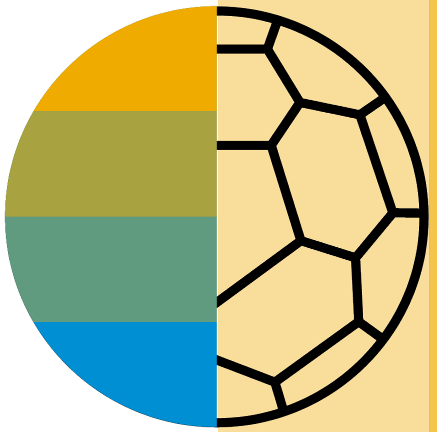
SAP Ariba

T-Mobile
Supplier Guide



CONFIDENTIAL

T Mobile

THE BEST RUN SAP

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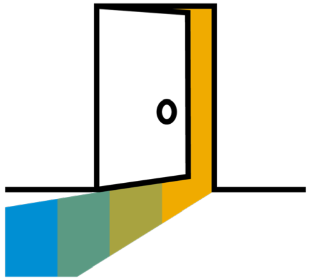

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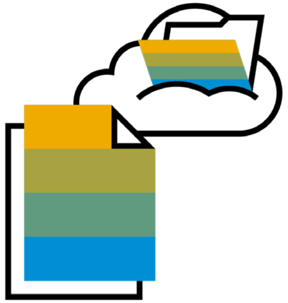

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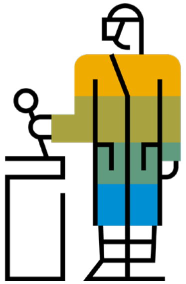

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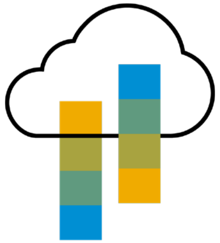
Section 1: Ariba Network Overview

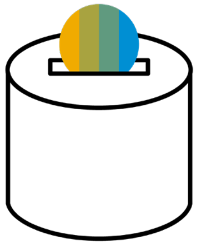


What is Ariba Network?

T-Mobile Project Scope

- [T-Mobile Message]
- [Supported Documents]
- [Not Supported Documents]

Supplier Value

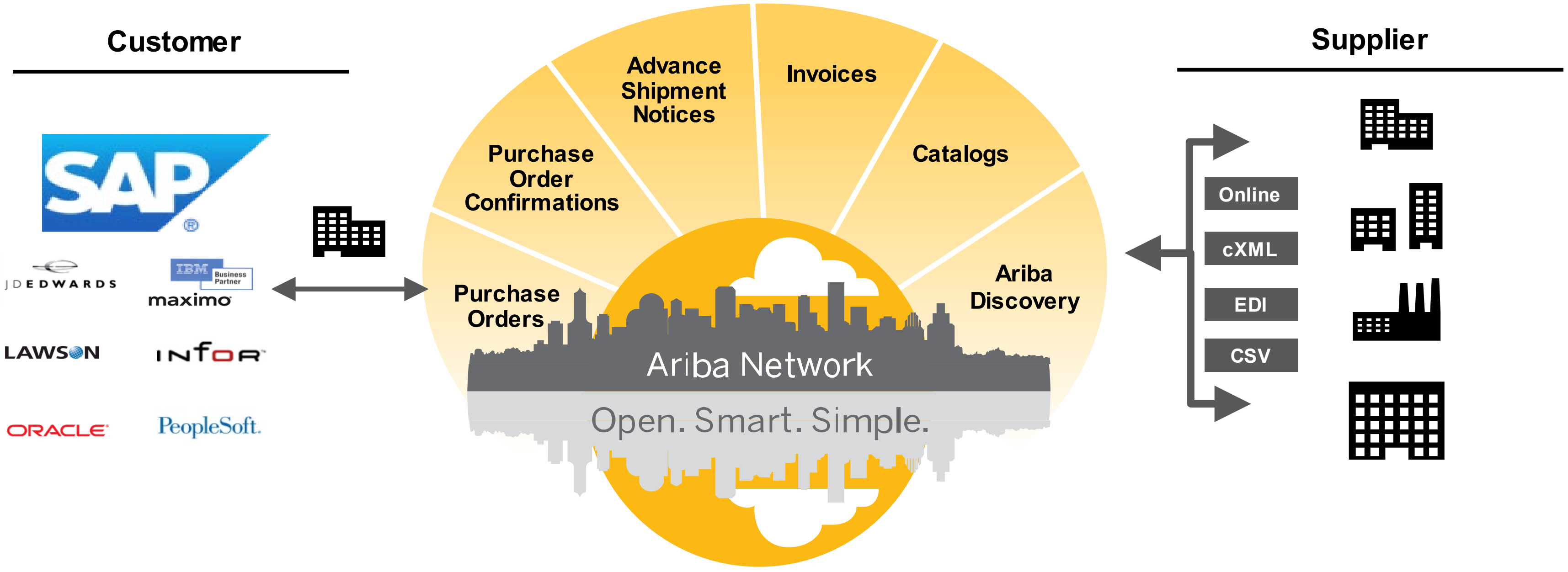


Fee Schedule

- [Subscription Levels]
- [$USD]

What is Ariba Network?

T-Mobile 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.



2+ million Trading Partners

$850B In Annual Commerce

>60% Global 2000 use the Network

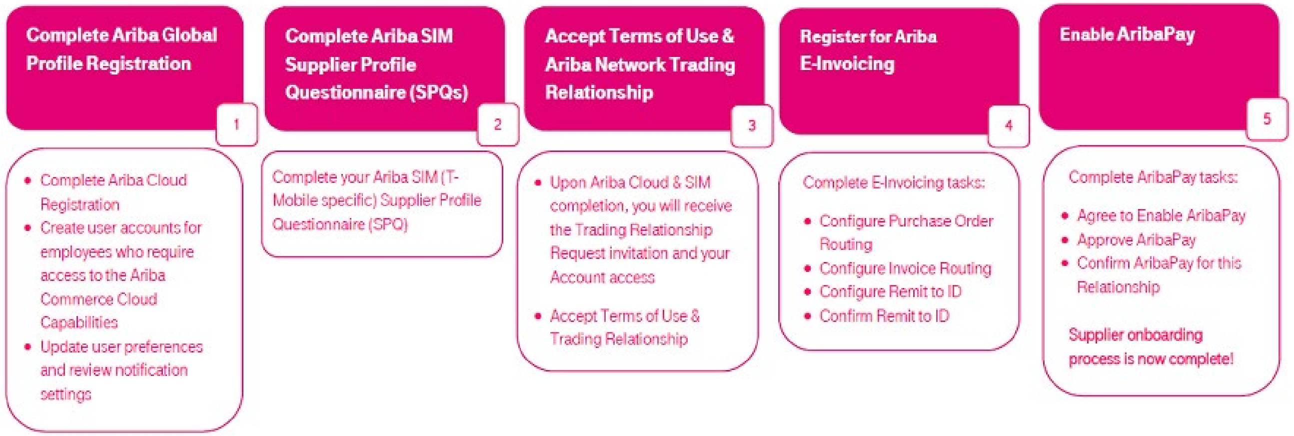
65+ million Annual Invoices

190 Countries

60+ million Annual Purchase Orders

T-Mobile Message

You've now completed (2/5) steps to become a T-Mobile supplier. At this time we request you to complete the enablement activities on the Ariba Network as indicated below in steps (3/5) to begin receiving payments from T-Mobile. The Ariba Network is the primary method for sending



This initiative is a T-Mobile REQUIREMENT for suppliers to receive payment. Supplier participation will be closely monitored to ensure suppliers are responsive to and compliant with creating an Ariba account and exchanging purchase orders and invoices via the Ariba Network. **Non-compliance of this initiative could result in delay of invoice processing and payment.**

You will receive an email from Ariba (ordersender-prod@ansmtp.ariba.com) with detailed instructions for setting up your Ariba account. We ask that you set-up your account within 5 days after receiving the email from Ariba. You will be notified once T-Mobile is ready to transact with you via the Ariba Network.

Review T-Mobile Specifications
Supported Documents

T-Mobile project specifics:

- ***Tax data*** is accepted at the header/summary level or at the line item level of the invoice.
- ***Shipping data*** is accepted at the header/summary level or at the line item level.

Supported

- **Advance Shipment Notices**

  Apply against PO when items are shipped
- **Detail Invoices**

  Apply against a single purchase order referencing a line item
- **Partial Invoices**

  Apply against specific line items from a single purchase order
- **Line Level Credit Invoices/Credit Memos**

  Item level credits; price/quantity adjustments
- **Non-PO Invoices**

  Invoices submitted without a T-Mobile issued purchase order. Please confirm with your T-Mobile field representative that a purchase order will not be issued before submitting a Non-PO invoice.
- **Service Invoices**

  Invoices that require service line item details. Apply against a single approved service sheet.

Review T-Mobile Specifications

NOT Supported Documents

NOT Supported:

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by T-Mobile
- **Invoicing for Purchasing Cards (P-Cards)**

  An invoice for an order placed using a purchasing card; not accepted by T-Mobile
- **Duplicate Invoices**

  A new and unique invoice number must be provided for each invoice; T-Mobile will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**

  T-Mobile requires invoices to be submitted electronically through Ariba Network; T-Mobile will no longer accept paper invoices
- **Header Level Credit Memos**

  Credit Memos applied against whole invoices; not accepted by T-Mobile
- **Contract Invoices**

  Apply against contracts
- **Purchase Order Confirmations**

  Apply against a whole PO or line items

SAP Ariba Helps You…

60% average reduction in operating costs

Lower costs

Reduce time and paper usage

Eliminate postage costs

Reduce costs associated with Resources used to generate/ rework the invoices

30% growth in existing accounts
35% growth in new business

Increase your revenue

Become searchable customers using the AN worldwide

Establish new customer relationships via Ariba Discovery

Publish your Catalogs in front of thousand buyers

15% increase in customer retention

Satisfy your customer

Support your customer's strategic business plan

Become a preferred supplier

Simplify the communication process

80% efficiency & transform business operations

Stay organized

Consolidate Network relationships under one account

Enjoy a simple way to store POs and invoices

Get better visibility into customers' spend and payments

View invoice status in real time

62% decrease in late payments

Receive faster payments

Help your invoice reach the correct contact in the approval flow

No need to confirm the orders via email/phone

Feel confident all order information is complete and accurate

Prevent errors through system checks

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Subscription Levels

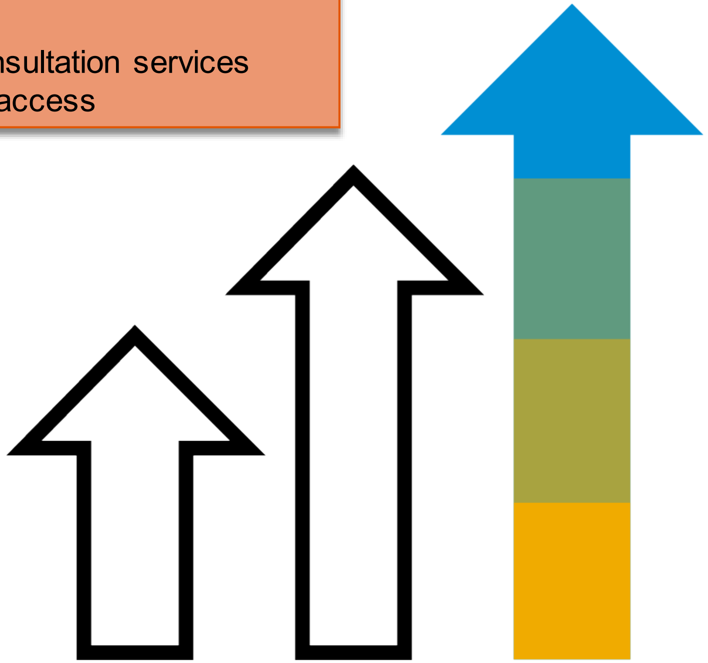
Premium
- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

Bronze
Premium, plus:
- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

Silver
Bronze, plus:
- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

Gold
Silver, plus:
- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

Platinum
Gold, plus:
- Ariba LIVE pass
- Extended integration support



Read more about subscription levels, calculate your fees & check out other currencies on our website
https://www.ariba.com/ariba-network/ariba-network-for-suppliers

Supplier Fee Schedule

Please select your currency:

$USD

Transaction Fees

Billed every quarter

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

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume

+

Subscription Fees

Billed once a year

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

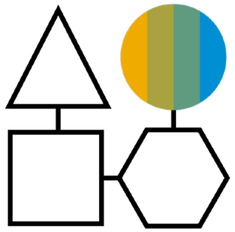
***Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

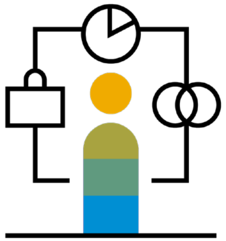
Fee Threshold

$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
- AribaPay Enrollment
- Purchase Order Routing
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Advanced Account Configuration

- Customer Relationships
- Roles and Users
- Enhanced User Account Functionality
- Test Accounts

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T-Mobile Specific Account Configuration

- **VAT ID / TAX ID –** select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address –** select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods –** select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers) –** To create a test account, select your name in top right corner and choose "Switch to Test ID."
- **Currency –** The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in User Account Navigator > My Account > Preferences.

Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.

SAP Ariba

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To *Acme Supplier*,

Dear Supplier,

T-Mobile has recently partnered with Ariba, a leading eCommerce company, to transform our procurement and payment processes. We encourage all of our suppliers to participate in this initiative as we believe this partnership will be mutually beneficial to your company and T-Mobile. Supplier participation will be closely monitored to confirm that suppliers are responsive to and compliant with creating an Ariba account.

Thank you in advance for your support and patience during this transition and beyond. We are firmly committed to helping each of our suppliers be successful in participating in this process and are confident that all parties will benefit from this new process.

Sincerely,

T-Mobile Procurement and Account Payables Teams

T- Mobile has migrated to the Ariba® Network platform for electronic transaction processing. As part of this migration, **T- Mobile** encourages you to continue your trading relationship with them using the Ariba Network. You can either create a new account or use a pre-existing account to establish the trading relationship with **T- Mobile**.

To begin transacting on the Ariba Network, all you need is an Internet browser. For other instructions, see the ACTION REQUIRED section in this message.

If this invitation did not reach the appropriate person in your organization, please forward as needed.

WHAT ARE THE BENEFITS TO YOU

- Real-time access to document status information, such as for orders or invoices.
- Highly efficient, automated and secure document processing.
- Increased exposure to new business opportunities.
- Lower administrative costs resulting from electronic document processing.

See http://www.ariba.com/supplier/suppliernetwork/ for more information about the Ariba Network capabilities.

WHAT DO I DO IF I HAVE QUESTIONS

For general and frequently asked questions about the Ariba Network, click here.

View additional information about T- Mobile in the Supplier Information Portal After you have established the trading relationship, you can continue to access T- Mobile's supplier information portal from your Ariba Network account.

For specific questions related to your Ariba Network trading relationship with T- Mobile, click here to submit your questions directly to them.

ACTION REQUIRED

If you are the account administrator or if you want to register a new account on the Ariba Network, proceed to click the following link. Registering and/or setting up the trading relationship with T- Mobile takes only a few minutes. There is no charge to register, and basic membership is free. Potential fees may apply based on transaction volumes.

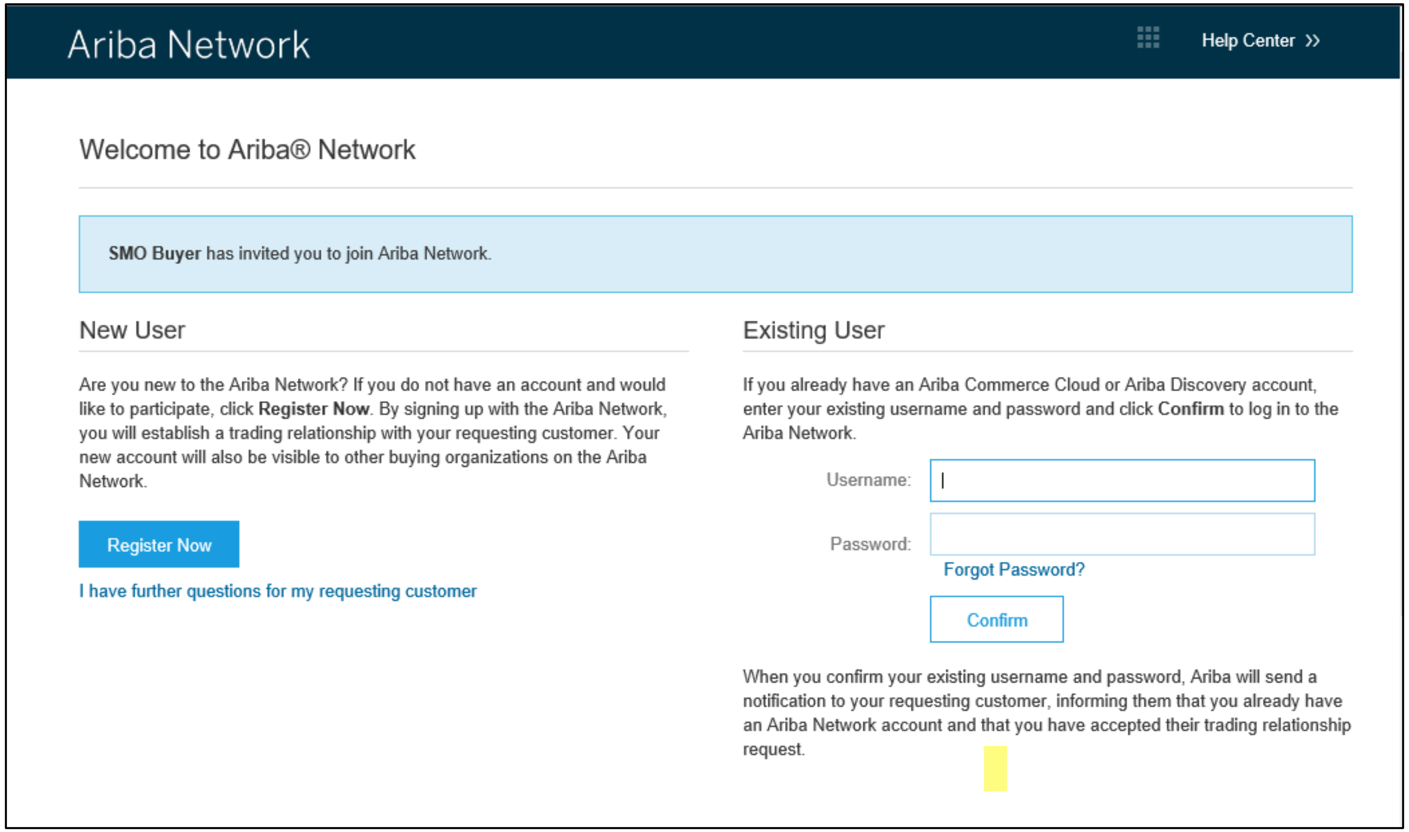
→ **Click here to proceed**

(This will inform us that you have started the activation process)

Select One…

First Time User

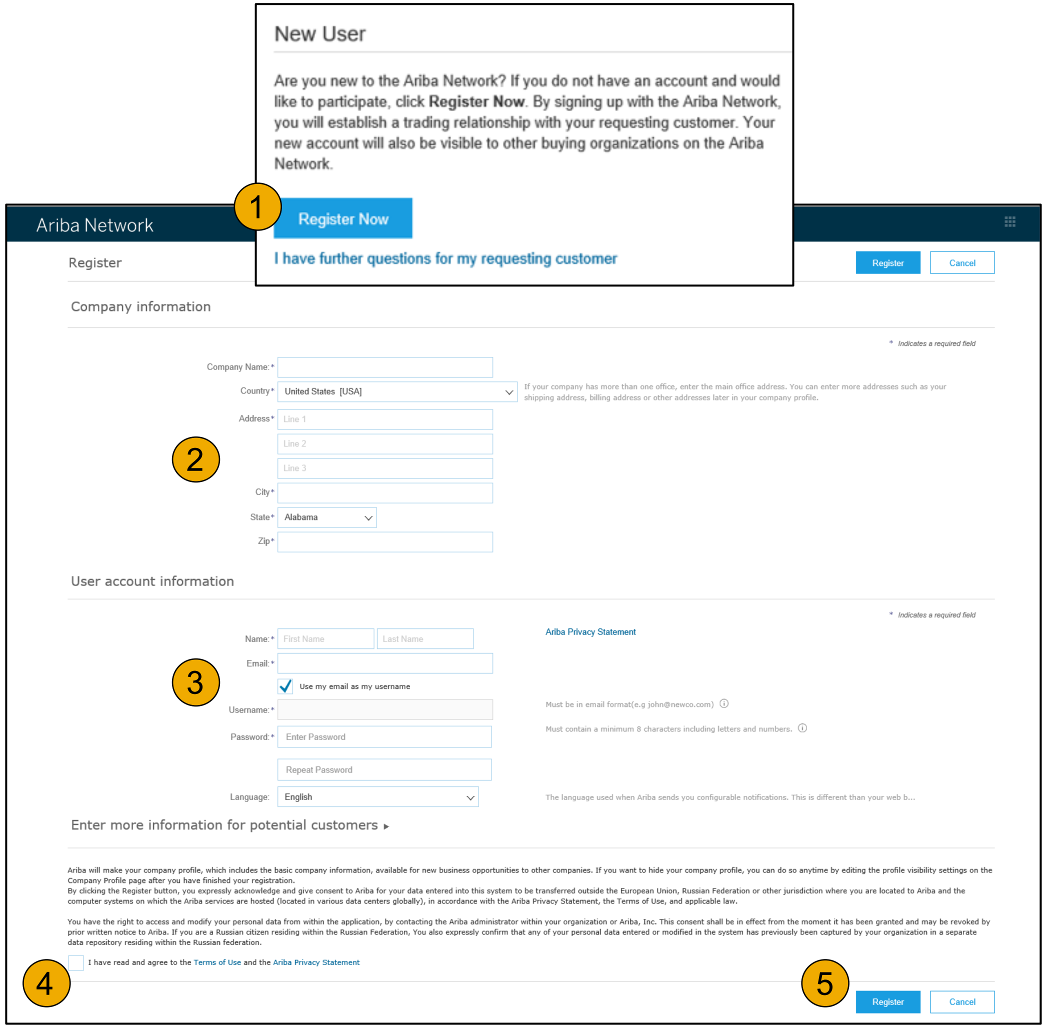
Existing User



Register as a New User

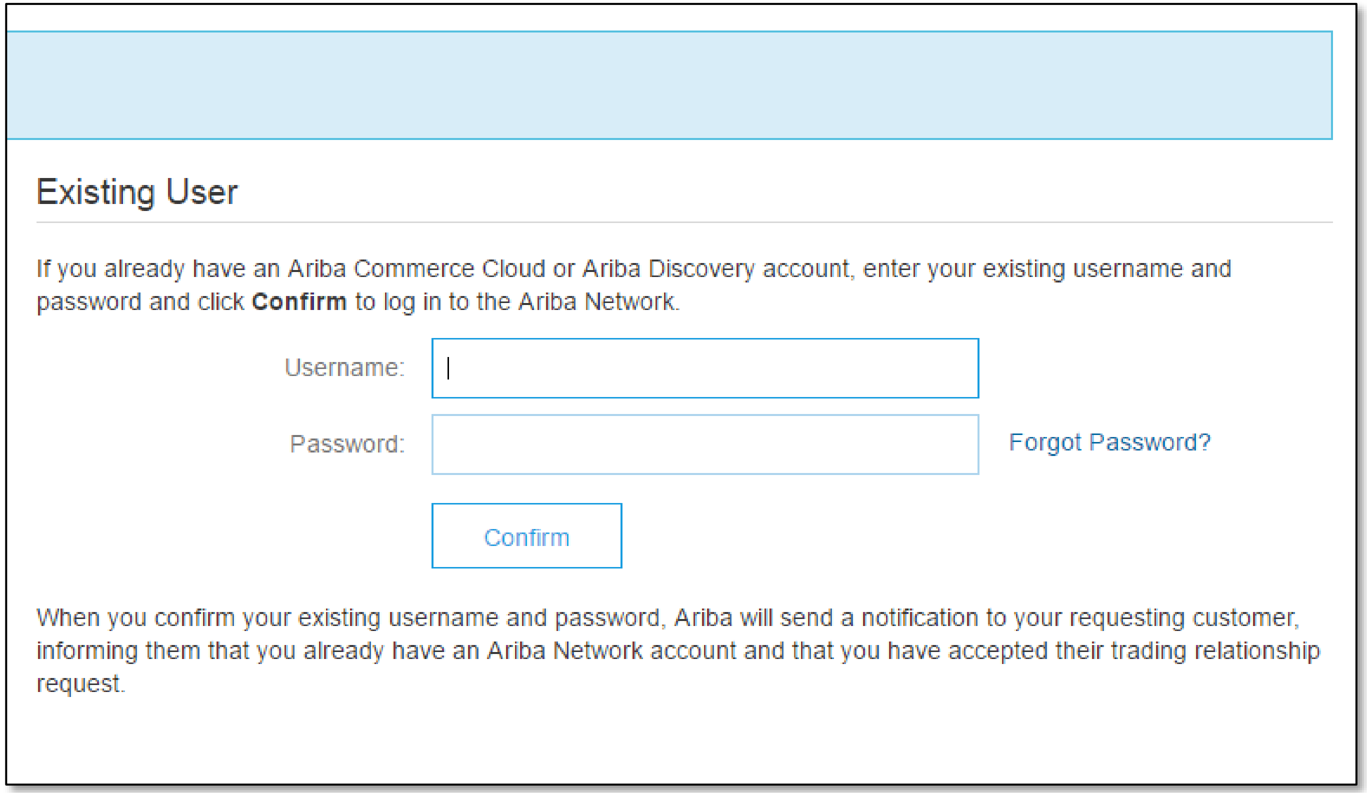
1. Click **Register Now.**
2. Enter Company Information fields marked required with an asterisk (*) including:
   - **Company Name**
   - **Country**
   - **Address**
3. Enter User Account information marked required with an asterisk (*) including:
   - **Name**
   - **Email Address**
   - **Username (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.



