Here's to provide you with the necessary resources to streamline your interactions with our Ariba procurement system. Please find attached an important guide.

2	How to access Ariba for the first time
4	<u>How to add / update VAT / TAX</u>
6	How to view order once in your account
8	<u>How to Confirm Order</u>
10	Process Flow of Order Confirmation
11	Invoice Creation
13	Process Flow of Invoicing
14	Invoice Status

# HOW TO ACCESS ARIBA FOR THE FIRST TIME

If you're a vendor using Ariba for the first time, follow these steps to access the platform:

1. Check your registered mailbox: Look for an email notification

#### Notes:

- PO email notifications will come from: ordersender-prod@ansmtp.ariba.com
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account



2. Click on the PO link: Inside the email, you'll find a link in the "Process Order" tab. Click on this link.

If more than one email address is associated with your organization for PD des be earn to them as well. Your customer sent you this order through Ariba Network. Process order	
<ul> <li>Potential existing accounts</li> <li>We have noticed that there may already be an Ariba Network account register Please review before you create a new account.</li> </ul>	X red by your company.
2 Join your customer on Ariba Network!	Review accounts
Sign up Or Search your campainy 3 Already have an account? Log in	

3. You will be directed to the Ariba login page.

### Notes

- If you're new to Ariba: Create an account by filling in all the necessary information and submit.
- If you already have a previous Ariba account: Log in using your existing credentials.

SAP Ariba		
View all your documents in o	ne Ariba Network account	
Ariba Network can transfer documen documents easily from your existing After you log in, your documents may Notes:	s into your company's existing Ariba Network account. This a account, without having to register a new Ariba Network account be temporarily unavailable white the transfer process is com	llows you to view and manage unt. pleted.
Fees may apply based on your acces You must be an Account Administrate	nt type. To see your account type, sign in and go to Company r on your company's Ariba Network account to transfer docur	y Settings. nents into the account.
To get started, log in to your existing Ubername:	supplier account.	
Password		
	4 or	

#### Notes

- Upon registration; please make sure you have updated all the required information in your Company profile
- Please update your VAT ID ion your Ariba Network account and confirm you are VAT registered

# HOW TO ADD / UPDATE VAT/TAX INFORMATION IN ARIBA

- 1. Log in to your Ariba account.
- 2. Access your profile: On the upper right side of the page, you'll see a green circle with your initials. Click on it.
- 3. Choose company profile: From the drop-down menu that appears, select "Company Profile."

nvoices v Payments v More v	
✓ By Product Q	My Account Link User IDs Contact Administrator
Orders with service line Invoices Last 31 days Last 31 days	Switch to Test Account
Activity feed All ~	Company Profile Service Subscriptions Settings
Order received Nov 27, 2023   03:57 PM   Al Futtaim 6000092620	Logout 1,500,000.00 AED
	Order received Nov 27, 2023   03:57 PM   Al Futtaim 6000092620

4. Create a new tax record: Scroll down till you reach the field named (Additional Company Address), Click on "Create"

	<u>ب</u>		×.	
	Business Type	B Revenue	Address Dubai, United Arab Emir View Details	ates
3 Overview	Supplier Legal Form	Stock Symbol		
9, Credentials Certifications Sustainability Ratings	Product and Service Categories • Events management	Ship-to or Service Location	Industries Served Select the Industries you serve here.	0
Additional Addresses     Business Information	Credentials			
Contacts     Additional Documents	Certifications Click the pencil icon to add the ce	rtificate to showcase your business traits	and strengths.	0
	Sustainability Ratings			0

- 5. Fill in the below fields:
  - Address Name
  - Address ID.
- 6. Update the VAT/Tax field: You'll need to update the VAT/Tax field and select the appropriate option:
  - If you have a VAT number, tick the "Yes" box and indicate the correct VAT number.
  - If you are not registered for VAT, indicate "0" (15 times).
- 7. Save your changes: Click "Save" twice to ensure that your changes are saved.

Configure Supplier Addresses Served by This Account					See Oou
<ul> <li>Industes a required field.</li> </ul>					_
Address Name					
And Same	QUEST CONSULTINITS FILE	10			
Appen D		1			
Av ys, 67 optional -	💼 🗇 🖬 🖗	-			
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# HOW TO VIEW ORDER ONCE IN YOU ACCOUNT

- 1. On your home page click on "Workbench"
- 2. Click on the "Plus" sign



- 3. Click on "Orders" to add it in your workbench
- 4. Click on "Apply" to save the view.

