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Ariba Introduction

What is SAP Ariba?

SAP Ariba is a cloud-based innovative solution that allows suppliers and buyers to connect and do business on a single platform.

We're pleased to announce our initiative for improving and streamlining our **Sourcing, Purchasing** and **Invoicing** processes, by implementing an automated solution.

What is our vision?

To fulfil our vision of moving away from paper-based, manually transmitted documents, we've partnered with **SAP Ariba**, to transact electronically through the **Ariba Network**.

Supplier of Kelda, what is required by you?

As a supplier of Kelda, you've been selected to participate in this initiative in order to maintain our ongoing business relationship.

This presentation provides all the information you need to manage **Purchase Orders** to arrange payment from **Kelda Group** Including **Order Confirmation, Advanced Shipping Notices, Service Entry Sheets** and **Invoices**.



INVOICE	
ITEM ONE	25
ITEM TWO	75
	100



Account Type – Enterprise Account vs Standard Account



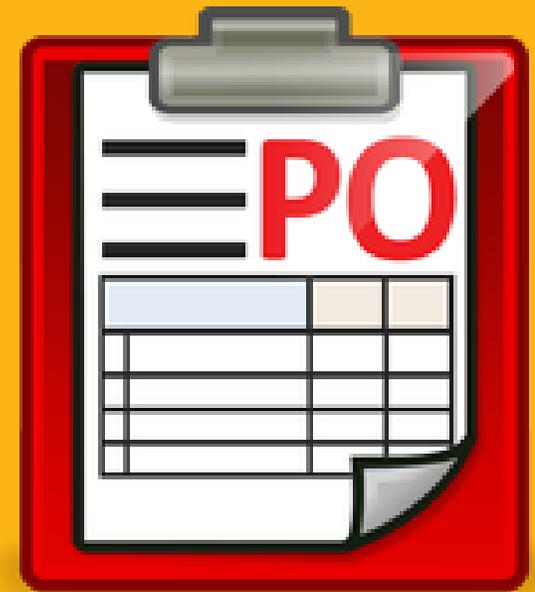
Enterprise account (Greater Functionality)

- POs sent to the Ariba network
- All functionality is within the Ariba network
- PO's processed in the Suppliers Ariba Network account
- Full visibility of all P.O's including transaction history, no need to locate previous emails
- Direct access to technical support and onboarding agents
- Automated submission and receipt of orders and invoices with the use of integration standards
- Costs may incur depending on subscription levels and no of documents and business transactions exchanged

Standard Account (Basic Functionality)

- POs received via email
- PO's have to be processed via the interactive PO email
- Free for all basic transactions
- No charges will apply on this account regardless on the number of documents and business transactions exchanged
- Limited functionality and support limited to online help centre, documentation and training videos

Purchase Orders



Purchase Order Process



When receiving a PO from YW/Kelda, you will either receive it as a **material** or **service** request. Important because this determines the process required to submit your invoice for payment on Ariba.

Below details the end to end process for both material and service POs.
N.B. there are two ways a supplier can process a service PO.

Material

1. Supplier receives PO
2. Supplier submits Order Confirmation
3. Supplier submits Advance Shipping Notice
4. Supplier delivers the goods
5. Requisitioner submits Goods Receipt
6. Supplier submits invoice
7. Invoice paid in line with payment terms detailed on the PO

#1 Service preferred option

1. Supplier receives PO
2. Supplier submits Order Confirmation
3. Supplier provides the service
4. Supplier submits Service Entry Sheet (SES)
5. Requisitioner approves SES
6. Supplier submits invoice
7. Invoice paid in line with payment terms detailed on the PO

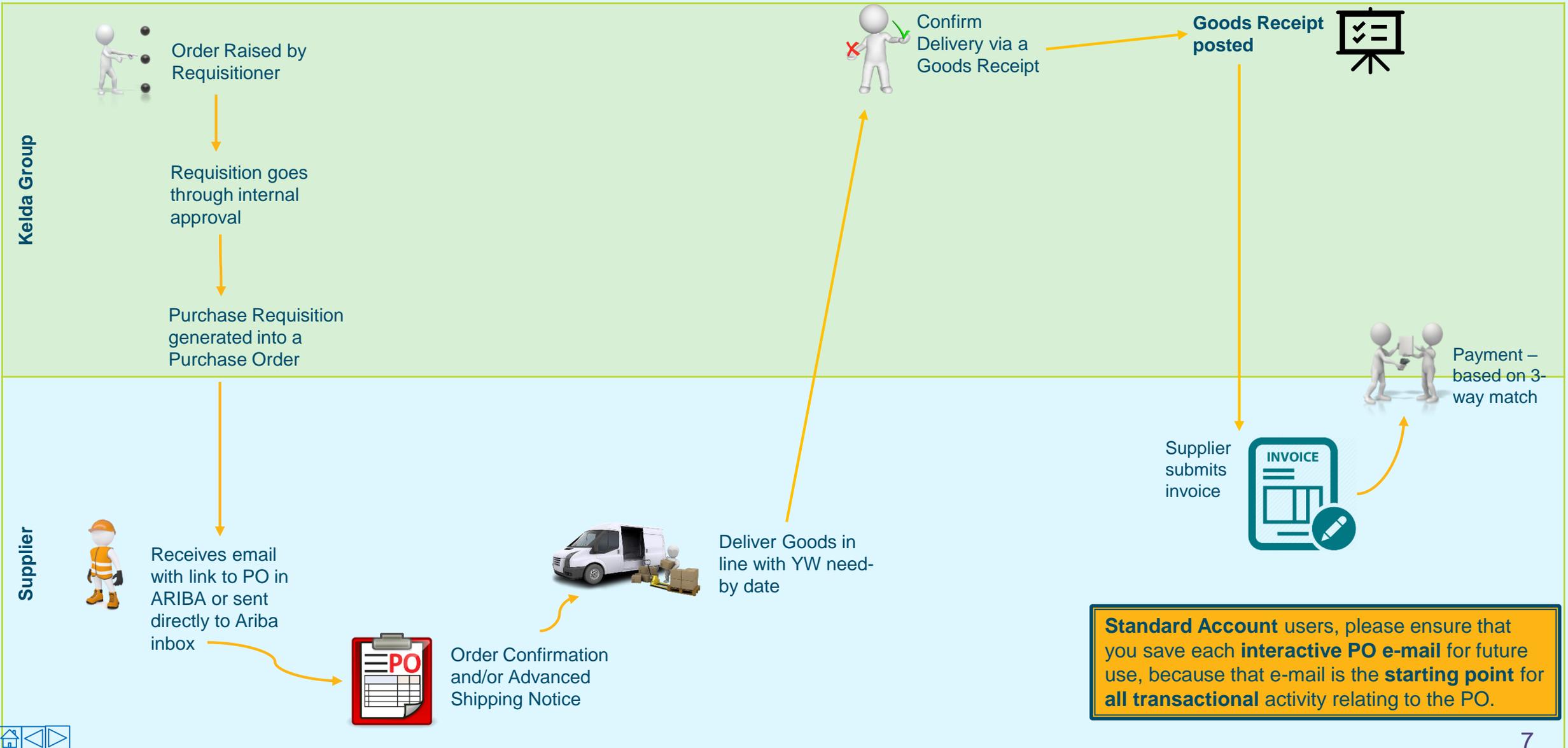
#2 Service alternate option

1. Supplier receives PO
2. Supplier submits Order Confirmation
3. Supplier provides the service
4. Supplier submits invoice which auto creates SES
5. Requisitioner approves SES
6. Invoice paid in line with payment terms detailed on the PO. Invoice date is auto populated from when the requisitioner approves the auto created SES

N.B. You cannot backdate invoices when processing PO via this route. Also, you cannot add any unplanned costs onto Service Entry Sheets when submitting. If you wish to do any of this then please process via #1 Service option.

