



# Ariba® Network Supplier Guide

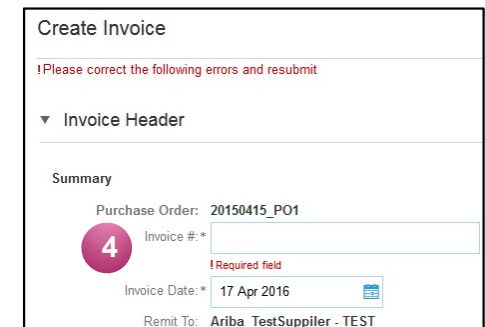
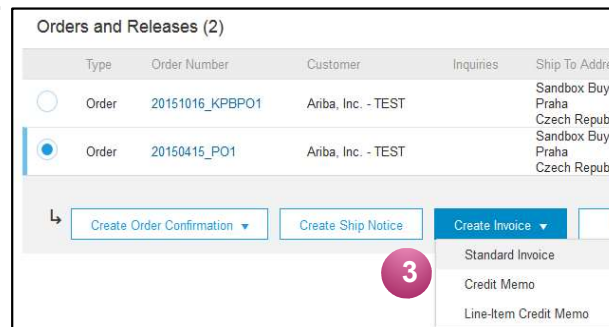
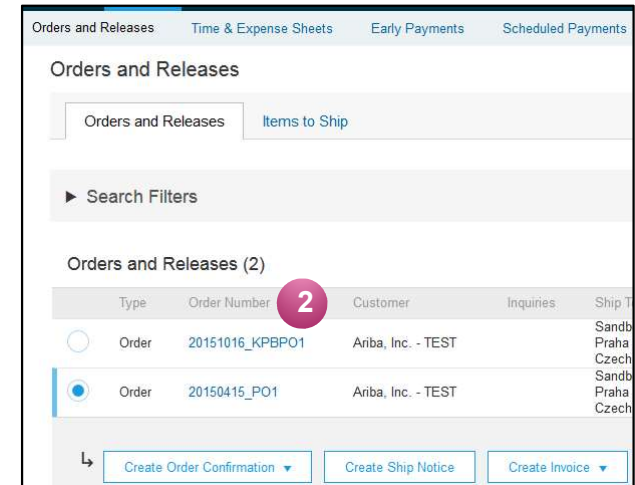
Invoice via PO Flip

Updated: June 2018

# Invoice via PO Flip (1 of 6)

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.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Sony Pictures Entertainment.



[Can't Find Your PO?](#)



# Invoice via PO Flip (2 of 6)

## 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.

**Note:** Your Remit To address is required for transacting with Sony Pictures Entertainment.

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

\* Indicates required field

Add to Header

#### Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment



# Invoice via PO Flip (3 of 6)

## 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. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

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

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions ▼ Delete

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

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions ▼ Delete Add ▼

Add to Included Lines



# Invoice via PO Flip (4 of 6)

## 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.

**Tax**

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

**Standard Tax Selections**

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

**Shipping**

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

[Remove](#)

[View/Edit Addresses](#)

**Configure Tax**

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> Sales Tax	%	

[Delete](#) [Create](#)

[OK](#) [Cancel](#)

Ship From: Ariba\_TestSupplier - TEST

Ship To: Sandbox Buyer - Test Praha

**Shipping**

Praha 5

Czech Republic

Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

[View/Edit Addresses](#)

**Shipping Cost**

Shipping Amount: \* 0.00 EUR

Shipping Date:



# Invoice via PO Flip (5 of 6)

## Detail Line Items

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

6

Line Item Actions ▾

Edit

Add

Turn on f  
Hide/Shd

Shipping Documents

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

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

6

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice Done Cancel

▼ Invoice Item \* Indicates required field [Line Item Actions ▾](#)

Quantity: 5 Part #: GOODS\_01

Unit: EA

Unit Price: 1.00 EUR

Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details Price Unit: PCE Price Unit Quantity: 2

Unit Conversion: 1 Description: This field specifies that 1 Box is equivalent

Inspection Date:

Shipping Ship From: Ariba\_TestSupplier - TEST Ship To: Sandbox Buyer - Test Praha View/Edit Addresses

