

SAP Training
Source To Pay

STP500: Ariba Enterprise/Full Account Network Collaboration

External User Training

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Course Introduction

This document contains training for your organization about transacting with 3M through the Ariba Network (AN) using online web forms.

When transacting with 3M through the Ariba Network, the types of orders you may receive are:

- **Services**

- **Limit Orders:** Used when the total service is unknown or when the service extends over multiple payment periods and multiple payments are made.
- **Free Text Description:** Services are described by the Requester.

- **Materials**

- **3M Material:** Description and 3M part numbers are pulled in from 3M Master Data.
- **Catalog:** Description and Supplier part numbers are pulled in from the supplier catalog.
- **Free Text Description:** Materials are described by the Requester.

Course Introduction (continued)

Refer to additional documentation available on the *3M Supplier Information Portal* accessible from the *Customer Relationships* page of your AN account.

If you are a Supplier interested in using commerce eXtensible Markup Language (cXML) to transact on Ariba Network, refer to the cXML documents posted on the *Supplier Information Portal* and the *Ariba Help* page.

Course Introduction (continued)

Guidelines for transacting in Ariba are outlined by module in this course. At the end of each module, there are scenario specific instructions. The links below can be used to navigate directly to modules or scenarios.

- [Administrator and Account Set Up](#)
- [Managing Roles and Users](#)
- [Introduction to the Ariba Network](#)
- [Identifying Order Types](#)
- [Limit Orders](#)
 - [Scenario: Processing a Limit Order](#)
- [Free Text Description Service Orders](#)
 - [Scenario: Processing a Free Text Description Service Order](#)
- [Material Orders](#)
 - [Scenario: Processing a Material Order](#)
 - [Scenario: Processing a Multi-Line Material Order](#)
- [Country Specific Invoicing Rules for 3M](#)
- [Creating Credit Memos-Line Item Level](#)
- [Next Steps and Support](#)

Note: To navigate to common troubleshooting issues and their resolutions, click [here](#).



Administrator and Account Set Up

Account Administrator

Account configuration:

- Basic Profile
- Electronic Order Routing
- Electronic Invoice Routing
- Remittance Information
- E-mail Notifications
- Managing Roles and Users
- Customer Relationships
- Ariba Network Support

Configure Account Information

You are responsible for the accuracy of the sections listed below. You can return to these sections at any time to make changes and keep them updated:

- **Basic Profile:** Verify your company information
- **E-mail Notifications:** View and update e-mail addresses for your account notifications
- **Electronic Order Routing:** Select your preference for receiving orders

Login as Administrator

Ariba Network Login Page:

- To log into your account, go to:
<http://supplier.ariba.com>.
- To access your Production Account, enter your **User Name** and **Password**, and then select **Login**.

SAP Ariba  Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name
Password
Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

SAP Ariba Live in Singapore

SAP Ariba Live offers you the opportunity to network and connect with buyers, subject matter experts and innovators that drive our industry. Please join us at our inaugural SAP Ariba Live in Asia on August 29 to 31.

Learn More

Supported browsers and plugins

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Profile and Account Configuration

Access your **Company Profile**:

- Click on the **Company Settings** drop-down menu.
- Click **Company Profile**.

Note: Your Ariba Network ID (ANID) displays on the upper right corner of the page.

The screenshot displays the Ariba Supply Chain Collaboration interface. At the top, the header includes 'Ariba Supply Chain Collaboration', 'Test Mode', and a user profile 'Test Supplier test-...'. A 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Account Settings', and 'Customer Relationships'. The 'Company Profile' option is highlighted with a red box. In the top right corner, the ANID 'AN01022768461.T' is displayed. Below the header, there are navigation tabs (HOME, INBOX, OUTBOX, CATALOGS, REPORTS, UPLOAD/DOWNLOAD, MESSAGES) and a search bar. The main content area shows a summary of 'Orders, Invoices and Payments' with various counts and a table of order details.

Order Number	Customer	Status	Amount	Date	Amount Invoiced
3500003509	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
3500003508	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4500004847	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	26 Nov 2018	\$0.00 CAD
3500498290	Test PO - PLEASE DO NOT Ship - Regression Test	New	\$100.00 CAD	26 Nov 2018	\$0.00 CAD
3500003507	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$770,000.00 USD	26 Nov 2018	\$0.00 USD
3500003505	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4804821565	Test PO - PLEASE DO NOT Ship - (Q/U*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
4804821564	Test PO - PLEASE DO NOT Ship - (Q/U*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
3500002200	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	23 Nov 2018	\$0.00 CAD

Company Profile Configuration

The *Company Profile* page displays.

Click the **Basic** tab:

- Complete or update all required fields listed by an asterisk in the Basic Company Profile section.
- Click **Add/Remove** to classify your company by:
 - Commodities
 - Sales Territory
 - Industries
- Click **Save**.

The screenshot shows the 'Company Profile' configuration page. The 'Basic (3)' tab is selected and highlighted with a red box. The 'Overview' section contains the following fields:

- Company Name: * 3M Production Test Vendor - TEST-SUP01
- Other names, if any: (empty text box)
- NetworkId: AN01022768461-T ⓘ

Below the Overview section is a box titled 'Commodities, Sales Territories and Industries'. It contains three sections:

- Commodities ***
Select the goods and services your company provides. Postings made by buyers will be matched to you based on the commodities you select below. You will receive email notification of business opportunities when a match is found.
(1) Cleaning brushes
Add/Remove (highlighted with a red box)
- Sales Territories ***
Select the territories that your company serves. If you serve limited territories, then select the territories your company serves below. If you have global capabilities, then you can select "Global". (For example: a services company might only serve the US, but a goods manufacturer may ship globally).
(1) California(United States)
Add/Remove
- Industries**
Select the industries your company serves.
(1) Service Provider
Add/Remove

Company Profile Configuration (continued)

Business tab:

- Optional: Enter additional company information such as Tax IDs.
- Tax IDs default onto invoices you create using the **Create Invoice** option.
- Customer Value Added Tax (VAT) is a required field for invoices originating from EMEA. If you are an EMEA based supplier, it is recommended you complete this field in your *Company Profile* to avoid invoicing errors. VAT numbers cannot contain spaces, hyphens, or special characters. If these fields are not applicable, leave the fields blank. Do not put NA.

The screenshot shows the 'Company Profile' configuration form with the 'Business' tab selected. The form is divided into sections: Business Info, Fiscal Info, and Business Type. The 'Business Info' section includes fields for Year Founded, Number of Employees, Annual Revenue (with a range selector), and Stock Symbol. The 'Fiscal Info' section includes fields for Type of Organization, Legal Name, State of Incorporation (set to Alabama), D-U-N-S@ Number (551111111), and Global Location Number. A red box highlights the Tax Id, State Tax Id, Regional Tax Id, and Vat Id fields, each with a 'Do not enter dashes' instruction. The 'Exempt from Backup Withholding' section has radio buttons for Yes and No. The 'Business Type' section is partially visible at the bottom.

Company Profile

Basic (2) **Business (2)** Marketing (3) Contacts Certifications (1)

* Indicates a required field

Business Info

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Fiscal Info

Type of Organization:

Legal Name:

State of Incorporation:

D-U-N-S@ Number: 551111111

Global Location Number:

Tax Id: Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

Exempt from Backup Withholding: Yes No

Business Type

Company Profile Configuration (continued)

Marketing tab:

- Enter additional detail and specific criteria about your company.
- Add **Company Description** and **Company Logo**.
- It is optional to click **Add** and add Credit and Risk Information from D&B.

The screenshot shows the 'Company Profile' configuration page with the 'Marketing' tab selected. The 'Marketing' tab is highlighted with a red box. Below the 'Social Networking Links' section, the 'Company Description' section is highlighted with a red box. It contains a rich text editor with a toolbar and a large text area. Below the 'Company Description' section, the 'Credit and Risk Information from D&B' section is visible, with a red box around the 'D&B D-U-N-S® Number: | Add' link. The 'Premium Profile Features' section is partially visible at the bottom, showing the 'Company Logo' section with a 'Browse...' button and an 'Upload' button. On the right side, there is a sidebar with 'Public Profile Completeness' at 30%, a list of profile features (Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, Company Logo), and a 'Share Your Public Profile' section with a 'Click here to get your Aniba badge' link and an 'Enroll in Aniba Network' button. At the bottom right, there are links for 'View Public Profile' and 'Profile Visibility Settings'.

Basic Profile Configuration

Contacts tab:

The main company contact fields are found on the *Company Profile* page on the **Contacts** tab.

Company Profile

Basic (2) Business (2) Marketing (3) **Contacts** Certifications (1)

* Indicates a required field

Company Contact Information

Main Email: *

Main Phone: * Country: USA 1 Area: 999 Number: 9999999

Main Fax: Country: USA 1 Area: Number:

Contact Personnel

Customers need to know how to contact your company. You can provide companywide and customer-specific contacts. First, create your private list of contact personnel. Then, create companywide and customer-specific assignments. Customers do not see your list of contact personnel. Click Edit or any link in the Name column to edit a contact's details. Ariba's policy for handling contact information is described in the [Ariba Privacy Statement](#).

Contacts			
Name ↑	Business Title	Email	Phone
No items			
L Create			

Companywide Assignments

Designate companywide contacts. These contacts are visible to all buying organizations on Ariba Network. Companywide contacts can be the first point of contact for customers who want to do business with you. For customer-specific assignments, go to the Customer-specific Assignments section.

Companywide Assignments		
Assignment	Contact Name	Actions
Accounts Receivable		
Accounts Payable		
Customer Care Manager		
Catalog Manager		

Basic Profile Configuration (continued)

Certifications tab:

- Enter additional information about your company certifications, if applicable.
- You can enter additional information about your company for any green or diversity information that is applicable to your organization.

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Certifications

Buying organizations can view these designations in your company profile and search on this information when looking for new suppliers.

- Sustainability Initiatives**
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.
- Small Disadvantaged Business**
Your business is SOB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.
- Women-Owned Business**
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.
- Minority-Owned Business**
Your business is at least 51% owned by one or more minority U.S. citizens. In the case of a publicly owned business, at least one or more such individuals own 51% of the stock, and one or more such individuals control its management and daily operations.
- LGBT-Owned Business**
Your business is at least 51% owned by a Lesbian, Gay, Bisexual and/or Transgender (LGBT) person or persons and exercises independence from any non-LGBT business enterprise (LGBTBE).
- Veteran-Owned Business**
Your business is at least 51% owned by an individual who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable or is at least 51% owned by an individual who can be considered by the government as a Service-Disabled Veteran. The terms "veteran" and "service-disabled veteran" are defined in 38 U.S.C. 101(2) and (16).
- ISO Certification**
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.
- Not Certified**
Your business does not have any of the certifications listed above.

Network Settings: Electronic Order Routing

From the **Company Settings** drop-down menu, click **Electronic Order Routing** to indicate how you want to transact with 3M on the Ariba Network.

The screenshot displays the Ariba Supply Chain Collaboration interface. At the top, the header includes 'Ariba Supply Chain Collaboration', 'Test Mode', and a user profile for '3M Production Test Vendor... ANID: AN01022768461.T'. A navigation bar contains links for HOME, INBOX, OUTBOX, CATALOGS, REPORTS, UPLOAD/DOWNLOAD, and MESSAGES. Below this is a search bar with 'Orders and Releases' and 'All Customers' filters, and a search input field for 'Order Number'. The main content area shows a summary of 'Orders, Invoices and Payments' for 'All Customers', with counts for New Purchase Orders (35), Orders to Confirm (46), Orders to Ship (57), Orders that Need Attention (11), and Orders to Invoice (73). A table below lists individual orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. On the right side, a 'Company Settings' dropdown menu is open, listing various settings such as Company Profile, Account Settings, Customer Relationships, Users, Notifications, Application Subscriptions, View All, Network Settings, Electronic Order Routing (highlighted with a red box), Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, and View All. A 'Messages' button is visible at the bottom right.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced
3500003509	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
3500003508	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4500004847	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	26 Nov 2018	\$0.00 CAD
3500498290	Test PO - PLEASE DO NOT Ship - Regression Test	New	\$100.00 CAD	26 Nov 2018	\$0.00 CAD
3500003507	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$770,000.00 USD	26 Nov 2018	\$0.00 USD
3500003505	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4804821565	Test PO - PLEASE DO NOT Ship - (Q/U*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
4804821564	Test PO - PLEASE DO NOT Ship - (Q/U*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
3500002200	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	23 Nov 2018	\$0.00 CAD

Network Settings: Electronic Order Routing (continued)

Methods available for receiving documents include e-mail, fax, online (web or portal), or cXML. The online option sends the document to your Ariba Inbox, but does not send an additional copy to your e-mail, fax, or cXML routing. Selecting one of the other methods provides the order in your inbox in addition to a copy forwarded to the routing selected (e-mail, fax, or cXML system).

For e-mail routing:

- You can specify up to five e-mail addresses separated by a comma.
- Select **Include document in the e-mail message**.
- You may also use a non-personalized distribution list e-mail address such as: `orders@supplierxyz.com`

Network Settings: Electronic Order Routing (continued)

Select **Include document in the e-mail message** to include the Purchase Order (PO) as part of the e-mail (or fax).

Configure your e-mail inboxes so the Ariba Network notifications do not fall in the junk or spam mailbox.

Enterprise/Full, Standard/Light, and Integrated Supplier accounts can set up customer specific order routing from the *Administration, Customer Relationships* section.

The screenshot shows the 'Network Settings' window with the 'Electronic Order Routing' tab selected. The 'Capabilities & Preferences' section includes 'cXML Setup' and 'Non-Catalog Orders with Part Numbers'. The 'New Orders' section contains a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row has a dropdown menu for 'Routing Method' with 'Email' selected. The 'Options' column for this row is highlighted with a red box, showing the 'Email address' field with 'dgarda@ariba.com' and three checkboxes: 'Attach cXML document in the email message' (unchecked), 'Include document in the email message' (checked), and 'Leave attachments online and do not include them with email message' (unchecked). A warning icon and text are present below the checkboxes.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: dgarda@ariba.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Network Settings: Electronic Order Routing (continued)

For Change Orders and Other Document Types, select **Same as new catalog orders without attachments** or set according to your preference.

Under *Other Document Types*:

- Specify a method for sending **Order Response Documents** (Confirmations and Ship Notices).
- Specify a user to receive notifications.

Click **Save**.

Change/Cancel Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Other Document Types

Document Type	Routing Method	Options
Blanket Purchase Orders	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Time Sheets	Online	Save in my online inbox
Order Response Documents	Online	Return to this site to respond to POs
Payment Remittances	Email	Email address: <input type="text" value="diegarcia@ariba.com,akumar@ariba.com"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message

Notifications

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when change order requests are updated.	* <input type="text" value="test@ariba.com"/>
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text" value="test@ariba.com"/>
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	* <input type="text" value="test@ariba.com"/>

Network Settings: Electronic Invoice Routing

From the **Company Setting** drop-down menu, click the **Electronic Invoice Routing** option.

Choose one of these invoice routing methods:

- **Online**
- **cXML**

Configure invoice notification e-mails. Select the checkboxes for the notifications you want to receive.

The screenshot shows the Ariba Supply Chain Collaboration interface. The 'Company Settings' menu is open, and the 'Electronic Invoice Routing' option is highlighted. Below the menu, the 'Network Settings' dialog box is displayed, showing the 'Electronic Invoice Routing' tab. The 'Sending Method' section shows a dropdown menu with 'Online' selected. The 'Notifications' section shows two notification types: 'Invoice Failure' and 'Invoice Status Change', both with checkboxes checked and email addresses entered.

Order Number	Customer	Status	Amount	Date	Amount Invoiced
3500003509	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
3500003508	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4500004847	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	26 Nov 2018	\$0.00 CAD
3500498290	Test PO - PLEASE DO NOT Ship - Regression Test	New	\$100.00 CAD	26 Nov 2018	\$0.00 CAD
3500003507	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$770,000.00 USD	26 Nov 2018	\$0.00 USD
3500003505	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4804821565	Test PO - PLEASE DO NOT Ship - (QU*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
4804821564	Test PO - PLEASE DO NOT Ship -	New	\$175.00 USD	23 Nov 2018	\$0.00 USD

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* dgarda@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* dgarda@ariba.com

View Customer Invoice Rules

The Customer Invoice rules determine what you can enter when you create invoices:

- Click the **Company Settings** drop-down menu and then under **Account Settings**, click **Customer Relationships**.
- A list of your Customers displays. Click your **Customer (3M)** to view their invoice rules.
- Scroll down to the *Invoice setup* section and view the invoice rules.
- Click **Done**.

The screenshot displays the SAP system interface. At the top, the 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', and 'View All'. The 'Customer Relationships' option is highlighted. Below the menu, a list of customers is shown. The customer '3M - SI5 - Sandbox' is highlighted. To the right, a table shows the 'Routing Type' for each customer, with 'Default' and 'Actions' buttons. Below the table, the 'Additional Resources' section is visible, containing 'Order Confirmation and Ship Notice Rules' with various settings and a 'Download Invoice Rules' button.

Customer	Date	Routing Type	Actions
3M - NOT USE			
3M - UI5 - UAT			
3M - RI5 - String QA			
3M - QI5 - QA	6 Aug 2013	Default	Actions
3M - DI5 - DEV	6 Aug 2013	Default	Actions
3M - SI5 - Sandbox	5 Jun 2013	Default	Actions

Additional Resources

Order Confirmation and Ship Notice Rules

Delivery dates are required for Order Confirmation and Ship Notice.	Yes
Require an actual or estimated shipping date on ship notices.	Yes
Allow suppliers to add delivery and transport information to ship notices.	No
Allow suppliers to increase item quantities on order confirmations.	No
Allow suppliers to increase item quantities on ship notices.	No
Allow suppliers to confirm or reject an entire purchase order multiple times.	Yes
Allow suppliers to send order confirmations on line item level.	Yes

COUNTRY-BASED INVOICE RULES

Originating Country of Invoice: All Other Countries

[Download Invoice Rules](#)

3M Remittance Advice and Procedures

Suppliers who submit invoices through the Ariba Network using the Online Interface can configure their Ariba Network account so **Remit To** information required by 3M is readily available when creating invoices.

If you are enabled for electronic funds transfer, the Remittance information is for reference only.

3M Remittance Advice and Procedures (continued)

Each Supplier is responsible for inputting and validating the correct **Remit To Address** (***required fields** dependent on country requirements):

- ***Address1**
- **Address2**
- **Address3**
- ***City**
- ***State**
- ***Country**
- ***Postal Code**

Configure and Validate Remit To

You must ensure the **Remit To Address** is provided on the invoice.

- Log in to your account.
- From the **Company Settings** drop-down menu, locate the **Network Settings** area.
- Select **Remittances** to navigate to the *Settlements* screen.

The screenshot displays the Ariba Supply Chain Collaboration interface. At the top, the header includes 'Ariba Supply Chain Collaboration', 'Test Mode', and a user profile 'Test Supplier test...'. Below the header is a navigation bar with tabs: HOME, INBOX, OUTBOX, CATALOGS, REPORTS, UPLOAD/DOWNLOAD, and MESSAGES. A search bar for 'Order Number' is visible. The main content area shows 'Orders, Invoices and Payments' for 'All Customers'. A summary row indicates: 35 New Purchase Orders, 46 Orders to Confirm, 57 Orders to Ship, 11 Orders that Need Attention, and 73 Orders to Invoice. Below this is a table of orders with columns: Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The 'Company Settings' dropdown menu is open on the right, listing various settings. The 'Remittances' option is highlighted with a red box.

Order Number	Customer	Status	Amount	Date	Amount Invoiced
3500003509	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
3500003508	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4500004847	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	26 Nov 2018	\$0.00 CAD
3500498290	Test PO - PLEASE DO NOT Ship - Regression Test	New	\$100.00 CAD	26 Nov 2018	\$0.00 CAD
3500003507	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$770,000.00 USD	26 Nov 2018	\$0.00 USD
3500003506	Test PO - PLEASE DO NOT Ship - (D*5)	New	\$5,500.00 USD	26 Nov 2018	\$0.00 USD
4804821566	Test PO - PLEASE DO NOT Ship - (QU*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
4804821564	Test PO - PLEASE DO NOT Ship - (QU*1)	New	\$175.00 USD	23 Nov 2018	\$0.00 USD
3500002200	Test PO - PLEASE DO NOT Ship - (D*1)	New	Undisclosed	23 Nov 2018	\$0.00 CAD

Settlement

The settlement area of your Account Profile allows you to enter specific **Remit To Address** information.

You may have **Remit To** information already present for use with other customers that you are transacting with on the Ariba Network.

To create a **Remit To Address** for 3M, click **Create**.

The screenshot shows the 'Network Settings' interface with the 'Settlement' tab selected. The 'EFT/Check Remittances' section is highlighted, showing a table with one entry: 'FRANKLIN ST' in London, ON, Canada. The 'Create' button for this entry is highlighted. Below this, the 'Supplier Auto Acceptance Rule' section is empty, and the 'Notifications' section shows two notification rules for 'Payment Profile' and 'Payment Remittance', both with the email address 'NoReplyAribaCS@ariba.com'.

Address ↑	City	State	Country	Default
FRANKLIN ST	London	ON	Canada	Yes

Name ↑	Description	Active
No items		

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* NoReplyAribaCS@ariba.com
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* NoReplyAribaCS@ariba.com

Settlement (continued)

From your list of **Remit To** Addresses:

- Enter the required fields marked with an asterisk.
- Select one of your address records as the default.
- **Important:** Configure your **Address 1** field so you can identify the **Remit To**. When creating an invoice, only the **Address 1** field is visible in the drop-down list. This allows you to see which **Remit To** Address to select when creating your invoices.
- **Remittance ID Assignment** is not required by 3M and can be left blank.

Remittance Address

Address 1: * PO Box 123 (Chicago 1)

Address 2:

Address 3:

City: * Chicago

State: * Illinois

Zip: * 60673

Country: * United States [USA]

Contact: Select contact

Default?: Yes No

Remittance ID Assignment

Customer ↑	Remittance ID
3M - DIS - DEV	
3M - S15 - Sandbox	

Include Bank Account Information in invoices.

Settlement (continued)

After all information is entered, click **OK** at the top of the page.

On your *Settlement* page, click **Save** to complete the setup.

Note: There is additional information within the setup for payment method, but you do **not** need to complete those sections. For example, 3M does not require banking information.

Create Remittance Address / Payment Info **OK**

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.
* Indicates a required field

Remittance Address

Address 1: * PO Box 123 (Chicago 1)
Address 2:
Address 3:
City: * Chicago
State: * Illinois
Zip: * 60673
Country: * United States [USA]
Contact: Select contact
Default?: Yes No

Remittance ID Assignment

Customer ↑	Remittance ID
3M - D15 - DEV	1864000

Network Settings **Save**

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | **Settlement**

* Indicates a required field

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> FRANKLIN ST	London	ON	Canada	Yes
<input type="radio"/> PO Box 123 (Chicago 1)	Chicago	IL	United States	No

Notifications

From the **Company Settings** drop-down menu, select **Network Notifications** to indicate which system notifications you want to receive.

Click the **General** tab to set general notifications.

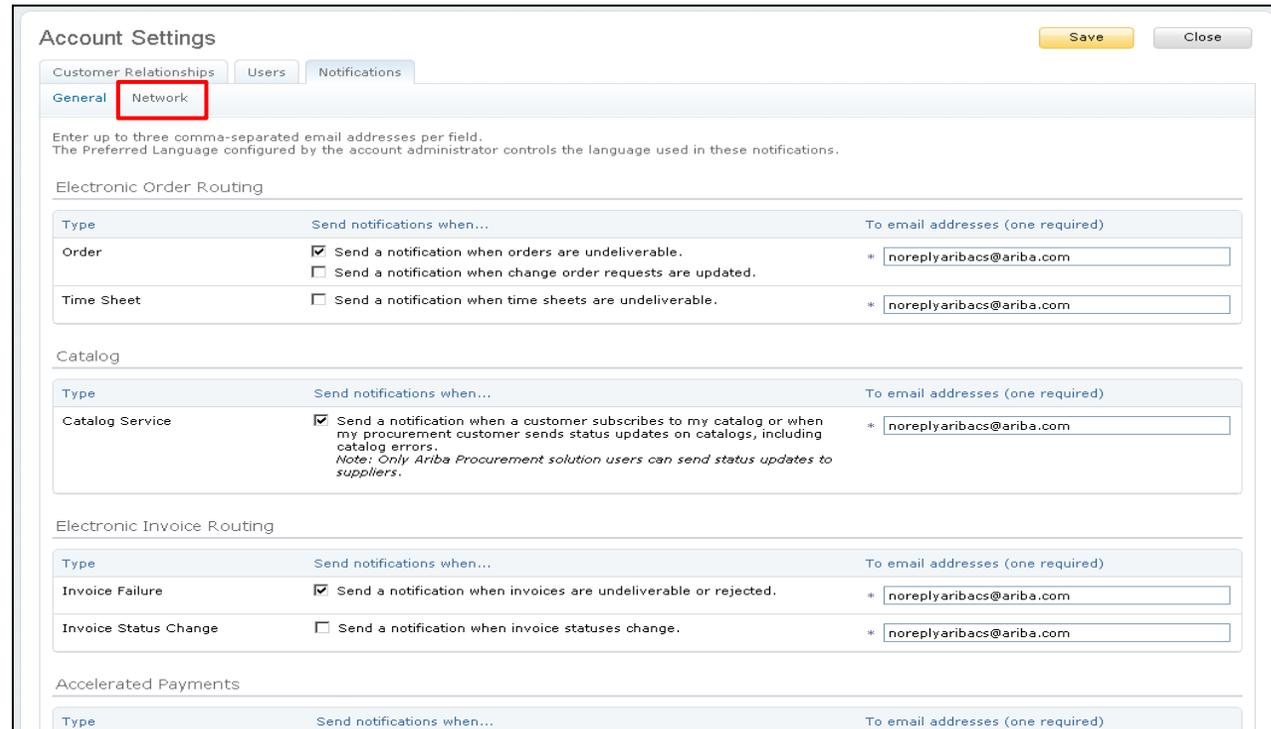
Click the **Network** tab to set transaction-related notifications.

The screenshot displays the 'Account Settings' page with the 'Network' tab selected. The 'General' tab is also visible and highlighted with a red box. The 'Network Notifications' section is highlighted with a red box in the right-hand menu. The 'Network Notifications' table is as follows:

Type	Send notifications when...	To email addresses (one required)
Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	* noreplyaribacs@ariba.com
New Account	<input type="checkbox"/> Send a notification when a new account is created and this account matches my email domain.	* noreplyaribacs@ariba.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	* noreplyaribacs@ariba.com
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	* noreplyaribacs@ariba.com

Notifications (continued)

On the **Network** tab, review and select to receive important notifications regarding transactions.



The screenshot displays the 'Account Settings' window with the 'Network' tab selected. The 'Network' tab is highlighted with a red box. The window contains several sections for configuring notifications:

- General:** Includes instructions to enter up to three comma-separated email addresses per field and a note about the Preferred Language.
- Electronic Order Routing:** A table with columns for Type, Send notifications when..., and To email addresses (one required).

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when change order requests are updated.	* noreplyaribacs@ariba.com
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* noreplyaribacs@ariba.com
- Catalog:** A table with columns for Type, Send notifications when..., and To email addresses (one required).

Type	Send notifications when...	To email addresses (one required)
Catalog Service	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <i>Note: Only Ariba Procurement solution users can send status updates to suppliers.</i>	* noreplyaribacs@ariba.com
- Electronic Invoice Routing:** A table with columns for Type, Send notifications when..., and To email addresses (one required).

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* noreplyaribacs@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* noreplyaribacs@ariba.com
- Accelerated Payments:** A table with columns for Type, Send notifications when..., and To email addresses (one required).

Note: Enter up to five e-mail addresses per notification type. Separate each e-mail address with a comma.

Enhanced User Account Functionality

The User Account Navigator enables sellers to:

- Quickly access their User Account information and settings.
- Switch to their test accounts.
- Link their multiple User Accounts.



Note: After multiple User Accounts are linked, the User Account Navigator displays the multiple User Accounts.

Enhanced User Account Functionality (continued)

User Information:

- Under *My Account*, complete or update all required fields listed with an asterisk.
Note: If you change your username or password, remember to use it at your next login.
- If necessary, you can hide personal information by selecting the checkbox.

My Account Save Close

* Indicates a required field

Account Information

Username: * johnsmith@testsupplier.com Change Password

Email Address: * johnsmith@testsupplier.com

First Name: * John

Middle Name:

Last Name: * Smith

Security

Preferences

Preferred Language: English

Preferred Timezone: * America/Los_Angeles

Default Currency: * US Dollar Select Currency

Contact Information

Country	Area	Number	Extension
USA 1	212	9999999	

Address 1: * 75 Apple Road

Address 2:

Address 3:

City: * Valley Forge

State: * Pennsylvania

Zip: * 19482

Country: * United States [USA]

Contact Information Preferences

Click the following check box to hide all personal contact information in this section from other organizations, except organizations that you have a trading relationship with or any you have explicitly initiated or responded to with an intent to do business.

Hide my personal contact information.

You expressly agree and understand that Your data entered into this system may be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#), the [Ariba Terms of Use](#), and applicable law.

Save Close



Managing Roles and Users

Users and Roles

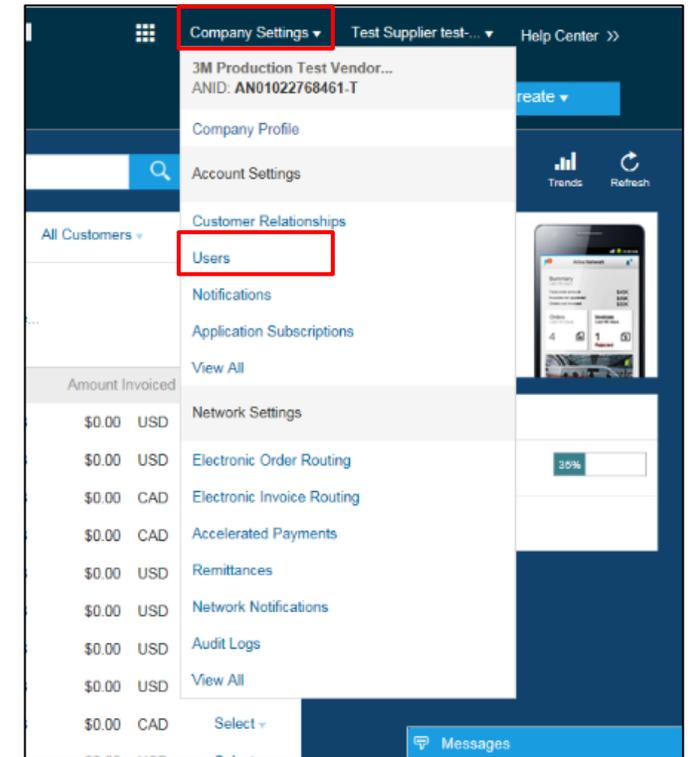
On the **Customer Setting** drop-down menu, click **Users**.

Administrator:

- Responsible for account management and configuration
- Automatically linked to the username and login entered during registration
- Controls access to the account; creates users and roles
- The primary point of contact for users with questions or problems

User:

- Created by the Administrator
- Has exactly one role, which corresponds to the user's real job responsibility
- Responsible for updating personal user information



Create User Role

From the *Users* page:

- In the *Manage User Roles* section, click **Create Role**.
- Enter **Name** and **Description** for the role.
- Add **Permissions** for the role by selecting proper boxes.
- Click **Save**. A new role is created.
- To modify or delete roles, in the *Actions* section, click **Edit** or **Delete**.

The screenshot displays the 'Account Settings' interface, specifically the 'Users' tab. The 'Manage Users' section shows a table of existing users. Below this, the 'Manage User Roles' section is highlighted with a red box. It contains a table of roles with columns for Name, Actions, and Description. The 'Create Role' button is also highlighted with a red box. The 'New Role Information' section is visible below, with the 'Name' field containing 'Test User' and the 'Description' field empty. The 'Permissions' section is also highlighted with a red box, showing a list of permissions with checkboxes. The 'Save' button at the bottom right is also highlighted with a red box.

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	testsupplier@ariba.com	test	Supplier	No	AR role	No
<input type="checkbox"/>	testsupplier@ariba.com	test	Supplier	No	Discovery (...)	No

Role	Actions
Administrator	Details
AP Role	Details Edit Delete
AR role	Details Edit Delete
Discount Mgmt	Details Edit Delete
Discovery	Details Edit Delete

Name: * Test User
Description:

Permission	Description
<input checked="" type="checkbox"/> Account Hierarchy Administration	Manage your accounts to link and sign on to a child account
<input checked="" type="checkbox"/> Child Account Access	Sign on to access a child account
<input type="checkbox"/> Catalog Management	Set up and manage catalog-related activities
<input type="checkbox"/> Payment Profile	Configure your payment profile

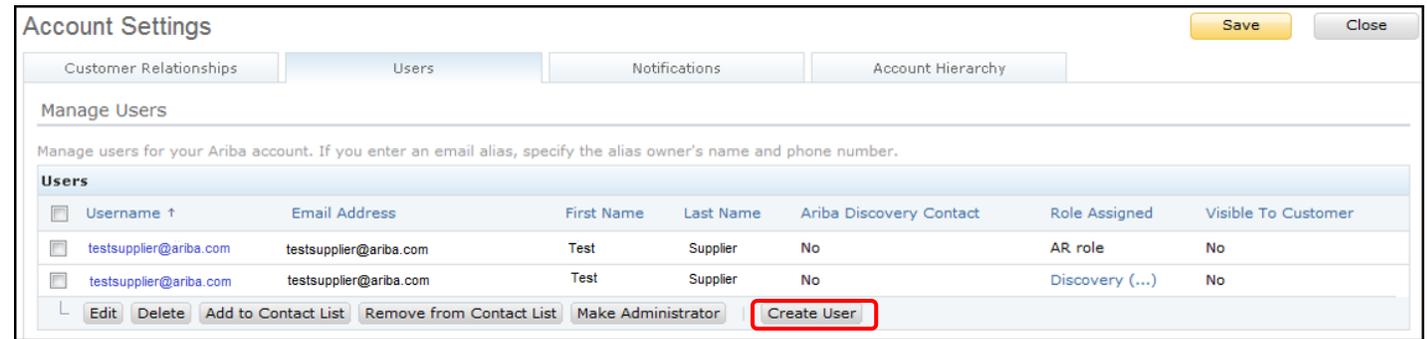
Create Users

On the **Customer Setting** drop-down menu, click **Users**. The *Users* page displays. Click **Create User** to create new user. Add all relevant information about the user.

In the *Role Assignment* section, select a **Role**.

Click **Done**.

Note: You can add up to 250 users to your Ariba Network account.



