Welcome to Ariba Light Account
Coca-Cola Europacific Partners (CCEP) Australia Invoicing Tool

November 2021

ARIBA LIGHT

- The Ariba Light Account system allows Coca Cola Europacific Partners Australia suppliers to interact with Coca Cola Europacific Partners Australia through the Ariba network <u>without</u> incurring fees.

- It is only available to suppliers not already using Ariba with other buyers/customers.

- When a Purchase Order is created by Coca Cola Europacific Partners Australia. You will receive an 'interactive email'. **<u>Please keep this email</u>**, as you will need it to confirm order delivery as well as to submit invoice(s) for that Purchase Order.

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

1   **REGISTER FOR LIGHT ACCOUNT**

- You will receive this email from CCEP Australia. You need to click on the PROCESS ORDER
- Initial set up will be required by Ariba, complete the registration.

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

2 **Sign Into Ariba Network**

SAP Ariba — Orders & Invoices — Powered by Ariba Network

Help Center »

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Best practices in 30-minutes

Join us for "30 on Thursdays," an inter
webinar series for expert tips and tech
30 minutes. From integration to finding
customers to managing multiple ANIDs
sign up for one topic or the entire serie

Learn More

Log in using details set up at registering. You can access your account at any time.

Help Centre

Supported browsers and plugins

SAP

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HOW ARIBA LIGHT'S INVOICING TOOL WORKS

3 CONFIRM or INVOICE THE PO

Select either Create Order Confirmation or Create Invoice

It is not a requirement to Confirm an Order

Help Centre

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

4 **CONFIRMING THE PO**
This will not create your invoice

Enter the CCEP Australia PO number prefixed by 'OC' (for 'Order Confirmation')

Enter estimated delivery date

Click 'Next'

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

5 **CONFIRMING THE PO**

✓ Order confirmation #Untitled 03/07/2018 has been submitted successfully.

Make sure ... ... submit additional invoices if you haven't fully invoiced your customer yet or to submit a corrected invoice in case your customer rejects the original one.

Next Steps:

• Merge this customer relationship with your existing Ariba account.
• New to Ariba? Register to take advantage of all the benefits the Ariba Network for Suppliers has to offer.

Who do I contact if I have questions?
Please contact Coca Cola Amatil - TEST

What is the Ariba Network for Suppliers?
The Ariba Network is a secure, global platform network for exchanging business transactions such as the exchange of purchase orders, invoices, catalogs and payments. Learn more about the Ariba Network.

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You should get a screen where it confirms that your 'Order Confirmation' has been submitted successfully

Type here to search   ENG 4:28 PM 8/03/2018

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

6 **CREATING AND SUBMITTING YOUR INVOICE**

Return to your email, click PROCESS ORDER and then SIGN IN

Click CREATE INVOICE and Select STANDARD INVOICE

Help Centre

7 **COMPLETE INVOICE DETAILS**

Step 1:
Complete all mandatory fields (marked with a *):
• Invoice Number
• Supplier Tax ID (this is your ABN)
• At least one line item

Step 2:
If you want to add your own invoice as well
Click 'Add to Header' and select 'Attachment'

Click 'Next'

8 **CONFIRM YOUR INVOICE VALUES**

The system will show you the invoice as it is going to be submitted. Double check it all looks ok, then click on 'Next'

Click 'Submit'

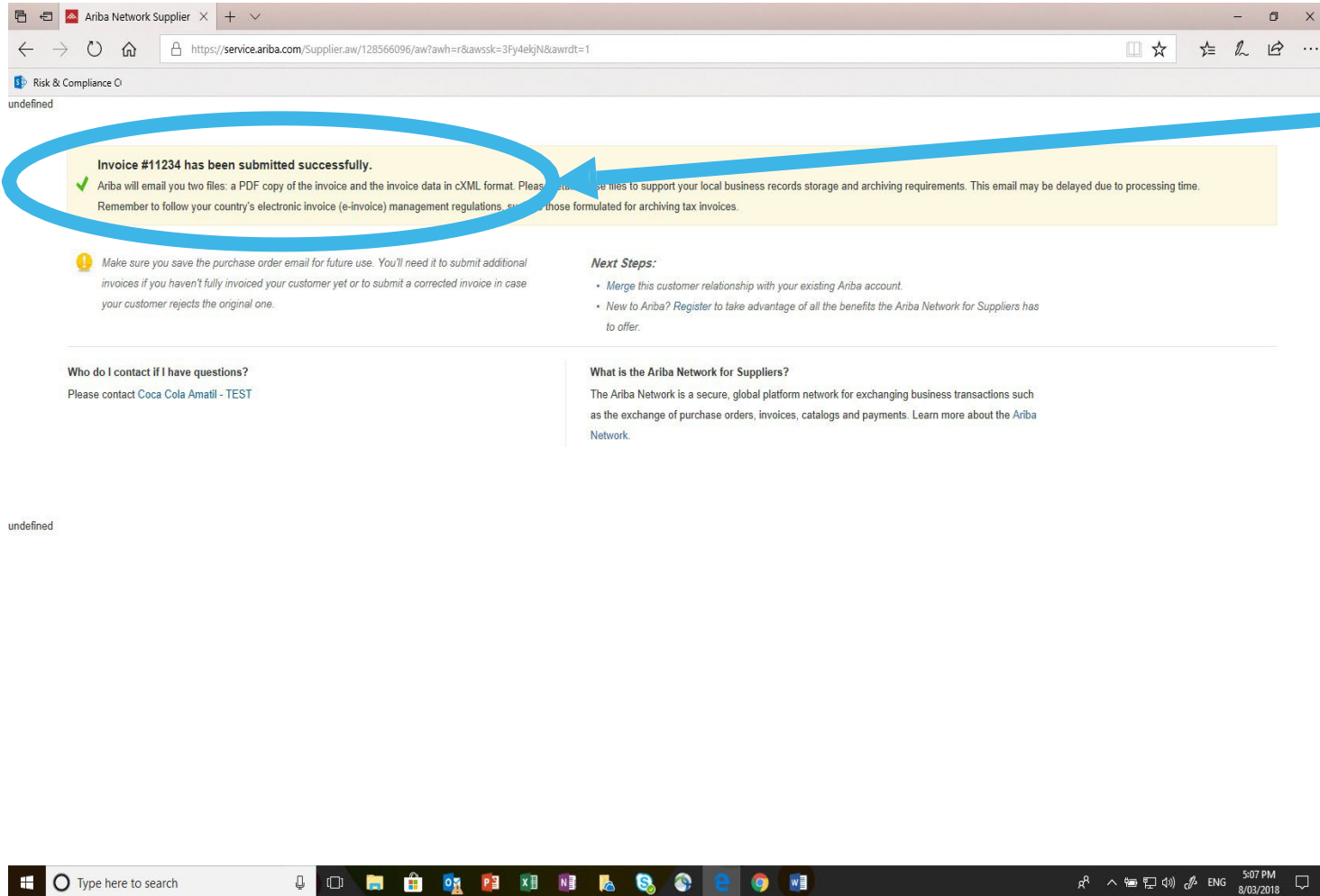Help Centre

9 **INVOICE SUBMISSION**

ccamatil.com

You should get a screen where it confirms that your Invoice has been submitted successfully