

SAP Ariba 

T-Mobile Supplier Guide

CONFIDENTIAL





THE BEST RUN 

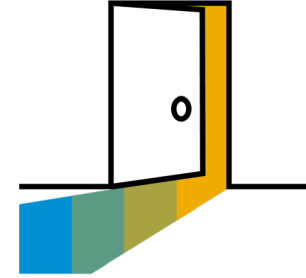
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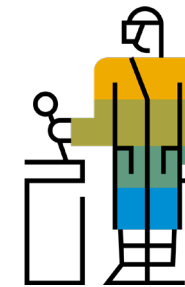
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Section 1: Ariba Network Overview



What is Ariba Network?



T-Mobile Project Scope

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Supplier Value



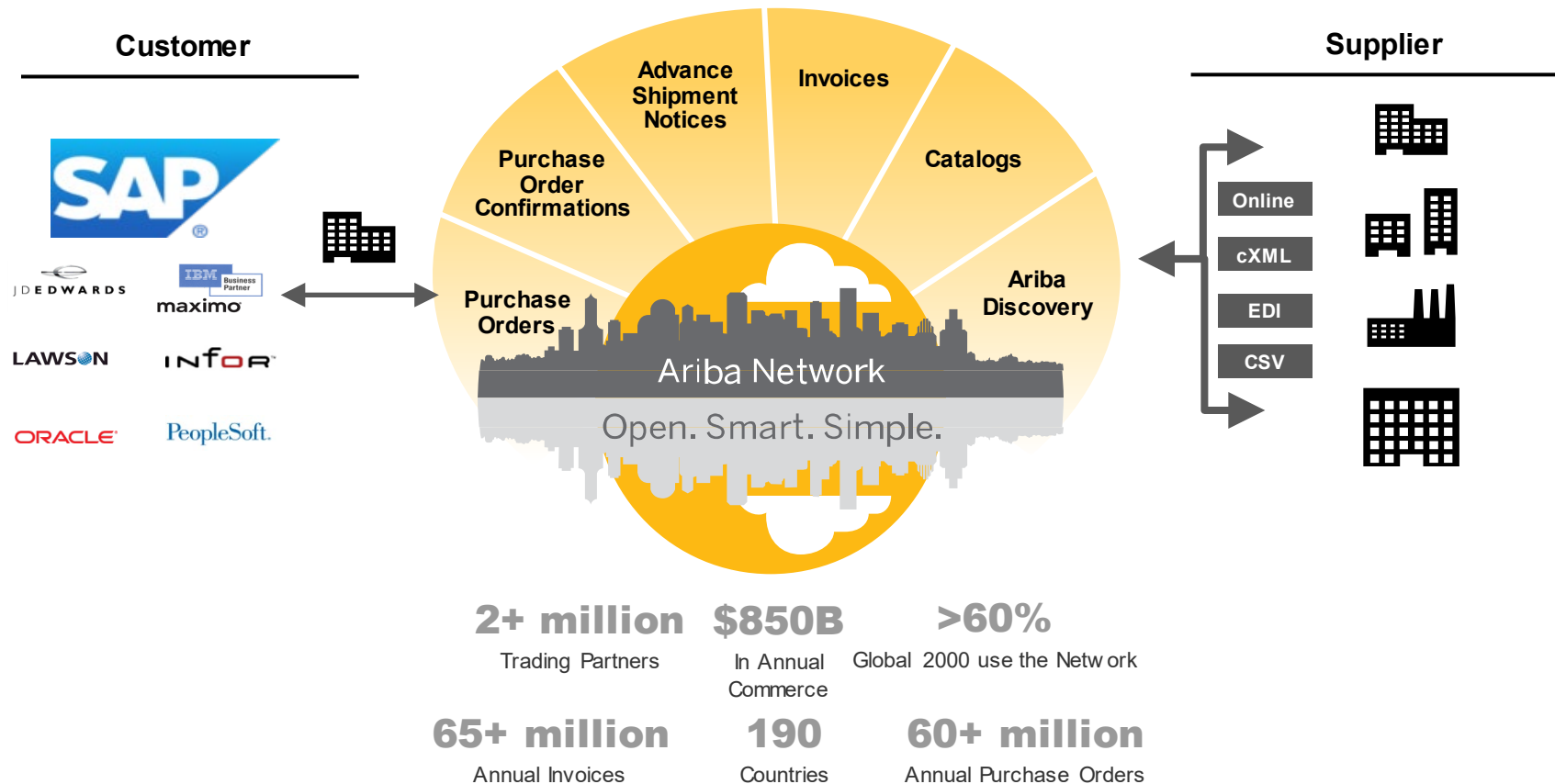
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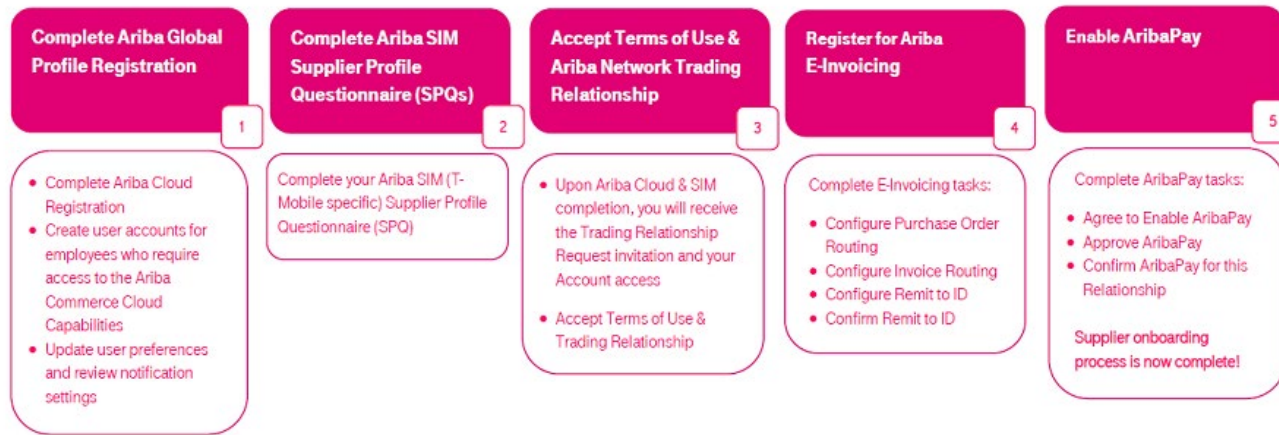
What is Ariba Network?

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.



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 projectspecifics:

