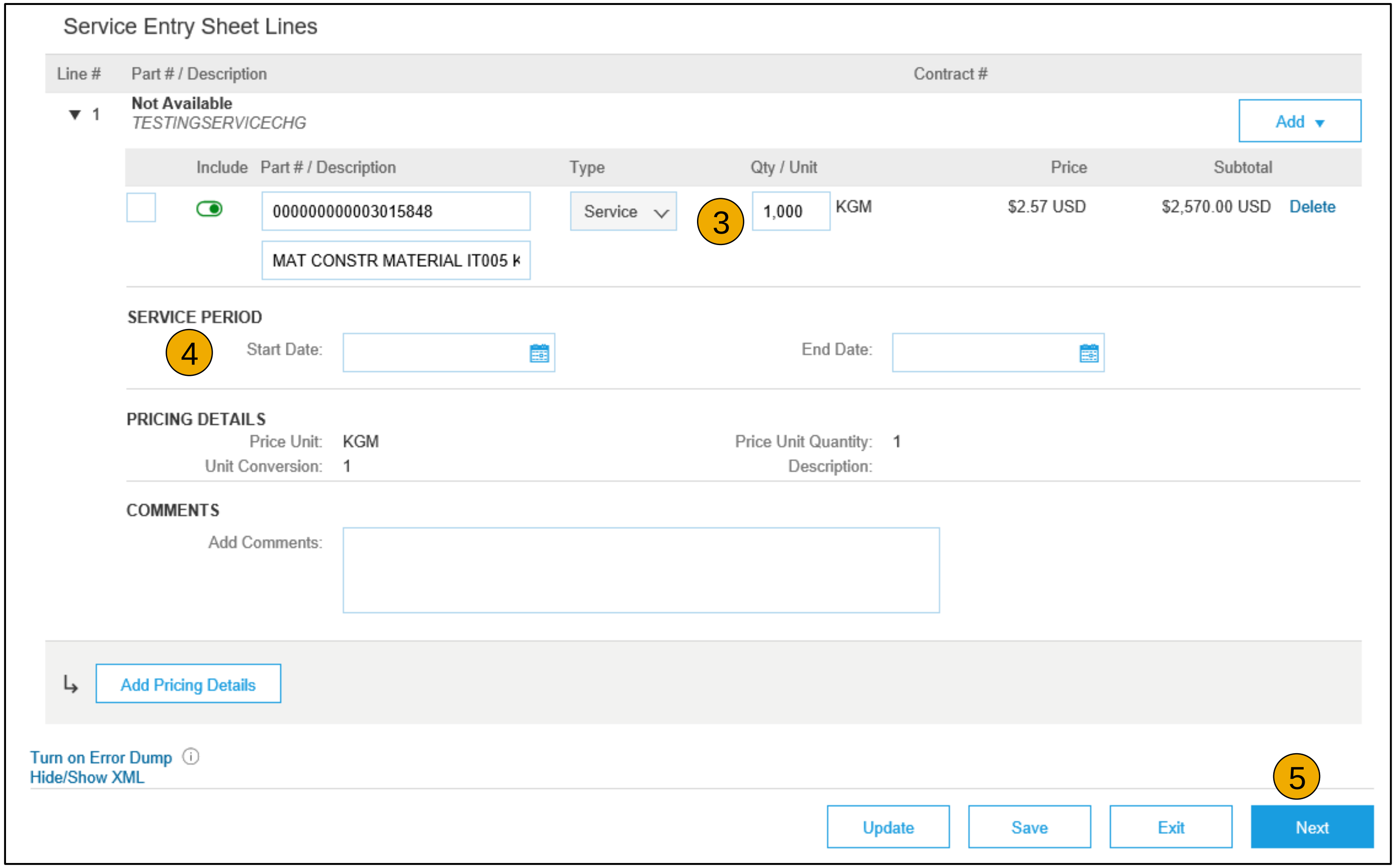
1. **Complete** any required fields that have an asterisk (*).
2. **Enter** additional fields as requested by your customer, including Contractor Information, Approver, etc.



# Create a Service Entry Sheet

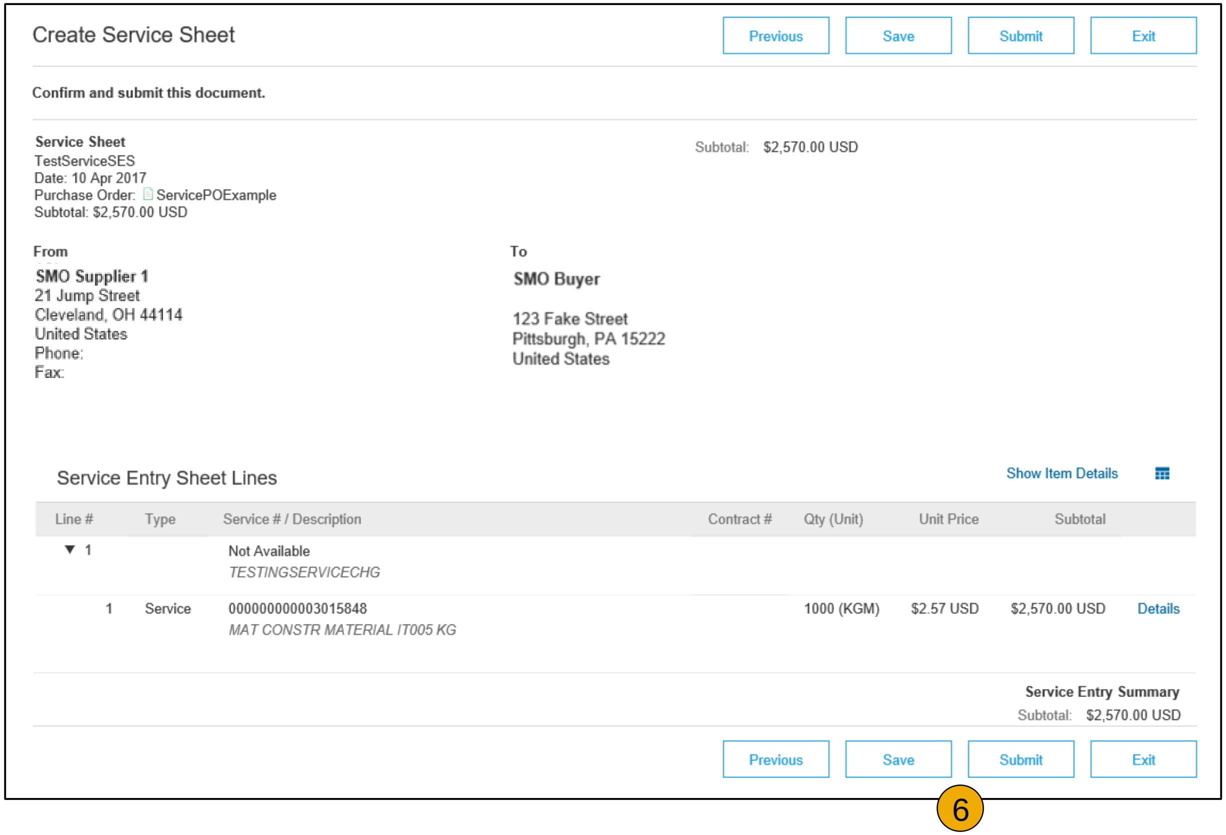
## Line Item Section

3. **Update** quantities of line items.
4. **Enter** Service Start and End Dates if available, as well as any additional comments as needed.
5. **Click** Next to proceed to review screen.



# Submit a Service Entry Sheet

**6.** **From** the Review Screen, check your Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. To submit to your customer, click the **Submit** Button.



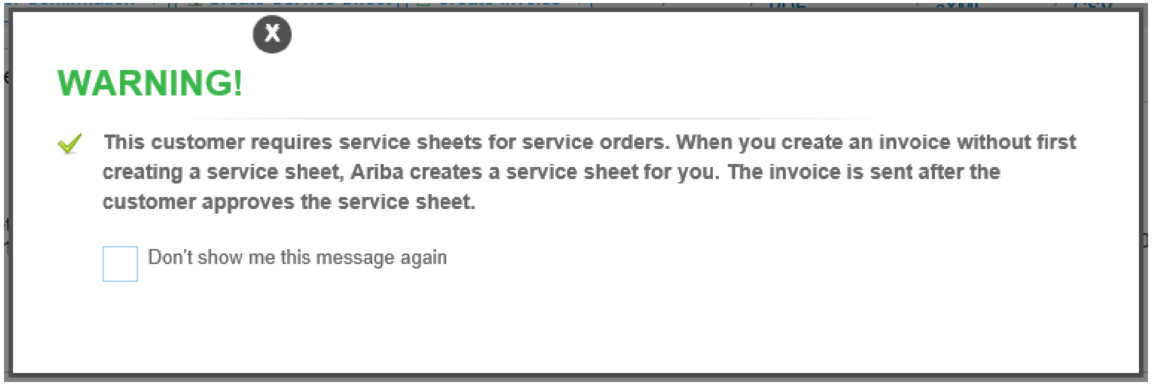
# Auto-Generate a Service Sheet

## Create an Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.

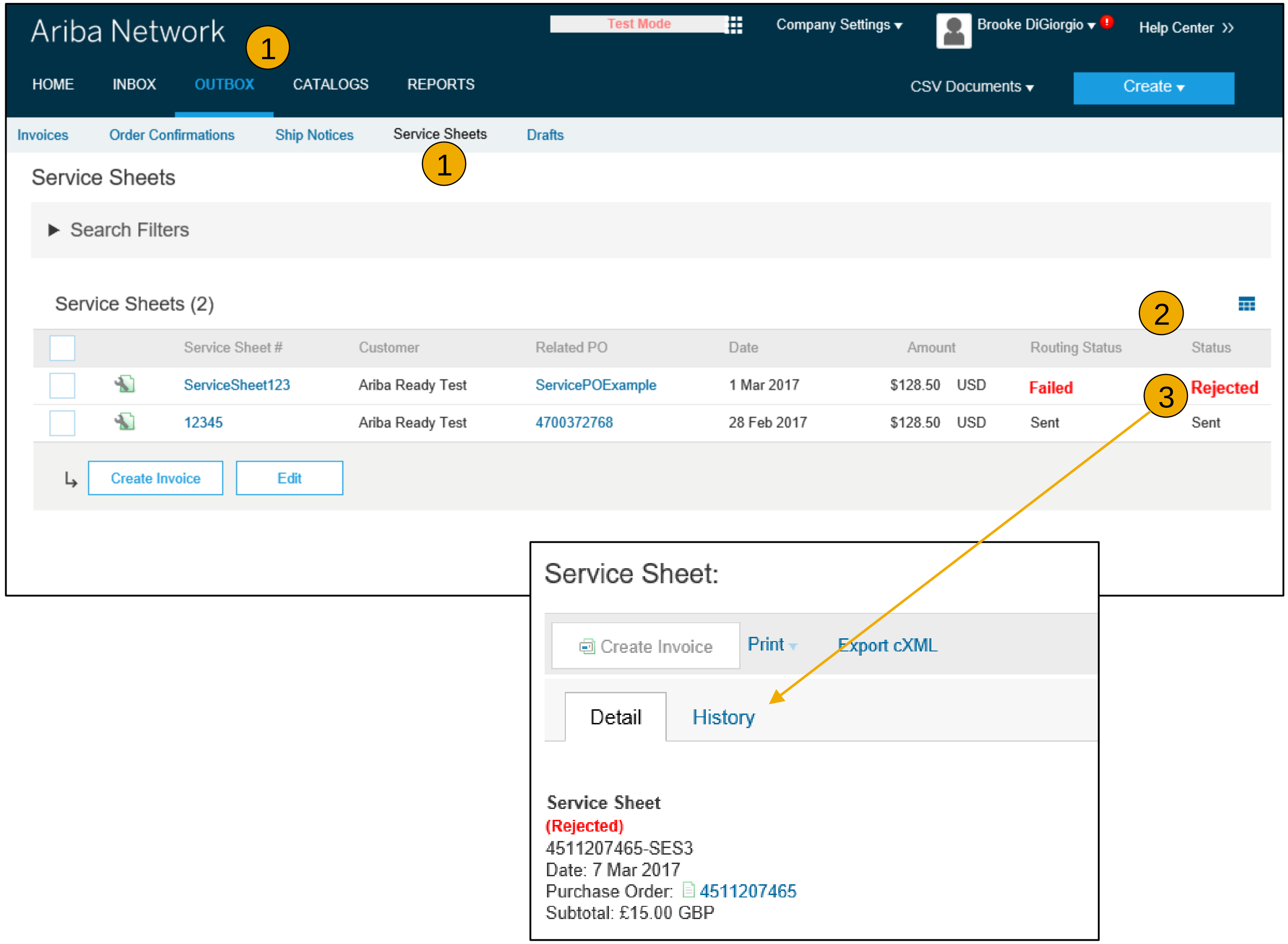



**Note:** If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Learn to Invoice

# Check Service Sheet Status

1. **Click Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. **If a Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.



