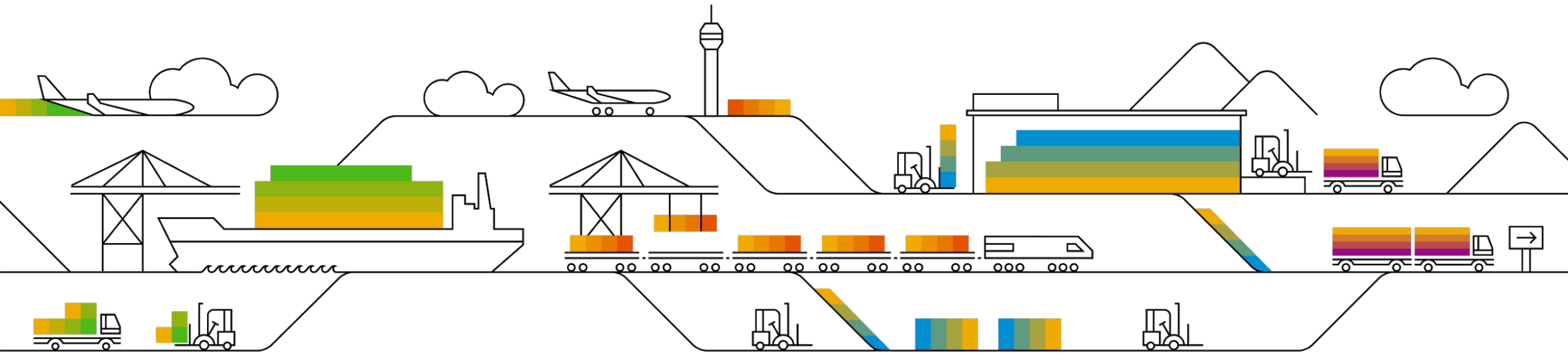




Ariba Network Guide for Suppliers Working with the City of Edmonton

Enterprise

PUBLIC

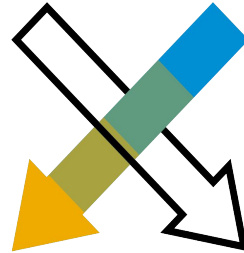


Rev. 08/05/2021

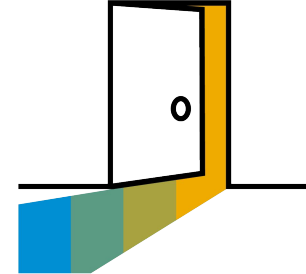
HOME- Table of Contents



Section 1: Ariba Network Overview



Section 2: Account Set Up



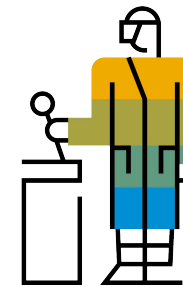
Section 3: Purchase Orders



Section 4: Other Documents

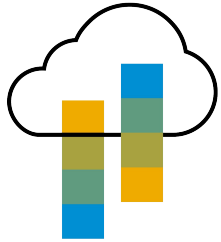


Section 5: Invoice Methods



Section 6: Help Resources

Section 1: Ariba Network Overview



What is Ariba Network?

What is Ariba Network?



Supplier Value

SAP Ariba Value



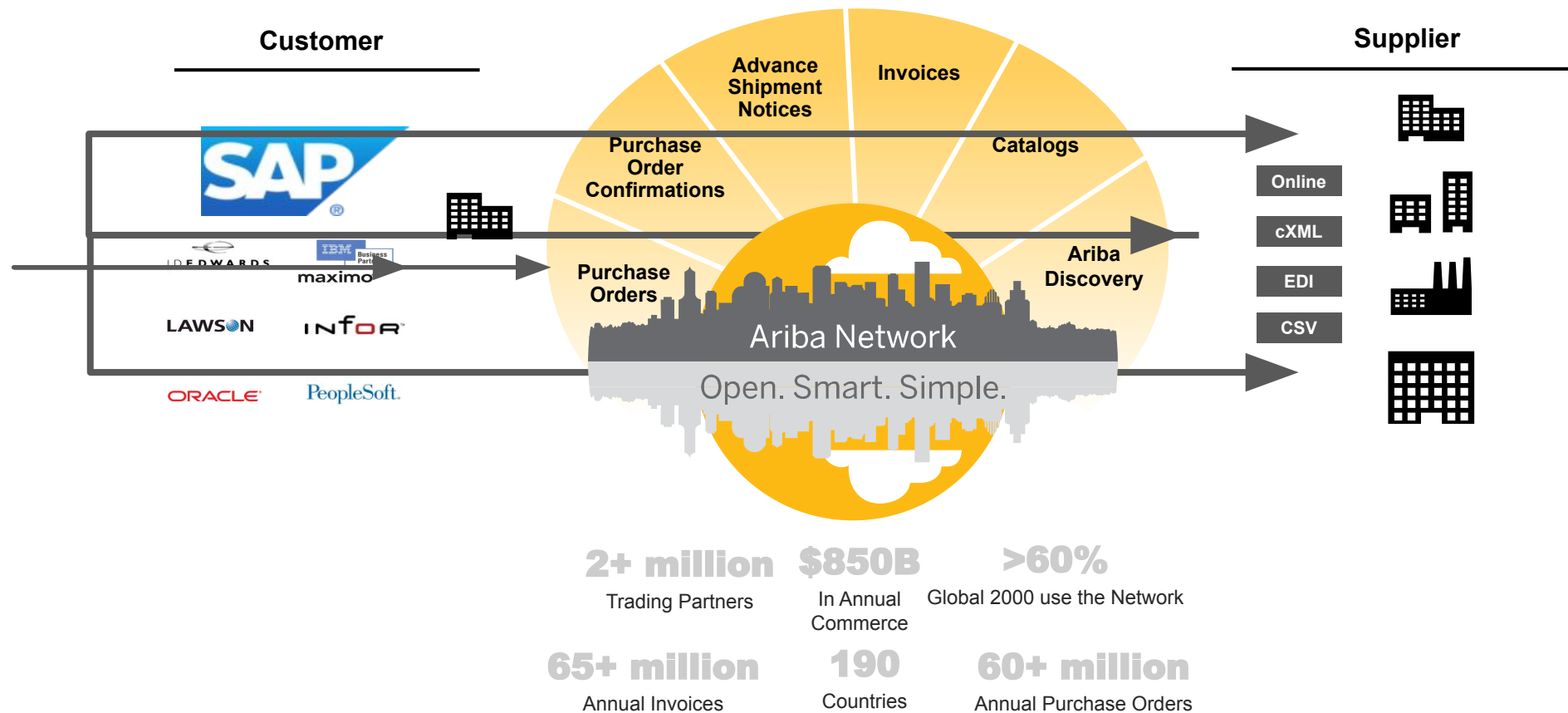
**City of Edmonton
on Ariba Network**

Supported Documents

Not Supported Documents

What is Ariba Network?

City of Edmonton has selected Ariba Network as their electronic transaction provider. As an active supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



Introduction to Ariba Network, Enterprise Account

City of Edmonton is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, Enterprise Accounts** this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

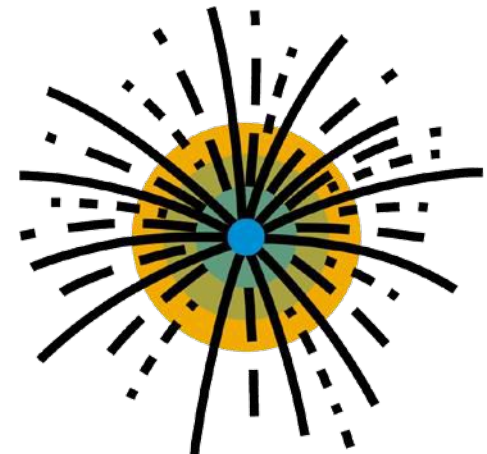
➤ What is an Enterprise Account?

Enterprise Account on Ariba Network gives you a fast way to receive and manage Orders and Invoices from the City of Edmonton in your Ariba Network Account.

➤ What are the benefits?

Transacting on Ariba Network via an Enterprise Account will allow you to meet City of Edmonton's requirements to join them on Ariba Network. It will also allow you to:

- Skip the emails. Get and manage orders and invoices all on Ariba Network.
- Publish catalogs that detail your products and services
- Integrate with your backend systems through CXML or EDI
- Access to long-term invoice archiving
- Get reports to track transactions and sales activities
- Help Center, phone, chat, and web form
- You will not incur the standard Enterprise Account fees when transacting with the City of Edmonton



SAP Ariba Helps You...



Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process



Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments



Receive faster payments

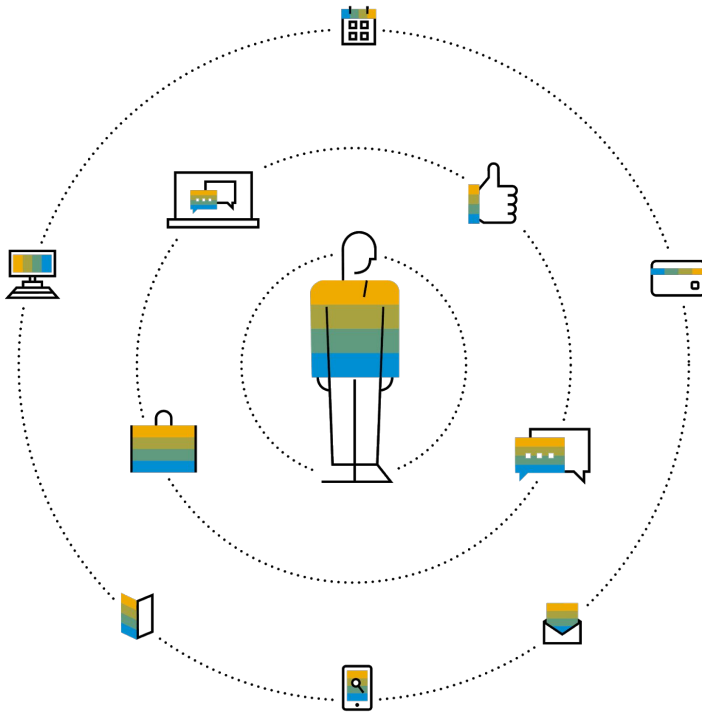
- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

No Supplier Fees When Transacting with City of Edmonton On Ariba Network

As part of the City of Edmonton program, you will **NOT** incur any fees when transacting with City of Edmonton on Ariba Network

Suppliers who have been identified for Integration will be automatically placed in an Enterprise Account giving the ability to setup integration with at **NO** charge

If you are already on Ariba Network transacting with other customers, adding the relationship with City of Edmonton to your existing account **WILL NOT** add any additional charges.



