

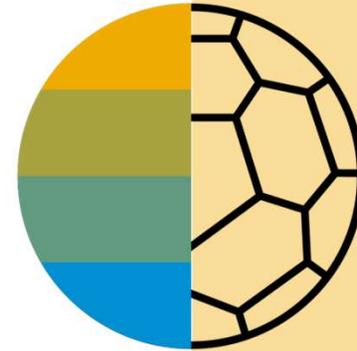
SAP Ariba 

NiSource Supplier Guide

CONFIDENTIAL

 **NiSource**[®]

THE BEST RUN 



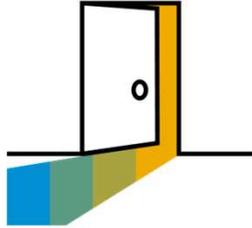
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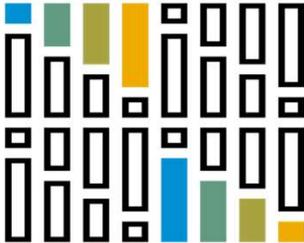
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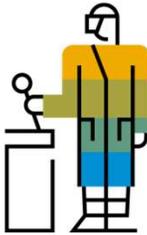
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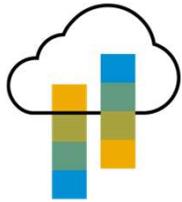


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Section 1: Ariba Network Overview



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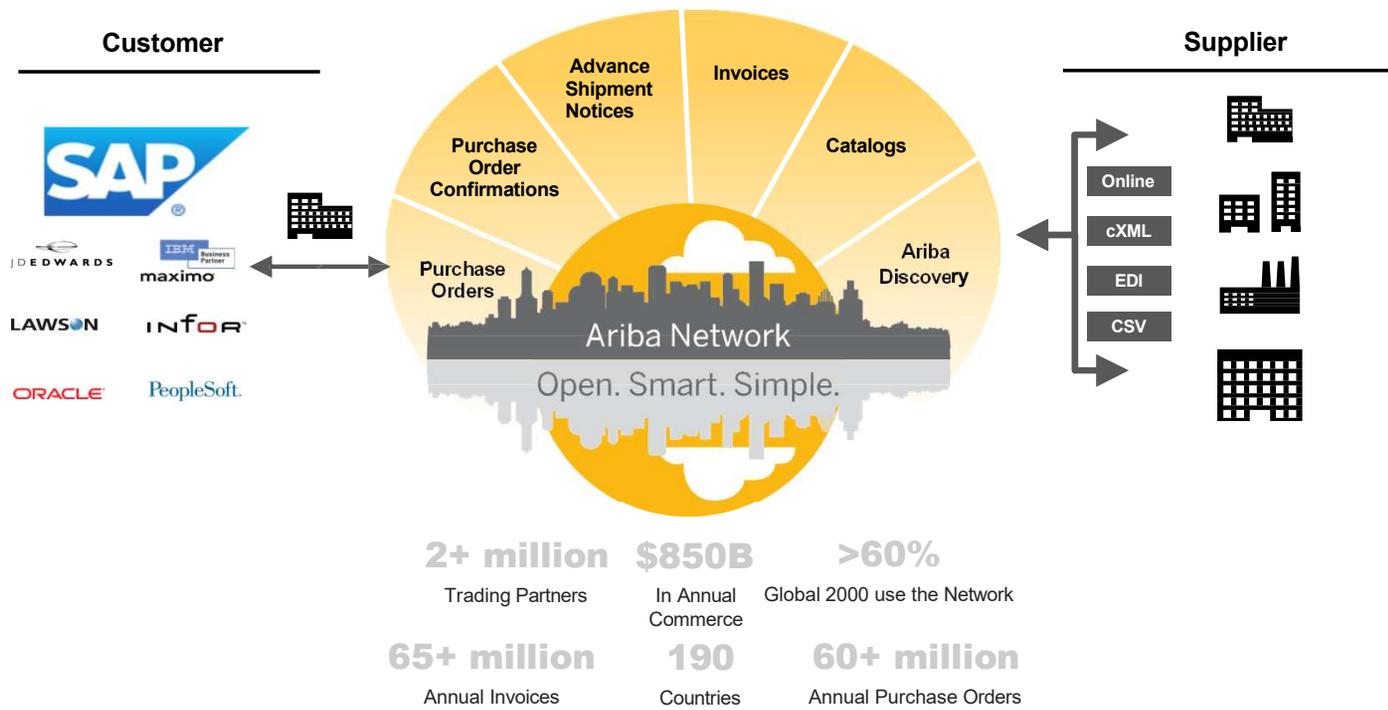
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What is Ariba Network?

NiSource 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.



Review NiSource Specifications

Supported Documents

NiSource project specifics:

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

Supported

- **Purchase Order Confirmations**
Apply against a whole PO or line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Non-PO Invoices**
Apply against a PO not received through Ariba Network
- **BPO Invoices**
Invoices against a blanket purchase order
- **Contract Invoices**
Apply against contracts
- **Line Level Credit Invoices/Credit Memos**
Item level credits; price/quantity adjustments
- **Header Level Credit Memos**
Credit Memos applied against whole invoices

Review NiSource Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by NiSource
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by NiSource
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; NiSource will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
NiSource requires invoices to be submitted electronically through Ariba Network; NiSource will no longer accept paper invoices
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item; not accepted by NiSource
- **Service Invoices**
Invoices that require service line item details; not accepted by NiSource

