



# 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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Managing PO's & Invoices

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**Credit Notes** 



## Your Ariba Network Account

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Invoices with Retention

Managing Rejected Invoices

## 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 <a href="https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing">https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing</a>

#### 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 chose 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 companies 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 <u>ProcurementServices@cadentgas.com</u>.

Upgr:

Standard Account

Managing PO's & Invoices

Invoices with Retention

Service Orders

Order Confirmation

Ship Notice

Invoice via PO Flip

Credit Notes

## 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.

SAD

**Business Network** 

#### 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 <u>https://service.ariba.com/</u> and select the 'Supplier' button.

#### SAP Ariba /

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.

SAP Business Network +	
Supplier Login	Be a featured supplier
User Name	Tell us how you took your business to the new level for a chance to get featured on the Supplier Spotlight page. Click Learn More to check out other suppliers' success stories and
Password	Supplier Spotlight for more information on how to participate in this program.
Login	Learn More
orgot Username or Password	
lew to SAP Business Network? egister Now or Learn More	

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

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## 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

SAP Business Network +	© <u>5</u> ď	JV gir
	Dearth	ng PC
	What are some registration too for Anba Network Supplers?	)°s 8
	How do I register on SAP Ariba Sourcing?	-
Supplier Login	C A D. Dureineens, Nichtwork, and	
Supplier Login	Portal	
User Name	Missed attending ti Watch this session	
	AMERICAS RESOURCES, and opp business network a	R
Password	Vity did the Ink in the password reset email expire?	ete
Login	Learn More	nti
Forgot Username or Password	1 I have been locked out from Arba Network due to the multifactor advance advance and login	on
New to SAP Business Network? Register Now or Learn More	T How to ratifieve usernames	
	View more Ef	
	Can't log in? Let us help you!	
	Dorumentation 🕢 Support	s
		PIZ.
		Ce
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#### 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)



Credit Notes

Invoices with Retention

Managing Rejected Invoices

## 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.

SAP Ariba Proposals and Questionnaires 👻	Standard Account	Upgrade	TEST MODE					0 🛄
CADENT GAS LIMITED - TEST								
There are no matched postings.	Welcome to the Cade ensure market integri	nt Supply Cha ty.	ain Online Portal. This site helps to ide	ntifying suppliers to work with	Cadent who are market leaders in s	afety, quality, service, and cost. The site is ac	iministered by Ariba, Inc.	to 😣
	Events							=
	Title	ID	End Time ↓		Event Type	Participated		
					No items			
	Risk Assessments							
	Title	ID	End Time ↓			Event Type		
					No items			
	Registration Quest	onnaires						
	Title				ID	End Time 4	Status	
	▼ Status: Open (1)							
	Cadent Supplier Registra	tion Question	naire		Doc620652418	4/11/6104 3:23 PM	Registere	d
	Qualification Quest	ionnaires						
	Title		ID	End Time ↓	Commodity		Regions	Status
	Status: Completed	(1)						
	External Qualification Su	rvey	Doc620665927	3/19/2021 12:24 PM	Building and Construct	tion View more	10 National	Qualified
	Questionnaires							
	Title	ID		End Time ↓	Commodity	Regions	Status	
	▼ Status: Completed	(1)						
	Bank Details	Do	c626664144	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 <u>ProcurementServices@cadentgas.com</u>.

Invoices with Retention

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## 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.

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



#### Select the Workbench to view your transactions

SAP Business Netw	ork 👻 Standard Account Upgrade TEST MODE	← Back to	classic view			
Home Enablement	Workbench Orders - Fulfillment - Invoices - Payments	<ul> <li>Catalogs Reports</li> </ul>	<ul> <li>Messages</li> </ul>		Crea	te ~ 🛛 🚥
Workbench					န်ဒို Cust	mize
6 Orders Last 31 days	5 O Orders to invoice Orders with service line Last 31 days Last 31 days	16 Invoices Last 31 days	0 Pinned documents			
Orders (6) > Edit filter   Sav	4 re filter   Last 31 days				G	889
Oldel Nulliber		Amount	Date	Ordor Status	Amount Invoiced	Actions
2200000116	Customer	Amount	Date 4	Order Status	Amount Invoiced	Actions
3300000116 3300000115	Castern Gas Limited - TEST Cadent Gas Limited - TEST	£17,500.00 GBP	Date ↓ Nov 30, 2021 Nov 30, 2021	Order Status Partially Invoiced Partially Serviced	Amount Invoiced £1,000.00 GBP £7,000.00 GBP	Actions
3300000116 3300000115 3300000110	Cadent Gas Limited - TEST	Amount £17,500.00 GBP £10,000.00 GBP £200,000.00 GBP	Date ↓ Nov 30, 2021 Nov 30, 2021 Nov 25, 2021	Order Status Partially Invoiced Partially Serviced Partially Serviced	Amount Invoiced £1,000.00 GBP £7,000.00 GBP £200,000.00 GBP	Actions
3300000116 3300000115 3300000110 3300000109	Casterni Cas Limited - TEST	Amount £17,500.00 GBP £10,000.00 GBP £200,000.00 GBP £100,000.00 GBP	Date ↓ Nov 30, 2021 Nov 30, 2021 Nov 25, 2021 Nov 25, 2021	Order Status Partially Invoiced Partially Serviced Partially Serviced Partially Invoiced	Amount Invoiced £1,000.00 GBP £7,000.00 GBP £200,000.00 GBP £1,000.00 GBP	Actions
3300000116 3300000115 3300000110 3300000109 3300000108	Casterni Cas Limited - TEST	Amount £17,500.00 GBP £10,000.00 GBP £200,000.00 GBP £100,000.00 GBP £15,000.00 GBP	Date ↓ Nov 30, 2021 Nov 30, 2021 Nov 25, 2021 Nov 25, 2021 Nov 25, 2021 Nov 25, 2021	Order Status Partially Invoiced Partially Serviced Partially Serviced Partially Invoiced Partially Invoiced	Amount Invoiced           £1,000.00 GBP           £7,000.00 GBP           £200,000.00 GBP           £1,000.00 GBP           £1,000.00 GBP           £1,000.00 GBP	Actions

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

Managing Rejected Invoices

## Your Ariba Network Account Ariba Network

If you need a copy of the Purchase Order via email, select the '...' under 'Actions'

#### 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	Send me a copy to take	
3300000115	Cadent Gas Limited - TEST	£10,000.00 GBP	Nov 30, 2021	Partially Serviced	Confirm entire order	
3300000110	Cadent Gas Limited - TEST	£200,000.00 GBP	Nov 25, 2021	Partially Serviced	Update line items	
3300000109	Cadent Gas Limited - TEST	£100,000.00 GBP	Nov 25, 2021	Partially Invoiced	Create ship notice	
3300000108	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 25, 2021	Partially Invoiced	Create service sheet	
3300000107	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 23, 2021	Partially Invoiced	Standard invoice	

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

Send me a copy to take action ×
Email the document to email.address@supplier.com You can change this email address below. My Account
Send Cancel

#### 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 contract Ariba Customer Support, please go to <a href="https://www.ariba.com/contact-us">https://www.ariba.com/contact-us</a>

Invoices with Retention

Managing Rejected Invoices

#### 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. Particular How Do I find my ANID? SAP Ariba 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. Buyer Supplier (?) SC Click on the icon at the top right of the page Supplier Name email.address@supplier.com My Account Link User IDs Contact Administrator Your ANID is found here Test Supplier TP-TEST ANID: AN0176499329 standard account Company Profile Settings > Logout

Cadent Your Gas Network

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Managing Rejected Invoices

## Your Ariba Network Account Frequently Asked Questions

?	How do I manage	email notifications?	
			0
1	From your Ariba Netwo click on the icon at the page	ork account, top right of the	Supplier Name email.address@supplier.com My Account Link User IDs Contact Administrator Test Supplier TP-TEST ANID: AN01764993295-T Standard account
2	Click 'Settings'	ACCOUNT SETTINGS	Settings 2
	5	Customer Relationships	
		Users	Logout
3	Click 'Notifications'	3 Notifications	
		Application Subscriptions	
		Account Registration	
		NETWORK SETTINGS	
		Electronic Order Routing	
		Electronic Invoice Routing	
		Accelerated Payments	
		Remittances	
		Data Deletion Criteria	
		Network Notifications	
		Audit Logs	

