3M Science. Applied to Life.™

SAP Ariba

Welcome to Ariba Network, light account

Quick Reference Card

- How to Sign up for Ariba Light
- How to Add your remittance address
- How to Confirm a PO
- How to Create ASN
- How to Send an Invoice
- How to Re-send a link to an order via Email
- How to set up Electronic Invoice Routing

Tips

- Ensure your PO routing email is set up correctly so that you will receive email notifications.
- 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 (where required).

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.
- 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 ect ERP Training

Signing up for Ariba Light from order

1. Click on Process order in your order notification Email
2. Select Sign up and start your registration
3. Complete your company and user account information by filling out all mandatory fields (*)
4. Expand Tell us more about your business ▾ and add *Product and Service Categories* and *Ship-to or Service Locations*
5. Enter your VAT ID if applicable, making sure **no spaces** or **special characters** are used
6. ✓ Accept terms of use and click Register

Adding your remittance address

1. To add your remittance address(s) select Company Settings, followed by Remittances
2. In section EFT/Check Remittances click Create
3. Fill out your address details in section Remittance Address and enter a **Remittance ID** if applicable, click OK

Confirming 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. Click on Process order in your order notification Email to either sign up for (see previous section) or log in to your Ariba Light Account
2. The PO details will be displayed
3. Select Create Order Confirmation ▾
4. A drop-down will appear. Click Confirm Entire Order.

   Create Order Confirmation
   Confirm Entire Order
   Update Line Items
   Reject Entire Order

5. Enter your PO confirmation number

   Confirmation #:

6. Enter Est Delivery date (when the goods will be at the requested destination)

   * Est. Delivery Date:

7. Enter any comments if necessary
8. Click Next
9. 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

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

   Create Order Confirmation
   Confirm Entire Order
   Update Line Items
   Reject Entire Order

3. Click Update Line Items
4. Enter your PO confirmation number

   Confirmation #:

5. Enter Est Delivery date

   * Est. Delivery Date:

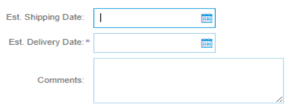
6. Enter any comments if necessary
7. In the line item details for the first line on the order enter the confirmed qty – this must be the full qty for the line
8. Confirm: 1 Backorder: Reject: Details
9. Click Details to propose different qty and price for line item.
10. In the line item that you wish 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)

    Confirm: Backorder: 1 Reject: Details

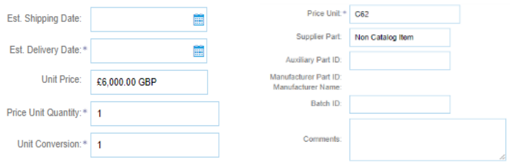
11. You **should not use several statuses for a single Line Item.** Contact trhe Buyer listed on your PO for assistance

Confirming A PO …Continued

12. Click Details
13. For the backordered qty – enter the Est Delivery date and any relevant comments, click OK



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



15. This will take you back to the main PO screen showing the details you have entered
16. Once you have verified details – Click Next
17. The order confirmation page will be displayed for you to review
18. Click Submit
19. Click Done ɔ finish

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

Creating 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)

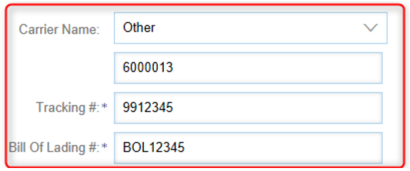
3. Enter Actual Delivery Date

4. Enter Carrier Name (choose from drop-down)

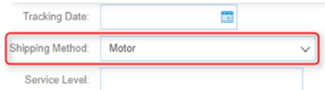
5. If 3M pays the carrier costs, select *Other* and enter Freight Vendor ID in the text field below. If you pay the carrier costs, choose the appropriate carrier.

   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.**

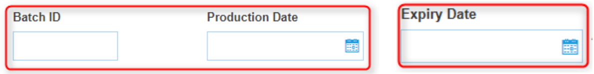


6. Choose Shipping Method from the drop-down menu.

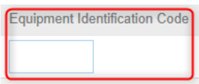


7. Enter Shipping Qty (Note: Partial shipments are accepted)

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.



