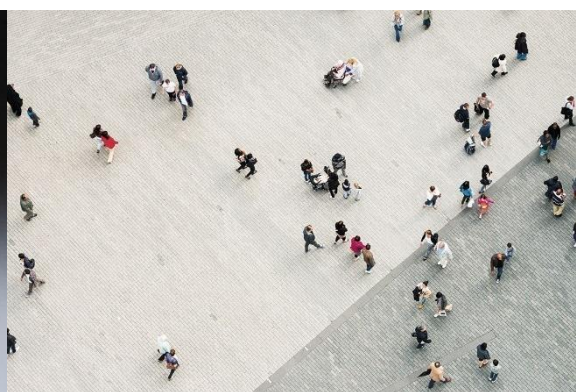


A Suppliers Guide to Transacting in SAP Ariba

Reference Guide for Cadent Suppliers



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.

What's in this guide?

Subject	Pages
Your Ariba Network Account How to navigate the Ariba Network, the role of the Account Administrator, how to change notification settings, how to find your Ariba Network ID (ANID), how to create new user accounts	4 - 18
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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 choose 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 company's 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.

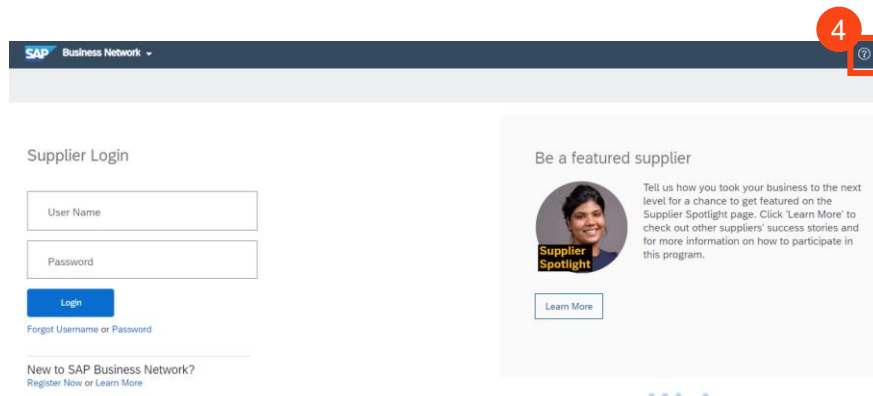


Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



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

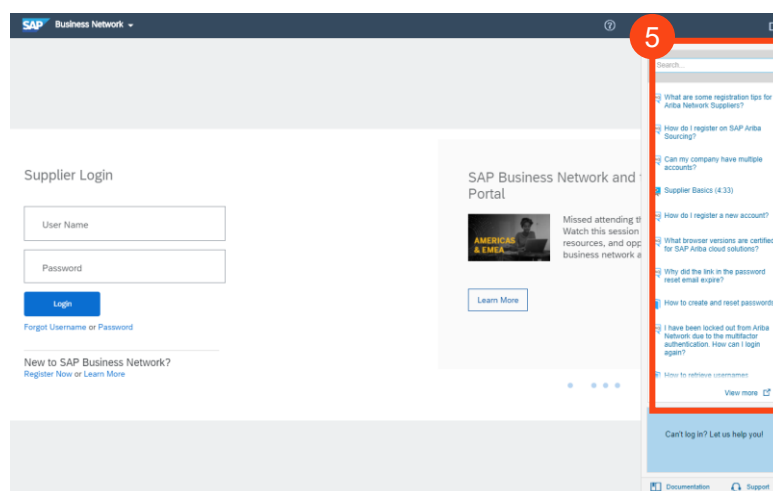


To contact Ariba Customer Support, please go to: <https://www.ariba.com/contact-us>

Your Ariba Network 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

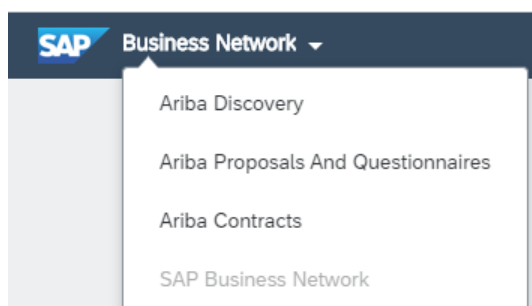


One Stop Shop

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.

SAP Ariba Proposals and Questionnaires - Standard Account Upgrade TEST MODE

CADENT GAS LIMITED - TEST

There are no matched postings.

Welcome to the Cadent Supply Chain Online Portal. This site helps to identifying suppliers to work with Cadent who are market leaders in safety, quality, service, and cost. The site is administered by Ariba, Inc. to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Cadent Supplier Registration Questionnaire	Doc620652418	4/11/6104 3:23 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
External Qualification Survey	Doc620665927	3/19/2021 12:24 PM	Building and Construction...	10 National	Qualified

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Bank Details	Doc626664144	4/25/2021 4:19 PM	(no value)	(no value)	NotResponded

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

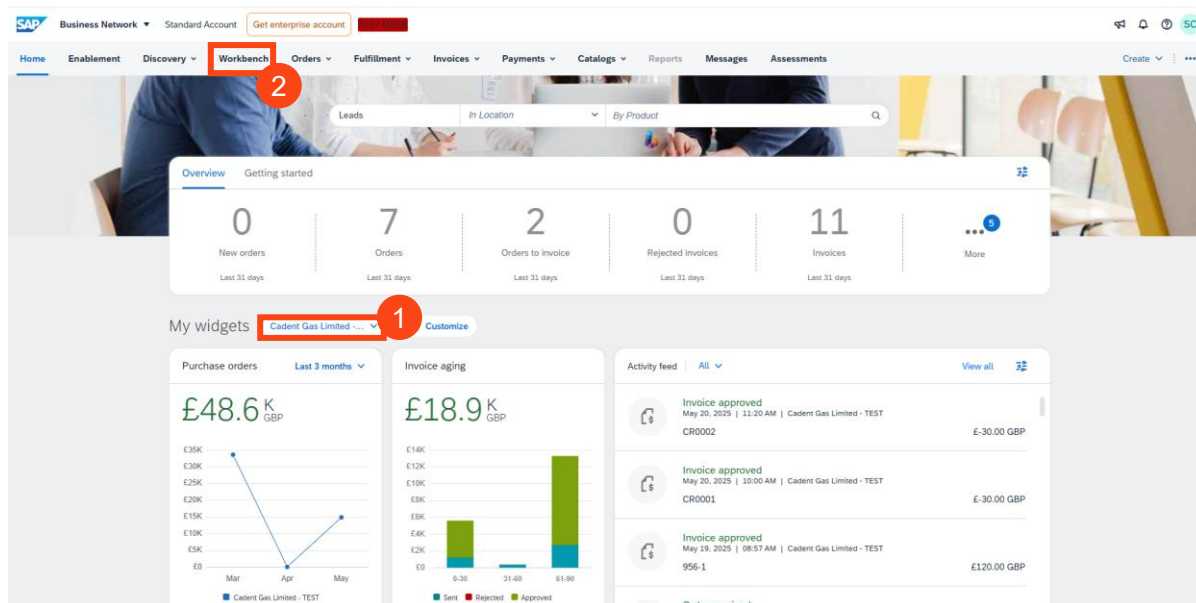
Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact ProcurementServices@cadentgas.com.

