

# Ariba Network **Standard** Account Supplier Guide for Transacting

Kennametal Inc.

06/2019

Rev1



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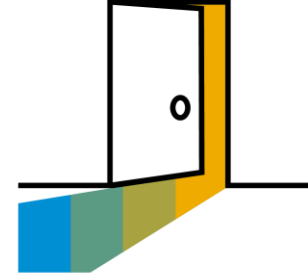
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## **Section 1: Ariba Network Overview**



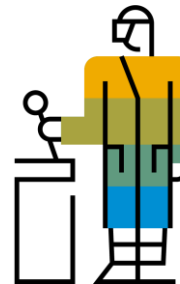
## **Section 2: Account Set Up**



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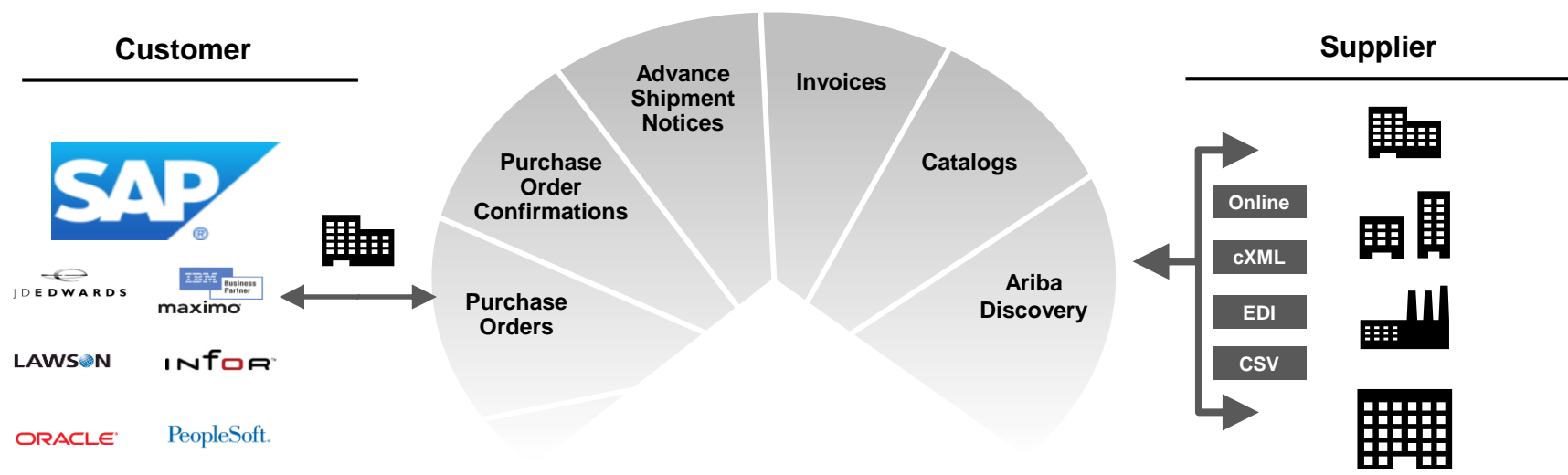
## **Section 5: Help Resources**

## SECTION 1: Ariba Network Overview



# What is Ariba Network?

Kennametal has selected Ariba Network as our electronic transaction provider. As a valued supplier, Kennametal has identified your company as a candidate for Ariba Network enablement.



<b>2+ million</b>	<b>\$850B</b>	<b>&gt;60%</b>
Trading Partners	In Annual Commerce	Global 2000 use the Network
<b>65+ million</b>	<b>190</b>	<b>60+ million</b>
Annual Invoices	Countries	Annual Purchase Orders

# Kennametal Overview of the Initiative

Kennametal goals of transacting through the Ariba Network include:

## Goals:

- Use of the Ariba Network Standard Account (formerly known as Standard Account) to transmit documents electronically
  - Purchase Orders (PO's)
  - Order Confirmations
  - Invoices

## Scope:

- Sole method for PO and invoice transmission will be through the Ariba Network
  - Invoices submitted via the **Ariba Network** will be **reconciled**
  - Invoices submitted by **any other method** will be **rejected**

## Expectations:

- Review material and reach out with any questions
- Explore training material provided to you
- Upon receipt of the first PO, create an Ariba account or merge an existing account
- Transact business using the Ariba Network by submitting confirmations and invoices

## Compliance:

- Participation is required and will be monitored

# Account Administrator Role

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- Standard Account works through interactive email, which means **without a valid supplier email address, orders can't be processed**
- There should be one contact assigned the **Account Administrator** role for your company
  - The Account Administrator will be responsible for the following:
    - Maintaining the account
    - Setting configuration options
    - Managing customer relationships and users
    - Subscribing to services
    - Receiving and processing Purchase Orders
    - Submitting invoices
- Email [k-corp.light-account@kennametal.com](mailto:k-corp.light-account@kennametal.com) with Account Administrator contact changes prior to setting up your account. Once you accept and register the account, you must manage contacts.
  - Your company's name
  - New contact email address

# Review Kennametal Specifications – Supported Documents

## Supported Documents

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Service Entry Sheets**  
Apply against a single purchase order referencing a line item
- **Service Invoices**  
Invoices that require service line item details
- **BPO Invoices**  
Invoices against a blanket (framework) purchase order
- **Credit Memos**  
Item level credits; price/quantity adjustments

### NOTE:

- **Tax data** is accepted at the line item level of the invoice. If no tax is due, enter 0 in the invoice.
- **Shipping data** is accepted at the header/summary level or at the line item level.



# Review Kennametal Specifications – NOT Supported

## NOT Supported

- **Paper Invoices**

**Invoices must be submitted electronically through Ariba Network; Kennametal no longer accepts paper invoices**

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders; not accepted by Kennametal

- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by Kennametal

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice; Kennametal will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network

- **Advance Shipment Notices**

When advised by the Commodity Manager, apply against PO when items are shipped

- **Non-PO Invoices**

Apply against a PO not received through Ariba Network

- **Contract Invoices**

Apply against contracts

- **Schedule Agreement**

Schedule Agreements are supported but releases are completed outside of the Ariba Network



# Ariba Network

## World's largest trading community of over \$1 trillion

- Help active Global buyers find your products and services
- Get expertise, experience, and advice



## Single point for business collaboration

- Manage leads, proposals, contracts, orders, and invoices
- Collaborate with multiple customers



## Works with how you do business

- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies



# What is an Ariba Network, Standard Account?

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- Basic account that gives you access to Ariba Network
- Receive interactive email purchase orders
- Invoice through the Ariba Network
- **No fees**
- Intended for low volume suppliers
- For more information, listen to the recording link below. Ariba and Kennametal cover the following information in this Supplier Summit:
  - Why this change is important
  - How your company can benefit from using the Ariba Network
  - Next steps

**LINK >** [Kennametal Standard Account Supplier Summit](#)

# What You Get With Your **FREE** Standard Account

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## Ariba Discovery

- Receive high quality sales leads matched to your business capabilities
- Attract potential customers with your profile and get invited to sourcing events



## Contract Management & Supplier Profile

- Free access to SAP Ariba's contract management module and collaborate with buyers during the contract preparation phase
- Set up your profile in the SAP Ariba Supplier Lifecycle and Performance solution



## Document Exchange

- Respond easily to e-mailed orders with electronic order confirmations, service entry sheets, or advance ship notices
- Create electronic invoices and credit notes in just a few steps
- Check invoice status
- Send invoice notifications with cXML and PDF invoices to be used for local archiving
- Access the SAP Ariba Supplier mobile app at no charge



