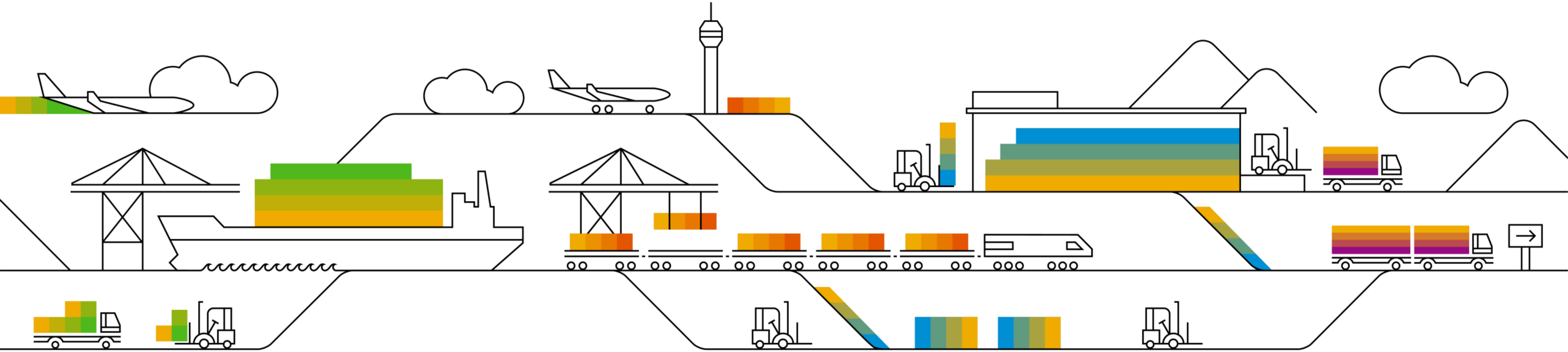


SAP Ariba

Supplier Invoicing Guide

PO Flip

PUBLIC

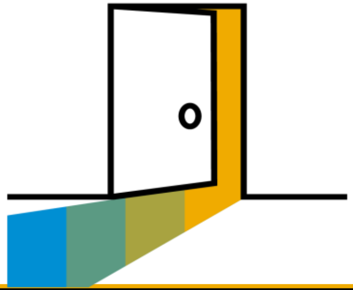
SAP Run Simple

Learn About Ariba Network Invoicing for Smith & Nephew

Note: if you submit an electronic invoice, please do not send the paper copy additionally as it is considered as duplicate.

Remittance information configuration

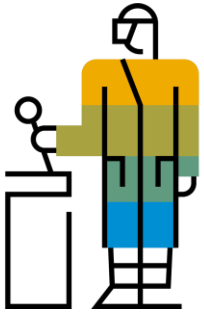
How to process order via PO notification?



PO Flip - invoice creation step by step (Header and Line level)

How to add Tax and Shipping information on the invoice?

Country specific mandatory invoice fields

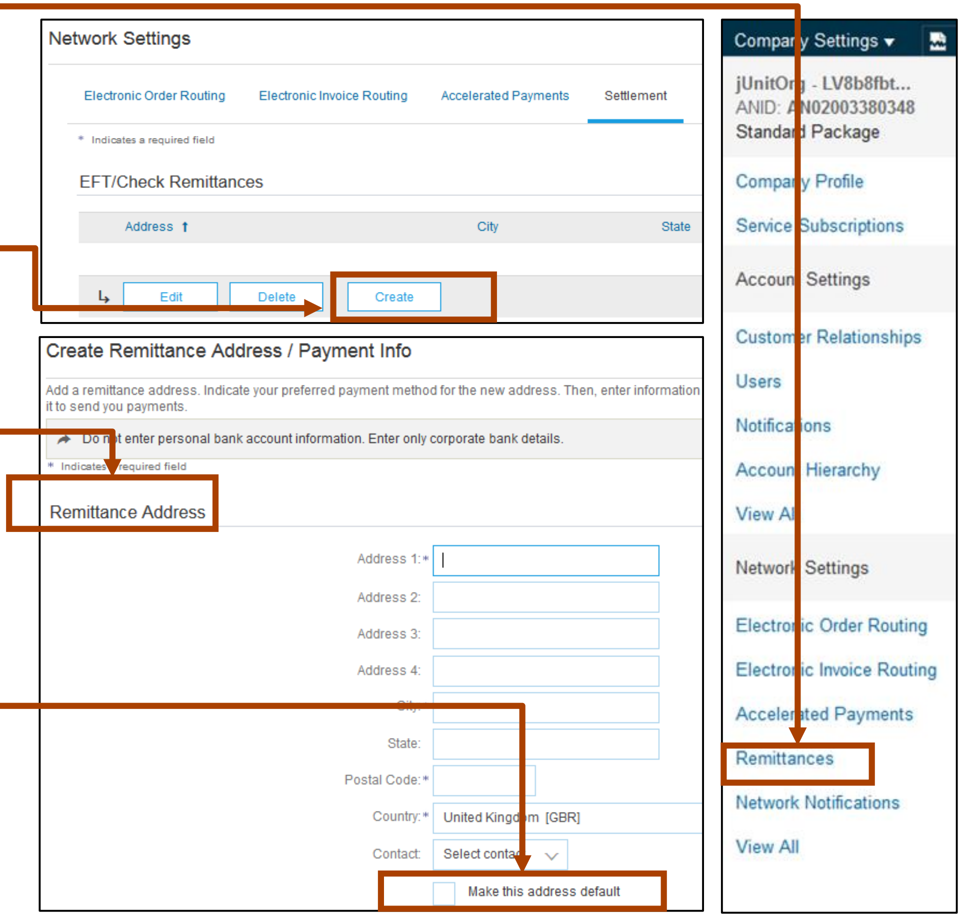


Additional Information & Support

Remittance information configuration

Before creating invoices for your customers, make sure your remittance information is setup correctly.

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 (EFT details on next slide).
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.

