

# SAP Ariba Network Enterprise Account Quick Reference Guide


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## Top Tips

- In your Ariba account profile, ensure your Order and Invoice routing methods are set-up to receive email notifications.
- Your Ariba Network inbox is where all Orders and their current statuses will be shown, you can access all documents from the inbox.
- **Order Confirmations** must be created for all Orders and Order Changes within 48 hours.
- **Ship Notices** must be created prior to the shipment of materials
- **Invoices** can only be created after an Order Confirmation and a Ship Notice (if required) have been created.

## Help Information

- ❖ Click here:  on your Ariba Home page to access the Ariba Help Center to view FAQs and contact Ariba Customer Support
- ❖ Contact the Buyer stated on the Purchase Order for all Order related questions
- ❖ Go to our 3M Supplier Direct website to download full training documents: <http://3m.com/supplierdirect> > select your country under **Quick Links** and select: **ERP Training**

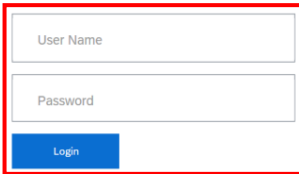
## How to add/change Tax and VAT IDs - Enterprise Account

In many countries it is mandatory to have the supplier's VAT ID (Value Added Tax number) stated on their invoice. This manual explains how a supplier can add or update their VAT ID or Tax IDs to their Company Profile on their Ariba Network account. The VAT ID or Tax ID will then default to each eInvoice the supplier creates in the Ariba Network.

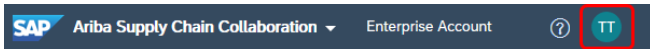
### To add/change VAT ID

1. Log in to the Ariba Network: <https://supplier.ariba.com/>

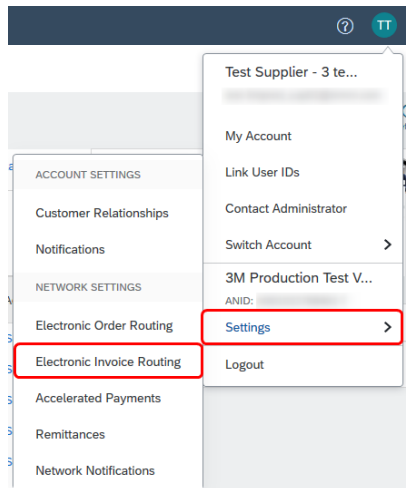
#### Supplier Login



2. Click on the Account Settings icon:

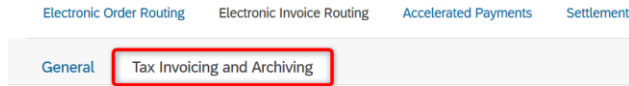


3. Select Settings, then Electronic Invoice Routing:



4. Click the Tax Invoicing and Archiving tab:

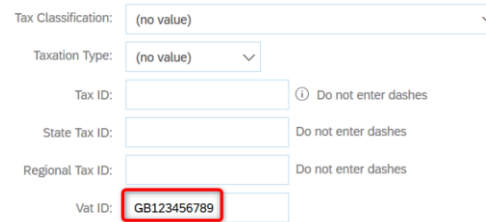
#### Network Settings



5. Enter your Tax / VAT IDs in the Tax Information section.

**NOTE:** no spaces, hyphens or special characters are allowed:

#### Tax Information



6. Click Save:



# How to change/add email addresses for Purchase Order notifications – Enterprise Account

1. Log in to the Ariba Network: <https://supplier.ariba.com/>

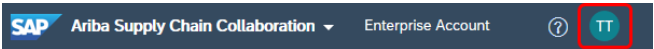
Supplier Login

User Name

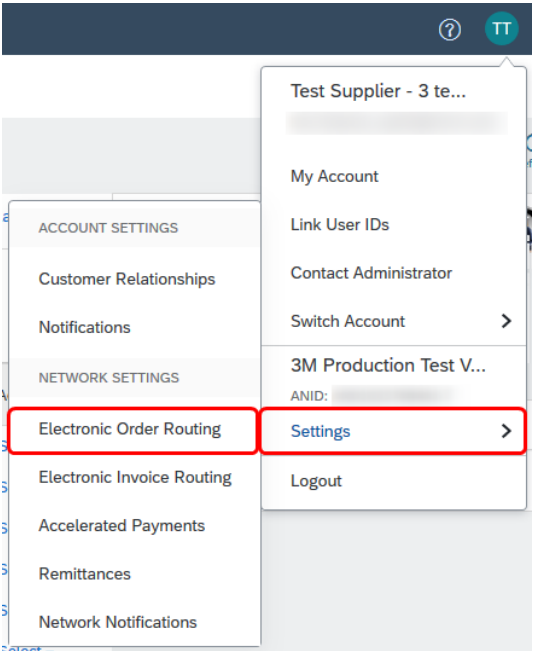
Password

Login

2. Click on the Account Settings icon:



3. Select Settings, then Electronic Order Routing:



4. Change/add the required email addresses and check the “Include document in the email message” box.

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: john.smith@abc.com,jenny.smith@abc.com</div> <div> <input type="checkbox"/> Attach XML document in the email message                     <input checked="" type="checkbox"/> Include document in the email message                     <input type="checkbox"/> Attach PDF document in the email message                 </div> <div>                         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".                     </div>

