



**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 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 Europacific Partners Australia. 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

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 - 102 Brines Rd
Northmead NSW 2152
Australia

To: THOMAS FISHER SCIENTIFIC AUSTR P/L-TEST
5 CALEDONIAN DR
SCARBOROUGH VIC 3179
Australia
Phone:
Fax:
Email: karen.caherley@cokeamtl.com

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 <https://www.ariba.com/australia/australia/business-with-us/external/australia/australia/>

Ship All Items To
NSW - Coca-Cola Amatil Northmead - 102 Brines Rd
102 Brines Road
Northmead NSW 2152
Australia

Bill To
NSW - Coca-Cola Amatil Northmead - 102 Brines Rd
102 Brines Road
Northmead NSW 2152
Australia

Deliver To
Karen Caherley
NSW - Coca-Cola Amatil Northmead - 102 Brines Rd
102 Brines Road
Northmead NSW 2152
Australia

Ariba Network

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](#)

- 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

The screenshot shows the SAP Ariba Supplier Login interface. At the top left, the SAP Ariba logo is followed by the text "Orders & Invoices" and "Powered by Ariba Network". At the top right, there is a "Help Center" link with a right-pointing arrow. The main content area is dark blue. On the left, the "Supplier Login" section contains a "User Name" field, a "Password" field, and a "Login" button. A red circle highlights the login fields, and a red arrow points from a text box to the "User Name" field. Below the login fields are links for "Having trouble logging in?" and "New to Ariba? Register Now or Learn More". In the center, a "Best practices in 30-minutes" banner features a photo of people on a mountain and a "Learn More" button. On the right, a grey text box contains the text: "Log in using details set up at registering. You can access your account at any time." A red arrow points from this text box to the "Help Center" link at the top right. Below the banner, a "Help Centre" label is shown in a grey box.

Supported browsers and plugins



HOW Ariba LIGHT'S INVOICING TOOL WORKS

3 CONFIRM or INVOICE THE PO

The screenshot shows the Ariba Network interface for a purchase order. At the top, the header includes 'Ariba Network', 'Test Mode', 'Company Settings', 'Dianne Sutton', and 'Help Center'. The main content area displays 'Purchase Order: 1100004009' with a 'Done' button. Below this, a navigation bar contains several options: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide', 'Print', 'Download XML', 'Download CSV', and 'Download'. A blue circle highlights the 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' options. A blue arrow points from the 'Create Invoice' option to the 'Help Center' sidebar on the right. The sidebar contains a search bar and a list of frequently asked questions (FAQs) such as '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 remaining amount?', '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)', and 'Who do I contact to update a unit price?'. A blue arrow points from the 'Help Center' sidebar to the 'Create Invoice' option. Below the navigation bar, there are logos for Coca-Cola, Amatil, and Neverfail. The main content area is divided into three sections: 'From' (NSW - Coca-Cola Amatil Northmead - 102 Briens Rd), 'To' (CAKES-2-U too, 40 PATTIE ST, NORTH SYDNEY NSW 2060, Australia, Phone: +61 (4) 19526600, Fax: , Email: aus.ariba.test@ccamatil.com), and 'Purchase Order' (New, 1100004009, Amount: \$3,462.34 AUD, Version: 1). Below these sections, there are 'Payment Terms' (NET 32), 'Other Information' (Company Code: 3100), and 'TERMS AND CONDITIONS'. At the bottom, there are three columns: 'Ship All Items To' (NSW - Coca-Cola Amatil Northmead - 102 Briens Rd), 'Bill To' (NSW - Coca-Cola Amatil Northmead - 102 Briens Rd), and 'Deliver To' (Linda Proud, NSW - Coca-Cola Amatil Northmead - 102 Briens Rd). A 'Show Item Details' button is visible at the bottom right.