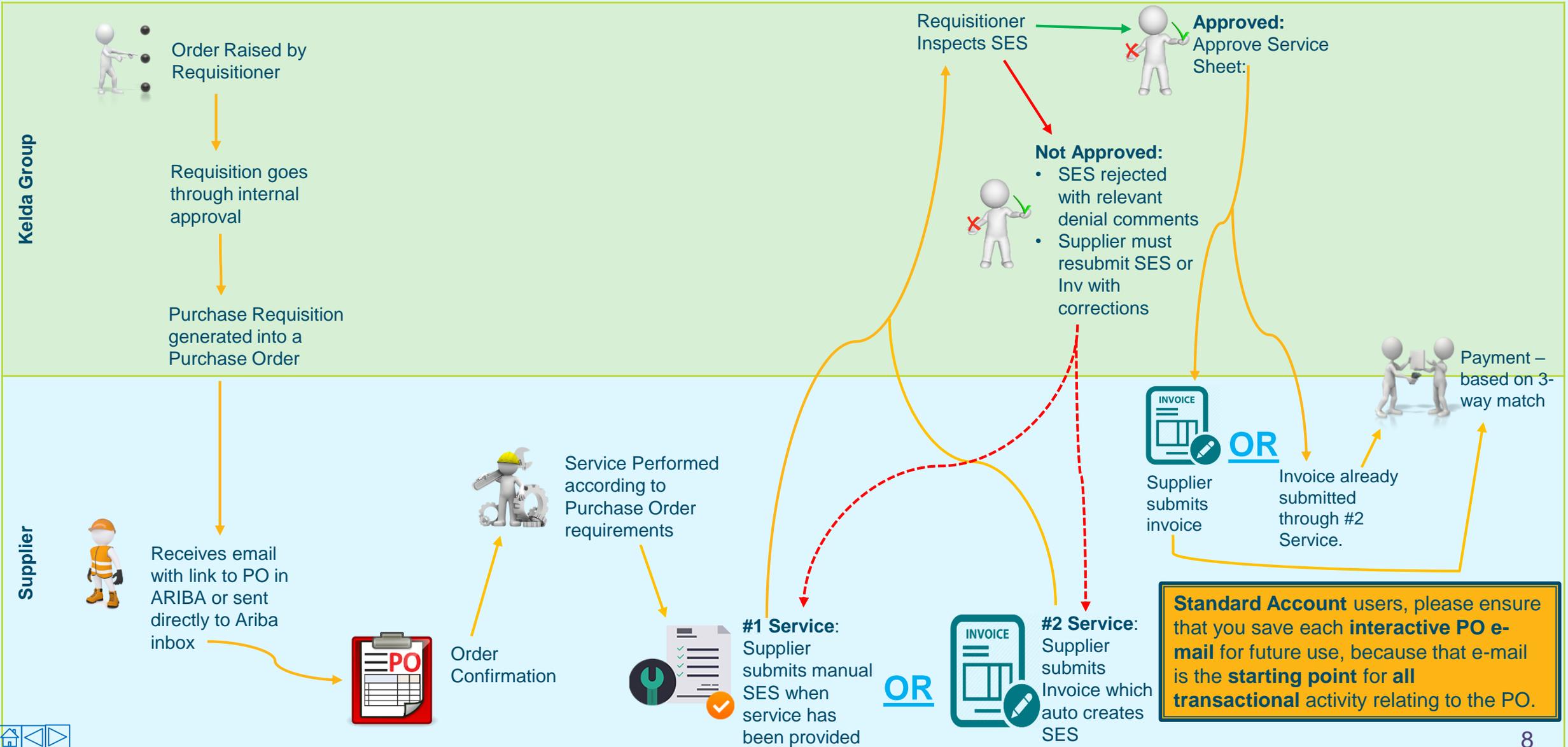
As well as, once you have submitted one invoice/Service Entry Sheet via this route then you must honour this way of processing for any other future invoices and auto created Service Entry Sheets.

Material Purchase Orders – Purchase to Pay Process



Standard Account users, please ensure that you save each **interactive PO e-mail** for future use, because that e-mail is the **starting point** for **all transactional** activity relating to the PO.

Service Purchase Orders – Purchase to Pay Process



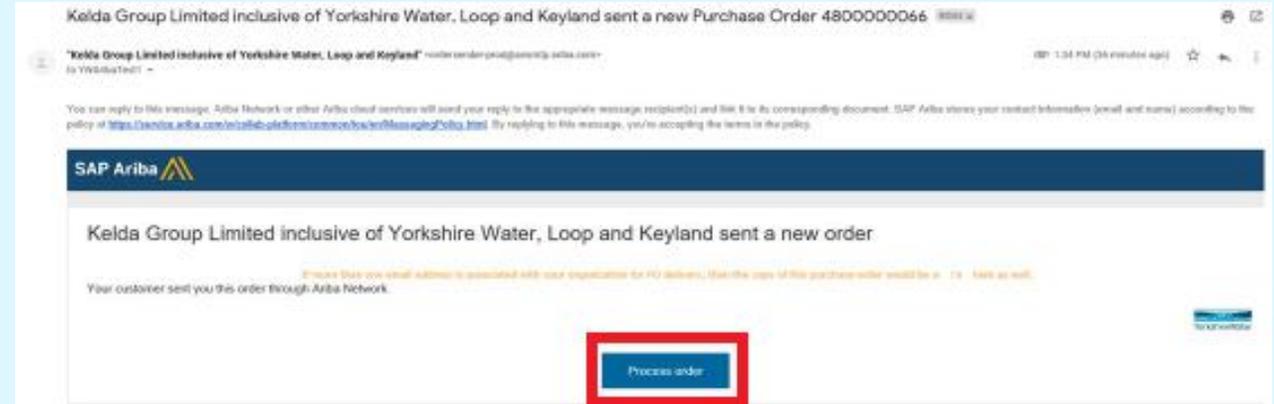
Receiving a PO

i You can change what email(s) are registered to receive POs from Kelda by changing your address specified in your Ariba settings.



You will receive a Purchase Order (PO) notification to the e-mail address that's set up on our system. Please note, standard account users can only access POs via the e-mail notification so **please ensure you save this e-mail for future use, because that e-mail is the starting point for all transactional activity relating to the PO.**

1. Open the interactive PO e-mail notification and click on the **Process Order** button.
2. Enter your **username** and **password** on the Supplier Login page. This will take you directly to the **Purchase Order** where you will have to create an Order Confirmation.



- **Standard Account:** You must open the interactive PO e-mail notification and click on the Process Order button.
- **Enterprise Account:** Login to your Ariba Network account, click on Inbox and find the relevant Purchase Order.