You can add up to **five** email addresses separated by a comma (no spaces).

5. Click Save

Save

Close

## How to create an Order Confirmation – Enterprise Account

You are required to create an Order Confirmation **within 48 hours** of receiving the Purchase Order in your Ariba Account. You can confirm the Order “As Is”, or propose a different delivery date, quantity or price. Do not use the Reject or Backorder options.

1. Log in to your Ariba Network Account:  
<https://supplier.ariba.com/>

### Supplier Login

2. Click on Inbox and select Orders and Releases

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

[Orders and Releases](#)

3. Click on Search Filters, select Exact number, enter the Purchase Order number and click Search:

▼ Search Filters

Customer: All Customers

Order Number: \* ☐ Partial number ☒ Exact number

4. Click on the Order Number to open the Purchase Order:

Type	Order Number	Customer	Inquiries	Ship To Address
<input type="radio"/> Order	480			3M Brockville - Tape BROCKVILLE, ON Canada

5. Click on [Show Item Details](#) under the Line Items section to view additional Order information

6. Identify the Purchase Order Type as this will determine the steps you follow to create an Order Confirmation:

### Material Orders → See Page 2

Material Purchase Orders contain a Customer Part # and Type = **Material**:

#### Line Items

Line #	Part #	Customer Part #	Type	Return
10	Non Catalog Item	000000007100000220	Material	

Or, they contain a blank Customer Part # and Type = **Material**:

#### Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
1	Non Catalog Item	Non Catalog Item		Material

### Limit and Free Text Service Orders → See Page 3

Limit Purchase Orders contain a 5-digit Line # starting with **0000\*** and Type = **Service**:

#### Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
00001				Service

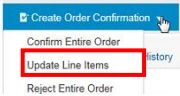
Free Text Service Purchase Orders contain a 5-digit Line # starting with **1000\*** and Type = **Service**:

#### Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
10001				Service

# How to create a Confirmation for a Material Order

1. Click **Create Order Confirmation** and select **Update Line Items**:



2. Enter your Confirmation #:

Confirmation #:

## 3a. To confirm an Order “As Is”:

Click **Confirm All**:

Line Items

Line #	Part #	Customer Part #	Revision Level
10	ACU5050A-R2	000000002100001754	

Description: BLACK BOX

**Current Order Status**

☒ 10,000.000 Unconfirmed

Confirm:  Backorder:

**Confirm All**

Click:

Review the summary page and click:

## 3b. To confirm a different quantity, delivery date or price

For each Line Item: In the **Confirm** field, enter your **Quantity** and click on **Details**:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item			1,100.000 (EA)	16 Feb 2020	111.00 EUR	122,100.00 EUR		

Description: 9378 IMPRINT II LIGHT BODY 4/EA

**Schedule Lines**

**Current Order Status**

☒ 1,100.000 Unconfirmed

Confirm:  Backorder:  Reject:  **Details**

Enter the **Est. Delivery Date**.

If required, also update the **Unit Price**:

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price
10	Non Catalog Item		1,100.000	EA	16 Feb 2020		111.00 EUR

Description: 9378 IMPRINT II LIGHT BODY 4/EA

New Order Status: **900 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

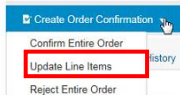
Click:

On the next page click:

Review the summary page and click:

# **How to create a Confirmation for a Limit or a Free Text Service Order**

1. Click **Create Order Confirmation** and select **Update Line Items**:



2. Enter your **Confirmation #**:

Confirmation #:

## **3a. To confirm the entire Order “As Is”:**

In **Estimated Completion Date** field enter the **Need By** date from the first Purchase Order Line Item:

Est. Completion Date:

Click **Confirm All**:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
00010				1.000 (C62)

Description: LFM SES Testing

► **Schedule Lines**

☒ Unconfirm

☐ Confirm

☐ Reject - Please specify a reason:

Click:

Review the summary page and click:

## **3b. To confirm the entire Order with one Completion date that is different to the Need By date:**

Enter **Estimated Completion Date** which will be applied to all Line Items:

Est. Completion Date:

Select **Confirm** for each Line Item:

**Line Items**

Line #	Part # / Description	Qty (Unit)
10001	Service Item	
	<input type="radio"/> Unconfirm	
	<input checked="" type="radio"/> Confirm	
	<input type="radio"/> Reject - Please specify a reason: <input type="text"/>	
10001.1		1.000 (C62)
	Straßer Hof/Entschädigung Bodenproben	

Click:

Review the summary page and click:

**Please Note:** If the Purchase Order has multiple lines with various Need By dates, and you need to confirm different Completion Dates to the Need By dates, then please contact the 3M Buyer who will create a Change Order.

