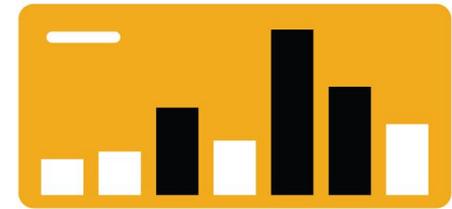
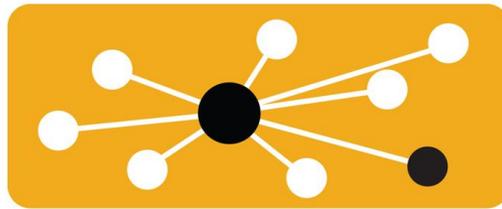
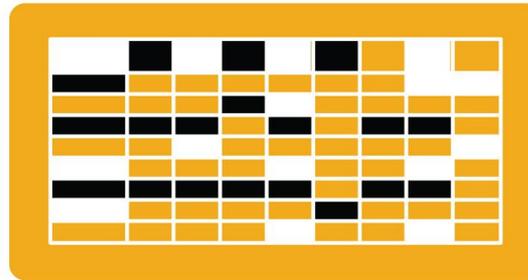


Ariba® Network Supplier Guide



SAP Ariba 

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

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

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.



HOME – Table of Contents

SECTION 1:
Ariba Network
Overview

SECTION 2:
Account Set
Up

SECTION 3:
Purchase
Orders

SECTION 4:
Other
Documents

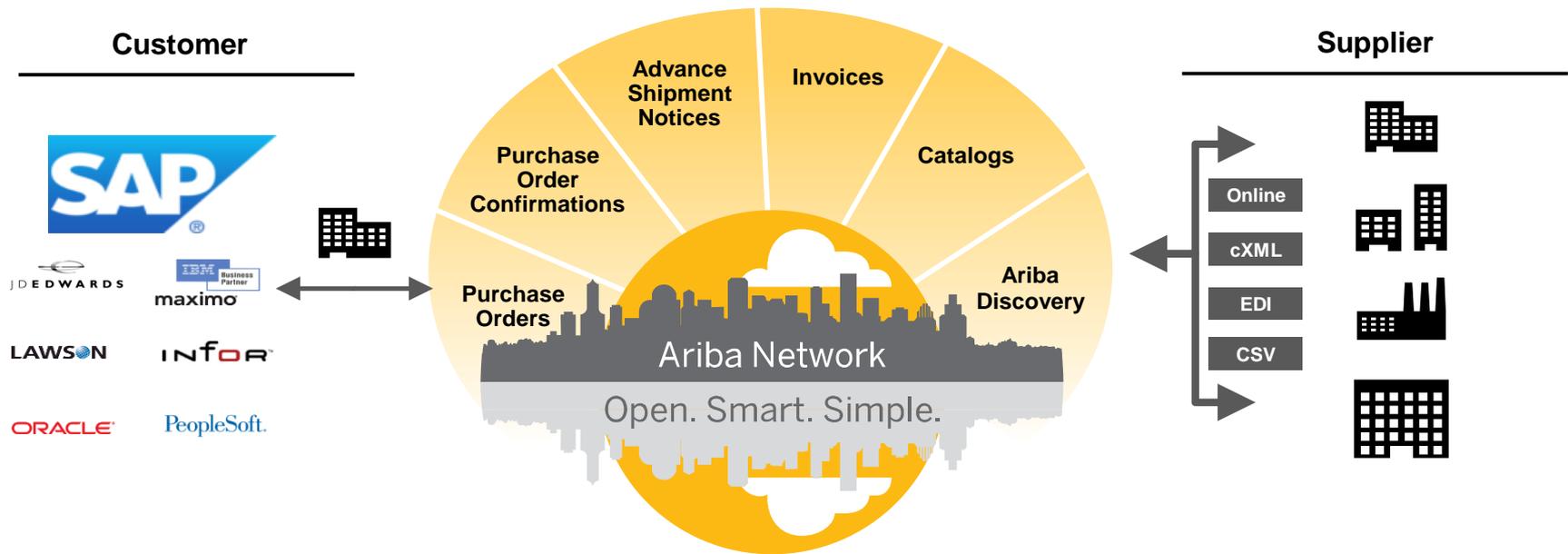
SECTION 5:
Invoice
Methods

SECTION 1: Ariba Network Overview



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 <u>All</u> 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 <u>All</u> 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	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
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	Subscription	Annual Fees
Across <u>All</u> Customer Relationships		
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)

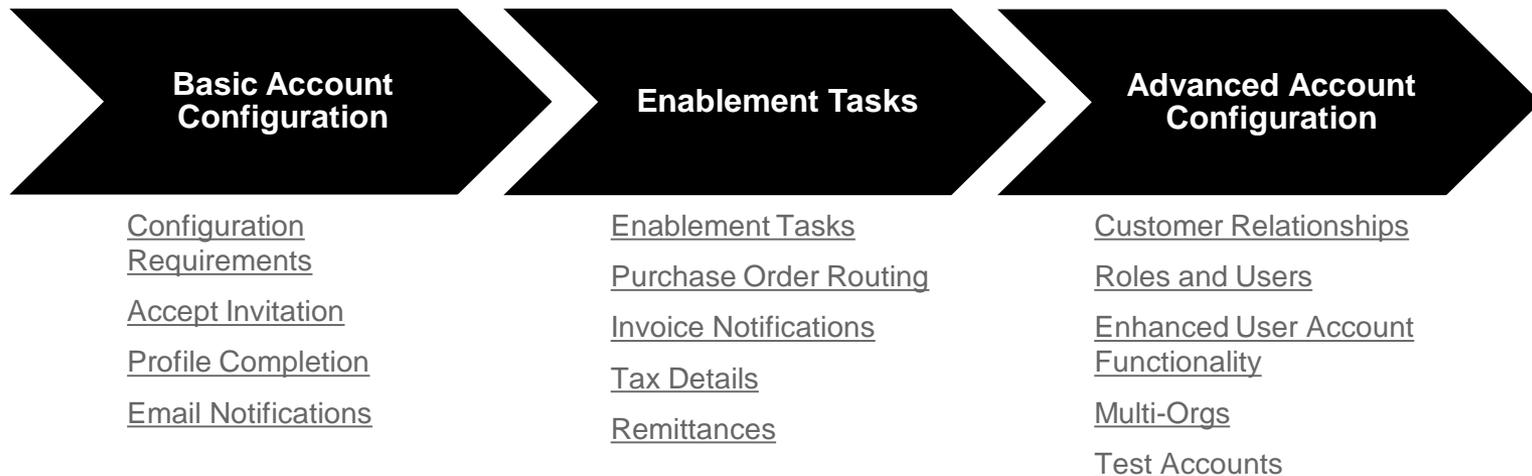
+

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> 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



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.

SAP Ariba

To SMO Supplier 1,

ACTION REQUIRED

Your customer, **SMO Buyer**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with SMO Buyer, click the link below to get started.

