

SAP Ariba 

Supplier Invoicing Guide

PO Flip

PUBLIC

 Run Simple

Learn About Ariba Network Invoicing for Smith & Nephew

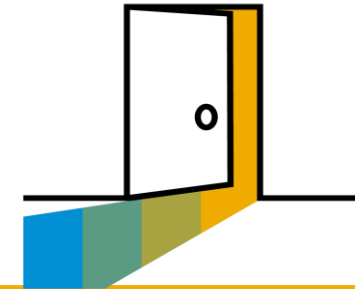
Note: if you submit an electronic invoice, please do not send the paper copy additionally as it is considered as duplicate.



Remittance information configuration



How to process order via PO notification?



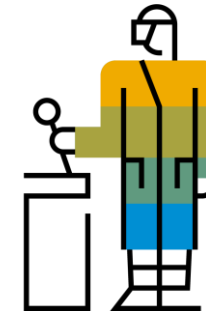
PO Flip - invoice creation step by step (Header and Line level)



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.

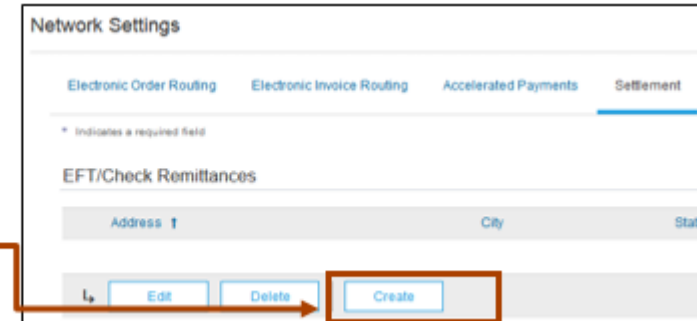
The image shows two screenshots from the SAP system. The top screenshot is the 'Network Settings' page, with the 'Settlement' tab selected. The 'EFT/Check Remittances' section is visible, showing a table with columns for 'Address', 'City', and 'State'. Below the table are buttons for 'Edit', 'Delete', and 'Create'. The 'Create' button is highlighted with a red box. The bottom screenshot is the 'Create Remittance Address / Payment Info' page. It contains a form with several fields: 'Remittance Address' (highlighted with a red box), 'Address 1:*', 'Address 2:', 'Address 3:', 'Address 4:', 'City:', 'State:', 'Postal Code:*', 'Country:*' (set to 'United Kingdom [GBR]'), and 'Contact:' (set to 'Select contact'). At the bottom of the form is a checkbox labeled 'Make this address default', which is also highlighted with a red box. On the right side of the screenshots, a 'Company Settings' dropdown menu is visible, with 'Remittances' highlighted in a red box. Red lines connect the 'Create' button in the top screenshot to the 'Remittances' menu item in the right screenshot, and the 'Make this address default' checkbox in the bottom screenshot to the 'Remittances' menu item.

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.



Network Settings

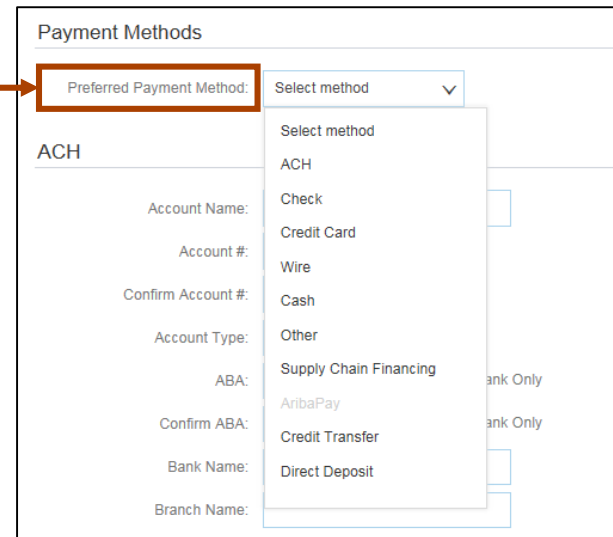
Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

