



Unplanned delivery charges from Ariba Network enabled online suppliers

How to submit an unplanned
delivery charge in Ariba
Network?

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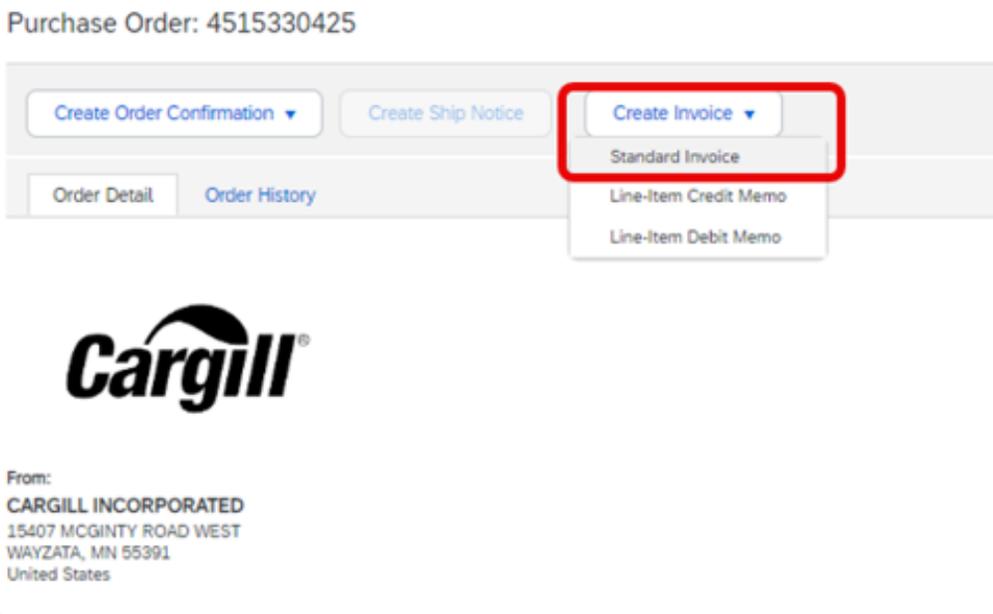
Current process

- Inclusion of unplanned delivery charges (UDC) during invoice submission is not allowed.

New process

- Inclusion of unplanned delivery charges (UDC) during invoice submission is allowed.
- In case of UDC rejection, suppliers should contact responsible buyer.
- Suppliers should wait to invoice the total cost of the purchase, including freight or any other unplanned delivery charges.
- Suppliers need to configure their notifications in the Ariba Network portal to receive updates related to submitted documents.

How to submit an unplanned delivery charge in Ariba Network?



Purchase Order: 4515330425

Create Order Confirmation ▼ Create Ship Notice **Create Invoice ▼**

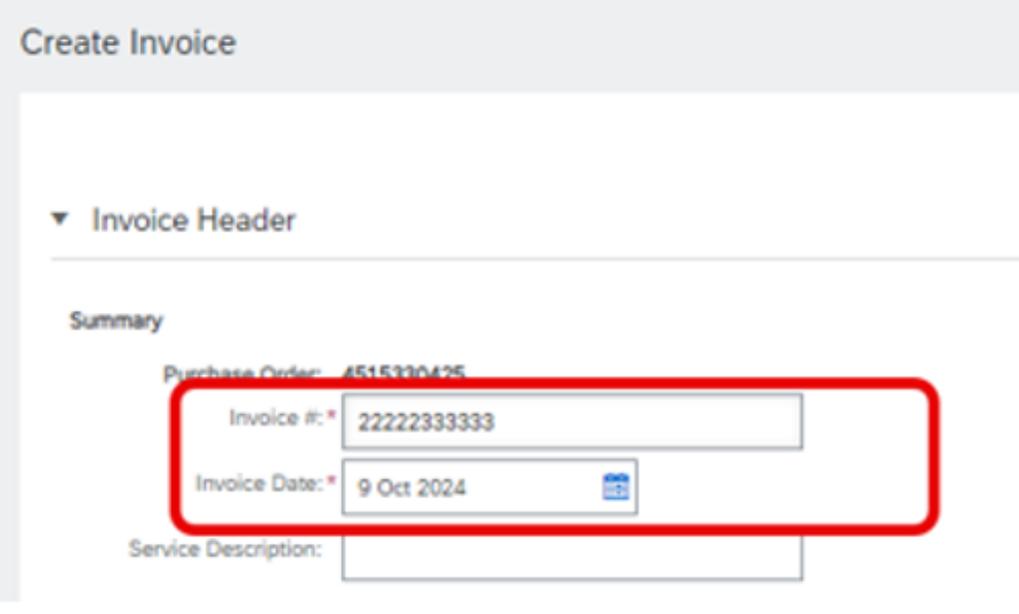
Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History

Cargill

From:
CARGILL INCORPORATED
15407 MCGINTY ROAD WEST
WAYZATA, MN 55991
United States

Start by creating the invoice as usual



Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4515330425

Invoice #: 22222333333

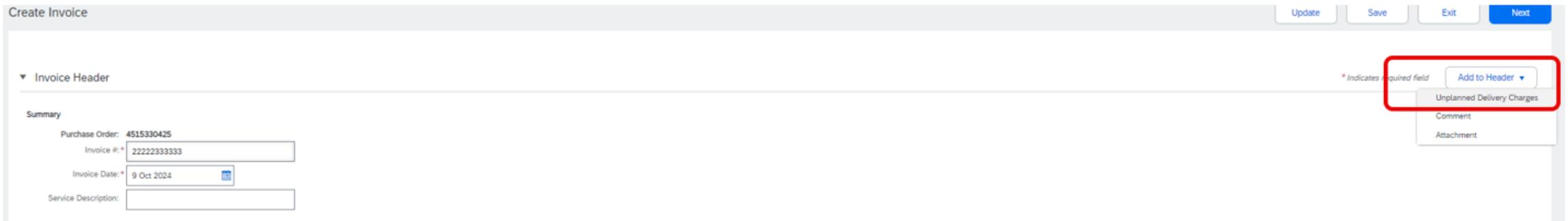
Invoice Date: 9 Oct 2024

Service Description:

