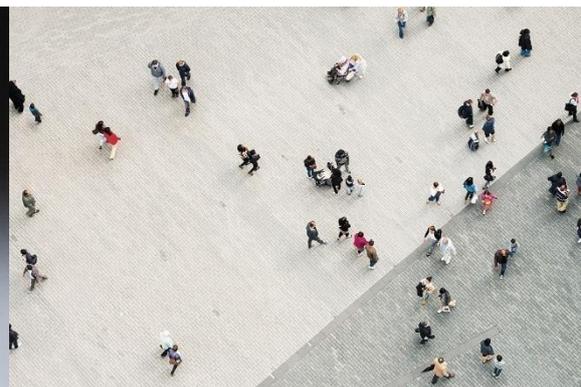


A Suppliers Guide to Transacting in SAP Ariba

Reference Guide for Cadent Suppliers



What's in this guide?

This guide has been produced to cover the Cadent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Cadent to pay for goods and services on time.

You will find useful hints, tips and information on what happens after you have submitted information to Cadent via Ariba within this guide.

Each section of the guide can be accessed via the quick links on the right hand side of the page



Points of Contact:

Invoice Query Team

AskFinance@cadentgas.com

Purchase Order &
Master Data Support

ProcurementServices@cadentgas.com

Ariba Customer Support

<https://www.ariba.com/contact-us>

Cadent Supplier Information
& Ariba Onboarding &
Sourcing Guidance

<https://cadentgas.com/suppliers>



All screenshots in this guide are taken from the Ariba test site. References may differ to those configured in our production system.

What's in this guide?

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How to navigate the Ariba Network, how to change notification settings, how to find your Ariba Network ID (ANID)

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How to confirm a purchase order, this process is required for our Logistics / Inventory Management process

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Your Ariba Network Account

Your Ariba Network Account

Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period – capped at £15,500 per annum).

Cadent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

Legacy Suppliers (Pre September 2020)

If you are a legacy supplier (pre-September 2020), when a purchase order is created in Ariba, it is mapped to a temporary ANID (Ariba Network ID), which is automatically configured as a standard account. You can choose to process the order using the temporary ID or by signing in with an existing account.

Note: If accepting a purchase order with an existing ANID, and this account is an enterprise account, you will be charged for the use of the service if the volume and value of transactions pass the required thresholds.

Ariba Suppliers (from September 2020)

If you are a supplier who has been onboarded via Ariba (Supplier Registration/ Qualification as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

Do We Need an Enterprise Account?

The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Cadent per year may benefit from system integration, whereby your company's sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at ProcurementServices@cadentgas.com.

Your Ariba Network Account

How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen.



Can I Upgrade?

2. Yes, you can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

Can I Downgrade?

Yes, If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

Who Can I Contact For Help?

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to <https://service.ariba.com/> and select the 'Supplier' button.

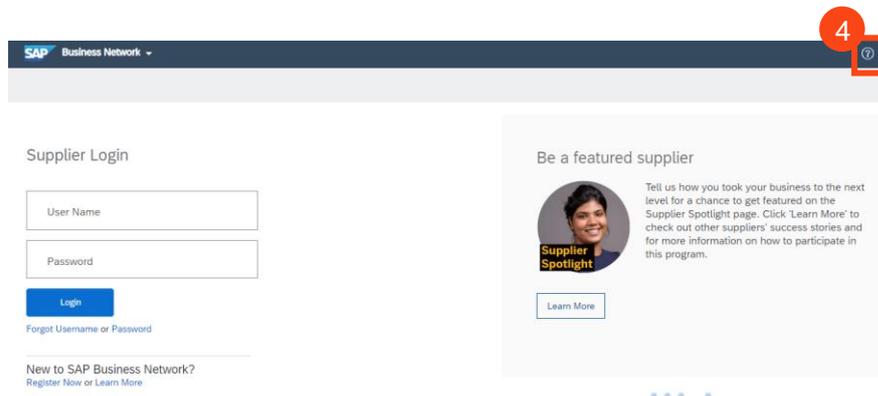


Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



4. This takes you to the login screen. To access the help portal, select the ? icon at the top of the Ariba Network screen.

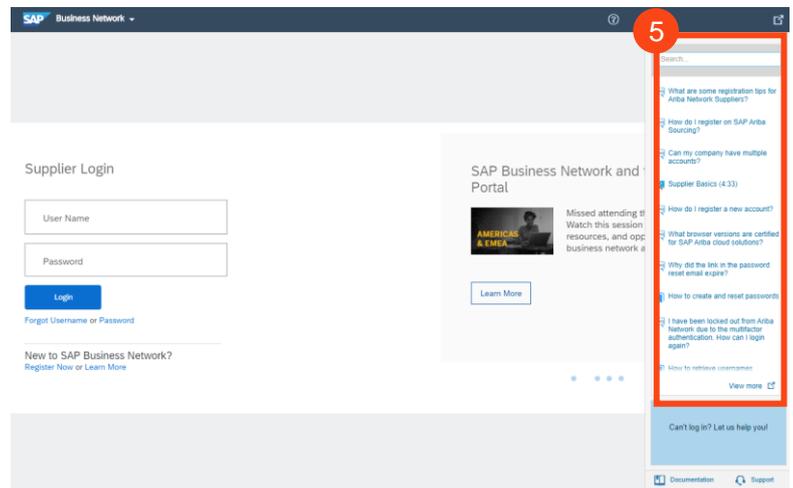


To contact Ariba Customer Support, please go to: <https://www.ariba.com/contact-us>

Your Ariba Network Account

5. A menu appears on the right hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar

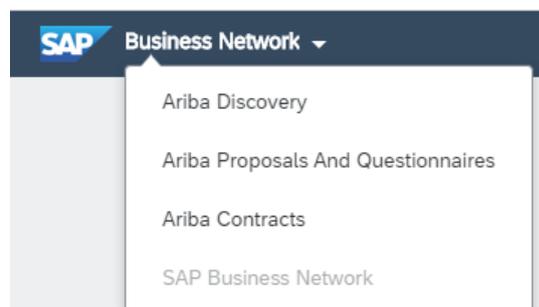


One Stop Shop

Your Ariba Network account gives you access to all documents (purchase orders, questionnaires etc) in one place for all of your customers who are connected to the network.

Use the menu at the top of the screen to flip between:

- **Ariba Discovery** – can be used to market your business to other Ariba customers, visit <https://my.ariba.com/Discovery> for more information (fees may apply)
- **Ariba Proposals And Questionnaires** – where you will find the registration, qualification and bank details questionnaires completed through the SLP process
- **Ariba Contracts** – can be used to negotiate customer contracts (fees may apply)
- **SAP Business Network (Ariba Network)** – where you can manage your purchase orders, invoices and payments (please note for the standard account you can only see the last 200 documents here)



Your Ariba Network Account

Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in the Ariba Guide to Onboarding.

CADENT GAS LIMITED - TEST

There are no matched postings.

Welcome to the Cadent Supply Chain Online Portal. This site helps to identifying suppliers to work with Cadent who are market leaders in safety, quality, service, and cost. The site is administered by Ariba, Inc. to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Cadent Supplier Registration Questionnaire	Doc620652418	4/11/2021 3:23 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
External Qualification Survey	Doc620665927	3/19/2021 12:24 PM	Building and Construction...	10 National	Qualified

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Bank Details	Doc626664144	4/25/2021 4:19 PM	(no value)	(no value)	NotResponded

You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Cadent Gas Limited' as the customer before selecting this option as each of your customers will have their own portal.

The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

These changes include:

- Company Name Change
- Postal or eMail Address Change
- Bank Details Change

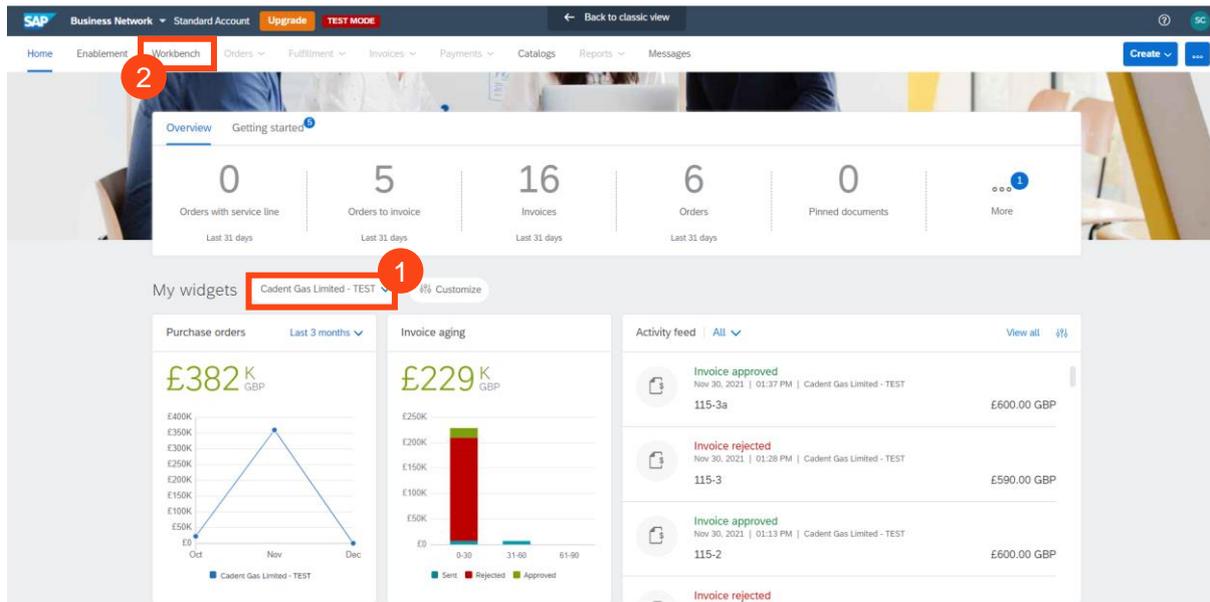
Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact ProcurementServices@cadentgas.com.

