

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 [How to add / update VAT / TAX](#)
- 6 [How to view order once in your account](#)
- 8 [How to Confirm Order](#)
- 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

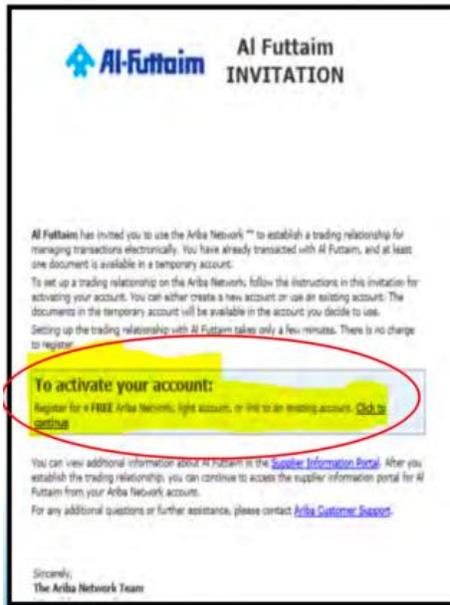
Notes:

- 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

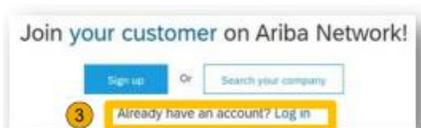
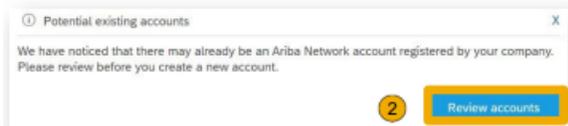
Al Futtaim Ariba Invitation

From: Al Futtaim [<mailto:ordersender-prod@ansmtp.ariba.com>]
Sent: Monday, August 13, 2018 1:48 PM
To: xxxxxxxxxxxxxxxxxxxxxxxx
Subject: [Newsletters] Al Futtaim is converting to document exchange on the Ariba Network

Check for this email & follow instructions



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



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 one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your account type. To see your account type, sign in and go to Company Settings. You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:

Password:

