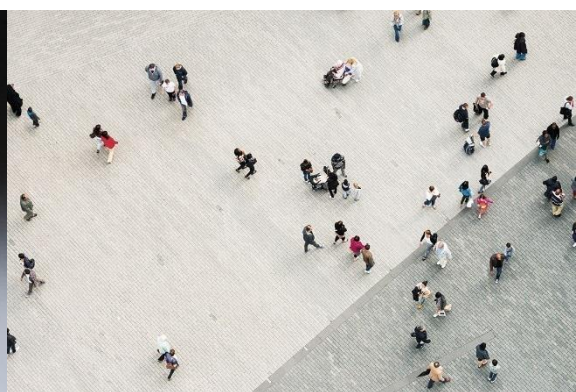


# A Suppliers Guide to SAP Ariba

## Reference Guide for Cadent Suppliers



# What's in this guide?

This guide has been produced to cover the Cadent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Cadent to pay for goods and services on time.

Each section of the guide can be accessed via the quick links on the right hand side of the page.

You will find useful hints, tips and information on what happens after you have submitted information to Cadent via Ariba within this guide.

## Points of Contact:

Invoice Query Team      AskFinance@cadentgas.com

Purchase Order &      ProcurementServices@cadentgas.com  
Master Data Support



All screenshots in this guide are taken from the Ariba test site. References may differ to those configured in our production system.

# Your Ariba Network Account

# Your Ariba Network Account

## Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period – capped at £15,500 per annum).

Cadent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

## Legacy Suppliers (Pre September 2020)

If you are a legacy supplier (pre-September 2020), when a purchase order is created in Ariba, it is mapped to a temporary ANID (Ariba Network ID), which is automatically configured as a standard account. You can choose to process the order using the temporary ID or by signing in with an existing account.

**Note:** If accepting a purchase order with an existing ANID, and this account is an enterprise account, you will be charged for the use of the service if the volume and value of transactions pass the required thresholds.

## Ariba Suppliers (from September 2020)

If you are a supplier who has been onboarded via Ariba (Supplier Registration/ Qualification as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

## Do We Need an Enterprise Account?

The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Cadent per year may benefit from system integration, whereby your company's sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com).

# Your Ariba Network Account

## How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen.



## Can I Upgrade?

2. Yes, you can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

## Can I Downgrade?

Yes, If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

## Who Can I Contact For Help?

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to <https://service.ariba.com/> and select the 'Supplier' button.

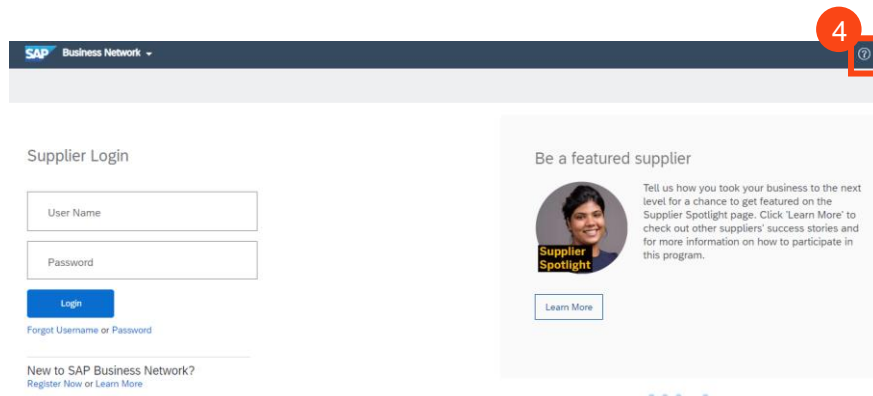


Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.



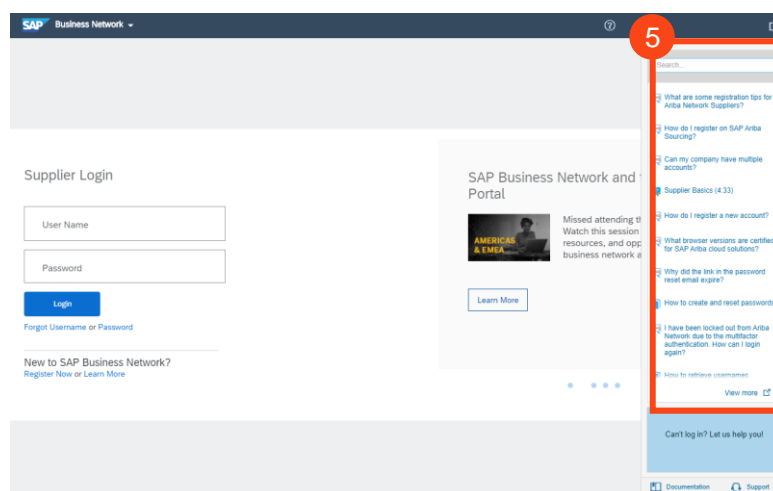
4. This takes you to the login screen. To access the help portal, select the ? icon at the top of the Ariba Network screen.



# Your Ariba Network Account

5. A menu appears on the right hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar

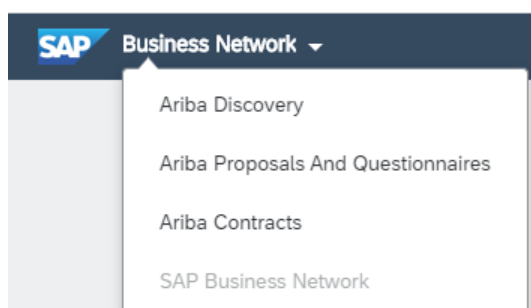


## One Stop Shop

Your Ariba Network account gives you access to all documents (purchase orders, questionnaires etc) in one place for all of your customers who are connected to the network.

Use the menu at the top of the screen to flip between:

- **Ariba Discovery** – can be used to market your business to other Ariba customers, visit <https://my.ariba.com/Discovery> for more information (fees may apply)
- **Ariba Proposals And Questionnaires** – where you will find the registration, qualification and bank details questionnaires completed through the SLP process
- **Ariba Contracts** – can be used to negotiate customer contracts (fees may apply)
- **SAP Business Network (Ariba Network)** – where you can manage your purchase orders, invoices and payments (please note for the standard account you can only see the last 200 documents here)





# Your Ariba Network Account

## Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in this guide.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade TEST MODE

CADENT GAS LIMITED - TEST

There are no matched postings.

Welcome to the Cadent Supply Chain Online Portal. This site helps to identifying suppliers to work with Cadent who are market leaders in safety, quality, service, and cost. The site is administered by Ariba, Inc. to ensure market integrity.

Events

Title	ID	End Time ↓	Event Type	Participated
No Items				

Risk Assessments

Title	ID	End Time ↓	Event Type
No Items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Cadent Supplier Registration Questionnaire	Doc620652418	4/11/6104 3:23 PM	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
External Qualification Survey	Doc620665927	3/19/2021 12:24 PM	Building and Construction...	10 National	Qualified

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Bank Details	Doc626664144	4/25/2021 4:19 PM	(no value)	(no value)	NotResponded

You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Cadent Gas Limited' as the customer before selecting this option as each of your customers will have their own portal.

The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

These changes include:

- Company Name Change
- Postal or eMail Address Change
- Bank Details Change

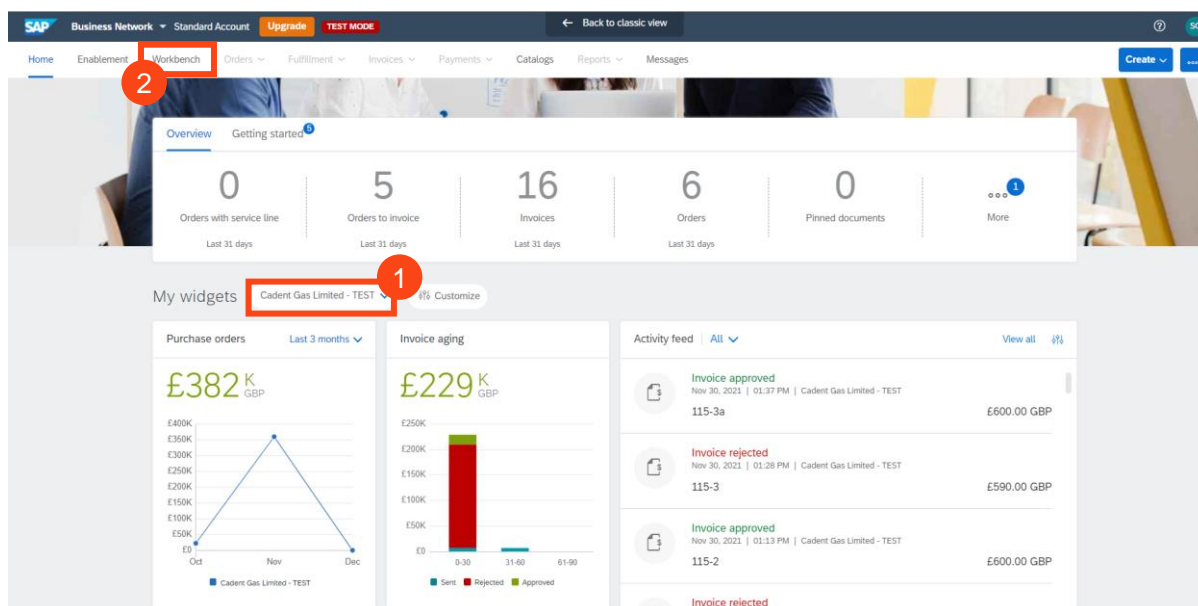
Please note if your company registration or VAT registration numbers change we must create a new vendor record for the new identity, In this instance, please contact [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com).

# Your Ariba Network Account

## Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions. Some options are greyed out in the standard account. You can still view transactions within the workbench.

- 1 You can select which customers transactions you see by selecting them from the drop down



- 2 Select the Workbench to view your transactions

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3300000116	Cadent Gas Limited - TEST	£17,500.00 GBP	Nov 30, 2021	Partially Invoiced	£1,000.00 GBP	...
3300000115	Cadent Gas Limited - TEST	£10,000.00 GBP	Nov 30, 2021	Partially Serviced	£7,000.00 GBP	...
3300000110	Cadent Gas Limited - TEST	£200,000.00 GBP	Nov 25, 2021	Partially Serviced	£200,000.00 GBP	...
3300000109	Cadent Gas Limited - TEST	£100,000.00 GBP	Nov 25, 2021	Partially Invoiced	£1,000.00 GBP	...
3300000108	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 25, 2021	Partially Invoiced	£1,000.00 GBP	...
3300000107	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 23, 2021	Partially Invoiced	£10,000.00 GBP	...

- 3 Use the tiles to toggle between orders and invoices
- 4 The filter is restricted to 31 days – use the edit filter to view PO's up to 365 days old
- 5 You can now open the purchase order directly in the network

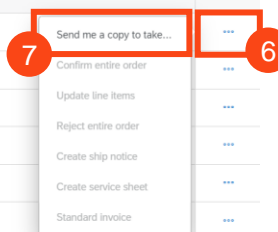


# Your Ariba Network Account

## Ariba Network

- 6 If you need a copy of the Purchase Order via email, select the '...' under 'Actions'
- 7 Then select 'Send me a copy to take action'

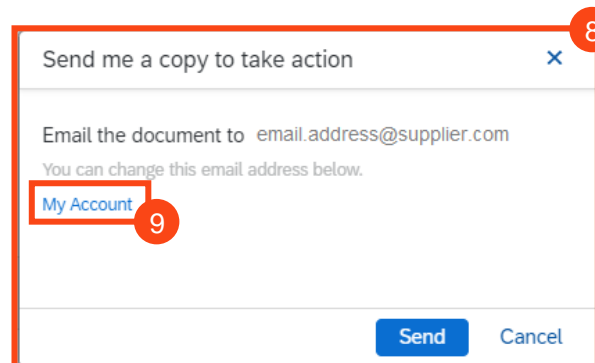
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3300000116	Cadent Gas Limited - TEST	£17,500.00 GBP	Nov 30, 2021	Partially Invoiced		...
3300000115	Cadent Gas Limited - TEST	£10,000.00 GBP	Nov 30, 2021	Partially Serviced		...
3300000110	Cadent Gas Limited - TEST	£200,000.00 GBP	Nov 25, 2021	Partially Serviced		...
3300000109	Cadent Gas Limited - TEST	£100,000.00 GBP	Nov 25, 2021	Partially Invoiced		...
3300000108	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 25, 2021	Partially Invoiced		...
3300000107	Cadent Gas Limited - TEST	£15,000.00 GBP	Nov 23, 2021	Partially Invoiced		...



Please note Cadent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred by your organisation for the use of the Enterprise account.

Please note, an Enterprise account is required for suppliers who wish to integrate their own back office sales system with Ariba, all other suppliers can transact successfully with a free of charge Standard account.

- 8 A pop-up appears confirming the email address the copy will be sent to
- 9 You can change the contact details by selecting 'My Account' and updating the email address, if it changes



### Hints & Tips:

You may need to set up the tiles in your workbench. You will see a tile with a + symbol, click this then select the tiles you wish to add to your workbench, then click apply.

You can change the tiles at any point in time by selecting customize at the top right of the workbench.

If you can't see the + tile, please contact the administrator of your company account as they may need to change your user profile.



# Your Ariba Network Account

## Frequently Asked Questions

To complete the connection between our organisations in the network, please email your Ariba Network ID (ANID) to [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com).

