SAP Ariba

Supplier Invoicing Guide

PO Flip

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?
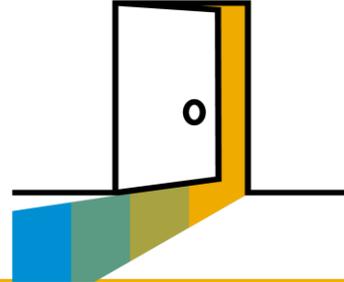
PO Flip - invoice creation step by step (Header and Line level)
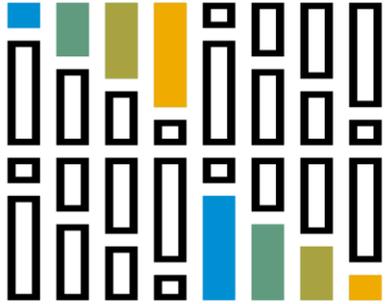
How to add Tax and Shipping information on the invoice?

Country specific mandatory invoice fields

Additional Information & Support

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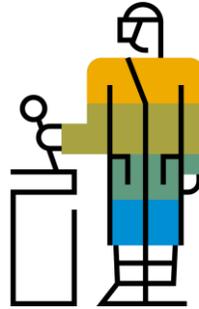
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Remittance information configuration

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.

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

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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. **F**ill in the fields for **WIRE TRANSFER.**

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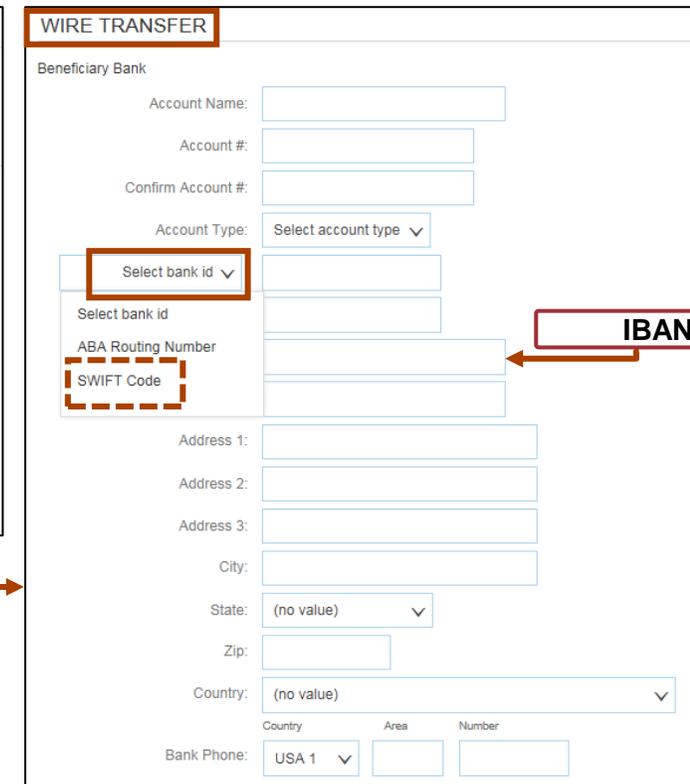
NOTE: Bank Details provided in Ariba Network are required on the invoice as per legal requirement. To secure the correct payment of your invoices please make sure you communicate it to Smith & Nephew Accounts Payable Team – contacts can be found HERE

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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 inyo your account.

