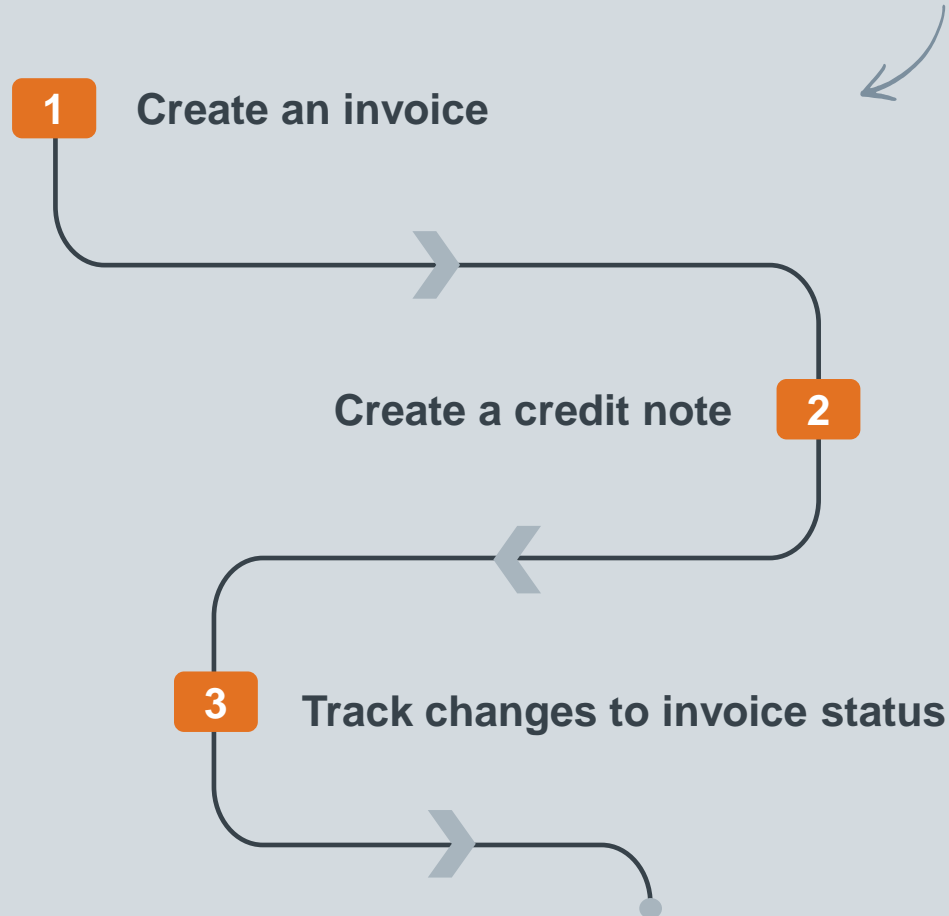


This **Supplier Quick Guide** shows you how to...

SENDING INVOICE AND CREDIT NOTE IN 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

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice**, Print, Done

Order Detail | Order History

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

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

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

2 Invoice Header

Summary

Order: 4503430674 Subtotal: 150.00 EUR
Invoice #: 123456 Total Tax: 37.50 EUR
Invoice Date: 22 Nov 2019 Amount Due: 187.50 EUR

Service Description: From: Tina TEST
To: Aarhus C, Niederösterreich, Austria
Bill To: Vestas Blades Deutschland GmbH, Lauchhammer, Germany

3 Tax

Header level tax (selected) | Line level tax

Category: VAT Taxable Amount: 150.00 EUR
Location: Tax Rate Type: Rate(%): 25
Description: Tax Amount: 37.50 EUR
Region: Exempt Detail: (no value)

Date Of Pre-Payment: 14 Nov 2019
Law Reference: Triangular Transaction

Supplier VAT: Supplier VAT/Tax ID: DE1222254 Supplier Commercial Identifier: 719915
Customer VAT: Customer VAT/Tax ID: DE813392786

Add to Header

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
5	<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

Pricing Details: Price Unit: EA, Unit Conversion: 1, Price Unit Quantity: 1.0, Description:

Line Item Actions:

6

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. 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

1. Create Invoice dropdown menu showing 'Line-Item Credit Memo' selected.

2. Invoices table with 'Create Line-Item Credit Memo' button highlighted.

3. Credit Memo Type form showing 'Credit Memo #' field.

4. Invoice Header form showing 'Add to Header' dropdown menu with 'Attachment' selected.

5. Comment form showing 'Reason for Credit Memo' field.

6. Attachments section showing 'Choose File' and 'Add Attachment' buttons.

7. Line Items table showing 'COVER BOTTOM FRONT' with quantity -10.

8. Next button at the bottom right of the form.

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. 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. Below the navigation, there are several summary tiles for '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). A 'Customize' button is visible in the top right corner. Below the tiles, there is a table of 'Orders to invoice (7)' with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. The table contains seven rows of order data.

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](#)

