Quick Reference Guide: Ariba

Ariba BuyItNow is the program that Cummins uses for indirect purchasing. This guide outlines the basic steps of creating and receiving an order.

Getting Started

Open Buy-it-Now (Ariba) site from the MyCummins homepage (buyitnow.cummins.com)

Login using your WWID and password

Select your region

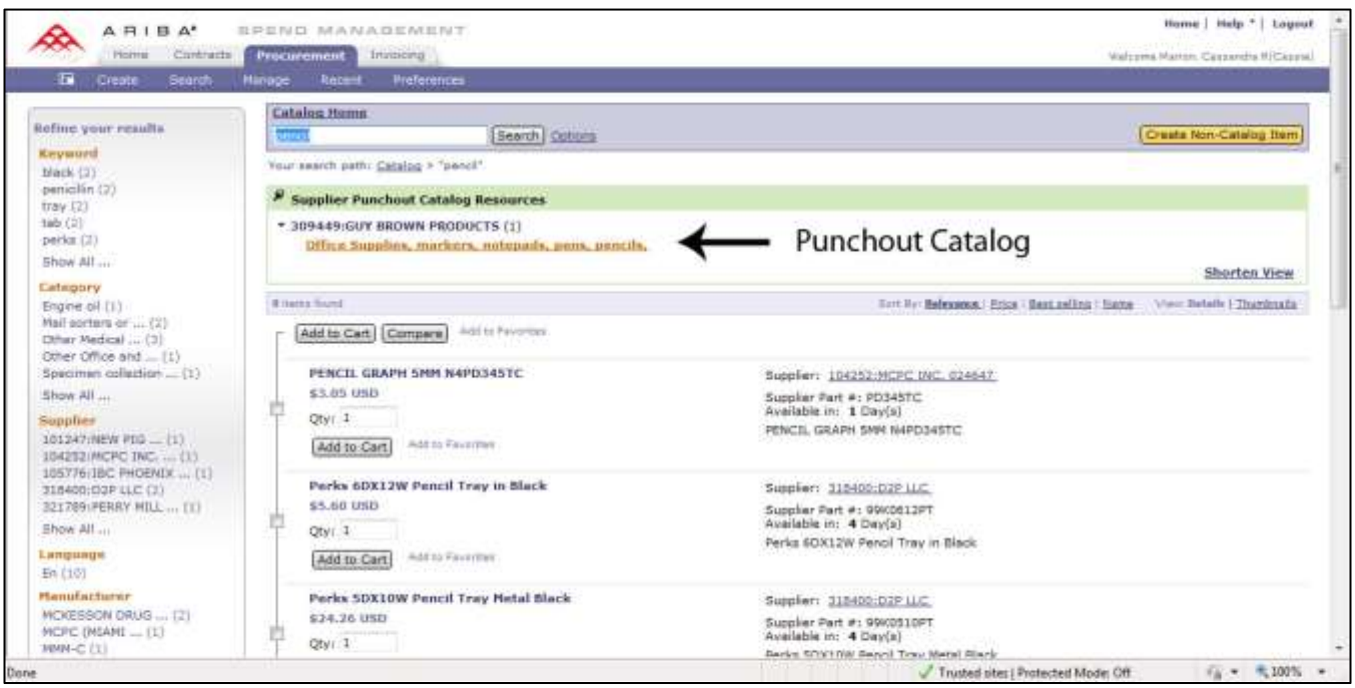
Ariba homepage has several areas: Common Actions, Search various areas, a To-Do list, and My Documents for items that you have created.

The most common task is creating a purchase requisition (PR) to order an item.

Catalog Items

There are many items that people need for their everyday work that they can purchase through a catalog in Ariba. We will use pencils for our example.

From the Ariba homepage, go to the Search > Catalog area any type in “pencils” All items that are ordered through a catalog can be searched for this way.



You will then be presented with a list of parts and/or suppliers. If the item you are buying is located in a “Punch-out Catalog” it will be embedded within a supplier. In the case of pencils, or any office supplies, they are embedded within the “Guy Brown Products” catalog.

Every punchout catalog is set up differently, but most are easy to navigate. Upon finding the items that you wish to order, you will typically add the items to a cart. Once you are finished in a catalog, you will need to checkout. The items in your cart will now be transferred to your Ariba requisition. You are now ready to edit the accounting information for the items you wish to order.

