



A R I B A®

An SAP Company

Contract Invoice Guide

12s2



BUY



SELL



MANAGE CASH

Sections

- **Introduction**
- **Creating Contract Invoices**
- **Invoice Status**
- **Training & Resources**

Introduction

- Customer is using Ariba Network to receive invoices electronically.
- Contracts will be created and suppliers can access their contracts online using Ariba Network.
- Suppliers will submit invoices electronically through Ariba Network.
- This document contains the training to create contract invoices using the online web-forms of your Ariba Network account.

Sections

- **Introduction**
- **Creating Contract Invoices**
- **Invoice Status**
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Log into Ariba Network

<http://supplier.ariba.com>

- Access the Ariba Network at:
<http://supplier.ariba.com>

- Enter your Username & Password

- Select to **Create Contract Invoice**

The screenshot displays the Ariba Supplier Network interface. At the top, there's a navigation bar with 'Go to > Ariba Supplier Network' and 'Ariba Discovery'. Below this is the 'Ariba Supplier Network Log In' section, which includes a logo, a 'Join Ariba Supplier Network!' banner, and a login form with 'Username:' and 'Password:' fields, a 'Log In' button, and links for 'Forgot Username?' and 'Forgot Password?'. To the right of the login form is a 'Using the Net' section with links for 'Introduction to Network' and 'The Supplier M Program'. Below the login form is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Administration', and 'Reports'. The main content area is divided into several sections: 'Profile Completeness' (35% complete), 'Quick Links' (View: Last 31 days), 'Purchase Orders' (New (100+), Changed (0), Failed (0), Partially Confirmed (1), Partially Shipped (0), Partially Invoiced (2)), 'Invoices' (Failed (0), Rejected (5)), 'Collaboration Requests' (Response Needed (1)), 'Manage' (Time & Expense Sheets), and 'Create' (PO Invoice, Non-PO Invoice, **Contract invoice**). The 'Create' section is highlighted with a red box. To the right of the 'Create' section is a 'Search' section with a 'Purchase Orders' search form. Below the search form are three tables: 'Purchase Order Status', 'Invoice Status', and 'Early Payments'. The 'Purchase Order Status' table shows data for UPS with 28 new orders. The 'Invoice Status' table shows data for UPS with 12 sent invoices. The 'Early Payments' table shows data for UPS with \$0.00USD in buyer-initiated payments.

Select the Customer

- Search for or find your customer in the list and click **Next**.

- Note:** The first time suppliers punch in to access contracts for a customer, an error is displayed (similar to the one shown at right). This error occurs the first time while your user profile is being set up by the system. Close the window and try again later and the system should proceed to the contract if your customer has approved your user access.

Note: If you continue to get the error after repeated attempts, contact your customer.

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Early Access new Renata Taveira Help Logout

ARIBA NETWORK This site is not in Production World Cup - Rio 2014 EA99008058078, Basic Package

Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by ...

Customer Name: Search

Customer ↑
<input type="radio"/> Ariba, Inc.
<input type="radio"/> Ariba, Inc. GSO Sandbox SAP
<input type="radio"/> Ariba, Inc. GSO Sandbox_PS
<input type="radio"/> GSO EIPP(Generic)
<input checked="" type="radio"/> GSO EIPP(PSoft)
<input type="radio"/> GSO EIPP(SAP)
<input type="radio"/> GSO Integrated

Next Cancel

PunchIn Error Back

Error: Your user account on the customer's PunchIn site is pending approval. Try again later.

If you need assistance, contact the support with the Error Reference Number: ANERR-20000000000000000374870058

Back

Select Contract

- Click the **select** link and then choose the contract to invoice

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value) [**select**]

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value) [**select**]

Choose Value for Contract

Field: ID

ID	Title	Effective Date	Expiration Date	Status	
C12	TestContractRequest	Mon, 1 Apr, 2013	Wed, 30 Apr, 2014	Open	Select
BPO15	DD-BPO1234	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
BPO16	DD-BPO1234-S	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
BPO19	DD-BPO1235	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
C17-V2	Security System Installation	Mon, 1 Apr, 2013		Open	Select
C18	Home Security System	Mon, 1 Apr, 2013		Open	Select

