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

- **<u>Invoice Numbers</u>**
    - 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.
- **<u>Invoice Types</u>**
- 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
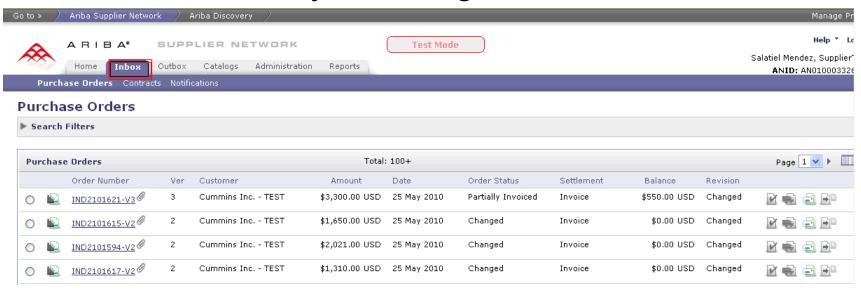
Configuring your ASN account for "PO Flipping"

- 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
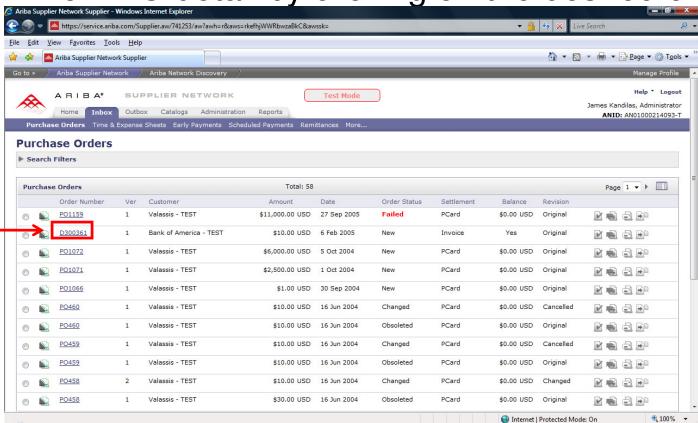
Creating Standard Invoices

- View all POs by selecting the "Inbox" tab

Creating Standard Invoices

- **View PO detail by clicking on the desired order**

Creating Standard Invoices

- Examine PO detail and click "Create Invoice"

Creating Standard Invoices

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

Fill in the invoice #, date and tax ID

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

Ensure that 'header level' is selected for both categories

Creating Standard Invoices

- Enter Line Item Information, select "Next"

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

Bill To:
554:CUMMINS BUSINESS SERVICES NASHVILLE

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

Supplier:
Cummins Inc. - TEST

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

Customer:
Cummins Inc. - TEST

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

SHIPPING INFORMATION:

Ship From:
Cummins Inc. - TEST

Ship To:
991:CUMMINS INC - CEP 991 DOCK 73

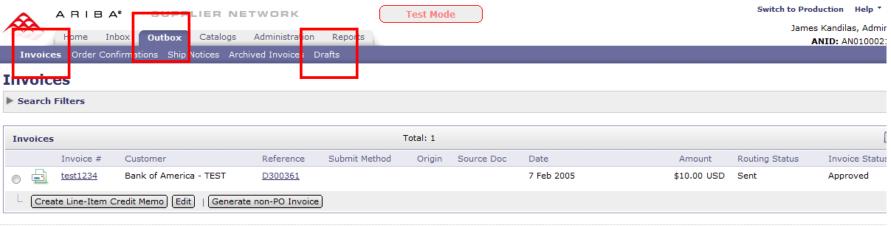# VIEWING INVOICES

Viewing Invoices

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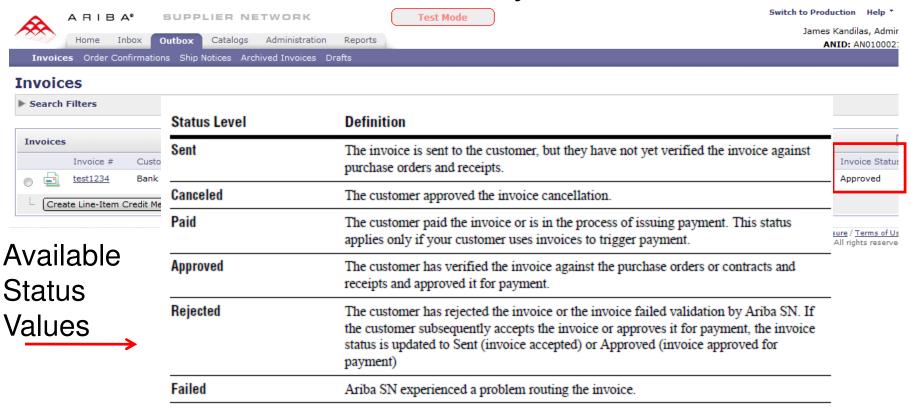- The Drafts menu shows "Saved" invoices

Viewing Invoices

■ **Check the Invoice Status of your Invoices**

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