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.
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.