City of Edmonton on the Ariba Network

Documents Supported when Transacting with the City of Edmonton

City of Edmonton project specifics:

- **Tax data** is accepted at the line item level of the invoice ONLY.
- **Shipping data** is accepted at the line item level.

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details
- **Line Level Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item

City of Edmonton on the Ariba Network

Documents NOT Supported when Transacting with the City of Edmonton

NOT Supported:

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by City of Edmonton

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by City of Edmonton

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; City of Edmonton will reject duplicate invoice numbers unless re-submitting a corrected invoice that previously had a failed status on Ariba Network

- **Paper Invoices**

City of Edmonton requires invoices to be submitted electronically through Ariba Network; City of Edmonton will no longer accept paper invoices

- **Contract Invoices**

Invoicing directly against a Contract without a Release Order is not accepted by City of Edmonton

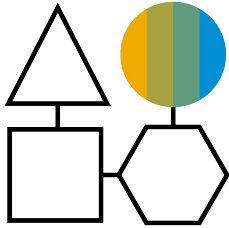
- **Non-PO Invoices**

Apply against a PO not received through Ariba Network. Existing PO number from outside of the Ariba Network must be entered.

- **Header Level Credit Memos**

Credit Memos applied against whole invoices

Section 2: Set Up Your Account



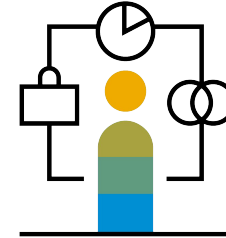
Basic Account Configurations

[Accept Invitation](#)
[Profile Completion](#)
[Email Notifications](#)



Enablement Tasks

[Enablement Tasks](#)
[Tax Detail](#)
[Purchase Order Routing](#)
[Notifications](#)
[Remittances Information](#)



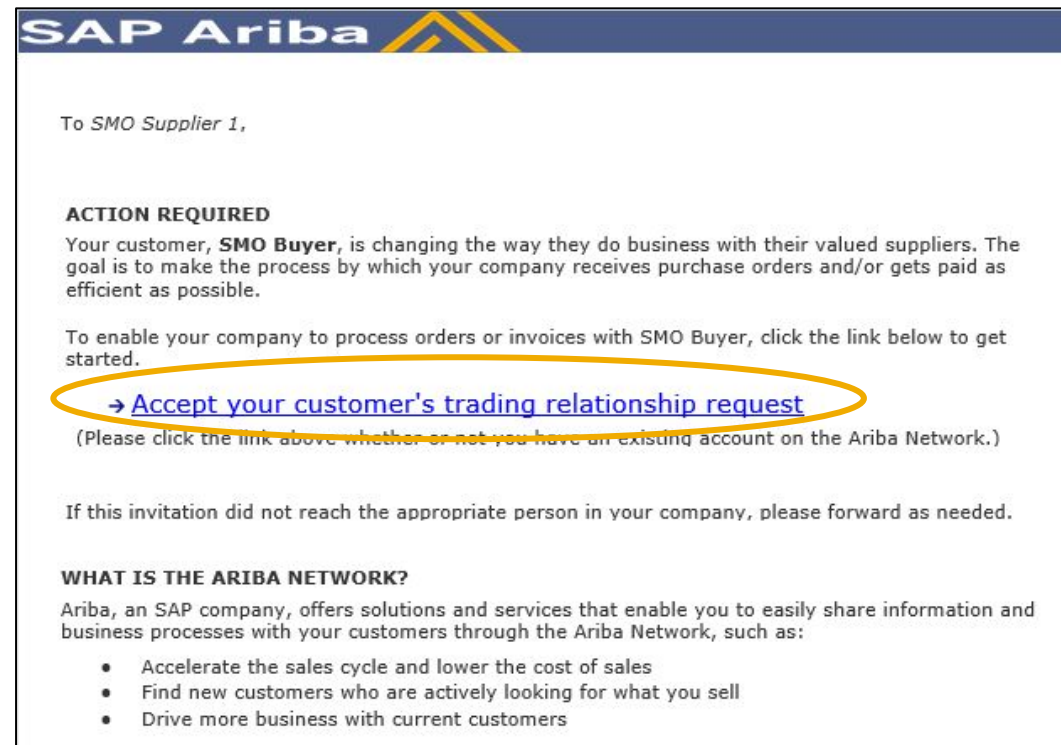
Advanced Account Configuration

[Customer Relationships](#)
[Roles and Users](#)
[Enhanced User Account Functionality](#)
[Test Accounts](#)

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.

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



Select One...

**First Time
User**

**Existing
User**

 **Ariba Network** ▾

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 a 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**

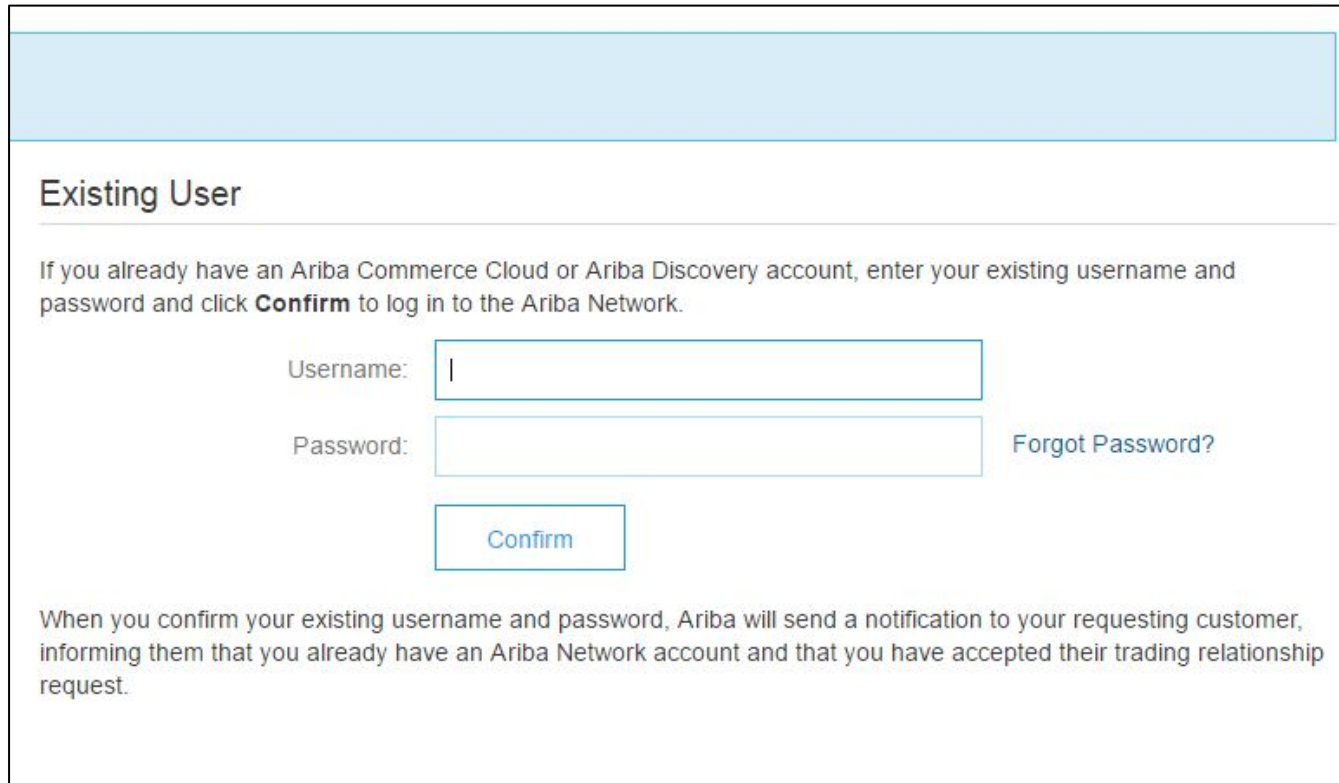
1. Accept the **Terms of Use** by checking the box.

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

The screenshot shows the Ariba Network registration interface. At the top, a dark blue header contains the 'Ariba Network' logo and a 'Register Now' button (callout 1). Below the header, a 'New User' dialog box explains the registration process. The main form is divided into two sections: 'Company information' and 'User account information'. The 'Company information' section includes fields for 'Company Name' (callout 2), 'Country' (set to 'United States [USA]'), and 'Address' (with 'Line 1', 'Line 2', and 'Line 3' sub-fields). The 'User account information' section includes fields for 'Name' (with 'First Name' and 'Last Name' sub-fields), 'Email' (callout 3), 'Username', 'Password' (with a 'Repeat Password' field), and 'Language' (set to 'English'). A 'Register' button is at the bottom right (callout 5). A checkbox at the bottom left (callout 4) indicates agreement to the Terms of Use and Privacy Statement. A 'Cancel' button is also present at the bottom right.

Accept Relationship as an Existing User

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



The screenshot shows a web interface for logging in as an existing user. At the top is a light blue header bar. Below it, the section is titled 'Existing User'. A paragraph of text explains that users with an Ariba Commerce Cloud or Ariba Discovery account should enter their username and password and click 'Confirm' to log in. There are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains a single character 'I'. To the right of the 'Password:' field is a link that says 'Forgot Password?'. Below the password field is a blue button labeled 'Confirm'. At the bottom, another paragraph states that confirming the login will send a notification to the requesting customer, indicating that the user already has an Ariba Network account and has accepted the trading relationship request.

