QUICK START

WHO SHOULD USE THIS GUIDE?
All Hartford associates who expect to receive and reconcile invoices.

WHAT IS ITS PURPOSE?
The purpose of this guide is to provide clear and easy to understand instructions for Invoicing in Ariba P2P. In addition this guide can be used as a reference tool to supplement on the job or classroom training.

HOW DO I USE IT?
Since each chapter builds upon information in the prior chapter, the first time you read this guide you should read it from beginning to end. As you become more familiar with the system, this guide can be used as a reference to look up specific information you need to review.

ASSUMPTIONS
This manual assumes the user will utilize Ariba P2P to process or approve invoices and will have on-line access. No additional invoicing background is necessary.

WHO DO I CONTACT FOR SUPPORT?
If issues arise that are not covered in this manual, or cannot be answered by your supervisor, contact the IT Help Desk by calling 1-860-555-HELP or 1-860-555-0000.
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### CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date of Release</th>
<th>Reasons for Change</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>00/00/00</td>
<td>Initial creation of doc</td>
<td>Name</td>
</tr>
</tbody>
</table>

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**COMPANY INVOICING**

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Invoicing
Module 1 - Overview of Ariba P2P

Overview

This lesson will review the main principles in using Ariba P2P. This lesson will also review the basic navigation of Ariba P2P.

Objectives

After Completing this lesson you will be able to:

- Describe the benefits of using Ariba P2P
- Successfully log in to the Ariba P2P application
Using Ariba P2P

Ariba P2P Users

There are many different types of individuals within the Company who will use the Ariba P2P application. They range from users who create requisitions for indirect spend, to managers who approve requests, to receivers of the goods ordered, to those who will reconcile the invoices.

While the goal is to eventually utilize Ariba P2P for all goods and services, users should follow this information as a guideline for using Ariba P2P:

1. Ariba P2P is required for all goods and services with the exception of the following items:
   a. Legal expenses
   b. Shipping
   c. Customer Refunds

2. Invoices will be received for purchase orders or contracts either through the Ariba Network (AN) or may be submitted manually and entered into Ariba P2P by the Accounts Payable A/P personnel.

3. Purchase Orders should never be created after the invoice is received. In all cases, the purchase order/contract will be reconciled with the invoice automatically in Ariba P2P.
Features of Ariba P2P

Ariba P2P application incorporates several features:

- **Simplified purchasing**
  - Browse and select items from preferred supplier catalogs and web sites for an online shopping experience
  - Automated routing of requisitions to approvers.
  - Easy re-ordering using the copy function
  - Automatic separation of Purchase Orders by supplier to allow multiple suppliers on the same requisition
  - Default shipping and billing address based on user profiles

- **Invoice Processing.**
  - Integration with the Ariba Network (AN) providing purchase orders electronically to suppliers while allowing automatic download of supplier invoices electronically.
  - Automatic Reconciliation of Invoice and Purchase Order/Contract by exception based on predefined rules.
  - Approval flow associated with invoice reconciliations.
  - Interface with the ERP for all invoice detail and payment remittance.
  - Ability to decrease the process time for reconciling and payment of invoices and to maximize cash flow by taking advantage of payment terms discounts as well as negotiate further discounts with suppliers.
Navigate through Ariba P2P

Access Ariba P2P
The Ariba P2P system can be accessed directly from the Corporate URL page. The website is http://

For testing and training we will use the following site http://

You can login using your network user id and password

To access the Ariba P2P page you can click on either of the highlighted links above.

TIP – add the link for the P2P Home page Intranet URL to your browser favorites http://
Initial Login Process

Ariba P2P is available to all users. Users should access Ariba P2P through the P2P home page. Ariba P2P uses Single Sign-On (SSO) technology which will reduce time spent re-entering passwords for the same identity.

Be Aware: Because the system uses Single Sign-On (SSO) it is critical that if you leave your desk you must LOCK your computer.

When you first log into Ariba P2P you will need to verify your personal profile before you may use the system.

Note: Names appearing in the Supervisor field, are only added at the administrator level. There may be an approval required for this process and there may be a delay while the information is changed. We recommend you do not place a requisition until this data has been corrected.
Session Timeouts

To comply with industry standards for session timeouts and to address security concerns, Ariba solutions time out after 30 minutes. If you close your browser window, the session on the server times out after 30 minutes. If you leave the browser window open and inactive for 30 minutes, a message is displayed indicating a session timeout will occur. If there are any long running operations in progress and you see a progress bar (including data downloads and uploads), the session will not time out.
Skill Practice 1 – Check User Profile – Verify Supervisor
Objective – Add catalog items to a requisition

1. Access the Ariba P2P test site
   http://
   using your User Network ID and the password
2. Click on Preferences
3. Click on Change Your Profile
4. Document the Supervisor’s name.
   ______________________________________________
5. Change your email address to something other than the default email address.
6. Finish the change process and identify who needs to approve this change by viewing the approval flow
7. Who needs to approve the Profile Change?
8. What should you do if you leave your desk?
   ______________________________________________
Overview

This lesson will review the Non PO Invoicing in Ariba P2P.

