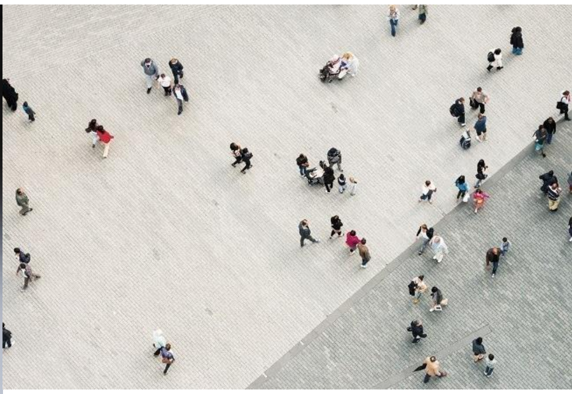
A Suppliers Guide to Transacting in SAP Ariba

Reference Guide for Cadent Suppliers



Version 6 – July 2026

What’s in this guide?

This guide has been produced to cover the Cadent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Cadent to pay for goods and services on time.

You will find useful hints, tips and information on what happens after you have submitted information to Cadent via Ariba within this guide.

Each section of the guide can be accessed via the quick links on the right hand side of the page

Points of Contact:

Invoice Query Team	AskFinance@cadentgas.com
Purchase Order & Master Data Support	ProcurementServices@cadentgas.com
Ariba Customer Support	https://www.ariba.com/contact-us
Cadent Supplier Information & Ariba Onboarding & Sourcing Guidance	https://cadentgas.com/suppliers

All screenshots in this guide are taken from the Ariba test site. References may differ to those configured in our production system.

Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO’s & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

What's in this guide?

Your Ariba Network Account

Your Ariba Network Account

Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period – capped at £15,500 per annum).

Cadent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing

Legacy Suppliers (Pre September 2020)

If you are a legacy supplier (pre-September 2020), when a purchase order is created in Ariba, it is mapped to a temporary ANID (Ariba Network ID), which is automatically configured as a standard account. You can chose to process the order using the temporary ID or by signing in with an existing account.

Note: If accepting a purchase order with an existing ANID, and this account is an enterprise account, you will be charged for the use of the service if the volume and value of transactions pass the required thresholds.

Ariba Suppliers (from September 2020)

If you are a supplier who has been onboarded via Ariba (Supplier Registration/ Qualification as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

Do We Need an Enterprise Account?

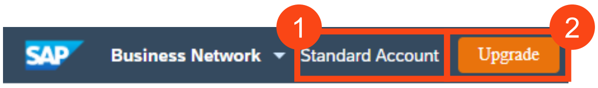
The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Cadent per year may benefit from system integration, whereby your companies sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at ProcurementServices@cadentgas.com.

Your Ariba Network Account

How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen.



Can I Upgrade?

2. Yes, you can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

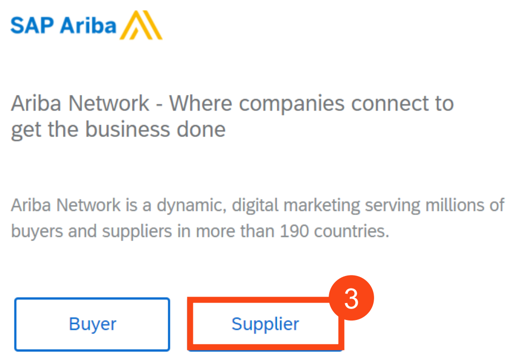
Can I Downgrade?

Yes, If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

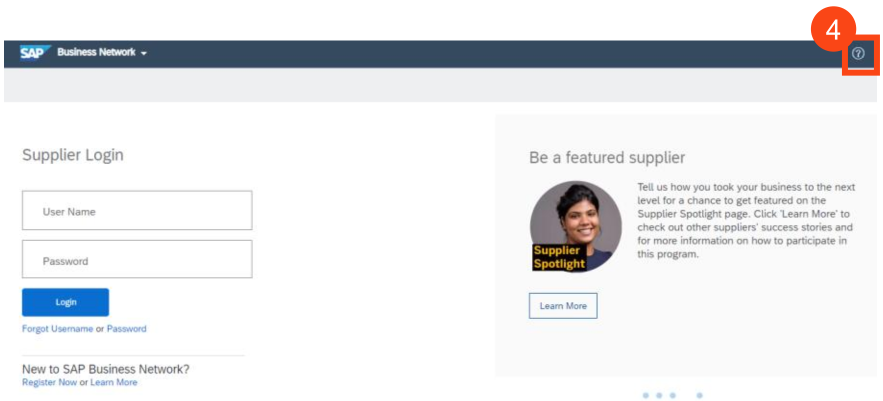
Who Can I Contact For Help?

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to https://service.ariba.com/ and select the 'Supplier' button.



4. This takes you to the login screen. To access the help portal, select the ? icon at the top of the Ariba Network screen.



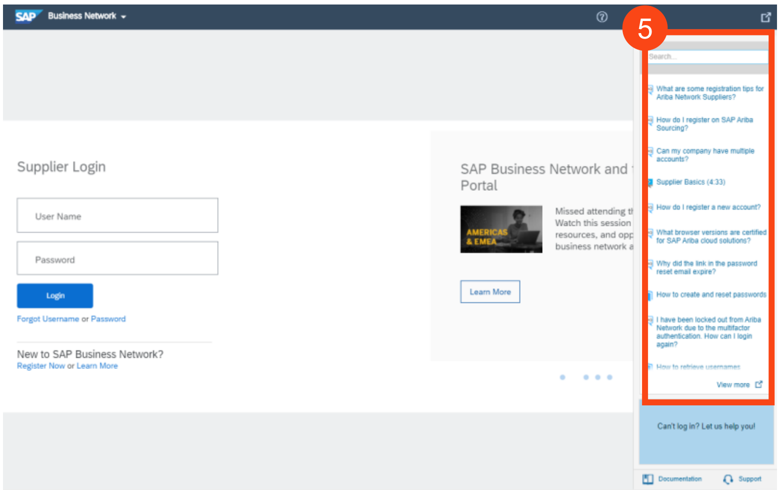
To contact Ariba Customer Support, please go to: https://www.ariba.com/contact-us

Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Your Ariba Network Account

5. A menu appears on the right hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar

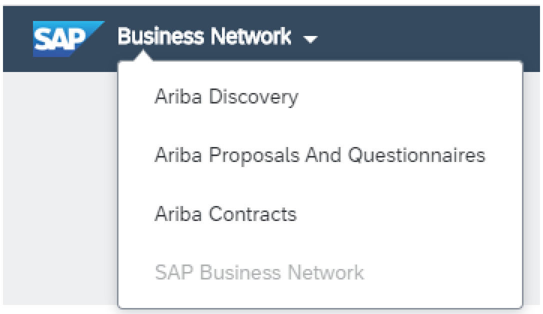


One Stop Shop

Your Ariba Network account gives you access to all documents (purchase orders, questionnaires etc) in one place for all of your customers who are connected to the network.

Use the menu at the top of the screen to flip between:

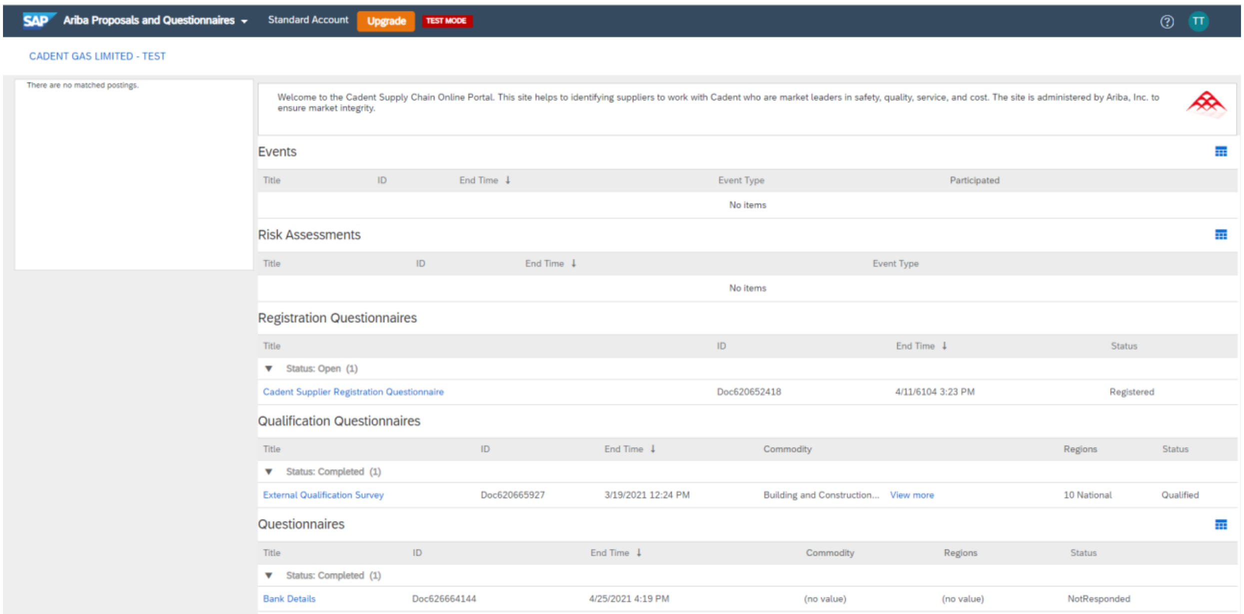
- **Ariba Discovery** – can be used to market your business to other Ariba customers, visit https://my.ariba.com/Discovery for more information (fees may apply)
- **Ariba Proposals And Questionnaires** – where you will find the registration, qualification and bank details questionnaires completed through the SLP process
- **Ariba Contracts** – can be used to negotiate customer contracts (fees may apply)
- **SAP Business Network (Ariba Network)** – where you can manage your purchase orders, invoices and payments (please note for the standard account you can only see the last 200 documents here)



Your Ariba Network Account

Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in the Ariba Guide to Onboarding.



You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Cadent Gas Limited' as the customer before selecting this option as each of your customers will have their own portal.

The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

These changes include:

- Company Name Change
- Postal or eMail Address Change
- Bank Details Change

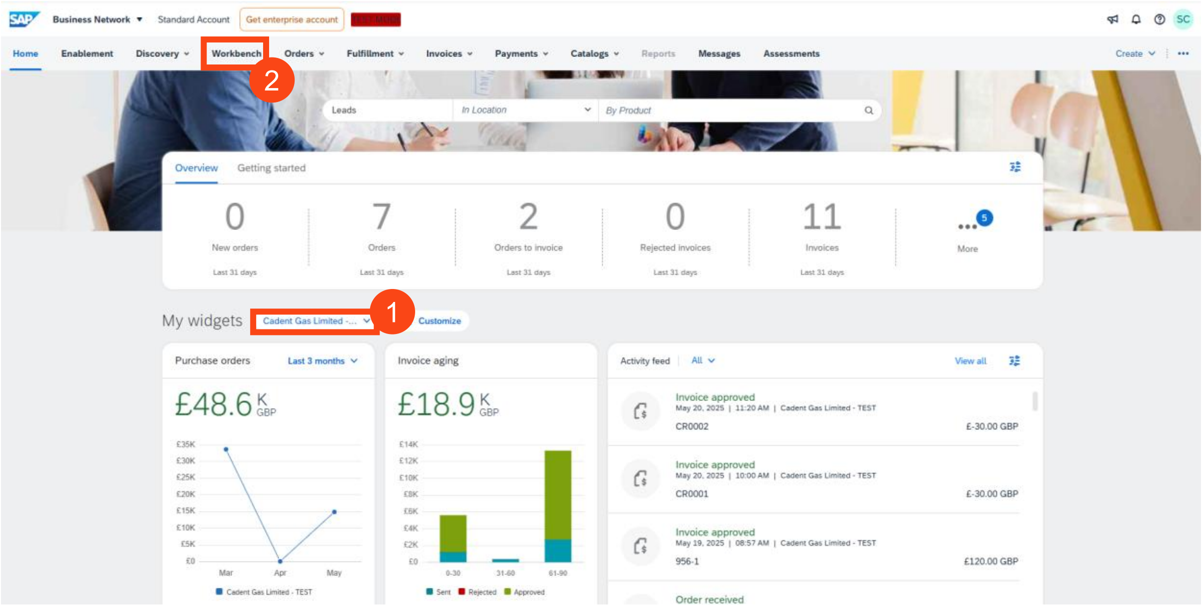
Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact ProcurementServices@cadentgas.com.

Your Ariba Network Account

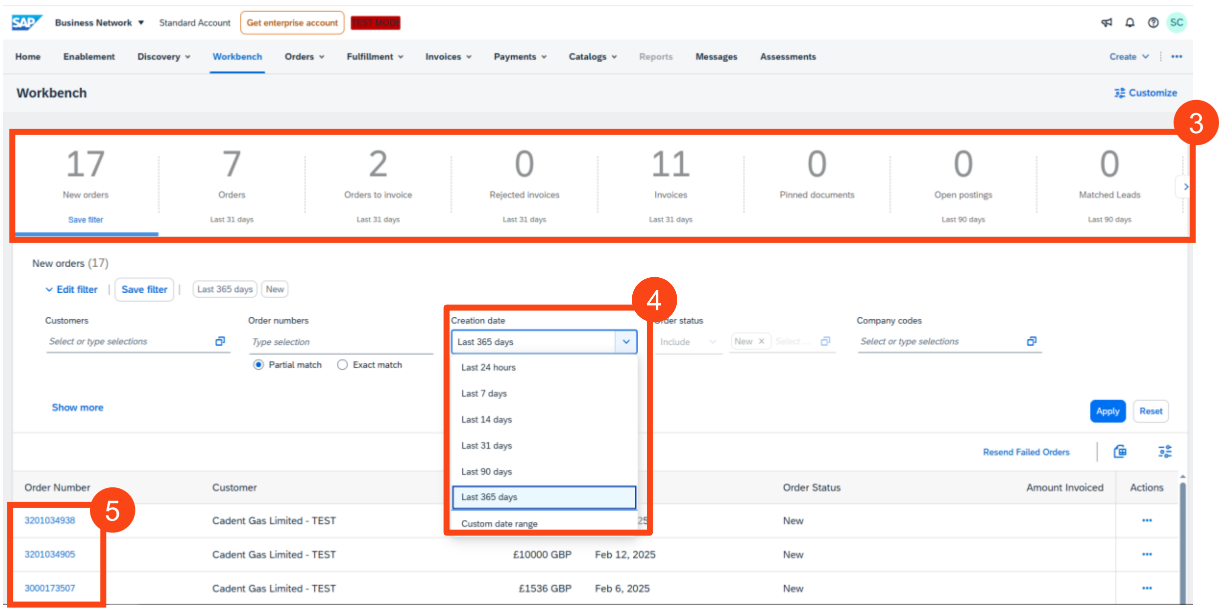
Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions.

1. You can select which customers transactions you see by selecting them from the drop down



2. Select the Workbench to view your transactions



3. Use the tiles to filter between orders and invoices

4. The filter is restricted to 31 days – use the edit filter to view PO's up to 365 days old, remember to click Apply to apply the filter

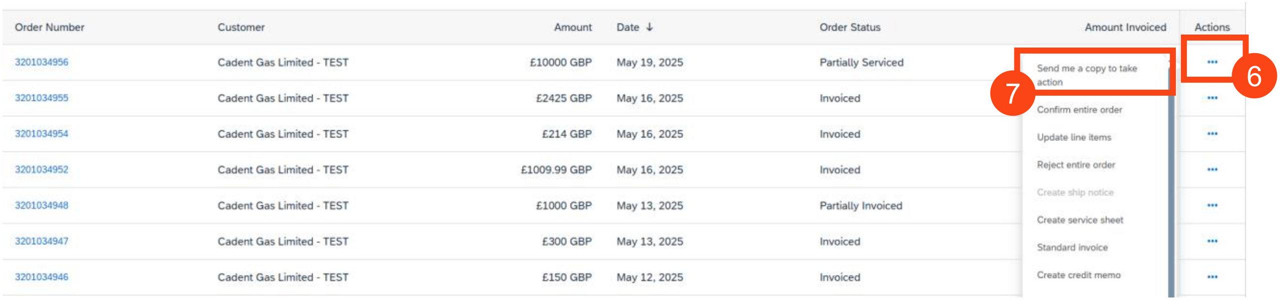
5. You can open the purchase order directly in the network

Your Ariba Network Account

Ariba Network

6 If you need a copy of the Purchase Order via email, select the '…' under 'Actions'

7 Then select 'Send me a copy to take action'



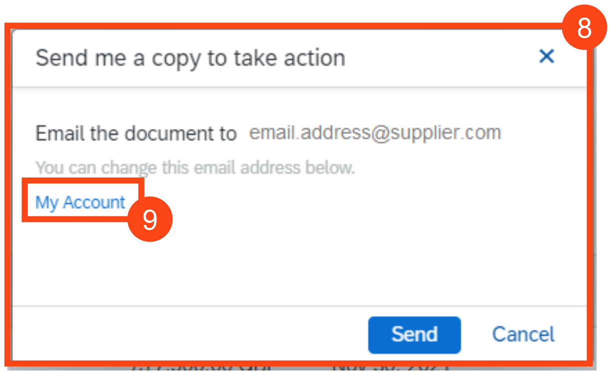
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3201034956	Cadent Gas Limited - TEST	£10000 GBP	May 19, 2025	Partially Serviced		•••
3201034955	Cadent Gas Limited - TEST	£2425 GBP	May 16, 2025	Invoiced		•••
3201034954	Cadent Gas Limited - TEST	£214 GBP	May 16, 2025	Invoiced		•••
3201034952	Cadent Gas Limited - TEST	£1009.99 GBP	May 16, 2025	Invoiced		•••
3201034948	Cadent Gas Limited - TEST	£1000 GBP	May 13, 2025	Partially Invoiced		•••
3201034947	Cadent Gas Limited - TEST	£300 GBP	May 13, 2025	Invoiced		•••
3201034946	Cadent Gas Limited - TEST	£150 GBP	May 12, 2025	Invoiced		•••

Please note Cadent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred by your organisation for the use of the Enterprise account.

Please note, an Enterprise account is required for suppliers who wish to integrate their own back-office sales system with Ariba, all other suppliers can transact successfully with a free of charge Standard account.

8 A pop-up appears confirming the email address the copy will be sent to

9 You can change the contact details by selecting 'My Account' and updating the email address, if it changes



Hints & Tips:

You may need to set up the tiles in your account. You can do this by selecting 'Customize' at the top right of the screen. You will see a tile with a + symbol, click this then select the tiles you wish to add to your workbench. Then click apply.

You can change the tiles at any point in time by selecting customize at the top right of the workbench.

If you can't see the + tile, please contact the administrator of your company account as they may need to change your user profile.

Your Ariba Network Account
Frequently Asked Questions

What is the role of the Account Administrator?

Only **one individual** can be nominated to act as the Administrator of your Ariba Network account.

This individual can:

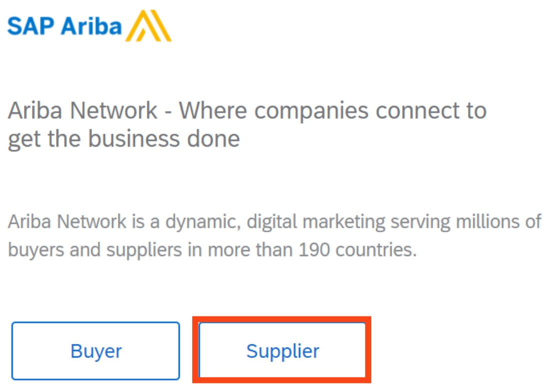
- amend your email notification settings
- create users within your network account
- accept Trading Relationship Requests (TRR), if this has been changed from the standard auto acceptance
- update your company profile

If this individual changes job or leaves your organisation, they must create a new user account for a new administrator and assign the Administrator role to them.

Your Ariba Network Account
Frequently Asked Questions

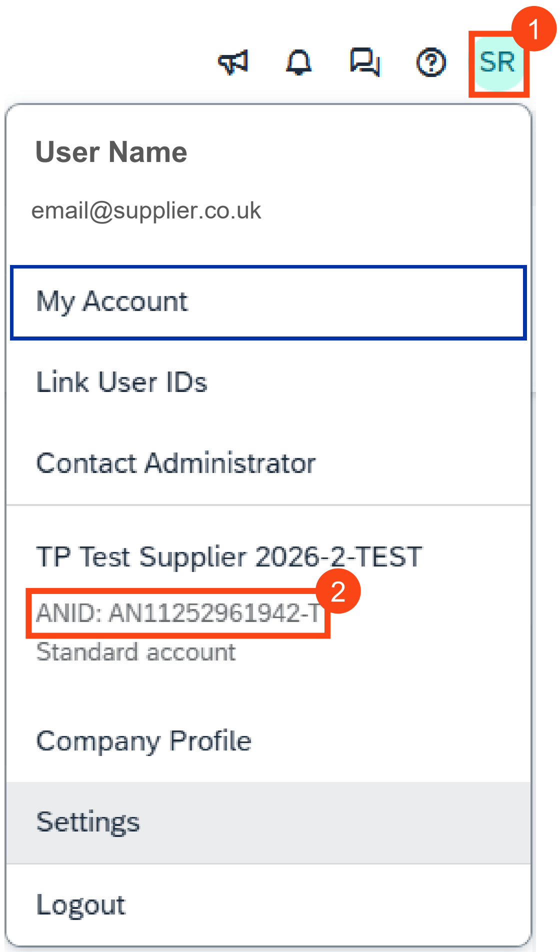
How do I find my ANID?

Log into your Ariba Network account – go to service.ariba.com and select 'Supplier'



1. Click on the icon at the top right of the page

2. Your ANID is found here



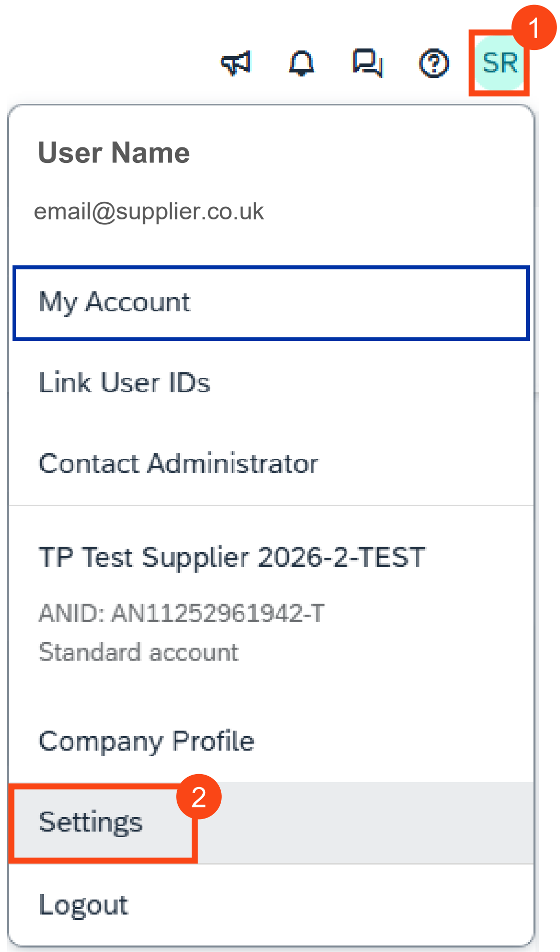
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Your Ariba Network Account

Frequently Asked Questions

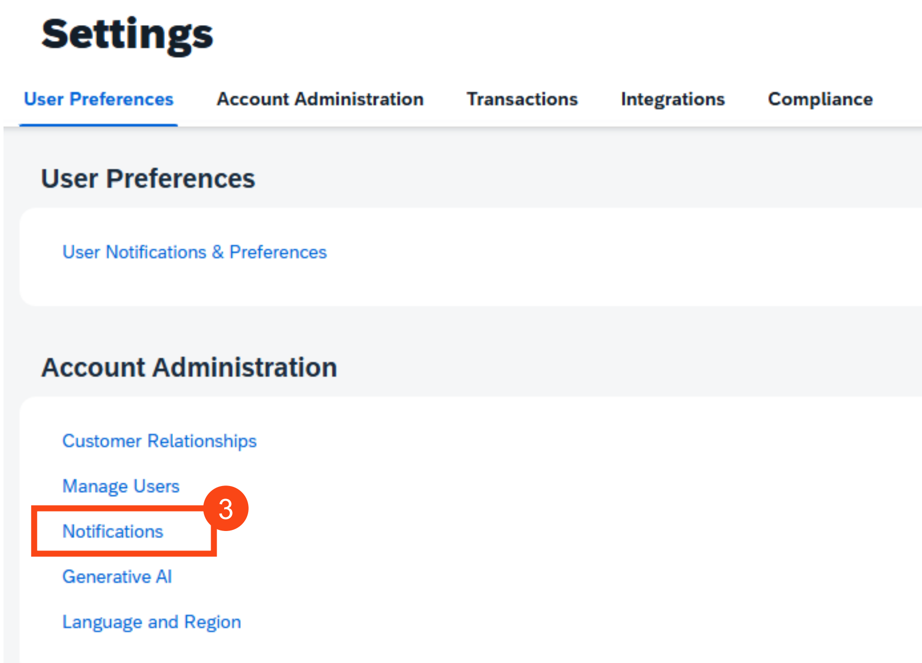
? How do I manage email notifications?