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Enter Initial Invoice Header Information

- Enter an invoice Number and date
- Depending on your contract the payment terms may or may not be editable
- Click **Next** to proceed to continue.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C12 [select]

Invoice #: * CONTRACTINV1

Invoice Date: * Thu, 25 Apr, 2013

Sold To Email: jsmith@ariba.com

Payment Terms: 2/10 Net30 [select]

Ship From: sid496-hq Ship To: (no value)

◀ Prev **Next ▶** Cancel

- **Note:** The Sold To Email address, if entered, must be a valid customer email address. Validate the correct email with your customer if you receive an error similar to the one shown here.



Create Invoice

Complete Invoice Header

- There are options to specify **Tax** at Header level or Line level.
- Select the **Tax Category** and **Tax Rate** or **Tax Amount** if applicable.

ARIBA NETWORK

Create Invoice

Next Update Save Exit

* Indicates required field

Invoice Header Add to Header

SUMMARY			
Contract Number:	<input type="text"/>	Subtotal:	\$0.00 USD
Invoice #:	TEST	Total Tax:	\$0.00 USD
Invoice Date:	22 Sep 2015	Total Gross Amount:	\$0.00 USD
Sold To Email:	<input type="text"/>	Total Net Amount:	\$0.00 USD
Payment Terms:	NET60	Amount Due:	\$0.00 USD

Remit To: Bill To: **McGraw-Hill Education** View/Edit Addresses

United States

Supplier Tax ID:

East Windsor, NJ
United States

TAX

Header level tax i Line level tax i

* Category: ▼ Taxable Amount: Remove

Location:

Description:

Rate(%):

Regime: ▼ Tax Amount:

Click remove if tax is not applicable

Add to Header Options

- Click the **Add to Header** drop down and select to add **Special Handling, Discount, Comments, or Attachments** to your invoice.

After selecting the option, the section will appear on the invoice form for data entry.

SPECIAL HANDLING

Amount:

[Remove](#)

Description:

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:

Service Start Date:

Customer Reference:

Service End Date:

Payment Note:

Supplier:

Vital Source Technologies, Inc.

Customer:

McGraw Hill

Boston, MA
United States

Hightstown, NJ
United States

[View/Edit
Addresses](#)

Bill From:

Vital Source Technologies, Inc.

Email:

peter.grimm@mheducation.com

Boston, MA
United States

[View/Edit
Addresses](#)

Add to Header ▾

Tax

Shipping Document

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

0 Line Items 0 Included 0 Previously Invoiced

Discount

[Add to Included Lines](#)

Add Items to Invoice

- In the Line Items section, click **Add Items** to select items from your contract to include on your invoice.

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **World Cup - Rio 2014**
Pittsburgh, PA
United States

Service Start Date:

Service End Date:

Customer: **GSO EIPP(PSoft)**
Pittsburgh, PA
United States [View/Edit Addresses](#)

Email:

GOODS 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Special Handling Discount

<input type="checkbox"/> No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No item selected							
<input type="button" value="Line Item Actions"/> <input type="button" value="Add Items"/>							

Add Contract Items

- To select multiple items to add to your invoice, click the check boxes next to the contract items to add and click this **Add Item** button.

Contract: C12

Browse By Category: All Categories Search by part #, supplier name, or keyword

Computers and IT equ... 4 item(s) found Sort by: Relevance

Browse By: Supplier

Add Item | View: [Grid] [List]

Adapter DB9F/MD6M Ser. to PS2 Mouse **\$9.95 USD / each** Qty: 1 Add Item

Supplier: JCN Technologies
Supplier Part #: AD962
Available in: 3 Day(s)
Information from Supplier: [config/SampleImages/hallmark_cables.html](#)
Information from Manufacturer: [config/SampleImages/hallmark_cables.html](#)
Adapter DB9F/MD6M Ser. to PS2 Mouse

Power Adapter (Car lighter 12V/110V) **\$79.95 USD / each** Qty: 1 Add Item

Supplier: JCN Technologies
Supplier Part #: PWRAD6
Available in: 3 Day(s)
Information from Supplier: [config/SampleImages/hallmark_cables.html](#)
Information from Manufacturer: [config/SampleImages/hallmark_cables.html](#)
Power Adapter (Car lighter 12V/110V)

Monitor HD15M/M **\$12.95 USD / each** Qty: 1 Add Item

Supplier: JCN Technologies
Supplier Part #: MON152 10

- Or, browse and search the list and click **Add Item** to select only a specific item.
- Update the quantity as needed.
- Click **Done** when complete to return to the invoice.