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

Request user account
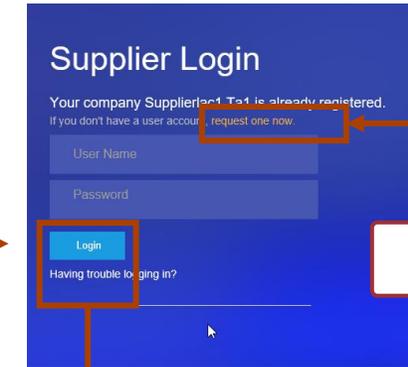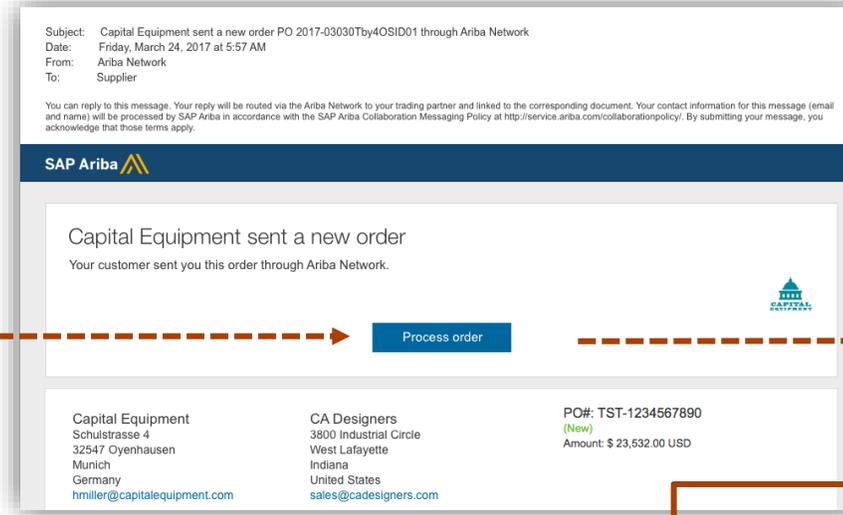
Create the invoice after the order has been delivered .

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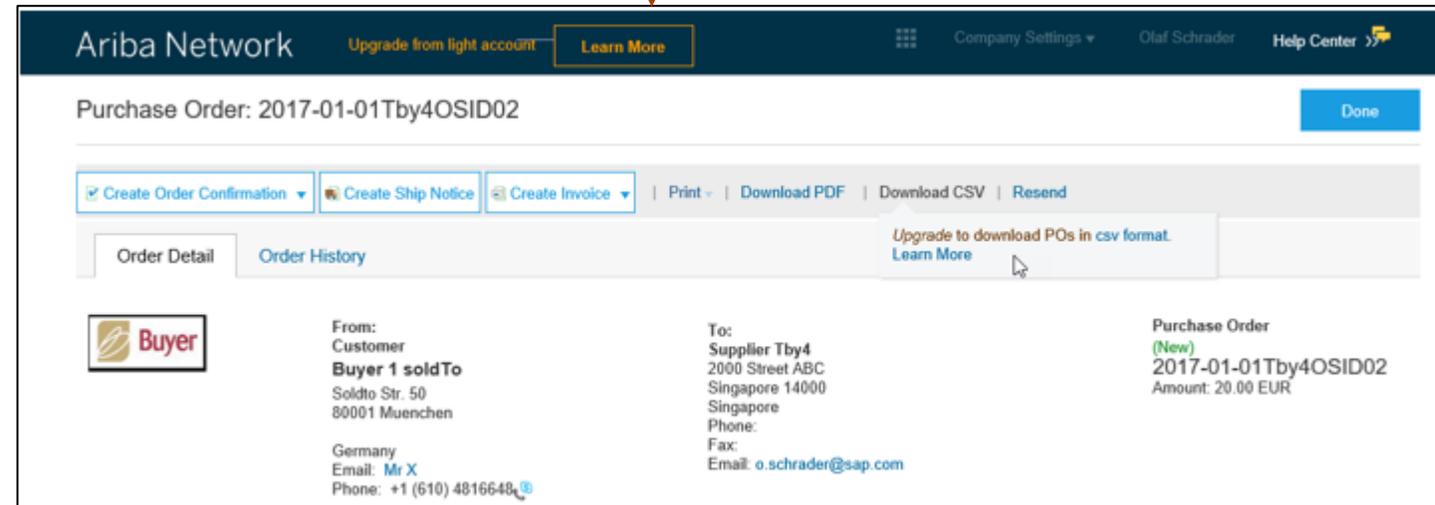
PO Flip - invoice creation step by step

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.

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

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

▼ 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

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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.

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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.