Your Ariba Network Account

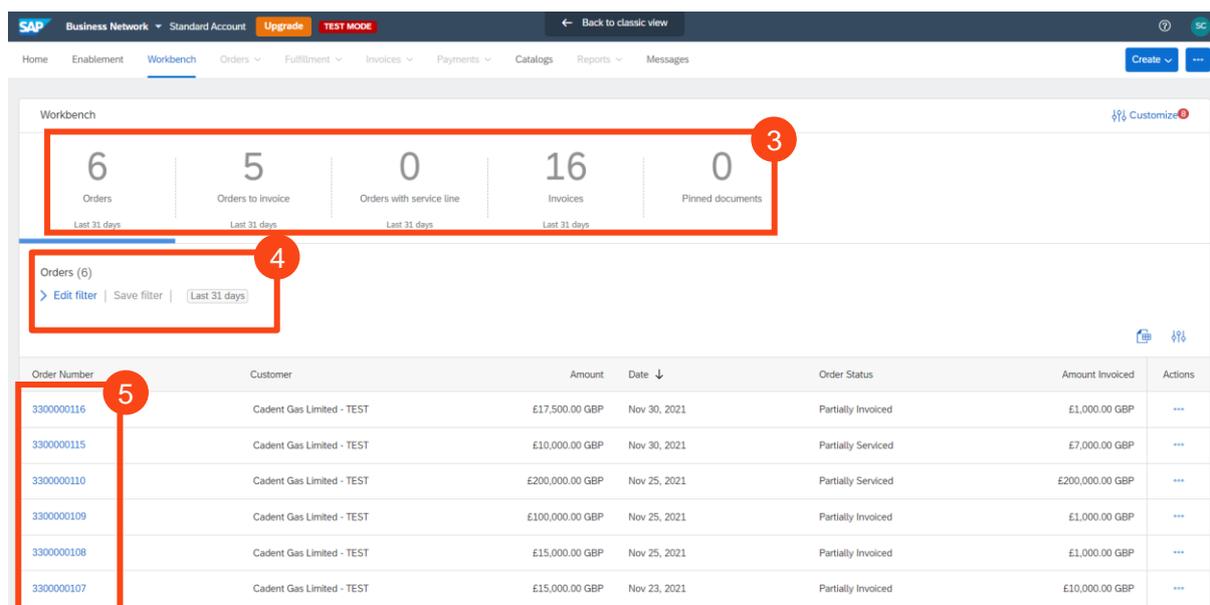
Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions. Some options are greyed out in the standard account. You can still view transactions within the workbench.

- 1 You can select which customers transactions you see by selecting them from the drop down



- 2 Select the Workbench to view your transactions



- 3 Use the tiles to toggle between orders and invoices
- 4 The filter is restricted to 31 days – use the edit filter to view PO's up to 365 days old
- 5 You can now open the purchase order directly in the network

Your Ariba Network Account

Ariba Network

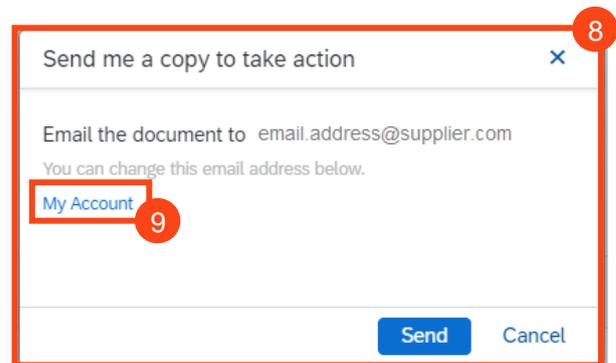
- 6 If you need a copy of the Purchase Order via email, select the '...' under 'Actions'
- 7 Then select 'Send me a copy to take action'

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3300000116	Cadent Gas Limited - TEST	£17,500.00 GBP	Nov 30, 2021	Partially Invoiced		<ul style="list-style-type: none"> Send me a copy to take... 6 Confirm entire order Update line items Reject entire order Create ship notice Create service sheet Standard invoice
3300000115	Cadent Gas Limited - TEST	£10,000.00 GBP	Nov 30, 2021	Partially Serviced		<ul style="list-style-type: none"> ...
3300000110	Cadent Gas Limited - TEST	£200,000.00 GBP	Nov 25, 2021	Partially Serviced		<ul style="list-style-type: none"> ...
3300000109	Cadent Gas Limited - TEST	£100,000.00 GBP	Nov 25, 2021	Partially Invoiced		<ul style="list-style-type: none"> ...
3300000108	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 25, 2021	Partially Invoiced		<ul style="list-style-type: none"> ...
3300000107	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 23, 2021	Partially Invoiced		<ul style="list-style-type: none"> ...

Please note Cadent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred by your organisation for the use of the Enterprise account.

Please note, an Enterprise account is required for suppliers who wish to integrate their own back office sales system with Ariba, all other suppliers can transact successfully with a free of charge Standard account.

- 8 A pop-up appears confirming the email address the copy will be sent to
- 9 You can change the contact details by selecting 'My Account' and updating the email address, if it changes



Hints & Tips:

You may need to set up the tiles in your workbench. You will see a tile with a + symbol, click this then select the tiles you wish to add to your workbench, then click apply.

You can change the tiles at any point in time by selecting customize at the top right of the workbench.

If you can't see the + tile, please contact the administrator of your company account as they may need to change your user profile.

To contact Ariba Customer Support, please go to <https://www.ariba.com/contact-us>

Your Ariba Network Account

Frequently Asked Questions

To complete the connection between our organisations in the network, please email your Ariba Network ID (ANID) to MyProcurementServices@cadentgas.com.

? How Do I find my ANID?

Log into your Ariba Network account – go to service.ariba.com and select 'Supplier'



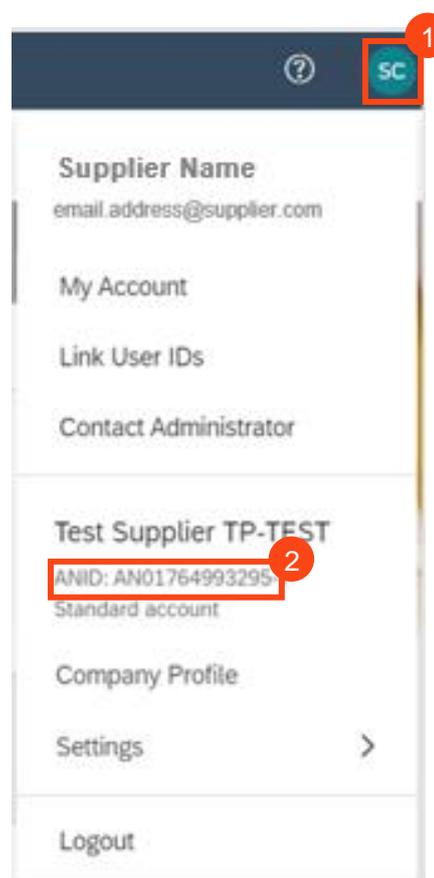
Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



1 Click on the icon at the top right of the page

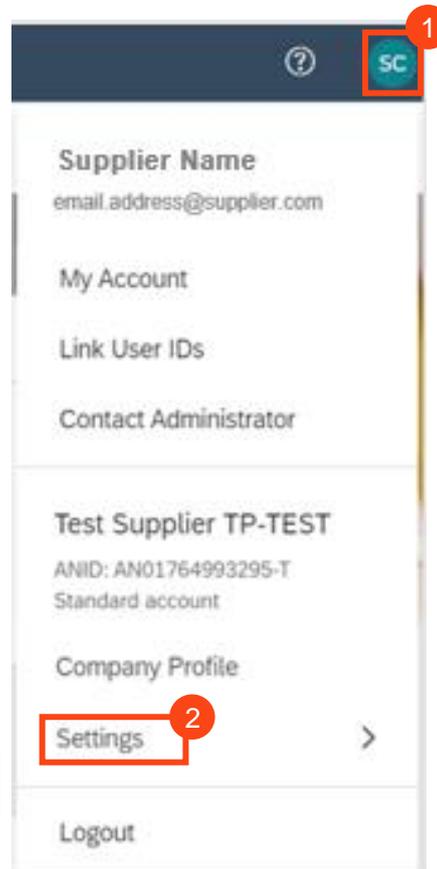
2 Your ANID is found here



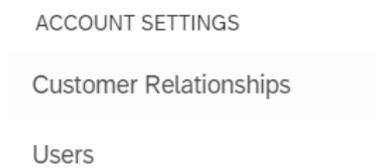
Your Ariba Network Account Frequently Asked Questions

? How do I manage email notifications?

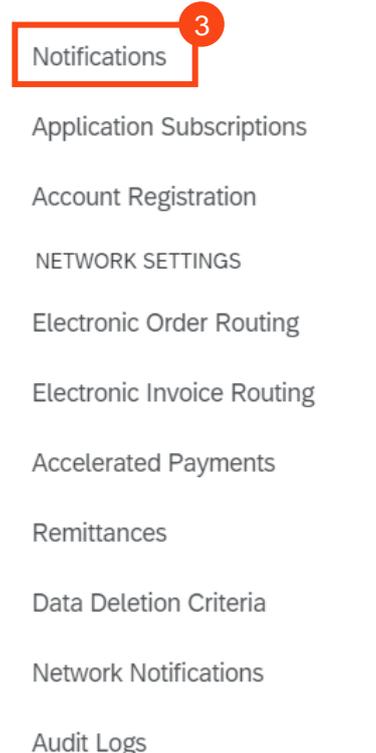
1 From your Ariba Network account, click on the icon at the top right of the page



2 Click 'Settings'



3 Click 'Notifications'



Your Ariba Network Account Frequently Asked Questions

You can select which notifications are sent via email and enter the address or addresses of the recipients.

