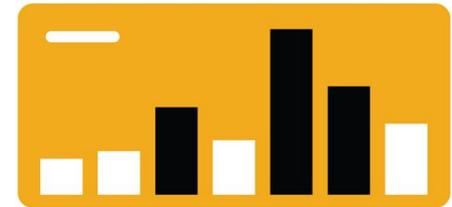
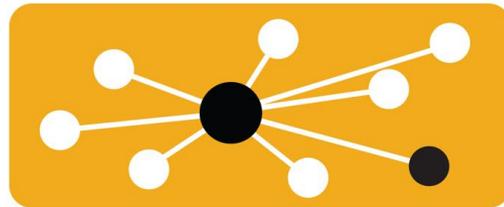
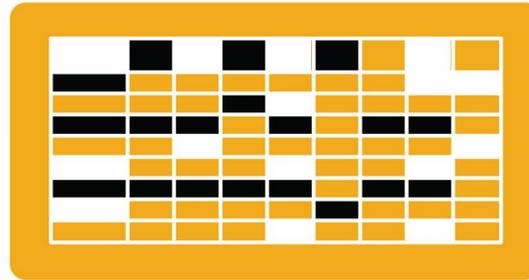


Ariba® Network Supplier Guide



ArcelorMittal



SAP Ariba 

Invoicing

Get Started 

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by ArcelorMittal.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



HOME – Table of Contents



Greyed-out steps are part of other documents:

- **Account Set Up:** ArcelorMittal_Master_Guide_EN-Account_Setup
- **Purchase Orders:** ArcelorMittal_Master_Guide_EN-Order_to_Deliver
- **Other Documents:** ArcelorMittal_Master_Guide_EN-Order_to_Deliver

Regional Considerations

SECTION 1: Ariba Network Overview



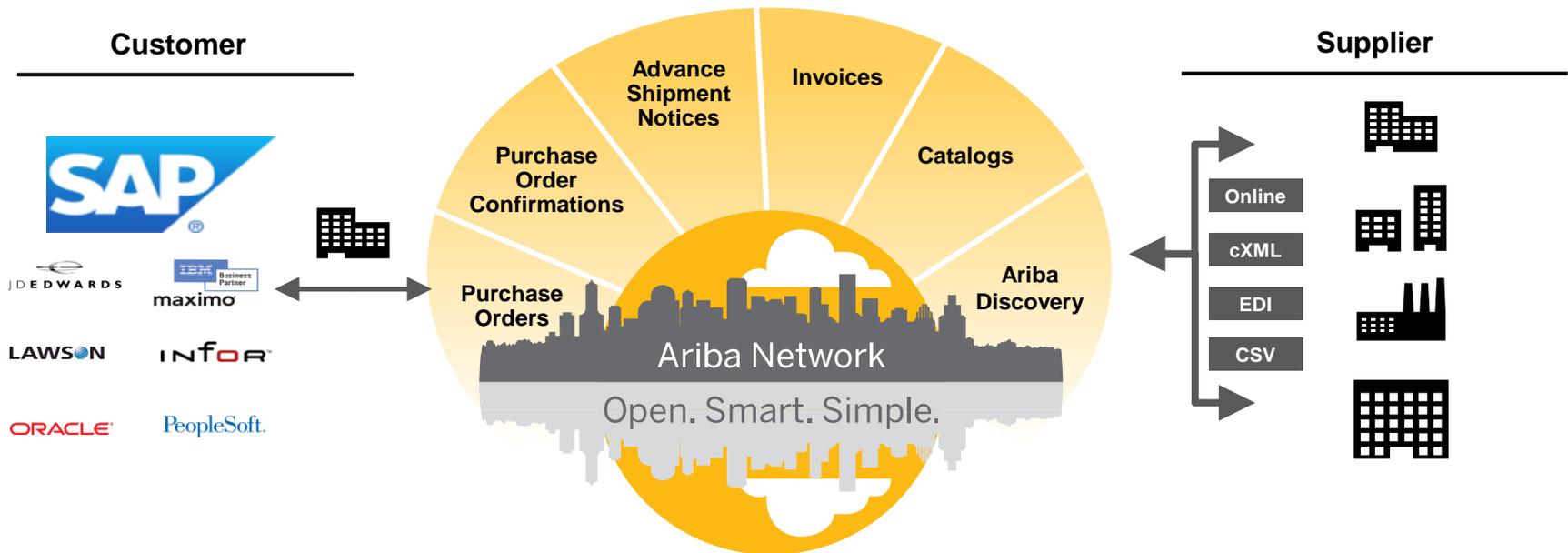
ArcelorMittal
Message

Supported
Documents

Not Supported
Documents

What is Ariba Network?

ArcelorMittal has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



2+ million Trading Partners **\$850B** In Annual Commerce **>60%** Global 2000 use the Network

65+ million Annual Invoices **190** Countries **60+ million** Annual Purchase Orders

ArcelorMittal Message

Dear Valued Supplier,

We are pleased to inform you about the purchasing transformation program and in particular about the deployment of SAP Ariba® in Europe. It will be our new e-platform “**SAP e-LIVE platform**” -*electronic Lean Integrated Vendor Exchange platform* to streamline our approach for transacting with our suppliers.

The SAP e-LIVE platform will enable us to **send purchase orders (POs) electronically and to receive invoices**. Please note that the SAP e-LIVE platform will replace our existing solution “e-supplier” platform used in France.

Key features of this platform are:

- On-line visibility of the status of your orders
- Fast and secure order reception
- Flip POs with one click into invoices
- Issue invoices (no longer required to send paper invoices)
- Full visibility on the processing status of invoices
- Faster payment cycle
- Reduction of processing cost – No fee
- Option to fully integrate your Ariba account with the most common ERP systems

We are committed to working together with our suppliers to achieve improved procurement and business efficiency. We invite you to participate in this strategic key initiative for ArcelorMittal – Flat Europe. Going forward the participation in the SAP e-LIVE platform -Ariba Network will be a mandatory business requirement for all our suppliers.

We are confident this change will be mutually beneficial for both our organizations.

As of January 2018, the SAP e-LIVE platform will be a standard at ArcelorMittal Atlantique and Lorraine, ArcelorMittal Dudelange and ArcelorMittal Méditerranée for both new and all existing suppliers.

Paper Orders in paper format will not be issued after that date and paper invoices will no longer be accepted.

We would like to continue to develop the relationship and collaboration with your company, using the SAP e-LIVE platform. Therefore, we are counting on your cooperation in this journey and ask you to respond to our subsequent steps in timely manner.

For questions or concerns, please do not hesitate to contact us at elive.contact@arcelormittal.com

Review ArcelorMittal Specifications

Supported Documents

ArcelorMittal project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Extra or unplanned costs** (Shipping costs...) are accepted at the header/summary level or at the line item level. This option can be unavailable depending on criteria.
- **Payment related information** (bank account) must appear on the invoices

Supported documents:

- **Purchase Order Confirmations**

Approve or reject PO completely,
Approve or update at PO line items (depending on purchasing category).

- **Advance Shipment Notices**

Apply against PO when items are shipped

- **Good receipts Notifications**

- **Partial Invoices**

Multiple invoices for one PO is allowed

- **Service Invoices**

Invoices that require service line item details

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders
Apply against Evaluated Receipt Settlement
Apply against Consignment Settlement

- **Credit Invoices**

Header credit memos against POs or without reference
Item level credits against an existing invoice on Ariba Network; price/quantity adjustments

- **Self-billing (carbon copy invoices)**

- **Remittance notifications**

Notifies the supplier that a payment was sent

Review ArcelorMittal Specifications

Not Supported Documents

NOT Supported documents:

- **ERS document not related to Self Billing will be sent by email**
- **Consignment settlements will be sent by email**
- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by ArcelorMittal

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice

- **Paper Invoices**

ArcelorMittal requires invoices to be submitted electronically through Ariba Network; ArcelorMittal will no longer accept paper invoices

- **Contract Invoices**

Apply against contracts

SAP Ariba Can Help You...



Collaborate immediately with all trading partners?

- Immediate access to online invoice creation tool



Turn paper into efficient electronic transactions?

- 75% faster deal closure
- 75% order processing productivity gains via cXML



Catch errors and correct them – before they even happen?

- 64% reduction in manual intervention



Track invoice and payment status online in real time and accelerate receivables?

