

Light Account Process Step by step Guide

DISCLAIMER:

This training material is created by UTC Climate, Controls & Security to help its suppliers register for Light Accounts and navigate the dashboard.

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What is Light Account?

Light Account is also known as “Interactive Email” which is a no cost channel for suppliers with customers procuring via SAP® Ariba®. This Ariba P2P functionality will deliver purchase orders (PO) via a system generated email with easy invoice submission, enhanced PO email layout and the ability for suppliers to view all of their PO’s, invoices and payment status in a single portal. This system generated PO email is sent via the Ariba Network to suppliers without the need to establish a full Ariba Network trading relationship with Ariba. Light Accounts is a free of charge option that provides these capabilities:

- View all orders, invoices, payments in one portal
- Easily send order confirmations
- Create Invoices and submit against orders
- Receive invoice & payment status
- Resend PO copy to your email account for invoice processing

The only prerequisite is an internet connection and a web browser to be able to generate the Order Confirmation and Invoice submission.

You will be required register for Light Account when you access the first order.

Light Account setup criteria

All new suppliers who are not fully enabled on the Ariba Network will be set up for Light Account by default.

You are free to upgrade to a full Ariba Network Account at any time should you decide you need additional functionality that the Light Account functionality is not able to provide you.

Overview of the Light Account Process

1. Ariba P2P order is created

2. Ariba P2P systematically generates an email with PO details and issues to the supplier email address on file with Carrier Corporation
3. Supplier receives system generated email with the PO
4. [Optional] Supplier may confirm receipt of the PO (Order confirmation) through Light Account
5. [Optional] Supplier may submit the ship to notice through Light Account when they ship the goods to user
6. Submit the invoice through Light Account

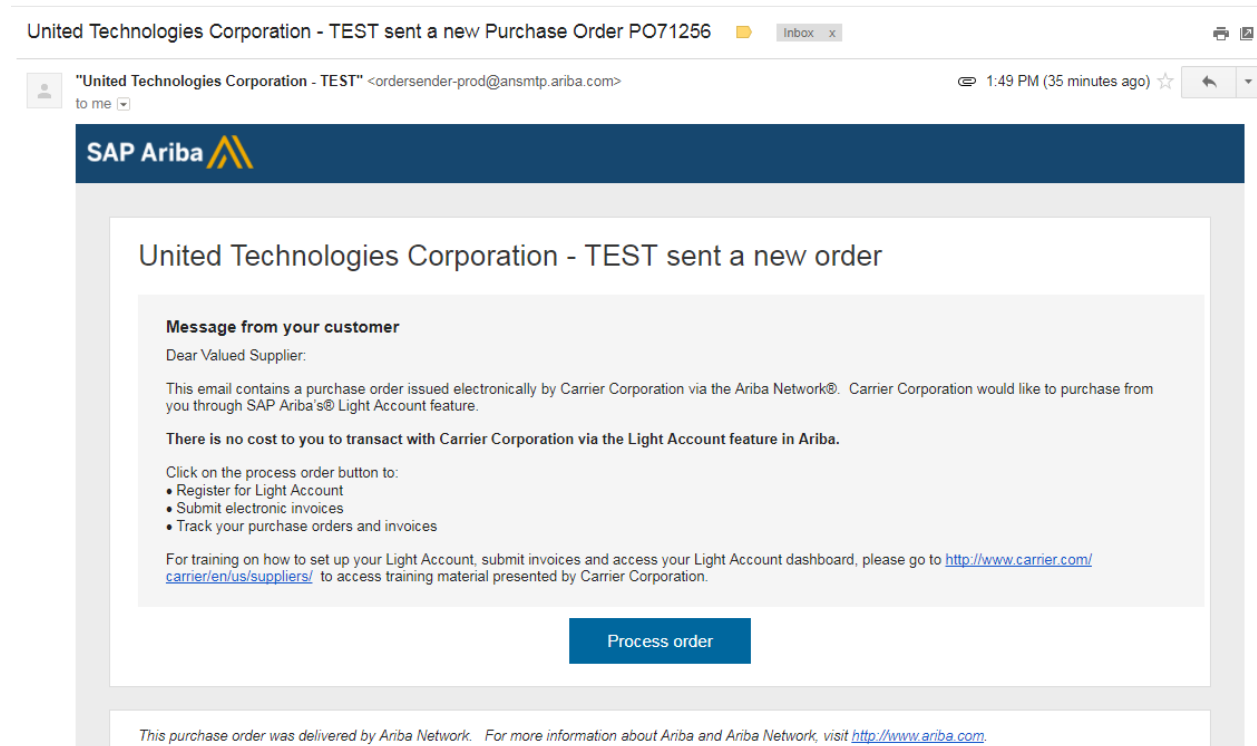
Note: Below conditions should be met to enable supplier for Light Account. (Carrier takes the responsibility of below)

- a. Preferred Order Method (POM) must be set for email
- b. Valid Supplier email address must be present in the Supplier's vendor master record

Let's Get Started!