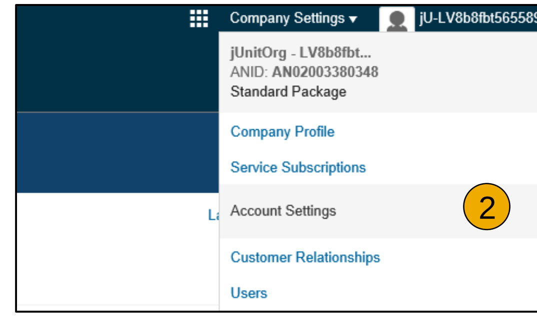
# SECTION 5: Invoice Methods

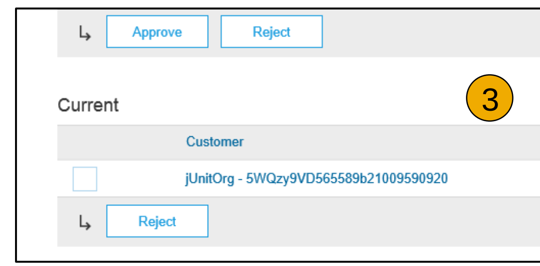
| Invoice Information | Invoice Methods | Invoice Management |
| --- | --- | --- |
| Invoice Rules | PO Flip | Search for Invoice |
| | Non-PO Invoices | Check Invoice Status |
| | Contract Invoices | Invoice History |
| | Service Sheet Invoices | Modifying Invoices |
| | Copy Invoices | Credit Memos |
| | | Invoice Reports |
| | | Invoice Archival |

# Review Puget Sound Energy 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 **(Puget Sound Energy).**
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Puget Sound Energy** 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.

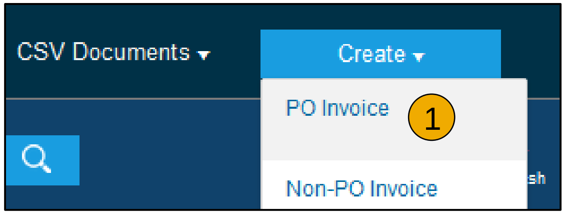


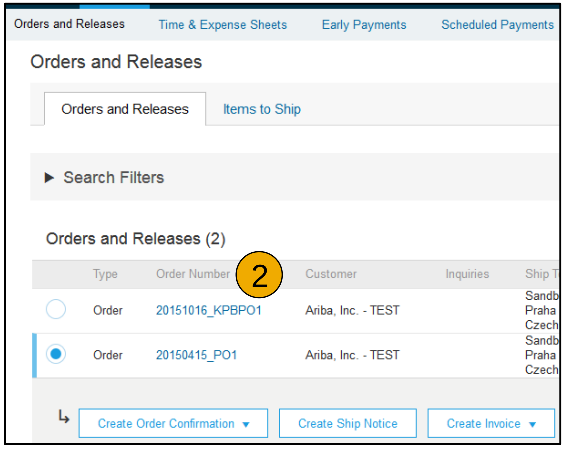



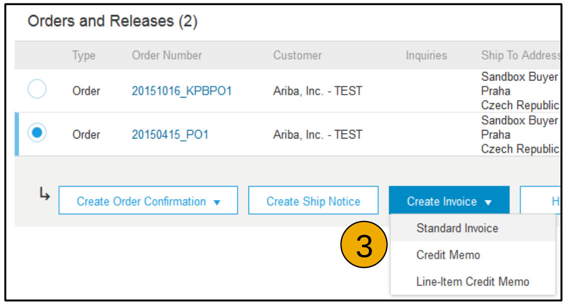

# Invoice via PO Flip

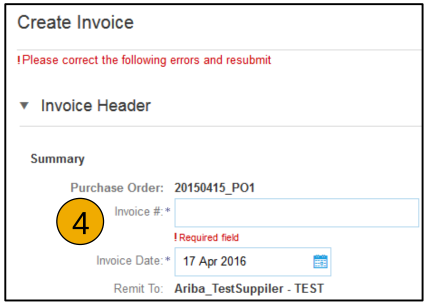
To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

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 Puget Sound Energy.




Can't Find Your PO?

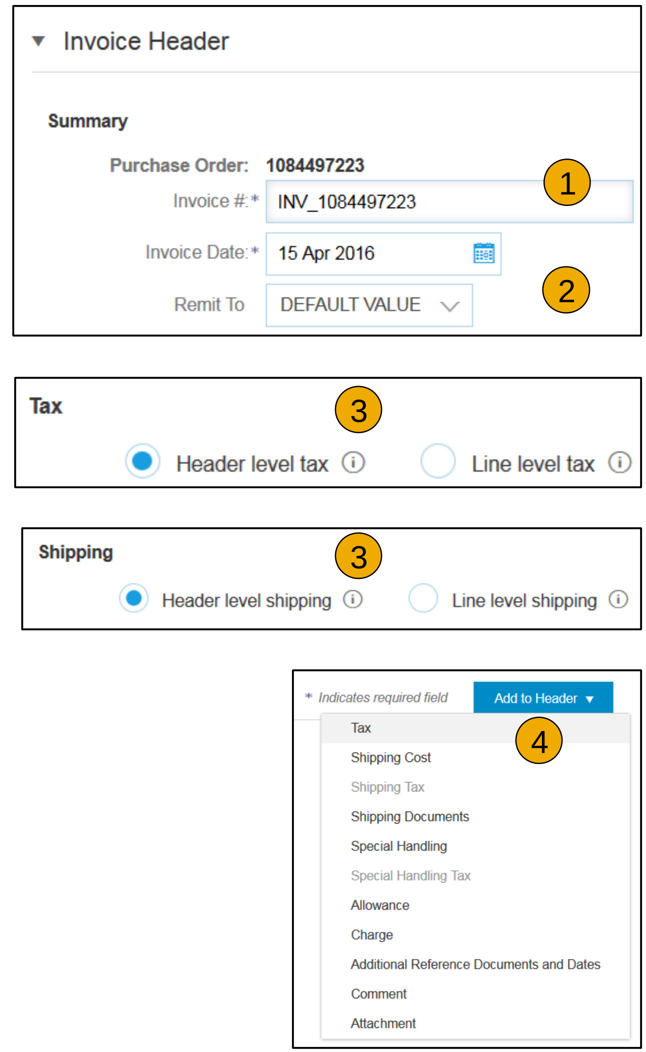
# Invoice via PO Flip

## 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:** Support of additional Reference Documents & Dates is applicable for CSC customers only; Attachment file size should not exceed 40MB.

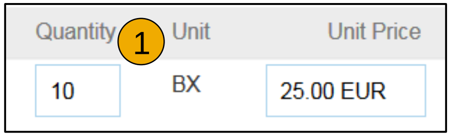


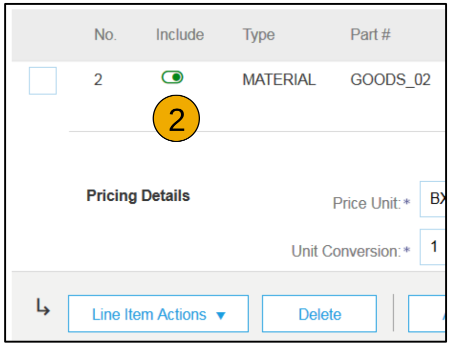
# Invoice via PO Flip

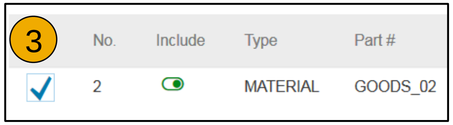
## Line Items

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.



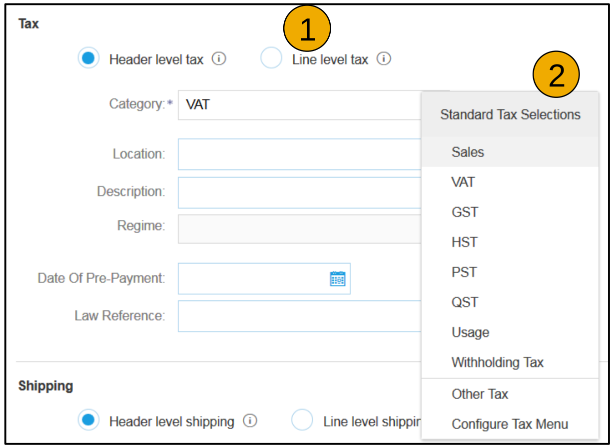


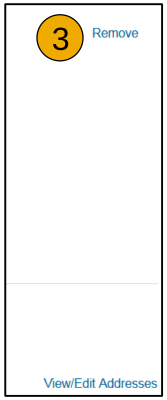
# Invoice via PO Flip

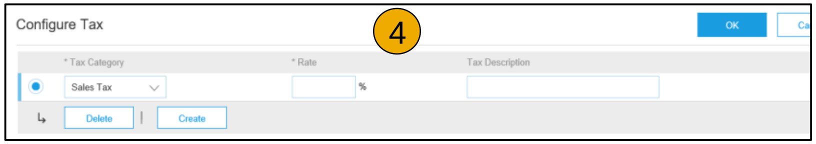
## Additional Tax Options & Line Item Shipping

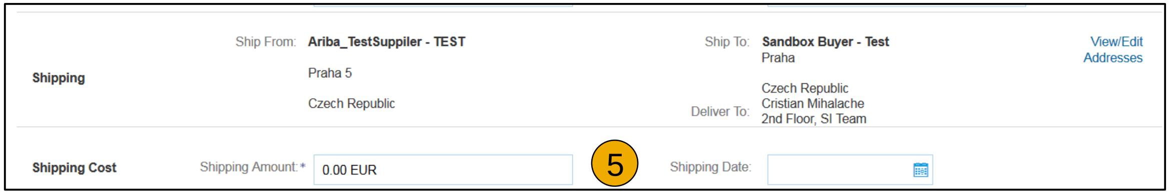
To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

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.



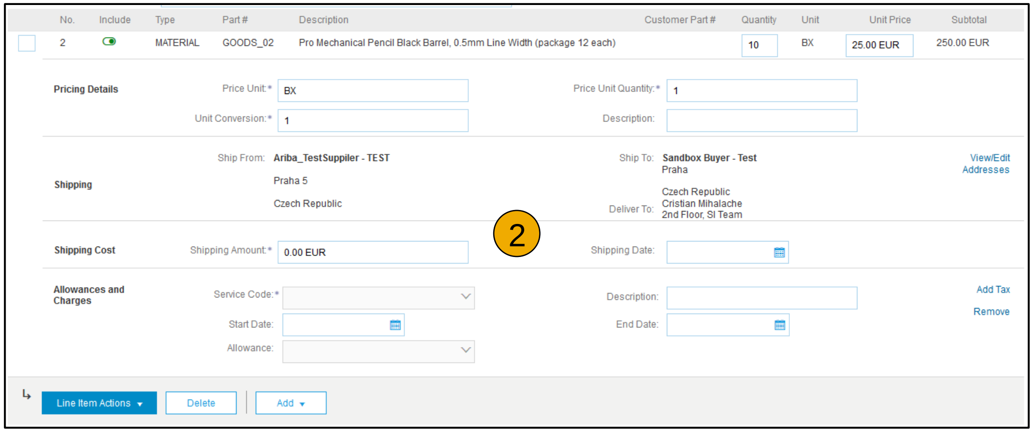



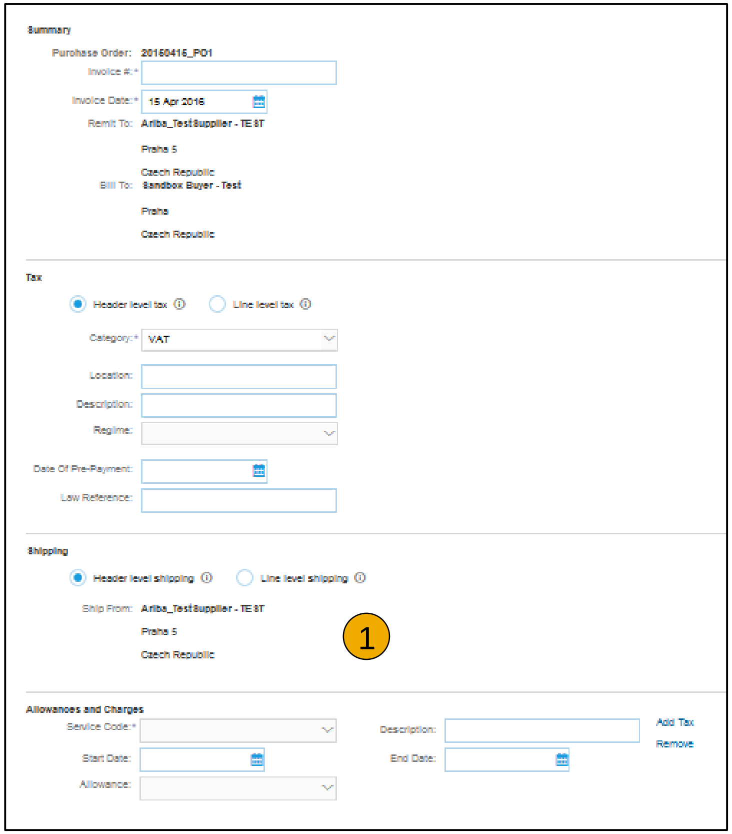
# Invoice via PO Flip

## Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either 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**