[→ Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

Select One...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

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.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top right, labeled '1', contains the text: 'Are you new to the Ariba Network? If you do not have an account and would like to participate, click Register Now. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.' Below this, a blue 'Register Now' button is highlighted with a yellow circle '1'. The form is divided into 'Company information' and 'User account information' sections. In the 'Company information' section, fields for 'Company Name*', 'Country*' (set to United States [USA]), and 'Address*' (with three lines) are present. In the 'User account information' section, fields for 'Name*' (First Name and Last Name), 'Email*', 'Username*', 'Password*' (with a 'Repeat Password' field), and 'Language' (set to English) are visible. A checkbox labeled 'Use my email as my username' is checked. At the bottom, a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' is highlighted with a yellow circle '4'. A blue 'Register' button is highlighted with a yellow circle '5'. The page footer contains the text: 'Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law. You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.'

Accept Relationship as Existing User

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

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[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.

The screenshot shows the Ariba Network interface for editing a company profile. The 'Company Settings' dropdown menu is open, with 'SMO Supplier 1' selected. The 'Company Profile' tab is active, showing a 'Public Profile Completeness' meter at 30%. The 'Overview' section contains fields for Company Name (SMO Supplier 1), Other names, NetworkId (AN010), Short Description (100 characters left), Website, and Public Profile URL. The 'Address' section includes fields for Address 1 (21 Jump Street), Address 2, Address 3, City (Cleveland), State (Ohio), Zip (44114), and Country (United States [USA]).

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.

The screenshot displays the 'Account Settings' page for 'jUnitOrg - LV8b8ft...'. The 'Notifications' tab is selected, and the 'Network' sub-tab is active. A dropdown menu is open, highlighting 'Users' and 'Notifications'. The main content area shows a table for 'Electronic Order Routing' with columns for 'Type' and 'Send notifications when...'. The 'Order' type has a checked checkbox for 'Send a notification when orders are undelivered'. The 'To email addresses' field on the right contains three entries: 'junk@phoenix.ariba.com', 'junk@phoenix.ariba.com', and 'junk@phoenix.ariba.com'.

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.

Tasks

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

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

Network Settings

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

Notifications

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.

Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email 2	Email address: <input type="text"/> ⓘ 3 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

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

- 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.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	Online
Order Response Documents	Online
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

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.

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The top navigation bar includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing' (the active tab), and 'Accelerated Payments'. The main configuration area is divided into 'General' and 'Tax Invoicing and Archiving' sub-tabs. A table lists 'Document Type' and 'Routing Method'. The 'Routing Method' dropdown menu is open, showing 'Online' as the selected option, with 'cXML' and 'EDI' as other available options. Below this, the 'Tax Classification' section contains input fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. The 'Tax Id' field is highlighted with a circled '3', and the 'Vat Id' field is highlighted with a circled '1'. The right-hand sidebar shows the 'Company Settings' menu, with 'Electronic Invoice Routing' selected.

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.

The screenshot displays the SAP Company Settings interface. On the right, the 'Company Settings' dropdown menu is open, showing a list of settings including 'Remittances', which is highlighted with a yellow circle and the number 1. The main content area is divided into two sections:

- Network Settings:** This section has tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Under the 'Settlement' tab, there is a section for 'EFT/Check Remittances' with a table containing columns for 'Address', 'City', and 'State'. Below the table are buttons for 'Edit', 'Delete', and 'Create', with the 'Create' button highlighted by a yellow circle and the number 2.
- Create Remittance Address / Payment Info:** This section contains instructions and a form. A note states: 'Do not enter personal bank account information. Enter only corporate bank details.' Below this, there is a 'Remittance Address' section with several input fields: 'Address 1:*', 'Address 2:', 'Address 3:', 'Address 4:', 'City:*', 'State:', 'Postal Code:*', 'Country:*' (set to 'United Kingdom [GBR]'), and 'Contact:' (set to 'Select contact'). A checkbox for 'Make this address default' is at the bottom, highlighted by a yellow circle and the number 4. A yellow circle with the number 3 is placed above the form fields.

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.

Payment Methods

Preferred Payment Method: Select method **1**

2 ACH

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name: Others

ACH

Check

Credit Card

Wire

Cash

AribaPay

Credit Transfer

Direct Deposit

Others

WIRE TRANSFER

2 Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Area: Number:

Bank Phone:

3 Credit Card

Accept credit card: Yes No

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Area: Number:

Bank Phone:

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.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships **4**

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

[Update](#) **2**

Pending

Customer	Requested Date
No Items	

[Approve](#) [Reject](#) **3**

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

[Reject](#)

Rejected

Customer	Rejected Date
No Items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#) **1**

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

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.

The screenshot shows the SAP Ariba 'Company Settings' page. The 'Users' tab is selected in the top navigation bar. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and 'Role'.

- 1:** Points to the 'Users' link in the left-hand navigation menu.
- 2:** Points to the 'Create Role' button in the 'Manage User Roles' section.
- 3:** Points to the 'Details' link for the 'Administrator' role in the 'Role' section.
- 4:** Points to the 'Create User' button in the 'Manage Users' section.
- 5:** Points to the 'Create Role' button in the 'Manage User Roles' section.

The 'Manage Users' table contains one user entry:

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Comp
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

The 'Manage User Roles' section includes a 'Create Role' button and a table of roles:

Name	Actions
Administrator	Details 3
All Access	Details Edit Delete

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

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends .

Selected User Information

Username: rebecca.novotny@sap.com
 Email Address: rebecca.novotny@sap.com
 First Name: Rebecca
 Last Name: Novotny
 Office Phone:

This user is the Ariba Discovery Contact

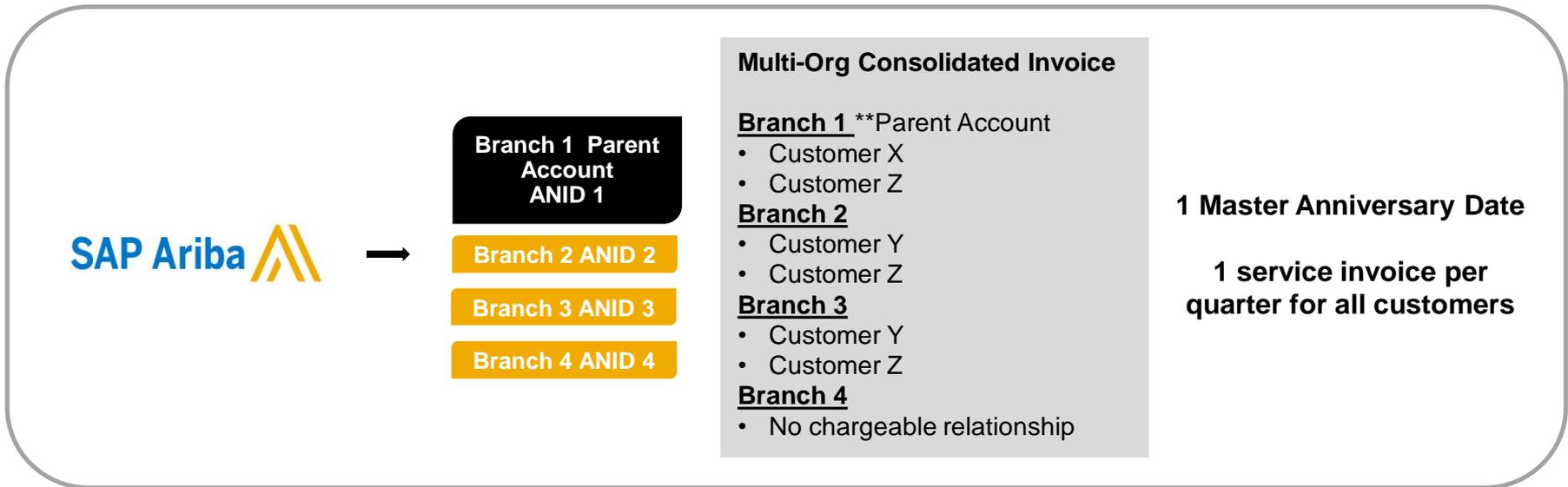
Enhanced User Account Functionality

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.