Non-catalog orders for unique, one time charges

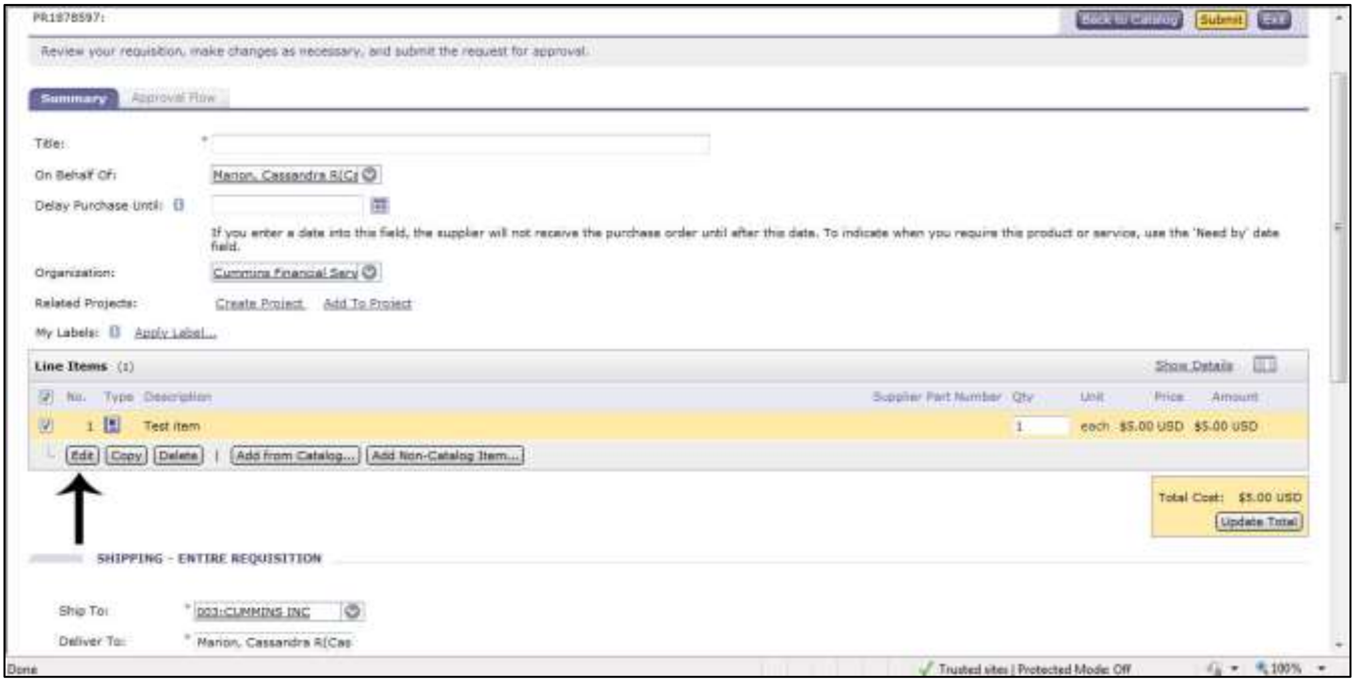
You can also create a PR for an item that is not within a catalogue. To do this you must first have a quote from a supplier outlining the items and services that you would like, as well as the costs associated with it.

From the Ariba homepage, go to Create > Requisition > Create Non-Catalog Item

You will then have to fill out a form with details of the item that you wish to purchase. You will need an

- Item description (it is helpful to use the same wording that is used on the quote in your form)
- Commodity code which you can search for, depending upon the item
- Supplier number, which you can again search for
- Quantity of item
- Price

After completing the form and clicking "OK" you are taken to a summary view of your requisition. You should see the item that you just entered into the system. On this screen you can also give your requisition a name, specify a need-by date, and confirm shipping information.



Editing Line Items

Next you will have to edit your item to specify the department and account which should be charged for the purchase. To do this, select the box for your item from the summary page and click "Edit". You can now go in and review the quantity, description and price of your item, as well update the accounting numbers. The Booking Code, Responsibility Code, and Team/Department numbers should all be automatically populated, but they can be edited if you are purchasing something for a different department. You will have to manually enter the Account number. If you are unsure of what account the funds for your item should come out of, click on "Select" and search for the proper account.

After entering accounting information, click "OK" to return to the summary page.

For non-catalogue items, you must attach the quote for the items you wish to purchase. To do this, click on "Add Attachment" from the bottom of the Summary page.

You are now ready to submit you requisition. Your requisition will now be sent to those people in the Approval Flow. After it is fully approved your item will be ordered from the supplier.

Receive items

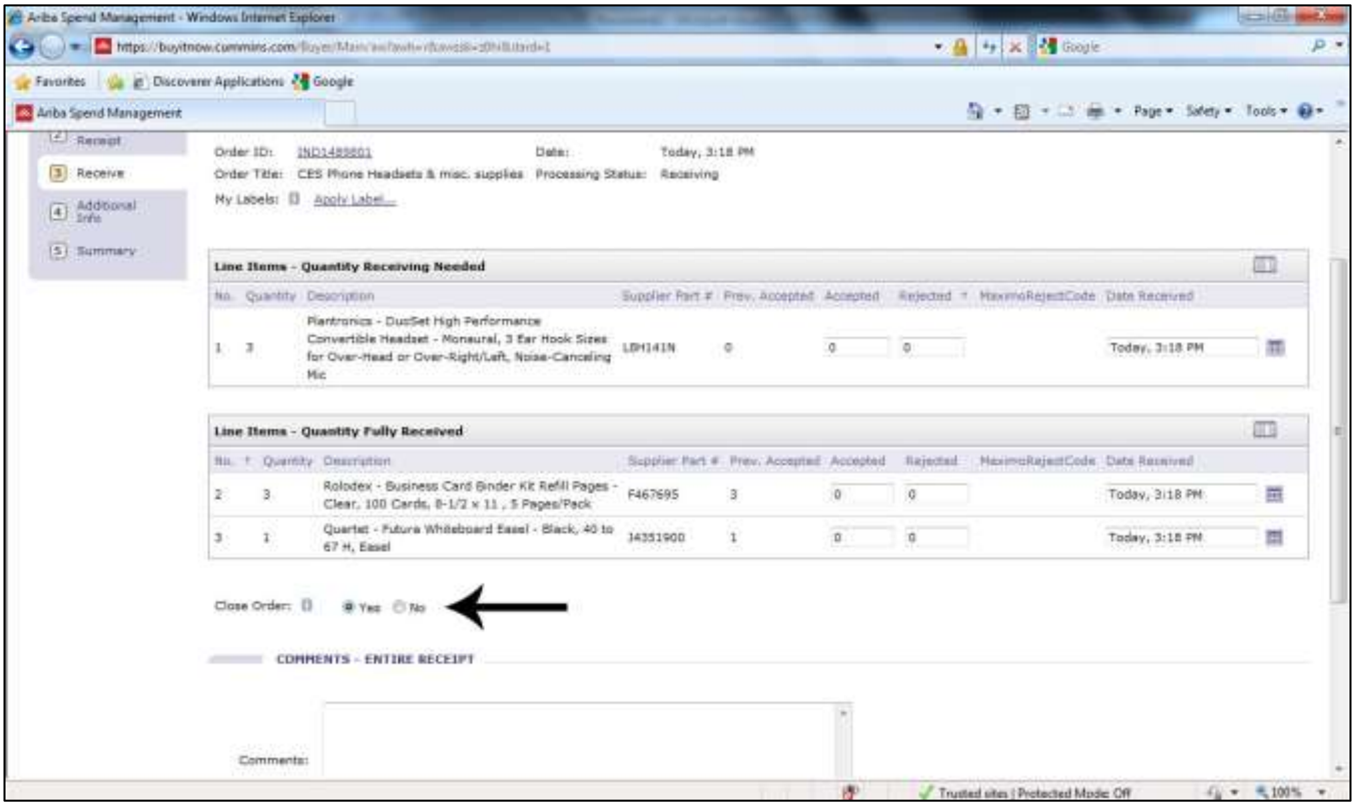
After you physically receive your good or service, you must go into Ariba and receive your order. By doing this you are informing purchasing that you have received and accepted your items and the supplier can be paid.