Your Ariba Network Account

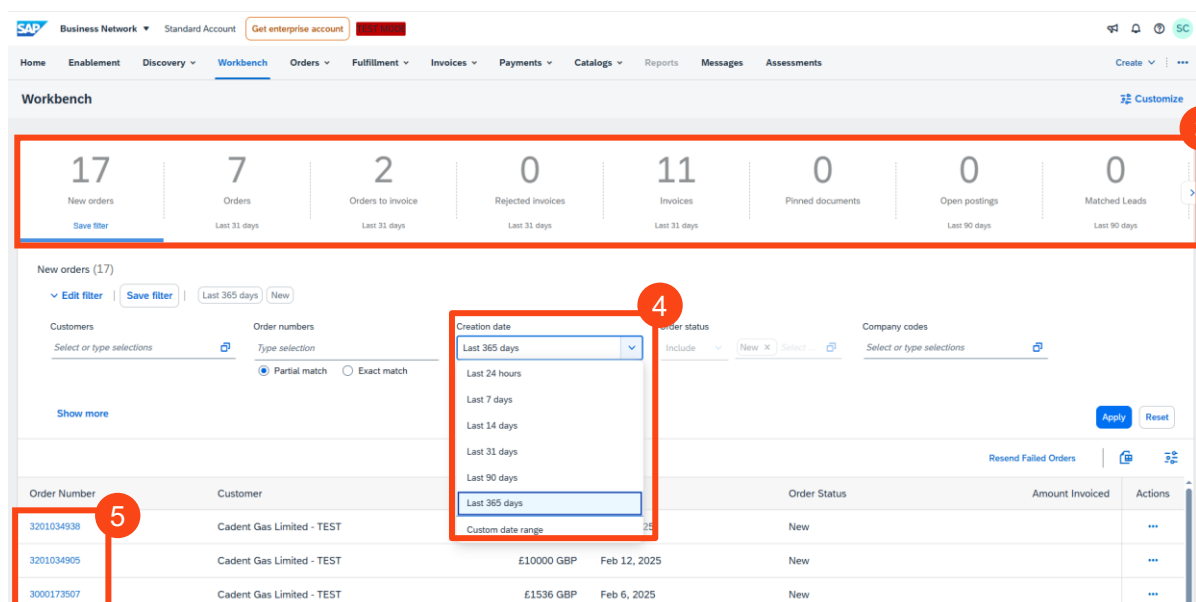
Ariba / SAP Business Network

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

Send me a copy to take action

Email the document to email.address@supplier.com
 You can change this email address below.

[My Account](#)

Send

Cancel

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'



Ariba Network - Where companies connect to get the business done

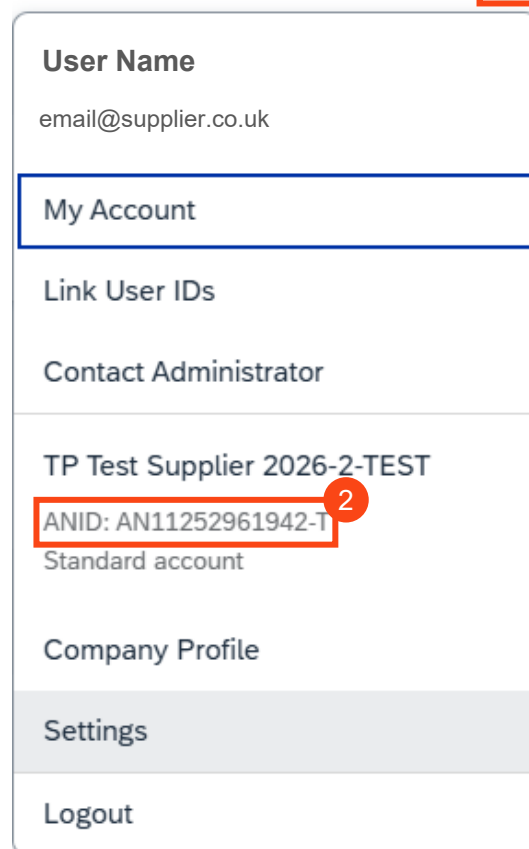
Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



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



2 Your ANID is found here

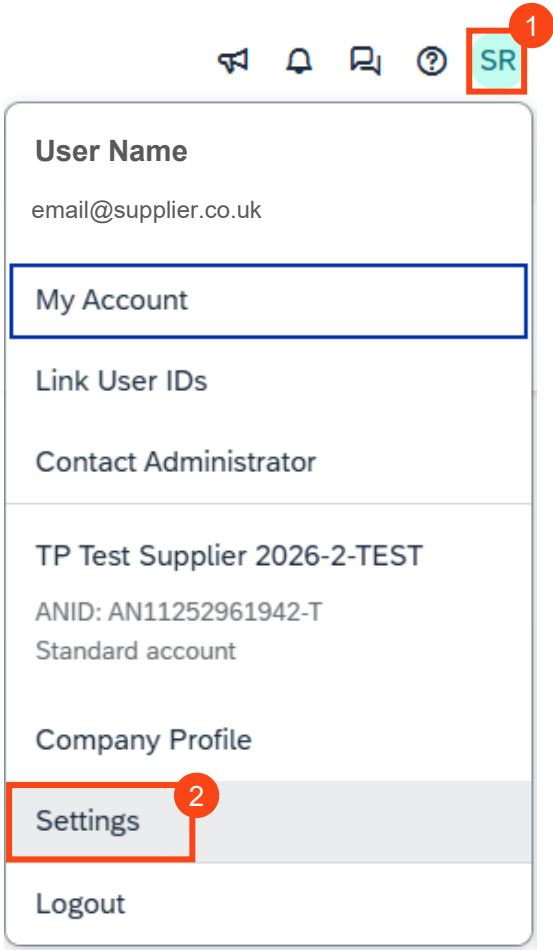


Your Ariba Network Account

Frequently Asked Questions

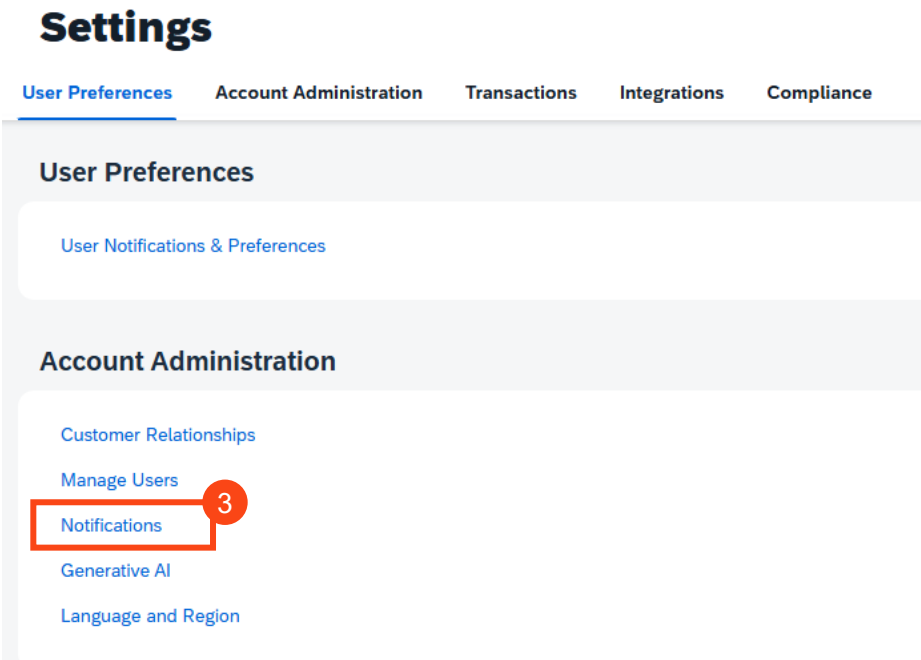
? How do I manage email notifications?

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.