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

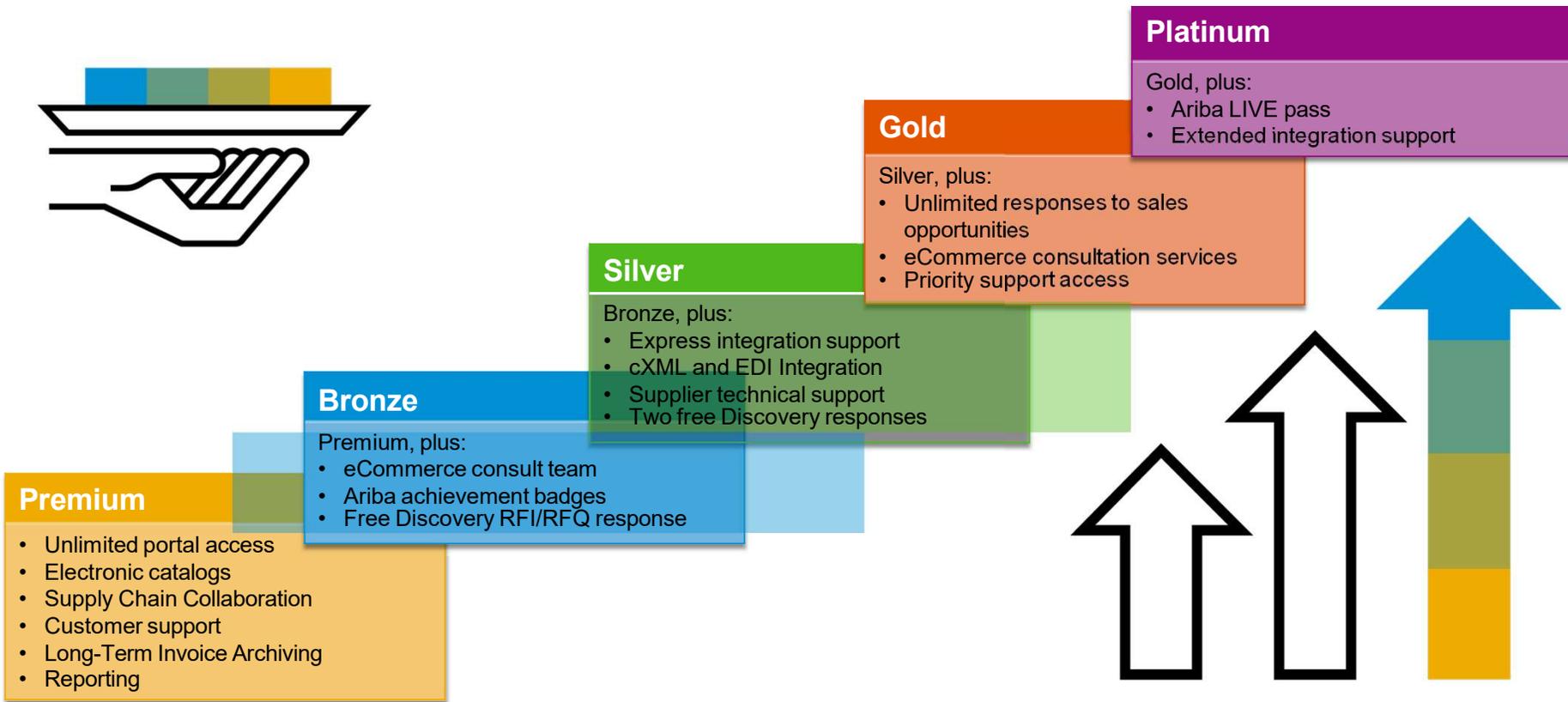
62% decrease in late payments



Receive faster payments

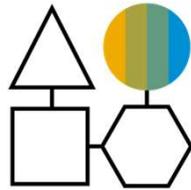
- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

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>

Section 2: Set Up Your Account



[Basic Account Configurations](#)

[Suggested Configuration](#)
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[Enablement Tasks](#)
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[Advanced Account Configuration](#)

[Customer Relationships](#)
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NiSource Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

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.



Select One...

First Time
User

Existing
User

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 contains the text: '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.' A blue 'Register Now' button is highlighted with a yellow circle '1'. Below this is a link: 'I have further questions for my requesting customer'. The form is divided into three main sections: 'Company information', 'User account information', and 'Enter more information for potential customers'. The 'Company information' section includes fields for 'Company Name', 'Country' (set to 'United States (USA)'), 'Address' (with three lines), 'City', 'State' (set to 'Alabama'), and 'Zip'. The 'User account information' section includes fields for 'Name' (first and last), 'Email', 'Username', 'Password', and 'Repeat Password'. A checkbox 'Use my email as my username' is checked. There are also links for 'Ariba Privacy Statement' and 'Terms of Use'. At the bottom, a checkbox 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' is checked, and a blue 'Register' button is highlighted with a yellow circle '5'. A yellow circle '2' points to the 'Address' field, a yellow circle '3' points to the 'Email' field, and a yellow circle '4' points to the 'Terms of Use' checkbox.

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.

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 shows the Ariba Network user interface. At the top, a navigation bar includes 'Company Settings', a user profile for 'John Doe', and a 'Help Center' link. A dropdown menu for 'Company Settings' is open, with 'Company Profile' highlighted in blue. Below this, the 'Company Profile' form is displayed. The form has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is active, showing fields for 'Company Name' (SMO Supplier 1), 'Other names, if any', 'Networkid' (AN010), 'Short Description', 'Website', and 'Public Profile'. The 'Address' section includes fields for 'Address 1-3', 'City' (Cleveland), 'State' (Ohio), 'Zip' (44114), and 'Country' (United States [USA]). On the right side of the form, there is a 'Public Profile Completeness' meter showing 35%. Below the meter, there are sections for 'Share Your Public Profile' and 'View Public Profile'.

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 SAP Account Settings interface. The 'Company Settings' dropdown menu is open, showing options like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', and 'Network Settings'. The 'Notifications' option is highlighted with a yellow circle '1'. The 'Network' tab is selected under the 'Notifications' section, with a yellow circle '2' next to it. The 'Electronic Order Routing' section is visible, with a table of notification types and their corresponding settings. The 'To email addresses' field is populated with three email addresses, each preceded by an asterisk, with a yellow circle '3' next to the first one.

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.

To email addresses (one recipient per line)
* junk@phoenix.ariba.com
* junk@phoenix.ariba.com
* junk@phoenix.ariba.com

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:
 - Invoice Routing: **Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.

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
 - cXML
 - EDI
 - Email
 - Fax
 - cXML pending queue (available for Order routing only)
3. Configure e-mail notifications.

The screenshot shows the 'Network Settings' configuration page. The 'Electronic Order Routing' tab is selected. The page includes sections for 'Capabilities Preferences', 'External System Integration', and 'New Orders'. In the 'New Orders' section, there is a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Catalog Orders without Attachments' row has 'Email' selected in the 'Routing Method' column (marked with a yellow circle '2'). The 'Options' column for this row contains an 'Email address' field (marked with a yellow circle '3'), a checkbox for 'Attach cXML document in the email message', a checked checkbox for 'Include document in the email message', and a checkbox for 'Leave attachments online and do not include them with email message'. A note at the bottom states: 'This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments"'. 'Save' and 'Close' buttons are visible at the top right.

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. <small>This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</small>

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, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact NiSourceSupplierEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

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 Response Documents (Confirmations and Ship Notices).

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.

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments

General | **Tax Invoicing and Archiving** | 3

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online ▾ 2
Customer Invoices	Online cXML EDI

Tax Classification:

Taxation Type: ▾

Tax Id: ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id:

VAT Registered

VAT Registration Document: <No document> | 1
Upload...

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

Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The image shows two screenshots from the SAP system. The top screenshot is the 'Network Settings' page, with the 'Settlement' tab selected. Under the 'EFT/Check Remittances' section, there are input fields for 'Address', 'City', and 'State'. The 'City' field is highlighted with a yellow circle containing the number '2'. Below these fields are 'Edit', 'Delete', and 'Create' buttons. The bottom screenshot is the 'Create Remittance Address / Payment Info' page. It contains a 'Remittance Address' section with multiple input fields: 'Address 1' through 'Address 4', 'City', 'State', 'Postal Code', and 'Country'. The 'City' field is highlighted with a yellow circle containing the number '3'. At the bottom of this section is a checkbox labeled 'Make this address default', which is highlighted with a yellow circle containing the number '4'. To the right of these screenshots is a 'Company Settings' dropdown menu. The 'Remittances' option is highlighted with a yellow circle, and a yellow arrow points from this circle to the 'Remittances' option in the menu.

