



# T-Mobile Supplier Guide

CONFIDENTIAL



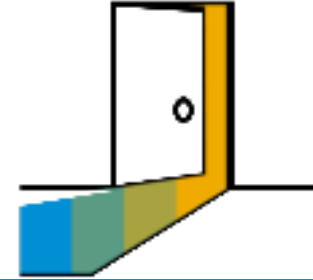
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# Section 1: Ariba Network Overview



**What is Ariba Network?**



**T-Mobile Project Scope**

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**Supplier Value**



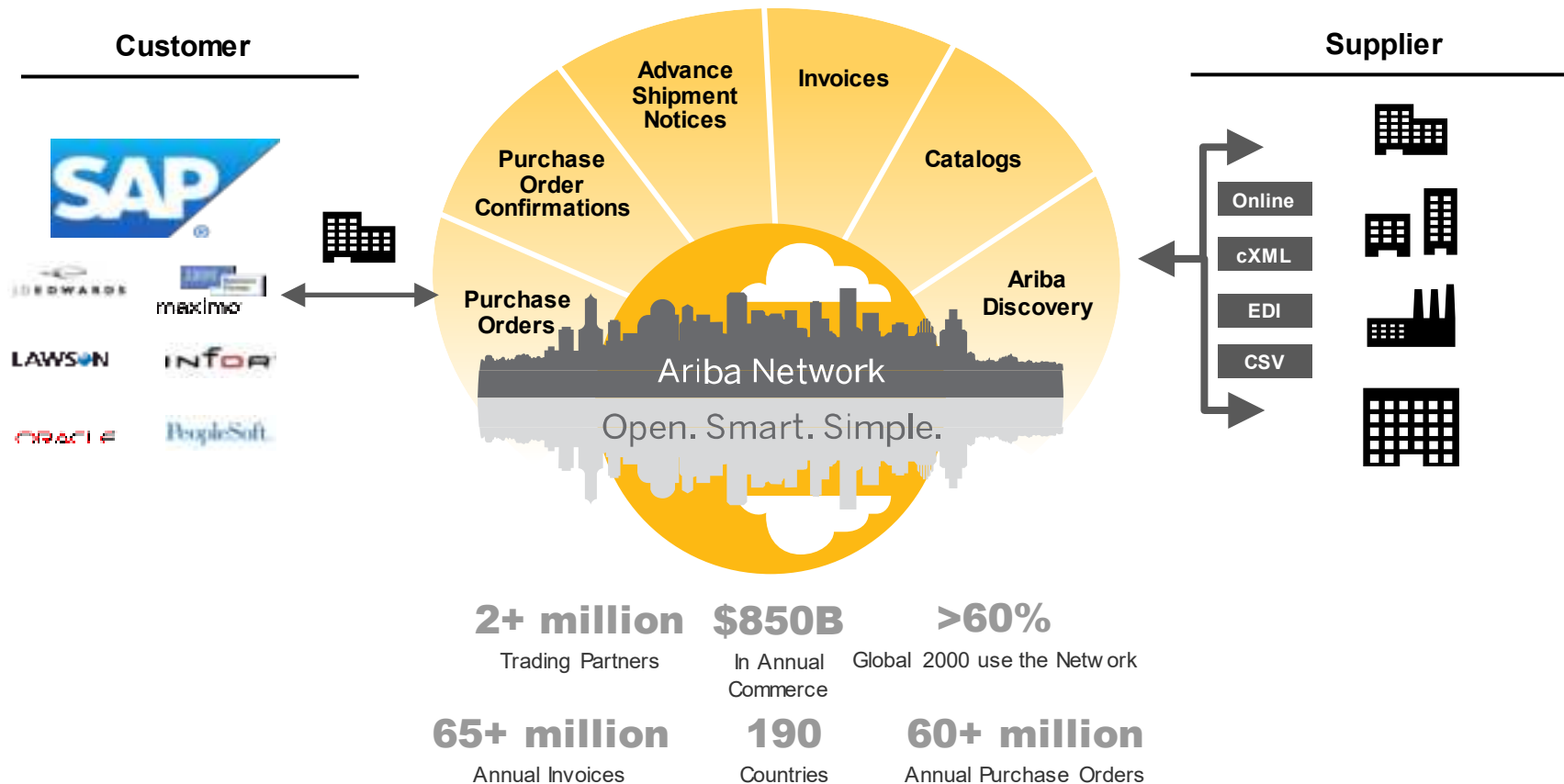
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# What is Ariba Network?

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](mailto: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



## Premium

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

## Bronze

Premium, plus:

- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

## Silver

Bronze, plus:

- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

## Gold

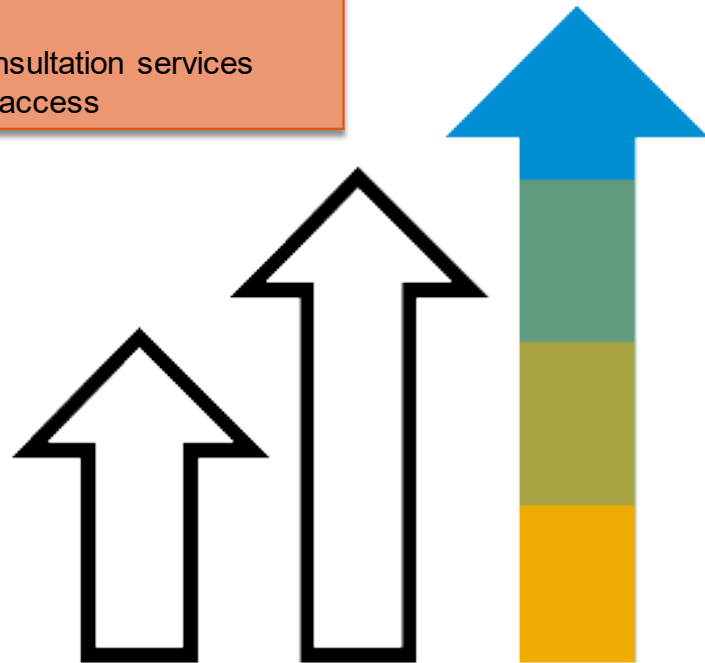
Silver, plus:

- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

## Platinum

Gold, plus:

- Ariba LIVE pass
- Extended integration support



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

# Supplier Fee Schedule

Please select your currency:



\$USD

## Transaction Fees

Billed every quarter

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

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



## Subscription Fees

Billed once a year

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

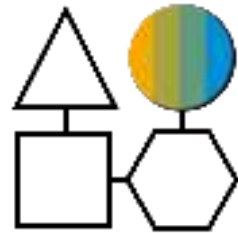
\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**\$50,000 and 5 Documents**

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

# Section 2: Set Up Your Account



## Basic Account Configurations

[Suggested Configuration](#)

[Accept Invitation](#)

[Profile Completion](#)

[Email Notifications](#)



## Enablement Tasks

[Enablement Tasks](#)

[AribaPay Enrollment](#)

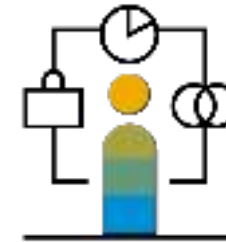
[Purchase Order Routing](#)

[Invoice Notifications](#)

[Tax Details](#)

[Remittances](#)

[AribaPay Remittance Information](#)



## Advanced Account Configuration

[Customer Relationships](#)

[Roles and Users](#)

[Enhanced User Account Functionality](#)

[Test Accounts](#)

# 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.



# Select One...

**First Time User**

**Existing User**

The screenshot shows the Ariba Network login interface. At the top, there is a dark blue header with the Ariba Network logo and a 'Help Center' link. Below the header, a light blue banner states 'SMO Buyer has invited you to join Ariba Network.' The main content area is divided into two columns: 'New User' and 'Existing User'. The 'New User' section includes a 'Register Now' button and a link for further questions. The 'Existing User' section features input fields for 'Username' and 'Password', a 'Forgot Password?' link, and a 'Confirm' button. A yellow cursor is visible at the bottom of the 'Existing User' section.

# 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 contains the text: '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.' Below this, a 'Register Now' button is highlighted with a yellow circle containing the number 1. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, the 'Company Name' field is marked with an asterisk and has a yellow circle with the number 2 next to it. The 'Country' dropdown is set to 'United States (USA)'. The 'Address' section includes fields for 'City 1', 'City 2', and 'City 3', with a yellow circle with the number 2 next to the 'City 1' field. The 'City' dropdown is set to 'Atlanta'. In the 'User account information' section, the 'Name' field is marked with an asterisk and has a yellow circle with the number 3 next to it. The 'Email' field is marked with an asterisk and has a yellow circle with the number 3 next to it. The 'Email' field has a checkbox labeled 'Use my email as my username' which is checked. The 'Password' field is marked with an asterisk and has a yellow circle with the number 3 next to it. The 'Repeat Password' field is also marked with an asterisk. The 'Language' dropdown is set to 'English'. At the bottom of the form, there is a checkbox labeled 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' with a yellow circle with the number 4 next to it. The 'Register' button is highlighted with a yellow circle with the number 5 next to it.



# 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.



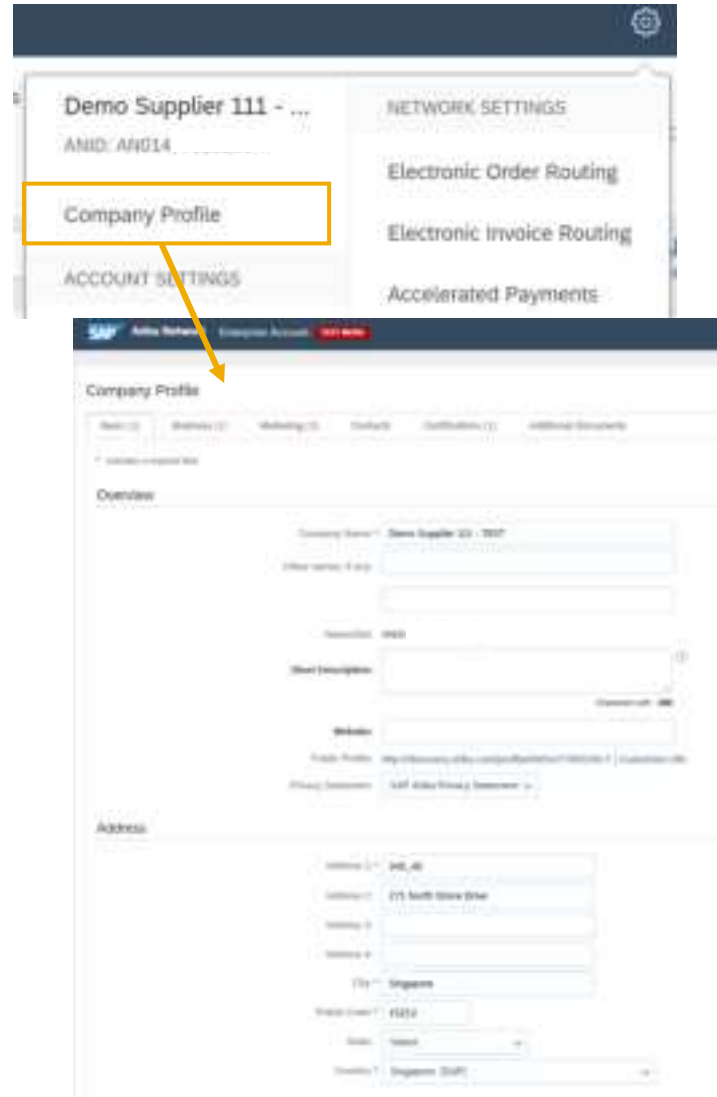
**After** establishing a trading relationship on the Ariba Network with T-Mobile, if for any reason you wish to **change** the **ANID** please contact [SupplierEnablement@T-Mobile.com](mailto:SupplierEnablement@T-Mobile.com) **prior** to taking any action.