- **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

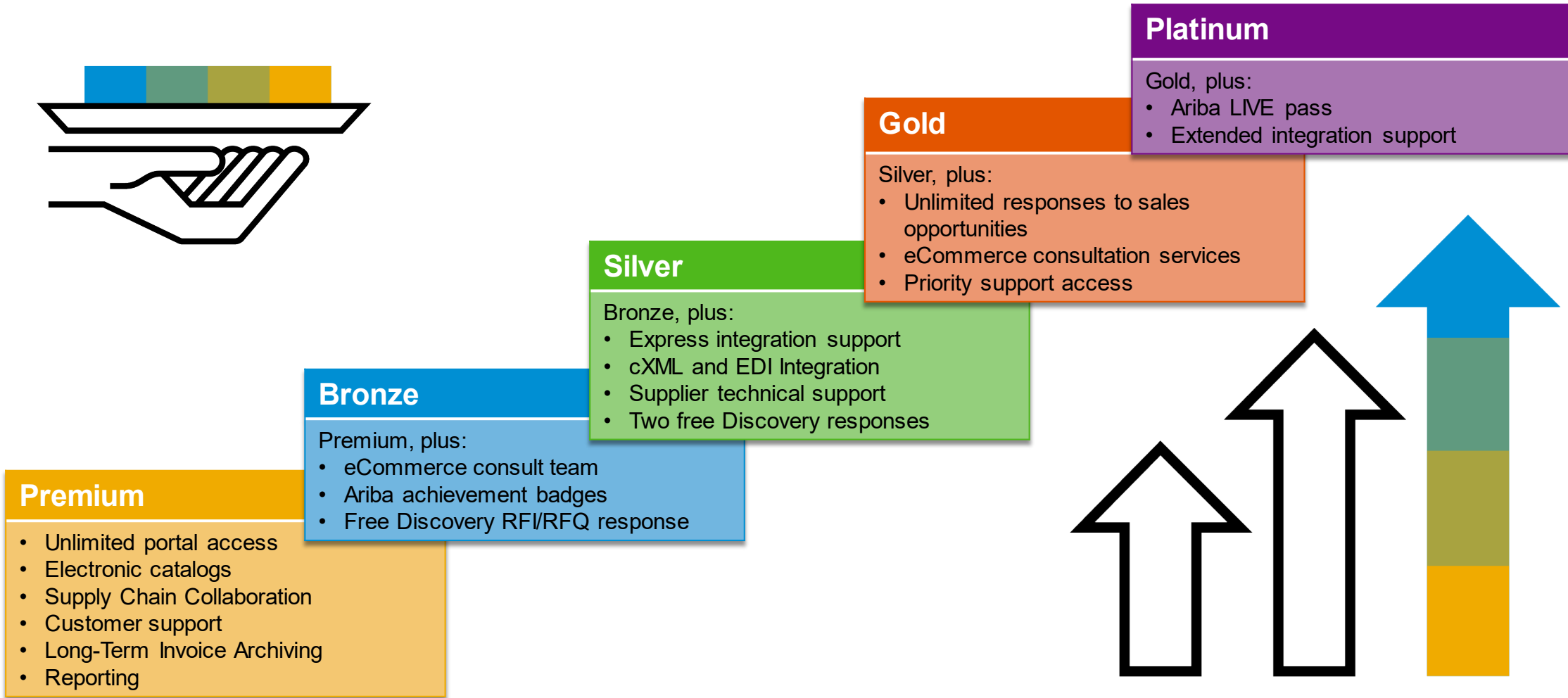
62% decrease in late payments



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

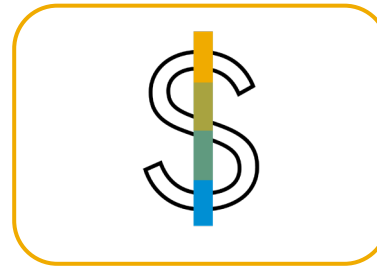
Subscription Levels



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

Supplier Fee Schedule

Please select your currency:



\$USD

Transaction Fees

Billed every quarter

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

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets

0.35% of transaction volume



Fee Threshold

\$50,000 and 5 Documents

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

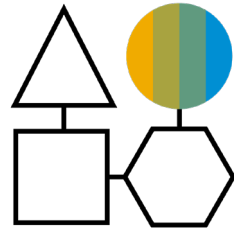
Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	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**

Section 2: Set Up Your Account



Basic Account Configurations

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Enablement Tasks

[Enablement Tasks](#)

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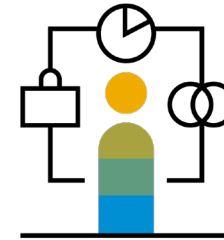
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Advanced Account Configuration

[Customer Relationships](#)

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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.

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/supplienetwork/> 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

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 'New User' registration page on the Ariba Network. A callout box at the top left, labeled '1', points to the 'Register Now' button. The page is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, callout '2' points to the 'Company Name' field, which is marked with an asterisk. Other fields include 'Country' (set to United States [USA]), 'Address' (with three lines), 'City', 'State' (set to Alabama), and 'Zip'. In the 'User account information' section, callout '3' points to the 'Email' field, which is marked with an asterisk and has a checked box for 'Use my email as my username'. Other fields include 'Name' (with 'First Name' and 'Last Name' sub-fields), 'Username', 'Password' (with a 'Repeat Password' field), and 'Language' (set to English). Callout '4' points to the checkbox at the bottom of the page for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. Callout '5' points to the 'Register' button at the bottom right. A 'Cancel' button is also visible. A link for 'Ariba Privacy Statement' is located between the company and user information sections. A note at the bottom of the page states: 'Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law. You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.'

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.

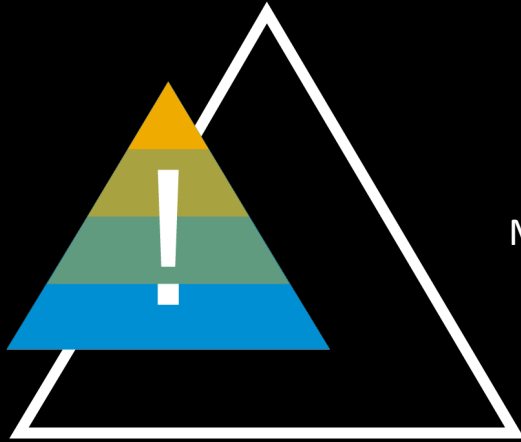
Existing User

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.



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.

The screenshot displays the SAP Ariba Network Enterprise Account interface. At the top, there is a navigation bar with a gear icon and the text 'SAP Ariba Network Enterprise Account TEST MODE'. Below this, a dropdown menu is open, showing 'Demo Supplier 111 - ...' with ANID: AN014. The 'Company Profile' option is highlighted with a yellow box, and an arrow points to the 'Company Profile' tab in the main content area. The 'Company Profile' page has several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' section contains the following fields:

- Company Name: Demo Supplier 111 - TEST
- Other names, if any: (empty field)
- Networkid: AN01
- Short Description: (empty field, 100 characters left)
- Website: (empty field)
- Public Profile: <http://discovery.ariba.com/profile/AN01477000250-T> | Customize URL
- Privacy Statement: SAP Ariba Privacy Statement

The 'Address' section contains the following fields:

- Address 1: 345_45
- Address 2: 271 North Shore Drive
- Address 3: (empty field)
- Address 4: (empty field)
- City: Singapore
- Postal Code: 15212
- State: Select
- Country: Singapore [SGP]

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 shows the 'Account Settings' page for 'Demo Supplier 111'. The 'Network' tab is selected, displaying various notification settings. A dropdown menu is open, showing 'Notifications' (1) and 'View All' (2). The 'Error Email Notification' section has a yellow circle (2) next to the 'Send immediate notification' checkbox. The 'Electronic Order Routing' section has a yellow circle (3) next to the email address input field. The 'General Notification Options' section has a yellow circle (2) next to the 'Send notification digest' checkbox. The 'Application Subscriptions' section has a yellow circle (1) next to the 'Send a notification when...' checkbox. The 'Account Registration' section has a yellow circle (2) next to the 'Send a notification when...' checkbox. The 'Pending Queue' section has a yellow circle (2) next to the 'Send a notification when items delivered through pending queue are not acknowledged.' checkbox. The 'Network Notifications' section has a yellow circle (3) next to the email address input field.

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.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Enablement Tasks' tab is selected and highlighted with a yellow circle '1'. Below the navigation bar, a 'Tasks' section displays '1 Enablement Tasks are pending' with a yellow circle '2' and an 'Update Profile Information' button showing an 85% progress bar. Below this, an 'Enablement Tasks' section contains a link to 'View details of all pending tasks and complete them. Click the associated link to complete a task.' with a yellow circle '3'. A table below lists pending tasks:

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

Below the table, the 'Network Settings' section is shown, with the 'Electronic Invoice Routing' tab selected. Under 'Capabilities & Preferences', the 'Sending Method' section is expanded, showing a dropdown menu for 'Routing Method' with 'Online' selected and highlighted with a yellow circle '4'. Other options include 'cXML' and 'EDI'.

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**.

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is recommended [More](#)

Activities and Tasks [View Profile](#) [Supplier Information Portal](#) [Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
▶ Account	15 May 2016	4	0	0
▶ Purchase Order	11 Jul 2016	2	1	0
▶ Invoice	16 Jul 2016	4	1	0
▼ AribaPay	17 Jul 2016	4	1	0

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

Pending	Agree to Enable AribaPay Confirm that you are willing to enable AribaPay in order to receive payments through the 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.	Complete Task
Not Started	Enroll with AribaPay Payment Provider Provide the AribaPay Payment Provider with your financial details to continue the AribaPay enablement process.	Complete Task
Not Started	Confirm AribaPay for This Relationship Once you confirm AribaPay for this relationship, your buyer will be notified that you are ready to begin receiving payments through the Ariba Network.	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

[top](#)

COMPLETE TASK

You can mark a task complete if you have completed it and add a comment.

