


# Illumina Supplier Guide


CONFIDENTIAL



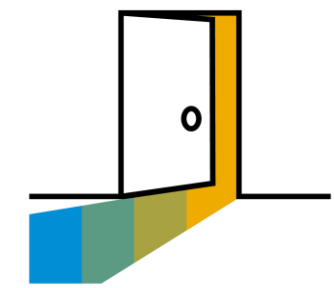
# HOME- Table of Contents




**Section 1:  
Ariba Network Overview**



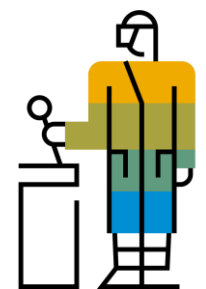
**Section 2:  
Account Set Up**



**Section 3:  
Purchase Orders**



**Section 4:  
Invoice Methods**



**Section 5:  
Help Resources**

# Section 1: Ariba Network Overview



**What is Ariba Network?**



**Illumina Project Scope**

Illumina Message

Supported Documents

Not Supported Documents



**Supplier Value**



**Fee Schedule**

Subscription Levels

\$USD

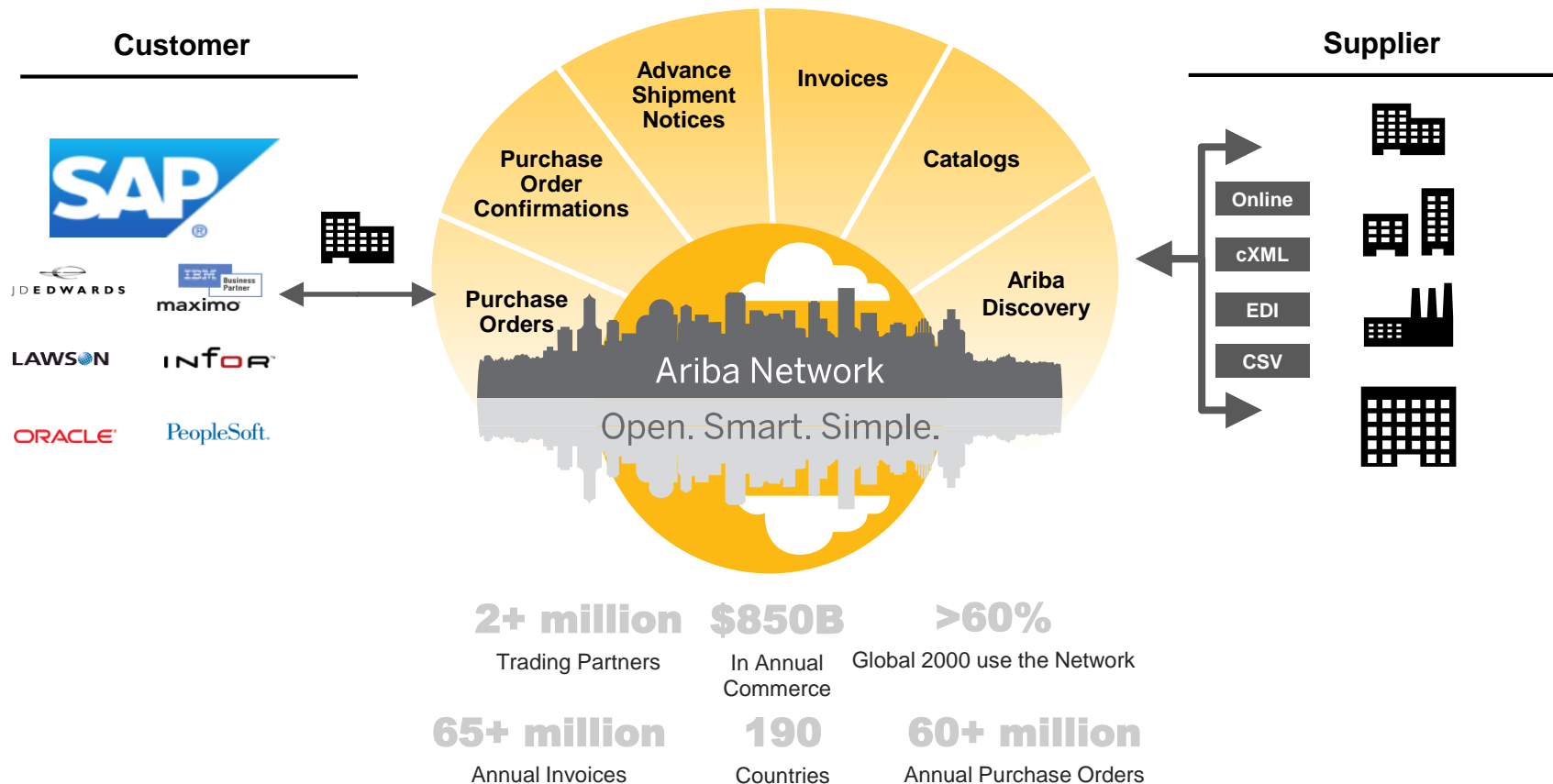
£GBP

€EUR

\$AUD

# What is Ariba Network?

Illumina has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



# Illumina Message

We are excited to announce that Illumina will be transitioning to a source-to-pay cloud-based technology solution from SAP Ariba. We are requesting all suppliers to register an SAP Ariba Network account to continue to transact with Illumina. This change will make it easier for us to continue our business transactions and strengthen our existing relationship.

Some advantages of this transition:

- Support Illumina strategic business plan
- Become a preferred supplier
- Simplify the communication process
- Reduce costs associated with resources used to generate/ rework the invoices
- Feel confident all order information is complete and accurate
- Prevent errors through system checks

To support you through this transition, we will provide you with support and resources to ensure your readiness to transact with us through the SAP Ariba Network. If you have additional questions regarding Illumina transition to Ariba Network, please reach out to our team at [ILMNsupplierenablement@illumina.com](mailto:ILMNsupplierenablement@illumina.com).

Please complete the [Illumina Supplier Enablement Checklist](#) so we can have the latest contact information on file.

Thank you!

# Review Illumina Specifications

## Supported

- **Goods/Material Purchase Orders**  
POs with goods/materials line items
- **Service Purchase Orders**  
POs with service line items
- **Detail Invoices**  
Applied against a single purchase order referencing a line item
- **Partial Invoices**  
Applied against specific line items from a single PO
- **Line Level Credit Invoices/Credit Memos**  
Accepted at the line level; price/quantity adjustments

# Review Illumina Specifications

## Not Supported

- **Summary or Consolidated Invoices** - Applied against multiple purchase orders; not accepted by Illumina
- **Purchase Order Confirmations** – Send via email to Requester
- **Purchase Order Rejections/Changes** – Contact [Purchase\\_Orders\\_1000@illumina.com](mailto:Purchase_Orders_1000@illumina.com)
- **Advance Shipment Notices** - Applied against a PO when items are shipped (future enhancement)
- **Service Entry Sheets** - Applied against service POs
- **Non-PO invoices** - Invoices with no PO
- **Remit to contact not supported** – Remit To contact should be left blank (Do Not add a person's name)
- **Contract Invoices** - Applied against line level contract or non-contract terms contract
- **Goods Receipt Notice** - Can apply against a goods or services PO; sent from Buyer to suppliers over the network to let them know that goods and/or services are received.
- **Invoicing for Purchasing Cards (P-Cards)** - An invoice for an order placed using a purchasing card; not accepted by Illumina.