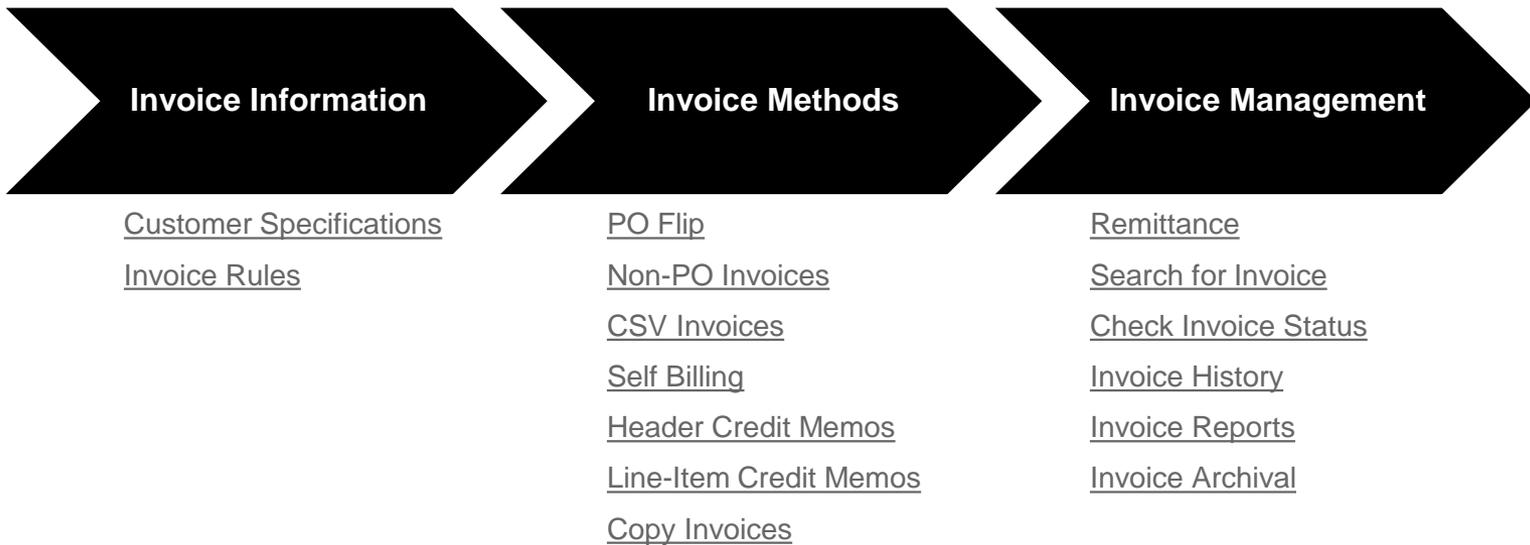
- 62% decrease in late payments
- 68% improvement in reconciling payments



See opportunities you're missing and have the ability to trade globally?

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

SECTION 2: Invoice Methods



ArcelorMittal Invoice Requirements

1. Check that the Bill to and Sold to addresses are correct.
2. For non-PO invoices, the default Ship to address has to be maintained manually.
3. Bank details are mandatory on any invoice and must match your approved bank number in ArcelorMittal's accounting.

Please refer to slide 24 of document ArcelorMittal_Master_Guide_EN-Account_Setup.

4. Payment terms are mandatory on Ariba Network. Yet, on non-PO invoices or when they are not available on the PO, you will need to add the related section to the document header and fill the fields accordingly.

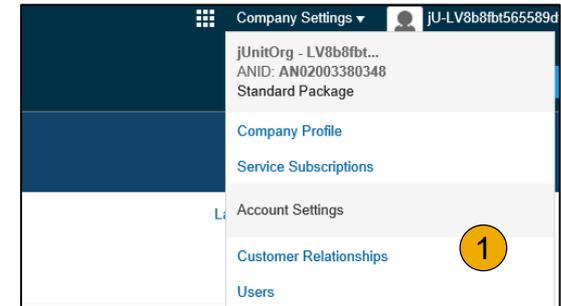
Review ArcelorMittal Invoice Rules

These rules determine what you can enter when you create invoices.

Login to your Ariba Network account via supplier.ariba.com

1. Select the **Company Settings** dropdown menu and under Account Settings, click **Customer Relationships**.
2. A list of your Customers is displayed. Click the name of your customer (**ArcelorMittal Europe**).
3. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
4. If **ArcelorMittal** enabled Country-Based Invoice Rules, then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.

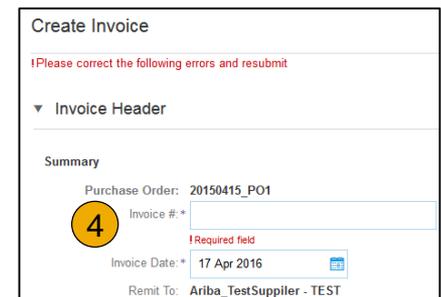
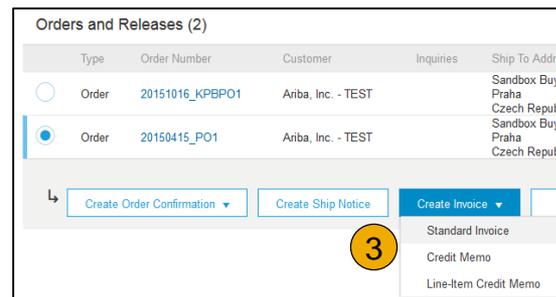
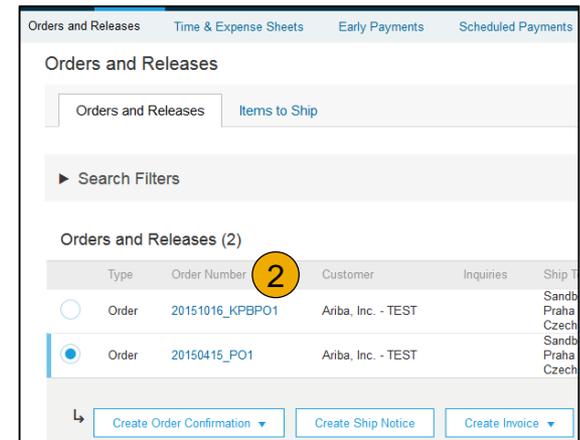
Click **Done** when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to ArcelorMittal.



Can't Find Your PO?

Invoice via PO Flip Header

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. Select **Remit-To** address from the drop down box if you have entered more than one.
3. **Shipping** can be entered at either the Header or Line level by selecting the appropriate radio button. Address details can be maintained by clicking View/Edit Addresses.
If the purchase order contains different “ship to” addresses, select Line level shipping in order to let those addresses appear on each invoice line.
4. You can also add additional **header information** like extra costs or allowance (depending on parameters defined by ArcelorMittal), comments or attachments.

Note : attachments may not exceed 40 Mb.

Invoice via PO Flip

Header – SES specifics

1. For **service PO related invoices**, you are requested to enter the service entry sheet (SES) number in the field Customer reference.
2. If you invoice multiple SES, please add header comments and enter all the numbers in the field Comments.

Additional Fields

Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/> 1
Supplier Reference:	<input type="text"/>
Payment Note:	<input type="text"/>

Comment

Comments:	<input type="text"/> 2
Default Invoice Comment Text:	<input type="text"/>

Invoice via PO Flip

Header – VAT and commercial details

1. If your profile is not fully setup, enter **your missing VAT** and **commercial details**. Customer VAT number is inherited from the purchase order.

Supplier VAT	Customer VAT
Supplier VAT/Tax ID: * <input type="text"/>	Customer VAT/Tax ID: * <input type="text" value="BE0400106291"/>
Supplier Commercial* Identifier: <input type="text"/>	Supplier Legal Form: * <input type="text"/>
Supplier Commercial Credentials: <input type="text"/>	Supplier Company* Capital: <input type="text"/>

①

2. If you don't want to enter the missing information manually each time you create an invoice, maintain data under the Business tab of Company Profile:

- Business information
- Financial information
- Tax information

②

Company Profile

Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Additional Documents

* Indicates a required field

Business Information

Year Founded:

Commercial Register Court:

Financial Information

Supplier Legal Form:

Penalty Information:

D-U-N-S® Number:

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Note: for Financial information details, please refer to slide 17 of document ArcelorMittal_Master_Guide_EN-Account_Setup.

