

# HOW SEND AN INVOICE TO A BLANKET PURCHASE ORDER (PO)



# CREATE AN INVOICE FOR A BLANKET PO

## Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date'). *Note, this should always match the data in your invoicing system.*
3. Provide the tax rate (%) and update the 'Date of Supply' if this is not the same as the invoice date.
4. Provide your 'Supplier VAT/Tax ID' and 'Supplier Commercial Identifier'.
5. Select the line item which you want to invoice and select 'Create' → 'Goods'.
6. Enter the 'Amount' and update quantity as "1". Select 'Create'.
7. Click 'Next', review and submit the invoice.

## Illustration

Purchase Order: 4700015497

From: Customer Vestas Wind Systems A/S Hedeager 42

**Invoice Header**

Summary

Purchase Order: 4503430674  
 Invoice #: 123456  
 Invoice Date: 22 Nov 2019

Subtotal: 150.00 EUR  
 Total Tax: 37.50 EUR  
 Amount Due: 187.50 EUR

Remit To: Tina TEST  
 Aarhus C  
 Niederösterreich  
 Austria  
 Bill To: Vestas Blades Deutschland GmbH  
 Lauchhammer  
 Germany

Tax: Header level tax (selected) / Line level tax

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

Taxable Amount: 150.00 EUR  
 Tax Rate Type:  
 Rate(%): 25  
 Tax Amount: 37.50 EUR  
 Exempt Detail: (no value)  
 Date Of Supply: 14 Nov 2019  
 Triangular Transaction

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	C62	Undisclosed			Services	Undisclosed

**Create Invoice**

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	C62	Undisclosed			Services	Undisclosed

**Invoice Item**

Quantity: 1  
 Unit: C62  
 Unit Price: 150 DKK  
 Subtotal: 0.00 DKK

**Blanket PO Items**

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	C62	Undisclosed			Services	Undisclosed
10.1	1	C62	150.00 DKK			Services	150.00 DKK

Update Save Exit Next

# IMPORTANT INFORMATION

## **Ariba invoicing only possible for selected countries**

Invoicing via Ariba is only possible for orders delivered and invoiced to selected countries. See list of countries [HERE](#).

## **Submit Ariba invoice as soon as possible**

Please submit invoice in Ariba as soon as possible after it's been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.

## **Remember to distinguish between tax rates**

If you have different tax rates for different line items please select the option 'Line level tax' and enter the tax rate for each line separately. You will have to select the line item and dropdown "Line item actions" in order to select the TAX option for that particular line item.

## **How to avoid invoice rejection**

If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

# NEED HELP?

Support is available!



For **questions or technical support** please contact the [Vestas SSC Ariba team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)



For general **Ariba resources**, visit the [Ariba Supplier Portal](#)

