

ARIBA Standard Account Supplier Package Invoice Creation - Service Order

Schenker AG | Global Spend Governance | V1.1



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Introduction



In summer 2018 Schenker AG has started SAP ARIBA as a central application for managing procurement.

We would like to thank you for your understanding that you will not be able to edit purchase order's for Schenker AG, creating invoices or to participiate on tender's without having a SAP ARIBA account

In the following slides you will find important information for your easy and smooth registration processes.

We are extremely pleased to be working in a collaborative partnership.

DB Schenker is the world's leading global logistics provider — we support industry and trade in the global exchange of goods through land transport, worldwide air and ocean freight, contract logistics and supply chain management. Integrated logistics resides at the world's most important intersections, where the flow of goods creates an effective link between carriers. Our value-added services ensure the flow of goods continues seamlessly and supply chains stay lean and optimized for success. Our business holds top positions in automotive, technology, consumer goods, trade fair logistics, special transports, and special events logistics.

Locations around the world: about 2,000 | Employees worldwide: more than 75,800





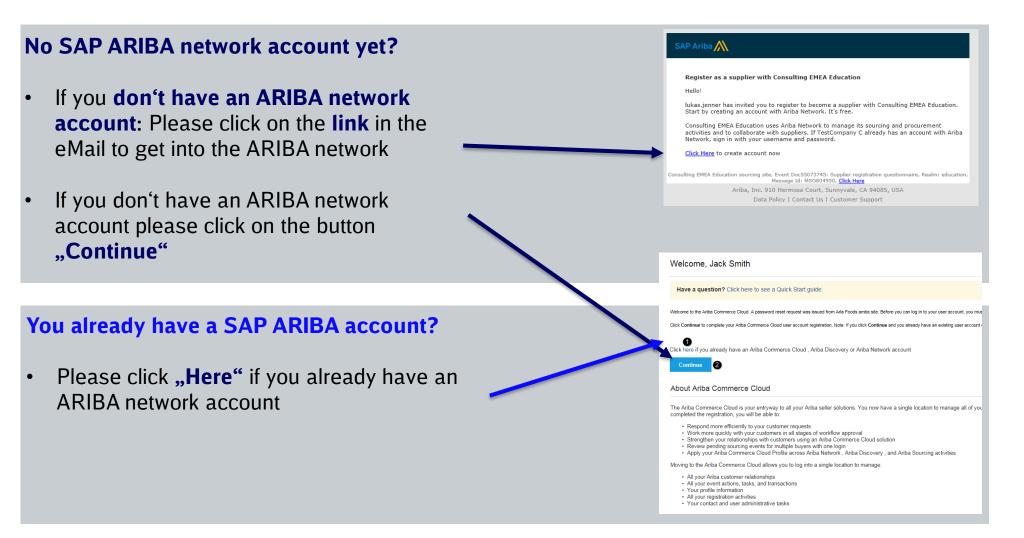
Introduction

- ✓ The usage of the Ariba network is free for all "Standard Account" suppliers regardless of the turnover and the number of documents.
- ✓ As soon as you have been selected as a Schenker AG supplier, you will receive an invitation by eMail requesting you to register on our ARIBA network and to fill out our supplier questionnaire.
- ✓ As a "Standard Account" supplier you will receive an interactive eMail as soon as an order has been made and received for you in the ARIBA network.
- ✓ You will see all orders from the Schenker AG after setting up your ARIBA Standard Account. In order to edit/settle the orders you need to click on the button "process order" in the interactive eMail.
- ✓ This document contains information about how to create an ARIBA network account and how to edit orders. Moreover, how to create and transfer online invoices to the Schenker AG via the ARIBA network





Invitation and Registration on the ARIBA network



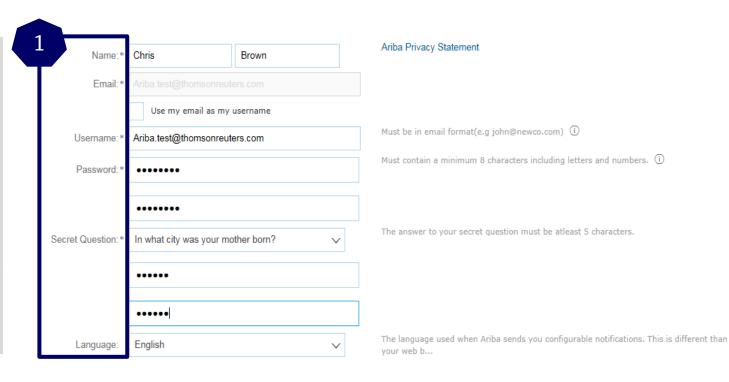




Registering for a free account with general functions (Standard Account)

- 1. Complete information
- 2. accept terms of use and
- 3. Register

Note: the registration process must be completed once the link is accessed otherwise it will become inactive and a new link will be needed to register.