The screenshot illustrates the user account management interface. At the top right, a dropdown menu (1) is open, showing options: Logout, My Account (2), My Community Profile, Switch To, and a list of user accounts including 'jU-LV8b8f8t565589df100959...' with email 'Aribasup@s.c'. Below this, the 'My Account' page is shown with sections for 'Account Settings' and 'Account Information'. The 'Account Settings' section contains fields for Username (* Aribasup@s.c), Email Address (* junk@phoenix.ariba.com), First Name (* jU-LV8b8f8t565589df1009590921), Middle Name, Last Name (* lastName), and Business Role (Business Owner). A 'Change Password' link (3) is also present. The 'Security' section includes Secret Question (* What is the last name of your first boss?), Secret Answer (*), and Confirm Secret Answer (*). A callout (4) points to the Secret Answer field.

Consolidate Your Bills Through a Multi-Org



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 account management 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

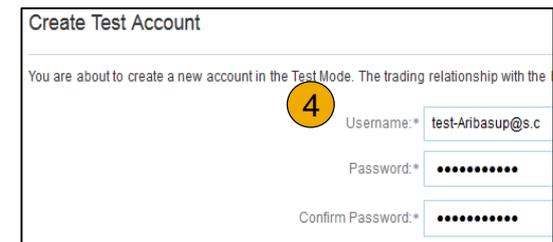
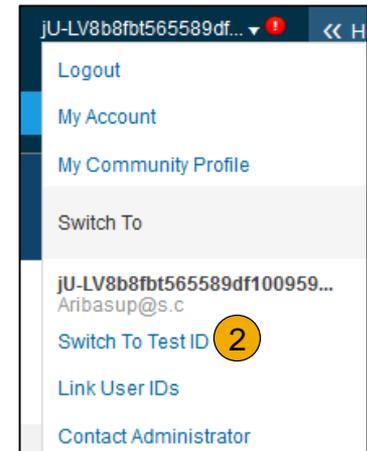
1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page either log in as an Administrator or send a request through an online form 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.

The screenshot displays the SAP Account Settings interface. On the right, the 'Company Settings' sidebar is visible, listing various settings. 'Account Hierarchy' is highlighted with a yellow circle containing the number '1'. The main content area shows the 'Account Settings' page with tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Account Hierarchy' tab is active. Below the tabs, the 'Account Status' is 'No Linked Accounts', with a note: 'If your company has multiple accounts, you can link them and manage them.' A yellow circle with the number '2' highlights the 'Link Accounts' button.

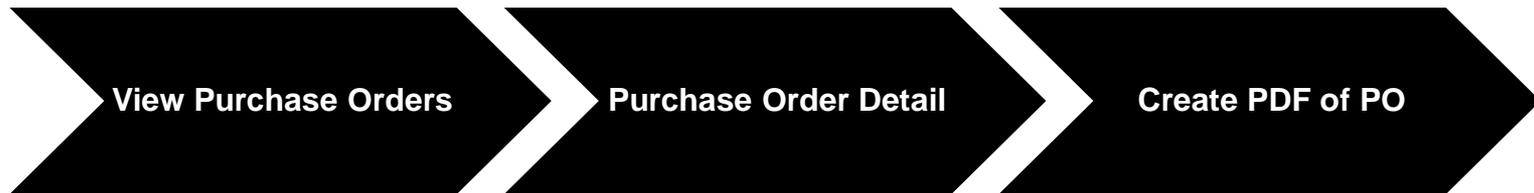
Set Up a Test Account

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).



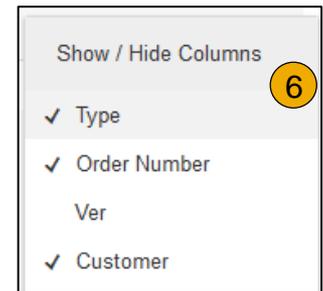
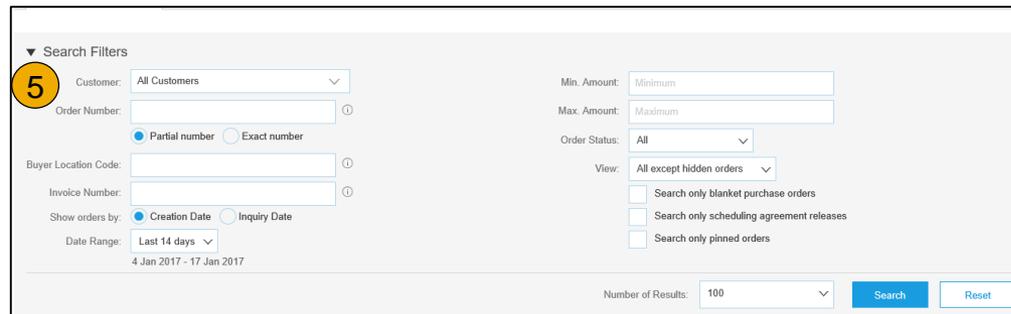
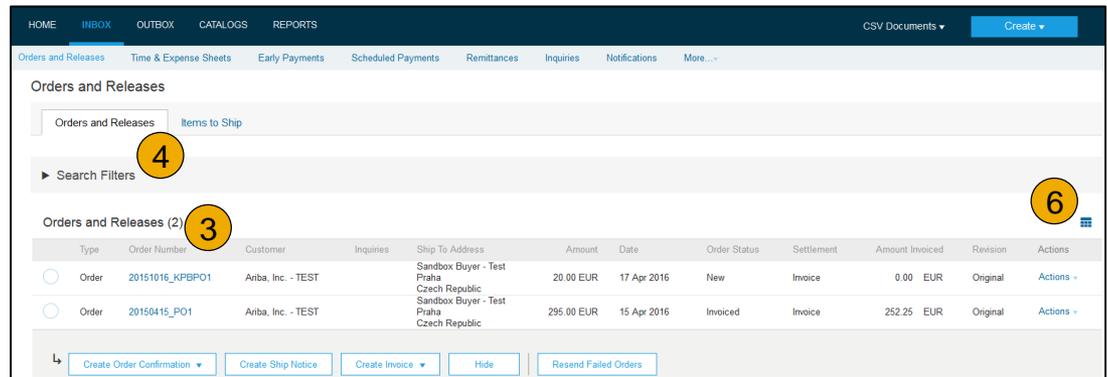
SECTION 3: Purchase Order Management