← Edit Delete **Create**



Payment Methods

Preferred Payment Method: **Select method** ▼

ACH

Account Name: Check

Account #: Credit Card

Confirm Account #: Wire

Account Type: Cash

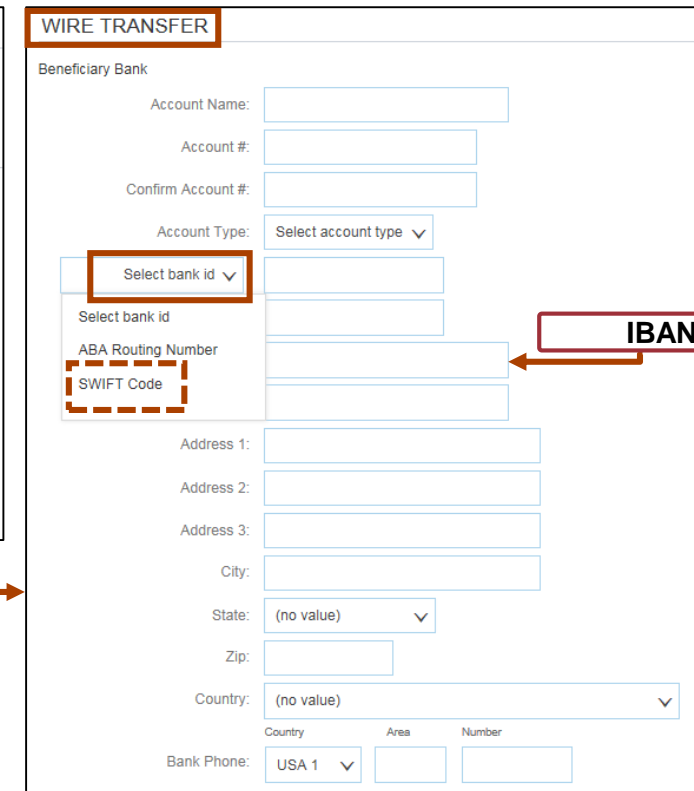
ABA: Other

Confirm ABA: Supply Chain Financing

Bank Name: AribaPay

Branch Name: Credit Transfer

Direct Deposit



WIRE TRANSFER

Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type ▼

Select bank id ▼

Select bank id

ABA Routing Number

SWIFT Code

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country Area Number

Bank Phone: USA 1 ▼

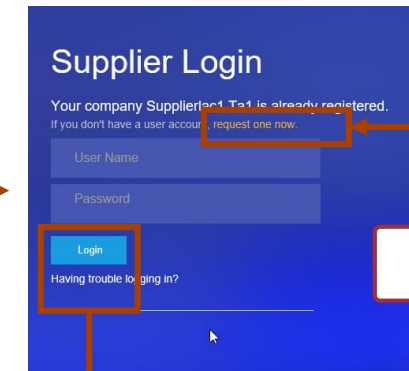
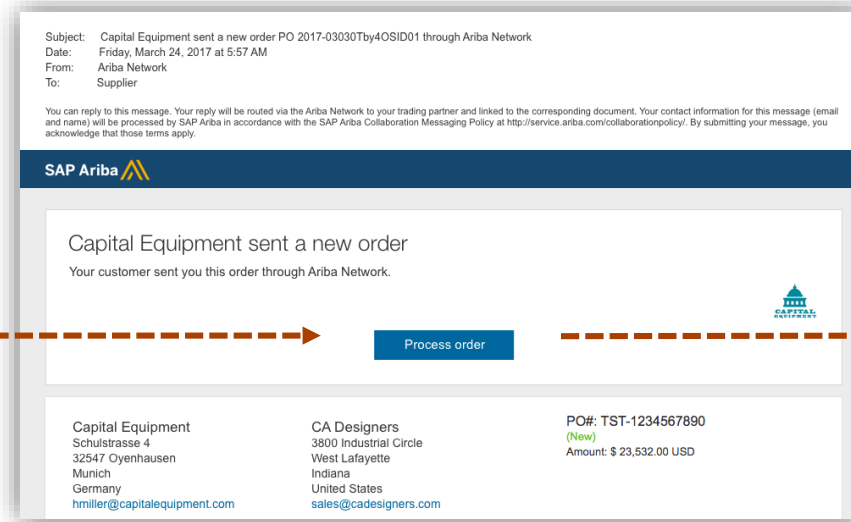
IBAN

