

SAP Ariba 

# Supplier Invoicing Guide

## PO Flip

PUBLIC

 Run Simple

# Learn About Ariba Network Invoicing for Smith & Nephew

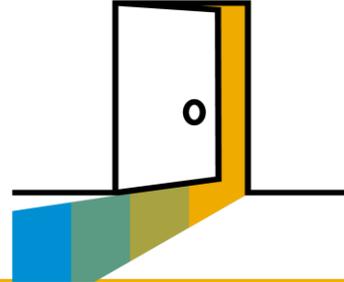
**Note:** if you submit an electronic invoice, please do not send the paper copy additionally as it is considered as duplicate.



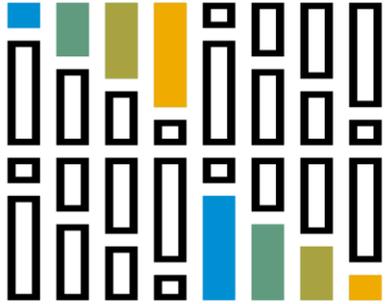
**Remittance information configuration**



**How to process order via PO notification?**



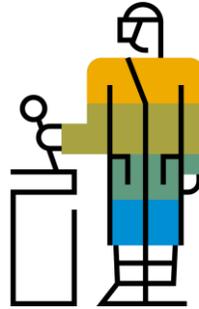
**PO Flip - invoice creation step by step (Header and Line level)**



**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 **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.

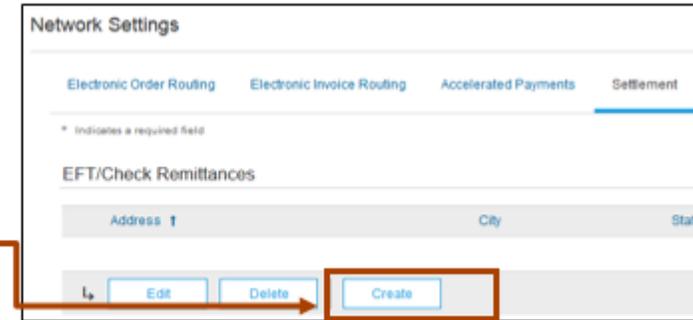
The screenshot displays the SAP Company Settings interface. On the right, the 'Company Settings' dropdown menu is open, with 'Remittances' highlighted. The main content area is divided into two sections: 'Network Settings' and 'Create Remittance Address / Payment Info'. In the 'Network Settings' section, the 'Settlement' tab is active, and the 'Create' button is highlighted. In the 'Create Remittance Address / Payment Info' section, the 'Remittance Address' field is highlighted, and the 'Make this address default' checkbox is also highlighted. The form includes fields for Address 1 through 4, City, State, Postal Code, Country (set to United Kingdom), and Contact.

**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 **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

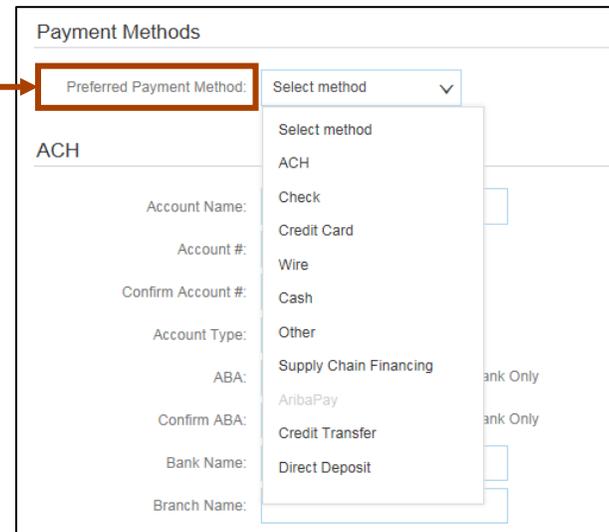
Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

\* Indicates a required field

EFT/Check Remittances

Address ↑   City   State

←   Edit   Delete   **Create**



Payment Methods

Preferred Payment Method: **Select method** ▼

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  Bank Only

Confirm ABA:  Bank Only

Bank Name:

Branch Name:

