



حديد الإمارات  
emirates steel

**SAP Ariba**



**Network Supplier Guide**





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# SECTION 1

## Ariba Network Overview

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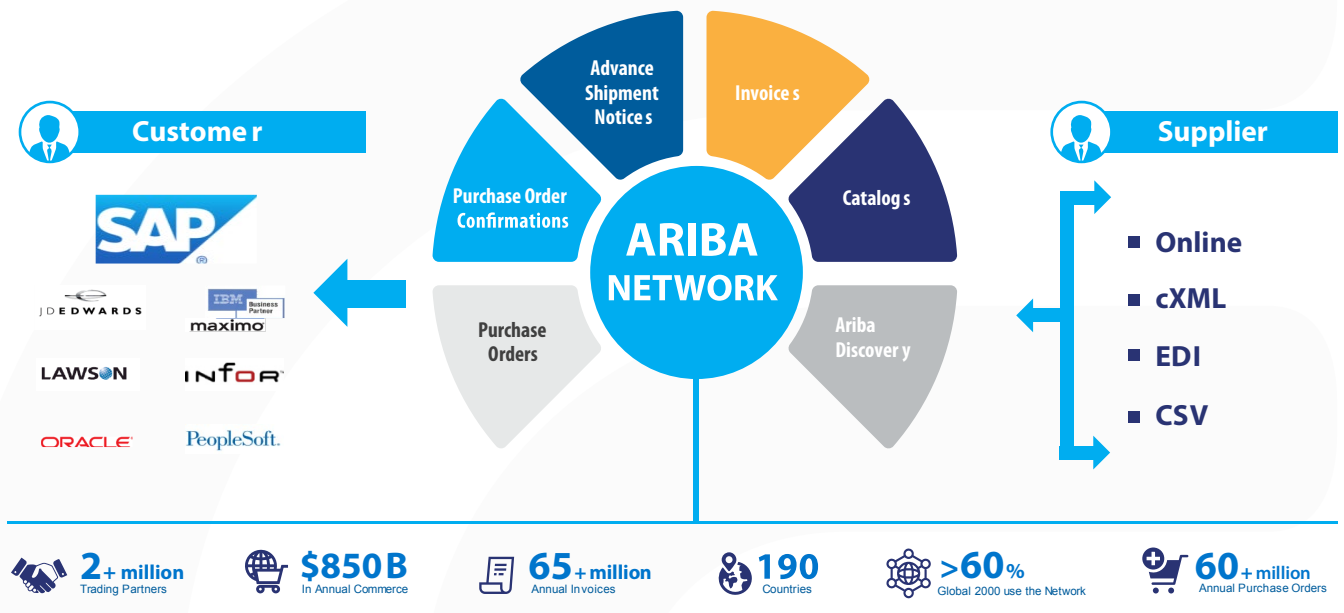
\$USD

£GBP

€EUR

# What is Ariba Network?

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



## Emirates Steel Message



# Ariba e-Commerce Activation

Ensure your ES Ariba Registration is complete to be applicable for all of the below



# Review Emirates Steel Specifications

## Emirates Steel project specifics:

- Tax data is accepted at the at the line item level of the invoice.
- Shipping data is accepted at the header/summary level or at the line item level.

## Supported Documents

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Invoice Attachments**
- **Service Invoices**  
Invoices that require service line item details
- **Credit Memos**  
Item level credits; price/quantity adjustments
- **Non-PO Invoices**
- **Advance Payment Request**
- **Supplier Bank Details**

## Not Supported Documents

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Emirates Steel.
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Emirates Steel.
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Emirates Steel will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network.
- **Order Rejection**  
Emirates Steel does not support Order Rejection.
- **Ship Notice**  
Emirates Steel does not support the creation of Ship Notice on Ariba Network

# SAP Ariba Can Help You...



## Collaborate immediately with all trading partners

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



## Turn paper into efficient electronic transactions

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



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

- 64% reduction in manual intervention



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

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



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

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

## Supplier Fee Schedule – Enterprise Account only

Please select your currency:



USD



GBP



EUR

# Supplier Fee Schedule - USD

## Transaction fees (billed quarterly)

Less than 5 documents* OR less than USD 50,000	FREE usage
More than 5 documents * AND more than USD 50,000	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at USD 20,000 per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	

## Subscription fees (billed annually)



Annual Document Count across all customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	USD 0
5 to 24 documents or < USD 250,000	Bronze	USD 50
25 to 99 documents and > USD 250,000	Silver	USD 750
100 to 499 documents and > USD 250,000	Gold	USD 2,250
500 and more documents and > USD 250,000	Platinum	USD 5,500

# Supplier Fee Schedule - GBP

More than 5 documents * AND more than GBP 38,750	0.155% of transacted volume for relationships without Service Entry Sheets
	0.35% of transacted volume for relationships with Service Entry Sheets
	Capped at GBP 15,500 per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	

## Subscription fees (billed annually)



Annual Document Count across all customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	GBP 0
5 to 24 documents or < GBP 193,750	Bronze	GBP 35
25 to 99 documents and > GBP 193,750	Silver	GBP 500
100 to 499 documents and > GBP 193,750	Gold	GBP 1,500
500 and more documents and > GBP 193,750	Platinum	GBP 3,770

# Supplier Fee Schedule - EUR

## Transaction fees (billed quarterly)

Less than 5 documents* OR less than 43 250 EUR	FREE usage
More than 5 documents * AND more than 43 250 EUR	0,155% of transacted volume for relationships without Service Entry Sheets
	0,35% of transacted volume for relationships with Service Entry Sheets
	Capped at 17 300 EUR per customer relationship
*only POs, invoices, service entry sheets, and service entry sheet responses	

## Subscription fees (billed annually)



Annual Document Count across all customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900



# SECTION 2

## Set Up Your Account

### ○ **Basic Account Configuration**

Configuration Requirements

Accept Invitation

Profile Completion

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### ○ **Enablement Task**

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Invoice Notifications

Tax Details

Remittances

### ○ **Advanced Account Configuration**

Customer Relationships

Roles and Users

Enhanced User Account Functionality

Multi-Orgs

Test Accounts

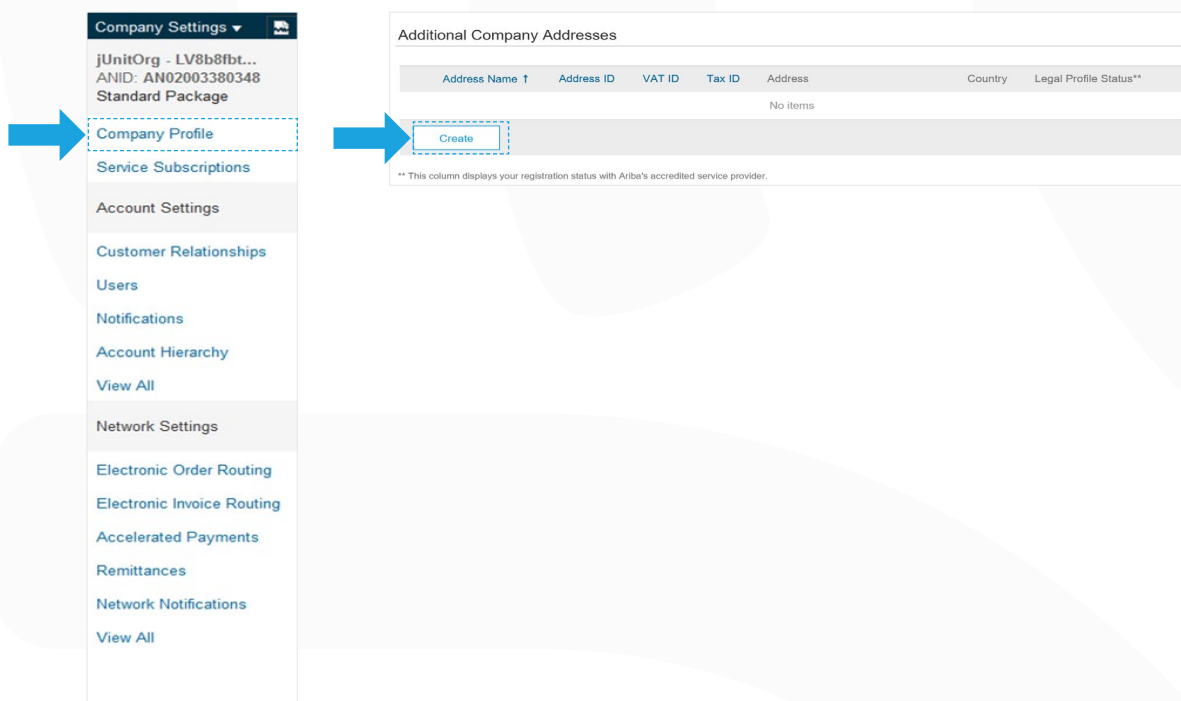
# Emirates Steel Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **GR Based Invoicing** – Emirates Steel will require a valid GR (goods receipt) for material orders to be processed in the system, before suppliers will be able to submit their invoices on Ariba Network
- **SES Based Invoicing** – Emirates Steel will require a valid SES (service entry sheet) to be submitted by suppliers in Ariba Network for service orders. The SES then needs to be approved by Emirates Steel, before suppliers will be able to submit their invoices on Ariba Network.
- **Invoice and SES Attachments** – Emirates Steel will require an attachment of the invoice to be submitted along with the Ariba Network electronic invoice. Supporting attachments will also be required for SES.
- **Test Account Creation** (testing is required for integrated and catalog suppliers) – To create a test account, select your name in top right corner and choose “Switch to Test ID.”

## Emirates Steel Specific Account Configuration For UAE Suppliers

**VAT ID / Tax ID (For UAE suppliers)** – For UAE suppliers it is a requirement to maintain your VAT ID / Tax ID in your company profile to comply with the UAE e-invoicing standards.

