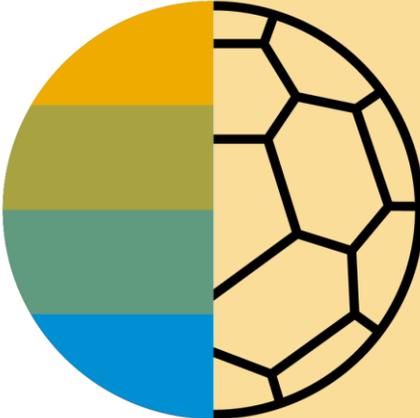


SAP Ariba 

Cargill Supplier Guide



THE BEST RUN 

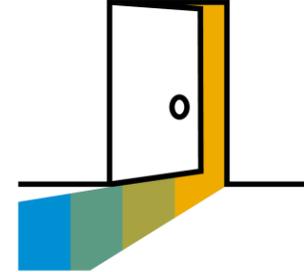
HOME- Table of Contents



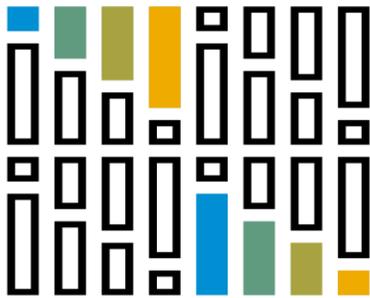
**Section 1:
Ariba Network Overview**



**Section 2:
Account Set Up**



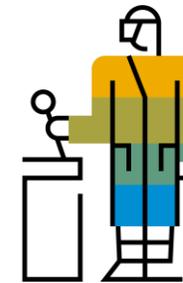
**Section 3:
Purchase Orders**



**Section 4:
Order Confirmations**

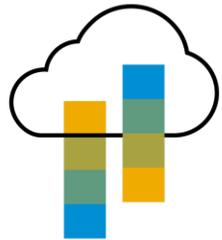


**Section 5:
Invoice Methods**



**Section 6:
Help Resources**

Section 1: Ariba Network Overview



What is Ariba Network?



Cargill Project Scope

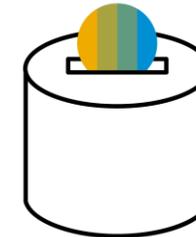
Cargill Message

Supported Documents

Not Supported Documents



Supplier Value



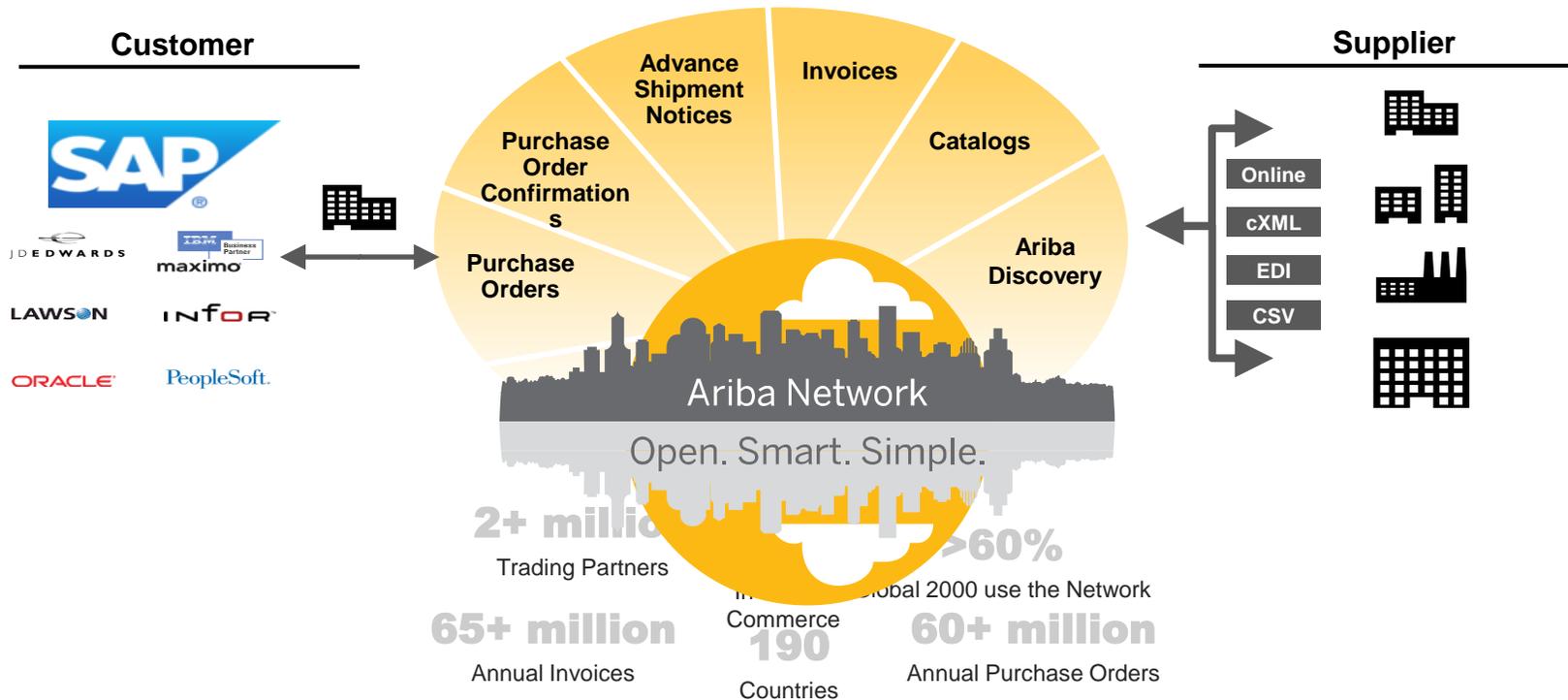
Fee Schedule

Subscription Levels

\$USD

What is Ariba Network?

Cargill has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



[Watch Video](#)

Cargill's Procure-to-Pay Transformation Ariba Network Program Notification Letter

Dear Cargill Valued Supplier,

This is to notify your organization has been identified as a supplier Cargill wants to take live on the Ariba Network. We require your support in establishing a Trade Relationship Request with us in order to conduct business via Ariba Network. The go live tentative dates will be revealed soon.

[As part of this transition, we request you to provide to us the following mandatory details:](#)

- Please respond to this email confirming the appropriate contact information (**Name, phone, email and address**) in order to receive Ariba related communications
- If your organization is already using Ariba network with other customers, please ensure that you are providing the existing ANID and correct contact information @**CSSP_NASUPPLIERENABLEMENT@CARGILL.COM**
- Trading Relationship Request is an invitation sent from Ariba which establishes the relationship between your organization and your customer
- By signing the trading relationship request your organization agrees to transact with Cargill's Ariba network



[Want to know more about Ariba?](#)

Login to <https://www.ariba.com/> for more information

Sincerely,

Cargill Strategic Sourcing & Procurement Team
Cargill NA Supplier Enablement Team

Note: This notice applies to the transactions listed above and in AN with Cargill and your company. For all business conducted with Cargill locations outside of AN, please continue business as usual.

Review Cargill Specifications

Supported Documents

Cargill project specifics:

- **Tax data** is accepted at the header/summary level or at the line item level of the invoice.

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Invoices**
Invoices that require service line item details

Review Cargill Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Cargill

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Cargill

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Cargill will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network

- **Paper Invoices**

Cargill requires invoices to be submitted electronically through Ariba Network; Cargill will no longer accept paper invoices

- **Header Level Credit Memos**

Credit Memos applied against whole invoices; not accepted by Cargill

SAP Ariba Helps You...