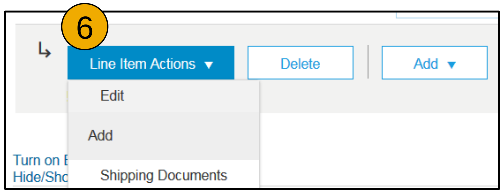


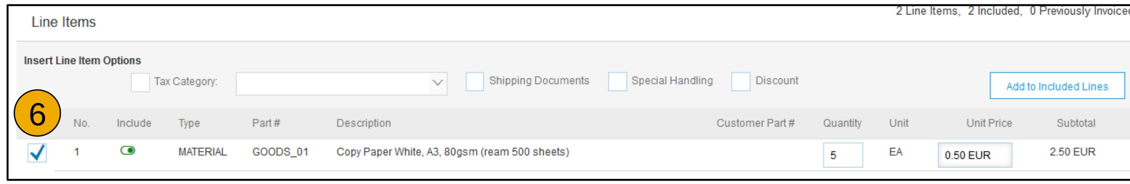



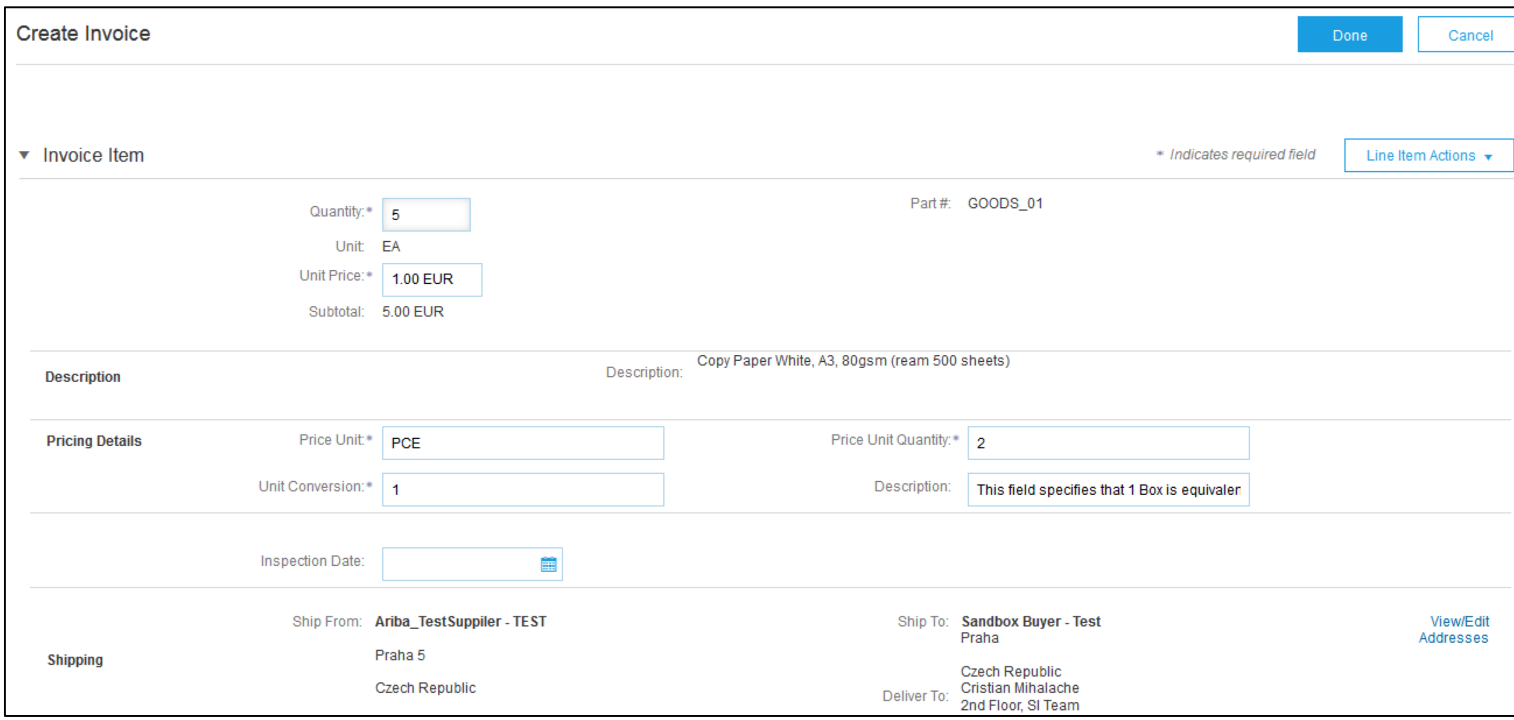
# Invoice via PO Flip

## Detail Line Items

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



# 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.

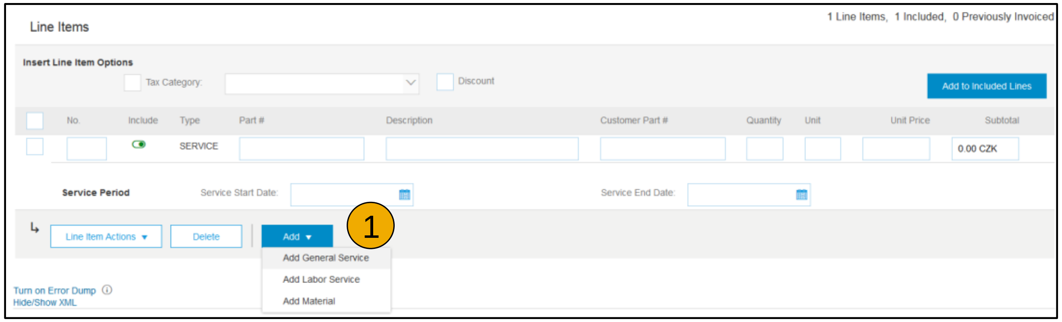


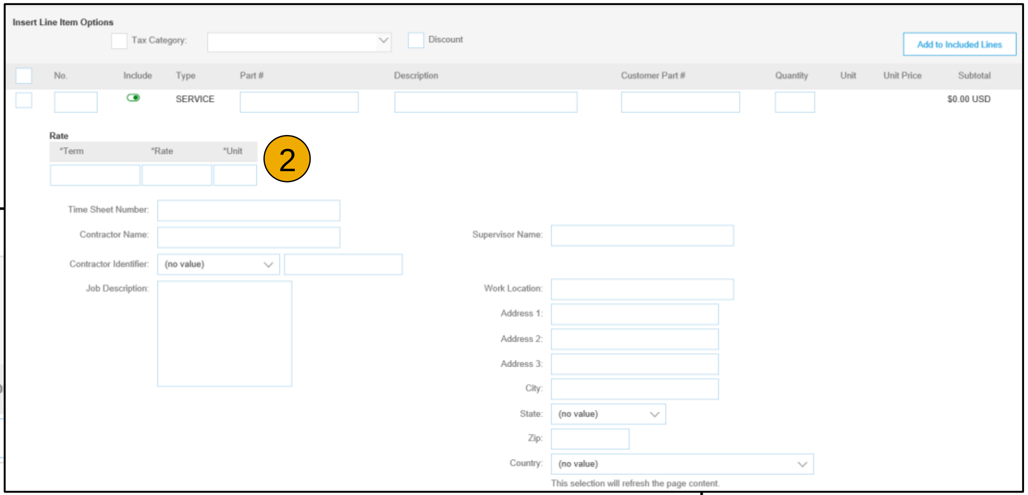
Having Problems?

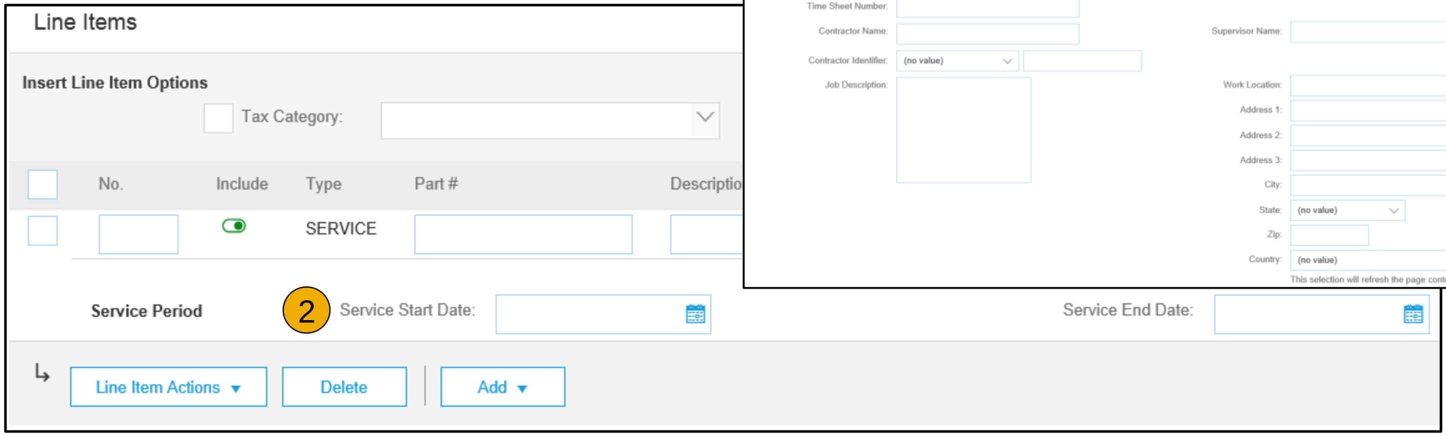
# Invoice For Services

## 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.



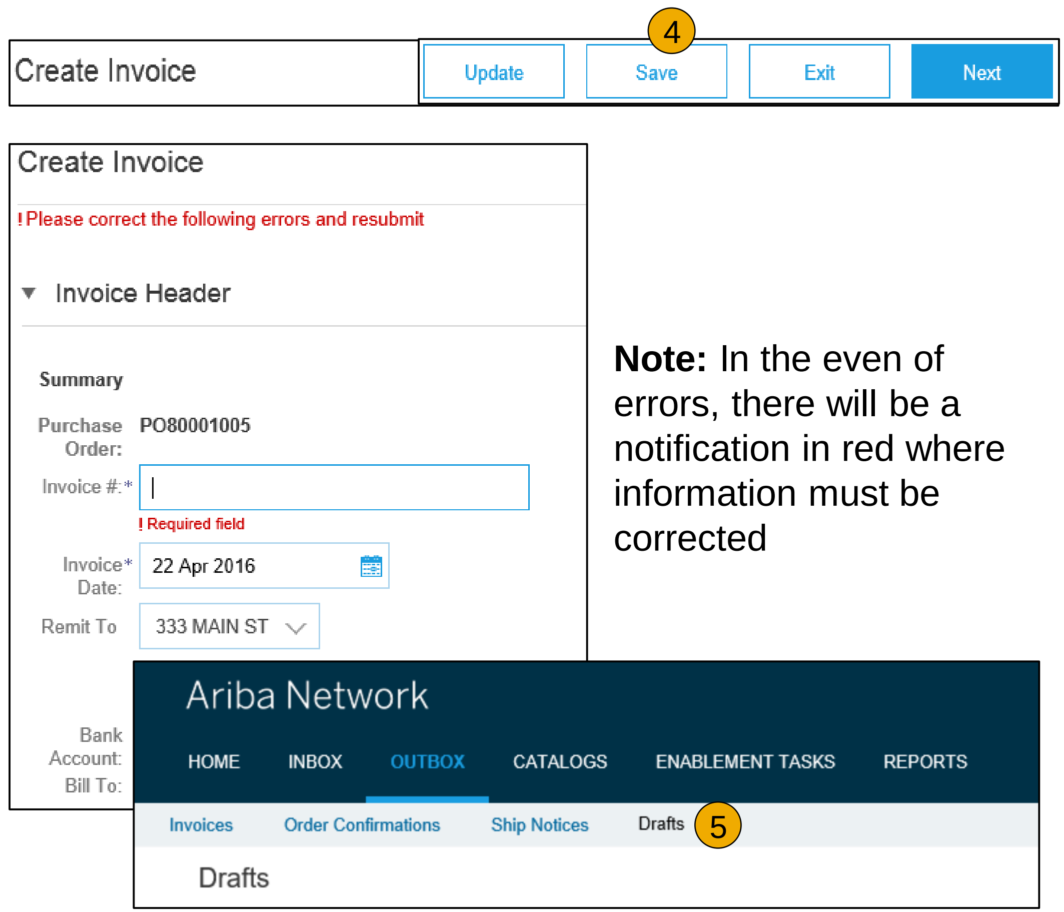



# Review, Save, or Submit Invoice

## PO-Flip Invoice

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 <<Buyer Name>>.
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.