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

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order: 1100000619

Customer: Coca Cola Amati - 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 CCEP Australia PO number prefixed by 'OC' (for 'Order Confirmation')

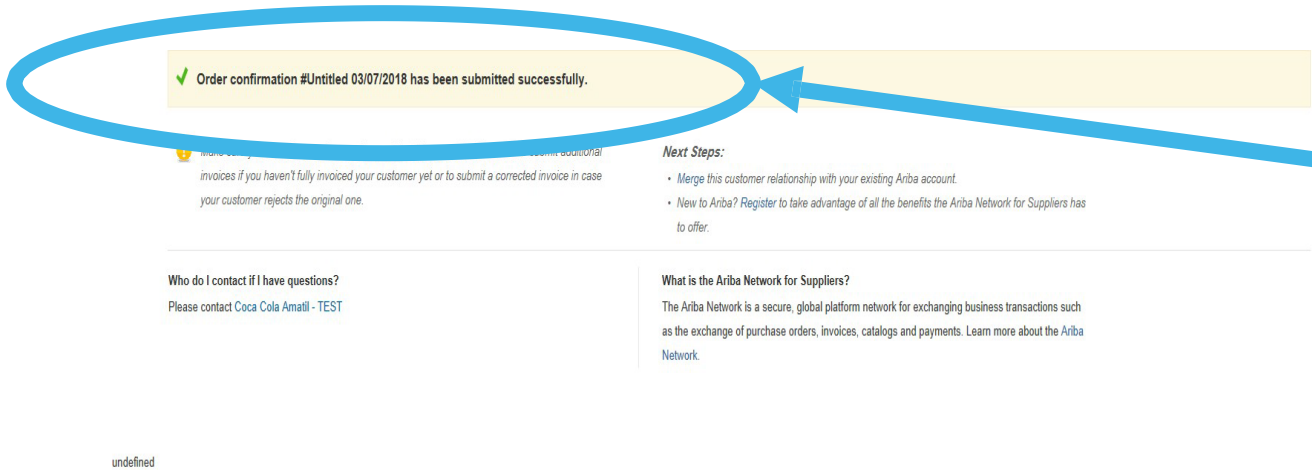
Enter estimated delivery date

Click 'Next'

HOW ARIBA LIGHT'S INVOICING TOOL WORKS

5

CONFIRMING THE PO



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 | Dianne Sutton | Help Center

Purchase Order: 1100004009 Done

Create Order Confirmation | Create Order Notice | **Create Invoice** | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

Standard Invoice
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 | Routing Status: Sent

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 is 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: 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

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
--------	----------------------	------	------------	---------	-------	----------

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

7

COMPLETE INVOICE DETAILS

Arriba Network Supplier

https://service.ariba.com/Supplier.aw/128566096/aw?awh=r&awssk=3Fy4ekjN&dard=1&ancdc=1

Risk & Compliance

undefined

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

* Indicates required field Add to Header

Summary

Purchase Order: 1100000619

Invoice #:

Invoice Date: 7 Mar 2018

Supplier Tax ID: *

Remit To: THERMO FISHER SCIENTIFIC AUST P/L-TEST

NSW - Coca-Cola Amatil Northmead - 102 Briens Rd

Northmead NSW Australia

Tax

Header level tax Line level tax

Category: 10% GST / GST

Location:

Description: GST

Regime:

Taxable Amount: \$0.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$0.00 AUD

Remove

View/Edit Attachments

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

8

CONFIRM YOUR INVOICE VALUES

Arriba 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	Subtotal : \$3,462.34 AUD
Invoice Date : Friday 18 May 2018 9:40 AM GMT+10:00	Total Tax : \$346.23 AUD
Original Purchase Order : 1100004009	Total Gross Amount : \$3,808.57 AUD
	Total Net Amount : \$3,808.57 AUD
	Amount Due : \$3,808.57 AUD

REMIT TO:
CAKES-2-U too
Postal Address:
40 PATTIE ST
NORTH SYDNEY NSW 2060
Australia
Tax ID of Supplier: 61038297250

BILL TO:
NSW - Coca-Cola Amatil
Northmead - 102 Briens Rd
Postal Address (default):
102 Briens Road
Northmead NSW 2152
Australia
Address ID: 60000140

SUPPLIER:
Head Office
Postal Address:
40 Crumpet Place
Cakeville NSW 2111
Australia

BILL FROM:
CAKES-2-U too
Postal Address:
100 Pastry Place
Sydney 2000
Australia

CUSTOMER:
Coca Cola Amatil - TEST
Postal Address:
102 Briens Road
Northmead NSW 2152
Australia

SHIPPING INFORMATION:

SHIP FROM: | SHIP TO:

Help Center sidebar:
Search...
Send a PO-based invoice (4:35)
Send an invoice from a light account (4:13)
How do I change my remittance address and banking information?
How do I change payment terms?
Hi, I am trying to resubmit a rejected invoice. However when I enter the invoice date, it not allow me to back...
How do I submit an invoice?
Can I add my own tax rate when creating invoices?
How do I find my submitted invoices?
I sent invoices through EDI or CXML. Where are they?
Have a lot of invoices pending? Use CSV invoicing!
Invoice fails due advanced pricing details mismatch
View more
Top 5 FAQs
Documentation | Support

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

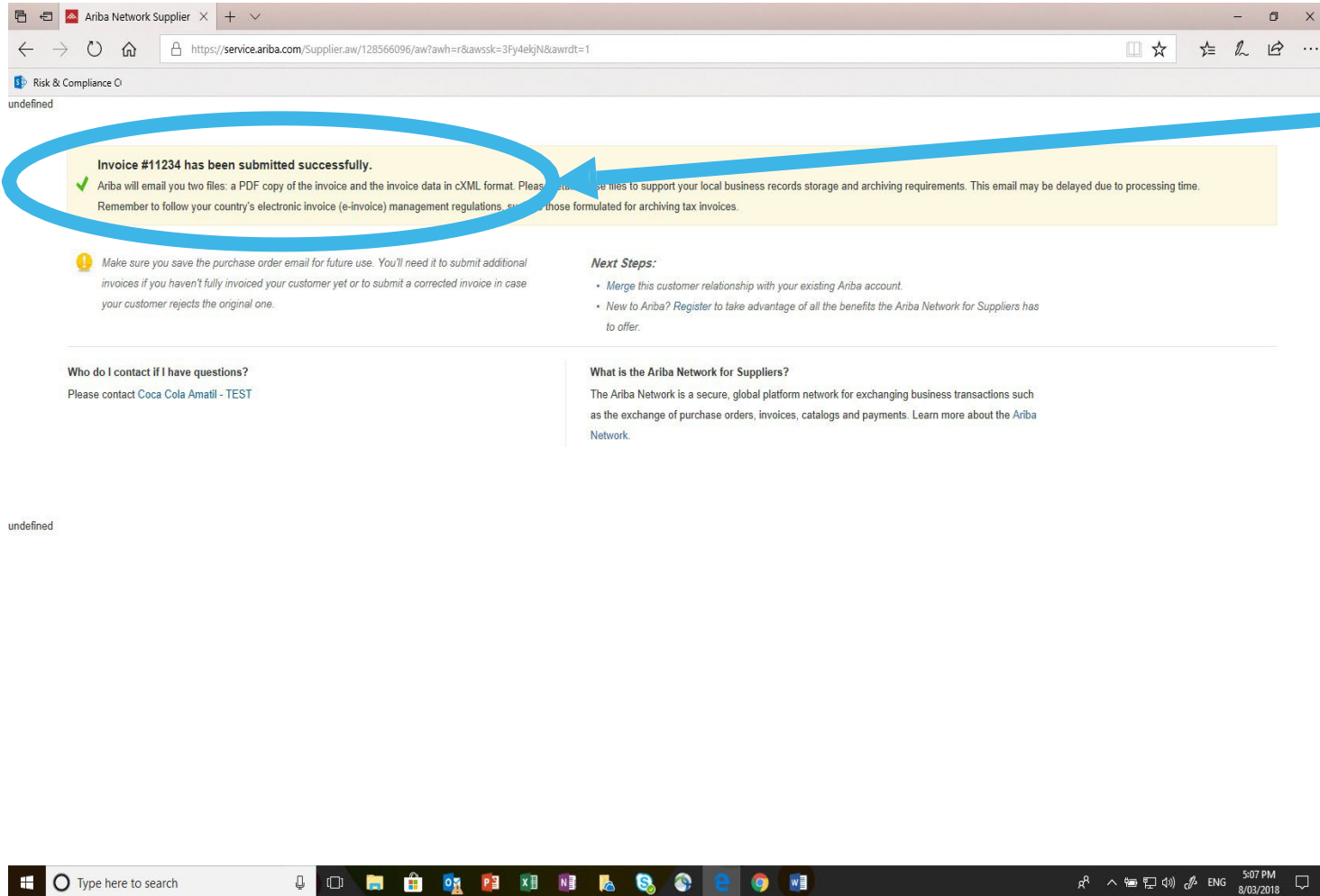
Click 'Submit'

Help Centre

HOW Ariba LIGHT'S INVOICING TOOL WORKS

9

INVOICE SUBMISSION



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