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.



SAP Ariba

After establishing a trading relationship on the Ariba Network with T-Mobile, if for any reason you wish to change the ANID please contact SupplierEnablement@T-Mobile.com prior to taking any action.

Failure to follow this direction will risk disruption to PO receipts, invoicing ability and payment distribution.

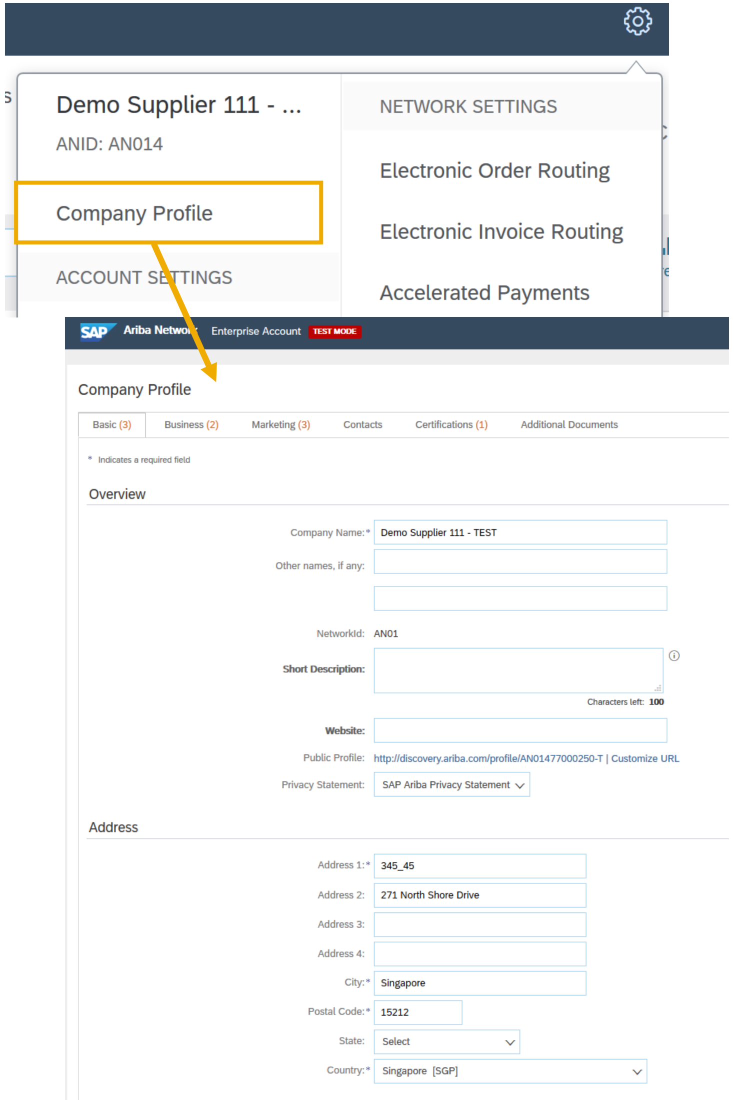
Complete Your Profile

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.

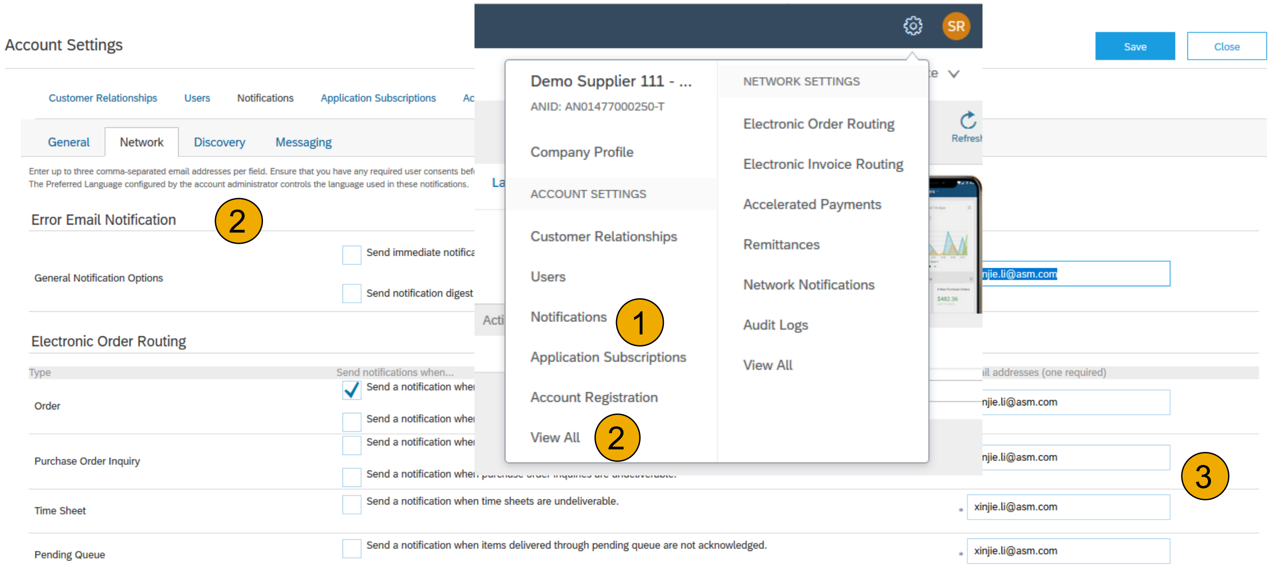
Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



Configure Your Email Notifications

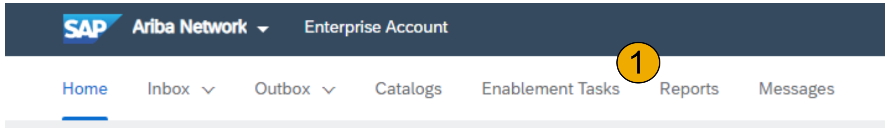
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

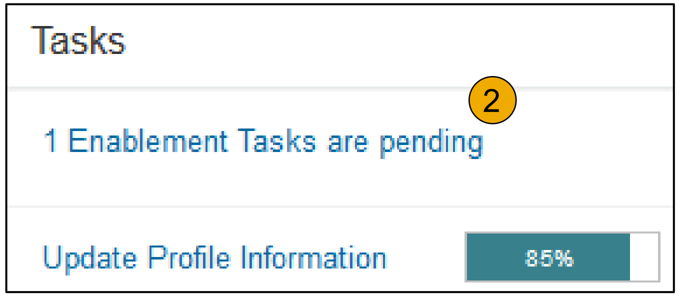
1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

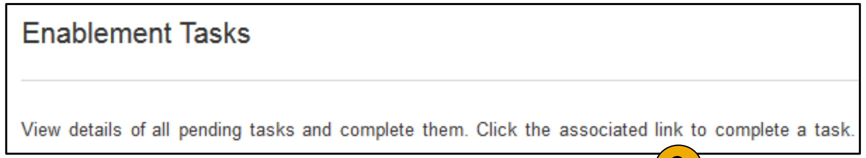


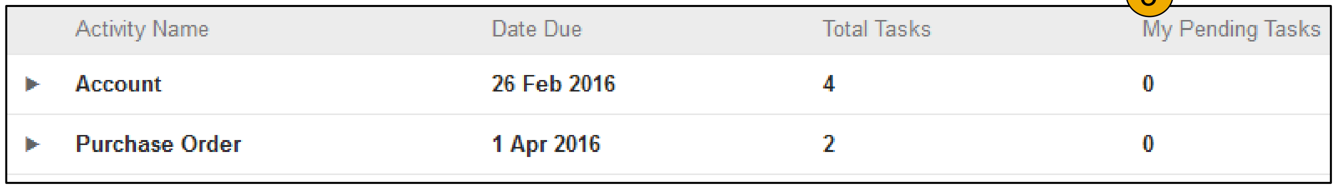
Configure Your Enablement Tasks

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. See slide 27 for integration contacts.

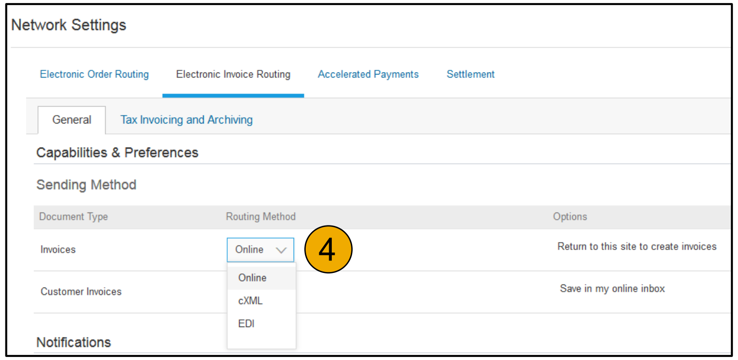








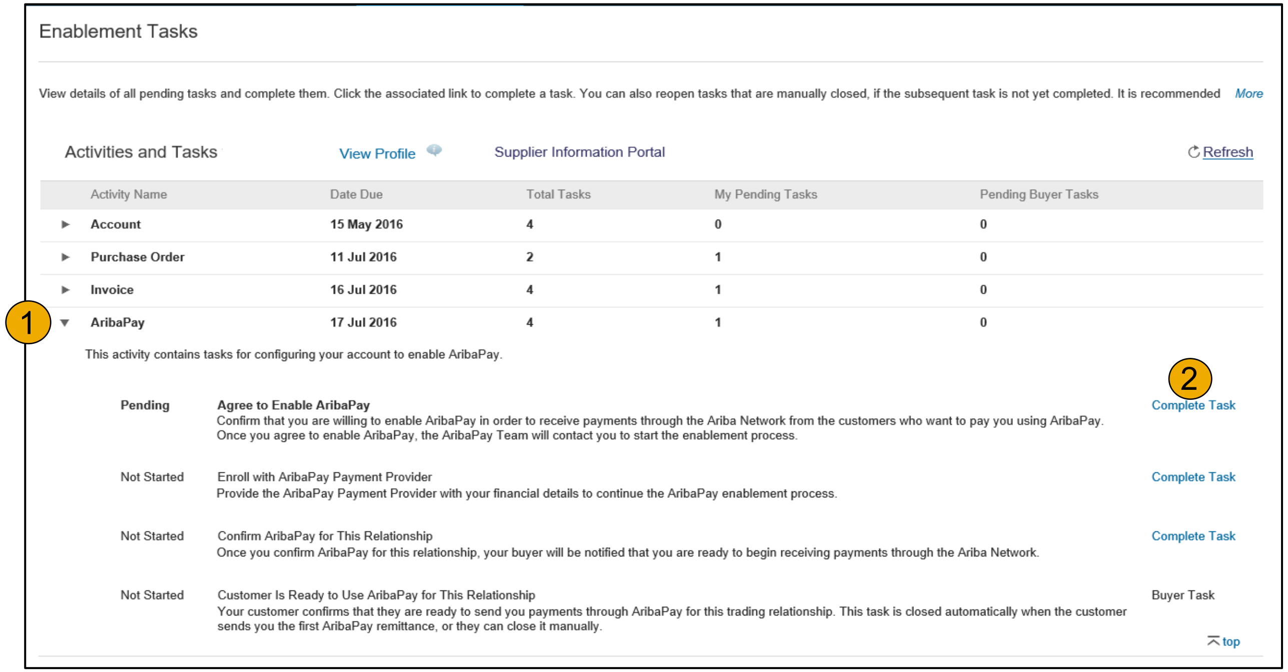
Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.



Configure Your Enablement Tasks

Agree to Enable AribaPay

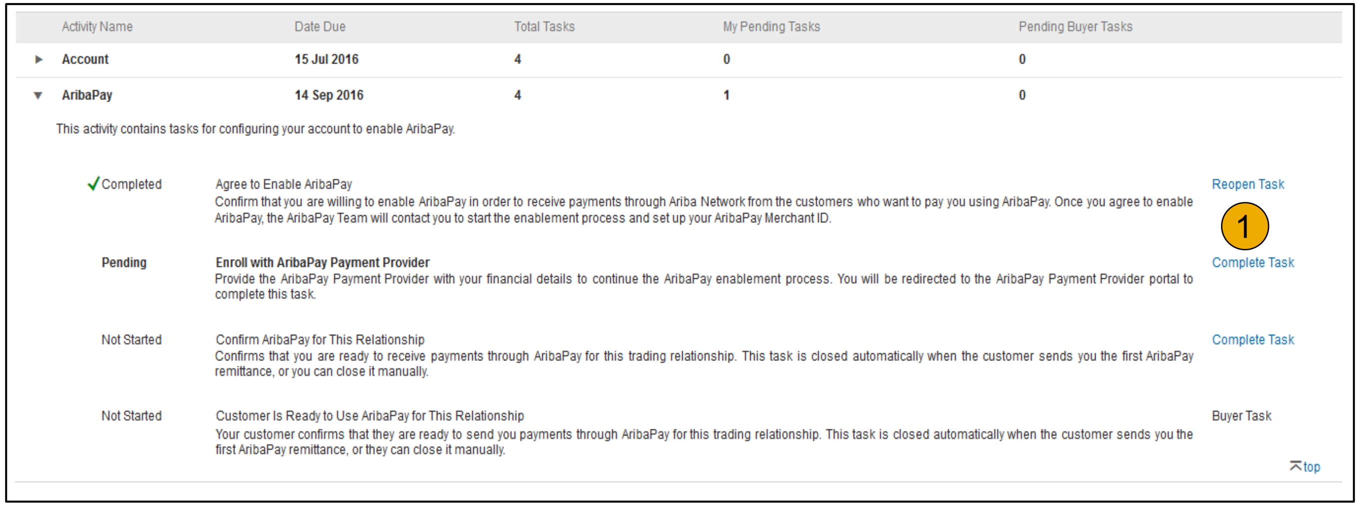
1. **Open** the AribaPay task.
2. **Click Complete Task** for the Agree to Enable AribaPay activity within the AribaPay task.
3. **Accept** the AribaPay Terms of Use in the pop up window and click **Complete.**

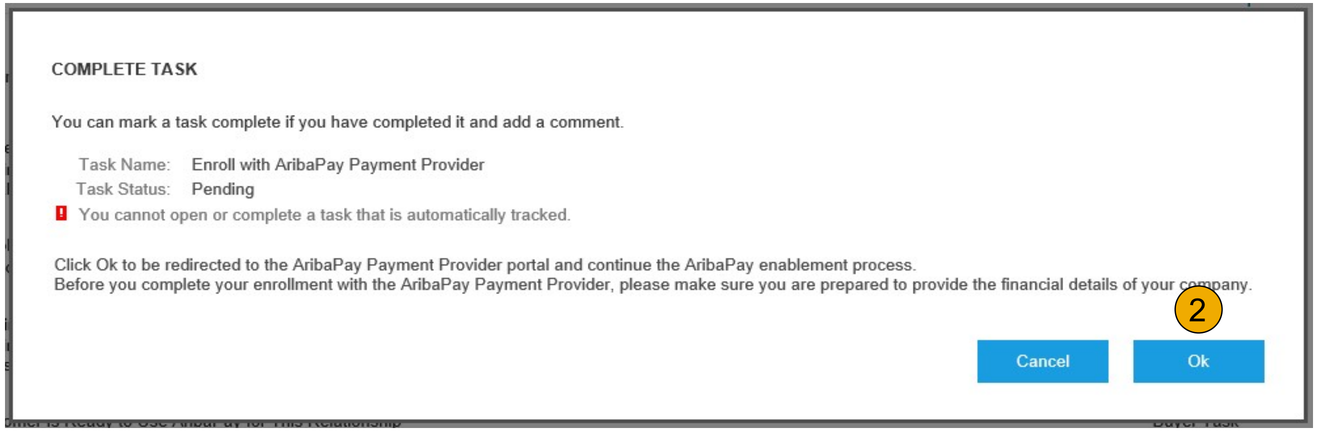


Configure Your Enablement Tasks

Agree to Enable AribaPay

1. **Click Complete Task** next to **Enroll with AribaPay Payment Provider.**
2. **Click Ok** to redirect to the Discover Financial Services on boarding site.





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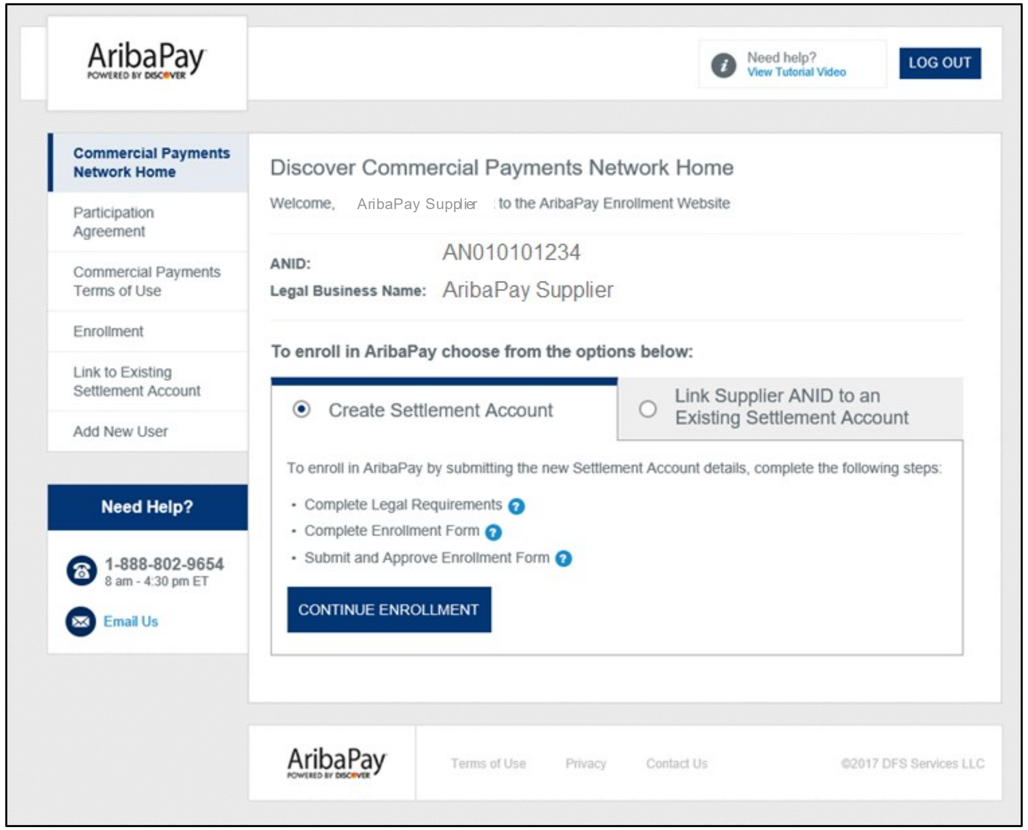
Configure Your Enablement Tasks

Agree to Enable AribaPay

On this page, you will see your basic customer information. The Discover Financial Services team will be reaching out to you to assist in completion of the requested documentation.

You will need a copy of your W9 and a voided check to complete the setup.



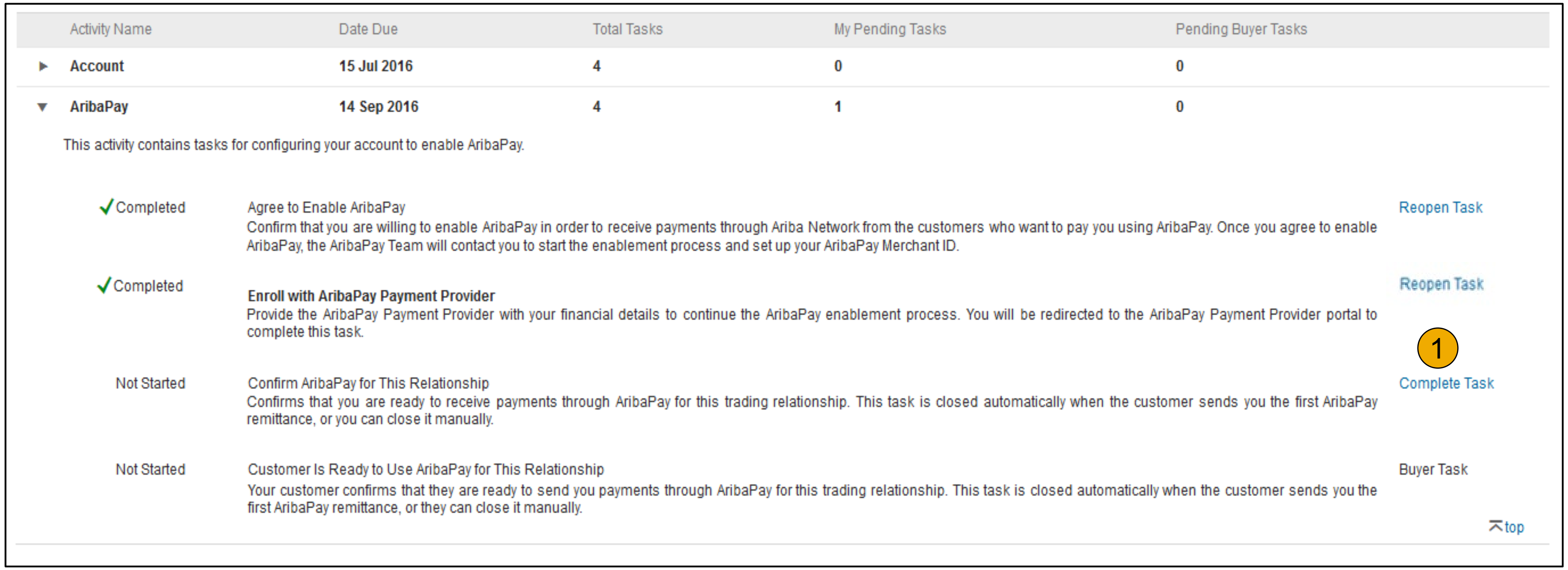
Note: If you need further assistance with your enrolling your bank account with Discover, please contact 1-888-802-9654 between the hours of 8:00 AM and 4:30 PM EST.

Configure Your Enablement Tasks

Agree to Enable AribaPay

1. **Click Complete Task** next to **Confirm AribaPay for This Relationship**.

2. **T-Mobile** will receive a notification that you are ready to begin receiving payment in their preferred payment method.



Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▸ **Account**	**15 Jul 2016**	**4**	**0**	**0**
▾ **AribaPay**	**14 Sep 2016**	**4**	**1**	**0**

This activity contains tasks for configuring your account to enable AribaPay.

