

Once you start processing orders from Smith & Nephew and posting online invoices via Ariba Network, you will see the POs and Invoices information visible in the Ariba Network homepage after you login to your account.

Main Page view: Company Settings / Help Center / Support / Orders, Invoices and Payments, etc.

The screenshot displays the Ariba Network user interface. At the top, there's a navigation bar with 'Ariba Network' branding, account options like 'Upgrade from standard account' and 'Learn More', and user-specific settings for 'Company Settings' and 'Nicol M'. Below this is a secondary navigation menu with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The main content area features a 'MESSAGES' section and a large 'Outstanding Invoices' bar chart for 'All Customers'. The chart shows a significant spike in activity in April 2019, reaching approximately \$38K. Below the chart, there are summary cards for 'Orders, Invoices and Payments' showing zero counts for 'Orders to Invoice', 'Orders that Need Attention', 'Invoices Rejected', and 'Invoices Pending Payment'. A table below these cards is currently empty, displaying the message 'You do not have any Orders and Releases.' To the right, there's a 'Help Center' sidebar with a search bar and a list of frequently asked questions. At the bottom, there are links for 'Messages', 'Documentation', and 'Support'.

Note: The Help Center on the right side offers instructions and support for various topics – use the search bar to find what you need or the Support button to specify your problem and contact SAP Ariba support directly.

In the Orders, Invoices and Payments section you can see orders from all of your customers (or filtered by Smith & Nephew POs only), and you can adjust the range of documents/POs displayed (“Last 200 Documents” option shown below).

Orders, Invoices and Payments

41 Orders to Invoice | 51 Orders that Need Attention | 20 Invoices Rejected | 111 Invoices Pending Payment

All Customers ▾
 ✓ All Customers
 Smith & Nephew, Inc
 More...

Last 200 Documents ▾
 Last 24 hours
 Last 7 days
 Last 14 days
 Last 31 days
 ✓ Last 200 Documents

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO2759	Smith & Nephew, Inc - TEST	Partially Invoiced	\$10,000.00 USD	26 Jun 2019	\$100.00 USD	Select ▾
PO2498	Smith & Nephew, Inc - TEST	Partially Invoiced	\$100,000.00 USD	20 Mar 2019	\$100.00 USD	Select ▾
PO2386	Smith & Nephew, Inc - TEST	Partially Invoiced	\$1,000.00 USD	11 Feb 2019	\$313.00 USD	Select ▾ Send me a copy to take action
PO2351	Smith & Nephew, Inc - TEST	Partially Invoiced	\$10,000.00 USD	30 Jan 2019	\$300.00 USD	Select ▾
PO2284	Smith & Nephew, Inc - TEST	New	£10,000.00 GBP	14 Dec 2018	£0.00 GBP	Select ▾
PO2264	Smith & Nephew, Inc - TEST	Partially Invoiced	\$10,000.00 USD	6 Dec 2018	\$500.00 USD	Select ▾

In this view, you can see the Order to Invoice data with Order Number, total Amount and Amount Invoiced columns. If you want to create another invoice for a PO that is only partially invoiced – in Action column click on Select and Send me a copy to take action. Then the system will resend the PO notification email to your specified email address, so that you can again select the option Process Order and create an online invoice for this PO.

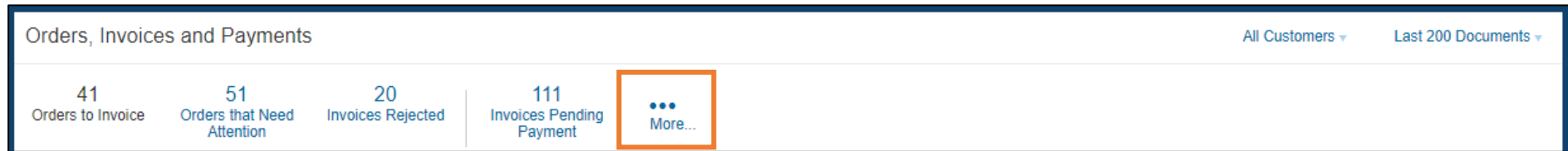
SAP Ariba

Smith & Nephew, Inc - TEST changed an order

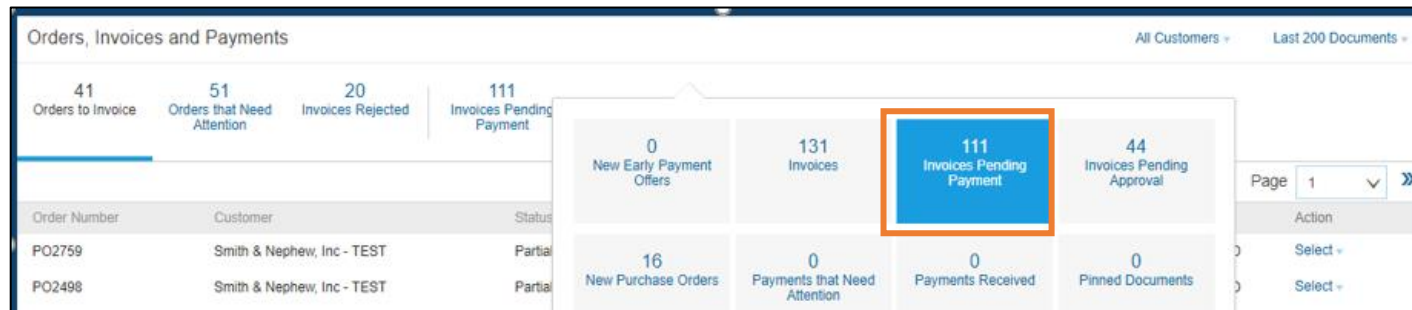
If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.

Process order

If you click on “More”, you will be able to choose a different view from the option provided on the specified tiles:



Below are the examples of different tiles to view your Orders and referenced Invoice information.



The Invoices Pending Payment tile will show you the status of the payment. The scheduled payment date is calculated by applying the agreed payment terms from the PO to the Invoice ‘Approved’ date visible in the Invoices Pending Payment section.

Invoice #	Customer	Reference	Date ↓	Amount	Invoice Status	Action
2606 H1	Smith & Nephew, Inc - TEST	PO2759	26 Jun 2019	\$120.00 USD	Approved	Select ▾
Credit FLAG 1	Smith & Nephew, Inc - TEST	PO1870	19 Jun 2019	£-9.71 GBP	Sent	Select ▾
other vat test	Smith & Nephew, Inc -	PO1870	17 Jun 2019	€50.25 GBP	Sent	Select ▾

Note: If you have difficulties or issues with processing Smith & Nephew purchase orders and creating online invoices – you can reach out to our Smith & Nephew Supplier Enablement Team for support: Enablement.Ariba@smith-nephew.com