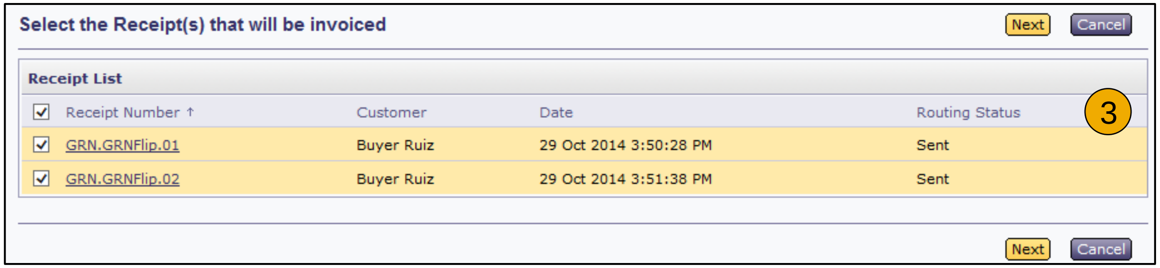

**Note:** In the even of errors, there will be a notification in red where information must be corrected

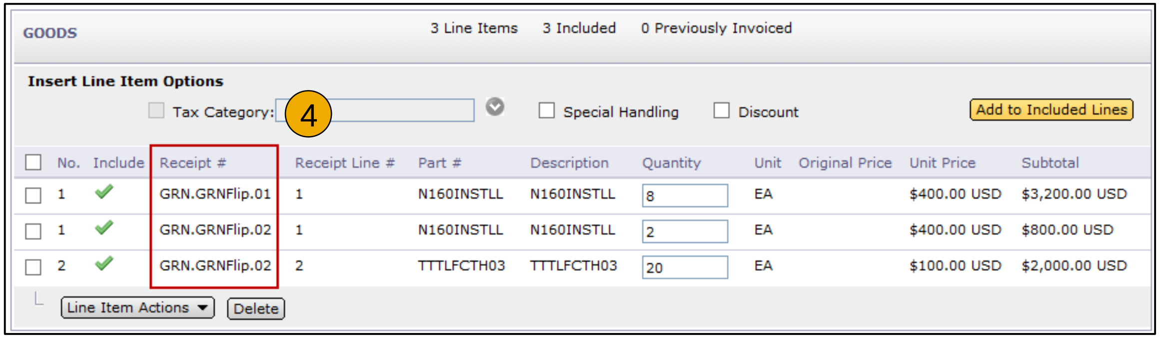
# Invoice via PO Flip

## Against Goods Receipt

You are required to include only received quantities on invoices.

1. **Click** the **INBOX** tab.
2. **Select** the Purchase Order you wish to invoice against.
3. **Select** the item(s) from the Receipt List that you would like to invoice.
4. **The invoice is now pre-populated** with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.



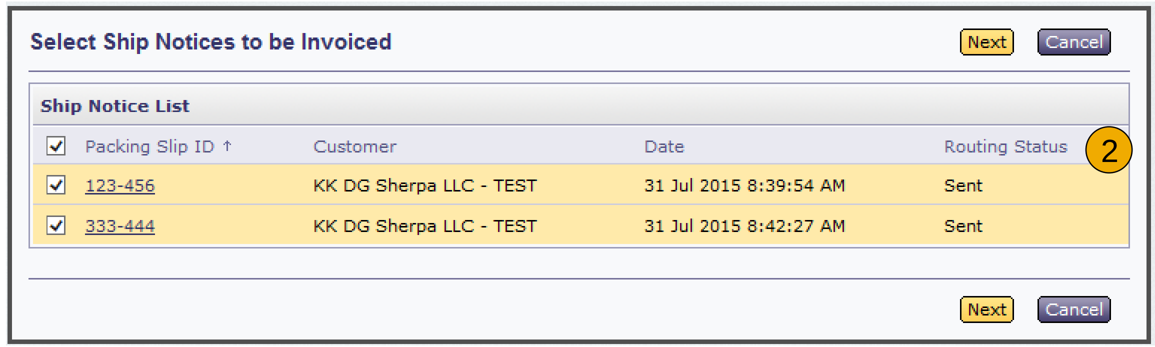



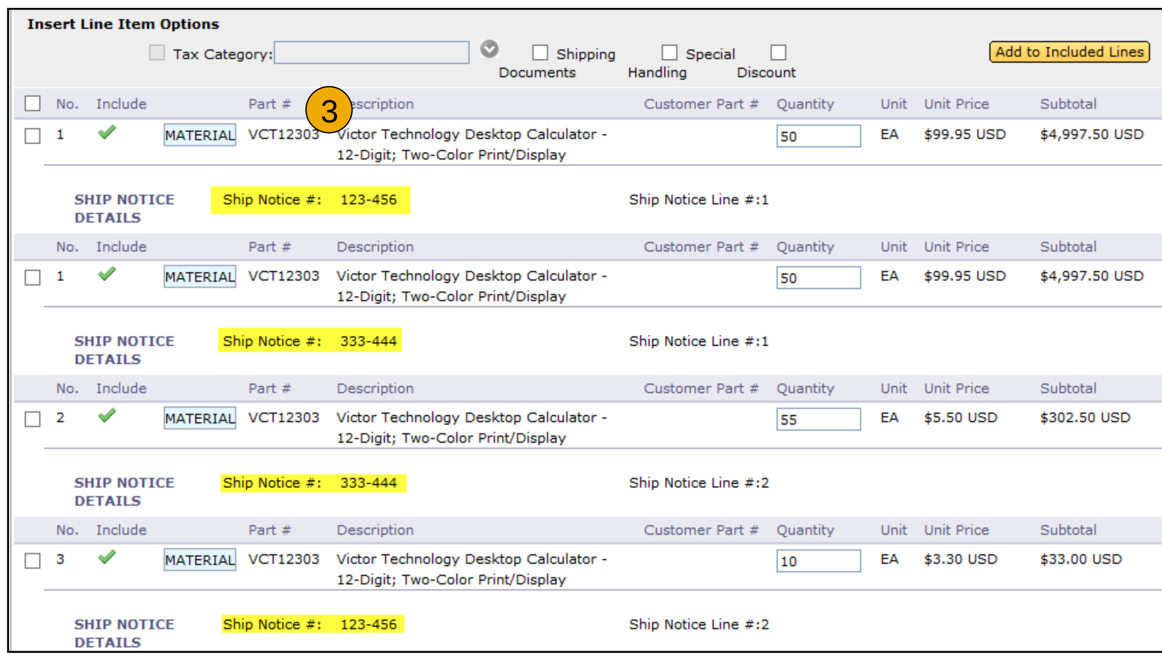
# Invoice via PO Flip

## Against Ship Notice

You are required to include only shipped quantities on invoices.

1. **Click** the **INBOX** tab.
2. **Select** the Ship Notice you wish to invoice against.
3. **The invoice is now pre-populated** with the items within the Ship Notice. You now have the ability to select the items to include and/or modify the Quantities on the invoice.



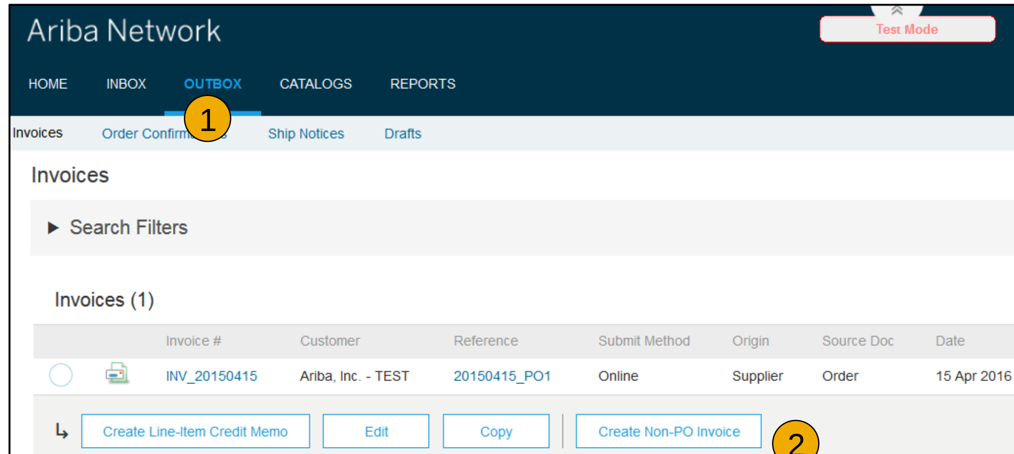
# Invoice Without a Purchase Order

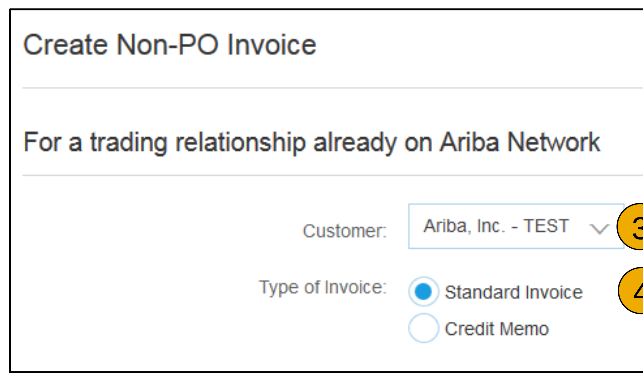
## Non-PO Invoice

To create an invoice without a PO:

1. **Select** Outbox on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select** your **Customer** from the dropdown menu.
4. **Select Standard Invoice**.
   - If you need to invoice a new customer click **Invoice New Customer**.

   **Note:** Your customer must generate a code for you to create non-PO invoices.
4. **Click Next**.



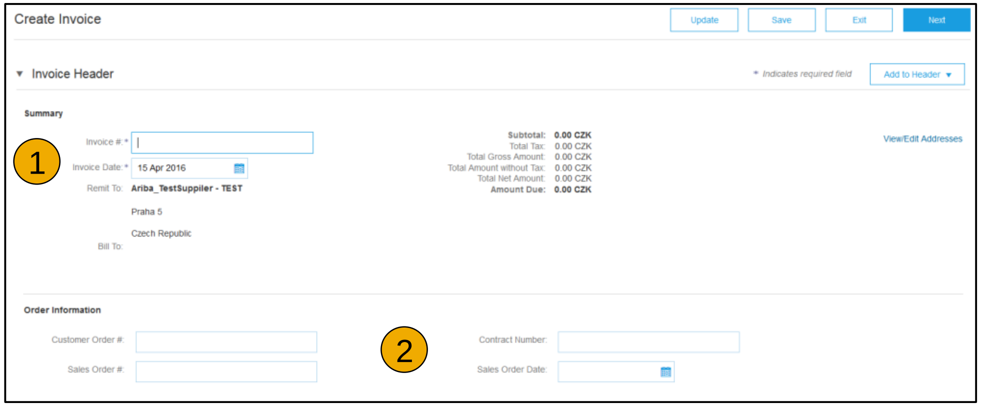



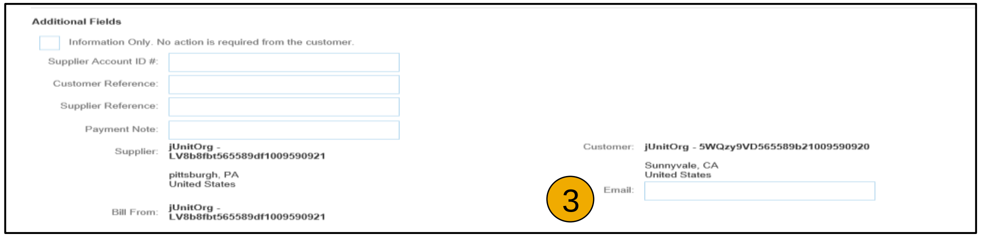
# Invoice Without a Purchase Order

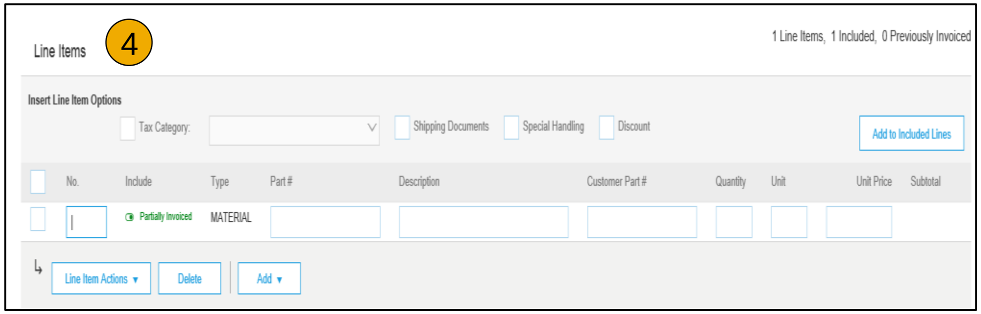
## Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** at least 1 of the **Order Information Fields**. If your customer disables the rule you are not required to enter info in Order Information section. **Note:** Add a customer Email address to have the document properly routed to the right approver.
3. **Use Add Item or Add Service Item** button to add the details of the item(s) being invoiced.

