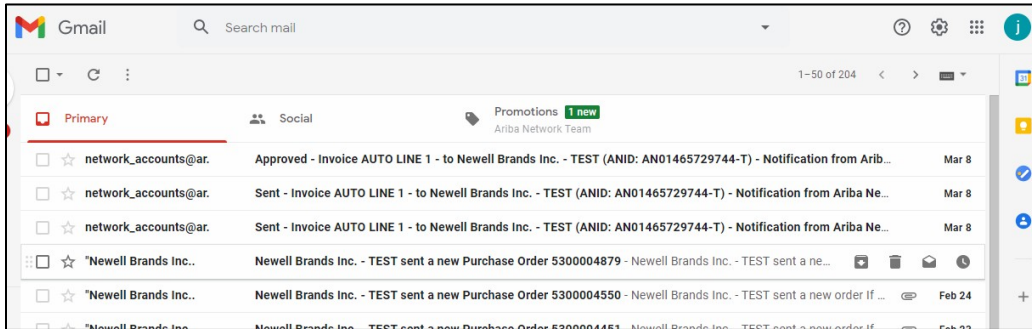
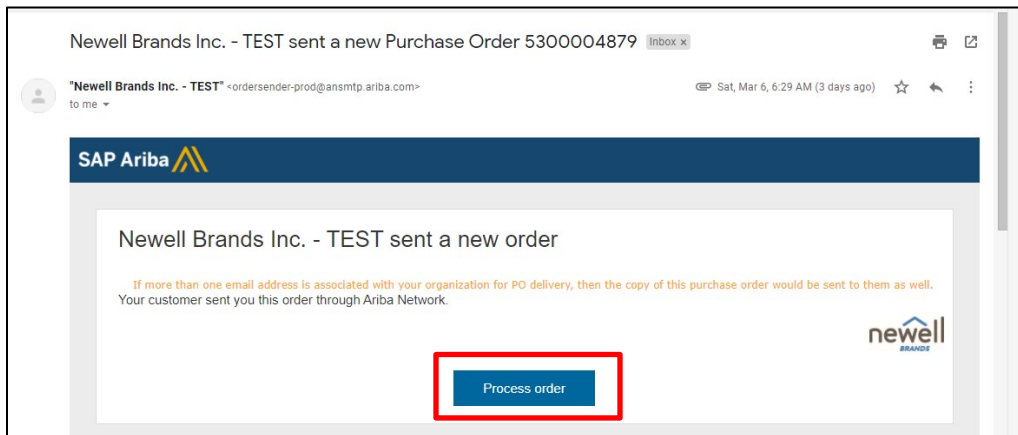


In this quick reference guide, you will learn how a Standard account supplier submits their invoices within Ariba.

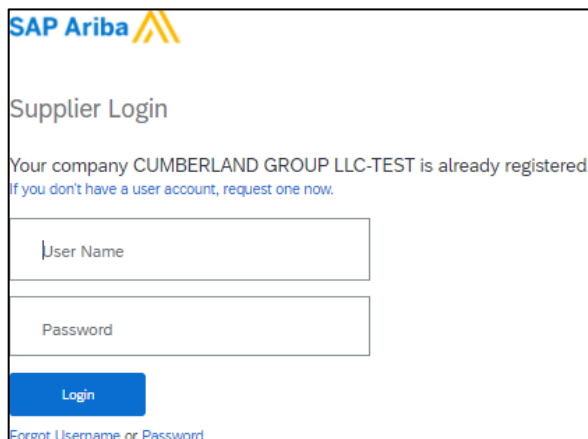
1. Log into your email account and locate the email for PO number you want to invoice



