

Ariba Network Invoice Guide



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Introduction

Procure-to-Pay Process

This document contains the requirements and training for your organization to create and submit invoices online to Campbell Soup via the Ariba Network.

Campbell Soup requires suppliers enabled on Ariba Network to submit electronic invoices through Ariba Network.

Note: Suppliers uploading CSV Invoices or utilizing cXML or EDI technologies should refer to the specification documents available on the Campbell Soup Supplier Information Portal.

Supplier Account Administration

Ariba Supplier Account URL: supplier.ariba.com

- **Each supplier account has an Ariba Network Administrator. This admin is able to assign users with appropriate roles within the supplier account. If you do not know your account admin, please reach out to campbellsoupenablement@ariba.com.**
- **Please reach out to Ariba support for account admin changes - 1-866-218-2155.**

Who do I reach out to for help?

Supplier Support During Deployment

- **Ariba Network Registration or Configuration Support**

Please contact CampbellSoupEnablement@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions. This email can also be used if you need assistance submitting your first invoice through Ariba.

- **Campbell Soup Business Process Support**

Please contact the Campbell Soup Supplier Enablement team at Supplier_Enablement@CampbellSoup.com for business-related questions.

Supplier Support Post Go-Live

- **Ariba Network Support for Actively Transacting Suppliers**

Region	Contact Number
US Toll Free	1-866-218-2155
Canada	1-412-222-6153
Europe, Middle East and Africa	+44 (0) 20 7187 4185 00 800 22227422 (toll free number for France, Germany, Italy, Netherlands, Spain, Sweden, Switzerland & UK)
Asia Pacific	+65 6311 4585

Campbell Soup 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 an entire PO or individual line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single PO referencing a line item
- **Partial Invoices**
Apply against specific line items from a single PO
- **Credit Invoices**
Header level or Item level credits;
price/quantity adjustments

NOT SUPPORTED

- **Non-PO Invoices**
Invoices for orders not sent through Ariba Network or invoices against contract
- **Summary or Consolidated Invoices**
Apply against multiple purchase orders
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice. Campbell Soup will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on the Ariba Network. If resubmitting invoices with a rejected status, supplier must use a new invoice number and should append a unique letter or number to the original invoice number (e.g., INV123A).
- **Paper Invoices**
Campbell Soup requires invoices to be submitted electronically through the Ariba Network for orders received through Ariba Network.
- **Invoice Attachments**
If supplier has any attachments or supporting documentation to submit with the invoice, they should email them directly to the requestor. Reference the PO# and Invoice # in the Email Subject.
- **Cancel Invoices**
The cancel invoice feature is not enabled for Campbell. Suppliers must submit a credit to "cancel" a previously submitted invoice.
- **Freight Only or Tax Only Invoices**
Suppliers should add freight (shipping) or tax at the header or line level of the invoice.

Customer Invoice Rules

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

Login to your Ariba Network account.

Click on Company Settings in the top right hand corner and then select **Customer Relationships**.

A list of your Customers will be displayed. Click on Campbell Soup to view their invoice rules.

Scroll down to the Invoice Rules section.

If Country-Based Invoice Rules are enabled, you will be able to choose your Originating Country of Invoice from the drop down menu to view applicable rules.

Click **Done** when finished.

The screenshot shows the SAP Ariba interface. In the top right corner, the 'Company Settings' dropdown menu is open, with 'Customer Relationships' highlighted in a yellow box. Below this, a table lists customers. The first row is 'Campbell Soup Company - TEST', which is also highlighted in a yellow box. To the left of this row are 'Approve' and 'Reject' buttons. Below the table, the 'Rejected' section is visible, showing the 'Invoice Setup' for the selected customer. This section contains a list of rules with checkboxes and 'Yes/No' options.

Customer	Approved Date	Routing Type
<input type="checkbox"/> Campbell Soup Company - TEST	25 Nov 2015	Default

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No
Allow suppliers to send invoice attachments.	No
Allow suppliers to send non-PO invoices. ⓘ	Yes
Allow suppliers to send invoices with a contract reference. ⓘ	Yes
Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ	No

Electronic Invoice Routing and notifications

Select **Electronic Invoice Routing** under **Company Settings**.

Choose one of the following Invoice routing methods

- Online
- cXML
- EDI

Review the invoice notifications and checkmark the box next to the notifications that you would like to receive. Add your preferred email address.