have read and agree to the Terms of Use and the Ariba Privacy Statement





Cancel

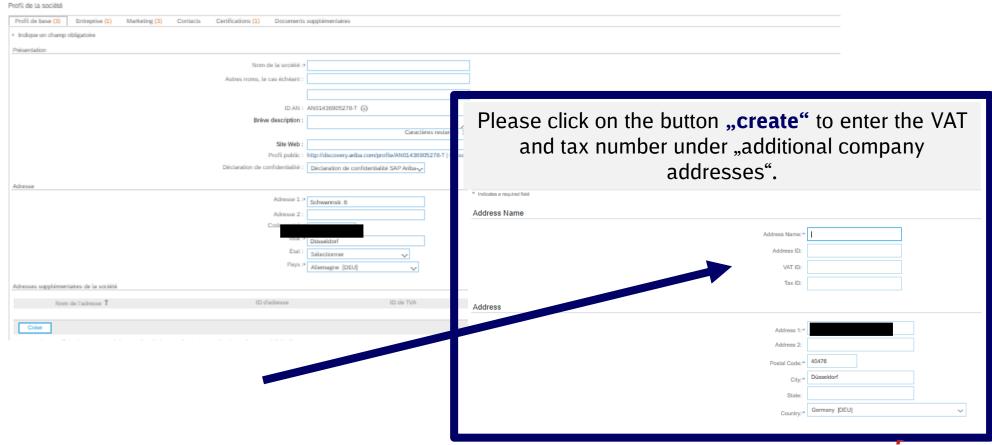


Configure company profile





4. Please fill all the fields with (*) marked mandatory fields in the tab "General"

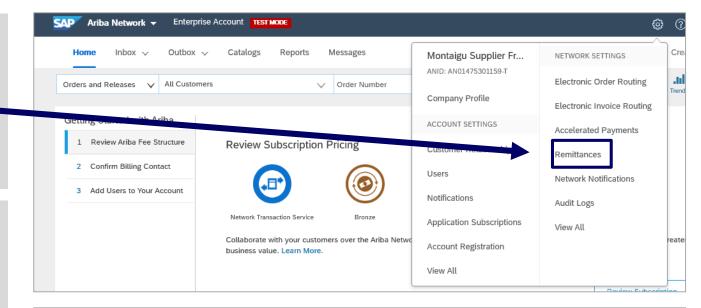


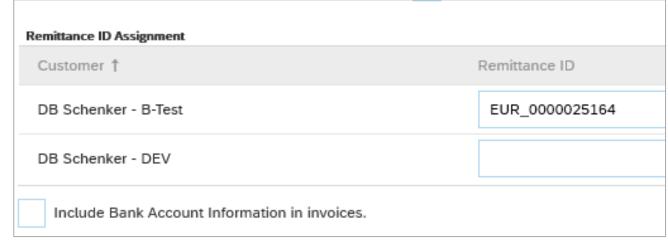


Configure company profile - Remittance Information

If supplier has more than one
IBAN account, in order to add a
new one or to update an
existing one, please click on
Company Settings/Remittances

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.

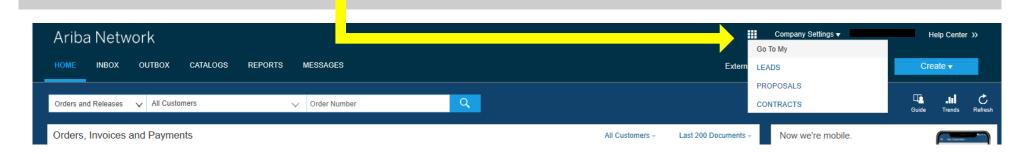




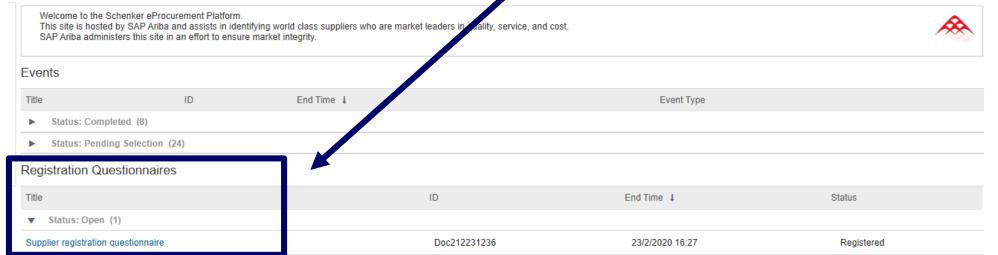




- 5. After the successful registration your starting page will open
- 6.Please click on "Proposals" that is marked on the right top



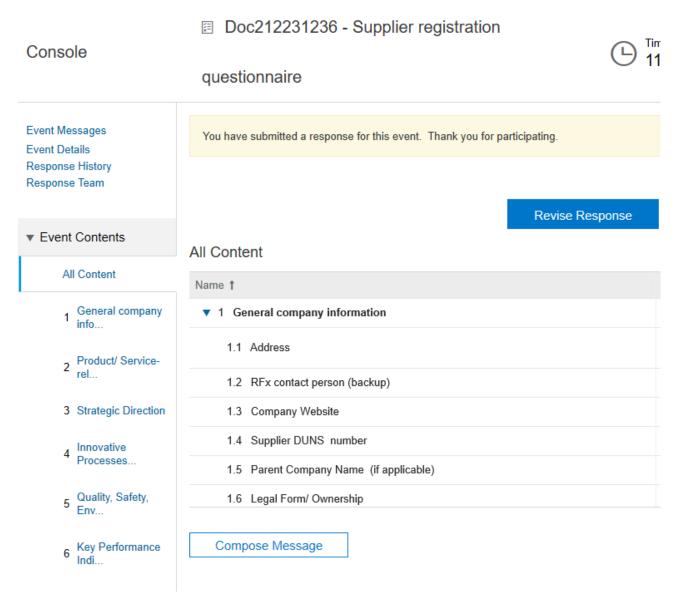
7. Please find the link for the questionnaire of **Schenker AG** at the row "**Registering questionnaire**".