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

Note: To **exclude** a set of PO lines from the current invoice,

1. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced
2. OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill that item.
3. On the top of the section, there is a **quick access** menu. Select the appropriate information you wish to add to all included lines, and click **Add to included Lines**.
4. Similar options can be added to selected lines using the **Line Item Actions** button.
5. **Note:** for the VAT rate which is a mandatory information, ArcelorMittal provides a dropdown list of available rates for your country.

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

3 Insert Line Item Options

Tax Category: VAT Shipping Documents Special Handling Discount
 Add to included Lines

<input type="checkbox"/>	No.	1	include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10			MATERIAL		1 - 1 A: 1		0.1	C62	100,000.00 EUR	10,000.00 EUR

2 Pricing Details

Price Unit: C62 Price Unit Quantity: 1.0
 Unit Conversion: 1 Description:

Tax

4 Additional Fields

Intrastat code:

4 Line Item Actions ▾
2 Delete
Reset Tax from PO

5 Taxes

- 20% VAT
- 19.6% VAT
- 10% VAT
- 5.5% VAT
- 0% VAT
- Other Tax

Invoice via PO Flip

Line Items

- Review or update Quantity** for each line item you are invoicing.
Note: Price discrepancy from PO price must have been tackled using the order confirmation functionality in order to request ArcelorMittal to update the PO price before the invoice is issued.
- If you enter a quantity exceeding the PO quantity, you will get an error.

Quantity

2

! Quantity exceeds the quantity limit.

- VAT details** appear under the price details. Tax amount is computed automatically based on the taxable amount.
- Update the **Date of supply** to match the effective delivery date of the respective line. This information is used for tax reporting reason.
- Update or Enter the respective **Intrastat code**.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 20% VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		1 - 1 A: 1		1	C62	100,000.00 EUR	10,000.00 EUR

Pricing Details

Price Unit: C62 Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Tax

Category: 20% VAT Taxable Amount: 10,000.00 EUR Remove
 Location: Rate(%): 20
 Description: Tax Amount: 2,000.00 EUR 3
 Regime: Exempt Detail: (no value)
 Date Of Pre-Payment: Date Of Supply: 13 Dec 2017 4
 Law Reference: Triangular Transaction

Additional Fields

Intrastat code: 5

Line Item Actions Delete Reset Tax from PO

Invoice via PO Flip

Line Items – VAT 0 rate

1. If you enter a **0 rate VAT**, you must
2. Define the exemption details (zero rate or exempted)
3. Enter a description (45 characters)
4. Provide the law article related to this VAT exemption.

Tax	Category: 0% VAT	Location:	Rate(%): 0	1	Taxable Amount: 4,000.00 EUR
	Description:	3	Tax Amount: 0.00 EUR		
	Regime:		Exempt Detail: Zero Rated	2	
	Date Of Pre-Payment:		(no value)		
	Law Reference:	4	Date Of Supply: Zero Rated		
			<input type="checkbox"/> Triangular T		
			Exempt		

for example:

Auto Liquidation - Article 196 Directive 2006/112/CE VAT due by the client if no exemption applies - Article 283-2 du CGI - TVA due par le preneur. Services acquired by the client for its business activity - Article 44 Directive 2006/112/CE

BTW medecontractant, werken aan onroerende staat volgens art. 19 par. 2 van Belgische BTW wetboek art. 20 nr 1 van KB 29/12/92. BTW verlegd.

Invoice via PO Flip

Line Items – comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the **Comments** field will display. Enter applicable Comments in this field.
3. When finished, click **Next** to proceed to the Review page

This screenshot shows the SAP Line Item Actions menu. The 'Line Item Actions' dropdown is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (marked with a yellow circle '1'), and Attachment. The 'Add' button is marked with a yellow circle '2'. The 'Next' button is marked with a yellow circle '3'. The background shows a SAP interface with a 'Delete' and 'Add' button, and a 'Comments' field. The SAP logo and user information are visible on the left.

This screenshot shows the SAP Comments field. The 'Comments' label is marked with a yellow circle '2'. The field is empty and has a 'Remove' button on the right.

Having Problems?

Invoice Without a Purchase Order

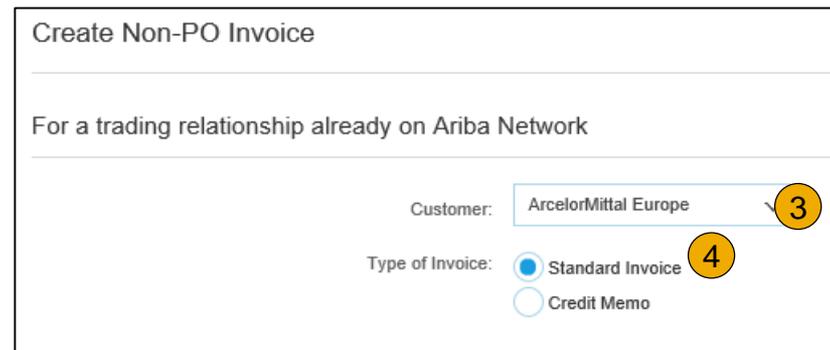
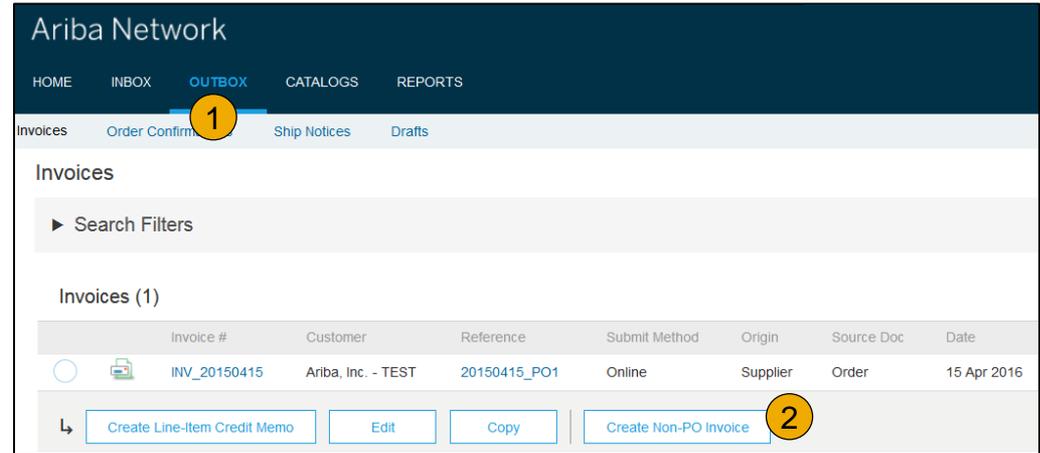
This functionality is not available to all suppliers of ArcelorMittal

The functionality called **non-PO invoice** aims mainly at allowing suppliers to invoice **ERS** or **consignment documents** received by email.

To create non-PO invoice:

1. Select **Outbox** on the Navigation Menu.
2. Select **Create Non-PO Invoice**.
3. Select **ArcelorMittal Europe** from the dropdown menu.
4. Select **Standard Invoice**.

Click **Next**.



Non-PO Invoice Header

1. Select the appropriate **Remittance address**.
Note: ArcelorMittal needs to be informed of any new remittance details, in order to setup the related master data in SAP.

The screenshot shows the 'Invoice Header' form in SAP. Annotations include:
 - **1**: Points to the 'Remit To' dropdown menu.
 - **2**: Points to the 'Bill To' dropdown menu.
 - **4**: Points to the 'Order Information' section, specifically the 'Customer Order #' and 'Sales Order #' fields.

2. **Ariba defaults the Bill to details to the first entry in the list**, but ArcelorMittal has different entities transacting under the same ANID.
3. Select the right **'Bill to' ID** from the dropdown list.

The close-up shows the 'Choose Address' dropdown menu. The 'Bill To' field is set to '000'. A dropdown list is open, showing options: '000', '348', '3B5', '731', 'A998', and 'V436'. The 'Information' section below shows 'Customer Order #' as 'V436'. Annotation **3** points to the dropdown arrow.

Address ID	Entity
348	ArcelorMittal Dudelange
3B5	AM Atlantique et Lorraine
731	ARCELORMITTAL BELGIUM NV
A998	ARCELORMITTAL POLAND S.A.
V436	ArcelorMittal Méditerranée

4. You may complete appropriate entries of the **Order Information** fields.

Non-PO Invoice

Header – RVR and consignment documents specifics

- Suppliers receiving RVR and/or Consignment documents by email **MUST** reference the document number in **Customer Order #** in section Order Information for a smooth Invoice processing.