Configure Your Remittance Information

Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

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

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:

Confirm ABA:

Bank Name:

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Bank Phone: USA 1

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id:

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Bank Phone: USA 1

Accept credit card: Yes No

Review Your Relationships

Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot displays two side-by-side panels. The left panel, titled 'Account Settings', has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active, showing sub-tabs for 'Current Relationships' and 'Potential Relationships'. A yellow circle with the number '4' highlights the 'Potential Relationships' sub-tab. Below the tabs, there is a section for 'I prefer to receive relationship requests as follows:' with two radio buttons: 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. A yellow circle with the number '2' highlights the 'Update' button. Below this is a 'Pending' section with a table header 'Customer' and 'Requested Date'. The table contains one row with 'No Items'. Below the table are 'Approve' and 'Reject' buttons, with a yellow circle and the number '3' highlighting the 'Approve' button. Below that is a 'Current' section with a table header 'Customer' and 'Approved Date'. The table contains one row with 'jUnitOrg - 5WQz99VD565589b21009590920' and '25 Nov 2015'. Below the table is a 'Reject' button. At the bottom is a 'Rejected' section with a table header 'Customer' and 'Rejected Date', containing 'No Items'. The right panel, titled 'Company Settings', shows a dropdown menu with 'jUnitOrg - LV8b8ft...' and 'ANID: AN02003380348'. Below this is a 'Standard Package' section and a list of settings: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. A yellow circle with the number '1' highlights the 'Customer Relationships' link in this list.

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

The screenshot shows the SAP Ariba 'Users' management page. The 'Company Settings' sidebar on the right has 'Users' selected, indicated by a yellow circle with the number 1. The main content area is divided into three sections: 'Manage Users', 'Manage User Roles', and 'Role'. In the 'Manage Users' section, a table lists a user 'rebecca.novotny@sap.com' with a yellow circle and the number 4 next to the 'Create User' button. In the 'Manage User Roles' section, a yellow circle with the number 5 is next to the 'Create Role' button. In the 'Role' section, the 'Administrator' role is selected, with a yellow circle and the number 3 next to its 'Details' link. A yellow circle with the number 2 is next to the 'Create Role' button in the 'Role' section.

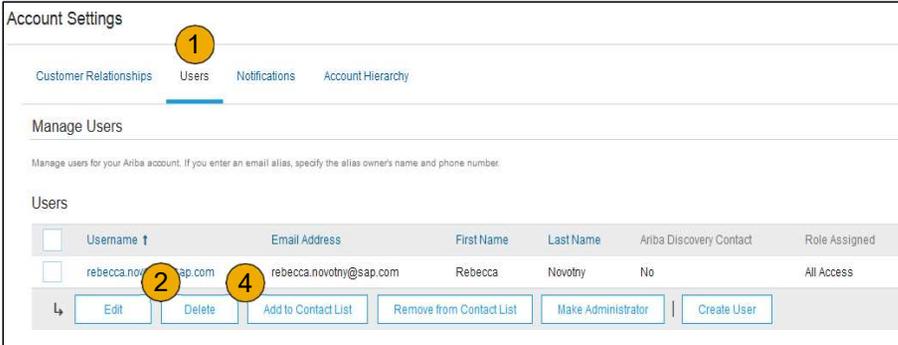
Username	Email Address	First Name	Last Name	Aniba Discovery CVD	
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

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



Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

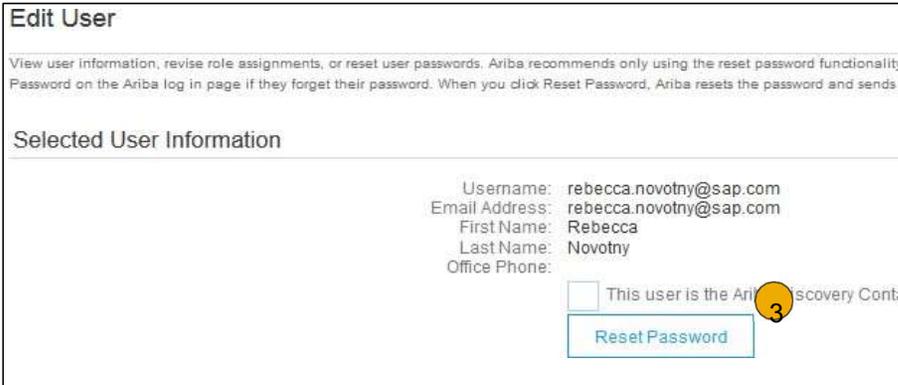
Manage Users

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 **2** Delete **4** 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

3 Reset Password

Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

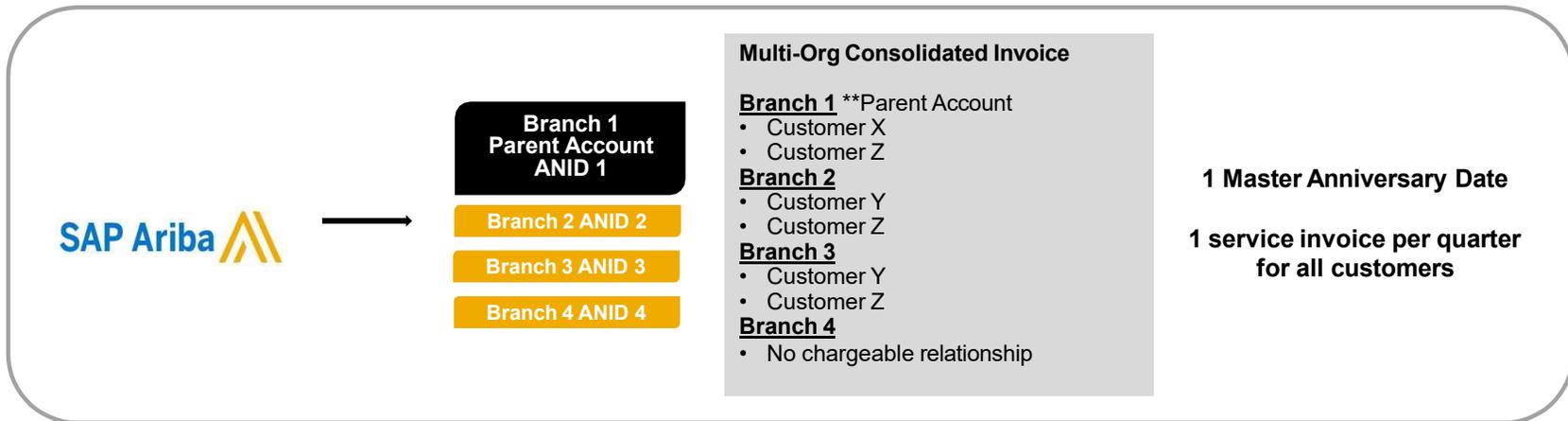
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

Note: If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot displays the SAP User Account Navigator interface. At the top right, a user profile dropdown menu is visible, showing options like 'Logout', 'My Account' (highlighted with a yellow circle 2), 'My Community Profile', and 'Switch To'. Below this, the 'My Account' page is shown, divided into 'Account Settings' and 'Account Information' sections. The 'Account Information' section contains fields for 'Username' (Aribasup@s.c), 'Email Address' (junk@phoenix.ariba.com), 'First Name' (JU-LV8b8ft565589df1009590921), 'Middle Name', 'Last Name' (lastName), and 'Business Role' (Business Owner). The 'Security' section includes 'Secret Question' (What is the last name of your first boss?), 'Secret Answer' (masked with dots), and 'Confirm Secret Answer' (masked with dots). A 'Change Password' link is also present. Numbered callouts 1, 2, 3, and 4 highlight specific elements: 1 points to the user profile dropdown, 2 to 'My Account', 3 to the 'Email Address' field, and 4 to the 'Confirm Secret Answer' field.

