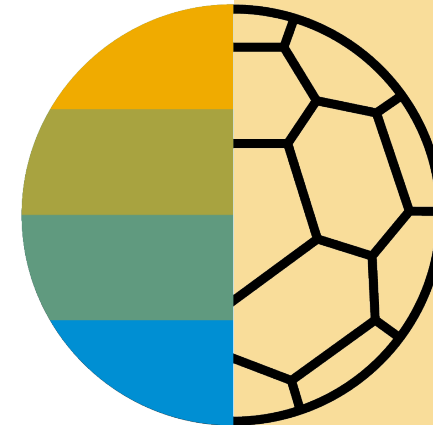


# Newell Brands Supplier Guide

CONFIDENTIAL



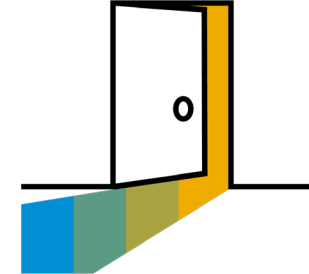
# HOME- Table of Contents



## Section 1: Ariba Network Overview



## Section 2: Account Set Up



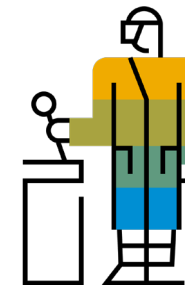
## Section 3: Purchase Orders



## Section 4: Other Documents



## Section 5: Invoice Methods



## Section 6: Help Resources

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**Newell Brands Project Scope**

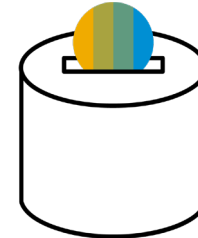
Newell Brands Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

Subscription Levels

\$USD

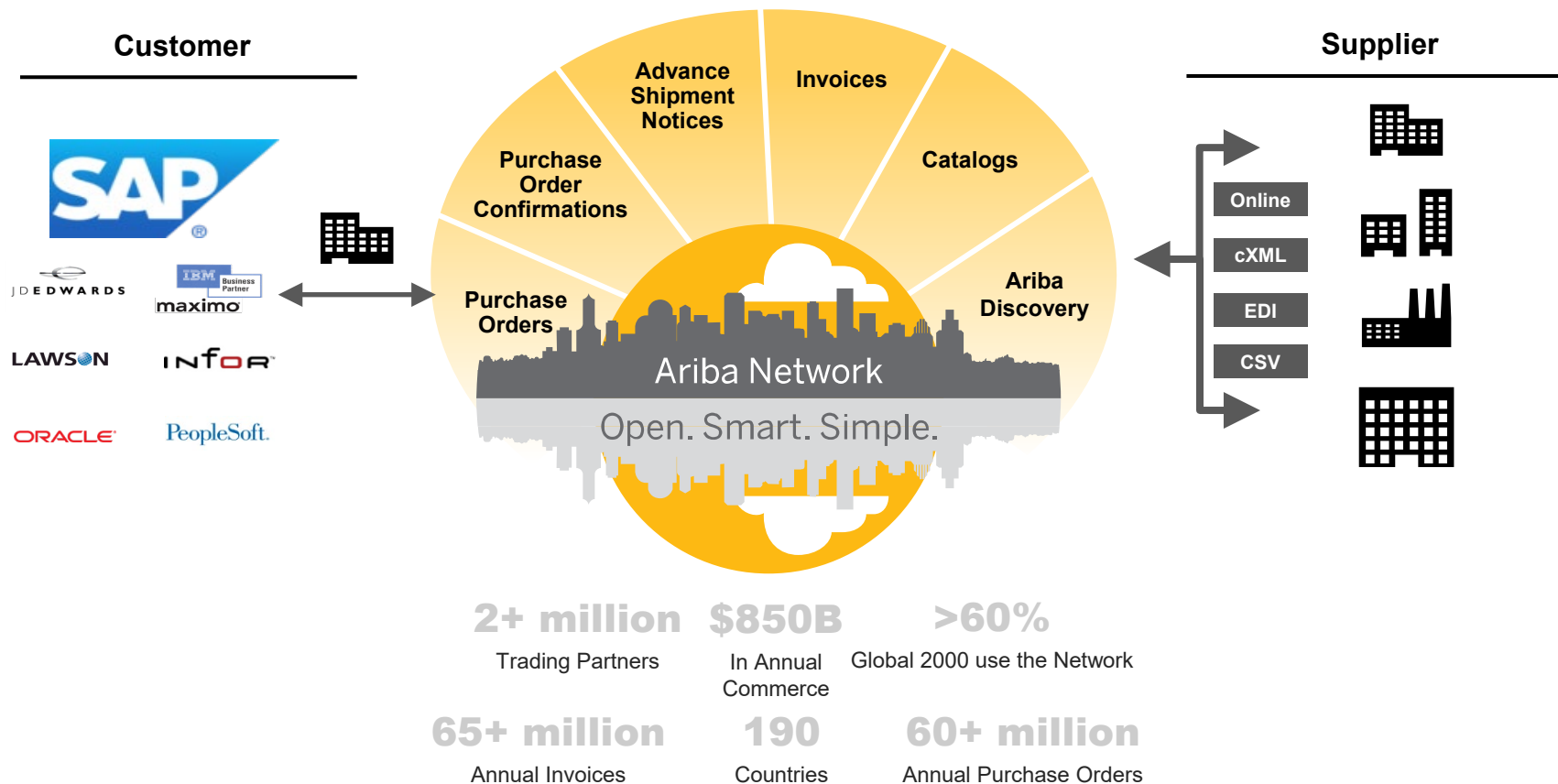
£GBP

€EUR

\$AUD

# What is Ariba Network?

Newell Brands 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.



# Newell Brands Message

Dear Valued Newell Brands  
Supplier,

We are pleased to announce a new initiative to streamline our procurement and accounts payable processes. **Newell Brands is partnering with SAP Ariba®** to fulfill our vision of moving away from paper and manually transmitted documents. Ariba has been transforming the global procurement landscape for businesses of all sizes for decades, and we are excited to begin streamlining our connected Procure-to-Pay process via this technology enabler.

## What does this mean for you?

Conducting business on the Ariba Network will be required and your purchase orders, order confirmations, ship notices and invoices will soon be transmitted using this platform. One of the reasons we selected SAP Ariba is that it brings our suppliers many benefits such as real-time PO delivery, use of online catalogs, invoice automation, and potential new business opportunities on the Ariba Network.

# Newell Brands Message... continued

## **Is there a cost associated with this initiative?**

Suppliers new to the Ariba Network generally start transacting on the Ariba Network for free, though based on the volume of transactions you do on the Network (across all customer relationships) you may be eligible for fees. Any potential fees may be offset by the many benefits of the Ariba Network mentioned prior. To learn more please visit [SAP Ariba Subscriptions and Pricing](#).

## **When will this take effect?**

In the coming weeks, Ariba will send you important communications and instruction for joining the Ariba Network, if your company has not already. This includes establishing a trading relationship with Newell Brands on the Ariba Network and configuring your Ariba Network account, if needed. We appreciate your prompt action (within 5 days of receipt) on all communications and requests regarding this initiative. We are targeting a cutover date from your existing AP process in July 2020.

## **How can you learn more about the Newell Brands and SAP Ariba partnership?**

You can learn more about SAP Ariba and the specific details about this initiative by registering for a web-based supplier summit. Attendance is highly encouraged as you will have the opportunity to participate in a live Q&A with experts from both SAP Ariba and Newell Brands.

[Newell Brands Message continued on slide 7...](#)

# Newell Brands Message... continued

We believe this shift will strengthen our business relationship and allow for more robust collaboration and purchasing capabilities. We are cognizant that this notification may not be delivered to the correct person within your organization, if this is the case, please forward along to most appropriate person (usually the person/group that is receiving purchase orders and/or creating electronic invoices) and copy [SupplierEnablement.Ariba@newellco.com](mailto:SupplierEnablement.Ariba@newellco.com) so we can provide further communication to the correct channel.

Kind Regards,  
Newell Brands Enablement Team  
[SupplierEnablement.Ariba@newellco.com](mailto:SupplierEnablement.Ariba@newellco.com)

# Review Newell Brands Specifications

## Supported Documents

### Newell Brands project specifics:

- **Tax data** is accepted at the header/summary level or at the line item level 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
- **Service Invoices**  
Invoices that require service line item details
- **Line Level Credit Invoices/Credit Memos**  
Item level credits; price/quantity adjustments



# Review Newell Brands Specifications

## NOT Supported Documents

### NOT Supported:

- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Newell Brands
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Newell Brands
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; Newell Brands will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**  
Newell Brands requires invoices to be submitted electronically through Ariba Network; Newell Brands will no longer accept paper invoices
- **Header Level Credit Memos**  
Credit Memos applied against whole invoices; not accepted by Newell Brands
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item; not accepted by Newell Brands
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network; not accepted by Newell Brands
- **BPO Invoices**  
Invoices against a blanket purchase order; not accepted by Newell Brands
- **Contract Invoices**  
Apply against contracts; not accepted by Newell Brands

# 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

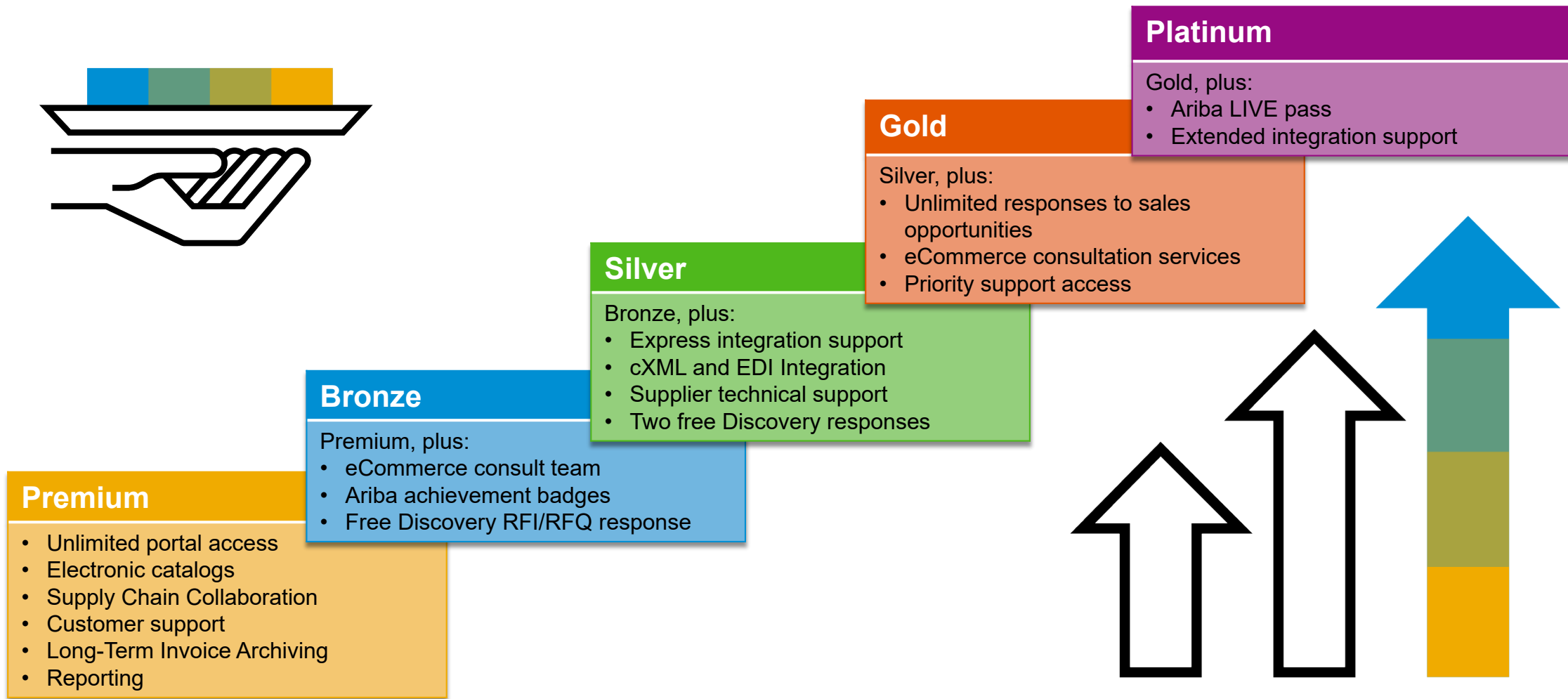
**62% decrease in late payments**



## 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>

# Supplier Fee Schedule

Please select your currency:



\$USD



GBP



EUR



AUD

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

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

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**\$50,000 and 5 Documents**

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

## Subscription Fees

Billed once a year

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

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

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: £15,500/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**£38,750 and 5 Documents**

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

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	£35
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

**\*Chargeable suppliers transacting less than £193,750 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: €17,300/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**€43,250 and 5 Documents**

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

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	€45
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	€670
100 to 499 documents	Gold	€2,000
500 and more documents	Platinum	€4,900

**\*Chargeable suppliers transacting less than €216,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: A\$27,300/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**A\$68,250 and 5 Documents**

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

## Subscription Fees

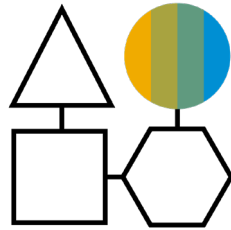
Billed once a year

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

**\*Chargeable suppliers transacting less than A\$341,250 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**



## Section 2: Set Up Your Account



### Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



### Enablement Tasks

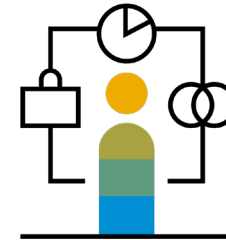
[Enablement Tasks](#)

[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)



### Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Multi-Orgs](#)

[Test Accounts](#)

# Newell Brands 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**

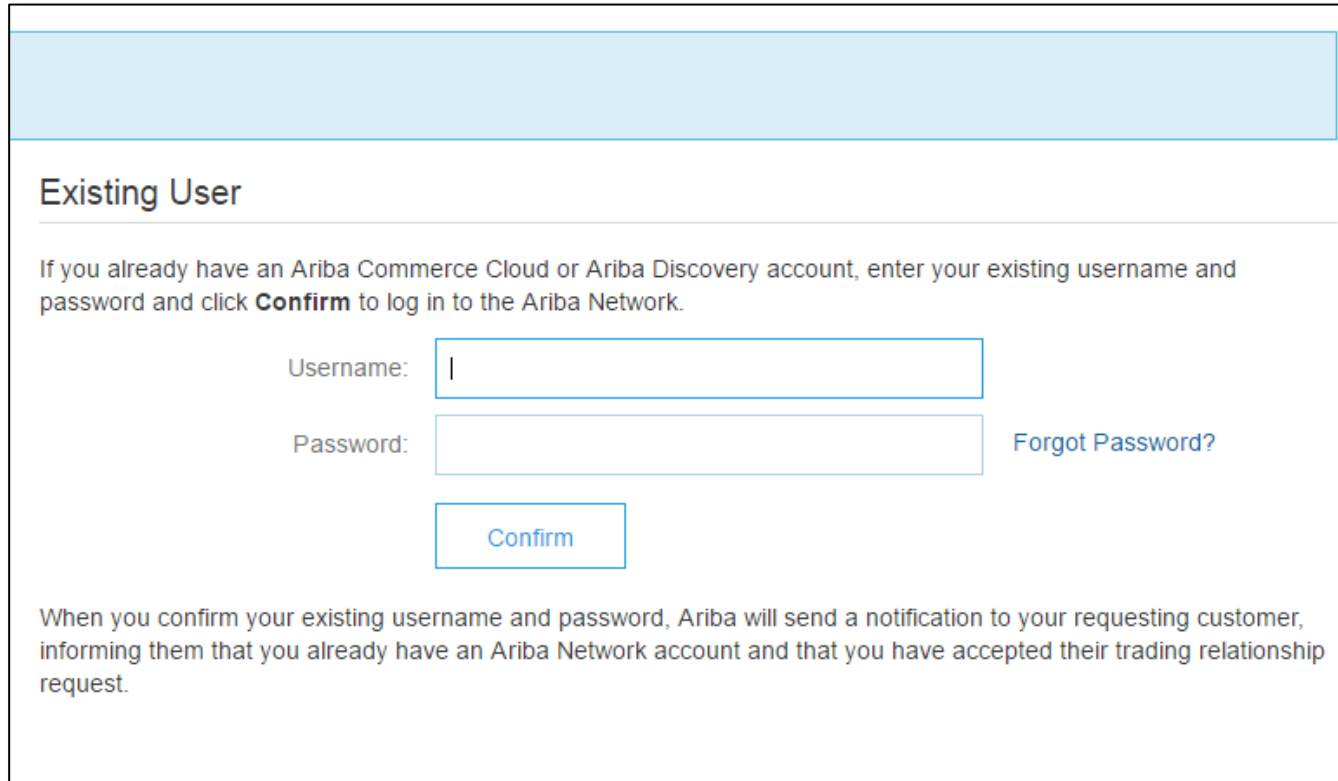
1. Accept the **Terms of Use** by checking the box.

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

The screenshot shows the 'Ariba Network' registration page. At the top, a 'New User' dialog box explains the registration process. The main form is divided into 'Company information' and 'User account information' sections. Numbered callouts indicate the following steps: 1. Click the 'Register Now' button at the top. 2. Fill out the 'Company information' fields: Company Name, Country (set to United States [USA]), Address (Line 1, 2, 3), City, State (set to Alabama), and Zip. 3. Fill out the 'User account information' fields: Name (First Name, Last Name), Email (with a checked box for 'Use my email as my username'), Username, Password (and Repeat Password), and Language (set to English). 4. Check the checkbox 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' at the bottom. 5. Click the 'Register' button at the bottom right.

# 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.



The screenshot shows a web interface for logging in as an existing user. At the top is a light blue header bar. Below it, the section is titled 'Existing User'. A paragraph of text explains that users with an Ariba Commerce Cloud or Ariba Discovery account should enter their username and password and click 'Confirm' to log in. There are two input fields: 'Username:' and 'Password:'. The 'Username:' field contains a single character 'I'. To the right of the 'Password:' field is a link labeled 'Forgot Password?'. Below the password field is a blue 'Confirm' button. At the bottom, another paragraph states that confirming the login will send a notification to the requesting customer, indicating that the user already has an Ariba Network account and has accepted the trading relationship request.

**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.

# Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot displays the Ariba Network interface for completing a company profile. The sidebar on the left shows the 'Company Settings' dropdown menu with 'Company Profile' selected. The main content area is the 'Company Profile' form, which includes tabs for 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is currently active, showing fields for 'Company Name' (filled with 'SMO Supplier 1'), 'Other names, if any:', 'NetworkId' (filled with 'AN010'), 'Short Description' (with a character count of 100), 'Website', and 'Public Profile' (with a URL). The 'Address' section is also visible, with fields for 'Address 1' (filled with '21 Jump Street'), 'Address 2', 'Address 3', 'City' (filled with 'Cleveland'), 'State' (filled with 'Ohio'), 'Zip' (filled with '44114'), and 'Country' (filled with 'United States [USA]'). On the right side, there is a 'Public Profile Completeness' meter showing 35% completion. Below this, a list of fields to be completed is shown: 'Short Description', 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. A 'Share Your Public Profile' section with a 'Click here to get your Ariba badge.' link and a 'Find us on Ariba Network' button is also present. At the bottom right, there are links for 'View Public Profile' and 'Profile Visibility Settings'.

# 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.

Account Settings

Company Settings ▾

jUnitOrg - LV8b8fbt...  
ANID: AN02003380348  
Standard Package

Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships  
Users  
**Notifications 1**  
Account Hierarchy  
View All 2  
Network Settings

Customer Relationships Users Notifications Account Hierarchy

General Network Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

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 purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are under review.
	<input type="checkbox"/> Send a notification when time sheets are under review.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

To email addresses (one required)

\* junk@phoenix.ariba.com 3

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

## Tasks

2

1 Enablement Tasks are pending

Update Profile Information

85%

## Enablement Tasks

3

View details of all pending tasks and complete them. Click the associated link to complete a task.

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.

## Network Settings

Electronic Order Routing   Electronic Invoice Routing   Accelerated Payments   Settlement

General   Tax Invoicing and Archiving

### Capabilities & Preferences

#### Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
Notifications	EDI	

4

# 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.

Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email <span>2</span>	<p>Email address: <input type="text"/> ⓘ</p> <p><input type="checkbox"/> Attach cXML document in the email message</p> <p><input checked="" type="checkbox"/> Include document in the email message</p> <p><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</p>

# 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 [Click Here](#) 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.
	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# Select Electronic Invoice Routing Method

## Methods and Tax Details

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

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The main navigation bar at the top includes 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), and 'Accelerated Payments'. The 'Electronic Invoice Routing' section is divided into 'General' and 'Tax Invoicing and Archiving' (marked with a yellow circle 3). The 'Tax Invoicing and Archiving' sub-tab contains a 'Routing Method' dropdown menu with options 'Online', 'cXML', and 'EDI' (marked with a yellow circle 2). The 'Online' option is selected. Below this, there is a 'Tax Classification' section with fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id' (marked with a yellow circle 3). The 'Vat Id' field is empty. There is also a 'VAT Registered' checkbox and a 'VAT Registration Document' field with a value of '<No document>' and an 'Upload...' button (marked with a yellow circle 1). On the right side, there is a 'Company Settings' sidebar with various links like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing' (selected), and '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.