Changed orders		term to sha		
Orden to invoice		Early payment offers	•	
Inucces C		Service sheets		
Orders (1)	•	Orders with service line		
Rejected Involces	•	Printed documents		

### Chose the search field you want to use

- 5. Under the (Order Numbers) field, You can chose the order number:
  - Partial match, if you don't have the full PO number.
  - Exact match, if you have the full PO number.
- 6. Under the (Creation Date) field, you can filter by the creation date of the PO
- 7. When you finish your filters click on "Apply"

O Orders			
Orders (0) ✓Edt filter			
Customers	Order numbers	Creation date	Order status
Select or type selections	D Type selection	Last 31 days 🗸 🗸	Include 👻 Select or type 🗗
	Partial match     O Exact match	Last 24 hours	
Company codes	Purchasing organizations	Last 7 days	Order type
Select or type selections	B Select or type selections B	Last 14 days	AI Y
		Last 31 days	Show hidden orders only
Routing status	Min amount Max amount Currency	Last 90 days	
AL	✓ AED ¥	Last 365 days	
		Custom date range	
			Apply Reset

8. Now the PO will be visible to you and you can click on it to navigate it's details.

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# HOW TO CONFIRM ORDER

1. Open the PO in your email inbox

2. (	Click on the	Process	Order	Button	to pr	oceed
------	--------------	---------	-------	--------	-------	-------

Mon 7/3/2017 11:26 AM "Lexicorp LAC" < ordersender-dev8@ariba.com> Ariba Internal TestingLexicorp LAC sent a new Purchase Order 2017-07-03BeataK1OSID01 There are problems with how this message is displayed, click here to view it in a web browser.	
2017-07-03BeataK1OSI 2 21 KB	
Internation repair control	
Lexicorp LAC sent a new order	
Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and log in now.	
Process order	× Th el

#### Note:

- As a Standard account supplier you do not have access to Inbox/Outbox functionality but you can see the overview of the last 50 documents in the dashboard view. You can use the Select option to resend documents to your mailbox.
- You must process all POs by going back to your email and clicking the Process Order button. You can't process POs by logging in directly to your supplier account.
  - 3. Open your PO from your email inbox and click Process order
  - 4. Click Create Order Confirmation Confirm Entire Order

## Purchase Order: 4500064881

	Create Order Confirmation	▼	Hide	Print
1	Confirm Entire Order	er History		
	Reject Entire Order From:		1	To:

- 5. Enter the Confirmation Number
- 6. Enter PO Delivery Date
- 7. Scroll to the bottom to review the items
- 8. Click Next

onfirming PO					Exit	Next
1 Confirm Entire Order	<ul> <li>Order Confirmation</li> </ul>	on Header			* Indicates	required field
2 Review Order Confirmation	Confirmation #: Associated Purchase Order #: Customer: Supplier Reference:	OC_4500064881 4500064881				
	SHIPPING AND TAX IN					
	PO Delivery Date :* Comments:	20-Oct 2017 m	Est. Tax Cost:			
	Attachments					
	Name	Size (bytes)		Content Type		

Confirm Entire	Confirmation Update								
Order	Confi	irmation #: OC_450006488	1						
2 Review Order Confirmation	Supplier F Att	Reference: tachments:							
	Line	Items							
	Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subto		
	10	Non Catalog Item	1000138281	10.000 (EA)	10 Jun 2017	\$2.10 USD	\$21.00 U		
		BEARING:TAPERED RO	LLER,SUJ2,SKF 32230 J2						
		Current Order Status: 10	.000 Confirmed With New D	ate (Estimated Delivery	Date: 20 Oct 2017 )				
	20	Non Catalog Item	1000138281	10.000 (EA)	10 Jun 2017	\$2.10 USD	\$21.00 U		
		BEARING:TAPERED RO	LLER,SUJ2,SKF 32230 J2						
		Current Order Status: 10	.000 Confirmed With New D	ate (Estimated Delivery	Date: 20 Oct 2017 )				

# **PROCESS FLOW OF ORDER CONFIRMATION**



## **INVOICE CREATION**

- 1. Click Create Invoice
- 2. Choose Standard Invoice
- 3. Enter the invoice Number (This should be as per your original INVOICE Number)
- 4. Enter the correct Invoice Date (This should be as per your original INVOICE Number)

eate Invoice		Update Save Exit Not
Invoice Header		* indicates required field Add to Header +
Summary Purchase Order: \$200000538 Invoice R * Invoice R * Invoice Date: * 6 Ad 2022	Subtract 47,500.00 AED Track Tax: 0.00 AED Amount Dax: 47,500.00 AED	View/Edit Address
Service Description		
Burritz To DUBAI BUILTO: BUILTO:		

#### Note:

- If the invoice number & date does not match the original invoice copy. The Invoice will not be processed for payments.
- In the additional UAE Specific Information Section, you will see your supplier VAT ID is already pre-populated based on what you entered in your supplier profile in the Supplier TRN field
  - 5. Enter Tax Invoice Number this can be the same number as the invoice number you entered at the top Invoice Summary section
  - 6. Tick "Accept" box.