Account Settings

Customer Relationships Users **Notifications** Application Subscriptions Account Registration API management Generative AI

General Network **Discovery** Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	☒ Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	email.address@supplier.com
Customer Requirements Change	☒ Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	email.address@supplier.com
Trading Relationship Requests	☐ Send a notification when a customer responds to my trading relationship request.	email.address@supplier.com
Supplier Enablement Activity and Task Reminder	☒ Send a notification when a supplier enablement activity is assigned or a task is overdue.	email.address@supplier.com

Other Notifications

Network Service	☒ Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	email.address@supplier.com
Certification Expiration Notifications	☐ Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	email.address@supplier.com
Reminder of Unconfirmed Orders	☒ Send reminders of unconfirmed orders. This notification depends upon a customer rule.	email.address@supplier.com
Reminder of non-received order items	☒ Send reminders of non-received items from orders. This notification depends upon a customer rule.	sarah.l.crowder@cadentgas.com

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'.

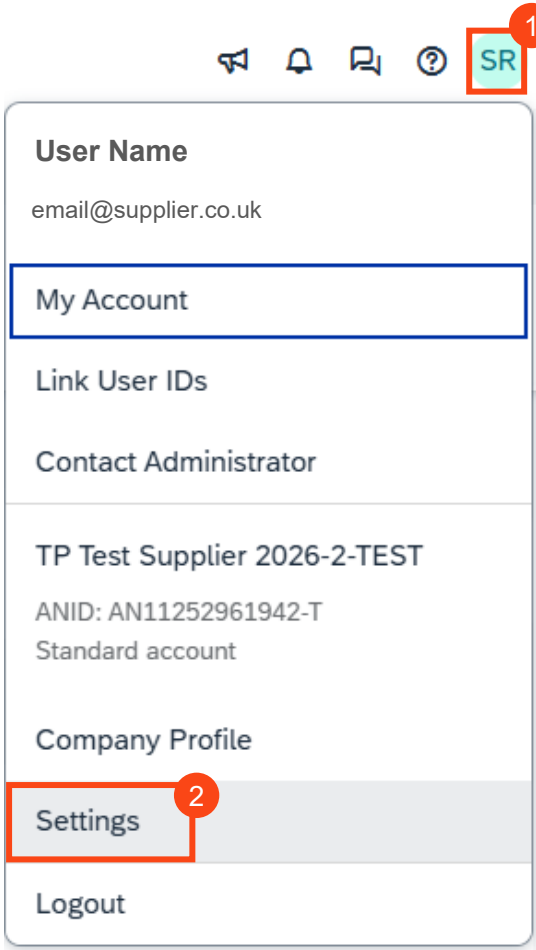


Your Ariba Network Account

Frequently Asked Questions

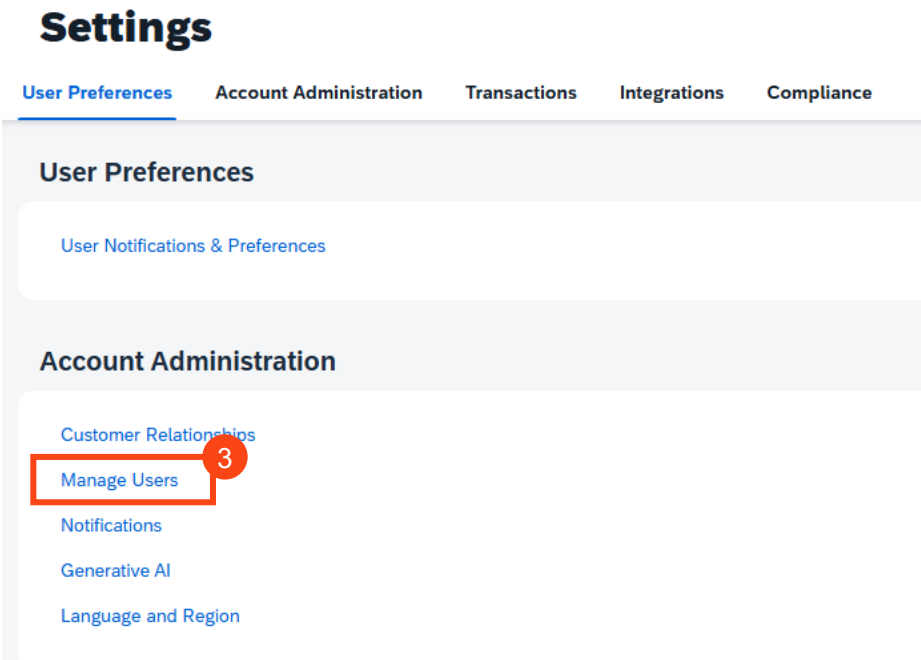
? How do I create new user accounts in our Ariba account?

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.

Account Settings

Customer Relationships Users Notifications Application Subscriptions API management Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Roles (3)

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Sarah Remedios	
Supplier User		
_ARIBA_SOURCING_ACCESS_CUSTOM_ROLE_	Test-User Account	

- 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

Create Role

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

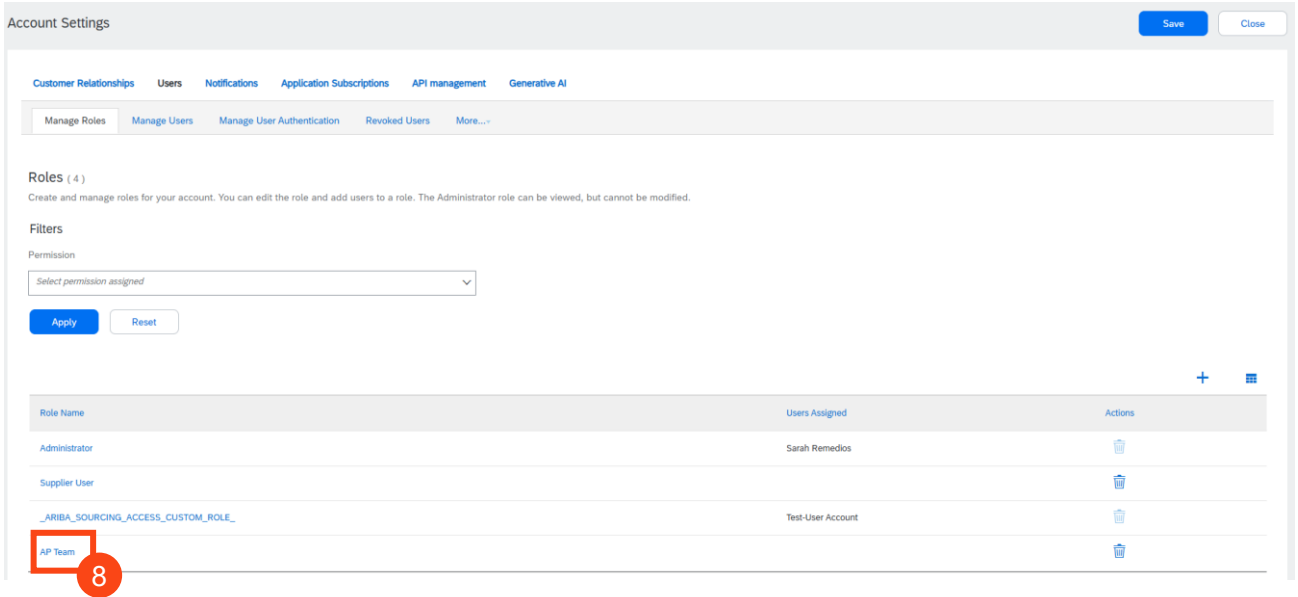
Page 1

Permission	Description
☐ API Development Access	Access to API development using the SAP Ariba developer portal.
☐ Access Proposals and Contracts	View your organization's Ariba Sourcing events and Ariba Contract Management contracts, documents, and tasks. This permission grants access to the Proposals and Contracts properties. Individual users must be approved by Ariba Sourcing buyers before they can view or participate in events or contract tasks.
☐ Analytics Dashboard Access	Access the Analytics Dashboard
☐ Archive Access	View and search archived items
☐ Catalog Account Executive	Access to manage price file upload and customer specific catalog upload
☐ Catalog Content Manager	Access to manage master content upload, price file upload and customer specific catalog upload
☐ Catalog Management	Set up and manage catalog-related activities
☐ Company Data Deletion Configuration	Access to company data config
☐ Company Information	Review and update company profile information
☐ Component planning collaboration	Permission to view Component planning collaboration Tile in Workbench
☐ Contact Administration	Maintain information for account contact personnel

