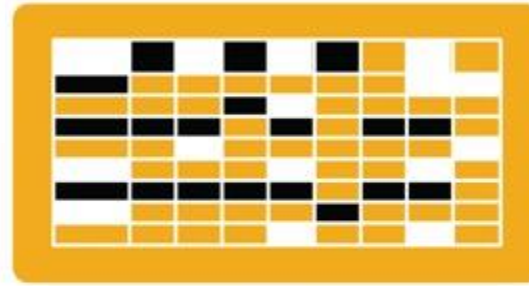


Ariba® Network Supplier Guide



SAP Ariba 

Get Started 

Using This Guide

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

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.



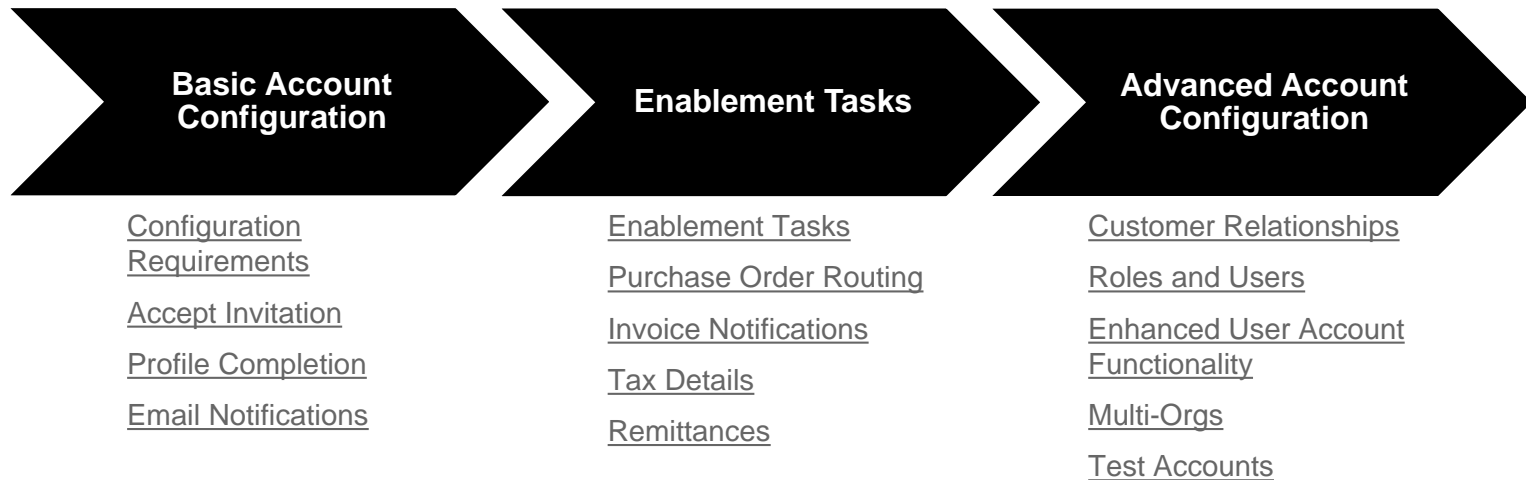
SECTION 1: Ariba Network Overview



Supported Documents

Not Supported Documents

SECTION 2: Set Up Your Account



Dragon Oil 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.

Since your Ariba Account is created

Existing User

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?](#)

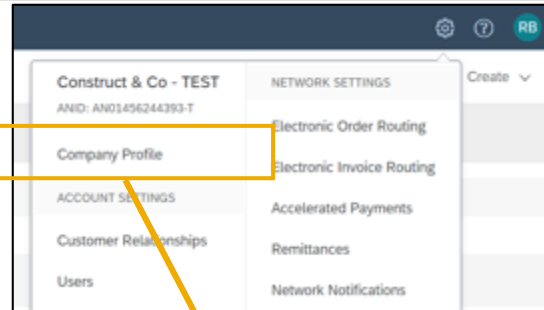
[Confirm](#)

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.

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.



Company Profile
Save Close

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

* Indicates a required field

Overview

Company Name:

Other names, if any:

NetworkId: AN010 ?

