CW&Outsourcing Tool

ARIBA SUPPLIER INVOICING GUIDE

December 2019

Contents

CONFIGURATION FOR AUTO INVOICING

Buyer Preferences

You can view and edit some Buyer settings here:

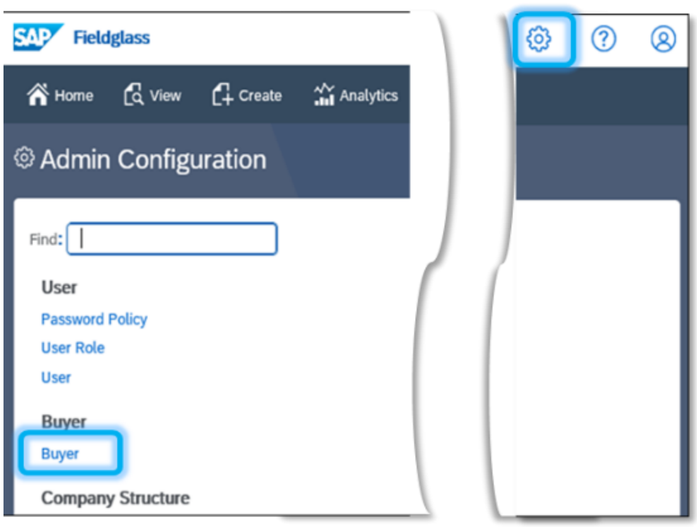
- **Auto-Invoice**: If the buyer has enabled this setting, you may be able to turn Auto-Invoicing on and off here. If you would like to change this setting, but don't have the option to in this screen, contact your Buyer Administrator to discuss the settings.

Navigation Tips

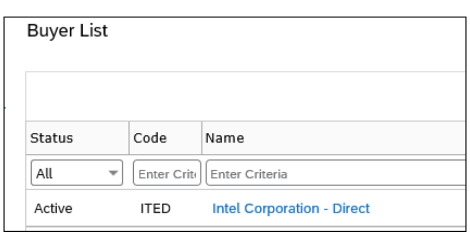
You can view information on editing buyer settings by following the paths described below. After you access the buyer page, click the Help link for detailed instructions.

Name	Location	How to use
Admin → Buyer→ Click on a Buyer	Top right of the Home page	Click the Admin icon and select Buyer. Click on a specific Buyer.

Click Admin Menu (Gear) > Buyer

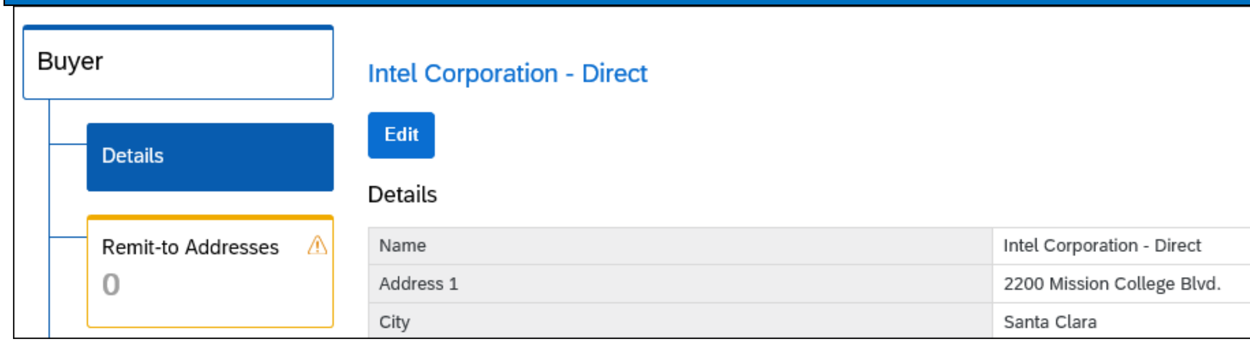


Click on Buyer Name

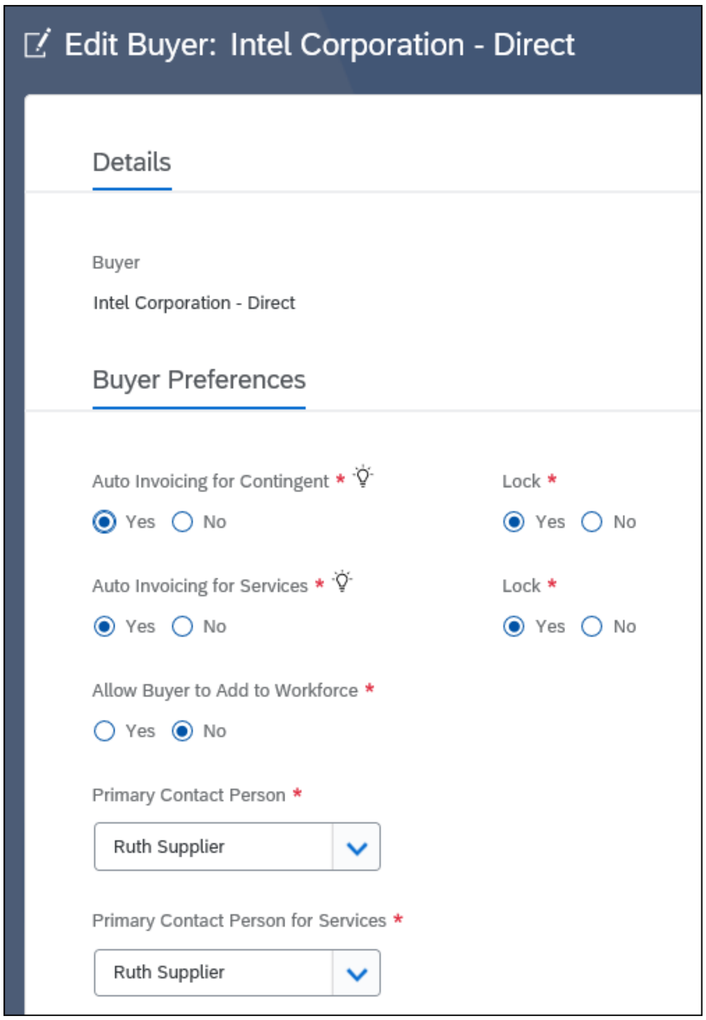


Click Edit

AUTO INVOICING PROCESS AND STATUS



Buyer Preferences for Auto Invoicing



With the launch of Ariba Integration, there is the functionality to allow auto invoicing once the buyer has approved the line item on the SOW. This only applies to Ariba POs (350XXXXXXX) via a full end to end integrated connection. SRM POs (300XXXXXXXX) are not fully integrated and an invoice would not be sent via any integrations and would still have to be submitted via WebSuite.

Intel recommends having auto invoice set to Yes and locked. In the event that your company will be straddling Ariba POs (350XXXXXXX) and SRM POs (300XXXXXXXX) then it is recommended to have auto invoicing set to Yes, but Lock set to No. This will allow for each individual SOW to default to Yes, but when accepting the SOW you may change auto invoice to No if the PO begins with (300XXXXXXXX). This will assist in eliminating the confusion of which invoices are automatically being sent for payment vs. the ones that have to be created and submitted to WebSuite.

