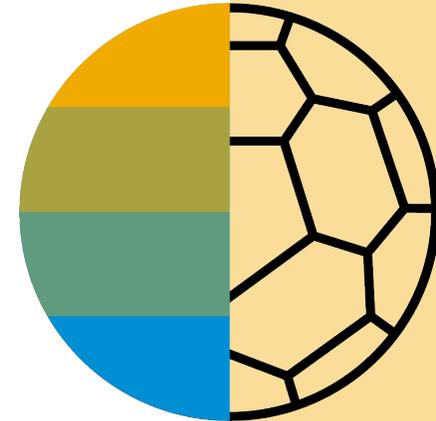




Newell Brands Ariba Invoicing Guide

CONFIDENTIAL

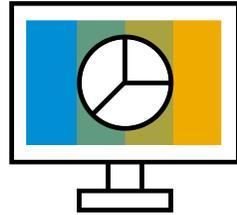


THE BEST RUN



This guide is partial subset of the complete supplier guide found at the beginning of our Ariba information webpage

Section 5: Invoice Methods



Invoice Information

[Customer Specifications](#)

[Invoice Rules](#)



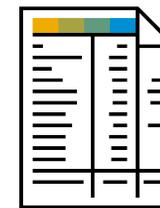
Invoice Methods

[PO Flip](#)

[Invoice via CSV Upload](#)

[Credit Memo](#)

[Copy Invoices](#)



Invoice Management

[Search for Invoice](#)

[Check Invoice Status](#)

[Invoice History](#)

[Modifying Invoices](#)

[Invoice Reports](#)

[Invoice Archival](#)

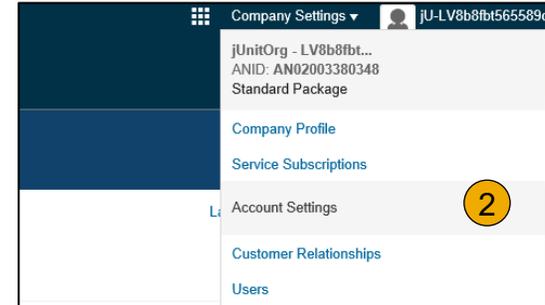
Newell Brands Invoice Requirements

1. Suppliers are required to include a Remit To address on all invoices
2. Suppliers are allowed to future date invoices for 7 days
3. Suppliers are allowed to back date invoices for 3 days
4. Suppliers can enter taxes at the header level or the line item level
5. Suppliers can submit Line Item Credit Memos for Quantity and Price Adjustments

Review Newell Brands Invoice Rules

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

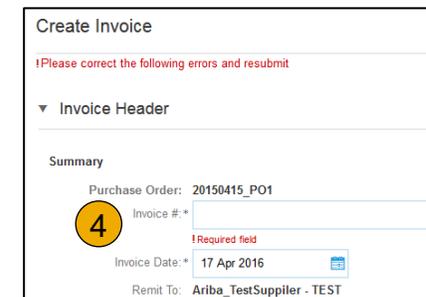
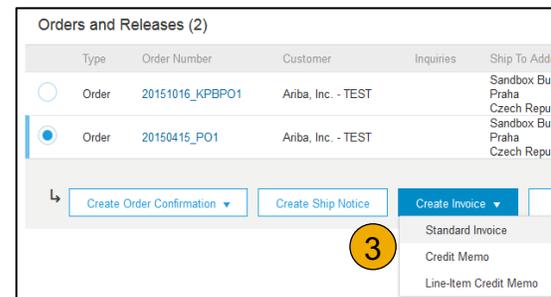
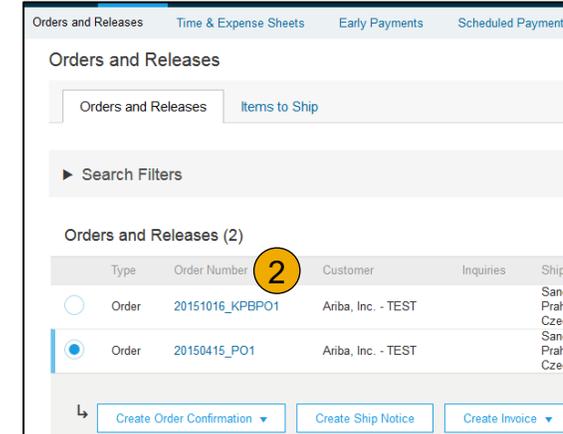
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Newell Brands).
4. Scroll down to the Invoice Setup section and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