Company Settings ▾ Audrey Boucher ▾

Campbell Soup Compa...
ANID: AN01013570197-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

View All

Electronic Order Routing

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	Online cXML EDI	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* test@ariba.com
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* test@ariba.com

Invoice Archival

In the Electronic Invoice Routing section > **Tax Invoicing and Archiving**, there are two options to set up archiving of invoices:

To export invoices to your system for legal compliance, define the **Invoice Archival** section:

1. Select frequency (**Twice Daily, Daily, Weekly, Biweekly or Monthly**), choose **Archive Immediately** to archive without waiting 30 days and click Start.
 - Choosing the **Twice Daily** or **Daily** option will transfer the invoice.zip files to the selected URL / Pending Queue. It also allows the time for the transfer to be chosen.
2. 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**).

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

- Twice Daily
 Daily
 Weekly
 Every Two Weeks
 Monthly

Archiving Start Time: 12 : 30 AM PM America/Los_Angeles

Archive Immediately

Start

Send archived invoice files to the pending queue for download.

Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option

To use integrated archiving solution subscribe in the **Long-Term Document Archiving** section. **Please read the applicable terms and policies and supported list of countries.**

After you enable the service you have access to **Document Archive** tab where you can search and view **Archived Documents** and request to download multiple documents.

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries

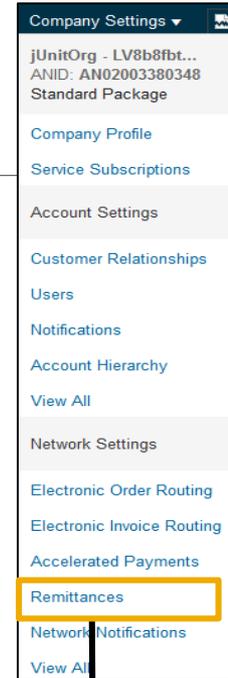
Home Inbox Outbox Catalogs Reports **Document Archive**

Archived Documents Download Status

Configure Remittance Address

Under **Company Settings**, select **Remittances**.

- **Remittance Address** – In the *EFT/Check Remittances* section select **Create**. Complete all required fields marked by an asterisk. Select a default remittance address that will pre-populate on your invoice.
- **Note:** You may indicate your Preferred Payment Method on your Ariba Network account, however, please note that the **Payment Methods** section of your Ariba Network account is ignored for Campbell Soup payment. **Campbell Soup will pay the remittance address on record in their Vendor Master.**
- Suppliers must notify the Campbell Soup if there is a change in remittance information or company address information prior to invoicing.



Edit Remittance Address / Payment Info

Edit your remittance address. Indicate your preferred payment method for the new address. Then, update information for customers about your information carefully, since customers use it to send you payments.
* Indicates a required field

Remittance Address

Address 1: * 123 Apple St.

Address 2:

Address 3:

City: * Edison

State: * New Jersey

Zip: * 08818

Country: * United States [USA]

Contact: Select contact

Default?: Yes No

Remittance ID Assignment

Customer ↑	Remittance ID
Campbell Soup Company - TEST	<input type="text"/>

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

Edit Delete Create

Note: Campbell Soup does not require a Remittance ID assigned to your remittance address.

PO Flip Invoice

To create a PO-Flip Invoice, select the **PO Invoice** link under the **Create** button on the right.

A screenshot of the SAP Ariba user interface. The top navigation bar includes 'Company Settings' and 'Alisa'. A 'Create' button is highlighted with a yellow box, and its dropdown menu is open, showing options: 'PO Invoice' (highlighted with a yellow box), 'Non-PO Invoice', 'Credit Memo', and 'Catalog'. Below the menu, there are sections for 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. At the bottom, there is a mobile app promotion for 'Now we're mobile. Check it out.' with 'App Store' and 'Google play' logos.

Select a PO number.

A screenshot of the SAP Ariba 'Orders and Releases' page. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a yellow box), 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', and 'Scheduled Payments'. The main content area shows 'Orders and Releases (100+)' with a table of orders. The first row is highlighted with a yellow box, showing an order with 'Order Number' CN20000455. The table has columns for 'Type', 'Order Number', 'Ver', 'Customer', 'Inquiries', and 'Ship To Address'. Below the table, there is a 'Create Invoice' button highlighted with a yellow box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
Order	CN20000455	2	Campbell Soup Company - TEST		Campbell Soup Supply-WHQ , Camden, NJ , United States
Order	CN20000449	2	Campbell Soup Company -		Multiple - See PO Line Items

Click on the **Create Invoice** button and then choose **Standard Invoice**.