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

General Network Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* email.address@supplier.com
Pending Queue	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* email.address@supplier.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* email.address@supplier.com



Hints & Tips:

Go to the 'Network' sub-area to choose your notification method for purchase orders.

Information entered here will apply to all customer accounts.

Where your customer can only assign one email address in your vendor record, you can enter multiple email addresses in the network. Simply use a comma to separate the addresses.

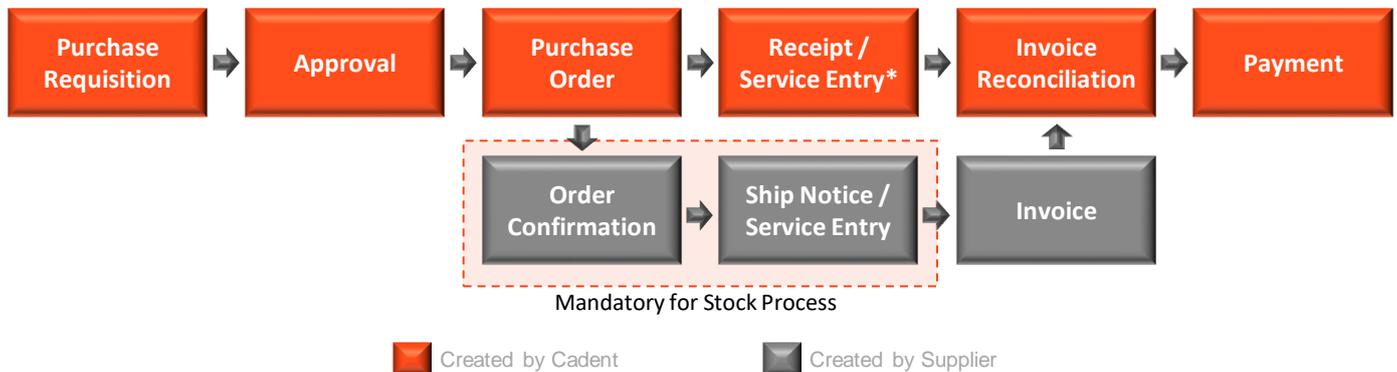
When you have updated the information, click 'Save'.

Managing Purchase Orders & Invoices

Managing Purchase Orders and Invoices

Purchase to Pay Process

Cadent operates a standard purchase to pay process via SAP Ariba as outlined below.



Suppliers must not supply goods or services without a valid purchase order (or BPO), invoicing without a valid purchase order will lead to the invoice being returned, unpaid.

Stock & Non-Stock Purchase Orders

Cadent operates an internal logistics warehouse process, enabling our field force to order key operational materials via our Direct Order Delivery Service (DODS). Suppliers will receive purchase orders for either stock, non-stock or both processes.

Purchase orders numbers are 10 digits long, for stock starting with '30'; for non-stock starting with '32'.

Blanket Purchase Orders (BPO)

Blanket purchase orders are typically created for services invoiced on a consolidated basis. This requires the supplier to provide a summary invoice with backing data in a standard format, which Cadent will use to journal the costs to the appropriate business area.

Any such arrangement would be made as a result of a tender event.

The process for creation of a blanket purchase order excludes the purchase requisition. The reference of the blanket purchase orders will start 'BPO'. The email output and suppliers process is the same for a blanket purchase order as described above.

The Commodities typically associated with this process includes; Fleet Management, Travel, Plant Hire, Traffic Management, Temporary Labour, Mobile Phone Airtime.

Managing Purchase Orders and Invoices

Important Checks When Receiving A Purchase Order

You should not accept a purchase order if:

- the order is incomplete, i.e. if delivery charge is to be invoiced it must be on the purchase order as a line item
- if any information such as price is incorrect, as this will cause your invoice to be sent back to you, unpaid
- if the format of the purchase order does not enable you to invoice, i.e. if the quantity on the purchase order is 1 and you need to part invoice;

Note: If the purchase order is for services, the PO may have been created as a 'call-off'. This means that the price will be 1.00 and the monetary value is shown in the quantity field, which will allow you to part-invoice.

You should not accept verbal changes to a purchase order. The requisitioner of the order should amend the purchase order in Ariba, which must be approved and a new version of the order will be sent to you.

If your company details have changed and our system needs to be updated, contact us at ProcurementServices@cadentgas.com.

Order Type (Material / Service)

When checking a purchase order, you must note whether the 'type' is Service or Material. The Ariba system has different requirements based on this category as explained below.

Service Orders

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. From 31st March 2021 SES are automatically created based on the data entered into an invoice, meaning suppliers only need to enter the data into Ariba once, at the point of invoicing.

Material Orders

Material Orders can be flipped directly to an invoice. The invoice will adopt the structure of the purchase order, so you must validate the structure when the order is received.

Managing Purchase Orders and Invoices

Order Confirmation and Ship Notice

Order confirmation (OC) and ship notices (ASN) are required for our stock ordering process (PO with 30 prefix) to support our Logistics colleagues.

Submitting Your Invoice in Ariba

Suppliers are required to submit invoices electronically via Ariba, this simplest way to complete the activity is to flip the purchase order to an invoice.

You must remember to attach the PDF copy of your invoice when submitting the transaction as Cadent requires this for validation and tax purposes. Please ensure the document name is alpha numeric and does not contain any special characters.

IMPORTANT: When creating multiple invoice records for a single Purchase Order, please leave at least **three minutes** between invoice submission and creation of the next transaction to allow the data to flow through the Ariba Network.

Construction Industry Scheme (CIS)

If your company is part of the Construction Industry Scheme (CIS), please clearly state on your invoice the split between labour and materials.

Domestic Reverse Charge – Building and Construction Services

Cadent is a utility company receiving building and construction services as part of its own assets construction, repair or alteration.

Cadent is an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.

More information can be found at <https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services>.

Supplier Integration with Ariba

Suppliers who have a high volume of transactions may benefit from integrating their back office system with Ariba. An enterprise account is required to support system integration and suppliers should not upgrade unless they have fully understood the associated costs.

If you would like to discuss invoice integration please email your details including vendor ID and ANID to ProcurementServices@cadentgas.com.

Managing Purchase Orders and Invoices

The Purchase Order eMail

Purchase Orders are sent to suppliers via email, unless they have chosen to integrate their own back office sales system with Ariba. The email contains:

1. A HTML version of the purchase order, any attachments will also be accessible here
2. Interactive link to accept the purchase order (you need to log into your Ariba account)
3. Buyer and Seller details
4. Purchase Order (or BPO) number, Net Order Value & Order Version
5. Terms & Conditions / Payment Terms
6. Comments entered in the order by the requisitioner
7. Ariba Contract Reference (if applicable)

[EXT] Cadent Gas Limited sent a new Purchase Order 3200820226



You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

SAP Ariba

Cadent Gas Limited sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sent you this order through Ariba Network.

Process order
2

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

<p>From: Cadent Gas Limited Off Bromford Gate, Bromford Lan Birmingham B24 8DW United Kingdom</p>	<p>To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom Phone: Fax: Email:</p>
--	---

Purchase Order
(New)
 3200820226
 Amount: £10,000.00 GBP
 Version: 1

4

Payment Terms
NET 23

Comments

Comment Type: Terms and Conditions
 Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of any tender in which case those agreed or stipulated Terms and Conditions will apply.
 2. By accepting this order you agree to be bound by our Standard Terms and Conditions of Purchase. These terms will apply in all instances, except as provided otherwise in Clause 1. If you do not wish to be bound by these terms please do not process the order.
 3. No other conditions of contract shall apply to this Purchase Order unless previously agreed in writing by our authorised representative.
 4. For all goods supplied, or services provided, the laws and jurisdiction of England & Wales shall apply.
 5. You are required to join the Ariba Network and manage transactions between our organisations electronically. Once you have signed up to the Ariba Network, email your network ID (ANID) to AribaSupplierEnablement@cadentgas.com, to enable us to complete the connection.
 6. Additional information can be found at <http://cadentgas.com/business-with-us/suppliers>.
 7. The Supplier agrees that the Purchaser may use the Supplier's goods and services for the benefit of the Purchaser's third party customers and that the Purchaser may incur loss and liability to its customers (including without limitation its customer's lost revenue or profit) because of the Supplier's breach all of which shall be deemed to be recoverable at law from the Supplier. You must submit your invoice(s) via the Ariba Network

Contract #
C910

Managing Purchase Orders and Invoices

The Purchase Order eMail

Other Information

Company Code: 1035

Legal Terms and A copy of the Standard Terms and Conditions of Purchase is available at:
 Conditions of <http://cadentgas.com/business-with-us/suppliers#furtherinfo>.

Purchase:

Invoicing Terms and 1. You must submit your invoice(s) via the Ariba Network, manually via the standard or enterprise account or automatically via Conditions of system integration. The method of invoice submission within the Ariba Network is your choice. Cadent will not be liable for any Purchase: fees charged by Ariba for your use of the Ariba Network.

2. Unless otherwise specified, payment or part payment (as appropriate) shall be made on the first Thursday following forty two (42) days of receipt of a valid invoice, together with appropriate supporting documentation, in the Ariba system. Failure to submit your invoice via the approved channel, quote an order number or providing an incorrectly drawn invoice may result in the return of an invoice and delay in payment.

3. Payment shall be by BACS transfer unless otherwise agreed.

Ship All Items To

Cadent Gas Limited
 Off Bromford Gate, Bromford Lan
 Birmingham

B24 8DW
 United Kingdom
 Ship To Code: 1000
 Email: @cadentgas.com

Bill To

Cadent Gas Limited
 Off Bromford Gate, Bromford Lan
 Birmingham

B24 8DW
 United Kingdom

Deliver To

@cadentgas.com
 Cadent Gas Limited

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		SES_TEST Test Services for SES	Material		10,000 (EA)	30 Apr 2021	£1.00 GBP	£10,000.00 GBP

Other Information

Req. Line No.:1
 Requester:!!
 PR No.:PR21474
 Contract ID:C910
 Classification Domain:unspsc
 Classification Code:80101601

Order submitted on: Thursday 8 Apr 2021 5:53 AM GMT-07:00

Received by Ariba Network on: Thursday 8 Apr 2021 5:53 / GMT-07:00

This Purchase Order was sent by Cadent Gas Limited AN01428874750 and delivered by Ariba Network.