Invoices with Retention

Service Orders

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**Credit Notes** 

## 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.

SAP Business Network - Standard Account	Upgrade TEST MODE		0 sc
account Settings		Save	Close
Customer Relationships Users Notifications	Application Subscriptions Account Registration API management		
General Network Discovery Sourcing	g & Contracts Messaging		
Enter up to three comma-separated email addresses per The Preferred Language configured by the account admi	field. Ensure that you have any required user consents before adding email addresses for sending notifications. nistrator controls the language used in these notifications.		
Electronic Order Routing			
Туре	Send notifications when	To email addresses (one required)	
Order	<ul> <li>Send a notification when orders are undeliverable.</li> <li>Send a notification when a new collaboration request against an existing order is received.</li> </ul>	* email.address@supplier.com	
	Send notification for new purchase orders to suppliers.		
	Send notification to suppliers when purchase orders are changed.		
Purchase Order Inquiry	✓ Send a notification when purchase order inquiries are received. ✓ Send a notification when purchase order inquiries are undeliverable.	* email.address@supplier.com	
Time Sheet	Send a notification when time sheets are undeliverable.	* email.address@supplier.com	
Pending Queue	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'.

Cadent Your Gas Network

## Managing Purchase Orders & Invoices

Service Orders

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**Credit Notes** 

## 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 Rejected Invoices

## 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 <u>ProcurementServices@cadentgas.com</u>.

#### **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 31<sup>st</sup> 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 Rejected Invoices

**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 <u>https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services</u>.

#### **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 <u>ProcurementServices@cadentgas.com</u>.

## 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

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- 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



contact information (email and name) according to the policy at <a href="https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html">https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html</a>. By replying to this message, you're accepting the terms in the policy.

Cadent Gas Limited s	ent a new order	
more than one email address is associate our customer sent you this order the	d with your organization for PO delivery, then the copy of this purcha ough Aniba Network. Process order	ase order would be sent to them as well.
To access the Order: Cont	DUP	
his purchase order was delivered by Ariba	Network. For more information about Ariba and Ariba Network, visi	it https://www.ariba.com.
From: Cadent Gas Limited Off Bromford Gate,Bromford Lan Birmingham 324 8DW Inited Kingdom	To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 SUZ United Kingdom Phone: Fax: Email:	Purchase Order (New) 3200820226 Amount: £10,000.00 GBP Version: 1
ayment Terms 5 IET 23 Iomments 6	3	
iomment Type: Terms and Conditions iody:1. Goods supplied or services provide urchase unless any other Terms and Cond ierms and Conditions will apply. . By accepting this order you agree to be I stances, except as provided otherwise in . . No other conditions of contract shall app . For all goods supplied, or services provid . You are required to join the Ariba Netwo p to the Ariba Network, email your networe onnection. . Additional information can be found at <u>b</u> . The Supplier agrees that the Purchaser m sustomers and that the Purchaser may incu rofit) because of the Supplier's breach all . Notion(s) wite the Ariba Network	d pursuant to this purchase order are subject to our Standard Terms tions were agreed or stipulated as part of any tender in which case to cound by our Standard Terms and Conditions of Purchase. These term Jause 1. If you do not wish to be bound by these terms please do n y to this Purchase Order unless previously agreed in writing by our a ed, the laws and jurisdiction of England & Wales shall apply. It and manage transactions between our organisations electronically k ID (ANID) to <u>AribaSupplierEnablement@cadentgas.com</u> , to enable tp://cadentgas.com/business-with-us/suppliers. nay use the Supplier's goods and services for the benefit of the Purch r loss and liability to its customers (including without limitation its cu of which shall be deemed to be recoverable at law from the Supplier.	5 and Conditions of those agreed or stipulated ms will apply in all of process the order. authorised representative. . Once you have signed us to complete the haser's third party ustomer's lost revenue or .You must submit your

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Credit Notes

### Managing Purchase Orders and Invoices The Purchase Order eMail

Other Information				
1 (10) 10 (10) 10 (10) 10 (10) 10				Ϋ́
Legal Terms and A conv of the S	tandard Terms and Cond	tions of Purchase is available at:		
Conditions of <u>http://cadentga</u> Purchase:	as.com/business-with-us/	suppliers#futherinfo.		
nvoicing Terms and 1. You must su	bmit your invoice(s) via t	he Ariba Network, manually via the standard or	enterprise account or automati	ically via
Conditions of system integrat	tion. The method of invoi	ce submission within the Ariba Network is your o	choice. Cadent will not be liable	for any
Purchase: fees charged by 2. Unless other	y Ariba for your use of the wise specified, payment (	e Ariba Network. or part payment (as appropriate) shall be made	on the first Thursday following	forty two
(42) days of re	ceipt of a valid invoice, to	gether with appropriate supporting documentat	ion, in the Ariba system. Failur	e to submit
your invoice via	a the approved channel, o	uote an order number or providing an incorrect	ly drawn invoice may result in t	the return of
an invoice and 3. Payment sha	delay in payment. Ill be by BACS transfer ur	less otherwise agreed.		
		9		
Ship All Items To	<b>•</b>	Bill To		Deliver To
off Bromford Gate.Bromford Lan		Cadent Gas Limited		Cadent Cas Limited
irmingham		Birmingham		Cadent Gas Limited
24 8DW Inited Kingdom		B24 8DW		
hip To Code: 1000		United Kingdom		
mail: <u>@cadentgas.</u>	.com			
ne Items				
ine # No. Schedule Lines	Part # / Descriptio	n Type Return Qty (Unit)	Need By Unit	Price Subtotal
	SES_TEST	Material 10,000 (EA)	30 Apr 2021 £1.00 GB	P £10,000.00 GBP
	Test Services for SES	÷		
Other Information				
Reg. Line No.:1				
Requester:				
PR No.:PR21	474			
Contract ID:C910				
Classification Domain:unsp: Classification Code:8010	SC 1601			
der submitted on: Thursday 8 Apr	2021 5:53 AM GMT-			
7:00				
	STLAV & ADT 2021 51531			Sub-total: £ 10,000.00 GBP
eceived by Ariba Network on: Thur. MT-07:00	500 y 0 Apr 2021 51557			
icelved by Anda Network on: Thur 1T-07:00 is Purchase Order was sent by Cao	dent Gas Limited			
ceived by Ariba Network on: Thur 4T-07:00 is Purchase Order was sent by Cac 101428874750 and delivered by Ar	dent Gas Limited iba Network.			
ceived by Ariba Network on: Thur 1T-07:00 is Purchase Order was sent by Cao 101428874750 and delivered by Ar	dent Gas Limited iba Network.			
ceived by Ariba Network on: Inur IT-07:00 is Purchase Order was sent by Cat 01428874750 and delivered by Ar	dent Gas Limited iba Network.			
sceived by Anda Network on: Inur MT-07:00 iis Purchase Order was sent by Ca 101428874750 and delivered by Ar	dent Gas Limited iba Network.			3
estions or comments for y	dent Gas Limited iba Network.		Р	ost message Process order
estions or comments for y	dent Gas Limited iba Network.		Р	ost message Process order
retriend by Artiba Network on: Inur 17-07:00 is Purchase Order was sent by Ca 101428874750 and delivered by Ar estions or comments for y	dent Gas Limited iba Network.		Р	ost message Process order
estions or comments for y cout this email	dent Gas Limited iba Network.		Ρ	ost message Process order
ceive by Ariba Network on: Inur 17-07:00 is Purchase Order was sent by Ca- 101428874750-and delivered by Ar estions or comments for y- yout this email	dent Gas Limited iba Network. our customer?	ited. If you're not the correct person to r	P eceive this email forward	ost message Process order
terver by Ariba Network on: Inur 17-07:00 is Purchase Order was sent by Ca- 101428874750 and delivered by Ar lestions or comments for y- bout this email you have any questions, conf	dent Gas Limited iba Network. our customer? tact Cadent Gas Lim	ited. If you're not the correct person to r	P eceive this email, forward	ost message Process order
eerved by Anda Network on: Inur MT-07:00 his Purchase Order was sent by Ca N01428874750 and delivered by Ar Jestions or comments for y bout this email you have any questions, conf ote: All transactions relating to greement(s) with your custom your customer.	dent Gas Limited iba Network. our customer? tact Cadent Gas Lim o your customer's pui ier. Ariba is not an ag	ited. If you're not the correct person to r chase orders are solely between you an ent for your customer, and is not respons	P eceive this email, forward d your customer and are s sible for anything contained	ost message Process order it to the appropriate person in your company. ubject to the terms of your existing d in the purchase order submitted on behalf
eerved by Anda Network on: Inur MT-07:00 his Purchase Order was sent by Ca- V01428874750 and delivered by Ar Jestions or comments for y- bout this email you have any questions, conf ote: All transactions relating to greement(s) with your custom your customer.	dent Gas Limited iba Network. our customer? tact Cadent Gas Lim o your customer's pui er. Ariba is not an ag	ited. If you're not the correct person to r chase orders are solely between you an ent for your customer, and is not respons	P eceive this email, forward d your customer and are s sible for anything contained	ost message Process order it to the appropriate person in your company. ubject to the terms of your existing d in the purchase order submitted on behalf
bout this email you have any questions, cont your customer.	dent Gas Limited iba Network. our customer? tact Cadent Gas Lim o your customer's pui er. Ariba is not an ag	ited. If you're not the correct person to r chase orders are solely between you an ent for your customer, and is not respons	P eceive this email, forward d your customer and are s sible for anything contained	ost message Process order it to the appropriate person in your company. ubject to the terms of your existing d in the purchase order submitted on behalf
estions or comments for y estions or comments for y bout this email rou have any questions, cont te: All transactions relating to reement(s) with your custom your customer.	dent Gas Limited iba Network. our customer? tact Cadent Gas Lim o your customer's pui er. Ariba is not an ag	ited. If you're not the correct person to r chase orders are solely between you an ent for your customer, and is not respons	P eceive this email, forward d your customer and are s sible for anything contained	ost message Process order it to the appropriate person in your company. ubject to the terms of your existing d in the purchase order submitted on behalf

