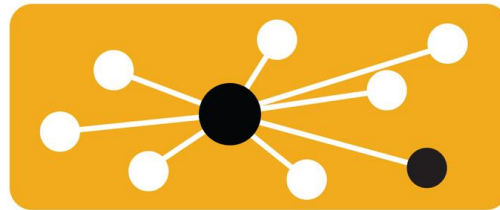
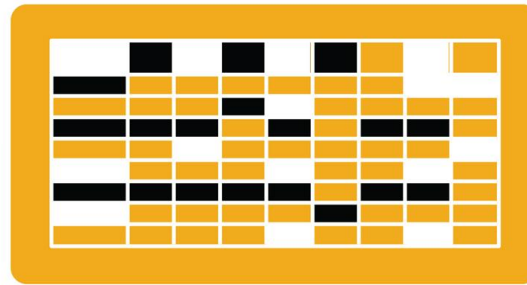


MAHLE

Ariba® Network Supplier Guide



SAP Ariba 

Get Started 

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by MAHLE.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



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Ariba Network
Overview

SECTION 2:
Account Set
Up

SECTION 3:
Purchase
Orders

SECTION 4:
Other
Documents

SECTION 5:
Invoice
Methods

SECTION 1: Ariba Network Overview

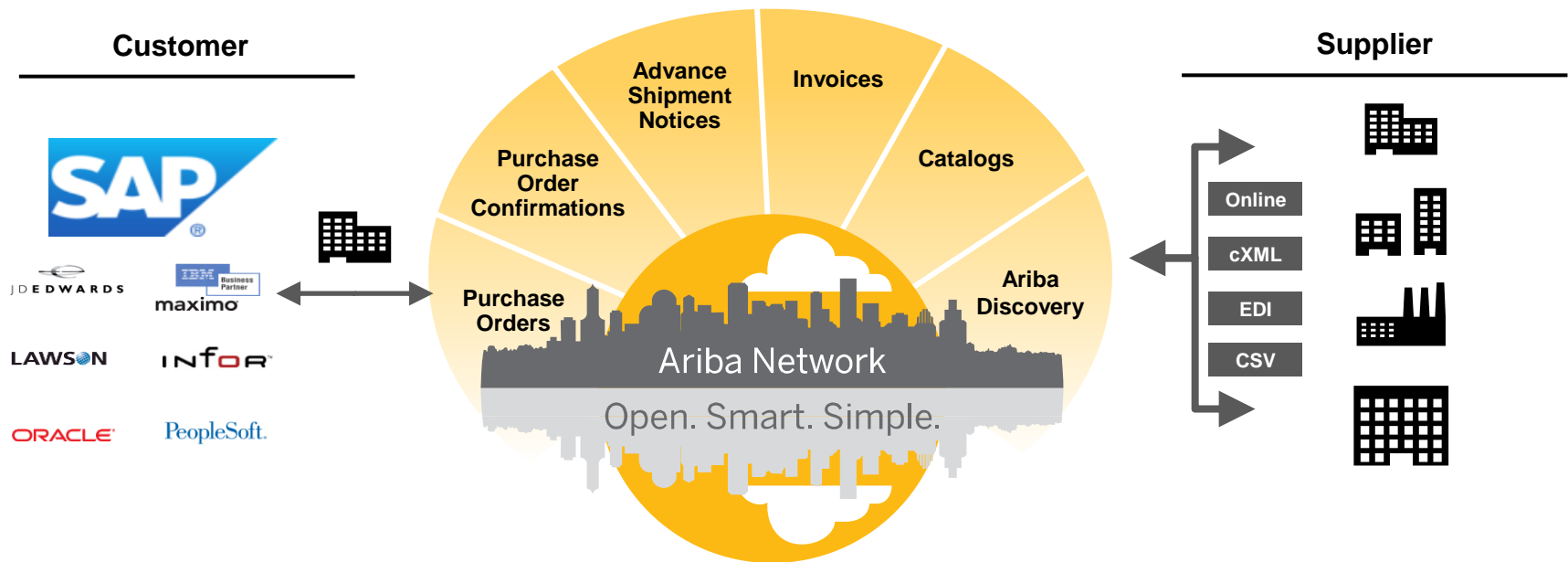


Supported Documents

Not Supported Documents

What is Ariba Network?

MAHLE has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million

Trading Partners

\$850B

In Annual Commerce

>60%

Global 2000 use the Network

65+ million

Annual Invoices

190

Countries

60+ million

Annual Purchase Orders

Review MAHLE Specifications

Supported Documents

MAHLE project specifics:

- **Tax data** is accepted at the header/summary level or at the line item level of the invoice.
- **Shipping data** is accepted at the header level. If Collaborative Supply Chain is enabled, Shipping details are added at the header/summary level of the invoice.

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **BPO Invoices**
Invoices against a blanket purchase order
- **Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments

Review MAHLE Specifications

Not Supported Documents

NOT Supported:

- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item
- **Service Invoices**
Invoices that require service line item details
- **Contract Invoices**
Apply against contracts
- **Non-PO Invoices**
Apply against a PO not received through Ariba Network
- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by MAHLE
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by MAHLE
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; MAHLE will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
MAHLE requires invoices to be submitted electronically through Ariba Network; MAHLE will no longer accept paper invoices
- **Header Level Credit Memos**
The Header Level Credit Memo feature is not supported by MAHLE

SAP Ariba Can Help You...



Collaborate immediately with all trading partners

- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks



Turn paper into efficient electronic transactions

- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut



Catch errors and correct them – before they even happen

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables

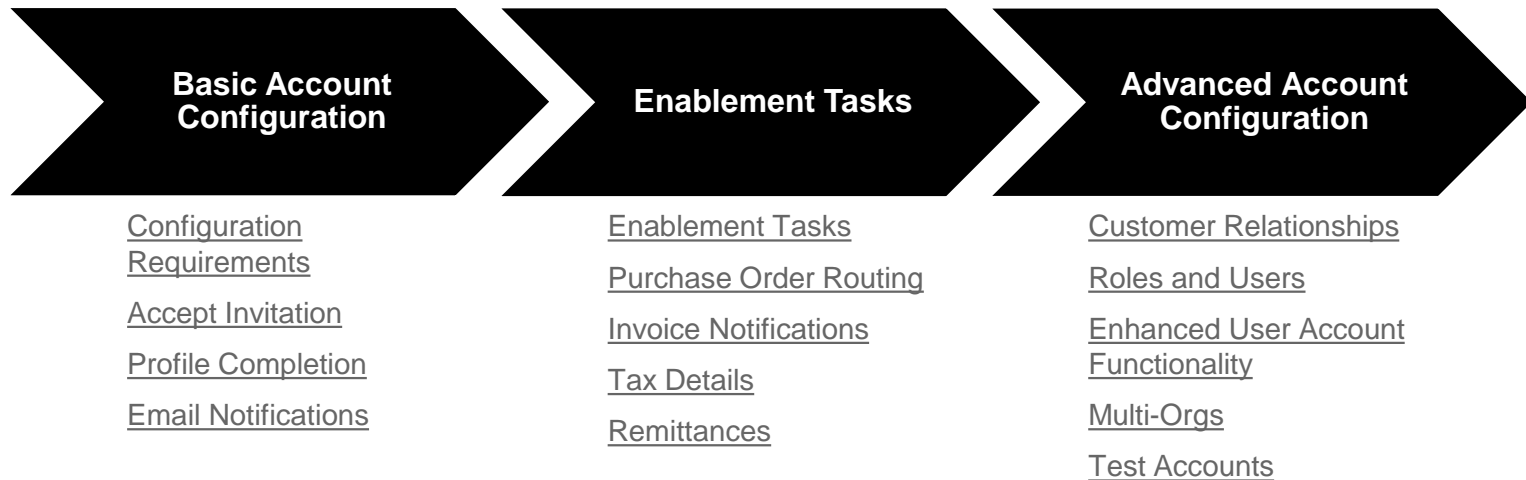
- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