Short Description: Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | [Customize URL](#)

Address

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Public Profile Completeness

30%

Short Description

Website

Annual Revenue

Certifications

D-U-N-S Number

Business Type

Industries

Company Description

Company Logo

Share Your Public Profile

Click here to get your Ariba badge

[Find us on Ariba Network](#)

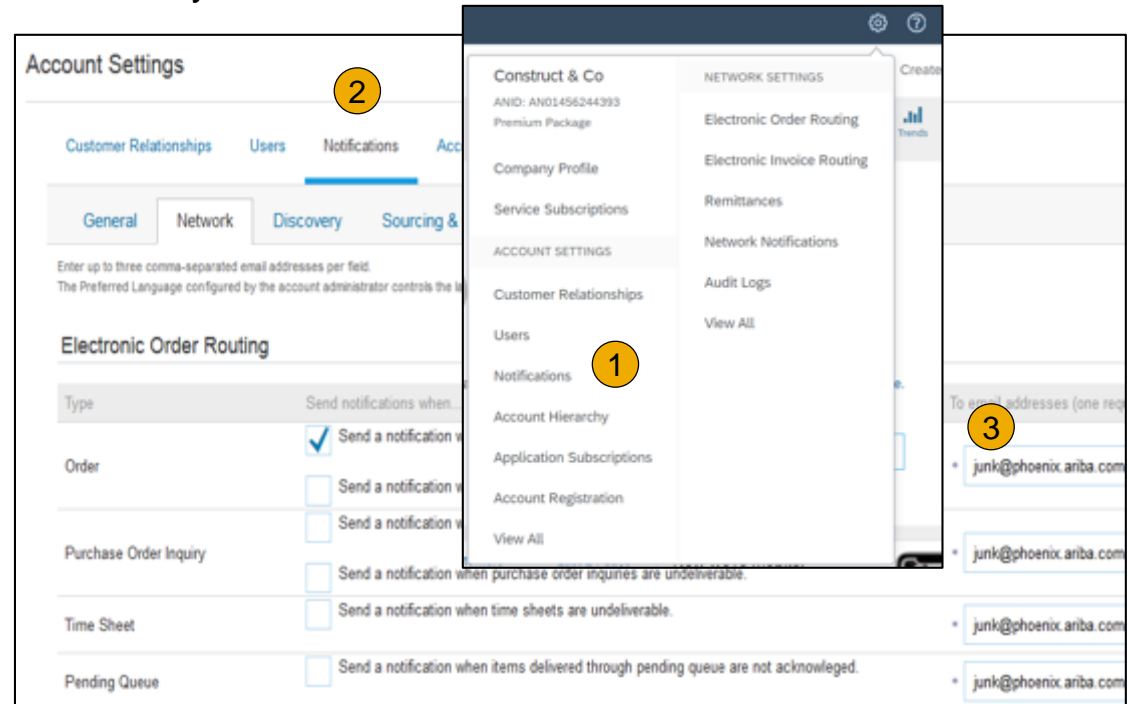
[View Public Profile](#)

[Profile Visibility Settings](#)

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.



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.

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". |

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.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement**

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

⏪ **Create** Delete

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

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

* Indicates a required field

Remittance Address

Address 1: *

Address 2:

Address 3:

Address 4:

City: *

State:

Postal Code: *

Country: *

Contact:

Make this address default

Construct & Co

AND: AN01456244393

Premium Package

Company Profile

Service Subscriptions

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Remittances 1

Network Notifications

Audit Logs

View All

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.

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:

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

WIRE TRANSFER

Beneficiary Bank 2

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 3

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' interface for 'Construct & Co'. The interface is divided into several sections: 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is active and contains sub-tabs for 'Current Relationships' and 'Potential Relationships'. The 'Potential Relationships' tab is selected and highlighted with a yellow circle '4'. Below the 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 '2'. Below this is a 'Pending' section with a table header 'Customer' and two buttons: 'Approve' and 'Reject', with the 'Approve' button highlighted by a yellow circle '3'. Below the 'Pending' section is a 'Current' section with a table header 'Customer' and a 'Reject' button. Below the 'Current' section is a 'Rejected' section with a table header 'Customer' and a 'Rejected Date' column. On the right side, there is a 'NETWORK SETTINGS' menu with various options, and the 'Customer Relationships' option is highlighted with a yellow circle '1'. At the bottom right, there is a 'No items' message.

