

# ORDER & INVOICE STATUS IN ARIBA

This guide is relevant if you need to locate or check the status of your order or invoice in the Ariba portal

1. SUPPLIER ARIBA WOR	KBENCH		
<ul> <li>The easiest way to access y</li> <li>From your Workber status.</li> </ul>	our Ariba account is via <u>arit</u> <b>1ch,</b> click on each tile to see	an overview of your Order	s and Invoices by their
Note all Tiles default to sea default of 365 days if prefe Useful <u>PO (Purchase Orde</u>	arch range which includes erred <u>r)</u> categories you may wa	s the last 31 days but this nt to view on your workbe	can be expanded to ench;
Home Enablement Workb	ench Orders ~ Fulfillment	<ul> <li>Invoices &lt; Payments </li> </ul>	Catalogs Reports ~
Workbench			
9 Orders Last 365 days	3 Orders to invoice Last 365 days	Last 365 days	O Items to confirm Last 31 days
<ul> <li>Orders – A list of all</li> <li>Orders to Invoice –</li> <li>Changed Orders – submitted against th</li> <li>Items to confirm –</li> </ul>	POs within your chosen da - A list of all open POs with A list of all POs that have b le latest version of a PO Orders remaining to confirm you may want to view on y	ite range amounts remaining to be een amended or updated – n (If Order Confirmations an your workbench;	<b>invoiced</b> invoices should always be e <i>required)</i>
22	7	0	1
Invoices	Rejected invoices	Invoices pending approval	Approved invoices pending
Last 365 days	Last 365 days	Last 31 days	Last 365 days
<ul> <li>Invoices – A list of a</li> <li>Rejected Invoices –</li> <li>Invoices pending a if Framework PO or</li> </ul>	all invoices which have beer – See page 6 below I <b>pproval</b> – A list of all invoid Goods Receipt match if Sta	n submitted within your cho es awaiting approval (eithe indard PO)	sen date range r from Business Approver

 Approved invoices pending payment –Invoices released for payment as per your agreed payment terms

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			KEY BENEFITS	5		
You can now s	earch yo	ur Ariba d	ocuments by:			
PO Number	or Status					
Invoice Num     Creation Da	iber or Sta	atus				
<ul> <li>Value</li> </ul>	le					
You can expor	t your se	arch result	ts to excel, to as	sist with reporting		
OCATING YOUR D	OCUMEN	T IN THE V	VORKBENCH			
Select the relevant      Oliginal Egitt Filter	ant tile for	the docume	ent type you are ti	rying to locate (Orders /	Invoices)	
Click Edit Filter     Enter the docum	oont numh	or in the Or	der Number / Inv	nice Number field		
<ul> <li>Click Apply</li> </ul>						
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Orders	Orders to	Invoice	Changed orders	invoices	R	ejected invoices
Last 365 days	Last 36	5 days	Last 365 days	Last 365 days		Last 365 days
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orders to invoice (14)						
Zedit filter						
Customers		Order numbers		Creation date		Order status
Select or type selections	ß	Type selectio	n	Last 365 days	~	Include 🗸
		<ul> <li>Partial ma</li> </ul>	tch 🔿 Exact match			
Purchasing organizations		Customer locat	ions	Order type		Routing status
Select or type selections	ß	Type selection	n	All	×	All
				Show hidden orders only		22
You have the or	otion to ex	pand your s	earch date range	to up to 365 days by up	dating the	e 'Creation
Date' field			earen aare range			
• Note document	s that are	e older than	<b>n 365 days</b> will ne	ed to be searched by e	ntering the	e PO/Invoid
number in the <b>O</b>	rder Num	nber / Invoi	ce Number field			



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nvoices (22) > Edit filter   Save filter	Last 365 days						
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De	Invoice Cust	omer Refe	erence Source Document	Date 🗸	Amount Routing	g Status Invoice	e S Acti
You can     are relev	also customiz vant to you	e your search	results view	by clicking	on 'settings' to inclu	ude only colum	ns tl
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# 2. PURCHASE ORDERS