1. *The step must be done once prior to creating your first VAT / Tax Invoice*
2. *From the Home Screen click the Company Settings menu dropdown.*
3. *Click on Company Profile*
4. *Under the Basic tab, go to the Additional Company Addresses section and click ‘Create’*



# Emirates Steel Specific Account Configuration Suppliers

## Updating your VAT ID / Tax ID

Ariba Network

Configure Supplier Addresses Served by This Account

\* Indicates a required field

Address Name

Address Name: [ ]

Address ID: [ ]

Are you VAT registered? \*  Yes  No

VAT ID: [ ]

Tax ID: [ ]

Address

Address 1: [JUnIDummy]

Address 2: [ ]

Postal Code: [71630]

City: [ ]

State: [ ]

Country: [United Arab Emirates [ARE]]

Save Close

For UAE Suppliers, you must answer "Yes" and enter your UAE VAT ID

1. Fill in Address Name (i.e. 'UAE'), Address, Postal Code, City, Country
2. Fill in your VAT ID (15 digit numeric) or Tax ID
3. Answer YES, for question 'Are you VAT registered'
4. Click Save

## 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.

**Note:** Emirates Steel will be sending you the Purchase Orders via email. You will need to click the "Process Order" button and "Login" with your existing Ariba Network account. This will create the Trading Relationship with Emirates Steel.

- Click the link in the emailed letter to proceed to the landing page.

See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

#### WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#). After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

#### ACTION REQUIRED

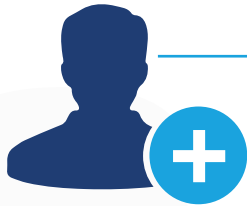
If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

→ [Click here to proceed](#)  
(This will inform us that you have started the activation process)

#### NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

# Select One...



NEW USER



EXISTING USER

Ariba Network
Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

**New User**

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

[Register Now](#)

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

**Existing User**

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

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

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

## Register as New User

1. Click **Register Now**.
2. Enter **Company Information** fields marked required with an asterisk (\*) including:
  - **Company Name**
  - **Country**
  - **Address**
3. Enter **User Account information** marked required with an asterisk (\*) including:
  - **Name**
  - **Email Address**
  - **Username (if not the same as email address)**
  - **Password**
4. Accept the **Terms of Use** by checking the box.
5. Click **Register** to proceed to your home screen.

Ariba Network
Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

**New User**

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

[Register Now](#) 1

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

Ariba Network
Help Center >>

Register [Register](#) [Cancel](#)

Company information

\* Indicates a required field

Company Name:

Country: United States (USA) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:  2

Line 1

Line 2

Line 3

City:

State: Alabama

ZIP:

User account information

\* Indicates a required field

Name:  First Name  Last Name

Email:

Use my email as my username

Username:

Password:  Enter a minimum 8 characters including letters and numbers.

Repeat Password:

Language: English The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Enter more information for potential customers

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by your written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement 4

[Register](#) [Cancel](#) 5

# Accept Relationship as Existing User

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

### Existing User

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

Username:

Password:  [Forgot Password?](#)

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

## Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

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

The screenshot displays the Ariba Network interface for a user named John Doe. The 'Company Settings' dropdown menu is open, highlighting the 'Company Profile' option. The main content area shows the 'Company Profile' form with the following details:

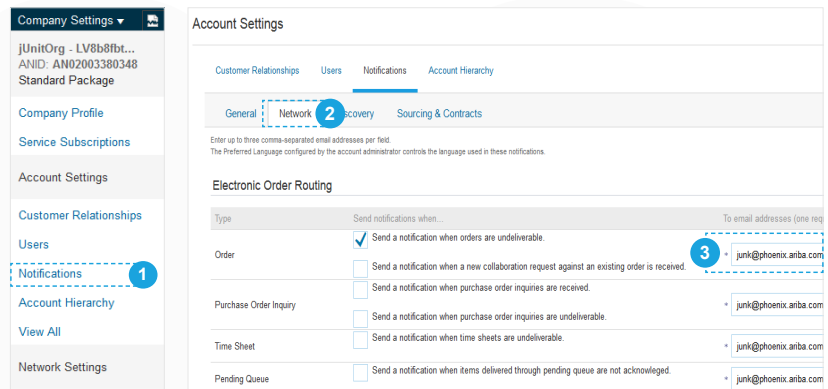
- Company Name:** SMO Supplier 1
- Other names, if any:** (empty field)
- NetworkId:** AN01022404640
- Short Description:** (empty field, 100 characters left)
- Website:** (empty field)
- Public Profile:** <http://discovery.ariba.com/profile/AN01022404640> | Customize URL
- Address:**
  - Address 1: 21 Jump Street
  - Address 2: (empty field)
  - Address 3: (empty field)
  - City: Cleveland
  - State: Ohio
  - Zip: 44114
  - Country: United States [USA]

On the right side, the 'Public Profile Completeness' meter is at 35%. Below it, there are sections for 'Share Your Public Profile' and 'View Public Profile'.

# Configure Your Email Notifications

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

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



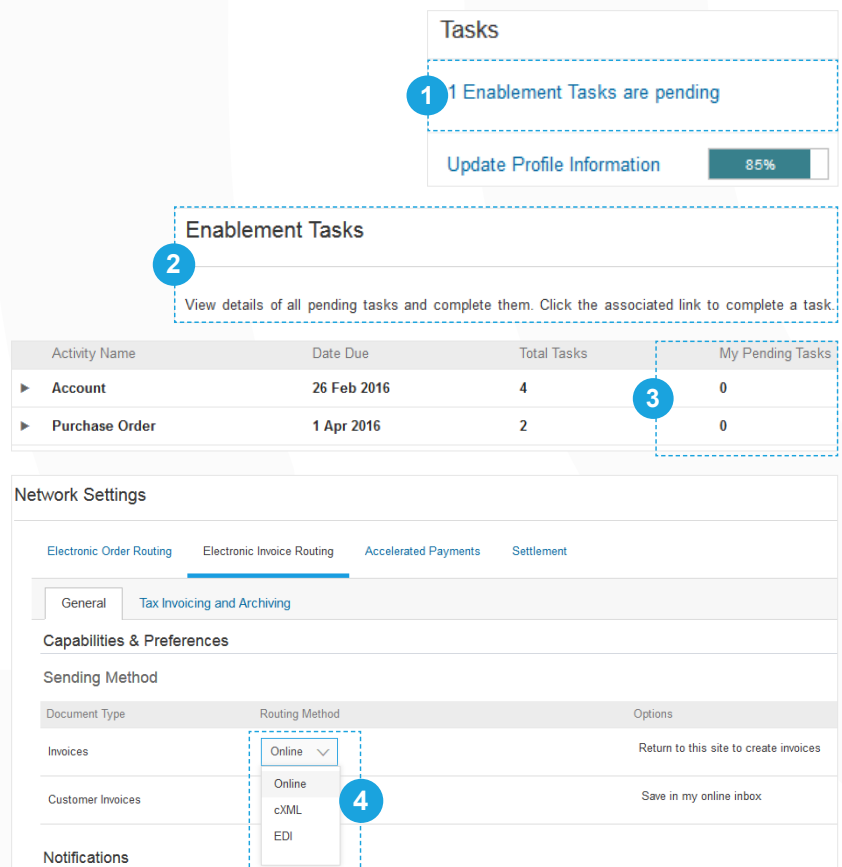
**Note:** If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature:

Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting.

When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.

# Configure Your Enablement Tasks

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



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

# Select Electronic Order Routing Method

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

## Route Your Purchase Orders Method Details

**Online (Default):** Orders are received within your AN account, but notifications are not sent out.

**Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.

**Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.

**cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact <<Enablement Email>> to be connected with a Seller Integrator who will provide more information on configuration.

## Select Electronic Order Routing Method Notifications

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



# Select Electronic Invoice Routing Method

## Methods and Tax Details

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

# Configure Your Remittance Information

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



# Configure Your Remittance Information

## Payment Methods

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

**Payment Methods**

Preferred Payment Method: Select method

**ACH**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

ABA:   US Bank Only

Confirm ABA:   US Bank Only

Bank Name:

**WIRE TRANSFER**

**Beneficiary Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) State

Zip:

Country: (no value) Country

Bank Phone:  USA 1

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id: Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value) State

Zip:

Country: (no value) Country

Bank Phone:  USA 1

**Credit Card**

Accept credit card:  Yes  No

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

# Review Your Relationships

## Current and Potential

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

**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

**Pending**

Customer	Requested Date
No items	No items

**Current**

Customer	Approved Date
<input type="checkbox"/> JUnitOrg - 5WQz9VD565589b21009590920	25 Nov 2015

**Rejected**

Customer	Rejected Date
No items	No items

**Company Settings**

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

# Set Up User Accounts

## Roles and Permission Details

### Administrator

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

### User

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

## Set Up User Accounts

### Create Roles and Users (Administrator Only)

1. Click on the **Users** tab on the **Company Settings** menu. The **Users** page will load.
2. Click on the **Create Role** button in the **Manage Roles** section and type in the **Name** and a **Description** for the Role.

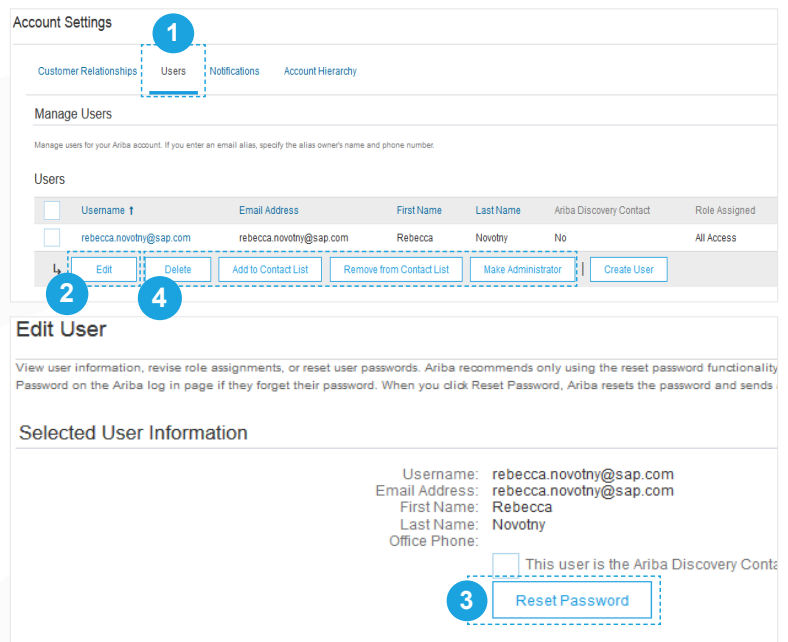
The screenshot shows the 'Manage Users' page in the Ariba Network. The page has a navigation bar with 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active. On the right, there is a 'Company Settings' dropdown menu with 'Users' selected. The main content area is divided into two sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section contains a table with columns for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Arriba Discovery Contact'. A row is visible for 'rebecca.novotny@sap.com'. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Manage User Roles' section contains a table with columns for 'Name' and 'Actions'. A row is visible for 'All Access'. Below the table is a 'Create Role' button. Numbered callouts 1 through 5 are placed on the screenshot to indicate the steps: 1 points to the 'Users' menu item, 2 points to the 'Create Role' button, 3 points to the 'Details' link in the 'All Access' row, 4 points to the 'Create User' button, and 5 points to the 'Manage User Roles' section header.