   **Note:** Be certain to provide complete details of the items or services provided.
4. **Add** Tax and Shipping as appropriate.
5. **Click Next** to continue.
6. **Review**, **Save** or **Submit** as Standard Invoice.



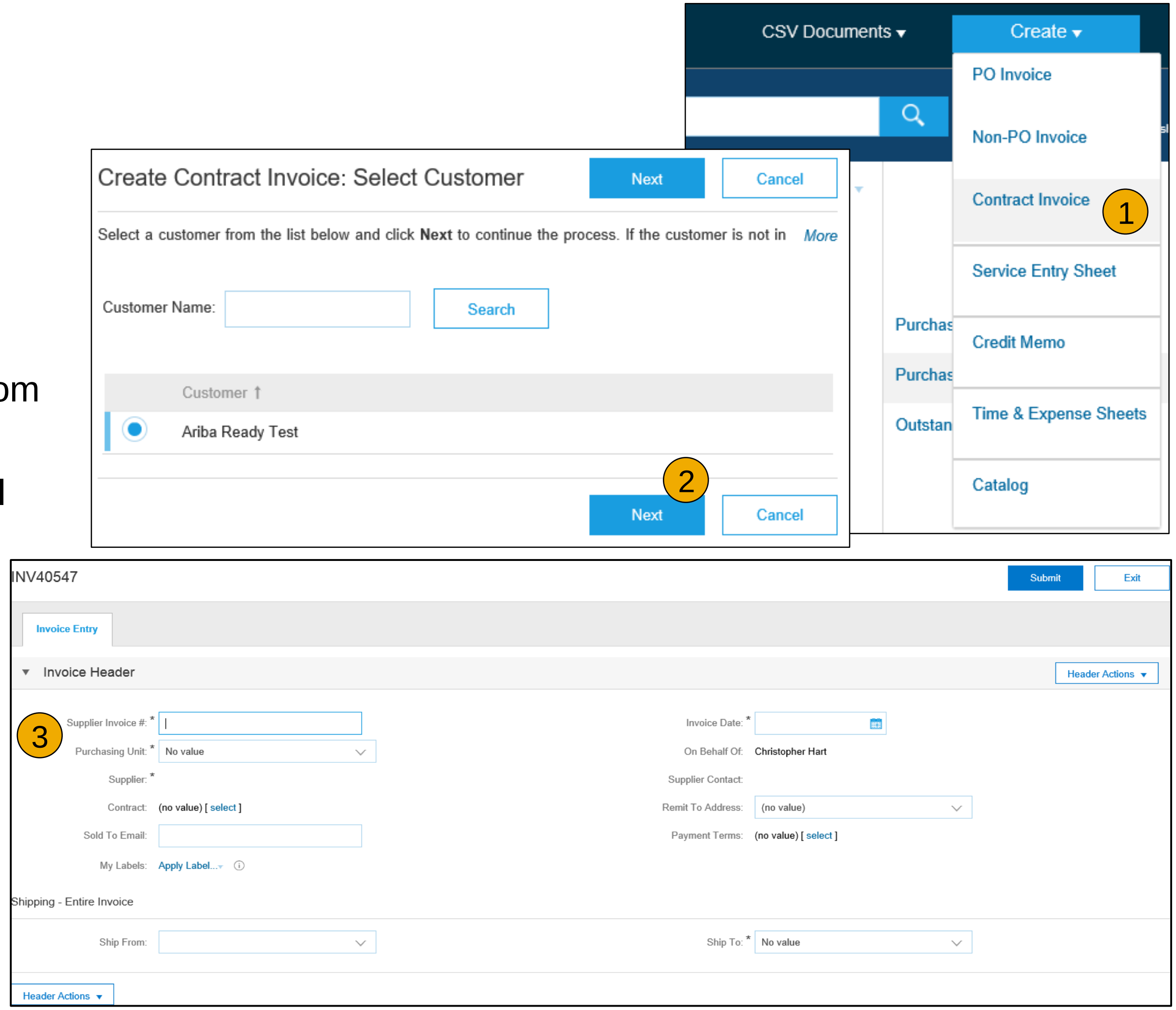



# Invoice Against Contracts

To create a Contract Invoice:

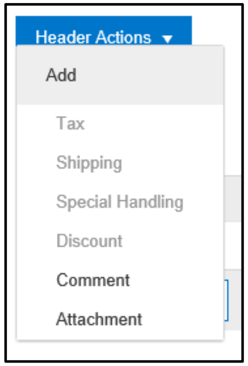
1. **From the home screen** within your Ariba Network account, **select** the **Create** dropdown menu and select **Contract Invoice**.
2. **Select** Puget Sound Energy from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (*).

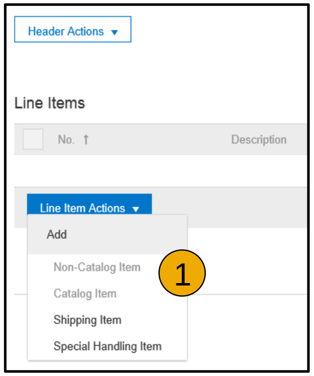


# Invoice Against Contracts

## Header and Line Level Options

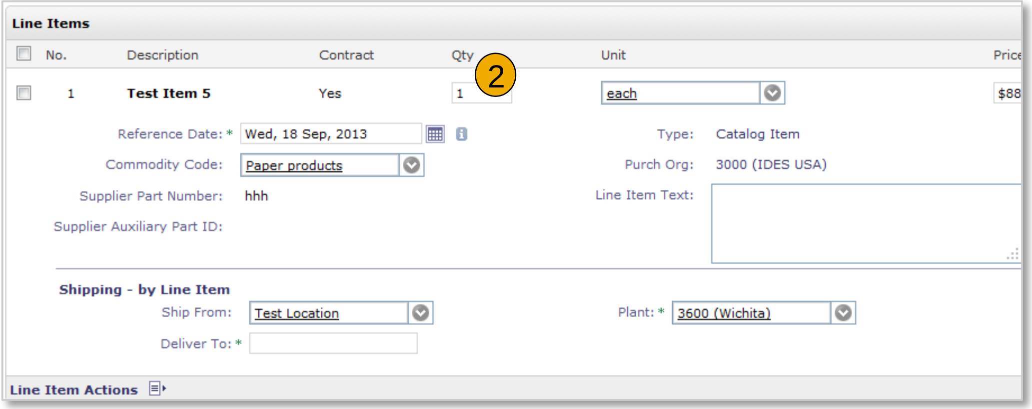
There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

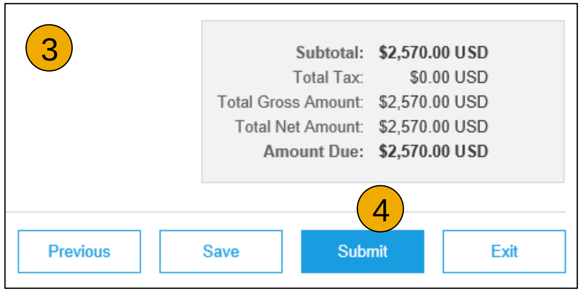



To add Line items to the Invoice:

1. **Choose** from Non-catalog or Catalog options.
2. **Enter** required fields marked with an asterisk (*).
3. **Update** Total.
4. **Click** on Submit button to submit the invoice.

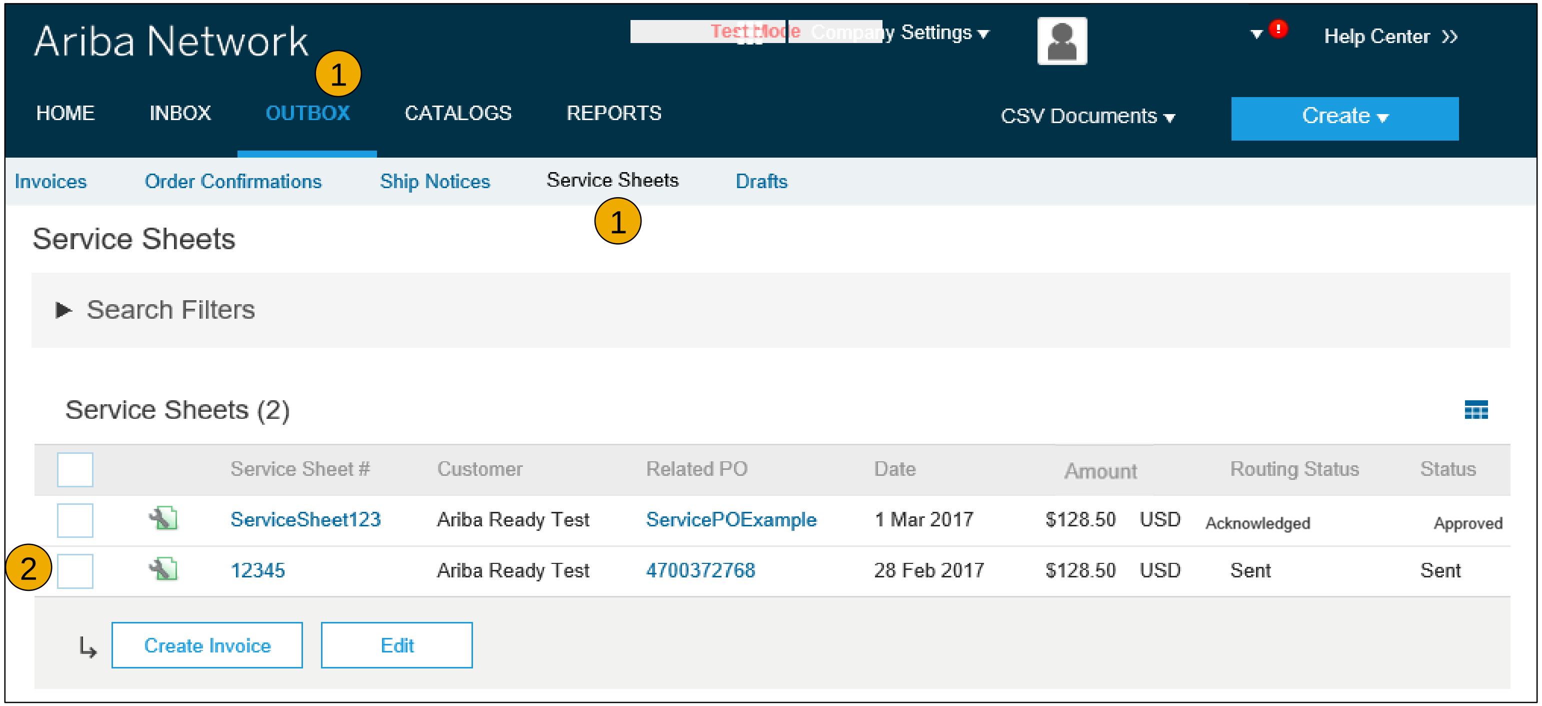



No Items Appearing?