1. From your Ariba Network account, click on the icon at the top right of the page



2. Click 'Settings'

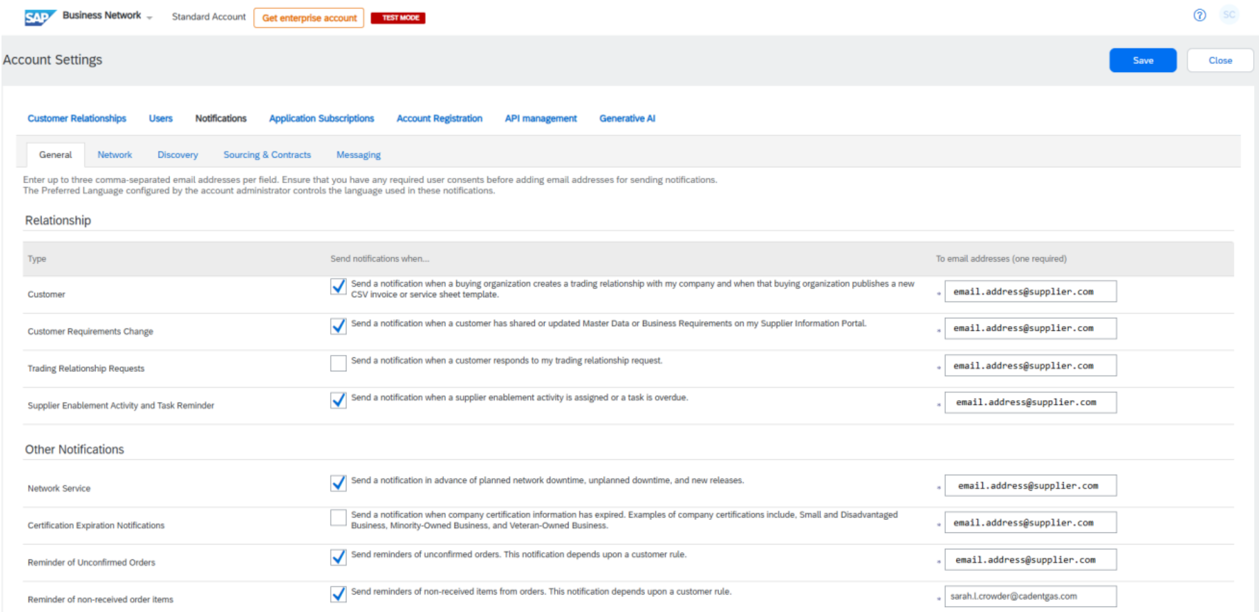
3. In the settings menu, click 'Notifications'



Your Ariba Network Account

Frequently Asked Questions

You can select which notifications are sent via email and enter the address or addresses of the recipients.



Hints & Tips:

Go to the ‘Network’ sub-area to choose your notification method for purchase orders.

Information entered here will apply to all customer accounts.

Where your customer can only assign one email address in your vendor record, you can enter multiple email addresses in the network. Simply use a comma to separate the addresses.

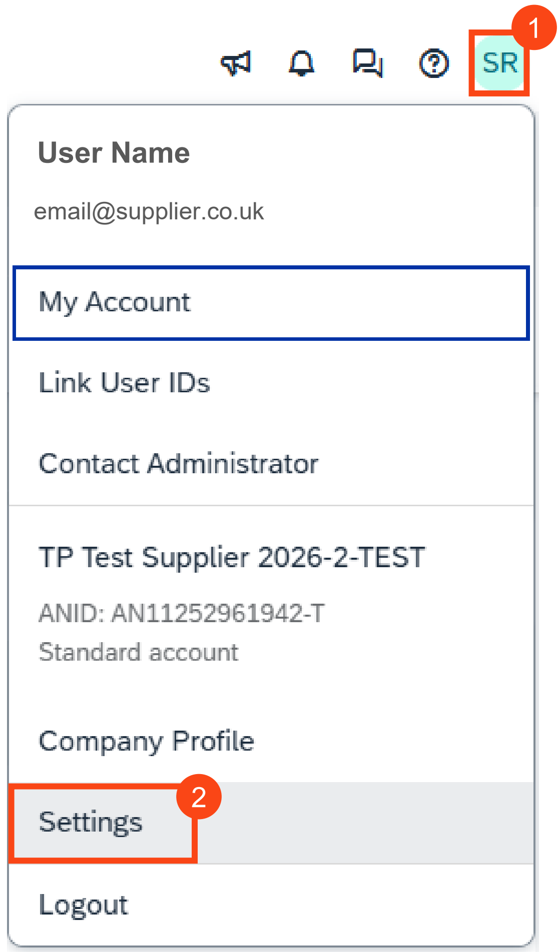
When you have updated the information, click ‘Save’.

Your Ariba Network Account
Frequently Asked Questions

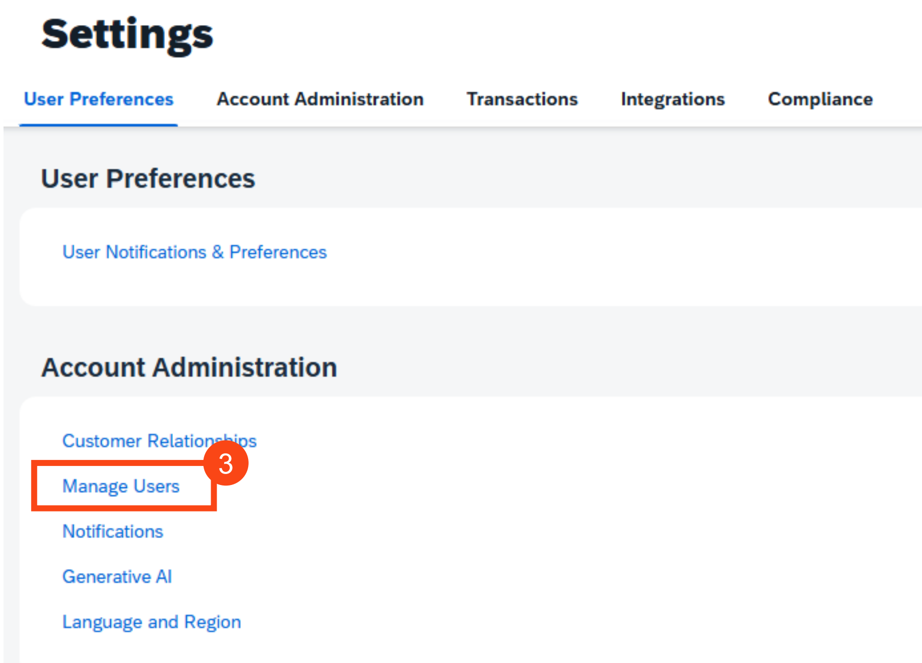
How do I create new user accounts in our Ariba account?

1. From your Ariba Network account, click on the icon at the top right of the page

2. Click 'Settings'



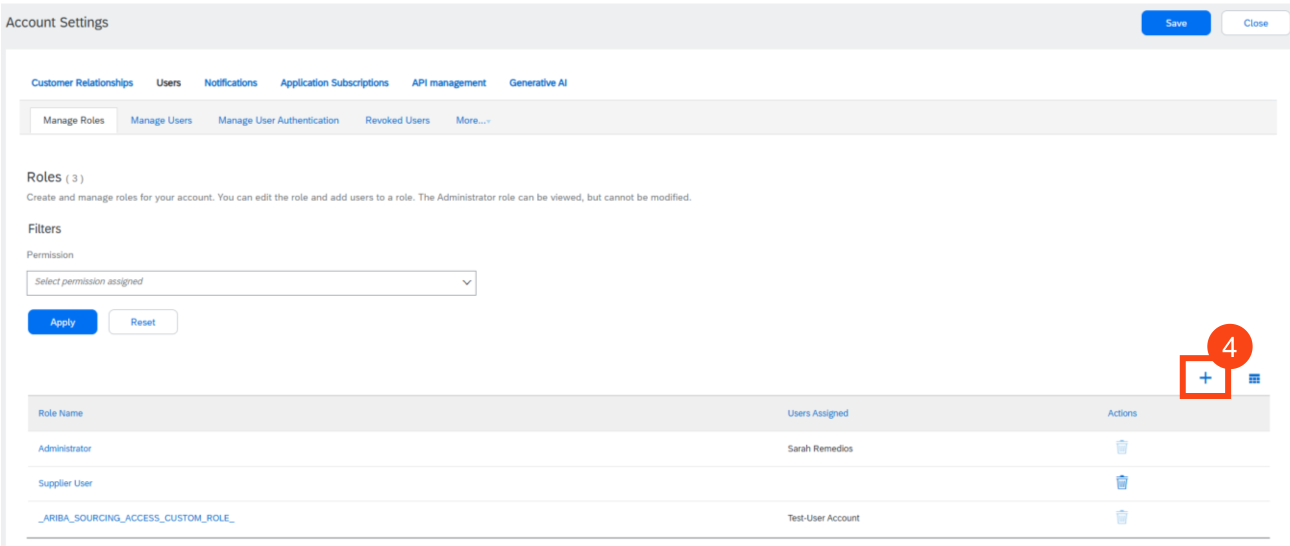
3. In the settings menu, click 'Manage Users'



Your Ariba Network Account

Frequently Asked Questions

4. If you are creating a user for the first time or want to create a user with different access, you need to create a role first. Click the + icon.

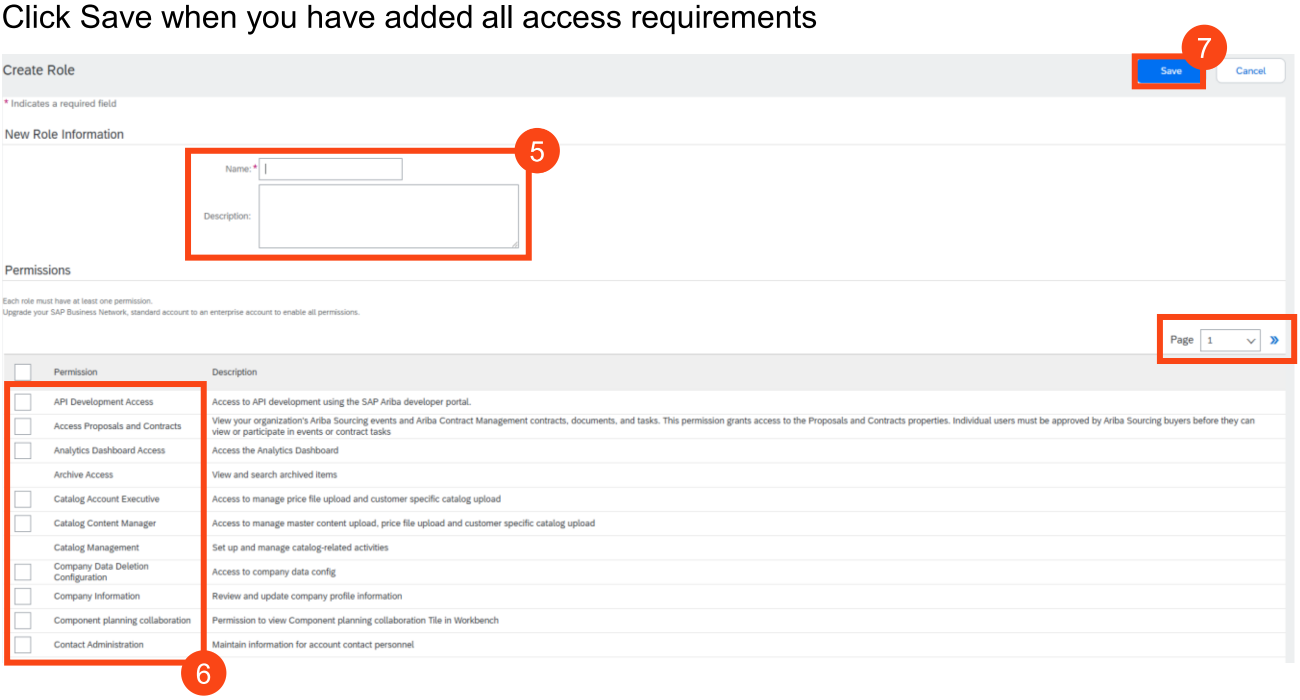


5. Give the role a name, such as 'Billing' if for credit control team and add a description

6. Select the access permissions this role requires

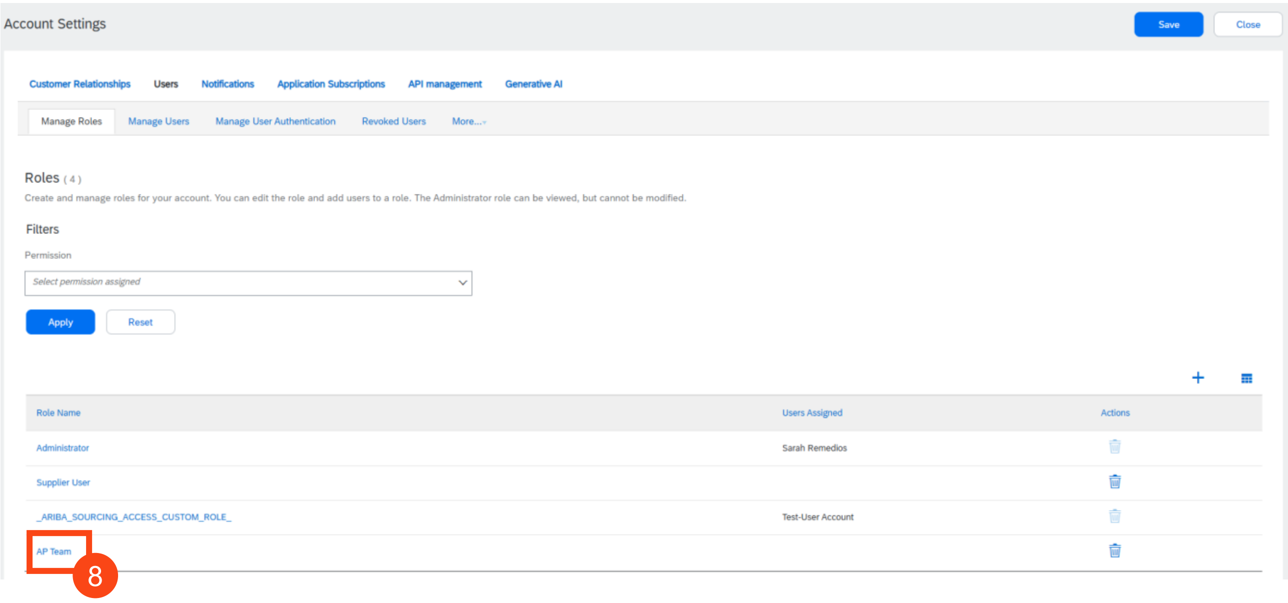
   Note, there are multiple pages of permissions, scroll through the pages using the option on the right of the screen

7. Click Save when you have added all access requirements



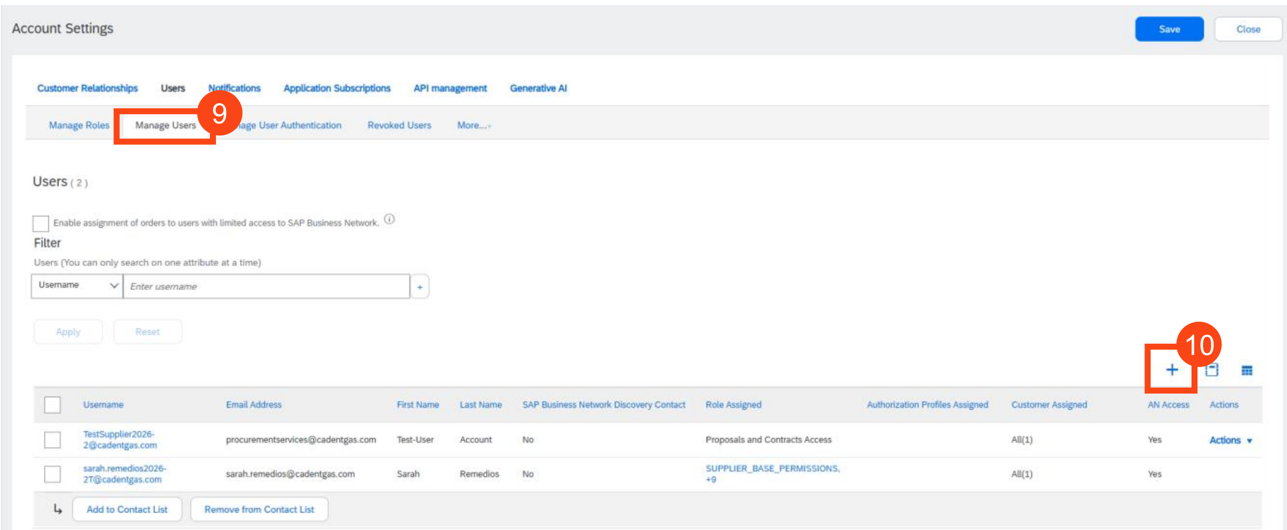
Your Ariba Network Account
Frequently Asked Questions

8 The new role is now available



9 Select the 'Manage Users' tab

10 Click the + icon to create the user



Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Your Ariba Network Account
Frequently Asked Questions

11 Enter the user details, mandatory fields are marked with a *

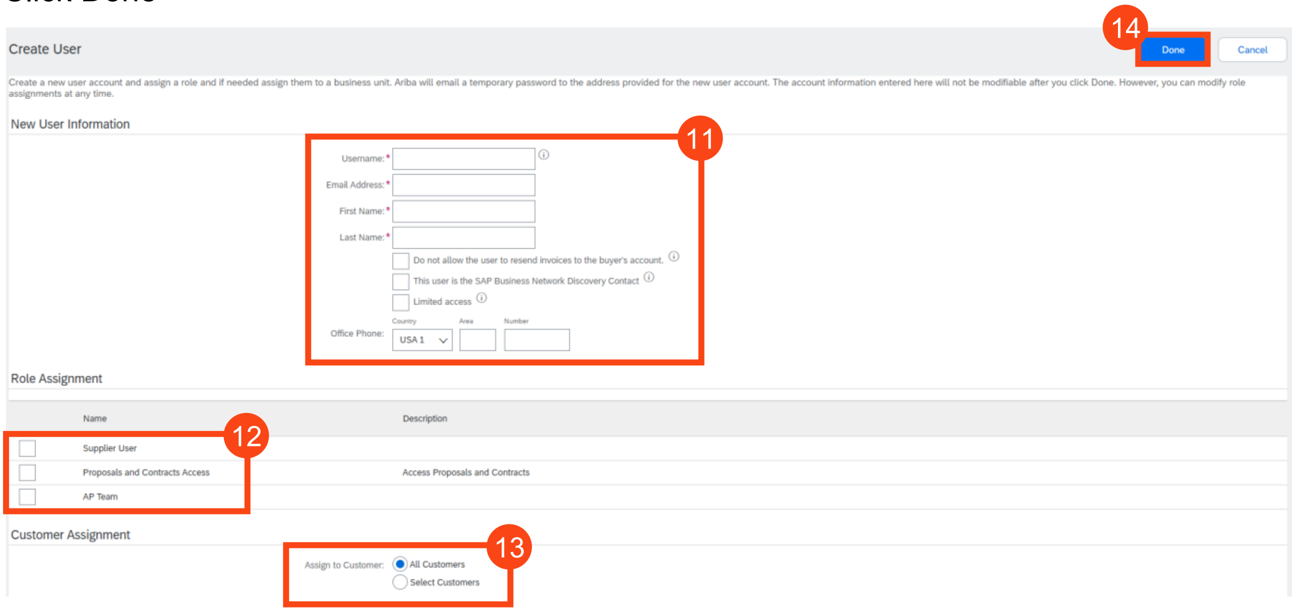
Important Note: the username must be unique, if you operate more than one Ariba Network account, you **cannot** use the same username in more than one ANID.

The **username must be unique** i.e. Joe.Bloggs2026-1@company.com.

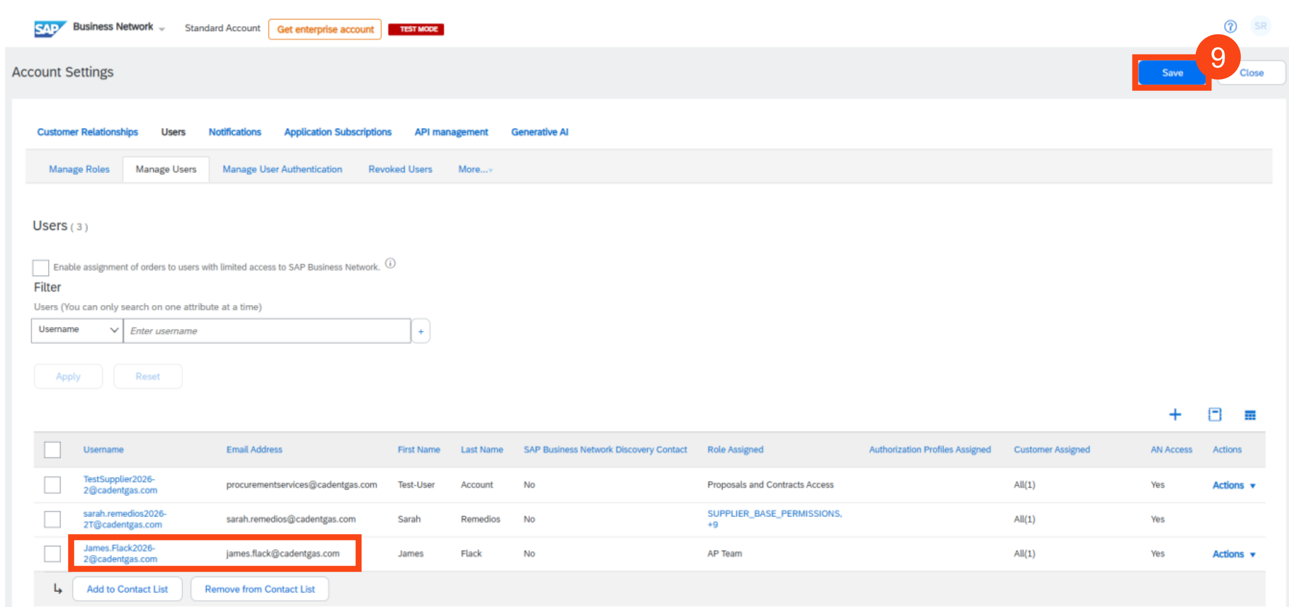
12 Select the role

13 Choose whether the user can access all customers accounts or specific accounts

14 Click Done



9 The new user is now listed in your user data. Click Save.

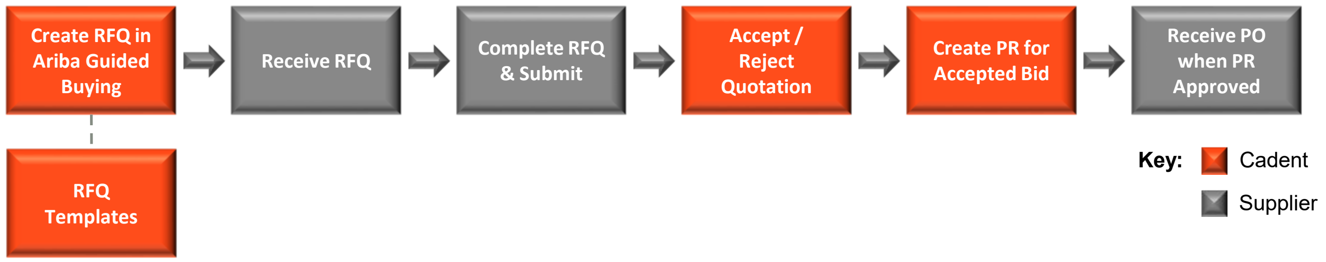


Request for Quotation (RFQ)

Request for Quotation (RFQ)

Cadent has implemented the functionality for requisitioners to request a quotation from approved suppliers via the Ariba Network.