SECTION 2: Set Up Your Account



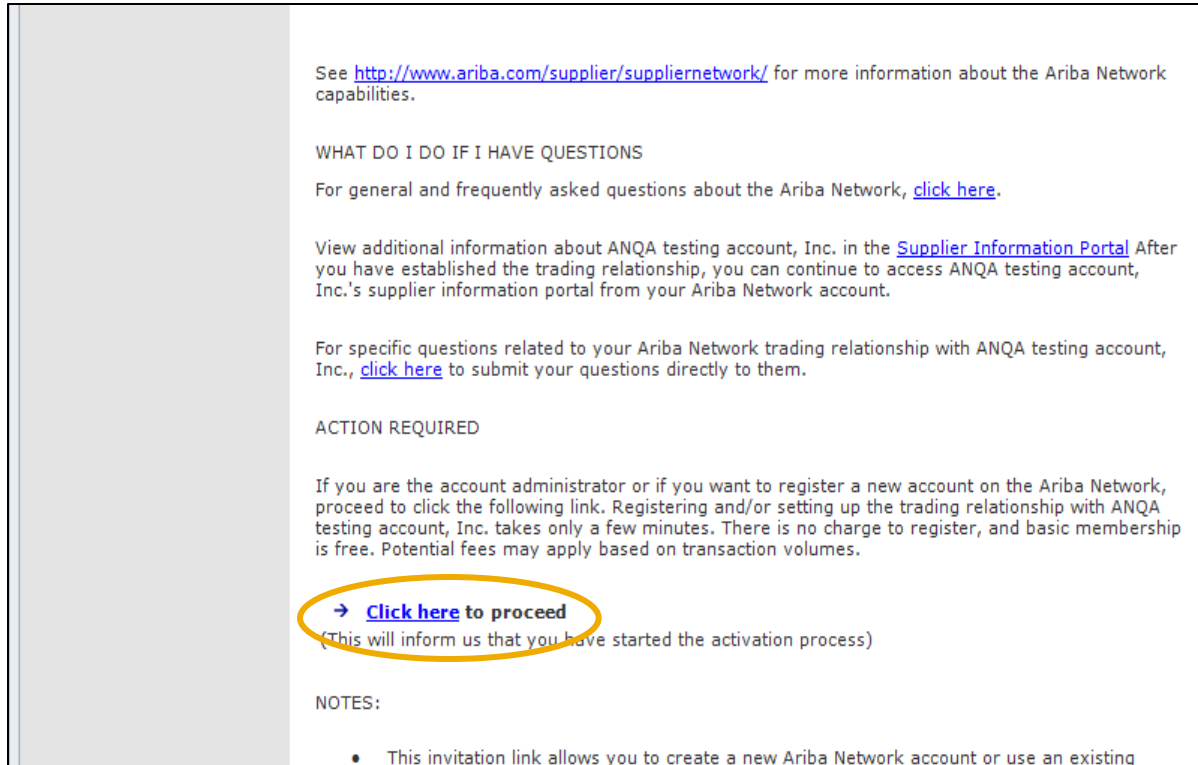
MAHLE Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ **Click** the link in the emailed letter to proceed to the landing page.



See <http://www.ariba.com/supplier/suppliernetwork/> for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, [click here](#).

View additional information about ANQA testing account, Inc. in the [Supplier Information Portal](#) After you have established the trading relationship, you can continue to access ANQA testing account, Inc.'s supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with ANQA testing account, Inc., [click here](#) to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with ANQA testing account, Inc. takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

➔ [Click here to proceed](#)
(This will inform us that you have started the activation process)

NOTES:

- This invitation link allows you to create a new Ariba Network account or use an existing

Select One...

First Time User

Existing User

Ariba Network

Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.

The screenshot shows the 'Ariba Network' registration page. A callout box labeled '1' points to the 'Register Now' button. The form is divided into 'Company information' and 'User account information' sections. Callout '2' points to the 'Company Name' field. Callout '3' points to the 'Email' field. Callout '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout '5' points to the 'Register' button. A 'New User' dialog box is also visible, explaining the registration process.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

1 Register Now

I have further questions for my requesting customer

Register Cancel

Ariba Network

Register

Company information

Company Name* * indicates a required field

Country* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address* Line 1
 Line 2
 Line 3

City*

State* Alabama

Zip*

User account information

Name* First Name Last Name [Ariba Privacy Statement](#) * indicates a required field

Email* Use my email as my username

Must be in email format (e.g. john@newco.com) ⓘ

Username*

Must contain a minimum 8 characters including letters and numbers. ⓘ

Password* Enter Password
 Repeat Password

Language: English

The language used when Ariba sends you configurable notifications. This is different than your web browser's language.

Enter more information for potential customers >

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Register button, 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, 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

4 **5** Register Cancel

Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

[More Than One Account?](#)

Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill** the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network user interface. At the top, a dark blue navigation bar contains 'Company Settings', a user profile for 'John Doe', and a 'Help Center' link. A dropdown menu for 'Company Settings' is open, listing 'SMO Supplier 1' (ANID: AN010, Standard Package), 'Company Profile' (highlighted in orange), 'Service Subscriptions', and 'Account S...'. An arrow points from the 'Company Profile' option to the main 'Company Profile' page.

The main page, titled 'Ariba Network Company Profile', features a dark blue header with 'Company Settings', 'John Doe', and 'Help Center'. Below the header, there are 'Save' and 'Close' buttons. The page is divided into several sections:

- Navigation Tabs:** 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'.
- Overview Section:**
 - Company Name: SMO Supplier 1
 - Other names, if any: (empty field)
 - NetworkId: AN010
 - Short Description: (empty field, 100 characters left)
 - Website: (empty field)
 - Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL
- Address Section:**
 - Address 1: 21 Jump Street
 - Address 2: (empty field)
 - Address 3: (empty field)
 - City: Cleveland
 - State: Ohio
 - Zip: 44114
 - Country: United States [USA]
- Public Profile Completeness:** A progress bar showing 39% completion.
- Share Your Public Profile:** A section with a 'Find us on Ariba Network' button and a 'View Public Profile' link.

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' interface. At the top, a navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Notifications' section is active, with sub-tabs for 'General', 'Network', 'Discovery', and 'Sourcing & Contracts'. A dropdown menu is open, highlighting 'Notifications' (1) and 'View All' (2). The main area shows 'Electronic Order Routing' settings, including a table with notification types and checkboxes. On the right, a field for email addresses contains three entries, each marked with a circled 3.

Note: If you are out of the office, make sure to include in your auto-reply messages one of the following phrases. This will prevent Ariba Network from failing orders sent to mailboxes responding using an auto-reply feature:

Out of office, OOTO, On vacation, on holiday, out of town, away from the office, away until, out of the country, an off site meeting.

When Ariba Network detects an auto-reply containing one of these phrases, it indicates that it received the auto-reply in the order history log and does not fail the order.

Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Tasks

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

| Activity Name | Date Due | Total Tasks | My Pending Tasks |
|------------------|-------------|-------------|------------------|
| ▶ Account | 26 Feb 2016 | 4 | 0 |
| ▶ Purchase Order | 1 Apr 2016 | 2 | 0 |

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Network Settings

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 | cXML | Save in my online inbox |
| | EDI | |

Notifications

Select Electronic Order Routing Method

1. Click on the Tasks link to configure your account.

2. Choose one of the following routing methods:

- Online
- cXML
- EDI
- Email
- Fax
- cXML pending queue (available for Order routing only)

3. Configure e-mail notifications.

Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

| Document Type | Routing Method | Options |
|------------------------------------|----------------------|--|
| Catalog Orders without Attachments | Email 2 | Email address: <input type="text"/> ⓘ 3 <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". |

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact <<Enablement Email>> to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

- Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
- Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

| Change/Cancel Orders | |
|--|--|
| Document Type | Routing Method |
| Catalog Orders without Attachments | 1 Same as new catalog orders without attachments |
| Catalog Orders with Attachments | Same as new catalog orders without attachments |
| Non-Catalog Orders without Attachments | Same as new catalog orders without attachments |
| Non-Catalog Orders with Attachments | Same as new catalog orders without attachments |
| Other Document Types | |
| Document Type | Routing Method |
| Blanket Purchase Orders | Same as new catalog orders without attachments |
| Time Sheets | Online |
| Order Status Request | 2 Online |
| Order Response Documents | Online |
| Notifications | |
| Type | Send notifications when... |
| Order | <input checked="" type="checkbox"/> Send a notification when orders are undeliverable. |
| | <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. |
| Purchase Order Inquiry | <input type="checkbox"/> Send a notification when purchase order inquiries are received. |
| | <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. |
| Time Sheet | <input type="checkbox"/> Send a notification when time sheets are undeliverable. |

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI.
3. **It is recommended** to configure **Notifications** to email (the same way as in Order Routing).
4. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot displays the SAP 'Company Settings' interface. On the right, the 'Company Settings' dropdown menu is open, showing a list of settings including 'Remittances', which is highlighted with a yellow circle and the number '1'. The main content area is divided into two sections:

- Network Settings:** This section has tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Under the 'Settlement' tab, there is a section for 'EFT/Check Remittances' with a table containing columns for 'Address', 'City', and 'State'. Below the table are buttons for 'Edit', 'Delete', and 'Create', with the 'Create' button highlighted by a yellow circle and the number '2'.
- Create Remittance Address / Payment Info:** This section contains instructions and a form. A note states: 'Do not enter personal bank account information. Enter only corporate bank details.' Below this, there is a 'Remittance Address' section with several input fields: 'Address 1:*', 'Address 2:', 'Address 3:', 'Address 4:', 'City:*', 'State:', 'Postal Code:*', 'Country:*' (set to 'United Kingdom [GBR]'), and 'Contact:' (set to 'Select contact'). A checkbox for 'Make this address default' is at the bottom. A yellow circle with the number '3' is placed over the 'Address 1' field, and a yellow circle with the number '4' is placed over the 'Make this address default' checkbox.

