

Ariba Network Supplier Guide

*Nutrien Retail (Indirect Procurement) – Ariba
P2P Project*

January 2022



Purpose of this Guide

This document is to provide information and training for transacting with Nutrien Ag Solutions via the SAP Ariba Network®. It provides step by step instructions and procedures for Suppliers to manage purchase orders and submit invoices to Nutrien Ag Solutions.

Suppliers must be enabled on the Ariba Network in order to submit electronic invoices through the Ariba Network.

Indirect Procurement

We're implementing SAP Ariba for Indirect Procurement. Indirect Procurement refers to everything that we buy for our business that we do not resell directly to our customers. This includes our purchases outside of seed, chemical and fertilizer.

Indirect Procurement Includes



Office supplies



Tools



Parts



Technology



Cleaning
Supplies



And many other
purchases

What you'll find in this guide

01

[Ariba Overview](#)

02

[Journey To Ariba Enablement](#)

03

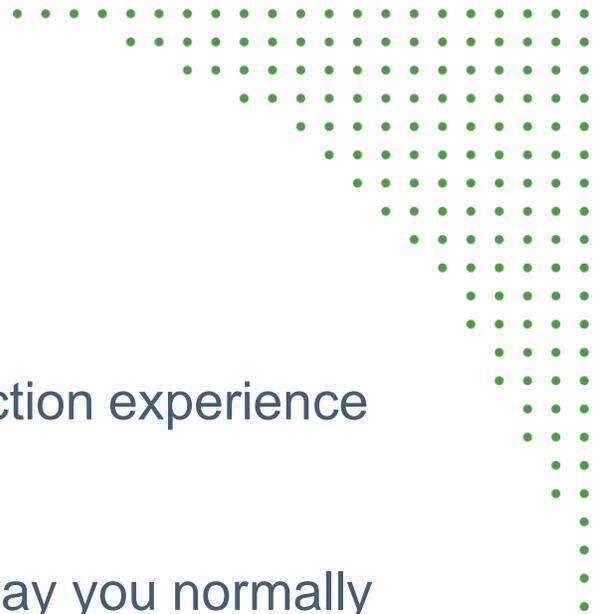
[A Day in the Life of a Supplier](#)

04

[Step by Step Training Material](#)

Ariba Overview





About the SAP Ariba Network ®

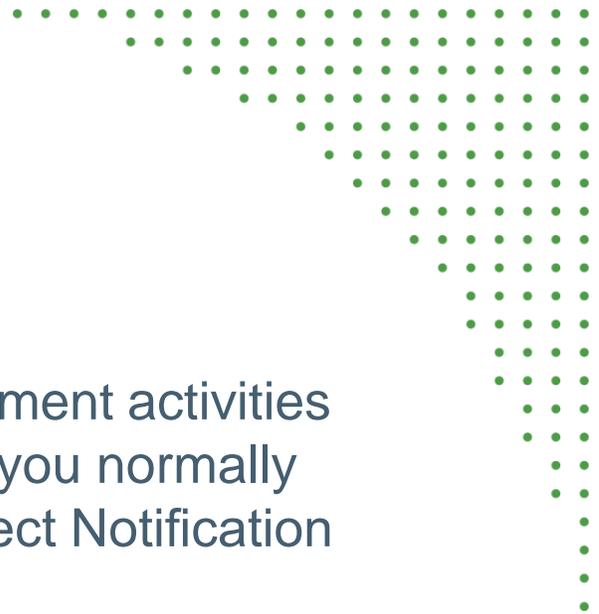
We're moving to the Ariba Network to provide an efficient electronic transaction experience that will allow us to collaborate seamlessly with suppliers.

We understand that Ariba will be new to some of you and will change the way you normally work with us, but it will benefit you in the long run.

Supplier onboarding began in June 2019 and will continue through 2022. Ariba went live with Canada Retail, Loveland Products Inc (LPI), Dyna-Gro, OreGro, and Evergro in December 2019. US Retail regions and the Loveland, Colorado corporate office will be enabled at a future date. We will follow up with more emails detailing next steps and timing.



Learn more about SAP [Ariba](#)



Ariba Transition

In the coming months, we will be transitioning some of our Indirect Procurement activities and Suppliers to the Ariba Network. Please continue to transact with us as you normally would (Indirect Supplier [‘How to Get Paid’](#)) until we contact you with a Project Notification Letter.

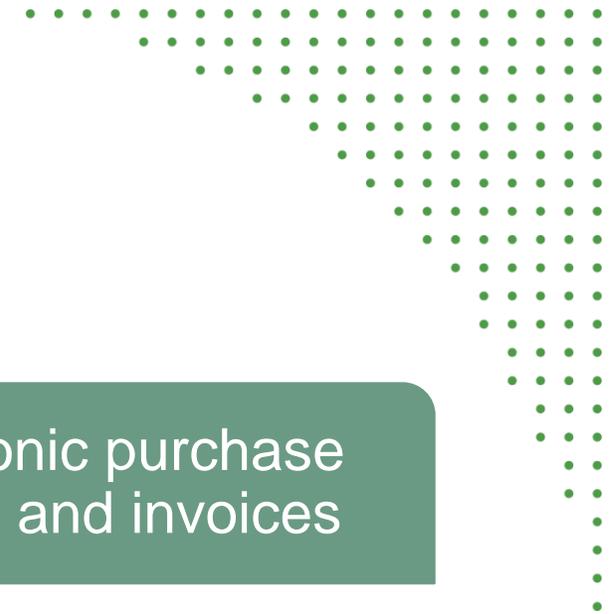
During the transition, we will be transacting on multiple systems, so some suppliers may be receiving purchase orders on multiple systems. It will be a growing pain, but it is a temporary one and we appreciate you joining us on this journey.



If you have any questions on the Ariba onboarding process, please contact [Retail Indirect Procurement](#) or the [Procurement Systems Sustainment Team](#).

Moving to Ariba

1. You'll receive a Project Notification Letter from the [Procurement Systems Sustainment Team](#) asking you to join the Ariba Network. Please transact with us as you normally would until you receive this letter.
2. If you're already on Ariba, we'll see you there! If you're new to Ariba, follow the steps below.
3. Attend a Supplier Summit.
4. Register with the [Ariba Network](#).
5. You will need to accept the Trading Relationship Request from the Ariba Network to transact with the business. You will have access to Nutrien Ag Solutions Supplier Information Portal with relevant training material. For instructions on how to access the Supplier Information Portal, click [here](#).
6. Complete technical details on your Ariba profile such as Routing IDs and ACH account numbers — it sounds complicated but we're here to help you.
7. Start selling your products and service on Ariba!



Benefits of Ariba for Suppliers

Get paid faster

Track the status of your invoices

Electronic purchase orders and invoices

Better communication on both sides

More control over order processing

Easily convert purchase orders into invoices

Never lose a document with the searchable archive

More efficient and accurate than paper and manual invoicing processes

Sell your products and services to more customers through the Ariba Network marketplace

Journey to Ariba Enablement



How to Sell on Ariba with Nutrien Ag Solutions

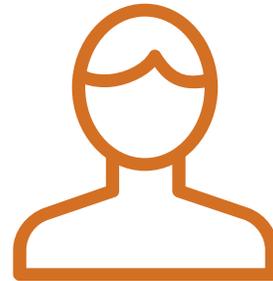
There are three paths you might take on your journey to get transacting with us on Ariba. In this guide, we've outlined registering on Ariba through the perspective of three typical suppliers. We will help you find the best path for you and your team.



Carrie

Already Transacting on Ariba

Carrie already transacts on Ariba, and only needs to establish a trading relationship with Nutrien Ag Solutions to maintain business as usual.



Mike

New to Ariba, and will benefit from Ariba's premium features

Mike isn't on Ariba yet, but the premium features of an Enterprise Account will save him time and money. We'll guide you through this if you're like Mike.

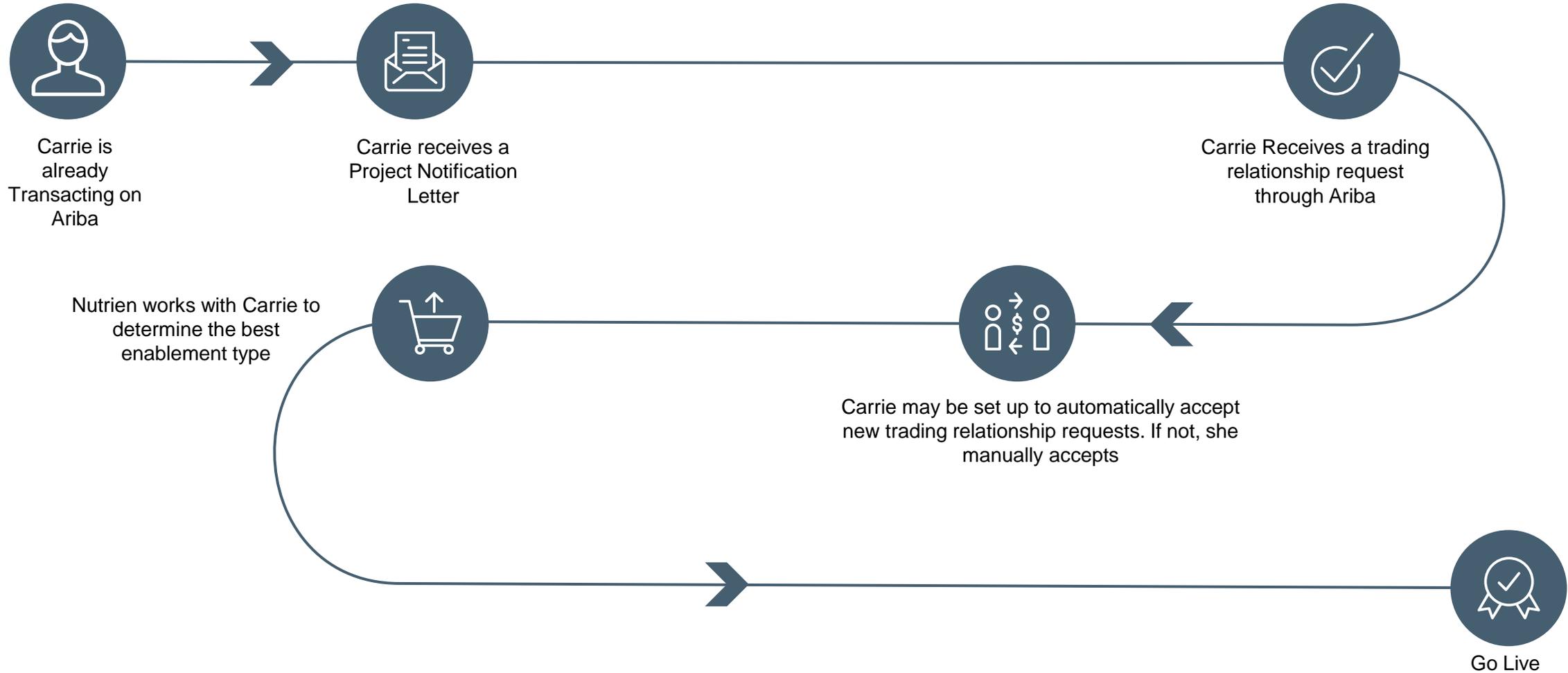


Doug

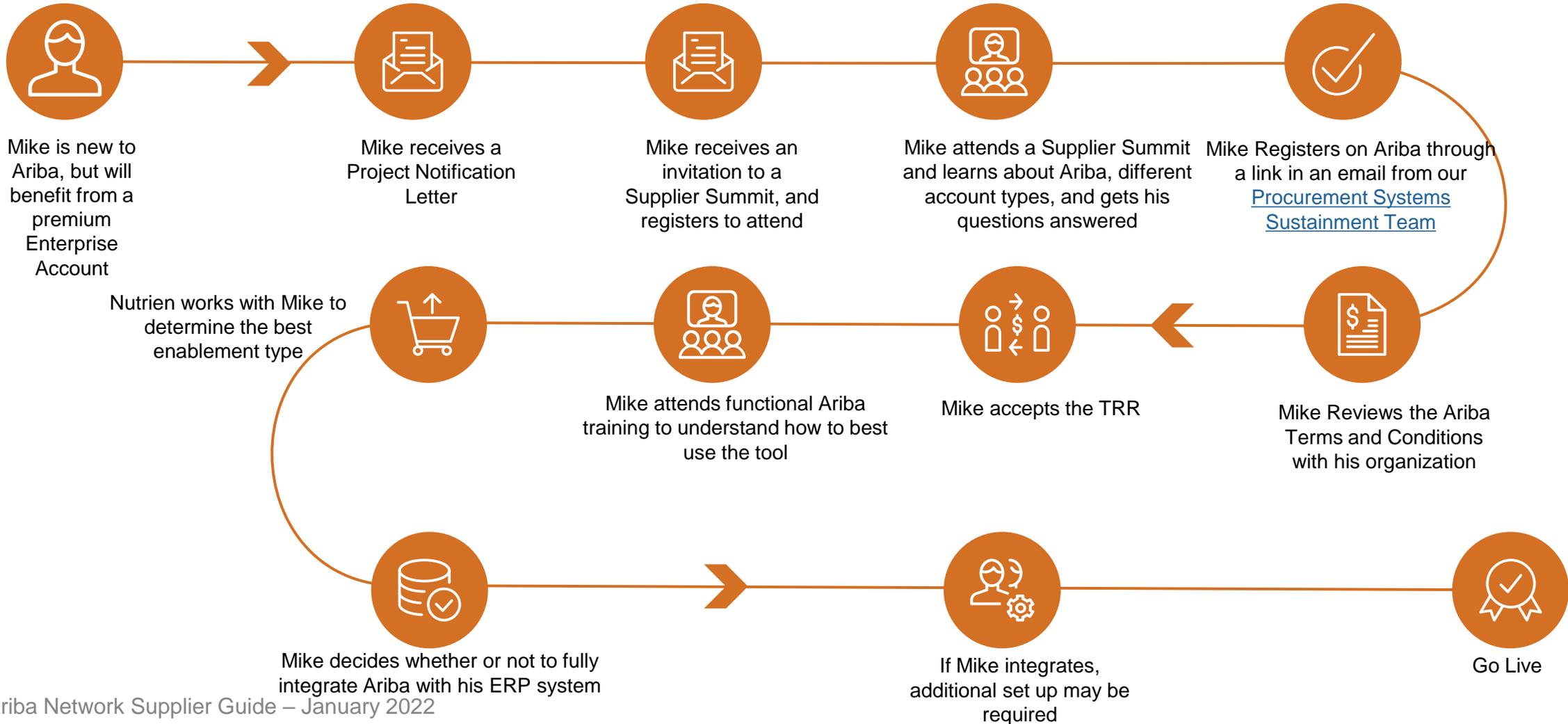
New to Ariba, but only needs the basic, free account

Doug also isn't on Ariba, but will get plenty of benefits from a free Standard Account. We'll guide you through this decision if you're like Doug.