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

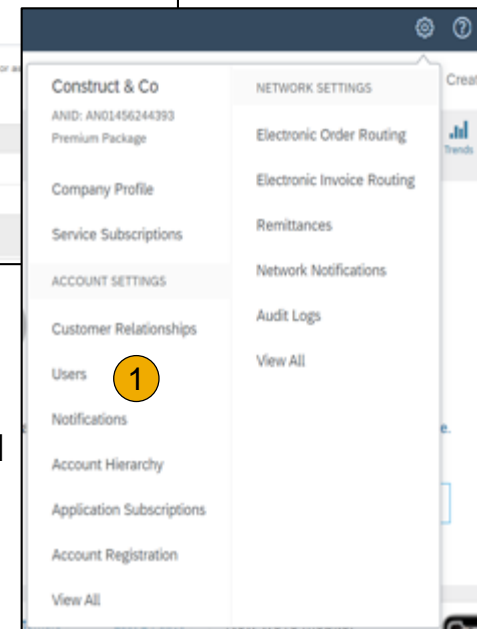
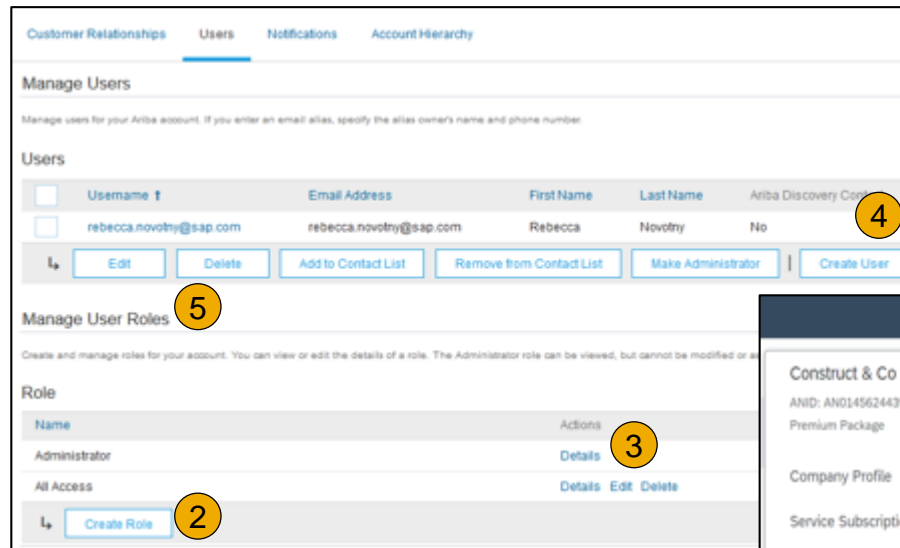
User

- 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)

- 1. Click on the Users tab on the Company Settings menu.** The Users page will load.
- 2. Click on the Create Role button in the Manage Roles section and type in the Name and a Description for the Role.**
- 3. 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.
- 4. To Create a User** Click on Create User button and add all relevant information about the user including name and contact info.
- 5. Select a role in the Role Assignment section and Click on Done.** You can add up to 250 users to your Ariba Network account.



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.no...@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

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 shows the user interface for account management. At the top right, a dark blue bar contains icons for settings, help, and the user's name 'RB' (callout 1). A dropdown menu is open, showing options: 'My Account' (callout 2), 'Link User IDs', 'Contact Administrator', 'Switch To Test ID', and 'Logout'. Below this, the 'My Account' page is visible, divided into 'Account Settings' and 'Account Information' sections. The 'Account Settings' section includes a 'Change Password' link (callout 3) and fields for 'Email Address' (junk@phoenix.ariba.com), 'First Name' (JU-LV8b0fb565589df1009590921), 'Middle Name', and 'Last Name' (lastName). The 'Business Role' is set to 'Business Owner'. The 'Security' section includes a 'Secret Question' (What is the last name of your first boss?), 'Secret Answer', and 'Confirm Secret Answer' fields (callout 4). Asterisks indicate required fields.