Sub-total: £ 10,000.00 GBP

Questions or comments for your customer?

Post message

Process order

About this email

If you have any questions, contact **Cadent Gas Limited**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Go Mobile

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA

[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Help Center](#)

8. Shipping Address, including contact email address for the requisitioner – please note the Shipping Address is displayed at item level and may differ for different lines on the order
9. Billing Address for your invoice. You must remember to provide a PDF tax invoice from your sales system when submitting an invoice to Cadent.
10. Line items on the purchase order. Please ensure you check the items for accuracy:
 - Only items on the purchase order can be supplied, if a delivery fee is to be applied it must be listed on the purchase order
 - The format of the items must enable you to invoice
 - All prices are excluding VAT, VAT should be added to your invoice as per tax legislation.

Invoices with Retention

Managing Purchase Orders and Invoices

Invoices with Retention

If you are under contractual agreement that includes retention, i.e. where part of the invoice value is retained by Cadent to be released at a later pre-agreed date, you must ensure your tax invoice and the Ariba record include the value of the retention to ensure you are paid correctly.

Example Invoice Template:

- 1 Description of goods/services
- 2 Total amount before tax including the retention value (A)
- 3 Retention value (B)
- 4 VAT value – VAT can only be applied to the total amount less the retention (D)

Description	Net Amount	Retention %	Retention Amount	Net less Retention	VAT
Services	£ 1,000.00	5%	£ 50.00	£ 950.00	£ 190.00
Tier 1	£ -	0%	£ -	£ -	£ -
Tier 2	£ -	0%	£ -	£ -	£ -
Tier 3	£ -	0%	£ -	£ -	£ -

A	Net Total	£	1,000.00
B	Retention Total	£	50.00
C	Total (A - B)	£	950.00
D	Total VAT Amount	£	190.00
	Total Payable (C + D)	£	1,140.00

How to enter this in Ariba:

The Total Amount before tax (including retention), should be entered in the **quantity** field in Ariba.

Service Orders with contract:

Test Services for SES
 Supplier: Test Vendor 1 - 19/03/2021
 Supplier Part #: SES_TEST
 Available in: 3 Day(s)
 Test Services for SES

£1.00 GBP / Each

Qty: Add to Cart

Material Orders:

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL	UAT_2	Test UAT		1,000	EA	£1.00 GBP	£1,000.00 GBP

Managing Purchase Orders and Invoices

Invoices with Retention

Entering the VAT in Ariba:

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £1,000 with a 5% retention, 1,000 would be entered as the quantity but the VAT must be entered as a value of £190 (20% of the value to be paid - £950)

Once you have added the quantity (net invoice value before tax), you must add the VAT > select the line, click line item actions, select tax in the dropdown.

In Ariba, VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF invoice and change the **Tax Amount** to reflect the value of VAT against the invoice value less retention:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="UAT_4"/>	UAT Test Manual Close Contract	<input type="text"/>	<input type="text" value="1,000"/>	EA	£1.00 GBP	£1,000.00 GBP

Tax	Category:* <input type="text" value="20% VAT"/>	Taxable Amount: <input type="text" value="£1,000.00 GBP"/>	Remove
	Location: <input type="text"/>	Rate(%): <input type="text" value="20"/>	
	Description: <input type="text"/>	Tax Amount: <input type="text" value="£200.00 GBP"/>	4
	Regime: <input type="text"/>	Exempt Detail: <input type="text" value="(no value)"/>	
	Date Of Pre-Payment: <input type="text"/>	Date Of Supply: <input type="text" value="21 Oct 2022"/>	
	Law Reference: <input type="text"/>	<input type="checkbox"/> Triangular Transaction	

Line Item Actions

When you have changed the invoice value to reflect the correct value of tax, click update to refresh the page. When you are checked the values input are correct, click next and review the summary before submitting.

Once the invoice is successfully matched for payment, the system will **automatically deduct the retention** from the invoice value and you will be paid the total value less retention and the VAT.

The retention should be claimed via an invoice, sent to AskFinance@cadentgas.com at the date agreed in the contract. The invoice must list the invoices paid and value of retention to be repaid.

Service Orders

Service Orders

The Purchase Order eMail

Service orders are effectively a time sheeting process and require a Service Entry Sheet (SES) to be submitted via the Ariba Network. From 31st March 2021, the creation of a SES is automated based on the data input into an invoice record, meaning you only need to enter the data once.

1. Service orders are identified in the purchase order email with the type 'Service'
2. The value of the service requested
3. The service start and end date

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal
1		SES_TEST	Service		1 (EA)	30 Apr 202	£10,000.00 GBP	£10,000.00 GBP

Test Services for SES

CONTRACT #

C910

Service Period

Service Start Date:1 Apr 2021
Service End Date:30 Apr 2021

Other Information

Expected Value for£10,000.00 GBP
Unplanned Spend:
Classification Domain:unspsc
Classification Code:80101601



You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

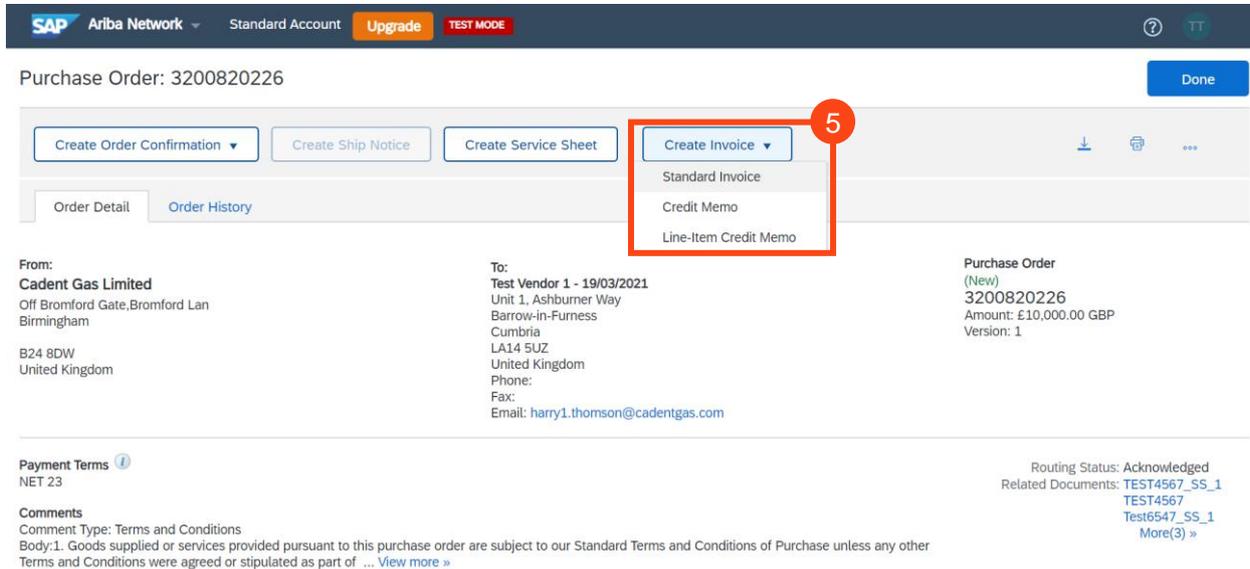
4. When you are ready to submit your invoice, open the purchase order in your Ariba portal.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3300000291	Cadent Gas Limited - TEST	£11,000.00 GBP	Apr 27, 2022	Partially Invoiced	£2,500.00 GBP	...
3300000289	Cadent Gas Limited - TEST	£10,000.00 GBP	Apr 22, 2022	Partially Serviced		...
3300000232	Cadent Gas Limited - TEST	£100.00 GBP	Apr 1, 2022	Partially Invoiced	£10.00 GBP	...
3300000230	Cadent Gas Limited - TEST	£10,000.00 GBP	Mar 14, 2022	New		...
3300000227	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 14, 2022	New	£0.00 GBP	...
3300000222	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 11, 2022	New		...
3300000221	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 8, 2022	New	£560.00 GBP	...
3300000218	Cadent Gas Limited - TEST	£150,000.00 GBP	Feb 28, 2022	Partially Invoiced	£1,000.00 GBP	...

