FRESENIUS MEDICAL CARE

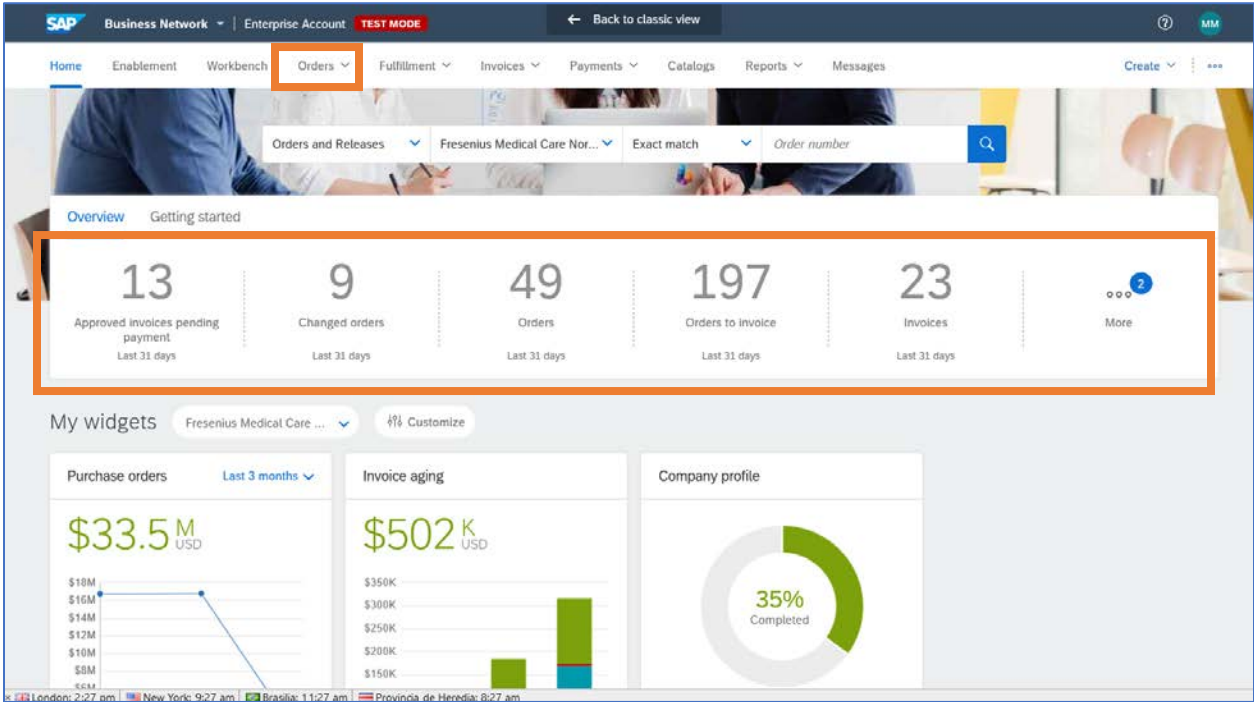*Please review this entire document first, before starting! If you have any questions at all, please contact* supplier.enablement@fmc-na.com

1. Log into **supplier.ariba.com** with your login ID and password.

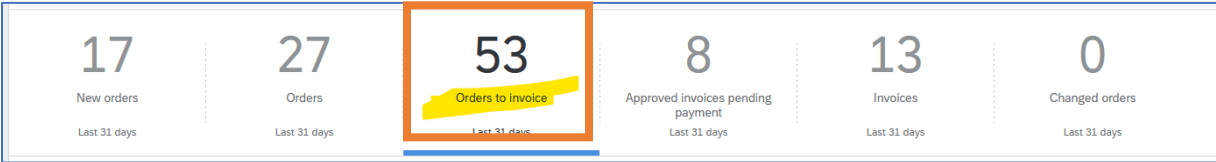   You should land on a page that looks like this:

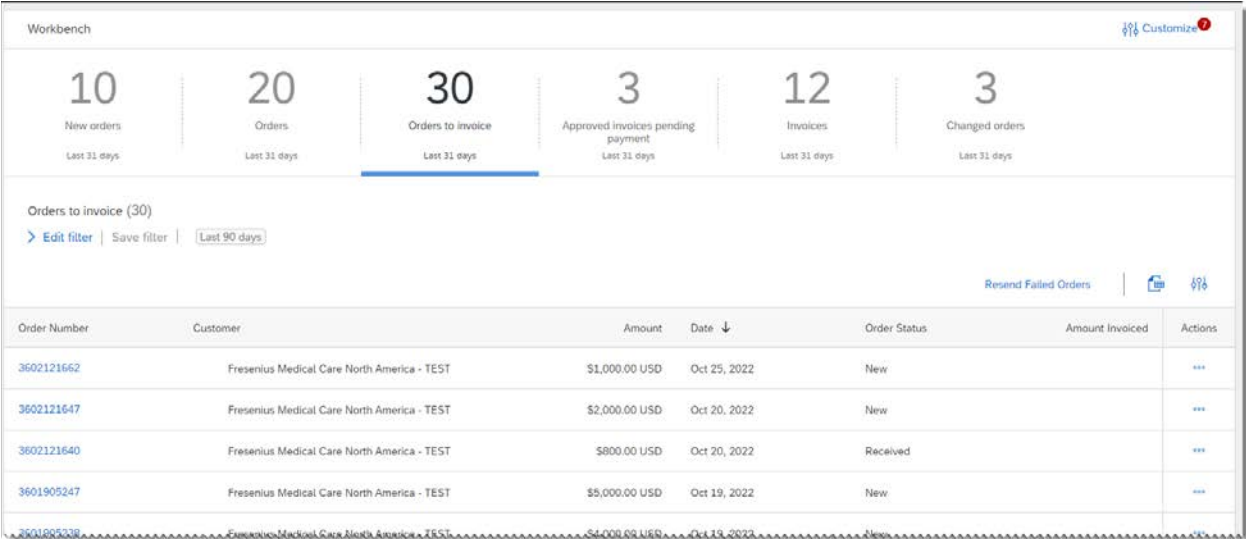   Remember that before you can create an INVOICE, you must have Purchase Order.