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](#)

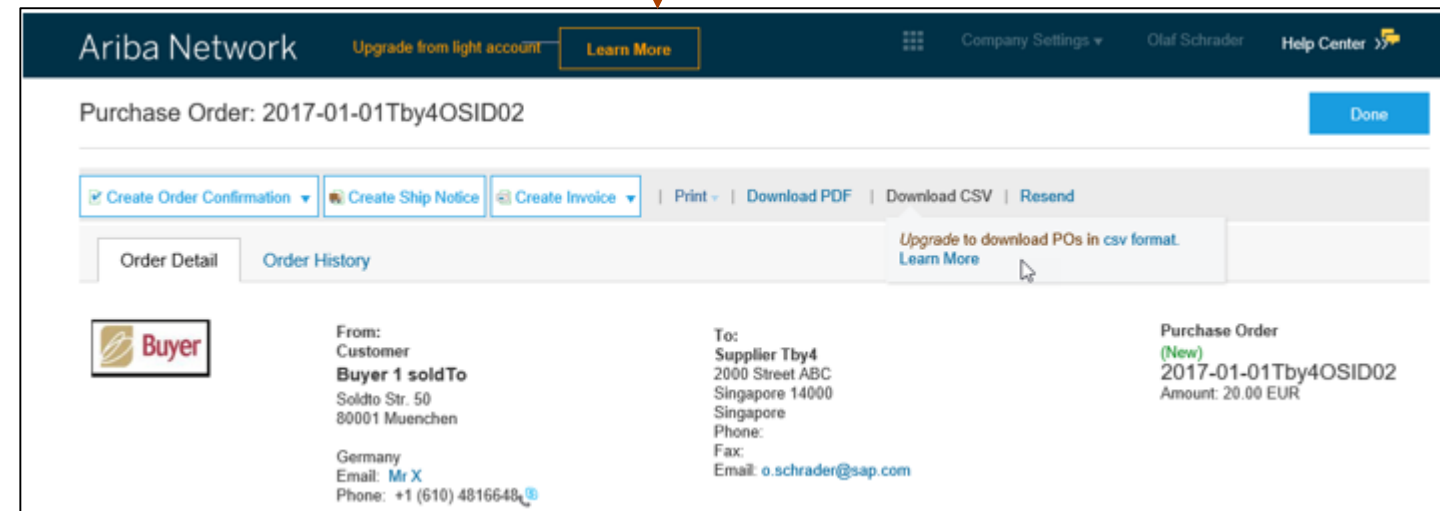
How to process order via PO notification?

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.



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.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

* Indicates required field

Add to Header ▼

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

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.

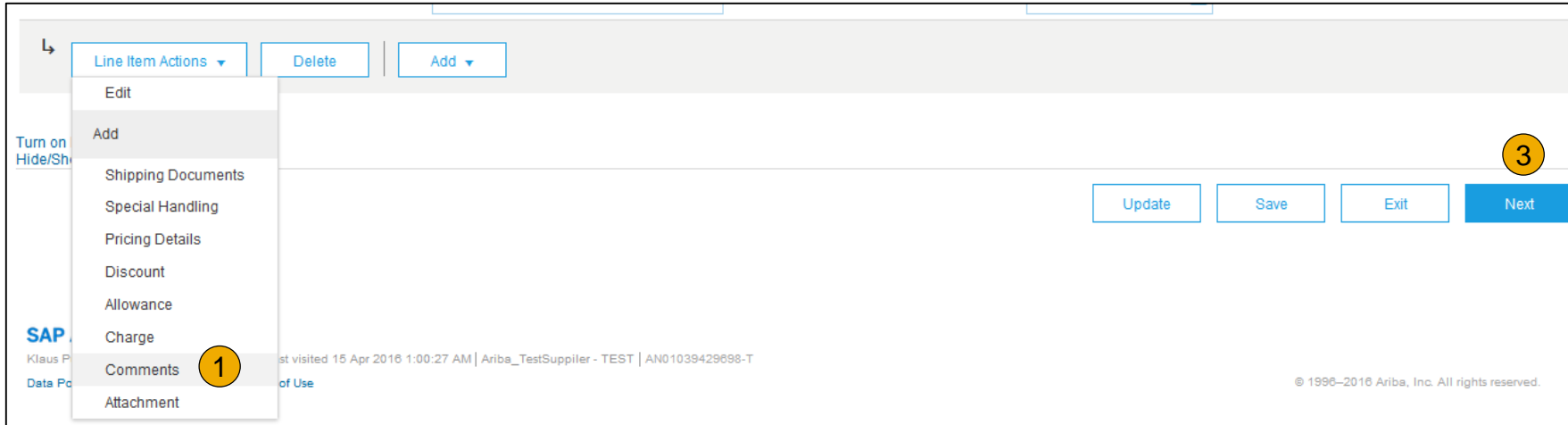
The diagram illustrates the steps for invoice creation through a series of screenshots:

- Step 1:** A table showing line item details: Quantity (10), Unit (BX), and Unit Price (25.00 EUR).
- Step 2:** A table showing line item details: No. (2), Include (Green slider), Type (MATERIAL), and Part # (GOODS_02).
- Step 3:** A table showing line item details: No. (2), Include (Checked checkbox), Type (MATERIAL), and Part # (GOODS_02).
- Step 4:** A 'Tax' configuration screen with fields for Category (VAT), Location, Description, Regime, Date Of Pre Payment, and Law Reference. A 'Standard Tax Selections' list is visible on the right.
- Step 5:** A button labeled '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.

Header level tax Line level tax

Category:* Sales Tax

Location:

Description:

Regime:

Taxes

- 0% VAT / UK - Input 0% ...
- 20% VAT / UK - Input - 20...
- 0% Sales Tax / Other Sales Tax...
- 0% VAT / Other VAT - Ple...
- Other Tax

Taxable Amount: \$20,000.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

Header level tax Line level tax

Category:* 20% VAT / UK - Input - 20...

Location:

Description: UK - Input - 20% domestic input tax

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 20,000.00

Tax Rate Type:

Rate(%): 20

Tax Amount: 4,000.00

Exempt Detail: (no value)

Date Of Supply:*

Triangular Transaction

Ship From: Ariba_TestSupplier - TEST

Ship To: Sandbox Buyer - Test

Shipping

Praha 5

Czech Republic

Deliver To: Cristian Mihalache
2nd Floor, SI Team

Shipping Cost

Shipping Amount:* 0.00 EUR

Shipping Date:

For support on the tax values that appear on the drop down menu, please contact relevant [Accounts Payable mailbox](#).

How to add Tax information on the invoice?

Smith & Nephew Tax settings for EU suppliers.

The screenshot shows the SAP Tax configuration interface. It includes a 'Tax' section with radio buttons for 'Header level tax' (selected) and 'Line level tax'. The 'Category' is set to '0% VAT / UK - Input 0% ...'. The 'Description' is 'UK - Input 0% domestic input tax'. The 'Regime' is empty. The 'Date Of Pre-Payment' and 'Law Reference' fields are also present.

Annotations with arrows point to specific elements:

- Standard tax rates for supplier origin country - domestic:** Points to the 'Taxes' list, specifically the first two entries: '0% VAT / UK - Input 0% ...' and '20% VAT / UK - Input - 20...'. The third entry, '0% VAT / Other VAT - Ple...', is also highlighted.
- NON-standard tax rates – cross border:** Points to the '0% VAT / Other VAT - Ple...' entry in the 'Taxes' list.
- Exempt details 0%:** Points to the 'Exempt Detail' dropdown menu, which is currently set to '(no value)'. A dashed arrow also points from this dropdown to a detailed view of the 'Exempt Detail' options.

