



Supplier Enablement

SAP Business Network Supplier Guide

Quick Reference Guides

This set of instructions provides guidance for Suppliers transacting with Nutrien via the SAP Business (Ariba) Network®. Suppliers will find step-by-step instructions and procedures to manage purchase orders and submit invoices to Nutrien.

BEFORE YOU START: Suppliers must be enabled to transact through the SAP Business Network®. Nutrien is currently contacting impacted Suppliers in a phased approach.



1. Overview: Nutrien Process and Invoice Requirements



2. Get started: Log in and set up account



3. Manage purchase order and submit order confirmation



4. Submit an invoice or credit memo



5. Monitor rejections



6. Access help resources



Project Enablement Overview

Nutrien is on a journey to transactional excellence. Nutrien's Supplier Enablement Team will enable Suppliers to transact on the SAP Business Network, provide hands-on hyper care activities, and coordinate the handoff of sustainment to the business.

What should Suppliers expect?

Once Suppliers have received a Project Notification Letter (PNL) from Nutrien, a Nutrien Supplier Enablement Coordinator (SEC) will reach out to verify Supplier data, register the Supplier on the SAP Business Network (if required), and send the Transacting Relationship Request (TRR). This SEC is dedicated to their Supplier's enablement, hyper care support, and training where necessary.

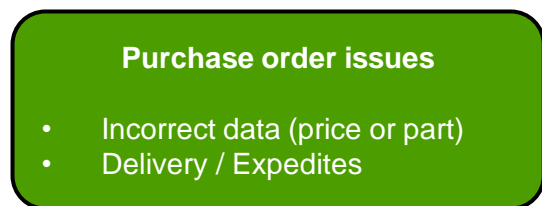
Hyper Care

Nutrien's SECs provide four weeks of hyper care support for Suppliers and the business. This support includes monitoring transactions, coordinating calls between the business and Suppliers, and providing additional training when necessary.



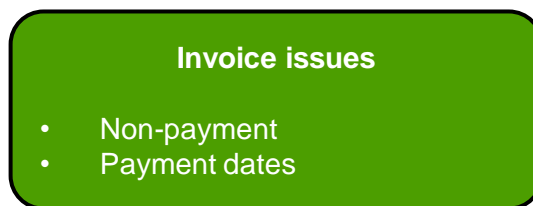
Sustainment Model

When the hyper care period of enablement is over, Suppliers are responsible for working with their business contacts to resolve issues. Nutrien has a sustainment model in place that empowers its sites to resolve issues based on process and technical concerns. Any concerns/issues with a purchase order must go to the Buyer responsible for the order.



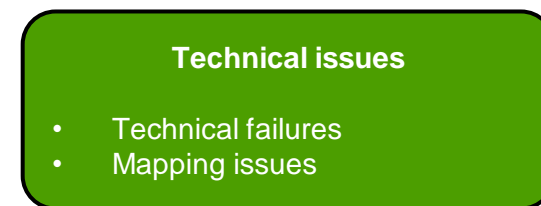
1. Site Buyer (listed on purchase order)

Important Note: If a purchase order is issued with an incorrect price or part, Nutrien requires the Supplier to reject the line item on the SAP Business Network Order Confirmation and contact the Buyer to submit a new purchase order with the correct information.



1. Before contacting Nutrien, please check the status of the invoice in the SAP Business Network
2. Nutrien AP Support
3. Site Buyer (listed on purchase order)

| Suppliers and Support | |
|---|--|
| For all AP Support-related queries, please contact: | |
| Oracle Support | Oracle.APSupport@nutrien.com |
| SAP Support | AccountsPayable.SharedService@nutrien.com |
| NPKC Payables Support | accounts.payable@nutrien.com |



1. Site Buyer (listed on purchase order)
2. The Site Buyer will initiate the necessary conversation with the Nutrien technical team to resolve



Nutrien Locations and ERP

Project
Overview

Sustainment
Model

Nutrien
Locations and
ERP

Transactional
Documents in
Scope for this
Transition

Nutrien Invoice
Rules and
Requirements

NPKC Oracle locations



- Allan Potash
- Augusta Nitrogen
- Aurora Phosphate
- Cory Potash
- Geismar Nitrogen
- Joplin Phosphate
- Lanigan Potash
- Lima Nitrogen
- Marseilles Phosphate
- New Madrid Nitrogen
- Patience Lake Potash
- Rocanville Potash
- Trinidad Nitrogen
- Weeping Water Phosphate
- White Springs Phosphate
- Corporate (SK, IL, CO)

NKC SAP ECC locations



- Borger Nitrogen
- Carseland Nitrogen
- Fort Saskatchewan Nitrogen
- Joffre Nitrogen
- Kennewick Nitrogen
- Redwater Nitrogen
- Vanscoy Potash

For more information view our office locations on the [Nutrien Website](#)

Nutrien Ag S4 locations



- Interactive Map found [here](#)

Note:

N = Nitrogen
P = Phosphate
K = Potash
C = Corporate



Transactional Documents in Scope for this Transition



Supported Documents

- **Purchase Order Confirmations (OCs)**
 - Applied entire purchase order or line items
- **Advanced Shipment Notices (ASNs) – Optional**
 - Applied when line items ship
- **Invoices – Nutrien accepts:**
 - PO invoices
 - Contract invoices
 - Header level and line item level additional charges. They must be submitted as shipping or special handling charges applied against the entire purchase order or the line items.
- **Line Level Credit Memos (CMs)**

Nutrien does not accept header level, all credits must be applied at the line item level.



Documents that are NOT Supported

- **Header Level Credit Memos (CMs)**
- **Service Entry Sheets (SEs)**
- **Invoices**
 - Non-PO Invoices
 - Time & Expense Sheets
 - Summary or Consolidated Invoices
 - P-Card (Purchasing Card) Invoices
 - Duplicate Invoices
 - Paper Invoices
 - BPO (Blanket Purchase Order) Invoices



Nutrien Invoice Rules and Requirements

Project
Overview

Sustainment
Model

Which Sites
Transact in
Which ERP?

Transactional
Documents in
Scope for this
Transition

Nutrien Invoice
Rules and
Requirements

Invoice Transaction Rules:

- Suppliers must create an **order confirmation** prior to submitting an invoice.
- The line item **quantity** must be greater than zero on your invoices.
- Suppliers are *not allowed* to increase **item quantities** or **adjust the price** of items.
- Supplier Tax IDs** are mandatory for all Canadian Suppliers.
- The following information *must be* included on invoices:
 - Bill To** and **Sold To** addresses
 - Remit To** address
 - Ship From** and **Ship To** addresses

Important Note:

Invoices for Non-SAP Business Network (Ariba) orders (Prior to GoLive)

- Submit **SAP ECC** invoices to gaccount@nutrien.com
- Submit **Oracle** invoices to:

| | |
|-----|--|
| CAD | accounts.payable@nutrien.com |
| NIT | AccountsPayable.Nitrogen@nutrien.com |
| NTR | accounts.payable@nutrien.com |
| PHO | AccountsPayable.Phosphate@nutrien.com |
| POT | AccountsPayable.Potash@nutrien.com |
| TTD | TrinidadAPTTD@nutrien.com |
| | TrinidadAPCAD@nutrien.com |
| | TrinidadAPUSD@nutrien.com |
| USD | accounts.payable@nutrien.com |

Invoices for SAP Business Network (Ariba) orders (Post GoLive)

- Must be invoiced in the SAP Business Network (Ariba) only.
- Do not forward paper invoices to Accounts Payable.**



Log In to the SAP Business Network

1. Click the link to access the SAP Business Network.
2. Enter your **User Name** and **Password**.
3. The SAP Business Network workbench is your main dashboard allowing you to focus on what requires action. It is fully customizable.
4. Suppliers can search specific documents from the page header.

1

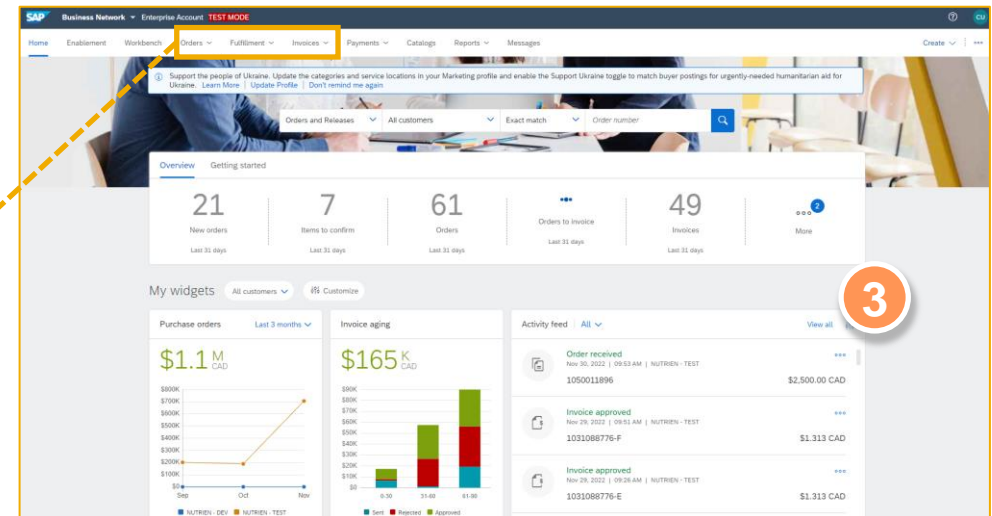
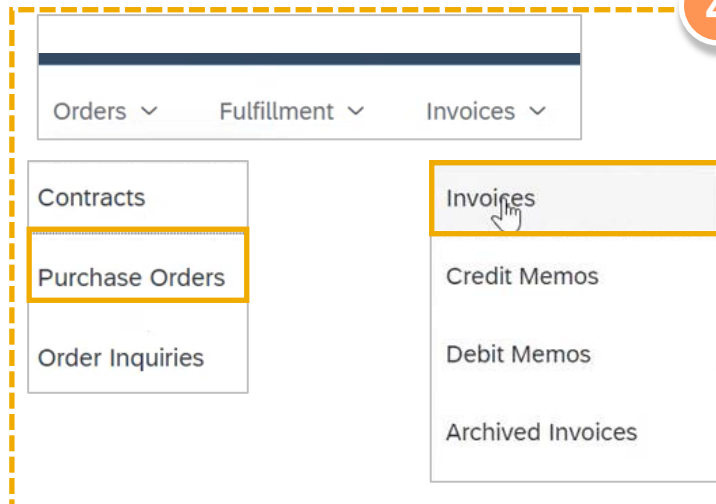
Click the **SAP Business Network** link