1) Receive the PO from Carrier

Supplier receives an email like below when Carrier submits the PO to that supplier through Light Account. Supplier can review all the PO information on this email notification.



The screenshot shows an email interface. At the top, it says "United Technologies Corporation - TEST sent a new Purchase Order PO71256" with an "Inbox" tab. The sender is "United Technologies Corporation - TEST" with the email address "<ordersender-prod@ansmtp.ariba.com>". The time is "1:49 PM (35 minutes ago)".

The email content is from SAP Ariba and has the subject "United Technologies Corporation - TEST sent a new order". It includes a "Message from your customer" section with the following text:

Dear Valued Supplier:

This email contains a purchase order issued electronically by Carrier Corporation via the Ariba Network®. Carrier Corporation would like to purchase from you through SAP Ariba's® Light Account feature.

There is no cost to you to transact with Carrier Corporation via the Light Account feature in Ariba.

Click on the process order button to:

- Register for Light Account
- Submit electronic invoices
- Track your purchase orders and invoices

For training on how to set up your Light Account, submit invoices and access your Light Account dashboard, please go to <http://www.carrier.com/carrier/en/us/suppliers/> to access training material presented by Carrier Corporation.

At the bottom of the email content, there is a blue button labeled "Process order".


At the very bottom of the email, it says: "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>."

For all subsequent orders, supplier receives email like below.

United Technologies Corporation - TEST sent a new Purchase Order PO71259 Inbox x

"United Technologies Corporation - TEST" <ordersender-prod@ansmtp.ariba.com> 11:08 PM (0 minutes ago) ☆

to me ▾

SAP Ariba 

United Technologies Corporation - TEST sent a new order

Message from your customer

Dear Valued Supplier:

This email contains a purchase order issued electronically by Carrier Corporation via the Ariba Network®. You are receiving this purchase order electronically because you have previously created a Light Account in SAP Ariba® and have agreed to transact with Carrier Corporation by electronic means.

You can submit electronic invoices by clicking the process order button below.

Also, you can login to your Ariba account by clicking on <https://supplier.ariba.com> to track your purchase orders and invoices.

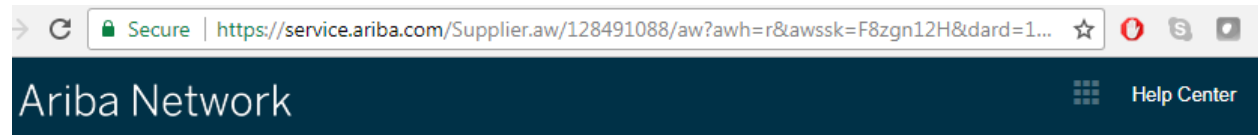
Should you require additional training on Light Account, please go to <http://www.carrier.com/carrier/en/us/suppliers/> to access training material presented by Carrier Corporation.

[Process order](#)

2) Registration

This is applicable only when supplier receives the first PO through Light Account. This page will not appear if you have already registered for Light Account.

- a. Click on Process Order button on the email. Your default browser will be opened and redirect you to below screen.



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 customer: worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is Free

- a. Click on **Sign up** Button. It will redirect you to Registration page. Most of the data is already defaulted from Carrier's vendor master. (**Note:** If you have previously registered on Light Account with another customer, you can click the Login link and login with your existing credentials).

Register

Company information

Company Name*	<input type="text" value="Light Account Services-TEST"/>	
Country*	<input type="text" value="United States [USA]"/>	If your office, you can enter shipping address:
Address*	<input type="text" value="8973 SW 212TH LANE"/>	
	<input type="text" value="Line 2"/>	
	<input type="text" value="Line 3"/>	
City*	<input type="text" value="CUTLER BAY"/>	
State*	<input type="text" value="Florida"/>	
Zip*	<input type="text" value="33189-3859"/>	

- b. Verify the organization information. If your company organization information is incorrect or needs to be updated, you must first contact Customer Assistance Center at BPMSC1@us.ibm.com or +1-888-858-6347 to get your information updated in Carrier's vendor master before you update same in your Light Account.
- c. Scroll down to the User account information.
 - i. Enter first name and Last name
 - ii. Enter your email address.
 - iii. Tick Use my email as my username if you want to use your email as your user name (Recommended)
 - iv. Choose your password and reenter the password.
 - v. Leave the language as English
 - vi. Enter your email ID again in "Email orders to" field

User account information

* Indicates a required field

[Ariba Privacy Statement](#)

Name:*

Email:*

Use my email as my username

Username:*

Must be in email format (e.g. john@newco.com) ⓘ

Must contain a minimum 8 characters including letters and numbers. ⓘ

Password:*

Language: ▼

The language used when Ariba sends you configurable notifications. This can be different than your web browser's language.