### ? How Do I find my ANID?

Log into your Ariba Network account – go to [service.ariba.com](https://service.ariba.com) and select 'Supplier'



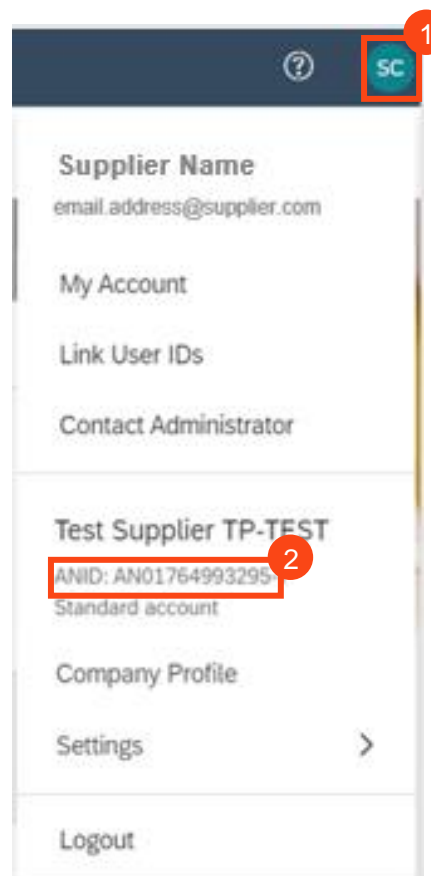
Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.

[Buyer](#)[Supplier](#)

1 Click on the icon at the top right of the page

2 Your ANID is found here

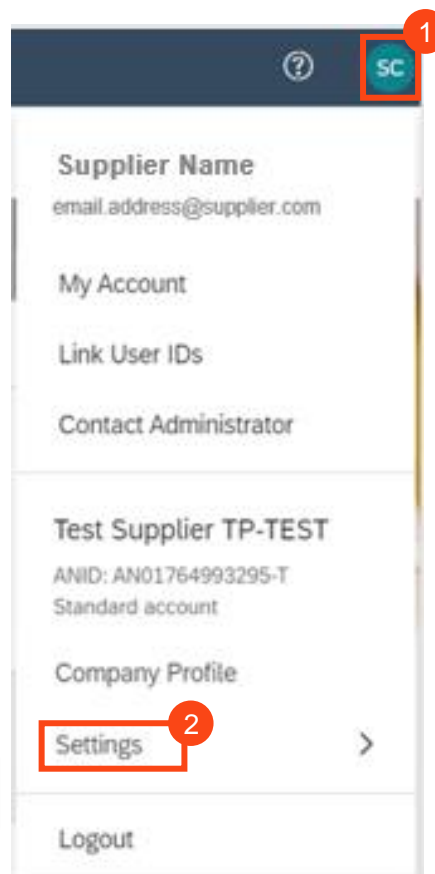


# Your Ariba Network Account

## Frequently Asked Questions

### ? How do I manage email notifications?

- 1 From your Ariba Network account, click on the icon at the top right of the page



- 2 Click 'Settings'

ACCOUNT SETTINGS

Customer Relationships

Users

- 3 Click 'Notifications'

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

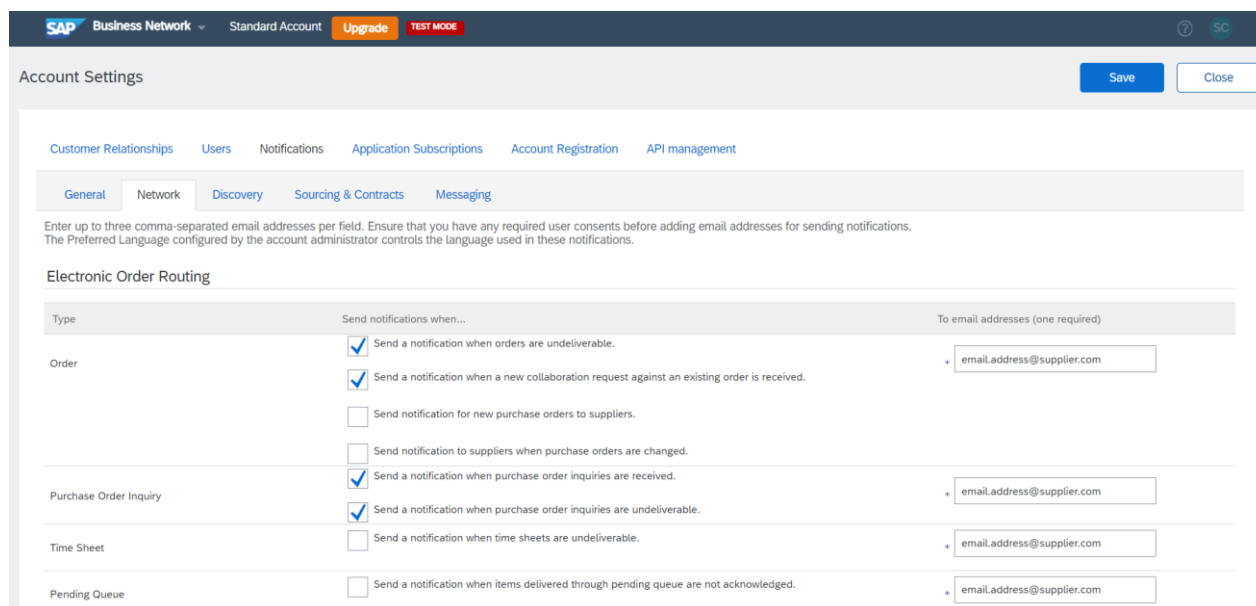
Network Notifications

Audit Logs

# Your Ariba Network Account

## Frequently Asked Questions

You can select which notifications are sent via email and enter the address or addresses of the recipients.



The screenshot shows the 'Account Settings' page in SAP Business Network. The 'Network' tab is selected under the 'Notifications' section. The 'Electronic Order Routing' table is visible, showing notification settings for various transaction types.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	* email.address@supplier.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	* email.address@supplier.com
Pending Queue	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* email.address@supplier.com
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* email.address@supplier.com



### Hints & Tips:

Go to the 'Network' sub-area to choose your notification method for purchase orders.

Information entered here will apply to all customer accounts.

Where your customer can only assign one email address in your vendor record, you can enter multiple email addresses in the network. Simply use a comma to separate the addresses.

When you have updated the information, click 'Save'.

# Supplier Onboarding

# Supplier Onboarding

## Supplier Lifecycle Performance (SLP)

Cadent have enabled Ariba SLP, which is a new way of creating and managing our supplier data. SLP enables Cadent to control its vendor database, by connecting with suppliers who meet a minimum standard.

All activities within the process are completed in Ariba, the process flow below demonstrates the process steps.



Suppliers are expected to complete up to three questionnaires within Ariba. All suppliers must complete the registration stage, with suppliers who are to be created as vendors in Cadent's back office system required to also complete the qualification and modular questionnaires as outlined in the table below:

Process	Requirement	Required for Sourcing	Required for Transacting
Supplier Registration	Tell us about your organisation and whether you agree to Cadent Policies, Terms & Conditions. Suppliers must complete the registration phase to take part in tender events.	✓	✓
Supplier Qualification	Commodity driven technical questions relating to the goods or services requested, all new suppliers are to be created as a vendor in Cadent's purchase to pay system must complete Supplier Qualification.	✗	✓
Modular Questionnaire - Collection of Bank Details	Enter your bank details and provide a PDF (non-editable) version on company letterhead to enable us to complete your vendor set up. This process is triggered following successful qualification.	✗	✓

[!\[\]\(73002692dd5e7a64e60946be3158e719\_img.jpg\) Go To Supplier Registration Guidance](#)

[!\[\]\(d5d7044e5caf6907399af2dced8d6ff8\_img.jpg\) Go To Supplier Qualification Guidance](#)

[!\[\]\(35dc653d59570f8f891c312eeece91a2\_img.jpg\) Go To Modular Questionnaire \(Bank Details\) Guidance](#)



# Supplier Onboarding

## Supplier Registration

# Supplier Onboarding

## Supplier Registration

1. You will receive an email from Cadent asking you to 'register as a supplier with Cadent Gas'. This will be sent from the individual in Cadent's buying team who has triggered the registration process.

2. Click on the link in the email

**Cadent Gas**

**Register as a supplier with Cadent Gas**

Hello!

... has invited you to register to become a supplier with Cadent Gas. Start by creating an account with Ariba Network. It's free.

Cadent Gas uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If already has an account with Ariba Network, sign in with your username and password.

[Click Here](#) to create account now

You are receiving this email because your customer, Cadent Gas - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Cadent Gas - TEST.

3a. If you're new to the Ariba Network, click on the 'Sign up' button

3b. If you're already a member of the Ariba Network, sign in as normal by clicking the 'Log in' button and go to step 12

**SAP** Ariba Proposals and Questionnaires

Welcome,

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Cadent Gas Limited** on SAP Ariba.

Cadent Gas Limited uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Cadent Gas Limited

**Sign up** 3a

Already have an account? **Log in** 3b

4. Complete the information in the proforma to create your Ariba account. The form is split into three sections:

- **Company Information**  
Company Name & Address
- **User Account Information**  
Create your username and password
- **More about your business**  
Select the commodities your business provides and the locations you service, note the Product and Service Categories are based on the United Nations Standard Product & Service Classification (UNSPSC) taxonomy structure

**Create account** **Create account and continue** **Cancel**

First, create an SAP Ariba supplier account, then complete questionnaires required by Cadent Gas

Limited

**Company information**

Company Name: \*

Country/Region: \* United Kingdom [GBR]

Address: \*

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.



Note: you will find some information is pre-populated from the initial supplier request form that was created by the Cadent requestor

# Supplier Onboarding

## Supplier Registration

5. Once complete, scroll to the bottom of the page. You must tick that you have read and agreed to the 'Terms of Use' and 'SAP Ariba Privacy Policy Statement' to continue

6. Click on the 'Create account and continue' button

7. The Ariba system will complete a search of existing records. If a potential duplicate record exists, you will see this pop-up. Click 'Review accounts'

If this popup does not appear, go to step 11

8. Any potential matches are displayed.

8a. If one looks to be for your company, you can view the profile by clicking '...' under actions, then select 'View profile'

8b. If none of these relate to your company or you want to create a new account, click 'Continue Account Creation'

9. The supplier profile is displayed in a new window, this screen gives you the option to Contact Admin of the account, if you wish.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☐ I have read and agree to the [Terms of Use](#)

☐ I have read and agree to the [SAP Ariba Privacy Statement](#)

**5**

**6**

Create account and continue Cancel

**7**

**Review accounts**

**8**

**8a**

**8b**

**3a**

**8a**

**8a**

**View profile**  
Please view profile and contact admin if you need to.

**9**

Supplier profile

Contact Admin Cancel

Last Updated: 13 May 2020

Basic Information

References (0)

Year Founded: Not Specified

Employees: Not Specified

Revenue: Not Specified

Stock Ticker: Not Specified

Legal Name: Not Specified

Type of Organization: Not Specified

State of Incorporation: Not Specified

Overall:

RATING 1:

RATING 2:

RATING 3:

RATING 4:

Transacting Relationships 1

Details

Sales Territories

Any Territories

Additional Network Information

AN Subscription: Premium Package

ANID: AN01491459672

D-U-N-S® Number: Not Specified

Commodities

Not Specified

Industries

Not Specified

# Supplier Onboarding

## Supplier Registration

10. If you have selected contact admin, complete the template, then click 'Send Email'

Close this window.

11. If no duplicates were identified, click the 'Complete registration' button

The questionnaire is now open:

12. The event clock is displayed – note registration is open for 7 calendar days

13. The questionnaire is split into three sections:

- Supplier Information
- Working within the Gas Industry
- Working with Cadent

Complete each section of the questionnaire.

14. Once completed, click 'Submit Entire Response'

### Hints & Tips for Completion:

- Mandatory questions are marked with a \*
- Maximum character length for company name is 40
- Some questions are triggered by your response to others, i.e. VAT questions only appear if you select 'yes' to VAT registered
- Where this symbol is seen, you can add comments or attachments when it is selected

# Supplier Onboarding

## Supplier Registration

15. Click 'OK' when the popup appears

Your response is now submitted.

✓ Submit this response?  
Click OK to submit.

15

OK

Cancel



### What Happens Next?

- The Cadent buyer will review your submission
- If you are taking part in a tender event, once approved, you will be able to access the event and submit a bid
- If your company is being set up as a vendor, when approved you will receive an invitation to complete the qualification template

# Supplier Onboarding

## Supplier Qualification



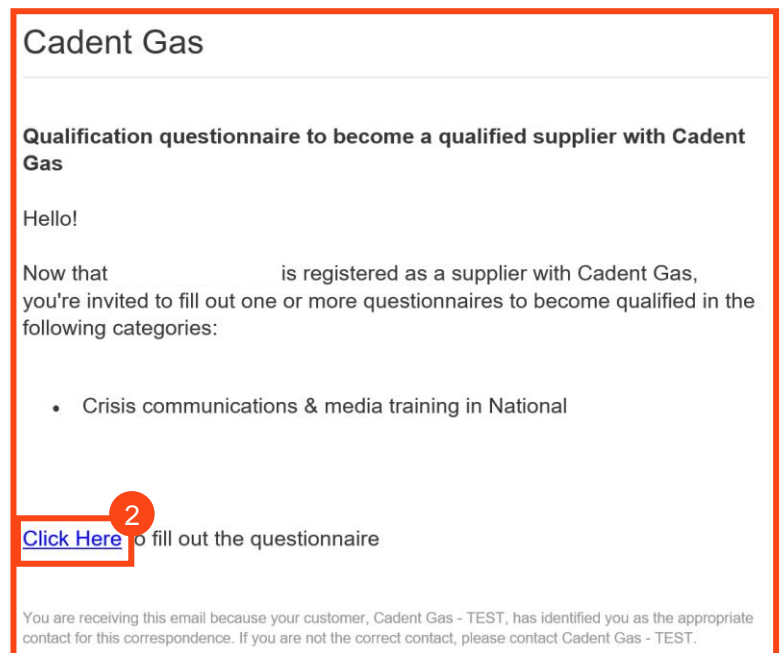
# Supplier Onboarding

## Supplier Qualification

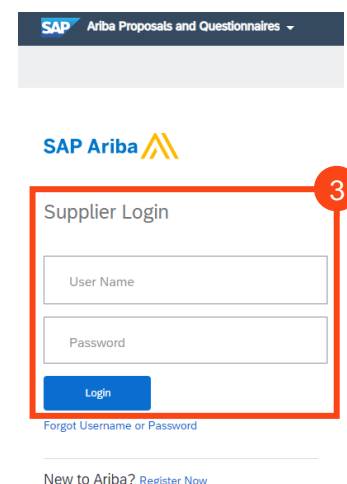
1. You will receive an email from Cadent asking you to 'become a qualified supplier with Cadent Gas'.