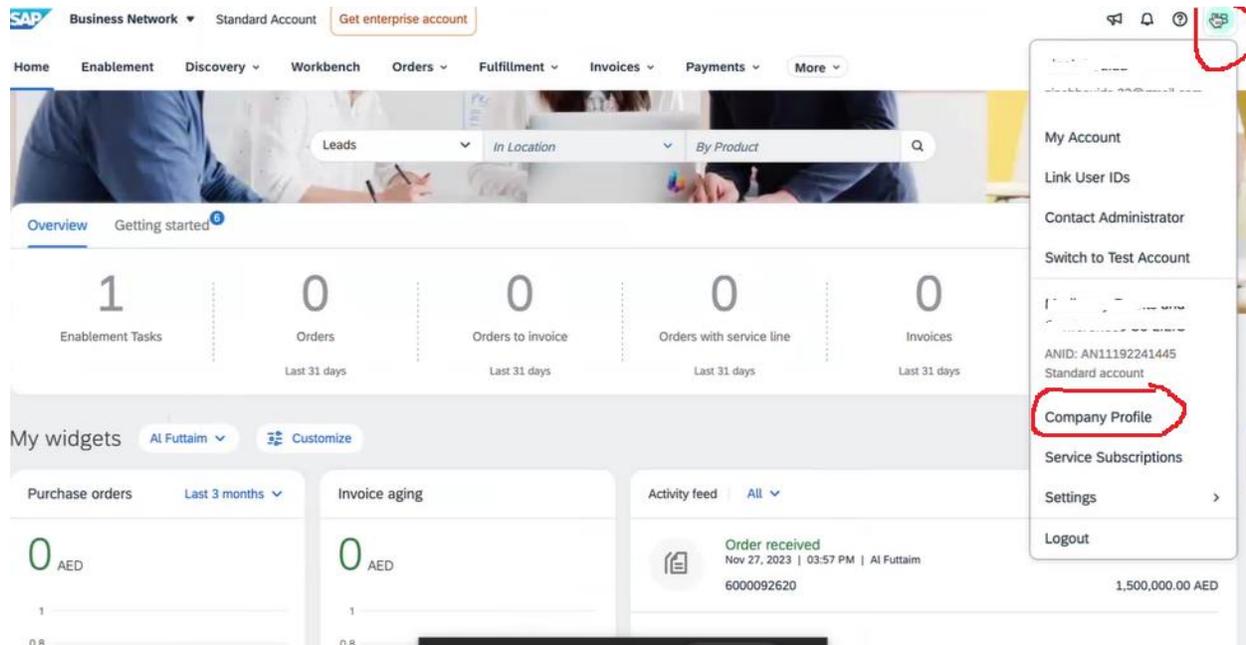
4

Notes

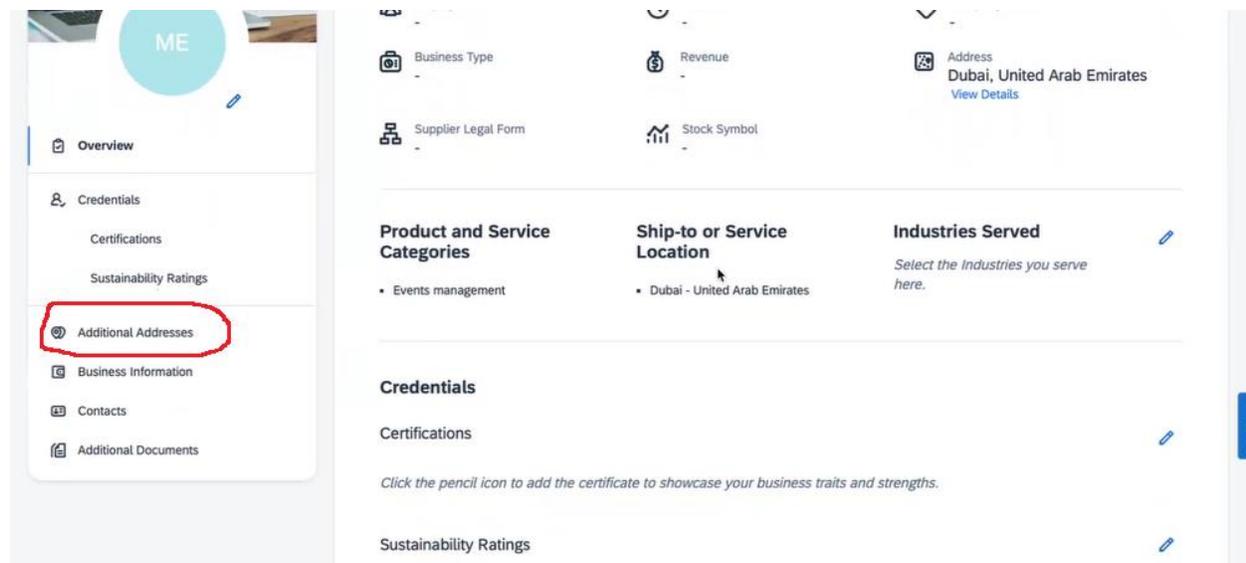
- Upon registration; please make sure you have updated all the required information in your Company profile
- Please update your VAT ID ion your Ariba Network account and confirm you are VAT registered

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."



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



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

* Indicates a required field

Address Name

Address Name: QUEST CONSULTING'S FZE

Address ID:

Are you VAT registered? Yes No

VAT ID:

Tax ID:

Address

Address 1:

Address 2:

Postal Code:

City:

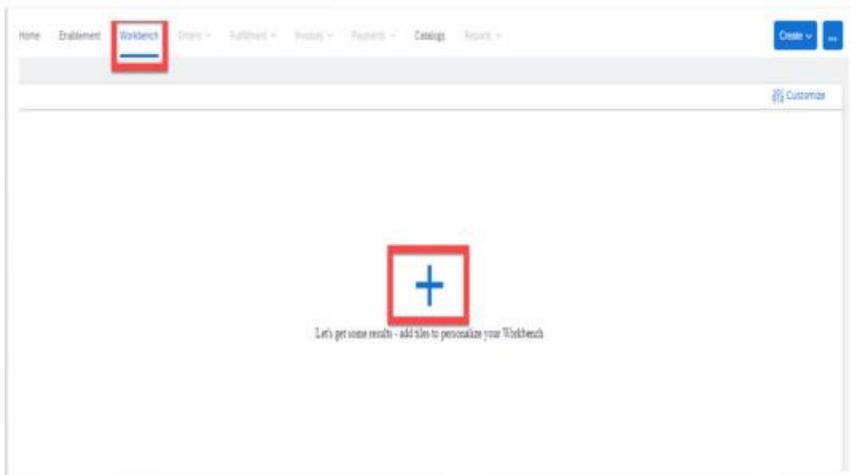
State:

Country/Region: United Arab Emirates [AE]

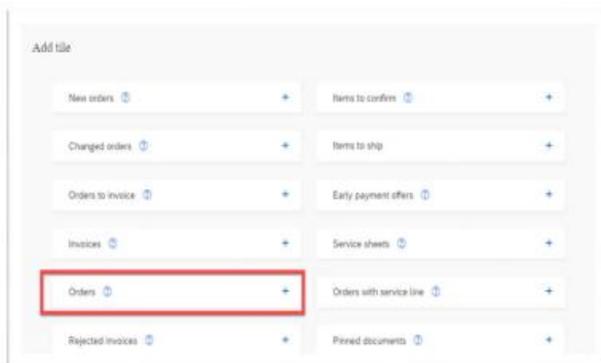
Save Close

HOW TO VIEW ORDER ONCE IN YOU ACCOUNT

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

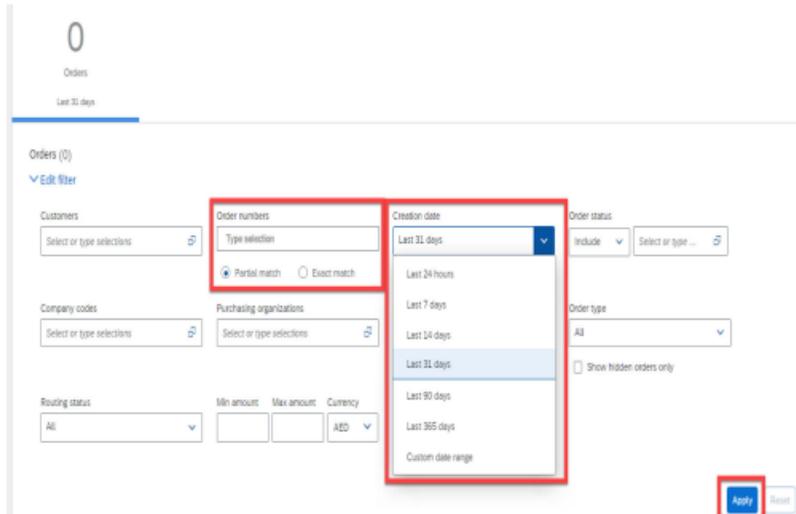


3. Click on "Orders" to add it in your workbench
4. Click on "Apply" to save the view.



Chose the search field you want to use

- 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.
- Under the (Creation Date) field, you can filter by the creation date of the PO
- When you finish your filters click on "Apply"

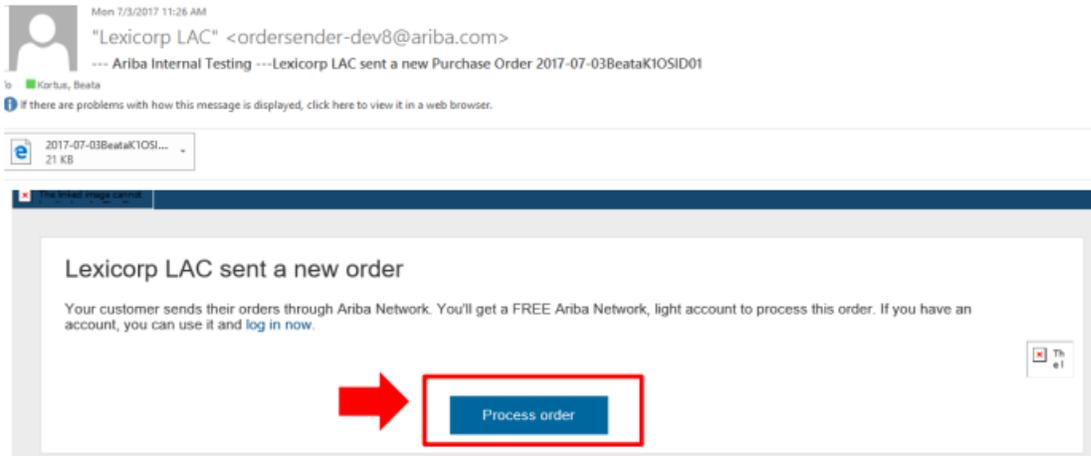


- Now the PO will be visible to you and you can click on it to navigate it's details.