To do this, from the Ariba homepage, go to Common Items > Manage > Receive

Enter the Order ID, Requisition ID, Receipt ID, or Contract ID to search for the order that you want to receive.

Select the receipt that needs to be received.

You can then accept either all, some, or none of the items on the receipt. After you have fully accepted all of the items on a receipt, be sure to close the order by selecting “Yes”



You have now successfully ordered and received you items.

Additional Help

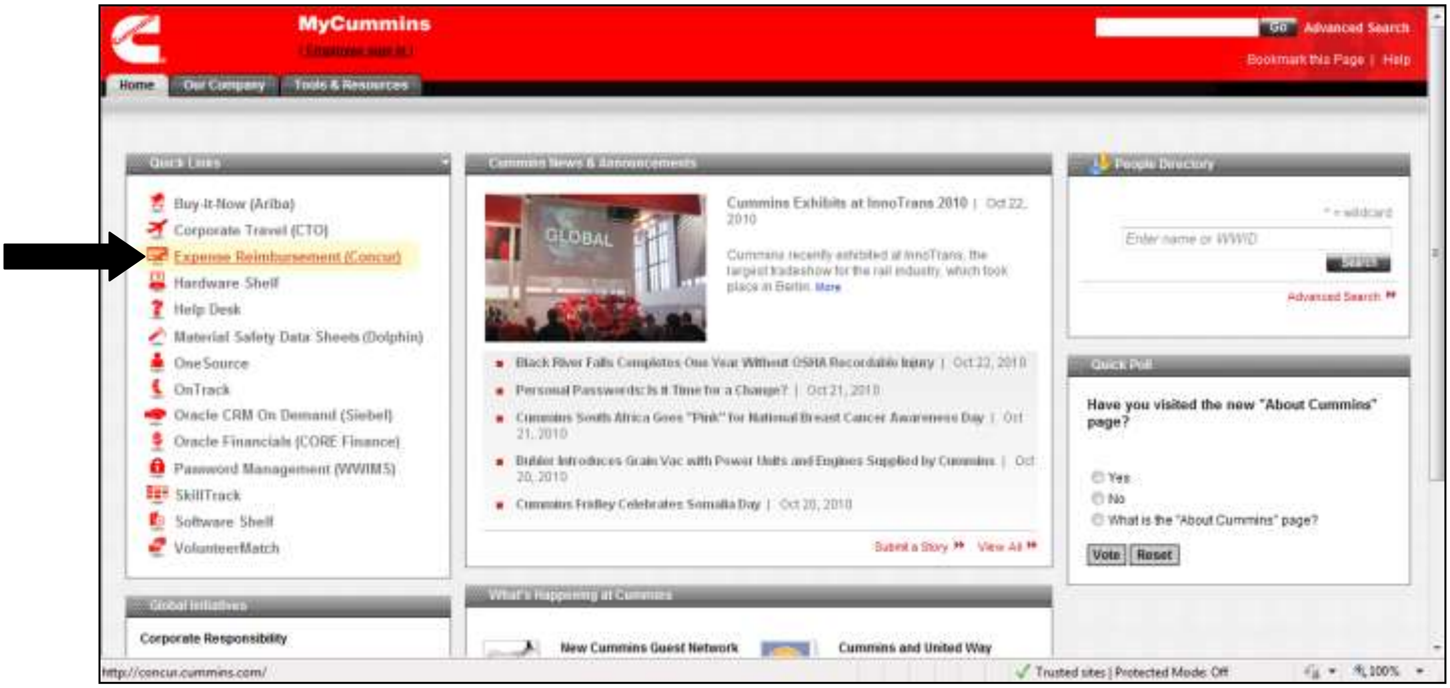
For more help, visit the Ariba section of MyCummins. Here there are many tutorials for the many different things that Ariba can do.

MyCummins > Tools & Resources > Ariba BuyItNow Help

Quick Reference Guide: Concur

Concur is used to file expense reports for expenses that have been incurred on a corporate credit card, as well as expenses that are paid out of pocket.