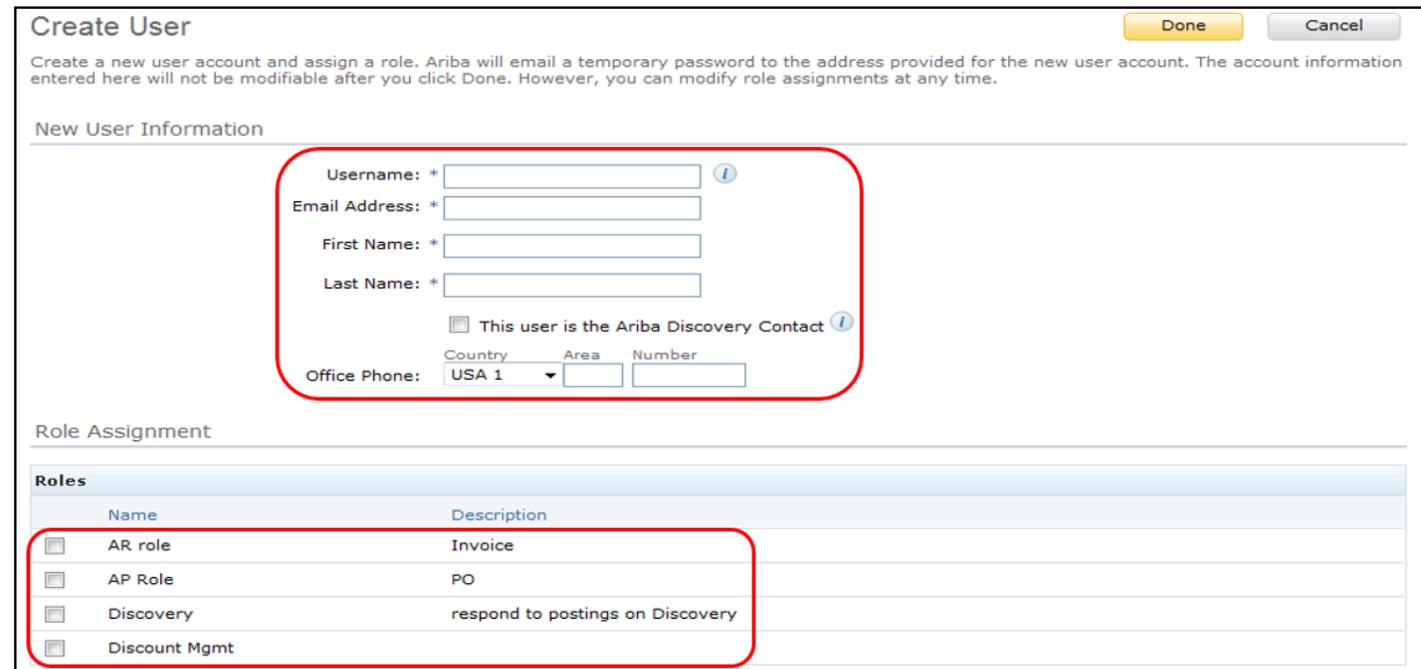
Account Settings

Customer Relationships | **Users** | Notifications | Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	testsupplier@ariba.com	testsupplier@ariba.com	Test	Supplier	No	AR role	No
<input type="checkbox"/>	testsupplier@ariba.com	testsupplier@ariba.com	Test	Supplier	No	Discovery (...)	No



Create User

Create a new user account and assign a role. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username: * ⓘ

Email Address: *

First Name: *

Last Name: *

This user is the Ariba Discovery Contact ⓘ

Office Phone: Country: USA 1 Area: Number:

Role Assignment

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	AR role	Invoice
<input type="checkbox"/>	AP Role	PO
<input type="checkbox"/>	Discovery	respond to postings on Discovery
<input type="checkbox"/>	Discount Mgmt	

Modify User

To modify user information, from the *Users* page, select a **user**, and then click **Edit**.

From the *Edit User* window, you can:

- Reset the password for the user
- Update information
- Change the user's role assignment

Other options include:

- Delete users
- Add to Contact List
- Remove from Contact List
- Make Administrator

Account Settings Save Close

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Visible To Customer
<input type="checkbox"/>	testsupplier@ariba.com	testsupplier@ariba.com	Test	Supplier	No	AR role	No
<input type="checkbox"/>	testsupplier@ariba.com	testsupplier@ariba.com	Test	Supplier	No	Discovery (...)	No

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

Edit User Save Cancel

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their password and their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

Selected User Information

Username: carmen user1
Email Address:
First Name: Carmen
Last Name: Sanchez
Office Phone: +1 (412) 2978069
 This user is the Ariba Discovery Contact ⓘ
Reset Password

Role Assignment

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	AR role	Invoice
<input type="checkbox"/>	AP Role	PO
<input type="checkbox"/>	Discovery	respond to postings on Discovery
<input type="checkbox"/>	Discount Mgmt	



Introduction to the Ariba Network

Introduction to the Ariba Network

The Ariba Network is a web-based form that you will use to transact with 3M.

After completing this module, you will be able to:

- Navigate to your Inbox to view orders.
- Configure your order list.
- Search for orders.
- View *Header Level* details of an order.
- View *Line Item Level* details of an order.
- Navigate to your Outbox to view:
 - Confirmations
 - Ship Notices
 - Invoices
 - Service Entry Sheets
 - Credit Memos
- Search for Outbox documents

Ariba Network Inbox

After you log into the Ariba Network, the *Home* screen displays. Click the **INBOX** tab to manage your Orders. A list of received Orders displays. In the **Order Number** column, click the **hyperlink** to view the Purchase Order details.

The screenshot displays the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red box), 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation bar, there is a search bar for 'Orders and Releases' and a 'Test Mode' button. The main content area is divided into two sections. The left section shows a bar chart titled 'Outstanding Invoices' with a y-axis ranging from \$0 to \$2K. The right section shows a table titled 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row in the table has the Order Number '4800761813' highlighted with a red box.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4800761813	3M - QI5 - QA		3M Deutschland GmbH HILDEN, 05 Germany	\$1,000.00 CAD	19 Apr 2016	New	Invoice	\$0.00 CAD	Original	Actions
Order	4500496954	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	19 Apr 2016	Partially Serviced	Invoice	\$0.00 CAD	Original	Actions
Order	4500546757	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$5,000.00 CAD	Original	Actions
Order	4500546756	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Confirmed	Invoice	\$0.00 CAD	Original	Actions
Order	4500496953	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$400.00 CAD	Original	Actions
Order	4500496951	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$500.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$68.87 CAD	Original	Actions
Order	4500546745	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$8.99 CAD	Original	Actions

Ariba Network Inbox (continued)

In your Inbox, you can customize your view at the *Purchase Order Headings*. Click the **Table** icon to the right and select or de-select the type of information you want to display.

Click column headings to sort the data set by that column. The small arrow indicates the sort order, ascending or descending.

Order Status provides the state of each order. **Obsoleted** indicates a more recent order exists.

Click this icon for additional display and group-by options.

Search Filters

Orders and Releases (100+)

Page 3

Type	Order Number ↑	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	External Document Type	Settlement	Amount Invoiced	Revision	Actions
Order	4500004659	Test PO - PLEASE DO NOT Ship - (D*1)		3M Brockville - Tape BROCKVILLE, ON Canada	Undisclosed	6 Nov 2018	Partially Invoiced		Invoice	\$79,000.00 CAD	Original	Actions
Order	4500004663	Test PO - PLEASE DO NOT Ship - (D*1)		3M Volga HQ Yelabuga, 16 Russian Federation	\$11.00 CAD	7 Nov 2018	New		Invoice	\$0.00 CAD	Original	Actions
Order	4500004667	Test PO - PLEASE DO NOT Ship - (D*1)		3M London London Ontario, ON Canada	1,000.00 EUR	8 Nov 2018	Invoiced		Invoice	1,000.00 EUR	Changed	Actions
Order	4500004667	Test PO - PLEASE DO NOT Ship - (D*1)		3M London London Ontario, ON Canada	1,000.00 EUR	8 Nov 2018	Obsoleted		Invoice	0.00 EUR	Original	Actions
Order	4500004668	Test PO - PLEASE DO NOT Ship - (D*1)		3M Brockville - Tape BROCKVILLE, ON Canada	NT\$100,000,000.00 TWD	8 Nov 2018	Invoiced		Invoice	NT\$100,000,000.00 TWD	Original	Actions

Show / Hide Columns

- ✓ Type
- ✓ Order Number
- Ver
- ✓ Customer
- ✓ Inquiries
- ✓ Ship To Address
- ✓ Amount
- ✓ Date
- ✓ Order Status
- ✓ Settlement

More...

Group by Column

- Customer
- Inquiries
- Ship To Address
- Order Status
- Settlement
- Revision

Export to Excel

- Export all Rows
- Export Current Page

Ariba Network Inbox (continued)

In your Inbox, **Search Filters** allow you to search using multiple criteria.

1. Click the **Search Filters** arrow to display query fields.
2. Enter your criteria. If using **Order Number** as your search criteria, select the **Exact Number** radio button to ensure results.
3. Click **Search**. Once you find the order, click the **Order Number** to view it.

Orders and Releases

Orders and Releases Items to Ship

1 Search Filters

2 Search Filters

Customer: All Customers

Order Number: 4800761813

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Other

Start Date: 6 Apr 2016

End Date: 19 Apr 2016

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases

Search only service purchase orders

Number of Results: 100 Search Reset

Notes: Depending on how you configured your Electronic Order Routing preferences, you may additionally receive a copy of the PO by e-mail, fax, or cXML. Your company should train several people to access the Inbox. Accounts can be set up for additional users by your Account Administrator.

Purchase Orders Details

The **Order Details** tab includes *Header Level* and *Line Item Level* details about the Order. The *Header Level* contains information about the buying organization and Supplier. The **Order History** tab includes information for diagnosing problems and auditing.

The screenshot shows the Ariba Supply Chain Collaboration interface for a Purchase Order. The header includes the title 'Ariba Supply Chain Collaboration', a 'Test Mode' indicator, and navigation links for 'Company Settings' and 'Test Supplier test...'. The main content area displays the Purchase Order number '4500004718' and a 'Done' button. Below this is a toolbar with actions: 'Create Order Confirmation' (checked), 'Create Ship Notice', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A tabbed interface shows 'Order Detail' (selected) and 'Order History'. The 'Order Detail' tab contains the following information:

From: 3M CANADA COMPANY 300 TARTAN DRIVE LONDON ON N5V 4M9 Canada	To: 3M Production Test Vendor - TEST-SUP01 TEST ADDRESS St Paul, MN 55014 United States Phone: Fax: Email: test@mmm.com	Purchase Order (New) 4500004718 Amount: \$2,000.00 CAD
---	--	---

Payment Terms ⓘ
NET 30
Net 30 Days

Contact Information

Supplier Address 3M Test Supplier 123 Test Road Minneapolis, MN 55406 USA Email: test@test.com Phone: + () 8001234567 Fax: Address ID: 1234567889	Buyer Headquarter Address John Smith Email: test@mmm.com Phone: 8001234567 Fax: Remit To Test Corp 82 Test Road Minneapolis, MN 55406 USA Phone: + () 8001234567
---	---

Routing Status: Sent

Purchase Orders Details (continued)

The actions available on the **Order Details** tab include:

- **Print** to print all order details or print screen contents only.
- **Resend** to reprocess orders with a **Failed** status that were not sent properly to your e-mail, fax, or cXML system or to test changes made to order routing settings.
- **Export cXML** to save a copy of the cXML source information.
- **Hide** to hide orders if you no longer want to see it in your Inbox. Use the search filters to show hidden orders.

Ariba Supply Chain Collaboration Test Mode Company Settings Test Supplier test...

Purchase Order: 4500004718 Done

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

Order Detail Order History

From:
3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: test@mmm.com

Purchase Order (New)
4500004718
Amount: \$2,000.00 CAD

Payment Terms ⓘ
NET 30
Net 30 Days Routing Status: Sent

Contact Information
Supplier Address
3M Test Supplier
123 Test Road
Minneapolis, MN 55406
USA
Email: test@test.com
Phone: + () 8001234567
Fax:
Address ID: 1234567889

Buyer Headquarter Address
John Smith
Email: test@mmm.com
Phone: 8001234567
Fax:
Remit To
Test Corp
82 Test Road
Minneapolis, MN 55406
USA
Phone: + () 8001234567

Purchase Order Details: Header

The order information available on the **Order Details** tab at the *Header Level* includes:

- **Ship From** location
- **Ship To** location
- **Supplier Address**
- **Buyer Contact**, should you have questions, comments, or require changes regarding PO
- **Remit To** information
- **Means of Transport** instructions on how to ship
- **Comments**, if applicable

Ariba Supply Chain Collaboration Test Mode Company Settings Test Supplier test...

Purchase Order: 4500004718 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From:
3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: test@mmm.com

Purchase Order (New)
4500004718
Amount: \$2,000.00 CAD

Payment Terms ?
NET 30
Net 30 Days Routing Status: Sent

Contact Information
Supplier Address
3M Test Supplier
123 Test Road
Minneapolis, MN 55406
USA
Email: test@test.com
Phone: + () 8001234567
Fax:
Address ID: 1234567889

Buyer Headquarter Address
John Smith
Email: test@mmm.com
Phone: 8001234567
Fax:
Remit To
Test Corp
82 Test Road
Minneapolis, MN 55406
USA
Phone: + () 8001234567

Means of Transport: Air Express

TERMS and CONDITIONS: For Purchase Order/Schedule Agreement terms and conditions please visit
http://3m.com/supplierterms MDTXT: SITZ 41453 NEUSS • HANDELSREGISTER HRB 1878 AMTSGERICHT
NEUSS • VORSITZENDER DES AUFSICHTSRATES KURT-HENNING WIETHOFF GESCHAFKURT REZA VAZIRI
Conditions: DR JOERG DEDERICHS MICHAEL PETERS STEFAN SCHULZ • VORSITZENDER DER GESCHAFTSFUHRUNG
REZA VAZIRI

Ship All Items To
3M Deutschland GmbH
121-125 Düsseldorf Str.
40721 HILDEN
05
Germany
Ship To Code: 4108

Bill To
3M DEUTSCHLAND GMBH
CARL-SCHURZ-STRASSE 1
41453 NEUSS
Germany
Phone: + () 0049 (0)2131 14 0
Fax: + () 0049 (0)2131 14 2649

Deliver To

Line Items Show Item Details

Line #	Part # / Description	Customer Part #	Type	Qty / Unit	Meas By	Price	Subtotal
--------	----------------------	-----------------	------	------------	---------	-------	----------

Purchase Order Details: Header (continued)

The **Order Status** also displays on the **Order Details** tab at the *Header Level* of the order. The possible order statuses are:

- **New:** Initial state, new order
- **Changed:** Order has been canceled or replaced by a subsequent (changed) order
- **Confirmed:** All quantities confirmed
- **Shipped:** All quantities have been shipped
- **Invoiced:** All ordered quantities have been invoiced
- **Failed:** Ariba Network experienced a problem routing the order to your account; you can resend failed orders after correcting the issue

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order. The header includes the title 'Ariba Supply Chain Collaboration', a 'Test Mode' indicator, and navigation links for 'Company Settings' and 'Test Supplier test...'. The main content area shows the Purchase Order number '4500004718' and a 'Done' button. Below this, there are action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with utility links like 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is active, showing the following information:

From: 3M CANADA COMPANY 300 TARTAN DRIVE LONDON ON NV5 4M9 Canada	To: 3M Production Test Vendor - TEST-SUP01 TEST ADDRESS St Paul, MN 55014 United States Phone: Fax: Email: test@mmm.com	Purchase Order (New) 4500004718 Amount: \$2,000.00 CAD
--	---	---

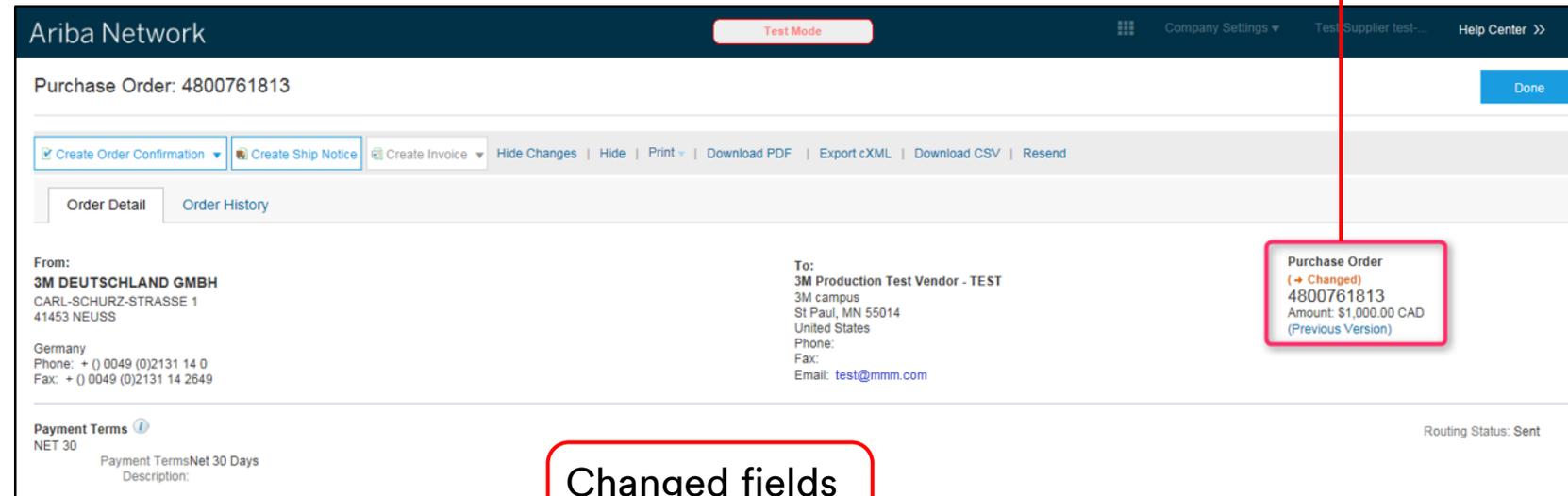
Additional details include 'Payment Terms' (NET 30, Net 30 Days), 'Contact Information' (Supplier Address: 3M Test Supplier, 123 Test Road, Minneapolis, MN 55406, USA; Buyer Headquarter Address: John Smith, 82 Test Road, Minneapolis, MN 55406, USA; Remit To: Test Corp, 82 Test Road, Minneapolis, MN 55406, USA), and 'Routing Status: Sent'.

Purchase Order Details: Header (continued)

3M may issue *Change Orders*. You can view change orders on the:

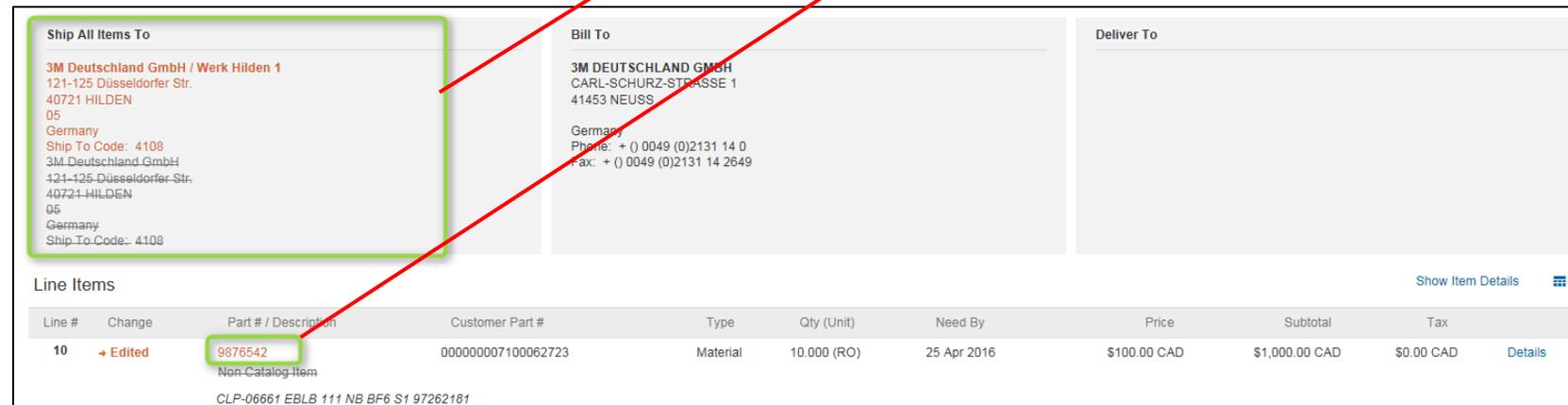
- **Order Details** tab at the *Header Level*. The **Order Status** displays as **Changed**. The original order is marked with an **Obsolete** status.
- *Line Item Level*; the changed fields are highlighted.
- Canceled Orders; these are marked as **Canceled**.

Links to previous versions for quick reference.



The screenshot shows the Ariba Network interface for a Purchase Order. The header includes the order number 4800761813 and a 'Done' button. Below the header, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing contact information for '3M DEUTSCHLAND GMBH' and '3M Production Test Vendor - TEST'. A callout box on the right highlights a link to a 'Purchase Order (+ Changed) 4800761813' with an amount of \$1,000.00 CAD and a '(Previous Version)' link. The 'Payment Terms' section shows 'NET 30' and 'Payment Terms Net 30 Days'. The 'Routing Status' is 'Sent'.

Changed fields are highlighted.



The screenshot shows the 'Line Items' section of the purchase order. It includes a table with columns for Line #, Change, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Price, Subtotal, Tax, and Details. The first line item is highlighted with a green box, showing a change of 'Edited' and a part number of '9876542'. The 'Ship All Items To' and 'Bill To' sections are also visible, showing the same address as the header. The 'Line Items' table is as follows:

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	Details
10	→ Edited	9876542 Non-Catalog Item	00000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD	Details



Purchase Order Detail: Line

On the **Order Details** tab, scroll down to view the *Line Items* section. The *Line Items* section describes the ordered items. Each line describes a quantity of items 3M wants to purchase.

The Summary level of the order displays the 3M Item ID materials or services, **Customer Part Number** (if applicable), and description. For Material POs, the **Type** will be displayed as **Material**. For Service POs, the **Type** will display as **Service**.

Line Items										Show Item Details
Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	→ Edited	9876542 Non-Catalog Item CLP-06661 EBLB 111 NB BF6 S1 97262181	000000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD	Details

Purchase Order Detail: Line (continued)

To view additional information at the *Line Item Level*, click **Details**.

Details include:

- **Unit Details**
- **Pricing Details**
- **Comments (full item description)**
- **Tax Details**

The **Confirmation Control Key** (CCK), specified on the PO from the Buyer, instructs if order confirmation and ship notices (ASNs) are allowed or not allowed for the PO item.

The screenshot displays the 'Line Items' section of a purchase order. The table below shows the details for line item 10, which is marked as 'Edited'. A red box highlights the 'Details' button in the top right corner of the table. A red arrow points from this button to a detailed view of the line item below.

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax
10	→ Edited	9876542 Non-Catalog-Item CLP-06661 EBLB 111 NB BF6 S1 97262181	000000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

The detailed view below shows the following information:

- Status:** 1 Invoiced, Invoiced Amount: \$6,000.00 USD. 1,000 Confirmed With New Date (Estimated Delivery Date: 4 Feb 2018).
- Control Keys:** Order Confirmation: allowed, Ship Notice: not allowed, Invoice: is not ERS.
- Ship To:** Okrusko, D/Okrusko, Daniel, St. Paul, 55144, United States, Ship To Code: 1338.
- Tax:** CA - LOS ANGELES (COUNTYWIDE), COUNTY SALES/USE TAX (0.250%), CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT (0.250%).

Purchase Order Detail: Line (continued)

The **Tax Status** displays on the order line item, if applicable to the Supplier's country, and the Tax details display based on country requirements.

Accounting

GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

Schedule Lines

Schedule Line #	Delivery Date	Ship Date
1	4 Feb 2018 6:00 PM CST	

Other Information

Tax Status:	Taxable
AccountCategory:	K
ReceivingType:	4
External Line Number:	00008
Estimated days for inspection:	0

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location
CA - LOS ANGELES (COUNTYWIDE), COUNTY SALES/USE TAX	0.250			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	0.250			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	0.500			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	1.000			
CA - LOS ANGELES, CITY SALES/USE TAX	1.000			
CA - STATE SALES/USE TAX	6.000			

Accounting

GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

Schedule Lines

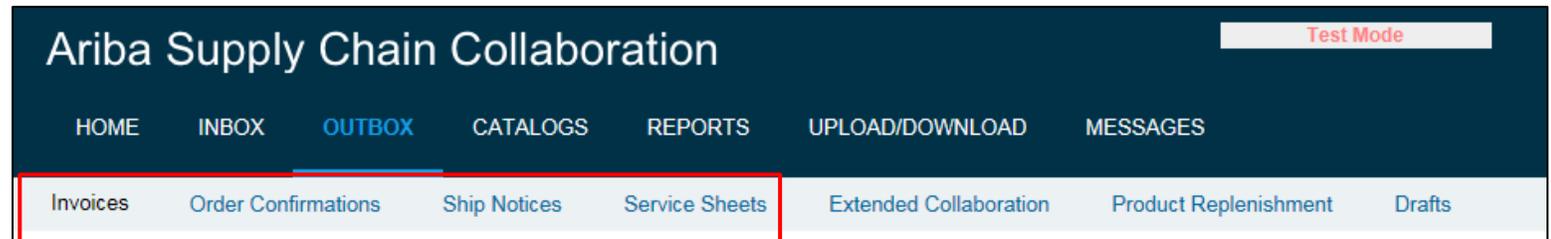
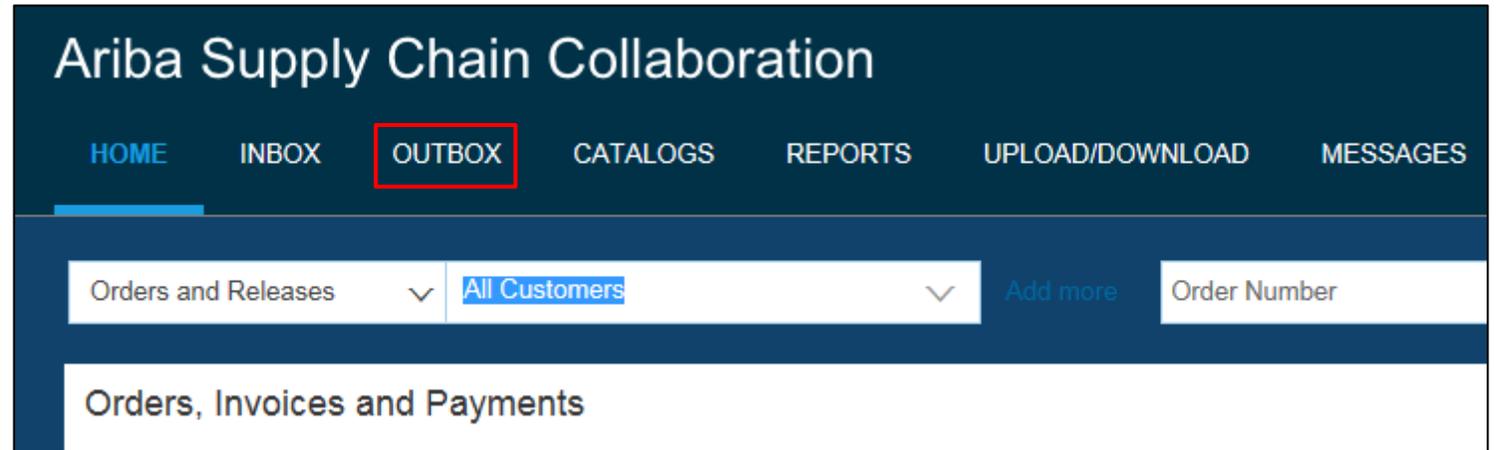
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	4 Feb 2018 6:00 PM CST		1.000 (EA)

Ariba Network Outbox

Use the **OUTBOX** to view documents you have sent to 3M:

- Confirmations
- Ship Notices
- Invoices
- Service Entry Sheets
- Credit Memos

From the Ariba Network *Home* screen, click the **OUTBOX** tab. Your **OUTBOX** displays. Use the tabs at the top of the screen to navigate to a list of your sent documents.



Ariba Network Outbox (continued)

In your Outbox, you can customize your view by document type. Click the **Table** icon to the right and select or deselect the type of information you want to display. Each document type in your Outbox will have different information to select or deselect.

Click column headings to sort the data set by that column. The small arrow indicates the sort order, ascending or descending.

Invoice Status provides the state of each invoice or credit memo.

Click this **icon** for additional display and group-by options.

Invoices (100+)													Page 1	»	☰
Type	Invoice # ↑	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ			
<input type="radio"/> Credit Memo	013253	Test PO - PLEASE DO NOT Ship - (D*5)	4800021422	Online	Supplier	Supplier	No	Order	26 Nov 2018	\$-10.26 USD	Acknowledged	Sent			
<input type="radio"/> Standard Invoice	030657	Test PO - PLEASE DO NOT Ship - (D*5)	4800021474	Online	Supplier	Supplier	No	Order	19 Nov 2018	\$100.00 USD	Acknowledged	Sent			
<input type="radio"/> Standard Invoice	032622	Test PO - PLEASE DO NOT Ship - (D*5)	4800021473	Online	Supplier	Supplier	No	Order	22 Nov 2018	\$100.00 USD	Acknowledged	Sent			

Ariba Network Outbox (continued)

In your Outbox, the **Search Filters** allow you to search using multiple criteria. Search Filters are available for each outbox document type.

1. Click the **Search Filters** arrow to display query fields.
2. Enter your criteria. If using a document number as your search criteria, select the **Exact Number** radio button to ensure results.
3. Click **Search**. Once you find your document, click the **Document Number** to view it.

The screenshot displays the Ariba Network Outbox search interface. At the top, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Invoices' tab is selected. Below the tabs, there is a 'Search Filters' button with a right-pointing arrow, highlighted by a red box and labeled '1'. Below this, the 'Search Filters' section is expanded, showing various search criteria. The 'Invoice Number' field is highlighted by a red box and labeled '2'. Below it, the 'Exact number' radio button is selected. The 'Search' button at the bottom right is highlighted by a red box and labeled '3'. The 'Number of Results' is set to 100.

1

2

3



Identifying Order Types

Identifying Order Types

To identify the order type of new orders sent to your Ariba Network Inbox, select a new order from your **INBOX**.

The image displays two screenshots of the Ariba Network interface. The left screenshot shows the 'INBOX' tab highlighted in the navigation menu. Below the navigation, there is a search bar and a bar chart titled 'Outstanding Invoices' showing a single bar for January 2016. Below the chart is a summary section for 'Orders, Invoices and Payments' with counts for various order types. The right screenshot shows the 'Orders and Releases' page with a table of orders. The order number '4800761813' is highlighted in red in the table.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4800761813	3M - QI5 - QA		3M Deutschland GmbH HILDEN, 05 Germany	\$1,000.00 CAD	19 Apr 2016	New	Invoice	\$0.00 CAD	Original	Actions
Order	4500496954	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	19 Apr 2016	Partially Serviced	Invoice	\$0.00 CAD	Original	Actions
Order	4500546757	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$5,000.00 CAD	Original	Actions
Order	4500546756	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Confirmed	Invoice	\$0.00 CAD	Original	Actions
Order	4500496953	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$400.00 CAD	Original	Actions
Order	4500496951	3M - QI1 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$500.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$68.87 CAD	Original	Actions
Order	4500546745	3M - QI5 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$8.99 CAD	Original	Actions

Identifying Order Types: Services

The *PO view* displays. Scroll down to the *Line Items* section. For **service orders**, there are two fields that will help you identify the order type:

- The **Type** field will indicate **Service** for Free Text Description Service Orders and Limit Orders .
- The **Line #** field will be populated with:
 - 10001, 10002, 10003, etc., for Free Text Description Service Orders.
 - 00001, 00002, 00003, etc., for Limit Orders.

Free Text Description Service Order

Line Items				
Line #	Part #	Customer Part #	Type	Return
▼ 10001			Service	

Limit Order

Line Items							
Line #	Change	Manufacturer Part ID	Part #	Customer Part #	Type	Return	Revision Level
00001					Service		

Identifying Order Types: Materials

Use the **Type** field to identify material order.

Line Items					
Line #	Part #	Customer Part #	Type	Return	Revision Level
1	Non Catalog Item		Material		



Limit Orders

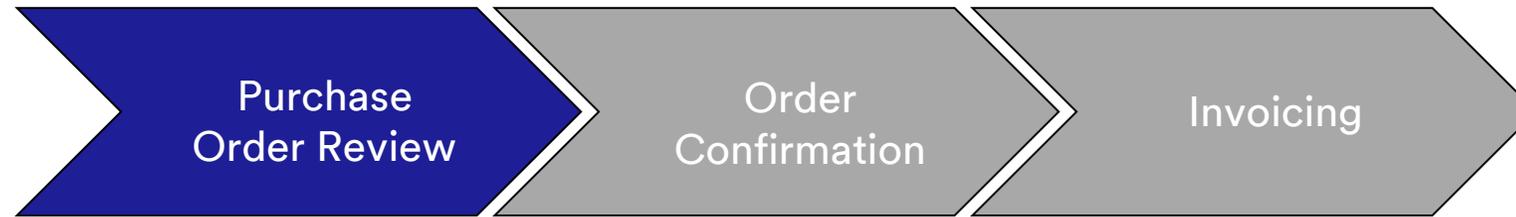
Limit Order Overview

Limit Orders are used when 3M is requesting a service from you in which the total service is unknown or when the service extends over multiple payment periods and multiple payments are made.

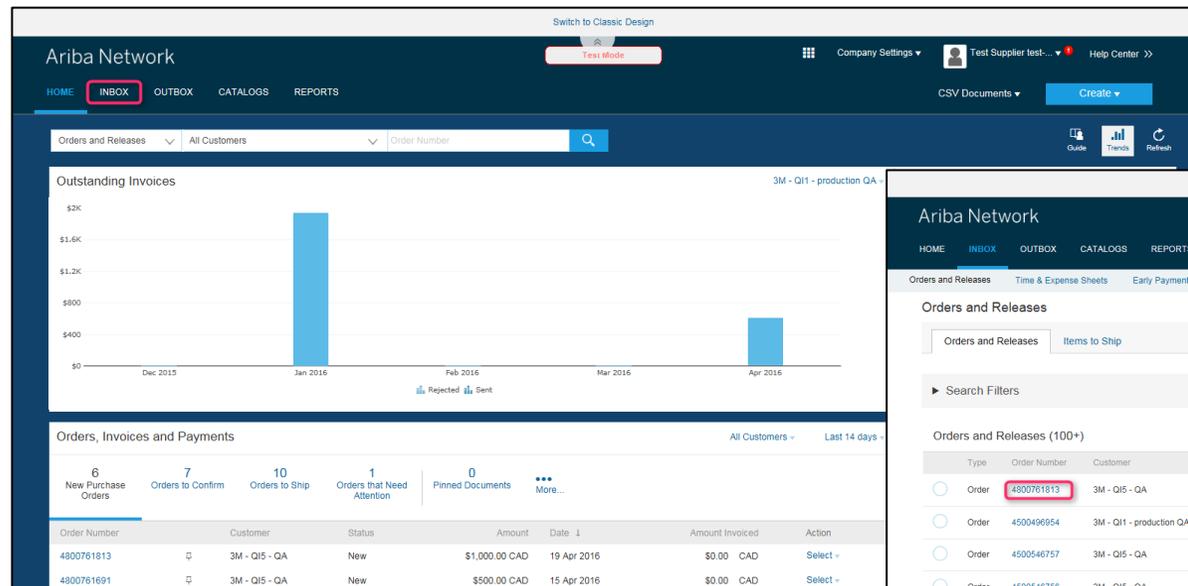
The requirements for processing a Limit Order through the Ariba Network are:



Limit Order: Order Review



New, Changed, and Canceled Limit Orders are sent to your Ariba Network account and are available to view in your Ariba Inbox.



Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date 1	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4800761813	3M - Q15 - QA		3M Deutschland GmbH HILDEN, DE Germany	\$1,000.00 CAD	19 Apr 2016	New	Invoice	\$0.00 CAD	Original	Actions
Order	4500496954	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	19 Apr 2016	Partially Serviced	Invoice	\$0.00 CAD	Original	Actions
Order	4500546757	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$5,000.00 CAD	Original	Actions
Order	4500546756	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Confirmed	Invoice	\$0.00 CAD	Original	Actions
Order	4500496953	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$400.00 CAD	Original	Actions
Order	4500496951	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$500.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$68.87 CAD	Original	Actions
Order	4500546745	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$8.99 CAD	Original	Actions

Limit Order: Order Confirmation



Order Confirmations (OCs) are required to be completed through the Ariba Network prior to invoicing. OCs are **required** for all POs and PO changes. OCs must be submitted within 48 hours of PO receipt.

Multiple Order Confirmations are not recommended when a single status on a single line is supported; for example, all back-ordered or all accepted.

- If you are unable to fulfill a line item, you must be in direct contact with the Buyer listed on the PO. A *Change Order* or *Canceled Order* will be issued.
- **Do not reject any Purchase Order line items through the Ariba Network.**

Limit Order: Order Confirmation (continued)



Quantity and Price:

- You may propose changes to quantity and price on the order confirmation.
- 3M issues a *Change PO* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your PO Buyer.
- You acknowledge the *Change Order* with updated quantity or price changes prior to submission of the Invoice.

Unit Of Measure (UOM):

When confirming a Limit Order, keep the Unit of Measure (UOM) as C62; you will have an opportunity to update the UOM when invoicing.

Limit Order: Order Confirmation (continued)



The steps for confirming Limit Orders are:

1. Select a Purchase Order from your Ariba Network **INBOX**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

Purchase Order: 4500004631

1 **Create Order Confirmation** **Update Line Items**

Cannot confirm line items with undisclosed unit prices. To confirm the order, choose the Update Line Items option.

3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

3M Production Test Vendor - TEST
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: mburra@mmm.com

Payment Terms
NET 30
Net 30 Days

Contact Information

Purchase Order (Partially Invoiced)
4500004631
Amount: \$10,000.00

Create Order Confirmation **Create Service Sheet** **Create Invoice** Hide

Order Detail Order History

Note: Limit POs must be confirmed at the *Line Item Level*. Selecting the **Confirm Entire Order** option will cause the above error.

Limit Order: Order Confirmation (continued)



2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Completion Date** information. It is applied to all line items.

1 Update Item Status ▾ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: POA

Associated Purchase Order #: 4500004632

Customer: Test PO - PLEASE DO NOT Ship - (D*1)

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date: 📅 Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				1,000 (C62)	31 Oct 2018	\$100,000.00 CAD	Undisclosed	Undisclosed	

Description: test

► Schedule Lines

Confirm

Reject - Please specify a reason.

Limit Order: Order Confirmation (continued)



4. Scroll down to view the *Line Items* and choose among the possible values for Limit Order POs:
- **Confirm:** You received the PO and will perform the requested work.
 - **Reject: Do not use the Reject status.** If you are unable to fulfill a line item, you must be in direct contact with the Buyer. A *Change Order* or *Canceled Order* will be issued.

1 Update Item Status Order Confirmation Header + Indicates required field

2 Review Confirmation

Confirmation #: POA
Associated Purchase Order #: 4500004532
Customer: Test PO - PLEASE DO NOT SHIP (D*1)
Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				1.000 (062)	31 Oct 2018	\$100,000.00 CAD	Undisclosed	Undisclosed	

Description: test

4

► Schedule Lines

Confirm

Reject - Please specify a reason.

Confirm Based on Schedule Lines

Limit Order: Order Confirmation (continued)



- Once finished, click **Next** to proceed to the review page. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

Confirmation #: POA1813
Supplier Reference:
Est. Shipping Date:
Est. Delivery Date: 29 Apr 2016
Comments:

Est. Shipping Cost:
Est. Tax Cost:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	9876542	000000007100062723	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

CLP-06661 EBLB 111 NB BF6 S1 97262181

Current Order Status:
1 Backordered (Estimated Delivery Date: 29 Apr 2016)
9.000 Unconfirmed

Note: If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. Ariba will not save the order confirmation.

Limit Order: Order Confirmation (continued)



Order confirmation notifications are submitted based on your Supplier Profile configuration. Upon completing your order confirmation, you will receive an e-mail notification that an order confirmation has been submitted.

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>
[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - QI1 - production QA

there are problems with how this message is displayed, click here to view it in a web browser.
click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This notification contains important information about your test Ariba account (ANID: AN01056015978-T).

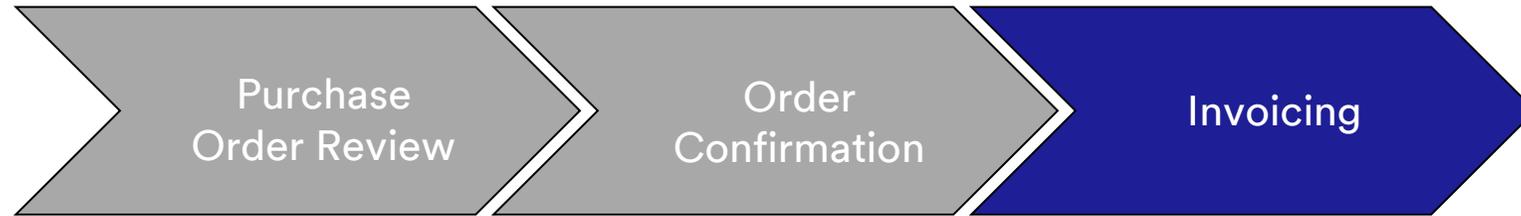
Your purchase order status
Order #: 3500281785
Buyer Name: 3M - QI1 - production QA
Buyer ANID: AN01011698851-T
Order Date: 13 Jul 2017 5:17:36 AM GMT-05:00
Status: Confirmed

Item Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1 Non Catalog Item	1.000	C62	TEST Limit - elevator maintenance	20 Jul 2017		£7,500.00 GBP	£7,500.00 GBP

Status
1.000 Confirmed With New Date(Estimated Delivery Date: 20 Jul 2017)

Ariba Network

Limit Order: Invoicing



Once an order is confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

Important: Once you submit an invoice to 3M, a Service Entry Sheet (SES) is automatically generated and routed to 3M for review and approval.

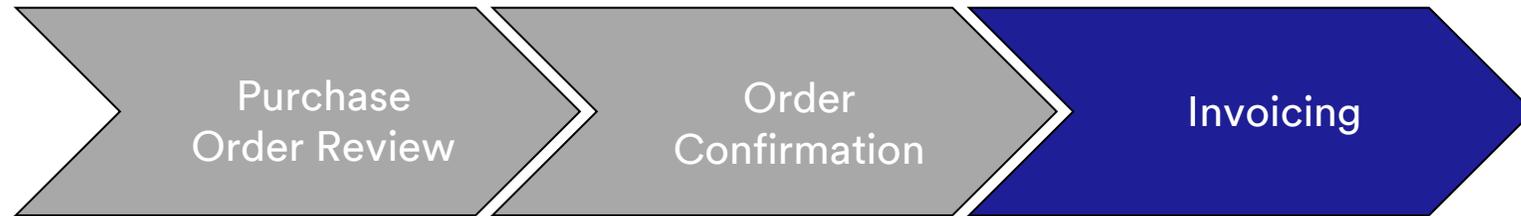
The steps for creating an Invoice are:

1. Select a confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice Option**.

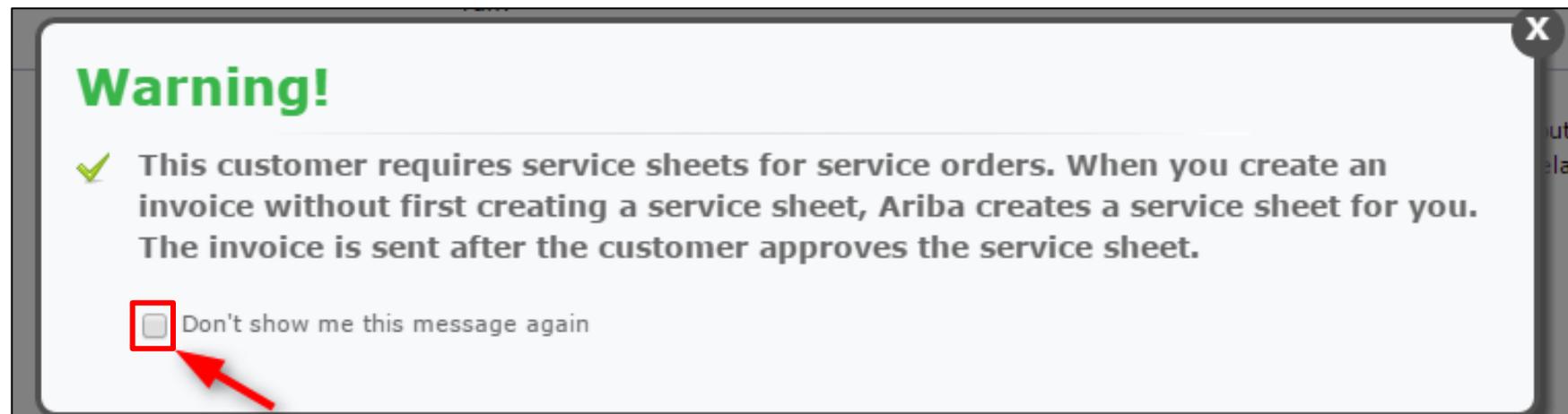
1

The screenshot shows the Ariba Supply Chain Collaboration interface for a Purchase Order (4800006391). The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo', and 'Line Item Credit Memo'. A red box highlights the 'Create Invoice' button and the 'Standard Invoice' option. A red line connects the number '1' in the list to the 'Create Invoice' button. The interface also shows 'Order Detail' and 'Order History' tabs, and contact information for '3M CANADA COMPANY' and '3M Production Test Vendor - TEST-SUP01'. A 'Test Mode' indicator is visible in the top right corner.

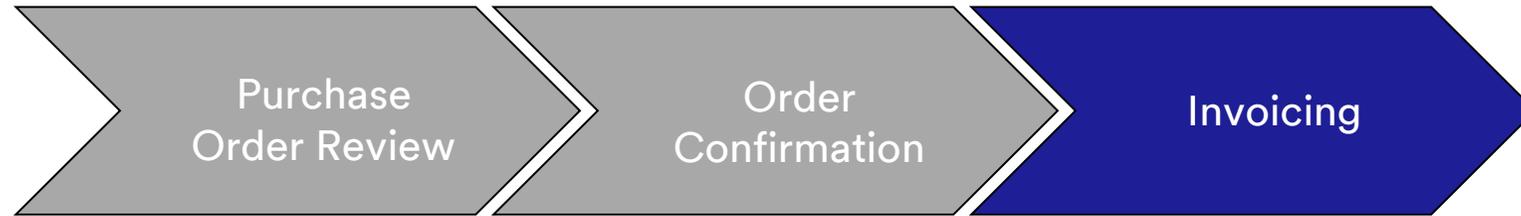
Limit Order: Invoicing (continued)



A pop-up warning displays indicating the invoice will generate the Service Entry Sheet for you. The invoice is sent after 3M approves the Service Entry Sheet. Click the **Don't show me this message again** checkbox to disable the warning in the future.



Limit Order: Invoicing (continued)



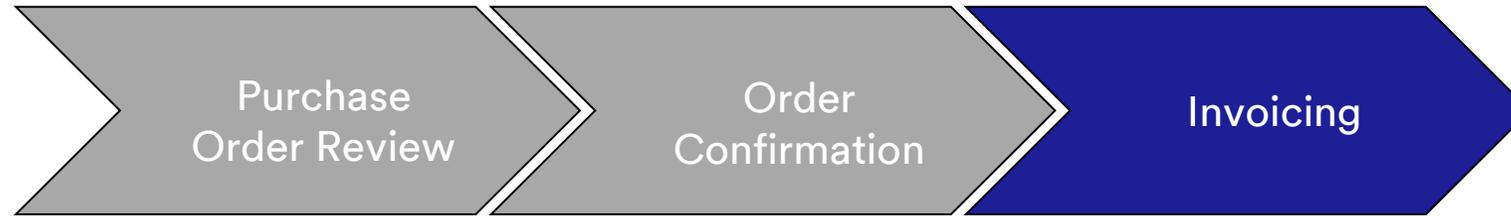
2. Select a line item to Invoice. You can only invoice for one line item at a time on a Limit Order. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.

Line #	Part ID / Description
10001	Service Item
10002	Service Item

Service Sheet Required.

Next Exit

Limit Order: Invoicing (continued)



The *Invoice Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (*) are required.

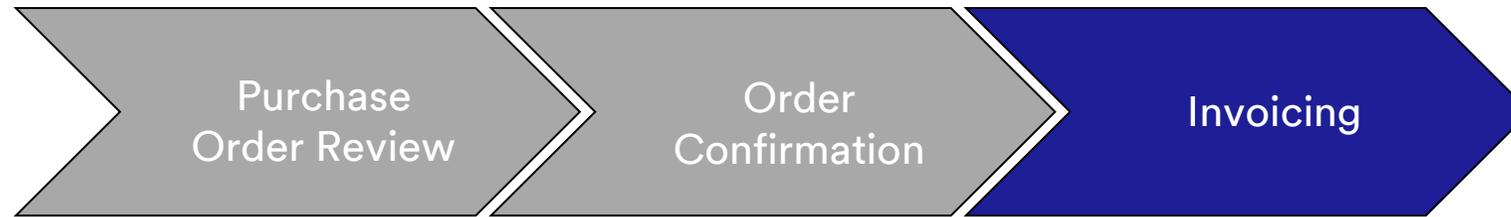
4. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
5. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.

The screenshot shows the 'Invoice Header' form. A 'Summary' section contains the following data:

Purchase Order:	4500021229	Subtotal:	\$6,900,000,000.00 USD
Invoice #:	INV21229	Total Tax:	\$0.00 USD
Invoice Date:	8 Nov 2018	Total Gross Amount:	\$8,900,000,000.00 USD
		Total Net Amount:	\$8,900,000,000.00 USD
		Amount Due:	\$6,900,000,000.00 USD

Below the summary, there are input fields for 'Service Description', 'Supplier Tax ID', and 'Remit To'. The 'Remit To' field is populated with '113 Test Dr.' and has a dropdown arrow. Below this, the address 'Golden Valley, Norway' is displayed. The 'Bill To' field is populated with '3M CANADA COMPANY' and the address 'LONDON ON, Canada' is displayed below it. Red boxes and arrows highlight the 'Invoice #' and 'Invoice Date' fields, corresponding to steps 4 and 5 in the list above.

Limit Order: Invoicing (continued)



6. Verify the **Remit To** address. If you have configured several addresses, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
7. Tax can be submitted at the *Header Level* or at the *Line Item Level*. Select the appropriate option.

Invoice Header Add to Header ▾

SUMMARY

Purchase Order:	4500000791		Subtotal:	\$18,750.00USD	View/Edit Addresses
* Invoice #:	<input type="text" value="845760"/>		Total Tax:	\$0.00USD	
* Invoice Date:	<input type="text" value="2 Oct 2013"/>	<input type="text"/>	Total Shipping:	\$0.00USD	
Supplier Tax ID:	<input type="text"/>		Total Gross Amount:	\$18,750.00USD	
			Total Net Amount:	\$18,750.00USD	
			Amount Due:	\$18,750.00USD	

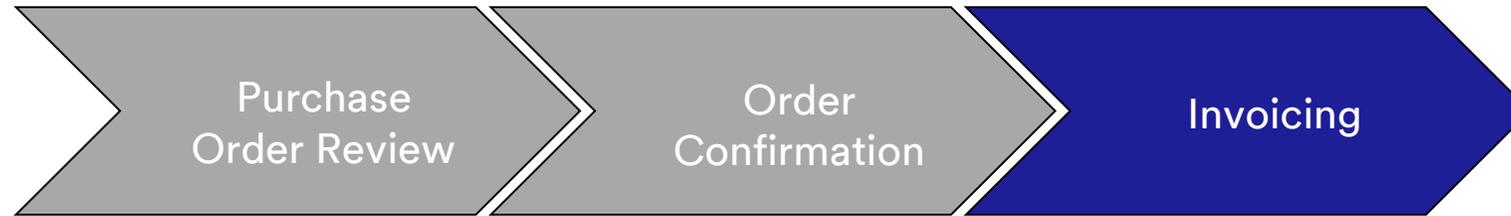
6 **Remit To:** 3M - TEST
St. Paul, MN
United States

Bill To: ONTARIO
Canada

7 **TAX** Header level tax ⓘ Line level tax ⓘ

Limit Order: Invoicing (continued)

EU Requirement



For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**.

Enter the applicable information into the *Additional Fields* section:

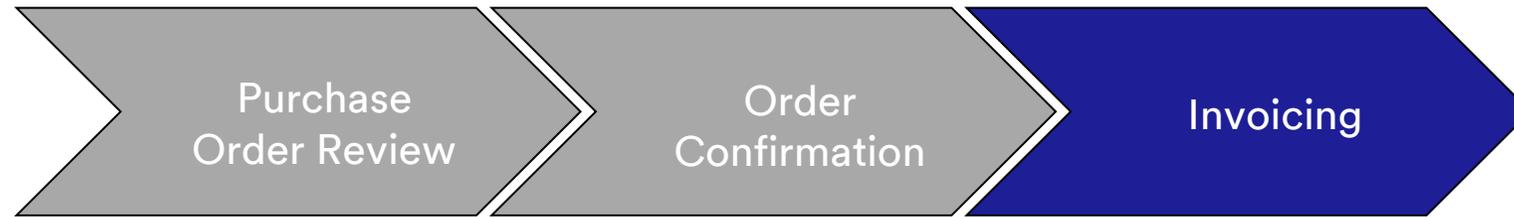
- Verify the **Customer Address**, which determines the Customer Value Added Tax (**Customer VAT**) or **Tax ID** based on the Customer **Bill To** Address.
- For Norway, Sweden, and Finland, the **Payment Note** field is used to enter the KID or FIK numbers, if applicable.

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Payment Note:	<input type="text"/>	Choose Address:	<input type="text" value="3M DEUTSCHLAND GMBH"/>
Supplier:	ARIBA Test Supplier Account	Customer:	3M DEUTSCHLAND GMBH
	London ON Canada		NEUSS
Bill From:	ARIBA Test Supplier Account	Email:	<input type="text"/>
	London ON Canada		Germany

Tax paid through a Tax Representative



Scroll down to the *Supplier VAT* section and enter the below information, if applicable:

- For Invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. You can automatically default your VAT ID onto the Invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens, or any special characters. If these fields are not applicable, leave the fields blank. Do not enter NA.
- The Buyer rules are configured to assign the **Customer VAT/Tax ID** for the Bill To Address.
- The **Supplier Commercial Identifier**.

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: <input type="text" value="DE223073938"/>	* Customer VAT/Tax ID: <input type="text" value="DE120679179"/>
Supplier Commercial Identifier: <input type="text"/>	 Required Field
Supplier Commercial Credentials: <input type="text"/>	

Limit Order: Invoicing (continued)



8. Scroll down to add invoicing details at the *Line Item Level*. Click the **Add/Update** drop-down menu and select the **Add General Service** option to add a general service line to the invoice.

Line Items

Insert Line Item Options

Tax Category: Sales Tax Discount [Add to Included Lines](#)

No.	No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit	Unit Price	Subtotal
00001			Limit Service								

Line Item Actions: [Line Item Actions](#) [Delete](#) [Add](#) [Add/Update](#)

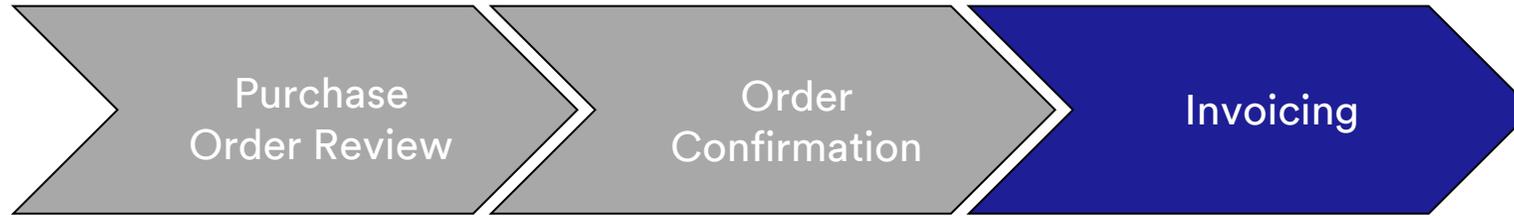
Add/Update dropdown menu:

- Add General Service
- ~~Add Labor Service~~
- ~~Add Material~~

8

Note: Please make sure you only ever use **Add/Update** and **Add General Service** in your Service Invoice. Any other options (Add Labor Service or Add Material) will cause the invoice to fail. **Do not use Add.** Using **Add** causes the line to come into 3M's ERP blank.

Limit Order: Invoicing (continued)



9. Enter a **Description** of service provided.
10. Enter the **Quantity**.
11. Select the **Unit** (Unit of Measure) from the drop-down menu. This can be updated based on the service provided.
12. Enter the **Unit Price**.
13. Enter the **Service Start Date** and the **Service End Date**.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001				Testing Limit					
1	<input checked="" type="checkbox"/>	SERVICE		Elevator Service		100	HUR hour	40.00	

Service Start Date:

Service End Date:

Unit dropdown menu options: EA | each, H87 | piece, C62 | one, HUR | hour, DAY | day, MON | month

Limit Order: Invoicing (continued)



14. To add tax information to the line item, verify you have selected the **Line Level tax** radio button at the *Header Level* of the Invoice. Click the **Tax Category** checkbox.
15. Select the tax type you want to apply from the drop-down list.
16. Click **Add to Included Lines** to include the tax line.
17. The *Tax* section displays under the service line. Review the **Taxable Amount**, update as necessary, and enter the tax rate in the **Rate %** field.

Insert Line Item Options

14 Tax Category: VAT Discount 16 Add to Included Lines

Tax

Category: * VAT Location: Description: Regime:

Date Of Pre-Payment: Law Reference:

Taxable Amount: \$8,500.00 CAD 17

Tax Rate Type:

Rate(%): 20

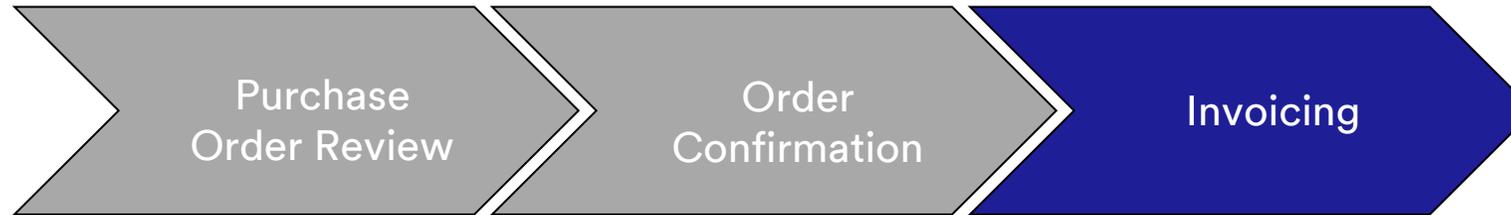
Tax Amount:

Exempt Detail: (no value)

Date Of Supply: 8 Nov 2018

Triangular Transaction

Limit Order: Invoicing (continued)



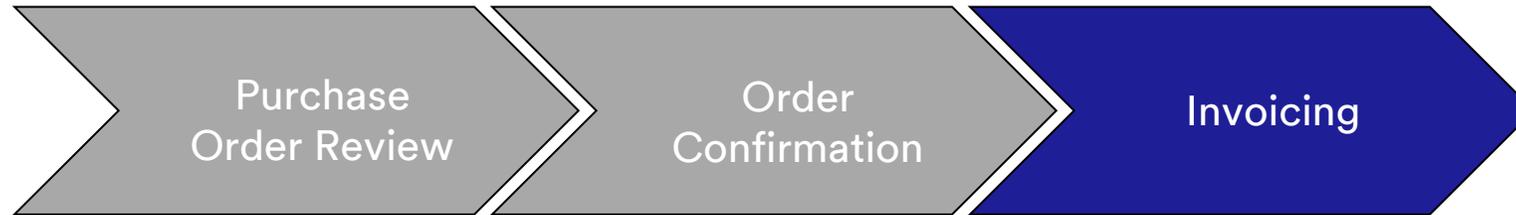
Tax Exempt Only:

If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.

Tax	Category:* VAT	Taxable Amount: \$8,500.00 CAD
	Location:	Tax Rate Type:
	Description:	Rate(%): 20
	Regime:	Tax Amount:
	Date Of Pre-Payment:	Exempt Detail: (no value)
	Law Reference:	Date Of Supply: 8 Nov 2018
		<input type="checkbox"/> Triangular Transaction

Limit Order: Invoicing (continued)

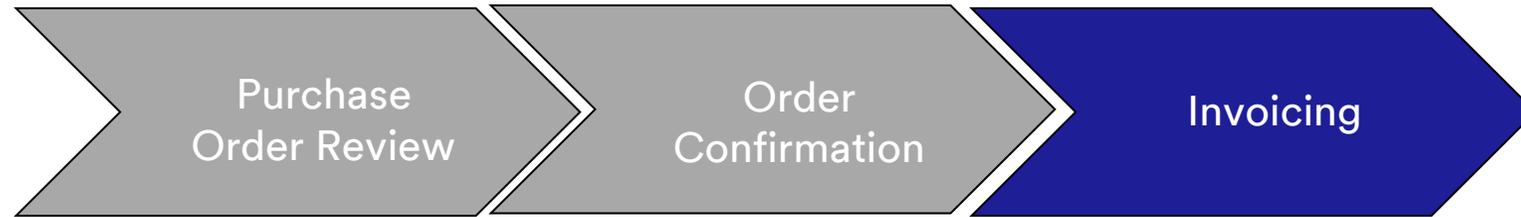
EU Requirement



Entering a **Date of Supply** is an EU directive for applicable countries.

Tax	
Category:*	VAT
Location:	
Description:	
Regime:	
Date Of Pre-Payment:	
Law Reference:	
Taxable Amount:	\$8,500.00 CAD
Tax Rate Type:	
Rate(%)	20
Tax Amount:	
Exempt Detail:	(no value)
Date Of Supply:	8 Nov 2018
<input type="checkbox"/>	Triangular Transaction

Limit Order: Invoicing (continued)



18. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Click **Previous** to continue editing the invoice. Clicking **Save** saves the invoice in the **Drafts** tab of your Outbox for up to seven days.

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.

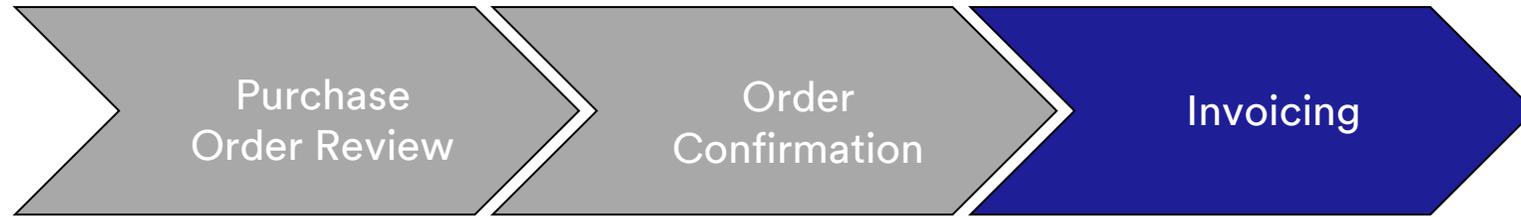
Standard Invoice

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

REMIT TO: 3M_SUP003 - TEST Postal Address: 999 main street St Paul, MN 55124 United States	BILL TO: 3M COMPANY Postal Address: 3M CENTER 220-9E-02 ST. PAUL, MN 55144 United States	SUPPLIER: 3M_SUP003 - TEST Postal Address: 999 main street St Paul, MN 55124 United States
--	--	--

18

Limit Order: Invoicing (continued)



If you selected to receive invoice notifications, you will receive e-mails regarding invoice status.

The **Invoice Statuses** are:

- **Sent / Processing:** The invoice has been received and is being processed.
- **Pending Approval:** The Service Sheet has been routed for approval.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices. If the invoice is for AutoGen SS, the Service Sheet is rejected by the requester.
- **Paid:** The invoice amounts have been paid.

Limit Order: Invoicing (continued)

When an invoice is submitted, you will receive e-mail notifications that inform you of the status:

- Verified
- Signed
- Pending

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally verified.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally signed.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	The document was added to the pending queue for download.

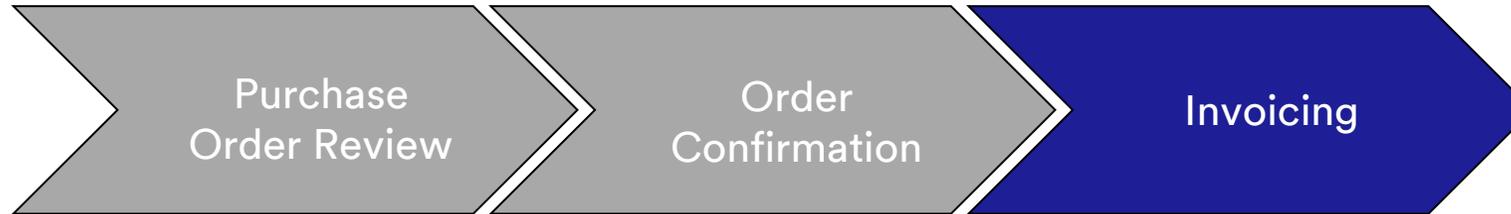
[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	

[View invoice](#)

Limit Order: Invoicing (continued)



You will also receive an e-mail notification when:

- The Service Entry Sheet has been sent to pending. Pending means it has been sent to 3M.
- The Service Entry Sheet has been accepted. Accepted means it has been received by 3M.

Purchase Order #: 3500281834

Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: The document was added to the pending queue for download.

More details about the service outline line items are listed below:

Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A

Customer: 3M - Q11 - production QA

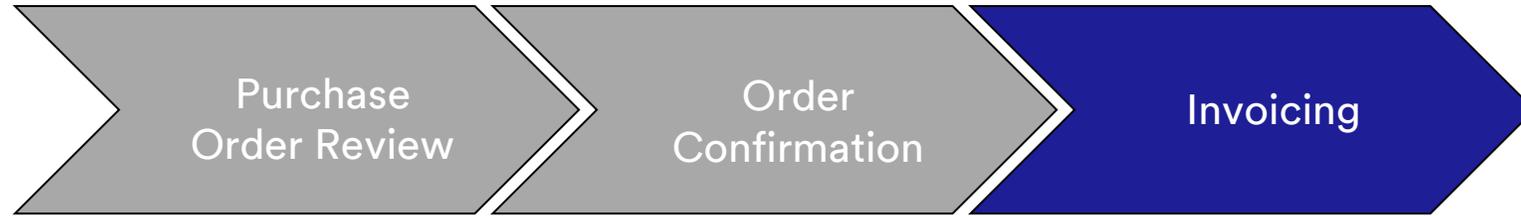
Purchase Order #: 3500281834

Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: Accepted

More details about the service outline line items are listed below:

Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A

Limit Order: Invoicing (continued)



To view the status of your invoice, navigate to your **OUTBOX**. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

Home [Inbox](#) [Outbox](#) [Catalogs](#) [Reports](#)

[Invoices](#) [Order Confirmations](#) [Ship Notices](#) [Service Sheets](#) [Drafts](#)

Invoices

Search Filters

Invoices Total: 37

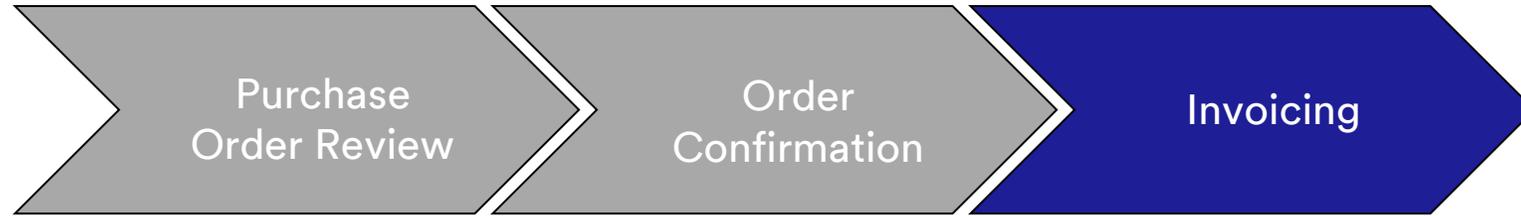
Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV6953	3M - Q11 - production QA	4500496953	Online	Supplier	Order	18 Apr 2016	\$400.00 CAD	On Hold	Pending Approval

Invoices Total: 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV6953	3M - Q11 - production QA	4500496953	Online	Supplier	Order	18 Apr 2016	\$400.00 CAD	Acknowledged	Sent

[Create Line-Item Credit Memo](#) [Edit](#) [Copy](#) | [Create Non-PO Invoice](#)

Limit Order: Invoicing (continued)



If a Service Entry Sheet has incorrect information, it can be rejected by 3M. The **Invoice Routing** status is changed to **Rejected** and the **Invoice Status** to **Rejected**.

To view comments on why the invoice was rejected, click the **Invoice Number**. On the **History** tab, the **Comments** contains text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice.

Invoice: INV2139

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: INV2139
Invoice Status: Rejected
Received By Ariba Network On: 8 Nov 2018 10:25:05 AM GMT-06:00
Submitted By: Test Supplier test-3mprod

History

Status	Comments
	The invoice was successfully received.
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Country Specific Invoicing Rules for 3M

All: Suppliers are responsible for advising 3M if e-Invoices are not legally or regulatorily supported and providing 3M appropriate regulation.

EMEA:

- **3M Sweden, Norway, and Finland:** Relevant suppliers should enter their KID or FIK numbers into the **Payment Note** field on the Invoice.
- **3M Belgium:** If not included in the material prices, tolls levied when materials are transported by road in a large truck should be included in the shipping charges.
- **Europe (All):** If Supplier billing is located in Europe and sending an invoice to any European 3M entity, both the Supplier VAT registration number and 3M VAT registration number must be included in the Ariba invoice.