60% average reduction in operating costs

Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



30% growth in existing accounts
35% growth in new business

Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



15% increase in customer retention

Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

80% efficiency & transform business operations



Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

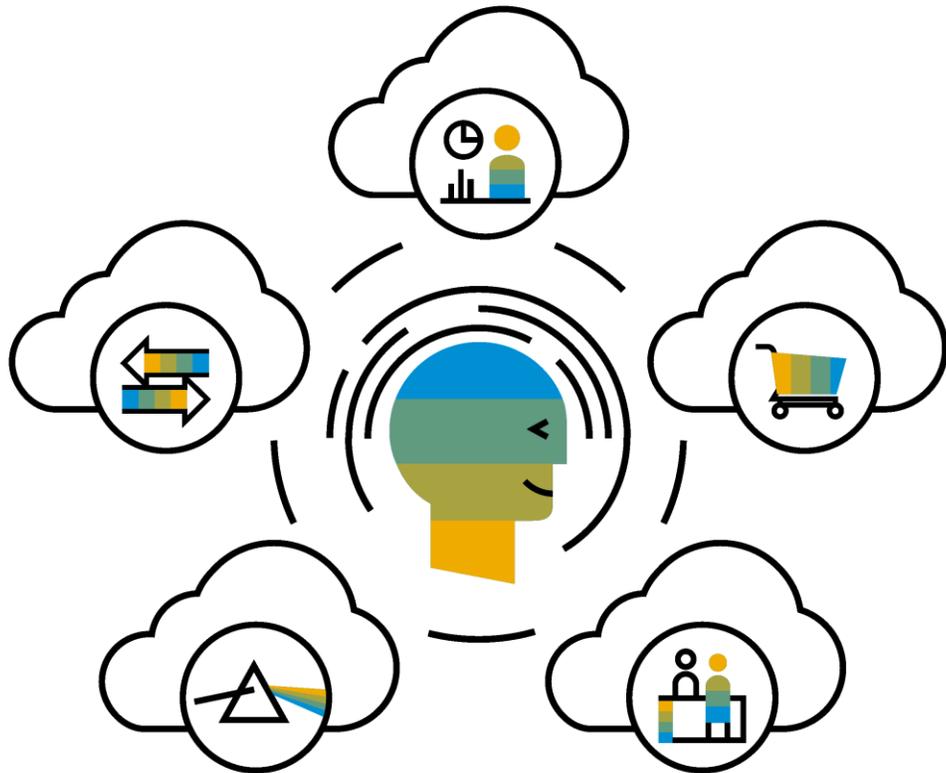
62% decrease in late payments



Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

Ariba Network Fee Schedule Basics



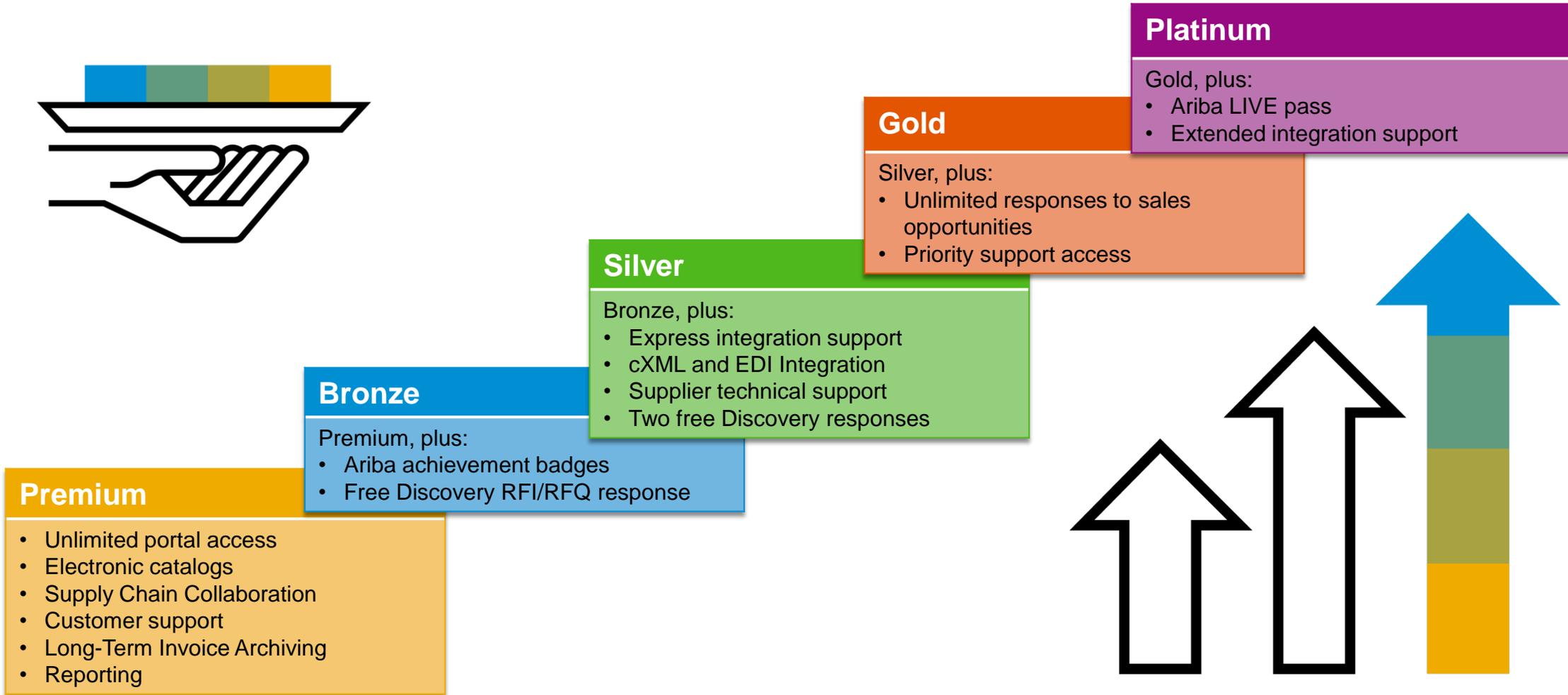
FREE for all suppliers to join and begin transacting

Two components of the supplier fee schedule: Transaction Fees and Subscription Fees

Chargeable documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Supplier Fee Schedule

Transaction Fees

Billed every quarter

Per-relationship fee cap: \$20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

\$50,000 and 5 Documents

Suppliers who do not cross the Fee Threshold will not be charged fees

Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	Free
5 to 24 documents	*Bronze	\$50
25 to 99 documents or EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

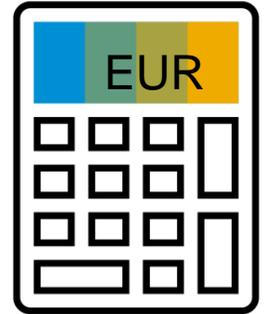
Supplier Fee Schedule

Less than **5 documents*** OR less than **43 250 EUR**

Transaction fees (billed quarterly)

More than **5 documents** * AND more than **43 250 EUR**

*only POs, invoices, service entry sheets, and service entry sheet responses



0,155% of transacted volume for relationships without Service Entry Sheets
0,35% of transacted volume for relationships with Service Entry Sheets
Capped at 17 300 EUR per customer relationship

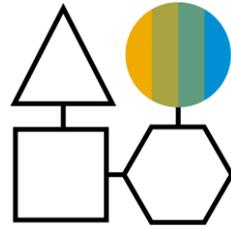


Subscription fees (billed annually)

Annual Document Count across <u>all</u> customer relationships	Subscription level	Annual Fee
Up to 4 documents	Premium	€0
5 to 24 documents or < € 216 250	Bronze	€45
25 to 99 documents and > € 216 250	Silver	€670
100 to 499 documents and > € 216 250	Gold	€2 000
500 and more documents and > € 216 250	Platinum	€4 900

Please note that if you transact **less than 216.250 euros annually**, you will stay in the Bronze package regardless the number of transacted documents.

Section 2: Set Up Your Account



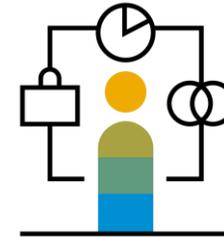
Basic Account Configurations

- [Suggested Configuration](#)
- [Accept Invitation](#)
- [Profile Completion](#)
- [Email Notifications](#)



Enablement Tasks

- [Enablement Tasks](#)
- [Purchase Order Routing](#)
- [Invoice Notifications](#)
- [Tax Details](#)



Advanced Account Configuration

- [Customer Relationships](#)
- [Roles and Users](#)
- [Enhanced User Account Functionality](#)
- [Multi-Orgs](#)

GETTING STARTED WITH Ariba NETWORK

Logging In

1. Navigate to supplier.ariba.com.
2. Enter the User Name and Password you created when registering.
3. Click Login.

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

Video: quickly access support

In less than 2 minutes, see how easy it is to access customer support and find answers to your Ariba Network questions.