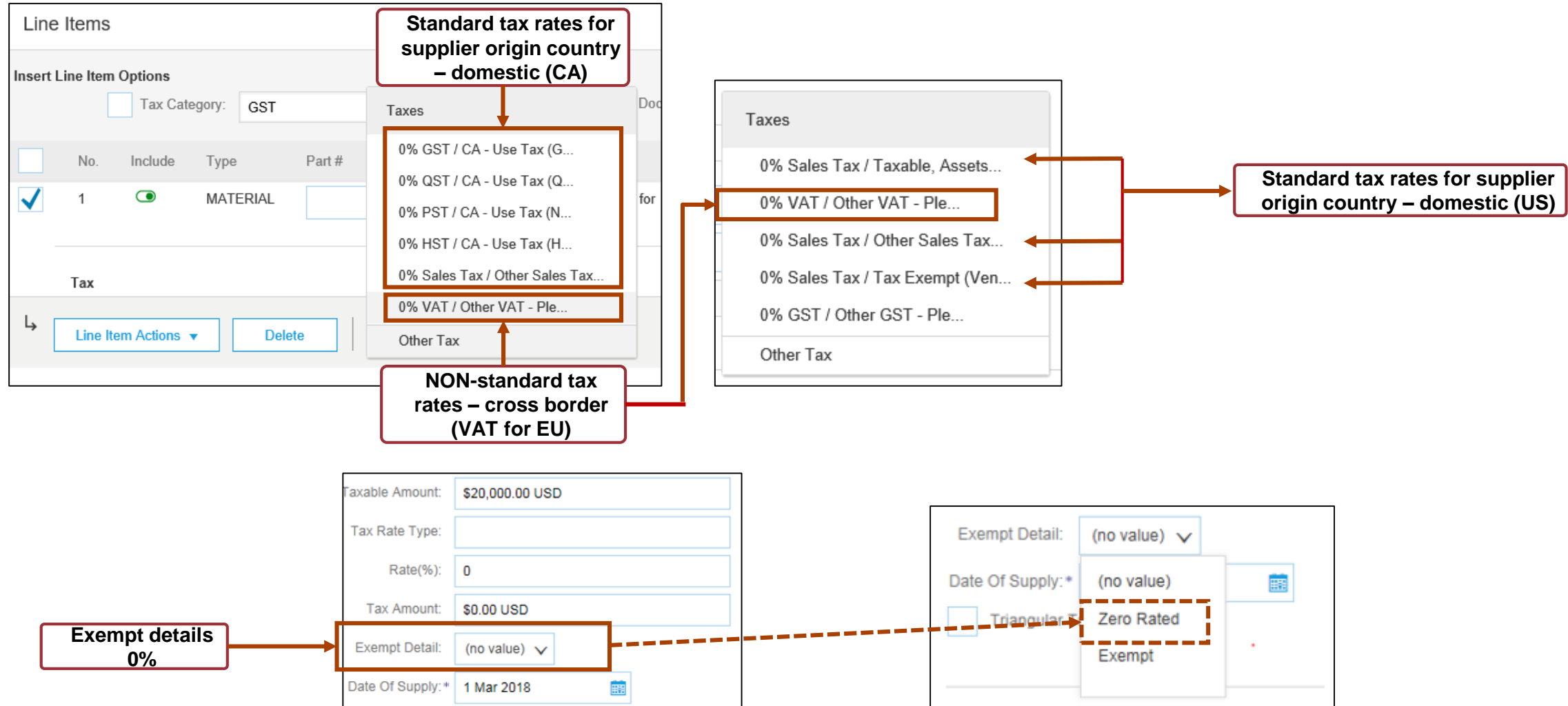
The detailed view of the 'Exempt Detail' dropdown shows the following options:

- (no value) (selected)
- Zero Rated
- Exempt

Other fields in the interface include 'Taxable Amount: \$20,000.00 USD', 'Tax Rate Type:', 'Rate(%): 0', 'Tax Amount: \$0.00 USD', 'Date Of Supply: 1 Mar 2018', and a 'Triangular Transaction' checkbox.