Your Ariba Network Account

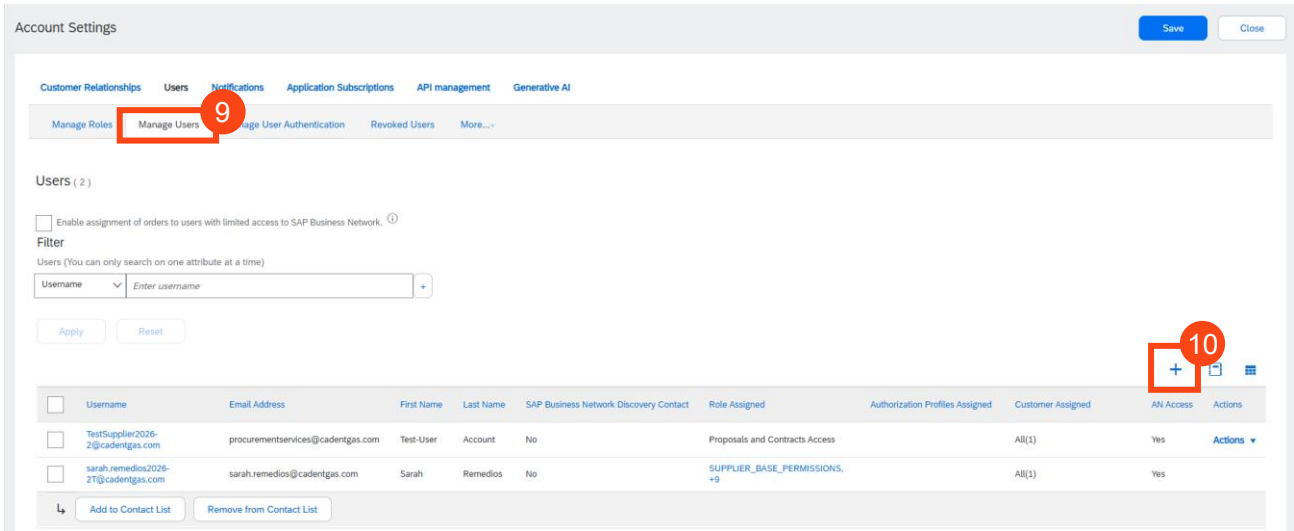
Frequently Asked Questions

8 The new role is now available



9 Select the 'Manage Users' tab

10 Click the + icon to create the user



Your Ariba Network 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

Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

New User Information

Username* ⓘ

Email Address*

First Name*

Last Name*

☐ Do not allow the user to resend invoices to the buyer's account. ⓘ

☐ This user is the SAP Business Network Discovery Contact ⓘ

☐ Limited access ⓘ

Office Phone: Country Area Number

Role Assignment

Name	Description
☐ Supplier User	
☐ Proposals and Contracts Access	Access Proposals and Contracts
☐ AP Team	

Customer Assignment

Assign to Customer: ☒ All Customers ☐ Select Customers

Done Cancel

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

SAP Business Network Standard Account [Get enterprise account](#) **TEST MODE**

Account Settings

Customer Relationships Users Notifications Application Subscriptions API management Generative AI

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (3)

☐ Enable assignment of orders to users with limited access to SAP Business Network. ⓘ

Filter

Users (You can only search on one attribute at a time)

Username Enter username

Apply Reset

	Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
☐	TestSupplier2026-2@cadentgas.com	procurementservices@cadentgas.com	Test-User	Account	No	Proposals and Contracts Access		All(1)	Yes	Actions
☐	sarah.remedios2026-21@cadentgas.com	sarah.remedios@cadentgas.com	Sarah	Remedios	No	SUPPLIER_BASE_PERMISSIONS, +9		All(1)	Yes	
☐	James.Flack2026-2@cadentgas.com	james.flack@cadentgas.com	James	Flack	No	AP Team		All(1)	Yes	Actions

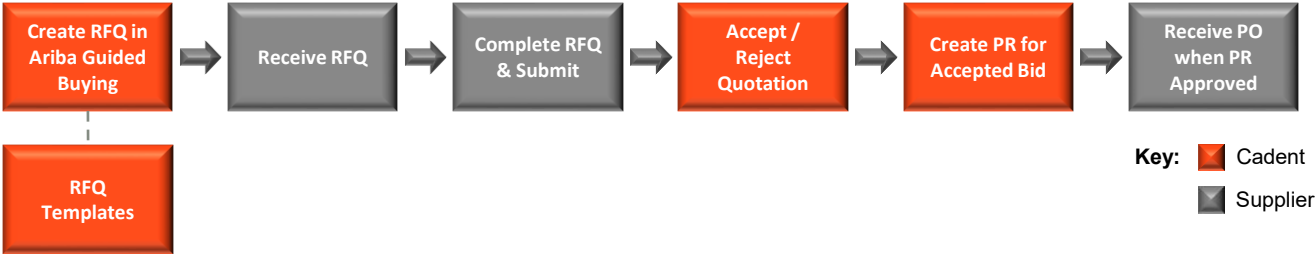
Save Close

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

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

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. Click on the event to open it

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:

[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.

SAP Ariba Proposals and Questionnaires

SAP Ariba

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to Ariba? [Register Now](#)

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

Doc2587513016 - RFQ70-Request for Quotation for Training

Time remaining 4 days 08:18:24

You must decide whether or not you intend to participate in this event.

[Intend to Participate](#) [Decline to Participate](#) [Print Event Information](#)

Event Overview and Timing Rules

Owner: Sarah L Cn
Event Type: RFP

Description: British Pound
Commodity: Further and Higher Education Training 86101509
Regions: GBR UK

Publish time: 9/6/2025 17:07
Response start date: 9/6/2025 17:07
Due date: 14/6/2025 17:07

Doc2587513016 - RFQ70-Request for Quotation for Training

Time remaining 4 days 08:15:13

[Download Content](#) [Select Lots](#) [Print Event Information](#)

All Content

Name	Price	Quantity
1 Terms		
1.2 Comments		
1.3 If required, attach a supporting file to your response		
1.4 Ship To	Cadent, Pilot Way, Ansty Park Coventry, WA CV7 9JU United Kingdom	
1.5		
2 Items		

Event Overview and Timing Rules

Doc2587513016 - RFQ70-Request for Quotation for Training

Cancel

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding

Name
☐ 2.1 RFQ - Training

RFQ - Training: This form is to request training services from approved suppliers

[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.