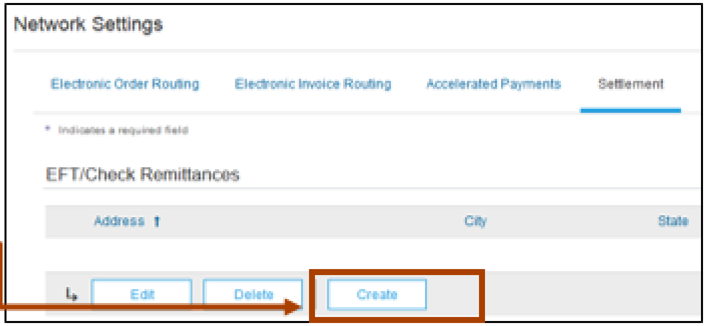


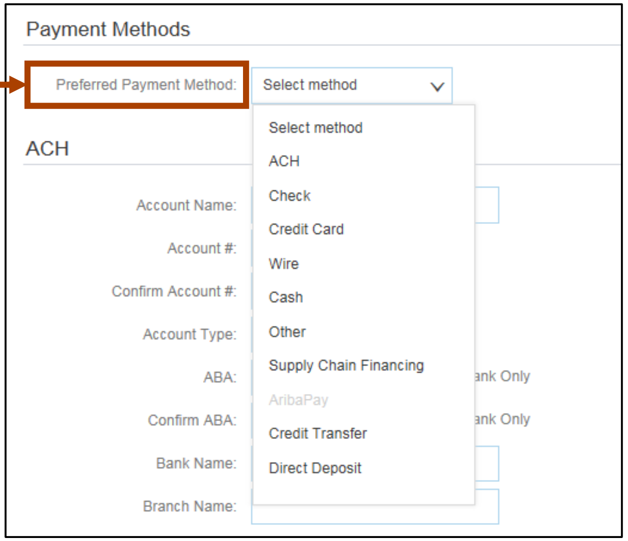
Note: This does not change the method of payment from your customer, unless specified.

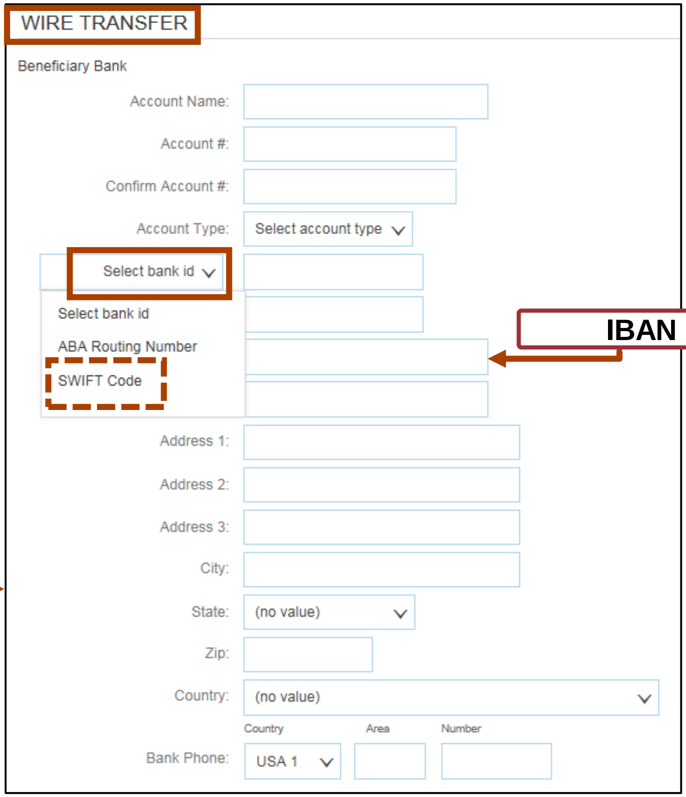
Remittance information configuration

EU suppliers remittance settings for EFT payment method.

1. From the **Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create remittance settings for EFT payment.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **In Preferred Payment Methods** select WIRE.
5. Fill in the fields for **WIRE TRANSFER.**
6. **Select Bank ID** as **SWIFT** Code and provide the **IBAN** number.







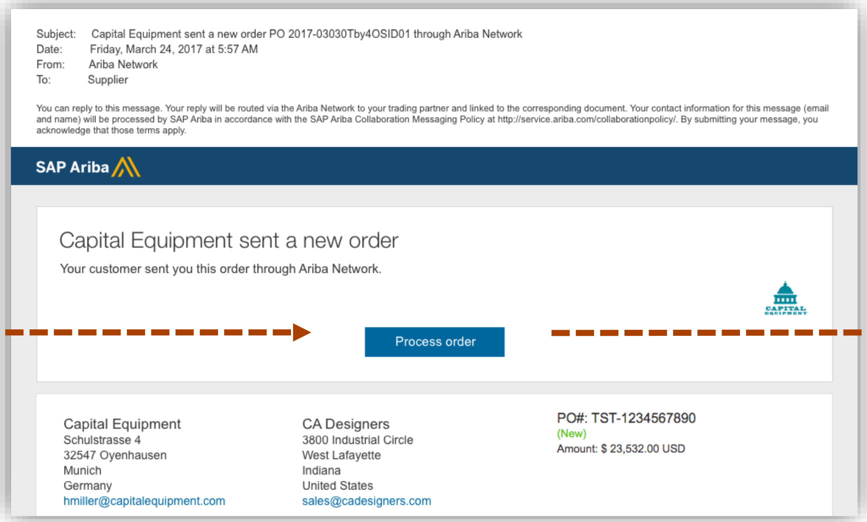
IBAN

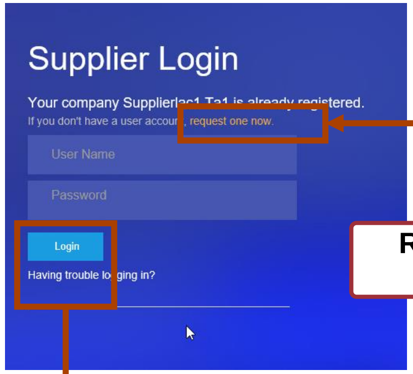
NOTE: Bank Details provided in Ariba Network are required on the invoice as per legal requirement. To secure the correct payment of your invoices please make sure you communicate it to Smith & Nephew Accounts Payable Team – contacts can be found HERE

How to process order via PO notification?

In order to create an invoice, find the PO notification from your customer with the link to Process Order.