Select method

ACH

Check

Credit Card

Wire

Cash

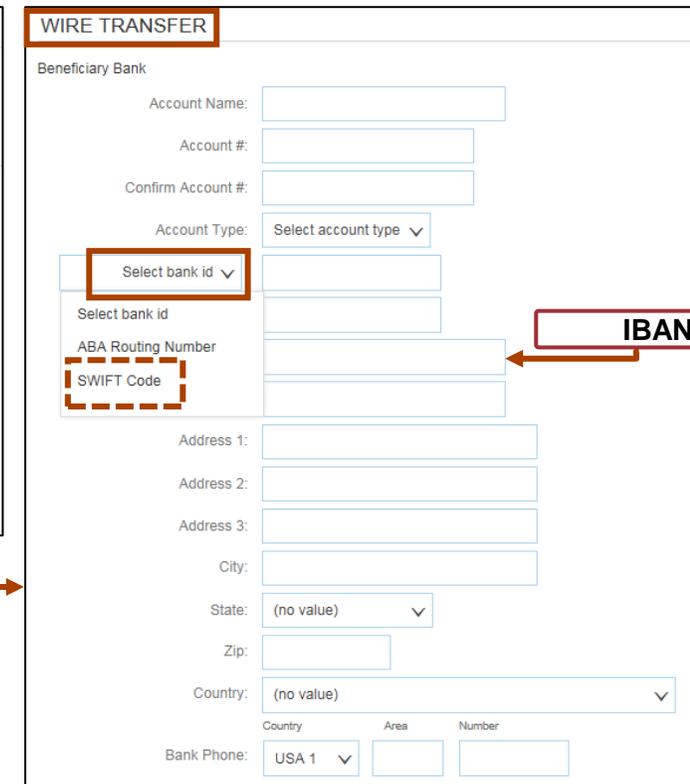
Other

Supply Chain Financing

AribaPay

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**

**IBAN**

Address 1:

Address 2:

Address 3:

City:

State: (no value) ▼

Zip:

Country: (no value) ▼

Country Area Number

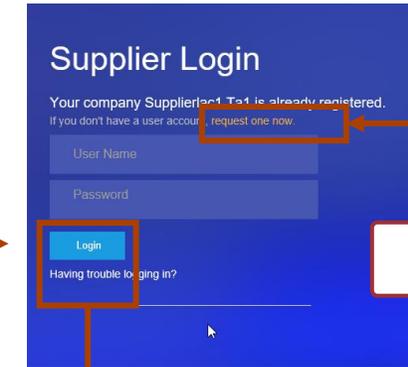
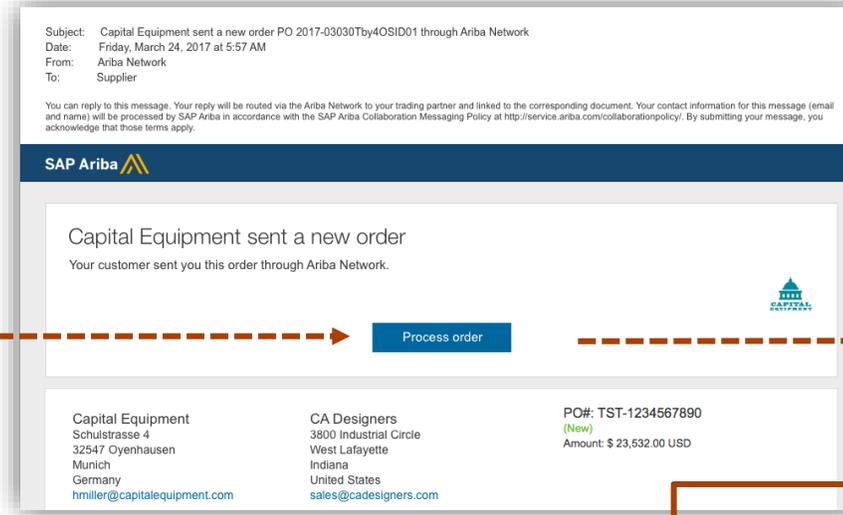
Bank Phone: USA 1 ▼