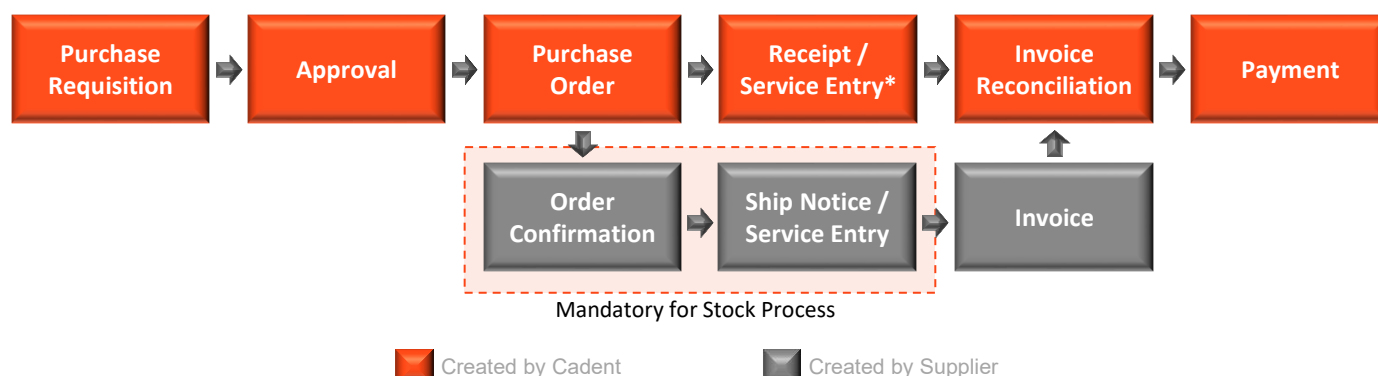
Please see our supplier guide to transacting in Ariba, which is on our website <https://cadentgas.com/about-us/suppliers>

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.

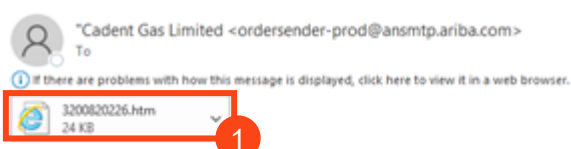
Managing Purchase Orders and Invoices

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



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

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:
---	--

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

Payment Terms
 NET 23

Comments
 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

Other Information

Company Code: 1035

Legal Terms and A copy of the Standard Terms and Conditions of Purchase is available at:
Conditions of <http://cadentgas.com/business-with-us/suppliers#furtherinfo>.

Purchase:

Invoicing Terms and 1. You must submit your invoice(s) via the Ariba Network, manually via the standard or enterprise account or automatically via Conditions of system integration. The method of invoice submission within the Ariba Network is your choice. Cadent will not be liable for any Purchase: 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.

Ship All Items To

Cadent Gas Limited
Off Bromford Gate, Bromford Lan
Birmingham

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

Bill To

Cadent Gas Limited
Off Bromford Gate, Bromford Lan
Birmingham

B24 8DW
United Kingdom

Deliver To

@cadentgas.com
Cadent Gas Limited

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 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

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.

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.

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
1 Services	£ 2 1,000.00	5%	£ 3 50.00	£ 950.00	£ 4 190.00
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		1,000	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:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	MATERIAL	UAT_4	UAT Test Manual Close Contract		1,000	EA	£1.00 GBP	£1,000.00 GBP

Tax

Category: * 20% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £1,000.00 GBP

Rate(%): 20

Tax Amount: £200.00 GBP

Exempt Detail: (no value)

Date Of Supply: 21 Oct 2022

☐ Triangular Transaction

Remove

Line Item Actions

Delete

Add

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 2021	£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
Orders
Save filter

6
Orders to invoice
Last 31 days

10
Orders with service line
Save filter

0
Invoices
Last 31 days

0
Pinned documents

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

Resend Failed Orders |  

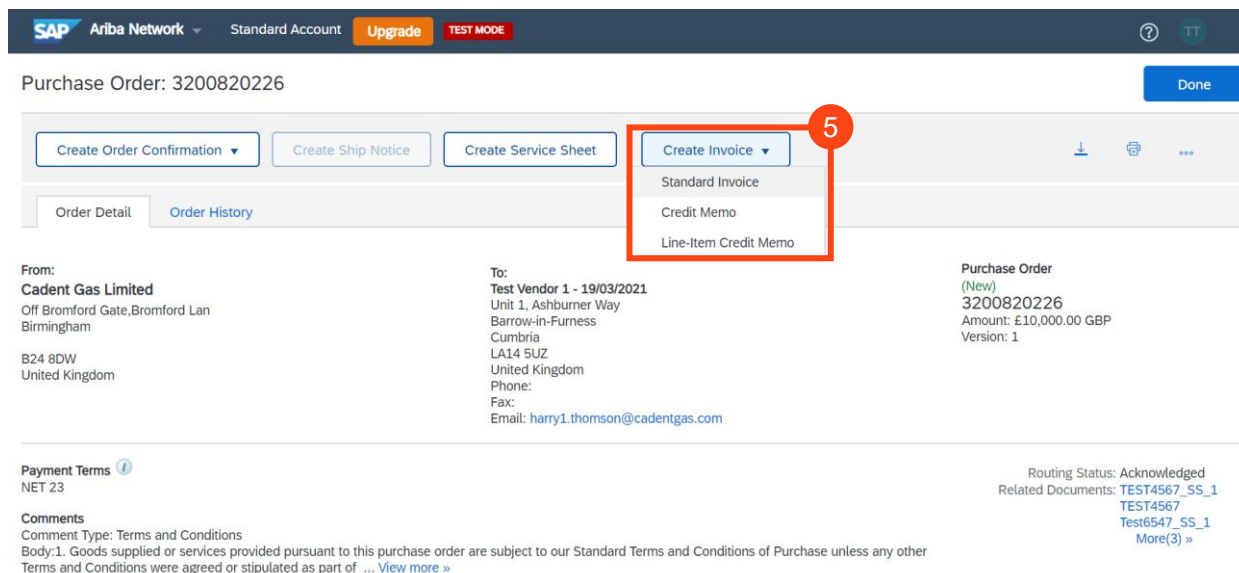
4

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

- 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



Purchase Order: 3200820226

Done

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼**

Standard Invoice
Credit Memo
Line-Item Credit Memo

Order Detail Order History

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: harry1.thomson@cadentgas.com

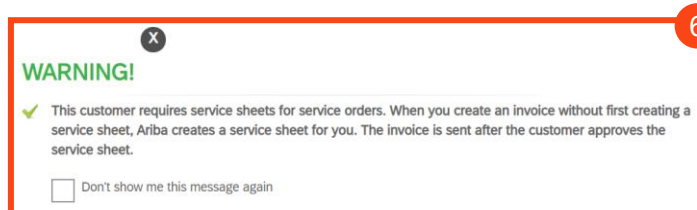
Purchase Order
(New)
3200820226
Amount: £10,000.00 GBP
Version: 1

Payment Terms ⓘ
NET 23

Comments
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 ... [View more >](#)

Routing Status: Acknowledged
Related Documents: [TEST4567_SS_1](#)
[TEST4567](#)
[Test6547_SS_1](#)
[More\(3\) >](#)