The email includes the commodity that the buyer is qualifying your company for.

2. Click on the link



3. Log into the Ariba portal using the username and password you previously created



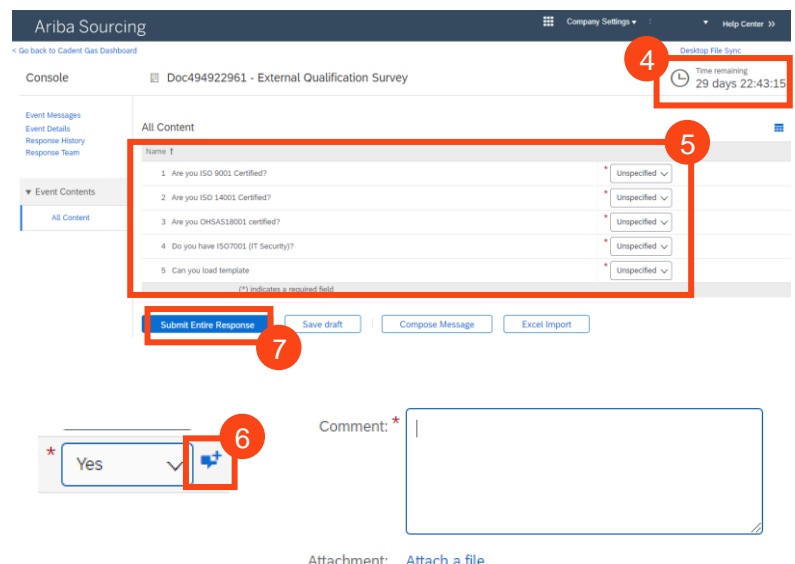
The questionnaire is now open:

4. The event clock is displayed

5. Complete the questionnaire

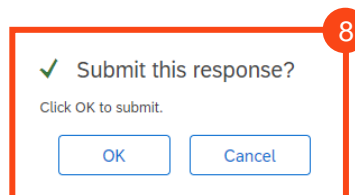
6. Where this symbol is seen, you can add comments or attachments when it is selected

7. When complete, select the 'Submit Entire Response' button

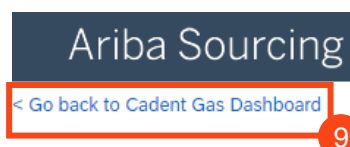


## Supplier Onboarding Supplier Qualification

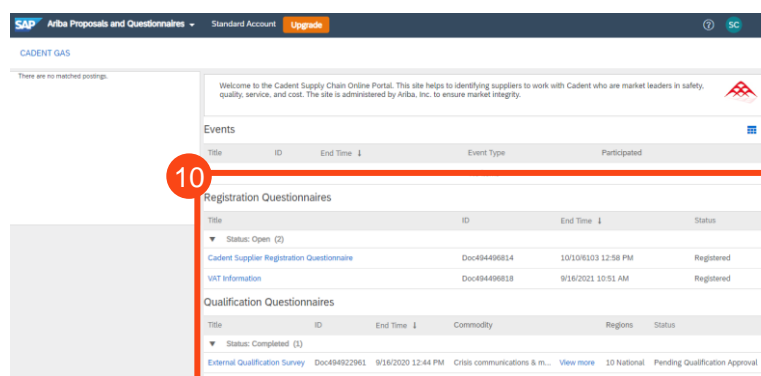
8. Click 'OK' to submit the response



9. Click 'Go back to Cadent Dashboard' at the top of the screen



10. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)



The Cadent Buyer will review your submission. If approved, you will receive an final questionnaire which requests your bank details

### What Happens Next?

The Cadent buyer will review your submission.

Once approved, your company information will be synced with our back office system. At this point you will be set up with a vendor number, this will allow the requestor to create a purchase requisition / purchase order.

You will receive one final questionnaire, which captures your company bank details. In order to process your details efficiently and in a controlled manner, please ensure you also attach the details in non-editable format (PDF), on your company letter head and signed by your FD or equivalent.

This document is to mitigate any risk of fraud and will be used by our Accounts Payable team to confirm the request is valid and the correct information has been input into the questionnaire.

If you change your company data, including bank details in the future, you can revise the questionnaire response and re-submit via Ariba.

# Supplier Onboarding

## Collection of Bank Details

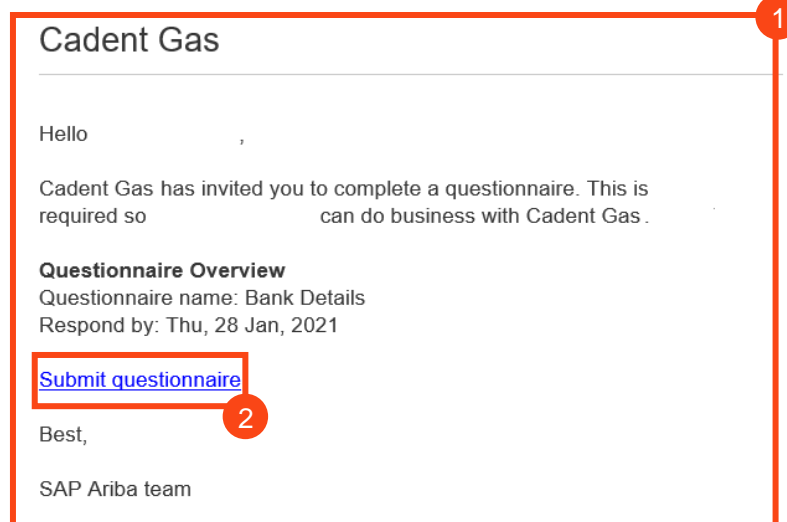
# Supplier Onboarding

## Modular Questionnaire– Collection of Bank Details

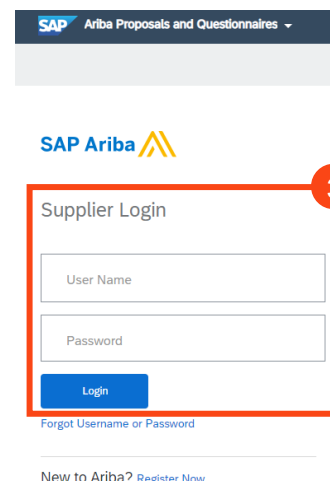
The final stage to creating your vendor account is the collection of bank details. This is important as it enables Cadent to pay you on time.

1. You will receive an email from Cadent asking you to complete the bank details questionnaire

2. Click on the link



3. Log into the Ariba portal using the username and password you previously created

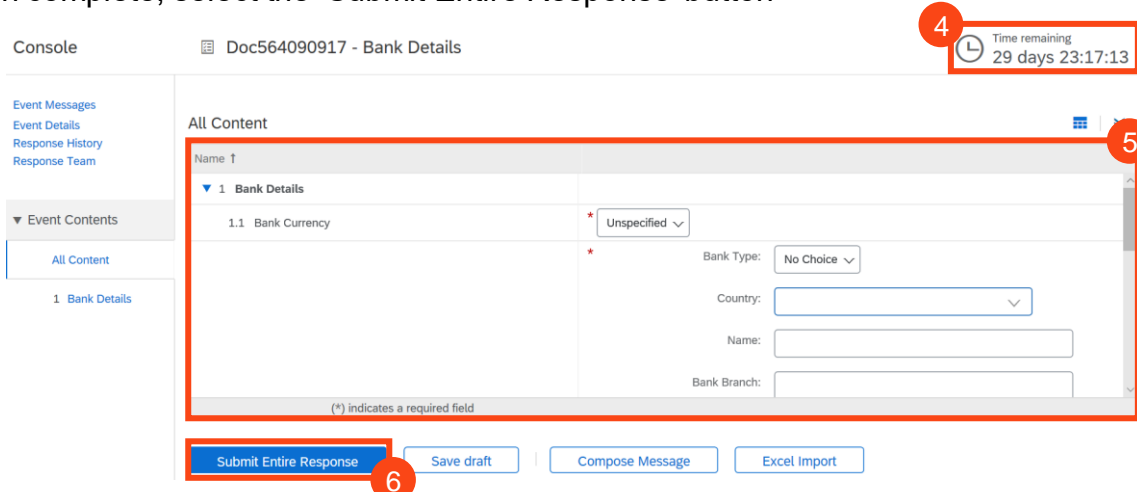


The questionnaire is now open:

4. The event clock is displayed

5. Complete the questionnaire

6. When complete, select the 'Submit Entire Response' button



# Supplier Onboarding

## Modular Questionnaire– Collection of Bank Details



### Hints & Tips for Completion:

#### Section 1 – Bank Details

##### 1.1 Bank Currency

- Currencies available are GBP, EUR, USD. If another currency is required, please email our team on [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com) as soon as possible

##### 1.2 Bank Account Information

- Type - select 'Domestic' for UK or 'Foreign' for non-UK banking. Bank ID should be '0000'
- Select the Country
- Enter the name of the bank, branch name and address where the account is held
- Enter the account holder name, as it appears on your statement
- If a UK bank enter the 6 digit sort code with no spaces or '-' in the Bank Key field and enter your 8 digit account number in the Account Number Field
- If a Foreign bank enter the Routing Number (ABA), IBAN (International Bank Account Number), SWIFT (Society for Worldwide Interbank Financial Telecommunication) code as provided by your bank

**Section 2** – Attach a PDF of your bank details. This must be on letter headed paper or an invoice template and signed by your FD or equivalent. Cadent requires this to meet with internal Financial controls, which aim to protect both Cadent and our suppliers from fraudulent activity.

7. Click 'OK' to submit the response

8. Click 'Go back to Cadent Dashboard' at the top of the screen

9. The status is now updated. You can click on any of the questionnaires and revise your response during the event (time remaining is displayed on the event clock)

The screenshot shows the Ariba Sourcing interface. At the top, there is a confirmation dialog box with the text "Submit this response?" and "Click OK to submit." with "OK" and "Cancel" buttons. Below this, there is a link to "Go back to Cadent Gas Dashboard". The main area displays a table of "Registration Questionnaires" and "Qualification Questionnaires". The "Registration Questionnaires" table has columns: Title, ID, End Time, Commodity, Regions, and Status. It shows two entries: "VAT Information" (Status: Completed) and "Cadent Supplier Registration Questionnaire" (Status: Open). The "Qualification Questionnaires" table also has columns: Title, ID, End Time, Commodity, Regions, and Status. It shows one entry: "External Qualification Survey" (Status: Completed). At the bottom, there is a section for "Questionnaires" with a table showing "Bank Details" (Status: Pending Approval). Red boxes and numbers 7, 8, and 9 highlight the submission dialog, the dashboard link, and the "Bank Details" row respectively.

### What Happens Next?

A representative of Cadent's Accounts Payable team will review your submission.

To complete our controls testing, they will telephone your company via an independently searched telephone number and will ask a representative of your credit control team to confirm the bank account details entered in the questionnaire.

Once approved, your bank account details will be synced with our back office system, enabling us to pay you by BACS once your invoice is matched and due for payment.

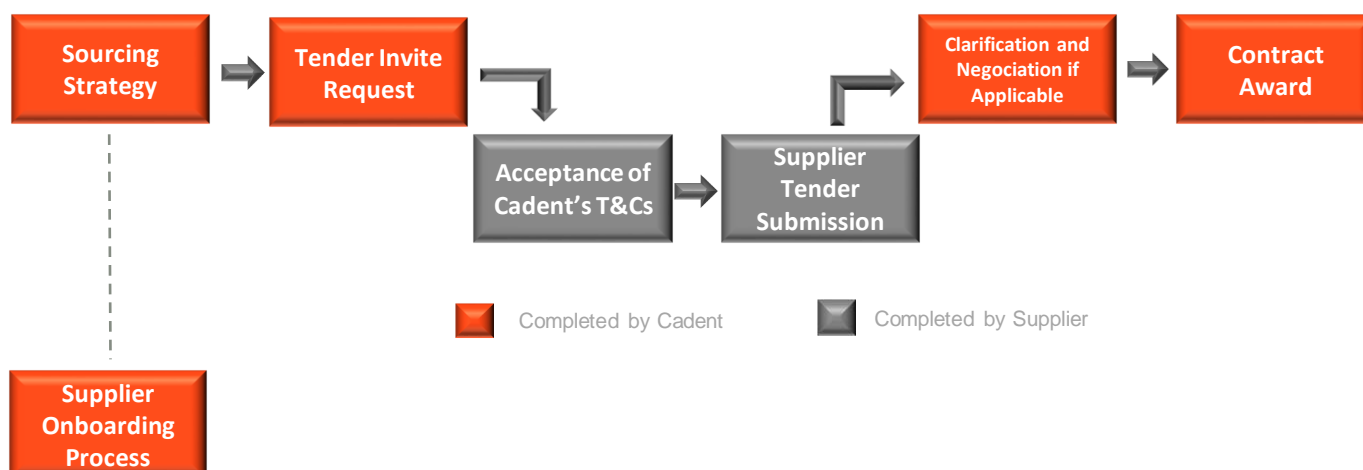
# Sourcing Activities



# Sourcing Activities

As a utility in the UK, Cadent has to abide by Utility Contract Regulations (UCR 2016).

