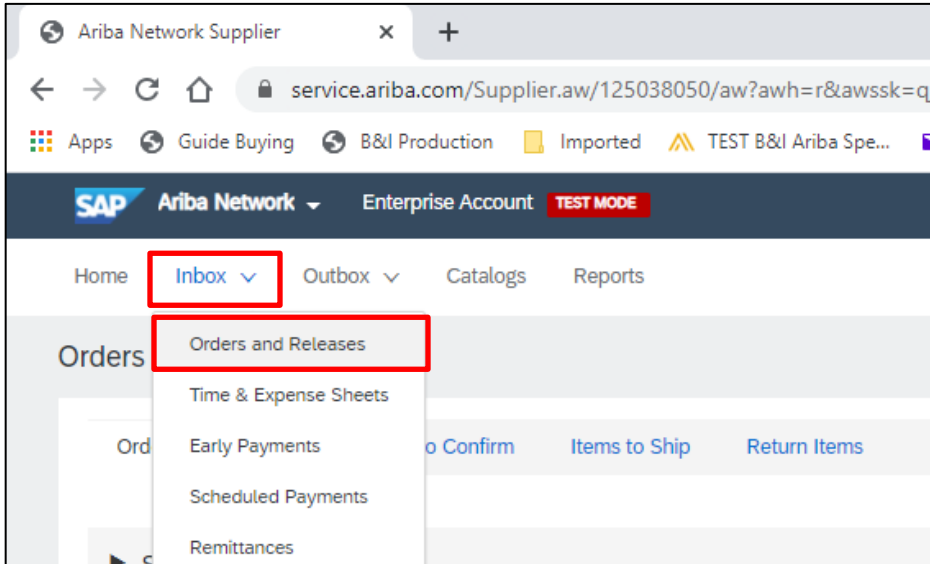
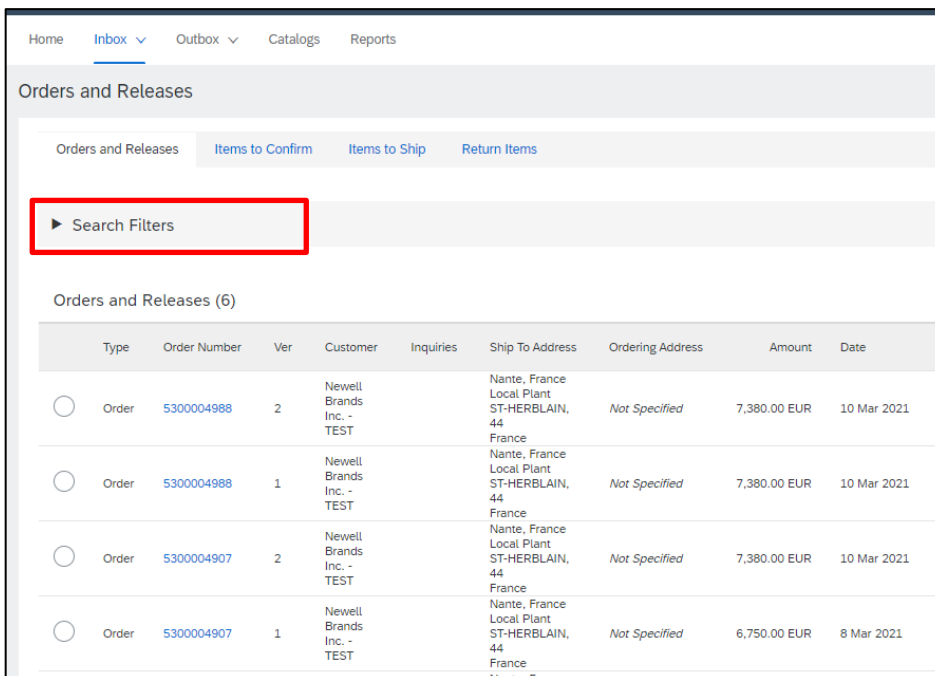


In this quick reference guide, you will learn how an Enterprise supplier submits their invoices within Ariba.

1. Log into the Ariba Supplier Network and select **Inbox, Orders and Release**



2. If, you do not see your PO number listed, use the search filters



3. Search is expanded. Search for either PO number or invoice.

Orders and Releases

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

▼ 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
24 Mar 2021 - 6 Apr 2021

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only stock transport orders

4. Select the required PO then select, **Create invoice, Standard invoice**

SAP Ariba Network Enterprise Account TEST MODE

Home | Inbox | Outbox | Catalogs | Reports

Orders and Releases

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

► Search Filters

Orders and Releases (6)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Set
<input checked="" type="radio"/>	Order	5300004988	2	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	7,380.00 EUR	10 Mar 2021	Changed	Inv
<input type="radio"/>	Order	5300004988	1	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	7,380.00 EUR	10 Mar 2021	Obsoleted	Inv
<input type="radio"/>	Order	5300004907	2	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	7,380.00 EUR	10 Mar 2021	Changed	Inv
<input type="radio"/>	Order	5300004907	1	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	6,750.00 EUR	8 Mar 2021	Obsoleted	Inv
<input type="radio"/>	Order	5300004436	2	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	6,750.00 EUR	26 Feb 2021	Changed	Inv
<input type="radio"/>	Order	5300004436	1	Newell Brands Inc. - TEST	Nante, France Local Plant ST-HERBLAIN, 44 France	Not Specified	5,000.00 EUR	23 Feb 2021	Obsoleted	Inv