Country Specific Invoicing Rules for 3M (continued)

Latin America:

- **Mexican 3rd-Party Provider selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico** include the following **Header** comment on your invoice:
 - OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I
 - DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE
 - LAS REGLAS DE CARÁCTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE
 - In addition, Vendor should include IMMEX Number for 3M Purification S de RL de CV (2679-2006)

Country Specific Invoicing Rules for 3M (continued) EU Requirement

Invoices originating from EU countries should provide this information, per EU directives:

- **Date of Supply** (*Header and Line Item Level*)
- The Reason for tax exemption (*Header or Line Item Level*) in **Tax Description** field
- The KID or FIK number in the **Payment Note** field for Norway, Sweden, and Finland
- The **Customer Address** which determines the **Customer VAT** or **Tax ID** based on the Customer **Bill To** Address
- The **Supplier Commercial Registration ID**
- The **Supplier VAT/Tax ID**

Tax	Category:* VAT	Taxable Amount: \$8,500.00 CAD
	Location:	Tax Rate Type:
	Description:	Rate(%): 20
	Regime:	Tax Amount:
	Date Of Pre-Payment:	Exempt Detail: (no value)
	Law Reference:	Date Of Supply: 8 Nov 2018
		<input type="checkbox"/> Triangular Transaction

ADDITIONAL FIELDS	
<input type="checkbox"/> Information Only. No action is required from the customer.	
Supplier Account ID #:	
Customer Reference:	
Payment Note:	
Supplier:	ARIBA Test Supplier Account
	london ON Canada
Bill From:	ARIBA Test Supplier Account
	london ON
Service Start Date:	
Service End Date:	
Choose Address:	3M DEUTSCHLAND GMBH
Customer:	3M DEUTSCHLAND GMBH
	NEUSS
	Germany
Email:	

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: DE223073938	* Customer VAT/Tax ID: DE120679179
Supplier Commercial Identifier:	 Required Field
Supplier Commercial Credentials:	



Scenario: Processing a Limit Order

Scenario: Processing a Limit Order-Order Confirmation

This scenario provides the steps for creating a confirmation and partial invoice for a Limit Order.

1. Select a Purchase Order from your Ariba Network **INBOX**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID 4500004631. The PO is from 3M CANADA to 3M Production Test Vendor - TEST. The interface includes a top navigation bar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red box with the number '1' highlights the 'Create Order Confirmation' button and the 'Update Line Items' option. Below the dropdown, there is a warning message: 'Cannot confirm line items with undisclosed unit prices. To confirm the order, choose the Update Line Items option.' The interface also shows 'Order Detail' and 'Order History' tabs.

Note: Limit POs must be confirmed at the *Line Item Level*, selecting the **Confirm Entire Order** option will cause the above error.

Scenario: Processing a Limit Order-Order Confirmation (continued)

2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Completion Date** information. It is applied to all line items.
4. Confirm the scheduled lines, by selecting the **Confirm** radio button.

The screenshot displays the 'Confirming PO' interface. The 'Order Confirmation Header' section includes a 'Confirmation #' field with the value 'POA453095', an 'Associated Purchase Order #' of '3500453095', a 'Customer' of 'Test PO - PLEASE DO NOT Ship - (R*5)', and a 'Supplier Reference' field. Below this is the 'SHIPPING AND TAX INFORMATION' section, which has a checkbox for 'Enter tax information at the line item level.' and an 'Est. Completion Date' field set to '1 Nov 2018'. The 'Line Items' section shows a table with one line item: Line # 00001, Part #, Customer Part #, Revision Level, Qty (Unit) 1.000 (C62), Need By 1 Nov 2018, Unit Price \$4,500.00 USD, Subtotal Undisclosed, and Tax Undisclosed. Below the table, there are radio buttons for 'Unconfirm', 'Confirm' (which is selected), and 'Reject - Please specify a reason:'. A 'Confirm Based on Schedule Lines' button is also present.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Cust
00001				1.000 (C62)	1 Nov 2018	\$4,500.00 USD	Undisclosed	Undisclosed	

Scenario: Processing a Limit Order-Order Confirmation (continued)

- Once finished, click **Next** to proceed to the review page. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M. The order confirmation is visible under the *Related Documents* section of the order.

Confirming PO Previous **Submit** Exit

1 Update Item Status
2 Review Confirmation

Confirmation #: POA453095
Supplier Reference:
Est. Completion Date: 1 Nov 2018

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00001				1,000 (C62)	1 Nov 2018	\$4,500.00 USD	Undisclosed	Undisclosed	

Description: Limit Service

► Schedule Lines

Current Order Status:
1,000 Confirmed As Is (Estimated Completion Date: 1 Nov 2018)

Previous **Submit** Exit

Purchase Order: 3500453095 Done

Create Order Confirmation Create Service Sheet Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History



From:
3M COMPANY
3M CENTER 220-9E-02
ST. PAUL, MN 55144
United States

To:
3M_SUP003 - TEST
999 main street
St Paul, MN 55124
United States
Phone:
Fax:
Email: 18asuppliers@gmail.com

Purchase Order
(Confirmed)
3500453095
Amount Undisclosed

Payment Terms ⓘ
NET 60
Net 60 Days

Contact Information
Supplier Address
Test Supplier
123 Test Rd.
Saint Paul, MN

Buyer Headquarter Address
Buyer Name
Email: buyeremail@mmm.com
Phone: + () 48-71-3776719
Fax:

Routing Status: Acknowledged
Effective Date: 1 Nov 2018
Expiration Date: 31 Dec 2018
Related Documents: POA453095

5

Scenario: Processing a Limit Order-Partial Invoice

Once an order has been confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

Important: Once you submit an invoice to 3M, a Service Entry Sheet is automatically generated and routed to 3M for review and approval.

1. To create a partial invoice, select the confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** option.

The screenshot displays the Ariba Supply Chain Collaboration interface for a confirmed purchase order. The header shows 'Ariba Supply Chain Collaboration' and 'Test Mode'. The main content area displays 'Purchase Order: 3500453093'. 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 a red arrow points from a box containing the number '1' to it. A dropdown menu is open below the 'Create Invoice' button, showing options: 'Standard Invoice', 'Credit Memo', and 'Line Item Credit Memo'. The 'Standard Invoice' option is highlighted with a red box. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The 3M logo is prominently displayed. At the bottom, contact information for '3M COMPANY' and '3M_SUP003 - TEST' is shown, along with the purchase order details: 'Purchase Order (Confirmed) 3500453093' and 'Amount: \$3,875.00 USD'.

Scenario: Processing a Limit Order-Partial Invoice (continued)

The *Invoice Header* displays.

2. Enter the **Invoice #**. The invoice number cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
3. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.
4. If several **Remit To** addresses are configured, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
5. Select the **Line level tax** radio button.

The screenshot shows the 'Invoice Header' form with the following fields and values:

- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (Annotated with 2)
- Invoice Date:** 8 Oct 2018 (Annotated with 3)
- Remit To:** 3M_SUP003 - TEST
- Bill To:** 3M COMPANY (Annotated with 4)
- Tax:** Line level tax (Annotated with 5)

Summary:

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

Scenario: Processing a Limit Order-Partial Invoice (continued)

6. Scroll down to add invoicing details at the *Line Item Level*. Click the **Add/Update** drop-down menu and select the **Add General Service** option to add a general service line to the invoice.

The screenshot shows the SAP 'Line Items' interface. At the top, there are 'Insert Line Item Options' including 'Tax Category' (Sales Tax) and 'Discount'. Below this is a table with columns: No., No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit, Unit Price, and Subtotal. The table contains one row with '00001' in the first column and 'Limit Service' in the Description column. To the right of the table is an 'Add/Update' dropdown menu, which is open and shows options: 'Add General Service', 'Add Labor Service', and 'Add Material'. A red box highlights the 'Add/Update' dropdown, and a red box with the number '6' is connected to it by a red line. Below the table, there are buttons for 'Line Item Actions', 'Delete', and a button with a red 'X' over it.

Note: Make sure you only ever use **Add/Update** and **Add General Service** in your Service invoice. Any other options (for example, Add Labor Service or Add Material) will cause the invoice to fail. **Do not use Add.** Using **Add** causes the line to come in blank to SAP.

Scenario: Processing a Limit Order-Partial Invoice (continued)

7. Enter a **Description** of the service provided.
8. Update the **Quantity** to a partial amount of the full quantity to create a partial invoice.
9. Select the **Unit** (Unit of Measure) from the drop-down menu.
10. Enter the **Unit Price**.
11. Enter the **Service Start Date** and the **Service End Date**.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001				Testing Limit					
1	<input checked="" type="checkbox"/>	SERVICE		Elevator Service		100	HUR hour	40.00	

Service Start Date:

Service End Date:

Scenario: Processing a Limit Order-Partial Invoice (continued)

12. To add tax information at the *Line Item Level*, click the **Tax Category** checkbox.
13. Select **Sales Tax** from the tax type drop-down list. For EMEA Suppliers, **VAT** should be selected.
14. Click **Add to Included Lines** to include the tax line.
15. The *Tax* section displays under the service line. Enter the appropriate tax rate in the **Rate %** field.

The screenshot displays a software interface for configuring a line item. The interface is divided into several sections:

- Header Section:** Contains the text "Insert Line Item Options". It includes a checkbox labeled "Tax Category:" which is checked and circled in red (step 12). Next to it is a dropdown menu currently showing "Sales Tax" (step 13), and a "Discount" checkbox.
- Table Section:** A table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. A single row is visible with "00001" in the "No." column, "Limit Service" in the "Description" column, and "1" in the "Quantity" column. A button "Add/Update" is located to the right of the row.
- Service Period Section:** Contains two date pickers: "Service Start Date:" and "Service End Date:".
- Tax Section:** Located below the service period. It includes:
 - A dropdown menu for "Category:" set to "Sales Tax".
 - Fields for "Location:" and "Description:".
 - A dropdown menu for "Regime:".
 - Fields for "Taxable Amount:" (displaying "\$4,000.00 USD") and "Tax Rate Type:".
 - A field for "Rate(%):" set to "0.00", which is circled in red (step 15).
 - A field for "Tax Amount:" (displaying "\$0.00 USD").
 - A "Remove" button.
- Buttons:** A button "Add to Included Lines" is circled in red (step 14).

Red boxes with numbers 12, 13, 14, and 15 are placed above the interface, with lines pointing to the corresponding elements described above.

Scenario: Processing a Limit Order-Partial Invoice (continued)

16. Click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.
17. A confirmation messages displays. Click **Exit** to return to the *PO view*.

The screenshot shows the 'Create Invoice' interface. At the top right, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and labeled '16'. Below the buttons, there is a confirmation message: '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.'

The main content area is titled 'Standard Invoice' and contains the following information:

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

Below the invoice details, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the name and postal address of the respective party.

At the bottom of the interface, a large message states: 'Invoice INV453095T1 has been submitted.' Below this message, there are two bullet points: 'Print a copy of the invoice.' and 'Exit invoice creation.' The 'Exit' button in the second bullet point is highlighted with a red box and labeled '17'.

Scenario: Processing a Limit Order-Partial Invoice (continued)

The *PO view* displays. The Invoice and Service Entry Sheet are linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**.

The screenshot displays a web interface for a 3M purchase order. At the top, there are navigation buttons: 'Create Order Confirmation', 'Create Service Sheet', and 'Create Invoice'. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below the navigation bar, there are two tabs: 'Order Detail' (selected) and 'Order History'. The main content area features the 3M logo on the left. To the right of the logo, there are two columns of contact information. The 'From' column lists '3M COMPANY' with its address in St. Paul, MN. The 'To' column lists '3M_SUP003 - TEST' with its address in St. Paul, MN and contact details. On the right side, a box highlights the 'Purchase Order' status as '(Partially Invoiced)' with the number '3500453095' and 'Amount: Undisclosed'. Below the contact information, there are sections for 'Payment Terms' (NET 60) and 'Contact Information' for both the 'Supplier' and 'Buyer'. The 'Supplier' information includes 'Test Supplier' and its address in Minneapolis, MN. The 'Buyer' information includes 'Buyer Name' and contact details. On the right side, there is a 'Routing Status' section showing 'Acknowledged' and 'Effective Date: 1 Nov 2018'. Below this, the 'Expiration Date' is '31 Dec 2018'. The 'Related Documents' section lists 'INV453095T1' and 'PO4453095', with the invoice number 'INV453095T1' highlighted in a red box.

From:
3M COMPANY
3M CENTER 220-9E-02
ST. PAUL , MN 55144
United States

To:
3M_SUP003 - TEST
999 main street
St Paul , MN 55124
United States
Phone:
Fax:
Email: 18asuppliers@gmail.com

Purchase Order
(Partially Invoiced)
3500453095
Amount: Undisclosed

Payment Terms ⓘ
NET 60
Net 60 Days

Contact Information
Supplier Address
Test Supplier
123 Test Supplier Way
Minneapolis, MN 12345

Buyer Headquarter Address
Buyer Name
Email: buyeremail@mnm.com
Phone: + () 48-71-3776719

Routing Status: Acknowledged
Effective Date: 1 Nov 2018
Expiration Date: 31 Dec 2018
Related Documents: INV453095T1
PO4453095

Scenario: Processing a Limit Order-Invoice Status

1. To verify the status of the invoice from your *Home* screen, click the **OUTBOX** tab. Scroll through your list of Invoices or use the **Search Filter** to search using the **Invoice Number**.
2. Once the Service Entry Sheet is **Approved**, the Invoice transmits to 3M. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.

The screenshot shows a web application interface with a dark blue header. The 'OUTBOX' tab is selected and highlighted with a red box and a callout box containing the number '1'. Below the header, there are several sub-tabs: 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Invoices' section is active, displaying a 'Search Filters' button and a table of invoices. The table has columns for Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first row of the table is highlighted with a red box and a callout box containing the number '2'. The data for this row is: Standard Invoice, INV453095T1, PLEASE DO NOT, 3500453095, Online, Supplier, Supplier, No, Order, 8 Oct 2018, \$4,000.00 USD, Acknowledged, Sent.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453095T1	PLEASE DO NOT	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	PLEASE DO NOT	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent

Scenario: Processing a Limit Order-Additional Invoices

Once the remaining services are performed, a second Invoice will need to be created for the balance. Ariba will allow you to create an Invoice for more than the remaining balance on the PO, but the Invoice will be rejected by 3M. After you have submitted the second invoice, verify that the Invoice has been approved. To verify the Invoice status:

1. Click **OUTBOX**.
2. If you have over invoiced, the **Invoice Status** shows as **Rejected**.
3. Click the **Invoice #** hyperlink to open the Invoice and view the error details.
4. To submit a corrected invoice, create a new Invoice from the Purchase Order.

The screenshot displays the Ariba system interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'UPLOAD/DOWNLOAD'. The 'OUTBOX' tab is selected and highlighted with a red box labeled '1'. Below the navigation bar, the 'Invoices' section is visible, showing a table of invoices. The first row in the table is highlighted with a red box labeled '3' and contains the following data: Type: Standard Invoice, Invoice #: INV453096T2, Customer: Test PO - PLEASE DO NOT SHIP - (R*5), Reference: 3500453095, Submit Method: Online, Submitted By: Supplier, Origin: Supplier, Self Billing: No, Source Doc: Order, Date: 8 Oct 2018, Amount: \$2,000.00 USD, Routing Status: Failed, and Invoice Status: Rejected. The 'Invoice Status' column is highlighted with a red box labeled '2'. Below the table, the 'Invoice: INV453096T2' details are shown. The 'Rejected Invoice' section is highlighted with a red box labeled '3' and contains the following text: 'Rejected Invoice: Reasons: INV-38: The invoice was successfully received. INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. DOC-0: A document preprocessing error occurred. DOC-1: Invoice validation failed. Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.' The 'Edit & Resubmit' button is visible at the bottom of the details section.



Free Text Description Service Orders

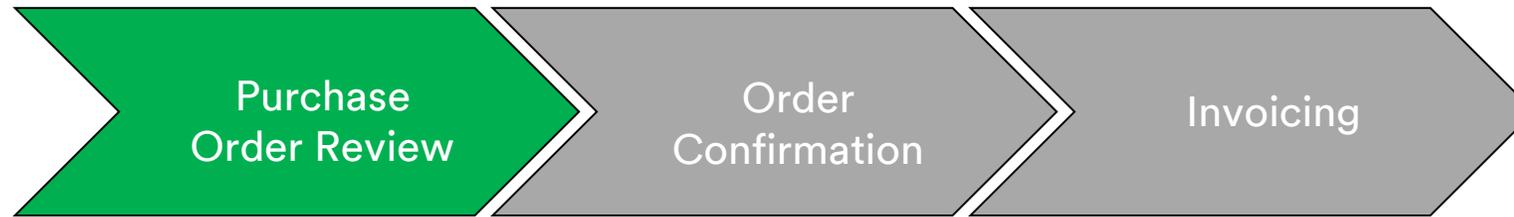
Free Text Description Service Orders Overview

Free Text Description Service Orders are used when 3M is requesting a fixed-rate service with defined start and end dates.

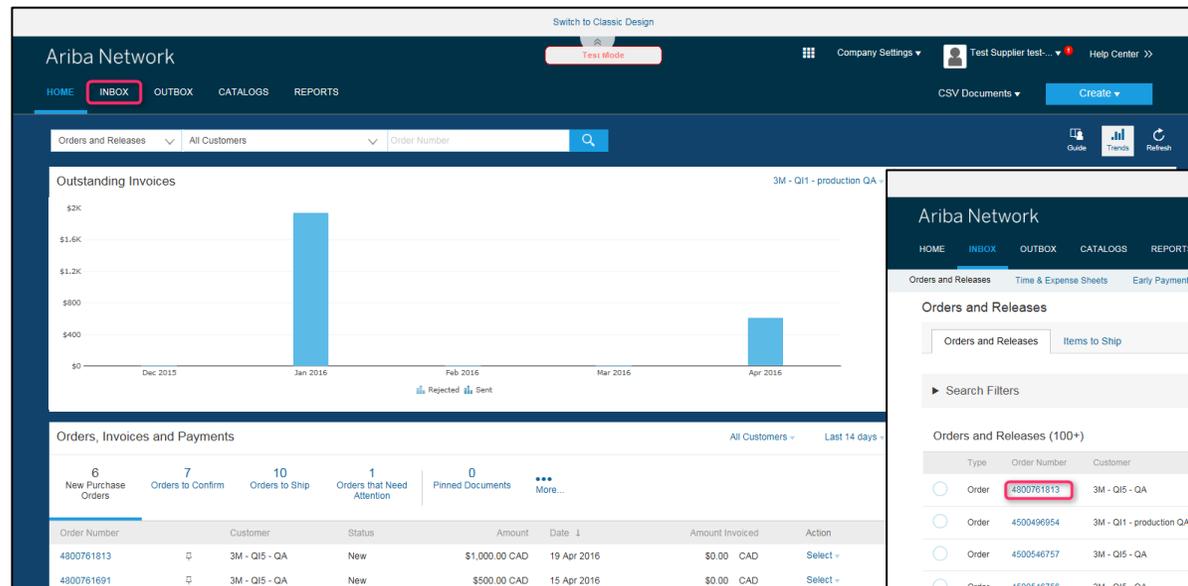
The requirements for processing a Free Text Description Service Order through the Ariba Network are:



Free Text Description Service Orders: Order Review



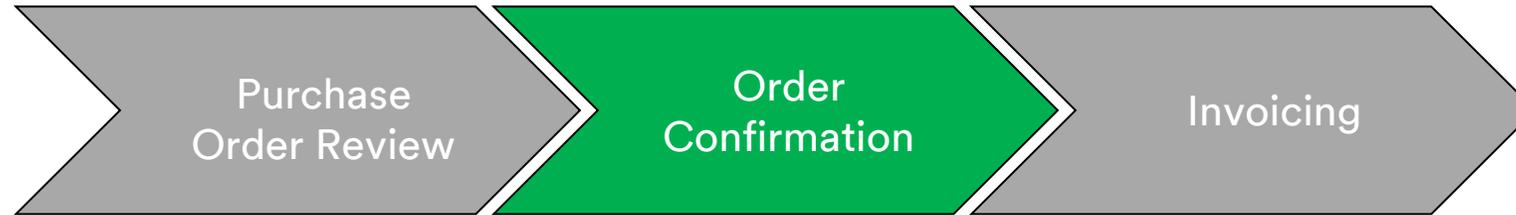
New, Changed, and Canceled Free Text Description Service Orders are sent to your Ariba Network account and are available to view in your Ariba Inbox.



Orders and Releases (100+)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date 1	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4800761813	3M - Q15 - QA		3M Deutschland GmbH HILDEN, DE Germany	\$1,000.00 CAD	19 Apr 2016	New	Invoice	\$0.00 CAD	Original	Actions
Order	4500496954	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	19 Apr 2016	Partially Serviced	Invoice	\$0.00 CAD	Original	Actions
Order	4500546757	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$5,000.00 CAD	Original	Actions
Order	4500546756	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Confirmed	Invoice	\$0.00 CAD	Original	Actions
Order	4500496953	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$400.00 CAD	Original	Actions
Order	4500496951	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$500.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$68.87 CAD	Original	Actions
Order	4500546745	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$8.99 CAD	Original	Actions

Free Text Description Service Orders: Order Confirmation



Order Confirmations (OCs) are required to be completed through the Ariba Network prior to invoicing. OCs are **required** for all POs and PO changes. OCs must be submitted within 48 hours of PO receipt. Multiple Order Confirmations are not recommended when:

- Multiple statuses on a single line requires discussion with the 3M Buyer listed on your PO to submit the *PO Change Order* prior to confirmation so the confirmation will not fail in our ERP.
- Single status on a single line is supported - all back order or all accepted.
 - If you are unable to fulfill a line item or the entire order, the Supplier must be in direct contact with the 3M Buyers listed on your PO. A *Change Order* or *Canceled Order* will be issued.
 - **Do not reject any Purchase Order line items or entire POs through the Ariba Network.**

Free Text Description Service Orders: Order Confirmation (continued)



Quantity and Price:

- You may propose changes to quantity and price on the order confirmation.
- 3M issues a *Change PO* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your PO Buyer.
- You acknowledge the *Change Order* with updated quantity or price changes prior to submission of the Invoice.

Unit Of Measure (UOM):

- Review the UOM on the PO and verify it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the Buyer listed on the PO and specify the correct UOM needed in the **Comments**.
- You will **not** be able to invoice in a different UOM than the UOM specified on the order.
- Invoices in a different UOM will be rejected.

Free Text Description Service Orders: Order Confirmation (continued)



The steps for confirming Free Text Description Service Orders are:

1. Select a Purchase Order from your Inbox. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
 - **Confirm Entire Order** to confirm the order at the *Header Level*.
 - **Update Line Items** to confirm or make modifications at the *Line Item Level*.

Purchase Order: 4500004631

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

1

Confirm Entire Order
Update Line Items
Reject Entire Order

FROM: 3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

TO: 3M Production Test Vendor - TEST
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: mburra@mmm.com

Purchase Order (Partially Invoiced)
4500004631
Amount: \$10,000.00

Payment Terms: NET 30
Net 30 Days

Contact Information

Routing Status
Related Document

Free Text Description Service Orders: Confirm Entire Order



2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 514954

Associated Purchase Order #: 4800021416

Customer: Test PO - PLEASE DO NOT Ship - (D*5)

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date *

Est. Tax Cost:

Comments:

Line Items

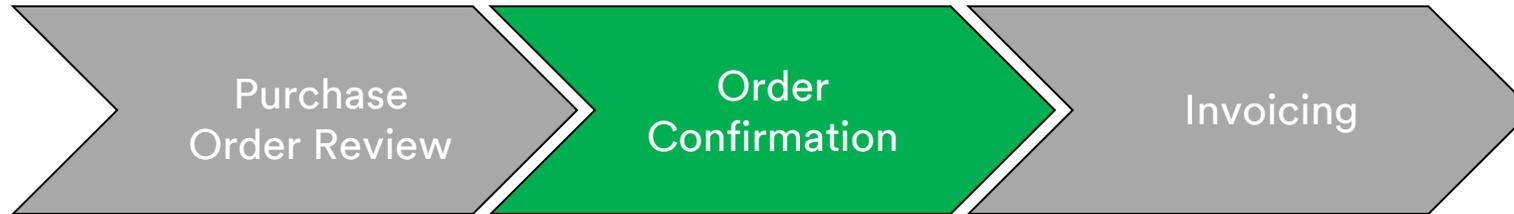
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item	00000007100000270		10,000 (EA)	13 Nov 2018	\$10.00 USD	\$100.00 USD		

Description: Description in NL

Current Order Status:

10,000 Confirmed As Is

Free Text Description Service Orders: Update Line Item



Line Item Level confirmation:

There is an additional step for confirming orders at the *Line Item Level*. Scroll down to view the line items and choose among the possible values for Free Text Description Service Orders:

- **Confirm:** You received the PO and will perform the requested work.
- **Reject: Do not use the Reject status.** If you are unable to fulfill a line item, you must be in direct contact with the Buyer listed on the PO. A *Change Order* or *Canceled Order* will be issued.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item			1,000,000 (EA)	31 Oct 2018	\$10,000.00 CAD	\$10,000,000.00 CAD		

Description: TEST

▸ Schedule Lines

Current Order Status

1,000,000 Confirmed With New Date (Estimated Delivery Date: 31 Oct 2018)

Confirm: Backorder: Reject: Details ⓘ

Note: You should not use several statuses for a single line item. Contact the Buyer list on the PO for assistance.

Free Text Description Service Orders: Review and Submit



- Continue to update the status for **each line item**. Once finished, click **Next** to proceed to the *Review* page. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

Confirmation #: POA1813
Supplier Reference:
Est. Shipping Date:
Est. Delivery Date: 29 Apr 2016
Comments:

Est. Shipping Cost:
Est. Tax Cost:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	9876542	000000007100062723	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

CLP-06661 EBLB 111 NB BF6 S1 97262181
Current Order Status:
1 Backordered (Estimated Delivery Date: 29 Apr 2016)
9.000 Unconfirmed

Previous Submit Exit

Note: If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. Ariba will not save the order confirmation.

Free Text Description Service Orders: Notification



Order confirmation notifications are submitted based on Supplier Profile configuration. Upon completing your order confirmation, you will receive an e-mail notifying you that an order confirmation has been submitted.

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>
[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - Q11 - production QA

there are problems with how this message is displayed, click here to view it in a web browser.
click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This notification contains important information about your test Ariba account (ANID: AN01056015978-T).

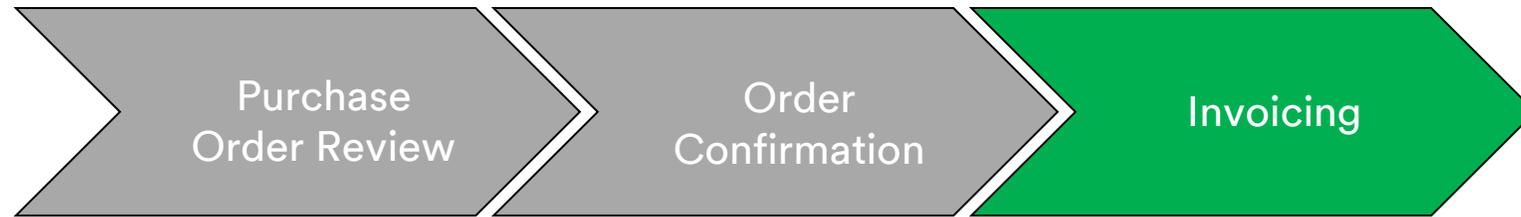
Your purchase order status
Order #: 3500281785
Buyer Name: 3M - Q11 - production QA
Buyer ANID: AN01011698851-T
Order Date: 13 Jul 2017 5:17:36 AM GMT-05:00
Status: Confirmed

Item Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1 Non Catalog Item	1.000	C62	TEST Limit - elevator maintenance	20 Jul 2017		£7,500.00 GBP	£7,500.00 GBP

Status
1.000 Confirmed With New Date(Estimated Delivery Date: 20 Jul 2017)

Ariba Network

Free Text Description Service Orders: Invoicing



Once an order has been confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

Important: Once you submit an invoice to 3M, a Service Entry Sheet is automatically generated and routed to the 3M buyer for review and approval.

The steps for creating an invoice are:

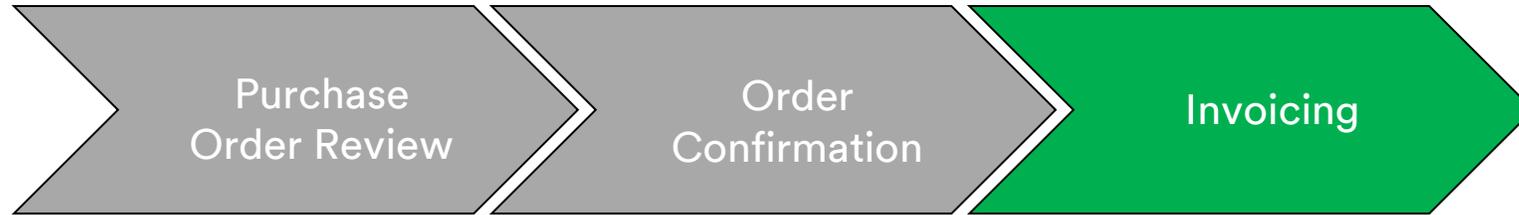
1. Select a confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** option.

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 4800006391. The interface includes a header with the title 'Ariba Supply Chain Collaboration' and a 'Test Mode' indicator. Below the header, the PO number is displayed. A navigation bar contains several buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', and 'Download'. The 'Create Invoice' button is highlighted with a red box, and a red line connects it to a red box containing the number '1'. A dropdown menu is open under 'Create Invoice', showing three options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. The 'Standard Invoice' option is also highlighted with a red box. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The main content area shows the 'From' and 'To' information for the PO.

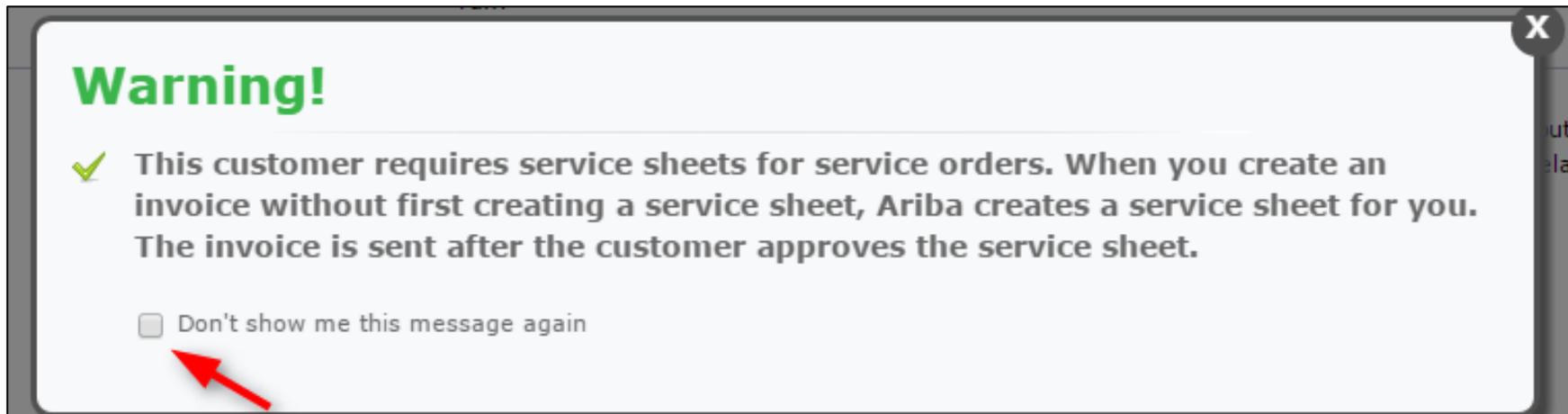
From:
3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: test@mmm.com

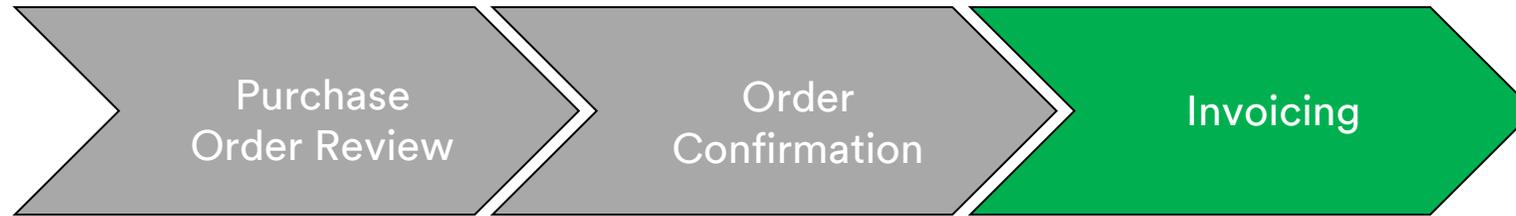
Free Text Description Service Orders: Invoicing (continued)



A pop-up warning displays indicating the Invoice will generate the Service Entry Sheet for you. The Invoice is sent after 3M approves the Service Entry Sheet. Click the **Don't show me this message again** checkbox to disable the warning in the future.



Free Text Description Service Orders: Invoicing (continued)

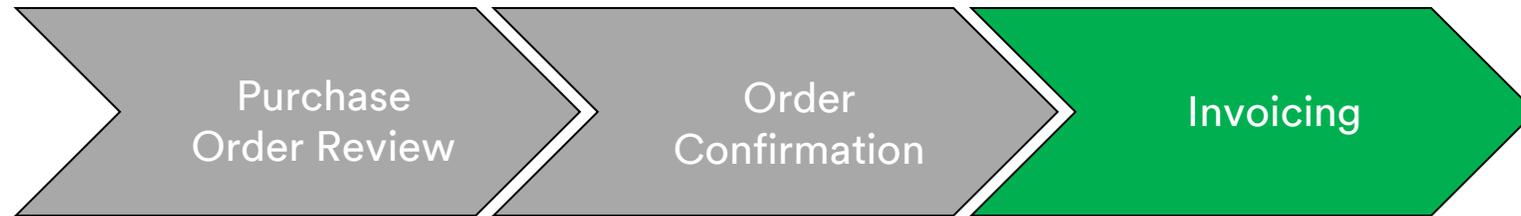


2. Select a line item to Invoice. You can only invoice for one line item at a time on a Free Text Description Service Order. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.

Line #	Part ID / Description
<input checked="" type="radio"/> 10001	Service Item
<input type="radio"/> 10002	Service Item

Service Sheet Required.

Free Text Description Service Orders: Invoicing (continued)



The *Invoice Header* displays. Information from the PO defaults into the Invoice. Fields with an asterisk (*) are required.

4. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
5. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.

The screenshot shows the 'Invoice Header' form. The 'Summary' section includes the following information:

- Purchase Order: 4500021229
- Invoice #: INV21229 (highlighted with a red box and labeled '4')
- Invoice Date: 8 Nov 2018 (highlighted with a red box and labeled '5')

Financial summary:

- Subtotal: \$6,900,000,000.00 USD
- Total Tax: \$0.00 USD
- Total Gross Amount: \$8,900,000,000.00 USD
- Total Net Amount: \$8,900,000,000.00 USD
- Amount Due: \$6,900,000,000.00 USD

Other fields include:

- Service Description: [Empty text box]
- Supplier Tax ID: [Empty text box]
- Remit To: 6498 Westchester Cir (dropdown menu)
- Golden Valley
- Norway
- Bill To: 3M CANADA COMPANY
- LONDON ON
- Canada

Free Text Description Service Orders: Invoicing (continued)



6. Verify the **Remit To** address. If you have configured several addresses, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
7. Tax can be submitted at the *Header Level* or at the *Line Item Level*. Select the appropriate option.

