

SAP Training  
Source To Pay

# STP501: Ariba Standard/Light Account Network Collaboration

External User Training

Version: 21-06

Last Updated: 07-JUNE-2021

# Course Introduction

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

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

- **Services**

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

- **Materials**

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

# Course Introduction (continued)

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

If you are a Supplier interested in using commerce eXtensible Markup Language (cXML) to transact on the Ariba Network, refer to the cXML documents posted on the *Supplier Information Portal* and the *Ariba Help* page. This option is only available to Ariba Enterprise/Full account holders.

# Course Introduction (continued)

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

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

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



# **Initial Order and Registration**

# Receive Purchase Order by E-mail

You will receive an e-mail notifying you that there is a new 3M order for you in Ariba.

Click the **Process order** button at the bottom of the message.

You will be redirected to your Ariba Standard/Light Account.

3M Company sent a new order

Message from your customer

3M sends their Purchase Orders via Ariba. Ariba Light Account is a **Free** tool that is being leveraged by 3M for supplier collaboration.

As a supplier to **3M**, it is a mandatory expectation that all transactions related to this Purchase Order come to 3M via your Ariba Light Account

1. 3M will deliver all purchase orders via Ariba Light Account.
2. You will submit all purchase order acknowledgements via Ariba Light Account
3. You will submit all advanced ship notices via Ariba Light Account. (If applicable).
4. You will submit all service entry sheets via Ariba Light Account. (If applicable).
5. You will submit all invoices via Ariba Light Account.

**NOTE: DO NOT LOSE THIS EMAIL!** You will use this email to create the documents noted above. Training can be found on the 3M Supplier Direct ERP Training Site ([http://www.3m.com/3M/en\\_US/suppliers-direct/resources/supplier-learning-academy/](http://www.3m.com/3M/en_US/suppliers-direct/resources/supplier-learning-academy/))

Questions?

Demo Video + Summit Registration : <https://connect.ariba.com/KAAcontent/1,,170809,00.html?bypass=1>  
Ariba Light Marketing Page: <http://www.ariba.com/go/ariba-network-light-account>  
3M Supplier Direct: 3M Ariba Light Training [http://www.3m.com/3M/en\\_US/suppliers-direct/resources/supplier-learning-academy/](http://www.3m.com/3M/en_US/suppliers-direct/resources/supplier-learning-academy/)

For Ariba Supplier Enablement questions related to 3M program  
Europe, Middle East and Africa (EMEA) Email: [3Menablementemea@ariba.com](mailto:3Menablementemea@ariba.com)  
Latin America Email: [3MenablementLatam@ariba.com](mailto:3MenablementLatam@ariba.com)  
North America Email: [3Menablement@Ariba.com](mailto:3Menablement@Ariba.com)

For 3M specific business questions related to Ariba: (based on 3M Location Not Suppliers)  
Europe, Middle East and Africa (EMEA) Email: [STPeCommerceEMEA@3M.com](mailto:STPeCommerceEMEA@3M.com)  
Americas Email: [STPeCommerceAmericas@3M.com](mailto:STPeCommerceAmericas@3M.com)

For 3M specific business questions related to 3M Business, contract, etc.:

Contact your 3M Representative

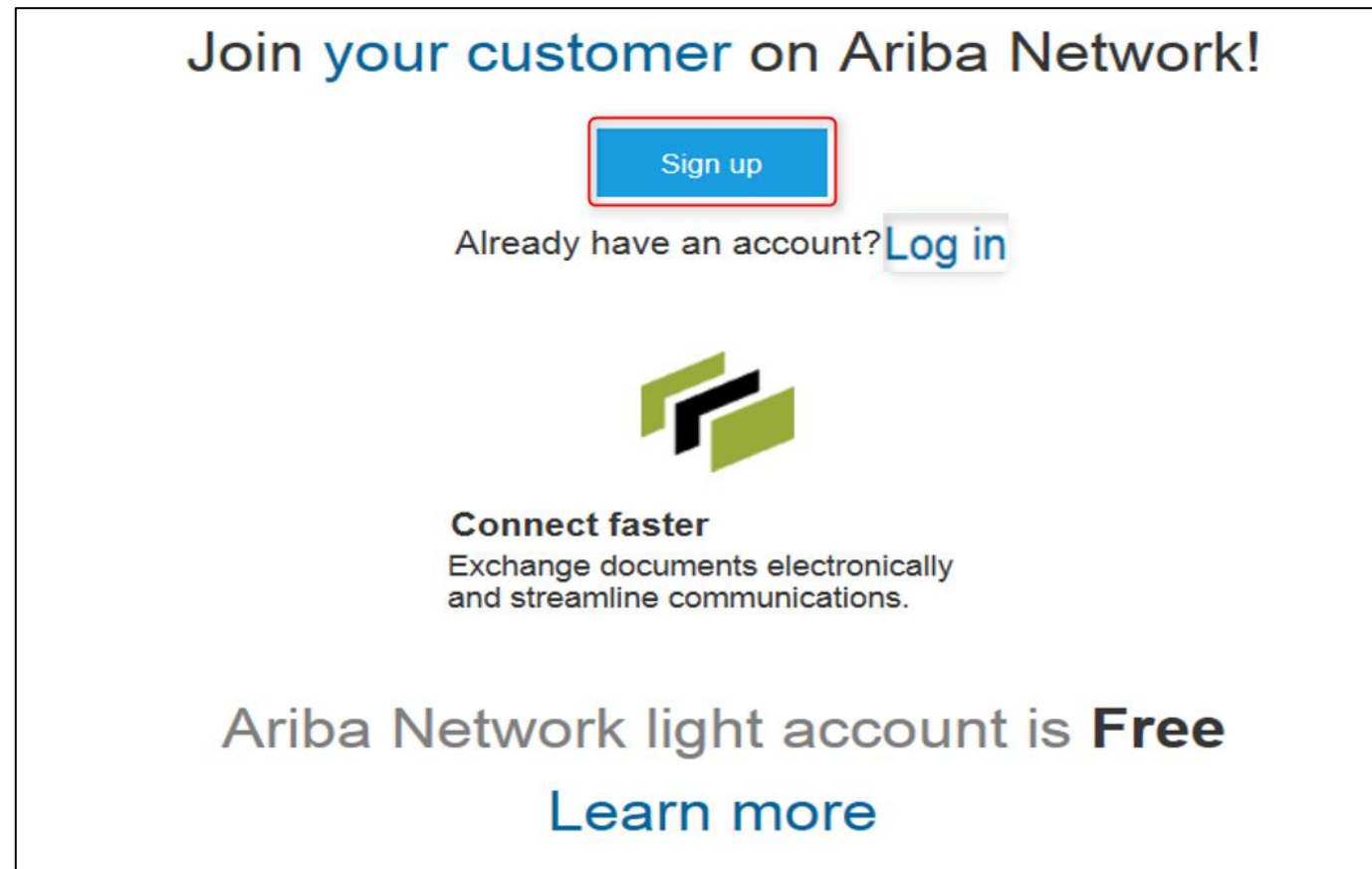
Thank you for your eCollaboration!

**Process order**

**Note:** Because POs can only be processed through the order e-mail, keep any PO e-mails until it has been fully invoiced.


# Log in to Ariba Standard/Light Account

If this is the first time you are using your Ariba Standard/Light Account, choose **Sign up** and complete your registration.



# Ariba Standard/Light Registration

Complete your Company Information by filling out all mandatory fields (\*):

Company Name: *	<input type="text" value="Ariba Light Test Supplier-TEST"/>
Country: *	<input type="text" value="United Kingdom [GBR]"/> 
Address: *	<input type="text" value="123 Test Road"/>
	<input type="text" value="Line 2"/>
	<input type="text" value="Line 3"/>
	<input type="text" value="Line 4"/>
City: *	<input type="text" value="London"/>
State	<input type="text"/>
Postal Code: *	<input type="text" value="12345-789"/>



# Ariba Standard/Light Registration (continued)

Enter your User Account Information:

The form contains the following fields and elements:

- Name:** A two-part text field. The first part contains "Test" and the second part contains "Supplier". This entire field is highlighted with a red box.
- Email:** A text field containing "Test @mmm.com". This field is highlighted with a red box.
- ☐ Use my email as my username
- Username:** A text field containing "Ariba Light Test Supplier". This field is highlighted with a red box.
- Password:** A text field containing "Enter Password". This field is highlighted with a red box.
- Repeat Password:** A text field for password confirmation.
- Language:** A dropdown menu currently showing "English".
- Email orders to:** A text field containing "Test @mmm.com". This field is highlighted with a red box.

# Ariba Standard/Light Registration (continued)

Select **Tell us more about your business.**

By clicking on **Browse**, you can select your **Product and Service Categories** as well as **Ship-to or Service Locations**.

Customer Value Added Tax (VAT) is a required field for invoices originating from EMEA. If you are an EMEA based supplier, it is recommended you complete this field to avoid invoicing errors. VAT numbers cannot contain spaces, hyphens, or special characters. If these fields are not applicable, leave the fields blank. Do not enter NA.

Accept Terms of Use and click on **Register**.

Tell us more about your business ▼

Product and Service Categories:   -or-

Ship-to or Service Locations:   -or-

Tax ID:  Enter your Company Tax ID number.

Vat ID:  Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

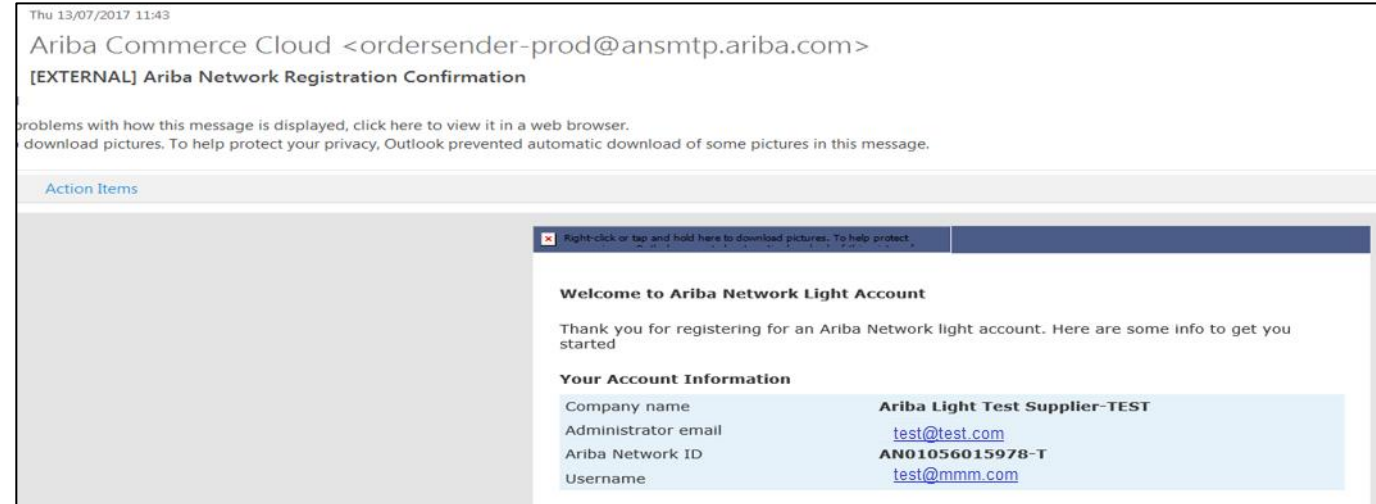
DUNS Number:  Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒ I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

# Ariba Standard/Light Registration (continued)

Upon completion of registration, you will receive a confirmation e-mail providing basic information on your Ariba Standard/Light Account.



## Things you can do

When you sign in to Ariba Network, you can:

- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.
- Submit technical questions online.
- Create user accounts.

## Mobile

[Download the Ariba Supplier Mobile app](#) to your mobile device and manage customer orders and invoices on the go.

## Upgrading

Upgrade anytime get full access to features. [Learn More](#).

Sincerely,  
**The Ariba Team**  
<https://discovery.ariba.com>

# Ariba Standard/Light Registration – Enterprise/Full User Account

You may upgrade to a Enterprise/Full account at any time to get access to full Ariba Network functionality. This includes:

- Full web portal navigation
- Additional integration
- Access to catalogs
- Access to *Ariba Seller*

Click **Learn More** on the Homepage.



# Ariba Standard/Light Registration – Enterprise/Full User Account (continued)

Click **Upgrade** to access full-use account options.

**Note:** Supplier fees may apply with full-use access.

### Upgrade to realize the full value of Ariba Network!

	LIGHT ACCOUNT Your current account	FULL-USE ACCOUNT <a href="#">Upgrade</a>
<b>FULFILLMENT</b>		
Orders and invoices	<ul style="list-style-type: none"><li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li><li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li></ul>	<ul style="list-style-type: none"><li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li><li>✓ Use CSV uploads to manage large documents.</li></ul>
Catalogs		<ul style="list-style-type: none"><li>✓ Publish catalogs that detail your products and services</li></ul>
Integration		<ul style="list-style-type: none"><li>✓ Integrate with your backend systems through CXML or EDI</li></ul>
Legal Archive		<ul style="list-style-type: none"><li>✓ Access to long-term invoice archiving (regional restrictions apply)</li></ul>
Reporting		<ul style="list-style-type: none"><li>✓ Get reports to track transactions and sales activities</li></ul>
Support	Help Center	<ul style="list-style-type: none"><li>✓ Help Center, phone, chat, and web form</li></ul>
Fees	Free	Based on usage
<b>SELLING</b>		
Ariba Discovery	<ul style="list-style-type: none"><li>✓ Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a></li></ul>	
Sourcing, Contract Management	<ul style="list-style-type: none"><li>✓ Attract potential customers with your profile and get invited to auctions and other events.</li></ul>	

[Learn more](#) about all the features of Ariba Network.



# **Administrator and Account Set Up**

# Account Administrator

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## Account configuration:

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

# Configure Account Information

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



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



# Login as Administrator

## Ariba Network Login Page:

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

SAP Ariba  Orders & Invoices Powered by Ariba Network  [Help Center >>](#)

### Supplier Login

User Name


Password

Login

[Having trouble logging in?](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)


### SAP Ariba Live in Singapore




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

[Learn More](#)

Supported browsers and plugins



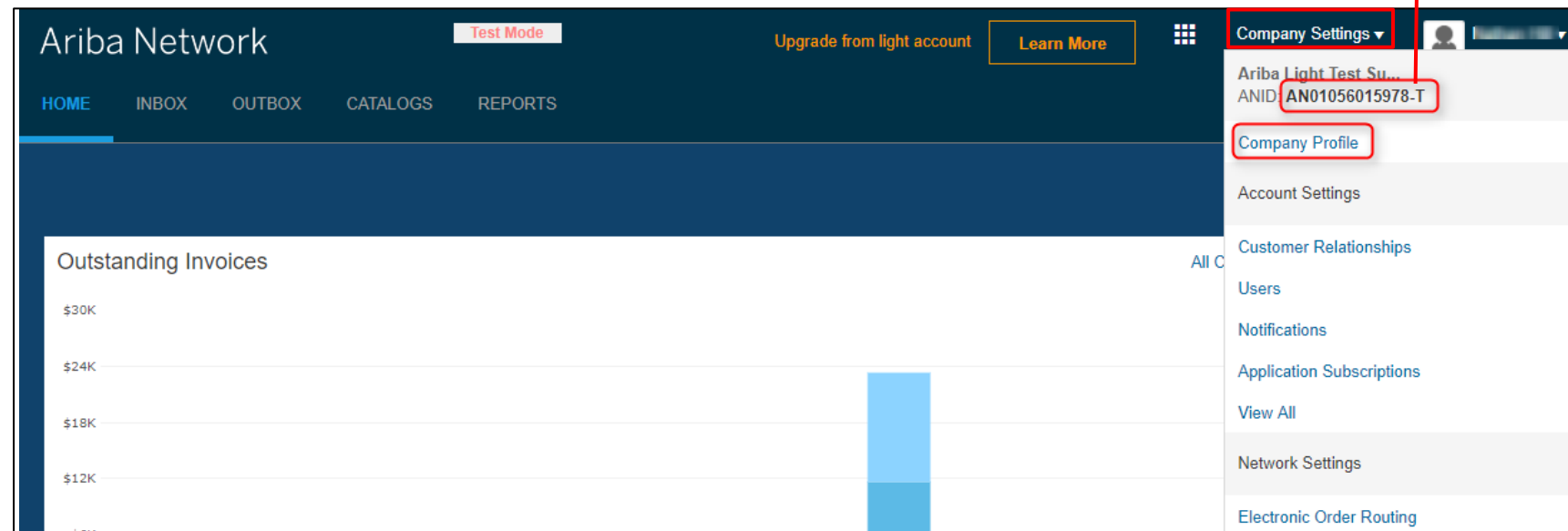
© 1996–2016 Ariba, Inc. All rights reserved. [Data Policy](#) [Security Disclosure](#) [Terms of Use](#) 

# Profile and Account Configuration

## Access **Company Profile**:

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

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



# Company Profile Configuration

The *Company Profile* page displays.

Click the **Basic** tab:

- Complete or update all required fields marked by an asterisks
- Click **Add** to classify your company by:
  - **Product and Service Categories**
  - **Ship-to or Service Locations**
  - **Industries**
- Click **Save**

The screenshot shows the 'Company Profile' configuration page. At the top, the 'Basic (3)' tab is highlighted with a red box. Below the tabs, the 'Overview' section contains fields for 'Company Name' (filled with 'Ariba Light Test Supplier-TEST'), 'Other names, if any:', 'NetworkId' (filled with 'AN01056015978-T'), and 'Short Description'. The 'Product and Service Categories, Ship-to or Service Locations, and Industries' section follows. It includes three sub-sections: 'Product and Service Categories\*' with an 'Add' button highlighted in red; 'Ship-to or Service Locations\*' with an 'Add' button highlighted in red; and 'Industries' with an 'Add' button highlighted in red. At the bottom right, a 'Save' button is highlighted with a red box, next to a 'Close' button.

# Company Profile Configuration (continued)

## Business tab:

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

Company Profile

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

\* Indicates a required field

Business Information

Tax Information

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:

☒ VAT Registered

VAT Registration Document: <No document>  
[Upload](#)

# Company Profile Configuration (continued)

## Marketing tab:

- Enter additional details and specific criteria about your company.
- Add **Company Description** and **Company Logo**.
- Optional: Click **Add** and add **Credit and Risk Information** from D&B.

### Company Profile


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


\* Indicates a required field


#### Standard Profile Features


##### Social Networking Links

Add links to your social media channels so that buyers can engage with your company.

 facebook.com/







 twitter.com/

 linkedin.com/



#### Company Description

Enter a full company description that gives buying organizations a more complete view of your company than the brief description on the Basic Profile page.

 **B** *I* U   — size — — font —   

#### Credit and Risk Information from D&B

Add your Dun & Bradstreet credit and risk scores to your posting responses so that buyers can identify you as qualified partner.

D&B D-U-N-S® Number: [Add](#)

# Basic Profile Configuration

## Contacts tab:

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

Company Profile

Basic (3)

Business (2)

Marketing (3)

Contacts

Certifications (1)

Additional Documents

\* Indicates a required field

Company Contact Information

Main Email: \*

test@test.com

Country

Area

Number

Main Phone: \*

USA 1

111

2223333

Main Fax:

MEX 52

Contact Personnel

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

Contacts

Name ↑	Business Title	Email	Phone
No items			

↳

Create

3M

22

# Basic Profile Configuration (continued)

## Certifications tab:

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

### Company Profile

Basic (3)Business (2)Marketing (3)ContactsCertifications (1)Additional Documents

\* Indicates a required field

#### Certifications

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

☐ **Sustainability Initiatives**  
Your business has undertaken sustainability initiatives in one of the following categories: Plan, Products and Services, Energy, Carbon, Transportation, Other.

☐ **Small Disadvantaged Business**  
Your business is SDB certified, 8(a) certified, HUBZone certified, or certified as a small disadvantaged business by a state government agency.

☐ **Women-Owned Business**  
Your business is at least 51% owned by a woman or women who exercise the power to make policy decisions and who are actively involved in the day-to-day management of the business.

☐ **Minority-Owned Business**  
Your business is at least 51% owned by one or more minority U.S. citizens. In the case of a publicly owned business, at least one or more such individuals own 51% of the stock, and one or more such individuals control its management and daily operations.

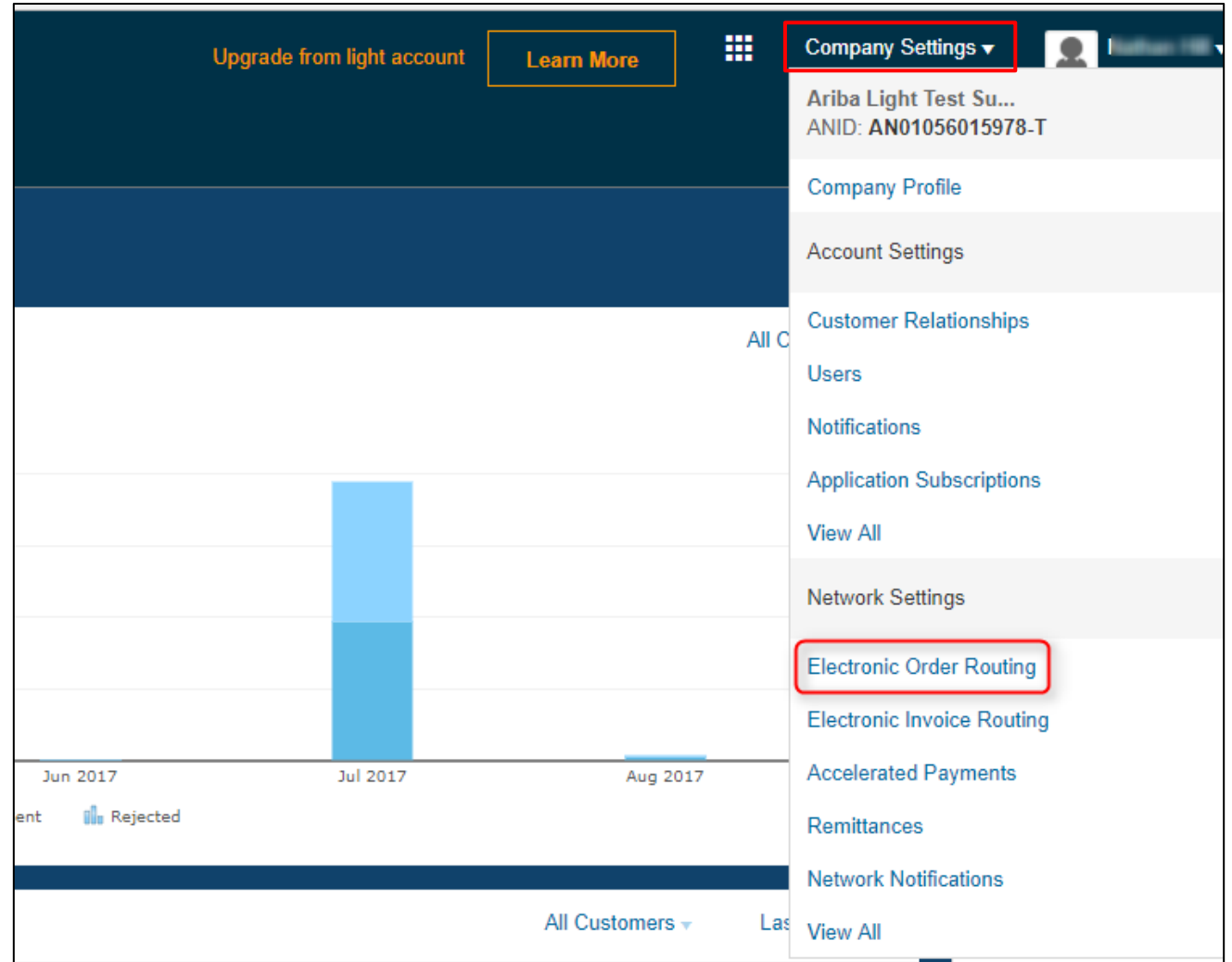
☐ **Veteran-Owned Business**  
Your business is at least 51% owned by an individual who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable or is at least 51% owned by an individual who can be considered by the government as a Service-Disabled Veteran. The terms "veteran" and "service-disabled veteran" are defined in 38 U.S.C 101(2) and (16).

☐ **ISO Certification**  
The International Organization for Standardization (ISO) family of standards relate to quality management systems and are designed to help organizations ensure they meet the needs of customers and other stakeholders. The standards are published by the ISO and are available through National standards bodies.

☐ **Not Certified**  
Your business does not have any of the certifications listed above.

# Network Settings: Electronic Order Routing

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





# Network Settings: Electronic Order Routing (continued)

This section determines how you receive your documents. For Ariba Standard/Light, any order or order change will be sent by **e-mail only**. Any other options (cXML, online, etc.) are solely available in the Enterprise/Full Ariba version.

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>Email</div> <div>Online</div> <div>cXML</div> <div>Email</div> <div>EDI</div> <div>cXML Pending Queue</div> <div>Fax</div>	<div>Email address: test@test.com,test1@test.com</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><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".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>
Catalog Orders with Attachments	without attachments	<div>Current Routing method for new orders: Email</div> <div>Attachments will be included in the order.</div>
Non-Catalog Orders without Attachments	without attachments	<div>Current Routing method for new orders: Email</div>

# Network Settings: Electronic Order Routing (continued)

## Options:

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

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	<div>Email address: test@test.com,test1@test.com</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><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".</div> <div><input type="checkbox"/> Attach PDF document in the email message</div>
Catalog Orders with Attachments	Same as new catalog orders without attachments	<div>Current Routing method for new orders: Email</div> <div>▲ Attachments will be included in the order.</div>

# Network Settings: Electronic Order Routing (continued)

## Notifications:

The following boxes must be selected to ensure you will be notified about any changes and updates to orders.

Notifications		
Type	Send notifications when...	To email addresses (one required)
Order	<div><input checked="" type="checkbox"/> Send a notification when orders are undeliverable.</div> <div><input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.</div> <div><input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.</div> <div><input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.</div>	* test@test.com,test1@test.com
Purchase Order Inquiry	<div><input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.</div>	* test@test.com,test1@test.com
Time Sheet	<div><input type="checkbox"/> Send a notification when time sheets are undeliverable.</div>	*

# Network Settings: Electronic Invoice Routing

Click the **Company Settings** drop-down menu, then **Electronic Invoice Routing**.

Configure your invoice notifications e-mails. Check the boxes for the notifications you want to receive.

The screenshot displays the Ariba Light Test Suite interface. At the top, there's a header with 'Upgrade from light account' and a 'Learn More' button. The 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing' (highlighted with a red box), and 'Accelerated Payments'. Below the menu, the 'Network Settings' page is visible, with tabs for 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), 'Accelerated Payments', and 'Settlement'. The 'Electronic Invoice Routing' tab is active, showing 'General' and 'Tax Invoicing and Archiving' sub-tabs. The 'General' sub-tab is selected, displaying 'Capabilities & Preferences' and 'Sending Method'. The 'Sending Method' section shows 'Invoices' and 'Customer Invoices' both set to 'Online'. The 'Notifications' section is highlighted with a red box, showing three notification types: 'Invoice Failure', 'Invoice Status Change', and 'Invoice Created Automatically'. Each notification type has a checked checkbox and an email address field set to 'nhill@mmm.com'.

Company Settings ▾

Ariba Light Test Su...  
ANID: AN01056015978-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

**Electronic Invoice Routing**

Accelerated Payments

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online ▾	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* nhill@mmm.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* nhill@mmm.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* nhill@mmm.com

# 3M Remittance Advice and Procedures

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

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

# 3M Remittance Advice and Procedures (continued)

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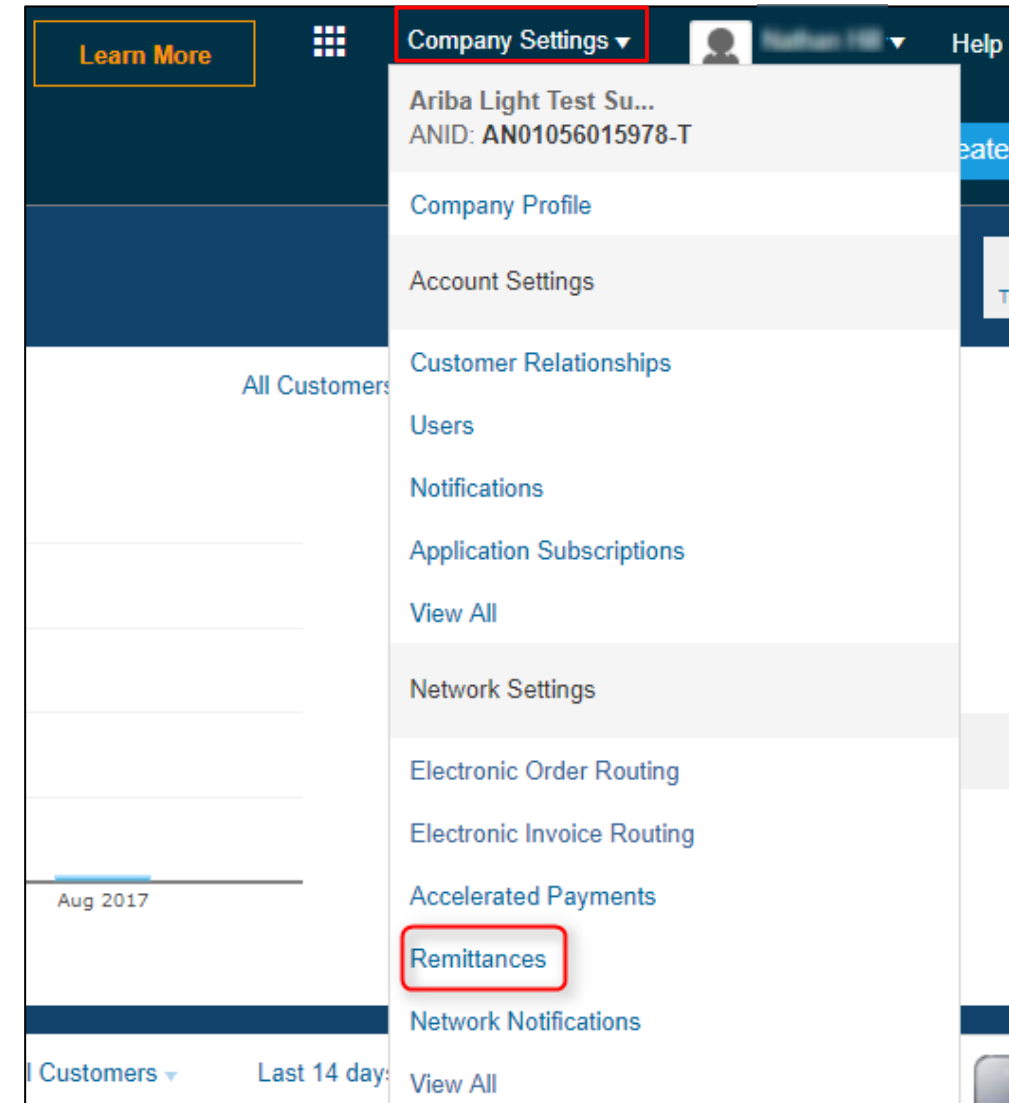
Each Supplier is responsible for inputting and validating the correct **Remit To Address** (**\*required field** depending on country requirements) using these fields:

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

# Configure and Validate Remit To

You must ensure the **Remit To** address is provided on the invoice. To validate your remit to address:

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



# Settlement

The **Settlement** tab allows you to enter specific **Remit To** Address information.

If you transact with other customers on the Ariba Network, you may have **Remit To** information already entered.

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

The screenshot displays the 'Network Settings' window with the 'Settlement' tab selected. The 'EFT/Check Remittances' section is highlighted, showing a table with one entry: 'Cain Road' in Bracknell, United Kingdom, marked as the default. The 'Create' button for this entry is highlighted. Below this, the 'Supplier Auto Acceptance Rule' section is shown with a table that is currently empty, displaying 'No items'. The 'Create' button for this section is also visible.

Address ↑	City	State	Country	Default
Cain Road	Bracknell		United Kingdom	Yes

Name ↑	Description	Active
No items		



# Settlement (continued)

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

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

Remittance Address

Address 1:\* PO Box 123 (Chicago)

Address 2:

Address 3:

City:\*

State:\* Illinois

Zip:\* 60673

Country:\* United States [USA]

Contact: Select contact

☐ Make this address default

☐ Factoring Service ⓘ

Remittance ID Assignment

Customer ↑	Remittance ID
3M - Q11 - production QA	1864000

# Settlement (continued)

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

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

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

The image shows two overlapping software windows. The top window is titled 'Create Remittance Address / Payment Info' and has 'OK' and 'Cancel' buttons. It contains instructions to add a remittance address and a warning not to enter personal bank account information. Below this is a section for 'Remittance Address' with input fields for 'Address 1: \*' (containing 'PO Box 123 (Chicago)') and 'Address 2:'. The bottom window is titled 'Network Settings' and has 'Save' and 'Close' buttons. It features tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement' (which is selected). Below the tabs is a section for 'EFT/Check Remittances' containing a table with columns for 'Address', 'City', 'State', 'Country', and 'Default'. The table lists two entries: 'Cain Road' in Bracknell, United Kingdom (Default: Yes) and 'PO Box 123 (Chicago)' in Chicago, IL, United States (Default: No). At the bottom of the table are 'Edit', 'Delete', and 'Create' buttons.