**Network Settings**

Electronic Order Routing Electronic Invoice Routing Accelerated Payments **Settlement**

\* Indicates a required field

EFT/Check Remittances

Address ↑	City	State
<div><div>↳</div><div>Edit</div><div>Delete</div><div>Create</div></div>		

**Create Remittance Address / Payment Info**

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

**Remittance Address**

Address 1:\* |

Address 2:

Address 3:

Address 4:

City:\*

State:

Postal Code:\*

Country:\* United Kingdom [GBR]

Contact: Select contact

☐ Make this address default

**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

View All

# 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: Select account type

ABA: US Bank Only

Confirm ABA: US Bank Only

Bank Name:

WIRE TRANSFER

**Beneficiary Bank** 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Country Area Number

Bank Phone: USA 1

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Country Area Number

Bank Phone: USA 1

**Credit Card** 3

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.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

Update 2

Pending

Customer	Requested Date
No items	

Approve Reject 3

Current

Customer	Approved Date
jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date
No items	

Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships 1

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments



# 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 'Company Settings' page with the 'Users' tab selected. The 'Manage Users' section displays a table with one user: 'rebecca.novotny@sap.com'. The 'Manage User Roles' section displays a table with two roles: 'Administrator' and 'All Access'. The 'Create Role' button is highlighted with a yellow circle and the number 2. The 'Create User' button is highlighted with a yellow circle and the number 4. The 'Details' link for the 'Administrator' role is highlighted with a yellow circle and the number 3. The 'Users' link in the left sidebar is highlighted with a yellow circle and the number 1.

# 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

1

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

2 4

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

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

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 3 Discovery Contact

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.

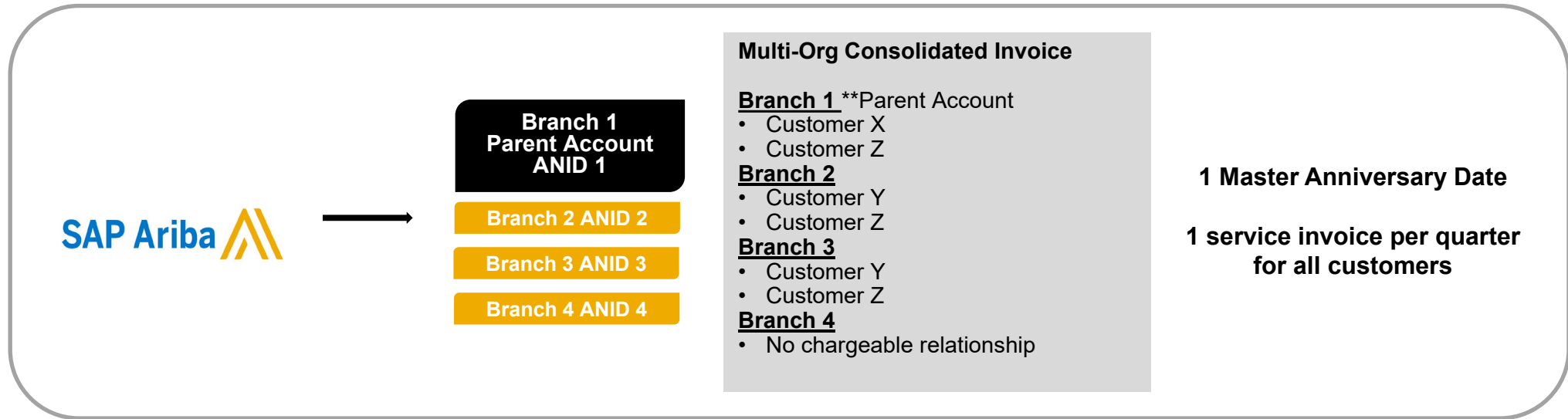
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

**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 and the 'My Account' settings page. The Navigator on the right has a dropdown menu with the following items: 'Logout', 'My Account' (highlighted with a yellow circle 2), 'My Community Profile', 'Switch To', and a user profile section for 'jU-LV8b8ft565589df100959...' with email 'Aribasup@s.c'. Below the profile are links for 'Switch To Test ID', 'Link User IDs', and 'Contact Administrator'. The 'My Account' page on the left has two tabs: 'Account Settings' (active) and 'Account Information'. Under 'Account Settings', there is a note '\* Indicates a required field'. The 'Security' section contains the following fields: 'Username:\* Aribasup@s.c' with a 'Change Password' link (circled 3), 'Email Address:\* junk@phoenix.ariba.com', 'First Name:\* jU-LV8b8ft565589df1009590921', 'Middle Name:', 'Last Name:\* lastName', and 'Business Role: Business Owner' (dropdown). The 'Secret Question:\* What is the last name of your first boss?' is followed by 'Secret Answer:\*' and 'Confirm Secret Answer:\*', both masked with dots (circled 4).

# 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

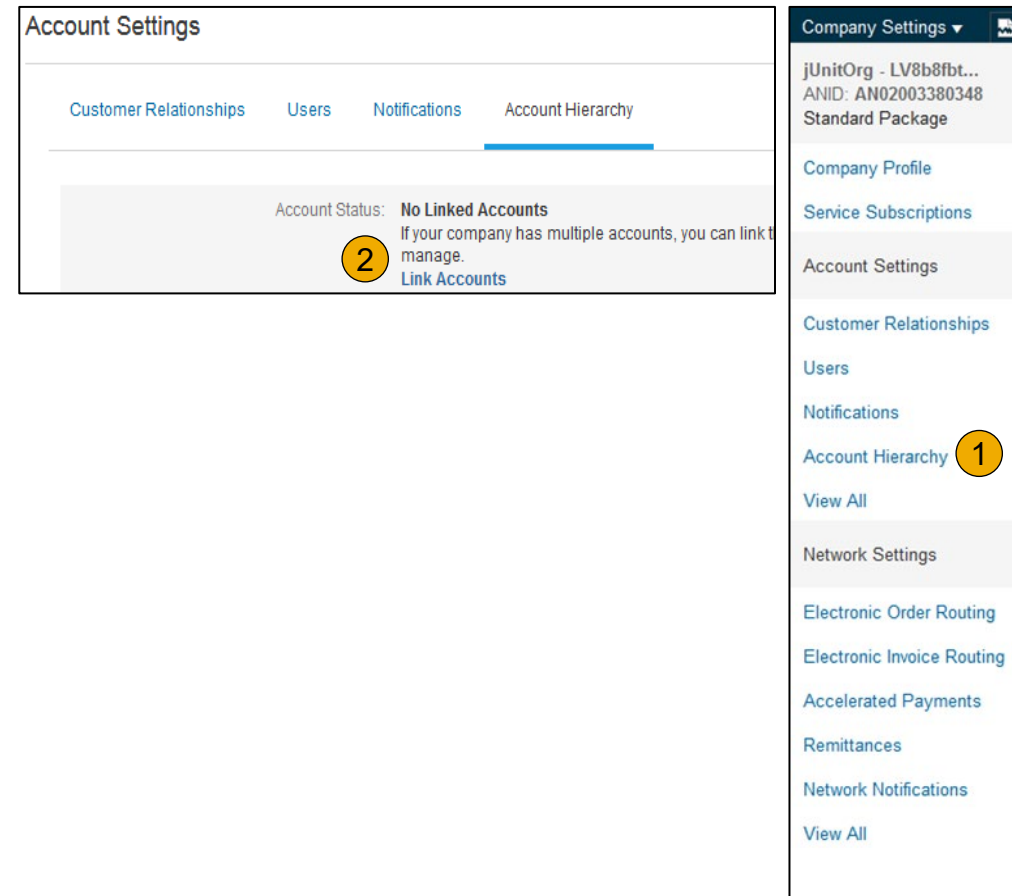


# Create an Account Hierarchy

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.

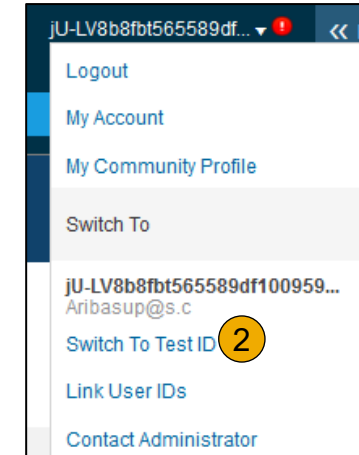
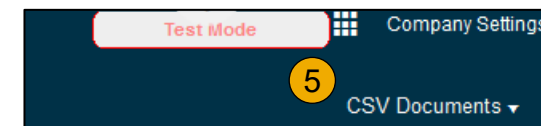
**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

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).

A screenshot of the 'Create Test Account' form. The form contains the following fields: Username (with a yellow circle labeled 4 next to it, containing 'test-Aribasup@s.c'), Password (containing '.....'), and Confirm Password (containing '.....'). A warning message at the top states: 'You are about to create a new account in the Test Mode. The trading relationship with the'.

## Section 3: Purchase Order Management



**View Purchase  
Orders**



**Purchase Order  
Detail**

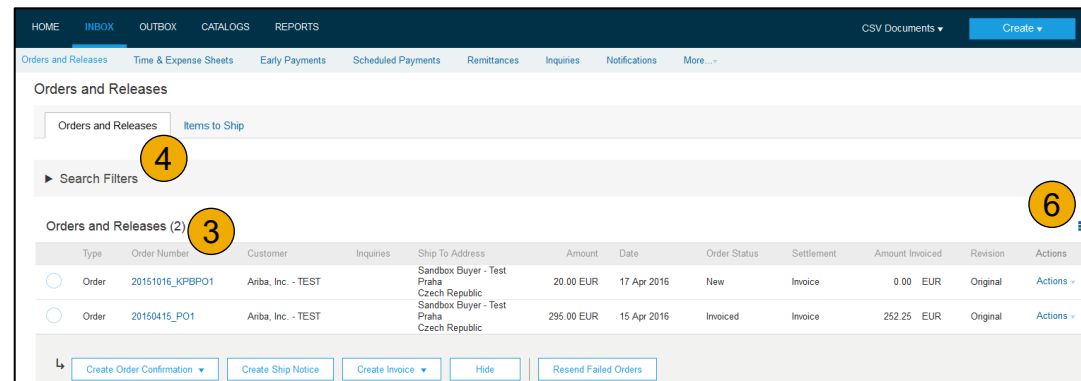
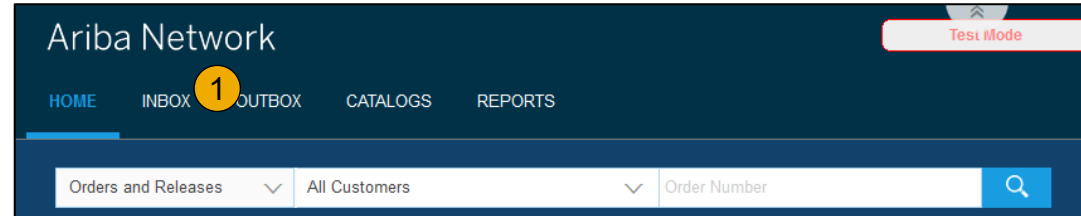


**Create PDF of  
Purchase Order**

# 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 Newell Brands.
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.