✓Completed	Agree to Enable AribaPay Confirm that you are willing to enable AribaPay in order to receive payments through Ariba Network from the customers who want to pay you using AribaPay. Once you agree to enable AribaPay, the AribaPay Team will contact you to start the enablement process and set up your AribaPay Merchant ID.	Reopen Task
✓Completed	**Enroll with AribaPay Payment Provider** Provide the AribaPay Payment Provider with your financial details to continue the AribaPay enablement process. You will be redirected to the AribaPay Payment Provider portal to complete this task.	Reopen Task
Not Started	Confirm AribaPay for This Relationship Confirms that you are ready to receive payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or you can close it manually.	1 Complete Task
Not Started	Customer Is Ready to Use AribaPay for This Relationship Your customer confirms that they are ready to send you payments through AribaPay for this trading relationship. This task is closed automatically when the customer sends you the first AribaPay remittance, or they can close it manually.	Buyer Task

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Note: If you already have AribaPay setup for the bank account you wish to use for the associated ANID, please complete this enablement task for new customers.

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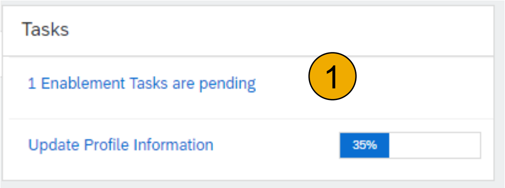
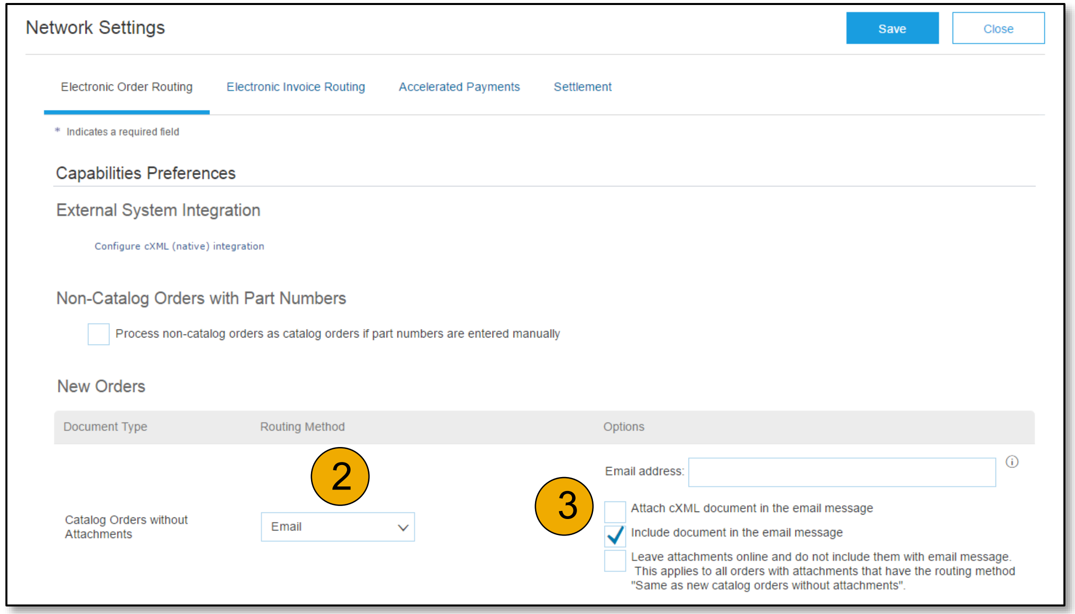
Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
   - **Online**
   - **cXML**
   - **EDI**
   - **Email**
   - **Fax**
   - **cXML pending queue**
     (available for Order routing only)
3. **Configure** e-mail notifications





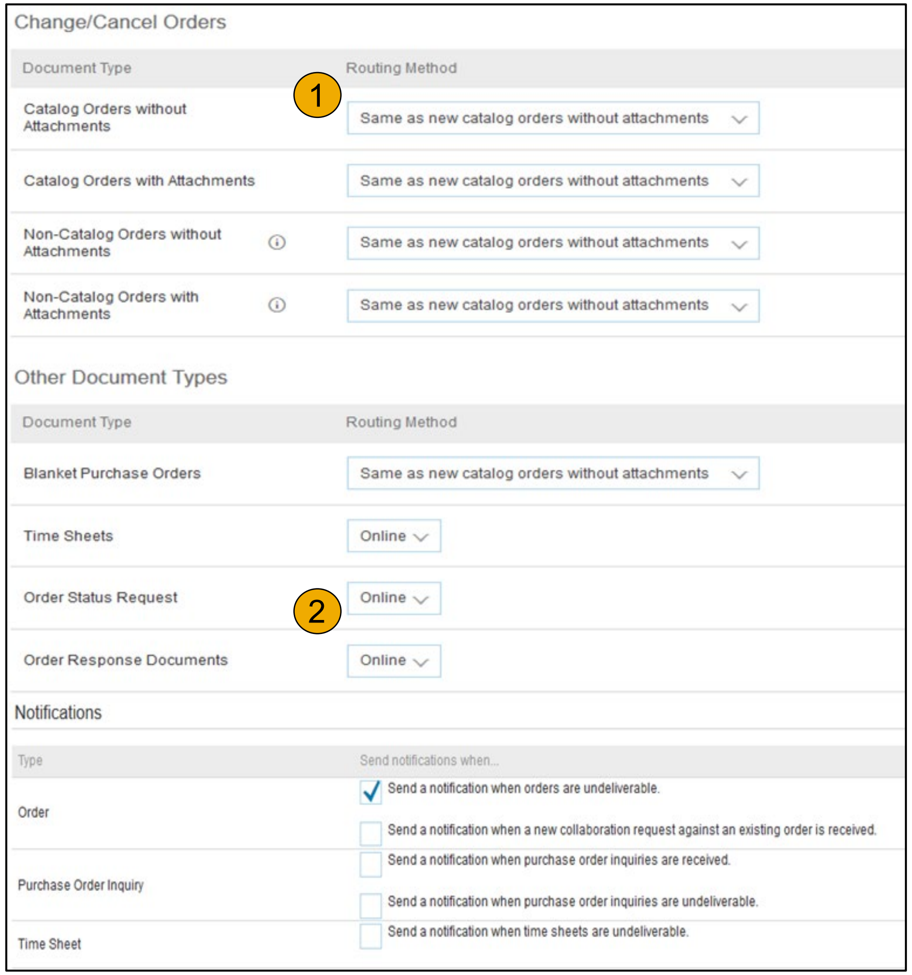
Route Your Purchase Orders
Method Details

- **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 T-MobileEnablement@ariba.com to be connected with a Seller Integrator who will provide more information on configuration.

Select Electronic Order Routing Method

Notifications

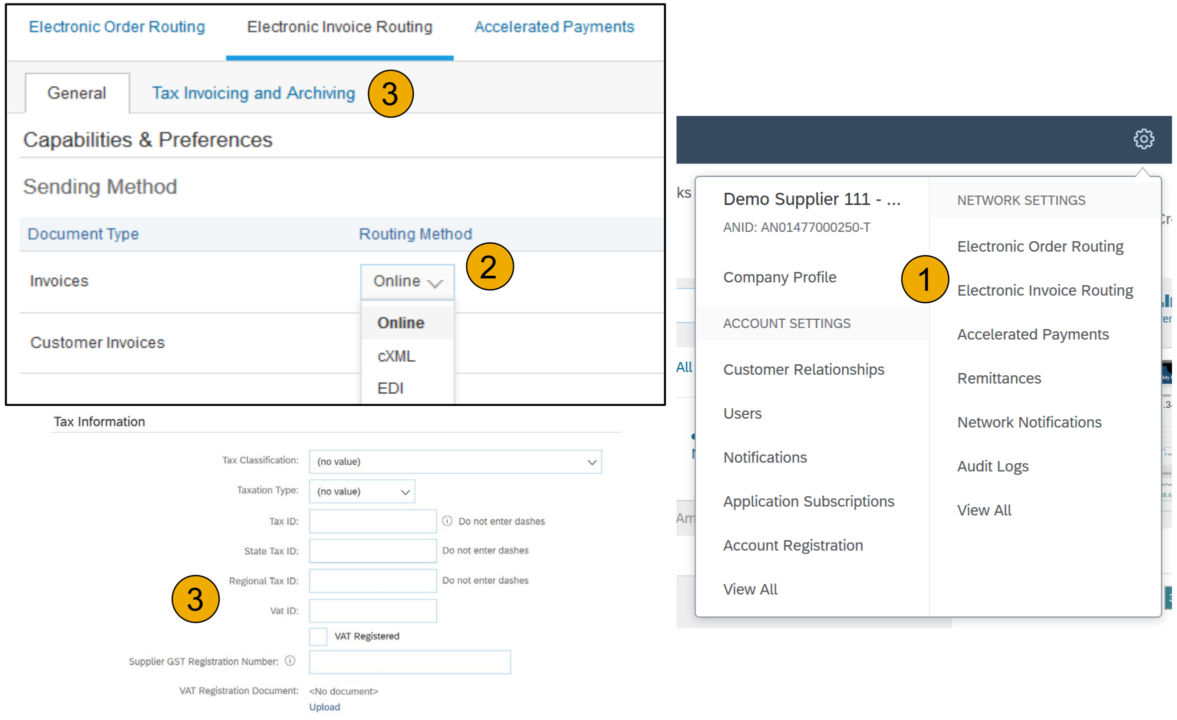
1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



Select Electronic Invoice Routing Method

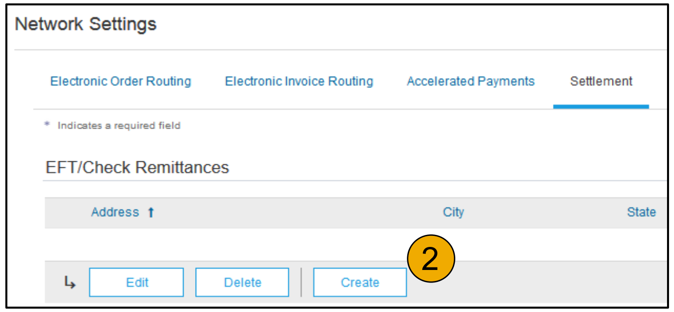
Methods and Tax Details

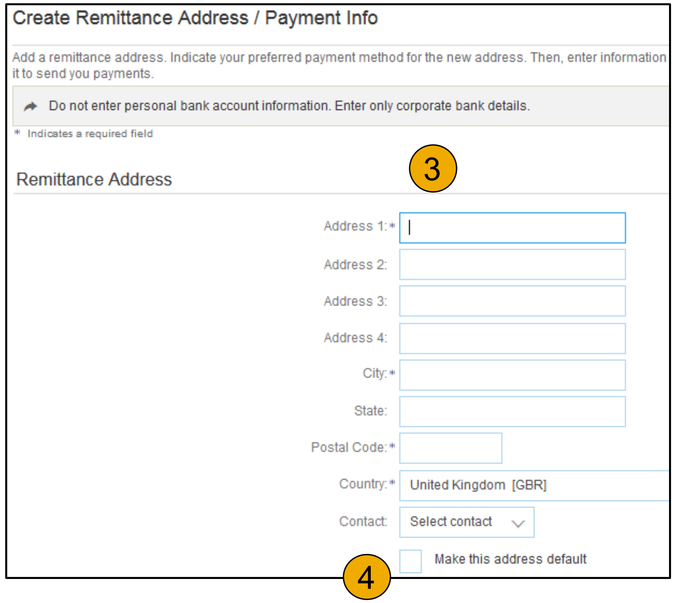
1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to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

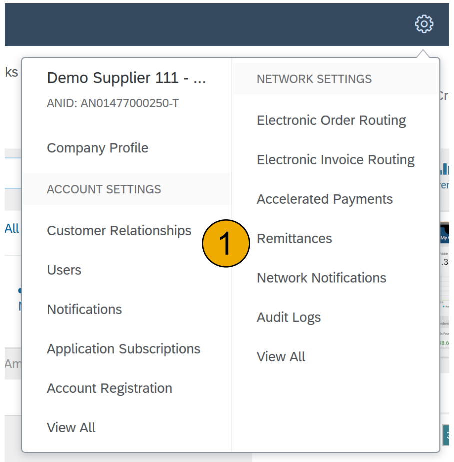


Configure Your Remittance Information

1. **From the Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.
   - Your T-Mobile 10 digit remittance ID beginning with 4000XXXXXX associated with your remittance address is required when creating invoices!







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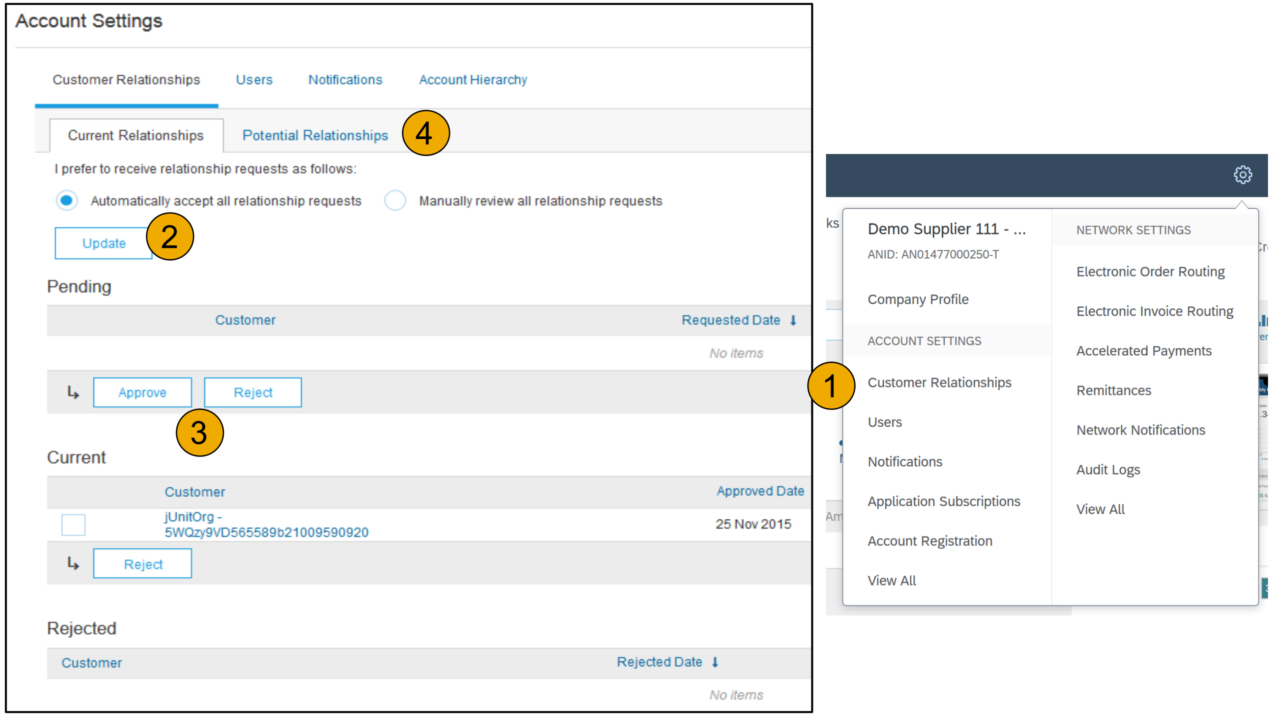
Review Your Relationships

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.



Set Up User Accounts
Roles and Permission Details

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

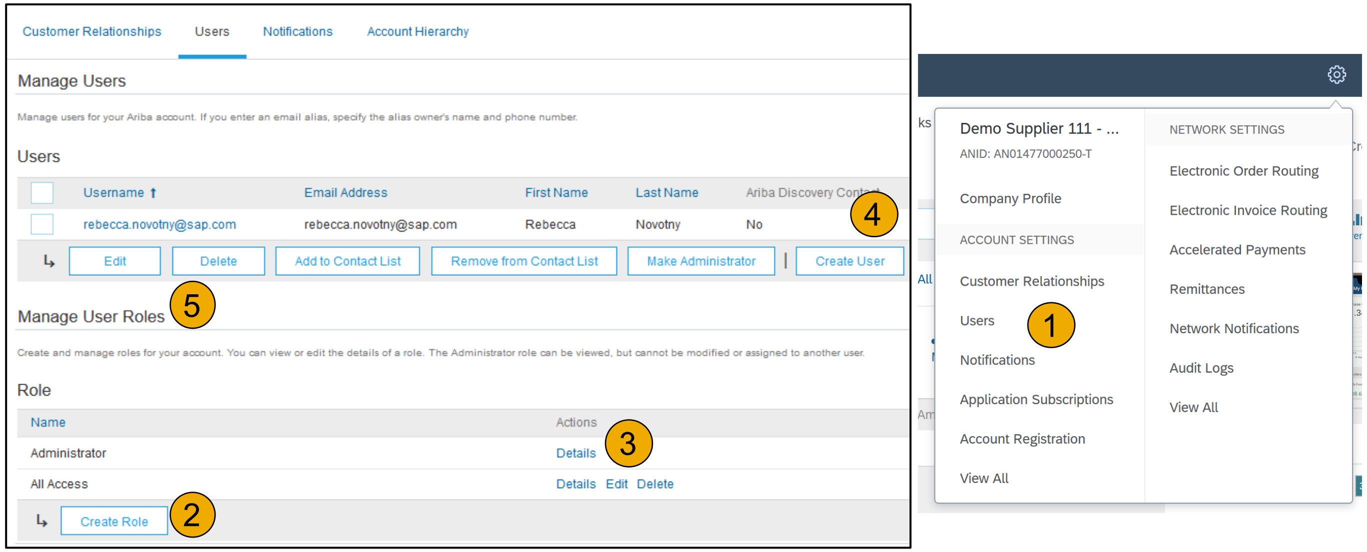
User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user’s actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

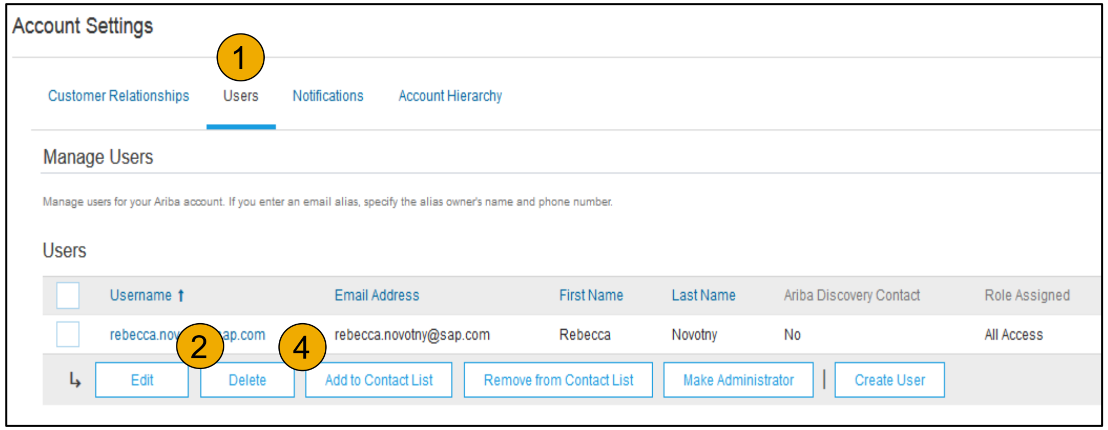
1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

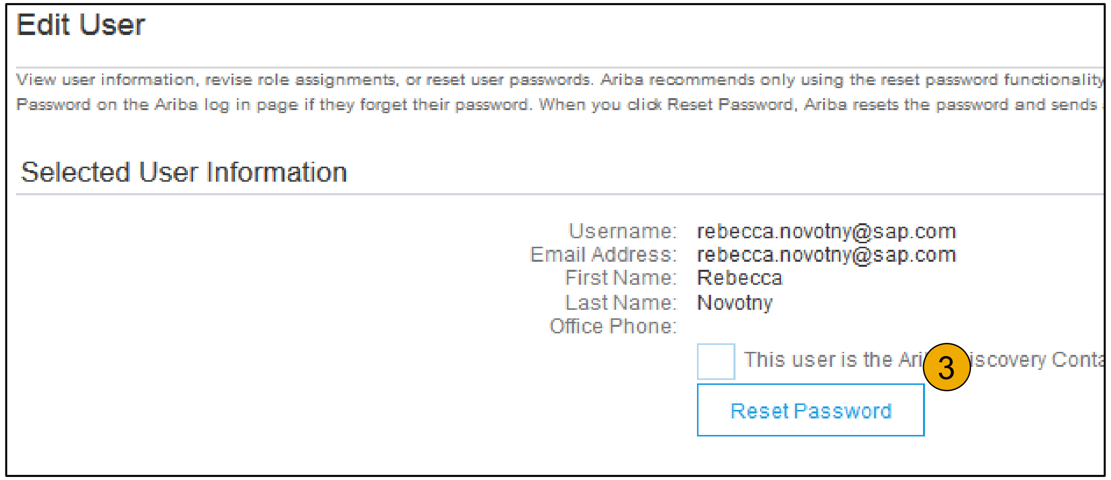


Set Up User Accounts

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



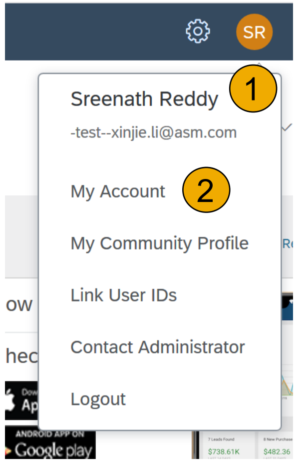


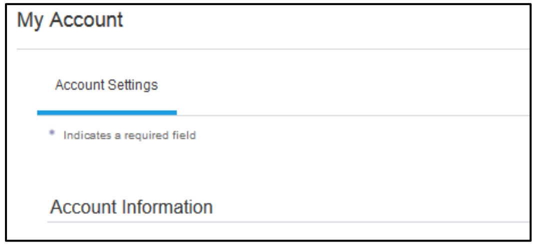
Enhanced User Account Functionality

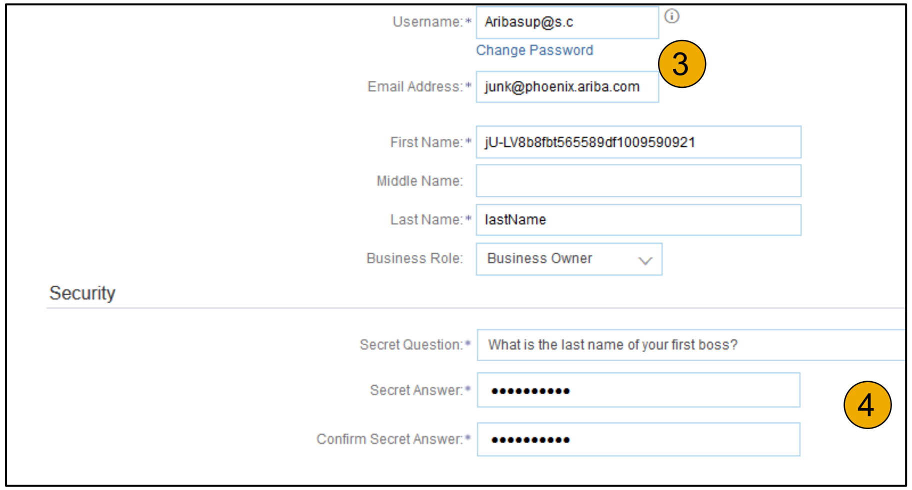
1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account

   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.