Concur can be accessed from the MyCummins Homepage.

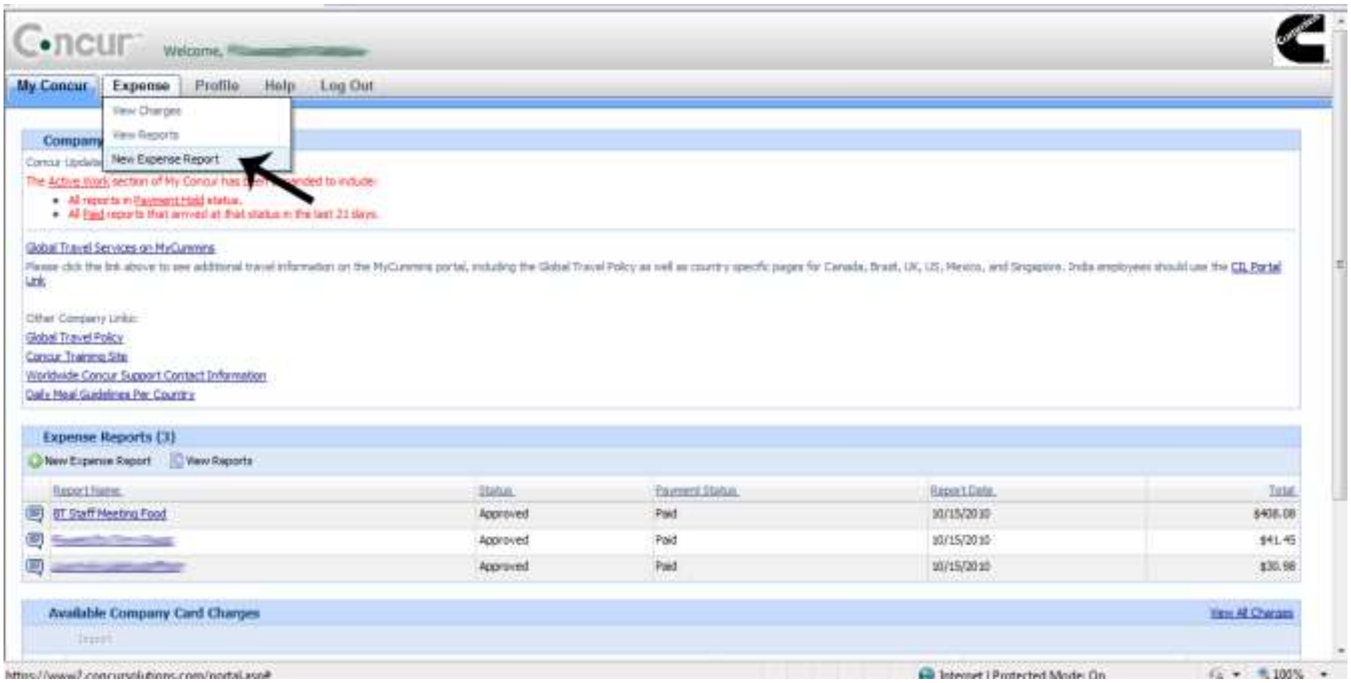


Login

You will have to login, using your WWID and password.

Create new report

To create an expense report, you first begin from the Concur homepage. Go to the “Expense” tab and select “New Expense Report”



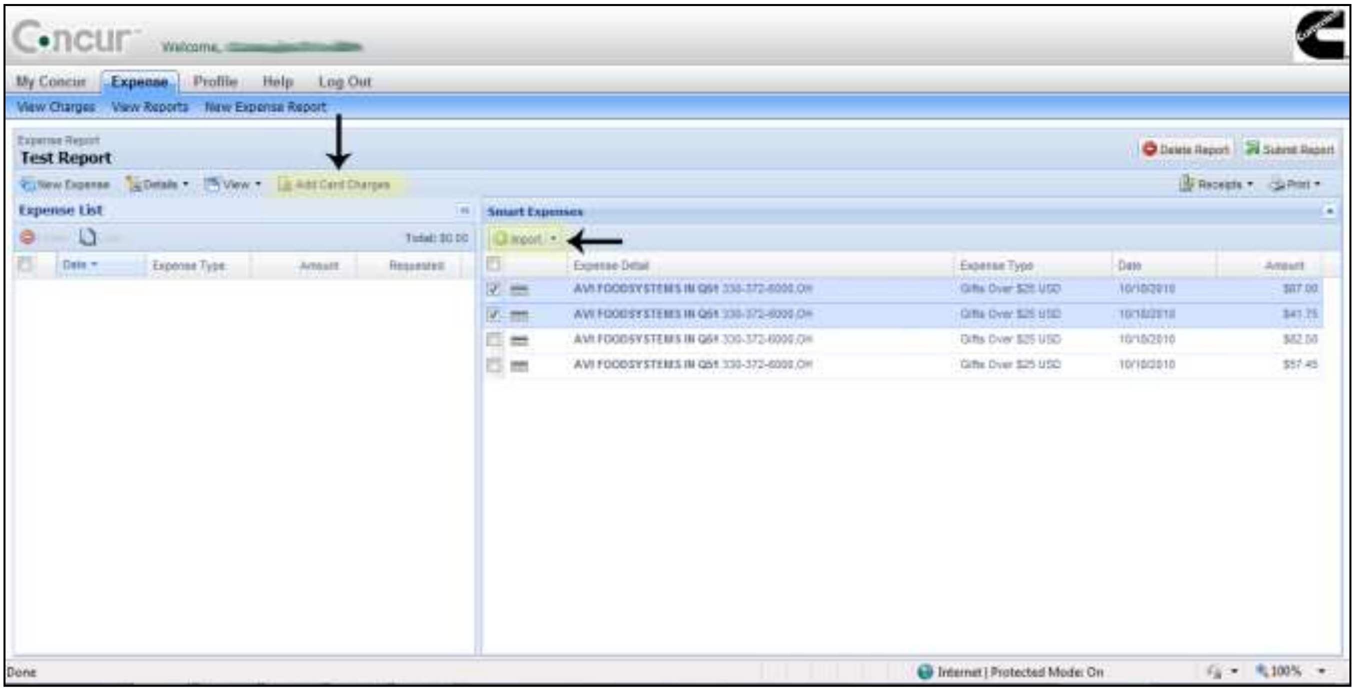
From here you will have to create a report header. You will have to give your report a name, select the business reason for your report, and you can add an optional comment to the report if you like. The accounting numbers should already be filled in for you. If they are not, you can consult your manager or finance person for guidance.