Within the 'Orders' tile you may see POs with the below Status: New – PO is approved but not yet receipted (ie GRN\* not yet booked/delivery of goods/services not 0 confirmed) Received - PO has been receipted / GRN booked - i.e. receipt of delivery of goods/services has 0 been **confirmed** by the Tirlan PO requester Partially Received – PO has been partially receipted / GRN booked – i.e. receipt of delivery of some 0 of the goods/services included on this PO have been confirmed by the Tirlan PO requester Invoiced - PO is fully invoiced - no further invoices can be submitted 0 Changed – PO has been amended, please refer to the Changed Orders tile to submit your invoice 0 against the latest version of the PO Cancelled - PO has been cancelled and is not available to invoice against 0 Workbench 상 Customize 3 9 1 22 7 1  $\left( \right)$ Orders Orders to invoice Changed orders Invoices Rejected invoices Invoices pending approval Approved invoices pending payment Last 365 days Last 365 day Last 365 days Last 365 day Last 365 days Last 365 days Last 31 days Orders (9) > Edit filter | Save filter | Last 365 days Yer ſ. , Order Status Order Number Date 🗸 Customer Amount Invoiced Amount Actions 4590058455 Partially Received €742.99 EUR Aug 23, 2021 4590058454 €150.18 EUR Aug 23, 2021 Changed 4590058453 Aug 23, 2021 Invoiced €150.18 EUR €150.18 EUR 4590009492 Partially Received €586.50 EUR Jul 7, 2021 4590009491 €108.60 EUR Jul 7, 2021 Partially Received 4790001808 Undisclosed Jun 24, 2021 New 4790001806 Undisclosed Jun 21, 2021 Partially Invoiced €100.00 EUR .... 4790001803 Undisclosed Apr 11, 2021 New 4590009233 €100,000.00 EUR Mar 26, 2021 Partially Invoiced €1.000.00 EUR

#### \*GRN = Goods Receipt Note

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## 3. INVOICE STATUS

Within the 'Invoices' tile you may see Invoices with the below Status:

- Sent Invoices which have been submitted and sent for processing, but are not yet approved for payment
- **Approved** Invoices which have been approved for payment on your vendor account. These will be paid in line with your agreed payment terms
- Paid Invoices which you have received payment for
- Rejected Invoices which have failed due to an error ,or been rejected by the Business Approver

Workbench							န်န် င	Customize
O New orders Last 31 days	2 Orders Last 31 days	1 Rejected Last 31	invoices days	97 Orders to invoice Last 31 days	110 Invoices Last 31 days	1 Invoices pending approval Last 31 days	O Approved invoices payment Last 31 days	pending
Invoices (110) <ul> <li>Edit filter   Save filter</li> </ul>	Last 365 days						Œ	<u>ا</u> ه فال
Туре	Invoice Number	Invoice Status		Customer	Reference	Date 🦊	Amount	Actions
Standard Invoice	9187ERP	Approved			4590009187	Mar 11, 2021	€200.00 EUR	
Standard Invoice	4590009186	Paid			4590009186	Mar 11, 2021	€100.00 EUR	•••
Standard Invoice	4590009185	Approved			4590009185	Mar 11, 2021	€200.00 EUR	•••
Standard Invoice	14590009175	Paid			4590009175	Mar 5, 2021	€100.00 EUR	
Standard Invoice	4790001796	Sent			4790001796	Mar 5, 2021	\$20,000.00 USD	•••
Standard Invoice	4590009175	Rejected		ند.	4590009175	Mar 5, 2021	€100.00 EUR	•••

## INVOICES PENDING APPROVAL

The 'Invoices Pending Approval' tile will display all invoices that are still awaiting approval.

