



Kennametal Supplier Guide

CONFIDENTIAL



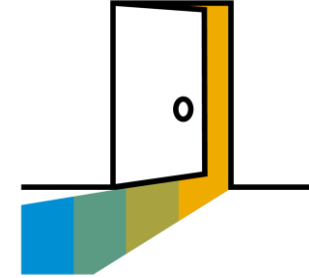
HOME- Table of Contents



**Section 1:
Ariba Network Overview**



**Section 2:
Account Set Up**



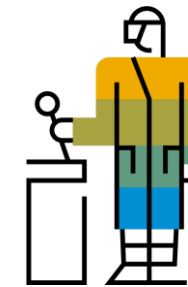
**Section 3:
Purchase Orders**



**Section 4:
Other Documents**



**Section 5:
Invoice Methods**



**Section 6:
Help Resources**

SECTION 1: Ariba Network Overview



What is Ariba Network?



Kennametal Project Scope

Kennametal Message

Supported Documents

Not Supported Documents



Supplier Value



Fee Schedule

Subscription Offerings

\$USD

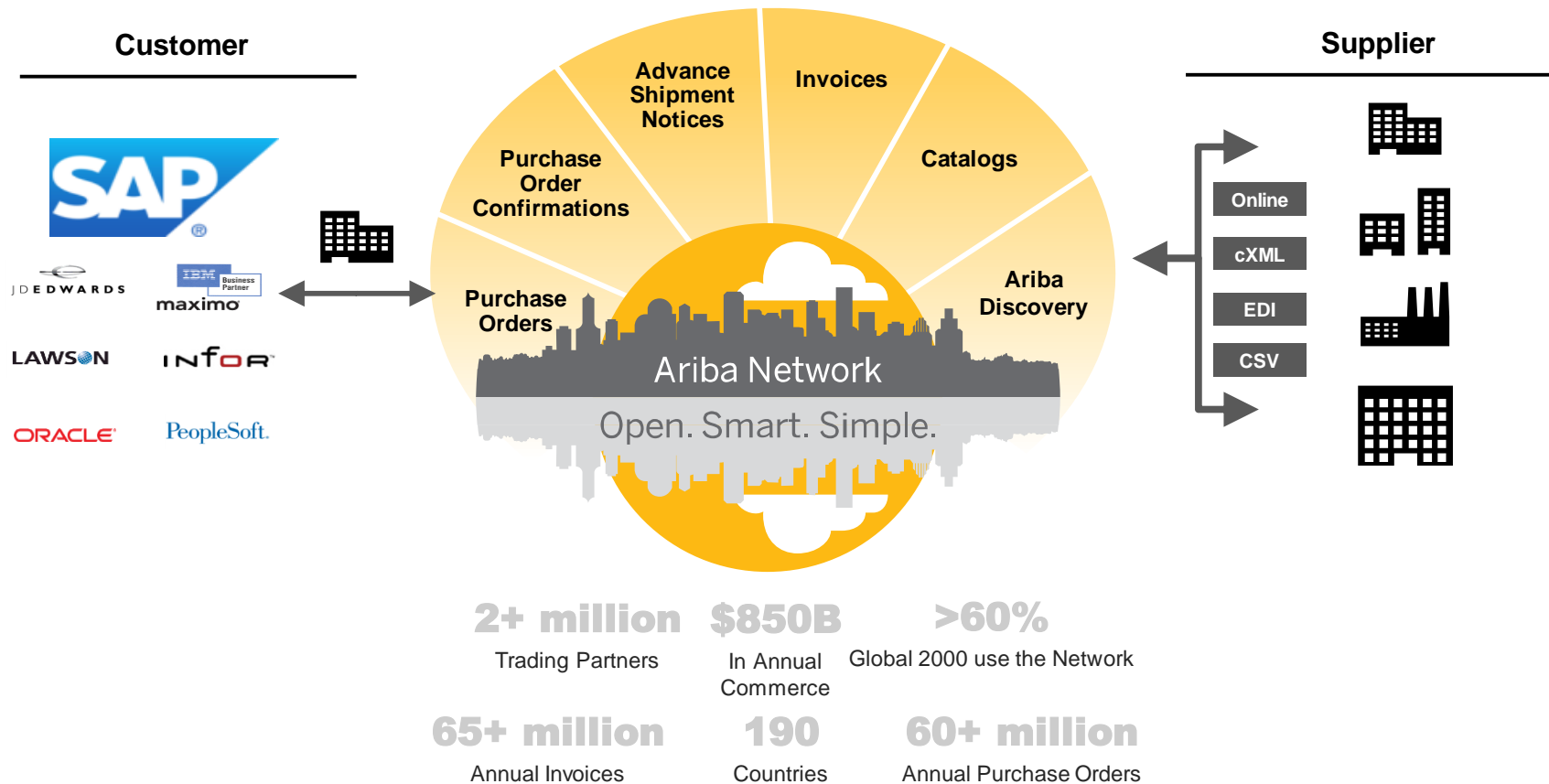
£GBP

€EUR

\$AUD

What is Ariba Network?

Kennametal 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.



Kennametal Message

As a valued supplier, Kennametal has identified your company as a candidate for Ariba Network enablement. Kennametal goals of transacting through the Ariba Network include:

- Share cost reductions and efficiencies with suppliers by lowering transaction costs and streamlining the sourcing process.
- Better communication and visibility between Kennametal and our suppliers.
- Increased standardization for orders, acknowledgments, and invoices.
- Paperless transactions from order placement to invoice receipt by taking advantage of available technologies.
- Improve the quality of invoice information, which leads to fewer invoice errors.

Expectations

- For full-use accounts, accept the Trading Relationship Request that was sent from Ariba. For light account suppliers, you will receive your first order via email and should create your account then.
- Take advantage of functional training offered by Ariba.
- Transact business with Kennametal using the Ariba Network by submitting confirmations and invoices.

Compliance

- All suppliers are expected to transact business with Kennametal through the Ariba Network.

Review Kennametal Specifications

Supported Documents

Kennametal project specifics:

- **Tax data** is accepted at the line item level of the invoice. If no tax is due, enter 0 in 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
- **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 Entry Sheets**
Apply against a single purchase order referencing a line item
- **Service Invoices**
Invoices that require service line item details
- **Credit Memos**
Item level credits; price/quantity adjustments

Future Functionality

- **BPO Invoices**
Invoices against a blanket purchase order
- **Advance Shipment Notices**
Apply against PO when items are shipped

Review Kennametal Specifications

NOT Supported Documents

NOT Supported:

- **Paper Invoices**

Kennametal requires invoices to be submitted electronically through Ariba Network; Kennametal no longer accepts paper invoices

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Kennametal

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Kennametal

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Kennametal will reject duplicate invoice numbers unless re submitting a corrected invoice that previously had a failed status on Ariba Network