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

The image shows the SAP Business Network Supplier Login page. It features a header with the SAP logo and 'Business Network' text. Below the header, the title 'Supplier Login' is centered. There are two input fields: 'User Name' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Forgot Username or Password'.

2

4



3

Log in to the
SAP
Business
Network

Access the
Nutrien
Supplier
Information
Portal

Review
Nutrien Invoice
Rules in SAP
Business
Network

Set Up Invoice
Archival

Set Up
Electronic
Invoice
Routing

Set Up
Electronic
Order Routing



Nutrien Supplier Information Portal

The Nutrien Supplier Information Portal supplies relevant documentation including a list of [Nutrien Invoice Rules](#).

1. From the *Home Page*, click the **Company Settings** menu.
2. Navigate to *Settings* and click **Customer Relationships** under the *Account Settings* heading.
3. In the *Current Relationships* tab navigate to the *Current Customers* section and select the **Nutrien** option.
4. Select the icon under the *Supplier Information Portal* column to view documents provided by Nutrien.

The screenshot shows the 'Account Settings' page in the Nutrien Supplier Information Portal. The interface includes a top navigation bar with links like 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. A dropdown menu is open, showing 'Account Settings' with sub-items like 'Customer Relationships' (highlighted with a red box and callout 2), 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', 'Network Settings', and 'Accelerated Payments'. The 'Customer Relationships' section is active, showing 'Current Relationships' and 'Potential Relationships' tabs. Under 'Current Relationships', there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is a table titled 'Current Customers' with a filter input and 'Apply'/'Reset' buttons. The table has columns: 'Customer', 'Network ID', 'Relationship Type', 'Approved Date', 'Supplier Information Portal', and 'Routing Type'. Two rows are visible: 'NUTRIEN - DEV' and 'NUTRIEN - T' (highlighted with a red box and callout 3). The 'NUTRIEN - T' row has a red box around the 'Supplier Information Portal' icon (callout 4) and a red box around the 'Routing Type' 'Default' (callout 1). A red arrow points from the 'Supplier Information Portal' icon to a separate box at the bottom right labeled 'Supplier Information Portal of NUTRIEN' containing 'Portal Content', 'Reference Documents', and 'Transaction Rules'.

| Customer | Network ID | Relationship Type | Approved Date | Supplier Information Portal | Routing Type |
|---------------|-----------------|-------------------|---------------|-----------------------------|--------------|
| NUTRIEN - DEV | AN01394426567-D | Trading | 30 Aug 2018 | | Default |
| NUTRIEN - T | AN01394426567-T | Trading | 30 Aug 2018 | | Default |



Review Nutrien Invoice Rules

You can access the invoice rules outlined in this reference material from within the SAP Business Network interface.

1. From the *Home Page*, click the **Company Settings** menu.
2. Navigate to *Settings* and click **Customer Relationships** under the *Account Settings* heading.
3. In the *Current* section, click the name of your customer (**Nutrien**) from the *Customer* column.
4. In the Supplier Information Portal of NUTRIEN screen, click on the **Transaction Rules** tab.

Close the screen when you are done.

Current

| Customer | Network ID |
|----------------|-----------------|
| NUTRIEN - DEV | AN01394426567-D |
| NUTRIEN - TEST | AN01394426567-T |

Supplier Information Portal of NUTRIEN

Portal Content Reference Documents Transaction Rules

Attachment Filename Rule

Do not allow these characters in filename of attachments:

Order Confirmation and Ship Notice Rules

rules

Nutrien Ariba Supplier

test-savina.s@nutrien.com

My Account

Link User IDs

Contact Administrator

test supplier SAV

ANID: AN01482258860-T

Premium Package

Company Profile

Marketing Profile

Settings

Logout

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

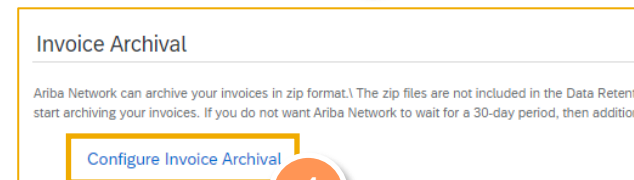
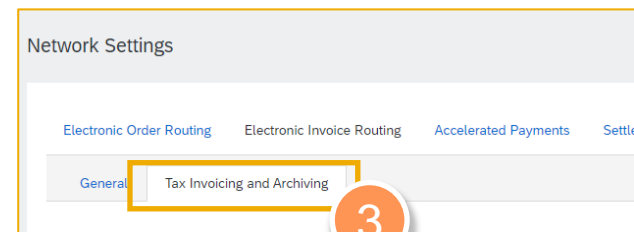
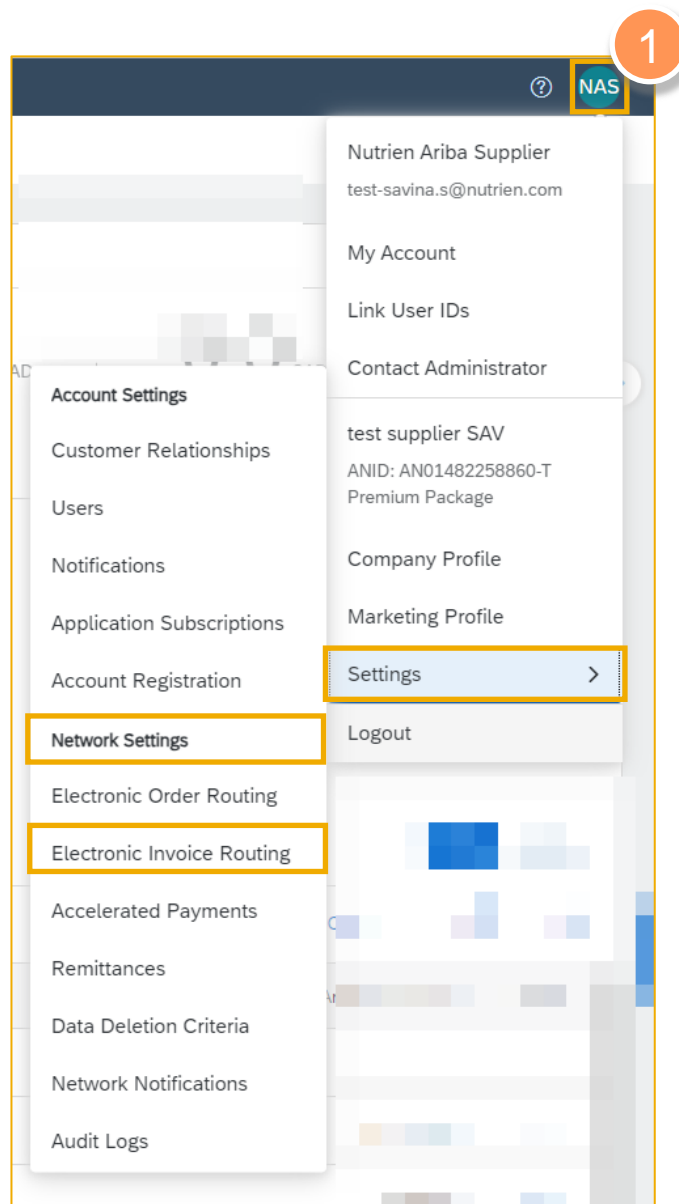
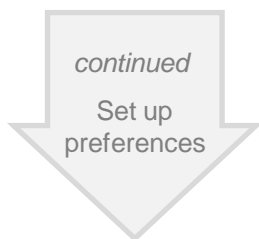
Audit Logs



Invoice Archival (1 of 2)

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

1. From the *Home Page*, click the **Company Settings** menu.
2. Navigate to *Settings* → *Network Settings* heading and click **Electronic Invoice Routing** to advance to the *Network Settings* screen.
3. In the *Network Settings* screen, navigate to the *Invoice Archival* tab.
4. Scroll down to *Invoice Archival* section and select the link for **Configure Invoice Archival**.





