Nutrien Ag Solutions

Ariba Network Supplier Guide

Nutrien Retail (Indirect Procurement) – Ariba P2P Project

January 2022

Purpose of this Guide

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

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

Indirect Procurement

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

Indirect Procurement Includes

- **Office supplies**
- **Tools**
- **Parts**
- **Technology**
- **Cleaning Supplies**
- **And many other purchases**

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What you'll find in this guide

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Ariba Overview

About the SAP Ariba Network ®

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

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

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

Learn more about SAP [Ariba]

Ariba Transition

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

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

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

Moving to Ariba

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

Benefits of Ariba for Suppliers

Get paid faster	Track the status of your invoices	Electronic purchase orders and invoices
Better communication on both sides	More control over order processing	Easily convert purchase orders into invoices
Never lose a document with the searchable archive	More efficient and accurate than paper and manual invoicing processes	Sell your products and services to more customers through the Ariba Network marketplace

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Journey to Ariba Enablement

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How to Sell on Ariba with Nutrien Ag Solutions

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

Carrie
Already Transacting on Ariba

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

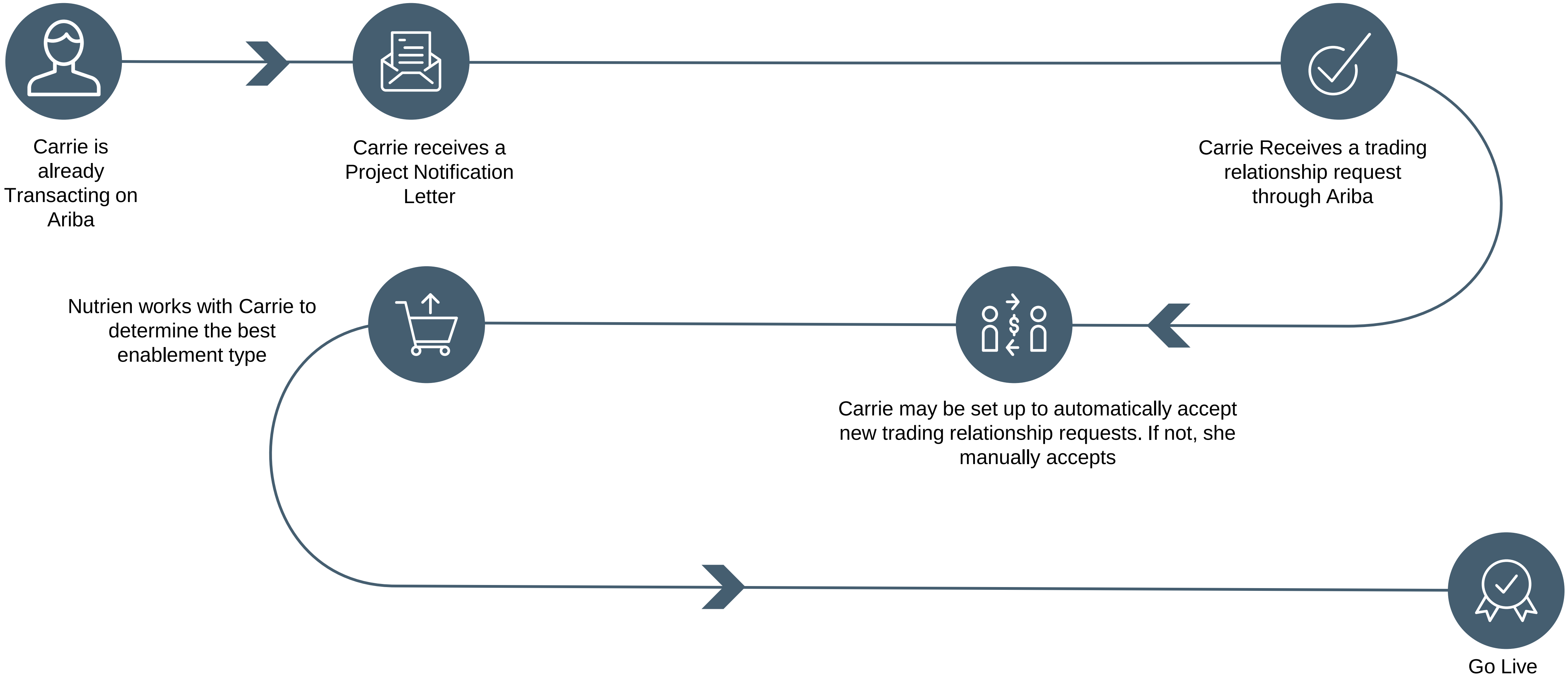
Mike
New to Ariba, and will benefit from Ariba's premium features

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

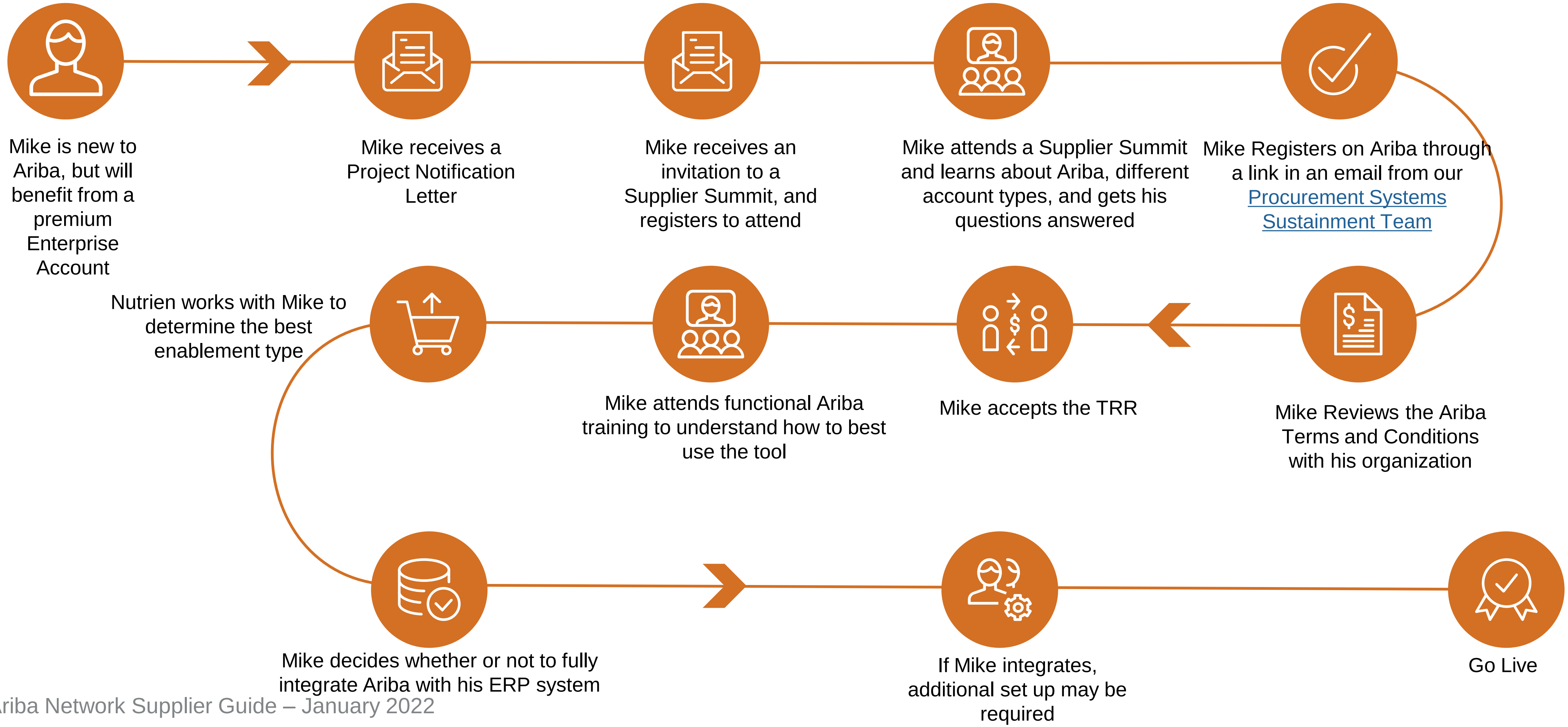
Doug
New to Ariba, but only needs the basic, free account

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

Suppliers Already on Ariba (Enterprise Account)



Suppliers New to Ariba (Enterprise Account)



Suppliers New to Ariba (Standard Account)

Doug is new to Ariba, but only needs the free Standard Account

Doug receives a Project Notification Letter

Doug receives an invitation to a Supplier Summit, and registers to attend

Doug attends a Supplier Summit and learns about Ariba, different account types, and gets his questions answered

Doug Registers on Ariba through a link in an email from our Procurement Systems Sustainment Team

Doug Reviews the Ariba Terms and Conditions with his organization

Mike accepts the TRR

Doug attends functional Ariba training to understand how to best use the tool

Go Live

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Creating Catalogs

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

Choosing Whether to Create a Catalog

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

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

Types of Catalogs

There are two types of catalogs:

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

We Will Be There Every Step of the way

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

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A Day in the Life of a Supplier

A Typical Transaction with Nutrien Ag Solutions

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

Carrie
Fully Integrates her Enterprise Account

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

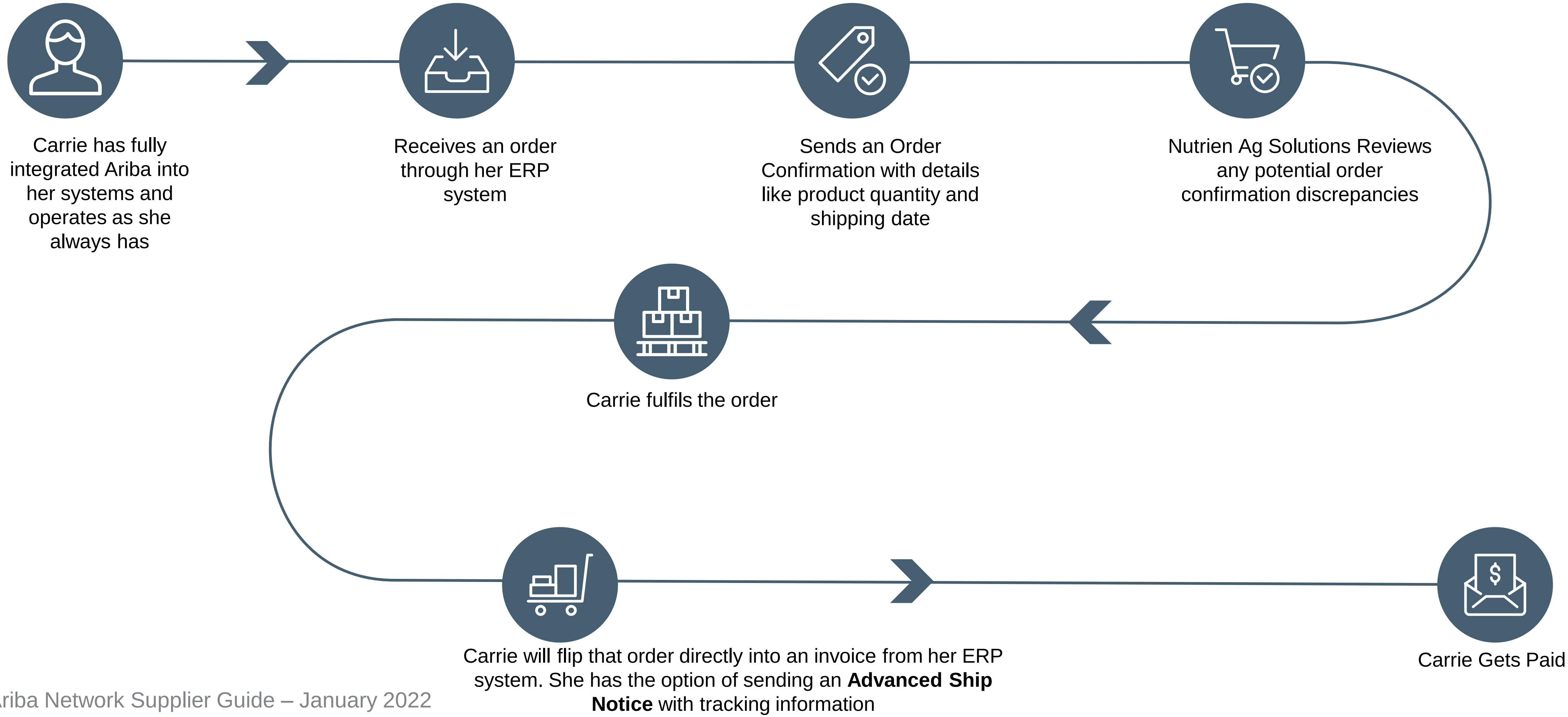
Mike
Does not integrate his Enterprise Account

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

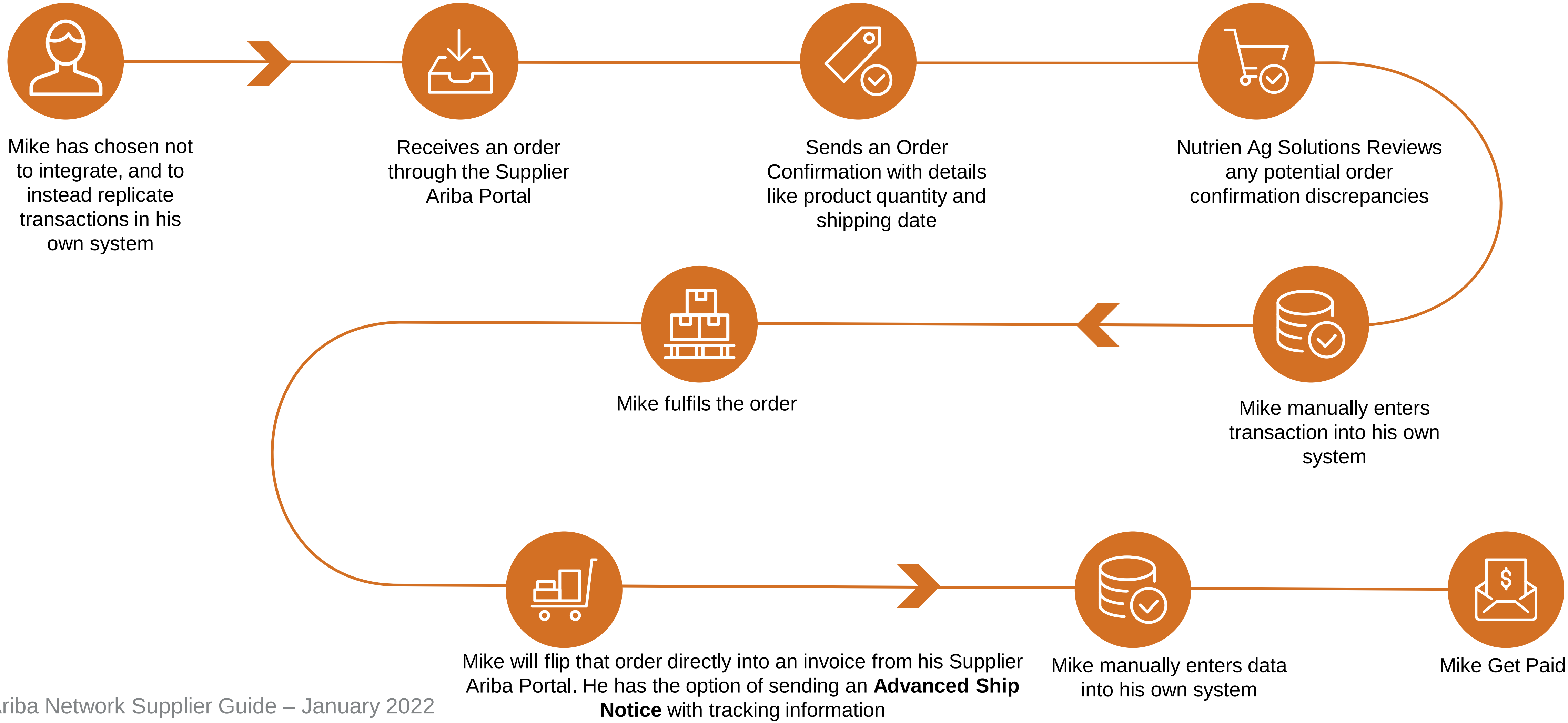
Doug
Chooses a Standard Account and cannot integrate

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

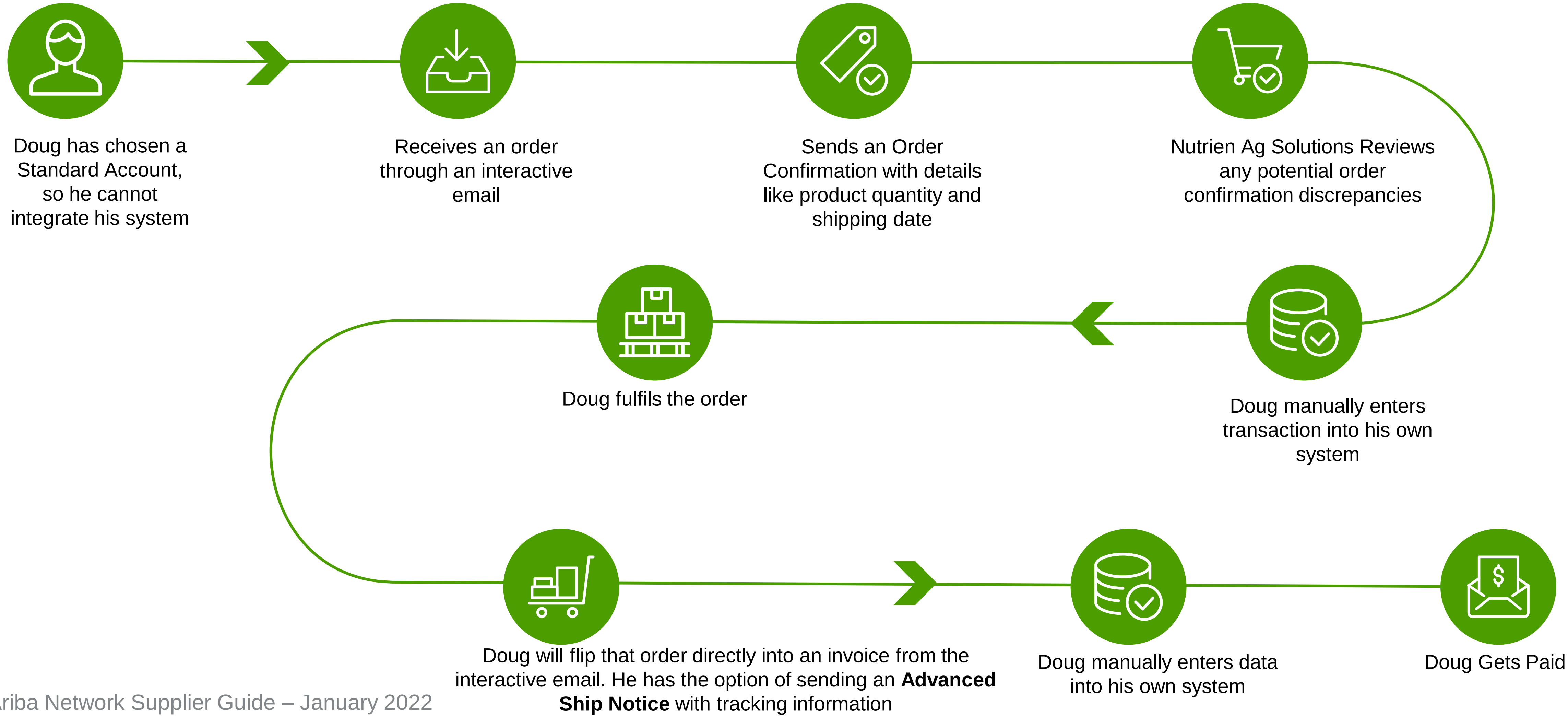
Fully Integrated Enterprise Account



Non-Integrated Enterprise Account



Standard Account (Cannot be Integrated)



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Step by Step Training

- Registering on the Ariba Network
- Purchase Order Management
- Order Confirmations and Advance Shipping Notices
- Invoice Methods
- Ariba Network Help Resources

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Registering on the Ariba Network

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

Invitation to Register to Ariba

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

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

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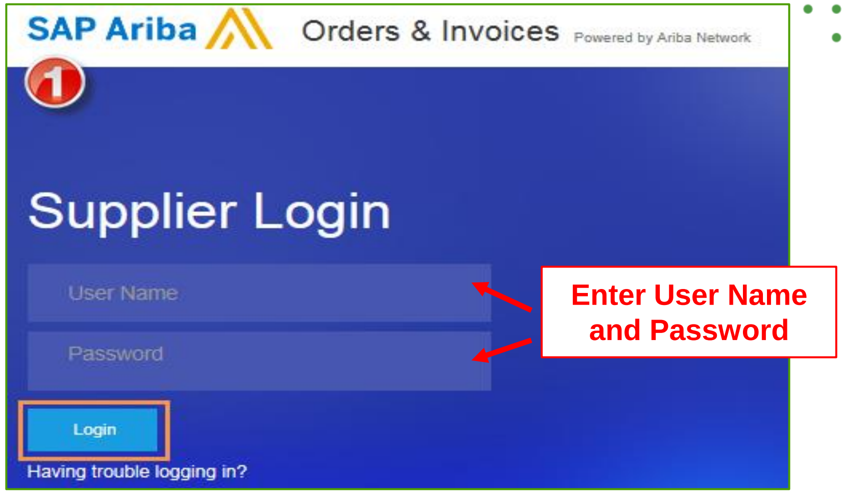
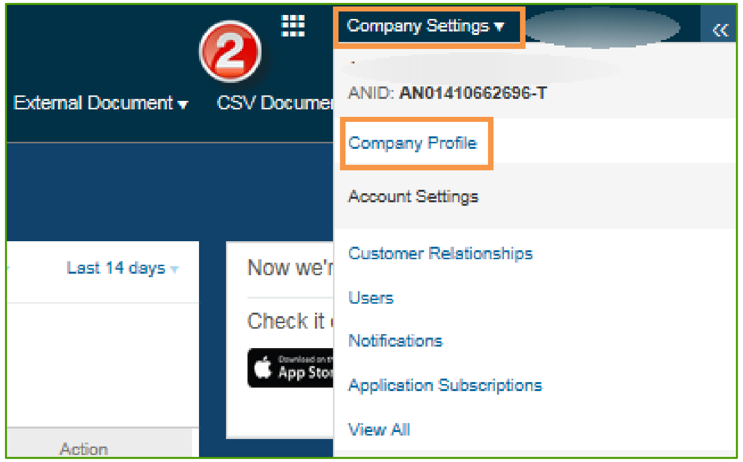
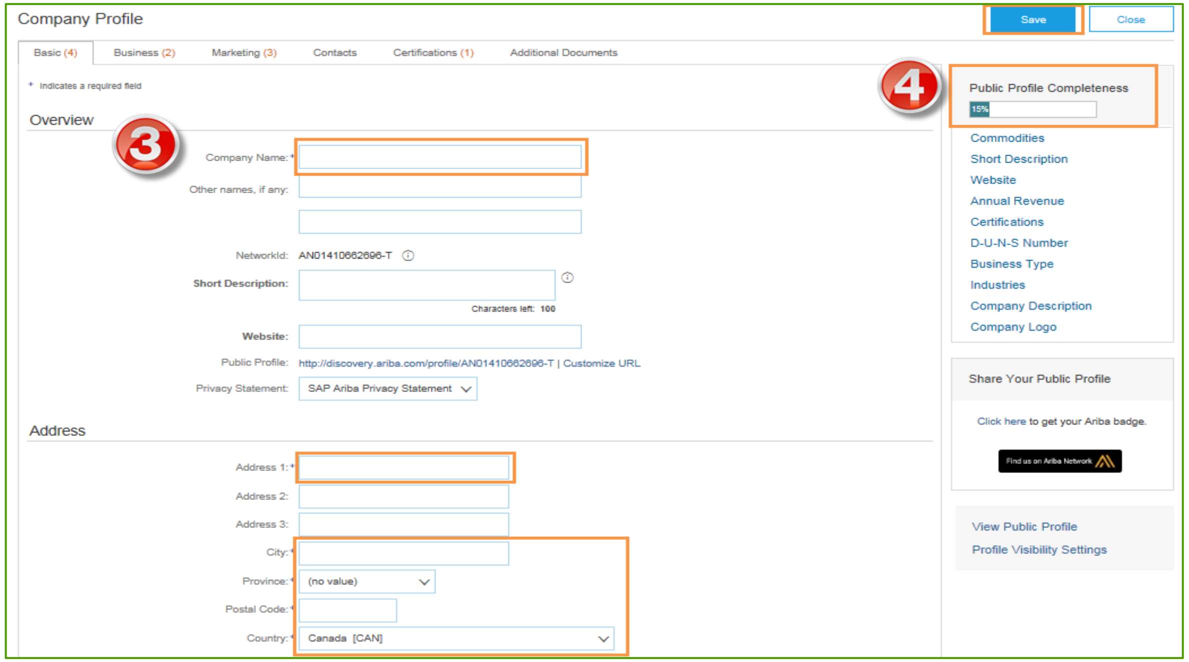
Complete Your Profile