- 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.

Managing PO's &

Invoices with Retention

Service Orders

Managing Rejected Invoices

## **Invoices with Retention**

Managing Rejected Invoices

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:**

Invoices with Retention

- Description of goods/services
- 2 Total amount before tax including the retention value (A)

Managing Purchase Orders and Invoices

- Retention value (B)
  - VAT value VAT can only be applied to the total amount less the retention (D)

	Description	N	et A	mount	Retention %	Rete	entio	n Amount	Netle	ss Retention			VAT
	Services	£		1,000.00	5%	£	5	50.00	£	950.00	£		190.00
_	ner 1	£	2	-	0%	£	ಿ	-	£	-	£	4	-
	Tier 2	£		-	0%	£		-	£	-	£		-
	Tier 3	£		-	0%	£		-	£	-	£		-

Α	Net Total	£	1,000.00
В	Retention Total	£	50.00
С	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:



Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL	UAT_2	Test UAT		1,00(	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  $\pounds1,000$  with a 5% retention, 1,000 would be entered as the quantity but the VAT must be entered as a value of  $\pounds190$  (20% of the value to be paid -  $\pounds950$ )

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	Туре	Part #		Description	Customer Part #	<del>#</del>	Quantity	Unit	Unit Price	9	Subtotal
1		MATERIAL	UAT_4		UAT Test			1,00(	EA	£1.00 GBP	£1,000.	00 GBP
					Manual Close							
					Contract							
_				[								
Tax			Category:*	20% VAT		۲ ×	Taxable Amount:	£1,000.00 G	BP			Remove
			Location:				Rate(%):	20				
			2000000	[			Tour Amounts		4			
		D	escription:				Tax Amount:	£200.00 GB				
			Regime:			$\sim$	Exempt Detail:	(no value)	~			
		Date Of Pre	e-Payment:				Date Of Supply:	21 Oct 2022	2			
		Law	Reference:				Triangular Ti	ransaction				
1 1 1 1 1 1 1												
Line Ite	em Actions	▼ De	leté	Add V								

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 <u>AskFinance@cadentgas.com</u> 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 31<sup>st</sup> 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 Ttems Line # No. Schedule Lines Part # / Description Туре Return Qty (Unit) Price Subtotal Need By 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.

65 orders Save filter Orders with service > Edit filter   Sav	6 Orders to invoice Last 31 days e tine (10) re filter   Last 365 days	10 Orders with service line Save filter	Unvoices Lant 31 days	O Plinned documents		Resend Falled Orders	<b>⊨</b> 494
Order Number	4 Customer		Amount	Date 🗸	Order Status	Amount Invoiced	Actions
3300000291	Cadent Gas Limite	ed - TEST	£11,000.00 GBP	Apr 27, 2022	Partially Invoiced	£2,500.00 GBP	
3300000289	Cadent Gas Limite	ed - TEST	£10,000.00 GBP	Apr 22, 2022	Partially Serviced		***
3300000232	Cadent Gas Limite	ed - TEST	£100.00 GBP	Apr 1, 2022	Partially Invoiced	£10.00 GBP	·
3300000230	Cadent Gas Limite	ed - TEST	£10,000.00 GBP	Mar 14, 2022	New		
3300000227	Cadent Gas Limite	ed - TEST	£1,000.00 GBP	Mar 14, 2022	New	£0.00 GBP	
3300000222	Cadent Gas Límite	ed - TEST	£1,000.00 GBP	Mar 11, 2022	New		
330000221	Cadent Gas Limite	ed - TEST	£1,000.00 GBP	Mar 8, 2022	New	£560.00 GBP	***
330000218	Cadent Gas Limite	ed - TEST	£150,000.00 GBP	Feb 28, 2022	Partially Invoiced	£1,000.00 GBP	

Managing PO's & Invoices

Credit Notes

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**Credit Notes** 

## Service Orders Creating an Invoice in the Ariba Network

**5.** 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

Create Order Confirmation 🔻	Create Service Sheet C	andard Invoice	<u>+</u>	ē
Order Detail Order History	Cr	edit Memo ne-Item Credit Memo		
rom: Cadent Gas Limited Iff Bromford Gate,Bromford Lan irmingham 124 8DW Inited 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@cadent	gas.com	Purchase Order (New) 3200820226 Amount: £10,000.00 GBP Version: 1	
ayment Terms ① IET 23 comments comment Type: Terms and Conditions cody:1. Goods supplied or services provided pursuant to this purchase or erms and Conditions were agreed or stipulated as part of View more »	ier are subject to our Standard Terms a	nd Conditions of Purchase unless any other	Routing Status Related Documents	Acknowledged TEST4567_SS_1 TEST4567 Test6547_SS_1 More(3) »

6. 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

	8
W	ARNING!
*	This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.
	Don't show me this message again

- 7. 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
- 8. Click 'Next'

SAP Ariba Netwo	rk – Standard Account	Jpgrade TEST MODE		? 🔟
Select Item to Cre	eate Invoice with Auto-	Generated Service Sheet	Nex	Exit
Line Items				
Line #	Part ID / Description	<b>/</b>		
	SES_TEST			
2	SES_TEST			
	Test Services for SES			
3	SES_TEST			
Service Sheet Real	Test Services for SES uired.			
		-	Nex	Exit

