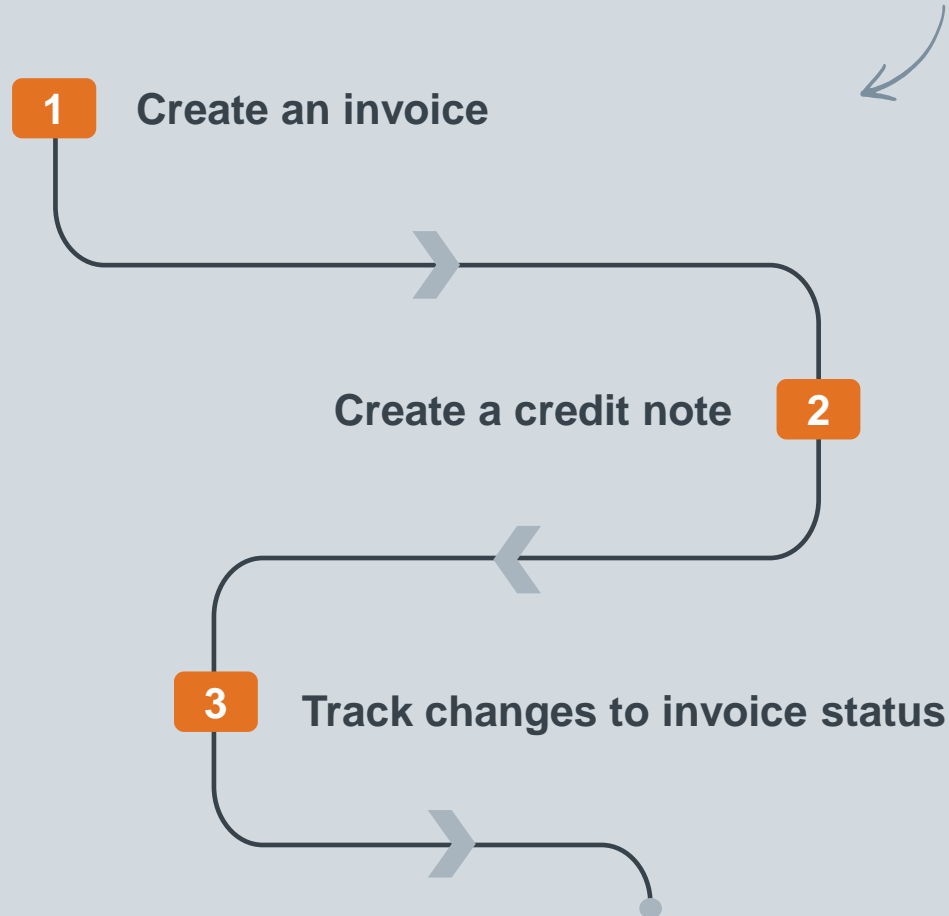


This **Supplier Quick Guide** shows you how to...

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

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.

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: -37.50 EUR
Amount Due: -187.50 EUR

Original Invoice No: 123456
Original Invoice Date: 22 Nov 2019
Remit To: Tena TEST
Arhus 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. 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 illustrates the SAP Business Network Workbench interface. It features a dashboard with several key metrics: 7 Orders to invoice, 10 Orders, 7 Rejected invoices, \$0.0 USD Remittances, \$0.0 USD Early payment offers, \$0.0 USD Scheduled payments, 22 Invoices, and 1 Pinned documents. Below the dashboard, there is a table of orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. A detailed view of an order (4503431018) is shown below, with a table of invoices and a 'Send me a copy to take action' button. A modal dialog box is also visible, prompting the user to 'SEND ME A COPY TO TAKE ACTION' and providing an email address (tina.ma.vepsalainen@gmail.com) and a 'Resend' button.

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	...
4300063759	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	...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4503431018	Vestas - TEST	New	100.00 EUR	26 Nov 2019	0.00 EUR	Select
4503430643	Vestas - TEST	New	150.00 EUR	26 Nov 2019	0.00 EUR	Send me a copy to take action

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.

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](#)