Schenker AG Questionaire



8.Please complete the supplier questionnaire, which is very important for us and click on the button "Submit".





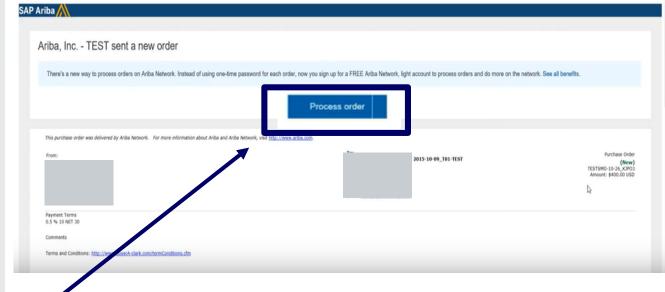


Receiving and editing an order through an ARIBA network account with general functions (Standard account)

1. You will get an interactive eMail as soon as an order confirmation from DB Schenker is transferred through ARIBA. The order can be opened and edited through this eMail.

Attention: As a standard account supplier you can only open orders through the interactive eMail.

2. In the eMail please click on the button "Process order" to edit the order or rather to transfer an order confirmation/invoice.







Logging in for an account with general functions

3. Please click on the button "Log In" and sign in with your known credentials.

Ariba Network Help Center >> Join your customer on Ariba Network! Sign up Log in Already have an account? Strengthen relationships Connect faster Reach more customers worldwide Collaborate with your customer on the Exchange documents electronically Sign up with Ariba Discovery and same secure network. and streamline communications. increase sales leads. Ariba Network light account is Free Learn more

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Data Policy Security Disclosure Terms of Use



Editing order confirmation

4. To create an invoice first you need to confirm your entire order.

Check the order at all item levels. You can either approve or reject the order by clicking the button "Create order confirmation".

If you already approved an order in the system and the article is out of stock or out of range you still need to reject it here in the system.

Hide | Print v | Download PDF | Export cXML | Download CSV | Resend Create Ship Notice ☑ Create Order Confirmation ▼ Confirm Entire Order Update Line Items Reject Entire Order From: Purchase Order SCHENKER To: (Confirmed) Schenker AG PO3613 Kruppstrasse 4 Amount: 1,000.00 E 45128 Essen

Germany

Email

Phone: +1 (12) 123

Payment Terms 1 3% 21 NET 30

Comments

Comment Type: Terms and Conditions

Body:Hiermit beauftragen wir Sie fuer die hier genannte Liefer-Leistung gem. unseren Allgemeinen Einkaufsbedingungen der Schenker AG. Die Zahlungsfrist for diesen Auftrag betrogt 30 Tage netto, soweit einzelve ... View more »

NRW

Germany

Other Information

Company Code: P62031_0100
Purchasing Unit Name: Schenker AG

Legal Terms and https://service.ariba.com/Supplier.aw/ad/eduPortalDoc?key=ODMzNTh8R2R3WlQ1YzhmZGQ3NnkyNXh4M3g0Mjk*

Conditions of Purchase



Version: 1

Routi

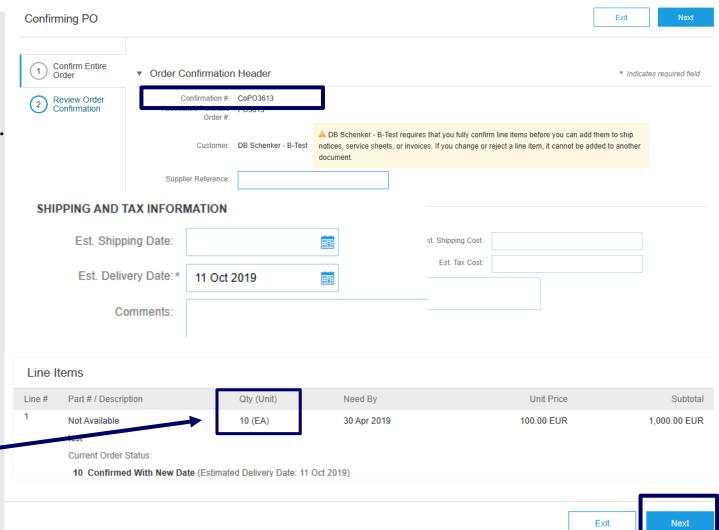
Related D



Editing order confirmation

- 5.Please enter a confirmation number (optional). This is a number that you use internally to identify the order confirmation.
- 6. The **estimated delivery date** can be entered for all or parts of the order.
- 7.Use the button "Submit" to transfer the order confirmation.