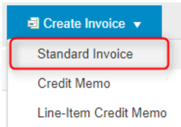
9. Click Next Specify the Trailer ID in the Equipment Identification Code field. **Must not contain special characters or spaces**



10. You can add multiple batch IDs to each item line selecting Add Ship Notice Line
11. Once you have verified details, click Submit to send the document
12. A confirmation page is displayed showing all details you have entered – verify the details
13. Click Done to finish

Sending an Invoice to 3M

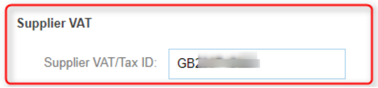
1. Click Create Invoice
2. A drop-down will appear. Choose "Standard Invoice"



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

4. Enter Invoice Date

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**)



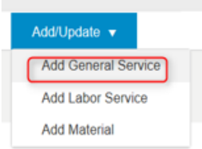
If VAT ID is missing or incorrect, edit via Company Settings> Company Profile > "Business" tab (top right corner of the screen)

7. Scroll down to **Line Items**

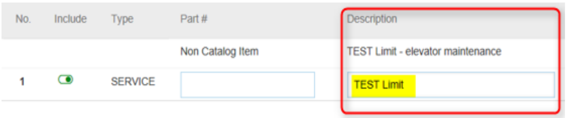
Sending an Invoice …Continued

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

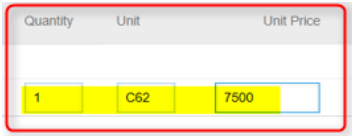
If there are no values in the Quantity and Unit Price, only one PO line item per invoice can be submitted. Therefore, for service lines, if your PO contains multiple line items, you need to create one invoice per PO line item.
Choose the line item to be invoiced (if applicable) and then click Add/Update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



9. Enter a Description for your General Service line

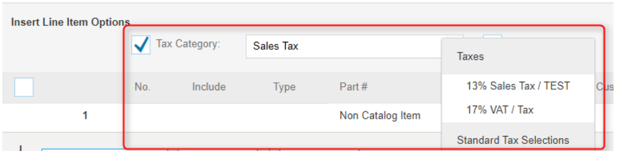


10. Enter Quantity as 1, Unit (same as seen in the PO – note this is **case sensitive**) and Unit Price (invoice total exc. VAT)



11. Click Update

12. Check the box next to Tax Category and choose your Tax Rate from the drop-down box



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

14. Click Next

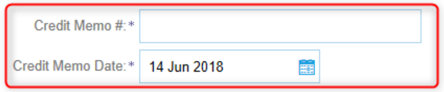
15. A confirmation page is displayed showing all details you have entered – verify the details

16. Once you have verified details, click Submit to send the document and Done to finish

Create and Send a Credit Memo

1. Click on Process order in your order notification Email
2. Select Create Invoice and click Line-Item Credit Memo.

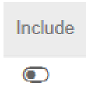
3. Enter Credit Memo # and Credit Memo Date:



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

Green = **Include** on credit memo

Grey = Exclude from credit memo

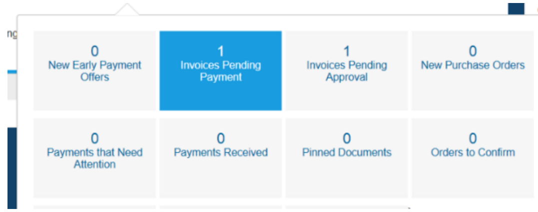


9. Review Quantity and Unit Price
10. Click Next
11. Review Credit Memo summary
12. Click Submit

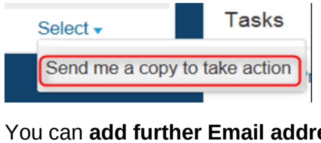
Re-sending an Order Link

If you wish to re-submit an Email containing the access link to a Purchase Order you can do so by browsing the Orders, Invoices and Payments section on your Ariba Light Dashboard.

1. Log in to your Ariba Light account and in section Orders, Invoices and Payments, click More to see the various possible statuses of your orders



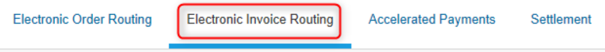
2. Choose a status
3. Select the order you like to work on, click on Select and *Send me a copy to take action*



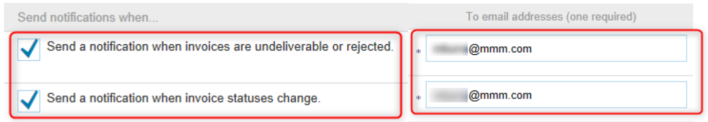
4. You can **add further Email addresses** for certain notifications selecting Company Settings, followed by *Electronic Order Routing* (for notifications on orders) or *Electronic Invoice Routing* (for notifications on invoices) or *Remittances*.

Set up your Electronic Invoice Routing

5. Select Company Settings ▾
6. Select tab "Electronic Invoice Routing":



7. Scroll down to "Notifications"
8. 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.



9. Click Save