Invoice Archival (2 of 2)

5. Select frequency (example: **Twice Daily, Daily, Weekly, Biweekly** or **Monthly**).
6. Select the **Archive Immediately** box to archive without waiting 30 days and select **Start**.
7. Click the **Save** button to complete the task.
8. You can now see the report on the **Report Templates**.
9. You may navigate back to the **Tax Invoicing and Archiving** screen to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)

Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention policy. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately box.

5

☐ Twice Daily
☐ Daily
☐ Weekly
☒ Every Two Weeks
☐ Monthly

Archiving Start Time: 0 AM : MST ⓘ

☐ Archive Immediately

6

Start

☐ Send archived invoice files to the pending queue for download.
☒ Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

Save Delivery Option

7

Save **Close**

Report Templates

| Title ↑ | Schedule Type |
|--------------------------------------|---------------|
| <input type="radio"/> Failed Invoice | Manual |

8

Run **Download** **Edit**

Long-term Document Archiving

9

Enabling Long-term archiving of invoices allows you to archive invoices for the time span required by the tax authorities in your country. Ariba Network collaborates with accredited providers for long-term archiving purposes.

☐ Enable long-term invoice archiving. See the [terms and policies](#) for the optional document archiving service. To view the list of countries supported by the service, see the [terms and policies](#).

ⓘ If recurring or one time data deletion feature is enabled, the invoices from Ariba Network will be deleted. You may not be able to search or retrieve these invoices.



Electronic Invoice Routing

Log in to the SAP Business Network

Access the Nutrien Supplier Information Portal

Review Nutrien Invoice Rules in SAP Business Network

Set Up Invoice Archival

Set Up Electronic Invoice Routing

Set Up Electronic Order Routing

The screenshot shows the 'Electronic Invoice Routing' configuration page in the SAP Ariba Network. The page is titled 'Network Settings' and includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. Under 'Electronic Invoice Routing', there are sub-tabs for 'General', 'Tax Invoicing and Archiving', and 'PDF Invoices'. The 'General' tab is active, showing 'Capabilities & Preferences' and 'Sending Method'. The 'Sending Method' section has a table with 'Document Type' and 'Routing Method'. The 'Routing Method' column shows 'Online' for both 'Invoices' and 'Customer Invoices'. The 'Notifications' section has a table with 'Type' and 'Send notifications when...'. The 'Send notifications when...' column has checkboxes for 'Invoice Failure', 'Invoice Status Change', and 'Invoice Created Automatically', all of which are checked. The 'Email addresses (one required)' field is empty. A 'Save' button is at the top right. Numbered callouts indicate the steps: 1. Click the 'Company Settings' menu. 2. Click 'Electronic Invoice Routing' under 'Network Settings'. 3. Review the 'Routing Method' (Online). 4. Populate the email address field. 5. Click the 'Save' button.

1. From the *Home Page*, click the **Company Settings** menu.

2. Navigate to *Settings* heading and click **Electronic Invoice Routing** under the *Network Settings* heading.

3. Review the invoice routing method. The default routing method is online – and should only be changed for Suppliers that will be completing integrations.

4. Populate the e-mail address that should receive invoice notifications.

5. Click the **Save** button after populating the required fields.



Set Up Electronic Order Routing

Nutrien SAP Business Network (Ariba) Supplier Guide – Oct 3, 2023

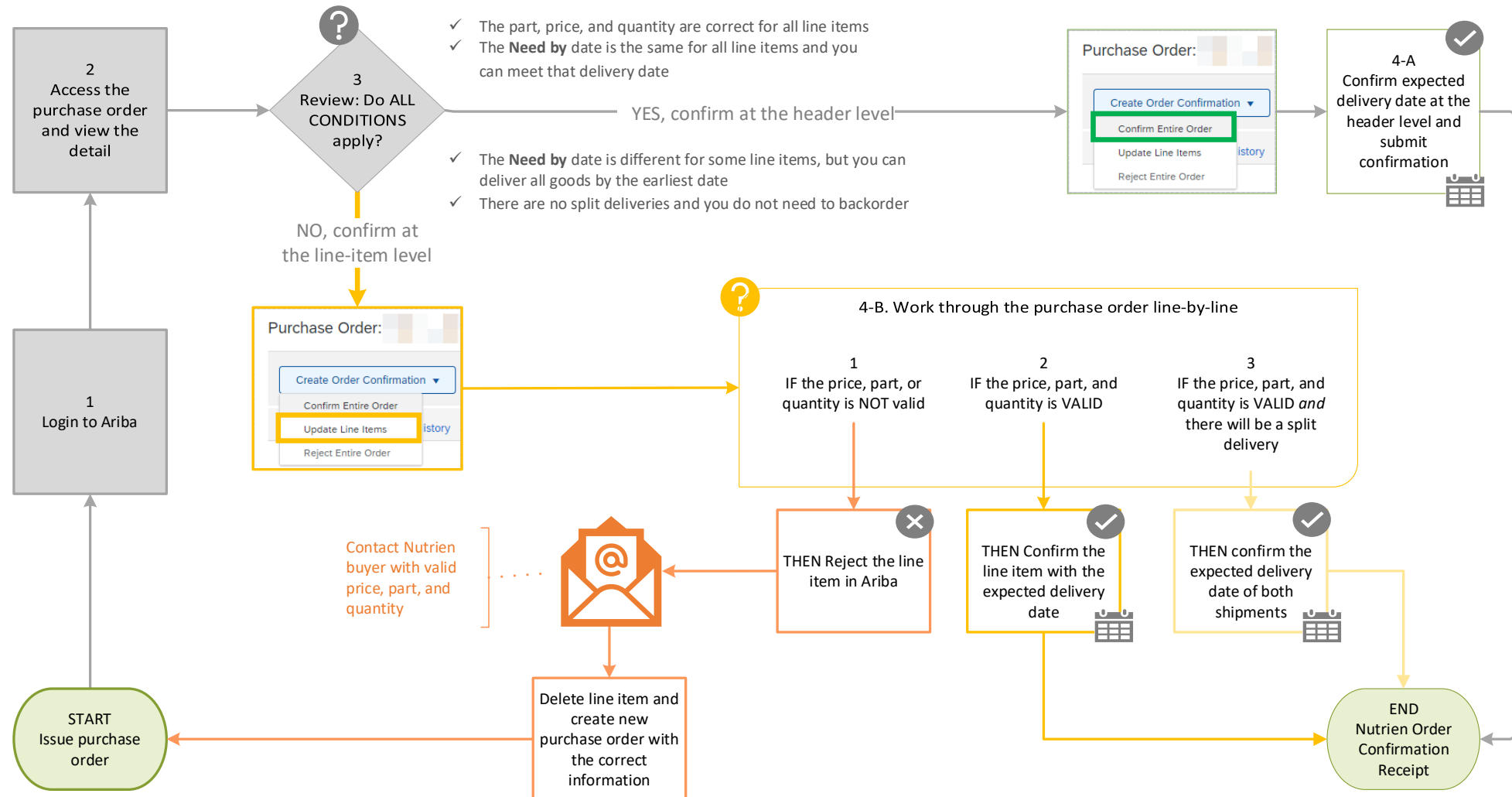


- Review Order Confirmation Process
- Find and Open Purchase Order
- Review Purchase Order Details
- Confirm Entire Order
- Update Line Items
- Reject Line Items
- Reference: Order and Routing Statuses

Suppliers

Nutrien

Review Order Confirmation Process





Find and Open a Purchase Order

If you are not opening your purchase order directly from your email, go to the SAP Business Network and choose your desired method to find the purchase order:

1. Use the Quick Search bar to set criteria and search by Purchase Order#, or
2. Click the **New Orders** tile to display the *Orders screen*.
3. Enterprise accounts will see the most recent purchase orders in their workbench. If you have a new standard account, please review this link to configure your workbench before proceeding.
4. If you need help locating the purchase order, click **Edit filter** and search by the appropriate criteria.
5. To open the purchase order, click the blue link in the *Order Number* column.

The screenshot illustrates the SAP Business Network interface for finding and opening a purchase order. The process is guided by five numbered steps:

- Step 1:** The top navigation bar shows the search criteria: "Orders and Releases", "All customers", "Exact match", and "Order number".
- Step 2:** The dashboard displays a "New Orders" tile with a count of 21.
- Step 3:** The "Orders (68)" list is shown, with a table of order details. The table has columns for "Order Number", "Customer", and "Amount". The order numbers listed are 1031089799, 1031090294, 1031090293, 1031090292, and 1031090291.
- Step 4:** The "Edit filter" button is highlighted, indicating the next step to refine the search criteria.
- Step 5:** The "Feedback" button is highlighted, indicating the final step to provide input.

| Order Number | Customer | Amount |
|--------------|----------------|--------|
| 1031089799 | NUTRIEN - TEST | \$10 |
| 1031090294 | NUTRIEN - TEST | \$41 |
| 1031090293 | NUTRIEN - TEST | \$40 |
| 1031090292 | NUTRIEN - TEST | \$1 |
| 1031090291 | NUTRIEN - TEST | \$40 |



View Purchase Order Details

1. The main screen of the purchase order lists details such as the From/To addresses, payment terms, shipping, billing, delivery, and the responsible Buyer for the purchase order.
2. If you need to see the status or other historical information for the order, click the **Order History** tab. Note:
 - Order history is integral for troubleshooting problems.
 - To see definitions of the statuses, click [here](#).
3. A summary of line item details is displayed in the *Line Items* section
4. View additional line item detail (e.g., part numbers) by clicking the **Details** option at the end of each line.
5. Note that the Invoice option is unavailable because Nutrien invoice rules require an Order Confirmation first.