- *If you lose your e-mail, log in to your Ariba Network Account, click **Purchase Orders**, click **Select** (under actions), click 'send me a copy to take action', then click **resend**.*

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
480000057	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	New	£5,000.00 GBP	24 May 2019	£0.00 GBP	Select -
480000056	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	New	£2,000.00 GBP	24 May 2019	£0.00 GBP	Select -

Receiving a PO (Version Control)



- Whenever a YW requester makes an amendment to a previously approved order, you (supplier) will receive an **updated version** of the Purchase Order (**with the same PO number**) through the e-mail address that's set up on our system.
- The previous version of the PO will now be marked as **Obsoleted**.
- You should always take care to check that you are accessing the **latest** version of the Interactive PO email (**Standard Account**) whenever you click on the **Process Order** button. The system might not stop you from creating a Service Entry Sheet on the obsoleted version, **but it will be rejected when sent for approval.**
- Enterprise Account** users, all POs that have been amended by requisitioner will have a status **Changed**. You will know which order version is the most up-to-date as this version will not be marked **Obsoleted** whereas all the other versions will be.

Purchase Order: 4804000503

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Invoice ▾

Order Detail | Order History



From:
Yorkshire Water Services Limited
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD6 2SZ
United Kingdom

To:
HDMICables QAS380
2 Stockton
Scarborough
North Yorkshire
SC2 5LC
United Kingdom
Phone:

Purchase Order
(Obsoleted)
4804000503
Amount: £150.00 GBP
Version: 1

Orders and Releases (3)

Type	Order Number	Ver ↓	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4804000235	3	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		YORKSHIRE WATER SERVICES Bradford, YKS United Kingdom	Not Specified	£7,000.00 GBP	5 May 2020	Partially Serviced	Invoice	£0.00 GBP	Changed	Actions ▾
Order	4804000235	2	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		YORKSHIRE WATER SERVICES Bradford, YKS United Kingdom	Not Specified	£1,500.00 GBP	5 May 2020	Obsoleted	Invoice	£0.00 GBP	Changed	Actions ▾
Order	4804000235	1	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland		YORKSHIRE WATER SERVICES Bradford, YKS United Kingdom	Not Specified	£1,500.00 GBP	5 May 2020	Obsoleted	Invoice	£0.00 GBP	Original	Actions ▾



STEP 1
Order Confirmation

Material
STEP 2
Create
Advanced
Shipping
Notice

YW
submits
GR

STEP 3
Create Invoice

Service #1
STEP 2
Create Service
Entry Sheet

YW
approves
SES

Service #2
STEP 2
Create
Invoice

SES
auto
created

YW
approves
SES

Confirming a PO in Full

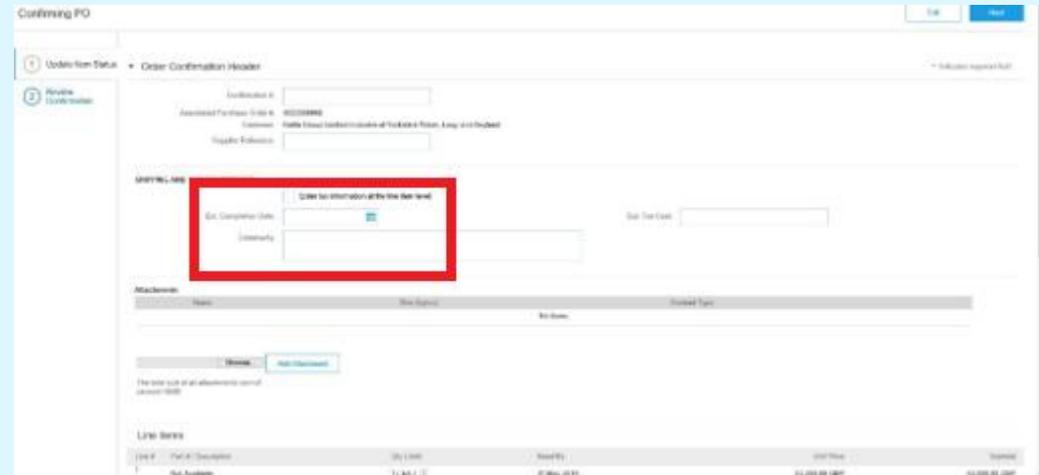
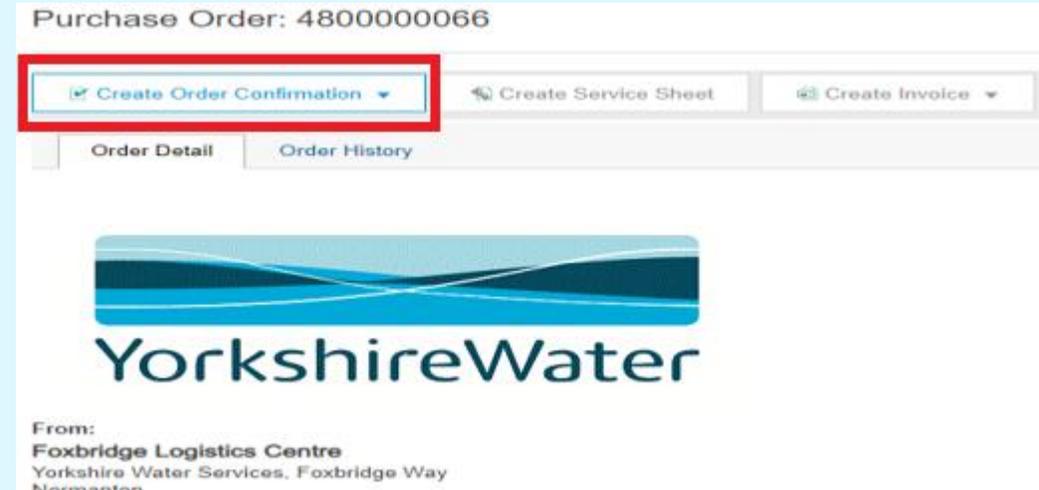


An **Order Confirmation** is mandatory for **service orders**. Without an Order Confirmation, the **Create Service Entry Sheet** and **Create Invoice** button will not be available, therefore an invoice cannot be submitted on the Ariba Network nor can payment be released.

Goods Receipts from Kelda (Yorkshire Water) (material POs) can be carried out without Order Confirmation but is required when creating invoice.

1. Select **Create Order Confirmation**.
2. Select either **Confirm Entire Order**.
3. Fill in the following mandatory fields; **Estimated Completion Date (service POs)** or **Estimated Shipping Date & Estimated Delivery Date (material POs)** field and complete any other necessary fields.
4. Click **Next**.
5. Review the Order Confirmation and select **Submit**.
A notification will be sent to the Yorkshire Water requisitioner.

i Want to submit partial Order Confirmation or update each individual Line Item? See next slide detailing how to do this...



Confirming a PO Partially / Updating Line Items



N.B You can only partially confirm **material** orders.

1. Select **Create Order Confirmation**.
2. To partially confirm an order with more than 1 item, select **Update Line Items**.
3. Input an **Estimated Shipping Date** and **Estimated Delivery Date** field (*this is a mandatory field*) and complete any other necessary fields.
4. Enter your quantity/quantities you wish to **Confirm**, **Backorder** and/or **Reject**.
 - N.B you can only partially confirm an order if PO has been itemised.
 - If you wish to submit an **Est. Shipping & Delivery Date** per line item then select **Detail** right of the relevant line item, fill in mandatory fields and click OK.
 - If you are Rejecting an item(s) then you must provide a **Rejection Reason**. Click on **Detail** right of the relevant line item and fill in mandatory field then click **OK**.
5. Click **Next**, review Order Confirmation then click **Submit**.

A notification will be sent to the Yorkshire Water requisitioner.