On the first of January each year, the thresholds for Goods, Works and Services are reset and can be viewed at <https://www.ojeu.eu>



To manage this Cadent operates the process above:

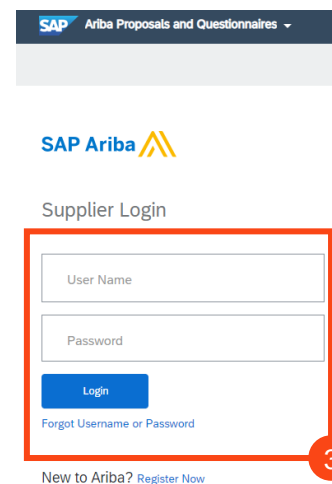
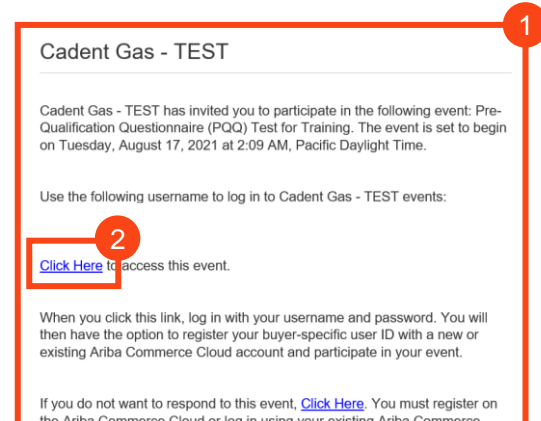
- Our buying teams will create a sourcing strategy outlining the market place, how we buy today and with the support of key stakeholders understand future forecasting requirements.
- Using tools such as Achilles, Utility Vendor Database (UVDB), Constructionline for DPS (Dynamic Purchasing System) and SAP Ariba, our buying teams will construct an RFx/ITT.
- Suppliers participating in Sourcing events, need to complete the Ariba Registration process (see Supplier Onboarding Process).
- Ariba is Cadent's chosen procurement system and is used it for our sourcing activity, depending on the sourcing strategy you may also receive an invitation via Achilles, Constructionline or directly from a buyer.
- Suppliers are expected to review the sourcing documentation as soon as possible, understanding the timescales around the event and abide by the bidding rules.
- Suppliers are expected to ensure all documentation being submitted to Cadent are submitted by an authorised individual.
- Cadent will share within the ITT (Invitation to Tender) documentation the split between the Technical and Commercial requirements.
- Under the Utilities Contract Regulations 2016, Cadent will adhere to the 10 Calendar Day Standstill Period at the point of Contract award, where applicable.
- Suppliers who are awarded a Contract must transact with Cadent electronically via the Ariba Network.

# Sourcing Activities

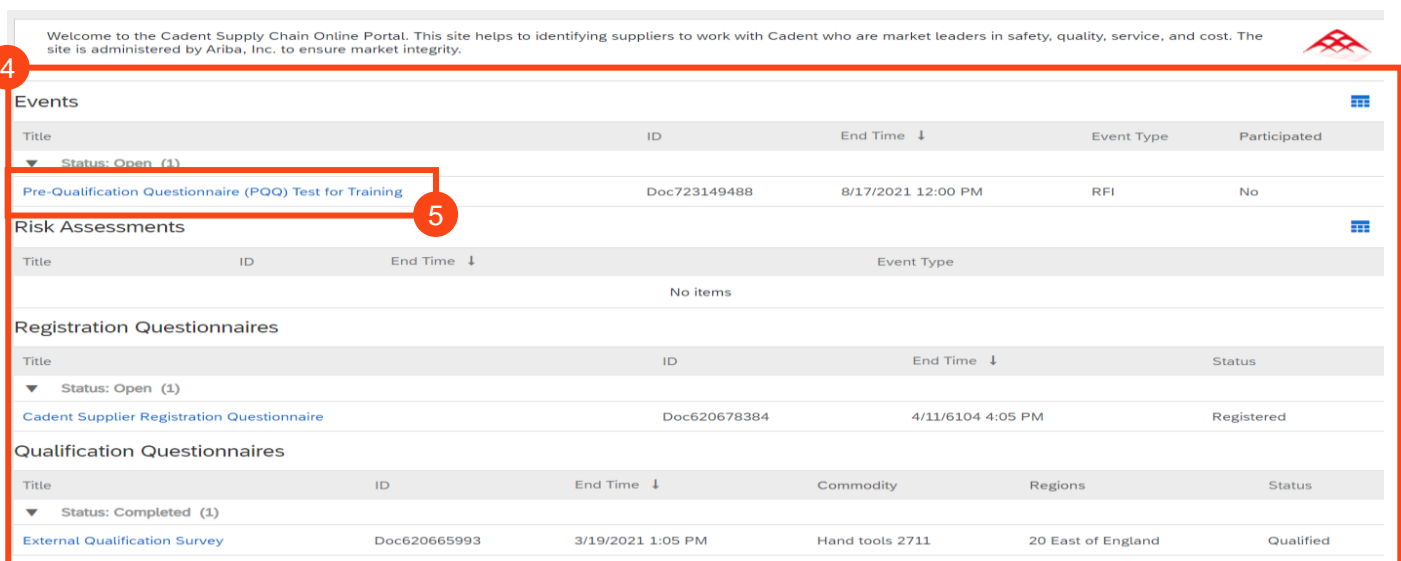
1. You will receive an email from Cadent asking you to participate in an event.

2. Click on the link to access the event

3. Log into the Ariba portal using your Ariba credentials that would have been created as part of Supplier Registration



4. The dashboard is now open, any sourcing events or questionnaires are displayed



5. Click on the event to open it

# Sourcing Activities

## 6. Once in the event, click 'Review Prerequisites'

Event Details Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo... Time remaining 01:00:55

Event Messages  
Download Tutorials  
Response Team

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Review and respond to the prerequisites. Prerequisites questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites Decline to Respond Print Event Information

Event Overview and Timing Rules

Owner: Jessica Porter  
Event Type: RFI

Description: Pre-Qualification Questionnaire (PQQ) Test for Training  
Currency: British Pound  
Commodity: Minor Gas Works, IP HP 72141127  
Regions: 10 National  
Contract Months: 12  
Contract Effective Date: 08/10/2021

Publish time: 8/17/2021 10:09 AM  
Due date: 8/17/2021 12:00 PM

## 7. If you elect not to participate, select 'Decline to Respond'

**Please note: If you select 'Decline to Respond' you will not be able to view the event details, respond to the event or send messages through the message board**

## 8. Review the prerequisites and confirm whether you accept or do not accept the terms of the agreement

Prerequisites Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training

▼ Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Arriba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

☒ I accept the terms of this agreement.  
☐ I do not accept the terms of this agreement.

OK Cancel

## 9. Click 'OK'

**Please note: If you select 'I do not accept the terms of this agreement' you will not be able to proceed further into the event**

# Sourcing Activities

## 10. If you accepted the terms of the agreement, you can now respond to the event

Console Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo...

Event Messages **12**

Response Team

Primary

**11** Time remaining 00:29:07

**10**

All Content

Name ↑

1 Overview of Requirements Less...

Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes.

1.1 Please read the attached background information document by clicking on this link. **13**

References

1.2 Any Vendor who wishes to proceed in the tender process must complete this PQQ in ARIBA by the deadline specified here. Please note the subsequent RFP stage will be conducted via the ARIBA system.

Tue, 17 Aug, 2021

The closing date for this PQQ is

2 PQQ Instructions Less...

You are hereby invited to respond to the Pre-Qualification-Questionnaire (PQQ) for the provision of goods or services Cadent Gas Ltd as specified in this PQQ.

2.1 Responses and any attachments must be in the

(\*) Indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

## 11. The event countdown is displayed at the top of the screen

## 12. You can review previous messages and ask questions during the event in the Event Messages

## 13. Click 'Compose Message' to ask a new question

Event Messages - Pre-Qualification Questionnaire (PQQ) Test for Training

Back to Console

Time remaining 00:18:29

Messages

Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
MSG56576009	Not Applicable	08/17/2021 10:09 AM	Cadent Gas - TEST	Jessica.Porter	Test Tester	Cadent Gas - TEST has invited you to participate in an event: Pre-Qualification Questionnaire...

View Reply **13** Compose Message Download all attachments

Back to Console

## 14. Enter any questions or text, Ariba will automatically default the subject, this can be amended

< Go back to Cadent Gas - TEST Dashboard Desktop File Sync

Compose New Message

From: Test Vendor 2 - 19/03/2021 (Test Tester)

To: Project Team

Subject: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training **15**

Attachments: Attach a file

**14**

Hi there,  
In section 1 of the PQQ I can see we have to specify some more detail, could we provide this detail in a separate document and attach it to our response?  
Thank you

**16** Send Cancel

15. You can attach files or zip folders by selecting 'Attach a File'

16. Click 'Send' when you have completed the form

# Sourcing Activities

**Please note:** The Cadent Buyer will have visibility of who has submitted the question, please do not enter any company identifiers in your question as it may be shared with other participants

17. When Cadent respond, you should receive an email similar to the one shown here

## Cadent Gas - TEST

Hi,

Yes as this will support your submission.

Thank you

17

18. To view this in Ariba, log in and click on the event

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
Pre-Qualification Questionnaire (PQQ) Test for Training	Doc723149488	8/18/2021 12:00 PM	RFI	No

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Cadent Supplier Registration Questionnaire	Doc620678384	4/11/6104 4:05 PM	Registered

19. Click into 'Event Messages'

Console

Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test fo...

Time remaining  
03:36:49

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots

4. Submit Response

▼ Event Contents

All Content

Primary

All Content

Name ↑

▼ 1 Overview of Requirements Less... -

Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes.

1.1 Please read the attached background information document by clicking on this link.

References

1.2 Any Vendor who wishes to proceed in the tender process must complete this PQQ in ARIBA by the deadline specified here. Please note the subsequent RFP

Tue, 17 Aug, 2021

Suppliers are requested to click on References

(\*) indicates a required field

# Sourcing Activities

**20.** The message response from Cadent will be visible at the top of the Message Board list, click on the subject to read the response

Event Messages - Pre-Qualification Questionnaire (PQQ) Test for Training

[Back to Console](#)

Time remaining  
03:21:32

Messages

Id	Reply Sent	Sent Date ↓	From	Contact Name	To	Subject
<input type="radio"/> MSG56568000.1	No	08/17/2021 12:32 PM			Participants (1) Team (2)	<a href="#">RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training</a>
<input type="radio"/> MSG56568000	No	08/17/2021 12:26 PM			Participants (0) Team (2)	<a href="#">Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training</a>
<input type="radio"/> MSG56576012	No	08/17/2021 12:03 PM			Test Tester	Event Pre-Qualification Questionnaire (PQQ) Test for Training has been reopened.
<input type="radio"/> MSG56576011	No	08/17/2021 12:00 PM			Test Tester	Event Pre-Qualification Questionnaire (PQQ) Test for Training is no longer accepting responses.
<input type="radio"/> MSG56576009	Not Applicable	08/17/2021 10:09 AM			Test Tester	Cadent Gas - TEST has invited you to participate in an event: Pre-Qualification Questionnaire...

[View](#) [Reply](#) [Compose Message](#) [Download all attachments](#)

**21.** You can respond to this message by clicking 'Reply', if you choose not to reply then click 'Done'

View Message

Id: MSG56568000.1

From:

Sent: 08/17/2021 12:32 PM

To: Project Team;

Subject: RE: Doc723149488 - Pre-Qualification Questionnaire (PQQ) Test for Training

Hi,

Yes as this will support your submission.

Thank you

[Done](#) [Reply](#)

**22.** When submitting your response to Cadent's event, any fields marked with a Red Astrix must be completed

Primary

All Content

Name ↑

1 Overview of Requirements Less...

Cadent Gas owns four of the eight gas distribution networks in Great Britain. Through these networks, we distribute gas to approximately 11 million offices, schools and homes.