- **Advance Shipment Notices**

Apply against PO when items are shipped

- **Non-PO Invoices**

Apply against a PO not received through Ariba Network

- **Contract Invoices**

Apply against contracts

- **Schedule Agreement**

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

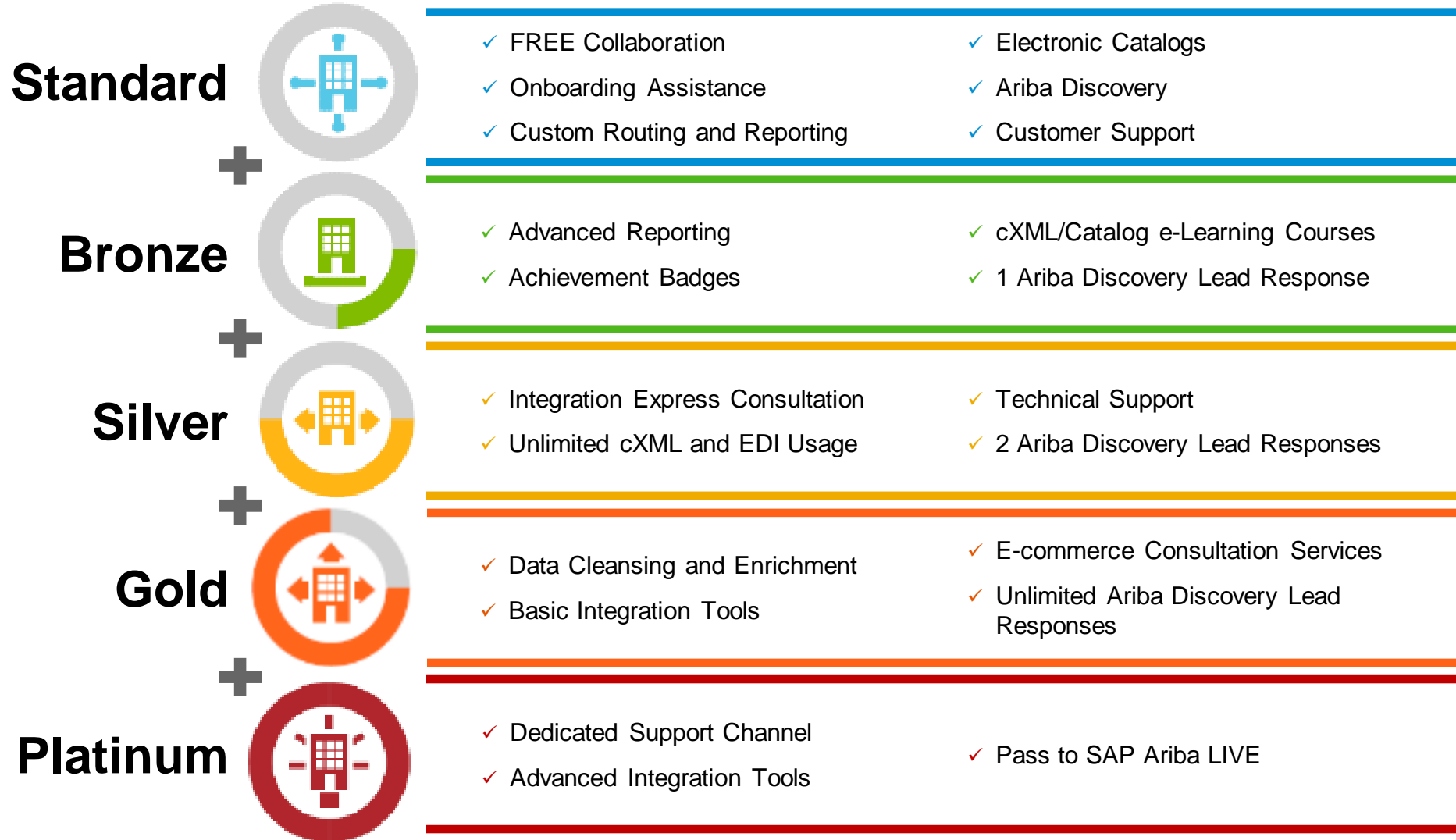
62% decrease in late payments



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

Ariba Network Supplier Subscription Offerings



Supplier Fee Schedule

Please select your currency:



\$USD



GBP



EUR



AUD

Supplier Fees - USD

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at \$20,000/year (per relationship)



Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	\$50
25 to 99 documents	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**

Fee Threshold

\$50,000 and 5 Documents

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

Supplier Fees - GBP

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at £13,200/year (per relationship)



Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
5 to 24 documents	*Bronze	£35
25 to 99 documents	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

*Chargeable suppliers transacting less than £155,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

£34,250 and 5 Documents

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

Supplier Fees - EUR

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at €15,500/year (per relationship)



Subscription Fees

Billed once a year

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

*Chargeable suppliers transacting less than €185,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Fee Threshold

€44,600 and 5 Documents

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

Supplier Fees - AUD

Transaction Fees

Billed every quarter

0.155% of transaction volume
Capped at A\$20,000/year (per relationship)



Subscription Fees

Billed once a year

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

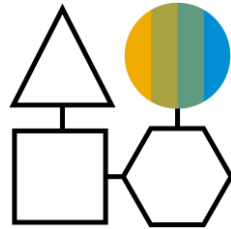
***Chargeable suppliers transacting less than A\$235,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

Fee Threshold

A\$50,000 and 5 Documents

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

SECTION 2: Set Up Your Account



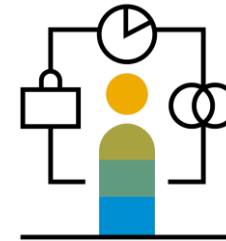
Basic Account Configurations

- [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](#)

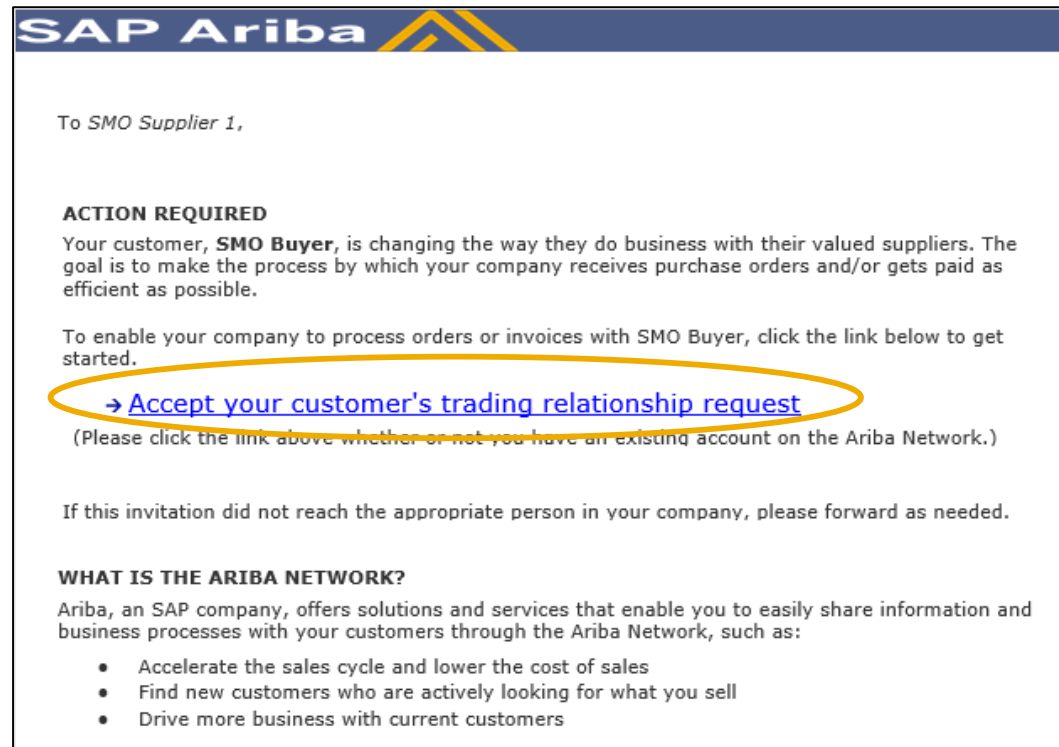
Kennametal Specific Account Configuration

- **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.
- **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.”

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, there is a 'Register Now' button (callout 1) and a link 'I have further questions for my requesting customer'. Below this is the 'Company information' section, which includes fields for 'Company Name' (callout 2), 'Country' (set to 'United States [USA]'), 'Address' (with three lines), 'City', 'State' (set to 'Alabama'), and 'Zip'. The 'User account information' section includes 'Name' (with 'First Name' and 'Last Name' sub-fields), 'Email' (with a checked box for 'Use my email as my username'), 'Username', 'Password' (with a 'Repeat Password' field), and 'Language' (set to 'English'). A 'Privacy Statement' link is also present. At the bottom, there is a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' (callout 4) and a 'Register' button (callout 5). A 'Cancel' button is also visible.

Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

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

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

The screenshot displays the Ariba Network user interface for editing a company profile. At the top, a navigation bar shows 'Company Settings' and 'John Doe'. A dropdown menu is open, listing 'SMO Supplier 1' (ANID: AN010, Standard Package) and 'Company Profile' (highlighted in yellow). An arrow points from the 'Company Profile' option to the main form. The form is titled 'Company Profile' and includes 'Save' and 'Close' buttons. It features several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is selected, showing the following fields: 'Company Name' (SMO Supplier 1), 'Other names, if any', 'NetworkId' (AN010), 'Short Description' (with a character count of 100), 'Website', and 'Address' (with fields for Address 1-3, City, State, Zip, and Country). On the right side, there is a 'Public Profile Completeness' meter at 35% and a list of profile details including Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, and Company Logo. Below this is a 'Share Your Public Profile' section with a link to get the Ariba badge and a 'Find us on Ariba Network' button. 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.

The screenshot displays the SAP Account Settings interface. At the top, the 'Company Settings' dropdown menu is open, showing 'Notifications' selected with a yellow circle '1'. Below this, the 'Network' tab is selected in the 'Electronic Order Routing' section, marked with a yellow circle '2'. The table below lists notification types and their settings:

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when a new collaboration request is received.
Time Sheet	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Pending Queue	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when time sheets are undelivered.
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

On the right side, the 'To email addresses' field is populated with 'junk@phoenix.ariba.com', marked with a yellow circle '3'.