Create Remittance Address / Payment Info

OK Cancel

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

Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

Remittance Address

Address 1: \* PO Box 123 (Chicago)

Address 2:

Network Settings

Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

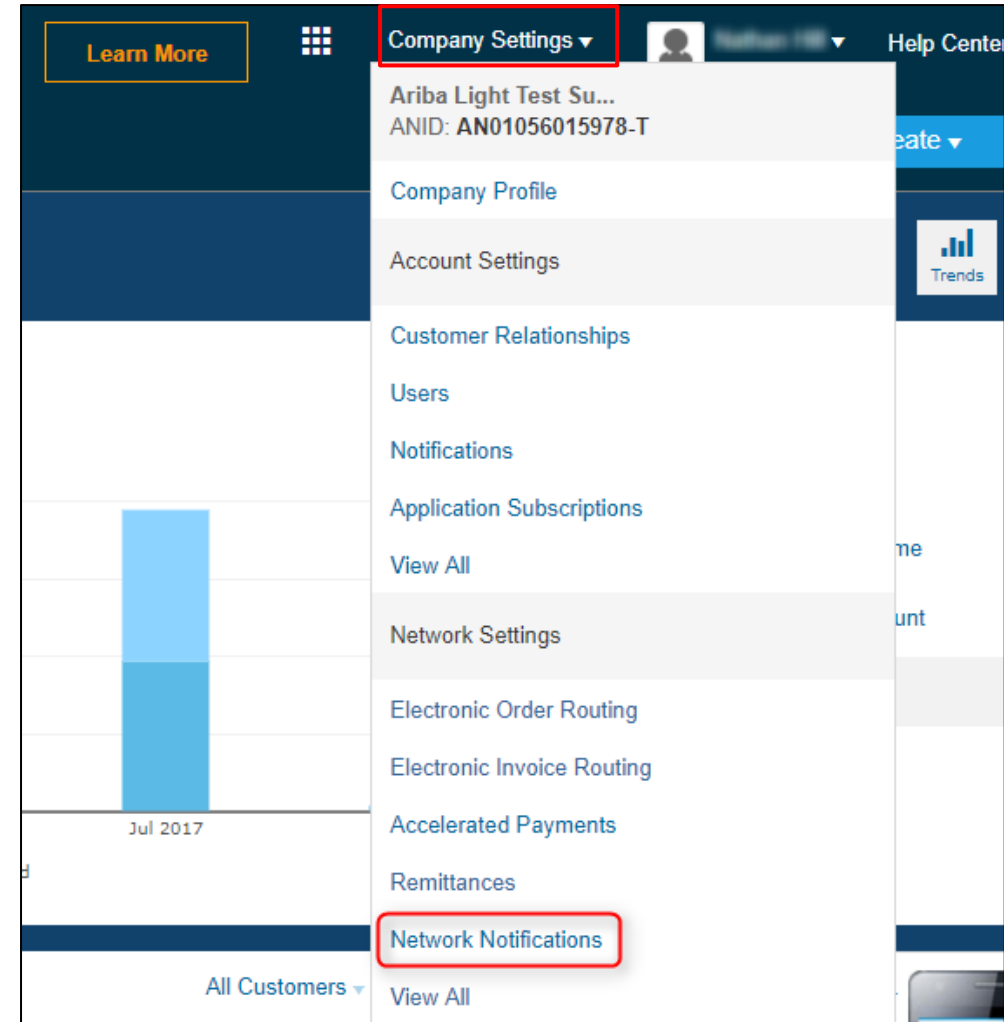
EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> Cain Road	Bracknell		United Kingdom	Yes
<input type="radio"/> PO Box 123 (Chicago)	Chicago	IL	United States	No

↳ Edit Delete Create

# Notifications

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



# Notifications (continued)

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

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

The screenshot shows the 'Notifications' configuration page with the 'Network' tab selected. The page has a top navigation bar with 'Customer Relationships', 'Users', 'Notifications', and 'Application Subscriptions'. Below this is a sub-navigation bar with 'General', 'Network', and 'Discovery' tabs. The 'General' tab is highlighted with a red box. The main content area contains instructions: 'Enter up to three comma-separated email addresses per field. The Preferred Language configured by the account administrator controls the language used in these notifications.' Below this is the 'Electronic Order Routing' section, which contains a table with columns 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The table has five rows: 'Order', 'Purchase Order Inquiry', 'Time Sheet', and 'Pending Queue'. Each row has a checkbox in the 'Send notifications when...' column. The 'Order' row has two checkboxes, both checked. The 'Purchase Order Inquiry' row has two checkboxes, both checked. The 'Time Sheet' row has one checkbox, which is unchecked. The 'Pending Queue' row has one checkbox, which is unchecked. The 'To email addresses' column contains text input fields with example email addresses. Below the 'Electronic Order Routing' section is the 'Service Sheet' section, which also has a table with the same columns. The 'Service Sheet' section is partially visible at the bottom of the screenshot.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* test@test.com,test1@test.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* test@test.com,test1@test.com,test2@test.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	*
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	*

Service Sheet

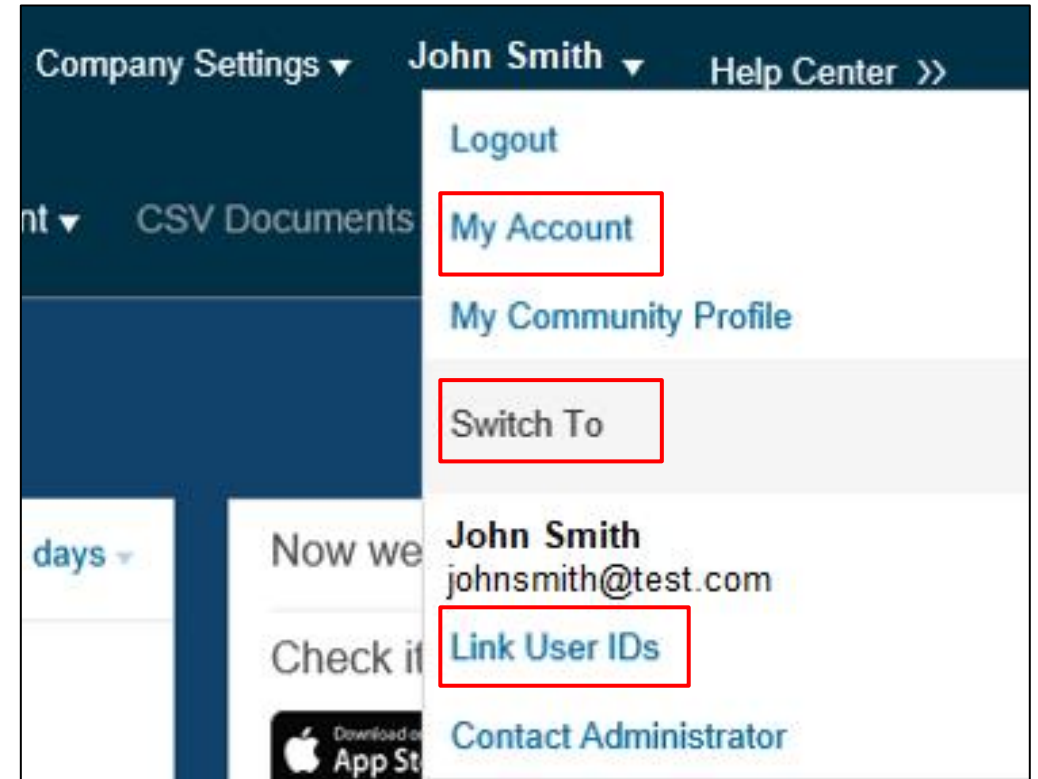
Type	Send notifications when...	To email addresses (one required)
------	----------------------------	-----------------------------------

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

# Enhanced User Account Functionality

The User Account Navigator enables Sellers to:

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



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

# Enhanced User Account Functionality (continued)

## User Information:

- Under *My Account*, complete or update all required fields marked with an asterisk.

**Note:** If you change your username or password, remember to use it at your next login.

- If necessary, you can hide personal information by selecting the **Hide my personal contact information** checkbox.

**My Account** [Save] [Close]

Account Settings

\* Indicates a required field

**Account Information**

Username: \* johnsmith@test.com ⓘ  
[Change Password]

Email Address: \* johnsmith@test.com

First Name: \* John

Middle Name:

Last Name: \* Smith

Business Role: Finance ▾

**Preferences**

Preferred Language: English ▾ ⓘ

Preferred Timezone: \* CST ▾ ⓘ

Default Currency: \* British Pound [Select Currency] ⓘ

☐ Allow Me to Save Filter Preferences in the Inbox/Outbox

**Contact Information Preferences**

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

☐ Hide my personal contact information.

You expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the [Ariba Privacy Statement](#), the [Terms of Use](#), and applicable law. You have the right to access and modify your personal data from within the application or by contacting the Ariba administrator within your organization. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

[Save] [Close]



# Managing Roles and Users

# Users and Roles

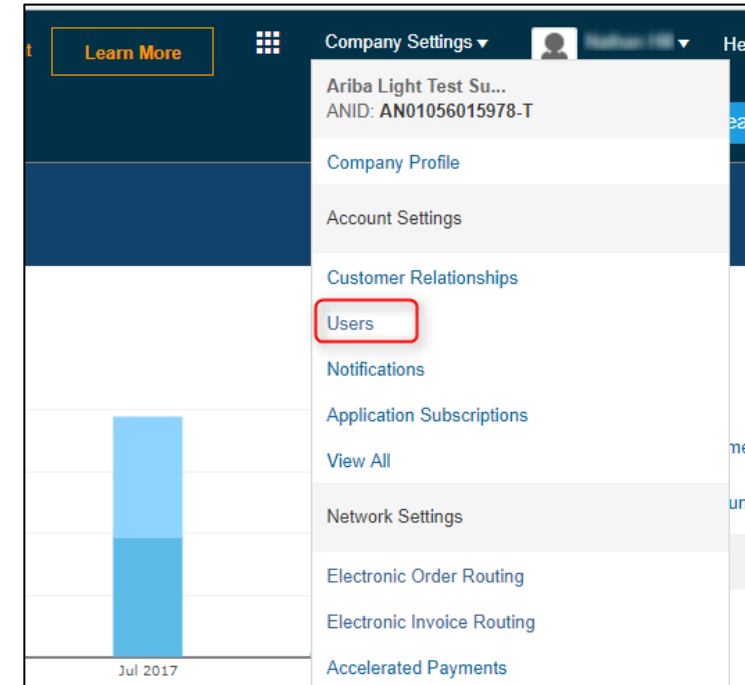
On the *Administration Navigator*, click **Users**.

## Administrator:

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

## User:

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





# Create User Roles and Users

From the *Users* page:

- In the *Manage User Roles* section, click **Create Role**.
- Enter the **Name** and **Description** for the Role.
- Add **Permissions** for the Role checking the appropriate checkboxes.
- Click **Save**. The new Role is created.
- You can now select **Create User** to assign the role to a new user.

**Manage User Roles**

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role	
Name	Actions
Administrator	<a href="#">Details</a>
<a href="#">Create Role</a>	

**Permissions**

Each role must have at least one permission.  
Upgrade your Ariba Network, light account to a full-use account to enable all permissions.

Permission	Description
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type

<input type="checkbox"/>	Username 1	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
No items							
<a href="#">Create User</a>							



# **Introduction to the Ariba Network Standard/Light**

# Introduction to the Ariba Network Standard/Light

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

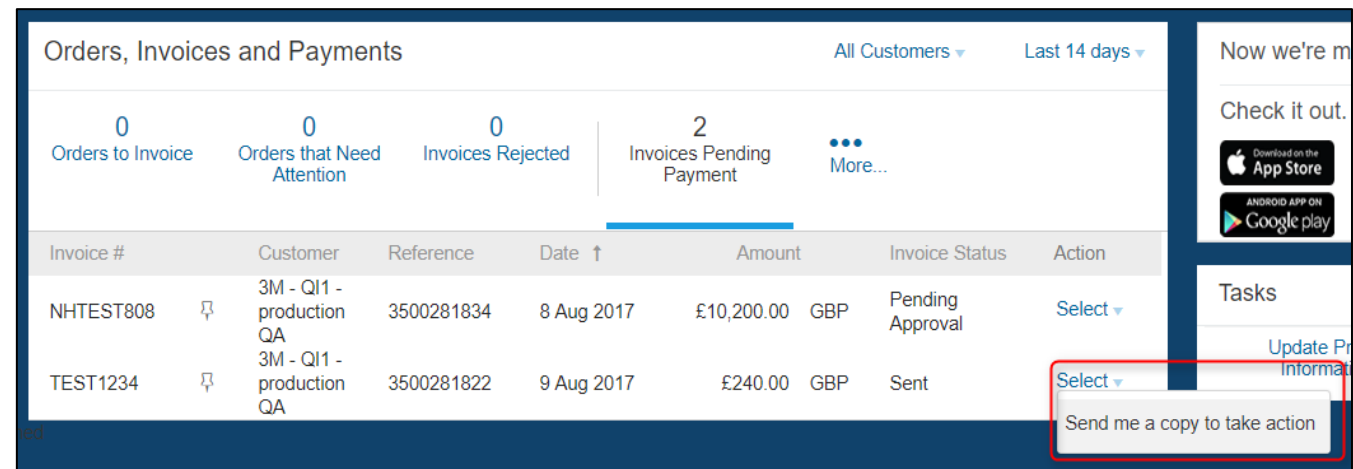
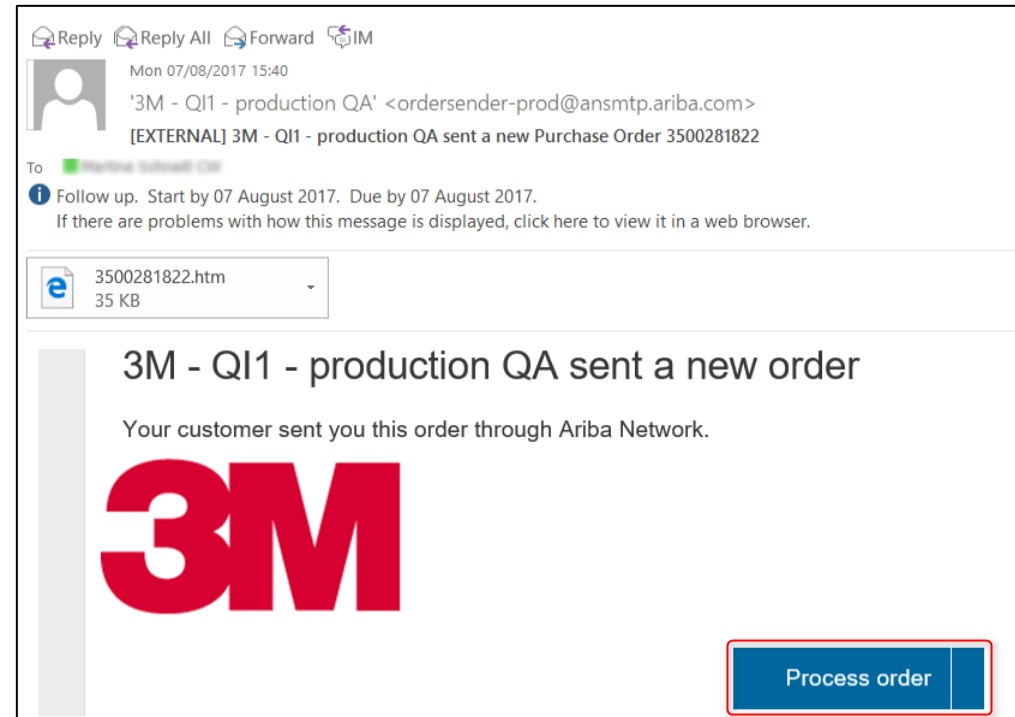
After completing this module, you will be able to:

- Navigate to your orders in Ariba.
- View *Header Level* details of an order.
- View *Line Item Level* details of an order.
- View the Dashboard Overview.
- View Trends.
- View Invoice History.

# Navigating to Orders

To work on your order, you need to access it in Ariba. To do so, **it is essential to keep the e-mail you received informing you about your new PO from 3M. Select Process Order.**

If you are unable to find your initial PO e-mail, you can have it resent by visiting the dashboard of your Ariba account, choosing your PO in the *Orders, Invoices and Payments* section, click on **Select** and **Send me a copy to take action.** Please note that the number of POs displayed on your dashboard may be restricted.



# Purchase Order Details

Once you have selected a **Process Order** and logged into your Ariba Standard/Light account, the Order displays.

The **Create Confirmation** and **Create Ship Notice** options are enabled from this page. The **Create Invoice** option is grayed out. You must submit an Order Confirmation and a Ship Notice, where required, prior to Invoicing 3M.

Ariba Network Test Mode [Upgrade from light account](#)

Purchase Order: 4500021227

☒ Create Order Confirmation ☒ Create Ship Notice  | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

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

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

To:  
**Test Import Vendor-1000 AK1-TEST**  
123 main st  
lino lakes , MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [test@yahoo.com](mailto:test@yahoo.com)

# Purchase Order Details (continued)

The actions available on the Order include:

- **Print** to print all order details or print screen contents only.
- **Download PDF** to save a copy of the PO to your computer.
- **Resend** to reprocess POs with a **Failed** status that were not properly sent to your e-mail.

Ariba Network Test Mode Upgrade from light account

Purchase Order: 4500021227

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

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

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

**To:**  
Test Import Vendor-1000 AK1-TEST  
123 main st  
lino lakes , MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: test@yahoo.com

**Note:** Downloading your PO as a CSV is currently not supported in the Ariba Standard/Light version.

# Purchase Order Details: Header

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

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

Purchase Order: 4500021227

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

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

To:

**Test Import Vendor-1000 AK1-TEST**  
123 main st  
lino lakes , MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [supplier@supplier.com](mailto:supplier@supplier.com)

Purchase Order

(New)

4500021227

Amount: \$10,000,000.00 MXN

Payment Terms ⓘ  
NET 60  
Net 60 Days

Contact Information  
Supplier Address  
**Test Import Vendor-**  
**1000 AK1**  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Email:  
[test@test.com](mailto:test@test.com)  
Phone:  
Fax:  
Address ID: 0001002763

Buyer Headquarter Address  
**John Smith**  
Email: [test@test.com](mailto:test@test.com)  
Phone: + ( ) 506-40353418  
Fax:  
Remit To  
**Test Import Vendor-1000 AK1**  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Phone:

Routing Status: Sent

View less >

Means of Transport: Air Express

Ship All Items To

3M Brockville - Tape/3M Brockville - Tape  
60 CALIFORNIA AVENUE, BLDG # 501  
BROCKVILLE ON K6V 5W1  
Canada  
Ship To Code: 4158

Bill To

3M UNITED KINGDOM PLC  
3M CENTRE, CAIN ROAD  
BRACKNELL  
  
RG12 8HT  
United Kingdom  
Phone: + ( ) +44 (0)1344 858000  
Fax: + ( ) +44 (0)1344 858278

Deliver To

# Purchase Order Detail: Header (continued)

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

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

Purchase Order: 4500021227

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

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

To:

Test Import Vendor-1000 AK1-TEST  
123 main st  
lino lakes , MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [supplier@supplier.com](mailto:supplier@supplier.com)

Purchase Order  
(New)  
4500021227  
Amount: \$10,000,000.00 MXN

Payment Terms ⓘ  
NET 60  
Net 60 Days

Routing Status: Sent

Contact Information

Supplier Address

Test Import Vendor-  
1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Email:  
[test@test.com](mailto:test@test.com)  
Phone:  
Fax:  
Address ID: 0001002763

Buyer Headquarter Address

John Smith  
Email: [test@test.com](mailto:test@test.com)  
Phone: + ( ) 506-40353418  
Fax:  
Remit To  
Test Import Vendor-1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Phone:



# Purchase Order Detail: Header (continued)

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

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

Purchase Order: 4800761813

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

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

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

**To:**  
3M Production Test Vendor - TEST  
3M campus  
St Paul, MN 55014  
United States  
Phone:  
Fax:  
Email: [test@test.com](mailto:test@test.com)

**Payment Terms** ⓘ  
NET 30  
Payment TermsNet 30 Days  
Description:

Routing Status: Sent

**Purchase Order**  
(+ Changed)  
4800761813  
Amount: \$1,000.00 CAD  
(Previous Version)

**Ship All Items To**  
3M Deutschland GmbH / Werk Hilden 1  
121-125 Düsseldorf Str.  
40721 HILDEN  
05  
Germany  
Ship To Code: 4108  
3M Deutschland GmbH  
121-125 Düsseldorf Str.  
40721 HILDEN  
05  
Germany  
Ship To Code: 4108

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

**Deliver To**

**Line Items** [Show Item Details](#)

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	→ Edited	9876542 Non-Catalog Item	000000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD	<a href="#">Details</a>

CLP-06661 EBLB 111 NB BF6 S1 97262181

Links to previous versions for quick reference.

Changed fields are highlighted.

# Purchase Order Detail: Line (continued)

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

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

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

# Purchase Order Detail: Line (continued)

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

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

The **Confirmation Control Key (CCK)** specified on the PO from the Buyer indicates if order confirmations and ship notices, also referred to as Advance Shipping Notifications (ASNs), are allowed or not allowed for the PO item.

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

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

# Purchase Order Detail: Line (continued)

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

<b>Accounting</b>		
GL Account	0007530010	
CostCenter	1000105203	
Percentage	100.00	
<b>Schedule Lines</b>		
Schedule Line #	Delivery Date	Ship Date
1	4 Feb 2018 6:00 PM CST	
<b>Other Information</b>		
Tax Status:	Taxable	
AccountCategory:	K	
ReceivingType:	4	
External Line Number:	00008	
Estimated days for inspection:	0	

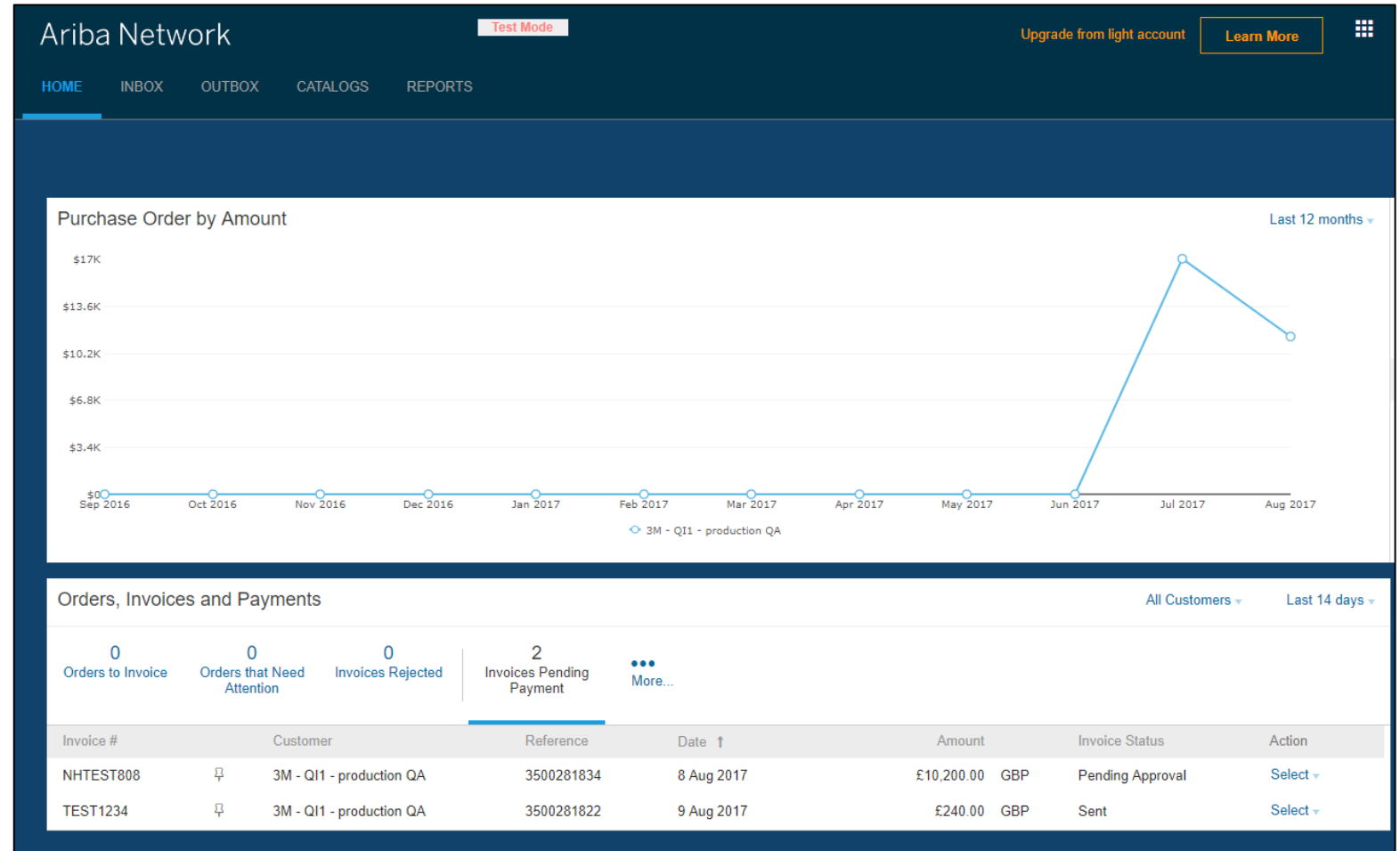
<b>Tax</b>					
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	D
CA - LOS ANGELES (COUNTYWIDE), COUNTY SALES/USE TAX	0.250				
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	0.250				
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT),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

<b>Accounting</b>			
GL Account	0007530010		
CostCenter	1000105203		
Percentage	100.00		
<b>Schedule Lines</b>			
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	4 Feb 2018 6:00 PM CST		1.000 (EA)

# Ariba Standard/Light Dashboard: Overview

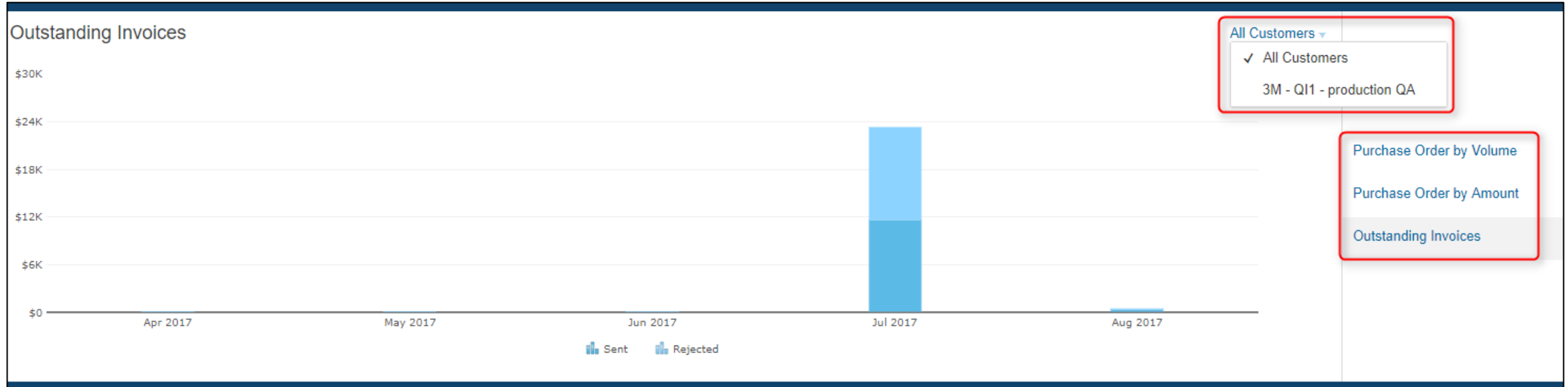
After logging in to your Ariba Standard/Light account, a dashboard will be available on the *Home* screen providing a basic overview of your account and orders.

Please note that some functionalities are greyed out as they are only available in the Ariba Enterprise/Full account version.



# Ariba Light Dashboard: Trends

There is a chart enabling you to view trends based on various filter criteria.



# Ariba Light Dashboard: Orders, Invoices and Payments

Your orders, invoices, and payments are listed in different categories (tiles). These can be customized by clicking on **Manage Default Tiles**.

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

Now we're mobile.  
Check it out.

0 Orders to Invoice   0 Orders that Need Attention   0 Invoices Rejected   2 Invoices Pending Payment

Invoice #	Customer	Reference	Date
NHTEST808	3M - Q11 - production QA	3500281834	8 Aug 2
TEST1234	3M - Q11 - production QA	3500281822	9 Aug 2

SAP Ariba

Nathan Hill (1026284@mmm.com) last visited 10 Aug 2017 12:17:58 AM | Ariba Light Test Supplier-TE

Data Policy   Security Disclosure   Terms of Use

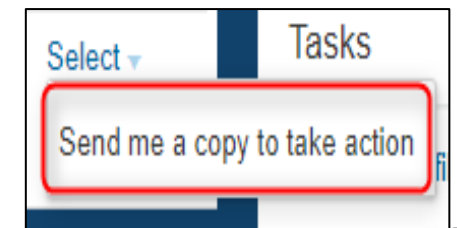
0 New Early Payment Offers   2 Invoices Pending Payment   2 Invoices Pending Approval   0 New Purchase Orders

0 Payments that Need Attention   0 Payments Received   0 Pinned Documents   0 Orders to Confirm

0 Orders to Ship   1 Orders with Service Lines   0 Service Entry Sheets

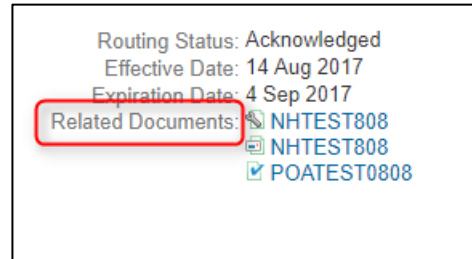
Manage Default Tiles

**Note:** You cannot directly access orders or invoices from your Ariba Light account. You need to revisit your order e-mail to do so. You can have this e-mail resent to you by browsing for the order in the dashboard and clicking **Send me a copy to take action**. Note that the number of POs displayed on your dashboard may be restricted.



# Check Invoice History

Open your order and select your invoice in the **Related Documents** section.



Click the **History** tab to view status details and invoice history.

Transaction history can be used in determining the problem for failed or rejected transactions.

When you are done reviewing the history, click **Done**.

Invoice: NHTEST808 Done Previous

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: NHTEST808  
Invoice Status: Pending Approval  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: On Hold

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Light Test Supplier-TEST	8 Aug 2017 9:50:42 AM
On Hold	cXML InvoiceDetailRequest queued	Supplier	8 Aug 2017 9:50:44 AM

Copy This Invoice Download PDF Export cXML

Done Previous

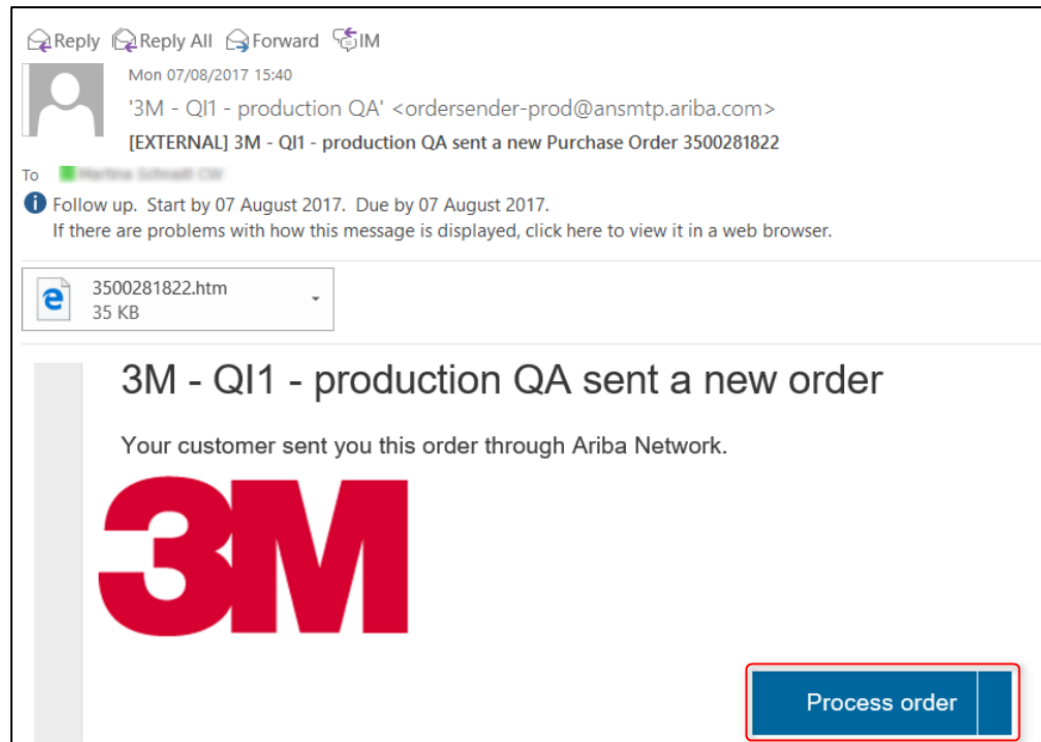




# Identifying Order Types

# Identifying Order Types

To identify the order type of new orders sent to you through the Ariba Network, locate the e-mail you received informing you about your new PO from 3M. Click **Process Order**. The *PO view* displays.



Purchase Order: 4500021227 Done

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

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

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

**To:**  
Test Import Vendor-1000 AK1-TEST  
123 main st  
lino lakes, MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [supplier@supplier.com](mailto:supplier@supplier.com)

**Purchase Order**  
(New)  
4500021227  
Amount: \$10,000,000.00 MXN

**Payment Terms** ⓘ  
NET 60  
Net 60 Days

**Contact Information**  
Supplier Address  
Test Import Vendor-1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Email: [test@test.com](mailto:test@test.com)  
Phone:  
Fax:  
Address ID: 0001002763

**Buyer Headquarter Address**  
John Smith  
Email: [test@test.com](mailto:test@test.com)  
Phone: + ( ) 506-40353418  
Fax:  
Remit To  
Test Import Vendor-1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Phone:

Routing Status: Sent

# Identifying Order Types: Services

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

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

## Free Text Description Service Order

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

## Limit Order

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

# Identifying Order Types: Materials

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

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



# Limit Orders

# Limit Order Overview

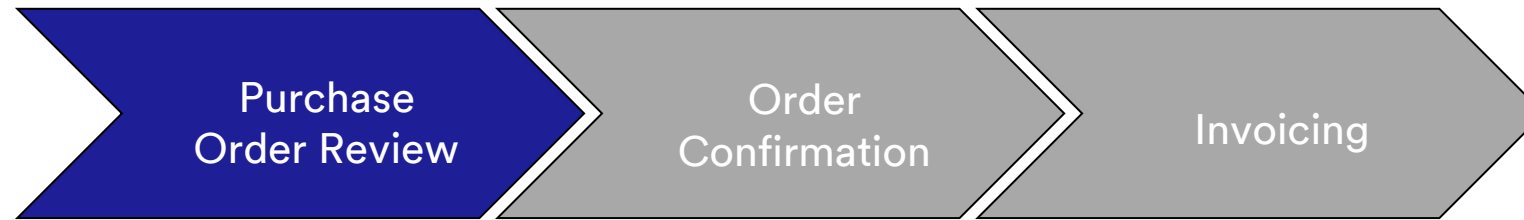
---

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

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



# Limit Order: Order Review



To review or edit your order, locate the order e-mail and click **Process Order**. In Ariba, the *PO view* displays.

Reply Reply All Forward IM

Mon 07/08/2017 15:40

'3M - Q11 - production QA' <ordersender-prod@ansmtp.ariba.com>  
[EXTERNAL] 3M - Q11 - production QA sent a new Purchase Order 3500281822

To Microsoft Exchange 12M

Follow up. Start by 07 August 2017. Due by 07 August 2017.  
If there are problems with how this message is displayed, click here to view it in a web browser.

3500281822.htm  
35 KB

3M - Q11 - production QA sent a new order

Your customer sent you this order through Ariba Network.