HOW TO CONFIRM ORDER

1. Open the PO in your email inbox
2. Click on the Process Order Button to proceed

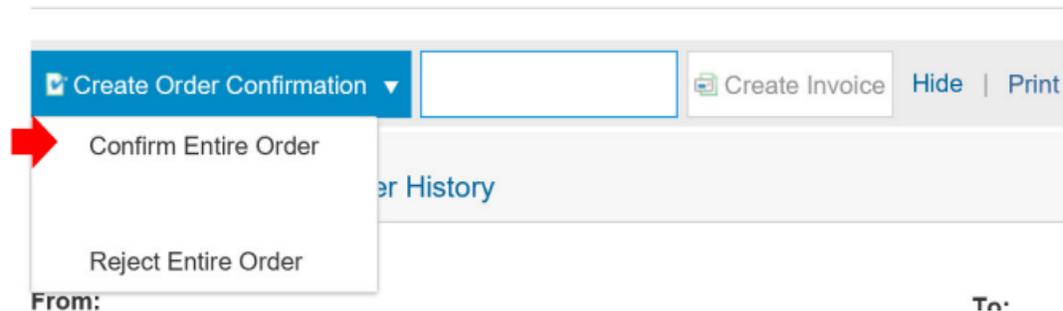


Note:

- 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



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

Confirming PO Exit **Next**

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #: OC_4500064881
 Associated Purchase Order #: 4500064881
 Customer:
 Supplier Reference:

SHIPPING AND TAX INFORMATION

PO Delivery Date :* 20 Oct 2017 Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
------	--------------	--------------

9. Click on Submit

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

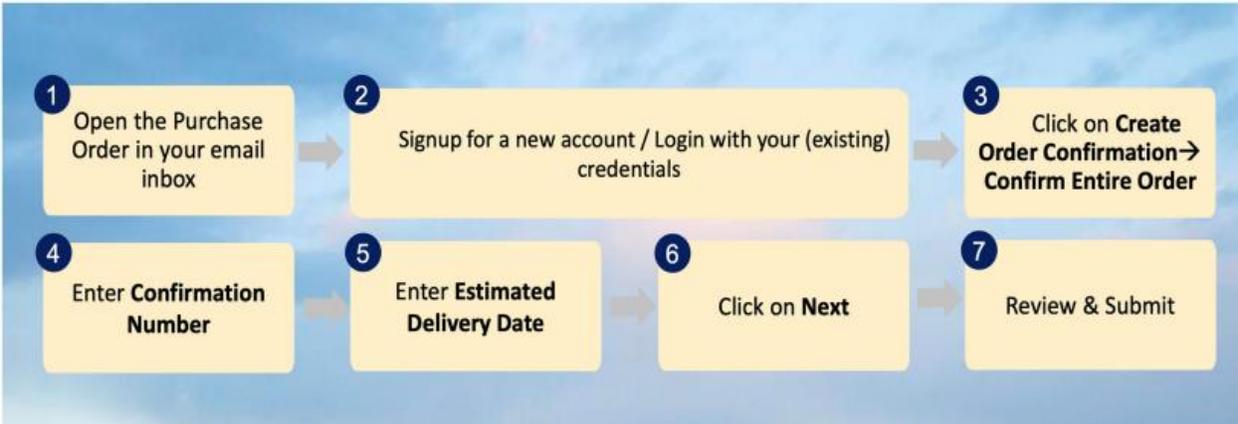
Confirmation #: OC_4500064881
 Supplier Reference:
 Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	Non Catalog Item BEARING:TAPERED ROLLER,SUJ2,SKF 32230 J2	1000138281	10.000 (EA)	10 Jun 2017	\$2.10 USD	\$21.00 USD
Current Order Status: 10.000 Confirmed With New Date (Estimated Delivery Date: 20 Oct 2017)						
20	Non Catalog Item BEARING:TAPERED ROLLER,SUJ2,SKF 32230 J2	1000138281	10.000 (EA)	10 Jun 2017	\$2.10 USD	\$21.00 USD
Current Order Status: 10.000 Confirmed With New Date (Estimated Delivery Date: 20 Oct 2017)						

Previous **Submit** Exit

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)

The screenshot shows the 'Create Invoice' interface. At the top right are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below is the 'Invoice Header' section with a summary table and input fields. A red arrow points to the 'Invoice #' field.

Summary	
Purchase Order: 9100000536	Subtotal: 47,500.00 AED
Invoice #: <input type="text"/>	Total Tax: 0.00 AED
Invoice Date: 6 Jul 2021	Amount Due: 47,500.00 AED
Service Description: <input type="text"/>	
Supplier Tax ID: <input type="text"/>	
Send To: DUBAI	
DUBAI United Arab Emirates	
Bill To:	

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.