**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](#)

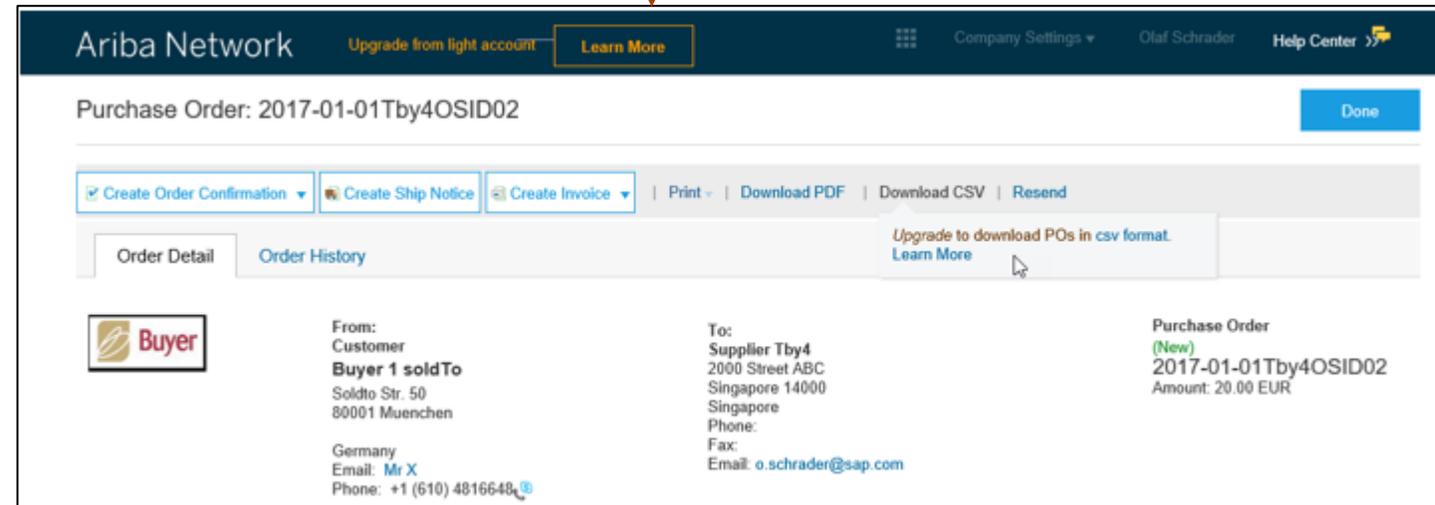
# How to process order via PO notification?

In order to create an invoice, find the PO notification from Smith+Nephew with the link to Process Order. You can also find all your POs directly in Ariba Network homepage/workbench after logging into your account.

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 needs to be entered at the Line level**
4. **Shipping can be netered at the Header level.**
5. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
6. **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.

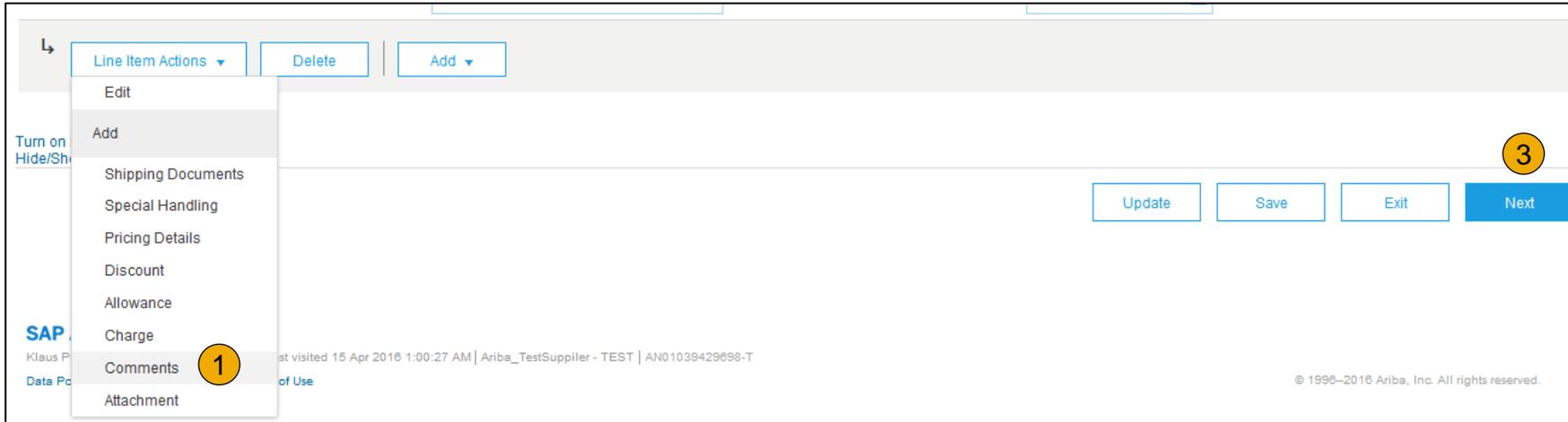
The screenshots illustrate the following steps:

- 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 icon), Type (MATERIAL), and Part # (GOODS\_02). A 'Pricing Details' section shows Price Unit (+ BX) and Unit Conversion (+ 1). A 'Line Item Actions' dropdown and a 'Delete' button are visible.
- Step 3:** The same table as in Step 2, but with a checkmark in the 'Include' column.
- Step 4:** A 'Tax' configuration screen. The 'Category' is set to 'VAT'. The 'Standard Tax Selections' list includes Sales, VAT, GST, HST, PST, GST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. An 'Add' button is visible.
- Final Step:** 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.

1

Header level tax  Line level tax

Category:\* Sales Tax Taxes Taxable Amount: \$20,000.00 USD

Location: 0% VAT / UK - Input 0% ... Tax Rate Type:

Description: 20% VAT / UK - Input - 20... Rate(%):

Regime: 0% Sales Tax / Other Sales Tax... Tax Amount:

0% VAT / Other VAT - Ple...

Other Tax

Header level tax  Line level tax

Category:\* 20% VAT / UK - Input - 20... Taxable Amount: 20,000.00

Location: Tax Rate Type:

Description: UK - Input - 20% domestic input tax Rate(%): 20 3

Regime: Tax Amount: 4,000.00

Date Of Pre-Payment: Exempt Detail: (no value)

Law Reference: Date Of Supply:\*

Triangular Transaction

Ship From: Ariba\_TestSupplier - TEST Ship To: Sandbox Buyer - Test View/Edit Addresses

Shipping Praha 5 Praha

Czech Republic Deliver To: Czech Republic Cristian Mihalachescu 2nd Floor, SI Team

Shipping Cost Shipping Amount:\* 0.00 EUR 5 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 displays the SAP Tax configuration interface. It includes a 'Tax' section with radio buttons for 'Header level tax' and 'Line level tax'. The 'Line level tax' is selected. 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.

The 'Taxes' list shows several entries:

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

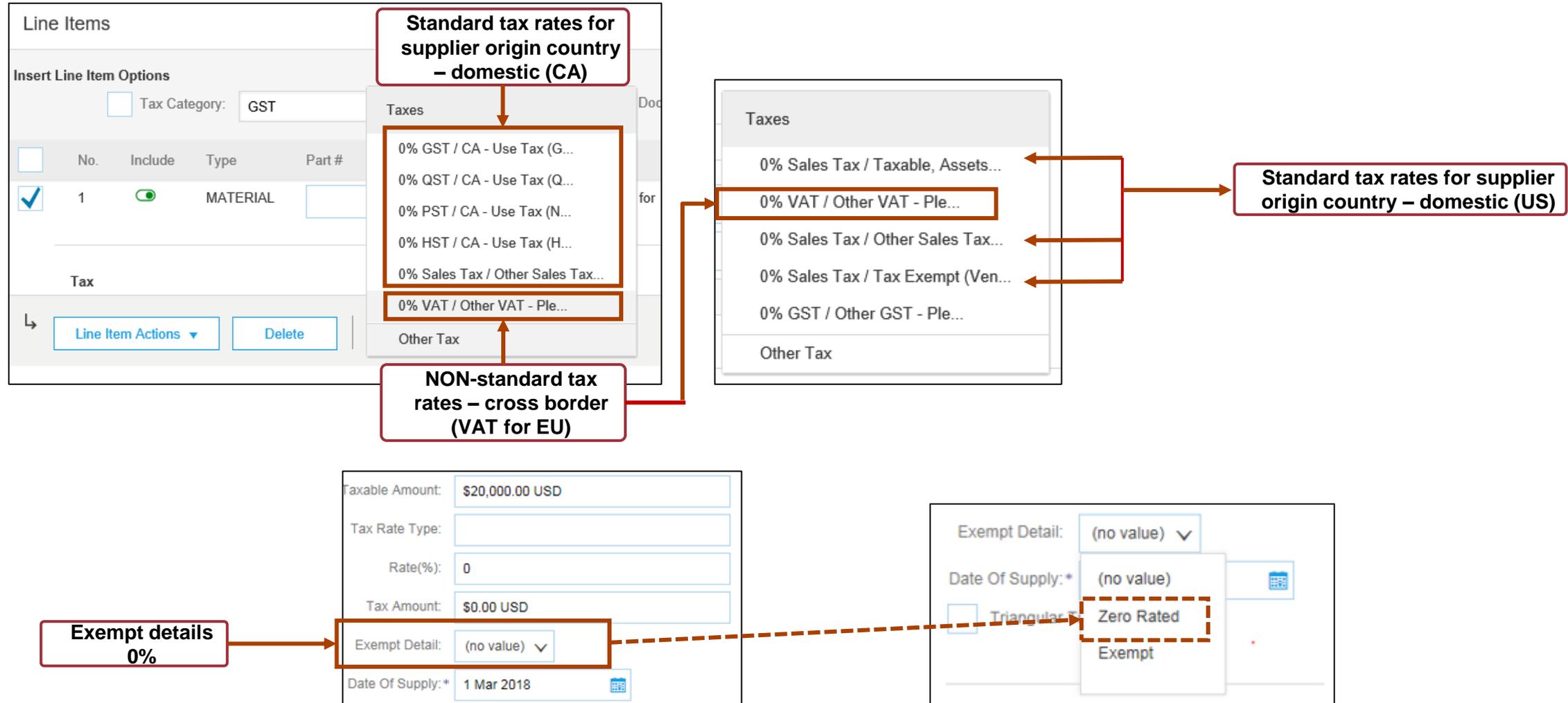
Annotations with arrows point to these entries:

- 'Standard tax rates for supplier origin country - domestic' points to the first entry.
- 'NON-standard tax rates - cross border' points to the fourth entry.
- 'Exempt details 0%' points to the 'Exempt Detail' dropdown menu.

On the right side, the 'Taxable Amount' is '\$20,000.00 USD', 'Tax Rate Type' is empty, 'Rate(%)' is '0', and 'Tax Amount' is '\$0.00 USD'. The 'Date Of Supply' is '1 Mar 2018'. The 'Exempt Detail' dropdown is open, showing options: '(no value)', 'Zero Rated', and 'Exempt'. A dashed arrow points from the 'Exempt Detail' dropdown to the 'Exempt' option.