Objectives

After completing this lesson, the user will be able to:

(1) Describe the Non PO Invoicing process in Ariba P2P.
New Invoice Process with Ariba P2P

With the change to using Ariba P2P for Invoicing, a new process has been developed. Suppliers will now be encouraged to utilize the Ariba Supplier Network (ASN) to electronically send their invoices to The COMPANY. Once received, the invoice data will be electronically matched to the purchase order and receipt. Invoice approval and exceptions will be routed automatically to the appropriate individuals to resolve. Once resolved, the invoice is then scheduled for payment.

Adding a vendor in Ariba P2P now requires certain vendor types to be approved centrally. For many vendor types, the purchasing department is added on to the approval flow to ensure that any vendor additions are not in conflict with current contractual obligations or sourcing strategies, as well as to ensure that duplications do not occur for suppliers that are already transacting with THE COMPANY on Ariba’s network.

The following steps describe the process for creating an invoice for a Non-Purchase Order:

1. Enter the Supplier’s Invoice number

```
<table>
<thead>
<tr>
<th>Invoice Header</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice #: * 12345</td>
</tr>
</tbody>
</table>
```

2. Search for the Supplier associated with the Invoice

```
<table>
<thead>
<tr>
<th>Invoice Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Flow</td>
</tr>
<tr>
<td><strong>Invoice Header</strong></td>
</tr>
<tr>
<td>Supplier Invoice #: * 12345</td>
</tr>
<tr>
<td>Supplier: <em>(none selected)</em></td>
</tr>
<tr>
<td>Supplier Sales Order #: Search for more...</td>
</tr>
</tbody>
</table>
```

3. The Business Unit, Invoice Date, On Behalf Of, Supplier Contact, Remit to address, and Payment Terms are automatically populated. If required any of these files can be changed.

Use the Guide to introduce new processes and areas of improvement.

Create step by step instructions.
4. Line Item Details must be manually entered.

<table>
<thead>
<tr>
<th>Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
</tbody>
</table>

**Line Item Actions**
- Add
- Non-Catalog Item
- Catalog Item

5. Select either Non-Catalog or Catalog Item.
6. Enter the Commodity Code
7. Enter the Supplier Part Number
8. Enter the Qty
9. Enter the Price
10. Enter the Full Description of the item

11. Ensure that the Accounting Codes are accurate
12. Click on Update Total

<table>
<thead>
<tr>
<th>Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
<tr>
<td>Qty</td>
</tr>
<tr>
<td><strong>Commodity Code</strong>:</td>
</tr>
<tr>
<td><strong>Supplier Part Number</strong>:</td>
</tr>
<tr>
<td><strong>ISRF Accounting Required</strong>:</td>
</tr>
<tr>
<td><strong>Vendor ID</strong>:</td>
</tr>
<tr>
<td><strong>Work Order</strong>:</td>
</tr>
</tbody>
</table>

- **Subtotal**: $1,000.00 USD
- **Total Tax**: $0.00 USD
- **Total**: $1,000.00 USD

13. Click on the Checkbox next to Line Item #1
14. Click on Line Item Actions, and add Shipping.

<table>
<thead>
<tr>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Catalog Item</td>
</tr>
<tr>
<td>Catalog Item</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Selected Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
</tr>
<tr>
<td>Copy</td>
</tr>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Add Tax</td>
</tr>
<tr>
<td>Add Shipping</td>
</tr>
<tr>
<td>Add Special Handling</td>
</tr>
<tr>
<td>Add Discount</td>
</tr>
<tr>
<td>Add Comment</td>
</tr>
<tr>
<td>Add Attachment</td>
</tr>
</tbody>
</table>

15. Add the Shipping cost for the line item

16. Click on Update Total

Subtotal: $1,014.95 USD
Total Tax: $0.00 USD
Total: $1,014.95 USD

Update Total

**Note:** Special Charge Categories (Sales tax, Shipping, Special Handling, Freight, and Discount) should never be entered as material items on the purchase order. They are entered by the supplier at the time of invoicing and Ariba P2P has exception validations associated with these items.

17. Click Submit

Submit  Exit
18. There will not be any approval associated with the Invoice. The Invoice status should be “Approved”

19. Once the Invoice is approved, an invoice is automatically created and the invoice reconciliation is generated.
Skill Practice 6 – Non PO Invoice

Objective – The objective of this exercise is to create an invoice for a Non-purchase order. Ariba P2P allows you to manually create the invoice.

1. Log into Ariba P2P with your Network ID.
2. The password is “ariba”
3. Click Create Non-PO Invoice
4. Enter the following:
   - Supplier Invoice #: <Your Initials>
   - Supplier: TEST SUPPLIER 2
   - Invoice Date: <Current Date>
5. Add a Non-Catalog line item
6. Add $14.95 for shipping
7. Add sales tax – 8%
8. Click Submit
INSERT COPIES OF REPORTS, RESOURCE ARTICLES, AND OTHER PROCESS / POLICIES RELEVANT TO THE USER.