



Supplier Handbook - Invoicing

What's next?

Ariba journey moves on...

Agenda

1. Standard Invoice
2. Add shipping cost
3. Add line level tax and discount
4. Edit and resubmit invoice
5. Line-item credit memo
6. Help center

Invoicing

Standard invoice

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 9680002088

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

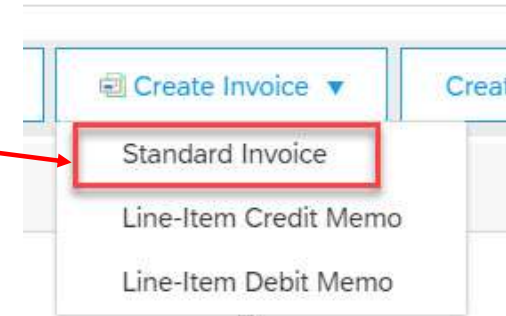
Order Detail Order History

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

b,a,g enabling your digital light.
BY OSRAM

From: BAG GmbH
Möhnestr. 53
59755 Arnsberg
Germany

To: TestSupplier2 - TEST
Königinstraße 1
12345 Muenchen
Germany
Phone:
Fax:
Email: b.braunwarth@osram.com



Ariba Network supports the creation of the numerous types of invoices.

Click “**Create Invoice** → **Standard Invoice**” to create a PO-based invoice.

Invoicing

Standard Invoice

SAP Ariba Network Enterprise Account TEST MODE

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header * Indicates required field Add to Header

Summary

Purchase Order: 9680002107

Invoice #: 1

Invoice Date: 2

Service Description:

Supplier Tax ID:

Remit To:

Munich
Germany
Bill To: BAG GmbH
Arnsberg
Germany

Subtotal: RMB5,000.00 CNY
Total Tax: RMB950.00 CNY
Total Amount without Tax: RMB5,000.00 CNY
Amount Due: RMB5,950.00 CNY

View/Edit Addresses

Shipping

Header level shipping 1 Line level shipping 1

Ship From: TestSupplier2 - TEST
Muenchen
Germany

Ship To: BAG Arnsberg
Arnsberg
05
Germany
SZhao

Deliver To: BAG Arnsberg

View/Edit Addresses

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

1. Fill all the required fields
2. Add header level information

Invoicing

Add header level shipping cost – valid for unplanned shipping costs

* Indicates required field

Add to Header ▼

- Shipping Cost **1**
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **TestSupplier2 - TEST**
Muenchen
Germany

Ship To: **BAG Arnsberg**
Arnsberg
05
Germany
SZhao
BAG Arnsberg

Deliver To: **BAG Arnsberg**

Shipping Cost

Shipping Amount:

Shipping Date:

Shipping Tax

Category: *

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **TestSupplier2 - TEST**
Muenchen
Germany

Ship To: **BAG Arnsberg**
Arnsberg
05
Germany
SZhao
BAG Arnsberg

Deliver To: **BAG Arnsberg**

Shipping Cost

Shipping Amount:

Shipping Date:

Shipping Tax

Category: *

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply: *

Triangular Transaction

1. Add header level Shipping Cost

2. Enter the Shipping cost amount and shipping date

3. Add Shipping Tax (shipping tax unavailable before adding shipping cost), select tax category and tax rate

Invoicing

Add line level shipping cost – planned shipping costs

Shipping

- Header level shipping ⓘ
- Line level shipping ⓘ

1

1. Select Line level shipping
2. Enter the Shipping cost **amount** and shipping **date**

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

Insert Line Item Options

Tax Category: 0% VAT / No tax Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1734	Dark Blue Colour code of 908 Packing : 450 sheets per ream Ref. Quotation no. O03/1604110 dated 16/04/2010.		8	EA	RM23.00 MYR	RM184.00 MYR

Tax

Shipping

Ship From: DK OFFICE EQUIPMENT - TEST
Penang
Malaysia

Ship To: OSRAM China Lighting Ltd. PDC Foshan 欧司朗(中国)照明有限公司PDC佛山
China
Guangdong Province 广东省, GuangZhou 广州
SZhao