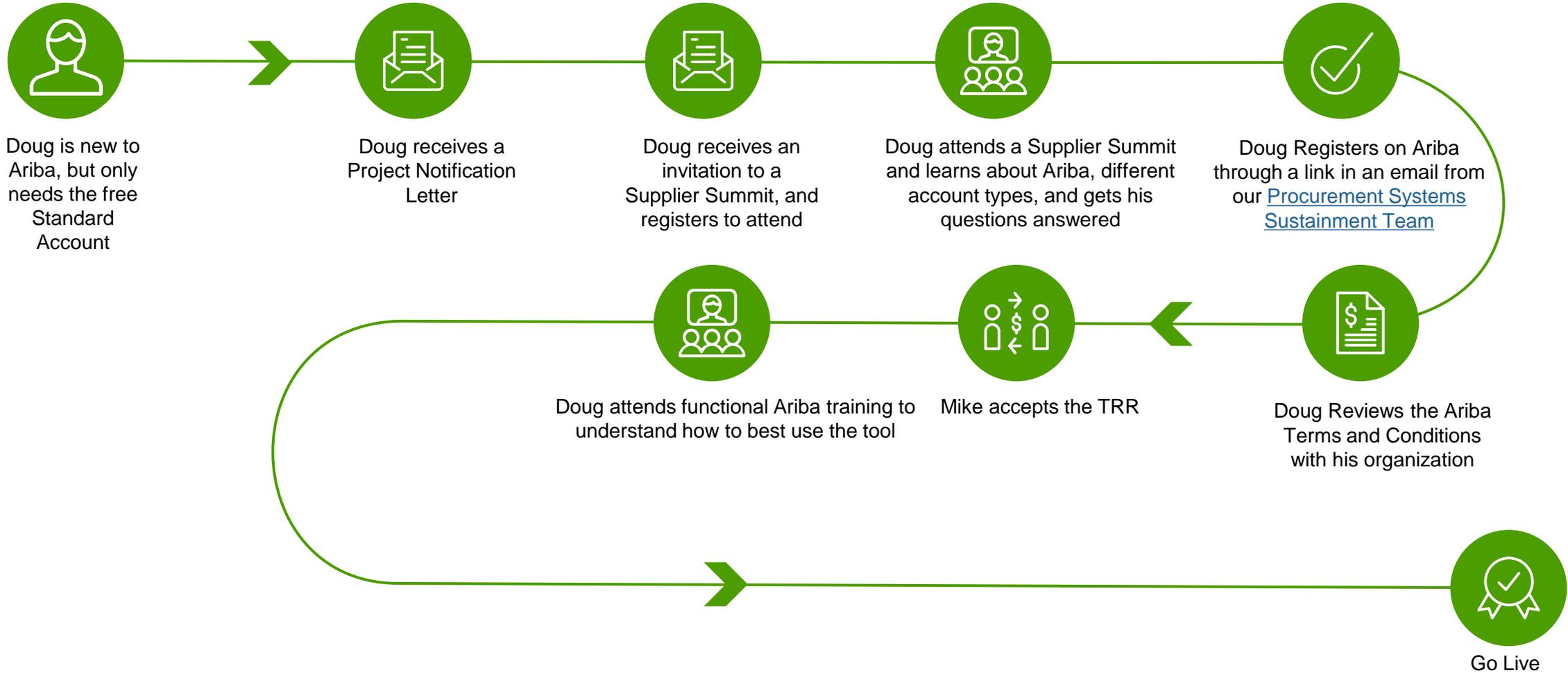
Suppliers Already on Ariba (Enterprise Account)



Suppliers New to Ariba (Enterprise Account)



Suppliers New to Ariba (Standard Account)



Creating Catalogs

We'll continue transacting with you no matter which path is right for you and your team. For our partners who will be transacting with us using a catalog via Enterprise Accounts, we'll guide you through the process of setting up catalogs on the Ariba Network. These catalogs will enable our employees to view your goods and services directly from Ariba, just like they would if they were shopping online.

Choosing Whether to Create a Catalog

If you choose a Standard account, you will not be able to create a catalog on Ariba.

If you have an Enterprise Account and catalog is the best fit, we'll reach out to you and help guide you through the process.

Types of Catalogs

There are two types of catalogs:

1. Post a catalog hosted in Ariba.
2. Configure your website for SAP Ariba.

We Will Be There Every Step of the way

We'll guide you through the catalog creation process. Transact with us normally until we reach out to you. If you ever have any questions, contact our [Procurement Systems Sustainment Team](#).

A Day in the Life of a Supplier



A Typical Transaction with Nutrien Ag Solutions

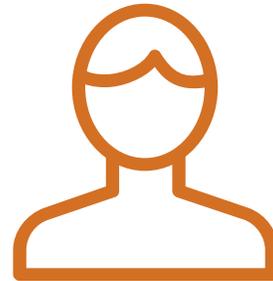
After onboarding to Ariba, our transactions with you will be shaped by whether you have an Enterprise or Standard Account and whether or not you choose to fully integrate Ariba into your existing systems. No matter what, we can help you through this process.



Carrie

Fully Integrates her Enterprise Account

Carrie wants to transact exclusively using her existing systems. She'll never have to manually replicate data or use the Ariba portal.



Mike

Does not integrate his Enterprise Account

Mike prefers to manually replicate the orders he receives on the Ariba Portal into on his systems. He relies on the benefits of his Enterprise Account.



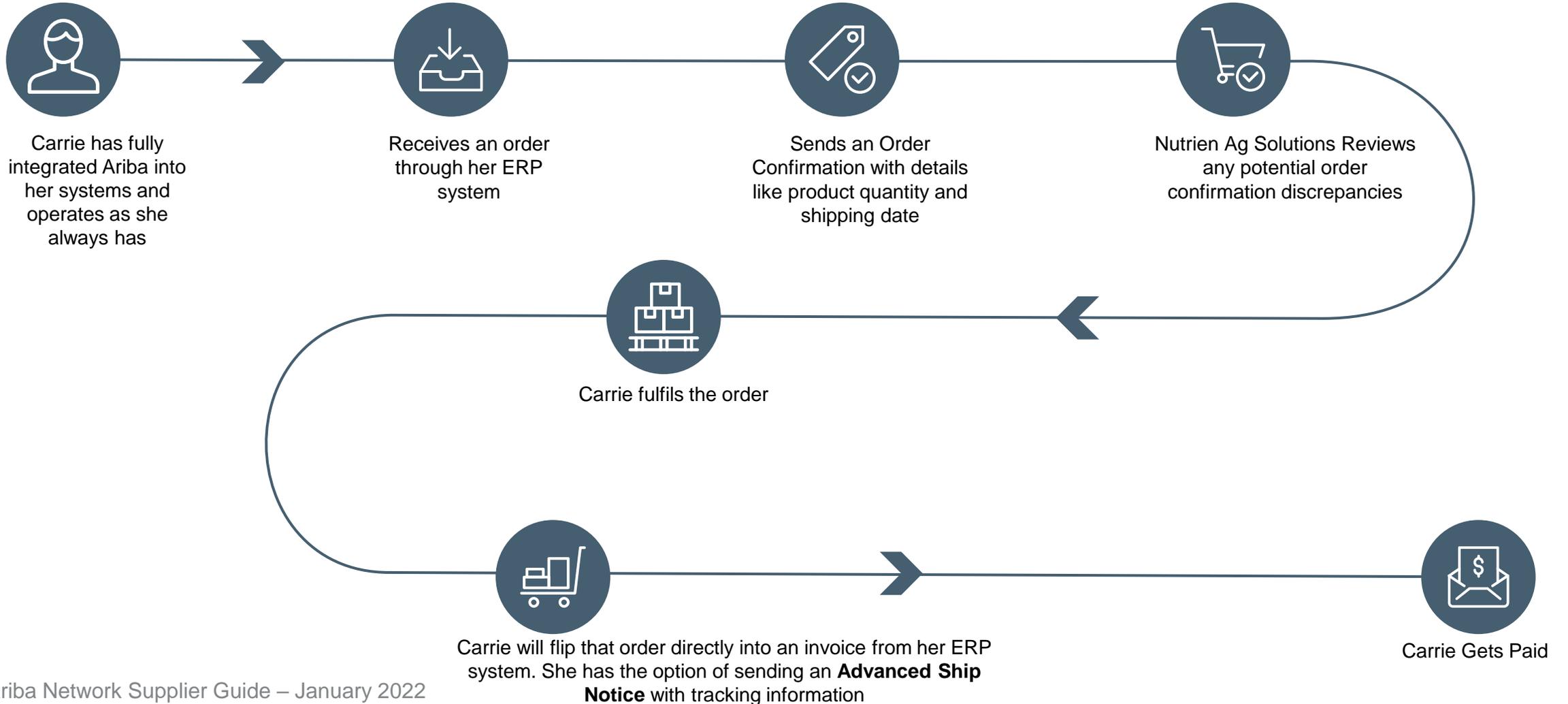
Doug

Chooses a Standard Account and cannot integrate

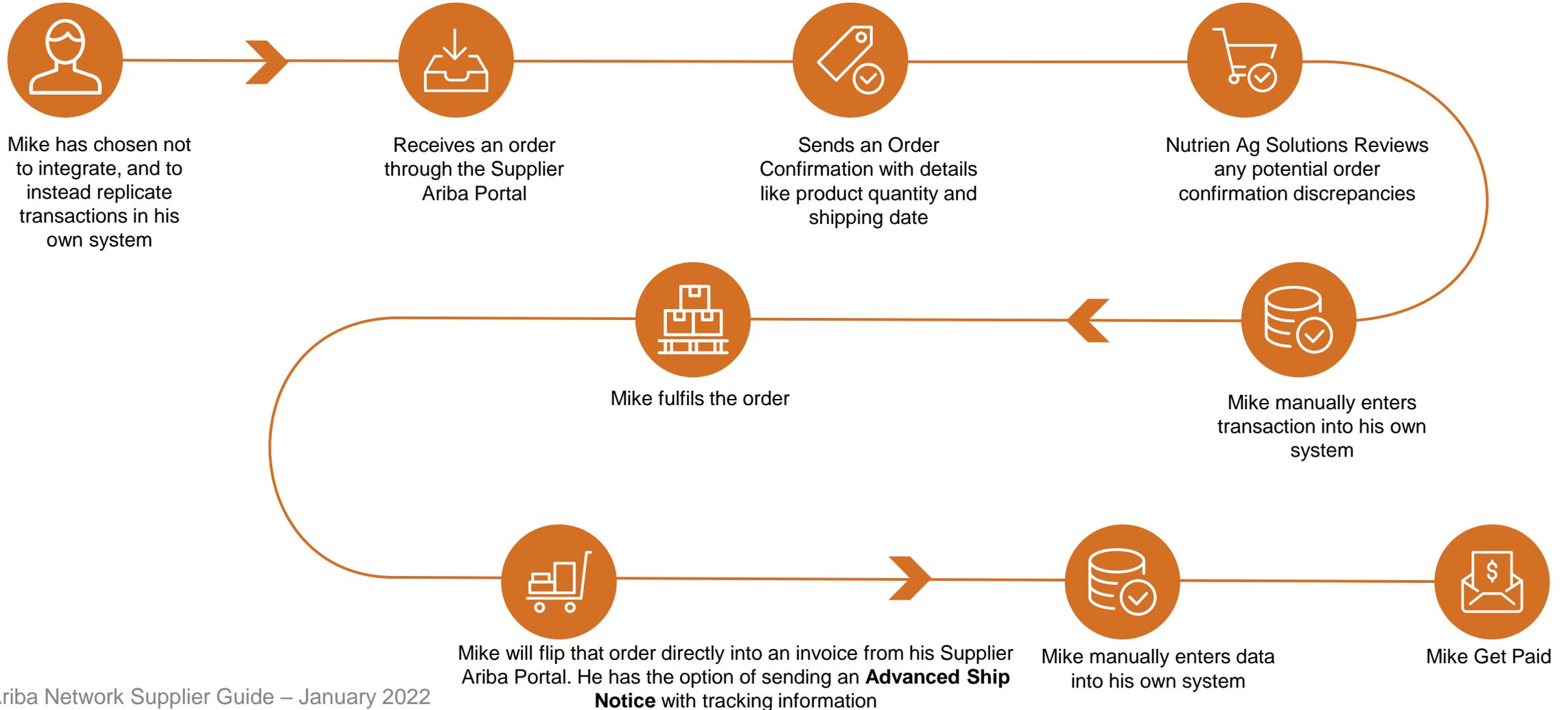
Doug loves using Ariba for free. Ariba gets him paid faster and is an easier invoicing process. He doesn't need the features of an Enterprise Account.



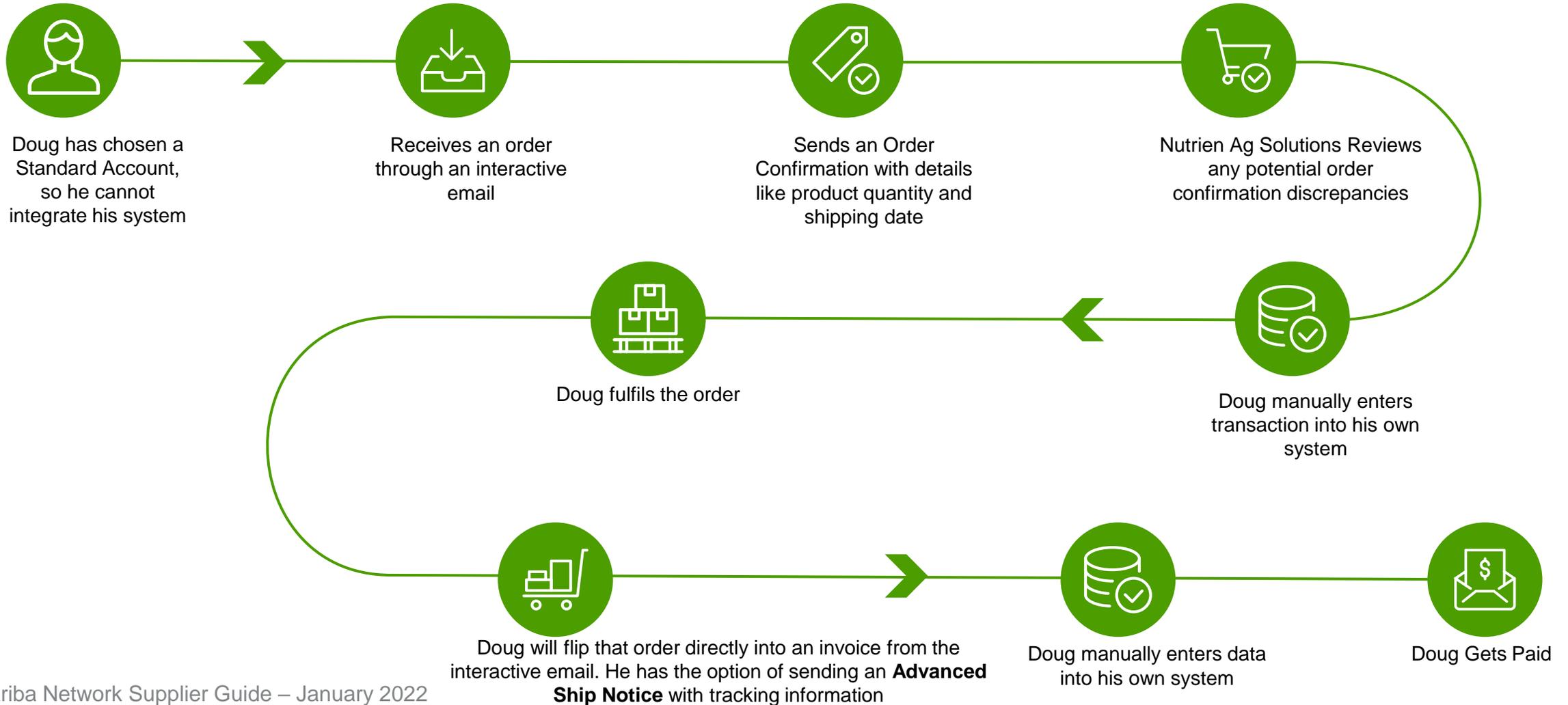
Fully Integrated Enterprise Account



Non-Integrated Enterprise Account



Standard Account (Cannot be Integrated)