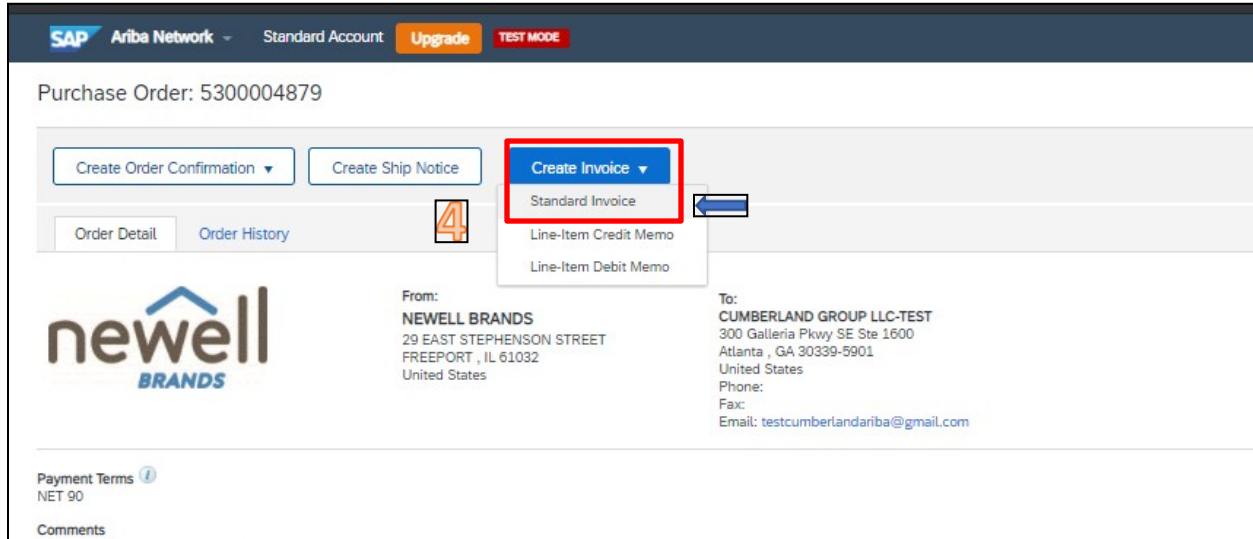
2. Open the email and select Process Order



3. Log into Ariba



4. Once logged in, select **Create invoice, Standard invoice**



The screenshot displays the SAP Ariba Network interface for a purchase order. At the top, the header includes 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. Below this, the purchase order number '5300004879' is shown. A navigation bar contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. A blue arrow points to the 'Standard Invoice' option. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History', and a notification icon with the number '4'. The main content area features the Newell Brands logo, 'From' and 'To' contact information, and 'Payment Terms' (NET 90). The 'From' information is for Newell Brands, and the 'To' information is for Cumberland Group LLC-TEST. The 'Payment Terms' section shows 'NET 90' and a 'Comments' link.

5. Complete all required fields as follows:

1. Enter invoice #
2. Add the amount in the **Tax Amount** field

2A Lineltem Action – Select TAX

2.B Select for Tax type for

2.C Select Tax category : IGST/CGST-SGST

If Ship-to state and Ship-from state are different then, choose Integrated GST (IGST)

OR if Ship-to state and Ship-from state are same then, select CentralGST and StateGST (CGST/SGST))

2.D Input the Tax rate %, it will automatically calculate the Tax Amount. Please ensure the amount match the Tax on invoice.

3. **Add To Header** icon: allows additional items to be added (below are some examples)

- Shipping cost
- Attachments
- Comments

4. Verify that the Remit name/address are correct

Line Items

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Test in Ariba system	<input type="text"/>				55,000.00 INR	ⓘ

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Tax

Additional Fields HSN/SAC Code:*

Classification Domain: Code: Remove

Pricing Details

Tax

2.B

2.C

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Taxes for India
 - Central GST
 - Integrated GST
 - State GST
 - Union Territory GST
 - Configure Tax Menu

Category: * VAT

Location:

Description:

Regime:

Pre-Payment:

Law Reference:

HSN/SAC Code: *

Domain: custom

ete

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Classification

Comments

Attachment

Pricing Details

Price Unit: * EA

Price Unit Quantity: * 1

Unit Conversion: * 1

Description:

Tax

Category: * Central GST

2.D

Rate(%): 9

Location:

Description:

Regime:

Exempt Detail: (no value)

