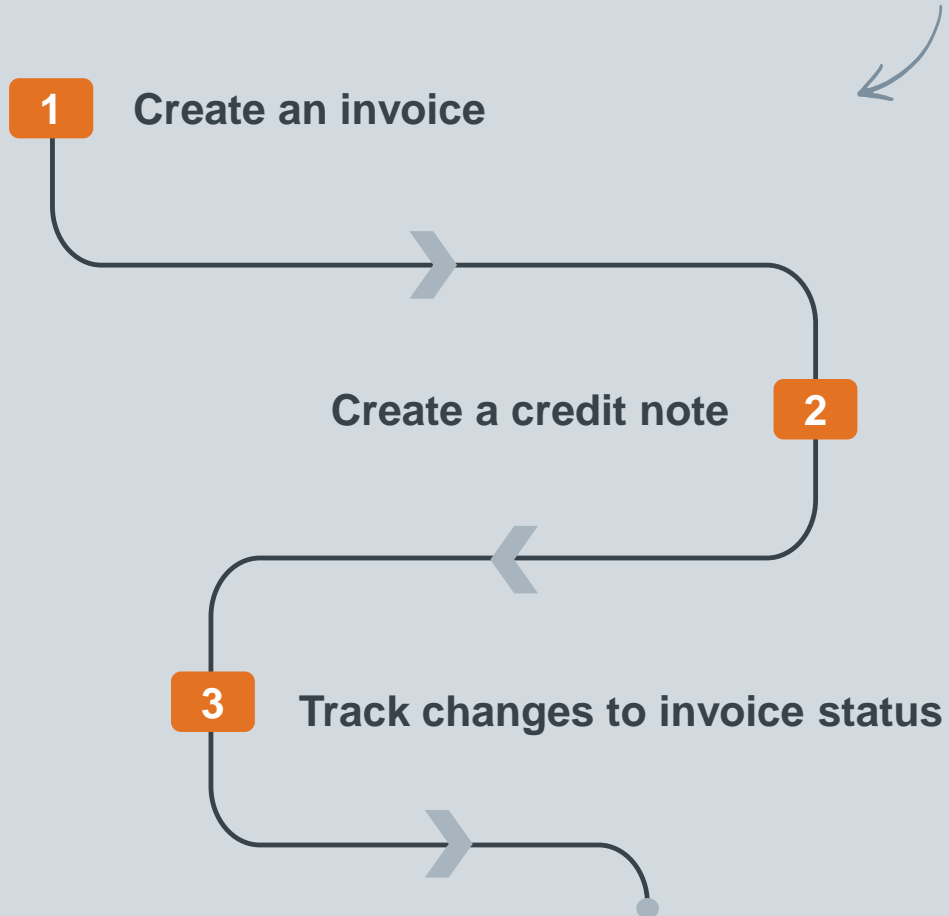


This **Supplier Quick Guide** shows you how to...  
**SEND INVOICES VIA Ariba**

...in **three simple steps**



VERSION: 1.0

UPDATED: NOVEMBER 2019

# 1. CREATE AN INVOICE

## Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #'). *Note, this should always match the invoice number 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. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
6. Click 'Next', review and submit the invoice.

## Illustration

Purchase Order: 4503430674

1 Create Invoice

2 Invoice # 123456

3 Tax

From: Vestas Blades Deutschland GmbH  
John-Schnein-Strasse 7  
01979 Lauchhammer

To: Tina TEST  
Jämgårdsgade 144, 3TH  
8000 Aarhus C

Invoice Header

Summary

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

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

Service Description: Renset til: Tina TEST

From: Vestas Blades Deutschland GmbH  
Lauchhammer  
Germany

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

Category: VAT  
Location: [empty]  
Description: [empty]  
Region: [empty]

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

Supplier VAT: DE1222254  
Supplier Commercial Identifier: 719915

Customer VAT: DE813392786

4 Supplier VAT

5 Include

6 Next

Line Items: 2 Line Items, 2 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR
2	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

## Tips & Tricks

- Any extra costs apart from PO (like packing, freight etc.) should be communicated to the Vestas buyer prior to invoicing. This will ensure that the PO is matching the invoice, helping avoid the invoice from being blocked and payment being delayed.
- 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.