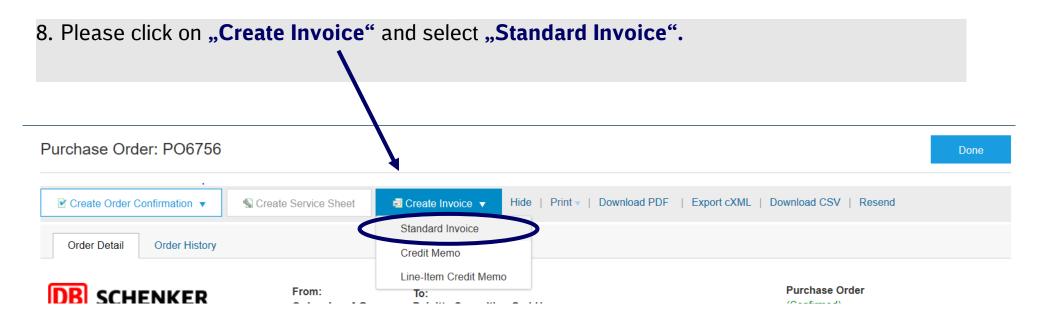
Attention: Please keep the unit in mind for the upcoming line item!







Invoice creation









Create Invoice				Update Save Exi	Next
▼ Invoice Header				▼ Indicates required field	Add to Header ▼
Bill To: \$	27 Sep 2019 🚞	Subfotat: Total Taxc Amount Due:	0.00 EUR		View/Edit Addresses
Shipping	Germany I shipping ① Line level shipping ①		Schenker AG Essen Germany me Schenker AG		View/Edit Addresses
Net Term(days):	30				
Additional Fields Information Only. No Supplier Account ID #: Customer Reference: Supplier Reference:	action is required from the customer.	Service Start Date: Service End Date:	EE .		
Payment Note: Supplier:			Schenker AG Schenker AG Essen Berlin Germany		View/Edit Addresses
Bill From:		Email:			View/Edit Addresses

Required actions: Invoice header

No actions needed:
Shipping,
payment terms and
additional fields

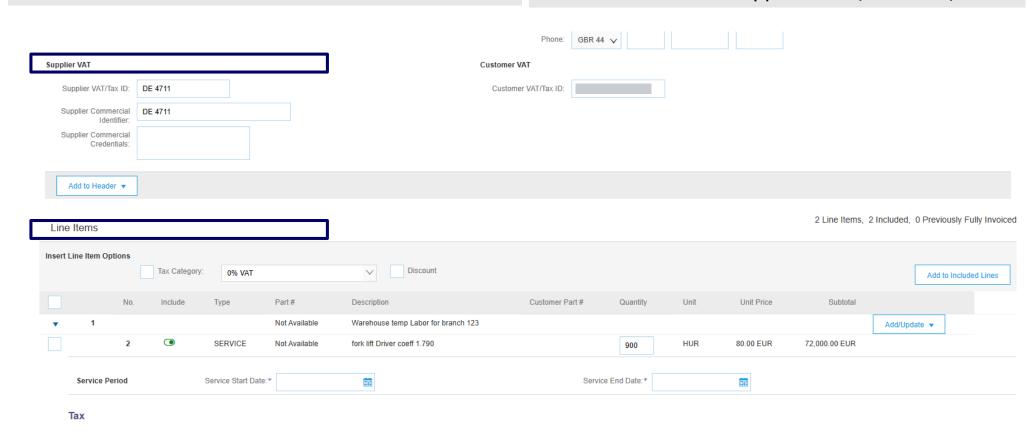


Structure of invoice



No actions needed: Supplier VAT

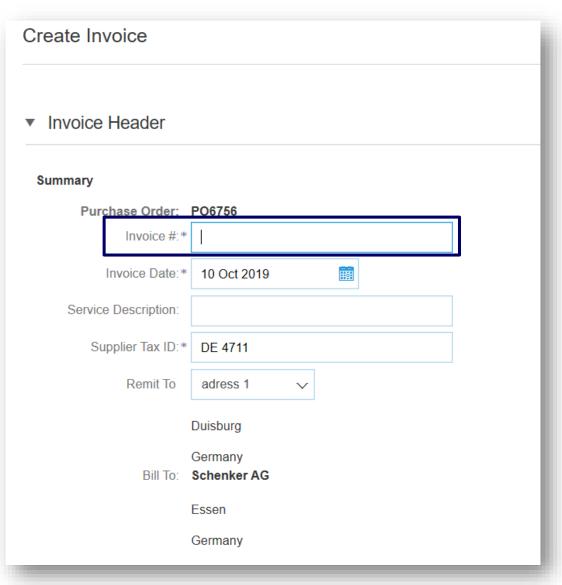
Actions needed: Line Items or Supplier VAT (if needed)







Invoice header



Attention: Please fill in all mandatory fields marked with a (*).