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:

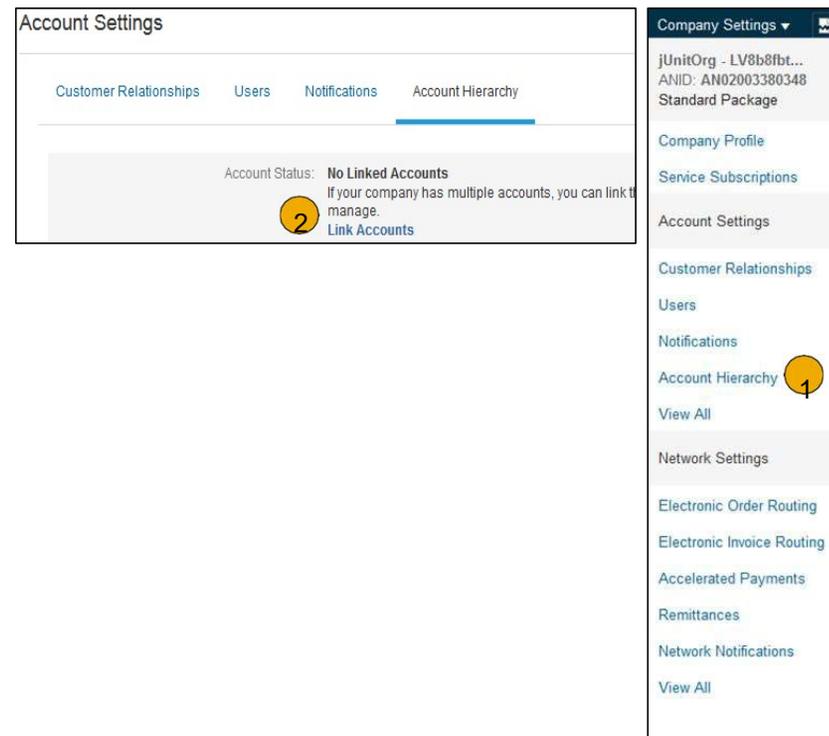
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

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.

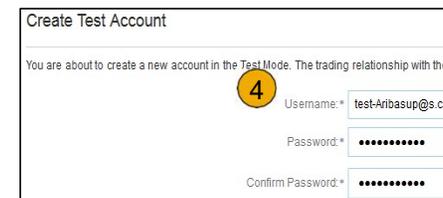
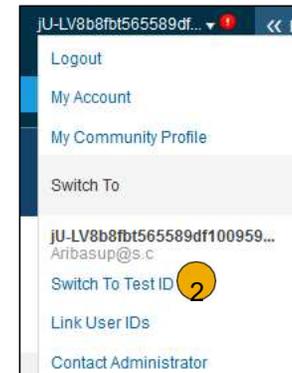
Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click OK** when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



Section 3: Purchase Order Management



[View Purchase Orders](#)



[Purchase Order Detail](#)

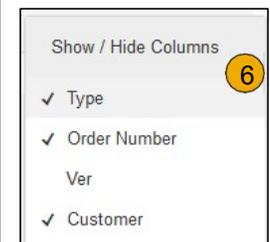
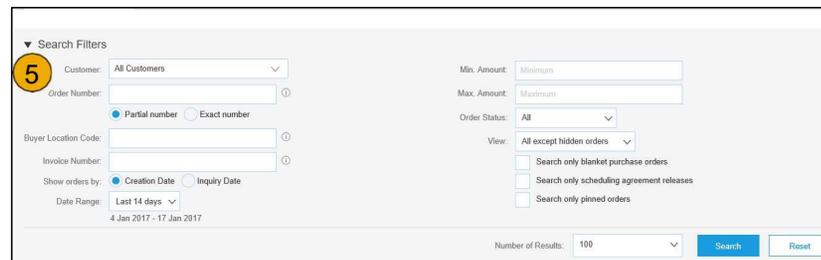
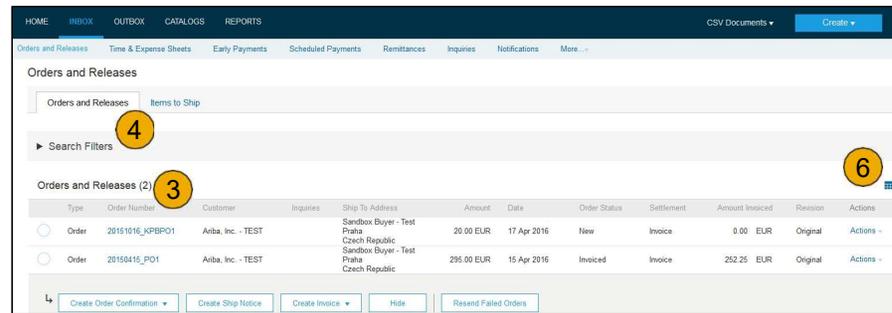


[Create PDF of Purchase Order](#)

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 NiSource.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Manage POs

Purchase Order Detail

1. **View** the details of your order.
The order header includes the order date and information about the buying organization and supplier.

Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

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

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

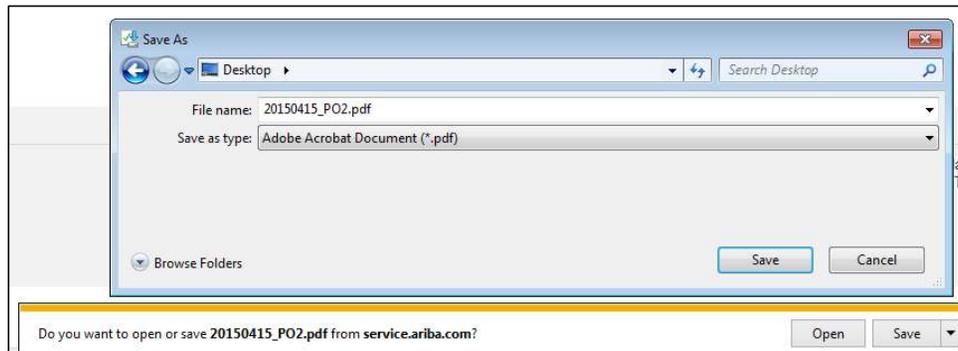
[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

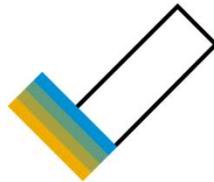
Create PDF of PO

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.