Purchase Order: 4800000066

Create Order Confirmation Create Service Sheet Create Invoice

Order Detail Order History

YorkshireWater

From:
Foxbridge Logistics Centre
Yorkshire Water Services, Foxbridge Way
Normanton

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 31 Jul 2020

Est. Delivery Date: 4 Aug 2020

Comments:

5	Not Available	1 (EA)	30 Jul 2020	£500.00 GBP	£500.00 GBP
	Material 5				
	Current Order Status				
	<input checked="" type="radio"/> 1 Unconfirmed				

Confirm: 1 Backorder: Reject: Details



STEP 1 Order Confirmation

Material

STEP 2
Create
Advanced
Shipping
Notice

YW
submits
GR

STEP 3 Create Invoice

Service #1

STEP 2
Create Service
Entry Sheet

YW
approves
SES

Service #2

STEP 2
Create
Invoice

SES
auto
created

YW
approves
SES

Creating an Advanced Shipping Notice



- The Advanced Shipping Notice (ASN) functionality is **only available** for **materials** (*Service POs will not have this option*).
- The ASN functionality is beneficial to both YW and suppliers as it enables YW to plan for site access, availability of equipment and qualified personnel (*especially for hazardous materials*) for delivery to be performed efficiently and safely.
- ASN will be a **mandatory** process step for **all chemical suppliers**.
 1. Select **Create Ship Notice** (*This button is inactive if confirmation has not been done*).
 2. Complete the mandatory fields (**Packing Slip ID, Shipping Date, Delivery Date**) and any other necessary fields you wish to provide to the Yorkshire Water requisitioner.
 3. Click **Next** and **Submit**. ASN has now been submitted and sent to the requisitioner.

Next step is to **Create Invoice**. However, this cannot be done until requisitioner Goods Receipts (GR) the PO. Requisitioner should GR order as soon as goods have been delivered. If after a day you are still unable to **Create Invoice**, please contact requestor to receipt the order.

A screenshot of a web application interface. At the top, there are two buttons: 'Create Order Confirmation' and 'Create Ship Notice'. The 'Create Ship Notice' button is highlighted with a red rectangular box. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main content area features the Yorkshire Water logo and the following text:

From:
Foxbridge Logistics Centre
Yorkshire Water Services, Foxbridge Way
Normanton
YKS
WF6 1TN
United Kingdom

Payment Terms ⓘ
NET 42

Comments
Comment Type: Terms and Conditions
Body: To view the current Conditions of Purchase, <https://www.yorkshirewater.co.uk/terms-conditions>

Other Information
Company Code: 2100
Purchasing Unit Name: Yorkshire Water Servs Ltd
Invoicing Terms and Conditions of Purchase: To view the current Conditions of Purchase

A screenshot of the 'Ship Notice Header' form. The form is divided into two main sections: 'SHIPPING' and 'TRACKING'. The 'SHIPPING' section is highlighted with a red rectangular box and contains the following fields:

SHIPPING

Packing Slip ID*

Invoice No:

Requested Delivery Date:

Ship Notice Type:

Shipping Date*

Delivery Date*

Gross Volume:

Gross Weight:

UNIT

UNIT

The 'TRACKING' section contains the following fields:

TRACKING

Center Name:

Service Level:



STEP 1 Order Confirmation

Material
STEP 2
Create
Advanced
Shipping
Notice

YW
submits
GR

Service #1
STEP 2
Create Service
Entry Sheet

YW
approves
SES

Service #2
STEP 2
Create
Invoice

SES
auto
created

STEP 3
Create Invoice

YW
approves
SES

Creating Service Entry Sheet (#1 Service option)



Once the service PO has been confirmed, a **Service Entry Sheet** is mandatory for Service Orders; and requires Yorkshire Water requisitioner approval.

[Slides 31 - 33](#) provides a step by step guide on Service #2 alternate way of processing a service PO.

#1 Service option

1. Once the requested Services have been performed as described in the PO, select **Create Service Sheet** (*this is only available if a Service Purchase Order has been sent*).

[If you need to service the full PO go to page 18](#)

[If you need to partially service a PO go to page 19 \(Use of Qty/Unit fields\) or page 20 \(Multiple Lines\)](#)

[If you have unplanned costs that need to be added, go to pages 21 - 22](#)

i Your way of partially servicing a PO is all dependant on how the requisitioner has raised their PO.

Purchase Order: 4804000211

SAP Ariba has partnered with Uber Freight to provide suppliers with

Create Order Confirmation ▼ **Create Service Sheet**

Order Detail Order History

From:
KELDA SHARED SERVICES
Western House, Halifax Road (PO Box 1381)
BRADFORD
YKS
BD5 5FD
United Kingdom

Line Items Show Item Details

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1	Not Available	Service		1 (EA) ⓘ	15 Jul 2020	£1,000.00 GBP	£1,000.00 GBP	Details
Testing Services								
Order submitted on: Thursday 9 Jul 2020 3:34 PM GMT+01:00								
Received by Ariba Network on: Thursday 9 Jul 2020 3:34 PM GMT+01:00								
This Purchase Order was sent by Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland AN01047461409-T and delivered by Ariba Network.								
							Service Sheet Required	Sub-total: £1,000.00 GBP

To understand if you have received a Service or Material PO, scroll down to the **Line items** of the PO and locate field title "Type". This will either detail Service or Material. As well as, in the Line Items, it will detail "Service Sheet Required" for all service POs.

Service Entry Sheet – Full Service

#1 Service option



Dealing with Full Service Delivery

1. Complete the Service Entry Sheet (SES). Ensure all the mandatory fields in the summary section are completed including:
 - **Service Sheet number** (restricted to a maximum of 16 characters) i.e. job number or invoice number.
 - **Service Start Date:** The start date of the specific tasks/services being recorded (*not the start date of the PO*).
 - **Service End Date:** The end date of the specific tasks/services being recorded (*not the end date of the PO*).
 - The details of the **Approver** will auto-populate, please do not amend.
2. Scroll down to the Service Sheet **Lines** section. This section shows the **Planned Service** Lines created on the PO by the YW requisitioner. Select the **line(s)** you need to create a Service Sheet for.
 - [Wish to add Unplanned Costs to the SES? Go to page 21 - 22](#)
 - [If not, go to page 24 to submit Service Entry Sheet and follow steps 1 – 4](#)

Create Service Sheet

Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 480000068 Subtotal: £3.00 GBP

Service Sheet # [] Service Start Date * []

Service Sheet Date * 24 May 2019 Service End Date * []

Service Description []

Additional Fields

Supplier Reference [] To: Cambridge Logistics Centre

From: Paradey Consulting TFST Yorkshire Water Services, Fitzbridge Way, Normanton, YKS, WF6 1TN, United Kingdom

Field Contractor: Name [] Email [] Phone USA 1 [] [] []

Field Engineer: Name [] Email [] Phone USA 1 [] [] []

Approver: Name * [] Email * [] Phone USA 1 [] [] []

Add Comments Add Attachments

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	Not Available	Service	Planned	1 EA	£1,000.00 GBP	£1,000.00 GBP	Delete
Line 1							
CONTRACT DETAILS							
Contract #: C433							

Service Entry Sheets – Partial Delivery (Use of Qty / Unit fields)

#1 Service option



Dealing with Partial Service Delivery

- POs will come with two possible variations in the way the **Qty / Unit** and **Price** fields are used, in order to make it simple to record and invoice for partial delivery of services.

Note: With partial invoicing, you can always come back to process the remainder of any line item at a later date when following the same process.

- Fill in mandatory fields – **Service Sheet number**, **Service Start Date** and **Service End Date** (See previous slide for information on what info is required).
- Select the **line(s)** you need to create a Service Sheet for.
- Enter correct **Qty / Unit** in appropriate field.