- 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

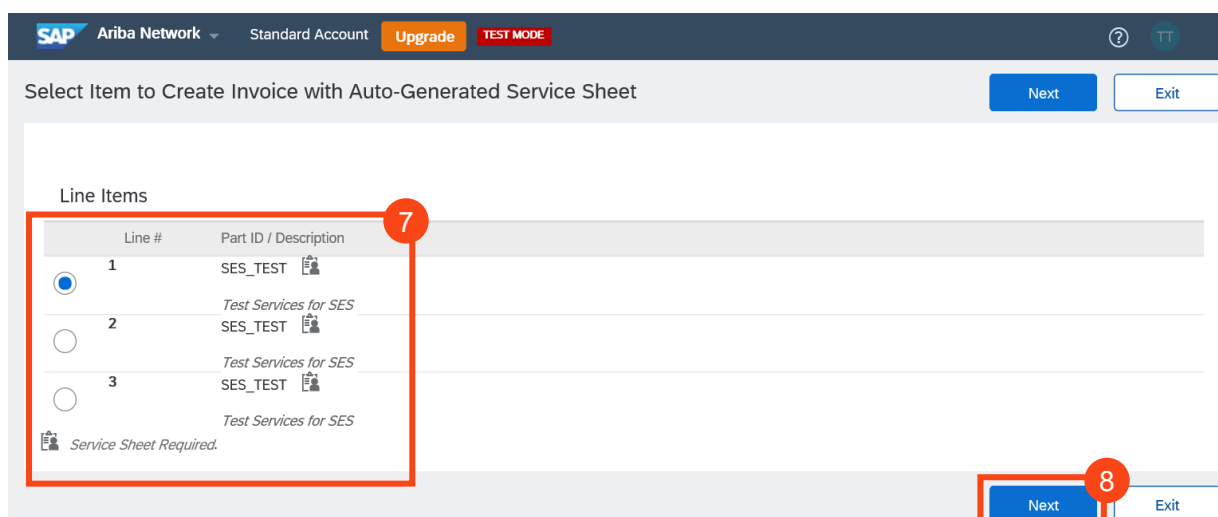


WARNING!

✓ This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

☐ Don't show me this message again

- 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
- Click 'Next'



Select Item to Create Invoice with Auto-Generated Service Sheet

Next Exit

Line Items

Line #	Part ID / Description
1	SES_TEST
2	Test Services for SES SES_TEST
3	Test Services for SES SES_TEST

Service Sheet Required.

Next Exit

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'

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen 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'

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

Insert Line Item Options

☐ Tax Category: ☐ Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			SES_TEST		Test Services for SES					

Line Item Actions Delete

Add/Update Add Contract/Catalog Items Add General Service Add Labor Service Add Material

Update Save Exit Next

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

Create Service Sheet: Add Item

Part No: SES_TEST, Description: Test Services for SES Contract ID: C910

Done Cancel

Browse By Category

Management Advisory Services >

Management and Business Profes... >

Catalog Search by part #, supplier name, or keyword

1 item(s) found View: Sort by: Relevance

☐  **Test Services for SES**
Supplier: Test Vendor 1 - 19/03/2021
Supplier Part #: SES_TEST
Available in: 3 Day(s)
Test Services for SES

£1.00 GBP / Each Qty: Add to Cart

Done Cancel

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'

Create Service Sheet: Add Item Done Cancel

Part No: Not Available, Description: Test Line Item - Champs Training

[Browse By Category](#) Search by part #, supplier name, or keyword 🔍 🛒 ➕

No results found for , please revise your search

- or -

[Create a Non-Catalog item](#) 18

Done Cancel

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

Create Service Sheet: Add Non-Catalog Item Save Cancel 20

Full Description: * 19

Commodity Code: *

Quantity:

Unit of Measure:

Price: *

Amount: £0.00 GBP

[Update Amount](#)

Supplier Information

Supplier Part Number:

Supplier Part Auxiliary ID:

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

Create Service Sheet: Add Item Done Cancel 21

Part No: Not Available, Description: Test Line Item - Champs Training

[Browse By Category](#) Search by part #, supplier name, or keyword 🔍 🛒 ➕

No results found for , please revise your search

- or -

[Create a Non-Catalog item](#)

Done Cancel

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

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.

Purchase Order: 3200820226 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

Order Detail [Order History](#)

From:
 Cadent Gas Limited
 Off Bromford Gate, Bromford Lane
 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: harry1.thomson@cadentgas.com

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

Payment Terms ⓘ
 NET 23

Comments
 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 ... [View more](#) »

Contract #
 C910

Routing Status: Acknowledged
 Related Documents: [12345680_SS_1](#)
[12345680](#)
[12345679](#)
[More\(6\)](#) »

30



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

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available Box of Materials	Material		20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
Other Information Req. Line No.:1 Requester:Sarah L. Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								
2		Not Available Box of Equipment	Material		15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
Other Information Req. Line No.:2 Requester:Sarah L. Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								
3		Not Available Delivery	Material		1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP
Other Information Req. Line No.:3 Requester:Sarah L. Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								



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.

Workbench Customize

6 Orders Last 31 days	6 Orders to invoice Last 31 days	0 Orders with service line Last 31 days	0 Invoices Last 31 days	0 Pinned documents
-----------------------------	--	---	-------------------------------	-----------------------

Orders to invoice (6)
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Filter](#) [Customize](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

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

Purchase Order: 3200820283

Done

Create Order Confirmation ▼

Confirm Entire Order

Update Line Items History

Reject Entire Order

Create Ship Notice

Create Invoice ▼

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: harry1.thomson@cadentgas.com

Purchase Order (New)
3200820283
Amount: £6,542.50 GBP
Version: 1

Payment Terms NET 23

Routing Status: Sent

Comments
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 ... [View more »](#)

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'

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 7

Associated Purchase Order #: 3200820283

Customer: Cadent Gas Limited - TEST

Supplier Reference: 8

Shipping and Tax Information

Est. Shipping Date: 9

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

Browse... Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials Current Order Status: 20 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
2	Not Available Box of Equipment Current Order Status: 15 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
3	Not Available Delivery Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021)	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP

Exit Next

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'

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

Confirmation #: 7
Associated Purchase Order #: 3200620263
Customer: Cadent Gas Limited - TEST
Supplier Reference: 8

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 9 Est. Shipping Cost:
Est. Delivery Date: 9 Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

Browse... Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials Current Order Status	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
20 Unconfirmed					
Confirm: 10		Backorder:	Reject:	Details ⓘ	
Attachments					
Name Size (bytes) Content Type					
No Items					
Browse... Add Attachment					
The total size of all attachments cannot exceed 10MB					
2	Not Available Box of Equipment Current Order Status	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
15 Unconfirmed					
Confirm: 10		Backorder:	Reject:	Details ⓘ	
Attachments					
Name Size (bytes) Content Type					
No Items					
Browse... Add Attachment					
The total size of all attachments cannot exceed 10MB					
3	Not Available Delivery Current Order Status	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP
1 Unconfirmed					
Confirm: 10		Backorder:	Reject:	Details ⓘ	
Attachments					
Name Size (bytes) Content Type					
No Items					
Browse... Add Attachment					
The total size of all attachments cannot exceed 10MB					

Managing Purchase Orders & Invoices

Order Confirmation (OC)

Review the Order Confirmation

12. Click 'Submit'

Confirming PO

Previous **Submit** Exit

1 Update Item Status
2 Review Confirmation

Confirmation #: 3200820283 27.04.2021
Supplier Reference: 545625611
Est. Delivery Date: 30 Apr 2021

Attachments:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials Current Order Status: 20 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
2	Not Available Box of Equipment Current Order Status: 15 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
3	Not Available Delivery Current Order Status: 1 Confirmed As Is (Estimated Delivery Date: 30 Apr 2021 - defaulted from Requested Delivery Date in order)	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP

Previous **Submit** Exit

If rejecting the entire order:

13. Enter the confirmation number

14. Enter comments

15. Click 'Reject Order'

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:

Reject Order

Cancel

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.

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).

- 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.