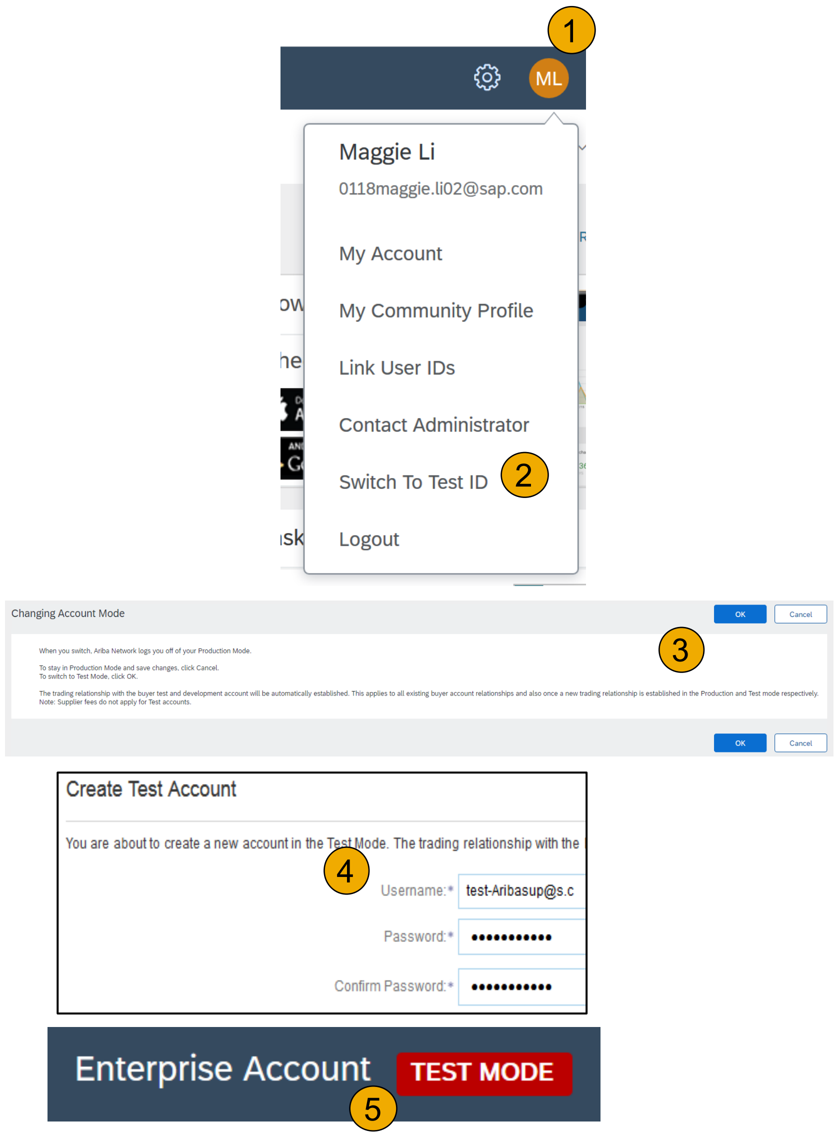






Set Up a Test Account

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).



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Section 3: Purchase Order Management

View Purchase Orders

Purchase Order Detail

Create PDF of Purchase Order

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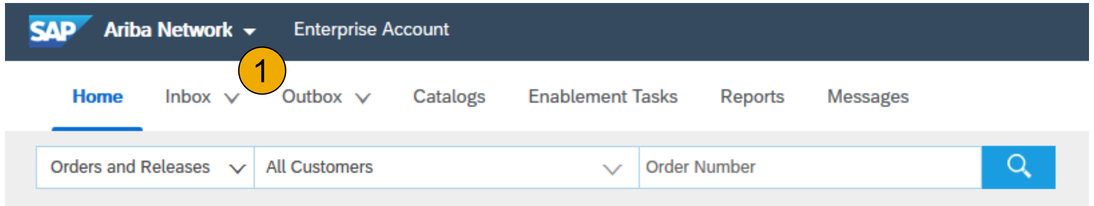
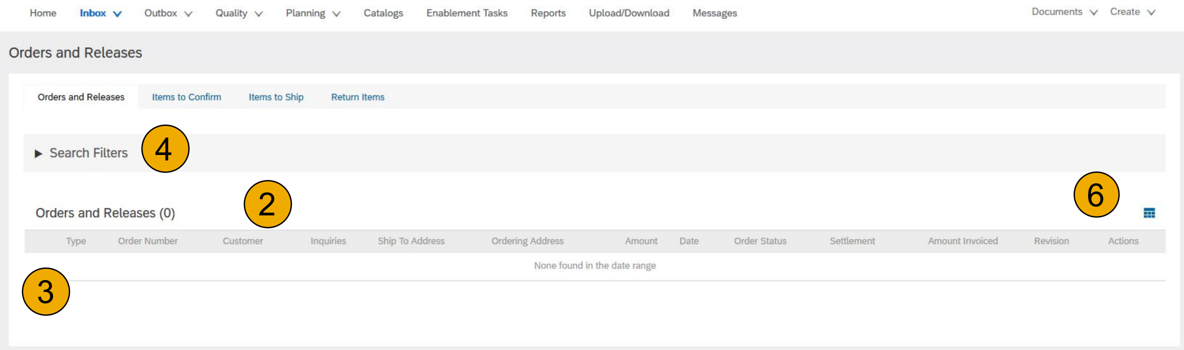
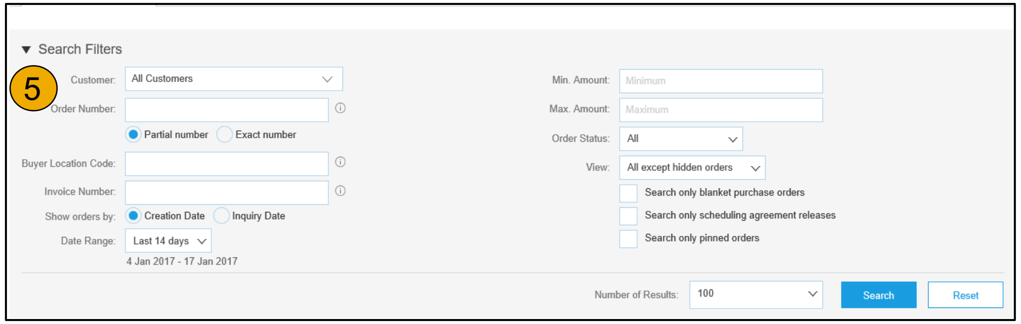
Manage POs

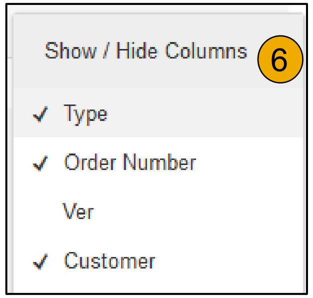
View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by T-Mobile .
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.









Manage POs

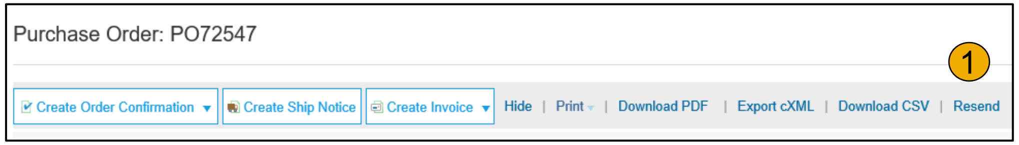
Purchase Order Detail

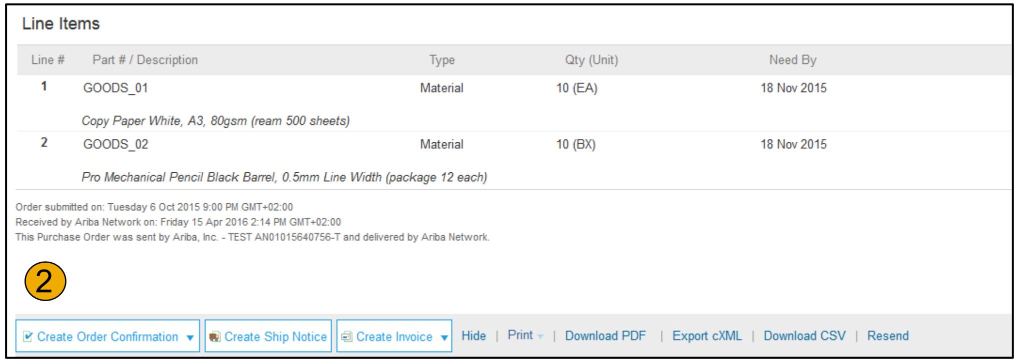
1. **View** the details of your order.
   The order header includes the order date and information about the buying organization and supplier.

   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 T-Mobile 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.



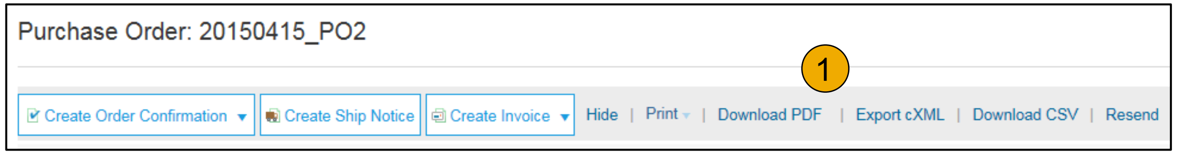


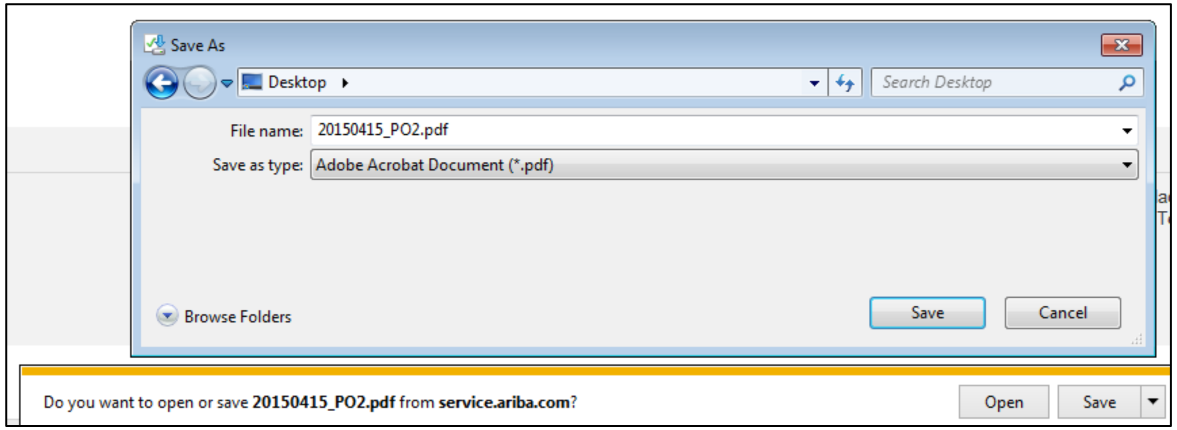
Manage POs

Create PDF of PO

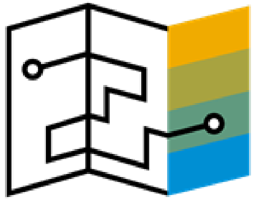
1. **Select "Download PDF"** as shown.

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



Advanced Ship Notices (ASN)

[Create Ship Notice]

[Delivery Terms and Transportation Details]

[Details]

[Submit Ship Notice and Status]

Service Sheet

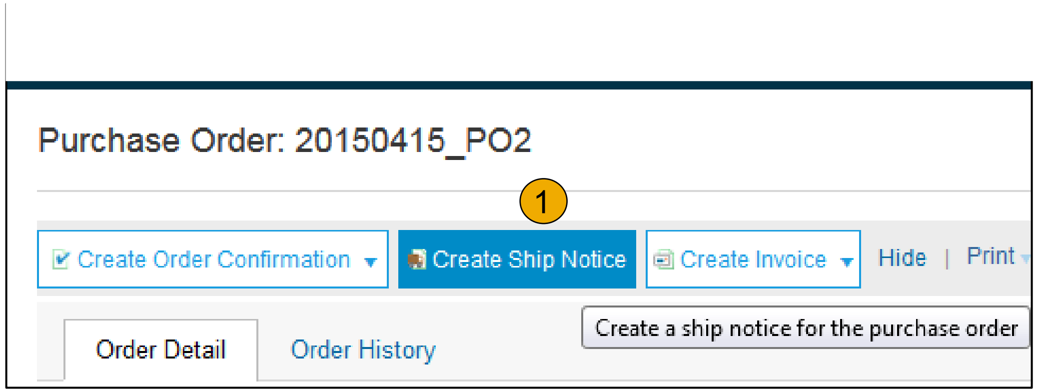
[Display Service PO]

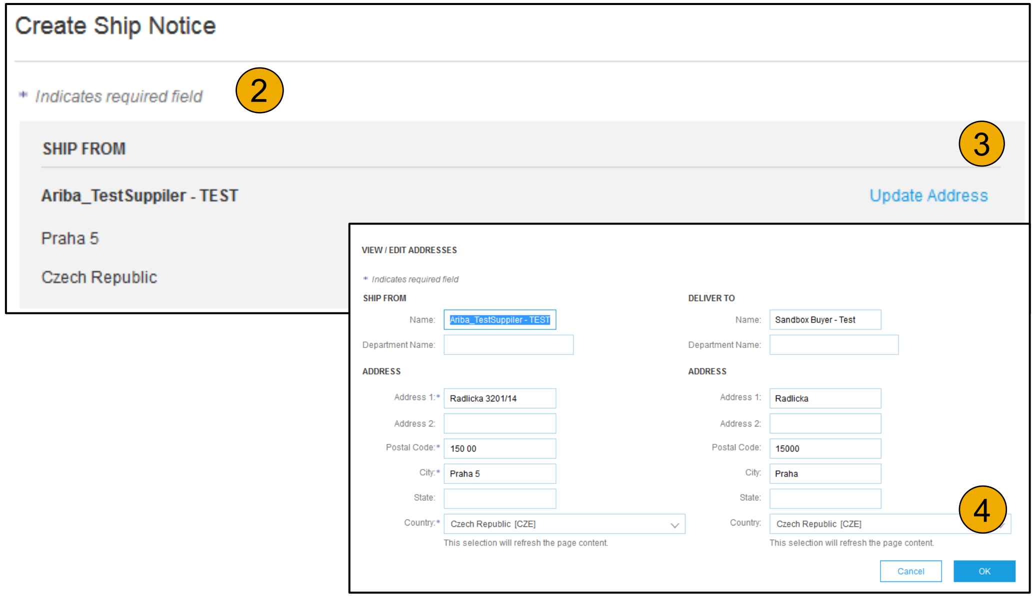
[Display Service Sheet]

[Check Service Sheet Status]

Create Ship Notice

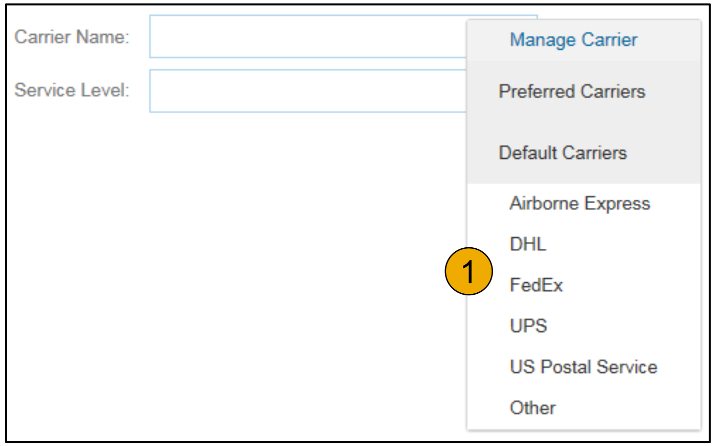
1. **Create** Ship Notice using your Ariba account once items were shipped.
   Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
3. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
4. **Check** if Deliver to information is correct. Click OK.

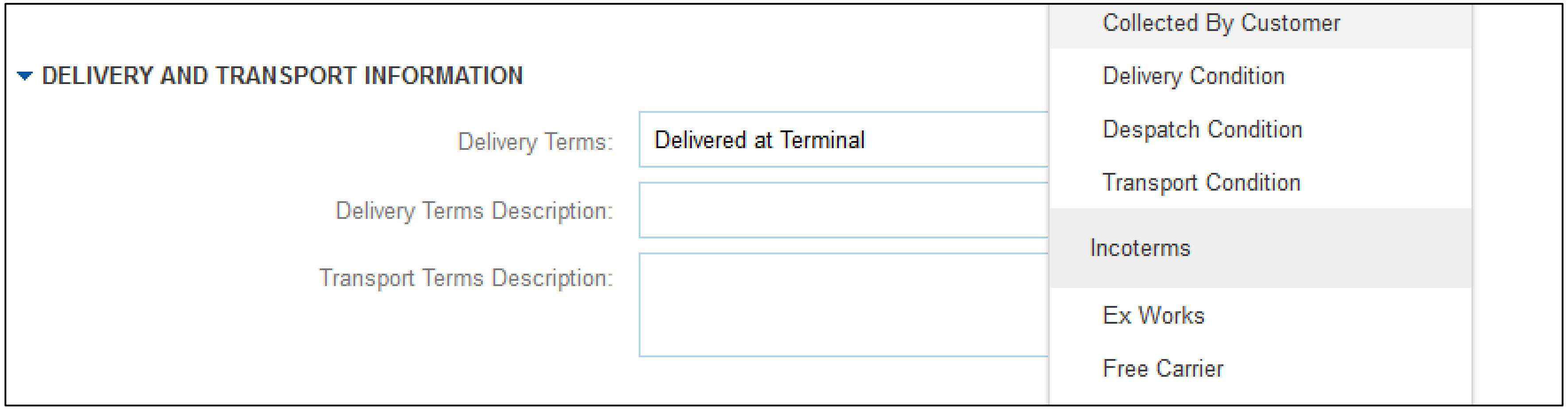




Create Ship Notice
Delivery Terms and Transportation Details

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.





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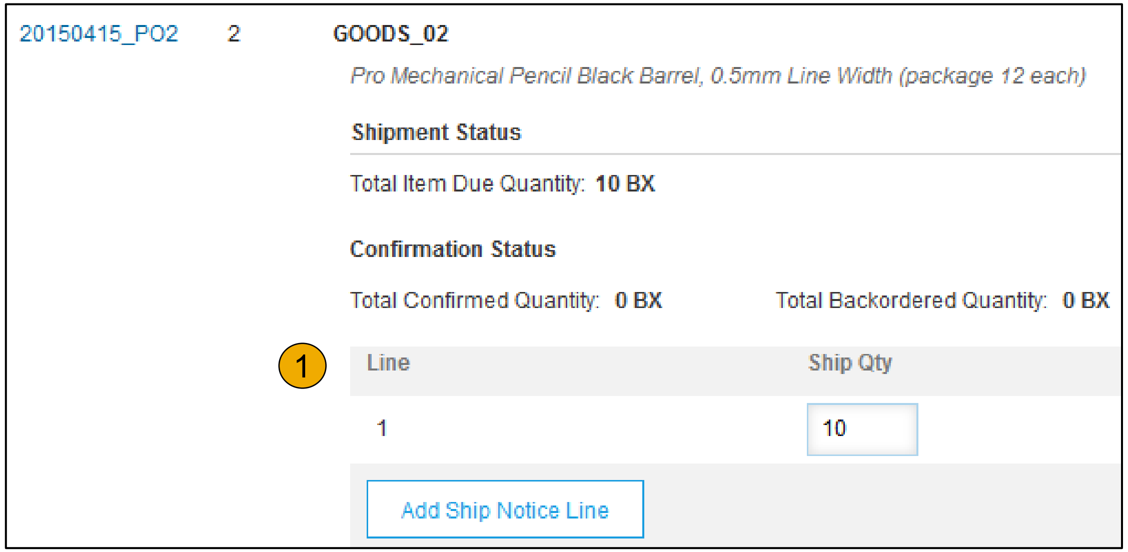
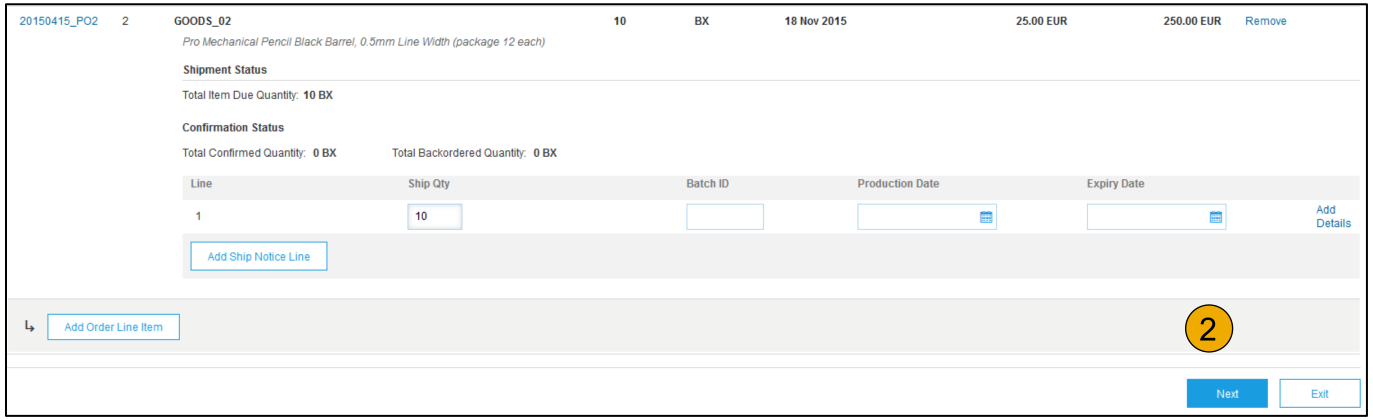
Create Ship Notice
Details

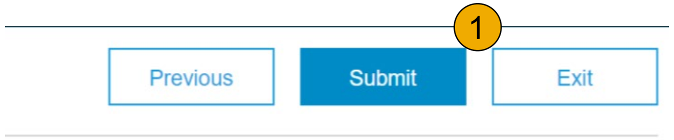
1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

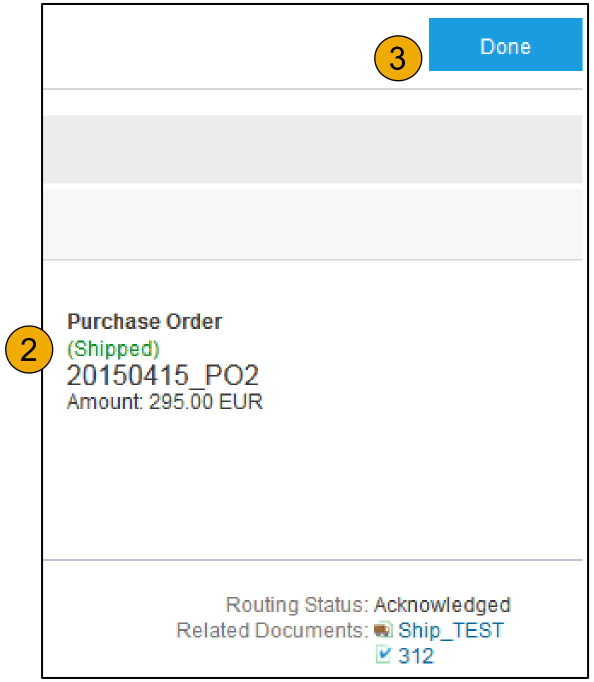




Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to T-Mobile . Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click** Done to return to the Home page.