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:

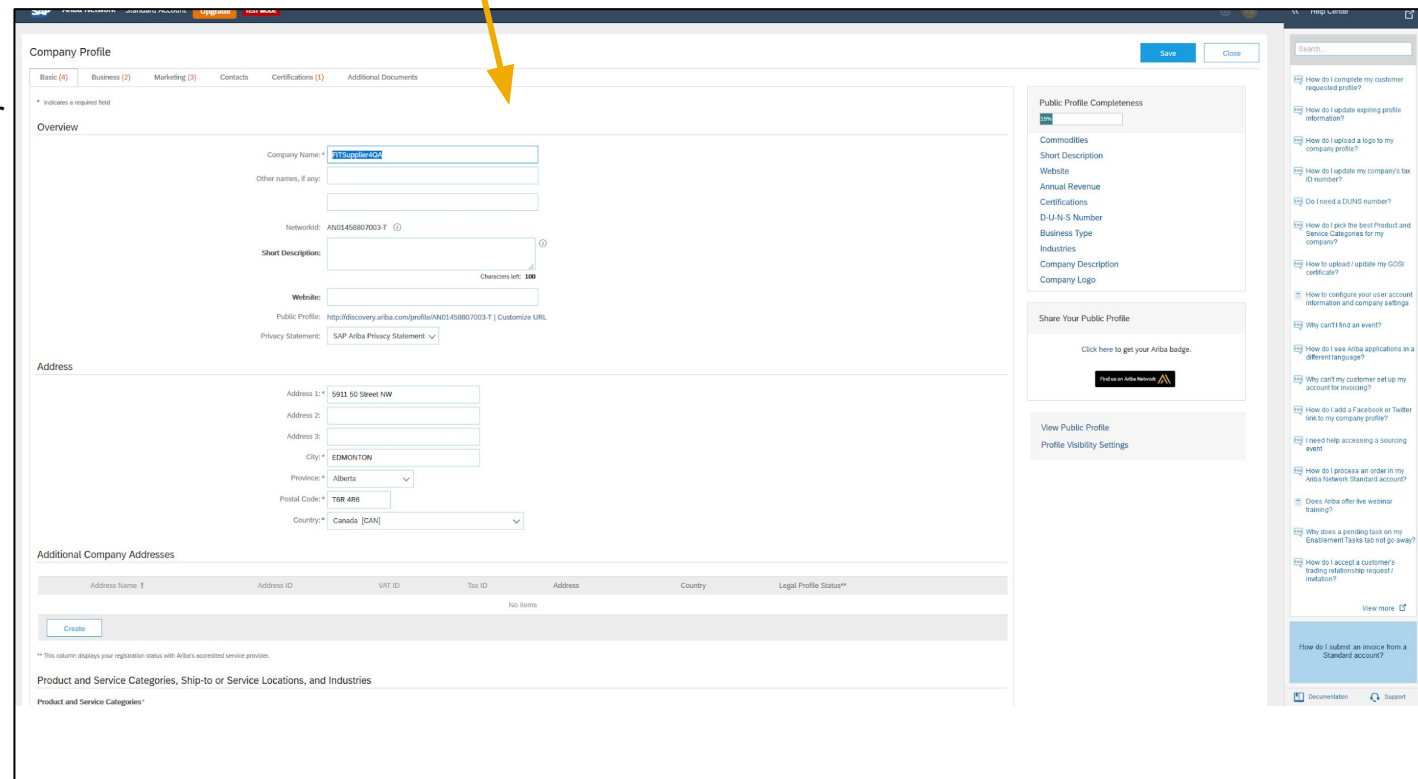
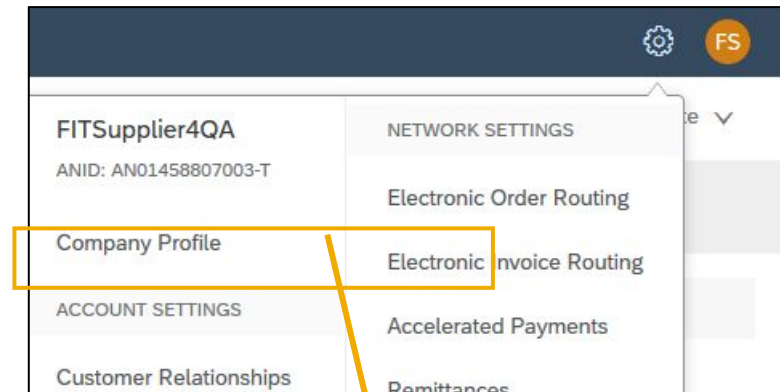
[Forgot Password?](#)

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.

Complete Your Profile

1. Select Company Profile from the Company Settings icon.
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.



City of Edmonton Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings icon in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID (this is your GST number.)
Note: This should be a 9 digit numeric only value, containing no alpha or special characters.
- **Remittance Address** – The Remit ID and address will be **prepopulated in your account by City of Edmonton**. If this needs to be changed, follow the steps below:
 - Select Company Settings icon in the top right corner and go to Remittances. In the EFT/Cheque Remittances section select Create and complete all required fields marked by an asterisk.
 - Contact the City of Edmonton Contract Manager to ensure that the address is also updated in the City of Edmonton's system and invoices will continue to be paid in a timely manner.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in the top right corner and choose "Switch to Test ID."

Important: To avoid delays in invoice processing, Suppliers must inform the City of Edmonton through updating the Supplier Registration Form of any changes to the Suppliers Tax ID, Remittance Address or Banking Information.

For instructions, reference Page 14 *Updating the Supplier Registration Form*

Updating the Supplier Registration Form

The Supplier Registration Form is used to notify the City of Edmonton of changes to the Supplier's Information and is used by the City of Edmonton to update their Supplier Records.

1. From the **Ariba Network** dropdown menu, select **Ariba Sourcing**.
2. Scroll down to **Supplier Registration Questionnaire** and open the previously submitted questionnaire.
3. Select **Revise Response**.
4. Update the Registration Form with the new information and select **Submit Entire Response**

The screenshot displays the SAP Ariba Network interface. At the top, the 'Ariba Network' dropdown menu is highlighted with a yellow circle 1. Below it, the 'Home' and 'Inbox' tabs are visible. On the right, a table titled 'Registration Questionnaires' shows a list of questionnaires. The first row is highlighted with a yellow circle 2, showing a 'Supplier Registration Questionnaire' with ID '2037420706' and status 'Registered'. Below this, a 'Qualification Questionnaires' table is partially visible. The main content area shows the 'All Content' section with a 'Revise Response' button highlighted by a yellow circle 3. The questionnaire form is displayed below, with fields for 'Supplier Information' (1.1 Supplier Full Legal Name, 1.2 Type of Business, 1.3 Operate as, 1.4 Division of) and 'Supplier Legal Address' (1.5). A 'Show More' link is present next to the address fields. At the bottom, the 'Submit Entire Response' button is highlighted with a yellow circle 4.

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier Registration Questionnaire	2037420706	4/3/2022 3:13 PM	Registered

Title	ID	End Time ↓	Commodity	Regions	Status
-------	----	------------	-----------	---------	--------

Revise Response

All Content

Name ↑

▼ 1 Supplier Information

1.1 Supplier Full Legal Name

1.2 Type of Business

1.3 Operate as

1.4 Division of

1.5 Supplier Legal Address

Show More

Street: ⓘ House Number: ⓘ

Street 2: ⓘ

Street 3: ⓘ

District: ⓘ

Postal Code: ⓘ City: ⓘ

Country: ⓘ Region: ⓘ

1.6 Is the Supplier Legal Address information/details the same as the Supplier Ordering Address?

1.13 Is the Supplier Legal Address information/details the same as the Supplier Payment Address?

1.15 Administrative Contact First Name for payments, credits, discrepancies and issues

1.16 Administrative Contact Last Name for payments, credits, discrepancies and issues

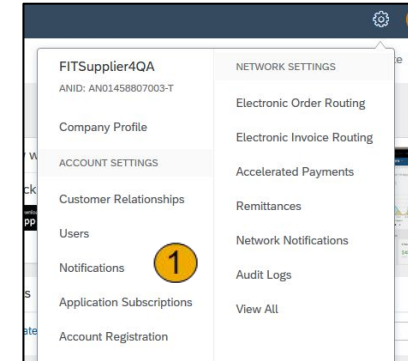
1.17 Administrative Contact Email for payments, credits, discrepancies and issues

Submit Entire Response

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 icon.
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.



Type	Send notifications when...	To email addresses (one required)
Order	☒ Send a notification when orders are undeliverable. ☒ Send a notification when a new collaboration request against an existing order is received. ☐ Send notification for new purchase orders to suppliers.	fitsupplier4.coe@outlook.c
Purchase Order Inquiry	☒ Send a notification when purchase order inquiries are received. ☒ Send a notification when purchase order inquiries are undeliverable.	fitsupplier4.coe@outlook.c
Time Sheet	☐ Send a notification when time sheets are undeliverable.	fitsupplier4.coe@outlook.c
Pending Queue	☐ Send a notification when items delivered through pending queue are not acknowledged.	fitsupplier4.coe@outlook.c
Order Confirmation Failure	☐ Send a notification when order confirmations are undeliverable.	fitsupplier4.coe@outlook.c
Collaboration Request	☒ Send a notification when collaboration requests are received.	fitsupplier4.coe@outlook.c
Service Sheet		

Setting up your Account

VAT ID / Tax Id

1. **VAT ID / TAX ID** – select Company Settings icon in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID (this is your GST number.)

Note: This should be a 9 digit numeric only value, containing no alpha or special characters.

City of Edmonton requires only the 9 digit business number to be included on invoices

Business number	Reference number
1 2 3 4 5 6 7 8 9	RP 0002
Program identifier	

Tax Information

Tax Classification:

(no value) ▼

Taxation Type:

(no value) ▼

1 Tax ID:

ⓘ

Do not enter dashes

State Tax ID:

Do not enter dashes

Regional Tax ID:

Do not enter dashes

Vat ID:

☐ VAT Registered

VAT Registration Document:

<No document>

Upload

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document:

<No document>

Upload

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.