RFQ Process



The RFQ process is designed for anyone in Cadent to request specific good and/or services from suppliers who have been qualified for the commodity code.

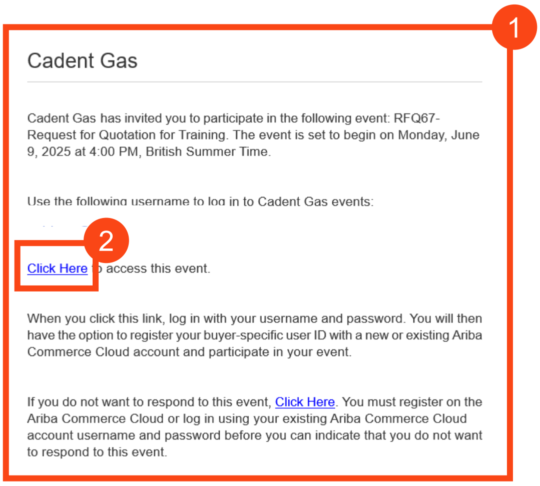
Each commodity would have its own template and sits in the Guided Buying area of Ariba. Requisitioners must complete the template and submit the request to the approved supplier(s).

Suppliers will be able to view and respond to the RFQ in the Ariba Proposals & Questionnaires area of the Ariba Network, under the section as the sourcing activities described in the previous pages.

Request for Quotation (RFQ)

1. You will receive an email from Cadent asking you to participate in an event.

2. Click on the link to access the event


1

Cadent Gas

Cadent Gas has invited you to participate in the following event: RFQ67-Request for Quotation for Training. The event is set to begin on Monday, June 9, 2025 at 4:00 PM, British Summer Time.

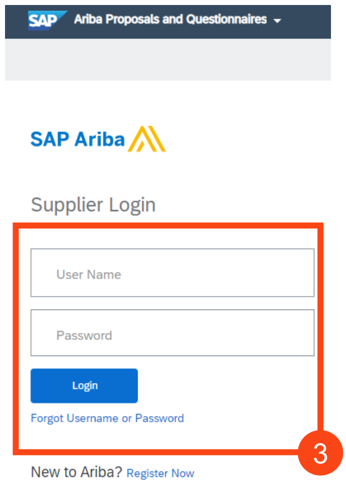
Use the following username to log in to Cadent Gas events:

2
Click Here to access this event.

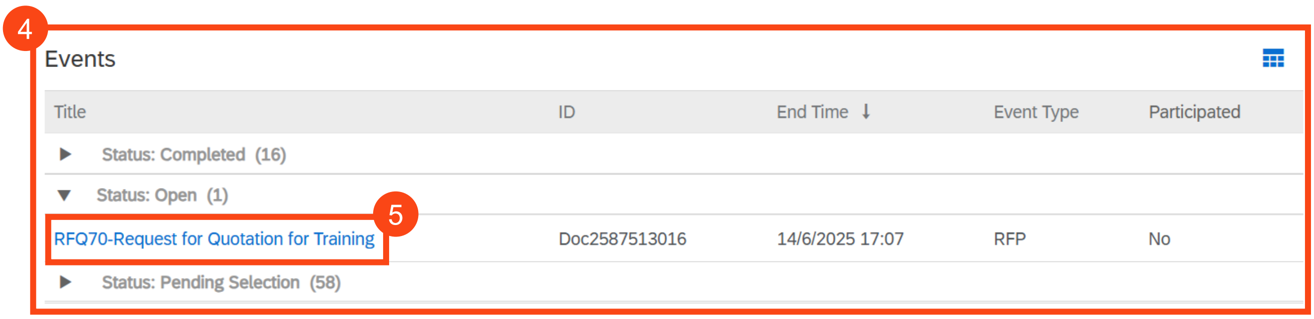
When you click this link, log in with your username and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event, Click Here. You must register on the Ariba Commerce Cloud or log in using your existing Ariba Commerce Cloud account username and password before you can indicate that you do not want to respond to this event.

3. Log into the Ariba portal using your Ariba credentials that would have been created as part of Supplier Registration



4. The dashboard is now open, any events or questionnaires are displayed by status


4

Events

Title	ID	End Time	Event Type	Participated
▶ Status: Completed (16)				
▼ Status: Open (1)				
RFQ70-Request for Quotation for Training	Doc2587513016	14/6/2025 17:07	RFP	No
▶ Status: Pending Selection (58)				

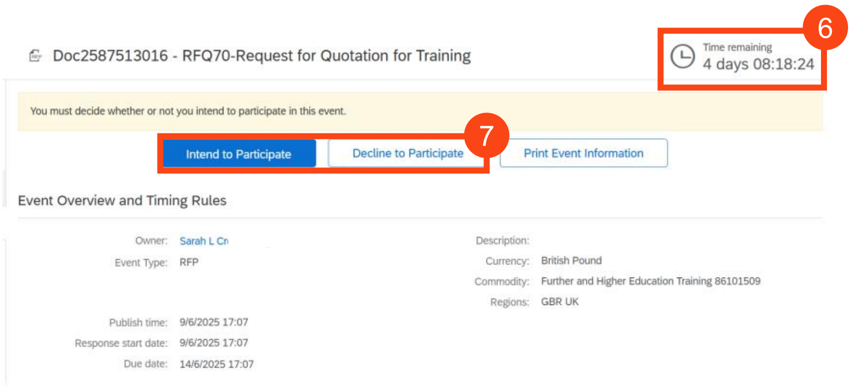
5

5. Click on the event to open it

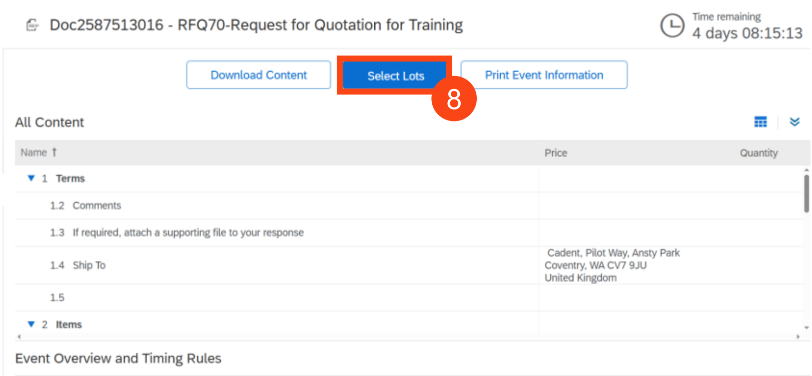
Request for Quotation (RFQ)

6. The event clock shows at the top right of the page

7. You must confirm if you intend to participate in the RFQ event

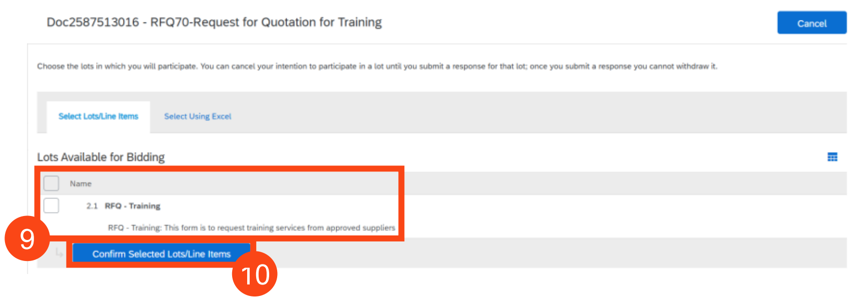


8. Click Select Lots



9. The items requested for quotation are listed here, tick the items you wish to quote for

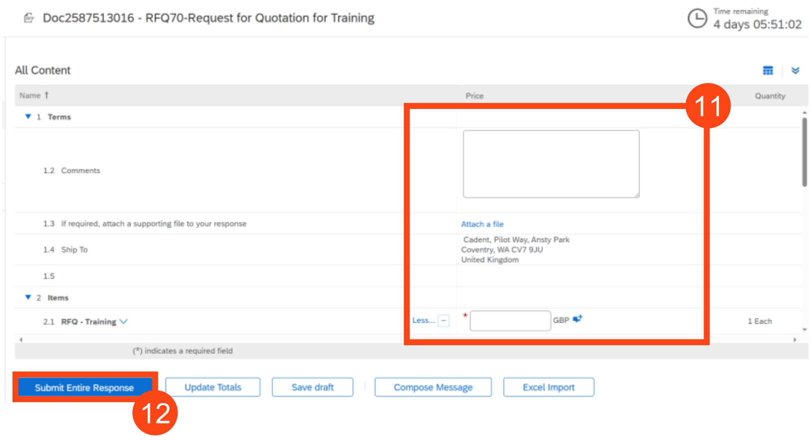
10. Click Confirm Selected Lots/Line Items



Request for Quotation (RFQ)

11. Complete the RFQ template, mandatory fields are marked with a *

12. When ready, click Submit Entire Response before the event closes



What happens next?

As soon as all quotations have been received, the requisitioner will review the quotes and accept one, which will convert the RFQ into a purchase requisition which will follow Cadent's standard approval workflow.

Once the requisition is approved, the winning supplier will be sent a purchase order.

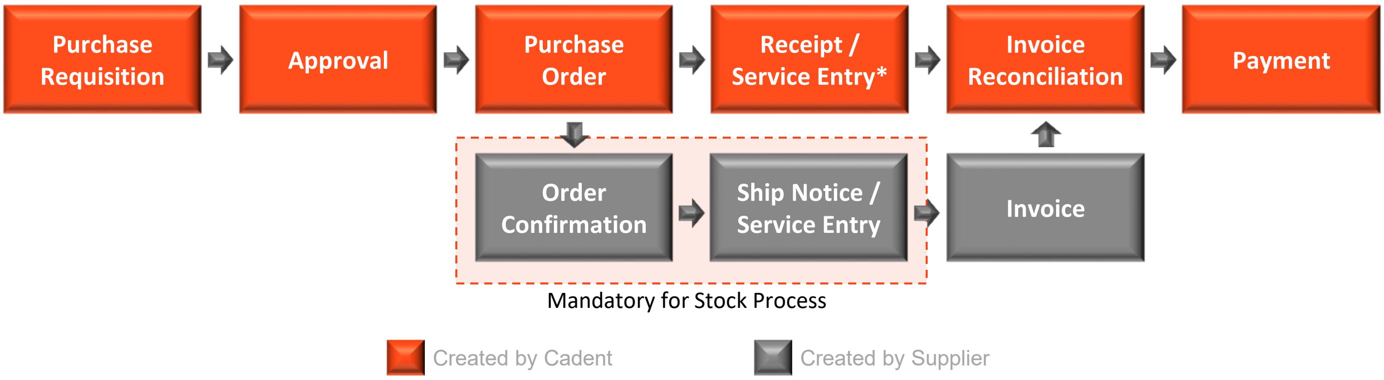
Please see our supplier guide to transacting in Ariba, which is on our website https://cadentgas.com/about-us/suppliers

Managing Purchase Orders & Invoices

Managing Purchase Orders and Invoices

Purchase to Pay Process

Cadent operates a standard purchase to pay process via SAP Ariba as outlined below.



Suppliers must not supply goods or services without a valid purchase order (or BPO), invoicing without a valid purchase order will lead to the invoice being returned, unpaid.

Stock & Non-Stock Purchase Orders

Cadent operates an internal logistics warehouse process, enabling our field force to order key operational materials via our Direct Order Delivery Service (DODS). Suppliers will receive purchase orders for either stock, non-stock or both processes.

Purchase orders numbers are 10 digits long, for stock starting with ‘30’; for non-stock starting with ‘32’.

Blanket Purchase Orders (BPO)

Blanket purchase orders are typically created for services invoiced on a consolidated basis. This requires the supplier to provide a summary invoice with backing data in a standard format, which Cadent will use to journal the costs to the appropriate business area.

Any such arrangement would be made as a result of a tender event.

The process for creation of a blanket purchase order excludes the purchase requisition. The reference of the blanket purchase orders will start ‘BPO’. The email output and suppliers process is the same for a blanket purchase order as described above.

The Commodities typically associated with this process includes; Fleet Management, Travel, Plant Hire, Traffic Management, Temporary Labour, Mobile Phone Airtime.

Managing Purchase Orders and Invoices

Important Checks When Receiving A Purchase Order

You should not accept a purchase order if:

- the order is incomplete, i.e. if delivery charge is to be invoiced it must be on the purchase order as a line item
- if any information such as price is incorrect, as this will cause your invoice to be sent back to you, unpaid
- if the format of the purchase order does not enable you to invoice, i.e. if the quantity on the purchase order is 1 and you need to part invoice;

  Note: If the purchase order is for services, the PO may have been created as a 'call-off'. This means that the price will be 1.00 and the monetary value is shown in the quantity field, which will allow you to part-invoice.

You should not accept verbal changes to a purchase order. The requisitioner of the order should amend the purchase order in Ariba, which must be approved and a new version of the order will be sent to you.

If your company details have changed and our system needs to be updated, contact us at ProcurementServices@cadentgas.com.

Order Type (Material / Service)

When checking a purchase order, you must note whether the 'type' is Service or Material. The Ariba system has different requirements based on this category as explained below.

Service Orders

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. From 31st March 2021 SES are automatically created based on the data entered into an invoice, meaning suppliers only need to enter the data into Ariba once, at the point of invoicing.

Material Orders

Material Orders can be flipped directly to an invoice. The invoice will adopt the structure of the purchase order, so you must validate the structure when the order is received.

Managing Purchase Orders and Invoices

Order Confirmation and Ship Notice

Order confirmation (OC) and ship notices (ASN) are required for our stock ordering process (PO with 30 prefix) to support our Logistics colleagues.

Submitting Your Invoice in Ariba

Suppliers are required to submit invoices electronically via Ariba, this simplest way to complete the activity is to flip the purchase order to an invoice.

You must remember to attach the PDF copy of your invoice when submitting the transaction as Cadent requires this for validation and tax purposes. Please ensure the document name is alpha numeric and does not contain any special characters.

IMPORTANT: When creating multiple invoice records for a single Purchase Order, please leave at least **three minutes** between invoice submission and creation of the next transaction to allow the data to flow through the Ariba Network.

Construction Industry Scheme (CIS)

If your company is part of the Construction Industry Scheme (CIS), please clearly state on your invoice the split between labour and materials.

Domestic Reverse Charge – Building and Construction Services

Cadent is a utility company receiving building and construction services as part of its own assets construction, repair or alteration.

Cadent is an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.

More information can be found at https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services.

Supplier Integration with Ariba

Suppliers who have a high volume of transactions may benefit from integrating their back office system with Ariba. An enterprise account is required to support system integration and suppliers should not upgrade unless they have fully understood the associated costs.

If you would like to discuss invoice integration please email your details including vendor ID and ANID to ProcurementServices@cadentgas.com.

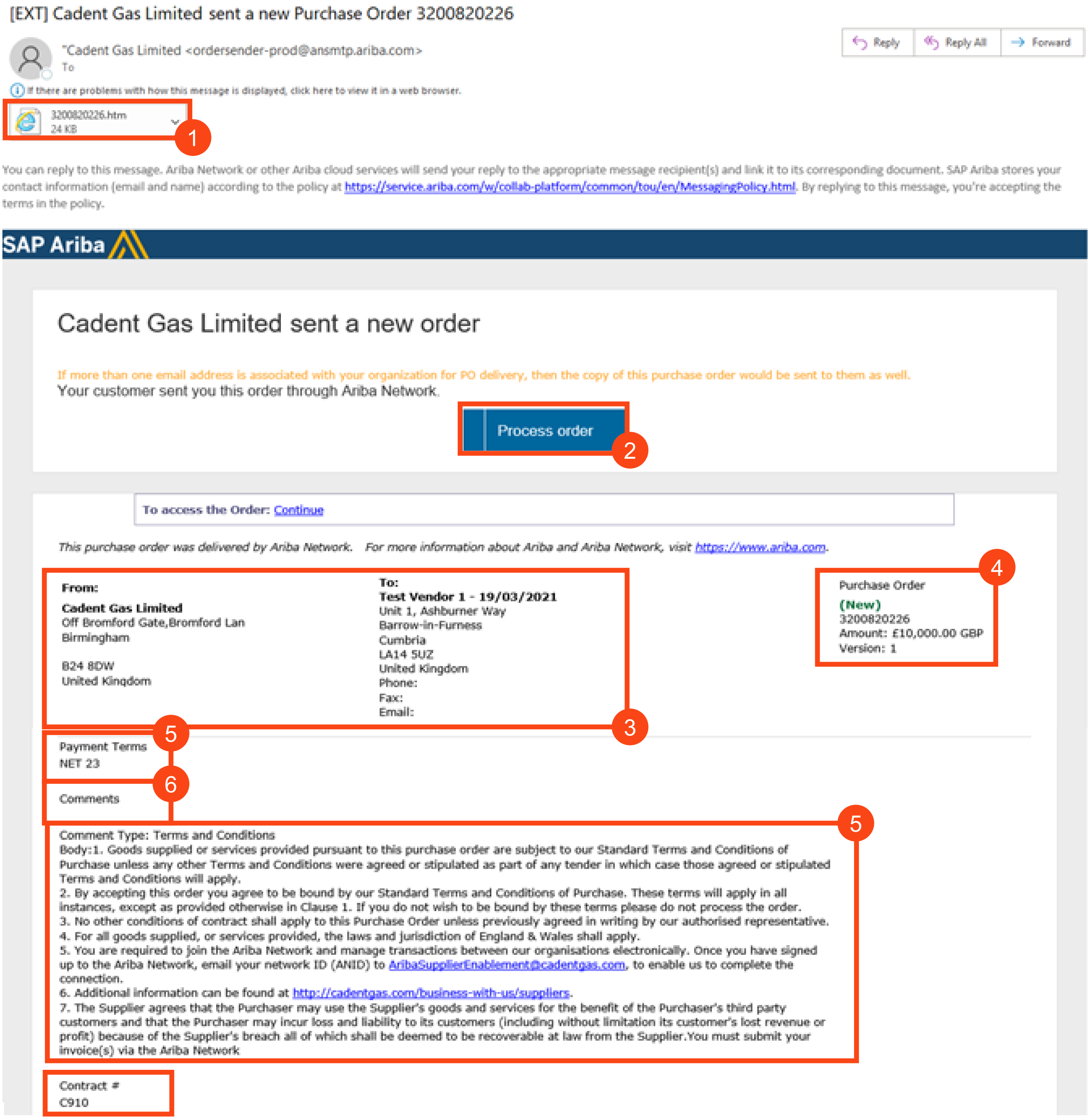
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders and Invoices

The Purchase Order eMail

Purchase Orders are sent to suppliers via email, unless they have chosen to integrate their own back office sales system with Ariba. The email contains:

1. A HTML version of the purchase order, any attachments will also be accessible here
2. Interactive link to accept the purchase order (you need to log into your Ariba account)
3. Buyer and Seller details
4. Purchase Order (or BPO) number, Net Order Value & Order Version
5. Terms & Conditions / Payment Terms
6. Comments entered in the order by the requisitioner
7. Ariba Contract Reference (if applicable)


[EXT] Cadent Gas Limited sent a new Purchase Order 3200820226

"Cadent Gas Limited <ordersender-prod@ansmtp.ariba.com>
To

Reply | Reply All | Forward

If there are problems with how this message is displayed, click here to view it in a web browser.

3200820226.htm
24 KB

1

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html. By replying to this message, you're accepting the terms in the policy.

SAP Ariba

Cadent Gas Limited sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.

Process order

2

To access the Order: Continue

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit https://www.ariba.com.

From:
Cadent Gas Limited
Off Bromford Gate,Bromford Lan
Birmingham

B24 8DW
United Kingdom

To:
Test Vendor 1 - 19/03/2021
Unit 1, Ashburner Way
Barrow-in-Furness
Cumbria
LA14 5UZ
United Kingdom
Phone:
Fax:
Email:

3

4

Purchase Order
(New)
3200820226
Amount: £10,000.00 GBP
Version: 1

5

Payment Terms
NET 23

6

Comments

5

Comment Type: Terms and Conditions
Body:1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of any tender in which case those agreed or stipulated Terms and Conditions will apply.
2. By accepting this order you agree to be bound by our Standard Terms and Conditions of Purchase. These terms will apply in all instances, except as provided otherwise in Clause 1. If you do not wish to be bound by these terms please do not process the order.
3. No other conditions of contract shall apply to this Purchase Order unless previously agreed in writing by our authorised representative.
4. For all goods supplied, or services provided, the laws and jurisdiction of England & Wales shall apply.
5. You are required to join the Ariba Network and manage transactions between our organisations electronically. Once you have signed up to the Ariba Network, email your network ID (ANID) to AribaSupplierEnablement@cadentgas.com, to enable us to complete the connection.
6. Additional information can be found at http://cadentgas.com/business-with-us/suppliers.
7. The Supplier agrees that the Purchaser may use the Supplier's goods and services for the benefit of the Purchaser's third party customers and that the Purchaser may incur loss and liability to its customers (including without limitation its customer's lost revenue or profit) because of the Supplier's breach all of which shall be deemed to be recoverable at law from the Supplier.You must submit your invoice(s) via the Ariba Network

Contract #
C910

Managing Purchase Orders and Invoices

The Purchase Order eMail

5

Other Information
Company Code: 1035
Legal Terms and Conditions of Purchase: A copy of the Standard Terms and Conditions of Purchase is available at: http://cadentgas.com/business-with-us/suppliers#futherinfo.
Invoicing Terms and Conditions of Purchase: 1. You must submit your invoice(s) via the Ariba Network, manually via the standard or enterprise account or automatically via system integration. The method of invoice submission within the Ariba Network is your choice. Cadent will not be liable for any fees charged by Ariba for your use of the Ariba Network.
2. Unless otherwise specified, payment or part payment (as appropriate) shall be made on the first Thursday following forty two (42) days of receipt of a valid invoice, together with appropriate supporting documentation, in the Ariba system. Failure to submit your invoice via the approved channel, quote an order number or providing an incorrectly drawn invoice may result in the return of an invoice and delay in payment.
3. Payment shall be by BACS transfer unless otherwise agreed.

8

Ship All Items To
Cadent Gas Limited
Off Bromford Gate,Bromford Lan
Birmingham

B24 8DW
United Kingdom
Ship To Code: 1000
Email: @cadentgas.com

9

Bill To
Cadent Gas Limited
Off Bromford Gate,Bromford Lan
Birmingham

B24 8DW
United Kingdom

Deliver To
@cadentgas.com
Cadent Gas Limited

10

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		SES_TEST Test Services for SES	Material		10,000 (EA)	30 Apr 2021	£1.00 GBP	£10,000.00 GBP

Other Information
Req. Line No.:1
Requester:
PR No.:PR21474
Contract ID:C910
Classification Domain:unspsc
Classification Code:80101601

Order submitted on: Thursday 8 Apr 2021 5:53 AM GMT-07:00
Received by Ariba Network on: Thursday 8 Apr 2021 5:53 AM GMT-07:00
This Purchase Order was sent by Cadent Gas Limited AN01428874750 and delivered by Ariba Network.

Sub-total: £ 10,000.00 GBP

Questions or comments for your customer?