Configure Your Remittance Information

Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

ACH
 Check
 Credit Card
 Wire
 Cash
 AribaPay
 Credit Transfer
 Direct Deposit
 Others

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id 3:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: USA 1 Area: Number:

Bank Phone:

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: USA 1 Area: Number:

Bank Phone:

Credit Card

Accept credit card: Yes No

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot shows the 'Account Settings' page in SAP. The 'Company Settings' menu on the right has 'Customer Relationships' highlighted with a yellow circle and the number 1. The 'Account Settings' page has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active, showing sub-tabs for 'Current Relationships' and 'Potential Relationships', with 'Potential Relationships' highlighted with a yellow circle and the number 4. Below the sub-tabs, there is a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle and the number 2. Below this is a 'Pending' section with a table header 'Customer' and 'Requested Date'. The table is empty, with 'No items' displayed. Below the table are 'Approve' and 'Reject' buttons, with the 'Approve' button highlighted with a yellow circle and the number 3. Below the 'Approve' buttons is a 'Current' section with a table header 'Customer' and 'Approved Date'. The table contains one entry: 'jUnitOrg - 5WQzy9VD565589b21009590920' with an 'Approved Date' of '25 Nov 2015'. Below the table is a 'Reject' button. Below the 'Reject' button is a 'Rejected' section with a table header 'Customer' and 'Rejected Date'. The table is empty, with 'No items' displayed.

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

- Click** on the Users tab on the **Company Settings** menu. The Users page will load.
- Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
- Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
- To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
- Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

The screenshot shows the SAP Ariba User Management interface. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is active.

1 In the right-hand 'Company Settings' sidebar, the 'Users' option is highlighted.

2 In the 'Manage User Roles' section, the 'Create Role' button is highlighted.

3 In the 'Role' table, the 'Details' link for the 'Administrator' role is highlighted.

4 In the 'Users' table, the 'Create User' button is highlighted.

5 In the 'Manage User Roles' section, the 'Create Role' button is highlighted.

| Username | Email Address | First Name | Last Name | Ariba Discovery Comp |
|--------------------------|-------------------------|-------------------------|-----------|----------------------|
| <input type="checkbox"/> | rebecca.novotny@sap.com | rebecca.novotny@sap.com | Rebecca | Novotny |

| Name | Actions |
|---------------|---------------------|
| Administrator | Details |
| All Access | Details Edit Delete |

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

| <input type="checkbox"/> | Username ↑ | Email Address | First Name | Last Name | Ariba Discovery Contact | Role Assigned |
|--------------------------|-------------------------|-------------------------|------------|-----------|-------------------------|---------------|
| <input type="checkbox"/> | rebecca.novotny@sap.com | rebecca.novotny@sap.com | Rebecca | Novotny | No | All Access |

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user.

Selected User Information

Username: rebecca.novotny@sap.com
 Email Address: rebecca.novotny@sap.com
 First Name: Rebecca
 Last Name: Novotny
 Office Phone:

This user is the Ariba Discovery Contact

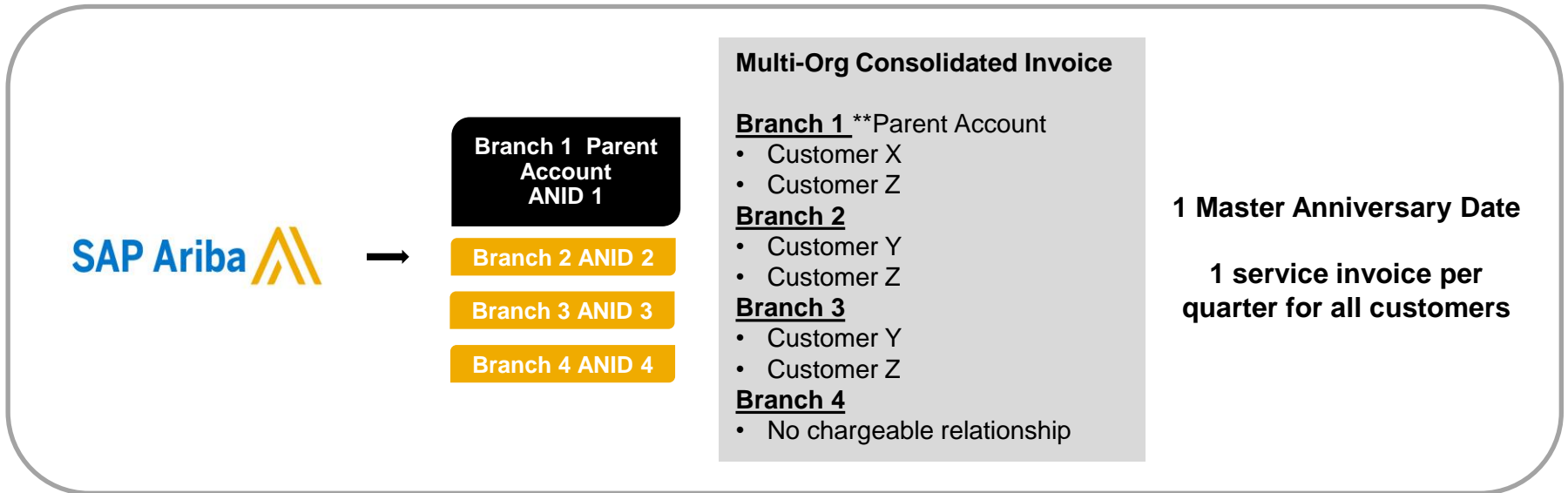
Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot illustrates the user account management interface. At the top right, a dropdown menu (1) is open, showing options: Logout, My Account (2), My Community Profile, Switch To, and a list of user accounts including 'jU-LV8b8f8t565589df100959...' with 'Aribasup@s.c' as the email. Below this, the 'My Account' page is shown with sections for 'Account Settings' and 'Account Information'. The 'Account Settings' section contains fields for Username (* Aribasup@s.c), Email Address (* junk@phoenix.ariba.com), First Name (* jU-LV8b8f8t565589df1009590921), Middle Name, Last Name (* lastName), and Business Role (Business Owner). A 'Change Password' link (3) is also present. The 'Security' section includes a Secret Question (* What is the last name of your first boss?), Secret Answer (*), and Confirm Secret Answer (*). A 'Contact Administrator' link is at the bottom right. Numbered callouts 1, 2, 3, and 4 highlight the dropdown menu, the 'My Account' link, the asterisk on the Username field, and the Secret Answer field respectively.

Consolidate Your Bills Through a Multi-Org



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

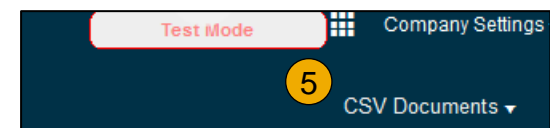
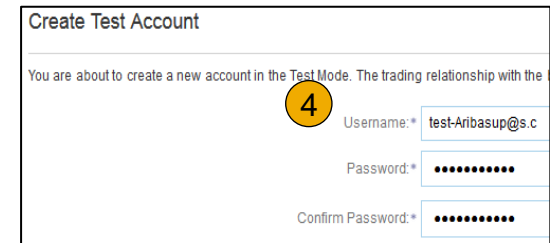
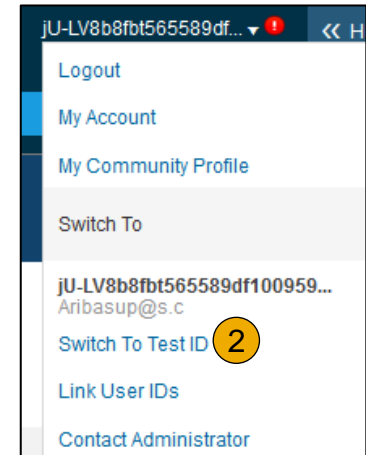
1. **From the Company Settings** menu, click Account Hierarchy.
2. **To add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

The screenshot displays the SAP Account Settings interface. On the right, the 'Company Settings' sidebar is visible, with 'Account Hierarchy' highlighted and marked with a yellow circle containing the number '1'. The main content area shows the 'Account Hierarchy' tab selected, displaying 'Account Status: No Linked Accounts' and a 'Link Accounts' button, which is also marked with a yellow circle containing the number '2'.