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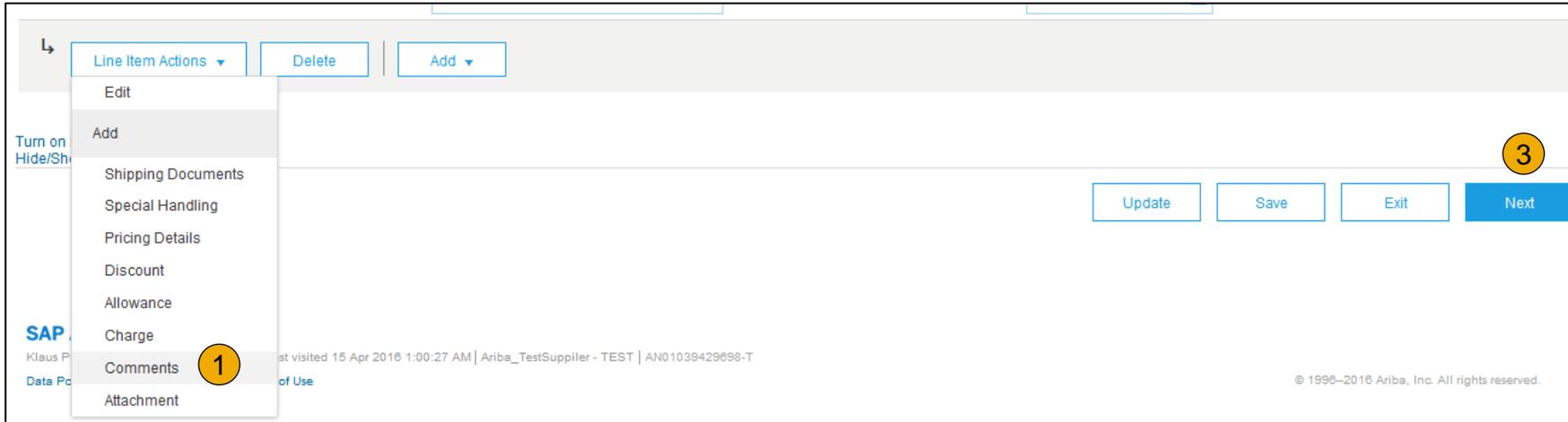
How to add Tax and Shipping information on the invoice?

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.

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Smith & Nephew Tax settings for EU suppliers.

Standard tax rates for supplier origin country - domestic

Exempt details 0%

NON-standard tax rates – cross border

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Smith & Nephew Tax settings for US/Canada suppliers.

Standard tax rates for supplier origin country – domestic (CA)

Standard tax rates for supplier origin country – domestic (US)

NON-standard tax rates – cross border (VAT for EU)

Exempt details 0%

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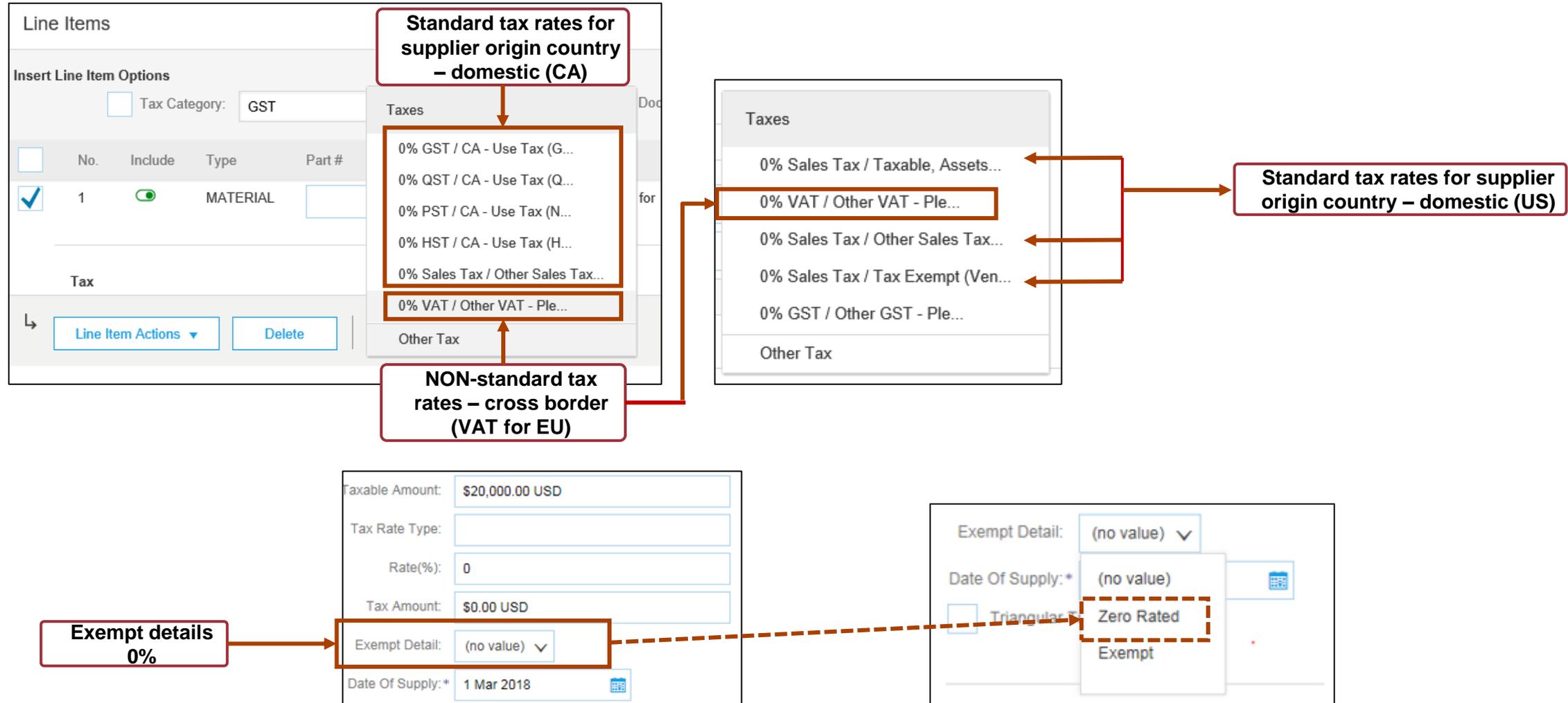
Country specific mandatory invoice fields