3. Add **Permissions** to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click **save** to create the role.
4. To **Create a User** Click on **Create User** button and add all relevant information about the user including name and contact info.
5. Select a role in the **Role Assignment** section and Click on **Done**. You can add up to 250 users to your Ariba Network account.

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

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

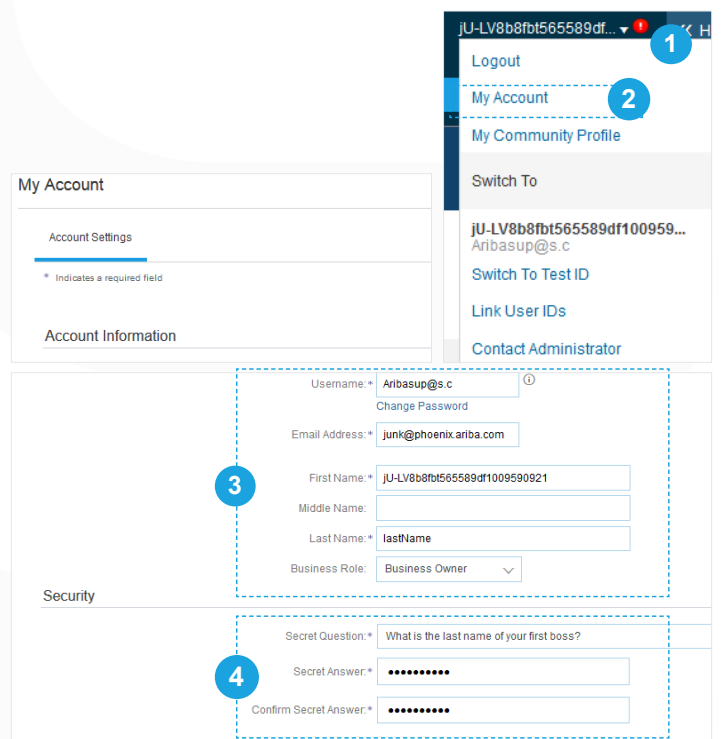


## Enhanced User Account Functionality

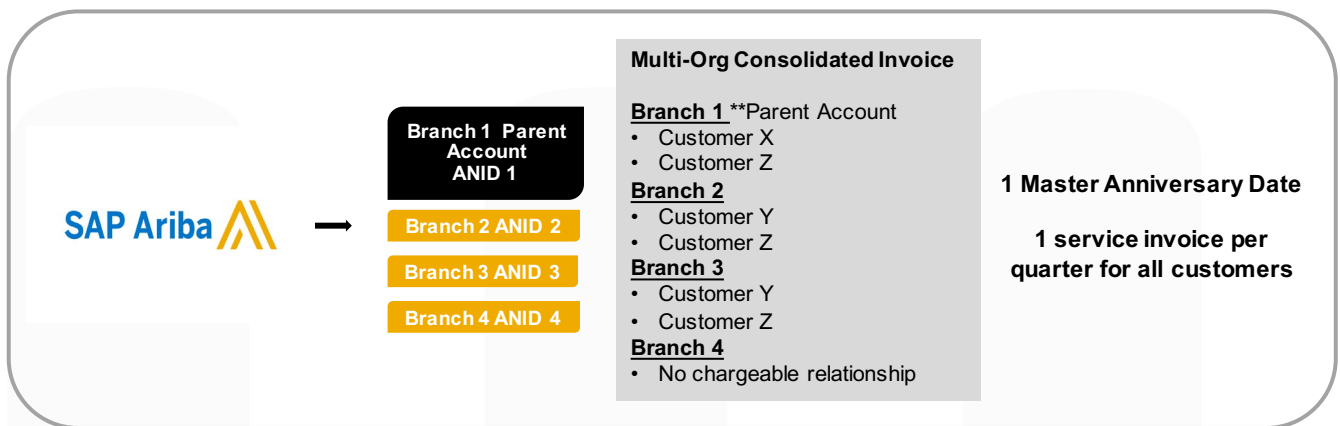
1. Click on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

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



# Consolidate Your Bills Through a Multi-Org



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

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

## Participate in a Multi-Org Guidelines

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

## Structure Your Multi-Org

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

# Link Accounts Via an Account Hierarchy

## Linkage between individual accounts for account management purposes

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

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

The administrator of the Parent account cannot take following actions:

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

## Create an Account Hierarchy

The screenshot displays the 'Account Settings' page with the 'Account Hierarchy' tab selected. The 'Account Status' section shows 'No Linked Accounts' and a 'Link Accounts' button. A red circle with the number '2' highlights the 'Link Accounts' button. On the right, the 'Company Settings' menu is visible, with 'Account Hierarchy' highlighted by a red circle with the number '1'.

**Account Settings**

Customer Relationships Users Notifications **Account Hierarchy**

Account Status: **No Linked Accounts**  
If your company has multiple accounts, you can link them and manage them.  
[Link Accounts](#)

**Company Settings**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

**Account Hierarchy**

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

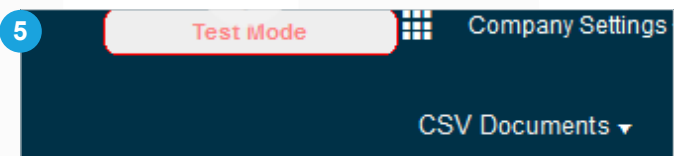
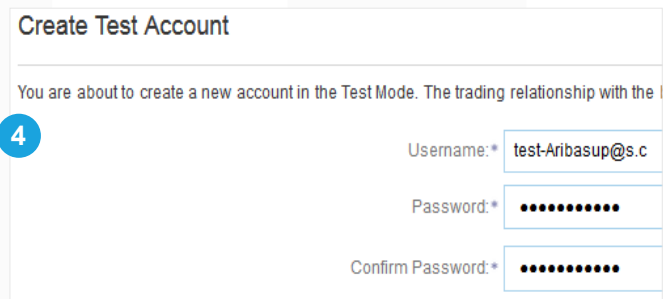
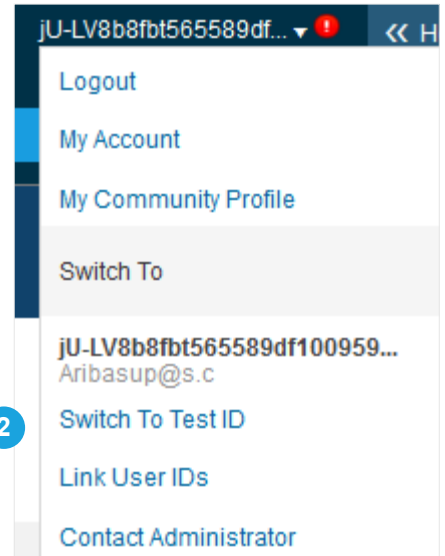
Network Notifications

View All

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

# Set Up a Test Account

1. To set up your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. Click your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. Click OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. Create a Username and Password for your test account and click OK. You will be transferred to your test account.
  - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order. Note: Test account transactions are free of charge.
5. The Network will always display which mode you are logged into, (Production or Test). Your Test account ID has the suffix "-T" appended to your Ariba Network ID (ANID).





## SECTION 3

### Purchase Order Management



**View Purchase Orders**

**Purchase Order Detail**

**Create PDF of PO**

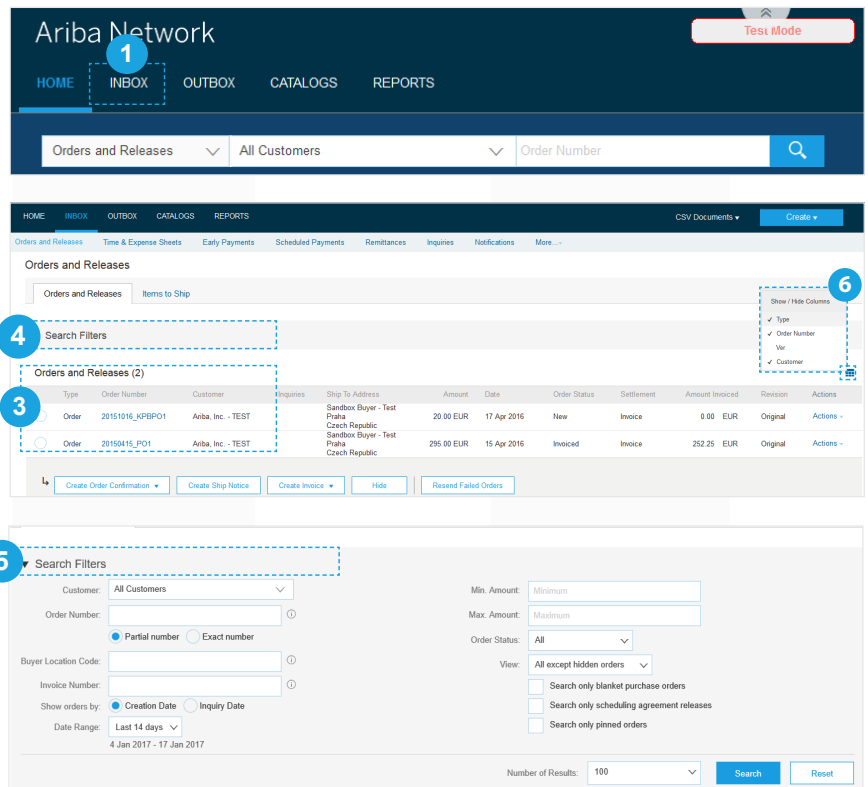


# Manage POs

## View Purchase Orders

Note: Inbox/Outbox/Catalogs and Reports are only applicable for Enterprise Accounts

1. Click on Inbox tab to manage your Purchase Orders.
2. Inbox is presented as a list of the Purchase Orders received by Emirates Steel.
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.