Taxable Amount: 4,999.00 INR

Tax Amount: 449.91 INR



Submitting Invoices Standard Suppliers - India

Create Invoice Update Save Exit Next

!Please correct the following errors and resubmit

Invoice Header 3 Indicates required field Add to Header

Summary

1 Purchase Order: 5300004879
Invoice #: !Required field
Subtotal: \$50.00 USD
Total Tax: \$0.00 USD
Total Amount without Tax: \$50.00 USD
Amount Due: \$50.00 USD

Invoice Date: 9 Mar 2021

Service Description:

Supplier Tax ID:

Remit To: **4** CUMBERLAND GROUP LLC-TEST
Atlanta, GA
United States

Bill To: NEWELL BRANDS
FREEPORT, IL
United States

Tax **2**

Header level tax Line level tax

Category:

Location:

Description:

Regime:

Taxable Amount: \$50.00 USD Remove

Tax Rate Type:

Rate(%):

Tax Amount: !Required if Tax Amount is not entered
!Required if Rate is not entered

Shipping

Header level shipping Line level shipping

Ship From: CUMBERLAND GROUP LLC-TEST
Atlanta, GA
United States

Ship To: Corporate - Atlanta HQ
ATLANTA, GA
United States

Deliver To: Beth Martin
Corporate - Atlanta HQ

Feedback

View/Edit Addresses



Submitting Invoices Standard Suppliers - India

5. Verify/change quantity and/or amounts
 - Please note the Ariba system will only allow two decimal places
6. Conversion box should default information DO NOT CHANGE if blank please complete as follows
 - Price Unit measurement on PO (EA, BOX, etc.)
 - Unit Conversion 1
 - Price unit quantity 1

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: CUMBERLAND GROUP LLC-TEST
Atlanta, GA
United States

Service Start Date:

Service End Date:

Choose Address: No value

Customer:

Email:

View/Edit Addresses

Bill From: CUMBERLAND GROUP LLC-TEST
Atlanta, GA
United States

View/Edit Addresses

governmentRegistrationNo:

productType:

Expiration Date:

WaMu Terms and Conditions:

Line Items 1 Line Items, 1 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
1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Beth Ann Test qty auto receive	<input type="text"/>	5	EA	\$10.00 USD	\$50.00 USD

Pricing Details

Price Unit: EA

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Additional Fields

classificationCode:



Submitting Invoices Standard Suppliers - India

7. Next
 - Verify ALL information is correct
8. Submit

7

Update Save Exit Next

SAP Ariba Network Standard Account Upgrade TEST MODE ? JD

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service. 8

Standard Invoice

Invoice Number: test
Invoice Date: Tuesday 9 Mar 2021 3:59 PM GMT-06:00
Original Purchase Order: 6300004879

Subtotal: \$50.00 USD
Total Tax: \$5.00 USD
Total Amount without Tax: \$50.00 USD
Amount Due: \$55.00 USD

REMIT TO:
CUMBERLAND GROUP LLC-TEST
Postal Address:
300 Galleria Pkwy SE Ste 1600
Atlanta , GA 30339-9901
United States

BILL TO:
NEWELL BRANDS
Postal Address (Default):
29 EAST STEPHENSON STREET
FREEPORT , IL 61032
United States
Address ID: R1540

SUPPLIER:
CUMBERLAND GROUP LLC-TEST
Postal Address:
300 Galleria Pkwy SE Ste 1600
Atlanta , GA 30339-9901
United States

BILL FROM:
CUMBERLAND GROUP LLC-TEST
Postal Address:
300 Galleria Pkwy SE Ste 1600
Atlanta , GA 30339-9901
United States

SHIPPING INFORMATION:

SHIP FROM:
CUMBERLAND GROUP LLC-TEST
Postal Address:
300 Galleria Pkwy SE Ste 1600
Atlanta , GA 30339-9901
United States

SHIP TO:
Corporate - Atlanta HQ
Postal Address (Default):
Beth Martin
Corporate - Atlanta HQ
6655 PEACHTREE DUNWOODY ROAD
ATLANTA , GA 30328
United States
Address ID: 1290
Email: Beth.Martin@newellco.com

PAYMENT TERMS:
Net Term: 90 Days

Feedback