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

# Complete Your Profile

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

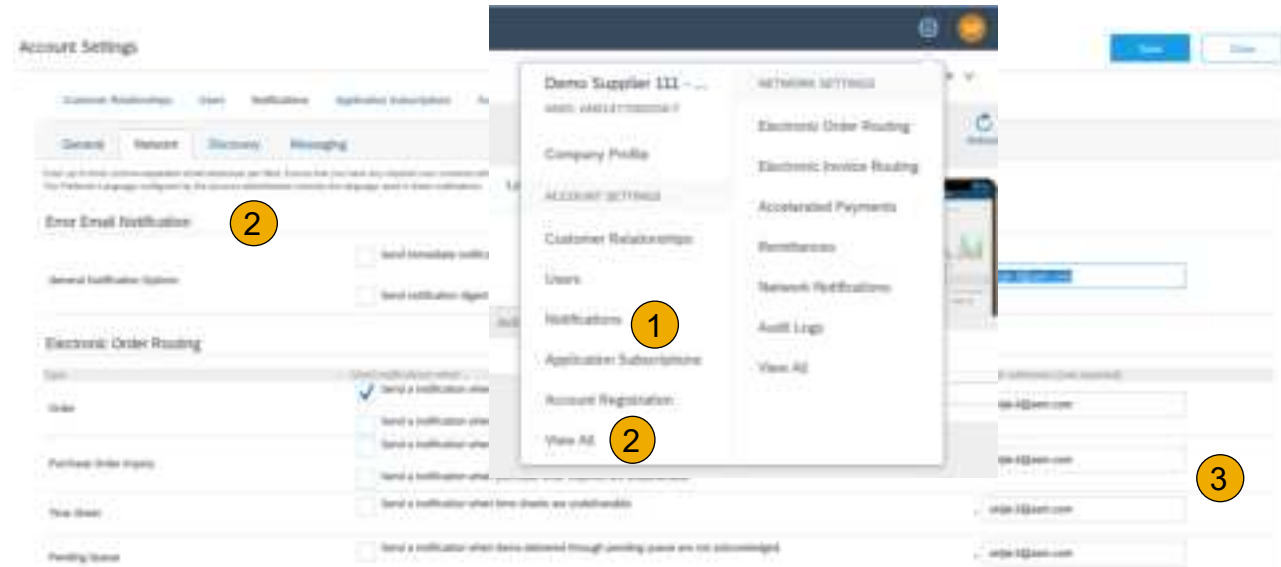
Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



# Configure Your Email Notifications

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

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



# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:  
**Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications. See slide 27 for integration contacts.

The screenshot shows the SAP Arriba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. A yellow circle '1' highlights the 'Enablement Tasks' tab. Below the navigation bar, a 'Tasks' section displays '1 Enablement Tasks are pending' with a yellow circle '2' highlighting the link. Below this is a progress bar for 'Update Profile Information' at 85%. The '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' highlighting the link. Below this is a table with the following data:

Activity Name	Date Due	Total Tasks	My Pending tasks
Account	28 Feb 2016	4	0
Purchase Order	1 Apr 2016	2	0

Below the table is the 'Network Settings' configuration page, which includes sections for 'General', 'Capabilities & Preferences', and 'Notifications'. A yellow circle '4' highlights the 'Routing Method' dropdown menu in the 'Capabilities & Preferences' section.

**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**.

Activity Name	Activity ID	Start Date	My Pending Tasks	Pending By (User)
Agree to Enable AribaPay	11542775	4/1/2024	1	L
Provide Financial Details	11542776	4/1/2024	1	L
Accept AribaPay Terms of Use	11542777	4/1/2024	1	L
Accept AribaPay Terms of Use	11542778	4/1/2024	1	L

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

Pending	Agree to Enable AribaPay Provide the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.	Complete Task
Not Started	Provide the AribaPay Terms of Use Provide the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.	Complete Task
Not Started	Accept AribaPay Terms of Use Accept the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.	Complete Task
Not Started	Accept AribaPay Terms of Use Accept the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.	Complete Task

AGREE TO ENABLE AribaPay

Provide the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.

**Task Name:** Agree to Enable AribaPay  
Activity ID: 11542777

There is one task to complete for this activity. You can click on the task name to view the task details. [View task details](#)

It is important that you choose the correct covering for the enablement of AribaPay payments.  
There are two options for covering: 'Standard' and 'Advanced'. The 'Standard' option is the default option and is recommended for most users. The 'Advanced' option is for users who require more control over their AribaPay payments.

I agree to the AribaPay Terms of Use and accept the AribaPay Terms of Use to enable AribaPay payments.

**3**

# 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.

Arriba Name	Open Date	Open Tasks	My Pending tasks	Pending User Tasks
Account	15 Jul 2016	4	11	11
ArribaPay	14 Sep 2016	4	1	0

Use search (arriba) tasks for configuring your account to enable Arriba by

Status	Task Name	Description	Action
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 Arriba by, 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	Enroll the AribaPay Payment Provider with your financial details to continue the Arriba by enablement process. You will be redirected to the AribaPay Payment Provider portal to complete this task.	Complete Task <b>1</b>
Not Started	Custom Arriba by for This Relationship	Confirm 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.	Close 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 locked.

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.

**2**

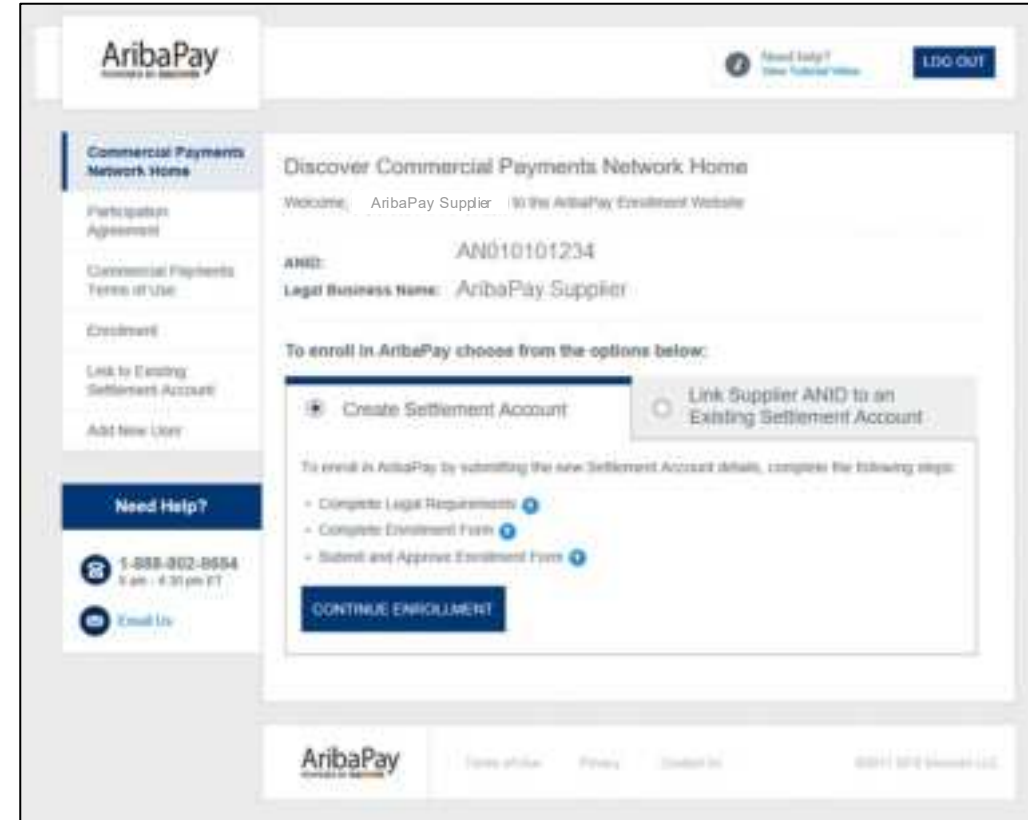
Cancel Ok

# 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.



**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	Task Date	Total Tasks	My Pending tasks	Pending User Tasks
Account	15 Jul 2016	4	0	0
AribaPay	14 Sep 2016	4	1	0

Click select task task boxes for configuring your account to enable AribaPay

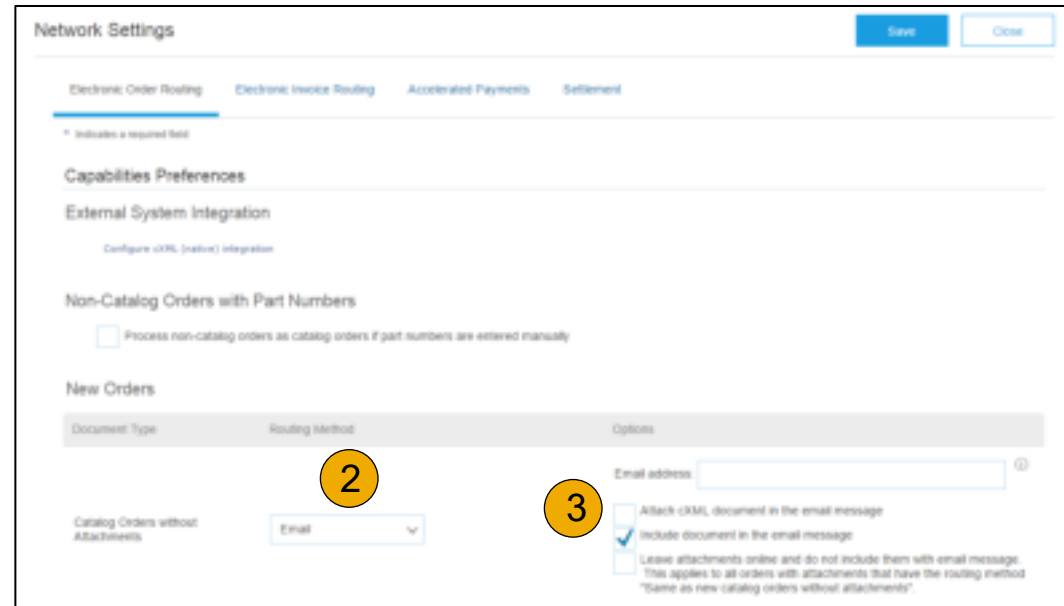
✓ Completed	<b>Agree to Enable AribaPay</b> Confirm that you are willing to enable AribaPay in order to receive payments through Ariba Network from the customers who want to pay you using AribaPay. Once you agree to enable AribaPay, the AribaPay team will contact you to start the enablement process and set up your AribaPay Merchant ID.	Reopen Task
✓ Completed	<b>Enroll with AribaPay Payment Provider</b> Enroll the AribaPay Payment Provider with your business 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	<b>Confirm AribaPay for This Relationship</b> Confirm 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.	<b>1</b> Complete Task
Not Started	<b>Confirm to Ready to Use AribaPay for This Relationship</b> 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.	Open Task

⌕ Top

**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



# 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](mailto: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).

The screenshot shows the SAP configuration interface for 'Change/Cancel Orders' and 'Other Document Types'. It features two tables with 'Document Type' and 'Routing Method' columns. The first table, 'Change/Cancel Orders', has four rows: 'Catalog Orders without Attachments', 'Catalog Orders with Attachments', 'Non-Catalog Orders without Attachments', and 'Non-Catalog Orders with Attachments'. The second table, 'Other Document Types', has three rows: 'Blanket Purchase Orders', 'Time Sheets', and 'Order Status Request'. The 'Order Status Request' row is highlighted with a yellow circle containing the number '2'. Below these tables is a 'Notifications' section with a table of notification types and their status.

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	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	Online
Order Response Documents	Online

Notifications	
Type	Send notification when
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received
	<input type="checkbox"/> Send a notification when purchase order inquiries are received
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable

# Select Electronic Invoice Routing Method

## Methods and Tax Details

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

Electronic Order Routing | **Electronic Invoice Routing** | Accretated Payments

General | **Tax Invoicing and Archiving** (3)

Capabilities & Preferences

Sending Method

Document Type	Routing Method
Invoices	Online (2)
Customer Invoices	

Tax Information

Tax Identification: [Field] (3)

Supplier Type: [Field]

Tax ID: [Field] (3)

VAT ID: [Field] (3)

Supplier ID: [Field] (3)

Demo Supplier 111 - ...

Company Profile (1)

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

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!