Order Information

Customer Order #: 1

Sales Order #:

- RVR document number starts with **51** and is found here

2
RELEVÉ VALORISÉ 5100282693 du 30.11.2017
Réf à rappeler sur toute facture, dans toute correspondance

1 / 1

Usine de Fos sur mer
Zone industrielle
13776
Tél : +33 442473333

N° ACCORD 5200001672

FOS sur Mer
FAX :

*****ADRESSE D'ENVOI DE LA FACTURE*****
 Portant nos références complètes et libellées au Nom de

NIDECAS SA
ZID'UNISSON
42300 ROCHE LA MOULLE
France

- Consignment document number starts with **30** and is found here

EAUDE SA
E-MAIL :
EAUDE@EAUDE.COM

3
Consignment stock accounting

<small>Page : 1 / 1</small>	
Document no. / Date	Currency
3000002037 / 30.11.2017	EUR
Your vendor number in our co.	Your tax ID number
44444444	FR4444444444
Our customer no. in your co.	Our tax ID number
	FR47444718563
Processed by	Your tax number
Ms.	4444444444
MARTA MASEWICZ	
Telephone no.	
Fax no.	
E-mail address	
marta.masewicz1@arcelormittal.com	

We have settled the following material withdrawals from your consignment stock :

Non-PO Invoice

Ship from and ship to addresses

1. **Ship from** address details are defaulted from your Company Profile.
2. **Ship to** address details are defaulted from ArcelorMittal Ariba Network ID and refer the address of the main office in Luxemburg.
3. **Maintain** both addresses by clicking View/Edit addresses.

You need to maintain both to **effective** addresses in order to allow ArcelorMittal report correctly to Authorities and define appropriate VAT codes automatically.

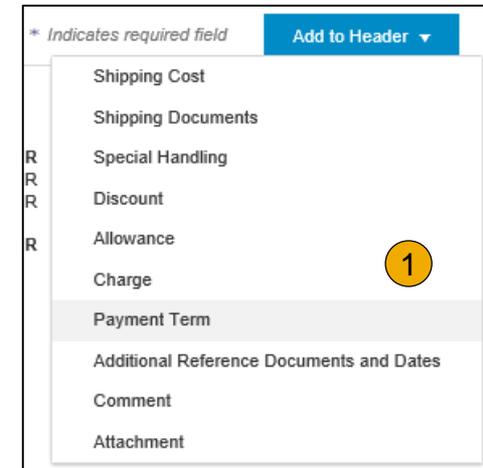
Unfortunately, there is no dropdown list available and entry is manual.

4. When done, click **OK**

Non-PO Invoice

Header – payment terms

1. Payment terms are mandatory although the related section isn't shown by default. To show the section, select **Payment term** from the **Add to Header** dropdown. It will be located under the Shipping section.
2. Enter the number of days after which the invoice must be paid.
3. You can enter a description if relevant.
4. Use this field for discount term or penalty term values. Enter a positive value for discount term or a negative value for penalty term.
5. If you have multiple discount/penalty terms, you can add extra lines



Payment Term

Net Term(days): **2**

Net Term* Information: ⓘ **3**

Discount or Penally Term(days): ⓘ **4** Percentage(%):

5 [Add Discount/Penalty Term](#)

Non-PO Invoice

Header – additional fields

- Review** and **maintain** your addresses if necessary by clicking the respective View/Edit Addresses. As per the Ship from details, **Supplier** and **Bill from** details are defaulted from your Company Profile.
- For the **Sold to** address, please select an entity from the dropdown list provided by ArcelorMittal.
Note: Sold to and Bill to should be the same.

The screenshot shows the 'Additional Fields' section of a form. It is divided into two columns. The left column contains fields for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', and 'Bill From'. A yellow circle with the number '1' is placed over the 'Supplier' field. Below these is a checkbox for 'Tax paid through a Tax Representative' and a 'Supplier VAT' section with fields for 'Supplier VAT/Tax ID', 'Supplier Commercial Identifier', and 'Supplier Commercial Credentials'. The right column contains 'Service Start Date' and 'Service End Date' (with a yellow circle '4' over the start date), a 'Choose Address' dropdown (with a yellow circle '2' over it), 'Customer', and 'Email' fields. Below these is a 'Customer VAT' section with fields for 'Customer VAT/Tax ID' (with a yellow circle '3' over it) and 'Supplier Legal Form'. 'View/Edit Addresses' links are present next to the 'Choose Address' and 'Customer' fields.

- Customer VAT ID** is automatically populated from the selected Sold to address.
- In case of services**, you can enter the start and end date relevant for the full invoice.

This is a close-up of the 'Choose Address' dropdown menu. The 'Customer' field is selected, and the dropdown list shows several ArcelorMittal entities: 'AM Atlantique et Lorraine', 'ARCELORMITTAL BELGIUM NV', 'ArcelorMittal Dudelange', 'ArcelorMittal Méditerranée', and 'ARCELORMITTAL POLAND S.A.'. A search bar is visible at the bottom of the list. Below the dropdown, the 'Customer VAT' field is shown with the value 'FR47444718563' populated, and a yellow circle with the number '3' is placed over this field.

Non-PO Invoice

Line Items



1. Use dropdown under **Add** to select from **Material** or **Service** to add the details of the item(s) being invoiced.

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

Insert Line Item Options

Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions Update Save Exit Next

2. Make sure to provide **complete details** (down to the intrastate code) of the items or services provided.

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	0.00 EUR					
		! Required field			! Required Field		! Required field	! Required field	! Required field	

Tax

Additional Fields Intrastat code:

For **RVR** and **Consignment**, refer the details as mentioned on the documents received by email or enter on single line to report the total of the document.

Non-PO Invoice

Line Items – service items specifics

- From the **Add** dropdown menu, select **Add General Service OR Add Labor Service** and enter expected details.

- General Service lines ask for limited details, including Service Start and End dates.

- Labor Service lines contain additional fields including rate, terms, and contractor information.

Non-PO Invoice

Line Items



Further Add Tax, shipping, comments, ... as appropriate.

1. Either from the quick access bar
2. Or the line item actions, after you select the respective line(s)
3. Click **Next** to continue to the review page.

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

Insert Line Item Options 1

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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	10	C62	10.00 EUR	100.00 EUR

Tax

Additional Fields 2 Intrastat code:

↳ Line Item Actions Delete Add

Update Save Exit 3 Next



Invoices

Review addresses and bank details



Doublecheck the correctness of

1. the different addresses
2. your bank details

Create Invoice

Previous
Save
Submit
Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: France. The document's destination country is: France.
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 : 6646103

Invoice Date : Wednesday 27 Dec 2017 10:07 PM GMT+01:00

Original Purchase Order : 4000140213

Subtotal : 4,000.00 EUR

Total Tax : 800.00 EUR

Total Amount without Tax : 4,000.00 EUR

Amount Due : 4,800.00 EUR

<p>REMIT TO: 1</p> <p>ARCORCEL MITTAL</p> <p>ARCORCEL A.S. Services ARCORCEL A.S. Services ARCORCEL A.S. Services</p> <p>France</p>	<p>BILL TO: 1</p> <p>AM Atlantique et Lorraine</p> <p>Postal Address (ArcelorMittal Atlantique et Lorraine S.A): 6 rue André Campra 93200 Saint Denis</p> <p>France Address ID: 3B5</p>	<p>SUPPLIER:</p> <p>ARCORCEL MITTAL</p> <p>ARCORCEL A.S. Services ARCORCEL A.S. Services ARCORCEL A.S. Services</p> <p>France</p>
<p>BILL FROM: 1</p> <p>ARCORCEL MITTAL</p> <p>ARCORCEL A.S. Services ARCORCEL A.S. Services ARCORCEL A.S. Services</p> <p>France</p>	<p>CUSTOMER: 1</p> <p>AM Atlantique et Lorraine</p> <p>Postal Address: 6 rue André Campra 93200 Saint Denis</p> <p>France Address ID: 3B5</p>	<p>WIRE PAYMENT TO BANK: 2</p> <p>Banque</p> <p>Account Name: ArcelorMittal Account Type: ArcelorMittal Account ID: ArcelorMittal SWIFT Code: ArcelorMittal</p>