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:

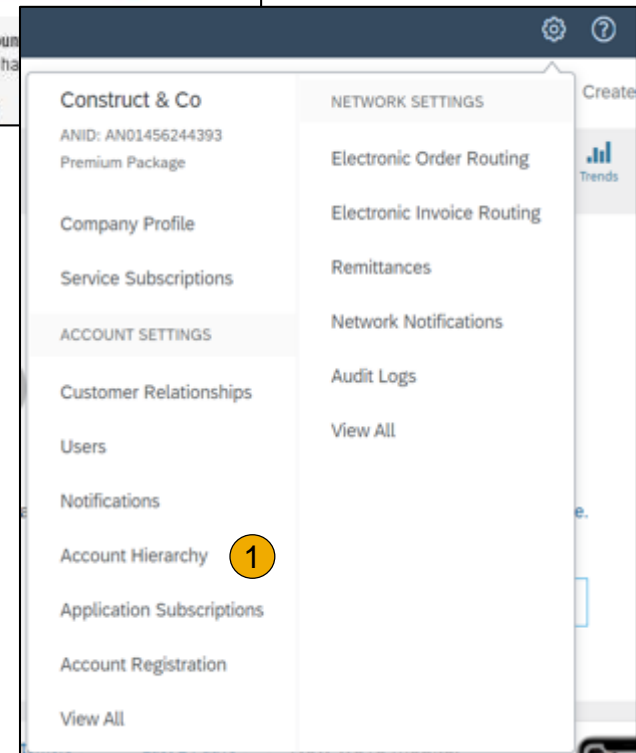
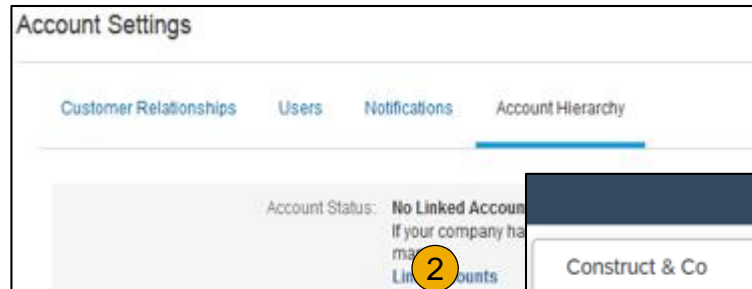
- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

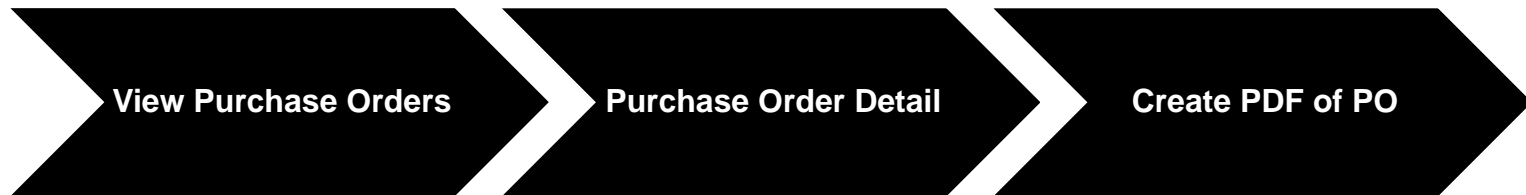
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

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.