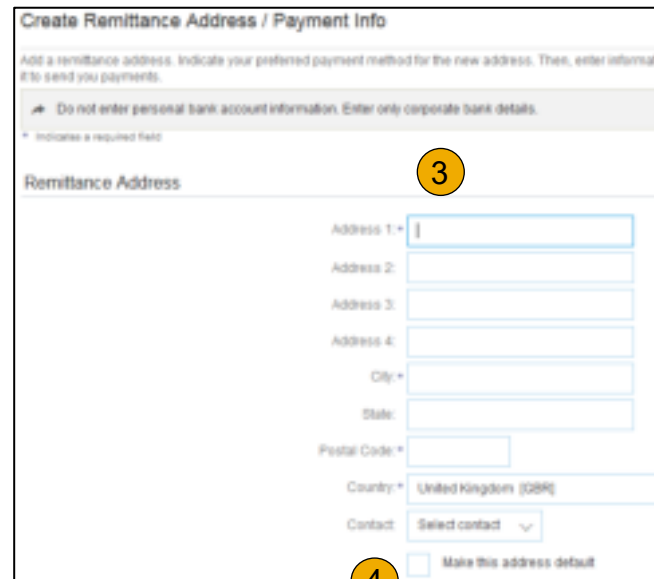
Network Settings

Electronic Order Routing | Electronic Invoicing Routing | Accelerated Payments | **Settlement**

\* Indicates a required field

EFT/Check Remittances

Address 1  GB



Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information if 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\*

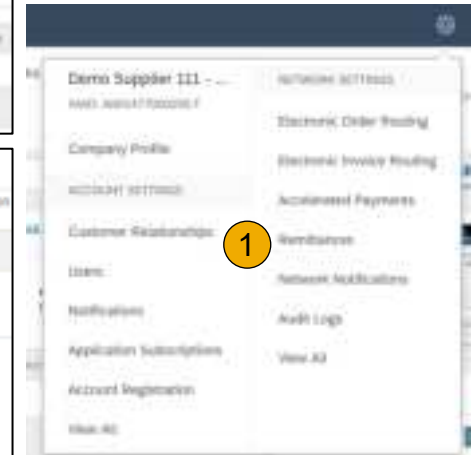
State

Postal Code\*

Country\*

Contact

Make this address default



Account Set Up

Account Settings

Company Profile

Customer Relationship

Items

Notifications

Application Subscriptions

Account Registration

View All

Electronic Order Routing

Electronic Invoicing Routing

Accelerated Payments

Remittances

Network Auditing

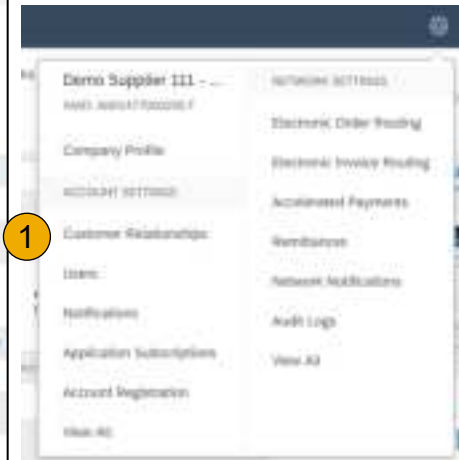
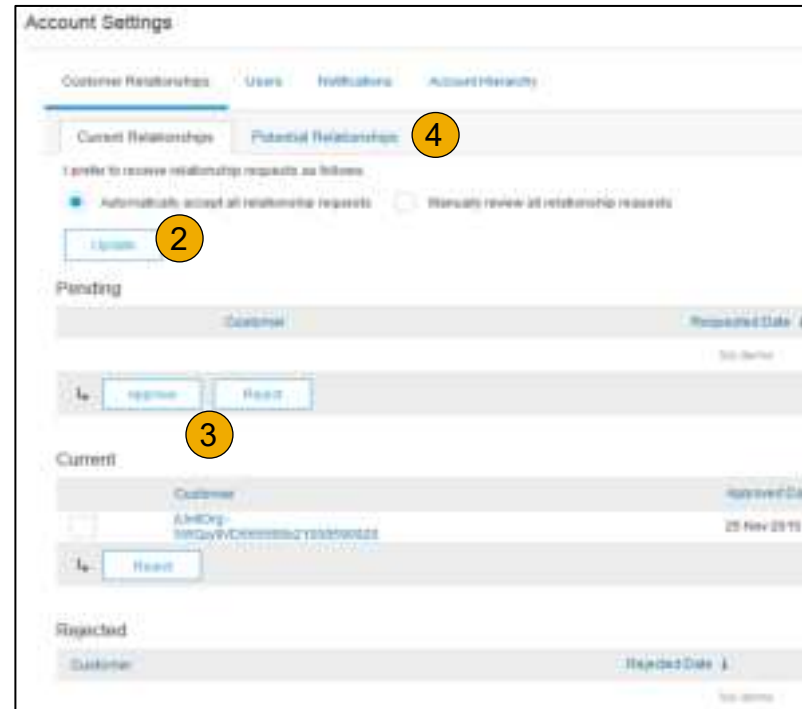
Auth Logs

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.



# Set Up User Accounts

## Roles and Permission Details

### Administrator

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

### User

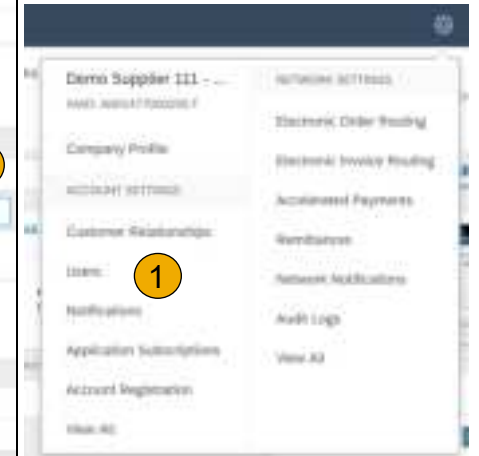
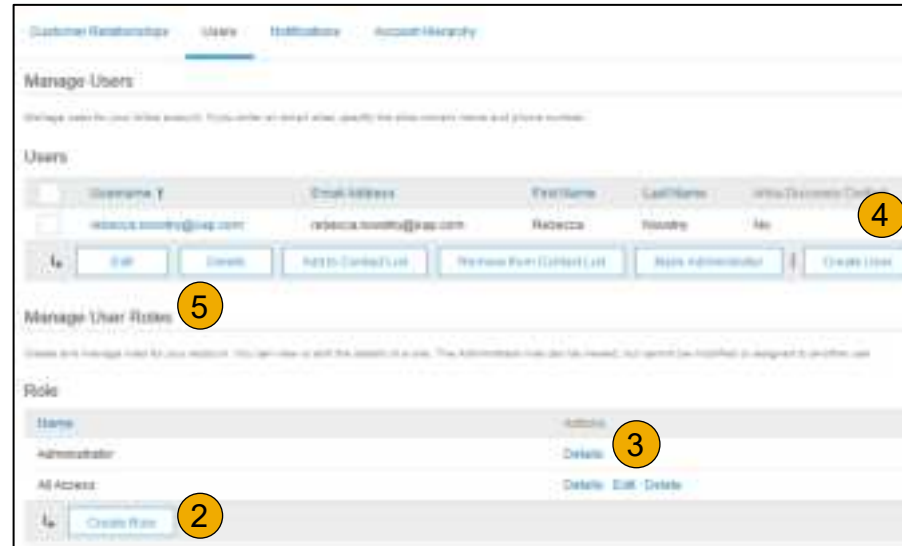
- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator



# Set Up User Accounts

## Create Roles and Users (Administrator Only)

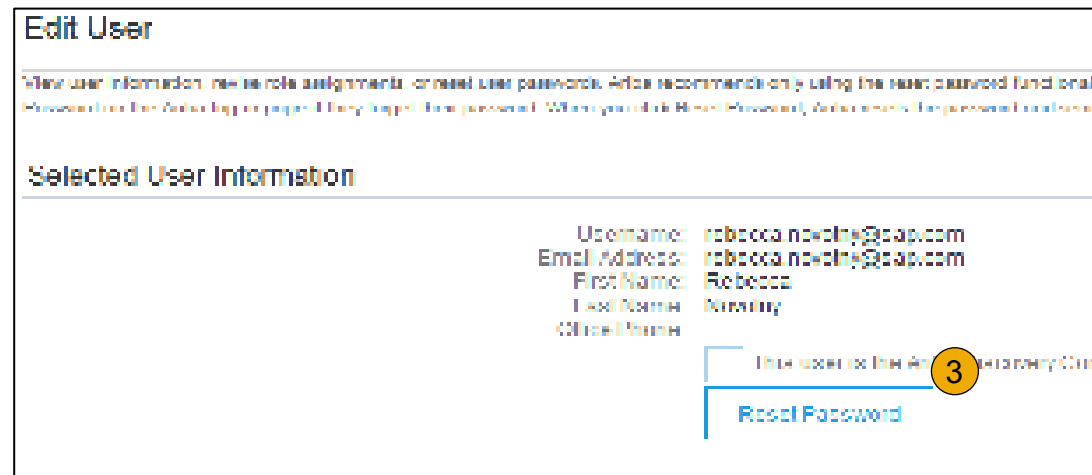
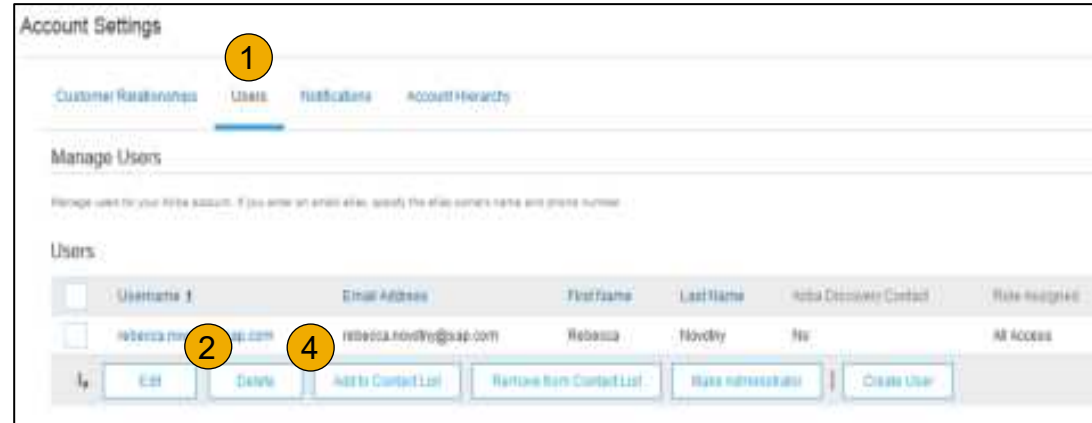
1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities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



# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

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



# Enhanced User Account Functionality

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

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

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

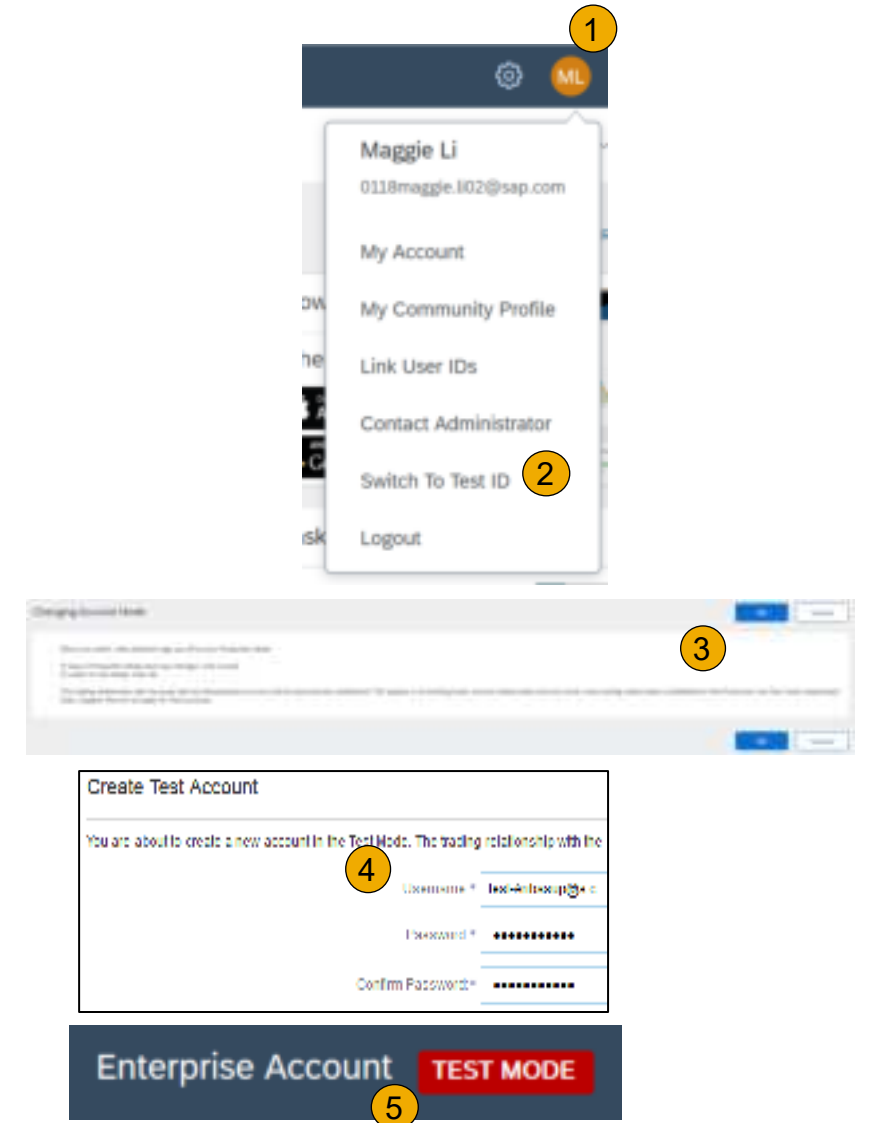
**Note:** If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The image shows two screenshots of the SAP user interface. The top screenshot shows the User Account Navigator menu, which is accessed by clicking on the user's name 'Sreenath Reddy' in the top right corner. The menu includes options like 'My Account', 'My Community Profile', 'Link User IDs', 'Contact Administrator', and 'Logout'. The bottom screenshot shows the 'My Account' settings page, which is divided into 'Account Settings' and 'Account Information' sections. The 'Account Information' section contains fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Security' section contains fields for Secret Question, Secret Answer, and Confirm Secret Answer. Red circles with numbers 1 through 4 highlight specific elements: 1 points to the user's name in the top right, 2 points to the 'My Account' menu item, 3 points to the 'Change Password' link, and 4 points to the Secret Answer field.