SHIPPING INFORMATION:

<p>SHIP FROM: 1</p> <p>ARCORCEL MITTAL</p> <p>ARCORCEL A.S. Services ARCORCEL A.S. Services ARCORCEL A.S. Services</p> <p>France</p>	<p>SHIP TO: 1</p> <p>MG N°13</p> <p>Postal Address: AMAL-Site de Dunkerque Rue du Comte Jean - Port 3031 59780 GRANDE SYNTHÉ FR Jours Ouverts (LMMJV) de 8h00:16h00 Rue du Comte Jean</p>
---	---



Invoices

Review, Save, or Submit Invoice

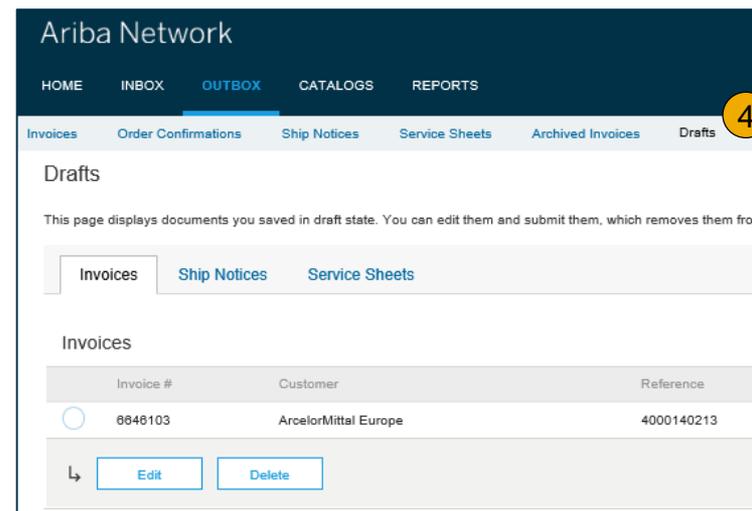
Review the rest of your invoice with accuracy.

1. If no changes are needed, click **Submit** to send the invoice to ArcelorMittal.
2. If changes are needed, click **Previous** to return to previous screen and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.



You can keep draft invoices for up to 7 days.

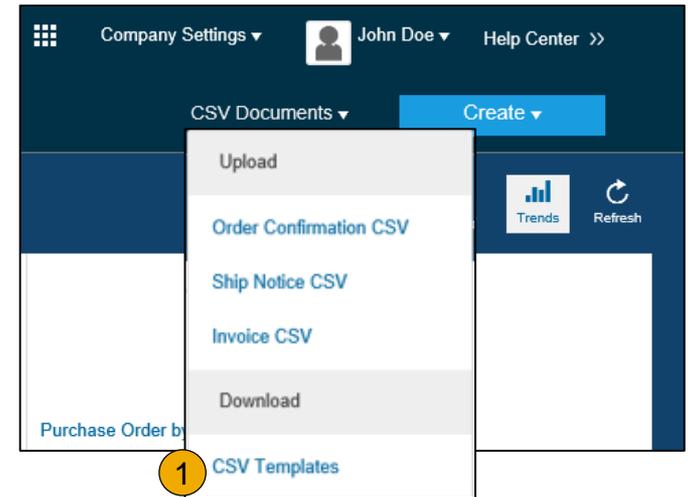
4. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.



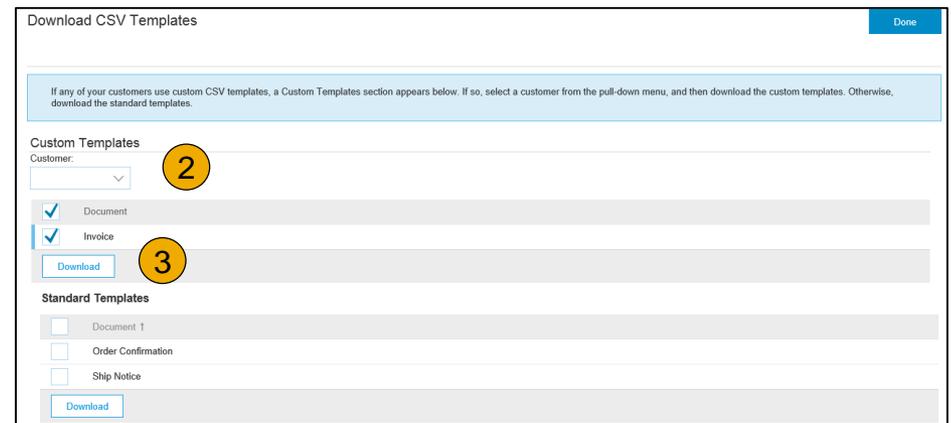
Invoice via CSV

Download Template

1. **Access** ArcelorMittal's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding ArcelorMittal on the drop down menu, checking the appropriate Invoice template
3. Click **Download**.
Use a CSV editor to manipulate the file and make sure to complete all necessary fields correctly before processing the upload.



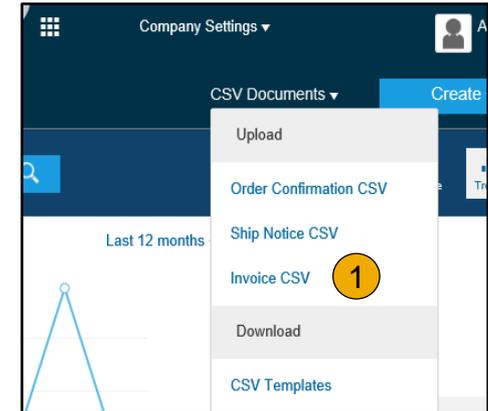
For more information, please read the CSV Upload Guide available from the Supplier Information Portal.



Invoice via CSV

Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.



Import CSV Invoice

Customer: *

2 [Download CSV Templates](#)

CSV invoice file path: *

For more information, please read the CSV Upload Guide available from the Supplier Information Portal.

Self Billing

ArcelorMittal may have agreed with you to provide you with invoices created based on evaluated receipt settlement (ERS). You will not be able to invoice the related purchase orders yourself.

To find those invoices,

1. Select tab **Outbox**
2. In the **Search filters**, select ArcelorMittal and eventually, modify the date range.
3. Flag the **option** to view Customer based invoices.
4. Click **Search**
5. The relevant invoices will be shown in the **result pane**. Select the invoice.

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line #	Part # / Description	Customer Part #	Type
10	SM326 F-DI 24>	AM00000099	Material Invoicing not possible

You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

017 12:00 PM GMT+02:00
Nov 2017 6:12 PM GMT+01:00
Mittal - TEST AN01054882776-T and delivered by Ariba Network.

The screenshot shows the SAP Invoices search interface. The 'OUTBOX' tab is selected (1). The 'Search Filters' section includes 'Customer' set to 'All Customers' (2), 'Date Range' set to 'Last 7 days' (2), and the checkbox 'Show Only Invoices Submitted from the Customer's System' checked (3). The 'Search' button is highlighted (4). The 'Invoices (1)' result pane shows one invoice with details: Invoice # A9987300000002017, Customer Arcelor Mittal - TEST, Reference 4000001987, Date 13 Nov 2017, Amount 9,163.25 EUR, and Invoice Status Sent (5).

Header Credit Memo

With reference to PO

To create a credit memo against an entire order:

1. Select the **Inbox** tab.
2. Select the **PO to be credited** by clicking the radio button on the PO.
3. Click on **Create Invoice** and choose **Credit Memo** OR select **Credit Memo** from the **Actions** dropdown menu.

The screenshot shows the Ariba work interface. The 'INBOX' tab is selected, indicated by a yellow circle with the number '1'. The 'Orders and Releases' section is active, with a radio button selected for 'Orders and Releases', indicated by a yellow circle with the number '2'. The 'Create Invoice' button is clicked, opening a dropdown menu with 'Credit Memo' selected, indicated by a yellow circle with the number '3'. The 'Actions' dropdown menu is also open, showing 'Credit Memo' selected, also indicated by a yellow circle with the number '3'.

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	ServicePO1	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

Header Credit Memo

With reference to PO

1. **PO number** is referenced on the header.
2. Complete information which cannot be retrieved from the PO, like **CN number** or further down the page, the **Remit to address**.
3. Enter a **comment**.
4. Enter the full **adjustment amount** in negative.
5. Add **taxes**.
6. Enter other adjustments.
7. Click **Next** to **Review Credit Memo**.
8. and **Submit**.