**Credit Notes** 

## **Service Orders** Creating an Invoice in the Ariba Network

9. 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

Create Invoice					Update	Save	Exit Next
<ul> <li>Invoice Header</li> </ul>						<ul> <li>Indicates required field</li> </ul>	Add to Header 🔻
Summary							
Purchase Order: Invoice #:*	3200820226	9	Subtotal: Total Tax: Total Amount without Tax:	£0.00 GBP £0.00 GBP £0.00 GBP			View/Edit Addresses
Invoice Date: 🛈	24 Apr 2021		Amount Due:	£0.00 GBP			
Service Description:							
Supplier Tax ID:							
Remit To:	Test Vendor 1 - 19/03/2021						
Bill To:	Barrow-in-Furness Cumbria United Kingdom Cadent Gas Limited						
	Birmingham						
	United Kingdom						

10. 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

Name:	
Email:       Email:       Email:       Image: Ima	
Phone: USA 1 v Diana Dia	
Approver	]
Name:*	
Email:*	
Phone: USA 1 🗸	
Supplier VAT Customer VAT	
Supplier VAT/Tax ID: Customer VAT/Tax ID: GB243133345	
Supplier Commercial Identifier:	
Supplier Commercial Credentials:	

- **11.** Enter your VAT registration ID (if applicable). Note, once entered this will automatically populate for all future invoices
- 12. Click 'Add to Header' and select 'Attachment'





Invoices with Retention

Service Orders

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**Credit Notes** 

## Service Orders Creating an Invoice in the Ariba Network

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

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

14. Go to Line Items, select 'Add/Update'

prowser	Attachments	
	The total size of all attachments canno	ot exceed 10MB
	Choose File No file chosen	Add Attachment

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

Line Items								0 L	ine Items, 0 Includ	led, 0 Previou	sly Fully Invoiced
Insert Line Item Options	Tax Catego	ory:		~	Discount					Add to I	ncluded Lines
No.	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit Unit	14	Unit Price	Subtotal
1			SES_TEST	Test Services for SES					Add/Update	•	
4									Add Contrac	t/Catalog Items	
Line Item Action	s 🔹 🗌	Delete							Add General	Service	
									Add Labor S	ervice	
									Add Materia		
								Update	Save	Exit	Next

15. 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



- 16. Click 'Add to Cart'
- 17. Click 'Done' and go to Step 23

Managing Rejected Invoices

## Managing Rejected Invoices

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'

reate Service Sheet: Add Ite	m	Done	Cancel
Part No: Not Available, Description: Test Lir	e Item - Champs Training		
Browse By Category	Search by part #, supplier name, or keyword	✓ Q	💡 G
	No results found for , please revise your search		
	- or -		
	Create a Non-Catalog item		
		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

è

eate Service Sheet:	Add Non-Catalog Item	Save Cancel
Full Description: *	Enter a description for this item.	
Commodity Code: *	Business Change Consultancy V	
Quantity:	1	
Unit of Measure:	Each 🗸	
Price: *	£0.00 GBP~	
Amount:	£0.00 GBP	
Update Amount		
pplier 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	Cancel
Part No: Not Available, Description: Test Line Item	Champs Training		
Browse By Category	Search by part #, supplier name, or keyword	~ Q	😫 G
	No results found for , please revise your search		
	- or -		
	Create a Non-Catalog item		



Cancel

Invoices with Retention

Service Orders

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Credit Notes

### 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'

Line Items				1 Line Items, 1 Inc	cluded, 0 Previously Fully Invoiced
Insert Line Item Options Tax Category: 20% VAT	Discount				Add to Included Lines
No. Include Type Part # Desc	ption	Customer Part #	Quantity Unit	Unit Price Subtotal	
▼ 1 Not Available Test I	ne Item - Champs Training				Add/Update 🔻
			1 EA	23 GBP £10.00 GBP	
Service Period Service Start Date:		Service End Date:			
Line Item Actions  Delete Add					
24					
	Edit				
<b>5.</b> Select 'Tax' from the drop dowr	Add Tax 25	)			
	Shipping Docum	nents			
	Special Handlin	g			
	Pricing Details				
	Discount				
	Allowance				
	Charge				
	Comments				

**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.

Attachment

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)

Tax Category:*	20% VAT 🗸	Taxable Amount:	£10.00 GBP
Location:		Tax Rate Type:	
Description:		Rate(%):	20 26
Regime:		Tax Amount:	£2.00 GBP
		Exempt Detail:	(no value) 🗸
Date Of Pre-Payment:		Date Of Supply:	1 Feb 2022
Law Reference:		Triangular T	ransaction

#### 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

Invoices with Retention

Service Orders

**Order Confirmation** 

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Invoice via PO Flip

**Credit Notes** 

## 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.

Tax Category:	20% VAT 🗸	Taxable Amount:	£10.00 GBP	Remove
Location:		Tax Rate Type:		
Description:		Rate(%):	20	
Regime:	V	Tax Amount:	£2.00 GBP	
		Exempt Detail:	(no value) 🗸	
Date Of Pre-Payment:	<b>•••</b>	Date Of Supply:	1 Feb 2022	
Law Reference:		Triangular Tr	ransaction	
L Line Item Actions  Delete	td 🔻			
				27
			Update	Save Exit Next

You will now see a summary invoice template.

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

Create Invoice		Previous Save Submit Exit
Confirm and submit this document. It will be electronically signed according If you want your invoices to be stored in the Ariba long term document archive Standard Invoice	o the countries of origin and destination of invoice. The document's originating c ing, you can subscribe to an archiving service. Note that you will also be able to	country is: United Kingdom. The document's destination country is: United Kingdom. archive old invoices once you subscribe to the archiving service.
Invoice Number: 12345680 Invoice Date: Saturday 24 Apr 2021 5:29 P Original Purchase Order: 200820226 Original Blanket Purchase Order: C910	M GMT+01:00 Tota Total Amount Withou Amount	stotal:         £100.00 GBP           i Tax:         £20.00 GBP           t Tax:         £100.00 GBP           Due:         £120.00 GBP
REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor I - 19/03/2021 Postal Address: Unit I, Ashburner Way Barrow-In-Furness Cumbria LA14 5UZ United Kingdom	Cadent Gas Limited Postal Address (Default): Off Bromford Gate,Bromford Lan Birmingham B24 80W United Kingdom Address ID: 1000	Test Vendor 1 - 19/03/2021 Postal Address: ashbrook court Coventry Coventry CV/7 8PE United Kingdom
BILL FROM:	APPROVER:	FIELD ENGINEER:
Test Vendor 1 - 19/03/2021 Postal Address: ashbrook court Coventry Coventry CV7 BPE United Kingdom	joe bloggs Email: @cadentgas.com	

**29.** The invoice is successfully submitted. You can print a copy of the invoice or exit

SAP Ariba Network -	Standard Account	Upgrade	TEST MODE
Invoice 12345680 has b	een submitted.		
<ul> <li>Print a copy of the inv</li> <li>Exit invoice creation.</li> </ul>	oice. 29		

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.

Invoices with Retention

Service Orders

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Ship Notice

Invoice via PO Flip

**Credit Notes** 

## 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 Servi	ce Sheet Create Invoice V	¥ @
Order Detail Order History		
From: Cadent Gas Limited Off Bronford Gate,Bromford Lan Bilmingham 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 Involced) 3200820226 Amount: £10,000.00 GBP Version: 1
Payment Terms NET 23 Comment Comment Type: Terms and Conditions Body:1. Goods supplied or services provided pursuant to this purchase order are subject to agreed or stipulated as part of View more » Contract # C910	o our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were	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



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							နံရံ c	ustomize
6 Orders Last 31 day	i Iys	6 Orders to invoice Last 31 days	O Orders with service line Last 31 days	O Invoices Last 31 days	O Pinned documents			
Orders to invoid	i <b>ce (6)</b> Save filter	Last 31 days						
	5						Resend Failed Orders	# \$ <u>\$</u> \$
Order Number		Customer		Amount	Date 🦊	Order Status	Amount Invoiced	Actions
3000149640		Cadent Gas Limit	ed - TEST	£6,720.00 GBP	Jul 7, 2022	New		
3000149624		Cadent Gas Limit	ed - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		
3000149622		Cadent Gas Limit	ed - TEST	£1,530.00 GBP	Jul 5, 2022	Received		
3000149621		Cadent Gas Limit	ed - TEST	£1,530.00 GBP	Jun 29, 2022	Received		
3000149620		Cadent Gas Limit	ed - TEST	£1,920.00 GBP	Jun 29, 2022	New		
3000149577		Cadent Gas Limit	ed - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		