Post message

3

Process order

About this email

If you have any questions, contact **Cadent Gas Limited**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Download on the App Store | ANDROID APP ON Google play

Go Mobile

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA

SAP Ariba Privacy Statement | Ariba Data Policy | Help Center

8. Shipping Address, including contact email address for the requisitioner – please note the Shipping Address is displayed at item level and may differ for different lines on the order

9. Billing Address for your invoice. You must remember to provide a PDF tax invoice from your sales system when submitting an invoice to Cadent.

10. Line items on the purchase order. Please ensure you check the items for accuracy:

- Only items on the purchase order can be supplied, if a delivery fee is to be applied it must be listed on the purchase order
- The format of the items must enable you to invoice
- All prices are excluding VAT, VAT should be added to your invoice as per tax legislation.

Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Invoices with Retention

Managing Purchase Orders and Invoices

Invoices with Retention

If you are under contractual agreement that includes retention, i.e. where part of the invoice value is retained by Cadent to be released at a later pre-agreed date, you must ensure your tax invoice and the Ariba record include the value of the retention to ensure you are paid correctly.

Example Invoice Template:

1. Description of goods/services
2. Total amount before tax including the retention value (A)
3. Retention value (B)
4. VAT value – VAT can only be applied to the total amount less the retention (D)

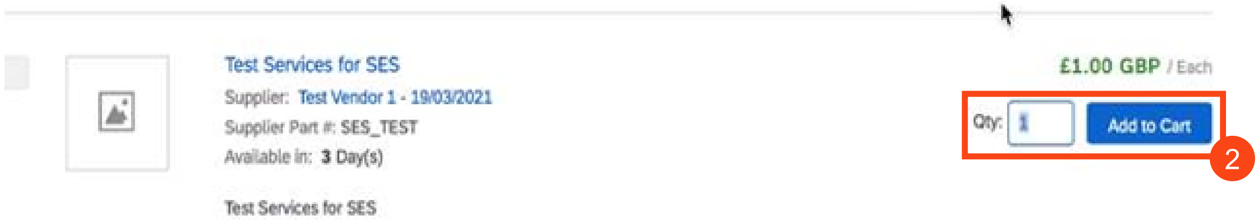
Description	Net Amount	Retention %	Retention Amount	Net less Retention	VAT
Services	£ 1,000.00	5%	£ 50.00	£ 950.00	£ 190.00
Tier 1	£ -	0%	£ -	£ -	£ -
Tier 2	£ -	0%	£ -	£ -	£ -
Tier 3	£ -	0%	£ -	£ -	£ -

A	Net Total	£	1,000.00
B	Retention Total	£	50.00
C	Total (A - B)	£	950.00
D	Total VAT Amount	£	190.00
	Total Payable (C + D)	£	**1,140.00**

How to enter this in Ariba:

The Total Amount before tax (including retention), should be entered in the **quantity** field in Ariba.

Service Orders with contract:



Material Orders:

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
MATERIAL	UAT_2	Test UAT		1,00(	EA	£1.00 GBP	£1,000.00 GBP

Managing Purchase Orders and Invoices

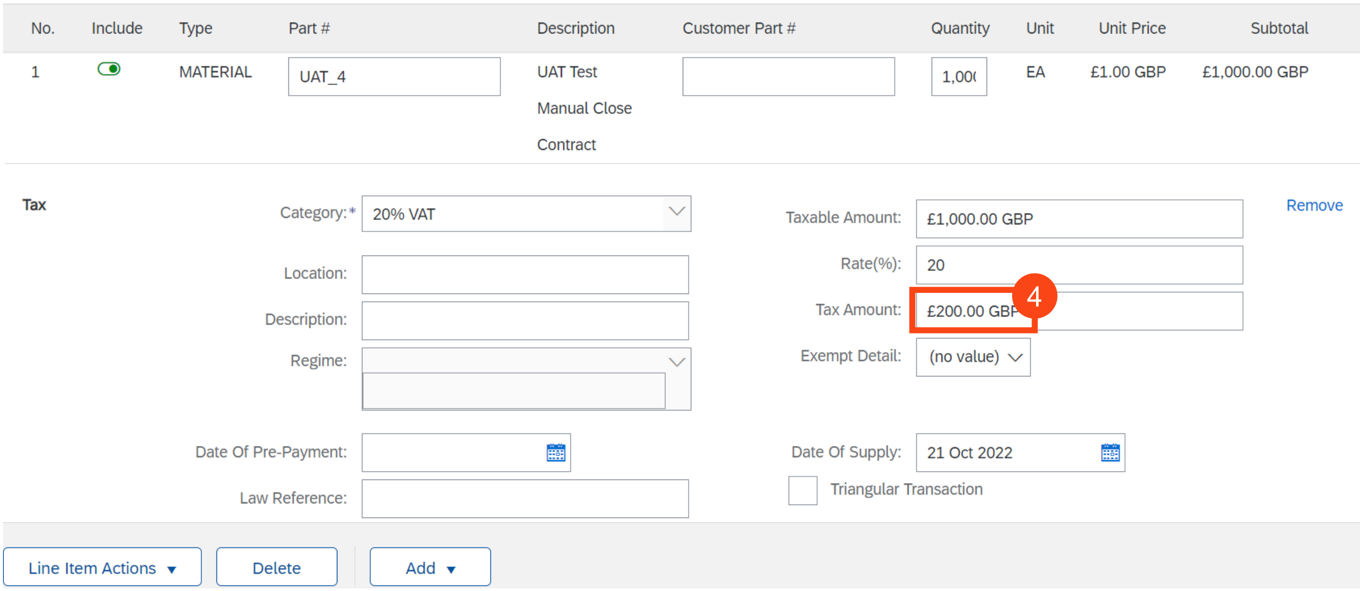
Invoices with Retention

Entering the VAT in Ariba:

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £1,000 with a 5% retention, 1,000 would be entered as the quantity but the VAT must be entered as a value of £190 (20% of the value to be paid - £950)

Once you have added the quantity (net invoice value before tax), you must add the VAT > select the line, click line item actions, select tax in the dropdown.

In Ariba, VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF invoice and change the **Tax Amount** to reflect the value of VAT against the invoice value less retention:



When you have changed the invoice value to reflect the correct value of tax, click update to refresh the page. When you are checked the values input are correct, click next and review the summary before submitting.

Once the invoice is successfully matched for payment, the system will **automatically deduct the retention** from the invoice value and you will be paid the total value less retention and the VAT.

The retention should be claimed via an invoice, sent to AskFinance@cadentgas.com at the date agreed in the contract. The invoice must list the invoices paid and value of retention to be repaid.

Service Orders

Service Orders
The Purchase Order eMail

Service orders are effectively a time sheeting process and require a Service Entry Sheet (SES) to be submitted via the Ariba Network. The creation of a SES is automated based on the data input into an invoice record, meaning you only need to enter the data once.

1. Service orders are identified in the purchase order email with the type ‘Service’
2. The value of the service requested
3. The service start and end date

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal
1		SES_TEST	Service		1 (EA)	30 Apr 202	£10,000.00 GBP	£10,000.00 GBP
		Test Services for SES						

CONTRACT #
C910

Service Period
Service Start Date:1 Apr 2021
Service End Date:30 Apr 2021

Other Information
Expected Value for£10,000.00 GBP
Unplanned Spend:
Classification Domain:unspsc
Classification Code:80101601

You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

4. When you are ready to submit your invoice, open the purchase order in your Ariba portal.

65	6	10	0	0
Orders	Orders to invoice	Orders with service line	Invoices	Pinned documents
Save filter	Last 31 days	Save filter	Last 31 days	

Orders with service line (10)
Edit filter | Save filter | Last 365 days

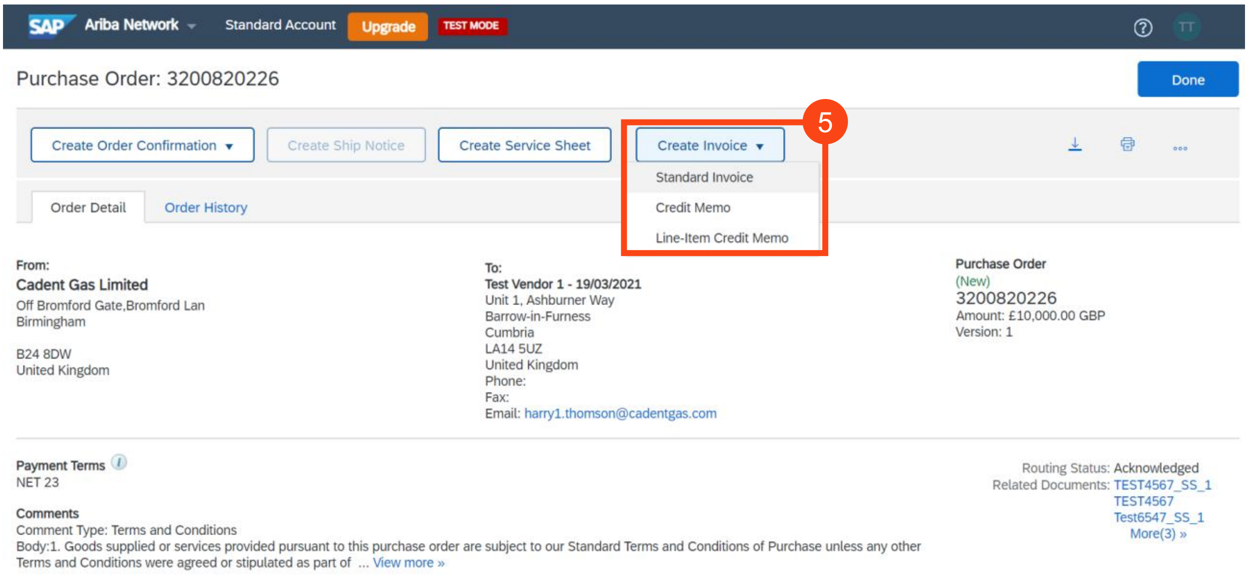
Resend Failed Orders

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3300000291	Cadent Gas Limited - TEST	£11,000.00 GBP	Apr 27, 2022	Partially Invoiced	£2,500.00 GBP	···
3300000289	Cadent Gas Limited - TEST	£10,000.00 GBP	Apr 22, 2022	Partially Serviced		···
3300000232	Cadent Gas Limited - TEST	£100.00 GBP	Apr 1, 2022	Partially Invoiced	£10.00 GBP	···
3300000230	Cadent Gas Limited - TEST	£10,000.00 GBP	Mar 14, 2022	New		···
3300000227	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 14, 2022	New	£0.00 GBP	···
3300000222	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 11, 2022	New		···
3300000221	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 8, 2022	New	£560.00 GBP	···
3300000218	Cadent Gas Limited - TEST	£150,000.00 GBP	Feb 28, 2022	Partially Invoiced	£1,000.00 GBP	···

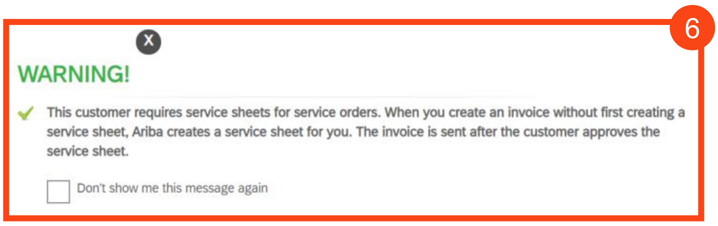
Service Orders

Creating an Invoice in the Ariba Network

5. The purchase order is now open in the Ariba Network. To create your invoice, click ‘Create Invoice’, then select ‘Standard Invoice’ from the drop down

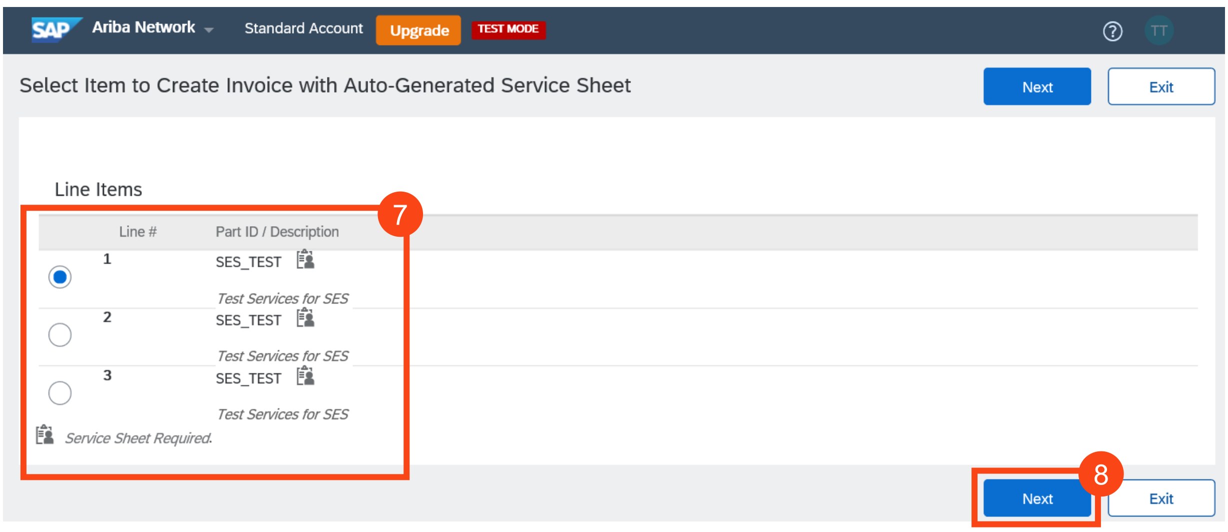


6. A pop-up message will appear stating Cadent requires service sheets for service orders. When creating the invoice, Ariba will automatically create the Service Sheet as a direct reflection of the data entered



7. If the purchase order has multiple line items, they will be listed here, you can only invoice one order line per invoice. Select the line item to invoice, if you are unclear which line to select, contact the Cadent requestor. Note if the purchase order has one line, go to step 10

8. Click ‘Next’

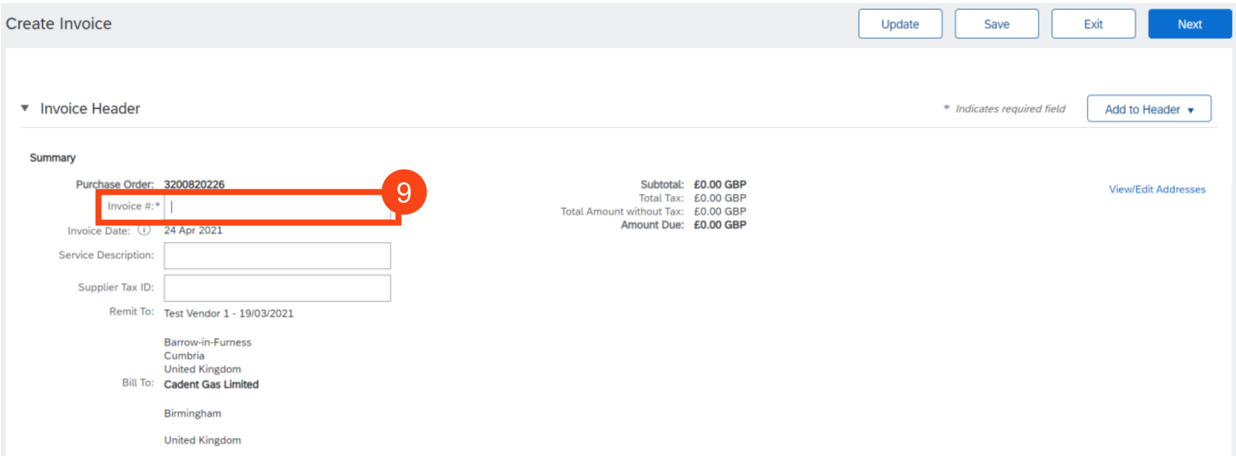


Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

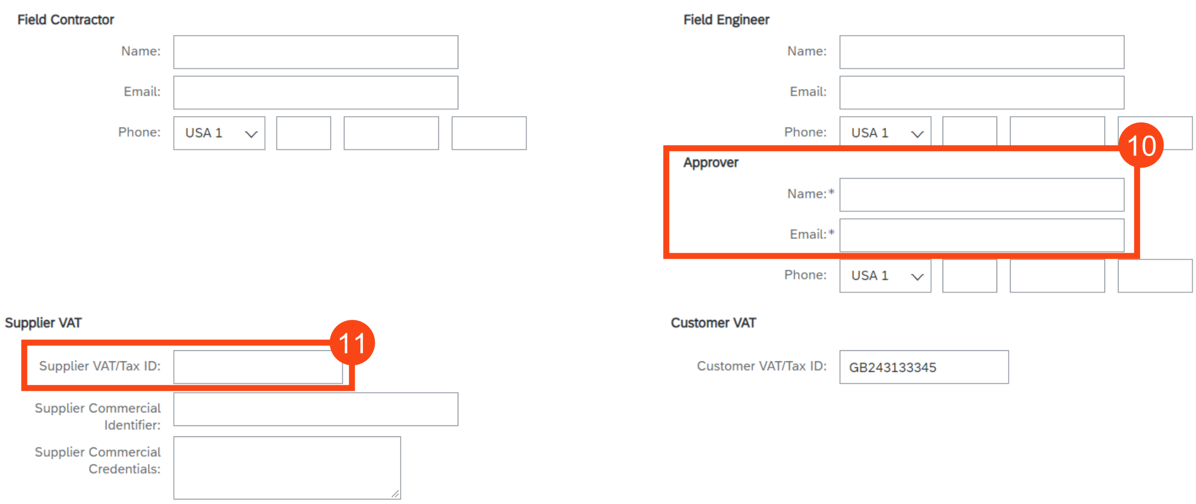
Service Orders

Creating an Invoice in the Ariba Network

9. The Ariba invoice template is now displayed. At the top of the page, enter your invoice number – **please note this is restricted to 16 characters and must be unique**

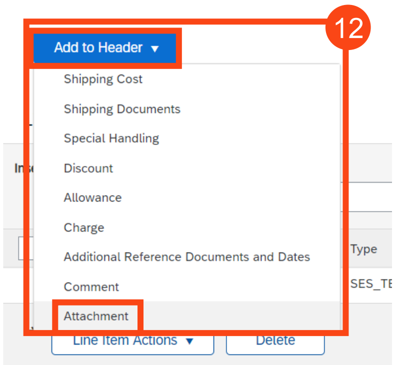


10. Scroll down and enter the details of the approver, this will be the name and email address of the Cadent representative listed on the purchase order, please ensure the email address is entered accurately



11. Enter your VAT registration ID (if applicable). Note, once entered this will automatically populate for all future invoices

12. Click 'Add to Header' and select 'Attachment'

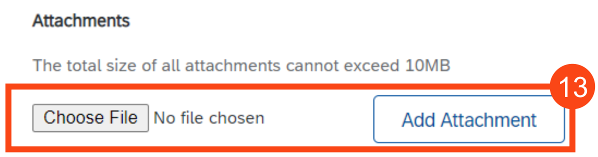


Service Orders

Creating an Invoice in the Ariba Network

13. Click on 'Choose File' to open the browser and find the PDF image of your tax invoice, once selected click 'Add Attachment'

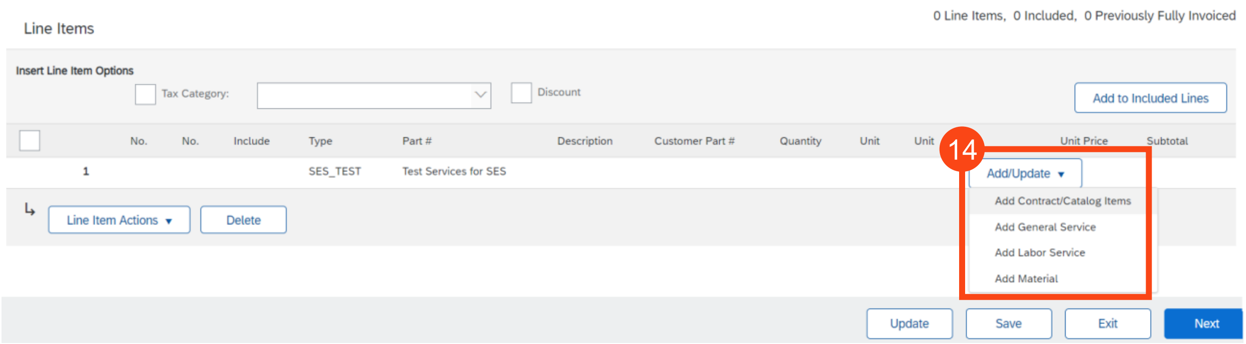
Repeat for any other attachments, i.e. timesheets, payment certificates



Cadent requires all suppliers attach a non-editable copy of their invoice to enable validation of the fees invoiced

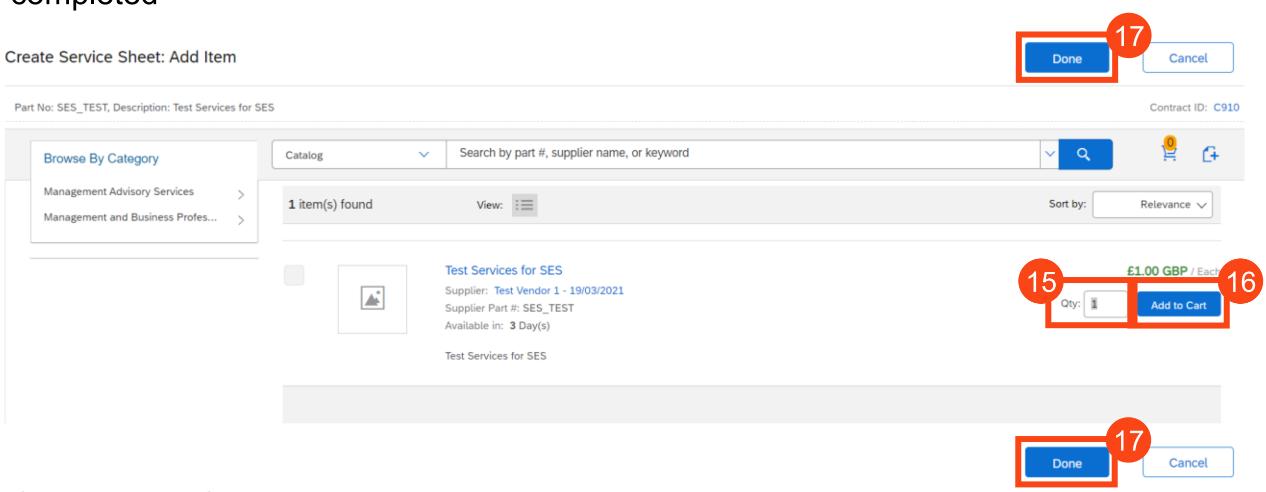
The document name must not include any special characters, please ensure the naming convention is Alpha Numeric

14. Go to Line Items, select 'Add/Update'



15. If the purchase order was created from a contract record, you will now see the line items available in the contract. Select the line to invoice against and enter the monetary value **without VAT** into the quantity field (if the contract includes retentions and the rate is stated on the line item description, you should include the retention value to this entry).