Process order

Purchase Order: 4500021227 Done

☒ Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

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

To:

Test Import Vendor-1000 AK1-TEST  
123 main st  
lino lakes , MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [supplier@supplier.com](mailto:supplier@supplier.com)

Purchase Order

(New)  
**4500021227**  
Amount: \$10,000,000.00 MXN

Payment Terms

NET 60  
Net 60 Days

Contact Information

Supplier Address

**Test Import Vendor-1000 AK1**  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Email: [test@test.com](mailto:test@test.com)  
Phone:  
Fax:  
Address ID: 0001002763

Buyer Headquarter Address

**John Smith**  
Email: [test@test.com](mailto:test@test.com)  
Phone: + ( ) 506-40353418  
Fax:  
Remit To

**Test Import Vendor-1000 AK1**  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Phone:

Routing Status: Sent

# Limit Order: Order Confirmation

---



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

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

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



# Limit Order: Order Confirmation (continued)

---



## Quantity and Price:

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

## Unit Of Measure (UOM):

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

# Limit Order: Order Confirmation (continued)



The steps for confirming Limit Orders are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

Purchase Order: 4500004631

**1** Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ | Print | Download PDF | Download CSV | Resend

Confirm Entire Order  
Update Line Items  
Reject Entire Order

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

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

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

Payment Terms ⓘ  
NET 30  
Net 30 Days

Contact Information  
Supplier Address: Drive Headquarter Address

Create Order Confirmation ▼ Create Service Sheet Create Invoice ▼ Hide

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

Order Detail Order History

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

# Limit Order: Order Confirmation (continued)



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

The screenshot shows the 'Order Confirmation Header' form. A sidebar on the left contains two steps: '1 Update Item Status' and '2 Review Confirmation'. Step 2 is selected. The main form area contains the following fields:

- Confirmation #:** POA (highlighted with a red box and labeled '2')
- Associated Purchase Order #:** 4500004632
- Customer:** Test PO - PLEASE DO NOT Ship - (D\*1)
- Supplier Reference:** (empty text box)
- SHIPPING AND TAX INFORMATION:**
  - ☐ Enter tax information at the line item level.
  - Est. Completion Date:** (empty text box, highlighted with a red box and labeled '3')
  - Est. Tax Cost:** (empty text box)
  - Comments:** (empty text box)

Below the header is a section titled 'Line Items' containing a table:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				1.000 (C62)	31 Oct 2018	\$100,000.00 CAD	Undisclosed	Undisclosed	

Below the table, there is a 'Description: test' and a 'Schedule Lines' section with radio buttons for 'Confirm' (selected) and 'Reject - Please specify a reason:'. A 'Confirm Based on Schedule Lines' button is at the bottom.

# Limit Order: Order Confirmation (continued)



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

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

2 Review Confirmation

Confirmation #: POA  
Associated Purchase Order #: 4500004632  
Customer: Test PO - PLEASE DO NOT Ship - (D\*)  
Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter tax information at the line item level.

Est. Completion Date:  Est. Tax Cost:

Comments:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				1.000 (C62)	31 Oct 2018	\$100,000.00 CAD	Undisclosed	Undisclosed	

Description: test

► Schedule Lines

☒ Confirm

☒ Reject - Please specify a reason.

# Limit Order: Order Confirmation (continued)



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

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

Est. Shipping Cost:  
Est. Tax Cost:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	9976542	000000007100062723	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

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


Previous Submit Exit

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

# Limit Order: Order Confirmation (continued)



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



AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>

[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - QI1 - production QA

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

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

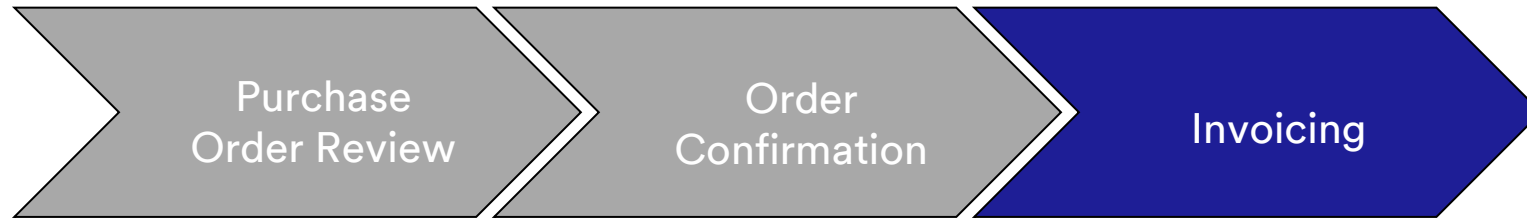
**Your purchase order status**  
Order #: 3500281785  
Buyer Name: 3M - QI1 - production QA  
Buyer ANID: AN01011698851-T  
Order Date: 13 Jul 2017 5:17:36 AM GMT-05:00  
Status: Confirmed

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

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

Ariba Network

# Limit Order: Invoicing



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

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

The steps for creating an invoice are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice Option**.

Purchase Order: 4800006391

1 ☒ Create Order Confirmation ☐ Create Ship Notice  Hide | Print | Download PDF

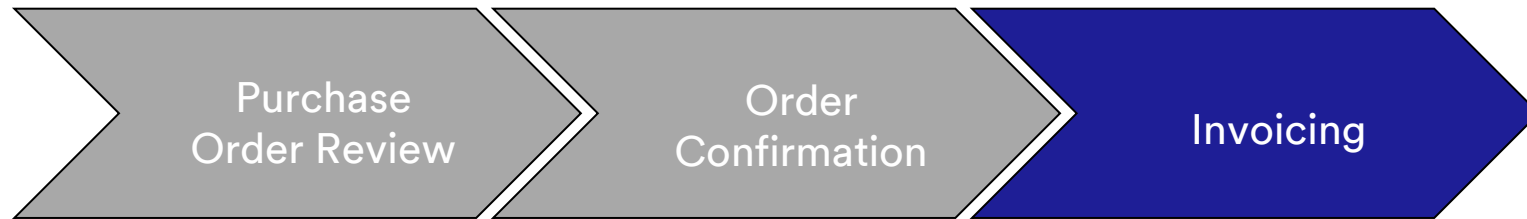
Order Detail Order History

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

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

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

# Limit Order: Invoicing (continued)

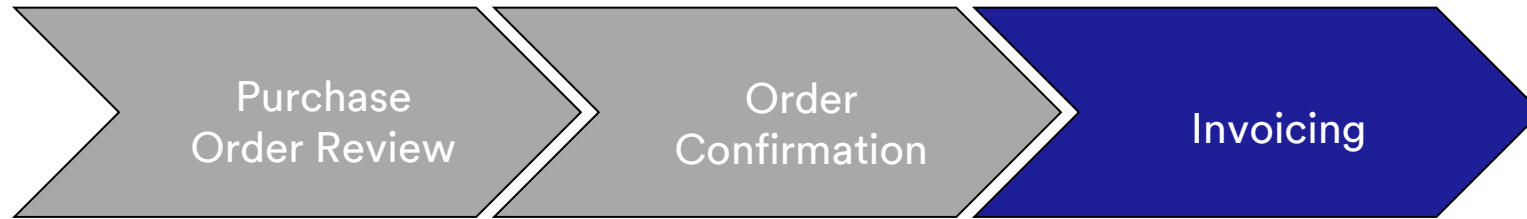


A pop-up warning displays indicating the invoice will generate the Service Entry Sheet for you. The invoice is sent after 3M approves the Service Entry Sheet. Click the **Don't show me this message again** checkbox to disable the warning in the future.





# Limit Order: Invoicing (continued)



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

2

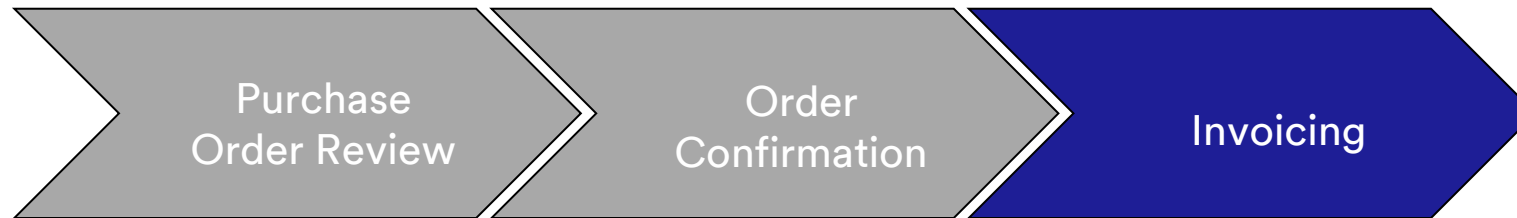
Line Items	
Line #	Part ID / Description
<input checked="" type="radio"/>	10001  Service Item
<input type="radio"/>	10002  Service Item
 Service Sheet Required.	

Next

Exit

3

# Limit Order: Invoicing (continued)



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

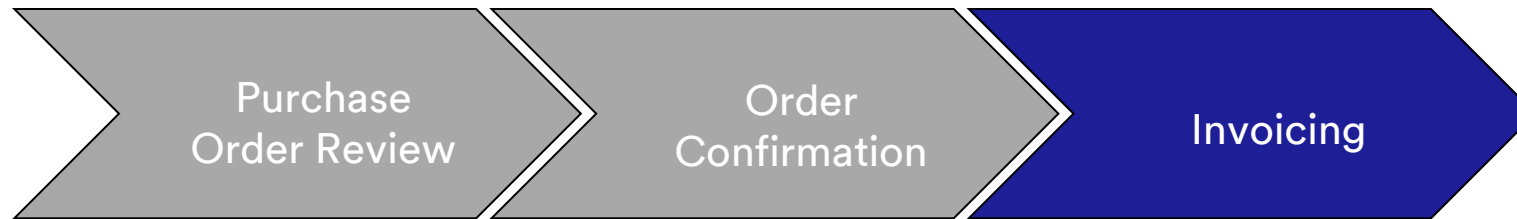
4. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
5. Enter an **Invoice Date**. The **Invoice Date** cannot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

The screenshot shows the 'Invoice Header' form. A red box labeled '4' points to the 'Invoice #' field, which contains 'INV21229'. Another red box labeled '5' points to the 'Invoice Date' field, which contains '8 Nov 2018' and has a calendar icon. The form also displays a 'Summary' section with financial totals and a 'Remit To' address.

Summary	
Purchase Order:	4500021229
Invoice #:	INV21229
Invoice Date:	8 Nov 2018
Service Description:	
Supplier Tax ID:	
Remit To:	113 Test Dr.
	Golden Valley
	Norway
Bill To:	3M CANADA COMPANY
	LONDON ON
	Canada

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

# Limit Order: Invoicing (continued)



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

**Invoice Header** Add to Header ▼

**SUMMARY**

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

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

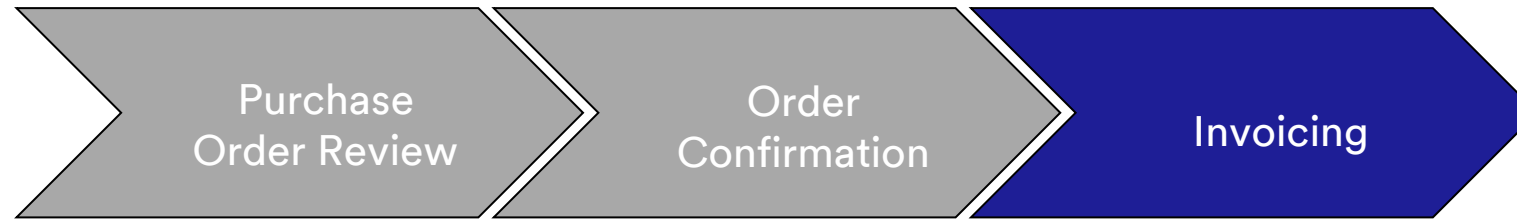
**Bill To:**  
ONTARIO  
Canada

**TAX** ☐ Header level tax i ☒ Line level tax i

Annotation 6 points to the Remit To address field. Annotation 7 points to the Tax selection options.

# Limit Order: Invoicing (continued)

## EU Requirement



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

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

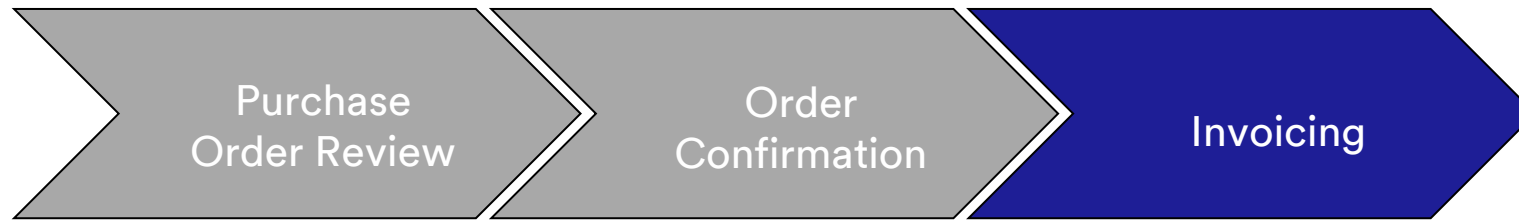
- Verify the **Customer Address** which determines the **Customer VAT** or **Tax ID** based on the Customer **Bill To** Address.
- For Norway, Sweden, and Finland, the **Payment Note** field is used to enter the KID or FIK numbers, if applicable.

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

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

☐ Tax paid through a Tax Representative

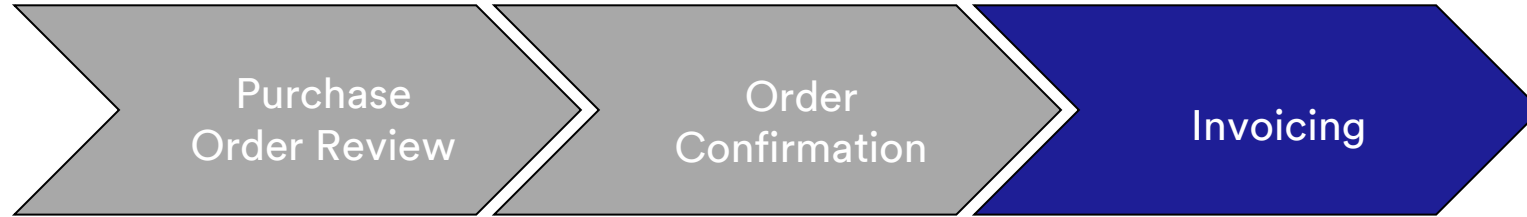


Scroll down to the *Supplier VAT* section and enter the below information, if applicable:

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

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

# Limit Order: Invoicing (continued)



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

Line Items

Insert Line Item Options

☐ Tax Category: Sales Tax ☐ Discount

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

Line Item Actions

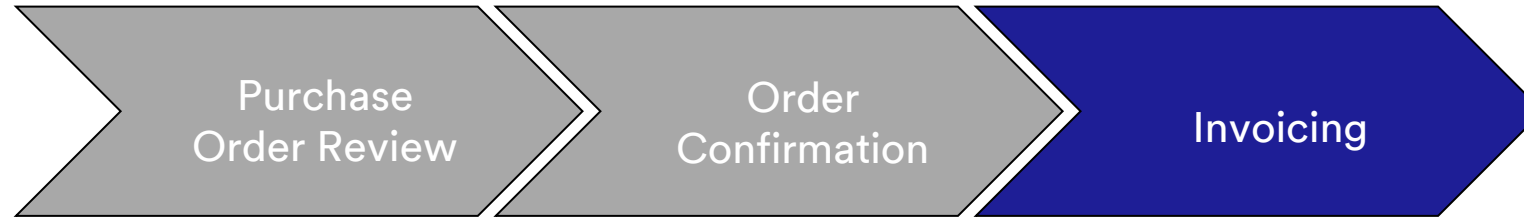
**Add/Update** ▼

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

8

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

# Limit Order: Invoicing (continued)



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

The screenshot shows the 3M Limit Order Invoicing form. The table below represents the data visible in the form:

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

Below the table, there are two date fields:

Service Start Date:

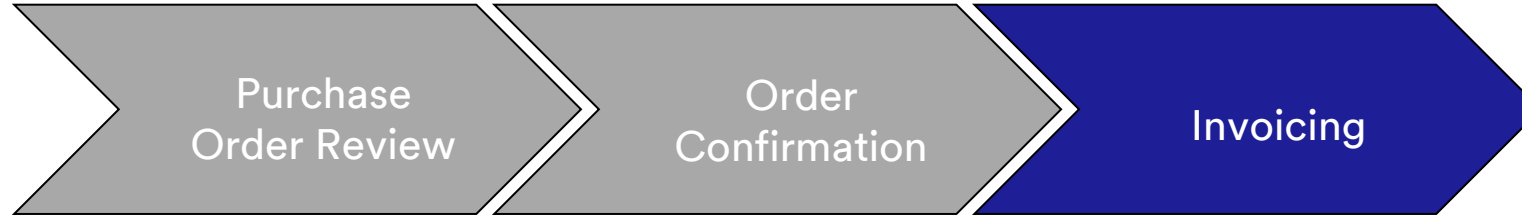
Service End Date:

The 3M logo is at the bottom center. A dropdown menu for the Unit field is open, showing options: EA | each, H87 | piece, C62 | one, HUR | hour, DAY | day, and MON | month.

Numbered callouts in the image point to the following fields:

- 9: Description (Elevator Service)
- 10: Quantity (100)
- 11: Unit (HUR | hour)
- 12: Unit Price (40.00)
- 13: Service Start Date and Service End Date fields

# Limit Order: Invoicing (continued)



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

The screenshot shows the 'Insert Line Item Options' section at the top and the 'Tax' section below it. Red boxes and lines highlight specific fields and buttons corresponding to the numbered steps in the list above.

- 14** points to the ☒ **Tax Category:** checkbox.
- 15** points to the VAT drop-down menu.
- 16** points to the **Add to Included Lines** button.
- 17** points to the **Taxable Amount** field (\$8,500.00 CAD), the **Rate(%)** field (20), and the **Tax Amount** field.

**Insert Line Item Options**

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

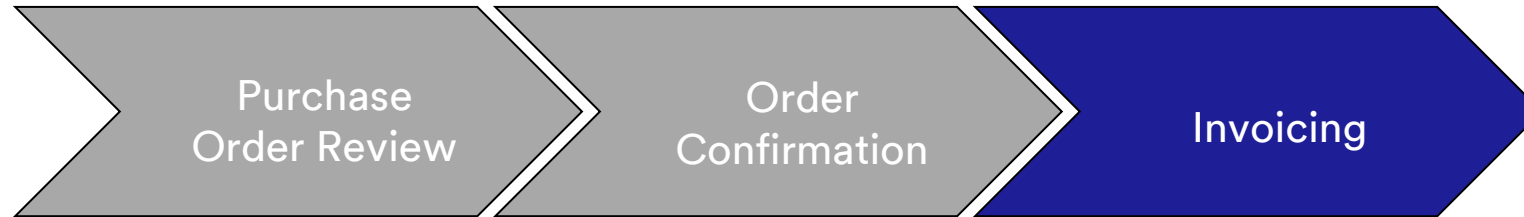
**Tax**

Category: \* VAT  
Location:   
Description:   
Regime:   
Date Of Pre-Payment:   
Law Reference:

**Taxable Amount:** \$8,500.00 CAD  
**Tax Rate Type:**   
**Rate(%)**: 20  
**Tax Amount:**   
Exempt Detail: (no value)   
Date Of Supply: 8 Nov 2018  
☐ Triangular Transaction



# Limit Order: Invoicing (continued)



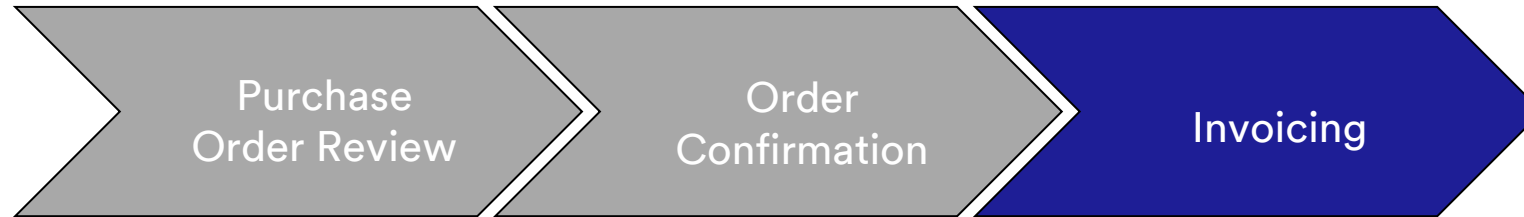
## Tax Exempt Only:

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

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

# Limit Order: Invoicing (continued)

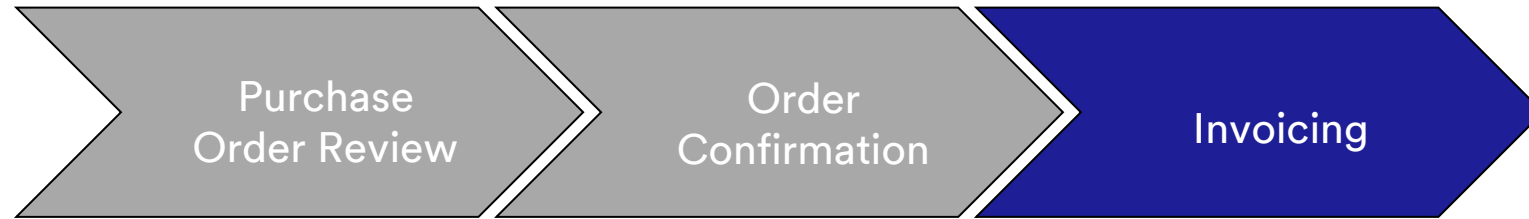
## EU Requirement



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

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

# Limit Order: Invoicing (continued)



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

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

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

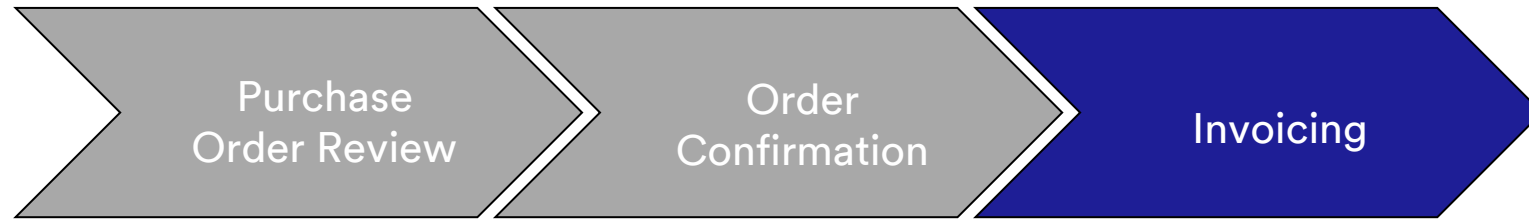
Invoice Number :	INV453095T1	Subtotal :	\$4,000.00 USD
Invoice Date :	Monday 8 Oct 2018 7:14 PM GMT-05:00	Total Tax :	\$0.00 USD
Original Purchase Order :	3500453095	Total Gross Amount :	\$4,000.00 USD
		Total Net Amount :	\$4,000.00 USD
		Amount Due :	\$4,000.00 USD

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

18

# Limit Order: Invoicing (continued)

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

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

# Limit Order: Invoicing (continued)

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

- Verified
- Signed
- Pending

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

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

[View invoice](#)

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

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

[View invoice](#)

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

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

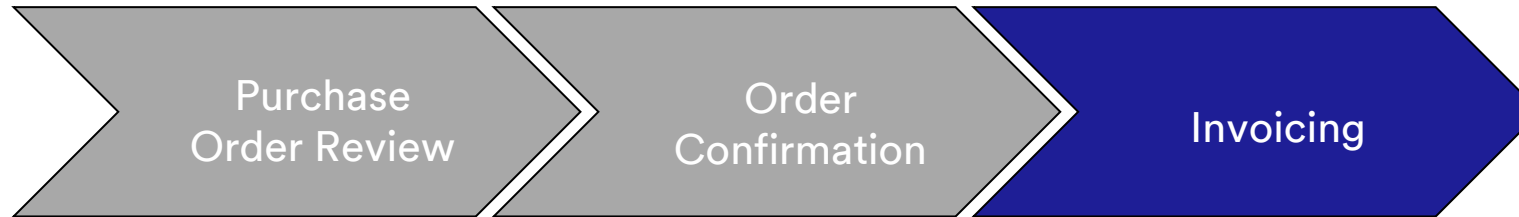
[View invoice](#)

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

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	<b>Sent</b>
Description	

[View invoice](#)

# Limit Order: Invoicing (continued)



You will also receive an e-mail notification when:

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

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

Description: The document was added to the pending queue for download.

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

Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

Customer: 3M - QI1 - production QA

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

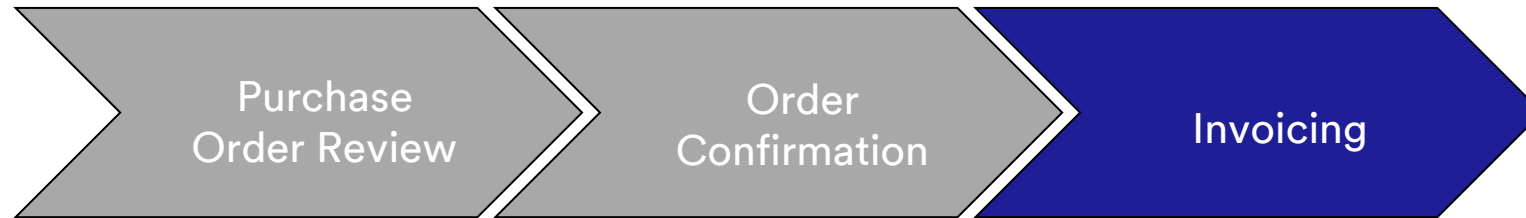
Description: Accepted

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

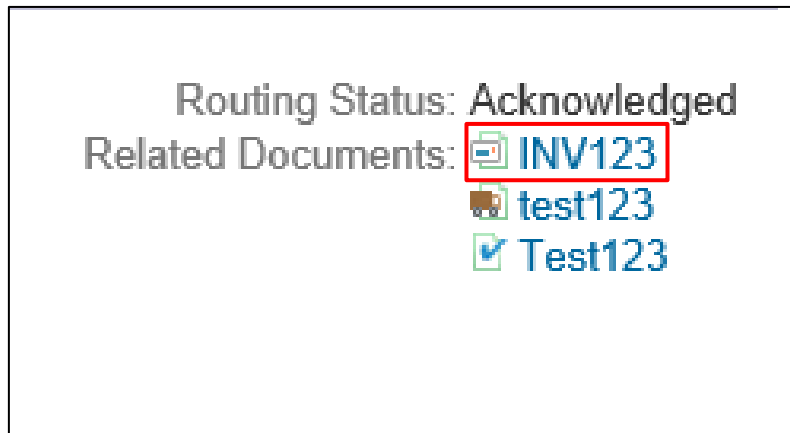
Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

# Limit Order: Invoicing (continued)



To view the status of your invoice, navigate to your order e-mail and click **Process Order**. From the *PO view*, select your invoice in the *Related Documents* section. The invoice opens. Click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.



Invoice: NHTEST808

Done Previous

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: NHTEST808  
Invoice Status: Pending Approval  
Received By: Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: On Hold

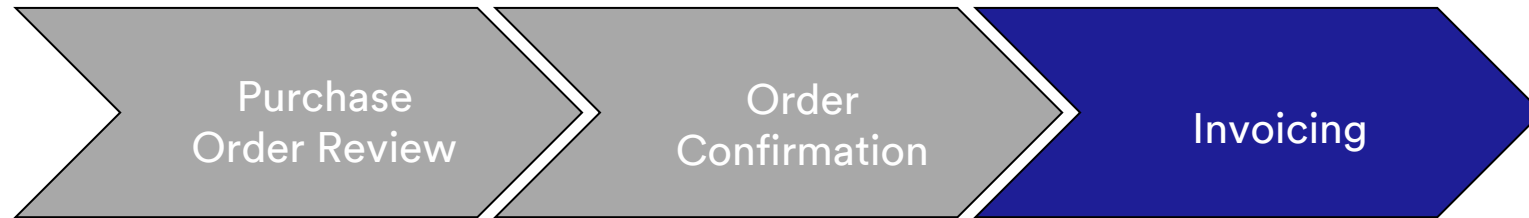
History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Light Test Supplier-TEST	8 Aug 2017 9:50:42 AM
On Hold	cXML InvoiceDetailRequest queued	Supplier	8 Aug 2017 9:50:44 AM

Copy This Invoice Download PDF Export cXML

Done Previous

# Limit Order: Invoicing (continued)



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

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

Invoice: NHTEST808

DonePrevious

Copy This InvoiceDownload PDFExport cXML

DetailScheduled PaymentsHistory

Invoice: NHTEST808

Invoice Status: Rejected

Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00

Submitted By: John Smith

To: 3M - Q11 - production QA

Routing Status: Rejected

History

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

Copy This InvoiceDownload PDFExport cXML

DonePrevious



# Country Specific Invoicing Rules for 3M

---

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

## **EMEA:**

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

# Country Specific Invoicing Rules for 3M (continued)

---

## Latin America:

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

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

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

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

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

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

<b>SUPPLIER VAT</b>	
* Supplier VAT/Tax ID:	DE223073938
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	

<b>CUSTOMER VAT</b>	
* Customer VAT/Tax ID:	DE120679179
	⚠ Required Field



# **Scenario: Processing a Limit Order**

# Scenario: Processing a Limit Order-Order Confirmation

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

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

The screenshot displays the 'Purchase Order: 4500004631' interface. A red box labeled '1' points to the 'Create Order Confirmation' dropdown menu, which is open, showing options: 'Confirm Entire Order', 'Update Line Items' (highlighted), and 'Reject Entire Order'. Below the dropdown, the 'FROM' and 'TO' sections are visible, showing contact information for '3M CANADA' and '3M Production Test Vendor - TEST'. The 'Payment Terms' section shows 'NET 30'. The 'Contact Information' section is partially visible. On the right, a summary box shows 'Purchase Order (Partially Invoiced) 4500004631' with an amount of '\$10,000.0'. Below the main interface, a secondary bar contains buttons for 'Create Order Confirmation', 'Create Service Sheet', 'Create Invoice', and 'Hide'. A red error message is displayed below these buttons: 'Cannot confirm line items with undisclosed unit prices. To confirm the order, choose the Update Line Items option.' Below the error message are tabs for 'Order Detail' and 'Order History'.

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

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

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

The screenshot shows the 'Confirming PO' interface. On the left, a sidebar contains two items: '1 Update Item Status' and '2 Review Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #:** POA453095 (highlighted with a red box and number 2)
- Associated Purchase Order #:** 3500453095
- Customer:** Test PO - PLEASE DO NOT Ship - (R\*5)
- Supplier Reference:** (empty field)

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

- Est. Completion Date:** 1 Nov 2018 (highlighted with a red box and number 3)
- Est. Tax Cost:** (empty field)
- Comments:** (empty text area)

The 'Line Items' section is at the bottom:

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

Below the table, the 'Schedule Lines' section is visible:

- Schedule Lines:**
  - ☐ Unconfirm
  - ☒ Confirm (highlighted with a red box and number 4)
  - ☐ Reject - Please specify a reason: (empty field)
- Confirm Based on Schedule Lines** (button)

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

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

Confirming PO

1 Update Item Status

2 Review Confirmation

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

Line Items

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

Description: Limit Service

Schedule Lines

Current Order Status:

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

Previous

Submit

Exit

Order Detail

Order History

3M

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

To:  
3M\_SUP003 - TEST  
999 main street  
St Paul, MN 55124  
United States  
Phone:  
Fax:  
Email: 18asuppliers@gmail.com

Purchase Order  
(Confirmed)  
3500453095  
Amount Undisclosed

Payment Terms ⓘ  
NET 60  
Net 60 Days

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

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

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

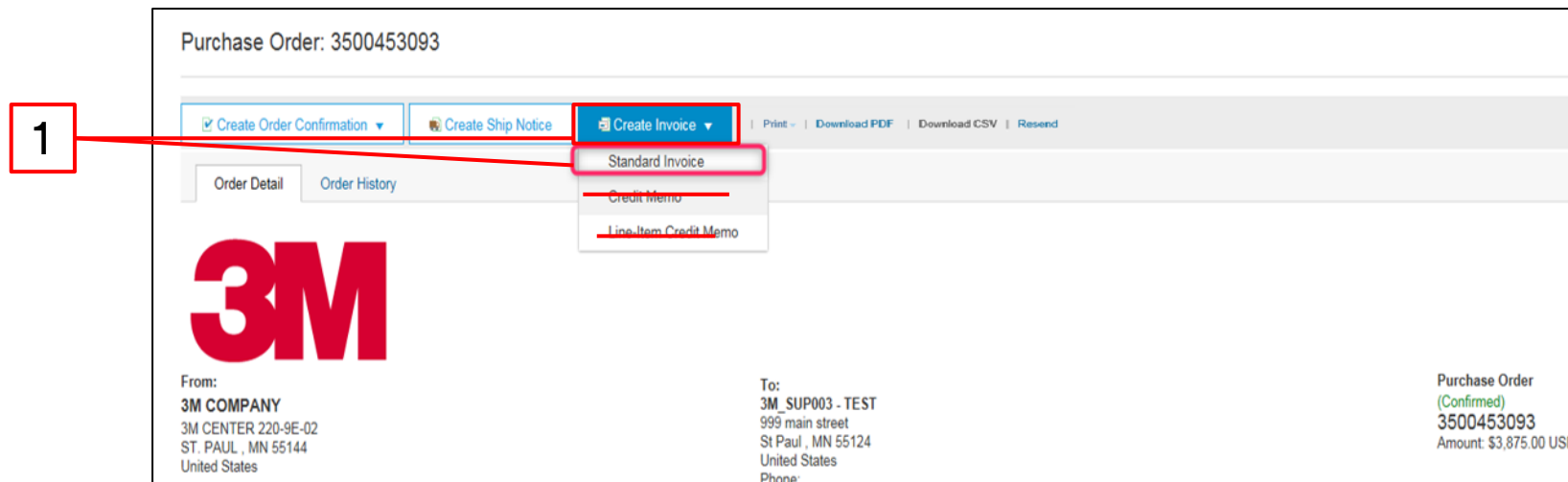
Related Documents: POA453095

# Scenario: Processing a Limit Order-Partial Invoice

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

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

1. To create a partial invoice, navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Invoice** drop-down menu and select the **Standard Invoice** option.





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

The *Invoice Header* displays.

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

The screenshot shows the 'Invoice Header' form. On the left, a 'Summary' section contains fields for 'Purchase Order: 3500453095', 'Invoice #: INV453095T1' (highlighted with a red box and callout 2), 'Invoice Date: 8 Oct 2018' (highlighted with a red box and callout 3), 'Service Description:', and 'Supplier Tax ID:'. Below these is a 'Remit To' dropdown menu showing '3M\_SUP003 - TEST' (highlighted with a red box and callout 4). Underneath, the 'Bill To' address is listed as '3M COMPANY, ST. PAUL, MN, United States'. On the right, a summary of amounts is shown: Subtotal: \$0.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$0.00 USD, Total Net Amount: \$0.00 USD, and Amount Due: \$0.00 USD. At the bottom, the 'Tax' section has two radio buttons: 'Header level tax' and 'Line level tax' (highlighted with a red oval and callout 5).

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

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

The screenshot displays the 'Line Items' section of a SAP interface. At the top, there's a section for 'Insert Line Item Options' with a 'Tax Category' dropdown set to 'Sales Tax' and a 'Discount' checkbox. Below this is a table with columns: No., No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit, Unit Price, and Subtotal. A single line item is visible with '00001' in the first 'No.' column and 'Limit Service' in the 'Description' column. To the right of the table, there's a blue 'Add/Update' dropdown button. A red box highlights this button, and a red line points from a box containing the number '6' to it. Another red line points from the 'Add/Update' dropdown to a sub-menu that is open, showing options: 'Add General Service' (highlighted with a red box), 'Add Labor Service' (crossed out with a red line), and 'Add Material' (crossed out with a red line). Below the table, there are three buttons: 'Line Item Actions' (with a dropdown arrow), 'Delete', and a button with a red 'X' over it.