# 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).



# Section 3: Purchase Order Management



**View Purchase Orders**



**Purchase Order Detail**

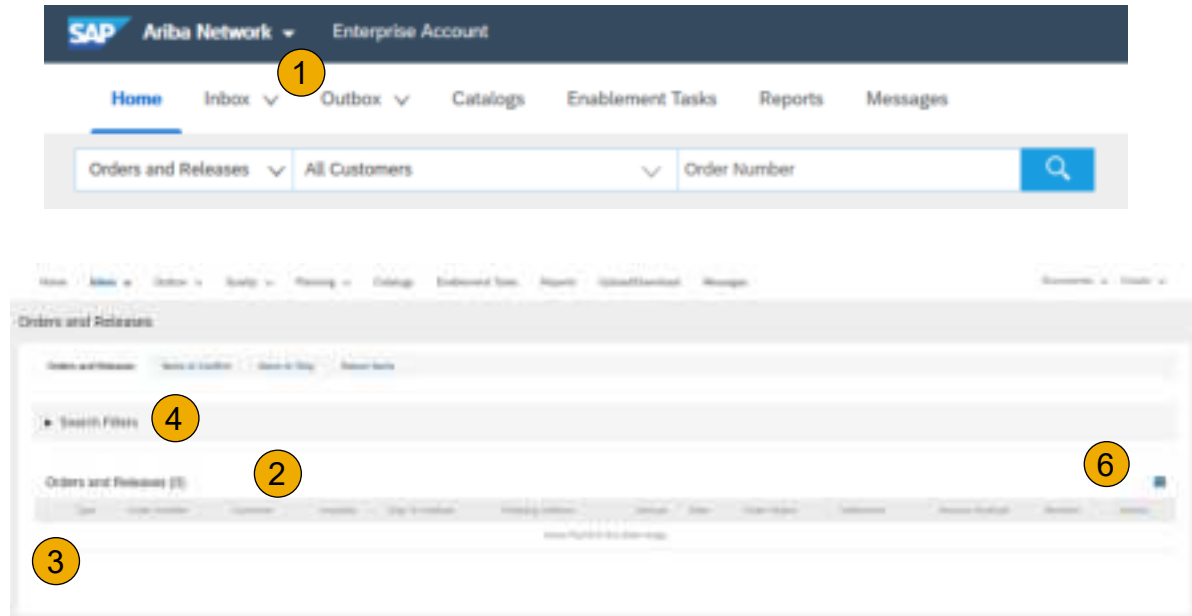


**Create PDF of Purchase Order**

# 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

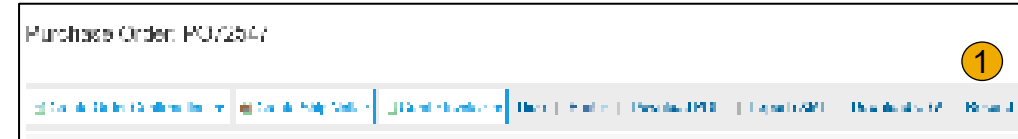
### 1. View the details of your order.

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.



2

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 Copy Paper White, A2, 80gsm (ream 500 sheets)	Material	10 (CA)	10 Nov 2015
2	GOODS_02 Pro Mechanical Pencil (Black Barrel, 0.5mm Line Width (package 12 each))	Material	10 (BX)	10 Nov 2015

Order submitted on: Tuesday 9 Oct 2015 9:00 PM GMT+02:00  
Received by Arba Network on: Friday 10 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Arba, Inc. - TEST 400101504076-7 and delivered by Arba Network.

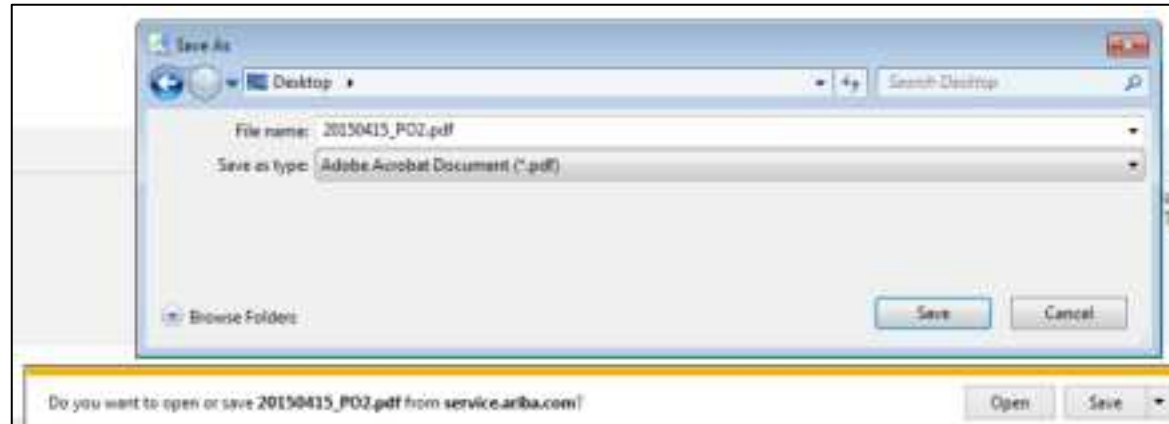
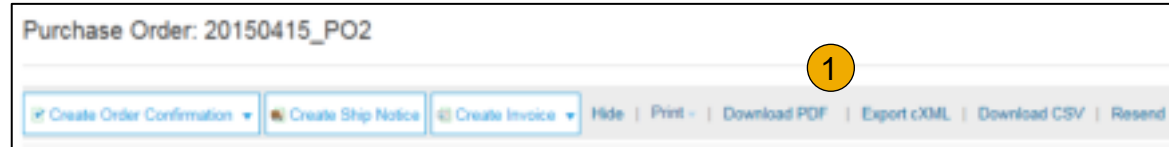
Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

# Manage POs

## Create PDF of PO

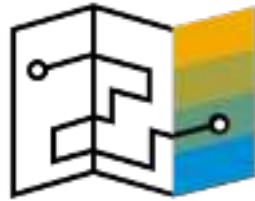
1. Select “Download PDF” as shown.

**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

2

SHIP FROM 3

Ariba | BestSupplier | U.S.I | Update Address

123456

Czech Republic

4

SHIP FROM

Name: \* 1234567890123456

Department Name:

ADDRESS

Address 1: \* 123456789

Address 2:

Postal Code: \* 10000

City: \* Praha 5

State:

Country: \* Czech Republic (CZ)

DELIVER TO

Name: \* 1234567890123456

Department Name:

ADDRESS

Address 1: \* 123456789

Address 2:

Postal Code: \* 10000

City: \* Praha

State:

Country: \* Czech Republic (CZ)

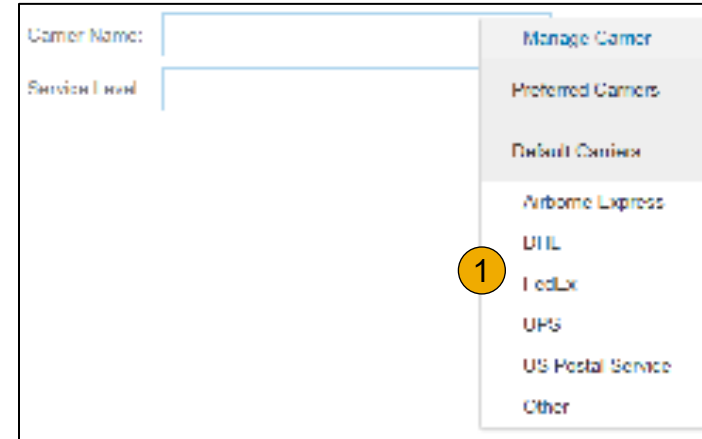
This extension will refresh the page content.

Cancel OK

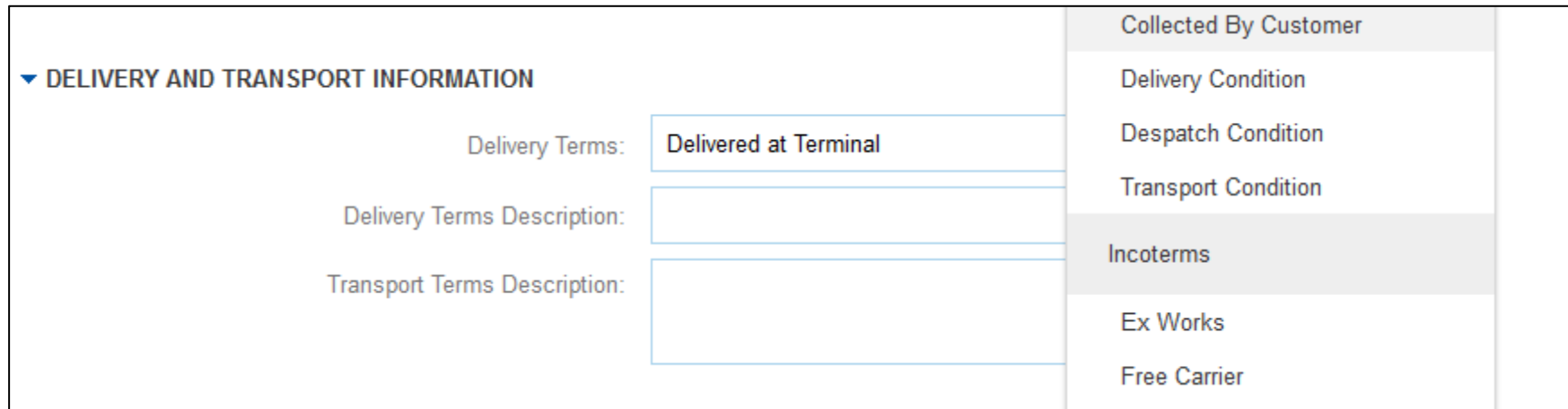
# Create Ship Notice

## 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.



A screenshot of a web interface showing a dropdown menu for carrier selection. The dropdown is open, displaying a list of carrier options. A yellow circle with the number '1' is positioned next to the 'FedEx' option, indicating it is the selected or highlighted item. The options listed are: Manage Carrier, Preferred Carriers, Default Carriers, Airborne Express, UTIL, FedEx, UPS, US Postal Service, and Other.



A screenshot of a form titled 'DELIVERY AND TRANSPORT INFORMATION'. The form contains several input fields and a list of options. The 'Delivery Terms' field is filled with 'Delivered at Terminal'. The 'Delivery Terms Description' and 'Transport Terms Description' fields are empty. To the right of the form is a list of options: Collected By Customer, Delivery Condition, Despatch Condition, Transport Condition, Incoterms, Ex Works, and Free Carrier. The 'Incoterms' option is highlighted with a grey background.