After filling out the header, click “Next”

Import expenses

The next screen is where you will add your company card charges to your expense report. Your available charges should automatically appear on the right, but if they do not, you can click on “Add Card Charges” and this will bring up your list of charges.

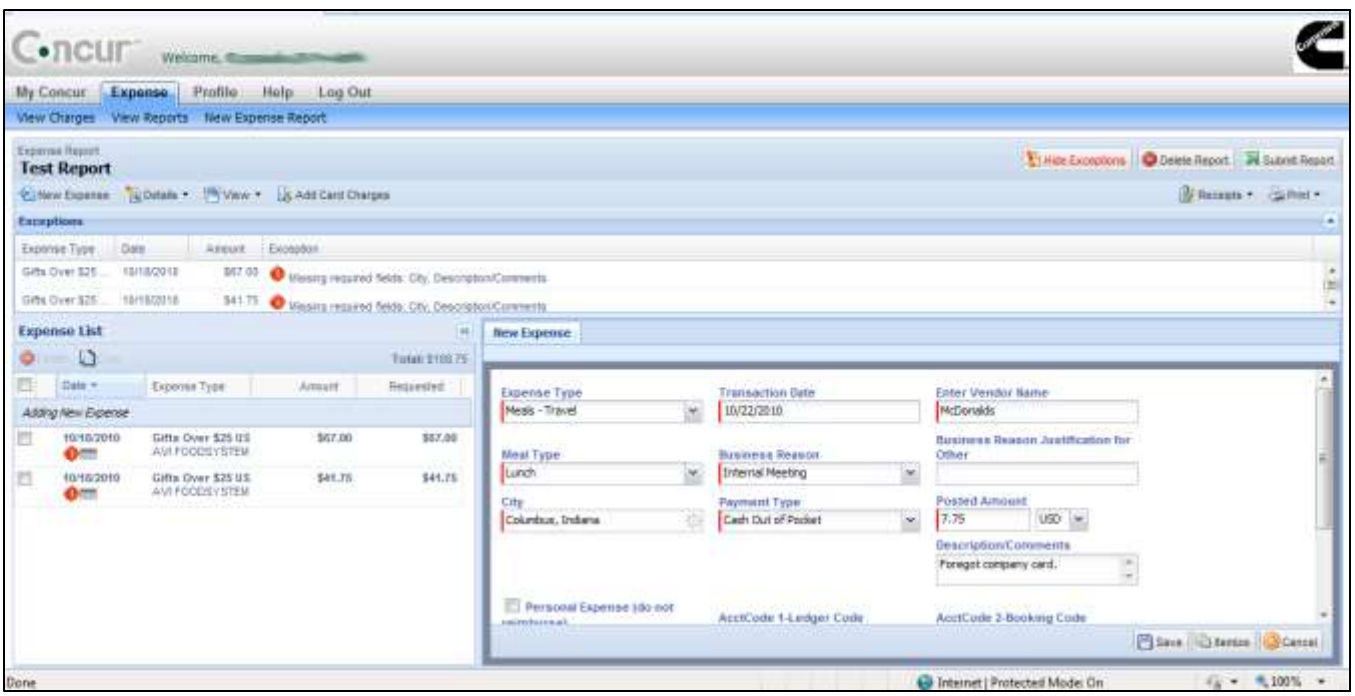
Select the charges that you would like to add to your expense report and click “Import.” Your charges are now part of your expense report.



Create new expenses for cash out of pocket

If you have any out-of-pocket expenses that you need to add to your report, you can do this next. An out-of-pocket expense can occur when you do not have a company card. Any mileage that you put on your personal vehicle for a company trip can also be entered here.

To create an out-of-pocket expense, click on "New Expense" from the left side of the screen. You will then be presented with a list of possible expenses. After selecting the expense that you need, you will need to enter the details of the expense. The required fields are, transaction date, the vendor name, the city of the expense, the amount of the expense, and in the case of a meal, which meal it was. After entering all of your information, click "Save."