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.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Select Electronic Order Routing Method

1. **Under** the “Customer Relationships” drop down, select “Electronic Order Routing” to configure your account.
2. **Choose** one of the following routing methods:
 - **Online**
 - **cXML**
 - **EDI**
 - **Email** (recommended for new users)
 - **Fax**
 - **cXML pending queue** (available for Order routing only)
3. **Enter** up to 3 email addresses of the people at your company who should receive alerts/ notifications when a PO is posted.
4. **Select** “Same as new catalog orders without attachments” for POs and Other Document Types to automatically have the settings duplicated or you may set according to your preference.

The screenshot shows the Ariba Network 'Network Settings' page. The 'Electronic Order Routing' tab is selected and circled with a red circle and a yellow '1'. The 'Save' button in the top right corner is also circled with a red circle and a yellow '1'. The 'New Orders' table has a 'Routing Method' dropdown menu open, with 'Email' selected and circled with a red circle and a yellow '2'. The 'Options' section for the 'Current Routing method for new orders' is circled with a red circle and a yellow '3'. The 'Email address' field is also circled with a red circle and a yellow '3'. The 'Current Routing method for new orders' section is circled with a red circle and a yellow '4'.

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: test@yourcompany.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message 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".
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.

Route Your Purchase Orders

Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact KennametalEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<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. It is divided into three main sections:

- Electronic Invoice Routing:** This section contains a 'Routing Method' dropdown menu with options: Online (selected), cXML, and EDI. A yellow circle with the number '2' is placed over the 'Online' option.
- Tax Invoicing and Archiving:** This section contains a 'Tax Id' field. A yellow circle with the number '3' is placed over this field.
- Tax Classification:** This section contains fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. A yellow circle with the number '1' is placed over the 'Electronic Invoice Routing' menu item in the sidebar.

The sidebar on the right shows the 'Company Settings' menu with the following items: 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** (highlighted), and Accelerated Payments.

Configure Your Remittance Information

1. Remittance information is not required. Currently Kennametal uses existing Accounts Payable information for suppliers already entered into the existing database.

The image shows two screenshots from the SAP system. The top screenshot is titled "Network Settings" and has tabs for "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", and "Settlement". The "Settlement" tab is active. Below the tabs, there is a note: "* Indicates a required field". Under the heading "EFT/Check Remittances", there is a table with columns "Address ↑", "City", and "State". At the bottom of this table, there are buttons for "Edit", "Delete", and "Create". A yellow circle with the number "2" is placed over the "Create" button. The bottom screenshot is titled "Create Remittance Address / Payment Info". It contains instructions: "Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information it to send you payments." and a warning: "Do not enter personal bank account information. Enter only corporate bank details." Below this, there is a note: "* Indicates a required field". The form is titled "Remittance Address" and has a yellow circle with the number "3" next to it. It contains several input fields: "Address 1:*" (with a vertical bar in the input), "Address 2:", "Address 3:", "Address 4:", "City:*", "State:", "Postal Code:*", "Country:*" (with a dropdown menu showing "United Kingdom [GBR]"), and "Contact:" (with a dropdown menu showing "Select contact"). At the bottom, there is a checkbox labeled "Make this address default" with a yellow circle with the number "4" next to it. To the right of these screenshots is a "Company Settings" sidebar for "jUnitOrg - LV8b8ft... ANID: AN02003380348 Standard Package". The sidebar has a "Company Profile" section with links for "Service Subscriptions", "Account Settings", "Customer Relationships", "Users", "Notifications", and "Account Hierarchy". The "Network Settings" section is expanded, showing links for "Electronic Order Routing", "Electronic Invoice Routing", "Accelerated Payments", "Remittances" (with a yellow circle and the number "1" next to it), and "Network Notifications".

Configure Your Remittance Information

Payment Methods

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

Payment Methods

Preferred Payment Method: Select method **1**

2 ACH

Account Name:

Account #:

Confirm Account #:

Account Type: Select method

ABA: AribaPay US Bank Only

Confirm ABA: Credit Transfer US Bank Only

Bank Name: Cash Others

WIRE TRANSFER

2 Beneficiary Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Area: Number:

Bank Phone: USA 1

3 Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country: Area: Number:

Bank Phone: USA 1

Credit Card

Accept credit card: Yes No

Review Your Relationships

Current and Potential

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

The screenshot displays the 'Account Settings' interface. The main content area is divided into several sections: 'Customer Relationships' (with sub-tabs for 'Current Relationships' and 'Potential Relationships'), 'Users', 'Notifications', and 'Account Hierarchy'. The 'Potential Relationships' tab is highlighted with a yellow circle labeled '4'. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests', with an 'Update' button highlighted by a yellow circle labeled '2'. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', and buttons for 'Approve' and 'Reject' highlighted by a yellow circle labeled '3'. The 'Current' section shows a table with columns for 'Customer' and 'Approved Date', with a 'Reject' button highlighted by a yellow circle labeled '3'. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date'. On the right side, the 'Company Settings' sidebar menu is visible, with 'Customer Relationships' highlighted by a yellow circle labeled '1'. The sidebar also shows other settings like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and '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

Note: If you are already on Ariba Network and would like to change your existing administrator, please check your existing customer relationships and contact [Ariba customer support](#).

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 'Manage Users' page in SAP. The 'Users' tab is selected in the top navigation bar. The page is divided into three main sections: 'Manage Users', 'Manage User Roles', and 'Role'. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com'. The 'Manage User Roles' section contains a table with two roles: 'Administrator' and 'All Access'. The 'Role' section contains a table with one role entry: 'Administrator'. Numbered callouts are placed on the interface: 1 points to the 'Users' link in the right-hand 'Company Settings' menu; 2 points to the 'Create Role' button in the 'Manage User Roles' section; 3 points to the 'Details' link for the 'Administrator' role; 4 points to the 'Create User' button in the 'Manage Users' section; and 5 points to the 'Manage User Roles' section header.

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

Name	Actions
Administrator	Details
All Access	Details Edit Delete

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit 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 a password reset email to the user.

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

This user is the Ariba Discovery Contact

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.

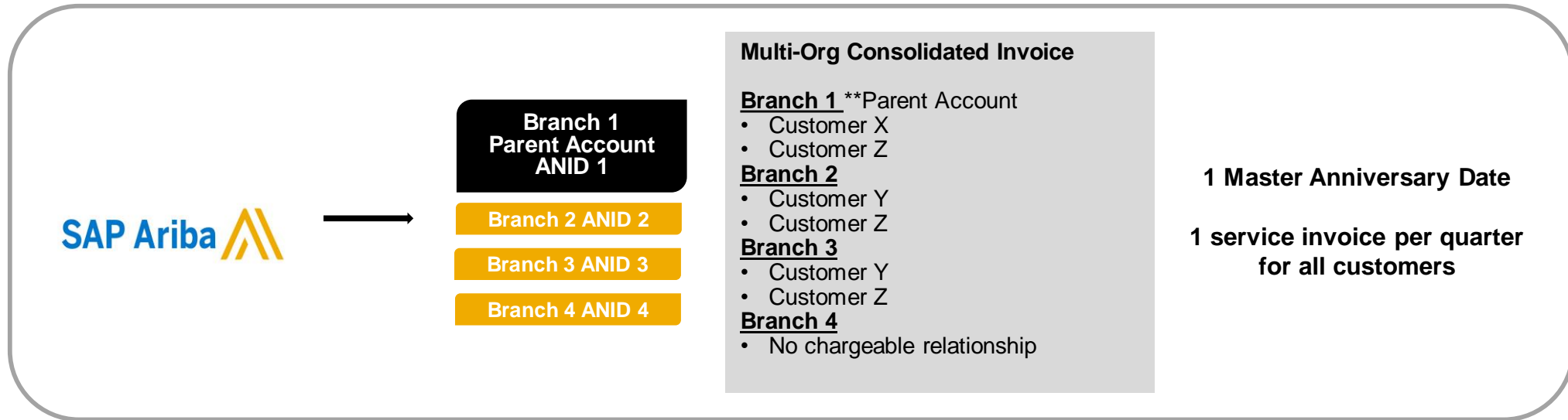
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

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 image shows two screenshots of a user interface. The top screenshot is the User Account Navigator, which is a dropdown menu with the following items: Logout, My Account (circled in yellow with a '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'. A circled '1' is next to the user profile header. The bottom screenshot is the 'My Account' settings page, divided into 'Account Settings' and 'Account Information' sections. The 'Account Information' section contains fields for Username (Aribasup@s.c), Email Address (junk@phoenix.ariba.com), First Name (jU-LV8b8ft565589df1009590921), Middle Name, Last Name (lastName), and Business Role (Business Owner). A circled '3' is next to the 'Change Password' link. The 'Security' section contains fields for Secret Question (What is the last name of your first boss?), Secret Answer, and Confirm Secret Answer, with a circled '4' next to the Secret Answer field.