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.
 - **NOTE:** Suppliers are REQUIRED to provide a Remit To Address on all Invoices
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 1

Invoice Date:* 15 Apr 2016 2

Remit To DEFAULT VALUE ▾ 2

Tax 3

Header level tax ⓘ Line level tax ⓘ

Shipping 3

Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field Add to Header ▾ 4

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 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 type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: VAT

Location: []

Description: []

Regime: []

Date Of Pre-Payment: []

Law Reference: []

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- 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.

The screenshot shows the 'Tax' configuration panel. At the top, there are radio buttons for 'Header level tax' (selected) and 'Line level tax'. Below this, there are input fields for 'Category' (set to 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. A dropdown menu for 'Standard Tax Selections' is open, listing various tax types. At the bottom, there is a 'Shipping' section with radio buttons for 'Header level shipping' and 'Line level shipping'. A 'Remove' button is located on the right side of the panel.

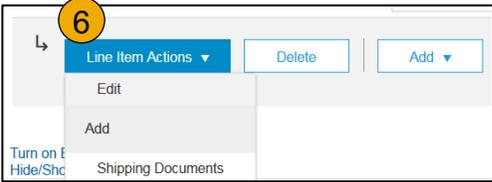
The screenshot shows the 'Configure Tax' dialog box. It features a table with the following columns: '* Tax Category', '* Rate', and 'Tax Description'. The 'Sales Tax' category is selected, and the rate is set to '%'. There are 'Delete' and 'Create' buttons at the bottom of the table.

The screenshot shows the shipping configuration interface. It includes 'Ship From' (Ariba_TestSupplier - TEST, Praha 5, Czech Republic) and 'Ship To' (Sandbox Buyer - Test, Praha, Czech Republic) information. Below this, there is a 'Shipping Cost' section with 'Shipping Amount' set to '0.00 EUR' and a 'Shipping Date' field.