# SAP Ariba Helps You...



**60% average reduction in operating costs**

## Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with Resources used to generate/ rework the invoices



**30% growth in existing accounts**  
**35% growth in new business**

## Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



**15% increase in customer retention**

## Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

**80% efficiency & transform business operations**



## Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

**62% decrease in late payments**

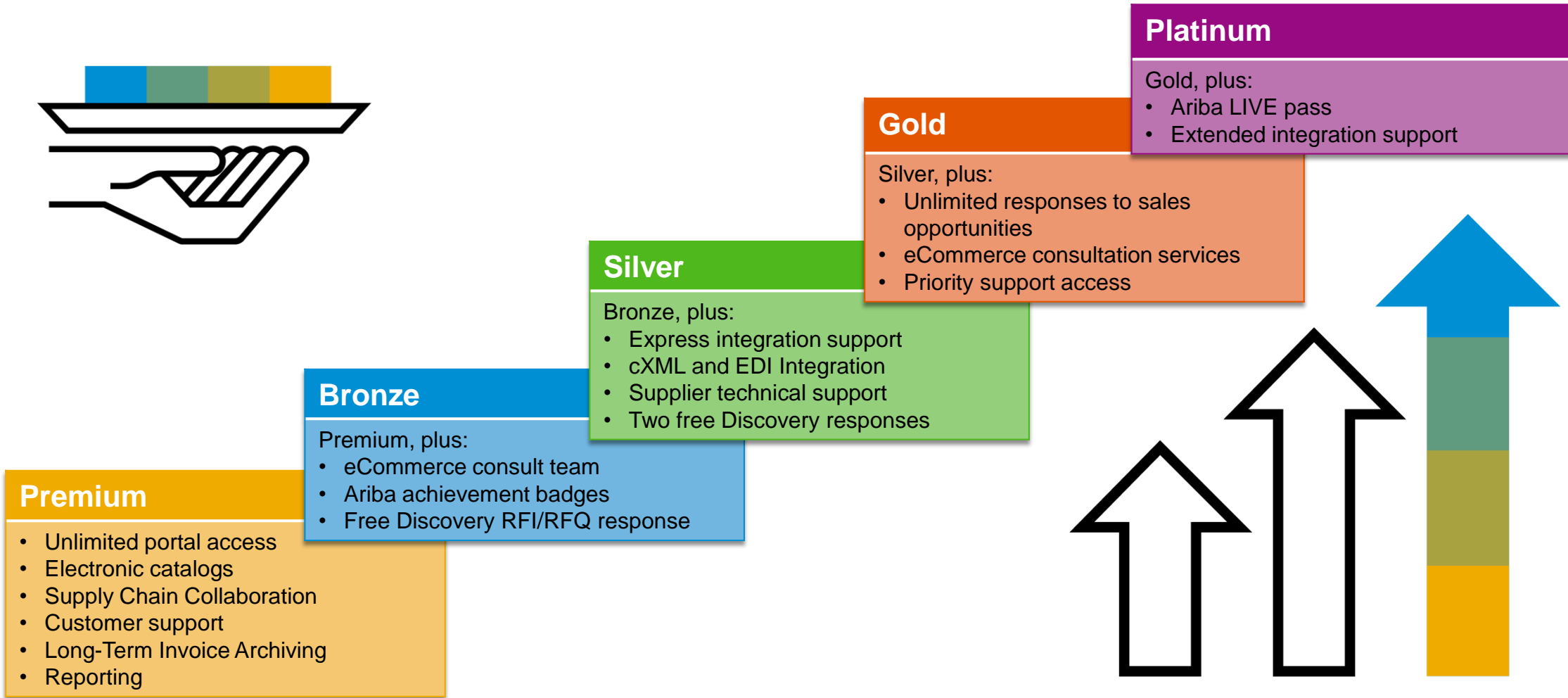


## Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks



# Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

# Supplier Fee Schedule

Please select your currency:



\$USD



GBP



EUR



AUD

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: \$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**\$50,000 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750
100 to 499 documents	Gold	\$2,250
500 and more documents	Platinum	\$5,500

**\*Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: £13,200/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	£35
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	£500
100 to 499 documents	Gold	£1,500
500 and more documents	Platinum	£3,770

\*Chargeable suppliers transacting less than £155,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**£34,250 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: €15,500/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



### Fee Threshold

**€44,600 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	€45
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	€670
100 to 499 documents	Gold	€2,000
500 and more documents	Platinum	€4,900

**\*Chargeable suppliers transacting less than €185,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count**

# Supplier Fee Schedule

## Transaction Fees

Billed every quarter

Per-relationship fee cap: A\$20,000/year

### Without Service Entry Sheets

0.155% of transaction volume

### With Service Entry Sheets

0.35% of transaction volume



## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	A\$50
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	A\$750
100 to 499 documents	Gold	A\$2,250
500 and more documents	Platinum	A\$5,500

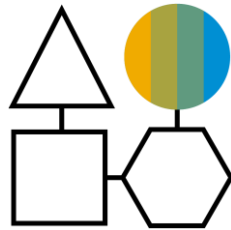
\*Chargeable suppliers transacting less than A\$235,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

### Fee Threshold

**A\$50,000 and 5 Documents**

**Suppliers who do not cross the Fee Threshold will not be charged fees**

# Section 2: Set Up Your Account



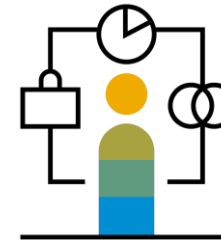
## Basic Account Configurations

- [Suggested Configuration](#)
- [Accept Invitation](#)
- [Profile Completion](#)
- [Email Notifications](#)



## Enablement Tasks

- [Enablement Tasks](#)
- [Purchase Order Routing](#)
- [Invoice Notifications](#)
- [Tax Details](#)
- [Remittances](#)



## Advanced Account Configuration

- [Customer Relationships](#)
- [Roles and Users](#)
- [Enhanced User Account Functionality](#)
- [Multi-Orgs](#)
- [Test Accounts](#)

# Illumina Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.



# Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

1. **Click** the link in the emailed letter to proceed to the landing page.



# Select One...

**First Time  
User**

**Existing  
User**

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

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### New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

### Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Register as a New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (\*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (\*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

1. Accept the **Terms of Use** by checking the box.

2. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. A callout box at the top left, labeled '1', points to the 'Register Now' button. The form is divided into two main sections: 'Company information' and 'User account information'. In the 'Company information' section, callout '2' points to the 'Company Name' field, and '3' points to the 'Address' fields. In the 'User account information' section, callout '3' points to the 'Email' field, and '4' points to the 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' checkbox. Callout '5' points to the 'Register' button at the bottom right. The form includes various input fields, dropdown menus, and checkboxes, with asterisks indicating required fields. A 'Privacy Statement' link is also visible.