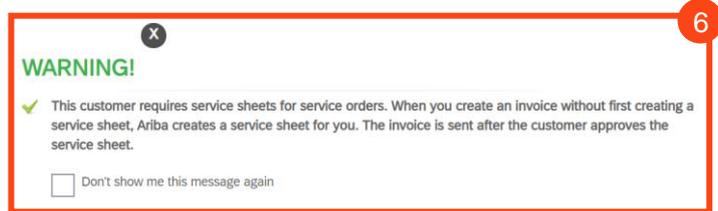
Service Orders

Creating an Invoice in the Ariba Network

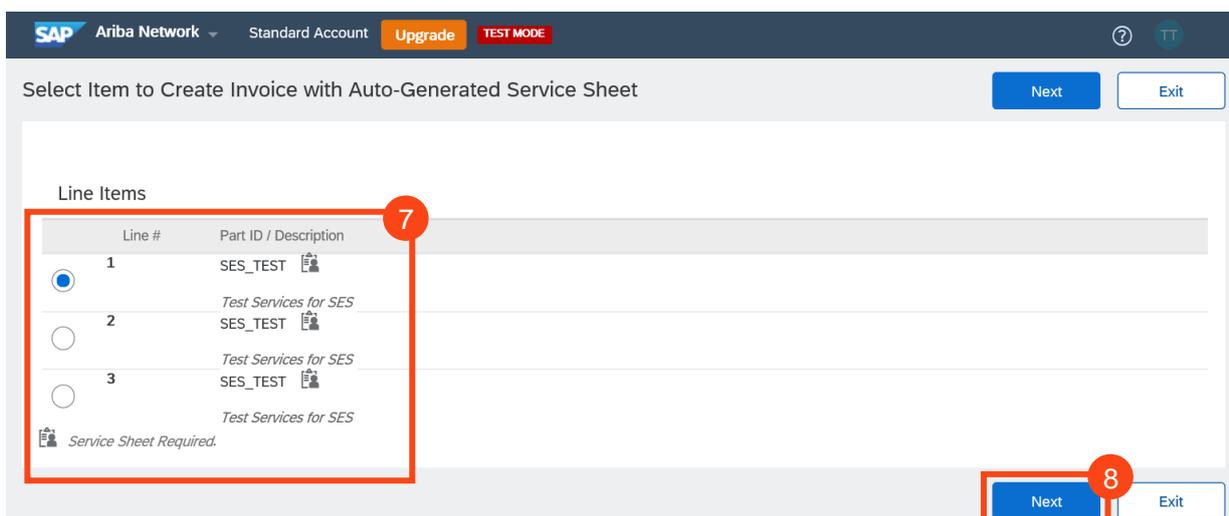
- The purchase order is now open in the Ariba Network. To create your invoice, click 'Create Invoice', then select 'Standard Invoice' from the drop down



- A pop-up message will appear stating Cadent requires service sheets for service orders. When creating the invoice, Ariba will automatically create the Service Sheet as a direct reflection of the data entered



- If the purchase order has multiple line items, they will be listed here, you can only invoice one order line per invoice. Select the line item to invoice, if you are unclear which line to select, contact the Cadent requestor. Note if the purchase order has one line, go to step 10
- Click 'Next'



Service Orders

Creating an Invoice in the Ariba Network

- The Ariba invoice template is now displayed. At the top of the page, enter your invoice number – **please note this is restricted to 16 characters and must be unique**

- Scroll down and enter the details of the approver, this will be the name and email address of the Cadent representative listed on the purchase order, please ensure the email address is entered accurately

Field Contractor

Name:

Email:

Phone: USA 1

Field Engineer

Name:

Email:

Phone: USA 1

Approver

Name: *

Email: *

Phone: USA 1

Supplier VAT

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: GB243133345

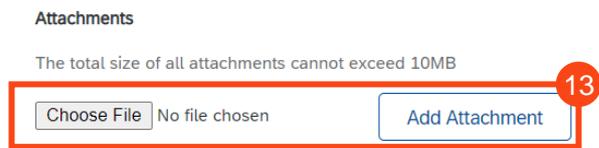
- Enter your VAT registration ID (if applicable). Note, once entered this will automatically populate for all future invoices

- Click 'Add to Header' and select 'Attachment'

Service Orders

Creating an Invoice in the Ariba Network

- Click on 'Choose File' to open the browser and find the PDF image of your tax invoice, once selected click 'Add Attachment'

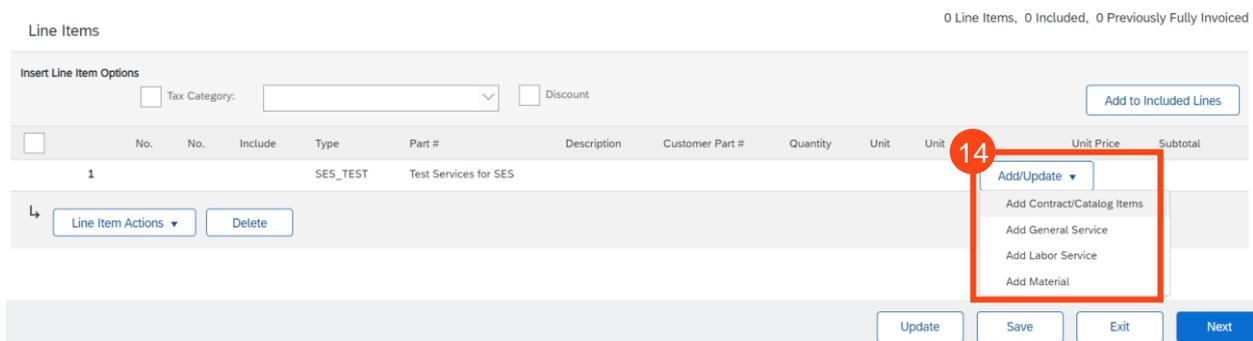


Repeat for any other attachments, i.e. timesheets, payment certificates

Cadent requires all suppliers attach a non-editable copy of their invoice to enable validation of the fees invoiced

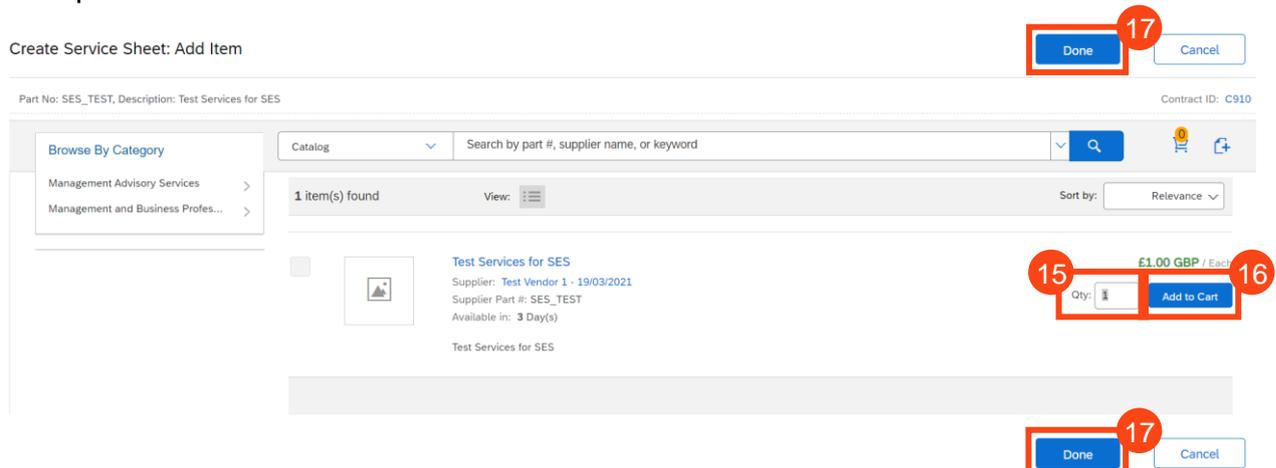
The document name must not include any special characters, please ensure the naming convention is Alpha Numeric

- Go to Line Items, select 'Add/Update'



- If the purchase order was created from a contract record, you will now see the line items available in the contract. Select the line to invoice against and enter the monetary value **without VAT** into the quantity field (if the contract includes retentions and the rate is stated on the line item description, you should include the retention value to this entry).

Note this line must be available on the purchase order for this process to be successfully completed



- Click 'Add to Cart'

- Click 'Done' and go to Step 23

Service Orders

Creating an Invoice in the Ariba Network

18. If the purchase order does not quote a contract select 'Create a Non-Catalog item'

Create Service Sheet: Add Item Done Cancel

Part No: Not Available, Description: Test Line Item - Champs Training

Browse By Category 🔍 🛒 📄

No results found for , please revise your search

- or -

Create a Non-Catalog item 18

Done Cancel

19. Complete the mandatory fields in the template:

Enter the description of services – maximum 80 characters

Enter the quantity – if a daily or hourly rate, enter the quantity being invoiced, otherwise enter '1'

The Unit of Measure should be defaulted from the PO, this is usually 'Each'

Price - if a daily or hourly rate, enter the rate without VAT, otherwise enter the full price without VAT

20. Click Save

Create Service Sheet: Add Non-Catalog Item Save 20 Cancel

Full Description: * Enter a description for this item. 19

Commodity Code: * Business Change Consultancy

Quantity: 1

Unit of Measure: Each

Price: * £0.00 GBP

Amount: £0.00 GBP

Update Amount

Supplier Information

Supplier Part Number:

Supplier Part Auxiliary ID:

21. You can now see the line in the basket, click 'Done'

Create Service Sheet: Add Item Done 21 Cancel

Part No: Not Available, Description: Test Line Item - Champs Training

Browse By Category 🔍 🛒 📄

No results found for , please revise your search

- or -

Create a Non-Catalog item

Done Cancel

Service Orders

Creating an Invoice in the Ariba Network

22. Select the line item

23. Enter the service start and end date for the period covered in the invoice

24. Select 'Line Item Actions'

25. Select 'Tax' from the drop down

26. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF invoice and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)

If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

Service Orders

Creating an Invoice in the Ariba Network

27. Click 'Next'

Note: any errors or missing data will trigger an error message at the affected field.

You will now see a summary invoice template.

28. Review the template and when ready, click 'Submit'

29. The invoice is successfully submitted.

You can print a copy of the invoice or exit

Exiting the invoice creation screen, returns you to the purchase order, where you can repeat the process and create further invoices, up to the value of the purchase order.

Service Orders

Creating an Invoice in the Ariba Network

30. The invoice you have just submitted is now showing in the related documents section, you can click on this field to open the document.

Purchase Order: 3200820226 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

Order Detail | [Order History](#)

<p>From: Cadent Gas Limited Off Bromford Gate, Bromford Lan Birmingham B24 8DW United Kingdom</p>	<p>To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom Phone: Fax: Email: harry1.thomson@cadentgas.com</p>	<p>Purchase Order (Partially Invoiced) 3200820226 Amount: £10,000.00 GBP Version: 1</p>
---	---	--

Payment Terms (i)
 NET 23

Comments
 Comment Type: Terms and Conditions
 Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more >](#)

Contract #
 C910

30

Routing Status: Acknowledged
 Related Documents: [12345680_SS_1](#)
[12345680](#)
[12345679](#)
[More\(6\) >](#)



What Happens Next?