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

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

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

The screenshot shows a software interface for processing a limit order-partial invoice. The interface includes a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A red box labeled '7' points to the 'Description' field, which contains 'Elevator Service'. A red box labeled '8' points to the 'Quantity' field, which contains '100'. A red box labeled '9' points to the 'Unit' field, which is a drop-down menu showing 'HUR | hour'. A red box labeled '10' points to the 'Unit Price' field, which contains '40.00'. A red box labeled '11' points to the 'Service Start Date' and 'Service End Date' fields, which are located below the table. The 'Service Start Date' field is empty, and the 'Service End Date' field is empty. The 'Service Start Date' field has a calendar icon next to it. The 'Service End Date' field has a calendar icon next to it. The 'Unit' field has a drop-down menu with options: EA | each, H87 | piece, C62 | one, HUR | hour, DAY | day, and MON | month. The 'Add/Update' button is located at the bottom right of the table.

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

Service Start Date:

Service End Date:

EA | each  
H87 | piece  
C62 | one  
HUR | hour  
DAY | day  
MON | month

Add/Update ▼

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

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

The screenshot displays the 'Insert Line Item Options' form. At the top, there are three main options: 'Tax Category' (checked), 'Sales Tax' (selected in the dropdown), and 'Discount' (unchecked). A red box labeled '12' highlights the 'Tax Category' checkbox, and another red box labeled '13' highlights the 'Sales Tax' dropdown. Below these options is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table contains one row for 'Limit Service' with a quantity of 100 and a unit price of \$40.00 USD. A red box labeled '14' highlights the 'Add to Included Lines' button. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. At the bottom is the 'Tax' section. It includes a 'Category' dropdown set to 'Sales Tax', a 'Location' field, a 'Description' field, and a 'Regime' dropdown. To the right of these fields are 'Taxable Amount' (\$4,000.00 USD), 'Tax Rate Type' (empty), 'Rate(%)' (0.00), and 'Tax Amount' (\$0.00 USD). A red box labeled '15' highlights the 'Rate(%)' field. A 'Remove' button is located to the right of the 'Tax' section.

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

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

16

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

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

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

**Invoice INV453095T1 has been submitted.**


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

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

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

Order Detail

Order History



From:

3M COMPANY

3M CENTER 220-9E-02

ST. PAUL , MN 55144

United States

To:

3M\_SUP003 - TEST

999 main street

St Paul , MN 55124

United States

Phone:

Fax:

Email: 18asuppliers@gmail.com

Purchase Order

(Partially Invoiced)

3500453095

Amount:Undisclosed

Payment Terms ⓘ

NET 60

Net 60 Days

Routing Status: Acknowledged

Effective Date: 1 Nov 2018

Expiration Date: 31 Dec 2018

Related Documents

INV453095T1

INV453095T1

PO453095

Contact Information

Supplier Address

Test Supplier

123 Test Supplier Way

Minneapolis, MN 12345

Buyer Headquarter Address

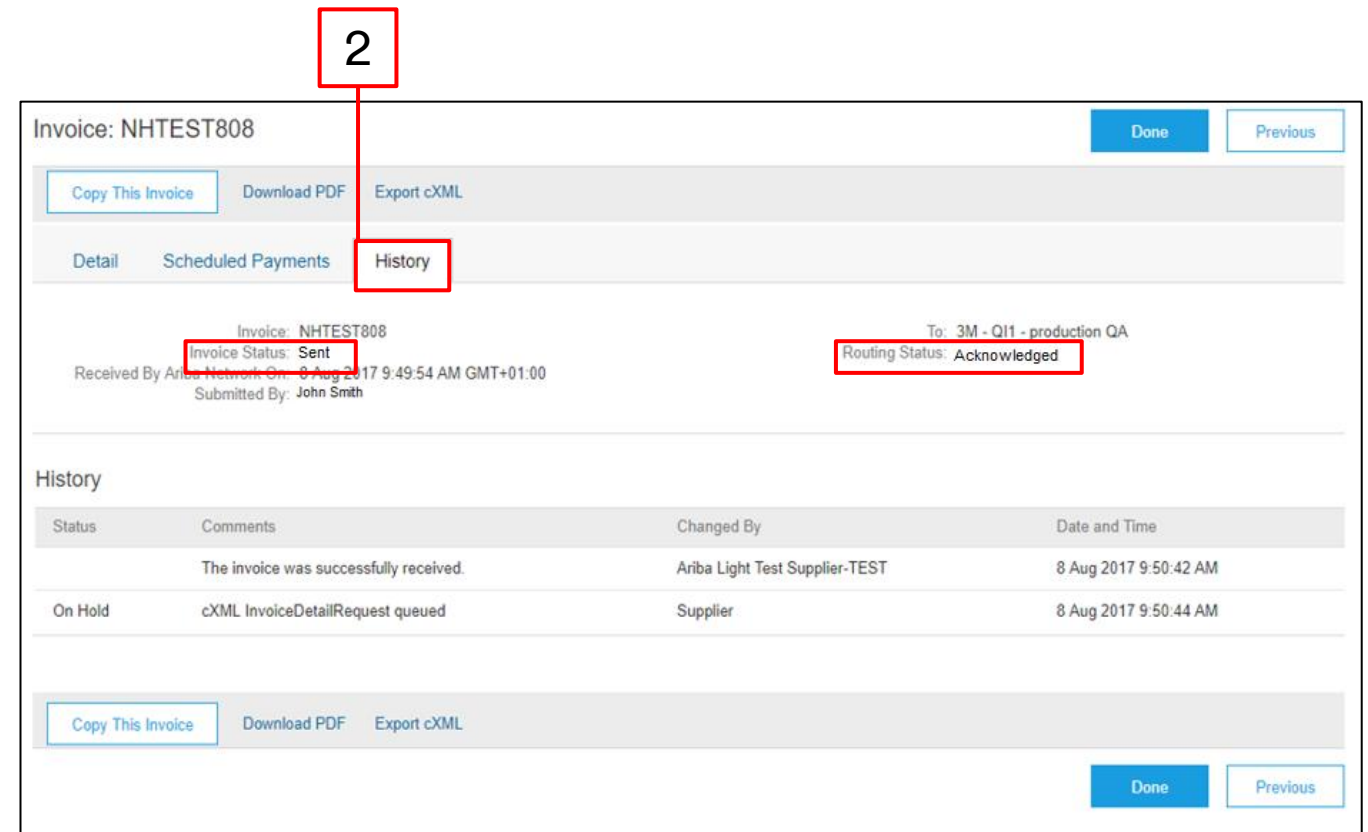
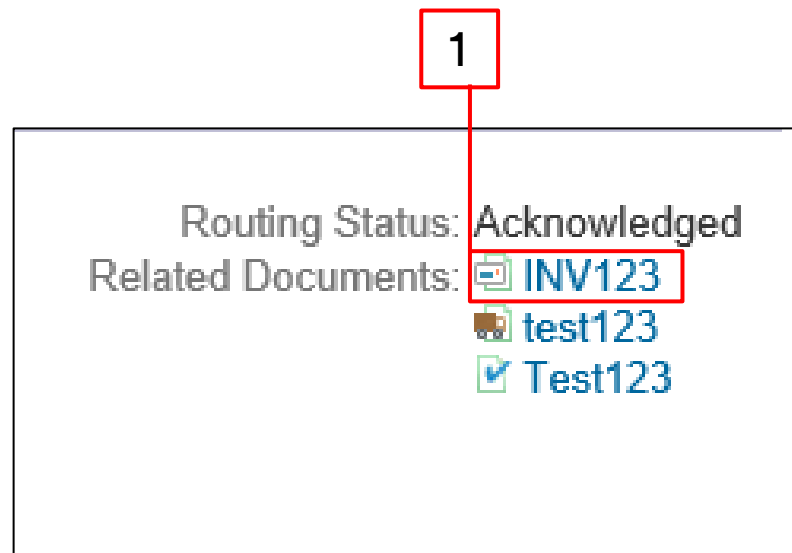
Buyer Name

Email: buyeremail@mmm.com

Phone: + ( ) 48-71-3776719

# Scenario: Processing a Limit Order-Invoice Status

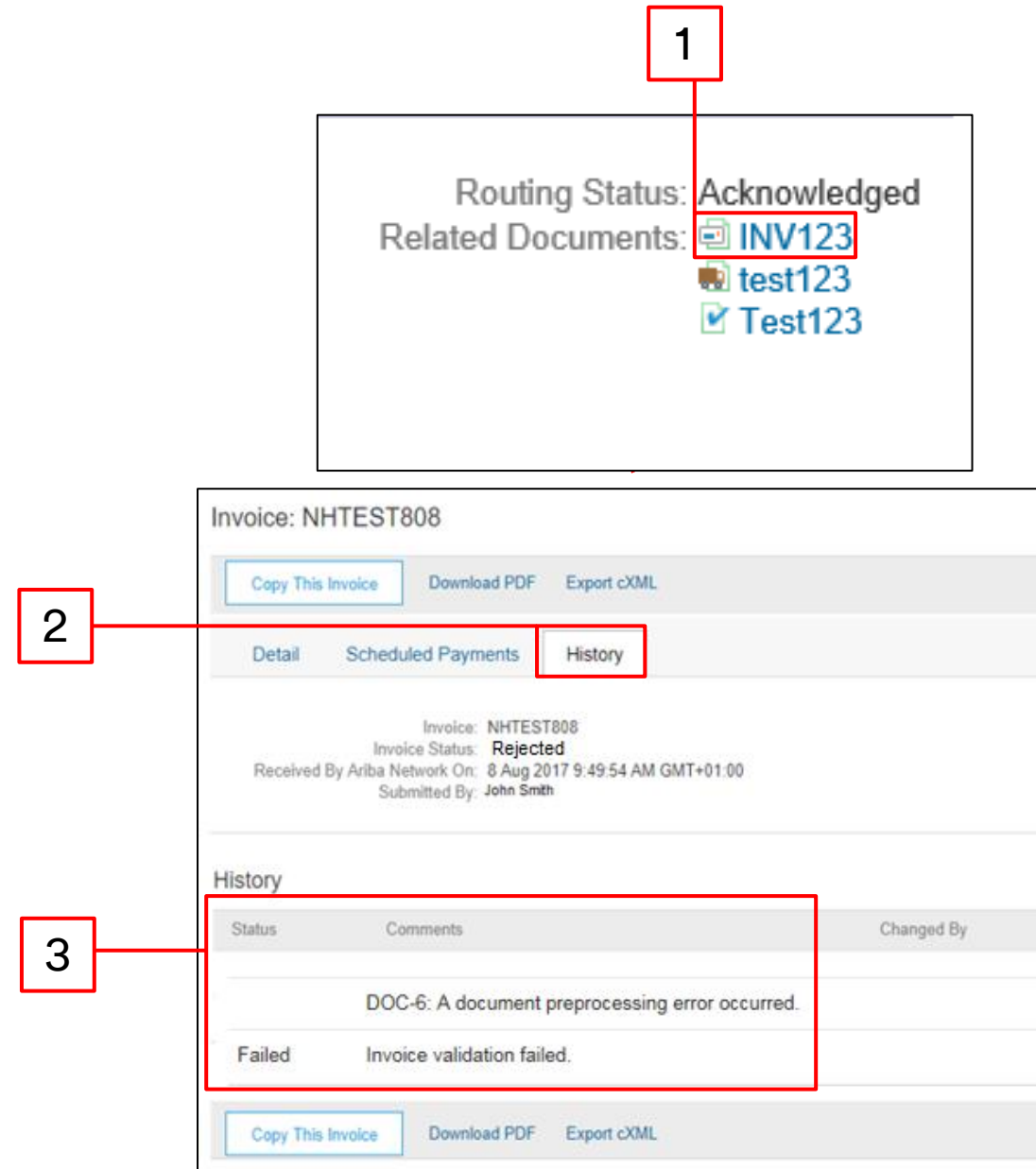
1. To verify the status of the invoice from the *PO view*, click the **Invoice** under the *Related Documents* section.
2. The invoice displays. Click the **History** tab. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** of the standard invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.



# Scenario: Processing a Limit Order-Additional Invoices

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

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced the **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.
5. To submit a corrected invoice, create a new invoice from the Purchase Order.



The screenshot displays the Ariba interface for invoice NHTEST808. At the top, a box shows the 'Routing Status: Acknowledged' and 'Related Documents' including 'INV123', 'test123', and 'Test123'. Below this, the invoice details section shows the status as 'Rejected' and the submission date as '8 Aug 2017 9:49:54 AM GMT+01:00'. The 'History' tab is selected, showing a table with two entries: 'DOC-6: A document preprocessing error occurred.' and 'Failed Invoice validation failed.'.

1

Routing Status: Acknowledged  
Related Documents: INV123  
test123  
Test123

2

Invoice: NHTEST808  
Copy This Invoice Download PDF Export cXML  
Detail Scheduled Payments History  
Invoice: NHTEST808  
Invoice Status: Rejected  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

3

History

Status	Comments	Changed By
	DOC-6: A document preprocessing error occurred.	
Failed	Invoice validation failed.	

Copy This Invoice Download PDF Export cXML





# **Free Text Description Service Orders**

# Free Text Description Service Orders Overview

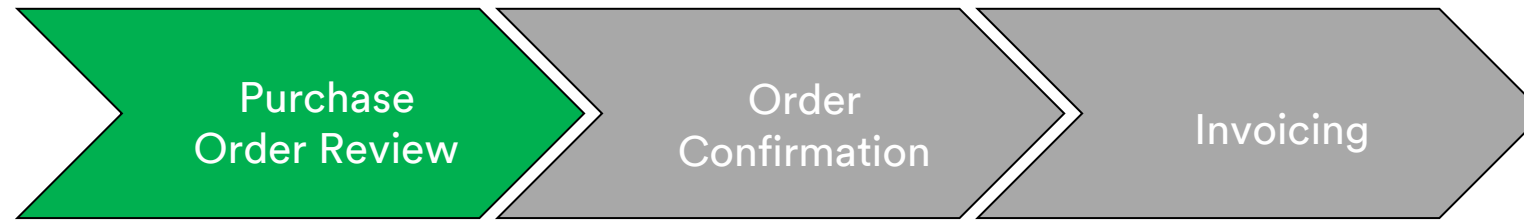
---

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

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



# Free Text Description Service Orders: Order Review



To review or edit your order, locate the order e-mail and click **Process Order**. In Ariba, the *PO view* displays.

The screenshot shows an email interface on the left and a web application on the right. The email, dated Mon 07/08/2017 15:40, is from '3M - Q11 - production QA' and contains a link to a purchase order. The web application displays the details of Purchase Order 4500021227, including contact information for 3M Company and Test Import Vendor-1000 AK1-TEST, payment terms, and a 'Process order' button highlighted with a red box.

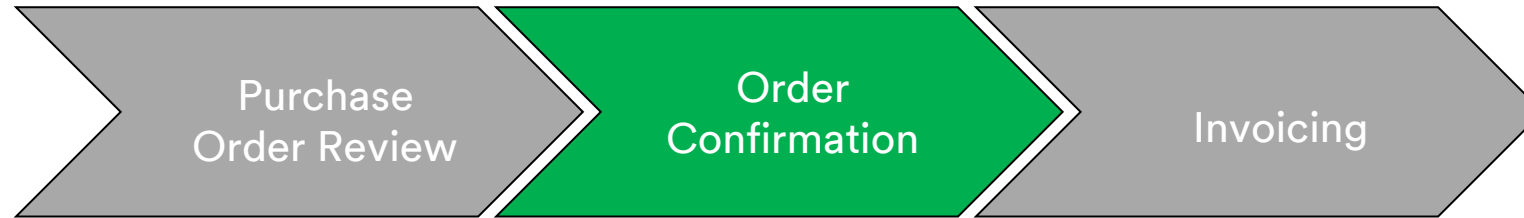
**Email Content:**

- Subject: '3M - Q11 - production QA' <ordersender-prod@ansmtp.ariba.com>
- Body: [EXTERNAL] 3M - Q11 - production QA sent a new Purchase Order 3500281822
- Attachment: 3500281822.htm (35 KB)
- Text: 3M - Q11 - production QA sent a new order. Your customer sent you this order through Ariba Network.

**Web Interface Content:**

- Purchase Order: 4500021227
- Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice, Print, Download PDF, Download CSV, Resend
- Order Detail / Order History tabs
- From: 3M COMPANY, 3M CENTER 220-9E-02, ST. PAUL, MN 55144, United States
- To: Test Import Vendor-1000 AK1-TEST, 123 main st, lino lakes, MN 55014, United States
- Phone: +1 (111) 2223333, Fax: supplier@supplier.com
- Payment Terms: NET 60, Net 60 Days
- Contact Information: Supplier Address (Test Import Vendor-1000 AK1), Buyer Headquarter Address (John Smith)
- Routing Status: Sent
- Process order button (highlighted)

# Free Text Description Service Orders: Order Confirmation



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

Multiple Order Confirmations are not recommended when:

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

# Free Text Description Service Orders: Order Confirmation (continued)

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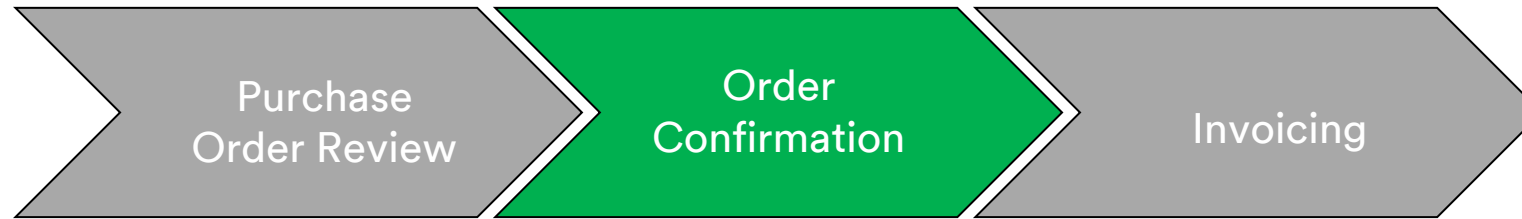
## Quantity and Price:

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

## Unit Of Measure (UOM):

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

# Free Text Description Service Orders: Order Confirmation (continued)



The steps for confirming Free Text Description Service Orders are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
  - **Confirm Entire Order** to confirm the order at the *Header Level*.
  - **Update Line Items** to confirm or make modifications at the *Line Item Level*.

Purchase Order: 4500004631

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ Print Download PDF Download CSV Resend

1

Confirm Entire Order

Update Line Items

Reject Entire Order

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

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

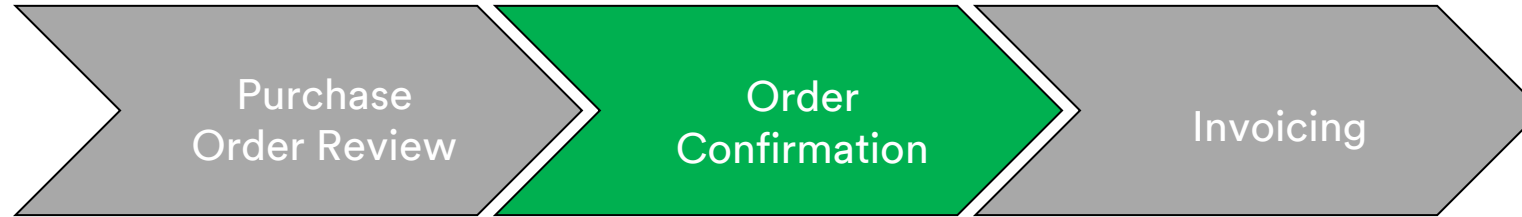
Purchase Order (Partially Invoiced) 4500004631 Amount: \$10,000.00

Payment Terms NET 30 Net 30 Days

Contact Information

Routing Status Related Document

# Free Text Description Service Orders: Confirm Entire Order



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

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 514954

Associated Purchase Order #: 4800021416

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

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: \*

Est. Tax Cost:

Comments:

Line Items

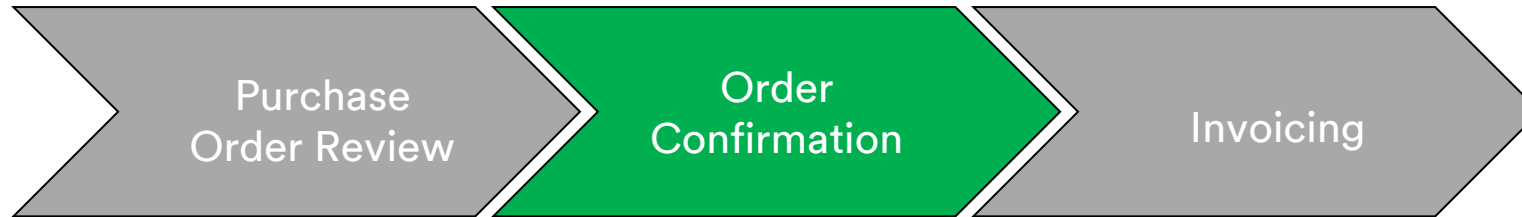
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item	000000007100000270		10.000 (EA)	13 Nov 2018	\$10.00 USD	\$100.00 USD		

Description: Description in NL

Current Order Status:

10.000 Confirmed As Is

# Free Text Description Service Orders: Update Line Item



## **Line Item Level confirmation:**

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

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

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

Description: TEST

► Schedule Lines

Current Order Status

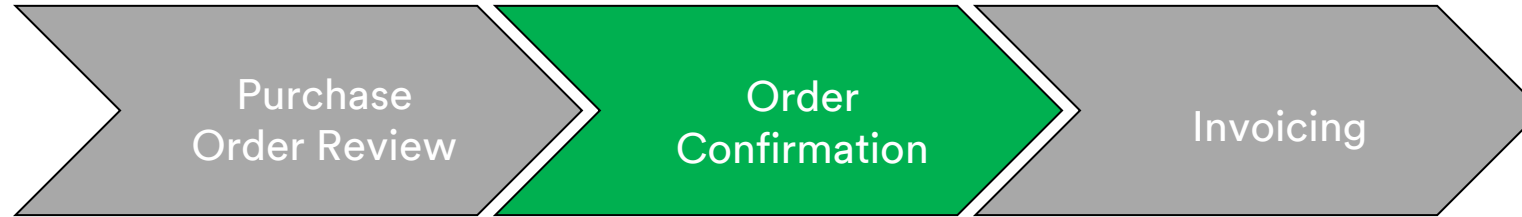
1,000,000 Confirmed With New Date (Estimated Delivery Date: 31 Oct 2018)

Confirm:  Backorder:  Reject:  Details

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



# Free Text Description Service Orders: Review and Submit



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

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

Est. Shipping Cost:  
Est. Tax Cost:

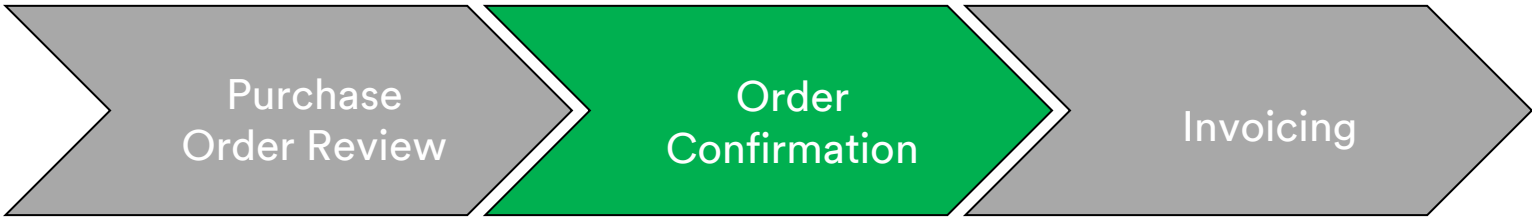
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	9976542	000000007100062723	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD

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


Previous Submit Exit

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

# Free Text Description Service Orders: Notification



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



AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>

[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - QI1 - production QA

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

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

**Your purchase order status**

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

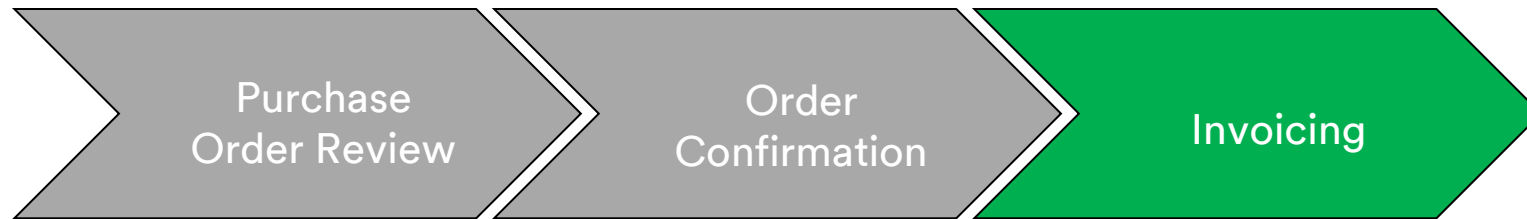
Item	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1	Non Catalog Item	1.000	C62	TEST Limit - elevator maintenance	20 Jul 2017		£7,500.00 GBP	£7,500.00 GBP

Status

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

Ariba Network

# Free Text Description Service Orders: Invoicing



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

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

The steps for creating an invoice are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. Click the **Create Invoice** drop-down menu and select the **Standard Invoice Option**.

Purchase Order: 4800006391

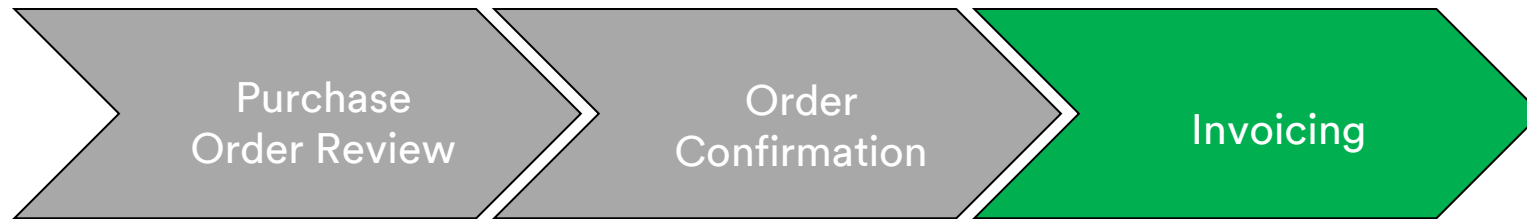
☒ Create Order Confirmation ☐ Create Ship Notice  Hide | Print | Download PDF

**1**

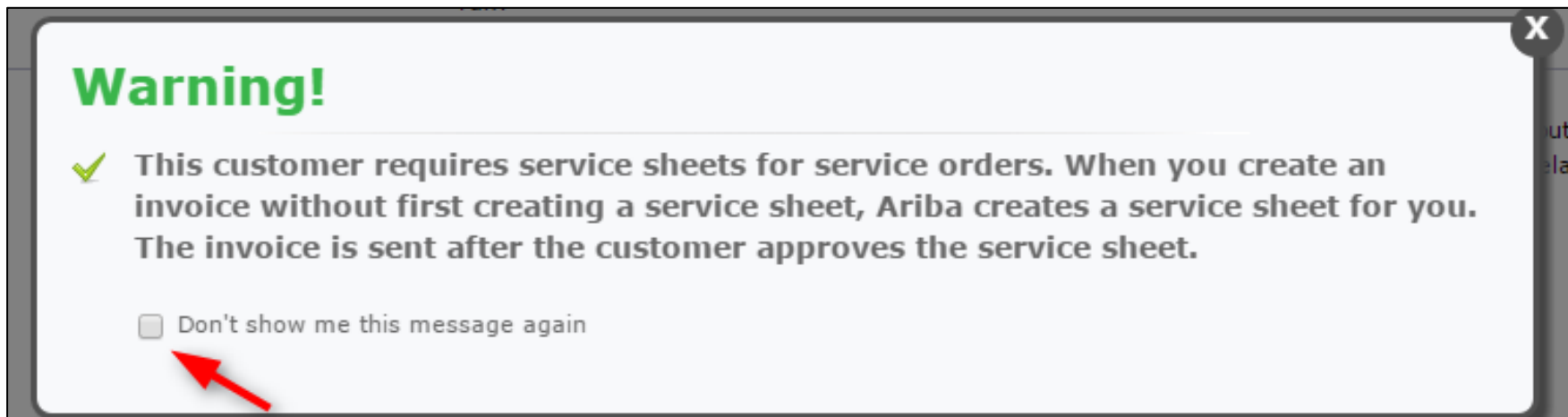
From:  
**3M CANADA COMPANY**  
300 TARTAN DRIVE  
LONDON ON N5V 4M9  
Canada

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

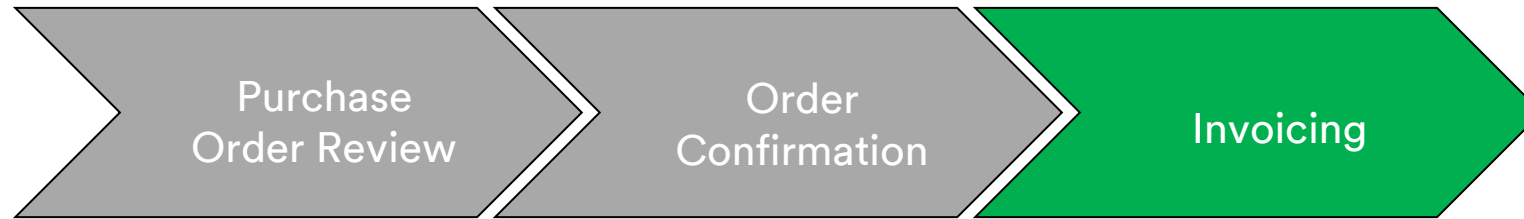
# Free Text Description Service Orders: Invoicing (continued)



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



# Free Text Description Service Orders: Invoicing (continued)



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

2

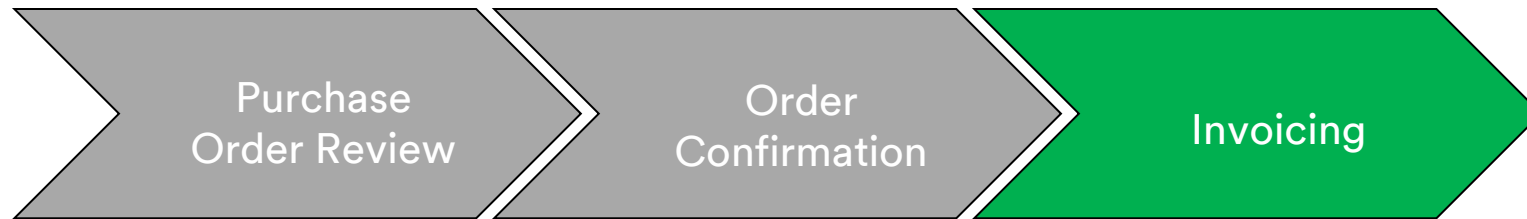
Line Items	
Line #	Part ID / Description
<input checked="" type="radio"/>	10001  Service Item
<input type="radio"/>	10002  Service Item
 Service Sheet Required.	

Next

Exit

3

# Free Text Description Service Orders: Invoicing (continued)



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

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

**Invoice Header**

Summary

Purchase Order: 4500021229

Invoice #: \* INV21229

Invoice Date: \* 8 Nov 2018

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

Service Description:

Supplier Tax ID:

Remit To: 6498 Westchester Cir

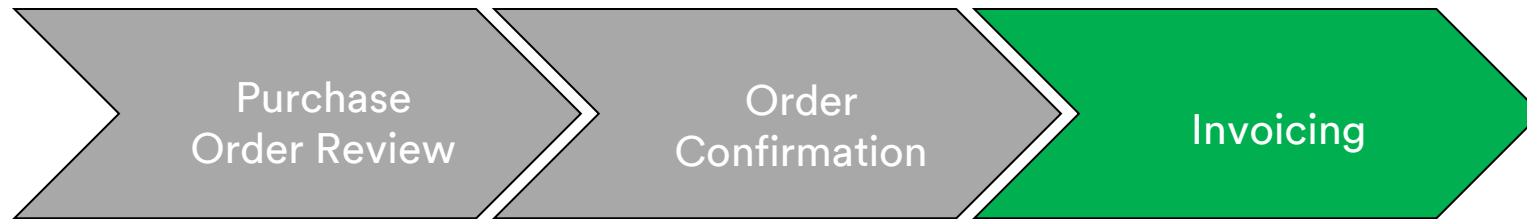
Golden Valley

Norway

Bill To: 3M CANADA COMPANY

LONDON ON  
Canada

# Free Text Description Service Orders: Invoicing (continued)



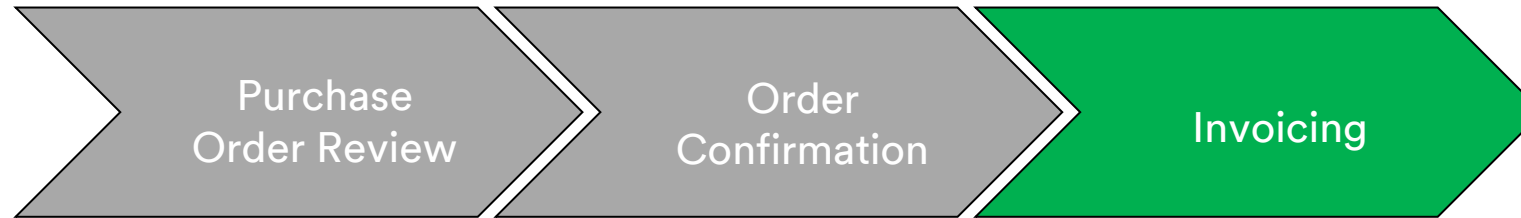
6. Verify the **Remit To** address. If you have configured several addresses, select one from the drop-down list that displays. The **Bill To** address defaults from the PO.
7. Tax can be submitted at the *Header Level* or at the *Line Item Level*. Select the appropriate option.

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

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

**TAX** ☒ Header level tax ☐ Line level tax

# Free Text Description Service Orders: Invoicing (continued) **EU Requirement**



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

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

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

**ADDITIONAL FIELDS**

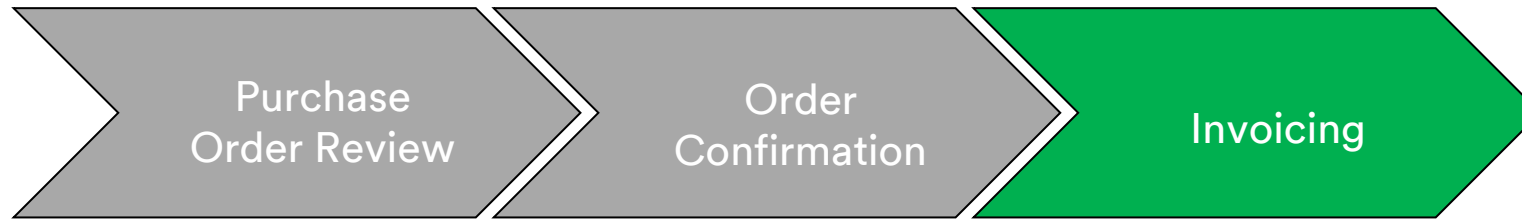
☐ Information Only. No action is required from the customer.