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



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





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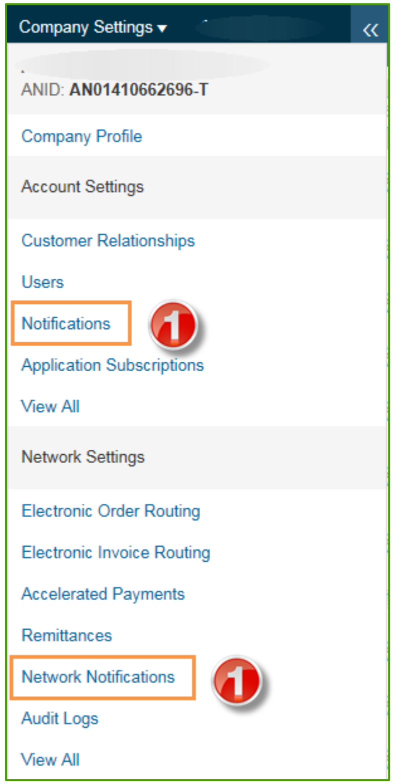
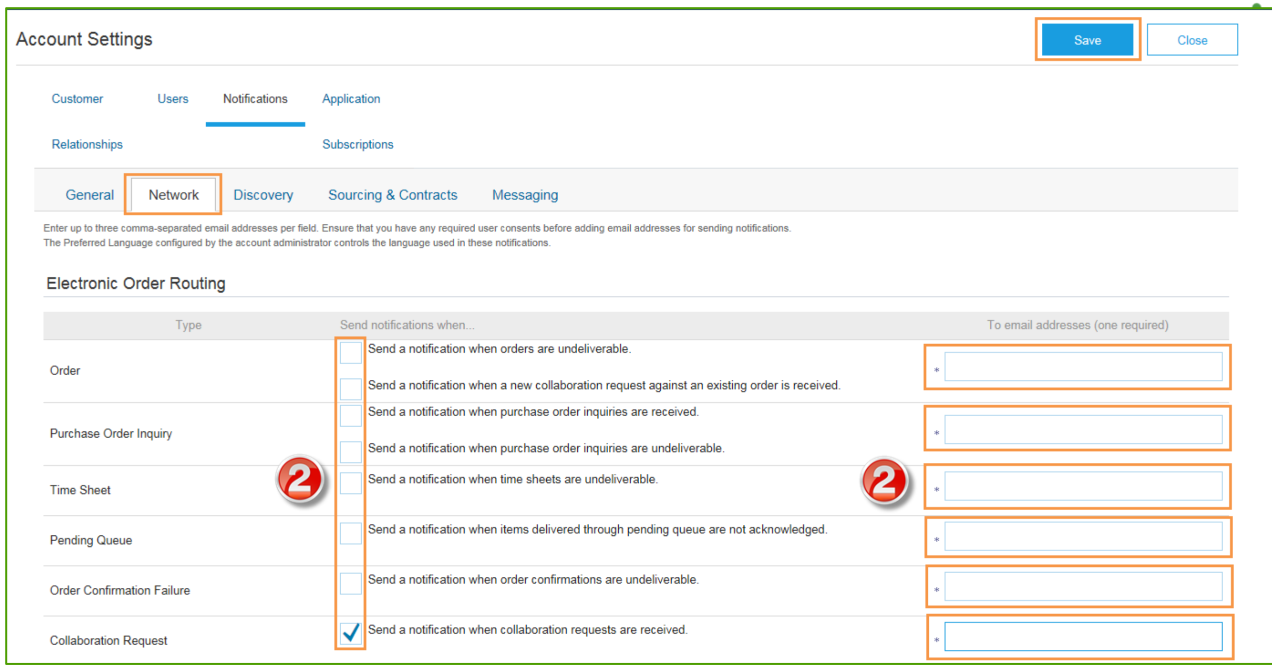
Configure Your Email Notifications

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

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

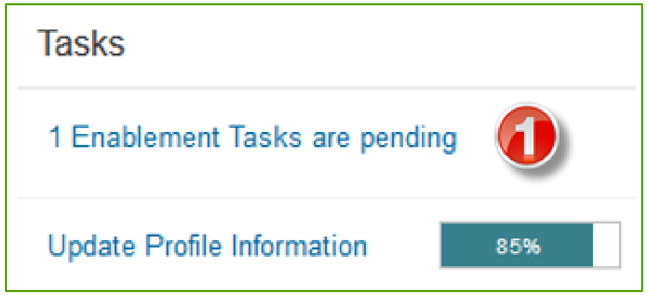


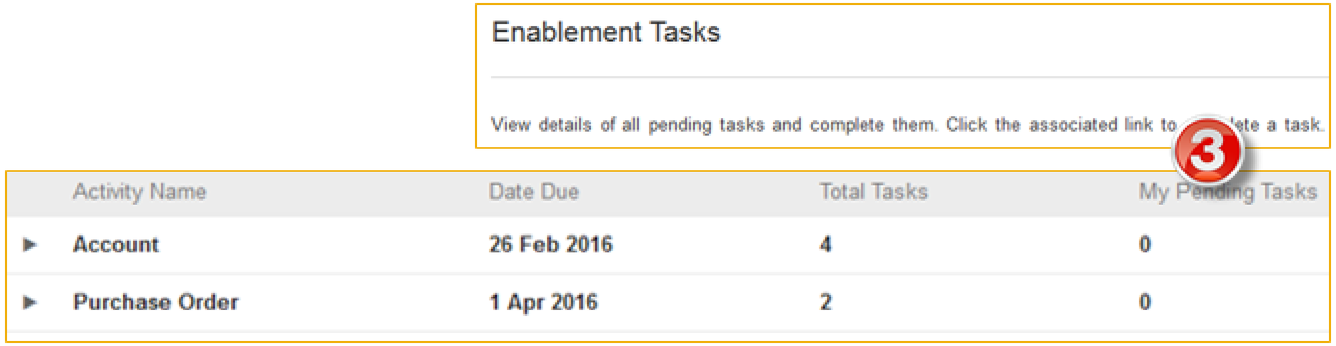


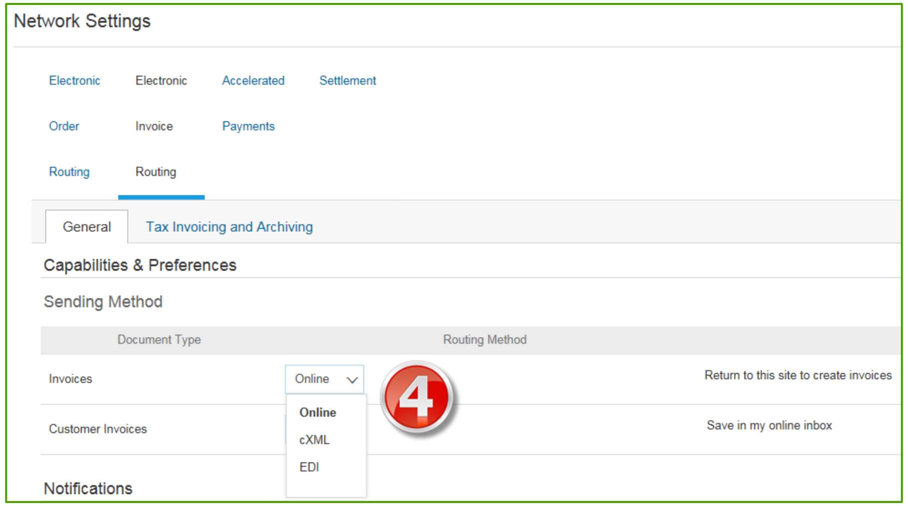
Configure Your Enablement Tasks

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

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

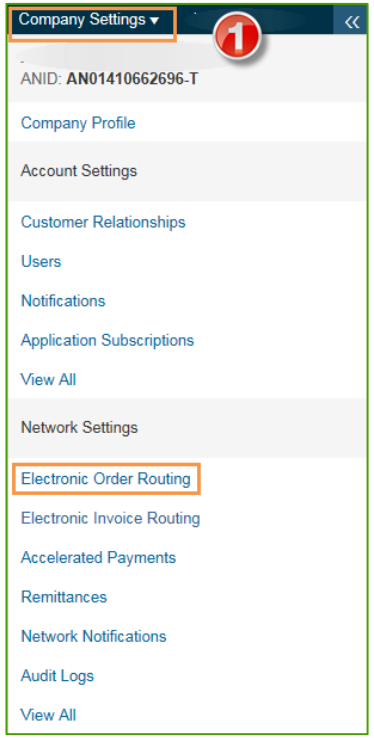


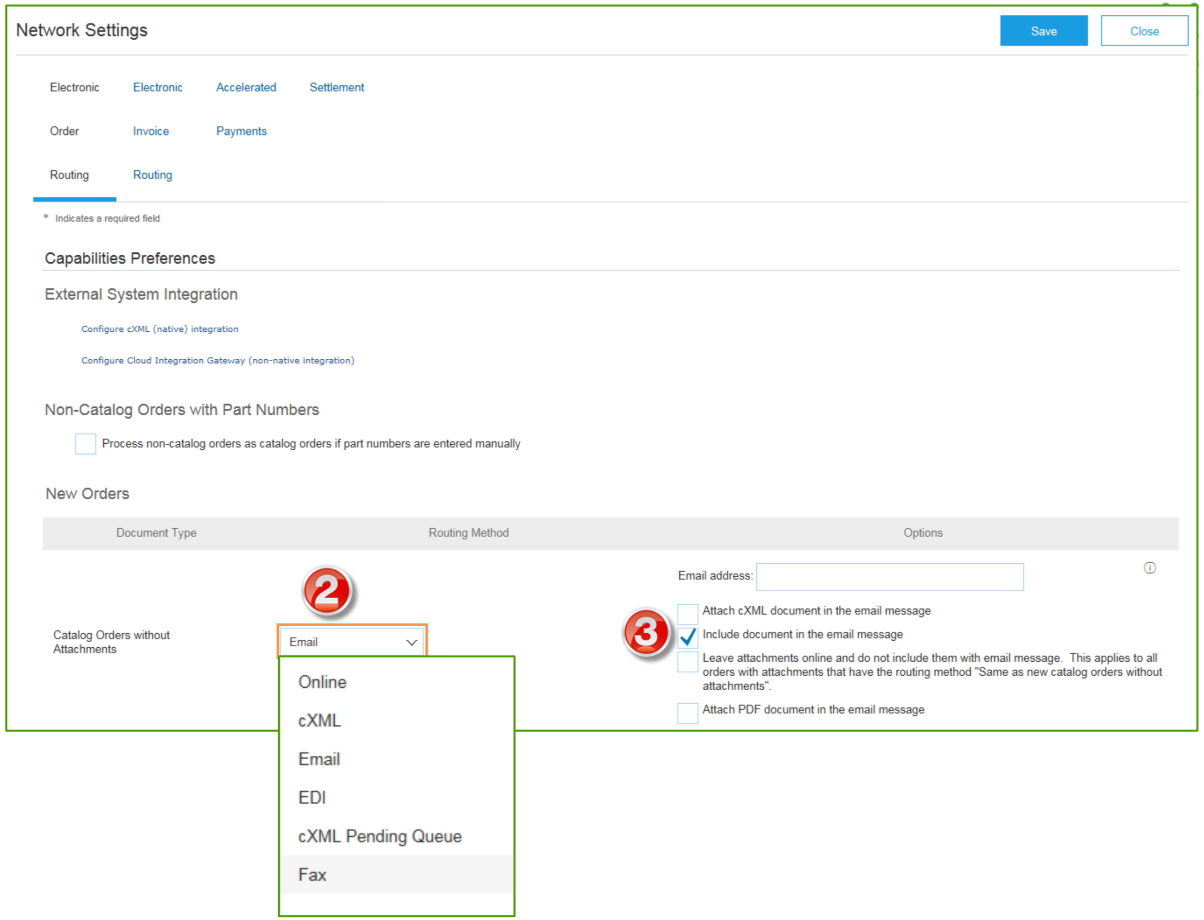




Electronic Order Routing Method

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





Route Purchase Orders – Method Details

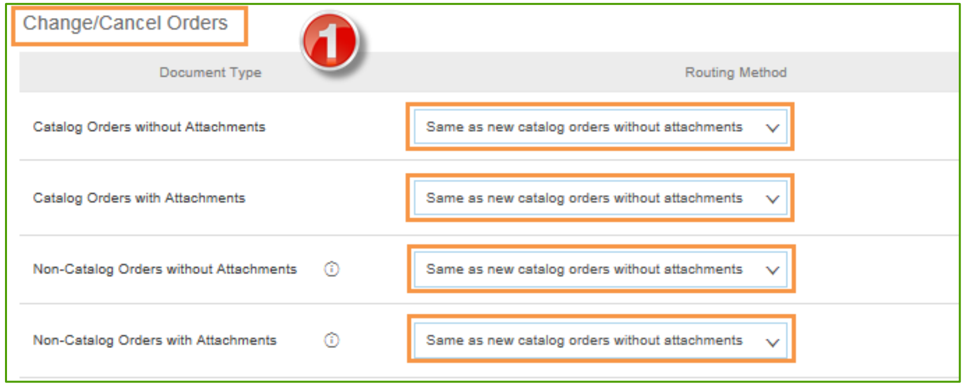
- **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
- **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
- **Fax:** Notifications of new orders are sent via Facsimile,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

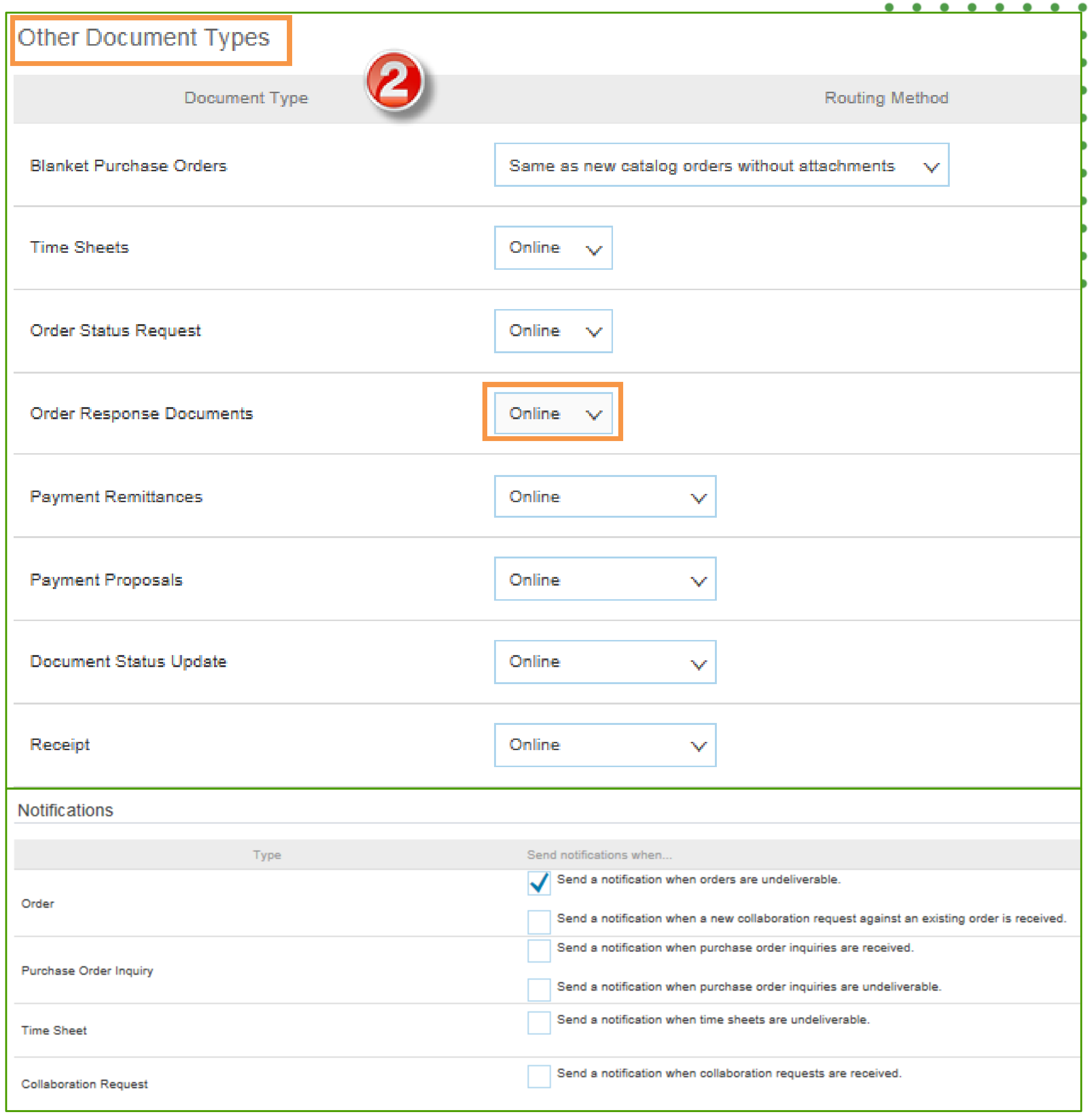
Electronic Order Routing Method - Notifications

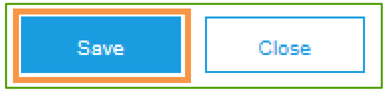
1. Scroll down to the **Change/Cancel Orders**. In the Routing Method dropdown menu, select" **Same as new catalog orders without attachments** or you may set according to your preference.