# Accept Relationship as an Existing User

1. **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

**Existing User**

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:  [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

# Complete Your Profile

1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Company Settings ▾ John Doe ▾ H

SMO Supplier 1  
ANID: AN010  
Standard Package

Company Profile

Service Subscriptions

Account S

Ariba Network

Company Profile

Basic (3) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

Overview

Company Name: \* SMO Supplier 1

Other names, if any:

NetworkId: AN010 ⓘ

Short Description: ⓘ  
Characters left: 100

Website:

Public Profile: <http://discovery.ariba.com/profile/AN01022404640> | Customize URL

Address

Address 1: \* 21 Jump Street

Address 2:

Address 3:

City: \* Cleveland

State: \* Ohio ▾

Zip: \* 44114

Country: \* United States [USA] ▾

Public Profile Completeness  
35%

Short Description  
Website  
Annual Revenue  
Certifications  
D-U-N-S Number  
Business Type  
Industries  
Company Description  
Company Logo

Share Your Public Profile

Click here to get your Ariba badge.

Find us on Ariba Network

View Public Profile  
Profile Visibility Settings

Save Close

# Configure Your Email Notifications

The Network 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.

The screenshot displays the 'Account Settings' page for a company. The 'Company Settings' dropdown menu is open, showing 'Notifications' selected (marked with a yellow circle 1). The 'Notifications' section is active, and the 'Network' tab is selected (marked with a yellow circle 2). The 'Electronic Order Routing' table is visible, with columns for 'Type' and 'Send notifications when...'. The 'To email addresses' field is populated with 'junk@phoenix.ariba.com' (marked with a yellow circle 3).

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undelivered.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undelivered.
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.

# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.
4. **Choose** one of the following routing methods for Electronic Order Routing and Electronic Invoice Routing:  
**Online, cXML, EDI, Email, Fax or cXML** pending queue (available for Order routing only) and configure e-mail notifications.

Tasks

1 Enablement Tasks are pending

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

**Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

General | Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

Notifications

# Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. **Choose** one of the following routing methods:
  - **Online**
  - **cXML**
  - **EDI**
  - **Email**
  - **Fax**
  - **cXML pending queue**  
(available for Order routing only)
3. **Configure** e-mail notifications.

Network Settings Save Close

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: <input type="text"/> <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".



# Route Your Purchase Orders

## Method Details

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact [ILMNsupplierenablement@illumina.com](mailto:ILMNsupplierenablement@illumina.com) to be connected with a Seller Integrator who will provide more information on configuration.

# Select Electronic Order Routing Method Notifications

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	1 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments

Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	2 Online
Order Response Documents	Online

Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.

# Select Electronic Invoice Routing Method

## Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online; cXML; EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot displays the SAP S/4HANA configuration interface for Electronic Invoice Routing. The top navigation bar includes 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The right-hand navigation pane shows 'Company Settings' with a dropdown arrow and a list of options: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The main content area is divided into two sections. The top section, 'Tax Invoicing and Archiving', has a 'Routing Method' dropdown menu with options 'Online', 'cXML', and 'EDI'. The bottom section, 'Tax Classification', includes fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id', along with a 'VAT Registered' checkbox and a 'VAT Registration Document' field with an 'Upload...' button. Three yellow callout boxes with numbers 1, 2, and 3 highlight specific elements: 1 points to the 'Electronic Invoice Routing' option in the right-hand navigation pane; 2 points to the 'Online' option in the 'Routing Method' dropdown menu; 3 points to the 'Tax Invoicing and Archiving' sub-tab in the top navigation bar.

# Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. Click **Create** to create new company remittance information, or **Edit**, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.
  - **DO NOT add a Contact.** This should be left alone as it overwrites the company's name on the Remit To portion of the invoice.

The screenshot displays the SAP Remittance configuration interface. On the right is a sidebar menu for 'Company Settings' with 'Remittances' highlighted by a yellow circle with the number 1. The main content area is divided into two sections. The top section, 'Network Settings', has a 'Settlement' tab selected and shows a table for 'EFT/Check Remittances' with columns for 'Address', 'City', and 'State'. A 'Create' button is circled with a yellow circle and the number 2. The bottom section, 'Create Remittance Address / Payment Info', contains a form with fields for 'Remittance Address', 'Address 1-4', 'City', 'State', 'Postal Code', 'Country' (set to 'United Kingdom [GBR]'), and 'Contact'. A 'Make this address default' checkbox is circled with a yellow circle and the number 4. A yellow circle with the number 3 is placed above the 'Remittance Address' field.

# Configure Your Remittance Information

## Payment Methods

1. **Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

**Note:** This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

WIRE TRANSFER

**Beneficiary Bank** 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

**Credit Card** 3

Accept credit card:  Yes  No

# Review Your Relationships

## Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot displays the 'Account Settings' interface. The main content area is divided into several sections: 'Customer Relationships' (with sub-tabs for 'Current Relationships' and 'Potential Relationships'), 'Users', 'Notifications', and 'Account Hierarchy'. The 'Potential Relationships' tab is selected and highlighted with a yellow circle '4'. Below this, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is highlighted with a yellow circle '2'. The 'Pending' section shows a table with columns for 'Customer' and 'Requested Date', and a 'No Items' message. Below the table are 'Approve' and 'Reject' buttons, with the 'Reject' button highlighted by a yellow circle '3'. The 'Current' section shows a table with columns for 'Customer' and 'Approved Date', with one entry for 'jUnitOrg - 5WQz9VD565589b21009590920' approved on '25 Nov 2015'. Below this is a 'Reject' button. The 'Rejected' section shows a table with columns for 'Customer' and 'Rejected Date', and a 'No Items' message. On the right side, there is a 'Company Settings' sidebar menu with a dropdown arrow and a user icon. The menu items are: 'jUnitOrg - LV8b8ft...', 'ANID: AN02003380348', 'Standard Package', 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships' (highlighted with a yellow circle '1'), 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'.

# Set Up User Accounts

## Roles and Permission Details

### Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

### User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **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 Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.

The screenshot shows the SAP 'Manage Users' and 'Manage User Roles' interface. The 'Users' tab is selected in the top navigation bar. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com', 'Rebecca Novotny', and 'No' for 'Ariba Discovery Cont'. A yellow circle with the number '4' is placed over the 'Create User' button. The 'Manage User Roles' section contains a table with two roles: 'Administrator' and 'All Access'. A yellow circle with the number '3' is placed over the 'Details' link for the 'Administrator' role. A yellow circle with the number '2' is placed over the 'Create Role' button. A yellow circle with the number '5' is placed over the 'Manage User Roles' section header. On the right side, the 'Company Settings' menu is visible, with a yellow circle with the number '1' placed over the 'Users' option.



# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

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

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Manage Users

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

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a password reset email to the user's email address.