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

☐ Tax paid through a Tax Representative



# Free Text Description Service Orders: Invoicing (continued) **EU Requirement**

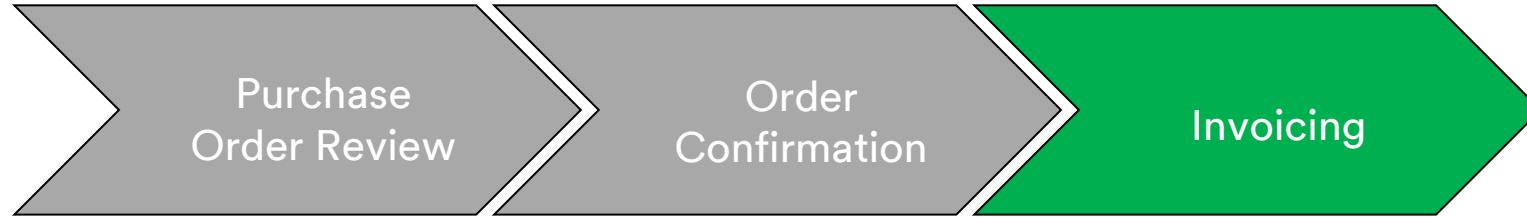


Scroll down to the *Supplier VAT* section and enter the below information, if applicable:

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

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

# Free Text Description Service Orders: Invoicing (continued)



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

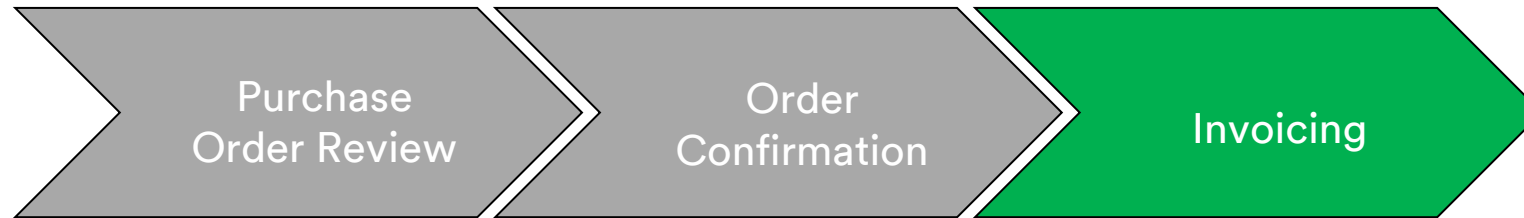
8. Verify the **Description**.
9. Verify the **Quantity**.
10. Verify the **Unit** (Unit of Measure) it will default from the order. You will **not** be able to invoice in a different UOM than the UOM specified on the order. Invoices in a different UOM will be rejected.
11. Verify the **Unit Price**.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

The screenshot shows the 'Line Items' section of a software interface. A table lists line items, with the first item expanded to show details. Red boxes with numbers 8 through 12 point to specific fields:

- 8** points to the 'Description' field (containing 'Test Ser1').
- 9** points to the 'Quantity' field (containing '1').
- 10** points to the 'Unit' dropdown menu (showing 'EA | each').
- 11** points to the 'Unit Price' field (containing '\$10,000.00 CA').
- 12** points to the 'Service Start Date' field in the 'Service Period' section.

The interface also includes a 'Service End Date' field, a 'Service Period' label, and a 'Pricing Details' section showing 'Price Unit: EA' and 'Unit Conversion: 1'. Buttons for 'Add to Included Lines' and 'Add/Update' are visible.

# Free Text Description Service Orders: Invoicing (continued)



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

The screenshot shows the 'Insert Line Item Options' section at the top and the 'Tax' section below it.

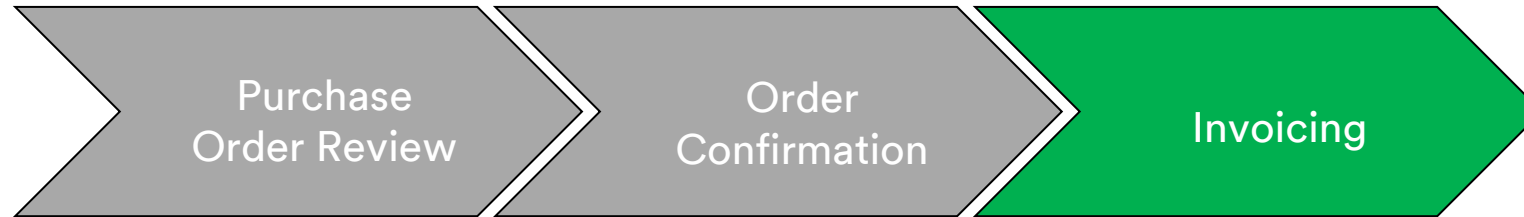
**Insert Line Item Options:**

- 13:** Points to the ☒ **Tax Category:** checkbox.
- 14:** Points to the **VAT** dropdown menu.
- 15:** Points to the **Add to Included Lines** button.

**Tax Section:**

- Category:\*** VAT (dropdown)
- Location:** (text field)
- Description:** (text field)
- Regime:** (dropdown)
- Date Of Pre-Payment:** (calendar icon)
- Law Reference:** (text field)
- Taxable Amount:** \$8,500.00 CAD
- Tax Rate Type:** (text field)
- Rate(%):** 20 (highlighted by **16**)
- Tax Amount:** (text field, also highlighted by **16**)
- Exempt Detail:** (no value) (dropdown)
- Date Of Supply:** 8 Nov 2018 (calendar icon)
- ☐ **Triangular Transaction**

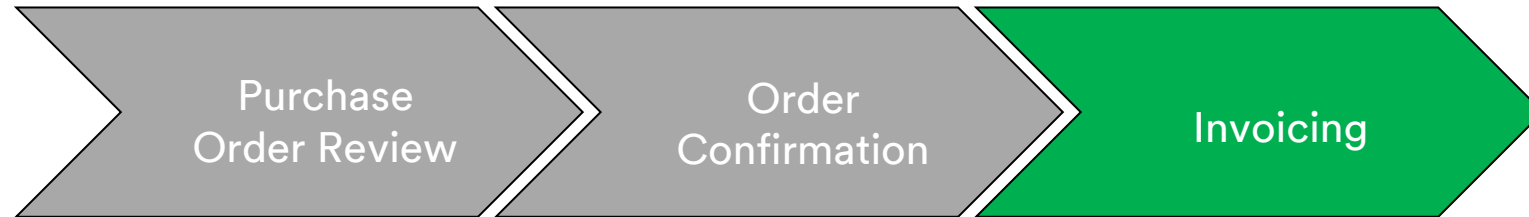
# Free Text Description Service Orders: Invoicing (continued)



## Tax Exempt Only:

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

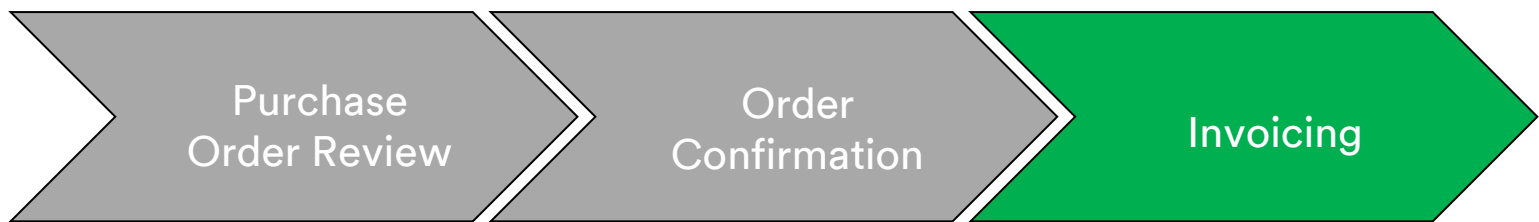
<b>Tax</b>	Category:* VAT	Taxable Amount: \$8,500.00 CAD
Location:		Tax Rate Type:
Description:		Rate(%): 20
Regime:		Tax Amount:
Date Of Pre-Payment:		Exempt Detail: (no value)
Law Reference:		Date Of Supply: 8 Nov 2018
		<input type="checkbox"/> Triangular Transaction



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

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

# Free Text Description Service Orders: Invoicing (continued)



17. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.
- Click **Previous** to continue editing the invoice. Clicking **Save** will save the invoice in the **Drafts** tab in your Outbox for up to seven days.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : INV453095T1  
Invoice Date : Monday 8 Oct 2018 7:14 PM GMT-05:00  
Original Purchase Order : 3500453095

Subtotal : \$4,000.00 USD  
Total Tax : \$0.00 USD  
Total Gross Amount : \$4,000.00 USD  
Total Net Amount : \$4,000.00 USD  
Amount Due : \$4,000.00 USD

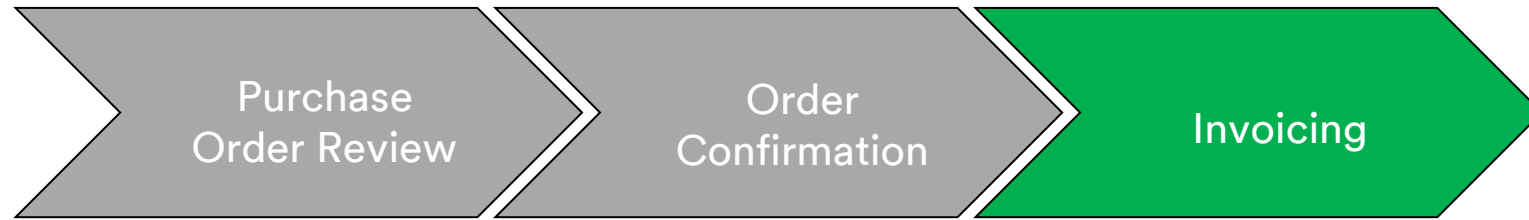
REMIT TO:  
3M\_SUP003 - TEST  
  
Postal Address:  
999 main street  
St Paul , MN 55124  
United States

BILL TO:  
3M COMPANY  
  
Postal Address:  
3M CENTER 220-9E-02  
St. PAUL , MN 55144  
United States

SUPPLIER:  
3M\_SUP003 - TEST  
  
Postal Address:  
999 main street  
St Paul , MN 55124  
United States

17

# Free Text Description Service Orders: Invoicing (continued)



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

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

# Free Text Description Service Orders: Invoicing (continued)

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

- Verified
- Signed
- Pending

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

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

[View invoice](#)

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

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

[View invoice](#)

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

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

[View invoice](#)

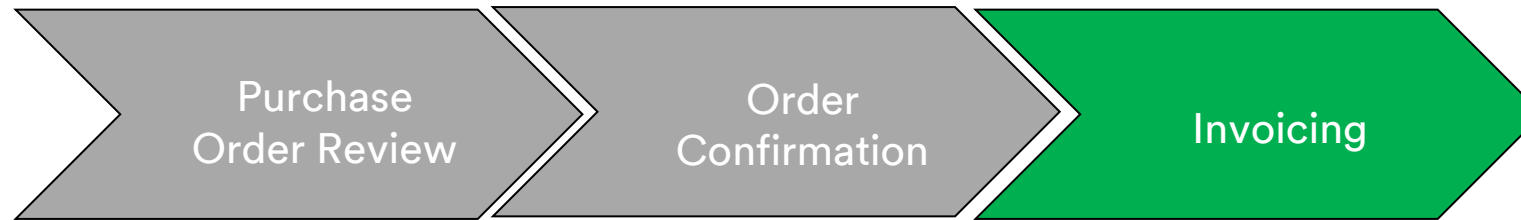
Your customer 3M - QI1 - production QA updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056015978-T).

Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	<b>Sent</b>
Description	

[View invoice](#)



# Free Text Description Service Orders: Invoicing (continued)



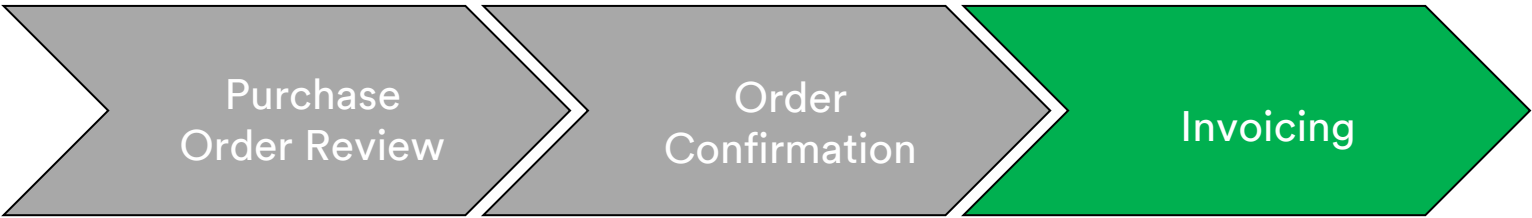
You will also receive an e-mail notification when:

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

Purchase Order #: 3500281834
Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: The document was added to the pending queue for download.
More details about the service outline line items are listed below:
Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A

Customer: 3M - Q11 - production QA
Purchase Order #: 3500281834
Service Sheet #: NHTEST808
Service Sheet Status: Sent
Description: Accepted
More details about the service outline line items are listed below:
Service Sheet Line #: 1
Service Sheet Line Description: Painting Offices Building A


# Free Text Description Service Orders: Invoicing (continued)





To view the status of your invoice, navigate to your order e-mail and click **Process Order**. From the *PO view*, select your invoice in the *Related Documents* section. The invoice opens. Click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

Routing Status: Acknowledged

Related Documents:

 INV123

 test123

 Test123

Invoice: NHTEST808

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: NHTEST808  
Invoice Status: Pending Approval  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - GH - production QA  
Routing Status: On Hold

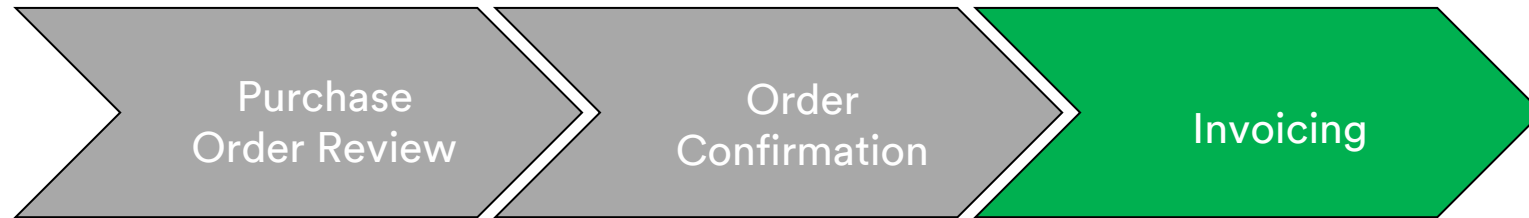
History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Light Test Supplier-TEST	8 Aug 2017 9:50:42 AM
On Hold	cXML InvoiceDetailRequest queued	Supplier	8 Aug 2017 9:50:44 AM

Copy This Invoice Download PDF Export cXML

Done Previous

# Free Text Description Service Orders: Invoicing (continued)



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

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

Invoice: NHTEST808 Done Previous

[Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

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

Invoice: NHTEST808  
Invoice Status: Rejected  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: Rejected

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

[Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

Done Previous

# Country Specific Invoicing Rules for 3M

---

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

## **EMEA:**

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

# Country Specific Invoicing Rules for 3M (continued)

---

## Latin America:

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

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

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

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

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

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

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



# **Scenario: Processing a Free Text Description Service Order**

# Scenario: Free Text Description Service Order-Order Confirmation

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

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option.

The screenshot displays a web interface for a Purchase Order (PO) with the number 4500004631. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice', along with links for 'Print', 'Download PDF', 'Download CSV', and 'Resend'. A red box labeled '1' highlights the 'Create Order Confirmation' button, which has a dropdown menu open. The dropdown menu contains the following options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. Below the dropdown, the 'From' and 'To' information is displayed. The 'From' information is for 3M CANADA COMPANY, located at 300 TARTAN DRIVE, LONDON ON N5V 4M9, Canada. The 'To' information is for 3M Production Test Vendor - TEST, located at TEST ADDRESS, St Paul, MN 55014, United States. The contact information for the vendor is also provided: Phone, Fax, and Email (mburra@mmm.com). On the right side, the PO details are shown: 'Purchase Order (Partially Invoiced) 4500004631' with an amount of \$10,000.00. At the bottom, there are sections for 'Payment Terms' (NET 30, Net 30 Days) and 'Contact Information'.



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

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

The screenshot shows a web form titled "Confirming PO" with "Exit" and "Next" buttons in the top right. On the left is a sidebar with two steps: "1 Confirm Entire Order" and "2 Review Order Confirmation". The main area is titled "Order Confirmation Header" and contains the following fields:

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

Below this is a section titled "SHIPPING AND TAX INFORMATION" with the following fields:

- Est. Shipping Date:** (calendar icon)
- Est. Shipping Cost:** (text box)
- Est. Delivery Date: \*** (calendar icon, highlighted with a red box and labeled with a red "3")
- Est. Tax Cost:** (text box)
- Comments:** (large text area)

A small note "Indicates required field" with an asterisk is located in the top right of the main form area.

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

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

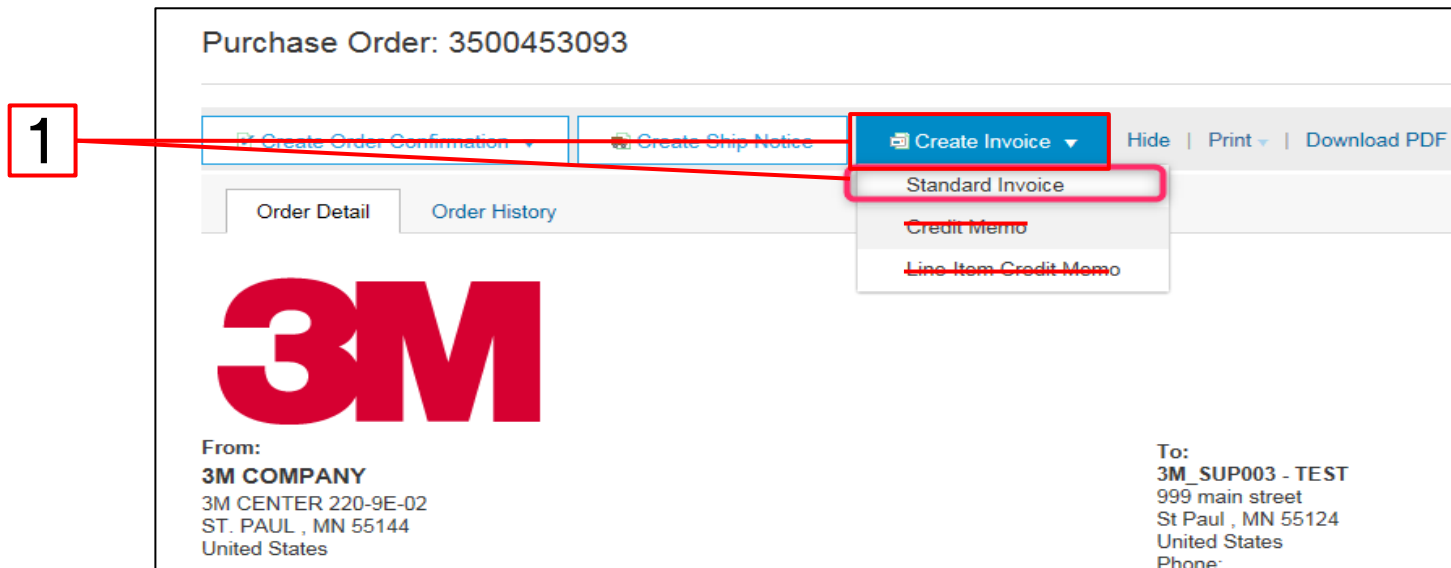
The screenshot displays the 'Confirming PO' interface. At the top right, there are three buttons: 'Previous', 'Submit' (highlighted with a red box), and 'Exit'. A red line connects the 'Submit' button to a red box containing the number '4'. On the left side, there are two numbered steps: '1 Confirm Entire Order' and '2 Review Order Confirmation' (highlighted with a red box). The main content area is titled 'Confirmation Update' and shows 'Confirmation #: POA53093' and 'Supplier Reference:'. Below this, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the 3M logo and contact information for '3M COMPANY' and 'Test Supplier'. The 'Test Supplier' information includes '123 Test Rd., Saint Paul, MN'. The 'Buyer Headquarter Address' is also listed. On the right side, there is a 'Purchase Order (Confirmed)' section with the number '3500453095' and 'Amount Undisclosed'. At the bottom right, there is a 'Routing Status: Acknowledged' section with 'Effective Date: 1 Nov 2018' and 'Expiration Date: 31 Dec 2018'. A red box highlights the 'Related Documents' section, which lists 'POA453095'.

# Scenario: Free Text Description Service Order-Partial Invoice

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

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

1. To create a partial invoice, navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Invoice** drop-down menu and select the **Standard Invoice** option.



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

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

The screenshot shows a software interface with a table titled "Line Items". The table has two columns: "Line #" and "Part ID / Description". There are two rows of data:

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

Below the table, there is a message:  Service Sheet Required.

At the bottom right of the interface, there are two buttons: "Next" (highlighted with a red box and labeled '3') and "Exit".

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

The *Invoice Header* displays.

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

The screenshot shows the 'Invoice Header' form. On the left, a 'Summary' section contains fields for 'Purchase Order: 3500453095', 'Invoice #:' (with value 'INV453095T1'), 'Invoice Date:' (with value '8 Oct 2018'), 'Service Description:', and 'Supplier Tax ID:'. Below these is a 'Remit To:' dropdown menu showing '3M\_SUP003 - TEST'. Further down, the 'Bill To:' address is listed as '3M COMPANY', 'ST. PAUL, MN', 'United States'. On the right, a summary table shows: Subtotal: \$18,750.00USD, Total Tax: \$0.00USD, Total Shipping: \$0.00USD, Total Gross Amount: \$18,750.00USD, Total Net Amount: \$18,750.00USD, and Amount Due: \$18,750.00USD. At the bottom, the 'Tax' section has two radio buttons: 'Header level tax' and 'Line level tax' (which is selected and circled in red). Red boxes and numbers 4 through 7 are overlaid on the form, pointing to the Invoice #, Invoice Date, Remit To dropdown, and the selected Line level tax radio button, respectively.

▼ Invoice Header

Summary

Purchase Order: 3500453095

Invoice #:\* INV453095T1

Invoice Date:\* 8 Oct 2018

Service Description:

Supplier Tax ID:

Remit To: 3M\_SUP003 - TEST

St Paul , MN  
United States

Bill To: 3M COMPANY

ST. PAUL , MN  
United States

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

Tax ⓘ

☐ Header level tax ⓘ ☒ Line level tax ⓘ

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

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

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

The screenshot shows the 'Line Items' section of a software interface. At the top, there are options for 'Insert Line Item Options' including 'Tax Category' (set to '0% VAT / 0 Tax') and a 'Discount' checkbox. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A line item is visible with 'No.' 10001.2, 'Type' SERVICE, 'Description' Test Ser1, 'Quantity' 100, 'Unit' HUR | hour, and 'Unit Price' \$10,000.00 CA. Annotations 8 through 11 point to these specific fields. Below the table, there is a 'Pricing Details' section with 'Price Unit: EA' and 'Unit Conversion: 1'. At the bottom, there is a 'Service Period' section with 'Service Start Date' and 'Service End Date' fields, both with calendar icons. Annotation 12 points to this entire section.

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

**Service Period**  
Service Start Date:   
Service End Date:

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

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

The screenshot displays the 'Tax' section of a software interface. At the top, a header bar contains the text 'ert Line Item Options'. Below this, there are three main components: a checkbox labeled 'Tax Category' (circled in red with callout 13), a dropdown menu currently showing 'Sales Tax' (circled in red with callout 14), and a button labeled 'Add to Included Lines' (circled in red with callout 15). Below the header bar, the 'Tax' section is divided into two columns. The left column contains fields for 'Category:\*' (set to 'VAT'), 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. The right column contains fields for 'Taxable Amount:' (set to '\$8,500.00 CAD'), 'Tax Rate Type:', 'Rate(%)' (set to '0.00' and circled in red with callout 16), 'Tax Amount:', 'Exempt Detail:' (set to '(no value)'), 'Date Of Supply:' (set to '8 Nov 2018'), and a checkbox for 'Triangular Transaction'.

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

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

The screenshot shows the 'Create Invoice' page. At the top right, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and labeled with the number 17. Below the buttons, there is a confirmation message: 'Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.'

Below the confirmation message, there is a section titled 'Standard Invoice' containing the following details:

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

Below the invoice details, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the following information:

**REMIT TO:**  
3M\_SUP003 - TEST  
Postal Address:  
999 main street  
St Paul , MN 55124  
United States

**BILL TO:**  
3M COMPANY  
Postal Address:  
3M CENTER 220-9E-02  
ST. PAUL , MN 55144  
United States

**SUPPLIER:**  
3M\_SUP003 - TEST  
Postal Address:  
999 main street  
St Paul , MN 55124  
United States

Below the invoice details, there is a large section with the message: 'Invoice INV453095T1 has been submitted.'

At the bottom of the page, there are two links: 'Print a copy of the invoice.' and 'Exit invoice creation.' The 'Exit' link is highlighted with a red box and labeled with the number 18.




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

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

[Create Order Confirmation](#) | [Create Service Sheet](#) | [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

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



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

**To:**  
3M\_SUP003 - TEST  
999 main street  
St Paul , MN 55124  
United States  
Phone:  
Fax:  
Email: 18asuppliers@gmail.com

**Purchase Order**  
(Partially Invoiced)  
3500453095  
Amount:Undisclosed

**Payment Terms** ⓘ  
NET 60  
Net 60 Days

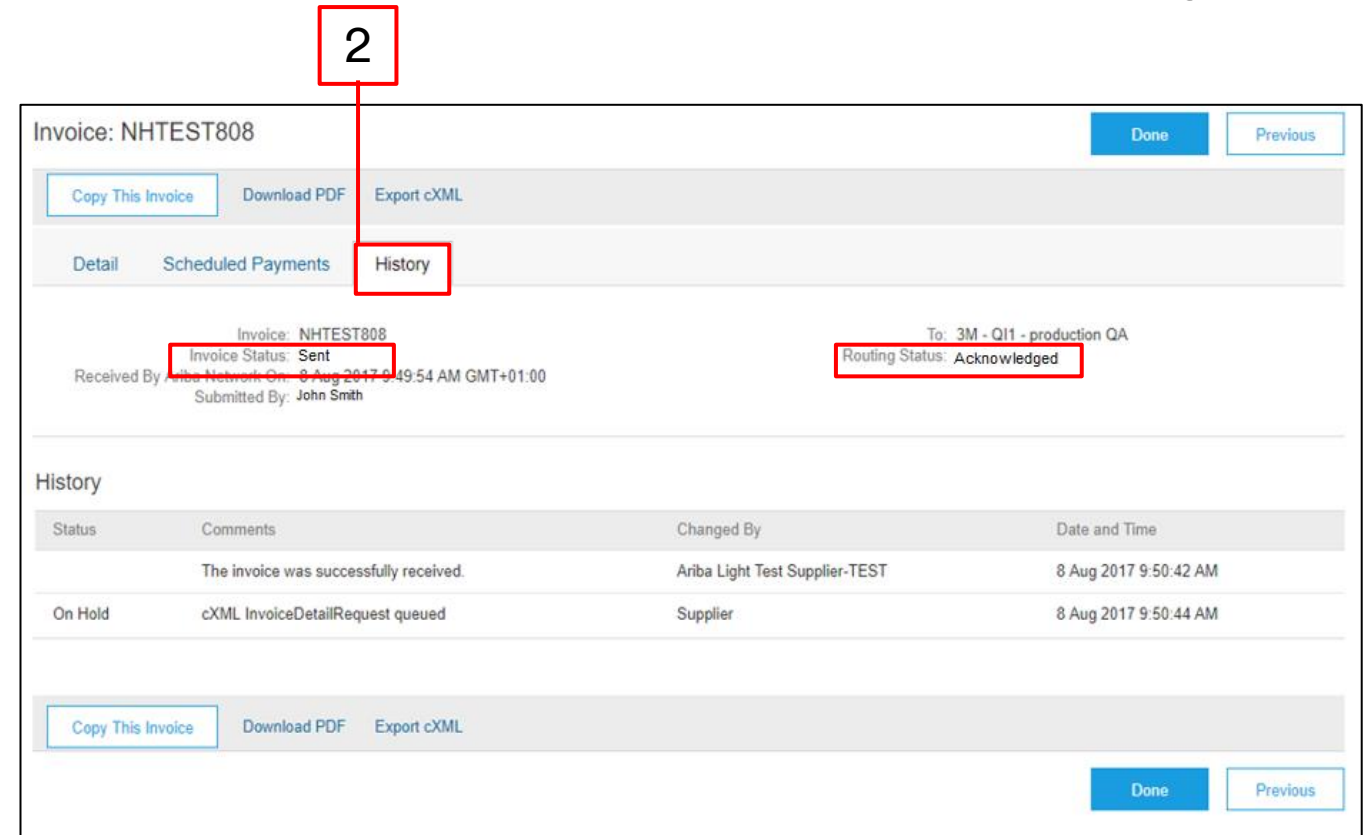
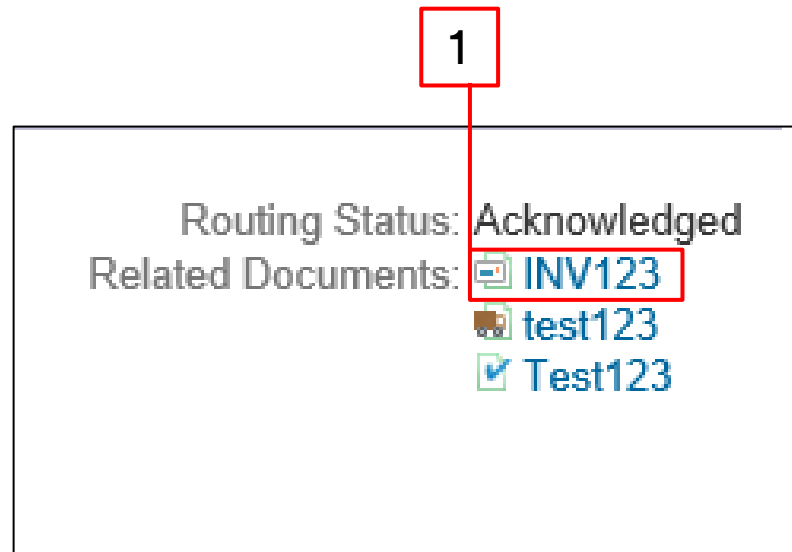
**Contact Information**  
**Supplier Address**  
**Test Supplier**  
123 Test Supplier Way  
Minneapolis, MN 12345

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

Routing Status: Acknowledged  
Effective Date: 1 Nov 2018  
Expiration Date: 31 Dec 2018  
Related Documents: [INV453095T1](#)  
[INV453095T1](#)  
[PO453095](#)

# Scenario: Free Text Description Service Order-Invoice Status

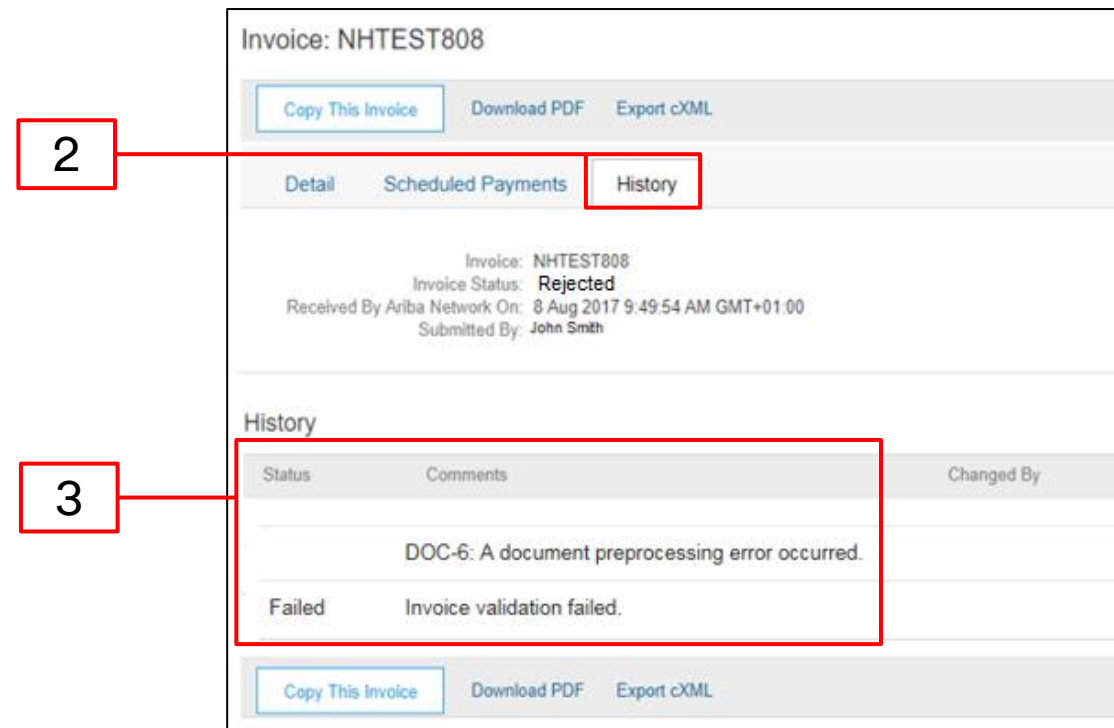
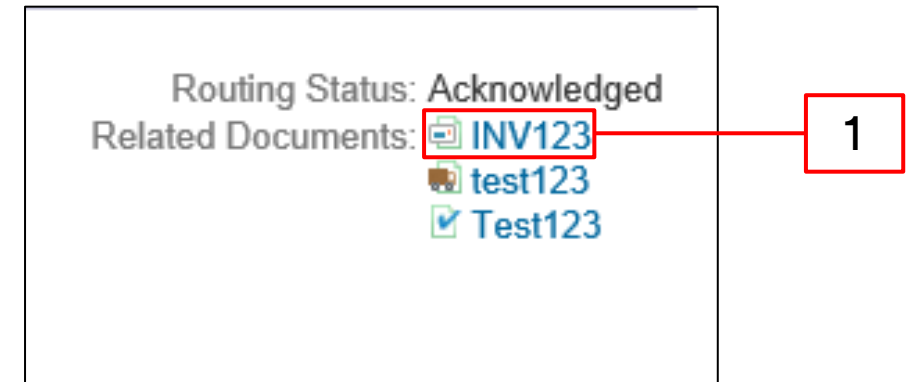
1. To verify the status of the invoice from the *PO view*, click the **Invoice** under the *Related Documents* section.
2. The invoice displays. Click the **History** tab. Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.



# Scenario: Free Text Description Service Order-Additional Invoices

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

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced, the **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.
5. To submit a corrected invoice, create a new invoice from the Purchase Order.