9. Please enter your invoice number. The invoice number can only used **once** and be no longer than **16 characters**

10. The invoice date can not be backdated more than **seven days**.

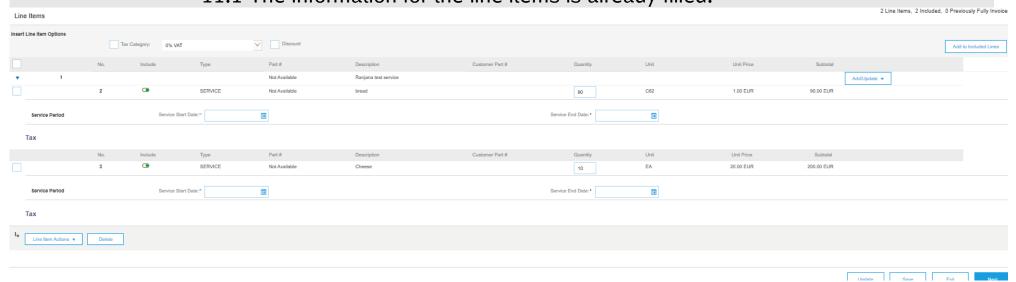




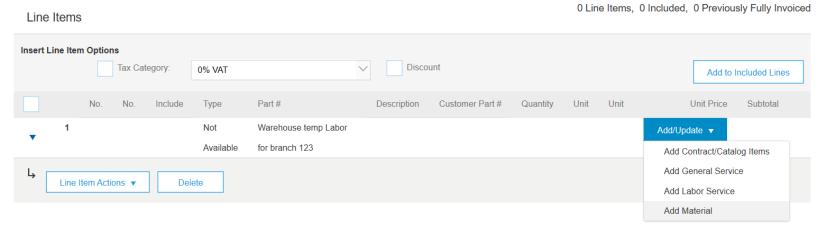
Types of invoice positions

11. There are two different types of the information for the line items.

11.1 The information for the line items is already filled.

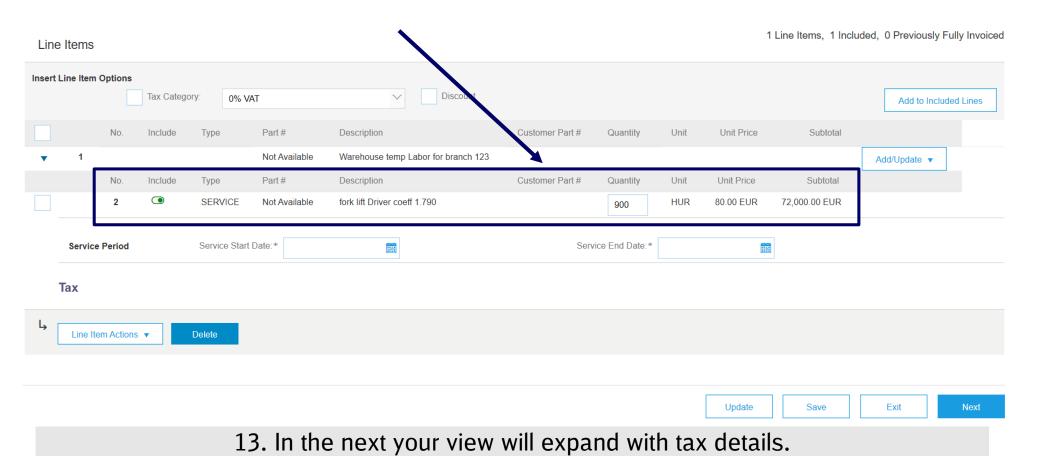


11.2 There is no information for your line item.



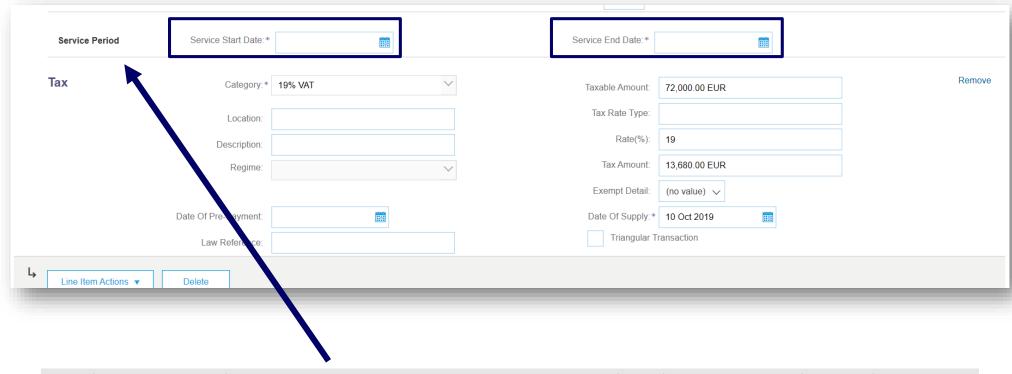


12. If the description, quantity and the unit are filled, please place a checkmark at the **tax category** and choose a **tax rate** from the different tax rates. Then click on **"include in enclosed positions"** in order to get the tax right.



PROCURE by DB Schenker





14.Please enter the **Sercive Start -and End date** and make sure postdating the service is not possible.

15-A. Check if the tax information are calculated right. Then you can click on "Next".