- [Wish to add Unplanned Costs to the SES? Go to page 21 – 22](#)
- [If not, go to page 24 to submit Service Entry Sheet and follow steps 1 – 4](#)

Simple Service Orders

- PO is created with a quantity, **Qty**, of 1, and a total price for the whole service order
- If you wish to record partial service delivery or receive a staged payment, you will need to request that the requisitioner changes the PO to a **Call-Off Order**. Call-Off Order explained below (#1).

Framework / Call-Off Service Orders

- PO is created for a long term delivery of a service with variable service delivery during the life of the order. The **Price** will be **£1** and the **Quantity** will be the numerical value of the contract price with a **Unit** of measure as GBP or each
- To record partial service delivery or receive a staged payment, you will simply enter the accumulated **monetary value** in the **Quantity** field, and the system will multiply it by £1 to give you the relevant total

#1

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input checked="" type="checkbox"/>	Not Available		Service	Planned	1,000 EA	£1.00 GBP	£1,000.00 GBP
#1	Line 1						

i Order has multiple lines? See next slide detailing how to part service and how to exclude lines.

Service Entry Sheet – Partial Service (Multiple Lines)



#1 Service option

- You may receive a PO with multiple service lines (child lines). In the Service Sheet lines section, please select the relevant **check box(es)** that you wish to create a Service Entry Sheet for.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal
<input checked="" type="checkbox"/>	Not Available	Service	Planned	1 EA	£1,000.00 GBP	£1,000.00 GBP

Line 1

CONTRACT DETAILS
Contract #: C433

- If you need to **exclude** a line item from the Service Entry Sheet, delete the unwanted line by selecting the check box and clicking the delete button.
- You are only deleting the item from the Service Entry Sheet, as it remains on the order, and you can always come back and process following the same process. another Service Entry Sheet for this line item at a later date when the service is complete.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal
<input checked="" type="checkbox"/>	Not Available	Service	Planned	1 EA	£1,000.00 GBP	£1,000.00 GB

Line 2

- Fill in mandatory fields – **Service Sheet number**, **Service Start Date** and **Service End Date**
 - Select checkbox(es) and delete unneeded line(s).
 - Select checkbox(es) you wish to create a Service Sheet for.
 - Enter correct **Qty / Unit** in appropriate field.
- [Wish to add **Unplanned Costs** to the SES? Go to page 21 – 22](#)
 - [If not, go to page 24 to submit Service Entry Sheet and follow steps 1 – 4](#)

Service Entry Sheet – Unplanned Costs (1 of 2)



#1 Service option

❗ Want to submit an SES for more than the specified PO amount?



Service Orders have a tolerance level (**Maximum Amount**) that allow **unplanned costs** to be added to the service sheet. As a supplier, you will not see this additional amount on the Purchase Order.



If the Service Entry Sheet gives you an **Exceeded Amount** error message, it means the requester has not put in sufficient tolerance. *Contact the requester named on the order, and ask them to amend the order.*



Note that amended orders will be resent as a new version with the **same PO number**. **The Service Sheet must be entered against the latest version, not the obsoleted original.**

Service Entry Sheet – Unplanned Costs (2 of 2)



#1 Service option

1. If you need to add unplanned costs and the service line items do not cover this, select a line item (child line), click **Add** and then select **Unplanned Item**.
2. Enter an unplanned description. The description of the unplanned service needs to be entered in the **SECOND Part No/Description** field as shown below. Always leave the first field blank as this will cause an error when approving SES.
3. Enter the UOM. The unit of measure in the **Unit** field must be a valid UOM, otherwise, the subsequent Service Entry Sheet will fail in approval.
4. Enter the value of the unplanned service in the price field and click **Update Totals**.
5. [Go to page 24 to submit Service Entry Sheet and follow steps 1 – 4.](#)

Type	Item Type	Qty / Unit	Price	Subtotal	Add Contract/Catalog Item
Service	Planned	1 EA	£1,000.00 GBP	£1,000.00 GBP	Add Unplanned Item

Do not delete original service line and re-add your own, otherwise the submitted SES will fail in approval.

Include	Part No. / Description	Type	Item Type	Qty / Unit	Price	Subtotal	Delete
<input type="checkbox"/>	<input type="text" value="Unplanned"/>	Service	Unplanned Adhoc	1 EA	£100.00 GBP	£100.00 GBP	Delete

i As you complete the various fields of the service sheet, it is good practice to click **Update**, the system will notify you of any fields that contain errors and need to be corrected before proceeding

Service Entry Sheet – Key Notes / Reminders



#1 Service option

Remember that you can only add unplanned costs against a relevant child item (line item) from the PO. Also, UOM on the unplanned line must always be a valid UOM. As well as, when submitting SES with unplanned costs, please ensure you submit your description in the second box.

Do not delete the child item if it does not match the SES amount.

- If the PO is in the wrong format contact the requestor to change the PO (pound units).
- If you delete the child and insert a new line item as a replacement, the item will fail in approval as end user will not be able to approve.

If the PO format is not an exact match, e.g., 1 unit @ £2000, but you have multiple Service Entry Sheets, you need to request that the requisitioner amends the PO to a **Call-Off Order** where the **Price** will specified as **£1** and the **Quantity** set at the numerical value of the contract price with the Unit of measure as GBP or each.

Submitting Service Entry Sheet

#1 Service option



1. Once you have completed all the relevant fields, Click **Update** to check for errors and omissions.
 - You can add comments and attachments by clicking on the appropriate button.
2. Click **Next**.
3. Click **Submit** on the subsequent screen.
Approval will now be sought from the relevant Yorkshire Water requisitioner which will enable the payment process.

The status of the service will change to either **partially serviced** or **serviced** depending on how the Service Entry Sheet has been completed.

- You will receive a notification once the Service Entry Sheet has been approved – once approved, you will then be able to submit your invoice.
- **Rejected Service Entry Sheets will come with an explanation. A new Service Entry Sheet will need to be submitted with the required amendments.**

Create Service Sheet

Update Save Exit Next

Service Sheet Header * indicates required field Add to Header

Summary

Purchase Order: 480000068 Subtotal: £0.00 GBP

Service Sheet ID *

Service Sheet Date * 24 May 2019

Service Start Date *

Service End Date *

Service Description:

Additional Fields

Supplier Reference:

From: Barnsley Counciling TFST
South Yorkshire Physiotherapy Centre
Barnsley
YS
570 1NW
United Kingdom

To: Fozbridge Logistics Centre
Yorkshire Water Services, Fozbridge
Way
Naworth
YKS
WF6 1TN
United Kingdom

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name *

Email *

Phone: USA 1

Add Comments Add Attachments

INVOICE	
ITEM ONE	25
ITEM TWO	75
	100

STEP 1 Order Confirmation

Material
STEP 2
Create
Advanced
Shipping
Notice

YW
submits
GR

Service #1
STEP 2
Create Service
Entry Sheet

YW
approves
SES

Service #2
STEP 2
Create
Invoice

SES
auto
created

STEP 3
Create Invoice

YW
approves
SES

Ariba Invoicing Introduction

INVOICE	
ITEM ONE	25
ITEM TWO	75
	100



Approved Service Entry Sheets will automatically create the data that allows suppliers to create (**Flip**) invoices in Ariba that will flow through for prompt payment as they meet the 3-way match invoice verification requirement.

Invoices submitted via the Ariba network is now Yorkshire Waters method of processing invoices.