This section contains fields for 'Supplier TRN: 10056263770003' and 'Customer TRN: 100072694200003'. Below these is a 'Tax Invoice Number' field. A yellow warning box states: '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 data) created by Supplier for their own internal records (if any)'. There is an 'Accept' checkbox and a red checkmark icon. At the bottom is an 'Add to Header' button.

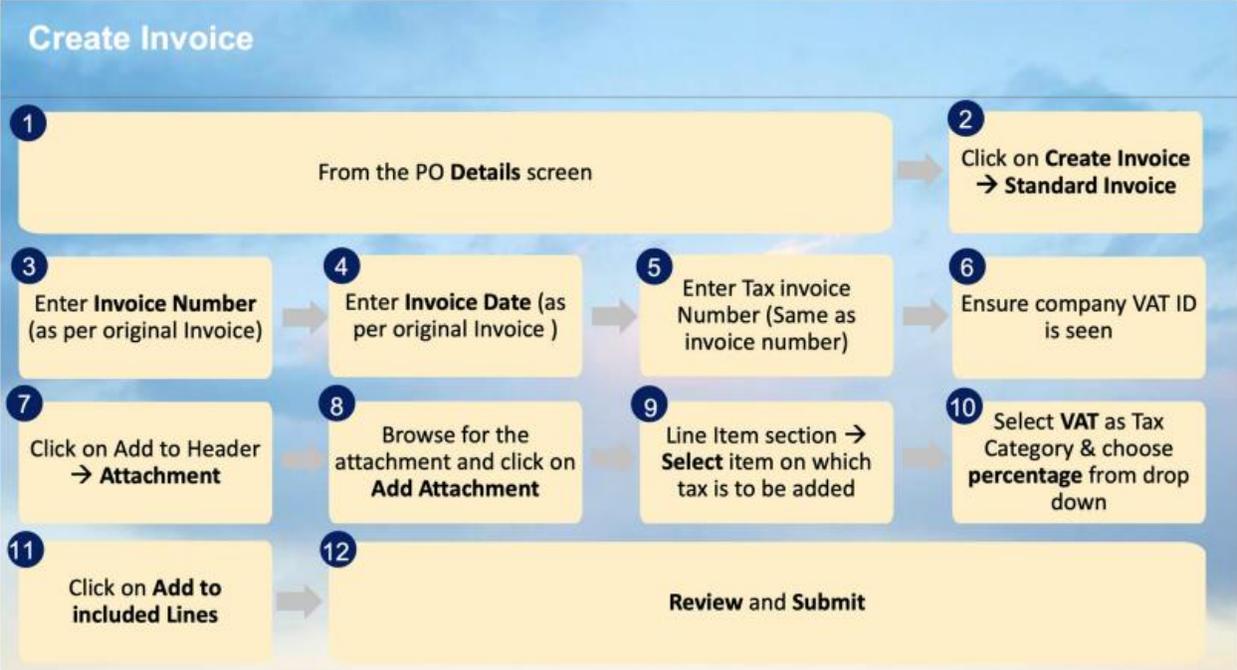
7. Click on “Add to Header” and select “Attachments”
8. Click “Choose File” and Click “Attached”
9. •Scroll down and click on “Next” tab to move to the Invoice review page

The first screenshot shows the 'Supplier VAT' section with a yellow box around the 'Supplier VAT Tax ID: 123456789012345' field. The second screenshot shows the 'Additional UAE Specific Information' section with a yellow box around the 'Add to Header' button. A dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comments', and 'Attachments'. The 'Attachments' option is highlighted with a yellow box. An arrow points from the 'Add to Header' button to the 'Attachments' option.

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

14. Review and Submit

PROCESS FLOW OF INVOICING



INVOICE STATUS

ROUTING STATUS

Reflects the status of the transmission of the invoice to AI Futtain via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed AI Futtain invoicing rules. AI Futtain 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 Futtain invoicing application has acknowledged the receipt of the invoice

INVOICE STATUS

Reflects the status of **AI Futtain's** action on the Invoice.

- **Sent** – The invoice is sent to the **AI Futtain** but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled - AI Futtain** approved the invoice cancellation
- **Paid - AI Futtain** paid the invoice or is in the process of issuing payment. This status applies only if AI Futtain uses invoices to trigger payment
- **Approved - AI Futtain** has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected - AI Futtain** has rejected the invoice or the invoice failed validation by Ariba Network. If **AI Futtain** 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