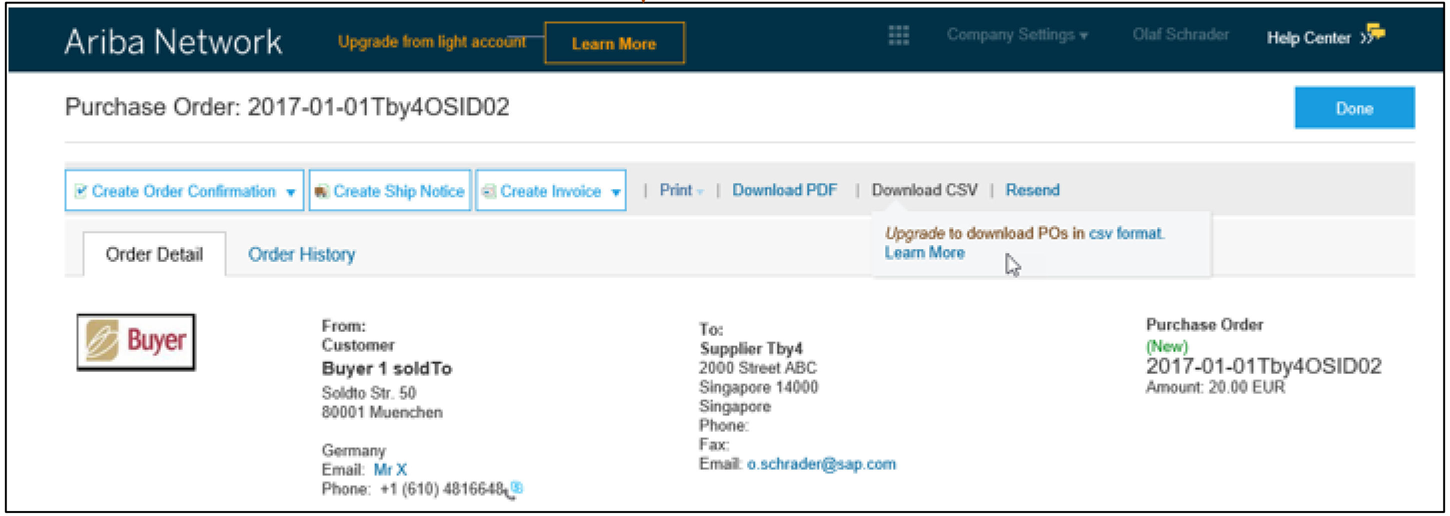
Log in to your Ariba Network account via the PO email.





Request user account

Create the invoice after the order has been delivered .

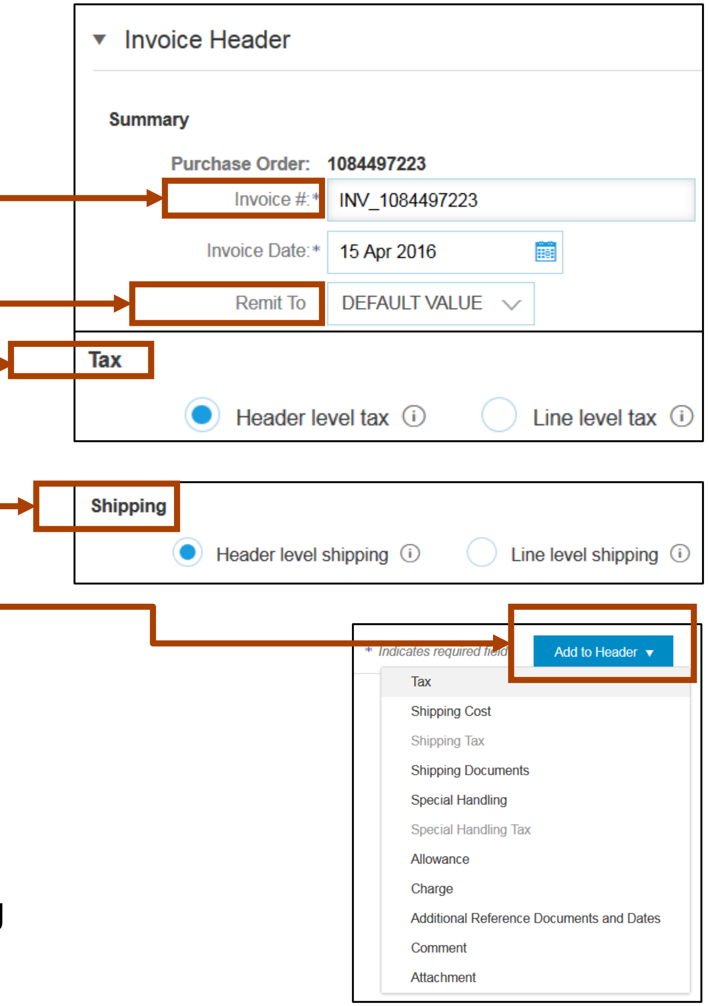


PO Flip - invoice creation step by step

Header level invoice information.

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 (please ensure invoice # is entered exactly as in your system). 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.



Smith & Nephew allows to reuse invoice number if previous one is in rejected status

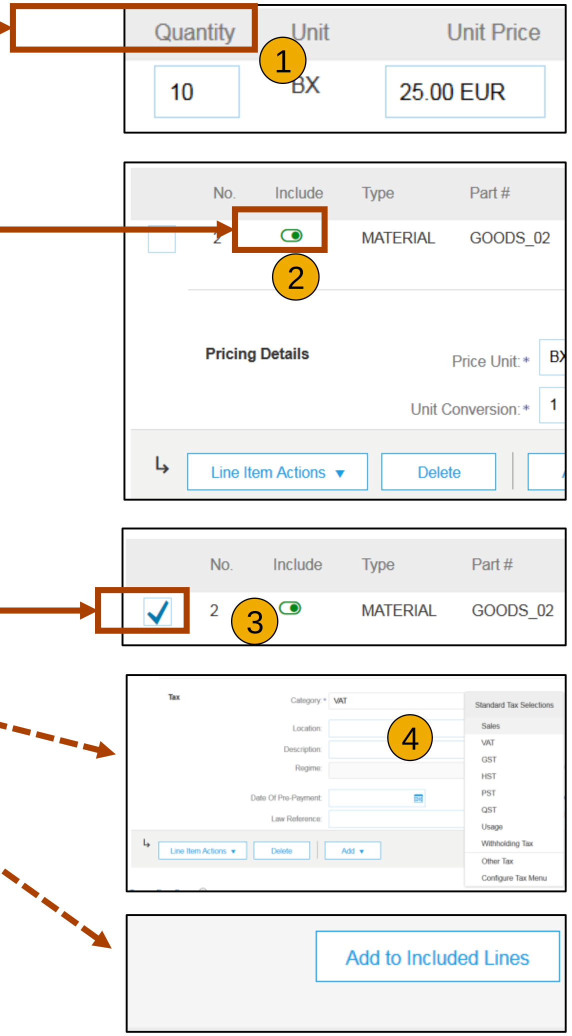
Note: Smith & Nephew requires the invoice ID to be up-to 16 characters long (alphanumeric and special characters allowed, except space and ! _ * ~)

PO Flip - invoice creation step by step

Line item level invoice information.