1.1 Please read the attached background information document by clicking on this link. [References](#)

1.2 Any Vendor who wishes to proceed in the tender process must complete this PQQ in ARIBA by the deadline specified here. Please note the subsequent RFP

Tue, 17 Aug, 2021

(\*) indicates a required field

[Submit Entire Response](#) [Update Totals](#) [Save draft](#) [Compose Message](#) [Excel Import](#)



# Sourcing Activities

**23.** The answer fields can vary from test boxes, drop down menu's and attachments

All Content

Name ↑	
<b>Company Details in this section</b>	
4.1 Provide your company Name	* TestSupplier1
4.2 Provide your Company House Registration Number	* 1234
4.3 Provide your Company UVDB Supplier Code	* 12345
4.4 Please provide Parent Company Name (If applicable)	<input type="text"/> +
4.5 Please provide details of the lead contact person. If successful in the outcome of this PQQ. The	* <input type="text"/>

(\*) indicates a required field

**24.** To download any files/attachments within the content, select the document name and click 'Download this Attachment/Download all attachments'

All Content

Name ↑	
Contact email address	<input type="text" value="joe.bloggs@testsupplier.com"/>
4.8 Please provide Lead Contact Telephone number	* 12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents.	<div>Blank PQQ.docx</div> <div>Download this attachment</div> <div>Download all attachments</div>
6 PQQ QUESTIONS	
6.1 Please attach your response here.	*Attach a file +

(\*) indicates a required field

**25.** To attach any files or zip folders relating to your submission, find the answer field and click 'Attach a File'

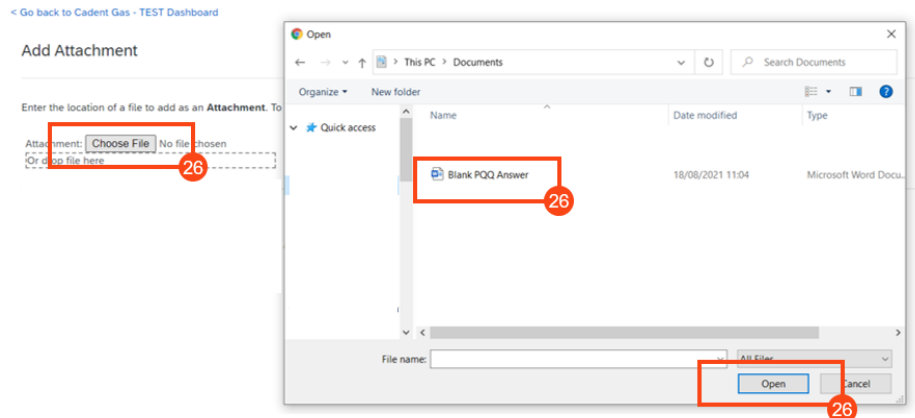
All Content

Name ↑	
Contact email address	<input type="text" value="joe.bloggs@testsupplier.com"/>
4.8 Please provide Lead Contact Telephone number	* 12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents.	Blank PQQ.docx
6 PQQ QUESTIONS	
6.1 Please attach your response here.	*Attach a file +

(\*) indicates a required field

# Sourcing Activities

**26.** Click on 'Choose File', select the document or zip folder you would like to upload and click 'Open'

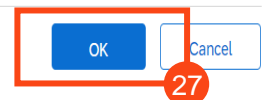


**27.** Once the file/zip folder is attached, click 'OK'

Add Attachment



Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.



**28.** Once your response is complete, click 'Submit Entire Response'

All Content

Name ↑	
Contact email address	joe@logga@testsupplier.com
4.8 Please provide Lead Contact Telephone number	* 12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents. ▾  Blank PQQ.docx ▾	
6 PQQ QUESTIONS	
6.1 Please attach your response here.	*  Blank PQQ Answer.docx ▾ Update file Delete file

(\*) indicates a required field

Submit Entire Response

28

Update Totals

Save draft

Compose Message

Excel Import

**29.** Click 'OK'

All Content

Name ↑

English or a full English translation must be provided at no cost to Cadent. Applicants should not make any assumptions based on prior knowledge and/or experience of working with Cadent in the completion of their PQQ response.

✓ Submit this response?

Click OK to submit.

OK

Cancel

29

# Sourcing Activities

**30.** Once the bidding period has expired, an email notification will be sent confirming we are no longer accepting responses similar to the email shown here

## Cadent Gas - TEST

Thank you for participating in the Cadent Supply Chain Online Portal event Doc723149488 Pre-Qualification Questionnaire (PQQ) Test for Training.

The event Pre-Qualification Questionnaire (PQQ) Test for Training is now in Pending Selection and is no longer accepting responses. We will analyse the responses and notify you of the outcome of this.

For details about this event, please visit the Cadent Gas - TEST Cadent Supply Chain Online Portal [Click Here](#).

If you have any questions about the event, please contact Jessica.Porter at or via e-mail at [jessica.porter@cadentgas.com](mailto:jessica.porter@cadentgas.com).

Thank you,

Cadent Gas - TEST

30



## Hints & Tips for Completion:

- Mandatory questions are marked with a \*
- Keep an eye on the bidding clock and remember to submit your response
- You can export the event into Microsoft Excel, using the 'Excel Import'
- Remember to 'save as draft' if you are completing the event over several sittings
- Where this symbol is seen, you can add comments or attachments when it is selected

\* Yes  →

Comment: \*

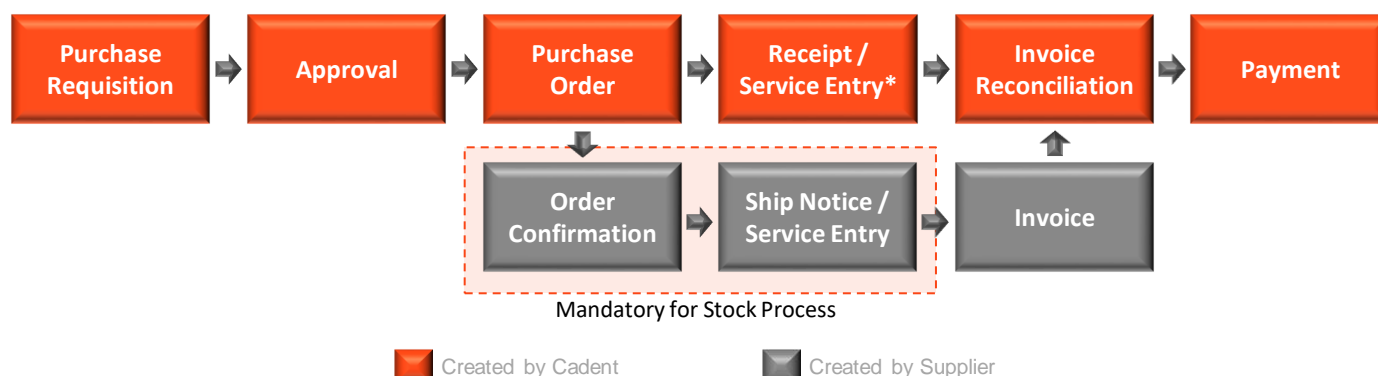
Attachment: [Attach a file](#)

# Managing Purchase Orders & Invoices

# Managing Purchase Orders and Invoices

## Purchase to Pay Process

Cadent operates a standard purchase to pay process via SAP Arriba as outlined below.



Suppliers must not supply goods or services without a valid purchase order (or BPO), invoicing without a valid purchase order will lead to the invoice being returned, unpaid.

## Stock & Non-Stock Purchase Orders

Cadent operates an internal logistics warehouse process, enabling our field force to order key operational materials via our Direct Order Delivery Service (DODS). Suppliers will receive purchase orders for either stock, non-stock or both processes.

Purchase orders numbers are 10 digits long, for stock starting with '30'; for non-stock starting with '32'.

## Blanket Purchase Orders (BPO)

Blanket purchase orders are typically created for services invoiced on a consolidated basis. This requires the supplier to provide a summary invoice with backing data in a standard format, which Cadent will use to journal the costs to the appropriate business area.

Any such arrangement would be made as a result of a tender event.

The process for creation of a blanket purchase order excludes the purchase requisition. The reference of the blanket purchase orders will start 'BPO'. The email output and suppliers process is the same for a blanket purchase order as described above.

The Commodities typically associated with this process includes; Fleet Management, Travel, Plant Hire, Traffic Management, Temporary Labour, Mobile Phone Airtime.

# Managing Purchase Orders and Invoices

## Important Checks When Receiving A Purchase Order

You should not accept a purchase order if:

- the order is incomplete, i.e. if delivery charge is to be invoiced it must be on the purchase order as a line item
- if any information such as price is incorrect, as this will cause your invoice to be sent back to you, unpaid
- if the format of the purchase order does not enable you to invoice, i.e. if the quantity on the purchase order is 1 and you need to part invoice;

**Note:** If the purchase order is for services, the PO may have been created as a 'call-off'. This means that the price will be 1.00 and the monetary value is shown in the quantity field, which will allow you to part-invoice.

You should not accept verbal changes to a purchase order. The requisitioner of the order should amend the purchase order in Ariba, which must be approved and a new version of the order will be sent to you.

If your company details have changed and our system needs to be updated, contact us at [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com).

## Order Type (Material / Service)

When checking a purchase order, you must note whether the 'type' is Service or Material. The Ariba system has different requirements based on this category as explained below.

### Service Orders

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. From 31<sup>st</sup> March 2021 SES are automatically created based on the data entered into an invoice, meaning suppliers only need to enter the data into Ariba once, at the point of invoicing.

### Material Orders

Material Orders can be flipped directly to an invoice. The invoice will adopt the structure of the purchase order, so you must validate the structure when the order is received.

# Managing Purchase Orders and Invoices

## Order Confirmation and Ship Notice

Order confirmation (OC) and ship notices (ASN) are required for our stock ordering process (PO with 30 prefix) to support our Logistics colleagues.

## Submitting Your Invoice in Ariba

Suppliers are required to submit invoices electronically via Ariba, this simplest way to complete the activity is to flip the purchase order to an invoice.

You must remember to attach the PDF copy of your invoice when submitting the transaction as Cadent requires this for validation and tax purposes. Please ensure the document name is alpha numeric and does not contain any special characters.

**IMPORTANT:** When creating multiple invoice records for a single Purchase Order, please leave at least **three minutes** between invoice submission and creation of the next transaction to allow the data to flow through the Ariba Network.

## Supplier Integration with Ariba

Suppliers who have a high volume of transactions may benefit from integrating their back office system with Ariba. An enterprise account is required to support system integration and suppliers should not upgrade unless they have fully understood the associated costs.

If you would like to discuss invoice integration please email your details including vendor ID and ANID to [MyProcurementServices@cadentgas.com](mailto:MyProcurementServices@cadentgas.com).

## Domestic Reverse Charge – Building and Construction Services

Cadent is a utility company receiving building and construction services as part of its own assets construction, repair or alteration.

Cadent is an end user for the purposes of section 55A VAT Act 1994 reverse charge for building and construction services. Please issue us with a normal VAT invoice, with VAT charged at the appropriate rate. We will not account for the reverse charge.

More information can be found at <https://www.gov.uk/guidance/vat-domestic-reverse-charge-for-building-and-construction-services>.

# Managing Purchase Orders and Invoices


## The Purchase Order eMail

Purchase Orders are sent to suppliers via email, unless they have chosen to integrate their own back office sales system with Ariba. The email contains:

1. A HTML version of the purchase order, any attachments will also be accessible here
2. Interactive link to accept the purchase order (you need to log into your Ariba account)
3. Buyer and Seller details
4. Purchase Order (or BPO) number, Net Order Value & Order Version
5. Terms & Conditions / Payment Terms
6. Comments entered in the order by the requisitioner
7. Ariba Contract Reference (if applicable)

[EXT] Cadent Gas Limited sent a new Purchase Order 3200820226

 "Cadent Gas Limited <ordersender-prod@ansmtp.ariba.com>  
To

 If there are problems with how this message is displayed, click here to view it in a web browser.

 3200820226.htm  
24 KB

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

SAP Ariba

### Cadent Gas Limited sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.

Process order

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

**From:**  
**Cadent Gas Limited**  
Off Bromford Gate, Bromford Lan  
Birmingham  
  
B24 8DW  
United Kingdom

**To:**  
**Test Vendor 1 - 19/03/2021**  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom  
Phone:  
Fax:  
Email:

Purchase Order  
**(New)**  
3200820226  
Amount: £10,000.00 GBP  
Version: 1

Payment Terms  
NET 23

Comments

Comment Type: Terms and Conditions

Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of any tender in which case those agreed or stipulated Terms and Conditions will apply.  
2. By accepting this order you agree to be bound by our Standard Terms and Conditions of Purchase. These terms will apply in all instances, except as provided otherwise in Clause 1. If you do not wish to be bound by these terms please do not process the order.  
3. No other conditions of contract shall apply to this Purchase Order unless previously agreed in writing by our authorised representative.  
4. For all goods supplied, or services provided, the laws and jurisdiction of England & Wales shall apply.  
5. You are required to join the Ariba Network and manage transactions between our organisations electronically. Once you have signed up to the Ariba Network, email your network ID (ANID) to [AribaSupplierEnablement@cadentgas.com](mailto:AribaSupplierEnablement@cadentgas.com), to enable us to complete the connection.  
6. Additional information can be found at <http://cadentgas.com/business-with-us/suppliers>.  
7. The Supplier agrees that the Purchaser may use the Supplier's goods and services for the benefit of the Purchaser's third party customers and that the Purchaser may incur loss and liability to its customers (including without limitation its customer's lost revenue or profit) because of the Supplier's breach all of which shall be deemed to be recoverable at law from the Supplier. You must submit your invoice(s) via the Ariba Network

Contract #  
C910



# Managing Purchase Orders and Invoices

## The Purchase Order eMail

**Other Information**

Company Code: 1035

Legal Terms and A copy of the Standard Terms and Conditions of Purchase is available at:  
Conditions of <http://cadentgas.com/business-with-us/suppliers#furtherinfo>.

Purchase:

Invoicing Terms and 1. You must submit your invoice(s) via the Ariba Network, manually via the standard or enterprise account or automatically via Conditions of system integration. The method of invoice submission within the Ariba Network is your choice. Cadent will not be liable for any Purchase: fees charged by Ariba for your use of the Ariba Network.

2. Unless otherwise specified, payment or part payment (as appropriate) shall be made on the first Thursday following forty two (42) days of receipt of a valid invoice, together with appropriate supporting documentation, in the Ariba system. Failure to submit your invoice via the approved channel, quote an order number or providing an incorrectly drawn invoice may result in the return of an invoice and delay in payment.