Next
Exit

Header Information

Invoice #:* Information Only. No action is required from the customer. * Indicates required field

Original PO #: ServicePO1 1

Invoice Date:* 11 Apr 2017 Customer Reference:

Supplier Account ID #: Supplier Reference:

2 Comments:*

Default Credit Memo Comment Text:

Adjustment

Adjustment in Subtotal: (Amount must be Negative)

Adjustment in Tax 5 Create Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

6 Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: 0.00 EUR (Amount must be negative or zero.)

Attachments

The total size of all attachments cannot exceed 10MB

Next
Exit

Subtotal: \$-5.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$-5.00 USD

Total Net Amount: \$-5.00 USD

Amount Due: \$-5.00 USD

8

Previous
Submit
Exit

Header Credit Memo

Without reference to PO

Similarly to a non-PO invoice, you can create a credit memo without reference.

1. Select **Outbox** on the Navigation Menu.
2. Select **Create Non-PO Invoice**.
3. Select **ArcelorMittal Europe** from the dropdown menu.
4. Select **Credit Memo**.

Click **Next**.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmation Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: ArcelorMittal Europe

Type of Invoice: Standard Invoice Credit Memo

Header Credit Memo

Without reference to PO

Enter necessary header information.

Attention points:

1. Select the appropriate **Remit to**
2. Update the **issued by** details if necessary
3. Select the right **Bill to**
4. Select the corresponding **Invoice Recipient**
5. **Customer VAT ID** is automatically populated from the Invoice recipient details.

Address

<p>Remit To: 1</p> <p>Choose Address: AM ATLANTIQUE ET LORRAINE v</p> <p>Name: AM ATLANTIQUE ET LORRAINE</p> <p>Address: LUXEMBOURG</p> <p>Remittance ID: <input type="text"/></p> <p>Account Receivable ID: <input type="text"/></p> <p><input type="checkbox"/> Tax paid through a Tax Representative</p> <p>Supplier VAT/Tax ID: FR47444718563</p> <p>Issued By: 2</p> <p>Name: AM ATLANTIQUE ET LORRAINE</p> <p>Department Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Address 1: AM ATLANTIQUE ET LORRAINE</p> <p>Address 2: <input type="text"/></p> <p>Postal Code: LUXEMBOURG</p> <p>City: LUXEMBOURG</p> <p>State: <input type="text"/></p> <p>Country: LUXEMBOURG [FR] v</p> <p style="font-size: small;">This selection will refresh the page content.</p>	<p>Bill To: 3</p> <p>Choose Address: 348 v</p> <p>Name: ArcelorMittal Dudelange</p> <p>Department Name: <input type="text"/></p> <p>Z.I. Wolser 3452 Dudelange Luxembourg</p> <p>Customer VAT/Tax ID: FR47444718563 5</p> <p>Invoice Recipient: 4</p> <p>Choose Address: AM Atlantique et Lorraine v</p> <p>Name: AM Atlantique et Lorraine</p> <p>Department Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p> <p>Address 1: 6 rue André Campra</p> <p>Address 2: <input type="text"/></p> <p>Postal Code: 93200</p> <p>City: Saint Denis</p> <p>State: <input type="text"/></p> <p>Country: France [FRA] v</p> <p style="font-size: small;">This selection will refresh the page content.</p>
--	---

Header Credit Memo

Without reference to PO

1. Check the accuracy of the **Ship from** details
2. Update the **Ship to** address.
There is no dropdown list for this information. You will therefore need to enter them **manually**.

Shipping Information

<p>Ship To: 2</p> <p>Name:* ArcelorMittal Europe </p> <p>Department Name: <input type="text"/></p> <p>Address 1:* Boulevard d'Avranches 24-26</p> <p>Address 2: <input type="text"/> </p> <p>Postal Code:* 1160</p> <p>City:* Luxembourg</p> <p>State: <input type="text"/> </p> <p>Country:* Luxembourg [LUX] </p> <p><small>This selection will refresh the page content.</small></p> <p>Inspection Date: <input type="text"/> </p>	<p>Ship From: 1</p> <p>Name:* <input type="text"/></p> <p>Department Name: <input type="text"/></p> <p>Address 1:* <input type="text"/></p> <p>Address 2: <input type="text"/> </p> <p>Postal Code:* <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State: <input type="text"/> </p> <p>Country:* France [FRA] </p> <p><small>This selection will refresh the page content.</small></p>
--	--

Header Credit Memo

Without reference to PO

1. Enter a **comment**.
2. Enter the full **adjustment amount** in negative.
3. Add **taxes**.
4. Enter other adjustments.
5. Click **Next** to **Review Credit Memo**.
6. and **Submit**.

1

Comments: *

Default Credit Memo Comment Text:

Adjustment

2

(Amount must be Negative.)
3

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges

Service Code	Charge Amount	Description	Start Date	End Date

4

(Amount must be negative.)

4

(Amount must be negative or zero.)

Attachments

The total size of all attachments cannot exceed 10MB

5

Subtotal: **\$-5.00 USD**

Total Tax: **\$0.00 USD**

Total Gross Amount: **\$-5.00 USD**

Total Net Amount: **\$-5.00 USD**

Amount Due: **\$-5.00 USD**

6

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Public

40

Line-Item Credit Memo

A line-item credit memo can **only** be created with **reference to an invoice** issued from Ariba Network.

1. **Select the Outbox tab.**
2. **Select your previously created invoice.**
3. **Click the button on the Invoice screen for Create Line-Item Credit Memo.**

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

▶ Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
2	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

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

3

Line-Item Credit Memo

Since a **line-item credit memo** can only be created against an existing invoice, most of the information is already available since it is copied from the original document.

1. Enter the **credit note number**
2. **original document** is referenced
3. Modify the **remit to** address if necessary
4. Select the right level of **shipping** details

The screenshot shows the SAP Invoice Header form. The form is divided into several sections: Summary, Shipping, and Billing. The Summary section contains fields for Credit Memo #, Credit Memo Date, Original Invoice No, and Original Invoice Date. The Shipping section contains radio buttons for Header level shipping and Line level shipping. The Billing section contains fields for Remit To, Bill To, and Ship To. Annotations 1-4 are placed on the form to highlight key fields: 1. Credit Memo #, 2. Original Invoice No, 3. Remit To, and 4. Header level shipping.

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

Summary

Credit Memo # 1

Credit Memo Date: 14 Dec 2017

Original Invoice No: 2

Original Invoice Date:

Remit To: 3

Bill To: ARCELORMITTAL POLAND S.A.
Dąbrowsa Górnica
Poland

Subtotal: -835.40 EUR
Total Tax: -192.14 EUR
Total Amount without Tax: -835.40 EUR
Amount Due: -1,027.54 EUR

[View/Edit Addresses](#)

Shipping

Header level shipping 4 Line level shipping

Ship From:
Ship To: WH 2328 ArcelorMittal Poland S.A.
Kraków
Poland
Deliver To:

[View/Edit Addresses](#)

Line-Item Credit Memo

1. Don't forget to enter a **reason** for CN in the Comment
2. **Exclude** line items that are not relevant for a credit
3. Update the **quantity if necessary** . Note that it is quoted in negative
4. Update the **price** if necessary and if allowed (depends on parameters set by ArcelorMittal)
5. Tax amounts are automatically recalculated after you press **Update**
6. Click **Next** to review and submit the CN

1

Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

<input type="checkbox"/>	No.	Code	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10		MATERIAL				-2	PCE	135.70 EUR	-271.40 EUR

Pricing Details

Price Unit: PCE Unit Conversion: 1 Price Unit Quantity: 1.0 Description:

Tax

Category: VAT Location: Description: Regime: Date Of Pre-Payment: Law Reference: Taxable Amount: -271.40 EUR Rate(%): 23 Tax Amount: -62.42 EUR Exempt Detail: (no value) Date Of Supply: 15 Nov 2017 Triangular Transaction Remove

Additional Fields

⚠ No change of allowance/charge sent on purchase order is allowed.