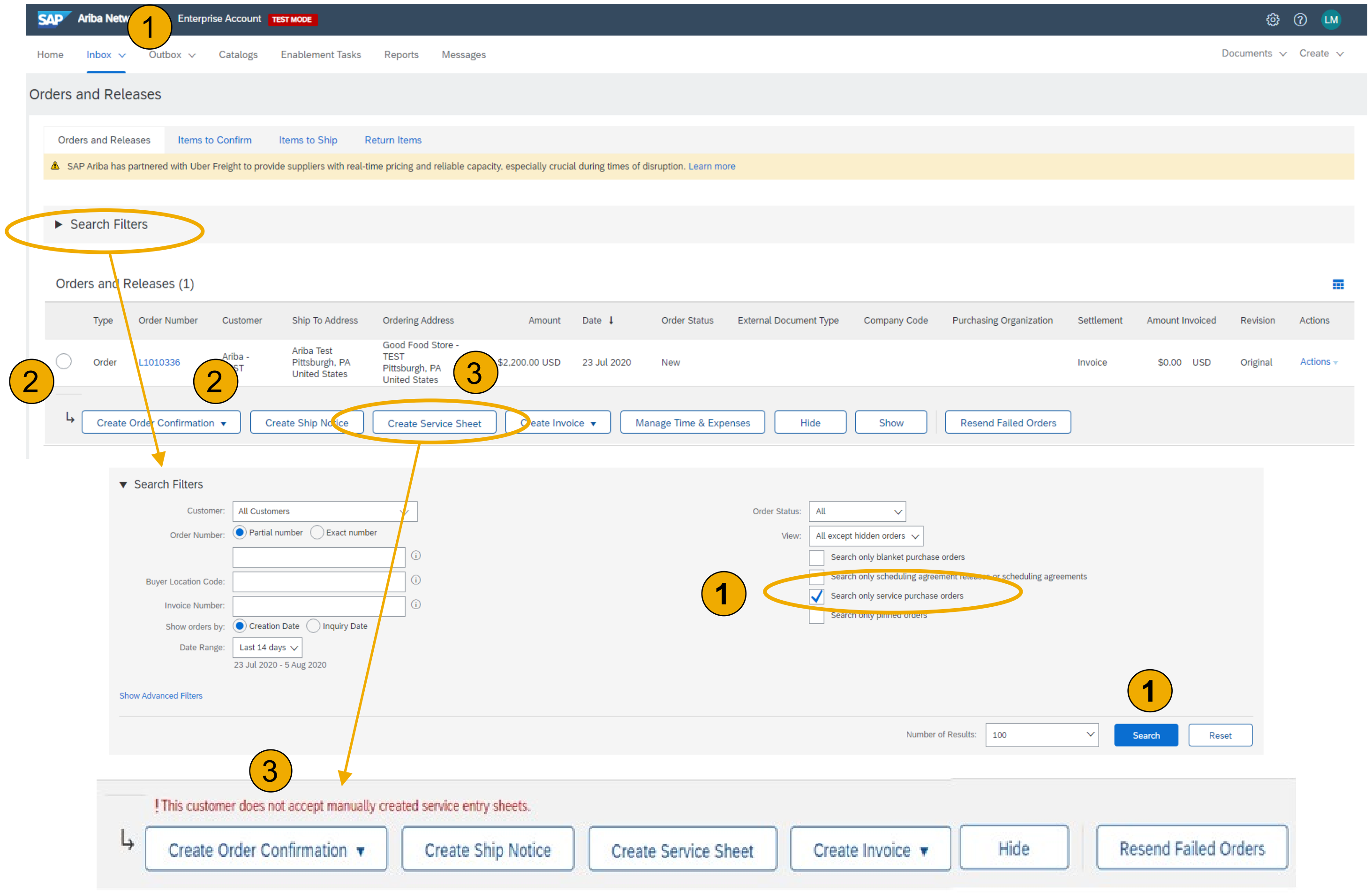
Display Service PO

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 OR click the **Order Number Hyperlink** to view the Service PO.

Note: Please do not click Create Service Sheet button, you will get the error message **!This customer does not accept manually created service entry sheets.** Please follow up with your T-Mobile business contact for further assistance.



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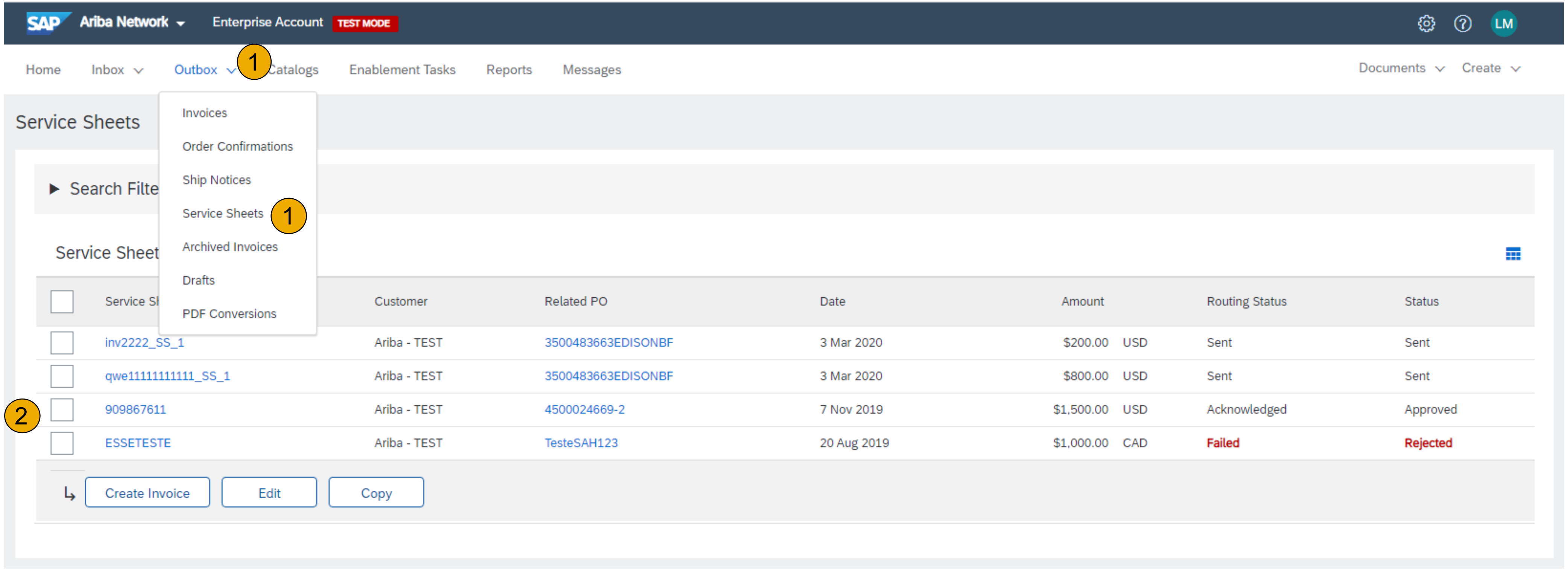
Display Service Sheet



1. **Click Outbox** and select **Service Sheets** from the dropdown menu.
2. **Select** the checkbox next to the approved Service Sheet **OR** click the **Service Sheet #** to open the Service Sheet for review.

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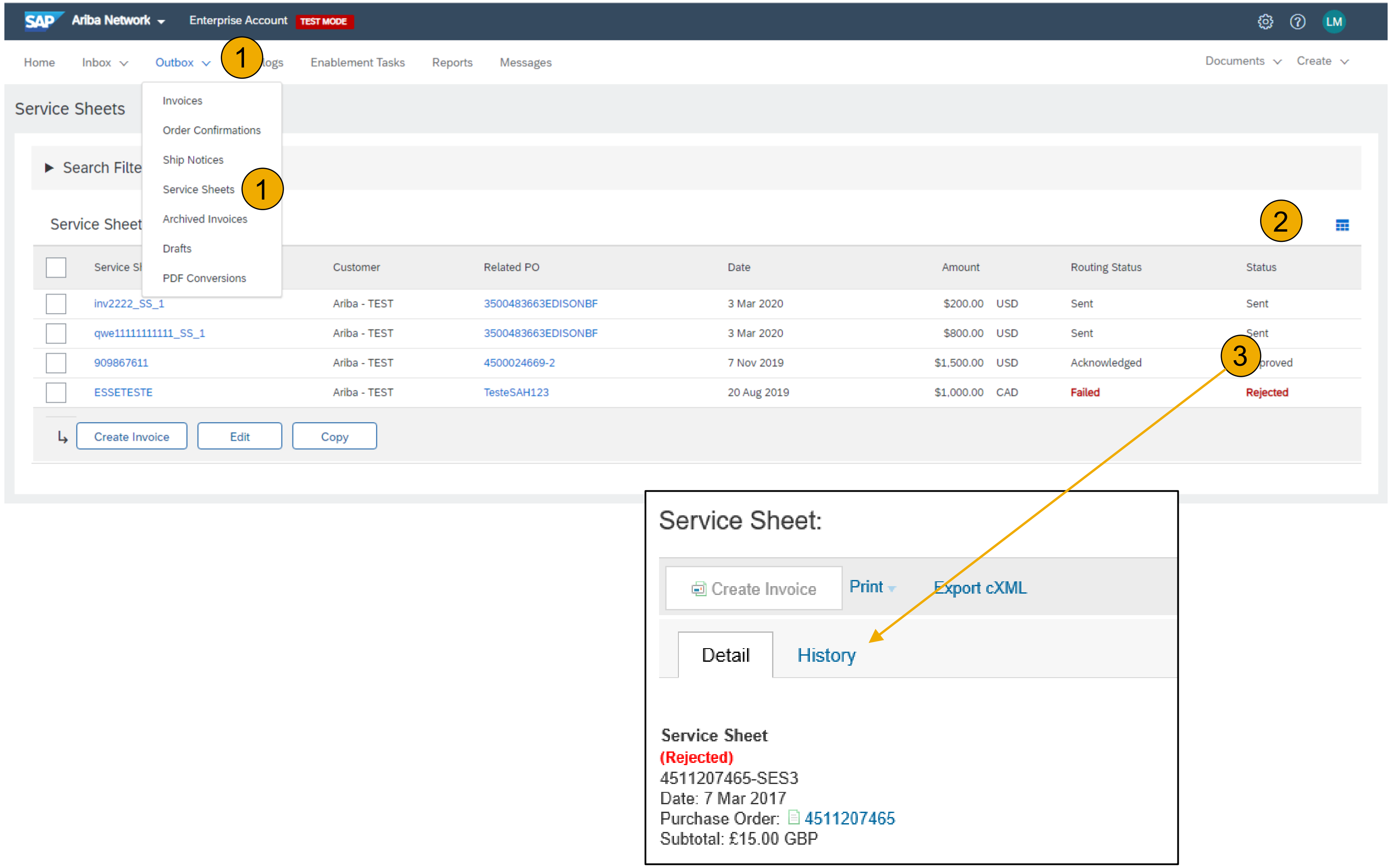
Check Service Sheet Status

1. **Click Outbox** and select **Service Sheets** from the dropdown menu.
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.



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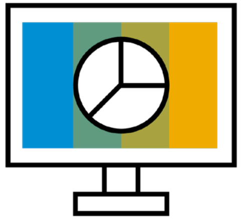
Section 5: Invoice Methods



Invoice Information

- Customer Specifications
- Invoice Rules

Invoice Methods

- PO Flip
- Non-PO Invoice
- Invoice from a Service Sheet
- Credit Memo from a Service Invoice
- Credit Memo
- Copy Invoices

Invoice Management

- Search for Invoice
- Check Invoice Status
- Invoice History
- Modifying Invoices
- Invoice Reports
- Invoice Archival

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T-Mobile Invoice Requirements

1. Sufficient goods receipts for the amounts being invoiced on each PO line must be present before an invoice can be created.
2. The valid T-Mobile email address of the person who requested the goods/services MUST be entered on the invoice
3. Suppliers are required to include a Remit To address on invoice
4. Suppliers must enter taxes and freight at the header level

T-Mobile Invoice Restrictions

Invoice numbers are restricted to the following

- Alphanumeric characters only up to 16 digits
- Letters must be capitalized
- Cannot include leading zeros
- Underscores are not permitted
- Dashes are not permitted
- Special characters are not permitted. Examples: !@#$%^&*
- Line item discounts are not allowed

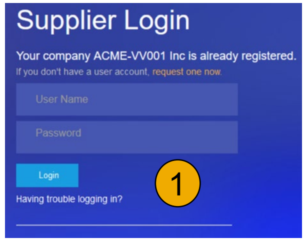
Additional restrictions

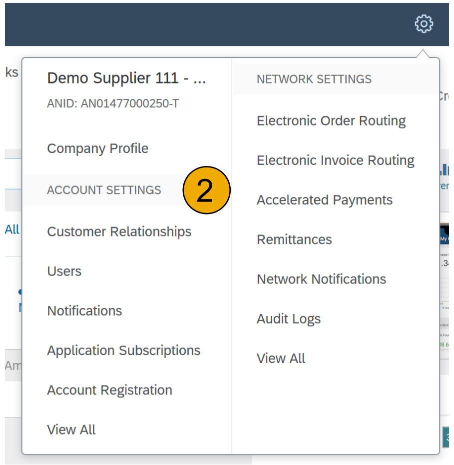
- Part numbers are limited to 35 characters
- Payment terms cannot be altered
- Invoice attachment file names should be limited to 45 alphanumeric characters
- Invoices can be back dated up to 120 days. However, payment is issued per your company's payment terms based on the date the invoice is received by T-Mobile.

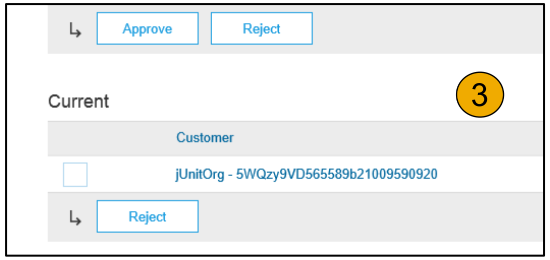
Review T-Mobile Invoice Rules

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

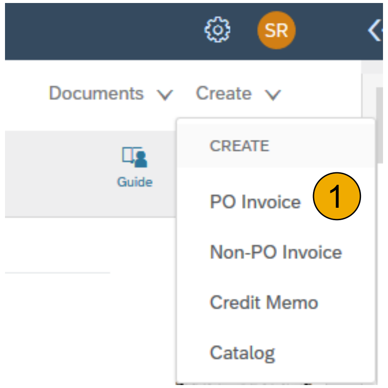
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (T-Mobile).
4. Scroll down to the Invoice Setup section and view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





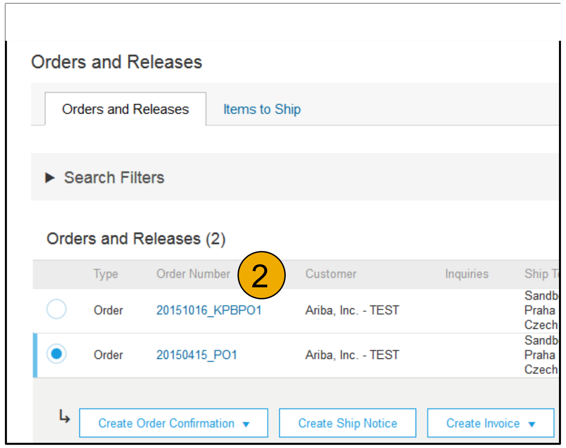


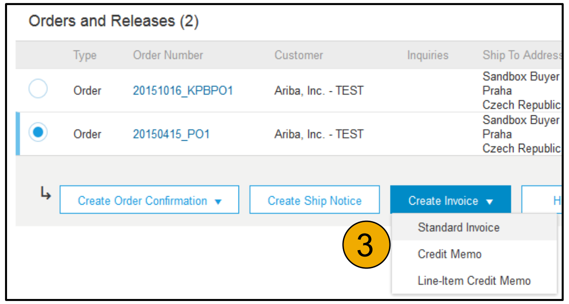
Invoice via PO Flip

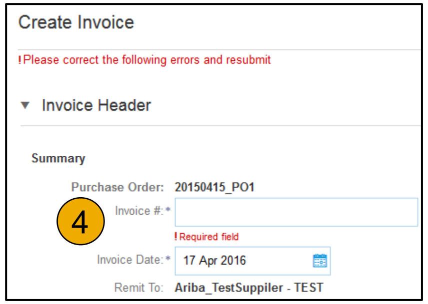


To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

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 at the header level**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to T-Mobile .







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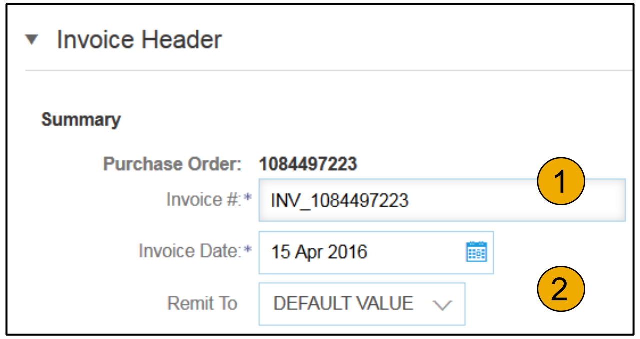
Invoice via PO Flip

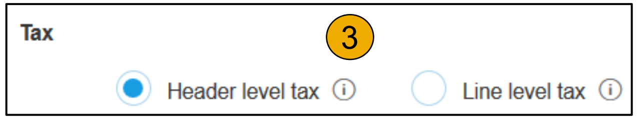
Header

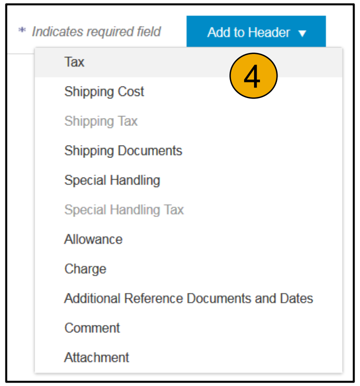
Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

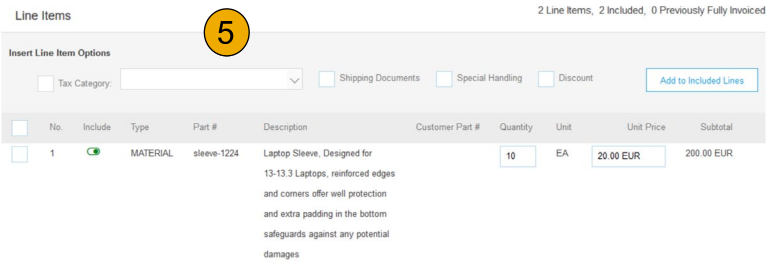
1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate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

Note: Attachment file size should not exceed 40MB.









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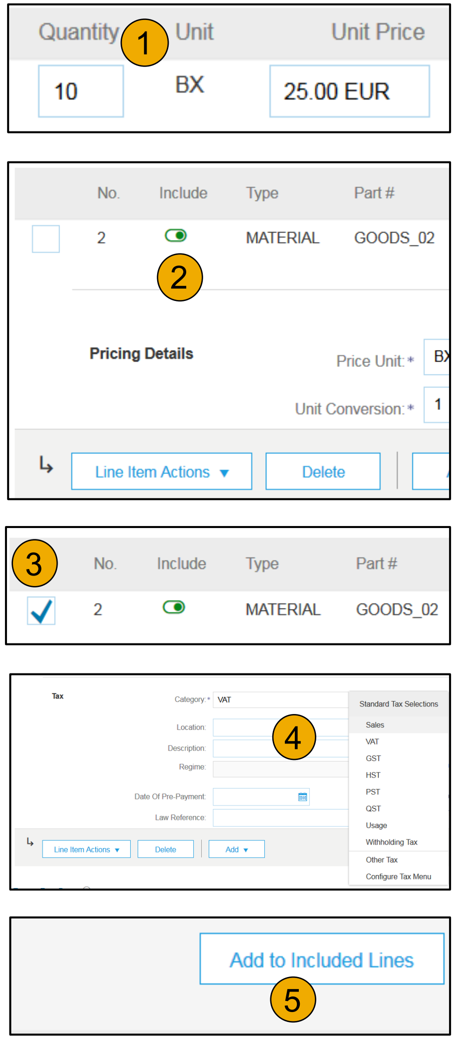
Invoice via PO Flip
Line Items

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.

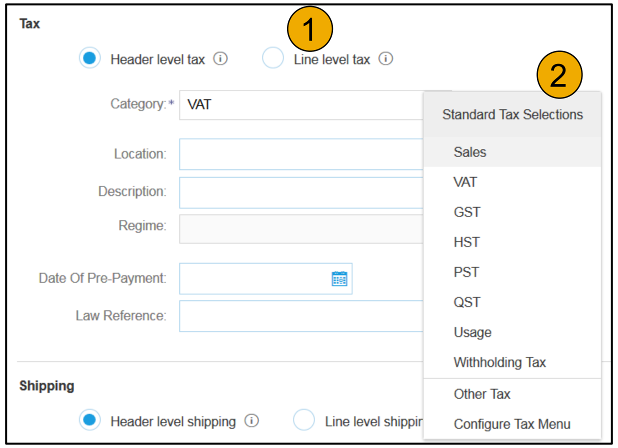


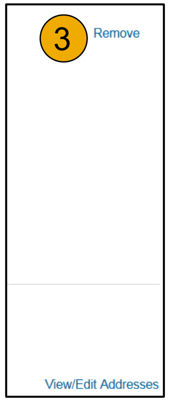
Invoice via PO Flip

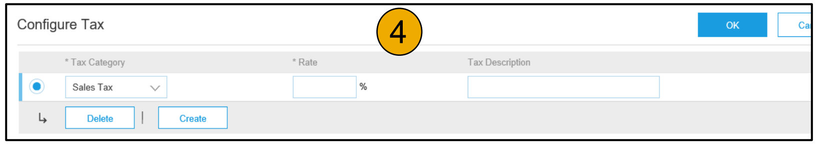
Additional Tax Options & Line Item Shipping

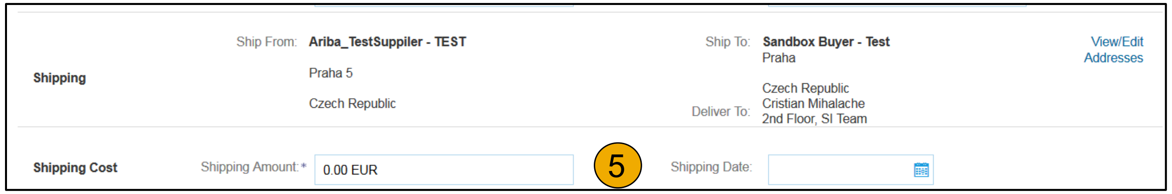
To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax**.
   Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.





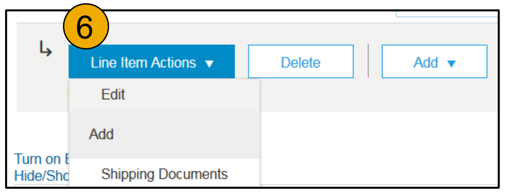


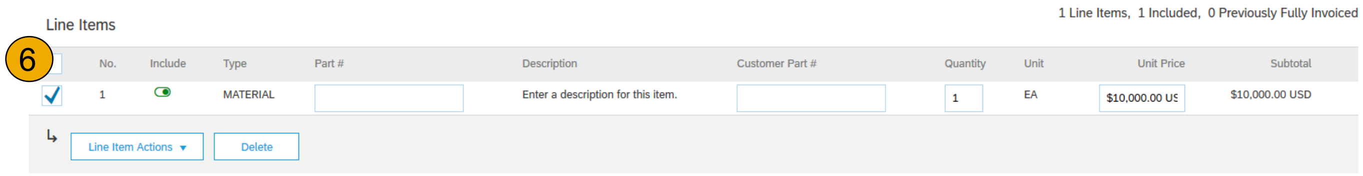


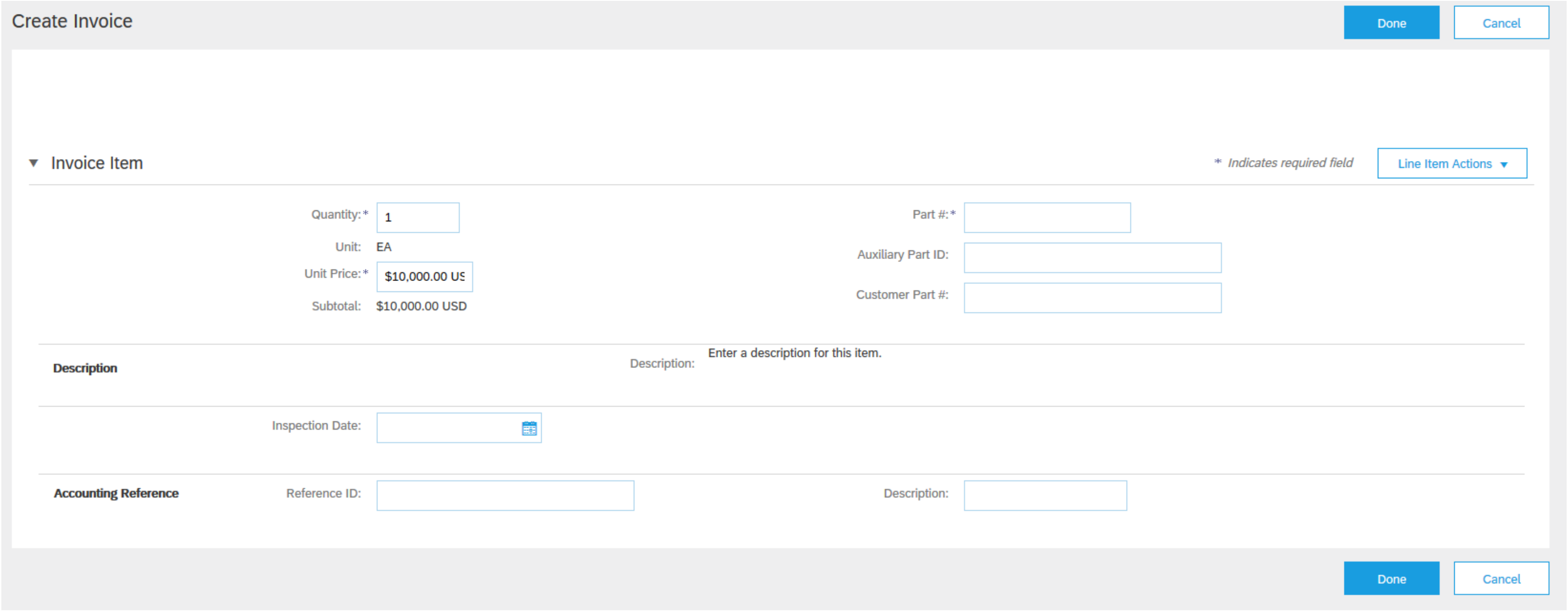
Invoice via PO Flip

Detail Line Items

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







Invoice via PO Flip

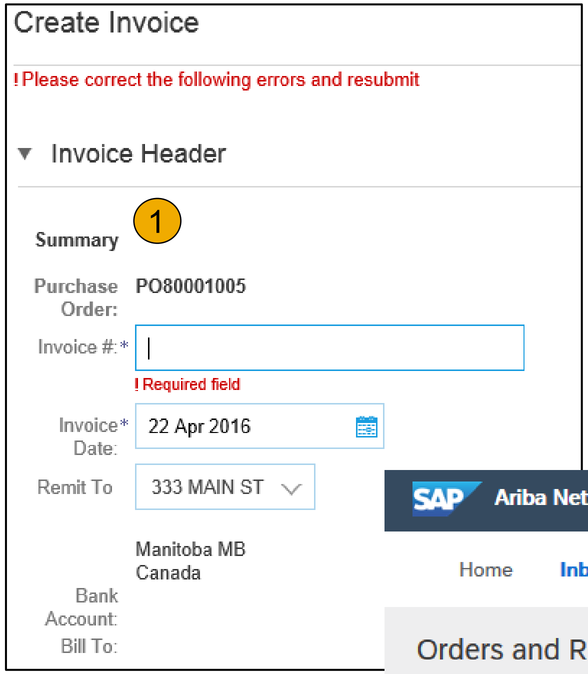
Line Item Comments

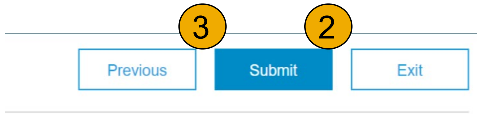
1. To add comments at the line items select **Line Items**, then click at Line Item **Actions > Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

Invoice via PO Flip

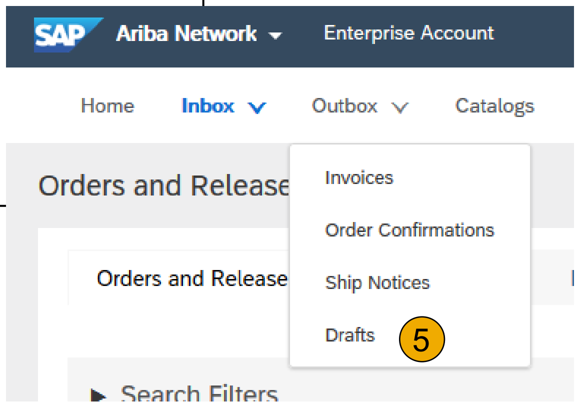
Review, Save, or Submit to Customer

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 T-Mobile .
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.