Step by Step Training

- [Registering on the Ariba Network](#)
- [Purchase Order Management](#)
- [Order Confirmations and Advance Shipping Notices](#)
- [Invoice Methods](#)
- [Ariba Network Help Resources](#)

Registering on the Ariba Network

- [Invitation to Register to Ariba](#)
- [Complete Your Profile](#)
- [Configure Your Email Notifications](#)
- [Configure Your Enablement Tasks](#)
- [Electronic Order Routing Method](#)
- [Review Customer Relationships](#)
- [Set Up User Accounts](#)
- [Enhanced User Account Functionality](#)
- [Set Up A Test Account](#)
- [Nutrien Ag Solutions Project Specifics](#)

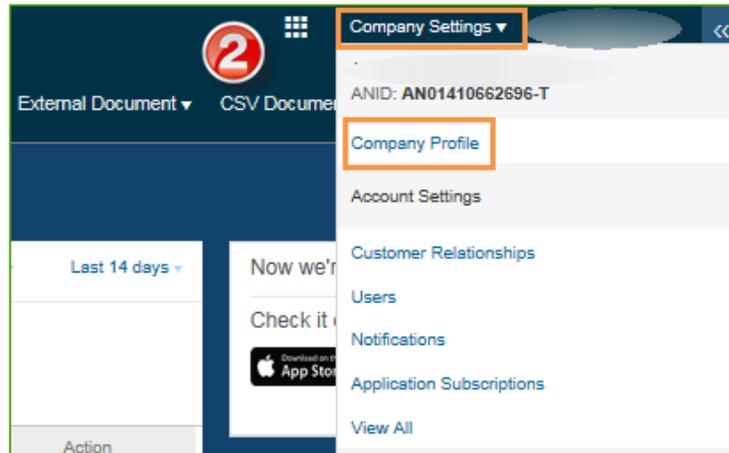


Once you receive your email to register to Ariba, you will be provided with a link to complete your profile. You will also need the following information in order to properly configure your account. It might be helpful to gather it before you start your process.

- **VAT ID / TAX ID** – select **Company Settings** in the top right corner, go to **Company Profile** and select **Business** tab. In the section **Tax Information** enter your **Vat ID / Tax ID**.
- **Payment Methods** – select **Company Settings** in the top right corner and go to **Remittances**. In the **EFT/Check Remittances** section, select **Create/Edit**. In the **Payment methods** section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. **The Remittance ID** will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and select **Switch to Test ID**.
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in **User Account Navigator > My Account > Preferences**.

1. Log into **Ariba Network**
https://service.ariba.com/Supplier.aw/124994056/aw?awh=r&awssk=NfEWA_py&dard=1
2. On the **Home Page**, select **Company Settings** dropdown, then select **Company Profile**
3. Complete all suggested fields within the tabs to best represent your company.
4. Make sure Public Profile Completeness meter is to 100% by filling in the information listed below it. When complete, select Save.

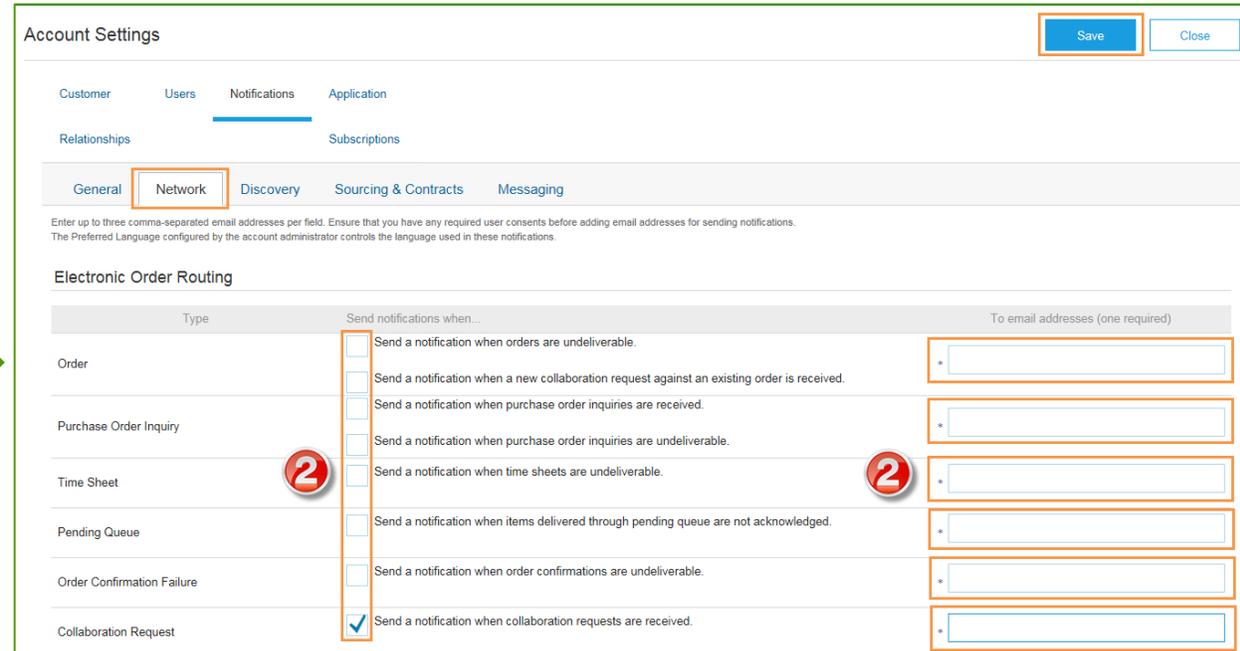
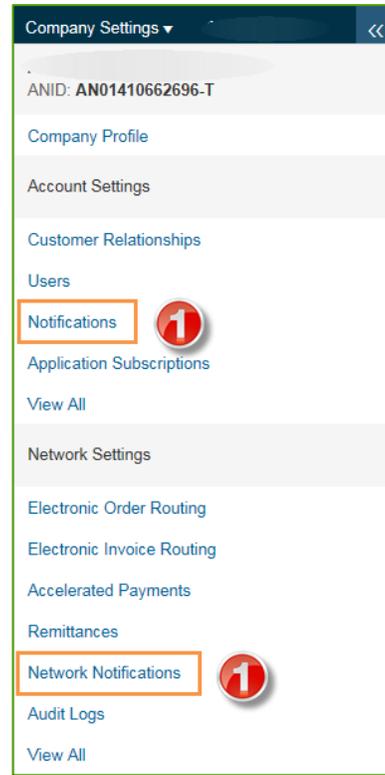
Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



Configure Your Email Notifications

The **Network Notifications** section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. On the **Home Page**, select **Company Settings** dropdown, select **Notifications** or you can select **Network Notifications**.
2. Check the box you want to apply to notifications. Enter the email address you want to use for the notifications to be sent to. You can enter up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails. Once complete, select **Save**.



Configure Your Enablement Tasks

1. You may have enablement tasks that still need to be completed. On the **Home Page**, If you have a link that says **Enablement Tasks** are pending, you can click on the link directly to see the pending tasks.
2. Or, you can go to the **Enablement** tab. The **Enablement** tab is only present if you have pending tasks.
3. Select necessary pending tasks for completion.
4. For example, the pending task of **Purchase Order** requires you to **Choose** one of the following routing methods for **Electronic Order Routing** and **Electronic Invoice Routing**:
Online, cXML, EDI, Email, Fax or cXML pending queue (available for Order routing only) and configure e-mail notifications.

Note: There may be times you see a pending task for your customer. This will not go away until your customer completes it.

Tasks

1 Enablement Tasks are pending **1**

Update Profile Information 85%

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to [complete a task.](#) **3**

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

Network Settings

Electronic Electronic Accelerated Settlement

Order Invoice Payments

Routing Routing

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	
Invoices	Online	Return to this site to create invoices
Customer Invoices	cXML	Save in my online inbox
	EDI	

Notifications

4

1. Go to the Home Page, select the Company Settings drop down menu, select Electronic Order Setting
2. Choose one of the following routing methods:
 1. Online
 2. cXML
 3. EDI
 4. Email
 5. Fax
 6. cXML pending queue (available for Order routing only)
3. Configure e-mail notifications.

Company Settings ▾ **1**

ANID: AN01410662696-T

- Company Profile
- Account Settings
- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- View All
- Network Settings
- Electronic Order Routing**
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

Network Settings Save Close

Electronic Electronic Accelerated Settlement

Order Invoice Payments

Routing Routing

* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	2 Email ▾	Email address: <input type="text"/> ⓘ <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> 3 Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message

- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile, and can include a copy of the PO as well as a cover sheet.
- **cXML/EDI:** Allows you to integrate your ERP system directly with Ariba Network for transacting with your customer. Please contact ProcurementSystems@nutrien.com to be connected with a Seller Integrator who will provide more information on configuration.

Electronic Order Routing Method - Notifications

1. Scroll down to the **Change/Cancel Orders**. In the Routing Method dropdown menu, select” **Same as new catalog orders without attachments** or you may set according to your preference.

Note: if you select Email, you will need to put in an email address

2. In the **Other Document Types** section, select a method and a user for sending **Order Response Documents** (Confirmations and Ship Notices). Once complete, select **Save**.

Change/Cancel Orders **1**

Document Type	Routing Method
Catalog Orders without Attachments	Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments ⓘ	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments ⓘ	Same as new catalog orders without attachments

Other Document Types **2**

Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	Online
Order Response Documents	Online
Payment Remittances	Online
Payment Proposals	Online
Document Status Update	Online
Receipt	Online

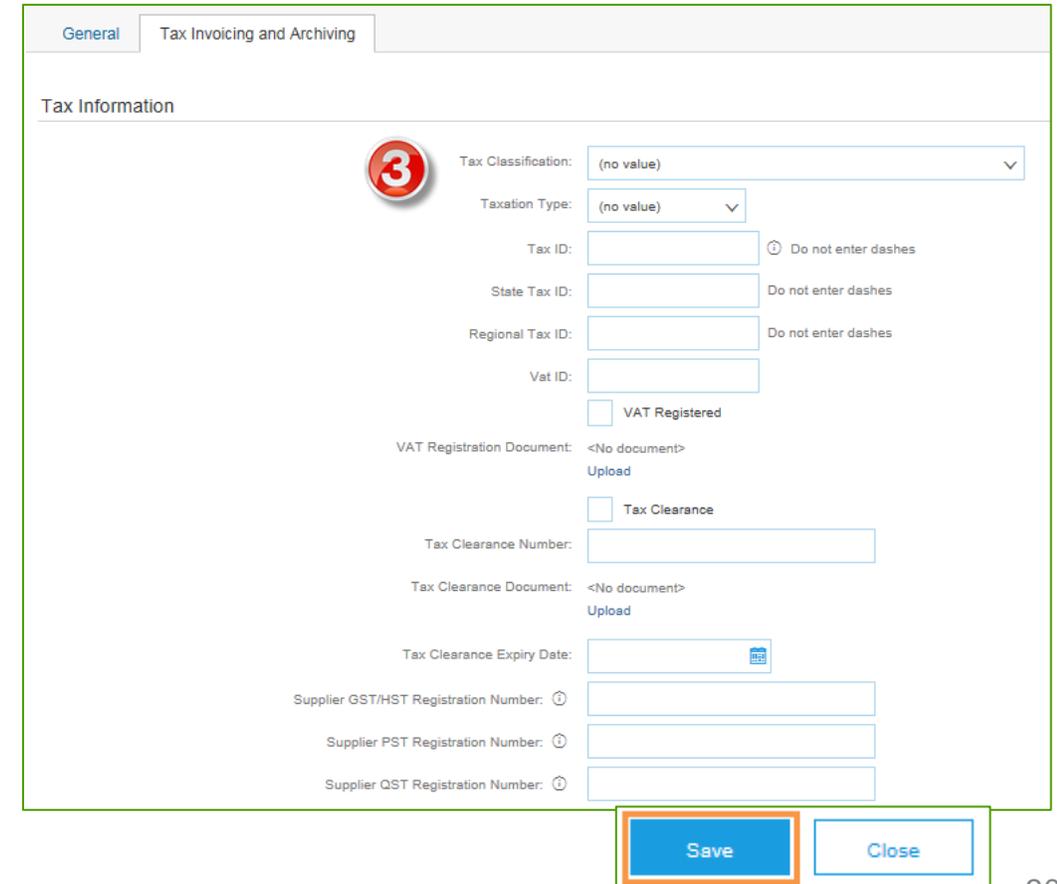
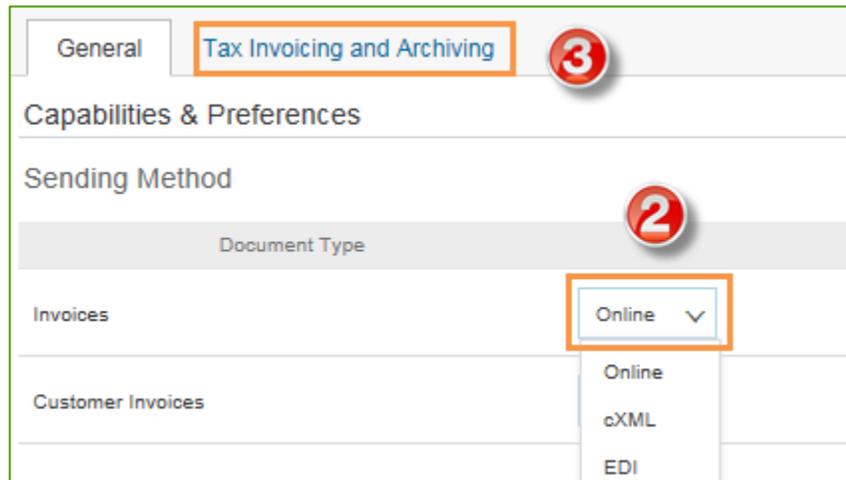
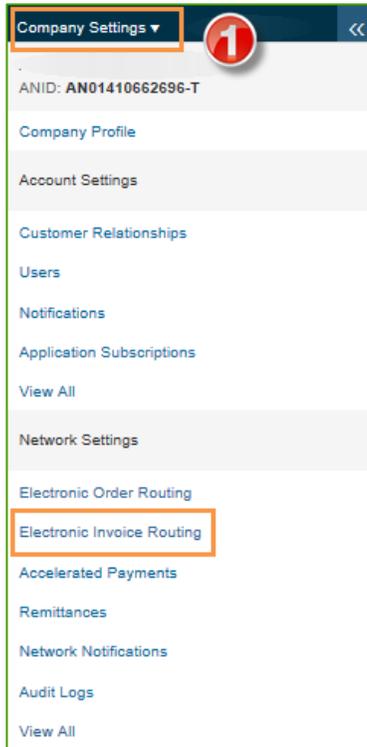
Notifications

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.
Collaboration Request	<input type="checkbox"/> Send a notification when collaboration requests are received.

