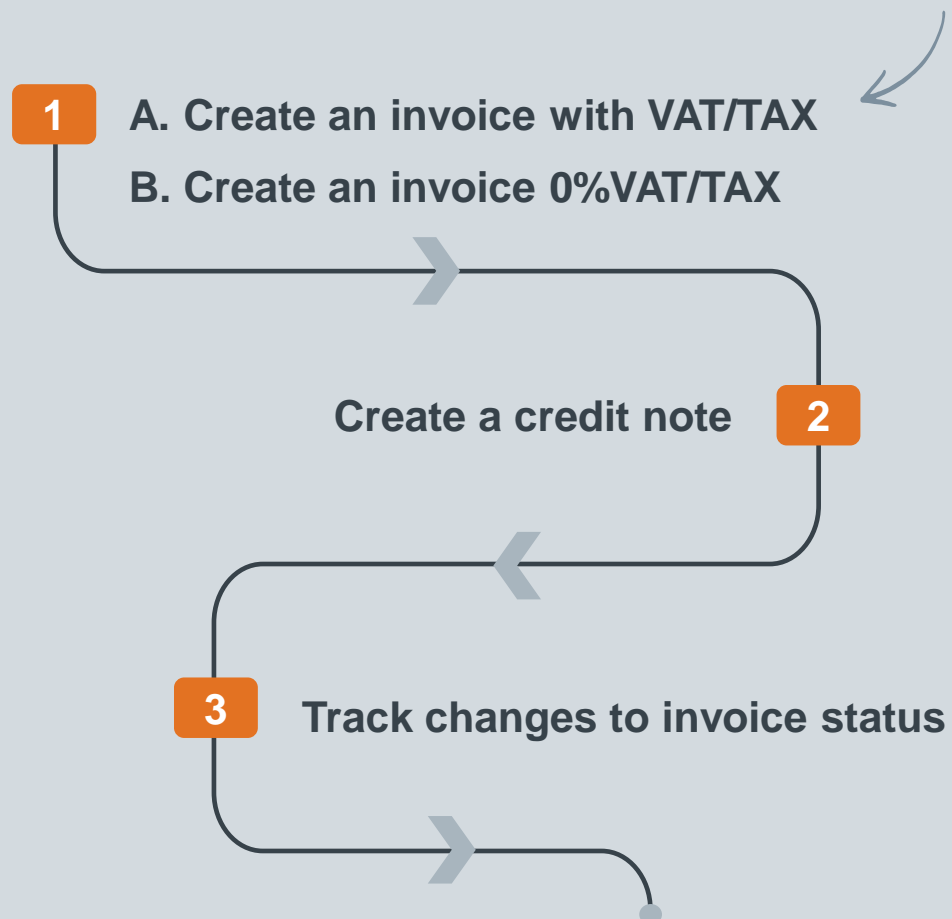


This **Supplier Quick Guide** shows you how to...

# SENDING INVOICE AND CREDIT NOTE IN ARIBA

...in **three simple steps**



# 1A. CREATE AN INVOICE WITH VAT/TAX

## 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. Select Tax Category. Depending on the country, this will auto populate the Tax Rate % e.g. 25% Standard VAT Denmark.
4. *If the tax rate(%) is not auto-populated, enter the correct tax rate percentage.*
5. Update the 'Date of Supply' if this is not the same as the invoice date.
6. Provide your 'Supplier VAT/Tax ID'.
7. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
8. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
9. Click 'Next', review and submit the invoice.

## Illustration

The illustration shows two screenshots of the Ariba invoice creation interface. The top screenshot shows the 'Create Invoice' button (1) and the 'Standard Invoice' selection (2). The bottom screenshot shows the 'Invoice Header' section with fields for 'Invoice #', 'Invoice Date', 'Remit To', 'Bill To', 'Tax Category', 'Tax Rate Type', 'Tax Amount', 'Exempt Detail', 'Date of Supply', and 'Date of Pre-Payment'. The 'Line Items' section shows a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The table contains two line items: 'COVER BOTTOM FRONT' (29006241) and 'COVER BOTTOM FRONT' (29006241). The 'Include' column has a toggle switch (8) for each line item. The 'Next' button is visible at the bottom right (7).

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

## Important Information

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE](#).
- 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.
- If you need to include any additional costs on the invoice (such as packing, freight, etc.), please refer to the detailed guides for adding shipping costs [here](#) or additional costs [here](#).
- 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.
- See instructions for 0% VAT/TAX next slide.
- 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

# 1B. CREATE AN INVOICE WITH 0% VAT/TAX

## 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. Select Tax Category from value list where Tax Rate = 0% (0% VAT exempt).
4. If the tax rate(%) is not auto-populated, provide the tax rate = 0
5. Provide Exempt Detail = 'Zero Rated' and provide Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30.* Please note: For some countries Description is auto populated by the Tax Category
6. Update the 'Date of Supply' if this is not the same as the invoice date.
7. Provide your 'Supplier VAT/Tax ID'
8. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
9. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
10. Click 'Next', review and submit the invoice.

