

Please review this entire document first, before starting! If you have any questions at all, please contact <u>supplier.enablement@fmc-na.com</u>

1. Log into **supplier.ariba.com** with your login ID and password.

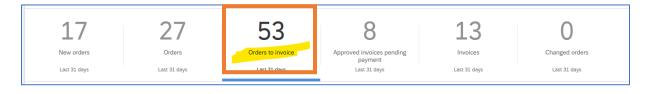
You should land on a page that looks like this:

SAP Business Network - Enterprise Accourt		- Back to classic view	0 👼
Home Enablement Workbench Orders	✓ Fulfillment ✓ Invoices ✓ P	'ayments ~ Catalogs Reports ~ Messages	Create 🛩 🕴 🚥
Orders and Orders and Overview Getting started	Releases Y Fresenius Medical Care N	tor Y Exact match Y Order number	90
payment	9 49 d orders Orders 1 days Last 31 days	197 Drders to invoice Last 31 days Last 31 days	o o o 🧟 More
My Widgets Fresenius Medical Care Purchase orders Last 3 months ~	the Customize Invoice aging	Company profile	
\$33.5 M \$16M \$14M \$14M \$12M \$10M \$10M \$10M \$10M \$10M	\$502 K \$350K \$300K \$250K \$200K \$150K	35% Completed	

Remember that before you can create an INVOICE, you must have Purchase Order.

There are two ways to access the Purchase Orders:

- a) The Orders link at the top, or
- b) Clicking on the tiles across the page (better).
- 2. To access the Purchase Orders, click on the Order to Invoice tile:





You will land on a page that looks like this:

http://www.customize							Workbench
	Changed orders Lest 31 days		ng Invoices Last 31 day	Approved involces pern payment Lest 31 days	30 Orders to invoice Last 31 days	20 Orders Lest 32 days	10 New orders Last 31 days
							Orders to invoice (30)
j 🕞 🕅	Resend Failed Order					Last 90 days	> Edit filter Save filter
Int Invoiced Action		Order Status	Date 4	Amount		Last 90 days Customer	and the second sec
		Order Status New	Date J Oct 25, 2022	Amount \$1,000.00 USD	orth America - TEST		> Edit filter Save filter
unt Invoiced Actio						Customer	> Edit filter Save filter
unt Invoiced Actio		New	Oct 25, 2022	\$1,000.00 USD	orth America - TEST	Customer Fresenius Medical Care N	Edit filter Save filter Inder Number 602121662

Things to notice:

Each PO has its own line, showing the customer, the customer's address/Ship-To, and importantly, the **Order Status:**

New	New purchase order, ready to be invoiced upon shipment of goods/completion of services. The PO is your "contract" for this transaction.
Invoiced	Purchase orders where you have already submitted an electronic invoice for the full quantity and amount.
Partially Invoiced	Purchase orders with quantity or amount remaining. You may invoice against a purchase order until it is fully consumed.
Obsoleted	An Obsoleted PO has been replaced by a new version of the same PO – you should always see a Changed PO along with the Obsoleted version. These will have the same PO number. Always choose the Changed version to invoice
Changed	against – you will not be able to invoice an Obsoleted PO.



To create an Invoice against a Purchase Order:

3. Click on the **PO Number** to be Invoiced:

				R	esend Failed Orders	68
Order Number	Customer	Amount	Date 4	Order Status	Amount Invoiced	Actio
3602111962	Fresenius Medical Care North America - TEST	\$1,000.00 USD	Oct 25, 2022	New		**
3602 2164	Fresenius Medical Care North America - TEST	\$2,000.00 USD	Oct 20, 2022	New		
3602121640	Fresenius Medical Care North America - TEST	\$800.00 USD	Oct 20, 2022	Received		.,
3601905247	Fresenius Medical Care North America - TEST	\$5,000.00 USD	Oct 19, 2022	New		

• Note: you can use the search functionality on the page to narrow the number of POs visible, or search directly for the PO. Click on **Edit filter** to open up the search:

Orders to invo	oice (30)			
> Edit filter	Save filter	Last 90 days		

stomers	Order numbers	Creation date	Order status	
Select or type selections	7 Type selection	Last 90 days 🗸 🗸	Include 🗠 Soloct or type 🗗	
	Partial match O Exact match		·	
mpany codes	Purchasing organizations	Customer locations	Order type	
Select or type selections	Select or type selections	Type selection	All 🗸	
			Orders with inquiry only	
uting status	Min amount Max amount Currency	Visibility		
41	USD V	Not hidden 🗸		
	et de die die ee			

• You can use any single or combination of filters to search for the correct PO. Populate your search fields, then click the **Apply** button. Then you can select the PO to Invoice by clicking the PO number.



