

Invoicing through the Ariba Network

The Ariba Network enables electronic transmission of Purchase Orders (POs) and invoices. This is often referred to as e-invoicing.

Benefits of e-invoicing:

- e-invoices are generated from a copy of the original Purchase Order (PO), and contain the essential information required to match them back to the original order retained on our SAP accounting system. This means that many e-invoices can be posted, ready for payment, more quickly and efficiently than paper or PDF invoices.
- e-invoices are transmitted straight from the supplier into our accounting system, without the need for scanning or manual keying of data. This minimises processing delays and data transfer errors experienced using other methods e.g. paper invoices, PDFs.

You also receive:

- On-line feedback on the processing status of the invoice
- Updated information via the Ariba Network on any change to PO structure or value
- Feedback on the financial draw-down of the Purchase Order to help you avoid exceeding the approved PO limit (any identified shortfall should be resolved with your business before invoicing).

How to apply

If you are an existing supplier and would like to express your interest in signing up to the Ariba Network, please contact your Sourcing/Supplier Manager.

Guidance for e-invoicing suppliers

Visit the **Supplier Information Portal** through your Ariba Network production account for guidance on submitting PO invoices and non-PO invoices, as well as additional information about more automated methods of submitting invoices.

Select **Customer Relationships** from the menu on the top right corner > **Lloyds Bank** on the Current tab > **Supplier Information Portal**

You can also find a recording of one of the [Supplier Summits](#) with a demonstration of a 'PO flip' where the PO content can be used to automatically create the invoice.

Important: It is recommended that the breakdown of the invoice is sent to the requisitioner and the invoice amount agreed before the e-invoice is submitted over Ariba. Any additional documents attached with the invoice are not received by the requisitioner so should be provided separately.

INVOICING VIA THE ARIBA NETWORK

Requirements for the Ariba Network	Further information
<p>When using the Ariba Network, please only submit e-invoices.</p> <p>Submitting additional paper/PDF invoices can create duplicate entries in the system which causes processing delays while they are checked.</p>	<p>The e-invoice is the legal document and will be forwarded to the requisitioner where any confirmation or approval is required.</p> <p>Exception: If you have historical paper/PDF invoices that have not previously been processed/paid please provide a true and certified copy of the original on paper/PDF. Please don't use the Ariba Network to resubmit these.</p>
<p>Invoices</p> <p>A unique identifier, such as the initials of your company as part of the invoice reference, will speed processing by reducing the likelihood of your invoice needing a 'possible duplicate' check against another supplier's invoice.</p>	<p>Ariba Network submission is only to be used for current invoices on legacy POs/e-POs.</p> <p>Exception: If you have historical paper/PDF invoices that have not previously been processed/paid please provide a true and certified copy of the original on paper/PDF. Please don't use the Ariba Network to resubmit these.</p>
<p>Credit notes</p> <p>Only to be used for credits on e-POs.</p>	<p>Credit notes for legacy POs, or for general credit notes, should be submitted as paper/PDF and emailed or posted.</p>
<p>Legacy purchase orders</p>	<p>POs that you received before your PO go-live date will not be back-loaded to the Ariba Network.</p> <p>However you can e-invoice against a PO, where paper/PDF invoices have not already been raised, by creating a non-PO e-invoice and putting the PO number in the "Customer Order #" field. The PO number is only ten digits long (example "7000154342"), and only this number should be entered in the Customer Order # field - any other characters will delay processing of the invoice. You will also need to enter "000000" in the Cost Centre field.</p>
<p>Attachments to e-invoices are not forwarded to business users</p>	<p>Although the Ariba Network will allow suppliers to add attachments to e-invoices, you need to be aware that these are not forwarded to requisitioners in Lloyds Banking Group. If you need to provide supplementary information to assist requisitioners in raising Goods Receipts/Confirmations, please email or post this information to them direct. The best way to avoid delays in payment is to ensure that the value of the invoice presented has already been agreed with the business requisitioner.</p>
<p>Points on Ariba Network account administration</p>	<p>Remember to keep your company profile information updated on your Ariba Network account. (Administration > Configuration > Basic Profile)</p> <p>Please review the Purchase Order routing settings on your production account to ensure they are set up properly. (Administration > Configuration > Electronic Order Routing)</p> <p><i>Please review the Notification settings on your production account to ensure they are set properly.</i> (Administration > Configuration > Email Notifications)</p>