## Illustration

The illustration shows the Vestas invoice creation interface with numbered steps 1 through 10. The interface is divided into several sections: Purchase Order details, Summary, Tax, Supplier VAT, Customer VAT, and Line Items.

**Step 1:** Click 'Create Invoice' and select 'Standard Invoice'.

**Step 2:** Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date').

**Step 3:** Select Tax Category from value list where Tax Rate = 0% (0% VAT exempt).

**Step 4:** If the tax rate(%) is not auto-populated, provide the tax rate = 0.

**Step 5:** Provide Exempt Detail = 'Zero Rated' and provide Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30.* Please note: For some countries Description is auto populated by the Tax Category.

**Step 6:** Update the 'Date of Supply' if this is not the same as the invoice date.

**Step 7:** Provide your 'Supplier VAT/Tax ID'.

**Step 8:** Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.

**Step 9:** Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*

**Step 10:** Click 'Next', review and submit the invoice.

## Important Information

- It is Supplier's responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 5) if field is not auto populated from the Tax Category.

## 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

The illustration shows the Ariba system interface for creating a credit note. It consists of four overlapping screenshots with numbered callouts:

- 1:** The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Line-Item Credit Memo' (selected), and 'Line-Item Debit Memo'.
- 2:** The 'Invoices (1)' table shows a single invoice selected. Below the table are buttons: 'Create Line-Item Credit Memo' (selected), 'Create Line-Item Debit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'.
- 3:** The 'Credit Memo Type' screen shows the 'Invoice Header' section with fields for 'Credit Memo #', 'Credit Memo Date', 'Original Invoice No.', 'Original Invoice Date', and 'Remit To'. The 'Summary' section shows 'Subtotal: -150.00 EUR', 'Total Tax: -37.50 EUR', and 'Amount Due: -187.50 EUR'.
- 4:** The 'Add to Header' dropdown menu is open, showing options: 'Tax', 'Shipping Cost', 'Shipping Tax', 'Special Handling', 'Special Handling Tax', 'Discount', and 'Attachment' (selected).
- 5:** The 'Reason for Credit Memo' text area is visible.
- 6:** The 'Attachments' section shows a file named 'Ordre 4300054740.pdf' with a size of 182897 bytes and content type 'application/pdf'.
- 7:** The 'Line Items' table shows two items. Item 10 is 'COVER BOTTOM FRONT' with a quantity of -10 and a unit price of 10.00 EUR. Item 20 is 'COVER BOTTOM FRONT' with a quantity of -10 and a unit price of 5.00 EUR.
- 8:** The 'Next' button is highlighted in the bottom right corner of the 'Line Items' section.

### 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. Login to your Ariba account to see an overview of orders in your home & workbench menu.
2. Workbench can show the list of latest transactions – a filter can be setup based on preference (e.g., Last 365 days, customer, etc.).
3. Navigate more tiles by clicking on arrow
4. Click Customize to adjust your workbench view.
5. To process or view an existing order, just click on the PO number.

### Illustration

The screenshot shows the SAP Business Network Workbench interface. It features a top navigation bar with tabs like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The Workbench tab is active, displaying a dashboard with various transaction tiles. Callout 1 points to the 'Workbench' tab. Callout 2 points to the 'Orders to invoice (7)' tile. Callout 3 points to the 'Customize' button. Callout 4 points to the 'Invoices' tile. Callout 5 points to the 'Order Number' column in the table below.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4300064018	Vestas - TEST	\$46,000.00 PHP	May 3, 2021	Partially Invoiced	\$23,000.00 PHP	...
4300063836	Vestas - TEST	\$920,000.00 PHP	Feb 9, 2021	New	\$0.00 PHP	...
4300063822	Vestas - TEST	\$1,173,000.00 PHP	Feb 5, 2021	Partially Invoiced	\$598,000.00 PHP	...
4300063809	Vestas - TEST	\$920,000.00 PHP	Jan 11, 2021	Partially Confirmed		...
4300063777	Vestas - TEST	\$920,000.00 PHP	Dec 16, 2020	Partially Confirmed	\$0.00 PHP	...
4300063755	Vestas - TEST	\$920,000.00 PHP	Dec 9, 2020	Partially Invoiced	\$345,000.00 PHP	...
4300063750	Vestas - TEST	\$920,000.00 PHP	Dec 4, 2020	Partially Invoiced	\$138,000.00 PHP	...

### Tips & Tricks

- You can set up an email notification to receive an email when the invoice status is updated. Modify your email notifications in "Electronic Invoice Routing" section in Settings under your Ariba account settings.
- Changes to the invoice status can also be viewed under "Invoices" tile of workbench



# NEED HELP?

Support is available!



For **Accounts Payable queries** (invoice status, payment queries etc.) please contact the [Vestas Finance Support Team](#).



For **technical support** please contact the [Vestas Ariba Support Team](#)



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