Back to Homepage

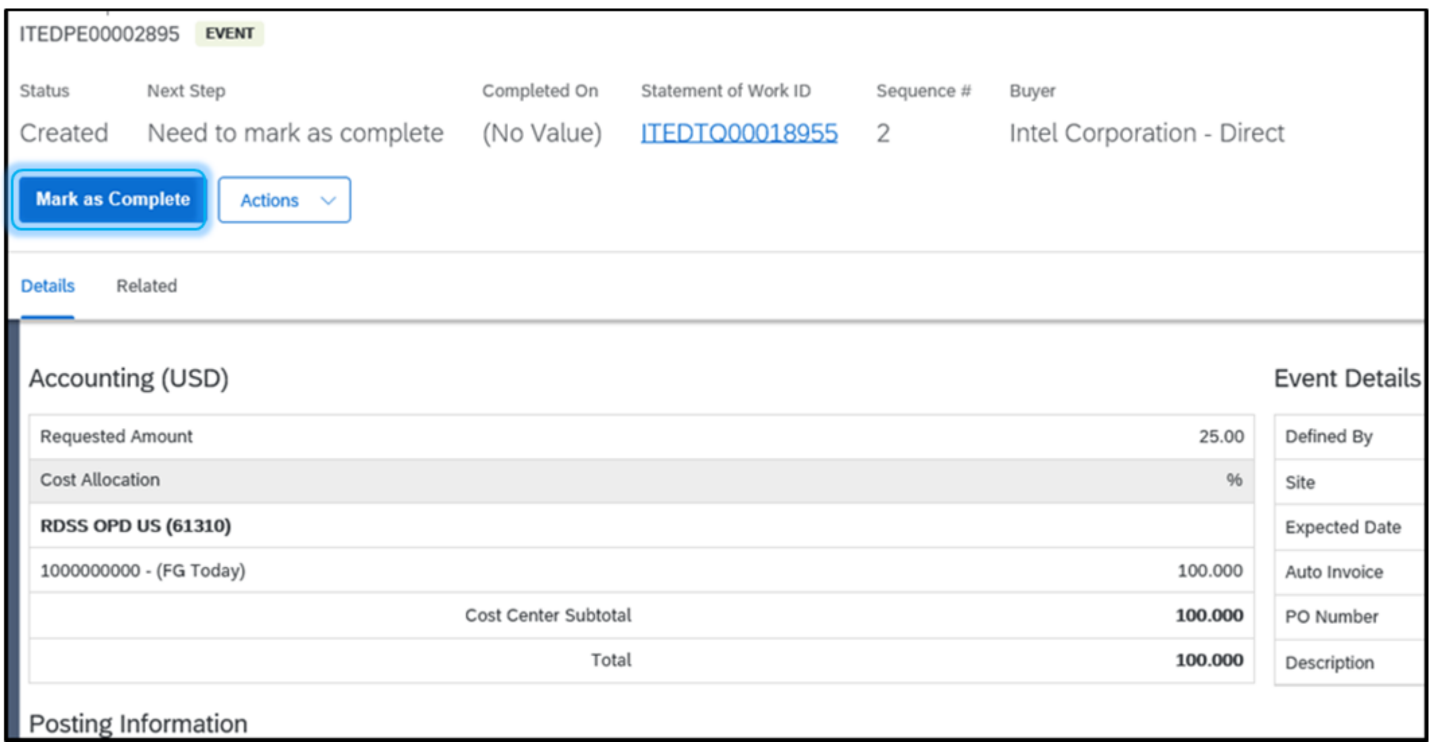
Auto Invoice Option

With the Ariba Integration there is an option to automatically invoice a line. If your companies Buyer Preference is set to auto invoice “Yes”, then the invoice will be created automatically once the line item (schedule or deliverable) is approved by the SOW owner.

If the Intel SOWs consist of both Ariba POs (350XXXXXXX) and SRM POs (300XXXXXXXX) then it is recommended to have auto invoicing set to Yes, but Lock set to No. This will allow for each individual SOW to default to Yes, but when submitting the line item on the SOW you will need to change auto invoice to No if the PO begins with (300XXXXXXXX).

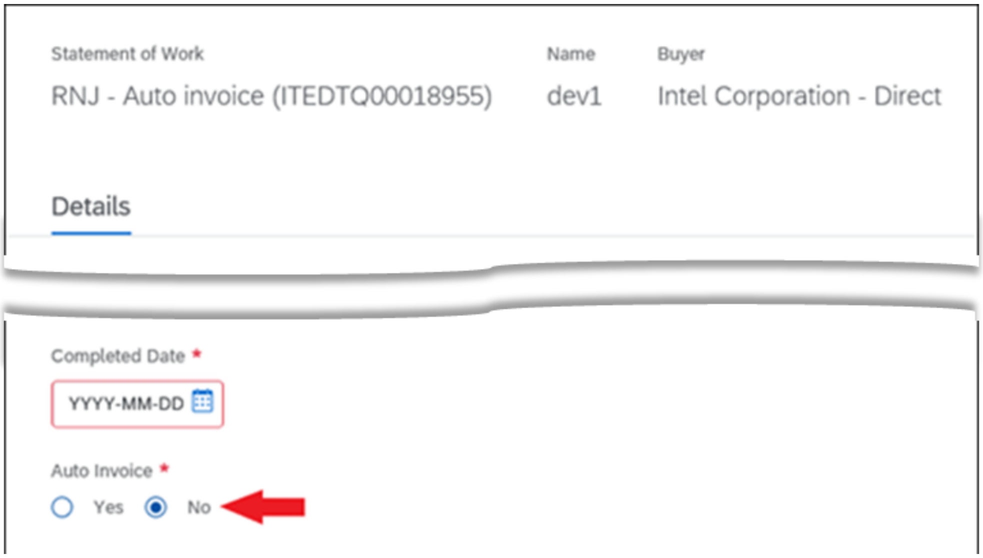
Note: Ariba POs (350XXXXXXX) can only be invoiced through Fieldglass. If the line item was submitted with Auto Invoice “No” or you see the status of the line item as “Approved” and Next Steps “Supplier to submit invoice” you will need to submit an Invoice manually in Fieldglass. Click here to view steps to manually create invoice

Mark Deliverable as Complete or Respond to Schedule



After line item submission the status will be “Pending Approval” from SOW owner. Once approved then status will changed to Invoiced.

How to Change Auto Invoice option to No for a select line item.



Once SOW line item is approved by the SOW owner then the line item status will change from Pending Approval to Approved. Next step is for supplier to submit invoice. With SRM POs (300XXXXXXXX), these are submitted through Intel's WebSuite portal.

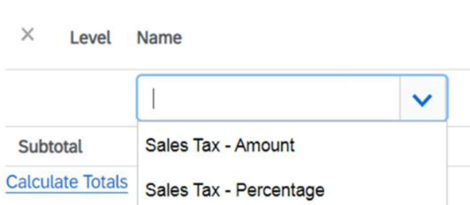
Note: If auto invoice is set to Yes for SRM POs (300XXXXXXXX) an invoice ID will be generated by Fieldglass, but the integration **<u>is not connected for SRM invoicing</u>, so Intel will NOT receive the invoice.**

Adjustment to be included on Invoice

If you would like to include a tax or Adjustment to the amount of the invoice, select a name from the drop down box and an Adjustment box will be available for you to include a percentage adjustment or amount adjustment. If you do not need to add an Adjustment you may skip this step. You will perform this step when completing the line item (schedule or deliverable) when auto invoicing is being used.

To add an Adjustment, follow these steps:

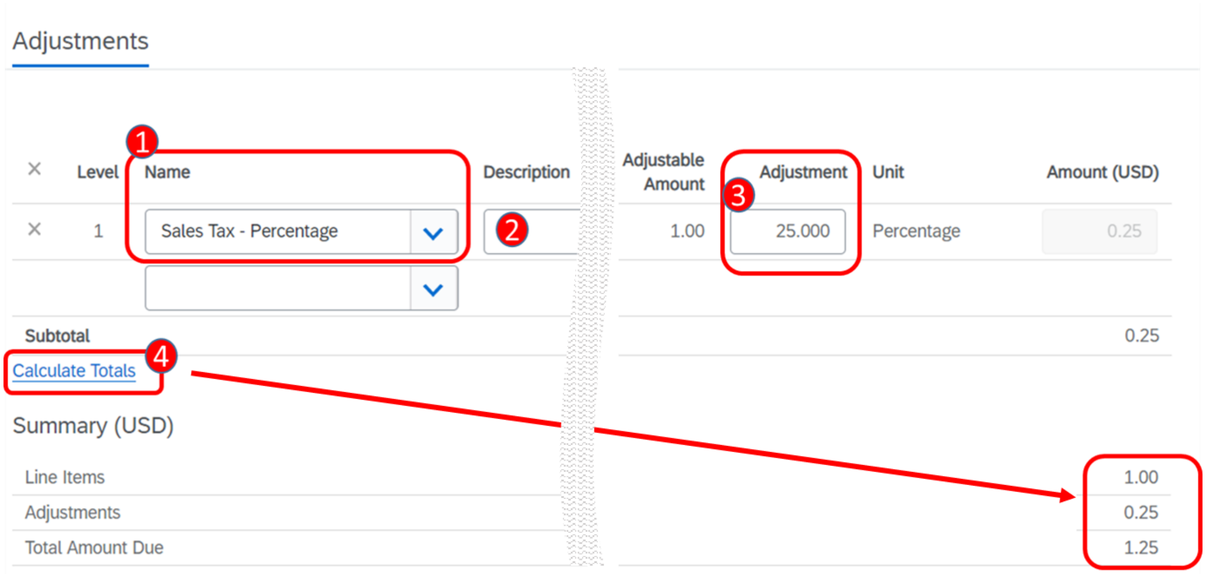
1. Select a Name (type of Adjustment) from the drop-down box.