Email orders to:*

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list.

d. Scroll down, Accept the terms and conditions and click on Register button.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Register

Cancel

You will receive email confirmation after clicking on Register button.



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
to me ▾



Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here are some info to get you started

Your Account Information

Company name	Light Account Services-TEST
Administrator email	[REDACTED]
Ariba Network ID	AN01056919306-T
Username	[REDACTED]

Signing in

To sign in to your account, go to [Ariba.com](https://ariba.com).

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do

When you sign in to Ariba Network, you can:

- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status
- Set up your company profile to attract potential customers.
- Submit technical questions online.
- Create user accounts.

Mobile

[Download the Ariba Supplier Mobile app](#) to your mobile device and manage customer orders and invoices on the go.

Upgrading

Upgrade anytime get full access to features. [Learn More](#).

3) Process the PO (If you have already registered for Light Account, you will be redirected to this page when you login. If you are the first-time user, you will be redirected to this page when registration is complete)

a. Submit Order confirmation (Optional):

You can review the PO information and Click on Create Order confirmation button to confirm the order.

- i. Click on Create Order confirmation → Confirm Entire Order.

Purchase Order: PO71256

From:
Carrier Corporation, c/o IBM Corporation
 PO Box 9007
 Endicott, NY 13761-9007
 United States

To:
Light Account Services-TEST
 8973 SW 212TH LANE
 CUTLER BAY, FL 33189-3859
 United States
 Phone:
 Fax:
 Email: surender.pd019@gmail.com

Payment Terms ⓘ
 NET 75

Comments
 Comment Type: Terms and Conditions

- ii. The following fields are optional. If you have additional information you can enter it below, otherwise simply click on Next button.

▼ Order Confirmation Header

* Indicates required field

Confirmation #:

Associated Purchase Order #: PO71256

Customer: United Technologies Corporation - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Not Available	1	\$10,000.00 USD	\$10,000.00 USD
	Test item 1			
	Current Order Status: 1 Confirmed			

- iii. Click on Submit button to send order confirmation to customer. You will receive email confirmation upon submitting the order confirmation.

Confirmation Update

Confirmation #: Untitled 08/13/2017

Supplier Reference:

Line Items				
Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal
1	Not Available Test item 1	1	\$10,000.00 USD	\$10,000.00 USD
Current Order Status: 1 Confirmed				

[Previous](#)

[Submit](#)

[Exit](#)

b. Submit Invoice:

When you are ready to submit the invoice, you can access the PO email, click on Process Order button, login with your credentials and follow below steps.

- i. Click on Create Invoice → Standard Invoice.

The screenshot shows the Ariba Network interface for Purchase Order PO71256. At the top, there is a navigation bar with 'Ariba Network', 'Test Mode', 'Upgrade from light account', and 'Learn More'. Below this, the purchase order number 'Purchase Order: PO71256' is displayed. A menu bar contains options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Invoice' dropdown is open, showing 'Standard Invoice' (highlighted in yellow) and 'Line-Item Credit Memo'. Below the menu, there are tabs for 'Order Detail' and 'Order History'. The main content area shows 'From' and 'To' information for Carrier Corporation and Light Account Services-TEST, along with a 'Purchase Order (Confirmed) PO71256' summary.

- ii. Fill all the mandatory fields (which are indicated with “*”)

Header:

Enter Invoice number, Invoice date (Today’s date will be defaulted in Invoice Date field). The invoice date cannot be older than five (5) days.

Create Invoice

▼ Invoice Header * Indicates required field

Summary

Purchase Order: PO71256	Subtotal: \$10,000.00 USD	View/Edit Addresses
Invoice #: *	Total Tax: \$0.00 USD	
Invoice Date: * 13 Aug 2017	Total Gross Amount: \$10,000.00 USD	
Supplier Tax ID:	Total Net Amount: \$10,000.00 USD	
	Amount Due: \$10,000.00 USD	

Remit To: Light Account Services-TEST
Click [View/Edit Addresses](#) to enter Remit To id on this invoice only or [enter and save](#) it in your remittance information

CUTLER BAY, FL
United States

Bill To: Carrier Corporation, c/o IBM Corporation
Endicott, NY
United States

Update the remittance Information: Remittance information must match exactly what you provided to Carrier Corporation during the vendor set-up process. You cannot have a different remit to address in your Light Account than what Carrier has in its vendor master. If you need to change your remit to address with Carrier, contact Customer Assistance Center at BPMCSC1@us.ibm.com or +1-888-858-6347 (Please note that this step is applicable only when you submit the invoice for the first time through Light account. If you have already updated remittance information and submitted some invoices before, you can proceed to Tax section).