Selected User Information

Username: rebecca.novotny@sap.com  
Email Address: rebecca.novotny@sap.com  
First Name: Rebecca  
Last Name: Novotny  
Office Phone:

This user is the Ariba Discovery Contact

Reset Password

# Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

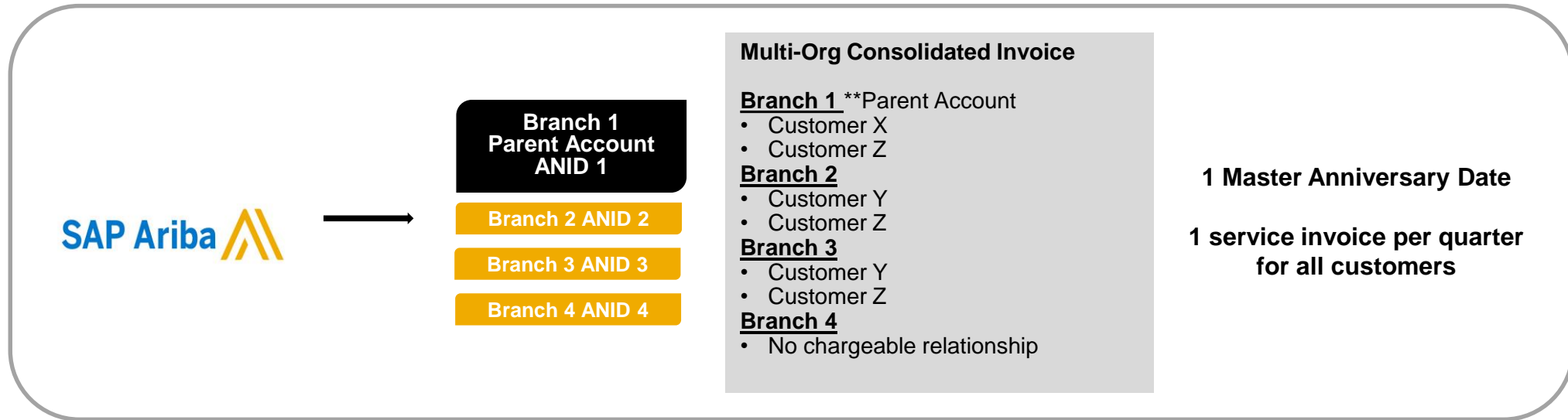
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk.

**Note:** If you change username or password, remember to use it at your next login.

4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The image shows a user interface for account management. On the right, a dropdown menu is open, showing options: Logout, My Account (2), My Community Profile, Switch To, and a user profile section with a 'Switch To Test ID' button (3). Below this, the 'My Account' page is visible, with sections for 'Account Settings' and 'Account Information'. The 'Account Settings' section includes fields for Username (Aribasup@s.c), Email Address (junk@phoenix.ariba.com), First Name (jU-LV8b8ft565589df100959021), Middle Name, Last Name (lastName), and Business Role (Business Owner). The 'Security' section includes a Secret Question (What is the last name of your first boss?), Secret Answer, and Confirm Secret Answer fields (4). A 'Change Password' link is also present.

# Consolidate Your Bills Through a Multi-Org



## Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# Participate in a Multi-Org Guidelines

- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

# Structure Your Multi-Org

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Link Accounts Via an Account Hierarchy

## Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

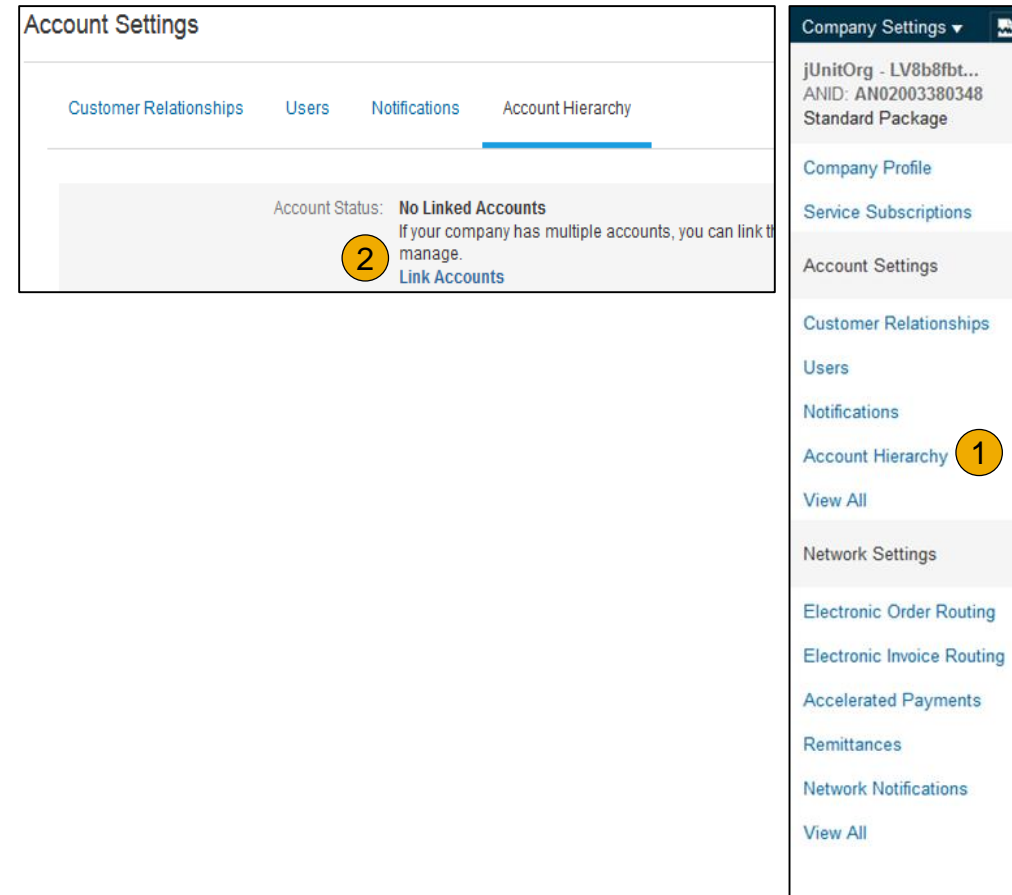
- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# Create an Account Hierarchy

1. From the **Company Settings** menu, click Account Hierarchy.
2. To add child accounts click on Link Accounts.
3. The **Network** will detect if there is an existing account with corresponding information.
4. On the next page log in if you are the Administrator of the account.

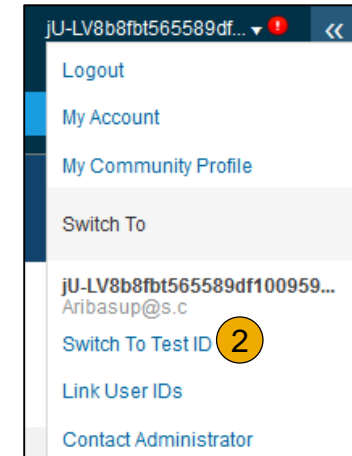
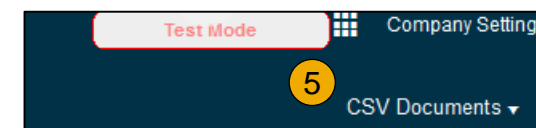
**Note:** If you are not the Administrator of the account, you can send a request as a 'Non Administrator' to the Administrator through an online form.

5. Once the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.



# Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click** OK when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
  - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).