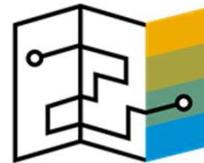


Section 4: Other Documents



[Order Confirmations \(OC\)](#)

- [Confirm Entire Order](#)
- [Reject Entire Order](#)
- [Update Line Items](#)



[Advanced Ship Notices \(ASN\)](#)

- [Create Ship Notice](#)
- [Delivery Terms and Transportation Details](#)
- [Details](#)
- [Submit Ship Notice and Status](#)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
 - **NOTE:** NiSource **REQUIRES** Estimated Shipping Date on all Order Confirmations
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click Next** when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to NiSource.**

NiSource REQUIRES all Purchase Orders to have an Order Confirmation before creating an Invoice

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 1

Associated Purchase Order #: 20150415_PO1

Customer: Arba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 2

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

* Indicate

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

Reject Entire Order

1. From the PO view, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. Enter a reason for rejecting the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)

Ariba Network
Purchase Order: 20150415_PO2

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order 1

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirmation #: |

Rejection Reason: Please Select 2

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

REJECT ENTIRE ORDER 1

Order Confirmation Number:

Confirmation #: |

Comments:

Reject Order Cancel

Create Order Confirmation

Update Line Items

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.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

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 **3** Order Confirmation Header

2 Review Confirmation

Confirmation #:
Associated Purchase Order #: 20150415_PO2
Customer: - TEST
Supplier Reference:

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 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed **4**

Confirm: **5** Backorder: **5** Reject: **6**

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 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: Details

1 2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

3

Confirm Order

Update Line Items - Reject

1. Enter the quantity in the Reject data entry field to reject item.
2. Click the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. 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

Confirm: Backorder: Reject: 1 2 0

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 Rejected**

Rejection Reason *

Comments:

3

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 NiSource.
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 3201114 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

5 Done

3

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

Routing Status: Acknowledged
Related Documents: 0 312

Deliver To

Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

Ariba Network

Purchase Order: 20150415_PO2

1

Create Order Confirmation Create Ship Notice Create Invoice Hide Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

* Indicates required field

SHIP FROM

Ariba_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM	DELIVER TO
Name: Ariba_TestSupplier - TEST	Name: Sandbox Buyer - Test
Department Name:	Department Name:
ADDRESS	ADDRESS
Address 1*: Radicka 320114	Address 1: Radicka
Address 2:	Address 2:
Postal Code*: 150 00	Postal Code: 15000
City*: Praha 5	City: Praha
State:	State:
Country*: Czech Republic (CZE)	Country: Czech Republic (CZE)

This selection will refresh the page content.

Cancel OK

3

4

Create Ship Notice

Delivery Terms and Transportation Details

- 1. Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier
Service Level:	<input type="text"/>	Preferred Carriers
		Default Carriers
		Airborne Express
		DHL
		1 FedEx
		UPS
		US Postal Service
		Other

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

[Add Ship Notice Line](#)

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

[Add Ship Notice Line](#)

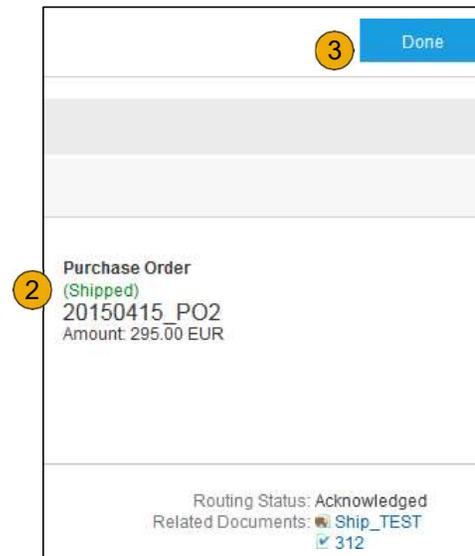
[Add Order Line Item](#)

2

[Next](#) [Exit](#)

Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to NiSource. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



Section 5: Invoice Methods



[Invoice Information](#)

[Customer Specifications](#)
[Invoice Rules](#)



[Invoice Methods](#)

[PO Flip](#)
[Non-PO Invoice](#)
[Blanket Purchase Order Invoices](#)
[Contract Invoices](#)
[Credit Memo](#)
[Copy Invoices](#)



[Invoice Management](#)

[Search for Invoice](#)
[Check Invoice Status](#)
[Invoice History](#)
[Modifying Invoices](#)
[Invoice Reports](#)
[Invoice Archival](#)

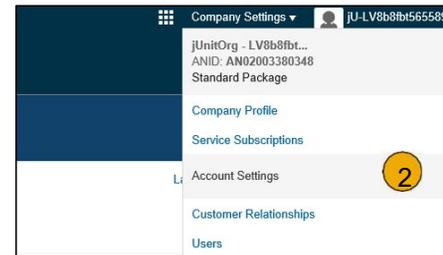
NiSource Invoice Requirements

1. Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice
2. Suppliers are allowed to back date invoices for 30 days **TC – do you want to highlight this for suppliers to be aware of? If not, please delete.**
3. Suppliers can enter taxes at the header level or line level
4. Suppliers must include Estimated Shipping Date on all Order Confirmations
5. Suppliers must provide a Reason for every Credit Memo

Review NiSource Invoice Rules

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

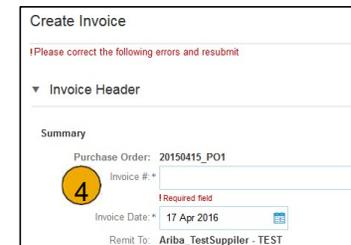
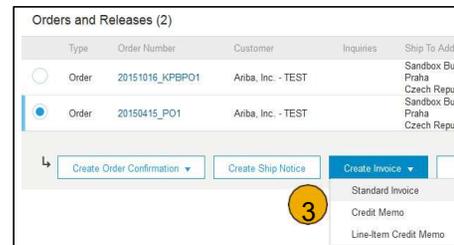
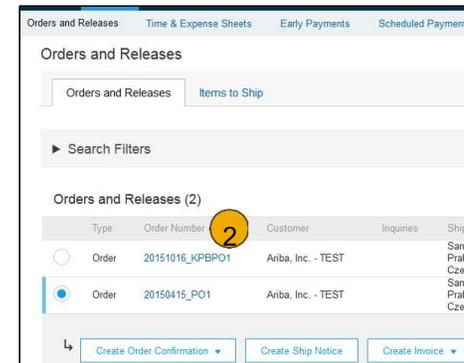
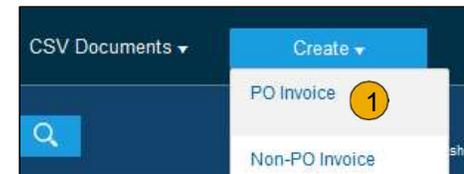
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (NiSource).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If NiSource enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to NiSource.



Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

- 1. Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
- 2. Select Remit-To** address from the drop down box if you have entered more than one.
- 3. Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
- 4. You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
- 5. Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: * INV_1084497223

Invoice Date: * 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax *i* Line level tax *i*

Shipping

Header level shipping *i* Line level shipping *i*

* 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

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.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions | Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

Category	VAT
Location	
Description	
Business	
Date Of The Payment	
Line Reference	

Standard Tax Selections

Sales

VAT

QST

POST

POST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Line Item Actions | Delete | Add

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select the Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select Category** within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter shipping cost** to the applicable line items if line level shipping has been selected.