Save Close

Electronic Invoice Routing Method - Methods and Tax Details

1. On the **Home Page**, select the **Company Settings** drop down menu. Select the **Electronic Invoice Routing**.
2. Choose one of the following methods for Electronic Invoice Routing: Online; cXML; EDI.
3. Next select the **Tax Invoicing and Archiving** tab. Enter **Tax ID, VAT ID and other supporting data**. Once complete, select **Save**.



1. On the **Home Page**, select the **Company Settings** drop down menu. Select **Customer Relationships**.
2. In the **Current Relationships** tab, select **Automatically** or **Manually**.
3. In the **Pending** section, you can **Approve** or **Reject** pending relationship requests.
4. In the **Current** section, you can review your current customers' profiles and information portals. You can also review rejected customers in the **Rejected** section.
5. Find potential customers in **Potential Relationships** tab. Once complete, select **Save**.

Account Settings

Customer | Users | Notifications | Application

Relationships | Subscriptions

Current Relationships | Potential Relationships

Prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer	Relationship Type	Requested Date ↓
No items		

Approve | Reject

Current

Customer	Relationship Type	Approved Date ↓	Routing Type
<input type="checkbox"/> NUTRIEN - TEST	Trading	4 Sep 2018	Default
<input type="checkbox"/> NUTRIEN - DEV	Trading	6 Jul 2018	Default

Reject

Rejected

Customer	Relationship Type	Rejected Date ↓
No items		

Save | Close

Administrator

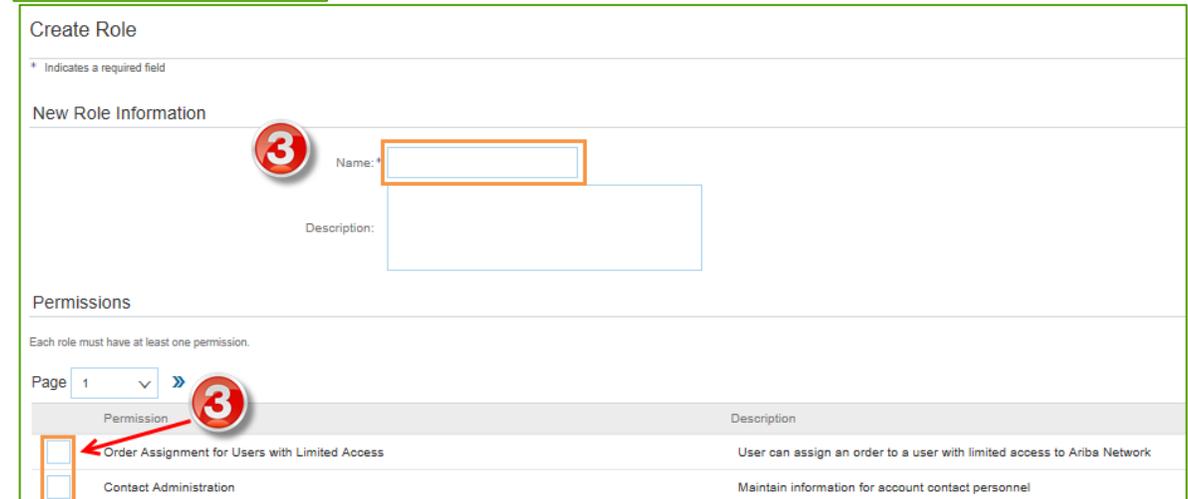
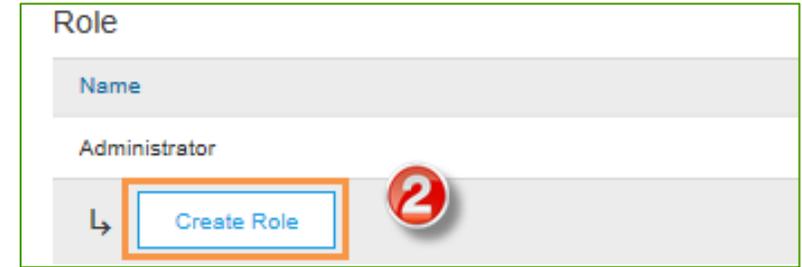
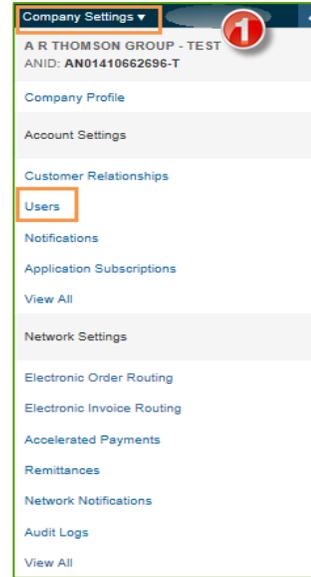
- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts – Create Roles and Users (Administrator Only)

1. On the **Home Page**, select **Company Settings** drop down menu. Select **Users**.
2. In the **Role** section, select **Create Role**.
3. It will take you to **Create Role** screen, type in the **Name** of the role. In the **Permissions** section, add permissions to the role by check the box that apply to the role. Select **Save** when complete.



Set Up User Accounts – Create Roles and Users (Administrator Only) cont.

4. To create a user select **Create User**. It will take you to the **Create User** page. Fill in all relevant information.
5. Select a role in the **Role Assignment** section and select on **Done**.
6. You'll return to the **Users** screen, here you can see the user that you just added. Select **Save** when complete.

Account Settings

Customer Users Notifications Application

Relationships Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	TN-test@nutrien.com	TN@nutrien.com	T	N	No	Buyer

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.

New User Information

Username * ⓘ
 Email Address *
 First Name *
 Last Name *

This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

Office Phone: Country: USA 1 ▾ Area: Number:

Role Assignment

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Buyer	

Set Up User Accounts – Modifying User Accounts (Administrator Only)

- Select the **Users** tab.
- Check the **user box**, select **Edit**.
- Select **Reset Password** to reset the password of the user. An email is sent to the user.
- Other options:
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

The screenshot shows the 'Account Settings' page with the 'Users' tab selected (1). Below the navigation tabs, the 'Manage Users' section contains a table of users. The first user, 'TN-test@nutrien.com', is selected (2). The 'Edit' button for this user is highlighted (3). The 'Add to Contact List' button is highlighted (4). Below the table, the 'Edit User' section displays the user's information and a 'Reset Password' button (3).

Account Settings

Customer **Users** Notifications Application
Relationships Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input checked="" type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input checked="" type="checkbox"/>	TN-test@nutrien.com	TN@nutrien.com	T	N	No	Buyer

Edit User

View user information, revise role assignments, assign business units or reset user passwords. Ariba recommends only using the reset password functionality on this page when users have a password. When you click Reset Password, Ariba resets the password and sends an email to the user with instructions to specify a new password and a new secret question and answer.

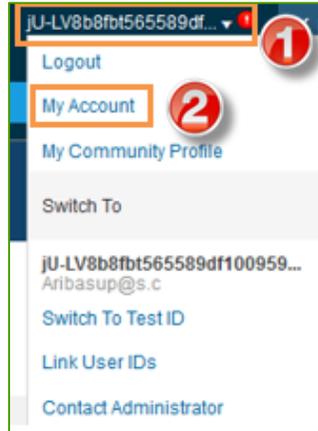
Selected User Information

Username: TN-test@nutrien.com
 Email Address: TN@nutrien.com
 First Name: T
 Last Name: N
 Office Phone:

This user is the Ariba Discovery Contact ⓘ
 Limited access ⓘ

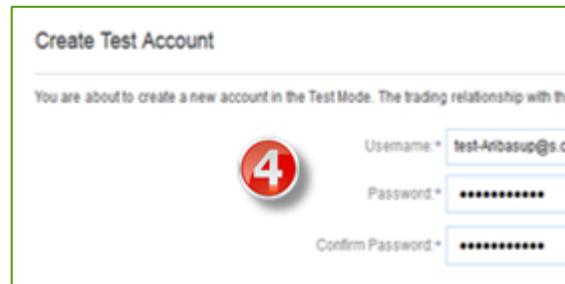
Enhanced User Account Functionality

1. Select your **User Account drop down menu** in the top right corner to access the User Account Navigator. This enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account
 - **Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. Select **My Account** to view your user settings.
3. Complete or update all required fields marked by an asterisk.
 - Note: If you change your username or password, remember to use it at your next login.
4. If you want to hide personal information check the **Hide my personal contact information box** in the Contact Information Preferences section. Then select **Save**.



Set Up A Test Account

1. To set up your **Test Account**, you need to be on the tabular view of your Ariba Network Production Account.
2. Select your **name drop down menu** in the top right corner then select **Switch to Test ID**. The Switch To Test Account button is only available to the account Administrator. The Administrator can create test account usernames for all other users needing access to the test account.
3. Select **OK** when the Ariba Network displays a warning indicating you are about to switch to Test Mode.
4. Create a **Username** and **Password** for your test account and select OK. You will be transferred to your test account.
 - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
Note: Test account transactions are free of charge.



Supported

- **Purchase Order Confirmations** - Apply against entire PO or line items
- **Advance Shipment Notices** - Apply against PO line items when items are shipped
- **Detail Invoices** - Apply against a single purchase order referencing a line item
- **Partial invoices** - Apply against specific line items from a single purchase order
- **BPO/Contract Invoices** - Invoices against a blanket purchase order or contract
- **Service Invoices** - Invoices that require service line item details are in scope. These invoices will auto generate a service entry sheet that gets approved by Nutrien. Suppliers will not be creating SES.
- **Credit Memos** - Line item credit memo is accepted by Nutrien

Not Supported

- **Summary or Consolidated Invoice** - Apply against multiple purchase orders
- **Invoicing for Purchase cards (P-Cards)** - An invoice for an order placed using a purchasing card
- **Duplicated Invoices** - A new and unique invoice number must be provided for each invoice. Nutrien will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices** - Nutrien requires invoices to be submitted electronically on the Ariba Network; paper invoices will no longer be accepted after go live
- **Service Entry Sheets** - Apply against a single purchase order referencing a line item
- **Credit Memos** - Header credit memo

*Service Entry Sheets are **not** in scope yet. Nutrien will inform suppliers when these documents are available.

Purchase Order Management

- [Ariba Network Navigation](#)
- [Purchase Orders Status](#)
- [Managing Purchase Orders](#)



https://service.ariba.com/Supplier.aw/124994056/aw?awh=r&awssk=NfEWA_py&dard=1

- The **Home tab** is a snap shot of recent orders on the Ariba Network. A complete list of purchase orders and additional details can be viewed in the **Inbox tab**. A list of outgoing documents can be view in the **Outbox tab**.



Ariba Network Test Mode

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES

Orders and Releases ▾ All Customers ▾ Order Number 🔍

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

4 New Purchase Orders 5 Orders to Confirm 7 Orders to Ship 0 Orders that Need Attention 12 Orders to Invoice ... More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4501426363	NUTRIEN - TEST	New	\$5,000.00 CAD	29 Mar 2019	\$0.00 CAD	Select ▾
4501426361	NUTRIEN - TEST	New	\$500.00 CAD	28 Mar 2019	\$0.00 CAD	Select ▾
4501426340	NUTRIEN - TEST	New	\$3,000.00 CAD	26 Mar 2019	\$0.00 CAD	Select ▾
4501426332	NUTRIEN - TEST	New	\$32,500.00 CAD	22 Mar 2019	\$0.00 CAD	Select ▾

SAP Ariba
GREG USER (test-QNA_Thomson_100035@supplier.com) last visited 2 Apr 2019 10:06:33 AM | A R THOMSON GROUP - TEST | AN01410662696-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use

2. Select the **Inbox** tab to view all incoming documents. The **Orders and Releases** tab is a summary of all the purchase orders sent on the Ariba Network. Only the following tabs are relevant to this training:
 - Orders and Releases
 - Items to Confirm
 - Items to Ship
3. The Purchase Order number is listed in the **Order Number** column
4. The **Order Status** indicates the status of the Purchase Order

Ariba Network Test Mode Company Settings ▾ GREG USER ▾

HOME **INBOX** OUTBOX CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

► Search Filters

Orders and Releases (100+) Page 1 ▾ ⌵ ⌵

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Collaboration Request	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4501426309		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.60 CAD	18 Mar 2019	New	Invoice	\$0.00 CAD	Original	Actions ▾
Order	4501426308		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.60 CAD	18 Mar 2019	Changed	Invoice	\$0.00 CAD	Cancelled	Actions ▾
Order	4501426308		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.60 CAD	18 Mar 2019	Obsoleted	Invoice	\$0.00 CAD	Original	Actions ▾

1. Select the **Outbox** tab to view all outgoing documents. Only the following tabs are relevant to this training:
 - Invoice
 - Order Confirmations
 - Ship Notices
2. The Invoice number is listed in the **Invoice #** column (this column will show Confirmation ID's for Order Confirmations and Packing Slip ID's for Ship Notices).
3. The **Routing Status** indicates the status of the document on the Ariba Network.
 - The various status's can be viewed by selecting the  icon

Queued: Ariba Network is in the process of sending the invoice to the customer's system.

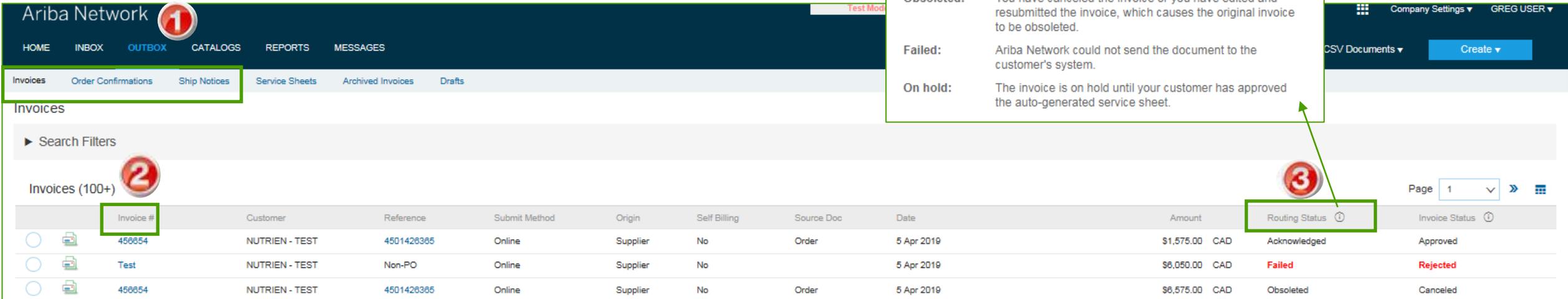
Sent: Ariba Network has sent the invoice to the customer's system.

