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ARIBA NETWORK

Quick Reference Card

- How to Confirm a Purchase Order
- How to Create ASN
- How to Create an Invoice
- How to Create a Credit Memo
- Ariba Account Setup

Tips

- Ensure your PO routing email is set up correctly so that you will receive email notifications.
- Your Ariba Network inbox is where all POs and their current statuses will be shown, you can access all documents from the inbox.
- All POs and PO Changes must be confirmed in Ariba Network within 24 hours.
- ASN must be created prior to shipment of goods. Invoices can only be created once a POA and ASN have been sent (required for orders starting 48…).

Help Information

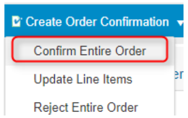
- ❖ For help on using the application - Use the Ariba « Help Center Click on Contact Support to submit a ticket referencing 3M
- ❖ For any business-related questions, contact your 3M Sourcing Professional.
- ❖ Contact the Buyer stated on the Purchase Order for all Order related questions
- ❖ Email us at stpecommerceemea@3M.com (EMEA) or stpecommerceamericas@3M.com (The Americas)
- ❖ Go to our 3M supplier Direct website to download full training documents: http://3m.com/supplierdirect > select your country > under **Quick Links** select **ERP Training**

Confirm a Purchase Order

This is where you confirm orders for 3M, so you are letting the 3M buyer/planner know that you are able to accept the PO and fulfil it within the dates specified or amended by you. Please note that a confirmation is required **within 24 hours** of receipt of order.

To confirm the entire order

1. Once you have logged into Ariba Network - Go to your **Inbox**
2. Click on the PO number you wish to confirm, you can use the search functionality.
3. The PO details will be displayed
4. Select Create Order Confirmation
5. A drop-down will appear. Click Confirm Entire Order

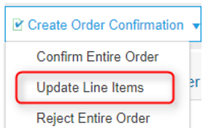


6. Enter your PO confirmation number
   Confirmation #:
7. Enter Est Delivery date
   * Est. Delivery Date:
8. Enter any comments if necessary
9. Click Next
10. The PO confirmation page will be displayed – showing you the information that will be sent to 3M. Review and click Submit

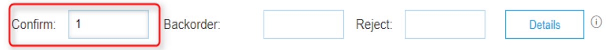
To confirm part of an order or propose a different unit price, delivery date or quantity

The Ariba Network allows you to confirm part of an order – however, a line item can ONLY have 1 status, so for each line it must be all "Confirmed" or all "Backordered" (backordered is the status you use if you cannot fulfil the order with the dates on the PO and you need to specify different dates). **Never reject an order**.

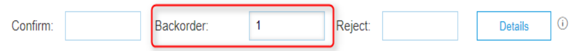
1. Select Create Order Confirmation
2. A drop-down will appear. Click Update Line Items



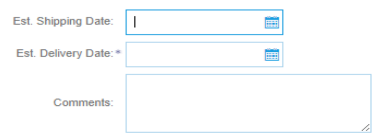
3. Enter your PO confirmation number
   Confirmation #:
4. Enter Est Delivery date (when the goods will be at the requested destination)
   * Est. Delivery Date:
5. Enter any comments if necessary
6. In the line item details for the first line on the order enter the confirmed qty – this must be the full qty for the line



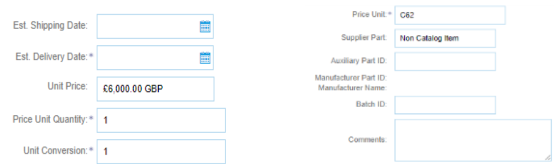
7. Click Details to propose different qty and price for line item.
8. In the line item that you wish to enter a backordered qty – enter the qty as the full qty of the line (as the amount that will be confirmed for a later date)



9. **You should not use several statuses for a single Line Item**. Contact your 3M Sourcing Representative for assistance
10. Click Details
11. For the backordered qty – enter the Est Delivery date and any relevant comments, click OK



12. For the Confirmed qty, verify the details entered and if applicable, adjust price and dates



13. Once you have verified details – Click Next
14. The order confirmation page will be displayed for you to review.
15. Click Submit
16. Click Done to finish

The PO has now been updated at 3M with your confirmation.

Create an Advanced Shipping Notice

Ship Notices (ASNs) are required prior to invoicing for all Material POs that contain a Customer Part Number and orders without a Customer Part Number that ship across borders. The ASN must be completed and submitted BEFORE the goods arrive at the 3M location (**24 hours prior to shipment**). If you are working on a service PO you can skip this step.

1. Click [Create Ship Notice] button
2. Enter your Packing Slip ID number (this is your delivery note reference number)

   Packing Slip ID: * NH1407TST

3. Enter Actual Delivery Date

   Actual Delivery Date: * 16 Jul 2017

4. In the Tracking section, enter Carrier Name (choose from drop-down)

   Carrier Name:

5. If 3M pays the carrier costs, select *Other* and enter Freight Vendor ID in the text field below. If you pay the carrier costs, choose the appropriate carrier.

Enter Tracking #, Bill of Lading # ((For these Freight Types use as BOL: Small Parcel = Tracking Number, Air = Airway Bill, Less-than-Truckload = Pro Number, Full Truckload = Trailer and Seal Number, Ocean = Container Number)

Note: **BOL should not contain special characters or spaces.**

Carrier Name:	Other
	6000013
Tracking #: *	9912345
Bill Of Lading #: *	BOL12345

6. Choose Shipping Method from the drop-down menu.

Tracking Date:	
Shipping Method:	Motor
Service Level:	

7. Enter Shipping Qty (Note: Partial shipments are accepted)

Line	Ship Qty
1	5,430.000

8. **Required for batch managed products:** enter Batch ID (**if a 3M batch number: maximum 10 digits with no special characters, spaces or leading zeros**)) and Production Date. Also add Expiry Date, if material is shelf-life managed.