## Usage

- No limitations on number of purchase orders or invoices transacted on Ariba Network
- Unlimited Ariba Network relationships can be maintained



## Online Support

- Access to SAP Ariba's help center for technical issues directly from your account

# SAP Ariba Supplier Mobile APP

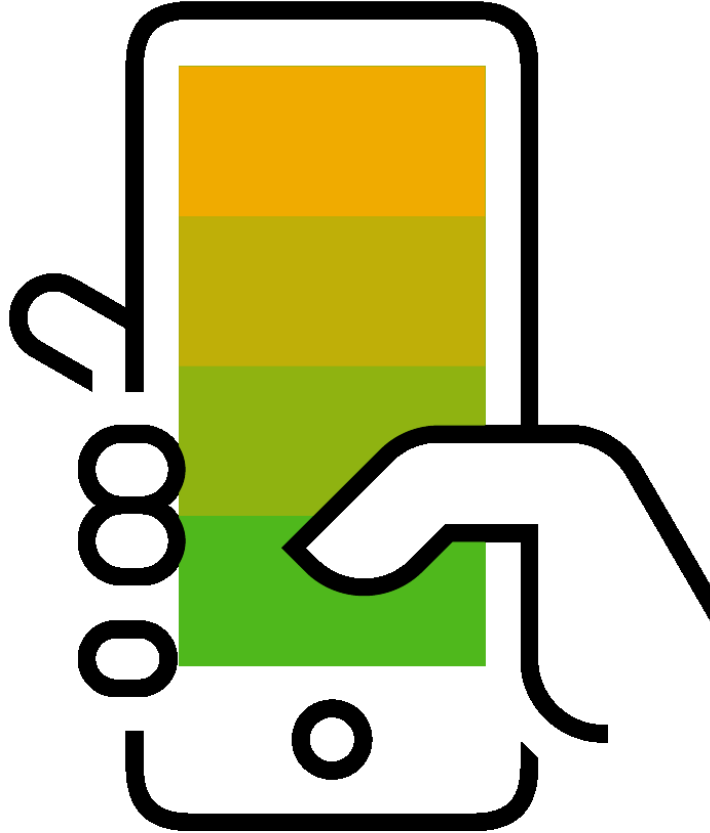
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## Business Insights

- PO Trending
- Invoice Aging
- PO and Invoices by Customer

## Real Time Alerts

- View Network Activity
- Push Alerts for Critical Events



## Monitor Key Activity

- View PO/Invoice Information
- Search Using HANA

## Work On-The-Go

- Confirm PO
- Pin Documents For Later

[Apple iTunes App Store](#) or [Google Play](#)

## SECTION 2: Account Set Up



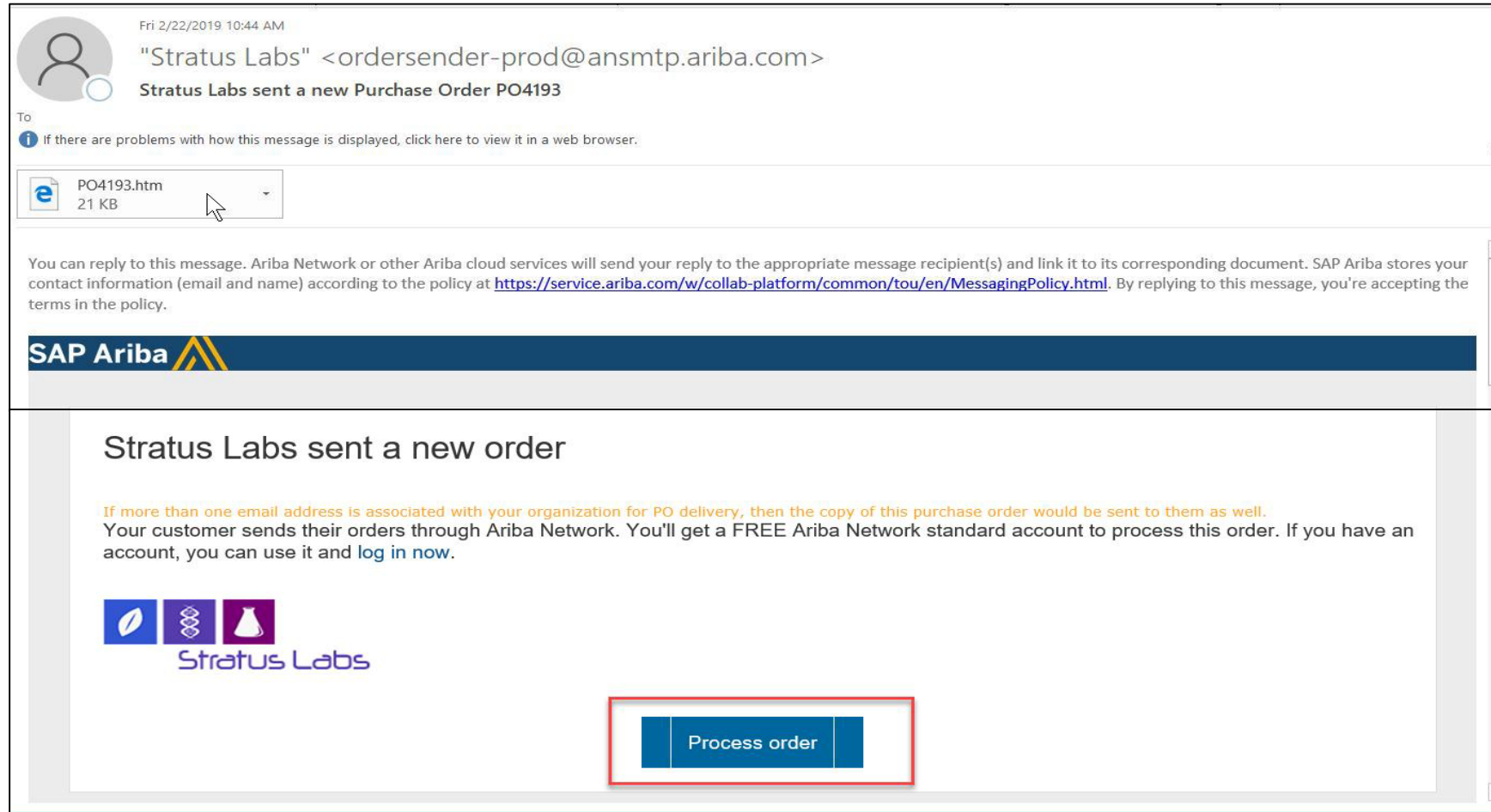
# Next Steps

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# Receive Interactive Email Order from Kennametal