1 SAP Business Network Enterprise Account

Purchase Order: 4501524394

2 Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

5

From To

Nutrien

From: Customer
Agrium Canada Partnership
13131 Lake Fraser Drive S.E.
Calgary AB T2J 7E8
Canada
Phone:
Fax:

To: test supplier SAV
California
San Francisco, CA 94016
United States
Phone:
Fax:
Email: savina.s@nutrien.com

Purchase Order (New)
4501524394
Amount: \$280.00 CAD
Version: 1

Track Order

Payment Terms
0.000% 30
Due 30 Days from Invoice

Comments
Header text:
Contact Information
Buyer
Stacey Boesch-Ni
Email: stacey.nimalovitch@nutrien.com

Supplier Address
NUTRIEN ARIBA SUPPLIER
1234 ARIBA AVE
SASKATON SK S7N 5R6

Routing Status: Sent
External Document Type: Standard PO (NB)

Scroll down for Shipping, Billing, and Delivery

3

4

| Line # | No. Schedule Lines | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|--------------------|----------------------|----------|--------|------------|---|----------------|----------------|
| 1 | | Not Available | Material | | 1 (EA) | 3 Dec 2022 MST 3 Dec 2022 Buyer time | \$1,000.00 CAD | \$1,000.00 CAD |
| | | Test Line 1 | | | | | | |
| 2 | | Not Available | Material | | 1 (EA) | 3 Dec 2022 MST 3 Dec 2022 Buyer time | \$1,500.00 CAD | \$1,500.00 CAD |
| | | Test Line 2 | | | | | | |

Order submitted on: Wednesday 30 Nov 2022 9:49 AM GMT-07:00
Received by Ariba Network on: Wednesday 30 Nov 2022 9:53 AM GMT-07:00
This Purchase Order was sent by NUTRIEN - TEST AN01394426567-T and delivered by Ariba Network.

Sub-total: \$2,500.00 CAD



Confirm Entire Order

This option requires you to confirm the entire order at the header level and should only be used if the delivery date of all items is the same.

Locate and open the purchase order you wish to confirm.

1. On the **Create Order Confirmation** menu select **Confirm Entire Order** from the menu.

Order confirmations have only two required pieces of information:

2. **Confirmation Number**, and
3. **Est. Delivery Date**.
4. Click the **Next** button to advance to the *Order Confirmation* tab.
5. Review the order confirmation. To make changes, click **Previous**.
6. To submit the final confirmation, click the **Submit** button.

NEXT STEPS: Create Invoice

- Remember that order confirmations are *required* prior to creating a Ship Notice and Invoice.
- Ship Notices are optional.
- When an entire order is confirmed, the SAP Business Network updates *all* items with an estimated delivery date.
- If a delivery requires adjustment after the original confirmation, you can create an additional confirmation using the steps above.

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--|----------------------|----------|------------|----------------|----------------|----------------|
| 1 | Not Available | Material | 1 (EA) | 3 Dec 2022 MST | \$1,000.00 CAD | \$1,000.00 CAD |
| Test Line 1 Current Order Status: 1 Confirmed As Is | | | | | | |
| 2 | Not Available | Material | 1 (EA) | 3 Dec 2022 MST | \$1,500.00 CAD | \$1,500.00 CAD |
| Test Line 2 Current Order Status: 1 Confirmed As Is | | | | | | |



Update Line Items (1 of 2)

Review Order Confirmation Process

Find and Open Purchase Order

Review Purchase Order Details

Confirm Entire Order

Update Line Items

Reject Line Items

Reference: Order and Routing Statuses

Find and open the Purchase Order.

1. Select the **Create Order Confirmation** menu and select **Update Line Items**.
2. The Order Confirmation Number is mandatory at the header level. Scroll down to the Line Items section and choose among possible values:
 - **Confirm** – You received the Purchase Order and will send the ordered items.
 - **Reject All** (all of that line item) – Enter a reason why these items are rejected in the Comments field by selecting the **Details**.
 - **Back order** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
3. Order status will display as **Partially Confirmed** if items were not fully confirmed.

NOTE:

- When you update an item, you must provide a delivery date.
- Nutrien prefers that Suppliers use the confirmation rather than back orders to provide their best delivery date.

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

1

3

Purchase Order
(Partially Confirmed)
4501416652
Amount: \$1,200.00 CAD

| Line # | Part # / Description | Type | Qty (Unit) | Need By |
|--------|----------------------|----------|------------|------------|
| 1 | Not Available | Material | 1 (EA) | 3 Dec 2022 |

Test Line 1

Current Order Status

1 Unconfirmed

Confirm:

Backorder:

Reject All ⓘ

Attachments:

NOTE:

If using several order statuses for a line item, the sum of the quantities must equal total quantity. Do not leave items partially confirmed

continued

Enter details



Update Line Items (2 of 2)

Review Order Confirmation Process

Find and Open Purchase Order

Review Purchase Order Details

Confirm Entire Order

Update Line Items

Reject Line Items

Reference: Order and Routing Statuses

4. Click **Details** to access additional fields to complete.
5. Enter the **Est. Delivery Date** for each line item you have adjusted.
6. Click **OK** to save your entry.
 - Repeat steps 4 to 6 for each line item you wish to update.
7. Once you have updated all line items, click **Next** to view the summary
8. Click **Submit** to complete the task.

RESULT: The **Create Ship Notice** and **Create Invoice** buttons are now available.

NEXT STEPS: Create a Standard Invoice



Reject Line Items

Note: Rejections can only be performed at the line item level.

Locate and open the Purchase Order

1. Click the **Create Order Confirmation** menu and select **Update Line Items** from the list.
2. Locate the *Line Items* section, select the **Reject All** option specific to that line.
3. The screen now displays a New Order Status of “Rejected.” Provide reasons for the rejection in the **Comments** box.
4. Click the **OK** button to advance to the *Review Confirmation* screen. This now shows any rejected lines and rejection reason. Repeat steps 2-4 for each line item being rejected. Once complete, select **Next**.
5. Review the order confirmation. To make changes, click **Previous**. To submit the final rejection, click **Submit**.

Note: If you cannot supply the full quantity requested, please reject the line item and reach out to the Nutrien Buyer listed for a new purchase order. Line items cannot be partially confirmed/backordered and rejected.

Create Order Confirmation | Create Ship Notice | Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

1

Line Items

| Line # | Part # / Description | Type | Qty (Unit) |
|--------|----------------------|----------|------------|
| 1 | Not Available | Material | 1 (EA) |

Test Line 1

Current Order Status

1 Unconfirmed

Confirm: **Reject All** | Backorder:

2

New Order Status: **1 Rejected**

Comments:

3

4 OK Cancel

Confirming PO | Previous | **Submit** | Exit

Confirmation #: Untitled 11/30/2022
Supplier Reference:
Attachments:

5

Line Items

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|----------------------|----------|------------|--------------------------------|----------------|----------------|
| 1 | Not Available | Material | 1 (EA) | 3 Dec 2022 MST | \$1,000.00 CAD | \$1,000.00 CAD |

Test Line 1

Current Order Status:
1 Rejected



Review Order Confirmation Process

Find and Open Purchase Order

Review Purchase Order Details

Confirm Entire Order

Update Line Items

Reject Line Items

Reference: Order and Routing Statuses

Understand Purchase Order Statuses

| Status Level | Description |
|--------------------------------|--|
| Unconfirmed | The Supplier has not confirmed the order. Initial state |
| Obsoleted | The purchase order has not been changed and the previous version of the order has been cancelled |
| Confirmed | The Supplier confirmed the order |
| Backordered | The Supplier backordered the line item and will 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 |

NOTE: Suppliers cannot submit an invoice unless they have submitted the order confirmation

Routing Status

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

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



Reference: parts of the invoice

Review parts of the invoice

Review Nutrien invoice process

Create a standard PO invoice

Add taxes to the header

Add taxes to line item(s)

Add additional charges to the header

Add charges to line item(s)

Adjust quantity

Add attachments to the header

Review, save, or submit an invoice

Search invoices

Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo

1. The **Summary** section in the Header contains the three mandatory (*) fields you need to complete.

| | |
|----------------------|-------------------|
| Invoice #: | INV9875 |
| Invoice Date: | 20 Mar 2023 |
| Service Description: | |
| Supplier Tax ID: | 123456789 RT 0001 |

4. As you click the **Update** button, the summary or charges updates invoice amounts.

Subtotal: \$430.00 CAD
Total Tax: \$25.80 CAD
Total Gross Amount: \$455.80 CAD
Total Net Amount: \$455.80 CAD
Amount Due: \$455.80 CAD

5. The **Add to Header** feature allows you to add special charges, tax, and shipping cost to the **Header level**.

Add to Header ▼

2. Radio button to enable tax at either the **Header** or **Line item** level.

| | |
|-----------|--|
| Tax ⓘ | <input checked="" type="radio"/> Header level tax ⓘ <input type="radio"/> Line level tax ⓘ |
| Category: | 6% PST |

3. Radio button to enable shipping at either the **Header** or **Line item** level.

| | |
|----------|--|
| Shipping | <input checked="" type="radio"/> Header level shipping ⓘ <input type="radio"/> Line level shipping ⓘ |
|----------|--|

NOTE: Line items can be included or excluded regardless of where taxes/additional charges are applied.