[Learn More](#)

Supported browsers and plugins

 © 1996–2019 Ariba, Inc. All rights reserved. [SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

Navigating the Home Page

Once logged in, you will be directed to the home page. From here you will have access to tools you will need to begin transacting electronically.

Home Page Major Sections

1. **Main navigation** – Easily navigate between tools within Ariba Network.
2. **Company information and settings** – Quickly view your account information and settings.
3. **Order, invoice, and payment notifications** – Quick overview of order, invoice, and payment status.
4. **Tasks** – View any pending tasks to make sure your account is complete.

The screenshot shows the Ariba Network home page interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The main content area is divided into several sections:

- 1**: The main navigation bar (HOME, INBOX, OUTBOX, CATALOGS, REPORTS).
- 2**: The top right navigation area containing 'Company Settings', 'CARGILL TEST', and 'Help Center'.
- 3**: The 'Orders, Invoices and Payments' summary cards, including 'New Purchase Orders', 'Orders to Confirm', 'Orders that Need Attention', and 'Invoices Pending Payment'.
- 4**: The 'Tasks' section at the bottom right, showing 'Update Profile Information' with a 35% progress indicator.

The interface also features a search bar for 'Orders and Releases', a 'Create' button, and a table with columns for 'Order Number', 'Customer', 'Status', 'Amount', 'Date', and 'Action'. A message at the bottom of the table states 'You do not have any Orders and Releases.'

Main Navigation

1. **Home** – This is how you will navigate back to the home page.
2. **Inbox** – This is where you will find incoming notifications, orders, and releases. You will be able to create invoices, ship notices, order confirmations, and much more from this tab.
3. **Outbox** – This is where you can find your outgoing invoices, order confirmations, and ship notices. You will be able to create credit memos and view their status from this tab.
4. **Catalogs** – This is where you will be able to create, view, and edit your standard or Punch Out catalogs.
5. **Reports** – This is where you will be able to create and view reports on your account usage, such as POs and invoices sent through the network.



Cargill 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.
- **Payment Methods** – Cargill issues payments out of SAP TC2. Cargill does not utilize SAP Ariba as a payment system; you will continue to utilization payment notifications from Cargill for Cash Application.
- **Test Account Creation (only available in certain scenarios, i.e. Catalogs)** – 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.

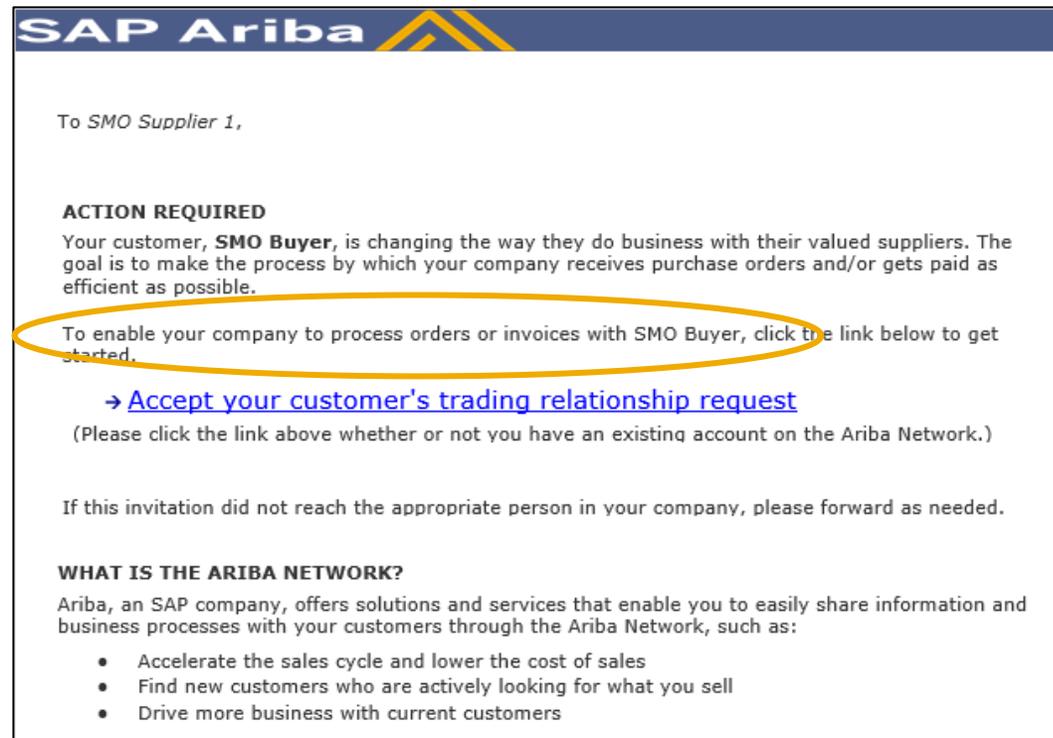
Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.

Note: Please check the fee structure before accepting the TRR

Read more about subscription levels, calculate your fees & check out other currencies on our website <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>



Select One...

First Time
User

Existing
User

Be sure to verify your internal process and if you already have an existing Ariba Network account.

If your company currently transacting on the Ariba Network, Cargill recommends you reach your E-Commerce team to verify the correct ANID.

Ariba Network

Help Center >>

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.

Register as a New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top left, labeled '1', points to the 'Register Now' button. The page is divided into 'Company information' and 'User account information' sections. In the 'Company information' section, callout '2' points to the 'Company Name' field, and callout '3' points to the 'Address' fields. In the 'User account information' section, callout '3' points to the 'Email' field, and callout '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout '5' points to the 'Register' button at the bottom right. The form includes fields for Company Name, Country (United States [USA]), Address (Line 1, Line 2, Line 3), City, State (Alabama), and Zip. The 'User account information' section includes fields for Name (First Name, Last Name), Email, Username, Password, Repeat Password, and Language (English). A 'Use my email as my username' checkbox is checked. The page also features a 'Privacy Statement' link and a 'Terms of Use' link. At the bottom, there is a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' and a 'Register' button.

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your 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?](#)

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.

In case if you forgot the password

1. Click on forgot password
2. Enter your email address
3. Submit to retrieve your password.

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: 1

Password: [Forgot Password?](#)

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.

Forgot Username

To retrieve your username and regain access to your account, enter your email address registered with your Ariba account. You will receive an email message with further instructions after this information is confirmed.

Email Address: 2

3

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.

The screenshot displays the Ariba Network user interface for editing a company profile. At the top, a dark navigation bar shows 'Company Settings' and 'John Doe'. A dropdown menu is open, listing 'SMO Supplier 1' (ANID: AN010, Standard Package) and 'Company Profile' (highlighted in yellow). An arrow points from the 'Company Profile' option to the main profile page. The main page has a dark header with 'Ariba Network' and navigation links. Below the header, the 'Company Profile' page is shown with tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected. On the right, a 'Public Profile Completeness' meter shows 35%. The 'Overview' section contains several input fields: 'Company Name' (SMO Supplier 1), 'Other names, if any', 'NetworkId' (AN010), 'Short Description' (with a character count of 100), 'Website', and 'Public Profile' (http://discovery.ariba.com/profile/AN01022404640 | Customize URL). The 'Address' section includes fields for 'Address 1' (21 Jump Street), 'Address 2', 'Address 3', 'City' (Cleveland), 'State' (Ohio), 'Zip' (44114), and 'Country' (United States [USA]). A sidebar on the right lists various profile completion metrics like 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. There is also a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge.' link and a 'View Public Profile' button.

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.