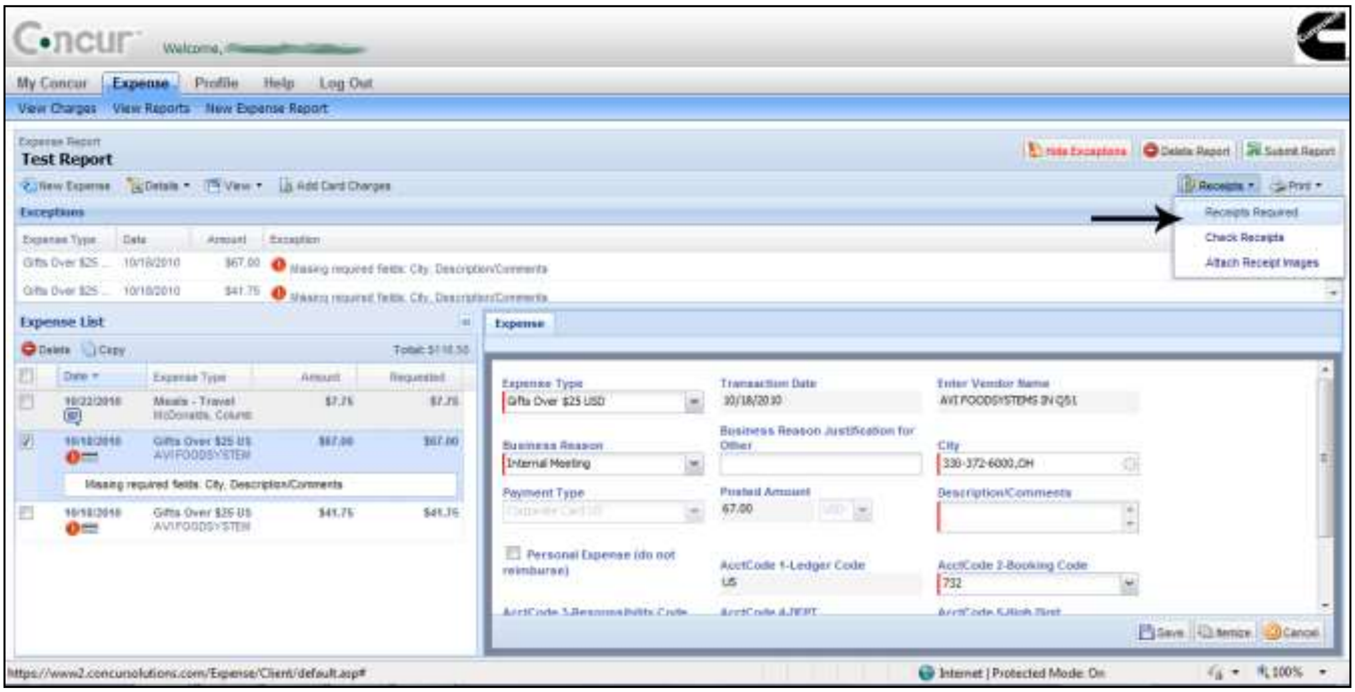
Edit the expenses to ensure that fields are correct

Company card charges often require additional information that you must manually enter. These charges will have a red exclamation point by them. This often occurs when the city of the expense or the meal type needs to be entered. To edit an expense, simply click on the expense from the "Expense List" on the left side of your screen. You do not need to check the box of the expense, but just click on the expense name.

The right side of your screen will now show the details of the expense. The fields that need to be corrected will be highlighted by a red line. After correcting the errors, click "Save."

See which receipts are required

Before you can submit your report for approval and payment, you must ensure that all required receipts are attached to your report. Not all expenses require a receipt. To see what receipts are needed go to "Receipts" and click on "Receipts Required."



Attach receipts

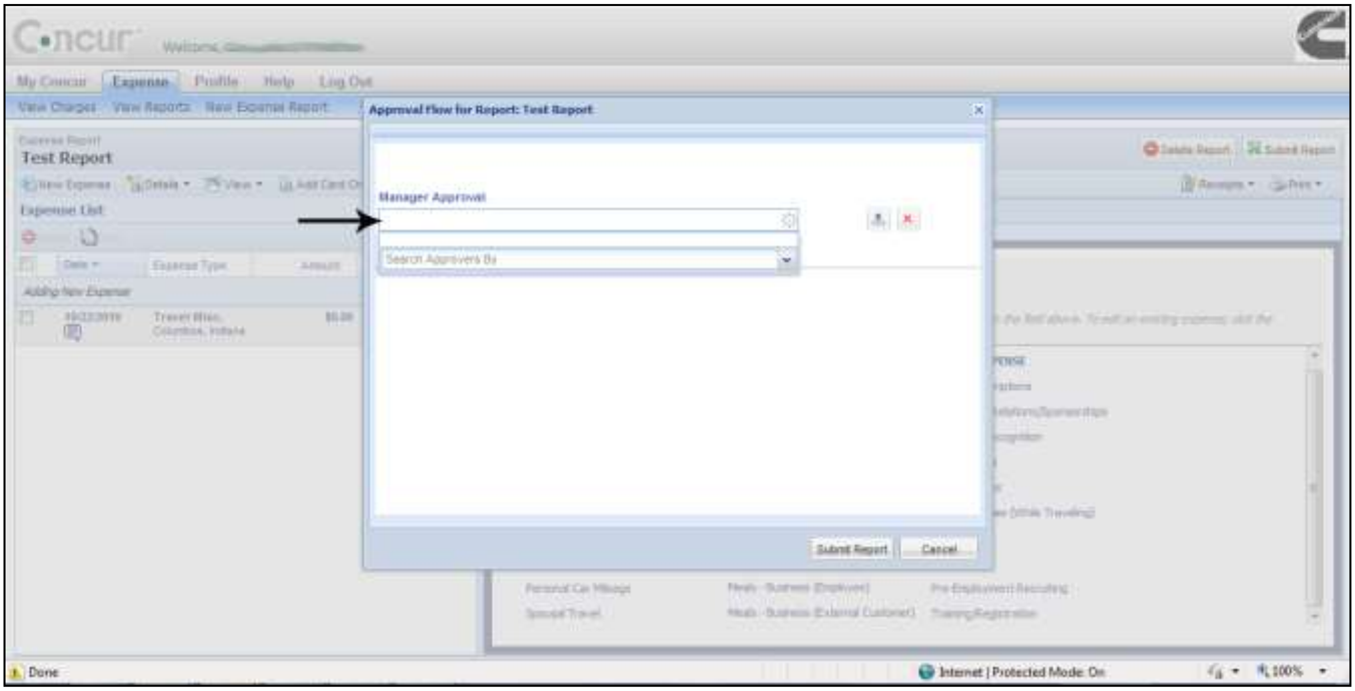
There are two ways to attach your receipts to your report. You can either scan your receipts and attach the images to the report, or you can fax your receipts in.