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

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

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	Online	Save in my online inbox
	cXML	
	EDI	

Notifications

Select Electronic Order Routing Method

1. Click on the Enablement 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.

- **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 [CityOfEdmonton Supplier Enablement Inquiry](#) to be connected with a Seller Integrator who will provide more information on configuration.

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	☐ Attach cXML document in the email message ☒ Include document in the email message ☐ 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".

Email address:

Select Electronic Order Routing Method Notifications

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

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	☒ Send a notification when orders are undeliverable.
	☐ Send a notification when a new collaboration request against an existing order is received.
	☐ Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	☐ Send a notification when purchase order inquiries are undeliverable.
Time Sheet	☐ 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.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments

General Tax Invoicing and Archiving **3**

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online 2
Customer Invoices	Online cXML EDI

Tax Classification:

Taxation Type:

3 Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

☐ VAT Registered

VAT Registration Document:
[Upload...](#)

FITSupplier4QA
ANID: AN01458807003-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

1 Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Configure Your Remittance Information

Note: The Remit ID will be pre-loaded by City of Edmonton. Contact the City of Edmonton to discuss any changes prior to updating this information.

These steps would allow you to change or add new details after the City Representative has approved the changes.

1. **From the Company Settings icon, select 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/Cheque 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. Customer may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each customer can assign different IDs.

FITSupplier4QA
ANID: AN01458807003-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

Edit Delete Create

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1: Address 2: Address 3: Address 4:

City: State: Postal Code: Country: United Kingdom [GBR] Contact: Select contact

Make this address default

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** icon.
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.

The screenshot displays the 'Account Settings' interface for 'FITSupplier4QA' (ANID: AN01458807003-T). The left sidebar contains a 'COMPANY SETTINGS' section with a 'Customer Relationships' link marked with a yellow circle '1'. The main content area is divided into 'NETWORK SETTINGS' and 'ACCOUNT SETTINGS'. Under 'ACCOUNT SETTINGS', the 'Customer Relationships' tab is active, showing three sub-tabs: 'Current Relationships', 'Potential Relationships' (marked with a yellow circle '4'), and 'Rejected Relationships'. The 'Potential Relationships' sub-tab is selected, displaying a preference for receiving relationship requests (radio buttons for 'Automatically accept all relationship requests' and 'Manually review all relationship requests', with an 'Update' button marked with a yellow circle '2'). Below this, the 'Pending' section shows a table with columns 'Customer' and 'Requested Date', currently empty. The 'Current' section shows a table with columns 'Customer' and 'Approved Date', containing one entry for 'JUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015', and a 'Reject' button marked with a yellow circle '3'. The 'Rejected' section is currently empty.

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** icon 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.

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

The screenshot displays the 'Account Settings' page with the 'Users' tab selected. The 'Manage Users' section shows a table of users. The first user, 'rebecca.novotny@sap.com', is selected. The 'Edit' button for this user is circled with a yellow '2'. The 'Reset Password' button in the 'Edit User' form is circled with a yellow '3'. The 'Make Administrator' button in the 'Manage Users' table is circled with a yellow '4'.

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

☐	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
☐	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

↓ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

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 an email to the user.

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

Reset Password

Enhanced User Account Functionality

1. **Click** on your initials 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.

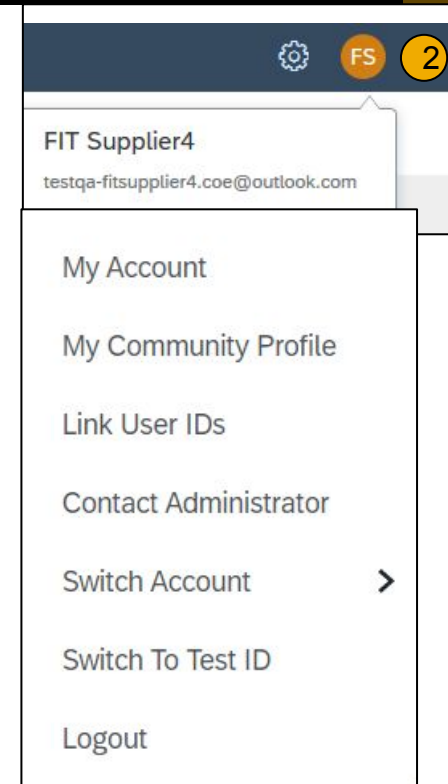
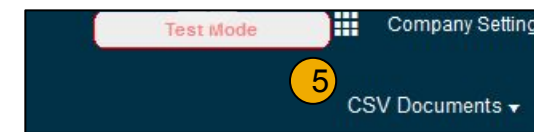
Note: If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The image shows two screenshots of the SAP user interface. The top screenshot shows the 'User Account Navigator' dropdown menu, which is accessed by clicking on the user's initials 'FS' in the top right corner. The menu includes options: 'My Account' (highlighted with a yellow circle 2), 'My Community Profile', 'Link User IDs', 'Contact Administrator', and 'Logout'. The bottom screenshot shows the 'My Account' settings page. It has two tabs: 'Account Settings' (active) and 'Account Information'. Under 'Account Settings', there are fields for 'Username' (Aribasup@s.c), 'Email Address' (junk@phoenix.ariba.com), 'First Name' (JU-LV8b8ft565589df1009590921), 'Middle Name', 'Last Name' (lastName), and 'Business Role' (Business Owner). There is a 'Change Password' link next to the username field. Below these is the 'Security' section with 'Secret Question' (What is the last name of your first boss?), 'Secret Answer' (masked with dots), and 'Confirm Secret Answer' (masked with dots). A yellow circle 3 is next to the 'Change Password' link, and a yellow circle 4 is next to the 'Secret Answer' field.

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 initials 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).

A screenshot of the 'Create Test Account' form. The title is 'Create Test Account'. Below it, a message states: 'You are about to create a new account in the Test Mode. The trading relationship with the'. There are three input fields: 'Username:*' with the value 'test-Aribasup@s.c', 'Password:*' with masked characters, and 'Confirm Password:*' with masked characters. A yellow circle with the number '4' is positioned over the 'Username' field.

Section 3: Purchase Order Management



**View Purchase
Orders**

View Purchase Orders



**Purchase Order
Detail**

Purchase Order Detail
ERS Purchase Orders



**Create PDF of
Purchase Order**

Create PDF of Purchase
Order

Manage POs

View Purchase Orders

1. **Click** on Inbox tab and select Orders and Releases to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received from the City of Edmonton.
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.

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Reports Messages

Orders and Releases

Order Number

Orders and Releases

Items to Confirm Items to Ship

Search Filters

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	0005003022	1	The City of Edmonton - TEST		Roadways Central Yard Edmonton, AB Canada	Not Specified	\$847.00 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions
Order	0005003025	1	The City of Edmonton - TEST		Roadways Central Yard Edmonton, AB Canada	Not Specified	\$45.24 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions
Order	0005003013	1	The City of Edmonton - TEST		Roadways Central Yard Edmonton, AB Canada	Not Specified	\$45.24 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions

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: Last 14 days

4 Jan 2017 - 17 Jan 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

Search only pinned orders

Number of Results: 100

Search Reset

Show / Hide Columns

Type

Order Number

Ver

Customer

Manage POs

Purchase Order Detail

1. **View** the details of your order.

The order header includes the order date and information about the buying organization and supplier.

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

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

2. **Line Items section** describes the ordered items. Each line describes a quantity of items City of Edmonton 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.

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				

Manage POs

ERS POs

1. **ERS POs are not invoiceable.**
2. **Invoices will be automatically created** when the goods/service are received by CoE.
3. **These** are identified on the PO by the Create Invoice button greyed out (1) or the note advising that “Invoicing not possible” (2).

Note: ERS POs are paid upon receipt of goods, without submission of an invoice.

The City of Edmonton will notify any supplier that will be using ERS POs.

Purchase Order: 2200000866 Done

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

[Order Detail](#) [Order History](#) 1

From:
Mayor and Councillors Office
3rd Floor City Hall
Edmonton AB T5J 2R7
Canada

To:
FITSupplier3QA
9899 Roper Road NW
EDMONTON AB T9Y 2P4
Canada
Phone:
Fax:
Email: fitsupplier3.coe@outlook.com

Purchase Order (New)
2200000866
Amount: \$464.00 CAD
Version: 1

Payment Terms ⓘ
NET 30

Comments
Comment Type: Terms and Conditions
Body: The above order / agreement number must appear on all invoices, packing slips, packages, bills of lading, delivery slips, correspondence, etc.

Routing Status: Sent

⚠ Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

[Show Item Details](#) ⌵

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
⚠ 1	Non Catalog Item	Material	5.000 (EA) ⓘ	10 Oct 2019	\$50.00 CAD	\$250.00 CAD	Details
	test item	Invoicing not possible					

Order submitted on: Wednesday 9 Oct 2019 3:00 PM GMT-04:00
Received by Ariba Network on: Wednesday 9 Oct 2019 2:27 PM GMT-04:00
This Purchase Order was sent by The City of Edmonton - TEST AN01394774823-T and delivered by Ariba Network.