Ariba invoices are not manually handled and therefore will not be blocked for payment.

The invoice generated via the Ariba portal will be the tax document used for both YW and the supplier to enable them to pay and recover VAT. Suppliers will be responsible for ensuring the correct VAT treatment is applied on the Ariba generated invoice. Ariba generated invoices will be the document of record for the transactions from an HMRC perspective.

The benefits include:



To ensure both YW and the Supplier optimise the functionality of the new system, please do not send/email manual invoices to *YW Accounts payable* for PO numbers starting with “**48**” unless requested to.

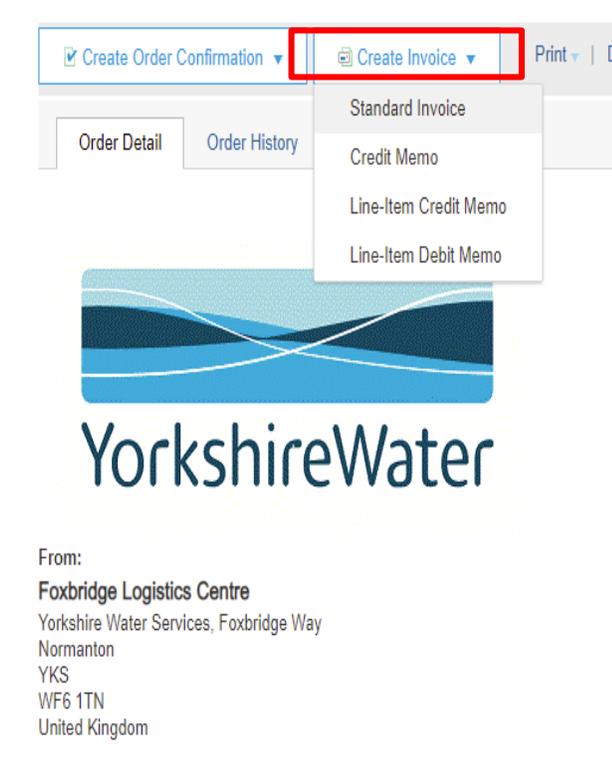
Creating Standard Invoice (1 of 3)

INVOICE	
ITEM ONE	25
ITEM TWO	75
	100

Once the goods are **receipted** (material POs) or **Service Entry Sheets** approved (service POs) by Kelda (Yorkshire Water) requisitioners, you will be notified that you can submit an invoice for payment.

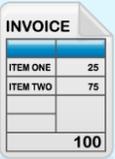
N.B. Suppliers can submit invoices which auto creates Service Entry Sheets, see pages **31 - 33** detailing how this is done. However, this method (#1 service) used to arrange payment is the YW preferred route.

1. Click on **Create Invoice** and select **Standard Invoice**.
The value of the invoice will automatically pull through from the **Goods Received** value (materials) or the **Approved Service Entry Sheet** value (services).
2. Complete all the Mandatory fields including:
 - **Invoice No.** (11 characters or less). This should be the same number as reflected on your ERP.
 - **Invoice Date** – For practical reasons, this can currently be backdated.
*Usually, this is not allowed and the payment due date is usually calculated from the **payment terms** based on the Invoice Date.*
 - Ensure the **Header level tax** is checked. The **Category** section should default to **20%**, if not please correct from the drop down menu.
 - Supplier **VAT/ Tax ID** – enter VAT number (To auto-populate this, update finance information in Company Profile Management section of your Ariba).
 - Supplier **Commercial Identifier** – enter Company Registration Number (To auto-populate this, update finance information in Company Profile Management section of your Ariba).
 - Enter a Service **Start Date** and **End Date** – this is **mandatory** for Service Orders.



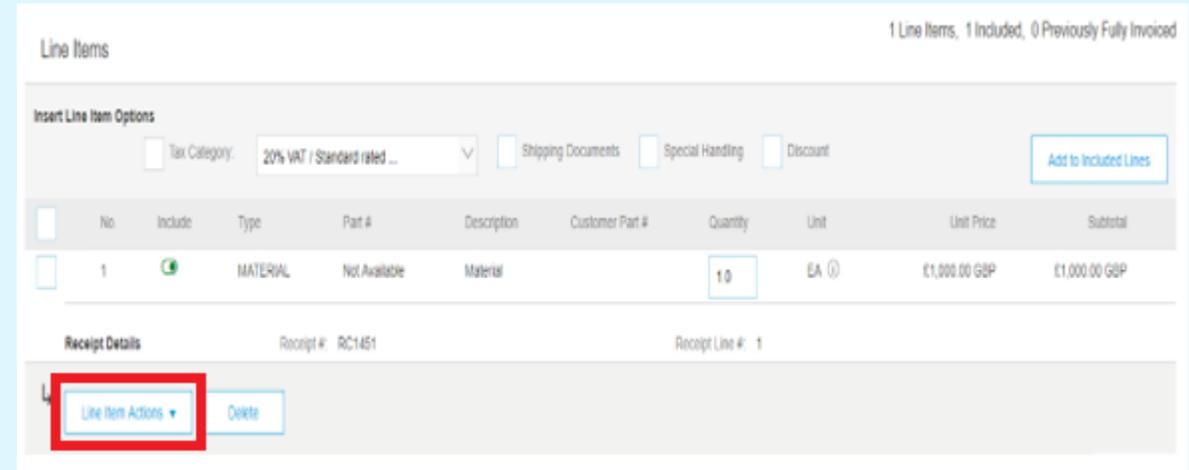
The screenshot shows the Ariba system interface. At the top, there are two dropdown menus: 'Create Order Confirmation' and 'Create Invoice'. The 'Create Invoice' dropdown is highlighted with a red box and is open, showing a list of options: 'Standard Invoice', 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the dropdowns, there are tabs for 'Order Detail' and 'Order History'. The main content area features the Yorkshire Water logo, which consists of a stylized blue and white wave graphic above the text 'YorkshireWater'. Below the logo, the text reads: 'From: Foxbridge Logistics Centre, Yorkshire Water Services, Foxbridge Way, Normanton, YKS, WF6 1TN, United Kingdom'.

Creating Standard Invoice (2 of 3)



INVOICE	
ITEM ONE	25
ITEM TWO	75
100	

- Go to the **Line Items** section.
 - Note: the QTY and costs in this section represents the Goods Received amount or the approved Service Entry Sheet amount. This figure must remain the same for the invoice to match (when the invoice is submitted).*
 - Use the **'Line Item Actions'** option to:
 - Add any comments
 - Attach any supporting documentation
- Click **Update** - the system will notify you of any errors that need to be corrected.
- Click **Next (Review)**.



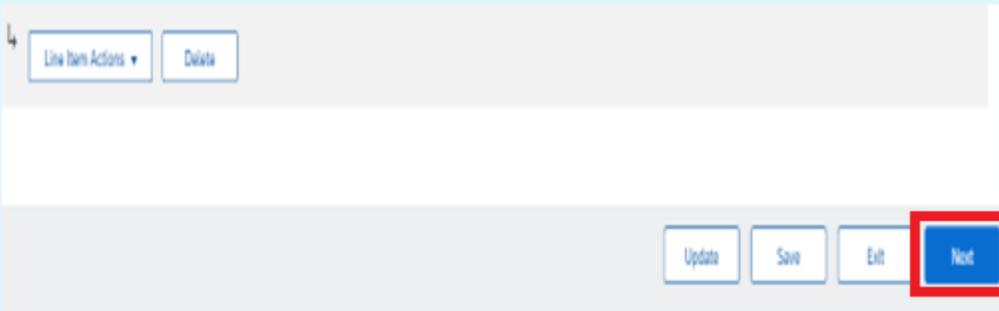
Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

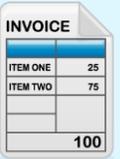
Tax Category: 20% VAT / Standard rated ... Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Material		10	EA	£1,000.00 GBP	£1,000.00 GBP

Receipt Details Receipt #: RC1451 Receipt Line #: 1



Creating a Standard Invoice (3 of 3)



You will now be taken to the final submission page titled **Create Invoice**.