Consolidate Your Bills Through a Multi-Org



Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
 - A way to merge accounts.
 - A way to get a discount on Transaction Fees.

Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

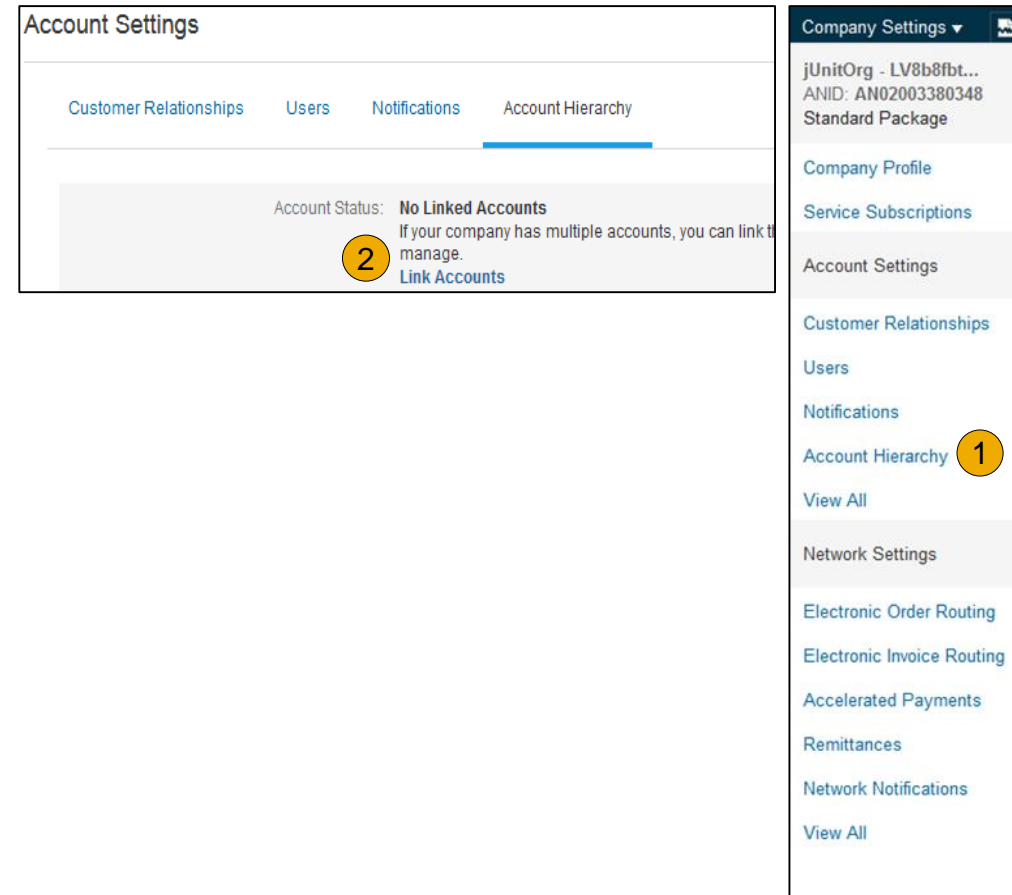
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page log in if you are the Administrator of the account.

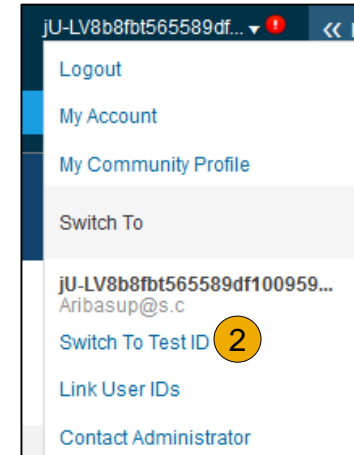
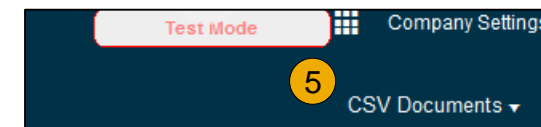
Note: If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

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



Set Up a Test Account

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

A screenshot of the 'Create Test Account' form. The form title is 'Create Test Account'. Below the title, there is a warning message: 'You are about to create a new account in the Test Mode. The trading relationship with the'. The form contains three input fields: 'Username:*' with the value 'test-Aribasup@s.c' (highlighted with a yellow circle containing the number 4), 'Password:*' with masked characters, and 'Confirm Password:*' with masked characters.

Section 3: Purchase Order Management



View Purchase Orders



Purchase Order Detail

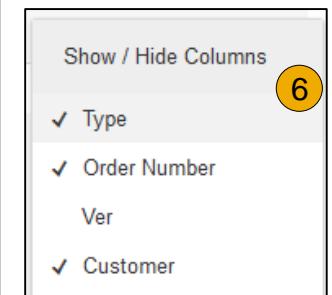
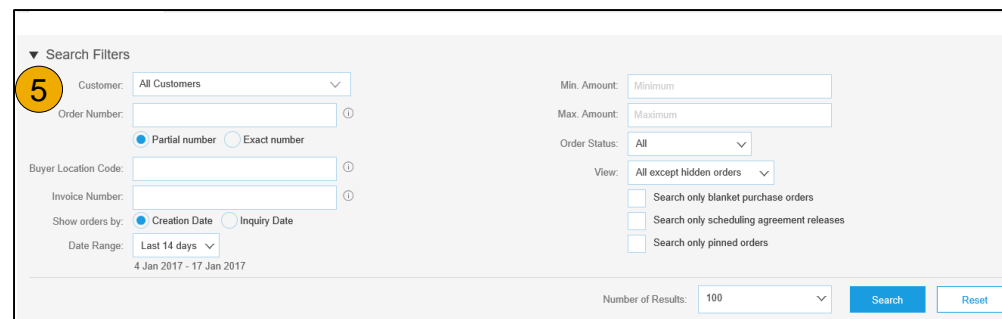
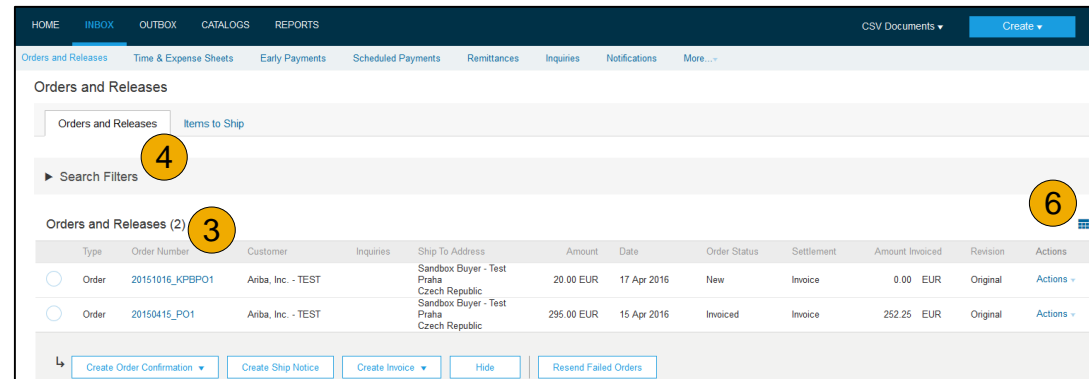
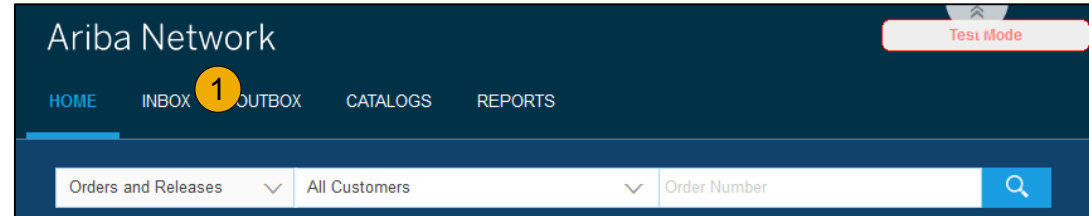


Create PDF of Purchase Order

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 Kennametal.
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. When searching for one single order, in the search filter use the Exact Number radio button which will allow you access to that order only.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Manage POs

Purchase Order Detail

1. **View** the details of your order.