Task Name: Agree to Enable AribaPay
Task Status: Pending

Please choose the country in which AribaPay payments from your buyer should settle. [Choose a country](#)

It is important that you choose the correct country for the settlement of AribaPay payments. If you are uncertain about which country to choose, you don't see the correct country in the drop-down menu, or you don't think you are the right person to make this choice, please contact SAP Ariba Customer Support.

By selecting this check box and clicking complete, I acknowledge that I have read and agree to the AribaPay [Terms of Use](#) on behalf of my organization.

[Complete](#) [Cancel](#)

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.

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
Pending	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.		Complete 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.		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

COMPLETE TASK

You can mark a task complete if you have completed it and add a comment.

Task Name: Enroll with AribaPay Payment Provider
Task Status: Pending

❗ You cannot open or complete a task that is automatically tracked.

Click Ok to be redirected to the AribaPay Payment Provider portal and continue the AribaPay enablement process.
Before you complete your enrollment with the AribaPay Payment Provider, please make sure you are prepared to provide the financial details of your company.

Cancel Ok

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.

The screenshot shows the AribaPay enrollment interface. At the top left is the AribaPay logo (powered by Discover). At the top right, there is a 'Need help? View Tutorial Video' link and a 'LOG OUT' button. The main content area is titled 'Discover Commercial Payments Network Home' and includes a welcome message: 'Welcome, AribaPay Supplier to the AribaPay Enrollment Website'. Below this, the user's 'ANID: AN010101234' and 'Legal Business Name: AribaPay Supplier' are displayed. The enrollment options are: 'Create Settlement Account' (selected with a radio button) and 'Link Supplier ANID to an Existing Settlement Account'. A list of steps to complete enrollment is provided: 'Complete Legal Requirements', 'Complete Enrollment Form', and 'Submit and Approve Enrollment Form'. A 'CONTINUE ENROLLMENT' button is located below the steps. On the left sidebar, there are links for 'Participation Agreement', 'Commercial Payments Terms of Use', 'Enrollment', 'Link to Existing Settlement Account', and 'Add New User'. At the bottom of the sidebar is a 'Need Help?' section with a phone icon, the number '1-888-802-9654', the hours '8 am - 4:30 pm ET', and an 'Email Us' link. The footer contains the AribaPay logo, 'Terms of Use', 'Privacy', 'Contact Us', and '©2017 DFS Services LLC'.

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

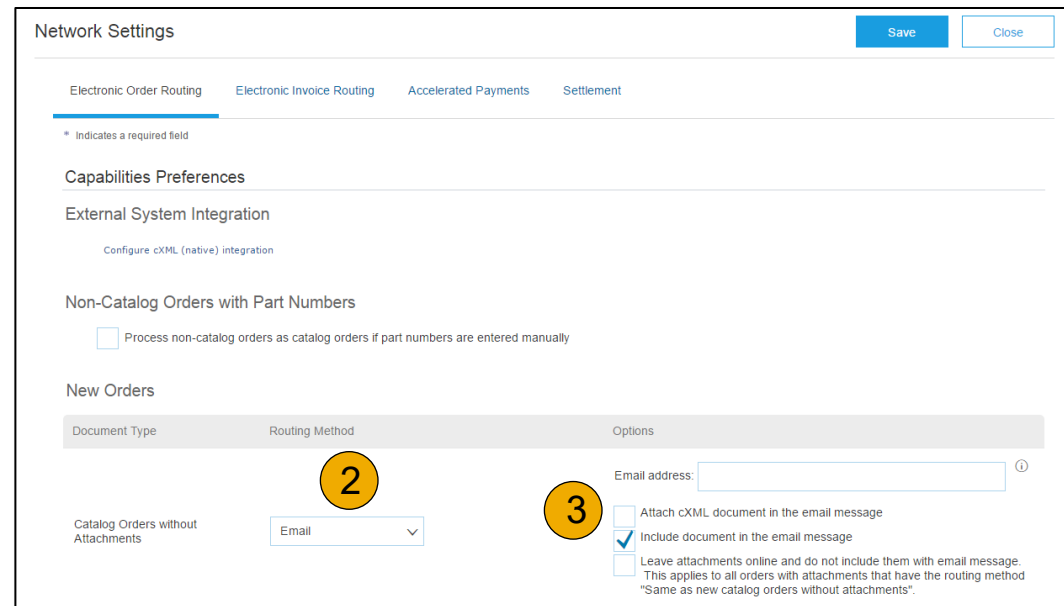
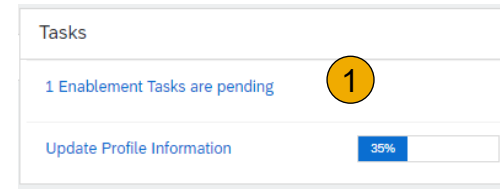
1. Click **Complete Task** next to **Confirm AribaPay for This Relationship**.
2. **T-Mobile** will receive a notification that you are ready to begin receiving payment in their preferred payment method.

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.		Complete Task 1
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

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.

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



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

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).

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.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<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.

Electronic Order Routing Electronic Invoice Routing Accelerated Payments

General Tax Invoicing and Archiving 3

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online 2
Customer Invoices	Online
	cXML
	EDI

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes 3

Vat ID:

VAT Registered

Supplier GST Registration Number:

VAT Registration Document: <No document>
Upload

Demo Supplier 111 - ... NETWORK SETTINGS

ANID: AN01477000250-T

Company Profile 1

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

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!

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

EFT/Check Remittances

Address ↑ City State

Edit Delete Create

Create Remittance Address / Payment Info

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

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

* Indicates a required field

Remittance Address

Address 1:* |

Address 2:

Address 3:

Address 4:

City:*

State:

Postal Code:*

Country:* United Kingdom [GBR]

Contact: Select contact

Make this address default

Demo Supplier 111 - ... NETWORK SETTINGS

ANID: AN01477000250-T

Company Profile Electronic Order Routing

ACCOUNT SETTINGS Electronic Invoice Routing

Customer Relationships Accelerated Payments

Users Remittances

Notifications Network Notifications

Application Subscriptions Audit Logs

Account Registration View All

View All

Review Your Relationships

Current and Potential

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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships 4

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 2

Pending

Customer	Requested Date ↓
No items	

Approve Reject 3

Current

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

Reject

Rejected

Customer	Rejected Date ↓
No items	

ks Demo Supplier 111 - ... ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships 1

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

View All

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.

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
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No

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

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	Details
All Access	Details Edit Delete

↪ Create Role

Demo Supplier 111 - ...

ANID: AN01477000250-T

Company Profile

ACCOUNT SETTINGS

- Users
- Notifications
- Application Subscriptions
- Account Registration
- View All

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

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...

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 a mobile application interface. At the top right, there is a dark blue header with a gear icon and the initials 'SR'. Below this, a dropdown menu is open, showing the user's name 'Sreenath Reddy' (marked with a yellow circle '1'), email '-test--xinjie.li@asm.com', and a 'My Account' option (marked with a yellow circle '2'). Other options in the menu include 'My Community Profile', 'Link User IDs', 'Contact Administrator', and 'Logout'. Below the menu, there is a 'My Account' section with two sub-sections: 'Account Settings' (with a blue underline) and 'Account Information'. A note below 'Account Settings' says '* Indicates a required field'. The 'Account Information' section contains several fields: 'Username:* Aribasup@s.c' (with a 'Change Password' link and a yellow circle '3'), 'Email Address:* junk@phoenix.ariba.com', 'First Name:* jU-LV8b8ft565589df1009590921', 'Middle Name:', 'Last Name:* lastName', and 'Business Role: Business Owner' (with a dropdown arrow). Below this is a 'Security' section with 'Secret Question:* What is the last name of your first boss?' and 'Secret Answer:*' and 'Confirm Secret Answer:*' fields, both containing masked text and a yellow circle '4'. At the bottom, there are logos for 'Google play' and 'ANDROID APP ON Google play'.