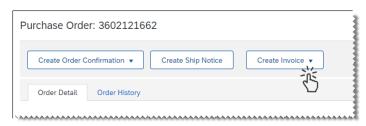
4. The PO will display.

SAP Business Network - Enterprise Account TEST MODE		0 📟
Purchase Order: 3602121662		Done
Create Order Confirmation 🔻 Create Ship Notice Cre	ate Invoice 🔻	⊻ @
Order Detail Order History		
•		
To: FMCNA FULLY ENABLED SUPPLIER 2 130 S Bryn Mawr, Pa 19010 Bryn Mawr, PA 19010	Purchase Order (New) 3602121662 Amount: \$1,000.00 USD	
Unide States Phone: Fax: Email: celeste.diaz.louis@sap.com	Version: 1 Track Order	
Payment Terms () NET 15		Routing Status: Sent
Comments Comment Type: Terms and Conditions Body:PURCHASE ORDER TERMS AND CONDITIONS https://fmcna.com/content/dam/fmcna/live/company/documents/FMCNA-PO-Terms-	and-Conditions.pdf	
Global Supplier Code of Conduct https://www.freseniusmedicalcare View more »		
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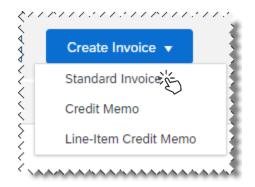
- Review the purchase order carefully, scrolling all the way down to the bottom where the PO lines are.
- It's important to make sure the PO is as correct as possible, because Ariba will use the purchase order to create the invoice. This is sometimes referred to as "PO Flip."



5. Three option buttons will be at the top of the Purchase Order. Click on Create Invoice.



• You'll always create a Standard Invoice:



6. Ariba Network "flips" the PO and creates most of your invoice.

Create Invoice				Update Save Exit N	ext
<ul> <li>Invoice Header</li> </ul>				* Indicates required field Add to Header	•
Summary					
Purchase Order:	3602121662	Subtotal:	\$1,000.00 USD	View/Edit Addre	2922
Invoice #:*		Total Tax: Total Gross Amount: \$1,0 Total Amount without Tax: \$1.0			
Invoice Date:*	26 Oct 2022	Total Net Amount:			
Service Description:					
Supplier Tax ID:					
Remit To	270 CABLE INDUSTRIAL BLVD $\checkmark$				
	CARROLLTON, GA United States Centralized A P				
	Metairie, LA United States				
		••••••••••••••••			



- 7. Populate the **Invoice #** field with your own Invoice Number.
  - This may come from your company's accounting system, your ledger, etc.
  - The Invoice # field is required.
- 8. The **Invoice Date** field defaults to 'today's' date, but you may back date this field as necessary.
  - Use the little calendar icon to choose the new date.
  - The Invoice Date field is required.

**Note:** FMC ages your invoice from the date on the invoice, not the date we receive it. To ensure you are paid properly within your payment term, please always put the correct date in this field.

- 9. Most of the rest of the fields on the Invoice Header are optional if there is no asterisk (*) it is not required.
- 10. Scroll down to the next set of fields: Tax

• Header level ta	ax 🛈  🔵 Line level tax 🛈			
Category:* S	ales Tax 🗠	Taxable Amount:	\$350.00 USD	Remo
Location:		Tax Rate Type:		
Description:		Rate(%):		Populate either field, not both.
Regime:	$\sim$	Tax Amount:		Click Remove if there's no Sales Ta

- If you are required to charge Sales Tax on your invoices, you can enter EITHER
  - The Tax Rate Percent (%) for your state/locality. Ariba will calculate the tax amount based on the Taxable Amount field; OR
  - The Tax Amount field. You don't need to put "\$" or "USD"; the currency is defaulted based on your country and the PO currency.
- If you do not charge Sales Tax, click the **Remove** command to the right, which will remove the entire Tax block.
  - Do not populate the tax field as 0% or \$0.00. This will cause delays in approval.