The order header includes the order date and information about the buying organization and supplier.

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

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

2. **Line Items section** describes the ordered items. Each line describes a quantity of items Kennametal wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547 1

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

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

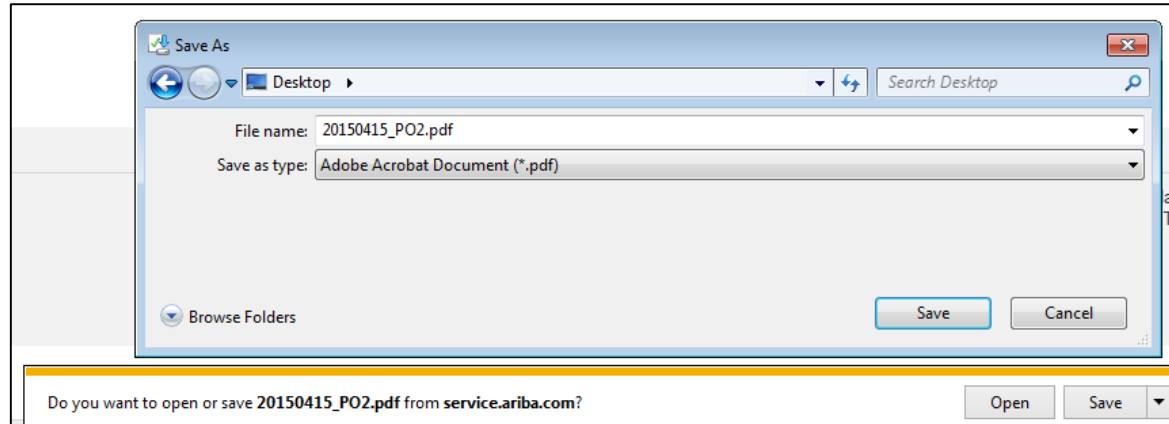
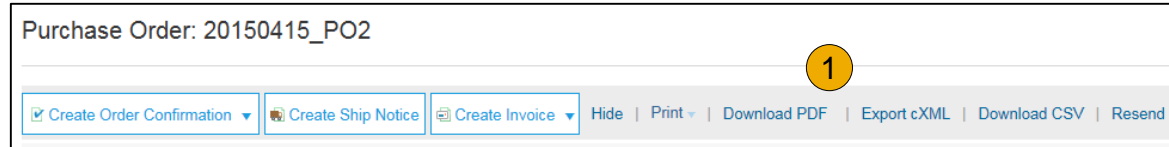
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Manage POs

Create PDF of PO

1. Select “Download PDF” as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



Section 4: Other Documents



Order Confirmations (OC)

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



Service Entry Sheet

- [Locate a Service PO](#)
- [Create Service Sheet](#)
- [Submit Service Sheet](#)
- [Auto-Generate Service Sheet](#)
- [Check Status](#)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order when no changes are required.

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 Kennametal.**

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

4

Order Confirmation Header

Confirmation #

Associated Purchase Order #: 20150415_PO1

Customer: Arba, Inc. - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Comments:

Est. Shipping Cost:

Est. Tax Cost:

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.)

Do not reject entire order when updating line items is possible. Instead update each line item with changes to price, quantity or delivery and confirm with those changes.

Ariba Network
Purchase Order: 20150415_PO2

Create Order Confirmation | Create Ship Notice | Create Invoice

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

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirmation #: |

Rejection Reason: Please Select **2**

Comments:

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

Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

REJECT ENTIRE ORDER **1**

Order Confirmation Number:
Confirmation #: |

Comments:

Reject Order | Cancel

Create Order Confirmation

Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.

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** History
 Reject Entire Order

From:
Sandbox Buyer - Test
 Radlicka
 15000 Praha
 Czech Republic

Confirming PO

2

Update Item Status
 Order Confirmation Header

2 Review Confirmation

Confirmation #

Associated Purchase Order # 20150415_PO2

Customer # inc. - TEST

Supplier Reference:

3

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

10 Unconfirmed **4**
 Confirmed

Confirm:
 Backorder:
 Reject:
 ⓘ

5

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 any price changes in the required Comments box not the Pricing Description box.
4. **Update** the Description as needed and click OK when done.

Note: Price changes must be within 20%.

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 **1**

Confirm: Backorder: Reject: **2** [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: **3**

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Supplier Part: **4**

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](#) ⓘ

1 2

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: 18 Nov 2015

Comments:

OK Cancel

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 Kennametal.
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

5 Done

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

3

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create a Service Entry Sheet

Locate a Service PO

1. **Locate** your Service PO within your Inbox.

Note: Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

2. **Select** the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO.

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Company Settings John Doe Help Center

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

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

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

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: Other

Start Date: 22 Mar 2017

End Date: 4 Apr 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 or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100 Search Reset

Create a Service Entry Sheet

Review Service PO

1. **After** reviewing your PO for accuracy, click **Create Service Sheet** at the top or bottom of your PO.

Note: Services will be indicated with the Service Icon next to the Line Type.

Purchase Order: ServicePO1 Done

1

Create Order Confirmation Create Service Sheet Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From: **SMO Buyer**
123 Fake Street
Pittsburgh, PA 15222
United States

To: **SMO Supplier 1**
21 Jump Street
Cleveland, OH 44114
United States
Phone:
Fax:
Email: m.bohart@sap.com

Purchase Order
(New)
ServicePO1
Amount: \$20,000.00 USD

Payment Terms ⓘ
0.000% 45

Routing Status: Sent


Contract #
4610029650

Ship A


SMO Buyer
123 Fake Street
Pittsburgh, PA 15222
United States

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		 Service	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	Details
Test services-Item 1							

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00
Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00
This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

 Service Sheet Required

Sub-total: \$20,000.00 USD

1

Create Order Confirmation Create Service Sheet Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

Create a Service Entry Sheet

Header Information

1. **Complete** any required fields that have an asterisk (*).
2. **Enter** additional fields as requested by your customer, including Contractor Information, Approver, etc.

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

1 Purchase Order: ServicePO1 Subtotal: \$0.00 USD
Service Sheet #: * Service Start Date:
Service Sheet Date: * 7 Apr 2017 Service End Date:

Additional Fields 2

Supplier Reference: To: SMO Buyer
From: SMO Supplier 1 123 Fake Street
21 Jump Street Pittsburgh, PA 15222
Cleveland, OH 44114 United States
United States

Field Contractor: Name:
Email:
Phone: USA 1 ▼

Field Engineer: Name:
Email:
Phone: USA 1 ▼

Approver: Name: *
Email: *
Phone: USA 1 ▼

Add Comments

Submit a Service Entry Sheet

6. From the Review Screen, check your Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. To submit to your customer, click the **Submit** Button.

Create Service Sheet Previous Save Submit Exit

Confirm and submit this document.

Service Sheet Subtotal: \$2,570.00 USD
TestServiceSES
Date: 10 Apr 2017
Purchase Order: ServicePOExample
Subtotal: \$2,570.00 USD

From **SMO Supplier 1** To **SMO Buyer**
21 Jump Street
Cleveland, OH 44114
United States
Phone:
Fax:

123 Fake Street
Pittsburgh, PA 15222
United States

Service Entry Sheet Lines Show Item Details

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available TESTINGSERVICECHG					
1	Service	000000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD	Details

6 Service Entry Summary
Subtotal: \$2,570.00 USD

Previous Save Submit Exit

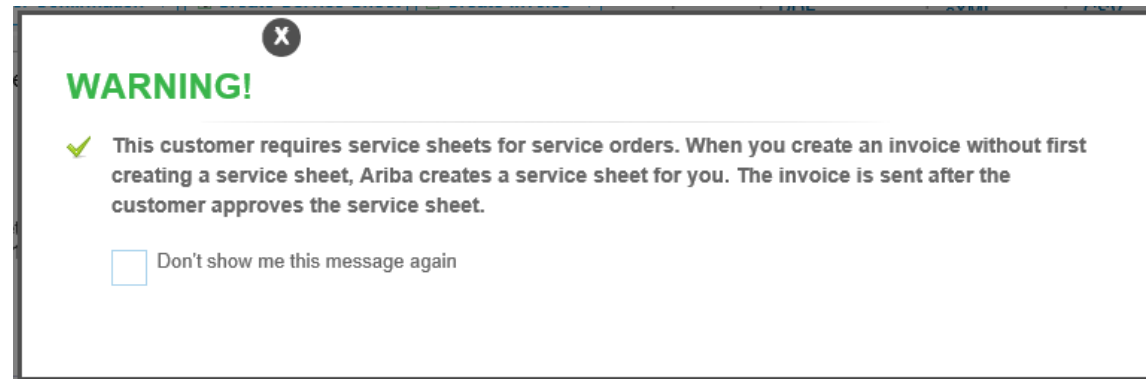
Auto-Generate a Service Entry Sheet

Create a Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is completed, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'OUTBOX' tab is selected, and the 'Service Sheets' sub-tab is active. A table lists two service sheets. The first row, 'ServiceSheet123', has a 'Failed' routing status and a 'Rejected' status. A callout box provides details for this rejected sheet, including its ID, date, and subtotal.