   There are two ways to access the Purchase Orders:

   a) The Orders link at the top, or
   b) Clicking on the tiles across the page (better).

2. To access the Purchase Orders, click on the Order to Invoice tile:

You will land on a page that looks like this:

Things to notice:

Each PO has its own line, showing the customer, the customer's address/Ship-To, and importantly, the **Order Status:**

New	New purchase order, ready to be invoiced upon shipment of goods/completion of services. The PO is your "contract" for this transaction.
Invoiced	Purchase orders where you have already submitted an electronic invoice for the full quantity and amount.
Partially Invoiced	Purchase orders with quantity or amount remaining. You may invoice against a purchase order until it is fully consumed.
Obsoleted	An Obsoleted PO has been replaced by a new version of the same PO – you should always see a Changed PO along with the Obsoleted version. These will have the same PO number. Always choose the Changed version to invoice against – you will not be able to invoice an Obsoleted PO.
Changed	

To create an Invoice against a Purchase Order:

3. Click on the **PO Number** to be Invoiced:

- Note: you can use the search functionality on the page to narrow the number of POs visible, or search directly for the PO. Click on **Edit filter** to open up the search:


- You can use any single or combination of filters to search for the correct PO. Populate your search fields, then click the **Apply** button. Then you can select the PO to Invoice by clicking the PO number.
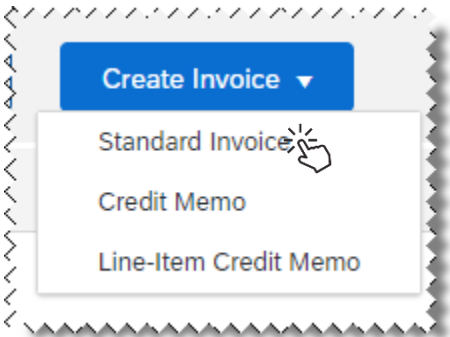
4. The PO will display.
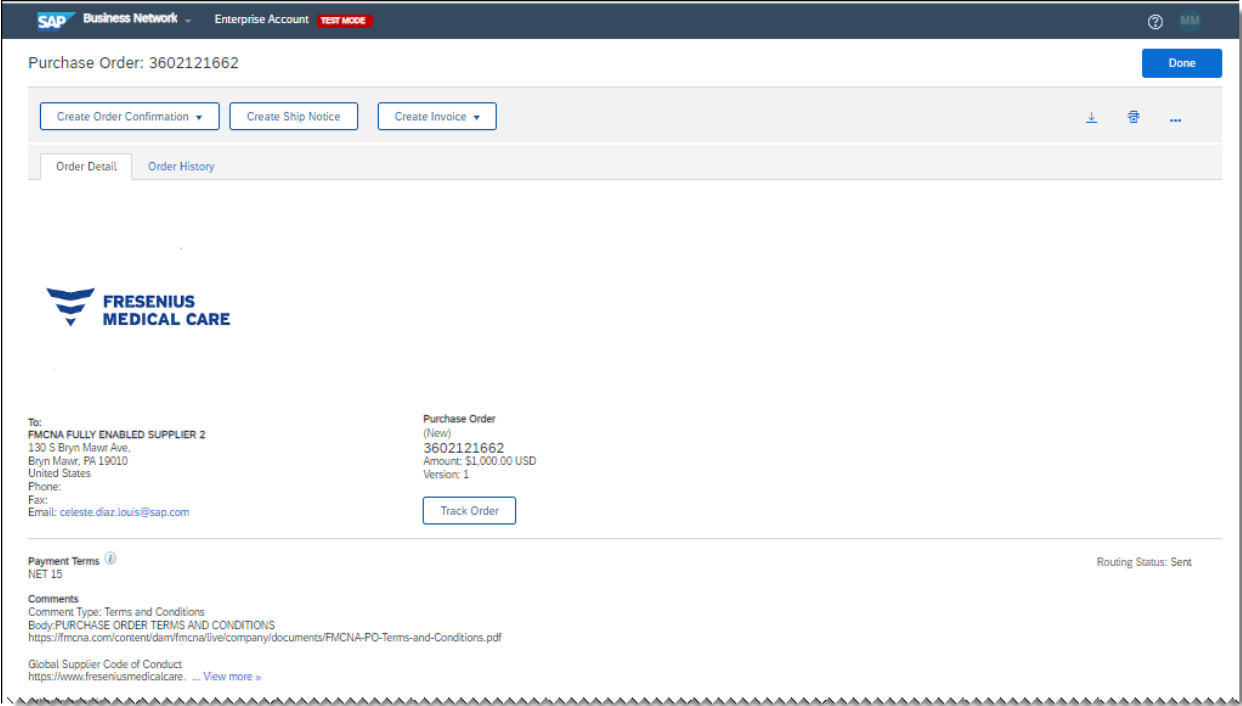
- Review the purchase order carefully, **scrolling all the way down to the bottom where the PO lines are.**
- It's important to make sure the PO is as correct as possible, **because Ariba will use the purchase order to create the invoice. This is sometimes referred to as "PO Flip."**