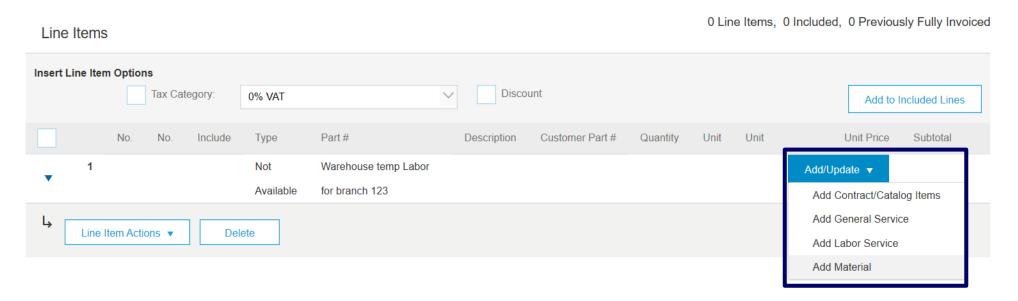


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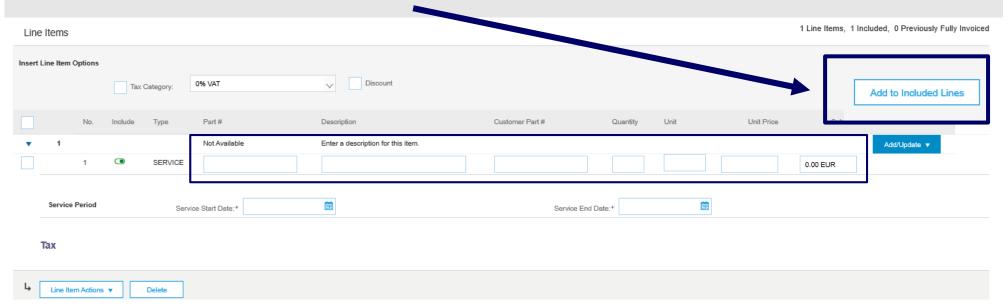
- 15-B. If the information for the **description**, **quantity** and the **unit** are missed, then these information needs to be filled.
- 16. Please click on "Add/Update" and choose "Add general service".







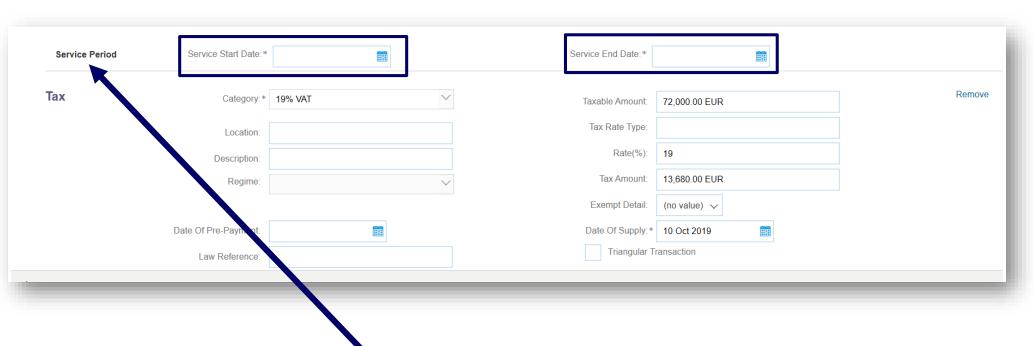
- 17. The fields description, quantity, unit and price per unit are required fields.
 - ✓ Please make a descricption in the field
 - Enter the respective quantity
 - ✓ **Important!** There is a special unit for your order. You can find the right unit in your purchase order (slide 13).
 - At price per unit you can enter the requested amount that you want to invoice. This could be the deposit or the maximum amount. In order to this you are able to invoice partially.
- 18. Please place a checkmark at the **tax category** and choose a **tax rate** from the different tax rates. Then click on **"include in enclosed positions"** in order to get the tax right.





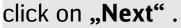


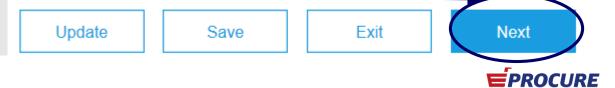
19. After clicking on "Enclude positions" your tax rates will be calculated.



20.Please enter the **Sercive Start - and End date** and make sure it is not possible to postdate the service.

21. Check if the quantity, amount and the taxes are calculated right. Then you can



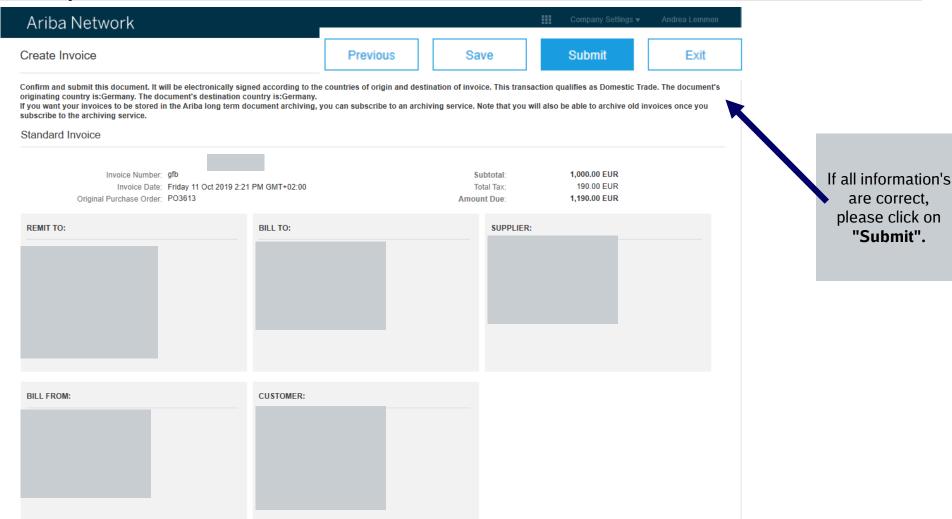


Invoice overview



Check Invoice entries:

22. Before the invoice is completed, you will receive an overview of all invoice details. Since it is no longer possible to change the invoice afterwards, please check your entries carefully!