A screenshot of the 'Create Test Account' form. The form title is 'Create Test Account'. Below the title, there is a warning message: 'You are about to create a new account in the Test Mode. The trading relationship with the...'. The form contains three input fields: 'Username:\*' with the value 'test-Aribasup@s.c', 'Password:\*' with masked characters, and 'Confirm Password:\*' with masked characters. A yellow circle with the number 4 is positioned over the warning message.



# Section 3: Purchase Order Management



**View Purchase  
Orders**



**Purchase Order  
Detail**

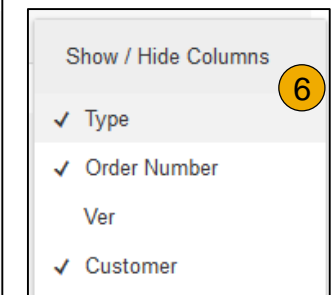
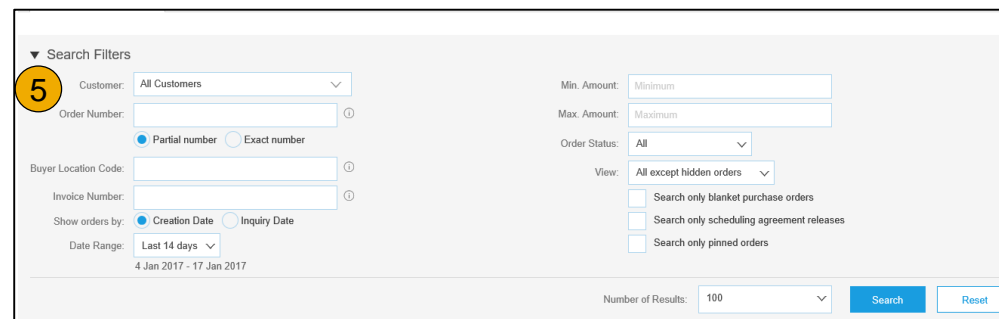
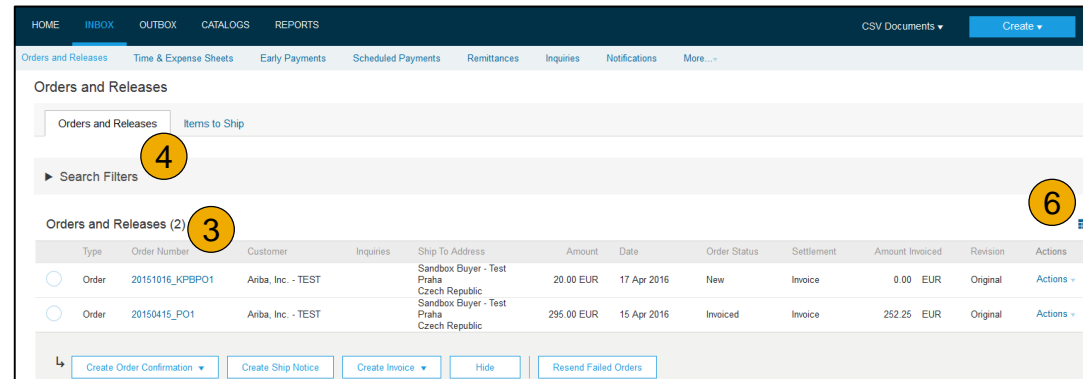
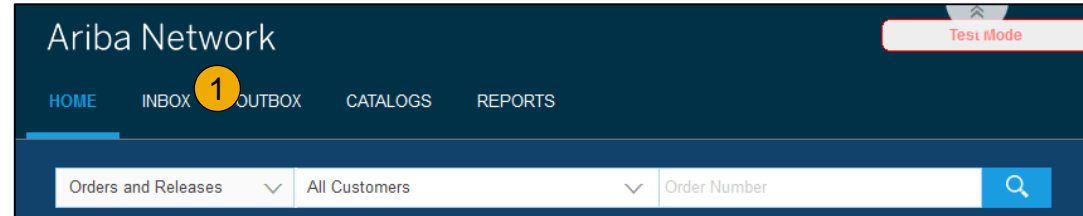


**Create PDF of  
Purchase Order**

# Manage POs

## View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Illumina.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



# Manage POs

## Purchase Order Detail

### 1. 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 PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

### 2. Line Items section describes the ordered items. Each line describes a quantity of items Illumina wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Purchase Order: PO72547 1

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

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

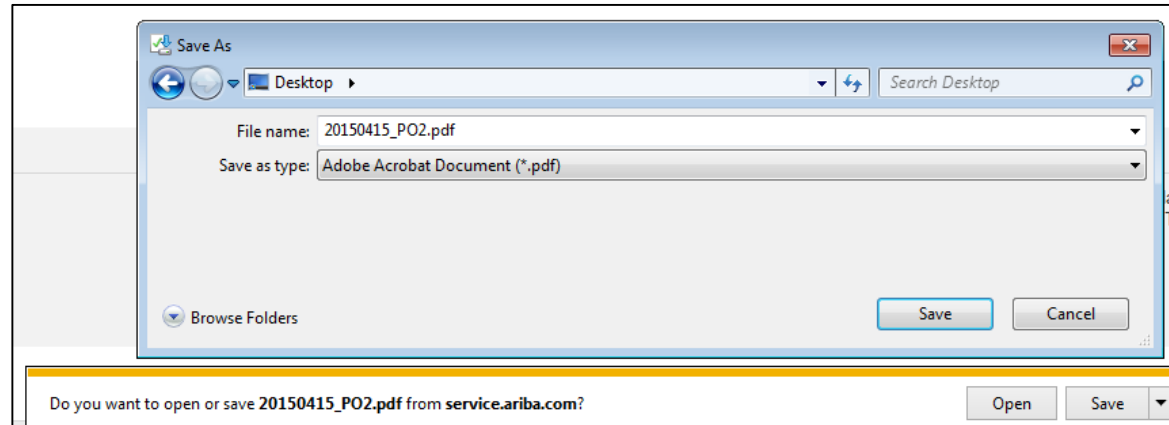
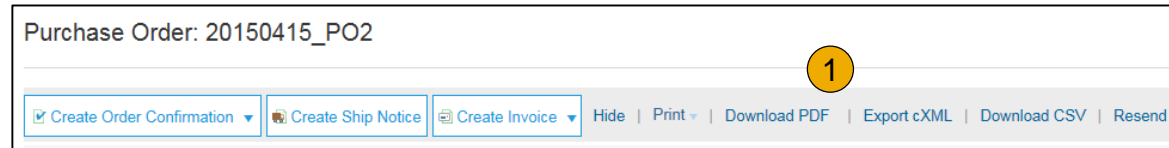
[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

# Manage POs

## Create PDF of PO

1. Select “Download PDF” as shown.

**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.



# Section 4: Invoice Methods



## Invoice Information

Customer Specifications

Invoice Rules



## Invoice Methods

PO Flip

Credit Memo

Copy Invoices



## Invoice Management

Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

Invoice Archival

# Illumina Invoice Requirements

**Invoice failure process**: It is the **supplier's responsibility** to monitor invoice failures in Ariba and take proper action. Please ensure there is a process in place to monitor the error messages of the failed invoices, do the corrections as needed and re-submit the corrected invoices. Otherwise the invoice will not reach Illumina's account and won't be paid.