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

Service Sheet:
Create Invoice | Print | Export cXML
Detail | History
Service Sheet (Rejected)
4511207465-SES3
Date: 7 Mar 2017
Purchase Order: 4511207465
Subtotal: £15.00 GBP

Section 5: Invoice Methods



Invoice Information

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



Invoice Methods

[PO Flip](#)
[Blanket Purchase Order Invoices](#)
[Invoice via Service Entry Sheet](#)
[Credit Memo](#)
[Copy Invoices](#)



Invoice Management

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

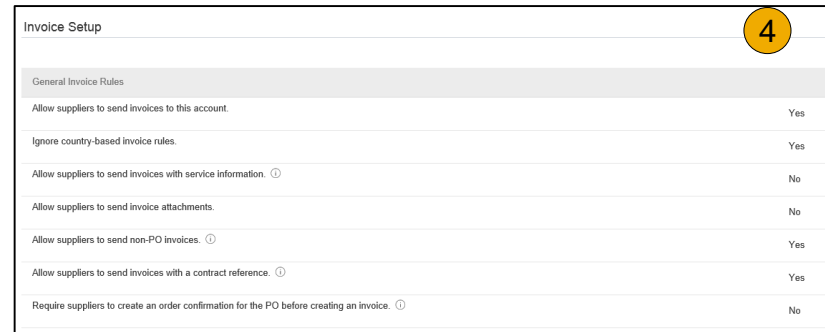
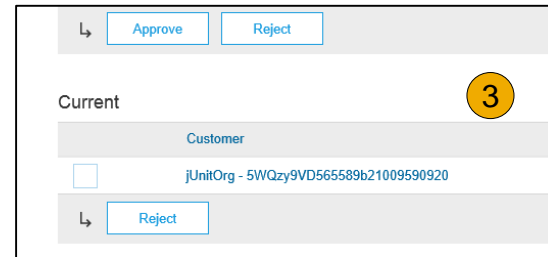
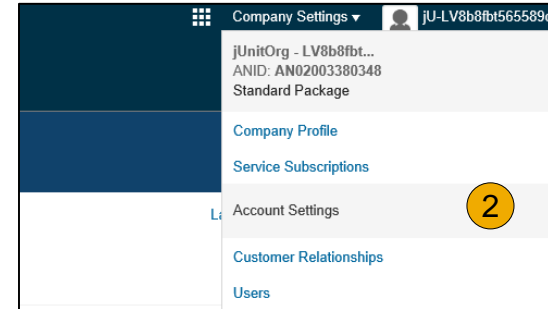
Kennametal Invoice Requirements

1. Suppliers are required to include a Remit To address on invoice
2. Suppliers are allowed to back date invoices for 4 days
3. Suppliers are required to enter taxes at the line-item level of the invoice. If there are no taxes then enter zero (0) as the tax rate.

Review Kennametal Invoice Rules

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

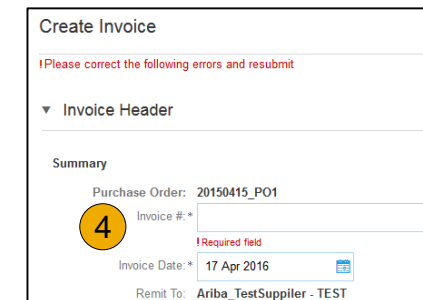
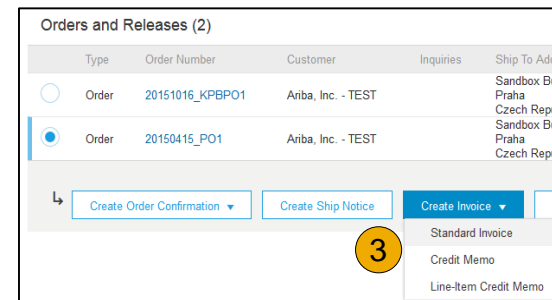
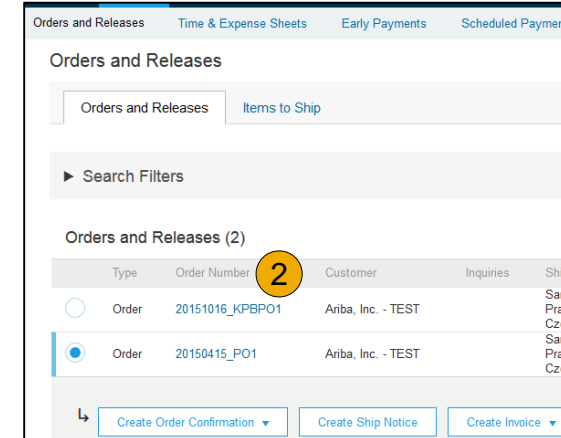
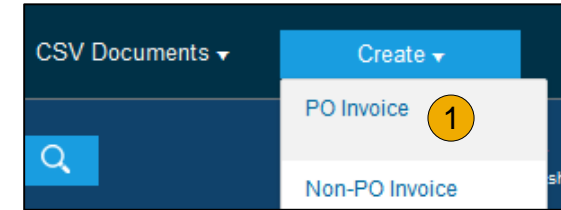
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Kennametal).
4. Scroll down to the Invoice Setup section and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



Invoice via PO Flip Header

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

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

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:* INV_1084497223 1

Invoice Date:* 15 Apr 2016 2

Remit To: DEFAULT VALUE 2

Tax 3

Header level tax ⓘ Line level tax ⓘ

Shipping 3

Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field Add to Header ▼

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. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check Tax Category** and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

Pricing Details

Price Unit: * BX
Unit Conversion: * 1

Line Item Actions | Delete

3	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: VAT

Location: []

Description: []

Regime: []

Date Of Pre-Payment: []

Law Reference: []

Standard Tax Selections

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

Line Item Actions | Delete | Add

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

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

- Select the Line Item** to apply different tax rates to each line item.
- Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
- Select Category** within each line item, then either populate the rate (%) or tax amount and click update.
- Enter shipping cost** to the applicable line items if line level shipping has been selected.

Invoice via PO Flip

Detail Line Items

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

The screenshot displays the SAP Line Item Level interface for creating an invoice. It is divided into three main sections:

- Line Item Actions:** A dropdown menu with options: Edit, Add, Shipping Documents, and Turn on Hide/Show.
- Line Items Table:** A table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, Subtotal. Row 1: 1, , MATERIAL, GOODS_01, Copy Paper White, A3, 80gsm (ream 500 sheets), Customer Part #, 5, EA, 0.50 EUR, 2.50 EUR.
- Create Invoice Form:**
 - Invoice Item:** Quantity: 5, Unit: EA, Unit Price: 1.00 EUR, Subtotal: 5.00 EUR. Part #: GOODS_01.
 - Description:** Copy Paper White, A3, 80gsm (ream 500 sheets).
 - Pricing Details:** Price Unit: PCE, Price Unit Quantity: 2, Unit Conversion: 1, Description: This field specifies that 1 Box is equivalent to 2 PCE.
 - Shipping:** Ship From: Ariba_TestSupplier - TEST, Ship To: Sandbox Buyer - Test Praha, Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team.