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

- 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 cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

Purchase Order: PO72547 1

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

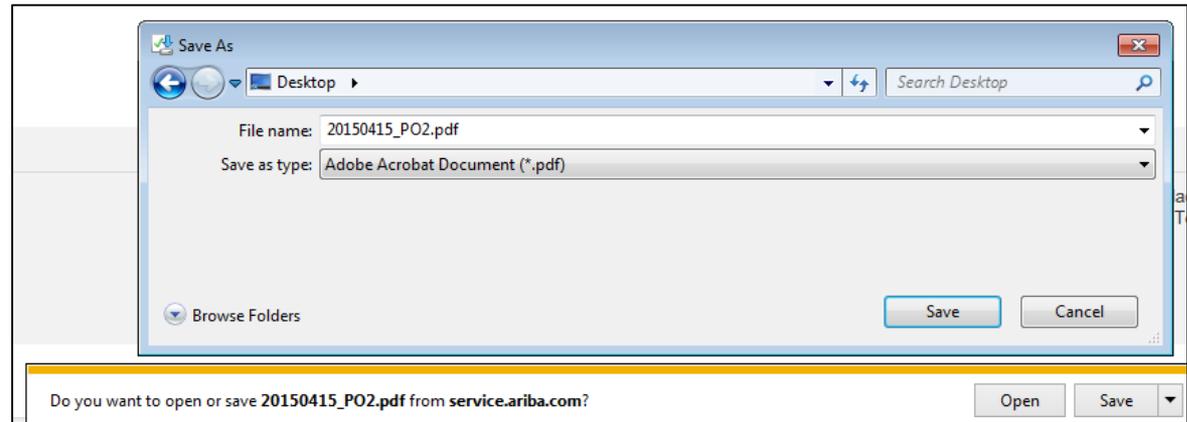
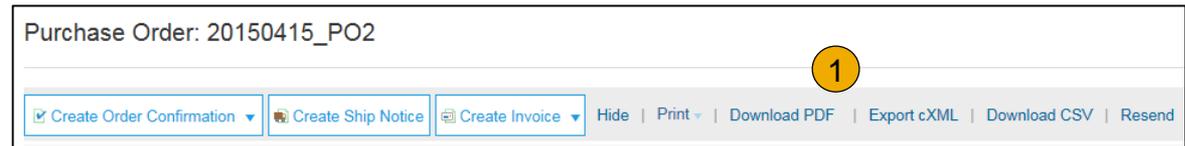
- Line Items section** describes the ordered items. Each line describes a quantity of items Puget Sound Energy wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Manage POs

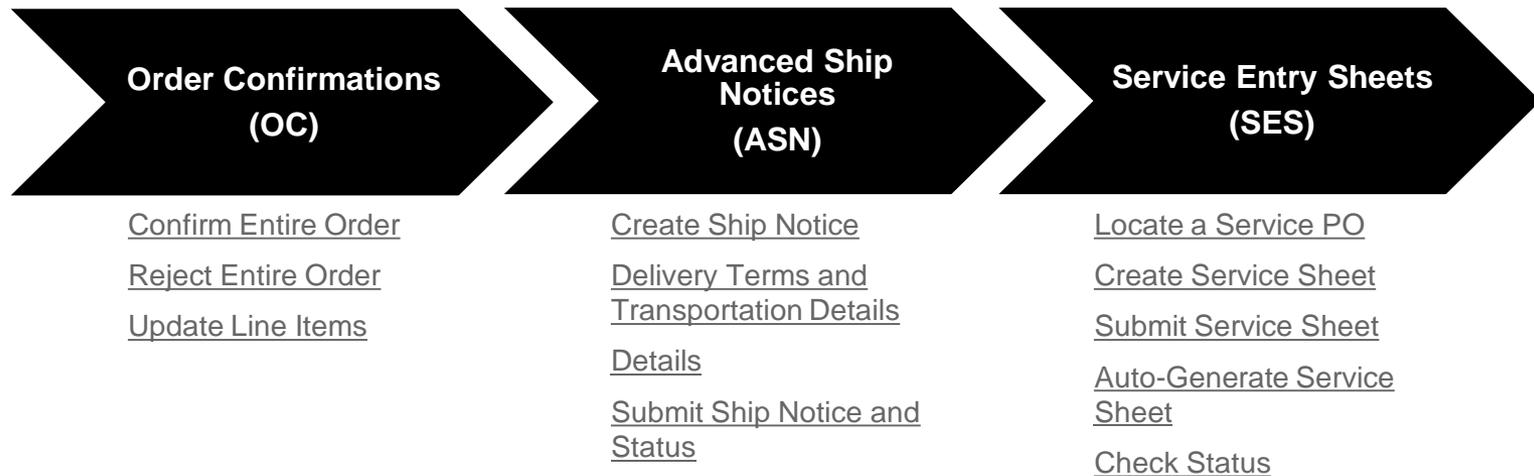
Create PDF of PO

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



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.)

Ariba Network

Purchase Order: 20150415_PO2

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments: Please Select

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

REJECT ENTIRE ORDER

Order Confirmation Number: |

Confirmation #: |

Comments:

Create Order Confirmation

Update Line Items

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

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

Purchase Order: 20150415_PO2

Create Order Confirmation
 Create Ship Notice
 Create Invoice

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

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

2

Update Item Status
 Order Confirmation Header

Review Confirmation

Confirmation #:
 Associated Purchase Order #: 20150415_PO2
 Customer: Inc. - TEST **3**
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:
 Est. Delivery Date:

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

CURRENT ORDER STATUS

10 Unconfirmed **4**

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

Confirm Order

Update Line Items - Backorder

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

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

4. **Click** Next.

Line Items

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

CURRENT ORDER STATUS

10 Unconfirmed

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

1 **2**

[OK](#) [Cancel](#)

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

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

3

[OK](#) [Cancel](#)

Confirm Order

Update Line Items - Price Change

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

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

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

CURRENT ORDER STATUS

10 Unconfirmed **1**

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

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

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

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price: **3**

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part: **4**

Comments:

Confirm Order

Update Line Items - Reject

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

Line Items

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

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: 1

2 [Details](#) ⓘ

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

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

3 [OK](#) [Cancel](#)

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.

Purchase Order: 20150415_PO2

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

Order Detail | Order History

From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic	To: Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

5 Done

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

Routing Status: Acknowledged
 Related Documents: 312

Deliver To

Create Ship Notice

1. **Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear. 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.