**Illumina has multiple Legal Entities**: Company name and address in the invoice ("Sold to" information) must always match with address information found in the PO "Bill To". Please ensure you are aware of the Legal Entity list and be prepared to invoice for all legal entities. Wrong name and address details will cause invoice failure.

**Service Items**: For service items the PO item has the Quantity and Price fields "*flipped*" to allow partial service/invoice receipt. Example: order of a service in a total contract amount of \$2,000. Service will be performed over several visits.

- Service item will be created with quantity = 2,000 units and price = \$1. Total amount for the service item will be \$2,000
- Service is performed, corresponding partial services. Example: the first visit costs \$500
- Invoice quantity submitted by supplier should be created as: **500 units** and **price = \$1** to reflect the PO price and issue right amount.

**Honor PO price**: Invoices should always reflect the price on the PO. If any price change is performed by supplier after the period of PO creation and goods receipt, the invoice will be rejected. The PO requestor must be notified of a PO change/approval before shipment and invoicing. **Please allow 30 days for price changes!**

**Do not**: Send by email/pdf/paper an invoice that is also being sent thru Ariba Network to avoid duplication processing issues. Ariba Network should be the only method used to send invoices when PO is received in Ariba and credit memos to Illumina.

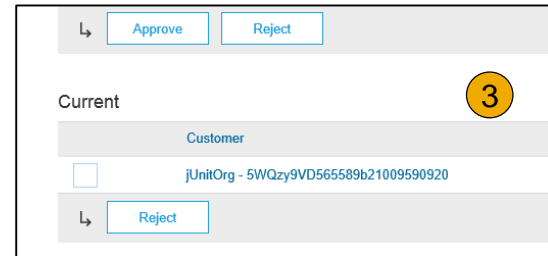
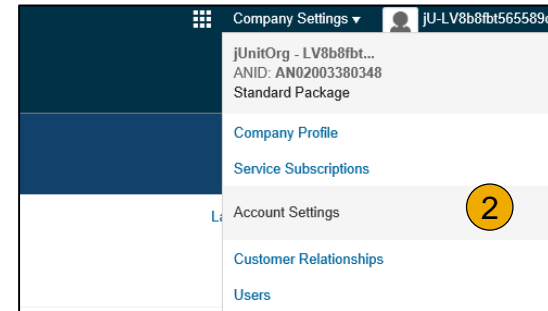
# Review Illumina Specifications

- **PO and Invoice must match** - Part number, Currency, Unit Price, Unit of Measure, Quantity already received by the buyer
- **Attachments** – Are in scope for both header level or line item level in the PO
- **Purchase Order Rejections/Changes** – You MUST contact the requestor on the Purchase Order and cc Purchase\_Orders\_1000@illumina.com
- **Shipping Data** - Shipping address can be at the header if there is one address on the PO; if multiple addresses, it should be at the line item level
- **Remittance Address** is required. So, please save at least one remittance address on your supplier account -> Company Settings -> Remittances -> EFT/Check Remittances. **However, DO NOT enter any contact name in the Contact section when you add a remittance address; leave it blank/ do not select a contact.** It will show up as a Remit to Name on the Illumina's end and cause an issue.
- **Special Handling, Payment Term, Comment, and Shipping Documents** are at the header level for all. If the invoice is mixed with services and materials, then it can be at line item level.
- **"Sold To" Name** - Required and address is to match PO "Bill To" Name and address. Please be aware that ship to addresses do not determine bill to location, especially if the PO has an Ad hoc location (shipping address manually populated by the user)
- **Invoice Tolerance** - Invoice quantities > PO's quantities are not allowed. Zero tolerance for higher quantities on the invoice.
- **Invoice Numbers** - Can be alphanumeric; standard Ariba setup is in scope; no limitation. If an invoice is rejected on Illumina side, this invoice number cannot be reused by the supplier as it will be automatically rejected as duplicated.
- **Tax Data** - Is accepted at the header level and line item level.
- **Backdating on Invoice** - Up to 60 days.

# Review Illumina Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via [supplier.ariba.com](http://supplier.ariba.com)
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Illumina).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Illumina enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.

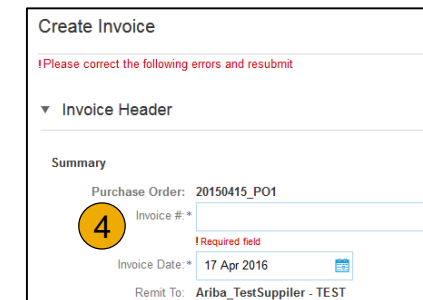
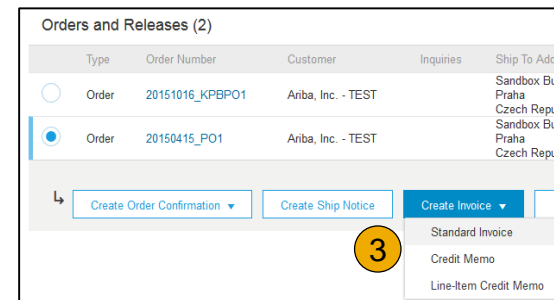
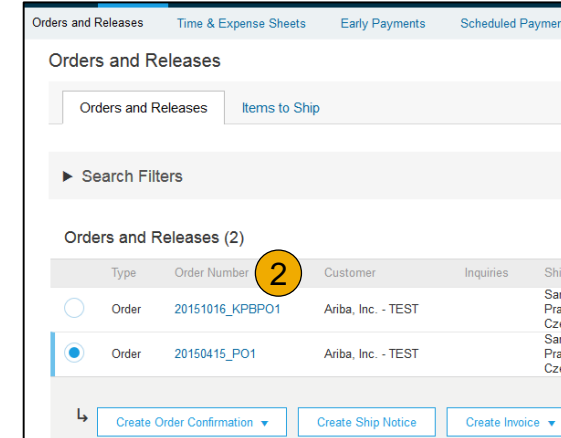
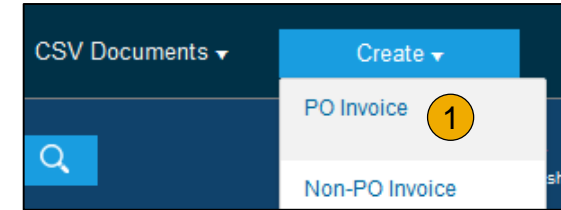




# Invoice via PO Flip

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

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Illumina.



# 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.

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.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

**Note:** Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:\* INV\_1084497223

Invoice Date:\* 15 Apr 2016

Remit To: DEFAULT VALUE

Tax

Header level tax *i*  Line level tax *i*

Shipping

Header level shipping *i*  Line level shipping *i*

\* 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.