# Invoice from a Service Sheet

## Locate Approved Service Sheet




1. **Click Outbox** and select **Service Sheets** Tab.
2. **Select** the checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

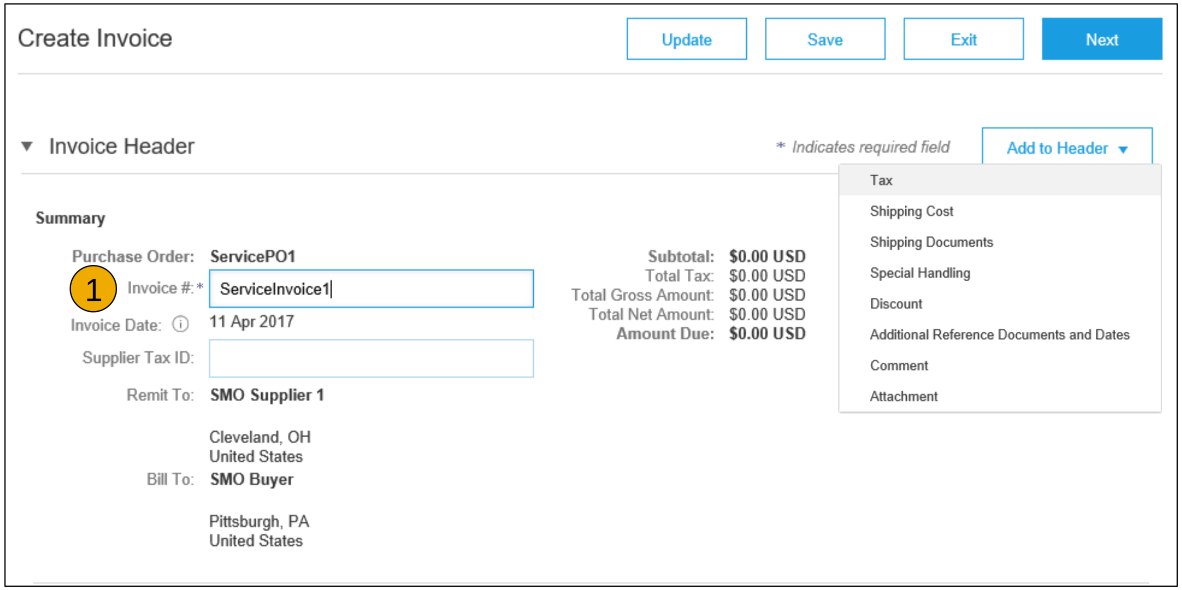
**Note:** You will ONLY be able to create an invoice against an Approved Service Sheet.

# Invoice from a Service Sheet

## Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

1. **Complete** all fields marked with required with an asterisk (*). Enter your Invoice Number. Invoice date will automatically populate.




**Note: Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

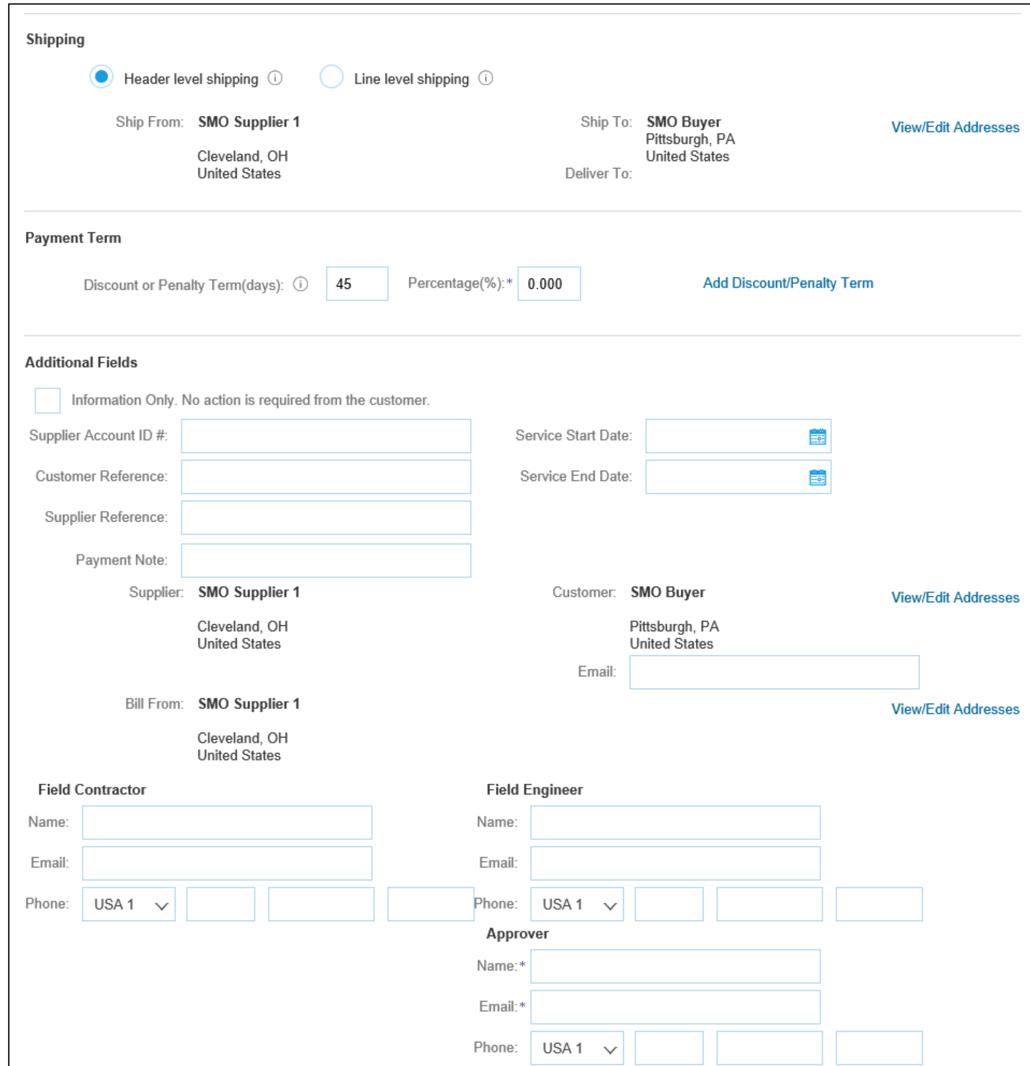
# Invoice from a Service Sheet

## Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

**Note:** Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (*), and enter information as required.

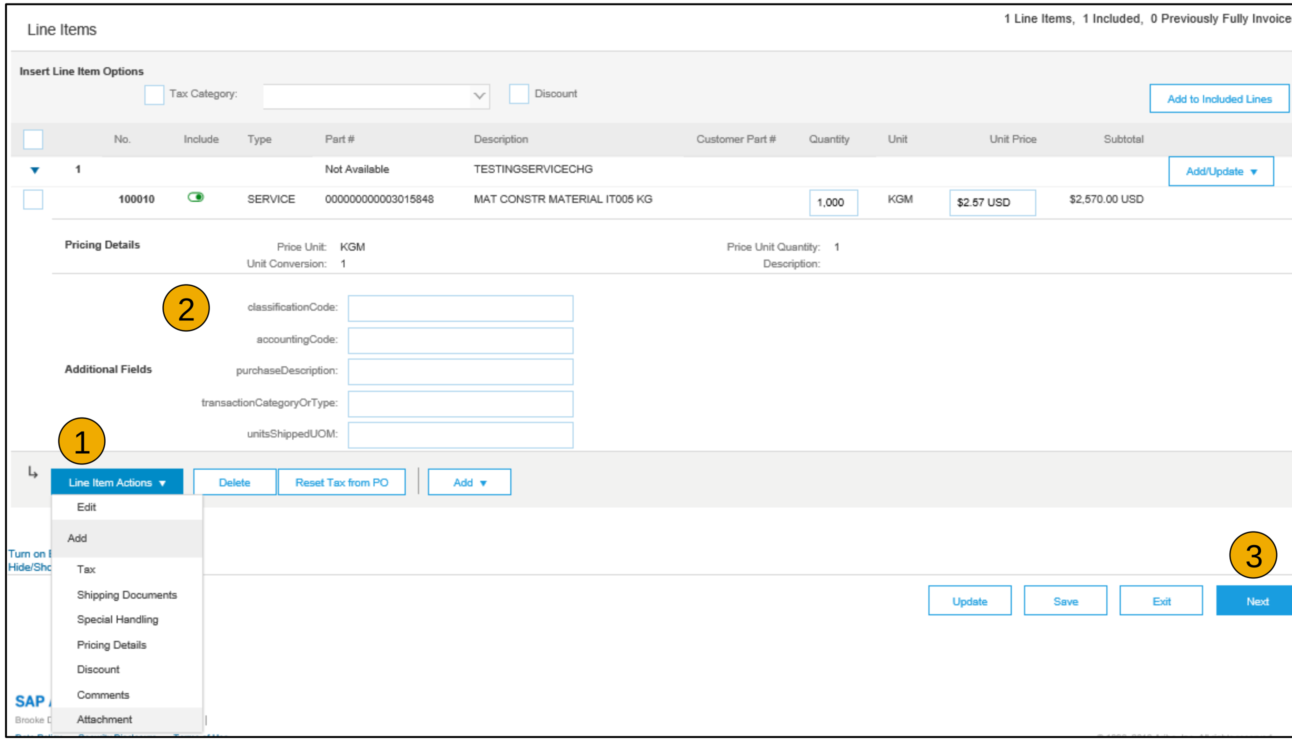


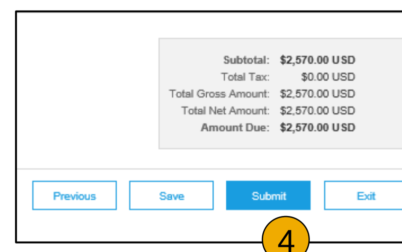
# Invoice from a Service Sheet

## Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

1. **Add** line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. **Update** each line item as needed until all items are complete.
3. **Click** Next to proceed to review screen.
4. **From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.



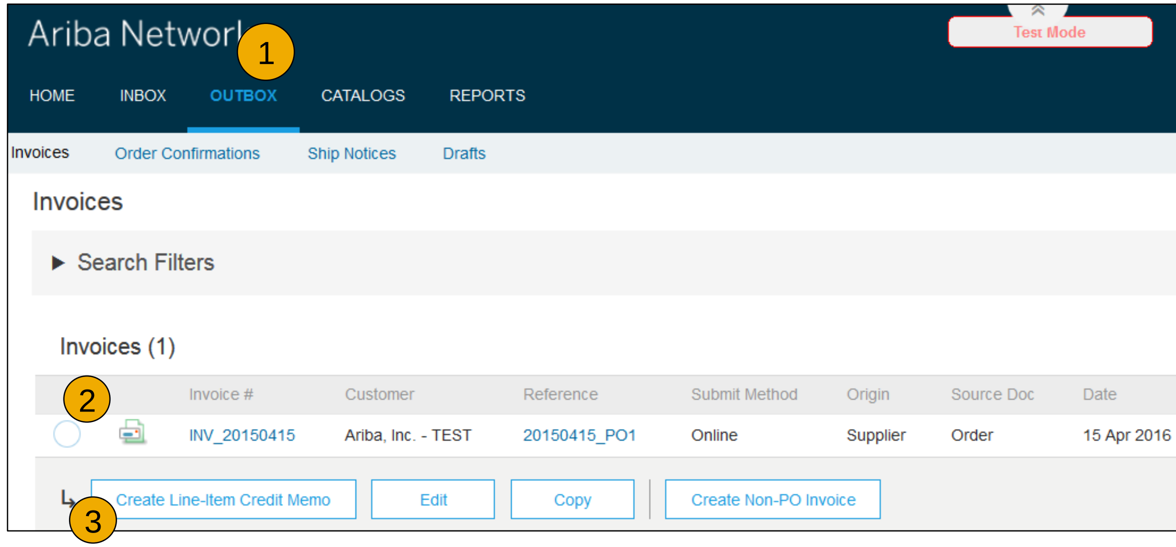



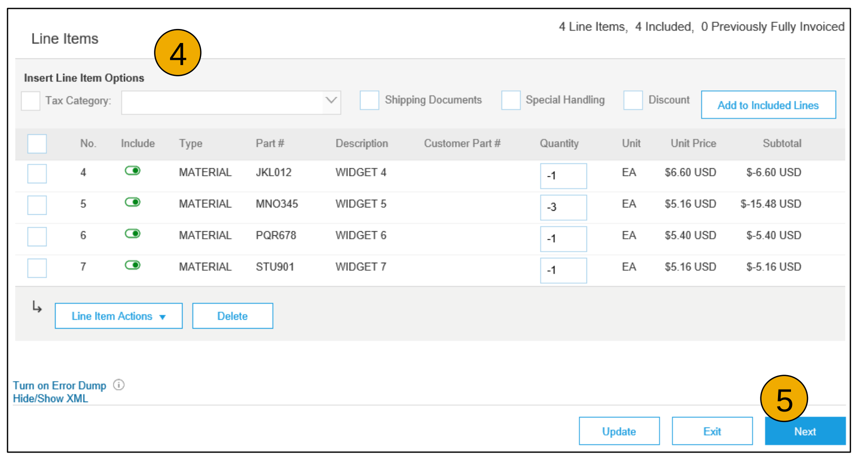
# Create a Credit Memo

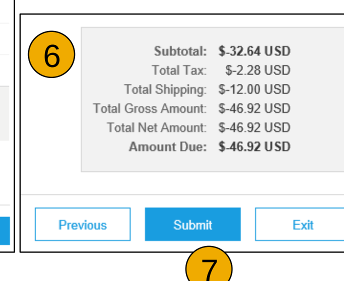
## Line Level

To create a line level credit memo against an Invoice,

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.