▼ Search Filters

Customer: All Customers ▼

Order Number:  ⓘ

☒ Partial number ☐ Exact number

Buyer Location Code:  ⓘ

Invoice Number:  ⓘ

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Last 14 days ▼  
4 Jan 2017 - 17 Jan 2017

Min. Amount:  Minimum

Max. Amount:  Maximum

Order Status: All ▼

View: All except hidden orders ▼

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases

☐ Search only pinned orders

Number of Results: 100 ▼

Show / Hide Columns

☒ Type

☒ Order Number

☐ Ver

☒ Customer

# 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 Newell Brands 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	Material	10 (EA)	18 Nov 2015
	Copy Paper White, A3, 80gsm (ream 500 sheets)			
2	GOODS_02	Material	10 (BX)	18 Nov 2015
	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)			

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

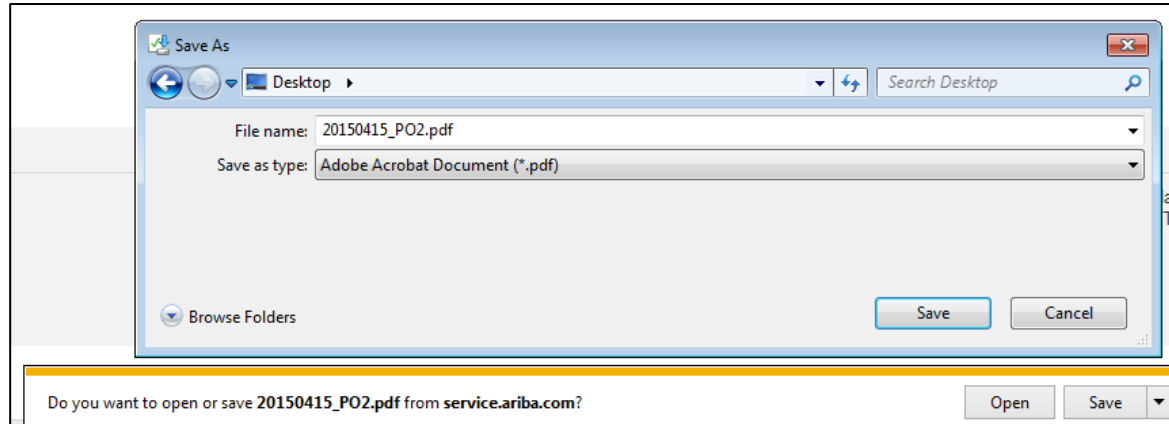
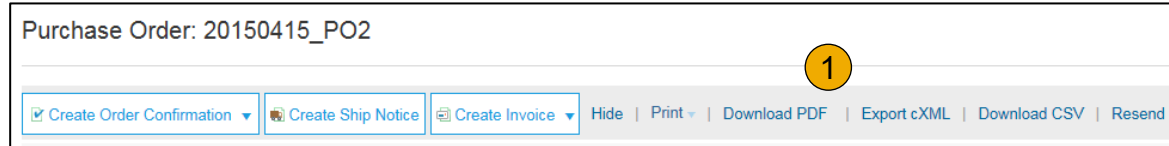
Resend

# Manage POs

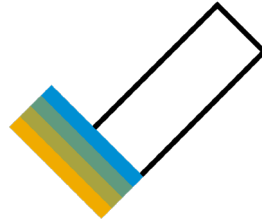
## Create PDF of PO

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

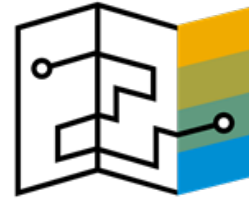


### Order Confirmations (OC)

[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.
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 Newell Brands.**

The screenshot shows the 'Confirming PO' interface. At the top right are 'Exit' and 'Next' buttons. On the left is a sidebar with two items: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields: 'Confirmation #' (with a blue circle '1' next to it), 'Associated Purchase Order #' (20150415\_PO1), 'Customer' (Arba, Inc. - TEST), and 'Supplier Reference'. Below this is a section titled 'SHIPPING AND TAX INFORMATION' with a blue circle '2' next to it. It contains 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', 'Est. Tax Cost', and a 'Comments' text area. A blue circle '4' is located in the top right corner of the main area, near the 'Next' button.

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.

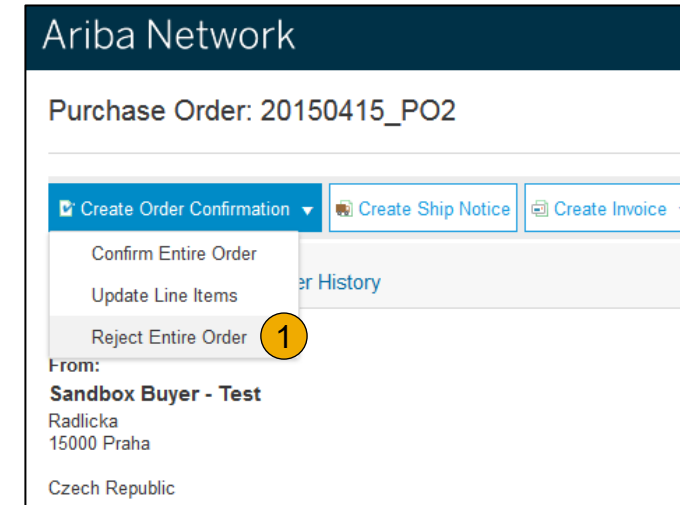


# Create Order Confirmation

## 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.)



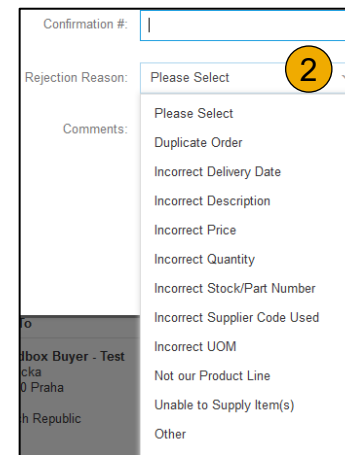
Ariba Network

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



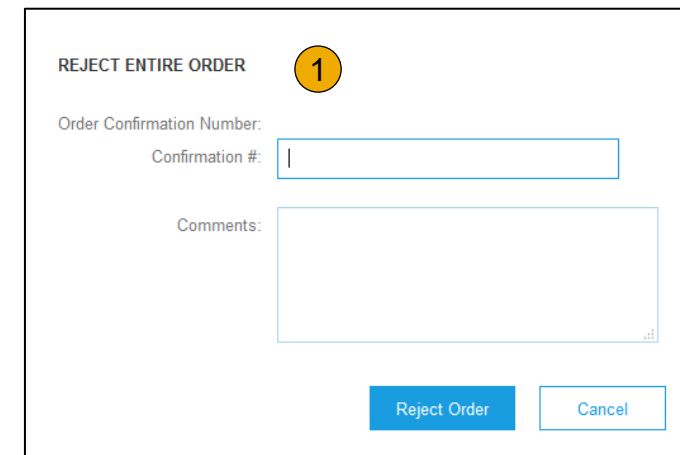
Confirmation #: |

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 are 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

☒ Create Order Confirmation ☐ Create Ship Notice ☐ Create Invoice

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

From:  
**Sandbox Buyer - Test**  
Radlicka  
15000 Praha  
Czech Republic

Confirming PO

**2**

**1** Update Item Status **2** Review Confirmation

Order Confirmation Header

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

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:   
Est. Delivery Date:

Line Items					
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed <b>4</b>					
Confirm: <input type="text"/> <b>5</b> Backorder: <input type="text"/> <b>6</b> Reject: <input type="text"/> <b>6</b> <input type="button" value="Details"/> ⓘ					

# Confirm Order

## Update Line Items - Price Change

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

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

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

CURRENT ORDER STATUS

☒ 10 Unconfirmed

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

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

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

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:\*

Unit Conversion:\*

Price Unit:\*

Supplier Part:

Comments:

# Confirm Order

## Update Line Items - Backorder

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

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

4. **Click** Next.

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

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

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm:  Backorder:  Reject:

[Details](#) ⓘ

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

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

New Order Status: **1 Backordered**

Est. Shipping Date:

Est. Delivery Date:

Comments:

[OK](#) [Cancel](#)

# 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 Items

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 [Details](#) ⓘ

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 [OK](#) [Cancel](#)

# Confirm Order

## Update Line Items

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

Purchase Order: 20150415\_PO2

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

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

From:  
Sandbox Buyer - Test  
Radlicka  
15000 Praha  
Czech Republic

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

[Done](#)

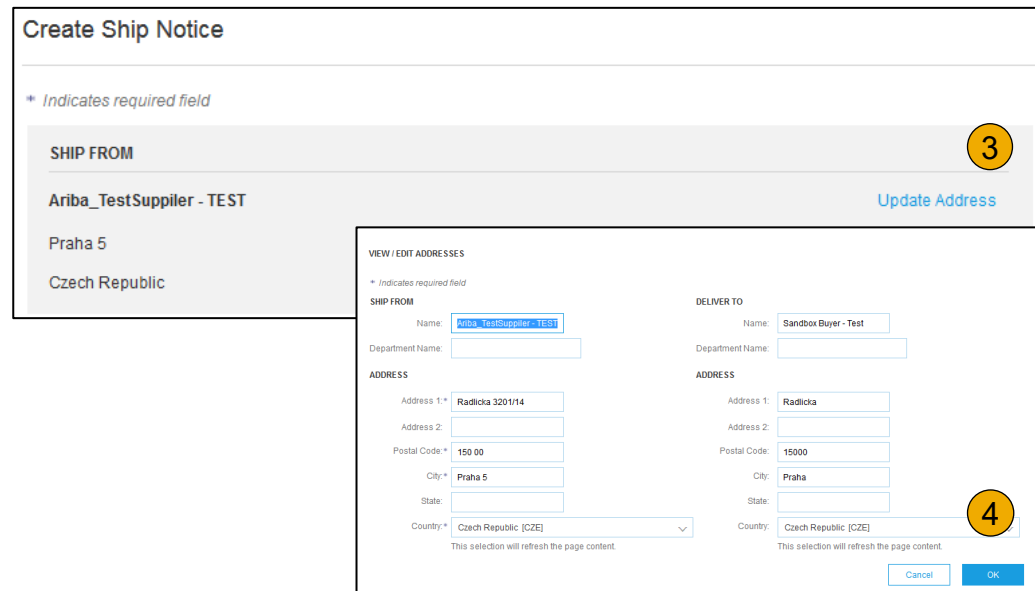
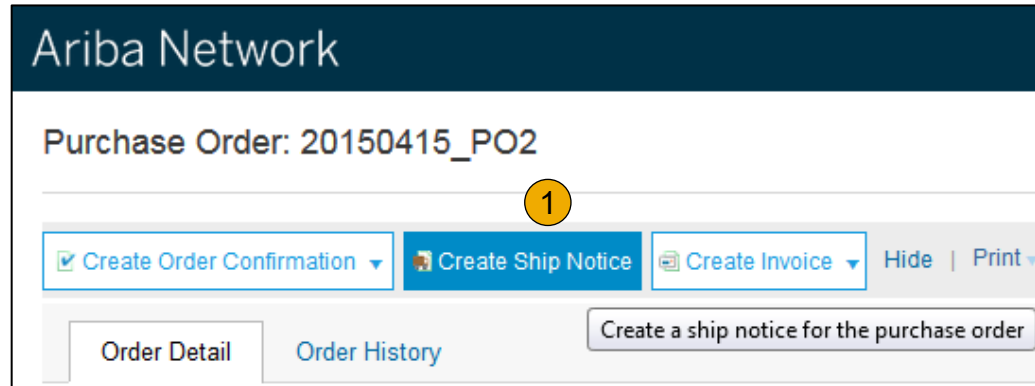
Purchase Order  
(Partially Confirmed)  
20150415\_PO2  
Amount: 295.00 EUR

Routing Status: Acknowledged  
Related Documents: 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.
  - **NOTE:** Suppliers are REQUIRED to provide an Actual or Estimated Shipping Date on Ship Notices
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.