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. **Check** Tax and use the drop down to select from the displayed options – for more information regarding specific tax settings go to Tax & Shipping / EU & US specifics page. Once selected - click Add to Included Lines.



PO Flip - invoice creation step by step

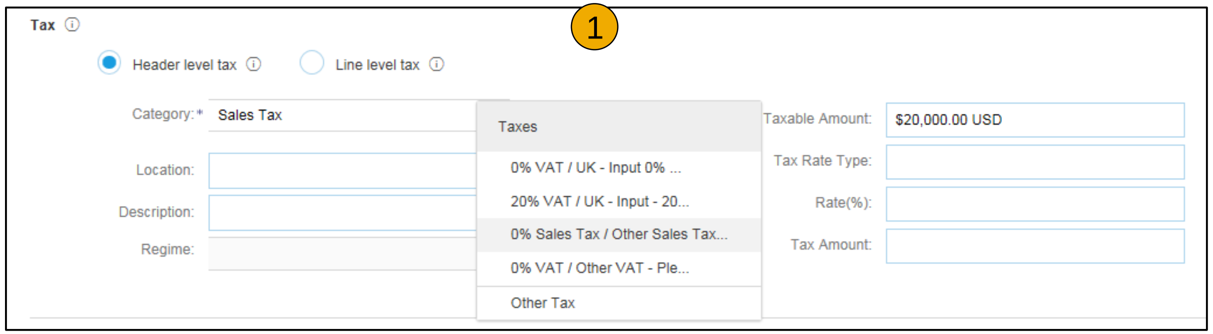
Line item level comments section

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.

How to add Tax and Shipping information on the invoice?

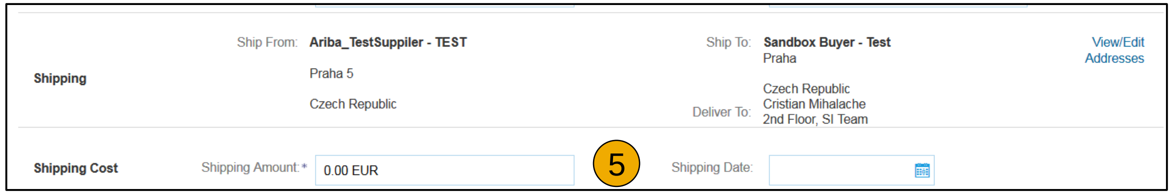
Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down.



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. **Please put tax percentage accordingly. Put 0% even if no tax, DO NOT leave blank.**
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.

5. Enter shipping cost as separate line on header level with applicable tax, even if 0% DO NOT leave blank.

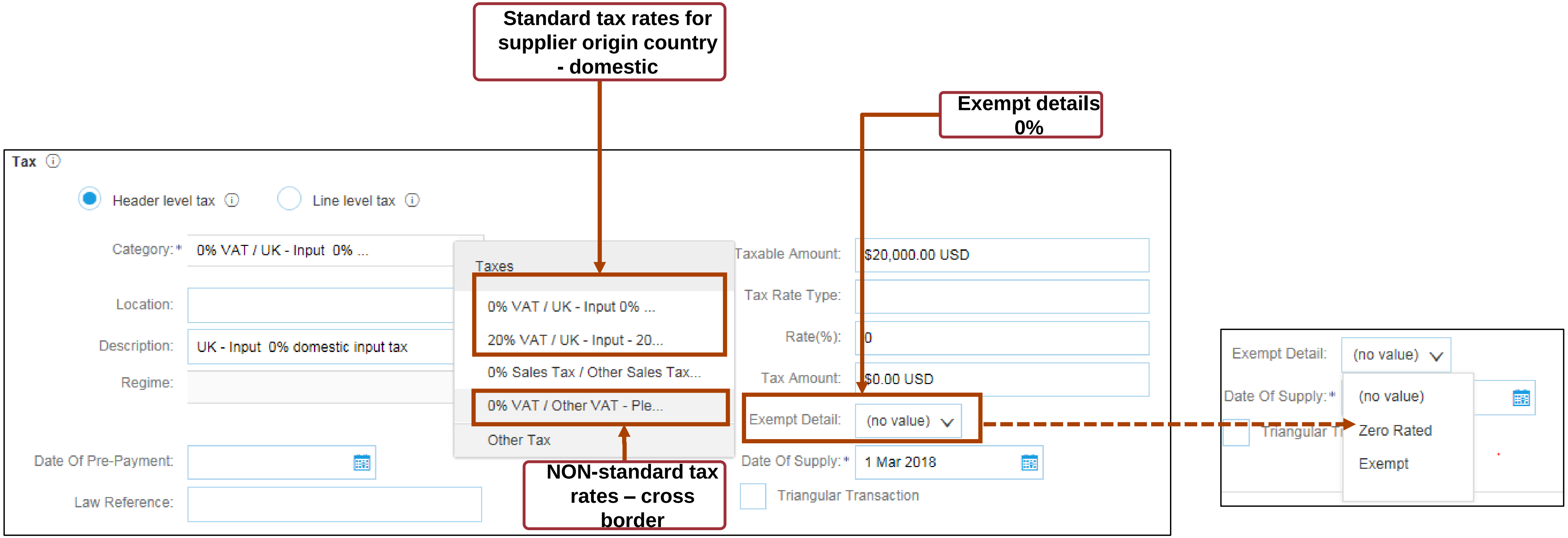


For support on the tax values that appear on the drop down menu**,** please contact relevant Accounts Payable mailbox.