Workbench Customize

6 Orders Last 31 days	6 Orders to invoice Last 31 days	0 Orders with service line Last 31 days	0 Invoices Last 31 days	0 Pinned documents
-----------------------------	--	---	-------------------------------	-----------------------

Orders to invoice (6)
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Print](#) | [Customize](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

- Click 'Create Ship Notice'

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

Order Detail [Order History](#)

From: Cadent Gas Limited Off Bromford Gate, Bromford Lane Birmingham B24 8DW United Kingdom	To: Test Vendor 1 - 19/03/2021 Unit 1, Ashburton Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom Phone: Fax: Email: harry1.thomson@cadentgas.com	Purchase Order (New) 3200820283 Amount: £6,542.50 GBP Version: 1
---	--	---

Payment Terms [?](#)
NET 23

Comments
 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 ... [View more](#)

Routing Status: Sent

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'

SAP Business Network - Standard Account **Upgrade** **TEST MODE** [Back to classic view](#)

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM
 Test Vendor 1 - 19/03/2021 [Update Address](#)
 Barrow-in-Furness
 Cumbria
 United Kingdom

DELIVER TO
 Cadent Gas Limited [Update Address](#)
 Birmingham
 United Kingdom

Ship Notice Header

SHIPPING
 Packing Slip ID: 3
 Invoice No.:
 Requested Delivery Date: --
 Ship Notice Type:
 Shipping Date: 4
 Delivery Date:
 Gross Volume: Unit:
 Gross Weight: Unit:

TRACKING
 Carrier Name:
 Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:
 Delivery Terms Description:
 Transport Terms Description:

Shipping Payment Method:
 Shipping Contract Number:
 Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select							

Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal													
3200820283	1	Not Available Box of Materials		20	EA	30 Apr 2021		£150.00 GBP	£3,000.00 GBP	Remove												
Shipment Status Total Item Due Quantity: 20 EA Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA																						
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20</td> <td></td> <td></td> <td></td> <td>Details</td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	20				Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
1	20				Details																	
Add Ship Notice Line																						
3200820283	2	Not Available Box of Equipment		15	EA	30 Apr 2021		£234.50 GBP	£3,517.50 GBP	Remove												
Shipment Status Total Item Due Quantity: 15 EA Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA																						
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15</td> <td></td> <td></td> <td></td> <td>Details</td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	15				Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
1	15				Details																	
Add Ship Notice Line																						
3200820283	3	Not Available Delivery		1	EA	30 Apr 2021		£25.00 GBP	£25.00 GBP	Remove												
Shipment Status Total Item Due Quantity: 1 EA Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA																						
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td>Details</td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date		1	1				Details
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date																		
1	1				Details																	
Add Ship Notice Line																						

Save Exit Next 10

Managing Purchase Orders & Invoices

Ship Notice (ASN)

Review the Ship Notice summary

11. Click ‘Submit’

SAP Business NetworkStandard AccountUpgradeTEST MODEBack to classic view

Create Ship NoticePreviousSaveSubmitExit

Confirm and submit this document.

SHIP FROM

Test Vendor 1 - 19/03/2021

Unit 1, Ashburner Way
Barrow-in-Furness
Cumbria
LA14 5UZ
United Kingdom

DELIVER TO

Cadent Gas Limited

Off Bromford Gate, Bromford Lan
Birmingham
B24 8DW
United Kingdom

Ship Notice Header

SHIPPING

Packing Slip ID: 1234
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 20 Jul 2021
Actual Delivery Date: 22 Jul 2021 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING

Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --
Delivery Terms Description: --
Transport Terms Description: --
Shipping Payment Method: Account
Shipping Contract Number: --
Shipping Instructions: --

ADDITIONAL FIELDS

Additional information not provided.

Order Items

Hide Item Details

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
3200820283	1	Not Available Box of Materials		20	EA	30 Apr 2021		£150.00 GBP	£3,000.00 GBP
SHIPMENT STATUS 1. Ship Qty: 20 EA No detail information provided.									
3200820283	2	Not Available Box of Equipment		15	EA	30 Apr 2021		£234.50 GBP	£3,517.50 GBP
SHIPMENT STATUS 1. Ship Qty: 15 EA No detail information provided.									
3200820283	3	Not Available Delivery		1	EA	30 Apr 2021		£25.00 GBP	£25.00 GBP
SHIPMENT STATUS 1. Ship Qty: 1 EA No detail information provided.									

PreviousSaveSubmitExit

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

Workbench Customize

6 Orders Last 31 days	6 Orders to invoice Last 31 days	0 Orders with service line Last 31 days	0 Invoices Last 31 days	0 Pinned documents
-----------------------------	--	---	-------------------------------	-----------------------

Orders to invoice (6)
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Help](#) | [Settings](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

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

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

[Standard Invoice](#)
[Credit Memo](#)
[Line-Item Credit Memo](#)

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: harry1.thomson@cadentgas.com

Purchase Order
 (New)
 3200820283
 Amount: £6,542.50 GBP
 Version: 1

Payment Terms
 NET 23

Routing Status: Sent

Comments
 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 ... [View more](#)

Managing Purchase Orders & Invoices

Invoice Creation (Material Order)

- Enter the Invoice number of your sales invoice – **please note this is restricted to 16 characters and must be unique**
- Enter the date of your sales invoice (this can be up to 365 days in the past but not in the future)
- Click 'Add to Header'
- Select 'Attachment' to attach a PDF copy of your tax invoice

- Enter your VAT Registration Number
- Click 'Choose File' and using the browse box select the PDF of your tax sales invoice
- 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

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

☒	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	1	☒	MATERIAL		Box of Materials		10	EA	£150.00 GBP	£1,500.00 GBP
☒	2	☒	MATERIAL		Box of Equipment		5	EA	£234.50 GBP	£1,172.50 GBP

Line Item Actions Delete

Edit
Add
Tax
Shipping Documents
Special Handling
Pricing Details
Discount
Allowance
Charge
Comments
Attachment

Next Update Save Exit

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)

Tax

Category: 20% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £10.00 GBP Remove

Tax Rate Type:

Rate(%): 20

Tax Amount: £2.00 GBP

Exempt Detail: (no value)

Date Of Supply: 1 Feb 2022

☐ Triangular Transaction

Line Item Actions Delete Add

Update Save Exit Next

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

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of Invoice. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 80283	Subtotal: £2,672.50 GBP
Invoice Date: Tuesday 20 Jul 2021 5:24 PM GMT+01:00	Total Tax: £0.00 GBP
Original Purchase Order: 3200820283	Total Amount without Tax: £2,672.50 GBP
	Amount Due: £2,672.50 GBP

REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor 1 - 19/03/2021	Cadent Gas Limited	Test Vendor 1 - 19/03/2021
Postal Address: Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Postal Address (Default): Off Bromford Gate, Bromford Lan Birmingham B24 8DW United Kingdom Address ID: 1000	Postal Address: ashbrook court Coventry Coventry CV7 8PE United Kingdom

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

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

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: harry1.thomson@cadentgas.com	Purchase Order (New) 3200820283 Amount: £6,542.50 GBP Version: 1
---	--	---

Payment Terms NET 23

Routing Status: Sent
Related Documents: 80283

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.

Workbench Customize

6 Orders Last 31 days | 6 Orders to invoice Last 31 days | 0 Orders with service line Last 31 days | 0 Invoices Last 31 days | 0 Pinned documents

Orders (6) [Edit filter](#) | [Save filter](#) | Last 31 days

Resend Failed Orders [Download](#) [Filter](#)

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...