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

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
		Delivery Condition
		Despatch Condition
		Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Delivery Terms:	<input type="text" value="Delivered at Terminal"/>
Delivery Terms Description:	<input type="text"/>
Transport Terms Description:	<input type="text"/>



# 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

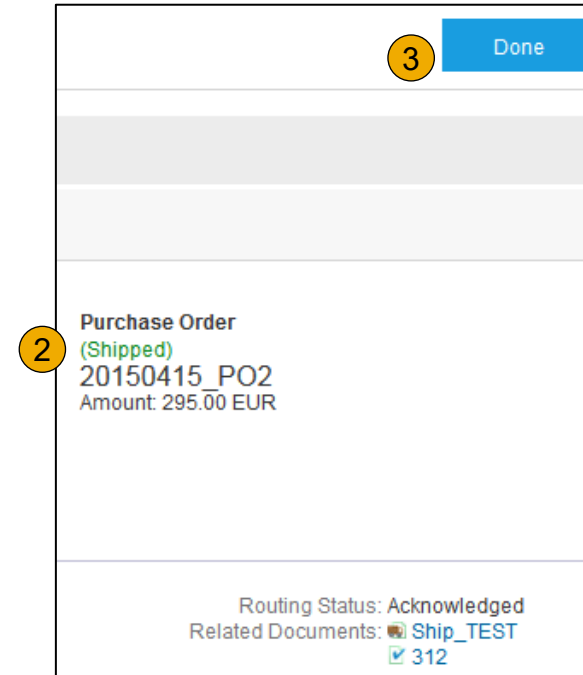
Add Order Line Item

2

Next Exit

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Newell Brands. 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

Invoice via CSV Upload

Credit Memo

Copy Invoices



## Invoice Management

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

Invoice Archival

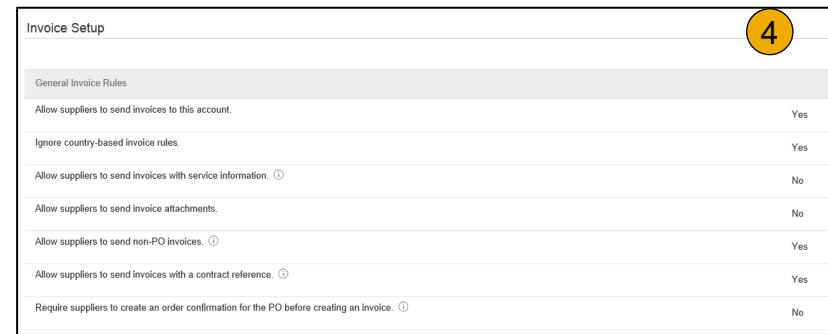
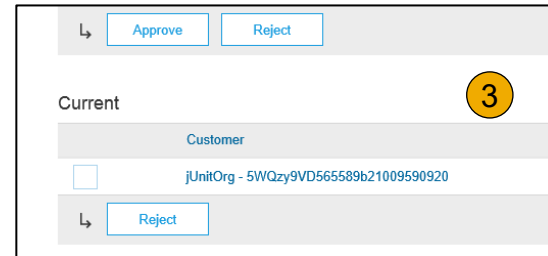
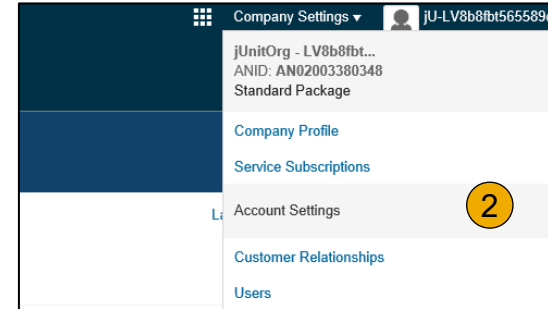
# Newell Brands Invoice Requirements

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 are required to provide an Actual or Estimated Shipping Date on Advance Ship Notices
6. 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.

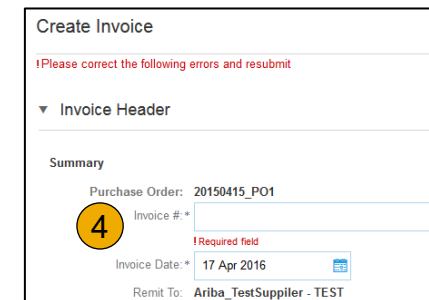
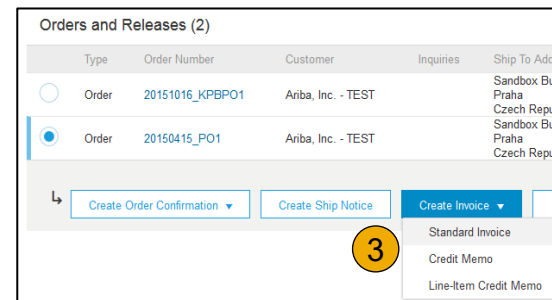
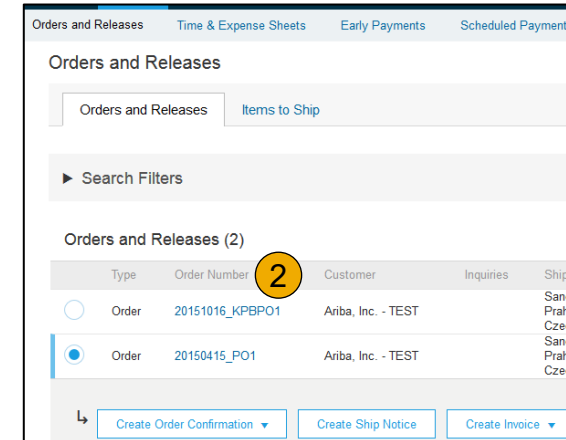
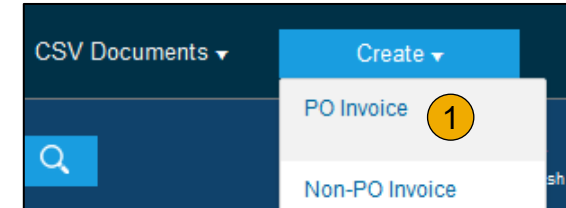
1. Login to your Ariba Network account via [supplier.ariba.com](https://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Newell Brands).
4. Scroll down 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 ▾

**Tax** 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

**Shipping** 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

\* Indicates required field Add to Header ▾

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# Invoice via PO Flip

## Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

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

3. **Select** the line item to which tax is to be applied using the Line Item # checkbox.
4. 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

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

**Tax**

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions

Standard Tax Selections

- Sales
- VAT
- OST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu



# 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. **(\*\*Please reference respective Tax Category by country in the next slide)**
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.

1

2

3 Remove

4

5

# Invoice via PO Flip

## Tax Category for the invoice submission

Click **Line Item Actions > Add > Tax**.

Upon **refresh**, the Tax fields will display for each selected line item.

- Please select the respective tax category applicable **by country** while creating in the invoice from Ariba network

**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 ⓘ

**Standard Tax Selections**

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Region	Country	Tax Category to select in Ariba Network	Comments
APAC	Australia	GST	
	China	VAT	
	Hong Kong		Taxes not applicable
	India	SGST, CGST & IGST	*If Ship-to state and Ship-from state are the same then, Central GST and State GST *If Ship-to state and Ship-from state are different then, Integrated GST
	Japan	Consumption tax	
	New Zealand	GST	
	Thailand	VAT	
EMEA	All Countries	VAT	
LATAM	All Countries	VAT	
NA	US	Sales	
	Canada	GST, HST, QST & PST	

# Invoice via PO Flip

## Supplier VAT ID/TAX ID on Invoice

**Two options are available to populate supplier VAT ID/TAX ID on the invoice:**

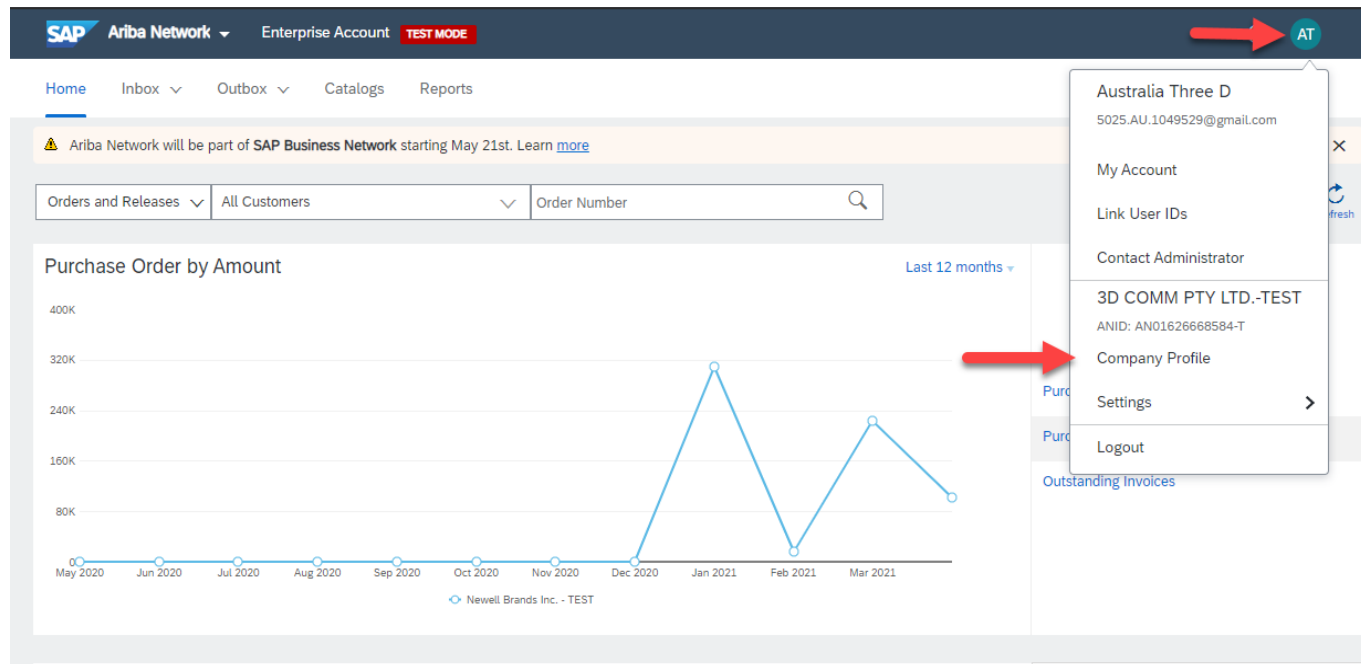
1. **Maintain company profile in Ariba network (Recommended option)**
2. Manually enter customer VAT ID/Tax ID during invoice creation