Topics
PO Remittance
PO Notification
PO Flip - Invoice Creation
Tax & Shipping
EU & US specifics
Additional information

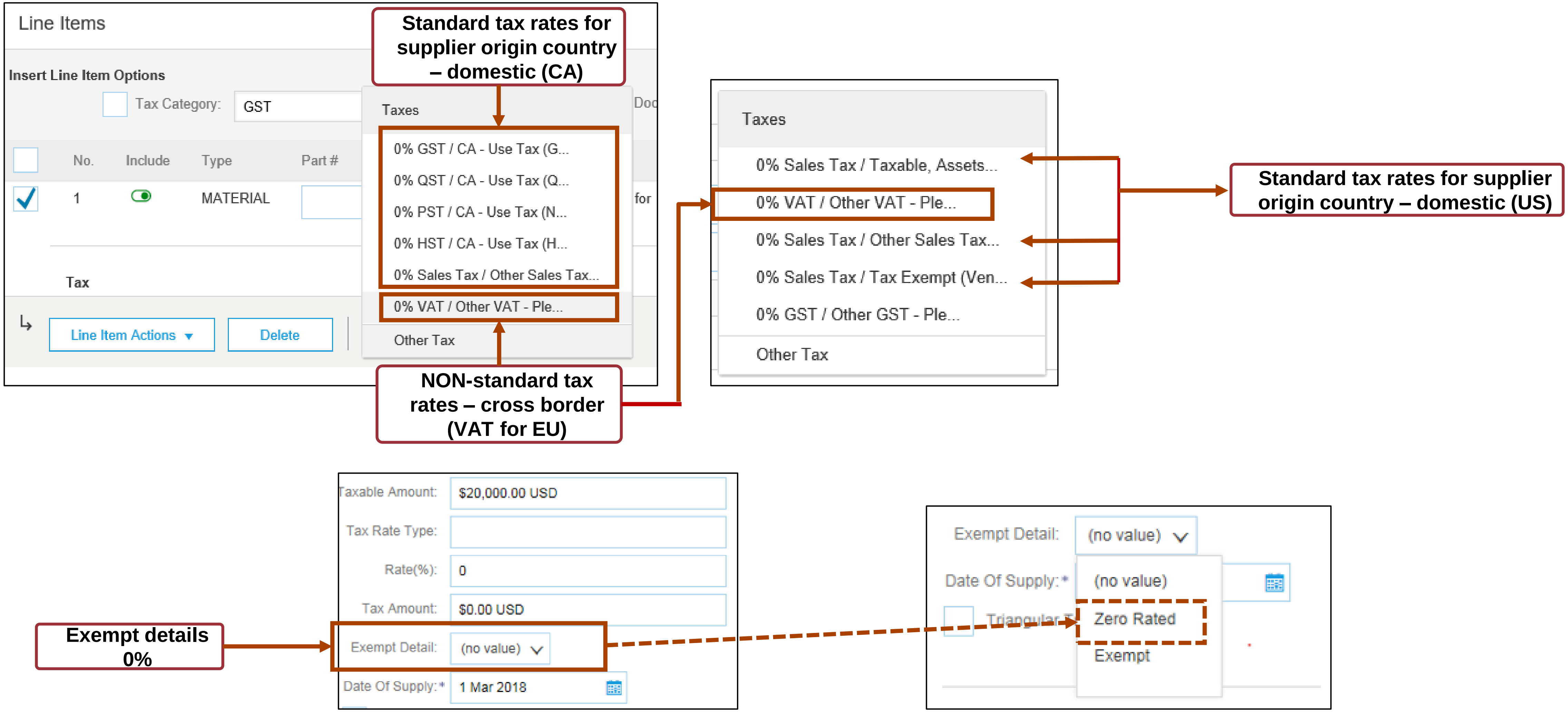
How to add Tax information on the invoice?

Smith & Nephew Tax settings for EU suppliers.



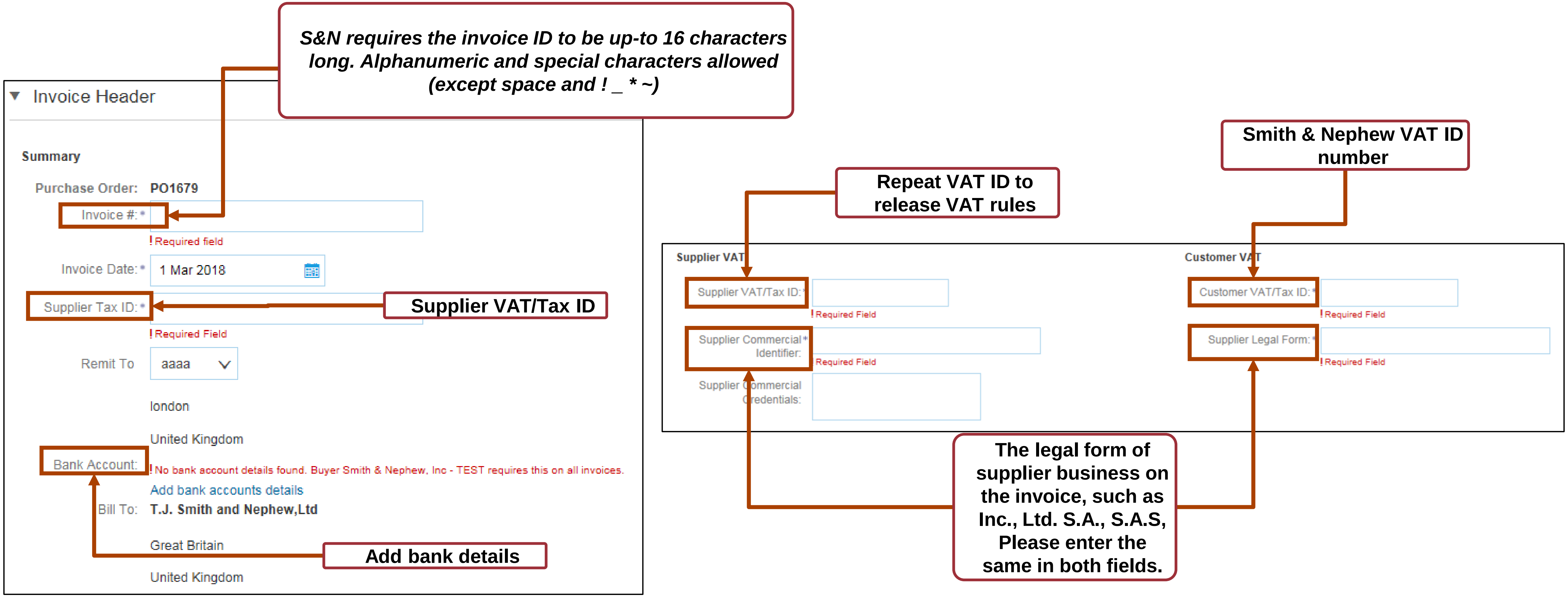
How to add Tax information on the invoice?