Deliver To: OSRAM China Lighting Ltd. PDC Foshan 欧司朗(中国)照明有限公司PDC佛山

Tax

Shipping

Ship From: DK OFFICE EQUIPMENT - TEST
Penang
Malaysia

Ship To: OSRAM China Lighting Ltd. PDC Foshan 欧司朗(中国)照明有限公司PDC佛山
China
Guangdong Province 广东省, GuangZhou 广州
SZhao

Deliver To: OSRAM China Lighting Ltd. PDC Foshan 欧司朗(中国)照明有限公司PDC佛山

Shipping Cost

Shipping Amount:* 2

Shipping Date:

Line Item Actions [Delete](#)

Invoicing

Standard Invoice

SAP Ariba Network Enterprise Account TEST MODE

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany. 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

Invoice Number: Inv2107-1
 Invoice Date: Thursday 6 Feb 2020 10:42 AM GMT+08:00
 Original Purchase Order: 9680002107

Subtotal: **RMB5,000.00 CNY** 652.00 EUR
 Total Tax: **RMB950.00 CNY** 123.88 EUR
 Total Amount without Tax: **RMB5,000.00 CNY** 652.00 EUR
 Amount Due: **RMB5,950.00 CNY** 775.88 EUR
 (1 Chinese Renminbi = 0.1304 Euro)

REMIT TO:	BILL TO:	SUPPLIER:
TestSupplier2 - TEST Postal Address: Marcol-Breuer-Str.9 80807 Munich Germany Tax ID of Supplier: test taxID	BAG GmbH Postal Address (Standardwert): Mühnestr. 53 59755 Arnsberg Germany Address ID: BILLTO_0032	TestSupplier2 - TEST Postal Address: Königinstraße 1 12345 Muenchen Germany Legal Form: GmbH

BILL FROM:	CUSTOMER:	WIRE PAYMENT TO BANK:
TestSupplier2 - TEST Postal Address: Königinstraße 1 12345 Muenchen Germany	BAG GmbH Postal Address: Mühnestr. 53 59755 Arnsberg Germany Address ID: BILLTO_0032	ING Account Name: ING Account Type: Checking Account ID: DE98500105175406444654 SWIFT Code: INGDEFFXXX IBAN ID: DE98500105175406444654

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
TestSupplier2 - TEST Postal Address: Königinstraße 1 12345 Muenchen Germany	BAG Arnsberg Postal Address (Standardwert): SZhao BAG Arnsberg Mühnestr. 53 59755 Arnsberg 05 Germany Address ID: Z25_3020 Email: Standardwert

PAYMENT TERMS: Net Term: 60 Days

ADDITIONAL INFORMATION:

Payment Method: Wire
 Supplier Commercial Identifier: test
 Supplier VAT/Tax ID: test
 Customer VAT/Tax ID: DE813411940

Original Purchase Order: 9680002107

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available test item	5 / (EA)	RMB1,000.00 CNY	RMB5,000.00 CNY

DETAILS

Auxiliary Part ID:
 Manufacturer Part No.:
 Manufacturer Name:
 Country of Origin:
 Classification Domain: custom
 Classification code: OSZ

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	19%		RMB5,000.00 CNY	RMB950.00 CNY				

Date of Supply Thursday 6 Feb 2020 12:00 AM GMT+08:00

Subtotal: **RMB5,000.00 CNY**

Tax: **RMB950.00 CNY**

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	19%		RMB5,000.00 CNY	RMB950.00 CNY (123.88 EUR)				

Date of Supply Thursday 6 Feb 2020 12:00 AM GMT+08:00

Invoice Summary

Subtotal: **RMB5,000.00 CNY** 652.00 EUR
 Total Tax: **RMB950.00 CNY** 123.88 EUR
 Total Amount without Tax: **RMB5,000.00 CNY** 652.00 EUR
 Amount Due: **RMB5,950.00 CNY** 775.88 EUR
 (1 Chinese Renminbi = 0.1304 Euro)