- > For Standard POs the approval may be awaiting a Goods Receipt (GRN), or further information
- > For Framework POs the approval may be pending with your Tirlan Business Approver

The Invoice status will always show as "Sent" here.

Туре	Invoice Number	Customer	Reference	Date \downarrow	Amount	Invoice Status
Standard Invoice	SS Invoice Test		4900065143	Jun 14, 2021	\$100.00 USD	Sent
Standard Invoice	ZFAR PI Test		4790001805	May 20, 2021	\$106,000.00 USD	Sent
Standard Invoice	test pi change		4590009339	May 20, 2021	\$1,104.00 USD	Sent
Standard Invoice	933821		4590009338	Apr 29, 2021	\$1,104.00 USD	Sent
Standard Invoice	9336		4590009336	Apr 29, 2021	\$1,104.00 USD	Sent
Standard Invoice	459 Reg Test		4590009270	Apr 12, 2021	\$584.00 USD	Sent
						$\square$

From here, the invoice status will automatically progress to 'Approved' or 'Rejected'

#### APPROVED INVOICES PENDING PAYMENT

#### All Unpaid Approved Invoices will appear in this tile.

Туре	Invoice Number	Customer	Reference	Date 🗸	Amount	Invoice Status
Standard Invoice	3335		4590009335	Apr 29, 2021	\$1,104.00 USD	Approved
Standard Invoice	3334		4590009334	Apr 29, 2021	\$1.104.00 USD	Approved
Standard Invoice	9333		4590009333	Apr 29, 2021	\$1,104.00 USD	Approved
Standard Invoice	9231		4590009231	Mar 25, 2021	€200.00 EUR	Approved
Standard Invoice	16Mar01		4790001800	Mar 16, 2021	\$800.00 USD	Approved

### **REJECTED INVOICES**

Invoices in this section have either been rejected by the Ariba System due to a technical error or have been rejected by your Tirlan approver for a business reason.

Туре	Invoice Number	Customer	Reference	Origin	Date 🗸	Amount	Invoice Status
Standard Invoice	SG attach test		4590009405	supplier	Jun 24, 2021	€110.00 EUR	Rejected
Standard Invoice	4590009175		4590009175	supplier	Mar 5, 2021	€100.00 EUR	Rejected
Standard Invoice	4590009110		4590009113	supplier	Feb 9, 2021	€1,798.20 EUR	Rejected
Standard Invoice	Park Test		4590008996	supplier	Dec 15, 2020	€340.00 EUR	Rejected
Standard Invoice	Ship Cost Tst 3		4900064915	supplier	Oct 20, 2020	\$115.50 USD	Rejected

Reasons for System Rejection can include:

- o Multiple VAT/ Tax rates submitted against a single PO line
- Incorrect VAT/ Tax application
- o Other incorrect data entered

Reasons for Business Approver Rejection can include:

- o Incorrect Framework Order Used
- Incorrect quantity/ value submitted

You should have received a Rejection Notification email for each Rejected Invoice which will look like this:

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have

is message o	21/05/2021 10:39.
wnload pictur	es. To help protect your privacy, Outlook prevented automatic download of some pictures in this
Country	FR
Customer	tirlan
Invoice number	Inv1_19.05.21
Invoice Status	Rejected
Rejected	Account 79000 PNFR is blocked for posting

#### Once you

identified the reason for the Invoice Rejection, you can amend and resubmit this document in the following way:

- 1. Locate the Rejection Notification email (as above)
- 2. Click 'View Invoice'
- 3. Click 'Edit and Resubmit'
- 4. Amend the required data and resubmit your invoice

# FAQ'S / USEFUL INFORMATION

- You can find your payment terms on the original Purchase Order email you received in the 'Payment Terms' section.
- Remittance information for payments is not visible in Ariba, but will be emailed to your nominated email address. If you are not receiving these please contact <u>purchasedata@tirlan.ie</u> to request this be updated.