Summary

Purchase Order: PO71256	Subtotal: \$10,000.00 USD	View/E
Invoice #: <input type="text" value="invoice123"/>	Total Tax: \$0.00 USD	
Invoice Date: <input type="text" value="13 Aug 2017"/>	Total Gross Amount: \$10,000.00 USD	
Supplier Tax ID: <input type="text"/>	Total Net Amount: \$10,000.00 USD	
Remit To: Light Account Services-TEST	Amount Due: \$10,000.00 USD	
Click View/Edit Addresses to enter Remit To id on this invoice only or enter and save it in your remittance information		
CUTLER BAY, FL United States		
Bill To: Carrier Corporation, c/o IBM Corporation		
Endicott, NY United States		

Click on Create button:
Network Settings

Save

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
No items				
<div style="display: flex; justify-content: space-between; align-items: center;"> ↳ <div style="display: flex; gap: 10px;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input style="border: 2px solid red;" type="button" value="Create"/> </div> </div>				

Save

Enter the remittance address & Remittance ID (Beside United Technologies Corporation)
 Check the box to make this address the default for all invoices and Click on OK. DO NOT FILL IN ANY
 OTHER INFORMATION SUCH AS BANKING INFO. THE PAYMENT METHOD IS DEFAULTED FROM CARRIER
 VENDOR MASTER AND CANNOT BE CHANGED IN THE LIGHT ACCOUNT SET UP.

Create Remittance Address / Payment Info

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

* Indicates a required field

Remittance Address

Address 1: * 8973 SW 212TH LANE

Address 2:

Address 3:

City: * CUTLER BAY

State: * Florida

Zip: * 33189

Country: * United States [USA]

Contact: Select contact

Make this address default

Factoring Service i

Remittance ID Assignment

Customer ↑

United Technologies Corporation - TEST

Remittance ID: 0040002591

Include Bank Account Information in invoices.

If you do not know your remittance ID, contact Customer Assistance Center to obtain it.

BPMCSC1@us.ibm.com or

888-858-6347

Click on Save Button:

Network Settings

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> 8973 SW 212TH LANE	CUTLER BAY	FL	United States	Yes

Click on close button after displaying confirmation message:

Network Settings

Save

Close

✓ Your profile has been successfully updated.

Payment Profile

EFT/Check Remittances

Address ↑	City	State	Country	Default
8973 SW 212TH LANE	CUTLER BAY	FL	United States	Yes

↳

You can see Remittance address drop down in invoice now.

Summary

Purchase Order: PO71256

Invoice #: invoice123

Invoice Date: 13 Aug 2017

Supplier Tax ID:

Remit To 8973 SW 212TH LANE

CUTLER BAY, FL
United States

Bill To: Carrier Corporation, c/o IBM Corporation

Endicott, NY
United States

Subtotal: \$10,000.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$10,000.00 USD
Total Net Amount: \$10,000.00 USD
Amount Due: \$10,000.00 USD

Add Tax:

Scroll down to Tax section and enter the tax percentage **OR** tax amount. (Put 0 if it is nontaxable).

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$10,000.00 USD

Tax Rate Type:

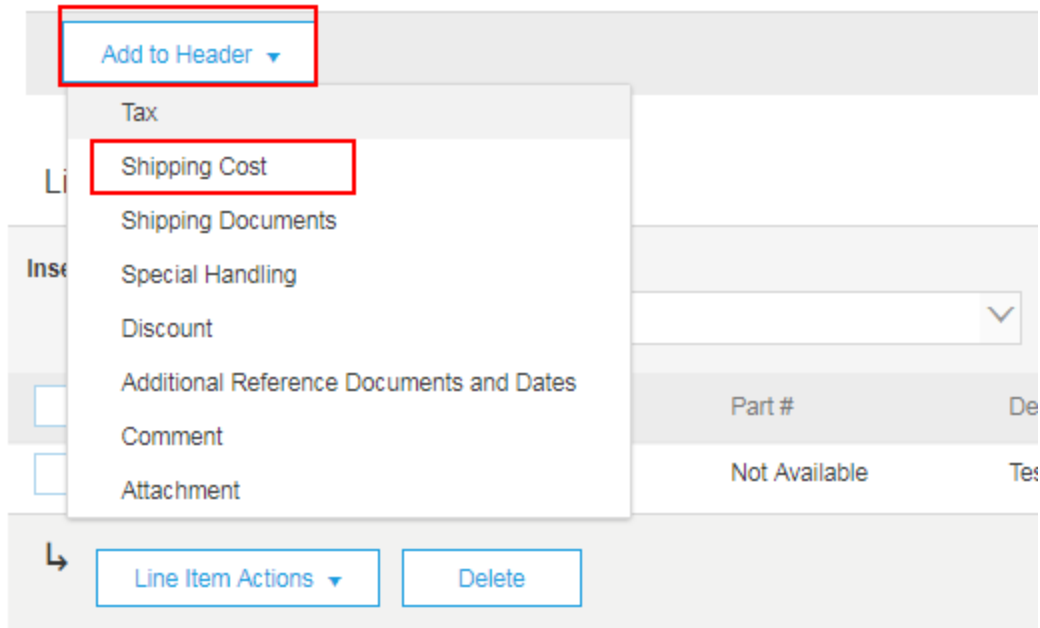
Rate(%): 0

Tax Amount: \$0.00 USD

Remove

Shipping Charge (Optional):

If there is a shipping charge on your invoice, scroll down click on Add to Header button and then Click on Shipping Cost: (if there is no shipping charge on the invoice, go to line items directly).



Add the shipping amount and shipping Date.

Shipping Cost

Shipping Amount: Shipping Date:

Payment Term

Net Term(days): 75

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Light Account Services-TEST**
CUTLER BAY, FL
United States

Customer: **United Technologies Corporation - TEST**
Farmington, CT
United States

By From: **Light Account Services-TEST**
CUTLER BAY, FL
United States

Service Start Date:

Service End Date:

Email:

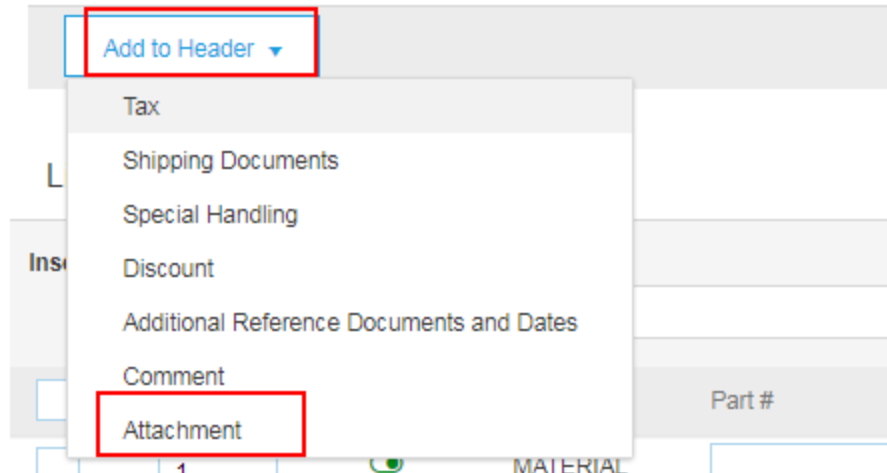
1 Line Item, 1 Included, 0 Draft

Attach the soft copy of your invoice (Optional):

Click on Add to Header Button and click on Attachment.

Bill From: **Light Account Services-TEST**

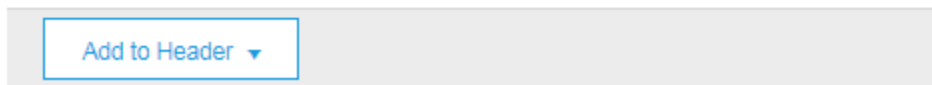
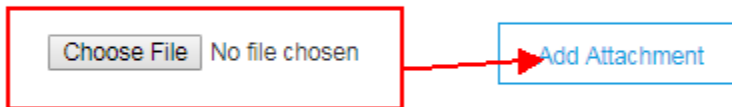
CUTLER BAY, FL
United States



Choose the file and Click on Add Attachment.

Attachments

The total size of all attachments cannot exceed 10MB



Update amount on Line items (Invoice amount):

Scroll down to line items and update the amount in each line item you want to invoice. If it is a partial invoice, you can update the partial amount otherwise enter full PO amount and then click on Next.

(You can create multiple invoices on the same PO until the PO amount is fully invoiced. To submit additional partial invoices against the same PO simply return to the PO email, click Process Order button and follow the same process as above.)

Line Items

1 Line Items, 1 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
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Item 1		1			\$10,000.00 USD

Line Item Actions

Update Save Exit **Next**

Review the information and Submit.