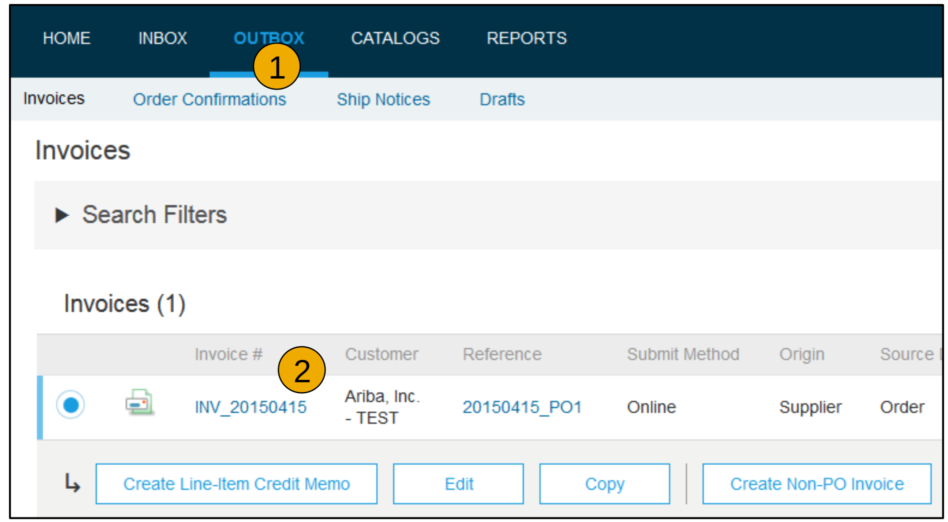



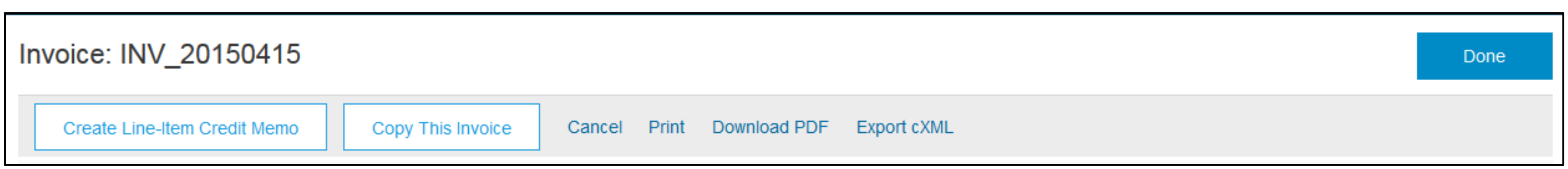



# Copy an Existing Invoice

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 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.



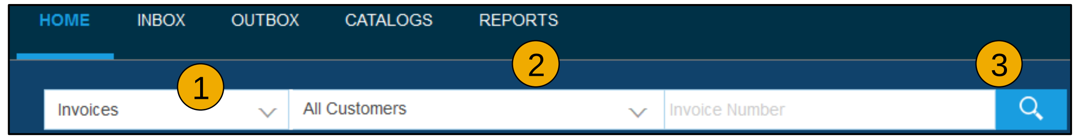
# Search for Invoice
(Quick & Refined)

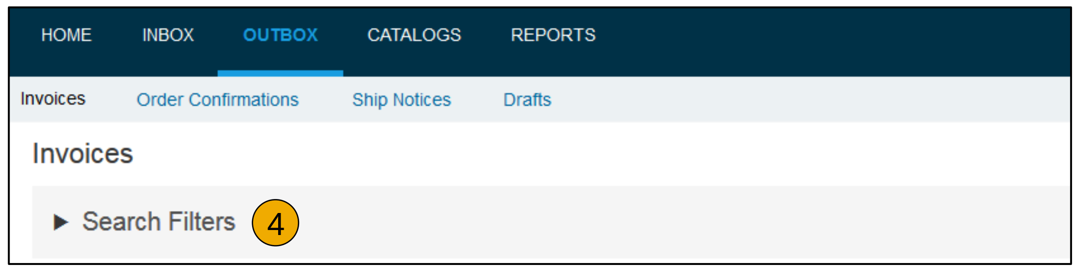
**Quick Search:**

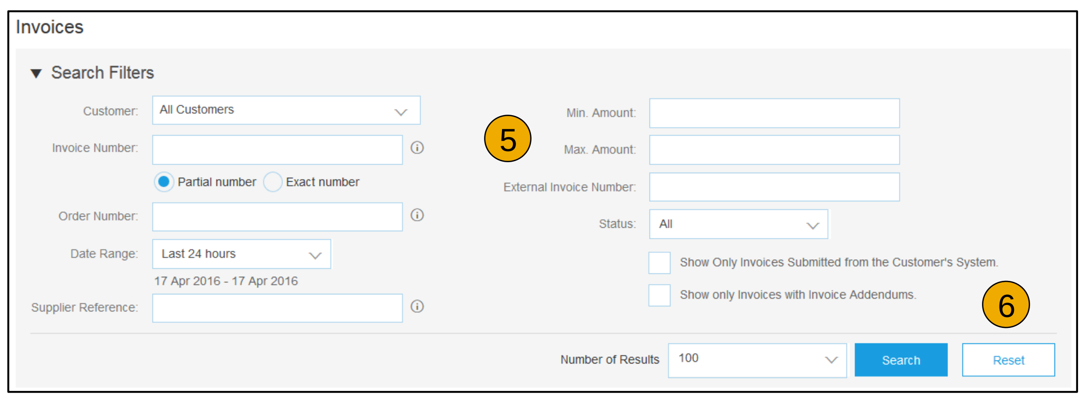
1. **From the Home Tab,** Select Invoices in the Document type to search.
2. **Select** Puget Sound Energy from Customer Drop down menu**.**
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

**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

**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 Puget Sound Energy via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Puget Sound Energy invoicing rules. Puget Sound Energy 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** – Puget Sound Energy invoicing application has acknowledged the receipt of the invoice

# Check Invoice Status

**Invoice Status**

Reflects the status of Puget Sound Energy's action on the Invoice.

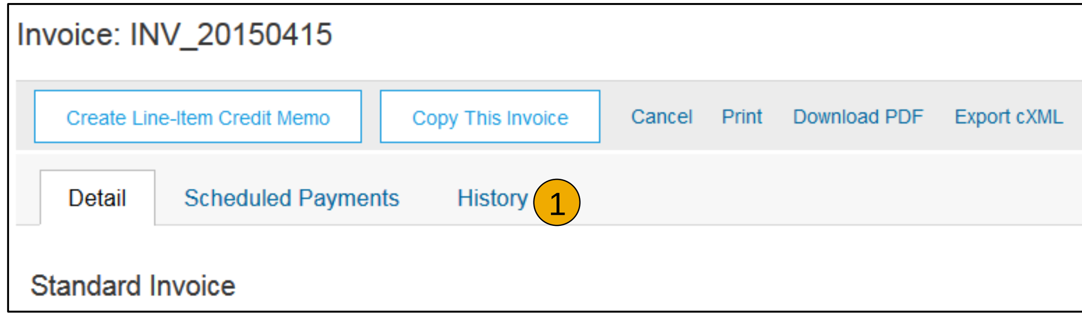
- **Sent** – The invoice is sent to the Puget Sound Energy but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Puget Sound Energy approved the invoice cancellation
- **Paid** – Puget Sound Energy paid the invoice / in the process of issuing payment. Only if Puget Sound Energy uses invoices to trigger payment.
- **Approved** – Puget Sound Energy has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Puget Sound Energy has rejected the invoice or the invoice failed validation by Ariba Network. If Puget Sound Energy 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