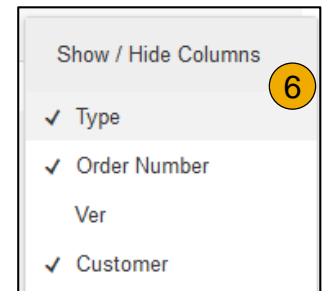
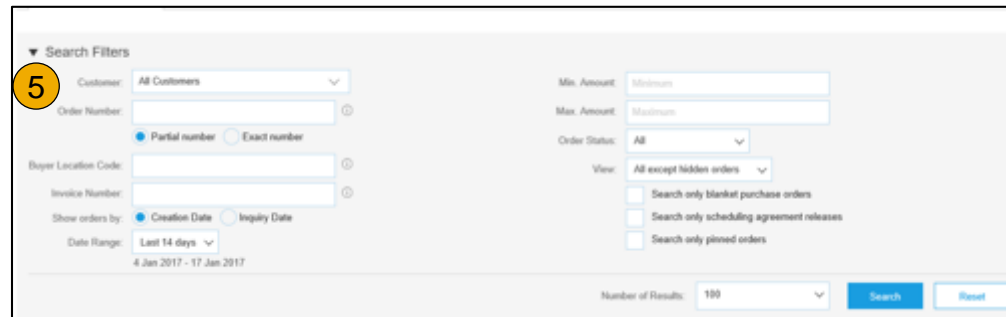
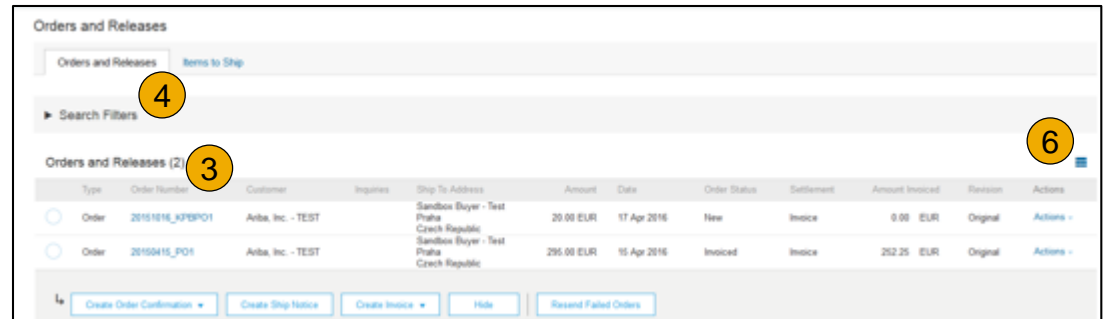
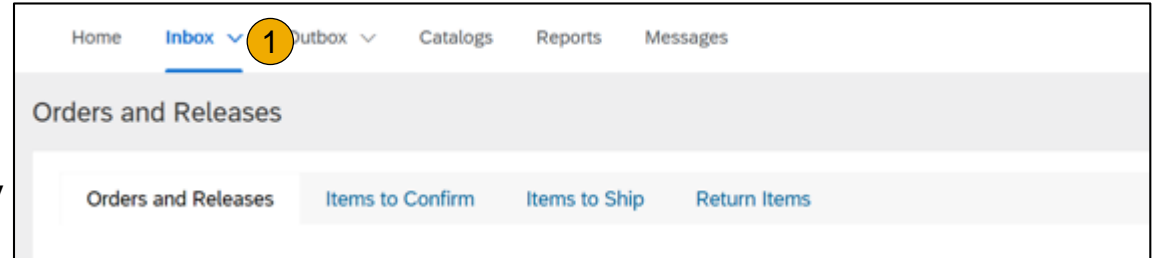
SECTION 3: Purchase Order Management



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 Dragon Oil.
- 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

1. **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 Copy Paper White, A3, 80gsm (ream 500 sheets) | Material | 10 (EA) | 18 Nov 2015 |
| 2 | GOODS_02 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each) | 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 AND1015640756-T and delivered by Ariba Network.

2

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 Hide | Print - | Download PDF | Export cXML | Download CSV | Resend