5. Three option buttons will be at the top of the Purchase Order. Click on **Create Invoice.**
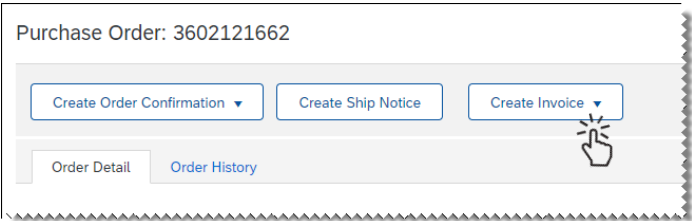
- You'll always create a **Standard Invoice**:

6. Ariba Network "flips" the PO and creates most of your invoice.

7. Populate the **Invoice #** field with your own Invoice Number.
   - This may come from your company's accounting system, your ledger, etc.
   - The Invoice # field is required.

8. The **Invoice Date** field defaults to 'today's' date, but you may back date this field as necessary.
   - Use the little calendar icon to choose the new date.
   - The Invoice Date field is required.

Note: FMC ages your invoice from the date on the invoice, not the date we receive it. To ensure you are paid properly within your payment term, please always put the correct date in this field.

9. Most of the rest of the fields on the Invoice Header are optional – if there is no asterisk (*) it is not required.

10. Scroll down to the next set of fields: **Tax**

- If you are required to charge Sales Tax on your invoices, you can enter EITHER
   - The Tax Rate Percent (%) for your state/locality. Ariba will calculate the tax amount based on the Taxable Amount field; OR
   - The Tax Amount field. You don't need to put "$" or "USD"; the currency is defaulted based on your country and the PO currency.
- If you do not charge Sales Tax, click the **Remove** command to the right, which will remove the entire Tax block.
   - Do not populate the tax field as 0% or $0.00. This will cause delays in approval.

11. **Payment Term** and **Additional Fields** (all fields optional)

- The **Payment Term** displayed is defaulted from your current Fresenius Payment Terms.

- *Changing the term on an invoice will not affect your actual payment terms.*

  o To change your payment terms, please ask your Fresenius contact to submit a Vendor Change Request form.

Add to Header Button (bottom of Invoice Header, Optional)
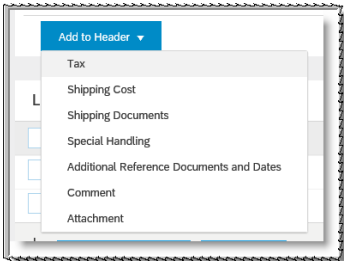
- Click the Add to Header button to add any additional shipping or special handling charges; comments or attachments to the Invoice.

12. **Invoice Line** Items

- By default, Ariba includes all line items at the full quantity ordered from the purchase order on the Invoice.

- You may change **Quantity** and **Unit Price** as necessary. Just overtype.
- You may **exclude lines from the invoice** by clicking the green toggle on each line.
  - In the screenshot below, only line 1 is included on this invoice; line 2 is toggled OFF:

13. Click the **Update** button to check all the fields on your Invoice.
    - If any are showing errors, fix the errors, then Update again.
    - The same button row is displayed at the top right and bottom right of the invoice page.

- Ariba will not let you proceed forward until all the errors are fixed.

14. Click the **Next** button to finish.

15. The **Invoice Confirmation** page displays:

- Be sure to scroll all the way down to the bottom of the Invoice to check the Totals, and that all information is correct

- If you need to change any information on the Invoice, click the **Previous** button to return to the Invoice Creation page.
- If the Invoice is good, click the **Submit** button to send it to Fresenius.

16. **Invoice Submission Confirmation:**

Invoice INV112233 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

From here, you may Print a copy of your invoice, or Exit invoice creation. Click the blue links in the confirmation message.

- When you Exit invoice creation, Ariba brings you back to the Purchase Order.
- Click the [Done] button in the top right to leave the PO.

You're done!