Previous Save Submit Exit

1. Preview the invoice
2. Click "Submit"

Invoicing

Edit and resubmit invoice

1. Click the document number in PO page to see the detail of the Invoice
2. See the comments made by buyer
3. Click “ Edit & Resubmit”, edit the invoice

Invoice: Inv2107-1

Done Previous

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

Detail Scheduled Payments History

1

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
INV-54: Comments from OSRAM GmbH - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by OSRAM GmbH - TEST. Description:
INV-35: The invoice status has been successfully updated to Rejected by OSRAM GmbH - TEST. Description: Comment: Rejection test. :) (Zhao, Shiyi, 2020-02-05T18:46:42-08:00) Line item: Line Number:1 Part Number:Not Available Description:test item Exceptions: PO Line Tax Amount Variance The tax amount on the invoice line item, 950.00 CNY, is greater than the tax amount left to invoice on the purchase order line item, 0.00 CNY, and the difference is more than the tolerance set in your configuration. Steuerbetragsabweichung gegenüber Bestellauftragsposition Der Steuerbetrag für die Rechnungsposition (950.00 CNY) unterscheidet sich von dem noch in Rechnung zu stellenden Steuerbetrag der Position im Bestellauftrag (0.00 CNY). Die Differenz liegt außerhalb des in Ihrer Konfiguration festgelegten Toleranzbereichs. Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die Steuer für diese Rechnung kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.

2

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

3 Edit & Resubmit

Standard Invoice

Status		
Invoice:	Rejected	Subtotal: RMB5,000.00 CNY 652.00 EUR
Routing:	Acknowledged	Total Tax: RMB950.00 CNY 123.88 EUR
Invoice Number:	Inv2107-1	Total Amount without Tax: RMB5,000.00 CNY 652.00 EUR
Invoice Date:	Thursday 6 Feb 2020 10:42 AM GMT+08:00	Amount Due: RMB5,950.00 CNY 775.88 EUR
Original Purchase Order:	9680002107	(1 Chinese Renminbi = 0.1304 Euro)
Submission Method:	Online	
Origin:	Supplier	
Source Document:	Order	

Invoicing

Edit and resubmit invoice

1. Change the Invoice number
2. Edit the invoice according the reason provided by buyer
3. Click “Next”

SAP Ariba Network Enterprise Account TEST MODE

Edit Invoice

Update Exit Next

3

Invoice Header

* Indicates required field Add to Header

Summary

Purchase Order: 9680002107

1

Invoice #: Inv2107-2

Invoice Date: 6 Feb 2020

Service Description:

Supplier Tax ID: test taxID

Remit To: Marcel-Breuer-Str.9

Munich
Germany
Bill To: BAG GmbH
Arnsberg
Germany

Subtotal: RMB5,000.00 CNY
Total Tax: RMB300.00 CNY
Total Amount without Tax: RMB5,000.00 CNY
Amount Due: RMB5,300.00 CNY

View/Edit Addresses

Shipping

Header level shipping Line level shipping

Ship From: TestSupplier2 - TEST
Muenchen
Germany

2

Ship To: BAG Arnsberg
Arnsberg
05
Germany
SZhao
Deliver To: BAG Arnsberg

View/Edit Addresses

Payment Term

Supplier VAT/Tax ID: test

Customer VAT/Tax ID: DE813411940

Supplier Commercial Identifier: test

Supplier Legal Form: GmbH

Supplier Commercial Credentials:

Tax Exchange Rate

Exchange Rate from Chinese Renminbi to Euro: 0.1304

Invoicing

Edit and resubmit invoice

SAP Ariba Network Enterprise Account TEST MODE

Edit Invoice Previous Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.
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 1

Invoice Number: Inv2107-2 Subtotal: RMB5,000.00 CNY 652.00 EUR
Invoice Date: Thursday 6 Feb 2020 11:05 AM GMT+08:00 Total Tax: RMB300.00 CNY 39.12 EUR
Original Purchase Order: 9680002107 Total Amount without Tax: RMB5,000.00 CNY 652.00 EUR
Amount Due: RMB5,300.00 CNY 691.12 EUR
(1 Chinese Renminbi = 0.1304 Euro)