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.

If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

Key things to remember

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.

If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

Order Confirmation

Required for stock purchase orders with
'30' prefix only

Managing Purchase Orders & Invoices

Order Confirmation (OC)

The Order Confirmation process is only required for our stock ordering process (30 order prefix). You must also complete a ship notice (ASN – for stock purchase orders)

1. Order for products will be of the type 'material' from the purchase order email
2. Part number and description
3. The quantity requested
4. The NET unit price

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available Box of Materials	Material		20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
Other Information Req. Line No.:1 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:sunspsc Classification Code:14111509								
2		Not Available Box of Equipment	Material		15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
Other Information Req. Line No.:2 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:sunspsc Classification Code:14111509								
3		Not Available Delivery	Material		1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP
Other Information Req. Line No.:3 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:sunspsc Classification Code:14111509								



You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

5. When you are ready to submit your order confirmation, open the purchase order in your Ariba portal.

Workbench [Customize](#)

6

Orders

Last 31 days

6

Orders to invoice

Last 31 days

0

Orders with service line

Last 31 days

0

Invoices

Last 31 days

0

Pinned documents

Orders to invoice (6) [Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Filter](#) | [Refresh](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

Managing Purchase Orders & Invoices

Order Confirmation (OC)

- The purchase order is now open in the Ariba Network. To create an Order Confirmation, click 'Create Order Confirmation', then from the drop down
 - Select 'Confirm Entire Order' to confirm the entire order as a single delivery
 - Select 'Update Line Items' to confirm part delivery with the ability to place items on back order
 - Select 'Reject Entire Order' if the information on the purchase order is incorrect

Purchase Order: 3200820283

From: Cadent Gas Limited
Off Bromford Gate, Bromford Lan
Birmingham
B24 8DW
United Kingdom

To: Test Vendor 1 - 19/03/2021
Unit 1, Ashburner Way
Barrow-in-Furness
Cumbria
LA14 5UZ
United Kingdom
Phone:
Fax:
Email: harry1.thomson@cadentgas.com

Purchase Order (New)
3200820283
Amount: £6,542.50 GBP
Version: 1

Payment Terms: NET 23

Comments: Comment Type: Terms and Conditions
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more >](#)

Routing Status: Sent

If confirming the entire order:

- Enter the confirmation number
- Enter your reference
- Enter the Estimated Shipping and Delivery Dates
- Click 'Next'

Confirming PO

Order Confirmation Header

Confirmation #: (7)

Associated Purchase Order #: 3200820283

Customer: Cadent Gas Limited - TEST (8)

Supplier Reference: (8)

Shipping and Tax Information

Est. Shipping Date: (9) Est. Shipping Cost:

Est. Delivery Date: (9) Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials Current Order Status: 20 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
2	Not Available Box of Equipment Current Order Status: 15 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
3	Not Available Delivery Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP

Managing Purchase Orders & Invoices

Order Confirmation (OC)

If confirming part of the order via the Update Line Items option:

7. Enter the confirmation number
8. Enter your reference
9. Enter the Estimated Shipping and Delivery Dates
10. Enter the quantity confirmed, on back order or rejected
11. Click 'Next'

The screenshot shows the 'Confirming PO' interface. At the top right, there are 'Exit' and 'Next' buttons, with a red circle '11' around the 'Next' button. On the left, a sidebar shows 'Update Item Status' (with a red circle '1') and 'Review Confirmation' (with a red circle '2'). The main area is titled 'Order Confirmation Header' and contains several sections:

- Confirmation Header:** Fields for 'Confirmation #' (with a red circle '7'), 'Associated Purchase Order #' (value: 3200620263), 'Customer:' (value: Cadent Gas Limited - TEST), and 'Supplier Reference:' (with a red circle '8').
- Shipping and Tax Information:** A checkbox 'Enter shipping and tax information at the line item level.' Below it are fields for 'Est. Shipping Date:' (with a red circle '9'), 'Est. Shipping Cost:', 'Est. Delivery Date:', and 'Est. Tax Cost:'. A 'Comments:' text area is also present.
- Attachments:** A table with columns 'Name', 'Size (bytes)', and 'Content Type'. Below the table are 'Browse...' and 'Add Attachment' buttons. A note states: 'The total size of all attachments cannot exceed 10MB'.
- Line Items:** A table with columns 'Line #', 'Part # / Description', 'Qty (Unit)', 'Need By', 'Unit Price', and 'Subtotal'.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
2	Not Available Box of Equipment	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
3	Not Available Delivery	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP

 Below each line item, there is a 'Current Order Status' section. For line 1, it shows '20 Unconfirmed' and a red circle '10' around the 'Confirm:', 'Backorder:', and 'Reject:' input fields. Similar sections are present for lines 2 and 3. Each section also includes an 'Attachments' table and 'Browse...'/'Add Attachment' buttons with the 10MB limit note. At the bottom of the line items section, there is a 'Confirm All' button with a red circle '10' around it.

At the bottom right of the interface, there are 'Exit' and 'Next' buttons, with a red circle '11' around the 'Next' button.

Managing Purchase Orders & Invoices

Order Confirmation (OC)

Review the Order Confirmation

12. Click 'Submit'

Confirming PO

Confirmation #: 3200820283 27.04.2021
 Supplier Reference: 545625611
 Est. Delivery Date: 30 Apr 2021

Attachments:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
Current Order Status: 20 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)					
2	Not Available Box of Equipment	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
Current Order Status: 15 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)					
3	Not Available Delivery	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP
Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)					

If rejecting the entire order:

13. Enter the confirmation number

14. Enter comments

15. Click 'Reject Order'

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:



If rejecting an order you must not provide the goods or services.

Any invoice relating to a purchase order rejected by you in the Ariba Network will be returned to you unpaid.

Changes to Purchase Orders when Confirmed

Order Confirmation prevents some changes being made to the purchase order line, i.e. the requestor cannot cancel the purchase order or reduce the quantity of the line item. They can however increase the quantity on the line item or add an additional line item if required.

For Non-Stock Purchase Orders you do not need to send a Ship Notice, however, this is required for our stock process (PO with 30 prefix)

Order Confirmation prevents the quantity on the purchase order being reduced by the requisitioner.

Ship Notice (ASN)

Material Order - Required for stock purchase orders with '30' prefix only

Managing Purchase Orders & Invoices

Ship Notice (ASN)

The Ship Notice process is only required for our stock ordering process (30 order prefix).

- Once you have completed the Order Confirmation (OC) and are preparing to ship your goods to Cadent, open the purchase order in your Ariba portal.

Workbench Customize

6 Orders (Last 31 days) | 6 Orders to invoice (Last 31 days) | 0 Orders with service line (Last 31 days) | 0 Invoices (Last 31 days) | 0 Pinned documents

Orders to invoice (6) [Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

- Click 'Create Ship Notice'

SAP Business Network - Standard Account Upgrade TEST MODE ← Back to classic view

Purchase Order: 3200820283 Done

Order Detail | Order History

From:
 Cadent Gas Limited
 Off Bromford Gate, Bromford Lan
 Birmingham
 B24 8DW
 United Kingdom

To:
 Test Vendor 1 - 19/03/2021
 Unit 1, Ashburner Way
 Barrow-in-Furness
 Cumbria
 LA14 9UZ
 United Kingdom
 Phone:
 Fax:
 Email: harry1.thomson@cadentgas.com

Purchase Order (Basic)
 3200820283
 Amount: £6,542.50 GBP
 Version: 1

Payment Terms (i)
NET 23 Routing Status: Sent

Comments
 Comment Type: Terms and Conditions
 Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more >](#)

Managing Purchase Orders & Invoices

Ship Notice (ASN)

Complete the template. The mandatory fields are highlighted here, you can complete additional information such as carrier or weight if the information is available.

3. Enter the 'Packing Slip ID'
4. Enter the 'Shipping Date' and 'Delivery Date'
5. Add any attachments here
6. Enter the quantity being shipped
7. Enter the production 'Batch ID'
8. Enter the date of production
9. Enter the date of product expiry

Repeat for all items on the order.

10. Click 'Next'

The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections: SHIP FROM, DELIVER TO, Ship Notice Header, ATTACHMENTS, DELIVERY AND TRANSPORT INFORMATION, and Order Items. Red boxes and numbers 3 through 10 highlight specific fields: 3 (Packing Slip ID), 4 (Shipping Date and Delivery Date), 5 (Choose File), 6 (Ship Qty), 7 (Supplier Batch ID), 8 (Production Date), 9 (Expiry Date), and 10 (Next button).

SHIP FROM: Test Vendor 1 - 19/03/2021, Barrow-in-Furness, Cumbria, United Kingdom.

DELIVER TO: Cadent Gas Limited, Birmingham, United Kingdom.

SHIP NOTICE HEADER: SHIPMENT: Packing Slip ID (3), Invoice No., Requested Delivery Date, Ship Notice Type, Shipping Date (4), Delivery Date (4), Gross Volume, Gross Weight. TRACKING: Carrier Name, Service Level.

ATTACHMENTS: Table with columns: Name, Size (bytes), Content Type. Includes a 'Choose File' button (5) and 'Add Attachment' button.

DELIVERY AND TRANSPORT INFORMATION: Delivery Terms, Delivery Terms Description, Transport Terms Description, Shipping Payment Method, Shipping Contract Number, Shipping Instructions.

Additional Fields: Table with columns: Transport Terms, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Unit, Sealing Party Code, Seal ID.

Order Items: Table with columns: Order #, Item, Part # / Description, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, Subtotal. Includes sub-sections for Shipment Status, Confirmation Status, and a table with columns: Line, Ship Qty (6), Supplier Batch ID (7), Production Date (8), Expiry Date (9).

Buttons: Save, Exit, Next (10).

Managing Purchase Orders & Invoices

Ship Notice (ASN)

Review the Ship Notice summary

11. Click 'Submit'

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Create Ship Notice Previous Save **Submit** Exit

Confirm and submit this document.