Additional HAR Searche Information	
Supplier TRN: 100562637700003 Tax Invoice Number:	Customer TRN: 100072684200003
It is known to the Parties that Supplier is solely responsible in ensuring that the electronic Tax Invoice and Tax Credit Note submitted through the System matches the Tax Invoice and Tax. Credit Note (and Tax Invoice/Tax Credit Note dash) credited by Supplier for their own internat accords (d any)	
Accept	
Please accept the torms	
Add to Header 🔻	

- 7. Click on "Add to Header" and select "Attachments"
- 8. Click "Choose File" and Click "Attached"
- 9. •Scroll down and click on "Next" tab to move to the Invoice review page

1	Supplier VAT Supplier VAT/Tax ID:	123456789012345	Customer VAT Customer VAT	Tax ID:* 100215903300009
	Supplier Commercial Identifier: Supplier Commercial Credentials:		]	
	Add to Header +	כ		
2	Additional GAE Specific Inf Despine Vite: T Tex Invice Namber Supplier Commercial Condential:	umation 254847980-2344	Culturer TRE	1010000
	Add to Header    Shipping Cost  Shipping Documents  Special Handling		•	1 Line Renn, 1 Included, 0 Pre
	Additional Reference Docum Comment Attachment	erts and Dates	Shipping Documents Special Handling	

- 10. Scroll to the line item section, Select (check the box) the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed
- 11. Check Tax Category and use the drop down to choose the VAT tax percentage
- 12. Click "Add to Included Lines"
- 13. You will notice the TAX section is added in each line item

	2	Via Canadada	De vot i ser i a	wire Charge - S	terde 😒 📄 traping froum	en 📋 tanis nasti	a Dene				AN to related thes
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			Law Holowstee				Turgar (	Samation			

### 14. Review and Submit

eate Invoice			Previous Sales Submit	
orders and submit this document, it will not be electronically signer you want your involues to be stored in the Alba long term docume	according to the countries of origin and destination of invoice. The is antibiling, you can subscribe to an archiving service. Note that yo	e document's originating country is United Ands to will also be able to archive oid involves once	Emistes. The document's destination country is United Arab Emistes. I you subaction to the archiving service.	
tandard Invoice				
Invoice Number 2734 Invoice Date: Tuesday # J Drighel Purchase Order: \$120000539	ul 2023 9-35 AM GMT-04 00	Substati Typic Tan Amount Due	47,500.00 ABD 2,375.00 ABD 48,875.00 ABD	
REWIT TO:	BILL TO		SUPPLIER	
ATTENNO, SHP REPAIR PECTEST			RETERNATIONAL SHIP REPAIR F2E TEST	
ILL FROM	CUSTOMER			
ALLERNOLOWY 2014 BENER 1251-1221				

# **PROCESS FLOW OF INVOICING**



## **INVOICE STATUS**

#### **ROUTING STATUS**

Reflects the status of the transmission of the invoice to Al Futtaim via the Ariba Network.

Obsoleted – You canceled the invoice

Failed – Invoice failed AI Futtaim invoicing rules. AI Futtaim will not receive this invoice

Queued – Ariba Network received the invoice but has not processed it

Sent – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer

Acknowledged – AI Futtaim invoicing application has acknowledged the receipt of the invoice

### INVOICE STATUS

Reflects the status of AI Futtaim's action on the Invoice.

Sent – The invoice is sent to the AI Futtaim but they have not yet verified the invoice against purchase
orders and receipts

· Cancelled - Al Futtaim approved the invoice cancellation

Paid - AI Futtaim paid the invoice or is in the process of issuing payment. This status applies only if AI
Futtaim uses invoices to trigger payment

 Approved - AI Futtaim has verified the invoice against the purchase orders or contracts and receipts and approved if for payment

Rejected - Al Futtaim has rejected the invoice or the invoice failed validation by Ariba Network. If Al
Futtaim accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or
Approved (invoice approved for payment)

Failed – Ariba Network experienced a problem routing the invoice