# Manage POs

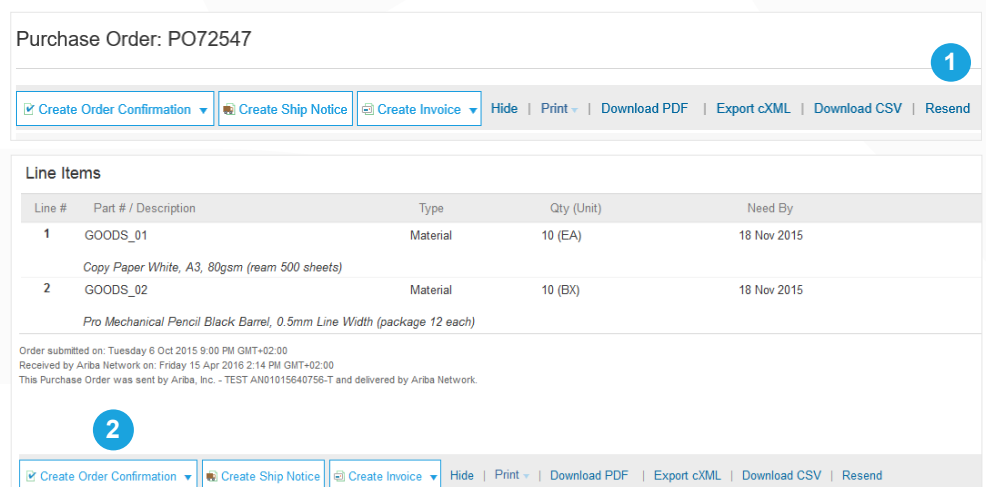
## Purchase Order Detail

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.

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 Emirates Steel wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.



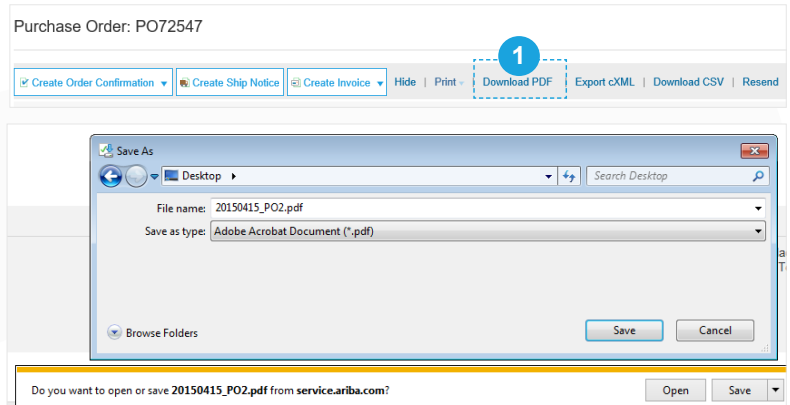


# Manage POs

## Create PDF of PO

1. Select "Download PDF" as shown.

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



# SECTION 1

## Other Documents

### ○ Order Confirmations (OC)

Confirm Entire Order

Update Line Items

### ○ Service Entry Sheets (SES)

Locate a Service PO

Create Service Sheet

Submit Service Sheet

Check Status

### ○ Goods Receipt information

View Goods Receipt on PO

Update notifications to receive Goods Receipt notifications by email

# Create Order Confirmation

## Confirm Entire Order

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

Once the order confirmation is submitted, the Order Status will display as Confirmed.

When viewing documents online, links to all related documents are displayed.

Click Done to return to the Inbox.

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

# Create Order Confirmation Update Line Items

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

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

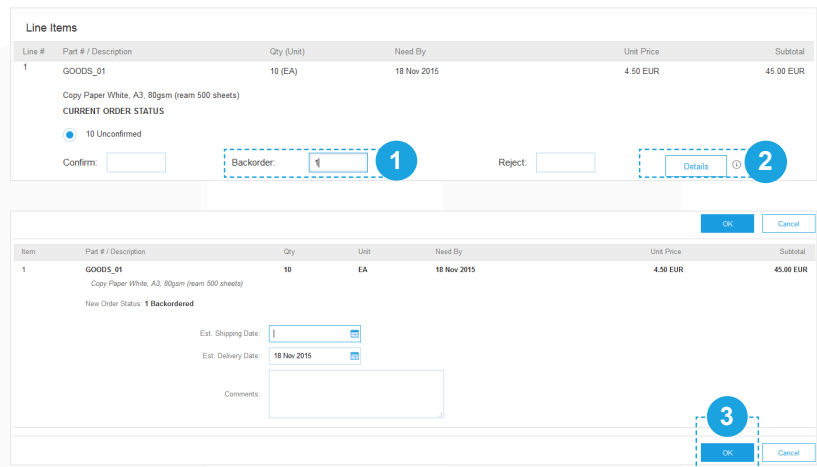
# Confirm Order

## Update Line Items - Backorder

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

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

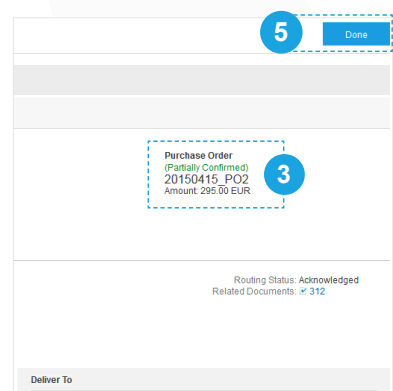
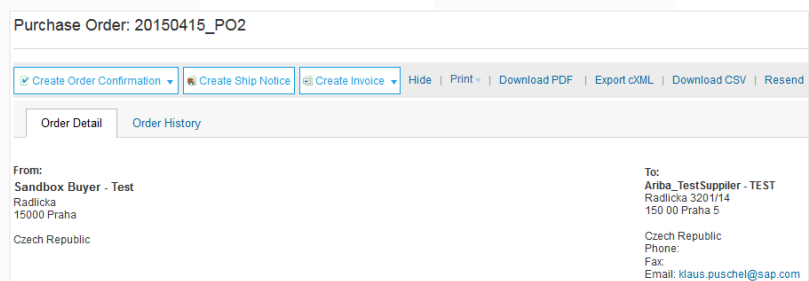
4. Click Next.



# Confirm Order

## Confirm Order Update Line Items

1. Continue to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. Review the order confirmation and click Submit. Your order confirmation is sent to Emirates Steel.
3. The Order Status will display as Partially Confirmed if items were backordered or not fully confirmed.
4. Generate another order confirmation to set them to confirm if needed.
5. Click Done to return to the Inbox.



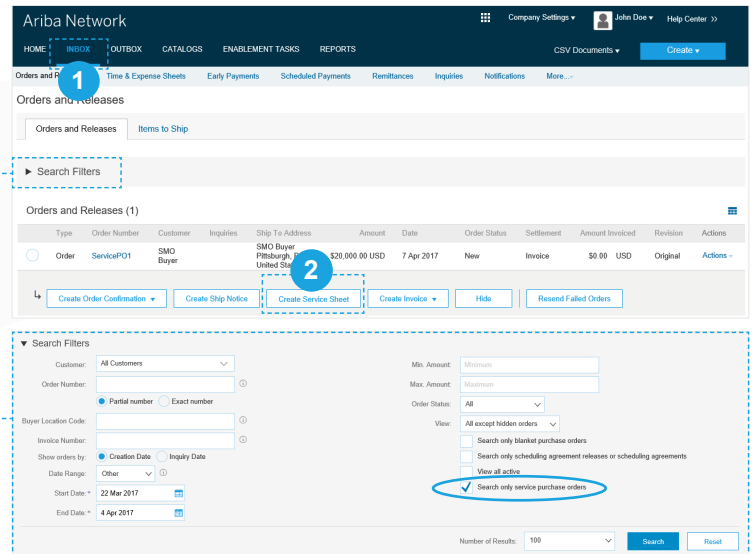
# Create a Service Entry Sheet

## Locate a Service PO

1. Locate your Service PO within your Inbox.

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

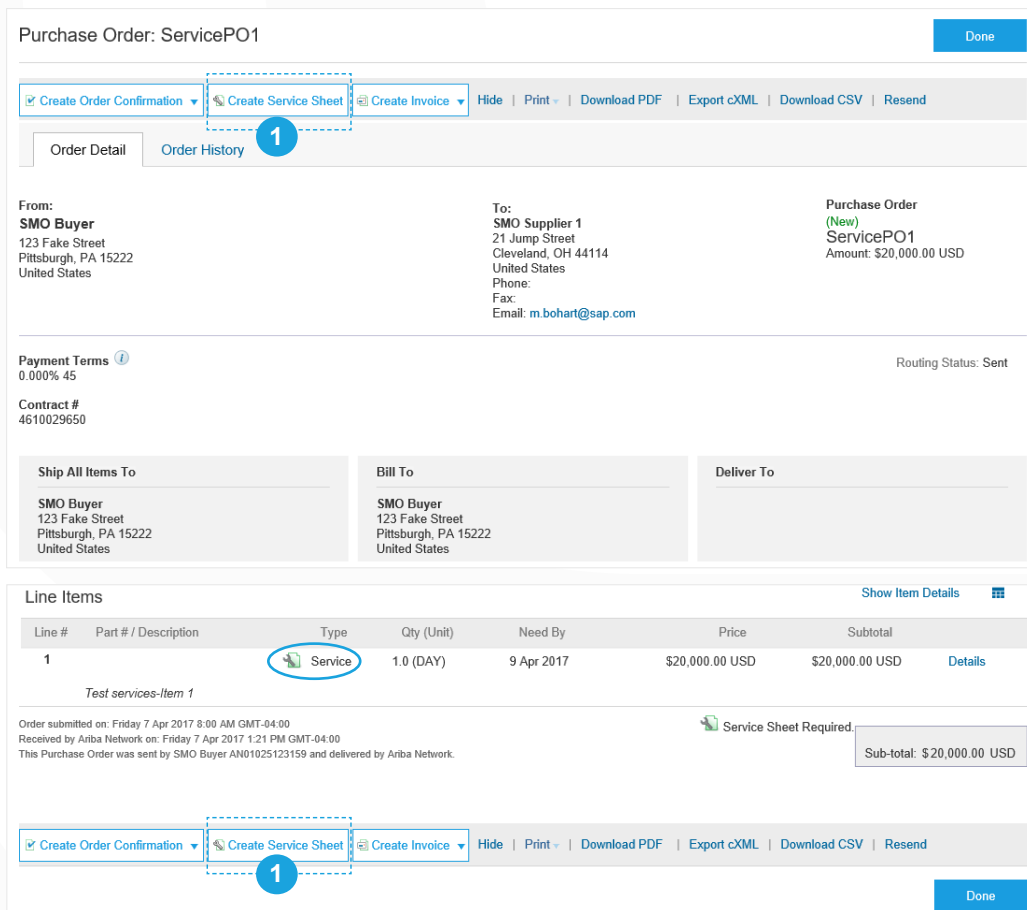
2. Select the radio button next to the desired PO and click Create Service Sheet OR click the Order Number Hyperlink to view the Service PO.