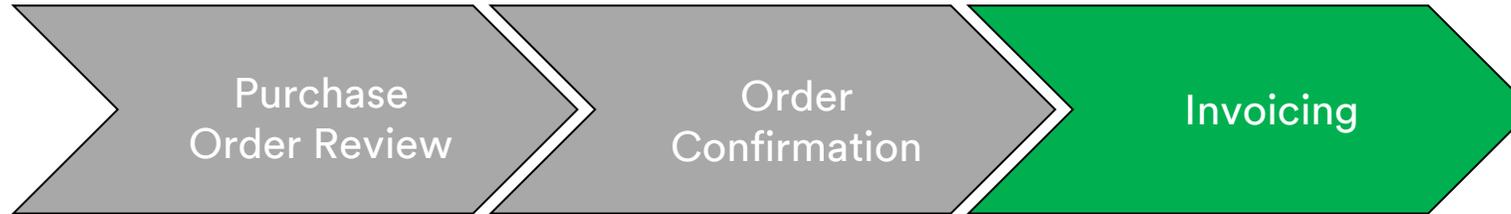
The screenshot shows the 'Invoice Header' form. A red box labeled '6' highlights the 'Remit To' and 'Bill To' fields. The 'Remit To' field contains '3M - TEST', 'St. Paul, MN', and 'United States'. The 'Bill To' field contains 'ONTARIO' and 'Canada'. A red box labeled '7' highlights the 'TAX' section at the bottom, which has two radio buttons: 'Header level tax' (unselected) and 'Line level tax' (selected).

SUMMARY	
Purchase Order:	4500000791
* Invoice #:	845760
* Invoice Date:	2 Oct 2013
Supplier Tax ID:	
Subtotal:	\$18,750.00USD
Total Tax:	\$0.00USD
Total Shipping:	\$0.00USD
Total Gross Amount:	\$18,750.00USD
Total Net Amount:	\$18,750.00USD
Amount Due:	\$18,750.00USD

TAX Header level tax Line level tax

Free Text Description Service Orders: Invoicing (continued)

EU Requirement



For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**.

Enter the below applicable information into the *Additional Fields* section:

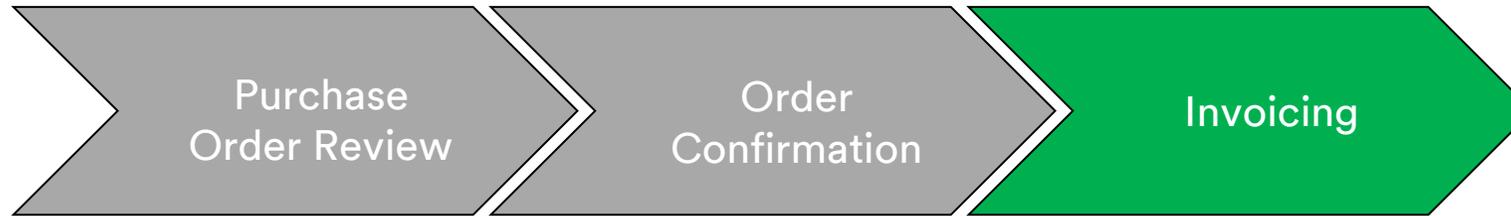
- Verify the **Customer Address**, which determines the Customer Value Added Tax (**Customer VAT**) or **Tax ID** based on the Customer **Bill To** Address.
- For Norway, Sweden, and Finland, the **Payment Note** field is used to enter the KID or FIK numbers, if applicable.

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Payment Note:	<input type="text"/>	Choose Address:	<input type="text" value="3M DEUTSCHLAND GMBH"/>
Supplier:	ARIBA Test Supplier Account	Customer:	3M DEUTSCHLAND GMBH
	london ON Canada		NEUSS
Bill From:	ARIBA Test Supplier Account	Email:	<input type="text"/>
	london ON Canada		Germany

Tax paid through a Tax Representative



Scroll down to the *Supplier VAT* section and enter the below information, if applicable.

- For Invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. You can automatically default your VAT ID onto the Invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens, or any special characters. If these fields are not applicable, leave the fields blank. Do not enter NA.
- The Buyer rules are configured to assign the **Customer VAT ID** for the Bill To Address.
- The **Supplier Commercial Identifier**.

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: <input type="text" value="DE223073938"/>	* Customer VAT/Tax ID: <input type="text" value="DE120679179"/>
Supplier Commercial Identifier: <input type="text"/>	Required Field
Supplier Commercial Credentials: <input type="text"/>	

Free Text Description Service Orders: Invoicing (continued)



Scroll down to review invoicing details at the *Line Item Level*.

8. Verify the **Description**.
9. Verify the **Quantity**.
10. Verify the **Unit** (Unit of Measure) it will default from the order. You will **not** be able to invoice in a different UOM than the UOM specified on the order. Invoices in a different UOM will be rejected.
11. Verify the **Unit Price**.
12. Enter the **Service Start Date** and the **Service End Date**.

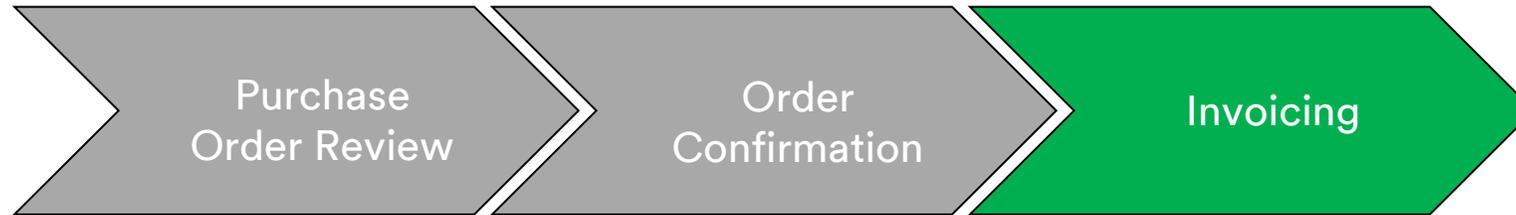
The screenshot displays a 'Line Items' table with the following data:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10001				Service Item					
10001.2	<input checked="" type="checkbox"/>	SERVICE		Test Ser1		1	EA each	\$10,000.00 CA	\$10,000.00 CAD

Annotations 8-12 point to the following fields:

- 8: Description field (Test Ser1)
- 9: Quantity field (1)
- 10: Unit field (EA | each)
- 11: Unit Price field (\$10,000.00 CA)
- 12: Service Start Date and Service End Date fields

Free Text Description Service Orders: Invoicing (continued)



13. To add tax information to the line item, click the **Tax Category** checkbox.
14. Select the tax type from the drop-down list that you want to apply.
15. Click **Add to Included Lines** to include the tax line.
16. The *Tax* section displays under the service line. Review the **Taxable Amount**, update as necessary, and enter the tax rate in the **Rate %** field.

Insert Line Item Options

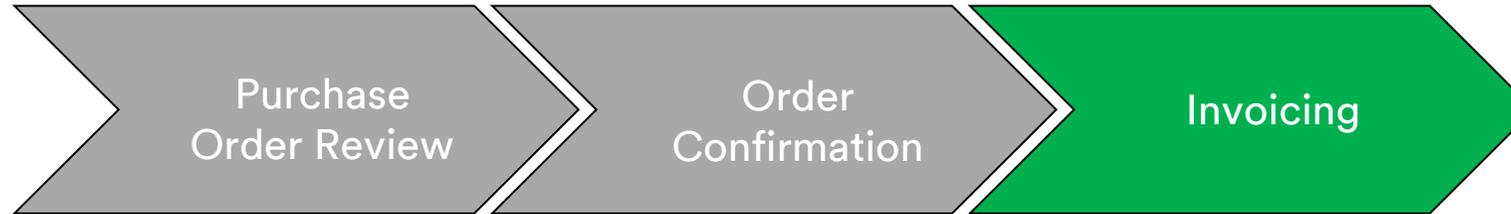
13 Tax Category: VAT 14 Discount 15 [Add to Included Lines](#)

Tax

Category:*	VAT	Taxable Amount:	\$8,500.00 CAD
Location:		Tax Rate Type:	
Description:		Rate(%):	20
Regime:		Tax Amount:	
Date Of Pre-Payment:		Exempt Detail:	(no value)
Law Reference:		Date Of Supply:	8 Nov 2018
		<input type="checkbox"/> Triangular Transaction	

16

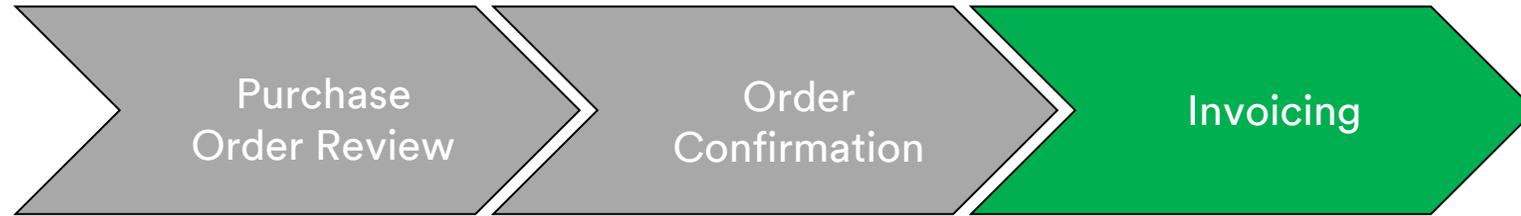
Free Text Description Service Orders: Invoicing (continued)



Tax Exempt Only:

If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu select, **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.

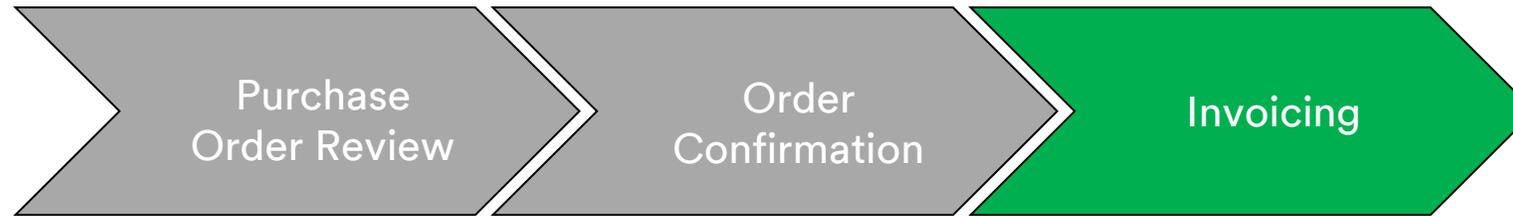
Tax	
Category:*	VAT
Location:	
Description:	
Regime:	
Date Of Pre-Payment:	
Law Reference:	
Taxable Amount:	\$8,500.00 CAD
Tax Rate Type:	
Rate(%)	20
Tax Amount:	
Exempt Detail:	(no value)
Date Of Supply:	8 Nov 2018
<input type="checkbox"/>	Triangular Transaction



Entering a **Date of Supply** is an EU directive for applicable countries.

Tax	Category:*	VAT	▼	Taxable Amount:	\$8,500.00 CAD
	Location:			Tax Rate Type:	
	Description:			Rate(%):	20
	Regime:		▼	Tax Amount:	
	Date Of Pre-Payment:		📅	Exempt Detail:	(no value) ▼
	Law Reference:			Date Of Supply:	8 Nov 2018 📅
				<input type="checkbox"/> Triangular Transaction	

Free Text Description Service Orders: Invoicing (continued)



17. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Click **Previous** to continue editing the invoice. Clicking **Save** will save the invoice in the **Drafts** tab in your Outbox for up to seven days.

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.

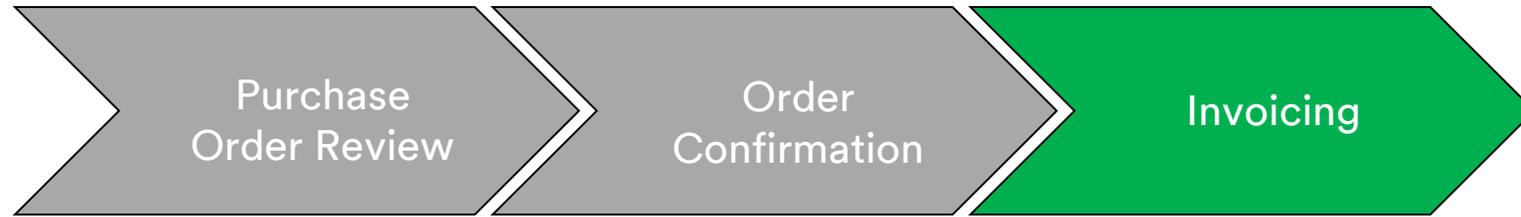
Standard Invoice

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

REMIT TO: 3M_SUP003 - TEST Postal Address: 999 main street St Paul , MN 55124 United States	BILL TO: 3M COMPANY Postal Address: 3M CENTER 220-9E-02 ST. PAUL , MN 55144 United States	SUPPLIER: 3M_SUP003 - TEST Postal Address: 999 main street St Paul , MN 55124 United States
---	---	---

17

Free Text Description Service Orders: Invoicing (continued)



If you selected to receive invoice notifications on your account, you will receive e-mails regarding invoice status. The **Invoice Statuses** are:

- **Sent/Processing:** The invoice has been received and is being processed.
- **Pending Approval:** The Service Sheet has been routed for approval.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices. If the invoice is for AutoGen SS, the Service Sheet is rejected by requester.
- **Paid:** The invoice amounts have been paid.

Free Text Description Service Orders: Invoicing (continued)

When an invoice is submitted, you will receive e-mail notifications that inform you of the status:

- Verified
- Signed
- Pending

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally verified.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally signed.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	The document was added to the pending queue for download.

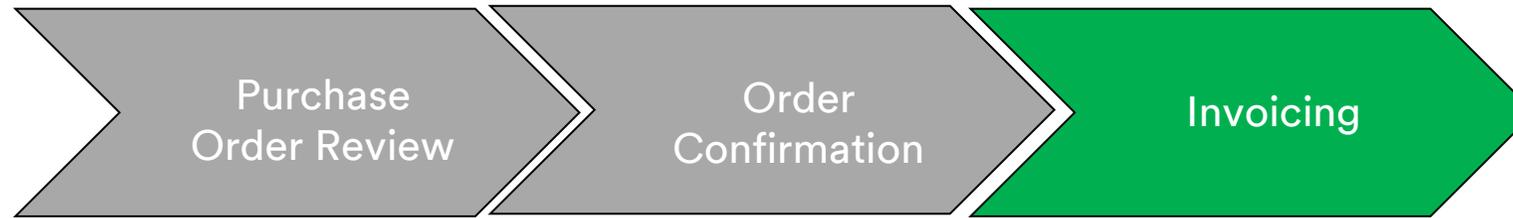
[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	

[View invoice](#)

Free Text Description Service Orders: Invoicing (continued)



You will also receive an e-mail notification when:

- The Service Entry Sheet has been sent to pending. Pending means it has been sent to 3M.
- The Service Entry Sheet has been accepted. Accepted means it has been received by 3M.

Purchase Order #: 3500281834
Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: The document was added to the pending queue for download.

More details about the service outline line items are listed below:

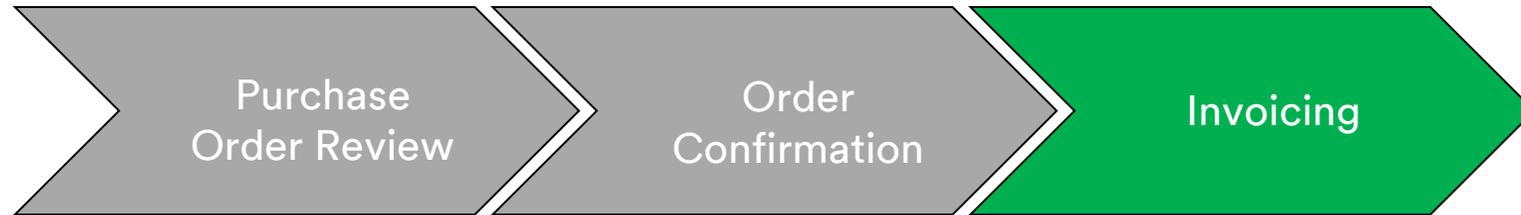
Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A

Customer: 3M - QJ1 - production QA
Purchase Order #: 3500281834
Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: Accepted

More details about the service outline line items are listed below:

Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A

Free Text Description Service Orders: Invoicing (continued)



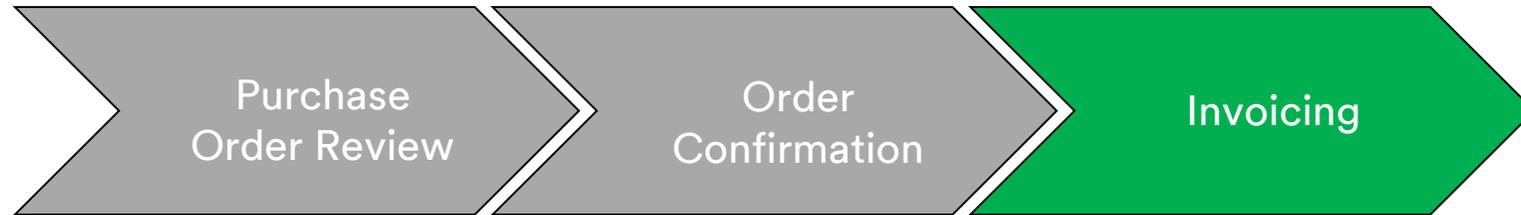
To view the status of your Invoice, navigate to your **OUTBOX**. The Invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

The screenshot displays the 3M Invoicing system interface. The 'Outbox' tab is selected. The 'Invoices' section shows a table with the following data:

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV6953	3M - Q11 - production QA	4500496953	Online	Supplier	Order	18 Apr 2016	\$400.00 CAD	On Hold	Pending Approval

Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Routing Status' and 'Invoice Status' columns are highlighted with red boxes and arrows, showing the transition from 'On Hold' to 'Acknowledged' and 'Pending Approval' to 'Sent'.

Free Text Description Service Orders: Invoicing (continued)



If a Service Entry Sheet has incorrect information, it can be **Rejected** by 3M. The **Invoice Routing** status is changed to **Rejected** and the **Invoice Status** to **Rejected**.

To view comments on why the invoice was rejected, click the **Invoice Number**. On the **History** tab, the **Comments** contains text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice.

Invoice: INV2139

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: INV2139
Invoice Status: Rejected
Received By Ariba Network On: 8 Nov 2018 10:25:05 AM GMT-06:00
Submitted By: Test Supplier test-3mprod

History

Status	Comments
	The invoice was successfully received.
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Country Specific Invoicing Rules for 3M

All: Suppliers are responsible for advising 3M if e-Invoices are not legally or regulatorily supported and providing 3M appropriate regulation.

EMEA:

- **3M Sweden, Norway, and Finland:** Relevant suppliers should enter their KID or FIK numbers into the **Payment Note** field on the Invoice.
- **3M Belgium:** If not included in the material prices, tolls levied when materials are transported by road in a large truck should be included in the shipping charges.
- **Europe (All):** If Supplier billing is located in Europe and sending an invoice to any European 3M entity, both the Supplier VAT registration number and 3M VAT registration number must be included in the Ariba invoice.

Country Specific Invoicing Rules for 3M (continued)

Latin America:

- **Mexican 3rd-Party Provider selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico** include the following **Header** comment on your invoice:
 - OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I
 - DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE
 - LAS REGLAS DE CARÁCTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE
 - In addition, Vendor should include IMMEX Number for 3M Purification S de RL de CV (2679-2006)

Country Specific Invoicing Rules for 3M (continued) EU Requirement

Invoices originating from EU countries should provide this information, per EU directives:

- **Date of Supply** (*Header and Line Item Level*)
- The Reason for tax exemption (*Header or Line Item Level*) in the **Tax Description** field
- The KID or FIK number in the **Payment Note** field for Norway, Sweden, and Finland
- The **Customer Address**, which determines the Customer Value Added Tax (**Customer VAT**) or **Tax ID** based on the Customer **Bill To** Address
- The **Supplier Commercial Registration ID**
- The **Supplier VAT/Tax ID**

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$8,500.00 CAD

Tax Rate Type:

Rate(%): 20

Tax Amount:

Exempt Detail: (no value)

Date Of Supply: 8 Nov 2018

Triangular Transaction

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Payment Note:

Supplier: **ARIBA Test Supplier Account**
London ON
Canada

Service Start Date:

Service End Date:

Choose Address: **3M DEUTSCHLAND GMBH**

Customer: **3M DEUTSCHLAND GMBH**
NEUSS
Germany

Email:

Bill From: **ARIBA Test Supplier Account**
London ON

SUPPLIER VAT

* Supplier VAT/Tax ID: DE223073938

Supplier Commercial Identifier:

Supplier Commercial Credentials:

CUSTOMER VAT

* Customer VAT/Tax ID: DE120679179

⚠ Required Field



Scenario: Processing a Free Text Description Service Order

Scenario: Free Text Description Service Order-Order Confirmation

This scenario provides the steps for creating an order confirmation and partial invoice for a Free Text Description Service Order.

1. Select a Purchase Order from your Inbox. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option.

Purchase Order: 4500004631

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

1

Confirm Entire Order
Update Line Items
Reject Entire Order

From: 3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To: 3M Production Test Vendor - TEST
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: mburra@mmm.com

Purchase Order
(Partially Invoiced)
4500004631
Amount: \$10,000,0

Payment Terms
NET 30
Net 30 Days

Contact Information
Supplier Address
Buyer Headquarter Address

Routing Status
Related Document

Scenario: Free Text Description Service Order- Order Confirmation (continued)

2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 514954

Associated Purchase Order #: 4800021416

Customer: Test PO - PLEASE DO NOT Ship - (D*5)

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: *

Est. Tax Cost:

Comments:

Scenario: Free Text Description Service Order- Order Confirmation (continued)

4. Click **Next** to proceed to the review page. The *Review Order Confirmation* screen displays, click **Submit**. Your Order Confirmation is sent to 3M. The Order Confirmation is visible under the *Related Documents* section of the order.

Ariba Supply Chain Collaboration

Test Mode

Company Settings 3M_SUP003 TEST Help Center >>

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: POA53093

Supplier Reference:

Purchase Order: 3500453095

Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

3M

From: 3M COMPANY
3M CENTER 220-0E-02
ST. PAUL, MN 55144
United States

To: 3M_SUP003 - TEST
999 main street
St Paul, MN 55124
United States
Phone:
Fax:
Email: 18asuppliers@gmail.com

Purchase Order (Confirmed)
3500453095
Amount Undisclosed

Payment Terms: NET 60, Net 60 Days

Contact Information: Test Supplier, 123 Test Rd., Saint Paul, MN

Buyer Headquarter Address: Buyer Name, Email: buyeremail@mmm.com, Phone: + (1) 48-71-3776719

Routing Status: Acknowledged
Effective Date: 1 Nov 2018
Expiration Date: 31 Dec 2018

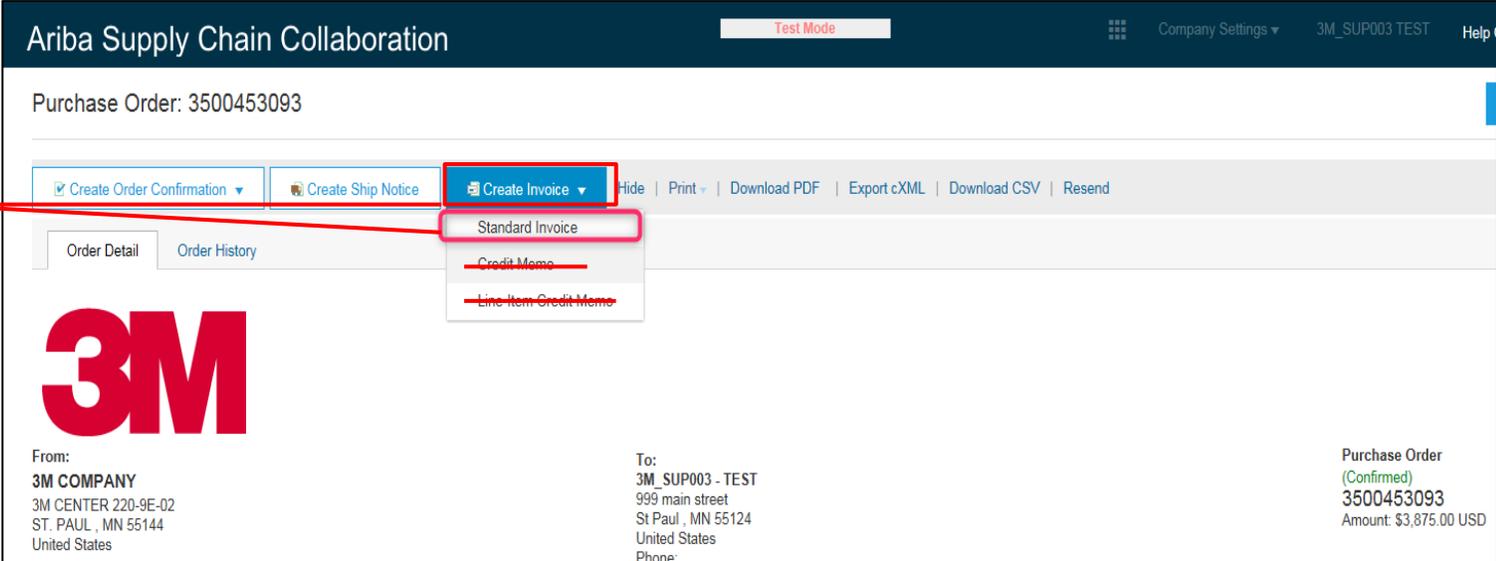
Related Documents: POA453095

Scenario: Free Text Description Service Order-Partial Invoice

Once an order has been confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

Important: Once you submit an invoice to 3M a Service Entry Sheet is automatically generated and routed to 3M for review and approval.

1. To create a partial invoice, select the confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** option.



The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 3500453093. The interface includes a header with the title 'Ariba Supply Chain Collaboration', a 'Test Mode' indicator, and navigation links for 'Company Settings', '3M_SUP003 TEST', and 'Help'. Below the header, the PO number is displayed. A toolbar contains several action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and a red arrow points from a box containing the number '1' to this button. A dropdown menu is open under 'Create Invoice', showing three options: 'Standard Invoice', 'Credit Memo', and 'Line Item Credit Memo'. The 'Standard Invoice' option is highlighted with a red box. Below the toolbar, there are tabs for 'Order Detail' and 'Order History'. The 3M logo is prominently displayed in the center. At the bottom, contact information for '3M COMPANY' is provided, including the address '3M CENTER 220-9E-02, ST. PAUL, MN 55144, United States'. To the right, the 'To:' information for '3M_SUP003 - TEST' is shown, including the address '999 main street, St Paul, MN 55124, United States'. On the far right, the PO status is 'Purchase Order (Confirmed) 3500453093' with an amount of '\$3,875.00 USD'.



Scenario: Free Text Description Service Order-Partial Invoice (continued)

2. Select a line item. You can only invoice for one line item at a time on a Free Text Description Service Order.
3. Click **Next**.

The screenshot displays a software interface with a table titled "Line Items". The table has two columns: "Line #" and "Part ID / Description". There are two rows of data, both labeled "Service Item". The first row has "10001" and the second row has "10002". A radio button next to "10001" is selected and highlighted with a red box and the number "2". Below the table, there is a note "Service Sheet Required." and two buttons: "Next" and "Exit". The "Next" button is highlighted with a red box and the number "3".

Line #	Part ID / Description
10001	Service Item
10002	Service Item

Service Sheet Required.

Next Exit

Scenario: Free Text Description Service Order-Partial Invoice (continued)

The *Invoice Header* displays.

4. Enter the **Invoice #**. The invoice number cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
5. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.
6. If several **Remit To** addresses are configured, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
7. Select the **Line level tax** radio button.

The screenshot shows the 'Invoice Header' form with the following fields and values:

- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (annotated with 4)
- Invoice Date:** 8 Oct 2018 (annotated with 5)
- Service Description:** (empty)
- Supplier Tax ID:** (empty)
- Remit To:** 3M_SUP003 - TEST (annotated with 6)
- Bill To:** 3M COMPANY
- Address:** ST. PAUL , MN, United States
- Tax:** Header level tax (unselected) and Line level tax (selected, annotated with 7)

Summary

Subtotal:	\$18,750.00USD
Total Tax:	\$0.00USD
Total Shipping:	\$0.00USD
Total Gross Amount:	\$18,750.00USD
Total Net Amount:	\$18,750.00USD
Amount Due:	\$18,750.00USD

Scenario: Free Text Description Service Order-Partial Invoice (continued)

Scroll down to review invoicing details at the *Line Item Level*.

8. Verify the **Description**.
9. Update the **Quantity** to a partial amount of the full quantity to create a partial invoice.
10. Verify the **Unit** (Unit of Measure) it will default from the order. You will **not** be able to invoice in a different UOM than the UOM specified on the order. Invoices in a different UOM will be rejected.
11. Verify the **Unit Price**.
12. Enter the **Service Start Date** and the **Service End Date**.

The screenshot displays a 'Line Items' table with the following data:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10001.2	<input checked="" type="checkbox"/>	SERVICE		Test Ser1		100	HUR hour	\$10,000.00 CA	\$10,000.00 CAD

Below the table, the 'Service Period' section includes:

- Service Start Date:
- Service End Date:

Annotations: Red boxes with numbers 1-12 point to the following elements: 1 (Service Start Date), 2 (Service End Date), 8 (Description: Test Ser1), 9 (Quantity: 100), 1 (Unit: HUR | hour), and 1 (Unit Price: \$10,000.00 CA).

Scenario: Free Text Description Service Order-Partial Invoice (continued)

13. To add the tax information at the *Line Item Level*, click the **Tax Category** checkbox.
14. Select **Sales Tax** from the tax type drop-down list. For EMEA Suppliers, VAT should be selected.
15. Click **Add to Included Lines** to include the tax line.
16. The *Tax* section displays under the service line. Enter the appropriate tax rate in the **Rate %** field.

The screenshot displays a software interface for configuring tax information. At the top, the 'Alert Line Item Options' section contains a 'Tax Category' checkbox (circled in red and labeled 13), a dropdown menu set to 'Sales Tax' (circled in red and labeled 14), a 'Discount' checkbox, and an 'Add to Included Lines' button (circled in red and labeled 15). Below this is the 'Tax' section, which includes fields for 'Category:*' (set to 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. On the right side of the 'Tax' section, there are fields for 'Taxable Amount' (\$8,500.00 CAD), 'Tax Rate Type', 'Rate(%)' (set to 0.00, circled in red and labeled 16), 'Tax Amount', 'Exempt Detail' (set to 'no value'), 'Date Of Supply' (8 Nov 2018), and a 'Triangular Transaction' checkbox.

Scenario: Free Text Description Service Order-Partial Invoice (continued)

17. Click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.
18. A confirmation messages displays. Click **Exit** to return to the *PO view*.

The screenshot shows a 'Create Invoice' page with a navigation bar at the top containing 'Previous', 'Save', 'Submit', and 'Exit' buttons. The 'Submit' button is highlighted with a red box and labeled '17'. Below the navigation bar, there is a confirmation message: '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.'

The main content area is titled 'Standard Invoice' and displays the following information:

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

Below the invoice details, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the name and postal address of the respective party.

At the bottom of the page, a large confirmation message states: 'Invoice INV453095T1 has been submitted.' Below this message, there are two bullet points: 'Print a copy of the invoice.' and 'Exit invoice creation.' The 'Exit' button in the second bullet point is highlighted with a red box and labeled '18'.

Scenario: Free Text Description Service Order-Partial Invoice (continued)

The *PO view* displays. The Invoice and Service Entry Sheet are linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**.

The screenshot displays a web interface for a 3M purchase order. At the top, there are navigation buttons: 'Create Order Confirmation', 'Create Service Sheet', and 'Create Invoice', along with utility links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below these are tabs for 'Order Detail' and 'Order History'. The 3M logo is prominently displayed on the left. The main content area is divided into 'From' (3M COMPANY, 3M CENTER 220-9E-02, ST. PAUL, MN 55144, United States) and 'To' (3M_SUP003 - TEST, 999 main street, St Paul, MN 55124, United States, with phone, fax, and email details). A 'Purchase Order' box on the right shows '(Partially Invoiced)', PO number '3500453095', and 'Amount: Undisclosed'. At the bottom left, 'Payment Terms' are listed as 'NET 60' and 'Net 60 Days'. 'Contact Information' for the 'Test Supplier' is provided. 'Buyer Headquarter Address' and 'Buyer Name' with contact details are also shown. On the bottom right, 'Routing Status' is 'Acknowledged', 'Effective Date' is '1 Nov 2018', and 'Expiration Date' is '31 Dec 2018'. The 'Related Documents' section lists 'INV453095T1' and 'PO4453095', with the invoice ID highlighted by a red box.



Scenario: Free Text Description Service Order-Invoice Status

1. To verify the status of the Invoice, from your *Home* screen, click the **OUTBOX** tab. Scroll through your list of Invoices or use the **Search Filter** to search using the **Invoice Number**.
2. Once the Service Entry Sheet is **Approved**, the Invoice transmits to 3M. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.

The screenshot shows a software interface with a dark blue navigation bar at the top. The 'OUTBOX' tab is highlighted in red and has a red box with the number '1' above it. Below the navigation bar, there are several tabs: 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Invoices' tab is selected. Below the tabs, there is a 'Search Filters' section. Underneath, it says 'Invoices (6)'. A table of invoices is displayed with the following columns: Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first row of the table is highlighted in red and has a red box with the number '2' pointing to the 'Sent' status in the 'Invoice Status' column. The data in the first row is: Standard Invoice, INV453095T1, PLEASE DO NOT, 3500453095, Online, Supplier, Supplier, No, Order, 8 Oct 2018, \$4,000.00 USD, Acknowledged, Sent.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453095T1	PLEASE DO NOT	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	PLEASE DO NOT	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent

Scenario: Free Text Description Service Order-Additional Invoices

Once the remaining services are performed, a second invoice will need to be created for the balance. Ariba will allow you to create an Invoice for more than the remaining balance on the PO, but the Invoice will be rejected by 3M. After you have submitted the second Invoice verify that the Invoice has been approved. To verify the Invoice status:

1. Click **OUTBOX**.
2. If you have over invoiced the **Invoice Status** shows as **Rejected**.
3. Click the **Invoice #** hyperlink to open the Invoice and view the error details.
4. To submit a corrected invoice create a new Invoice from the Purchase Order.