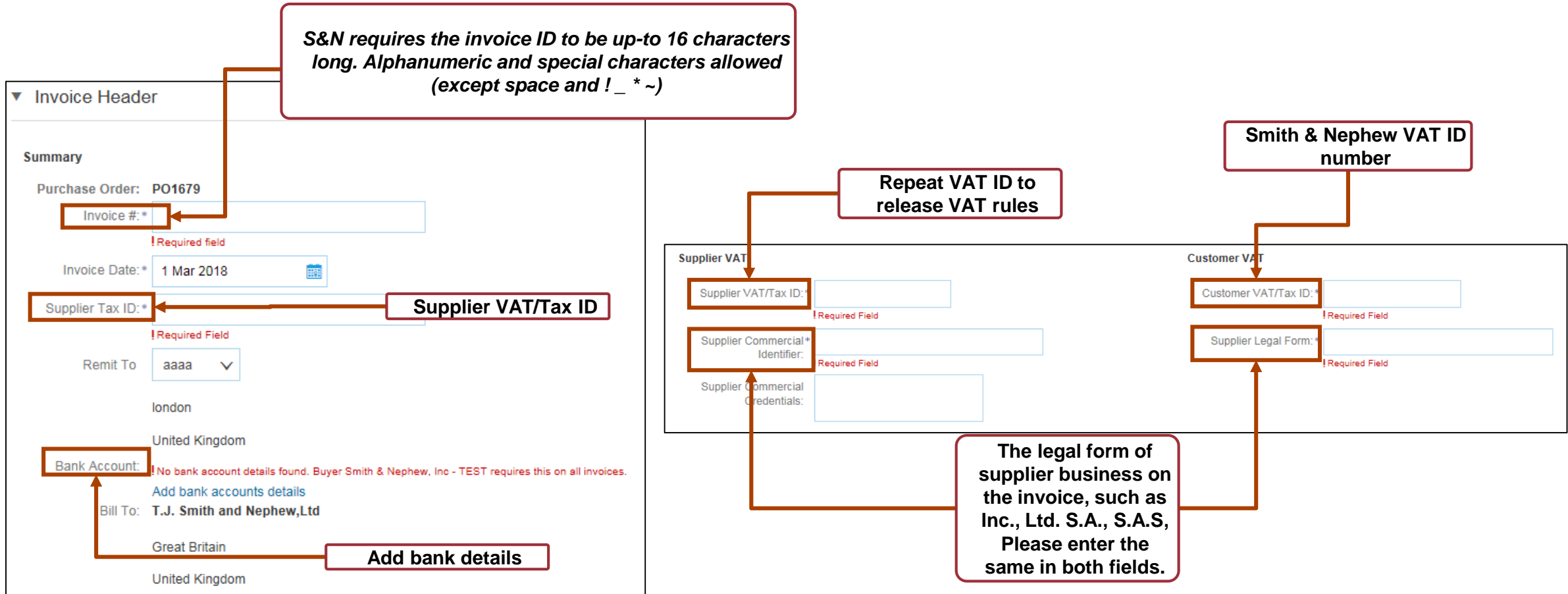
How to add Tax information on the invoice?

Smith & Nephew Tax settings for US/Canada suppliers.



Country specific mandatory invoice fields

Below find the obligatory invoice fields for EU countries suppliers.

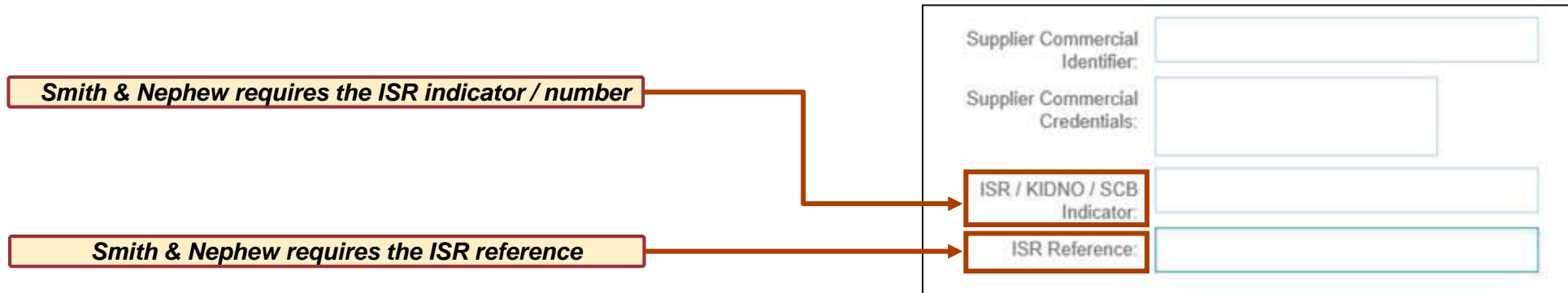


Country specific mandatory invoice fields

Obligatory Fields for ISR payments (Swiss suppliers only).