REMIT TO: TestSupplier2 - TEST Postal Address: Marcel-Breuer-Str.9 80807 Munich Germany Tax ID of Supplier: test taxID	BILL TO: BAG GmbH Postal Address (Standardwert): Möhnestr. 53 59755 Arnsberg Germany Address ID: BILLTO_0032	SUPPLIER: TestSupplier2 - TEST Postal Address: Königinstraße 1 12345 Muenchen Germany Legal Form: GmbH
BILL FROM: TestSupplier2 - TEST Postal Address: Königinstraße 1 12345 Muenchen Germany	CUSTOMER: BAG GmbH Postal Address: Möhnestr. 53 59755 Arnsberg Germany Address ID: BILLTO_0032	WIRE PAYMENT TO BANK: ING Account Name: ING Account Type: Checking Account ID: DE98500105175406444654 SWIFT Code: INGDDEFF33 IBAN ID: DE98500105175406444654

Invoice: Inv2107-2 Done Previous

Create Line-Item Credit Memo Copy This Invoice Download PDF Export XML 3

Detail **Scheduled Payments** **History**

Invoice: Inv2107-2
Invoice Status: Sent
Received By: Ariba Network Co. 6 Feb 2020 11:05:36 AM GMT+08:00
Submitted By: Beatrice Braunwarth
To: OSRAM GmbH - TEST
Routing Status: Queued

History

Status	Comments	Changed By	Date and Time
	Invoice was modified. Original document at Inv2107-2	Supplier:125034057	6 Feb 2020 11:06:09 AM
	This document has been digitally signed.	LegalizationDispatcher:125034057	6 Feb 2020 11:06:32 AM
	This document has been digitally verified.	LegalizationDispatcher:125034057	6 Feb 2020 11:06:33 AM

Create Line-Item Credit Memo Copy This Invoice Download PDF Export XML 2

Invoice: Inv2107-2 Done Previous

Create Line-Item Credit Memo Copy This Invoice Download PDF Export XML

Invoice: Inv2107-2
Invoice Status: Sent
Received By: Ariba Network Co. 6 Feb 2020 11:05:36 AM GMT+08:00
Submitted By: Beatrice Braunwarth
To: OSRAM GmbH - TEST
Routing Status: Queued

History

Status	Comments	Changed By	Date and Time
	Invoice was modified. Original document at Inv2107-2	Supplier:125034057	6 Feb 2020 11:06:09 AM
	This document has been digitally signed.	LegalizationDispatcher:125034057	6 Feb 2020 11:06:32 AM
	This document has been digitally verified.	LegalizationDispatcher:125034057	6 Feb 2020 11:06:33 AM

Create Line-Item Credit Memo Copy This Invoice Download PDF Export XML

1. Preview the edited invoice and submit
2. Edited Invoice successfully submitted
3. Click "Done" to go back to PO page


Invoicing

Edit and resubmit invoice

Purchase Order: 9680002107 Done

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

Order Detail | Order History



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www.BAGelectronics.com

From:
BAG GmbH
Möhnestr. 53
59755 Arnsberg
Germany

To:
TestSupplier2 - TEST
Königinstraße 1
12345 München.
Germany
Phone:
Fax:
Email: b.braunwarth@osram.com

Purchase Order
(Invoiced)
9680002107
Amount: RMB5,000.00 CNY
Version: 1

Payment Terms ⁱ
NET 60

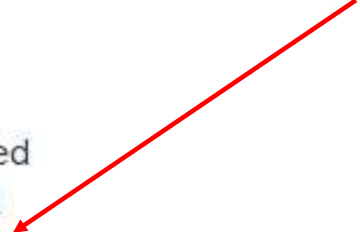
Comments
Comment Type: Terms and Conditions
Body: https://bagelectronics.com/uploads/pics/BAG_electronics_GmbH_AEB_National.pdf