## Managing Purchase Orders & Invoices Order Confirmation (OC)

- **6.** 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

5	Ariba Network 🚽	Stan	dard Account	Upgrade	TEST MODE				?	Τ
Ρι	rchase Order: 320	08202	83							Done
6	Create Order Confirmatio	on 🔻	Create Sh	hip Notice	Create Invoice v	]		<u>+</u>	đ	000
l	Update Line Items	listory								
Fro Ca Off Birr B24 Uni	m: dent Gas Limited Bromford Gate,Bromford Lar ningham 4 8DW ted Kingdom	1	To: Test Vend Unit 1, Asl Barrow-in- Cumbria LA14 SUZ United Kin Phone: Fax: Email: har	dor 1 - 19/03/20 hburner Way -Furness ingdom rry1.thomson@c	21 adentgas.com			Purchas (New) 32008 Amount: Version:	e Order 20283 £6,542.5 1	60 GBP
Pay NE	yment Terms (1) T 23								Routing S	Status: Sent
Cor Cor Boo Ter	mments nment Type: Terms and Com dy:1. Goods supplied or servio ms and Conditions were agre	ditions ces provie ed or stip	ded pursuant to bulated as part o	this purchase or of View more	rder are subject to our Stan »	dard Terms and Conditio	ns of Purchase unless any other			

If confirming the entire order:

- 7. Enter the confirmation number
- 8. Enter your reference
- **9.** Enter the Estimated Shipping and Delivery Dates
- 11. Click 'Next'

irming PO				Exit	Next
Confirm Entire Order	<ul> <li>Order Confirmation</li> </ul>	n Header		-	Indicates required field
Review Order Confirmation	Confirmation #: [ Associated 3200 Purchase Order #: Customer: Cade Supplier Reference:	820283 nt Gas Limited - TEST	-8		
	Shipping and Tax Informat Est. Shipping Date: Est. Delivery Date: Comments:	ion 9	Est. Shipping Cost: Est. Tax Cost:		
	Attachments	Black Barnesh			
	Name	Size (bytes)	No items	Content Type	
	The total size of all attache exceed 10MB	Browse Add Attachmen	nt		
	Line # Part # / Descript	ion Qty (Unit)	Need By	Unit Price	Subtotal
	Not Available     Box of Materials     Current Order 5	20 (EA) i tatus:	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
	20 Confirmed	As Is (Estimated Delivery Date: 30)	ADC 2021)		
	20 Confirmed 2 Not Available Box of Equipme Current Order S 15 Confirmed	As Is (Estimated Delivery Date: 30 : 15 (EA) nt tatus: As Is (Estimated Delivery Date: 30 :	30 Apr 2021 30 Apr 2021 Apr 2021)	£234.50 GBP	£3,517.50 GBP

Managing Rejected Invoices

Your Ariba Network A/C

### 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'

		M
Confirming PO	Exit Next	anaging Invoid
1 Update Item Status	Order Confirmation Header     Indicates required field	PO's
Review Confirmation	Confirmation #: Associated 3200820283 Purchase Order #: Customer: Cadent Gas Limited - TEST Supplier Reference:	ço
	Shipping and Tax Information Est. Shipping Date: Est. Delivery Date Comments:	Invoices with Retention
	Attachments Name Size (bytes) Content Type	
	No items  Browse Add Attachment The total size of all attachments cannot exceed 10MB	Service Order
	Line # Part # / Description Qity (Unit) Need By Unit Price Subtotal	S
	1         Not Available         20 (EA)         30 Apr 2021         £150.00 GBP         £3,000.00 GBP           Box of Materials         Current Order Status         Current Order Status         Current Order Status         Current Order Status	
	20 Unconfirmed     Confirm: Backorder: Reject: Details      Ltachments:     Name Size (bytes) Content Type     No items      Browse Add Attachment	Order Confirmation
	2         Not Available         15 (EA)         30 Apr 2021         £234 50 GBP         £3,517.50 GBP	
	Box of Equipment Current Order Status  15 Unconfirmed	Shi
	Confirm: Backorder: Reject: Details 0	p Noti
	Name Size (bytes) Content Type No items	Ce
	Browse Add Attachment The total size of all attachments cannot	_
	exceed 20M8  3 Not Available 1 (EA) 30 Apr 2021 £25.00 GBP £25.00 GBP Delivery Current Order Status  Confirm: Backorder: Reject: Details 0	nvoice via PO FI
	Attachments: Name Size (bytes) Content Type	Þ.
	Add Attachment The total size of all attachments cannot exceed 10MB	Credi
	Le Confirm All O	it Note
	Exit Next	š

Your Ariba Network A/C

### Managing Purchase Orders & Invoices Order Confirmation (OC)



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

Your Ariba Network A/C

Managing PO's & Invoices

Invoices with Retention

Service Orders

**Order Confirmation** 

Ship Notice

Invoice via PO Flip

**Credit Notes** 

## Managing Purchase Orders & Invoices Ship Notice (ASN)

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

1. 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						နံဂုန္ င	Customize
6 Orders Last 31 days	6 Orders to invoice Last 31 days	O Orders with service line Last 31 days	O Invoices Last 31 days	O Pinned documents			
Orders to invoice (6) > Edit fitter   Save	) filter   <u>Last 31 days</u> )					Resend Failed Orders	∰ ¢9¢
Order Number	Customer		Amount	Date 🗸	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limi	ted - TEST	£6,720.00 GBP	Jul 7, 2022	New		
3000149624	Cadent Gas Limi	ted - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		
3000149622	Cadent Gas Limi	ted - TEST	£1,530.00 GBP	Jul 5, 2022	Received		
3000149621	Cadent Gas Limi	ted - TEST	£1,530.00 GBP	Jun 29, 2022	Received		•••
3000149620	Cadent Gas Limi	ted - TEST	£1,920.00 GBP	Jun 29, 2022	New		•••
3000149577	Cadent Gas Limi	ted - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		

#### 2. Click 'Create Ship Notice'

SAP Business Network - Standard Account Upgrade TEST MORE	← Back to classic view		G	) 🝈
Purchase Order: 3200820283			1	Done
Create Order Confirmation   Create Ship Notice  Create Invoice			± @	•••
Order Detail Order History				
From: Cadent Gas Limited Off Bomford Gate.Bromford Lan BirmingBarn BirmingBarn United Kingdom	To: Test Vendor 1 - 19/03/2021 Um 1, Anthoume VNay Barrowin-Frances LA14 5UZ United Kingdom Phone: Fix: Email: harry1.thomson@cadentgss.com	Purchase Order (New) 3200820283 Amount: £6,542.50 GBP Version: 1		
Payment Terms ③ 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 ar	nd Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of View more »			