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
 If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice # : invoice123 Invoice Date : Sunday 13 Aug 2017 10:11 PM GMT-04:00 Original Purchase Order : PO71256	Subtotal : \$100.00 USD Total Tax : \$0.00 USD Total Shipping : \$10.00 USD Total Gross Amount : \$110.00 USD Total Net Amount : \$110.00 USD Amount Due : \$110.00 USD
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<p>REMIT TO:</p> <p>Light Account Services-TEST</p> <p>Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189 United States Remit To ID: 0040002591</p>	<p>BILL TO:</p> <p>Carrier Corporation, c/o IBM Corporation</p> <p>Postal Address (default): PO Box 9007 Endicott, NY 13761-9007 United States Address ID: 1000-BillTo</p>	<p>SUPPLIER:</p> <p>Light Account Services-TEST</p> <p>Postal Address: 8973 SW 212TH LANE CUTLER BAY, FL 33189-3859 United States</p>
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After invoice submission confirmation, you can click on Exit and Done.



Invoice invoice123 has been submitted.

Print a copy of the invoice.
 Exit invoice creation.



You will get email notification with the confirmation.

Invoice invoice123 for \$110.00 USD has been submitted to United Technologies Corporation - TEST



ordersender-prod@ansmtp.ariba.com

to me



Dear Light Account Services-TEST,

You have successfully submitted Invoice invoice123 for \$110.00 USD to **United Technologies Corporation - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?

To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?

Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

[View Invoice](#)


You will receive another email notification as below when Customer receives your invoice.

Sent - Invoice invoice123 - to United Technologies Corporation - TEST (ANID: AN01035428151-T) - Notification from Ariba Network

Inbox x

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com> 10:20 PM (25 minutes ago) ☆

to me ▾



Your customer United Technologies Corporation - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056919306-T).

Country	US
Customer	United Technologies Corporation - TEST
Invoice number	invoice123
Invoice Status	Sent
Description	OK

[View invoice](#)


When invoice is approved for payment, you will get another email notification as below.

Approved - Invoice invoice123 - to United Technologies Corporation - TEST (ANID: AN01035428151-T) - Notification from Ariba Network

Inbox x

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com> 10:24 PM (22 minutes ago) ☆

to me ▾



Your customer United Technologies Corporation - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01056919306-T).

Country	US
Customer	United Technologies Corporation - TEST
Invoice number	invoice123
Invoice Status	Approved
Description	

[View invoice](#)

You will receive another email as below notification when payment is made by the customer against the submitted invoice.

Subject: Notice of new Remittance Advice
To: [REDACTED]

This notification contains important information about your Ariba account (ANID: [REDACTED]).

Ariba Network

A new Remittance Advice has been received successfully. This Remittance Advice is stored online.

Customer: UTC Climate Control and Security Systems

Supplier: [REDACTED]

Remittance Advice #: PMT22374

This Remittance Advice is available online to both you and the Customer.

Click the following URL to view it online.

<https://service.ariba.com/Supplier.aw/ad/documentDetail?docPayload=1496401832360.786398546.000013289%40LELZ%2F4%2BdSyE36QPo06XB%2FJtS%2BUo%3D&community=5&arp=Ariba>

If you have any questions regarding this Remittance Advice, please contact UTC Climate Control and Security Systems directly.

How to submit the credit memo for an Invoice:

Open the Approved invoice email and click on View invoice button and Login with your credentials.

Approved - Invoice invoice123 - to United Technologies Corporation - TEST (ANID: AN01035428151-T) - Notification from Ariba Network

network_accounts@ariba.com <ordersender-prod@ansmtp.ariba.com>
to me

Aug 13 (9 days ago) ☆

Country	US
Customer	United Technologies Corporation - TEST
Invoice number	invoice123
Invoice Status	Approved
Description	

Click on Create Line Item Credit Memo.

Invoice: invoice123

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice #: invoice123
Invoice Date: Sunday 13 Aug 2017 10:11 PM GMT-04:00
Original Purchase Order: PO71256
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: \$100.00 USD
Total Tax: \$0.00 USD
Total Shipping: \$10.00 USD
Total Gross Amount: \$110.00 USD
Total Net Amount: \$110.00 USD
Amount Due: \$110.00 USD

Enter the credit memo number, date and attach the credit memo copy if you have any.

Create Line-Item Credit Memo

▼ Invoice Header

Summary

Credit Memo #: * INVCR12

Credit Memo Date: * 22 Aug 2017

Original Invoice No: invoice123

Original Invoice Date: 13 Aug 2017

Supplier Tax ID:

Remit To: 8973 SW 212TH LANE

CUTLER BAY, FL
United States

Bill To: Carrier Corporation, c/o IBM Corporation

Endicott, NY
United States

Subtotal: \$-100.00 USD
Total Tax: \$0.00 USD
Total Shipping: \$-10.00 USD
Total Gross Amount: \$-110.00 USD
Total Net Amount: \$-110.00 USD
Amount Due: \$-110.00 USD

Update the tax information (Put "0" if the original invoice was nontaxable.)

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$-100.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Scroll down and enter the credit memo reason.