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1** Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier

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.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
 Total Item Due Quantity: 10 BX

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

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

[Add Ship Notice Line](#)

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR [Remove](#)
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
 Total Item Due Quantity: 10 BX

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

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

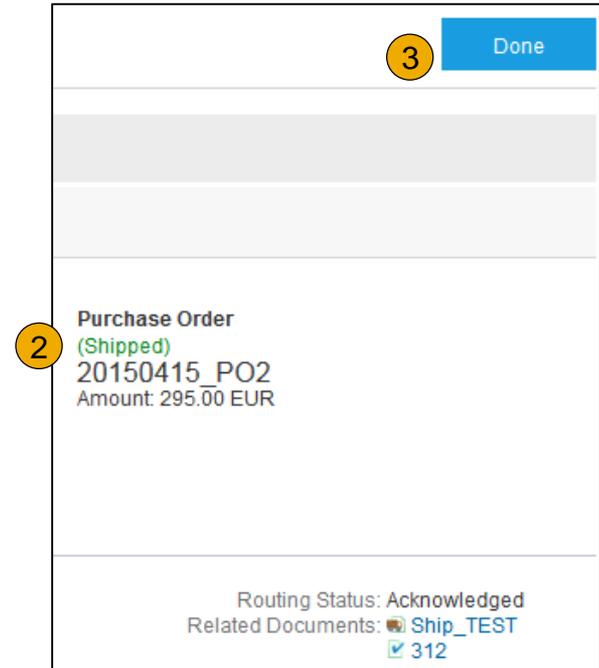
[Add Ship Notice Line](#)

[Add Order Line Item](#) 3

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

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.

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input checked="" type="radio"/>	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Hide Resend Failed Orders

Search Filters

Customer: All Customers

Order Number: []

Partial number Exact number

Buyer Location Code: []

Invoice Number: []

Show orders by: Creation Date Inquiry Date

Date Range: Other

Start Date: 22 Mar 2017

End Date: 4 Apr 2017

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100 Search Reset

Create a Service Entry Sheet

Review Service PO

Purchase Order: ServicePO1 Done

Create Order Confirmation |
 Create Service Sheet |
 Create Invoice |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History 1

From:
 SMO Buyer
 123 Fake Street
 Pittsburgh, PA 15222
 United States

To:
 SMO Supplier 1
 21 Jump Street
 Cleveland, OH 44114
 United States
 Phone:
 Fax:
 Email: m.bohart@sap.com

Purchase Order (New)
 ServicePO1
 Amount: \$20,000.00 USD

Payment Terms ⓘ
 0.000% 45

Routing Status: Sent

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

Ship All Items To

SMO Buyer
 123 Fake Street
 Pittsburgh, PA 15222
 United States

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		Service	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	Details

Test services-Item 1

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00
 Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00
 This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

Service Sheet Required.

Sub-total: \$20,000.00 USD

Create Order Confirmation |
 Create Service Sheet |
 Create Invoice |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

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 Service Sheet

▼ Service Sheet Header
* Indicates required field

Summary

1
 Purchase Order: **ServicePO1**
 Service Sheet #: *
 Service Sheet Date: * 7 Apr 2017

Subtotal: **\$0.00 USD**

Service Start Date:

Service End Date:

Additional Fields 2

Supplier Reference:

From: **SMO Supplier 1**
 21 Jump Street
 Cleveland, OH 44114
 United States

Field Contractor:
 Name:
 Email:
 Phone: USA 1

To: **SMO Buyer**
 123 Fake Street
 Pittsburgh, PA 15222
 United States

Field Engineer:
 Name:
 Email:
 Phone: USA 1

Approver:
 Name: *
 Email: *
 Phone: USA 1

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.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #			
▼ 1	Not Available TESTINGSERVICECHG				
Add ▼					
Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="text" value="000000000003015848"/> <input type="text" value="MAT CONSTR MATERIAL IT005 K"/>	Service ▼	3 <input type="text" value="1,000"/> KGM	\$2.57 USD	\$2,570.00 USD Delete
SERVICE PERIOD					
4	Start Date: <input type="text"/>	End Date: <input type="text"/>			
PRICING DETAILS					
Price Unit: KGM		Price Unit Quantity: 1			
Unit Conversion: 1		Description:			
COMMENTS					
Add Comments: <input style="width: 100%;" type="text"/>					
Add Pricing Details					
Turn on Error Dump ⓘ Hide/Show XML					
			5		
Update		Save		Exit	
Next					

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.

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

Service Sheet
 TestServiceSES
 Date: 10 Apr 2017
 Purchase Order: ServicePOExample
 Subtotal: \$2,570.00 USD

Subtotal: \$2,570.00 USD

From
SMO Supplier 1
 21 Jump Street
 Cleveland, OH 44114
 United States
 Phone:
 Fax:

To
SMO Buyer

 123 Fake Street
 Pittsburgh, PA 15222
 United States

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available TESTINGSERVICECHG					
1	Service	00000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD	Details

Service Entry Summary
 Subtotal: \$2,570.00 USD

Previous Save Submit Exit

6

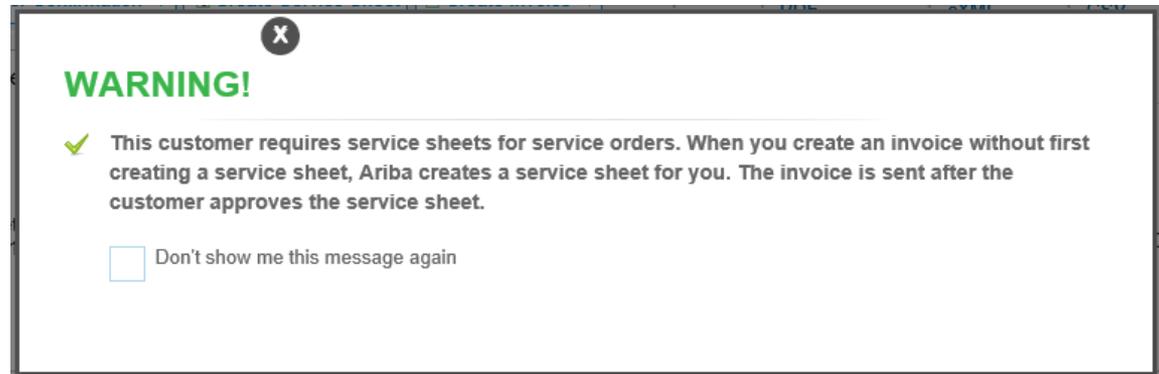
Auto-Generate a Service Sheet

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.