Create Invoice

Complete Invoice Data

- Click **Include** check mark to include/exclude items from the invoice.

Green=include
Gray=exclude

- Click **Line Item Actions** for additional options.

- Please note, the unit price and will default to zero.** To enter a unit price, click the Change Items button (see next slide).

The screenshot shows the SAP 'LINE ITEMS' form. At the top, it indicates '1 Line Items', '1 Included', and '0 Previously Invoiced'. The 'Insert Line Item Options' section includes a 'Tax Category' dropdown set to 'Sales Tax' and checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. A yellow button 'Add to Included Lines' is on the right. Below is a table with columns: 'Include', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The first row shows a checked 'Include' box, '2' in the 'Include' column, 'MATERIAL' in 'Part #', and '\$0.00 USD' in 'Unit Price'. Below the table are 'SHIPPING' and 'SHIPPING COST' sections. The 'SHIPPING' section has 'Ship From' (United States) and 'Ship To' (MCGRAW-HILL EDUCATION, SEATTLE, WA, United States, GRIMM, PETER, MCGRAW-HILL EDUCATION). The 'SHIPPING COST' section has '*Shipping Amount' set to '\$0.00 USD' and a 'Shipping Date' field. At the bottom, there are 'Line Item Actions' (Add, Special Handling, Discount, Comments, Attachment), 'Add Items', and 'Change Items' buttons. A 'Next' button is also present.

Enter Shipping Costs at the line level. Only put Shipping Amount in this field.

Click Change Items to add a unit price, edit Item Details and quantity (see next slide).

Create Invoice

Change Items

- On the **Change Items** page, view or update item details.
- Enter the appropriate amount in the line item. Then click **Update Amount**.
- Click **Done** when finished to continue.

Create Contract Invoice: Change Items

Click the **Show Details** link to expand the line item view for all line items to show additional details (such as supplier part number, ...)

<input type="checkbox"/>	No. ↑	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
<input type="checkbox"/>	1			Yes			0.00	USD

Commodity Code: Type: Miscellaneous Expenses Item

Supplier Part Number:

Supplier Auxiliary Part ID:

Bill To: MCGRAW-HILL EDUCATI

PPA Number:

Shipping - by Line Item

Ship From: Ship To: MCGRAW-HILL EDUCATI

Buttons: | | |

Additional buttons: |

Click **Show Details** to see expand and see item details.

Use **More** or **Less** links to display more or less item information.

Review and Save Invoice

LINE ITEMS 1 Line Items 1 Included 0 Previously Invoiced

Insert Line Item Options

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

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL			1	EA	\$200.00 USD	\$200.00 USD
SHIPPING		Ship From:		Ship To:	MCGRAW-HILL EDUCATION SEATTLE, WA United States GRIMM, PETER MCGRAW-HILL EDUCATION View/Edit Addresses			
			United States	Deliver To:				
SHIPPING COST		*Shipping Amount:	\$0.00 USD	Shipping Date:				

Line Item Actions | Add Items Change Items

Turn on Error Dump 
[Hide/Show XML](#)

Next ▶ Update Save Exit

Next to proceed to the review/submit page.
Update to calculate/update values.
Save to save a Draft of the invoice and resume work on it later.
Exit to exit invoice creation without saving or submitting.

Review and Submit Invoice

- Once your invoice is complete click **Next**, to proceed to the review page.
- Review your invoice for accuracy.
- Click **SUBMIT** to send the invoice to your customer.

- Click **PREVIOUS** to continue working on your invoice.
- Click **SAVE** any time during invoice creation to save it in Outbox, Drafts and work on it later. Draft invoices are saved for up to 7 days.
- Click **EXIT** to without saving or submitting.