Smith & Nephew Tax settings for US/Canada suppliers.



Country specific mandatory invoice fields

Below find the obligatory invoice fields for EU countries suppliers.

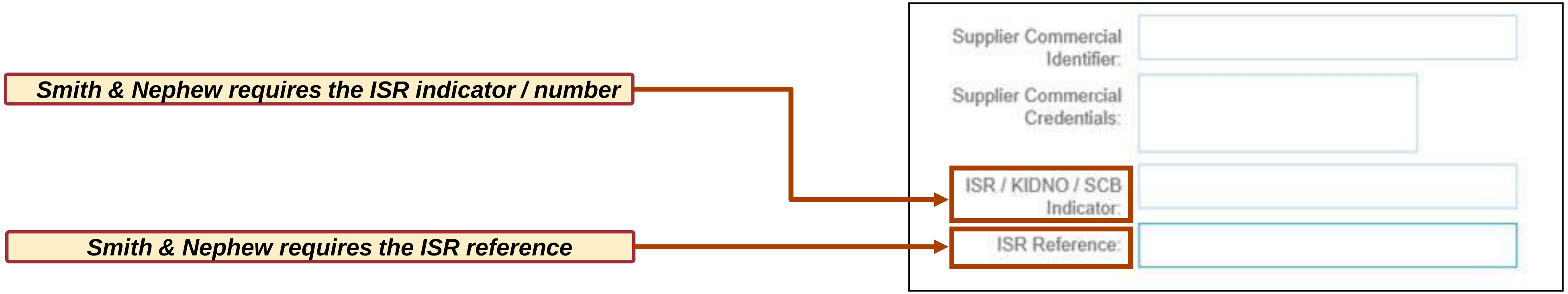


Country specific mandatory invoice fields

Obligatory Fields for ISR payments (Swiss suppliers only).

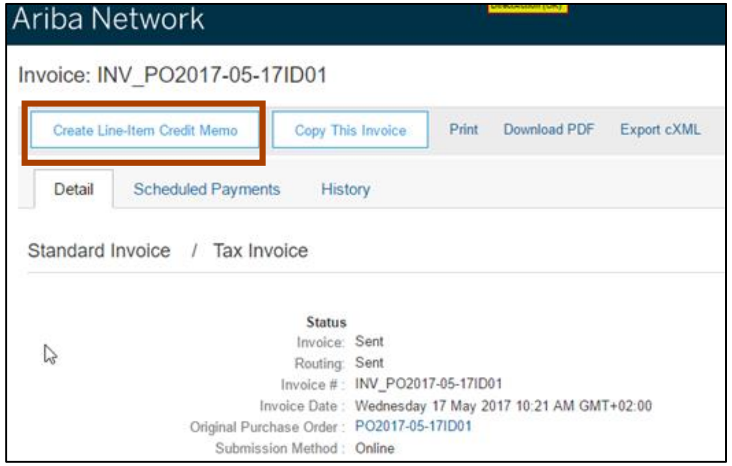
If your payments will be processed via ISR, please ensure that the ISR number and ISR reference is included. Please note, that these fields are OBLIGATORY and payment will not be processed without this information.

If you do not use ISR payment method, please leave these fields blank.

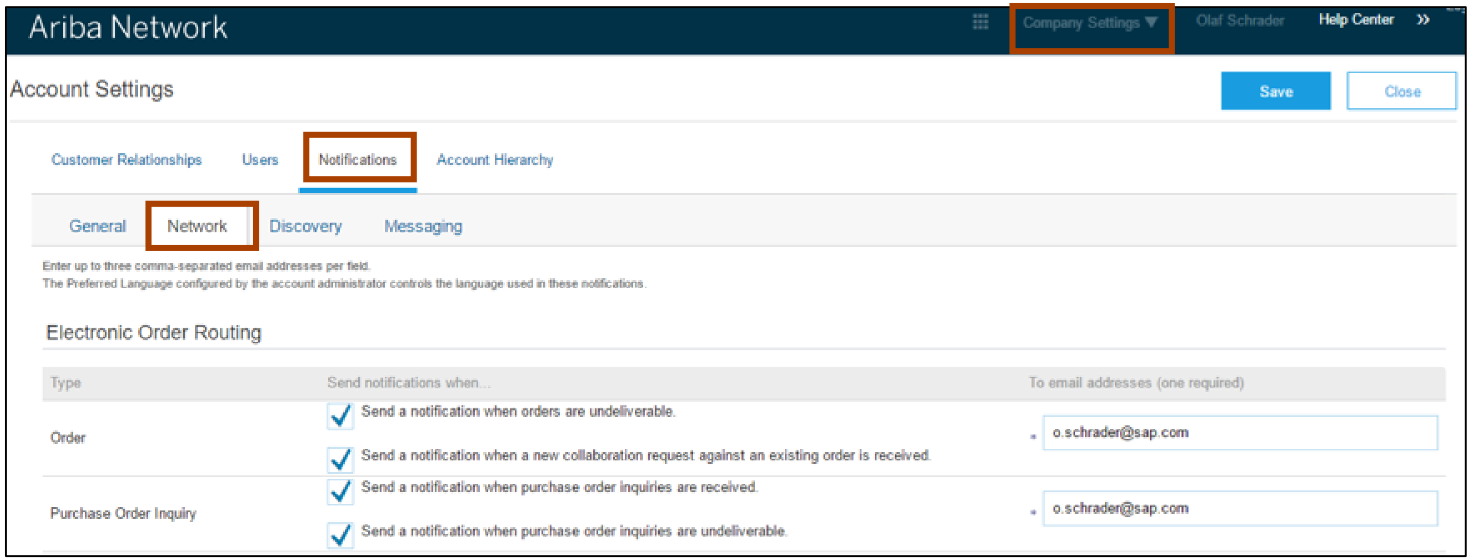


Additional Information

- **PO Credit Notes** are created from Invoice Page using the Create Line-item Credit Note