To attach the images of your receipts, you again go to "Receipts" and then click on "Attach Receipt Images." This will pop open a new window where you can browse to where your images are saved, and then upload the images.

It is best to fax your receipts in after you have submitted your report. To fax your receipts, go to "Print" and click on "US Fax/Scan Receipt Cover Page." This cover page will contain the details of your report, as well as a barcode. You then fax first your cover page, followed by your receipts to the fax number that is listed on the cover page.

Submit report

The final step is to submit your expense report. To do this, click on "Submit Report" from the right side of the screen. You will then be asked to ensure that your approving manager is properly listed. If the correct manager is not listed, you can search for the correct person, by typing their name or WWID in the dialogue box.



Your report will now be submitted to your manager for approval. After it is approved it is then processed by Concur. If there are any problems with your report, it may get returned to you with the request for you to correct any errors. If all is well, then your report will get paid.

Common Receipts Required

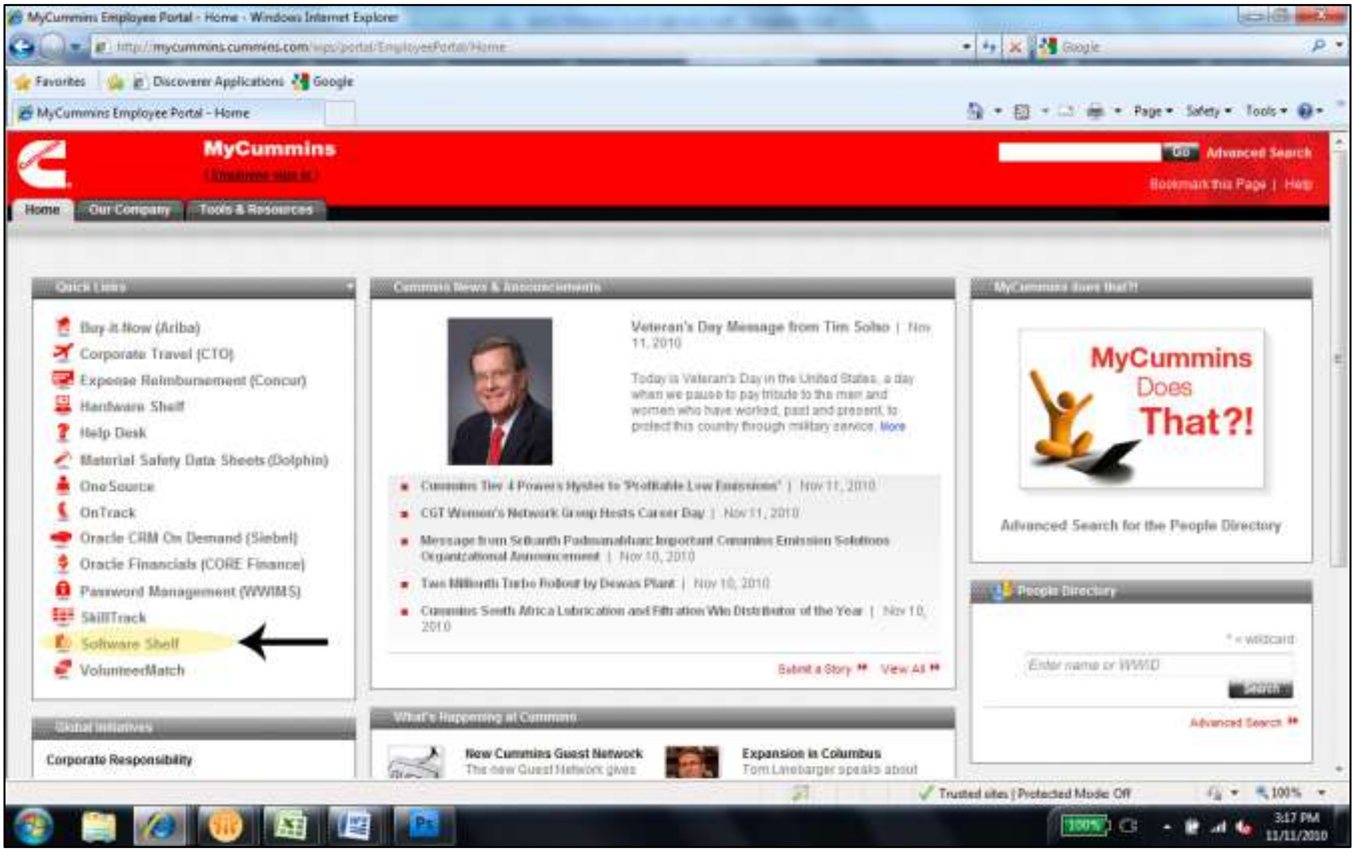
Out-of-pocket expenses more than $15
Itemized Hotel Receipt
American Express invoice for airline tickets

More detailed help at **http://www.concurtraining.com/customers/cummins/menupage/index.htm**

Quick Reference Guide: Cummins Software Shelf

The Cummins Software Shelf is used to request software to be installed on your computer. Some software requires your manager's approval, others do not. Most software can be installed remotely, without the interrupting your use of the computer.