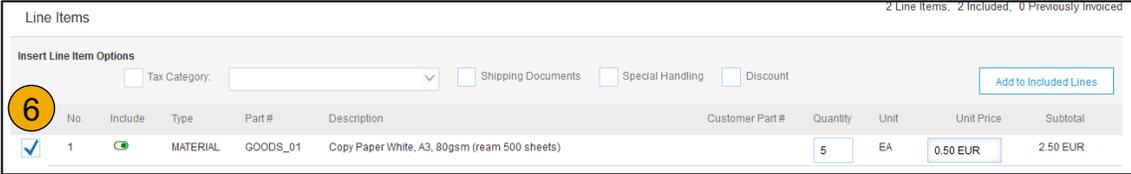
Invoice via PO Flip

Detail Line Items

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

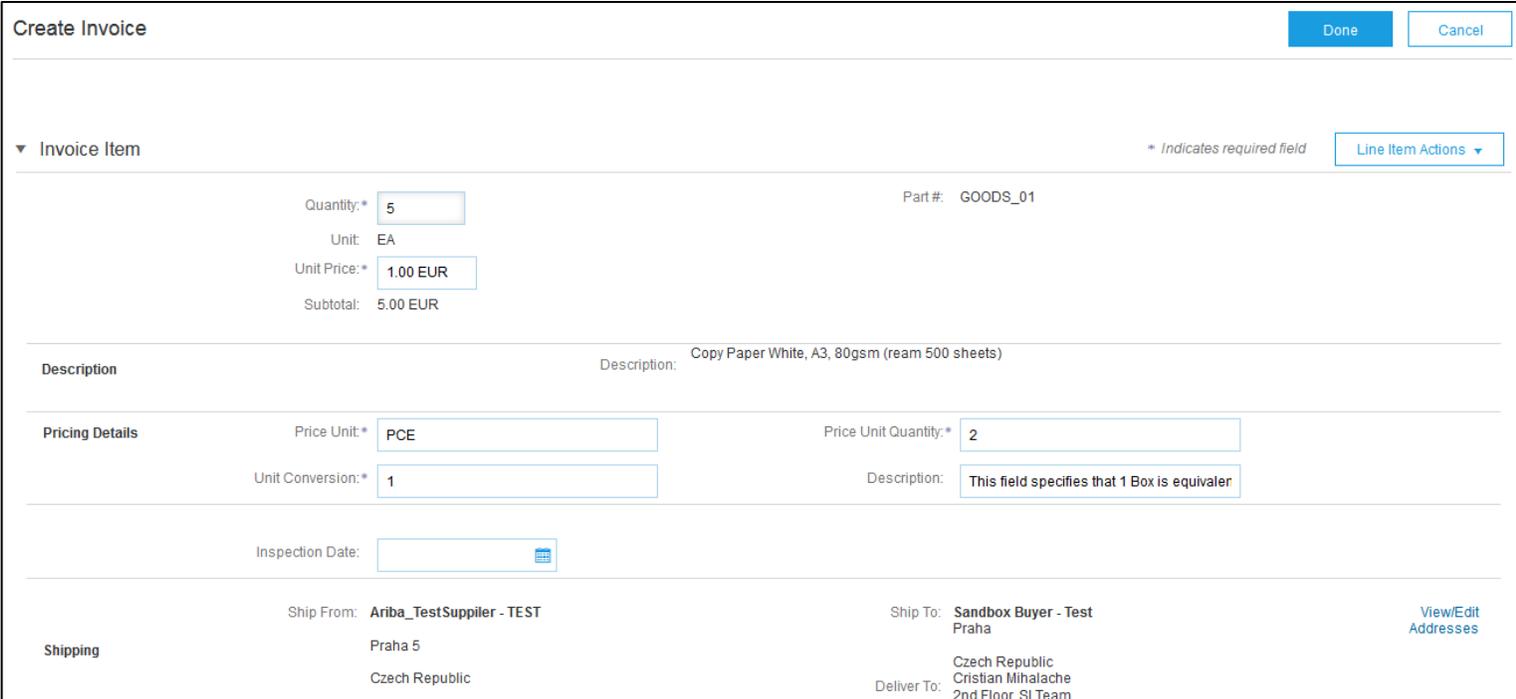


The screenshot shows a 'Line Item Actions' dropdown menu with options: Edit, Add, Shipping Documents, and Turn on Hide/Show. A yellow circle with the number '6' highlights the 'Line Item Actions' header.



The screenshot shows a 'Line Items' table with one row. A yellow circle with the number '6' highlights the first row. The table columns are: No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit Price, and Subtotal.

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



The screenshot shows the 'Create Invoice' form. It includes fields for Quantity, Unit, Unit Price, Subtotal, Description, Pricing Details, and Shipping information. A yellow circle with the number '6' highlights the 'Line Item Actions' button.

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

Shipping Cost	Shipping Amount: 0.00 EUR	Shipping Date:
----------------------	---------------------------	----------------

Allowances and Charges	Service Code:	Description:	Add Tax
	Start Date:	End Date:	Remove
	Allowance:		

Line Item Actions: [Delete](#) [Add](#)

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Ariba_TestSupplier - TEST

Praha 5
Czech Republic
Bill To: 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: Ariba_TestSupplier - TEST
Praha 5
Czech Republic

1

Allowances and Charges

Service Code:

Description:

[Add Tax](#)

Start Date:

End Date:

Allowance:

[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 image shows two screenshots from the SAP interface. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is also open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. Other options in the 'Add' dropdown include 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', and 'Attachment'. The 'Line Item Actions' dropdown also includes 'Edit', 'Delete', and 'Add'. The bottom screenshot shows the 'Comments' field, which is a text input area with a yellow circle containing the number '2' next to the label 'Comments'. A 'Remove' button is visible to the right of the field. The top right of the interface shows buttons for 'Update', 'Save', 'Exit', and 'Next', with the 'Next' button highlighted in blue and a yellow circle containing the number '3' next to it.