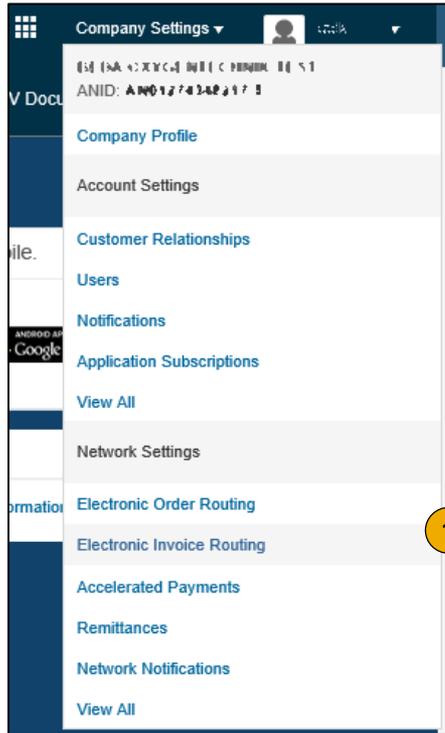
Intrastat code:

5 6

Update Next

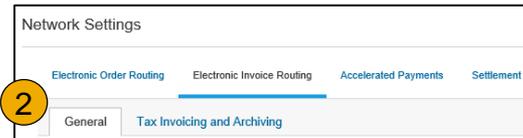
Invoices and credit notes

Default header texts



You can define default texts to be added automatically to the Comments on invoices and credit notes.

1. Select **Electronic Invoice Routing** from the Company Settings dropdown list.
2. Under tab **General**, scroll down to **Extended Profile Settings and Information** where there are 3 comment boxes. Only the last 2 are relevant to show information on your documents:
 3. **Credit Memos**
 4. **Invoices**



Enter additional information about your invoice process and policy.

Characters left: 1300

Enter default comment text that displays on all Credit Memos.

Characters left: 1300

Enter default comment text that displays on all Invoices.

Characters left: 1300

Payment Method: check
Supplier Commercial Identifier: 44444

COMMENTS:
default invoice text to show on invoices

Line #	Line Ref #	Type	Part # / Description
--------	------------	------	----------------------

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. Select the **Outbox** Tab.
2. Either select the radio button for the invoice you want to copy, and click **Copy**.
3. Or open the **invoice** you want to copy and on the Detail tab, click **Copy This Invoice**.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (4)

	Invoice #	Customer	Reference	Submit Method	
<input type="radio"/>	425924	ArcelorMittal Europe	4000003570	Online	St
<input type="radio"/>	427323	ArcelorMittal Europe	4400152607	Online	St
<input checked="" type="radio"/>	427195	ArcelorMittal Europe	4000101856	Online	St
<input type="radio"/>	426159	ArcelorMittal Europe	4000002164	Online	St

Create Line-Item Credit Memo Edit **Copy** Create Non-PO Invoice

Ariba Network

Invoice: 427195

Create Line-Item Credit Memo **Copy This Invoice** Print Download PDF Export cXML

Detail Scheduled Payments History

Copy an Existing Invoice

1. Beware that the **new Invoice** will refer to the copied original

On the form besides the invoice number, all other data are copied from the original invoice and need to be maintained.

2. Enter a new **invoice** number.

3. Check quantity, description, prices accordingly.

4. For **VAT lines**, make sure the **date of supply** at the line level is correct.

If you copy from a PO-Flip invoice,

5. The reference to the PO cannot be modified.

6. A quantity check may be applied against the PO

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	400	...		10	PCE	633.36 EUR	63.34 EUR

Remittance advice

Search from Inbox

A **remittance** is a payment advice of your invoice(s):

1. Select the **Inbox** Tab.
2. Select **remittances** to show the list of documents
3. Select the **document** to display

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'INBOX' tab is selected. Below the navigation bar, there are several menu items: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'Remittances' menu item is highlighted. Below the menu items, there is a 'Search Filters' section. Below that, there is a table titled 'Remittances (2)'. The table has the following columns: Transaction #, Customer, Payment Date, Account ID, Method, Reference Number, Gross, Discount, Adjustment, Net, Difference, Status, and Routing Status. The first two rows of the table are highlighted.

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
3B5 34000000222017	ArcelorMittal Europe	29 Nov 2017		Wire	3400000022	10,711.44 EUR		0.00 EUR	10,711.44 EUR		Paid	Sent
3B5 34000000212017	ArcelorMittal Europe	29 Nov 2017		Wire	3400000021	30,466.66 EUR		0.00 EUR	30,466.66 EUR		Paid	Sent

Remittance advice

Search from Outbox

A remittance is a payment advice of your invoice(s):

1. Select the **Outbox** Tab.
2. Select **Invoices** to show the list of documents
3. In the **search filter**, select invoices with status **Paid**
4. Press **Search** to get a list of results
5. Select the **Invoice** to display

The screenshot shows the SAP Invoices search interface. The navigation bar at the top includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with callout 1), 'CATALOGS', and 'REPORTS'. Below the navigation bar, the 'Invoices' tab is selected (callout 2). The search filters section contains several input fields: 'Customer' (set to 'All Customers'), 'Invoice Number', 'Order Number', 'Date Range' (set to 'Last 90 days'), 'Supplier Reference', 'Min. Amount', 'Max. Amount', 'External Invoice Number', and 'Status' (set to 'Paid', callout 3). There are also checkboxes for 'Show Only Invoices Submitted from the Customer's System.' and 'Show only Invoices with Invoice Addendums.'. The 'Number of Results' is set to 100. A 'Search' button (callout 4) and a 'Reset' button are at the bottom right of the search filters. Below the search filters, the results section shows 'Invoices (1)'. A table with one row is displayed, with the first cell containing a callout 5. The table columns are: Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status. The row contains: 425924, ArcelorMittal Europe, 4000003570, Online, Supplier, Order, 27 Oct 2017, 1,080.80 EUR, Acknowledged, and Paid. Below the table are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'.

Remittance advice

Search from Outbox



1. Because the invoice has been paid, the tab **Remittance** is available on the invoice.
2. Select the document.

Invoice: 425924

Done

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

Remittance

History

1

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On	
731 34000352312017			Paid	14 Nov 2017	Wire	14 Nov 2017	
							Gross: 1,080.80 EUR Discount: 0.00 EUR Adjustment: Net: 1,080.80 EUR

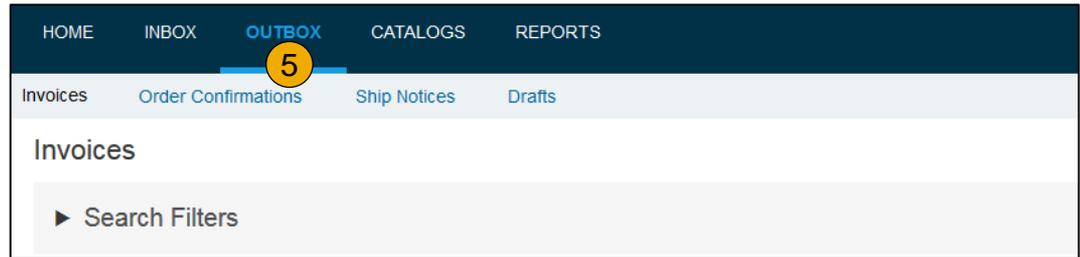
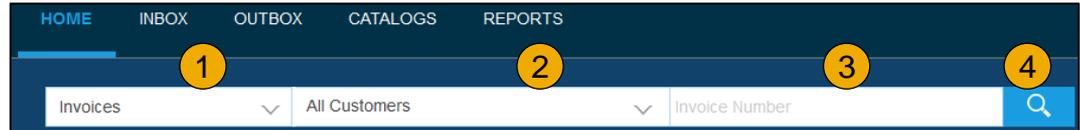
2

Search for Invoice

(Quick & Refined)

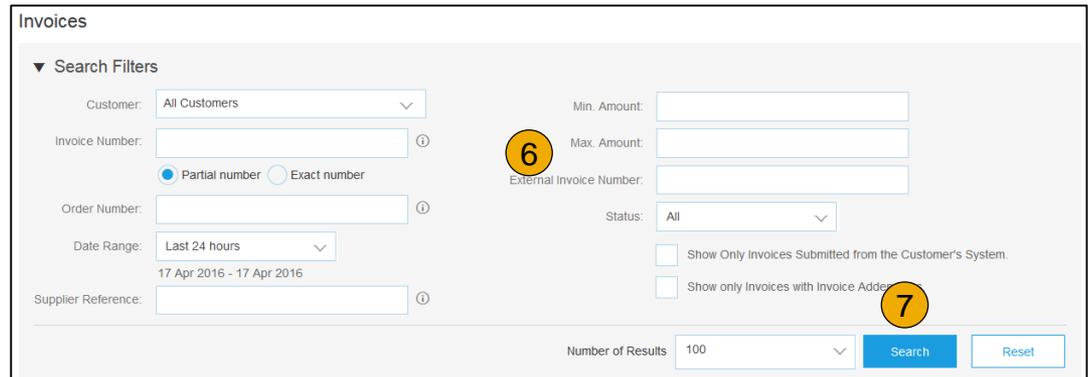
Quick Search:

1. From the **Home** Tab, select Invoices in the Document type to search.
2. Select **ArcelorMittal Europe** from Customer Drop down menu.
3. Enter **Document #**, if known.
4. Select the **search** to start a refined search.