Comment

Reason for Credit Memo: * Over paid on POXXXXX

Default Credit Memo Comment Text:

Add to Header ▾

Scroll down to the Line items, verify the credit amount (Amount must be negative) and click on Next.

Line Items 1 Line Items, 1 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
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test item 1		-1			\$-100.00 USD

Line Item Actions ▾ Delete

Update Exit **Next**

Verify the information and Submit the credit memo.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Surrender Business

Create Line-Item Credit Memo Previous **Submit** Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: invoice123)

Credit Memo #: INVCR12	Subtotal: \$-100.00 USD
Credit Memo Date: Tuesday 22 Aug 2017 6:00 PM GMT-04:00	Total Tax: \$-1.00 USD
Original Invoice No: invoice123	Total Shipping: \$-10.00 USD
Original Invoice Date: Sunday 13 Aug 2017 10:11 PM GMT-04:00	Total Gross Amount: \$-111.00 USD
Original Purchase Order: PO71256	Total Net Amount: \$-111.00 USD
	Amount Due: \$-111.00 USD

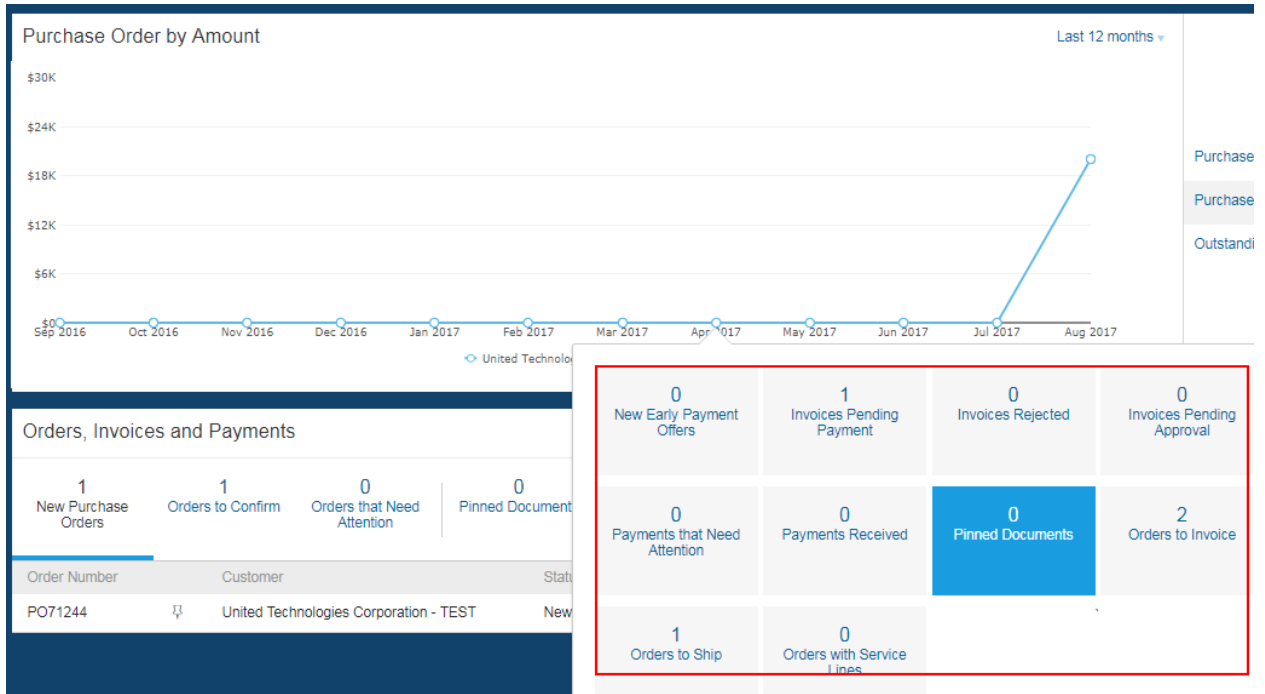
REMIT TO: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE MULTIPLE BAY BL 23400 2850	BILL TO: Carrier Corporation, c/o IBM Corporation Postal Address (default): 8973 SW 212TH LANE MULTIPLE BAY BL 23400 2850	SUPPLIER: Light Account Services-TEST Postal Address: 8973 SW 212TH LANE MULTIPLE BAY BL 23400 2850
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4) How to view PO's, invoices, payments in Ariba Network Light account.

Go to <https://supplier.ariba.com> and enter your login ID (your email address) and password. In home page you can find different tiles with the document type. Click on the tile to view the respective documents.