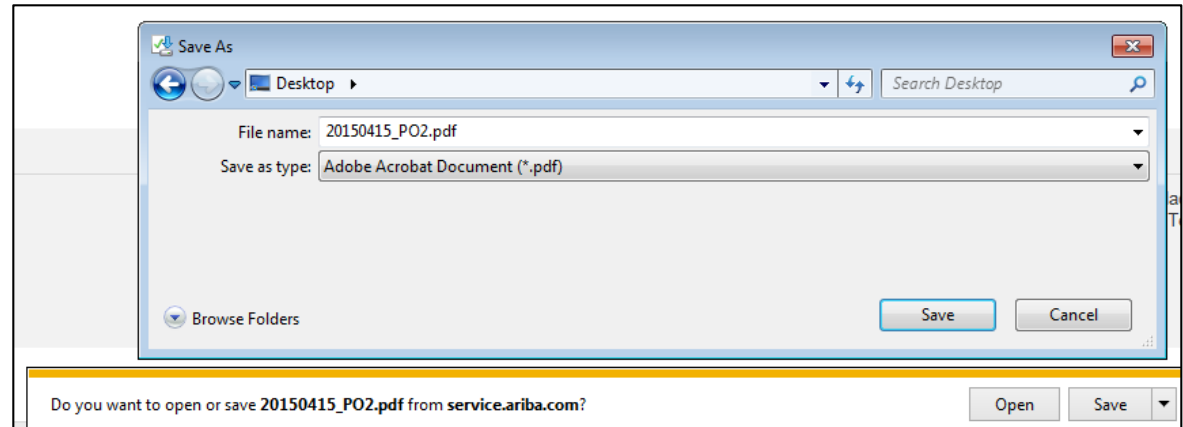
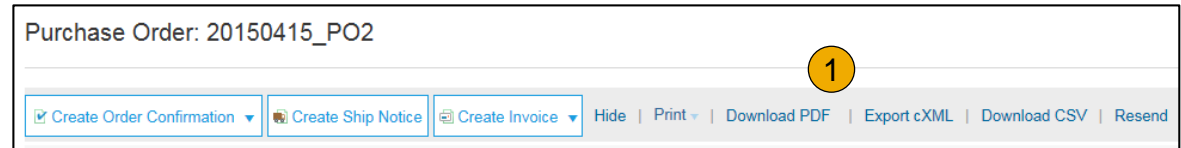
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Dragon Oil wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

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.

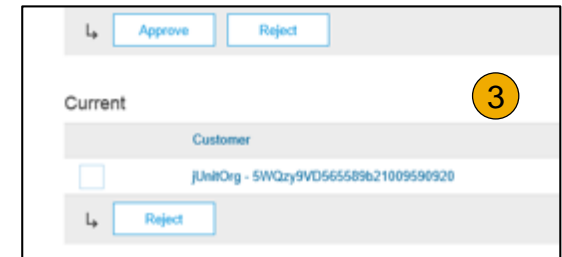
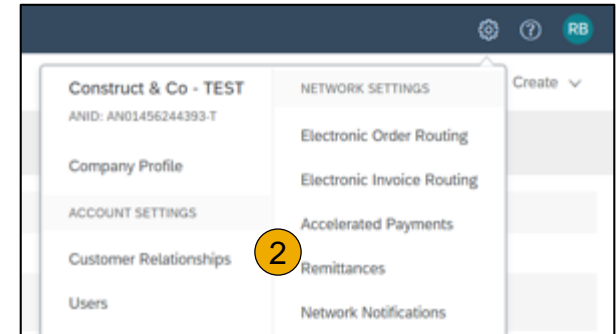


