



Cummins Supplier Guide

INTERNAL



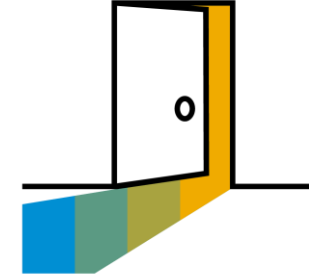
HOME- Table of Contents



**Section 1:
Ariba Network Overview**



**Section 2:
Account Set Up**



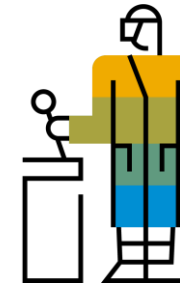
**Section 3:
Purchase Orders**



**Section 4:
Other Documents**



**Section 5:
Invoice Methods**



**Section 6:
Help Resources**

Section 5: Invoice Methods



Invoice Information

Customer Specifications
Invoice Rules



Invoice Methods

PO Flip
Copy Invoices



Invoice Management

Search for Invoice
Check Invoice Status
Invoice History
Modifying Invoices
Invoice Reports
Invoice Archival

Cummins Invoice Requirements

Table of Contents

Arba Network Overview

Account Set Up

Purchase Orders

Other Documents

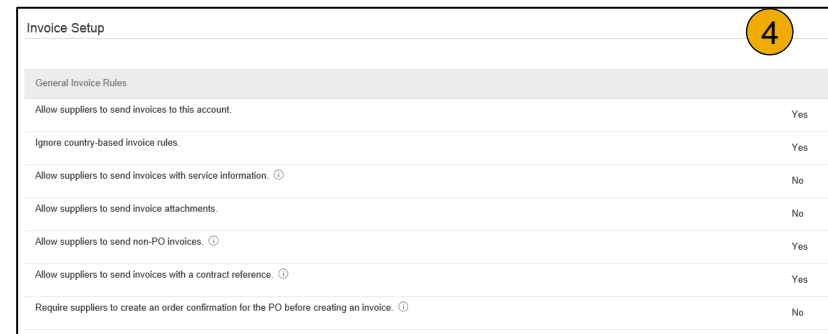
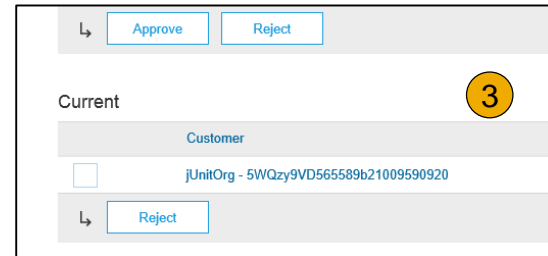
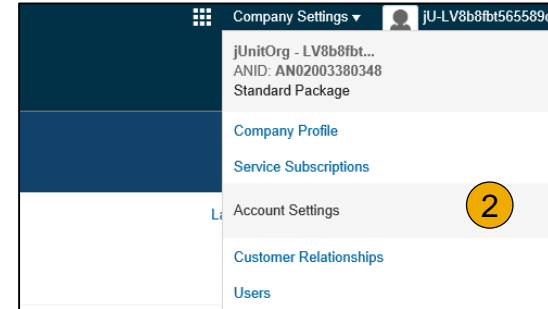
Invoice Methods

Help Resources

Review Cummins Invoice Rules

These rules determine what you can enter when you create invoices.