Create Invoice

Confirm and submit this document.

Standard Invoice

Invoice #:	CONTRACTINV1	Subtotal:	\$94.86USD
Invoice Date:	Thursday 25 Apr 2013 12:24 PM GMT-07:00	Total Tax:	\$5.69USD
Contract Number:	C12	Total Shipping:	\$10.00USD
		Total Gross Amount:	\$110.55USD
		Total Net Amount:	\$110.55USD
		Amount Due:	\$110.55USD

Remit To:
World Cup - Rio 2014
Postal Address:
210 Sixth Street
Pittsburgh, PA 15237
United States

Supplier:
World Cup - Rio 2014
Postal Address:
210 Sixth Street
Pittsburgh, PA 15237
United States

Customer:
GSO EIPP(PSoft)
Postal Address:
210 Sixth Ave.
Pittsburgh, PA 15222
United States

SHIPPING INFORMATION:

Ship From:
sid496-hq
Postal Address(default):
123 Main Street
A City, A State 12345
United States
Phone(work):+1 (111) 1111111
Website www.ariba.com

Ship To:
GSO EIPP(PSoft)
Postal Address:
210 Sixth Ave.
Pittsburgh, PA 15222
United States

Shipping Date: Thursday 25 Apr 2013 12:00 AM GMT-04:00

Print or Exit Invoice Creation

- After you submit the invoice, you have the option to **Print** or **Exit**.
- Review your invoice for accuracy.
- Click **SUBMIT** to send the invoice to your customer.



The screenshot displays the Ariba Network interface. At the top, there is a navigation bar with links for 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES', a user profile for 'Renata Taveira', and a 'Logout' button. A yellow banner across the top reads 'This site is not in Production'. The Ariba logo and 'NETWORK EARLY ACCESS' are visible on the left. On the right, there is a dropdown menu for 'World Cup - Rio 2014' and a text field containing 'EA99008058078, Basic Package'. The main content area features a message box with the text 'Invoice CONTRACTINV1 has been submitted.' and two bullet points: '• [Print](#) a copy of the invoice.' and '• [Exit](#) invoice creation.' The footer contains the copyright notice '© 1996-2013 Ariba, Inc. All rights reserved.' and links for 'Data Policy', 'Security Disclosure', and 'Early Access Terms of Use'.

Sections

- **Introduction**
- **Creating Contract Invoices**
- **Invoice Status**
- **Training & Resources**

Invoice Status & History

- Check **Invoice Status** from the **Outbox**.
- Click on the invoice number link to view it.
- For more detailed status, click on the **History** tab.
- History and status comments for the invoice transaction can be used in problem determination for failed or rejected invoices.
- You may also receive emails with invoice status if you configure your Invoice Notifications on your account.

Home **Inbox** **Outbox** Catalogs Reports

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices Total: 2

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
CONTRACTINV1	GSO EIPP(PSoft)	Contract	Online	Supplier	Contract	25 Apr 2013	\$110.55 USD	Sent	Sent
RN Inv Apr 25	GSO EIPP(PSoft)	Contract	Online	Supplier	Contract	25 Apr 2013	\$10,655.61 USD	Sent	Sent

Create Line-Item Credit Memo Edit Create Non-PO Invoice Create Contract Invoice

Invoice: CONTRACTINV1

Cancel Export cXML Register for Auction [Learn how to accelerate payment and convert your receivables into immediate cash! Click Here >>](#)

Detail Scheduled Payments **History**

Invoice: CONTRACTINV1 To: GSO EIPP(PSoft)
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network-Early Access 25 Apr 2013 3:43:33 PM GMT-04:00
On:
Submitted By: Renata Taveira

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	World Cup - Rio 2014	25 Apr 2013 3:43:36 PM	
Sent		Supplier	25 Apr 2013 3:43:41 PM	
	The invoice status has been successfully updated to by GSO EIPP(PSoft). Description:Route document to end point 2470 of org EA99001286542	PropogationProcessor-20026233	25 Apr 2013 3:43:42 PM	

Cancel Export cXML Register for Auction

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Training and Resources

Ariba Network Help for Sellers

Seller Account Documentation can be accessed once logged into your account. Click on the **Help** button from the **Home** page of your account, then click **Product Documentation**.