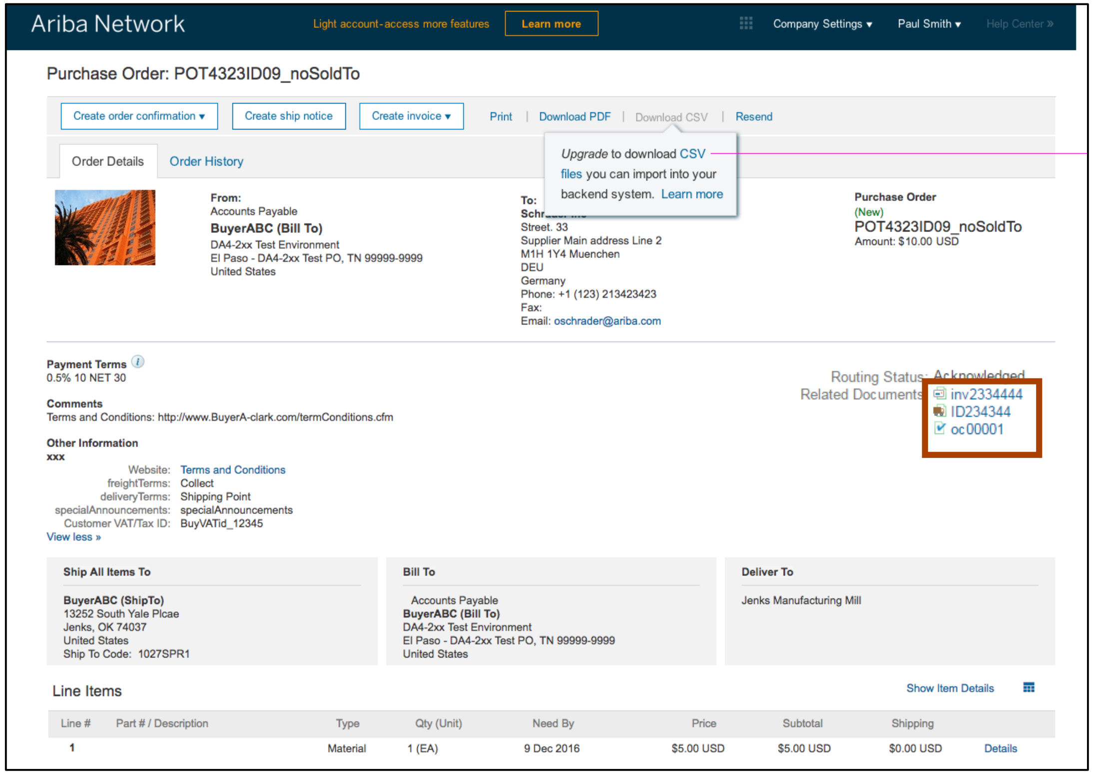


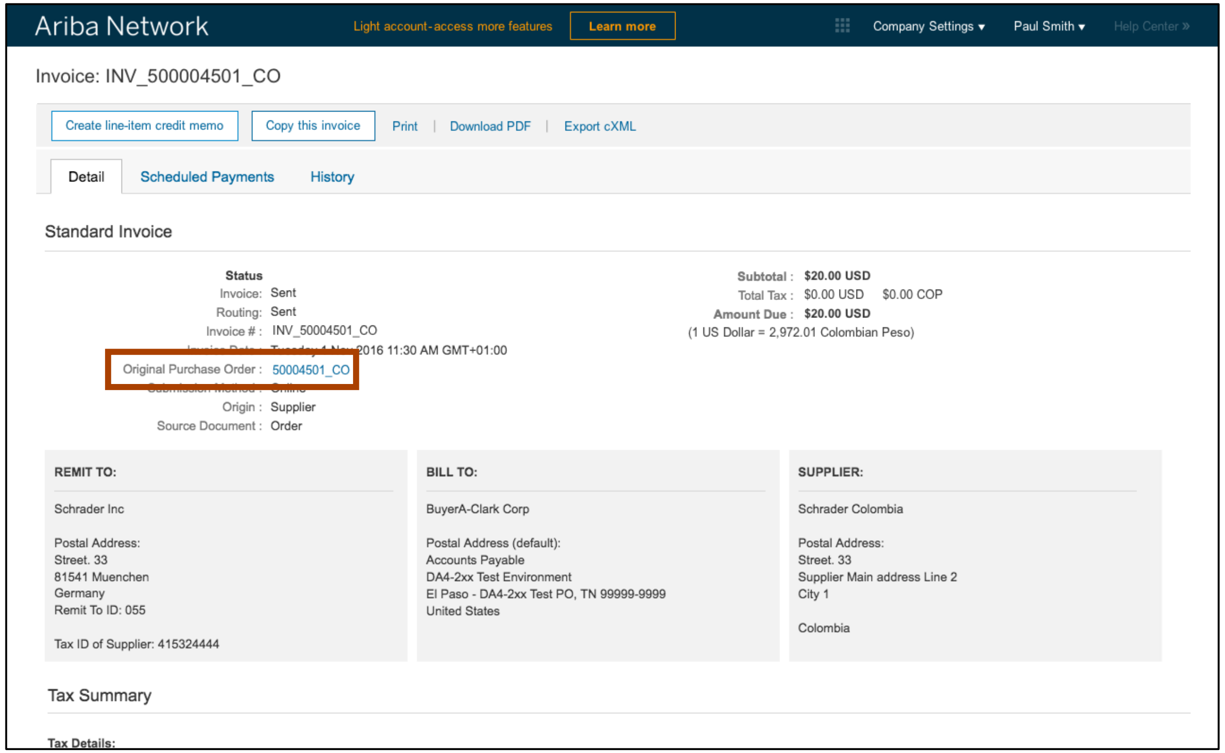
- In **Company Settings** - **Account Settings** go to **Notifications – Network.** You can change the e-mail address for receiving POs, or add additional e-mail addresses where the POs will be forwarded, as well as notifications for:
  - Orders failed
  - Invoice status updates
  - Early Payments
  - Remittance Advice



Additional Information

Access to documents linked to the PO (attachments, PO / Invoice reference).