## How to Create Ship Notice for a Material Purchase Order – Enterprise Account

Ship Notices (ASNs) are required for all Material Purchase Orders and should be created **24 hours prior** to the goods arriving at 3M. You can only create a Ship Notice after you have created a Purchase Order Confirmation.

Material Purchase Orders can be identified as they contain a Customer Part # and the Type = Material:

### Line Items

Line #	Part #	Customer Part #	Type	Return
10	Non Catalog Item	000000007100000220	Material	

1. Log in to your Ariba Network Account:  
<https://supplier.ariba.com/>

### Supplier Login

2. Click on Inbox and select Orders and Releases

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

[Orders and Releases](#)

3. Click on Search Filters

[Orders and Releases](#)
[Items to Confirm](#)
[Items to Ship](#)
[Return Items](#)

[Search Filters](#)

4. Enter the Purchase Order number into the Exact Number field you wish to create a Ship Notice and click on Search

Search Filters

Customer: All Customers

Order Number: 480

Partial number

Exact number

Search

5. Click on PO number to open the PO

Type	Order Number	Customer	Inquiries	Ship To Address
Order	480			3M Brockville - Tape BROCKVILLE, ON Canada

6. Click the Create Ship Notice button:

7. Enter your Packing Slip ID (this is your delivery note number) and Delivery Date:

Packing Slip ID: SN333

Delivery Date: 28 May 2019

8. Click the Carrier Name drop-down:

TRACKING

Carrier Name:

- a) If you pay the Carrier, select your Carrier's name from the list. If your Carrier is not listed, choose Manage Carrier:

Manage Carrier

and enter the Carrier Name and Template URL and click OK

Manage Carrier

Carrier Name: JJ Courier

Template URL: Use <tracking number> for place holder  
www.jjcourier.com

Delete

Create

OK

Cancel

The newly created carrier can now be chosen from the Carrier Name list:

Manage Carrier

Preferred Carriers

JJ Courier

- b) If 3M pays the Carrier, select Other from the list and enter the 3M Freight Vendor ID (provided by 3M):

Carrier Name: Other

600050

9. Enter Tracking No and Bill of Lading No (no special characters or spaces):

Tracking No.: 1234567890

Bill of Lading No.: 1234567890

**Note:** If you do not have a Bill of Lading number, then enter one of the following in the Bill of Lading field instead:

Small Parcel	use:	Tracking Number
Air	use:	Airway Bill Number
Less-than-Truckload	use:	Pro Number
Full Truckload	use:	Trailer and Seal Number
Ocean	use:	Container Number

10. Select the Shipping Method from the list:

Shipping Method

Motor

11. Enter your Trailer ID in the Equipment Identification Code field (no special characters or spaces):

Transport Terms

Equipment Identification Code

Other

EXW

MN8760

Add Transport Term

12. The Ship Qty is pre-populated. Update this field to your actual shipment quantity if different. (Note: Partial shipments are accepted):

Line	Ship Qty
1	33

13. If the material is 3M batch-managed enter the Supplier Batch ID and Production Date:

Line	Ship Qty	Supplier Batch ID	Production Date
1	33	10289786	24 May 2019

If the same Line item has multiple Batch IDs, then click the Add Ship Notice Line button to create an additional line per Batch ID:

Add Ship Notice Line

and enter the Ship Qty, Supplier Batch ID and Production Date for each Batch:

Line	Ship Qty	Supplier Batch ID	Production Date
1	500	10299706	8 Dec 2019
2	40	10299707	8 Dec 2019

Add Ship Notice Line

14. If the material is shelf-life managed, enter the Expiry Date:

Ship Qty	Supplier Batch ID	Production Date	Expiry Date
33	10289786	24 May 2019	24 May 2020

15. For each line item:

a) click Add Details:

Expiry Date
24 May 2020

Add Details

b) click Packaging:

► HAZARD DETAILS

► DELIVERY DETAILS

► PACKAGING

c) Enter the Weight (this is the Net weight):