Adjustment to be included on Invoice (continued)

2. Add a description if desired.

3. If you selected percentage adjustment enter the Adjustment percentage. For example, you may want to enter a sales tax of 5%, so you would enter “5” in this field. The amount will calculate automatically after you enter the percentage click on Calculate Totals (#4). If you select amount adjustment enter the adjustment amount and it will add that amount to the line items total.



What is an Invoice?

After line items (Schedule or Deliverable) on a Statement of Work are completed, the buyer can be billed with an Invoice. The details of the Invoice appear on this page.

Invoice Status/Overview

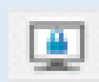
Every Invoice has a status, giving more information about where it is in the process. The table below gives the definition of each status for the Invoice.

Status Name	Definition
Pending Approval	The invoice is waiting on approval by the buyer.
Approved	The Buyer has approved the invoice.
Pending Payment	The Buyer has submitted invoice for payment based on PO payment terms
Rejected	The Buyer has rejected the invoice.
Paid	The buyer has marked the invoice as paid.

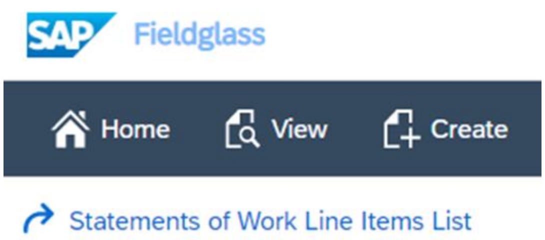
Tab Information

Tab Name	Use
Details	Shows the details of the invoice, including line items attached to the invoice.
Lifecycle	Shows the approval history of the Invoice.
Related	Any documents related will appear here. After the Worker has registered, a link to the Worker page will appear here.

Parts of an Invoice

Section	How it is used
Accounting	Shows the line item amounts, Adjustment amounts, and total amount due.
Posting Information	Shows who submitted the invoice.
SOW Invoice Details	Shows details of the invoice including Invoice Code, End Date, Site, Business Unit. If the invoice has been marked as Paid, these fields may appear: Check/Ref Number, Paid Date, Remit-to Address. Any custom fields that appear on the Invoice will be marked with this icon: 
Line Items	Any Line Items on the Invoice will be listed here with an ID, Name, Date, and Amount. Line Items could include Schedules or Deliverables.
Credit/Debit Memo	If a Credit/Debit Memo has been charged against the invoice, the Status, ID, Code, Submit Date, and Amount will appear here.
Attachments	If a document has been attached to the invoice, a link to it will appear here. Click the link to open the document.

Invoice Quick Links



These links at the top left side of the page (below the dark bar) will take you to the list of line items on all the SOWs where you are the supplier contact.

Print Invoice

Click on the small gray underlined link for **Print**. You will see a Print prompt from your computer and you can print the document from there.

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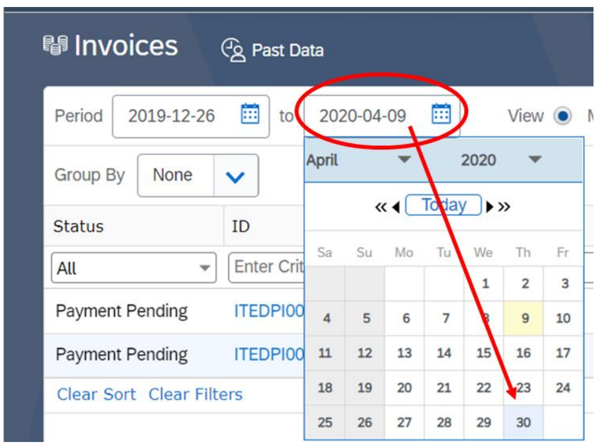
Select Statement of Work

Change Search Date

If you don't see the Statement of Work you would like to use in the invoice, you may want to adjust the date of your search. You can type the date in the boxes for **End Date** or click on the Calendar icon to open the calendar. In the calendar, click on the date you would like to select.

To change the month or year, click on the month and a dropdown box will appear. Select the desired month or year. Once you have the month and year, selecting the year first, then click on the day of month in the calendar below.

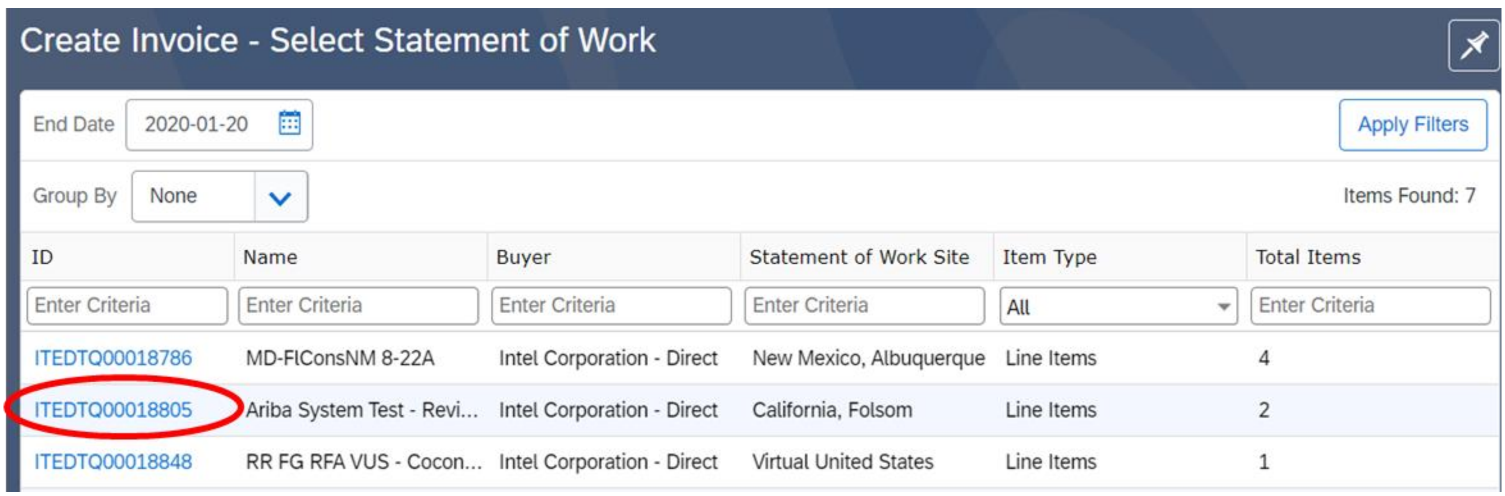


Manual Invoice submission Steps

You can create a Statement of Work Invoice by following one of the paths described in the table below.

Name	Location	How to use
Create → Statement of Work Invoice	Top gray bar on the Home page	Click Create on the top menu on the long gray bar. Select **SOW Invoice** from the dropdown box and click on the ID in question.

Select the Statement of Work you want to invoice.



Step 1 of 3: Setup

Statement of Work Information

After selecting a Statement of Work, you will enter Setup information on Step 1. After entering the Invoice Code and selecting Remit-to-Address (optional).