Service Sheets

Search Filters

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

Buttons: Create Invoice, Edit

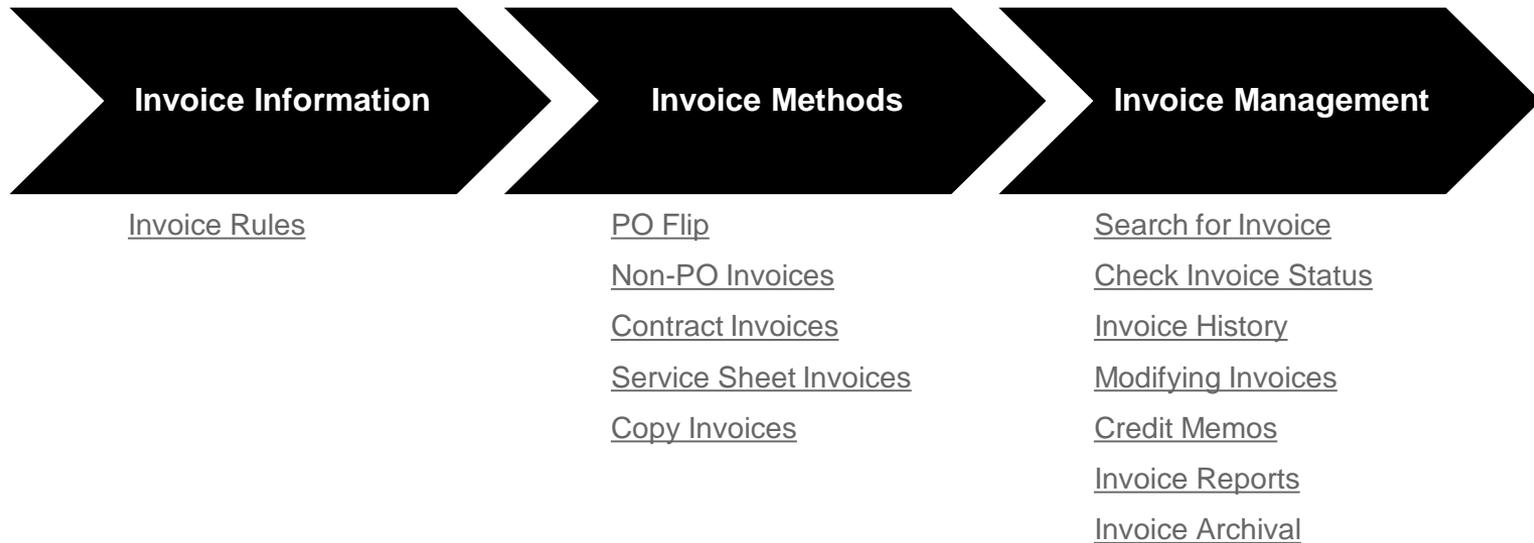
Service Sheet:

Create Invoice Print Export cXML

Detail History

Service Sheet (Rejected)
 4511207465-SES3
 Date: 7 Mar 2017
 Purchase Order: 4511207465
 Subtotal: £15.00 GBP

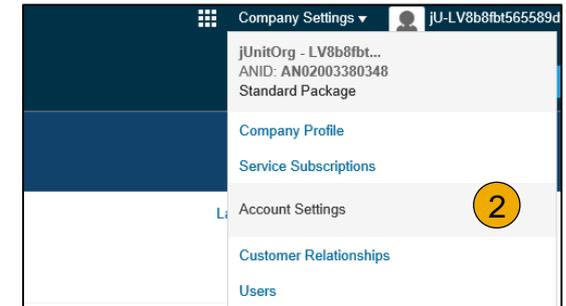
SECTION 5: Invoice Methods



Review Puget Sound Energy Invoice Rules

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

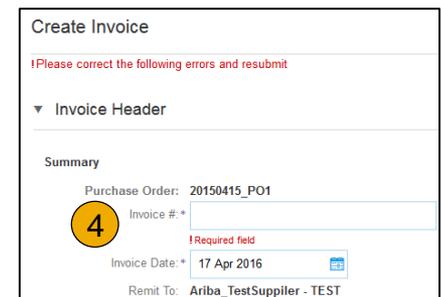
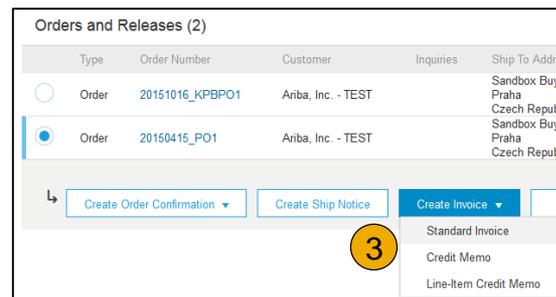
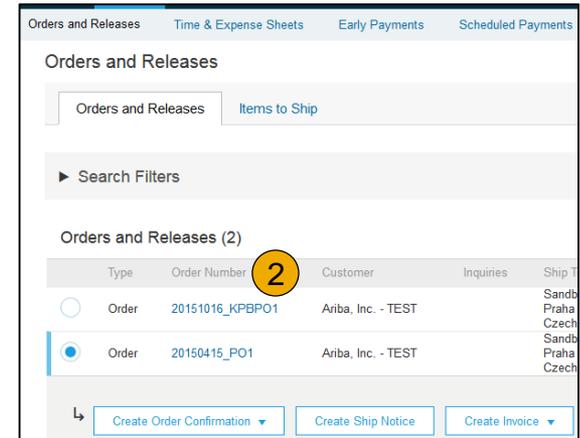
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Puget Sound Energy**).
4. Scroll down to the **Invoice 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 Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223 1

Invoice Date: * 15 Apr 2016 2

Remit To: DEFAULT VALUE ▾

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

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.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

2

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

3

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pro Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

4

Line Item Actions Delete Add

Add to Included Lines

5

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

No.	Include	Type	Part #	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2		MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Shipping

Ship From: **Ariba_TestSupplier - TEST** Ship To: **Sandbox Buyer - Test** [View/Edit Addresses](#)

Praha 5 Praha

Czech Republic Czech Republic

Deliver To: Czech Republic
Cristian Mihalachu
2nd Floor, SI Team

Shipping Cost

Shipping Amount:* 2 Shipping Date:

Allowances and Charges

Service Code:* Description: [Add Tax](#)

Start Date: End Date: [Remove](#)

Allowance:

Line Item Actions:

Summary

Purchase Order: 20160416_PO1

Invoice #:*

Invoice Date:*

Remit To: **Ariba_TestSupplier - TEST**

Praha 5

Czech Republic

Bill To: **Sandbox Buyer - Test**

Praha

Czech Republic

Tax

Header level tax Line level tax

Category:*

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping Line level shipping

Ship From: **Ariba_TestSupplier - TEST** 1

Praha 5

Czech Republic

Allowances and Charges

Service Code:* Description: [Add Tax](#)

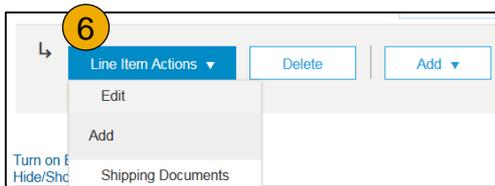
Start Date: End Date: [Remove](#)

Allowance:

Invoice via PO Flip

Detail Line Items

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



Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice

[Done](#) [Cancel](#)

▼ Invoice Item * Indicates required field [Line Item Actions](#)

Quantity: * Part #: GOODS_01
 Unit: EA
 Unit Price: *
 Subtotal: 5.00 EUR

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

Pricing Details

Price Unit: * Price Unit Quantity: *
 Unit Conversion: * Description:

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST
 Praha 5
 Czech Republic

Ship To: Sandbox Buyer - Test
 Praha
 Czech Republic
 Deliver To: Cristian Mihalache
 2nd Floor, SI Team

[View/Edit Addresses](#)

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.

A screenshot of the SAP Line Item Actions menu. The menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (marked with a yellow circle '1'), and Attachment. The 'Add' button is highlighted. In the background, there are buttons for 'Update', 'Save', 'Exit', and 'Next' (marked with a yellow circle '3'). The SAP logo and user information are visible on the left side.