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

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

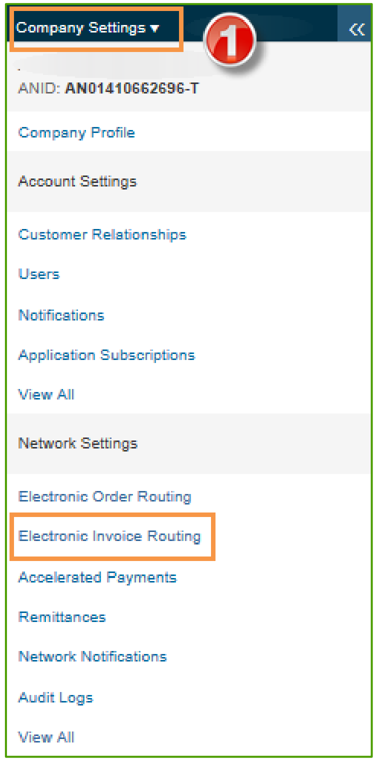


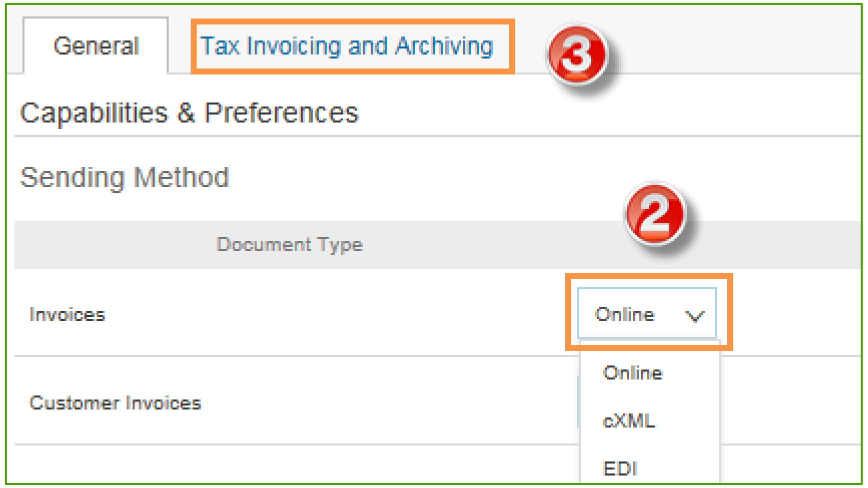


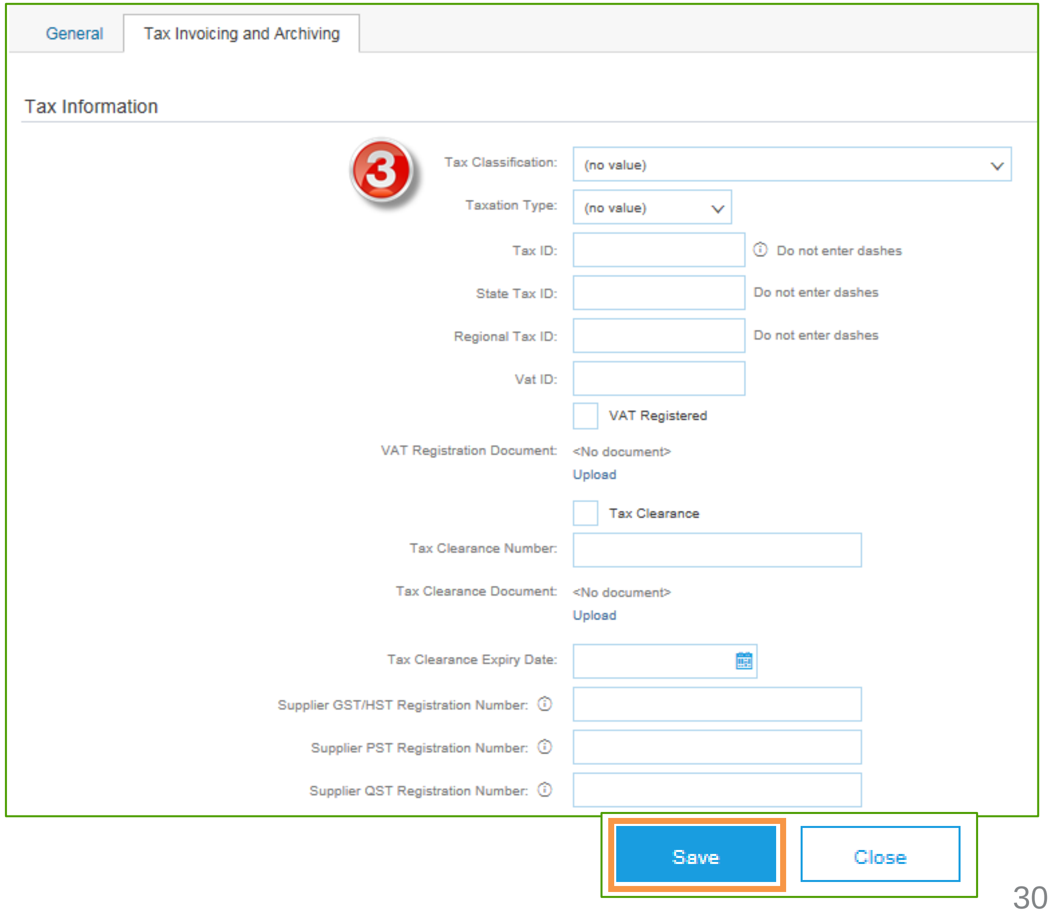


Electronic Invoice Routing Method - Methods and Tax Details

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

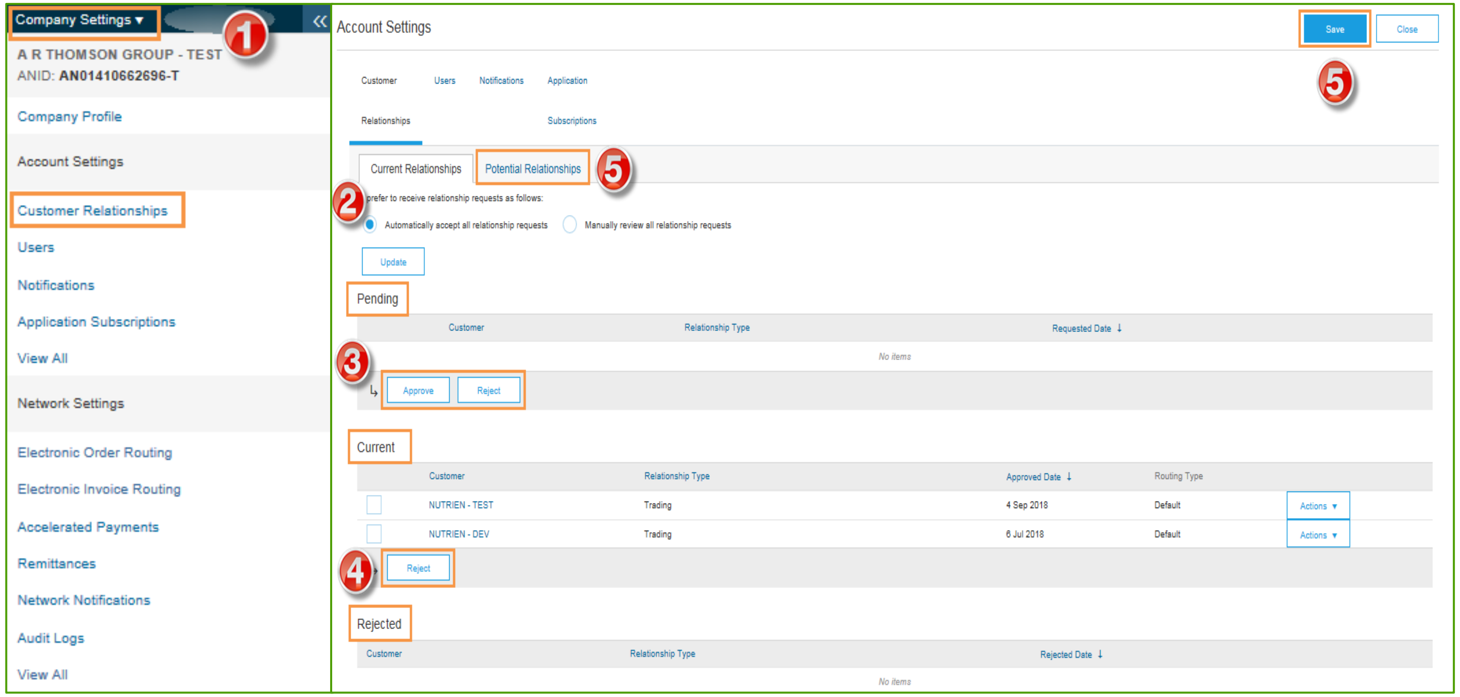






Review Customer Relationships – Current & Potential

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



Set Up User Accounts – Roles & Permission Details

Administrator

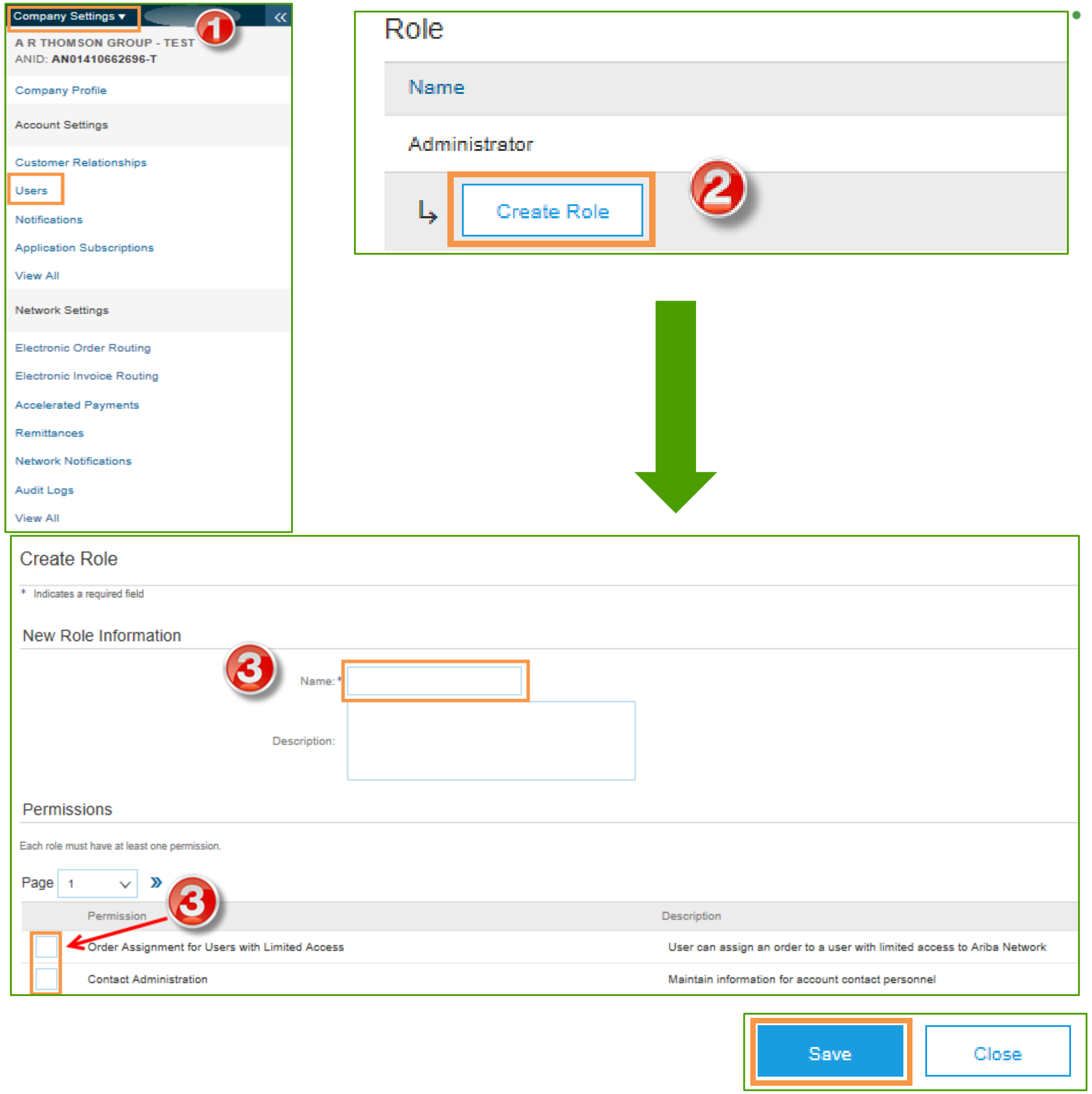
- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users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

User

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

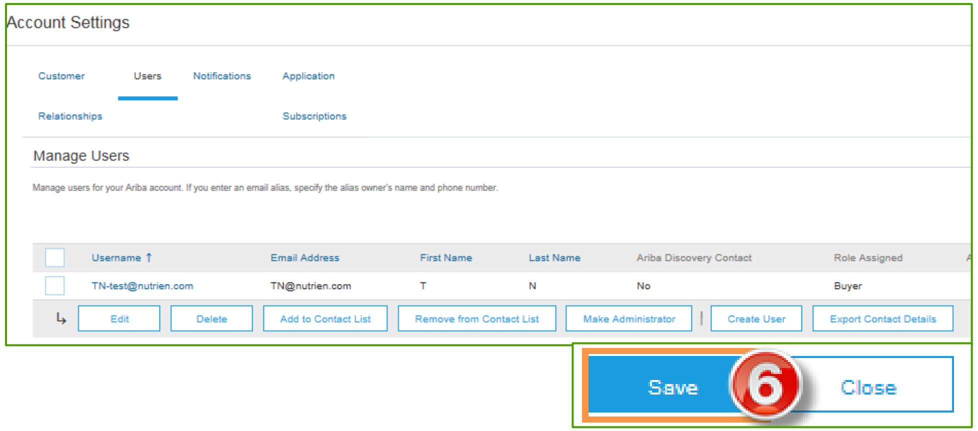
Set Up User Accounts – Create Roles and Users (Administrator Only)

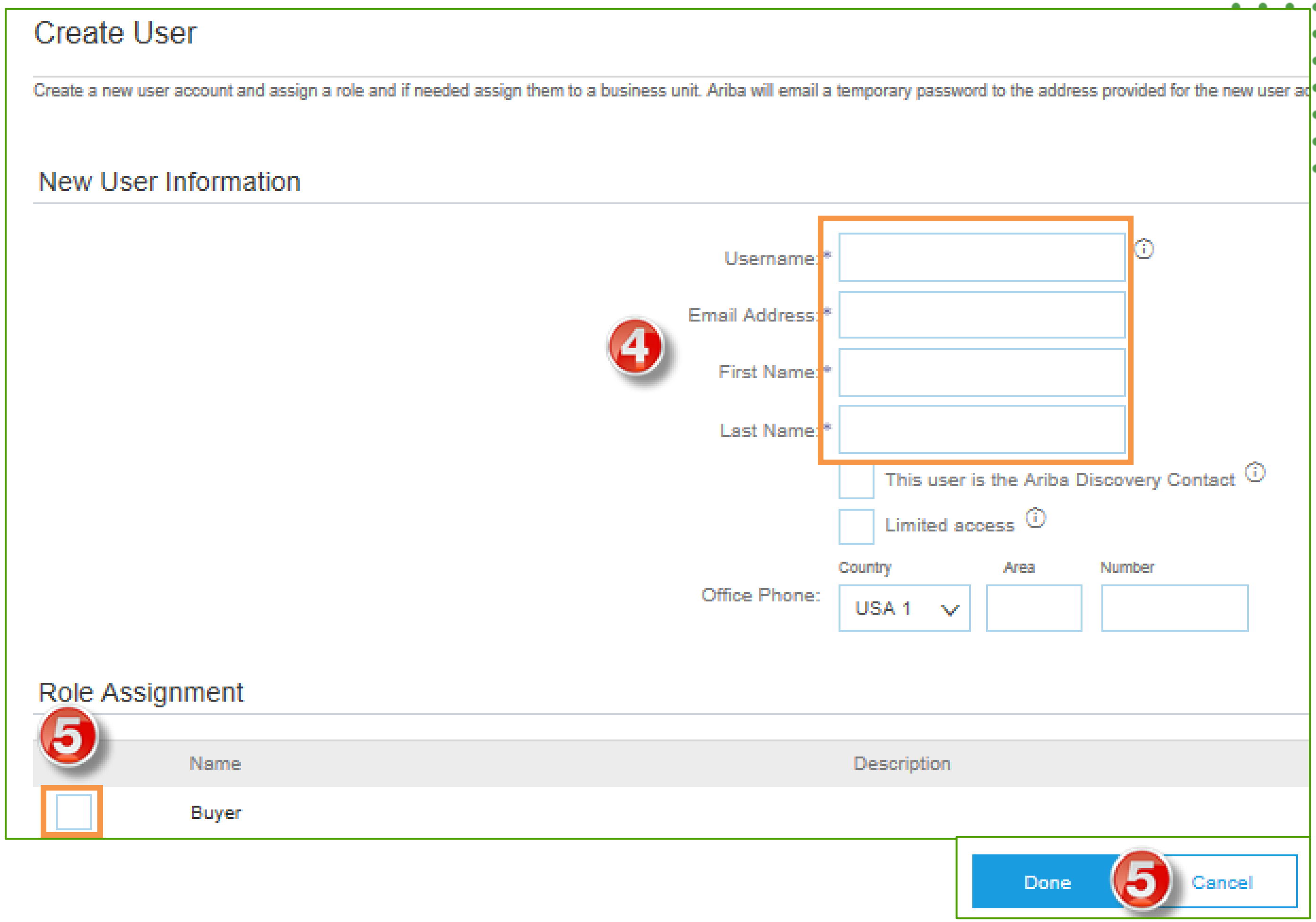
1. On the **Home Page**, select **Company Settings** drop down menu. Select **Users.**
2. In the **Role** section, select **Create Role.** `
3. It will take you to **Create Role** screen, type in the **Name** of the role. In the **Permissions** section, add permissions to the role by check the box that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



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

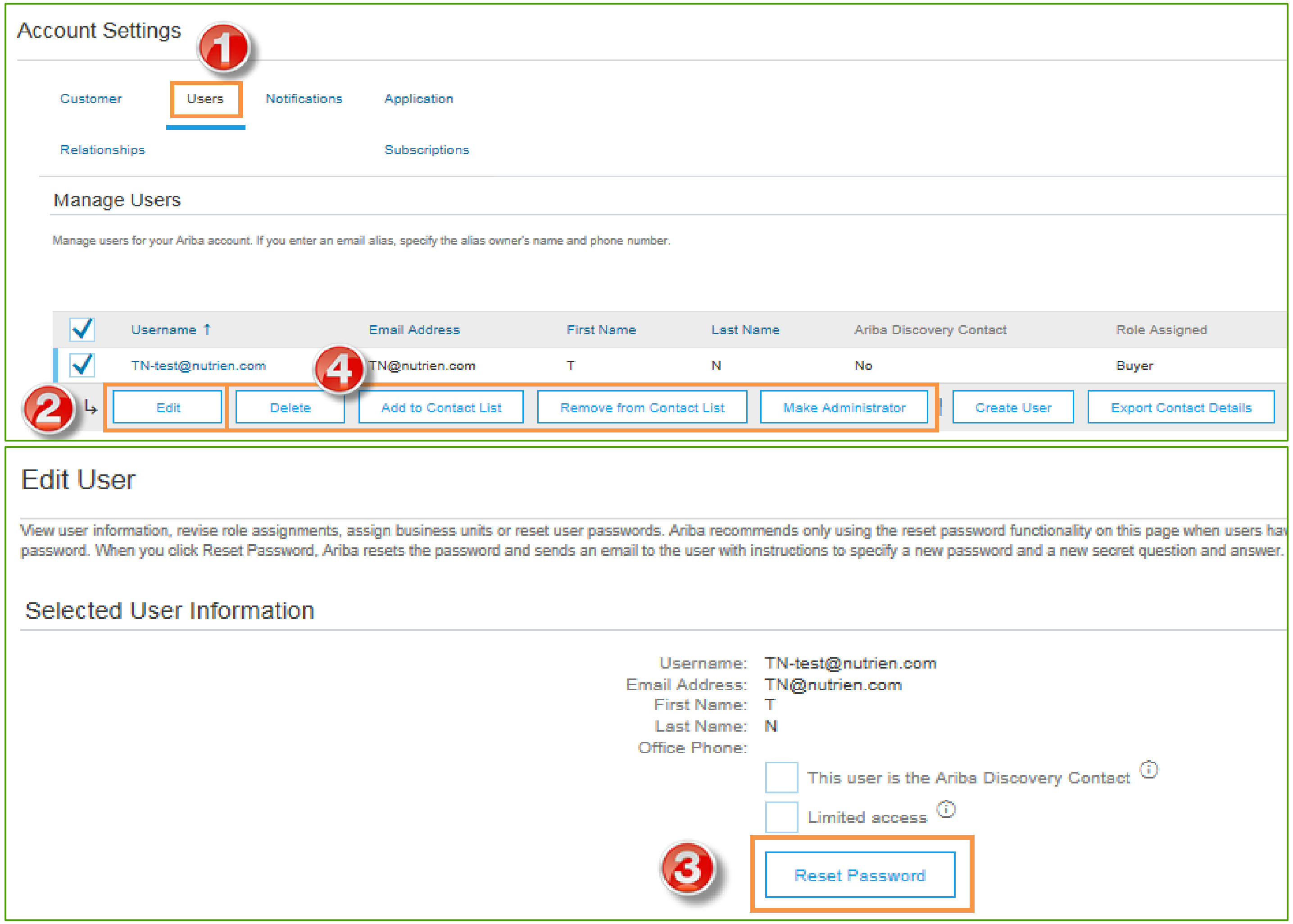
4. To create a user select **Create User.** It will take you to the **Create User** page. Fill in all relevant information.
5. Select a role in the **Role Assignment** section and select on **Done**.
6. You'll return to the **Users** screen, here you can see the user that you just added. Select **Save**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





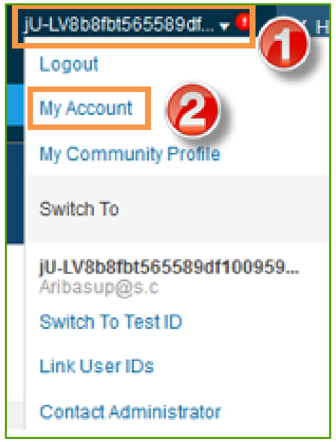
Set Up User Accounts – Modifying User Accounts (Administrator Only)

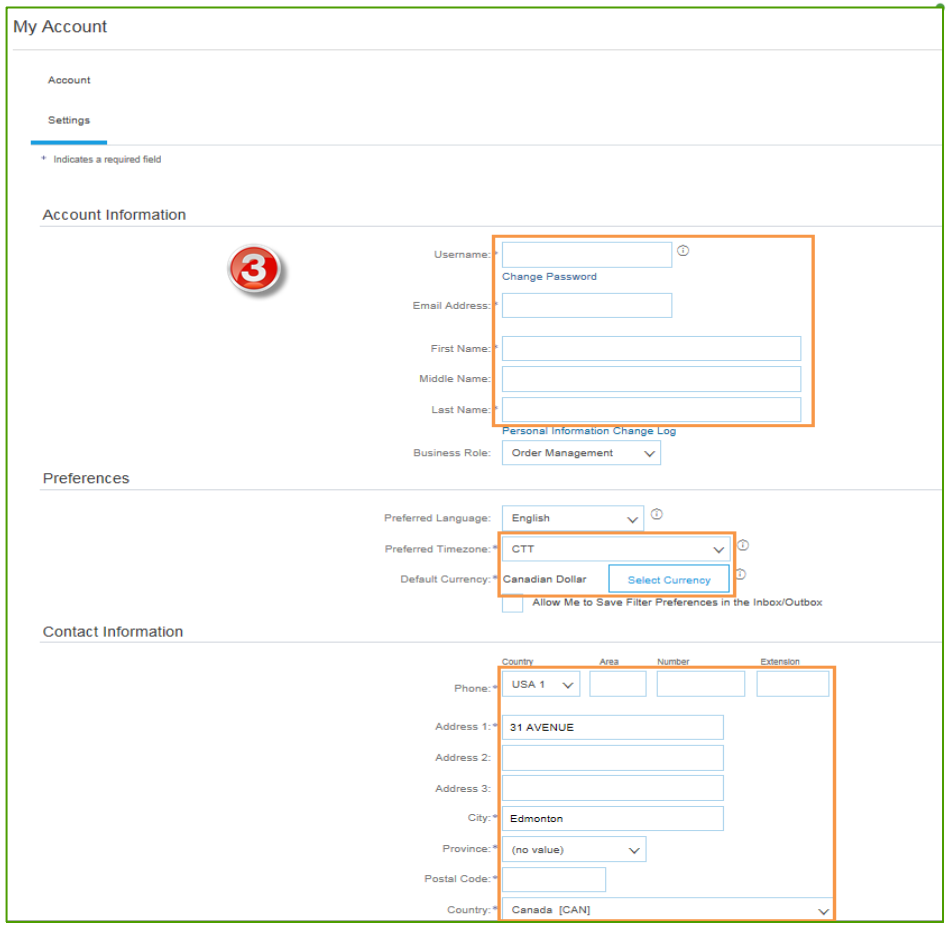
- Select the **Users** tab.
- Check the **user box**, select **Edit**.
- Select **Reset Password** to reset the password of the user. An email is sent to the user.
- Other options:
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator

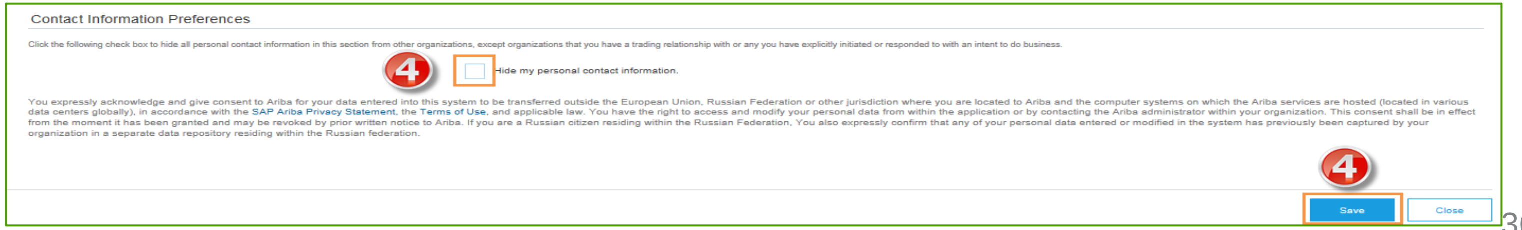


Enhanced User Account Functionality

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

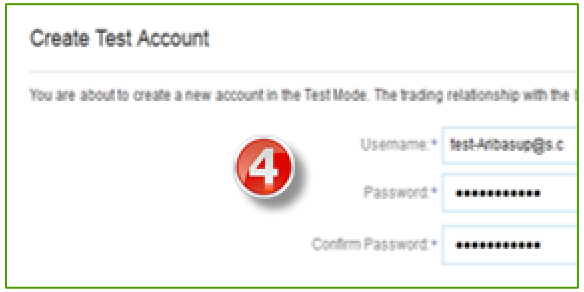






Set Up A Test Account

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



Nutrien Ag Solutions Project Specifics

Supported

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

Not Supported

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

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

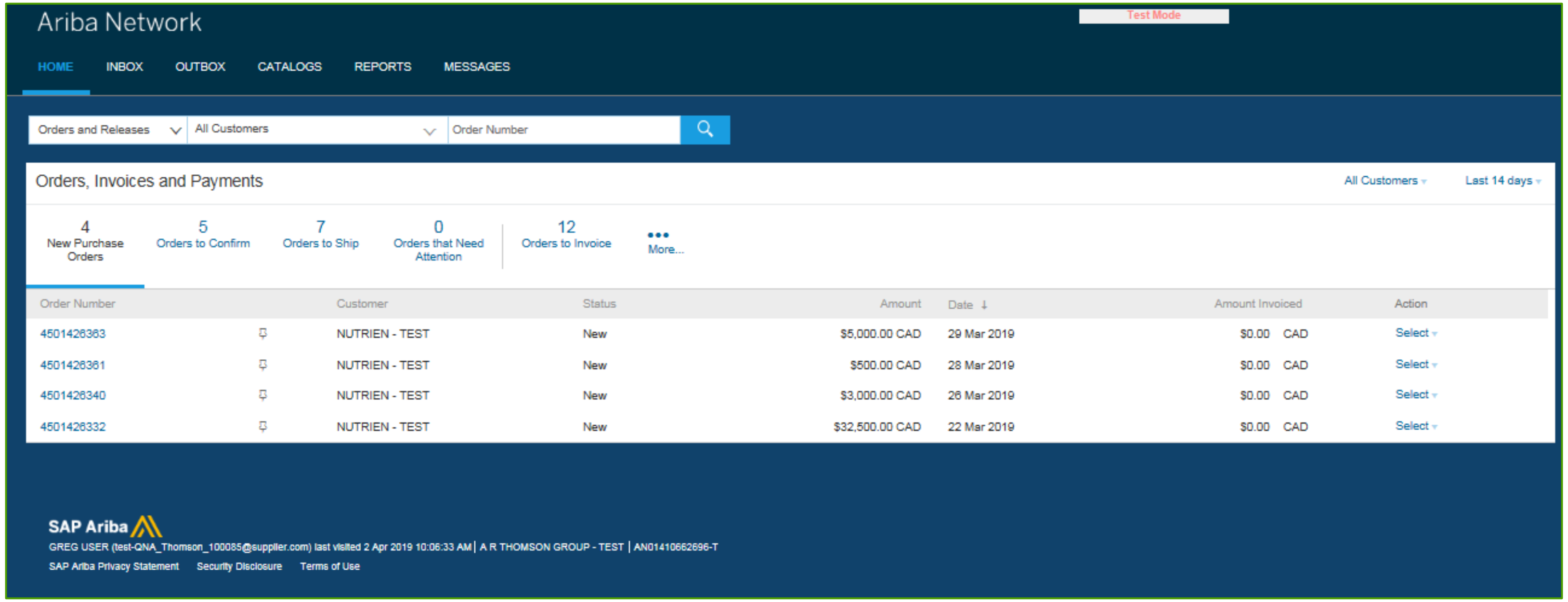
Purchase Order Management

- Ariba Network Navigation
- Purchase Orders Status
- Managing Purchase Orders

Ariba Network Navigation

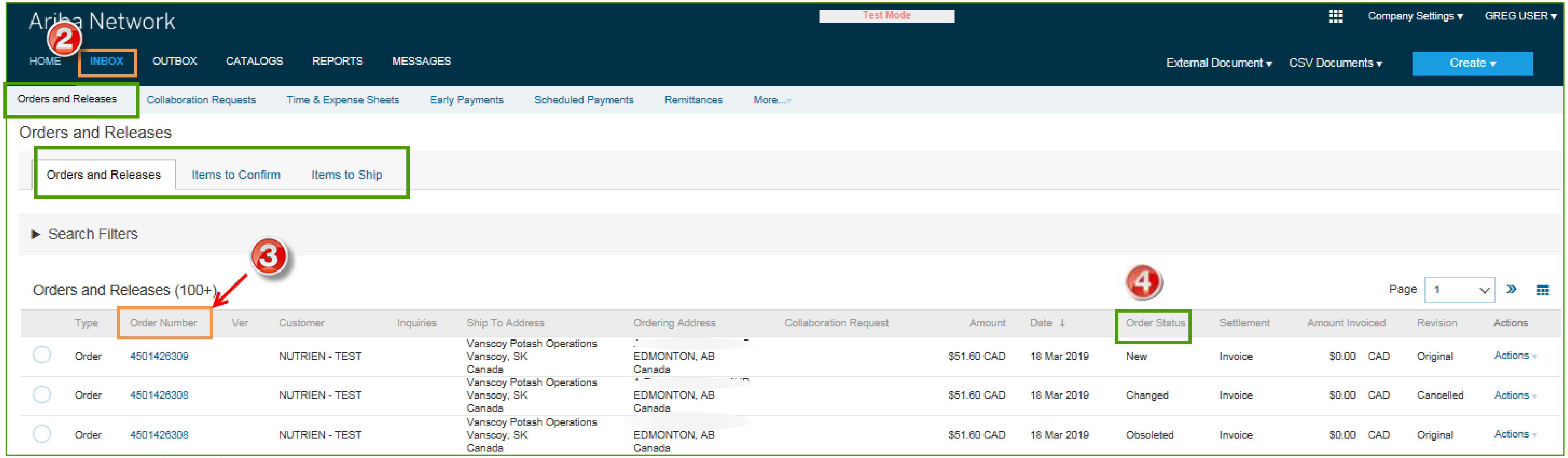
https://service.ariba.com/Supplier.aw/124994056/aw?awh=r&awssk=NfEWA_py&dard=1

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



Ariba Network Navigation – Inbox

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



Nutrien Ag Solutions

Ariba Network Navigation – Outbox

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

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

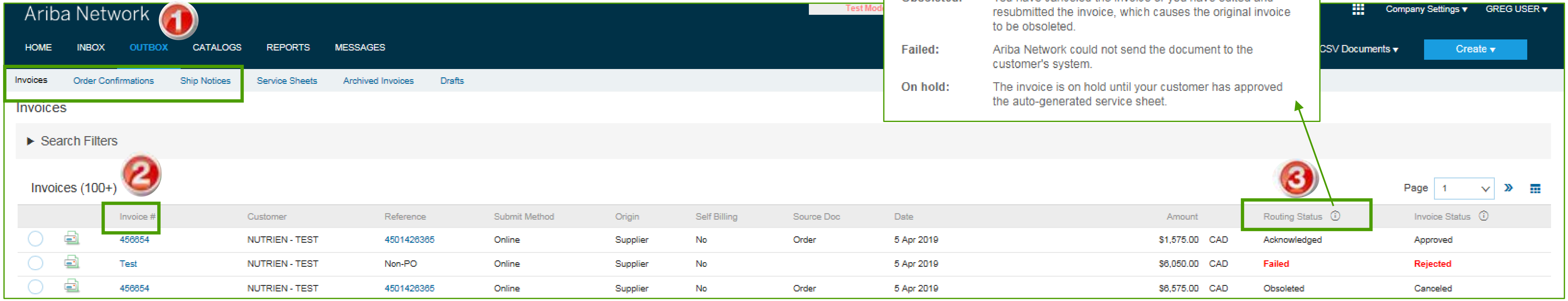
Sent: Ariba Network has sent the invoice to the customer's system.