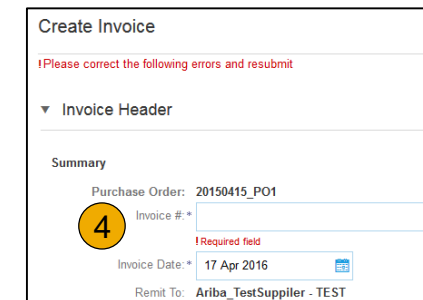
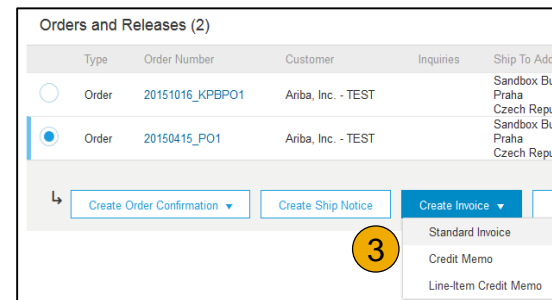
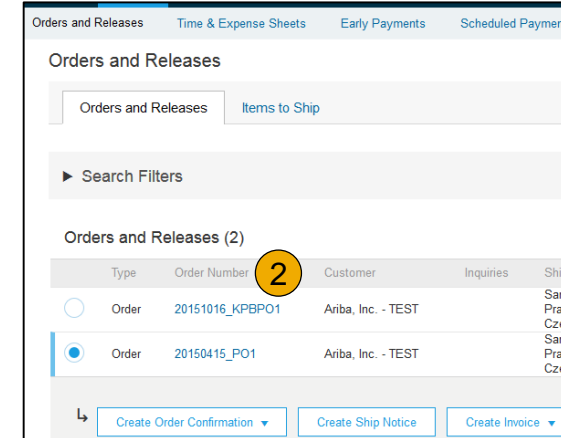
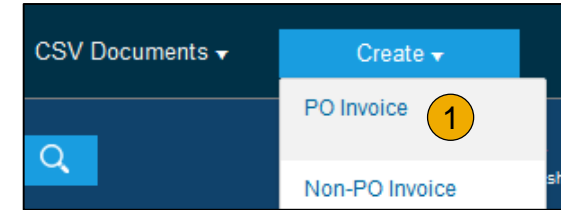
1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.
3. A list of your Customers is displayed. Click the name of your customer (Cummins).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. If Cummins enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click Done when finished.



Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Cummins.



Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:* INV_1084497223 1

Invoice Date:* 15 Apr 2016 2

Remit To: DEFAULT VALUE 2

Tax 3

Header level tax ⓘ Line level tax ⓘ

Shipping 3

Header level shipping ⓘ Line level shipping ⓘ

* Indicates required field Add to Header ▼

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip

Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

Line Item Actions Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	GOODS_02

Tax

Category: VAT

Location: []

Description: []

Regime: []

Date Of Pre-Payment: []

Law Reference: []

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Line Item Actions Delete Add

Add to Included Lines

Invoice via PO Flip

Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

- Select the Line Item** to apply different tax rates to each line item.
- Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
- Click Remove** to remove a tax line item, if not necessary.
- Select Category** within each line item, then either populate the rate (%) or tax amount and click update.
- Enter shipping cost** to the applicable line items if line level shipping has been selected.

The screenshot shows the 'Tax' configuration interface. At the top, there are two radio buttons: 'Header level tax' (selected) and 'Line level tax'. Below this, there are input fields for 'Category' (set to 'VAT'), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. A dropdown menu for 'Standard Tax Selections' is open, listing various tax types. A 'Remove' button is located on the right side of the interface.

The 'Configure Tax' dialog box displays a table with the following data:

* Tax Category	* Rate	Tax Description
Sales Tax	0.00 %	

Buttons for 'Delete' and 'Create' are visible at the bottom of the table.

The screenshot shows the shipping configuration details. It includes 'Ship From' (Ariba_TestSupplier - TEST, Praha 5, Czech Republic) and 'Ship To' (Sandbox Buyer - Test, Praha, Czech Republic). The 'Shipping Cost' section shows a 'Shipping Amount' of 0.00 EUR.

Invoice via PO Flip

Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.

The screenshot illustrates the SAP Line Item Level interface. On the left, a 'Line Item Actions' menu is open, with a circled '6' next to the 'Edit' option. The main area shows a table of line items with a circled '6' next to the first item. Below the table, the 'Create Invoice' form is displayed, showing details for the selected line item.