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

5. **Search Filters** from Outbox (Invoices).
6. Enter the **criteria** to build the desired search filter.
7. Click **Search**.



Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

1

Invoices (8)										
	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
	425924	ArcelorMittal Europe	4000003570	Online	Supplier	Order	27 Oct 2017	1,080.80 EUR	Acknowledged	Paid
	427323	ArcelorMittal Europe	4400152607	Online	Supplier	Order	27 Oct 2017	835.00 EUR	Acknowledged	Sent
	427195	ArcelorMittal Europe	4000101856	Online	Supplier	Order	27 Oct 2017	728.00 EUR	Acknowledged	Sent
	426159	ArcelorMittal Europe	4000002164	Online	Supplier	Order	27 Oct 2017	3,578.00 EUR	Acknowledged	Sent
	427199	ArcelorMittal Europe	4000100479	Online	Supplier	Order	18 Oct 2017	4,230.30 EUR	Acknowledged	Sent
	427437	ArcelorMittal Europe	4000120868	Online	Supplier	Order	18 Oct 2017	3,503.80 EUR	Acknowledged	Sent
	inv	ArcelorMittal Europe	4000075182	Online	Supplier	Order	17 Oct 2017	757.22 EUR	Acknowledged	Rejected
	426951	ArcelorMittal Europe	4000074238	Online	Supplier	Order	16 Oct 2017	6,878.80 EUR	Acknowledged	Sent

1. Routing Status

Reflects the status of the transmission of the invoice to ArcelorMittal via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed ArcelorMittal invoicing rules. ArcelorMittal will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – ArcelorMittal invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

1. Invoice Status

Reflects the status of ArcelorMittal's action on the Invoice.

1

Invoices (8)										
	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
	425924	ArcelorMittal Europe	4000003570	Online	Supplier	Order	27 Oct 2017	1,080.80 EUR	Acknowledged	Paid
	427323	ArcelorMittal Europe	4400152807	Online	Supplier	Order	27 Oct 2017	835.00 EUR	Acknowledged	Sent
	427195	ArcelorMittal Europe	4000101856	Online	Supplier	Order	27 Oct 2017	728.00 EUR	Acknowledged	Sent
	428159	ArcelorMittal Europe	4000002184	Online	Supplier	Order	27 Oct 2017	3,578.00 EUR	Acknowledged	Sent
	427199	ArcelorMittal Europe	4000100479	Online	Supplier	Order	18 Oct 2017	4,230.30 EUR	Acknowledged	Sent
	427437	ArcelorMittal Europe	4000120868	Online	Supplier	Order	18 Oct 2017	3,503.80 EUR	Acknowledged	Sent
	inv	ArcelorMittal Europe	4000075182	Online	Supplier	Order	17 Oct 2017	757.22 EUR	Acknowledged	Rejected
	426951	ArcelorMittal Europe	4000074238	Online	Supplier	Order	16 Oct 2017	6,878.80 EUR	Acknowledged	Sent

- **Sent** – The invoice is sent to the ArcelorMittal but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – ArcelorMittal approved the invoice cancellation
- **Paid** – ArcelorMittal paid the invoice / in the process of issuing payment. Only if ArcelorMittal uses invoices to trigger payment.
- **Approved** – ArcelorMittal has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – ArcelorMittal has rejected the invoice or the invoice failed validation by Ariba Network.
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. Click on the **History** tab to view status details and invoice history.
2. History and status **comments** for the invoice are displayed.

Invoice: 425924

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

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

1

Transaction history can be used in problem determination for failed or rejected transactions.

When you are done reviewing the history, click **Done**.

History 2

Status	Comments	Changed By	Date and Time
	Comments from ArcelorMittal Europe : The document was added to the pending queue for download.	PropogationProcessor-128483061	AM
Sent		Supplier	4 Jan 2018 11:27:23 AM
Acknowledged		Supplier	4 Jan 2018 11:29:10 AM
	The invoice status has been successfully updated to Processing by ArcelorMittal Europe	PropogationProcessor-128558077	4 Jan 2018 11:29:11 AM
	Comments from ArcelorMittal Europe	PropogationProcessor-128490052	4 Jan 2018 11:29:12 AM
	The invoice status has been successfully updated to Processing by ArcelorMittal Europe. Description:	PropogationProcessor-128435069	4 Jan 2018 11:30:35 AM
	Comments from ArcelorMittal Europe : Libéré pour paiement. Échu le : 01.05.2018	PropogationProcessor-128485053	4 Jan 2018 12:15:55 PM
	Comments from ArcelorMittal Europe : (GEN-BBF-FACTUREN@arcelormittal.com; arcelormittalbelgium-Liege_invoices-only@arcelormittal.com) (0032 (0) 800 49579; 0032 (0) 800 49579)	PropogationProcessor-128485053	4 Jan 2018 12:15:55 PM
	The invoice status has been successfully updated to Approved by ArcelorMittal Europe	PropogationProcessor-128485053	4 Jan 2018 12:15:55 PM

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking 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.

Invoice Reports

1. Enter a title and other required information.
2. Select an Invoice report type — **Failed Invoice** or **Invoice**.
3. Click **Next**.
4. Specify Customer and Created Date in **Criteria**.
5. Click **Submit**.

You can view and download the report in CSV format when its status is **Processed**.

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

Report 3 Next Exit

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

1 Title:*

Description:

Time zone: US/Michigan

Language: English

Report Type:* 2

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Next Exit

Report Previous Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, [Less](#) click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

4 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017 5

Previous Submit Exit

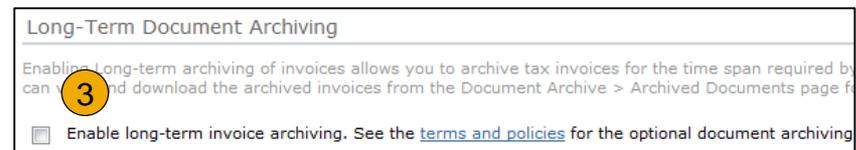
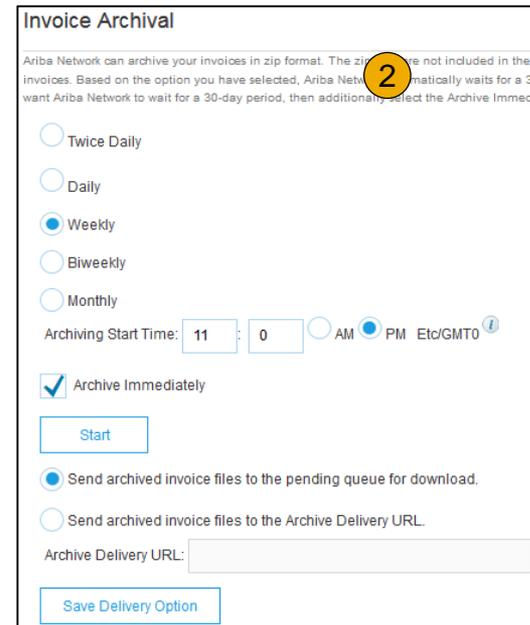
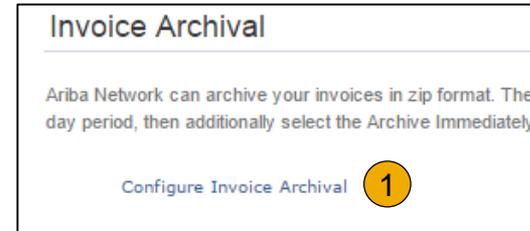
Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.

Select the tab **Tax Invoicing and Archiving**.

1. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
2. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
3. 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.)



**Thank you for joining the
Ariba Network!**