Acknowledged: The customer's system has acknowledged the receipt of the invoice.

Obsoleted: You have canceled the invoice or you have edited and resubmitted the invoice, which causes the original invoice to be obsoleted.

Failed: Ariba Network could not send the document to the customer's system.

On hold: The invoice is on hold until your customer has approved the auto-generated service sheet.



Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
456654	NUTRIEN - TEST	4501428365	Online	Supplier	No	Order	5 Apr 2019	\$1,575.00 CAD	Acknowledged	Approved
Test	NUTRIEN - TEST	Non-PO	Online	Supplier	No		5 Apr 2019	\$6,050.00 CAD	Failed	Rejected
456654	NUTRIEN - TEST	4501428365	Online	Supplier	No	Order	5 Apr 2019	\$6,575.00 CAD	Obsoleted	Canceled

Purchase Orders Status

Status Level	Description
Unconfirmed	The supplier has not confirmed the order. Initial state.
Cancelled	Nutrien approved the invoice cancellation
Obsoleted	The purchase order has been changed and the previous version of the order has been cancelled
Rejected	Nutrien has rejected the invoice or the invoice failed to validation by Ariba Network.
Confirmed	The supplier confirmed the order
Backordered	The supplier backordered the line item and ship when goods are available
Shipped	The supplier has shipped the order
New	A new purchase order has been received
Changed	The purchase order was changed
Partially confirmed or shipped	Only part of the order has been confirmed or shipped

Routing Status

The routing status is the route between Nutrien and supplier via Ariba Network that the invoices, order confirmation, shipping notices are transmitted.

Payment Status	Description
Queued	Ariba Network received the invoice but has not processed it
Acknowledged	Nutrien invoicing application has acknowledged the receipt of the invoice
Sent	Ariba Network sent the invoice to queue. The invoice is awaiting pickup by the customer
Failed	Invoice failed Nutrien invoicing rules. Nutrien will not receive this invoice
Rejected	The order sent by Ariba Network has been rejected

1. **Search Filters** allow you to enter specific search criteria

2. Select **Search** for results

Note: To search a specific PO number enter the PO number in **Order Number** and select the **Exact number** radio button

3. To open a purchase order, select the purchase order number in the **Order Number** column

OR

4. Select the purchase order radio button and select required action from corresponding buttons below

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Customer: All Customers

Order Number:

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Last 14 days 5 Mar 2019 - 18 Mar 2019

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only service purchase orders

Number of Results: 100 Search Reset

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Collaboration Request	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/>	Order 4501428309		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.80 CAD	18 Mar 2019	New	Invoice	\$0.00 CAD	Original	Actions
<input type="radio"/>	Order 4501428308		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.80 CAD	18 Mar 2019	Changed	Invoice	\$0.00 CAD	Cancelled	Actions
<input type="radio"/>	Order 4501428308		NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada	EDMONTON, AB Canada		\$51.80 CAD	18 Mar 2019	Obsoleted	Invoice	\$0.00 CAD	Original	Actions

4

Order 4501428310 NUTRIEN - TEST Redwater Operations Redwater, AB Canada EDMONTON, AB Canada \$500.00 CAD 18 Mar 2019 Invoiced Invoice \$500.00 CAD Original Actions

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Manage Time & Expenses Hide Resend Failed Orders

Create Order Confirmation

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Create Invoice

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo
- Line-Item Debit Memo

Confirm Entire Order Update Line Items Reject Entire Order Ship Notice Service Entry Sheet Standard Invoice Credit Memo

1. View the details of your purchase order under **Order Detail** section.
2. The **Order header** includes the order date and information about the buying organization and supplier.
3. **Line Items** section describes the ordered items. Each line describes a quantity and price of items Nutrien wants to purchase.
4. Additional details are available by expanding highlighted sections
 - View More
 - Details

Purchase Order: 4501426340 Done

[Create Order Confirmation](#) | [Create Invoice](#) | Hide | Print | [Download PDF](#) | [Export oXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History


2

From: Agrium Canada Partnership
 5295 Harvest Lake Drive
 Loveland, CO 80538
 United States
 Phone:
 Fax:

To:
 Canada
 Phone:
 Fax:
 Email:

Purchase Order (New)
 4501426340
 Amount: \$3,000.00 CAD

Payment Terms [?]
 NET 30
 Due 30 Days from Invoice
 Date

Comments

Contact Information

Supplier Address

Buyer

EDMONTON AB T6N 1G4

Email: [Redacted] 4

Phone: + ()

Fax: + ()

Address ID:

Other Information
 Company Code: 1000
[View more >](#)

Transport Terms Information
 Delivery Terms: Transport Condition
 Transport Terms: FOB

Routing Status: Sent

Ship All Items To
 Redwater Operations
 18km E of Gibbons AB on Hwy 943
 Redwater AB T0A 2W0
 Canada
 Ship To Code: AB29
 Phone: + () 780-998-0111
 Fax: + () 780-998-0006

Bill To
 Agrium Canada Partnership
 5295 Harvest Lake Drive
 Loveland, CO 80538
 United States
 Phone:
 Fax:

Deliver To

3 Line Items [Show Item Details](#) 

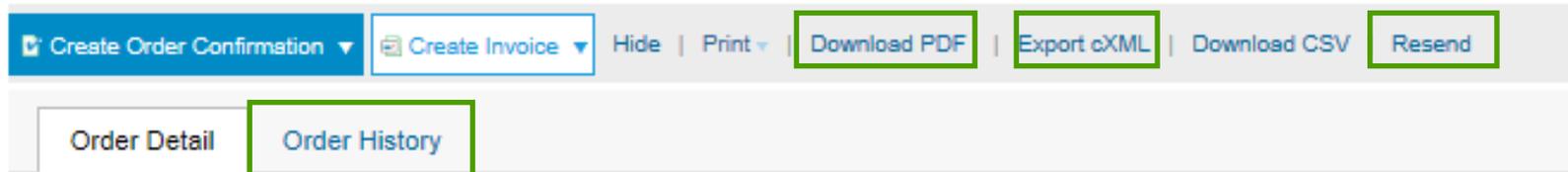
Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available Test PO Line 1	Material	10,000 (EA)	28 Mar 2019	\$100.00 CAD	\$1,000.00	4 Details
2	Not Available Test PO Line 2	Material	20,000 (EA)	28 Mar 2019	\$100.00 CAD	\$2,000.00 CAD	Details

Order submitted on: Tuesday 26 Mar 2019 11:52 AM GMT-06:00
 Received by Ariba Network on: Tuesday 26 Mar 2019 10:52 AM GMT-06:00
 This Purchase Order was sent by NUTRIEN - TEST AN01394426567-T and delivered by Ariba Network.

Sub-total: \$3,000.00 CAD

Managing Purchase Orders – Additional Options

- **Order History** for diagnosing problems and for auditing total value
- **Download PDF** for PDF copy
- **Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.
- **Export cXML** to save a copy of the cXML source information
- **Resend** a PO which was not sent to your email address, cXML or EDI



Order Confirmations and Advance Ship Notices

- [Create Order Confirmation](#)
- [Create Ship Notice](#)
- [Submit Ship Notice](#)



Create Order Confirmation - Confirm Entire Order

1. Select the **Purchase Order** in the **Inbox** tab.
2. Select **Create Order Confirmation** and choose **Confirm Entire Order** from the drop down.
3. Enter a Purchase Order **Confirmation Number**.
4. Enter **Est. Shipping Date** (date the order ships from your facility) and **Est. Delivery Date** (date the order is expected to arrive at Nutrien's ship to location). This updates every PO line.
5. Select **Next** when finished.
6. Review the order confirmation. To make changes, select **Previous**. To submit the final confirmation, select **Submit**.

Note: Order Confirmations are required prior to Ship Notice and Invoice creations

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address
Order	4501416631	NUTRIEN - TEST		Vanscoy Potash Operations Vanscoy, SK Canada

Create Order Confirmation | **Create Ship Notice** | **Create Invoice**

Confirm Entire Order | **Update Line Items** | **Reject Entire Order**

Exit | **Next**

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4501426242
Customer: NUTRIEN - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:
Est. Tax Cost:

Comments:

Previous | **Submit** | **Exit**

Confirmation Update

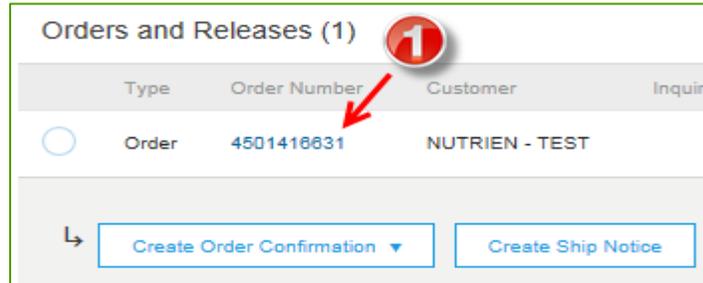
Confirmation #: test_4501426242
Supplier Reference:
Attachments:

Line Items

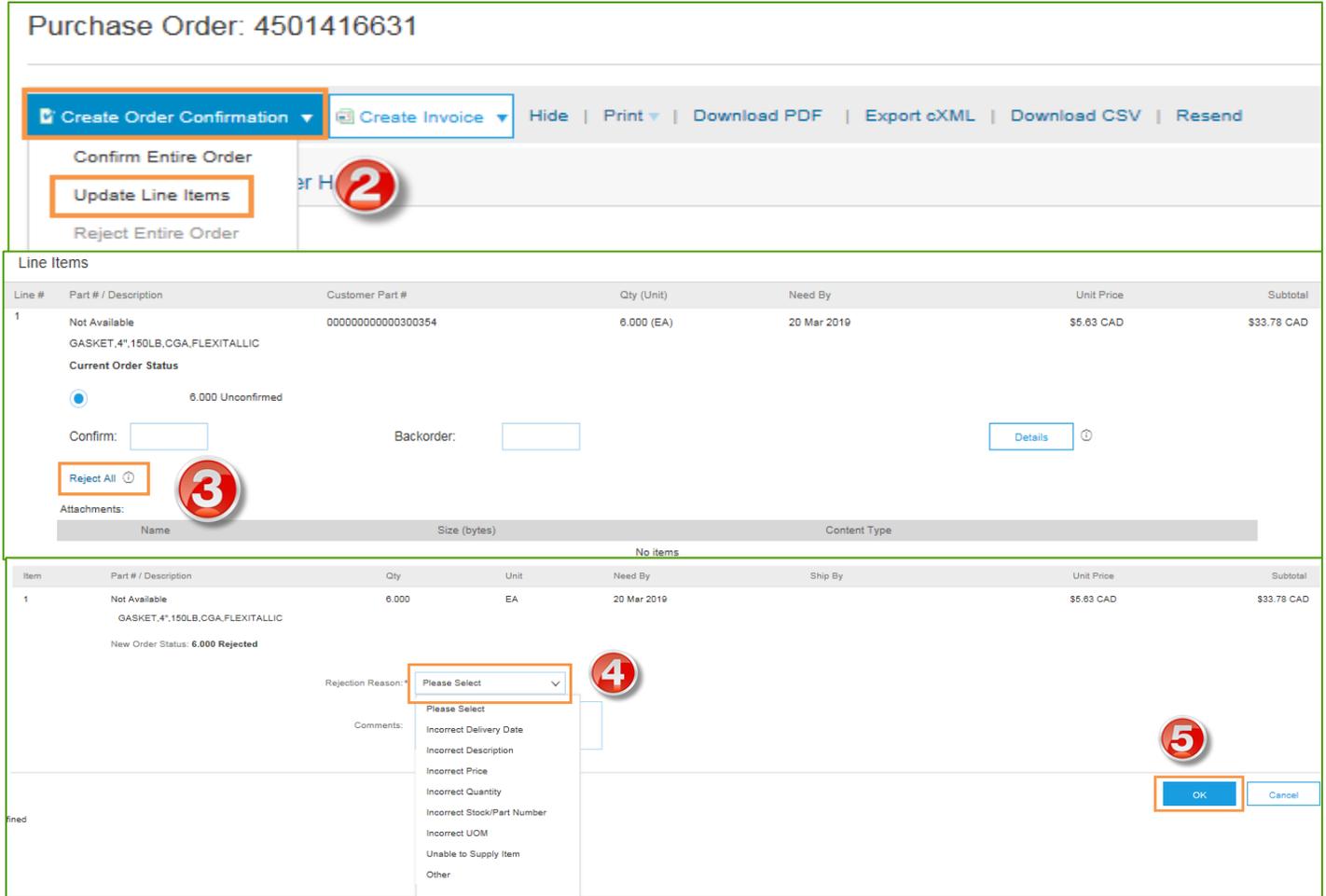
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	3108297, UC-210/1420-NP-MCU-BB-LL-6 JOINT_EXPNSN:58",10",FLG,2PSIG,PTFE FBR~ Current Order Status: 1.000 Confirmed With New Date (Estimated Shipment Date: 11 Mar 2019 ; Estimated Delivery Date: 12 Mar 2019)	000000000000314498	1.000 (EA)	11 Jul 2018	\$19,115.00 CAD	\$19,115.00 CAD

Create Order Confirmation – Rejecting Line Items

Note: Rejecting an entire order must be done at the line item level



1. Select the **Purchase Order** in the **Inbox** tab.
2. Select **Create Order Confirmation** and choose **Update Line Items** from the drop down menu.
3. Scroll down to the **Line Items** section, select **Reject All**.
4. Select the **Rejection Reason** drop down menu, choose the reason for the rejection.
5. Provide additional information in the **Comments** box. Once complete, select **OK**.



Create Order Confirmation – Rejecting Line Items cont.

6. You will be redirected back to the Order Confirmation screen. This now shows the rejected line and rejection reason. Repeat steps 3-5 for each line item being rejected. Once complete, select **Next**.
7. Review the order confirmation. To make changes, select **Previous**. To submit the final rejection, select **Submit**
8. The order status now shows Rejected, select **Done**.