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

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

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

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



Purchase Orders Status

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

Routing Status

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

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

Managing Purchase Orders in the Inbox

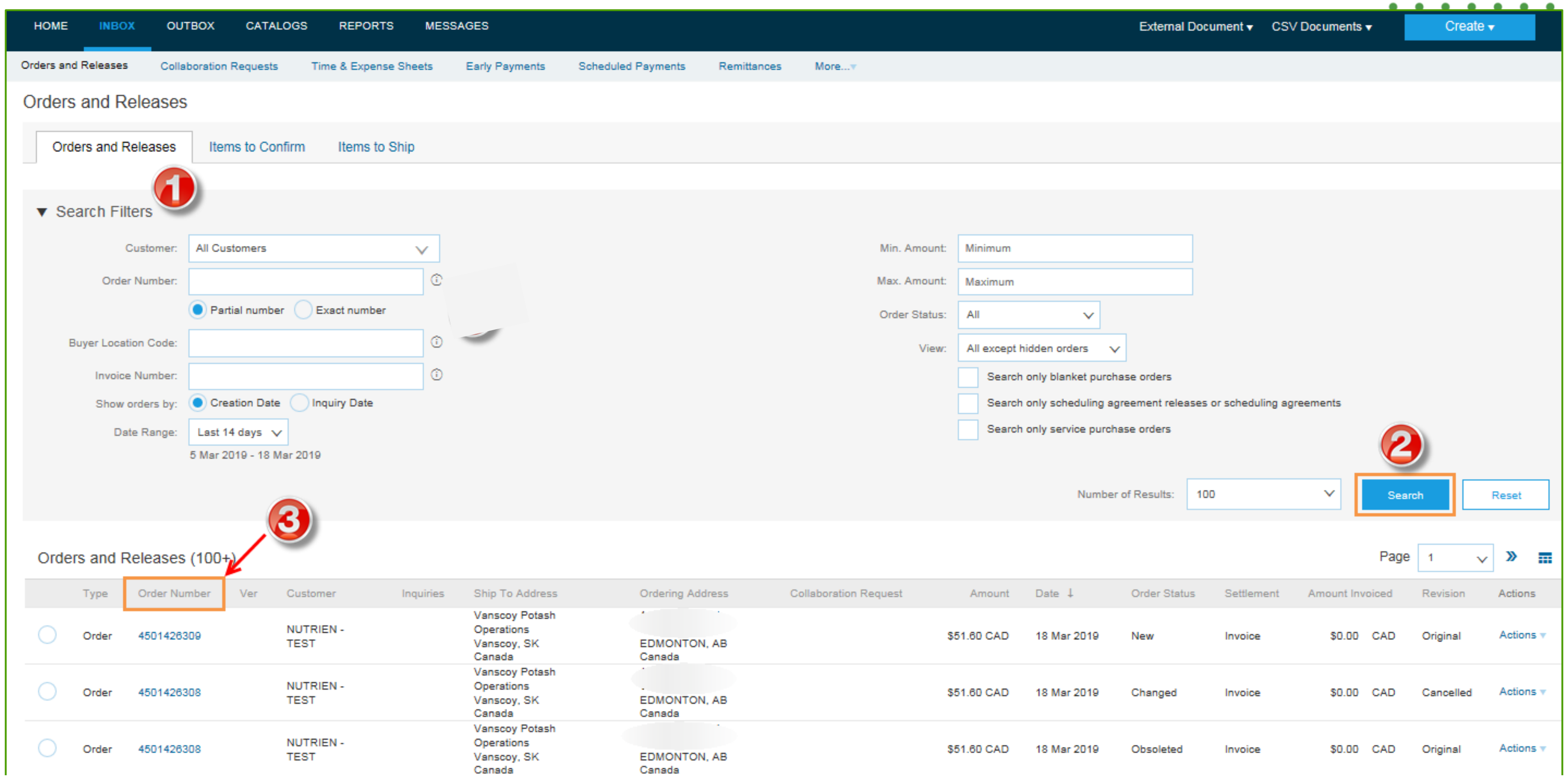
1. **Search Filters** allow you to enter specific search criteria
2. Select **Search** for results

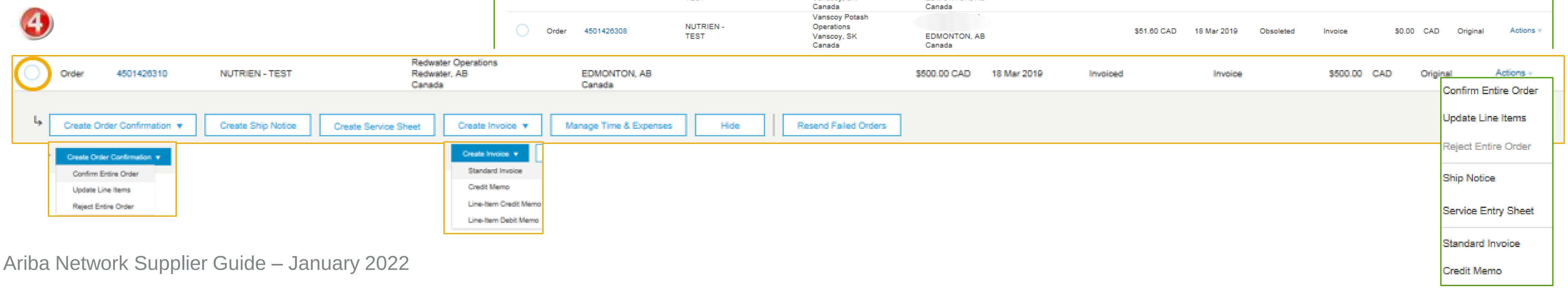
Note: To search a specific PO number enter the PO number in **Order Number** and select the **Exact number** radio button

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

   OR

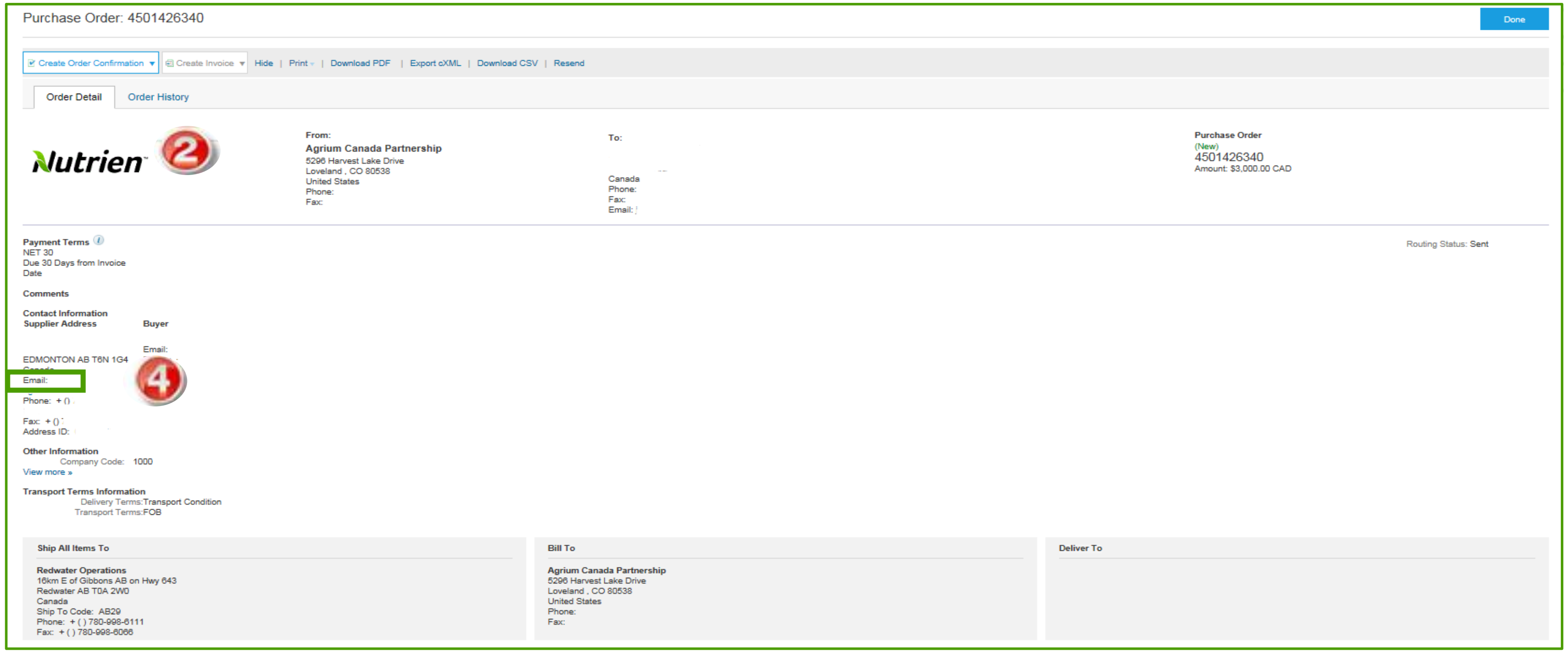
4. Select the purchase order radio button and select required action from corresponding buttons below

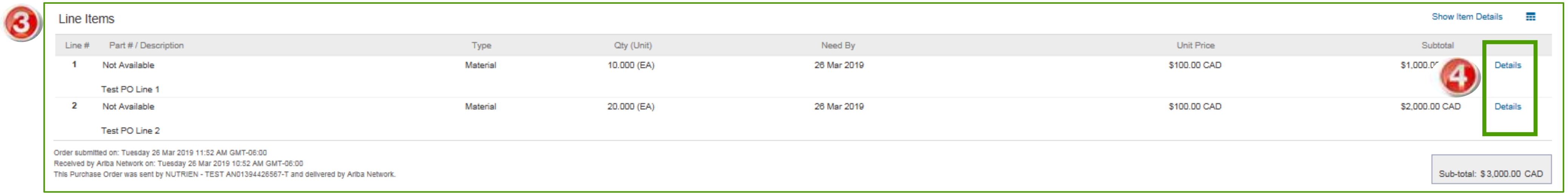




Managing Purchase Orders – Purchase Order Detail

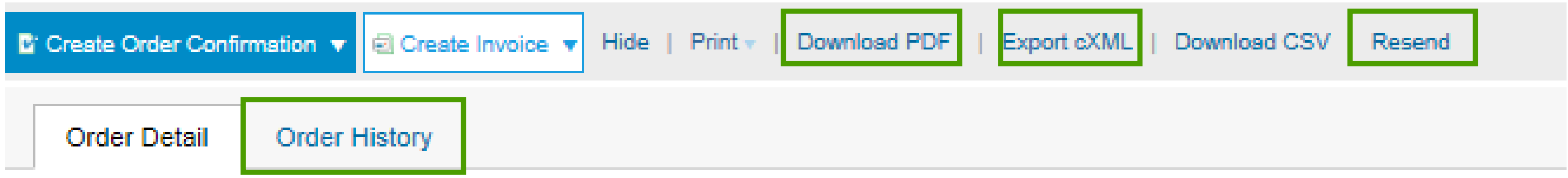
1. View the details of your purchase order under **Order Detail** section.
2. The **Order header** includes the order date and information about the buying organization and supplier.
3. **Line Items** section describes the ordered items. Each line describes a quantity and price of items Nutrien wants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





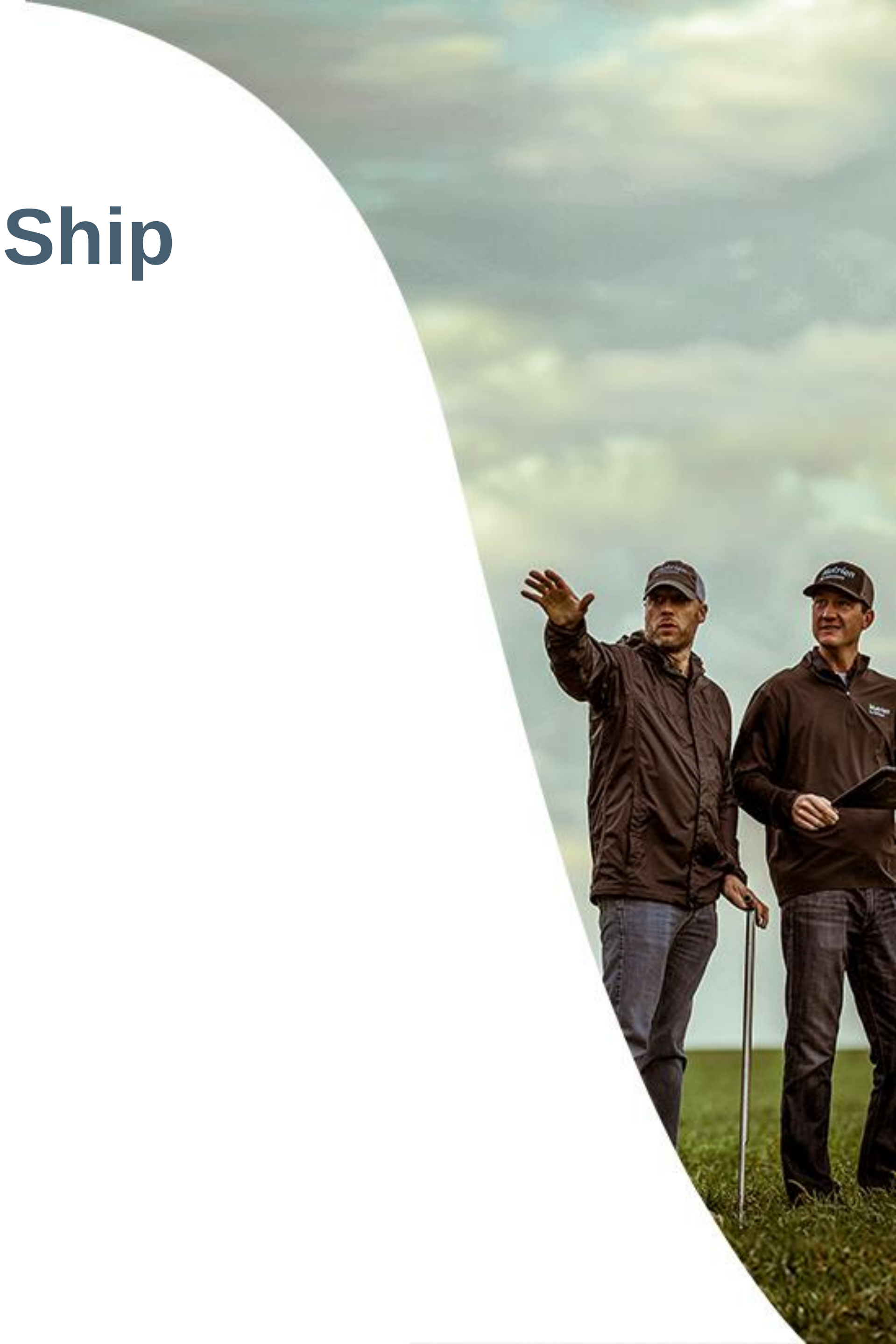
Managing Purchase Orders – Additional Options

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



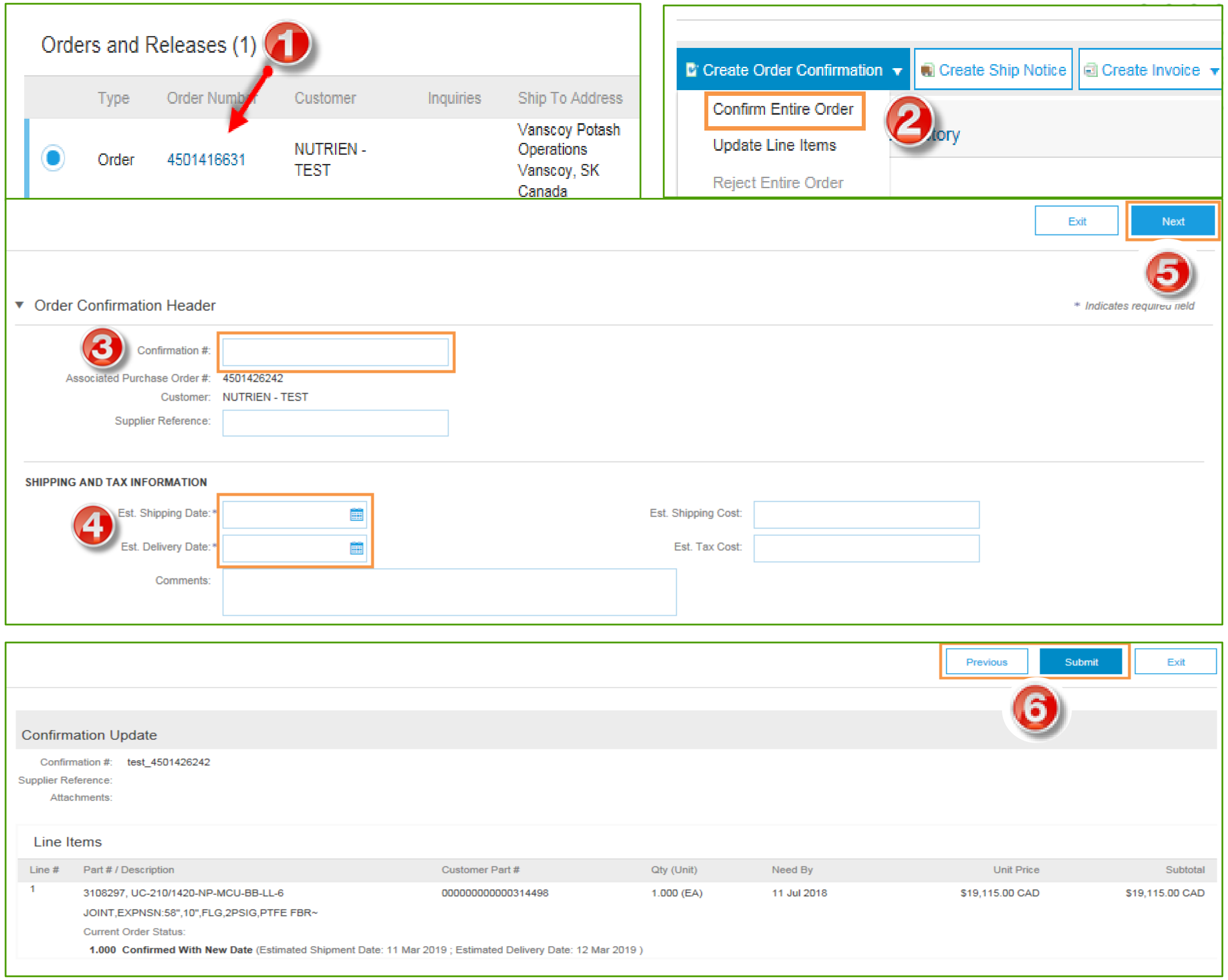
Order Confirmations and Advance Ship Notices

- Create Order Confirmation
- Create Ship Notice
- Submit Ship Notice



Create Order Confirmation - Confirm Entire Order

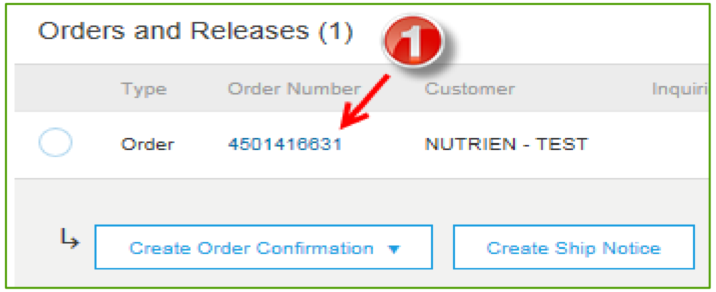
1. Select the **Purchase Order** in the **Inbox** tab**.**
2. Select **Create Order Confirmation** and choose **Confirm Entire Order** from the drop down**.**
3. Enter a Purchase Order **Confirmation Number**.
4. Enter **Est. Shipping Date** (date the order ships from your facility) and **Est. Delivery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



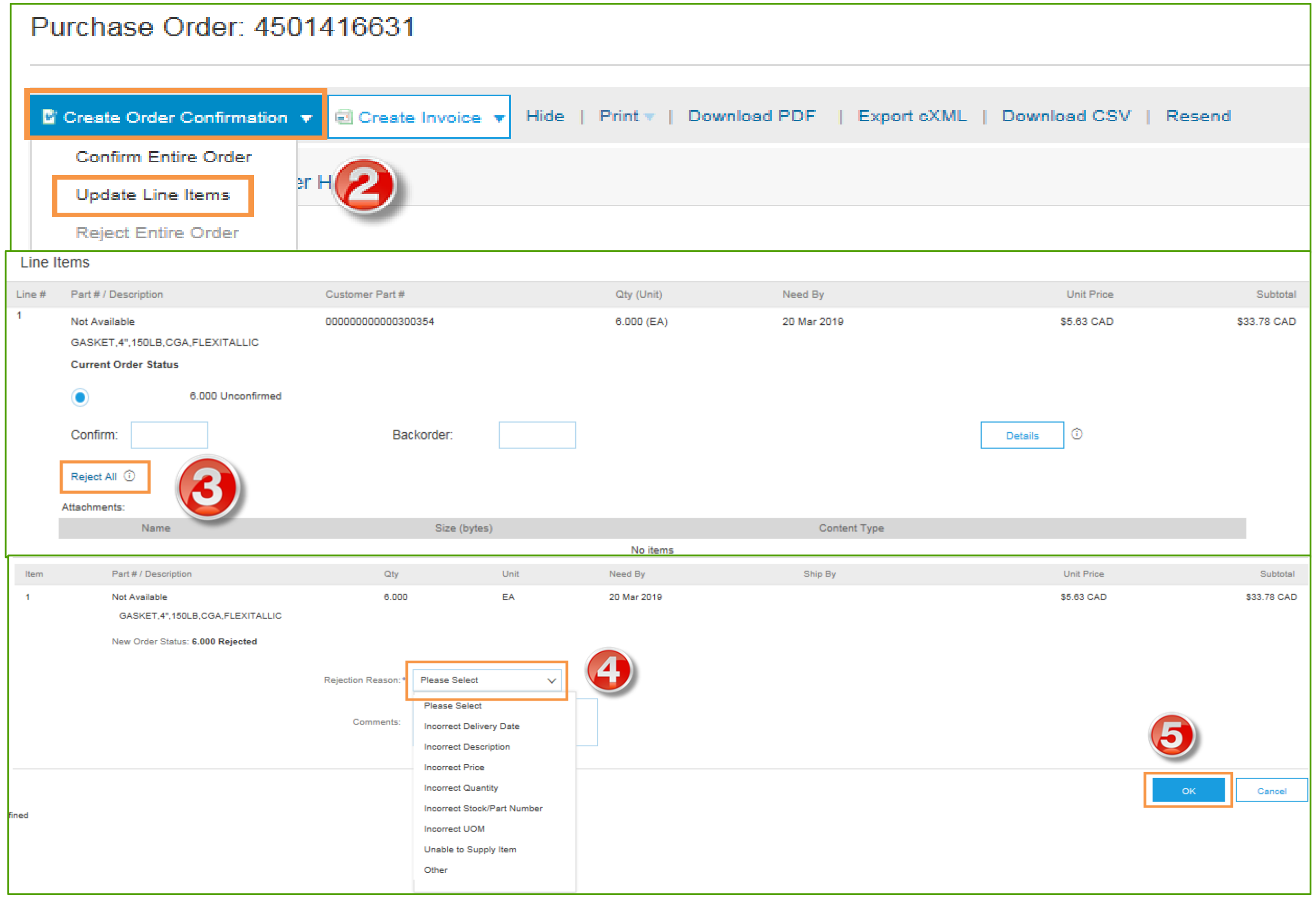
Note: Order Confirmations are required prior to Ship Notice and Invoice creations

Create Order Confirmation – Rejecting Line Items

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

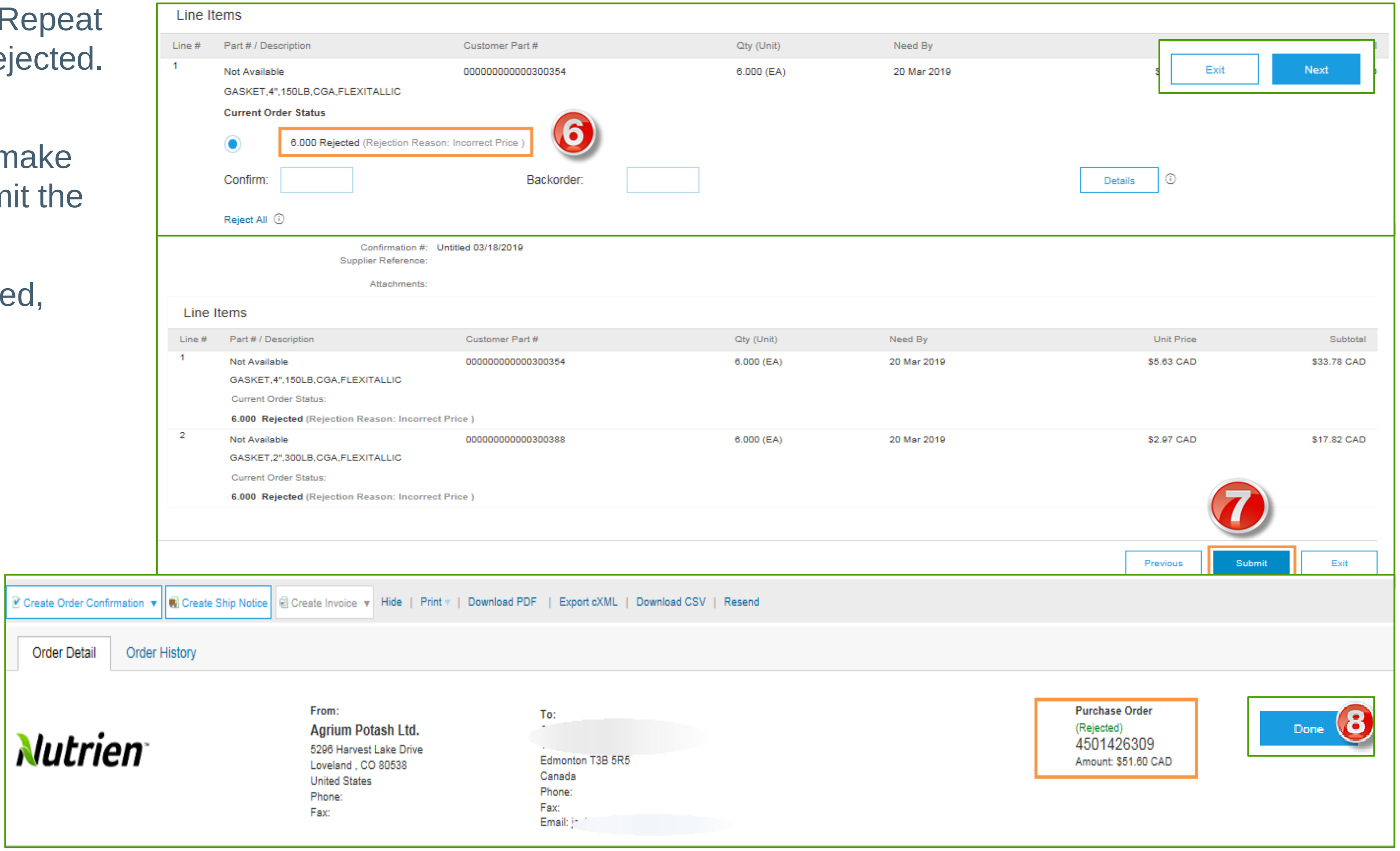


1. Select the **Purchase Order** in the **Inbox** tab**.**
2. Select **Create Order Confirmation** and choose **Update Line Items** from the drop down menu**.**
3. Scroll down to the **Line Items** section, select **Reject All**.
4. Select the **Rejection Reason** drop down menu, choose the reason for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



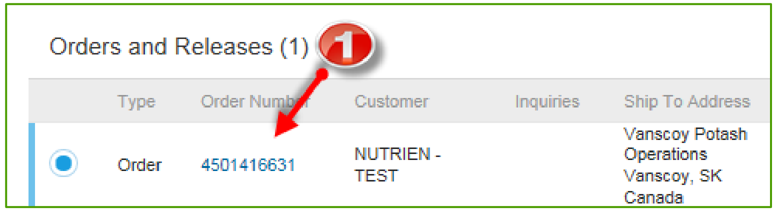
Create Order Confirmation – Rejecting Line Items cont.