# Create a Service Entry Sheet

## Review Service PO

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



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

# Create a Service Entry Sheet

## Header Information

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

**Create Service Sheet** [Update] [Save] [Exit] [Next]

▼ Service Sheet Header \* Indicates required field [Add 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  
 123 Fake Street  
 Pittsburgh, PA 15222  
 United States

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

Field Contractor:  Field Engineer:   
 Name:  Name:   
 Email:  Email:   
 Phone: USA 1    Phone: USA 1

Approver:   
 Name:   
 Email:   
 Phone: USA 1

[Add Comments]

# Create a Service Entry Sheet

## Line Item Section

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

**Service Entry Sheet Lines**

Line #	Part # / Description	Type	Qty / Unit	Price	Subtotal
▼ 1	Not Available TESTINGSERVICECHG				
<input type="checkbox"/>	<input type="checkbox"/> 00000000003015848	Service	1,000 KGM	\$2.57 USD	\$2,570.00 USD
	MAT CONSTR MATERIAL IT005 k				

**SERVICE PERIOD** 2

Start Date:  End Date:

**PRICING DETAILS**

Price Unit: KGM Price Unit Quantity: 1  
 Unit Conversion: 1 Description:

**COMMENTS**

Add Comments:

[Add Pricing Details]

Turn on Error Dump  3  
 Hide/Show XML

[Update] [Save] [Exit] [Next]

# Submit a Service Entry Sheet

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

**Create Service Sheet** [Previous] [Save] [Submit] [Exit]

Confirm and submit this document.

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

From: **Brooke's Test Account - TEST**  
 Brooke's Test Account - TEST  
 Sample Address  
 Pittsburgh, PA 15216  
 United States

To: **THERE**  
 Ariba Ready Test  
 123 MAIN ST  
 PITTSBURGH, PA 15222  
 United States  
 Address ID: 123

**Service Entry Sheet Lines** Show Item Details

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

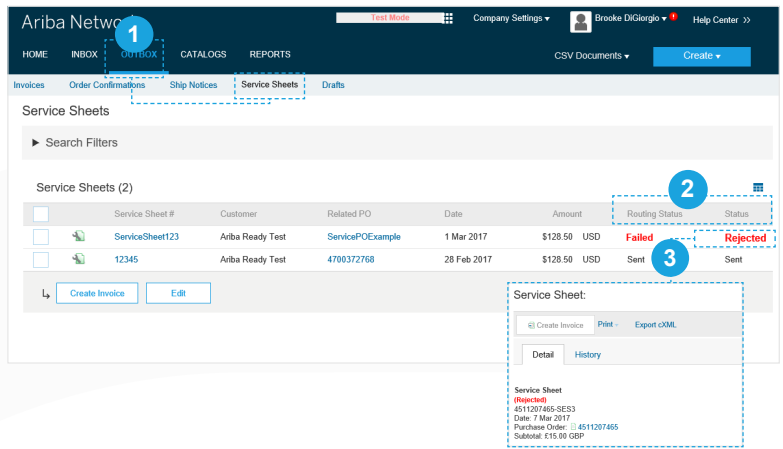
**Service Entry Summary**  
 Subtotal: \$2,570.00 USD

[Previous] [Save] [Submit] [Exit]

1

# Check Service Sheet Status

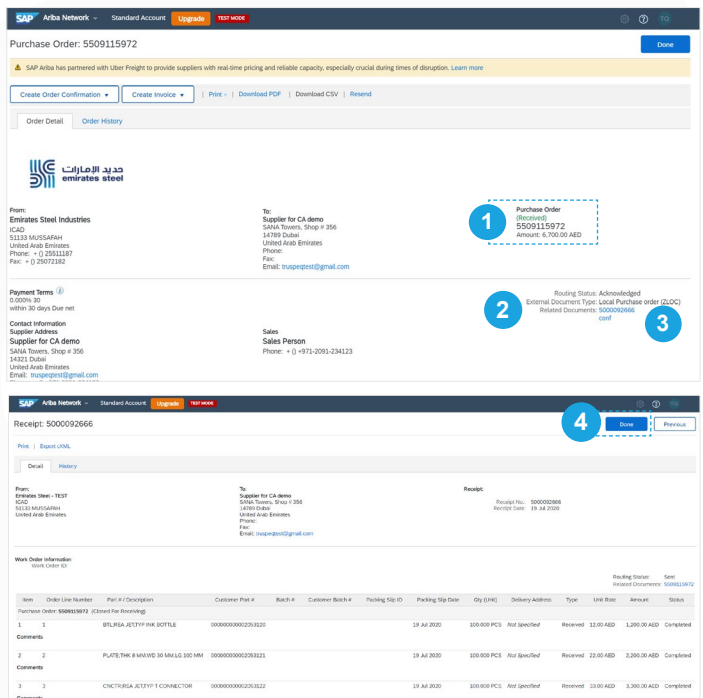
1. Click **Outbox** and select **Service Sheets Tab**.
2. **Routing and Approval Status** will be visible on each line.
3. If a **Service Sheet** is rejected or failed, view the reason by opening the **Service Sheet** and clicking the **History Tab**.



# View Goods Receipt on Purchase Order

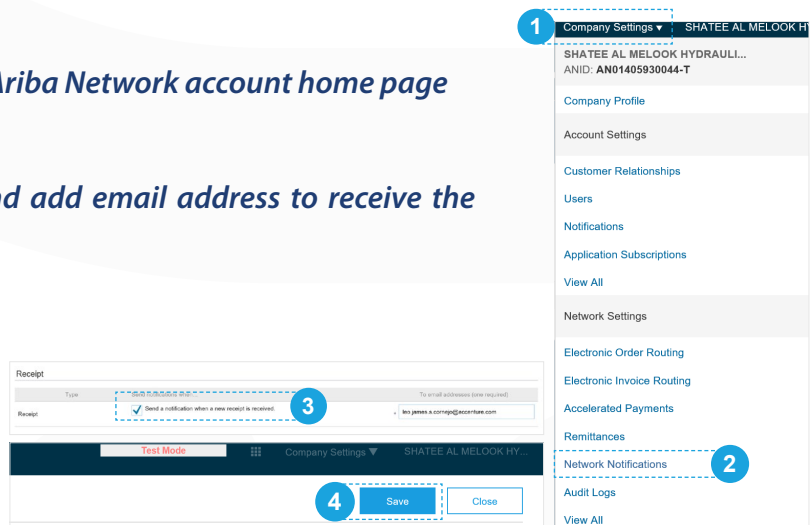
This slide explains how to view the Goods Receipt information on the Purchase Order

1. **Open the Purchase Order in Ariba Network** and view the **PO status** as **“Received”** for those **PO’s** which have been fully received by **Emirates Steel**. For those **PO’s** only partially received in the system, the status will be **“Partially Received”**
2. Under **“Related Documents”** you will see the **Receipt number** mentioned.
3. **Click on the Receipt Number** to view further details of the **Receipt information**
4. **Click “Done”** to go back to the **Purchase Order**



# Update notifications to receive Goods Receipt notifications by email

1. **Click on Company Settings** on your **Ariba Network** account home page
2. **Click Network Notifications**
3. **Tick the checkbox** under **Receipt** and add **email address** to receive the **Good Receipt** notification email
4. **Click Save** to save your changes



# SECTION 5

## Invoice Methods

### ○ Invoice Information

- Customer Specifications
- Invoice Rules

### ○ Invoice Methods

- PO Flip
- Service Sheet Invoices
- CSV Invoices
- Credit Memos
- Copy Invoices

### ○ Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports
- Invoice Archival

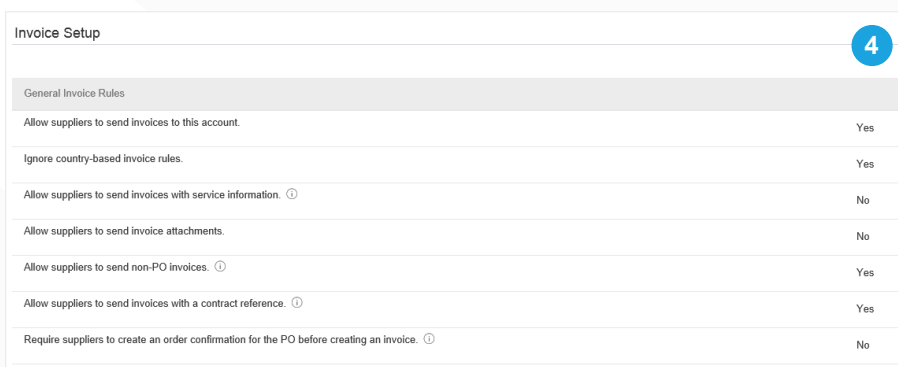
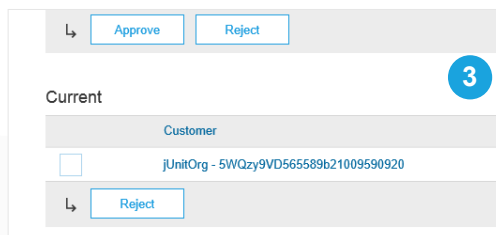
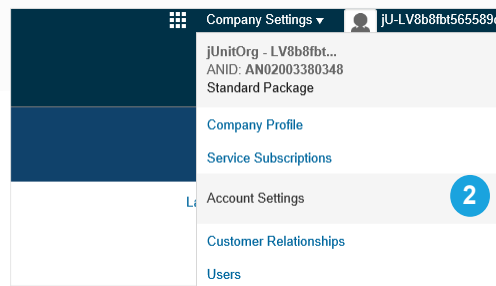


# Emirates Steel Invoice Requirements

- **GR Based Invoicing** – Emirates Steel will require a valid GR (goods receipt) for material orders to be processed in the system, before suppliers will be able to submit their invoices on Ariba Network
- **SES Based Invoicing** – Emirates Steel will require a valid SES (service entry sheet) to be submitted by suppliers in Ariba Network for service orders. The SES then needs to be approved by Emirates Steel, before suppliers will be able to submit their invoices on Ariba Network.
- **Invoice Attachments** – Emirates Steel will require a Scanned/PDF attachment of the invoice to be submitted along with the Ariba Network electronic invoice.