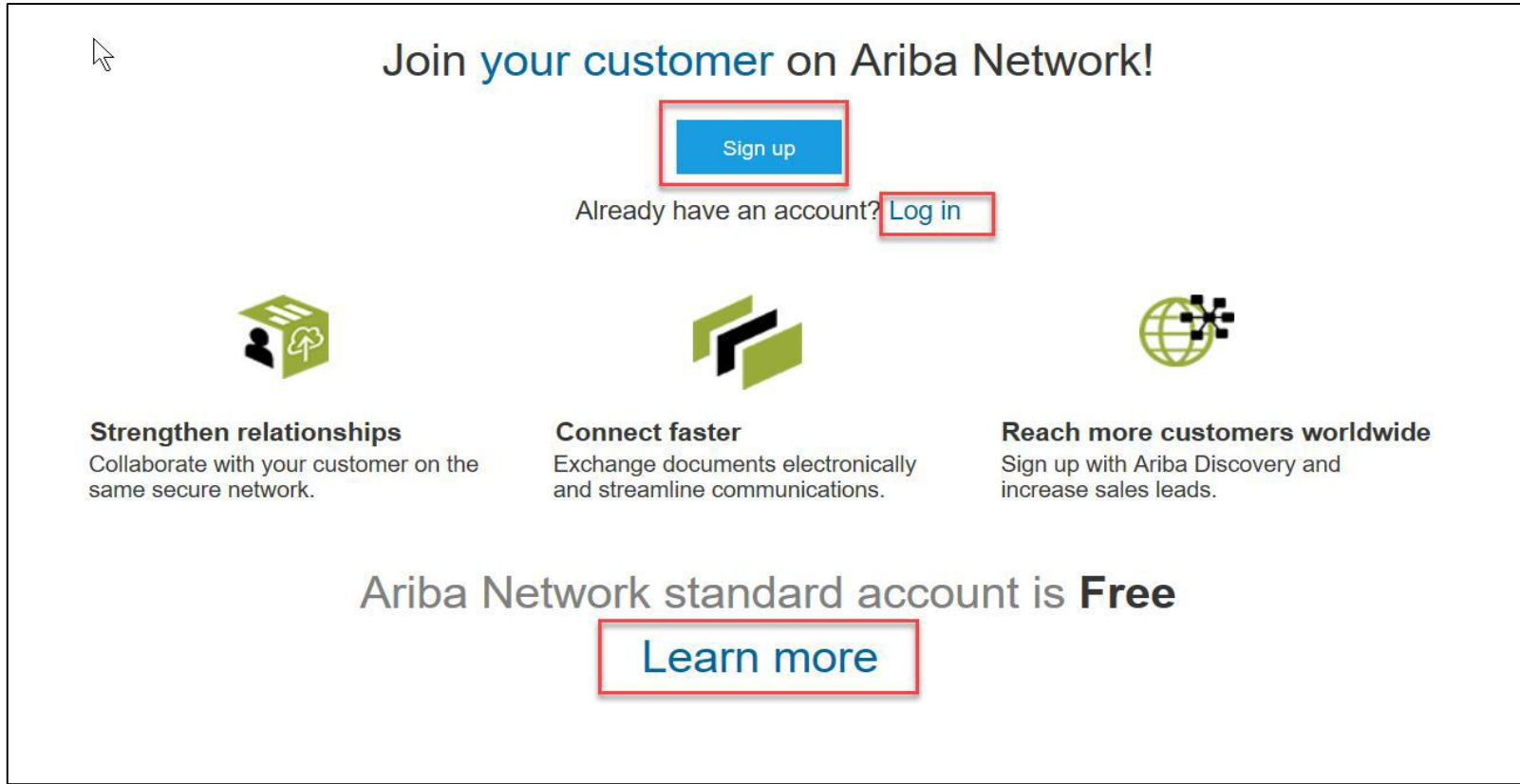
- Click the **Process Order** button in the PO notification (interactive email)





# Sign Up for Standard Account


- Select the Sign up option to create a new Standard Account
- OR
- Use your existing Standard Account by clicking on Log in





Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)

  
**Strengthen relationships**  
Collaborate with your customer on the same secure network.

  
**Connect faster**  
Exchange documents electronically and streamline communications.

  
**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

# Configure Account, Accept Terms of Use, and Register

## 1 Review your Company information

Company information

Company Name: \*  
ABC Enterprises

Country: \*  
United States [USA]

Address: \*  
123 Pittsburgh Street  
Line 2:  
Line 3:

City: \*  
Pittsburgh

State: \*  
Pennsylvania

Zip: \*  
15222

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

## 2 Enter your User account information

User account information

Name: \*  
First Name  
Last Name

Email: \*  
☒ Use my email as my username

Username: \*

Password: \*  
Enter Password  
Repeat Password

Language: \*  
English

Email orders to: \*  
john.smith@asp.com

## 3 Accept Terms of Use and click on Register

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Register

Cancel

Please note that after your standard account is registered, future PO's will be sent to your designated user account email

# Configure Email Notifications

The Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

- 1 Click on **Notifications** under Company Settings
- 2 **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications
- 3 You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.
- 4 **Save** changes when done

The screenshot shows the 'Company Settings' menu on the left with 'Notifications' highlighted (1). The main area shows the 'Account Settings' page with the 'Notifications' tab selected (2). The 'Network' sub-tab is active (3). The 'Relationship' table lists notification types with checkboxes to enable them and text boxes for email addresses (4). The 'Save' button is in the top right corner.

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text" value="douglas.englehart@kenametal.com"/>
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value="douglas.englehart@kenametal.com"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text" value="douglas.englehart@kenametal.com"/>

# Set Up User Account – Roles and Permission Details

## There can only be one Administrator per Account.

- Automatically linked to the username and login entered during registration
- Responsible for account setup/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

## Create Users and Roles in Ariba (Administrator only)

- 1 Click on **Users** under **Company Settings**
- 2 Under **Manage Users** select the **Create User** option. Enter contact information for the new user.
- 3 Click on the **Create Role** button in the **Manage Roles** section and type in the Name and a Description for the Role. Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
- 4 To add roles to the user, click on **Edit**, select a role in the **Role Assignment** section and click on **Done**
- 5 **Save** when done making changes

The screenshot displays the Ariba user management interface. The top navigation bar shows 'Company Settings' and 'Douglas Englehart'. The sidebar on the left lists 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users' (highlighted with a yellow circle 1), and 'Notifications'. The main content area is titled 'Account Settings' and includes tabs for 'Customer', 'Users' (selected), 'Notifications', and 'Application'. Below the tabs is the 'Manage Users' section, which contains a table of users. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', 'Authorization Profiles Assigned', and 'Customer Ass'. A user named 'rachel.shoup437@kennametal.com' is listed. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', 'Create User' (highlighted with a yellow circle 2), and 'Export Contact Details'. Below the 'Manage Users' section is the 'Manage User Roles' section, which includes a checkbox for 'Enable assignment of orders to users with limited access to Ariba Network' and a 'Manage User Roles' table. The 'Manage User Roles' table has columns for 'Role' and 'Actions'. It lists 'Administrator' and 'Invoicing' roles. Below the table is a 'Create Role' button (highlighted with a yellow circle 3). A 'Save' button is located in the top right corner of the 'Account Settings' section (highlighted with a yellow circle 5).

# Modify User Accounts including Reset Password

## Only Administrators can modify User Accounts

- 1 Click on the **Users** tab
- 2 Click on **Edit** for the selected user
- 3 Click on the **Reset Password Button** to reset the password of the user
- 4 Other options:
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator

The screenshot displays the Ariba system interface. The sidebar menu on the left shows the navigation structure, with the 'Users' tab highlighted and marked with a yellow circle '1'. The main content area shows the 'Account Settings' page with tabs for 'Customer', 'Users', 'Notifications', and 'Application'. The 'Users' tab is active, and the 'Edit User' modal window is open, showing the 'Selected User Information' for Rachel Shoup. The 'Reset Password' button is highlighted with a yellow circle '3'. The 'Edit User' modal also includes a 'Save' button and a 'Reset Password' button.

**Company Settings** Douglas Englehart

BETTER EDGE LLC-TEST  
ANID: AN01390849686-T

Company Profile

Account Settings

Customer Relationships

Users **1**

Notifications

Account Settings **Save**

Customer Users Notifications Application

Relationships Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Ass
<input type="checkbox"/>	rachel.shoup437@kennametal.com	rachel.shoup@kennametal.com	Rachel	Shoup	No	Invoicing		All

**2** Edit Delete

Manage Assignments for Users

☐ Enable assignment of orders to use

Manage User Roles

Create and manage roles for your account. You can

Role

Name

Administrator

Invoicing

**3** Create Role

**Edit User** **Save**

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have forgotten their security question and answer. As a best practice, instruct users to click Forgot Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba sends an email to the user with instructions to specify a new password and a new secret question and answer.