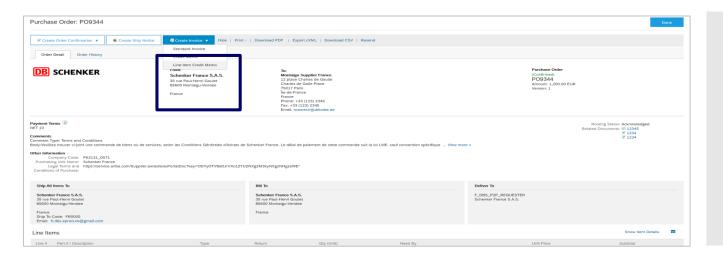




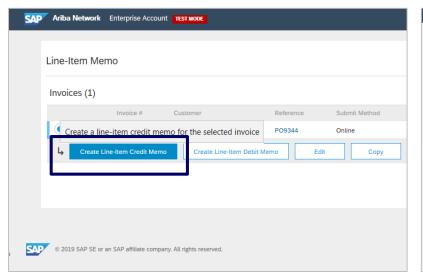
Credit Note

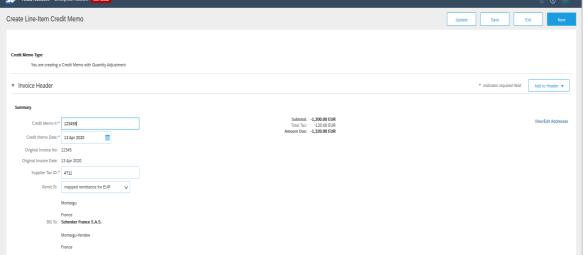


In order to create Credit Memo, go to Create Invoice drop down menu and select Line Item Credit Memo.



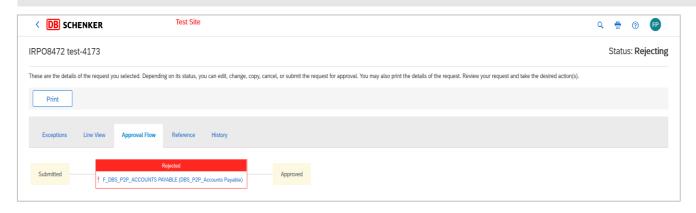
A new window will pop-up. Select the line, press on Create line item credit memo and fill in the details. Credit memo reason should also be provided. Click on Next, then on Submit.



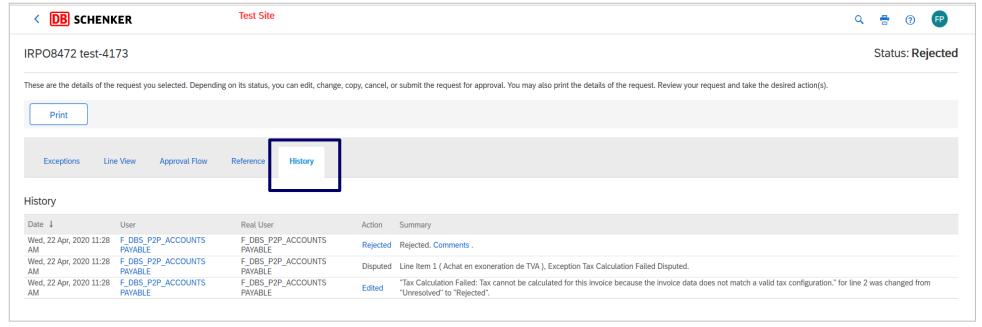




Accounts Payable team may reject supplier's invoice if the information is incorrect.



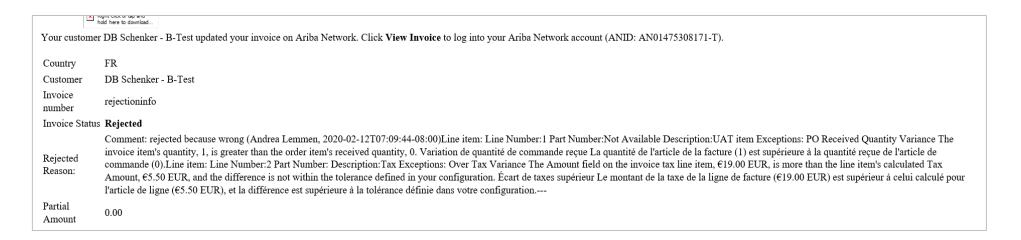
Rejection reason and additional information can be seen in the History tab.

