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

SENDING INVOICE AND CREDIT NOTE IN ARIBA

…in three simple steps

1 A. Create an invoice with VAT/TAX

B. Create an invoice 0%VAT/TAX

2 Create a credit note

3 Track changes to invoice status

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1A. CREATE AN INVOICE WITH VAT/TAX

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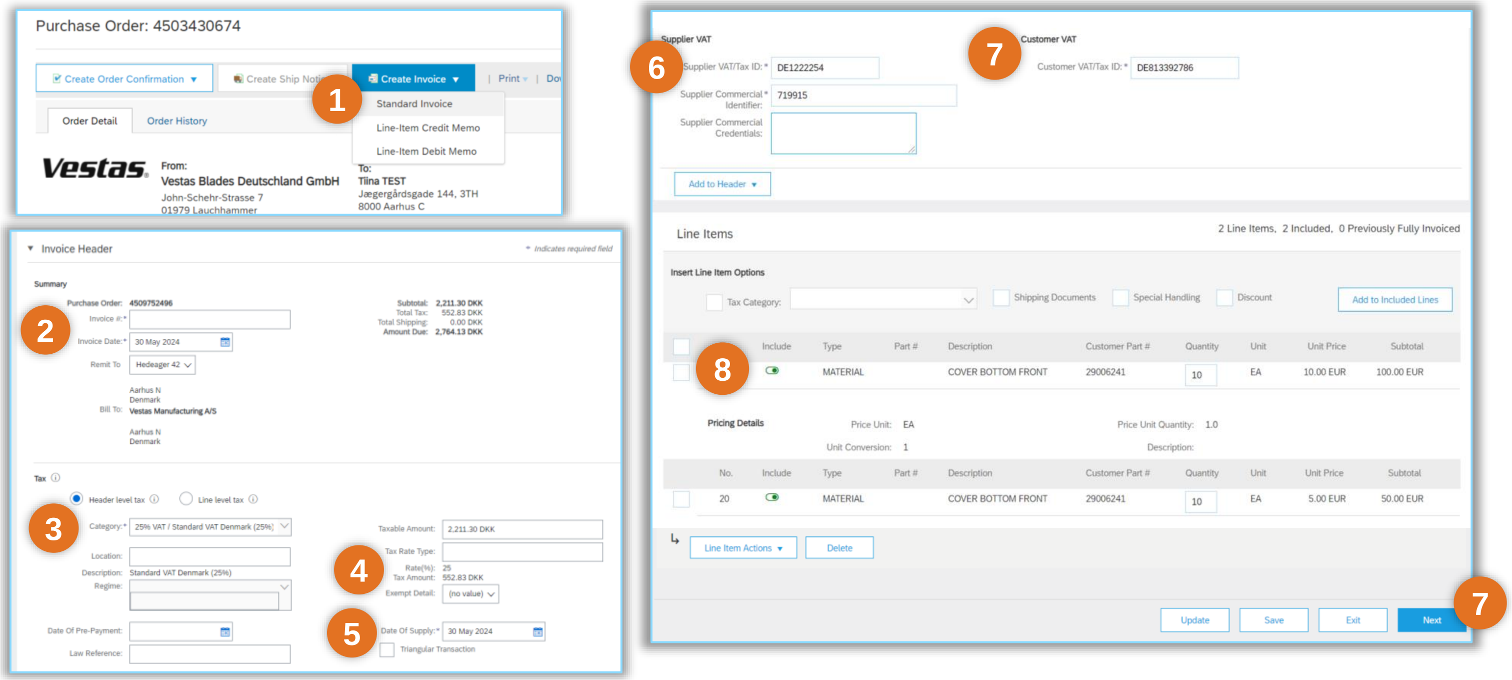
Step-by-step