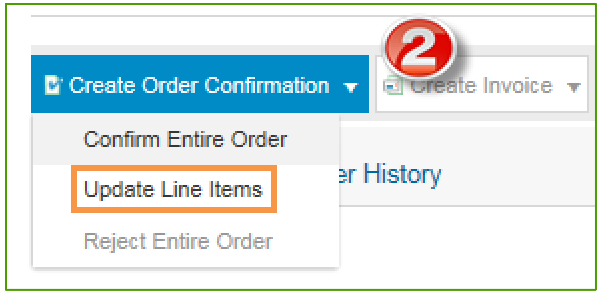
6. You will be redirected back to the Order Confirmation screen. This now shows the rejected line and rejection reason. Repeat steps 3-5 for each line item being rejected. Once complete, select **Next.**
7. Review the order confirmation. To make changes, select **Previous**. To submit the final rejection,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

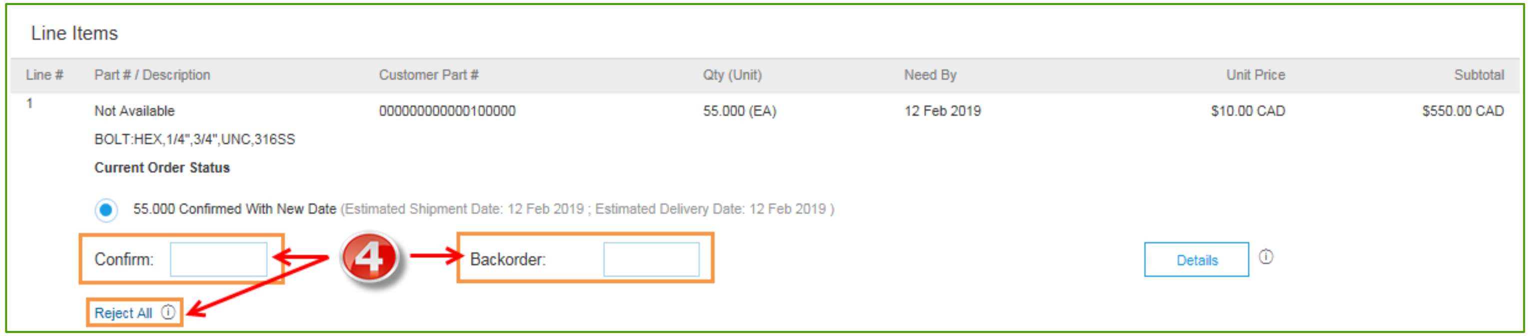


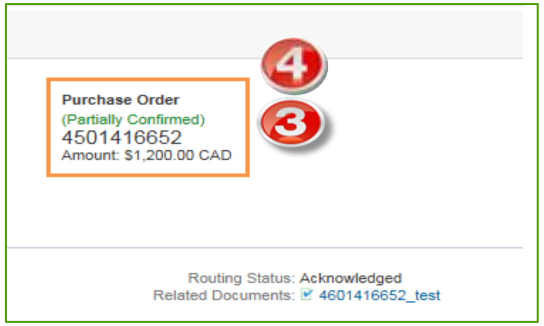
Create Order Confirmation – Update Line Items

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





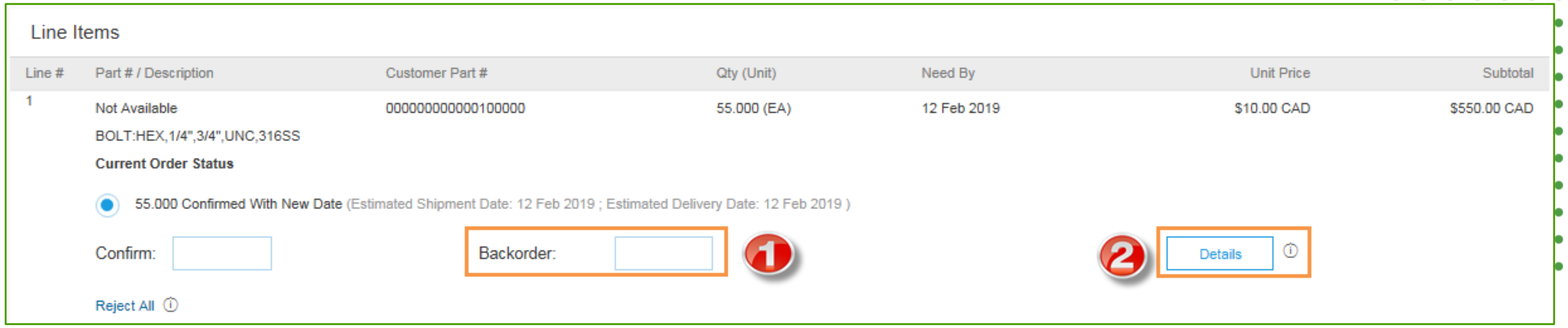


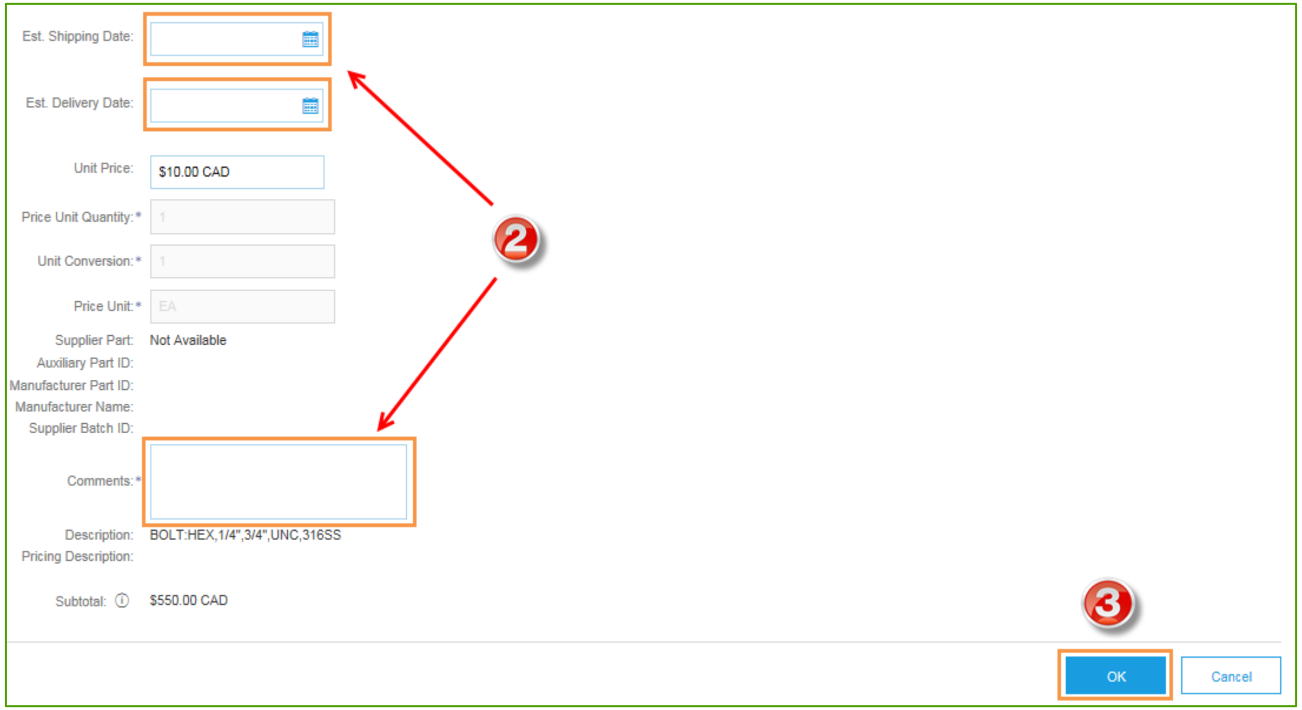


Note: If using several statuses for a line item, the sum of the quantities must equal total quantity.

Create Order Confirmation – Backorder Details

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

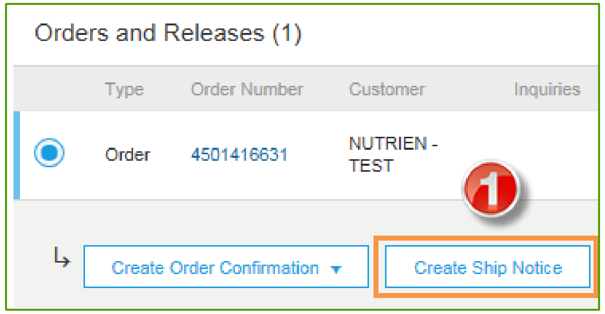


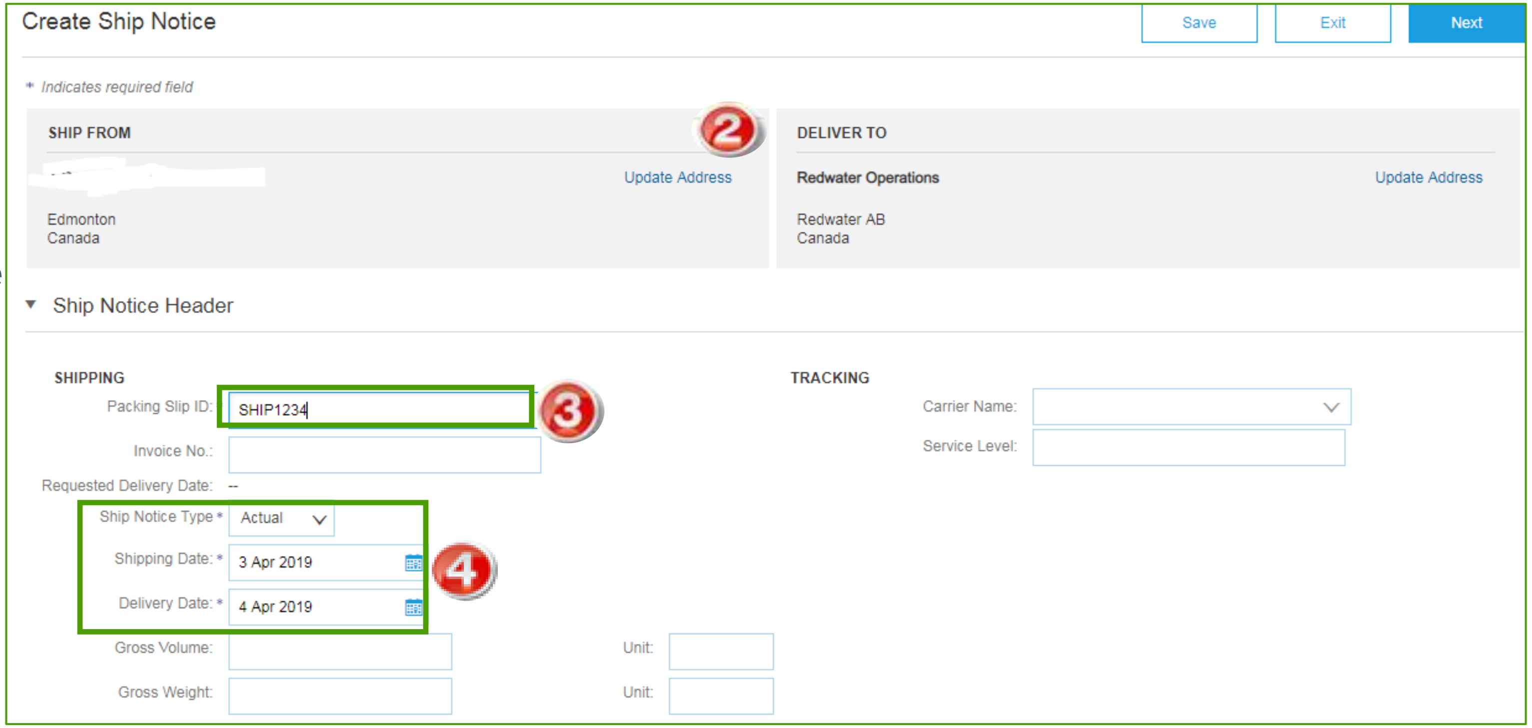


Create Ship Notice

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

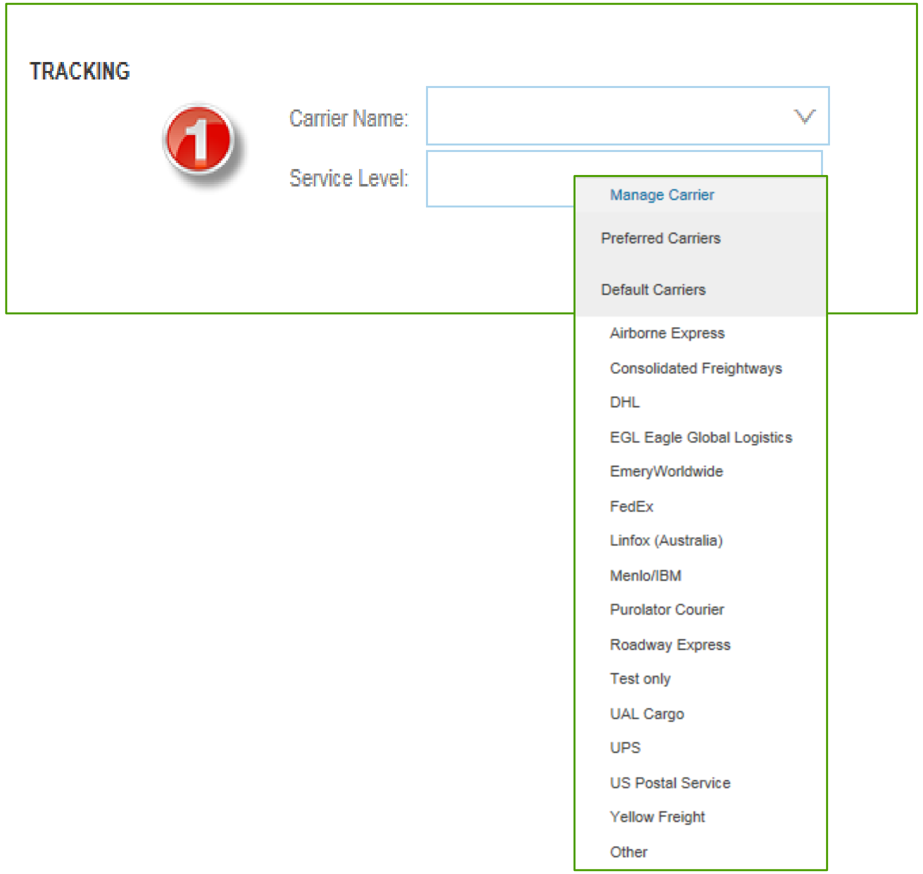
Note: Order Confirmations are required prior to Ship Notice and Invoice creations

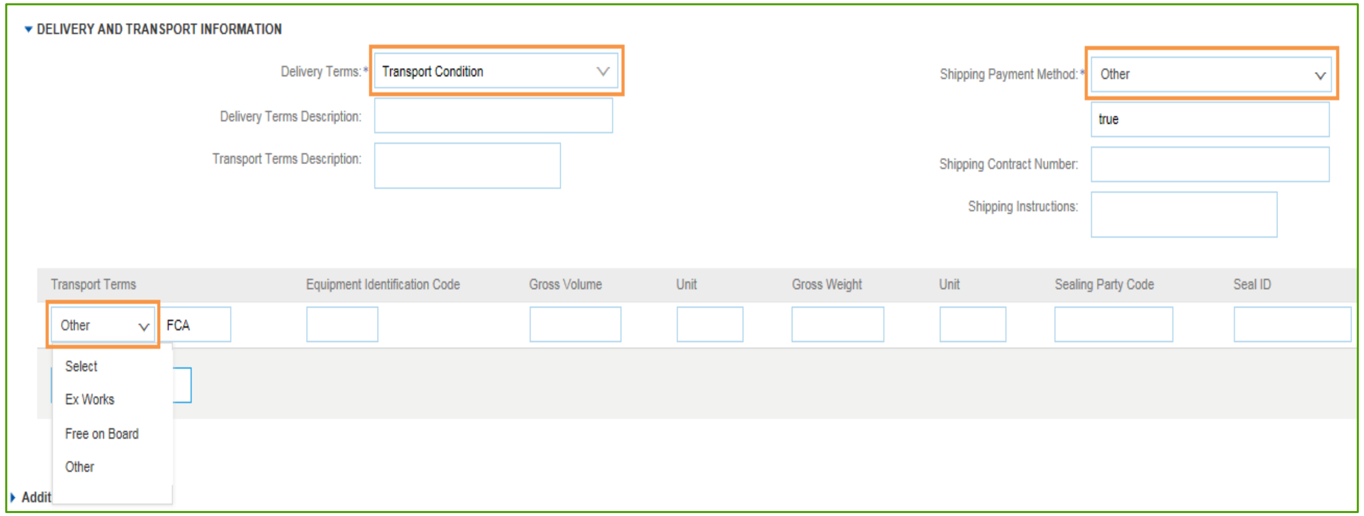




Create Ship Notice – Delivery Terms and Transportation Details

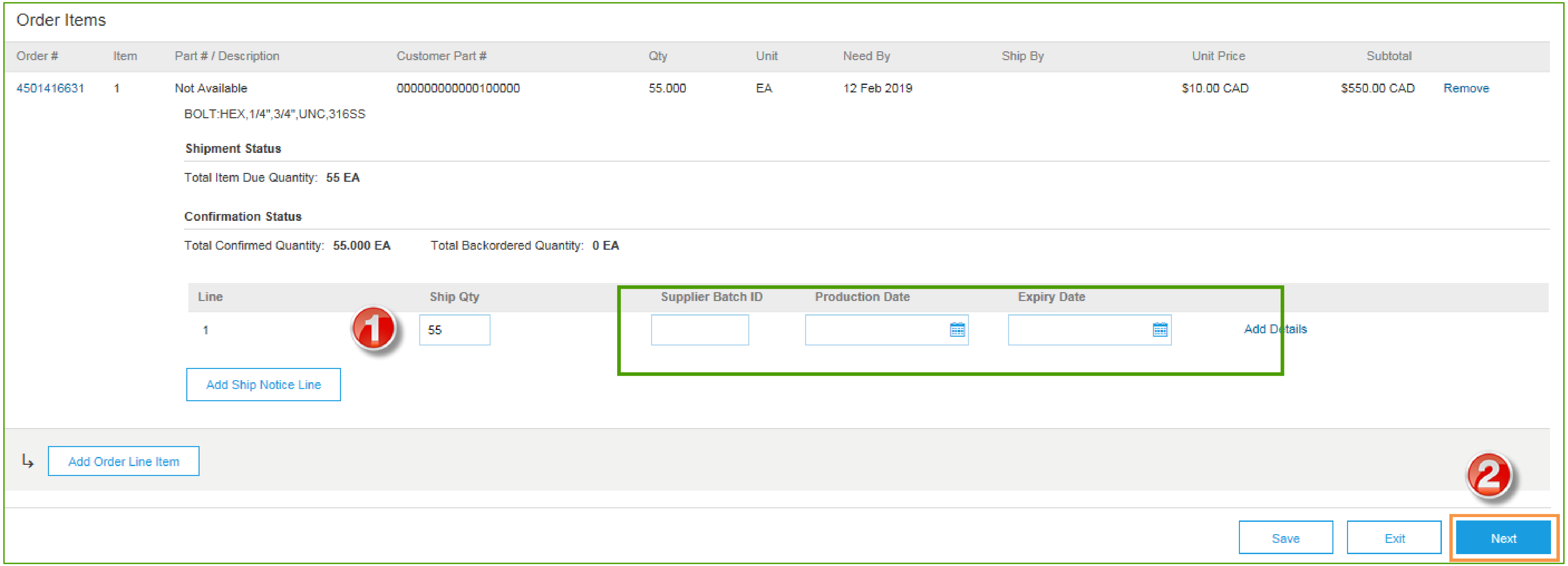
1. **Delivery and Transportation** can be included on all advance ship notices but is not mandatory unless requested by Nutrien Buyer.





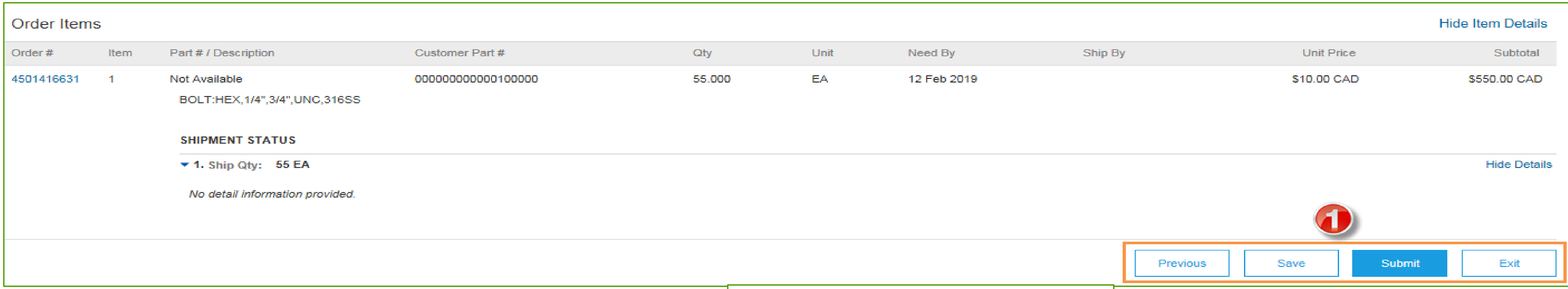
Create Ship Notice - Details

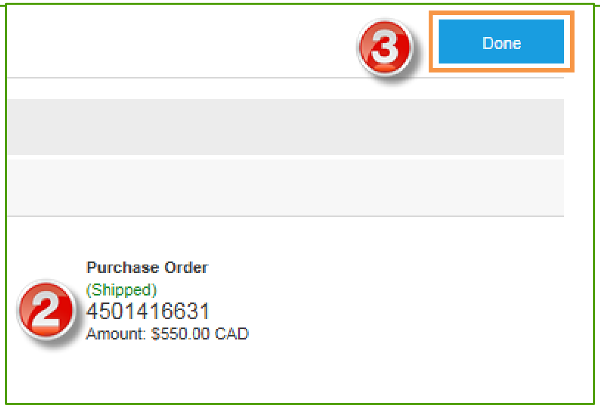
1. Scroll down to view line item information and update the quantity shipped for each line item.
    - Additional information can be added such as Supplier Batch ID, Production or Expiry Date
2. Select **Next** to proceed to review your Ship Notice.