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 Newell Brands.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

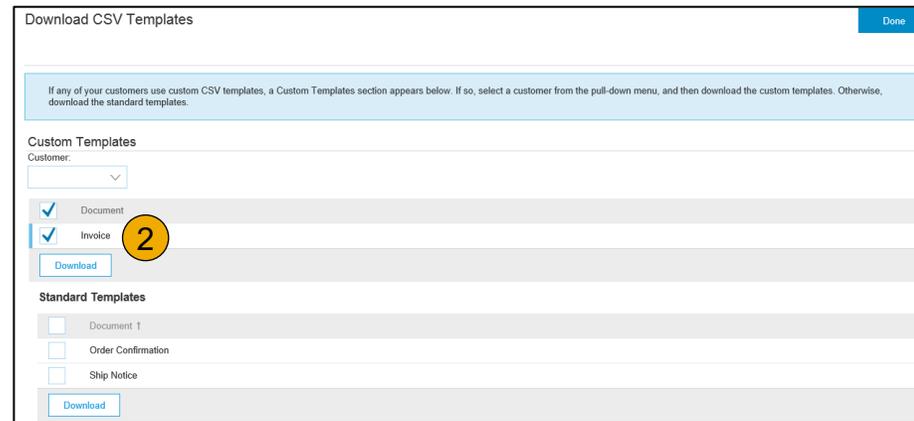
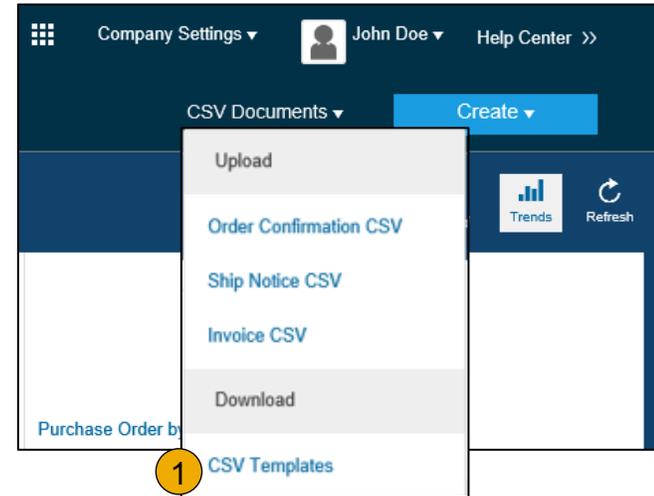
The screenshot displays the 'Create Invoice' interface in the Ariba Network. At the top, a navigation bar contains buttons for 'Create Invoice', 'Update', 'Save', 'Exit', and 'Next'. A yellow circle with the number '4' highlights the 'Save' button. Below this, the main form area is titled 'Create Invoice' and features a red error message: '! Please correct the following errors and resubmit'. Under the 'Invoice Header' section, a 'Summary' block shows 'Purchase Order: PO80001005'. The 'Invoice #' field is empty and marked as a required field with a red exclamation mark. The 'Invoice* Date' is set to '22 Apr 2016' and the 'Remit To' is '333 MAIN ST'. A dark blue navigation bar at the bottom of the form area contains the text 'Ariba Network' and menu items: 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, a secondary navigation bar highlights 'Drafts' with a yellow circle and the number '5'. The 'Drafts' section is currently active, showing the text 'Drafts'.