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



Important Information

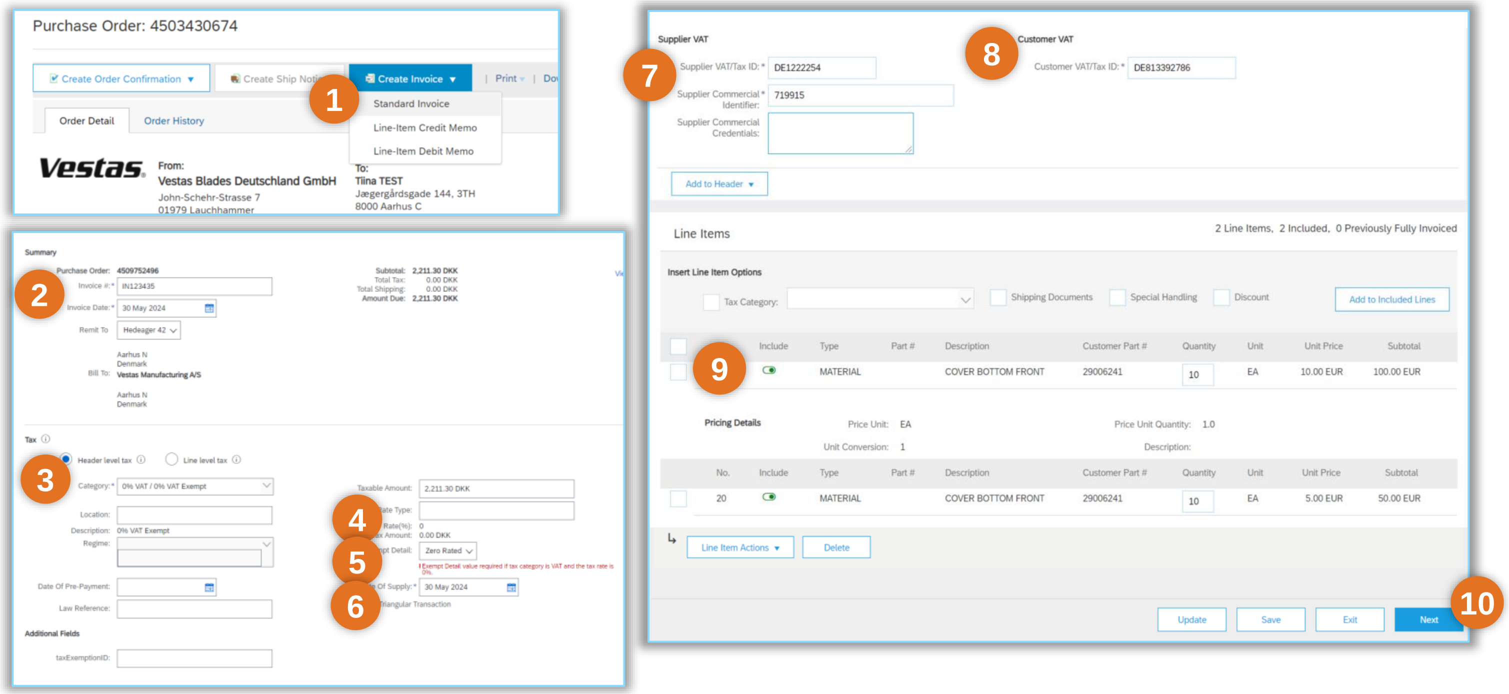
- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE].
- Please submit invoice in Ariba as soon as possible after it’s been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.
- If you need 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