# 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 10 Nov 2015 25.00 EUR 258.00 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

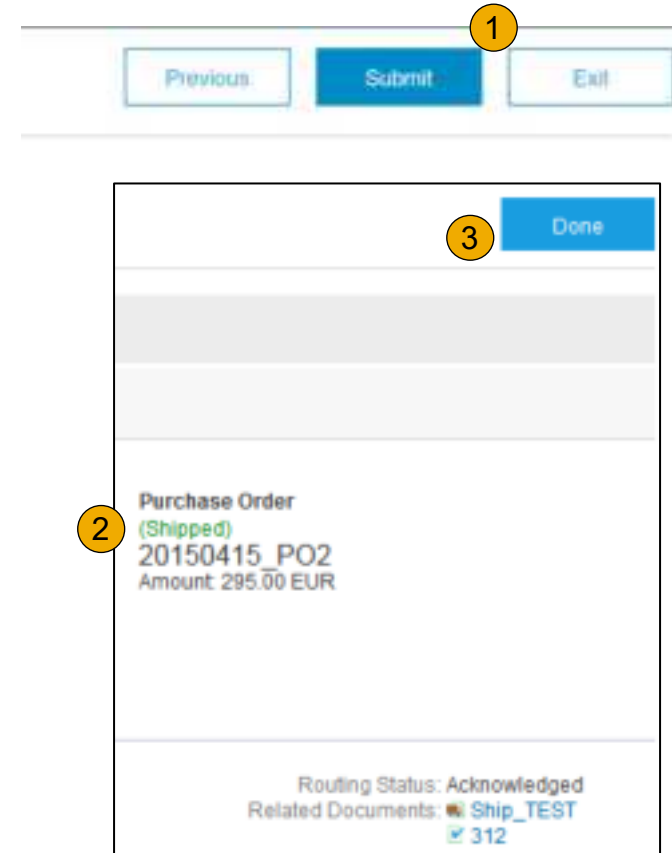
Add Ship Notice Line

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.



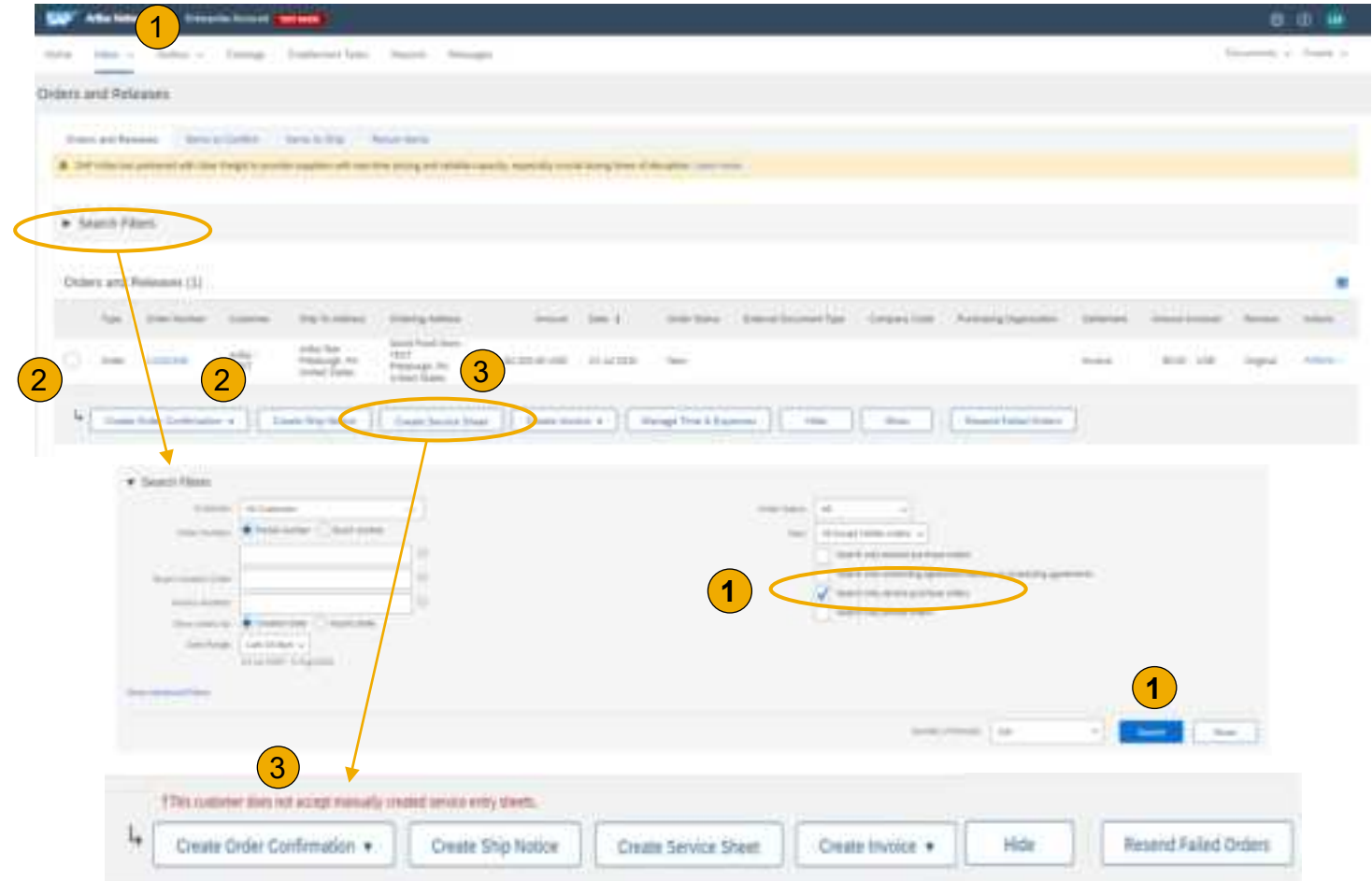
# Display Service PO

## 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.



# Display Service Sheet

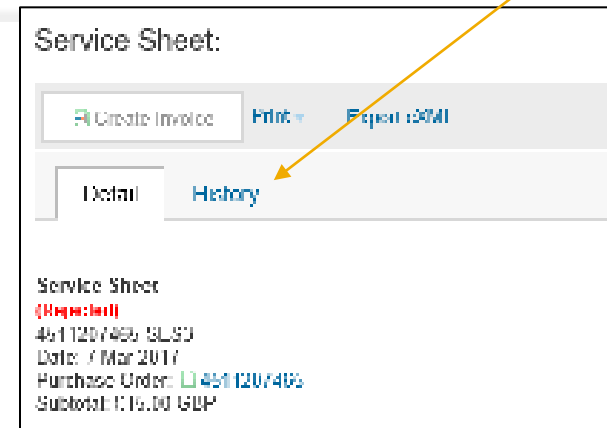
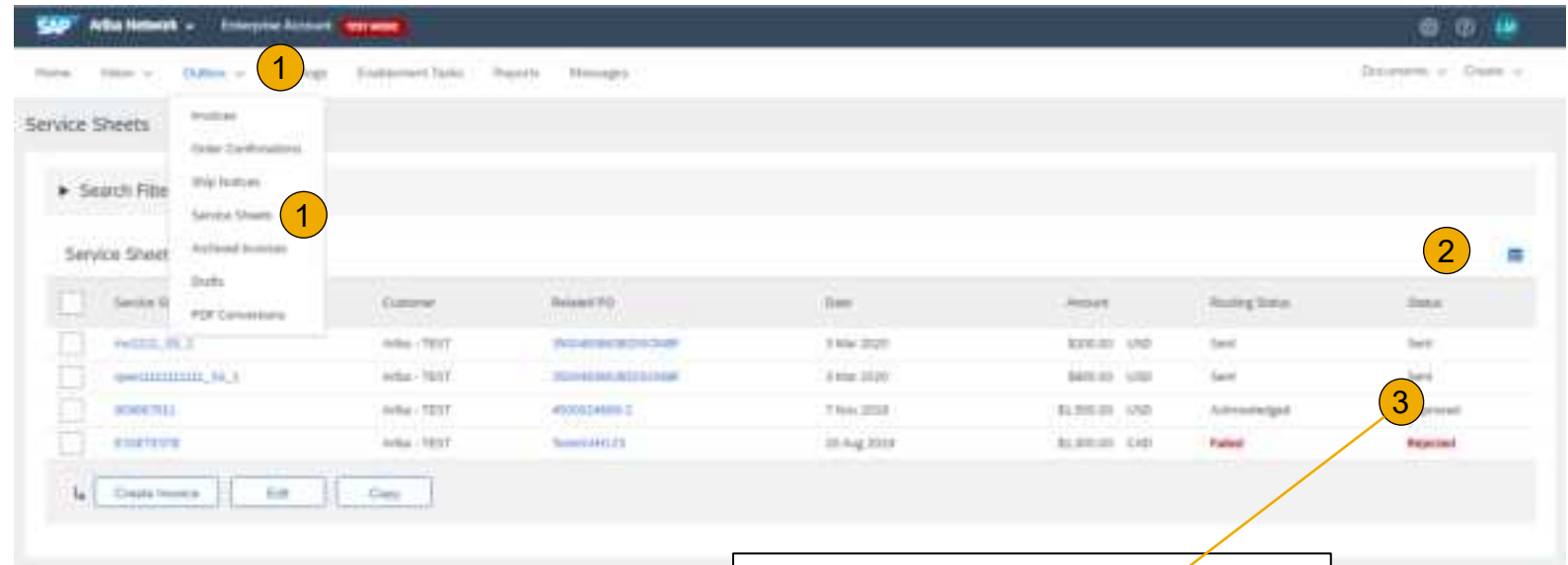
The screenshot shows the SAP Arriba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. The 'Outbox' menu is open, showing a dropdown list with 'Service Sheets' highlighted. A table of Service Sheets is displayed below, with columns for 'Service ID', 'Customer', 'Related PO', 'Date', 'Amount', 'Routing Status', and 'Status'. The table contains four rows of data. The third row is highlighted with a yellow circle '2' next to its checkbox. The first row is highlighted with a yellow circle '1' next to the 'Service Sheets' menu item.

Service ID	Customer	Related PO	Date	Amount	Routing Status	Status
inv2222_SS_1	Arriba - TEST	3900483863EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
ipw111111111111_SS_1	Arriba - TEST	3900483863EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
900067611	Arriba - TEST	4500034888-2	7 Nov 2019	-\$1,500.00 USD	Acknowledged	Approved
ESSETESTE	Arriba - TEST	TesteS4H123	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.





# 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

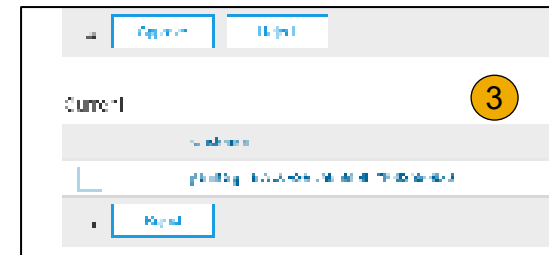
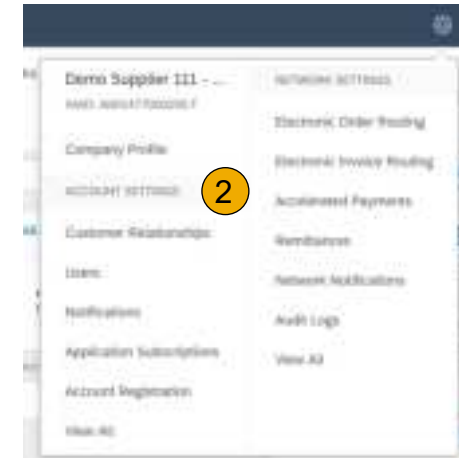
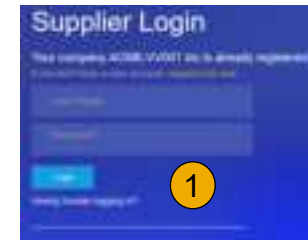
## Additional restrictions

- 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.