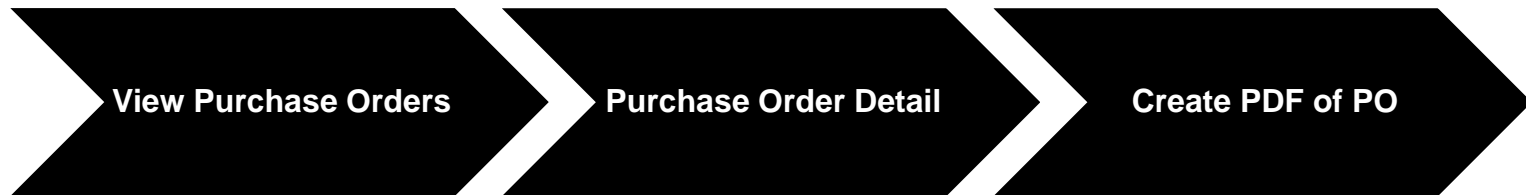
Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

Note: Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



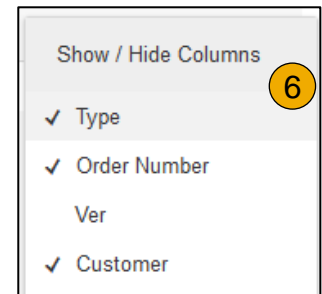
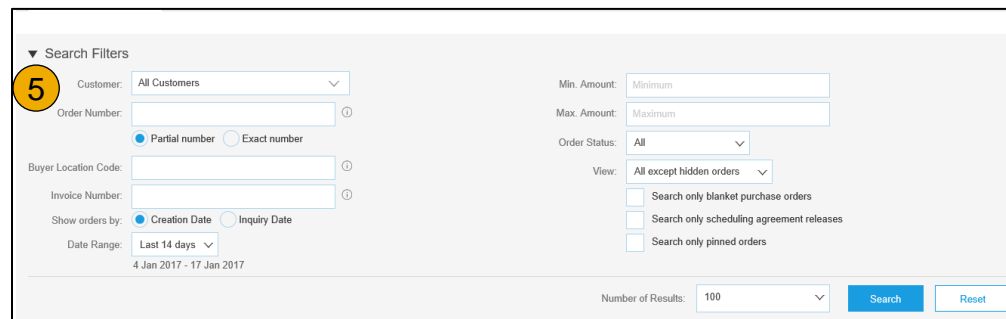
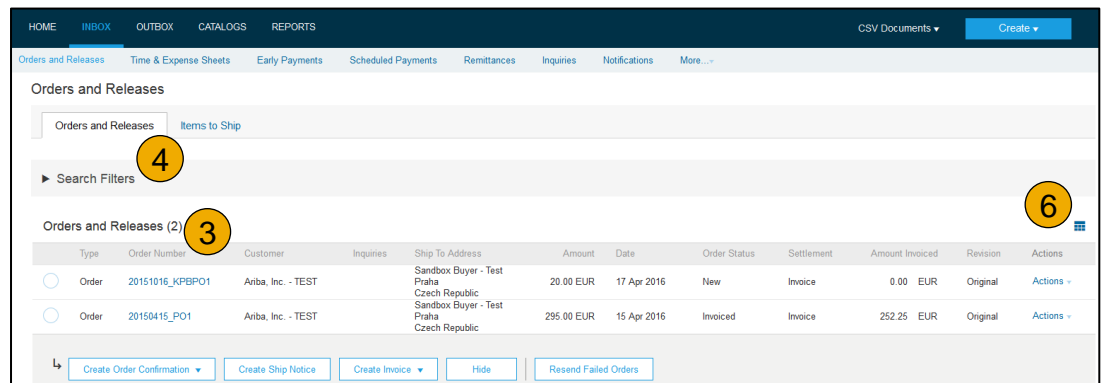
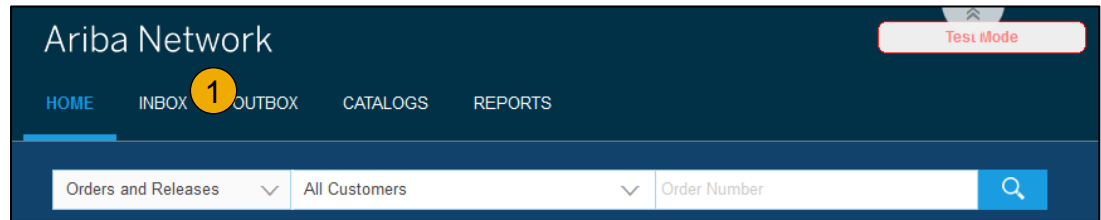
SECTION 3: Purchase Order Management



Manage POs

View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by MAHLE.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Can't Find Your PO?

Manage POs

Purchase Order Detail

- View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

Purchase Order: PO72547 1

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

Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By |
|--------|---|----------|------------|-------------|
| 1 | GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i> | Material | 10 (EA) | 18 Nov 2015 |
| 2 | GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i> | Material | 10 (BX) | 18 Nov 2015 |

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

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

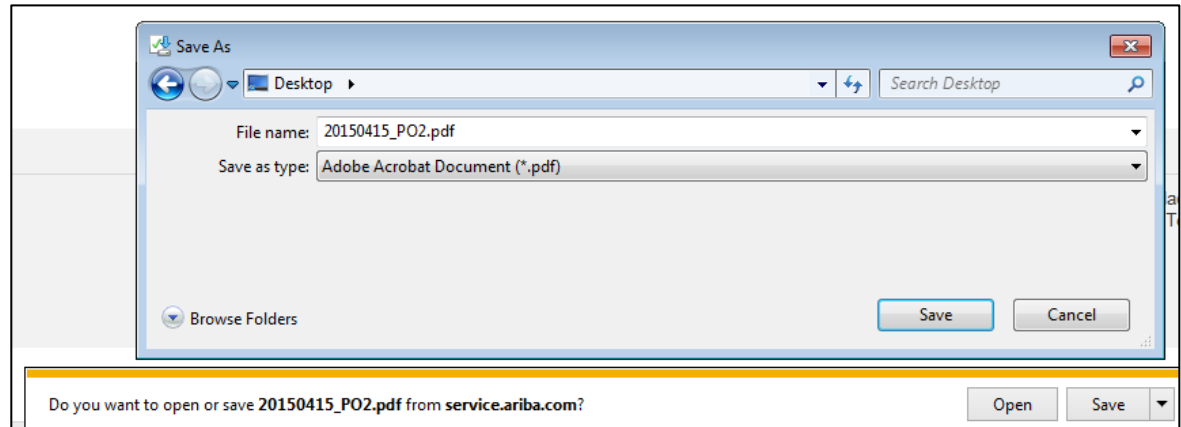
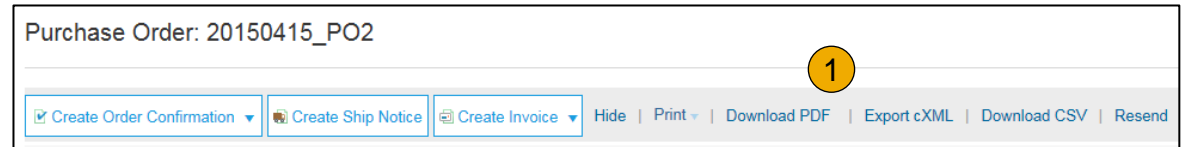
- Line Items section** describes the ordered items. Each line describes a quantity of items MAHLE wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Manage POs

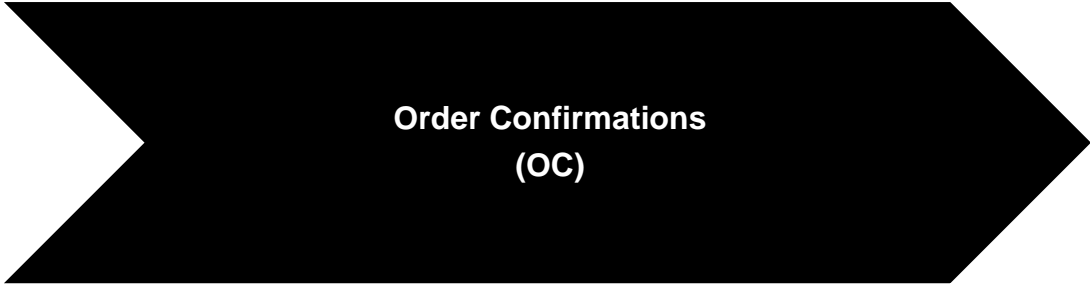
Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



SECTION 4: Other Documents



Order Confirmations (OC)

[Confirm Entire Order](#)

[Reject Entire Order](#)

[Update Line Items](#)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to MAHLE.**

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Trouble With Your OC?