# Material Orders

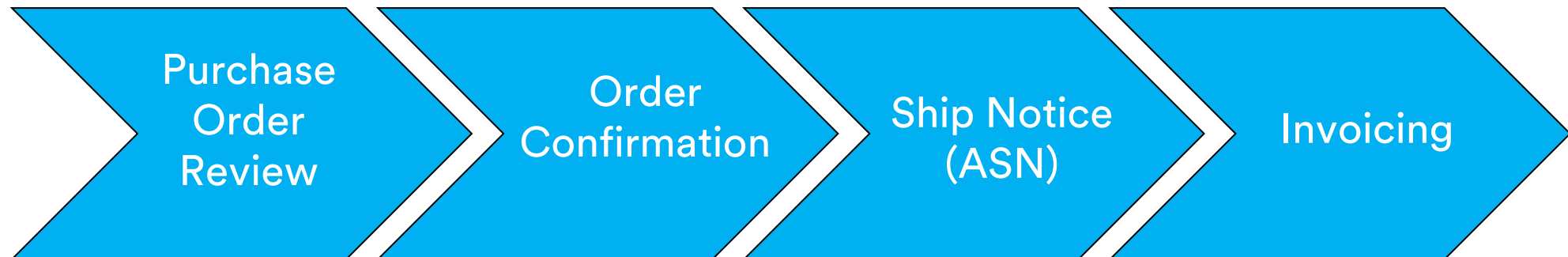
# Material Orders Overview

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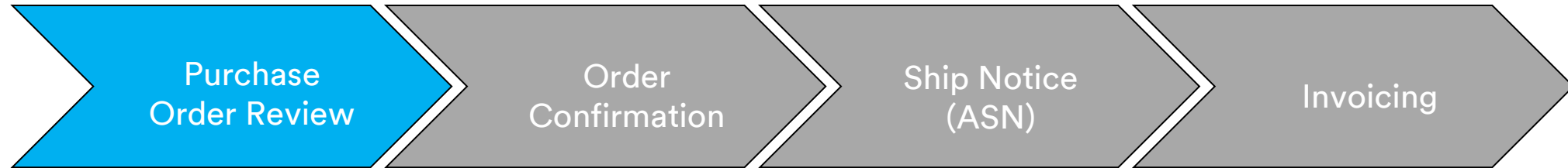
The types of Material Orders you will process through the Ariba Network are:

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

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



# Material Orders: Order Review



To review or edit your order, locate the order e-mail and click **Process Order**. In Ariba, the *PO view* displays.

Mon 07/08/2017 15:40  
'3M - Q11 - production QA' <ordersender-prod@ansmtp.ariba.com>  
[EXTERNAL] 3M - Q11 - production QA sent a new Purchase Order 3500281822

To: [Redacted]  
Follow up. Start by 07 August 2017. Due by 07 August 2017.  
If there are problems with how this message is displayed, click here to view it in a web browser.

3500281822.htm  
35 KB

3M - Q11 - production QA sent a new order

Your customer sent you this order through Ariba Network.

**3M**

[Process order](#)

Purchase Order: 4500021227 [Done](#)

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

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

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

**To:**  
Test Import Vendor-1000 AK1-TEST  
123 main st  
lino lakes, MN 55014  
United States  
Phone: +1 (111) 2223333  
Fax:  
Email: [supplier@supplier.com](mailto:supplier@supplier.com)

**Purchase Order (New)**  
4500021227  
Amount: \$10,000,000.00 MXN

**Payment Terms** [i](#)  
NET 60  
Net 60 Days

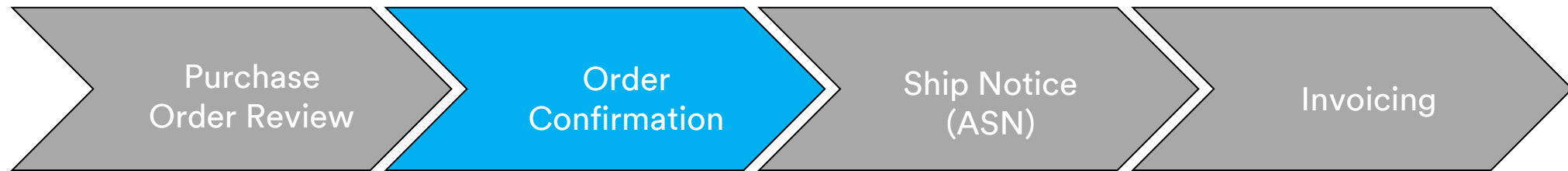
**Contact Information**  
Supplier Address  
Test Import Vendor-1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Email: [test@test.com](mailto:test@test.com)  
Phone:  
Fax:  
Address ID: 0001002763

**Buyer Headquarter Address**  
**John Smith**  
Email: [test@test.com](mailto:test@test.com)  
Phone: + ( ) 506-40353418  
Fax:  
Remit To  
Test Import Vendor-1000 AK1  
Drive Hill  
55119 Waldwick  
CMP  
Mexico  
Phone:

Routing Status: Sent

# Material Orders: Order Confirmation

---



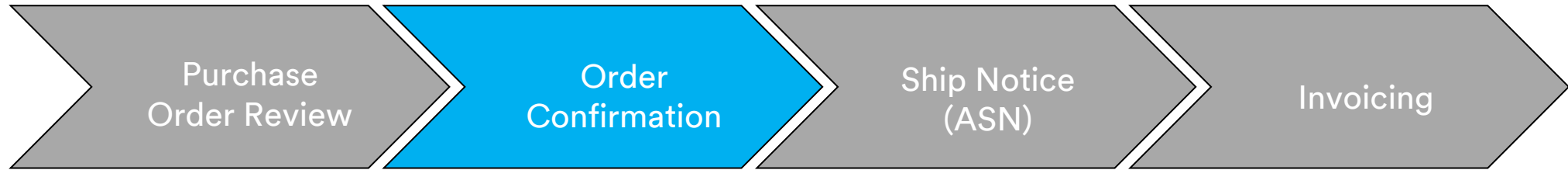
Order Confirmations are required to be completed through the Ariba Network prior to invoicing. OCs are **required** for all POs and PO changes. OCs must be submitted within 48 hours of PO receipt.

Multiple Order Confirmations are not recommended when:

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

# Material Orders: Order Confirmation (continued)

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## Quantity and Price:

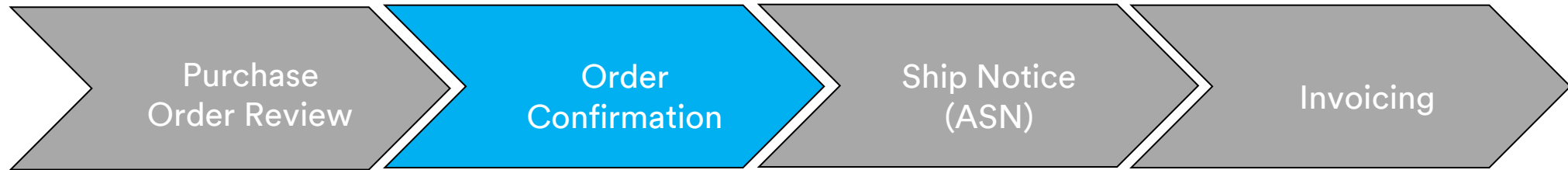
- You may propose changes to quantity and price on the order confirmation.
- 3M issues a *Change PO* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your PO Buyer.
- You acknowledge the *Change Order* with updated quantity or price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

## Unit Of Measure (UOM):

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



# Material Orders: Order Confirmation (continued)



The steps for confirming Material Orders are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
  - **Confirm Entire Order** to confirm the order at the *Header Level*.
  - **Update Line Items** to confirm or make modifications at the *Line Item Level*.

Purchase Order: 4500004631

**Create Order Confirmation** ▼ **Create Ship Notice** **Create Invoice** ▼ Hide | Print | Download PDF

**1** **Confirm Entire Order**  
**Update Line Items**  
Reject Entire Order

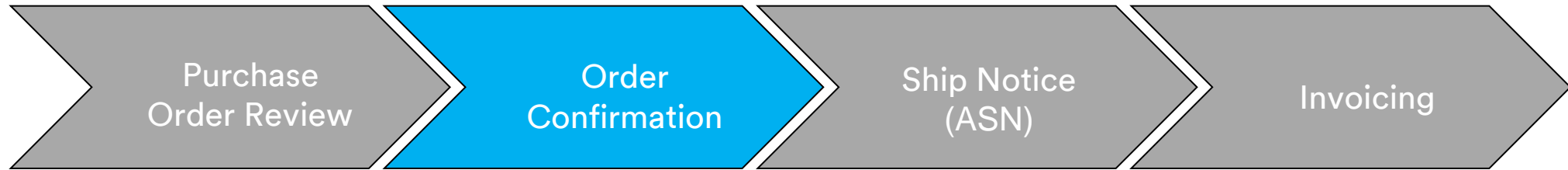
From: **3M CANADA COMPANY**  
300 TARTAN DRIVE  
LONDON ON N5V 4M9  
Canada

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

**Payment Terms** ⓘ  
NET 30  
Net 30 Days

**Contact Information**  
Supplier Address: Buyer Headquarter Address:

# Material Orders: Confirm Entire Order



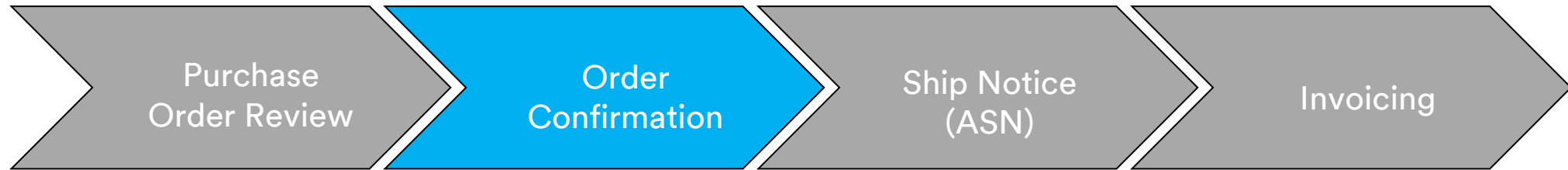
2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation.
3. Specify the **Est. Delivery Date** information. It is applied to all line items.

The screenshot shows the 'Confirming PO' interface. On the left, a sidebar contains two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. A red box with the number '2' points to the 'Confirmation #' field in the 'Order Confirmation Header' section, which contains the value '514954'. Another red box with the number '3' points to the 'Est. Delivery Date' field in the 'SHIPPING AND TAX INFORMATION' section, which is currently empty. The 'Associated Purchase Order #' is '4800021416' and the 'Customer' is 'Test PO - PLEASE DO NOT Ship - (D\*5)'. The 'Supplier Reference' field is also empty. Below the shipping information, there is a 'Comments' field. At the bottom, the 'Line Items' section shows a table with one item.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item	000000007100000270		10.000 (EA)	13 Nov 2018	\$10.00 USD	\$100.00 USD		

Below the table, it says 'Description: Description in NL' and 'Current Order Status: 10.000 Confirmed As Is'.

# Material Orders: Update Line Item



## ***Line Item Level* confirmation:**

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

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

The screenshot displays the 'Line Items' section of a software interface. It features a table with columns: Line #, Part #, Customer Part #, Revision Level, Qty (Unit), Need By, Unit Price, Subtotal, Tax, and Customer Location. The first row shows Line # 10, Part # Non Catalog Item, Qty 1,000.000 (EA), Need By 31 Oct 2018, Unit Price \$10,000.00 CAD, and Subtotal \$10,000,000.00 CAD. Below the table, the 'Description' is 'TEST'. Under 'Schedule Lines', the 'Current Order Status' is '1,000.000 Confirmed With New Date (Estimated Delivery Date: 31 Oct 2018)'. At the bottom, there are three buttons: 'Confirm' (highlighted with a red box), 'Backorder' (with a red X), and 'Reject' (with a red X). A 'Details' button with an information icon is also present.

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

# Material Orders: Update Line Item (continued)



## Backorder Items Only:

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

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4800761813

Customer: 3M - QIS - QA

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By
10	9876542	00000000710062723	10.000 (RO)	25 Apr 2016

CLP-06661 EBLB 111 NB BF6 S1 97262181

CURRENT ORDER STATUS

10.000 Unconfirmed

Confirm:

Backorder: ☒

Reject:

Item

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

CLP-06661 EBLB 111 NB BF6 S1 97262181

New Order Status: 1 Backordered

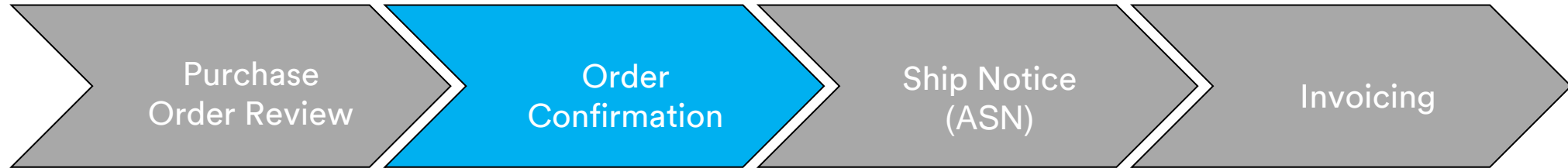
Est. Shipping Date: 27 Apr 2016

Est. Delivery Date: 29 Apr 2016

Comments:

OK Cancel

# Material Orders: Review and Submit



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

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

Est. Shipping Cost:  
Est. Tax Cost:

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

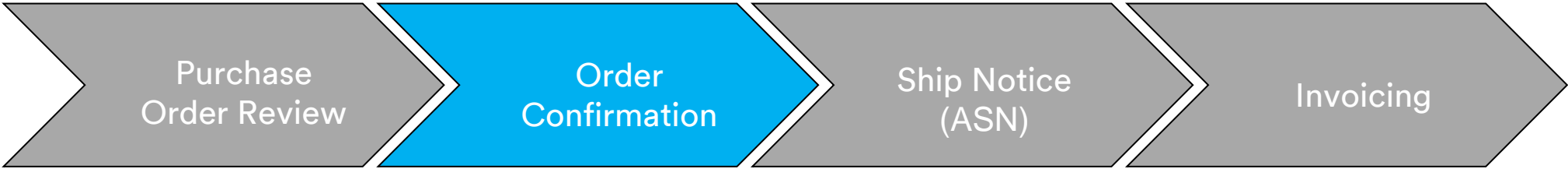
CLP-06661 EBLB 111 NB BF6 S1 97262181

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


Buttons: Previous, Submit, Exit

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

# Material Orders: Order Confirmation Notification



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



AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>

[EXTERNAL] Order Confirmation ALTEST1307 has been submitted to 3M - QI1 - production QA

there are problems with how this message is displayed, click here to view it in a web browser.

click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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

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

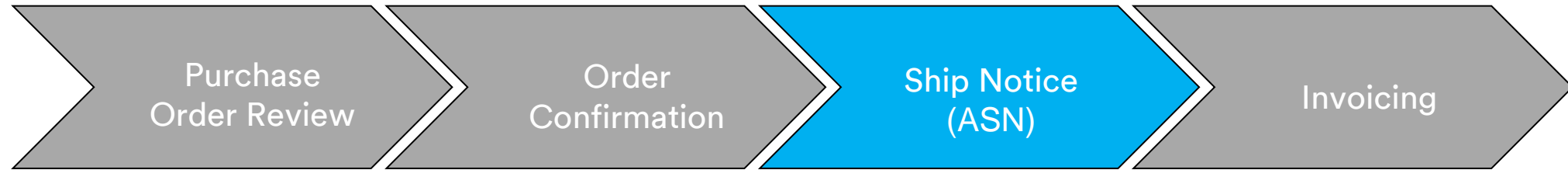
Item	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
1	Non Catalog Item	1.000	C62	TEST Limit - elevator maintenance	20 Jul 2017		£7,500.00 GBP	£7,500.00 GBP

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

Ariba Network

# Material Orders: Ship Notices

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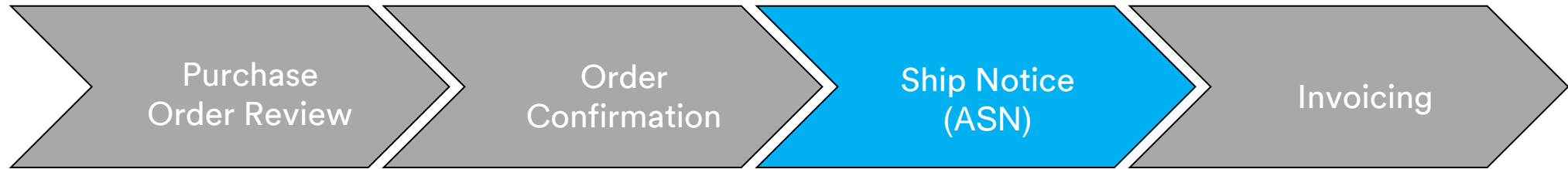


Ship Notices are required before being received by 3M, 24 hours prior to the shipment arriving at 3M's dock.

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

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

# Material Orders: Ship Notice (continued)



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

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click **Create Ship Notice**. Once a Ship Notice is submitted in full quantity for all the line items, you can no longer create another Ship Notice.

Purchase Order: 4500021229

1

Order Detail Order History

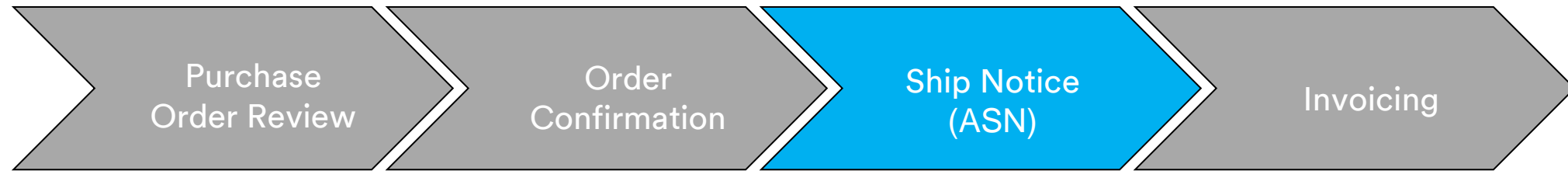
From: 3M CANADA COMPANY  
300 TARTAN DRIVE  
LONDON ON N5V 4M9  
Canada

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

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



# Material Orders: Ship Notice (continued)



The *Ship Notice Header* screen displays.

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

**Ship Notice Header**

**SHIPPING**

Packing Slip ID: \* NH1407TST

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▾

Shipping Date:

Delivery Date: \* 16 Jul 2017

Gross Volume:

Gross Weight:

**TRACKING**

Carrier Name: \*

Please select Shipping Method from the dropdown list below

Service Level:

Unit:

Unit:

**Carrier Name**

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

# Material Orders: Ship Notice (continued)

5. If freight is paid directly to the carrier by 3M, select **Other** from the **Carrier Name** drop-down list and enter the **3M Freight Vendor ID** (provided by 3M). If you do not know the **Freight Vendor ID**, reference the Vendor ID list on 3M's [Ariba Supplier Information Portal](#). If the carrier is not available on the portal, contact your Buyer.
6. The **Tracking No.** is a required field. **Do not include special characters or spaces.**
7. Choose a **Shipping Method** from the drop-down menu.

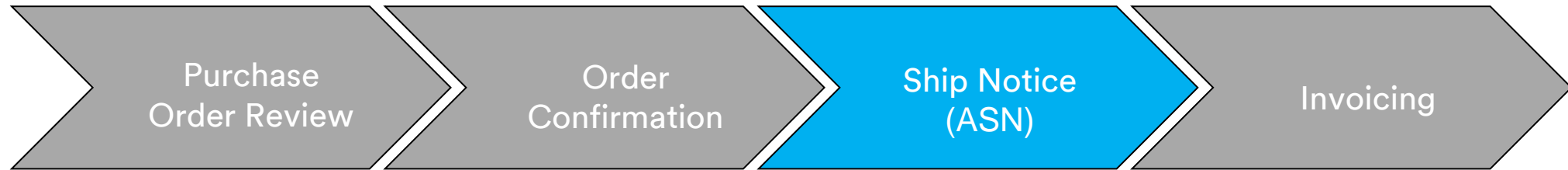
▼ Ship Notice Header

---

**SHIPPING**  
Packing Slip ID: \* NH1407TST  
Invoice No.:  
Requested Delivery Date: --  
Ship Notice Type: Select ▼  
Shipping Date:   
Delivery Date: \* 16 Jul 2017  
Gross Volume:   
Gross Weight:   
Unit:   
Unit:

**TRACKING**  
Carrier Name: \* Other  
6000050  
Tracking No.: \* BOL9999  
Tracking Date:   
Please select Shipping Method from the dropdown list below  
Shipping Method: Motor ▼  
Service Level:

# Material Orders: Ship Notice (continued)



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

**8**

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other <input type="button" value="v"/> EXW	MN9999	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**9**

**DELIVERY INFORMATION**

Delivery Terms: \*

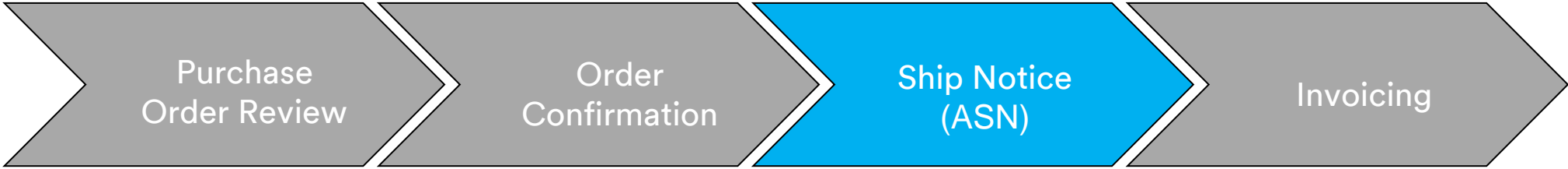
Shipping Payment Method: \*

Delivery Terms Description:

Transport Terms Description:

Is Sensitive Load: ☐

# Material Orders: Ship Notice (continued)



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

10

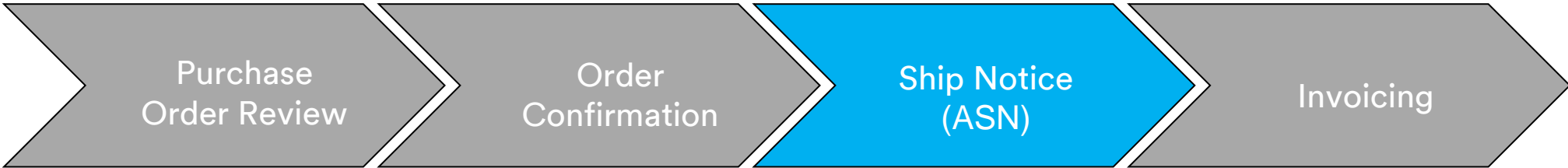
11

12

13

Order Items											
Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4800020012	10	12345	000000001100000166	1,000.000	EA	5 Jun 2018		\$50.00 USD	\$50,000.00 USD		
Description: Testing											
Shipment Status											
Total Item Due Quantity: 1,000.000 EA											
Confirmation Status											
Total Confirmed Quantity: 1,000.000 EATotal Backordered Quantity: 0 EA											
Line 1				<div>Ship Qty</div> <div>2</div>	<div>Batch ID</div> <div></div>	<div>Production Date</div> <div></div>	<div>Expiry Date</div> <div></div>	<div>Add Details</div>			

# Material Orders: Ship Notice (continued)

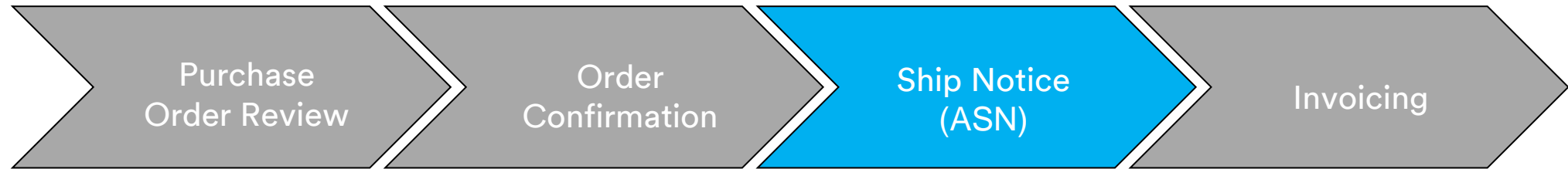


Ship Notice line item details are required to provide additional line item information.

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

The screenshot shows the 'Order Items' section of a Ship Notice (ASN) form. A red box labeled '14' points to the 'Add Details' button in the top right corner. Below this, a red box labeled '15' points to the 'PACKAGING' tab. Under the 'PACKAGING' tab, there are fields for 'No. of packages', 'International Article Number (EAN/UPC)', and 'Date of Manufactured'. A red box labeled '16' points to the 'Weight' field in the 'Dimensions' section. To the right of the 'Weight' field, there are fields for 'Gross Volume', 'Gross Weight', 'Unit Gross Weight', 'Unit Net Weight', and 'Stack Height'. Red boxes labeled '17' and '18' point to the 'Gross Weight' and 'Unit' fields respectively.

# Material Orders: Ship Notice (continued)



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

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Cust										
4800020012	10	12345	000000001100000166	1,000.000	EA	5 Jun 2018		\$50.00 USD	\$50,000.00 USD												
Description: Testing																					
<b>Shipment Status</b> Total Item Due Quantity: 1,000.000 EA																					
<b>Confirmation Status</b> Total Confirmed Quantity: 1,000.000 EA Total Backordered Quantity: 0 EA																					
<table><tr><td>Line</td><td>Ship Qty</td><td>Batch ID</td><td>Production Date</td><td>Expiry Date</td></tr><tr><td>1</td><td><input type="text" value="1,000.000"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>												Line	Ship Qty	Batch ID	Production Date	Expiry Date	1	<input type="text" value="1,000.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line	Ship Qty	Batch ID	Production Date	Expiry Date																	
1	<input type="text" value="1,000.000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
<div>Add Ship Notice Line</div>																					

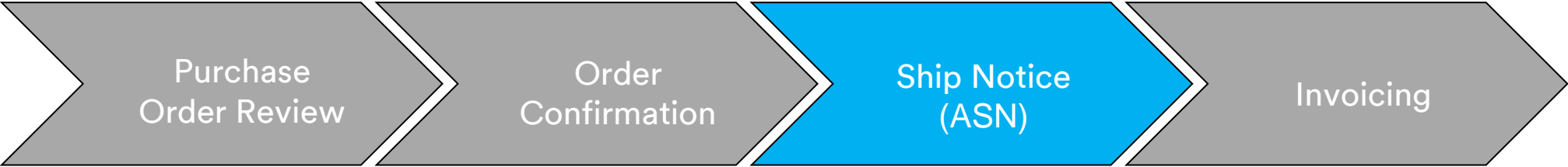
Need By	Ship By	Unit Price	Subtotal	Tax	Cust
Jun 2018		\$50.00 USD	\$50,000.00 USD		

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	<input type="text" value="500"/>	<input type="text" value="12345"/>	<input type="text" value="21 Jun 2018"/>	<input type="text" value="21 Jun 2019"/>	Add D
2	<input type="text" value="500.000"/>	<input type="text" value="6789"/>	<input type="text" value="20 Jul 2018"/>	<input type="text" value="20 Jul 2020"/>	Add D

Add Ship Notice Line

# Material Orders: Ship Notice (continued)



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

Order Items

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

Description: Office Supplies

Remove

Shipment Status

Total Item Due Quantity: 100.000 EA

Confirmation Status

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

Line

1

Ship Qty

100

Batch ID

Production Date

Expiry Date

Add Details

Add Ship Notice Line

Add Order Line Item

Save

Exit

Next

19

SHIPMENT STATUS

1. Shipping 10 EA

No detail information provided.

Hide Item Details

Hide Details

Previous

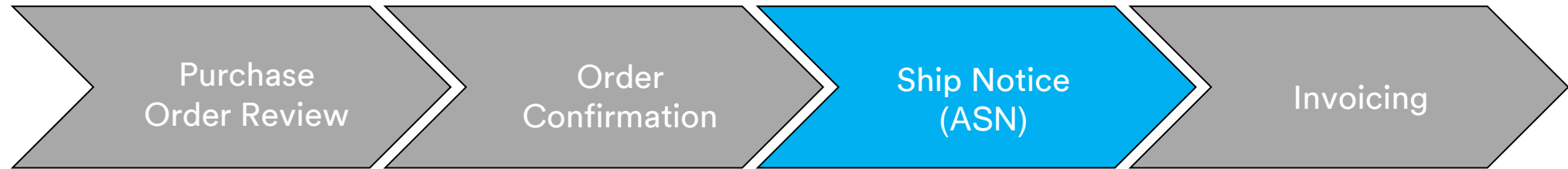
Save

Submit

Exit

20

# Material Orders: Ship Notice (continued)



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

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

Order Detail | Order History

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

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

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

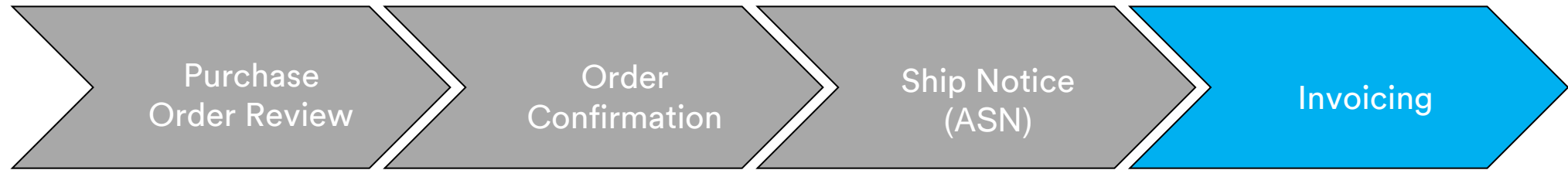
**Payment Terms** ⓘ  
NET 30  
Net 30 Days

**Routing Status:** Acknowledged  
**Related Documents:**  
ASN8888  
ASN9999  
☒ POA 4800006391



# Material Orders: Invoicing Overview

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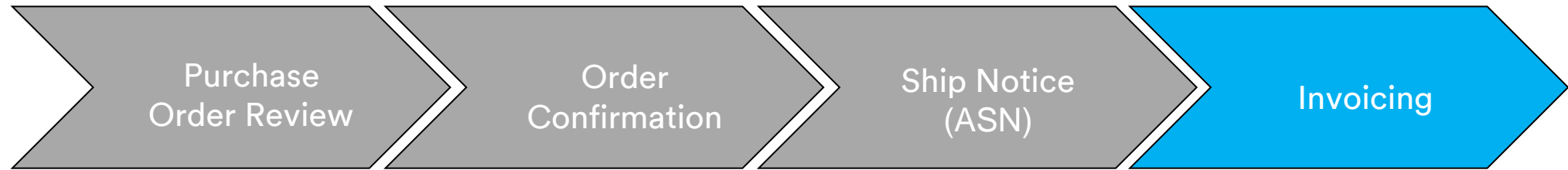
Prior to invoicing for a Material Order, complete a:

- Purchase Order Confirmation
- Advance Shipping Notification

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

# Material Orders: Invoicing Overview (continued)

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## The Ariba Network Supports:

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

# Material Orders: Invoicing Overview (continued)

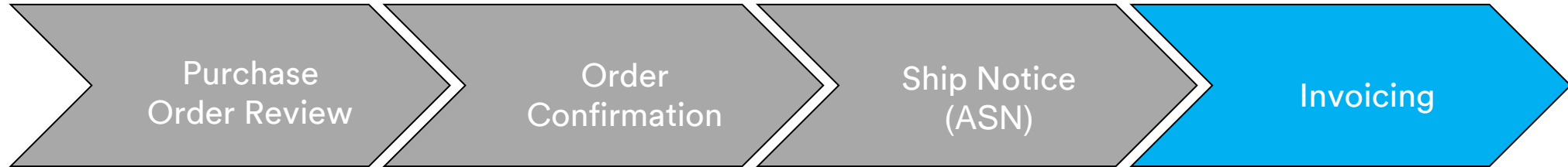
---

## The Ariba Network does not support:

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

# Material Orders: Invoicing Overview (continued)

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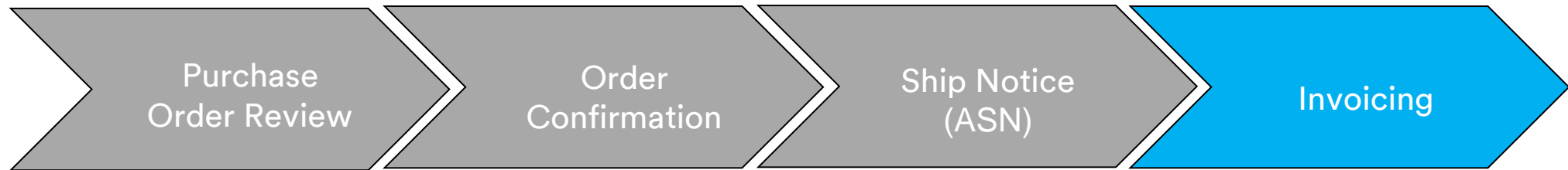


**Tax Data:** Taxes can be charged at the *Header* or *Line Item Level* of the invoice.

**Shipping Data:**

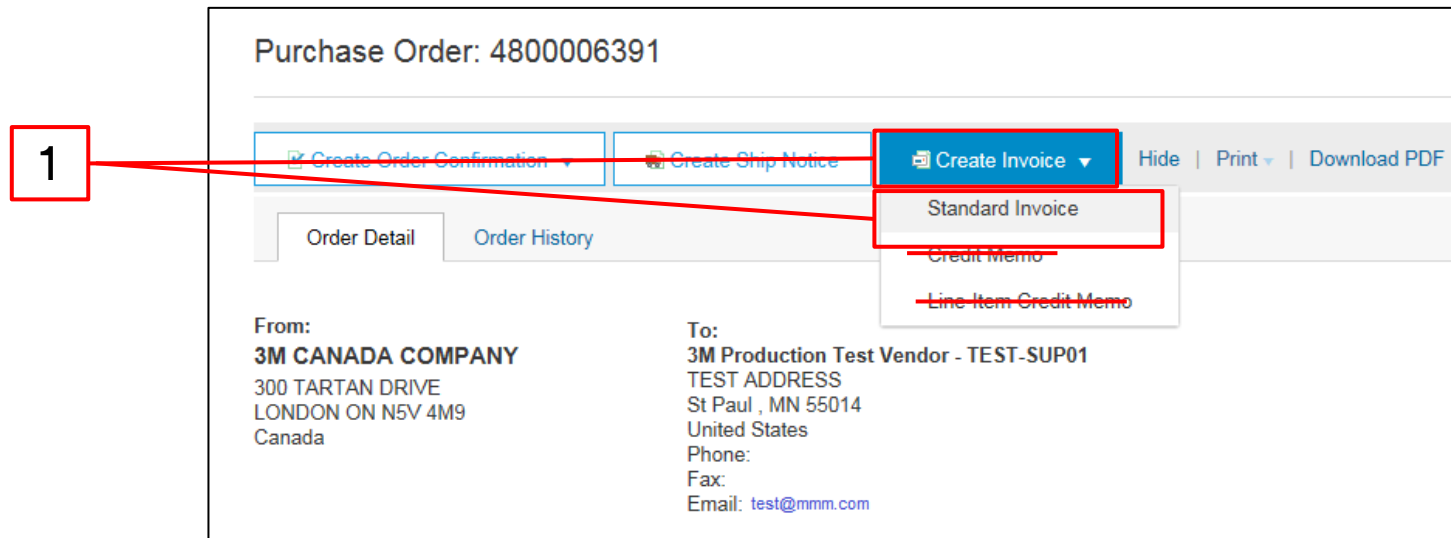
- Shipping and Special Handling can be charged at the *Header Level*.
- **Ship To** information can be found at the *Header* or *Line Item Level*.