Line Item Table:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice Form:

Invoice Item * Indicates required field Line Item Actions

Quantity: 5 Part #: GOODS_01
 Unit: EA
 Unit Price: 1.00 EUR
 Subtotal: 5.00 EUR

Description: Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details: Price Unit: PCE Price Unit Quantity: 2
 Unit Conversion: 1 Description: This field specifies that 1 Box is equivalent to 2 reams

Inspection Date:

Shipping: Ship From: Ariba_TestSupplier - TEST Ship To: Sandbox Buyer - Test Praha View/Edit Addresses
 Praha 5
 Czech Republic Deliver To: Czech Republic, Cristian Mihalache, 2nd Floor, SI Team

Invoice via PO Flip

Review Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencl Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

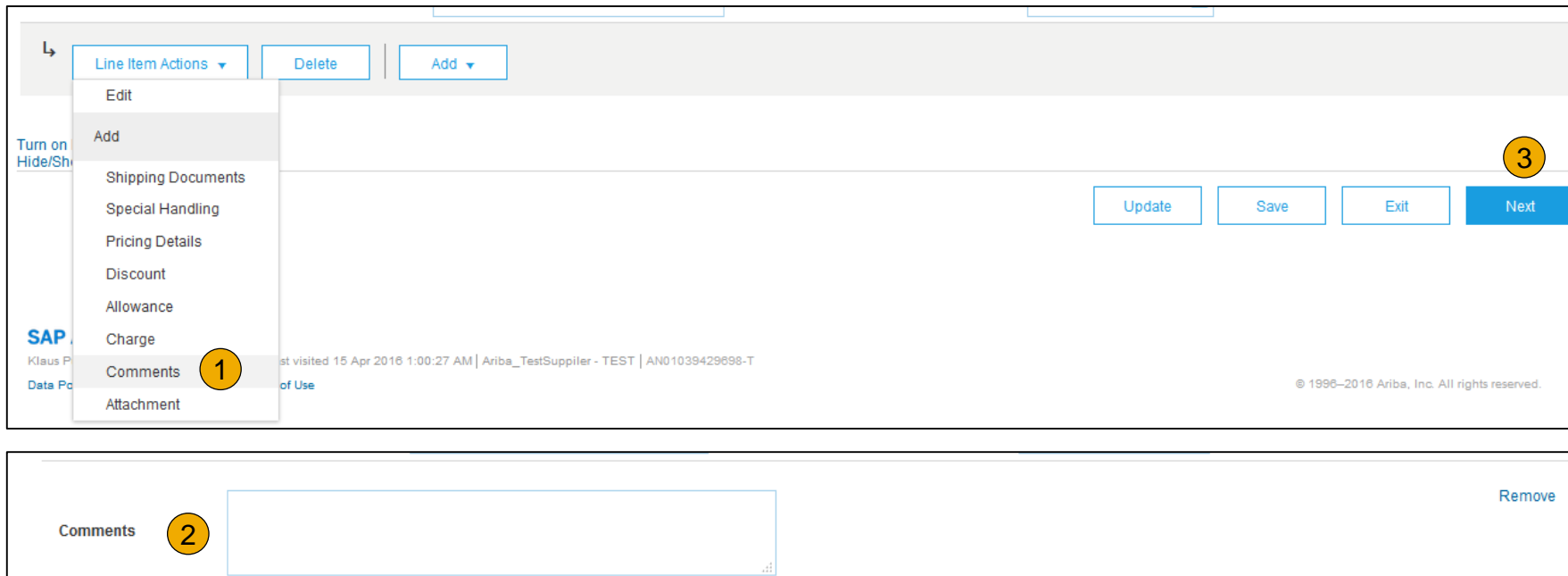
Pricing Details	
Price Unit: * BX	Price Unit Quantity: * 1
Unit Conversion: * 1	Description: *
Shipping	
Ship From: Ariba_TestSupplier - TEST Praha 5 Czech Republic	Ship To: Sandbox Buyer - Test Praha Czech Republic Deliver To: Cristian Mihalache 2nd Floor, SI Team
Shipping Cost	Shipping Amount: * 0.00 EUR
Allowances and Charges	
Service Code: *	Description: *
Start Date: *	End Date: *
Allowance: *	

Summary	
Purchase Order: 20160416_PO1	
Invoice #: *	
Invoice Date: * 15 Apr 2016	
Remit To: Ariba_TestSupplier - TEST	
Praha 5 Czech Republic	
Bill To: Sandbox Buyer - Test	
Praha Czech Republic	
Tax	
<input checked="" type="radio"/> Header level tax	<input type="radio"/> Line level tax
Category: * VAT	
Location: *	
Description: *	
Regime: *	
Date Of Pre-Payment: *	
Law Reference: *	
Shipping	
<input checked="" type="radio"/> Header level shipping	<input type="radio"/> Line level shipping
Ship From: Ariba_TestSupplier - TEST Praha 5 Czech Republic	
Allowances and Charges	
Service Code: *	Description: *
Start Date: *	End Date: *
Allowance: *	

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.