A screenshot of the SAP Ariba 'Purchase Order: CN20000463' page. The top navigation bar includes 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a yellow box). Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The main content area shows the order details, including the Campbell's logo and the text 'TEST ORDER - DO NOT FILL'. Below the order details, there is a 'From:' section with the text 'Campbell Soup Company' and 'PO Box 9193'.

PO Flip Invoice - Header

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

Enter an **Invoice #** (this is your unique number for invoice identification).

The **Invoice Date** will auto-populate.

Select **Remit-To** address from the drop down box if you have entered more than one.

Tax and **Shipping** can be entered at either the **Header** or **Line** level by selecting the appropriate radio button.

Click **View/Edit Addresses** to update Ship From Address. Ship To address is not editable.

You can also add some additional information to the **Header** of the invoice such as:

- Shipping Cost**
- Special Handling**
- Comments**

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

▼ Invoice Header
* Indicates required field
Add to Header ▼

Summary

Purchase Order: CN20000463

Invoice #: *

Invoice Date: * 26 May 2016

Supplier Tax ID:

Remit To: 123 Apple St. ▼

Fords, NJ
United States

Bill To: Campbell Soup Company

Canton, MA
United States

Subtotal: \$917.50 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$917.50 USD

Total Net Amount: \$917.50 USD

Amount Due: \$917.50 USD

Tax

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax ▼

Location:

Description:

Regime:

Taxable Amount: \$917.50 USD

Rate(%):

Tax Amount:

[Remove](#)

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Campbell Soup Company Supplier - TEST - NA
FRAMINGHAM, MA
United States

Ship To: Campbell Soup-WHQ

* Indicates required field

Ship From

Name: Campbell Soup Company Supplier - TEST - NA

Department:

Name:

Address 1: 500 STAPLES DR

Address 2: MT - TEST LINE 2

Address 3:

Ship To

Name: Campbell Soup-WHQ
Audrey Boucher
Campbell Soup-WHQ
1 Campbell Place
Camden, NJ 08103
United States

Email: ariba_help@campbellsoup.com

Phone: +1 (856) 4084375

Deliver To: Audrey Boucher
Campbell Soup-WHQ

Note: Invoice attachments are not supported. If supplier has any attachments or supporting documentation to submit with the invoice, they should email them directly to the requestor. Reference the PO# and Invoice # in the Email Subject.

Important: DO NOT add Discounts at the header as it will not flow properly into our ERP.

Important: Click REMOVE If tax is not applicable or if the site is being billed has Direct Pay permit.

View/Edit Addresses

PO Flip Invoice – Discounts / Penalty Terms

Campbell Soup does **NOT** accept discount or penalty terms. Please leave these fields blank when creating your invoice. If a discount needs to be applied, please adjust the amount you are invoicing rather than entering discount terms.

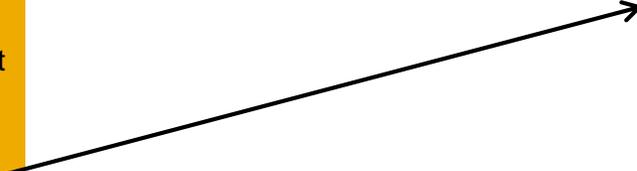
Payment Term

Net Term(days): 35

Discount or Penalty Term(days): ⓘ

Percentage(%):*

Add Discount/Penalty Term



PO Flip Invoice – Line Items

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

Review or update **Quantity** for each line item you are invoicing.

If a line item should not be invoiced, click on the **Green circle** to **exclude** it from the invoice. Once it is clicked, it will turn gray.

OR click the check box on the left of the item and click **Delete** to remove the line item from the invoice.

You can generate another invoice later to bill for excluded items.

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	s323	US Test		1,000	EA	\$1.00 USD	\$1,000.00 USD
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	s323	Change to the Text		0	EA	\$1.00 USD	\$0 USD

Excluded line items cannot be modified.

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

PO Flip Invoice - Line Item Tax

To add Tax to all included lines on the invoice, check **Tax Category** in the **Insert Line Item Options** section and use the drop down to select from the displayed options. Click **Add to Included Lines**.