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).

The screenshot illustrates the steps to switch to Test Mode and create a test account. It shows the user profile menu with 'Switch To Test ID' highlighted, a warning dialog for 'Changing Account Mode', and a 'Create Test Account' form with fields for Username, Password, and Confirm Password. The final state shows the user logged into 'Enterprise Account' in 'TEST MODE'.

1. User profile menu: Maggie Li, 0118maggie.li02@sap.com, My Account, My Community Profile, Link User IDs, Contact Administrator, Switch To Test ID, Logout.

2. Switch To Test ID button highlighted.

3. Changing Account Mode dialog: When you switch, Ariba Network logs you off of your Production Mode. To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK. The trading relationship with the buyer test and development account will be automatically established. This applies to all existing buyer account relationships and also once a new trading relationship is established in the Production and Test mode respectively. Note: Supplier fees do not apply for Test accounts.

4. Create Test Account form: Username: * test-Aribasup@s.c, Password: * [masked], Confirm Password: * [masked].

5. Enterprise Account TEST MODE status bar.

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 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.

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

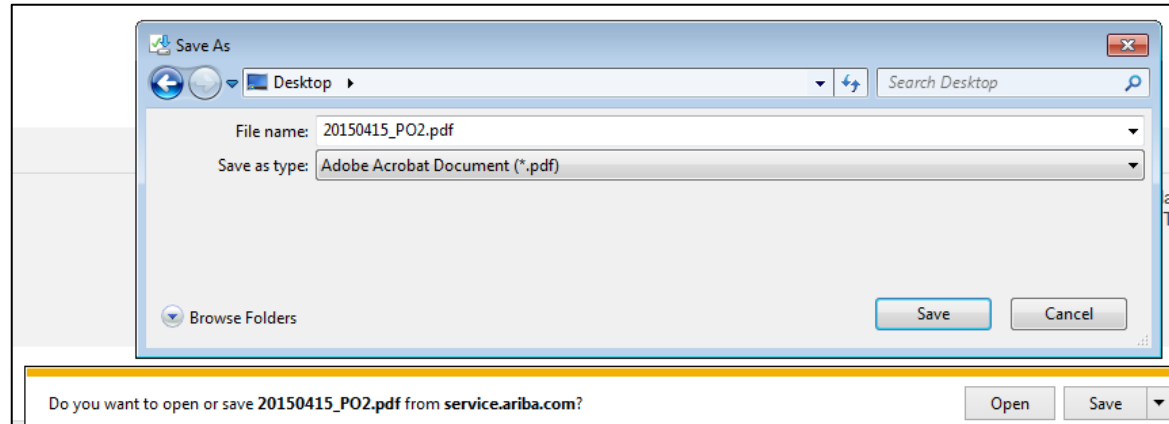
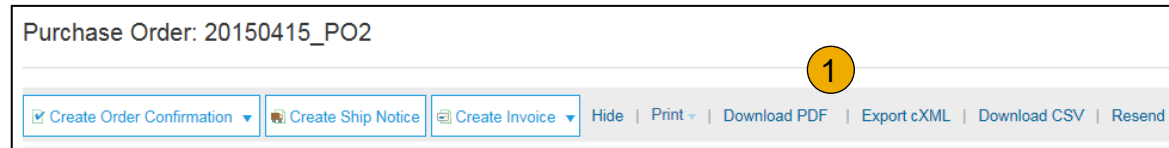
Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Manage POs

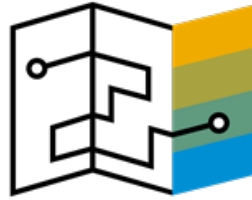
Create PDF of PO

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



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.

Purchase Order: 20150415_PO2

1

Create Order Confirmation Create Ship Notice Create Invoice Hide | Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

* Indicates required field 2

SHIP FROM 3

Ariba_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

* Indicates required field

SHIP FROM	DELIVER TO
Name: Ariba_TestSupplier - TEST	Name: Sandbox Buyer - Test
Department Name:	Department Name:
ADDRESS	ADDRESS
Address 1*: Radlicka 3201/14	Address 1: Radlicka
Address 2:	Address 2:
Postal Code*: 150 00	Postal Code: 15000
City*: Praha 5	City: Praha
State:	State:
Country*: Czech Republic [CZE]	Country: Czech Republic [CZE] 4

This selection will refresh the page content.

Cancel OK

Create Ship Notice

Delivery Terms and Transportation Details

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

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

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice Details

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

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

Add Ship Notice Line

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove

Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

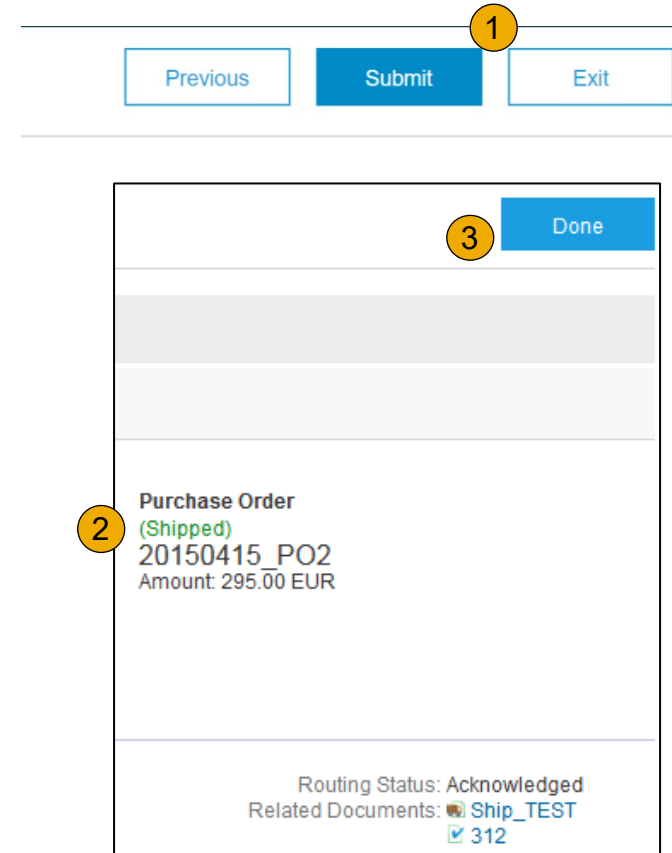
Add Ship Notice Line

Add Order Line Item

Next Exit

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.

The screenshot displays the SAP Ariba Network interface. At the top, the navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The main content area is titled 'Orders and Releases' and contains a table with columns: Type, Order Number, Customer, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, Purchasing Organization, Settlement, Amount Invoiced, Revision, and Actions. A single order is listed with Order Number L1010336, Customer Ariba - TEST, and Amount \$2,200.00 USD. Below the table are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Manage Time & Expenses', 'Hide', 'Show', and 'Resend Failed Orders'. A 'Search Filters' dropdown is visible above the table. Below the table, a detailed search filter panel is shown with fields for Customer, Order Number, Buyer Location Code, Invoice Number, Show orders by, and Date Range. The 'Search only service purchase orders' checkbox is checked. At the bottom, a warning message states: '!This customer does not accept manually created service entry sheets.' Below this message are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', and 'Resend Failed Orders'. Numbered annotations (1, 2, 3) and arrows highlight key elements: 1 points to the 'Search Filters' dropdown and the 'Search only service purchase orders' checkbox; 2 points to the radio button for the order in the table; 3 points to the 'Create Service Sheet' button and the warning message.

Display Service Sheet

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Outbox' menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', 'Drafts', and 'PDF Conversions'. The 'Service Sheets' option is selected. Below the menu is a search filter and a table of service sheets. The table has columns: Service Sheet, Customer, Related PO, Date, Amount, Routing Status, and Status. The third row is highlighted with a yellow circle '2' next to its checkbox.

Service Sheet	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/> inv2222_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
<input type="checkbox"/> qwe11111111111111111111_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
<input checked="" type="checkbox"/> 909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
<input type="checkbox"/> ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

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.

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.