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.
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 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 type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: VAT

Location: [ ]

Description: [ ]

Regime: [ ]

Date Of Pre-Payment: [ ]

Law Reference: [ ]

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions Delete Add

Add to Included Lines

# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**  
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click** Remove to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

The screenshot shows the 'Tax' configuration interface. At the top, there are radio buttons for 'Header level tax' (selected) and 'Line level tax'. Below this, there are input fields for 'Category' (set to 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. A dropdown menu for 'Standard Tax Selections' is open, listing various tax types. To the right, there is a 'Remove' button and a 'View/Edit Addresses' link.

The 'Configure Tax' dialog box displays a table with the following data:

* Tax Category	* Rate	Tax Description
Sales Tax	0 %	

Buttons for 'Delete' and 'Create' are visible at the bottom of the table.

The shipping configuration section displays the following information:

Ship From: Ariba\_TestSupplier - TEST  
Praha 5  
Czech Republic

Ship To: Sandbox Buyer - Test  
Praha  
Czech Republic  
Cristian Mihalache  
2nd Floor, SI Team

Shipping Cost: Shipping Amount: \* 0.00 EUR

# Invoice via PO Flip

## Detail Line Items

6. Additional information can be viewed at the Line Item Level by editing a Line Item.

The screenshot displays the SAP Line Item Level interface. At the top, a 'Line Item Actions' menu is open, with a circled '6' next to it. The main area shows the 'Create Invoice' form for a line item. The form includes fields for Quantity (5), Unit (EA), Unit Price (1.00 EUR), and Subtotal (5.00 EUR). The Description is 'Copy Paper White, A3, 80gsm (ream 500 sheets)'. The Pricing Details section shows Price Unit (PCE), Price Unit Quantity (2), and Unit Conversion (1). The Shipping section shows Ship From (Ariba\_TestSupplier - TEST) and Ship To (Sandbox Buyer - Test Praha).

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

**Create Invoice** Done Cancel

▼ Invoice Item \* Indicates required field Line Item Actions

Quantity:\*  Part#: GOODS\_01  
Unit: EA  
Unit Price:\*   
Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details  
Price Unit:\*  Price Unit Quantity:\*   
Unit Conversion:\*  Description:

Inspection Date:

Shipping  
Ship From: Ariba\_TestSupplier - TEST  
Ship To: Sandbox Buyer - Test Praha View/Edit Addresses  
Praha 5  
Czech Republic  
Deliver To: Czech Republic  
Cristian Mihalache  
2nd Floor, SI Team



# Invoice via PO Flip

## Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The screenshot illustrates the process of adding comments to a line item in SAP. The top part shows the 'Line Item Actions' dropdown menu, which is open, highlighting the 'Add' option. The 'Comments' option is selected, indicated by a yellow circle with the number '1'. The bottom part shows the 'Comments' field, which is empty, with a yellow circle and the number '2' next to it. The 'Next' button is highlighted with a yellow circle and the number '3'. The 'Update' button is also visible.

# Invoice via PO Flip

## Add Service Lines to Invoices

1. **Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
2. **Enter details for General or Labor Service.** General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

This screenshot shows the 'Line Items' section of the SAP interface. At the top right, it indicates '1 Line Items, 1 Included, 0 Previously Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown and a 'Discount' checkbox. A table below shows a single line item with 'Type' set to 'SERVICE' and a 'Subtotal' of '0.00 CZK'. Below the table is the 'Service Period' section with 'Service Start Date' and 'Service End Date' fields. At the bottom, the 'Line Item Actions' dropdown menu is open, showing options: 'Add', 'Add General Service', 'Add Labor Service', and 'Add Material'. A yellow circle with the number '1' highlights the 'Add' option.

This screenshot shows the 'Line Items' section of the SAP interface, focusing on the 'Rate' section. The 'Insert Line Item Options' section is visible at the top. The table below shows a single line item with 'Type' set to 'SERVICE' and a 'Subtotal' of '\$0.00 USD'. Below the table is the 'Rate' section, which includes fields for '\*Term', '\*Rate', and '\*Unit'. A yellow circle with the number '2' highlights the '\*Rate' field. Below the 'Rate' section are various fields for contractor and job information, including 'Time Sheet Number', 'Contractor Name', 'Supervisor Name', 'Contractor Identifier', 'Job Description', 'Work Location', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip', and 'Country'. A note at the bottom states 'This selection will refresh the page content.'

This screenshot shows the 'Line Items' section of the SAP interface, focusing on the 'Service Period' section. The 'Insert Line Item Options' section is visible at the top. The table below shows a single line item with 'Type' set to 'SERVICE'. Below the table is the 'Service Period' section, which includes 'Service Start Date' and 'Service End Date' fields. A yellow circle with the number '2' highlights the 'Service Start Date' field. Below the 'Service Period' section are the 'Line Item Actions' buttons: 'Line Item Actions', 'Delete', and 'Add'.



# Invoice via PO Flip

## Review, Save, or Submit to Customer

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 Illumina.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **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 **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

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

Bank Account: Bill To:

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts **5**

Drafts

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

# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **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.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Line Items 4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	-\$6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	-\$15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	-\$5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	-\$5.16 USD

Line Item Actions Delete

Update Exit Next

Subtotal: -\$32.64 USD  
 Total Tax: -\$2.28 USD  
 Total Shipping: -\$12.00 USD  
 Total Gross Amount: -\$46.92 USD  
 Total Net Amount: -\$46.92 USD  
 Amount Due: -\$46.92 USD

Previous Submit Exit

# Copy an Existing Invoice

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

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.

Invoice #	Customer	Reference	Submit Method	Origin	Source
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

# Search for Invoice

## (Quick & Refined)

### Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Illumina from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

**Refined Search:** Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. Enter the criteria to build the desired search filter.
6. Click Search.

This screenshot shows the top navigation bar with tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the navigation bar, there is a search filter area with three dropdown menus: 'Invoices' (marked with a yellow circle 1), 'All Customers' (marked with a yellow circle 2), and 'Invoice Number' (marked with a yellow circle 3). A search icon is visible on the right side of the filter area.

This screenshot shows the 'OUTBOX' tab selected in the navigation bar. Below the navigation bar, there are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' sub-tab is active. Below the sub-tabs, there is a 'Search Filters' button (marked with a yellow circle 4).

This screenshot shows the 'Invoices' search filters form. It includes the following fields and options:

- Customer: All Customers (dropdown)
- Invoice Number: [Text Input] (marked with a yellow circle 5)
- Order Number: [Text Input]
- Date Range: Last 24 hours (dropdown)
- Supplier Reference: [Text Input]
- Min. Amount: [Text Input]
- Max. Amount: [Text Input]
- External Invoice Number: [Text Input]
- Status: All (dropdown)
- Search Filters: Partial number (selected), Exact number
- Show Only Invoices Submitted from the Customer's System: [Checkbox]
- Show only Invoices with Invoice Addendums: [Checkbox] (marked with a yellow circle 6)
- Number of Results: 100 (dropdown)
- Search and Reset buttons

# Check Invoice Status

## Routing Status To Your Customer

### Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the invoice link.

### Routing Status

Reflects the status of the transmission of the invoice to Illumina via the Ariba Network.

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

# Check Invoice Status

## Review Invoice Status With Your Customer

### Invoice Status

Reflects the status of Illumina's action on the Invoice.