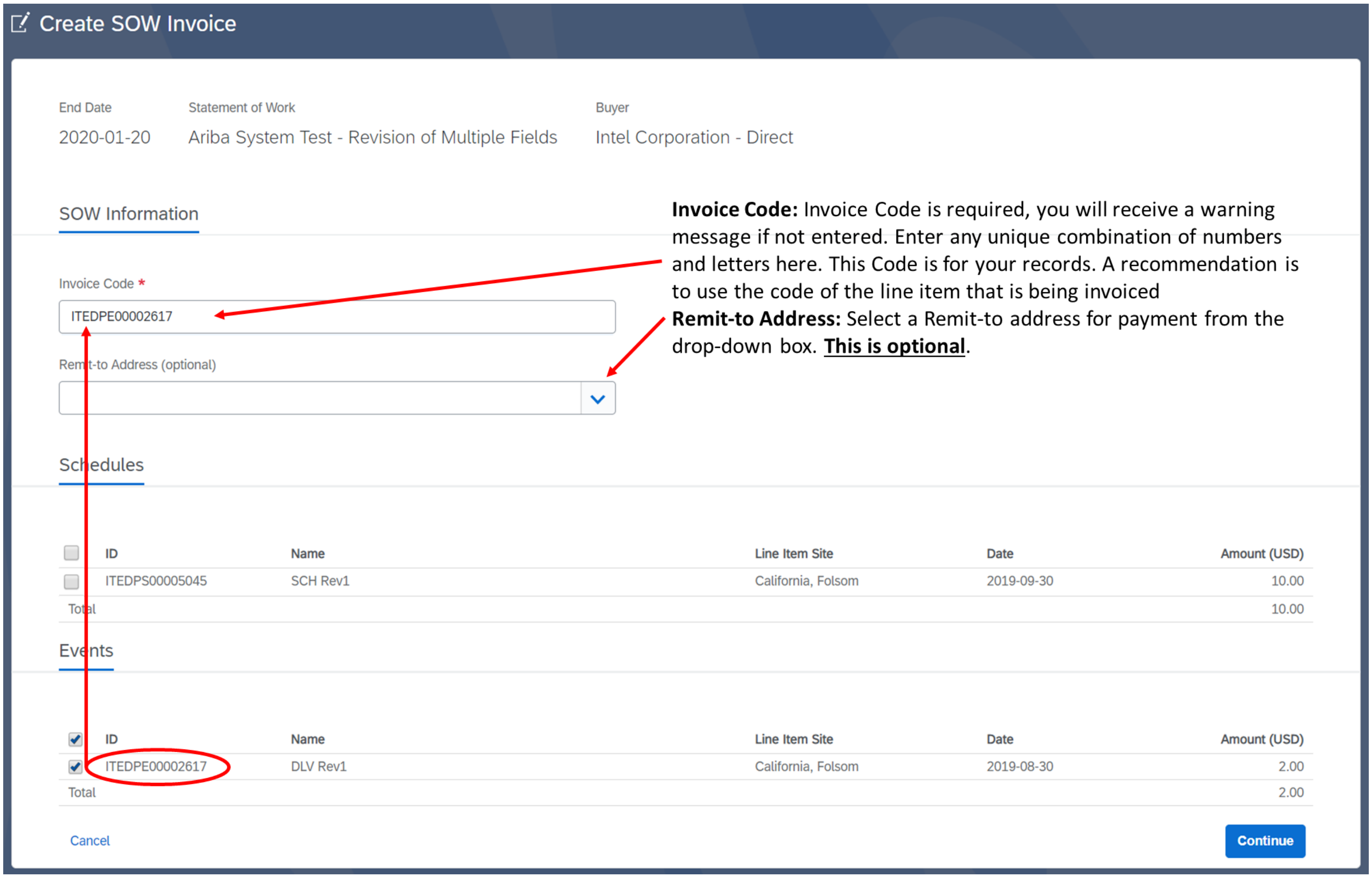
Schedules or Events

In this section, you can select any line items you would like to bill on the Invoice. The total appears on the right for each line item and a grand total of all items appears under the list.

Check off the item on the left-hand side of the ID number to select them.

→ Click the Continue button to move to **Step 2**.

After selecting a Statement of Work, you can enter Adjustments on Step 2.



Step 2 of 3: Setup

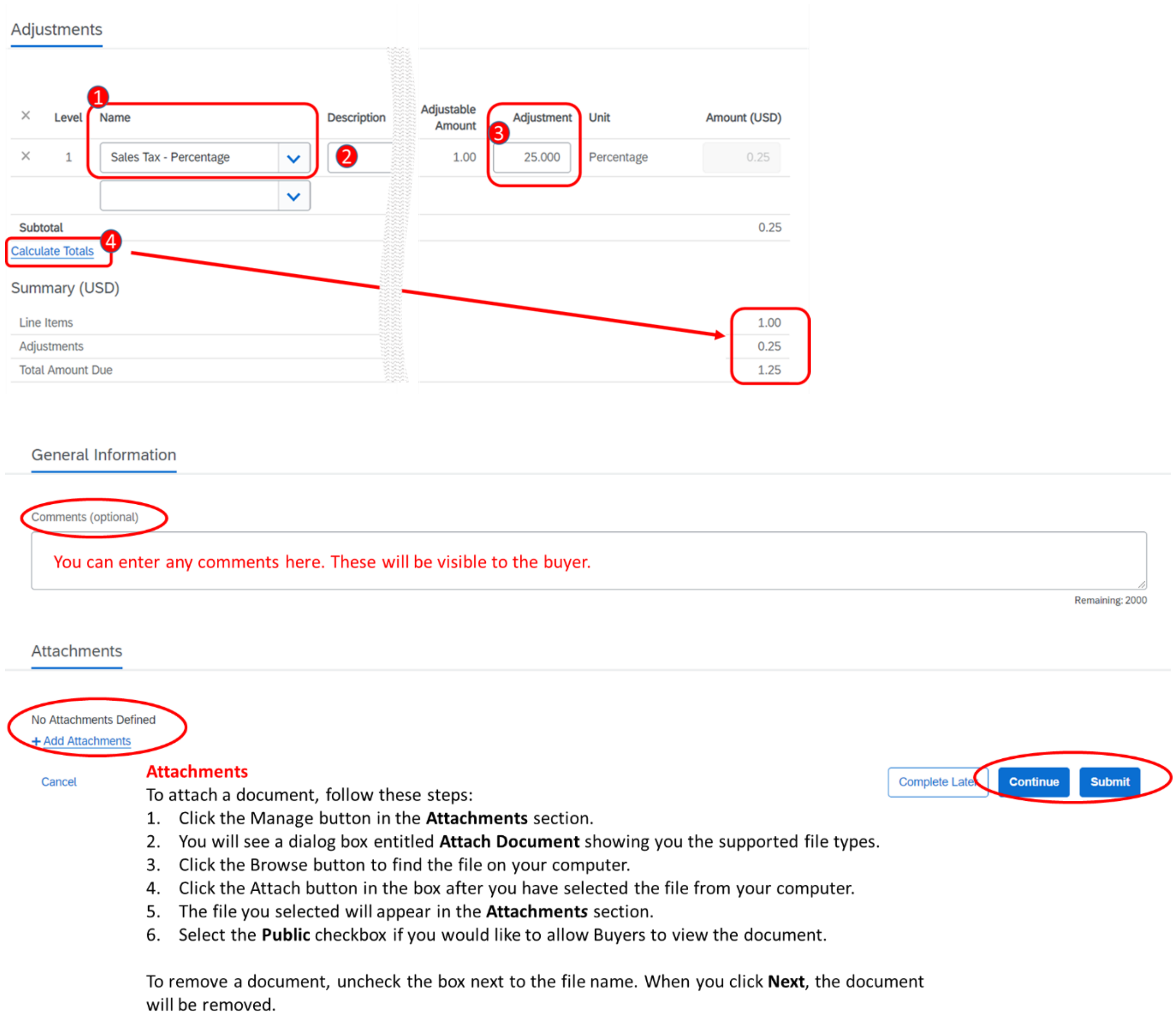
Adjustment

You can include a tax or Adjustment to the amount of the Invoice. If you do not need to add an Adjustment you may skip this step.

To add an Adjustment, follow these steps:

1. Select an option from the drop-down box. If you don't have any option listed, please contact the Buyer to add a tax/Adjustment option.

2. Add a description if desired.
3. Enter the Adjustment percentage. For example, you may want to enter a sales tax of 25%, so you would enter "25" in this field.
4. Click on Calculate Totals. If you select amount adjustment enter the adjustment amount and click on Calculate Totals.



→ Click the **Continue** button to move to Step 3, or you may submit from this step by clicking **Submit**.

Step 3: Review

On this step, you will review the Statement of Work Invoice. If you need to make changes, click **Make Changes** to return to a previous step. Click **Submit** when you are finished with the Statement of Work Invoice.