**Selected User Information**

Username: rachel.shoup437@kennametal.com  
Email Address: rachel.shoup@kennametal.com  
First Name: Rachel  
Last Name: Shoup  
Office Phone:

☐ This user is the Ariba Discovery Contact <sup>1</sup>

☐ Limited access <sup>1</sup>

**Reset Password** **3**

# Changing Account Administrator

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**If the Account Administrator has left the company, Ariba Customer support is the only one who can switch an account over to a new ADMIN. When submitting a ticket put in all the information below.**

- ANID of the account:
- Previous Administrator's Full Name:
- Previous Administrator's Email Address:
- New Administrator's Full Name:
- New Administrator's Email Address:
- Did the administrator leave the company?
- Do you have access to the previous Administrator's email address?
- Is your internal IT able to retrieve messages from the previous Administrator's email address?

**If the Account Administrator is still with the company, and the role needs to be moved to someone else, follow these steps:**

- 1 The current Account Administrator must login to the Ariba Network
- 2 Go to Company Settings
- 3 Click Users
- 4 Create User
- 5 Once the User is created, check the box to the left of their name, and on the bottom click Make Administrator

# Transact with Kennametal using Standard Account

1. Click on Create Order Confirmation, Create Ship Notice, or Create Invoice to get started
2. For assistance, refer to the articles in the Help Center (right-hand side).

The screenshot displays the Kennametal Standard Account interface for a Purchase Order. At the top, the Purchase Order number is 0170102\_MEG\_PO1. A blue 'Done' button is in the top right corner. Below the header, there is a row of action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. These buttons are highlighted with a red box and a yellow circle labeled '1'. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A yellow circle labeled '2' is positioned to the right of the 'Create Invoice' button. Below the action buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area shows the 'From' and 'To' information. The 'From' information is: Customer BuyerA USA, Jebenstrasse 7, 10623 Berlin. The 'To' information is: Test supplier SMO 01-TEST, Radlicka 14, 150 00 Prague. The 'Purchase Order' information is: (New) 0170102 MEG PO1, Amount: \$400.00 USD. On the right side, there is a 'Po invoice' section with a search bar and a list of help articles under the heading 'Results for Po invoice'. The articles are: 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. This section is also highlighted with a red box.

Purchase Order: 0170102\_MEG\_PO1

Done

1

Create Order Confirmation Create Ship Notice Create Invoice

Hide Print Download PDF Export cXML Download CSV Resend

2

Order Detail Order History

From: Customer BuyerA USA  
Jebenstrasse 7  
10623 Berlin

To: Test supplier SMO 01-TEST  
Radlicka 14  
150 00 Prague

Purchase Order  
(New)  
0170102 MEG PO1  
Amount: \$400.00 USD

Po invoice

Results for Po invoice

- About PO-based invoices
- How to create a PO-based invoice
- How do I add a new customer?
- How do I add an attachment to my invoice?



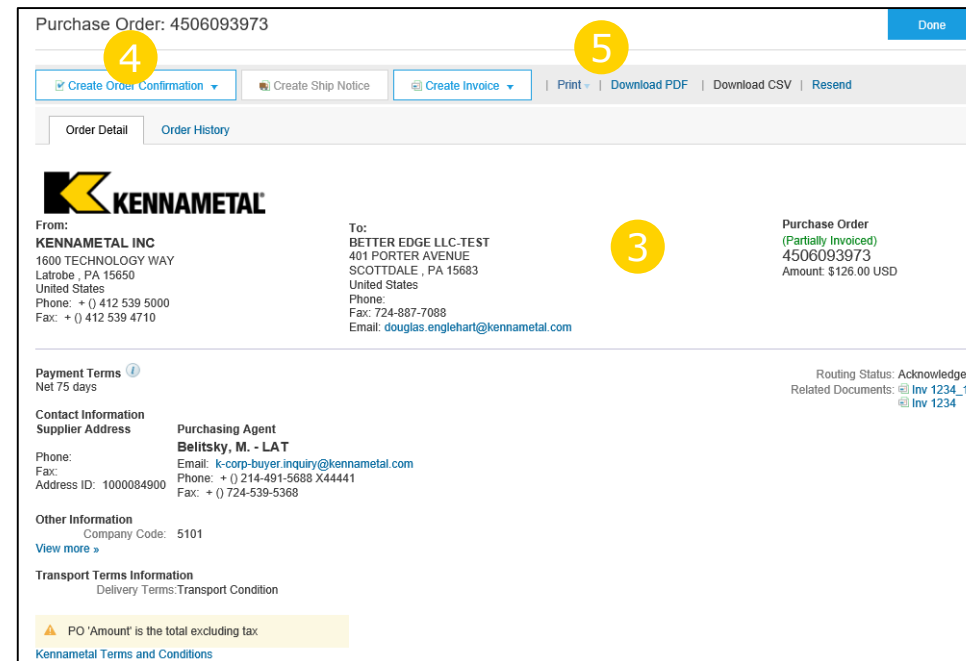
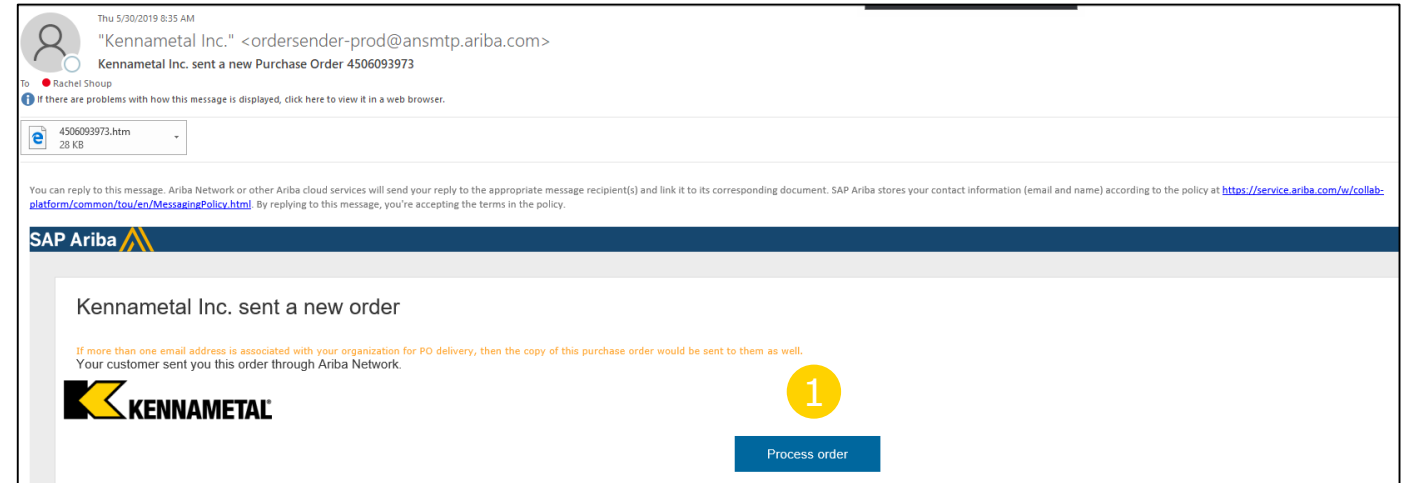
## SECTION 3: Purchase Order Management



# View Purchase Orders

## View Purchase Order

- 1 Click on the **Process order** link in the interactive email from Kennametal
- 2 Enter login credentials (if it is the first time, you must [register](#) first)
- 3 View the details of your order. The order header includes the order date and information about the buying organization and supplier.  
**Note:** You can always [Resend a purchase order](#) to the email setup on the account
- 4 Line Items section describes the ordered items. Each line describes a quantity of items Kennametal wants to purchase. Set the status of each line item by sending order confirmations by clicking **Create Order Confirmation**. The sub-total is located at the bottom of the purchase order.
- 5 Purchase orders can be printed or downloaded as needed by selecting the option  
**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



# Create Order Confirmation – Confirm Entire Order

How to Confirm Entire Order when no changes are required.