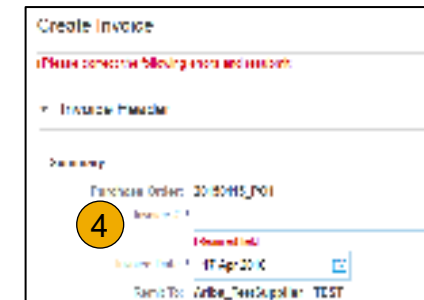
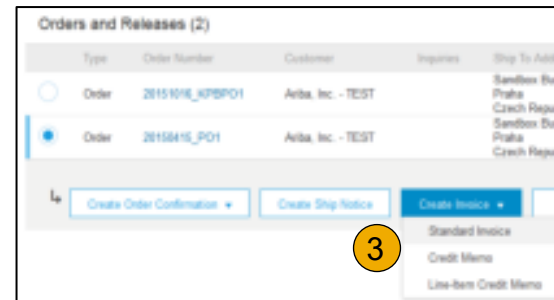
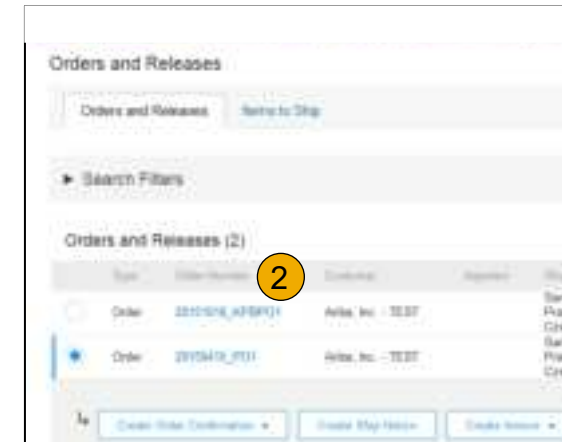
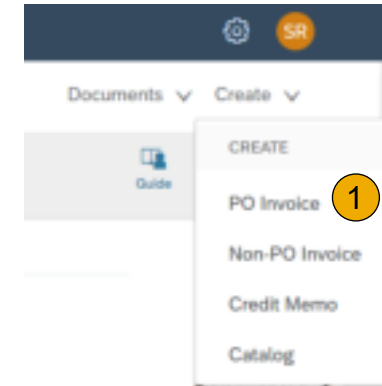
1. Login to your Ariba Network account via [supplier.ariba.com](https://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (T-Mobile).
4. Scroll down to the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

Invoice Date \* 15 Apr 2016

Remit To DEFAULT VALUE

Tax

Header level tax

Line level tax

Shipping

Header level shipping

Line level shipping

Line Items

Add New Line Item

Item	Description	Quantity	Amount
1084497223	1084497223	1	1084497223

\* Add to Invoice

- Attachment
- Comment
- Shipping Documents
- Special Handling
- Payment Term
- Attachment
- Shipping Documents
- Attachment
- Comment
- Shipping Documents
- Attachment
- Comment
- Shipping Documents

# 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	FX	25.00 EUR

No.	Include	Type	Part #
2		MATERIAL	GOODS_02

Pricing Details: Price Unit \* 0, Unit Conversion \* 1

Line Item Actions: [Delete]

No.	Include	Type	Part #
2		MATERIAL	GOODS_02

No.	Include	Type	Part #
2		MATERIAL	GOODS_02

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. Header level tax / Line level tax  
2. Standard Tax Selections  
3. View All Address

4. Tax Category: VAT, Rate: %

5. Shipping Method: Express, Shipping Cost: USD 50.00, Shipping Tax: %



# Invoice via PO Flip

## Detail Line Items

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



A screenshot of the 'Line Items' table. A yellow circle with the number '6' is positioned above the table. The table has columns for 'Item', 'Include', 'Year', 'Part ID', 'Description', 'Customer Part ID', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The first row contains the following data: a checkmark in the 'Item' column, a green checkmark in the 'Include' column, 'MATERIAL' in the 'Year' column, an empty 'Part ID' field, 'Enter a description for this item' in the 'Description' column, an empty 'Customer Part ID' field, '1' in the 'Quantity' column, 'EA' in the 'Unit' column, '\$10,000.00 US' in the 'Unit Price' column, and '\$10,000.00 USD' in the 'Subtotal' column. Below the table are buttons for 'Line Item Actions' and 'Delete'.

A screenshot of the 'Create Invoice' form. The form is titled 'Create Invoice' and has 'Done' and 'Cancel' buttons at the top right. Below the title is a section for 'Invoice Item' with a 'Line Item Actions' button. The form contains several input fields: 'Quantity' (1), 'Unit' (EA), 'Unit Price' (\$10,000.00 US), and 'Subtotal' (\$10,000.00 USD). There are also fields for 'Part ID', 'Auxiliary Part ID', and 'Customer Part ID'. A 'Description' field contains the text 'Enter a description for this item.'. Below this is an 'Inspection Date' field with a calendar icon. At the bottom, there is an 'Accounting Reference' section with 'Reference ID' and 'Description' fields. 'Done' and 'Cancel' buttons are at the bottom right.

# 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 system. The top screenshot displays the 'Line Item Actions' dropdown menu, which is open and shows the 'Add' option selected. The 'Add' menu is further expanded to show 'Comments' as the selected option, indicated by a yellow circle with the number '1'. Other options in the 'Add' menu include 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', and 'Attachment'. The background shows a 'Line Item' table with columns for 'Line Item', 'Material', 'Quantity', and 'Unit of Measure'. A yellow circle with the number '3' is placed over the 'Next' button in the bottom right corner of the screenshot. The bottom screenshot shows a 'Comments' field with a yellow circle with the number '2' next to it. The field is currently empty, and a 'Remove' button is visible in the top right corner of the field area.

# Invoice via PO Flip

## Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to T-Mobile .
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

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

# Invoice Without a Purchase Order

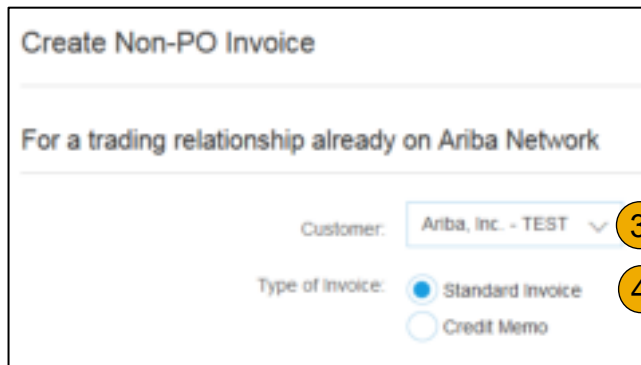
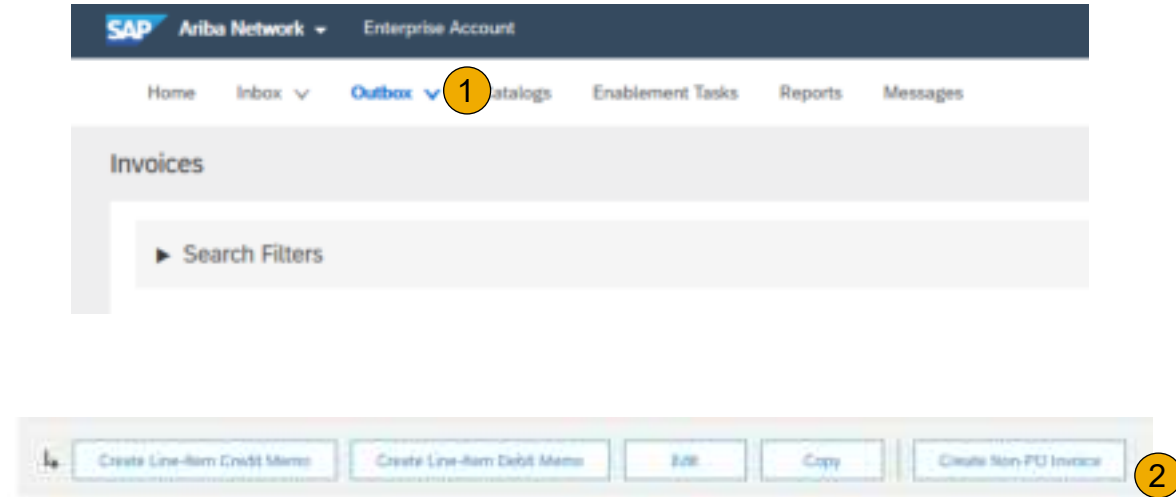
## Non-PO Invoice

To create an invoice without a PO:

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

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

5. **Click Next.**



# Invoice Without a Purchase Order

## Non-PO Invoice

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

**Note:** Be certain to provide complete details of the items or services provided.

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

# Invoice from a Service Sheet

## Locate Approved Service Sheet

The screenshot shows the SAP Arriba Network interface. The 'Outbox' menu is open, and 'Service Sheets' is selected. The 'Service Sheets' table is displayed with the following data:

Service Sheet	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/> inv2222_SS_1	Arriba - TEST	3500483663EDISONBF	3 Mar 2020	\$200.00 USD	Sent	Sent
<input type="checkbox"/> inv111111111111_SS_1	Arriba - TEST	3500483663EDISONBF	3 Mar 2020	\$800.00 USD	Sent	Sent
<input checked="" type="checkbox"/> 900067811	Arriba - TEST	4500034688-2	7 Nov 2019	\$1,500.00 USD	Acknowledged	Approved
<input type="checkbox"/> ESSETESTE	Arriba - TEST	TestSAP123	20 Aug 2019	\$1,000.00 CAD	Failed	Rejected

Annotations in the image include a '1' in a yellow circle pointing to the 'Outbox' menu and the 'Service Sheets' option in the dropdown. A '2' in a yellow circle points to the 'Create Invoice' button. Another '2' in a yellow circle points to the '900067811' service sheet entry, and a third '2' in a yellow circle points to the 'ESSETESTE' service sheet entry.

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 SAP Ariba Network interface for creating an invoice from a service sheet. 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 '1000062460' ID. 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 'Detail' and 'History' tabs.
- Create Invoice:** A form for creating an invoice. It includes an 'Invoice Header' section with a 'Summary' area. The summary shows:
  - Purchase Order: 40004480
  - Invoice #: 1000062460
  - Invoice Date: 1 Jul 2020
  - Invoice Amount: \$2,374.00 USD
  - Total Gross Amount: \$2,374.00 USD
  - Total Net Amount: \$2,374.00 USD
  - Amount Due: \$2,374.00 USDThe form also includes fields for 'Invoice To' (HILLSDOWN, OR) and 'Invoice From' (PORTLAND, OR).

# Invoice from a Service Sheet

## Invoice Header Information

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

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

- 1. Invoice Number #** field: input with naming convention i.e. INV concatenated with Service Sheet # (INV1000062460)
- 2. Enter** either tax rate in the **Tax Rate (%)** field or tax amount in the **Tax Amount** field.
- 3. Add to Header** button allows for shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.
- 4. Amount Due** is automatically calculated including Invoice Gross Amount, Tax Amount, and shipping cost, special handling fee, if any added to header.

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

**Create Invoice**

Update Save Exit Next

Invoice Header

Indicates required fields Add to Header

Summary

Purchase Order: 4900454862

Invoice #\* INV1000062460

Invoice Date\* 7 Jul 2020

Service Description: Service Invoice Demo

Billing To: 1050 NW 225TH AVE

HILLSBORO, OR  
United States

Billing 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
Total Net Amount:	\$1,511.40 USD
Amount Due:	\$1,511.40 USD

Category\* Sales Tax

Regime:

Taxable Amount: \$1,374.00 USD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$137.40 USD

Return



# 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.

The screenshot displays the 'Create Invoice' header level detail screen. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'New'. The main section is titled 'Invoice Header' and includes a summary table and several input fields.

Summary	
Purchase Order: APO04802	Total: \$1,074.00 USD
Invoice #*: 00100000000000000000	Total Tax: \$0.00 USD
Invoice Date*: 7 Jul 2020	Total Gross Amount: \$1,074.00 USD
Service Description:	Total Net Amount: \$1,074.00 USD
Head To: 0002 000 0207H 400	Amount Due: \$1,074.00 USD
HILLSBORO, OR United States	
Bill To: TAMARA BN To Address	
PORTLAND, OR United States	

Below the summary table, there are several input fields:

- Category: Sales Tax
- Region: [Empty]
- Supplier Invoice #: \$1,074.00 USD
- Net Amount Type: [Empty]
- Invoice #: [Empty]
- Tax Account: [Empty]

The 'Ship From' and 'Ship To' sections are as follows:

Ship From: MOBILE TECH INC - 200054816  
Bellevue, WA  
United States

Ship To: WA-Headquarters, Newport Tower  
Bellevue, WA  
United States

Deliver To: WA-Headquarters, Newport Tower

The 'Payment Term' section includes:

Net Terms (days): 30  
Discount or Penalty Percentage: 2%  
Percentage (%): 2

Supplier: MOBILE TECH INC - 200054816  
Bellevue, WA  
United States

Customer: TAMARA, USA, POC TEST ACCOUNT - 00000000000000000000  
Bellevue, WA  
United States

Bill From: MOBILE TECH INC - 200054816  
Bellevue, WA

Invoice Date and address fields are also present at the bottom.

# 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.

The screenshot shows the SAP 'Goods and Services' interface for 'Line Item Details'. It includes a table with columns for 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A 'Line Item Actions' menu is open, showing options like 'Edit', 'Add', 'Shipping Documents', 'Comments', and 'Attachment'. A 'Service Sheet Details' section shows 'Service Sheet # 100002862' and 'Service Line No. 1'. A 'Comments' field is present with a character limit. At the bottom, there is a summary table and a 'Next' button.