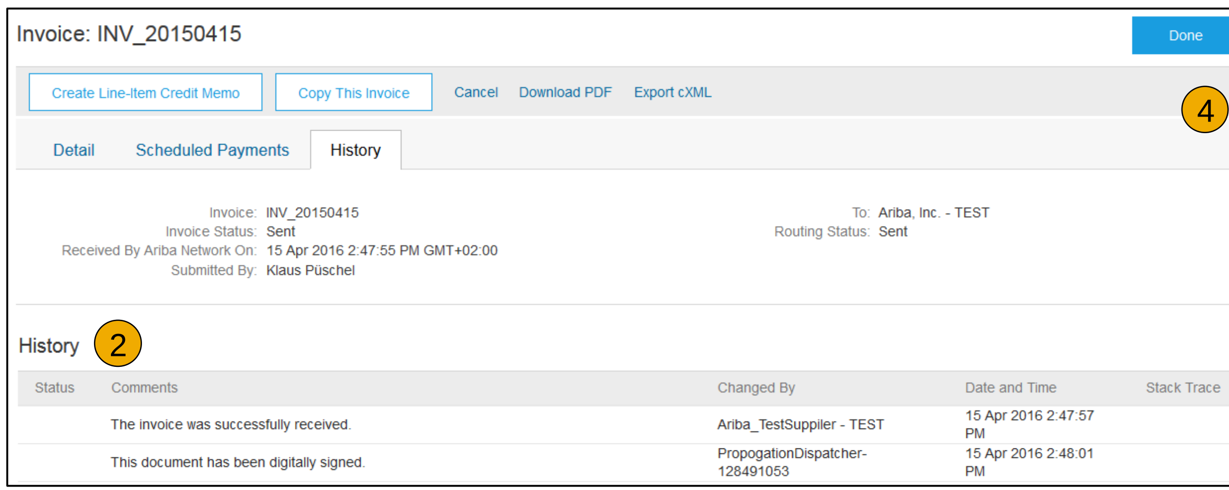
# Review Invoice History

## 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.

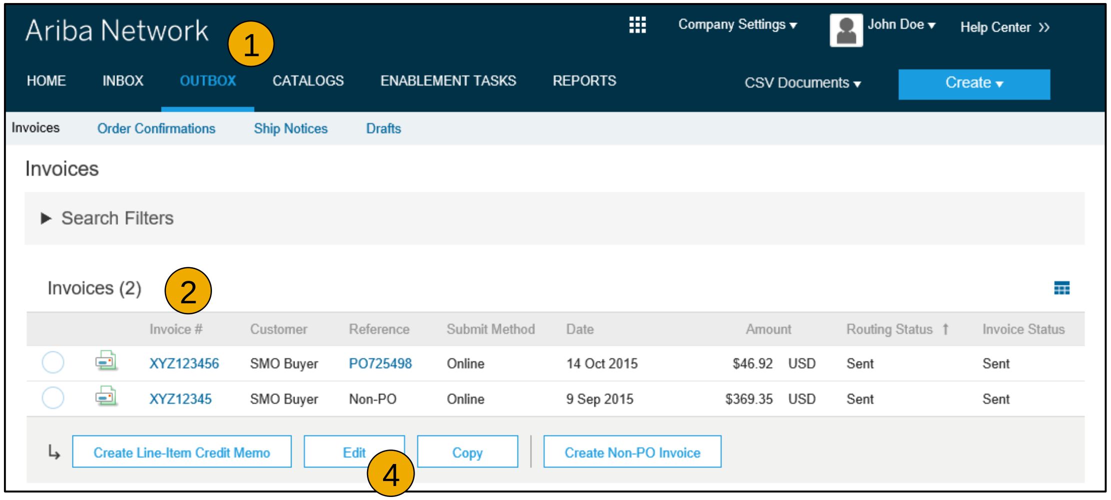


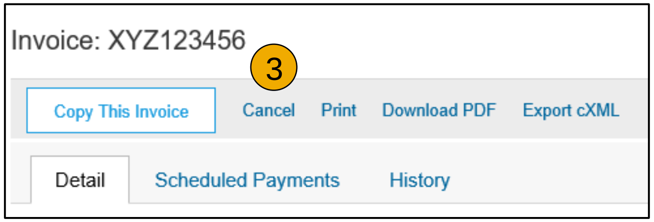



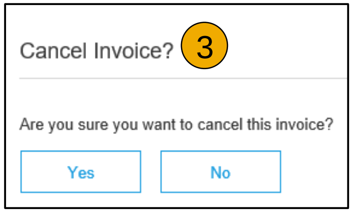
# Modify an Existing Invoice

## 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**.**



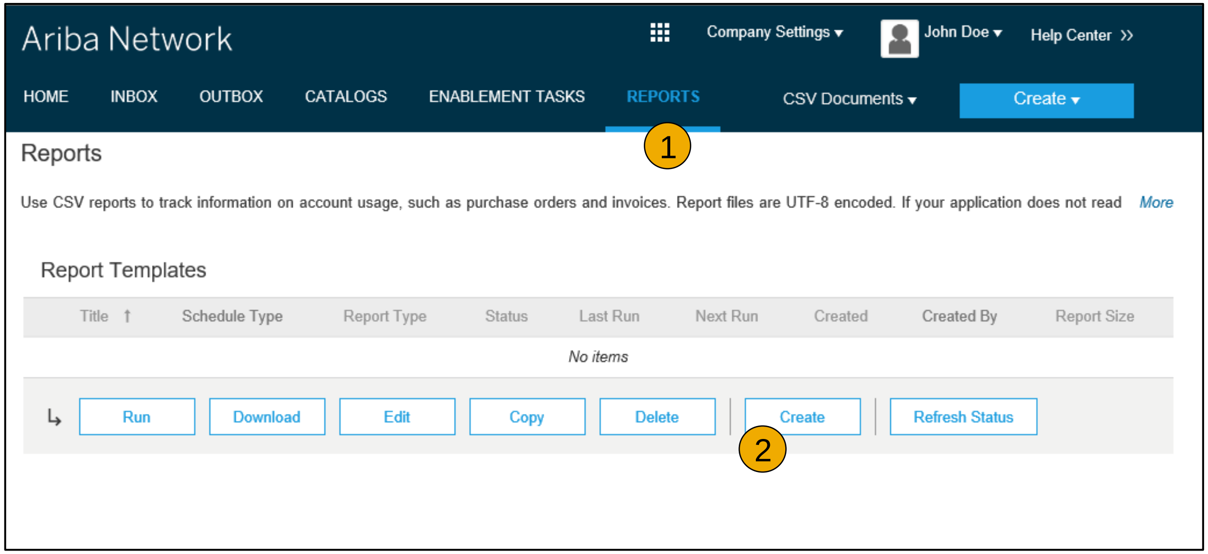



# Download Invoice Reports

## Learn About Transacting

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

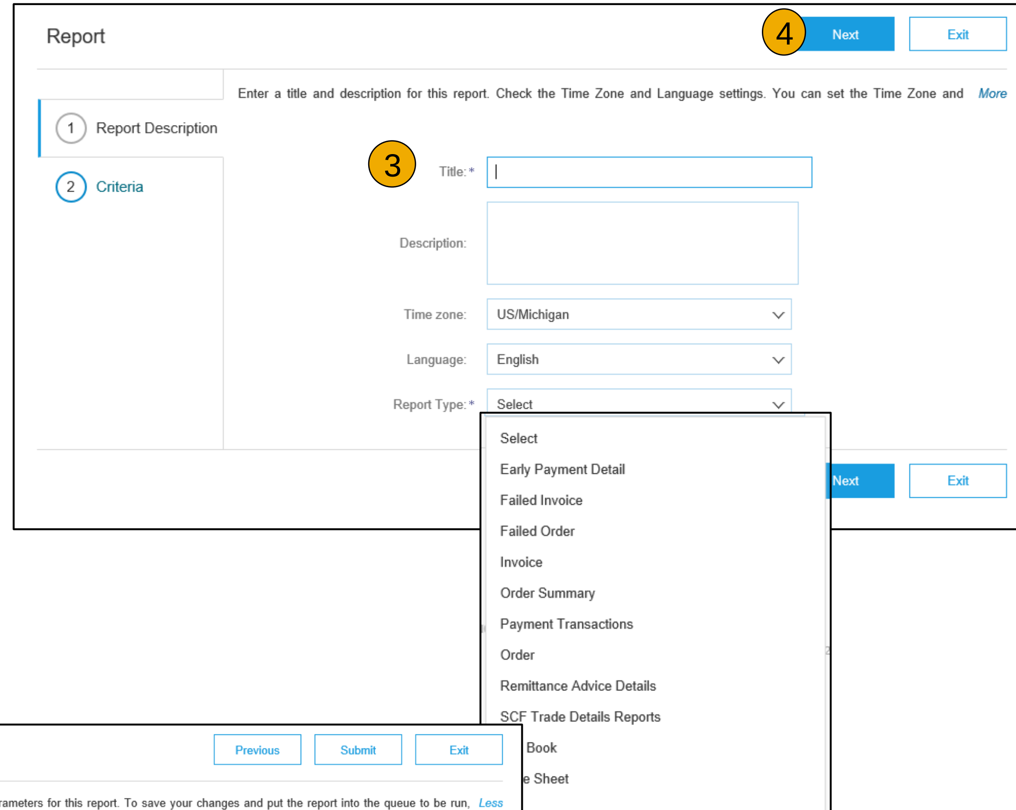
1. **Click** the **Reports** tab from the menu at the top of the page.
2. **Click Create**.



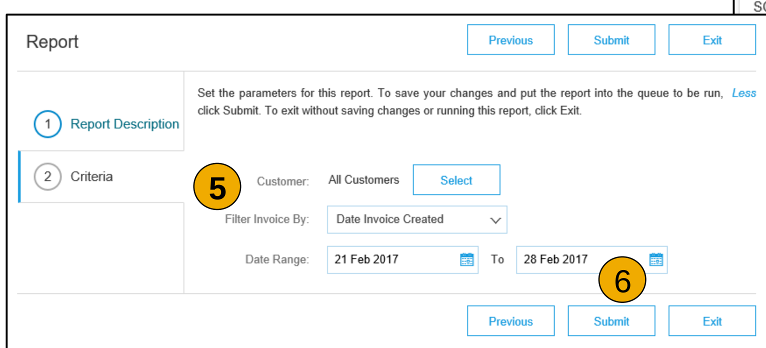

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail 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**.



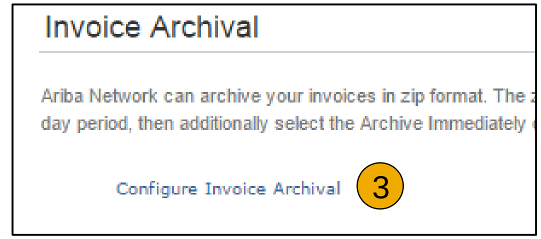

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

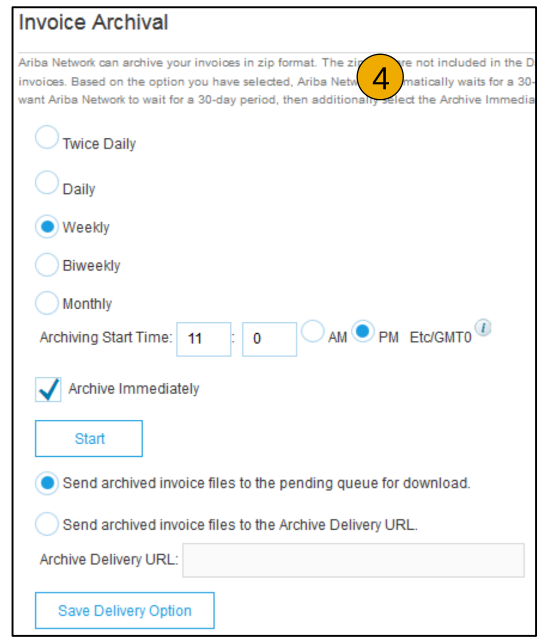


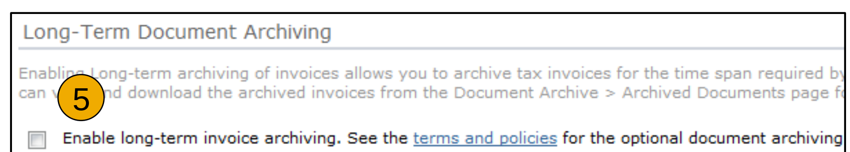
# Invoice Archival

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.)



# Ariba Network Help Resources

Customer Support

Supplier Information Portal

Useful Links

Ariba.com Links

Troubleshoot Your Invoices

# Customer Support

## Supplier Support During Deployment

### Ariba Network Registration or Configuration Support

- Registration
- Account Configuration
- Supplier Fees
- General Ariba Network questions

### Other Help

- Useful Links
- Standard Documentation

### Puget Sound Energy Enablement Business Process Support

- Business-Related Questions
- **PSESupplierEnablement@PSE.com**

### Puget Sound Energy Supplier Information Portal

- **How to Find the Supplier Information Portal**

## Supplier Support Post Go-Live

### Global Customer Support

Click the icon to the left to find the appropriate support line.

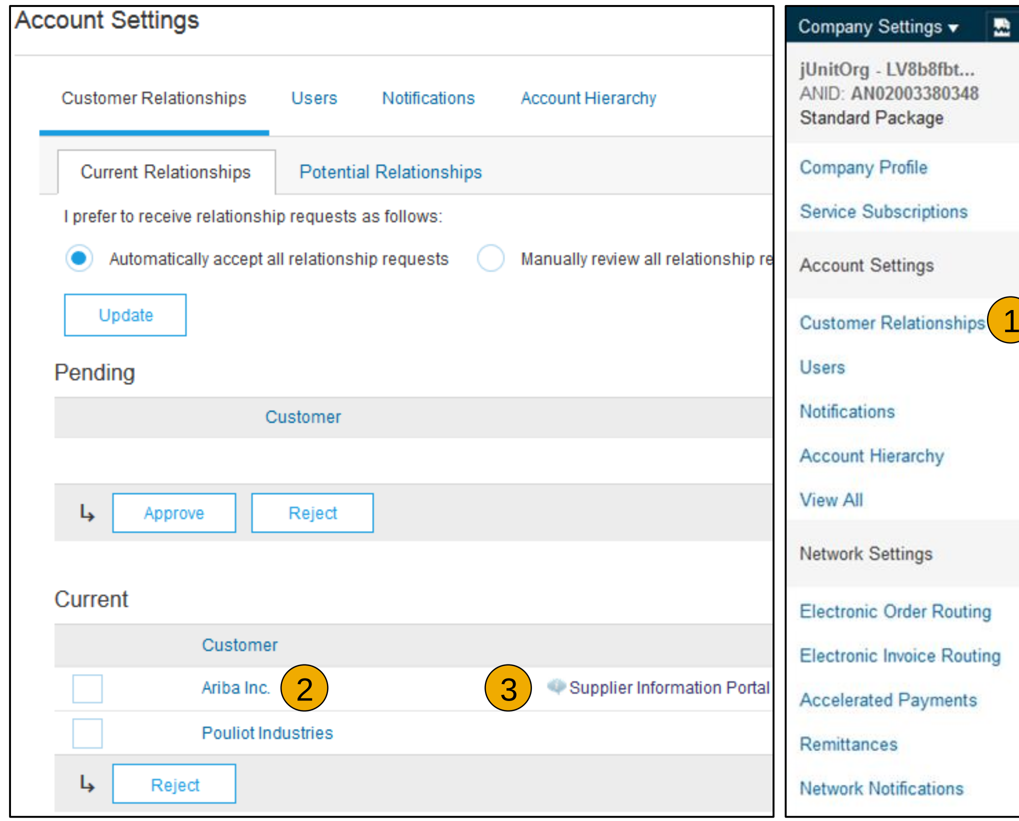
### Online Help

- Help Center
- Ariba Exchange User Community

# Training & Resources

## Puget Sound Energy Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
   The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.



# Useful Links

## Useful Links

- **Ariba Supplier Pricing page** - http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing
- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm
- **Ariba Cloud Statistics** – http://trust.ariba.com
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - http://www.ariba.com/solutions/discovery-for-suppliers.cfm
- **Ariba Network Notifications** - http://netstat.ariba.com
  - Information about downtime, new releases and new features

# Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I cancel an invoice that I've sent?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

# Thank you for joining the Ariba Network!

SAP Ariba