Dragon Oil Invoice Requirements

Review Dragon Oil Invoice Rules

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

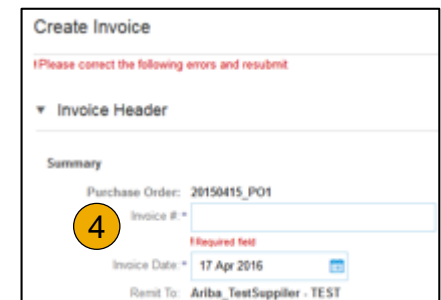
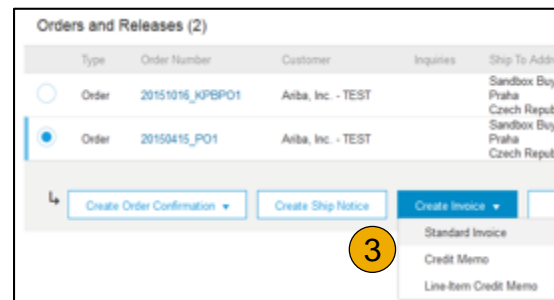
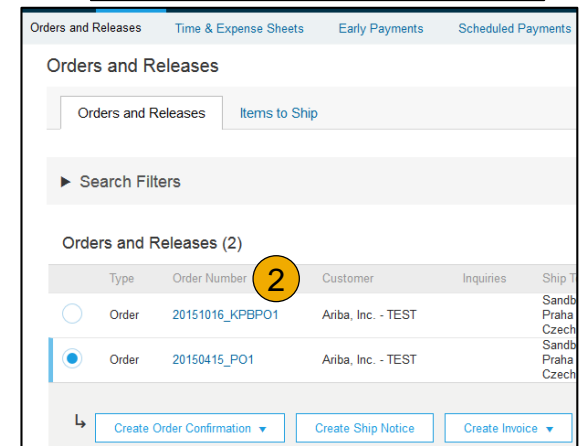
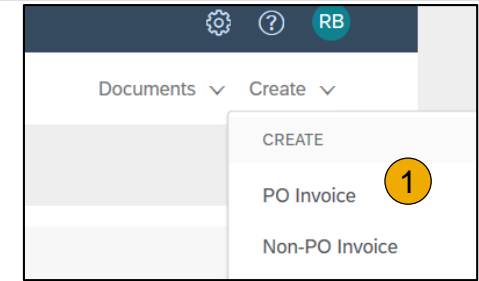
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Dragon Oil**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Dragon Oil** 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 Dragon Oil.



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 2

Tax 3

Header level tax ⓘ Line level tax ⓘ

Shipping 3

Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field 4 Add to Header ▼

- Tax
- 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 checked="" 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 checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

3

Tax

Category: VAT

Location:

Description:

Region:

Date Of The Payment:

Line Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Other
- Withholding Tax
- Other Tax

Line Item Actions Delete Add

4

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 | Pf0 Mechanical Pencil (Black Barrel, 0.5mm Line Width) (package 12 each) | | 10 | BX | 25.00 EUR | 250.00 EUR |

Pricing Details

Price Unit * BX Price Unit Quantity * 1

Unit Conversion * 1 Description:

Shipping

Ship From: Arriba_TestSupplier - TEST Ship To: Sandbox Buyer - Test
 Praha 5 Praha
 Czech Republic Czech Republic
 Crkhan Mlnstache 2nd Floor, St Team

Shipping Cost

Shipping Amount * 0.00 EUR Shipping Date:

Allowances and Charges

Service Code * Description: Add Tax

Start Date: End Date:

Allowance: Remove

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 16 Apr 2016

Remit To: Arriba_TestSupplier - TEST

Praha 5

Czech Republic

Bill To: Sandbox Buyer - Test

Praha

Czech Republic

Tax

Header level tax Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping Line level shipping

Ship From: Arriba_TestSupplier - TEST Ship To: Sandbox Buyer - Test
 Praha 5 Praha
 Czech Republic Czech Republic

Allowances and Charges

Service Code * Description: Add Tax

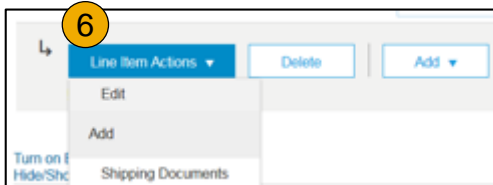
Start Date: End Date:

Allowance: Remove

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 interface for a line item. At the top, there is a 'Line Item Actions' dropdown menu, a 'Delete' button, and an 'Add' dropdown. The 'Line Item Actions' menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with a yellow circle and the number 1), and Attachment. Below the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next' (highlighted with a yellow circle and the number 3). The SAP logo and user information are visible on the left side.

This screenshot shows the 'Comments' field in the SAP interface. The field is empty and has a yellow circle with the number 2 next to it. A 'Remove' button is located to the right of the field.

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.