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Status will be explained later in the presentation)

Ariba Network

Purchase Order: 20150415_PO2

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments: Please Select

- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

REJECT ENTIRE ORDER

Order Confirmation Number: |

Confirmation #: |

Comments:

Create Order Confirmation

Update Line Items

- Select** Update Line Items, to set the status of each line item.
- Fill** in the requested information (the same as for Confirm All option).
- Scroll** down to view the line items and choose among possible values:
- Confirm** – You received the PO and will send the ordered items.
- Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
- Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

Create Order Confirmation
 Create Ship Notice
 Create Invoice

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

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

2

Update Item Status
 Order Confirmation Header

Review Confirmation

Confirmation #:

Associated Purchase Order #: 20150415_PO2

Customer: Inc. - TEST **3**

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--|----------------------|------------|----------------------|------------|---|
| 1 | GOODS_01 | 10 (EA) | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |
| Copy Paper White, A3, 80gsm (ream 500 sheets) | | | | | |
| CURRENT ORDER STATUS | | | | | |
| <input checked="" type="radio"/> 10 Unconfirmed 4 | | | | | |
| Confirm: | <input type="text"/> | Backorder: | <input type="text"/> | Reject: | <input type="text"/> |
| | | | | | <input type="button" value="Details"/> 6 |

Confirm Order

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---|------------|-------------|------------|-----------|
| 1 | GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) | 10 (EA) | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

| Item | Part # / Description | Qty | Unit | Need By | Unit Price | Subtotal |
|------|---|-----|------|-------------|------------|-----------|
| 1 | GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) | 10 | EA | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |

New Order Status: **1 Backordered**

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Comments:

Confirm Order

Update Line Items - Price Change

- 1. Enter** the quantity in the Confirm data entry field.
- 2. Click** Details to enter the details regarding the price change.
- 3. Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
- 4. Update** the Description as needed and click OK when done.

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|------------|-------------|------------|-----------|
| 1 | GOODS_01 | 10 (EA) | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm: Backorder: Reject: **2** [Details](#) ⓘ

| Item | Part # / Description | Qty | Unit | Need By |
|------|----------------------|-----|------|-------------|
| 1 | GOODS_01 | 10 | EA | 18 Nov 2015 |

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price: **3**

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part: **4**

Comments:

Confirm Order

Update Line Items - Reject

- 1. Enter** the quantity in the Reject data entry field to reject item.
- 2. Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
- 3. Click OK** when done.

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---|------------|-------------|------------|-----------|
| 1 | GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) | 10 (EA) | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: 1

2 [Details](#) ⓘ

| Item | Part # / Description | Qty | Unit | Need By | Unit Price | Subtotal |
|------|---|-----|------|-------------|------------|-----------|
| 1 | GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets) | 10 | EA | 18 Nov 2015 | 4.50 EUR | 45.00 EUR |

New Order Status: **1 Rejected**

Rejection Reason: *

Comments:

3 [OK](#) [Cancel](#)

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to MAHLE.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

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

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

| | |
|---|---|
| From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic | To: Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com |
|---|---|

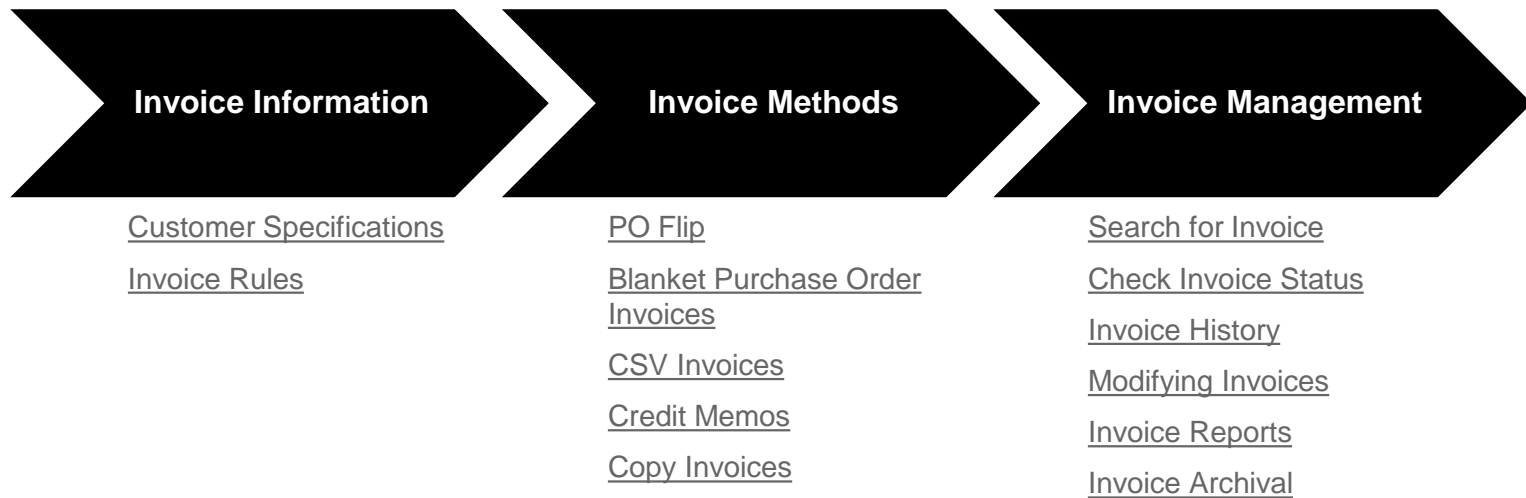
5 Done

Purchase Order
 (Partially Confirmed)
 20150415_PO2
 Amount: 295.00 EUR
 3

Routing Status: Acknowledged
 Related Documents: 312

Deliver To

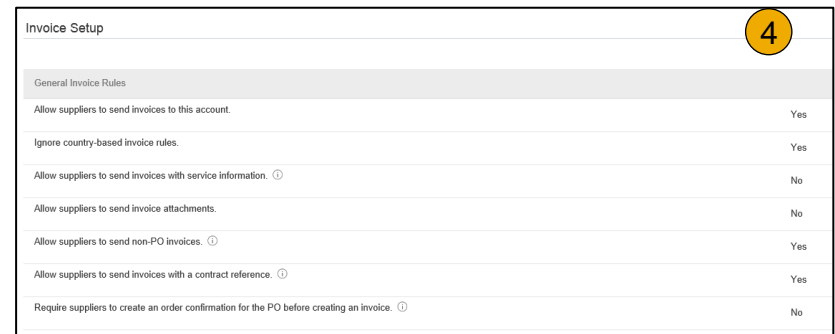
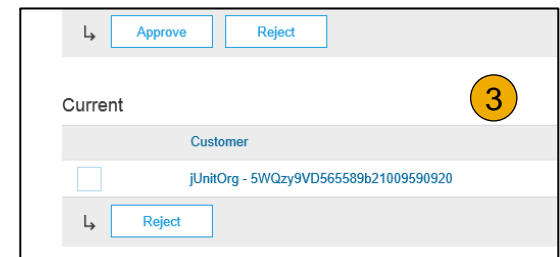
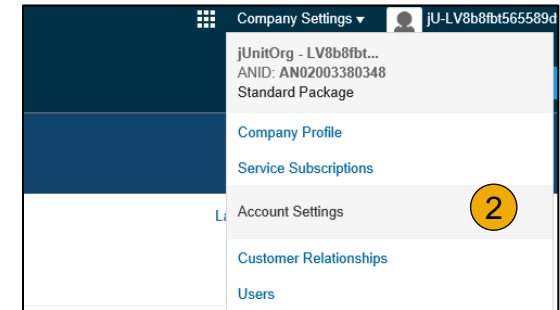
SECTION 5: Invoice Methods



Review MAHLE Invoice Rules

These rules determine what you can enter when you create invoices.