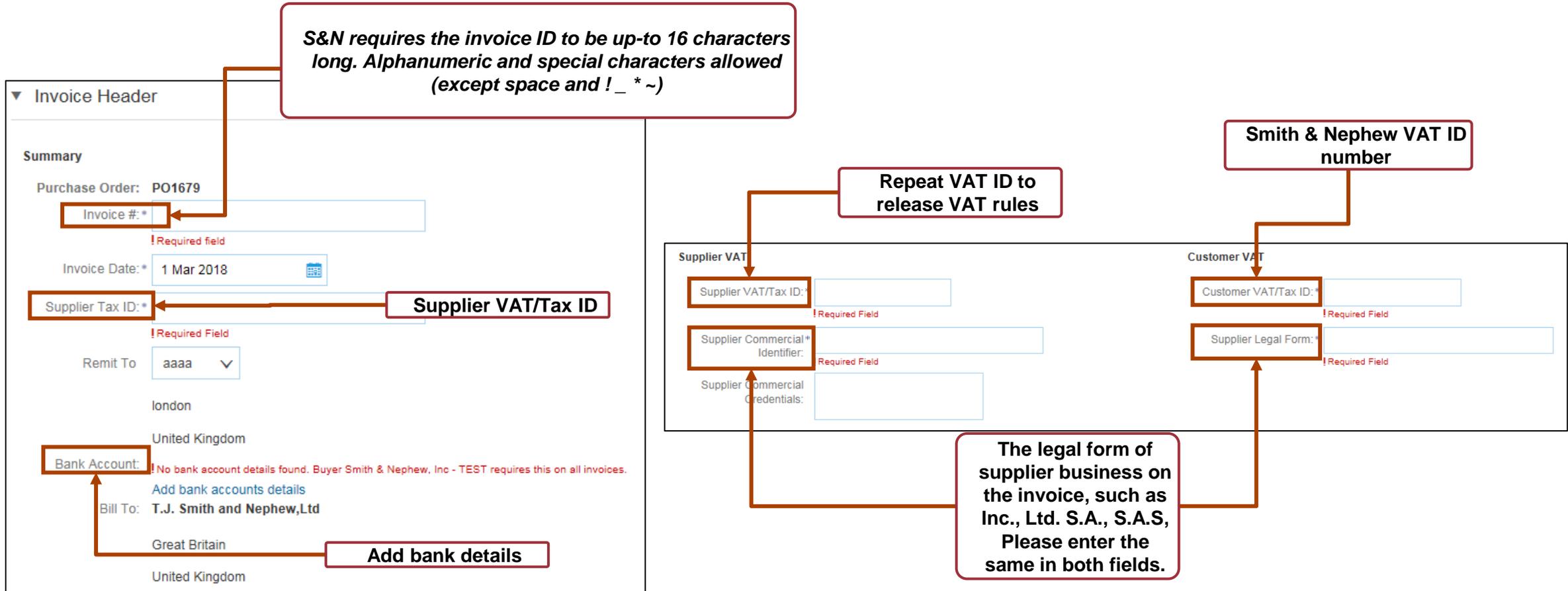
# How to add Tax information on the invoice?

Smith & Nephew Tax settings for US/Canada suppliers.



# Country specific mandatory invoice fields

Below find the obligatory invoice fields for EU countries suppliers.

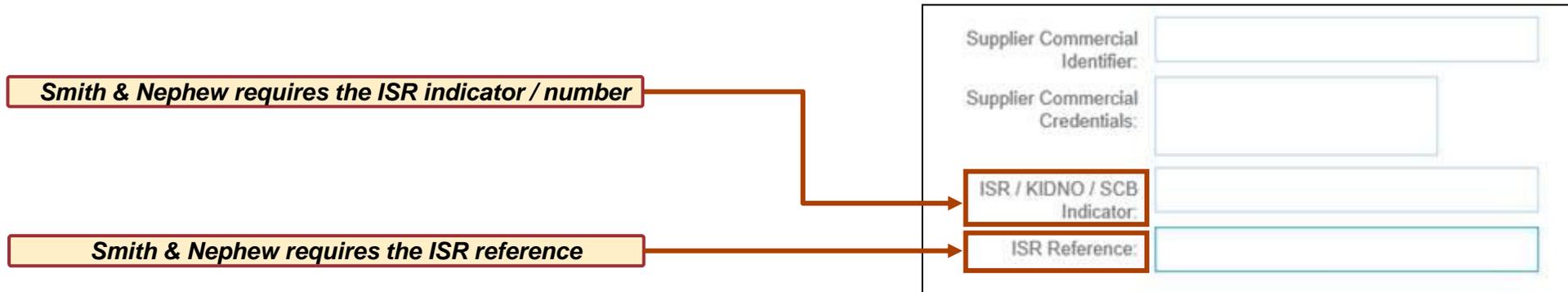


# Country specific mandatory invoice fields

Obligatory Fields for ISR payments (Swiss suppliers only).