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 SAP Invoice Line Item Level interface. On the left, a 'Line Item Actions' menu is open, with a yellow circle '6' highlighting the 'Edit' option. The main area displays a table of line items with a yellow circle '6' highlighting the first row. Below the table, the 'Create Invoice' dialog is open, showing detailed information 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

Inspection Date:

Shipping: Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test
 Praha 5 Praha View/Edit Addresses
 Czech Republic Czech Republic
Cristian Mihalache
2nd Floor, SI Team

Invoice via PO Flip

Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

Pricing Details		Price Unit: BX	Price Unit Quantity: 1
		Unit Conversion: 1	Description:
Shipping		Ship From: Arriba_TestSupplier - TEST Praha 5 Czech Republic	Ship To: Sandbox Buyer - Test Praha Czech Republic Cristian Mihalache 2nd Floor, SI Team
Shipping Cost		Shipping Amount: 0.00 EUR	Shipping Date:
Allowances and Charges		Service Code:	Description:
		Start Date:	End Date:
		Allowance:	

Line Item Actions: Delete Add

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Arriba_TestSupplier - TEST

Prize S:

Bill To: Czech Republic
Sandbox Buyer - Test
Praha
Czech Republic

Tax

Header level tax Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping Line level shipping

Ship From: Arriba_TestSupplier - TEST

Prize S:

Czech Republic

Allowances and Charges

Service Code:

Description:

Start Date:

End Date:

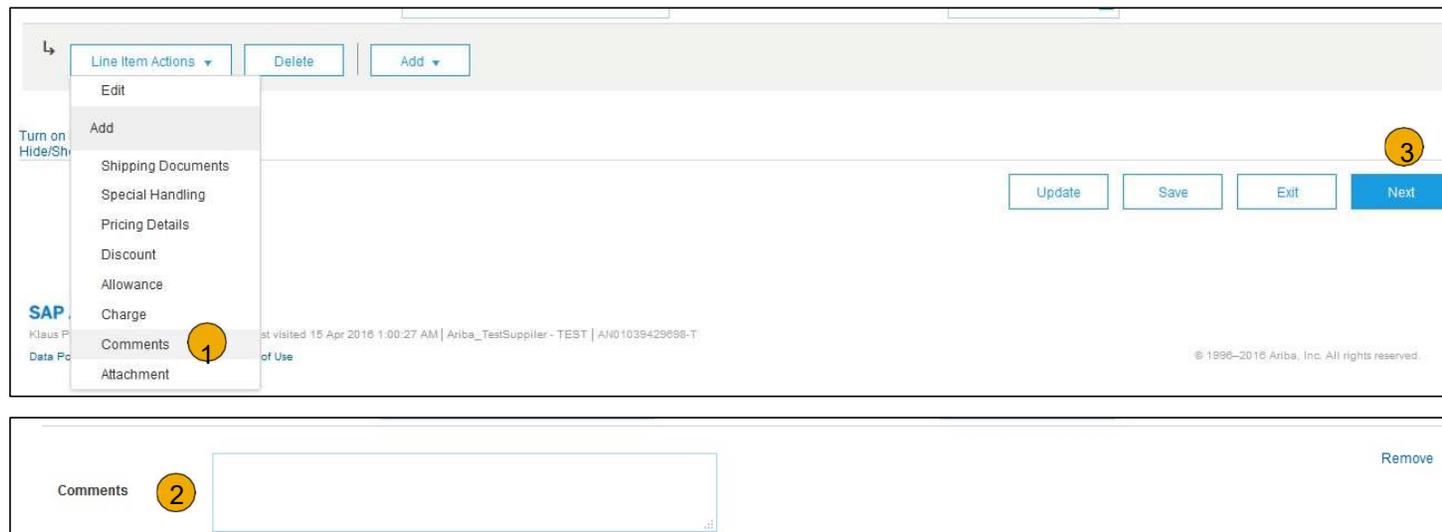
Allowance:

Add Tax Remove

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 screenshot displays the SAP Ariba interface for adding comments to a line item. The top section shows the 'Line Item Actions' dropdown menu, which is open, highlighting the 'Comments' option (1). Below the menu, the 'Comments' input field is visible (2). The 'Next' button is highlighted in blue (3). The interface also includes buttons for 'Update', 'Save', 'Exit', and 'Next'. The SAP logo and user information are visible in the bottom left corner.

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 NiSource.
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' form in SAP. At the top, a navigation bar contains buttons for 'Update', 'Save', 'Exit', and 'Next'. A yellow circle with the number '4' is positioned above the 'Save' button. The main form area is titled 'Create Invoice' and features a red error message: '!Please correct the following errors and resubmit'. Below this, the 'Invoice Header' section is expanded to show a 'Summary' with the following details: Purchase Order: PO80001005; Invoice #: * (empty field with a red error message '! Required field'); Invoice Date: 22 Apr 2016; Remit To: 333 MAIN ST. A dark blue navigation bar at the bottom of the form area is labeled 'Ariba Network' and includes links for HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. Below this bar, a light blue navigation bar shows 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts', with a yellow circle and the number '5' above the 'Drafts' link. A 'Note' on the right side of the form states: 'Note: In the event of errors, there will be a notification in red where information must be corrected'.

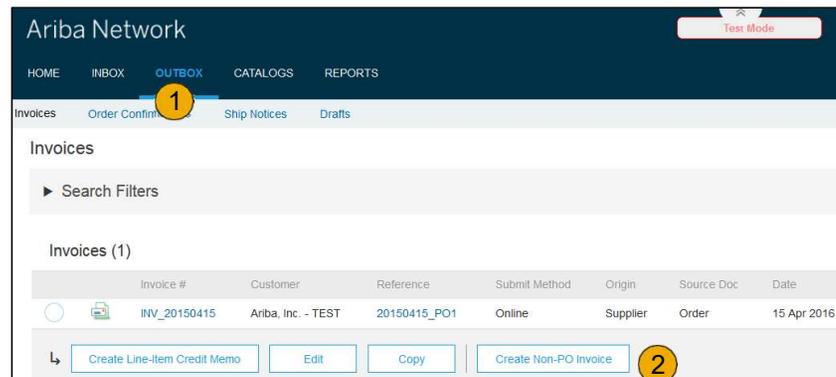
Invoice Without a Purchase Order

Non-PO Invoice

To create an invoice without a PO:

1. **Select** Outbox on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select your Customer** from the dropdown menu.
4. **Select Standard Invoice.**
 - If you need to invoice a new customer click **Invoice New Customer.**
5. **Click Next.**

Note: Your customer must generate a code for you to create non-PO invoices.



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST

Type of Invoice: Standard Invoice Credit Memo

Invoice Without a Purchase Order

Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Complete** at least 1 of the **Order Information Fields**. If your customer disables the rule you are not required to enter info in Order Information section.

Note: Add a customer Email address to have the document properly routed to the right approver.

3. **Use Add Item** button to add the details of the item(s) being invoiced.

Note: Be certain to provide complete details of the items or services provided.

4. **Add Tax** and Shipping as appropriate.

5. **Click Next** to continue.

6. **Review, Save** or **Submit** as Standard Invoice.