## Your Ariba Network A/C

cted

## 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'
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ate Ship Notice						Save	Exit	Next	
indicates required field									
SHIP FROM				DELIVER TO					
Test Vendor 1 - 19/03/2021			Update Address	Cadent Gas Limited				Jpdate Address	
Barrow-in-Furness				Birmingham					
Cumbria United Kingdom				United Kingdom					
Ship Notice Heade									
Ship Notice Header									
SHIPPING Packing Slip ID		- 3		TRACKING	Carrier Name:		$\sim$		
Invoice No.					Service Level:				
Requested Delivery Date									
Ship Notice Type	select v								
Shipping Date	· · · ·								
Delivery Date	*								
Gross Volume			Unit:						
Gross Weight			Unit:						
ATTACHMENTS	pl	100			tent Tune				
Name	Size (byte	nal	No item:	s	and type				
5		7							
Choose File	Add Attachment								
The total size of all attac	chments cannot								
exceed 10MB									
DELIVERY AND TRAN	SPORT INFORMATION								
	Delivery Terms:		$\sim$		Shipping Payment Method	Account		$\sim$	
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AddTaneport AddTaneport AddTaneport Corder I ends S200820283 1 S200820283 2	Term Part # / Description Cur Not Available Boor of Materials Shipmert Status Total term Due Quantity: 20 EA Confirmed Quantity: 0 EA Line 1 G Confirmed Quantity: 0 EA Confirmed Quantity: 0 EA Confirmed Quantity: 0 EA Confirmed Quantity: 0 EA Line 1 G Confirmed Quantity: 0 EA Confirmed Quantity: 0 EA Confirmed Quantity: 1 EA Confirmed Ruete EA Confirmed Quantity: 1 EA	torner Part # Total Backonfered Que Ship Oxy 20 Total Backonfered Que Ship Oxy 15 Total Backonfered Que Ship Oxy 15 Total Backonfered Que Ship Oxy 1	Cly Unit 20 EA suppler Batch 7 EA 15 EA 15 EA 10 EA 10 EA 10 EA 10 EA	Need By           30 Apr 2021           ID         Production D           30 Apr 2021           ID         Production D           30 Apr 2021	Ship By Date Eppiny Date Eppin	Unit Price	Subtrat E3.000.0 GBP 1 Detais E3.517.50 GBP Cotais E25.00 GBP I Detais	Remove	
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Add Transport Add Transport Add Transport Criter # Men 2008020283 1	Term Part # / Description Cur Solution Rescription Cur Not Available Bio of Materials Solipment Status Total Confirmed Quartity: 0 EA Line 1 1 6 Confirmed Quartity: 0 EA Line 1 Confirmed Quartity: 0 EA Line 1 Total Ren Due Quartity: 0 EA Line 1 Confirmed	tomer Part # Total Backonstered Que Ship Oxy 20 Total Backonstered Que Ship Oxy 15 Total Backonstered Que Ship Oxy 2	Cly Unit 20 EA suppler Batch 7 EA 15 EA 15 EA 15 EA 15 EA 16 EA	Need By           30 Apr 2021           0           90 Apr 2021           10           Production D           30 Apr 2021	Ship By Date Date Epity Date Date Epity Date Date Epity Data Epity Date Epity Date Epity	Unit Pice 11000 GBP (234.50 GBP (234.50 GBP (235.00 GBP (255.00 GBP)	Sutherest	Remove	

#### Review the Ship Notice summary

#### 11. Click 'Submit'

Create Ship Notice Pres		<u> </u>
Confirm and submit this document.	vious Save Suc	mit Exit
SHIP FROM DELIVER TO		
Test Vendor 1 - 19/03/2021 Cadent Gas Limited		
Unit 1, Ashburner Way     Off Bromford Gate,Bromford Lan       Barrow-in-Furness     Off Bromford Gate,Bromford Lan       Cumbria     Birningham       LA14 SUZ     B24 8DW       United Kingdom     United Kingdom		
hip Notice Header		
SHIPPING     TRACKING       Packing Shipba     124     Tracking information not provided.       Invoice No.     -       Requested Delivery Date     -       Ship Notice Type     -       Actuat Shipping Date     201 4021       Actuat Delivery Date     201 4021       Gross Volume     -       Gross Wolme     -		
DELIVERY AND TRANSPORT INFORMATION Delivery Terms: Shipping Payment Metho Delivery Terms Description: Shipping Contract Numbr Transport Terms Description: Shipping Instruction	od: Account er:	
Additional information not provided. Order Items		Hide Item Details
Order # Item Part # / Description Customer Part # Oty Unit Need By Ship By	Unit Price	Subtotal
3200820283 1 Not Available 20 EA 30 Apr 2021 Box of Materials	£150.00 GBP	£3,000.00 GBP
SHIPMENT STATUS		
<ul> <li>✓ 1. Ship Qty: 20 EA</li> <li>No detail information provided.</li> </ul>		Hide Details
2200820283 2 Not Available 15 EA 30 Apr 2021 Box of Equipment	£234.50 GBP	£3,517.50 GBP
SHIPMENT STATUS		
▼ 1. Ship Qty: 15 EA		Hide Details
No detail information provided.		
	£25.00 GBP	£25.00 GBP
3200820283 3 Not Available 1 EA 30 Apr 2021 Delivery		
3200820283 3 Not Available 1 EA 30 Apr 2021 Delivery SHIPMENT STATUS		
3200820283         3         Not Available         1         EA         30 Apr 2021           Delivery         SHIPMENT STATUS         -		Hide Details
3200820283 3 Not Available 1 EA 30 Apr 2021 Delivery SHIPMENT STATUS T. Ship Qty: 1 EA No detail information provided.		Hide Details

Managing PO's & Invoices

Invoices with Retention

Service Orders

Order Confirmation

Ship Notice

Invoice via PO Flip

Managing Rejected Invoices

## Invoice Creation via PO Flip

**Material Order** 

Invoices with Retention

### 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						နံရန် င	Customize
6 Orders Last 31 days	6 Orders to involce Last 31 days	O Orders with service line Last 31 days	O Invoices Last 31 days	O Pinned documents			
Orders to invoice (6	e) Filter   [Last 31 days]					Resend Failed Orders	ja disp
Order Number	Customer		Amount	Date 🗸	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Lim	ited - TEST	£6,720.00 GBP	Jul 7, 2022	New		•••
3000149624	Cadent Gas Lim	ited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		
3000149622	Cadent Gas Lim	ited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		
3000149621	Cadent Gas Lim	ited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		
3000149620	Cadent Gas Lim	ited - TEST	£1,920.00 GBP	Jun 29, 2022	New		
3000149577	Cadent Gas Lim	ited - 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			U	- W
urchase Order: 3200820283				Done
Create Order Confirmation  Create Ship Notice Order Detail Order History	Create Invoice  Standard Invoice Credit Maria		Ŧ @	***
om: adent Gas Limited H Bromford Gate,Bromford Lan rmingham 24 8DW nited Kingdom	Line-Item Credit Memo To: To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5U2 United Kingdom Phone: Fax: Email: hary1.thomson@cadentgas.com	Purchase Order (New) 3200820283 Amount: 66,542,50 GBP Version: 1		
ayment Terms TE 23 mments onument Type: Terms and Conditions ody: 1. Goods supplied or services provided pursuant to this purchase or pulated as part of View more »	der are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or		Routing Status:	Sent

### Managing Purchase Orders & Invoices Invoice Creation (Material Order)

- 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

ate Invoice	Update Save Exit Next
Invoice Header	* Indicates required field Add to Header 🔻
Summary	Shipping Cost Shipping Documents
Purchase Order: 3200820283	Subtotal: £6,542.50 GBP Special Handling
Invoice #:*	Total Tax: £0.00 GBP Total Amount without Tax: £6,542.50 GBP Discount
Invoice Date:* 20 Jul 2021	Amount Due: £6,542.50 GBP Allowance
Service Description:	Charge
	Additional Reference Documents and Date
Supplier Tax ID:	Comment
Remit To: Test Vendor 1 - 19/03/2021	Attachment
Barrow-in-Furness	
Cumbria United Kingdom	
Bill To: Cadent Gas Limited	
Birmingham	
United Kingdom	

- 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

Supplier VAT	Customer VAT	
Supplier VAT/Tax ID:	Customer VAT/Tax ID	0: GB243133345
Supplier Commercial Identifier:		
Supplier Commercial Credentials:		
Attachments The total size of all attachmen	s cannot exceed 10MB	Remove
Choose File No file chosen	Add Attachment 9	
Add to Header 🔻		

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 Rejected Invoices

Your Ariba Network

Managing PO's & Invoices

Invoices with Retention

Service Orders

Order Confirmation

Ship Notice

Invoice via PO Flip

Credit Notes

### Managing Purchase Orders & Invoices Invoice Creation (Material Order)

- 10. Use the toggle buttons to select which items to include in the invoice
- 11. 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
- 12. Click 'Line Item Actions' and select 'Tax' from the dropdown

ne Items						2 Line I	tems, 2 Included, 0	Previously Fully Invoice
rt Line Item Options								
	Tax Category:		Shipping Documents	Special Handling Discount				Add to Included Lines
No. Inclu	de Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL		Box of Materials		10	EA	£150.00 GBP	£1,500.00 GBP
2	10 <sup>MATERIAL</sup>		Box of Equipment		11	EA	£234.50 GBP	£1,172.50 GBP
Line Item Actions •	Delete							
<b>-</b>	dit							
Ado	12					Next	Update	Save
L	mpping pocuments							
5	pecial Handling							
P	ricing Details							
D	liscount							
A	llowance							
c	harge							
c	omments							