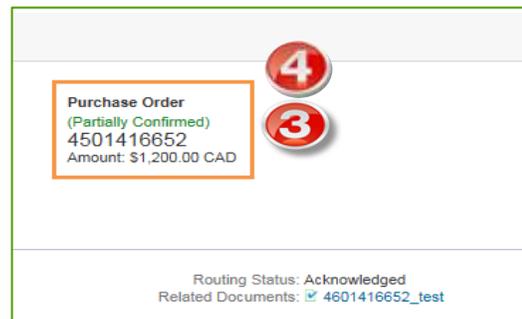
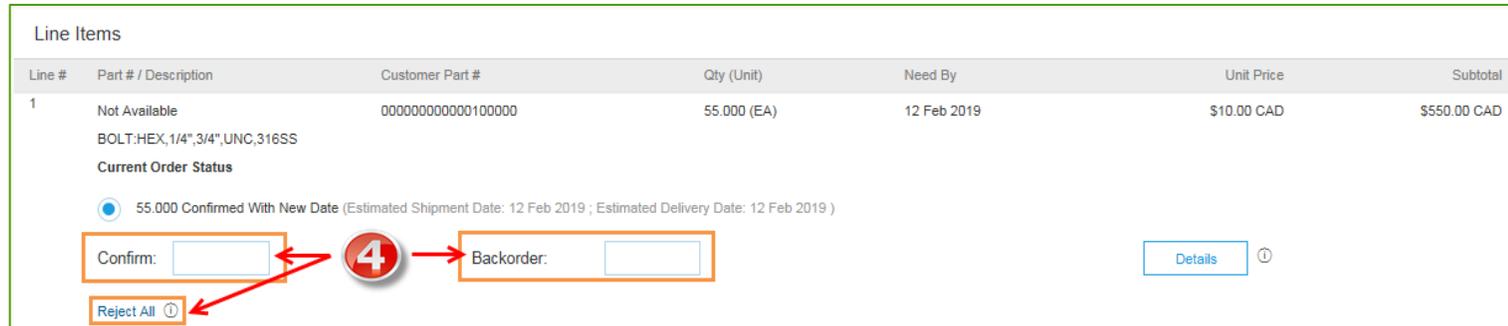
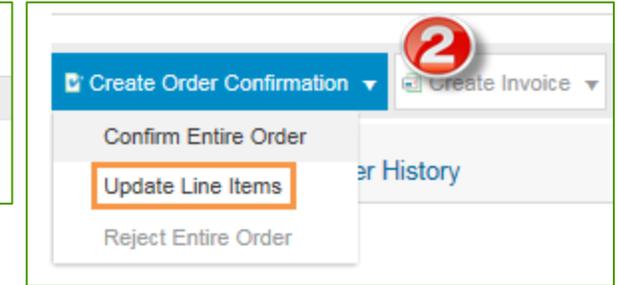
The screenshot displays the 'Line Items' section of the order confirmation screen. It shows two line items, both marked as 'Not Available' and 'Rejected' with a rejection reason of 'Incorrect Price'. A red circle with the number '6' highlights the rejection status for the first item. Below the items, there are fields for 'Confirm' and 'Backorder', and a 'Details' button. At the bottom right, a 'Next' button is visible.

The second part of the screenshot shows a summary view of the 'Line Items' with columns for Line #, Part # / Description, Customer Part #, Qty (Unit), Need By, Unit Price, and Subtotal. Both items are listed as '6.000 Rejected (Rejection Reason: Incorrect Price)'. A red circle with the number '7' highlights the rejection status for the second item. At the bottom right, there are 'Previous', 'Submit', and 'Exit' buttons.

The bottom section of the screenshot shows the 'Order Detail' tab with the Nutrien logo and contact information for Agrium Potash Ltd. A 'Purchase Order (Rejected)' box shows the order number 4501426309 and amount \$51.80 CAD. A red circle with the number '8' highlights the 'Done' button.

Create Order Confirmation – Update Line Items

1. Select the Purchase Order in the **Inbox**
2. Select **Create Order Confirmation** drop down and select **Update Line Items**.
3. Fill in the requested information (the same as for **Confirm Entire Order**).
4. Scroll down to Line Items section and choose among possible values:
 1. **Confirm** – You received the PO and will send the ordered items.
 2. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
 3. Note: Order status will display as **Partially Confirmed** if items were backordered or not fully confirmed.
5. Select **Next, Submit**
6. Another Order Confirmation can be generated to complete confirmation at a later time.



Note: If using several statuses for a line item, the sum of the quantities must equal total quantity.

Create Order Confirmation – Backorder Details

1. Enter the quantity backordered in the **Backorder** data entry field.
2. Select **Details** to enter **Comments** and **Est. Shipping Date** and **Delivery Date** for the backordered items on the Status Details page.
3. Select **OK** when done.
4. Select **Next**.

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available BOLT:HEX,1/4",3/4",UNC,316SS	000000000000100000	55.000 (EA)	12 Feb 2019	\$10.00 CAD	\$550.00 CAD

Current Order Status

55.000 Confirmed With New Date (Estimated Shipment Date: 12 Feb 2019 ; Estimated Delivery Date: 12 Feb 2019)

Confirm: Backorder: **1**

2 ⓘ

ⓘ

Est. Shipping Date: ⓘ

Est. Delivery Date: ⓘ

Unit Price:

Price Unit Quantity:*

Unit Conversion:*

Price Unit:*

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:*

Description: BOLT:HEX,1/4",3/4",UNC,316SS

Pricing Description:

Subtotal: ⓘ \$550.00 CAD

2

3

4

Create Ship Notice

1. Select the **Create Ship Notice** to enter shipping info in Ariba. Multiple ship notices per purchase can be entered.
2. If required, update **Ship From** and **Deliver To** information by selecting **Update Address**. Any field with an asterisk is required.
3. In **Ship Notice Header**, enter a **Packing Slip ID**. Optional: select **Carrier Name** and then **Tracking #** and **Shipping Method** will appear.
4. Choose a **Ship Notice Type** and enter the **Shipping Date** (date the order ships from your facility) and **Delivery Date** (date the order is expected to arrive at Nutrien’s ship to location).

Note: Order Confirmations are required prior to Ship Notice and Invoice creations

Orders and Releases (1)

Type	Order Number	Customer	Inquiries
<input checked="" type="radio"/>	Order	4501416631	NUTRIEN - TEST

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM 2

Edmonton
Canada

[Update Address](#)

DELIVER TO

Redwater Operations

Redwater AB
Canada

[Update Address](#)

▼ Ship Notice Header

SHIPPING

Packing Slip ID: 3

Invoice No.:

Requested Delivery Date: --

Ship Notice Type * Actual ▾

Shipping Date: * 3 Apr 2019 4

Delivery Date: * 4 Apr 2019

Gross Volume: Unit:

Gross Weight: Unit:

TRACKING

Carrier Name:

Service Level:

Create Ship Notice – Delivery Terms and Transportation Details

- 1. Delivery and Transportation** can be included on all advance ship notices but is not mandatory unless requested by Nutrien Buyer.

TRACKING

1

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- Airborne Express
- Consolidated Freightways
- DHL
- EGL Eagle Global Logistics
- EmeryWorldwide
- FedEx
- Linfox (Australia)
- Menlo/IBM
- Purolator Courier
- Roadway Express
- Test only
- UAL Cargo
- UPS
- US Postal Service
- Yellow Freight
- Other

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: *

Shipping Payment Method: *

Delivery Terms Description:

Transport Terms Description:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
<input type="text" value="Other"/> <input type="text" value="FCA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Ex Works"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Free on Board"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Other"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▶ Addit

Create Ship Notice - Details

1. Scroll down to view line item information and update the quantity shipped for each line item.
 - Additional information can be added such as Supplier Batch ID, Production or Expiry Date
2. Select **Next** to proceed to review your Ship Notice.

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4501416631	1	Not Available BOLT:HEX,1/4",3/4",UNC,316SS	000000000000100000	55.000	EA	12 Feb 2019		\$10.00 CAD	\$550.00 CAD	Remove

Shipment Status
Total Item Due Quantity: 55 EA

Confirmation Status
Total Confirmed Quantity: 55.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="55"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#)
[Exit](#)
[Next](#)

Submit Ship Notice

1. Review the Ship Notice. To make changes, select **Previous**. To submit the final confirmation, select **Submit**. Ship Notice information can alleviate multiple phone calls/emails requesting tracking information.
2. After submitting your Ship Notice, the Order Status will be updated to Shipped.
3. Select **Done** to return to the **Home Page**.

Order Items										Hide Item Details
Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
4501416631	1	Not Available BOLT:HEX,1/4",3/4",UNC,316SS	000000000000100000	55.000	EA	12 Feb 2019		\$10.00 CAD	\$550.00 CAD	
SHIPMENT STATUS										
▼ 1. Ship Qty: 55 EA										Hide Details
No detail information provided.										

Previous
Save
Submit
Exit

Done

Purchase Order
(Shipped)
4501416631
Amount: \$550.00 CAD

Invoice Methods

- [Review Nutrien Invoice Rules](#)
- [Create Standard PO Invoice](#)
- [Search For Invoice](#)
- [Review Invoice History](#)
- [Modify an Existing Invoice](#)
- [Download Invoice Reports](#)
- [Invoice Archival](#)



Review Nutrien Invoice Rules

1. Login to your **Ariba Network** account
2. Select the **Company Settings** drop down, select **Customer Relationships**.
3. Go to **Current** section, a list of your customers is displayed. Select the name of your customer (Nutrien).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**. To avoid invoice rejections, please see the next slide for key guidelines.
5. If Nutrien enabled Country-Based Invoice Rules you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.

Company Settings (Step 1)

Customer Relationships (Step 2)

Current (Step 3)

Customer	Relationship Type
<input checked="" type="checkbox"/> NUTRIEN - TEST	Trading
<input type="checkbox"/> NUTRIEN - DEV	Trading

Reject (Step 3)

Invoice Setup (Step 4)

General Invoice Rules (Step 4)

Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	Yes
Allow suppliers to send invoices with service information. ⓘ	No

Done (Step 6)

Invoice Transaction Rules:

- Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice.
- The line item quantity must be greater than zero on your invoices.
- Suppliers are not allowed to increase item quantities.
- Supplier Tax ID's are mandatory for all invoices.
- Invoices can be back dated to a max of 7 days only.
- The following information must be included on invoices:
 - Bill To and Sold To address
 - Remit To address
 - Ship From and Ship To address

Important Note:

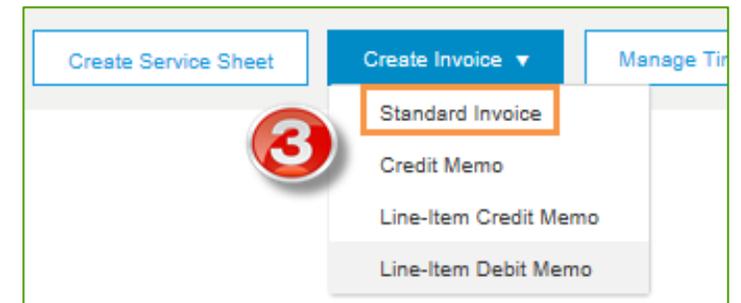
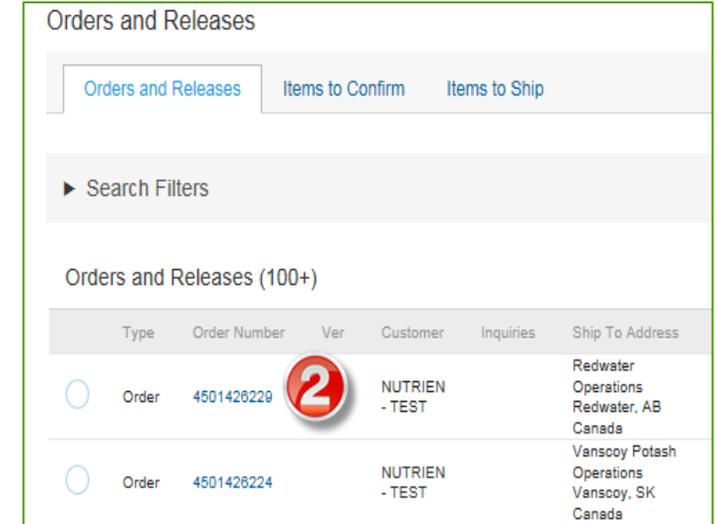
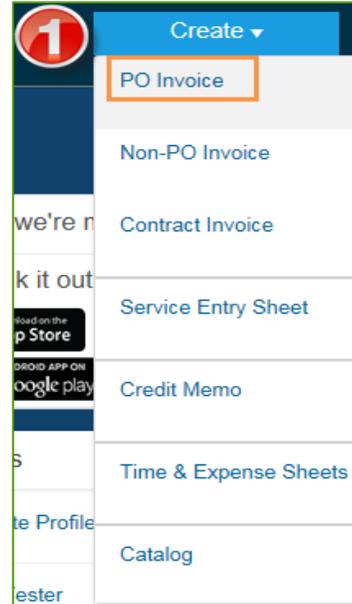
All purchase orders issued in Ariba after go live must be invoiced in Ariba only. Do not forward paper invoices to AP.

Create Standard PO Invoice

1. Select the **Purchase Order radio button** and select **Create, PO Invoice**

OR

2. Select the Purchase Order Number in the **Order Number** column
3. Select **Create Invoice, Standard Invoice**



Fields marked with an asterisk are mandatory.

1. Enter **Invoice #** and **Supplier Tax ID**.
 - **Note:** The Invoice Date will auto-populate.
2. **Remit-To** will automatically populate address
 - If multiple Remit To's exist on your account a drop down box will allow you to select the correct address.
3. **Tax and Shipping** information can be entered at either the Header or Line item level by selecting the appropriate radio button. Do not enter taxes at both levels.

Important Note about Tax

- “Sales Tax” auto populates in the Category field. This is not a valid tax category and **MUST** be changed by selecting the drop down menu and choosing the proper tax.

Create Invoice – Taxes at the Header Level

1. Select **Header Level Tax** radio button
2. Go to Tax **Category** and select applicable tax from the drop down. **Reminder:** do not use “Sales Tax”

3. Enter the **Tax Rate(%)**. This does not auto populate based on the Category selected.
4. Select **Update**. The Total Tax is then applied in the Invoice Header Summary. The calculation is also seen in the Tax section as well.
5. To add additional taxes, select the **Add to Header** and repeat steps 1-4 again.

Create Invoice – Taxes at the Line Item Level

1. Select **Line Level Tax** radio button in the Tax section of the Invoice Header
2. Scroll down to the line items You can include or exclude a Line Item by selecting the line item's **green slider**.
3. Select the **Tax Category** check box and then select the applicable tax from the drop down Tax Category. **Reminder:** do not use "Sales" Tax
4. Select **Add to Included Lines**
5. The Tax section will appear under the line item. Enter the **Tax Rate(%)**
 - This does not auto populate based on the Category selected.
6. Select **Update**

The screenshot illustrates the process of configuring taxes at the line item level. It is divided into two main sections: the top section for initial configuration and the bottom section for detailed tax entry.

Top Section: Initial Configuration

- Step 1:** The 'Tax' section at the top shows the 'Line level tax' radio button selected.
- Step 2:** In the 'Line Items' table, the 'Include' checkbox for line item 1 is checked.
- Step 3:** The 'Tax Category' dropdown is set to 'Sales Tax'. A dropdown menu is open, showing 'Standard Tax Selections' with 'Sales' selected.
- Step 4:** The 'Add to Included Lines' button is highlighted.