Header level

Line item level

6. Two features—the green toggle button and the **Add to Included Lines** button—combine to allow you to add special charges, tax, shipping cost, and shipping description should you choose to add those at the **Line item** level.

Add to Included Lines

| | No. | Include | Type |
|--------------------------|-----|-------------------------------------|----------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL |



Review parts of the invoice

Review Nutrien invoice process

Create a standard PO invoice

Add taxes to the header

Add taxes to line item(s)

Add additional charges to the header

Add charges to line item(s)

Adjust quantity

Add attachments to the header

Review, save, or submit an invoice

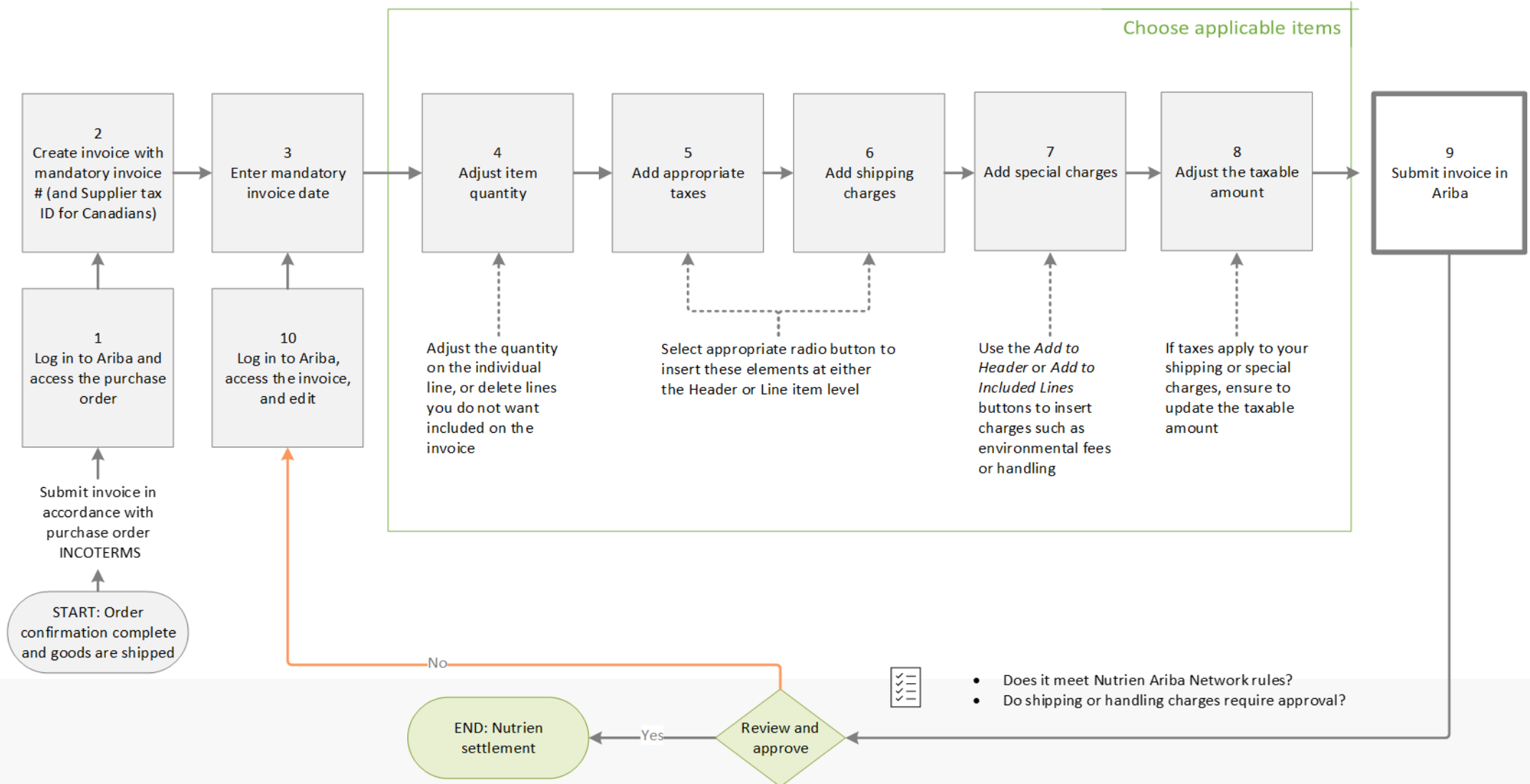
Search invoices

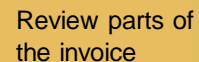
Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo

Nutrien invoice process





Create a
standard PO
invoice

Add taxes to
line item(s)

Add additional charges to the header

Add charges to
line item(s)

Adjust quantity

Add
attachments to
the header

Review, save,
or submit an
invoice

Search invoices

Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo

Find and open the confirmed Purchase Order.

1. Click the **Create Invoice** menu and select **Standard Invoice**.

2. Enter your invoice number into the **Invoice #** field. Note: The **Invoice Date** auto-populates.
 3. For Canadian Suppliers, enter the required **Supplier Tax ID***.
 4. Click the radio button to select the appropriate level for tax. (either at the Header or Line item level).
- NOTE: You will NOT be able to add taxes at both the line and header level.
 - About Taxes:
 - Canadian Tax Categories automatically populate the Rate (%).
 - US Tax Categories do not auto populate based on the Category selected. You must enter the appropriate Rate (%).

SAP Business Network Enterprise Account TEST MODE

Create Invoice

▼ Invoice Header

Summary

| | | | |
|----------------------|------------------------------------|----------|---|
| Purchase Order: | 4501524267 | 2 | Subtotal: \$500.00 CAD Total Tax: \$30.00 CAD Total Gross Amount: \$530.00 CAD Total Net Amount: \$530.00 CAD Amount Due: \$530.00 CAD |
| Invoice #: | * | | |
| Invoice Date: | * 2 Aug 2023 | | |
| Service Description: | | | |
| Supplier Tax ID: | * 123456789 | 3 | |
| Remit To: | test supplier SAV | | |
| | San Francisco, CA United States | | |
| Bill To: | Agrium Canada Partnership | | |
| | San Antonio, TX United States | | 4 |

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ



Add taxes at the header level

1. Select **Header Level Tax** radio button.
2. Click the **Category** menu and select the correct rate and category from the list.
 - Canadian tax categories automatically populate the Rate (%).
 - US tax categories do not auto populate based on the category selected. You must enter the appropriate Rate (%).
3. Click **Update**. The Total Tax is then applied in the Invoice Header Summary. The calculation is also seen in the Tax section as well.
4. To add additional taxes, select the **Add to Header** menu, select *Add tax*, and repeat steps 1-3 again.

Create Invoice

Update Save Exit Next

3 * Indicates required field Add to Header View/Edit Addresses 4

▼ Invoice Header

Summary

Purchase Order: 4501426362
Invoice #: 4501426362
Invoice Date: 27 Jun 2019
Service Description:
Supplier Tax ID:
Remit To:
Edmonton
Canada
Bill To: Agrium Canada Partnership
Loveland, CO
United States

Subtotal: \$500.00 CAD
Total Tax: \$25.00 CAD
Total Gross Amount: \$525.00 CAD
Total Amount without Tax: \$500.00 CAD
Total Net Amount: \$525.00 CAD
Amount Due: \$525.00 CAD

The calculated tax amount will display here.

Tax 1

Header level tax 1 Line level tax 1

Category: Sales Tax
Location:
Description:
Regime:

The system auto-populates with the Sales Tax.

1 Header level tax 1 Line level tax 1 2

Category: GST
Location:
Description:
Regime:

Taxes

- 6% PST
- 0% PST
- 9.975% QST
- 0% GST
- 7% PST
- 5% GST
- 0% GST
- 15% HST
- 13% HST

The calculated tax amount will display here.

Taxable Amount: \$500.00 CAD
Tax Rate Type:
Rate(%): 5
Tax Amount: \$25.00 CAD
Exempt Detail: (no value)

Note: If your invoice will include additional charges (e.g., shipping, special handling, or environmental fees) that are taxable, remember to adjust the taxable amount to include these costs.



Add taxes at the line item level

1. Select the **Line level tax** radio button in the *Tax* section of the *Invoice Header*.
2. Scroll down to the *Line items* section and check the **Tax Category** box.
3. Click the menu beside the **Tax Category** box and select the correct rate and category from the *Taxes* list..
 - Canadian tax categories automatically populate the Rate (%).
 - US tax categories do not auto populate based on the category selected. You must enter the appropriate Rate (%).
4. Click **Add to Included Lines**. Tax category fields will now be populated under each line item.
5. Click **Update** if you wish to preview the calculated tax amount.
6. Click **Next** to proceed to submission.