Dimensions

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:	30	Unit:	<input type="text"/>
Volume:	<input type="text"/>	Unit:	<input type="text"/>

and the Gross Weight and Unit (UOM) of the Line Item:

Gross Volume:	<input type="text"/>	Unit:	<input type="text"/>
Gross Weight:	32	Unit:	KGM
Unit Gross Weight:	<input type="text"/>	Unit:	<input type="text"/>
Unit Net Weight:	<input type="text"/>	Unit:	<input type="text"/>
Stack Height:	<input type="text"/>	Unit:	<input type="text"/>

d) Click OK:

OK

Cancel

**Note:** the Unit needs to be entered using the "UN/CEFACT Common Codes for Units of Measurement" code set. For example:

KGM for kilos

LTR for litres

MTR for metres

The code set can be found here:

[http://wiki.goodrelations-vocabulary.org/Documentation/UN/CEFACT\\_Common\\_Codes](http://wiki.goodrelations-vocabulary.org/Documentation/UN/CEFACT_Common_Codes)

16. Click on Next (bottom of screen)

Save

Exit

Next

17. Click Submit:

Previous

Save

Submit

Exit

18. You are returned to the Purchase Order, and the Ship Notice can be viewed under Related Documents:

Routing Status: Acknowledged  
Related Documents: SN333  
551177

19. Click Done to Exit the PO

Done

20. The Purchase Order status will change to Shipped or Partially Shipped.

# How to create an Invoice – Enterprise Account

1. Log in to your Ariba Network Account:  
<https://supplier.ariba.com/>

Supplier Login

User Name

Password

Login

2. Click on **Inbox** and select **Orders and Releases**:

Home

Inbox

Outbox

Orders and f

Orders and Releases

3. Click on **Search Filters**, select **Exact number**, enter the Purchase Order number and click Search:

Search Filters

Customer:

All Customers

Order Number:\*

Partial number

Exact number

480

Search

4. Click on the Order Number to open the Purchase Order:

Type	Order Number	Customer	Inquiries	Ship To Address
<input type="radio"/> Order	4804			3M Brockville - Tape BROCKVILLE, ON Canada

5. Identify the Purchase Order Type as this will determine the steps you follow to create an Invoice:

## Material Orders → See Page 2

Material Purchase Orders contain a Customer Part # and Type = **Material**:

Line Items

Line #	Part #	Customer Part #	Type	Return
10	Non Catalog Item	000000007100000220	Material	

Or, they contain a blank Customer Part # and Type = **Material**:

Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
1	Non Catalog Item	Non Catalog Item		Material

## Limit Orders → See Page 4

Limit Purchase Orders contain a 5-digit Line # starting with **0000\*** and Type = **Service**:

Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
00001				Service

## Free Text Service Orders → See Page 6

Free Text Service Purchase Orders contain a 5-digit Line # starting with **1000\*** and Type = **Service**:

Line Items

Line #	Manufacturer Part ID	Part #	Customer Part #	Type
10001				Service

## How to create an Invoice for a Material Order

- Click **Create Invoice** and then **Standard Invoice** from the drop-down:

- Enter **Invoice #** and **Invoice Date**:

**Note:** maximum 16 digits, do not use leading zeros, spaces, lower case letters or special characters; Invoice Date can be backdated up to 364 days, but post-dated invoices are **NOT** allowed.

- Verify the **Remit To** address; if multiple addresses are set up, select the correct one from the drop-down menu:

- In the Tax section select:

- Header level tax** when the same tax rate applies to all line items  
OR:
- Line level tax** when different tax rates are applicable

### A. Enter Header level tax:

- Select the tax type (e.g. VAT) from the **Category** drop down, and enter the tax **Rate (%)**:

If the tax rate is Zero or Exempt:

- enter 0 in the **Rate (%)**
  - select Zero or Exempt from the **Exempt Detail** drop-down
  - enter tax-exempt reason in **Description**
- Enter the **Date of Supply** (if required)

### B. Or Enter Line level tax:

- Tick the Line(s) to apply a Tax to
- Tick the **Tax Category** box, and select the Tax type
- Click **Add to Included Lines**

- Enter the tax **Rate (%)**:

- If the tax rate is Zero or Exempt:

- enter 0 in the **Rate (%)**
- select Zero or Exempt from the **Exempt Detail** drop-down
- enter tax-exempt reason in **Description**

- enter the **Date of Supply** (if required)

5. If **Shipping Costs** need to be added to the Invoice:

a) Click on **Add to Header** and click **Shipping Costs**.

\* Indicates required field **Add to Header** ▼

Shipping Cost

Shipping Tax

b) Enter **Shipping Amount**:

Shipping Cost

Shipping Amount: 25

c) Click on **Add to Header** and click **Shipping Tax**.