The screenshot shows the SAP Service Sheets interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Logs', 'Enablement Tasks', 'Reports', and 'Messages'. A dropdown menu is open over the 'Outbox' tab, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', 'Drafts', and 'PDF Conversions'. The 'Service Sheets' option is highlighted. Below the navigation, there is a search filter and a table of service sheets. The table has columns for 'Customer', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status'. The first row shows a service sheet with a status of 'Sent'. The second row shows a service sheet with a status of 'Approved'. The third row shows a service sheet with a status of 'Failed' and 'Rejected'. A 'History' tab is highlighted in the service sheet detail view.

Service Sheet	Customer	Related PO	Date	Amount	Routing Status	Status
inv2222_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
qwe1111111111_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

The screenshot shows the 'Service Sheet' detail view. The 'History' tab is selected, displaying the following information:

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](#)

[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](#)

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

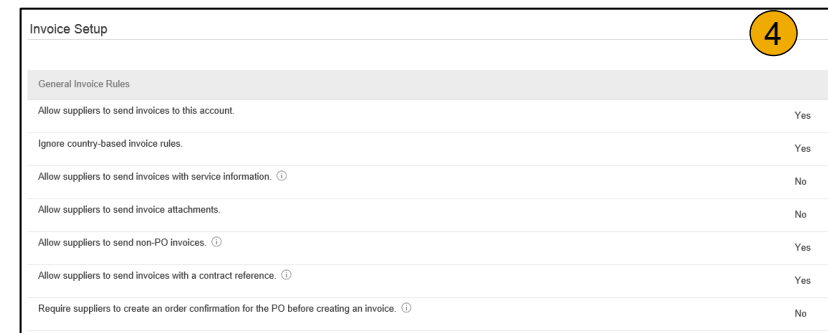
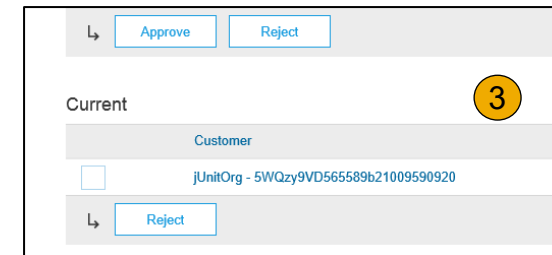
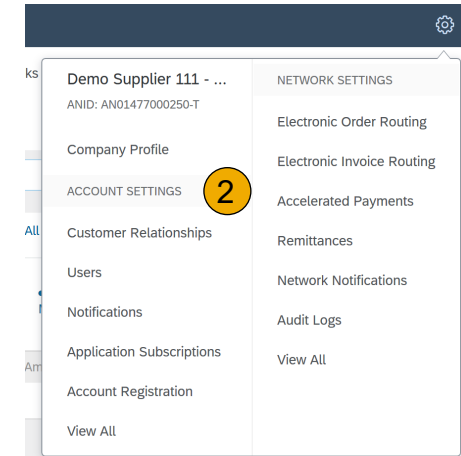
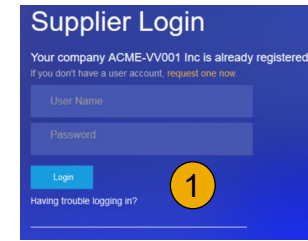
Additional restrictions

- 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.

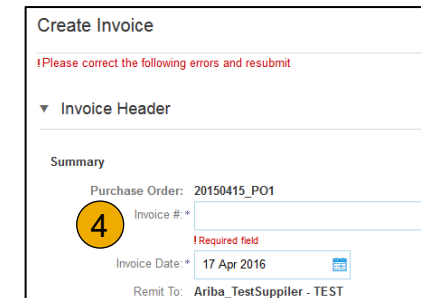
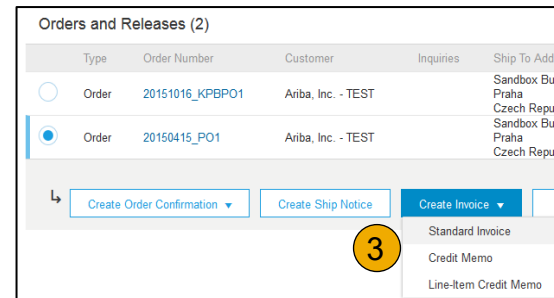
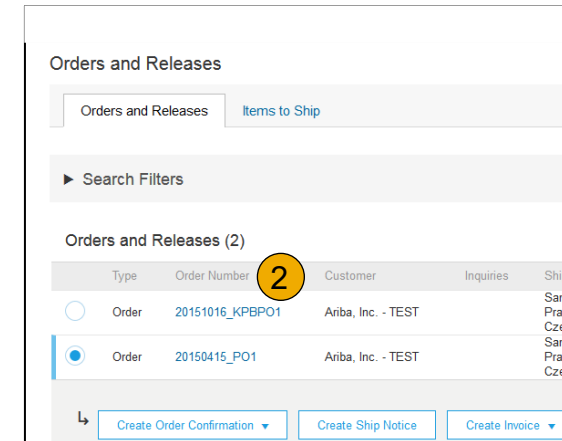
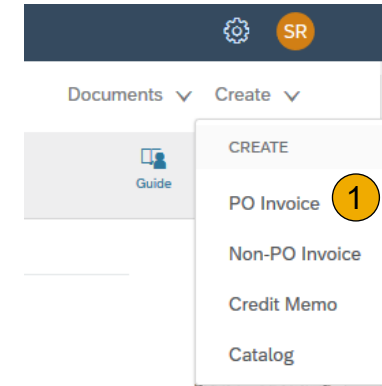
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (T-Mobile).
4. Scroll down to the Invoice Setup section and view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



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.

▼ 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 ⓘ

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

Insert Line Item Options 5

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	sleeve-1224	Laptop Sleeve, Designed for 13-13.3 Laptops, reinforced edges and corners offer well protection and extra padding in the bottom safeguards against any potential damages		10	EA	20.00 EUR	200.00 EUR

+ Indicates required field

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.

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

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

Tax

Category: VAT

Location: []
Description: []
Regime: []
Date Of Pre-Payment: []
Law Reference: []

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.

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.

1

2

3 Remove

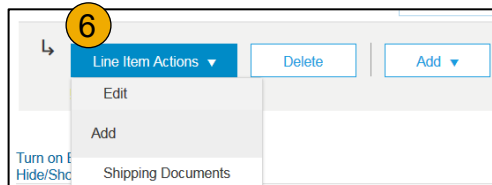
4

5

Invoice via PO Flip

Detail Line Items

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



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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Enter a description for this item.		1	EA	\$10,000.00 US	\$10,000.00 USD

Line Item Actions | Delete

Create Invoice Done Cancel

▼ Invoice Item * Indicates required field Line Item Actions

Quantity:* Part #:*

Unit: EA Auxiliary Part ID:

Unit Price:* Customer Part #:

Subtotal: \$10,000.00 USD

Description:

Inspection Date:

Accounting Reference Reference ID: Description:

Done Cancel

Invoice via PO Flip

Line Item Comments

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

The image shows two screenshots from the SAP interface. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' dropdown is further open, showing the 'Comments' option highlighted with a yellow circle containing the number '1'. Other options in the 'Add' dropdown include Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, and Attachment. In the background, there are buttons for 'Delete', 'Add', 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow circle containing the number '3'. The bottom screenshot shows a 'Comments' field with a yellow circle containing the number '2' next to it. The field is empty, and there is a 'Remove' button to its right.

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.

