

# Ariba Network Light Account

## Quick Reference Guide for Kennametal Suppliers

### Signing Up for Ariba Light Account

- Click on **Process Order** in your order notification email.
- Select **Sign Up** and start your registration.
- Complete your company and user account information by filling out all mandatory fields (\*).
- Expand **Tell Us More About Your Business** and add Product and Service Categories and Ship-to or Service Locations.
- Accept terms of use and click **Register**.

### Tips and References

- Ensure your PO routing email is set up correctly so that you will receive email notifications.
  - Adding users to your account – You can add further email addresses for certain notifications by selecting **Company Settings**, followed by **Electronic Order Routing** (for notifications on orders) or **Electronic Invoice Routing** (for notifications on invoices) or **Remittances**.
- All PO's and PO Changes must be confirmed in Ariba Network.
- ASN's can be created once goods have been shipped.
- **Service Entry Sheet Training**
  - Step-by-step information for how to invoice a service order. Streaming recording link:
  - <https://sap-se.webex.com/join/join.php?RCID=869c7220ecea473f9a5c059c0f1a02de>
- **Invoices NOT Supported:**
  - Summary or Consolidated Invoices against multiple purchase orders
  - Invoicing for Purchasing Cards (P-Cards)
  - Paper Invoices—Kennametal **requires** invoices to be submitted electronically through the Ariba Network; **Kennametal will no longer accept manually submitted invoices**

### Help & Support

- For help using the application, use the Ariba Help Center by clicking on the **Help Center** link in your *Ariba Light Account*. There are learning and support documents and other help tools available.
- For additional documents and guides, refer to the [Doing Business with Kennametal](http://www.kennametal.com) section of [www.kennametal.com](http://www.kennametal.com).
- For any business-related questions, contact your Kennametal Commodity Manager or email [k-corp.light-account@kennametal.com](mailto:k-corp.light-account@kennametal.com)

### Frequently Asked Questions (FAQs)

- 1. What is Ariba Light Account?**
  - Light Account is a fast, free way to automate the transmission of business documents including PO's, order confirmations, and invoices.
- 2. What if I am already transacting with other customers under another Ariba account?**
  - Send the contact name and email and ANID to [k-corp.light-account@kennametal.com](mailto:k-corp.light-account@kennametal.com)
  - Kennametal will request a Trading Relationship Request (TRR) to be sent from Ariba to the contact email you provided.
- 3. What is needed to use Ariba?**
  - Ariba is web-based so an internet connection, standard internet browser, and an email account are all that is required to access the platform.
  - Ariba can also be accessed via a mobile device. There are iOS and Android apps available.
- 4. How can I access this new capability and is it required?**
  - Yes, transacting business over the Ariba Network is required.
  - Kennametal must send you a light account invitation to transact using this functionality. You will receive this invitation in an order notification email. To respond, you must register for a free light account.
- 5. Is it possible to assign separate roles or features within my Ariba Light Account to different people at my company?**
  - With *Ariba Light Account* an account administrator for your company must be assigned. This person does not need to be the only individual responsible for your account.
  - The account administrator can setup individuals within their organization with different settings or permissions.
  - For instance, they can give members of their accounts receivable team access to sending invoices. Or give the sales team access to process Purchase Orders that are coming into the system.
- 6. Will Ariba Light Account change how suppliers are paid?**
  - No, suppliers will continue to be paid as they are today.
- 7. What if I forget my Ariba Light Account password?**
  - Click the Forgot Password link at <https://service.ariba.com/Supplier.ariba.com>.
  - Ariba will send back instructions on how to reset your password.

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### Resending a PO

- Login to your *Ariba Light Account*.
- In the **Orders, Invoices and Payments** section of the home dashboard of your account go to the PO list, and select the order you like to work on. Light Account will store up to 50 orders.
- Click **Select > Send me a copy to take action** in the Action column next to the PO.
- An email order notification will be sent to you.

### Confirming a PO

- Click on **Process Order** in your order notification email to either sign up for or login to your *Ariba Light Account*.
- The PO details will be displayed.
- Select **Create Order Confirmation**.
- A drop-down will appear.
- Click **Confirm Entire Order** to accept the order as written. Otherwise click **Update Line Items** to confirm part of an order.
  - Orders requiring changes should be updated to reflect the terms and conditions being confirmed. Only reject when the entire order will not be accepted.
  - In the event of a price change, the **Comments** box becomes a required field. Place details of the price change in this field.
- Enter your **PO Confirmation Number**.
- Enter **Est Delivery Date**.
- Enter any other comments if necessary.
- Click **Okay** and then click **Next**.
- The PO confirmation page will be displayed showing the information that will be sent to Kennametal.
- Review and click **Submit**.

### Creating an Advance Ship Notice (ASN)

- Click on **Process Order** in your order notification email to login to your *Ariba Light Account*.
- The PO details will be displayed.
- Select the **Create Ship Notice** button.
- Enter the **Packing Slip ID** number (this is any number used to identify the Ship Notice).
- Enter **Carrier Name** (choose from drop-down).
- Add **Tracking Number** and **Shipping Method**.
  - Note: Gross Volume and Weight are optional fields
- Enter **Ship Quantity** for each line item.
- Click **Next**.
- A confirmation page is displayed showing all details that were entered; verify the details.
- Click **Submit** to send the document.

### Submitting an Invoice

- Click on **Process Order** in your order notification email to login to your *Ariba Light Account*.
- The PO details will be displayed.
- Select **Create Invoice** and then choose **Standard Invoice**
- Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable. **If tax is not due, you must enter zero (0) for the rate or amount.**
- Enter an **Invoice #** which is your unique number for invoice identification.
- The **Invoice Date** will auto-populate.
- **Remit-To** information is governed by supplier information currently on file. There is no need to enter remittance information on your invoice.
- **Tax** must be entered at the Line level.
- Kennametal accepts **Shipping** at the Header level. Select the **Header level shipping** button.
- Additional information can be added to the **Header** of the invoice such as:
  - **Comments**
  - **Attachment** - file size should not exceed 40MB.
  - **Shipping Documents**

### Invoice Line Items

- In the invoice, scroll down to the **Line Items** section.
- First select the line item options to insert. Here you must check the box for tax and add the appropriate tax category, i.e. sales tax.
- Click on the **Add to included lines** button.
- Select the line items being invoiced.
- For items to be included, check the box to the left of the item number and make sure the slide indicator is set to green for Include. To exclude items, do not check the box and make sure the slide indicator is gray.
- Review or update **Quantity** for each line item you are invoicing.
- Orders can be partially billed. You can generate another invoice later to bill for that item.
- Add applicable tax to each line item. **If tax is not due, you must enter zero (0) for the rate or amount.**
- Click **Next** to go to the next step. Any errors will be displayed.
- A confirmation page is displayed showing all details you have entered; verify the details.
- Click **Submit** to send the document. You can either print a copy of the invoice or exit invoice creation.