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



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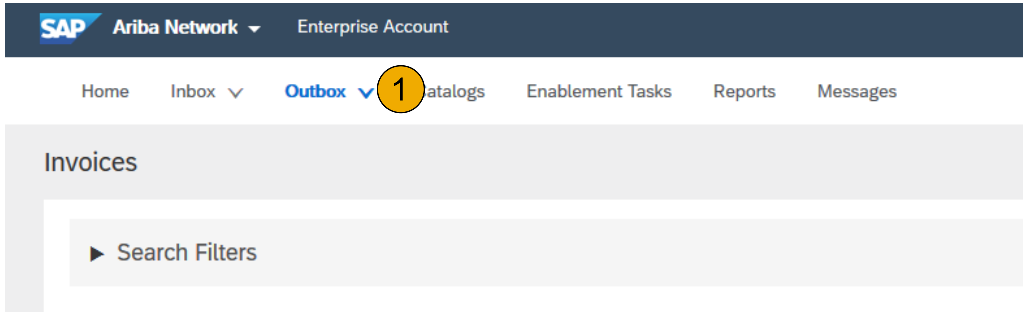
Invoice Without a Purchase Order

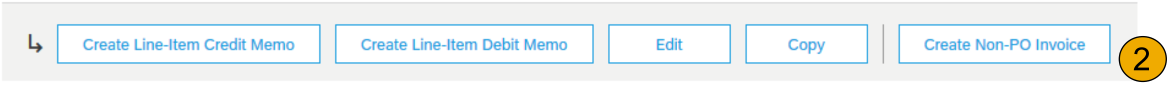
Non-PO Invoice

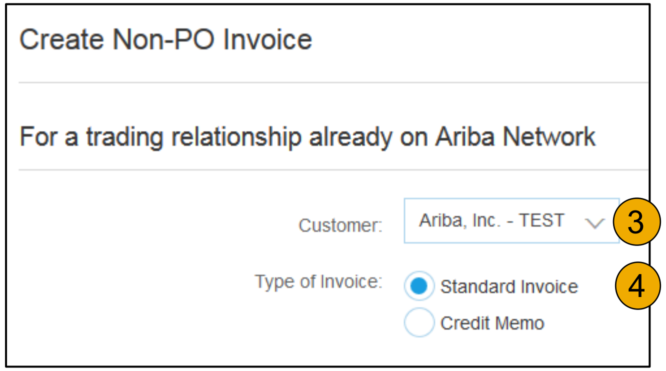
To create an invoice without a PO:

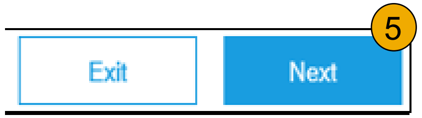
1. **Select** Outbox on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select** your **Customer** from the dropdown menu.
4. **Select Standard Invoice**.
   - If you need to invoice a new customer click **Invoice New Customer**.

   Note: T-Mobile suppliers do not need a customer code to enter a Non-PO Invoice.
5. **Click Next**.







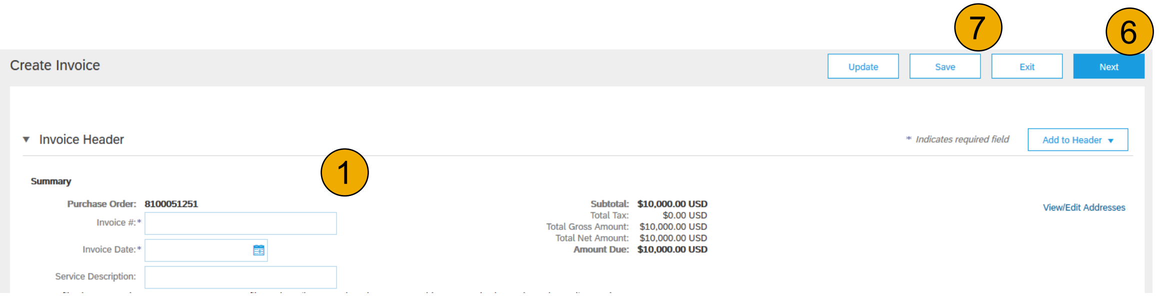


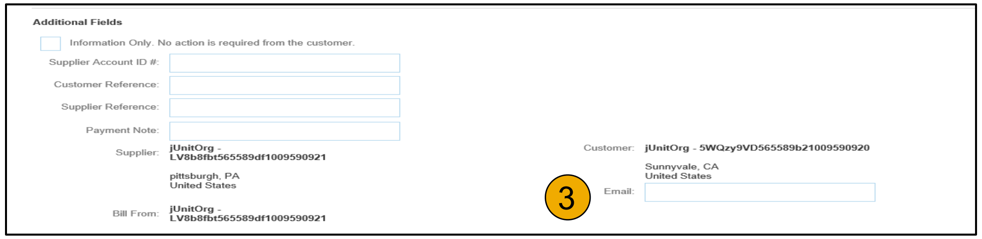
Invoice Without a Purchase Order

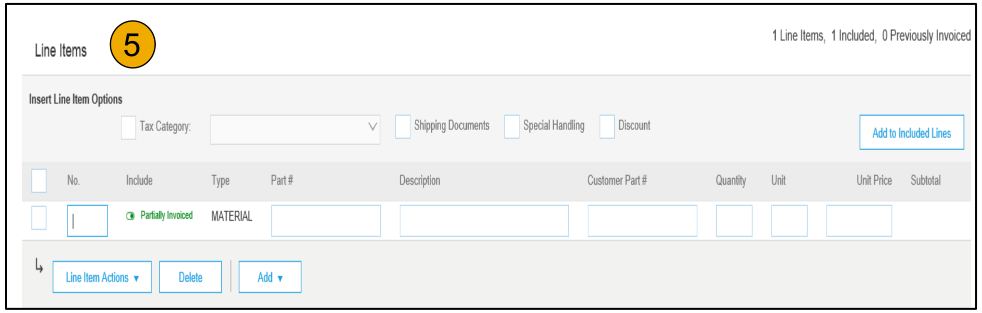
Non-PO Invoice

1. **Complete** all required fields marked with an asterisk (*).
2. **Customer Contact**: The valid T-Mobile email address of the person who requested the goods/services MUST be entered on the invoice for proper routing and approval.
3. **Use Add Item** button to add the details of the item(s) being invoiced.

   Note: Be certain to provide complete details of the items or services provided.
4. **Add** Tax and Shipping as appropriate at header level.
5. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
6. **Click Next** to continue.
7. **Review**, **Save** or **Submit** as Standard Invoice.

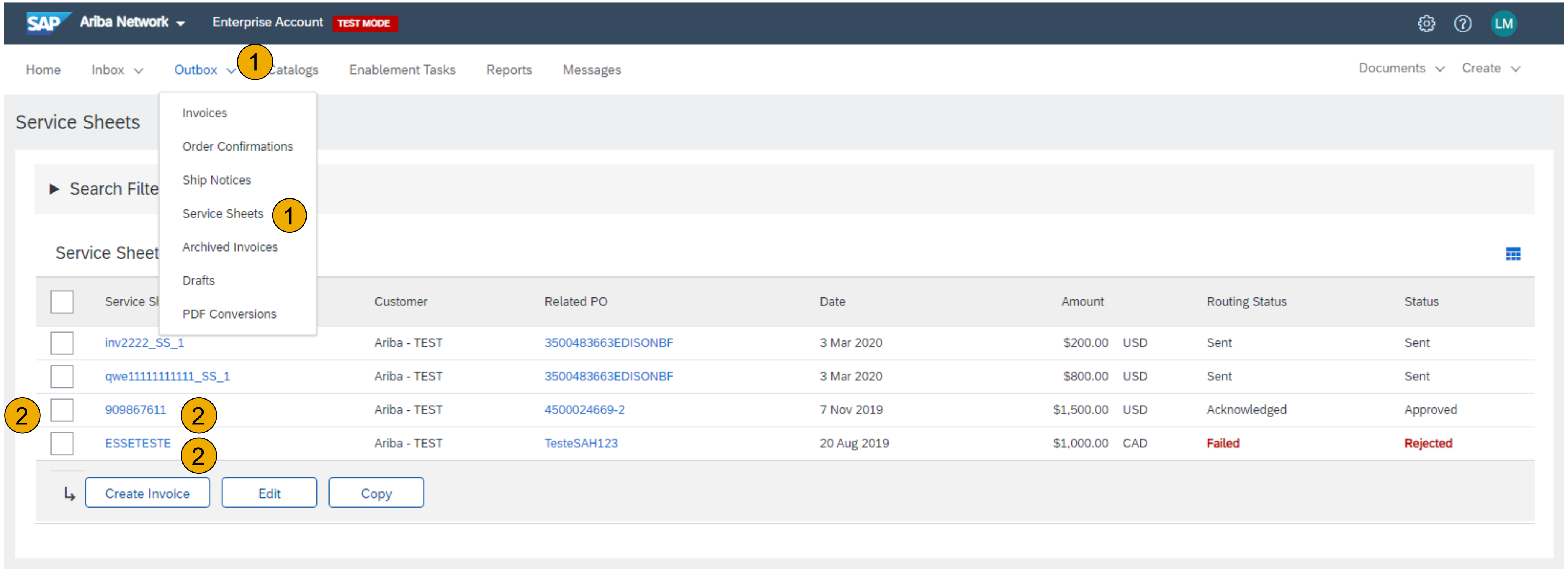






Invoice from a Service Sheet

Locate Approved Service Sheet



1. **Click Outbox** and select **Service Sheets** from the dropdown menu.
2. **Select One** 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.

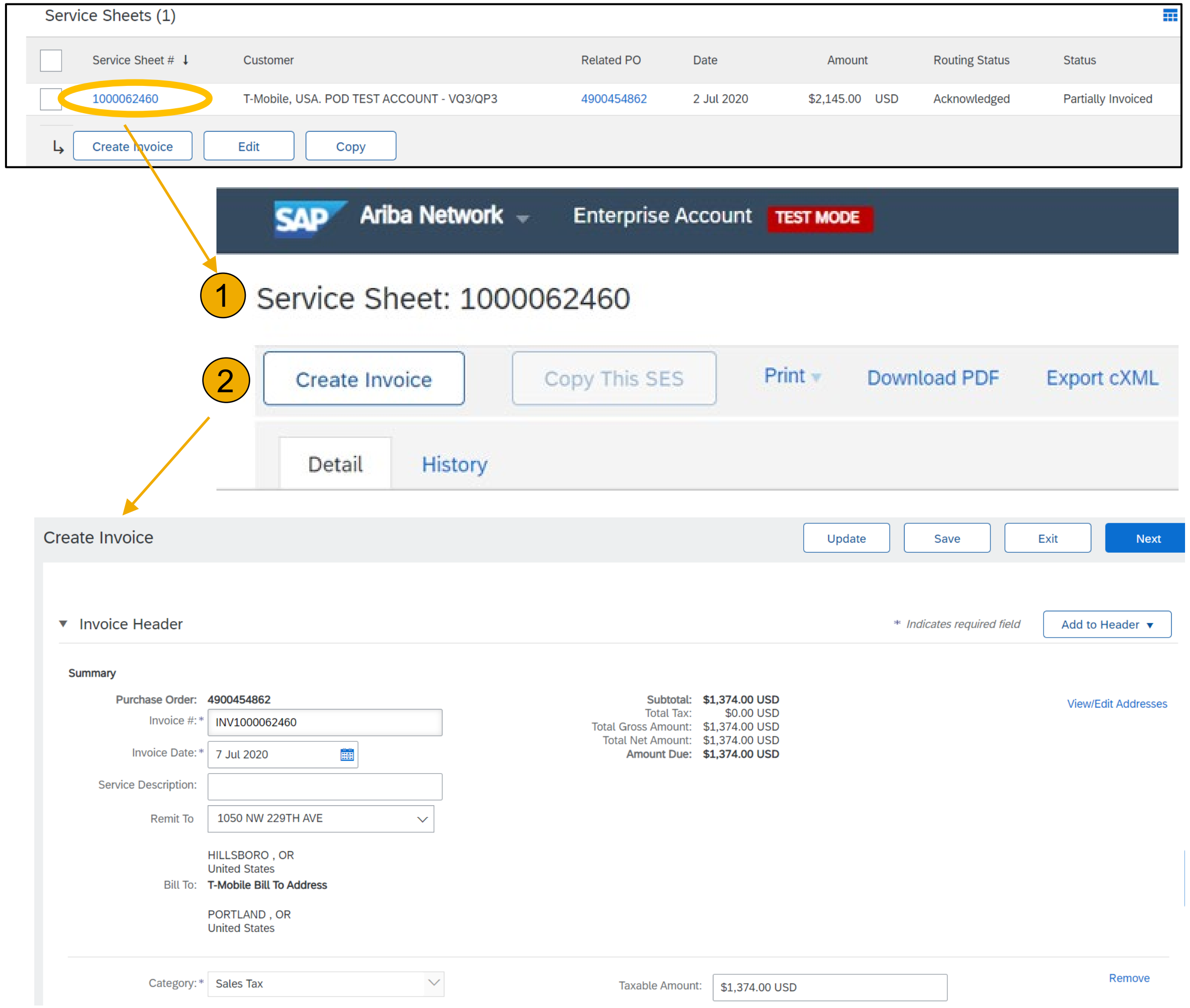
Note: You will ONLY be able to create an invoice against an Approved Service Sheet.

Invoice from a Service Sheet

Invoice via Service Sheet

1. Invoice by clicking the Service Sheet # on the **Service Sheets** screen allow you review the Service Sheet.

2. Then click the **Create Invoice** button to open up the **Create Invoice** screen for invoicing.



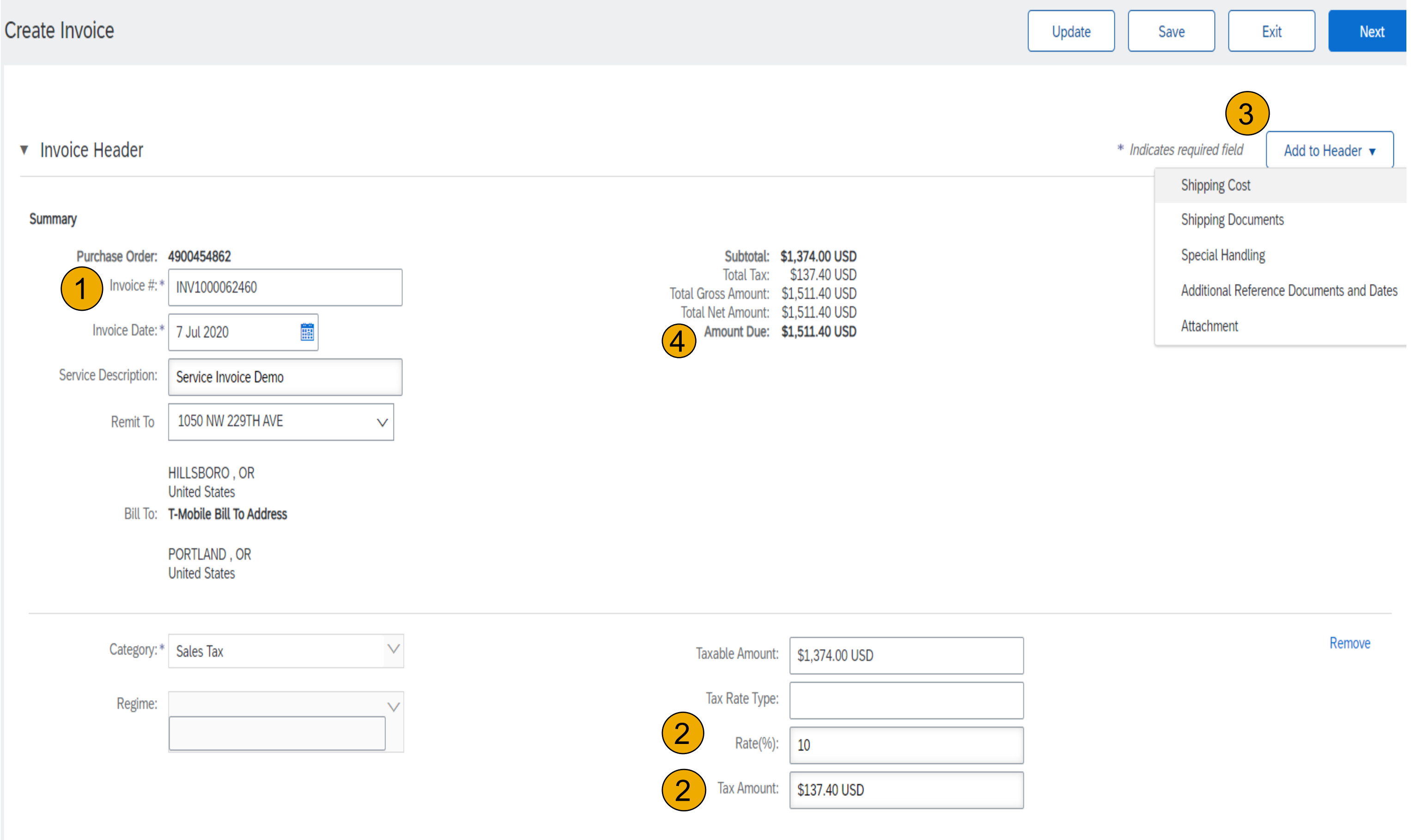
Invoice from a Service Sheet

Invoice Header Information

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

Complete all fields marked with required with an asterisk (*). For examples:

1. **Invoice Number #** field: input with naming convention i.e. INV concatenated with Service Sheet # (INV1000062460)
2. **Enter** either tax rate in the **Tax Rate (%)** field or tax amount in the **Tax Amount** field.
3. **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.
4. **Amount Due** is automatically calculated including Invoice Gross Amount, Tax Amount, and shipping cost, special handling fee, if any added to header.



Note: Some required fields such as Invoice Date, Tax Category will automatically populate.

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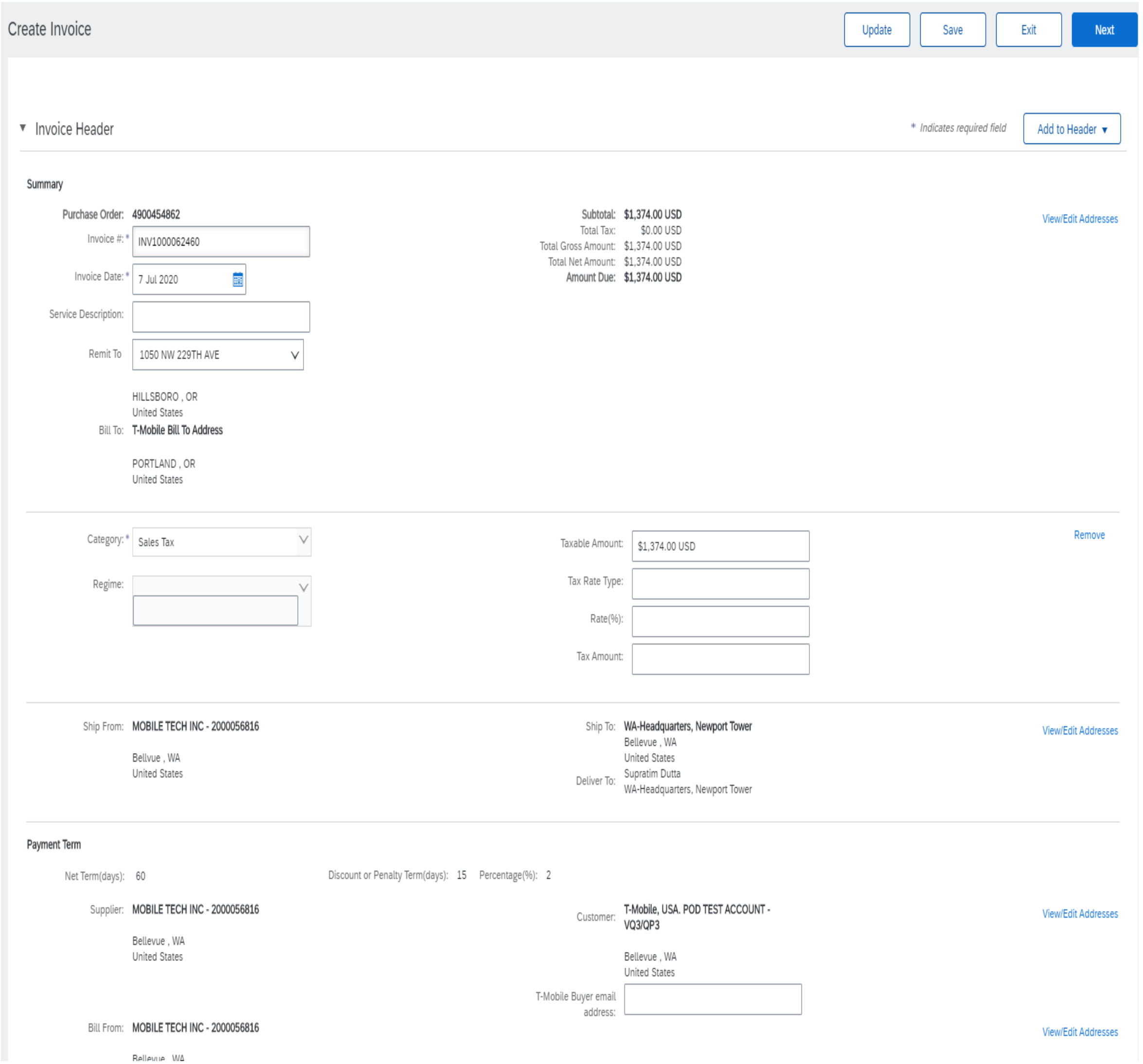
Invoice from a Service Sheet
Header Level Detail

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

Note: Check for fields marked with an asterisk (*) and enter information as required. Some required fields such as Invoice Date, Tax Category will automatically populate.