Submit Ship Notice

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



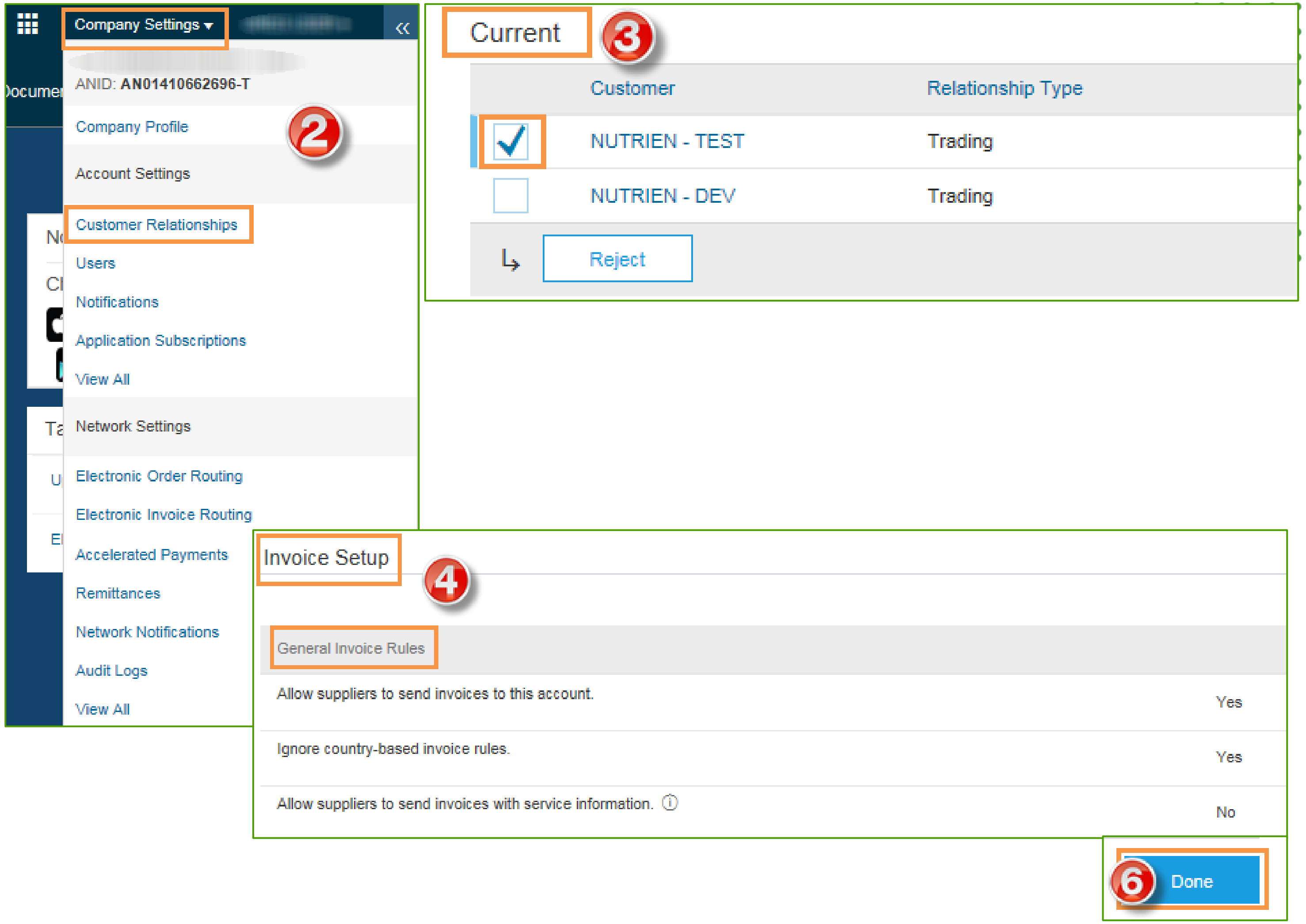


Invoice Methods

- Review Nutrien Invoice Rules
- Create Standard PO Invoice
- Search For Invoice
- Review Invoice History
- Modify an Existing Invoice
- Download Invoice Reports
- Invoice Archival

Review Nutrien Invoice Rules

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



Nutrien Ag Solutions Invoice Rules & Requirements

Invoice Transaction Rules:

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

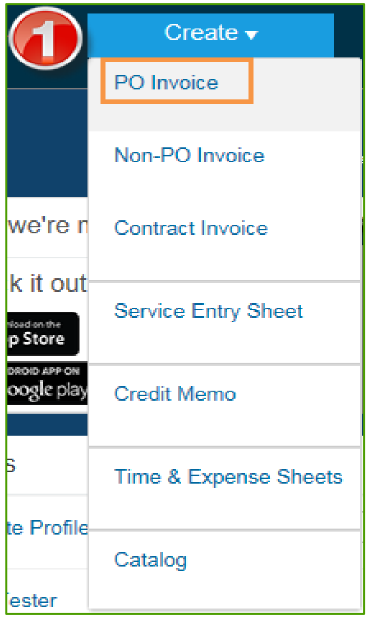
Important Note:
All purchase orders issued in Ariba after go live must be invoiced in Ariba only. Do not forward paper invoices to AP.

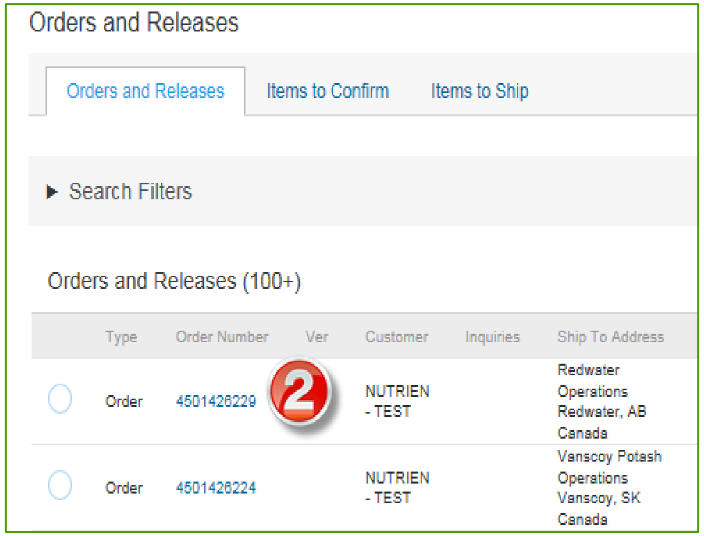
Create Standard PO Invoice

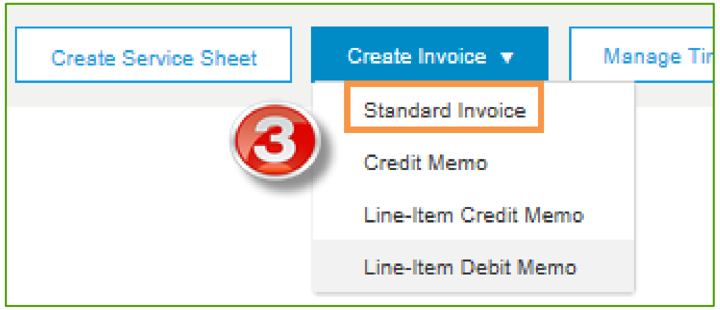
1. Select the **Purchase Order radio button** and select **Create, PO Invoice**

OR

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







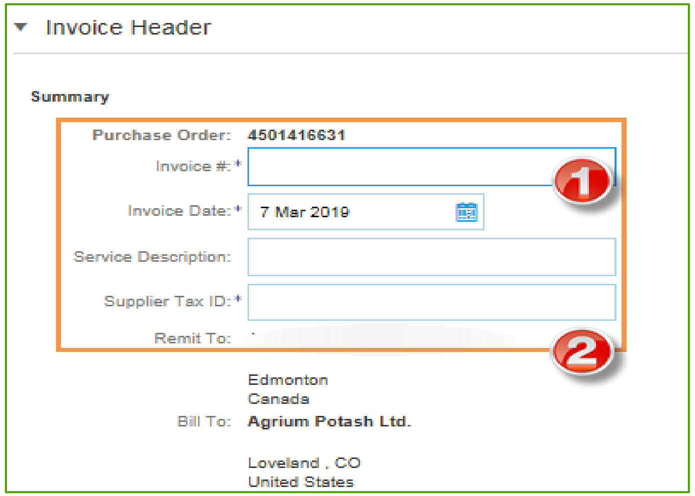
Create Invoice – Invoice Details

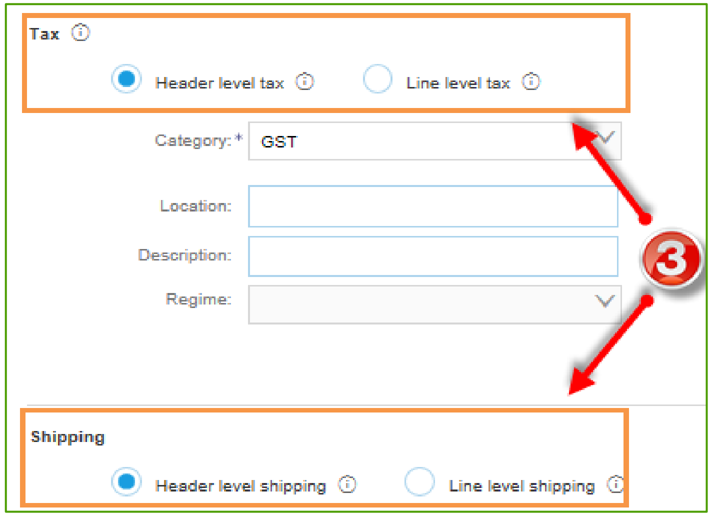
Fields marked with an asterisk are mandatory.

1. Enter **Invoice #** and **Supplier Tax ID**.
    - **Note:** The Invoice Date will auto-populate.

2. **Remit-To** will automatically populate address
    - If multiple Remit To's exist on your account a drop down box will allow you to select the correct address.

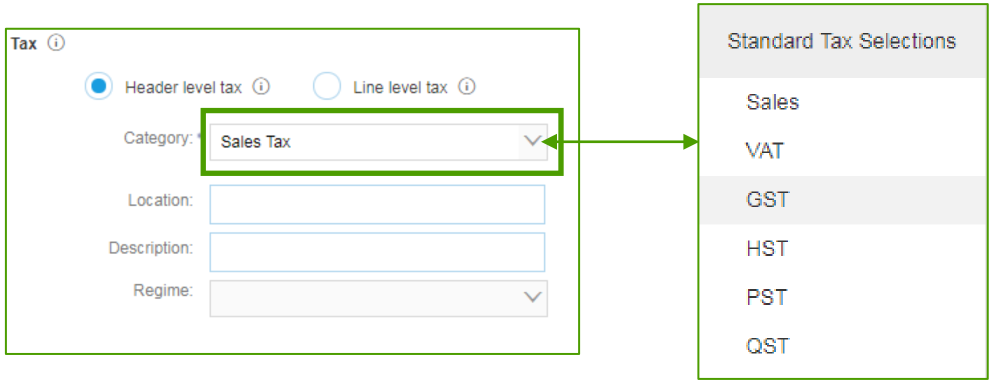
3. **Tax and Shipping** information can be entered at either the Header or Line item level by selecting the appropriate radio button. Do not enter taxes at both levels.





Important Note about Tax

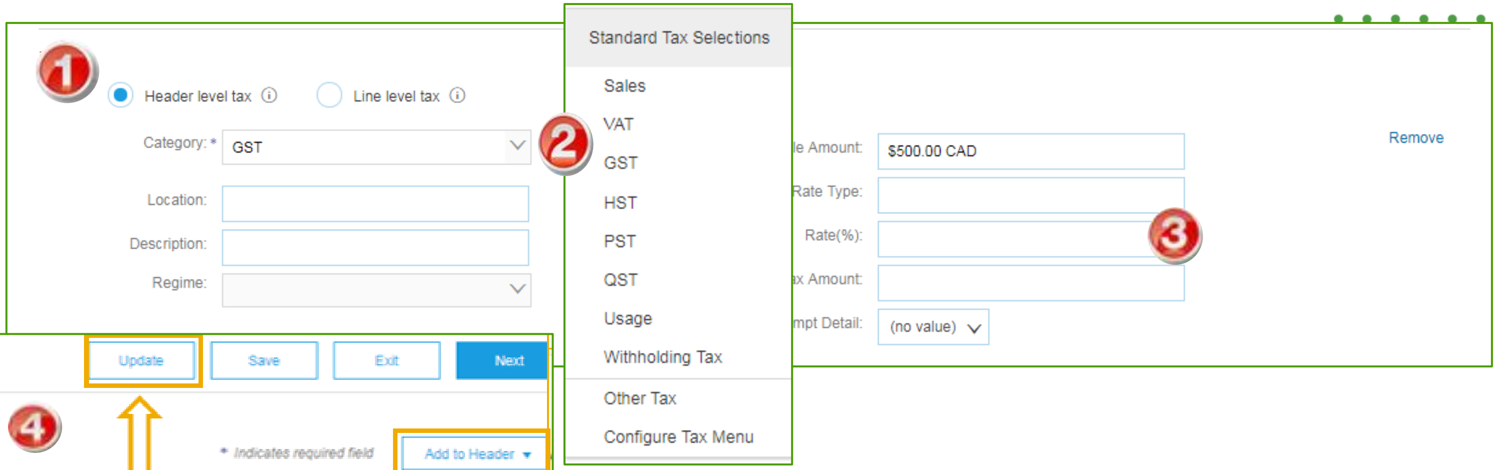
- "Sales Tax" auto populates in the Category field. This is not a valid tax category and MUST be changed by selecting the drop down menu and choosing the proper tax.

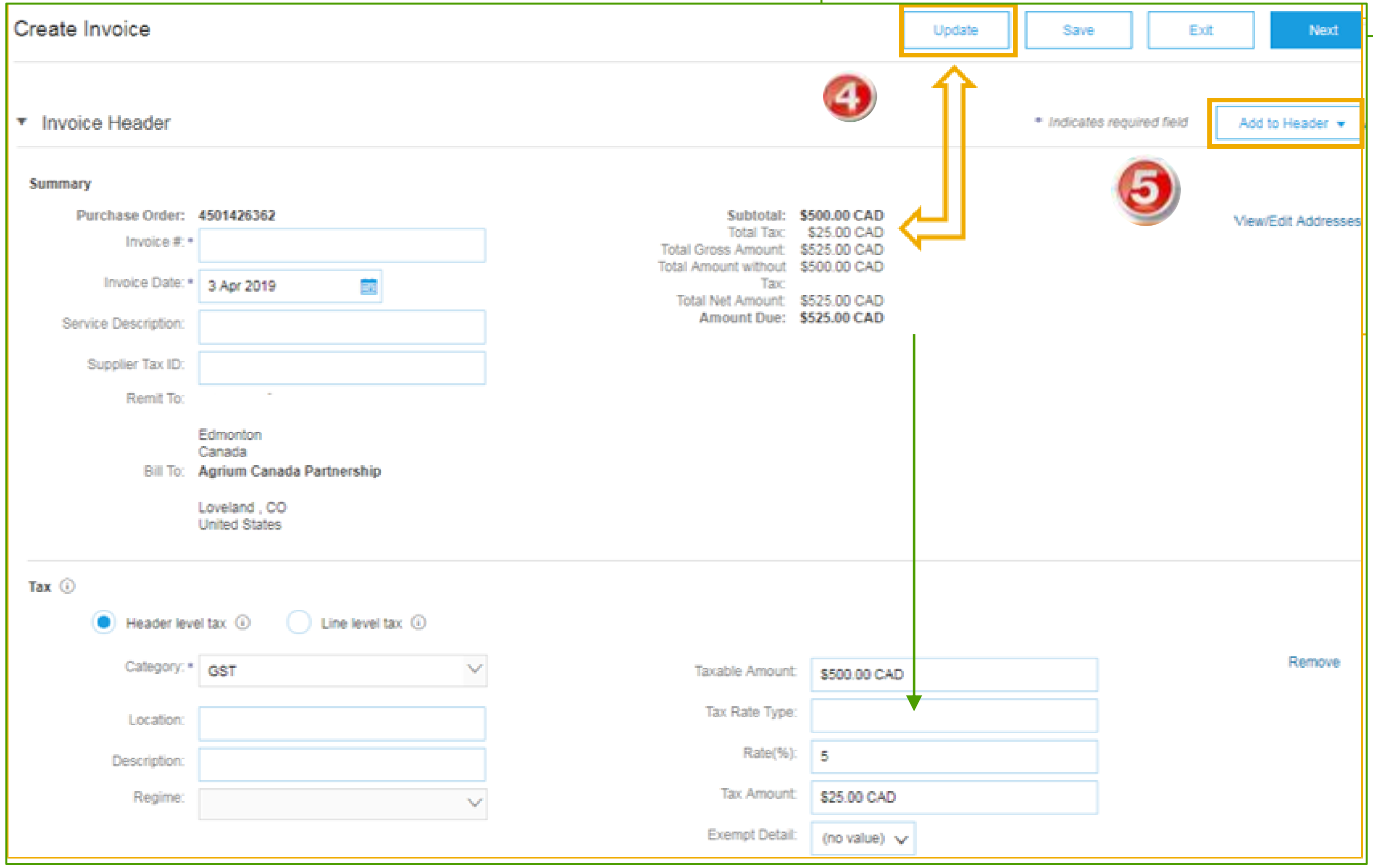


Create Invoice – Taxes at the Header Level

1. Select **Header Level Tax** radio button

2. Go to Tax **Category** and select applicable tax from the drop down. **Reminder:** do not use “Sales Tax”





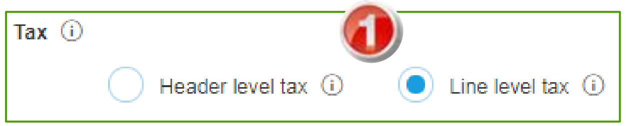
3. Enter the **Tax Rate(%).** This does not auto populate based on the Category selected.

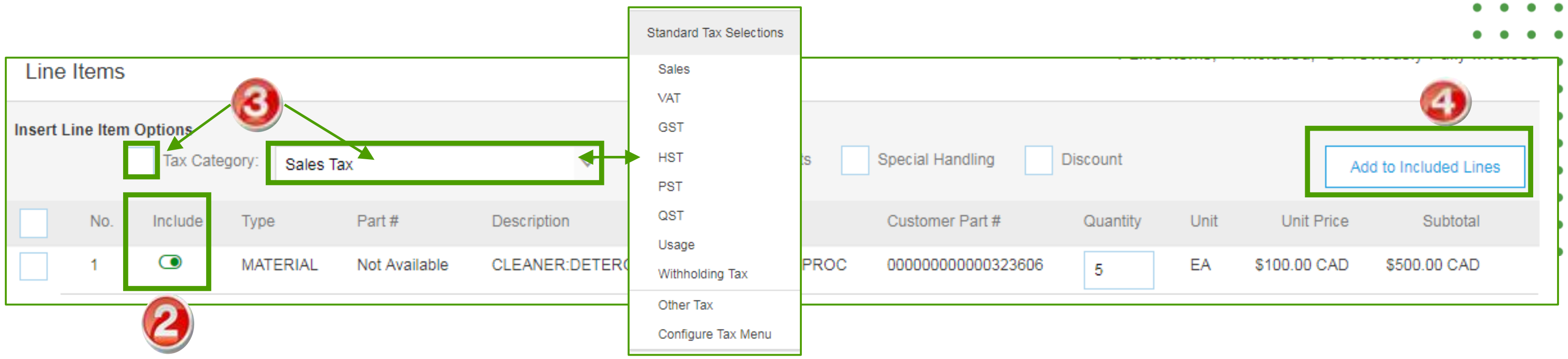
4. Select **Update**. The Total Tax is then applied in the Invoice Header Summary. The calculation is also seen in the Tax section as well.

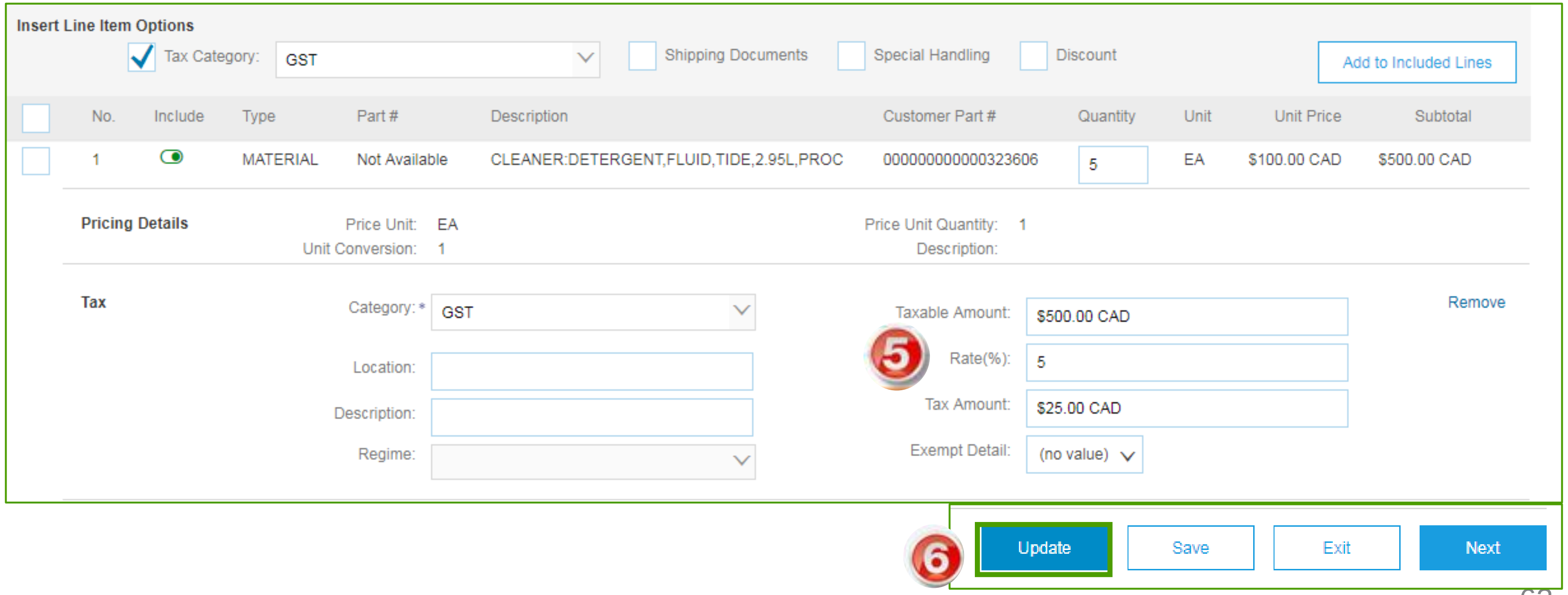
5. To add additional taxes, select the **Add to Header** and repeat steps 1-4 again.