Invoice Code	End Date	Statement of Work	Buyer
ITEDPE00002617	2020-01-20	Ariba System Test - Revision of Multiple Fields	Intel Corporation - Direct

Setup

Make Changes

Events

ID	Name	Date	Amount (USD)
ITEDPE00002617	DLV Rev1	2019-08-30	2.00
Total			2.00

Details

Make Changes

Adjustments

Level	Reason	Description	Module	Adjustable Amount	Adjustment	Unit	Amount (USD)
1	Sales Tax - Percentage	Sales Tax	SOW Invoice	2.00	2.500	Percentage	0.05
Total							0.05

Summary

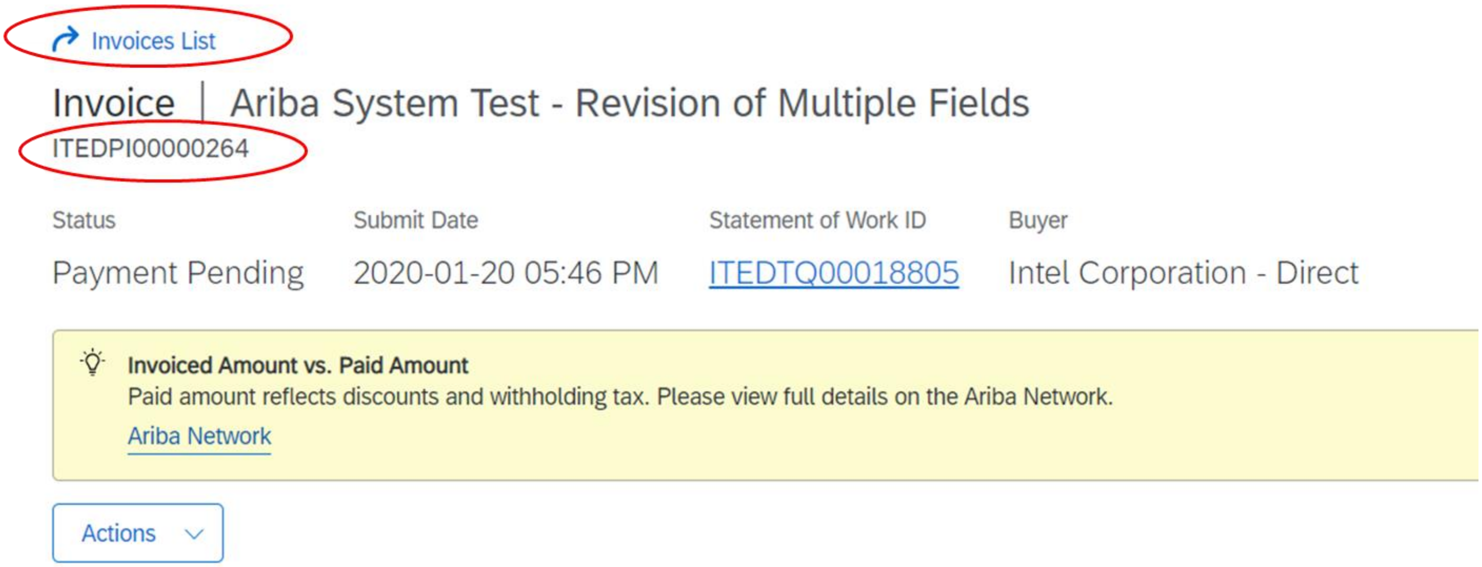
Line Item Total	2.00
Adjustments	0.05
Total	2.05

General Information

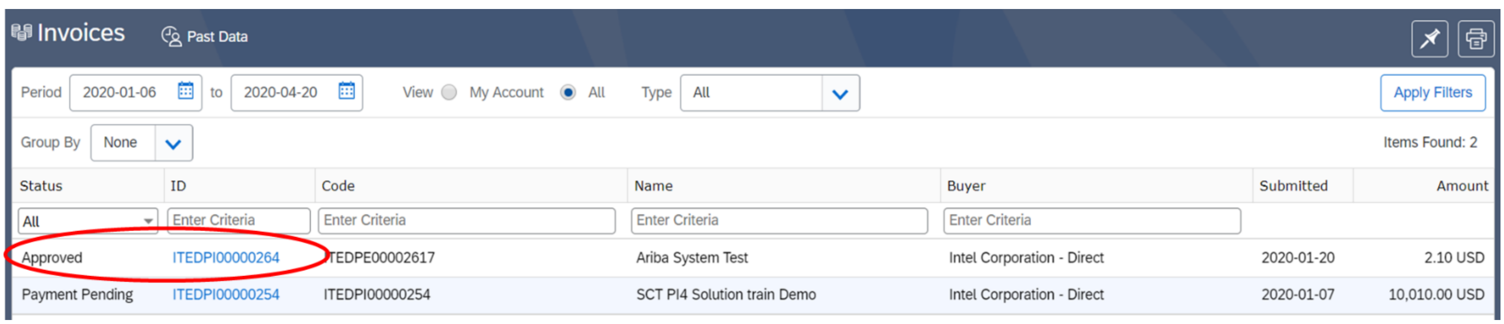
Comments
(No Value)

Cancel   Complete Later   Submit

When you click **Submit**, the Invoice displays. You can see the Invoice number and the status of the Invoice.



You can also see the **Invoices List**. If an Approval Group is set up, the Invoice status is Pending Approval with the buyer company. Otherwise, the status is Pending Payment and is waiting to be **Marked as Paid** by a buyer user.



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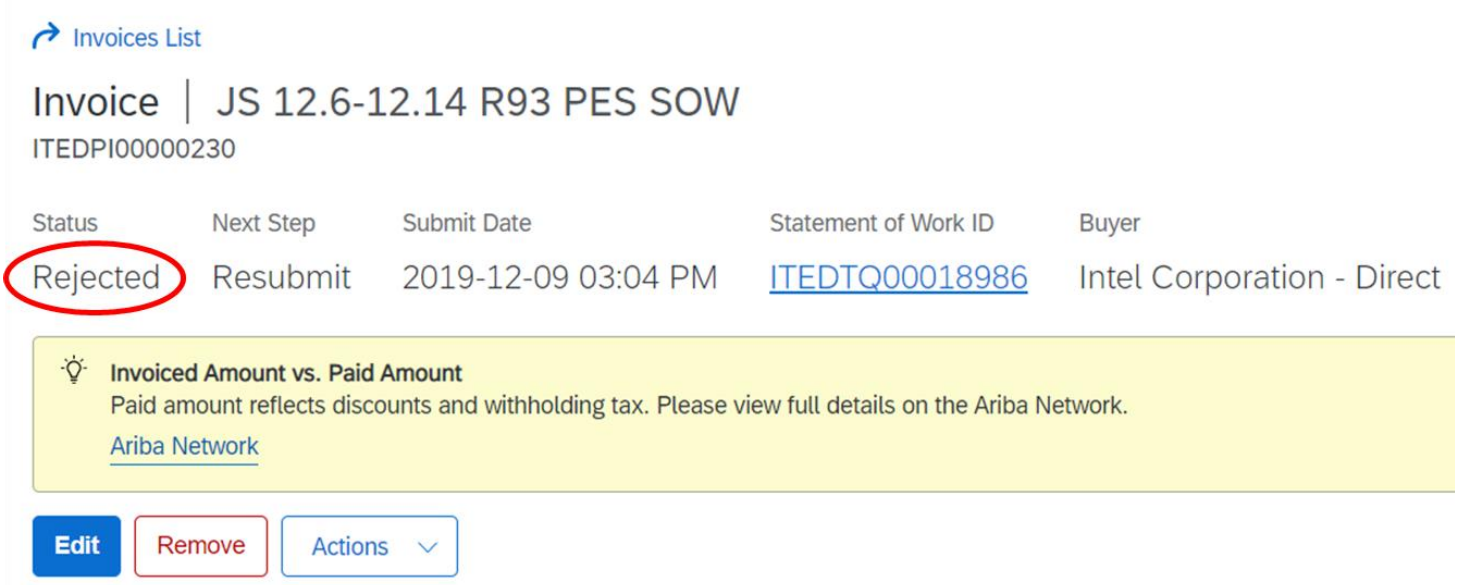
REJECTED INVOICES

If an invoice is rejected you will need to remove the Invoice and then resubmit a new Invoice following the Submit Invoice directions. You will see a Remove button if the Invoice has a status of Rejected.