Below find the obligatory invoice fields for EU countries suppliers.

*S&N requires the invoice ID to be up-to 16 characters long. Alphanumeric and special characters allowed (except space and ! _ * ~)*

Smith & Nephew VAT ID number

Repeat VAT ID to release VAT rules

▼ Invoice Header

Summary

Purchase Order: PO1679

Invoice #: *
! Required field

Invoice Date: * 1 Mar 2018

Supplier Tax ID: *
! Required Field

Supplier VAT/Tax ID

Remit To   aaaa

london

United Kingdom

Bank Account:
! No bank account details found. Buyer Smith & Nephew, Inc - TEST requires this on all invoices.

Add bank accounts details

Bill To: **T.J. Smith and Nephew,Ltd**

Great Britain

United Kingdom

Add bank details

Supplier VAT

Supplier VAT/Tax ID:
! Required Field

Supplier Commercial * Identifier:
Required Field

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: *
! Required Field

Supplier Legal Form: *
! Required Field

The legal form of supplier business on the invoice, such as Inc., Ltd. S.A., S.A.S, Please enter the same in both fields.

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.

Smith & Nephew requires the ISR indicator / number

Smith & Nephew requires the ISR reference

Supplier Commercial Identifier:

Supplier Commercial Credentials:

ISR / KIDNO / SCB Indicator:

ISR Reference:

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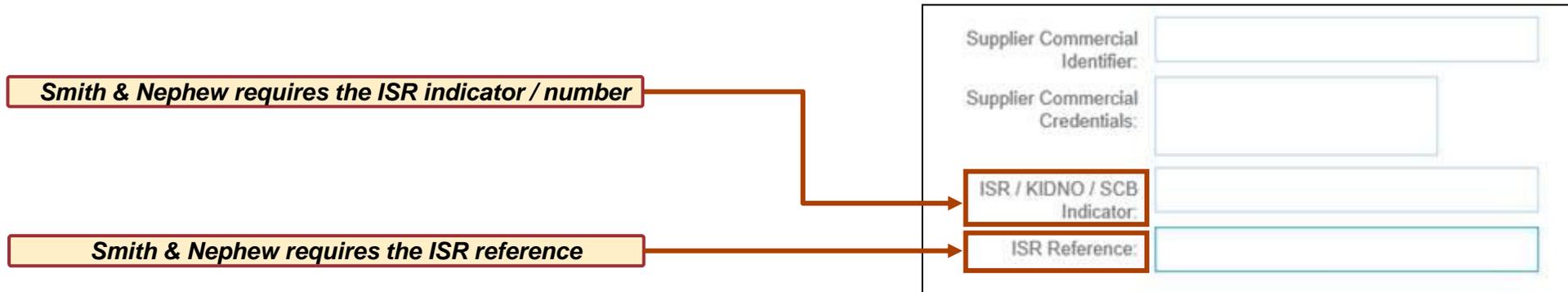
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- **PO Credit Notes** are created from Invoice Page using the Create Line-item Credit Note