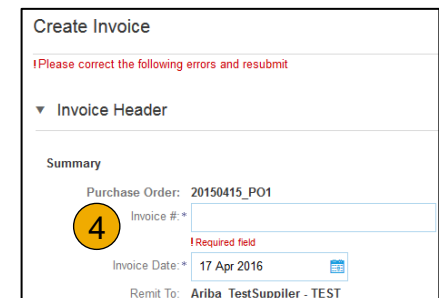
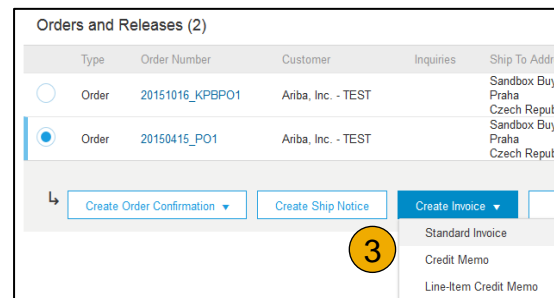
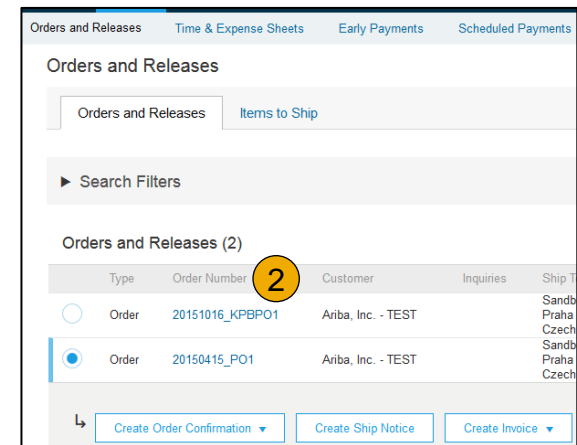
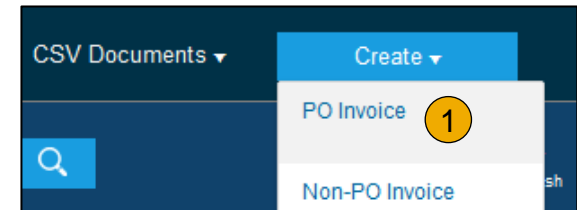
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**MAHLE**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **MAHLE** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to MAHLE.



Can't Find Your PO?

Invoice via PO Flip

Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Support of additional Reference Documents & Dates is applicable for CSC customers only; Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223 1

Invoice Date: * 15 Apr 2016 2

Remit To: DEFAULT VALUE ▾

Tax 3

Header level tax ⓘ Line level tax ⓘ

Shipping 3

Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field Add to Header ▾

Tax 4

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10 | BX | 25.00 EUR |

| No. | Include | Type | Part # |
|--------------------------|--------------------------|----------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

2

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions Delete

| No. | Include | Type | Part # |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

3

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pro Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

4

Line Item Actions Delete Add

Add to Included Lines

5

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.** Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

Review Invoice Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

| No. | Include | Type | Part# | Description | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|--|----------------|----------|------|------------|------------|
| 2 | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 | Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each) | | 10 | BX | 25.00 EUR | 250.00 EUR |

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Shipping

Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test Praha
 Praha 5 View/Edit Addresses
 Czech Republic Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

Shipping Cost

Shipping Amount:* 2 Shipping Date:

Allowances and Charges

Service Code:* Description: Add Tax
 Start Date: End Date: Remove
 Allowance:

Summary

Purchase Order: 20160416_PO1
 Invoice #:*
 Invoice Date:*
 Remit To: Ariba_TestSupplier - TEST
 Praha 5
 Czech Republic
 Bill To: Sandbox Buyer - Test
 Praha
 Czech Republic

Tax

Header level tax Line level tax

Category:*
 Location:
 Description:
 Regime:

Date Of Pre-Payment:
 Law Reference:

Shipping

Header level shipping Line level shipping

Ship From: Ariba_TestSupplier - TEST 1
 Praha 5
 Czech Republic

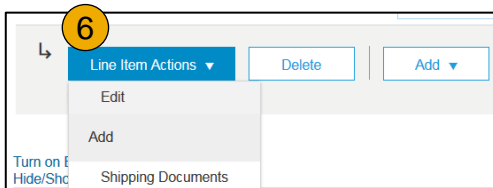
Allowances and Charges

Service Code:* Description: Add Tax
 Start Date: End Date: Remove
 Allowance:

Invoice via PO Flip

Detail Line Items

6. Additional information can be viewed at the Line Item Level by editing a Line Item.



Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|---|-----------------|----------|------|------------|----------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) | | 5 | EA | 0.50 EUR | 2.50 EUR |

Create Invoice

[Done](#) [Cancel](#)

▼ Invoice Item * Indicates required field [Line Item Actions](#)

Quantity: * Part #: GOODS_01
 Unit: EA
 Unit Price: *
 Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: * Price Unit Quantity: *
 Unit Conversion: * Description:

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST
 Praha 5
 Czech Republic

Ship To: Sandbox Buyer - Test
 Praha
 Czech Republic
 Deliver To: Cristian Mihalache
 2nd Floor, SI Team

[View/Edit Addresses](#)

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

This screenshot shows the SAP Line Item Actions menu. The 'Add' option is selected, and the 'Comments' sub-option is highlighted with a yellow circle containing the number '1'. The 'Next' button is highlighted with a yellow circle containing the number '3'. Other options in the menu include Edit, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. The background shows a SAP interface with a 'Delete' and 'Add' button, and a 'Next' button at the bottom right.

This screenshot shows the SAP Comments field. The 'Comments' label is highlighted with a yellow circle containing the number '2'. The field is empty, and a 'Remove' button is visible on the right side.

Having Problems?

Invoice via PO Flip

Against Goods Receipt

You are required to include only received quantities on invoices.

1. **Click** the **INBOX** tab.
2. **Select** the Purchase Order you wish to invoice against.
3. **Select** the item(s) from the Receipt List that you would like to invoice.
4. **The invoice is now pre-populated** with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

Invoice via PO Flip

Against Ship Notice

You are required to include only shipped quantities on invoices.

1. **Click the INBOX tab.**
2. **Select** the Ship Notice you wish to invoice against.
3. **The invoice is now pre-populated** with the items within the Ship Notice. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

Invoice For Services

Add Service Lines to Invoices

1. Select the **Add** dropdown menu and select **Add General Service** OR **Add Labor Service**.
2. Enter details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

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

Insert Line Item Options Tax Category: Discount [Add to Included Lines](#)

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-------------------------------------|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SERVICE | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00 CZK |

Service Period Service Start Date: Service End Date:

Line Item Actions Add General Service
Add Labor Service
Add Material

Turn on Error Dump Hide/Show XML

Insert Line Item Options Tax Category: Discount [Add to Included Lines](#)

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-------------------------------------|---------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SERVICE | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$0.00 USD |

Rate

| *Term | *Rate | *Unit |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.

Line Items

Insert Line Item Options Tax Category:

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

Service Period Service Start Date: Service End Date:

Line Item Actions

Invoice Against a Blanket Purchase Order

Locate Your BPO

To Create an Invoice from a Blanket Purchase Order (BPO):

1. **Locate BPO** in Inbox.
2. **Click Create Invoice** and Select **Standard Invoice**.

Ariba Network

HOME **INBOX** OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (7)

| Type | Order Number | Customer | Inquiries | Ship To Address | Amount | Date |
|----------------------------------|------------------|-----------|-----------|---|-----------------|------------|
| <input checked="" type="radio"/> | Order BPO9471245 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471244 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471243 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471242 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471241 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471240 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |
| <input type="radio"/> | Order BPO9471239 | SMO Buyer | | ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada | \$10,000.00 CAD | 3 Nov 2016 |

Invoice Against a Blanket Purchase Order

Header Level Information

3. **Complete** Header Section information as needed, including all information marked **required** with an asterisk (*).
4. **Check** the box of the line item you plan on invoicing against.
5. **Click Create** at the bottom and select the appropriate option; Goods or Services.