### Maintain company profile on Ariba network

Supplier Tax ID will be automatically captured on the invoice once company profile is maintained on Ariba network

Follow the below steps to maintain Company profile on Ariba network:

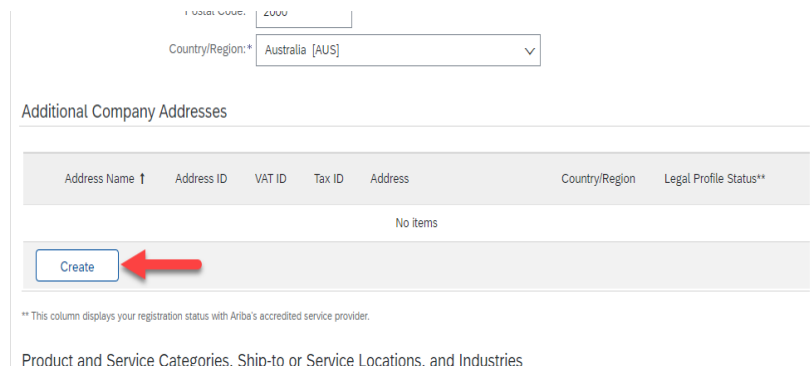
**Step 1:** Login to Ariba network as supplier and click on Account settings -> company profile



# Invoice via PO Flip

## Supplier VAT ID/TAX ID on Invoice

**Step 2:** Under 'Additional Company Addresses' click on 'Create'



Country/Region: Australia [AUS]

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
No items						

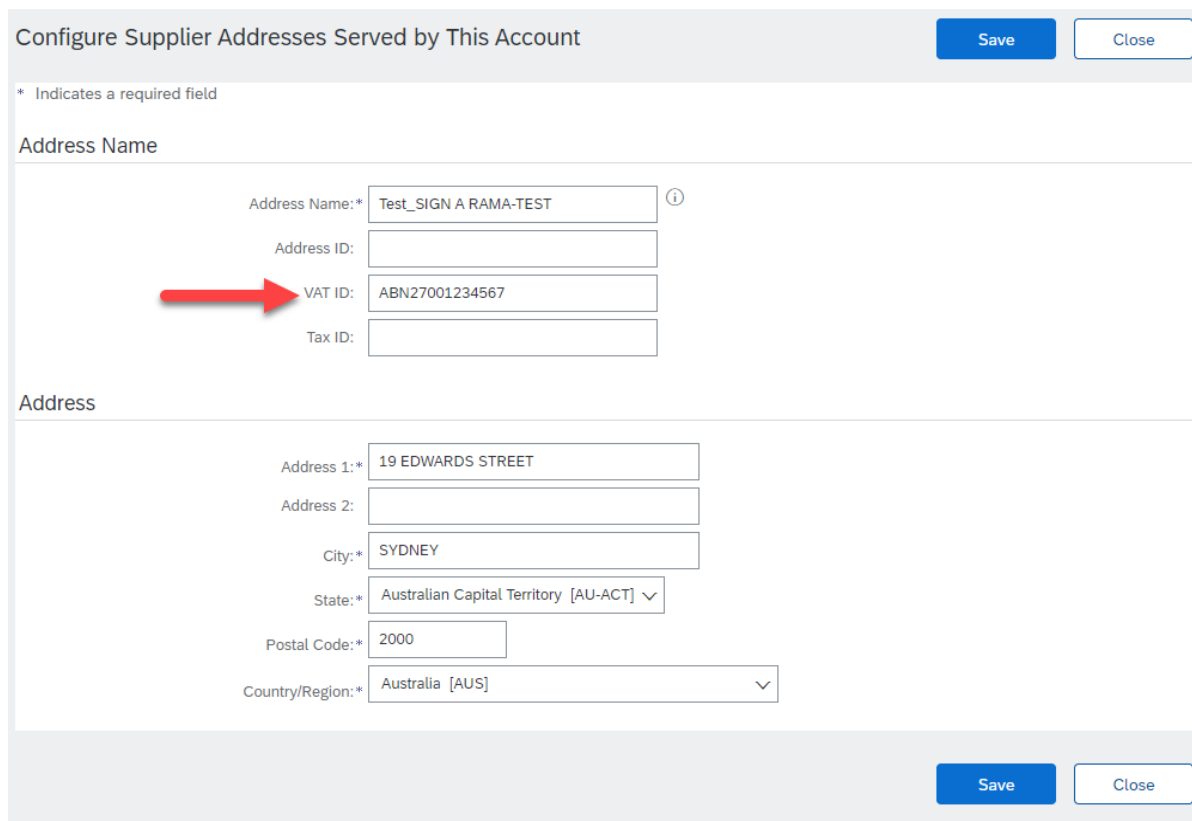
Create

\*\* This column displays your registration status with Ariba's accredited service provider.

Product and Service Categories, Ship-to or Service Locations, and Industries

**Step 3:** Provide company name and address along with the TAX ID or VAT ID (for China) as shown below, click on 'save'

**Note:** Supplier should provide ABN number/GST ID if they belong to Australia/New Zealand/India



Configure Supplier Addresses Served by This Account

\* Indicates a required field

Address Name

Address Name: \* Test\_SIGN A RAMA-TEST ⓘ

Address ID:

VAT ID: ABN27001234567

Tax ID:

Address

Address 1: \* 19 EDWARDS STREET

Address 2:

City: \* SYDNEY

State: \* Australian Capital Territory [AU-ACT] ▾

Postal Code: \* 2000

Country/Region: \* Australia [AUS] ▾

Save Close

# Invoice via PO Flip

## Supplier VAT ID/TAX ID on Invoice

**Step 4:** in the ‘Product and Service Categories, Ship-to or Service Locations, and Industries’ section, provide below details

- Product and Service Categories
- Ship-to or Service Locations

Click on ‘Save’

Product and Service Categories, Ship-to or Service Locations, and Industries

Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

Enter Product and Service Categories

Add

-or- Browse

Surgical shears X

Ship-to or Service Locations\*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global."  
For example: a services company might only serve the US, but a goods manufacturer may ship globally.

Enter Ship-to or Service Location

Add

-or- Browse

Sydney - New South Wales X Australia X

Industries

Select the industries your company serves.

Add

Company Keywords

Enter the keywords to make your company more discoverable.

Enter Keyword

Add

Save

Close

# Invoice via PO Flip

## Supplier VAT ID/TAX ID on Invoice

Supplier VAT ID/TAX ID will be captured automatically on all the invoices created after maintaining company profile.

Bill From: **Test\_SIGN A RAMA-TEST**

[View/Edit Addresses](#)

OAKLEIGH VIC  
Australia

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: ABN27001234567

governmentRegistrationNo:

productType:

Expiration Date:

WaMu Terms and Conditions:

Customer VAT

Customer VAT/Tax ID:\*

Add to Header ▼

Feedback

# Invoice via PO Flip

## Customer VAT ID/TAX ID on Invoice

**Two options are available to populate customer VAT ID/Tax ID on the invoice:**

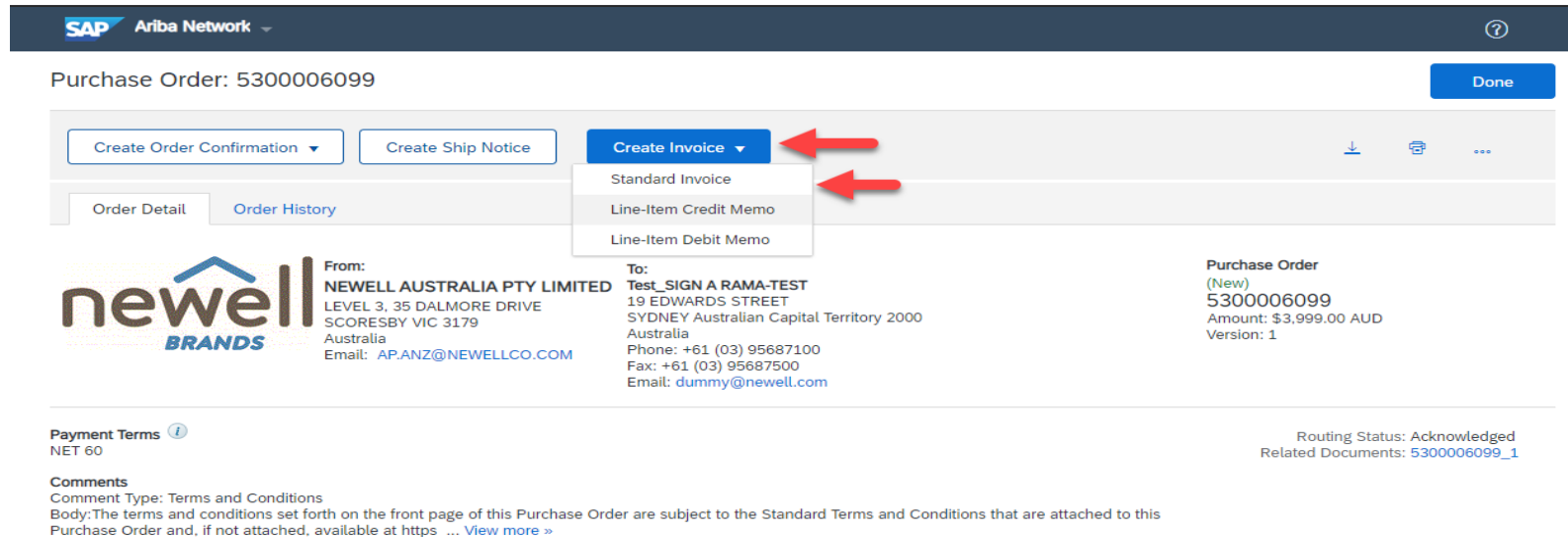
1. Choose correct customer address on the invoice (Recommended option)
2. Manually enter customer VAT ID/TAX ID during invoice creation

### Choosing correct customer address on the invoice

Newell Tax ID/VAT ID is maintained in Ariba buyer account along with the 'Sold to' address. When supplier choose the correct customer address, customer VAT ID/TAX ID will be auto populated on the invoice

Follow the below steps to populate customer VAT ID/TAX ID

**Step 1:** Open the PO that needs to be invoiced and click on Create invoice -> Standard invoice



**SAP Ariba Network**

Purchase Order: 5300006099 Done

Create Order Confirmation Create Ship Notice **Create Invoice** Standard Invoice Line-Item Credit Memo Line-Item Debit Memo

**newell BRANDS**

From: **NEWELL AUSTRALIA PTY LIMITED**  
LEVEL 3, 35 DALMORE DRIVE  
SCORESBY VIC 3179  
Australia  
Email: [AP.ANZ@NEWELLCO.COM](mailto:AP.ANZ@NEWELLCO.COM)

To: **Test\_SIGN A RAMA-TEST**  
19 EDWARDS STREET  
SYDNEY Australian Capital Territory 2000  
Australia  
Phone: +61 (03) 95687100  
Fax: +61 (03) 95687500  
Email: [dummy@newell.com](mailto:dummy@newell.com)

Purchase Order (New)  
**5300006099**  
Amount: \$3,999.00 AUD  
Version: 1

Payment Terms: NET 60

Routing Status: Acknowledged  
Related Documents: [5300006099\\_1](#)

Comments  
Comment Type: Terms and Conditions  
Body: The terms and conditions set forth on the front page of this Purchase Order are subject to the Standard Terms and Conditions that are attached to this Purchase Order and, if not attached, available at <https://www.newell.com/terms-conditions> ... [View more](#)

# Invoice via PO Flip

## Customer VAT ID/TAX ID on Invoice

**Step 2:** In the invoice creation screen, locate ‘Choose customer address’ field under Additional fields. Select the drop-down option and click on ‘Search more’

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Test\_SIGN A RAMA-TEST

Supplier:

Test\_SIGN A RAMA-TEST

SYDNEY Australian Capital Territory Australia

Bill From:

Test\_SIGN A RAMA-TEST

OAKLEIGH VIC Australia

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: ABN27001234567

governmentRegistrationNo:

productType:

Service Start Date:

Service End Date:

Choose Address

Customer:

No value

NEWELL ALTONA (TOLL)

Newell Brands APAC Sourci

Newell Brands Europe

Newell Brands Japan G.K.