Create Invoice – Taxes at the Line Item Level

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







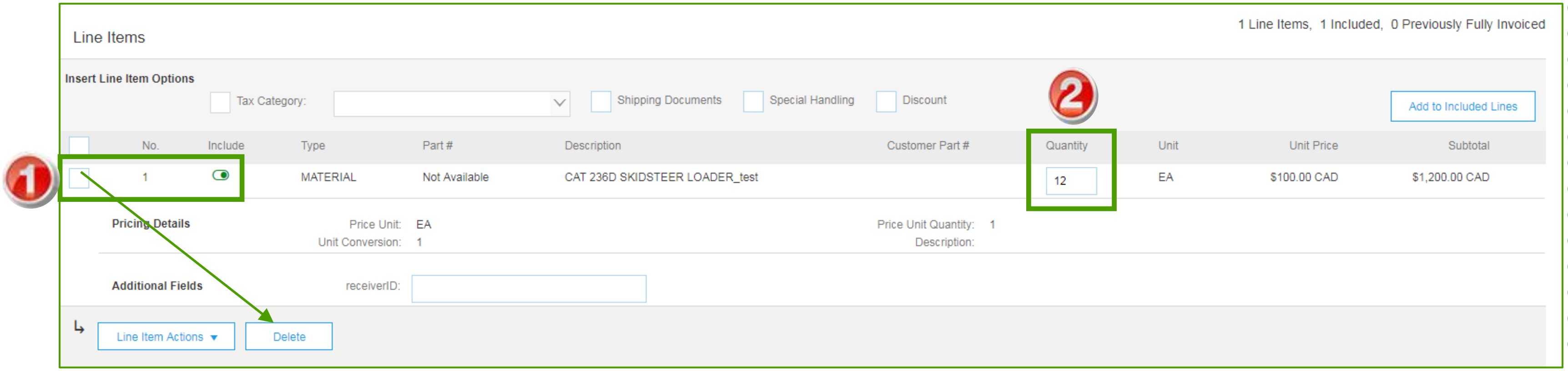
Create Invoice – Line Items Section

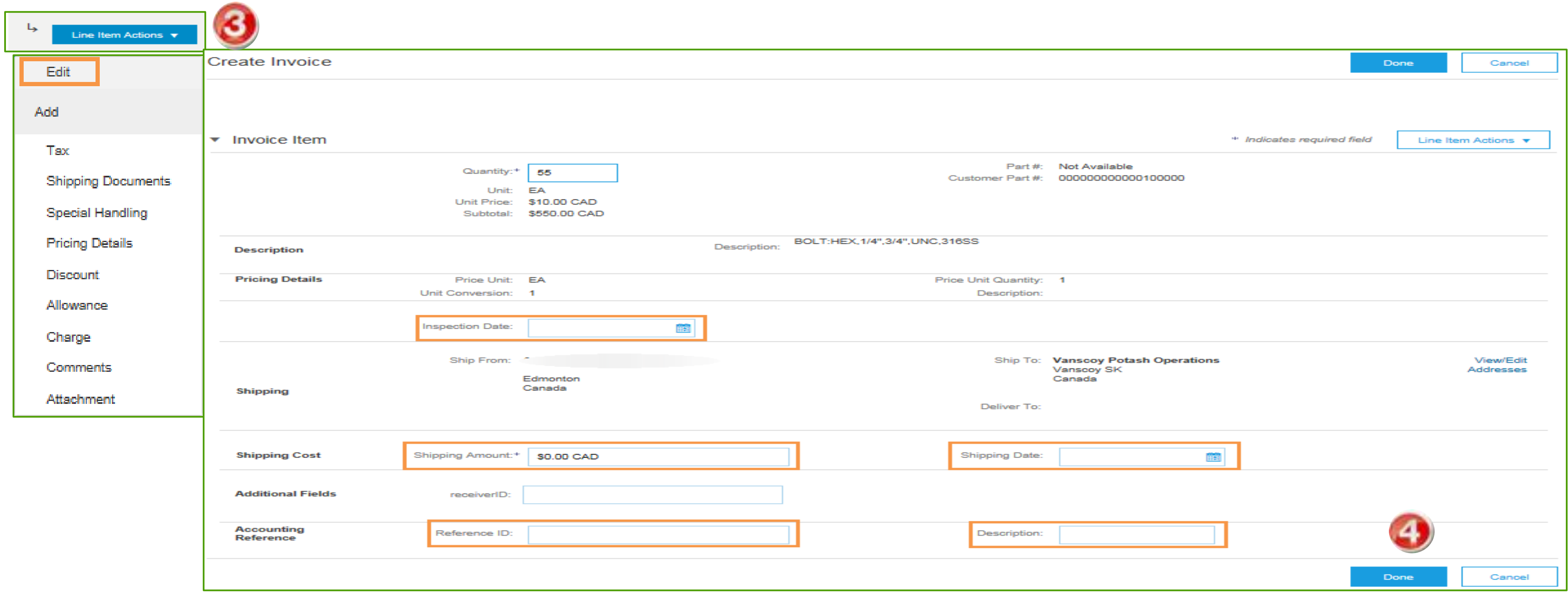
Line Items section shows the line item details from the Purchase Order.

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

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

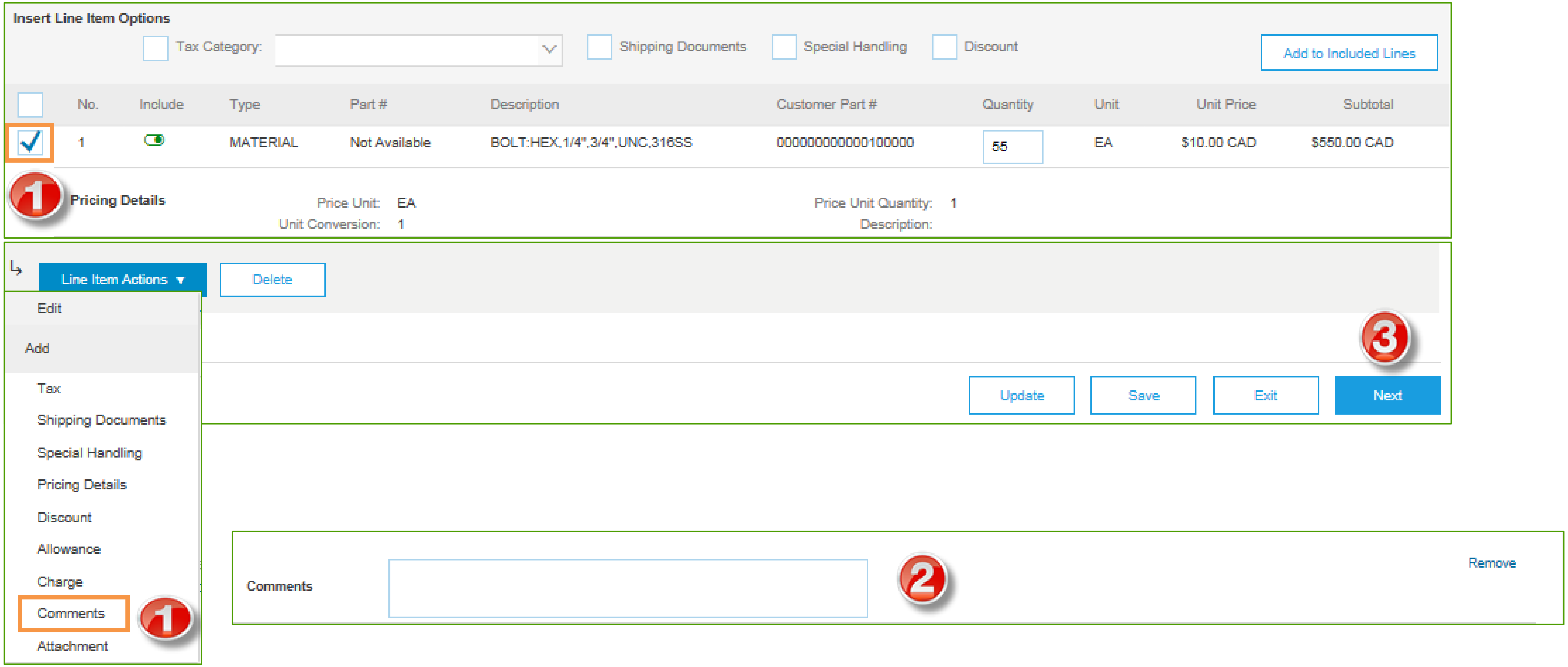
2. Enter the **Quantity** of each line item you are invoicing. The order quantity auto populates
3. To edit the Line Item further or add additional information, select **Line Item Actions, Edit**. This is not mandatory but can be beneficial for providing additional details.
4. Once you’ve entered information,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





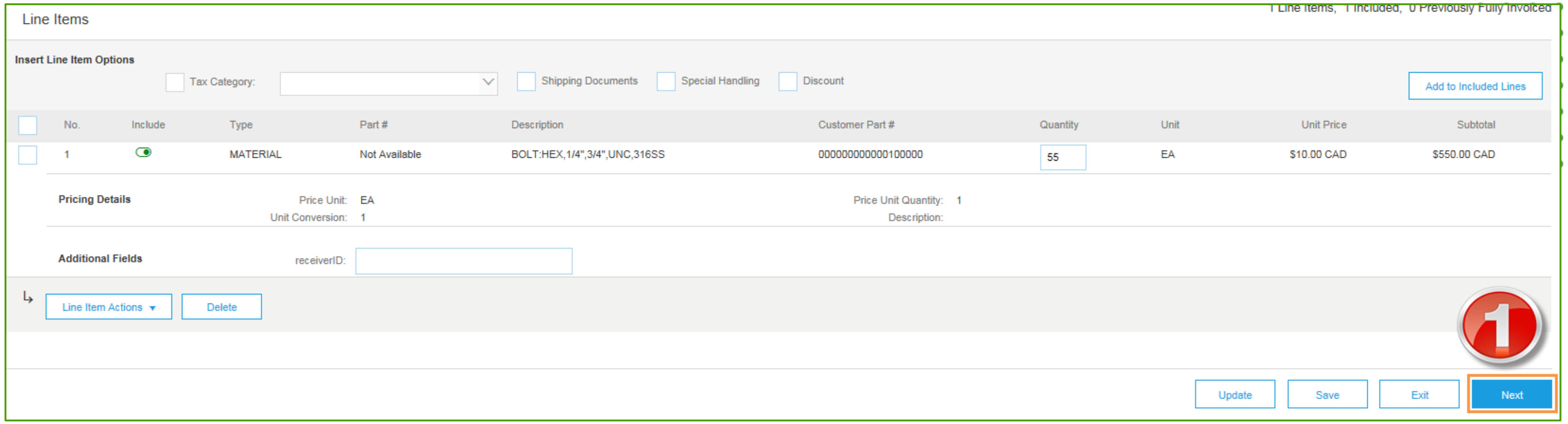
Create Invoice – Line Item Comments

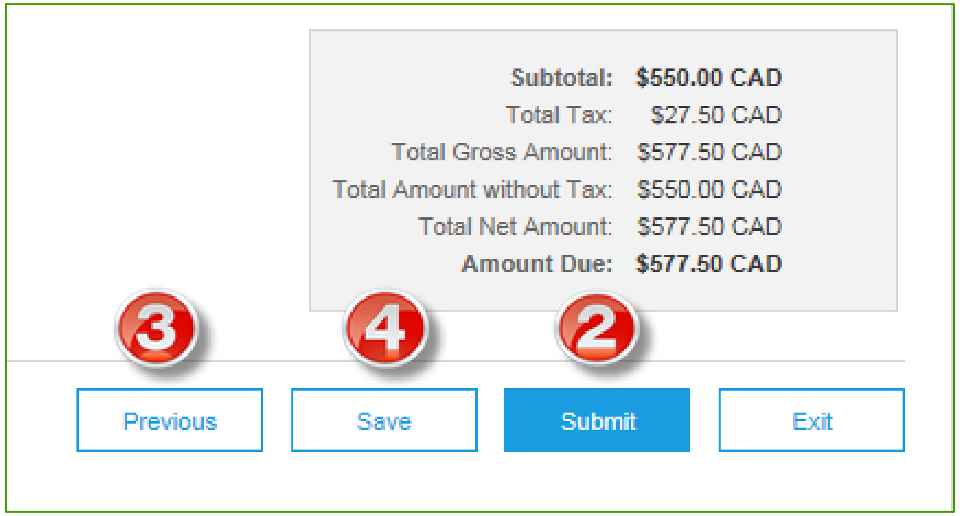
1. To add comments at the line items select the **Line Items**, **Line Item Actions >Add > Comments**.
2. The **Comments** field will display. Enter applicable comments in this field.
3. Select **Next**.

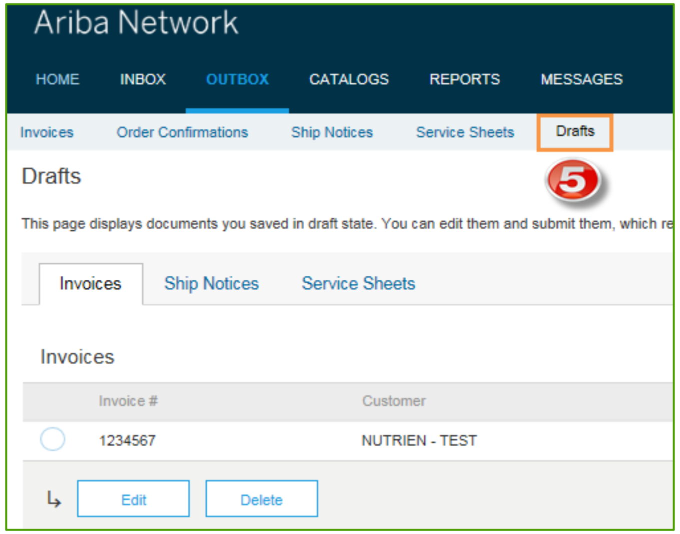


Create Invoice – Review, Save or Submit to Customer

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







Nutrien Ag Solutions

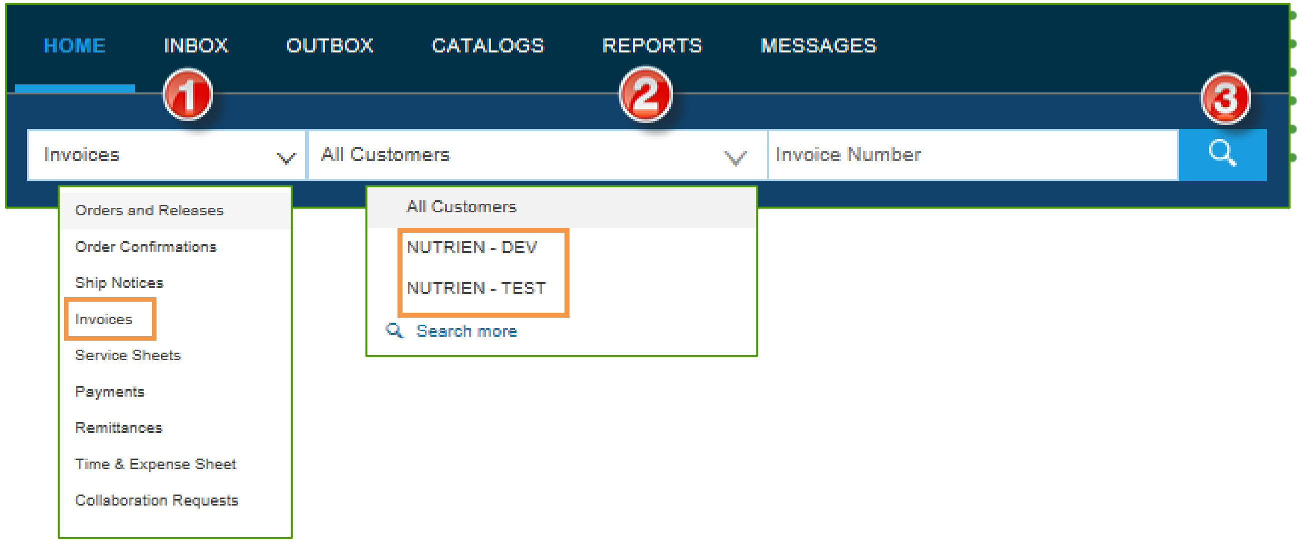
Search For Invoice (Quick Refined)

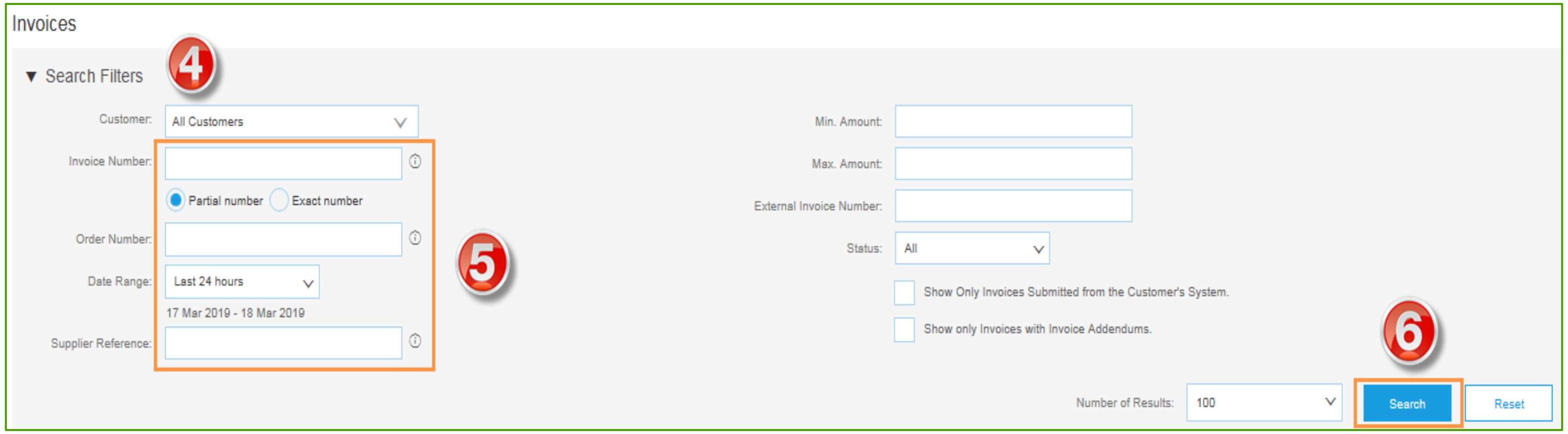
Quick Search:

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

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

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

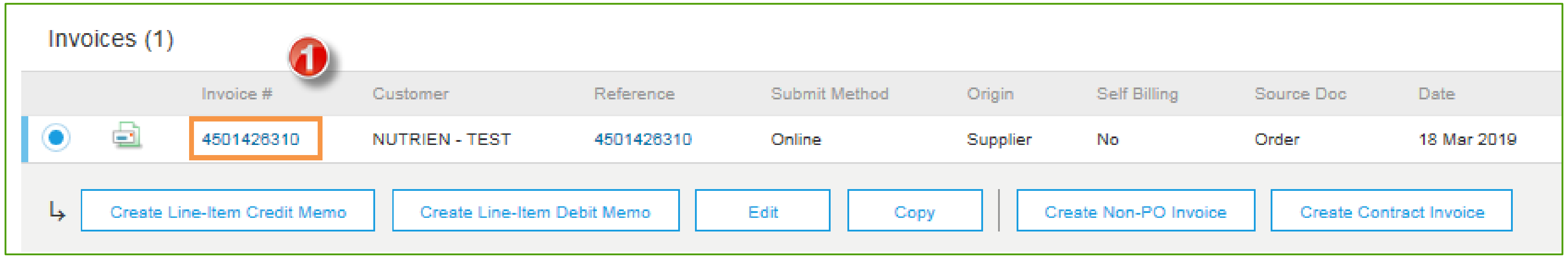


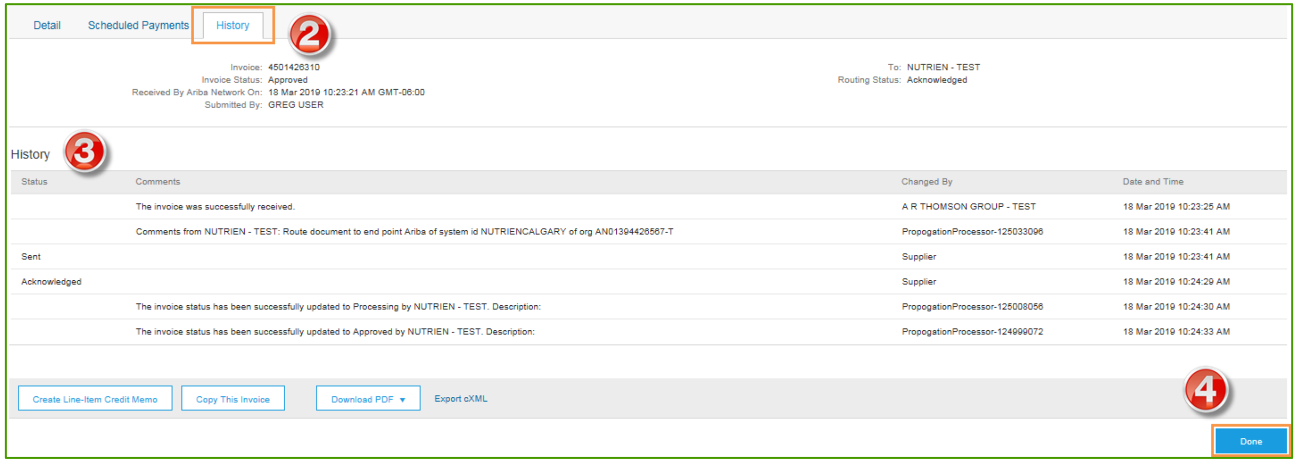


Review Invoice History – Check Status Comments

Access any invoice:

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

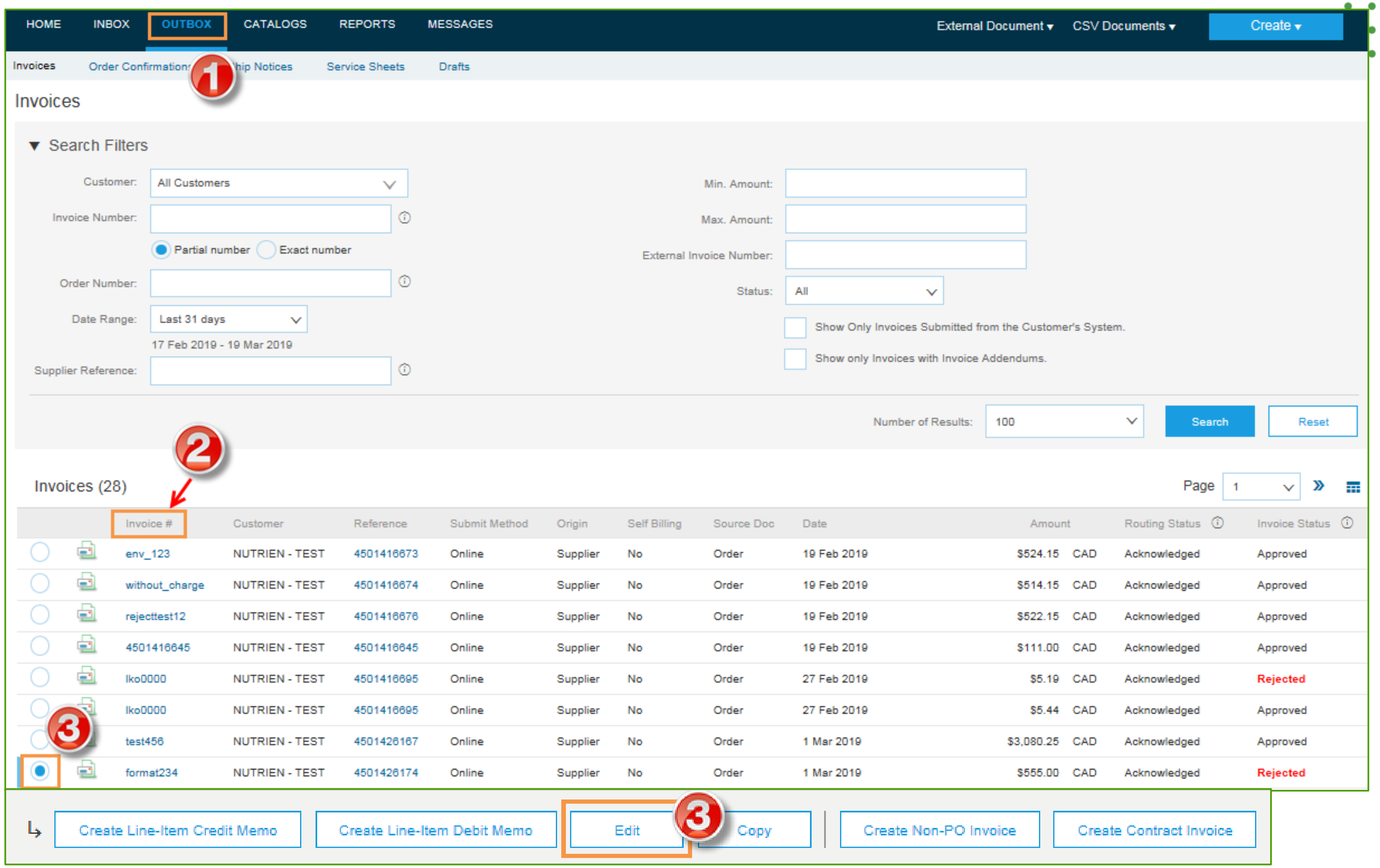




Modify an Existing Invoice – Edit and Resubmit

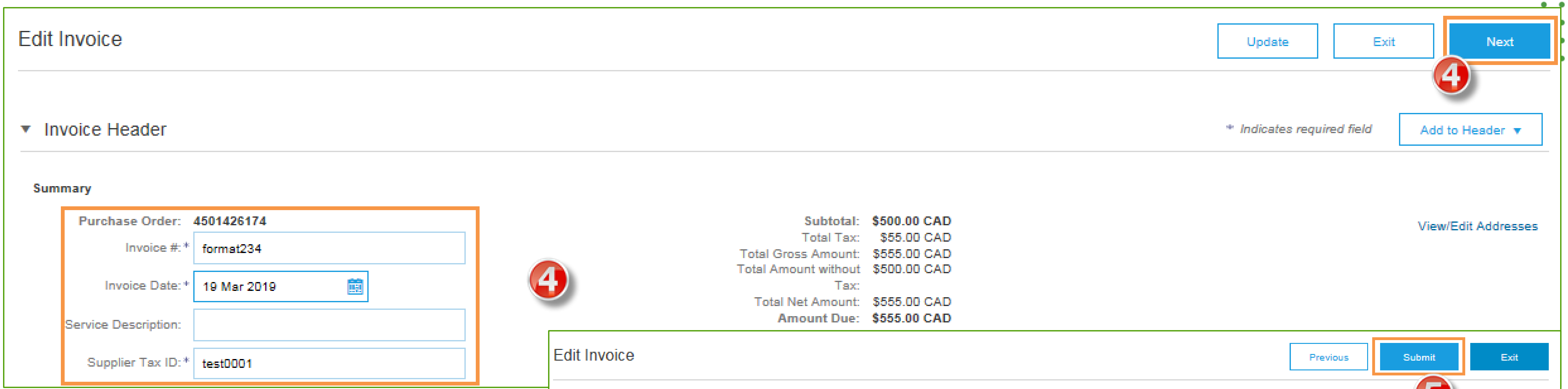
1. On the **Home Page**, select the **Outbox** tab.
2. Find the invoice you want to edit in the **Invoice #** column.
3. Select the Invoice # for the rejected invoice that you want to resubmit and select **Edit**.

