

INVOICES THAT REQUIRE A 'GOODS RECEIPT'

The following information is relevant if you supply Tirlan with goods or services that require a goods receipt note (GRN) to be completed by Tirlan before an invoice can be submitted.

What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlan's procurement system by the requester when goods or services have been delivered.

How will I know if this rule is applicable to my invoices?

Suppliers will see that the **Create Invoice** option in Ariba is greyed out when a goods receipt has not been completed.

When you hover over the greyed out button, a message will appear indicating that a receipt is required before an invoice can be generated.

Purchase Order: 4590000229			Cannot gen receipts. At	Cannot generate an invoice for this order because there are no receipts. At least one receipt is required.				
Create Order	Confirmation V	€ C	reate Ship Notice	Z	Create Invoice	٧	Hide Changes Print -	Download PDF
Order Detail	Order History							

If this message appears, it means you will not be able to submit an invoice until the goods receipt has been completed.

If you have delivered the goods or service and need to submit an invoice, please contact the requester (email address can be found on the PO) as they will need to complete the goods receipt before you can submit your invoice.

Once a goods receipt has been completed, the **Create Invoice** option will become available.

The following instructions are provided to help suppliers;

- o Enable alerts to notify suppliers when a goods receipt has been completed by Tirlan
- o Identify which PO line items can be invoiced against



ENABLE GOODS RECEIPT ALERTS/NOTIFICATIONS				
The f	ollowing instructions are relevant if ye	ou wish to be notified if a goods receipt has been		
comp	leted by Tirlan and therefore you car	ו submit your invoice(s).		
1.	Log into Ariba using the following link and your username and password. In the top right-hand corner of the screen, click on your initials and then Settings Then select Notifications	Count SETTINGS Lax 385 days Paid invoice Paid invoice Paid invoice Paid invoice Paid invoice SOU USI Paid invoice Paid invoice SOU USI Paid invoice SOU USI Paid invoice SOU USI Resistration NETWORK SETTINGS Lax 122 months → Paid invoice SOU USI Resistration NETWORK SETTINGS Lax 122 months → Paid invoice SOU USI Resistration NETWORK SETTINGS Lact 122 months → Paid invoice SOU USI Resistration NETWORK SETTINGS Lact 122 months → Paid invoice SOU USI Resistration NETWORK SETTINGS Lact 122 months → Paid invoice SOU USI Resistration NetWork Notifications Accelerated Payments Remittances Data Deletion Criteria Network Notifications Audit Logs		
2.	Select the Network tab.	Account Settings Customer Relationships Manage Users Notifications Application Subscriptions Account Registration General Network Discovery Messaging Enter up to three comma separated email addresses per field. Ensure that you have any required user contracts before adding email addresses for sending notifications. The Pretered Language configured by the account administrator contracts the language used in these notifications.		
3.	Scroll down the Receipt section.			
	Enable this notification by clicking the box.	Type Send notifications when To email addresses (one required) Receipt Image: Send a notification when a new receipt is received. * kellyallen@iglanbia.ie		
4.	You can update the email address that these notifications will be sent to.	Type Send notifications when To email addresses (one required) Receipt Send a notification when a new receipt is received. ketlyatlen@glambia.ie		

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5.	Select Save at the bottom of the	
	page to save your changes.	
		Close
-		
6.	When a goods receipt is	SAP Ariba 📈
	to invoice, you will now receive an	Deer Amplemented Hardware 164 (Dedecare) 7557
	email notification	You have received a new receipt. You can find this receipt in your online Inbox.
		Customer: Glanbia Plc
		Suppler: Receipt No.: 5001703582 Receipt date: 2019-11-19 07:07:45 America/Los Angeles
		Order No.: 4590000510
		This receipt is available to you online: <u>5001703582</u> If you are unable to launch a browser using this link, conv the link and parts it into the
		address bar of any of the supported Web browsers to form a single-line URL.
		If you have any questions regarding this receipt, please contact Glanbia Plc directly.
		© 2017 SAP Ariba All rights reserved.
7.	To access the relevant PO, click	SAP Ariba 👭
	on the receipt number provided in	
	the email.	Dear Amalgamated Hardware Ltd (Partners)-TEST,
		Customer: Glanbia Plc
		Supplier: Receipt No.: 5001703582
		Receipt date: 2019-11-19 07:07:45 America/Los_Angeles Order No.: 4590000510
		This receipt is available to you online: <u>5001703582</u>
		address bar of any of the supported Web browsers to form a single-line URL.
		If you have any questions regarding this receipt, please contact Glanbia Plc directly.
		Please do not repry to this email. Keplies to this email will not be responded to or read. © 2017 SAP Ariba All rights reserved.
		Constant Constant Constant and American Street Stre Street Street Stre Street Street Stree
8.	This will bring you into the receipt	Receipt No.: 5001703582
	in Ariba. You can then scroll	Receipt Date: 19 Nov 2019
	where you will be able to click on	
	the PO number	
		Routing Status: Sent
		Related Documents: 4590000510
		Delivery Address Type Unit Rate Amount Status

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9.	Refer to column 'Packing Slip ID' to find delivery reference NB: Ensure to check qty, price and unit of measure on your PO – if this does not match what you are expecting to be paid, please don't proceed and	Receip: 5006602255 Dm Pental Pert I: Searchit.			
	contact your Tirlan contact to rectify.	Kaning Sous Sett National Southaman Item Oran Lamburger Sapale Part Sapale Bart & Barth Pucking Spice Pucking Spice Pucking Spice Orang Spice Pucking Spice Orang Spice Pucking Spice Pu			
	IT IS VERY IMPORTANT THAT YOUR INVOICE IS MATCHED TO THE CORRECT DELIVERY REFERENCE – PLEASE VERIFY THIS PRIOR TO INVOICE SUBMISSION	3 27 DERVIENTO DELL DERVIENTO DELL Commens			
9.	This will then bring you directly to the PO where you can select Create Invoice to begin the invoicing process.	Ariba Network Standard Account Upgrade Purchase Order: 4590000510 Create Order Confirmation Create Order Confirmation Order Detail Order History			



IDEN	ITIFYING WHICH PO LINE ITEMS A	RE AVAILABLE TO INVOICE AGAINST
1.	Access the PO you wish to submit an invoice against. If the Create Invoice button is	Purchase Order: 4590138975 Create Order Confirmation Create Ship Notice Create Invoice Order Datall Order Misters
	selectable and not greyed out, then it is possible to submit an invoice against either all or some of the PO line items.	With the second
	(You do not need select Create Invoice at this time)	Phone: +353 () 056 8836000 Fax: +353 () 056 8836001
2.	Scroll down the page to the Line Items section.	Show Item Details Line # Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal 10 Non Catalog Item Material 10.000 (EA) 9 Sep 2019 100.00 EUR 1.000.00 Details Contract Labour
3.	When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlan.	Customer Part # Quantity 00000000006014613 200,: I Quantity exceeds the received quantity limit of 200,500
	If you try to submit an invoice that exceeds the received quantity by Tirlan you will receive an error message.	