Note this line must be available on the purchase order for this process to be successfully completed



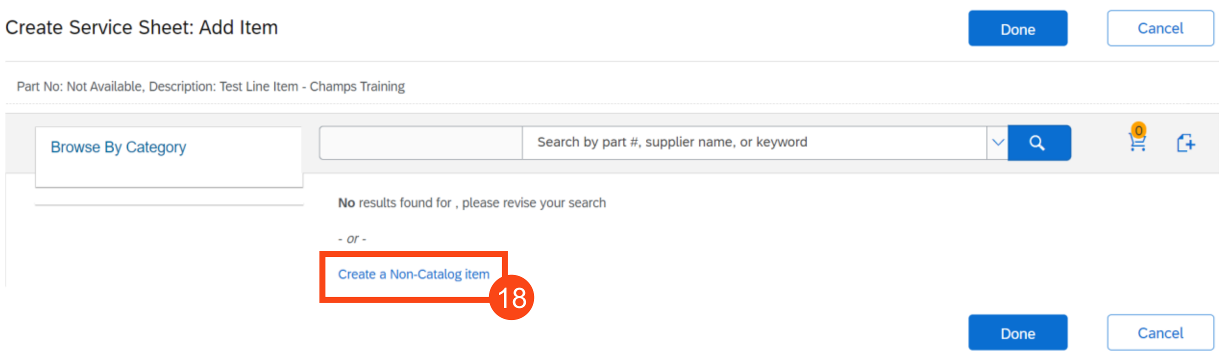
16. Click 'Add to Cart'

17. Click 'Done' and go to Step 23

Service Orders

Creating an Invoice in the Ariba Network

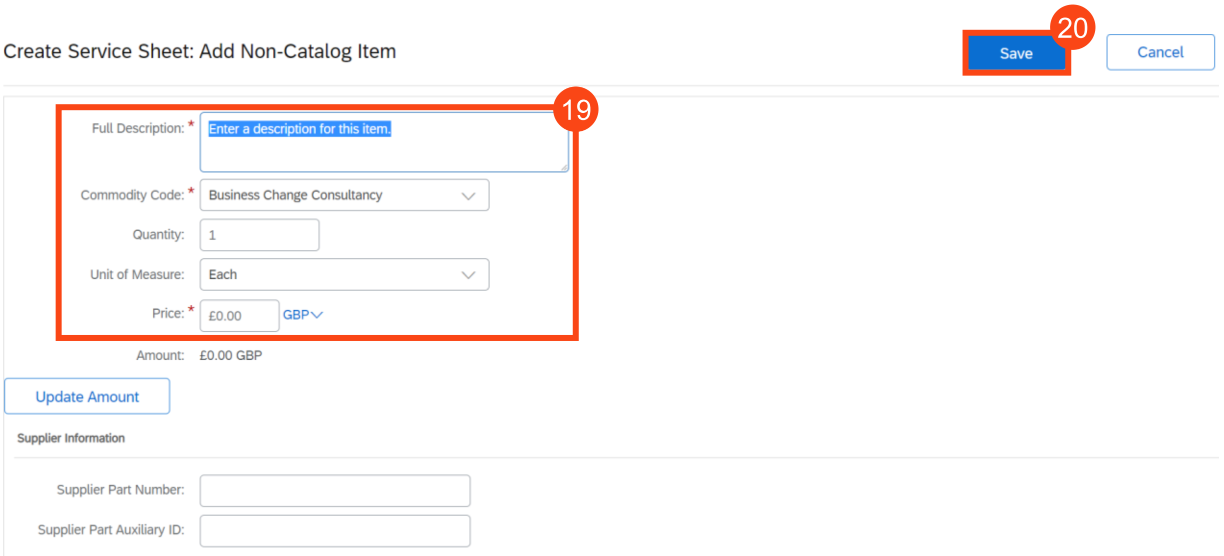
18. If the purchase order does not quote a contract select 'Create a Non-Catalog item'



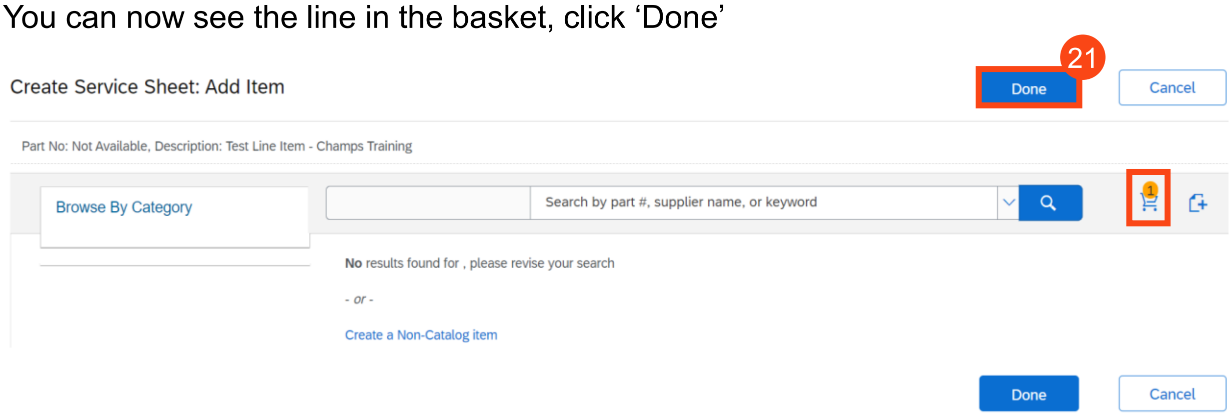
19. Complete the mandatory fields in the template:

Enter the description of services – maximum 80 characters
Enter the quantity – if a daily or hourly rate, enter the quantity being invoiced, otherwise enter '1'
The Unit of Measure should be defaulted from the PO, this is usually '**Each**'
Price - if a daily or hourly rate, enter the rate without VAT, otherwise enter the full price without VAT

20. Click Save



21. You can now see the line in the basket, click 'Done'



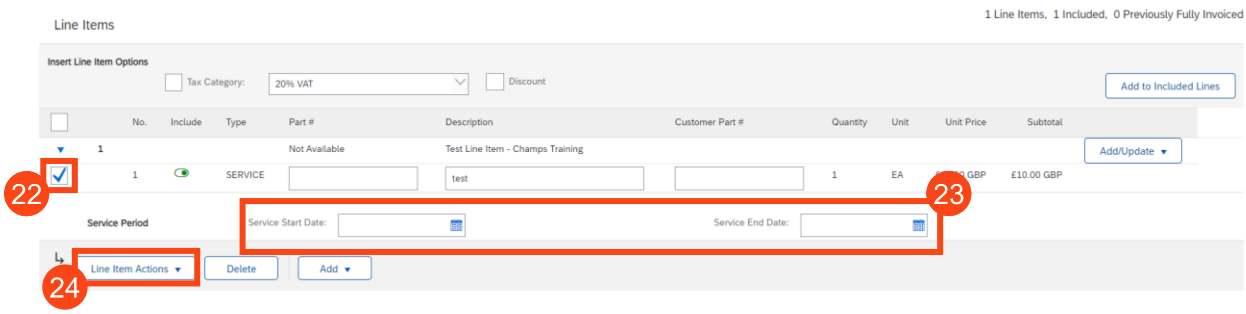
Service Orders

Creating an Invoice in the Ariba Network

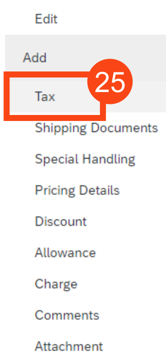
22. Select the line item

23. Enter the service start and end date for the period covered in the invoice

24. Select ‘Line Item Actions’

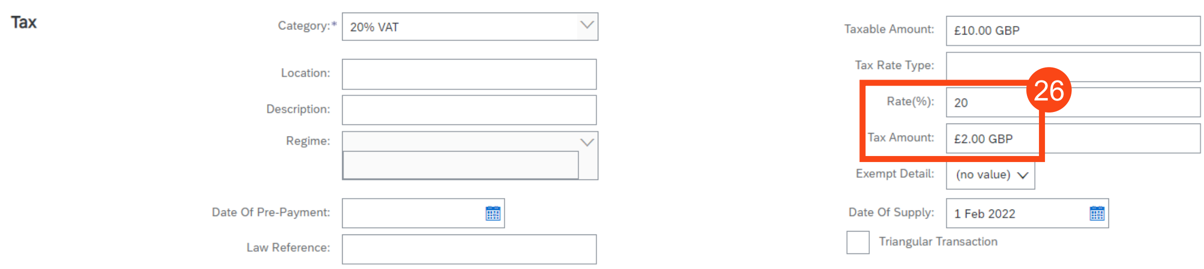


25. Select ‘Tax’ from the drop down



26. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF invoice and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)



If Zero Rate VAT Applies

You must complete the ‘Description’ – enter the reason for zero rate of VAT

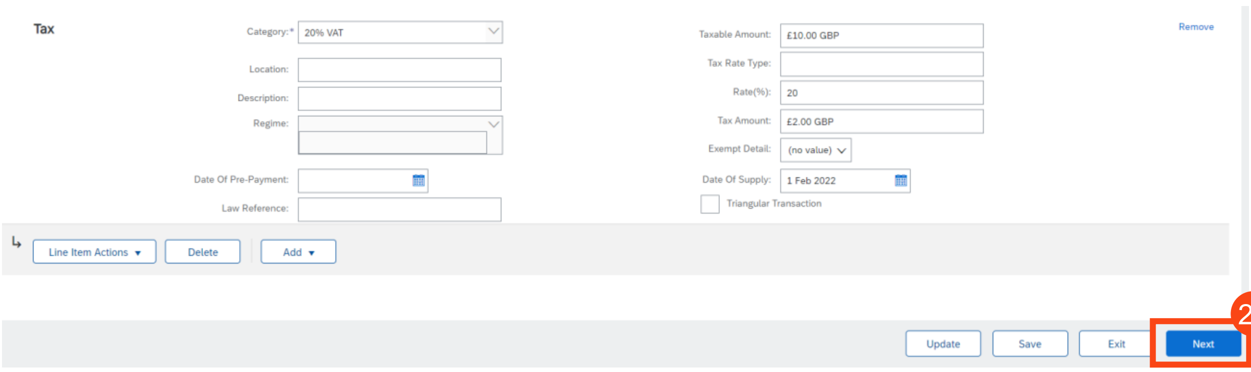
You must also select the ‘Exempt Detail’ from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO’s & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

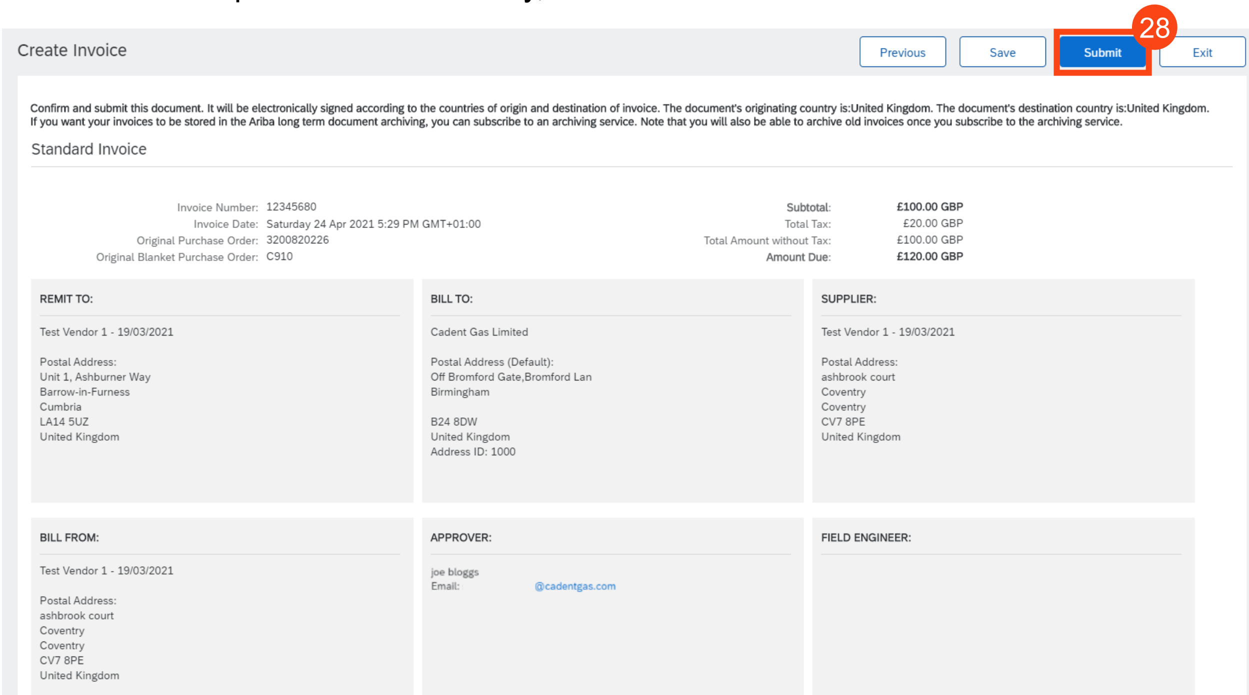
Service Orders
Creating an Invoice in the Ariba Network

27. Click 'Next'
Note: any errors or missing data will trigger an error message at the affected field.

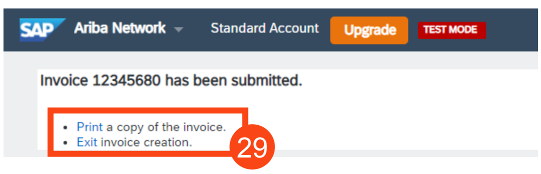


You will now see a summary invoice template.

28. Review the template and when ready, click 'Submit'



29. The invoice is successfully submitted.
You can print a copy of the invoice or exit

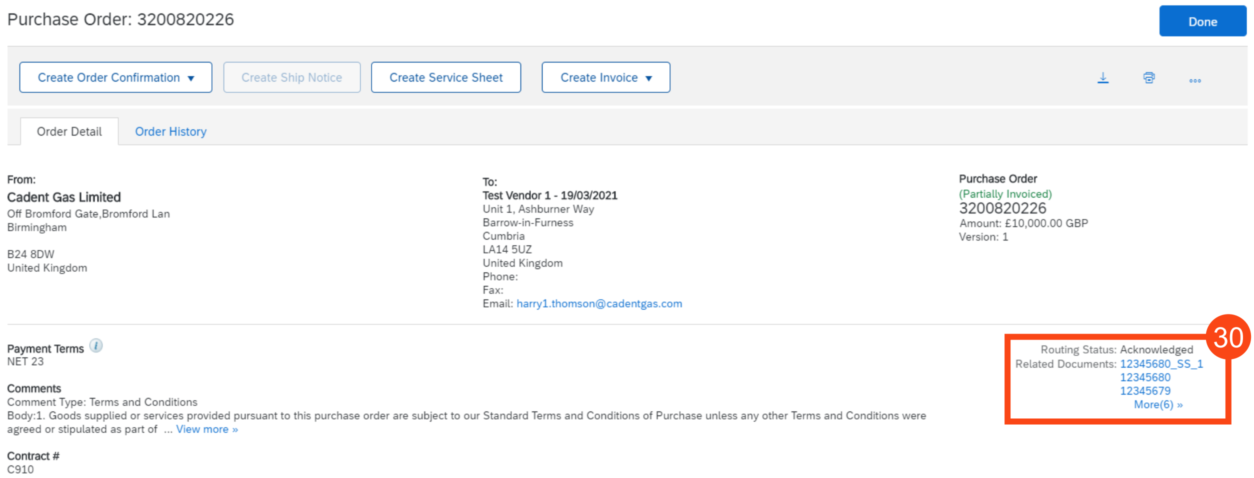


Exiting the invoice creation screen, returns you to the purchase order, where you can repeat the process and create further invoices, up to the value of the purchase order.

Service Orders

Creating an Invoice in the Ariba Network

30. The invoice you have just submitted is now showing in the related documents section, you can click on this field to open the document.



What Happens Next?

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

> If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.
>
> If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

Key things to remember

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

> If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.
>
> If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

Order Confirmation

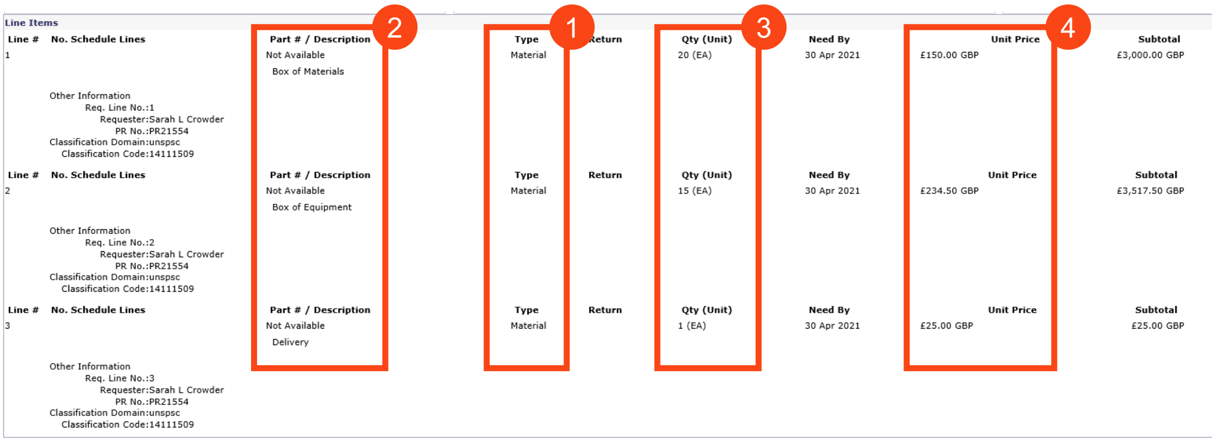
Required for stock purchase orders with '30' prefix only

Managing Purchase Orders & Invoices

Order Confirmation (OC)

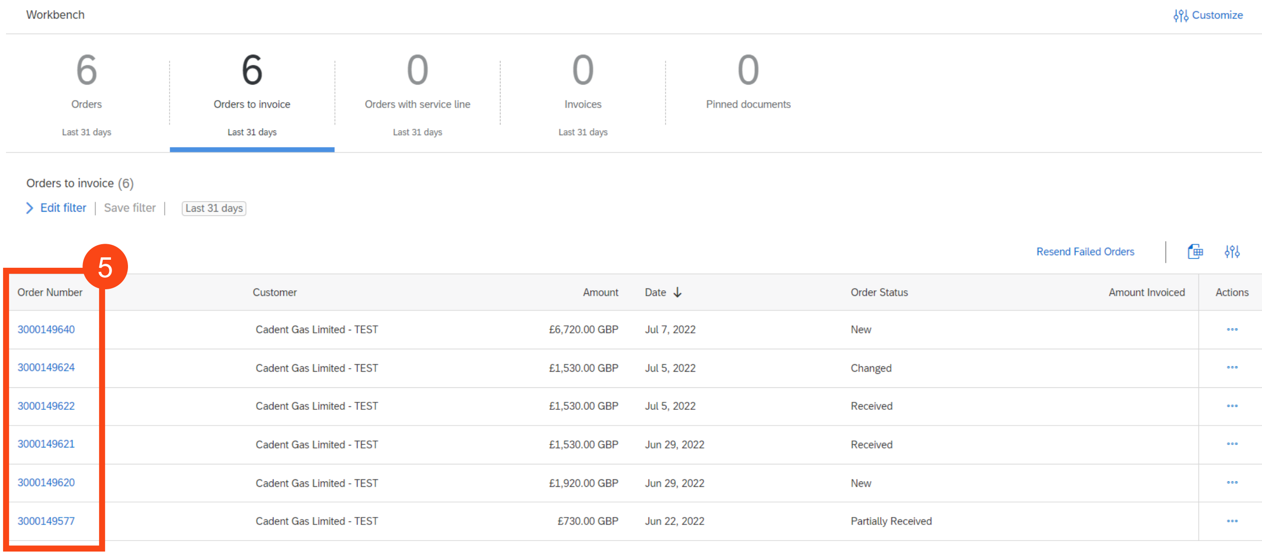
The Order Confirmation process is only required for our stock ordering process (30 order prefix). You must also complete a ship notice (ASN – for stock purchase orders)

1. Order for products will be of the type ‘material’ from the purchase order email
2. Part number and description
3. The quantity requested
4. The NET unit price



You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

5. When you are ready to submit your order confirmation, open the purchase order in your Ariba portal.



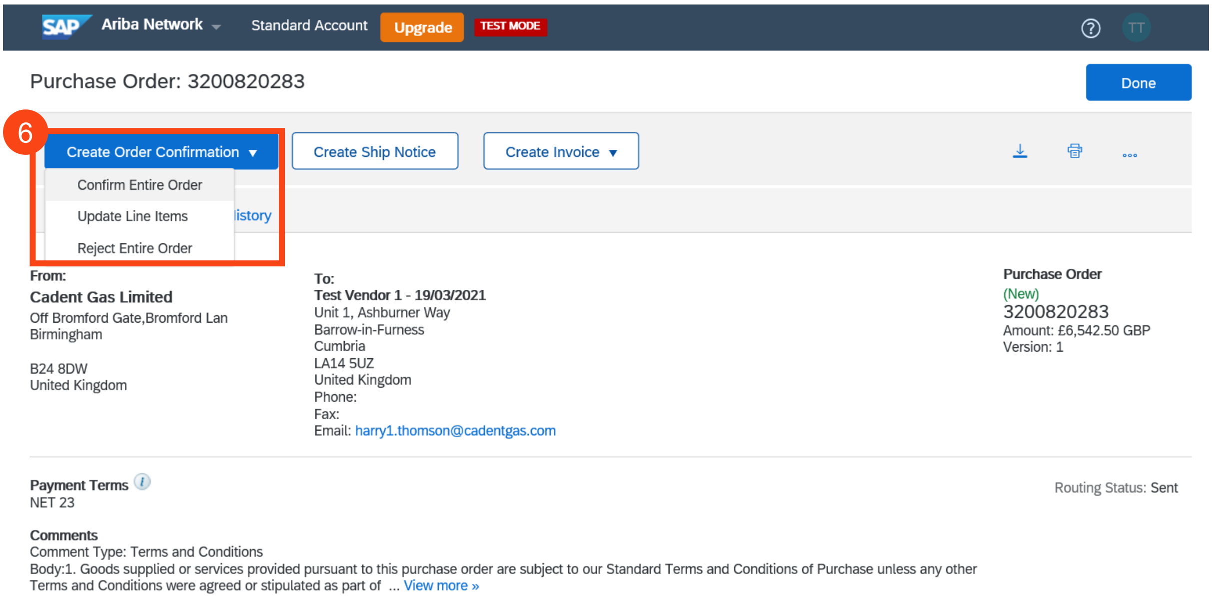
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders & Invoices

Order Confirmation (OC)

6. The purchase order is now open in the Ariba Network. To create an Order Confirmation, click ‘Create Order Confirmation’, then from the drop down

- Select ‘Confirm Entire Order’ to confirm the entire order as a single delivery
- Select ‘Update Line Items’ to confirm part delivery with the ability to place items on back order
- Select ‘Reject Entire Order’ if the information on the purchase order is incorrect



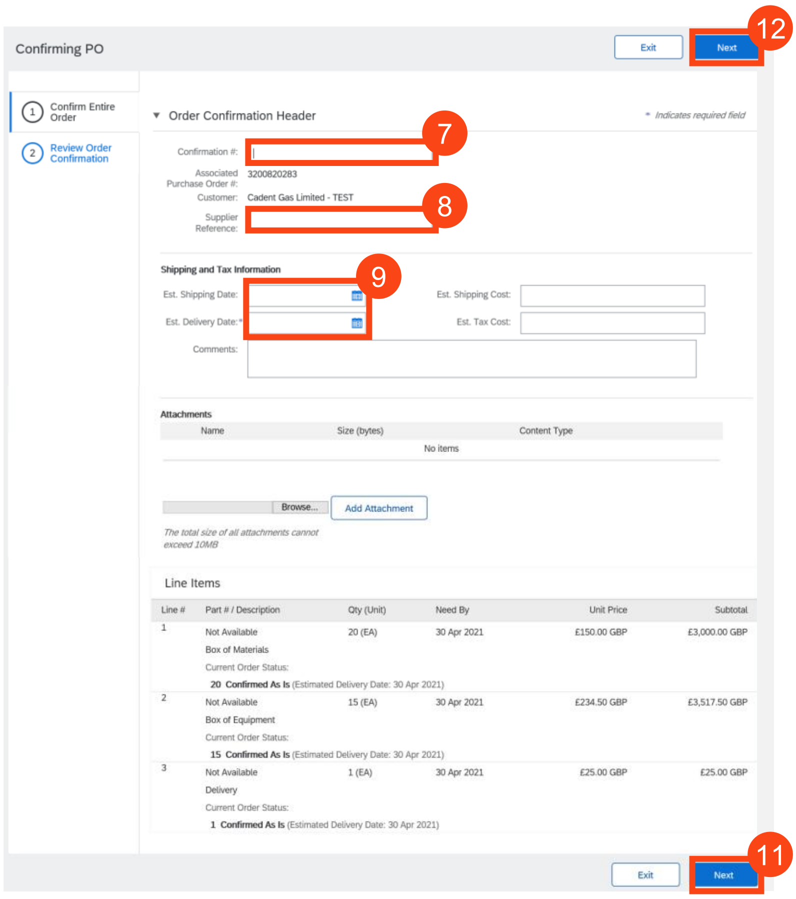
If confirming the entire order:

7. Enter the confirmation number

8. Enter your reference

9. Enter the Estimated Shipping and Delivery Dates

11. Click ‘Next’



Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO’s & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders & Invoices

Order Confirmation (OC)

If confirming part of the order via the Update Line Items option:

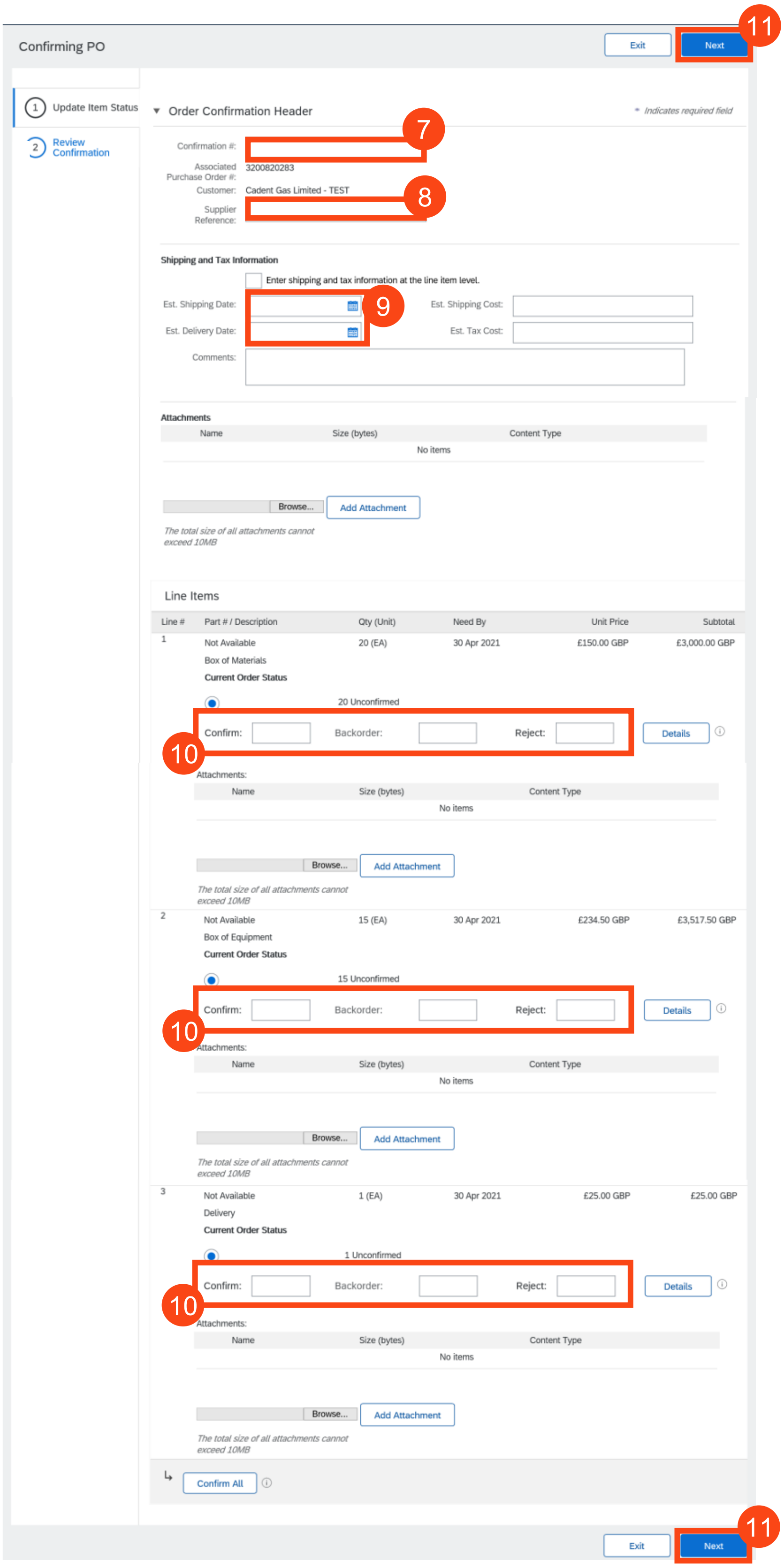
7. Enter the confirmation number

8. Enter your reference

9. Enter the Estimated Shipping and Delivery Dates

10. Enter the quantity confirmed, on back order or rejected

11. Click ‘Next’



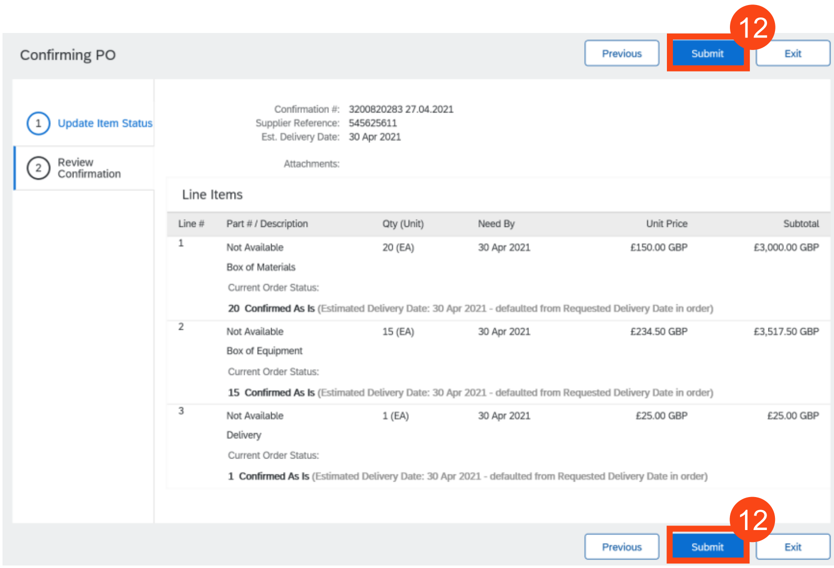
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO’s & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders & Invoices

Order Confirmation (OC)

Review the Order Confirmation

12. Click ‘Submit’

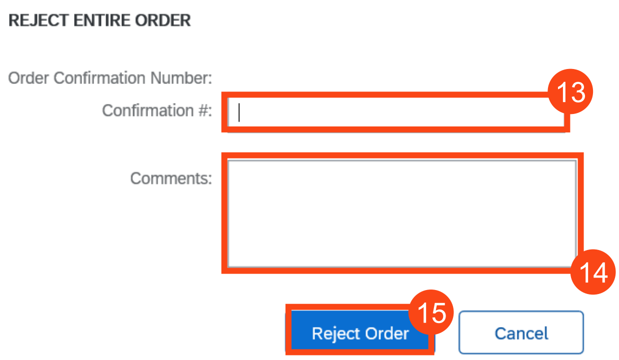


If rejecting the entire order:

13. Enter the confirmation number

14. Enter comments

15. Click ’Reject Order’



If rejecting an order you must not provide the goods or services.

Any invoice relating to a purchase order rejected by you in the Ariba Network will be returned to you unpaid.

Changes to Purchase Orders when Confirmed

Order Confirmation prevents some changes being made to the purchase order line, i.e. the requestor cannot cancel the purchase order or reduce the quantity of the line item. They can however increase the quantity on the line item or add an additional line item if required.

For Non-Stock Purchase Orders you do not need to send a Ship Notice, however, this is required for our stock process (PO with 30 prefix)

Order Confirmation prevents the quantity on the purchase order being reduced by the requisitioner.

Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO’s & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Ship Notice (ASN)

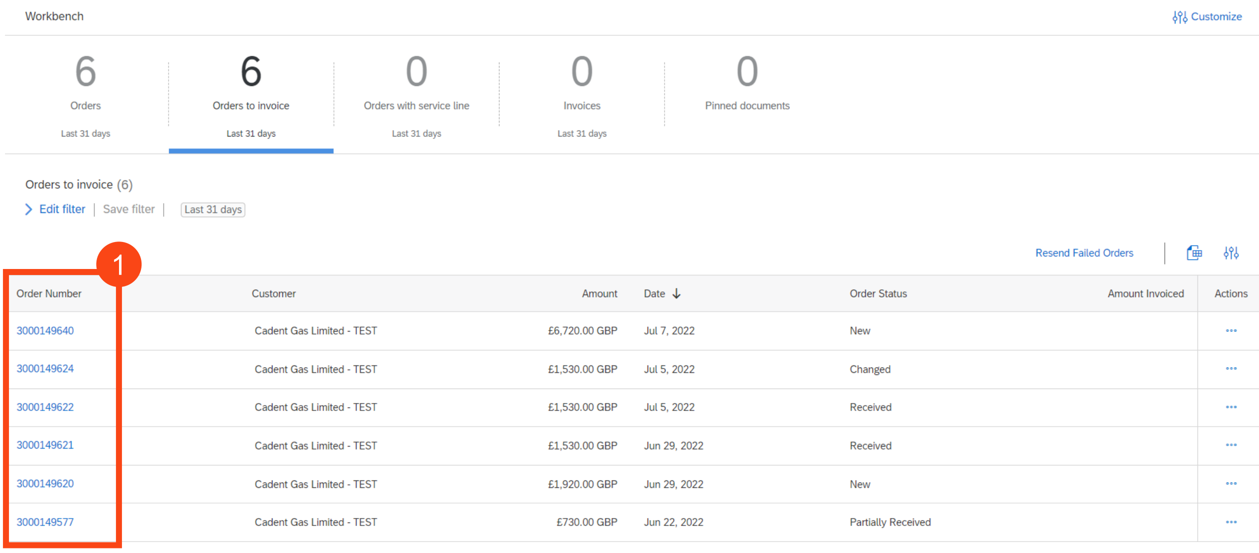
Material Order - Required for stock purchase orders with ‘30’ prefix only

Managing Purchase Orders & Invoices

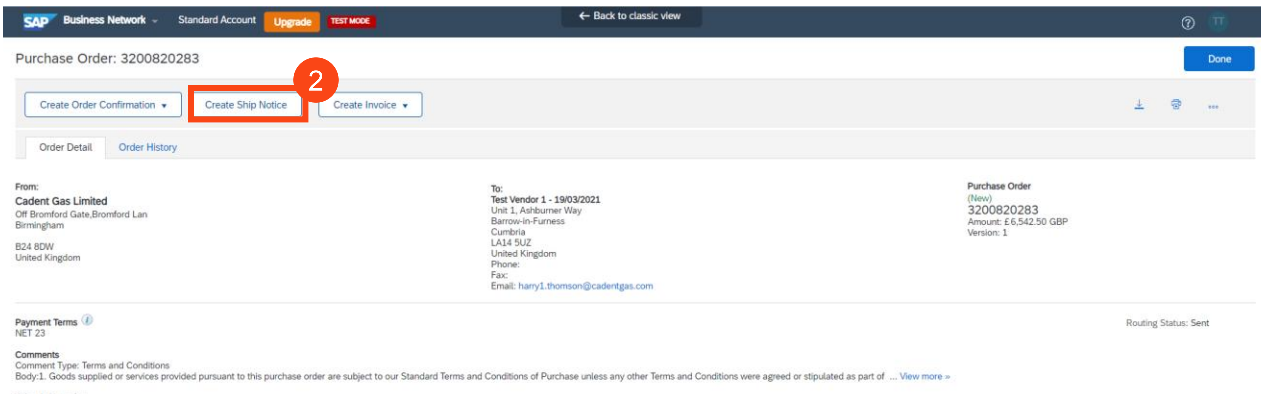
Ship Notice (ASN)

The Ship Notice process is only required for our stock ordering process (30 order prefix).

1. Once you have completed the Order Confirmation (OC) and are preparing to ship your goods to Cadent, open the purchase order in your Ariba portal.



2. Click 'Create Ship Notice'



Managing Purchase Orders & Invoices

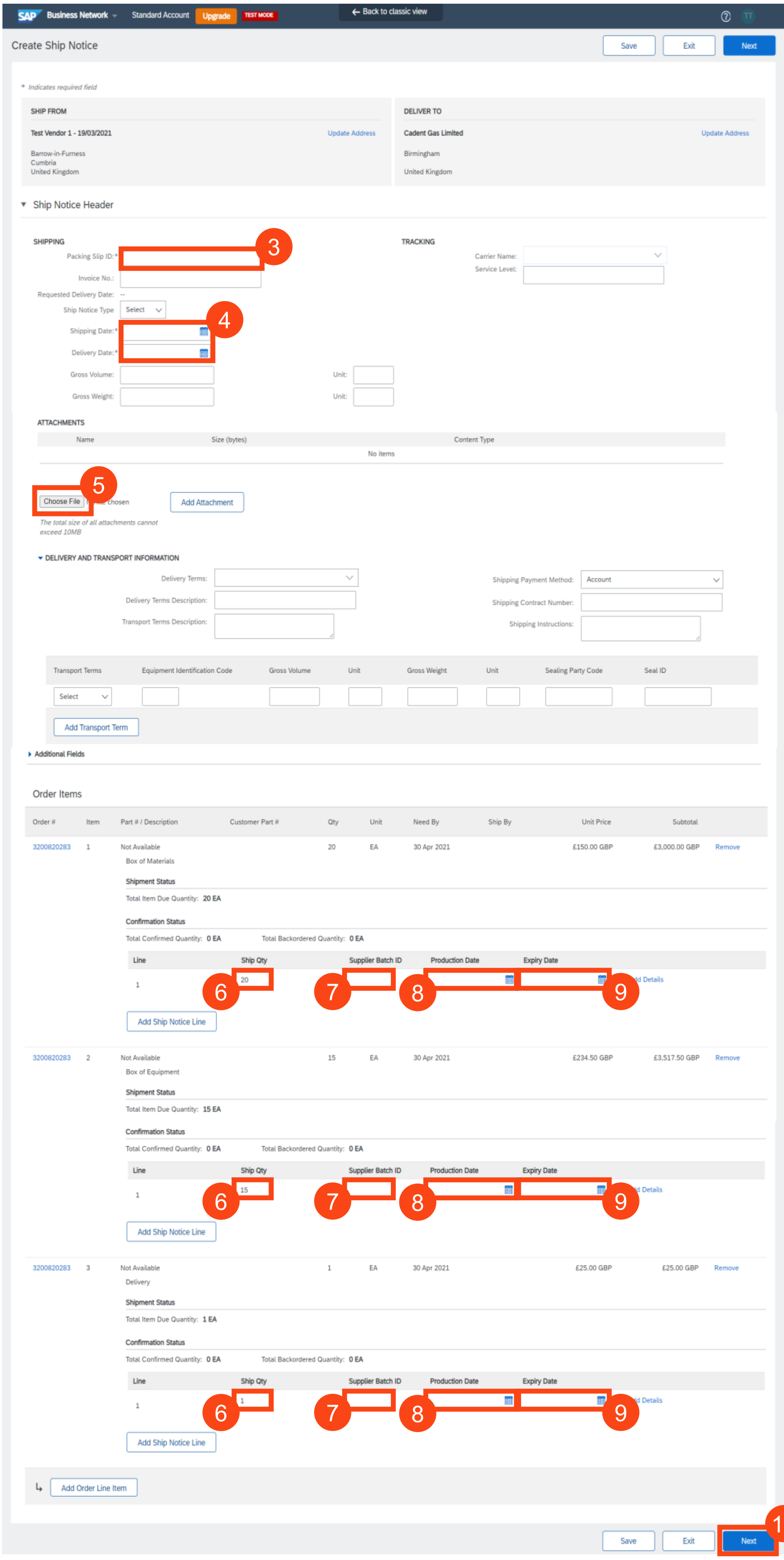
Ship Notice (ASN)

Complete the template. The mandatory fields are highlighted here, you can complete additional information such as carrier or weight if the information is available.

3. Enter the ‘Packing Slip ID’
4. Enter the ‘Shipping Date’ and ‘Delivery Date’
5. Add any attachments here
6. Enter the quantity being shipped
7. Enter the production ‘Batch ID’
8. Enter the date of production
9. Enter the date of product expiry

Repeat for all items on the order.

10. Click ‘Next’



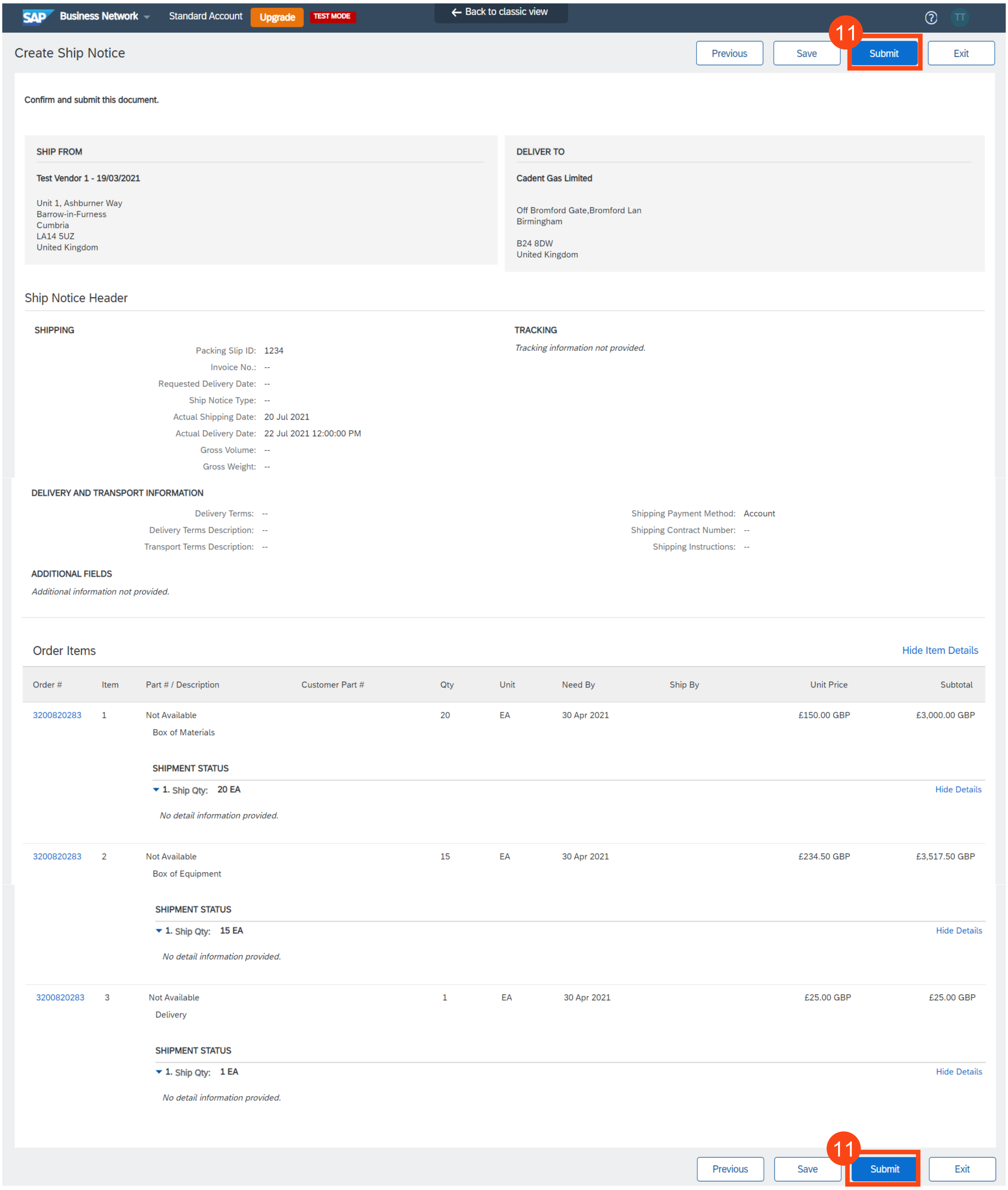
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders & Invoices

Ship Notice (ASN)

Review the Ship Notice summary

11. Click ‘Submit’



Invoice Creation via PO Flip

Material Order

Managing Purchase Orders & Invoices

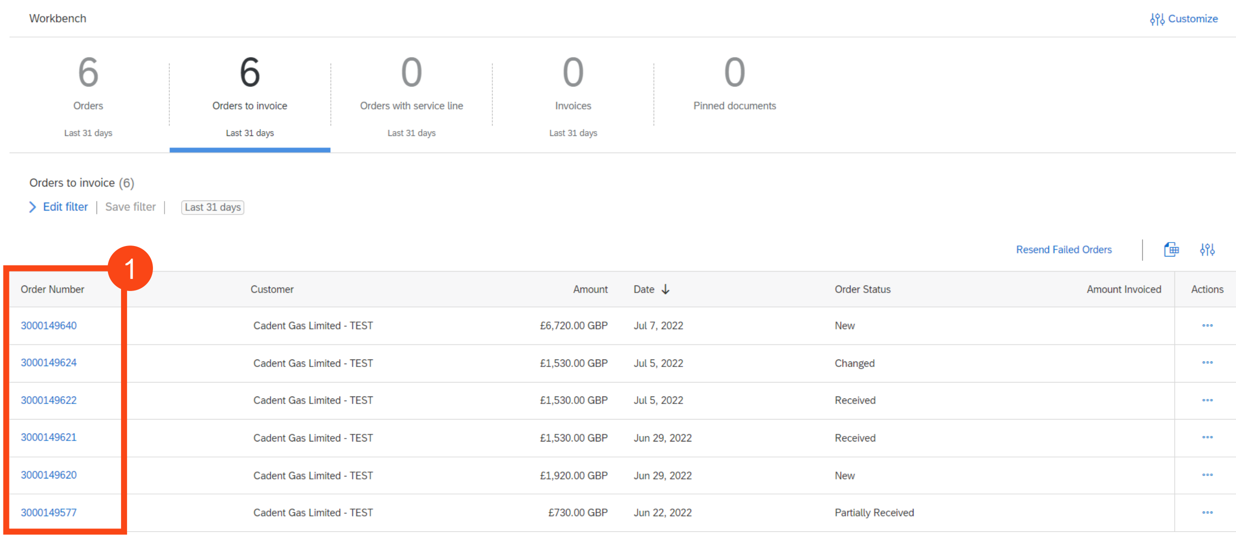
Invoice Creation (Material Order)

This process should be followed for suppliers who receive purchase orders via Ariba with a material item category. For service item category, see section '**Service Orders**'

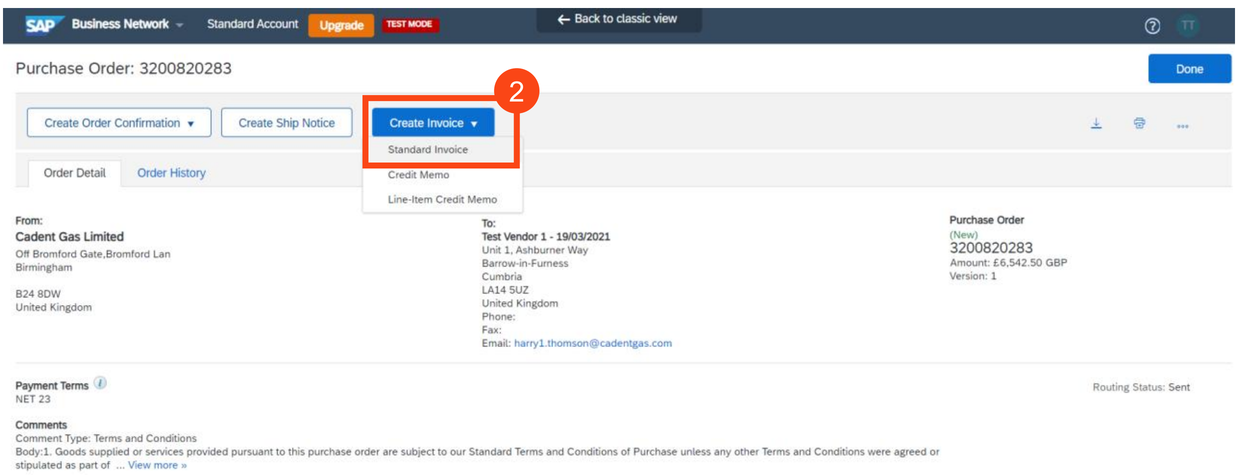
For purchases for our logistics team (PO prefix '30') an order confirmation (OC) and ship notice (ASN) must be completed before the invoice is created. This is a requirement of the extended warehouse management process within SAP that Cadent operates within its stores.