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

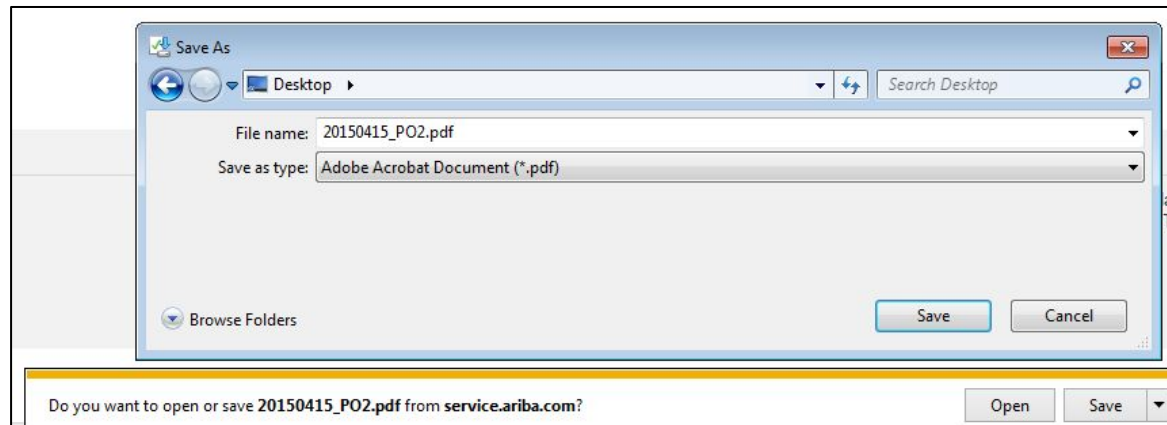
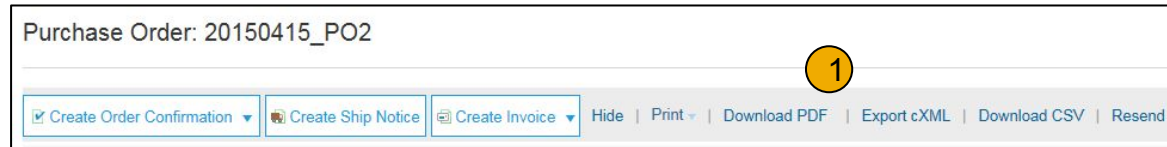
Sub-total: \$ 250.00 CAD

Done

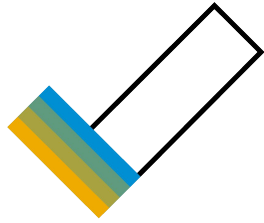
Manage POs

Create PDF of PO

1. Select “Download PDF” as shown.

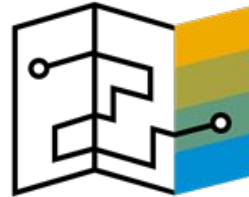


Section 4: Other Documents



Order Confirmations (OC)

Confirm Entire Order
Reject Entire Order
Update Line Items



Advanced Ship Notices (ASN)

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



Service Entry Sheet (SES)

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

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

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

The screenshot shows the 'Confirming PO' form. At the top right are 'Exit' and 'Next' buttons. A sidebar on the left has two options: '1 Confirm Entire Order' (highlighted) and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #' (with callout 1), 'Associated Purchase Order #' (20150415_PO1), 'Customer' (Arba, Inc. - TEST), and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section, which includes 'Est. Shipping Date' (with callout 2), 'Est. Shipping Cost', 'Est. Delivery Date', 'Est. Tax Cost', and a 'Comments' text area. A small asterisk note '* Indicates required field' is present. A yellow circle with the number 4 is located at the top right of the form area.

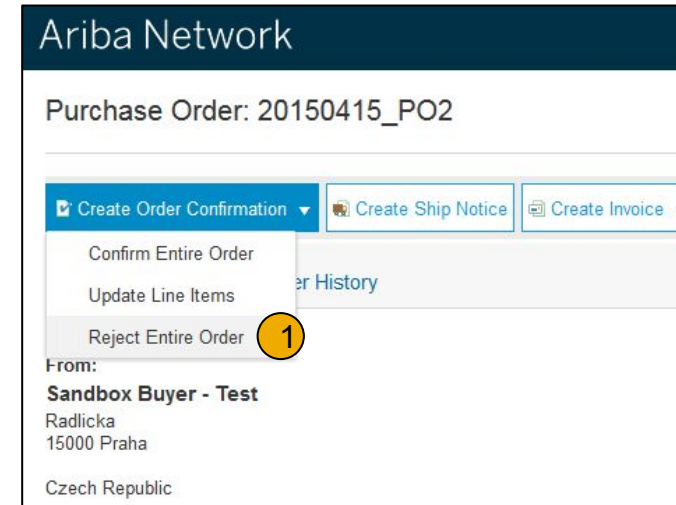
Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Reject Entire Order

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

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



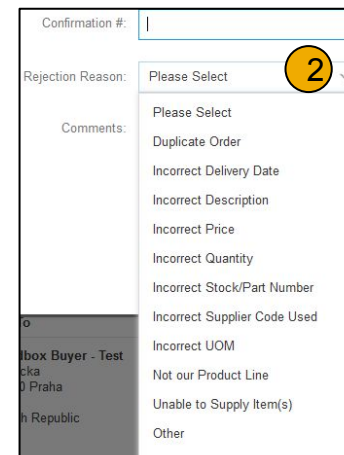
Ariba Network

Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order 1

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic



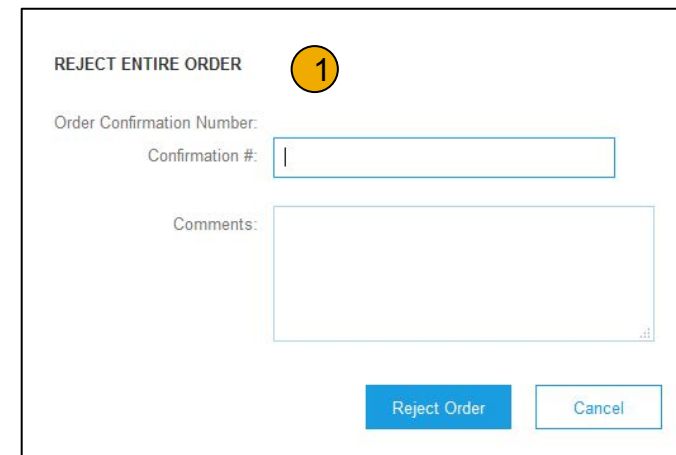
Confirmation #: |

Rejection Reason: Please Select 2

Comments:

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

Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic



REJECT ENTIRE ORDER 1

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

Create Order Confirmation

Update Line Items

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

Note: Order Confirmations are optional for the City of Edmonton, unless your Contract Manager requests these documents.

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

1 Update Item Status **2** Review Confirmation

3

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 20150415_PO2

Customer: inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line Items				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR
Subtotal				
45.00 EUR				
Copy Paper White, A3, 80gsm (ream 500 sheets)				
CURRENT ORDER STATUS				
☒ 10 Unconfirmed 4				
Confirm: 5				
Backorder:				
Reject: 6				
Details ⓘ				

Confirm Order

Update Line Items - Backorder

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

3. **Click** OK when done.

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

4. **Click** Next.

Line Items

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

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

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject:

[Details](#) ⓘ

OK Cancel

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

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

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

OK Cancel

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	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

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

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject: 1 2 [Details](#) ⓘ

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

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

New Order Status: **1 Rejected**

Rejection Reason:

Comments:

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

Create Ship Notice

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

The screenshot shows the Ariba Network interface for Purchase Order 20150415_PO2. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a yellow circle 1), and 'Create Invoice'. To the right of these buttons are 'Hide' and 'Print' links. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. A button labeled 'Create a ship notice for the purchase order' is also visible.

The screenshot shows the 'Create Ship Notice' form. It has two main sections: 'SHIP FROM' and 'DELIVER TO'. The 'SHIP FROM' section is highlighted with a yellow circle 3. It contains fields for Name (Ariba_TestSupplier - TEST), Department Name, Address (Radicka 3201/14), Address 2, Postal Code (150 00), City (Praha 5), State, and Country (Czech Republic [CZE]). There is an 'Update Address' link next to the 'SHIP FROM' section. The 'DELIVER TO' section contains fields for Name (Sandbox Buyer - Test), Department Name, Address (Radicka), Address 2, Postal Code (15000), City (Praha), State, and Country (Czech Republic [CZE]). A yellow circle 4 highlights the 'OK' button at the bottom right of the form.

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:		Manage Carrier
Service Level:		Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		1 FedEx
		UPS
		US Postal Service
		Other

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
		Delivery Condition
		Despatch Condition
		Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Delivery Terms:	Delivered at Terminal
Delivery Terms Description:	
Transport Terms Description:	

Create Ship Notice Details

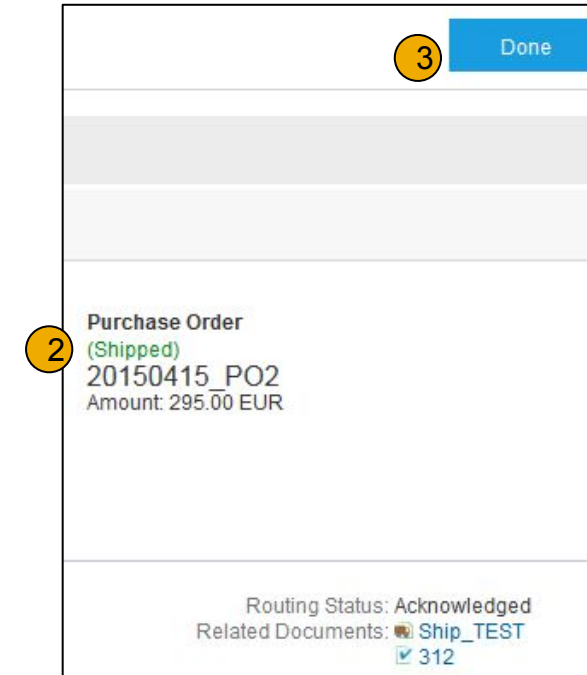
1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2	2	GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		
Shipment Status		
Total Item Due Quantity: 10 BX		
Confirmation Status		
Total Confirmed Quantity: 0 BX		Total Backordered Quantity: 0 BX
Line		Ship Qty
1		10
Add Ship Notice Line		

20150415_PO2	2	GOODS_02	10	BX	18 Nov 2015	25.00 EUR	250.00 EUR	Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)								
Shipment Status								
Total Item Due Quantity: 10 BX								
Confirmation Status								
Total Confirmed Quantity: 0 BX			Total Backordered Quantity: 0 BX					
Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details			
1	10							
Add Ship Notice Line								
Add Order Line Item								
Next Exit								

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to City of Edmonton. 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 and selecting Ship Notices or by clicking the link under the Related Documents from the PO View.
3. **Click** Done to return to the Home page.