The screenshot displays the 'Account Settings' page with the 'Company Settings' dropdown menu open. The 'Notifications' option is highlighted with a yellow circle and the number 1. The 'View All' option is also highlighted with a yellow circle and the number 2. The 'Network' tab is selected under the 'Notifications' section. The 'Electronic Order Routing' table shows notification preferences for various types, and the 'To email addresses' field contains three entries of 'junk@phoenix.ariba.com' (3).

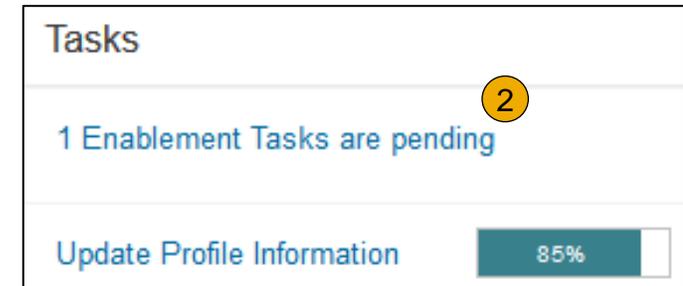
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

Note:

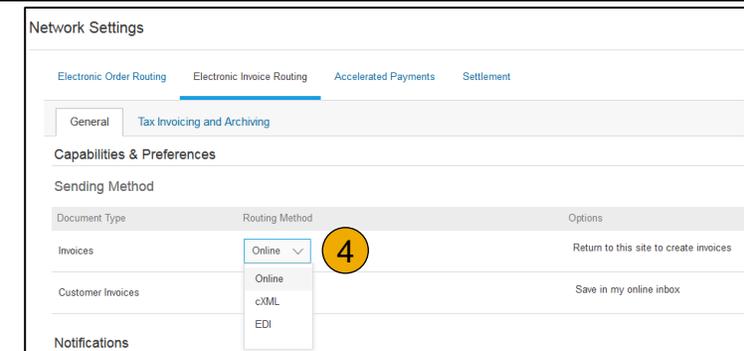
1. Cargill recommends to create a shared mailbox in order to receive notification
2. Make sure Cargill is showing under your **customer relationships**

Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.
 (Cargill's preferred method is Email)



Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0



Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
 - **Online**
 - **Email**
3. **Configure** e-mail notifications.

Network Settings

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	Email address: <input type="text"/> <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".

Route Your Purchase Orders Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, when orders are received within your AN Account.

Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Confirmations

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

Select Electronic Invoice Routing Method

Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. **It is recommended to configure Notifications to email (the same way as in Order Routing).**
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the 'Electronic Invoice Routing' configuration interface. It features three tabs: 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), and 'Accelerated Payments'. The 'Electronic Invoice Routing' tab is further divided into 'General' and 'Tax Invoicing and Archiving' (selected). The 'Tax Invoicing and Archiving' section includes a 'Routing Method' dropdown menu with options 'Online', 'cXML', and 'EDI'. Below this, there are fields for 'Tax Classification', 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. A 'VAT Registered' checkbox and a 'VAT Registration Document' field are also present. The sidebar on the right shows 'Company Settings' for 'jUnitOrg - LV8b8ft...' with various configuration options like 'Company Profile', 'Service Subscriptions', 'Account Settings', etc. Yellow circles with numbers 1, 2, and 3 highlight specific elements: 1 points to the 'Electronic Invoice Routing' link in the sidebar, 2 points to the 'Online' option in the 'Routing Method' dropdown, and 3 points to the 'Tax Invoicing and Archiving' tab and the 'Tax Id' field.

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. Contact your customer @ CSSPNA_SUPPLIERENABLEMENT@Cargill.com if the TRR is rejected by accident.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 2

Pending

Customer	Requested Date
No Items	

Approve Reject 3

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQz9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date
No Items	

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile
Service Subscriptions
Account Settings
Customer Relationships 1
Users
Notifications
Account Hierarchy
View All
Network Settings
Electronic Order Routing
Electronic Invoice Routing
Accelerated Payments

Note: Cargill recommends to customize the settings to accept customer relationships manually to better comprehend Cargill's Ariba requirements.

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- 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.

The screenshot shows the SAP Ariba 'Users' management page. The interface is divided into two main sections: 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section contains a table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Contact. A 'Create User' button is highlighted with a yellow circle labeled '4'. The 'Manage User Roles' section contains a table with columns for Name and Actions. A 'Create Role' button is highlighted with a yellow circle labeled '2', and a 'Details' link for the 'Administrator' role is highlighted with a yellow circle labeled '3'. A yellow circle labeled '5' is placed over the 'Manage User Roles' section header. On the right side, the 'Company Settings' menu is visible, with the 'Users' option highlighted with a yellow circle labeled '1'.

Username	Email Address	First Name	Last Name	Ariba Discovery Contact
rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

Name	Actions
Administrator	Details
All Access	Details Edit Delete

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 by selecting a user and clicking Make Administrator, you can transfer the role to this user.

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.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

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 an email to the user.