You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.

1. When you are ready to submit your invoice to Cadent, open the purchase order in your Ariba portal



2. Click 'Create Invoice', then ' Standard Invoice' in the drop down



Managing Purchase Orders & Invoices

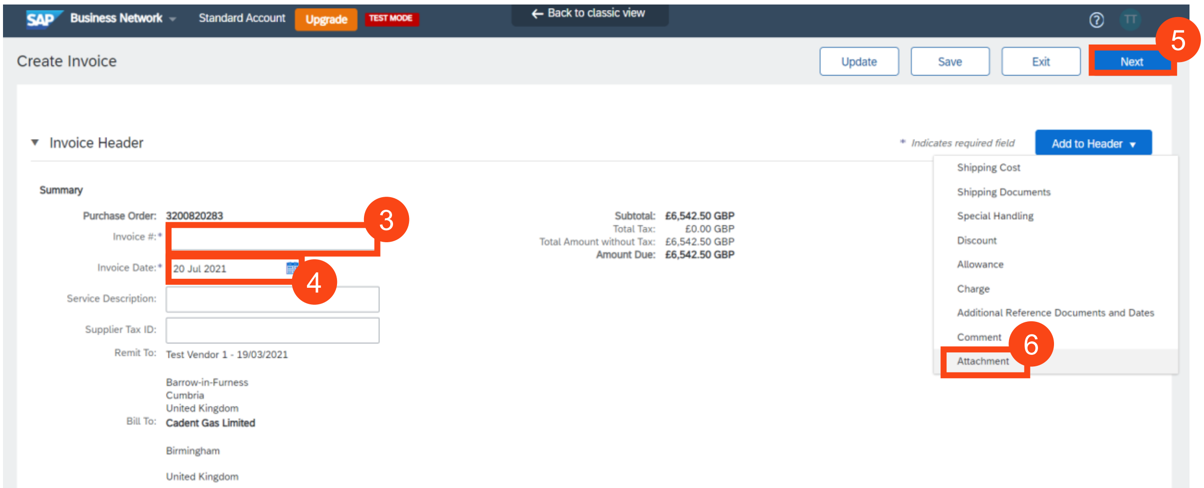
Invoice Creation (Material Order)

3. Enter the Invoice number of your sales invoice – **please note this is restricted to 16 characters and must be unique**

4. Enter the date of your sales invoice (this can be up to 365 days in the past but not in the future)

5. Click 'Add to Header'

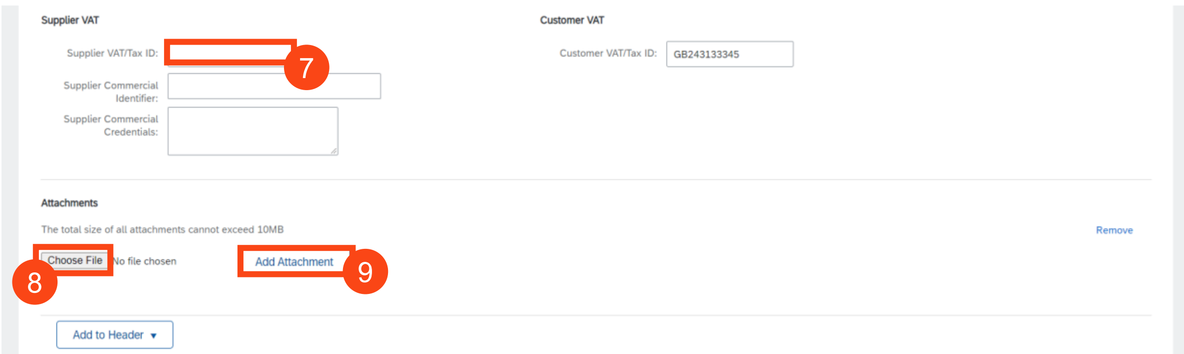
6. Select 'Attachment' to attach a PDF copy of your tax invoice



7. Enter your VAT Registration Number

8. Click 'Choose File' and using the browse box select the PDF of your tax sales invoice

9. Click 'Add Attachment' to attach the document to the invoice record



> The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

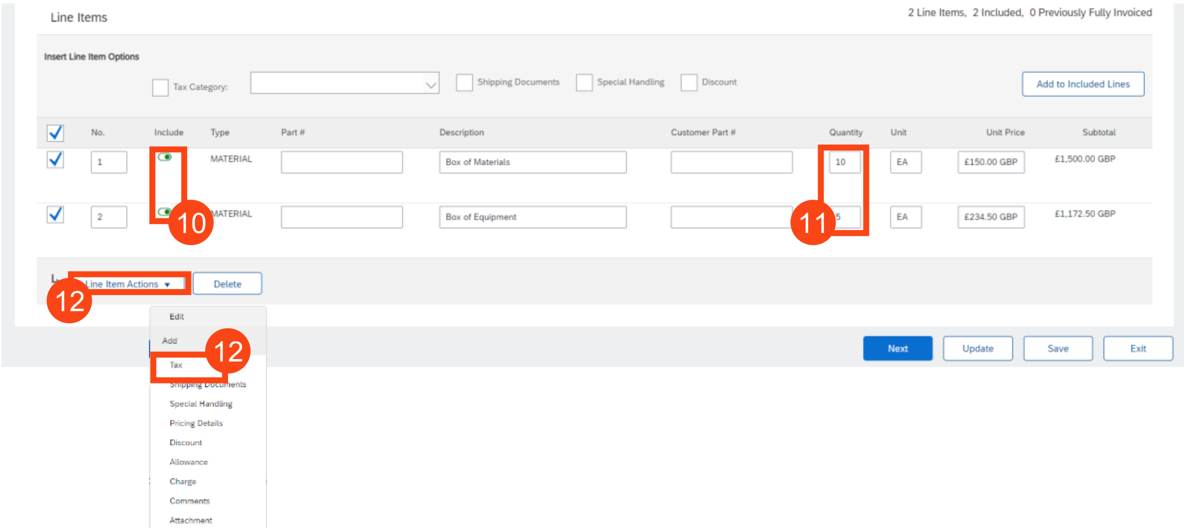
Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

10. Use the toggle buttons to select which items to include in the invoice

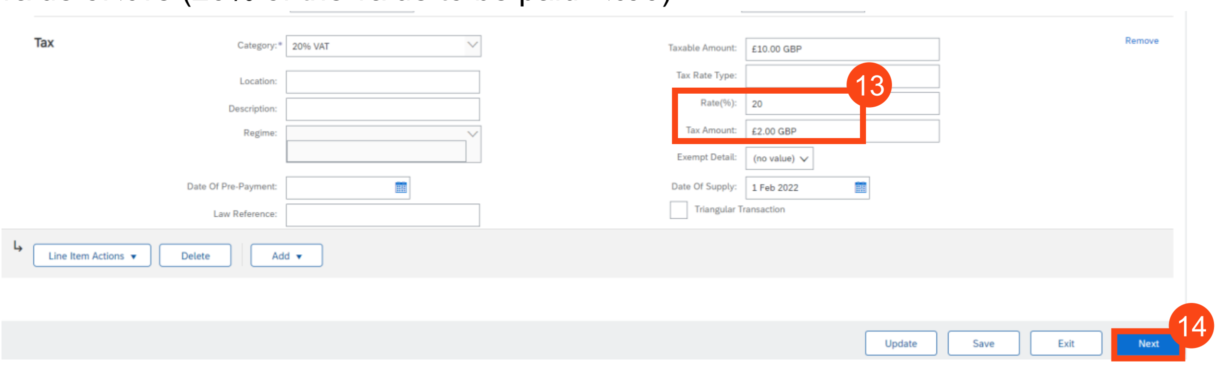
11. Enter the quantity you are invoicing for – **if the structure of the PO does not allow you to create the invoice record to mirror your own tax invoice please contact the requestor and request this is changed. Alternatively contact ProcurementServices@cadentgas.com**

12. Click 'Line Item Actions' and select 'Tax' from the dropdown



13. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; **You must validate this information against your own tax PDF invoice** and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)



If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

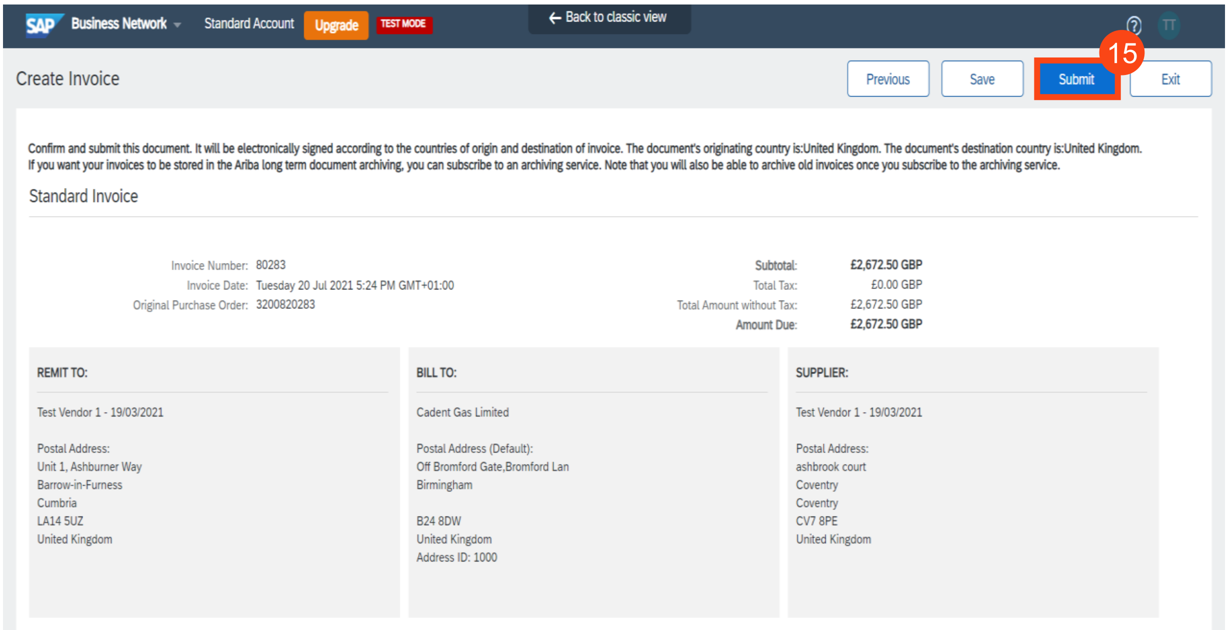
You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

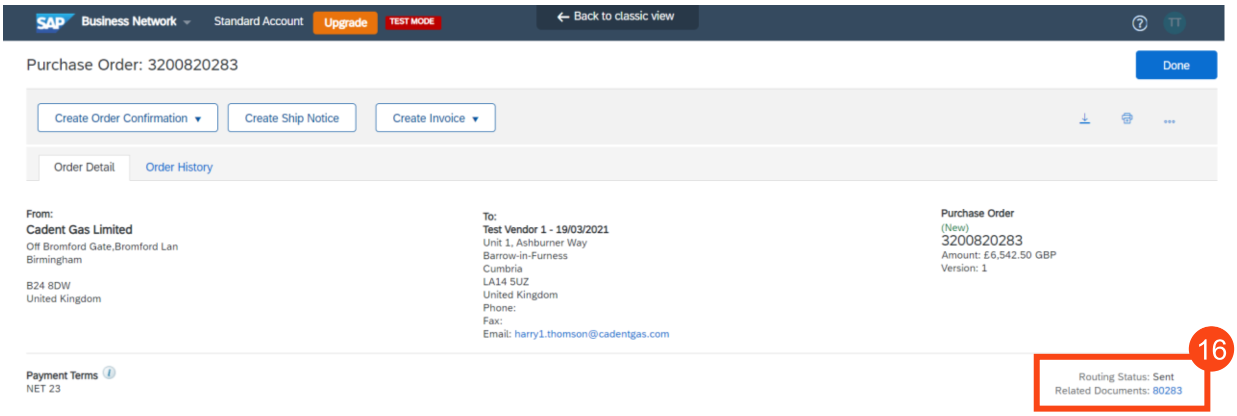
14. Click 'Next' at the bottom of the screen

Managing Purchase Orders & Invoices
Invoice Creation (Material Order)

15. Review the summary and click ‘Submit’ when you are confident this record accurately represents your tax sales invoice



16. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here



!

Entering your VAT Registration Number once stores the information in Ariba for any future invoice records.

Ariba controls the format of the invoice record to mirror the format of the purchase order, if this does not enable you to create an invoice please speak to the PO owner in the first instance.

You may receive a ‘call-off’ purchase order where the price is shown as ‘1.00’ and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value.

All invoice records in Ariba must exclude VAT. The system will calculate the value of expected tax and if the record does not match will flag this to our tax team before the invoice can be matched for payment

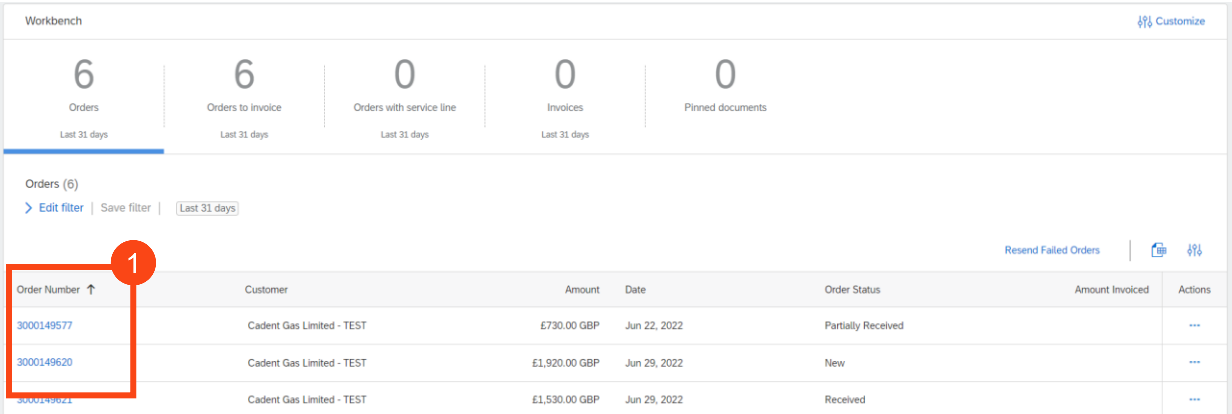
Your invoice will be returned to you unpaid if you do not attach a PDF image of your tax invoice or if your tax invoice does not match the invoice record in Ariba.

Credit Notes

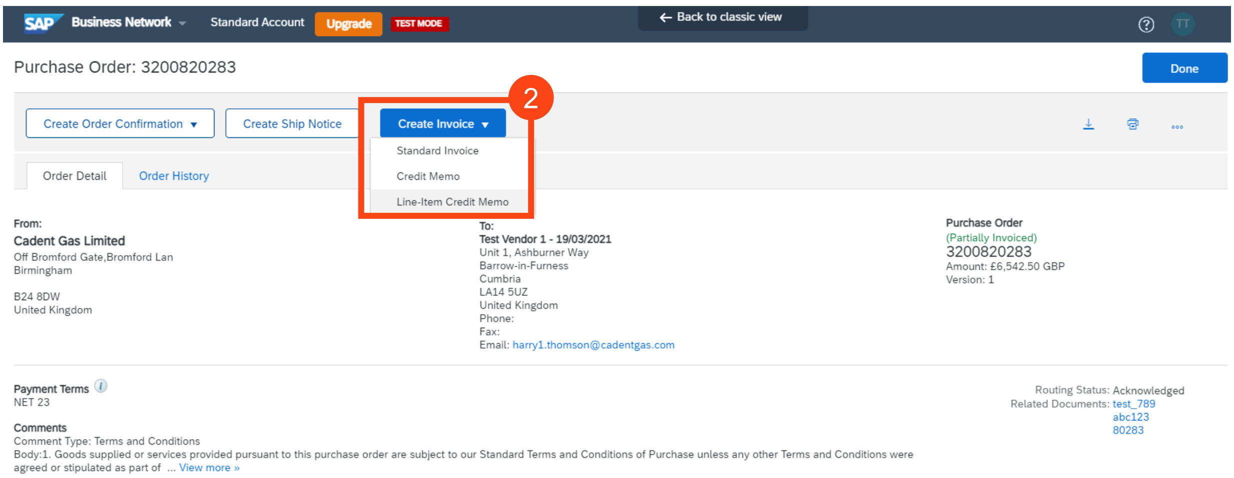
Managing Purchase Orders & Invoices
Credit Notes

From time to time, suppliers may need to send a credit note to Cadent, for example if goods have been returned by the requestor. Please note, **Credit Notes can only be created in Ariba for 'Material' type purchase orders**.

1. Open the purchase order in your Ariba network.

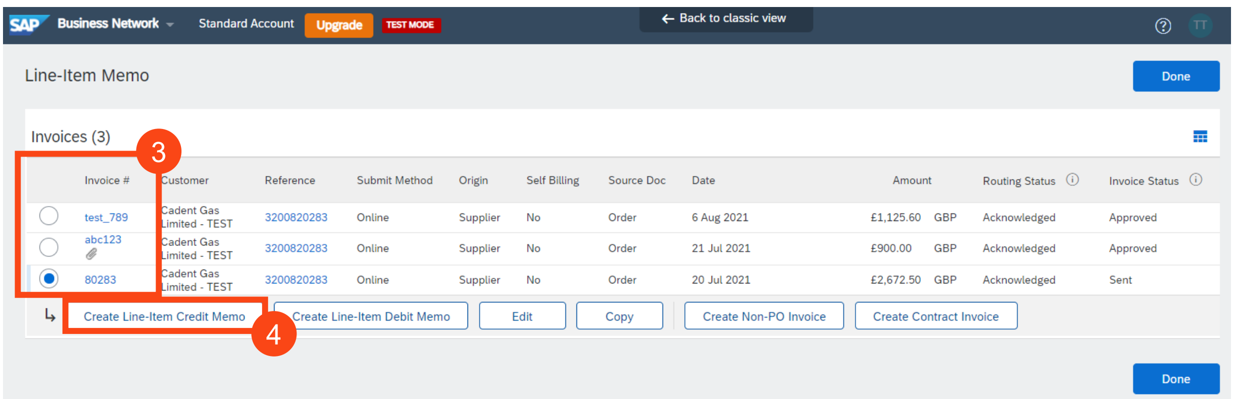


2. Click 'Create Invoice', then ' Line-Item Credit Memo' in the drop down



3. Select the invoice you wish to credit

4. Select 'Create Line-Item Credit Memo



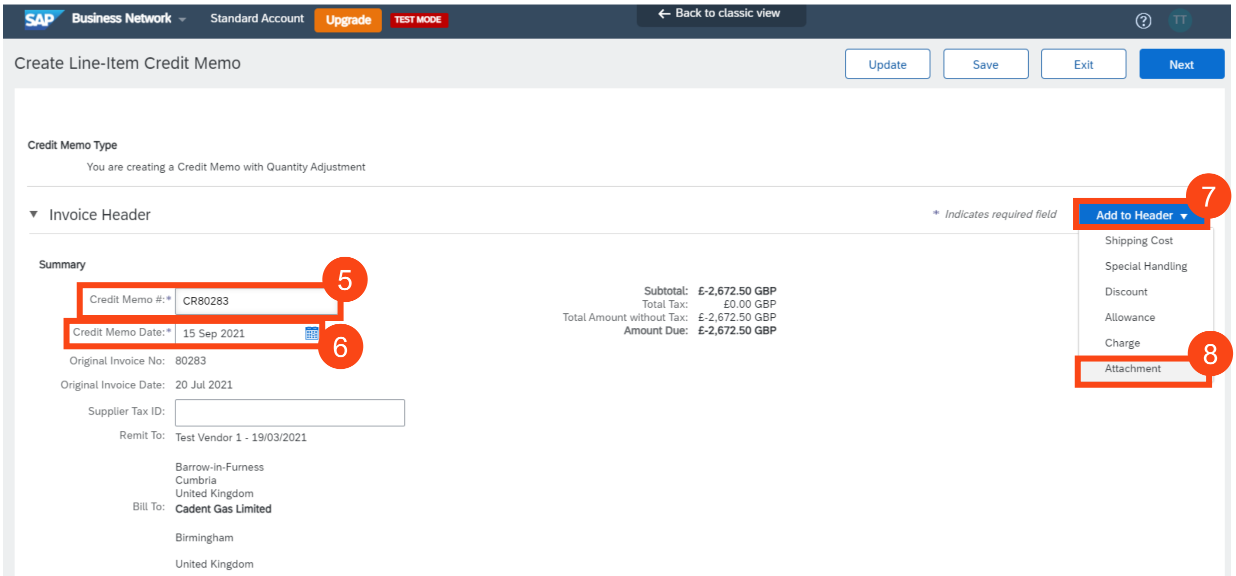
Managing Purchase Orders & Invoices
Credit Notes

5. Enter your Credit Memo number – **please note this is restricted to 16 characters and must be unique**

6. Enter the date of your sales credit note (this can be up to 365 days in the past but not in the future)

7. Click ‘Add to Header’

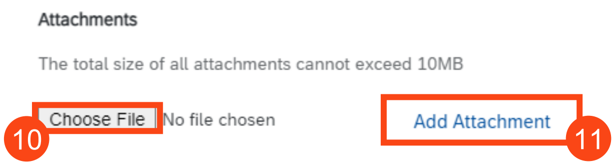
8. Select ‘Attachment’ to attach a PDF copy of your tax credit note



9. Scroll down to the Comments section. Enter the comment to state the reason for the Credit Note

10. In the Attachments section, click ‘Choose File’ and using the browse box select the PDF of your tax sales credit note

11. Click ‘Add Attachment’ to attach the document to the credit note record



> The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

Managing Purchase Orders & Invoices

Credit Notes

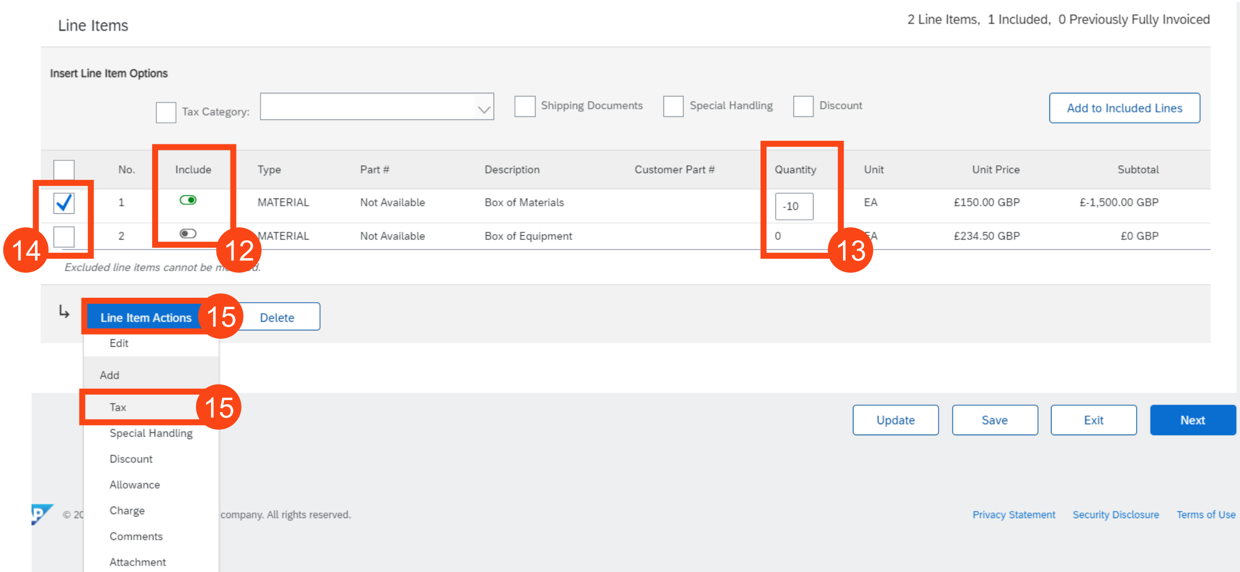
Scroll down to Line Items

12. Use the toggle buttons to select which items to include in the credit note

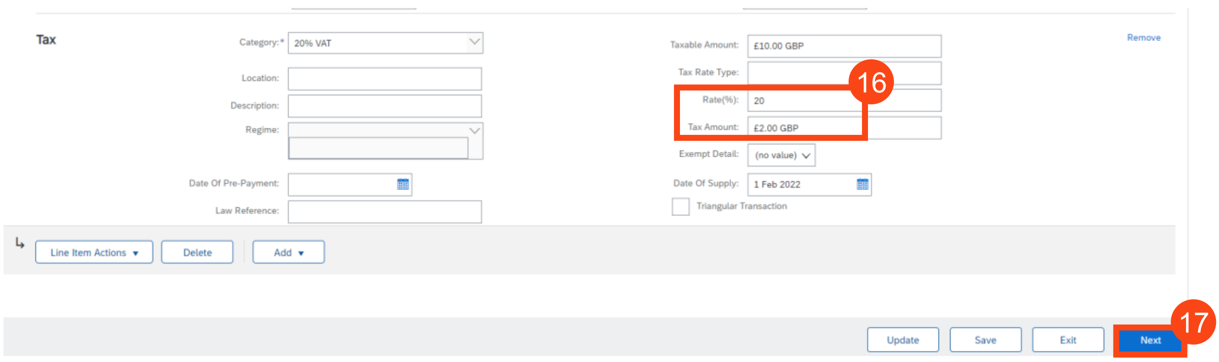
13. Enter the quantity you are crediting, remember to keep the minus sign (-)

14. Select the first line you are crediting

15. Click ‘Line Item Actions’ and select ‘Tax’ from the dropdown



16. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF credit note and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.