**Note:** If delivery dates are greater than 90 days apart, follow the steps in question 6 of the [FAQ](#)

- 1 Click the **Process Order** button in the PO notification (interactive email)
- 2 Select **Create Order Confirmation > Confirm Entire Order**
- 3 If you specify Est. Shipping Date or Est. Delivery Date information, it is applied for all line items
- 4 You can group related line items or kit goods so that they can be processed as a unit
- 5 Click **Next** when finished. Review the order confirmation and click **Submit**.
- 6 Your order confirmation is sent to Kennametal

- Once the order confirmation is submitted, the Order Status will display as Confirmed.
- When viewing documents online, links to all related documents are displayed.

Purchase Order: 4506093973

2

Create Order Confirmation > Confirm Entire Order

Create Ship Notice

Create Invoice >

Print

Download PDF

Download CSV


Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

history



Confirming PO

Exit

Next

5

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4506093973

Customer: Kennametal Inc.

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

3

Est. Delivery\* Date:

Est. Tax Cost:

Comments:

\* Indicates required field

# Create Order Confirmation – Reject Entire Order

Do not reject entire order when updating line items is possible. Instead update each line item with changes to price, quantity or delivery and confirm with those changes.

- 1

Click the **Process Order** button in the PO notification (interactive email)
- 2

Select **Create Order Confirmation > Reject Entire Order**
- 3

Enter **Confirmation #** and a reason for rejecting the order in case your buyer requires
- 4

Click **Reject Order**

Purchase Order: 4506093973

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV


Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

History



REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason: 

Please Select

Comments:

Reject Order

Cancel

# Create Order Confirmation – Update Line Items


- 1 Click the **Process Order** button in the PO notification (interactive email)
- 2 Select **Update Line Items** under **Create Order Confirmation**, to set the status of each line item.
- 3 Fill in the requested information (the same as for Confirm All option)
- 4 Scroll down to view the line items and choose among possible values:
- 5 **Confirm** – You received the PO and will send the ordered items
- 6 **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.

Purchase Order: 4506093973

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

[Confirm Entire Order](#) [Update Line Items](#) [Reject Entire Order](#)

[History](#)



Confirming PO [Exit](#) [Next](#)

1 Update Item Status [Review Confirmation](#) Order Confirmation Header \* Indicates required field

Confirmation #:

Associated Purchase Order #: 4506093973


Customer: Kennametal Inc.

Supplier Reference:

SHIPPING Line Items 4

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Non Catalog Item	6125786	10.000 (EA)	13 May 2019	\$12.60 USD	\$126.00 USD
	6ME-442-R RGRD CUST PROP & RECOAT					
	Drawing No:					
	Version :					
	Details:000					
	ANSI : 6ME-442-R					
	ISO : 6ME-442-R					
	Brand : WIDIA					
	Sales OrderNo : 27210012					
	Sales Order item : 000010					
	Kennametal Mat ... <a href="#">View more</a>					
	Current Order Status					
	<input checked="" type="radio"/> 10.000 Unconfirmed					
	Confirm: <input type="text"/> Backorder: <input type="text"/> Reject: <input type="text"/> <a href="#">Details</a> ⓘ					

5 6



# Resend a Purchase Order

If you lose the original Purchase Order email, you can resend a copy to take action on

- 1 Login to your Ariba Network Standard Account and go to the Home dashboard
- 2 In the **Orders, Invoices and Payments** section, find the PO that you need. You may need to change the selection parameters to a different date range or view the last 200 documents.
- 3 In the **Action** column, click **Select > Send me a copy to take action**
- 4 A PO copy will be emailed to you

Ariba Network

Upgrade from standard account

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

MESSAGES

Ext...

1

2

3

Orders, Invoices and Payments

All Customers

Last 200 Documents

Last 24 hours

Last 7 days

Last 14 days

Last 31 days

✓ Last 200 Documents

70

Orders to Invoice

14

Orders that Need Attention

3

Orders with Service Lines

2

Service Entry Sheets

10

Invoices

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4506093973	Kennametal Inc.	Partially Invoiced	\$126.00 USD	13 May 2019	\$75.60 USD	Select

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4506093973	Kennametal Inc.	Partially Invoiced	\$126.00 USD	13 May 2019	\$75.60 USD	Select
4506093701	Kennametal Inc.	Changed	\$50.00 USD	12 Apr 2019	\$0.00 USD	Select
4506093552	Kennametal	New	\$1,520.40	10 Apr 2019	\$0.00 USD	Select

Tasks

Update Pr...

Send me a copy to take action

## SECTION 4: Invoice Methods





# Kennametal Invoice Requirements

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These rules determine what you can enter when creating invoices

## Review Kennametal Invoice Rules

- 1 Suppliers are required to include a Remit To address on invoice; this will default into the invoice based on your purchase order
- 2 Suppliers are allowed to back date invoices for 4 days
- 3 Tax must be entered at the Line level. If tax is not due, you must enter zero (0) for the rate or amount. See [Tax Category](#) for more information.

# Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via the Ariba Network):

## Create Invoice in Ariba

- 1 Click the **Process Order** button in the PO notification (interactive email)
- 2 Select **Create Invoice > Standard Invoice** > Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.
- 3 Tax must be entered at the Line level. If tax is not due, you must enter zero (0) for the rate or amount. See [Tax Category](#) for more information.
- 4 Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Kennametal.

The screenshot shows the Ariba Network interface. At the top, an email notification from "Stratus Labs" is displayed. Below the email, the "SAP Ariba" logo is visible. The main content area shows a "Stratus Labs sent a new order" notification. A yellow circle with the number "1" highlights the "Process order" button. To the right, a yellow circle with the number "2" highlights the "Create Invoice" dropdown menu, which is open, showing options: "Standard Invoice", "Line-Item Credit Memo", and "Line-Item Debit Memo". Below this, a yellow circle with the number "3" highlights the "Tax Category" dropdown menu in the "Insert Line Item Options" section, which is set to "Sales Tax". At the bottom, a yellow circle with the number "4" highlights the "Create Invoice" button in the "Invoice Header" section, which is pre-populated with the purchase order number "20150415\_PO1" and the invoice date "17 Apr 2016".

# Invoice via PO Flip – Header

Invoice is automatically pre-populated with the PO data.  
Complete all fields marked with an asterisk and add tax as applicable.

## Create Invoice in Ariba

- 1 Enter an **Invoice #** which is your unique number for invoice identification. The **Invoice Date** will auto-populate.
- 2 Select **Remit-To** address from the drop down box if you have entered more than one. Remit-To information is governed by supplier information currently on file. There is no need to enter remittance information on your invoice.
- 3 **Shipping charges** can be entered at the Header level by selecting the **Header level shipping** radio button.
- 4 You can also add some additional information to the **Header** of the invoice such as: Special Handling, Comment, Attachment, Shipping Documents.  
**Note:** Attachment file size should not exceed 40MB.
- 5 Scroll down to the Line items section to select the line items being invoiced.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #: INV\_1084497223

Invoice Date: 15 Apr 2016

Remit To: DEFAULT VALUE

Shipping

☒ Header level shipping

☐ Line level shipping

\* Indicates required field

Add to Header

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# Invoice via PO Flip – Line Items

Line Items section shows the line items from the Purchase Order.