A screenshot of the SAP Comments field. The field is empty and has a yellow circle '2' next to the 'Comments' label. A 'Remove' button is visible on the right side of the field.

Having Problems?

Invoice For Services

Add Service Lines to Invoices

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

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

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	0.00 CZK					

Service Period Service Start Date: Service End Date:

Line Item Actions:

Turn on Error Dump

Insert Line Item Options

Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	\$0.00 USD					

Rate

*Term	*Rate	*Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.

Line Items

Insert Line Item Options

Tax Category:

No.	Include	Type	Part #	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>

Service Period **2** Service Start Date: Service End Date:

Line Item Actions:

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.

Select the Receipt(s) that will be invoiced Next Cancel

Receipt List			
<input checked="" type="checkbox"/> Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/> GRN.GRNFlip.01	Buyer Ruiz	29 Oct 2014 3:50:28 PM	Sent
<input checked="" type="checkbox"/> GRN.GRNFlip.02	Buyer Ruiz	29 Oct 2014 3:51:38 PM	Sent

Next Cancel

GOODS 3 Line Items 3 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: 4 Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Receipt #	Receipt Line #	Part #	Description	Quantity	Unit	Original Price	Unit Price	Subtotal
<input type="checkbox"/>	1	✓	GRN.GRNFlip.01	1	N160INSTLL	N160INSTLL	<input type="text" value="8"/>	EA	\$400.00 USD		\$3,200.00 USD
<input type="checkbox"/>	1	✓	GRN.GRNFlip.02	1	N160INSTLL	N160INSTLL	<input type="text" value="2"/>	EA	\$400.00 USD		\$800.00 USD
<input type="checkbox"/>	2	✓	GRN.GRNFlip.02	2	TTTTFCTH03	TTTTFCTH03	<input type="text" value="20"/>	EA	\$100.00 USD		\$2,000.00 USD

Line Item Actions Delete

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.**

Select Ship Notices to be Invoiced Next Cancel

Ship Notice List

<input checked="" type="checkbox"/>	Packing Slip ID ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	123-456	KK DG Sherpa LLC - TEST	31 Jul 2015 8:39:54 AM	Sent
<input checked="" type="checkbox"/>	333-444	KK DG Sherpa LLC - TEST	31 Jul 2015 8:42:27 AM	Sent

Next Cancel

Insert Line Item Options Add to Included Lines

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD
			SHIP NOTICE DETAILS	Ship Notice #: 123-456	Ship Notice Line #:1			
No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD
			SHIP NOTICE DETAILS	Ship Notice #: 333-444	Ship Notice Line #:1			
No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		55	EA	\$5.50 USD	\$302.50 USD
			SHIP NOTICE DETAILS	Ship Notice #: 333-444	Ship Notice Line #:2			
No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		10	EA	\$3.30 USD	\$33.00 USD
			SHIP NOTICE DETAILS	Ship Notice #: 123-456	Ship Notice Line #:2			

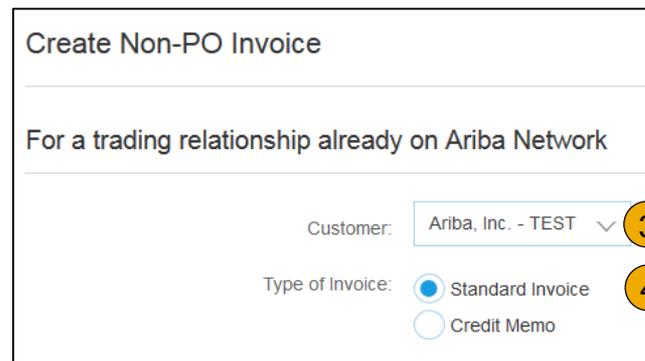
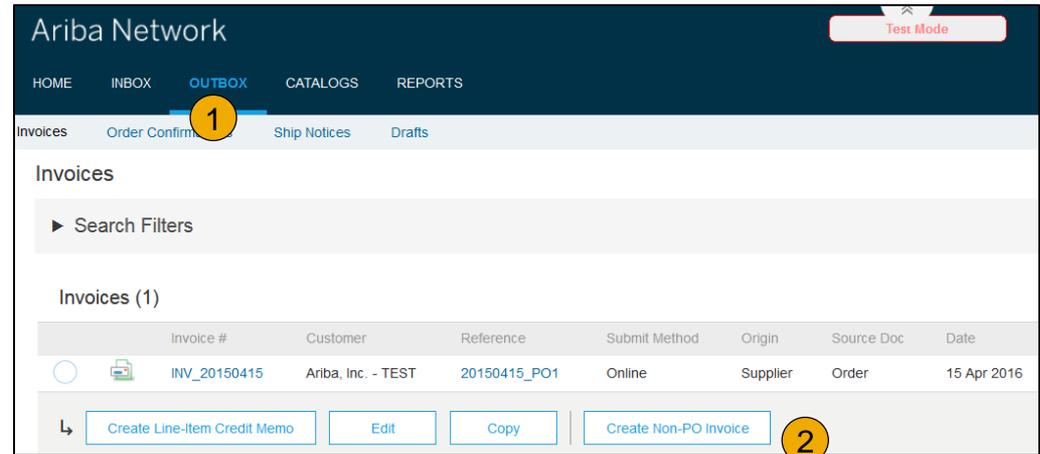
Invoice Without a Purchase Order

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.
 - If you need to invoice a new customer click **Invoice New Customer**.
4. **Select Standard Invoice.**
4. **Click Next.**

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



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.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Invoice #*

Invoice Date* 15 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Praha 5

Czech Republic

Bill To:

Subtotal: 0.00 CZK
 Total Tax: 0.00 CZK
 Total Gross Amount: 0.00 CZK
 Total Amount without Tax: 0.00 CZK
 Total Net Amount: 0.00 CZK
 Amount Due: 0.00 CZK

View/Edit Addresses

Order Information

Customer Order #: Contract Number:

Sales Order #: Sales Order Date:

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: jUnitOrg - LV8b8fb565589df1009590921
 pittsburgh, PA
 United States

Customer: jUnitOrg - 5WQzy9VD565589b21009590920
 Sunnyvale, CA
 United States

Bill From: jUnitOrg - LV8b8fb565589df1009590921

Email:

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	Partially Invoiced	MATERIAL	<input type="text"/>					

Line Item Actions ▼ Delete Add ▼

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 (*).

