

Ariba eInvoicing

Supplier PO Flip Training





Invoicing Mission

- Streamline Purchase-to-Pay process to save time and costs
 - Direct benefits
 - Reduced invoice (manual) data-entry processes
 - Increased billing and payment accuracy
 - Reduced paper and faxing/postage associated with manual invoicing
 - Indirect benefits
 - Prompt payment discounts/opportunities
 - Improved supplier payment process
- Increase efficiency in the payment (invoice to check) processing environment
- Create a fully automated purchase to payment process for both Cummins and its supplier base



Invoicing Strategy Options

Cummins supports the following invoice protocols on the ASN

- Online Invoice Creation– “PO Flip”
 - Suppliers identify customer purchase orders online, and manually generate invoices via their supplier.ariba.com account
- cXML- v1.2.020 Invoice Submission
 - Suppliers create cXML-based invoices and loads to the Ariba Supplier Network
- EDI - X12 EDI 810 Invoice Submission
 - Suppliers submit invoice information to customers via an EDI profile maintained in the Ariba Supplier Network



PO Flip (Online Invoice Creation) Details

- **Standard PO Flip/Invoicing Process**
 - Supports invoices for orders sent to supplier through ASN
 - Quick entry form with detailed entry pages
 - Generate invoice with line item details
 - Enforces Cummins' business/validation rules
- **Invoice Management**
 - View Invoice, Status, Print, Download Summary
 - Cross reference among orders and invoices
 - Cancel Invoice
- **“PO Flip” Supplier Requirements**
 - Internet connectivity
 - Ariba Supplier Network account
 - Business processes/personnel to support the “PO Flip” invoice process



Cummins Invoice Guidelines

■ Invoice Numbers

- Invoice numbers have a maximum length of 30 characters.
- Invoice numbers must not contain any spaces or special characters.
- Rejected or invalid invoices should be resubmitted under the same invoice number.

■ Invoice Types

- Cummins supports cXML / EDI /html (PO Flip) and only accepts invoices that meet the following criteria:
 - **Individual Invoices** – apply against a single purchase order (PO). The invoice **must** reference a valid PO. Invoice lines need to include a PO line reference.
- **Cummins does not accept invoices with following criteria. These invoices will be rejected** by Cummins' eInvoicing system:
 - Summary Invoices – apply against multiple PO's.
 - Header Invoices – apply against a purchase order as a whole, without referencing specific line items.



Cummins Invoice Guidelines

■ Invoice Dates

- The invoice date should be set as the date the invoice file is generated for delivery to the ASN. Back-dating of invoices, prior to the date when the invoice file is created, is not acceptable.

■ Currency

- Invoices must be provided in any single valid currency. Invoices that contain more than one currency will be rejected by Cummins' eInvoicing system.
- If the currencies do not match between the invoice and the purchase order, the invoice will be rejected by Cummins' eInvoicing system. If the PO currency is incorrect, contact the PO owner to correct the PO prior to sending the invoice

■ Fractional Quantities & Rounding

- In situations where fractional quantities are necessary, amounts may be rounded up to 5 decimal points. Ensure that line item total matches invoice total. **Note: All invoice lines must have a quantity greater than 0.**



Cummins Invoice Guidelines

■ Credit Processing

- Per the Invoice Types section above, ASN-defined Credit Memos are not accepted by Cummins. Processing credits through eInvoicing is not accepted by Cummins. Credits and discounts need to be processed through the Cummins Business Services.

■ General Tax Requirements

- All applicable will be included at the header level only.
- If there is no tax on the invoice a header tax amount of zero is required.

■ Shipping & Special Handling Charges

• **Shipping Amount**

If the PO has a shipping / freight line, then the invoice line should match the PO line with the shipping /freight information. If there are shipping /freight charges not included on the PO, then a shipping / freight line should be created on the invoice. All shipping charges should be at the header level.

• **Special Handling**

Special handling charges are optional but if included, they must be header level only. Only one special handling charge record per invoice is allowed.

Note: In order to get your invoice paid on time, you must ensure that the invoice must matches the PO.



CONFIGURING YOUR ASN ACCOUNT



Configuring your ASN account for “PO Flipping”

- Go to the Ariba Supplier Network at: <http://supplier.ariba.com/> and enter your login and password (either test or production)
- On the top tool bar click “Manage Profile“
- Under Electronic Invoice Routing, select the “Edit Configuration“ button
- Select the “Method” from the drop down as “Online”
- Enter or verify the email addresses for Invoice related notifications
- Save your changes, then click Done to return to the Home Page