## Create Invoice in Ariba

- 1

Review or update Quantity for each line item you are invoicing.
- 2

If you wish to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

**Note:** You can generate another invoice later to bill for the excluded item.
- 3

Select 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 at the desired rate.

See [Tax Category](#) for more information.
- 4

To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
- 5

Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02
Pricing Details			
		Price Unit: *	BX
		Unit Conversion: *	1
Line Item Actions			
		Delete	

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

4

Tax

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Line Item Actions

Delete

Add

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

5

Add to Included Lines

# Invoice Via PO Flip – Tax Category

Kennametal requires tax to be submitted at the line item level. This is required even if the tax amount is \$0.

## Create Invoice in Ariba

- 1 Select **Create Invoice > Standard Invoice** > Enter invoice details as required
- 2 In the Line Item, go to **Insert Line Item Options** > Select **Tax Category > Sales Tax**
- 3 Click **Add to Included Lines**
- 4 Enter a tax rate in the **Rate(%)** field of the line item. If none apply, enter **zero (0%)**.

Purchase Order: 4506093700

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Line Items

Insert Line Item Options

☒ Tax Category:

Sales Tax

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

Tax

Category: \*

Sales Tax

Location:

Description:

Regime:

Taxable Amount:

\$5.00 USD

Rate(%):

0

Tax Amount:

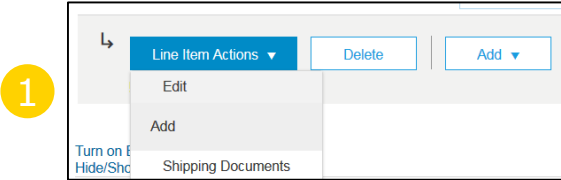
\$0.00 USD

# Invoice via PO Flip – Detail Line Items

Line Items section shows the line items from the Purchase Order.

## Create Invoice in Ariba

- 1
- Additional information can be viewed at the Line Item Level by going to **Line Item Actions > Edit**
- 2
- Select the Line Item and edit additional information as needed

A screenshot of a 'Line Items' table. A yellow circle with the number '2' is placed above the table. The table has columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. One row is visible with '1' in the 'No.' column, 'MATERIAL' in 'Type', 'GOODS\_01' in 'Part #', 'Copy Paper White, A3, 80gsm (ream 500 sheets)' in 'Description', '5' in 'Quantity', 'EA' in 'Unit', '0.50 EUR' in 'Unit Price', and '2.50 EUR' in 'Subtotal'. Above the table, there are checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount', and a button 'Add to Included Lines'. The top right of the table area says '2 Line Items, 2 Included, 0 Previously Invoiced'.A screenshot of a 'Create Invoice' form. At the top right are 'Done' and 'Cancel' buttons. The form is divided into sections: 'Invoice Item', 'Description', 'Pricing Details', and 'Shipping'. In the 'Invoice Item' section, there are input fields for 'Quantity' (5), 'Unit' (EA), 'Unit Price' (1.00 EUR), and 'Subtotal' (5.00 EUR). The 'Part #' is 'GOODS\_01'. The 'Description' section shows 'Description: Copy Paper White, A3, 80gsm (ream 500 sheets)'. The 'Pricing Details' section has 'Price Unit' (PCE), 'Price Unit Quantity' (2), 'Unit Conversion' (1), and a description 'This field specifies that 1 Box is equivalent'. The 'Shipping' section has 'Ship From' (Ariba\_TestSupplier - TEST, Praha 5, Czech Republic) and 'Ship To' (Sandbox Buyer - Test, Praha, Czech Republic, Cristian Mihalache, 2nd Floor, SI Team). There is a 'View/Edit Addresses' link. A note '\* Indicates required field' is present. A 'Line Item Actions' button is in the top right of the 'Invoice Item' section.

# Invoice via PO Flip – Line Item Comments

Line Items section shows the line items from the Purchase Order.

## Create Invoice in Ariba

- 1

To add comments at the line items select **Line Items**, then click **Line Item Actions** > **Add** > **Comments**.  
**Note:** Comments are for supplier's internal use only.
- 2

Upon refresh or **Update**, the **Comments** field will display. Enter applicable Comments in this field.
- 3

Click **Next**

Line Item Actions

Delete

Add

Edit

Add

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Comments

Attachment

Update

Save

Exit

Next

Comments

Remove



# Invoice via PO Flip – Blanket (Framework) Purchase Order

Follow the steps on prior slides to create an Invoice

## Create Invoice in Ariba

- 1 Complete Header section information as needed, including all information marked required with an asterisk (\*)
- 2 Check the box of the line item to be invoiced against
- 3 Click **Create** at the bottom and select the appropriate option; **Goods** or **Services**
- 4 Update required fields including the **Quantity** and/or **Price** fields to create the invoice line item
- 5 Click **Create** when done

Invoice Header

Summary

Blanket Order: BPO9471245

Invoice #: INV12345

Invoice Date: 4 Nov 2016

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH  
United States

Bill To: West Energy (Acme Energy Company)

Toronto ONTARIO  
Canada

Subtotal: \$0.00 CAD

Total Tax: \$0.00 CAD

Total Gross Amount: \$0.00 CAD

Total Net Amount: \$0.00 CAD

Amount Due: \$0.00 CAD

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/>	10	1.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/>	20	2.000	ACT	\$10,000.00 CAD	Not Available	FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD

Create

Edit

Delete

Goods

Service

Update

Save

Exit

Next

Invoice Item

Quantity: 1

Unit: ACT

Unit Price: \$10,000.00 CAD

Subtotal: \$10,000.00 CAD

Part #: Not Available

Description

FNML N5L1 km 50.8 CAP-UII37 O/S ENG#

Inspection Date:

Reference Date:

Accounting Reference

Reference ID:

Description:

Create

Cancel

# Invoice via PO Flip – Blanket (Framework) Purchase Order

Follow the steps on prior slides to create an Invoice

## Create Invoice in Ariba

- 6
- Once completed, the invoice line will appear as a sub-line (i.e. 10.1) showing the quantity being invoiced
- 7
- Repeat process as needed for each line
- 8
- Click **Next** to continue. Review, Save or Submit as Standard Invoice

Blanket PO Items							
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 10	1.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
<input type="checkbox"/> 10.1	1	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$10,000.00 CAD
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 20	2.000	ACT	\$10,000.00 CAD	Not Available		FNML N5L1 km 50.8 CAP-UII37 O/S ENG#	\$20,000.00 CAD
<div>Create Edit Delete</div>							
<div>Update Save Exit Next</div>							

# Invoice via PO Flip – Review, Save, or Submit to Customer

Line Items section shows the line items from the Purchase Order.