Invoice via PO Flip

Review Allowances and Charges

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

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

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

Pricing Details	Price Unit: BX	Price Unit Quantity: 1
	Unit Conversion: 1	Description:

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

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

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

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

Summary

Purchase Order: 20160416_PO1

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Arriba_TestSupplier - TEST

Praha 5
Czech Republic
Bill To: Sandbox Buyer - Test
Praha
Czech Republic

Tax

Header level tax Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping Line level shipping

Ship From: Arriba_TestSupplier - TEST
Praha 5
Czech Republic

1

Allowances and Charges

Service Code:

Description:

[Add Tax](#)

Start Date:

End Date:

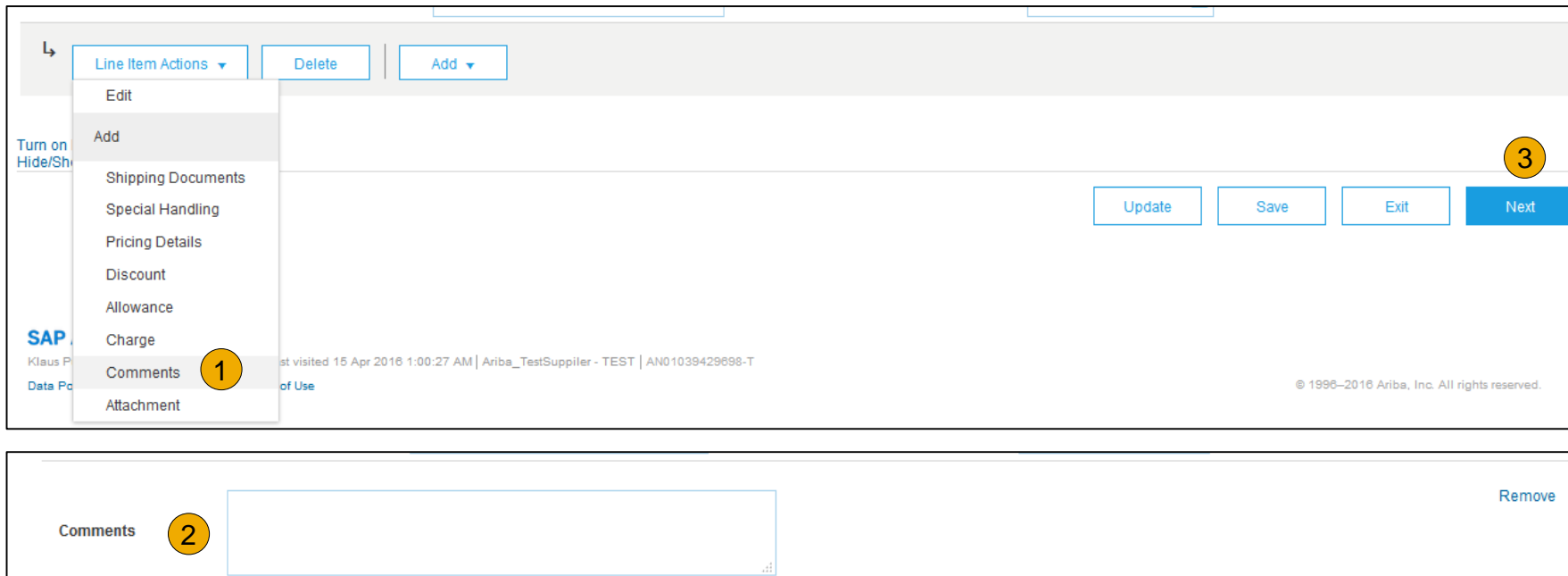
Allowance:

[Remove](#)

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**. Comments are for supplier's internal use only.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.



The screenshot illustrates the SAP Ariba interface for adding comments to a line item. 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 1), and 'Attachment'. The 'Add' button is also visible. The bottom section shows the 'Comments' field (2) with a 'Remove' button to its right. A yellow circle 3 highlights the 'Next' button in the bottom right corner of the interface.

Invoice via PO Flip

Add Service Lines to Invoices

1. **Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
2. **Enter details for General or Labor Service. General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.**

This screenshot shows the 'Line Items' section of the SAP interface. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown and a 'Discount' checkbox. A table below shows a single line item with 'Type' set to 'SERVICE' and a 'Subtotal' of '0.00 CZK'. At the bottom, the 'Service Period' section has 'Service Start Date' and 'Service End Date' fields. A yellow circle with the number '1' highlights the 'Add' dropdown menu, which is open to show options: 'Add General Service', 'Add Labor Service', and 'Add Material'.

This screenshot shows the 'Line Items' section with the 'Rate' section expanded. A yellow circle with the number '2' highlights the 'Rate' section, which includes fields for '*Term', '*Rate', and '*Unit'. Below this, there are several input fields for contractor and job information: 'Time Sheet Number', 'Contractor Name', 'Supervisor Name', 'Contractor Identifier' (with a dropdown menu), 'Job Description', 'Work Location', 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (with a dropdown menu), 'Zip', and 'Country' (with a dropdown menu). A note at the bottom states 'This selection will refresh the page content.'

This screenshot shows the 'Line Items' section with the 'Service Period' section expanded. A yellow circle with the number '2' highlights the 'Service Period' section, which includes 'Service Start Date' and 'Service End Date' fields. Below this, there are buttons for 'Line Item Actions', 'Delete', and 'Add'.

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 Kennametal.
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 **5**

Drafts

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

Invoice Against a Blanket Purchase Order (Future Functionality)

Locate Your BPO

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

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

Note: Kennametal is currently working to incorporate blanket purchase orders as a functional order type. Suppliers will be advised once this functionality is operational.

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 is a secondary navigation bar with 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Notifications', and 'More...'. The main content area is titled 'Orders and Releases' and contains a search filter section. Below the search filters, there is a table of 'Orders and Releases (7)'. The table has columns for 'Type', 'Order Number', 'Customer', 'Inquiries', 'Ship To Address', 'Amount', and 'Date'. The first row is selected, and a yellow circle with the number '1' is next to it. Below the table, there is a 'Create Invoice' button with a dropdown arrow. A yellow circle with the number '2' is next to this button. The dropdown menu is open, showing three options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'.

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

Invoice Against a Blanket Purchase Order

Header Level Information

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

Invoice Header

Summary

Blanket Order: BPO9471245

Invoice #: **3**

Invoice Date:

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH
United States

Bill To: West Energy (Acme Energy Company)

Toronto ONTARIO
Canada

Subtotal: \$0.00 CAD
Total Tax: \$0.00 CAD
Total Gross Amount: \$0.00 CAD
Total Net Amount: \$0.00 CAD
Amount Due: \$0.00 CAD

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/> 4 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

5 Create

Goods
Service

Invoice Against a Blanket Purchase Order

Create a Line Item

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

Create Invoice Create Cancel

Blanket PO Item

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

▼ Invoice Item * Indicates required field Line Item Actions ▼

6 Quantity: * Part #: Not Available

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

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

Inspection Date: Reference Date:

Accounting Reference Reference ID: Description:

Create Cancel

Invoice Against a Blanket Purchase Order

Review Your Information

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

Blanket PO Items							
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/>	▼ 10	1.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/>	7 10.1	1	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/>	20	2.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

Create ▼ Edit Delete

Update Save Exit **Next** 9

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

Invoice from a Service Sheet

Locate Approved Service Sheet

Ariba Network

Text Mode Company Settings

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

Invoices Order Confirmations Ship Notices **Service Sheets** Drafts

Service Sheets

Search Filters

Service Sheets (2)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input checked="" type="checkbox"/>	12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

Create Invoice Edit

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Select** the checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

Note: You will **ONLY** be able to create an invoice against an Approved Service Sheet.

Invoice from a Service Sheet

Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

- 1. Complete** all fields marked with required with an asterisk (*). Enter your Invoice Number. Invoice date will automatically populate.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order:	ServicePO1	Subtotal:	\$0.00 USD
1 Invoice #:	<input type="text" value="ServiceInvoice1"/>	Total Tax:	\$0.00 USD
Invoice Date:	11 Apr 2017	Total Gross Amount:	\$0.00 USD
Supplier Tax ID:	<input type="text"/>	Total Net Amount:	\$0.00 USD
		Amount Due:	\$0.00 USD

Remit To: **SMO Supplier 1**

Cleveland, OH
United States

Bill To: **SMO Buyer**

Pittsburgh, PA
United States

Tax

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

Note: **Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.

Invoice from a Service Sheet

Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

Note: Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (*), and enter information as required.

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: **SMO Supplier 1**
 Cleveland, OH
 United States

Ship To: **SMO Buyer**
 Pittsburgh, PA
 United States [View/Edit Addresses](#)

Deliver To:

Payment Term

Discount or Penalty Term(days): ⓘ
 Percentage(%):*
 [Add Discount/Penalty Term](#)

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:
 Service Start Date: ⓘ

Customer Reference:
 Service End Date: ⓘ

Supplier Reference:

Payment Note:

Supplier: **SMO Supplier 1**
 Cleveland, OH
 United States

Customer: **SMO Buyer**
 Pittsburgh, PA
 United States [View/Edit Addresses](#)

Email:

Bill From: **SMO Supplier 1**
 Cleveland, OH
 United States [View/Edit Addresses](#)

Field Contractor

Name:

Email:

Phone:

Field Engineer

Name:

Email:

Phone:

Approver

Name:*

Email:*

Phone:

Invoice from a Service Sheet

Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

- 1. Add** line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
- 2. Update** each line item as needed until all items are complete.
- 3. Click Next** to proceed to review screen.
- 4. From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.