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

Invoice via CSV

Download Template

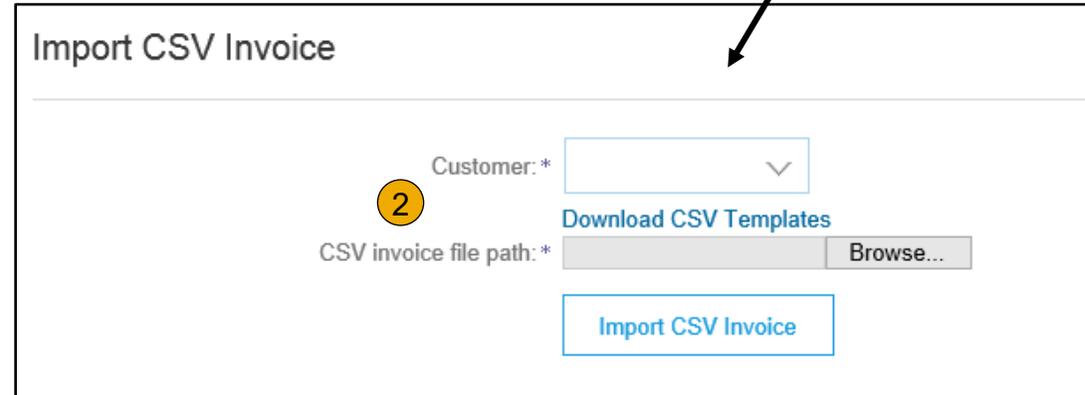
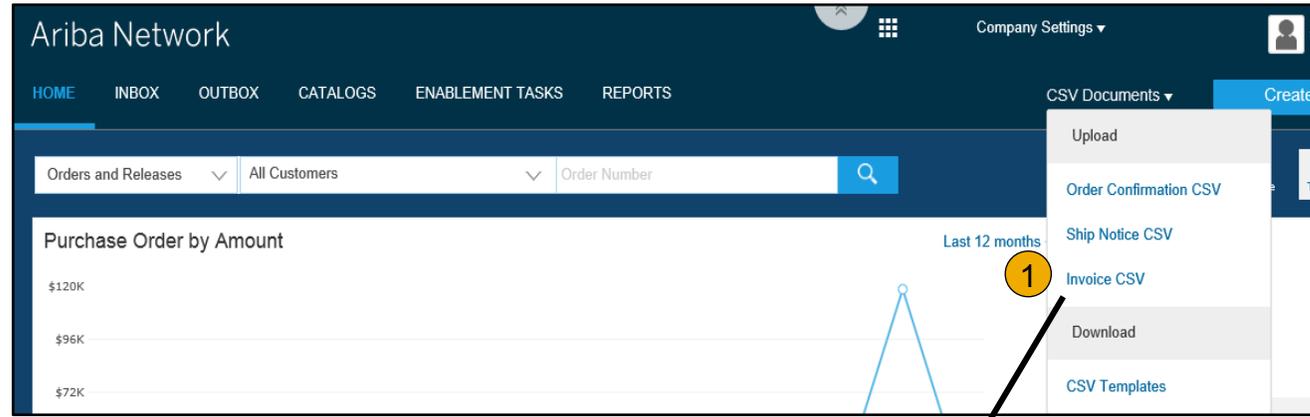
1. **Access** a customer's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Newell Brands on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template and upload it from Create > CSV Invoice > Browse > Import.
4. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
5. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



Invoice via CSV

Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
3. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



The screenshot shows the 'Import CSV Invoice' form. It has a title 'Import CSV Invoice' at the top. Below the title, there's a 'Customer: *' dropdown menu. A yellow circle with the number '2' is placed over this dropdown. Below the dropdown, there's a 'Download CSV Templates' link. Underneath that, there's a 'CSV invoice file path: *' label followed by a text input field and a 'Browse...' button. At the bottom of the form, there's a blue 'Import CSV Invoice' button.