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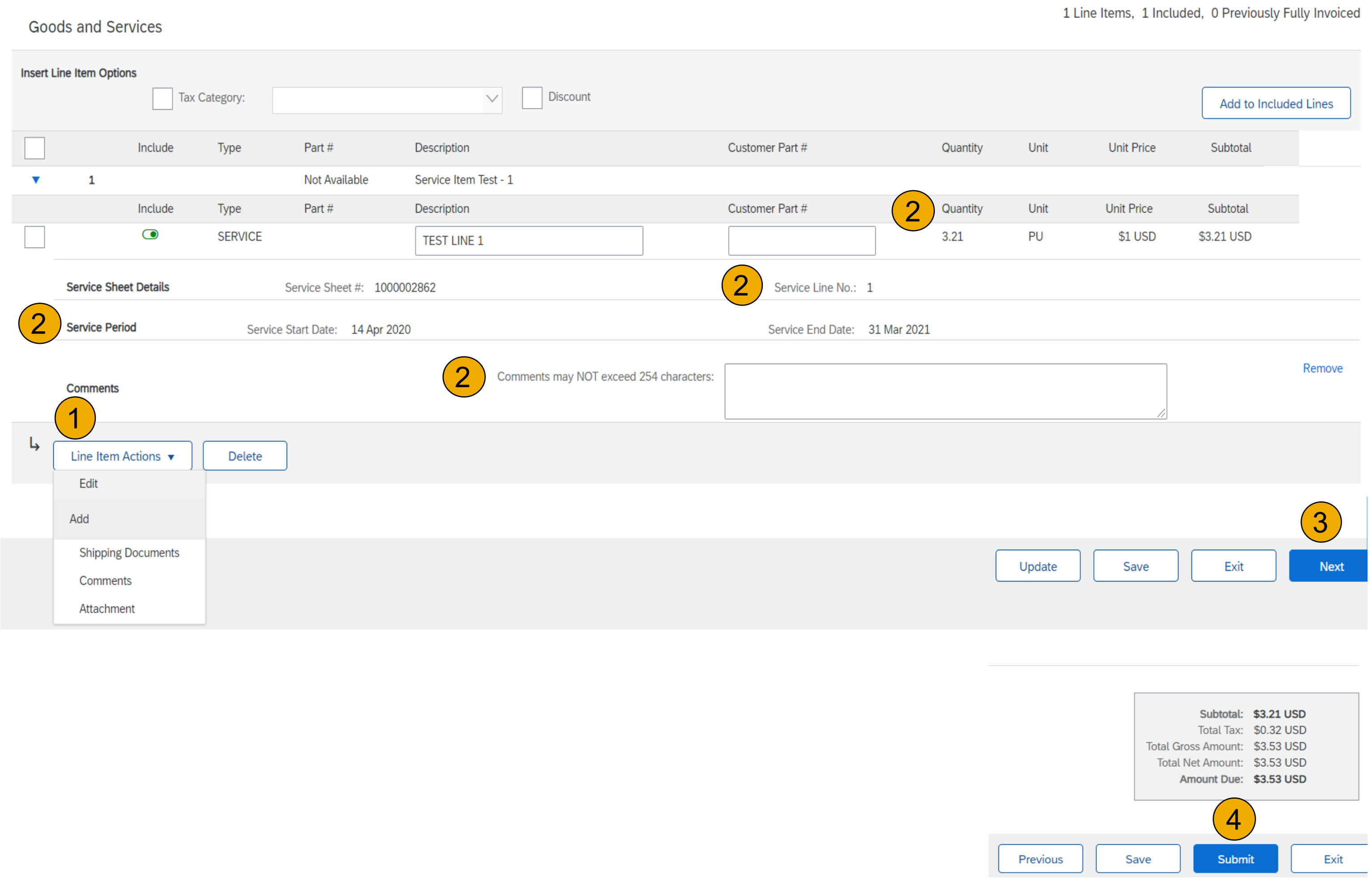
Invoice from a Service Sheet

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. **Review and Update** each service line item as needed until all items are complete. Line Item Details contain information such as Service Line No., Service Sheet #, Service Period, Quantity, Unit, Unit Price, Subtotal, etc.
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.



Note: Do not submit a service invoice over 65 Service Line Items.

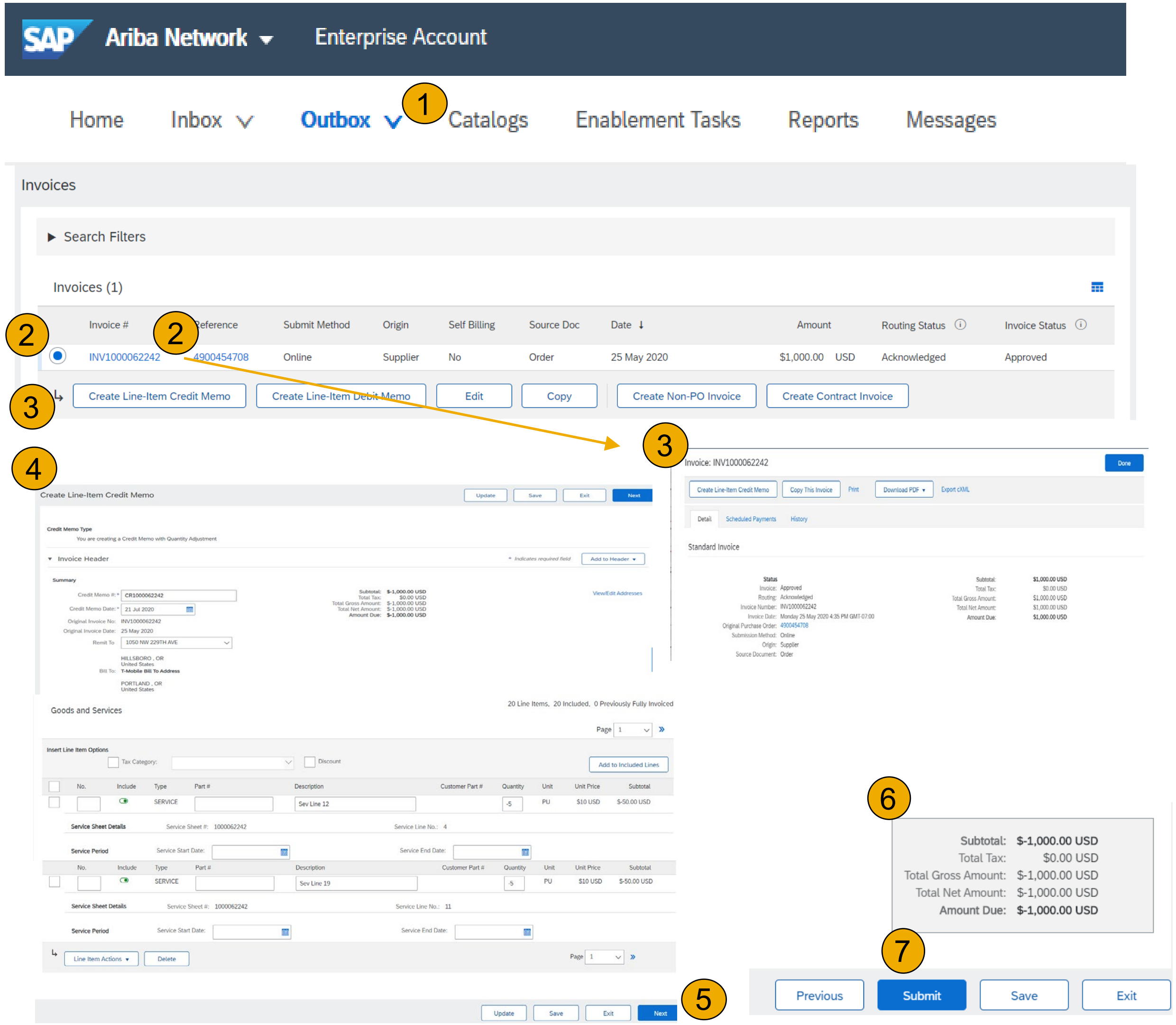
Create a Credit Memo from a Service Invoice

Line-Item Credit Memo

Note: Do not create a credit memo for invoice reversals. Please contact APInfo@T-Mobile.com for additional assistance.

To create a line level credit memo against a service invoice:

1. **Click** the **Outbox** tab and select **Invoices** from the dropdown menu.
2. **Select** your previously created service invoice.
   - **Click** on the radio button next to the approved Service Invoice #, **OR**
   - **Click** on the **Service Invoice #** to open up the Service Invoice for review
3. **Click** the button on the Invoice(s) screen for **Create Line-Item Credit Memo**.
   - **Do not modify** the lines or the line details. Credit memos against service invoices should be for the entire original invoice.
4. **Make** sure that all required fields are filled in
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

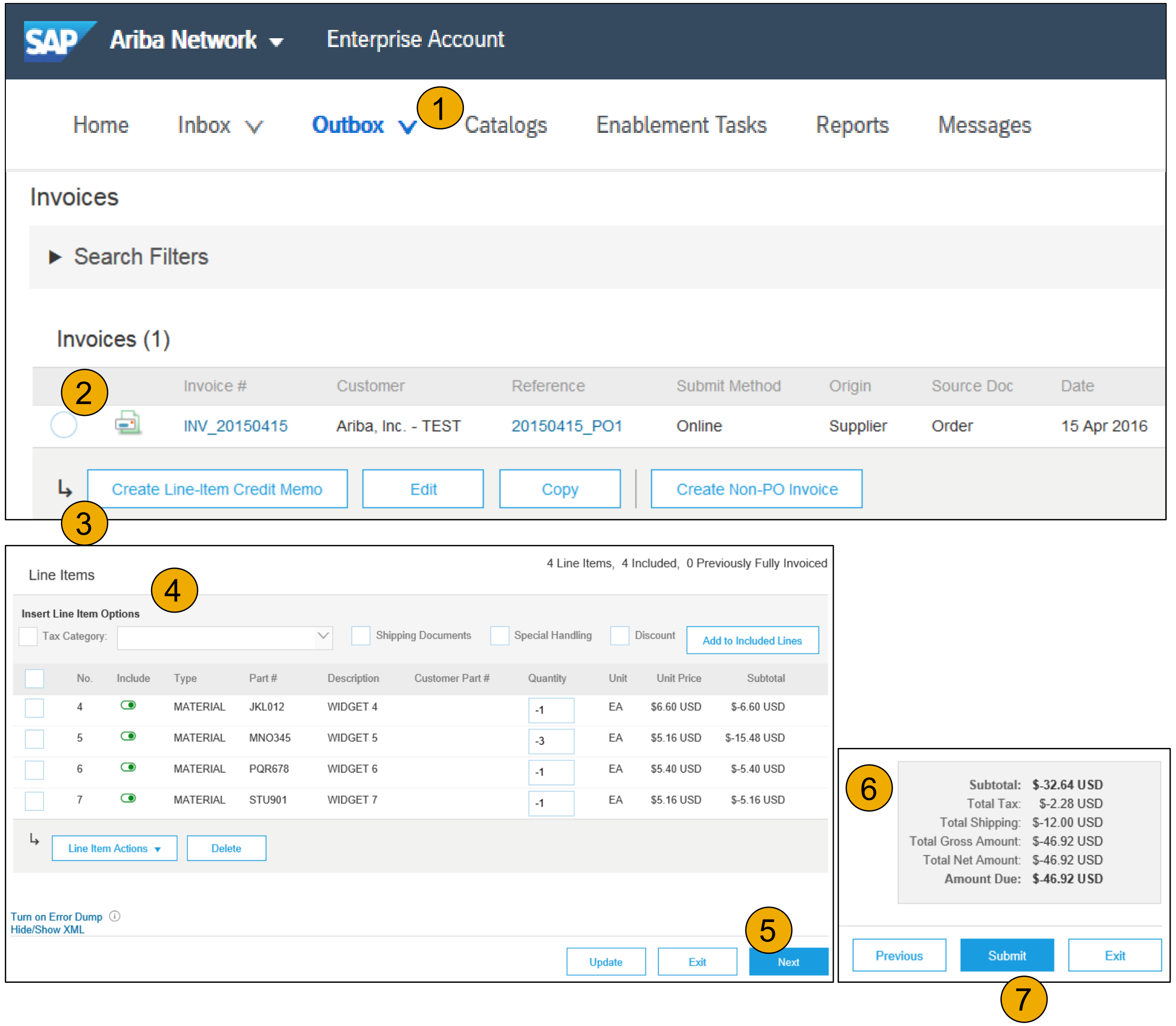


Create a Credit Memo

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**.



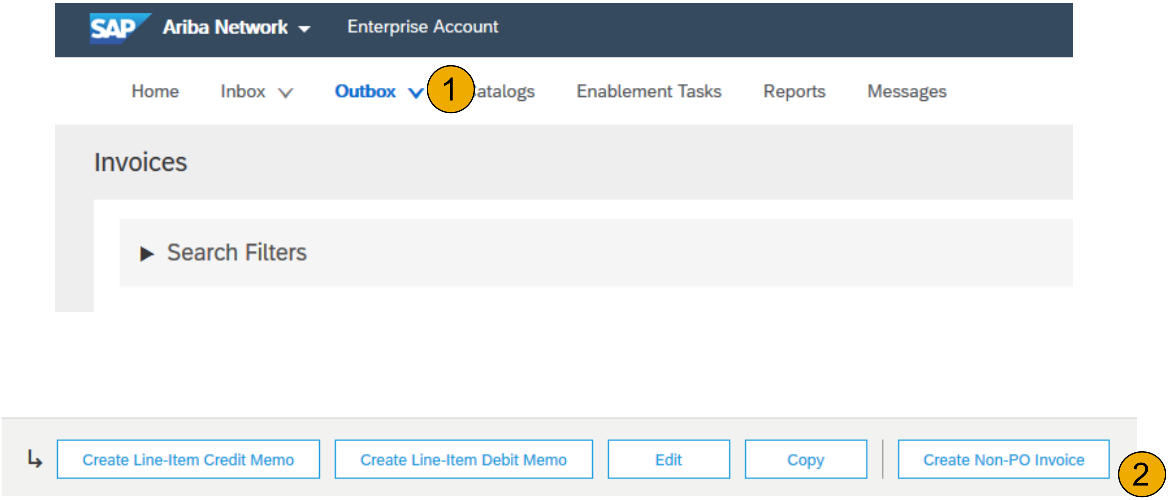
Credit Invoice without a PO

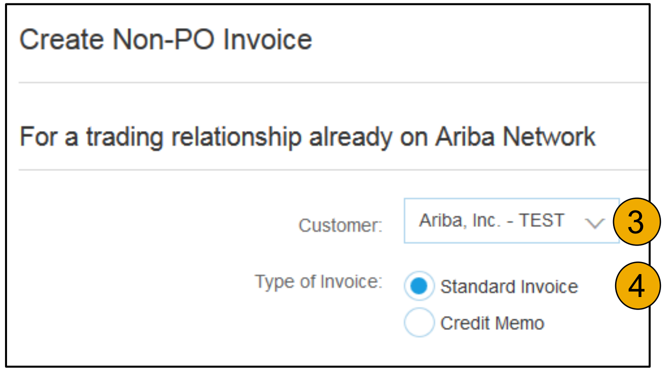
Non-PO Credit Invoice

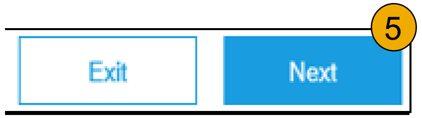
To create an invoice without a PO:

1. **Select** Outbox on the Navigation Menu.
2. **Select Create Non-PO Invoice.**
3. **Select** your **Customer** from the dropdown menu.
4. **Select Standard Invoice**. Do ***not*** select credit memo
5. **Click Next**.

Note: T-Mobile suppliers do not need a customer code to enter a Non-PO Invoice.







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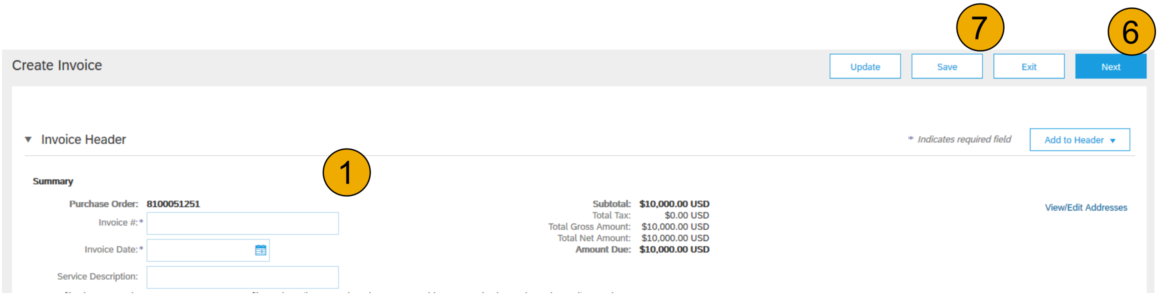
Credit Invoice without a PO

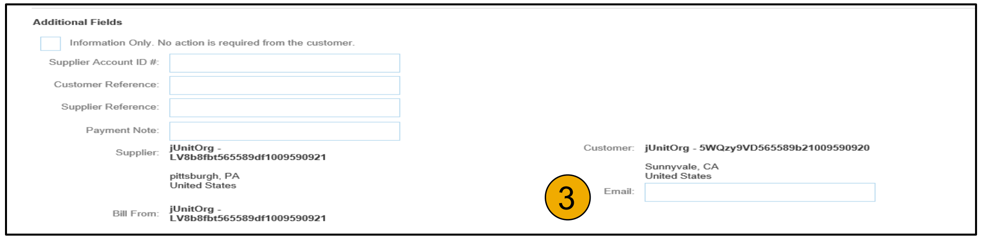
Non-PO Credit Invoice

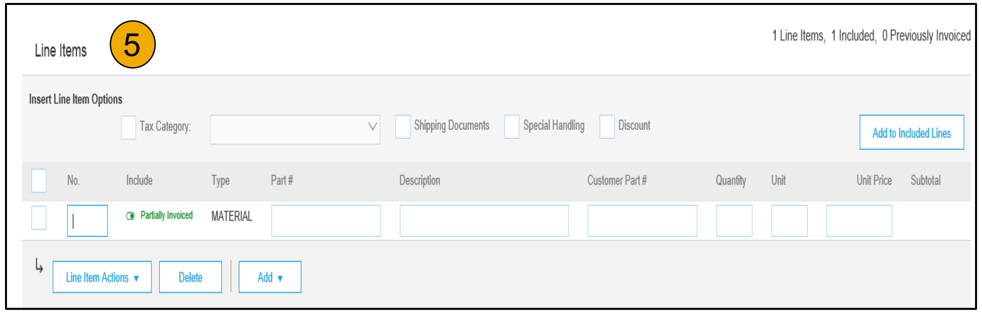
1. **Complete** all required fields marked with an asterisk (*).
2. **Customer Contact**: The valid T-Mobile email address of the person who requested the goods/services MUST be entered on the invoice for proper routing and approval.
3. **Use Add Item** button to add the details of the item(s) being invoiced. Be certain to provide complete details of the items or services being credited, including any PO number related to the credit. Enter a *negative quantity*. The negative quantity will cause T-Mobile's system to view this invoice as a credit.

   Add Tax and Shipping as appropriate at header level.

   - **Note:** Tax ONLY credits should be listed at the line level and not in the header
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. **Click Next** to continue.
6. **Review**, **Save** or **Submit** as standard credit invoice.







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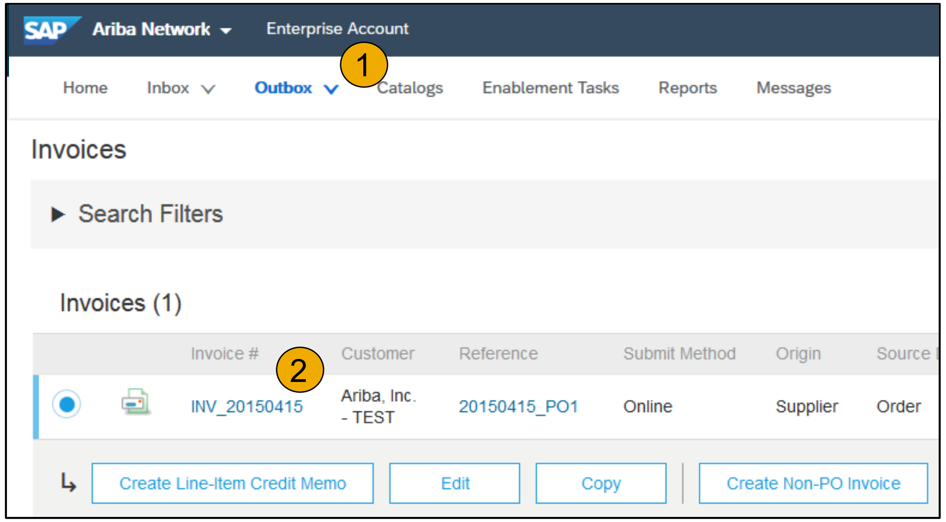
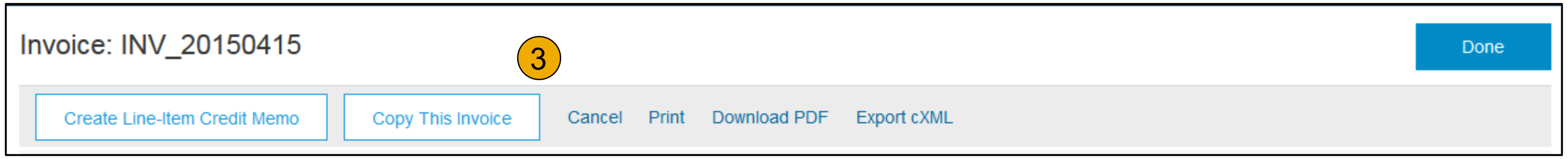
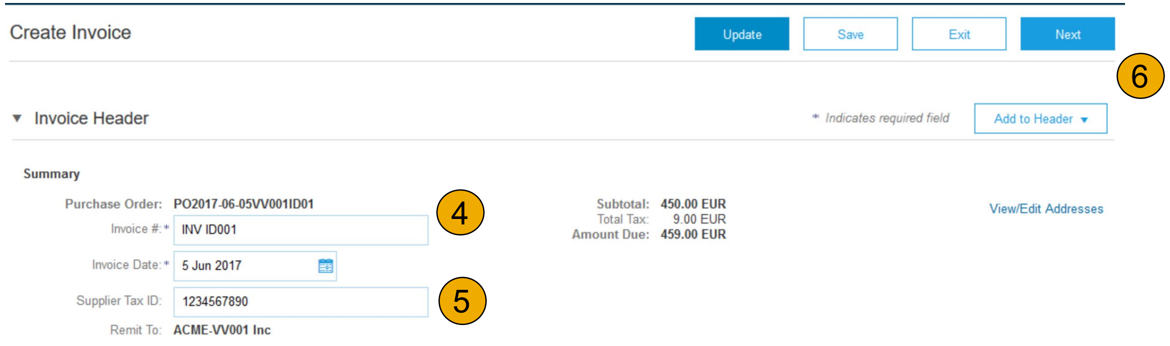
Copy an Existing Invoice

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** a new invoice number.
5. **Edit** the other fields as necessary.
6. **Click** Next, review the invoice, and save or submit it.