To add additional taxes, repeat steps 1 to 4 above.



Review parts of the invoice

Review Nutrien invoice process

Create a standard PO invoice

Add taxes to the header

Add taxes to line item(s)

Add additional charges to the header

Add charges to line item(s)

Adjust quantity

Add attachments to the header

Review, save, or submit an invoice

Search invoices

Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo

Add additional charges at the header level

1. Additional charges can be added at the header or line item level. In the case of shipping, click the appropriate radio button to apply.
2. Click **Add to Header** and select your desired charge (either **Shipping Cost** or **Special Handling**).
3. Locate the added section(s) and complete the fields.
 - In the *Shipping Cost* section enter the desired value into the **Shipping Amount** field.
 - In the *Special Handling* section enter the desired value into the **Amount** field.
4. If you are done, click **Next** to advance to the Summary page.

Note: If the additional charges are taxable, remember to adjust the taxable amount.

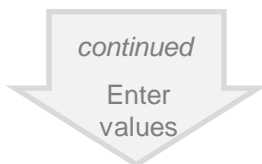
Where you make this adjudgment depends on if you added tax at the Header or Line item level.



Add additional charges at the line item level (1 of 2)

You may add shipping or special handling charges to individual line items. Begin by enabling fields needed for entering additional charges.

1. To enable SHIPPING for all lines: Click the **Line level shipping** radio button in the *Shipping* section of the header. All line items will now have a *Shipping Cost* section.
2. To enable SPECIAL HANDLING, use the green toggle under the **Include** column to include or exclude the line item when adding the *Special Handling* section.
3. Click in the **Special Handling** selection box.
4. Click the **Add to Included Lines** button. The SAP Business Network inserts the *Special Handling* section under the line items to which you wish to add special handling charges (e.g., environmental fees or special packaging).



Shipping

☐ Header level shipping ⓘ ☒ **Line level shipping** ⓘ

Ship From: **test supplier SAV**

San Francisco, CA
United States

Line Items

Insert Line Item Options

☐ Tax Category: 6% PST ☐ Shipping Documents ☒ **Special Handling** ☐ Discount

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|--------|---------------------|--------------------|----------|------|-------------|-------------|
| 1 | <input checked="" type="checkbox"/> | MATERIAL | | SPACER:BUSH,WILFLEY | 000000000000187296 | 3 | EA | \$10.00 CAD | \$30.00 CAD |

Pricing Details

Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1 Description:

Shipping

Ship From: **test supplier SAV**
San Francisco, CA
United States

Ship To: **Redwater Operations**
Redwater AB
Canada

Deliver To:

Shipping Cost Shipping Amount: * \$0.00 CAD Shipping Date:

Special Handling Amount: Description: [Remove](#)

Additional Fields receiverID:

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|--------------------------|----------|--------|----------------------------------|--------------------|----------|------|-------------|----------|
| 2 | <input type="checkbox"/> | MATERIAL | | LINKAGE:GOV,692978- 2,ELLIOTT | 000000000000267052 | 0 | EA | \$28.00 CAD | \$0 CAD |

Excluded line items cannot be modified.



Add additional charges at the line item level (2 of 2)

Once the appropriate sections are added to the desired line items, enter your amounts, description, and details.

5. Enter an amount into the required **Shipping Amount** field.
6. In the *Special Handling* section, enter the desired amount in the **Amount** field.
7. Supply a description of the charge in the **Description** field.

Note: If the additional charges are taxable, remember to adjust the taxable amount.

Where you make this adjustment depends on if you added tax at the [Header](#) or [Line item](#) level.

Return to
previous
page

Line Items

Insert Line Item Options

☐ Tax Category: 6% PST ☐ Shipping Documents ☒ Special Handling ☐ Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|---------|------|--------|-----------------|--------------------|----------|------|-------------|-------------|
| | | | | | :R:BUSH,WILFLEY | 000000000000187296 | 3 | EA | \$10.00 CAD | \$30.00 CAD |

Taxable Amount: \$2,500.00 CAD

Tax Rate Type:

Rate(%): 6

Tax Amount: \$150.00 CAD

Unit: EA Price Unit Quantity: 1

Description:

Ship To: Redwater Operations
Redwater AB
Canada [View/Edit Addresses](#)

Deliver To:

Shipping Cost Shipping Amount: \$0.00 CAD [Shipping Date:](#)

Special Handling Amount: [Description:](#) [Remove](#)

Additional Fields receiverID:

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|---------|----------------------------------|----------|------------------------------|--------------------|----------|------|-------------|----------|
| <input type="checkbox"/> | 2 | <input checked="" type="radio"/> | MATERIAL | LINKAGE:GOV,692978-2,ELLIOTT | 000000000000267052 | 0 | EA | \$28.00 CAD | \$0 CAD |

Excluded line items cannot be modified.

[Line Item Actions](#) [Delete](#)



Adjust quantity

If you do not wish to invoice for all items on a purchase order, you may adjust the quantity in two ways:

- A. Adjust the line item's amount in the **Quantity** field, or
- B. Delete the entire line:
 - 1. Click the selection box to indicate which line you wish to delete.
 - 2. Click the **Delete** button.

Line Items 2 Line Items, 2 Included, 0 Previously

Insert Line Item Options

☐ Tax Category: 6% PST ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Include

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Sub |
|---|-----|-------------------------------------|----------|--------|------------------------------|--------------------|----------|------|-------------|----------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | MATERIAL | | LINKAGE:GOV,692786-3,ELLIOTT | 000000000000267053 | 10 | EA | \$15.00 CAD | \$150.00 |
| <p>Pricing Details</p> <p>Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1 Description:</p> | | | | | | | | | | |
| <p>Additional Fields</p> <p>receiverID: <input type="text"/></p> | | | | | | | | | | |
| <input checked="" type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | MATERIAL | | LINKAGE:GOV,692978-2,ELLIOTT | 000000000000267052 | 10 | EA | \$28.00 CAD | \$280.00 |
| <p>Pricing Details</p> <p>Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1 Description:</p> | | | | | | | | | | |
| <p>Additional Fields</p> <p>receiverID: <input type="text"/></p> | | | | | | | | | | |

Line Item Actions Delete



Review parts of the invoice

Review Nutrien invoice process

Create a standard PO invoice

Add taxes to the header

Add taxes to line item(s)

Add additional charges to the header

Add charges to line item(s)

Adjust quantity

Add attachments to the header

Review, save, or submit an invoice

Search invoices

Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo

Add attachments at the header level

1. Click **Add to Header** and select Attachment
2. Locate the added section and complete the fields.
 - Choose the applicable tax invoice.
 - Select Add Attachment.
3. You will now see the document name, size, and file type added to the invoice.
4. If you need to delete it, select the document and click delete.

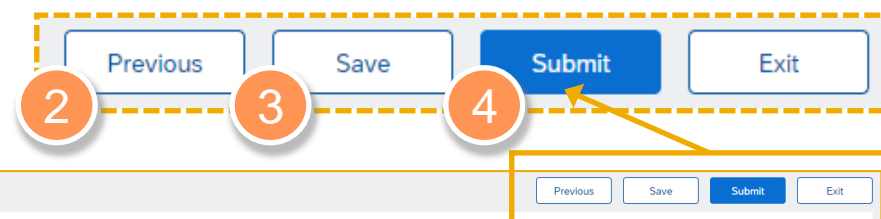
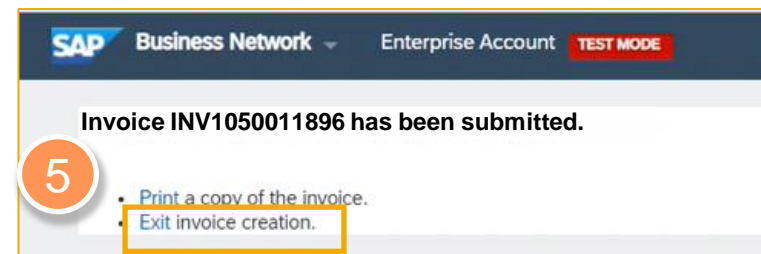
| Name | Size (bytes) | Content Type |
|---|--------------|---|
| <input type="checkbox"/> TTD Attachments.docx | 14470 | application/vnd.openxmlformats-officedocument.wordprocessingml.document |



Review, save, or submit to customer

After you have performed your edits and clicked the **Next** button to advance to the *Review* page, you have options to complete the task, make changes, or save and return to the draft.

1. Review the summary page.
Choose one of the following options:
2. To make changes, select **Previous**.
3. **Save** your invoice at anytime during invoice creation to work on it later.
4. If no changes are needed, click **Submit**.
5. Click **Exit Invoice Creation** to return to the *Order Detail* screen.



Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:United States. 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

1

Invoice Number: Inv1050011896
Invoice Date: Wednesday 30 Nov 2022 10:49 AM GMT-07:00
Original Purchase Order: 1050011896

Subtotal: \$2,500.00 CAD
Total Tax: \$0.00 CAD
Total Gross Amount: \$2,500.00 CAD
Total Net Amount: \$2,500.00 CAD
Amount Due: \$2,500.00 CAD

| | | |
|---|---|---|
| REMIT TO: test supplier SAV Postal Address: California San Francisco, CA 94016 United States Tax ID of Supplier: 123456789 RT 0001 | BILL TO: Agrium Canada Partnership Postal Address: PO Box 696004 San Antonio, TX 78249 United States Address ID: 1000 | SUPPLIER: test supplier SAV Postal Address: 1234 Ariba Avenue Saskatoon SK S7K 5R6 Canada |
| BILL FROM: test supplier SAV Postal Address: 1234 Ariba Avenue Saskatoon SK S7K 5R6 Canada | CUSTOMER: Agrium Canada Partnership Postal Address: 13131 Lake Fraser Drive S.E., Calgary AB T2J 7E8 Canada Address ID: AB29 | |



Search for invoices

Follow the steps below to access invoices:

1. Navigate to the Invoices menu and select **Invoices** from the menu.
2. Click the **Invoice** tile to display a list of invoices on the screen.
3. If you need help locating the Invoice, click **Edit filter** and search by the appropriate criteria.
4. To open the Invoice, click the blue link in the Invoices column.
5. Click the *History* tab to view status details and invoice history. (e.g., Status, Comment, Changed by, and Date and Time history).

The screenshot illustrates the steps to search for and view an invoice in the SAP Business Network interface. It shows the navigation path from the Invoices menu to the specific invoice details and history.

Step 1: The Invoices menu is selected in the top navigation bar.

Step 2: The Invoice tile (50) is clicked to display a list of invoices.

Step 3: The **Edit filter** button is used to search for the invoice.

Step 4: The blue link [Inv1050011896](#) is clicked to open the invoice details.

Step 5: The **History** tab is selected to view the status details and invoice history.

Invoice Details:

| Invoice Number | Customer | Reference |
|-------------------------------|----------------|------------|
| Inv1050011896 | NUTRIEN - TEST | 1050011896 |

History:

| Status | Comments | Changed By | Date and Time |
|--------|--|---|-------------------------|
| | The invoice was successfully received. | CONTINENTAL MINE & INDUSTRIAL SUPPLY LTD - TEST | 30 Nov 2022 10:49:40 AM |
| | Comments from NUTRIEN - TEST: Route document to end point Ariba2 of system id NUTRIENSASKATOON of org AN0139442656 | PropagationProcessor-125001048 | 30 Nov 2022 11:10:31 AM |
| Sent | | Supplier | 30 Nov 2022 11:10:33 AM |
| | The invoice status has been successfully updated to Processing by NUTRIEN - TEST. Description: | PropagationProcessor-125009035 | 30 Nov 2022 11:10:35 AM |



Review detail, scheduled payments, and remittances

If you need instructions on how to find the invoice, see Search invoices.

1. Click on the **Scheduled Payments** tab to see detailed scheduled payment notifications for invoices in Oracle and SAP ECC.

2. Click on the **Remittance** tab to check payment information once payments have been processed.

Note: This functionality is not available for S4/HANA Purchase Orders (PO series that begin with 55).

Invoice: Inv1050011896 Done

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

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

| Reference No. | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|---------------|------|------------------|--------|--------------|--------|-------------|
| 4912323 | | INV1031092491_4D | Paid | 16 Mar 2023 | Check | 17 Mar 2023 |

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

Gross: \$4,076.10 CAD
Discount: \$0.00 CAD
Adjustment:
Net: \$4,076.10 CAD

Dates in the *Received On* column are the dates the advice was received in the SAP Business Network



Edit and resubmit an invoice (1 of 2)

1. Navigate to the Invoices menu and select **Invoices** from the menu.
2. Click the **Invoice** tile to display a list of invoices on the screen. .
3. To edit the rejected invoice you want to resubmit, locate it in the list and click the ellipses menu (. . .)
4. Select **Edit** from the list of options..

NOTE: Only Rejected invoices can be edited.

Continue
to Steps
5-8
Adjust
invoice
details

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'Payments'. The 'Invoices' menu is highlighted with a red circle and a dashed box. Below the navigation bar, there are several tiles representing different invoice statuses: 'Invoices (50)', 'Rejected invoices (5)', 'Overdue invoices - Not approved (0)', 'Overdue invoices - Approved (0)', 'Invoices pending approval (8)', 'Approved invoices pending payment (36)', 'Paid invoices (0)', and 'Draft invoices (0)'. The 'Invoices (50)' tile is highlighted with a red circle and a dashed box. Below the tiles, there is a table of invoices. The table has columns for 'From address', 'To address', and 'Actions'. The 'Actions' column contains an ellipsis menu icon. A red circle and a dashed box highlight the ellipsis menu icon. A red circle and a dashed box highlight the 'Edit' option in the dropdown menu. A red circle and a dashed box highlight the 'Edit' option in the dropdown menu. A red circle and a dashed box highlight the 'Edit' option in the dropdown menu.

| From address | To address | Actions |
|---------------------------------------|------------|---------|
| test supplier SAV, Saskatoon, SK, CAN | | ... |
| test supplier SAV, Saskatoon, SK, CAN | | ... |

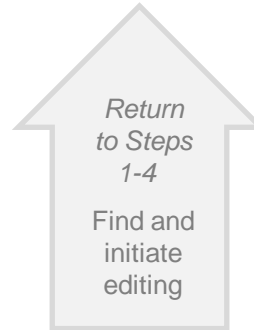
| Invoice Number | Customer |
|----------------|----------------|
| INV1031088762 | NUTRIEN - TEST |
| INV1031088749 | NUTRIEN - TEST |

| Invoice Number | Customer | Invoice Date | Amount | Status |
|----------------|----------------|--------------|--------------|----------|
| 1031088749 | NUTRIEN - TEST | Nov 2, 2022 | \$600.00 CAD | Rejected |



Edit and resubmit an invoice (2 of 2)

5. Enter the appropriate reference into the *Header* and *Line-Items* areas.
6. When completed, click **Next**.
7. Review your changes on the summary page.
8. Click **Submit**.





Create a credit memo (1 of 2)

1. From the *Order Detail* screen, select **Line-Item Credit Memo** from the *Create Invoice* menu.
2. Select the desired invoice
3. Click the **Create Line-Item Credit Memo** button to advance to the *Create Line-Item Credit Memo* screen.

Continue
to steps
4-8

Enter
Credit
Memo
details

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4501524164

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Agrium Canada Partnership
13131 Lake Fraser Drive S.E.,
Calgary AB T2J 7F8

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Line-Item Memo

Invoices (2)

| | Invoice # | Customer | Reference | Submit Method | Origin | Self Billing | Source Doc | Date |
|----------------------------------|----------------|----------------|------------|---------------|----------|--------------|------------|------------|
| <input checked="" type="radio"/> | INV24501524164 | NUTRIEN - TEST | 4501524164 | Online | Supplier | No | Order | 12/01/2023 |
| <input type="radio"/> | INV4501524164 | NUTRIEN - TEST | 4501524164 | Online | Supplier | No | Order | 12/01/2023 |

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



Create a credit memo (2 of 2)

4. Enter the appropriate reference into the **Credit Memo #** field.
5. Scroll down to the *Line Items* section and adjust the **Quantity** if needed.
6. Locate lines you do not wish to issue a credit against. Deselect the **Include** toggle to ensure they are not included.
7. Click the **Next** button and review your results.
8. Click the **Submit** button to complete the task



Create Line-Item Credit Memo

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

Update Save Exit **Next** 6

Invoice Header

Summary

Credit Memo #: * CR4501524164 3

Credit Memo Date: * 12 Dec 2022

Original Invoice No: INV24501524164

Original Invoice Date: 12 Dec 2022

Supplier Tax ID: * Tax01

Line Items

Insert Line Item Options

☐ Tax Category: 6% PST ☐ Shipping Documents ☐ Special Handling ☐ Discount

| <input type="checkbox"/> | No. | Includ | Type | Part # | Description | Customer Part # | Quantit |
|--------------------------|-----|-------------------------------------|----------|----------------------|--|--------------------|----------------------|
| <input type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | MATERIAL | RR OS FF 8 X 150 1/8 | GASKET,FF:RED RBR,1/8",8" ID X 13-1/2" | 000000000000112493 | <input type="text"/> |

Review parts of the invoice

Review Nutrien invoice process

Create a standard PO invoice

Add taxes to the header

Add taxes to line item(s)

Add additional charges to the header

Add charges to line item(s)

Adjust quantity

Add attachments to the header

Review, save, or submit an invoice

Search invoices

Review detail, scheduled payments, and remittances

Edit and resubmit invoice

Create a credit memo



Downloading Invoice Reports (1 of 2)

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

- **Reports** provide detailed information on invoices sent on the SAP Business 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.

1. On the **Home Page**, click the **Reports** menu and select **Reports**.
2. Click **Create**.

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

continued
Enter
report
setup
information

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a menu bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The 'Reports' menu is highlighted with a red circle and the number 1. Below the menu bar, the 'Reports' section is displayed. It includes a sub-header 'Reports' and a description: 'Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, ...'. Below this is a table titled 'Report Templates' with columns: 'Title', 'Schedule Type', 'Report Type', 'Status', and 'Last Run'. The table is currently empty, showing 'No items'. At the bottom of the page, there are several buttons: 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a red circle and the number 2.