The screenshot displays the Ariba Invoices application interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'UPLOAD/DOWNLOAD'. The 'OUTBOX' tab is highlighted with a red box labeled '1'. Below the navigation, the 'Invoices' section shows a table of invoices. The first row is highlighted with a red box labeled '3' and has a red box labeled '2' pointing to its 'Rejected' status. The table columns include Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. Below the table, the details for Invoice INV453096T2 are shown. The 'Rejected Invoice' section lists reasons: 'INV-38: The invoice was successfully received.', 'INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.', 'DOC-6: A document preprocessing error occurred.', and 'DOC-1: Invoice validation failed.'. A red box labeled '3' points to the 'INV-52' reason. At the bottom, there is an 'Edit & Resubmit' button.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Currency	Routing Status	Invoice Status
Standard Invoice	INV453096T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No		8 Oct 2018	\$2,000.00	USD	Failed	Rejected
Standard Invoice	INV453095T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00	USD	Acknowledged	Sent
Standard Invoice	INV453094T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00	USD	Acknowledged	Sent
Standard Invoice	INV453093T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453093	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$3,575.00	USD	Acknowledged	Sent



Material Orders

Material Orders Overview

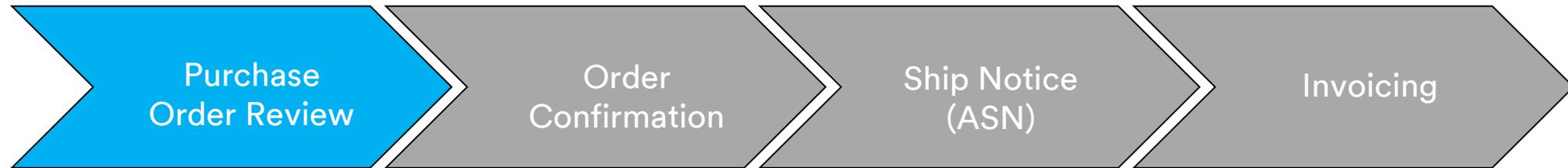
The types of Material Orders you will process through the Ariba Network are:

- **Free Text Description Material Orders**, which are used when 3M is requesting a material that is not in your catalog.
- **Catalog Material Orders**, which are used when 3M is requesting a material where the Description and Supplier part numbers are pulled in from your catalog data.
- **3M Material Orders**, which are used when 3M is requesting a material where the Description and 3M part numbers are pulled in from 3M Master Data.

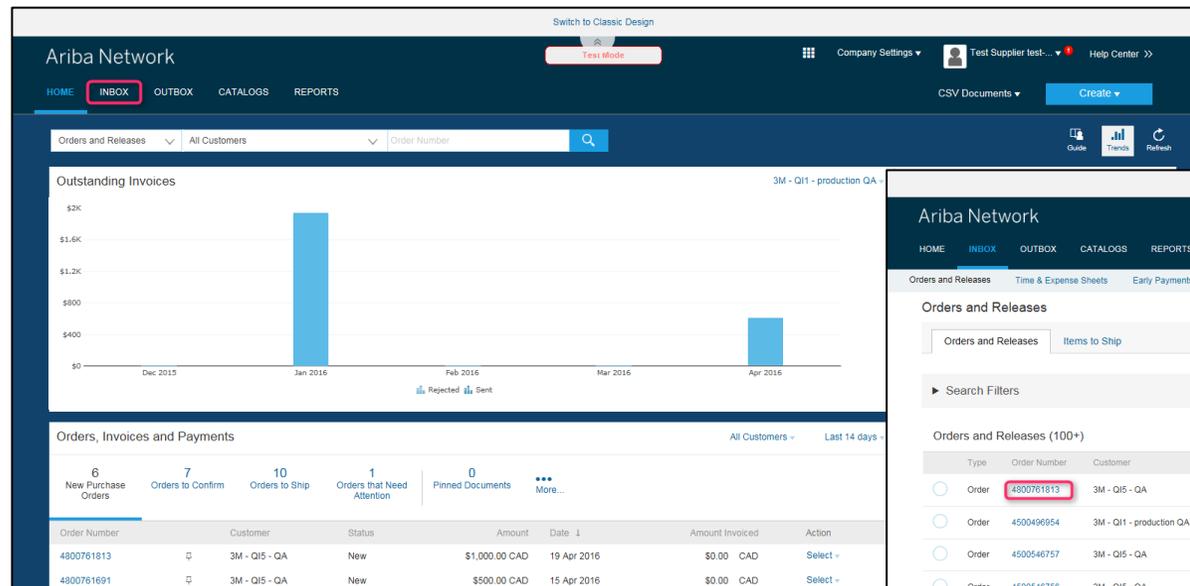
The requirements for processing Material Orders through the Ariba Network are:



Material Orders: Order Review



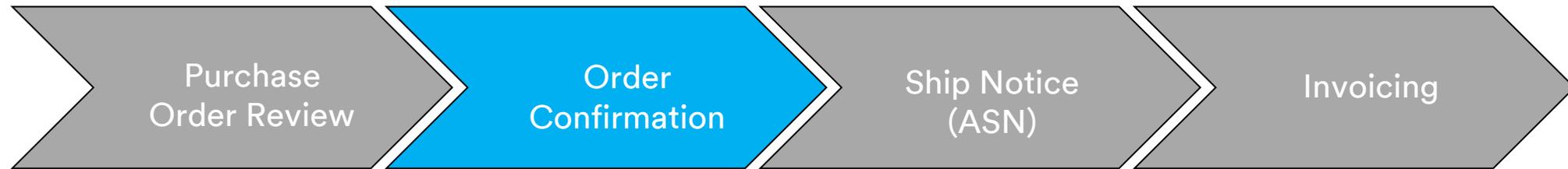
New, Changed, and Canceled Material Orders are sent to your Ariba Network account and available to view in your Ariba Inbox.



The screenshot shows the Ariba Network interface with the 'Orders and Releases' tab selected. It features a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation, there is a search bar for 'Orders and Releases' and a 'Create' button. The main content area includes a table for 'Orders and Releases (100+)'.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date 1	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4800761813	3M - Q15 - QA		3M Deutschland GmbH HILDEN, DE Germany	\$1,000.00 CAD	19 Apr 2016	New	Invoice	\$0.00 CAD	Original	Actions +
Order	4500496954	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	19 Apr 2016	Partially Serviced	Invoice	\$0.00 CAD	Original	Actions +
Order	4500546757	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$5,000.00 CAD	Original	Actions +
Order	4500546756	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Confirmed	Invoice	\$0.00 CAD	Original	Actions +
Order	4500496953	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	18 Apr 2016	Partially Invoiced	Invoice	\$400.00 CAD	Original	Actions +
Order	4500496951	3M - Q11 - production QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$500.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$68.87 CAD	Original	Actions +
Order	4500546745	3M - Q15 - QA		3M Brockville - Tape BROCKVILLE, ON Canada	\$9,000.00 CAD	15 Apr 2016	Partially Invoiced	Invoice	\$8.99 CAD	Original	Actions +

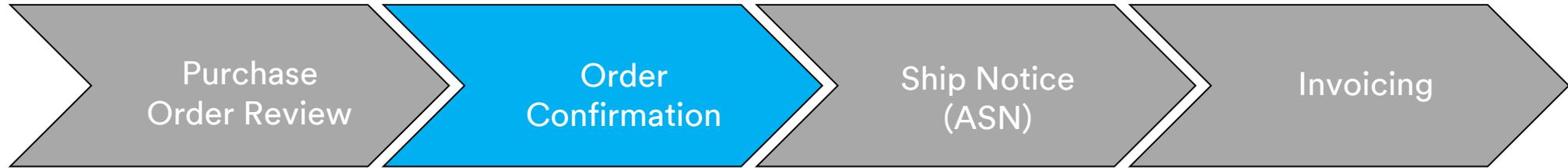
Material Orders: Order Confirmation



Order Confirmations (OCs) are required to be completed through the Ariba Network prior to invoicing. OCs are **required** for all POs and PO changes. OCs must be submitted within 48 hours of PO receipt. Multiple Order Confirmations are not recommended when:

- Multiple statuses on a single line requires discussion with the 3M Buyers listed on the PO to submit the *PO Change Order* prior to confirmation so the confirmation will not fail in our ERP.
- Single status on a single line is supported - all back order or all accepted.
 - If you are unable to fulfill a line item or the entire order, the Supplier must be in direct contact with the 3M Buyers listed on your PO. A *Change Order* or *Canceled Order* will be issued.
 - **Do not reject any Purchase Order line items or entire POs through the Ariba Network.**

Material Orders: Order Confirmation (continued)



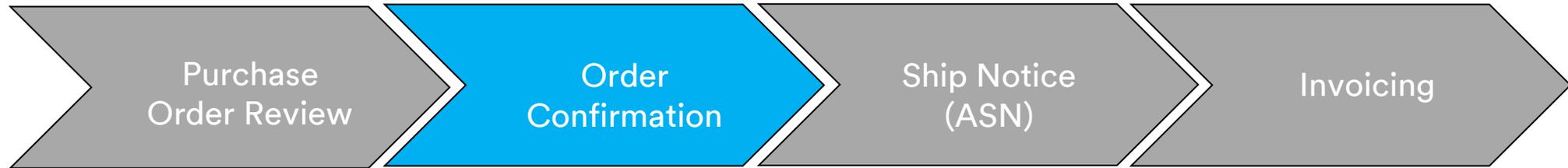
Quantity and Price:

- You may propose changes to quantity and price on the order confirmation.
- 3M issues a *Change PO* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your PO Buyer.
- You acknowledge the *Change Order* with updated quantity or price changes prior to submission of the Ship Notice (ASN) and Invoice.

Unit Of Measure (UOM):

- Review the UOM on the PO and ensure it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the Buyer listed on the PO and specify the correct UOM needed in the **Comments**.
- You will **not** be able to invoice in a different UOM than the UOM specified on the Order.
- Invoices in a different UOM will be rejected.

Material Orders: Order Confirmation (continued)



The steps for confirming Material Orders are:

1. Select a Purchase Order from your Inbox. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
 - **Confirm Entire Order** to confirm the order at the Header level.
 - **Update Line Items** to confirm or make modifications at the *Line Item Level*.

Purchase Order: 4500004631

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

1 | Confirm Entire Order | Update Line Items | Reject Entire Order | history

FROM: **3M CANADA COMPANY**
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

TO: **3M Production Test Vendor - TEST**
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: mburra@mmm.com

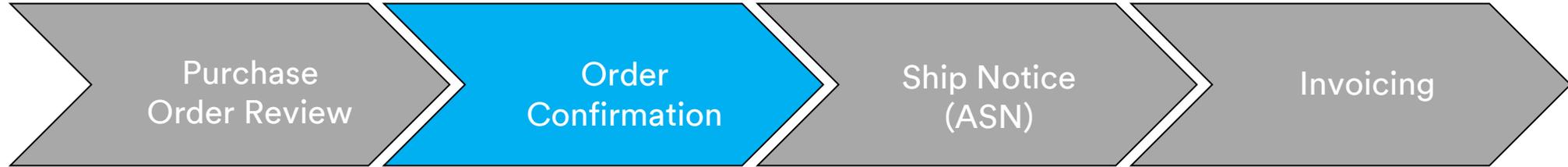
Purchase Order
(Partially Invoiced)
4500004631
Amount: \$10,000,0

Payment Terms ⁱ
NET 30
Net 30 Days

Contact Information
Supplier Address | Buyer Headquarters Address

Routing Status
Related Document

Material Orders: Confirm Entire Order



2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

The screenshot shows the 'Confirming PO' interface. On the left, a vertical navigation pane has two items: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #: 514954 (highlighted with a red box and labeled '2')
- Associated Purchase Order #: 4800021416
- Customer: Test PO - PLEASE DO NOT Ship - (D'S)
- Supplier Reference: [Empty field]

Below this is the 'SHIPPING AND TAX INFORMATION' section:

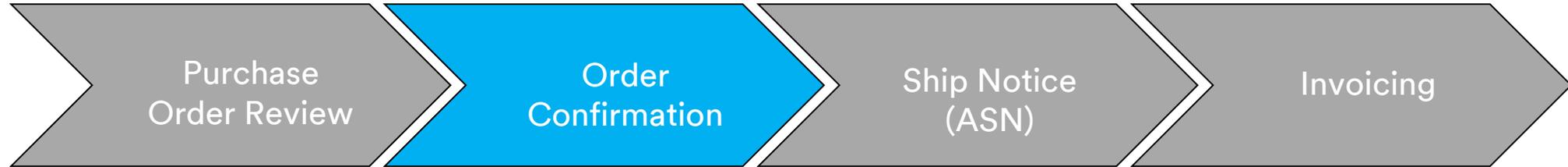
- Est. Shipping Date: [Empty field]
- Est. Shipping Cost: [Empty field]
- Est. Delivery Date: * [Empty field] (highlighted with a red box and labeled '3')
- Est. Tax Cost: [Empty field]
- Comments: [Empty text area]

At the bottom is the 'Line Items' table:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item	00000007100000270		10.000 (EA)	13 Nov 2018	\$10.00 USD	\$100.00 USD		

Additional text below the table: Description: Description in NL, Current Order Status: 10.000 Confirmed As Is

Material Orders: Update Line Item



Line Item Level confirmation:

There is an additional step for confirming orders at the *Line Item Level*. Scroll down to view the line items and choose among the possible values for Free Text Description Material Orders:

- **Confirm:** You received the PO and will send the ordered items.
- **Reject: Do not use the Reject status.** If you are unable to fulfill a line item, you must be in direct contact with the Buyer listed on the PO. A *Change Order* or *Canceled Order* will be issued.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item			1,000,000 (EA)	31 Oct 2018	\$10,000.00 CAD	\$10,000,000.00 CAD		

Description: TEST

▸ Schedule Lines

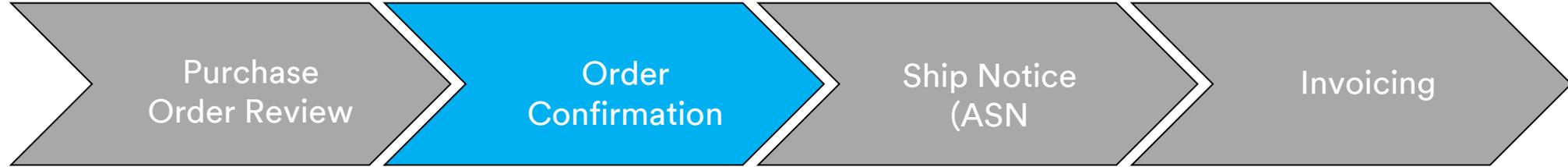
Current Order Status

1,000,000 Confirmed With New Date (Estimated Delivery Date: 31 Oct 2018)

Confirm: Backorder: Reject: Details

Note: You should not use several statuses for a single line item. Contact the Buyer listed on the PO for assistance.

Material Orders: Update Line Item (continued)



Backorder Items Only:

Click **Details** to enter the **Estimated Shipping, Delivery Dates, and Comments**. You **cannot** create a partial backorder and partial shipment. Contact your Buyer if this is required.

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4800761813

Customer: 3M - QIS - QA

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By
10	9876542	000000007100062723	10.000 (RO)	25 Apr 2016

CLP-06661 EBLB 111 NB BF6 S1 97262181

CURRENT ORDER STATUS

10.000 Unconfirmed

Confirm: Backorder: Reject:

Item

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal	Tax
10	9876542	10.000	RO	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

CLP-06661 EBLB 111 NB BF6 S1 97262181

New Order Status: 1 Backordered

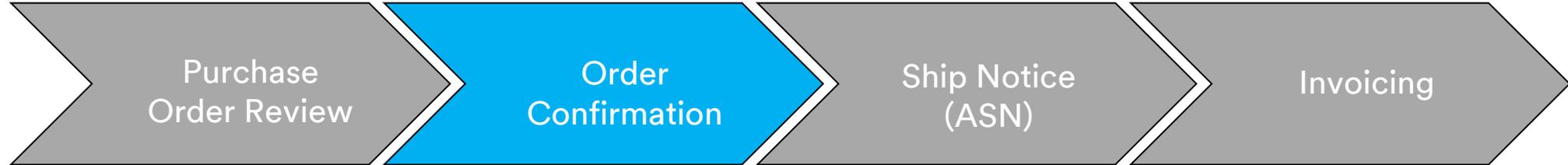
Est. Shipping Date: 27 Apr 2016

Est. Delivery Date: 29 Apr 2016

Comments:

OK Cancel

Material Orders: Review and Submit



- Continue to update the status for **each line item**. Once finished, click **Next** to proceed to the review page. Review the Order Confirmation and click **Submit**. Your Order Confirmation is sent to 3M.

Confirmation #: POA1813
Supplier Reference:
Est. Shipping Date:
Est. Delivery Date: 29 Apr 2016
Comments:

Est. Shipping Cost:
Est. Tax Cost:

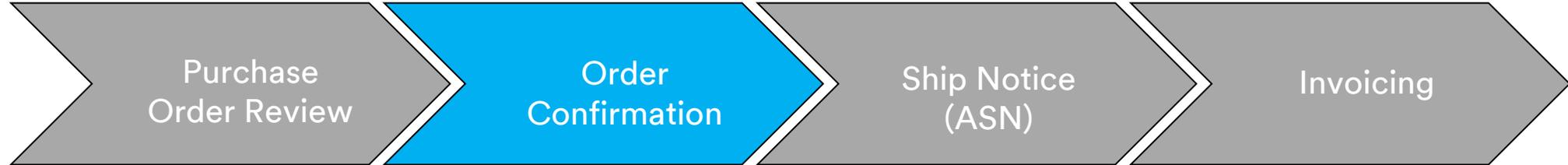
Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	9876542	000000007100062723	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

CLP-06661 EBLB 111 NB BF6 S1 97262181
Current Order Status:
1 Backordered (Estimated Delivery Date: 29 Apr 2016)
9.000 Unconfirmed

Note: If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. Ariba will not save the order confirmation.

Material Orders: Order Confirmation Notification



Order Confirmation notifications are submitted based on Supplier Profile configuration. Upon completing your Order Confirmation, you will receive an e-mail notifying you that an Order Confirmation has been submitted.

AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>
[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - QI1 - production QA

[there are problems with how this message is displayed, click here to view it in a web browser.](#)
[click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This notification contains important information about your test Ariba account (ANID: AN01056015978-T).

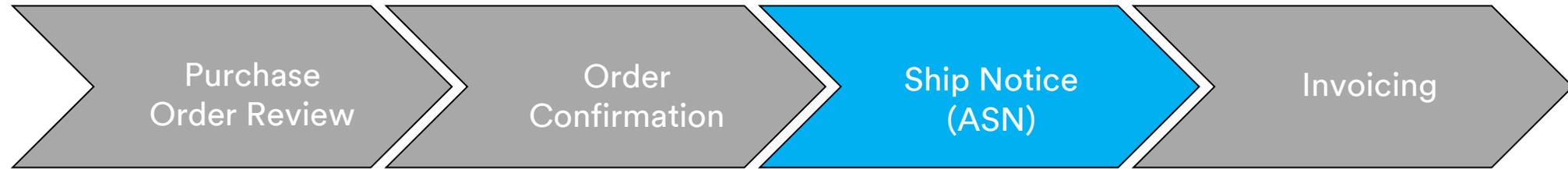
Your purchase order status
Order #: 3500281785
Buyer Name: 3M - QI1 - production QA
Buyer ANID: AN01011698851-T
Order Date: 13 Jul 2017 5:17:36 AM GMT-05:00
Status: Confirmed

Item Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1 Non Catalog Item	1.000	C62	TEST Limit - elevator maintenance	20 Jul 2017		£7,500.00 GBP	£7,500.00 GBP

Status
1.000 Confirmed With New Date(Estimated Delivery Date: 20 Jul 2017)

Ariba Network

Material Orders: Ship Notices

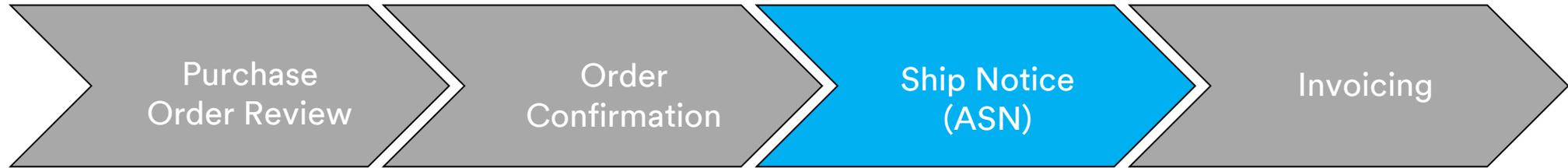


Ship Notices, also referred to as Advance Shipping Notifications (ASNs), are required 24 hours prior to the shipment arriving at 3M's dock.

The PO will drive whether a Ship Notice is required. If applicable, the Ship Notice is required prior to invoicing.

ASNs must be accurate. 3M receiving processes are tied directly to information on the ASN. Accuracy is monitored closely.

Material Orders: Ship Notice (continued)



The steps for creating a Ship Notice for Material Orders are:

1. From the *PO view*, click **Create Ship Notice**. Once a Ship Notice is submitted in full quantity for all the line items, you can no longer create another Ship Notice.

Purchase Order: 4500021229

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide Changes](#)

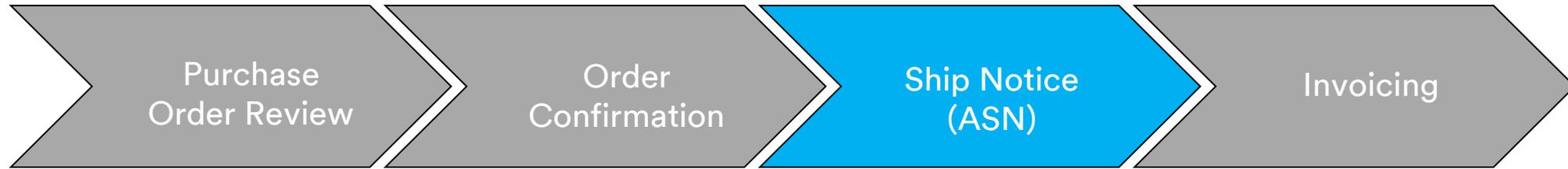
Order Detail Order History

From:
3M CANADA
COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: mburra@mmm.com

Note: Create a Ship Notice 24 hours prior to the the goods arriving at the 3M location.

Material Orders: Ship Notice (continued)



The *Ship Notice Header* screen displays.

2. Enter the **Packing Slip ID**.
3. Select the **Delivery Date**. The date selected should represent your best estimate of the delivery date to the 3M location.
4. If you are paying the freight, choose one of the options from the **Carrier Name** drop-down list or select **Manage Carrier** to create a new carrier.

Ship Notice Header

SHIPPING

Packing Slip ID: NH1407TST

Invoice No.:

Requested Delivery Date:

Ship Notice Type: Select

Shipping Date:

Delivery Date: 16 Jul 2017

Hazard Type: Select Code:

Is Divisible:

TRACKING

Carrier Name:

Please select Shipping Method from the dropdown list below

Service Level:

Carrier Name dropdown options:

- Manage Carrier
- Preferred Carriers
- Mi transportista
- Default Carriers
- Airborne Express
- Consolidated Freightways
- DHL
- EGL Eagle Global Logistics
- EmeryWorldwide
- FedEx
- Linfox (Australia)
- Menlo/BM
- Puroator Courier
- Roadway Express
- Test only
- Toll Australia
- UAL Cargo
- UPS
- US Postal Service
- Yellow Freight
- Other

Material Orders: Ship Notice (continued)

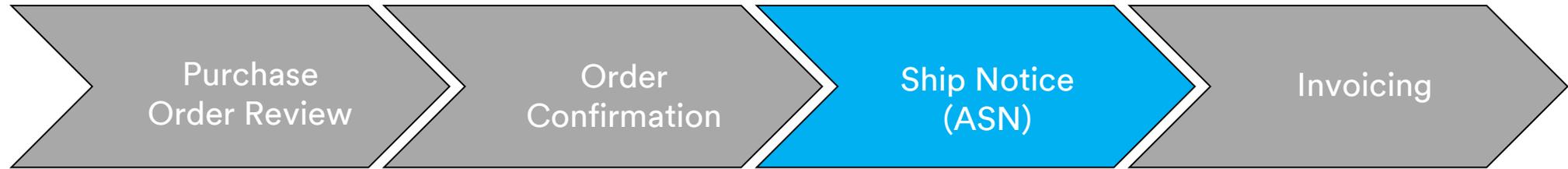
5. If freight is paid directly to the carrier by 3M, select **Other** from the **Carrier Name** drop-down list and enter the **3M Freight Vendor ID** (provided by 3M). If you do not know the **Freight Vendor ID**, reference the Vendor ID list on 3M's [Ariba Supplier Information Portal](#). If the carrier is not available on the portal, contact your Buyer.
6. The **Tracking No.** and **Bill of Lading No.** are required fields – you can use the same number for both. **Do not include special characters or spaces.**

If you do not have a **Bill of Lading No.** you can use one of the following reference numbers instead:

- Small Parcel: Enter the **tracking number**
 - Less-than-Truckload: Enter the **Pro number**
 - Air: Enter the **airway bill**
 - Full Truckload: Enter the **trailer and seal number**
 - Ocean: Enter the **container number**
7. Choose a **Shipping Method** from the dropdown menu.

The screenshot shows the 'Ship Notice Header' form. The 'SHIPPING' section includes fields for Packing Slip ID (NH1407TST), Invoice No., Requested Delivery Date, Ship Notice Type (Select), Shipping Date, and Delivery Date (16 Jul 2017). The 'TRACKING' section includes Carrier Name (Other), 6000050, Tracking No. (BOL9999), Bill of Lading No. (BOL9999), and Tracking Date. A yellow warning banner states 'Please select Shipping Method from the dropdown list below'. The Shipping Method is set to Motor. The Hazard Type is Select and the Code is empty. The Is Divisible checkbox is unchecked. Red boxes and numbers highlight: 5 (Carrier Name dropdown), 6 (Tracking No. and Bill of Lading No. fields), and 7 (Shipping Method dropdown).

Material Orders: Ship Notice (continued)



8. You should specify the Trailer ID in the **Equipment Identification Code** field. **Do not include special characters or spaces.**
9. The highlighted fields in the *Delivery Information* section should remain with the system default values. These fields are not used by 3M, but are required fields in the Ariba Network.

The screenshot displays the Ariba Network interface for creating a Ship Notice. The 'Equipment Identification Code' field is highlighted with a red box and labeled with the number 8. The value 'MN9999' is entered in this field. Below this, the 'DELIVERY INFORMATION' section is visible, with two fields highlighted by red boxes and labeled with the number 9: 'Delivery Terms: * Transport Condition' and 'Shipping Payment Method: * Other'. The 'Shipping Payment Method' field also has a 'true' checkbox checked below it.

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	MN9999						

DELIVERY INFORMATION

Delivery Terms: * Transport Condition

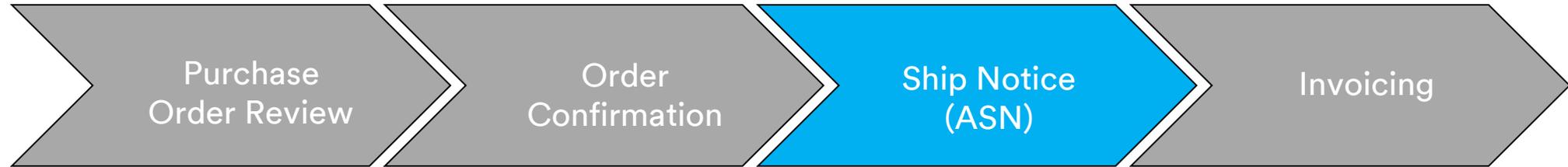
Shipping Payment Method: * Other

Delivery Terms Description:

Transport Terms Description:

Is Sensitive Load:

Material Orders: Ship Notice (continued)



10. Scroll down to the *Order Items* section. Update the quantity shipped for each line item in the **Ship Qty** field.
11. The **Batch ID** and **Production Date** are required if the material is 3M batch managed. The Supplier Batch number should be entered into the **Batch ID** field. The **Batch ID** must be 10 digits, alpha-numeric, and cannot begin with the number zero or include special characters or spaces. If you have questions on batch management, contact your Buyer.
12. Enter the **Production Date**, if applicable.
13. The **Expiry Date** is required if the material is shelf-life managed.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4800020012	10	12345	000000001100000166	1,000.000	EA	5 Jun 2018		\$50.00 USD	\$50,000.00 USD		

Description: Testing

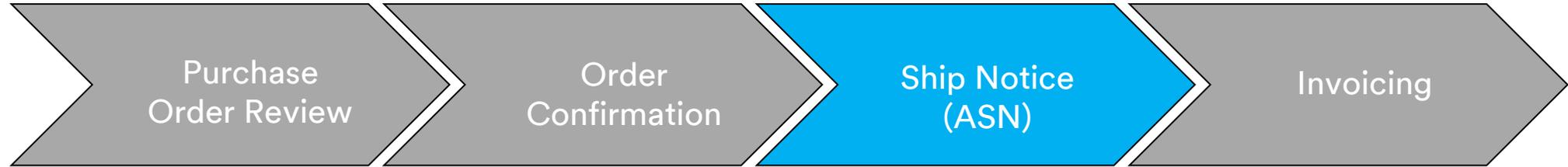
Shipment Status
Total Item Due Quantity: 1,000.000 EA

Confirmation Status
Total Confirmed Quantity: 1,000.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	2			

Add Details

Material Orders: Ship Notice (continued)



Ship Notice line item details are required to provide additional line item information.

14. Click **Add Details**.
15. Click **PACKAGING** to enter the applicable information.
16. Enter the **Weight** (Net Weight). This must be a numeric value.
17. Enter the **Gross Weight**. This must be a numeric value and higher than the Weight (Net Weight).
18. Enter the **Unit** (weight unit of measure).

Order #	Line #	Part # / Description	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4500007858	10	Non Catalog Item <i>free text</i>			5.000	EA	7 Jul 2016		\$6.00 USD	\$30.00 USD		Remove
Shipment Status Total Item Due Quantity: 5.000 EA												
Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA												
Line		Ship Qty	Batch ID	Production Date	Expiry Date							
1		<input type="text" value="5.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

14

Add Details

15

PACKAGING

No. of packages:

International Article Number (EAN/UPC):

Date of Manufactured:

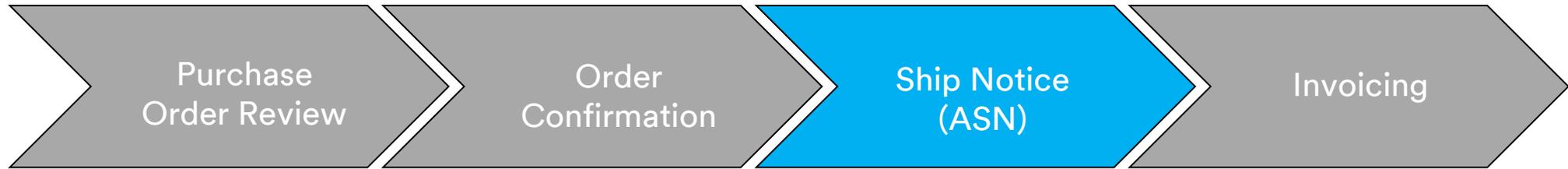
16

Dimensions		Gross Volume:	
Length:	<input type="text"/>	Unit:	<input type="text"/>
Width:	<input type="text"/>	Unit:	<input type="text"/>
Height:	<input type="text"/>	Unit:	<input type="text"/>
Weight:	<input type="text"/>	Unit:	<input type="text"/>
Volume:	<input type="text"/>	Unit:	<input type="text"/>
		Gross Weight:	<input type="text"/>
		Unit Gross Weight:	<input type="text"/>
		Unit Net Weight:	<input type="text"/>
		Stack Height:	<input type="text"/>
		Unit:	<input type="text"/>

17

18

Material Orders: Ship Notice (continued)



If shipping the order in multiple batches, click **Add Ship Notice Line** to split the quantity into multiple batches.

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customs
4800020012	10	12345	000000001100000166	1,000.000	EA	5 Jun 2018		\$50.00 USD	\$50,000.00 USD		

Description: Testing

Shipment Status
Total Item Due Quantity: 1,000.000 EA

Confirmation Status
Total Confirmed Quantity: 1,000.000 EA Total Backordered Quantity: 0 EA

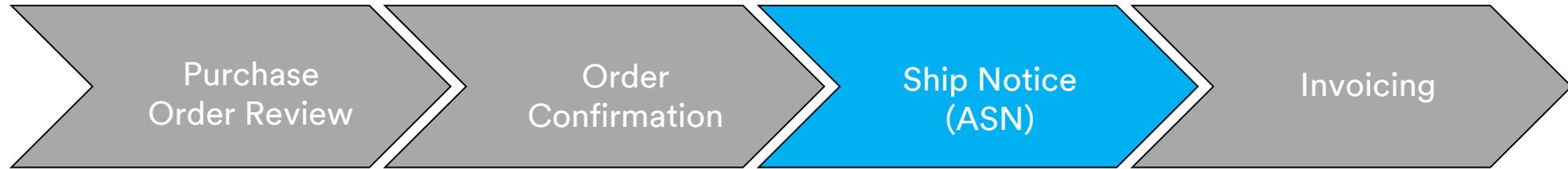
Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	1,000.000	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Ship Notice Line](#)

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add D
1	500	12345	21 Jun 2018	21 Jun 2019	Add D
2	500.000	6789	20 Jul 2018	20 Jul 2020	Add D

[Add Ship Notice Line](#)

Material Orders: Ship Notice (continued)



19. Click **Next** to review the *Ship Notice Summary* page for Ship Notice accuracy.

20. Click **Submit**.

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4501804197	10	Non Catalog Item		100.000	EA	16 Nov 2018		\$5,000.00 CAD	\$500,000.00 CAD		

Description: Office Supplies

Shipment Status
Total Item Due Quantity: 100.000 EA

Confirmation Status
Total Confirmed Quantity: 100.000 EA Total Backordered Quantity: 0 EA

Line 1: Ship Qty [100], Batch ID [], Production Date [], Expiry Date [], Add Details

Add Ship Notice Line

Add Order Line Item

Save Exit **Next**

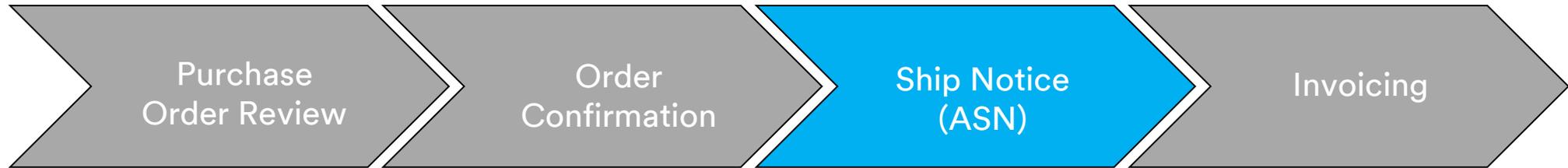
SHIPMENT STATUS

1. Shipping 10 EA

No detail information provided.

Previous Save **Submit** Exit

Material Orders: Ship Notice (continued)



After submitting your Ship Notice, the **Purchase Order Status** updates to **Shipped**. If items are partially shipped, the **Purchase Order Status** updates to **Partially Shipped**.

Submitted Ship Notices can be viewed from the Outbox or by clicking on the **hyperlink** under **Related Documents** on the *PO view*. If the ASN routing status is **Failed** or **Rejected**, click on **History** to review details on the failure. Click **Done** to return to the home page.