Important Information

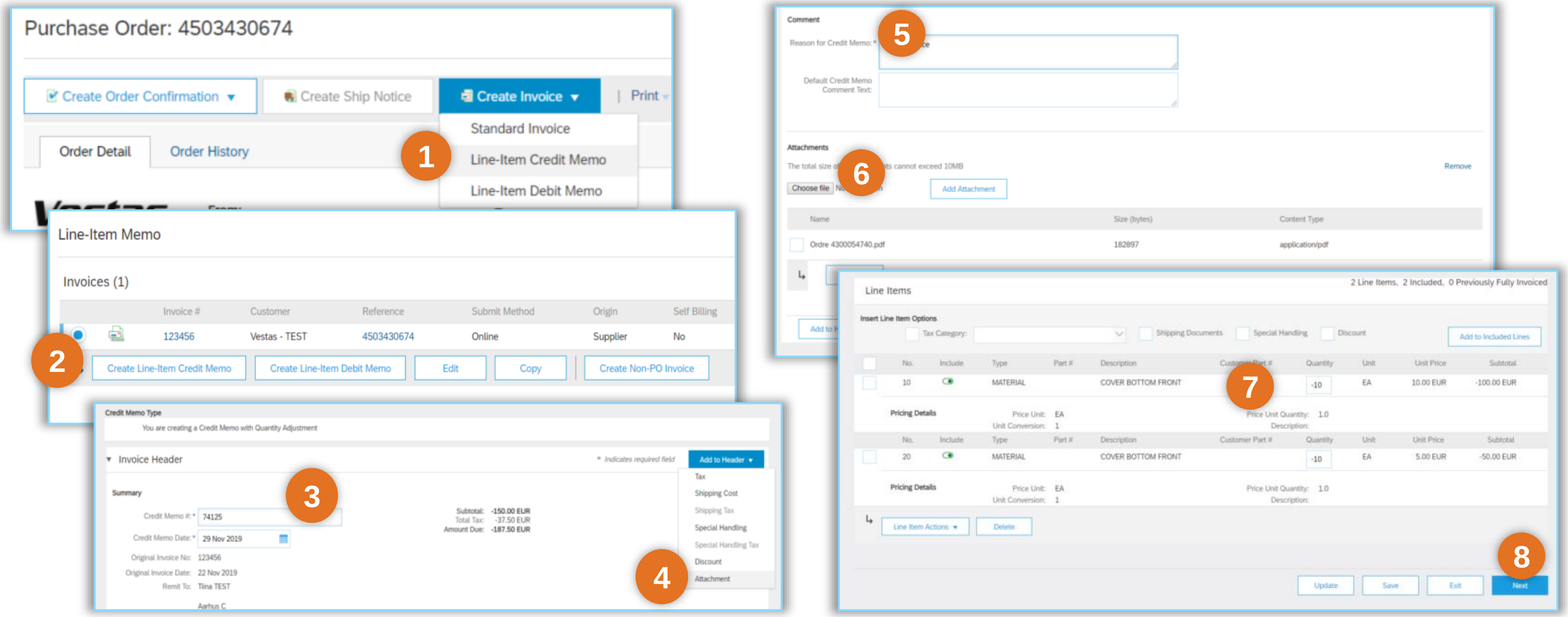
- It is Supplier’s responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 5) if field is not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



Tips & Tricks

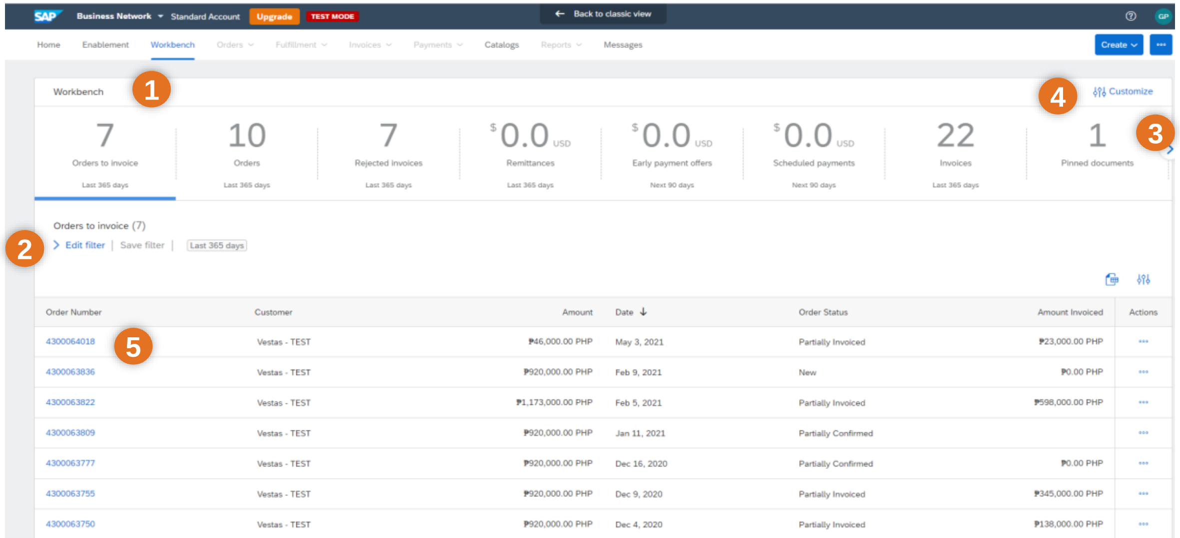
- Please note, you can only send credit notes to invoices submitted via Ariba.

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



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]