\* Indicates required field **Add to Header** ▼

Shipping Tax

Shipping Documents

d) Select the tax type (e.g. VAT) from the **Category** drop down and enter the tax **Rate (%)**:

Shipping Tax

Category: VAT

Location:

Description:

Regime:

Taxable Amount: \$25.00 CAD

Tax Rate Type:

Rate(%): 23

Tax Amount: \$5.75 CAD

If the tax rate is Zero or Exempt:

- 1) enter 0 in the **Rate (%)**
- 2) select Zero or Exempt from the **Exempt Detail** drop-down
- 3) enter tax-exempt reason in **Description**

e) Enter the **Date of Supply**

Shipping Tax

Category: VAT

Location:

Description: tax exempt

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$25.00 CAD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 CAD

Exempt Detail: (no value) ▼

(no value)

Zero Rated

Exempt

Date Of Supply: 5 Mar 2020

Triangular Transaction

6. If KID/FIK/OCR/Payment reference numbers are applicable (Norway/Denmark/Sweden/Finland), enter the number in field **Payment Note**:

Payment Note:

7. VAT/Tax ID if applicable:

f) Your VAT/Tax ID will always be defaulted into the **Supplier VAT/Tax ID** field if you have completed the VAT/Tax ID field in your Company Profile

g) If not, enter your **Supplier VAT/Tax ID**:

Supplier VAT

Supplier VAT/Tax ID: GB1234567890

8. If additional information needs to be added to the invoice, click on **Add to Header**, click **Comments** and then add comments:

**Add to Header** ▼

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

**Comment**

Comment

Comments: additional invoice information

9. Poland specific field only – select as appropriate:

Additional Poland Specific Information

Invoice subject to Split Payment mechanism?\*

Select ▼

Select

No

Yes

10. Under Line Items:

Click the toggle to include (green) or exclude (grey) the line item from the Invoice  
OR  
Tick the checkbox to the left of the item and click **Delete** to remove the line item from the Invoice:

☐ No. Include Type Part #

☒ 10 ☒ MATERIAL Non Catalog Item

Pricing Details

Price Unit: EA

Unit Conversion: 1

Line Item Actions **Delete** Add ▼

11. If needed, update the **Unit Price** and **Quantity** fields per line item (these are defaulted from the Purchase Order):

Quantity	Unit	Unit Price	Subtotal
100	EA   each	3.71	371.00 PLN

12. To add miscellaneous/additional charges:

a) Click **Add** and select **Add Material**:

**Delete** **Add** ▼

Add General Service

Add Labor Service

**Add Material**

b) Select the appropriate **Other charge type**:

Additional Fields

Other charge type: Other ▼

(no value)

Assist

Commission

Discount

Insurance

Packaging and Packing

Royalties and License Fee

Tax related charges

**Other**

c) Enter **Quantity**, **Unit** and **Unit Price**:

Quantity	Unit	Unit Price	Subtotal
1	EA   each	10	10.00 PLN

13. Click on **Next**:

**Next**

14. Check the details of the invoice and click on **Submit**:

**Previous** **Submit** **Exit**

## How to create an Invoice for a Limit Order

- Click **Create Invoice** and then **Standard Invoice** from the drop-down:

- If the Purchase Order has multiple lines, select a line item to Invoice.

You can only invoice one line item at a time on a Limit Order. For each Purchase Order line, you need to create a new Invoice.

- Click on **Next**:

- Enter **Invoice #**:

Invoice #: AN1129

**Note:** maximum 16 digits, do not use leading zeros, spaces, lower case letters or special characters.

- You cannot edit **Invoice Date** for Limit Orders. Invoice Date is automatically added when the 3M Buyer approves the Service Sheet generated from your Invoice and the Invoice status changes from Pending Approval to Sent.

- Verify the **Remit To** address; if multiple addresses are set up, select the correct one from the drop-down menu:

Remit To: KAZMAZ MAT SAN VE TIC LTD STI

KAGITHANE  
Turkey

- In the **Tax** section select:

- Header level tax** when the same tax rate applies to all line items  
OR:
- Line level tax** when different tax rates are applicable

- If **Header level tax** selected in point 7:

### A. Enter Header level tax:

- Select the tax type (e.g. VAT) from the **Category** drop down, and enter the tax **Rate (%)**:

If the tax rate is Zero or Exempt:

- enter 0 in the **Rate (%)**
- select Zero or Exempt from the **Exempt Detail** drop-down
- enter tax-exempt reason in **Description**

- Enter the **Date of Supply** (if required)