If the rejection requires a correction to be made on the invoice then remove invoice. Contact the SOW owner to make any corrections needed on SOW data and then have them reject the approved line item. Then resubmit line item for approval and invoice will automatically generate after approval.

If the Invoice is already approved, it cannot be corrected or removed. You will need to do a Credit/Debit Memo to make a correction to the Invoice if needed.



ISSUING A CREDIT/DEBIT MEMO

What is a Credit/Debit Memo?

A Credit/Debit Memo is a correction to an Invoice submitted by you as the Supplier. After an invoice is approved, a Credit/Debit Memo is the only way to adjust or correct it.

Credit/Debit Memo Status

Every Credit/Debit Memo has a status, giving more information about where it is in the process. The table below gives the definition of each status for the Credit/Debit Memo.

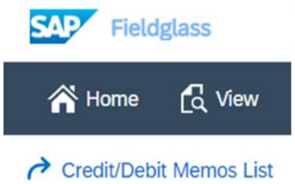
Field name	How field is used
Draft	The Credit/Debit Memo has been created, but not yet submitted.
Pending Approval	The Credit/Debit Memo is waiting on approval by the Buyer.
Rejected	The buyer has rejected the Credit/Debit Memo. As the Supplier, you can either make changes and resubmit or remove it.
Approved	The buyer has approved the Credit/Debit Memo for payment.
Pending Payment	The buyer has submitted invoice for payment based on PO payment terms.
Paid	The Buyer has marked the Credit/Debit Memo as paid.

Tab Information

Tab Name	Use
Details	Shows the details of the Credit/Debit Memo, including the Time Sheets and Expense Sheets included in the Credit/Debit Memo. If your company is using Rate Components you will see an option to View the Rate Component details in the Accounting section.
Related	Any documents related will appear here. After the Worker has registered, a link to the Worker page will appear here.

Credit/Debit Memo Quick Links

Go to List



To view all Credit/Debit Memos, click on the link at the top left side of the page.

Navigation Tips

You can view a Credit/Debit Memo by following one of the paths described in the table below. After you access the Credit/Debit Memo, click the Help link for detailed instructions.

Name	Location	How to use
View → Credit/Debit Memo	Top gray bar on the Home page	Click View on the top menu on the long gray bar. Select Credit/Debit Memo from the dropdown box. Click on the ID number of the specific Credit/Debit Memo.
Search by ID	Top area of the Home page	Copy and paste the full ID number of the Credit/Debit Memo in the Search by ID box, such as ITEDCD00000010. Click the magnifying glass icon to search. You will be taken directly to the Credit/Debit Memo.

Create a Credit/Debit Memo

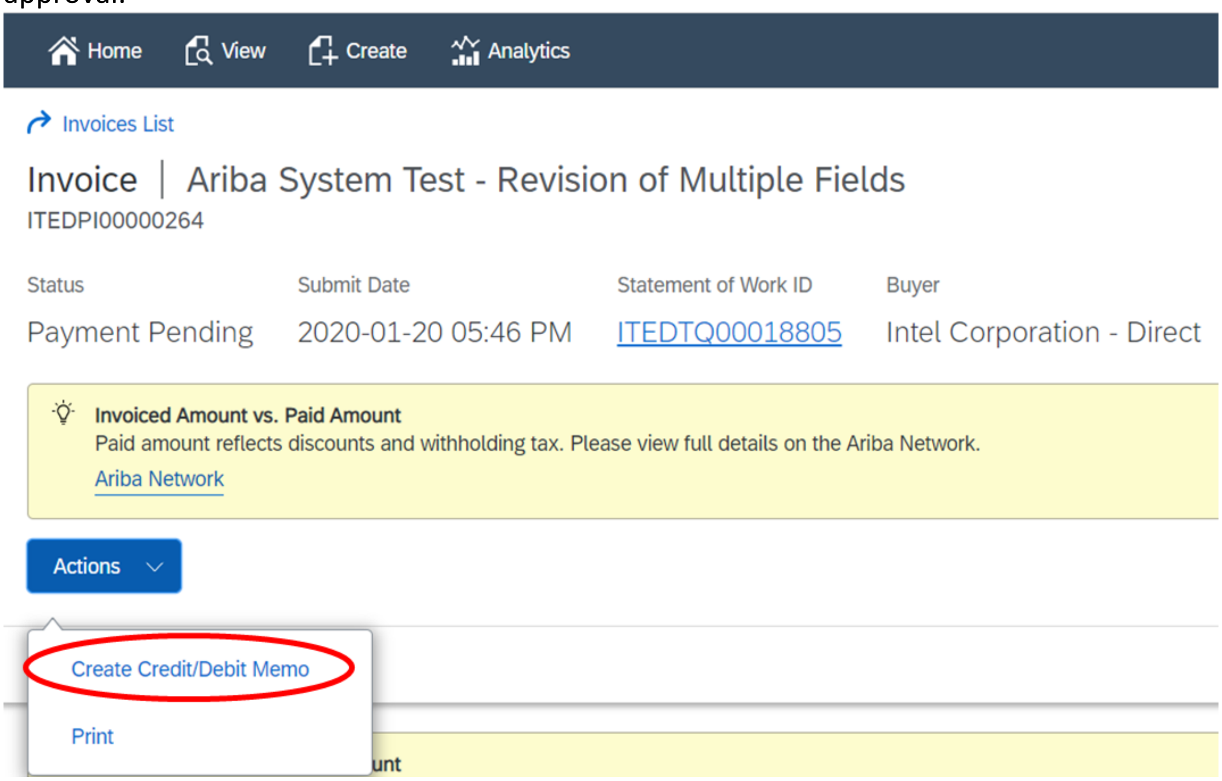
You can create a Credit/Debit Memo to help correct errors on Invoices that have been submitted. Although it is associated with an Invoice, a Credit/Debit Memo functions as a separate Work Item for approval and payment purposes.

From an Invoice

You can make corrections by creating a Credit/Debit Memo from an Invoice. Follow these steps to create a Credit/Debit Memo from an Invoice.

1. Go to View → Invoice.
2. Click on the ID number of the Invoice you would like to correct.
3. Click the Actions button and select Create Credit/Debit Memo.

Only a Supplier can create a Credit/Debit Memo against an invoice. A Credit/Debit Memo can be used to correct invoice amounts. Once created, the Credit/Debit Memo will be sent to the buyer company for approval.



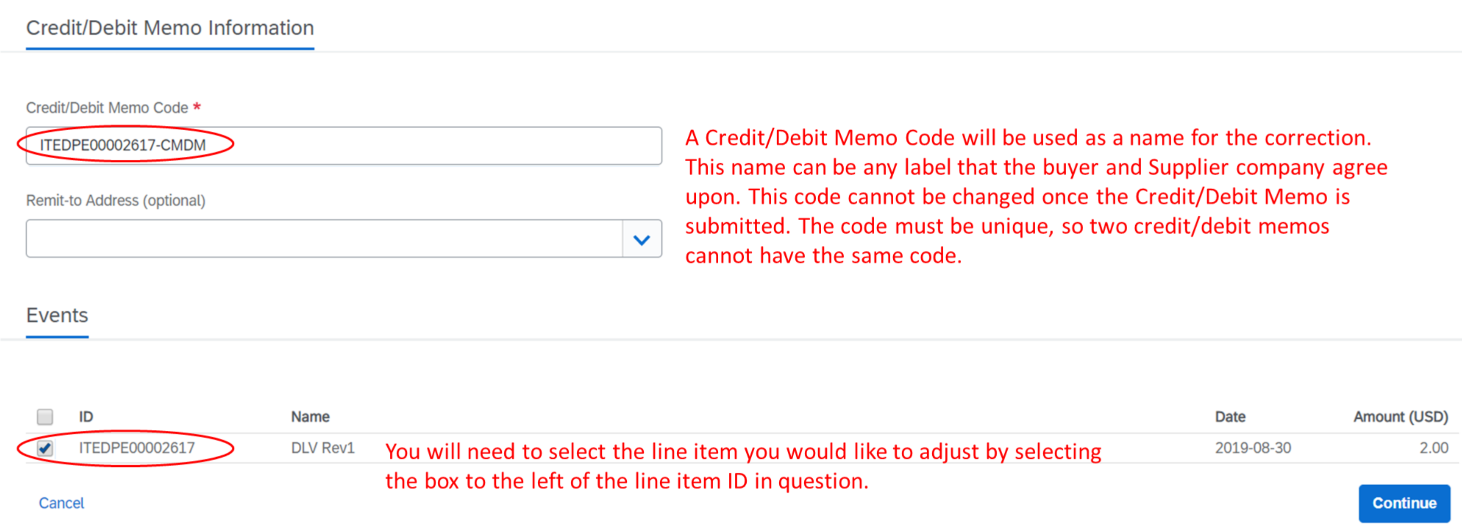
Step 1 of 5: Setup

Base Information

Complete the fields on Step 1 as directed in the table below.

