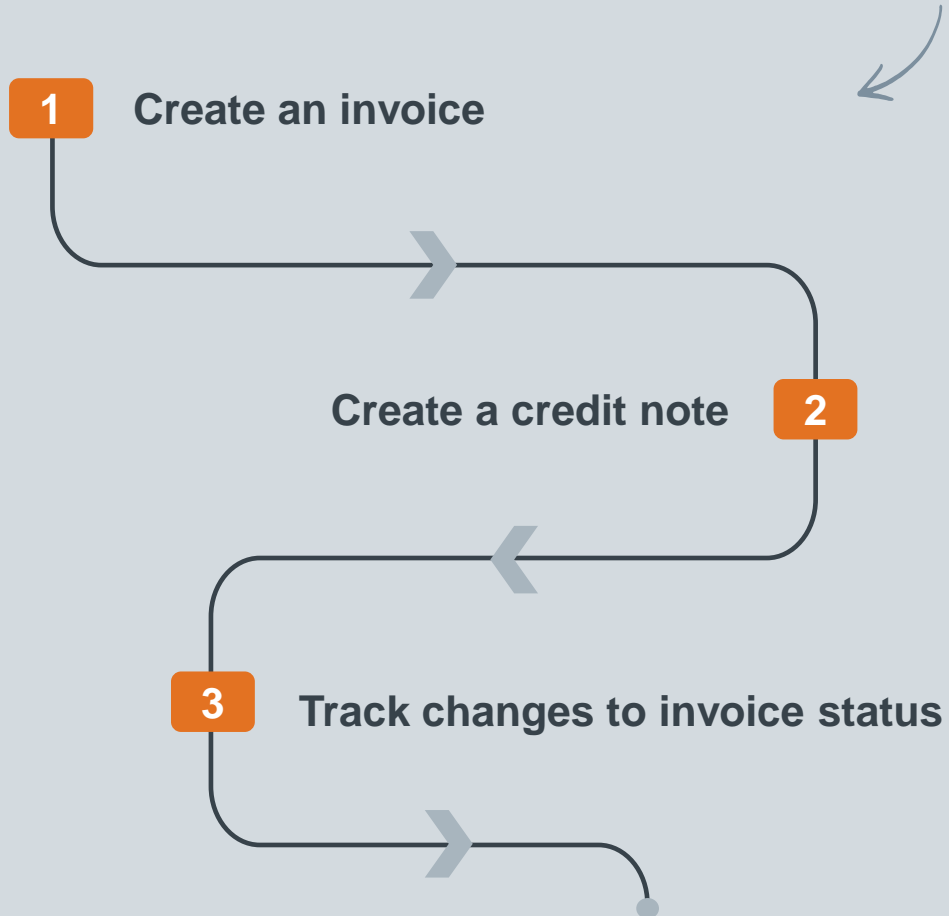


This **Supplier Quick Guide** shows you how to...

# SENDING INVOICE AND CREDIT NOTE IN ARIBA

...in **three simple steps**



VERSION: 2.0  
UPDATED: AUGUST 2022

# 1. CREATE AN INVOICE

## 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. 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

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

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

Invoice Header

Summary

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

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

Tax

Header level tax | Line level tax

Category: VAT  
Location:  
Description:  
Region:

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

Supplier VAT

Supplier VAT/Tax ID: DE122254  
Supplier Commercial Identifier: 719915  
Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: DE813392786

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

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

Update Save Exit Next

## 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.
- 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. 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.
- 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

## 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: -17.50 EUR  
Amount Due: -167.50 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
Ordre 4300054740.pdf	182897	application/pdf

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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. 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. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The Workbench section displays several summary tiles: Orders to invoice (7), Orders (10), Rejected invoices (7), Remittances (\$0.0 USD), Early payment offers (\$0.0 USD), Scheduled payments (\$0.0 USD), Invoices (22), and Pinned documents (1). Below these tiles, there is a table of orders with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. The table lists several orders for 'Vestas - TEST' with various statuses like 'Partially Invoiced', 'New', and 'Partially Confirmed'. The interface also includes a 'Customize' button and a filter for 'Last 365 days'.

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	¥130,000.00 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 **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](#)