Newell Rubbermaid Consultancy

REYNOLDS PENS INDIA PVT LTD

Search more

View/Edit Addresses

View/Edit Addresses

Customer VAT

Customer VAT/Tax ID:\*

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Test\_SIGN A RAMA-TEST

Supplier:

Test\_SIGN A RAMA-TEST

SYDNEY Australian Capital Territory Australia

Bill From:

Test\_SIGN A RAMA-TEST

OAKLEIGH VIC Australia

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: ABN27001234567

governmentRegistrationNo:

productType:

Service Start Date:

Service End Date:

Choose Address

Customer:

No value

NEWELL ALTONA (TOLL)

Newell Brands APAC Sourci

Newell Brands Europe

Newell Brands Japan G.K.

Newell Rubbermaid Consultancy

REYNOLDS PENS INDIA PVT LTD

Search more

View/Edit Addresses

View/Edit Addresses

Customer VAT

Customer VAT/Tax ID:\*

**Step 3:** Choose the correct customer address and click on ‘ok’



# Invoice via PO Flip

## Customer VAT ID/TAX ID on Invoice

Customer address will be selected, Customer VAT/Tax ID will be populated on the invoice.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Test\_SIGN A RAMA-TEST

Supplier:

Test\_SIGN A RAMA-TEST

SYDNEY Australian Capital Territory  
Australia

Bill From:

Test\_SIGN A RAMA-TEST

OAKLEIGH VIC  
Australia

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:

ABN27001234567

governmentRegistrationNo:

productType:

Expiration Date:

WaMu Terms and

Service Start Date:

Service End Date:

Choose Address

Newell Australia Pty Ltd

Customer:

Newell Australia Pty Ltd

Altona Victoria  
Australia

Email:

View/Edit Addresses

View/Edit Addresses

Customer VAT

Customer VAT/Tax ID:\*

ABN68075071233

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Ariba Network  
Overview

Account  
Set Up

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# Invoice via PO Flip

## Attach hard copy of invoice on Ariba network

(Only required for following countries: Mexico/Argentina/Peru/Chile/Colombia/China/India/Thailand)

**Step 3:** Click on ‘Choose File’ and choose the hard copy of invoice from your PC then click on ‘Add Attachment’.

**\*Attachments**

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Below is the screenshot which suggests that the attachment has been uploaded successfully.

**\*Attachments**

The total size of all attachments cannot exceed 100MB

Choose File

No file chosen

Add Attachment

Name	Size (bytes)	Content Type
<div><input type="checkbox"/> Ariba attachment.docx</div>	11817	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳

Delete

# Invoice via PO Flip

## Detail Line Items

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

**NOTE:** Enter the **actual price unit** (i.e. EA, PR, etc.) in the **Price Unit** field  
*the invoice will be rejected if any numerical value is populated instead*

6

Line Item Actions

Edit

Add

Shipping Documents

Turn on f  
Hide/Shc

Line Items

2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents☐ Special Handling☐ Discount

Add to Included Lines

6

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

DoneCancel

Invoice Item

\* Indicates required field

Line Item Actions

Quantity: \*5

Unit: EA

Unit Price: \*1.00 EUR

Subtotal: 5.00 EUR

Part #: GOODS\_01

Description

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

Pricing Details

Price Unit: \*EA

Price Unit Quantity: \*1

Unit Conversion: \*1

Description: This field specifies that 1 Box is equivalent to 1000 sheets

Inspection Date:

Shipping

Ship From: Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

Ship To: Sandbox Buyer - Test

Praha

Czech Republic

Deliver To: Cristian Mihalache

2nd Floor, SI Team

View/Edit Addresses

# 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
<b>Pricing Details</b>									
Price Unit: *		BX		Price Unit Quantity: *		1			
Unit Conversion: *		1		Description:					
<b>Shipping</b>									
Ship From: Ariba_TestSupplier - TEST				Ship To: Sandbox Buyer - Test				<a href="#">View/Edit Addresses</a>	
Praha 5				Czech Republic					
Deliver To: Cristian Mihalache				2nd Floor, SI Team					
<b>Shipping Cost</b>									
Shipping Amount: *		0.00 EUR		Shipping Date:					
<b>Allowances and Charges</b>									
Service Code: *				Description:				<a href="#">Add Tax</a>	
Start Date:				End Date:				<a href="#">Remove</a>	
Allowance:									

<b>Summary</b>	
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	
<b>Tax</b>	
<input checked="" type="radio"/> Header level tax <sup>?</sup> <input type="radio"/> Line level tax <sup>?</sup>	
Category: * VAT	
Location:	
Description:	
Regime:	
Date Of Pre-Payment:	
Law Reference:	
<b>Shipping</b>	
<input checked="" type="radio"/> Header level shipping <sup>?</sup> <input type="radio"/> Line level shipping <sup>?</sup>	
Ship From: Ariba_TestSupplier - TEST	
Praha 5	
Czech Republic	
<b>Allowances and Charges</b>	
Service Code: *	
Description:	
Start Date:	
End Date:	
Allowance:	

# 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 illustrates the process of adding comments to a line item in SAP. The top section shows the 'Line Item Actions' dropdown menu, which is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments' (highlighted with a yellow circle and the number 1), and 'Attachment'. The 'Add' button is also visible. The bottom section shows the 'Comments' field (highlighted with a yellow circle and the number 2) and the 'Next' button (highlighted with a yellow circle and the number 3). The 'Remove' button is also present.

# 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.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts

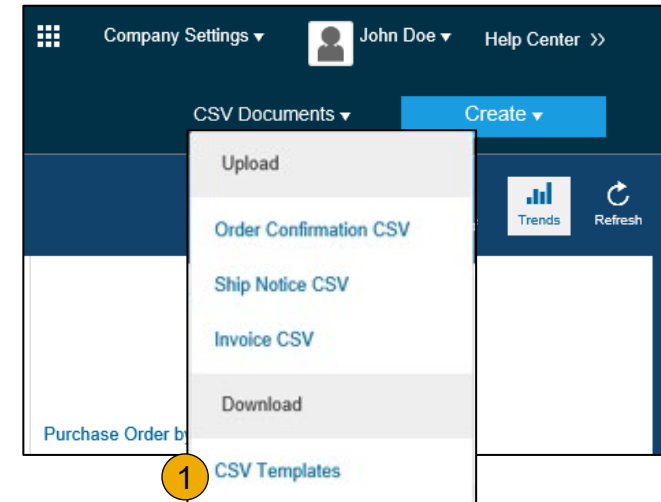
Drafts

**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.



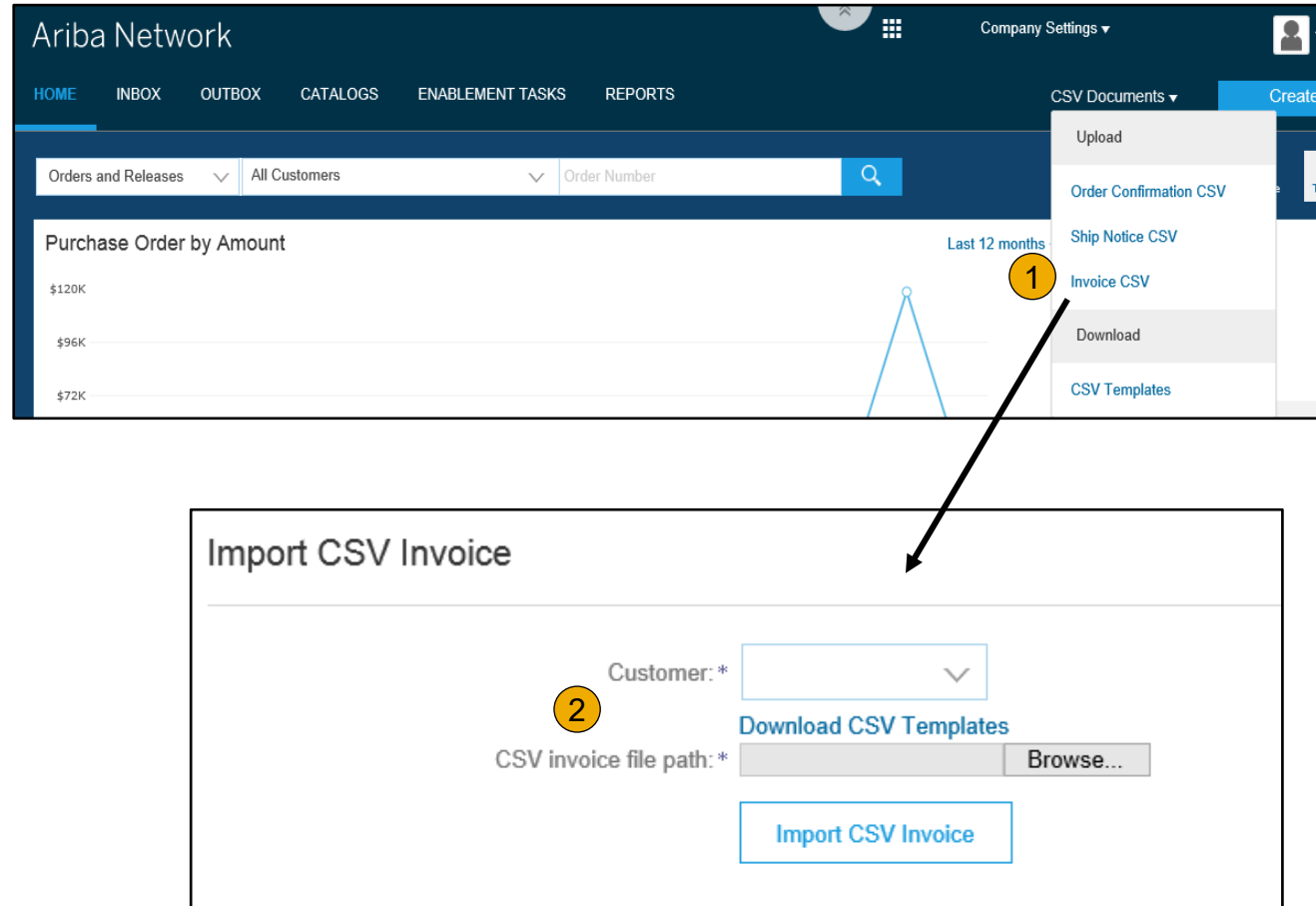
The screenshot shows the 'Download CSV Templates' form. At the top right is a 'Done' button. Below the title, there's a blue box with instructions: 'If any of your customers use custom CSV templates, a Custom Templates section appears below. If so, select a customer from the pull-down menu, and then download the custom templates. Otherwise, download the standard templates.' The 'Custom Templates' section has a 'Customer:' dropdown menu. Below it, there are two rows: 'Document' and 'Invoice'. The 'Invoice' row has a checked checkbox and a yellow circle with the number '2' next to it. Below these rows is a 'Download' button. The 'Standard Templates' section has three rows: 'Document 1', 'Order Confirmation', and 'Ship Notice'. Each row has an unchecked checkbox. Below these rows is another 'Download' button.