**13.** 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)

-							_		Demons
lax	Category:	* 20% VAT	$\sim$	Taxable Amour	nt:	£10.00 GBP			Remove
	Location:			Tax Rate Typ	9e:	13			
	Description:			Rate(%	6):	20			
	Regime:		$\sim$	Tax Amour	nt:	£2.00 GBP			
				Exempt Deta	ail:	(no value) 🗸			
	Date Of Pre-Payment:			Date Of Suppl	ly:	1 Feb 2022			
	Law Reference:			Triangula	lar Tra	ansaction			
Line Item Actions	Delete	dd 🔻							
									1
						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

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

### Managing Purchase Orders & Invoices Invoice Creation (Material Order)

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

SAP Business Network - Standard Account Upgrade	HODE ← Back to classic view	<u>a</u>
Create Invoice		Previous Save Submit Exit
Confirm and submit this document. It will be electronically signed according to the If you want your invoices to be stored in the Ariba long term document archiving, Standard Invoice	e countries of origin and destination of invoice. The document's originating countr you can subscribe to an archiving service. Note that you will also be able to archi	y is:United Kingdom. The document's destination country is:United Kingdom. ve old involces once you subscribe to the archiving service.
Invoice Number: 80283 Invoice Date: Tuesday 20 Jul 2021 5:24 PM GI Original Purchase Order: 3200820283	Subto Total T Total Amount without T Amount D	tal: £2,672.50 GBP ax: £0.00 GBP ax: £2,672.50 GBP ue: £2,672.50 GBP
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 Cv7 8PE United Kingdom

**16.** 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		?	Ξ
Purchase Order: 3200820283				Done
Create Order Confirmation 🔹 Create Ship Notice Create Invoice	e <b>*</b>	Ŧ	æ	
Order Detail Order History From: Cadent Gas Limited Off Bromford Gate,Bromford Lan Birmingham B24 BDW United Kingdom	To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrowin-Furness Cumbria LA14 SUZ United Kingdom Phone: Fax: Email: harry1.thomson@cadentgas.com	Purchase Order (New) 3200820283 Amount: £6,542.50 GBP Version: 1		1
Payment Terms ① NET 23		Routin Related Doc	g Status: uments:	Sent 80283

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.

Managing Rejected Invoices

## **Credit Notes**

Cadent Your Gas Network

Managing PO's & Invoices

Invoices with Retention

Service Orders

**Order Confirmation** 

Ship Notice

Invoice via PO Flip

**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						489 Cu	ustomize
6 Orders Last 31 days	G Orders to invoice Last 31 days	O Orders with service line Last 31 days	O Invoices Last 31 days	O Pinned documents			
Orders (6)  Crders (6)  Crders (6)  Save filter	er Last 31 days						
1						Resend Failed Orders	696
Order Number ↑	Customer		Amount	Date	Order Status	Resend Failed Orders	مراجع المراجع ا Actions
Order Number ↑	Customer Cadent Gas Limite	ed - TEST	Amount £730.00 GBP	Date Jun 22, 2022	Order Status Partially Received	Resend Failed Orders	مراجع مراجع مراجع مراجع
7rder Number ↑ 1000149577 000149620	Customer Cadent Gas Limito Cadent Gas Limito	ed - TEST	Amount £730.00 GBP £1,920.00 GBP	Date Jun 22, 2022 Jun 29, 2022	Order Status Partially Received New	Resend Failed Orders	Actions

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

SAP Business Network - Standard Account Upgra	TEST MODE	← Back to classic view		0 🕕
Purchase Order: 3200820283				Done
Create Order Confirmation  Create Ship Notice Order Detail Order History	Create Invoice  Standard Invoice Credit Memo		<u>+</u>	ē
From: Cadent Gas Limited Off Bromford Gate, Bromford Lan Birmingham B24 8DW United Kingdom	Line-item Credit Memo To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 502 United Kingdom Phone: Fax: Email: harry1.thomson@cader	tgas.com	Purchase Order (Partially Involced) 3200820283 Amount: £6,542.50 GBP Version: 1	
Payment Terms NET 23 Comments Comment Type: Terms and Conditions Body:J. Goods supplied or services provided pursuant to this purchase agreed or sityulated as part of Vew more »	order are subject to our Standard Terms and Condition	s of Purchase unless any other Terms and Conditions were	Routing Status: Related Documents:	Acknowledged test_789 abc123 80283

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

SAP	Busir	ness Netwo	<b>rk</b> – Standard	Account Upgr	ade TEST MODE			+	Back to classic view			0
Lir	ne-Iter	m Memo	)									Done
In	voices	s (3)	3									
		Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status (i)	Invoice Status (i)
(	0	test_789	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	6 Aug 2021	£1,125.60 GBP	Acknowledged	Approved
(	С	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
	Ļ	Create Line	Item Credit Memo	4 Create Lin	ne-Item Debit Memo		Edit	Сору	Create Non-PO Invoice	Create Contract In	voice	

Managing Rejected Invoices

## 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



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

Comment	
Reason for Credit Memo:*	
Default Credit Memo Comment Text:	

The total size of all attachments cannot exceed 10MB

Add Attachment

- 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.

Attachments

0

Choose File No file chosen

Cadent Your Gas Network

Your Ariba Network A/C

Managing PO's & Invoices

Invoices with Retention

Service Orders

Order Confirmation

Ship Notice

Invoice via PO Flip

Credit Notes

## 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

ine It	tems							2 L	ine Items, 1 Included	, 0 Previously Fully Invoiced
sert Line	e Item Option	ns								
	[	Tax Categ	ory:		Shipping Doc	uments Special Hand	lling Disco	ount		Add to Included Lines
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
/	1	۲	MATERIAL	Not Available	Box of Materials		-10	EA	£150.00 GBP	£-1,500.00 GBP
	2	۲	MATERIAL	Not Available	Box of Equipment		0	2	£234.50 GBP	£0 GBP
Exclude	ed line items	cannot be mo	2					0		
÷	Line Item A	ctions 15	Delete							
1	Edit Add									
	Tax Special Hi	15 andling	•					Update	Save	Exit Next
	Discount									
	Allowance	,								
© 20	Charge	со	mpany. All rights reserved.						Privacy Stateme	nt Security Disclosure Terms of Use
	Comment	s								
	Exclud	ine Items ert Line Item Option ert Line Item Option I 1 2 I 1 2 Excluded line items Eclit Add Tax Special Hi Discount Allowance Charge Comment Attachment	ine Items ert Line Item Options Tax Catege Tax Catege Tax Catege Tax Catege Line Item Actions 15 Edit Add Tax 15 Special Handling Discount Allowance Charge co Charge	er Line Item Options er Line Item Options Tax Category: Tax	er Line Item Options  Tax Category: Tax Cate	er Line Item Options  Tax Category: Tax Category: Tax Category: Shipping Doc MATERIAL Not Available Box of Materials AMATERIAL Not Available Box of Equipment Excluded line items cannot be max.  Include Tax	er Line Item Options  Tax Category: Tax Category: Tax Category: Tax Category: Tax Category: Shipping Documents Special Hand MATERIAL Not Available Box of Equipment Exctuded line items cannot be Tax	er Line Item Options Tax Category: Shipping Documents Special Handling Disco No. Include Type Part # Description Customer Part # Quantity 1 MATERIAL Not Available Box of Materials -10 2 MATERIAL Not Available Box of Equipment 0 Excluded line items cannot be in the second being of	tine Items Tax Category: Tax Category: T	ine items billed item options Tax Category: Bhipping Documents Beclail Handlins Bocont No. Include Type Part # Description Customer Part # Ouantly Unit Unit Unit Price 1 2 MATERIAL Not Available Box of Materials 2 MATERIAL Not Available Box of Equipment 2 34.50 GBP 0 3 4 5234.50 GBP 0 3 6 234.50 GBP 0 3 6 24.50 GBP 0 4 6 24.50 G