3. Payment shall be by BACS transfer unless otherwise agreed.

**Ship All Items To**

**Cadent Gas Limited**  
Off Bromford Gate, Bromford Lan  
Birmingham

B24 8DW  
United Kingdom  
Ship To Code: 1000  
Email: [@cadentgas.com](mailto:@cadentgas.com)

**Bill To**

**Cadent Gas Limited**  
Off Bromford Gate, Bromford Lan  
Birmingham

B24 8DW  
United Kingdom

**Deliver To**

[@cadentgas.com](mailto:@cadentgas.com)  
Cadent Gas Limited

**Line Items**

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		SES_TEST Test Services for SES	Material		10,000 (EA)	30 Apr 2021	£1.00 GBP	£10,000.00 GBP

**Other Information**

Req. Line No.: 1  
Requester: :  
PR No.: PR21474  
Contract ID: C910  
Classification Domain: unspsc  
Classification Code: 80101601

Order submitted on: Thursday 8 Apr 2021 5:53 AM GMT-07:00

Received by Ariba Network on: Thursday 8 Apr 2021 5:53 / GMT-07:00

This Purchase Order was sent by Cadent Gas Limited AN01428874750 and delivered by Ariba Network.

Sub-total: £ 10,000.00 GBP

Questions or comments for your customer?

[Post message](#)

[Process order](#)

**About this email**

If you have any questions, contact **Cadent Gas Limited**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

Go Mobile

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA

[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Help Center](#)

8. Shipping Address, including contact email address for the requisitioner – please note the Shipping Address is displayed at item level and may differ for different lines on the order
9. Billing Address for your invoice. You must remember to provide a PDF tax invoice from your sales system when submitting an invoice to Cadent.
10. Line items on the purchase order. Please ensure you check the items for accuracy:
  - Only items on the purchase order can be supplied, if a delivery fee is to be applied it must be listed on the purchase order
  - The format of the items must enable you to invoice
  - All prices are excluding VAT, VAT should be added to your invoice as per tax legislation.

# Service Orders

# Service Orders

## The Purchase Order eMail

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. From 31<sup>st</sup> March 2021, the creation of a SES is automated based on the data input into an invoice record, meaning you only need to enter the data once.

1. Service orders are identified in the purchase order email with the type 'Service'
2. The value of the service requested
3. The service start and end date

Line Items								
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal
1		SES_TEST	Service		1 ( EA )	30 Apr 2021	£10,000.00 GBP	£10,000.00 GBP
Test Services for SES								
CONTRACT #								
C910								
Service Period								
Service Start Date:1 Apr 2021								
Service End Date:30 Apr 2021								
Other Information								
Expected Value for£10,000.00 GBP								
Unplanned Spend:								
Classification Domain:unspsc								
Classification Code:80101601								



**You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.**

4. When you are ready to submit your invoice, open the purchase order in your Ariba portal.

65  
Orders  
Save filter

6  
Orders to invoice  
Last 31 days



10  
Orders with service line  
Save filter

0  
Invoices  
Last 31 days

0  
Pinned documents

Orders with service line (10)  
Edit filter | Save filter | Last 365 days

Resend Failed Orders

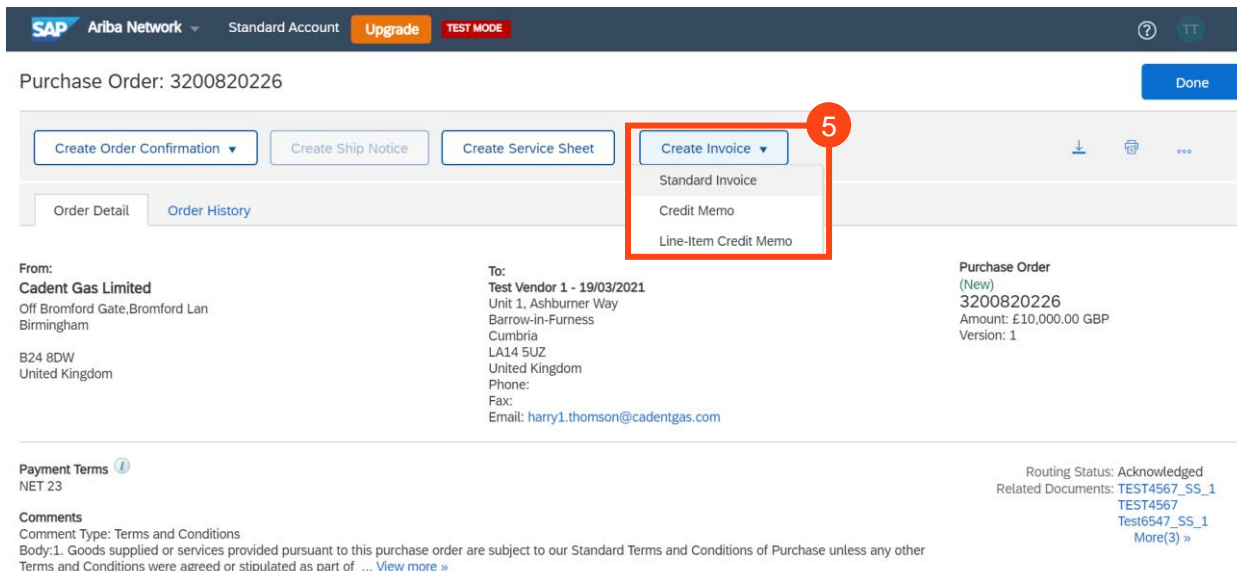


Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3300000291	Cadent Gas Limited - TEST	£11,000.00 GBP	Apr 27, 2022	Partially Invoiced	£2,500.00 GBP	...
3300000289	Cadent Gas Limited - TEST	£10,000.00 GBP	Apr 22, 2022	Partially Serviced		...
3300000232	Cadent Gas Limited - TEST	£100.00 GBP	Apr 1, 2022	Partially Invoiced	£10.00 GBP	...
3300000230	Cadent Gas Limited - TEST	£10,000.00 GBP	Mar 14, 2022	New		...
3300000227	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 14, 2022	New	£0.00 GBP	...
3300000222	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 11, 2022	New		...
3300000221	Cadent Gas Limited - TEST	£1,000.00 GBP	Mar 8, 2022	New	£560.00 GBP	...
3300000218	Cadent Gas Limited - TEST	£150,000.00 GBP	Feb 28, 2022	Partially Invoiced	£1,000.00 GBP	...

# Service Orders

## Creating an Invoice in the Ariba Network

- The purchase order is now open in the Ariba Network. To create your invoice, click 'Create Invoice', then select 'Standard Invoice' from the drop down



Purchase Order: 3200820226

From: Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

To: Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom  
Phone:  
Fax:  
Email: [harry1.thomson@cadentgas.com](mailto:harry1.thomson@cadentgas.com)

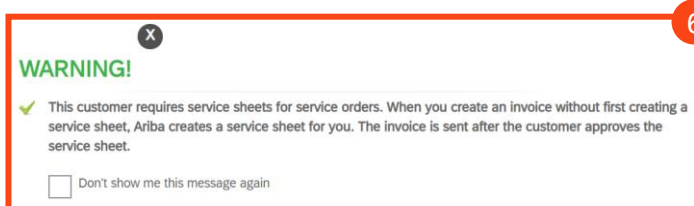
Purchase Order (New)  
3200820226  
Amount: £10,000.00 GBP  
Version: 1

Payment Terms: NET 23

Comments  
Comment Type: Terms and Conditions  
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more >](#)

Routing Status: Acknowledged  
Related Documents: [TEST4567\\_SS\\_1](#)  
[TEST4567](#)  
[Test6547\\_SS\\_1](#)  
[More\(3\) >](#)

- A pop-up message will appear stating Cadent requires service sheets for service orders. When creating the invoice, Ariba will automatically create the Service Sheet as a direct reflection of the data entered

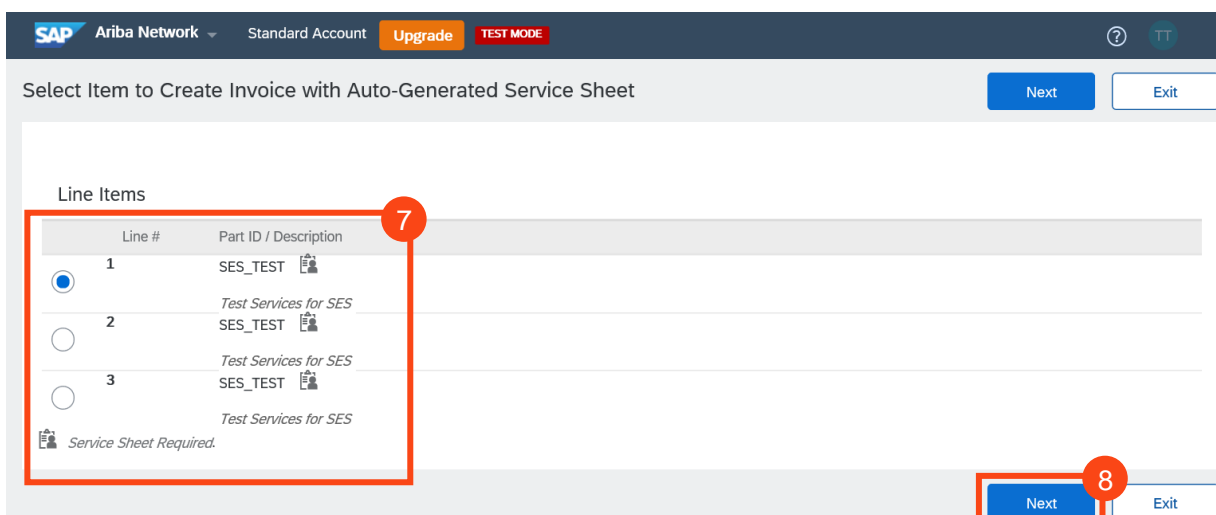


**WARNING!**

✓ This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

☐ Don't show me this message again

- If the purchase order has multiple line items, they will be listed here, you can only invoice one order line per invoice. Select the line item to invoice, if you are unclear which line to select, contact the Cadent requestor. Note if the purchase order has one line, go to step 10
- Click 'Next'



Select Item to Create Invoice with Auto-Generated Service Sheet

Line Items

Line #	Part ID / Description
1	SES_TEST
2	Test Services for SES SES_TEST
3	Test Services for SES SES_TEST

Service Sheet Required.

Next Exit

# Service Orders

## Creating an Invoice in the Ariba Network

9. The Ariba invoice template is now displayed. At the top of the page, enter your invoice number – **please note this is restricted to 16 characters and must be unique**

10. Scroll down and enter the details of the approver, this will be the name and email address of the Cadent representative listed on the purchase order, please ensure the email address is entered accurately

11. Enter your VAT registration ID (if applicable). Note, once entered this will automatically populate for all future invoices

12. Click 'Add to Header' and select 'Attachment'

# Service Orders

## Creating an Invoice in the Ariba Network

13. Click on 'Choose File' to open the browser and find the PDF image of your tax invoice, once selected click 'Add Attachment'

### Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

Repeat for any other attachments, i.e. timesheets, payment certificates

**Cadent requires all suppliers attach a non-editable copy of their invoice to enable validation of the fees invoiced**

**The document name must not include any special characters, please ensure the naming convention is Alpha Numeric**

14. Go to Line Items, select 'Add/Update'

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

Insert Line Item Options

☐ Tax Category:  ☐ Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			SES_TEST		Test Services for SES					

Line Item Actions

15. If the purchase order was created from a contract record, you will now see the line items available in the contract. Select the line to invoice against and enter the monetary value **without VAT** into the quantity field (if the contract includes retentions and the rate is stated on the line item description, you should include the retention value to this entry).

Note this line must be available on the purchase order for this process to be successfully completed

Create Service Sheet: Add Item

Part No: SES\_TEST, Description: Test Services for SES Contract ID: C910

Browse By Category

Management Advisory Services >

Management and Business Profes... >

Catalog Search by part #, supplier name, or keyword

1 item(s) found View:   Sort by: Relevance

☐ **Test Services for SES**

Supplier: Test Vendor 1 - 19/03/2021

Supplier Part #: SES\_TEST

Available in: 3 Day(s)

Test Services for SES

£1.00 GBP / Each

Qty:

16. Click 'Add to Cart'

17. Click 'Done' and go to Step 23

# Service Orders

## Creating an Invoice in the Ariba Network

18. If the purchase order does not quote a contract select 'Create a Non-Catalog item'

Create Service Sheet: Add Item Done Cancel

Part No: Not Available, Description: Test Line Item - Champs Training

Browse By Category  Search by part #, supplier name, or keyword Q +

No results found for , please revise your search

- or -

Create a Non-Catalog item 18

Done Cancel

19. Complete the mandatory fields in the template:

Enter the description of services – maximum 80 characters

Enter the quantity – if a daily or hourly rate, enter the quantity being invoiced, otherwise enter '1'

The Unit of Measure should be defaulted from the PO, this is usually 'Each'

Price - if a daily or hourly rate, enter the rate without VAT, otherwise enter the full price without VAT

20. Click Save

Create Service Sheet: Add Non-Catalog Item Save Cancel 20

Full Description: \*  19

Commodity Code: \*

Quantity:

Unit of Measure:

Price: \*

Amount: £0.00 GBP

Update Amount

Supplier Information

Supplier Part Number:

Supplier Part Auxiliary ID:

21. You can now see the line in the basket, click 'Done'

Create Service Sheet: Add Item Done Cancel 21

Part No: Not Available, Description: Test Line Item - Champs Training

Browse By Category  Search by part #, supplier name, or keyword Q +

No results found for , please revise your search

- or -

Create a Non-Catalog item

Done Cancel

# Service Orders

## Creating an Invoice in the Ariba Network

22. Select the line item

23. Enter the service start and end date for the period covered in the invoice

24. Select 'Line Item Actions'

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

Insert Line Item Options

☐ Tax Category: 20% VAT ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		Test Line Item - Champs Training		1	EA	£10.00 GBP	£10.00 GBP

Service Period: Service Start Date:  Service End Date:

Line Item Actions Delete Add Add/Update

25. Select 'Tax' from the drop down

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Comments

Attachment

26. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF invoice and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)

Tax

Category: 20% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Rate(%): 20

Tax Amount: £2.00 GBP

Exempt Detail: (no value)

Date Of Supply: 1 Feb 2022

☐ Triangular Transaction

### If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount



# Service Orders

## Creating an Invoice in the Ariba Network

### 27. Click 'Next'

Note: any errors or missing data will trigger an error message at the affected field.