CREATING STANDARD INVOICES



Creating Standard Invoices

- View all POs by selecting the “Inbox” tab

Go to » Ariba Supplier Network Ariba Discovery Manage Pr

A R I B A SUPPLIER NETWORK Test Mode Help ▾ Lc

Home **Inbox** Outbox Catalogs Administration Reports

Purchase Orders Contracts Notifications

Salatiel Mendez, Supplier ANID: AN010003326

Purchase Orders

Search Filters

Purchase Orders Total: 100+ Page 1

Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Balance	Revision	
IND2101621-V3	3	Cummins Inc. - TEST	\$3,300.00 USD	25 May 2010	Partially Invoiced	Invoice	\$550.00 USD	Changed	
IND2101615-V2	2	Cummins Inc. - TEST	\$1,650.00 USD	25 May 2010	Changed	Invoice	\$0.00 USD	Changed	
IND2101594-V2	2	Cummins Inc. - TEST	\$2,021.00 USD	25 May 2010	Changed	Invoice	\$0.00 USD	Changed	
IND2101617-V2	2	Cummins Inc. - TEST	\$1,310.00 USD	25 May 2010	Changed	Invoice	\$0.00 USD	Changed	



Creating Standard Invoices

- View PO detail by clicking on the desired order

The screenshot shows the Ariba Supplier Network interface. The page title is "Purchase Orders" and it displays a table of 58 orders. The table has columns for Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Balance, and Revision. The order D300361 is highlighted with a red box and a red arrow pointing to it.

Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Balance	Revision
PO1159	1	Valassis - TEST	\$11,000.00 USD	27 Sep 2005	Failed	PCard	\$0.00 USD	Original
D300361	1	Bank of America - TEST	\$10.00 USD	6 Feb 2005	New	Invoice	Yes	Original
PO1072	1	Valassis - TEST	\$6,000.00 USD	5 Oct 2004	New	PCard	\$0.00 USD	Original
PO1071	1	Valassis - TEST	\$2,500.00 USD	1 Oct 2004	New	PCard	\$0.00 USD	Original
PO1066	1	Valassis - TEST	\$1.00 USD	30 Sep 2004	New	PCard	\$0.00 USD	Original
PO460	1	Valassis - TEST	\$10.00 USD	16 Jun 2004	Changed	PCard	\$0.00 USD	Cancelled
PO460	1	Valassis - TEST	\$10.00 USD	16 Jun 2004	Obsoleted	PCard	\$0.00 USD	Original
PO459	1	Valassis - TEST	\$10.00 USD	16 Jun 2004	Changed	PCard	\$0.00 USD	Cancelled
PO459	1	Valassis - TEST	\$10.00 USD	16 Jun 2004	Obsoleted	PCard	\$0.00 USD	Original
PO458	2	Valassis - TEST	\$10.00 USD	16 Jun 2004	Changed	PCard	\$0.00 USD	Changed
PO458	1	Valassis - TEST	\$30.00 USD	16 Jun 2004	Obsoleted	PCard	\$0.00 USD	Original



Creating Standard Invoices

- Examine PO detail and click “Create Invoice”


ARIBA[®] SUPPLIER NETWORK Test Mode Help
Salatiel Mendez, SupplierTe
ANID: AN0100033262

Purchase Order:IND2101621-V3 Done

Create Confirmation Create Ship Notice Create Invoice Show Changes Hide in Inbox Print Export cXML Resend

Order Detail Order History

Attachment(s)

 **CHANGED ORDER**

PURCHASE ORDER IND2101621-V3 <a>(Previous Version) Version: 3	ROUTING STATUS Acknowledged	ORDER STATUS Partially Invoiced
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RELATED DOCUMENTS
Invoice:IND2101621-V3

Order submitted on:Tuesday 25 May 2010 12:29 PM GMT-04:00
Received by Ariba Supplier Network on:Tuesday 25 May 2010 12:40 PM GMT-04:00

Columbus, IN United States	Deliver To:	COLUMBUS, IN United States	<a>Addresses
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Creating Standard Invoices

- Use Quick Entry Form to enter Invoice details, then select “Next”

SUMMARY

Purchase Order: IND2101621-V3 **Fill in the invoice #, date and tax ID**

* Invoice #:

* Invoice Date: 25 May 2010

* Supplier Tax ID: 123455612

Remit To: **Cummins Inc. - TEST**
Columbus, IN
United States

Bill To: **554:CUMMINS BUSINESS SERVICES NASHVILLE**
NASHVILLE, TN
United States

Subtotal: \$2,750.00USD [View/Edit Addresses](#)

Total Tax: \$0.00USD

Total Gross Amount: \$2,750.00USD

Total Net Amount: \$2,750.00USD

Amount Due: \$2,750.00USD

TAX

Header level tax Line level tax

* Category: Sales

Location:

Description:

Ensure that 'header level' is selected for both categories

Taxable Amount: \$2,750.00USD [Remove](#)

Rate(%):

Tax Amount:

Enter the tax amount if needed. If there is no tax enter '0'