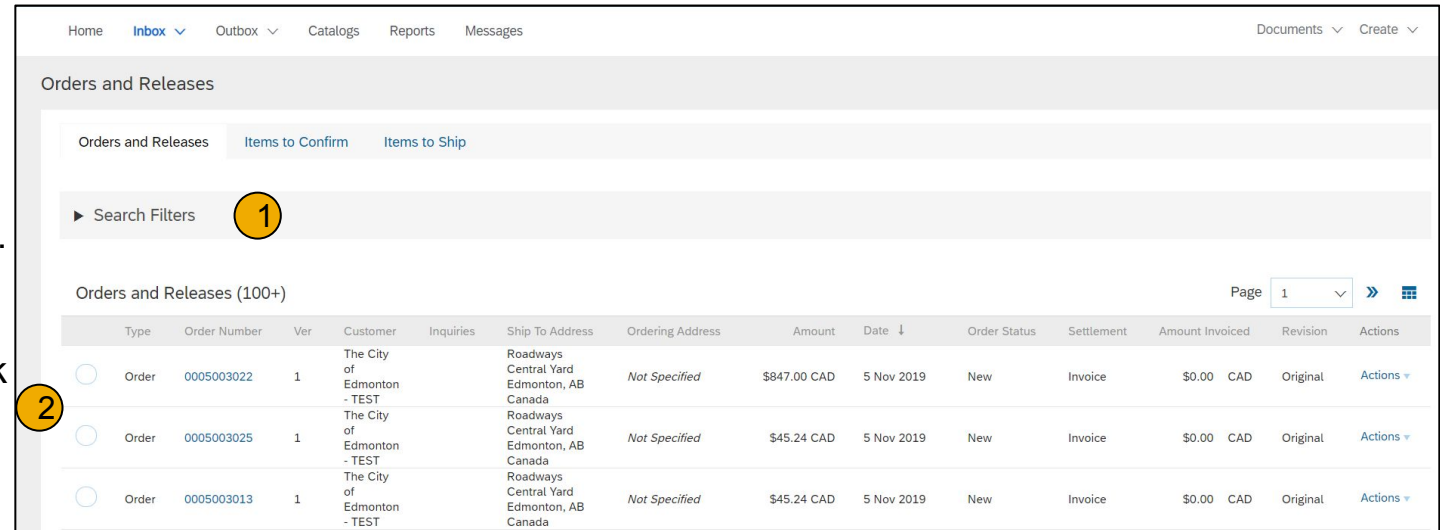


Create a Service Entry Sheet

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 click **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.



Home | **Inbox** | Outbox | Catalogs | Reports | Messages | Documents | Create

Orders and Releases

Orders and Releases | **Items to Confirm** | Items to Ship

► Search Filters **1**

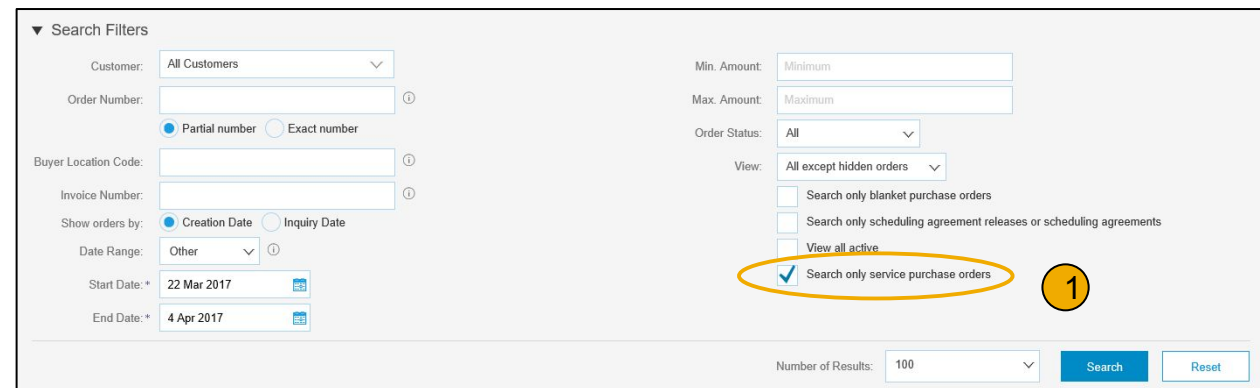
Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
☐	Order	0005003022	1	The City of Edmonton - TEST	Roadways Central Yard Edmonton, AB Canada	Not Specified	\$847.00 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions
☐	Order	0005003025	1	The City of Edmonton - TEST	Roadways Central Yard Edmonton, AB Canada	Not Specified	\$45.24 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions
☐	Order	0005003013	1	The City of Edmonton - TEST	Roadways Central Yard Edmonton, AB Canada	Not Specified	\$45.24 CAD	5 Nov 2019	New	Invoice	\$0.00 CAD	Original	Actions

Note: Manual Creation of Service Entry Sheets can only be submitted for City of Edmonton Suppliers set up for ERS.

Suppliers have been notified if they have been set up for ERS. To confirm if you are ERS, please contact suppliermanagement@Edmonton.ca

All other suppliers should reference page 47 Auto Generate a Service Entry Sheet



▼ 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:

Max. Amount:

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** **1**

Number of Results: 100 Search Reset

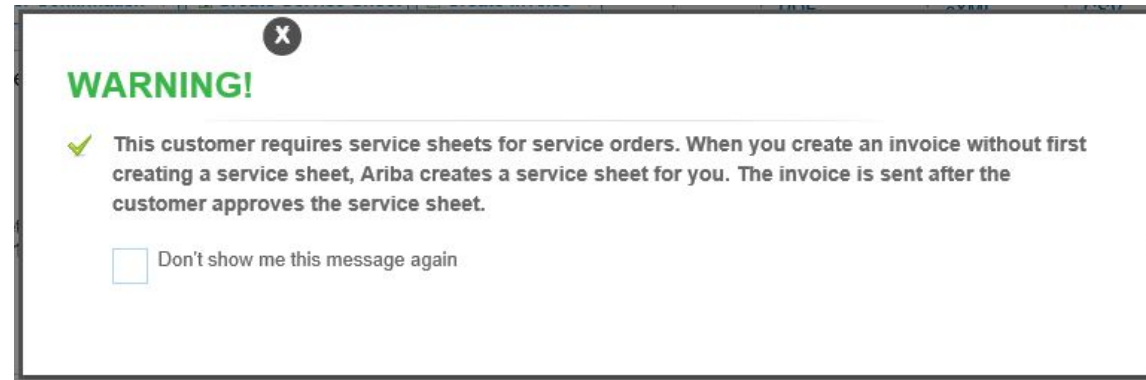
Auto-Generate a Service Entry Sheet

Create a Service Sheet from an Invoice

The City of Edmonton allows automatically generated service sheets, meaning that when you create service invoices for each service line on a service order, the corresponding service sheets are automatically generated and sent to the City.

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.

Note: Approver is a required field. Enter the name and email address of the City of Edmonton approver.

An attachment is also required to submit a Service Entry Sheet or Service Invoice with the City of Edmonton. Suppliers are requested to provide proof the work has been completed, or a breakdown of the services performed (ie. Deliverable Acceptance, Timesheet etc.)

Create a Service Entry Sheet

Review Service PO

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

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

Purchase Order: ServicePO1

Done

1

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

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

Contract #

4610029650

Ship A

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

1

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Done

Create a Service Entry Sheet

Header Information

1. **Complete** any required fields that have an asterisk (*).

Note: Service Sheet numbers cannot exceed 10 characters.

2. **Enter** additional fields as requested by the City of Edmonton.

Note: Approver is a required field. Enter the name and email address of the City of Edmonton approver.

An attachment is also required to submit a Service Entry Sheet or Service Invoice with the City of Edmonton. Suppliers are requested to provide proof the work has been completed, or a breakdown of the services performed (ie. Deliverable Acceptance, Timesheet etc.)

Create Service Sheet

UpdateSaveExitNext

▼ Service Sheet Header

* Indicates required fieldAdd to Header ▼

Summary

1

Purchase Order: ServicePO1

Subtotal: \$0.00 USD

Service Sheet #: *

Service Start Date:

Service Sheet Date: * 7 Apr 2017

Service End Date:

Additional Fields

2

Supplier Reference:

To: SMO Buyer

From: SMO Supplier 1

123 Fake Street
Pittsburgh, PA 15222
United States

21 Jump Street
Cleveland, OH 44114
United States

Field Contractor:

Name:

Email:

Phone: USA 1 ▼

Field Engineer:

Name:

Email:

Phone: USA 1 ▼

Approver:

Name: *

Email: *

Phone: USA 1 ▼

Add Comments

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	3 Add ▼

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
☐	000000000003015848 MAT CONSTR MATERIAL IT005 K	Service ▼	1,000 KGM	\$2.57 USD	\$2,570.00 USD Delete

SERVICE PERIOD

4

Start Date: End Date:

PRICING DETAILS

Price Unit: KGMPrice Unit Quantity: 1Unit Conversion: 1Description:

COMMENTS

Add Comments:

↳

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

PreviousSaveSubmitExit

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	0000000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD	Details

6

Service Entry Summary

Subtotal: \$2,570.00 USD

PreviousSaveSubmitExit

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.

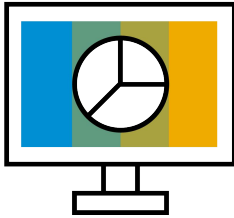
The screenshot shows the SAP Outbox interface. A dropdown menu is open under 'Outbox', with 'Service Sheets' selected, indicated by a yellow circle with the number 1. The main table lists service sheets with columns: Service Sheet #, Customer, Related PO, Date, Amount, CAD, Routing Status, and Status. A yellow circle with the number 2 points to the 'Routing Status' column. A yellow circle with the number 3 points to the 'Status' column, which shows 'Rejected' for the first two rows.