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

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Not Available	TESTINGSERVICECHG					
100010	<input checked="" type="checkbox"/>	SERVICE	000000000003015848	MAT CONSTR MATERIAL IT005 KG		1,000	KGM	\$2.57 USD	\$2,570.00 USD

Pricing Details Price Unit: KGM Price Unit Quantity: 1
Unit Conversion: 1 Description:

Additional Fields

classificationCode:

accountingCode:

purchaseDescription:

transactionCategoryOrType:

unitsShippedUOM:

Line Item Actions Delete Reset Tax from PO Add

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments
- Attachment

Update Save Exit Next

Subtotal:	\$2,570.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$2,570.00 USD
Total Net Amount:	\$2,570.00 USD
Amount Due:	\$2,570.00 USD

Previous Save Submit Exit

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**.

***Credit Memos should not be created for any service type order.**

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

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

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

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

Insert Line Item Options

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

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

Line Item Actions Delete

Turn on Error Dump Hide/Show XML

Update Exit Next

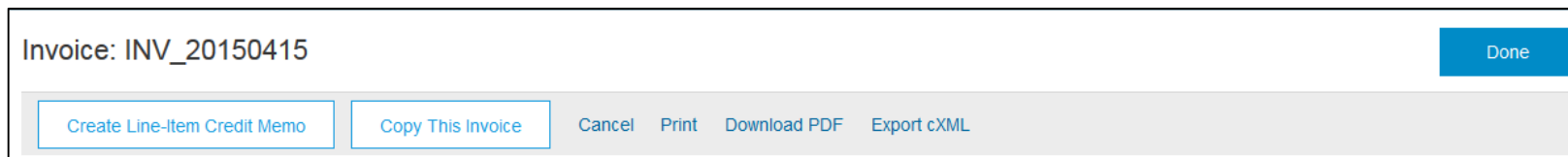
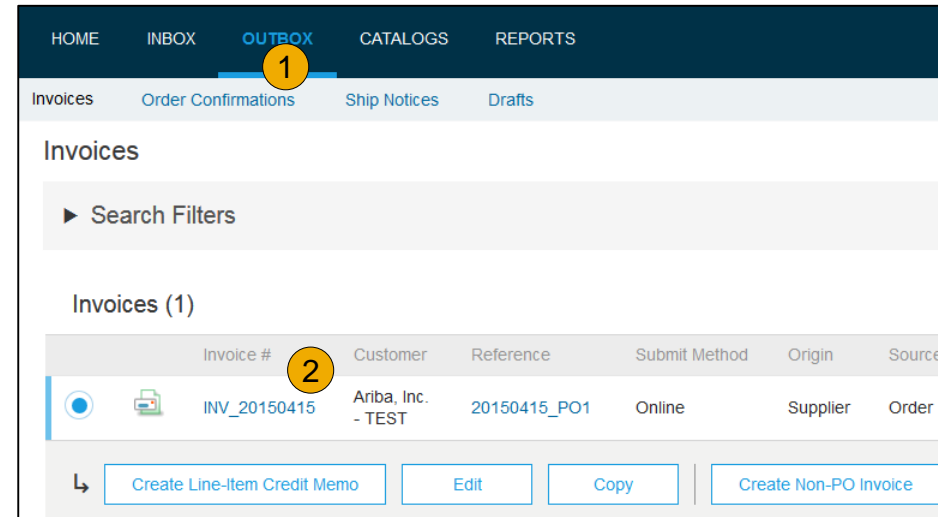
Subtotal: **-\$32.64 USD**
Total Tax: **-\$2.28 USD**
Total Shipping: **-\$12.00 USD**
Total Gross Amount: **-\$46.92 USD**
Total Net Amount: **-\$46.92 USD**
Amount Due: **-\$46.92 USD**

Previous Submit Exit

Copy an Existing Invoice

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

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



Search for Invoice

(Quick & Refined)

Quick Search:

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

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

4. **Search Filters** from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search.**

This screenshot shows the top navigation bar of the application. The 'HOME' tab is selected. Callout 1 points to the 'Invoices' dropdown menu. Callout 2 points to the 'All Customers' dropdown menu. Callout 3 points to the search input field and the search icon.

This screenshot shows the 'OUTBOX' tab selected. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active. Callout 4 points to the 'Search Filters' button.

This screenshot shows the 'Invoices' search filters form. Callout 5 points to the 'Min. Amount' input field. Callout 6 points to the 'Show only Invoices with Invoice Addendums' checkbox. The form includes fields for Customer, Invoice Number, Order Number, Date Range, Supplier Reference, Min. Amount, Max. Amount, External Invoice Number, and Status. There are also checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums'. A 'Number of Results' dropdown is set to 100, and there are 'Search' and 'Reset' buttons.

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 Kennametal via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

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

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

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

History **2**

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

4

Modify an Existing Invoice

Cancel, Edit, and Resubmit

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

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

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

The screenshot shows a confirmation dialog titled 'Cancel Invoice?' (circled with a yellow circle 3). The dialog asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'.

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center

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

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **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

4 Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Next Exit

Report

Previous Submit Exit

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

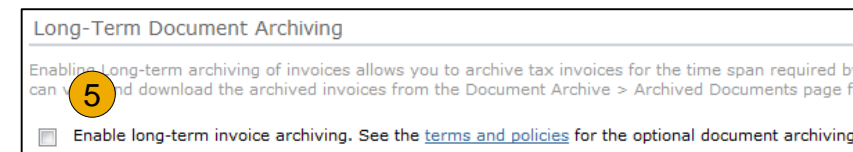
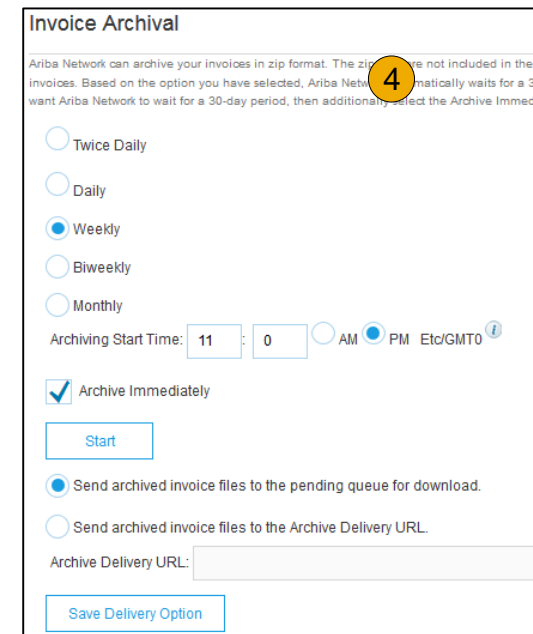
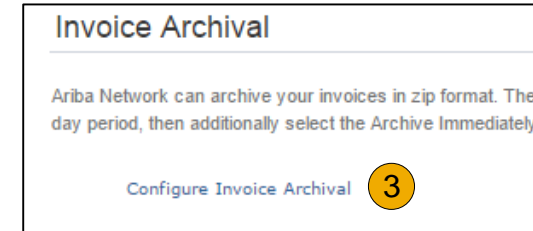
Previous Submit Exit

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](#)

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the **Terms and Policies** link.)



Section 6: Ariba Network Help Resources



Customer Support



**Supplier
Information Portal**



**Additional
Resources**

[Useful Links and
Webinars](#)

[Troubleshoot Your
Invoice](#)

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at KennametalEnablement@ariba.com
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Kennametal Enablement Business Process Support

- Email Kennametal Enablement Team at k-corp.supplier_enablement@kennametal.com
 - Business-Related Questions

Kennametal 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

Kennametal Supplier Information Portal

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

The screenshot displays the 'Account Settings' page in SAP. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' tab is active, showing sub-tabs for 'Current Relationships' and 'Potential Relationships'. Below this, there are radio buttons for 'I prefer to receive relationship requests as follows:'. The 'Automatically accept all relationship requests' option is selected. An 'Update' button is present. The 'Pending' section shows a table with one entry for 'Customer' and 'Approve'/'Reject' buttons. The 'Current' section shows a table with two entries: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' entry has a 'Supplier Information Portal' link. A sidebar on the right contains a 'Company Settings' menu with a dropdown arrow and a truck icon. The menu items are: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships' (highlighted with a yellow circle and the number 1), 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', and 'Network Notifications'. The 'Ariba Inc.' entry in the 'Current' table is highlighted with a yellow circle and the number 2, and the 'Supplier Information Portal' link is highlighted with a yellow circle and the number 3.

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.