To apply different tax rates to selected lines, click the Line Item # checkbox next to line items to which tax is to be applied.

Then select **Line Item Actions, Add Tax**. Upon refresh, the Tax fields will display for each selected line item. Within each line item, select **Category**, then either populate the **Rate (%)** or **Tax Amount**. Click Update.

Insert Line Item Options

Tax Category:

Special Handling Discount

No.	Include	Type	Part #	Desc	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	s323	US T		1,000	EA	\$1.00 USD	\$1,000.00 USD
<input type="checkbox"/> 2	<input type="checkbox"/>	MATERIAL	s323	Char		0	EA	\$1.00 USD	\$0 USD

Excluded line items cannot be modified.

Turn on Error Dump Hide/Show XML

Standard Tax Selections

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

Add additional line item options if needed such as

- Special Handling
- Comments

Note: Campbell Soup is tax exempt at many locations. Please make sure you review the header of the Purchase Order to see if the tax exemption applies to the Ship To address on this Invoice and Purchase Order.

Note: Campbell Soup does not allow suppliers to apply more than one tax type to a single line item. If you have more than one tax type to apply, please combine into one and enter the total amount.

PO Flip Invoice – Blanket (Reverse Quantity) POs

At times we will issue blanket POs to our suppliers. These will have a price of \$1.00 and the quantity will be the budget for the PO. Suppliers can invoice against blanket POs multiple times until the budget runs out, at which point a new PO will need to be created. Blanket POs will have only one single line item.

Qty	Unit	Description	Supplier Part Number	Price	Amount
17,000	each	For the cost of hand soap and sanitizer as we...	Hand soap	\$1.00 USD	\$17,000.00 USD

The expectation is a blanket PO will be invoiced back to us with a single line item on the invoice. Multiple line items against a single line item will be rejected. In this example, the supplier has invoiced back and maintained the unit price at \$1.00 but is partial invoicing against the blanket for \$91.00 (the total value of the PO is \$17,000)

Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
1	MATERIAL	449977	91 EA	\$1.00 USD	\$91.00 USD

The rest of the process regarding taxes and submittal are the same as for regular POs.

NOTE: Please keep in mind that the invoice lines must match the lines on the PO. An invoice against a blanket PO can only have one line as the PO only has one line. If the charges need to be broken apart into separate lines, please send supporting data to the requestor, but use a summary line on the invoice.

PO Flip Invoice – Line Item Comments

To add comments at the line item level, select **Line Item Actions >Add > Comments**. Upon refresh, the **Comments** field will display. Enter applicable **Comments** in this field. Click **Next**.

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	s323	US Test		1,000	EA	\$1.00 USD	\$1,000.00 USD
					Comments					Remove
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	s323	Change to the Text		0	EA	\$1.00 USD	\$0 USD

Exc... ified.

↳

Turn on f...
-hide/Show

- Edit
- Add [Delete](#)
- Shipping Documents
- Special Handling
- Discount
- Comments**

[Next](#)

PO Flip Invoice – Review, Save, Submit

After all invoice data is entered, click **Next**.

- Review your invoice for accuracy on the Review page. Scroll down to view the line item details and invoice total.

If no changes are needed, click **SUBMIT** to send the invoice to Campbell Soup.

If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

Alternatively, **Save** your invoice at anytime during invoice creation to work on it later. Resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.

Note: You can keep draft invoices for up to 7 days.



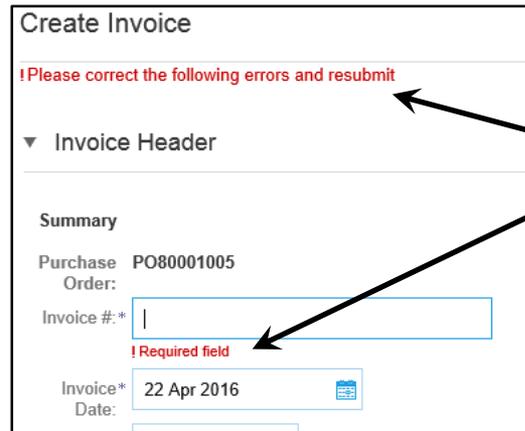
Create Invoice

Update Save Exit **Next**

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: CN20000458 Subtotal: \$1,000.00 USD View/Edit Addresses



Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

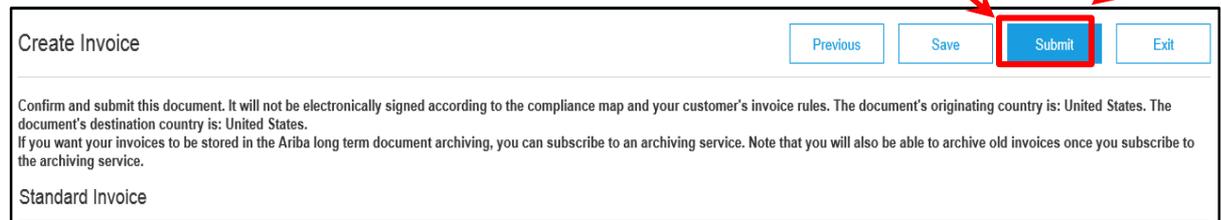
Purchase Order: PO80001005

Invoice #:*

! Required field

Invoice* Date: 22 Apr 2016

NOTE: In case of any errors, you will get a notification in red where information should be corrected.



Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Line Item Credit Memo / Negative Invoice

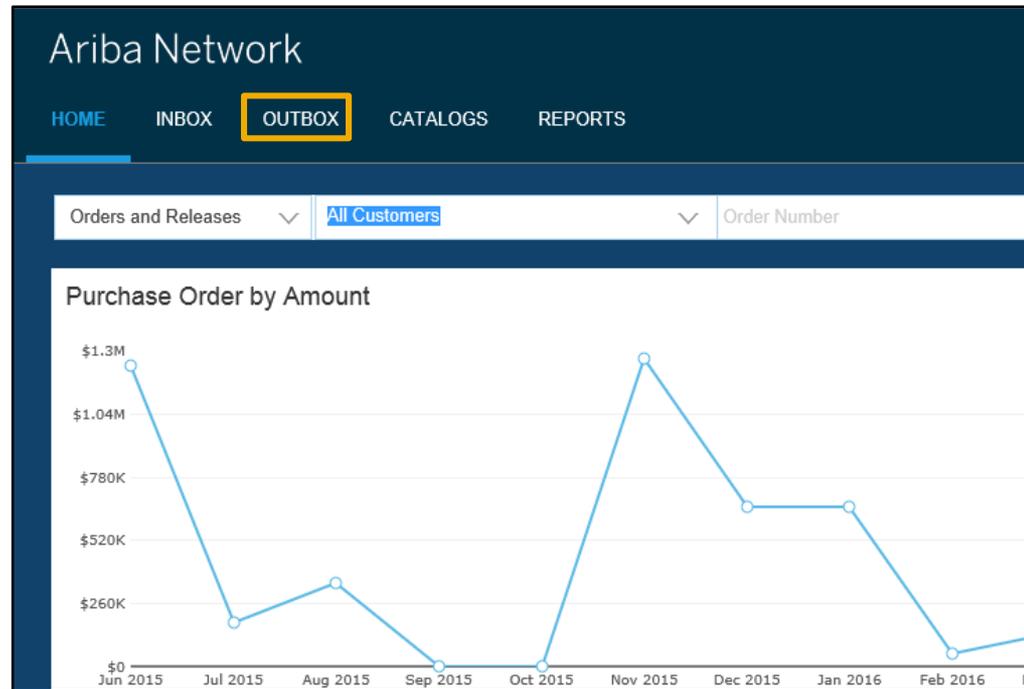
To create a credit memo against an Invoice, select your previously created invoice in your Outbox.

A button appears on the Invoice screen for **Create Line-Item Credit Memo** (you would use the line-item option if crediting against a blanket PO).

Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisk are filled in.

Click **Next** once done.

Review Credit Memo. Click **Submit**.



Invoice: 5022PARTB

Create Line-Item Credit Memo

Copy This Invoice

Cancel

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Header Level Credit Memo

To create a header level Credit Memo, select the PO and choose **Credit Memo** from the **Create Invoice** button.

Complete the information on the form.

Enter the Adjustment amounts to be credited.

Click **Next** once done.

Review Credit Memo. Click **Submit**.