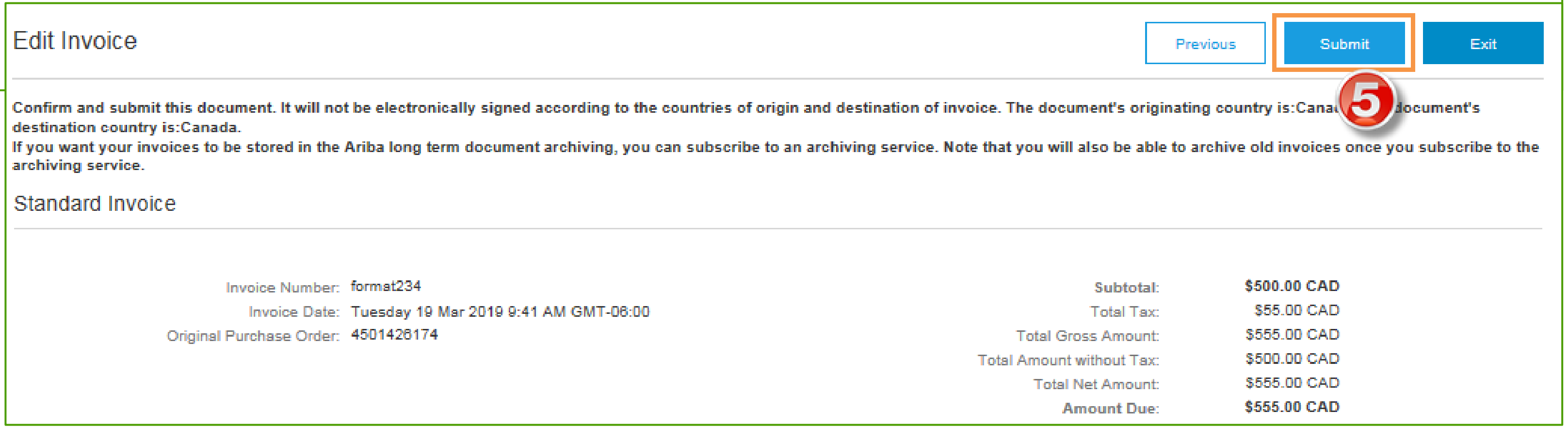
NOTE: Only Rejected invoices can be edited.



Modify an Existing Invoice – Edit and Resubmit cont.

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





Reminder: Invoices can only be backdated 7 days

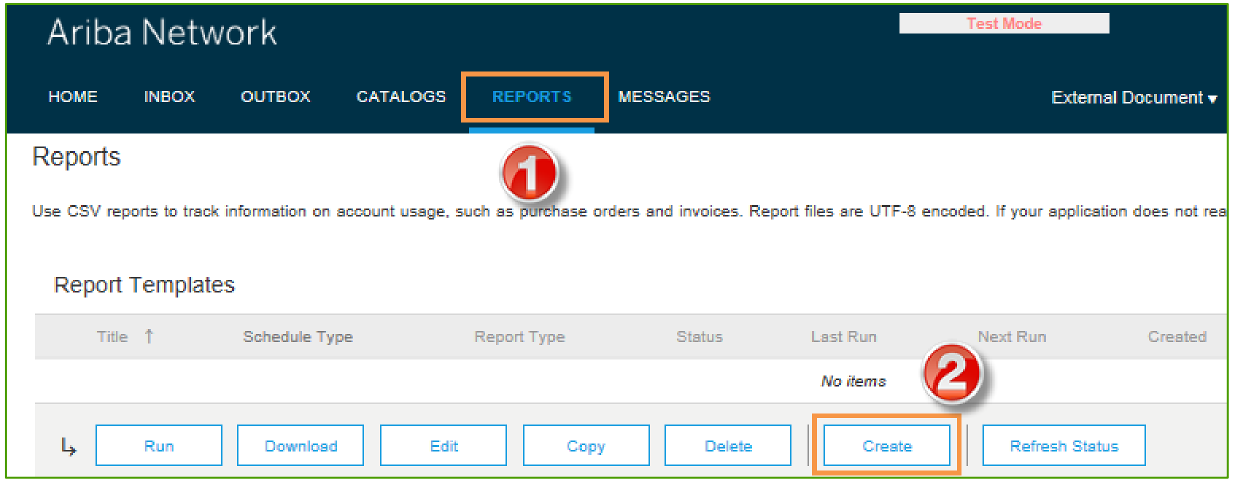
Download Invoice Reports

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

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

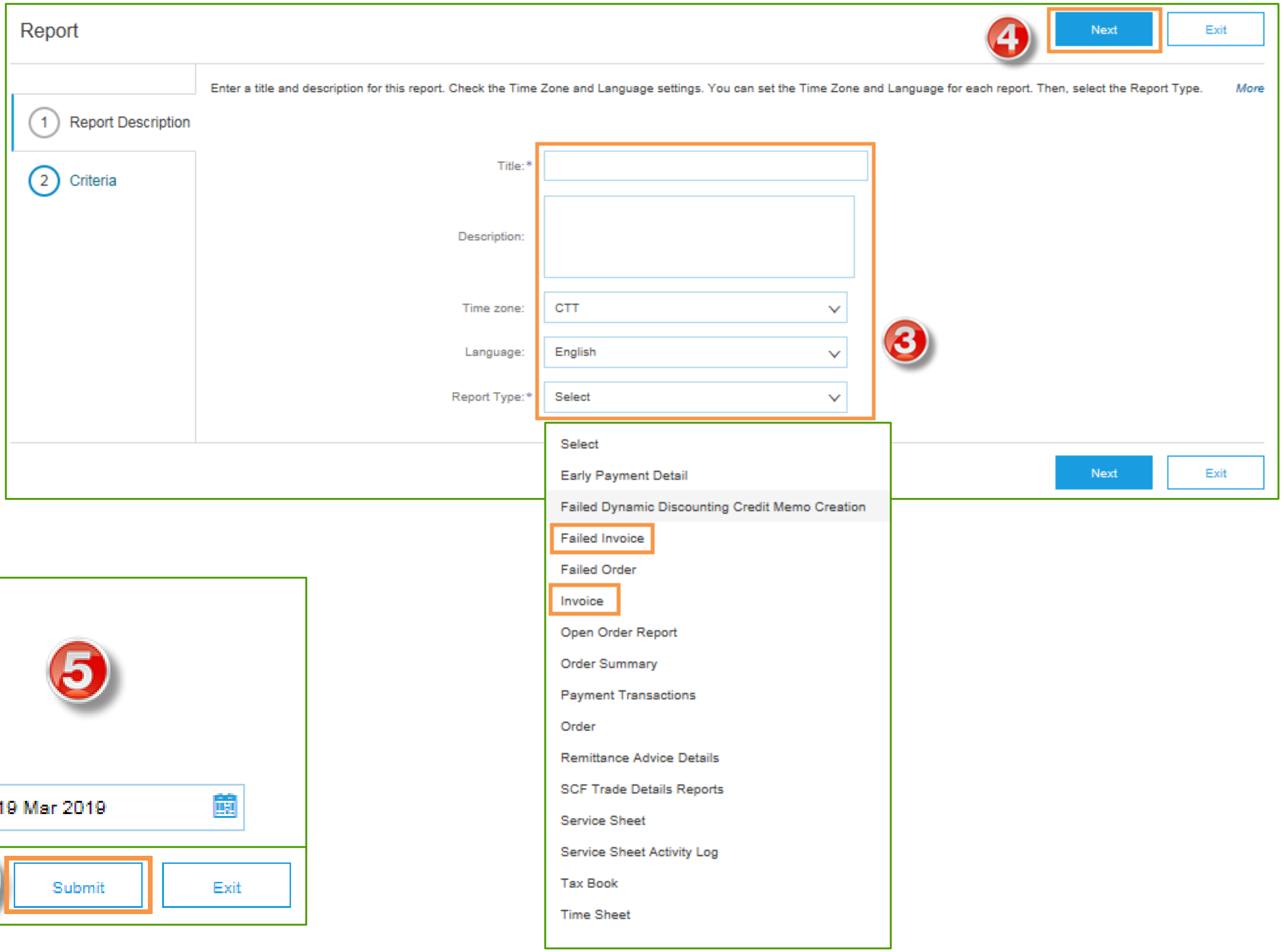
Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

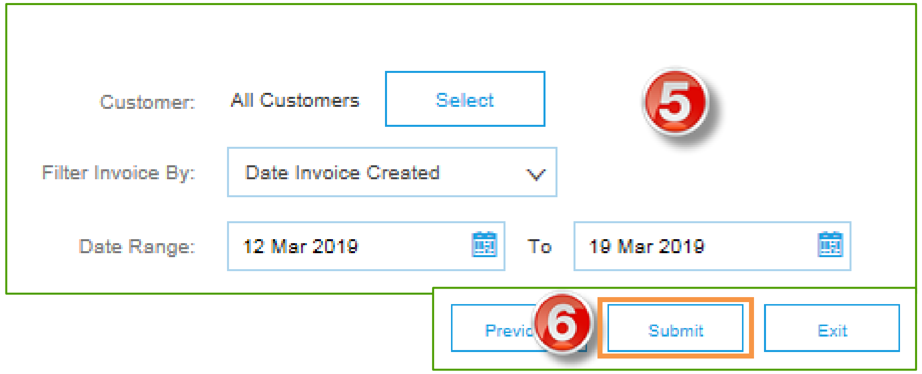
1. On the **Home Page**, select the **Reports** tab.
2. Select **Create**.



Download Invoice Reports cont.

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

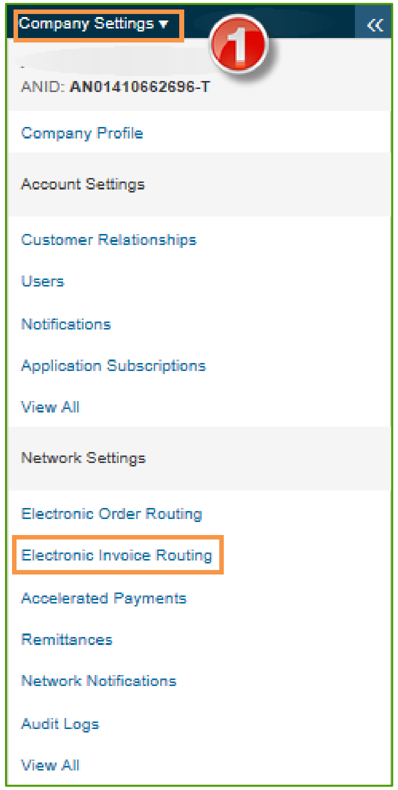


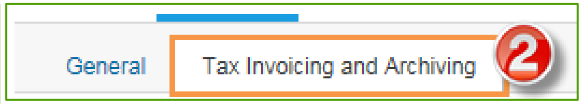


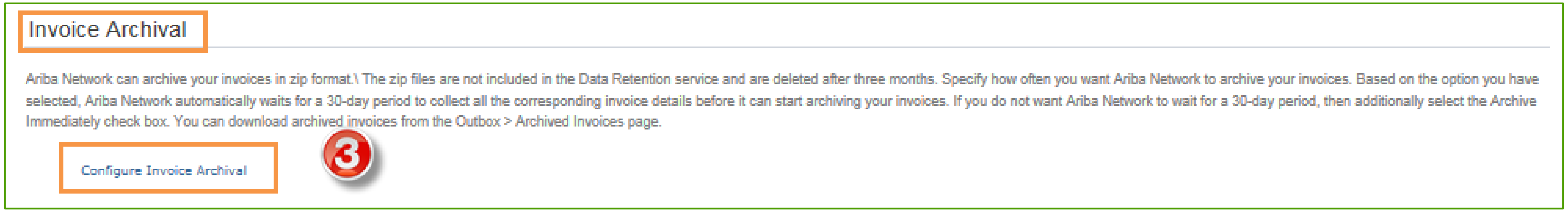
Invoice Archival

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

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

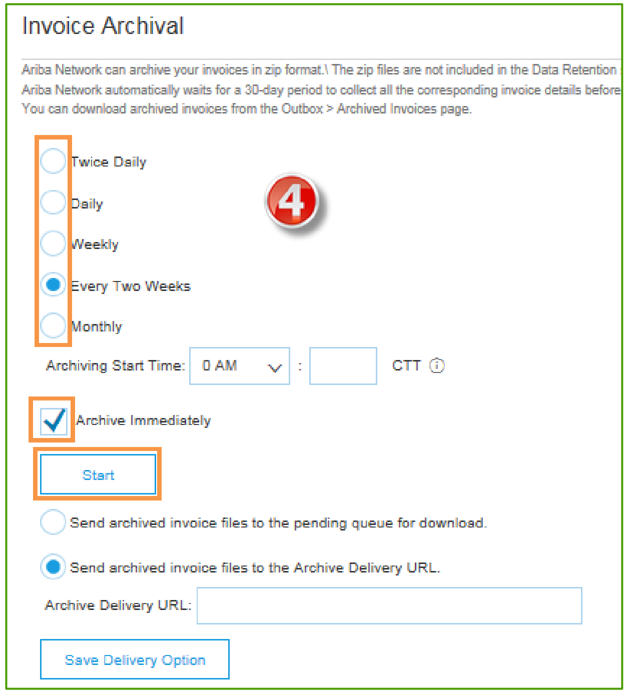


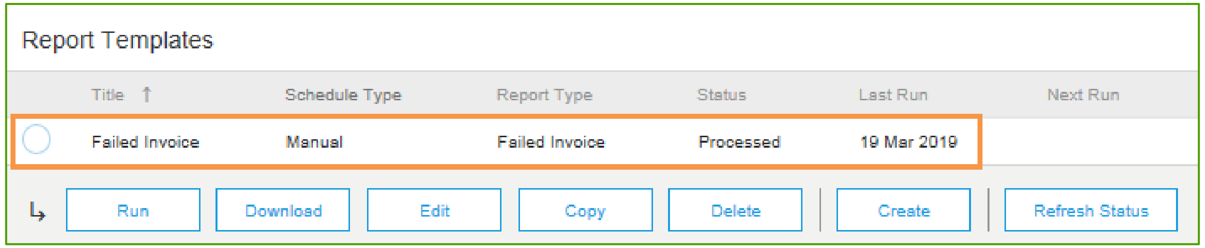


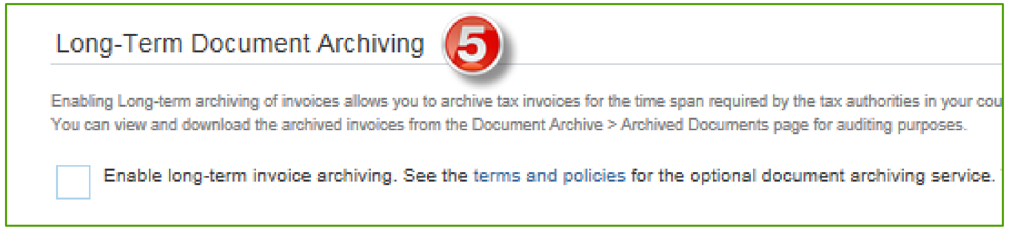


Invoice Archival cont.

4. Select frequency (**Twice Daily, Daily, Weekly, Biweekly or Monthly**), check the **Archive Immediately** box to archive without waiting 30 days, and select **Start.** Then select **Save.** You can now see the report on the **Report Templates.**
   - If you want Ariba to automatically deliver archived zip files, enter an Archive Delivery URL (otherwise you can download invoices from your **Outbox**, section Archived Invoices).
   - **Note:** After **Archive Immediately** started you can Stop it or Update Frequency any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)







Ariba Network Help Resources

- Customer Support
- Training & Resources
- Useful Links and Webinars Available
- Troubleshoot Your Invoice Issues

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

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

Nutrien Ag Solutions Enablement Business Process Support

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

Nutrien Supplier Information Portal

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

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

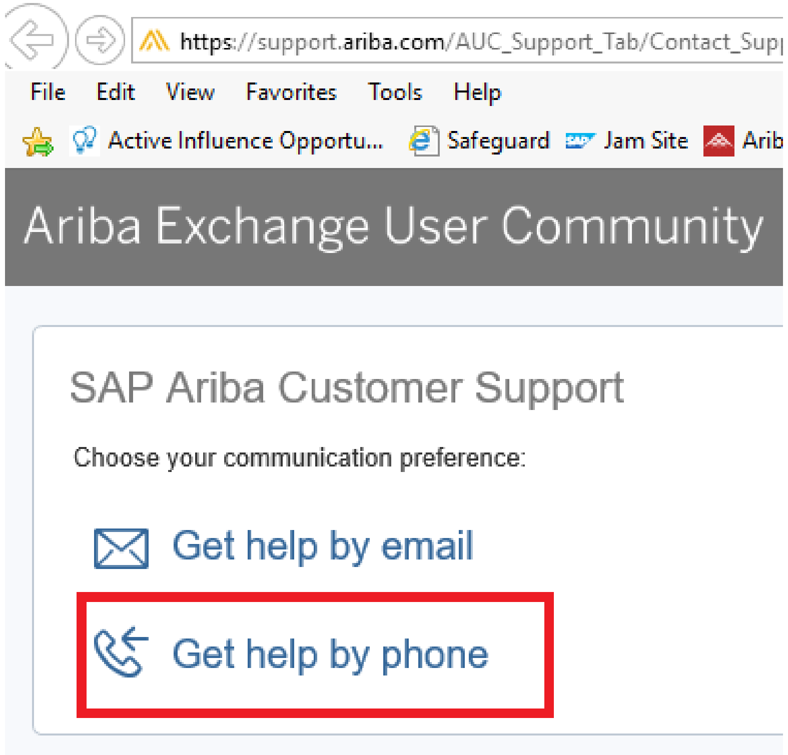
- Click here to receive customer support by email or phone.
- http://ari.ba/nutrien-enablement is the new buyer portal form. You can use this link for enablement support from Ariba.

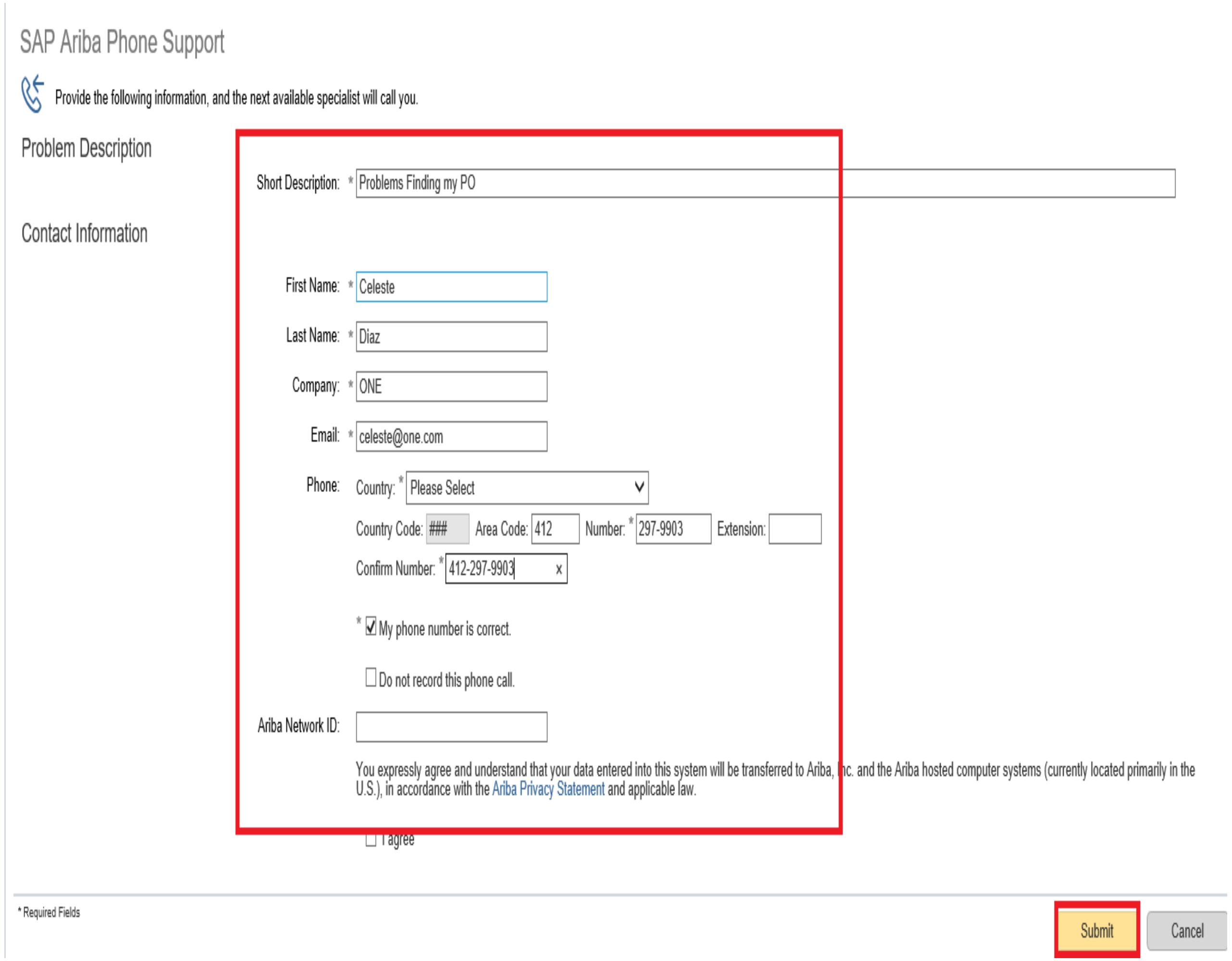
Customer Support – by phone or email

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

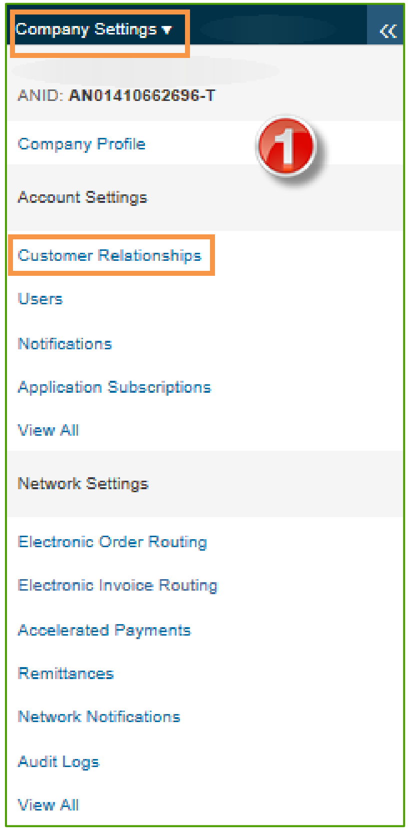
- Click here to receive customer support by phone or email.

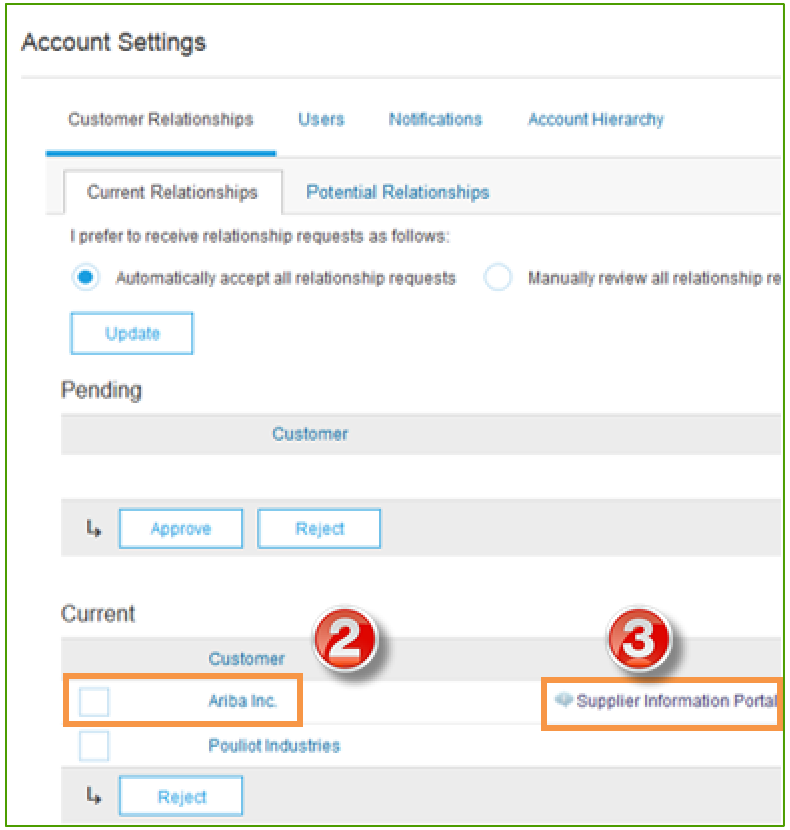




Nutrien Supplier Information Portal

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





Useful Links and Webinars Available

Links

Ariba Supplier Pricing page

Ariba Network Hot Issues and FAQs

Ariba Cloud Statistics and Network Notification

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

SAP Ariba Discovery

Ariba Network Overview

Support Center

Learning Center

Webinars

Supplier Success Sessions

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

30 on Thursdays

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

Live Demonstrations

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

Troubleshoot Your Invoice Issues

How do I know which type of invoice to create?

What does this error message mean?

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

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

What should I do if my invoice has been rejected?

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

How do I tell when my invoice will be paid?