Praha 5

Czech Republic

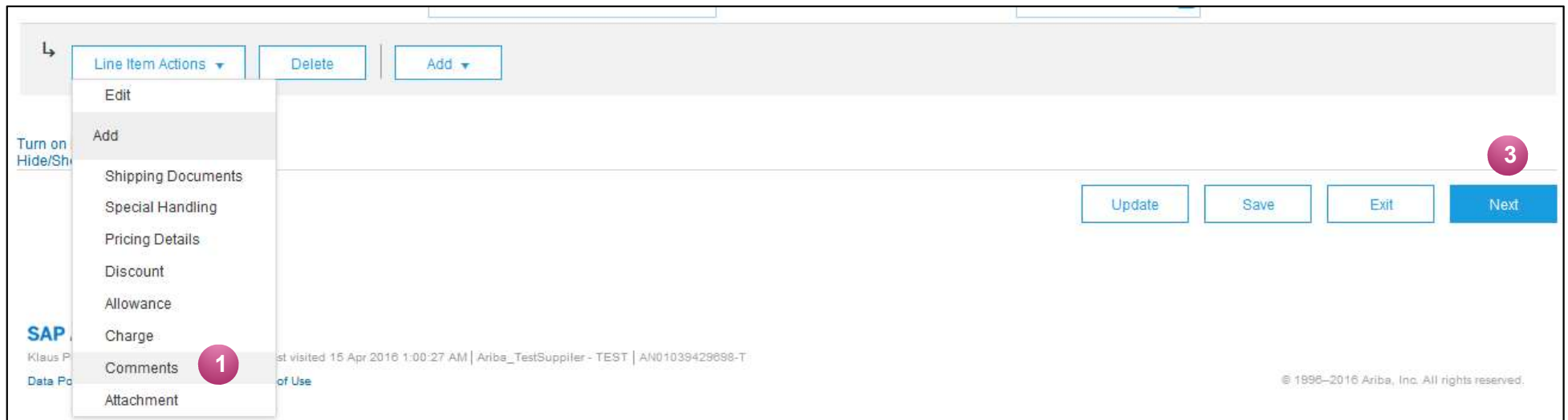
Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team



# Invoice via PO Flip (6 of 6)

## 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.



This screenshot shows the 'Line Item Actions' dropdown menu in the SAP interface. The menu is open, displaying options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with a red circle and the number 1), and Attachment. The 'Add' button is also visible in the top right of the menu area. Other buttons like 'Update', 'Save', 'Exit', and 'Next' (highlighted with a red circle and the number 3) are visible in the background.



This screenshot shows the 'Comments' field in the SAP interface. The field is a large text area, currently empty, with a red circle and the number 2 next to the label 'Comments'. A 'Remove' button is located in the top right corner of the field area.

# Review, Save, or Submit Invoice

## PO-Flip Invoice

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 Sony Pictures Entertainment.
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.

4

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: \*

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts 5

Drafts

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



# 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.**

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

Turn on Error Dump ①  
Hide/Show XML

Update Exit **Next**

Subtotal: \$-32.64 USD  
Total Tax: \$-2.28 USD  
Total Shipping: \$-12.00 USD  
Total Gross Amount: \$-46.92 USD  
Total Net Amount: \$-46.92 USD  
Amount Due: \$-46.92 USD

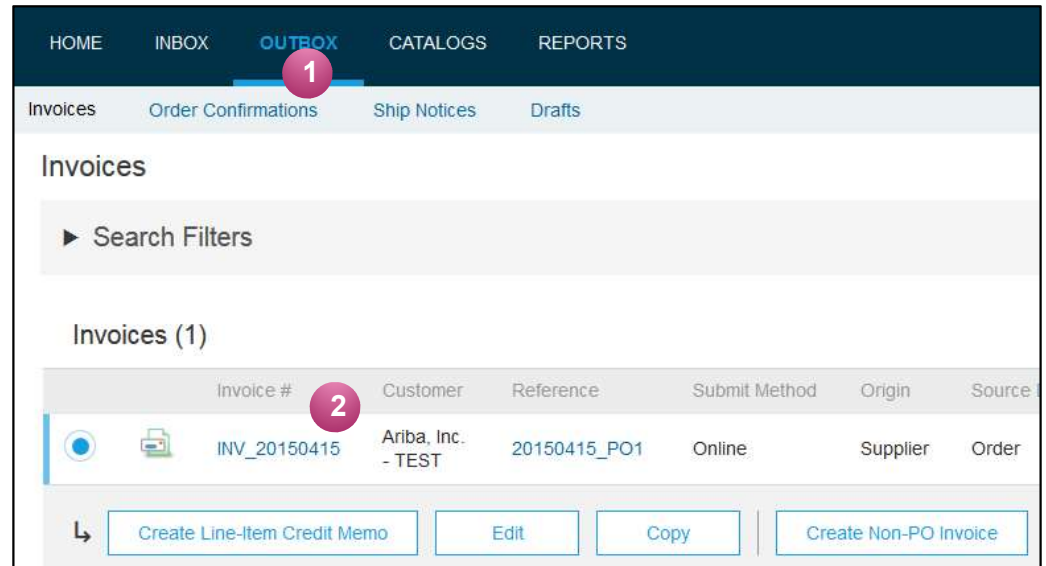
Previous **Submit** Exit



# 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** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **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 Sony Pictures Entertainment 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.

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices (1) All Customers (2) Invoice Number (3) [Search]

HOME INBOX OUTBOX CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

► Search Filters (4)

Invoices

▼ Search Filters

Customer: All Customers (1)

Invoice Number: [Text Field] (2)

Order Number: [Text Field] (3)

Date Range: Last 24 hours (4)

Supplier Reference: [Text Field] (5)

Min. Amount: [Text Field]

Max. Amount: [Text Field]

External Invoice Number: [Text Field]

Status: All (6)

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums.