- If KID/FIK/OCR/Payment reference numbers are applicable (Norway/ Denmark/Sweden/Finland), enter the number in field **Payment Note**:

Payment Note:

- VAT/Tax ID if applicable:

- Your VAT/Tax ID will always be defaulted into the **Supplier VAT/Tax ID** field if you have completed the VAT/Tax ID field in your Company Profile

- If not, enter your **Supplier VAT/Tax ID**:

Supplier VAT

Supplier VAT/Tax ID: GB1234567890

- If additional information needs to be added to the invoice, click on **Add to Header**, click **Comments** and then add comments:

Comment

Comments: additional invoice information

- Poland specific field only – select as appropriate:

Additional Poland Specific Information

Invoice subject to Split Payment mechanism?\*

Select

Select

No

Yes

13. At Line Items, click **Add/Update** and select **Add General Service**.  
Do **NOT** click Add:

Line Items

Insert Line Item Options

☐ Tax Category: VAT ☐ Discount

No.	No.	Include	Type	Part #
00001				

Multiple Limit Item 1

**Add/Update** **Add General Service** **Add Labor Service** **Add Material**

**Line Item Actions** **Delete** **X**

14. Enter:

- a) **Description** of the service
- b) **Quantity**
- c) **Unit** (Unit of Measure) from the drop-down list
- d) **Unit Price**
- e) **Service Start Date**
- f) **Service End Date**:

Multiple Limit Item 1

Description	Customer Part #	Quantity	Unit	Unit Price
Repair service		1	CKZ   one	\$300.00 CAD

8 Apr 2020 Service Start Date: 8 Apr 2020 Service End Date:

15. To add miscellaneous/additional charges:

- d) Click **Add** and select **Add Material**:

**Line Item Actions** **Delete** **Add**

**Add General Service** **Add Labor Service** **Add Material**

- e) Select the appropriate **Other charge type**:

No.	Include	Type	Part #	Description
9999	<input checked="" type="checkbox"/>	MATERIAL	3MOtherCharges	You must enter other charge type below

**Additional Fields** Other charge type: (no value)

**Line Item Actions** **Delete** **Add**

(no value) Assist Commission Discount Insurance Packaging and Packing Royalties and License Fee Tax related charges **Other**

- f) Enter **Quantity**, **Unit** and **Unit Price**:

Quantity	Unit	Unit Price	Subtotal
1	EA   each	\$10.00 CAD	\$10.00 CAD

16. If **Line level tax** selected in point 7:

**B. Enter Line level tax:**

- i. Tick the Line(s) to apply a Tax to
- ii. Tick the **Tax Category** box, and select the Tax type
- iii. Click **Add to Included Lines**

Line Items

Insert Line Item Options

☒ Tax Category: VAT **Add to Included Lines**

No.	Include	Type	Part #
00001			
1	<input checked="" type="checkbox"/>	SERVICE	

**Service Period** Service Start Date: 8 Apr 2020

No.	Include	Type	Part #
9999	<input checked="" type="checkbox"/>	MATERIAL	3MOtherCharges

**Additional Fields** Other charge type: Other

- iv. Enter the tax **Rate (%)**:

Taxable Amount: \$100.00 CAD

Tax Rate Type:

Rate(%): 20

Tax Amount: \$20.00 CAD

- v. If the tax rate is Zero or Exempt:

- 1) enter 0 in the **Rate (%)**
- 2) select Zero or Exempt from the **Exempt Detail** drop-down
- 3) enter tax-exempt reason in **Description**

- vi. Enter the **Date of Supply** (if required)

Category: VAT

Location:

Description: pallets

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 0.00 PLN

Tax Rate Type:

Rate(%): 0

Tax Amount: 0.00 PLN

Exempt Detail: (no value) (no value) Zero Rated Exempt

Date Of Supply: 5 Mar 2020

Triangular Transaction

17. Click on **Next**:

**Next**

18. Check the details of the invoice and click on **Submit**:

**Previous** **Submit** **Exit**

## How to create an Invoice for a Free Text Service Order

- Click **Create Invoice** and then **Standard Invoice** from the drop-down:

- If the Purchase Order has multiple lines, select a line item to Invoice.

You can only invoice one line item at a time on a Limit Order. For each Purchase Order line, you need to create a new Invoice.

Line Items		
Line #	Part ID / Description	
<input checked="" type="radio"/> 10001	Service Item	
<input type="radio"/> 10002	Service Item	
<input type="radio"/> 10003	Service Item	

- Click on **Next**:

Next

- Enter **Invoice #**:

Invoice #: INV1130

**Note:** maximum 16 digits, do not use leading zeros, spaces, lower case letters or special characters.

- You cannot edit **Invoice Date** for Service Orders. Invoice Date is automatically added when the 3M Buyer approves the Service Sheet generated from your Invoice and the Invoice status changes from Pending Approval to Sent.