Routing Status: Acknowledged
Related Documents: [Inv2107-2](#)
[SN2107](#)
[OC2107](#)

Related Documents in PO page updated

Routing Status: Acknowledged

Related Documents: [Inv2107-2](#)
[SN2107](#)
[OC2107](#)



Invoicing

Line-item credit memo

Purchase Order: 9680002088

Order Detail | Order History

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

- Standard Invoice
- Line-Item Credit Memo** 2
- Line-Item Debit Memo

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BY OSRAM

From: BAG GmbH
Möhnestr. 53
59755 Arnsberg
Germany

To: TestSupplier2 - TEST
Königinstraße 1
12345 Muenchen
Germany
Phone:
Fax:
Email: b.braunwarth@osram.com

1. A credit memo is an invoice that represents a refund owed to the buyer.
2. Click “Line-item Credit Memo”
3. Select a Invoice to credit

Line-Item Memo

Done

Invoices (1)

3

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Inv2088	OSRAM GmbH - TEST	9680002088	Online	Supplier	No	Order	5 Feb 2020	RMB5,950.00 CNY	Acknowledged	Sent

Actions: Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PO Invoice

Invoicing

Line-item credit memo

SAP Arba Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

Invoice Header 3 4

Summary

Credit Memo #:+ CM2088-1
 Credit Memo Date:+ 6 Feb 2020
 Original Invoice No: Inv2088
 Original Invoice Date: 5 Feb 2020
 Supplier Tax ID:+ testtaxID
 Remit To: Marcel-Breuer-Str.9
 Munich
 Germany
 Bill To: BAG GmbH

Subtotal: RMB-3,000.00 CNY
 Total Tax: RMB-570.00 CNY
 Total Amount without Tax: RMB-3,000.00 CNY
 Amount Due: RMB-3,570.00 CNY

View/Edit Addresses

Comment 2

Reason for Credit Memo:* refund the invoiced amount

Default Credit Memo Comment Text: refund the invoiced amount

SAP Arba Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

Invoice Header

Summary

Credit Memo #:+ CM2088-1
 Credit Memo Date:+ 6 Feb 2020
 Original Invoice No: Inv2088
 Original Invoice Date: 5 Feb 2020
 Supplier Tax ID:+ testtaxID
 Remit To: Marcel-Breuer-Str.9
 Munich
 Germany
 Bill To: BAG GmbH

Subtotal: RMB-3,000.00 CNY
 Total Tax: RMB-570.00 CNY
 Total Amount without Tax: RMB-3,000.00 CNY
 Amount Due: RMB-3,570.00 CNY

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test item		-3	EA	RMB1,000.00 CNY	RMB-3,000.00 CNY

Tax

Category:* VAT
 Location:
 Description:
 Regime:
 Date Of Pre-Payment:
 Law Reference:

Taxable Amount: RMB-3,000.00 CNY
 Rate(%): 19
 Tax Amount: RMB-570.00 CNY
 Exempt Detail: (no value)
 Date Of Supply: * 5 Feb 2020
 Triangular Transaction