▼ Invoice Header

Summary

| | | |
|--|--------------------------------|--------------------------------|
| Blanket Order: BPO9471245 | | Subtotal: \$0.00 CAD |
| Invoice #:* INV12345 | | Total Tax: \$0.00 CAD |
| Invoice Date:* 4 Nov 2016 | | Total Gross Amount: \$0.00 CAD |
| Supplier Tax ID: | | Total Net Amount: \$0.00 CAD |
| Remit To: SMO Supplier 1 | | Amount Due: \$0.00 CAD |
| | Cleveland, OH United States | |
| Bill To: West Energy (Acme Energy Company) | | |
| | Toronto ONTARIO Canada | |

Blanket PO Items

| Line | Quantity | UOM | Price | Part # | Auxiliary Part ID | Description | Subtotal |
|--|----------|-----|-----------------|---------------|-------------------|--------------------------------------|-----------------|
| <input checked="" type="checkbox"/> 4 10 | 1.000 | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$10,000.00 CAD |
| <input type="checkbox"/> 20 | 2.000 | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$20,000.00 CAD |

5 4
Create ▼
Edit
Delete

Goods
Service

Update
Save
Exit
Next

Invoice Against a Blanket Purchase Order

Create a Line Item

- Update** required fields including the Quantity and/or Price fields to create the invoice line item. Click Create when done.

Create Invoice

Blanket PO Item

| Line | Quantity | UOM | Price | Part # | Auxiliary Part ID | Description | Subtotal |
|------|----------|-----|-----------------|---------------|-------------------|--------------------------------------|-----------------|
| 10 | 1.000 | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$10,000.00 CAD |

▼ Invoice Item * Indicates required field

6
 Quantity: *

Unit: ACT
 Unit Price: \$10,000.00 CAD
 Subtotal: \$10,000.00 CAD

Part #: Not Available

Description Description: FNML N5L1 km 50.8 CAP-UII37 O/S ENG#

Inspection Date:

Reference Date:

Accounting Reference
 Reference ID:

Description:

Invoice Against a Blanket Purchase Order

Review Your Information

7. **Once** completed, your invoice line will appear as a sub-line (i.e. 1.1) showing the quantity being invoiced.
8. **Repeat** process as needed for each line.

| Blanket PO Items | | | | | | | |
|---------------------------------|--------------------------------|-----|-----------------|---------------|-------------------|--------------------------------------|-----------------|
| Line | Quantity | UOM | Price | Part # | Auxiliary Part ID | Description | Subtotal |
| <input type="checkbox"/> 10 | 1.000 | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$10,000.00 CAD |
| <input type="checkbox"/> 7 10.1 | <input type="text" value="1"/> | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$10,000.00 CAD |
| Line | Quantity | UOM | Price | Part # | Auxiliary Part ID | Description | Subtotal |
| <input type="checkbox"/> 20 | 2.000 | ACT | \$10,000.00 CAD | Not Available | | FNML N5L1 km 50.8 CAP-UII37 O/S ENG# | \$20,000.00 CAD |

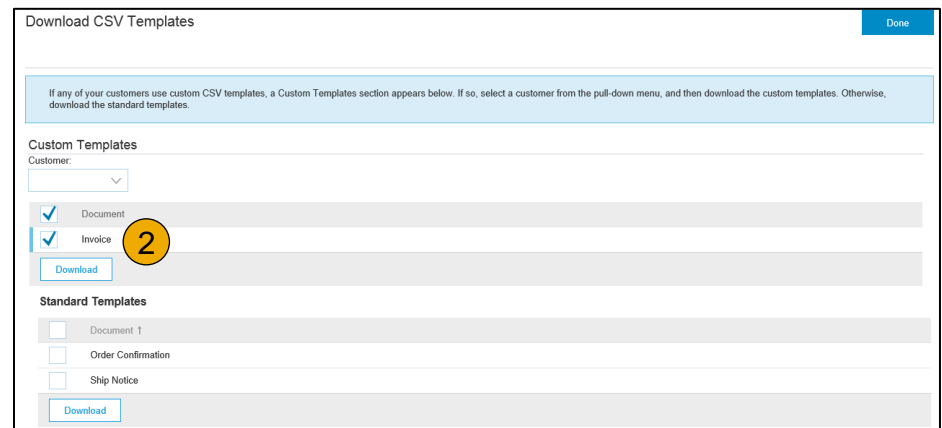
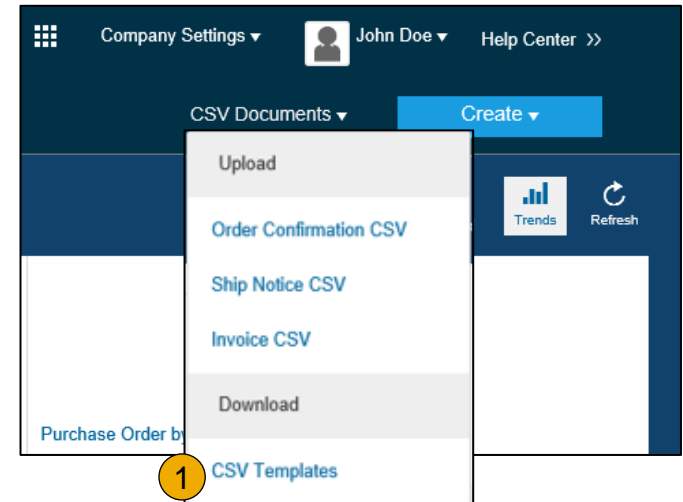
9. **Click Next** to continue.
10. **Review, Save** or **Submit** as Standard Invoice.

Amount Remaining?

Invoice via CSV

Download Template

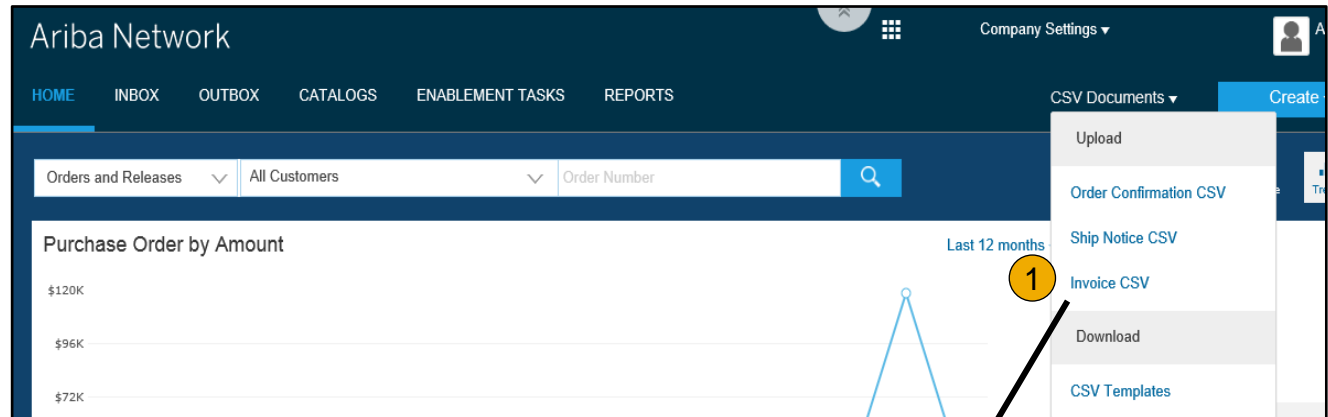
- 1. Access** a customer's CSV file template, by going to **CVS Documents** and choosing **CSV Templates** under Download.
- 2. Select** the correct template by finding MAHLE on the drop down menu, checking the radio button for Invoice, and clicking Download.
- 3. Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
- 4. CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
- 5. For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Invoice via CSV

Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
3. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Import CSV Invoice

Customer: *

2 [Download CSV Templates](#)

CSV invoice file path: *

Create a Credit Memo

Header Level

To create a credit memo against an entire invoice:

1. **Select the INBOX tab.**
2. **Select the PO to be credited by clicking the radio button on the PO.**
3. **Click on Create Invoice and choose Credit Memo OR select Credit Memo from the Actions dropdown menu.**
4. **Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in.**
5. **Click Next.**
6. **Review Credit Memo.**
7. **Click Submit.**

1 Ariba work

Company Settings | John Doe | Help Center

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CSV Documents | Create

Orders and Releases | Time & Expense Sheets | Early Payments | Scheduled Payments | Remittances | Inquiries | Notifications | More...