SHIP FROM

Test Vendor 1 - 19/03/2021

Unit 1, Ashburner Way
Barrow-in-Furness
Cumbria
LA14 5UZ
United Kingdom

DELIVER TO

Cadent Gas Limited

Off Bromford Gate, Bromford Lan
Birmingham
B24 8DW
United Kingdom

Ship Notice Header

SHIPPING

Packing Slip ID: 1234
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 20 Jul 2021
Actual Delivery Date: 22 Jul 2021 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING

Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --
Delivery Terms Description: --
Transport Terms Description: --

Shipping Payment Method: Account
Shipping Contract Number: --
Shipping Instructions: --

ADDITIONAL FIELDS

Additional information not provided.

Order Items [Hide Item Details](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
3200820283	1	Not Available Box of Materials		20	EA	30 Apr 2021		£150.00 GBP	£3,000.00 GBP
<p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 20 EA Hide Details</p> <p>No detail information provided.</p>									
3200820283	2	Not Available Box of Equipment		15	EA	30 Apr 2021		£234.50 GBP	£3,517.50 GBP
<p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 15 EA Hide Details</p> <p>No detail information provided.</p>									
3200820283	3	Not Available Delivery		1	EA	30 Apr 2021		£25.00 GBP	£25.00 GBP
<p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 1 EA Hide Details</p> <p>No detail information provided.</p>									

Previous Save **Submit** Exit

Invoice Creation via PO Flip

Material Order

Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

This process should be followed for suppliers who receive purchase orders via Ariba with a material item category. For service item category, see section ‘Service Orders’

For purchases for our logistics team (PO prefix ‘30’) an order confirmation (OC) and ship notice (ASN) must be completed before the invoice is created. This is a requirement of the extended warehouse management process within SAP that Cadent operates within its stores.



You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

1. When you are ready to submit your invoice to Cadent, open the purchase order in your Ariba portal

Workbench Customize

6
Orders
Last 31 days

6
Orders to invoice
Last 31 days

0
Orders with service line
Last 31 days

0
Invoices
Last 31 days

0
Pinned documents

Orders to invoice (6)
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Resend Failed Orders |

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

2. Click ‘Create Invoice’, then ‘ Standard Invoice’ in the drop down

SAP Business Network - Standard Account Upgrade TEST MODE ← Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice ▼

Order Detail Order History

From:
Cadent Gas Limited
Off Bromford Gate, Bromford Lan
Birmingham
B24 8DW
United Kingdom

To:
Test Vendor 1 - 19/03/2021
Unit 1, Ashburner Way
Barrow-in-Furness
Cumbria
LA14 5UZ
United Kingdom
Phone:
Fax:
Email: harry1.thomson@cadentgas.com

Purchase Order
(New)
3200820283
Amount: £6,542.50 GBP
Version: 1

Payment Terms NET 23 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more](#)

Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

3. Enter the Invoice number of your sales invoice – please note this is restricted to 16 characters and must be unique
4. Enter the date of your sales invoice (this can be up to 365 days in the past but not in the future)
5. Click 'Add to Header'
6. Select 'Attachment' to attach a PDF copy of your tax invoice

7. Enter your VAT Registration Number
8. Click 'Choose File' and using the browse box select the PDF of your tax sales invoice
9. Click 'Add Attachment' to attach the document to the invoice record

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

- Use the toggle buttons to select which items to include in the invoice
- Enter the quantity you are invoicing for – **if the structure of the PO does not allow you to create the invoice record to mirror your own tax invoice please contact the requestor and request this is changed. Alternatively contact ProcurementServices@cadentgas.com**
- Click 'Line Item Actions' and select 'Tax' from the dropdown

- VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; **You must validate this information against your own tax PDF invoice** and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)

If Zero Rate VAT Applies

- You must complete the 'Description' – enter the reason for zero rate of VAT
- You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)
- Both fields become mandatory if zero is entered in the rate or tax amount

- Click 'Next' at the bottom of the screen

Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

- Review the summary and click 'Submit' when you are confident this record accurately represents your tax sales invoice

- When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

Entering your VAT Registration Number once stores the information in Ariba for any future invoice records.

Ariba controls the format of the invoice record to mirror the format of the purchase order, if this does not enable you to create an invoice please speak to the PO owner in the first instance.

You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value.

All invoice records in Ariba must exclude VAT. The system will calculate the value of expected tax and if the record does not match will flag this to our tax team before the invoice can be matched for payment

Your invoice will be returned to you unpaid if you do not attach a PDF image of your tax invoice or if your tax invoice does not match the invoice record in Ariba.

Credit Notes

Managing Purchase Orders & Invoices

Credit Notes

From time to time, suppliers may need to send a credit note to Cadent, for example if goods have been returned by the requestor. Please note, **Credit Notes can only be created in Ariba for 'Material' type purchase orders.**

1. Open the purchase order in your Ariba network.

Workbench

6 Orders (Last 31 days) | 6 Orders to invoice (Last 31 days) | 0 Orders with service line (Last 31 days) | 0 Invoices (Last 31 days) | 0 Pinned documents

Orders (6)

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...

2. Click 'Create Invoice', then 'Line-Item Credit Memo' in the drop down

SAP Business Network | Standard Account | Upgrade | TEST MODE | Back to classic view

Purchase Order: 3200820283

Create Order Confirmation | Create Ship Notice | **Create Invoice** (dropdown)

Order Detail | Order History

From: Cadent Gas Limited, Off Bromford Gate, Bromford Lan, Birmingham, B24 8DW, United Kingdom

To: Test Vendor 1 - 19/03/2021, Unit 1, Ashburner Way, Barrow-in-Furness, Cumbria, LA14 5UZ, United Kingdom, Phone: Harry1.thomson@cadentgas.com

Purchase Order (Partially Invoiced) 3200820283, Amount: £6,542.50 GBP, Version: 1

Payment Terms: NET 23

Routing Status: Acknowledged, Related Documents: test_789, abc123, 80283

Comments: Body 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... View more

3. Select the invoice you wish to credit
4. Select 'Create Line-Item Credit Memo'

SAP Business Network | Standard Account | Upgrade | TEST MODE | Back to classic view

Line-Item Memo

Invoices (3)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
test_789	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	6 Aug 2021	£1,125.60 GBP	Acknowledged	Approved
abc123	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	21 Jul 2021	£900.00 GBP	Acknowledged	Approved
80283	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	20 Jul 2021	£2,672.50 GBP	Acknowledged	Sent

Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PO Invoice | Create Contract Invoice

Managing Purchase Orders & Invoices

Credit Notes

5. Enter your Credit Memo number – **please note this is restricted to 16 characters and must be unique**
6. Enter the date of your sales credit note (this can be up to 365 days in the past but not in the future)
7. Click 'Add to Header'
8. Select 'Attachment' to attach a PDF copy of your tax credit note

9. Scroll down to the Comments section. Enter the comment to state the reason for the Credit Note

10. In the Attachments section, click 'Choose File' and using the browse box select the PDF of your tax sales credit note

11. Click 'Add Attachment' to attach the document to the credit note record

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

Managing Purchase Orders & Invoices

Credit Notes

Scroll down to Line Items

12. Use the toggle buttons to select which items to include in the credit note

13. Enter the quantity you are crediting, remember to keep the minus sign (-)

14. Select the first line you are crediting

15. Click 'Line Item Actions' and select 'Tax' from the dropdown

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Box of Materials		-10	EA	£150.00 GBP	£-1,500.00 GBP
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	Box of Equipment		0	EA	£234.50 GBP	£0 GBP

Excluded line items cannot be included.

Line Item Actions Delete

- Edit
- Add
- Tax**
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment

Update Save Exit **Next**

16. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF credit note and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Tax

Category*: 20% VAT Remove

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £10.00 GBP

Tax Rate Type:

Rate(%): 20

Tax Amount: £2.00 GBP

Exempt Detail: (no value)

Date Of Supply: 1 Feb 2022

Triangular Transaction

Line Item Actions Delete Add

Update Save Exit **Next**

If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

17. Click 'Next' at the bottom of the screen

Managing Purchase Orders & Invoices

Credit Notes

18. Review the summary and click 'Submit' when you are confident this record accurately represents your tax sales invoice

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Create Line-Item Credit Memo Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Kingdom. The document's destination country is:United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 80283)

Credit Memo Number: CR80283	Subtotal: £-1,500.00 GBP
Credit Memo Date: Wednesday 15 Sep 2021 12:00 PM GMT+01:00	Total Tax: £-300.00 GBP
Original Invoice Number: 80283	Total Amount without Tax: £-1,500.00 GBP
Original Invoice Date: Tuesday 20 Jul 2021 5:24 PM GMT+01:00	Amount Due: £-1,800.00 GBP
Original Purchase Order: 3200820283	

REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor 1 - 19/03/2021	Cadent Gas Limited	Test Vendor 1 - 19/03/2021
Postal Address: Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Postal Address (Default): Off Bromford Gate,Bromford Lan Birmingham B24 8DW United Kingdom Address ID: 1000	Postal Address: ashbrook court Coventry Coventry CV7 8PE United Kingdom

19. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Cadent Gas Limited Off Bromford Gate,Bromford Lan Birmingham B24 8DW United Kingdom	To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom Phone: Fax: Email: harry1.thomson@cadentgas.com	Purchase Order (Partially Invoiced) 3200820283 Amount: £6,542.50 GBP Version: 1
---	--	--

Payment Terms **NET 23**

Comments
Comment Type: Terms and Conditions
Body:1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more >](#)

Routing Status: Acknowledged
Related Documents: CR80283
test_789
abc123
[More\(1\) >](#)

Once a credit note has been submitted, the ordered but not invoiced quantity on the order line is updated to reflect the credit

Managing Rejected Invoices

Managing Purchase Orders & Invoices

Managing Rejected Invoices

When your invoice has been submitted to Cadent via the Ariba Network it needs to pass two sets of 'rules'. The first set of rules sit in the Ariba Network, these are basic rules such as the invoice must be created from a purchase order or BPO and must not exceed the quantity ordered.