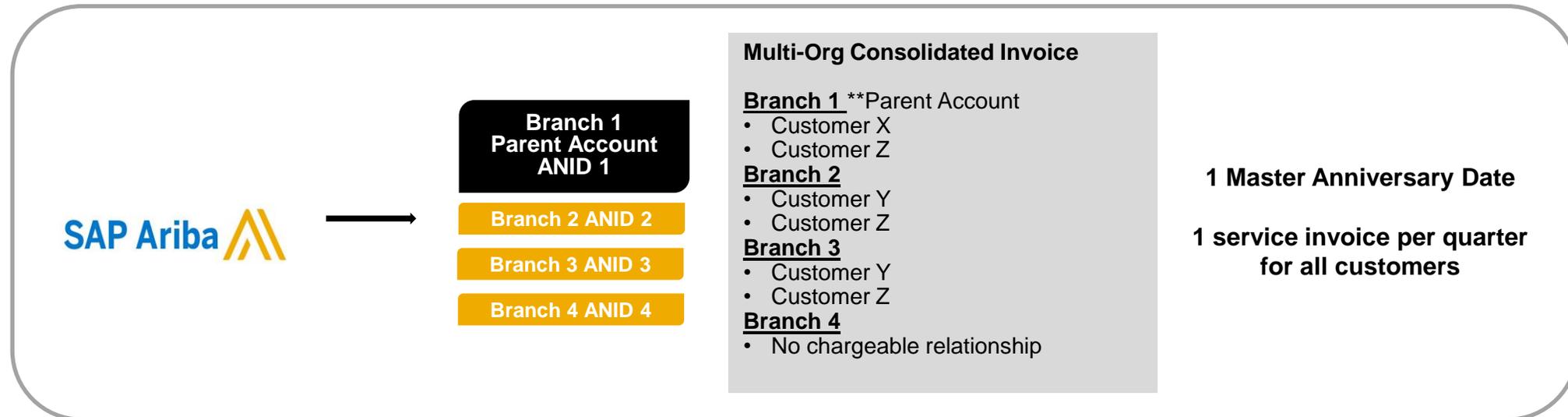
Selected User Information

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

Reset Password

Consolidate Your Bills Through a Multi-Org



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

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

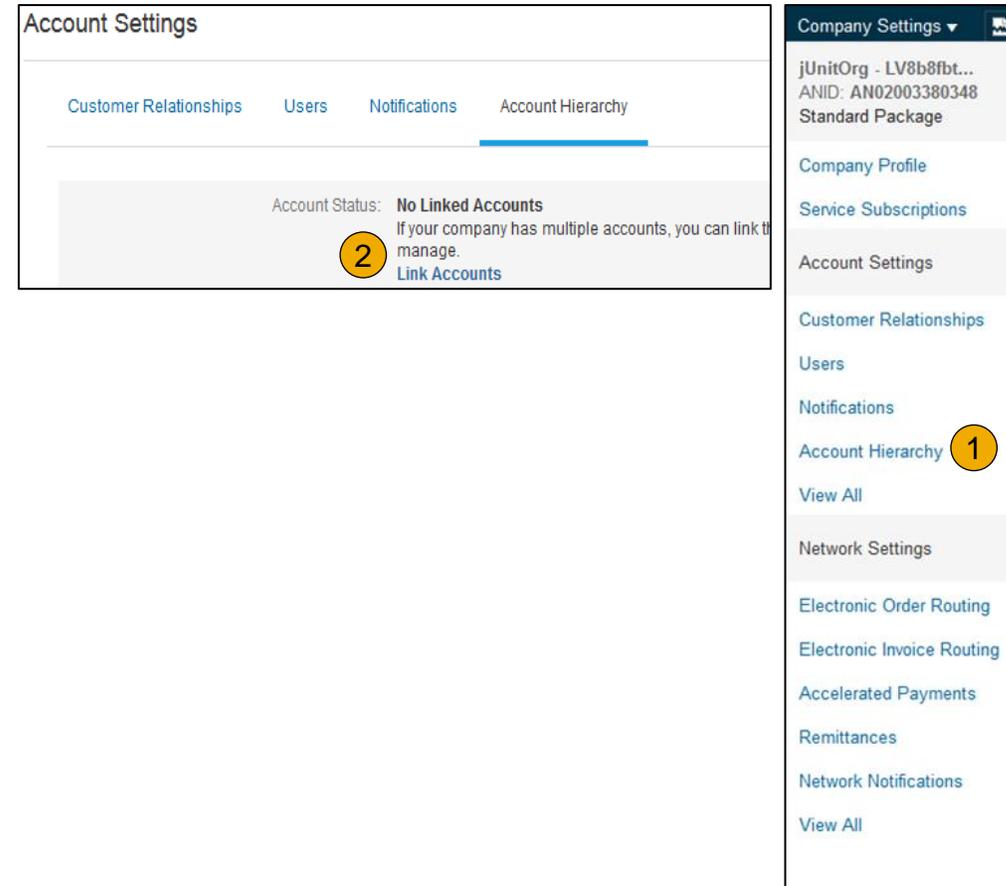
The administrator of the Parent account cannot take following actions:

- 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 log in if you are the Administrator of the account.

Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.
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



View Purchase Orders



Purchase Order Detail



Create PDF of Purchase Order

Cargill Requirements- Important

For Cargill suppliers that are live on AN:

- Purchase Orders will be solely sent via Ariba Network.
- Material Purchase Order confirmations must be done by the supplier in Ariba.
- Purchase Orders must be flipped into an invoice in AN, or else payment will not occur.
- Cargill does have specific requirements for suppliers transacting in AN with us .. Cargill's requirements may be different than other customers (buyers)
- Cargill AN suppliers may support Cargill businesses that do not use SAP TC2 for transactions. In these cases the supplier should transact as they have previously with that business.
- Suppliers that are unaware of their companies Ariba account should be directed to contact their companies AN account administrator, e-commerce group, or electronic business team for info.
- Suppliers with questions about their companies business relationship with Cargill in AN should contact Cargill's NA Supplier Enablement team at CSSP_NASUPPLIERENABLEMENT@CARGILL.COM.

Cargill Requirements- Important Cont.

Providing back up documentation for a PO from Cargill:

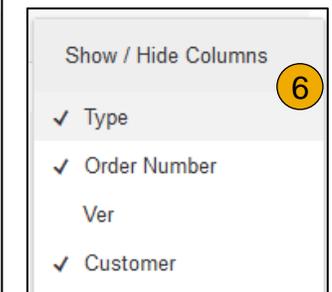
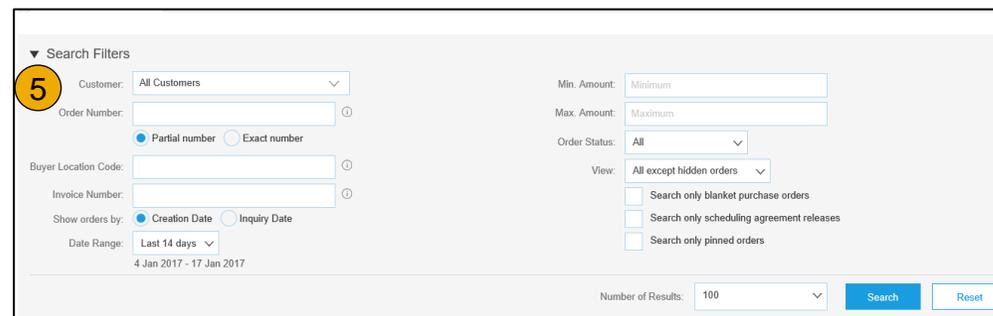
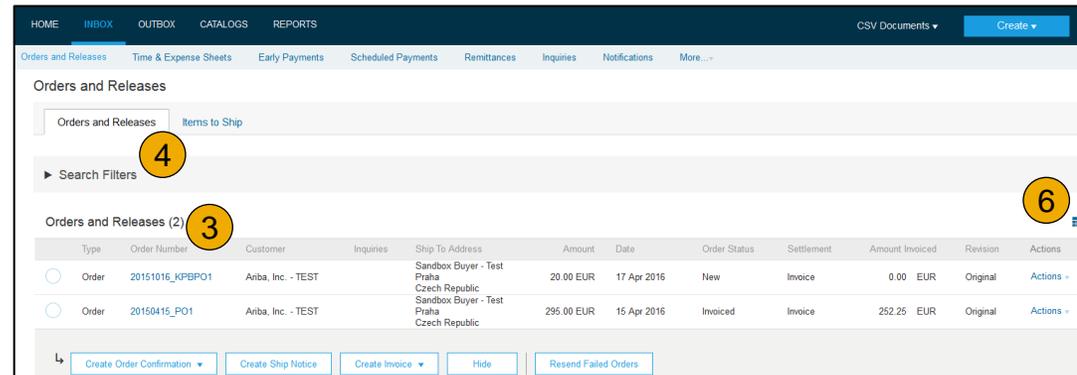
- You can attach support documents to any Cargill transaction in AN by adding notes in AN when you confirm and or invoice the order or by attaching related documents (quotes, estimates, time sheets) or by emailing the Cargill buyer directly.
- Payments will be made based on the actual PO values; PO values must reflect what you expect to be paid for the transaction. If PO values do not match what you expect to be paid you must work with your Cargill buyer to make corrections.

Note: If a service line is added before the order is confirmed, cancel the service line and the supplier will have the ability to confirm the order again

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 Cargill.
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 (Recommended-Search by PO)
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.



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.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Cargill 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.

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 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	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 AN01015640756-T and delivered by Ariba Network.

2

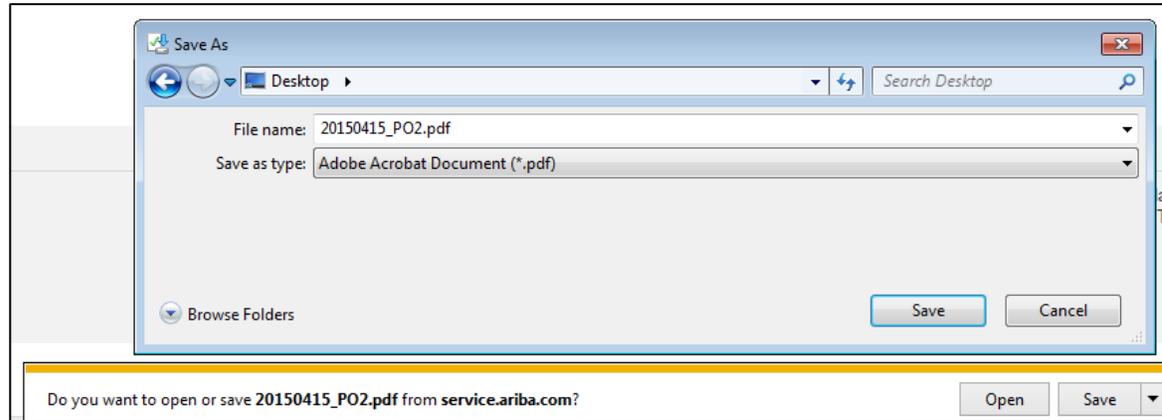
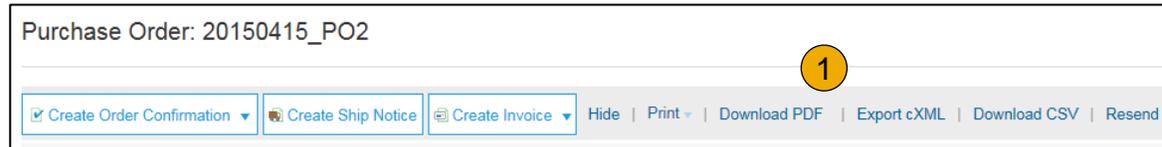
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

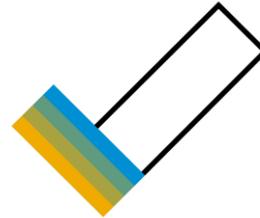
Create PDF of PO

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.