Create Invoice

Update Save Exit Next

! Please correct the following errors and resubmit

▼ Invoice Header

Summary 1

Purchase Order: PO80001005

Invoice #:* ! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB Canada

Bank Account: Bill To:

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

Previous Submit Exit

SAP Ariba Network Enterprise Account

Home Inbox Outbox Catalogs

Orders and Release

Invoices

Order Confirmations

Ship Notices

Drafts 5

Search Filters

Invoice Without a Purchase Order

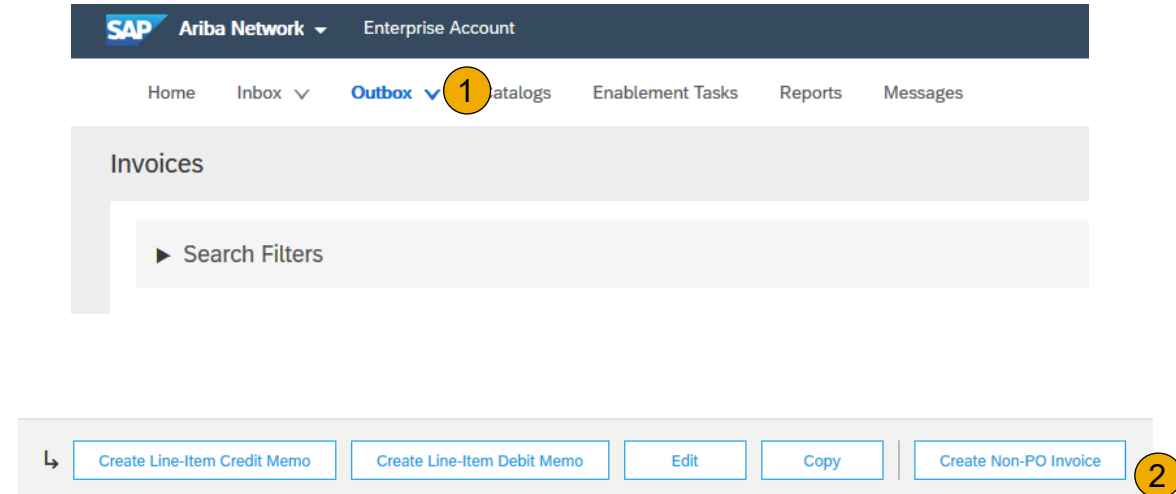
Non-PO Invoice

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.**



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST 3

Type of Invoice: Standard Invoice 4
 Credit Memo



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

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Outbox' menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', 'Drafts', and 'PDF Conversions'. The 'Service Sheets' option is highlighted with a yellow circle '1'. Below the menu, there is a search filter and a table of service sheets. The table has columns: 'Service Sheet', 'Customer', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status'. The row for '909867611' is highlighted with a yellow circle '2' and has a status of 'Approved'. Below the table are buttons for 'Create Invoice', 'Edit', and 'Copy'. The 'Create Invoice' button is also highlighted with a yellow circle '2'.

Service Sheet	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/> inv2222_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
<input type="checkbox"/> qwe11111111111111111111_SS_1	Ariba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
<input checked="" type="checkbox"/> 909867611	Ariba - TEST	4500024669-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
<input type="checkbox"/> ESSETESTE	Ariba - TEST	TesteSAH123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

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.

The screenshot illustrates the process of creating an invoice from a service sheet in SAP Ariba Network. It is divided into three main sections:

- Service Sheets (1):** A table listing service sheets. The first row is highlighted with a yellow circle around the Service Sheet # '1000062460'. Below the table are buttons for 'Create Invoice', 'Edit', and 'Copy'.
- Service Sheet: 1000062460:** A header section with a 'Create Invoice' button circled in yellow and labeled '2'. Other buttons include 'Copy This SES', 'Print', 'Download PDF', and 'Export cXML'. Below this are tabs for 'Detail' and 'History'.
- Create Invoice:** A form for creating an invoice. It includes an 'Invoice Header' section with a 'Summary' table and various input fields.

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
1000062460	T-Mobile, USA, POD TEST ACCOUNT - VQ3/OP3	4900454862	2 Jul 2020	\$2,145.00 USD	Acknowledged	Partially Invoiced

Summary	
Purchase Order: 4900454862	Subtotal: \$1,374.00 USD
Invoice #: INV1000062460	Total Tax: \$0.00 USD
Invoice Date: 7 Jul 2020	Total Gross Amount: \$1,374.00 USD
	Total Net Amount: \$1,374.00 USD
	Amount Due: \$1,374.00 USD

Create Invoice Form Fields:

- Invoice #: INV1000062460
- Invoice Date: 7 Jul 2020
- Service Description: [Empty]
- Remit To: 1050 NW 229TH AVE
- Bill To: T-Mobile Bill To Address
- Category: Sales Tax
- Taxable Amount: \$1,374.00 USD

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.

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header ▾

Summary

Purchase Order: 4900454862

1 Invoice #: INV1000062460

Invoice Date: 7 Jul 2020

Service Description: Service Invoice Demo

Remit To: 1050 NW 229TH AVE

HILLSBORO , OR
United States

Bill To: T-Mobile Bill To Address

PORTLAND , OR
United States

Subtotal: \$1,374.00 USD
Total Tax: \$137.40 USD
Total Gross Amount: \$1,511.40 USD
4 Total Net Amount: \$1,511.40 USD
Amount Due: \$1,511.40 USD

Category: Sales Tax

Regime:

Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Attachment

Remove

2 Taxable Amount: \$1,374.00 USD

2 Tax Rate Type:

2 Rate(%): 10

2 Tax Amount: \$137.40 USD

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

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.

Create Invoice

Update Save Exit Next

▼ Invoice Header
* Indicates required field
Add to Header ▼

Summary

Purchase Order: 4900454862

Invoice #:

Invoice Date:

Service Description:

Remit To:

HILLSBORO, OR
United States

Bill To: T-Mobile Bill To Address

PORTLAND, OR
United States

Subtotal: \$1,374.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$1,374.00 USD

Total Net Amount: \$1,374.00 USD

Amount Due: \$1,374.00 USD

[View/Edit Addresses](#)

Category:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

Ship From: MOBILE TECH INC - 2000056816

Belleve, WA
United States

Ship To: WA-Headquarters, Newport Tower

Belleve, WA
United States

Supratim Dutta

Deliver To: WA-Headquarters, Newport Tower

[View/Edit Addresses](#)

Payment Term

Net Term(days): 60 Discount or Penalty Term(days): 15 Percentage(%): 2

Supplier: MOBILE TECH INC - 2000056816

Belleve, WA
United States

Bill From: MOBILE TECH INC - 2000056816

Belleve, WA

Customer: T-Mobile, USA, POD TEST ACCOUNT - VQ3/QP3

Belleve, WA
United States

T-Mobile Buyer email address:

[View/Edit Addresses](#)

Invoice from a Service Sheet

Line Item Details

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

- 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.
- 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.
- Click** Next to proceed to review screen.
- 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.

Goods and Services 1 Line Items, 1 Included, 0 Previously Fully Invoiced

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

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	1			Not Available	Service Item Test - 1				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		TEST LINE 1		3.21	PU	\$1 USD	\$3.21 USD

Service Sheet Details Service Sheet #: 1000002862 Service Line No.: 1

2 Service Period Service Start Date: 14 Apr 2020 Service End Date: 31 Mar 2021

2 Comments Comments may NOT exceed 254 characters: Remove

1 Line Item Actions ▼ Delete

- Edit
- Add
- Shipping Documents
- Comments
- Attachment

3 Update Save Exit Next

Subtotal: **\$3.21 USD**
 Total Tax: \$0.32 USD
 Total Gross Amount: \$3.53 USD
 Total Net Amount: \$3.53 USD
 Amount Due: **\$3.53 USD**

4 Previous Save Submit Exit

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**.

The screenshot displays the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Outbox' tab is selected, and the 'Invoices' section is active. A table lists invoices, with one invoice selected. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'. The 'Create Line-Item Credit Memo' button is highlighted. The interface then shows the 'Create Line-Item Credit Memo' form, which includes a 'Credit Memo Type' section, an 'Invoice Header' section, a 'Summary' section, and a 'Goods and Services' section. The 'Summary' section shows the credit memo details, including the invoice number, date, and amount. The 'Goods and Services' section shows a table of line items with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The 'Service Sheet Details' section shows the service period and line item details. The bottom of the form has buttons for 'Update', 'Save', 'Exit', and 'Next'. A summary box on the right shows the following totals: Subtotal: \$-1,000.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$-1,000.00 USD, Total Net Amount: \$-1,000.00 USD, and Amount Due: \$-1,000.00 USD. The 'Submit' button is highlighted.

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**.