11. Payment Term and Additional Fields (all fields optional)

Payment Term				
Net Term(days):	15		Add Discount/Penalty T	erm
Additional Fields				
Supplier Account ID #:				
Customer Reference:				
Supplier Reference:				
Payment Note:		]		
	FMCNA FULLY ENABLED SUPPLIER 2 $\checkmark$		Fresenius Medical Care North America - TEST	View/Edit Addresses
Supplier:	FMCNA FULLY ENABLED SUPPLIER 2		Waltham, MA United States	
	Natick, MA United States	Email:		
Bill From:	FMCNA FULLY ENABLED SUPPLIER			View/Edit Addresses
	Bryn Mawr, PA United States			

- The **Payment Term** displayed is defaulted from your current Fresenius Payment Terms.
- Changing the term on an invoice will not affect your actual payment terms.
  - To change your payment terms, please ask your Fresenius contact to submit a Vendor Change Request form.

Add to Header Button (bottom of Invoice Header, Optional)



- Click the Add to Header button to add any additional shipping or special handling charges; comments or attachments to the Invoice.
- 12. Invoice Line Items

N	60	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			MATERIAL	Not Available	Widgets		1	EA	\$125.00 USD	\$125.00 USD
2			MATERIAL	Not Available	Service for the Widgets		3	н	\$75.00 USD	\$225.00 USD

• By default, Ariba includes all line items at the full quantity ordered from the purchase order on the Invoice.



- You may change **Quantity** and **Unit Price** as necessary. Just overtype.
- You may exclude lines from the invoice by clicking the green toggle on each line.
   In the screenshot below, only line 1 is included on this invoice; line 2 is toggled OFF:

	$\frown$							
1	•	MATERIAL	Not Available	Widgets	1	EA	\$125.00 USD	\$125.00 USD
2	Ð	MATERIAL	Not Available	Service for the Widgets	0	н	\$75.00 USD	\$0 USD

13. Click the **Update** button to check all the fields on your Invoice.

- If any are showing errors, fix the errors, then Update again.
- The same button row is displayed at the top right and bottom right of the invoice page.



- Ariba will not let you proceed forward until all the errors are fixed.
- 14. Click the **Next** button to finish.
- 15. The Invoice Confirmation page displays:

Create Invoice		Previou	Save Submit Exit	
	ically signed according to the countries of origin and destination of invoice. The docur m document archiving, you can subscribe to an archiving service. Note that you will			
Standard Invoice		•		
Invoice Number: INV112233 Invoice Date: Friday 27 Dec 2019 2:34 PM GMT-05:00 Original Purchase Order: 3600027338		Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	\$125.00 USD \$0.00 USD \$125.00 USD \$125.00 USD \$125.00 USD	
REMIT TO:	BILL TO:	SUPPLIER:		
FMCNA Fully Enabled Supplier 1 Postal Address: 18231 GOLLECTIONS CENTER DRIVE	Centralized A P Postal Address (Default): 1950 M. Gunzeur, Worf Ste 300	Postal Address:		

• Be sure to scroll all the way down to the bottom of the Invoice to check the Totals, and that all information is correct

Subtotal: \$125.00 USD Total Tax: \$0.00 USD Total Gross Amount: \$125.00 USD Total Net Amount: \$125.00 USD Amount Due: \$125.00 USD
Previous Save Submit Exit

- If you need to change any information on the Invoice, click the **Previous** button to return to the Invoice Creation page.
- If the Invoice is good, click the **Submit** button to send it to Fresenius.



#### 16. Invoice Submission Confirmation:



From here, you may Print a copy of your invoice, or Exit invoice creation. Click the blue links in the confirmation message.

- When you Exit invoice creation, Ariba brings you back to the Purchase Order.
- Click the ^{Done} button in the top right to leave the PO.

You're done!