Section 4: Order Confirmations



Order Confirmations (OC)

[Confirm Entire Order](#)

[Update Line Items](#)

Create Order Confirmation

Confirm Entire Order (Header Level)

This slide explains how to Confirm Entire Order.

1. **From the PO view**, click the Create Order Confirmation button and select Confirm Entire Order.
2. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
3. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
4. **You can group** related line items or kit goods so that they can be processed as a unit.
5. **Click** Next when finished.
6. **Review** the order confirmation and click Submit.
Your order confirmation is sent to Cargill.

Note: Order confirmations are required for all the POs received by North American suppliers.
Respective buyer needs to be contacted if there is any price change/to add additional charges.

The image shows two screenshots from a software interface. The top screenshot is titled 'Purchase Order: 20150415_PO2'. It features three buttons: 'Create Order Confirmation' (with a dropdown arrow), 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' dropdown menu is open, showing options: 'Confirm Entire Order' (highlighted with a yellow circle '1'), 'Update Line Items', and 'Reject Entire Order'. Below the menu, the 'From:' information is displayed: 'Sandbox Buyer - Test', 'Radlicka', '15000 Praha', and 'Czech Republic'. The bottom screenshot is titled 'Confirming PO'. It has 'Exit' and 'Next' buttons at the top right. On the left, there are two numbered steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and includes a 'Confirmation #' field (with a yellow circle '2'), 'Associated Purchase Order #' (20150415_PO1), 'Customer' (Anba, Inc. - TEST), and 'Supplier Reference'. Below this is a 'SHIPPING AND TAX INFORMATION' section with fields for 'Est. Shipping Date', 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost'. A 'Comments' text area is at the bottom. A yellow circle '3' is placed over the 'Est. Shipping Date' field. A yellow circle '5' is placed over the 'Indicate' field in the top right corner of the form.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation

Update Line Items (Line item level)

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

Purchase Order: 20150415_PO2

Create Order Confirmation
 Create Ship Notice
 Create Invoice

Confirm Entire Order
 Update Line Items **1** History
 Reject Entire Order

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

2

Update Item Status
 Order Confirmation Header

2 Review Confirmation

Confirmation #

Associated Purchase Order #

Customer #

Supplier Reference:

3

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed 4					
Confirm:	<input type="text"/>	Backorder:	<input type="text"/>	Reject:	<input type="text"/>
					<input type="button" value="Details"/> ⓘ

5

Confirm Order

Update Line Items - Price Change

1. **Enter** the quantity in the Confirm data entry field.
2. **Click** Details to enter the details regarding the price change.
3. **Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
4. **Update** the Description as needed and click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm: Backorder: Reject: **2** [Details](#) ⓘ

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01	10	EA	18 Nov 2015

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price: **3**

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Supplier Part: **4**

Comments:

Confirm Order

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.

Note: If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click** Next.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: [Details](#) ⓘ

1 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: 1 Backordered

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Comments:

OK Cancel

3

OK Cancel

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Cargill.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

From: Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To: Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

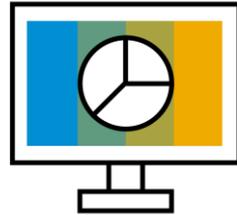
[Done](#) **5**

Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR **3**

Routing Status: Acknowledged
Related Documents: [312](#)

Deliver To

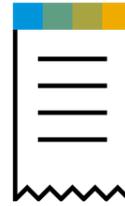
Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



Invoice Methods

[PO Flip](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

[Auto-Generate Service Sheet](#)

[Check Status](#)

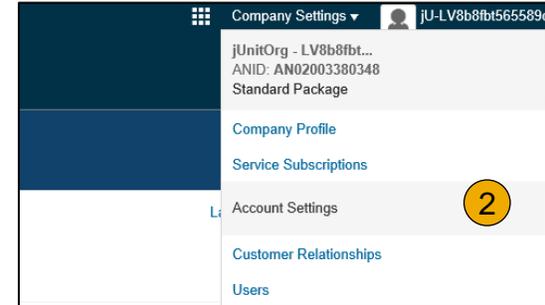
Cargill Invoice Requirements

1. Suppliers are required to include a Remit To address on invoice
2. Suppliers are expected to submit the invoice on the day of Purchase order received. Suppliers are allowed to future date invoices for 10 days
3. Suppliers must include Tax ID on invoices

Review Cargill Invoice Rules

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

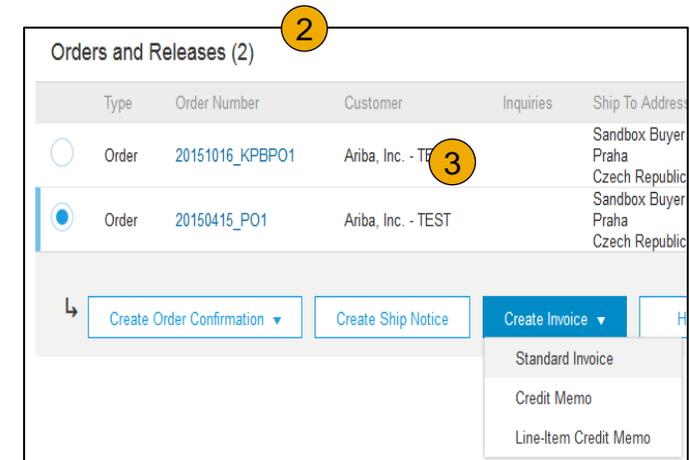
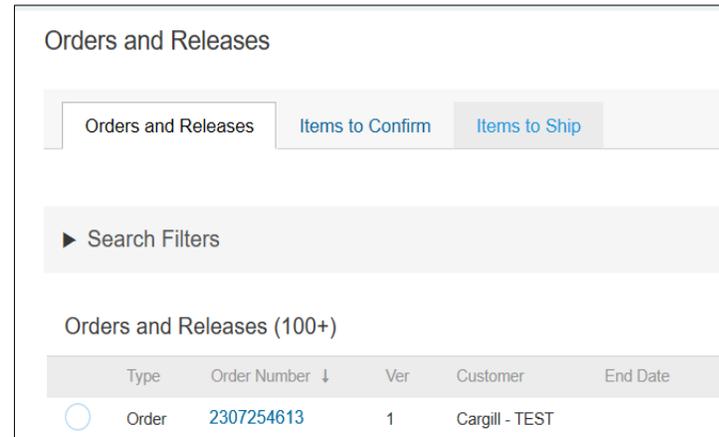
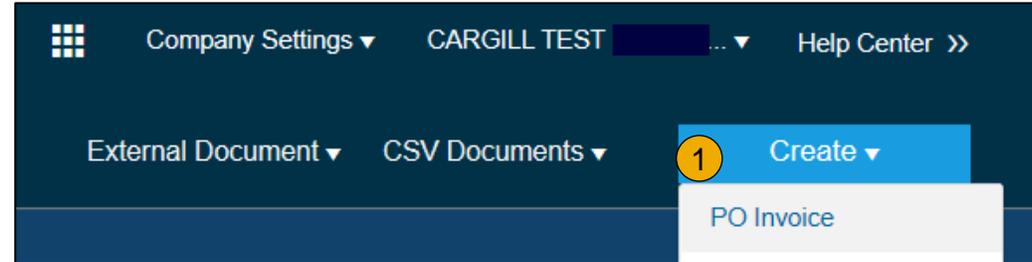
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Cargill).
4. Scroll down to the Invoice Setup section and view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



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. (Maximum 11 digits are allowed)
2. **Select Remit-To** address from the drop down box if you have entered more than one. **This is required.**
3. **Tax 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.