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

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#) [Help](#) [TT](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Download](#) [Print](#) [More](#)

Order Detail [Order History](#)

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: harry1.thomson@cadentgas.com

Purchase Order (Partially Invoiced)
3200820283
Amount: £6,542.50 GBP
Version: 1

Payment Terms [i](#)
NET 23

Comments
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 ... [View more](#)

Routing Status: Acknowledged
Related Documents: [test_789](#)
[abc123](#)
[80283](#)

3. Select the invoice you wish to credit
4. Select 'Create Line-Item Credit Memo'

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#) [Help](#) [TT](#)

Line-Item Memo [Done](#)

Invoices (3) [Filter](#)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
☐ test_789	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	6 Aug 2021	£1,125.60 GBP	Acknowledged	Approved
☐ abc123	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	21 Jul 2021	£900.00 GBP	Acknowledged	Approved
☒ 80283	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	20 Jul 2021	£2,672.50 GBP	Acknowledged	Sent

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Edit](#) [Copy](#) [Create Non-PO Invoice](#) [Create Contract Invoice](#)

[Done](#)

Managing Purchase Orders & Invoices

Credit Notes

- Enter your Credit Memo number – **please note this is restricted to 16 characters and must be unique**
- Enter the date of your sales credit note (this can be up to 365 days in the past but not in the future)
- Click 'Add to Header'
- Select 'Attachment' to attach a PDF copy of your tax credit note

Create Line-Item Credit Memo

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header * Indicates required field

Summary

Credit Memo #:	CR80283
Credit Memo Date:	15 Sep 2021
Original Invoice No:	80283
Original Invoice Date:	20 Jul 2021
Supplier Tax ID:	
Remit To:	Test Vendor 1 - 19/03/2021
Barrow-in-Furness	
Cumbria	
United Kingdom	
Bill To:	Cadent Gas Limited
Birmingham	
United Kingdom	

Subtotal: £-2,672.50 GBP
Total Tax: £0.00 GBP
Total Amount without Tax: £-2,672.50 GBP
Amount Due: £-2,672.50 GBP

Add to Header (7)

- Shipping Cost
- Special Handling
- Discount
- Allowance
- Charge
- Attachment** (8)

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

Comment

Reason for Credit Memo:*

Default Credit Memo Comment Text:

- In the Attachments section, click 'Choose File' and using the browse box select the PDF of your tax sales credit note

Attachments

The total size of all attachments cannot exceed 10MB

Choose File (10) No file chosen

Add Attachment (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

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	1	☒	MATERIAL	Not Available	Box of Materials		-10	EA	£150.00 GBP	£-1,500.00 GBP
☐	2	☐	MATERIAL	Not Available	Box of Equipment		0	EA	£234.50 GBP	£0 GBP

Excluded line items cannot be included.

Line Item Actions Delete

☒ Tax
☐ Special Handling
☐ Discount
☐ Allowance
☐ Charge
☐ Comments
☐ Attachment

Update Save Exit Next

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.

Tax

Category: 20% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £10.00 GBP

Tax Rate Type:

Rate(%): 20

Tax Amount: £2.00 GBP

Exempt Detail: (no value)

Date Of Supply: 1 Feb 2022

☐ Triangular Transaction

Line Item Actions Delete Add

Update Save Exit Next

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

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

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Create Line-Item Credit Memo Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 80283)

Credit Memo Number: CR80283	Subtotal: £1,500.00 GBP
Credit Memo Date: Wednesday 15 Sep 2021 12:00 PM GMT+01:00	Total Tax: £-300.00 GBP
Original Invoice Number: 80283	Total Amount without Tax: £-1,500.00 GBP
Original Invoice Date: Tuesday 20 Jul 2021 5:24 PM GMT+01:00	Amount Due: £-1,800.00 GBP
Original Purchase Order: 3200820283	

REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor 1 - 19/03/2021	Cadent Gas Limited	Test Vendor 1 - 19/03/2021
Postal Address: Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Postal Address (Default): Off Bromford Gate, Bromford Lan Birmingham B24 8DW United Kingdom Address ID: 1000	Postal Address: ashbrook court Coventry Coventry CV7 8PE United Kingdom

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

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

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: harry1.thomson@cadentgas.com

Purchase Order
(Partially Invoiced)
3200820283
Amount: £6,542.50 GBP
Version: 1

Payment Terms
NET 23

Comments
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 ... [View more](#)

Routing Status: Acknowledged
Related Documents: CR80283
test_789
abc123
[More\(1\)](#)

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:

[EXT] Rejected - Invoice 221-2 - to Cadent Gas Limited - TEST (ANID: AN01428874750-T) - Notification from Ariba Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To

Reply Reply All Forward ...
Mon 24/10/2022 10:06

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

SAP Ariba

Your customer Cadent Gas Limited - TEST updated your invoice on Ariba Network. Click [View Invoice](#) to log into your Ariba Network account (ANID: AN01764993295-T).

Country	GB
Customer	Cadent Gas Limited - TEST
Invoice number	221-2
Invoice Status	Rejected
Rejected Reason:	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.

[View invoice](#)

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:

[EXT] Rejected - Invoice 333-1 - to Cadent Gas Limited - TEST (ANID: AN01428874750-T) - Notification from Ariba Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To

Reply Reply All Forward ...
Mon 24/10/2022 09:53

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

SAP Ariba

Your customer Cadent Gas Limited - TEST updated your invoice on Ariba Network. Click [View Invoice](#) to log into your Ariba Network account (ANID: AN01764993295-T).

Country	GB
Customer	Cadent Gas Limited - TEST
Invoice number	333-1
Invoice Status	Rejected
Rejected Reason:	Comment: please add VAT (Rejector Name , 2022-10-24T01:46:17-07:00)---
Partial Amount	0.00

[View invoice](#)

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

The screenshot shows the SAP Business Network dashboard for 'Cadent Gas Limited - TEST'. The 'Activity feed' section is highlighted with a red box and a red circle containing the number 3. It lists three items:

- Invoice rejected** (Oct 24, 2022 | 10:06 AM | Cadent Gas Limited - TEST): 221-2, £600.00 GBP
- Invoice rejected** (Oct 24, 2022 | 09:52 AM | Cadent Gas Limited - TEST): 333-1, £1,000.00 GBP
- Order received** (Oct 06, 2022 | 09:58 AM | Cadent Gas Limited - TEST): 3300000362, £100.00 GBP

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

The screenshot shows the SAP Business Network Purchase Order screen for 'Purchase Order: 3300000333'. The 'Related Documents' section is highlighted with a red box and a red circle containing the number 4. It shows the 'Routing Status: Acknowledged' and 'Related Documents: 333-1'.

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

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Invoice: 333-1

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

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

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
INV-54: Comments from Cadent Gas Limited - TEST: Route document to end point Ariba of system id PROCLNT500 of org AN01428874750-T
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by Cadent Gas Limited - TEST. Description:
DOC-1:
INV-35: The invoice status has been successfully updated to Rejected by Cadent Gas Limited - TEST. Description:Comment: please add VAT (Rejector Name, 2022-10-24T01:46:17-07:00)

Comment: please add VAT (Rejector Name, 2022-10-24T01:46:17-07:00)

[Edit & Resubmit](#)

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

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Edit Invoice [Update](#) [Exit](#) [Next](#)

Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: 3300000333
Invoice #: 333-1
Invoice Date: 3 Oct 2022
Service Description:
Supplier Tax ID:
Remit To: Test Supplier TP-TEST
Coventry
Coventry
United Kingdom
Bill To: Cadent Gas Limited
Birmingham
United Kingdom

Subtotal: £1,000.00 GBP
Total Tax: £0.00 GBP
Total Amount without Tax: £1,000.00 GBP
Amount Due: £1,000.00 GBP

[View/Edit Addresses](#)

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Test Supplier TP-TEST
Coventry
Coventry
United Kingdom

Ship To: Cadent Ansty Park
Coventry
WA
United Kingdom
Deliver To: sarah.lcrowder@cadentgas.com
Cadent Ansty Park

[View/Edit Addresses](#)

Notes

[illegible]

Cadent Gas
Pilot Way
Ansty Park
Coventry
CV7 9JU

www.cadentgas.com