   Batch ID | Production Date | Expiry Date

9. Specify the Trailer ID in the Equipment Identification Code field. Must contain no special characters or spaces.

   Equipment Identification Code

10. Add multiple batch IDs to eacitem line by selecting

    [Add Ship Notice Line]

11. Click [Next]
12. A confirmation page is displayed showing all details you have entered – verify the details
13. Once you have verified details, click [Submit] to send the document
14. Click [Done] to finish

Create and Send an Invoice

1. Click [Create Invoice ▾]
2. A drop-down will appear. Choose “Standard Invoice”

   Create Invoice ▾
   - Standard Invoice
   - Credit Memo
   - Line-Item Credit Memo

3. Enter your Invoice # (Note: do not use **leading zeros, spaces, lower-case letters** or **special characters and no more than 16 digits**)

   Invoice #: *

4. Enter Invoice Date

   Invoice Date: * 19 Jul 2017

5. Select line level tax (Line level tax)
6. Ensure the VAT ID is displayed correctly (**include country prefix, no spaces and no special characters**)
7. *If VAT ID is missing or incorrect, edit via Company Settings> Company Profile > ”Business” tab (top right corner of the screen)*

   Supplier VAT
   Supplier VAT/Tax ID: GB2

8. Scroll down to **Line Items**
9. Verify the Quantity, Unit of Measure and Unit Price, amend if necessary and then **skip to step 12**

   If there are no values in the Quantity and Unit Price, only one PO line item per invoice can be submitted. Therefore, if your PO contains multiple line items, you need to create one invoice per PO line item. Choose the line item to be invoiced (if applicable) and then click Add/Update > General Service. Continue to step 9.

   Add/Update ▾
   - Add General Service
   - Add Labor Service
   - Add Material

10. Enter a Description for your General Service line

No.	Include	Type	Part #	Description
			Non Catalog Item	TEST Limit - elevator maintenance
1		SERVICE		TEST Limit

11. Enter Quantity as 1, Unit (same as seen in the PO – note this is **case sensitive. Any discrepancy may result in the invoice being rejected by 3M**) and Unit Price (invoice total exc. VAT)

Quantity	Unit	Unit Price
1	C62	7500

12. Click [Update]
13. Check the box next to Tax Category and choose your Tax Rate from the drop-down box

    Insert Line Item Options
    Tax Category: Sales Tax
    Taxes: 13% Sales Tax / TEST; 17% VAT / Tax; Standard Tax Selections

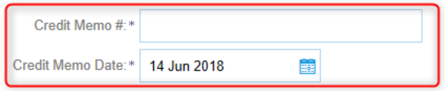
14. Click [Add to Included Lines] (this will then apply Tax to the line as selected)

Create and Send an Invoice (continued)

15. Click **Next**
16. A confirmation page is displayed showing all details you have entered – verify the details
17. Once you have verified details, click **Submit** to send the document and **Done** to finish

Create and Send a Credit Memo

1. Once you have logged into Ariba Network - Go to your **Outbox**
2. Select the invoice you want to submit the credit memo against - you can use the search functionality.
3. Click **Create Line-Item Credit Memo**
4. Enter Credit Memo # and Credit Memo Date:



5. If adding shipping charges to the credit memo, click on the **Header lever shipping** radio button
6. **Scroll down to Line Items. By default, the original invoice values auto-populate (in a negative value).**
7. Click the marker to include or exclude the **Line Item** from the credit memo:

Green = **Include** on credit memo

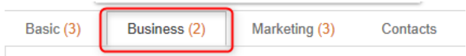
Grey = Exclude from credit memo

8. Review Quantity and Unit Price
9. Click **Next**
10. Review Credit Memo summary
11. Click **Submit**

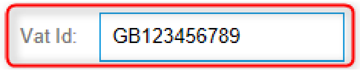
Ariba Account Setup

Add your company VAT ID

1. Go to **Company Settings ▾**
2. Select **Company Profile**
3. Select the “Business” tab



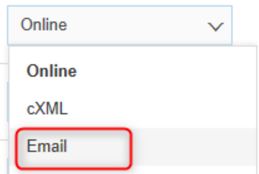
4. Scroll down to “Tax Information” and enter your VAT ID. Ensure your VAT ID **include a country prefix, no spaces and no special characters**



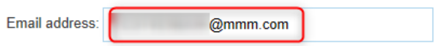
5. Click **Save**

Set up your Electronic Order Routing

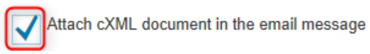
1. Select **Company Settings ▾**
2. Scroll down to “**New Orders**”
3. Next to “Catalog Orders without Attachments” select routing status “Email”:



4. Enter the email address(es) where you’d like to receive notifications of new orders (you can add up to 3):



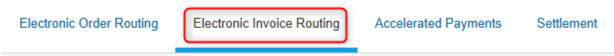
5. Check the box next to “Attach cXML document in the email message”



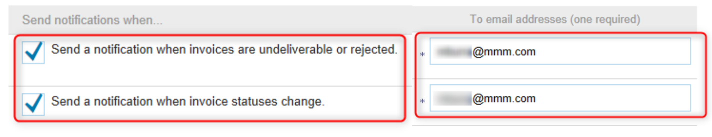
6. **Click** **Save**

Set up your Electronic Invoice Routing

1. Select **Company Settings ▾**
2. Select tab “Electronic Invoice Routing”:



3. Scroll down to “Notifications”
4. Check the boxes for “Send a notification when invoices are undeliverable or rejected” and “Send a notification when invoice statuses change”. Enter your chosen email address for the respective notifications.



5. Click **Save**