## Create Invoice in Ariba

- 1
- Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
- 2
- If no changes are needed, click **Submit** to send the invoice to Kennametal
- 3
- If changes are needed, click **Previous** to return to previous screens and make corrections before submitting
- 4
- Save** your invoice at anytime during invoice creation to work on it later
- 5
- You may resume working on the invoice by selecting it from the **Draft Invoices** link on the right-hand side of the PO

**Note:** You can keep draft invoices for up to 7 days

4

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Manitoba MB Canada

Bank Account: Bill To:

Note: In the event of errors, there will be a notification in red where information must be corrected

Ariba Network

Purchase Order: 4506093973

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

KENNAMETAL

From: KENNAMETAL INC  
1800 TECHNOLOGY WAY  
Lafayette, PA 15901  
United States  
Phone: + ( ) 412 530 2000  
Fax: + ( ) 412 530 4710

To: BETTER EDGE LLC-TEST  
401 PORTER AVENUE  
SCOTTSDALE, PA 19083  
United States  
Phone:  
Fax: 724-887-7088  
Email: douglas.english@kennametal.com

Purchase Order (New)  
4506093973  
Amount: \$128.00 USD

Payment Terms  
Net 75 days

Contact Information  
Supplier Address

Purchasing Agent  
Belitsky, M. - LAT  
Email: k-corp-buyer.inquiry@kennametal.com  
Phone: + ( ) 214-421-5888 X44441  
Address ID: 100084000  
Fax: + ( ) 724-830-6288

Routing Status: Sent  
Draft Invoices: Invoice: Inv 1234

5



# Create a Invoice from a Service Entry Sheet

Kennametal prefers that you create an invoice which will auto-generate the Service Entry Sheet for you. Please use this option in lieu of creating service sheets separately.

## Create Invoice from a Service Entry Sheet in Ariba

1 From the PO, find the Related Documents on the right-hand side and click on the Service Sheet # to open the Service Sheet for review before invoicing

**Note:** You will ONLY be able to create an invoice against an Approved Service Sheet

Invoice information will automatically pre-populate from the Service Sheet

**LINK >** [Service Entry Sheet Invoice Video](#)

Purchase Order: ServicePO1

Done

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

From:

SMO Buyer

123 Fake Street

Pittsburgh, PA 15222

United States

To:

SMO Supplier 1

21 Jump Street

Cleveland, OH 44114

United States

Phone:

Fax:

Email: m.bohart@sap.com

Purchase Order

(New)

ServicePO1

Amount: \$20,000.00 USD

Payment Terms ⓘ

0.000% 45

Contract #

4610029650

Routing Status: Sent

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		<div><div></div>Service</div>	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	<div>Details</div>
Test services-Item 1							

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00

Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00

This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

Service Sheet Required

Sub-total: \$20,000.00 USD

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Done

# Create a Service Entry Sheet

## Create Service Entry Sheet in Ariba

1

After reviewing the PO for accuracy, click **Create Service Sheet** at the top or bottom of the PO

**Note:** Services will be indicated with the Service Icon next to the Line Type

Purchase Order: ServicePO1

Done

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

From:

SMO Buyer

123 Fake Street

Pittsburgh, PA 15222

United States

To:

SMO Supplier 1

21 Jump Street

Cleveland, OH 44114

United States

Phone:

Fax:

Email: m.bohart@sap.com

Purchase Order

(New)

ServicePO1

Amount: \$20,000.00 USD

Payment Terms ⓘ

0.000% 45

Contract #

4610029650

Routing Status: Sent

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		<div><div></div>Service</div>	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	<div>Details</div>
Test services-Item 1							

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00

Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00

This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

Service Sheet Required

Sub-total: \$20,000.00 USD

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Done

# Create a Service Entry Sheet – Header Information

## Create Service Entry Sheet in Ariba

- 1
- Complete any required fields that have an asterisk (\*)
- 2
- Enter additional fields as requested by your customer, including Contractor Information, Approver, etc.

Create Service Sheet

UpdateSaveExitNext

▼ Service Sheet Header

\* Indicates required field

Add to Header ▼

Summary

1

Purchase Order: ServicePO1

Subtotal: \$0.00 USD

Service Sheet #: \*

Service Start Date:

Service Sheet Date: \* 7 Apr 2017

Service End Date:

Additional Fields

2

Supplier Reference:

To: SMO Buyer

From: SMO Supplier 1

123 Fake Street

21 Jump Street

Pittsburgh, PA 15222

Cleveland, OH 44114

United States

United States

Field Contractor:

Field Engineer:

Name:

Name:

Email:

Email:

Phone: USA 1 ▼

Phone: USA 1 ▼

Approver:

Name: \*

Email: \*

Phone: USA 1 ▼

Add Comments

# Create a Service Entry Sheet – Line Item Section

**Note:** Only create service sheets for services rendered. Do not create service for the whole order unless intending to do so.

1

Update quantities of line items. When unit is equal to PU (performance unit) and price is equal to \$1.00 then the value of the services or items provided must be entered in the **Qty / Unit** field.

**Note:** Future invoicing for additional services or items will be reflected using the balance of funds remaining on the order

2

Enter **Service Period** in the **Start** and **End Date** fields if available, as well as any additional **Comments** as needed

3

Click **Next** to proceed to review screen

4

From the Review Screen, check the Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. Click **Submit** to submit the Service Sheet.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
▼ 1	Not Available TESTINGSERVICECHG	<div>1</div> <div>Add ▼</div>

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<div>000000000003015848</div> <div>MAT CONSTR MATERIAL IT005 k</div>	Service ▼	<div>1,000</div> KGM	\$2.57 USD	\$2,570.00 USD <div>Delete</div>

SERVICE PERIOD

Start Date: 

2

 End Date:

PRICING DETAILS

Price Unit: KGM Price Unit Quantity: 1

Unit Conversion: 1 Description:

COMMENTS

2

 Add Comments:

↳

Add Pricing Details

Turn on Error Dump ⓘ

Hide/Show XML

Update

Save

Exit

3

Next

Previous

Save

Submit

Exit

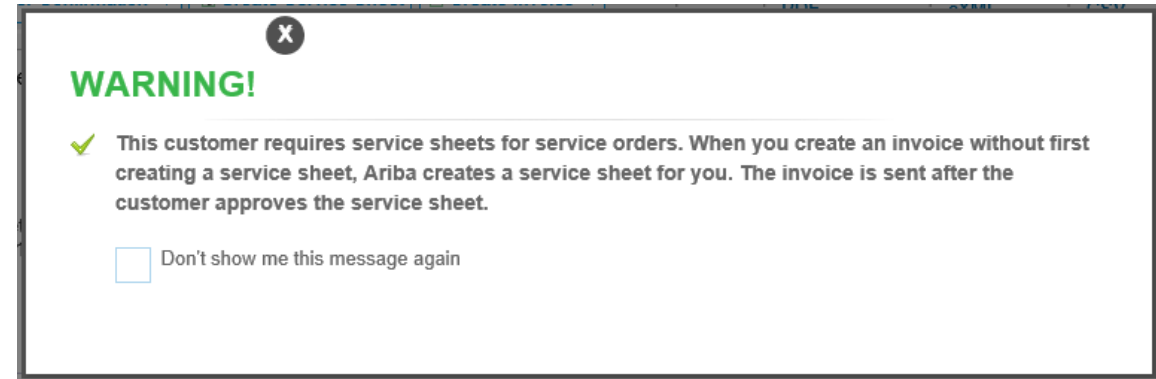
4

# Create a Service Sheet from an Invoice

Create service invoices for each service line on a service order, and the corresponding service sheets will automatically generate and send to Kennametal.

## Create an auto-generated Service Sheet

- 1 Select **Create Standard Invoice** from within the PO
- 2 Review the pop-up message on the screen, alerting you of the auto-generation (see right)
- 3 Click the **X** to proceed with invoice creation and submission
- 4 Once the invoice is completed, the service sheet will automatically generate and be available in the PO as a Related Document



**Note:** If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.



# Create a Credit Memo – Line Level Detail

Credit Memos should not be created for any service type order.