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 🗸	Taxable Amount:	£10.00 GBP	Remove
Location	:	Tax Rate Type:	16	
Description		Rate(%):	20	
Regime	×	Tax Amount:	£2.00 GBP	
		Exempt Detail:	(no value) 🗸	
Date Of Pre-Paymen	:	Date Of Supply:	1 Feb 2022	
Law Reference	:	Triangular Tr	ransaction	
Line Item Actions 🔻 Delete	Add 🔻			
			Update	Save Exit Next



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

Managing Rejected Invoices

### 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	← 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 a Kingdom. If you want your invoices to be stored in the Ariba long term docume Line-Item Credit Memo	according to the countries of origin and destination of invoice. The document's int archiving, you can subscribe to an archiving service. Note that you will also	originating country is:United Kingdom. The document's destination country is:United be able to archive old invoices once you subscribe to the archiving service.
(Original Invoice No: 80283) Credit Memo Number: CR80283 Credit Memo Date: Wednesday 15 Sep 2021 12:00 PM GMT+01:00 Original Invoice Nat: Tuesday 20 Jul 2021 5:24 PM GMT+01:00 Original Purchase Order: 3200820283	Sut Tota Total Amount withou Amount	Notal: £-1.500.00 GBP il Tax: £-300.00 GBP it Tax: £-1.500.00 GBP It Tax: £-1.500.00 GBP Due: <b>£-1.800.00 GBP</b>
REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor 1 - 19/03/2021 Postal Address: Unit J, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Cadent Gas Limited Postal Address (Default): Off Bromford Gate,Bromford Lan Birmingham B24 8DW United Kingdom Address ID: 1000	Test Vendor 1 - 19/03/2021 Postal Address: ashtrook court Coventry 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

		⊥ ⊎ …
Order Detail Order History		
rom: Cadent Gas Limited Ø Bromford Gate,Bromford Lan Birmingham B24 8DW Jnited Kingdom	To: Test Vendor 1 - 19/03/2021 Unit 1, Adhburner Way Barrovi-in-Furness 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 ① NET 23 Comment Type: Terms and Conditions Body:L. Goods supplied or services provided pursuant to this purchase on greed or stipulated as part of View more »	der are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were	Routing Status: Acknowledged Related Documents: CR00283 test, 789 abc123 More(1) =

updated to reflect the credit

## Managing Rejected Invoices

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:



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:

1 · · · 2 · <u>B</u> · 3 · · · 4 · · · 5	
AP Ariba	
Your customer Cadent G	as Limited - TEST updated your invoice on Ariba Network. Click View Invoice to log into your Ariba Network account (ANID: AN01764993295-T).
Country	GB
Country Customer	GB Cadent Gas Limited - TEST
Country Customer Invoice number	GB Cadent Gas Limited - TEST 333-1
Country Customer Invoice number Invoice Status	GB Cadent Gas Limited - TEST 333-1 Rejected
Country Customer Invoice number Invoice Status Rejected Reason:	GB Cadent Gas Limited - TEST 333-1 Rejected Comment: please add VAT (Rejector Name , 2022-10-24T01:46:17-07:00)
Country Customer Invoice number Invoice Status Rejected Reason: Partial Amount	GB Cadent Gas Limited - TEST 333-1 Rejected Comment: please add VAT (Rejector Name , 2022-10-24T01:46:17-07:00) 0.00

Your Ariba Network A/C

Service Orders

**Order Confirmation** 

Ship Notice

Invoice via PO Flip

**Credit Notes** 

### Managing Purchase Orders & Invoices Managing Rejected Invoices

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



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

SAP Business Network - Standard Account Get enterprise account TEST MODE		0 🥯
Purchase Order: 3300000333		Done
Create Order Confirmation v Create Ship Notice Create Invoice v		± ଟ …
Order Detail Order History		
From: Cadent Gas Limited Off Bronnford Gate, Bromford Lan Birminghum B24 8DW United Kingdom	To: Test Supplier TP-TEST 1 Coventry Coventry Coventry Unded Kigdom Phone: Fax: Email: sarah Lcrowder@cadentgas.com	Purchase Order (New) 3300000333 Amount: E50,000.00 GBP Version: 1 Track Order
Payment Terms () IET 23 Comments		Routing Status: Acknowledged Related Documents: 333-1
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	30
Contract Number C1111-V2		
Other Information         Company Code:         1035           Company Code:         1035         Logal Terms and Acopy of the Standard Terms and Conditions of Purchase is available at:           Conditions of Purchase:         Involving Terms and Lyou may business with-usiauppliers/flutherinfo.           Involving Terms and 1. You may a tabmit you involved (v) at the Athan Network, manually via the standard           Conditions of Purchase:         you choice. Cades tabmit you involved (v) at the Athan Network, manually via the standard           Conditions of Purchase:         you choice. Cades you may not part you prover (a partyportial) hall be m documentation, in the Atha system. Failure to submit your involve via the approved payment.           3. Payment shall be by BACS transfer unless otherwise agreed.	or enterprise account or automatically via system integration. The method of invoice submission within the Ariba Ne Ariba Network. de on the first Thursday following forty two (42) days of receipt of a valid invoice, together with appropriate supportin channel, quote an order number or providing an incorrectly drawn invoice may result in the return of an invoice and dr	ork is S ay in

#### Not receiving email notifications?

Check your settings in the Ariba Network > how to change your email notifications

Ship Notice

Invoice via PO Flip

**Credit Notes** 

### 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.

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

<ul><li>6 Click on the Edit &amp; Resubmit button to edit the invoice</li></ul>		
SAP Business Network V Standard Account Get enterprise account TEST MODE		
Invoice: 333-1		
Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF  Export cXML	Service (	
Detail Scheduled Payments History	Orders	
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:         DOC-1:         INV-35: The invoice status has been successfully updated to Rejected 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)	Order Confirmation	
Edit & Resubmit 6		

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

Edit Invoice	Next
✓ Invoice Header     * Indicates required field     Ad       Summary     Purchase Order:     300000333     Subtoral:     £1,00,00 GBP     V       Invoice #x*     333.1     Total Tax:     £0.00 GBP     V       Invoice Description:     Service Description:     Service Description:     K       Supplier Tax ID:     Test Supplier TP-TEST     Covertry	id to Header ⊽
Summary         Purchase Order:         3000000333         Subtool:         £1.000.00 GBP         Total Tax:         £0.00 GBP         E0.00 GBP         E0.00 GBP         E0.00.00 GBP         E	fiew/Edit Addresses
Purchase Order:     300000033     Subtota:     £1,000,00 GBP     V       Invoice #+*     333-1     Total Amount Work:     £0,000,00 GBP       Invoice Date:**     3 Oct 2022     Amount Due:     £1,000,00 GBP       Service Description:     Supplier Tax: ID:     End       Remit To:     Test Supplier TP-TEST	/iew/Edit Addresses
Invoice Date:* 3 Oct 2022  Service Description: Supplier Tax ID: Remit To: Test Supplier TP-TEST Coventry	
Supplier Tax ID: Remit To: Test Supplier TP-TEST Coventry	
Kernit ID: Test Supplier TP-TEST	
Covertry United Kingdom Bill To: Cadent Gas Limited	
Birmingham United Kingdom	
Shipping	
Header level shipping ①     Line level shipping ①	
Ship From: Test Supplier TP-TEST Ship Tic: Cadent Andy Park Covering Covering WA Covering United Kingdom United Kingdom Deliver Tic: sarah.Lcrowder@Cadentgas.com United Kingdom Cadent Andy Park	/iew/Edit Addresses



## **Notes**






#### **Cadent Gas**

Pilot Way Ansty Park Coventry CV7 9JU

www.cadentgas.com