# Material Orders: Invoicing

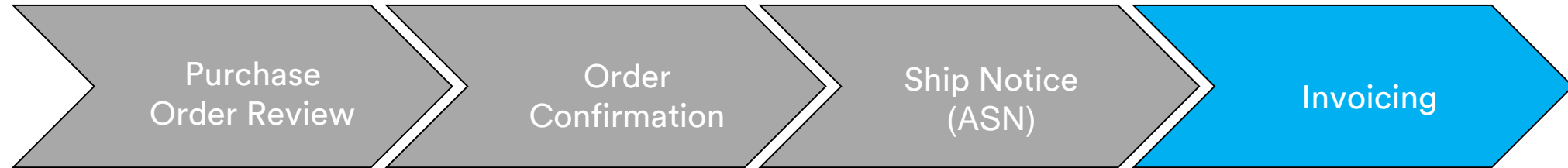


The steps for creating an Invoice for a Material Order are:

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Invoice** drop-down menu. Select the **Standard Invoice** option from the drop-down menu. If a Ship Notice is required on the PO, **Create Invoice** will not be available until the Ship Notice is complete.



# Material Orders: Invoicing (continued)



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

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

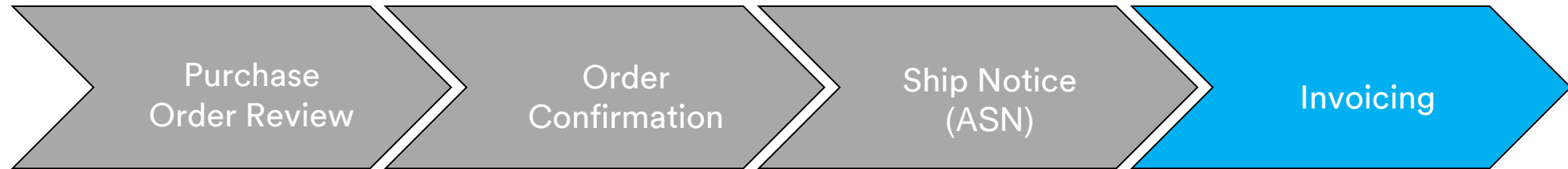
**Invoice Header** Add to Header ▾

**SUMMARY**

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

**TAX** ☐ Header level tax **i** ☒ Line level tax **i**

# Material Orders: Invoicing (continued)



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

▼ Invoice Header

Add to Header ▼

**SUMMARY**

**Purchase Order:** 4500000791

\*Invoice #: 845760

\*Invoice Date: 2 Oct 2013

Supplier Tax ID:

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

Bill To: ONTARIO  
Canada

**Subtotal:** \$18,750.00USD

Total Tax: \$0.00USD

Total Shipping: \$0.00USD

Total Gross Amount: \$18,750.00USD

Total Net Amount: \$18,750.00USD

**Amount Due:** \$18,750.00USD

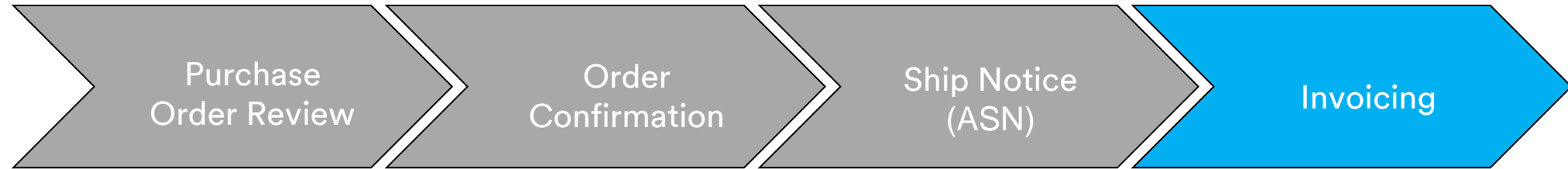
[View/Edit Addresses](#)

TAX

☐ Header level tax ⓘ

☒ Line level tax ⓘ

# Material Orders: Invoicing (continued)



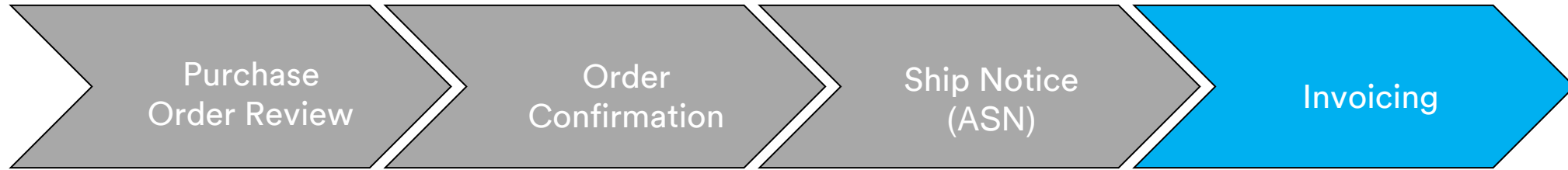
5. Tax can be submitted at the *Header* or *Line Item Level*. Select the appropriate **option** in the *Tax* section.
6. Shipping Costs must be entered at the *Header Level* unless you are an integrated Supplier. If you are an integrated Supplier, enter shipping charges at the *Line Item Level*. Select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

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



# Material Orders: Invoicing (continued)

## EU Requirement



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

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

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

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Payment Note:

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

Service Start Date:

Service End Date:

Choose Address: **3M DEUTSCHLAND GMBH**

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

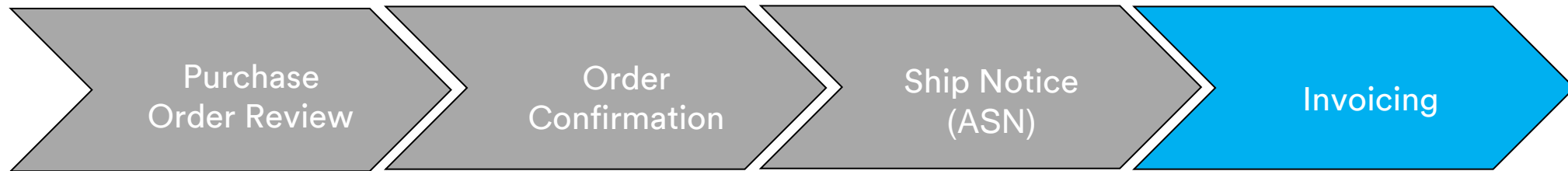
Bill From: **ARIBA Test Supplier Account**  
London ON  
Canada

Email:

☐ Tax paid through a Tax Representative

# Material Orders: Invoicing (continued)

## EU Requirement

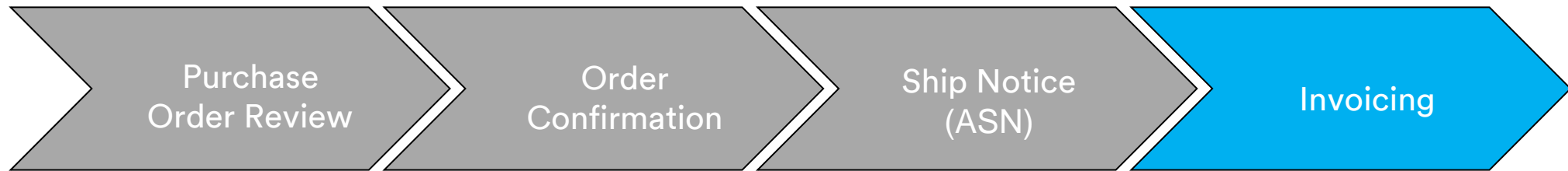


Scroll down to the *Supplier VAT* section and enter the below information, if applicable:

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

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

# Material Orders: Invoicing (continued)



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

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

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

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

Email:

**SUPPLIER VAT**

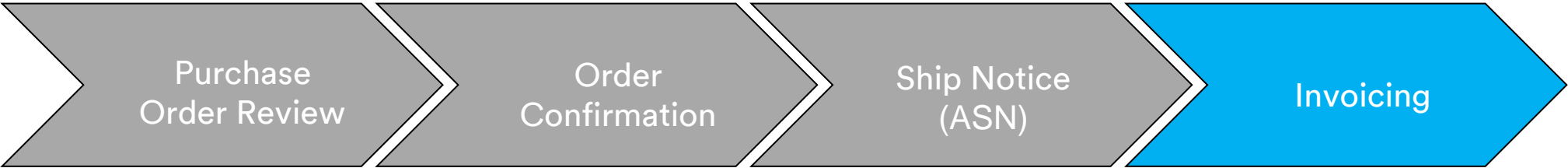
Supplier VAT/Tax ID:

Provincial (Canadian) Sales Tax Exemption Number:

**7** **Add to Header** ▼

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

# Material Orders: Invoicing (continued)



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

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

8

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT / 0 Tax

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

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

Pricing Details

Price Unit: \* EA

Price Unit Quantity: \* 1

Unit Conversion: \* 1

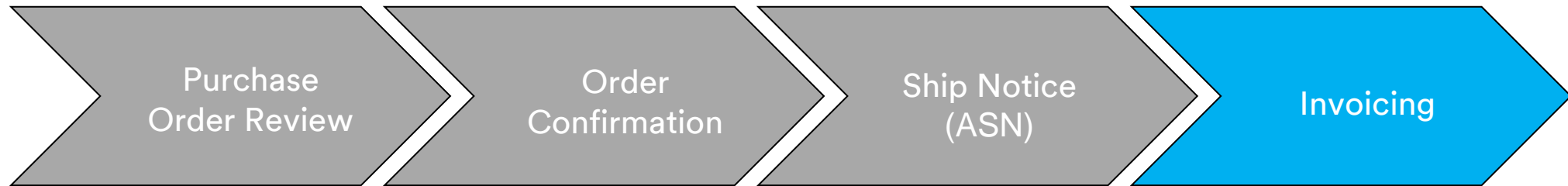
Description:

Line Item Actions

Delete

Add

# Material Orders: Invoicing (continued)

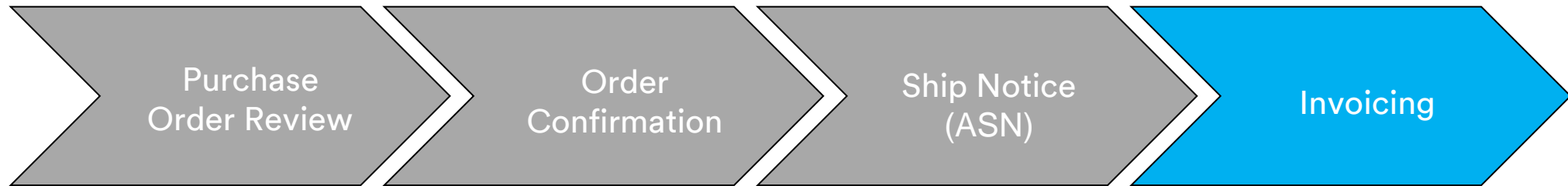


If you selected **Line Level tax** at the *Header Level*, you need add tax lines to every line item you want to invoice.

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

The screenshot displays the 'Insert Line Item Options' section at the top, which includes a 'Tax Category' checkbox (labeled 9), a dropdown menu for 'VAT' (labeled 10), a 'Discount' checkbox, and an 'Add to Included Lines' button (labeled 11). Below this is the 'Tax' section, which contains fields for 'Category:\* VAT', 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. To the right of these fields are 'Taxable Amount: \$8,500.00 CAD', 'Tax Rate Type', 'Rate(%) 20' (labeled 12), 'Tax Amount', 'Exempt Detail: (no value)', 'Date Of Supply: 8 Nov 2018', and a 'Triangular Transaction' checkbox.

# Material Orders: Invoicing (continued)



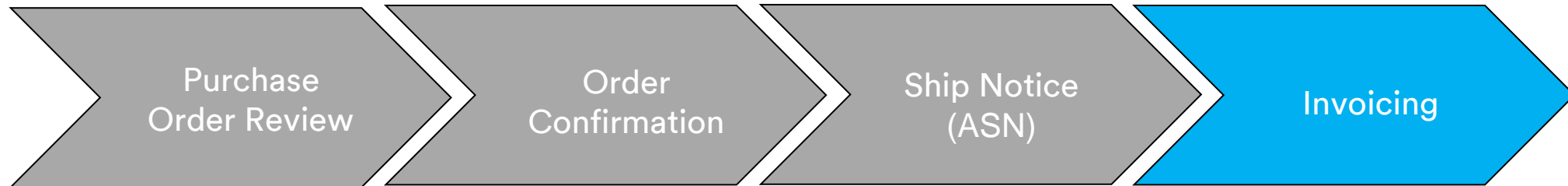
## Tax Exempt Only:

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

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

# Material Orders: Invoicing (continued)

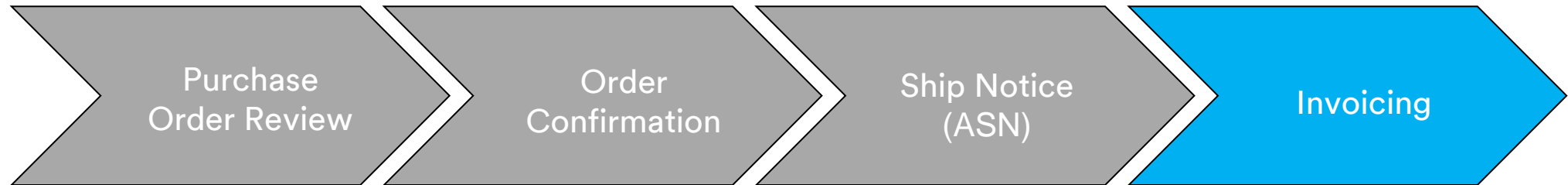
## EU Requirement



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

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

# Material Orders: Invoicing (continued)



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

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

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

Insert Line Item Options

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

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

Pricing Details

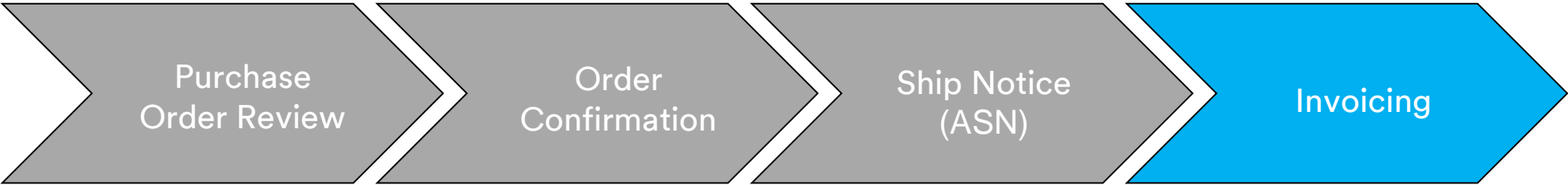
Price Unit: \* EA Price Unit Quantity: \* 1

Unit Conversion: \* 1 Description:

Line Item Actions



# Material Orders: Invoicing (continued)



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

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

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:France. The document's destination country is:Canada.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : INV21229

Invoice Date : Thursday 8 Nov 2018 1:47 PM GMT-06:00

Original Purchase Order : 4500021229

Subtotal : \$3,600,000,000.00 USD

Total Tax : \$0.00 USD

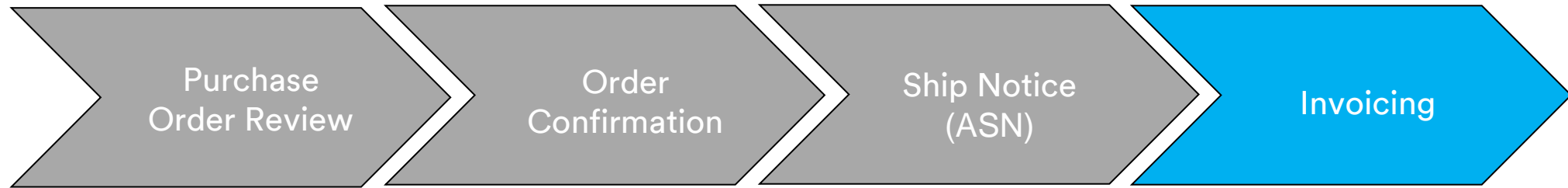
Total Gross Amount : \$3,600,000,000.00 USD

Total Net Amount : \$3,600,000,000.00 USD

Amount Due : \$3,600,000,000.00 USD

13

# Material Orders: Invoicing (continued)



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

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

# Material Orders: Invoicing (continued)

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

- Verified
- Signed
- Pending

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

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

[View invoice](#)

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

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

[View invoice](#)

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

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

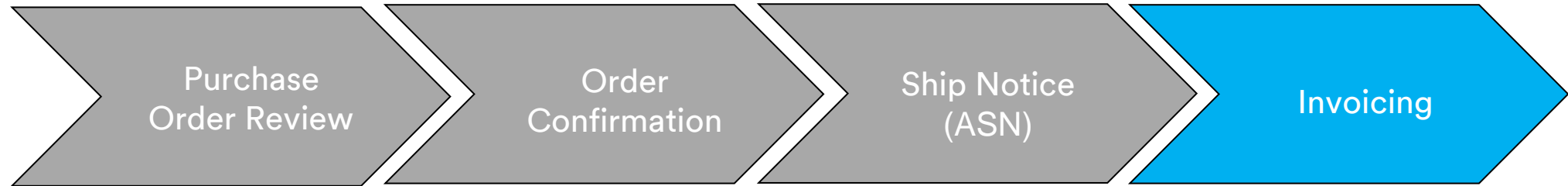
[View invoice](#)

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

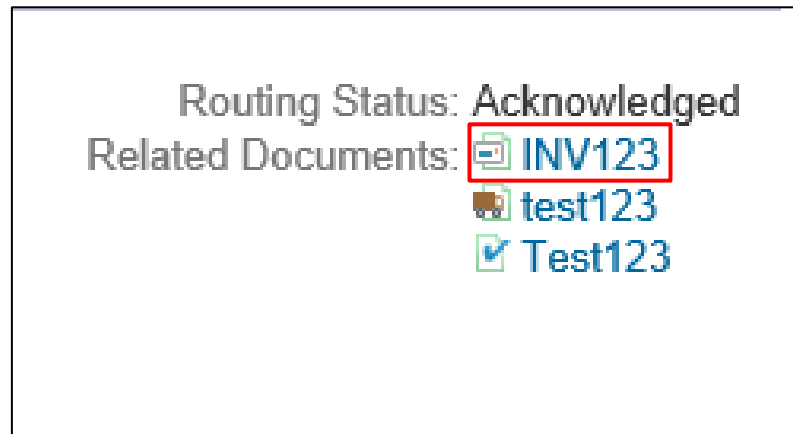
Country	GB
Customer	3M - QI1 - production QA
Invoice number	TEST1234
Invoice Status	<b>Sent</b>
Description	

[View invoice](#)

# Material Orders: Invoicing (continued)



To view the status of your invoice, navigate to your order e-mail and click **Process Order**. From the *PO view*, select your invoice in the *Related Documents* section. The invoice opens. Click the **History** tab to view the routing and invoice status. Once the invoice transmits to 3M, the **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.



Invoice: NHTEST808

Done Previous

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: NHTEST808

Invoice Status: Sent

Received by Ariba Network On: 8 Aug 2017 3:43:34 AM GMT+01:00

Submitted By: John Smith

To: 3M - OH - production QA

Routing Status: Acknowledged

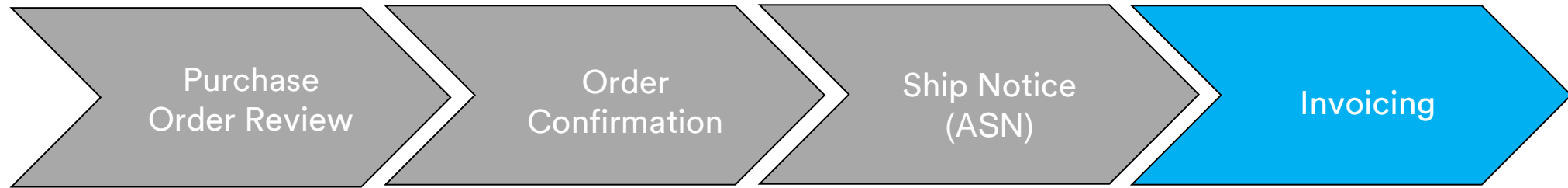
History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Light Test Supplier-TEST	8 Aug 2017 9:50:42 AM
On Hold	cXML InvoiceDetailRequest queued	Supplier	8 Aug 2017 9:50:44 AM

Copy This Invoice Download PDF Export cXML

Done Previous

# Material Orders: Invoicing (continued)



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

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

Invoice: NHTEST808 Done Previous

[Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

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

Invoice: NHTEST808  
Invoice Status: Rejected  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: Rejected

History

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

[Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

Done Previous

# Country Specific Invoicing Rules for 3M

---

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

## **EMEA:**

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

# Country Specific Invoicing Rules for 3M (continued)

---

## Latin America:

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

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

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

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

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

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

<b>SUPPLIER VAT</b>	
* Supplier VAT/Tax ID:	DE223073938
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	

<b>CUSTOMER VAT</b>	
* Customer VAT/Tax ID:	DE120679179
	⚠ Required Field



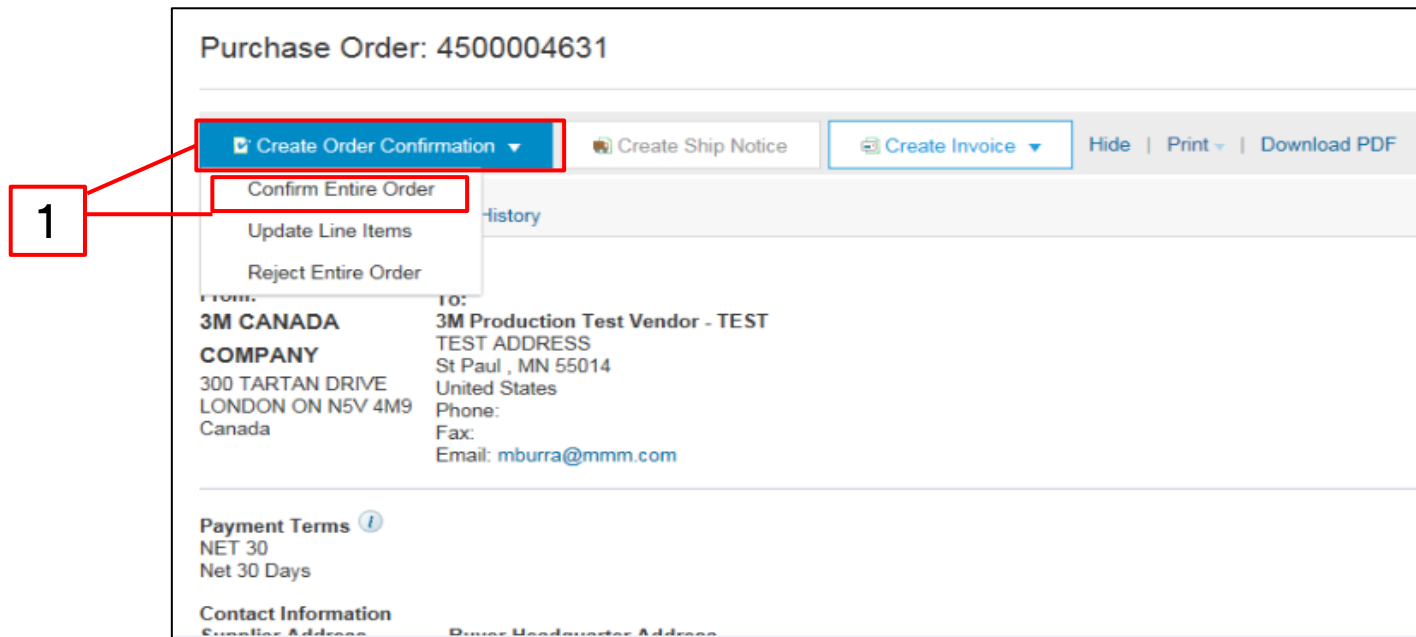


# **Scenario: Processing a Material Order**

# Scenario: Material Order-Order Confirmation

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

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Confirm Entire Order** option.



# Scenario: Material Order-Order Confirmation (continued)

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

The screenshot shows a web form titled "Confirming PO" with "Exit" and "Next" buttons in the top right. On the left is a sidebar with two steps: "1 Confirm Entire Order" and "2 Review Order Confirmation". The main area is titled "Order Confirmation Header" and contains the following fields:

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

Below this is a section titled "SHIPPING AND TAX INFORMATION" with the following fields:

- Est. Shipping Date:** (calendar icon)
- Est. Shipping Cost:** (text box)
- Est. Delivery Date: \*** (calendar icon, highlighted with a red box and labeled with a red "3")
- Est. Tax Cost:** (text box)
- Comments:** (large text area)

A small note on the right side of the header section states: "\* Indicates required field".

# Scenario: Material Order-Order Confirmation (continued)

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

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: POA53093  
Supplier Reference:

Order Detail Order History

**3M**

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

To:  
3M\_SUP003 - TEST  
999 main street  
St Paul, MN 55124  
United States  
Phone:  
Fax:  
Email: 18asuppliers@gmail.com

Purchase Order  
(Confirmed)  
3500453095  
Amount Undisclosed

Payment Terms  
NET 60  
Net 60 Days

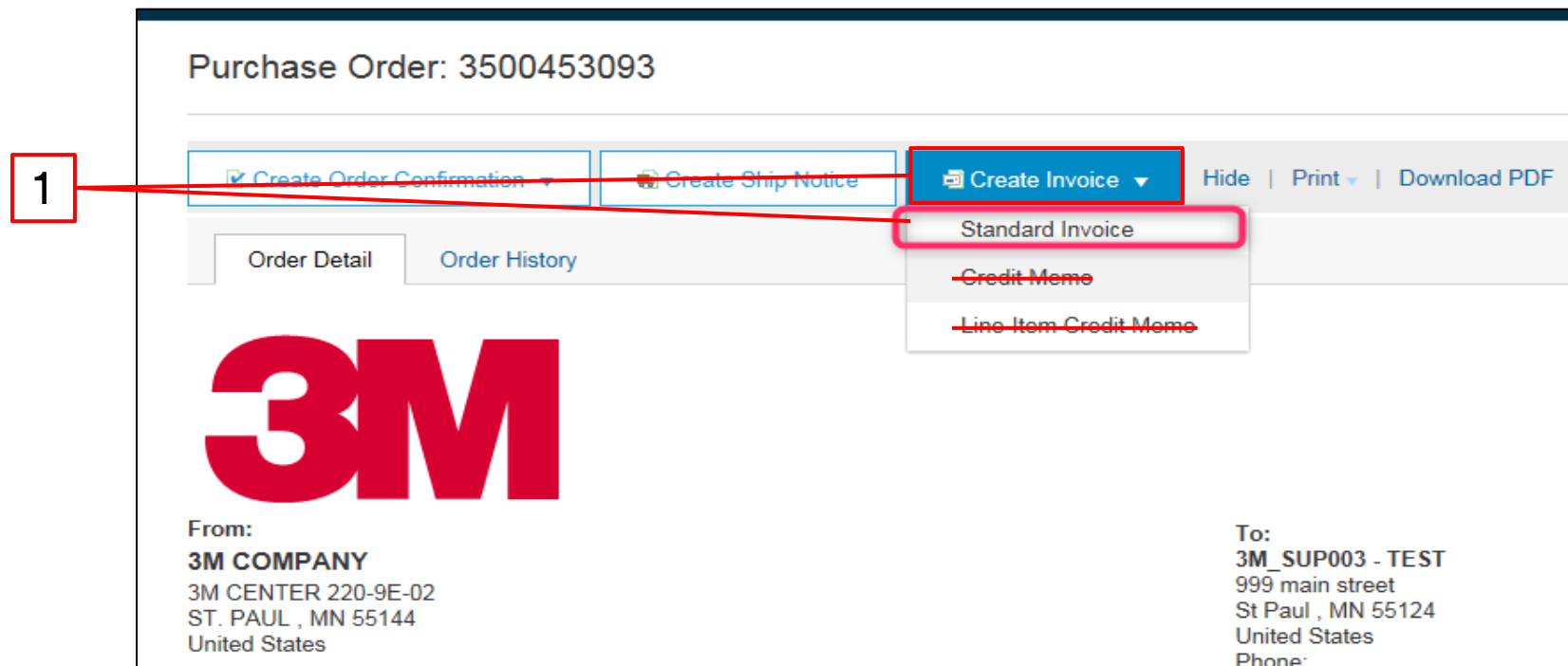
Contact Information  
Supplier Address  
Test Supplier  
123 Test Rd.  
Saint Paul, MN

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

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

# Scenario: Material Order-Partial Invoice

1. To create a partial invoice, navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Invoice** drop-down menu. Select the **Standard Invoice** option.



# Scenario: Material Order-Partial Invoice (continued)

The *Invoice Header* displays.

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

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

- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (highlighted with a red box and callout 2)
- Invoice Date:** 8 Oct 2018 (highlighted with a red box and callout 3)
- Service Description:** (empty field)
- Supplier Tax ID:** (empty field)
- Remit To:** 3M\_SUP003 - TEST
- Bill To:** 3M COMPANY (highlighted with a red box and callout 4)
- Address:** ST. PAUL, MN, United States
- Tax:** Header level tax (unselected) and Line level tax (selected, highlighted with a red oval and callout 5)

Summary:

Subtotal:	\$0.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$0.00 USD
Total Net Amount:	\$0.00 USD
Amount Due:	\$0.00 USD

# Scenario: Material Order-Partial Invoice (continued)

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

The screenshot shows the 'Line Items' section of a software interface. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' checkbox (checked), a dropdown menu showing 'Sales Tax', and checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. A blue button labeled 'Add to Included Lines' is also present. Below these options is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table contains one row with the following data: No. 1, Include (checked), Type MATERIAL, Part # Non Catalog Item, Description Free Text Material, Customer Part # (empty), Quantity 250, Unit EA, Unit Price \$15.50 USD, and Subtotal \$3,875.00 USD. At the bottom, there is a 'Pricing Details' section with fields for Price Unit (EA), Price Unit Quantity (1), Unit Conversion (1), and Description (empty).

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: Sales Tax ☐ Shipping Documents ☐ Special Handling ☐ Discount

☐ No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal

<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Free Text Material		250	EA	\$15.50 USD	\$3,875.00 USD
--------------------------	---	-------------------------------------	----------	------------------	--------------------	--	-----	----	-------------	----------------

Pricing Details

Price Unit: \* EA Price Unit Quantity: \* 1

Unit Conversion: \* 1 Description:

# Scenario: Material Order-Partial Invoice (continued)

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

9

10

The screenshot displays the SAP Ariba 'Line Items' form. At the top, the 'Insert Line Item Options' section includes a checked 'Tax Category' dropdown set to 'Sales Tax', and unchecked options for 'Shipping Documents', 'Special Handling', and 'Discount'. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row (No. 1) shows a 'MATERIAL' type, 'Non Catalog Item' part, 'Free Text Material' description, and a 'Quantity' of '50' (highlighted with a red box and labeled '9'). The 'Unit' is 'EA' and the 'Unit Price' is '\$15.50 USD', resulting in a 'Subtotal' of '\$3,875.00 USD'. Below the table, the 'Pricing Details' section shows 'Price Unit: EA' and 'Price Unit Quantity: 1'. The 'Tax' section shows 'Category: Sales Tax', 'Taxable Amount: \$3,875.00 USD', and 'Rate(%): 0.00' (highlighted with a red box and labeled '10'). At the bottom, there are buttons for 'Line Item Actions', 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next'. The SAP Ariba logo is in the bottom left corner.



# Scenario: Material Order-Partial Invoice (continued)

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

The screenshot shows the 'Create Invoice' page. At the top right, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box and labeled with a red '11'. Below the buttons, there is a confirmation message: 'Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.'

Below the confirmation message, there is a section titled 'Standard Invoice' containing the following details:

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

Below the totals, there are three columns for contact information:

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

Below the contact information, there is a large confirmation message: 'Invoice INV453095T1 has been submitted.'

At the bottom of the page, there is a list of actions:

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


The 'Exit' button is highlighted with a red box and labeled with a red '12'.

# Scenario: Material Order-Partial Invoice (continued)

The *PO* screen displays. The invoice document is linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**.

