

WELCOME TO Ariba LIGHT ACCOUNT COCA-COLA AMATIL'S INVOICING TOOL

September 2018

ARIBA LIGHT

- The Ariba Light Account system allows Coca Cola Amatil suppliers to interact with Coca Cola Amatil through the Ariba network without 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 Amatil. You will receive an 'interactive email'. **Please keep this email**, 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 Coca Cola Amatil. You need to click on the **PROCESS ORDER**
- Initial set up will be required by Ariba, complete the registration.

SAP Ariba

Coca Cola Amatil - TEST sent a new order

There's a new way to process orders on Ariba Network. Instead of using one-time password for each order, now you sign up for a FREE Ariba Network, light account to process orders and do more on the network. [See all benefits.](#)

Process order

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

From: NSW - Coca Cola Amatil
Northmead - 103 Brines Rd
103 Brines Road
Northmead NSW 2152
Australia

To: THOMAS FISHER SCIENTIFIC AUST P/L-TEST
5 CAULDSBANK DR
SCARBOROUGH VIC 3179
Australia
Phone:
Fax:
Email: sap@cofco.com.au

Purchase Order (New)
1100002332
Amount: \$100.00 AUD
Version: 1

Payment Terms
NET 91

Other Information
CompanyCode: 3100

TERMS AND CONDITIONS
All purchases made by CCA are subject to CCA's Terms and Conditions of Purchase as effect at the date this purchase order is issued to you, which can be downloaded from the following <http://www.cocacola.com/au/industrial/business-with-cca/operational-requirements>

Ship All Items To: NSW - Coca Cola Amatil Northmead - 103 Brines Rd
103 Brines Road
Northmead NSW 2152
Australia

Bill To: NSW - Coca Cola Amatil Northmead - 103 Brines Rd
103 Brines Road
Northmead NSW 2152
Australia

Deliver To: Karen Colverley
NSW - Coca Cola Amatil Northmead - 103 Brines Rd
Australia

Ariba Network Help Center

Join your customer on Ariba Network!

Sign up

Already have an account? Log in

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**
[Learn more](#)

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 interactive webinar series for expert tips and techniques in 30 minutes. From integration to finding new customers to managing multiple ANIDs, sign up for one topic or the entire series.

[Learn More](#)

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

Help Centre

Supported browsers and plugins



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HOW Ariba LIGHT'S INVOICING TOOL WORKS

3 CONFIRM or INVOICE THE PO

Ariba Network Test Mode Company Settings Dianne Sutton Help Center

Purchase Order: 1100004009 Done

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#) |
 Hide | Print | Download PDF | Export XML | Download CSV | Repeat

From:
 NSW - Coca-Cola Amatil Northmead - 102 Briens Rd
 102 Briens Road
 Northmead NSW 2152
 Australia

To:
 CAKES-2-U too
 40 PATTIE ST
 NORTH SYDNEY NSW 2060
 Australia
 Phone: +61 (4) 19526600
 Fax:
 Email: aus.ariba.test@ccamatil.com

Purchase Order
 (New)
 1100004009
 Amount: \$3,462.34 AUD
 Version: 1

Payment Terms
 NET 32 Routing Status: Sent

Other Information
 Company Code: 3100

TERMS AND CONDITIONS
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<https://www.ccamatil.com/en/doing-business-with-cca/expectations-of-suppliers>

Ship All Items To NSW - Coca-Cola Amatil Northmead - 102 Briens Rd 102 Briens Road Northmead NSW 2152 Australia Ship To Code: 60000140 Email: linda.proud@ccamatil.com	Bill To NSW - Coca-Cola Amatil Northmead - 102 Briens Rd 102 Briens Road Northmead NSW 2152 Australia	Deliver To Linda Proud NSW - Coca-Cola Amatil Northmead - 102 Briens Rd
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[Show Item Details](#)