## Review Emirates Steel Invoice Rules

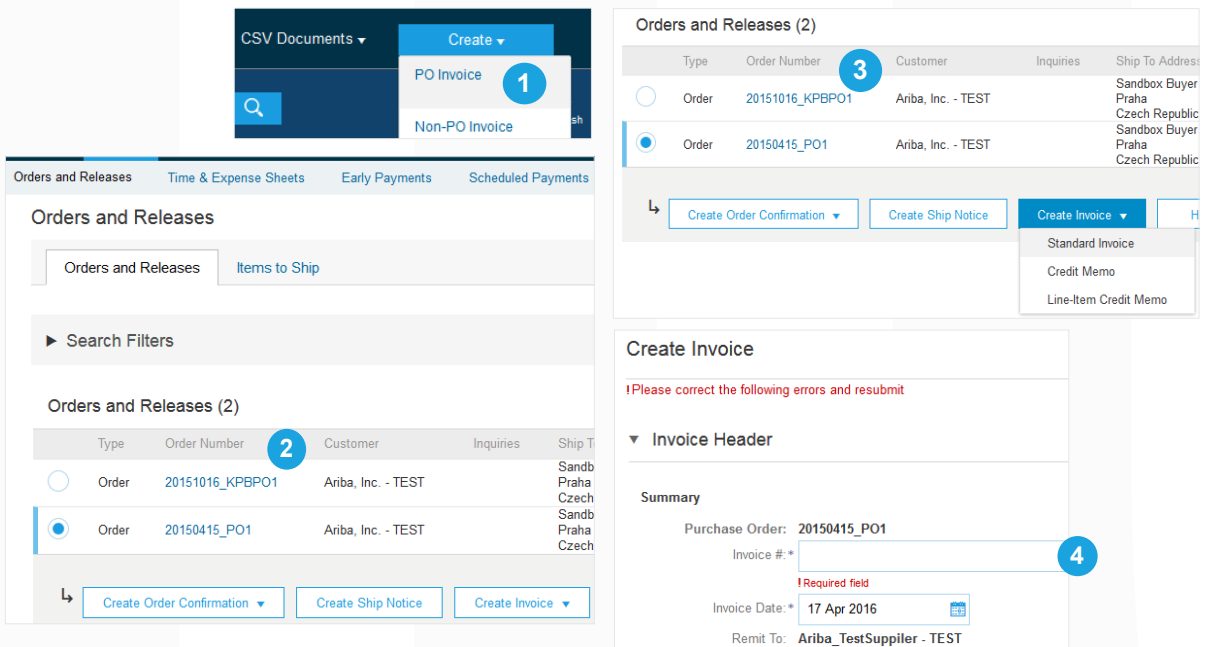
1. These rules determine what you can enter when you create invoices.
2. Login to your Ariba Network account via [supplier.ariba.com](http://supplier.ariba.com)
3. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
4. A list of your Customers is displayed. Click the name of your customer (Emirates Steel).
5. Scroll down to the Invoice Setup section and view the General Invoice Rules.
6. If Emirates Steel enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
7. 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):

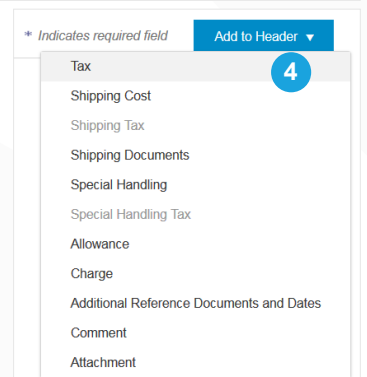
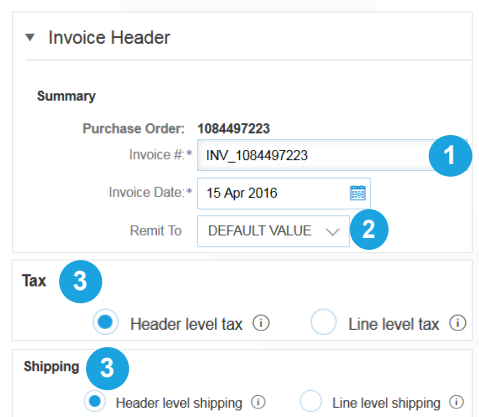
1. From the home screen within your Ariba Network account, select the Create dropdown menu and select PO Invoice or open the Purchase Order Email for Standard Account.
2. For PO Invoice select a PO number.
3. Click on the Create Invoice button and then choose Standard Invoice.
4. Invoice is automatically 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 Emirates Steel.



# Invoice via PO Flip Header

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

1. Enter an Invoice # which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select Remit-To address from the drop down box if you have entered more than one.
3. Tax and Shipping can be entered at either the Header or Line level by selecting the appropriate radio button.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. Scroll down to the Line items section to select the line items being invoiced.



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

# Invoice via PO Flip

## Add invoice attachments

1. Click to add headers
2. Click attachment
3. Click "Browse" and select the file from your system
4. Click "Add Attachment" to finally add the attachment

The total size of all attachments cannot exceed 10MB Remove

C:\Users\I335031\Desktop\Attachment.pdf Browse... Add Attachment

---

**Additional UAE Specific Information**

Supplier TRN: 126532767634567 Customer TRN:\*

Tax Invoice Number:

Company Code:

---

**Add to Header** 1

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment** 2

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL PPR2344 Paper, White Color, A4, Hard Copy Paper		1.0	RM	32.00 AED	0.20 AED

# Invoice via PO Flip

## Line Items

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

1. Review or update Quantity for each line item you are invoicing.
2. Click on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the Configure Tax Menu option.
5. Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

**Pricing Details** Price Unit \* B

Unit Conversion \* 1

[Line Item Actions](#) [Delete](#)

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

**Tax** Category \* VAT 4 Standard Tax Selections

Location:  Swiss

Description:  VAT

Regime:  GST

Date Of This Payment:  HST

Law Reference:  PST

GST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

[Line Item Actions](#) [Delete](#) [Add](#)

**5** [Add to Included Lines](#)

# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

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

1. Select the Line Item to apply different tax rates to each line item.
2. Click Line Item Actions > Add > Tax. Upon refresh, the Tax fields will display for each selected line item.
3. Click Remove to remove a tax line item, if not necessary.
4. Select Category within each line item, then either populate the rate (%) or tax amount and click update.
5. Enter shipping cost to the applicable line items if line level shipping has been selected.

The screenshot shows the 'Tax' configuration screen. At the top, there are radio buttons for 'Header level tax' (selected) and 'Line level tax'. Below are fields for 'Category:\* VAT', 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. A dropdown menu for 'Standard Tax Selections' is open, showing options like Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. A 'Remove' button is visible on the right. Below the tax section is the 'Shipping' section with radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. At the bottom, the 'Configure Tax' table is visible with columns for '\* Tax Category', '\* Rate', and 'Tax Description'. A 'Shipping Cost' section shows 'Shipping Amount:\* 0.00 EUR' and 'Shipping Date:'. Numbered callouts 1-5 point to these specific elements.

## Review Invoice Allowances and Charges

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

1. Header Allowance and Charges
2. Line level Allowance and Charges

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR
Price Unit:* BX		Price Unit Quantity:* 1				
UoM Conversion:* 1		Description:				
Ship From: Ariba_TestSupplier - TEST Praha 5 Czech Republic		Ship To: Sandbox Buyer - Test Praha Czech Republic Cristian Mihalache 2nd Floor, SI Team		View/Edit Addresses		
Shipping Amount:* 0.00 EUR		Shipping Date:				
Service Code:*		Description:		Add		
Start Date:		End Date:		Rem		

The screenshot shows the 'Invoice' review screen. At the top, it displays 'Invoice Used: 15 Apr 2016'. Below are fields for 'Remit To: Ariba\_TestSupplier - TEST', 'Praha 5', 'Czech Republic', and 'Bill To: Sandbox Buyer - Test', 'Praha', 'Czech Republic'. The 'Tax' section has radio buttons for 'Header level tax' (selected) and 'Line level tax'. Below are fields for 'Category:\* VAT', 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. The 'Shipping' section has radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. Below are fields for 'Ship From: Ariba\_TestSupplier - TEST', 'Praha 5', 'Czech Republic'. At the bottom, there is an 'Allowances and Charges' section with fields for 'Service Code:\*' and 'Description:'. A numbered callout 1 points to the 'Header level shipping' radio button.