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

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

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

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

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

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

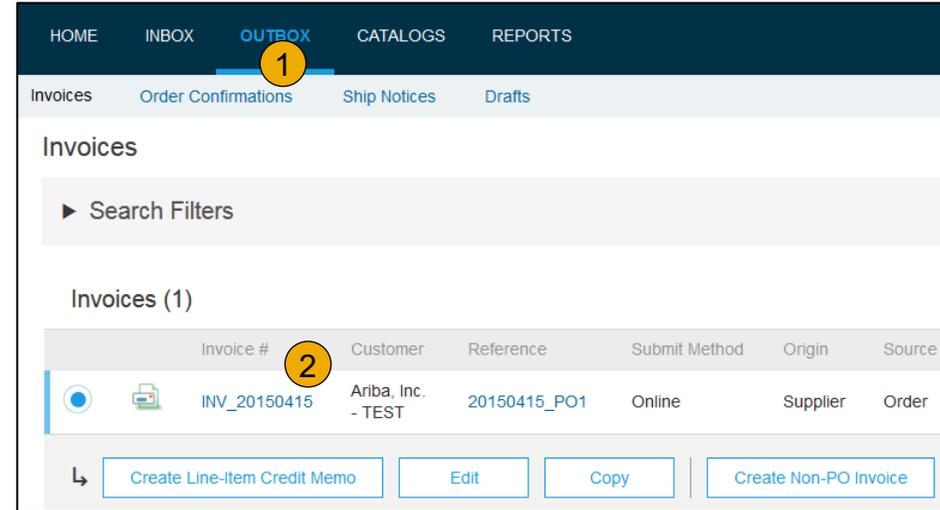
Subtotal: **\$-32.64 USD**
Total Tax: **\$-2.28 USD**
Total Shipping: **\$-12.00 USD**
Total Gross Amount: **\$-46.92 USD**
Total Net Amount: **\$-46.92 USD**
Amount Due: **\$-46.92 USD**

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

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.



The screenshot shows the SAP OUTBOX interface. The 'OUTBOX' tab is selected in the top navigation bar, indicated by a yellow circle with the number '1'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, showing a search filter and a table of invoices. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Origin', and 'Source'. One invoice is listed: 'INV_20150415' for 'Ariba, Inc. - TEST' with reference '20150415_PO1'. A yellow circle with the number '2' highlights the 'Copy' button in the action bar below the table. Other buttons include 'Create Line-Item Credit Memo', 'Edit', and 'Create Non-PO Invoice'.



The screenshot shows the invoice detail view for 'Invoice: INV_20150415'. A blue 'Done' button is in the top right corner. Below the invoice title, there is a row of buttons: 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. The 'Copy This Invoice' button is highlighted with a blue border.

Search for Invoice

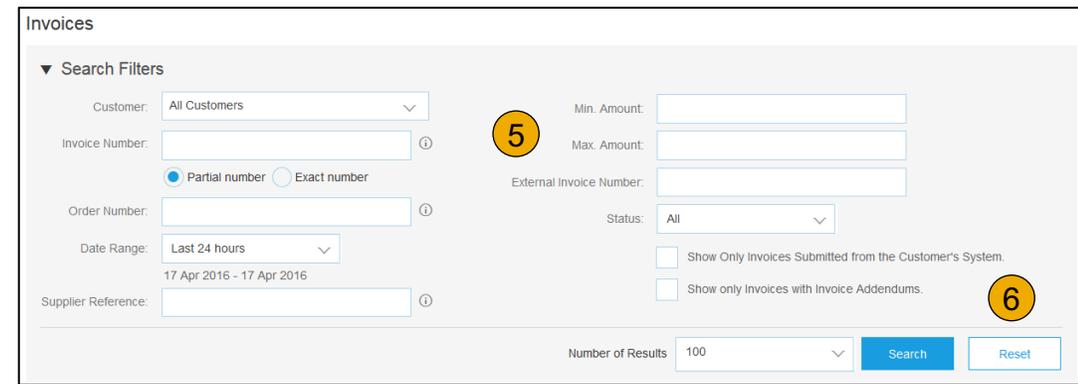
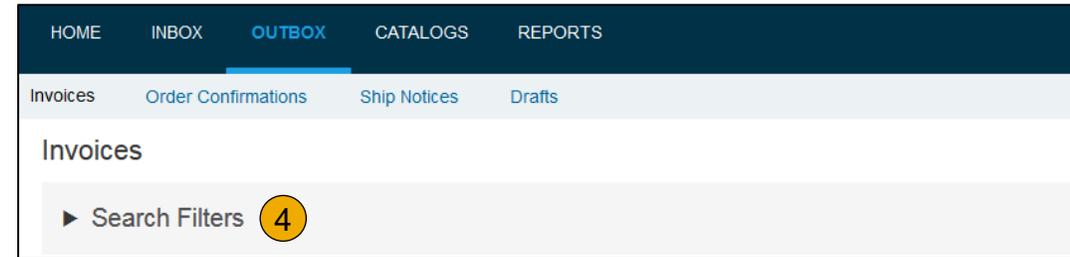
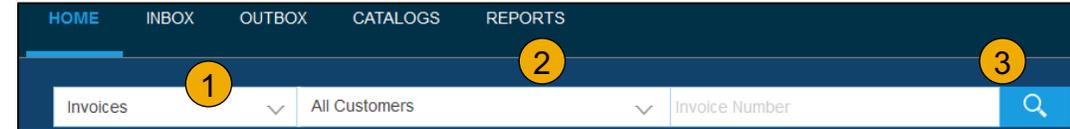
(Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select Newell Brands** 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.**