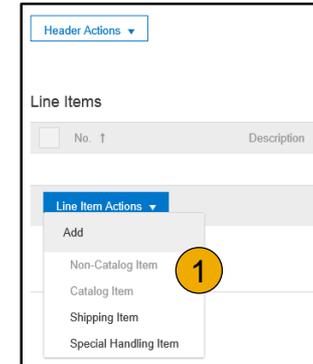
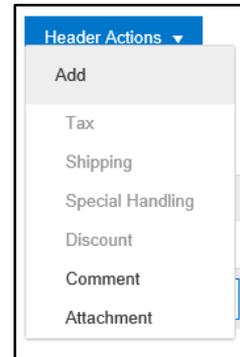
Invoice Against Contracts

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.	Description	Contract	Qty	Unit	Price
1	Test Item 5	Yes	1	each	\$88

Reference Date: * Wed, 18 Sep, 2013

Commodity Code: Paper products

Supplier Part Number: hhh

Supplier Auxiliary Part ID:

Type: Catalog Item

Purch Org: 3000 (IDES USA)

Line Item Text:

Shipping - by Line Item

Ship From: Test Location

Deliver To: *

Plant: * 3600 (Wichita)

Subtotal: \$2,570.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$2,570.00 USD

Total Net Amount: \$2,570.00 USD

Amount Due: \$2,570.00 USD

Previous Save **Submit** Exit

No Items Appearing?

Invoice from a Service Sheet

Locate Approved Service Sheet

Ariba Network

Test Mode Company Settings

HOME INBOX **OUTBOX** CATALOGS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices **Service Sheets** Drafts

Service Sheets

Search Filters

Service Sheets (2)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input type="checkbox"/>	12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

Create Invoice Edit

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.

Create Invoice

Update
Save
Exit
Next

▼ Invoice Header
* Indicates required field
Add to Header ▼

Summary

Purchase Order: ServicePO1

① Invoice #:*

Invoice Date: ⓘ 11 Apr 2017

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH
United States

Bill To: SMO Buyer

Pittsburgh, PA
United States

Subtotal: \$0.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$0.00 USD

Total Net Amount: \$0.00 USD

Amount Due: \$0.00 USD

Tax

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

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.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **SMO Supplier 1**
Cleveland, OH
United States

Ship To: **SMO Buyer**
Pittsburgh, PA
United States [View/Edit Addresses](#)

Deliver To:

Payment Term

Discount or Penalty Term(days): ⓘ Percentage(%):* [Add Discount/Penalty Term](#)

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **SMO Supplier 1**
Cleveland, OH
United States

Customer: **SMO Buyer**
Pittsburgh, PA
United States [View/Edit Addresses](#)

Bill From: **SMO Supplier 1**
Cleveland, OH
United States

Service Start Date:

Service End Date:

Email: [View/Edit Addresses](#)

Field Contractor

Name:

Email:

Phone: USA 1

Field Engineer

Name:

Email:

Phone: USA 1

Approver

Name:*

Email:*

Phone: USA 1

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.

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

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	TESTINGSERVICECHG					
100010	<input checked="" type="checkbox"/>	SERVICE	00000000003015848	MAT CONSTR MATERIAL IT005 KG		1,000	KGM	\$2.57 USD	\$2,570.00 USD

Pricing Details Price Unit: KGM Price Unit Quantity: 1 Description:

Unit Conversion: 1

Additional Fields

classificationCode:

accountingCode:

purchaseDescription:

transactionCategoryOrType:

unitsShippedUOM:

Line Item Actions Delete Reset Tax from PO Add

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments
- Attachment

Update Save Exit Next

Subtotal:	\$2,570.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$2,570.00 USD
Total Net Amount:	\$2,570.00 USD
Amount Due:	\$2,570.00 USD

Previous Save Submit Exit

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**.

Ariba Network interface showing the **OUTBOX** tab selected. The **Invoices** section displays a table with one invoice:

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Buttons below the table include **Create Line-Item Credit Memo**, **Edit**, **Copy**, and **Create Non-PO Invoice**.

Line Items form showing 4 line items:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Summary box (6) showing totals:

- Subtotal: \$-32.64 USD
- Total Tax: \$-2.28 USD
- Total Shipping: \$-12.00 USD
- Total Gross Amount: \$-46.92 USD
- Total Net Amount: \$-46.92 USD
- Amount Due: \$-46.92 USD

Buttons at the bottom include **Update**, **Exit**, **Next**, **Previous**, **Submit**, and **Exit**.

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.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

▶ Search Filters

Invoices (1)

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

Invoice: INV_20150415

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 it 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.

Invoice: INV_20150415

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History 1](#)

Standard Invoice

Invoice: INV_20150415 [Done](#)

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
4

[Detail](#)
[Scheduled Payments](#)
[History 2](#)

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

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

History 2

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

Modify an Existing Invoice

Cancel, Edit, and Resubmit

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

Ariba Network Company Settings | John Doe | Help Center >>

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2) ☰

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

[Create Line-Item Credit Memo](#)
[Edit](#)
[Copy](#)
[Create Non-PO Invoice](#)

Invoice: XYZ123456 ☰

[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Cancel Invoice? ☰

Are you sure you want to cancel this 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**.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **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**.

Report

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

1 Report Description

2 Criteria

3 Title:*

Description:

Time zone: US/Michigan

Language: English

Report Type:*

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

4 Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6 Submit

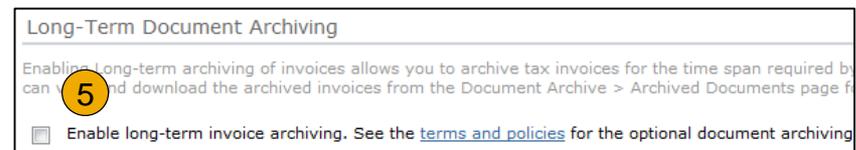
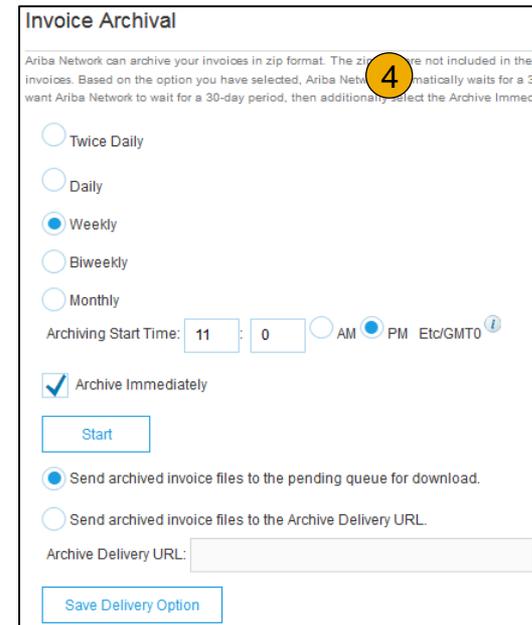
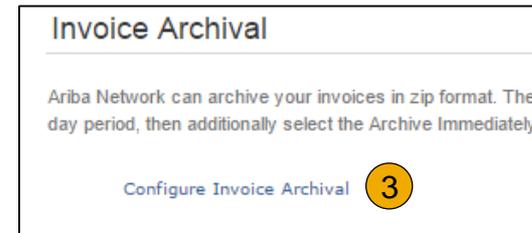
Previous Submit Exit

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
- Supplier Fees
- Account Configuration
- 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.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

[Update](#)

Pending

Customer	Supplier Information Portal	Action
Ariba Inc.	<input type="checkbox"/>	Supplier Information Portal
Pouliot Industries	<input type="checkbox"/>	Reject

Company Settings

- jUnitOrg - LV8b8ft...
- ANID: AN02003380348
- Standard Package
- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships** 1
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications

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!**