

SAP Ariba Network Standard Account Quick Reference Guide

Contents

Page 1	Top Tips
Page 2	How to add/change Tax and VAT IDs
Page 3	How to change/add email addresses for Purchase Order notifications
Page 4 to 6	How to create an Order Confirmation
Page 7 to 8	How to create a Ship Notice
Page 9 to 15	How to create an Invoice
Page 16 to 18	How to create a Credit Memo

Top Tips

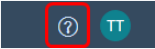
- In your Ariba account profile, ensure your Order and Invoice routing methods are set-up to receive email notifications.
- With Standard accounts, you receive purchase orders through email and process them by clicking the Process Order button. If you misplace a purchase order email notification, follow the below steps to send a copy:
 1. Sign in to your Ariba Network Standard account.
 2. In the Orders, Invoices, and Payments dashboard, click More.
 3. Click the Purchase Orders tile.
 4. Under the Action column, click Select > Send me a copy to take action.

This will resend the purchase order to your user's email address configured in the My Account section.

The default view for the Orders, Invoices and Payments dashboard is the last 14 days. If needed, this filter can be changed by clicking Last 14 days in the top right corner of the dashboard and selecting a different view.

- **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 - Standard Account

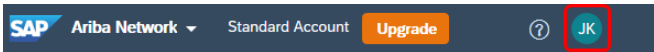
In many countries it is mandatory to have the supplier's VAT ID (Value Added Tax number) stated on their invoice. This manual explains how a supplier can add or update their VAT ID or Tax IDs to their Company Profile on their Ariba Network account. The VAT ID or Tax ID will then default to each invoice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

To add/change VAT ID

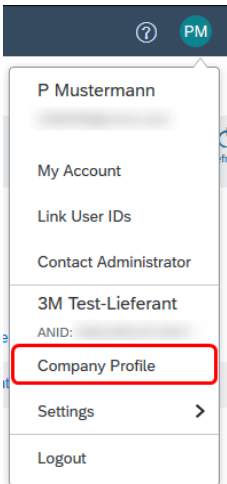
1. Log in to the Ariba Network: <https://supplier.ariba.com/>

Supplier Login

2. Click on the Account Settings icon:



3. Select Company Profile:



4. Click the Business tab:

Company Profile



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

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

Tax Classification: (no value) ▾

Taxation Type: (no value) ▾

Tax ID: ⓘ Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

6. Click Save:



How to change/add email addresses for Purchase Order notifications – Standard 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:

SAP Ariba Network

Standard Account Upgrade

JK

3. Select Settings, then Electronic Order Routing:

JK

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

Jan Kowalski

My Account

Link User IDs

Contact Administrator

EMBIPOL-TEST

ANID:

Company Profile

Settings

Logout

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 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". <input type="checkbox"/> Attach PDF document in the email message </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 – Standard 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. Click the “Process Order” button in the Ariba Purchase Order email you have received:



2. Log in to your Ariba Network Account:
Supplier Login

User Name

Password

Login

3. Click on **Show Item Details** under the Line Items section to view additional Order information

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

Material Orders → See Page 5

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 6

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

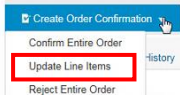
Line #	Manufacturer Part ID	Part #	Customer Part #	Type
▼ 10001				Service

How to create a Confirmation for a Material Order

1. Click Create Order Confirmation to reveal the drop down:



2a. To confirm an Order “As Is” → click Update Line Items:



Enter your Confirmation #:

Confirmation #:

Click Confirm All:

Line Items

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

Description: BLACK BOX

Current Order Status

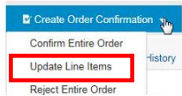
☒ 10,000.000 Unconfirmed

Confirm: Backorder:

Click:

Review the summary page and click:

2b. To confirm a different quantity, delivery date or price → [click Update Line items](#):



Enter your Confirmation #:

Confirmation #:

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: 9376 IMPRINT II LIGHT BODY 4/EA

Schedule Lines

Current Order Status

☒ 1,100.000 Unconfirmed

Confirm: Backorder: Reject:

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: 9376 IMPRINT II LIGHT BODY 4/EA

New Order Status: **900 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

and 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

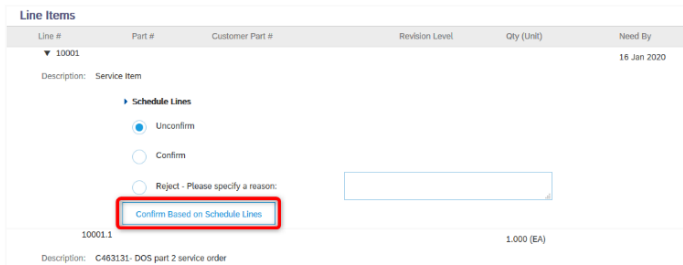
1. Click Create Order Confirmation to reveal the drop down and select Update Line Items:



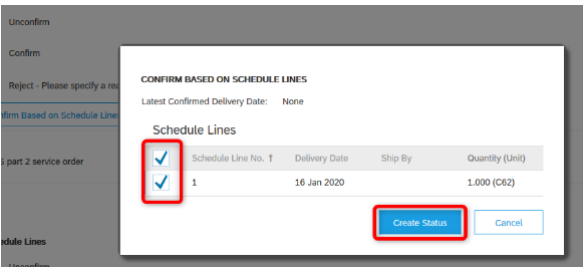
2a. To confirm the entire Order “As Is” → Enter your Confirmation #:

Confirmation #:

For each Line Item click: Confirm Based on Schedule Lines:



A pop-up screen will appear. Check the box and click on Create Status:



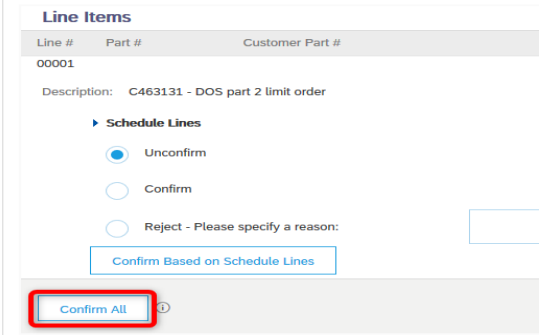
Click:

Review the summary page and click:

2b. To confirm the entire Order with one Completion date that is different to the Need By date → Enter your Confirmation # and Estimated Completion Date which will be applied to all Line Items:

Confirmation #:
 Est. Completion Date:

Click: Confirm All:



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 – Standard 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. Click the “Process Order” button in the Ariba Purchase Order email you have received:

Process order

2. Log into your Ariba Network Standard account:

Supplier Login

User Name

Password

Login

3. Click the Create Ship Notice button:

Create Ship Notice

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

Packing Slip ID:* SN333

Delivery Date:* 28 May 2019

5. 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

6. Enter Tracking No (no special characters or spaces):

Tracking No.:* 1234567890

7. Select the Shipping Method from the list:

Shipping Method Motor

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

Transport Terms Other EXW

Equipment Identification Code MN8760

Add Transport Term

9. 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

10.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

11.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

12.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:	<input type="text" value="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:	<input type="text" value="32"/>	Unit:	<input type="text" value="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:

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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Note: The Unit needs to be entered using the "UN/CEFACT Common Codes for Units of Measurement" code set. For example:

Use KGM for kilos

Use LTR for litres

Use MTR for metres



13. Click on Next (bottom of screen)

<input type="button" value="Save"/>	<input type="button" value="Exit"/>	<input type="button" value="Next"/>
-------------------------------------	-------------------------------------	-------------------------------------

14. Click Submit:

<input type="button" value="Previous"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="Exit"/>
-----------------------------------------	-------------------------------------	---------------------------------------	-------------------------------------

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

Routing Status: Acknowledged
Related Documents  **SN333**
 551177

16. Click Done to Exit the PO

<input type="button" value="Done"/>

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

How to create an Invoice – Standard Account

- Click the “Process Order” button in the Ariba Purchase Order email you have received:



- Log into your Ariba Network Standard account:

Supplier Login

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

Material Orders → See Page 10

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 12

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 14

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:

☒ Create Order Confirmation
 ☐ Create Ship Notice

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

Invoice #: INV1128

Invoice Date: 12 Feb 2020

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:

Remit To: KAZMAZ MAT SAN VE TIC LTD STI

KAGITHANE
Turkey

- In the Tax section select:

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

Tax ⓘ

☒ Header level tax ⓘ
 ☐ Line level tax ⓘ

A. Enter Header level tax:

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

☒ Header level tax ⓘ
 ☐ Line level tax ⓘ

Category: VAT

Location:

Description:

Taxable Amount: \$11,916.15 USD

Tax Rate Type:

Rate(%): 21

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)

☒ Header level tax ⓘ
 ☐ Line level tax ⓘ

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

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**

Insert Line Item Options

☒ Tax Category: VAT

Standard Tax Selection:

No.	Include	Type	Part #	Description	Sales
10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	EN Text tes	VAT
					GST
					HST
					PST
					OST
					Usage
					Withholding Tax
					Other Tax
					Configure Tax Menu

Pricing Details

Price Unit: EA

Unit Conversion: 1

No.	Include	Type	Part #	Description
9999	<input checked="" type="checkbox"/>	MATERIAL	3MotherCharges	You must e

Additional Fields

Other charge type: Other

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

Taxable Amount: 371.00 PLN

Rate(%): 21

Tax Amount: 77.91 PLN

- 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)

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

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: ▼

(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

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	CK2 one	\$300.00 CAD
8 Apr 2020				8 Apr 2020

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
<input type="checkbox"/>	<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 ☒ SERVICE

Service Period Service Start Date: 8 Apr 2020

☐ 9999 ☒ 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 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

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:

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	3MOtherCharges	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 – Standard Account

1. Find the Purchase Order number on the Invoice that needs to be credited.
2. Click the “Process Order” button in the Ariba Purchase Order email you have received:

Process order

3. Log into your Ariba Network Standard account:

Supplier Login

User Name

Password

Login

4. Click on **Create Invoice** and select **Line-item Credit Memo**:


Create Invoice ▾ | Print ▾

Standard Invoice

Credit Memo

Line-Item Credit Memo

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

Invoice #	Customer	Reference
 19807	3M	4806537319

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

Material Orders → See Page 17

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 18

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 18

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
10001				
1	10001.1	SERVICE	Service Item	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**:

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**:

Comment

Reason for Credit Memo:

Incomplete delivery.
Original Invoice INV3500735941.

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:* EA

Unit Conversion:* 1

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.

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

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

Submit

Save

Exit