Service Sheet #	Customer	Related PO	Date	Amount	CAD	Routing Status	Status
08061234	The City of Edmonton - TEST	2200000113	6 Aug 2019	\$100.00	CAD	Acknowledged	Rejected
1234	The City of Edmonton - TEST	2200000113	6 Aug 2019	\$100.00	CAD	Obsoleted	Rejected
SESEXT1907301642	The City of Edmonton - TEST	2200000124	30 Jul 2019	\$300.00	CAD	Acknowledged	Sent

The screenshot shows the 'Service Sheet: History' tab. It displays the following information:

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

Section 5: Invoice Methods



Invoice Information

City of Edmonton Specifications

City of Edmonton Invoice Rules



Invoice Methods

PO Flip

Credit Memo

Copy Invoices



Invoice Management

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

Invoice Archival

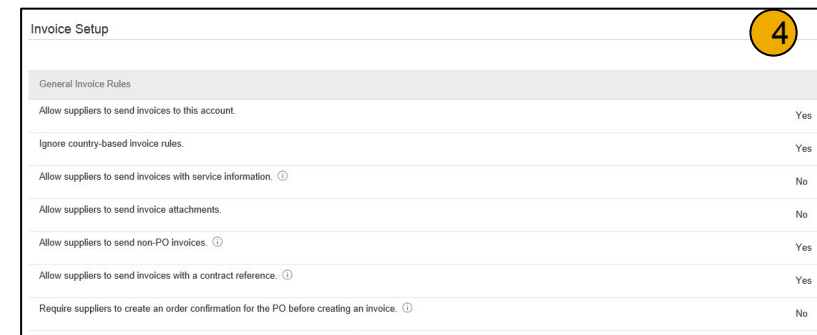
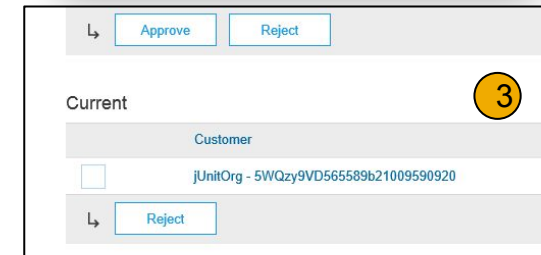
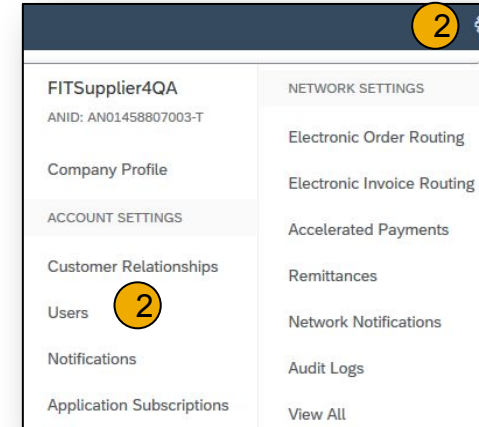
City of Edmonton Invoice Requirements

1. Suppliers are required to include one Remit To address on invoice
2. Suppliers are allowed to back date invoices
3. Suppliers must include Tax ID on invoices (9 digit number only)
4. Suppliers must enter taxes at the Line Item Level
5. Suppliers can submit Credit Memos at Line Item Level (include attachment)
6. Invoice IDs must be alphanumeric and not contain any special characters

Review City of Edmonton Invoice Rules

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

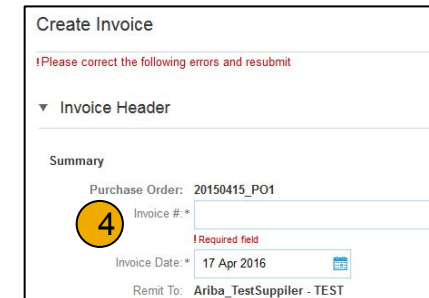
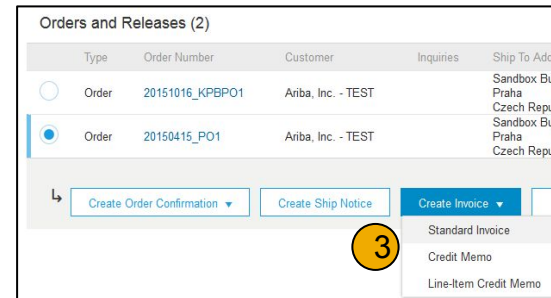
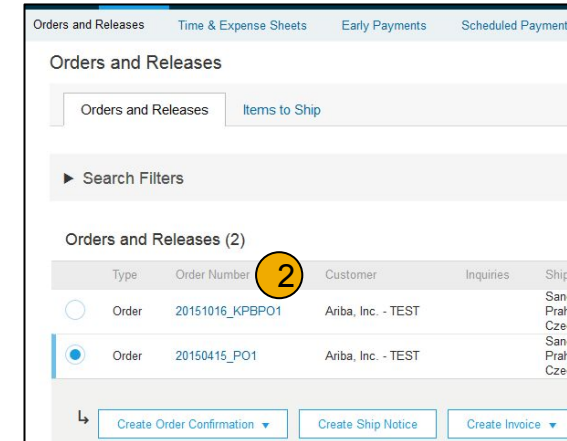
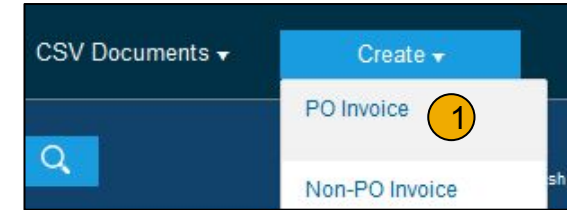
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (City of Edmonton).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. 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 City of Edmonton.



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.
- NOTE: City of Edmonton REQUIRES that suppliers provide Remit-To Address and Tax ID for all invoices**
3. **You can also add some additional information** to the Header of the invoice such as: Comment, Attachment.
 4. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 2200000814

Invoice #: 8907651

Invoice Date: 4 Oct 2019

Supplier Tax ID: 6439832942

Remit To: 704H Michner Park

Edmonton AB
Canada

Bill To: Corporate Services - Admin

Shipping

☒ Header level shipping ☐ Line level shipping

* Indicates required field

Add to Header

Tax

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. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

NOTE: You can generate another invoice later to bill for the excluded 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.

NOTE: Taxes must be entered at Line Item Level for all invoices

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 #
☐ 2	☐	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

Line Item Actions Delete

	No.	Include	Type	Part #
☒	2	☒	MATERIAL	GOODS_02

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions Delete Add

Standard Tax Selections

- Sales
- VAT
- OST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Add to Included Lines

Invoice via PO Flip

Detail Line Items

1. **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	☒	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Line Item Actions

1

Edit

Add

Shipping Documents

Turn on t
Hide/Shc

Delete

Add

Create Invoice

Done

Cancel

Invoice Item

* Indicates required field

Line Item Actions

Quantity:*

5

Unit:

EA

Unit Price:*

1.00 EUR

Subtotal:

5.00 EUR

Part #:

GOODS_01

Description

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

Pricing Details

Price Unit:*

PCE

Price Unit Quantity:*

2

Unit Conversion:*

1

Description:

This field specifies that 1 Box is equivalent to 2 reams

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.

The screenshot illustrates the process of adding comments to a line item in SAP. The top section shows the 'Line Item Actions' dropdown menu, which is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments' (highlighted with a yellow circle 1), and 'Attachment'. The 'Add' button is also visible. Below the menu, the 'Comments' field is shown with a yellow circle 2 next to it, indicating where to enter the comment. The 'Next' button is highlighted with a yellow circle 3, indicating the next step in the process. The bottom section shows the 'Comments' field with a yellow circle 2 next to it, indicating where to enter the comment. The 'Remove' button is also visible.

Invoice via PO Flip

Add Service Lines to Invoices

1. **Select the Add/Update** dropdown menu and select **Add General Service** OR **Add Labor Service**.
2. **Enter details** for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

This screenshot shows the 'Line Items' section of the SAP interface. At the top right, it indicates '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with a 'Tax Category' dropdown set to '5% GST / Taxable Purchases' and a 'Discount' checkbox. A table with columns 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal' is visible. The first row has '1' in the 'No.' column and '1.0' in the 'Quantity' column, with the description 'Temporary Staffing Services'. To the right of the table, a blue 'Add/Update' button is highlighted with a red circle '1'. A dropdown menu is open from this button, showing options: 'Add Contract/Catalog Items', 'Add General Service', 'Add Labor Service', and 'Add Material'.

This screenshot shows the 'Insert Line Item Options' form for a 'SERVICE' line item. The 'No.' field is highlighted with a red circle '2'. Below the table, there are several input fields: 'Rate' (with sub-fields for '*Term', '*Rate', and '*Unit'), 'Time Sheet Number', 'Contractor Name', 'Contractor Identifier' (with a dropdown set to '(no value)'), 'Job Description', 'Supervisor Name', 'Work Location', 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (dropdown set to '(no value)'), 'Zip', and 'Country' (dropdown set to '(no value)'). A note at the bottom states 'This selection will refresh the page content.'

This screenshot shows the 'Line Items' section with the 'SERVICE' line item selected. The 'No.' field is highlighted with a red circle '2'. Below the table, there are input fields for 'Service Period', 'Service Start Date' (with a calendar icon), and 'Service End Date' (with a calendar icon). At the bottom, there are buttons for 'Line Item Actions', 'Delete', and 'Add'.

Invoice via PO Flip

Review, Save, or Submit to Customer

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

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: *

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB
Canada

Bank Account:
Bill To:

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

Home Inbox Outbox Catalogs Reports Messages

Drafts

Invoices

Order Confirmations

Ship Notices

Service Sheets

Drafts

This page displays documents that you can edit and submit them,...

Invoices Ship

Invoices

Invoice # Customer Reference

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab and click Invoices.
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**.