6. Review all information on the Invoice, then select **Submit**.

Create Invoice Previous Save Submit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Ariva 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 Number: 123	Subtotal: £2,000.00 GBP
Invoice Date: Tuesday 28 May 2015 10:20 AM GMT+01:00	Total Tax: £400.00 GBP
Original Purchase Order: 4800000077	Amount Due: £2,400.00 GBP

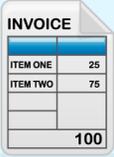
Your invoice has now been submitted and will be paid in line with the payment terms detailed within the PO.

You will be returned to the **Purchase Order** screen and the status of the Purchase Order changes to **Partial Invoiced** or **Invoiced**.

7. Click **Done**.

Invoice query? Contact – accountspayable@yorkshirewater.co.uk

STEP 1 Order Confirmation



INVOICE	
ITEM ONE	25
ITEM TWO	75
100	



Material

STEP 2
Create
Advanced
Shipping
Notice

YW
submits
GR

STEP 3
Create Invoice

Service #1

STEP 2
Create Service
Entry Sheet

YW
approves
SES

Service #2

STEP 2
Create
Invoice

SES
auto
created

YW
approves
SES

Creating a Standard Invoice – Supplier auto created Service Entry Sheet (#2 Service option) (1 of 3)



For **service** orders, after providing **Order Confirmation**, you will have the ability to **Create Invoice** which auto creates a **Service Entry Sheet** for YW approval. Service Entry Sheet requires approval before invoice can be processed in line with the payment terms detailed in the PO.

1. Select **Create Invoice > Standard Invoice**.
2. Complete the mandatory fields including:
 - **Invoice Number** (11 characters or less). This should be the same number as reflected on your ERP.
 - **Invoice date** – This cannot be backdated. Invoice Date is automatically added when the buyer approves the SES and the invoice moves from **Pending Approval** to **Sent** status. Backdating only available on Service #1 option.
 - Ensure the **Header level tax** is checked. The **Category** section should default to 20%, if not please correct from the drop menu.
 - Enter a Service **Start Date** and **End Date**.
 - Enter the **Name** and **Email** address of the Service Entry Sheet Approver (this information can be gathered from the body of the PO) – this **MUST** be the PO requestors name and email address and no one else.
 - Supplier **VAT/ Tax ID** – enter VAT number (To auto-populate this, update finance information in Company Profile).
 - Supplier **Commercial Identifier** – enter Company Registration Number (To auto-populate this, update finance information in Company Profile Management section of your Ariba).



Approver

Name:*	Joe Bloggs			
Email:*	Joe.Bloggs@yorkshirewater.co.uk			
Phone:	USA 1			

i If auto created **Service Entry Sheet** generated from the submission of Invoice is rejected then you must resubmit your Invoice with the same Inv number and then add an “A” on the end.

Creating a Standard Invoice – Supplier auto created Service Entry Sheet (#2 Service option) (2 of 3)



3. Go to the **Line Items** section.

- N.B. The QTY and costs in this section represents the value you are submitting your invoice and auto created Service Entry Sheet for.

If your PO has been raised as a **Framework / Call-Off Order**, the total PO value will be detailed in the **Quantity** section with £1 specified in the **Unit Price** section. In order for you to submit invoice with the correct value, you must enter your net value in the Quantity field which will multiply against the value detailed in the Unit Price field equalling your **Subtotal**.

If you wish to part invoice but cannot do as PO has not been raised as a **Call-Off Order** then you must ask requisitioner to amend order to allow this.

- If your PO has **multiple lines**, then simply select the line(s) you wish to exclude and click **Delete**.
 - Use the '**Line Item Actions**' option to:
 - Add any comments
 - Attach any supporting documentation
4. Select line(s) you wish to invoice and enter the correct **Quantity** to pull through the appropriate **Subtotal** (your invoice net value).
 5. Click **Update** - the system will notify you of any errors that need to be corrected.
 6. Click **Next (Review)**.

i If you have partially invoiced an order then you must submit your next invoice on the same PO via this route.

Line Items 2 Line Items, 2 Inc

Insert Line Item Options

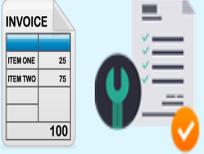
Tax Category: 20% VAT / V1 Standard rat... Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2		Not Available		Service					
<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	SERVICE	Not Available	test		1	EA	£75.00 GBP	£75.00 GBP
<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	SERVICE	Not Available	test 2		1	EA	£75.00 GBP	£75.00 GBP

Line Item Actions

i If you delete a **line item** then you are only deleting it from this specific Invoice and can always Invoice the line item(s) left to invoice later on down the line.

Creating a Standard Invoice – Supplier auto created Service Entry Sheet (#2 Service option) (3 of 3)



You will now be taken to the final submission page titled **Create Invoice**.

7. Review all information on the Invoice, then select **Submit**.

- **You have now submitted your invoice. This will be paid in line with the payment terms detailed on the PO but only if the auto created SES is approved by the requisitioner.**

Create Invoice Previous Save Submit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Arriba 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 Number	123	Subtotal	£2,000.00 GBP
Invoice Date	Tuesday 28 May 2015 10:20 AM GMT+01:00	Total Tax	£400.00 GBP
Original Purchase Order	4800000077	Amount Due	£2,400.00 GBP

You will be returned to the **Purchase Order** screen and the status of the Purchase Order changes to **Invoiced** or **Partially Invoiced** if any outstanding amount is still available to be consumed.

8. Click **Done**.

Credit Memos



Ariba Credit Memos



If you owe money to a Yorkshire Water from a previous transaction, you can send a credit memo by **flipping** an invoice.



A credit memo credits the YW account for money owed in order to balance its account with you.



Credit memos act as adjustment documents if the supplier should come to owe the customer money through wrong VAT, returned goods, overcharges, etc.