SAP Ariba Network Enterprise Account

Home | Inbox | **Outbox** | Catalogs | Enablement Tasks | Reports | Messages

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

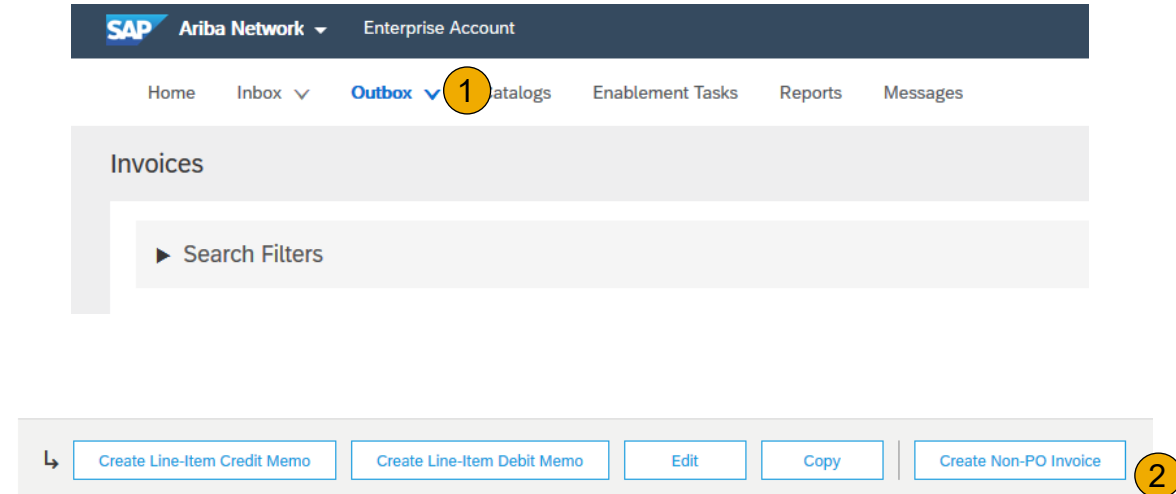
Credit Invoice without a PO

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.



Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Ariba, Inc. - TEST 3

Type of Invoice: Standard Invoice 4 Credit Memo



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.

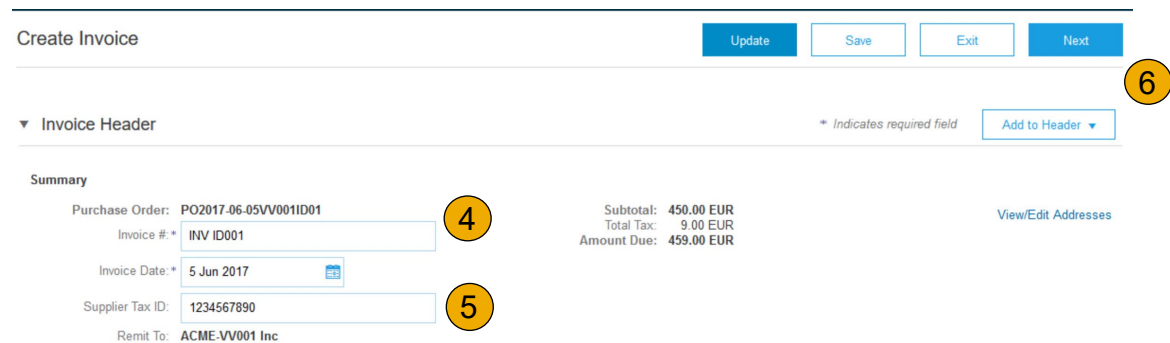
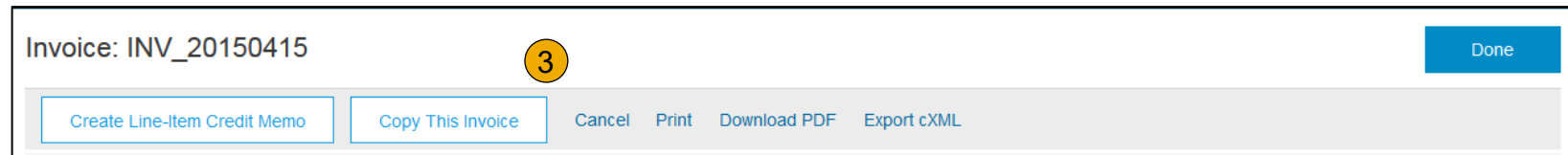
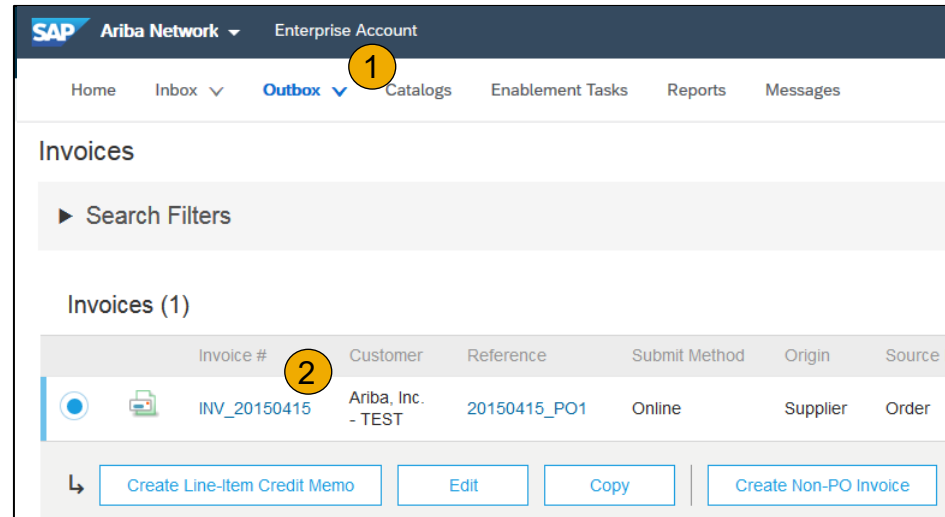
- **Note:** Tax ONLY credits should be listed at the line level and not in the header

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.

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

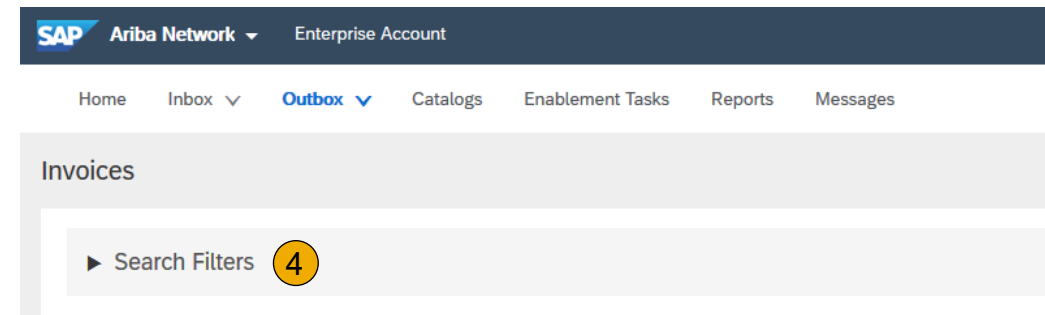
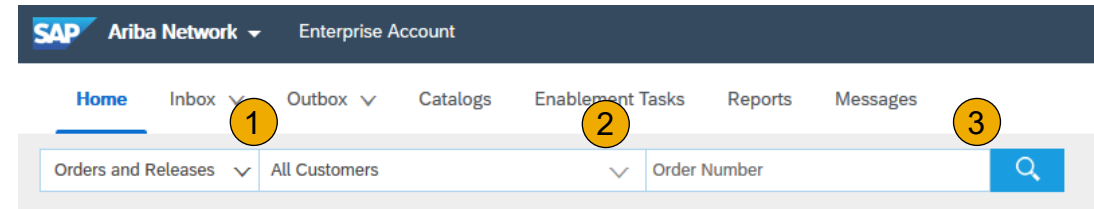
(Quick & Refined)

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.