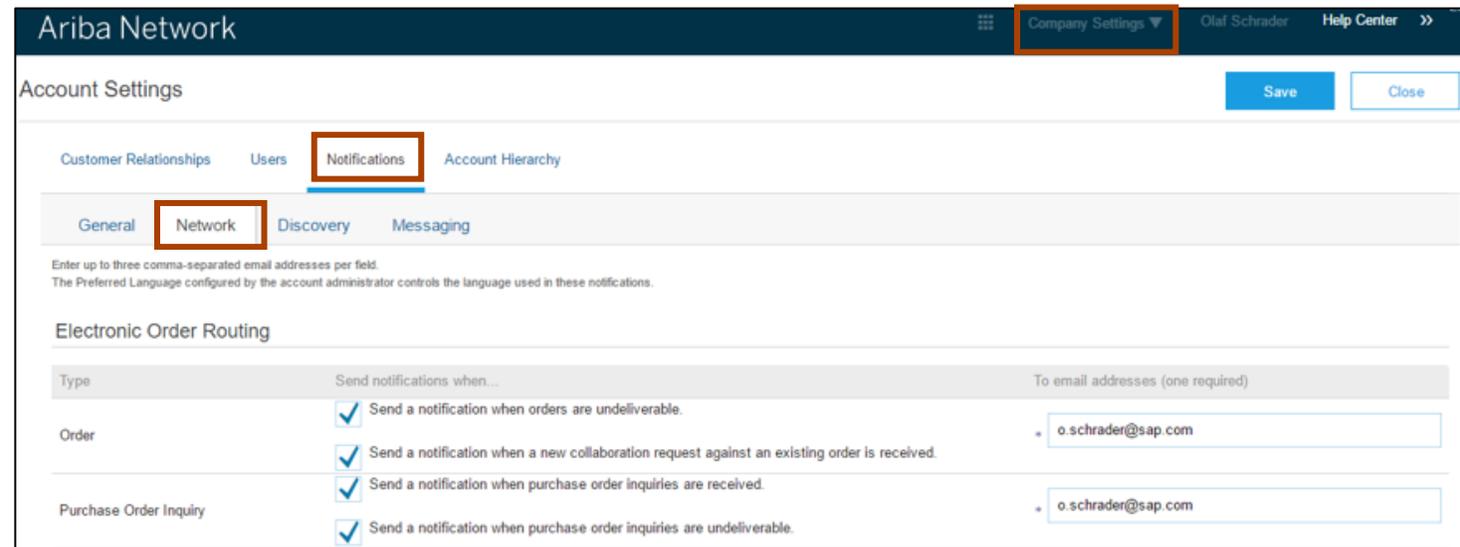
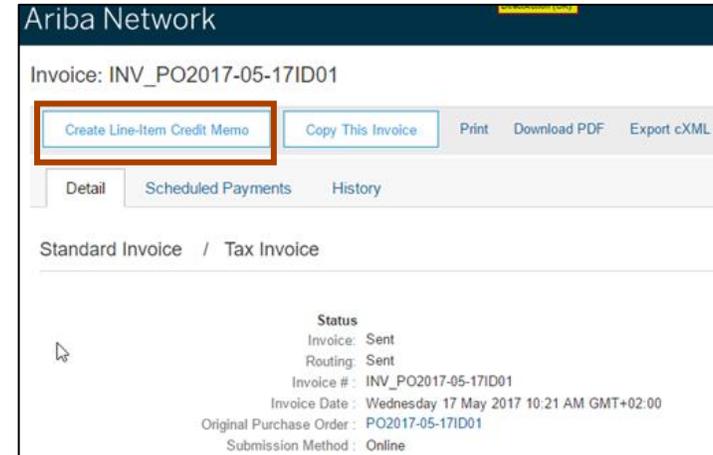
If your payments will be processed via ISR, please ensure that the ISR number and ISR reference is included. Please note, that these fields are OBLIGATORY and payment will not be processed without this information.

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**  
xxx Website: [Terms and Conditions](#)  
freightTerms: Collect  
deliveryTerms: Shipping Point  
specialAnnouncements: specialAnnouncements  
Customer VAT/Tax ID: BuyVATid\_12345  
[View less](#)

**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

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

**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	<a href="#">Details</a>

**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  
Street. 33  
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 contains the Help Center, which lists various 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 box highlights the Help Center sidebar with the text 'Standard Account Specific' and an arrow pointing to the 'Support' link at the bottom.

The screenshot shows the Ariba Exchange User Community Support Center. It features a search bar, a list of support articles, and a 'Support' link at the bottom. The articles include 'Why do I receive errors when creating an invoice?' and 'dear all. I am trying to login and the below system error appears: ANERR-50000000000000000306557176'. The 'Support' link is highlighted with a red box and an arrow pointing to the 'Support' link in the Ariba Network screenshot above.

# 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](mailto:Enablement.Ariba@smith-nephew.com)