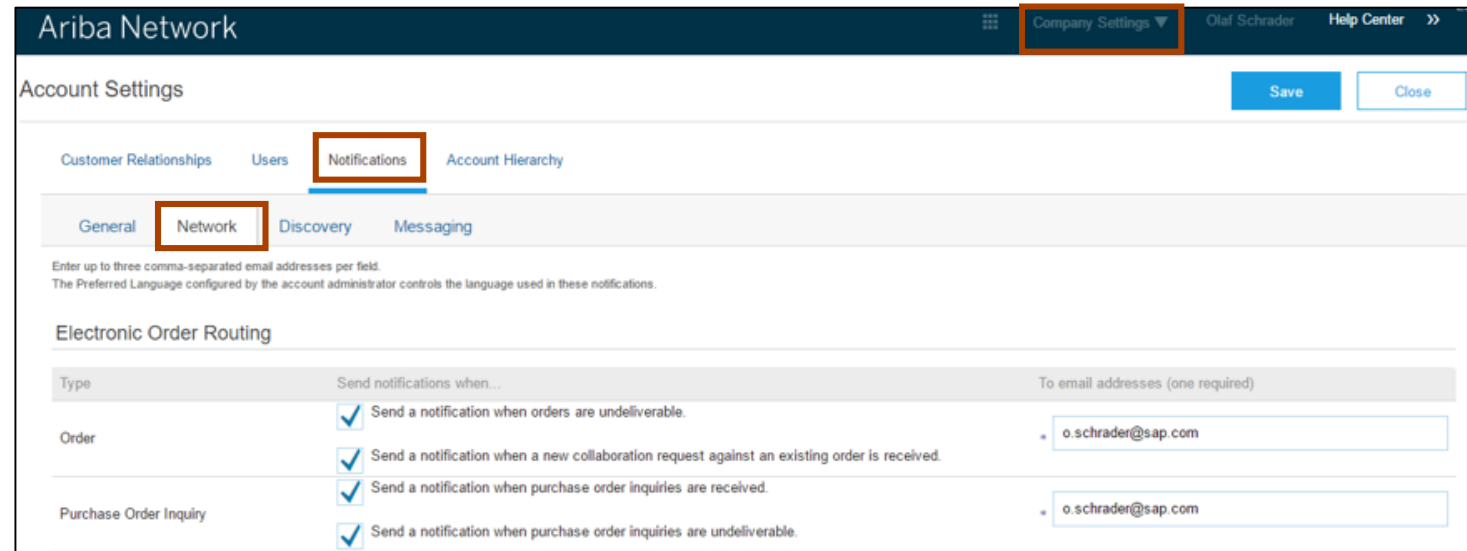
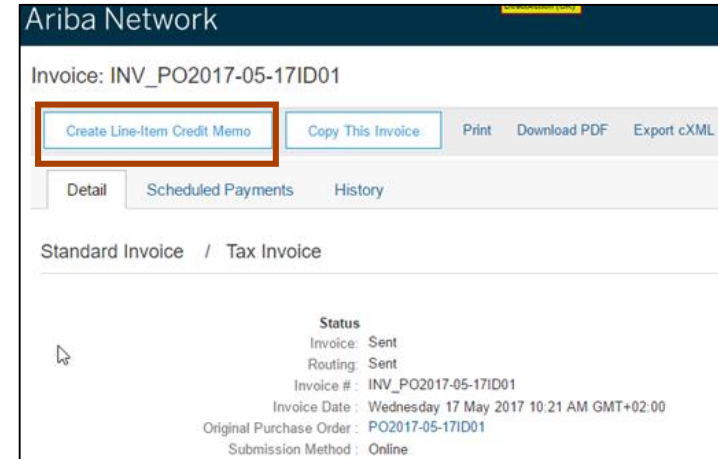
If your payments will be processed via ISR, please ensure that the ISR number and ISR reference is included. Please note, that these fields are OBLIGATORY and payment will not be processed without this information.

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).