Receipts

► Search Filters

Receipts (72) Page 1 ▾

| Receipt Number | Reference | Customer | Date | Routing Status |
|------------------|-------------|----------|-------------------------|----------------|
| GoodsPO40A_GRNAs | GoodsPO40A2 | | 17 Jan 2016 10:11:33 PM | Sent |
| GoodsPO40A_GRNA | GoodsPO40A | | 17 Jan 2016 8:47:55 PM | Sent |

Receipt: GoodsPO40A_GRNAs Done

[Print](#) | [Export cXML](#)

Detail History

| | | |
|------------------------------------|---|--|
| From: Buyer 123 Chile | To: Supplier 123 Brisbane Australia | Receipt: Receipt #: GoodsPO Receipt Date: 23 Sep 2015 |
|------------------------------------|---|--|

Routing Status: Sent

Related Documents: GoodsPO40A2

| Item | Order Line number | Part # / Description | Customer Part | Qty (Unit) | Type |
|-------------------------------------|-------------------|----------------------|---------------|------------|----------|
| Purchase Order : GoodsPO40A2 | | | | | |
| 10 | 10 | 10703243 | | 5 | Received |


Receipt received on: Wednesday 23 Sep 2015 10:00 AM GMT+10:00
 Received by Ariba Network on: Sunday 17 Jan 2016 10:11 PM GMT+10:00
 This Receipt was sent by and delivered by Ariba Network.

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.

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 Dragon Oil from Customer Drop down menu.**
- 3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.**

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below this is a search bar with a dropdown menu for 'Orders and Releases' (annotated with 1), a dropdown menu for 'All Customers' (annotated with 2), and a text input field for 'Order Number' (annotated with 3). A search icon is visible on the right side of the search bar.

The screenshot shows the 'Invoices' section of the interface. A button labeled 'Search Filters' is highlighted with a yellow circle and the number 4.

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.**

The screenshot shows the 'Invoices' search filters section. It includes a 'Search Filters' dropdown menu. The filters are organized into two columns. The left column contains: 'Customer' (dropdown menu set to 'All Customers'), 'Invoice Number' (text input), 'Order Number' (text input), 'Date Range' (dropdown menu set to 'Last 24 hours'), and 'Supplier Reference' (text input). The right column contains: 'Min. Amount' (text input), 'Max. Amount' (text input), 'External Invoice Number' (text input), and 'Status' (dropdown menu set to 'All'). Below these are two checkboxes: 'Show Only Invoices Submitted from the Customer's System.' and 'Show only invoices with Invoice Addendums.'. At the bottom, there is a 'Number of Results' dropdown menu set to '100', a 'Search' button (annotated with 6), and a 'Reset' button. A yellow circle with the number 5 is placed over the 'Min. Amount' and 'Max. Amount' input fields.

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 Dragon Oil via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Dragon Oil invoicing rules. Dragon Oil 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** – Dragon Oil invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Dragon Oil's action on the Invoice.

- **Sent** – The invoice is sent to the Dragon Oil but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Dragon Oil approved the invoice cancellation
- **Paid** – Dragon Oil paid the invoice / in the process of issuing payment. Only if Dragon Oil uses invoices to trigger payment.
- **Approved** – Dragon Oil has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Dragon Oil has rejected the invoice or the invoice failed validation by Ariba Network. If Dragon Oil 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.

Invoices (2) 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 |

Invoice: XYZ123456 3

Cancel Invoice? 3

Are you sure you want to cancel this invoice?

Ariba Network Help 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: vendoradmin@dragonoil.com



Enablement Business Process Support

- Business-Related Questions
- Email: vendorsupport@dragonoil.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.

Customer Support

Supplier Support During Deployment



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

Dragon Oil 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' interface for 'Construct & Co'. The main content area is divided into 'Current Relationships' and 'Potential Relationships' tabs. Under 'Current Relationships', there are sections for 'Pending' and 'Current' relationships. The 'Current' section lists two customers: 'Aniba Inc.' and 'Pouliot Industries'. The 'Supplier Information Portal' link is visible next to 'Aniba Inc.'. A sidebar on the right contains a menu with 'Customer Relationships' highlighted, marked with a yellow circle '1'. Another yellow circle '2' is placed over 'Aniba Inc.' in the main list, and a third yellow circle '3' is placed over the 'Supplier Information Portal' link.

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!**