Ariba Supply Chain Collaboration | Test Mode | Company Settings | Test Supplier test

Purchase Order: 4800006391 [Done](#)

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

Order Detail | Order History

From:
3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

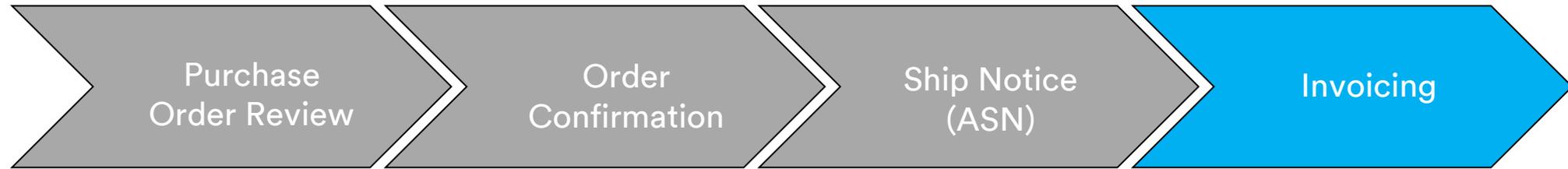
To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul, MN 55014
United States
Phone:
Fax:
Email: test@mmm.com

Purchase Order (Shipped)
4800006391
Amount: \$5,000,000.00 CAD

Payment Terms ⁱ
NET 30
Net 30 Days

Routing Status: Acknowledged
Related Documents: [ASN8888](#)
[ASN9999](#)
[POA 4800006391](#)

Material Orders: Invoicing Overview

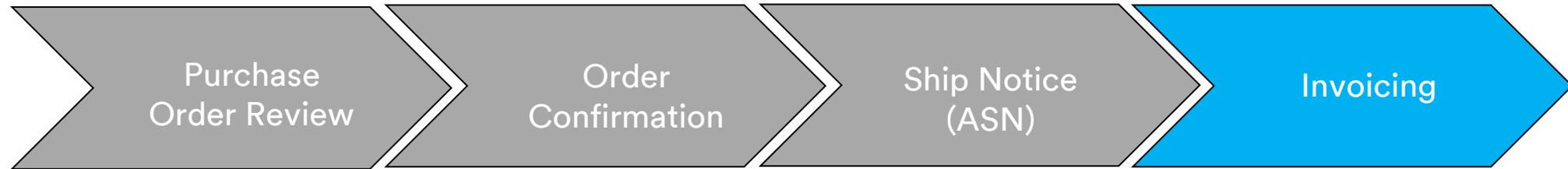


Prior to invoicing for a Material Order, complete a:

- Purchase Order Confirmation
- Advance Shipping Notification

The invoice number is your unique number for invoice identification. The invoice number cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.

Material Orders: Invoicing Overview (continued)



The Ariba Network Supports:

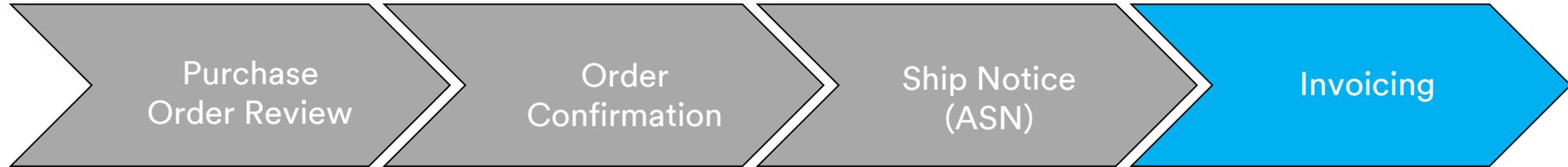
- **Detail Invoices:** Apply against a single PO referencing line item information
- **Partial Invoices:**
 - Apply against specific line items from a single Purchase Order
 - Partial quantity or subset of line items from a Purchase Order
- **Credit Memo:**
 - Credit Memo (PO or Invoice) *Line Item Level*

Material Orders: Invoicing Overview (continued)

The Ariba Network does not support:

- **Paper Invoices:** Once enabled on Ariba Network, 3M will no longer accept paper invoices for POs sent through Ariba.
- **Header or Summary Invoices:** A single invoice that does not provide line item details.
- **Summary or Consolidated Invoices:** Invoices that apply against multiple POs.
- **Invoicing for Purchasing Cards (P-Cards):** An invoice for an order placed using a P-Card.
- **Duplicate Invoices:** A new and unique invoice number must be provided for each invoice. 3M rejects duplicate invoice numbers unless re-submitting a corrected invoice with a previously **Failed** or **Rejected** status on Ariba Network.
- **Cancel Invoices:** 3M does not support the ability for Suppliers to cancel invoices. Suppliers must issue a credit memo for previously submitted invoices.
- **Non-PO Invoices:** Not supported by 3M through the Ariba Network.
- **Attachments:** Not supported by 3M through the Ariba Network. Suppliers should send any additional information to their appropriate 3M representative.

Material Orders: Invoicing Overview (continued)

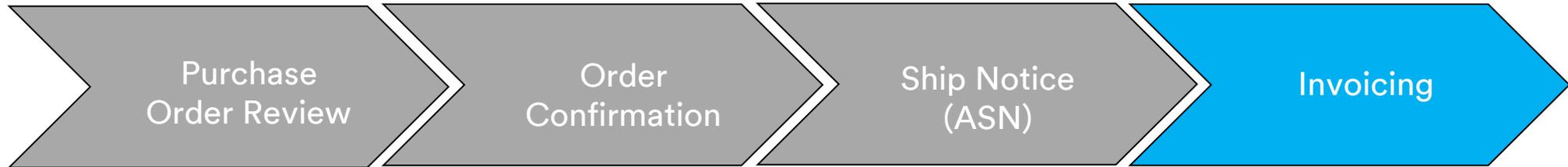


Tax Data: Taxes can be charged at the *Header Level* or *Line Item Level* of the invoice.

Shipping Data:

- Shipping and Special Handling can be charged at the *Header Level*.
- **Ship To** information can be found at the *Header Level* or *Line Item Level*.

Material Orders: Invoicing



The steps for creating an Invoice for a Material Order are:

1. From the *PO view*, click the **Create Invoice** drop-down menu. Select the **Standard Invoice** option from the drop-down menu. If a Ship Notice is required on the PO, **Create Invoice** will not be available until the Ship Notice is complete.

1

Ariba Supply Chain Collaboration Test Mode

Purchase Order: 4800006391

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

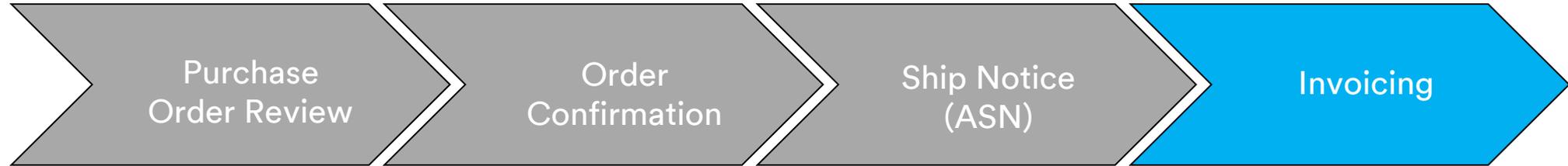
[Order Detail](#) [Order History](#)

Standard Invoice
~~Credit Memo~~
~~Line Item Credit Memo~~

From:
3M CANADA COMPANY
300 TARTAN DRIVE
LONDON ON N5V 4M9
Canada

To:
3M Production Test Vendor - TEST-SUP01
TEST ADDRESS
St Paul , MN 55014
United States
Phone:
Fax:
Email: test@mmm.com

Material Orders: Invoicing (continued)



The *Invoice Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (*) are required.

2. Enter an **Invoice #**, which is your unique number for invoice identification. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
3. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.

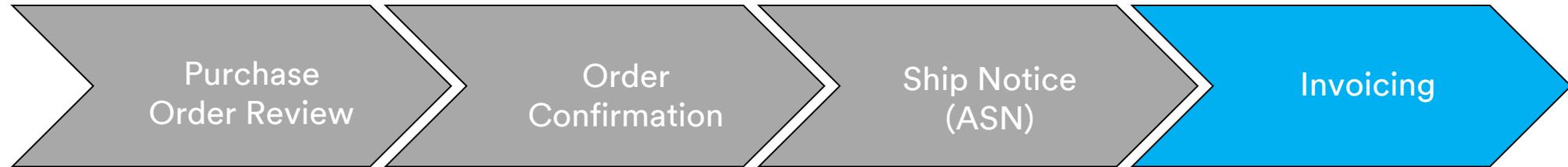
▼ Invoice Header Add to Header ▼

SUMMARY

Purchase Order:	4500000791	Subtotal:	\$18,750.00USD	View/Edit Addresses
*Invoice #:	845760	Total Tax:	\$0.00USD	
*Invoice Date:	2 Oct 2013	Total Shipping:	\$0.00USD	
Supplier Tax ID:		Total Gross Amount:	\$18,750.00USD	
Remit To:	3M - TEST	Total Net Amount:	\$18,750.00USD	
	St. Paul, MN	Amount Due:	\$18,750.00USD	
	United States			
Bill To:	ONTARIO			
	Canada			

TAX Header level tax **i** Line level tax **i**

Material Orders: Invoicing (continued)



4. Verify the **Remit To** address. If you have configured several addresses, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.

Invoice Header Add to Header

SUMMARY

Purchase Order:	4500000791	Subtotal:	\$18,750.00USD	View/Edit Addresses
* Invoice #:	<input type="text" value="845760"/>	Total Tax:	\$0.00USD	
* Invoice Date:	<input type="text" value="2 Oct 2013"/>	Total Shipping:	\$0.00USD	
Supplier Tax ID:	<input type="text"/>	Total Gross Amount:	\$18,750.00USD	
		Total Net Amount:	\$18,750.00USD	
		Amount Due:	\$18,750.00USD	

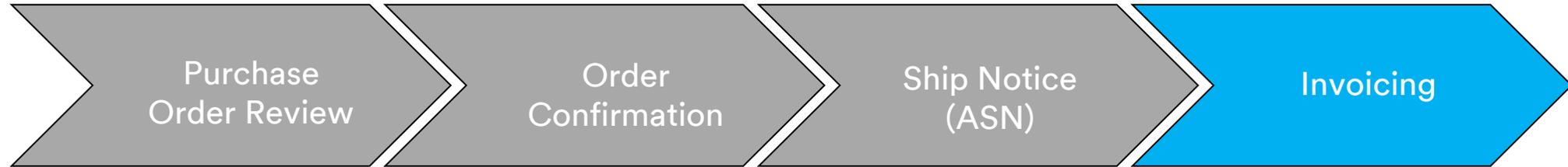
Remit To: **3M - TEST**
St. Paul, MN
United States

Bill To:
ONTARIO
Canada

TAX Header level tax Line level tax

4

Material Orders: Invoicing (continued)

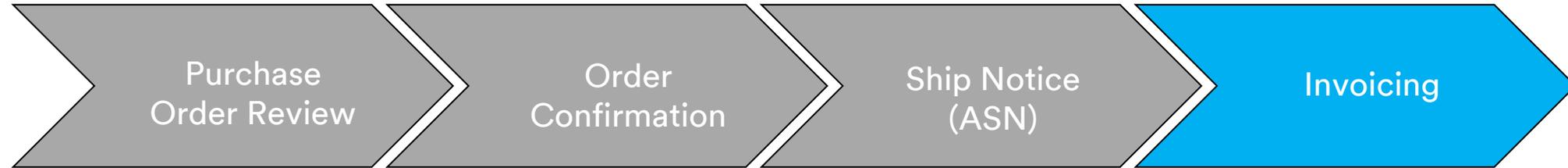


5. Tax can be submitted at the *Header Level* or the *Line Item Level*. Select the appropriate option in the *Tax* section.
6. Shipping Costs must be entered at the *Header Level* unless you are an integrated Supplier. If you are an integrated Supplier, enter shipping charges at the *Line Item Level*. Select the appropriate option in the *Shipping* section.

Bill To:	St. Paul, MN United States
	ONTARIO Canada
5	TAX <input type="radio"/> Header level tax <i>i</i> <input checked="" type="radio"/> Line level tax <i>i</i>
6	SHIPPING <input checked="" type="radio"/> Header level shipping <i>i</i> <input type="radio"/> Line level shipping <i>i</i>
Ship From:	3M - TEST supplier 2 london ON Canada
Ship To:	3M Brockville - Tape BROCKVILLE ON Canada
Deliver To:	View/Edit Addresses

Material Orders: Invoicing (continued)

EU Requirement



For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**.

Enter the applicable information into the *Additional Fields* section:

- Verify the **Customer Address**, which determines the Customer Value Added Tax (**Customer VAT**) or **Tax ID** based on the Customer **Bill To** Address.
- For Norway, Sweden, and Finland, the **Payment Note** field is used to enter the KID or FIK numbers, if applicable.

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Payment Note:

Supplier: **ARIBA Test Supplier Account**
london ON
Canada

Service Start Date:

Service End Date:

Choose Address:

Customer: **3M DEUTSCHLAND GMBH**
NEUSS
Germany

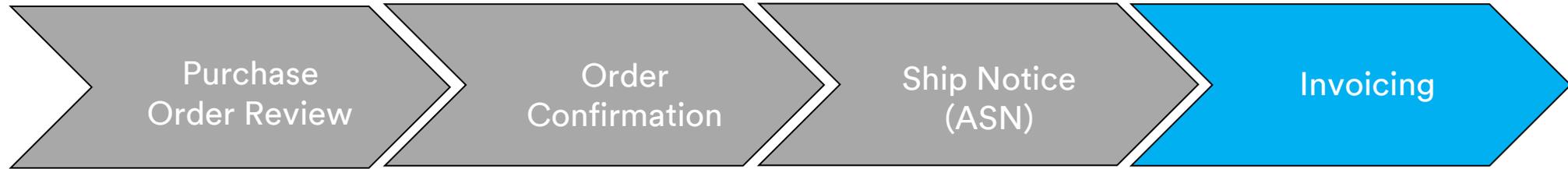
Bill From: **ARIBA Test Supplier Account**
london ON
Canada

Email:

Tax paid through a Tax Representative

Material Orders: Invoicing (continued)

EU Requirement

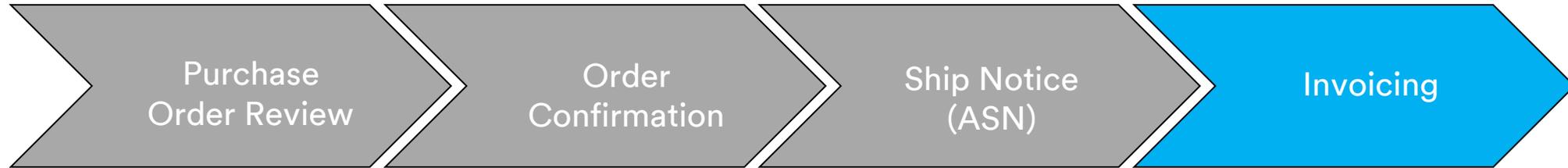


Scroll down to the *Supplier VAT* section and enter the below information, if applicable:

- For Invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. You can automatically default your VAT ID onto the Invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens, or any special characters. If these fields are not applicable, leave the fields blank. Do not put NA.
- The Buyer rules are configured to assign the **Customer VAT ID** for the Bill To Address.
- Enter **Supplier Commercial Identifier**, if applicable.

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: <input type="text" value="DE223073938"/>	* Customer VAT/Tax ID: <input type="text" value="DE120679179"/>
Supplier Commercial Identifier: <input type="text"/>	 Required Field
Supplier Commercial Credentials: <input type="text"/>	

Material Orders: Invoicing (continued)



7. **Comments** can also be added to the *Header Level* by selecting from the **Add to Header** drop-down list. **Attachments** are not supported by 3M through the Ariba Network. Suppliers should send any additional information to their appropriate 3M representative.

ADDITIONAL FIELDS

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **3M - TEST supplier 2**
london ON
Canada

Customer: **3M CANADA COMPANY** [View/Edit Addresses](#)
LONDON ON
Canada

Email:

SUPPLIER VAT

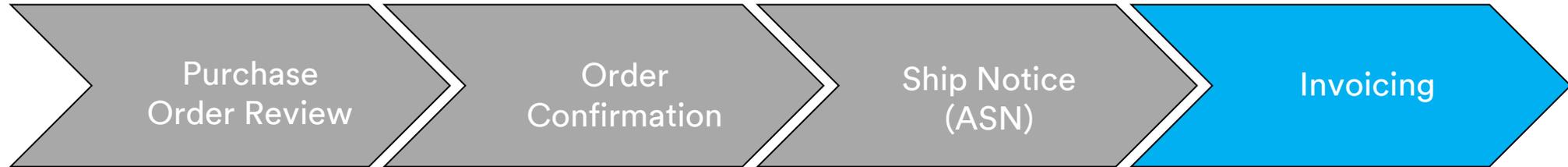
Supplier VAT/Tax ID:

Provincial (Canadian) Sales Tax Exemption Number:

7 **Add to Header** ▾

- ~~Shipping Cost~~
- Shipping Tax
- ~~Special Handling~~
- Special Handling Tax
- ~~Discount~~
- Comment**
- ~~Attachment~~

Material Orders: Invoicing (continued)



Scroll down to the *Line Items* section. Click on the **toggle** to include or exclude the line item from the Invoice. If the **green toggle** is visible, the line item is included on the Invoice. If the **gray toggle** is visible, the line item is excluded from the Invoice. You can also select the **checkbox** to the left of the item and click **Delete** to remove the line item from the Invoice. You can generate another Invoice later for remaining items.

8. If required, update the **Quantity** for each line item.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / 0 Tax Shipping Documents Special Handling Discount Add to Included Lines

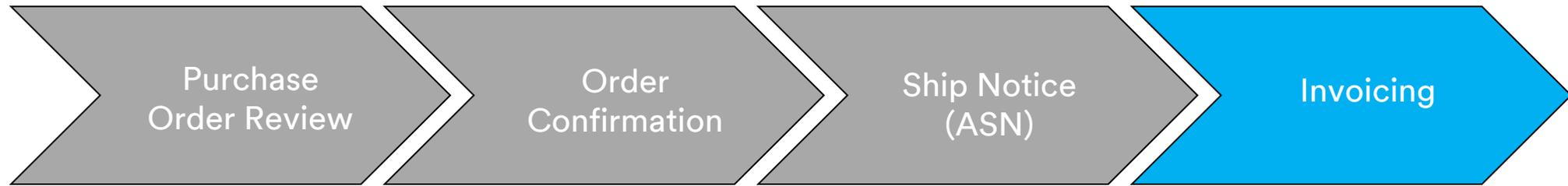
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies		100	EA each	\$5,000.00 CAC	\$500,000.00 CAD

Pricing Details

Price Unit: * EA Price Unit Quantity: * 1
Unit Conversion: * 1 Description: *

Line Item Actions

Material Orders: Invoicing (continued)



If you selected **Line Level tax** at the *Header Level*, you need add tax lines to every line item you want to invoice.

9. To add tax information, click the **Tax Category** checkbox.
10. Select the tax type you want to apply from the drop-down list.
11. Click **Add to Included Lines** to add the tax related charges at the line level.
12. The *Tax* section displays under the material line. Review the **Taxable Amount**, update as necessary, and enter the tax rate in the **Rate %** field.

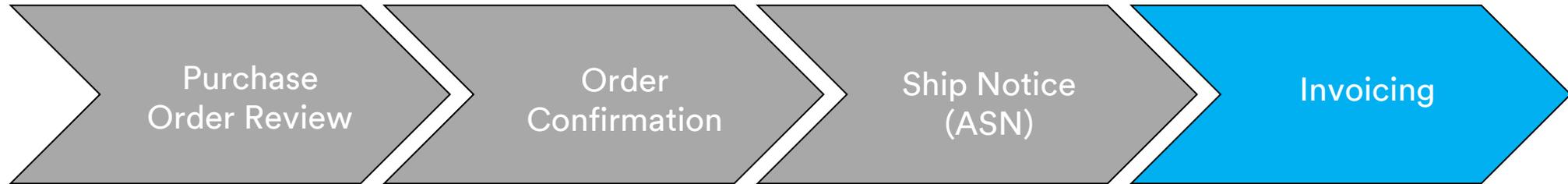
The screenshot shows the 'Insert Line Item Options' section with the following elements:

- 9**: A checkbox labeled 'Tax Category' is checked.
- 10**: A dropdown menu for 'Tax Category' is set to 'VAT'.
- 11**: A button labeled 'Add to Included Lines' is highlighted.

Below this is the 'Tax' section with the following details:

- Category: VAT
- Location: (empty)
- Description: (empty)
- Regime: (empty)
- Date Of Pre-Payment: (empty)
- Law Reference: (empty)
- Taxable Amount: \$8,500.00 CAD
- Tax Rate Type: (empty)
- 12**: Rate(%): 20
- Tax Amount: (empty)
- Exempt Detail: (no value)
- Date Of Supply: 8 Nov 2018
- Triangular Transaction: (unchecked)

Material Orders: Invoicing (continued)



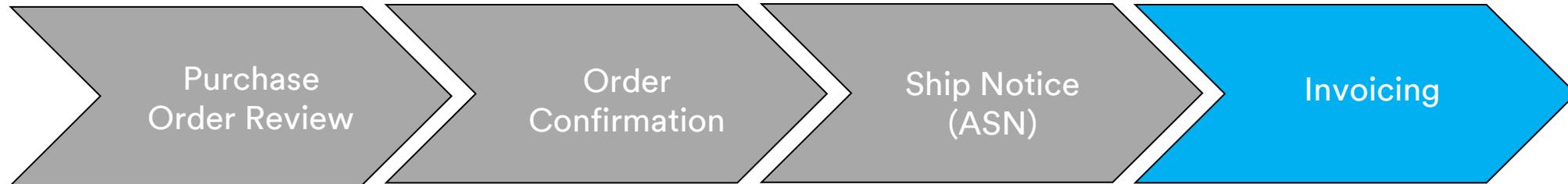
Tax Exempt Only:

If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.

Tax	Category:* VAT	Taxable Amount: \$8,500.00 CAD
	Location:	Tax Rate Type:
	Description:	Rate(%): 20
	Regime:	Tax Amount:
Date Of Pre-Payment:		Exempt Detail: (no value)
Law Reference:		Date Of Supply: 8 Nov 2018
		<input type="checkbox"/> Triangular Transaction

Material Orders: Invoicing (continued)

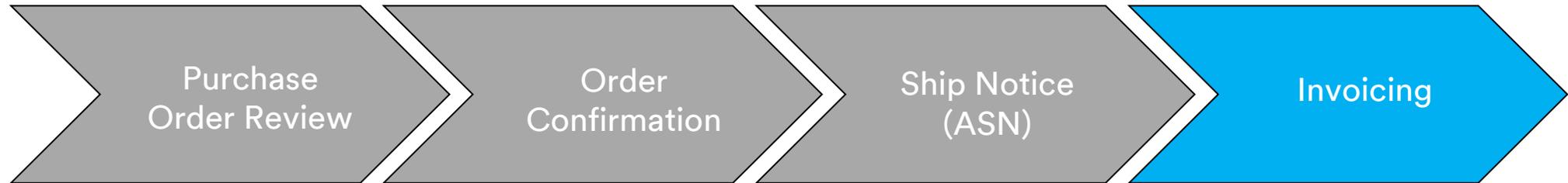
EU Requirement



Entering a **Date of Supply** is an EU directive for applicable countries.

Tax	
Category:*	VAT
Location:	
Description:	
Regime:	
Date Of Pre-Payment:	
Law Reference:	
Taxable Amount:	\$8,500.00 CAD
Tax Rate Type:	
Rate(%)	20
Tax Amount:	
Exempt Detail:	(no value)
Date Of Supply:	8 Nov 2018
<input type="checkbox"/>	Triangular Transaction

Material Orders: Invoicing (continued)



Select **Add Material** from the **Add** drop-down menu to add miscellaneous charges. Additional fields are available for miscellaneous charges:

- **Assist**
- **Commissions**
- **Insurance**
- **Packaging and Packing**
- **Royalties and License Fees**
- **Tax Related Charges**
- **Other**

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / 0 Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies		100	EA each	\$5,000.00 CAD	\$500,000.00 CAD

Pricing Details

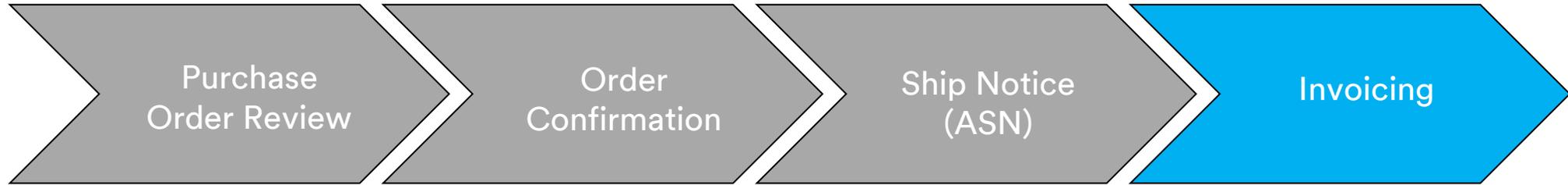
Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

Line Item Actions **Add**

The 'Add' dropdown menu is open, showing options: Add General Service, Add Labor Service, and **Add Material**.

Material Orders: Invoicing (continued)



13. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Click **Previous** to continue editing the invoice. Clicking **Save** will save the invoice in the **Drafts** tab in your Outbox for up to seven days.

Create Invoice

[Previous](#) [Save](#) [Submit](#) [Exit](#)

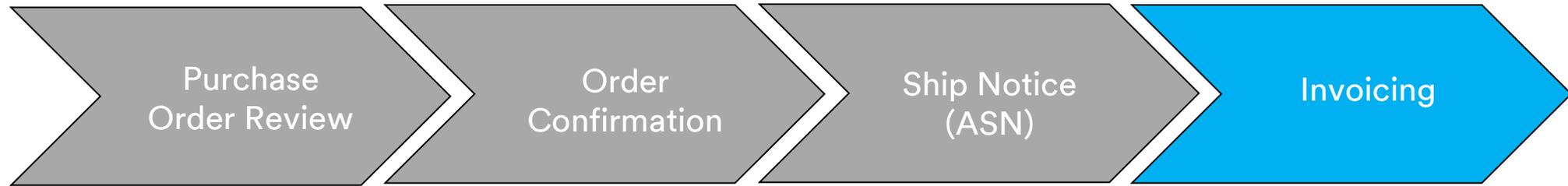
Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:France. The document's destination country is:Canada.
If you want your invoices to 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.

Standard Invoice

Invoice Number :	INV21229	Subtotal :	\$3,600,000,000.00 USD
Invoice Date :	Thursday 8 Nov 2018 1:47 PM GMT-06:00	Total Tax :	\$0.00 USD
Original Purchase Order :	4500021229	Total Gross Amount :	\$3,600,000,000.00 USD
		Total Net Amount :	\$3,600,000,000.00 USD
		Amount Due :	\$3,600,000,000.00 USD

1
3

Material Orders: Invoicing (continued)



If you selected to receive invoice notifications, you will receive e-mails regarding invoice status.

The **Invoice Statuses** are:

- **Sent/Processing:** The invoice has been received and is being processed.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices.
- **Paid:** The invoice amounts have been paid.

Material Orders: Invoicing (continued)

When an invoice is submitted, you will receive e-mail notifications that inform you of the status:

- Verified
- Signed
- Pending

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally verified.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	This document has been digitally signed.

[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	The document was added to the pending queue for download.

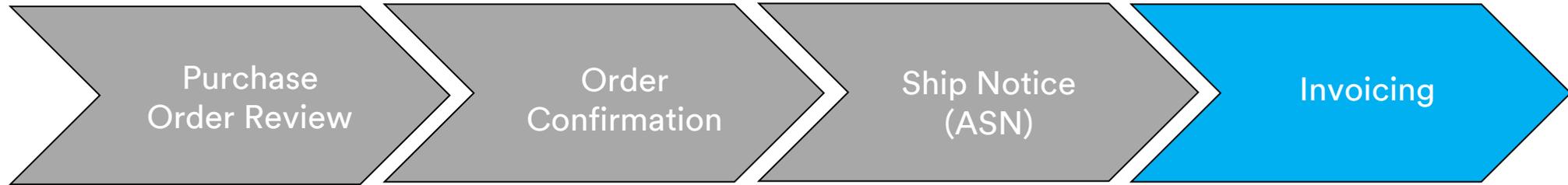
[View invoice](#)

Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	Sent
Description	

[View invoice](#)

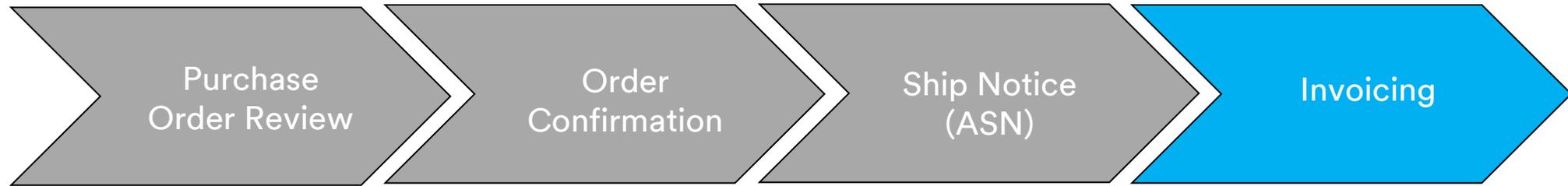
Material Orders: Invoicing (continued)



To view the status of your invoice, navigate to your **OUTBOX**. Once the invoice transmits to 3M, the **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

HOME INBOX OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES												
Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts												
Invoices (100+) Page 1												
Type	Invoice # ↑	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
Standard Invoice	070110	Test PO - PLEASE DO NOT Ship - (D*5)	4800021416	Online	Supplier	Supplier	No	Order	16 Nov 2018	\$100.00 USD	Acknowledged	Sent
Standard Invoice	111inv3	Test PO - PLEASE DO NOT Ship - (Q/U*1)	3500482879	Online	Supplier	Supplier	No	Order	26 Nov 2018	\$300.00 CAD	Rejected	Rejected

Material Orders: Invoicing (continued)



If a material invoice has incorrect information, it can be **Rejected** by 3M. The **Invoice Routing** status is changed to **Rejected** and the **Invoice Status** to **Rejected**.

To view comments on why the invoice was rejected, click the **Invoice Number**. On the **History** tab, the **Comments** section contains text explaining why the invoice was rejected and the actions you should take to re-submit a corrected invoice.

Invoice: INV2139

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: INV2139
Invoice Status: Rejected
Received By Ariba Network On: 8 Nov 2018 10:25:05 AM GMT-06:00
Submitted By: Test Supplier test-3mprod

History

Status	Comments
	The invoice was successfully received.
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Country Specific Invoicing Rules for 3M

All: Suppliers are responsible for advising 3M if e-Invoices are not legally or regulatorily supported and providing 3M appropriate regulation.

EMEA:

- **3M Sweden, Norway, and Finland:** Relevant suppliers should enter their KID or FIK numbers into the **Payment Note** field on the Invoice.
- **3M Belgium:** If not included in the material prices, tolls levied when materials are transported by road in a large truck should be included in the shipping charges.
- **Europe (All):** If Supplier billing is located in Europe and sending an invoice to any European 3M entity, both the Supplier VAT registration number and 3M VAT registration number must be included in the Ariba invoice.

Country Specific Invoicing Rules for 3M (continued)

Latin America:

- **Mexican 3rd-Party Provider selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico** include the following **Header** comment on your invoice:
 - OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I
 - DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE
 - LAS REGLAS DE CARÁCTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE
 - In addition, Vendor should include IMMEX Number for 3M Purification S de RL de CV (2679-2006)

Country Specific Invoicing Rules for 3M (continued) EU Requirement

Invoices originating from EU countries should provide this information, per EU directives:

- **Date of Supply** (*Header and Line Item Level*)
- The Reason for tax exemption (*Header or Line Item Level*) in **Tax Description** field
- The KID or FIK number in the **Payment Note** field for Norway, Sweden, and Finland
- The **Customer Address**, which determines the **Customer VAT** or **Tax ID** based on the Customer **Bill To** Address
- The **Supplier Commercial Registration ID**
- The **Supplier VAT/Tax ID**
- The **Customer VAT/Tax ID**

Tax	Category:* VAT	Taxable Amount: \$8,500.00 CAD
	Location:	Tax Rate Type:
	Description:	Rate(%): 20
	Regime:	Tax Amount:
	Date Of Pre-Payment:	Exempt Detail: (no value)
	Law Reference:	Date Of Supply: 8 Nov 2018
		<input type="checkbox"/> Triangular Transaction

ADDITIONAL FIELDS	
<input type="checkbox"/> Information Only. No action is required from the customer.	
Supplier Account ID #:	
Customer Reference:	
Payment Note:	
Supplier:	ARIBA Test Supplier Account
	london ON Canada
Supplier:	ARIBA Test Supplier Account
	london ON
Service Start Date:	
Service End Date:	
Choose Address:	3M DEUTSCHLAND GMBH
Customer:	3M DEUTSCHLAND GMBH
	NEUSS
	Germany
Email:	

SUPPLIER VAT	CUSTOMER VAT
* Supplier VAT/Tax ID: DE223073938	* Customer VAT/Tax ID: DE120679179
Supplier Commercial Identifier:	 Required Field
Supplier Commercial Credentials:	



Scenario: Processing a Material Order

Scenario: Material Order-Order Confirmation

This scenario provides the steps for creating an order confirmation and partial invoice for a Material Order.

1. Select a Purchase Order from your Inbox. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option.

The screenshot displays a Purchase Order (PO) view for PO number 4500004631. The interface includes a top navigation bar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red box highlights the 'Create Order Confirmation' button, and a red arrow points to a red box containing the number '1'. Below this, the 'Confirm Entire Order' option is selected in the dropdown menu. The main content area shows the PO details, including the supplier '3M CANADA COMPANY' and the vendor '3M Production Test Vendor - TEST'. The PO amount is listed as \$10,000,000.00. The bottom section contains 'Payment Terms' (NET 30) and 'Contact Information'.

Scenario: Material Order-Order Confirmation (continued)

2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

The screenshot displays the 'Confirming PO' interface. On the left, a navigation pane shows two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #: 514954 (highlighted with a red box and labeled '2')
- Associated Purchase Order #: 4800021416
- Customer: Test PO - PLEASE DO NOT Ship - (D*5)
- Supplier Reference: [Empty text box]

Below this is the 'SHIPPING AND TAX INFORMATION' section:

- Est. Shipping Date: [Date picker]
- Est. Shipping Cost: [Text box]
- Est. Delivery Date: * [Date picker] (highlighted with a red box and labeled '3')
- Est. Tax Cost: [Text box]
- Comments: [Text area]

Buttons for 'Exit' and 'Next' are located in the top right corner. A small asterisk icon indicates required fields.

Scenario: Material Order-Order Confirmation (continued)

4. Click **Next** to proceed to the review page. The *Review Order Confirmation* screen displays. Click **Submit**. Your order confirmation is sent to 3M. The order confirmation is visible under the *Related Documents* section of the order.