# Invoice via PO Flip

## Detail Line Items

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

The screenshot shows the SAP Line Item Level interface. At the top, there is a 'Line Items' header with a status bar indicating '2 Line Items, 2 Included, 0 Previously Invoiced'. Below this is a table of line items. The first line item is highlighted with a blue circle '1' around the 'Line Item Actions' dropdown menu. The detailed view for this line item is shown below the table, including fields for Quantity (5), Unit (EA), Unit Price (1.00 EUR), and Subtotal (5.00 EUR). The Description field contains 'Copy Paper White, A3, 80gsm (ream 500 sheets)'. The Pricing Details section shows Price Unit (PCE), Price Unit Quantity (2), and Unit Conversion (1). The Shipping section shows Ship From (Ariba\_TestSupplier - TEST, Praha 5, Czech Republic) and Ship To (Sandbox Buyer - Test, Praha, Czech Republic, Cristian Mihalache, 2nd Floor, SI Team). A 'Line Item Actions' dropdown menu is visible in the top right of the detailed view.

# 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 shows the SAP Line Item Level interface with the 'Line Item Actions' dropdown menu open. The 'Comments' option is highlighted with a blue circle '1'. The 'Next' button is highlighted with a blue circle '3'. Below the dropdown menu, there is a 'Comments' field with a blue circle '2' around it. The 'Remove' button is visible to the right of the field. The background shows the same line item details as the previous screenshot.

# Invoice via PO Flip Against Goods Receipt

You are required to include only received quantities on invoices.

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

# Invoice For Services Add Service Lines to Invoices

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

The screenshots illustrate the 'Line Items' form interface. The top section, 'Line Items', shows a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A single line item is visible with Type 'SERVICE' and a subtotal of '0.00 CZK'. Below the table, there are fields for 'Service Start Date' and 'Service End Date'. A dropdown menu is open, showing options: 'Add General Service', 'Add Labor Service', and 'Add Material'. A blue circle '1' highlights the 'Add General Service' option.

The middle screenshot shows the 'Rate' section with a blue circle '2' highlighting the input fields for '\*Term', '\*Rate', and '\*Unit'. Below this, there are fields for 'Time Sheet Number', 'Contractor Name', 'Contractor Identifier', 'Job Description', 'Supervisor Name', 'Work Location', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', and 'Country'. A note at the bottom states: 'This selection will refresh the page content.'

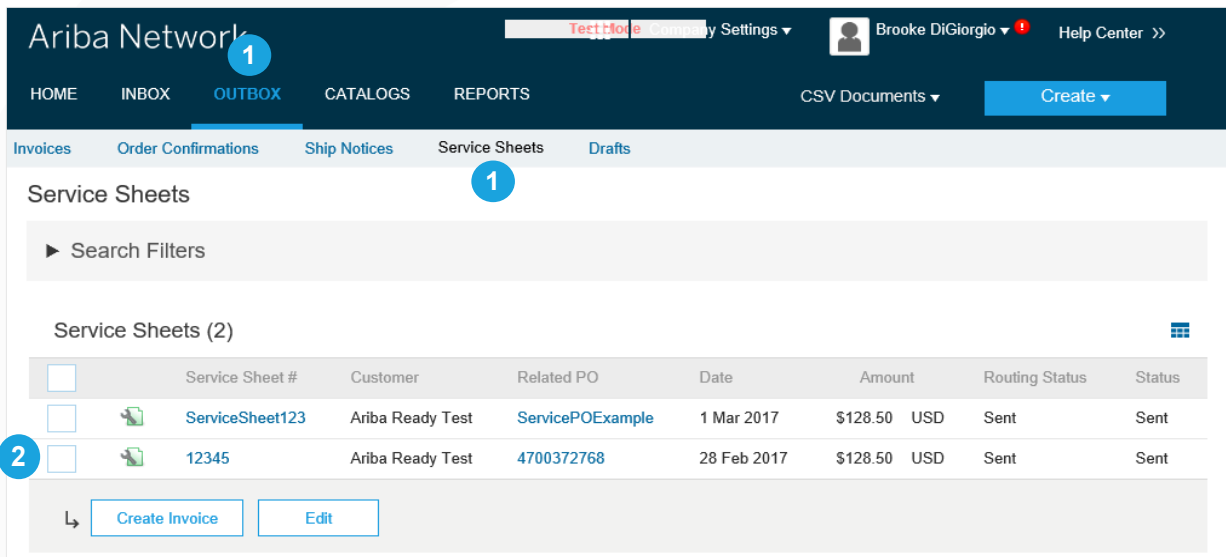
The bottom screenshot shows the 'Service Period' section with a blue circle '2' highlighting the 'Service Start Date' and 'Service End Date' input fields. Below this, there are buttons for 'Line Item Actions', 'Delete', and 'Add'.

# Invoice from a Service Sheet

## Locate Approved Service Sheet – Enterprise Accounts only

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

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



# Invoice from a Service Sheet

## Invoice Header Information

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

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

Create Invoice

---

▼ Invoice Header
\* Indicates required field

**Summary**

Purchase Order: ServicePO1

1 Invoice #.\*

Invoice Date: 11 Apr 2017

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH  
United States

Bill To: SMO Buyer

Pittsburgh, PA  
United States

Subtotal: \$0.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$0.00 USD

Total Net Amount: \$0.00 USD

Amount Due: \$0.00 USD

[View/Edit Addresses](#)

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

# Invoice from a Service Sheet

## Header Level Detail

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

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

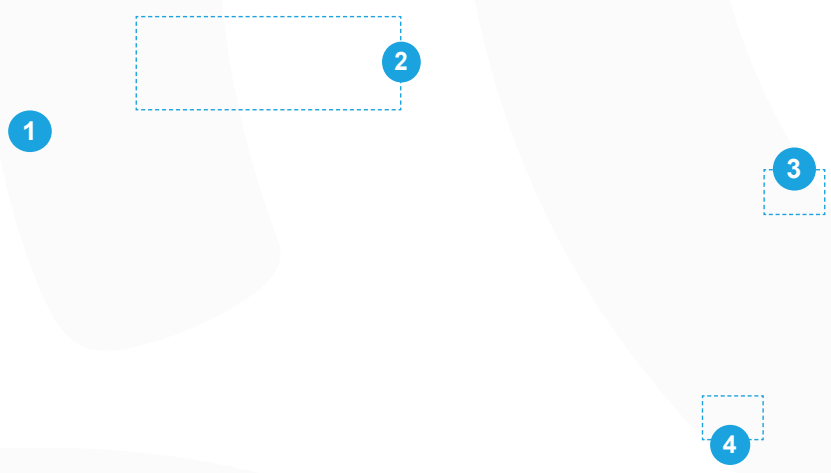
**Note:** Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (\*), and enter information as required.

# Invoice from a Service Sheet

## Line Item Details

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

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

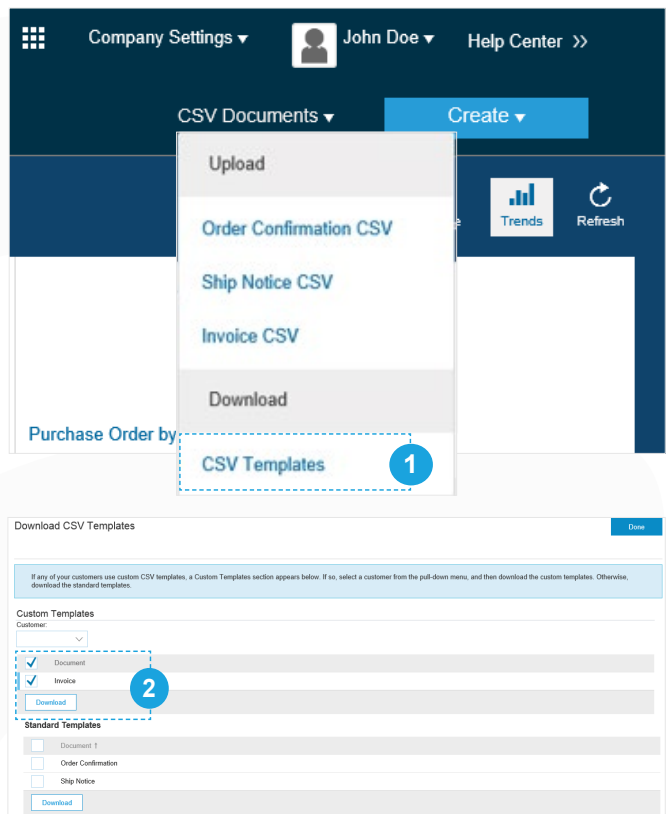




# Invoice via CSV if Applicable

## Download Template – Enterprise Accounts Only

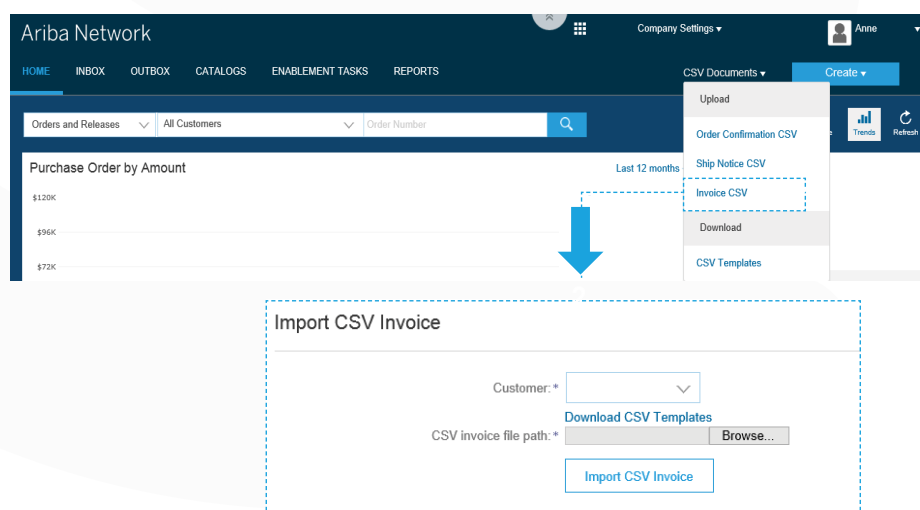
1. Access a customer's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under **Download**.
2. Select the correct template by finding **Emirates Steel** on the drop down menu, checking the radio button for **Invoice**, and clicking **Download**.
3. Populate the template and upload it from **Create > CSV Invoice > Browse > Import**.
4. CSV files are processed by **Ariba Network** and forwarded to the customer in the form of **cXML** message.
5. For more information, please read the **CSV Upload Guide** available from the **Supplier Information Portal**.