Field Name	How field is used
Credit/Debit Memo Code*	A Credit/Debit Memo Code will be used as a name for the correction. This name can be any label that the buyer and Supplier company agree upon. This code cannot be changed once the Credit/Debit Memo is submitted. The code must be unique, so two credit/debit memos cannot have the same code.
Remit-to Address †	To keep a record of a particular department you would like referenced on the Credit/Debit Memo, that information can be listed here. There may be a drop down option available to select pre-existing addresses from.
† = Optional field. Your company may or may not be configured to use this field. * = Required field. You will not be able to submit forms without completing this field.	

Invoice



→ Click the Continue button to move to **Step 2**. Step 2 of creating a Credit/Debit Memo will allow you to make corrections to the amount.

Step 2 of 5: Correction

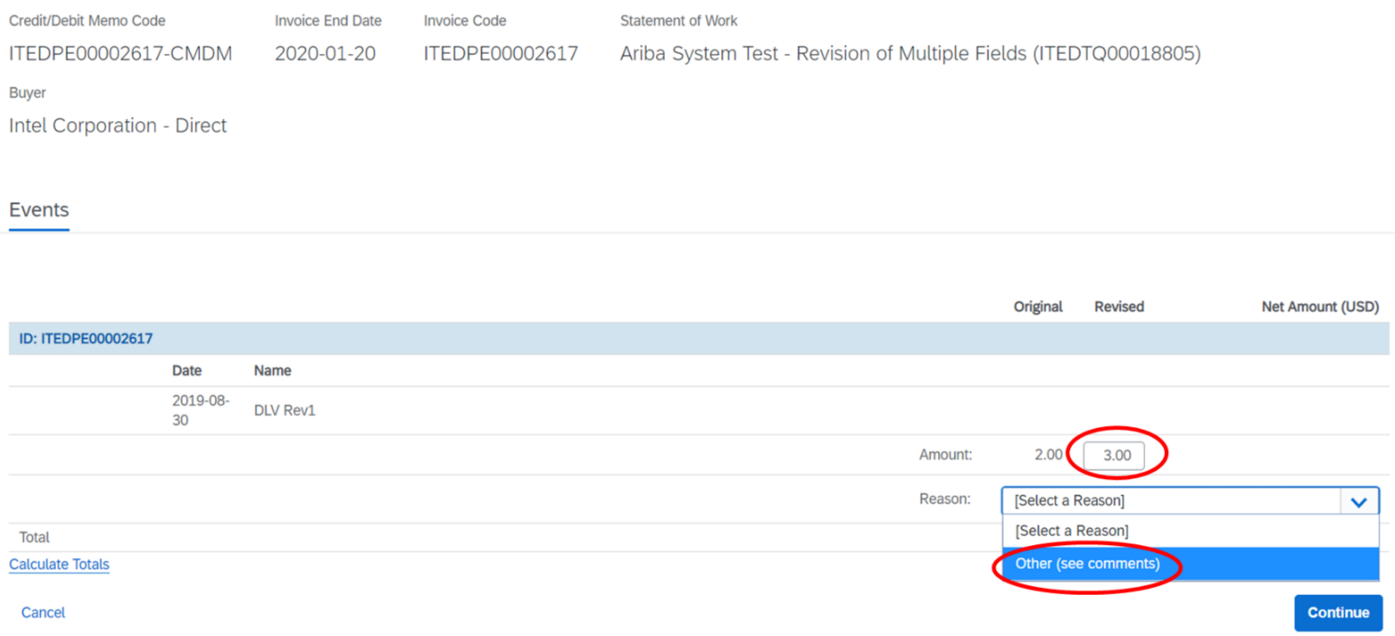
Change in amount

In most Credit/Debit memos, you will be changing the amount entered on the invoice.

To correct the amount, follow these steps:

1. Check the **Original** column to verify the amount entered.

2. Enter the correct amount in the **Revised** column. You will see the adjusted amount appear in the Amount column. Select a Reason for the Adjustment. Select “Other (See Comments)” and add comments in next step.



Correction Information

Field Name	How field is used
Amount	The amount will allow you to correct the total amount. The new amount should reflect what was actually supposed to be invoiced. Example – Invoiced amount is $2 but should have been $3. Enter $3 in the Revised Field
[Select a Reason]	Select a reason for making a change to the amounts listed by using the drop down arrow. Select the Other (See Comments) and add comments in next step

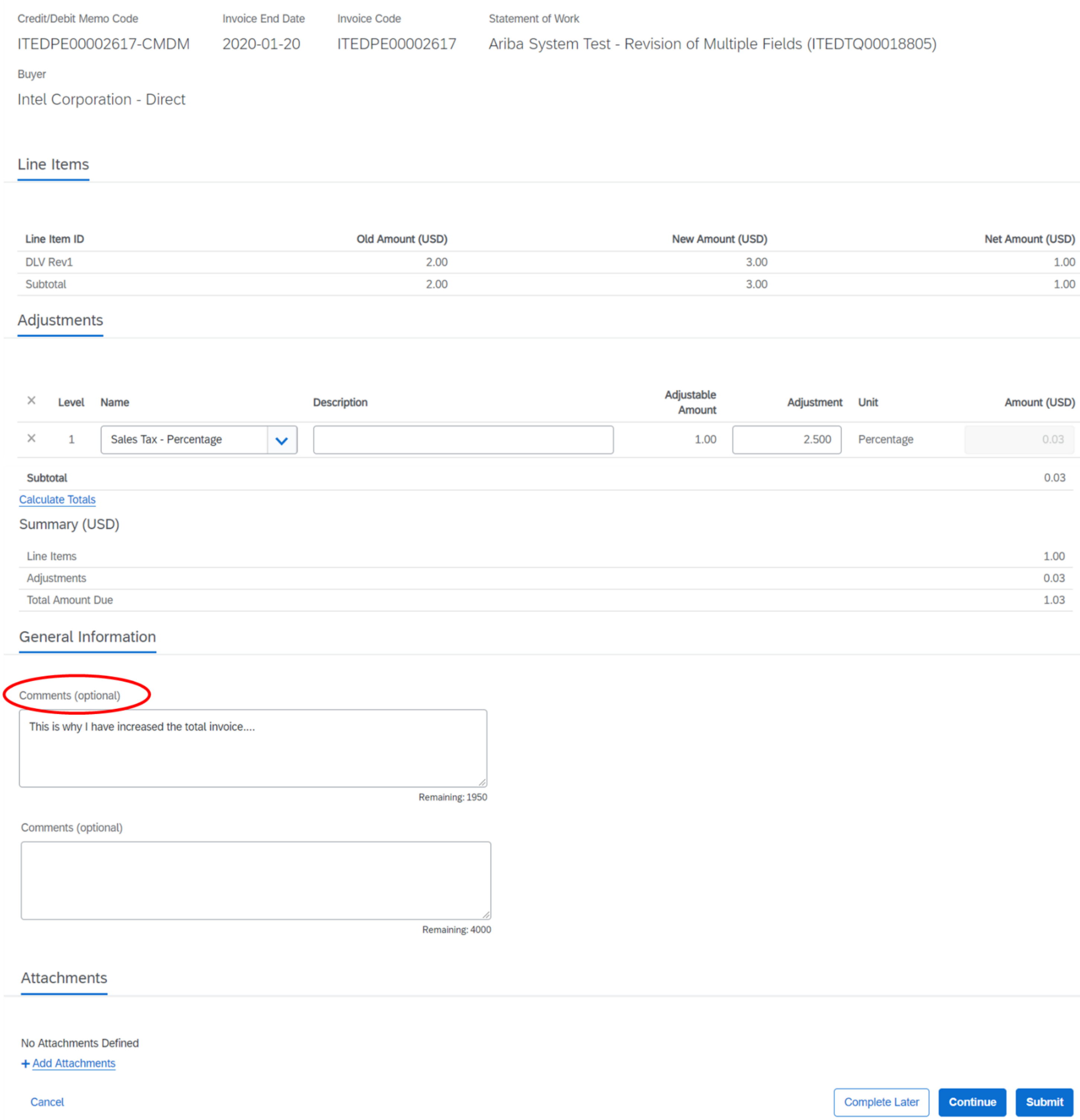
Click the Continue button to move to Step 3. Step 3 will provide you the option to add an Adjustment to the amount on the Credit/Debit Memo.