The screenshot illustrates the process of adding comments to a line item in the SAP Ariba interface. The top section shows the 'Line Item Actions' dropdown menu, which is open, and the 'Comments' option is highlighted with a yellow circle labeled '1'. The 'Add' button is also visible. The bottom section shows the 'Comments' field, which is empty, with a yellow circle labeled '2' next to it. The 'Next' button is highlighted with a yellow circle labeled '3'. The interface includes a 'Delete' button and an 'Add' dropdown button. The 'Update', 'Save', 'Exit', and 'Next' buttons are located on the right side of the interface. The SAP logo and version information are visible in the bottom left corner, and the copyright notice '© 1996–2016 Ariba, Inc. All rights reserved.' is in the bottom right corner.

Invoice via PO Flip

Add Service Lines to Invoices

1. **Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
2. **Enter details for General or Labor Service.** General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Line Items 1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options Tax Category: Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period Service Start Date: Service End Date:

Line Item Actions **1**

- Add General Service
- Add Labor Service
- Add Material

Turn on Error Dump Hide/Show XML

Insert Line Item Options Tax Category: Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 USD

Rate **2**

*Term	*Rate	*Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Sheet Number:

Contractor Name: Supervisor Name:

Contractor Identifier: (no value)

Job Description:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.

Line Items

Insert Line Item Options Tax Category: Discount

No.	Include	Type	Part #	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>

Service Period **2** Service Start Date: Service End Date:

Line Item Actions

Invoice via PO Flip

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Cummins.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #:

! Required field

Invoice* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts **5**

Drafts

Note: In the even of errors, there will be a notification in red where information must be corrected

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.

The screenshot shows the SAP S/4HANA Outbox interface. The top navigation bar includes HOME, INBOX, OUTBOX (highlighted with a yellow circle '1'), CATALOGS, and REPORTS. Below the navigation bar, there are tabs for Invoices, Order Confirmations, Ship Notices, and Drafts. The main content area is titled 'Invoices' and contains a 'Search Filters' section. Below that, there is a table with the heading 'Invoices (1)'. The table has columns for Invoice #, Customer, Reference, Submit Method, Origin, and Source. A single row is visible with the following data: Invoice # INV_20150415 (with a yellow circle '2'), Customer Ariba, Inc. - TEST, Reference 20150415_PO1, Submit Method Online, Origin Supplier, and Source Order. At the bottom of the table, there are several action buttons: 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'.

The screenshot shows the invoice detail view for INV_20150415. The top of the view displays 'Invoice: INV_20150415' and a 'Done' button. Below this, there is a row of action buttons: 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'.

Search for Invoice

(Quick & Refined)

Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Cummins from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. Enter the criteria to build the desired search filter.
6. Click Search.

The screenshot shows the top navigation bar with tabs: HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below the tabs is a search bar with three callouts: 1 points to the 'Invoices' dropdown menu, 2 points to the 'All Customers' dropdown menu, and 3 points to the search input field and search button.

The screenshot shows the 'OUTBOX' tab selected. Below the navigation bar, there are sub-tabs: Invoices, Order Confirmations, Ship Notices, and Drafts. The 'Invoices' sub-tab is active. Below the sub-tabs, there is a 'Search Filters' button with callout 4.

The screenshot shows the 'Invoices' search filters form. It has a 'Search Filters' section with a dropdown arrow. The form contains several input fields and checkboxes. Callout 5 points to the 'Min. Amount' and 'Max. Amount' input fields. Callout 6 points to the 'Show only Invoices with Invoice Addendums' checkbox. Other fields include Customer (All Customers), Invoice Number, Order Number, Date Range (Last 24 hours, 17 Apr 2016 - 17 Apr 2016), Supplier Reference, External Invoice Number, and Status (All). At the bottom, there is a 'Number of Results' dropdown set to 100, and 'Search' and 'Reset' buttons.