# Invoice via CSV

## Upload Completed CSV

1. Populate the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. CSV files are processed by **Ariba Network** and forwarded to the customer in the form of **cXML** message.
3. For more information, please read the **CSV Upload Guide** available from the **Supplier Information Portal**.



# Create a Credit Memo

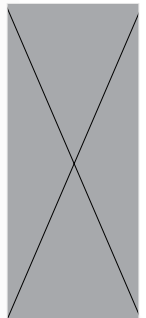
## Header Level

---

1. To create a credit memo against an entire invoice:
2. Select the INBOX tab or open the Purchase Order email
3. Select the PO to be credited by clicking the radio button on the PO.
4. Click on Create Invoice and choose Credit Memo OR select Credit Memo from the Actions dropdown menu.
5. 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.
6. Click Next.
7. Review Credit Memo.
8. Click Submit.



Standard Invoice
<b>Credit Memo</b>
Line-Item Credit Memo



<b>6</b>	<b>Subtotal:</b> \$-5.00 USD	
	<b>Total Tax:</b> \$0.00 USD	
	<b>Total Gross Amount:</b> \$-5.00 USD	
	<b>Total Net Amount:</b> \$-5.00 USD	
	<b>Amount Due:</b> \$-5.00 USD	
<b>7</b>		
<input type="button" value="Previous"/>	<input checked="" type="button" value="Submit"/>	<input type="button" value="Exit"/>



# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

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

**Ariba Network** Test Mode

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

### Invoices

► Search Filters

**Invoices (1)**

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

### Line Items

4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:  Shipping Documents  Special Handling  Discount

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

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

Turn on Error Dump  Hide/Show XML

# Review, Save, or Submit Invoice

## PO-Flip Invoice

1. Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click Submit to send the invoice to Emirates Steel.
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: PO80001005

Order:

Invoice #:\*

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Drafts

## Copy an Existing Invoice – Enterprise Accounts

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

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

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

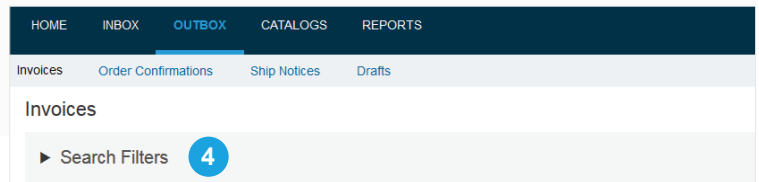
	Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Invoice: INV\_20150415

# Search for Invoice (Quick & Refined)

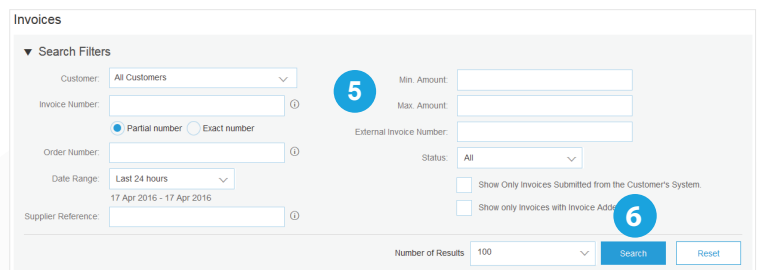
## Quick Search:

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



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

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



# Check Invoice Status Routing Status To Your Customer

## Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the Outbox by selecting the invoice link.

## Routing Status

Reflects the status of the transmission of the invoice to Emirates Steel via the Ariba Network.

- Obsoleted – You canceled the invoice
- Failed – Invoice failed Emirates Steel invoicing rules. Emirates Steel will not receive this invoice
- Queued – Ariba Network received the invoice but has not processed it
- Sent – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- Acknowledged – Emirates Steel invoicing application has acknowledged the receipt of the invoice

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Emirates Steel's action on the Invoice.

- **Sent** – The invoice is sent to the Emirates Steel but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Emirates Steel approved the invoice cancellation
- **Approved** – Emirates Steel has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Emirates Steel has rejected the invoice or the invoice failed validation by Ariba Network. If Emirates Steel accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

## Review Invoice History

### Check Status Comments

#### Access any invoice:

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

Invoice: INV\_20150415

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

Detail Scheduled Payments History

Standard Invoice

1

Invoice: INV\_20150415

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

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

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	

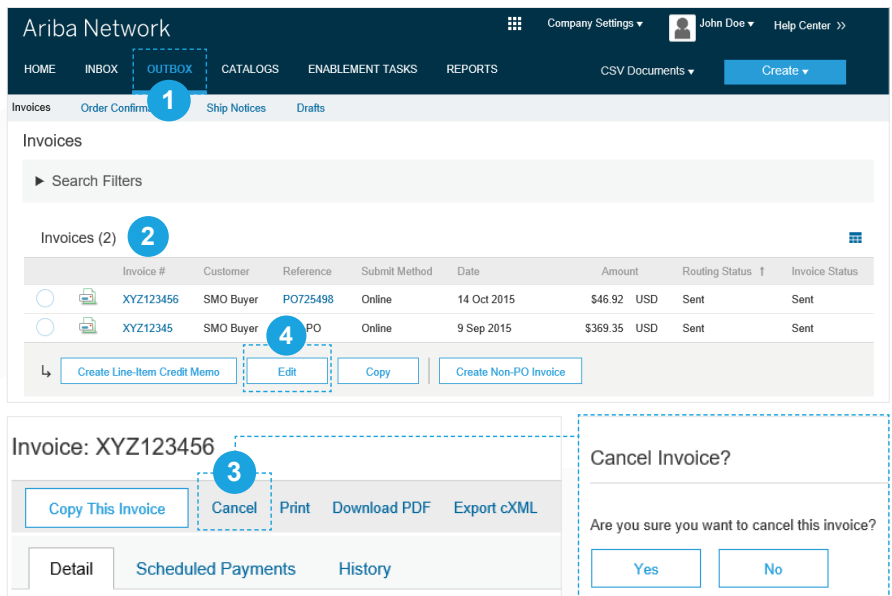
2

4

# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

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

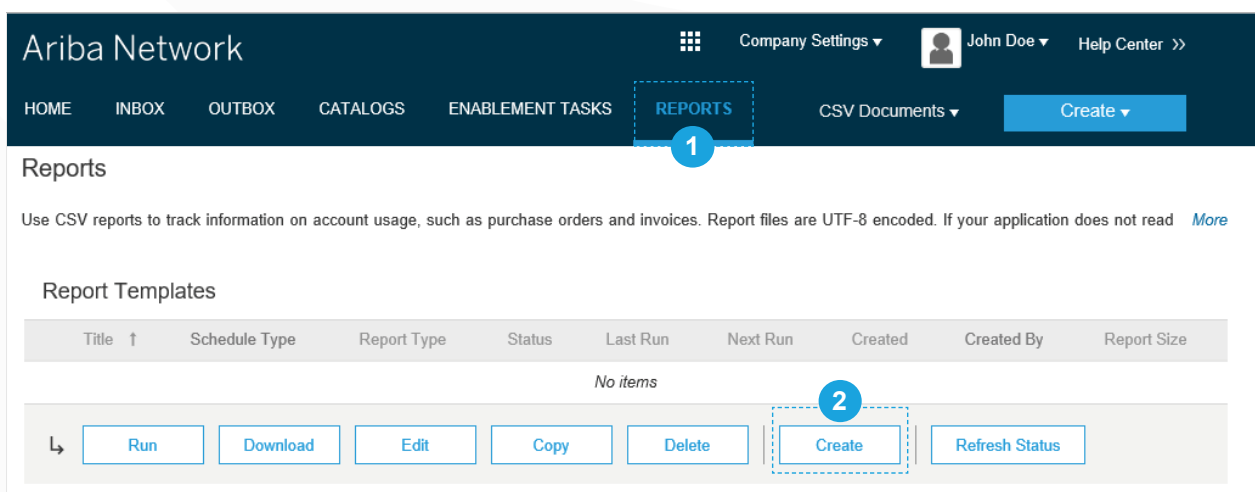


# Download Invoice Reports – Enterprise Account

## 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

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

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

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the Company Settings dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select frequency (**Twice Daily**, **Daily**, **Weekly**, **Biweekly** or **Monthly**), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your **Outbox**, section **Archived Invoices**).

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

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





# SECTION 5

## Ariba Network Help Resources

○ **Ariba Network Help Resources**

○ **Supplier Information Portal**

○ **Additional**

Ariba.com Links

Troubleshoot Your Invoices

# Customer Support

## Supplier Support During Deployment

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### Ariba Network Registration or Configuration Support

*Create Support ticket via the Ariba Support Center*



### Enablement Business Process Support

*Business-Related Questions*

*[ESSupplier@emiratessteel.com](mailto:ESSupplier@emiratessteel.com)*



### Supplier Information Portal

*Enablement Business Process Support*

## Supplier Support Post Go-Live

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### Global Customer Support

*Use the Help Center directly from your Ariba Network Account.*

# Training & Resources

## Emirates Steel Supplier Information Portal

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

Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

- Company Profile
- Service Subscriptions
- Account Settings
- Customer Relationships 1**
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications

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

Approve Reject

Current

Customer

<input type="checkbox"/>	Ariba Inc. 2	3	Supplier Information Portal
<input type="checkbox"/>	Pouliot Industries		

Reject

# Useful Links

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## **Ariba Supplier Pricing page**

<http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>

## **Ariba Network Hot Issues and FAQs**

<https://connect.ariba.com/anfaq.htm>

## **Ariba Cloud Statistics**

<http://trust.ariba.com>

*Detailed information and latest notifications about product issues and planned downtime- if any - during a given day*

## **Ariba Discovery**

<http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

## **Ariba Network Notifications**

<http://netstat.ariba.com>

*Information about downtime, new releases and new features*

## **Troubleshoot Your Invoice Issues**

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**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?**

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**Thank You**  
**for joining the ARIBA Network!**

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حديد الإمارات  
emirates steel



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Emiratessteel Steel



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Emiratessteel Steel

[www.emiratessteel.com](http://www.emiratessteel.com)