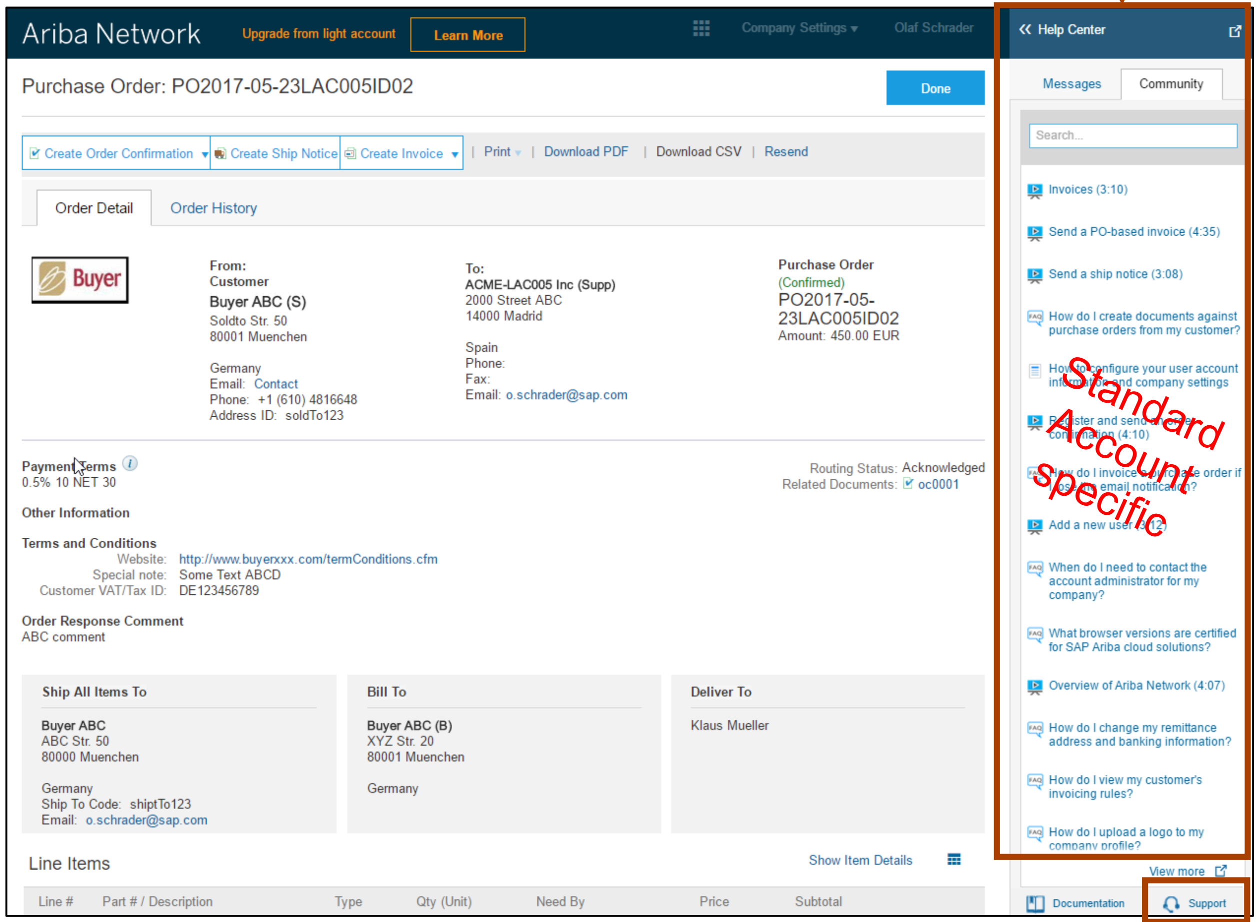
Additional Information & Support

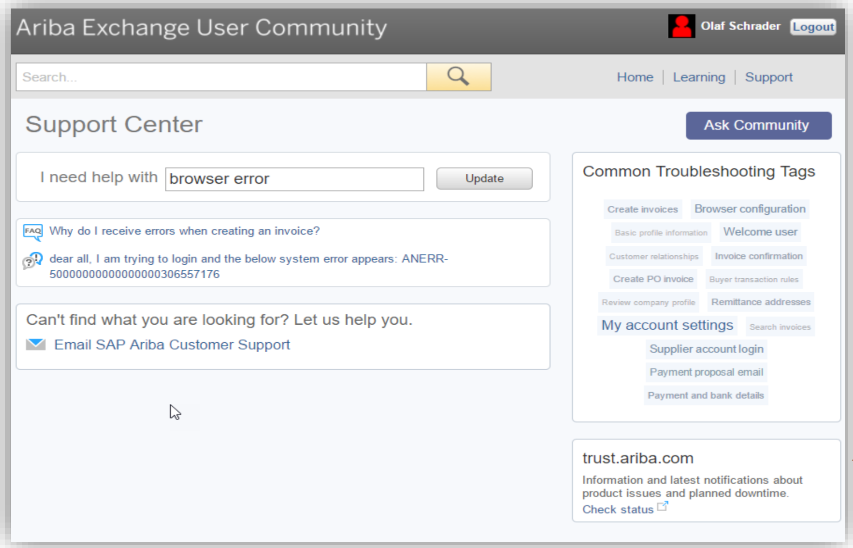
Help & Support in Ariba Network

1. **Online Help**
   - Ariba user community with Light Account specific Help content displayed “in-site”
   - Videos, e.g. for Invoice creation, …

2. **Web form driven Ariba Support**
   - After one time search BUT only for defects / technical issue resolution

Online Help via Help Center: in-context proved via Ariba User Community





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Additional Information & Support

Help & Support in Ariba Network – content available with & without login requirement.

- Help Center: FAQ and content

Standard Account (unregistered)	https://uex.ariba.com/le/email-light-account-unregistered
Standard Account (registered)	https://uex.ariba.com/le/email-light-account-registered
Both	https://uex.ariba.com/le/email-registered
Full-use	https://uex.ariba.com/le/email-full-use-registered

- In Product

Standard Account Overview	http://www.ariba.com/go/ariba-network-light-account
Compare light to full-use Account	http://www.ariba.com/go/ariba-network-overview

- In case of issues and questions regarding Smith & Nephew invoice submission and settings you can also contact Enablement.Ariba@smith-nephew.com