Number of Results: 100 [Dropdown]

[Search] [Reset]



# 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 Sony Pictures Entertainment via the Ariba Network.

- **Obsolete** – You canceled the invoice
- **Failed** – Invoice failed Sony Pictures Entertainment invoicing rules. Sony Pictures Entertainment 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** – Sony Pictures Entertainment invoicing application has acknowledged the receipt of the invoice



# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Sony Pictures Entertainment's action on the Invoice.

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

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV\_20150415  
Invoice Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST  
Routing Status: Sent

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropagationDispatcher-128491053	15 Apr 2016 2:48:01 PM	



# 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**.

Ariba Network

Company Settings John Doe Help Center >>

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **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.



# Download 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**.

The screenshot shows the 'Report' form with two tabs: '1 Report Description' and '2 Criteria'. Step 3 is highlighted on the 'Report Description' tab, pointing to the 'Title: \*' field. Step 4 is highlighted on the 'Next' button in the top right corner. The form includes fields for 'Description:', 'Time zone:' (set to 'US/Michigan'), 'Language:' (set to 'English'), and 'Report Type: \*' (set to 'Select'). A 'More' link is visible next to the 'Time Zone' field.

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

The screenshot shows the 'Report' form with the '2 Criteria' tab selected. Step 5 is highlighted on the 'Criteria' tab, pointing to the 'Customer: All Customers' field. Step 6 is highlighted on the 'Submit' button. The form includes fields for 'Filter Invoice By:' (set to 'Date Invoice Created') and 'Date Range:' (set to '21 Feb 2017' to '28 Feb 2017'). A 'Previous' button is visible on the left, and 'Submit' and 'Exit' buttons are on the right.



# 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.)

The top screenshot shows the 'Invoice Archival' header and a description: 'Ariba Network can archive your invoices in zip format. The zip files are not included in the Document Archive. Based on the option you have selected, Ariba Network automatically waits for a 30-day period, then additionally select the Archive Immediately option to archive without waiting 30 days.' Below this is a button labeled 'Configure Invoice Archival' with a red circle 3 next to it.

The bottom screenshot shows the same header and description. Below the description are radio buttons for frequency: 'Twice Daily', 'Daily', 'Weekly' (selected), 'Biweekly', and 'Monthly'. Below these is a time selection: 'Archiving Start Time: 11 : 0 AM PM Etc/GMT0'. Below the time selection is a checkbox labeled 'Archive Immediately' which is checked. Below the checkbox is a 'Start' button with a red circle 4 next to it. Below the 'Start' button are two radio buttons: 'Send archived invoice files to the pending queue for download.' (selected) and 'Send archived invoice files to the Archive Delivery URL.'. Below these is a text input field for 'Archive Delivery URL:' and a 'Save Delivery Option' button.

## Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by your business and download the archived invoices from the Document Archive > Archived Documents page for

- 5
- ☐ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving



# Supplier Support



## Ariba Network Registration or Configuration Support

- Registration
- Supplier Fees
- Account Configuration
- General Ariba Network questions

## Other Help

- [Useful Links](#)
- [Standard Documentation](#)



## Sony Pictures Entertainment Enablement Business Process Support

- Business-Related Questions



## Sony Pictures Entertainment Accounts Payable

- Invoicing and Payment-Related Questions



## Sony Pictures Entertainment Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

## Supplier Support Post Go-Live



## Global Customer Support

Click the icon to the left to find the appropriate support line.

## Online Help

- [Support Center](#)
- [Learning Center](#)



# Training & Resources

## Sony Pictures Entertainment 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"/> Ariba Inc. 2 3 Supplier Information Portal
<input type="checkbox"/> Pouliot Industries
Reject

Company Settings

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

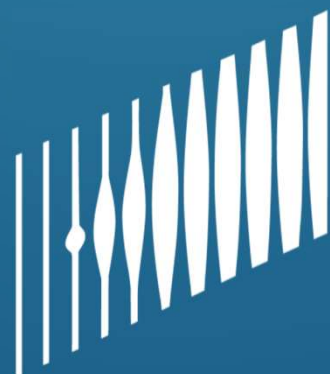
Company Profile  
Service Subscriptions  
Account Settings  
Customer Relationships 1  
Users  
Notifications  
Account Hierarchy  
View All  
Network Settings  
Electronic Order Routing  
Electronic Invoice Routing  
Accelerated Payments  
Remittances  
Network Notifications



# Useful Links

- **Ariba Network Overview** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **SAP Ariba Discovery** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>
- **Ariba Supplier Pricing page** - <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing>
- **Ariba Cloud Statistics and Network Notifications**— <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime  
- if any - during a given day





**SONY**  
PICTURES