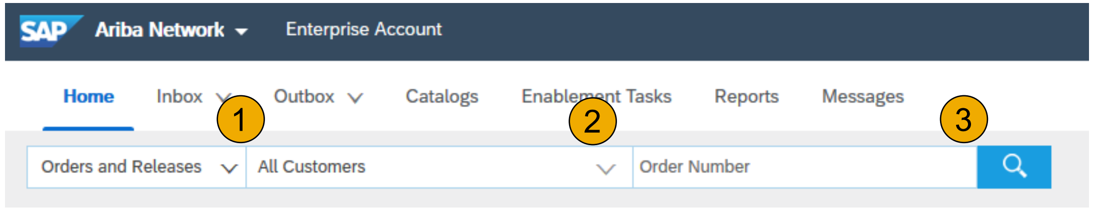
Search for Invoice
(Quick & Refined)

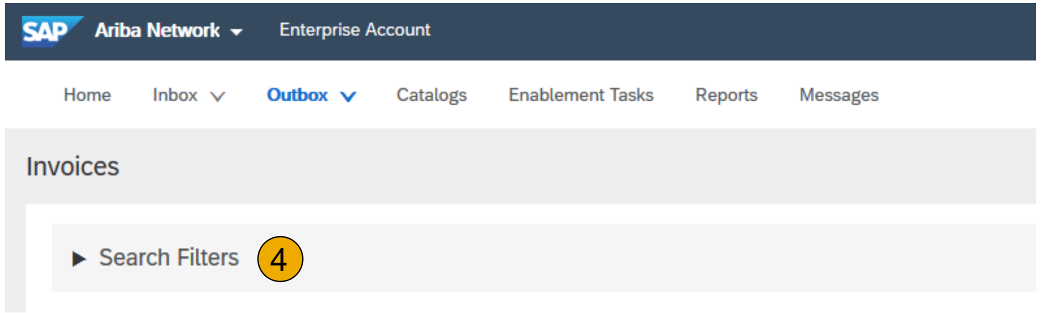
Quick Search:

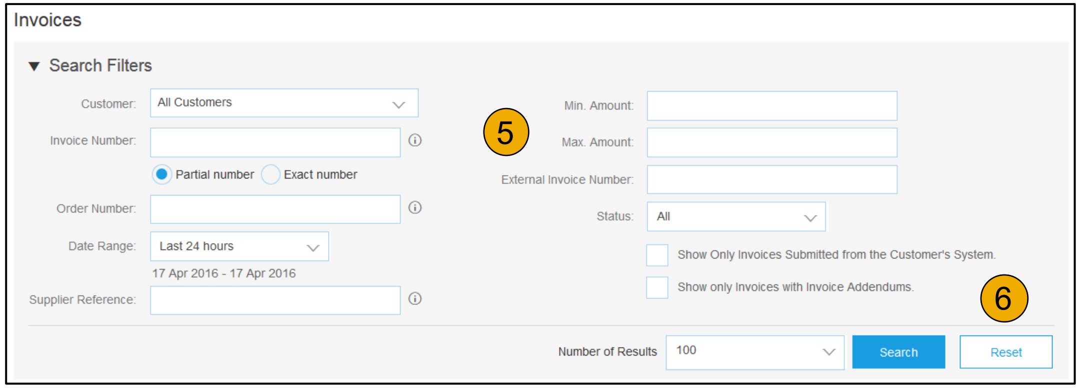
1. **From the Home Tab,** Select Invoices in the Document type to search.
2. **Select** T-Mobile from Customer Drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

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

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







Check Invoice Status
Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to T-Mobile via the Ariba Network.

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

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of T-Mobile 's action on the Invoice.

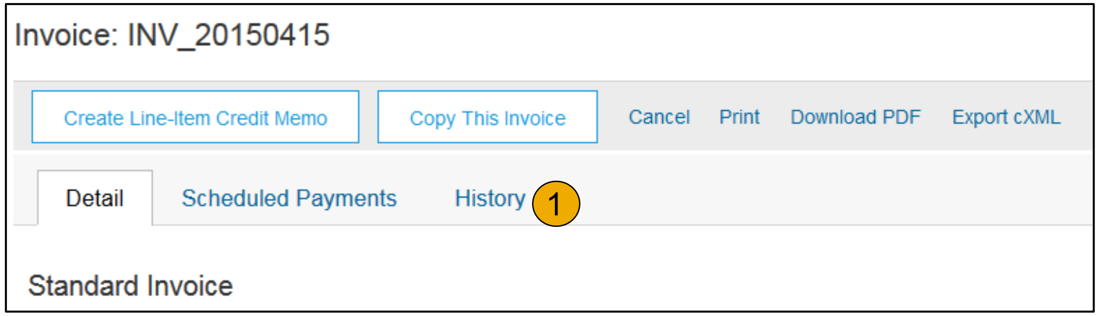
- **Sent** – The invoice is sent to the T-Mobile but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – T-Mobile approved the invoice cancellation
- **Paid** – T-Mobile paid the invoice / in the process of issuing payment. Only if T-Mobile uses invoices to trigger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

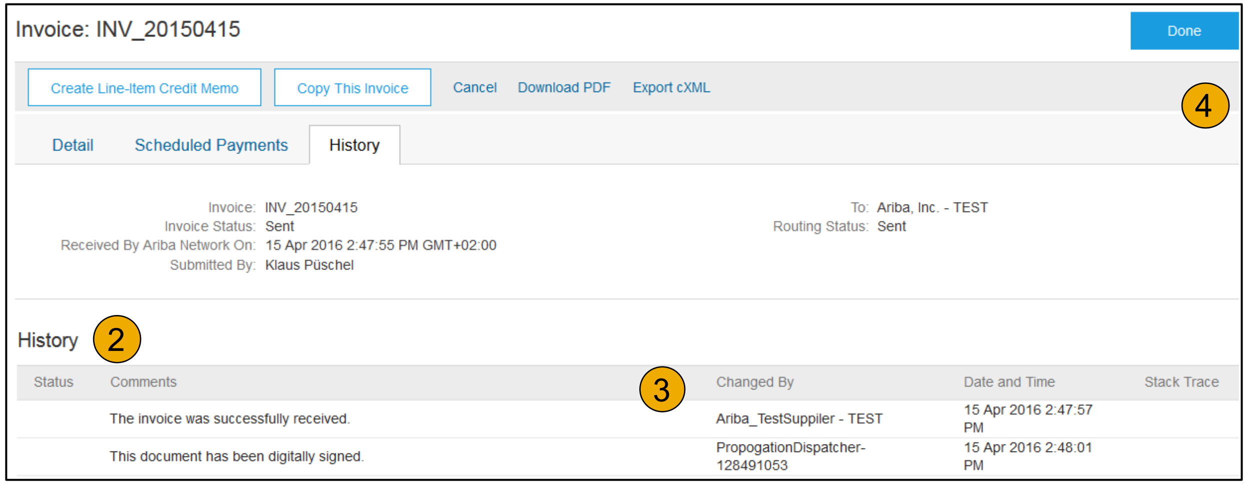
Review Invoice History

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.

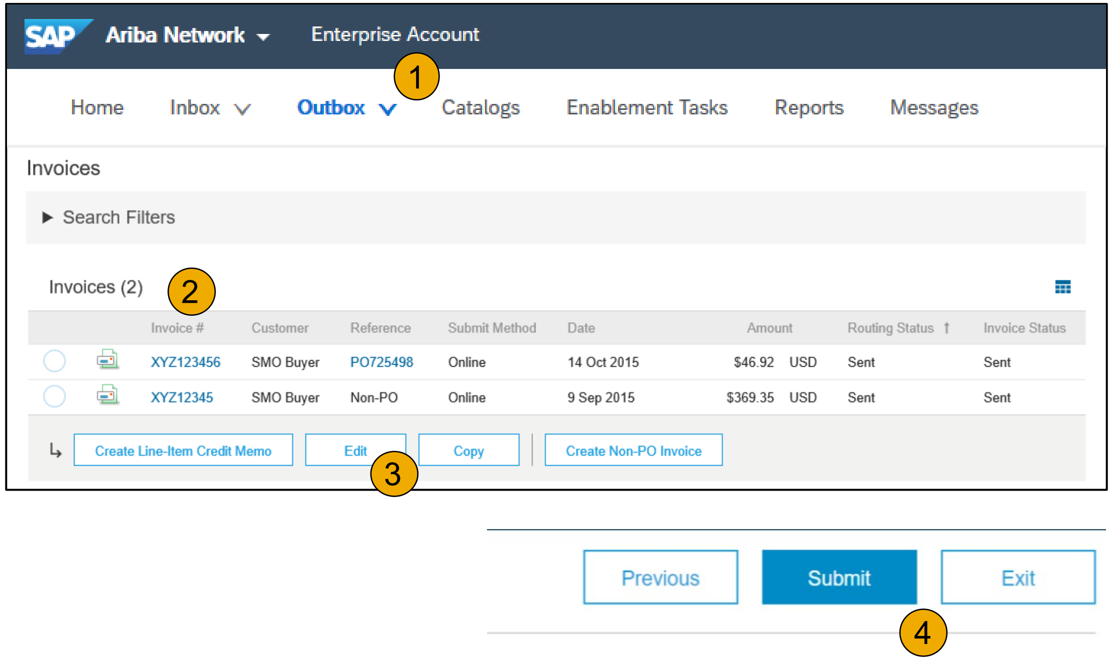




Modify an Existing Invoice

Edit, and Resubmit

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

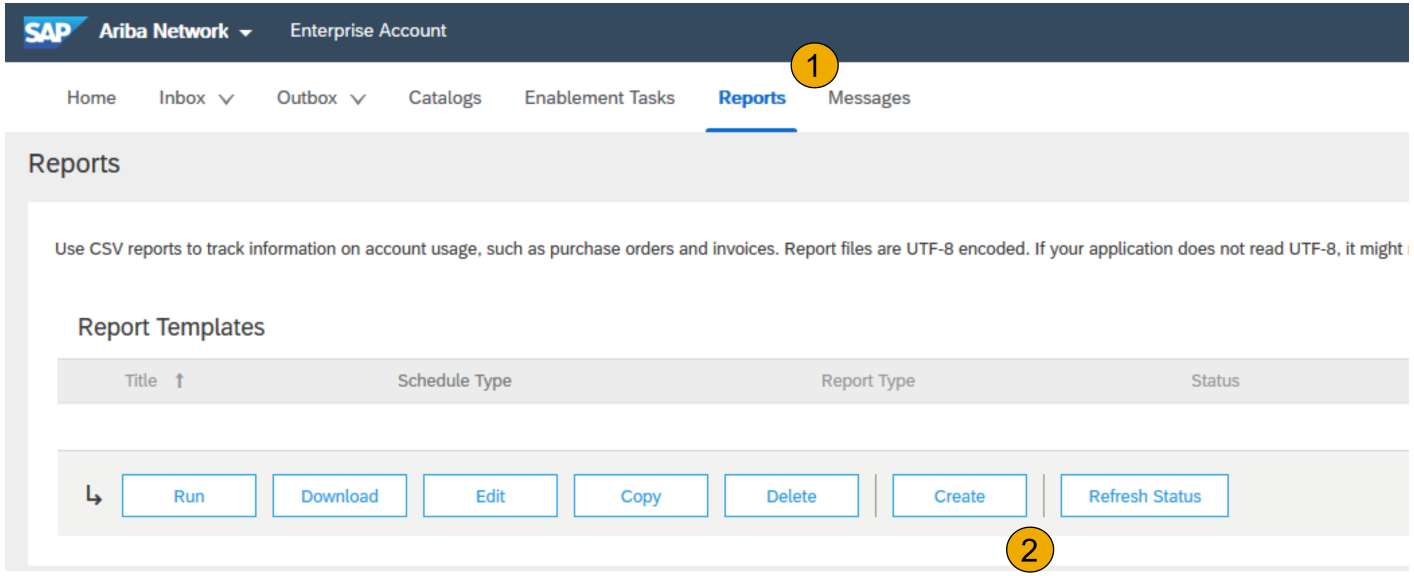


Download Invoice Reports

Learn About Transacting

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

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

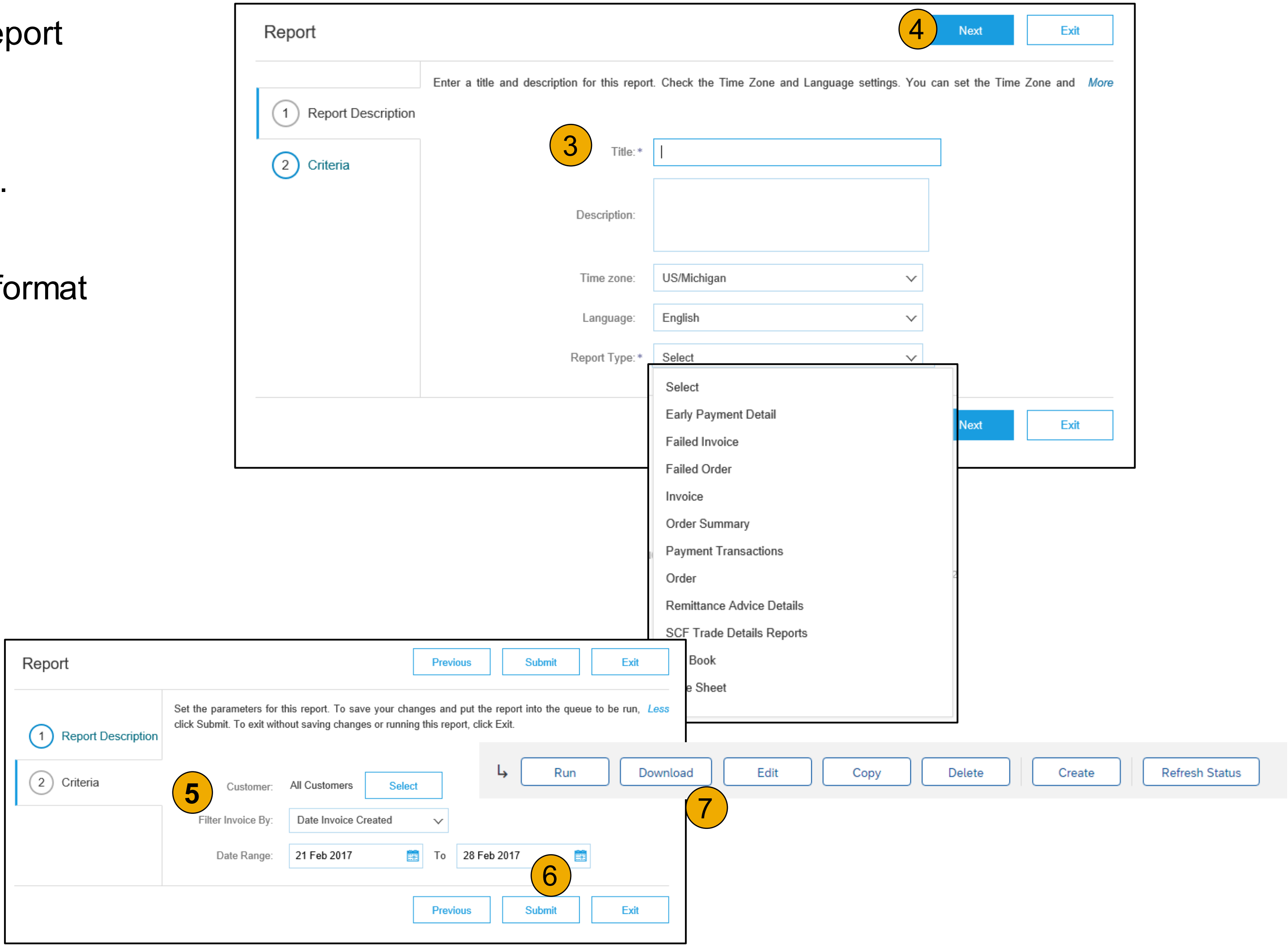


- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

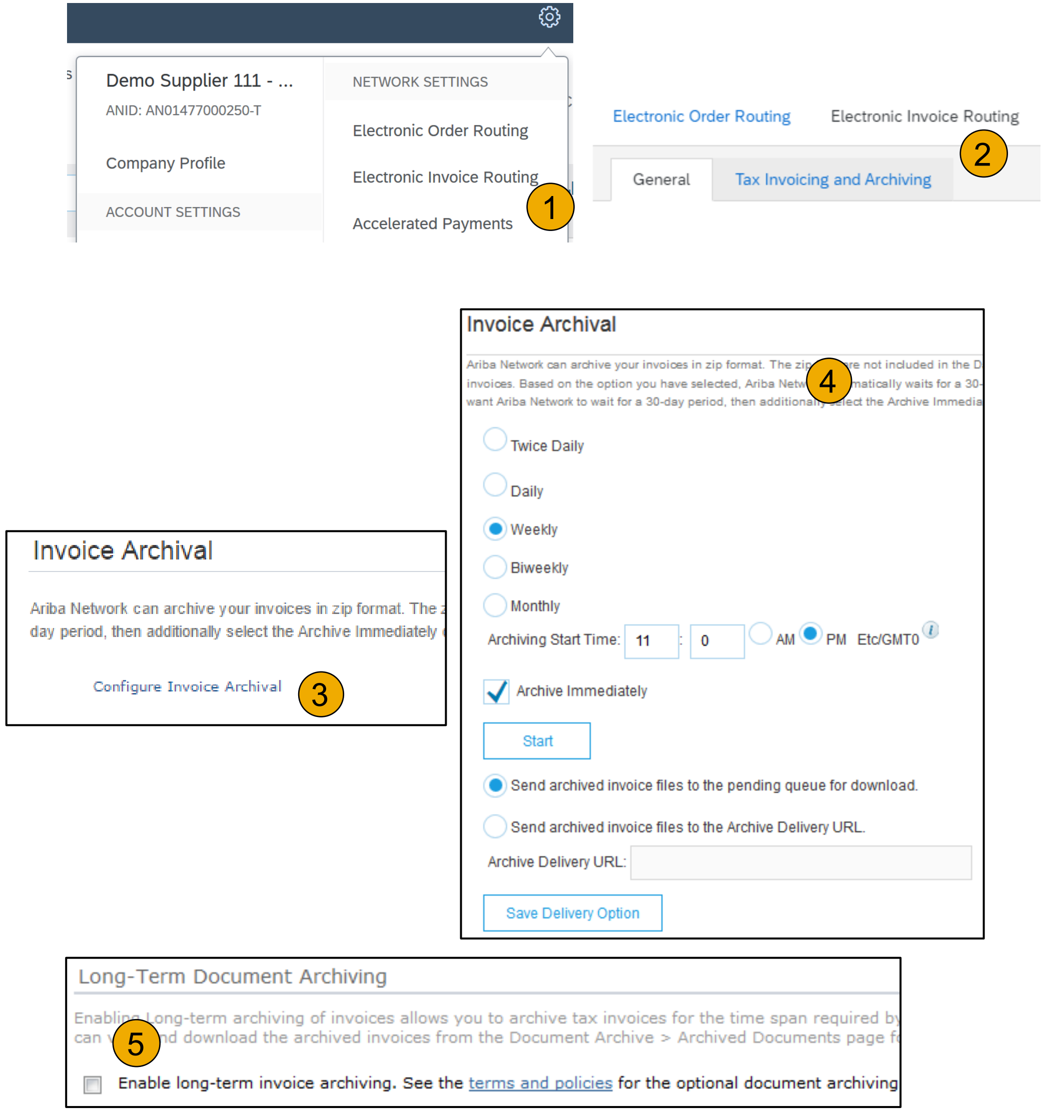
Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.



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.)



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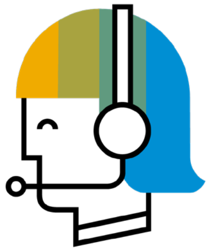
Section 6: Ariba Network Help Resources



Customer Support

[Ariba Network Support]

[AribaPay 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 SAP Ariba Enablement Team

- Registration/ Account Configuration
  - Supplier Fees
  - General Ariba Network Questions

T-Mobile Enablement Business Process Support

- Email T-Mobile Enablement Team at SupplierEnablement@T-Mobile.com
  - Business-Related Questions

T-Mobile 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

AribaPay Supplier Support

AribaPay Supplier Support (at SAP Ariba)

For assistance with registering for AribaPay on the Ariba Network or accessing reports and remittance information, please contact:

- Phone: 800-974-4899 Option 5
- AribaPay_Enablement@sap.com

AribaPay operates on the Discover Global Network. Agents from Discover are on hand to assist you with your initial bank account enrollment and future updates that you may need to make.

- **AribaPay Bank Account Enrollment**

If you need assistance with enrolling your current bank account for AribaPay with your buyer, please contact Discover Global Network at **888.802.9654**. Monday through Friday | 8:00 AM - 4:30 PM EST

- **Bank Change Request – REQUIRED Any Time Banking Information Changes**

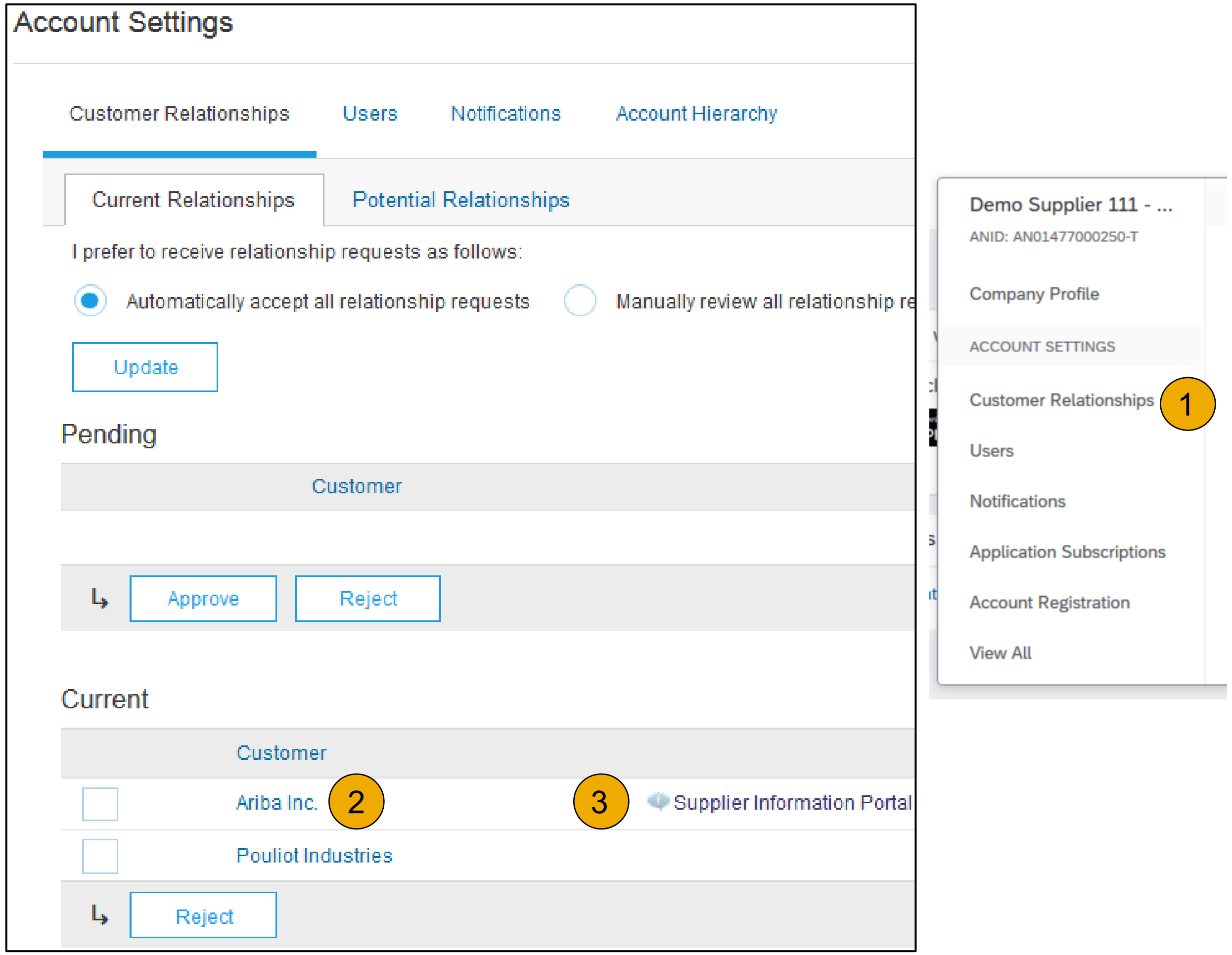
  - If you need assistance with updating your company banking information and you are an existing AribaPay customer, please contact Discover Global Network at **800-975-0462**. Monday through Friday | 8:00 AM - 4:30 PM EST

Table of Contents | Ariba Network Overview | Account Set Up | Purchase Orders | Other Documents | Invoice Methods | Help Resources

Training & Resources

T-Mobile 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.



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.