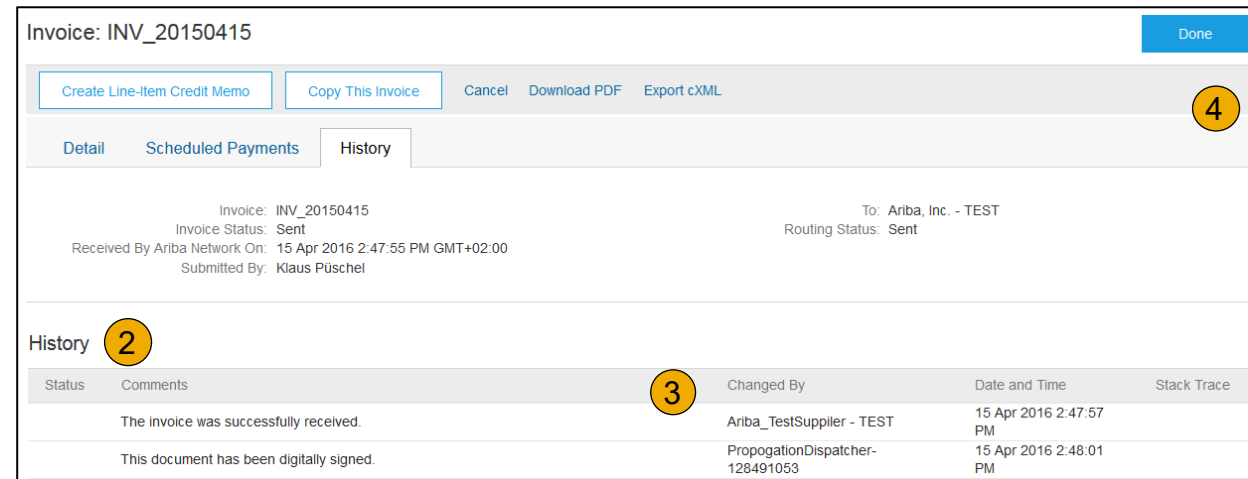
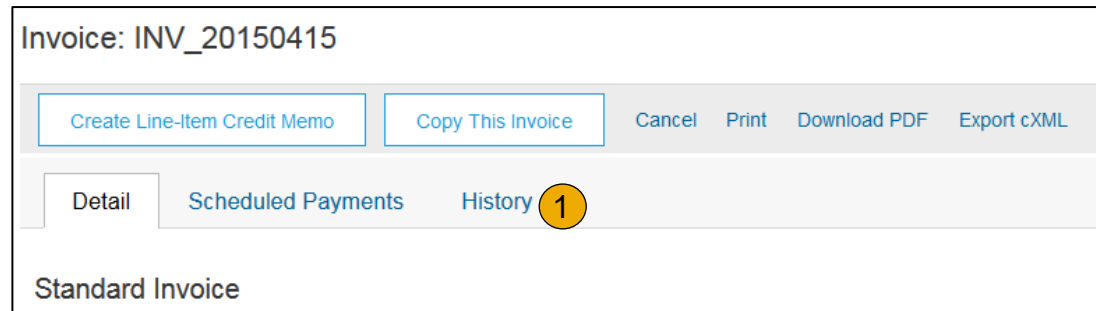
- **Sent** – The invoice is sent to the T-Mobile but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – T-Mobile approved the invoice cancellation
- **Paid** – T-Mobile paid the invoice / in the process of issuing payment. Only if T-Mobile uses invoices to trigger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

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Outbox' tab is selected and highlighted with a yellow circle '1'. Below the navigation bar, there is a section for 'Invoices' with a 'Search Filters' dropdown. A table titled 'Invoices (2)' is displayed, with a yellow circle '2' next to the table title. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Date', 'Amount', 'Routing Status', and 'Invoice Status'. Two invoices are listed: one with Invoice # XYZ123456 and Reference PO725498, and another with Invoice # XYZ12345 and Reference Non-PO. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Edit' button is highlighted with a yellow circle '3'.

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Previous Submit Exit

4

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**.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes the SAP logo, 'Ariba Network', and 'Enterprise Account'. Below this, a secondary navigation bar contains 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Reports' tab is highlighted with a yellow circle containing the number 1. The main content area is titled 'Reports' and contains a sub-header 'Report Templates'. Below this is a table with columns for 'Title', 'Schedule Type', 'Report Type', and 'Status'. At the bottom of the table, there is a row of action buttons: 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a yellow circle containing the number 2.

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

Invoice Reports

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

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

Report

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

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

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

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit. [Less](#)

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

7

8

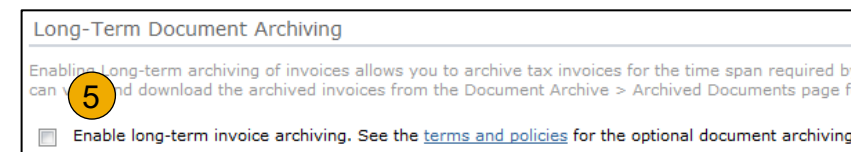
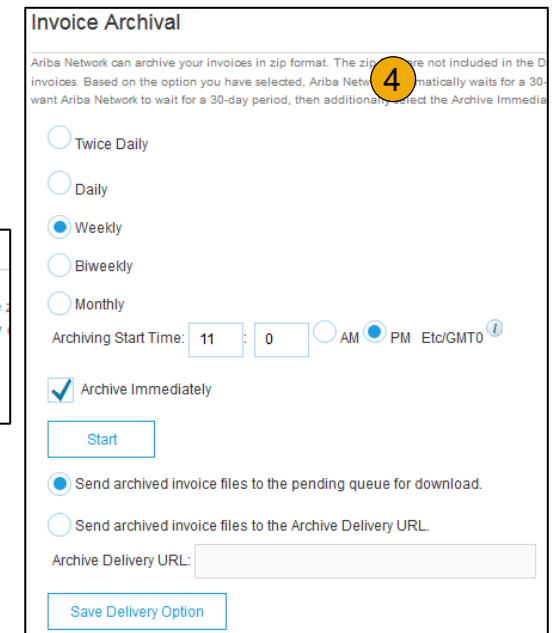
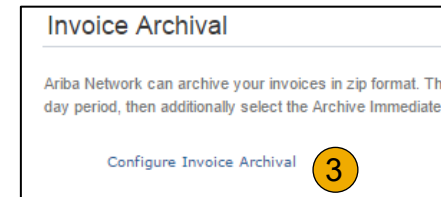
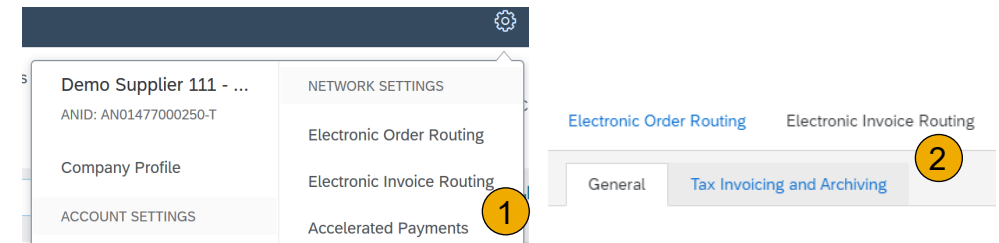
Previous Submit Exit

Run Download Edit Copy Delete Create Refresh Status

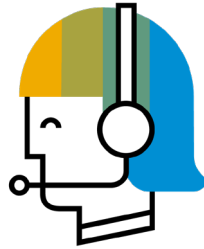
Invoice Archival

Configuring invoice archival 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

[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

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.

The screenshot displays the 'Account Settings' page for 'Customer Relationships'. A dropdown menu is open on the right side, showing the 'ACCOUNT SETTINGS' section with 'Customer Relationships' highlighted and circled with a yellow '1'. The main content area shows a preference for receiving relationship requests, with 'Automatically accept all relationship requests' selected. Below this, there are sections for 'Pending' and 'Current' relationships. In the 'Current' section, a table lists customers: 'Ariba Inc.' (circled with a yellow '2') and 'Pouliot Industries'. The 'Supplier Information Portal' link for Ariba Inc. is circled with a yellow '3'. Buttons for 'Approve', 'Reject', and 'Update' are visible.

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.