1. You will receive an email notification from the network stating the invoice has been rejected and the reason for rejection:

[EXT] Rejected - Invoice 221-2 - to Cadent Gas Limited - TEST (ANID: AN01428874750-T) - Notification from Ariba Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To

Mon 24/10/2022 10:06

Reply Reply All Forward

if there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Your customer Cadent Gas Limited - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01764993295-T).

Country	GB
Customer	Cadent Gas Limited - TEST
Invoice number	221-2
Invoice Status	Rejected
Rejected Reason:	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.

1

[View invoice](#)

The second set of rules sit in Cadent's Buying & Invoicing side of Ariba. If the invoice passes the Network rules explained above, the invoice will be pushed to Cadent. This creates a list of exceptions, which must be completed to match the invoice for payment. Where these exceptions have not been automatically cleared, such as missing goods receipt, invalid tax entry, incorrect quantity entered, the invoice will be routed to the appropriate actor to resolve the issue or reject back to the supplier if it needs to be amended.

2. You will receive an email notification from the network stating the invoice has been rejected, who rejected it and their comments as to the reason for rejection:

[EXT] Rejected - Invoice 333-1 - to Cadent Gas Limited - TEST (ANID: AN01428874750-T) - Notification from Ariba Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To

Mon 24/10/2022 09:53

Reply Reply All Forward

if there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Your customer Cadent Gas Limited - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01764993295-T).

Country	GB
Customer	Cadent Gas Limited - TEST
Invoice number	333-1
Invoice Status	Rejected
Rejected Reason:	Comment: please add VAT (Rejector Name , 2022-10-24T01:46:17-07:00)---
Partial Amount	0.00

2

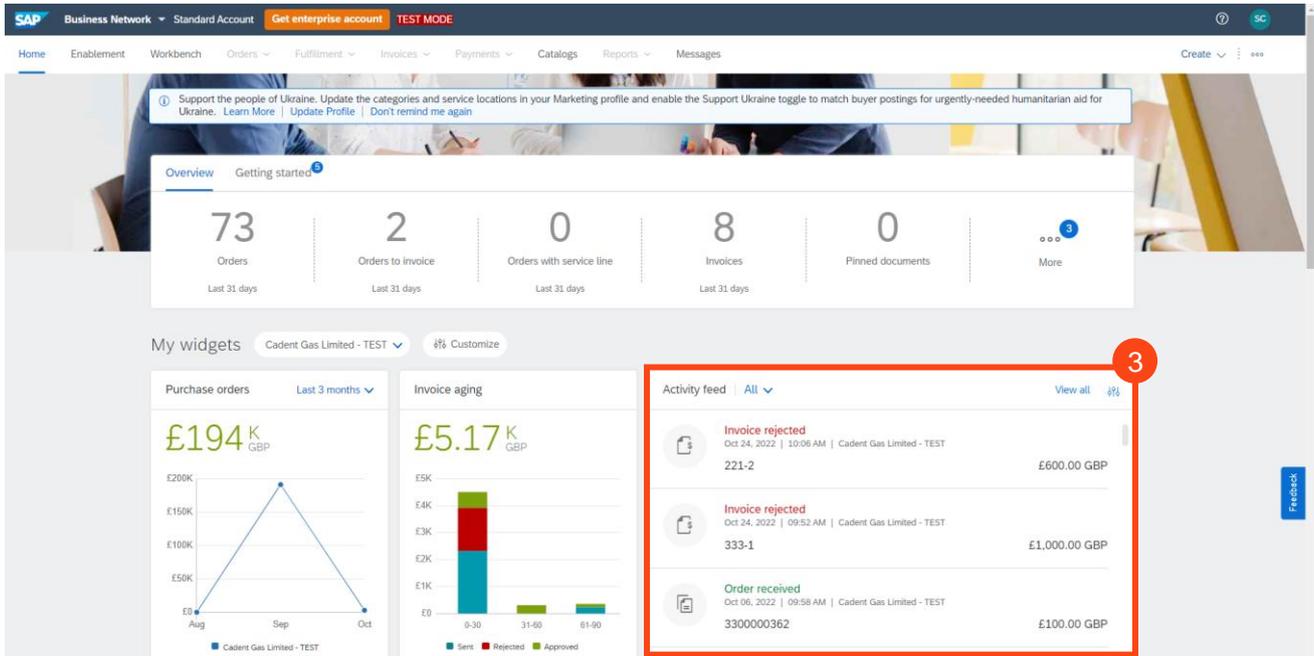
[View invoice](#)

Managing Purchase Orders & Invoices

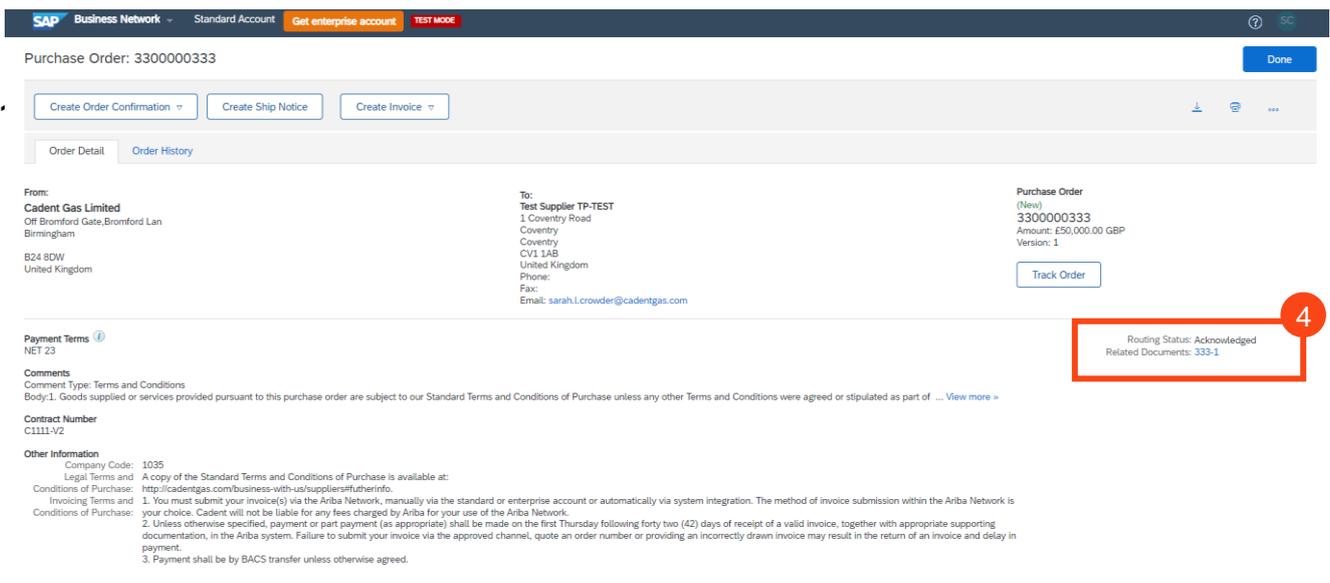
Managing Rejected Invoices

On receipt of this email, you can click on the view invoice button to open the invoice.

3 you will also see the rejected invoice in the Activity Feed in the Ariba Portal



4 the final way to find your invoice is to see the related documents in the purchase order screen



Not receiving email notifications?

Check your settings in the Ariba Network > [how to change your email notifications](#)

Managing Purchase Orders & Invoices

Managing Rejected Invoices

Open the invoice and you will see a light blue box that shows the invoice was rejected. The same process will follow for invoices rejected at the Ariba Network or manually rejected by a Cadent representative.

- 5 Where manually rejected you will see any comments entered by a Cadent representative
- 6 Click on the Edit & Resubmit button to edit the invoice

Invoice: 333-1

Buttons: Edit, Create Line-Item Credit Memo, Copy This Invoice, Print, Download PDF, Export cXML

Detail | Scheduled Payments | History

Rejected Invoice:
 Reasons:
 INV-38: The invoice was successfully received.
 DOC-52: This document has been digitally signed.
 DOC-53: This document has been digitally verified.
 INV-54: Comments from Cadent Gas Limited - TEST: Route document to end point Ariba of system id PROCLNT500 of org AN01428874750-T
 DOC-1:
 INV-35: The invoice status has been successfully updated to Processing by Cadent Gas Limited - TEST. Description:
 DOC-1:
 INV-35: The invoice status has been successfully updated to Rejected by Cadent Gas Limited - TEST. Description:Comment: please add VAT (Rejector Name, 2022-10-24T01:46:17-07:00)

Comment: please add VAT (Rejector Name, 2022-10-24T01:46:17-07:00)

Buttons: Edit & Resubmit

You can now edit the invoice and correct the error. Refer to the Service Order or Invoice via PO Flip guide:

Business Network | Standard Account | Get enterprise account | TEST MODE

Edit Invoice | Update | Exit | Next

Invoice Header

Summary

Purchase Order: 3300000333
 Invoice #: 333-1
 Invoice Date: 3 Oct 2022

Subtotal: £1,000.00 GBP
 Total Tax: £0.00 GBP
 Total Amount without Tax: £1,000.00 GBP
 Amount Due: £1,000.00 GBP

Service Description:
 Supplier Tax ID:

Remit To: Test Supplier TP-TEST
 Coventry
 Coventry
 United Kingdom
 Bill To: Cadent Gas Limited
 Birmingham
 United Kingdom

Shipping

Header level shipping | Line level shipping

Ship From: Test Supplier TP-TEST
 Coventry
 Coventry
 United Kingdom

Ship To: Cadent Ansty Park
 Coventry
 WA
 United Kingdom
 Deliver To: sarah.lcrowder@cadentgas.com
 Cadent Ansty Park

Cadent Gas
Pilot Way
Ansty Park
Coventry
CV7 9JU

www.cadentgas.com