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*

Confirm Purchase Order: #1100000619

Exit Next



PO DETAILS
PO Date: 26 May 2016
PO Number: 1100000619
PO Type: New Order
PO Amount: \$670.00 AUD

* Indicates required field

Order Confirmation Header

Confirmation #:

Associated Purchase Order: 1100000619

Customer: Coca Cola Amatil - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Browse... Add Attachment

The total size of all attachments cannot exceed 10MB

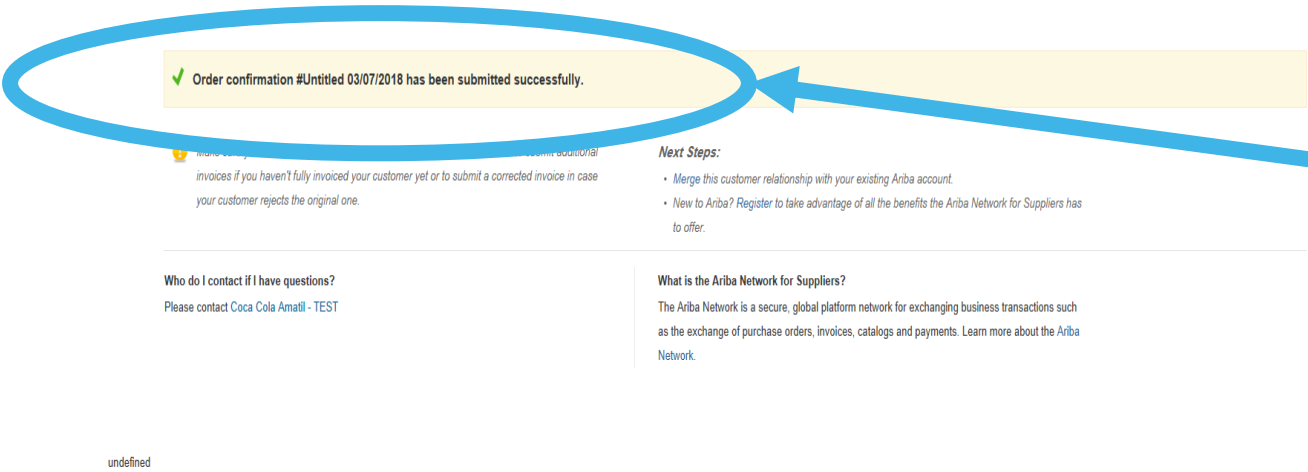
Enter the Coca Cola Amatil PO number prefixed by 'OC' (for 'Order Confirmation')

Enter estimated delivery date

Click 'Next'

HOW Ariba LIGHT'S INVOICING TOOL WORKS

5 CONFIRMING THE PO



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



HOW Ariba LIGHT'S INVOICING TOOL WORKS

6 CREATING AND SUBMITTING YOUR INVOICE

Ariba Network | Test Mode | Company Settings | Dianna Sutton | Help Center

Purchase Order: 1100004009 Done

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 Create Invoice |
 [Hide](#) |
 [Print](#) |
 [Download PDF](#) |
 [Export cXML](#) |
 [Download CSV](#) |
 [Resend](#)

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

[Standard Invoice](#) (Selected)
[Line-Item Debit Memo](#)

From:
 NSW - Coca-Cola Amatil Northmead - 102 Briens Rd
 102 Briens Road
 Northmead NSW 2152
 Australia

To:
 CAKES-2-U too
 40 PATTIE ST
 NORTH SYDNEY NSW 2060
 Australia
 Phone: +61 (4) 19526600
 Fax:
 Email: aus.ariba.test@ccamatil.com

Purchase Order
 (New)
 1100004009
 Amount: \$3,462.34 AUD
 Version: 1

Payment Terms
 NET 32

Other Information
 Company Code: 3100

TERMS AND CONDITIONS
 All purchases made by CCA are subject to CCA's Terms and Conditions of Purchase in effect at the date this purchase order issued to you, which can be downloaded from the following
<https://www.ccamatil.com/en/doing-business-with-cca/expectations-of-suppliers>