SHIPPING

Header level shipping Line level shipping

Ship From: **Cummins Inc. - TEST**

Ship To: **001:CUMMINS INC - CEP 001 DOCK 73** [View/Edit](#)

SHIPPING COST

Shipping Amount: \$0.00USD

Shipping Date:

[Remove](#)



Creating Standard Invoices

- Enter Line Item Information, select “Next”

Supplier Account ID #:

Customer Reference:

Supplier: **Cummins Inc. - TEST**
Columbus, IN
United States

Customer: **Cummins Inc. - TEST**
Columbus, IN
United States

Email:

[View/Edit Addresses](#)

For charges other than tax & shipping use this category

1 Line Items 1 Included 0 Previously Invoiced

Add to Header

- Tax
- Shipping Cost
- Special Handling**
- Discount
- Payment Term
- Comment
- Attachment

Tax Category: Special Handling Discount **Add to Included Lines**

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
1	✓	<input type="text"/>	Test	<input type="text" value="25"/>	EA	<input type="text" value="\$110.00USD"/>	\$2,750.00USD

Line Item Actions | |



Creating Standard Invoices

- Review Summary and click “Submit”

Generate Invoice

Previous

Save

Submit

Exit

Confirm and submit this document.

Standard Invoice

Invoice #:	123	Subtotal:	\$2,750.00USD
Invoice Date:	Tuesday 25 May 2010 4:12 PM GMT-04:00	Total Tax:	\$250.00USD
Original Purchase Order:	IND2101621-V3	Total Shipping:	\$0.00USD
		Total Gross Amount:	\$3,000.00USD
		Total Net Amount:	\$3,000.00USD
		Amount Due:	\$3,000.00USD

Remit To:

Cummins Inc. - TEST

Postal Address:
500 Jackson Street
Mail Code 60102
Columbus, IN 47201
United States

Tax ID of Supplier: 123455612

Supplier:

Cummins Inc. - TEST

Postal Address:
MC 60004
500 Jackson St
Columbus, IN 47201
United States

SHIPPING INFORMATION:

Ship From:

Cummins Inc. - TEST

Bill To:

554:CUMMINS BUSINESS SERVICES NASHVILLE

Postal Address(default):
PO BOX 290909
NASHVILLE, TN 37229-0909
United States
Address ID:43149

Customer:

Cummins Inc. - TEST

Postal Address:
500 Jackson Street
Mail Code 60102
Columbus, IN 47201
United States

Ship To:

001:CUMMINS INC - CEB 001 DOCK 73



VIEWING INVOICES



Viewing Invoices

- View all Invoices by selecting the “Outbox” tab
- The Invoices menu shows “Submitted” invoices
- The Drafts menu shows “Saved” invoices

ARIBA* SUPPLIER NETWORK Test Mode Switch to Production Help
James Kandilas, Admin
ANID: AN010002:

Home Inbox **Outbox** Catalogs Administration Reports
Invoices Order Confirmations Ship Notices Archived Invoices Drafts

Invoices

Search Filters

Invoices										Total: 1
Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status	
test1234	Bank of America - TEST	D300361				7 Feb 2005	\$10.00 USD	Sent	Approved	

Create Line-Item Credit Memo Edit Generate non-PO Invoice

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Viewing Invoices

- Check the Invoice Status of your Invoices

ARIBA* SUPPLIER NETWORK Test Mode Switch to Production Help

Home Inbox **Outbox** Catalogs Administration Reports

Invoices Order Confirmations Ship Notices Archived Invoices Drafts

James Kandilas, Admin ANID: AN010002:

Invoices

Search Filters

Status Level	Definition
Sent	The invoice is sent to the customer, but they have not yet verified the invoice against purchase orders and receipts.
Canceled	The customer approved the invoice cancellation.
Paid	The customer paid the invoice or is in the process of issuing payment. This status applies only if your customer uses invoices to trigger payment.
Approved	The customer has verified the invoice against the purchase orders or contracts and receipts and approved it for payment.
Rejected	The customer has rejected the invoice or the invoice failed validation by Ariba SN. If the customer subsequently accepts the invoice or approves it for payment, the invoice status is updated to Sent (invoice accepted) or Approved (invoice approved for payment)
Failed	Ariba SN experienced a problem routing the invoice.

Invoice # test1234 Bank

Create Line-Item Credit Me

Invoice Status: Approved

sure / Terms of Use All rights reserve

Available Status Values →



CONTACTS & RESOURCES



Contacts & Resources

- Ariba Supplier Network Support
 - a) Go to <http://supplier.ariba.com> and logon to your Ariba Supplier Network account.
 - b) Click on the *Support* link to submit a ticket. Reference Cummins as your customer.
 - c) If you cannot logon, click the *Account Problems?* Link from <http://supplier.ariba.com> Home Page
- Contact at Cummins
 - For questions specific to payment
 - US: 1-877-377-4357 to contact the CBS Finance Call Center