# 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.



# 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** 1 Test Mode

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
<span>2</span>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

3 Create Line-Item Credit Memo 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
<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

5 [Line Item Actions](#) [Delete](#)

Turn on Error Dump [Hide/Show XML](#)

[Update](#) [Exit](#) 6 [Next](#)

7 [Previous](#) [Submit](#) [Exit](#)

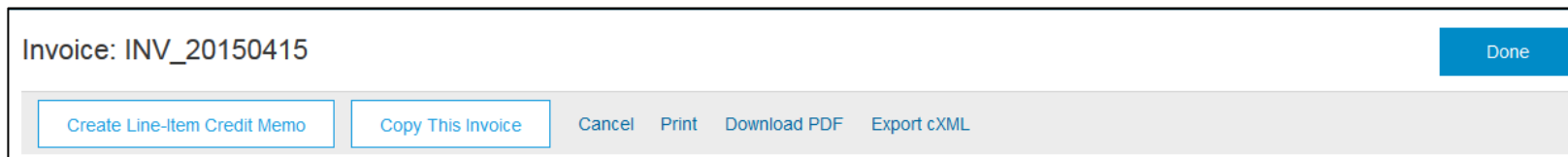
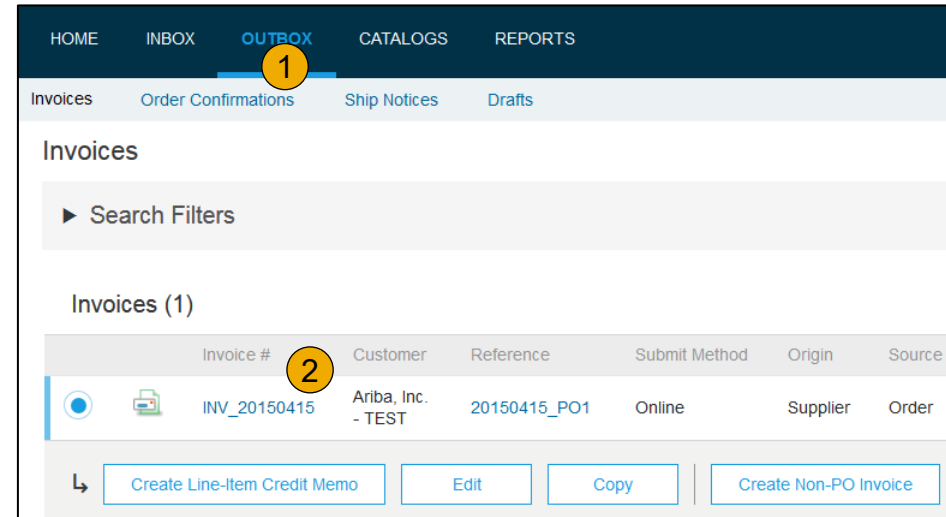
**Summary:**

- 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**

# 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

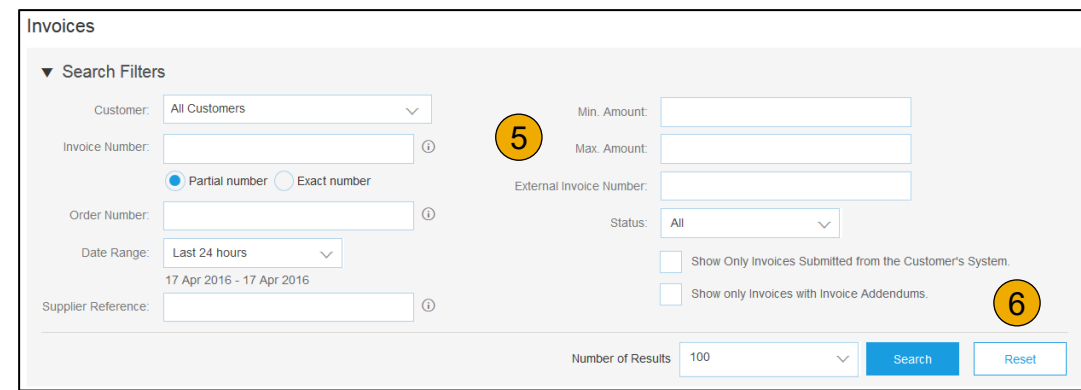
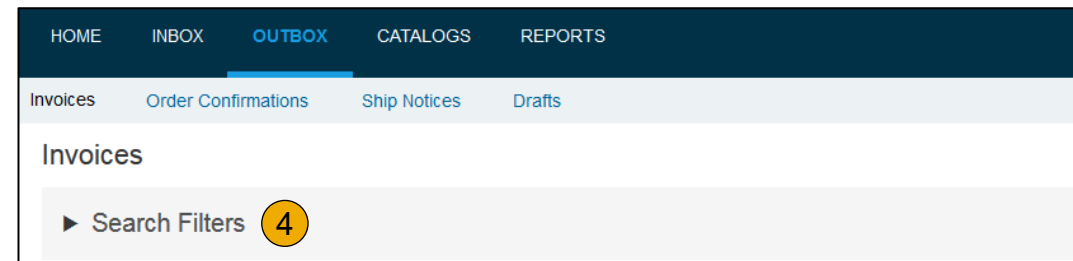
## (Quick & Refined)

### Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select** 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  
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.	PropagationDispatcher-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
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

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

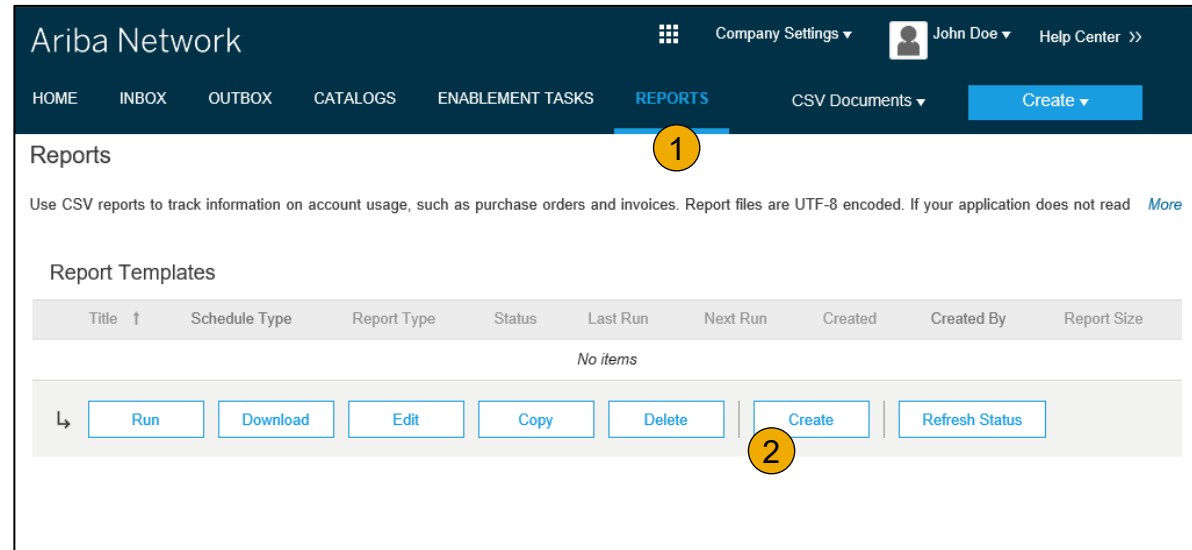


# Download Invoice Reports

## 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

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

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

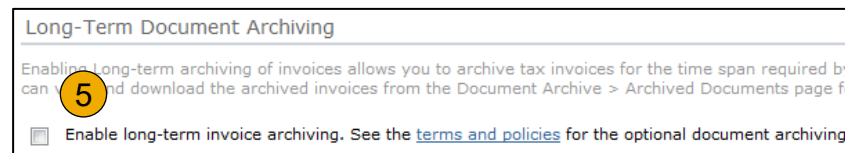
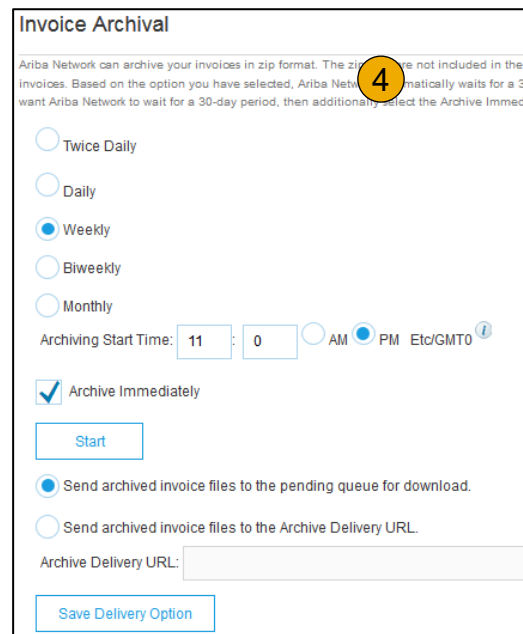
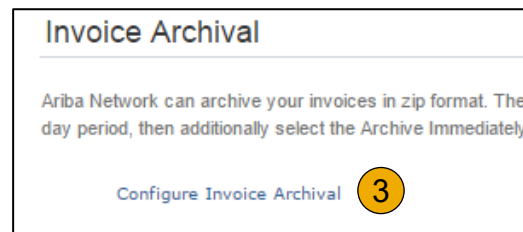
6 Submit

Previous Submit Exit

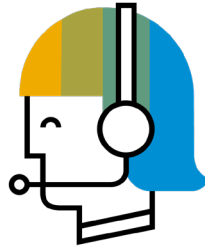
# Invoice Archival

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 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](mailto: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.

**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
<a href="#">Ariba Inc.</a>
<a href="#">Pouliot Industries</a>

[Approve](#) [Reject](#)

**Current**

Customer
<a href="#">Ariba Inc.</a>
<a href="#">Pouliot Industries</a>

[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.**