Standard Invoice
 Credit Memo
 Credit Memo for Return Items
 Line-Item Credit Memo
 Line-Item Debit Memo



Submitting Invoices Enterprise Suppliers - India

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, select **Integrated GST (IGST)**

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

2.D. Put the Tax rate % automatically calculating the Tax Amount and ensure the same what you given by your tax Invoice should be match the both.

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

- Shipping cost
- Attachments
- Comments

4. Verify that the Remit name/address are correct

The screenshot shows the 'Create Invoice' interface with the following elements and annotations:

- 1**: Points to the 'Invoice #' field in the 'Invoice Header' section.
- 2**: Points to the 'Tax Amount' field in the 'Tax' section.
- 3**: Points to the 'Add to Header' dropdown menu.
- 4**: Points to the 'Remit To' address field.

Summary

Purchase Order: 5300004879	Subtotal: \$50.00 USD
Invoice #: [Field]	Total Tax: \$0.00 USD
Invoice Date: 9 Mar 2021	Total Amount without Tax: \$50.00 USD
Service Description: [Field]	Amount Due: \$50.00 USD
Supplier Tax ID: [Field]	

Tax

Header level tax (selected) | Line level tax

Category: [Field] | Taxable Amount: \$50.00 USD

Location: [Field] | Tax Rate Type: [Field]

Description: [Field] | Rate(%): [Field]

Regime: [Field] | Tax Amount: [Field]

Shipping

Header level shipping (selected) | 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

1.

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 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

Category: * Standard Tax Selections

Location:

Description:

Regime:

if Pre-Payment:

Law Reference:

HSN/SAC Code: *

Domain:

- 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

Pricing Details

Price Unit: * Price Unit Quantity: *

Unit Conversion: * Description:

Tax

Category: * Taxable Amount: 4,999.00 INR

Location: Rate(%):

Description: Tax Amount: 449.91 INR

Regime:

Exempt Detail:



Submitting Invoices Enterprise Suppliers - India

2. Verify/change quantity and/or amounts
 - Please note the Ariba system will only allow two decimal places
3. 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

Unit Conversion: 1

Price Unit Quantity: 1

Description:

Additional Fields

classificationCode:



Submitting Invoices Enterprise Suppliers - India

4. Next
 - Verify ALL information is correct
5. 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	<table border="0"><tr><td>Subtotal:</td><td style="text-align: right;">\$50.00 USD</td></tr><tr><td>Total Tax:</td><td style="text-align: right;">\$5.00 USD</td></tr><tr><td>Total Amount without Tax:</td><td style="text-align: right;">\$50.00 USD</td></tr><tr><td>Amount Due:</td><td style="text-align: right;">\$55.00 USD</td></tr></table>	Subtotal:	\$50.00 USD	Total Tax:	\$5.00 USD	Total Amount without Tax:	\$50.00 USD	Amount Due:	\$55.00 USD
Subtotal:	\$50.00 USD								
Total Tax:	\$5.00 USD								
Total Amount without Tax:	\$50.00 USD								
Amount Due:	\$55.00 USD								

<p>REMIT TO:</p> <p>CUMBERLAND GROUP LLC-TEST</p> <p>Postal Address: 300 Galleria Pkwy SE Ste 1600 Atlanta , GA 30339-9901 United States</p>	<p>BILL TO:</p> <p>NEWELL BRANDS</p> <p>Postal Address (Default): 29 EAST STEPHENSON STREET FREEPORT , IL 61032 United States Address ID: R1540</p>	<p>SUPPLIER:</p> <p>CUMBERLAND GROUP LLC-TEST</p> <p>Postal Address: 300 Galleria Pkwy SE Ste 1600 Atlanta , GA 30339-9901 United States</p>
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<p>BILL FROM:</p> <p>CUMBERLAND GROUP LLC-TEST</p> <p>Postal Address: 300 Galleria Pkwy SE Ste 1600 Atlanta , GA 30339-9901 United States</p>
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SHIPPING INFORMATION:

<p>SHIP FROM:</p> <p>CUMBERLAND GROUP LLC-TEST</p> <p>Postal Address: 300 Galleria Pkwy SE Ste 1600 Atlanta , GA 30339-9901 United States</p>	<p>SHIP TO:</p> <p>Corporate - Atlanta HQ</p> <p>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</p>
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PAYMENT TERMS:

Net Term: 90 Days

Feedback