The screenshot displays the Ariba Network interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A 'Test Mode' indicator is visible. The main content area features a line chart titled 'Purchase Order by Amount' for 'United Technologies Corporation - TEST' over the last 12 months. The chart shows a sharp increase in August 2017. Below the chart is a summary section 'Orders, Invoices and Payments' with four metrics: 1 New Purchase Orders, 1 Orders to Confirm, 0 Orders that Need Attention, and 0 Pinned Documents. A table below lists a single order: PO71244, Customer: United Technologies Corporation - TEST, Status: New, Amount: \$10,000.00 USD, Date: 8 Aug 2017, Amount Invoiced: \$0.00 USD, and Action: Select.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO71244	United Technologies Corporation - TEST	New	\$10,000.00 USD	8 Aug 2017	\$0.00 USD	Select



If you want to invoice on a PO, but you deleted/lost the original email, simply click on **Orders to Invoice** tile. On PO actions → Click on **Select** and click on **Send me a copy** to take action.

Orders, Invoices and Payments (All Customers | Last 14 days)

1 New Purchase Orders	1 Orders to Confirm	0 Orders that Need Attention	2 Orders to Invoice	More...
-----------------------	---------------------	------------------------------	---------------------	---------

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO71256	United Technologies Corporation - TEST	Partially Invoiced	\$10,000.00 USD	13 Aug 2017	\$100.00 USD	Select
PO71244	United Technologies Corporation - TEST	New	\$10,000.00 USD	8 Aug 2017	\$0.00 USD	Send me a copy to take action

Then you will receive an email with PO copy. Click on **Process Order** button there to create the invoice.

If you don't find the PO in the list, you can change the date filter and try again.

Orders, Invoices and Payments All Customers ▾ Last 31 days ▾

1 New Purchase Orders
1 Orders to Confirm
0 Orders that Need Attention
2 Orders to Invoice
More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO71256	United Technologies Corporation - TEST	Partially Invoiced	\$10,000.00 USD	13 Aug 2017	\$100.00 USD	Select ▾
PO71244	United Technologies Corporation - TEST	New	\$10,000.00 USD	8 Aug 2017	\$0.00 USD	Select ▾

5) How to upgrade to Full Ariba Network account

Note: Ariba charges fees to subscribe to the full Ariba Network account. Should you choose to upgrade to a full Ariba Network account, associated fees are at the cost of the supplier and WILL NOT be reimbursed by Carrier Corporation.

Click on Learn More on your Light Account home page.

Ariba Network Light account - access more features Company Settings ▾ Paul Smith ▾ New Orders ▾

[HOME](#)
[RECEIVE](#)
[OUTLOOK](#)
[CATALOGS](#)
[ENABLEMENT TASKS](#)
[REPORTING](#)
[DOCUMENT ARCHIVE](#)

7 Orders to invoice
1 Orders to confirm
1 Invoices rejected
3 Invoices pending approval

Type	Order number	Ver.	Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions
Order	PO14095	1	US1Int	New York Sales...	\$5,108.33 USD	8 Nov 2016	Now	Invoice	\$100.00 USD	Resend
Order	PO15675	1	US1Int	New York Sales...	\$300.33 USD	3 Nov 2016	Now	Invoice	\$1,200.09 USD	Resend
Order	PO13861	1	US1Int	New York Sales...	\$9,750.31 USD	2 Oct 2016	Now	Invoice	\$300.00 USD	Resend
Order	PO16700	1	US1Int	New York Sales...	\$1,350.00 USD	8 Sep 2016	Now	Invoice	\$120.89 USD	Resend
Order	PO32905	1	US1Int	New York Sales...	\$1,100.06 USD	2 Sep 2016	Now	Invoice	\$8,698.23 USD	Resend
Order	PO14234	1	US1Int	New York Sales...	\$189.93 USD	8 Aug 2016	Now	Invoice	\$130.45 USD	Resend
Order	PO18900	1	US1Int	New York Sales...	\$1,100.71 USD	1 Aug 2016	Now	Invoice	\$670.00 USD	Resend

Tasks
 Enablement tasks (Pending)
 Update profile information 70%

Now we're mobile.
 Check it out.

SAP Ariba
 Paul Smith (psmith) last visited 12/07/2016 11:45 PM | Supplier Organization | AN103001964
DATA POLICY | SECURITY DISCLOSURE | TERMS OF USE

Review the terms and conditions and fee structure and Click on Upgrade button.

Upgrade to realize the full value of Ariba Network

	LIGHT ACCOUNT Your current account	FULL-USE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none"> Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices Check invoice status and create non-PO invoices, if supported by your customer 	<ul style="list-style-type: none"> Skip the emails. Get and manage orders and invoices all on Ariba Network. Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none"> Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none"> Integrate with your backend systems through CXML, EDI or CSV
Legal Archive		<ul style="list-style-type: none"> Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none"> Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none"> Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery		<ul style="list-style-type: none"> Join our business matchmaking service to get high quality sales leads. Fees may apply
Sourcing, Contract Management		<ul style="list-style-type: none"> Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.