Ship All Items To	Bill To	Deliver To
NSW - Coca-Cola Amatil Northmead - 102 Briens Rd 102 Briens Road Northmead NSW 2152 Australia Ship To Code: 60000140 Email: linda.proud@ccamatil.com	NSW - Coca-Cola Amatil Northmead - 102 Briens Rd 102 Briens Road Northmead NSW 2152 Australia	Linda Proud NSW - Coca-Cola Amatil Northmead - 102 Briens Rd

Line Items Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
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[How do I update a purchase order?](#)
[How do I find the remaining balance of a purchase order?](#)
[If I have already invoiced my purchase order once, how do I invoice for the second time?](#)
[Why isn't the Create Invoice option available on my purchase order?](#)
[How do I create a credit memo?](#)
[How do I set up the way I receive purchase orders?](#)
[What if your customer changes or cancels an order?](#)
[Send a PO-based invoice \(4.35\)](#)
[What do I do if my purchase order is for the wrong amount?](#)
[How to download large orders in CSV format](#)
[Invoices \(3-10\)](#)
[Who do I contact to update a unit price?](#)

View more

Top 5 FAQs

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

Click **CREATE INVOICE** and Select **STANDARD INVOICE**

Help Centre

HOW Ariba LIGHT'S INVOICING TOOL WORKS

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COMPLETE INVOICE DETAILS

Create Invoice for Purchase Order: #1100000619

Update Exit Next

PO DETAILS
PO Date: 26 May 2016
PO Number: 1100000619
PO Type: New Order
PO Amount: \$670.00 AUD

Invoice Header

Summary

Purchase Order: 1100000619
Invoice #:
Invoice Date: 7 Mar 2018
Supplier Tax ID:
Remit To: THERMO FISHER SCIENTIFIC AUST P/L-TEST
Bill To: NSW - Coca-Cola Amatil Northmead - 102 Briens Rd
Northmead NSW
Australia

Tax

Header level tax Line level tax

Category: 10% GST / GST
Taxable Amount: \$0.00 AUD
Tax Rate Type:
Rate(%): 10
Tax Amount: \$0.00 AUD

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'

HOW Ariba LIGHT'S INVOICING TOOL WORKS

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CONFIRM YOUR INVOICE VALUES

Ariba Network Test Mode Company Settings Dianne Sutton Help Center

Create Invoice Previous Save **Submit** Exit

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:Australia. The document's destination country is:Australia. 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 / Tax Invoice

Invoice Number : 1123658 Invoice Date : Friday 18 May 2018 9:40 AM GMT+10:00 Original Purchase Order : 1100004009	Subtotal : \$3,462.34 AUD Total Tax : \$346.23 AUD Total Gross Amount : \$3,808.57 AUD Total Net Amount : \$3,808.57 AUD Amount Due : \$3,808.57 AUD
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REMIT TO:	BILL TO:	SUPPLIER:	
CAKES-2-U too Postal Address: 40 PATTIE ST NORTH SYDNEY NSW 2060 Australia Tax ID of Supplier: 61038297250	NSW - Coca-Cola Amatil Northmead - 102 Briens Rd Postal Address (default): 102 Briens Road Northmead NSW 2152 Australia Address ID: 60000140	Head Office Postal Address: 40 Crumpet Place Cakeville NSW 2111 Australia	
BILL FROM:	CUSTOMER:		
CAKES-2-U too Postal Address: 100 Pastry Place Sydney 2000 Australia	Coca Cola Amatil - TEST Postal Address: 102 Briens Road Northmead NSW 2152 Australia		

SHIPPING INFORMATION:

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

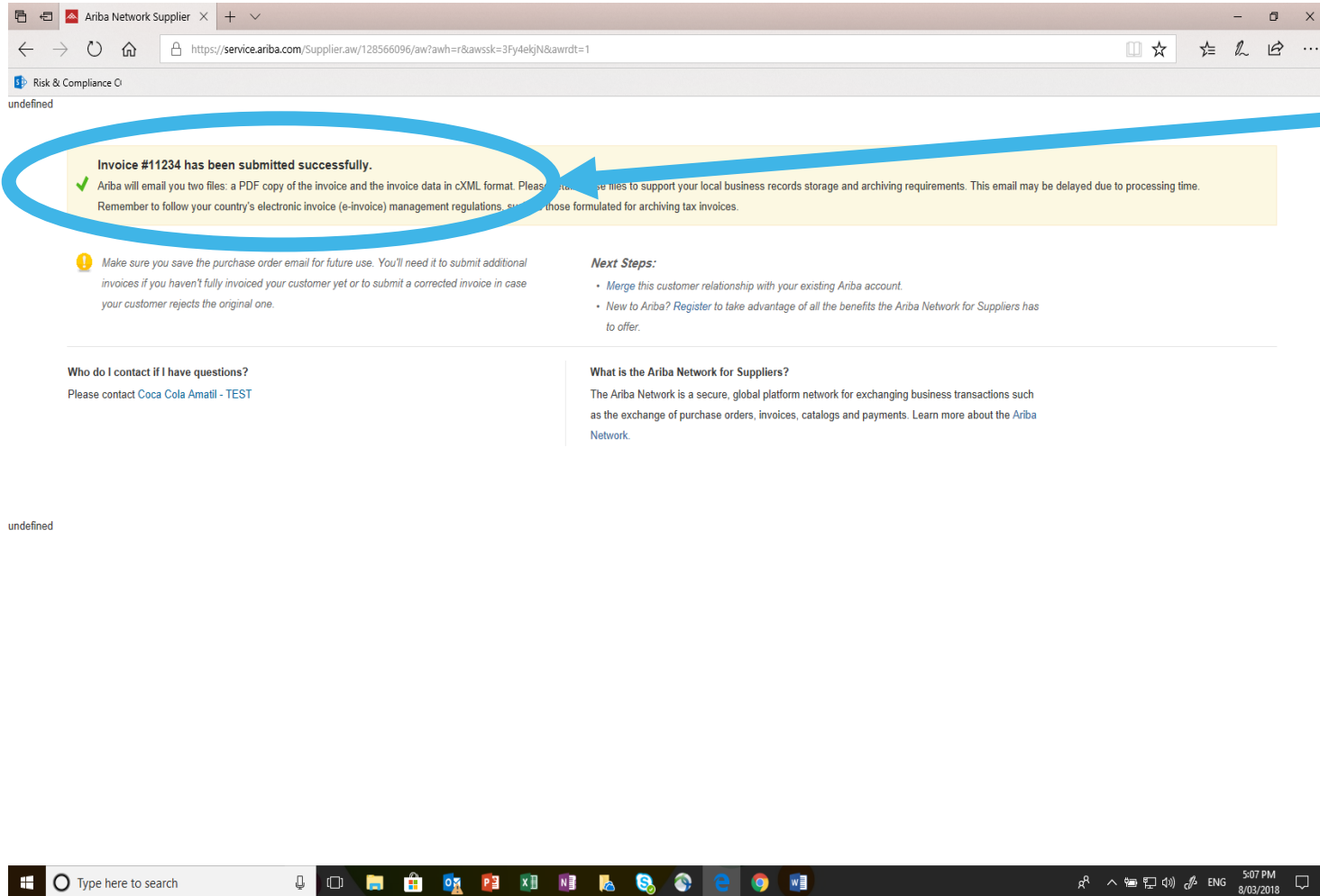
Click 'Submit'

Help Centre

HOW Ariba LIGHT'S INVOICING TOOL WORKS

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INVOICE SUBMISSION



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