- 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:

  o Orders failed
  o Invoice status updates
  o Early Payments
  o Remittance Advice

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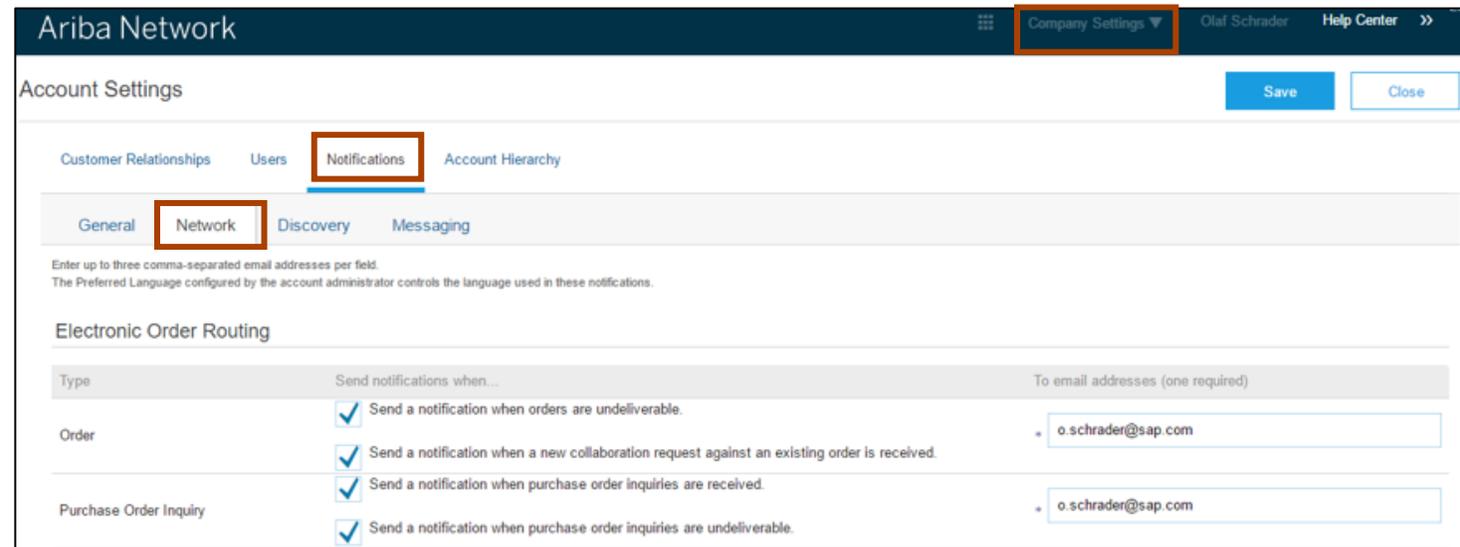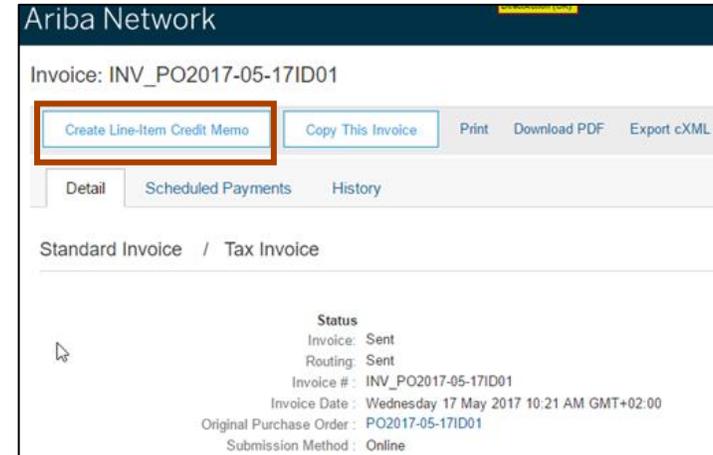
Additional Information

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

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

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

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

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