To create a line level credit memo against an invoice:

- 1 Click Create Invoice button then select **Create Line-Item Credit Memo**
- 2 Select the invoice from the list and click **Create Line-Item Credit Memo**
- 3 Complete information in the form of **Credit Memo** (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in.
- 4 Click **Next**.
- 5 Review Credit Memo and click **Submit**

Purchase Order: 4506093973

Create Order Confirmation

Create Ship Notice

1

Create Invoice


Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

PrintDownload PDFDownload CSVResend

Order DetailOrder History



From: To: Purchase Order

Line-Item Memo

Invoices (2)

	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/>	Inv 1234_1	Kennametal Inc.	4506093973	Online	Supplier	No	Order	16 May 2019	\$75.60 USD	Failed	Failed
<input checked="" type="radio"/>	Inv 1234	metal	4506093973	Online	Supplier	No	Order	16 May 2019	\$75.60 USD	Acknowledged	Sent

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Create Contract Invoice

Create Line-Item Credit Memo

Update

Save

Exit

4Next

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header

3

\* Indicates required field

Add to Header

Summary

Credit Memo #: 1234

Credit Memo Date: 28 May 2019

Original Invoice No: Inv 1234

Original Invoice Date: 16 May 2019

Supplier Tax ID:

Subtotal: \$-75.60 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$-75.60 USD

Total Net Amount: \$-75.60 USD

Amount Due: \$-75.60 USD

View/Edit Addresses



# Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

- 1 In the **Related Documents** link of the PO, select the invoice to be copied
- 2 On the **Detail** tab, click **Copy This Invoice**
- 3 Enter a new invoice number and edit the other fields as necessary
- 4 Click **Next**, review the invoice, and **Save** or **Submit** it

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

KENNAMETAL

From:

KENNAMETAL INC

1600 TECHNOLOGY WAY

Latrobe , PA 15650

United States

Phone: + ( ) 412 539 5000

Fax: + ( ) 412 539 4710

To:

BETTER EDGE LLC-TEST

401 PORTER AVENUE

SCOTTDALE , PA 15683

United States

Phone:

Fax: 724-887-7088

Email: douglas.englehart@kennametal.com

Purchase Order

(Partially Invoiced)

4506093973

Amount: \$126.00 USD

Payment Terms ⓘ

Net 75 days

Routing Status: Acknowledged

Related Documents: 

Inv 1234\_1

Inv 1234

Contact Information

Invoice: Inv 1234

DonePrevious

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Invoice: Copy of Inv 1234Next

▼ Invoice Header

Summary

Purchase Order: 4506093973

Invoice #:

Invoice Date: \* 28 May 2019

Service Description:

Supplier Tax ID:

Subtotal: \$75.60 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$75.60 USD

Total Net Amount: \$75.60 USD

Amount Due: \$75.60 USD



# Review Invoice History – Check Status Comments

## Access any invoice:

- 1 In the **Related Documents** link of the PO, select the invoice
- 2 Click on the **History** tab. History and status comments for the invoice are displayed
- 3 Transaction history can be used in problem determination for failed or rejected transactions
- 4 When you are done reviewing the history, click **Done**

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

KENNAMETAL

From:

KENNAMETAL INC

1600 TECHNOLOGY WAY

Latrobe , PA 15650

United States

Phone: + ( ) 412 539 5000

Fax: + ( ) 412 539 4710

To:

BETTER EDGE LLC-TEST

401 PORTER AVENUE

SCOTTDALE , PA 15683

United States

Phone:

Fax: 724-887-7088

Email: douglas.englehart@kennametal.com

Purchase Order

(Partially Invoiced)

4506093973

Amount: \$126.00 USD

Payment Terms

Net 75 days

Routing Status: Acknowledged

Related Documents: 

Inv 1234\_1

Inv 1234

Contact Information

Invoice: Inv 1234

Done

Previous

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

History

Invoice: Inv 1234

Invoice Status: Sent

Received By Ariba Network On: 16 May 2019 9:22:40 AM GMT-04:00

Submitted By: Douglas Englehart

To: Kennametal Inc.

Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	BETTER EDGE LLC-TEST	16 May 2019 9:37:23 AM
	The document has been transferred to the next integration point.	CommunityWeb-125009084	16 May 2019 9:37:38 AM
	The document is ready to be picked up by the recipient.	CommunityWeb-125004078	16 May 2019 9:37:38 AM
	Comments from Kennametal Inc.: Success	TXNDocSupplierApp-125001099	16 May 2019 9:37:39 AM
Acknowledged		Supplier	16 May 2019 9:37:39 AM
	The invoice status has been successfully updated to Canceling.	TXNDocSupplierApp-124999100	16 May 2019 9:58:41 AM
	The invoice status has been successfully updated to Processing by Kennametal Inc.. Description:	TXNDocSupplierApp-125000100	21 May 2019 8:04:59 AM



## SECTION 6: Ariba Network Help Resources



# Supplier Help Resources

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- The Help Center will provide assistance while using your Standard Account:
  - Click the Help Center link at the bottom of your interactive email
  - When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics
- The Ariba Network, [Standard Account Support Page](#) will provide access to:
  - A summary of standard account features
  - A quick tutorial on how to replay and respond to your customer
  - Side-by-side comparison of standard account and Enterprise account
  - The Supplier Success Session Portal to register for an upcoming live demo
  - A pre-recorded overview and demo of standard account
- Kennametal support
  - Training materials and other helpful documents are available on the Kennametal website:
    - <https://www.kennametal.com/en/about-us/doing-business-with-kennametal/ariba-network-supplier-enablement.html>
  - Email
    - [k-corp.light-account@kennametal.com](mailto:k-corp.light-account@kennametal.com)

# FAQ

---

## 1. What is Standard Account capability on Ariba Network?

- Ariba Network, Standard Account capability is a fast, free way to automate business with any buyer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogs, back-end integration or to manage larger document volumes through online access.

## 2. How can I access this new capability?

- Kennametal must send you a Standard Account invitation to transact

## 3. What document types are supported for this free account?

- Suppliers transact unlimited documents such as orders, order confirmation (OC), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), credit memos, and invoice status notifications.

## 4. What if I have already signed up for Ariba Network? Can I switch to Standard Account?

- If you are already using Ariba Network with a buyer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise account) to a Standard Account.

## 5. Am I required to register on Ariba Network to use Standard Account?

- Yes. You will be sent an interactive email from Kennametal. To respond you must register for a free Standard Account. This free account is not the same as a Enterprise Ariba Network account. You only need to upgrade to an Enterprise Account on Ariba Network when you determine that you desire the additional functionality.

## 6. How do I confirm an order if the delivery dates are greater than 90 days apart?

- Follow the instructions in the embedded document.



Confirmations

## 6. How do I invoice a purchase order if I lose the email notification?

- If you misplace a purchase order (PO) email notification, resend the PO email:
- Log in to your Ariba Network Standard Account. In the PO list on the home dashboard of your account, click Select > Send me a copy to take action in the Action column next to the PO.

## 7. How do I create documents against purchase orders from my customer?

- To process a purchase order, click the Process Order button in the purchase order email notification.
- After you register or log in to your Ariba Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations and invoices against the purchase order.

## 8. Is it possible to assign separate roles or features within my Ariba Standard Account to different people at my company?

- With Ariba Standard Account an account administrator for your company must be assigned. This person does not need to be the only individual responsible for your account.
- The account administrator can setup individuals within their organization with different settings or permissions.
- For instance, they can give members of their accounts receivable team access to sending invoices. Or give the sales team access to process Purchase Orders that are coming into the system.

## 9. Will Ariba Standard Account change how suppliers are paid?

- No , suppliers will continue to be paid as they are today.

## 10. What if I forget my Ariba Standard Account password?

- Click the Forgot Password link at <https://service.ariba.com/Supplier.ariba.com>
- Ariba will send back instructions on how to reset your password.