Step 3 of 5: Adjustments

Check Change Amount

You can check your work on Step 3 in the **Line Items** section. The Old Amount shows the original amount billed on the invoice. The **New Amount** shows the revised amount on the correction on the Credit/Debit Memo. The **Net Amount** shows the difference between the Old Amount and the New Amount. If net amount is negative then supplier is submitting a credit to the buyer. If net amount is positive then supplier is submitting a debit to the buyer.

If you find an error in the Amounts, click the Back button to go back to Step 2 to make changes to the Credit/Debit Memo.



Credit/Debit Memo Code	Invoice End Date	Invoice Code	Statement of Work
ITEDPE00002617-CMDM	2020-01-20	ITEDPE00002617	Ariba System Test - Revision of Multiple Fields (ITEDTQ00018805)

Buyer

Intel Corporation - Direct

Line Items

Line Item ID	Old Amount (USD)	New Amount (USD)	Net Amount (USD)
DLV Rev1	2.00	3.00	1.00
Subtotal	2.00	3.00	1.00

Adjustments

×	Level	Name	Description	Adjustable Amount	Adjustment	Unit	Amount (USD)
×	1	Sales Tax - Percentage		1.00	2.500	Percentage	0.03
Subtotal							0.03

Calculate Totals

Summary (USD)

Line Items	1.00
Adjustments	0.03
Total Amount Due	1.03

General Information

Comments (optional)

This is why I have increased the total invoice....

Remaining: 1950

Comments (optional)

Remaining: 4000

Attachments

No Attachments Defined

+ Add Attachments

Cancel

Complete Later | Continue | Submit

Adjustment

If you would like to include a tax or Adjustment to the amount of the Credit/Debit Memo, select a name from the drop down box and an Adjustment box will be available for you to include a Percentage Adjustment or Amount Adjustment. If you do not need to add an Adjustment you may skip this step.

To add an Adjustment, follow these steps:

1. Select a Name from the drop-down box.
2. Add a description if desired.
    - If you selected percentage adjustment enter the Adjustment percentage. For example, you may want to enter a sales tax of 2.5%, so you would enter "2.5" in this field. The amount will calculate automatically after you enter the percentage. If you select amount adjustment enter the adjustment amount.

To see an adjusted total including adjustments, go to Step 5 to check your work.

Comments

Enter comments as to why the credit/debit memo is being submitted.

Attachments

To attach a document, follow these steps:

1. Click the Manage button in the **Attachments** section.
2. You will see a dialog box entitled **Attach Document** showing you the supported file types.
3. Click the Browse button to find the file on your computer.
4. Click the Attach button in the box after you have selected the file from your computer.
5. The file you selected will appear in the **Attachments** section.
6. Select the **Public** checkbox if you would like to allow Buyers to view the document.

To remove a document, uncheck the box next to the file name. When you click **Next**, the document will be removed.

Click the Next button to move to Step 5 or you may submit from this step by clicking **Submit**.

Step 5 of 5: Review

On this step, you will review the Credit/Debit Memo. If you need to make changes, click **Make Changes** to return to a previous step. Click **Complete Later** to save the Credit/Debit Memo as a draft and **Submit** when you are finished with the Credit/Debit Memo.

When you click **Submit**, this will send the Credit/Debit Memo to the buyer company for approval. If you find there were errors in the Credit/Debit Memo after you have submitted it, please contact the buyer company to have it rejected. After the buyer has rejected it, you will be able to make changes and re-submit the Credit/Debit Memo.

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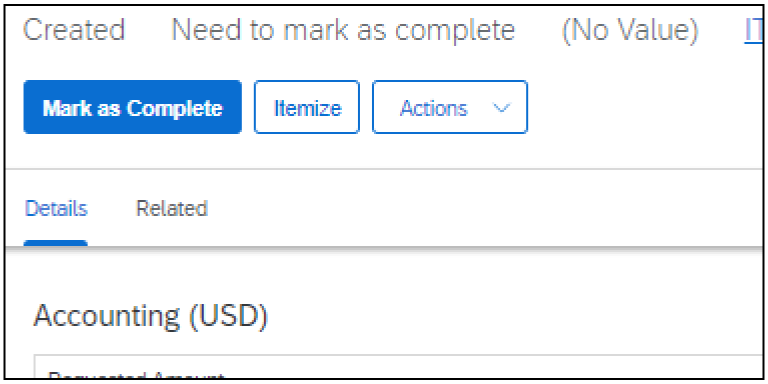
ITEMIZING A DELIVERABLE

Itemize allows supplier to submit multiple invoices against a single event.

Step 1

Go to the deliverable that you want to invoice against. Instead of “Mark as Complete”, select the Itemize button. Enter the completion date and amount to invoice as you would normally do in completing a deliverable. A new event ID will be generated and will be in pending approval status waiting on SOW owner to approve. Once approved, invoice will be created.



Step 2

To invoice more against the event, return to the line item and select Itemize again. You will be able to do this as many times as needed up to the requested amount. In the example below ITEDPE00002914 has an original requested amount of $788. There are 3 new events created when itemizing ITEDPE00002914. The submitted amount for those 3 events add up to the requested amount.

Status	Type	Line Item ID	Name	Due On	Submitted	Requested Amount (USD)	Submitted Amount (USD)
All	All	Enter Criteria	dev2				
Created	Event	ITEDPE00002914	dev2	2019-11-13		788.00	Not Applicable
Invoiced	Event	ITEDPE00002915	dev2	2019-11-13	2019-11-13	Not Applicable	200.00
Pending Approval	Event	ITEDPE00002916	dev2	2019-11-13	2019-11-13	Not Applicable	200.00
Pending Approval	Event	ITEDPE00002918	dev2	2019-11-13	2019-11-13	Not Applicable	388.00

Clear Sort Clear Filters

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FAQS

INVOICING

How do I know which tool to invoice in?

- POs starting with #300 should be invoiced in Web Suites,
- POs starting with #350 non-Fieldglass POs should be invoiced in Ariba

Invoices for POs starting with #350 will be automatically generated by Fieldglass when the deliverable is approved.

I can view my Purchase Order in Ariba. Why I can't I invoice it there?

POs that are generated through Fieldglass are copy/view only in Ariba Network and cannot be acted upon. Invoices will be automatically generated by Fieldglass when a characteristic is approved.

How do I know when an invoice is paid?

The invoice status will change from pending approval to paid in Fieldglass for invoices tied to a #350 Purchase Order. You may view expected payment date in Ariba under the PO payment proposal.

Why is the paid amount shown in Ariba different than the paid amount reflected in Fieldglass?

Ariba shows itemized withholding or discounted amount while Fieldglass shows gross payment amount.

Why was my invoice rejected?

To view reasons an invoice is rejected, see the Ariba FAQs: https://uex.ariba.com/auc/node/815

PURCHASE REQs/PURCHASE ORDERS

Will I receive notifications when a new Purchase Order is issued?

Yes, email notifications will be sent from Ariba

How do I get access to the Ariba Account?

As a user you would contact your Primary Supplier Contact and ask them to add a new user.
Information can be found here: https://uex.ariba.com/auc/node/100348?a_lang=en

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