Downloading Invoice Reports (2 of 2)

3. Enter required information. Select **Report Type** drop down menu — **Failed Invoice** or **Invoice**.
4. Click **Next**.
5. Specify **Customer** and **Created Date** in Criteria.
6. Select **Submit**.

Note: You can view and download the report in CSV format when its status is processed.

It is essential for Suppliers to monitor rejected invoices. You can use the Failed Invoice report for this task. Please note that the failed invoice report has a date restriction of a one-week time range.

The screenshot displays the 'Report' configuration page in the SAP Business Network. It is divided into two main sections: 'Report Description' and 'Criteria'. Step 3 points to the 'Report Type' dropdown menu in the 'Report Description' section, which is set to 'Invoice'. Step 4 points to the 'Next' button in the top right corner. Step 5 points to the 'Criteria' section, specifically the 'Customer' dropdown (set to 'All Customers') and the 'Created Date' range (from '30 Oct 2022' to '30 Nov 2022'). Step 6 points to the 'Submit' button in the bottom right corner. A list of report types is shown on the right, with 'Failed Invoice' and 'Invoice' highlighted. A large grey arrow points from the 'Report Description' section towards the 'Criteria' section.

Report

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

1 Report Description

2 Criteria

3

Title: Invoice Report

Description:

Time zone: MST

Language: English

Report type: Invoice

4

Next

Exit

Select

- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creat...
- Failed Invoice
- Failed Order
- Goods Receipt
- Invoice
- Long Term Archive Deposit Report
- Messaging Report
- Open Orders
- Order Summary
- Organization Profile
- Payment Receipt Report
- Payment Transactions
- Proof Of Service Report
- Order

5

Customer: All Customers [Select](#)

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

☐ Invoices without Payment Receipts ⓘ

Created Date: 30 Oct 2022 To 30 Nov 2022

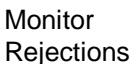
Maximum Results Returned: 100

6

Previous

Submit

Exit



1. Click the **Reports** tab to access the reporting function.
2. Click **Create**.
3. Enter the desired **Title** for your report.
4. Select “Failed Invoice” from the **Report Type** menu.
5. Select a date range. The Ariba software will only produce a failed invoice report for a 1-week time range.
6. Review the report that generates to see the error message for each invoice.



Pre GoLive Customer Support

Pre GoLive
Customer
Support

Post GoLive
Customer
Support

Useful Links

SAP Business
Network Help
Center

Supplier Support During Deployment

SAP Business Network Registration or Configuration Support

- Send a request for help to the [SAP Business Network Enablement Team](#)
 - Registration / Account Configuration
 - Supplier Fees
 - General SAP Business Network Questions

Nutrien Enablement Business Process Support

- Please reach out to your Nutrien Supplier Enablement Coordinator for business-related questions.

Nutrien Supplier Information Portal

- Find your supplier information portal [HERE](#).



Post GoLive Customer Support

Supplier Support Post GoLive

SAP Ariba Global Customer Support

- [Click here](#) to receive customer support by phone or email.

https://support.ariba.com/AUC_Support_Tab/Contact_Sup

File Edit View Favorites Tools Help

Active Influence Opportu... Safeguard Jam Site Ariba

Ariba Exchange User Community

SAP Ariba Customer Support

Choose your communication preference:

Get help by email

Get help by phone

Nutrien Sustainment Support

Remember you can also go to your Buyer for help. Please review Sustainment options [here](#).

SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: * Problems Finding my PO

Contact Information

First Name: * Celeste

Last Name: * Diaz

Company: * ONE

Email: * celeste@one.com

Phone: Country: * Please Select

Country Code: ### Area Code: 412 Number: * 297-9903 Extension:

Confirm Number: * 412-297-9903 x

☒ My phone number is correct.

☐ Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

☐ I agree

* Required Fields

Submit Cancel



Useful Links

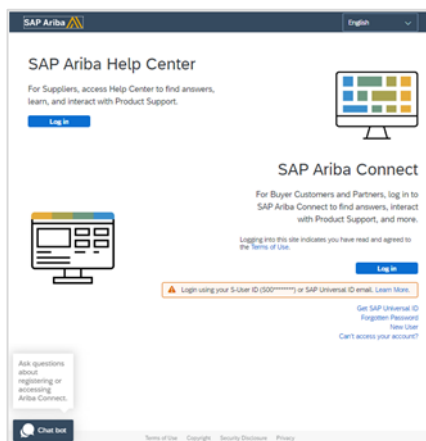
Pre GoLive
Customer
Support

Post GoLive
Customer
Support

Useful Links

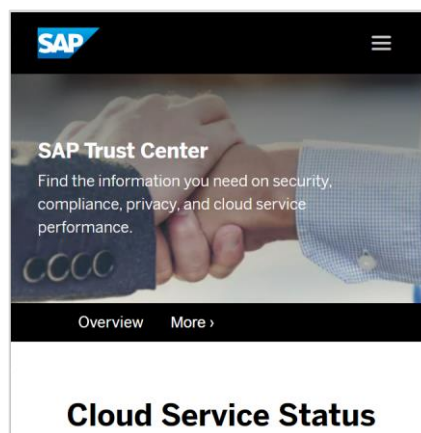
SAP Business
Network Help
Center

SAP Ariba Help Centre and SAP Ariba Connect



- If you need assistance, please contact the SAP Ariba Support Team to speak directly to the representative for your SAP Business Network
- <https://connect.ariba.com/anfaq.htm>

SAP Cloud Statistics and Network Notifications



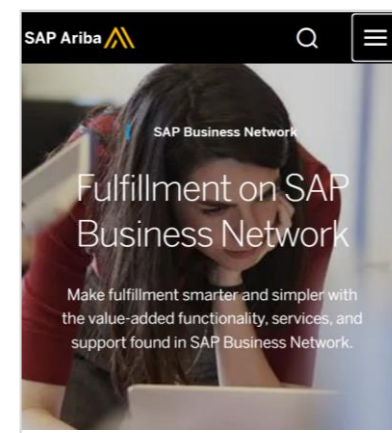
- Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- <http://trust.ariba.com>

SAP Discovery



- <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery>

SAP Business Network Overview



- <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network>



SAP Business Network Help Center

Pre GoLive
Customer
Support

Post GoLive
Customer
Support

Useful Links

SAP Business
Network Help
Center

The screenshot shows the SAP Business Network Enterprise Account dashboard. The top navigation bar includes links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A 'Create' button is visible. Below the navigation bar, there are four key metrics: 18 Enablement Tasks, 271 New orders (Last 90 days), 13 Changed orders (Last 90 days), and 300 Orders to invoice (Last 90 days). The 'My widgets' section displays three charts: Purchase orders (€569K EUR), Invoice aging (€467K EUR), and Application gateway. The Help Topics menu is open, showing a search bar and a list of topics. The 'Support' topic is highlighted, and a list of help topics is displayed, including 'What is SAP Business Network?', 'Introducing the new SAP Business Network', 'Introducing the new help center', 'Finding orders, invoices, and...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', 'How do I create an invoice?', 'My leads widget', 'Download app widget', and 'Company profile widget'. A 'Feedback' button is located at the bottom right of the menu.

Help Topics

Search Help Topics

Documentation

Support

What is SAP Business Network?

Introducing the new SAP Business Network

Introducing the new help center

Finding orders, invoices, and...

Adding payment tiles (2:48)

Discovering new insights

Common browser issues

How do I create an invoice?

My leads widget

Download app widget

Company profile widget

Feedback

The screenshot shows the SAP Business Network Help Center Home page. The top navigation bar includes links for Home, Learning, and Contact us. The main heading is 'How can we help you?'. Below this is a search bar with the placeholder text 'Search knowledge base articles, documentation, and tutorials'. A suggested search query is 'Try "upgrade account", "configure account", "process an order"'. The 'News highlight' section features a welcome message: 'Welcome to SAP Ariba Help Center 2.0'. The 'Topics we recommend for you' section lists several articles, including 'How do I complete my Customer Requested Profile?' and 'Why can't I find an event?'. Each article has a brief description and a 'FAQ' link.

Help Center Home

Home Learning Contact us

How can we help you?

Search knowledge base articles, documentation, and tutorials

Try "upgrade account", "configure account", "process an order"

News highlight

Welcome to SAP Ariba Help Center 2.0

Topics we recommend for you

How do I complete my Customer Requested Profile?

Question How do I complete my Customer Requested Profile? Answer To locate and complete the questionnaire created by your customer: In the upper-right corner of the application, click your initials > Company Profile. Click the Customer Requested tab. Choose your customer from the Sourcing Customer List by clicking...

Company account settings Company profile Proposals Edit basic company profile Standard accounts Review company profile

Feb 12 2021

Why can't I find an event?

Question Why can't I find an event? Where is my event? Answer There are a number of reasons you may not be seeing a sourcing event your company was invited to. Below are various scenarios that may apply: Did you receive an event invitation in your email inbox? Buyers invite...

Company profile Event participation Account navigation Sourcing event for suppliers Proposals Standard accounts

Mar 25 2021

How do I configure my Ariba Network account for transaction data deletion, as a supplier?

Question How do I opt-in for transaction data deletion and configure a data retention period in Ariba Network (supplier)? Answer