- **Sent** – The invoice is sent to the Illumina but they have not yet verified the invoice against purchase orders and receipts
- **Canceled** – Illumina does not support this invoice status
- **Paid** – Illumina does not support this invoice status
- **Approved** – Illumina does not support this invoice status
- **Rejected** – Illumina has rejected the invoice or the invoice failed validation by Ariba Network. If Illumina accepts the 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

# Review Invoice History

## Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **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.

Invoice: INV\_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV\_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV\_20150415 To: Ariba, Inc. - TEST  
Invoice Status: Sent Routing Status: Sent  
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00  
Submitted By: Klaus Püschel

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a yellow circle 1), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, showing a search filter and a table of invoices. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Date', 'Amount', 'Routing Status', and 'Invoice Status'. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit' (circled with a yellow circle 4), 'Copy', and 'Create Non-PO Invoice'.

The screenshot shows the details page for invoice XYZ123456. The page title is 'Invoice: XYZ123456'. Below the title, there are buttons for 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'.

The screenshot shows a confirmation dialog titled 'Cancel Invoice?' (circled with a yellow circle 3). The dialog asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'.



# Download Invoice Reports

## Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

# Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

**Note:** For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: \*

Description:

Time zone: US/Michigan

Language: English

Report Type: \*

4 Next Exit

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit. [Less](#)

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

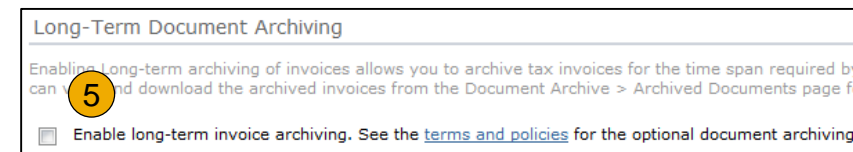
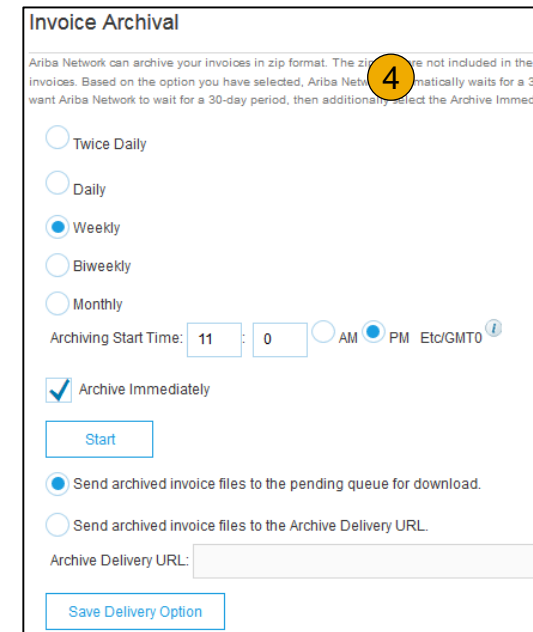
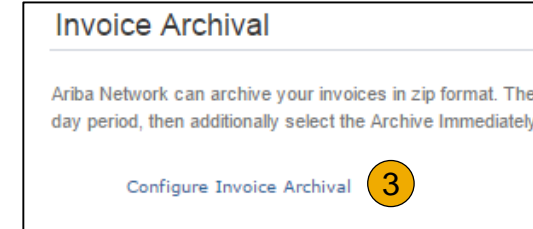
Date Range: 21 Feb 2017 To 28 Feb 2017

6 Submit Previous Exit

# Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



# Section 5: Ariba Network Help Resources



**Customer Support**



**Supplier  
Information Portal**



**Additional  
Resources**

[Useful Links and  
Webinars](#)

[Troubleshoot Your  
Invoice](#)

# Customer Support

## Supplier Support During Deployment

### Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at [ILMNsupplierenablement@illumina.com](mailto:ILMNsupplierenablement@illumina.com)
  - Registration/ Account Configuration
  - Supplier Fees
  - General Ariba Network Questions

### Illumina Enablement Business Process Support

- Email Illumina Enablement Team at [ILMNsupplierenablement@illumina.com](mailto:ILMNsupplierenablement@illumina.com)
  - Business-Related Questions

### Illumina Purchase Order Issue Support

- Email Procurement Team at [Purchase\\_Orders\\_1000@illumina.com](mailto:Purchase_Orders_1000@illumina.com)
  - Purchase Order issue and concerns

### Illumina Supplier Information Portal

- Find your supplier information portal [HERE](#)

## Supplier Support Post Go-Live

### SAP Ariba Global Customer Support

- [Click here](#) to find your appropriate customer support phone number

- **Help Desk: 1 800 974 4899**  
(for North America)

- Option 1 Establishing connection
- Option 2 Resetting password
- Option 3 Sending invoice/handling invoicing errors
- Option 4 Fees and participating on AN
- Option 5 Ariba Pay, Discount Management, Supply Chain Finance
- Option 6 Technical support

# Training & Resources

## Illumina Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' interface for 'Customer Relationships'. The top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Customer Relationships' section is active, showing 'Current Relationships' and 'Potential Relationships' tabs. Below these tabs, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. The 'Pending' section shows a table with one entry for 'Customer' and 'Approve'/'Reject' buttons. The 'Current' section shows a table with two entries: 'Ariba Inc.' and 'Pouliot Industries'. The 'Ariba Inc.' entry has a checkbox, a yellow circle with the number '2' next to the name, and a yellow circle with the number '3' next to the 'Supplier Information Portal' link. A 'Reject' button is at the bottom of the 'Current' section. On the right side, the 'Company Settings' menu is visible, with a yellow circle and the number '1' next to the 'Customer Relationships' link.

Customer	Supplier Information Portal
<input type="checkbox"/> Ariba Inc.	<input type="checkbox"/> Supplier Information Portal
<input type="checkbox"/> Pouliot Industries	

# Useful Links and Webinars Available

## Links

- [Ariba Supplier Pricing page](#)
- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
  - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)
- [Support Center](#)
- [Learning Center](#)

## Webinars

- [Supplier Success Sessions](#)
  - Created by Ariba Network Customer Support
  - Example topics:
    - Introduction to Ariba Network
    - Registration
    - Invoicing
    - Using the help center
- [30 on Thursdays](#)
  - Information sessions on Supplier best practices
  - Example Sessions:
    - Uncover Advanced Functionality to Maximize Value
    - Introduction to Supplier Electronic Integration
    - Roadmap to Your Ariba Network Subscription
- [Live Demonstrations](#)
  - Understand SAP Ariba's solutions
  - Example Demos:
    - PunchOut for e-Commerce managers
    - Creating electronic catalogs
    - Integrating with your customers through cXML

# Troubleshoot Your Invoice Issues

How do I know  
which type of  
invoice to  
create?

What does this  
error message  
mean?

How do I cancel  
an invoice that  
I've sent?

How do I edit and  
resubmit an  
invoice that I've  
sent?

What should I do  
if my invoice has  
been rejected?

Can I resend a  
failed or rejected  
invoice with the  
same invoice  
number?

How do I tell  
when my invoice  
will be paid?



**Thank you.**