Purchase Order: CN20000463

Create Order Confirmation |
 Create Ship Notice |
 Create Invoice |
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

- Standard Invoice
- Credit Memo**
- Line-Item Credit Memo



Create Credit Memo

Next Exit

Purchase Order
(New)
CN20000463
Amount: \$917.50 USD
Version: 1

Header Information

Invoice # : *

Information Only. No action is required from the customer. * Indicates required field

Invoice Date : * 26 May 2016

Original PO # : CN20000463

Customer Reference :

Supplier Account ID # :

Supplier Reference :

Adjustment

Adjustment in Subtotal: (Amount must be negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amount

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: (Amount must be negative.)

Create Tax

Create Credit Memo

Previous Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Credit Memo

Invoice # : CMM0284
Invoice Date : Thursday 26 May 2016 2:50 PM GMT-05:00
Original Purchase Order : CN20000463

Subtotal : \$-10.00 USD
Total Tax : \$0.00 USD
Total Gross Amount : \$-10.00 USD
Total Net Amount : \$-10.00 USD
Amount Due : \$-10.00 USD

TAX REPRESENTATIVE:

BILL FROM:

REMIT TO:

Campbell Soup Company

Campbell Soup Company

Edit and Resubmit Invoices

You may edit and resubmit invoices with a **Failed** status.

- Click the **Outbox** tab.
- In the **Invoice #** column, click a link to view details of the invoice.
- Click the **Invoice #** for the failed invoice that you want to resubmit and click **Edit**.
- After making updates, click **Submit** on the Review page to send the invoice.

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

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (4)

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
<input checked="" type="radio"/>	4	a	DO10686117	Online	Supplier	Order	19 Feb 2016	\$222.40 USD	Sent	Sent
<input type="radio"/>	312313	a	DO10686116	Online	Supplier	Order	4 Dec 2015	\$218.03 USD	Sent	Sent
<input type="radio"/>	TEST1234	a	DO10686117	Online	Supplier	Order	2 Dec 2015	\$33.38 USD	Sent	Sent
<input type="radio"/>	TEST123	a	DO10686117	Online	Supplier	Order	2 Dec 2015	\$31.20 USD	Sent	Sent

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

Note: Campbell Soup only allows the reuse of invoice numbers for invoices with a **Failed** status. If the invoice has a **Rejected** status, supplier must use a new invoice number to resubmit. They should append a unique letter or number to the original invoice number if correcting a previously rejected invoice (e.g., INV123A).



Copy this Invoice Feature

“Copy This Invoice”

Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to re-enter information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

Common uses for this feature include:

- Submitting invoices for a balance due
- Submitting corrected invoices in cases where the first attempt was rejected

Enabling This Feature

This is an out-of-the-box feature available to all customers. It requires no action to configure it.

Limitations

You cannot copy the following:

- Summary invoices (invoices that refer to multiple purchase orders)
- Credit memos and line-level credit memos
- Self-signed invoices (invoices that are digitally signed by the supplier)
- Invoices with 1000 or more invoice lines

How to Copy this Invoice

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

- 1) On Ariba Network, go to the Outbox.
- 2) Either:
 - Select the radio button for the invoice you want to copy, and click **Copy**.

OR

 - Open the invoice you want to copy, and on the Detail tab, click **Copy This Invoice**
- 3) Enter an invoice number.
- 4) For VAT lines, make sure the date of supply at the line level is correct.
- 5) Edit the other fields as necessary.
- 6) Click **Next**, review the invoice, and save or submit it.

The screenshot shows the Ariba Network interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section is active, showing a search filter and a table of invoices. The first invoice is highlighted with a red box. Below the table, there are several action buttons: 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Copy' button is highlighted with a red box.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
5211313	jUnitOrg - 5WQzy9VD565589b21009590920	DO10686114	Online	Supplier	Order	4 Dec 2015

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc
5211313	jUnitOrg - 5WQzy9VD565589b21009590920	DO10686114	Online	Supplier	Order

Actions: Create Line-Item Credit Memo, Edit, Copy, Create Non-PO Invoice



Document Status, Searches, and Reports

Check Invoice 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**.

ROUTING STATUS

Reflects the status of the transmission of the invoice to Campbell Soup via the Ariba Network.

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

Note: Invoice Status will be implemented in a later phase for Campbell Soup.

INVOICE STATUS

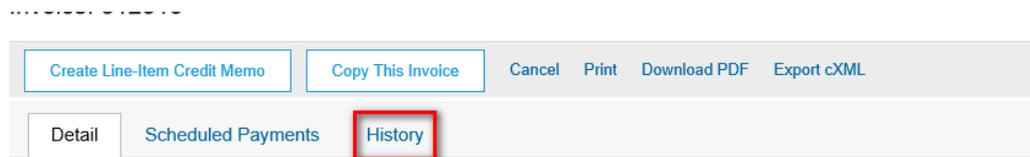
Reflects the status of Campbell Soup's action on the Invoice.