You will now see a summary invoice template.

### 28. Review the template and when ready, click 'Submit'

### 29. The invoice is successfully submitted.

You can print a copy of the invoice or exit

Exiting the invoice creation screen, returns you to the purchase order, where you can repeat the process and create further invoices, up to the value of the purchase order.

# Service Orders

## Creating an Invoice in the Ariba Network

30. The invoice you have just submitted is now showing in the related documents section, you can click on this field to open the document.

Purchase Order: 3200820226 Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Order Detail Order History

**From:**  
 Cadent Gas Limited  
 Off Bromford Gate, Bromford Lane  
 Birmingham  
 B24 8DW  
 United Kingdom

**To:**  
 Test Vendor 1 - 19/03/2021  
 Unit 1, Ashburner Way  
 Barrow-in-Furness  
 Cumbria  
 LA14 5UZ  
 United Kingdom  
 Phone:  
 Fax:  
 Email: [harry1.thomson@cadentgas.com](mailto:harry1.thomson@cadentgas.com)

**Purchase Order**  
 (Partially Invoiced)  
 3200820226  
 Amount: £10,000.00 GBP  
 Version: 1

**Payment Terms**  
 NET 23

**Comments**  
 Comment Type: Terms and Conditions  
 Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more](#)

**Contract #**  
 C910

Routing Status: Acknowledged  
 Related Documents: [12345680\\_SS\\_1](#)  
[12345680](#)  
[12345679](#)  
[More\(6\)](#)

30



### What Happens Next?

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.

If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

### Key things to remember

Ariba will automatically create a Service Entry Sheet (SES)

The Cadent requestor (PO Owner) will receive an email requesting they review the SES

The Cadent requestor reviews the SES and either approves or denies the request

If the SES is approved, Ariba will automatically create the invoice record in the network and send it to Cadent's buying & invoicing environment, if the VAT is entered at a lower amount than the system is expecting (usually standard 20%) due to a retention calculation, an under tax exception will be created and managed by the Cadent Tax team. If the value of VAT entered is incorrect the invoice will be rejected and require re-processing by the supplier.

If the SES is denied, the supplier will need to re-input the information based on the feedback from the Cadent requestor

Payment will be made on the first Thursday following the days applied in the payment terms

# Order Confirmation

Required for stock purchase orders with  
'30' prefix only

# Managing Purchase Orders & Invoices

## Order Confirmation (OC)

The Order Confirmation process is only required for our stock ordering process (30 order prefix). You must also complete a ship notice (ASN – for stock purchase orders)

1. Order for products will be of the type 'material' from the purchase order email
2. Part number and description
3. The quantity requested
4. The NET unit price

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available Box of Materials	Material		20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
Other Information Req. Line No.:1 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								
2		Not Available Box of Equipment	Material		15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
Other Information Req. Line No.:2 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								
3		Not Available Delivery	Material		1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP
Other Information Req. Line No.:3 Requester:Sarah L Crowder PR No.:PR21554 Classification Domain:unspsc Classification Code:14111509								



**You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.**

5. When you are ready to submit your order confirmation, open the purchase order in your Ariba portal.

Workbench

Customize

6

Orders

Last 31 days

6

Orders to invoice

Last 31 days

0

Orders with service line

Last 31 days

0

Invoices

Last 31 days

0

Pinned documents


Orders to invoice (6)


[Edit filter](#)

[Save filter](#)

Last 31 days

Resend Failed Orders





5

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

# Managing Purchase Orders & Invoices

## Order Confirmation (OC)

6. The purchase order is now open in the Ariba Network. To create an Order Confirmation, click 'Create Order Confirmation', then from the drop down
- Select 'Confirm Entire Order' to confirm the entire order as a single delivery
  - Select 'Update Line Items' to confirm part delivery with the ability to place items on back order
  - Select 'Reject Entire Order' if the information on the purchase order is incorrect

Purchase Order: 3200820283 Done

**6** Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order  
Update Line Items History  
Reject Entire Order

**From:**  
Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

**To:**  
Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom  
Phone:  
Fax:  
Email: [harry1.thomson@cadentgas.com](mailto:harry1.thomson@cadentgas.com)

**Purchase Order**  
(New)  
3200820283  
Amount: £6,542.50 GBP  
Version: 1

**Payment Terms** i  
NET 23

**Comments**  
Comment Type: Terms and Conditions  
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more »](#)

Routing Status: Sent

If confirming the entire order:

7. Enter the confirmation number
8. Enter your reference
9. Enter the Estimated Shipping and Delivery Dates
11. Click 'Next'

Confirming PO Exit **12** Next

**1** Confirm Entire Order  
**2** Review Order Confirmation

**7** Confirmation #

**8** Associated Purchase Order #

Customer: Cadent Gas Limited - TEST

Supplier Reference: **9**

**Shipping and Tax Information**

Est. Shipping Date: **9** Est. Shipping Cost:

Est. Delivery Date: **9** Est. Tax Cost:

Comments:

**Attachments**

Name	Size (bytes)	Content Type
No Items		

[Browse...](#) [Add Attachment](#)

The total size of all attachments cannot exceed 10MB

**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Box of Materials Current Order Status: <b>20 Confirmed As Is</b> (Estimated Delivery Date: 30 Apr 2021)	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP
2	Not Available Box of Equipment Current Order Status: <b>15 Confirmed As Is</b> (Estimated Delivery Date: 30 Apr 2021)	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP
3	Not Available Delivery Current Order Status: <b>1 Confirmed As Is</b> (Estimated Delivery Date: 30 Apr 2021)	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP

Exit **11** Next

# Managing Purchase Orders & Invoices

## Order Confirmation (OC)

If confirming part of the order via the Update Line Items option:

7. Enter the confirmation number
8. Enter your reference
9. Enter the Estimated Shipping and Delivery Dates
10. Enter the quantity confirmed, on back order or rejected
11. Click 'Next'

Confirming PO Exit Next **11**

1 Update Item Status 2 Review Confirmation

Order Confirmation Header \* Indicates required field

Confirmation #:  **7**

Associated Purchase Order #: 3200820283

Customer: Cadent Gas Limited - TEST

Supplier Reference:  **8**

Shipping and Tax Information

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:  **9** Est. Shipping Cost:

Est. Delivery Date:  **9** Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No Items		

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal						
1	Not Available Box of Materials Current Order Status	20 (EA)	30 Apr 2021	£150.00 GBP	£3,000.00 GBP						
<p>20 Unconfirmed</p> <p>Confirm: <input type="text"/> <b>10</b> Backorder: <input type="text"/> Reject: <input type="text"/> <input type="button" value="Details"/> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Items</td> </tr> </tbody> </table> <p><input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/></p> <p><small>The total size of all attachments cannot exceed 10MB</small></p>						Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type									
No Items											
2	Not Available Box of Equipment Current Order Status	15 (EA)	30 Apr 2021	£234.50 GBP	£3,517.50 GBP						
<p>15 Unconfirmed</p> <p>Confirm: <input type="text"/> <b>10</b> Backorder: <input type="text"/> Reject: <input type="text"/> <input type="button" value="Details"/> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Items</td> </tr> </tbody> </table> <p><input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/></p> <p><small>The total size of all attachments cannot exceed 10MB</small></p>						Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type									
No Items											
3	Not Available Delivery Current Order Status	1 (EA)	30 Apr 2021	£25.00 GBP	£25.00 GBP						
<p>1 Unconfirmed</p> <p>Confirm: <input type="text"/> <b>10</b> Backorder: <input type="text"/> Reject: <input type="text"/> <input type="button" value="Details"/> ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Items</td> </tr> </tbody> </table> <p><input type="button" value="Browse..."/> <input type="button" value="Add Attachment"/></p> <p><small>The total size of all attachments cannot exceed 10MB</small></p>						Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type									
No Items											

ⓘ

Exit Next **11**

# Managing Purchase Orders & Invoices

## Order Confirmation (OC)

Review the Order Confirmation

12. Click 'Submit'

If rejecting the entire order:

13. Enter the confirmation number

14. Enter comments

15. Click 'Reject Order'

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:

Reject Order

Cancel

**If rejecting an order you must not provide the goods or services.**

Any invoice relating to a purchase order rejected by you in the Ariba Network will be returned to you unpaid.

### Changes to Purchase Orders when Confirmed

Order Confirmation prevents some changes being made to the purchase order line, i.e. the requestor cannot cancel the purchase order or reduce the quantity of the line item. They can however increase the quantity on the line item or add an additional line item if required.

For Non-Stock Purchase Orders you do not need to send a Ship Notice, however, this is required for our stock process (PO with 30 prefix)

Order Confirmation prevents the quantity on the purchase order being reduced by the requisitioner.

# Ship Notice (ASN)

Material Order - Required for stock purchase orders with '30' prefix only



# Managing Purchase Orders & Invoices

## Ship Notice (ASN)

The Ship Notice process is only required for our stock ordering process (30 order prefix).

1. Once you have completed the Order Confirmation (OC) and are preparing to ship your goods to Cadent, open the purchase order in your Ariba portal.

Workbench Customize

6 Orders Last 31 days	6 Orders to invoice Last 31 days	0 Orders with service line Last 31 days	0 Invoices Last 31 days	0 Pinned documents
-----------------------------	--	---	-------------------------------	-----------------------

Orders to invoice (6)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Print](#) | [Customize](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<a href="#">3000149640</a>	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
<a href="#">3000149624</a>	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
<a href="#">3000149622</a>	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
<a href="#">3000149621</a>	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
<a href="#">3000149620</a>	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
<a href="#">3000149577</a>	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

2. Click 'Create Ship Notice'

SAP Business Network - Standard Account [Upgrade](#) [TEST MODE](#) [Back to classic view](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

From: Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

To: Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 9UZ  
United Kingdom  
Phone:  
Fax:  
Email: [harry1.thomson@cadentgas.com](mailto:harry1.thomson@cadentgas.com)

Purchase Order (New)  
3200820283  
Amount: £6,542.50 GBP  
Version: 1

Payment Terms [?](#)  
NET 23

Comments  
Comment Type: Terms and Conditions  
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more](#)

Routing Status: Sent

# Managing Purchase Orders & Invoices

## Ship Notice (ASN)

Complete the template.  
The mandatory fields are highlighted here, you can complete additional information such as carrier or weight if the information is available.

3. Enter the 'Packing Slip ID'
4. Enter the 'Shipping Date' and 'Delivery Date'
5. Add any attachments here
6. Enter the quantity being shipped
7. Enter the production 'Batch ID'
8. Enter the date of production
9. Enter the date of product expiry

**Repeat for all items on the order.**

10. Click 'Next'

SAP Business Network - Standard Account Upgrade TEST MODE - Back to classic view

Create Ship Notice

\* Indicates required field

SHIP FROM: Test Vendor 1 - 19/03/2021  
Barrow-in-Furness, Cumbria, United Kingdom

DELIVER TO: Cadent Gas Limited  
Birmingham, United Kingdom

Ship Notice Header

SHIPPING: Packing Slip ID:  (3)  
Invoice No.:   
Requested Delivery Date: --  
Ship Notice Type: Select  
Shipping Date:  (4)  
Delivery Date:  (4)  
Gross Volume:  Unit:   
Gross Weight:  Unit:

TRACKING: Carrier Name:   
Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Chosen

The total size of all attachments cannot exceed 10MB

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:   
Delivery Terms Description:   
Transport Terms Description:

Shipping Payment Method: Account  
Shipping Contract Number:   
Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Fields

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
3200820283	1	Not Available Box of Materials		20	EA	30 Apr 2021		£150.00 GBP	£3,000.00 GBP

Shipment Status  
Total Item Due Quantity: 20 EA

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

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	20 (6)	(7)	(8)	(9)

| 3200820283 | 2 | Not Available Box of Equipment |  | 15 | EA | 30 Apr 2021 |  | £234.50 GBP | £3,517.50 GBP |

Shipment Status  
Total Item Due Quantity: 15 EA

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

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	15 (6)	(7)	(8)	(9)

| 3200820283 | 3 | Not Available Delivery |  | 1 | EA | 30 Apr 2021 |  | £25.00 GBP | £25.00 GBP |

Shipment Status  
Total Item Due Quantity: 1 EA

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

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	1 (6)	(7)	(8)	(9)

Save Exit Next (10)

# Managing Purchase Orders & Invoices

## Ship Notice (ASN)

Review the Ship Notice summary

### 11. Click 'Submit'

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Create Ship Notice Previous Save **11** Submit Exit

Confirm and submit this document.