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
		Not Available	Service Item Test - 2					
	✓ SERVICE		TEST LINE 1		2.21	PU	\$1 USD	\$2.21 USD

Service Sheet Details: Service Sheet # 100002862, Service Line No. 1

Service Period: Service Start Date: 14 Apr 2020, Service End Date: 21 Mar 2021

Comments: Comments may not exceed 254 characters

Line Item Actions: Edit, Add, Shipping Documents, Comments, Attachment

Buttons: Update, Save, Exit, Next

Subtotal	\$2.21 USD
Total Tax	\$0.00 USD
Total Gross Amount	\$2.21 USD
Total Net Amount	\$2.21 USD
Amount Due	\$2.21 USD

Buttons: 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](mailto: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 a dropdown menu shows 'Invoices' selected. Below this, a table of invoices is visible, with one invoice selected. The 'Create Line-Item Credit Memo' button is highlighted. The interface then transitions to a detailed view of the selected invoice, where the 'Create Line-Item Credit Memo' button is again highlighted. The final step shows a summary screen with a 'Submit' button 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**.

The screenshot displays the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox' (highlighted with a yellow circle 1), 'Catalogs', 'Enablement Tasks', 'Reports', and 'Messages'. Below this, the 'Invoices' section shows a search filter and a table with one invoice entry (highlighted with a yellow circle 2). The invoice details are: Invoice # INV\_20150415, Customer Arba, Inc. - TEST, Reference 20150415\_PO1, Status Online, Origin Supplier, Source Doc Order, and Date 15 Apr 2016. Below the table are buttons for 'Create Line-Item Credit Memo' (highlighted with a yellow circle 3), 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Line Items' section (highlighted with a yellow circle 4) shows a table with columns for Item, Status, Type, Unit, Quantity, Unit Price, and Total Price. Below the table are buttons for 'The Back Arrow' and 'Cancel'. The summary panel (highlighted with a yellow circle 6) shows: Subtotal: 5,75,000.00, Total Tax: 1,74,000.00, Total Shipping: 5,00,000.00, Total Item Amount: 5,00,000.00, Total Tax Amount: 1,74,000.00, and Amount Due: 5,00,000.00. At the bottom, there are buttons for 'Back', 'Next', and 'Submit' (highlighted with a yellow circle 7).

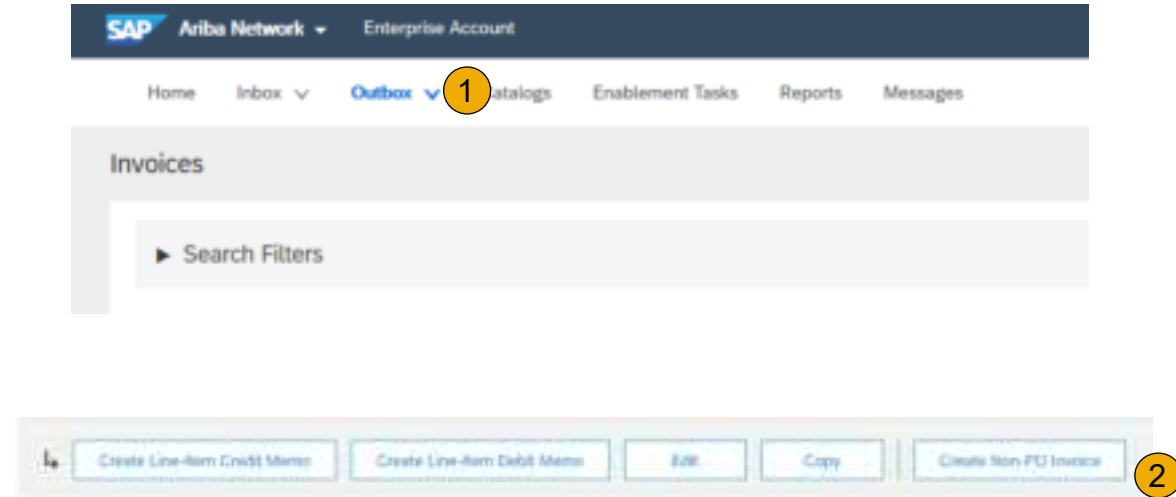
# Credit Invoice without a PO

## 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

Exit  5

# Credit Invoice without a PO

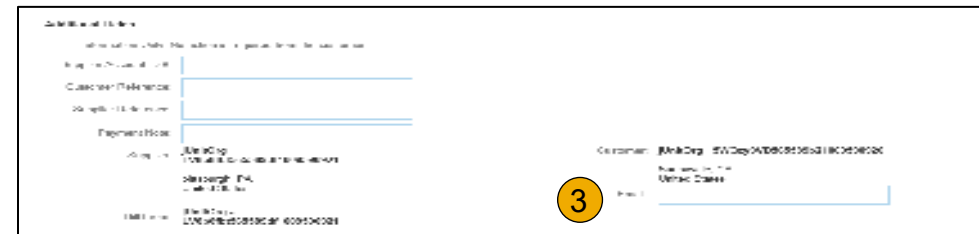
## Non-PO Credit Invoice

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

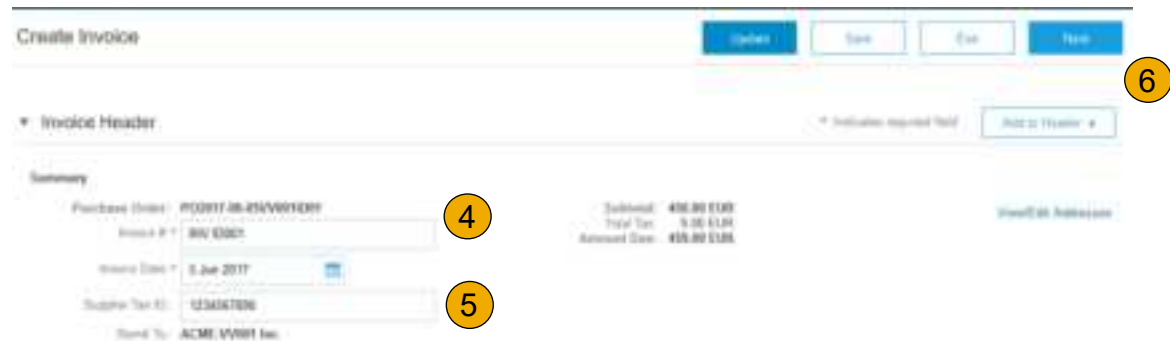
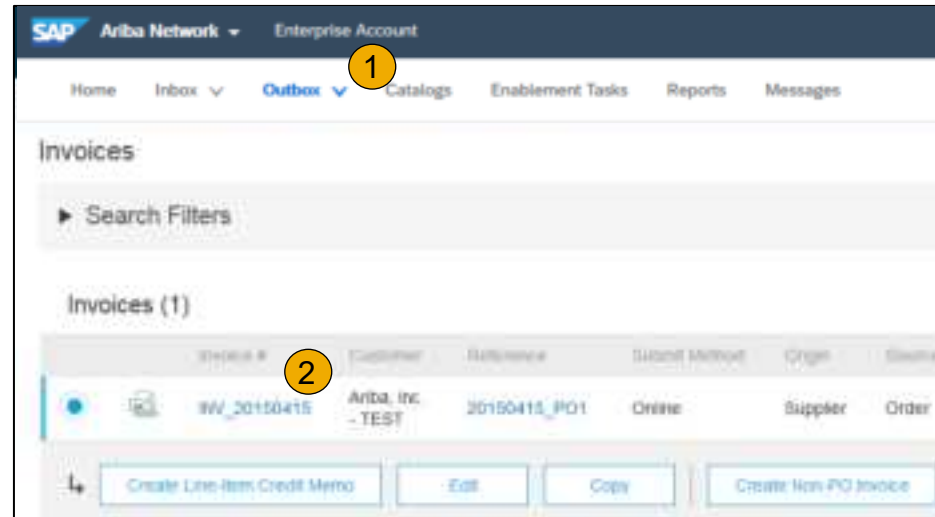
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Click Next** to continue.
6. **Review, Save** or **Submit** as standard credit invoice.



# 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

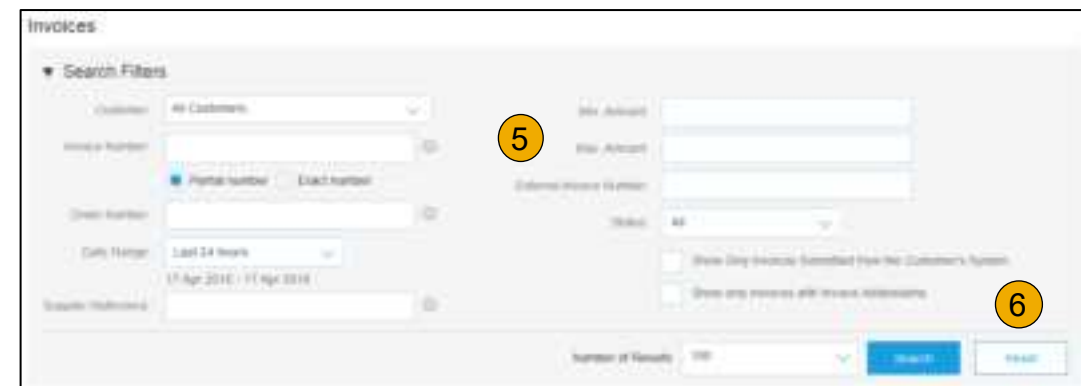
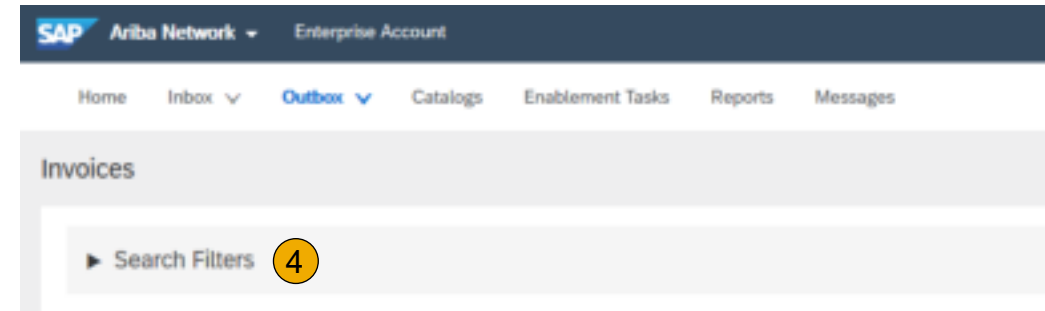
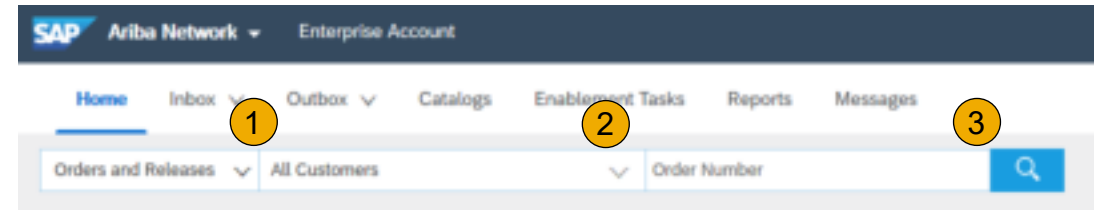
## (Quick & Refined)

### 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.

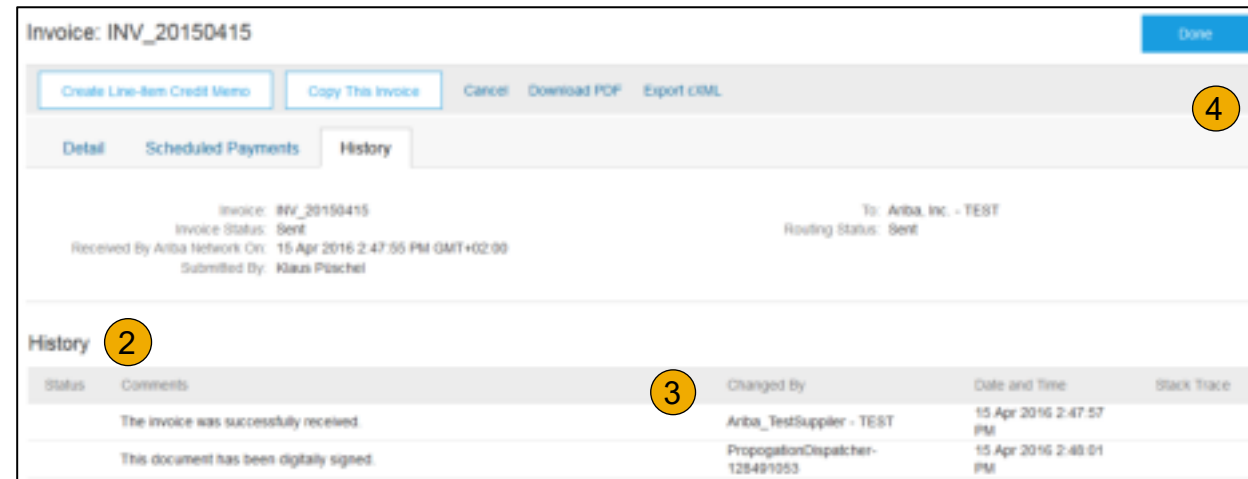
- **Sent** – The invoice is sent to the T-Mobile but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – T-Mobile approved the invoice cancellation
- **Paid** – T-Mobile paid the invoice / in the process of issuing payment. Only if T-Mobile uses invoices to trigger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