Documentation is found on the **Using** tab. Click the **Administration** tab to view Ariba Network Administrator's documentation.

The screenshot displays the Ariba Network Help@Ariba interface. At the top, a navigation bar includes 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES' and user options like 'Test Supplier1', 'Feedback', 'Help', and 'Logout'. The 'Help' button is highlighted with a red box. A dropdown menu is open, showing 'Product Documentation' (highlighted with a red box), 'Contact Support', 'Contact Administrator', and 'Ariba Exchange'. Below this, a secondary navigation bar has 'Using', 'Administration', and 'Support' tabs, with 'Using' highlighted by a red box. The main content area is titled 'Help@Ariba' and features a search bar. On the left, a 'What's New' section highlights the 'Ariba Commerce Cloud Release Guide for Sellers' (Mar 2012). Below this are sections for 'The Basics' (Managing Your User Account, Using the Test Account, Reporting, Tutorials) and 'Collaboration and Order Fulfillment' (Working with Purchase Orders, Working with Collaboration Requests, Tracking Temporary Labor Items, Tutorials). On the right, there are sections for 'Ariba@Ariba Tips', 'Ariba Network Features and Functions', 'Ariba Commerce Cloud Status', 'Frequently Asked Questions', and 'Languages'. A red arrow points from the 'Product Documentation' menu item to the 'Using' tab. Another red arrow points from the 'Using' tab to the 'Ariba@Ariba Tips' section.

Supplier Support Post Go-Live

Ariba Network support by Web – Submit Support Ticket

Log into your account.
Click the **Help** link.
Click **Contact Support**.

Fill out web-form.
Select **Category of Issue**.

Reference the Service
Request # in future
correspondence about the
issue.

Click **Submit**.

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Test Supplier 1 Feedback Help Logout

ARIBA NETWORK

Home Inbox Outbox Catalogs Enablement Tasks Reports

Pending Tasks
Action Required to Complete Enablement Tasks >

Search
Purchase Orders Customer:

Alerts and Messages
New Supplier Newsletter – Subscribe Today!

Support

Get help by accessing self service help tools or submitting an Ariba Customer Support Help Request.

- Review the [Ariba Supplier Network-Beta FAQ](#).
- Search the [Ariba Supplier Network-Beta Knowledgebase](#) for troubleshooting tips.
- Check the [Netstat event website](#) for recent notifications regarding downtimes and new releases.

CONTACT ARIBA

Complete the Ariba Customer Support Help Request form below in its entirety. Remember that providing as much information as possible will help with the accuracy and the timeliness of our response. Click the **Submit** button to send your request immediately to Ariba Customer Support.

For other ways to contact Ariba Customer Support, go to the [Contacting Customer Support](#) page.

The preferred language for communication with technical support is English.

Ariba Customer Support Form (* Indicates required field)

Your Name: Renee Lim

Your Company Name: Ariba Supplier Programs

Your Phone #: +1 (000) 0000

Your email: rlim@ariba.com
Verify that your contact email address is correct so that Ariba Customer Support can respond to your issue. To update your email address, go to the Manage Profile area of your account.

Type: Development

* Category of Issue: Select Category

Customer's company name: Select Customer

* Issue Description:

Submit Cancel

Who Should You Contact?

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Suppliers may contact <CustomerName>SupplierEnablement@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

McGraw-Hill Education Business Process Support

- Suppliers may contact the MHE Supplier Enablement team at MHESupplierP2P@mheducation.com for MHE business-related questions.

Supplier Support Post Go-Live

Ariba Network Support for Actively Transacting Suppliers

- Have your Ariba Network ID (ANID) available. It is located at the top right corner of your account home page
- Call the specified number for your region as noted below:

Region	Contact Number
US/Canada Toll Free:	1-866-31ARIBA (1-866-312-7422)
North/South America	+1-412-222-6170
Europe, Middle East and Africa	+44 (0) 20 7187 4185
Asia Pacific	+65 6311 4585