Ariba Supply Chain Collaboration

Test Mode

Company Settings 3M_SUP003 TEST Help Center >>

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order

2 **Review Order Confirmation**

Confirmation Update

Confirmation #: POA53093
Supplier Reference:

undefined

Purchase Order: 3500453095

Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

3M

From:
3M COMPANY
3M CENTER 220-0E-02
ST. PAUL, MN 55144
United States

To:
3M_SUP003 - TEST
999 main street
St Paul, MN 55124
United States
Phone:
Fax:
Email: 18asuppliers@gmail.com

Purchase Order
(Confirmed)
3500453095
Amount Undisclosed

Payment Terms
NET 60
Net 60 Days

Contact Information
Supplier Address
Test Supplier
123 Test Rd.
Saint Paul, MN

Buyer Headquarter Address
Buyer Name
Email: buyeremail@mmm.com
Phone: + (0) 48-71-3776719
Fax:

Routing Status: Acknowledged
Effective Date: 1 Nov 2018
Expiration Date: 31 Dec 2018

Related Documents: POA453095

Scenario: Material Order-Partial Invoice

1. To create a partial invoice, select the confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice Option**.

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 3500453093. The interface includes a header with the company name 'Ariba Supply Chain Collaboration', a 'Test Mode' indicator, and navigation links for 'Company Settings', '3M_SUP003 TEST', and 'Help'. Below the header, the PO number is displayed. A toolbar contains several action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and a red line connects it to a red box containing the number '1'. A dropdown menu is open under 'Create Invoice', showing three options: 'Standard Invoice' (highlighted with a red box), 'Credit Memo', and 'Line Item Credit Memo'. Below the toolbar, there are tabs for 'Order Detail' and 'Order History'. The 3M logo is prominently displayed. At the bottom, contact information for '3M COMPANY' is provided, including address and phone details. On the right side, the PO status is shown as '(Confirmed)' with the PO number and amount: 'Purchase Order (Confirmed) 3500453093 Amount: \$3,875.00 USD'.

Scenario: Material Order-Partial Invoice (continued)

The *Invoice Header* displays.

2. Enter the **Invoice #**. The invoice number cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
3. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.
4. If several **Remit To** addresses are configured, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
5. Select the **Line level tax** radio button.

The screenshot shows the 'Invoice Header' form with the following fields and values:

- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (annotated with a red box and number 2)
- Invoice Date:** 8 Oct 2018 (annotated with a red box and number 3)
- Remit To:** 3M_SUP003 - TEST
- Bill To:** 3M COMPANY (annotated with a red box and number 4)
- Address:** ST. PAUL, MN, United States
- Tax:** Header level tax (unselected) and Line level tax (selected, annotated with a red oval and number 5)

Summary:

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

Scenario: Material Order-Partial Invoice (continued)

6. To add the tax information at the *Line Item Level*, click the **Tax Category** checkbox.
7. Select **Sales Tax** from the tax type drop-down list. For EMEA Suppliers, VAT should be selected.
8. Click **Add to Included Lines** to include the tax line.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Free Text Material		250	EA	\$15.50 USD	\$3,875.00 USD

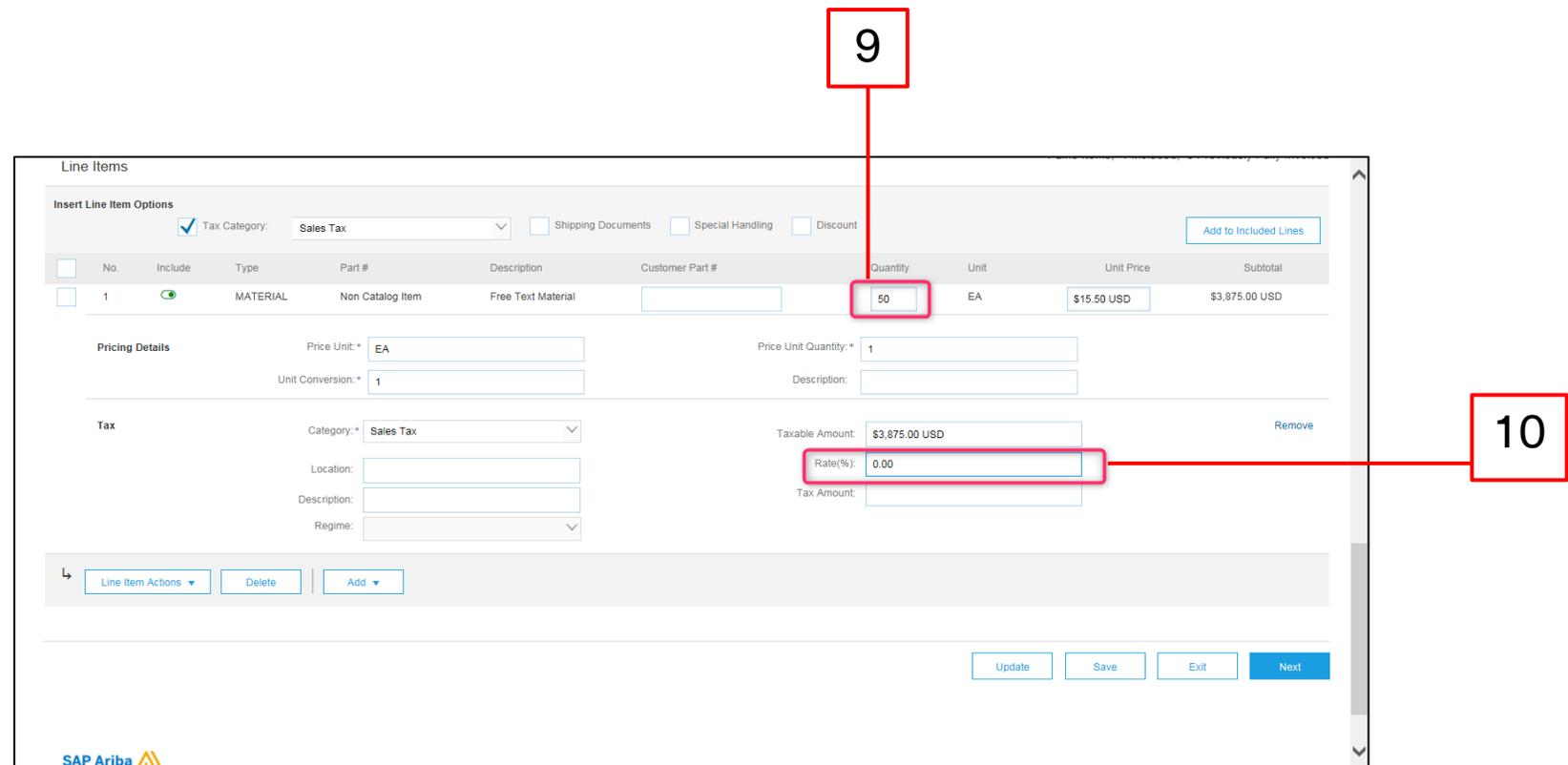
Pricing Details

Price Unit: * Price Unit Quantity: *

Unit Conversion: * Description:

Scenario: Material Order-Partial Invoice (continued)

- Update the **Quantity** to a partial amount of the full quantity to create a partial invoice.
- The *Tax* section displays under the service line. Enter the appropriate tax rate in the **Rate %** field.



The screenshot displays the SAP Ariba 'Line Items' interface. At the top, there are options for 'Insert Line Item Options' including 'Tax Category' (Sales Tax), 'Shipping Documents', 'Special Handling', and 'Discount'. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows line item 1 with a quantity of 50, unit EA, and unit price \$15.50 USD, resulting in a subtotal of \$3,875.00 USD. Below the table, the 'Pricing Details' section includes fields for Price Unit (EA), Unit Conversion (1), Price Unit Quantity (1), and Description. The 'Tax' section shows Category (Sales Tax), Location, Description, and Regime. The Taxable Amount is \$3,875.00 USD, and the Rate(%) field is currently set to 0.00. At the bottom, there are buttons for 'Line Item Actions', 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next'. Red boxes and arrows highlight the 'Quantity' field (9) and the 'Rate(%)' field (10).

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Free Text Material		50	EA	\$15.50 USD	\$3,875.00 USD

9

10

Scenario: Material Order-Partial Invoice (continued)

11. Click **Next** at the bottom of the page. The *Review* page displays. Review your Invoice for accuracy. Scroll down to view the line item details and Invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.
12. A confirmation messages displays. Click **Exit** to return to the *PO view*.

The screenshot shows the 'Create Invoice' page. At the top right, there are buttons for 'Previous', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box and labeled '11'. Below the buttons, there is a confirmation message: '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.'

Standard Invoice

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 9 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

REMIT TO: 3M_SUP003 - TEST Postal Address: 999 main street St Paul , MN 55124 United States	BILL TO: 3M COMPANY Postal Address: 3M CENTER 220-9E-02 ST. PAUL , MN 55144 United States	SUPPLIER: 3M_SUP003 - TEST Postal Address: 999 main street St Paul , MN 55124 United States
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Invoice INV453095T1 has been submitted.

- Print a copy of the invoice.
- Exit** invoice creation.

A red box labeled '12' points to the 'Exit' button in the list.

Scenario: Material Order-Partial Invoice (continued)

The *PO* screen displays. The invoice document is linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**. Click **Done** to navigate back to the *Home* screen.

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 3500453093. The header shows 'Ariba Supply Chain Collaboration' and 'Test Mode'. The main content area includes a 'Done' button in the top right corner. Below the PO number, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with options for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is selected. The 3M logo is prominently displayed. The 'From' section lists '3M COMPANY' with address '3M CENTER 220-9E-02, ST. PAUL, MN 55144, United States'. The 'To' section lists '3M_SUP003 - TEST' with address '999 main street, St Paul, MN 55124, United States'. The 'Purchase Order' summary shows '(Partially Invoiced)', PO number '3500453093', and 'Amount: \$3,875.00 USD'. The 'Payment Terms' are 'NET 60' and 'Net 60 Days'. The 'Contact Information' section shows 'Supplier Address' and 'Buyer Headquarter Address'. The 'Related Documents' section includes a link to 'INV453093T1 POA53093'.

Scenario: Material Order-Invoice Status

1. To verify the status of the invoice from your *Home* screen, click the **OUTBOX** tab. Scroll through your list of invoices or use the **Search Filter** to search using the **Invoice Number**.
2. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.

The screenshot shows a software interface with a dark blue navigation bar at the top. The 'OUTBOX' tab is highlighted with a red box and labeled '1'. Below the navigation bar, there are several sub-tabs: 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Extended Collaboration', 'Product Replenishment', and 'Drafts'. The 'Invoices' sub-tab is selected. Below the sub-tabs, there is a 'Search Filters' section. The main content area displays a table of invoices. The first row of the table is highlighted with a red box and labeled '2'. The table has the following columns: Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first row contains the following data: Type: Standard Invoice, Invoice #: INV453095T1, Customer: PLEASE DO NOT, Reference: 3500453095, Submit Method: Online, Submitted By: Supplier, Origin: Supplier, Self Billing: No, Source Doc: Order, Date: 8 Oct 2018, Amount: \$4,000.00 USD, Routing Status: Acknowledged, Invoice Status: Sent.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453095T1	PLEASE DO NOT	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	PLEASE DO NOT	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent

Scenario: Material Order-Remaining Balance

Once the remaining materials are shipped, a second Invoice will need to be created for the balance. Ariba will allow you to create an Invoice for more than the remaining balance on the PO, but the Invoice will be rejected by 3M. After you have submitted the second Invoice, verify that the Invoice has been approved. To verify the Invoice status:

1. Click **OUTBOX**.
2. If you have over Invoiced, the **Invoice Status** shows as **Rejected**.
3. Click the **Invoice #** hyperlink to open the Invoice and view the error details.
4. To submit a corrected invoice, create a new Invoice from the Purchase Order.

The screenshot displays the Ariba Invoices interface. The 'OUTBOX' tab is selected in the top navigation bar. Below the navigation, there is a search filter section and a table of invoices. The first row in the table is highlighted with a red box and labeled '3'. This row shows an invoice with the status 'Rejected'. A red box labeled '2' points to the 'Rejected' status in the 'Invoice Status' column. Below the table, the details for the selected invoice (INV453096T2) are shown. The 'Rejected Invoice' section contains a list of reasons, with the second reason, 'INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.', highlighted by a red box labeled '3'. The 'Edit & Resubmit' button is visible at the bottom of the details section.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453096T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No		8 Oct 2018	\$2,000.00 USD	Failed	Rejected
Standard Invoice	INV453095T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent
Standard Invoice	INV453093T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453093	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$3,575.00 USD	Acknowledged	Sent

Invoice: INV453096T2

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit



Scenario: Processing a Multi-Line Material Order

Scenario: Multi-Line Material Order-Order Confirmation

This scenario provides the steps for creating an order confirmation and partial invoice for a Multi-Line Material Order.

1. Select a Purchase Order from your Inbox. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

The screenshot displays a Purchase Order interface for PO number 4500004631. At the top, the PO number is shown. Below it, a toolbar contains several action buttons: 'Create Order Confirmation' (highlighted with a red box and a red arrow pointing to a '1' in a red box), 'Create Ship Notice', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A dropdown menu is open under 'Create Order Confirmation', showing three options: 'Confirm Entire Order', 'Update Line Items' (highlighted with a red box), and 'Reject Entire Order'. Below the toolbar, the 'From' and 'To' information is displayed, including company names and addresses. The 'From' information is for 3M CANADA, and the 'To' information is for 3M Production Test Vendor - TEST. The 'Purchase Order' summary shows the PO number 4500004631 and a status of '(Partially Invoiced)' with an amount of \$10,000.00. At the bottom, there are sections for 'Payment Terms' (NET 30) and 'Contact Information'.

Scenario: Multi-Line Material Order-Order Confirmation (continued)

2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 514954

Associated Purchase Order #: 4800021416

Customer: Test PO - PLEASE DO NOT Ship - (D*5)

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: *

Est. Tax Cost:

Comments:

Scenario: Multi-Line Material Order-Order Confirmation (continued)

4. Scroll down to view the line items. Enter the confirmation quantity in the **Confirm** field.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Locati
10	Non			4,000.000	8 Nov	\$900,000.00	\$3,600,000,000.00		2000
	Catalog			(EA)	2018	USD	USD		
	Item								
	Description:	Office Supplies 1							
	Current Order Status								
	<input checked="" type="radio"/>	4,000.000 Unconfirmed							
	Confirm:	<input type="text" value="4000"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	Details	ⓘ	
20	Non			2,000.000	8 Nov	\$600,000.00	\$1,200,000,000.00		2001
	Catalog			(EA)	2018	USD	USD		
	Item								
	Description:	Office Supplies 2							
	Current Order Status								
	<input checked="" type="radio"/>	2,000.000 Unconfirmed							
	Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>	Details	ⓘ	
30	Non			2,000.000	8 Nov	\$300,000.00	\$600,000,000.00		2000

Scenario: Multi-Line Material Order-Order Confirmation (continued)

- Click **Next** to proceed to the review page. The *Review Order Confirmation* screen displays. Click **Submit**. The **Current Order Status** shows that line 10 is **Confirmed**. Lines 20 and 30 remain **Unconfirmed**. Your order confirmation is sent to 3M. The order confirmation is visible under the *Related Documents* section of the order.

The screenshot displays the 'Review Order Confirmation' screen. At the top, a table titled 'Line Items' lists three items:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item			4,000.000 (EA)	16 Nov 2018	\$900,000.00 USD	\$3,600,000,000.00 USD		2000
Description: Office Supplies 1 Current Order Status: 4,000 Confirmed With New Date (Estimated Shipment Date: 9 Nov 2018 ; Estimated Delivery Date: 9 Nov 2018)									
20	Non Catalog Item			2,000.000 (EA)	16 Nov 2018	\$600,000.00 USD	\$1,200,000,000.00 USD		2001
Description: Office Supplies 2 Current Order Status: 2,000 Unconfirmed									
30	Non Catalog Item			3,000.000 (EA)	16 Nov 2018	\$700,000.00 USD	\$2,100,000,000.00 USD		2000
Description: Office Supplies 3 Current Order Status: 3,000 Unconfirmed									

At the bottom right of the line items section, there are three buttons: 'Previous', 'Submit', and 'Next'. The 'Submit' button is highlighted with a red box, and a red line connects it to a red box containing the number '5'.

Below the line items, the screen shows the 'Purchase Order: 3500453095' section. It includes a 'Done' button, a 'Create Order Confirmation' dropdown menu, and various utility buttons like 'Create Service Sheet', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is selected.

The 3M logo is prominently displayed. Below it, contact information for '3M COMPANY' and '3M_SUP003 - TEST' is shown. The 'Purchase Order (Confirmed) 3500453095' is also visible, along with the note 'Amount Undisclosed'.

At the bottom, there are sections for 'Payment Terms' (NET 60, Net 60 Days), 'Contact Information' (Test Supplier, 123 Test Rd., Saint Paul, MN), and 'Buyer Headquarter Address' (Buyer Name, Email: buyeremail@mmm.com, Phone: + (1) 48-71-3776719, Fax:).

On the right side, the 'Routing Status' is 'Acknowledged', with an 'Effective Date: 1 Nov 2018' and an 'Expiration Date: 31 Dec 2018'. A red box highlights the 'Related Documents' section, which includes 'POA453095'.

Scenario: Multi-Line Material Order-Partial Invoice

1. To create a partial invoice, select the confirmed PO from your **INBOX**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice Option**.

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 3500453093. The interface includes a top navigation bar with 'Test Mode', 'Company Settings', and '3M_SUP003 TEST'. Below the PO ID, there is a toolbar with buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and a red arrow points to it from a red box containing the number '1'. A dropdown menu is open under 'Create Invoice', showing options: 'Standard Invoice', 'Credit Memo', and 'Line Item Credit Memo'. The 'Standard Invoice' option is highlighted with a red box. Below the toolbar, there are tabs for 'Order Detail' and 'Order History'. The 3M logo is prominently displayed. At the bottom, there is contact information for 'From: 3M COMPANY' and 'To: 3M_SUP003 - TEST', along with the PO details: 'Purchase Order (Confirmed) 3500453093 Amount: \$3,875.00 USD'.

Scenario: Multi-Line Material Order-Partial Invoice (continued)

The *Invoice Header* displays.

2. Enter the **Invoice #**. The invoice number cannot exceed 16 characters. It can contain alpha and numeric characters, but **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
3. Enter an **Invoice Date**. The **Invoice Date** cannot be backdated by more than 364 days.
4. If several **Remit To** addresses are configured, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
5. Select the **Line level tax** radio button.

The screenshot shows the 'Invoice Header' form with the following fields and values:

- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (annotated with 2)
- Invoice Date:** 8 Oct 2018 (annotated with 3)
- Service Description:** (empty)
- Supplier Tax ID:** (empty)
- Remit To:** 3M_SUP003 - TEST
- Bill To:** 3M COMPANY (annotated with 4)
- Address:** ST. PAUL, MN, United States
- Tax:** Header level tax (unselected) and Line level tax (selected, annotated with 5)

Summary:

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

Scenario: Multi-Line Material Order-Partial Invoice (continued)

- To remove the unconfirmed lines from the invoice, click the **checkbox** to the left of the line number. It is the best practice to remove any lines from the invoice that have not been shipped.
- Click **Delete**.

The screenshot displays a software interface for managing a multi-line material order. It features two main line items, each with a table header and a pricing details section. A red box labeled '6' points to the checked checkboxes in the 'Include' column of both line items. A red box labeled '7' points to the 'Delete' button in the 'Line Item Actions' menu at the bottom of the interface.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 2		2,000	EA	\$800,000.00 U	\$1,200,000,000.00 USD
Pricing Details		Price Unit: + EA		Price Unit Quantity: + 1					
		Unit Conversion: + 1		Description:					
30	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 3		3,000	EA	\$700,000.00 U	\$2,100,000,000.00 USD
Pricing Details		Price Unit: + EA		Price Unit Quantity: + 1					
		Unit Conversion: + 1		Description:					

Line Item Actions:

Scenario: Multi-Line Material Order-Partial Invoice (continued)

- To add the tax information at the *Line Item Level*, click the **Tax Category** checkbox.
- Select **Sales Tax** from the tax type drop-down list.
- Click **Add to Included Lines** to include the tax line.
- Verify the **Quantity** and **Unit Price** of the remaining line.
- The *Tax* section displays under the material line. Enter the appropriate tax rate in the **Rate %** field.

The screenshot displays a software interface for managing line items and taxes. It is divided into two main sections: 'Line Items' and 'Tax'.

Line Items Section:

- At the top right, it shows '1 Line Items, 1 Included, 0 Previously Fully Invoiced'.
- Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown menu (highlighted with a red box and labeled '8'), and checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. An 'Add to Included Lines' button is also present (highlighted with a red box and labeled '10').
- The main table lists line items. The first item is highlighted with a red box and labeled '11'. It has the following details:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 1		4,000	EA	\$900,000.00 U	\$3,600,000,000.00 USD
- Below the table is the 'Pricing Details' section, which includes fields for 'Price Unit' (EA), 'Price Unit Quantity' (1), and 'Unit Conversion' (1).

Tax Section:

- The 'Tax' section is located below the line items. It includes a 'Category' dropdown menu (VAT) and a 'Rate(%)' field (0.00), both highlighted with red boxes and labeled '12'. Other fields include 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', 'Date Of Supply' (8 Nov 2018), and 'Law Reference'. On the right side, there are fields for 'Taxable Amount' (\$8,500.00 CAD), 'Tax Rate Type', 'Tax Amount', and 'Exempt Detail' (no value).

Scenario: Multi-Line Material Order-Partial Invoice (continued)

- Click **Next** at the bottom of the page. The *Review* page displays. Review your Invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the Invoice to 3M.
- A confirmation messages displays. Click **Exit** to return to the *PO view*.

The screenshot shows the 'Create Invoice' interface. At the top right, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and labeled '13'. Below the buttons, there is a confirmation message: '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.'

The main content area is titled 'Standard Invoice' and contains the following information:

Invoice Number : INV453095T1	Subtotal : \$4,000.00 USD
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax : \$0.00 USD
Original Purchase Order : 3500453095	Total Gross Amount : \$4,000.00 USD
	Total Net Amount : \$4,000.00 USD
	Amount Due : \$4,000.00 USD

Below the totals, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the name and postal address of the respective party.

At the bottom of the page, a large message states: 'Invoice INV453095T1 has been submitted.' Below this message, there are two bullet points: 'Print a copy of the invoice.' and 'Exit invoice creation.' The 'Exit' button in the second bullet point is highlighted with a red box and labeled '14'.

Scenario: Multi-Line Material Order-Partial Invoice (continued)

The *PO view* displays. The Invoice is linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**. Click **Done** to navigate back to the *Home* screen.

The screenshot displays the Ariba Supply Chain Collaboration interface for a Purchase Order (PO) with ID 3500453093. The header shows the company name 'Ariba Supply Chain Collaboration', a 'Test Mode' indicator, and navigation links for 'Company Settings', '3M_SUP003 TEST', and 'Help Center'. The main content area features a 'Purchase Order: 3500453093' header with a 'Done' button. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with options to 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is active, showing the 3M logo and contact information for '3M COMPANY' (3M CENTER 220-9E-02, ST. PAUL, MN 55144, United States) and '3M_SUP003 - TEST' (999 main street, St Paul, MN 55124, United States). The 'Purchase Order' status is 'Partially Invoiced' with an amount of \$3,875.00 USD. The 'Related Documents' section shows a link to 'INV453093T1 POA53093' with a status of 'Acknowledged'. The footer includes 'Payment Terms' (NET 60, Net 60 Days) and 'Contact Information' (Supplier Address and Buyer Headquarter Address).

Scenario: Multi-Line Material Order-Invoice Status

1. To verify the status of the invoice from your *Home* screen, click the **OUTBOX** tab. Scroll through your list of Invoices or use the **Search Filter** to search using the Invoice Number.
2. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.

The screenshot shows the 3M software interface. The 'OUTBOX' tab is selected in the top navigation bar. Below the navigation bar, there are several tabs: Invoices, Order Confirmations, Ship Notices, Service Sheets, Extended Collaboration, Product Replenishment, and Drafts. The 'Invoices' section is active, showing a search filter and a table of invoices. The table has columns for Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first row is highlighted with a red box, showing a 'Standard Invoice' with Invoice # INV453095T1, Customer PLEASE DO NOT, Reference 3500453095, Submit Method Online, Submitted By Supplier, Origin Supplier, Self Billing No, Source Doc Order, Date 8 Oct 2018, Amount \$4,000.00 USD, Routing Status Acknowledged, and Invoice Status Sent. A red box also highlights the 'OUTBOX' tab in the navigation bar.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453095T1	PLEASE DO NOT	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	PLEASE DO NOT	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent

Scenario: Multi-Line Material Order-Remaining Balance

Once the remaining materials have been sent, a second invoice will need to be created for the balance. Ariba will allow you to create an Invoice for more than the remaining balance on the PO, but the Invoice will be rejected by 3M. After you have submitted the second Invoice, verify that the Invoice has been approved. To verify the Invoice status:

1. Click **OUTBOX**.
2. If you have over invoiced, the **Invoice Status** shows as **Rejected**.
3. Click the **Invoice #** hyperlink to open the Invoice and view the error details.
4. To submit a corrected invoice, create a new Invoice from the Purchase Order.

The screenshot displays the Ariba Invoices interface. The 'OUTBOX' tab is selected in the top navigation bar. Below the navigation, there is a search filter section and a table of invoices. The first row in the table is highlighted with a red box, indicating it is the selected invoice. This row shows an invoice with the number 'INV453096T2' and a status of 'Rejected'. A red box labeled '2' points to the 'Rejected' status. Below the table, the details for the selected invoice are shown. The 'Rejected Invoice' section lists reasons for rejection, with the first reason, 'INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.', highlighted by a red box labeled '3'. Other reasons listed include 'INV-38: The invoice was successfully received.', 'DOC-6: A document preprocessing error occurred.', and 'DOC-1: Invoice validation failed.'. At the bottom of the details section, there is an 'Edit & Resubmit' button.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV453096T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No		8 Oct 2018	\$2,000.00 USD	Failed	Rejected
Standard Invoice	INV453095T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453095	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$4,000.00 USD	Acknowledged	Sent
Standard Invoice	INV453094T1	Test PO - PLEASE DO NOT Ship - (R'5)	3500453094	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$1,050.00 USD	Acknowledged	Sent
Standard Invoice	INV453093T2	Test PO - PLEASE DO NOT Ship - (R'5)	3500453093	Online	Supplier	Supplier	No	Order	8 Oct 2018	\$3,575.00 USD	Acknowledged	Sent



Creating Credit Memos – Line Item Level

Line Item Level Credit Memo

1. To create a credit memo against a PO that has previously been invoiced, go to your **Outbox** and select the Invoice by clicking directly on the **Invoice #** hyperlink.

Note: You can also select the option. From the *Create* drop-down list, select **Credit Memo**. Once you are on the *Invoice Detail* page, verify it is the correct PO or invoice.

2. Click **Create Line-Item Credit Memo**.

HOME INBOX **OUTBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts

Invoices

Search Filters

Invoices (100+) Page 1

Type	Invoice # ↑	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/> Credit Memo	013253	Test PO - PLEASE DO NOT Ship - (D*5)	4800021422	Online	Supplier	Supplier	No	Order	26 Nov 2018	\$-10.26 USD	Acknowledged	Sent
<input checked="" type="radio"/> Standard Invoice	030657	Test PO - PLEASE DO NOT Ship - (D*5)	4800021474	Online	Supplier	Supplier	No	Order	19 Nov 2018	\$100.00 USD	Acknowledged	Sent
<input type="radio"/> Standard Invoice	032622	Test PO - PLEASE DO NOT Ship - (D*5)	4800021473	Online	Supplier	Supplier	No	Order	22 Nov 2018	\$100.00 USD	Acknowledged	Sent

Invoice: 030657 Done

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

Detail Scheduled Payments History

Standard Invoice

Status		Subtotal :	\$100.00 USD
Invoice: Sent		Total Tax :	\$0.00 USD
Routing: Acknowledged		Total Gross Amount :	\$100.00 USD
Invoice Number : 030657		Total Net Amount :	\$100.00 USD
Invoice Date : Monday 19 Nov 2018 3:07 PM GMT+05:30		Amount Due :	\$100.00 USD
Original Purchase Order : 4800021474			
Submission Method : Online			
Origin : Supplier			
Source Document : Order			

Line Item Level Credit Memo: Header

3. Enter the **Credit Memo #** and **Credit Memo Date**.
4. By default, the original invoice values display and are summarized with a negative value. Once you select your line items and adjust the **Quantity** and **Value**, the summary will update.
5. Tax credit can be submitted at the *Header Level* or at the *Line Item Level*. If submitting at the *Header Level*, once you adjust the line item quantity and value, the **Taxable Amount** and **Tax Amount** will automatically re-calculate based on the line item value.

The screenshot shows the 'Create Line-Item Credit Memo' interface. It includes a 'Summary' section with fields for 'Credit Memo #', 'Credit Memo Date', 'Original Invoice No.', 'Original Invoice Date', 'Supplier Tax ID', 'Remit To', and 'Bill To'. A 'Tax' section allows selecting between 'Header level tax' and 'Line level tax'. A summary box on the right shows financial totals, and a tax calculation box shows 'Taxable Amount' and 'Tax Amount'. Annotations 3, 4, and 5 point to these specific areas.

3 Credit Memo #: CR10002
Credit Memo Date: 15 Dec 2016

4 Subtotal: \$-100.00 CAD
Total Tax: \$0.00 CAD
Total Gross Amount: \$-100.00 CAD
Total Net Amount: \$-100.00 CAD
Amount Due: \$-100.00 CAD

5 Tax: Header level tax Line level tax

Taxable Amount: \$-100.00 CAD
Rate(%): 13
Tax Amount: \$-13.00 CAD

Line Item Level Credit Memo: Line Level

- Under the **Include** column of the line item, click the **toggle** to include or exclude the line item from the credit memo.
 - **Green:** Included
 - **Gray:** Excluded
- Update the **Quantity**. It will automatically fill with a negative quantity value.
- Adjust the **Unit Price**, if applicable. This will remain a positive value.
- To add a comment, click **Line Item Actions** and select the **Comments** option. The **Comments** field displays at the *Line Item Level*.
- Click **Update** for a refresh or **Next** to review and submit.

The screenshot shows a software interface for editing a line item. At the top right, it says "1 Line Items 1 Included, 0 Previously Fully Invoiced". Below this is a section for "Insert Line Item Options" with checkboxes for "Shipping Documents", "Special Handling", and "Discount", and a dropdown for "Tax Category" set to "0% VAT / 0 Tax". A button "Add to Included Lines" is on the right.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	L28-07-1255	BLACK BOX	00000002000063687	-1	EA each	\$198.31 CAD	-\$198.31 CAD

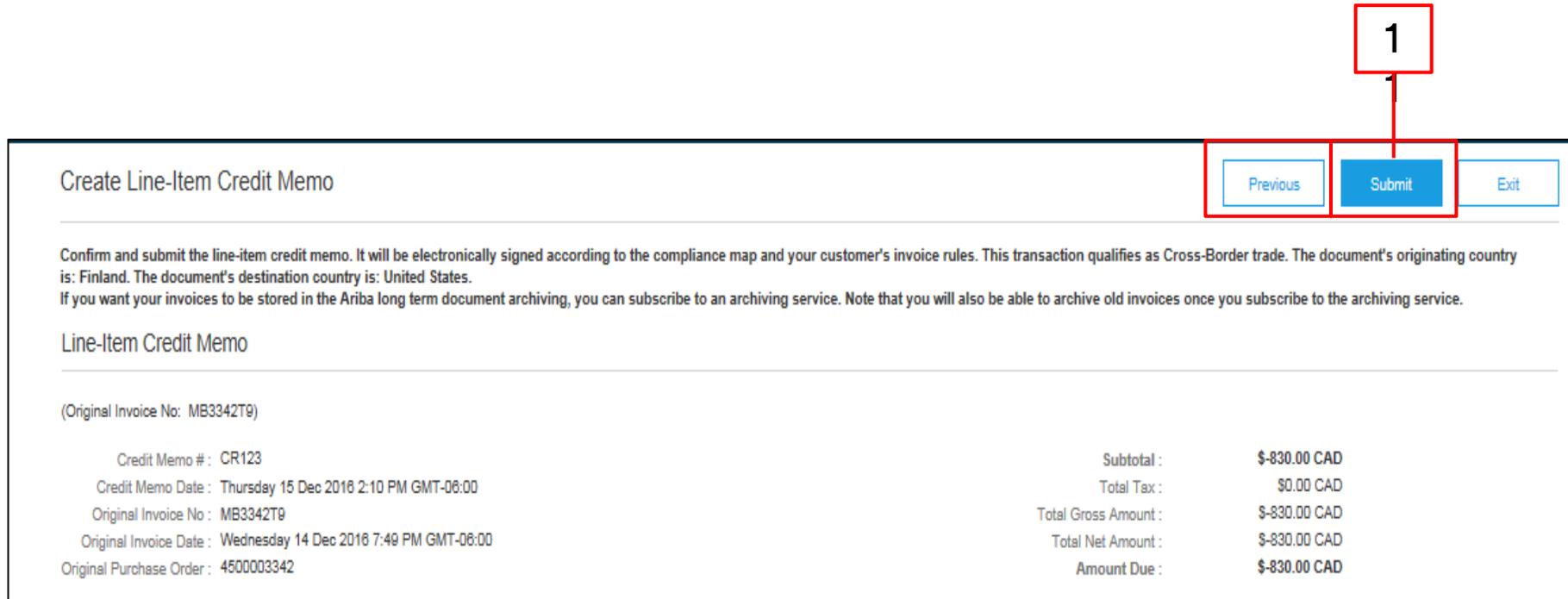
Below the table is a "Pricing Details" section with input fields for "Price Unit" (EA), "Unit Conversion" (1), "Price Unit Quantity" (1), and "Description" (test). A "Comments" field is visible below that.

At the bottom, there is a "Line Item Actions" dropdown menu (highlighted with a red box and number 9) and a "Delete" button. At the very bottom right, there are buttons for "Update", "Save", "Exit", and "Next" (highlighted with a red box and number 10).

Line Item Level Credit Memo: Line Level (continued)

Review the *Create Line-Item Credit Memo Summary* page for credit memo accuracy. Click **Previous** to edit the credit note.

11. Click **Submit** to send your credit note to 3M.



Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's originating country is: Finland. 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.

Line-Item Credit Memo

(Original Invoice No: MB3342T9)

Credit Memo # : CR123	Subtotal :	\$-830.00 CAD
Credit Memo Date : Thursday 15 Dec 2016 2:10 PM GMT-06:00	Total Tax :	\$0.00 CAD
Original Invoice No : MB3342T9	Total Gross Amount :	\$-830.00 CAD
Original Invoice Date : Wednesday 14 Dec 2016 7:49 PM GMT-06:00	Total Net Amount :	\$-830.00 CAD
Original Purchase Order : 4500003342	Amount Due :	\$-830.00 CAD



Next Steps and Support

Next Steps

Ensure all your internal resources are fully aware and capable to support all 3M transactions through Ariba Network:

- Access the User Guides through the *Supplier Information Portal*.
- Access the link of the recorded training session through the *Supplier Information Portal*.
- Set up your internal resources as users with the appropriate permissions.
- Set up your e-mail notifications.
- Select your preference for receiving orders (Electronic Order Routing).

Support

Refer to the additional documentation available on the *3M Supplier Information Portal* accessible from the *Customer Relationships* page of your Ariba Network account. Additionally, the Ariba **Help Center** can be used to search FAQs, log tickets, and access additional support documentation.