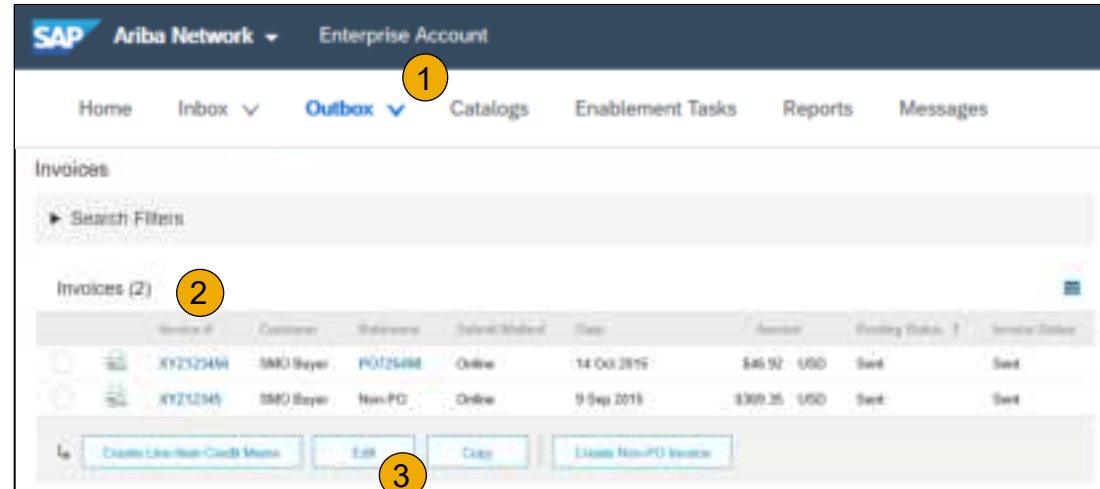
1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.



# 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.

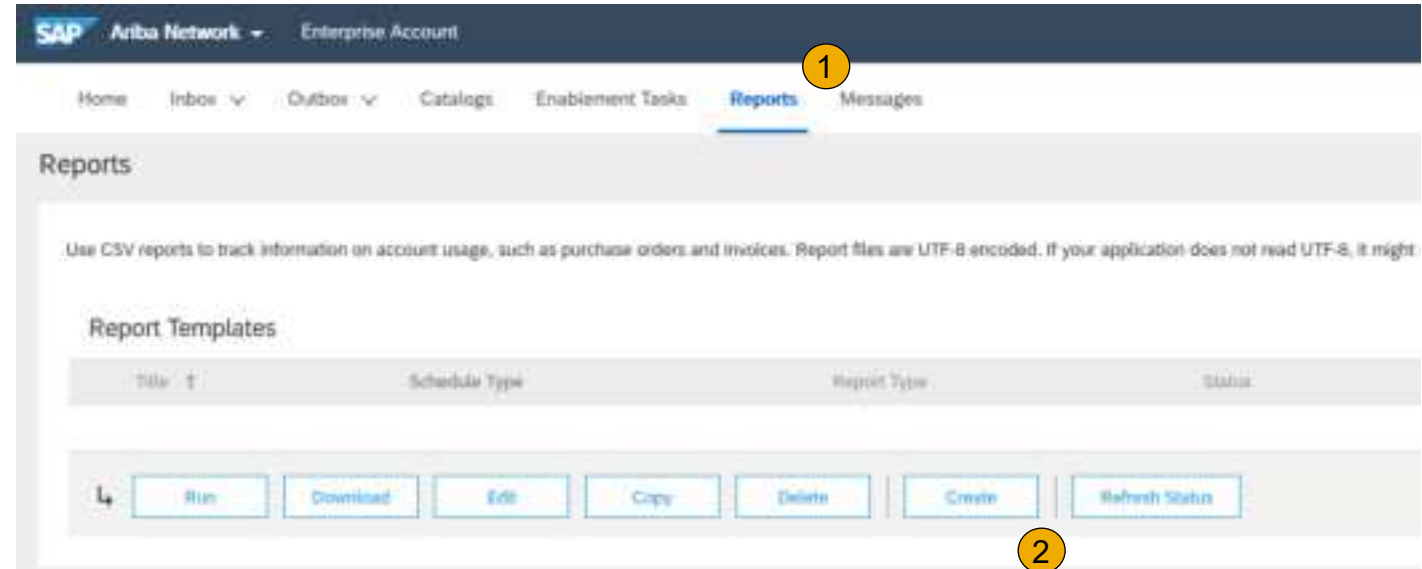


# Download Invoice Reports

## Learn About Transacting

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

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

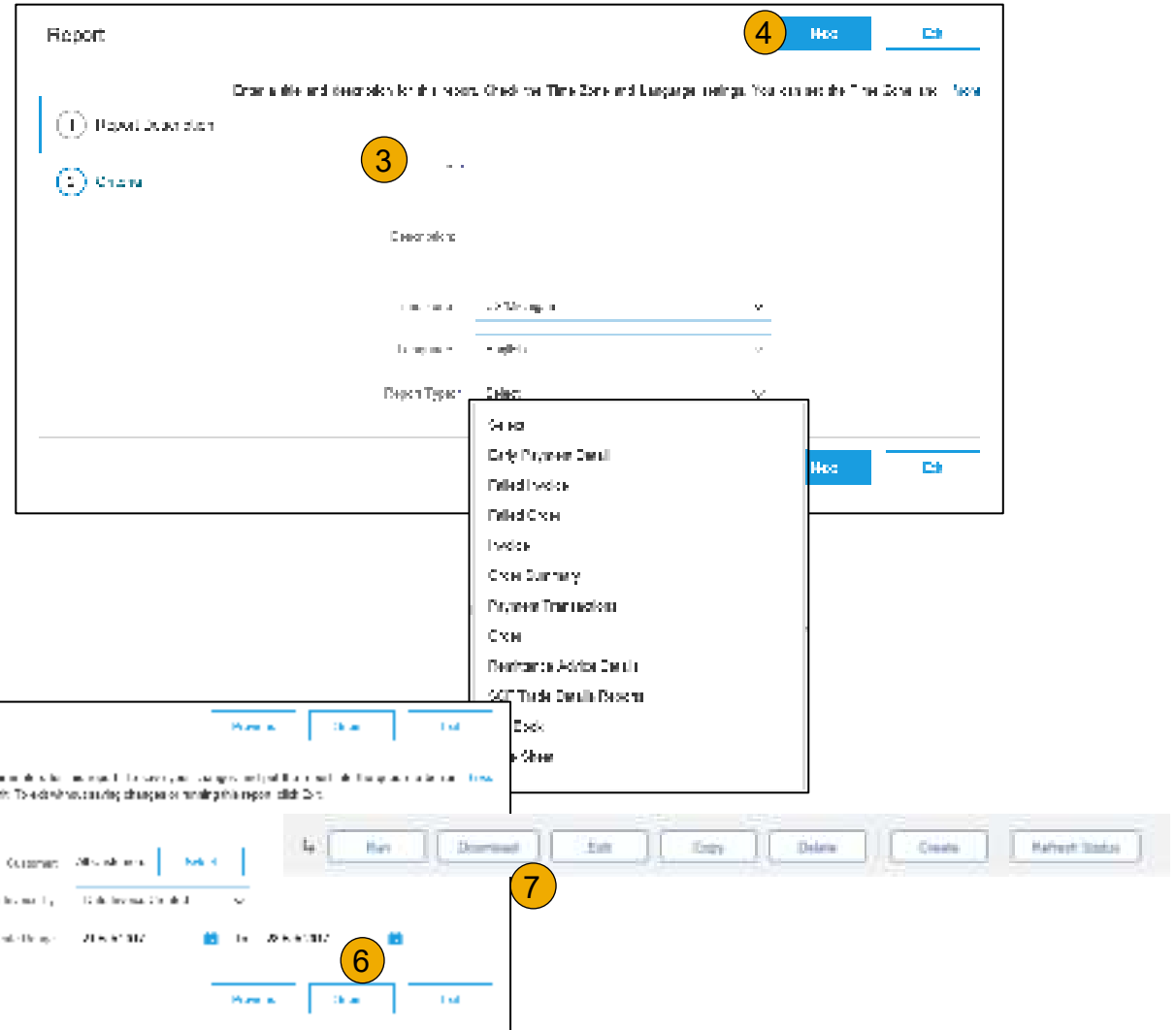


- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail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

# Invoice Reports

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

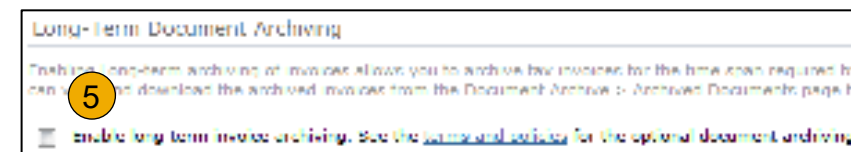
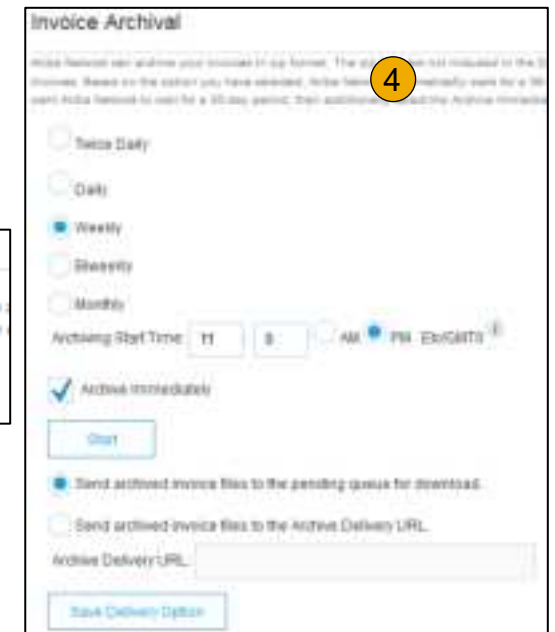
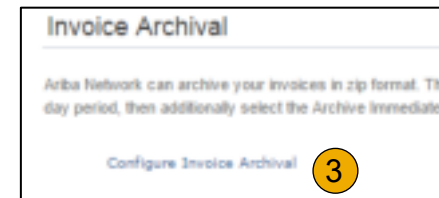
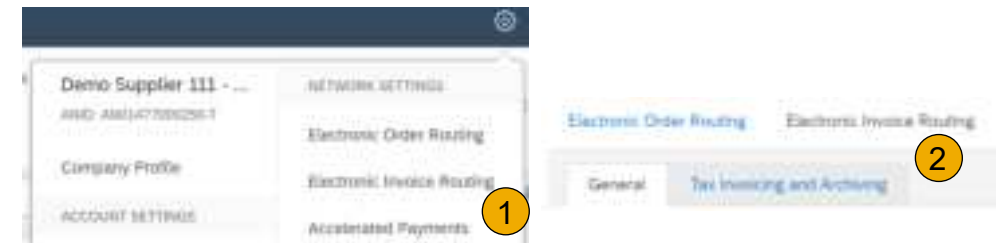
**Note:** For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.



# Invoice Archival

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

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



# 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](mailto: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](mailto: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.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Pending

Customer

Approve Reject

Current

Customer
<input type="checkbox"/> Arba Inc. <span>2</span> <span>3</span> Supplier Information Portal
<input type="checkbox"/> Poulton Industries

Reject

Demo Supplier 111 - ...

AWID: AN0147700050T

Company Profile

ACCOUNT SETTINGS

Customer Relationships 1

Users

Notifications

Application Subscriptions

Account Registration

View All

# 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.**