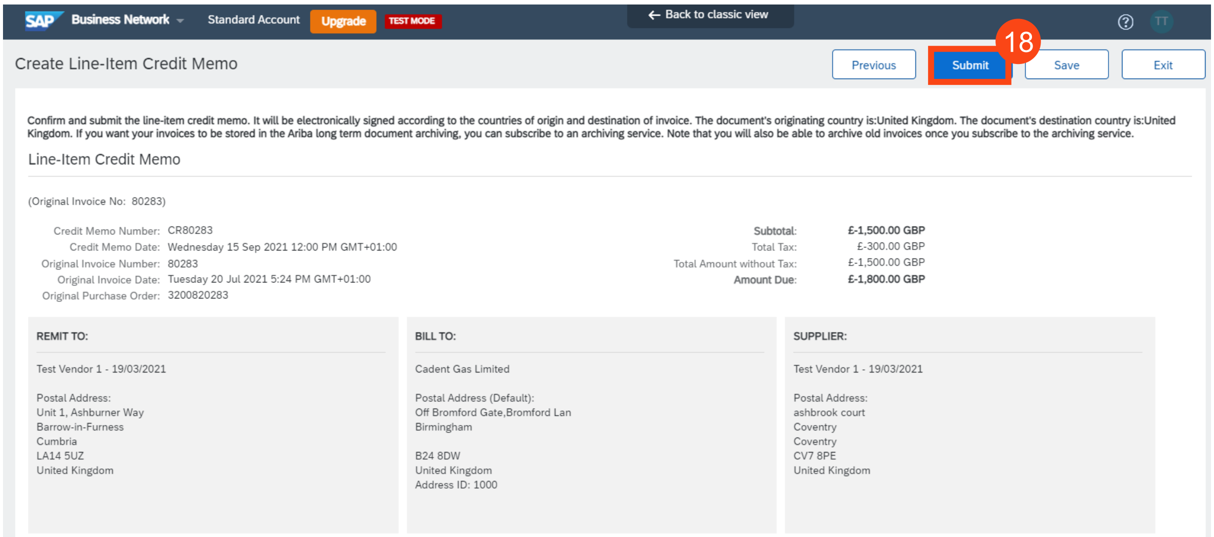
> **If Zero Rate VAT Applies**
>
> You must complete the ‘Description’ – enter the reason for zero rate of VAT
>
> You must also select the ‘Exempt Detail’ from the dropdown (Zero Rated or Exempt)
>
> Both fields become mandatory if zero is entered in the rate or tax amount

17. Click ‘Next’ at the bottom of the screen

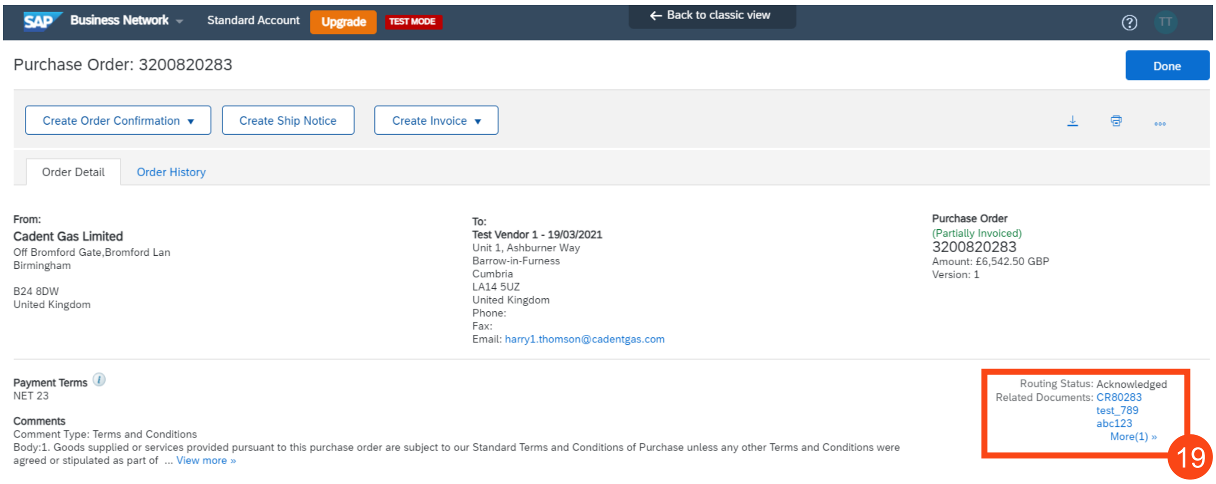
Your Ariba Network A/C
Request for Quotation (RFQ)
Managing PO's & Invoices
Invoices with Retention
Service Orders
Order Confirmation
Ship Notice
Invoice via PO Flip
Credit Notes
Managing Rejected Invoices

Managing Purchase Orders & Invoices
Credit Notes

18. Review the summary and click ‘Submit’ when you are confident this record accurately represents your tax sales invoice



19. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here



!

Once a credit note has been submitted, the ordered but not invoiced quantity on the order line is updated to reflect the credit

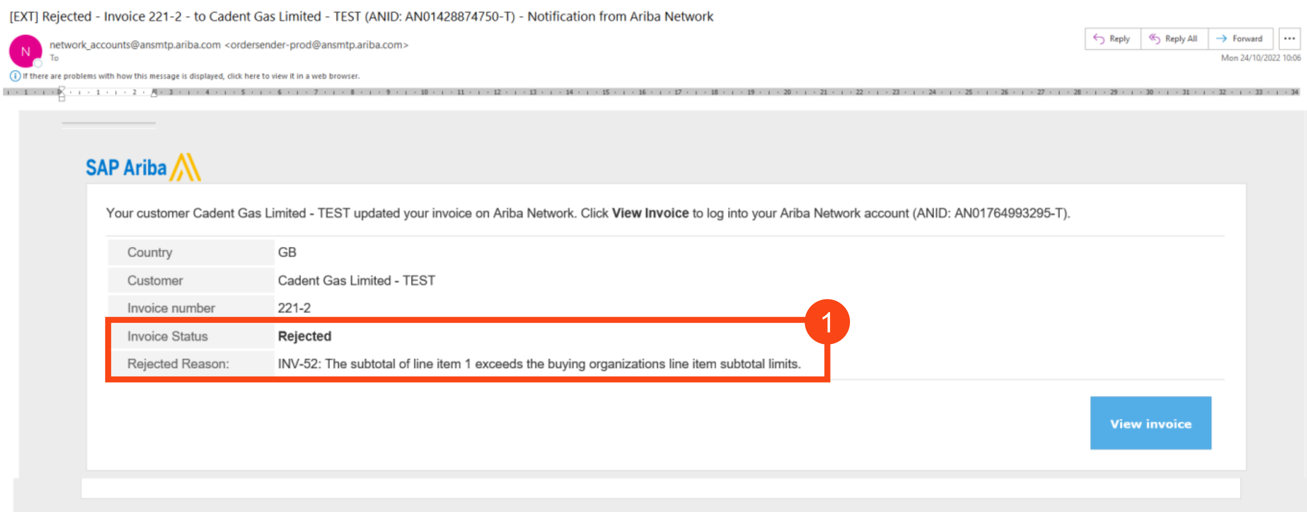
Managing Rejected Invoices

Managing Purchase Orders & Invoices

Managing Rejected Invoices

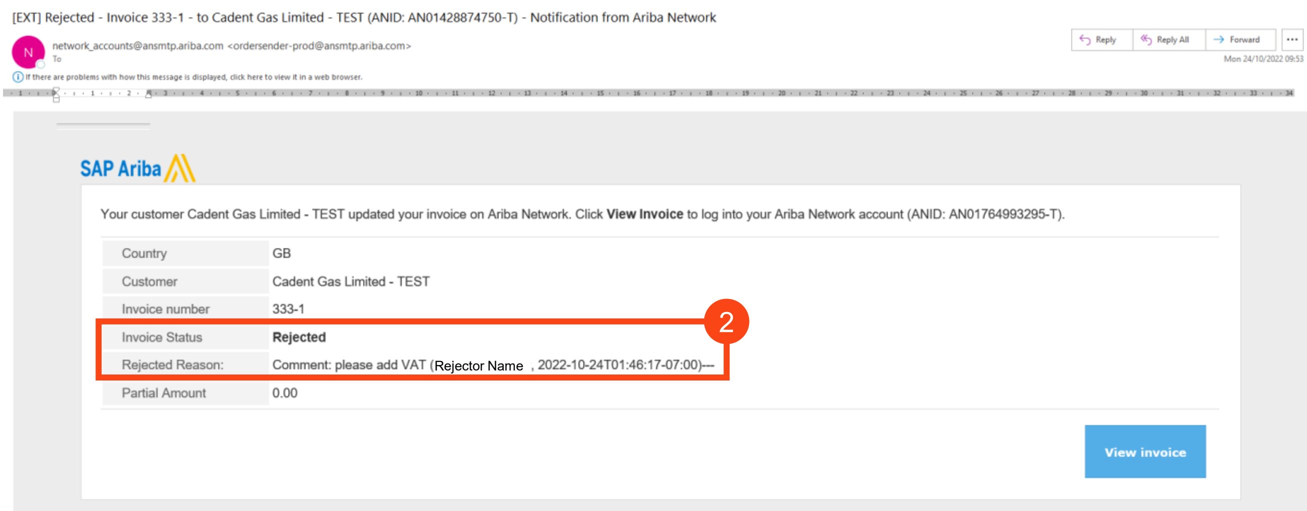
When your invoice has been submitted to Cadent via the Ariba Network it needs to pass two sets of ‘rules’. The first set of rules sit in the Ariba Network, these are basic rules such as the invoice must be created from a purchase order or BPO and must not exceed the quantity ordered.

1. You will receive an email notification from the network stating the invoice has been rejected and the reason for rejection:



The second set of rules sit in Cadent’s Buying & Invoicing side of Ariba. If the invoice passes the Network rules explained above, the invoice will be pushed to Cadent. This creates a list of exceptions, which must be completed to match the invoice for payment. Where these exceptions have not been automatically cleared, such as missing goods receipt, invalid tax entry, incorrect quantity entered, the invoice will be routed to the appropriate actor to resolve the issue or reject back to the supplier if it needs to be amended.

2. You will receive an email notification from the network stating the invoice has been rejected, who rejected it and their comments as to the reason for rejection:

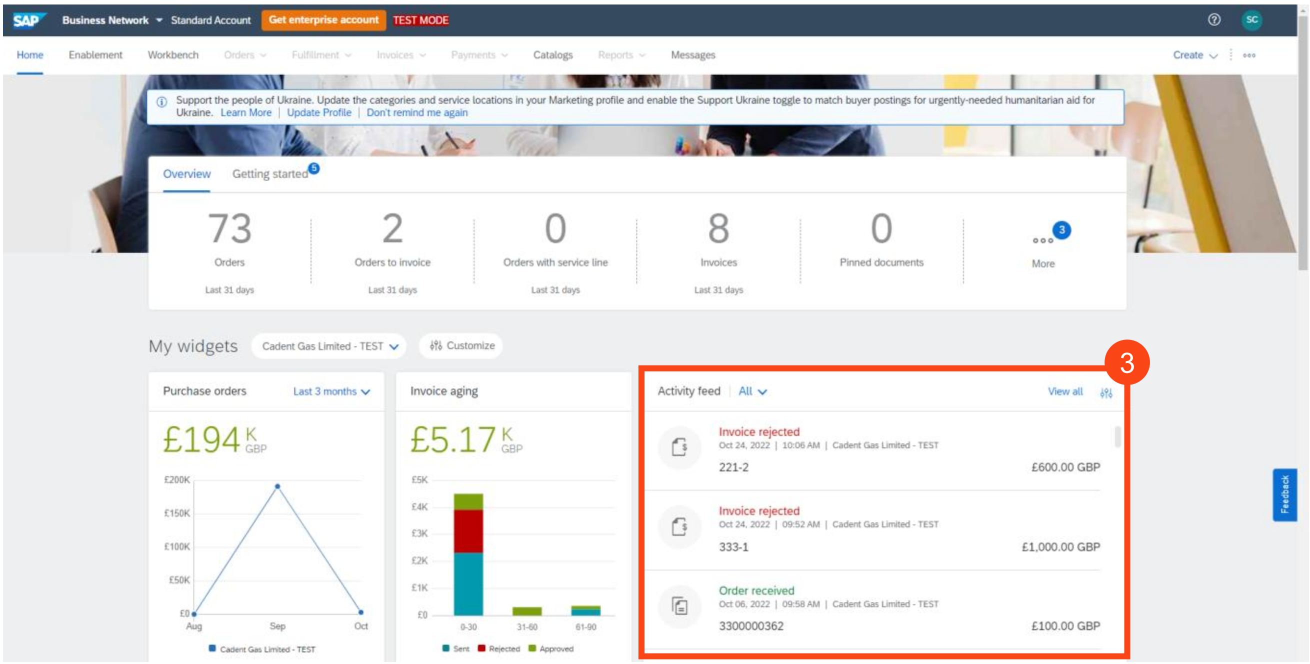


Managing Purchase Orders & Invoices

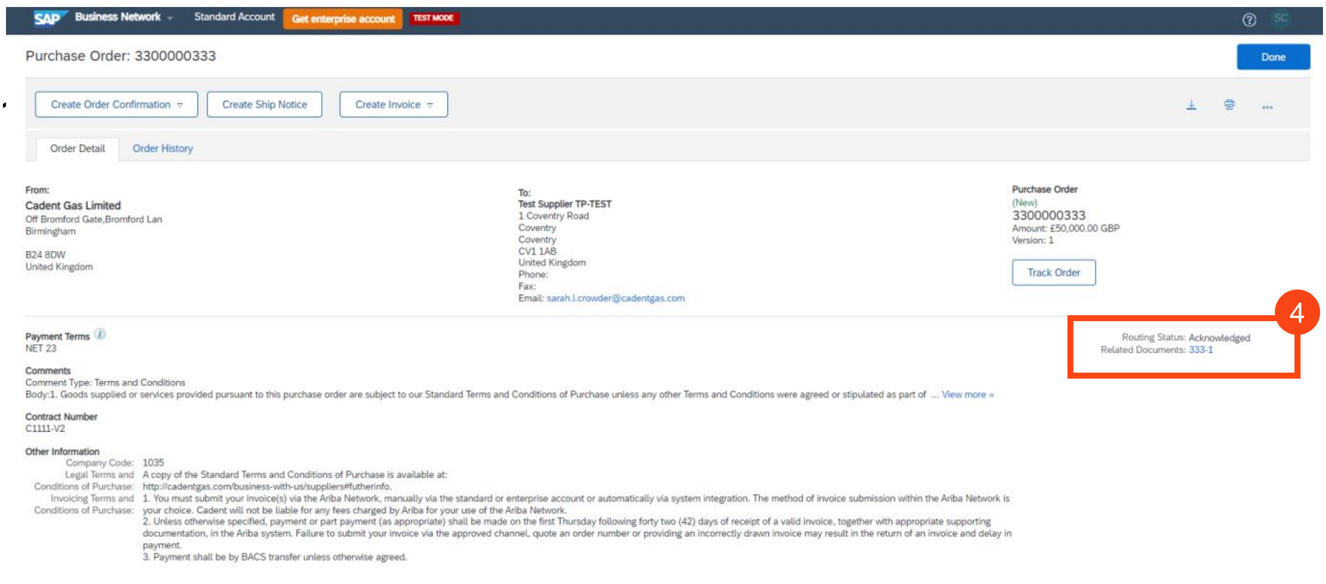
Managing Rejected Invoices

On receipt of this email, you can click on the view invoice button to open the invoice.

3 you will also see the rejected invoice in the Activity Feed in the Ariba Portal



4 the final way to find your invoice is to see the related documents in the purchase order screen



Not receiving email notifications?

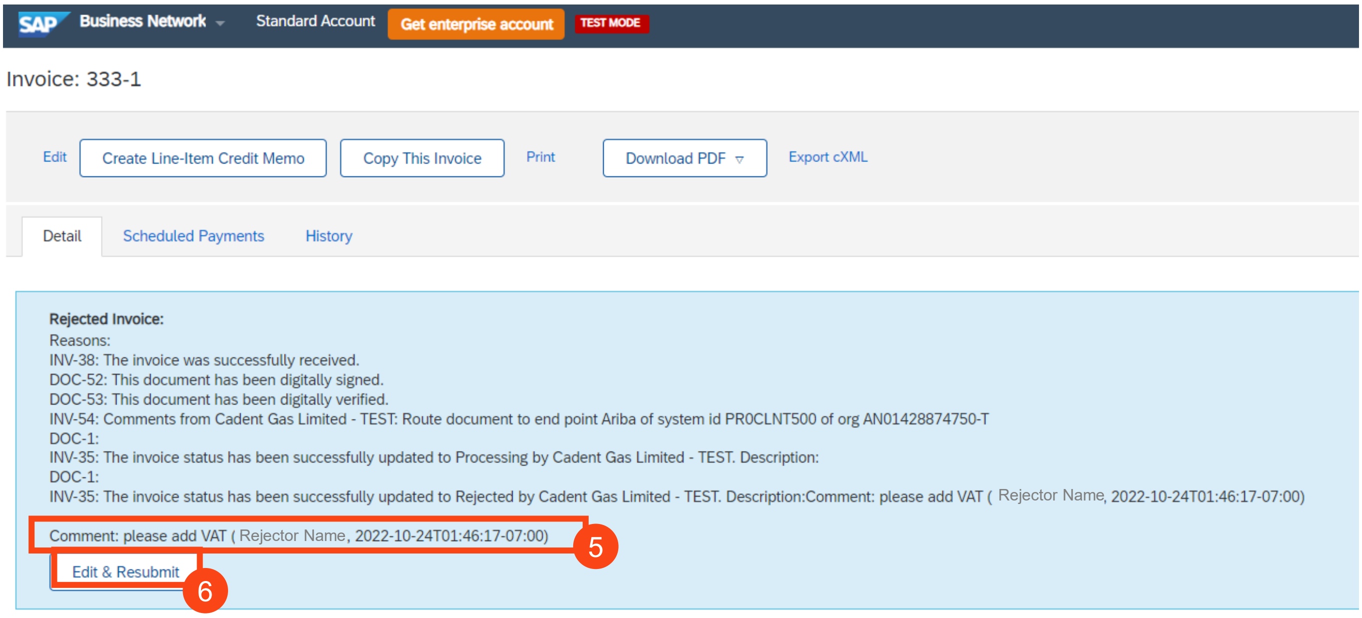
Check your settings in the Ariba Network > [how to change your email notifications]()

Managing Purchase Orders & Invoices

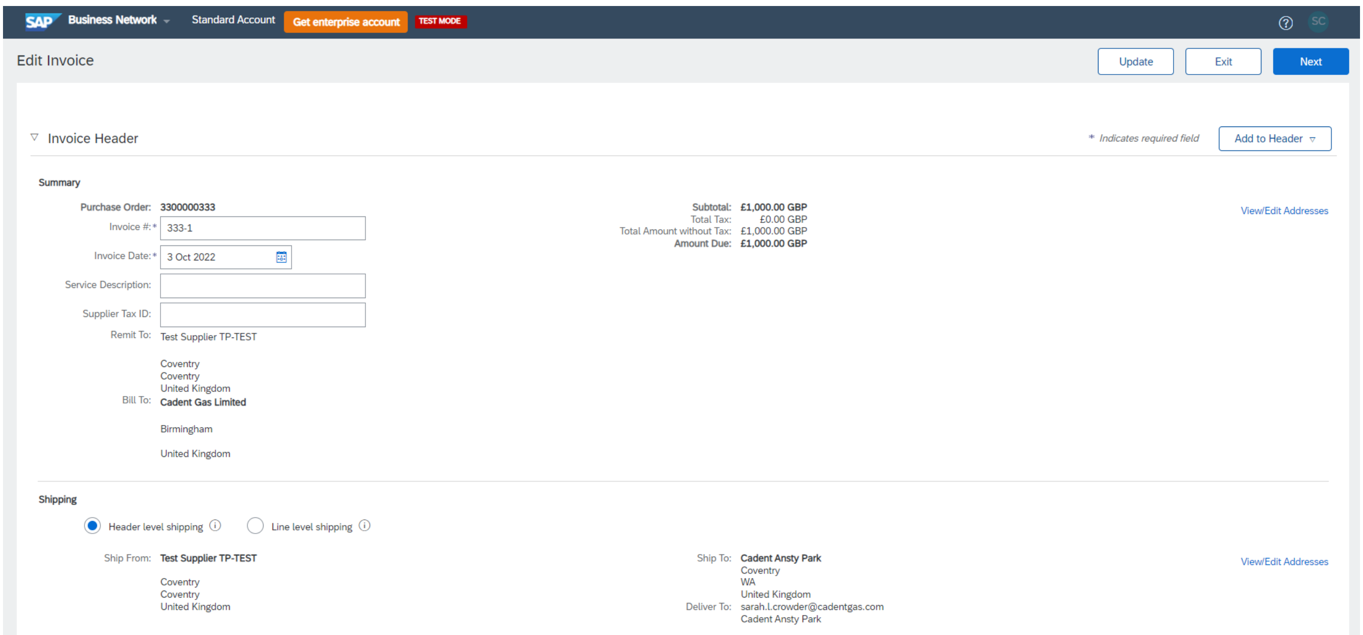
Managing Rejected Invoices

Open the invoice and you will see a light blue box that shows the invoice was rejected. The same process will follow for invoices rejected at the Ariba Network or manually rejected by a Cadent representative.

5. Where manually rejected you will see any comments entered by a Cadent representative
6. Click on the Edit & Resubmit button to edit the invoice



You can now edit the invoice and correct the error. Refer to the Service Order or Invoice via PO Flip guide:



Notes

Cadent Gas
Pilot Way
Ansty Park
Coventry
CV7 9JU

www.cadentgas.com