Invoice Against a Blanket Purchase Order

Locate Your BPO

To Create an Invoice from a Blanket Purchase Order (BPO):

1. **Locate BPO in Inbox.**
2. **Click Create Invoice and Select Standard Invoice.**

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (7)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date
Order	BPO9471245	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471244	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471243	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471242	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471241	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471240	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016
Order	BPO9471239	SMO Buyer		ACME Energy Transmission - Charlie Lake (FSJ) Warehouse Fort X, BC Canada	\$10,000.00 CAD	3 Nov 2016

Create Order Confirmation Create Ship Notice Create Invoice Hide Resend Failed Orders

Standard Invoice
Credit Memo
Line-Item Credit Memo

Invoice Against a Blanket Purchase Order

Header Level Information

3. **Complete** Header Section information as needed, including all information marked **required** with an asterisk (*).
4. **Check** the box of the line item you plan on invoicing against.
5. **Click Create** at the bottom and select the appropriate option; Goods or Services.

▼ Invoice Header

Summary

Blanket Order: BPO9471245	Subtotal: \$0.00 CAD
Invoice #:* INV12345	Total Tax: \$0.00 CAD
Invoice Date:* 4 Nov 2016	Total Gross Amount: \$0.00 CAD
Supplier Tax ID:	Total Net Amount: \$0.00 CAD
Remit To: SMO Supplier 1	Amount Due: \$0.00 CAD
Cleveland, OH United States	
Bill To: West Energy (Acme Energy Company)	
Toronto ONTARIO Canada	

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 4 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML NSL1 km 50.8 CAP-U1137 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML NSL1 km 50.8 CAP-U1137 O/S ENG#	\$20,000.00 CAD

5 Create ▼ Edit Delete

Goods
Service

Update Save Exit Next

Invoice Against a Blanket Purchase Order

Create a Line Item

- Update** required fields including the Quantity and/or Price fields to create the invoice line item. Click Create when done.

Create Invoice Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD

▼ Invoice Item * Indicates required field Line Item Actions

6 Quantity: * Part #: Not Available

Unit: ACT
Unit Price: \$10,000.00 CAD
Subtotal: \$10,000.00 CAD

Description: FNML N5L1 km 50.8 CAP-UII37 O/S ENG#

Inspection Date: Reference Date:

Accounting Reference Reference ID: Description:

Create Cancel

Invoice Against a Blanket Purchase Order

Review Your Information

7. **Once** completed, your invoice line will appear as a sub-line (i.e. 1.1) showing the quantity being invoiced.
8. **Repeat** process as needed for each line.

Blanket PO Items							
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 10.1	<input type="text" value="1"/>	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

Create ▼ Edit Delete

Update Save Exit **Next**

9. **Click Next** to continue.
10. **Review, Save or Submit** as Standard Invoice.

Invoice Against a Contract

To create a Contract Invoice:

1. **From the home screen** within your Ariba Network account, **select the Create** dropdown menu and select **Contract Invoice**.
2. **Select NiSource** from the Customer dropdown list.
3. **Complete** invoice entry with all fields marked with asterisk (*).

The image shows two overlapping screenshots from the Ariba Network interface. The top screenshot displays a 'Create' dropdown menu with options: PO Invoice, Non-PO Invoice, Contract Invoice (marked with a yellow circle '1'), Service Entry Sheet, Credit Memo, Time & Expense Sheets, and Catalog. The bottom screenshot shows the 'Create Contract Invoice: Select Customer' form. It includes a 'Next' button (marked with a yellow circle '2') and a 'Cancel' button. The form prompts the user to 'Select a customer from the list below and click Next to continue the process. If the customer is not in the list, click More.' A search bar for 'Customer Name' is present, along with a 'Search' button. A list of customers is shown, with 'Ariba Ready Test' selected (marked with a yellow circle '2').

The image shows the 'Invoice Entry' form for contract invoice creation. The form is titled 'NV40547' and includes a 'Submit' button and an 'Exit' button. The 'Invoice Header' section contains the following fields: 'Supplier Invoice #' (marked with a yellow circle '3'), 'Purchasing Unit' (No value), 'Invoice Date', 'On Behalf Of' (Christopher Hart), 'Supplier', 'Contract' (no value), 'Remit To Address' (no value), 'Sold To Email', 'My Labels' (Apply Label...), and 'Payment Terms' (no value). The 'Shipping - Entire Invoice' section includes 'Ship From' and 'Ship To' (No value) fields. A 'Header Actions' dropdown menu is located at the bottom left.

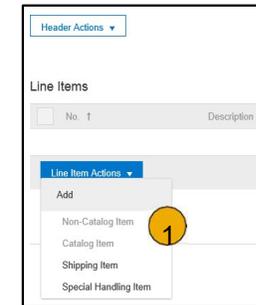
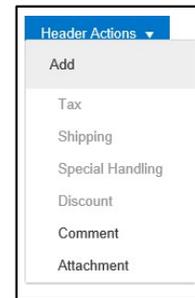
Invoice Against a Contract

Header and Line Level Options

There is an option to add Tax, Shipping, Special Handling, Discount, Comments and Attachments to Contract Invoices.

To add Line items to the Invoice:

1. **Choose** from Non-catalog or Catalog options.
2. **Enter** required fields marked with an asterisk (*).
3. **Update** Total.
4. **Click** on Submit button to submit the invoice.



A screenshot of the 'Line Items' form. The form displays a table with columns: No., Description, Contract, Qty, Unit, and Price. The first row is highlighted with a yellow circle containing the number '2'. Below the table, there are fields for Reference Date, Commodity Code, Supplier Part Number, and Shipping - by Line Item. The 'Submit' button is highlighted with a yellow circle containing the number '3'.

A screenshot of the summary and action buttons. The summary box shows: Subtotal: \$2,570.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$2,570.00 USD, Total Net Amount: \$2,570.00 USD, and Amount Due: \$2,570.00 USD. Below the summary box are buttons for Previous, Save, Submit, and Exit. The 'Submit' button is highlighted with a yellow circle containing the number '4'.

Create a Credit Memo

Header Level

To create a credit memo against an entire invoice:

1. **Select** the **INBOX** tab.
2. **Select** the PO to be credited by clicking the radio button on the PO.
3. **Click** on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the **Actions** dropdown menu.
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.
 - **NOTE:** NiSource **REQUIRES** a Reason for every Credit Memo
5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**

The screenshot illustrates the Ariba work interface for creating a credit memo. It is divided into several sections:

- Navigation Bar:** Shows 'Ariba work' with a user profile 'John Doe' and a 'Create' button.
- Orders and Releases:** A table listing orders. The first order is selected with a radio button. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo' (highlighted with a yellow circle 3), and 'Line-Item Credit Memo'.
- Create Credit Memo Form:** A form with 'Header Information' (Invoice #, Invoice Date, Supplier Account ID) and 'Adjustment' (Adjustment in Subtotal, Adjustment in Tax, Adjustment in Special Handling, Adjustment in Shipping) sections. A 'Create Tax' button is visible. A yellow circle 4 highlights the 'Adjustment in Tax' section.
- Attachments:** A section for adding attachments with a 'Browse' button and a 'Add Attachment' button. A yellow circle 5 highlights the 'Add Attachment' button.
- Summary Review:** A summary box showing: Subtotal: \$-5.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$-5.00 USD, Total Net Amount: \$-5.00 USD, and Amount Due: \$-5.00 USD. A yellow circle 6 highlights the summary box. Below it are 'Previous', 'Submit' (highlighted with a yellow circle 7), and 'Exit' buttons.