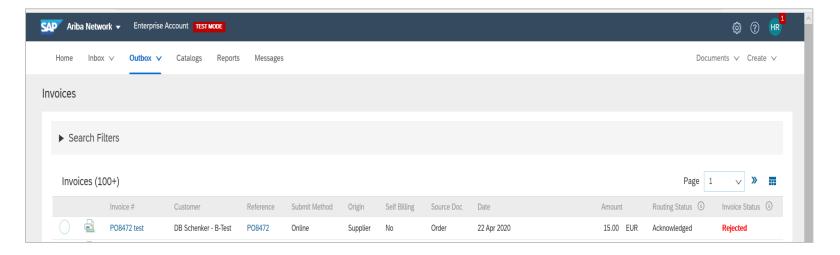






Supplier will be informed about invoice rejection by email and also in the Ariba outbox.

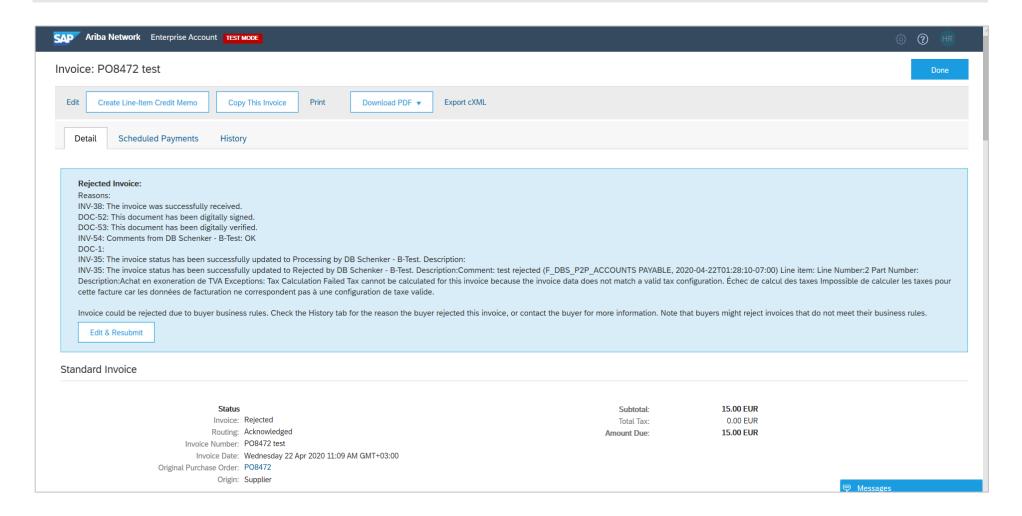








Supplier can edit the invoice and submit once again by clicking on the PO mentioned above. A new tab will open, click on edit & resubmit.







Supplier will correct the invoice as per the rejection information and will submit again.

Edit Invoice				Previous	Submit	Exit						
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 Tade. The document's originating country is:France. 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 Number: P08472 test Invoice Date: Wednesday 22 Apr 2020 12:04 PM GMT+03:00 Original Purchase Order: P08472		Subtotal: Total Tax: Amount Due:	15.00 EUR 0.00 EUR 15.00 EUR									
REMIT TO:	BILL TO:		SUPPLIER:									
Montaigu Supplier France Pestal Address: mapped remittance for EUR 1234 Montaigu France Remit To ID: EUR_0000025164 Tax ID of Supplier: 4711	Scherkler France S.A.S. Postal Address (Par délaut): 35 rue Paul-Henri Goulet 85000 Montaigs-Vendee France Address ID: FR4010		Montaigu Supplier France Postal Address: Montaigu rue 1 35022 Montaigu France Legal Form: SA Company Capital: 200,000 00 EUR									
BILL FROM:	CUSTOMER:											
Montaigu Supplier France Postal Address: Montaigu rue 1 35023 Montaigu France	Schenker France S.A.S. Postal Address: 35 nue Paul-Henri Goulet 85600 Montalgs-Vendee France											
SHIPPING INFORMATION:												
SHIP FROM:		SHIP TO:										
Montaigu Supplier France Pestal Address: 12 piace Charles de Gasille Charles de Galle Place 75037 Paris Île-de-France France		Schenker France S.A.S. Postal Address (Par defaut): F_,D8S, F2P_,REQUESTER Schenker France S.A.S. Pole d'activitées du print du J 85000 Bouffere France Address ID: FR4011 Email: Par défaut										



FAQ



If you would like to learn more, we are pleased to offer you more information in our "Following Packages". In this you can find out:

- How can I check the if my invoice was sent successful?
- What can I do if my invoice is rejected?
- How can I search for old purchase orders's
- What can I do if I can not find my interactive Mail to the purchase order anymore?
- When and how can I reject purchase order's



Benefits



Your benefits by using SAP ARIBA network as a supplier at Schenker AG







A central portal for processing requests, tenders and purchase orders

Full transparency over all processes with Schenker AG. Automatic notifications over an interactive email

Discharge for you because of partial automazation of administrative and operative processes



SUPPORT



SAP ARIBA Network Support

https://www.ariba.com/de-de/ariba-network/ariba-network-for-suppliers

https://www.ariba.com/de-de/support/supplier-support

For further questions related to procurement processes, invoices and payment with Schenker AG please kindly use the contact form on our Web-Site