Scroll down to the Line items section to select the line items being invoiced.

Note: 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 Add to Header ▼

Tax 4

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. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded 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.

<input type="checkbox"/>	Tax Category:	<input type="text" value=""/>	<input type="checkbox"/>	Shipping Documents	<input type="checkbox"/>	Special Handling	<input type="checkbox"/>	Discount	<input type="button" value="Add to Included Lines"/>	
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	MATERIAL	<input type="text" value=""/>	ING SPC PWDR SWT ITA SSG 69115 50LB BG	<input type="text" value="100125225"/>	<input type="text" value="0"/>	lb ⓘ	<input type="text" value="\$1.71 USD"/>	<input type="text" value="\$0.00 USD"/>

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.

The screenshot shows the 'Tax' configuration form. At the top, there are radio buttons for 'Header level tax' (selected) and 'Line level tax'. A yellow circle '1' is placed over the 'Line level tax' option. Below this, there are input fields for 'Category:*' (set to 'VAT'), 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. A dropdown menu for 'Standard Tax Selections' is open, showing options: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, and Configure Tax Menu. A yellow circle '2' is placed over the 'Configure Tax Menu' option. To the right of the form, there is a 'Remove' button with a yellow circle '3' over it. At the bottom of the form, there are radio buttons for 'Header level shipping' and 'Line level shipping'.

The screenshot shows the 'Configure Tax' dialog box. It has a table with columns for '* Tax Category', '* Rate', and 'Tax Description'. The first row shows 'Sales Tax' selected in the dropdown, with a rate input field and a percentage sign. Below the table are 'Delete' and 'Create' buttons. A yellow circle '4' is placed over the 'Create' button. There are 'OK' and 'Cancel' buttons in the top right corner.

Invoice via PO Flip

Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.

The screenshot shows the 'Create Invoice' interface. On the left, a 'Line Item Actions' menu is open, with a circled '6' next to the 'Edit' option. The main area shows a 'Line Items' table with one item selected, also marked with a circled '6'. Below the table, the 'Create Invoice' form is visible, showing details for the selected line item.

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: * 5 Part #: GOODS_01
Unit: EA
Unit Price: * 1.00 EUR
Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details
Price Unit: * PCE Price Unit Quantity: * 2
Unit Conversion: * 1 Description: This field specifies that 1 Box is equivalent to 2 units

Inspection Date: [Calendar Icon]

Shipping
Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test Praha [View/Edit Addresses]
Czech Republic Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

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.

The image shows two screenshots from the SAP system. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is also open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. The 'Next' button is highlighted with a yellow circle containing the number '3'. The bottom screenshot shows the 'Comments' field, which is empty and highlighted with a yellow circle containing the number '2'. The 'Remove' button is visible to the right of the field.

Invoice via PO Flip

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Cargill.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

The screenshot displays the 'Create Invoice' interface in Ariba Network. At the top, a navigation bar contains buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Save' button is highlighted with a yellow circle containing the number '4'. Below this, a red error message reads: '! Please correct the following errors and resubmit'. The main form area is titled 'Create Invoice' and includes an 'Invoice Header' section with a 'Summary' subsection. The 'Summary' section contains the following fields: 'Purchase Order: PO80001005', 'Invoice #:*' (with a red error message '! Required field' below it), 'Invoice* Date: 22 Apr 2016', and 'Remit To: 333 MAIN ST'. At the bottom left, there are fields for 'Bank Account:' and 'Bill To:'. A dark blue navigation bar at the bottom of the form area contains the text 'Ariba Network' and several menu items: 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this bar, a light blue navigation bar contains the text 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Drafts' link is highlighted with a yellow circle containing the number '5'. The 'Drafts' section is currently selected, showing a list of draft invoices.

Note: In the event of errors, there will be a notification in red where information must be corrected

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Line Items 4 Line Items, 4 Included, 0 Previously Fully 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
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	-\$6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	-\$15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	-\$5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	-\$5.16 USD

Line Item Actions Delete

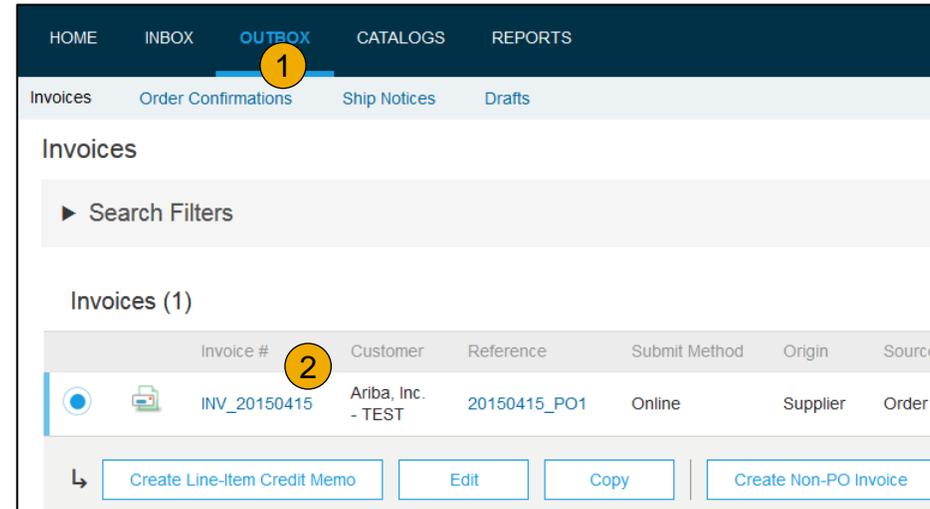
Subtotal: **-\$32.64 USD**
Total Tax: **-\$2.28 USD**
Total Shipping: **-\$12.00 USD**
Total Gross Amount: **-\$46.92 USD**
Total Net Amount: **-\$46.92 USD**
Amount Due: **-\$46.92 USD**

Update Exit **Next** Previous **Submit** Exit

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.



Search for Invoice

(Quick & Refined)

Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Cargill from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

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.

This screenshot shows the top navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the navigation is a search bar with three sections: a document type dropdown menu (labeled 1), a customer dropdown menu (labeled 2), and a text input field for the invoice number (labeled 3) with a search icon to its right.

This screenshot shows the navigation bar with the OUTBOX tab selected. Below it are sub-tabs for Invoices, Order Confirmations, Ship Notices, and Drafts. The 'Invoices' sub-tab is active, and a 'Search Filters' button (labeled 4) is visible below it.

This screenshot shows the 'Search Filters' section for Invoices. It includes several input fields: Customer (dropdown), Invoice Number (text), Order Number (text), Date Range (dropdown), and Supplier Reference (text). On the right, there are fields for Min. Amount, Max. Amount, and External Invoice Number, along with a Status dropdown and two checkboxes: 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums'. A 'Number of Results' dropdown is set to 100. A 'Search' button (labeled 5) and a 'Reset' button (labeled 6) are at the bottom right.

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 Cargill via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Cargill's action on the Invoice.

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

Note: Rejected invoice needs to be actioned as per the comments given.

Reach out to Supplier relations team @ Fsc_SupplierRelations@cargill.com for questions on rejected/failed 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. **Click on Details** to view the reason for rejection for rejected invoice.
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

3 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

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

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.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. A user profile for 'John Doe' is visible. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, showing a search filter and a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. Yellow circles with numbers 1, 2, and 4 are overlaid on the interface to indicate steps: 1 on the 'OUTBOX' tab, 2 on the 'Invoices (2)' header, and 4 on the 'Edit' button.

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

The screenshot shows the details page for invoice XYZ123456. At the top, it says 'Invoice: XYZ123456'. Below this, there are buttons for 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. A yellow circle with the number 3 is overlaid on the 'Cancel' button.