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Cummins via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Cummins invoicing rules. Cummins will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Cummins invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of Cummins's action on the Invoice.

- **Sent** – The invoice is sent to the Cummins but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Cummins approved the invoice cancellation
- **Paid** – Cummins paid the invoice / in the process of issuing payment. Only if Cummins uses invoices to trigger payment.
- **Approved** – Cummins has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Cummins has rejected the invoice or the invoice failed validation by Ariba Network. If Cummins accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History 1

Standard Invoice

Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML 4

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

History 2

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted), 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. A 'Create' button is visible in the top right. Below the navigation, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section contains a search filter and a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. Yellow circles with numbers 1, 2, and 4 are overlaid on the interface to indicate steps: 1 on the 'OUTBOX' tab, 2 on the 'Invoices (2)' header, and 4 on the 'Edit' button.

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

The screenshot shows the 'Invoice: XYZ123456' detail page. It features a 'Copy This Invoice' button and a 'Cancel' button. Below these are tabs for 'Detail', 'Scheduled Payments', and 'History'. A yellow circle with the number 3 is overlaid on the 'Cancel' button.

The screenshot shows a confirmation dialog titled 'Cancel Invoice?'. It asks 'Are you sure you want to cancel this invoice?' and provides 'Yes' and 'No' buttons. A yellow circle with the number 3 is overlaid on the dialog title.

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center >>

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
4. Click Next.
5. Specify Customer and Created Date in Criteria.
6. Click Submit.
7. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: US/Michigan

Language: English

Report Type: *

Select

Next Exit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click [Submit](#). To exit without saving changes or running this report, click [Exit](#).

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

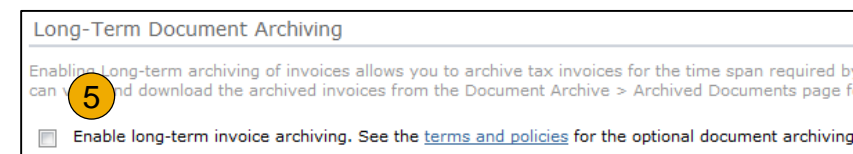
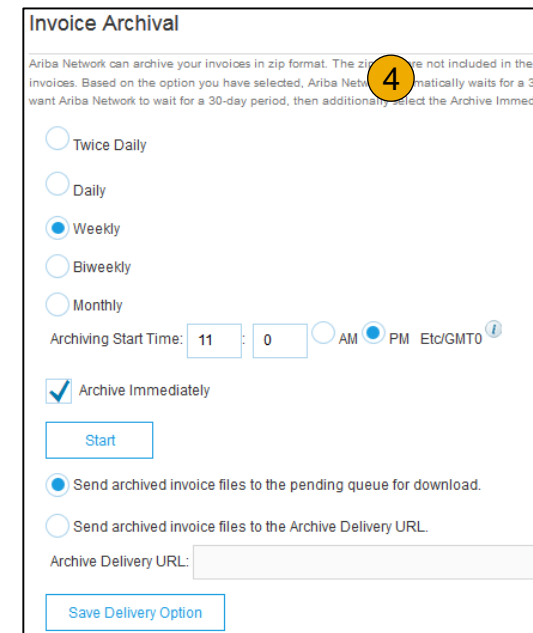
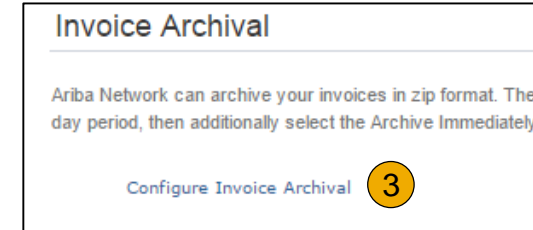
6

Previous Submit Exit

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an **Archive Delivery URL** (otherwise you can download invoices from your Outbox, section **Archived Invoices**).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the **Terms and Policies** link.)



Thank you.