Add the invoice number and date

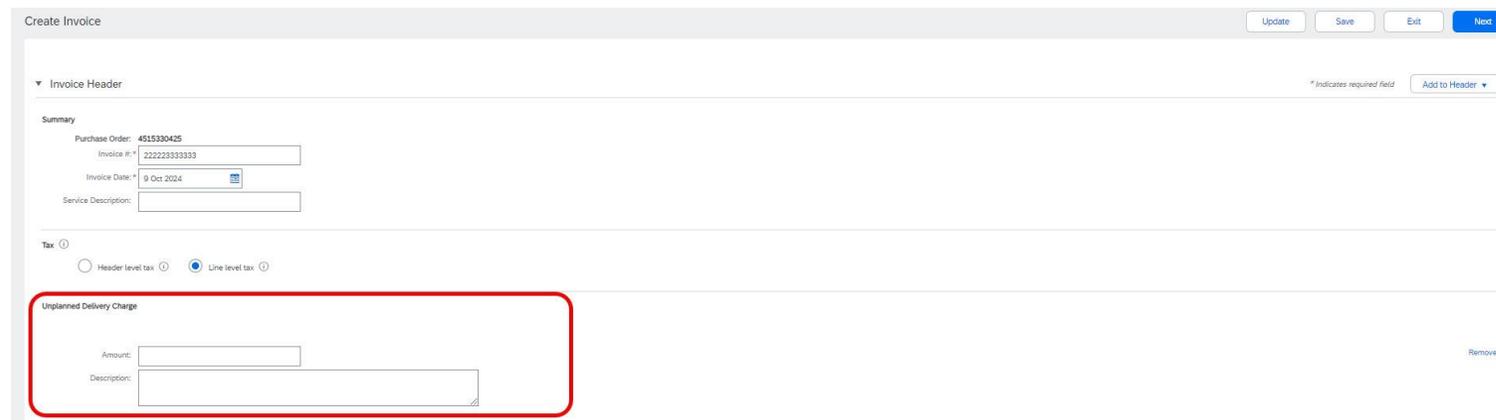
How to submit an unplanned delivery charge in Ariba Network?

Click on the option “Add to Header” at the top right of the page and select “unplanned delivery charges”



The screenshot shows the 'Create Invoice' interface. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below these, the 'Invoice Header' section is expanded. A dropdown menu labeled 'Add to Header' is open, showing options: 'Unplanned Delivery Charges', 'Comment', and 'Attachment'. The 'Unplanned Delivery Charges' option is highlighted. In the background, the 'Summary' section contains fields for 'Purchase Order: 4515330425', 'Invoice #: 2222333333', 'Invoice Date: 9 Oct 2024', and 'Service Description:'. A red box highlights the 'Add to Header' dropdown and its menu.

Unplanned delivery charges section will appear to be filled



The screenshot shows the 'Create Invoice' interface. The 'Invoice Header' section is still visible at the top. Below it, the 'Tax' section has radio buttons for 'Header level tax' and 'Line level tax'. The 'Unplanned Delivery Charge' section is now visible and highlighted with a red box. It contains fields for 'Amount:' and 'Description:'. A 'Remove' button is located to the right of the 'Description' field.

How to submit an unplanned delivery charge in Ariba Network?

When entering the information, only the amount value should be included in the “Amount” box. There is no need to add \$ or any other currency indicators because Ariba Network will consider the value in the invoice currency.

Unplanned Delivery Charge

Amount:	<input type="text" value="100"/>
Description:	<input type="text" value="Freight"/>

How to submit an unplanned delivery charge in Ariba Network?

Finish filling in the necessary fields to submit the invoice.

Select the option “Next” at the bottom right of the page.

Line Items 1 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	TST CONF	<input type="text"/>	1	EA ⓘ	\$300.0 USD	\$300.00 USD

Pricing Details

Price Unit: EA
Unit Conversion: 1

Description: Price Unit: EA ⓘ Price Unit Quantity: 1.0

Tax

Category: * ESTIMATED ITEM TAX

Location:

Description: Non-Deductable Tax

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount: \$9.00 USD Remove

Line Item Actions

How to submit an unplanned delivery charge in Ariba Network?

Unplanned delivery charges will appear at the “Invoice Summary” section.

Invoice Summary

Subtotal:	\$300.00 USD
Total Tax:	\$0.00 USD
Total Special Handling:	\$100.00 USD
Total Gross Amount:	\$409.00 USD
Total Net Amount:	\$409.00 USD
Amount Due:	\$409.00 USD

Previous

Save

Submit

Exit

How to configure notifications in the Ariba Network portal to receive updates related to submitted documents (SES and invoice)

Service Sheet

Type	Send notifications when...	To email addresses (one required)
Service Sheet Failure	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined.	
	<input checked="" type="checkbox"/> Send a notification when service sheets are undeliverable, rejected, or declined to the user who created it.	
Service Sheet Status Change	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change.	
	<input checked="" type="checkbox"/> Send a notification when service sheet statuses change to the user who created it.	
<h2>Electronic Invoice Routing</h2>		
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	
	<input type="checkbox"/> Send a notification when the status of the template changes.	
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	

Thank you!