Ariba Network Light account-access more features [Learn more](#) Company Settings Paul Smith Help Center

Purchase Order: POT4323ID09_noSoldTo

[Create order confirmation](#) | [Create ship notice](#) | [Create invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Details | Order History


From: Accounts Payable
BuyerABC (Bill To)
 DA4-2xx Test Environment
 El Paso - DA4-2xx Test PO, TN 99999-9999
 United States

To: Schrader Inc
 Street. 33
 Supplier Main address Line 2
 M1H 1Y4 Muenchen
 DEU
 Germany
 Phone: +1 (123) 213423423
 Fax:
 Email: oschrader@ariba.com

Purchase Order (New)
 POT4323ID09_noSoldTo
 Amount: \$10.00 USD

[Upgrade to download CSV files you can import into your backend system. Learn more](#)

Payment Terms: 0.5% 10 NET 30
 Comments: Terms and Conditions: <http://www.BuyerA-clark.com/termConditions.cfm>
 Other Information: Website: [Terms and Conditions](#)
 freightTerms: Collect
 deliveryTerms: Shipping Point
 specialAnnouncements: specialAnnouncements
 Customer VAT/Tax ID: BuyVATid_12345
[View less >](#)

Routing Status: Acknowledged
 Related Documents: [inv2334444](#) | [ID234344](#) | [oc00001](#)

Ship All Items To
BuyerABC (Ship To)
 13252 South Yale Plcae
 Jenks, OK 74037
 United States
 Ship To Code: 1027SPR1

Bill To
 Accounts Payable
BuyerABC (Bill To)
 DA4-2xx Test Environment
 El Paso - DA4-2xx Test PO, TN 99999-9999
 United States

Deliver To
 Jenks Manufacturing Mill

Line Items [Show Item Details](#)

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Shipping	
1		Material	1 (EA)	9 Dec 2016	\$5.00 USD	\$5.00 USD	\$0.00 USD	Details

Ariba Network Light account-access more features [Learn more](#) Company Settings Paul Smith Help Center

Invoice: INV_500004501_CO

[Create line-item credit memo](#) | [Copy this invoice](#) | [Print](#) | [Download PDF](#) | [Export cXML](#)

Detail | Scheduled Payments | History

Standard Invoice

Status
 Invoice: Sent
 Routing: Sent
 Invoice #: INV_50004501_CO
 Invoice Date: Tuesday, 1 Nov 2016 11:30 AM GMT+01:00
 Original Purchase Order: [50004501_CO](#)
 Commission Method: Single
 Origin: Supplier
 Source Document: Order

Subtotal: \$20.00 USD
 Total Tax: \$0.00 USD \$0.00 COP
 Amount Due: \$20.00 USD
 (1 US Dollar = 2,972.01 Colombian Peso)

REMIT TO:
 Schrader Inc
 Postal Address:
 Street. 33
 81541 Muenchen
 Germany
 Remit To ID: 055
 Tax ID of Supplier: 415324444

BILL TO:
 BuyerA-Clark Corp
 Postal Address (default):
 Accounts Payable
 DA4-2xx Test Environment
 El Paso - DA4-2xx Test PO, TN 99999-9999
 United States

SUPPLIER:
 Schrader Colombia
 Postal Address:
 Street. 33
 Supplier Main address Line 2
 City 1
 Colombia

Tax Summary

Tax Details:

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

The screenshot shows the Ariba Network interface for a Purchase Order (PO2017-05-23LAC005ID02). The main content area displays order details, including the buyer (Buyer ABC (S)) and the supplier (ACME-LAC005 Inc (Supp)). A sidebar on the right, titled 'Help Center', is highlighted with a red box and contains a red watermark that reads 'Standard Account Specific'. The Help Center sidebar lists various help topics such as 'Invoices (3:10)', 'Send a PO-based invoice (4:35)', and 'How do I create documents against purchase orders from my customer?'. A red arrow points from the text box above to the Help Center sidebar.

The screenshot shows the Ariba Exchange User Community Support Center. The search bar contains the text 'browser error'. Below the search bar, there is a search result for 'Why do I receive errors when creating an invoice?'. The page also features a 'Support Center' section with a search bar and a list of common troubleshooting tags such as 'Create invoices', 'Browser configuration', and 'Welcome user'. A red arrow points from the 'Support' button in the Help Center sidebar of the previous screenshot to the 'Support Center' section of this screenshot.

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