- Verify the **Remit To** address; if multiple addresses are set up, select the correct one from the drop-down menu:

Remit To KAZMAZ MAT SAN VE TIC LTD STI  
KAGITHANE  
Turkey

- In the Tax section select:

- Header level tax** when the same tax rate applies to all line items
- OR:
- Line level tax** when different tax rates are applicable

### A. Enter Header level tax:

- Select the tax type (e.g. VAT) from the **Category** drop down, and enter the tax **Rate (%)**:

If the tax rate is Zero or Exempt:

- enter 0 in the **Rate (%)**
- select Zero or Exempt from the **Exempt Detail** drop-down
- enter tax-exempt reason in **Description**

- Enter the **Date of Supply** (if required)

### B. Enter Line level tax:

- Tick the Line(s) to apply a Tax to
- Tick the **Tax Category** box, and select the Tax type
- Click **Add to Included Lines**

- Enter the tax **Rate (%)**:

- If the tax rate is Zero or Exempt:

- enter 0 in the **Rate (%)**
- select Zero or Exempt from the **Exempt Detail** drop-down
- enter tax-exempt reason in **Description**

- Enter the **Date of Supply** (if required)

8. If **Shipping Costs** need to be added to the Invoice:

a) Click on **Add to Header** and click **Shipping Costs**.

\* Indicates required field

Add to Header ▾

Shipping Cost

Shipping Tax

b) Enter **Shipping Amount**:

Shipping Cost

Shipping Amount: 25

c) Click on **Add to Header** and click **Shipping Tax**.

\* Indicates required field

Add to Header ▾

Shipping Tax

Shipping Documents

d) Select the tax type (e.g. VAT) from the **Category** drop down and enter the tax **Rate (%)**:

Shipping Tax

Category: VAT

Location:

Description:

Regime:

Taxable Amount: \$25.00 CAD

Tax Rate Type:

Rate(%): 23

Tax Amount: \$5.75 CAD

If the tax rate is Zero or Exempt:

- 1) enter 0 in the **Rate (%)**
- 2) select Zero or Exempt from the **Exempt Detail** drop-down
- 3) enter tax-exempt reason in **Description**

e) Enter the **Date of Supply**

Shipping Tax

Category: VAT

Location:

Description: tax exempt

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: \$25.00 CAD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 CAD

Exempt Detail: (no value) ▾

(no value)

Zero Rated

Exempt

Date Of Supply: 5 Mar 2020

Triangular Transaction

9. If KID/FIK/OCR/Payment reference numbers are applicable (Norway/Denmark/Sweden/Finland), enter the number in field **Payment Note**:

Payment Note:

10. VAT/Tax ID if applicable:

a) Your VAT/Tax ID will always be defaulted into the **Supplier VAT/Tax ID** field if you have completed the VAT/Tax ID field in your Company Profile

b) If not, enter your **Supplier VAT/Tax ID**:

Supplier VAT

Supplier VAT/Tax ID: GB1234567890

11. If additional information needs to be added to the invoice, click on **Add to Header**, click **Comments** and then add comments:

Add to Header ▾

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Comment

Comments: additional invoice information

12. Poland specific field only – select as appropriate:

Additional Poland Specific Information

Invoice subject to Split Payment mechanism?\*

Select ▾

Select

No

Yes

13. At Line Items, verify and adjust if necessary:

- a. **Description**
- b. **Quantity**
- c. **Unit Price**

Do not change the **Unit** (Unit of Measure).

Line Items

Insert Line Item Options

Tax Category: ▾

Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
10001				Service Item				
10001.1	✓	SERVICE		Multiple Service Line 1		1	EA   each	\$100.00 CAD

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1

Description: 1

14. Enter **Service Start Date** and **Service End Date**

Service Period

Service Start Date: 8 Apr 2020

Service End Date: 8 Apr 2020

15. To add miscellaneous/additional charges:

a) Click **Add** and select **Add Material**:

Line Item Actions ▾

Delete

Add ▾

Add General Service

Add Labor Service

Add Material

b) Select the appropriate **Other charge type**:

No.	Include	Type	Part #	Description
9999	✓	MATERIAL	3M	OtherCharges

You must enter other charge type below

Additional Fields

Other charge type: (no value) ▾

(no value)

Assist

Commission

Discount

Insurance

Packaging and Packing

Royalties and License Fee

Tax related charges

Other

c) Enter **Quantity**, **Unit** and **Unit Price**:

Quantity	Unit	Unit Price	Subtotal
1	EA   each	\$10.00 CAD	\$10.00 CAD

16. Click on **Next**:

Next

17. Check the details of the invoice and click on **Submit**:

Previous

Submit

Exit

# How to create a Credit Memo – Enterprise Account

1. Log in to your Ariba Network Account:  
<https://supplier.ariba.com/>

Supplier Login

User Name

Password

Login

2. Click on **Outbox** and select **Invoices**:

Home

Inbox

Outbox

Catalogs

Orders and Releases

Invoices

Order Confirmations

3. Click on **Search Filters**, select **Exact number**, enter the number of the Invoice to be credited, and click **Search**:

Search Filters

Customer:

All Customers

Invoice Number: \*

INV5923

Partial number

Exact number

Next

4. Click on the Invoice number to open the Invoice:

Type	Invoice #	Customer	Reference
<input checked="" type="radio"/> Standard Invoice	INV5923	3M	4808395923

5. Identify the Purchase Order Type as this will determine the steps you follow to create a Credit Note:

## Material Orders → See Page 2

Material Purchase Orders contain a Customer Part # and Type = **Material**:

Original Purchase Order: 4806537319

Line No.	Line Ref No.	Type	Part No. / Description	Customer Part No.
1	10	MATERIAL	Non Catalog Item L-57 ISOFORM BICUSPID REPLACE CRN (5/BOX)	000000007000053287

Or, they contain no Customer Part # and Type = **Material**:

Original Purchase Order: 3500002981

Line No.	Line Ref No.	Type	Part No.	Qty / Unit
1	1	MATERIAL	Non Catalog Item	10 / (EA)
Description: 0007530010				

## Limit Orders → See Page 3

Limit Purchase Orders contain a 5-digit Line # starting with **0000\*** and Type = **Service**:

Original Purchase Order: 3500946609

Line No.	Line Ref No.	Type	Part No.	Qty / Unit
1	00001	SERVICE		1 / (EA)
Description: Test 1180				

## Free Text Service Orders → See Page 3

Free Text Service Purchase Orders contain a 5-digit Line # starting with **1000\*** and Type = **Service**:

Original Purchase Order: 3500946305

Line No.	Line Ref No.	Type	Part No.	Qty / Unit
1	10001	SERVICE		1 / (C62)
Description: service up to 5000 SONT TOUCH				

## How to create a Credit Memo for a Material Order

1. Click on **Create Line-Item Credit Memo**:

2. Enter **Credit Memo #** and **Credit Memo Date**:

**Note:** maximum 16 digits, do not use leading zeros, spaces, lower case letters or special characters; Credit Memo Date can be backdated up to 364 days, but post-dated Credit Memos are **NOT** allowed.

3. Under **Comment**, enter **Reason for Credit Memo** and the original **Invoice number**:

### Comment

4. Under **Line Items**:

Click the toggle to include (green) or exclude (grey) the line item from the Credit Memo

OR

Tick the checkbox to the left of the item and click **Delete** to remove the line item from the Credit Memo:

### Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	XV201201201	BOX FOR PN9869R

### Pricing Details

Price Unit:\*

Unit Conversion:\*

5. If needed, update the negative **Quantity** per line item (this is defaulted from the Invoice):

Quantity	Unit	Unit Price	Subtotal
-14	EA   each	\$148.00 CAD	\$-2,072.00 CAD

6. Click on **Next**:

7. Check the details of the Credit Memo and click on **Submit**:

## How to create a Credit Memo for a Limit Order or a Free Text Service Order

1. Click on **Create Line-Item Credit Memo**:

Create Line-Item Credit Memo	Copy This Invoice	Print
------------------------------	-------------------	-------

2. Enter **Credit Memo #** and **Credit Memo Date**:

Credit Memo #:*	CR0017	
Credit Memo Date:*	5 Mar 2020	

**Note:** maximum 16 digits, do not use leading zeros, spaces, lower case letters or special characters; Credit Memo Date can be backdated up to 364 days, but post-dated Credit Memos are **NOT** allowed.

3. Under **Comment**, enter **Reason for Credit Memo** and the original **Invoice number**:

Reason for Credit Memo:	Price correction. Original Invoice RE219132.
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4. Under **Line Items**:

Click the toggle to include (green) or exclude (grey) the line item from the Credit Memo

OR

Tick the checkbox to the left of the item and click **Delete** to remove the line item from the Credit Memo:

Line Items

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

Service Sheet Details      Service Sheet #: INV3500735941

Service Period      Service Start Date:

Line Item Actions      **Delete**

5. Click on **Next**:

Next
------

6. Check the details of the Credit Memo and click on **Submit**:

Previous	<b>Submit</b>	Save	Exit
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