**SHIP FROM**  
Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom

**DELIVER TO**  
Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

**Ship Notice Header**

**SHIPPING**  
Packing Slip ID: 1234  
Invoice No.: --  
Requested Delivery Date: --  
Ship Notice Type: --  
Actual Shipping Date: 20 Jul 2021  
Actual Delivery Date: 22 Jul 2021 12:00:00 PM  
Gross Volume: --  
Gross Weight: --

**TRACKING**  
Tracking information not provided.

**DELIVERY AND TRANSPORT INFORMATION**  
Delivery Terms: --  
Delivery Terms Description: --  
Transport Terms Description: --  
Shipping Payment Method: Account  
Shipping Contract Number: --  
Shipping Instructions: --

**ADDITIONAL FIELDS**  
Additional information not provided.

**Order Items** [Hide Item Details](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
3200820283	1	Not Available Box of Materials		20	EA	30 Apr 2021		£150.00 GBP	£3,000.00 GBP
<b>SHIPMENT STATUS</b> ▼ 1. Ship Qty: 20 EA <a href="#">Hide Details</a> No detail information provided.									
3200820283	2	Not Available Box of Equipment		15	EA	30 Apr 2021		£234.50 GBP	£3,517.50 GBP
<b>SHIPMENT STATUS</b> ▼ 1. Ship Qty: 15 EA <a href="#">Hide Details</a> No detail information provided.									
3200820283	3	Not Available Delivery		1	EA	30 Apr 2021		£25.00 GBP	£25.00 GBP
<b>SHIPMENT STATUS</b> ▼ 1. Ship Qty: 1 EA <a href="#">Hide Details</a> No detail information provided.									

Previous Save **11** Submit Exit

# Invoice Creation via PO Flip

## Material Order

# Managing Purchase Orders & Invoices

## Invoice Creation (Material Order)

This process should be followed for suppliers who receive purchase orders via Ariba with a material item category. For service item category, see section '**Service Orders**'

For purchases for our logistics team (PO prefix '30') an order confirmation (OC) and ship notice (ASN) must be completed before the invoice is created. This is a requirement of the extended warehouse management process within SAP that Cadent operates within its stores.



**You must validate that the purchase order includes any fees you are supplying and intend to invoice for on receipt of the purchase order.**

1. When you are ready to submit your invoice to Cadent, open the purchase order in your Ariba portal

Workbench Customize

6 Orders Last 31 days	6 Orders to invoice Last 31 days	0 Orders with service line Last 31 days	0 Invoices Last 31 days	0 Pinned documents
-----------------------------	--	---	-------------------------------	-----------------------

Orders to invoice (6)  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

[Resend Failed Orders](#) | [Print](#) | [Customize](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
3000149640	Cadent Gas Limited - TEST	£6,720.00 GBP	Jul 7, 2022	New		...
3000149624	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Changed		...
3000149622	Cadent Gas Limited - TEST	£1,530.00 GBP	Jul 5, 2022	Received		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...

2. Click 'Create Invoice', then 'Standard Invoice' in the drop down

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

Standard Invoice  
Credit Memo  
Line-Item Credit Memo

**From:**  
 Cadent Gas Limited  
 Off Bromford Gate, Bromford Lan  
 Birmingham  
 B24 8DW  
 United Kingdom

**To:**  
 Test Vendor 1 - 19/03/2021  
 Unit 1, Ashburner Way  
 Barrow-in-Furness  
 Cumbria  
 LA14 5UZ  
 United Kingdom  
 Phone:  
 Fax:  
 Email: harry1.thomson@cadentgas.com

**Purchase Order**  
 (New)  
 3200820283  
 Amount: £6,542.50 GBP  
 Version: 1

Payment Terms [i](#)  
NET 23

Routing Status: Sent

**Comments**  
 Comment Type: Terms and Conditions  
 Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more »](#)

# Managing Purchase Orders & Invoices

## Invoice Creation (Material Order)

- Enter the Invoice number of your sales invoice – **please note this is restricted to 16 characters and must be unique**
- Enter the date of your sales invoice (this can be up to 365 days in the past but not in the future)
- Click 'Add to Header'
- Select 'Attachment' to attach a PDF copy of your tax invoice

- Enter your VAT Registration Number
- Click 'Choose File' and using the browse box select the PDF of your tax sales invoice
- Click 'Add Attachment' to attach the document to the invoice record

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

# Managing Purchase Orders & Invoices

## Invoice Creation (Material Order)

10. Use the toggle buttons to select which items to include in the invoice
11. Enter the quantity you are invoicing for – **if the structure of the PO does not allow you to create the invoice record to mirror your own tax invoice please contact the requestor and request this is changed. Alternatively contact ProcurementServices@cadentgas.com**
12. Click 'Line Item Actions' and select 'Tax' from the dropdown

13. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; **You must validate this information against your own tax PDF invoice** and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18 (20% of the value to be paid - £90)

### If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

14. Click 'Next' at the bottom of the screen

# Managing Purchase Orders & Invoices

## Invoice Creation (Material Order)

15. Review the summary and click 'Submit' when you are confident this record accurately represents your tax sales invoice

**SAP Business Network** Standard Account Upgrade TEST MODE Back to classic view

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. 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: 80283  
Invoice Date: Tuesday 20 Jul 2021 5:24 PM GMT+01:00  
Original Purchase Order: 3200820283

Subtotal: £2,672.50 GBP  
Total Tax: £0.00 GBP  
Total Amount without Tax: £2,672.50 GBP  
Amount Due: £2,672.50 GBP

REMIT TO:	BILL TO:	SUPPLIER:
Test Vendor 1 - 19/03/2021	Cadent Gas Limited	Test Vendor 1 - 19/03/2021
Postal Address: Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Postal Address (Default): Off Bromford Gate, Bromford Lan Birmingham  B24 8DW United Kingdom Address ID: 1000	Postal Address: ashbrook court Coventry Coventry CV7 8PE United Kingdom

16. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

**SAP Business Network** Standard Account Upgrade TEST MODE Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

To: Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom  
Phone:  
Fax:  
Email: harry1.thomson@cadentgas.com

Purchase Order (New)  
3200820283  
Amount: £6,542.50 GBP  
Version: 1

Payment Terms NET 23

Routing Status: Sent  
Related Documents: 80283

Entering your VAT Registration Number once stores the information in Ariba for any future invoice records.

Ariba controls the format of the invoice record to mirror the format of the purchase order, if this does not enable you to create an invoice please speak to the PO owner in the first instance.

You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value.

All invoice records in Ariba must exclude VAT. The system will calculate the value of expected tax and if the record does not match will flag this to our tax team before the invoice can be matched for payment

Your invoice will be returned to you unpaid if you do not attach a PDF image of your tax invoice or if your tax invoice does not match the invoice record in Ariba.



# Credit Notes

# Managing Purchase Orders & Invoices

## Credit Notes

From time to time, suppliers may need to send a credit note to Cadent, for example if goods have been returned by the requestor. Please note, **Credit Notes can only be created in Ariba for 'Material' type purchase orders.**

1. Open the purchase order in your Ariba network.

Workbench Customize

6 Orders Last 31 days | 6 Orders to invoice Last 31 days | 0 Orders with service line Last 31 days | 0 Invoices Last 31 days | 0 Pinned documents

Orders (6) [Edit filter](#) [Save filter](#) [Last 31 days](#) [Resend Failed Orders](#) [Print](#) [Filter](#)

Order Number ↑	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
3000149577	Cadent Gas Limited - TEST	£730.00 GBP	Jun 22, 2022	Partially Received		...
3000149620	Cadent Gas Limited - TEST	£1,920.00 GBP	Jun 29, 2022	New		...
3000149621	Cadent Gas Limited - TEST	£1,530.00 GBP	Jun 29, 2022	Received		...

2. Click 'Create Invoice', then 'Line-Item Credit Memo' in the drop down

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#) [Help](#) [TT](#)

Purchase Order: 3200820283 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Download](#) [Print](#) [More](#)

Order Detail [Order History](#)

**From:**  
Cadent Gas Limited  
Off Bromford Gate, Bromford Lan  
Birmingham  
B24 8DW  
United Kingdom

**To:**  
Test Vendor 1 - 19/03/2021  
Unit 1, Ashburner Way  
Barrow-in-Furness  
Cumbria  
LA14 5UZ  
United Kingdom  
Phone:  
Fax:  
Email: [harry1.thomson@cadentgas.com](mailto:harry1.thomson@cadentgas.com)

**Purchase Order**  
(Partially Invoiced)  
3200820283  
Amount: £6,542.50 GBP  
Version: 1

**Payment Terms** [i](#)  
NET 23

**Comments**  
Comment Type: Terms and Conditions  
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more](#)

**Routing Status:** Acknowledged  
Related Documents: [test\\_789](#)  
[abc123](#)  
[80283](#)

3. Select the invoice you wish to credit
4. Select 'Create Line-Item Credit Memo'

SAP Business Network Standard Account Upgrade TEST MODE [Back to classic view](#) [Help](#) [TT](#)

Line-Item Memo [Done](#)

Invoices (3) [Filter](#)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/> test_789	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	6 Aug 2021	£1,125.60 GBP	Acknowledged	Approved
<input type="radio"/> abc123	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	21 Jul 2021	£900.00 GBP	Acknowledged	Approved
<input checked="" type="radio"/> 80283	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	20 Jul 2021	£2,672.50 GBP	Acknowledged	Sent

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

[Done](#)

# Managing Purchase Orders & Invoices

## Credit Notes

5. Enter your Credit Memo number – **please note this is restricted to 16 characters and must be unique**
6. Enter the date of your sales credit note (this can be up to 365 days in the past but not in the future)
7. Click 'Add to Header'
8. Select 'Attachment' to attach a PDF copy of your tax credit note

9. Scroll down to the Comments section. Enter the comment to state the reason for the Credit Note

10. In the Attachments section, click 'Choose File' and using the browse box select the PDF of your tax sales credit note

Attachments

The total size of all attachments cannot exceed 10MB

11. Click 'Add Attachment' to attach the document to the credit note record

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

# Managing Purchase Orders & Invoices

## Credit Notes

Scroll down to Line Items

12. Use the toggle buttons to select which items to include in the credit note

13. Enter the quantity you are crediting, remember to keep the minus sign (-)

14. Select the first line you are crediting

15. Click 'Line Item Actions' and select 'Tax' from the dropdown

Line Items 2 Line Items, 1 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 checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Box of Materials		-10	EA	£150.00 GBP	£-1,500.00 GBP
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Not Available	Box of Equipment		0	EA	£234.50 GBP	£0 GBP

Excluded line items cannot be included.

Line Item Actions Delete

☒ Tax  
☐ Special Handling  
☐ Discount  
☐ Allowance  
☐ Charge  
☐ Comments  
☐ Attachment

Update Save Exit Next

16. VAT is defaulted to 20% (standard UK VAT) in the Rate (%) field; You must validate this information against your own tax PDF credit note and change either the Rate(%) or the Tax Amount if you have applied a different value of tax to your invoice.

Tax

Category: 20% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: £10.00 GBP  
 Tax Rate Type:  
 Rate(%): 20  
 Tax Amount: £2.00 GBP  
 Exempt Detail: (no value)  
 Date Of Supply: 1 Feb 2022  
☐ Triangular Transaction

Line Item Actions Delete Add

Update Save Exit Next

### If Zero Rate VAT Applies

You must complete the 'Description' – enter the reason for zero rate of VAT

You must also select the 'Exempt Detail' from the dropdown (Zero Rated or Exempt)

Both fields become mandatory if zero is entered in the rate or tax amount

17. Click 'Next' at the bottom of the screen

# Managing Purchase Orders & Invoices

## Credit Notes

18. Review the summary and click 'Submit' when you are confident this record accurately represents your tax sales invoice

**SAP Business Network** Standard Account Upgrade TEST MODE Back to classic view

Create Line-Item Credit Memo Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. 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.

Line-Item Credit Memo

(Original Invoice No: 80283)

Credit Memo Number: CR80283	Subtotal: £-1,500.00 GBP
Credit Memo Date: Wednesday 15 Sep 2021 12:00 PM GMT+01:00	Total Tax: £-300.00 GBP
Original Invoice Number: 80283	Total Amount without Tax: £-1,500.00 GBP
Original Invoice Date: Tuesday 20 Jul 2021 5:24 PM GMT+01:00	Amount Due: £-1,800.00 GBP
Original Purchase Order: 3200820283	

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
Test Vendor 1 - 19/03/2021	Cadent Gas Limited	Test Vendor 1 - 19/03/2021
Postal Address: Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom	Postal Address (Default): Off Bromford Gate, Bromford Lan Birmingham  B24 8DW United Kingdom Address ID: 1000	Postal Address: ashbrook court Coventry Coventry CV7 8PE United Kingdom

19. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

**SAP Business Network** Standard Account Upgrade TEST MODE Back to classic view

Purchase Order: 3200820283 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

<b>From:</b> Cadent Gas Limited Off Bromford Gate, Bromford Lan Birmingham  B24 8DW United Kingdom	<b>To:</b> Test Vendor 1 - 19/03/2021 Unit 1, Ashburner Way Barrow-in-Furness Cumbria LA14 5UZ United Kingdom Phone: Fax: Email: harry1.thomson@cadentgas.com	<b>Purchase Order</b> (Partially Invoiced) 3200820283 Amount: £6,542.50 GBP Version: 1
--	--	--

**Payment Terms** NET 23

**Comments**  
Comment Type: Terms and Conditions  
Body: 1. Goods supplied or services provided pursuant to this purchase order are subject to our Standard Terms and Conditions of Purchase unless any other Terms and Conditions were agreed or stipulated as part of ... [View more](#)

Routing Status: Acknowledged  
Related Documents: CR80283  
test\_789  
abc123  
[More\(1\)](#)

Once a credit note has been submitted, the ordered but not invoiced quantity on the order line is updated to reflect the credit

## Notes

[illegible]

## Notes

[illegible]

**Cadent Gas**  
Pilot Way  
Ansty Park  
Coventry  
CV7 9JU

[www.cadentgas.com](http://www.cadentgas.com)