## 2. CREATE A CREDIT NOTE

### Step-by-step

1. Click 'Create Invoice' and select 'Line-Item Credit Memo'.
2. Tick the relevant invoice and select 'Create Line-item Credit Memo'.
3. Enter the 'Credit Memo #'.
4. Select 'Attachment' from the 'Add to Header' dropdown.
5. Provide the 'Reason for Credit Memo'.
6. Attach documentation for the credit memo, by clicking 'Choose File' and 'Add Attachment'.
7. Amend Quantity, if applicable.
8. Select 'Next', review the credit note and select 'Submit'.

### Illustration

Purchase Order: 4503430674

Create Order Confirmation Create Ship Notice **Create Invoice** Print

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

Order Detail Order History

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing
123456	Vestas - TEST	4503430674	Online	Supplier	No

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

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header

Summary

Credit Memo #: 74125 Subtotal: -150.00 EUR  
Total Tax: -37.50 EUR  
Amount Due: -187.50 EUR

Credit Memo Date: 29 Nov 2019  
Original Invoice No: 123456  
Original Invoice Date: 22 Nov 2019  
Remit To: Tena TEST  
Arthur C.

Comment

Reason for Credit Memo

Default Credit Memo Comment Text

Attachments

The total size of attachments cannot exceed 10MB

Choose File Add Attachment

Name Size (bytes) Content Type

Order 4300054740.pdf 182897 application/pdf

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

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
10	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT		-10	EA	10.00 EUR	-100.00 EUR
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0					
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT		-10	EA	5.00 EUR	-50.00 EUR
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0					

Line Item Actions Delete

Update Save Exit Next

### Tips & Tricks

- Please note, you can only send credit notes to invoices submitted via Ariba.

## 3. TRACK CHANGES TO INVOICE STATUS

### Step-by-step

1. Log in to your Ariba account to see an overview of orders in your dashboard.
2. Adjust filters to see more documents (default setting is last 14 days).
3. Select '...More' to see all available options.
4. Select 'Manage Default Tiles' to customize your Dashboard view.
5. To process or view existing orders and invoices, choose 'Select', followed by 'Resend' in the pop-up window.

### Illustration

The screenshot illustrates the SAP Ariba Network dashboard. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The main section is titled 'Orders, Invoices and Payments' and features a table of orders and a summary of key metrics. A pop-up window is shown for selecting an action on an invoice.

**Table 1: Orders Overview**

Order Number	Customer	Status
4503431018	Vestas - TEST	New
4503430643	Vestas - TEST	New
4503430674	Vestas - TEST	New
4503428185	Vestas - TEST	New
4503427888	Vestas - TEST	New
4503424520	Vestas - TEST	New
4503424400	Vestas - TEST	New
4503424324	Vestas - TEST	New
4503424056	Vestas - TEST	New
4503424053	Vestas - TEST	New
4503423813	Vestas - TEST	New

**Table 2: Invoice Summary**

Metric	Count
New Early Payment Offers	0
Invoices	18
Invoices Pending Payment	16
Invoices Rejected	2
Invoices Pending Approval	16
Payments that Need Attention	0
Payments Received	0
Pinned Documents	0
Orders to Ship	24
Orders with Service Lines	0
Purchase Orders	46

**Table 3: Invoice Details**

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4503431018	Vestas - TEST	New	100.00 EUR	26 Nov 2019	0.00 EUR	Select
4503430643	Vestas - TEST	New	150.00 EUR	26 Nov 2019	0.00 EUR	Send me a copy to take action

**Pop-up Window: SEND ME A COPY TO TAKE ACTION**

Email the document to [tina.ma.vepsalainen@gmail.com](mailto:tina.ma.vepsalainen@gmail.com)  
You can change this email address in My Account

Buttons: Resend, Cancel

### Tips & Tricks

- You can set up an email notification to receive an email when the invoice status is updated. Modify your email notifications in the 'Notifications' section in 'Ariba Company Settings'.
- Changes to the invoice status can also be viewed in the 'Invoice History Tab'.

# 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](#)