Credit Memo

Ariba Credit Memos



Enterprise Account

1. Log into your Ariba Network Account
2. Go to Page **37**

Standard Account

1. Find the interactive PO email
2. Click the **Process Order Button**
3. Go to Page **38**

Ariba Credit Memos



0 Payments Received	9 Invoices Pending Payment	0 Collaboration Requests	7 New Purchase Orders	9 Invoices	More...
Invoice Number	Customer	Reference	Date ↑	Amount	Invoice Status
INV_668	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000668	28 Oct 2019	£1,500.00 GBP	Approved
669	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000669	28 Oct 2019	£105.00 GBP	Approved
CR669	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000669	28 Oct 2019	£-105.00 GBP	Sent
Inv_671	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000671	29 Oct 2019	£3,612.00 GBP	Approved
SES_672	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000672	29 Oct 2019	£960.00 GBP	Approved
CR 671	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000671	29 Oct 2019	£-3,612.00 GBP	Approved
CR669v1	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000669	29 Oct 2019	£-105.00 GBP	Approved
Inv_671_1	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000671	31 Oct 2019	£1,806.00 GBP	Approved
CRED_SES672	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000672	6 Nov 2019	£-960.00 GBP	Approved
INV693	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000693	7 Nov 2019	£105.00 GBP	Sent
CR_INV693	Kelda Group Limited inclusive of Yorkshire Water, Loop and Keyland	4803000693	7 Nov 2019	£-105.00 GBP	Sent

1. Click on the **Invoices** tab
2. Click on the relevant **Invoice Number**
3. Go to Page 39

Ariba Credit Memos



Purchase Order: 4803000693

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

[Order Detail](#) | [Order History](#)



From:
FOXBRIDGE LOG. CNTR.(PLANNING)
Yorkshire Water Services, Foxbridge Way
Normanton
YKS
WF6 1TN
United Kingdom

To:
Kaefer Ltd
63 Portland Street
Mansfield
NTT
NG19 8BE
United Kingdom
Phone: +44 +441623781200
Fax:
Email: YWAribaTest1@gmail.com

Payment Terms ⓘ
NET 28

Comments
Comment Type: Terms and Conditions
Body: To view the current Conditions of Purchase, <https://www.yorkshirewater.com/sites/default/files/downloads/Purchase%20Order%20General%20Conditions.pdf>

Contract #
C443

Other Information
Process Order: To process this purchase order via Ariba please register using the details provided, alternatively please refer to the enclosed attachment for a copy of the Purchase Order
Company Code: 2100
Purchasing Unit Name: Yorkshire Water Servs Ltd
[View more >](#)

Done

On the PO screen, notice the Status and Related documents to the right of the screen

1. Click on the relevant **Invoice Number**
2. Go to Page 39

Routing Status: Acknowledged

Related Documents: **INV693**

RC1582

oc_693

Ariba Credit Memos



Invoice: INV693

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Cancel](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: INV693
Invoice Date: Thursday 7 Nov 2019 8:34 AM GMT+00:00
Original Purchase Order: 480300693
Receipt: RC1582
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: £100.00 GBP
Total Tax: £5.00 GBP
Amount Due: £105.00 GBP

This document is digitally signed

REMIT TO:
Kaefer Ltd
Postal Address:
63 Portland Street
Mansfield
NTT
NG19 8BE
United Kingdom

BILL TO:
FOXBRIDGE LOG. CNTR.(PLANNING)
Postal Address (Default):
Yorkshire Water Services, Foxbridge Way
Normanton
YKS
WF6 1TN
United Kingdom
Address ID: 2100

SUPPLIER:
Kaefer Ltd
Postal Address:
western way
bradford
bd6 2sz
United Kingdom

On the Invoice screen,

1. Click on **Create Line-Item Credit Memo**

Ariba Credit Memos



Credit Memo Type

Quantity Adjustment ⓘ Price Adjustment ⓘ

▼ Invoice Header

Summary

Credit Memo #: *

Credit Memo Date: *

Original Invoice No: INV693

Original Invoice Date: 7 Nov 2019

Remit To: Kaefer Ltd

Mansfield
NTT
United Kingdom

Bill To: **FOXBRIDGE LOG. CNTR.(PLANNING)**

Normanton
YKS
United Kingdom

Subtotal: **£-100.00 GBP**
Total Tax: **£-5.00 GBP**
Amount Due: **£-105.00 GBP**

1. In the **Credit Memo #** field, Name the Credit Memo with the Prefix **CR**, 'Underscore' symbol and the Invoice Number

e.g. **CR_INV693**

2. Scroll down

Ariba Credit Memos



Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Kaefer Ltd**
bradford
United Kingdom

Bill From: **Kaefer Ltd**
bradford
United Kingdom

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Service End Date:

Customer: **FOXBRIDGE LOG. CNTR.(PLANNING)**
Normanton
YKS
United Kingdom

Email:

Customer VAT

Customer VAT/Tax ID:

Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

1. Only ***If required*** do you need to change any details in the fields
 2. Type in your comments in the **Reason for Credit Memo** field (MANDATORY)
 3. Click **Submit**
- A credit Memo to YW has been created, and you can go back to the PO and create a new invoice again.*

Useful Information



Ariba PO Statuses



PO status	Explanation
New	Purchase Order has successfully been received within your Ariba Network account and is ready to be processed.
Changed	This indicates that an updated copy of the PO has been received within your Ariba Network account and is ready to be processed. Any previous interactions will still be visible within the PO.
Obsoleted	To ensure you don't process an older, incorrect version the PO is marked as Obsoleted . These can be ignored but are helpful to understand the history of a PO.
Confirmed, Partially Confirmed	This status indicates that you have submitted an Order Confirmation against the Ariba PO, this is the first step when processing any Ariba PO for YW. Once submitted, this status is reflected to the YW Requisitioner too.
Rejected	This status indicates that you have Rejected the PO that was received within your Ariba Network account.
Shipped, Partially Shipped	For Material Orders that you are processing an option to submit Advanced Shipping Notice (ASN) is available. For those Orders where this has been completed, you should notice the Shipped or Partially Shipped status available.
Serviced, Partially Serviced	Processing Service POs via Service #1 option (both routes detailed below), we require that a Service Entry Sheet is submitted, and Approved before the Invoicing step can be completed. Once you have submitted a Service Entry Sheet within Ariba the PO Status will be reflected as Serviced or Partially Serviced , depending on whether an amount is available to be consumed.
Invoiced, Partially Invoiced	Whether you have processed a Material or Services PO the end step is to submit an Invoice document for payment. After successfully submitting this transaction document the status against the PO will update to Invoiced or Partially Invoiced if an outstanding amount is still available to be consumed.

Ariba Help and Support



Please contact the Ariba Help Centre for any issues and support with the Ariba Network including access, registration, password resets and script errors. Use this [link](#) to submit your query.

Further benefits to using the Ariba Network can be found here:

<https://support.ariba.com/ariba-network-light-account>



Useful Links



ARIBA issues	Visit the following link
Ariba Network Information	https://support.ariba.com/ariba-network-light-account
For details about Ariba fees, please visit:	https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing
Training Video - <i>Register and reply to your customer</i>	https://uex.ariba.com/auc/node/71089?a_fenb=is&a_lang=en
Training Video - <i>Confirming an Order</i>	https://uex.ariba.com/auc/node/71089
Training Video - <i>Submitting an Invoice</i>	https://uex.ariba.com/auc/node/79096?a_fenb=is&a_lang=en
Training Video - <i>Send an invoice from a light account</i>	https://uex.ariba.com/auc/node/79096?a_fenb=is&a_lang=en
Ariba help	https://support.ariba.com/help
YW Contact information	Contact or visit the following link
Invoice queries, visit:	https://www.yorkshirewater.com/about-us/what-we-do/supplier-queries OR accountspayable@yorkshirewater.co.uk
Any purchase order payment queries including Service Entry Sheets issues, invoicing issues, Ariba Network training, please contact:	purchasing@yorkshirewater.co.uk
Chasing Goods Receipt or chasing SES approval to allow invoice to be created, please contact:	the requisitioner, email of the requisitioner will always be detailed in the body the PO.

Key Messages

If you are on a standard account, please ensure that you save each **interactive PO e-mail** for future use, because that e-mail is the **starting point** for **all transactional** activity relating to the PO.

A **Service Entry Sheet** is mandatory for service orders; and requires Yorkshire Water **requisitioner approval**.

Invoice will be paid in line with the payment terms detailed on the Ariba PO.





YorkshireWater