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

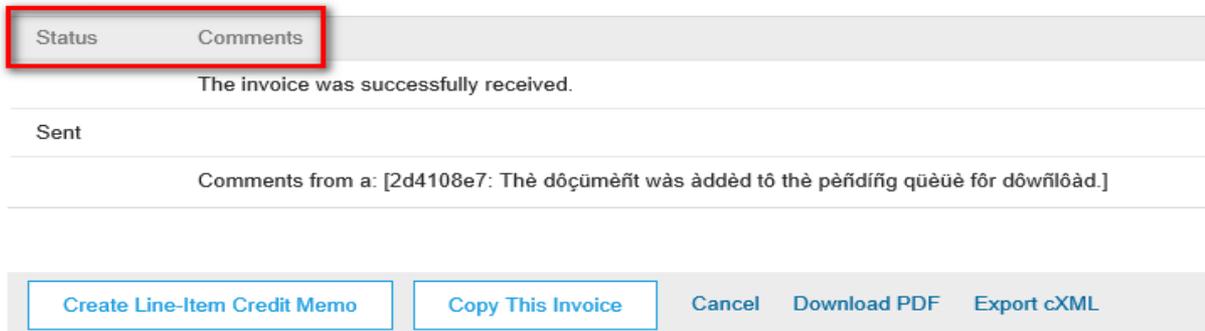
Check Invoice History

Access any invoice.

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



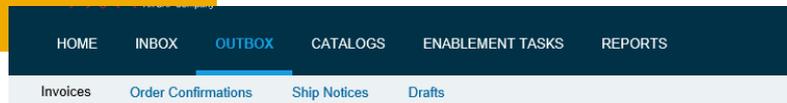
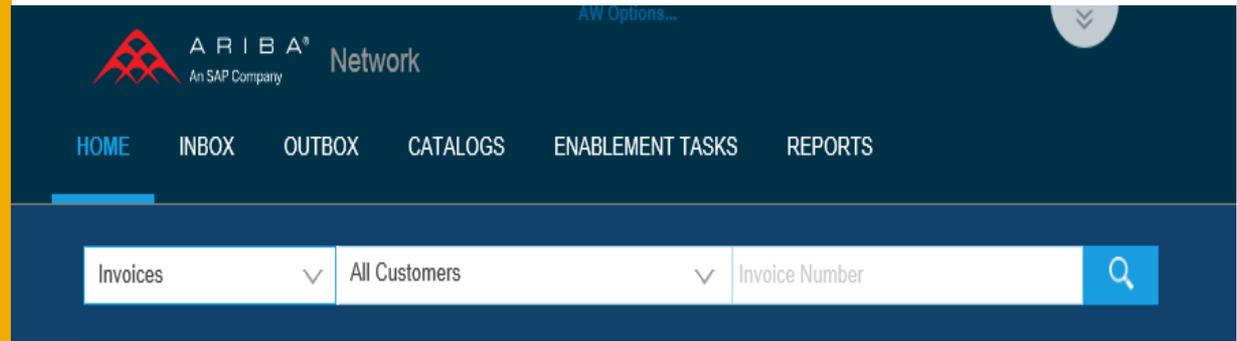
History



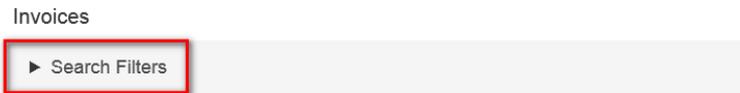
Search for invoice - Quick Search and Refined Search

QUICK SEARCH

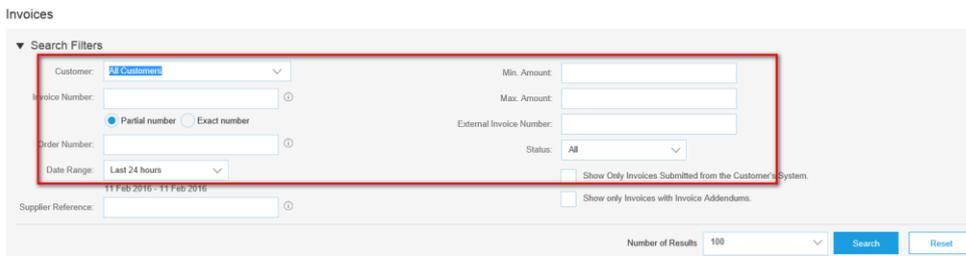
1. From the **Home** Tab,
2. Select **Invoices** in the **Document type** to search,
3. Select Campbell Soup from **Customer** Drop down menu.
4. Enter **Document #** , if known.
5. Select **Date Range**, up to 90 days for Invoices.
6. Click **Search**.