Bottom Section: Detailed Tax Entry

- Step 5:** The 'Tax' section for line item 1 is expanded. The 'Tax Category' is 'GST', the 'Rate(%)' is 5, and the 'Tax Amount' is \$25.00 CAD. The 'Taxable Amount' is \$500.00 CAD.
- Step 6:** The 'Update' button is highlighted.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	CLEANER:DETERGENT,FLUID,TIDE,2.95L,PROC	000000000000323606	5	EA	\$100.00 CAD	\$500.00 CAD

Create Invoice – Line Items Section

Line Items section shows the line item details from the Purchase Order.

1. You can include or exclude a Line Item by selecting the line item's **green slider**. Alternatively, you can select the line item check box to the left and **Delete**.

Note: You can generate another invoice later to bill for the excluded items.

2. Enter the **Quantity** of each line item you are invoicing. The order quantity auto populates
3. To edit the Line Item further or add additional information, select **Line Item Actions, Edit**. This is not mandatory but can be beneficial for providing additional details.
4. Once you've entered information, select **Done**.

Line Items

1 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	<input checked="" type="checkbox"/>	MATERIAL	Not Available	CAT 236D SKIDSTEER LOADER_test		12	EA	\$100.00 CAD	\$1,200.00 CAD

Pricing Details: Price Unit: EA, Unit Conversion: 1, Price Unit Quantity: 1, Description:

Additional Fields: receiverID:

Line Item Actions: Delete

. Accounting Reference: Reference ID: , Description: . A red circle with the number '3' is next to the 'Line Item Actions' dropdown, and a red circle with the number '4' is next to the 'Done' button."/>

Line Item Actions

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

Create Invoice

Done Cancel

Invoice Item

Quantity: Part #: Not Available
Unit: EA Customer Part #: 00000000000100000
Unit Price: \$10.00 CAD
Subtotal: \$550.00 CAD

Description: BOLT:HEX,1/4\", 3/4\", UNC, 316SS

Pricing Details: Price Unit: EA, Unit Conversion: 1, Price Unit Quantity: 1, Description:

Shipping: Inspection Date: Ship From: Edmonton, Canada Ship To: Vanscoy Potash Operations, Vanscoy SK, Canada Deliver To: View/Edit Addresses

Shipping Cost: Shipping Amount: Shipping Date:

Additional Fields: receiverID:

Accounting Reference: Reference ID: Description:

Done Cancel

Create Invoice – Line Item Comments

1. To add comments at the line items select the **Line Items, Line Item Actions >Add > Comments**.
2. The **Comments** field will display. Enter applicable comments in this field.
3. Select **Next**.

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	BOLT:HEX, 1/4", 3/4", UNC, 316SS	000000000000100000	55	EA	\$10.00 CAD	\$550.00 CAD

1 Pricing Details

Price Unit: EA Price Unit Quantity: 1

Unit Conversion: 1 Description:

↳ Line Item Actions Delete

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Comments **1**

Attachment

Update
Save
Exit
Next **3**

Comments **2** Remove

Create Invoice – Review, Save or Submit to Customer

1. When you are ready to submit the invoice, select **Next**.
2. It will take you the Review page. If no changes are needed, select **Submit**.
3. To make changes, select **Previous**.
4. Alternatively, Save your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on the Home Page.

Line Items 1 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	<input checked="" type="checkbox"/>	MATERIAL	Not Available	BOLT,HEX,1/4",3/4",UNC,316SS	000000000000100000	55	EA	\$10.00 CAD	\$550.00 CAD

Pricing Details

Price Unit: EA Price Unit Quantity: 1
Unit Conversion: 1 Description:

Additional Fields receiverID:

Line Item Actions

Subtotal:	\$550.00 CAD
Total Tax:	\$27.50 CAD
Total Gross Amount:	\$577.50 CAD
Total Amount without Tax:	\$550.00 CAD
Total Net Amount:	\$577.50 CAD
Amount Due:	\$577.50 CAD

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS MESSAGES

Invoices Order Confirmations Ship Notices Service Sheets **Drafts**

Drafts 5

This page displays documents you saved in draft state. You can edit them and submit them, which re

Invoices

Invoice #	Customer
1234567	NUTRIEN - TEST

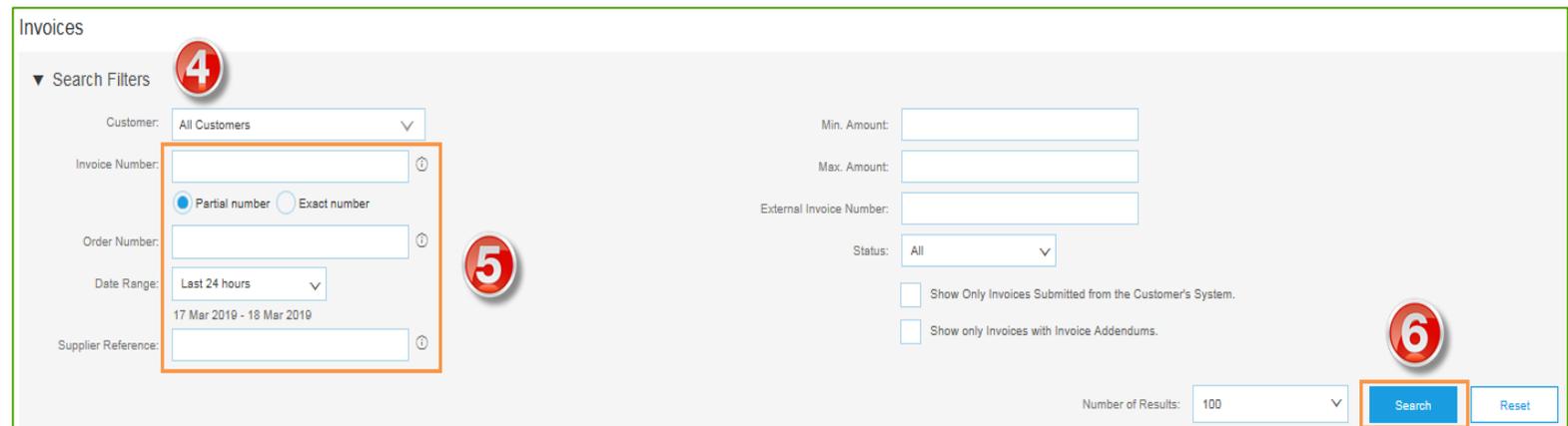
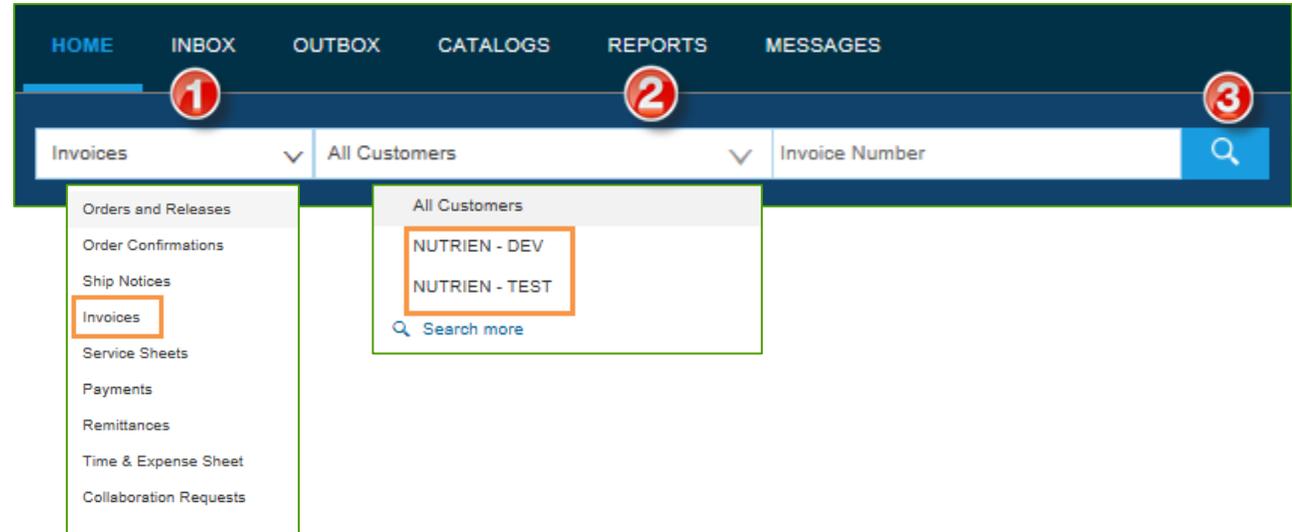
Search For Invoice (Quick Refined)

Quick Search:

1. From the **Home** tab on the **Home Page**, select **Invoices** in the document type to search.
2. Select Nutrien from **Customer** drop down menu.
3. **Enter** Document # , if known. Select Date Range, up to 90 days for invoices and select **Search** ().

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from **Outbox** tab (Invoices).
5. Enter the criteria to build the desired search filter.
6. Select **Search**.



Review Invoice History – Check Status Comments

Access any invoice:

1. Select the Invoice #, then select the **History** tab to view status details and invoice history.
2. History and status comments for the invoice are displayed.
3. Transaction history can be used in problem determination for failed or rejected transactions.
4. When you are done reviewing the history, select **Done**.

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date
4501426310	NUTRIEN - TEST	4501426310	Online	Supplier	No	Order	18 Mar 2019

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

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

Invoice: 4501426310
 Invoice Status: Approved
 Received By Ariba Network On: 18 Mar 2019 10:23:21 AM GMT-08:00
 Submitted By: GREG USER
 To: NUTRIEN - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	A R THOMSON GROUP - TEST	18 Mar 2019 10:23:25 AM
	Comments from NUTRIEN - TEST: Route document to end point Ariba of system id NUTRIENCALGARY of org AN01394426567-T	PropogationProcessor-125033096	18 Mar 2019 10:23:41 AM
Sent		Supplier	18 Mar 2019 10:23:41 AM
Acknowledged		Supplier	18 Mar 2019 10:24:29 AM
	The invoice status has been successfully updated to Processing by NUTRIEN - TEST. Description:	PropogationProcessor-125008056	18 Mar 2019 10:24:30 AM
	The invoice status has been successfully updated to Approved by NUTRIEN - TEST. Description:	PropogationProcessor-124990072	18 Mar 2019 10:24:33 AM

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

Modify an Existing Invoice – Edit and Resubmit

1. On the **Home Page**, select the **Outbox** tab.
2. Find the invoice you want to edit in the **Invoice #** column.
3. Select the Invoice # for the rejected invoice that you want to resubmit and select **Edit**.

NOTE: Only Rejected invoices can be edited.

The screenshot displays the 'OUTBOX' section of the Nutrien Ag Solutions web application. At the top, navigation tabs include HOME, INBOX, **OUTBOX**, CATALOGS, REPORTS, and MESSAGES. Below the tabs, there are sub-tabs for Invoices, Order Confirmation, Ship Notices, Service Sheets, and Drafts. A search filter section allows users to filter invoices by Customer (All Customers), Invoice Number, Order Number, Date Range (Last 31 days), and Supplier Reference. It also includes fields for Min. Amount, Max. Amount, External Invoice Number, and Status (All). There are checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums'. A 'Search' button and a 'Reset' button are present. Below the search filters, a table lists 28 invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The 'Invoice #' column is highlighted with a red box and a callout '2'. The 'format234' invoice, which has a 'Rejected' status, is selected with a radio button, and its 'Invoice #' is highlighted with a red box and a callout '3'. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', **Edit**, 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'. The 'Edit' button is highlighted with a red box and a callout '3'.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
env_123	NUTRIEN - TEST	4501418673	Online	Supplier	No	Order	19 Feb 2019	\$524.15 CAD	Acknowledged	Approved
without_charge	NUTRIEN - TEST	4501418674	Online	Supplier	No	Order	19 Feb 2019	\$514.15 CAD	Acknowledged	Approved
rejecttest12	NUTRIEN - TEST	4501418676	Online	Supplier	No	Order	19 Feb 2019	\$522.15 CAD	Acknowledged	Approved
4501418645	NUTRIEN - TEST	4501418645	Online	Supplier	No	Order	19 Feb 2019	\$111.00 CAD	Acknowledged	Approved
lko0000	NUTRIEN - TEST	4501418695	Online	Supplier	No	Order	27 Feb 2019	\$5.19 CAD	Acknowledged	Rejected
lko0000	NUTRIEN - TEST	4501418695	Online	Supplier	No	Order	27 Feb 2019	\$5.44 CAD	Acknowledged	Approved
test456	NUTRIEN - TEST	4501426167	Online	Supplier	No	Order	1 Mar 2019	\$3,080.25 CAD	Acknowledged	Approved
format234	NUTRIEN - TEST	4501426174	Online	Supplier	No	Order	1 Mar 2019	\$555.00 CAD	Acknowledged	Rejected

Modify an Existing Invoice – Edit and Resubmit cont.

4. The **Edit Invoice** page allows you to modify the invoice. When completed, select **Next**.
5. Select **Submit**.
6. **Reminder:** Invoices can only be backdated 7 days

Edit Invoice

Update Exit Next

Add to Header ▼

▼ Invoice Header * Indicates required field

Summary

Purchase Order: 4501426174

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Subtotal: \$500.00 CAD

Total Tax: \$55.00 CAD

Total Gross Amount: \$555.00 CAD

Total Amount without Tax: \$500.00 CAD

Tax:

Total Net Amount: \$555.00 CAD

Amount Due: \$555.00 CAD

[View/Edit Addresses](#)

Previous Submit Exit

Reminder: Invoices can only be backdated 7 days

Edit Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada document's destination country is:Canada.

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: format234

Invoice Date: Tuesday 19 Mar 2019 9:41 AM GMT-06:00

Original Purchase Order: 4501426174

Subtotal: \$500.00 CAD

Total Tax: \$55.00 CAD

Total Gross Amount: \$555.00 CAD

Total Amount without Tax: \$500.00 CAD

Total Net Amount: \$555.00 CAD

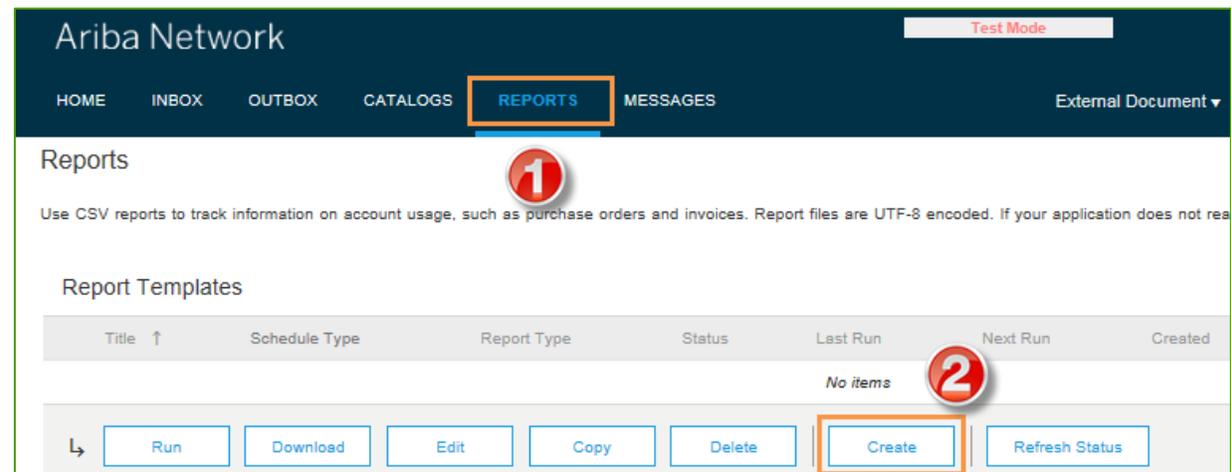
Amount Due: \$555.00 CAD

The Ariba Network Reports provide additional information and details on transactions from the Network in a comprehensive format.