Order Detail

Order History



From:

3M COMPANY

3M CENTER 220-9E-02

ST. PAUL , MN 55144

United States

To:

3M\_SUP003 - TEST

999 main street

St Paul , MN 55124

United States

Phone:

Fax:

Email: 18asuppliers@gmail.com

Purchase Order

(Partially Invoiced)

3500453093

Amount: \$3,875.00 USD

Payment Terms ⓘ

NET 60


Net 60 Days


Contact Information

Supplier Address

Buyer Headquarter Address

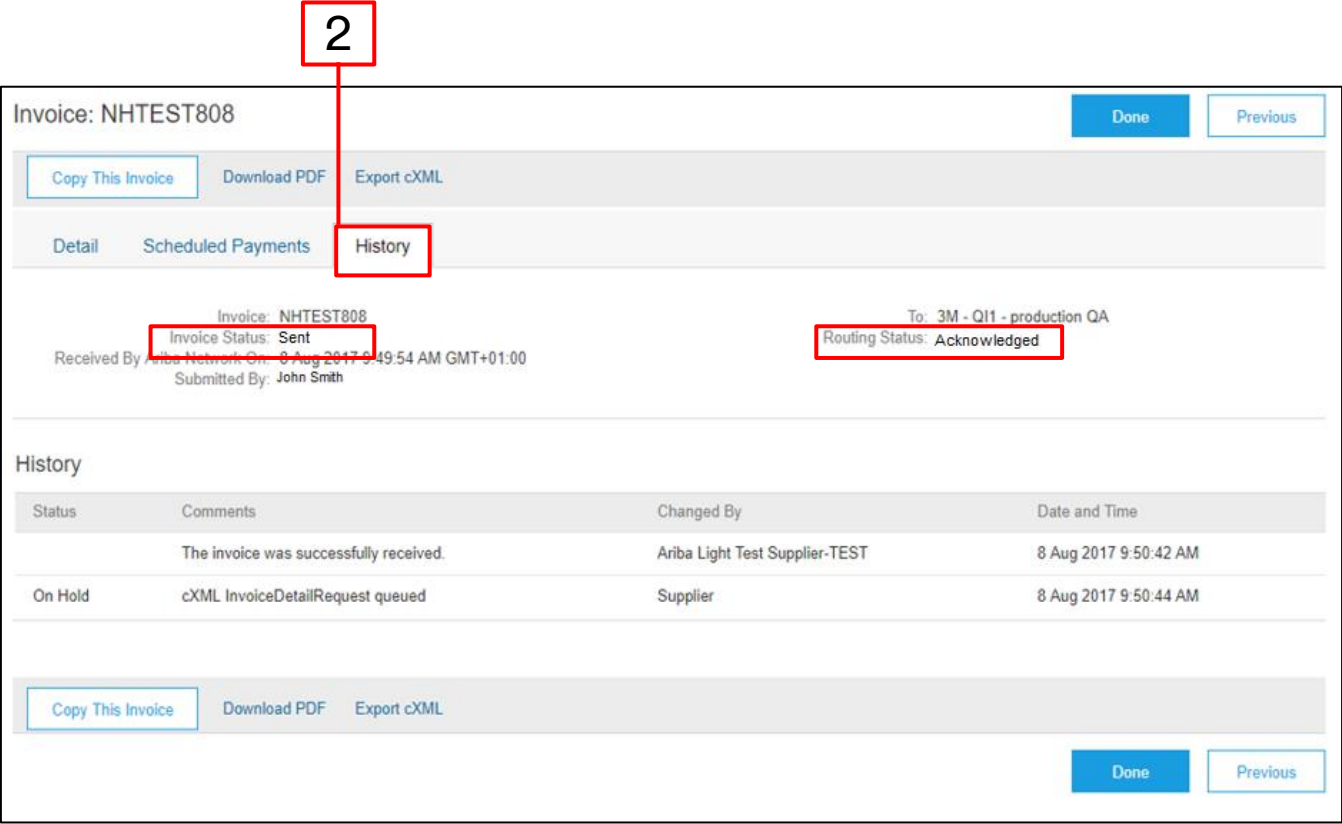
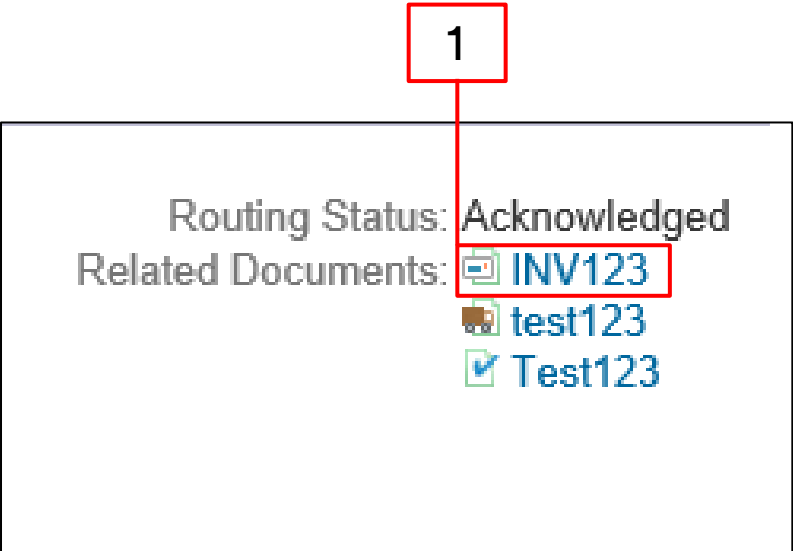
Routing Status: Acknowledged

Related Documents:  INV453093T1

 POA53093

# Scenario: Material Order-Invoice Status

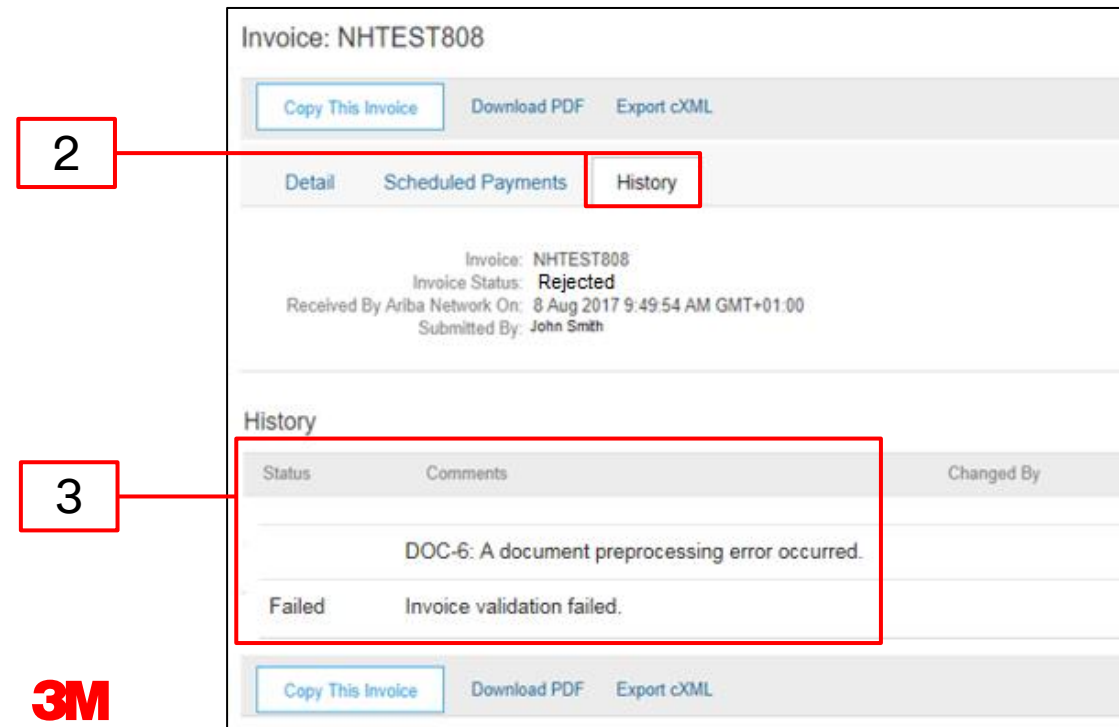
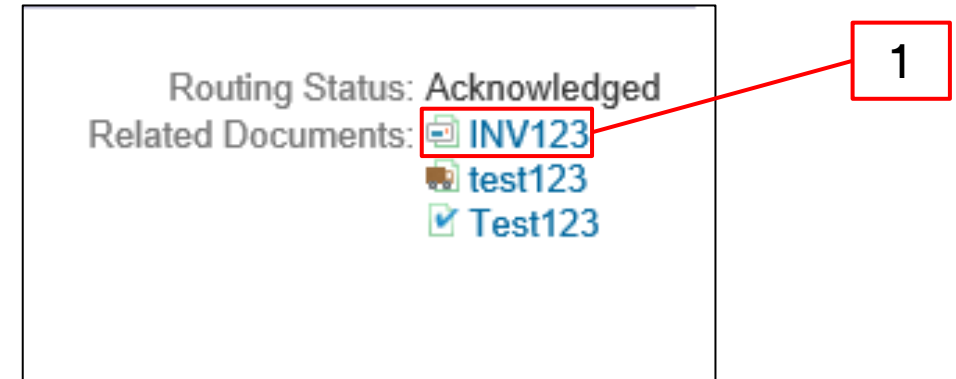
- 1. To verify the status of the invoice from the *PO view*, click the **Invoice** under the *Related Documents* section.
- 2. The invoice displays. Click the **History** tab. The **Routing Status** of the Standard Invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.



# Scenario: Material Order-Remaining Balance

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

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced, the **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.
5. To submit a corrected invoice, create a new invoice from the Purchase Order.



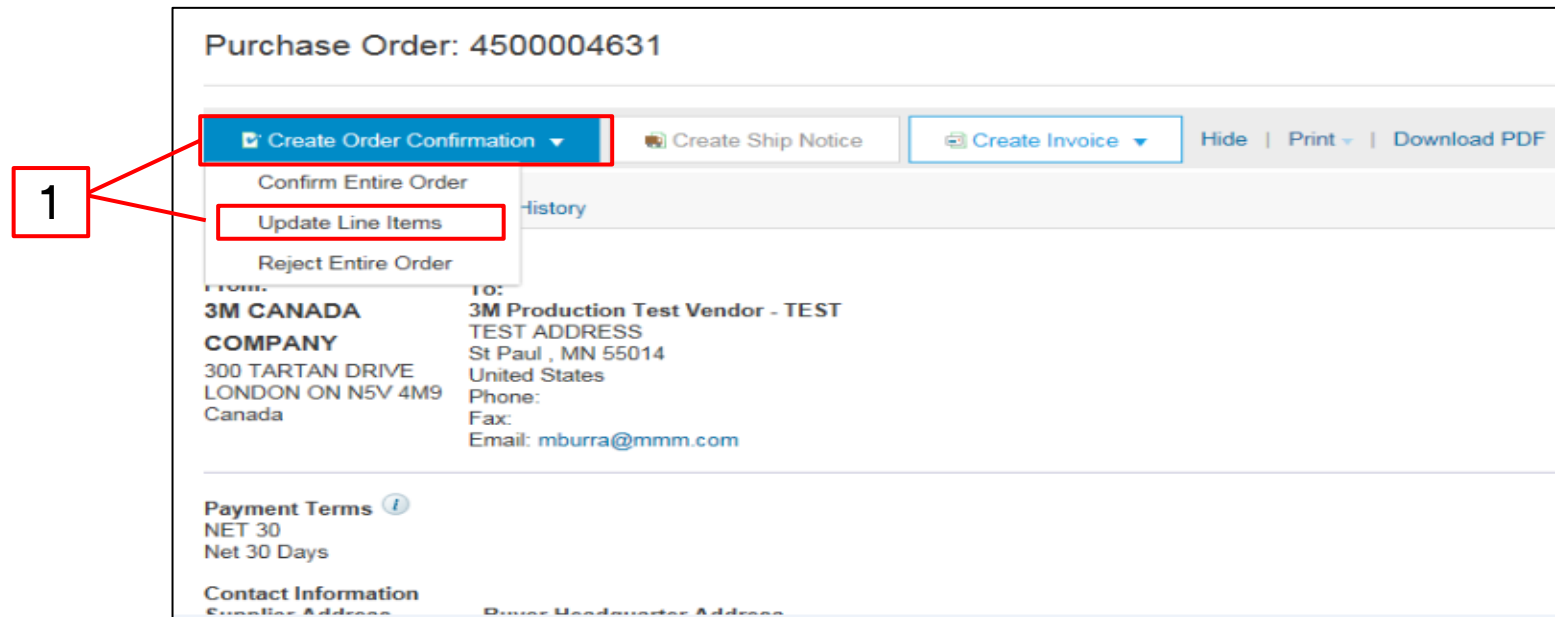


# **Scenario: Processing a Multi-Line Material Order**

# Scenario: Multi-Line Material Order-Order Confirmation

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

1. Navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.



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

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

The screenshot shows a web form titled "Confirming PO" with "Exit" and "Next" buttons in the top right. On the left is a sidebar with two steps: "1 Confirm Entire Order" and "2 Review Order Confirmation". The main area is titled "Order Confirmation Header" and contains the following fields:

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

Below this is a section titled "SHIPPING AND TAX INFORMATION" with the following fields:

- Est. Shipping Date:** (calendar icon)
- Est. Shipping Cost:** (text box)
- Est. Delivery Date:** (calendar icon, highlighted with a red box and labeled with a red '3')
- Est. Tax Cost:** (text box)
- Comments:** (large text area)

A small note on the right side of the header section states: "\* Indicates required field".

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

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

**4**

Line Items									
Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Locati
10	Non			4,000.000	8 Nov	\$900,000.00	\$3,600,000,000.00		2000
	Catalog			(EA)	2018	USD	USD		
	Item								
	Description: Office Supplies 1								
	Current Order Status								
				4,000.000 Unconfirmed					
	Confirm:	4000	Backorder:		Reject:			Details	①
20	Non			2,000.000	8 Nov	\$600,000.00	\$1,200,000,000.00		2001
	Catalog			(EA)	2018	USD	USD		
	Item								
	Description: Office Supplies 2								
	Current Order Status								
				2,000.000 Unconfirmed					
	Confirm:		Backorder:		Reject:			Details	①
30									




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

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

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

[Previous](#) [Submit](#) [Next](#)

Order Detail Order History



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

To:  
**3M\_SUP003 - TEST**  
999 main street  
St Paul, MN 55124  
United States  
Phone:  
Fax:  
Email: 18asuppliers@gmail.com

Purchase Order  
(Confirmed)  
**3500453095**  
Amount Undisclosed

Payment Terms ⓘ  
NET 60  
Net 60 Days

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

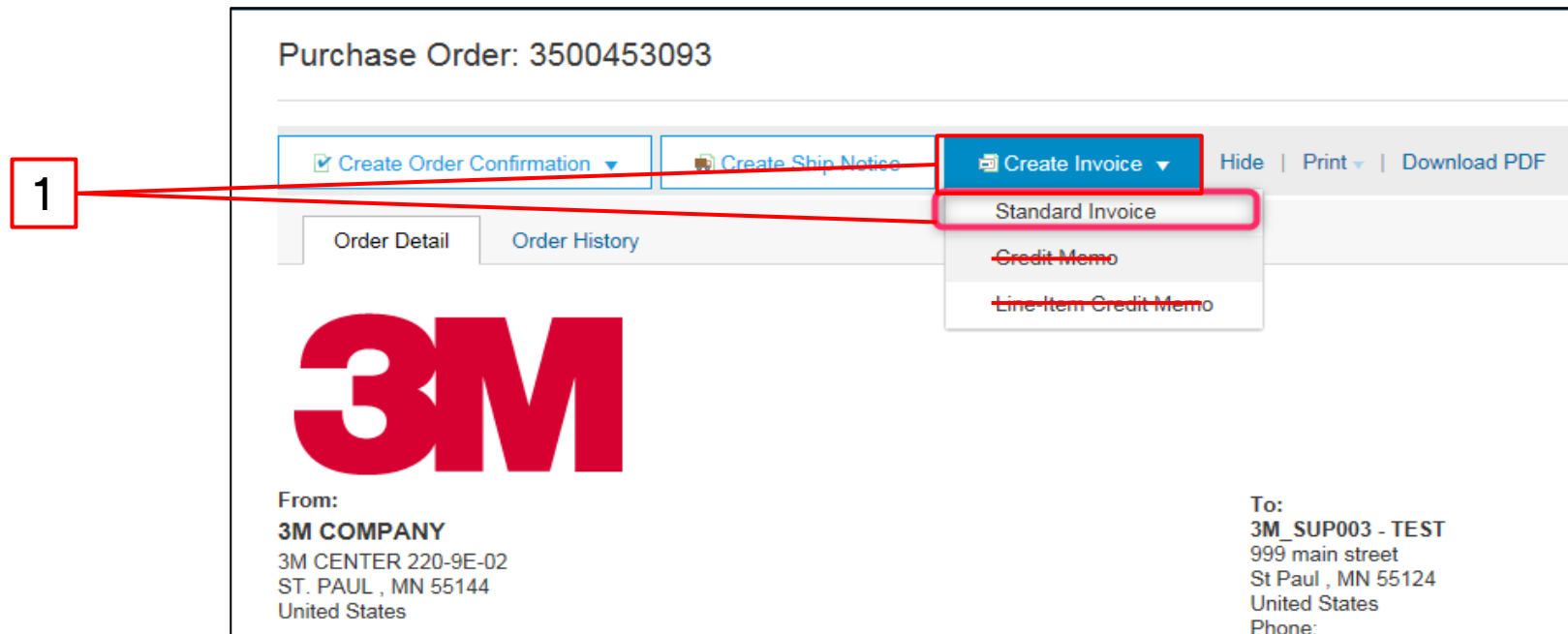
Buyer Headquarter Address  
Buyer Name  
Email: buyeremail@mmm.com  
Phone: + ( ) 48-71-3776719  
Fax:

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

5

# Scenario: Multi-Line Material Order-Partial Invoice

1. To create a partial invoice, navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**. From the *PO view*, click the **Create Invoice** drop-down menu. Select the **Standard Invoice** option.



# Scenario: Multi-Line Material Order-Partial Invoice (continued)

The *Invoice Header* displays.

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

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

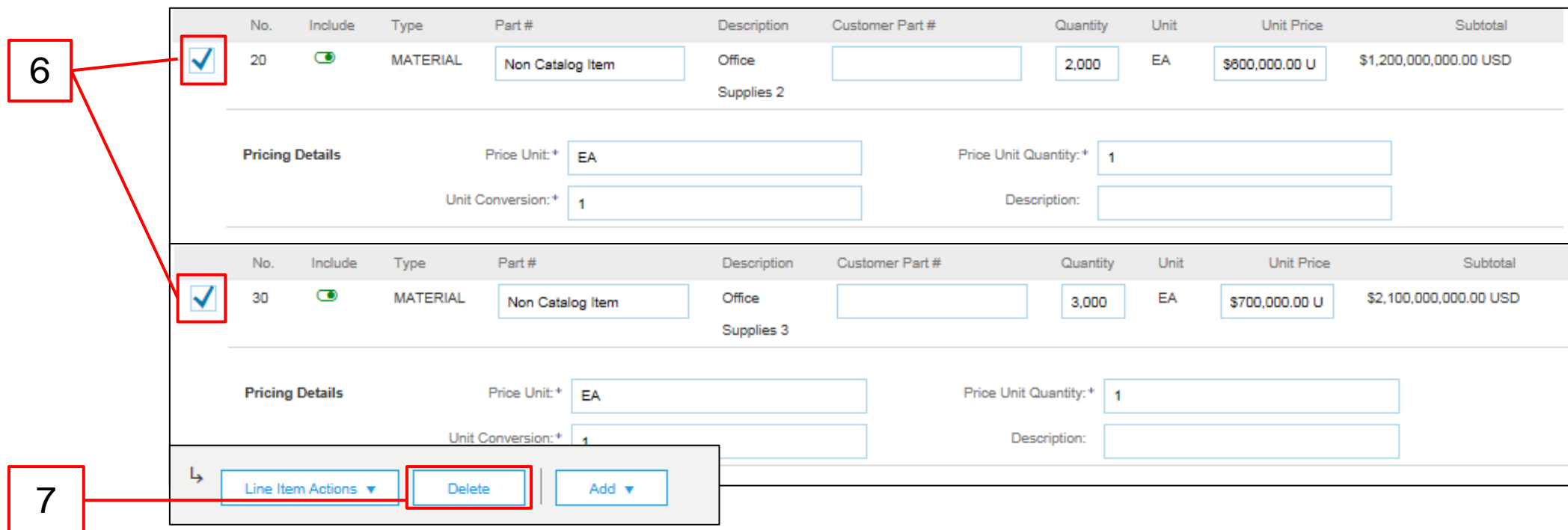
- Purchase Order:** 3500453095
- Invoice #:** INV453095T1 (highlighted with a red box and callout 2)
- Invoice Date:** 8 Oct 2018 (highlighted with a red box and callout 3)
- Service Description:** (empty field)
- Supplier Tax ID:** (empty field)
- Remit To:** 3M\_SUP003 - TEST
- Bill To:** 3M COMPANY (highlighted with a red box and callout 4)
- Address:** ST. PAUL , MN, United States
- Tax:** Header level tax (unselected) and Line level tax (selected, highlighted with a red box and callout 5)

Summary:

Subtotal:	\$0.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$0.00 USD
Total Net Amount:	\$0.00 USD
Amount Due:	\$0.00 USD

# Scenario: Multi-Line Material Order-Partial Invoice (continued)

- To remove the unconfirmed lines from the invoice, click the **checkbox** to the left of the line number. It is the best practice to remove any lines from the invoice that have not been shipped.
- Click **Delete**.



The screenshot displays a multi-line material order interface. It features two line items, 20 and 30, each with a table of details and a pricing section below it. Red boxes and arrows highlight specific elements:

- Line Item 20:** The checkbox to the left of the line number is highlighted with a red box and labeled '6'. The table below it shows pricing details: Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, and Description: Office Supplies 2.
- Line Item 30:** The checkbox to the left of the line number is highlighted with a red box and labeled '6'. The table below it shows pricing details: Price Unit: EA, Price Unit Quantity: 1, Unit Conversion: 1, and Description: Office Supplies 3.
- Line Item Actions:** At the bottom, a bar contains three buttons: 'Line Item Actions' (with a dropdown arrow), 'Delete' (highlighted with a red box and labeled '7'), and 'Add' (with a dropdown arrow).

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 2		2,000	EA	\$600,000.00 U	\$1,200,000,000.00 USD
<b>Pricing Details</b>									
		Price Unit:*	EA		Price Unit Quantity:*		1		
		Unit Conversion:*	1		Description:				
30	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 3		3,000	EA	\$700,000.00 U	\$2,100,000,000.00 USD
<b>Pricing Details</b>									
		Price Unit:*	EA		Price Unit Quantity:*		1		
		Unit Conversion:*	1		Description:				

Line Item Actions | Delete | Add

# Scenario: Multi-Line Material Order-Partial Invoice (continued)

8. To add tax information at the *Line Item Level*, click the **Tax Category** checkbox.
9. Select **Sales Tax** from the tax type drop-down list.
10. Click **Add to Included Lines** to include the tax line.
11. Verify the **Quantity** and **Unit Price** of the remaining line.
12. The *Tax* section displays under the material line. Enter the appropriate tax rate in the **Rate %** field.

The screenshot displays a software interface for managing a multi-line material order. It is divided into two main sections: 'Line Items' and 'Tax'.

**Line Items Section:**

- 8:** Points to the 'Tax Category' checkbox in the 'Insert Line Item Options' bar.
- 9:** Points to the '0% VAT / 0 Tax' dropdown menu.
- 10:** Points to the 'Add to Included Lines' button.
- 11:** Points to the 'Quantity' field (4,000) and 'Unit Price' field (\$900,000.00 U) in the line item table.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Non Catalog Item	Office Supplies 1		4,000	EA	\$900,000.00 U	\$3,600,000.00 USD

**Pricing Details:**

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

**Tax Section:**

- 12:** Points to the 'Rate(%)' field, which is set to 0.00.

Other fields in the Tax section include:

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

# Scenario: Multi-Line Material Order-Partial Invoice (continued)

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

The screenshot shows the 'Create Invoice' page. At the top right, there are buttons for 'Previous', 'Save', 'Submit' (highlighted with a red box and labeled 13), and 'Exit'. Below these buttons is a confirmation message: 'Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.'

Below the confirmation message is the 'Standard Invoice' section. It contains the following information:

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

Below the totals are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the company name and postal address.

Below the invoice details is a large box with the message: 'Invoice INV453095T1 has been submitted.'


At the bottom of the box, there are two links: 'Print a copy of the invoice.' and 'Exit invoice creation.' (highlighted with a red box and labeled 14).

# Scenario: Multi-Line Material Order-Partial Invoice (continued)

The *PO view* displays. The invoice is linked under the *Related Documents* section. The status of the order displays as **Partially Invoiced**.

Order Detail

Order History



From:

3M COMPANY

3M CENTER 220-9E-02

ST. PAUL , MN 55144

United States

To:

3M\_SUP003 - TEST

999 main street

St Paul , MN 55124

United States

Phone:

Fax:

Email: 18asuppliers@gmail.com

Purchase Order

Partially Invoiced

3500453093

Amount: \$3,875.00 USD

Payment Terms ⓘ

NET 60

Net 60 Days

Routing Status: Acknowledged

Related Documents: INV453093T1

POA53093

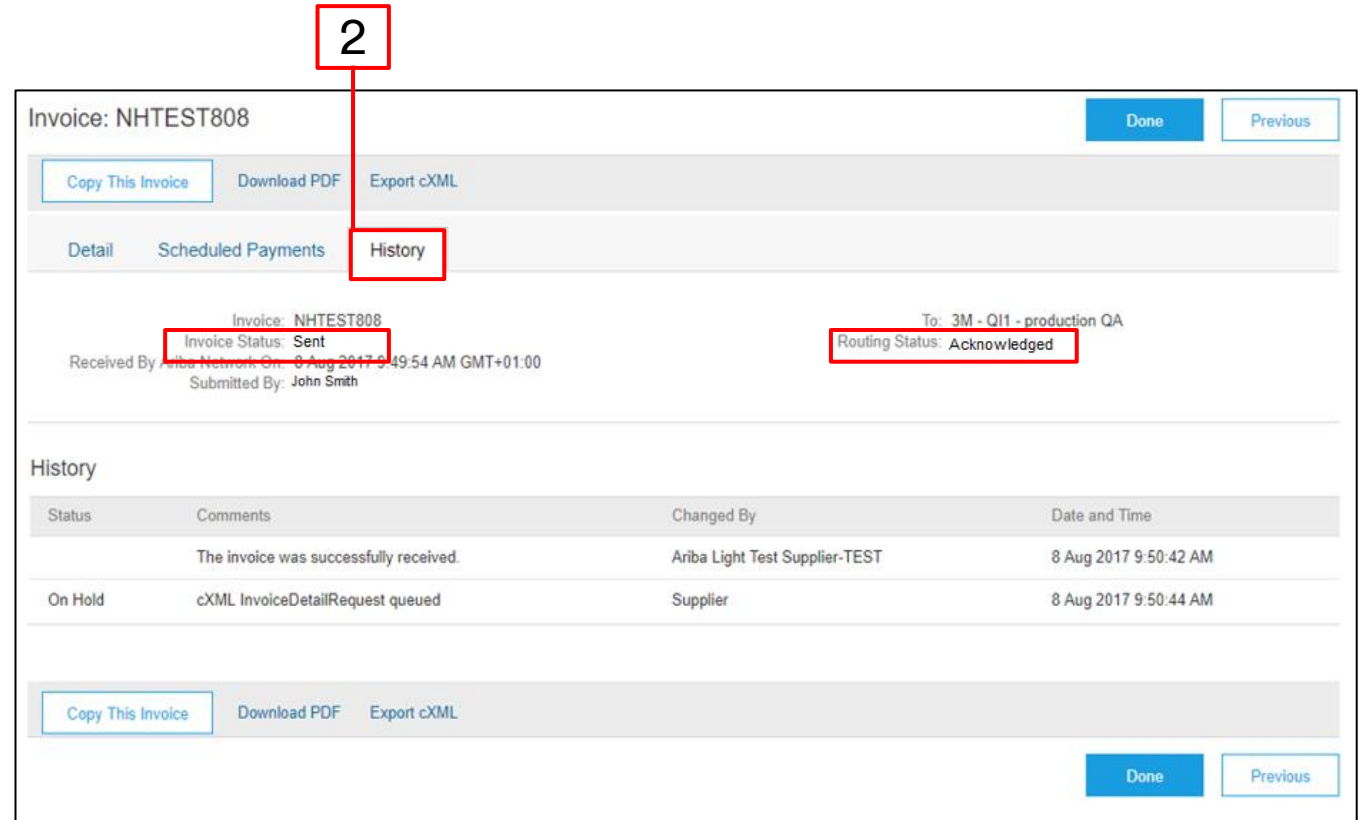
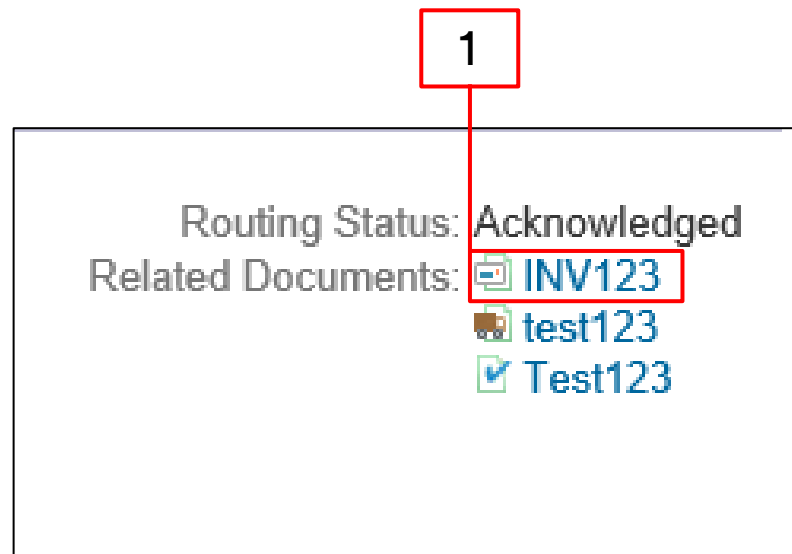
Contact Information

Supplier Address

Buyer Headquarter Address

# Scenario: Multi-Line Material Order-Invoice Status

1. To verify the status of the invoice from the *PO view*, click the **Invoice** under the *Related Documents* section.
2. The invoice displays. Click the **History** tab. The **Routing Status** of the standard invoice line is **Acknowledged** and the **Invoice Status** is **Sent**.





# Scenario: Multi-Line Material Order-Remaining Balance

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

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced, the **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.
5. To submit a corrected invoice, create a new Invoice from the Purchase Order.

The screenshot displays the Ariba invoice interface for invoice NHTEST808. At the top, the 'Routing Status' is 'Acknowledged'. Below it, 'Related Documents' lists 'INV123' (highlighted with a red box and labeled '1'), 'test123', and 'Test123'. The main section shows the invoice details: 'Invoice: NHTEST808', 'Invoice Status: Rejected', 'Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00', and 'Submitted By: John Smith'. The 'History' tab is selected (labeled '2'). Below the history tab, a table shows the invoice's status history (labeled '3').

Status	Comments	Changed By
	DOC-6: A document preprocessing error occurred.	
Failed	Invoice validation failed.	

At the bottom of the interface, there are buttons for 'Copy This Invoice', 'Download PDF', and 'Export cXML'.



# **Creating Credit Memos – Line Item Level**

# Line Item Level Credit Memo

1. To create a credit memo against a PO that has previously been invoiced, navigate to the e-mail you received informing you about your PO from 3M. Select **Process Order**.
2. From the *PO view*, click the **Create Invoice** drop-down menu and select the **Line-Item Credit Memo** option.



The image shows two screenshots from a 3M procurement system. The top screenshot is an email from '3M - Q11 - production QA' with the subject '[EXTERNAL] 3M - Q11 - production QA sent a new Purchase Order 3500281822'. It includes a 'Process order' button at the bottom right, which is highlighted with a red box and labeled with a red '1'. The bottom screenshot shows the 'Purchase Order: 4500021227' view. In the top navigation bar, the 'Create Invoice' dropdown menu is open, and the 'Line-Item Credit Memo' option is selected, highlighted with a red box and labeled with a red '2'. Other options in the dropdown include 'Standard Invoice' and 'Credit Memo'. The 'Create Invoice' button itself is also highlighted with a red box.

# Line Item Level Credit Memo (continued)

3. Click the **Invoice Number** radio button.
4. Click **Create Line-Item Credit Memo**.

Line-Item Memo

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing
<div>3</div> <div><input checked="" type="radio"/></div>	<div> INV123</div>	Test PO - PLEASE DO NOT Ship - (D*5)	4500021227	Online	Supplier	No
<div>4</div> <div></div>	<div>Create Line-Item Credit Memo</div> <div>Create Line-Item Debit Memo</div> <div>Edit</div> <div>Copy</div>					

# Line Item Level Credit Memo: Header

5. Enter **Credit Memo #** and **Credit Memo Date**.
6. By default, the original invoice values display and are summarized with a negative value. Once you select your line items and adjust the **Quantity** and **Value**, the summary will update.
7. Tax credit can be submitted at the *Header* or *Line Item Level*. If submitting at the *Header Level*, once you adjust the line item quantity and value, the **Taxable Amount** and **Tax Amount** will automatically re-calculate based on the line item value.

The screenshot shows the 'Create Line-Item Credit Memo' form. Annotations 5, 6, and 7 point to specific fields:

- Annotation 5:** Points to the 'Credit Memo #' and 'Credit Memo Date' fields in the 'Summary' section. The 'Credit Memo #' is 'CR10002' and the 'Credit Memo Date' is '15 Dec 2016'.
- Annotation 6:** Points to the summary table on the right side of the form, which displays the following values:

Subtotal:	\$-100.00 CAD
Total Tax:	\$0.00 CAD
Total Gross Amount:	\$-100.00 CAD
Total Net Amount:	\$-100.00 CAD
Amount Due:	\$-100.00 CAD
- Annotation 7:** Points to the 'Tax' section, which includes the 'Header level tax' radio button (selected) and the 'Line level tax' radio button. Below this, the 'Taxable Amount' is '\$-100.00 CAD', the 'Rate(%)' is '13', and the 'Tax Amount' is '\$-13.00 CAD'.

Other visible fields include 'Original Invoice No: INV3508', 'Original Invoice Date: 14 Dec 2016', 'Supplier Tax ID:', 'Remit To: 3M Production Test Vendor - TEST', 'Bill To: 3M CANADA COMPANY', 'LONDON ON Canada', 'Date Of Pre-Payment:', 'Law Reference:', 'Date Of Supply: 15 Dec 2016', and 'Triangular Transaction' checkbox.

# Line Item Level Credit Memo: Line Level

8. In the **Include** column of the line item, click the **toggle** to include or exclude the line item from the credit memo.
  - **Green:** Included
  - **Gray:** Excluded
9. Update the **Quantity**. It will automatically fill with a negative quantity value.
10. Adjust the **Unit Price**, if applicable. This will remain a positive value.
11. To add a comment, click on **Line Item Actions** and select the **Comments** option. The **Comments** field displays at the *Line Item Level*.
12. Click **Update** for a refresh or **Next** to review and submit.

The screenshot displays the 'Line Items' section of a credit memo interface. At the top right, it shows '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with checkboxes for 'Tax Category: 0% VAT / 0 Tax', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. The main table has columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A single line item is shown with 'No.' 10, 'Include' toggle (green), 'Type' MATERIAL, 'Part #' L28-07-1255, 'Description' BLACK BOX, 'Customer Part #' 000000002000063687, 'Quantity' -1, 'Unit' EA | each, 'Unit Price' \$198.31 CAD, and 'Subtotal' \$-198.31 CAD. Below the table is the 'Pricing Details' section with fields for 'Price Unit: EA', 'Unit Conversion: 1', 'Price Unit Quantity: 1', and 'Description: test'. A 'Comments' text area is located below pricing details. At the bottom left, a 'Line Item Actions' dropdown menu is open, showing 'Comments' as the selected option. At the bottom right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Red callout boxes with numbers 1 through 9 point to specific elements: 1 points to the 'Line Item Actions' dropdown, 2 points to the 'Next' button, 8 points to the 'Include' toggle, 9 points to the 'Quantity' field, and 1 points to the 'Unit Price' field.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		MATERIAL	L28-07-1255	BLACK BOX	000000002000063687	-1	EA   each	\$198.31 CAD	\$-198.31 CAD

# Line Item Level Credit Memo: Line Level (continued)

Review the *Create Line-Item Credit Memo Summary* page for credit memo accuracy. Click **Previous** to edit the credit note.

13. Click **Submit** to send your credit note to 3M.

13

Create Line-Item Credit Memo

PreviousSubmitExit

Confirm and submit the line-item credit memo. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's originating country is: Finland. The document's destination country is: United States.

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

---

### Line-Item Credit Memo

---

(Original Invoice No: MB3342T9)

Credit Memo # : CR123	Subtotal :	\$-830.00 CAD
Credit Memo Date : Thursday 15 Dec 2016 2:10 PM GMT-06:00	Total Tax :	\$0.00 CAD
Original Invoice No : MB3342T9	Total Gross Amount :	\$-830.00 CAD
Original Invoice Date : Wednesday 14 Dec 2016 7:49 PM GMT-06:00	Total Net Amount :	\$-830.00 CAD
Original Purchase Order : 4500003342	Amount Due :	\$-830.00 CAD



# **Next Steps and Support**



# Next Steps

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Ensure all your internal resources are fully aware and capable to support all 3M transactions through Ariba Network:

- Access the User Guides through the *Supplier Information Portal*.
- Access the link of the recorded training session through the *Supplier Information Portal*.
- Set up your internal resources as users with the appropriate permissions.
- Set up your e-mail notifications.
- Electronic Order Routing: Select your preference for receiving orders.

# Support

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Refer to the additional documentation available on the 3M *Supplier Information Portal* accessible from the *Customer Relationships* page of your Ariba Network account. Additionally, the Ariba **Help Center** can be used to search FAQs, log tickets, and access additional support documentation.

Upgrade from standard account

Learn More



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Help Center >>