The screenshot shows the SAP Invoices screen. At the top, there is a navigation bar with tabs: Home, Inbox, Outbox, Catalogs, Reports, Messages, Documents, and Create. The 'Outbox' tab is selected. Below the navigation bar, there is a search filter section with fields for Customer (All), Invoice Number (35), and a dropdown menu for Invoices, Order Confirmations, Ship Notices, Service Sheets, and Drafts. The 'Exact number' radio button is selected. Below the search filters, there is a table of invoices. The first invoice is selected, and its details are shown below the table. The 'Create Line-Item Credit Memo' button is highlighted with a yellow circle and the number 3.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
35	The City of Edmonton - TEST	2200000139	Online	Supplier	No	Order	17 Aug 2019	\$262.50 CAD	Acknowledged	Sent

The screenshot shows the SAP Line Items screen. At the top, there is a header: '4 Line Items, 4 Included, 0 Previously Fully Invoiced'. Below the header, there is a table of line items. The first four line items are selected, and their details are shown below the table. The 'Create Line-Item Credit Memo' button is highlighted with a yellow circle and the number 4. The 'Next' button is highlighted with a yellow circle and the number 5.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	☒	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	☒	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	☒	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	☒	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

The screenshot shows the SAP Review Credit Memo screen. At the top, there is a header: '4 Line Items, 4 Included, 0 Previously Fully Invoiced'. Below the header, there is a table of line items. The first four line items are selected, and their details are shown below the table. The 'Create Line-Item Credit Memo' button is highlighted with a yellow circle and the number 4. The 'Next' button is highlighted with a yellow circle and the number 5.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	☒	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	☒	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	☒	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	☒	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Copy an Existing Invoice

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

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

Home Inbox Outbox Catalogs Reports Messages Documents Create

Invoices

Search Filters

Customer: All

Invoice Number: 35

Partial number Exact number

Search Reset

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
35	The City of Edmonton - TEST	2200000139	Online	Supplier	No	Order	17 Aug 2019	\$262.50 CAD	Acknowledged	Sent

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

Invoice: INV_20150415 Done

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

Search for Invoice

(Quick & Refined)

Quick Search:

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

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

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

This screenshot shows the SAP Home tab interface. The 'Home' tab is selected. Below the navigation bar, there are three dropdown menus: 'Invoices' (labeled 1), 'All Customers' (labeled 2), and 'Invoice Number' (labeled 3). A search button is located to the right of the 'Invoice Number' dropdown.

This screenshot shows the SAP Outbox tab interface. The 'Outbox' tab is selected. Below the navigation bar, there are three dropdown menus: 'Invoices' (labeled 4), 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. A search button is located to the right of the 'Invoices' dropdown.

This screenshot shows the SAP Invoices search filters. The 'Invoices' tab is selected. Below the navigation bar, there are three dropdown menus: 'Invoices' (labeled 4), 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. A search button is located to the right of the 'Invoices' dropdown. The search filters are displayed below the dropdown menus. The filters include: Customer (All Customers), Invoice Number (labeled 5), Order Number, Date Range (Last 24 hours), Supplier Reference, Min. Amount, Max. Amount, External Invoice Number, Status (All), and checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums' (labeled 6). The Number of Results is set to 100. Search and Reset buttons are at the bottom.

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** and selecting Invoices by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to City of Edmonton via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed City of Edmonton invoicing rules. City of Edmonton 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

Review Invoice History

Check Status Comments

Access any invoice:

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

Invoice: INV_20150415

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

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV_20150415 Done

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

Detail Scheduled Payments History

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

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

History 2

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

Modify an Existing Invoice

Edit and Resubmit

1. Click the **Outbox** tab and click **Invoices**.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click the **Invoice #** for the failed or rejected invoice that you want to resubmit and click **Edit & Resubmit**.
4. Click **Submit** on the Review page to resend the invoice.

Home Inbox Outbox Catalogs Reports Messages Documents Create

Invoices

Search Filters

Customer: All

Invoice Number: 35

Partial number Exact number

Search Reset

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
35	The City of Edmonton - TEST	2200000139	Online	Supplier	No	Order	17 Aug 2019	\$262.50 CAD	Acknowledged	Sent

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

Detail Scheduled Payments History

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-35: The invoice status has been successfully updated to Rejected by The City of Edmonton - TEST. Description:Not Acceptable

DOC-1:

Not Acceptable

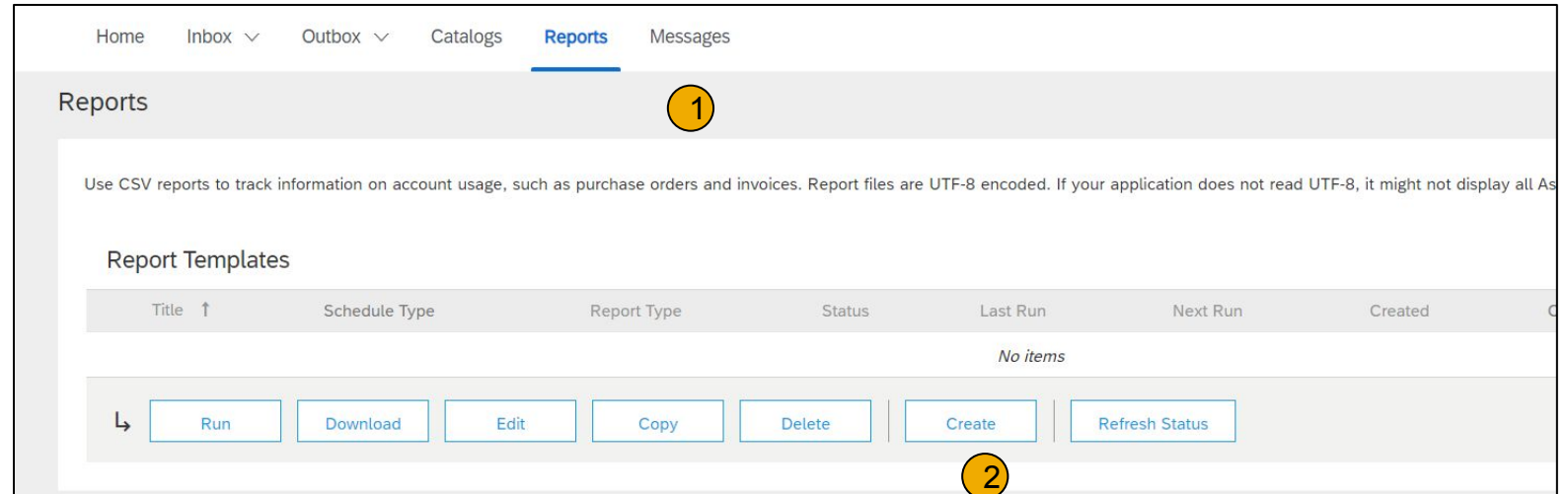
Edit & Resubmit

Download Invoice Reports

Learn About Transacting

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

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



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

Invoice Reports

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

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

Report

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

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

Early Payment Detail

Failed Invoice

Failed Order

Invoice

Order Summary

Payment Transactions

Order

Remittance Advice Details

SCF Trade Details Reports

Book

e Sheet

Next Exit

Report

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

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

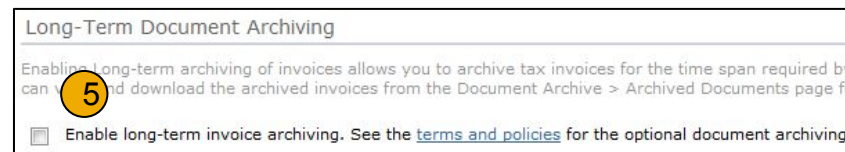
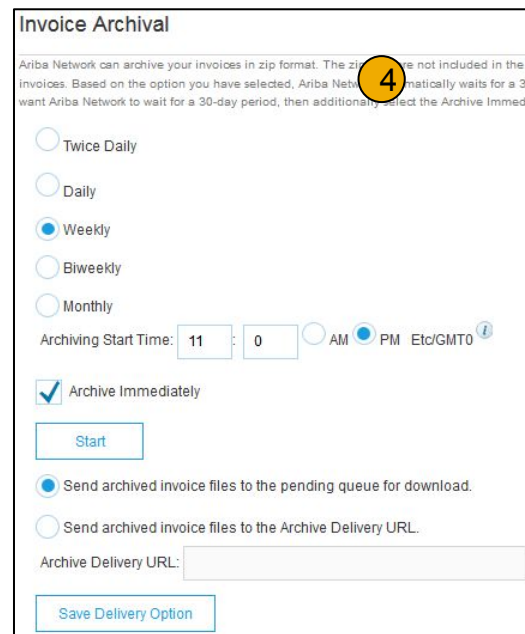
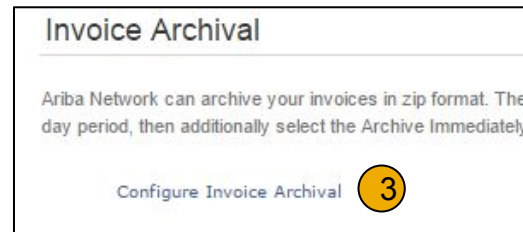
6 Submit

Previous Submit Exit

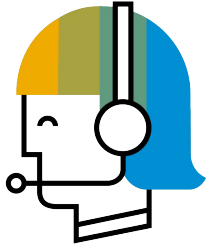
Invoice Archival

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.)



Section 6: Ariba Network Help Resources



Customer Support

Customer Support



**Supplier
Information Portal**

Training and Resources



**Additional
Resources**

Useful Links and
Webinars
Troubleshoot Your
Invoice

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at
- [CityOfEdmonton Supplier Enablement Inquiry](#)
- Registration/ Account Configuration
 - General Ariba Network Questions

City of Edmonton Enablement Business Process Support

- Email City of Edmonton Enablement Team at SupplierManagement@Edmonton.ca
 - Business-Related Questions

City of Edmonton Supplier Information Portal

- Find your supplier information portal [HERE](#)

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

- Phone, Chat and Webform support available through the Help Center section of your account. Click on the Support button to create a Service Request with Customer Support.

Training & Resources

City of Edmonton Supplier Information Portal

1. **Select** the Company Settings icon in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The City of Edmonton 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
☐ Ariba Inc. 2 3 Supplier Information Portal
☐ Pouliot Industries

Reject

FITSupplier4QA

ANID: AN01458807003-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships 1

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

Useful Links and Webinars Available

Links

- **Ariba Network Hot Issues and FAQs**
- **Ariba Cloud Statistics and Network Notification**
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- **SAP Ariba Discovery**
- **Ariba Network Overview**
- **Support Center**
- **Learning Center**

Webinars

- **Supplier Success Sessions**
 - Created by Ariba Network Customer Support
 - Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - Using the help center
- **30 on Thursdays**
 - Information sessions on Supplier best practices
 - Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription
- **Live Demonstrations**
 - Understand SAP Ariba's solutions
 - Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

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.