Open the Software Shelf from the MyCummins homepage

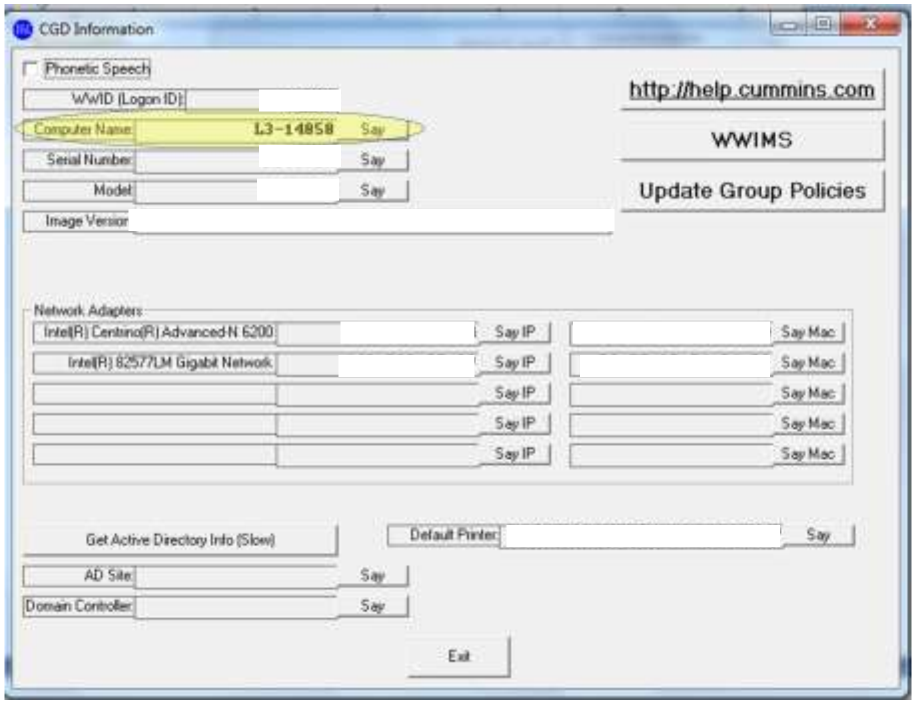


Select the country which you are based in

Select what you would like to do: Request Software, View your Software Requests, View Software Requests that Require your Approval, Surrender Software, or Certify Software that is currently not approved for Cummins computers

To request software, enter required information:

- Business Unit
- Country
- Location within that country
- Name
- WWID
- Computer name
    - To find your computer name, open the "CGD Tools and Utilities" folder from your desktop
    - Open the "Cummins IT Help Desk" shortcut
    - Your computer name will be listed on the left



From here you can either browse thru all of the available applications, or you can search for a specific application. The search feature is the easiest for finding an application that you know that you want

Select the application you want and add to your cart

After adding all of the applications that you need to your cart, you can submit your request.

- If your request requires no approval, then you are complete
- If your request requires approval, you will be asked to provide a business justification for why you need the software, as well as your manager's name

After submitting a request for software, you can monitor the status of the software from the Software Shelf homepage.

Quick Reference Guide: Cummins Training

Corporate Training Website

training.cummins.com

The Corporate Training Website provides more information on all of the different opportunities for training in Southern Indiana. Here you can find information on mandatory and optional training courses. The site also provides links to CTC training and financial training.

PowerTrain

PowerTrain allows you to access informative, on-demand courses that can be personalized to your learning and development plans. The course library includes a wide variety of training:

- Cummins Global Desktop (CGD)
- Software Applications (Microsoft Office, Lotus Notes, Windows, etc.)
- Business behavior skills, including managing time, managing people, managing projects, creating presentations
- Content that you would obtain if you had read an entire book or attended a lengthy seminar and Cummins custom training

Before you are able to use PowerTrain, you must first request a license. This license will grant you access to PowerTrain for 60 days. After that, you will have to request an extension of your license if you would like to continue to use PowerTrain.

How to Request a PowerTrain Account

Go to http://help.cummins.com.

Click "Create or View IT Requests" and login using your LDAP password.

Select "Requestor Console." When the console appears, click "Create a New Request."

Provide the following Impact, Summary and Description information, and then click "Next."

Impact: Limited ability to work
Summary: Activate my PowerTrain account
Description: Please activate my PowerTrain account

Provide the following Affected Product and Activity Requested information, and then click "Next."

Tier 1: Software-Enterprise	*Tier 1*: Create
Tier 2: Learning Management System	*Tier 2*: Account
Tier 3: PowerTrain Training	*Tier 3:* (no entry)

On Additional Information screen, confirm phone number, and then click "Submit Ticket."

After submitting your ticket, you will receive a welcome email that contains more information on PowerTrain.

PowerTrain Websites

At work: **http://powertrain.cummins.com**
At home: **http://cfln.learn.com/powertrain**