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 Newell Brands via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Newell Brands's action on the Invoice.

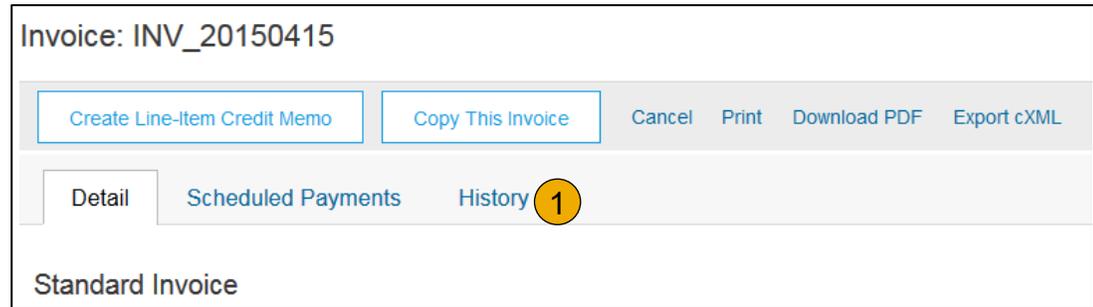
- **Sent** – The invoice is sent to the Newell Brands but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Newell Brands approved the invoice cancellation
- **Paid** – Newell Brands paid the invoice / in the process of issuing payment. Only if Newell Brands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