Remove

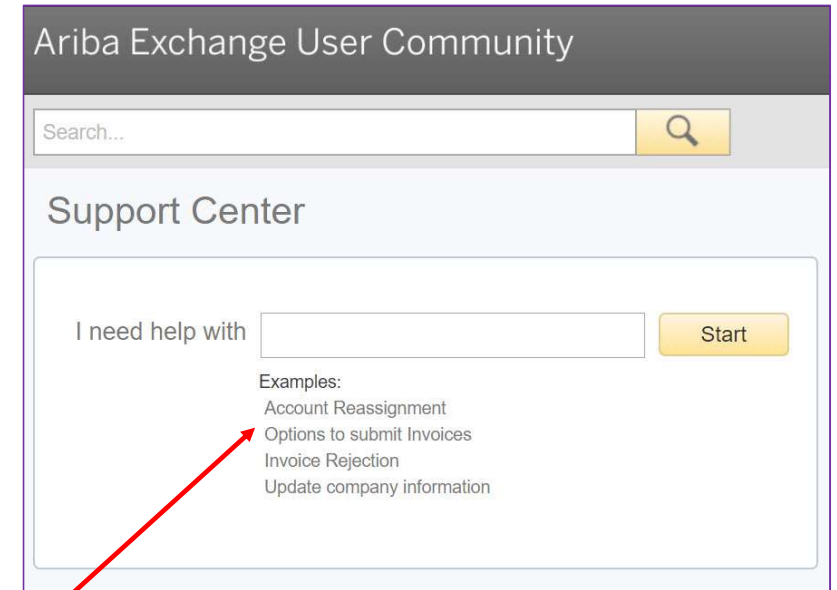
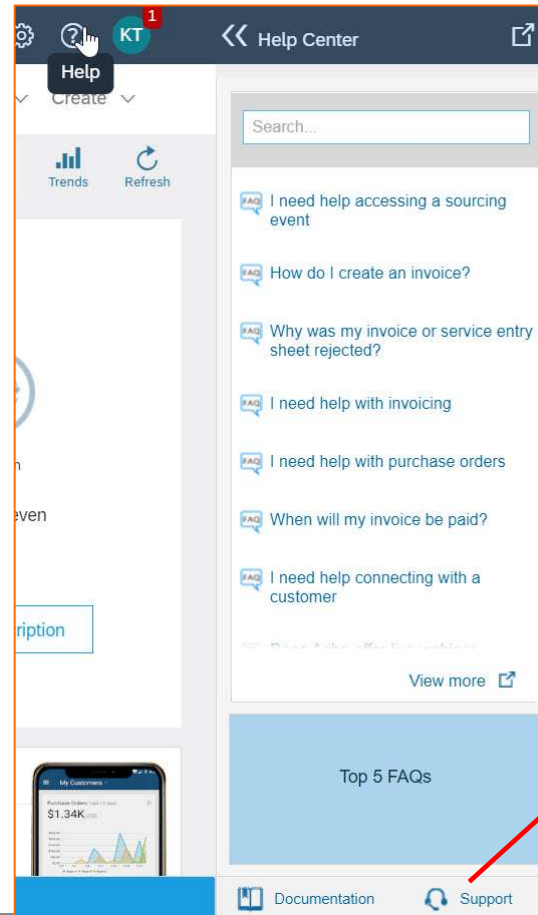
Line Item Actions Delete

1. Enter the amount you want to refund: the **Quantity** should be a negative number
2. Enter the reason for the Credit Memo
3. Click "Update" and check the amount
4. Click "Next" to preview the credit memo and submit it

Invoicing

Help Center

Clicking “Help” on the dashboard, you will be guided to Help Center where you can search for **answers** and **documentation**.



If no answer is available, please click **“Support”** at the bottom. Enter your question in “I need help” and click **“start”**.

Invoicing Help Center

Ariba Exchange User Community

Search...

Support Center

I need help with

- Date-dependent and tiered pricing in BMEcat catalogs
- What is AribaPay?
- Date-dependent and tiered pricing in BMEcat catalogs
- EDIFACT Resource: ORDERS Implementation Guide [PDF]
- ANSI X12 Resource: 850 Purchase Order Implementation Guidelines [PDF]

Can't find what you are looking for? Let us help you.
Choose your communication preference:

- Get help by live chat**
- Get help by phone** Estimated wait in minutes: 2
- Attend a live webinar**

Ariba Exchange User Community

Search...

SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

Problem Description

Short Description: *

Details: *

Contact Information

First Name: *

Last Name: *

User ID:

Company: *

Email: *

Requested Language: Select a different language from the Home tab.

Phone: * Extension:

Confirm Phone Number: *

My phone number is correct.
 Do not record this phone call.

Ariba Network ID: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* I agree

* Required Fields

SAP Ariba Customer Support

Thanks for contacting us! To better serve you, please fill out the short form below and click the Start Chat button in the lower right.

Full Name: *

You can call me: *

Email: *

Phone: *

Initial Question: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.

* I agree

You can also get help through **Live chat** or **Phone calls** if you didn't find the result you want.