1



2



REFINED SEARCH

Allows a refined search of Invoices within up to 90 last days.

Click the arrow to expand

1. **Search Filters** from **Outbox** (Invoices).
2. Enter the criteria to build the desired search filter.
3. Click **Search**.

3

Search for invoice - Reports

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.

Note: Reports can be created by Administrator or User with appropriate permissions.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**. Fill in required Information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
3. Click **Next**.

Note: **Select** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

After specifying **Customer** and **Created Date** in Criteria click **Submit**.

You can view and download the report in CSV format when its status is **Processed**.

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

ARIBA® Network
An SAP Company

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS**

2 1

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

Title:

Description:

Time zone: America/Los_Angeles

Language: English

Report Type: **Select**

- Select
- Order Summary
- Failed Invoice
- Tax Book
- Time Sheet
- Remittance Advice Details

3

Report

Previous Submit Exit

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.

1 Report Description

2 Report Schedule

3 Criteria

Customer: All Customers

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

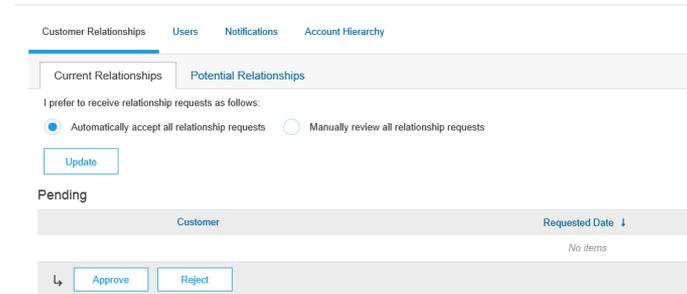
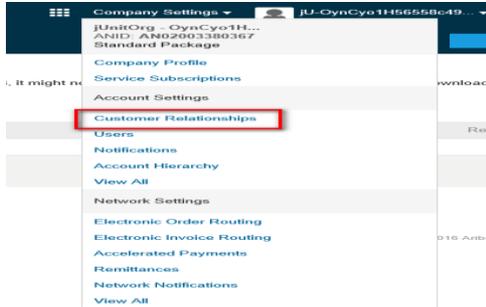
Invoice Date: 16 Apr 2016 To 16 May 2016

Max Results Returned: 100

Training and resources

Campbell Soup Supplier Information Portal

Buyer specific information is available in one place. Select the name of your company in the top right corner and then click the **Customer Relationships** link.



1 Select the buyer name to view **transactional rules**:

- Customer Invoice Rules determine what you can enter when you create invoices

2 Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Campbell Soup:

- Account Configuration Guide
- Campbell Soup Purchase Order Guide
- Campbell Soup Invoice Guide
- Supplier Registration Guide



Training and resources and support numbers

Useful links

Useful Links

- **Ariba Supplier Membership page** - <http://www.ariba.com/suppliermembership>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
Detailed information and latest notifications about product issues and planned downtime—if any—during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
Information about downtime, new releases and new features

The Ariba Support number is 1-866-218-2155 and is used for technical issues and support POST go-live after a first transaction.

The Supplier Enablement Help Desk # is 1-800-974-4899 and is used for first-time enablement suppliers, account configuration, and anything prior to Go-Live and first PO/Invoice.

Supplier support post Go-Live Help Center

Go to <http://supplier.ariba.com>.

If you forgot your username or password click on the link **Forgot Username** or **Forgot Password**.



To access our Help Center, log into your account or go to <http://supplier.ariba.com>. Click the **Help** link in top right corner. Click **Help Center** and go to **Support** section.

Search for any topic you would like to know more about. If none of the articles answers your query, click on **Create Online Service Request** button to contact our Customer Support.

Fill out our web form. Select Problem Type. Note Campbell Soup in the **Issue Description**.