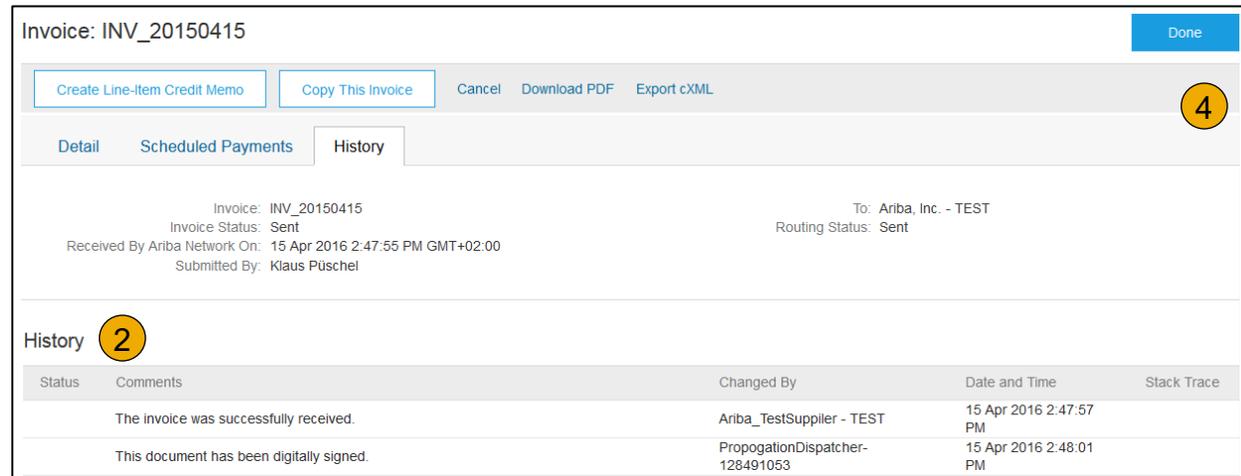


Invoice: INV_20150415

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

History **2**

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

Modify an Existing Invoice

Cancel, Edit, and Resubmit

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

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

The screenshot shows the details page for invoice XYZ123456. The page title is 'Invoice: XYZ123456'. Below the title, there are buttons for 'Copy This Invoice', 'Cancel' (highlighted with a yellow circle 3), 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

The screenshot shows a confirmation dialog titled 'Cancel Invoice?' (highlighted with a yellow circle 3). The dialog asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and '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**.

The screenshot shows the Ariba Network interface. At the top, the 'REPORTS' tab is selected in the navigation bar. Below this, the 'Reports' section is displayed, featuring a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. Below the table, there are several action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Create' button is highlighted with a yellow circle containing the number '2'.

- **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
- e 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.)

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive > Archived Documents page if you select a frequency other than Archive Immediately. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option.

[Configure Invoice Archival](#) 3

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive > Archived Documents page if you select a frequency other than Archive Immediately. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option.

Twice Daily
 Daily
 Weekly
 Biweekly
 Monthly

Archiving Start Time: 11 : 0 AM PM Etc/GMT0 ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

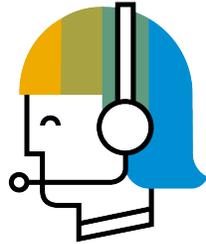
[Save Delivery Option](#)

Long-Term Document Archiving

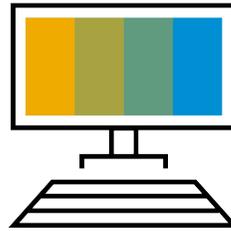
Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business and download the archived invoices from the Document Archive > Archived Documents page if you select the Enable long-term invoice archiving option.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving option.

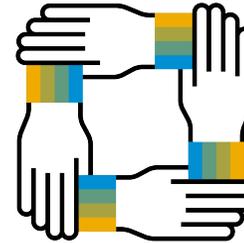
Section 6: Ariba Network Help Resources



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 by [Clicking Here](#)
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Newell Brands Enablement Business Process Support

- Email Newell Brands Enablement Team at SupplierEnablement.Ariba@newellco.com
 - Business-Related Questions

Newell Brands 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

Newell Brands 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 main content area is divided into sections: 'Customer Relationships' (with sub-tabs for 'Current Relationships' and 'Potential Relationships'), a preference section for receiving relationship requests (radio buttons for 'Automatically accept all relationship requests' and 'Manually review all relationship requests'), an 'Update' button, a 'Pending' section with a 'Customer' header and 'Approve'/'Reject' buttons, and a 'Current' section with a 'Customer' header and a list of customers. The 'Current' section lists 'Ariba Inc.' and 'Pouliot Industries', with 'Ariba Inc.' having a 'Supplier Information Portal' link. A sidebar on the right shows the 'Company Settings' menu with a 'Customer Relationships' link highlighted by a yellow circle with the number '1'. Another yellow circle with the number '2' is placed over 'Ariba Inc.' in the 'Current' section, and a third yellow circle with the number '3' is placed over the 'Supplier Information Portal' link.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer

Approve | Reject

Current

Customer

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

Reject

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

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

Useful Links and Webinars Available

Links

- [Ariba Supplier Pricing page](#)
- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)
- [Support Center](#)
- [Learning Center](#)

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.