This Supplier Quick Guide shows you how to…

SENDING INVOICE AND CREDIT NOTE IN ARIBA

...in three simple steps

1. Create an invoice
2. Create a credit note
3. Track changes to invoice status

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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.

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 #’.
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’.

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.

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](#).