- **Invoice reports** provide detailed information on invoices sent on the Ariba Network. This report is useful when tracking:
 - Individual invoices over time or
 - Overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** reports. Set scheduling information if **Scheduled** report is selected.

Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

1. On the **Home Page**, select the **Reports** tab.
2. Select **Create**.



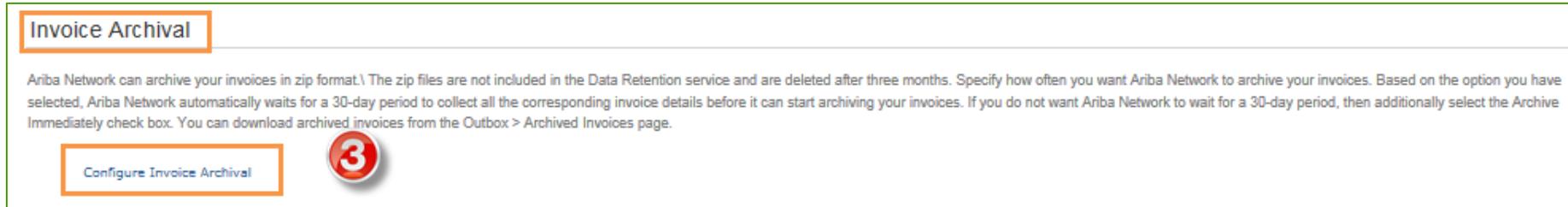
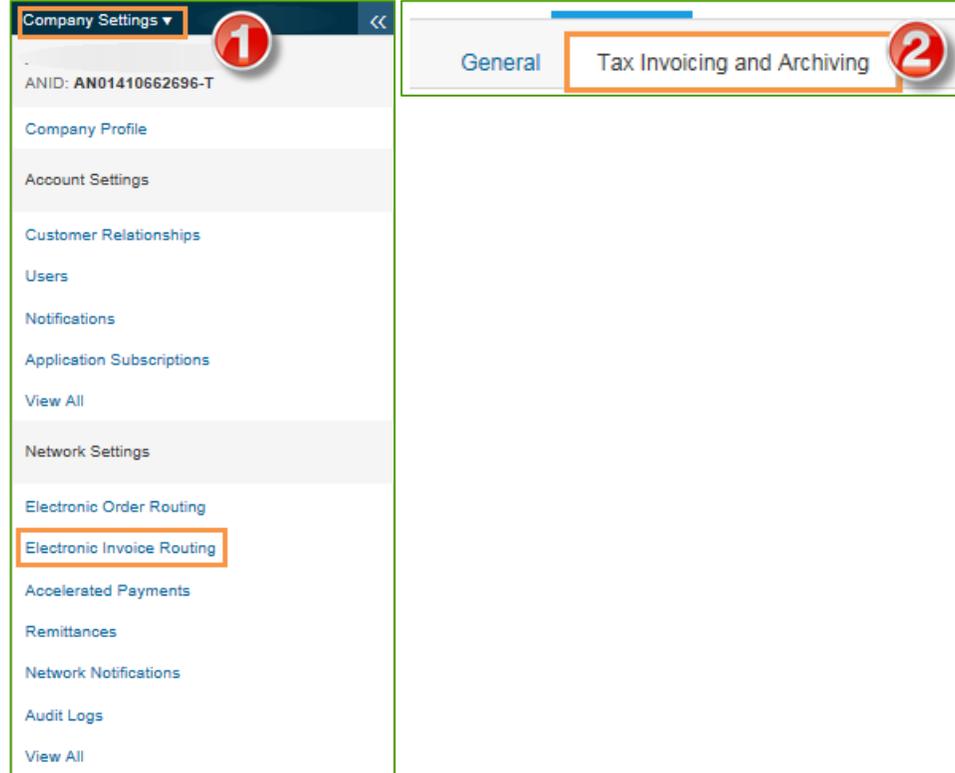
Download Invoice Reports cont.

3. Enter required information. Select **Report Type** drop down menu — **Failed Invoice** or **Invoice**.
4. Select **Next**.
5. Specify **Customer** and **Created Date** in Criteria.
6. Select **Submit**.
7. You can view and download the report in CSV format when its status is Processed

- Select
- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creation
- Failed Invoice**
- Failed Order
- Invoice**
- Open Order Report
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Service Sheet
- Service Sheet Activity Log
- Tax Book
- Time Sheet

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives.

1. On the **Home Page**, select **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the **Tax Invoicing and Archiving** tab.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.



4. Select frequency (**Twice Daily, Daily, Weekly, Biweekly or Monthly**), check the **Archive Immediately** box to archive without waiting 30 days, and select **Start**. Then select **Save**. You can now see the report on the **Report Templates**.

 - If you want Ariba to automatically deliver archived zip files, enter an Archive Delivery URL (otherwise you can download invoices from your **Outbox**, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can Stop it or Update Frequency any time.

5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention. Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before you can download archived invoices from the Outbox > Archived Invoices page.

Twice Daily
 Daily
 Weekly
 Every Two Weeks
 Monthly

Archiving Start Time: 0 AM : [] CTT ⓘ

Archive Immediately

Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL: []

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
<input type="radio"/> Failed Invoice	Manual	Failed Invoice	Processed	19 Mar 2019	

Long-Term Document Archiving

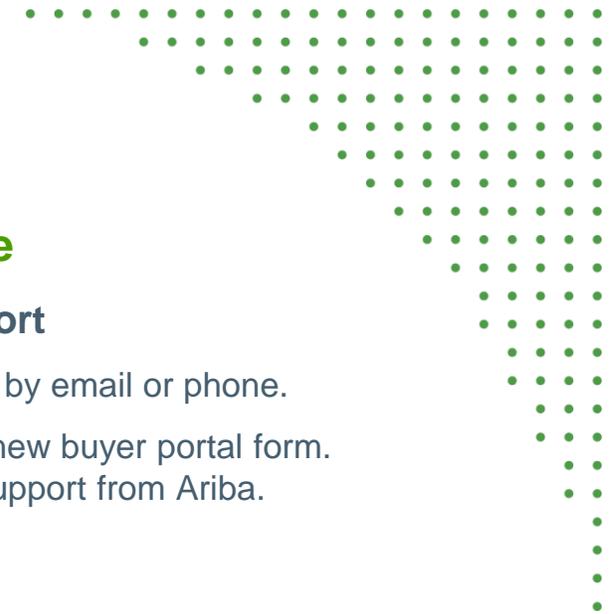
Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the terms and policies for the optional document archiving service.

Ariba Network Help Resources

- [Customer Support](#)
- [Training & Resources](#)
- [Useful Links and Webinars Available](#)
- [Troubleshoot Your Invoice Issues](#)





Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at ProcurementSystems@nutrien.com
- Registration/ Account Configuration
- Supplier Fees
- General Ariba Network Question

Nutrien Ag Solutions Enablement Business Process Support

- Email Nutrien Ag Solutions' Enablement Team at ProcurementSystems@nutrien.com.
- Business-Related Questions

Nutrien Supplier Information Portal

- Find your supplier information portal, sign into the Ariba Portal.

Supplier Support Post Go-Live

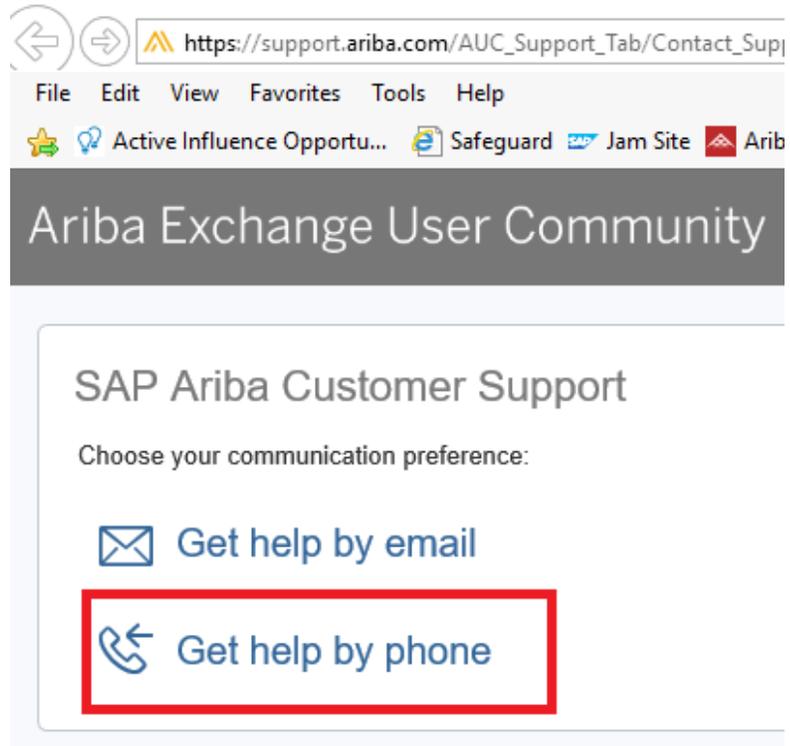
SAP Ariba Global Customer Support

- [Click here](#) to receive customer support by email or phone.
- <http://ari.ba/nutrien-enablement> is the new buyer portal form. You can use this link for enablement support from Ariba.

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

- [Click here](#) to receive customer support by phone or email.



SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: * Problems Finding my PO

Contact Information

First Name: * Celeste

Last Name: * Diaz

Company: * ONE

Email: * celeste@one.com

Phone: Country: * Please Select

Country Code: ### Area Code: 412 Number: * 297-9903 Extension:

Confirm Number: * 412-297-9903 x

My phone number is correct.

Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

I agree

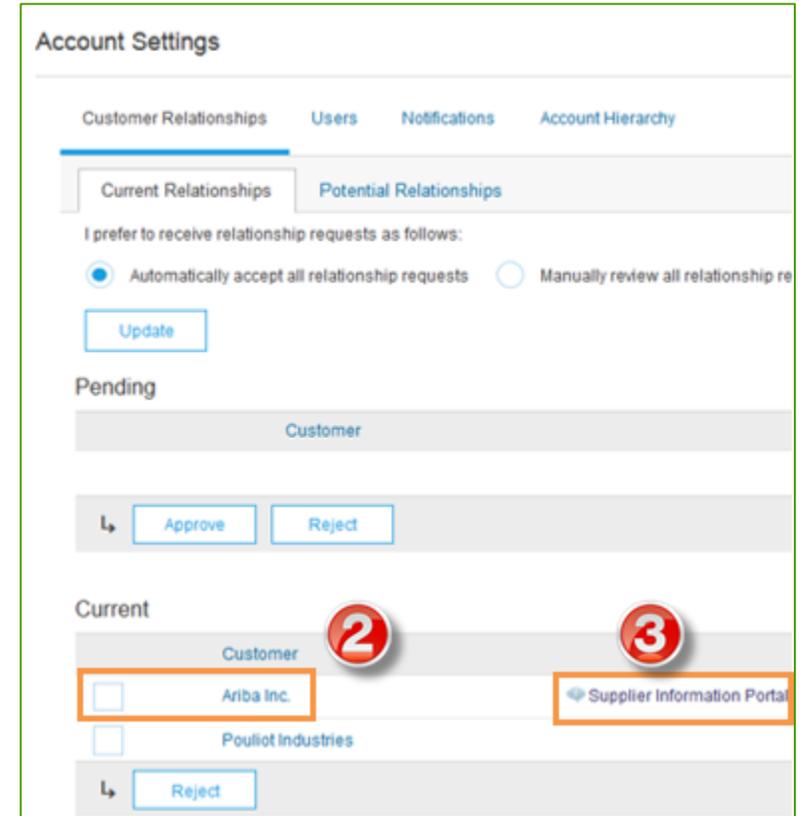
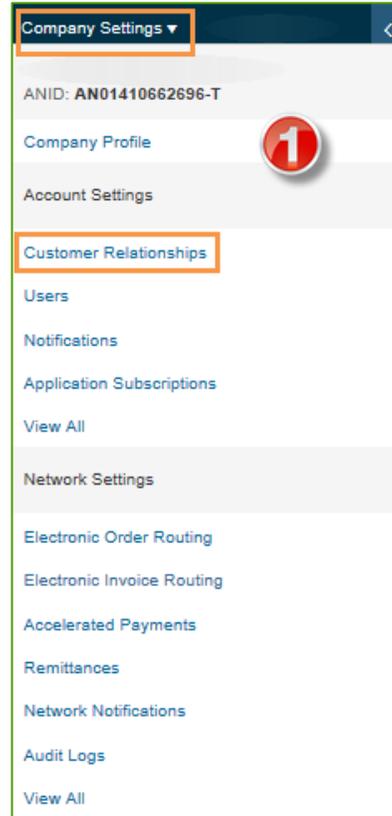
* Required Fields

Submit

Cancel

Nutrien Supplier Information Portal

1. On the **Home Page**, select the **Company Settings** drop down menu and then select the **Customer Relationships**.
2. Select the Customer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view documents provided by your buyer.



Links

[Ariba Supplier Pricing page](#)

[Ariba Network Hot Issues and FAQs](#)

[Ariba Cloud Statistics and Network Notification](#)

- Detailed information and latest notifications about product issues and planned downtime – if any – during a given day

[SAP Ariba Discovery](#)

[Ariba Network Overview](#)

[Support Center](#)

[Learning Center](#)

Webinars

[Supplier Success Sessions](#)

- Created by Ariba Network Customer Support
- Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - Using the help center

[30 on Thursdays](#)

- Information sessions on Supplier best practices
- Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription

[Live Demonstrations](#)

- Understand SAP Ariba's solutions
- Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

Troubleshoot Your Invoice Issues

How do I know
which type of
invoice to create?

What does this
error message
mean?

How do I cancel
an invoice that
I've sent?

How do I edit and
resubmit an
invoice that I've
sent?

What should I do
if my invoice has
been rejected?

Can I resend a
failed or rejected
invoice with the
same invoice
number?

How do I tell when
my invoice will be
paid?