Orders and Releases

Orders and Releases (1)

| Type | Order Number | Customer | Inquiries | Ship To Address | Amount | Date | Order Status | Settlement | Amount Invoiced | Revision | Actions |
|-----------------------|------------------|-----------|-----------|--|-----------------|------------|--------------|------------|-----------------|----------|---------|
| <input type="radio"/> | Order ServicePO1 | SMO Buyer | | SMO Buyer Pittsburgh, PA United States | \$20,000.00 USD | 7 Apr 2017 | New | Invoice | \$0.00 USD | Original | Actions |

4 Create Credit Memo

Header Information

Invoice #: * Information Only. No action is required from the customer. * Indicates required field

Invoice Date: 11 Apr 2017

Supplier Account ID #: Original PO #: ServicePO1

Customer Reference: Supplier Reference:

Adjustment

Adjustment in Subtotal: (Amount must be negative) **4**

Adjustment in Tax

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Adjustment in Special Handling: (Amount must be negative)

Adjustment in Shipping: (Amount must be negative)

Attachments

The total size of all attachments cannot exceed 10MB

5

6

Subtotal: \$-5.00 USD
 Total Tax: \$0.00 USD
 Total Gross Amount: \$-5.00 USD
 Total Net Amount: \$-5.00 USD
 Amount Due: \$-5.00 USD

7

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

Ariba Network Test Mode

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters

Invoices (1)

| Invoice # | Customer | Reference | Submit Method | Origin | Source Doc | Date |
|--------------|--------------------|--------------|---------------|----------|------------|-------------|
| INV_20150415 | Ariba, Inc. - TEST | 20150415_PO1 | Online | Supplier | Order | 15 Apr 2016 |

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:
 Shipping Documents
 Special Handling
 Discount

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|--------|-------------|-----------------|----------|------|------------|--------------|
| 4 | <input checked="" type="checkbox"/> | MATERIAL | JKL012 | WIDGET 4 | | -1 | EA | \$6.60 USD | \$-6.60 USD |
| 5 | <input checked="" type="checkbox"/> | MATERIAL | MNO345 | WIDGET 5 | | -3 | EA | \$5.16 USD | \$-15.48 USD |
| 6 | <input checked="" type="checkbox"/> | MATERIAL | PQR678 | WIDGET 6 | | -1 | EA | \$5.40 USD | \$-5.40 USD |
| 7 | <input checked="" type="checkbox"/> | MATERIAL | STU901 | WIDGET 7 | | -1 | EA | \$5.16 USD | \$-5.16 USD |

6

Subtotal: \$-32.64 USD
 Total Tax: \$-2.28 USD
 Total Shipping: \$-12.00 USD
 Total Gross Amount: \$-46.92 USD
 Total Net Amount: \$-46.92 USD
 Amount Due: \$-46.92 USD

Turn on Error Dump
 Hide/Show XML

Review, Save, or Submit Invoice

PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to MAHLE.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update
Save
Exit
Next

Create Invoice
4

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:*

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME
INBOX
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ENABLEMENT TASKS
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Invoices
Order Confirmations
Ship Notices
Drafts 5

Drafts

Note: In the even of errors, there will be a notification in red where information must be corrected

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

▶ Search Filters

Invoices (1)

| | Invoice # | Customer | Reference | Submit Method | Origin | Source |
|----------------------------------|--------------|--------------------|--------------|---------------|----------|--------|
| <input checked="" type="radio"/> | INV_20150415 | Ariba, Inc. - TEST | 20150415_PO1 | Online | Supplier | Order |

Invoice: INV_20150415

Search for Invoice

(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select MAHLE** from Customer Drop down menu.
3. **Enter Document #** , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search Filters** from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search.**

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to MAHLE via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed MAHLE invoicing rules. MAHLE will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – MAHLE invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of MAHLE's action on the Invoice.

- **Sent** – The invoice is sent to the MAHLE but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – MAHLE approved the invoice cancellation
- **Paid** – MAHLE paid the invoice / in the process of issuing payment. Only if MAHLE uses invoices to trigger payment.
- **Approved** – MAHLE has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – MAHLE has rejected the invoice or the invoice failed validation by Ariba Network. If MAHLE accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History 1](#)

Standard Invoice

Invoice: INV_20150415 [Done](#)

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
4

[Detail](#)
[Scheduled Payments](#)
[History 2](#)

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
 Routing Status: Sent

History 2

| Status | Comments | Changed By | Date and Time | Stack Trace |
|--------|--|---------------------------------|------------------------|-------------|
| | The invoice was successfully received. | Ariba_TestSupplier - TEST | 15 Apr 2016 2:47:57 PM | |
| | This document has been digitally signed. | PropogationDispatcher-128491053 | 15 Apr 2016 2:48:01 PM | |

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network Company Settings | John Doe | Help Center >>

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2) ☰

| Invoice # | Customer | Reference | Submit Method | Date | Amount | Routing Status | Invoice Status |
|---------------------------|-----------|-----------|---------------|-------------|--------------|----------------|----------------|
| XYZ123456 | SMO Buyer | PO725498 | Online | 14 Oct 2015 | \$46.92 USD | Sent | Sent |
| XYZ12345 | SMO Buyer | Non-PO | Online | 9 Sep 2015 | \$369.35 USD | Sent | Sent |

[Create Line-Item Credit Memo](#)
[Edit](#)
[Copy](#)
[Create Non-PO Invoice](#)

Invoice: XYZ123456

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

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

Cancel Invoice? 3

Are you sure you want to cancel this invoice?

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

| Title ↑ | Schedule Type | Report Type | Status | Last Run | Next Run | Created | Created By | Report Size |
|----------|---------------|-------------|--------|----------|----------|---------|------------|-------------|
| No items | | | | | | | | |

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
4. **Click Next.**
5. **Specify Customer** and **Created Date** in Criteria.
6. **Click Submit.**
7. You can view and download the report in CSV format when its status is **Processed**.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title:* |

Description:

Time zone: US/Michigan

Language: English

Report Type:* Select

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

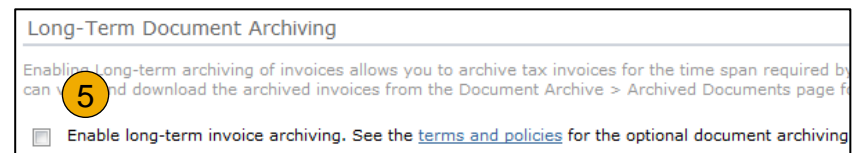
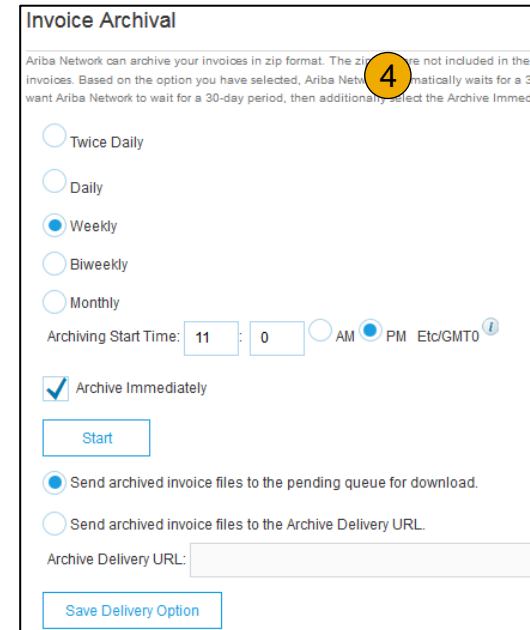
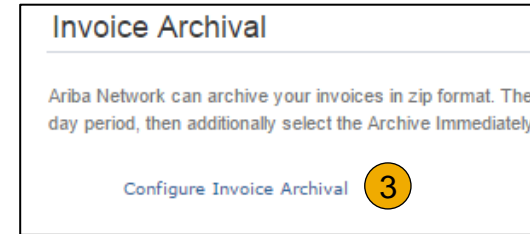
Previous Submit Exit

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Ariba Network Help Resources

Customer Support

**Supplier Information
Portal**

Additional Resources

[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration
- Email: ebuy@mahle.com



Enablement Business Process Support

- Business-Related Questions
- Email: ebuy@mahle.com



Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Training & Resources

MAHLE Supplier Information Portal

- 1. Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
- 2. Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
- 3. Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page. On the right, the 'Company Settings' menu is visible, with 'Customer Relationships' highlighted and circled in yellow (1). The main content area shows the 'Customer Relationships' section, which is divided into 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there is a table of active relationships. The first entry is 'Ariba Inc.', which is circled in yellow (2). To its right, the 'Supplier Information Portal' link is circled in yellow (3). Below the table, there is a 'Reject' button. The 'Pending' section shows a 'Customer' entry with 'Approve' and 'Reject' buttons. The 'Current' section also shows a 'Customer' entry with a 'Reject' button.

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Cloud Status** - <https://www.sap.com/about/trust-center/cloud-service-status.html#sap-ariba> (Information about downtime)

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

How do I cancel an invoice that I've sent?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

[Back to Invoicing](#)

**Thank you for joining the
Ariba Network!**