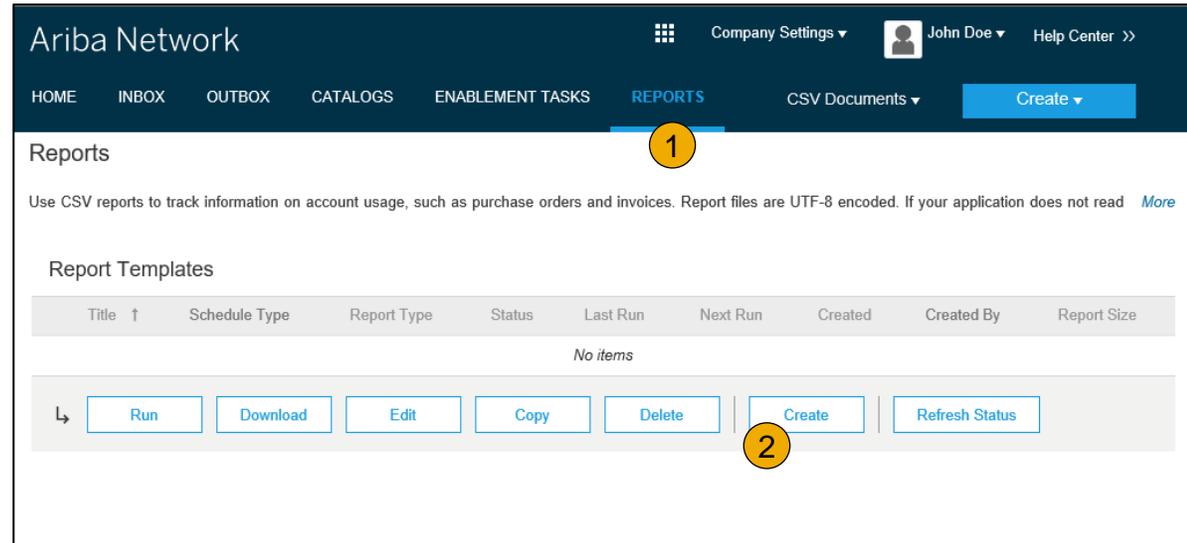
The screenshot shows a confirmation dialog box titled 'Cancel Invoice?'. It asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'. A yellow circle with the number 3 is overlaid on the 'Cancel Invoice?' title.

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- Sheet

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit. [Less](#)

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

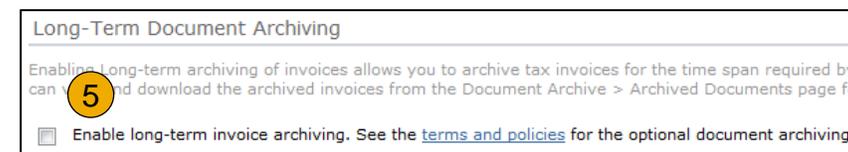
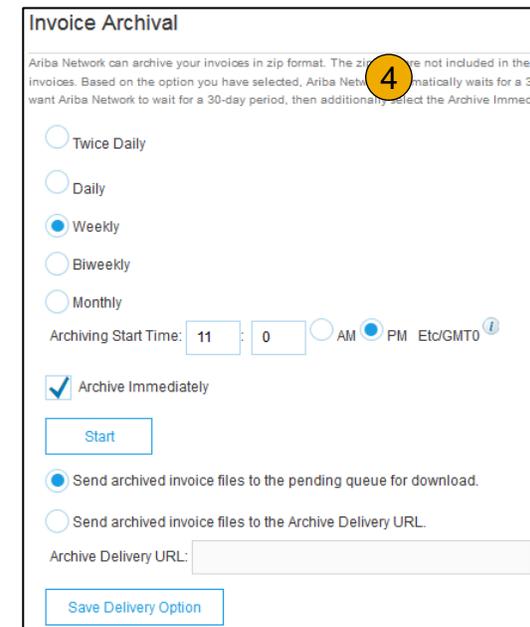
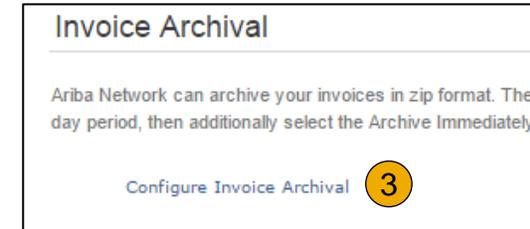
6

Previous Submit Exit

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the **Terms and Policies** link.)



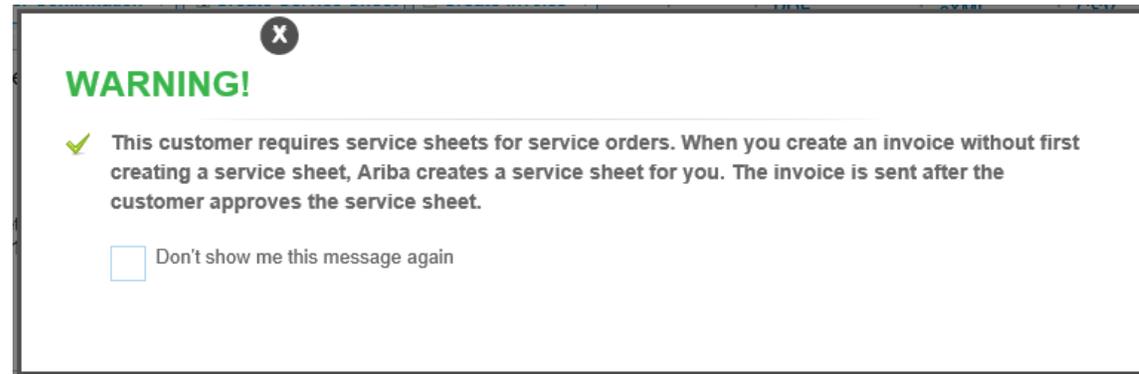
Auto-Generate a Service Entry Sheet

Create a Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

The screenshot displays the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'OUTBOX' tab is selected, and the 'Service Sheets' sub-tab is active. A table lists two service sheets:

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

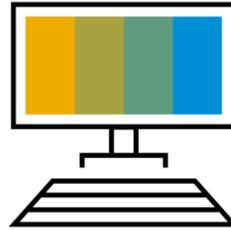
Below the table are 'Create Invoice' and 'Edit' buttons. A callout box titled 'Service Sheet:' shows the 'History' tab selected, displaying the following details:

Service Sheet (Rejected)
4511207465-SES3
Date: 7 Mar 2017
Purchase Order: 4511207465
Subtotal: £15.00 GBP

Section 6: Ariba Network Help Resources



Customer Support



**Supplier
Information Portal**



**Additional
Resources**

[Useful Links and
Webinars](#)

[Troubleshoot Your
Invoice](#)

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at CargillNAEnablement@ariba.com
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Cargill Enablement Business Process Support

- Email Cargill Enablement Team at CSSP_NAsupplierenablement@Cargill.com
 - Business-Related Questions

Cargill Supplier Information Portal

- Find your supplier information portal [HERE](#)

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

Training & Resources

Cargill 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.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

[Update](#)

Pending

Customer
Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. Supplier Information Portal
<input type="checkbox"/> Pouliot Industries

[Reject](#)

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

[Company Profile](#)
[Service Subscriptions](#)
[Account Settings](#)
[Customer Relationships](#)
[Users](#)
[Notifications](#)
[Account Hierarchy](#)
[View All](#)
[Network Settings](#)
[Electronic Order Routing](#)
[Electronic Invoice Routing](#)
[Accelerated Payments](#)
[Remittances](#)
[Network Notifications](#)

Useful Links and Webinars Available

Links

- [Ariba Supplier Pricing page](#)
- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)
- [Support Center](#)
- [Learning Center](#)
- [Supplier Central](#)
 - Resources and Announcements for suppliers servicing Cargill in the U.S. and Canada

Webinars

- [Supplier Success Sessions](#)
 - Created by Ariba Network Customer Support
 - Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - Using the help center
- [30 on Thursdays](#)
 - Information sessions on Supplier best practices
 - Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription
- [Live Demonstrations](#)
 - Understand SAP Ariba's solutions
 - Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

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?

Thank
you.