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.
 - **NOTE:** NiSource **REQUIRES** a Reason for every Credit Memo
5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**

Ariba Network (1)

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 (3) Edit Copy Create Non-PO Invoice

Line Items (4) 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

Turn on Error Dump Hide/Show XML

Update Exit Next (5)

Summary (6):

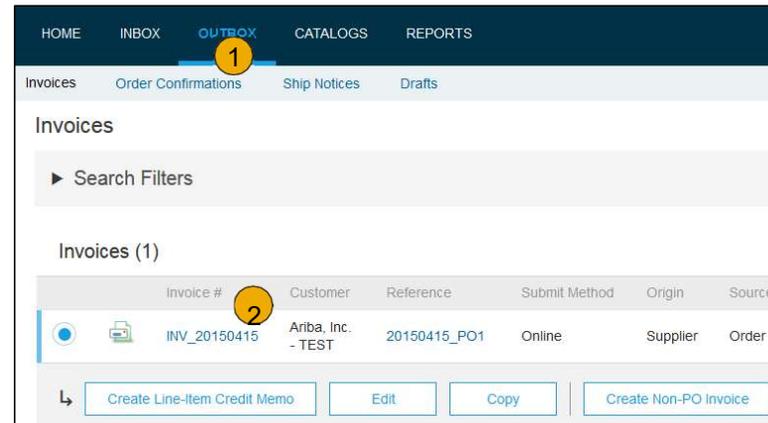
- Subtotal: **\$-32.64 USD**
- Total Tax: **\$-2.28 USD**
- Total Shipping: **\$-12.00 USD**
- Total Gross Amount: **\$-46.92 USD**
- Total Net Amount: **\$-46.92 USD**
- Amount Due: **\$-46.92 USD**

Previous Submit (7) 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

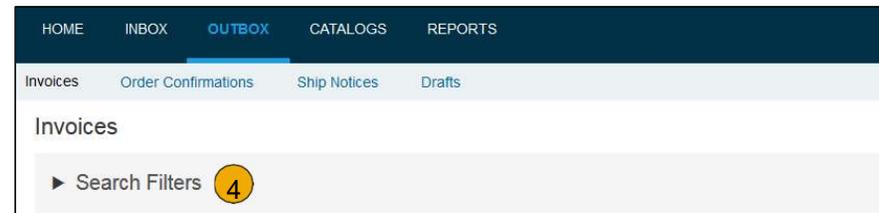
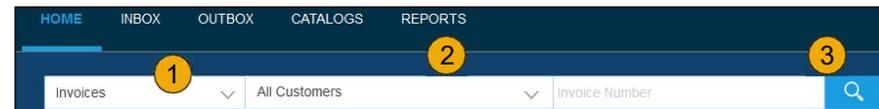
(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select NiSource** 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 'Invoices' search filters. The 'Search Filters' section is expanded. The filters include: Customer (All Customers), Invoice Number (with radio buttons for Partial number and Exact number), Order Number, Date Range (Last 24 hours), Supplier Reference, Min. Amount, Max. Amount, External Invoice Number, and Status (All). There are also checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums'. The 'Number of Results' is set to 100. A 'Search' button and a 'Reset' button are at the bottom right. A yellow circle 5 is placed over the 'Invoice Number' field, and a yellow circle 6 is placed over the 'Show only Invoices with Invoice Addendums' checkbox.

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 NiSource via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

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

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

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History **1**

Standard Invoice

Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML **4**

Detail Scheduled Payments History

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
 Routing Status: Sent

History **2**

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (2)

	Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
<input type="radio"/>	XYZ123456	SMO Buyer	P0725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
<input type="radio"/>	XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

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

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

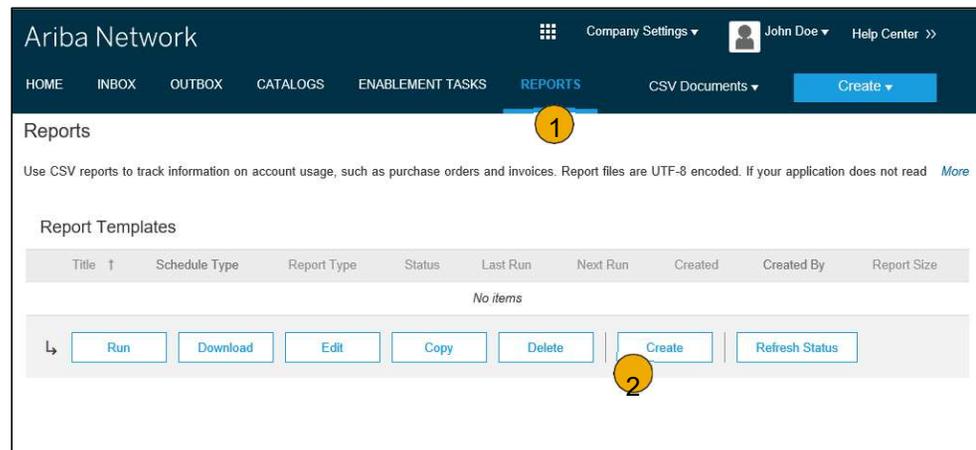
Yes No

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, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

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

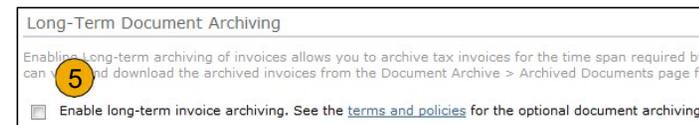
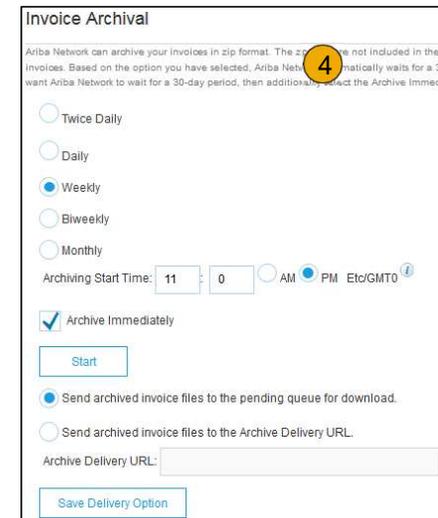
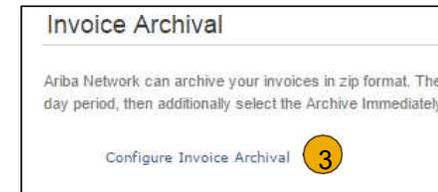
6

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.)



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 NiSourceSupplierEnablement@ariba.com
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

NiSource Enablement Business Process Support

- Email NiSource Enablement Team at SupplierRegistration@nisource.com
 - Business-Related Questions

NiSource 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

NiSource Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page in SAP. The 'Customer Relationships' tab is active, showing options for 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there are sections for 'Pending' and 'Current' relationships. The 'Current' section lists 'Ariba Inc.' and 'Pouliot Industries'. A yellow circle with the number '1' highlights the 'Company Settings' dropdown menu in the top right corner. Another yellow circle with the number '2' highlights the 'Ariba Inc.' entry in the 'Current' list, and a third yellow circle with the number '3' highlights the 'Supplier Information Portal' link next to it.

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](#)

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.