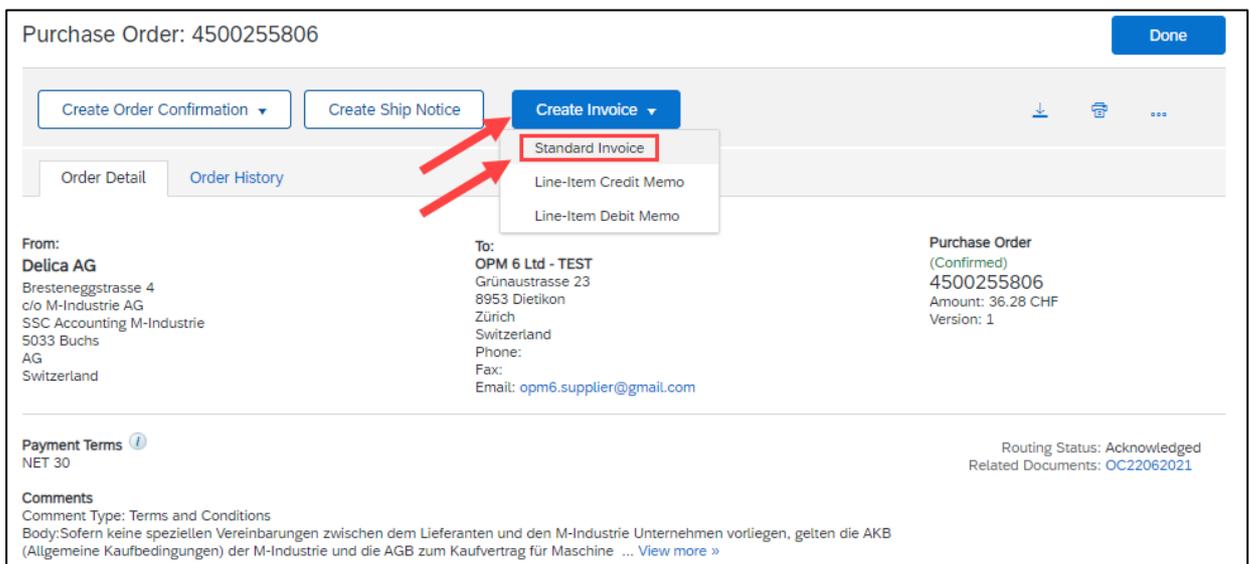


Ariba Network Material Purchase Order Guide

Enter invoice

We expect to receive your invoice via the Ariba Network. When you create the invoice on Ariba Network, then the invoice is generated from the purchase order. The invoice line items, Remit to, Bill to etc. are automatically taken from the purchase order. You must provide the Invoice number, the VAT number of your company and the VAT rate.

To submit an invoice, open the purchase order and then click on **"Create Invoice"** and then **"Standard Invoice"**.

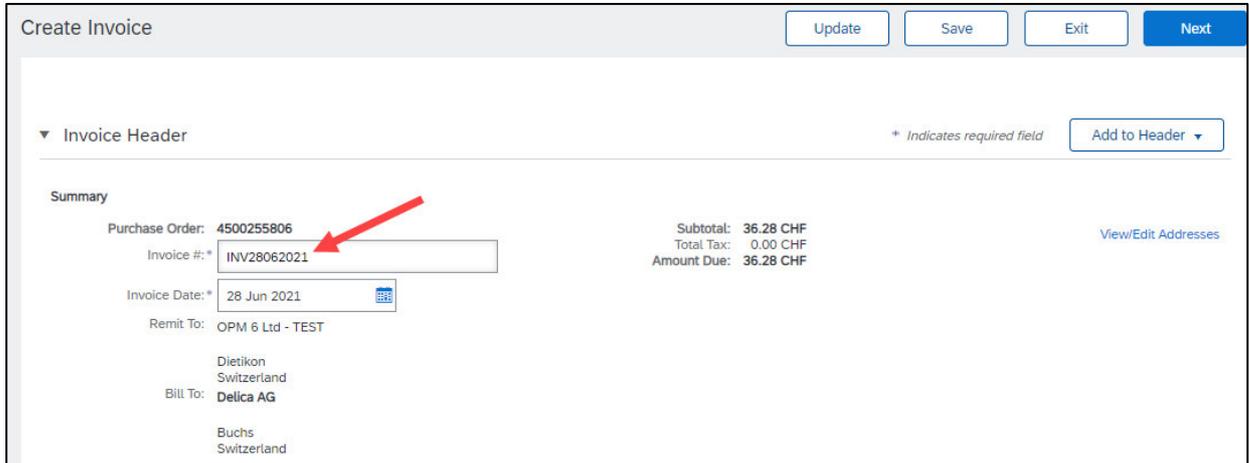


The screenshot shows the Ariba Network interface for a Purchase Order (PO) with ID 4500255806. At the top, there are three buttons: "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The "Create Invoice" button is highlighted with a red box, and a dropdown menu is open below it, showing three options: "Standard Invoice" (highlighted with a red box), "Line-Item Credit Memo", and "Line-Item Debit Memo". Two red arrows point from the "Create Invoice" button to the "Standard Invoice" option. Below the buttons, there are tabs for "Order Detail" and "Order History". The main content area displays the following information:

From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietlikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Confirmed) 4500255806 Amount: 36.28 CHF Version: 1
--	---	--

At the bottom left, there is a "Payment Terms" section showing "NET 30" and a "Comments" section with a note about terms and conditions. At the bottom right, there is a "Routing Status" section showing "Acknowledged" and "Related Documents: OC22062021".

Enter your «**Invoice number**». This number must be unique, can contain max. 16 characters and cannot contain special characters:



Please scroll down to section «**Supplier VAT**».

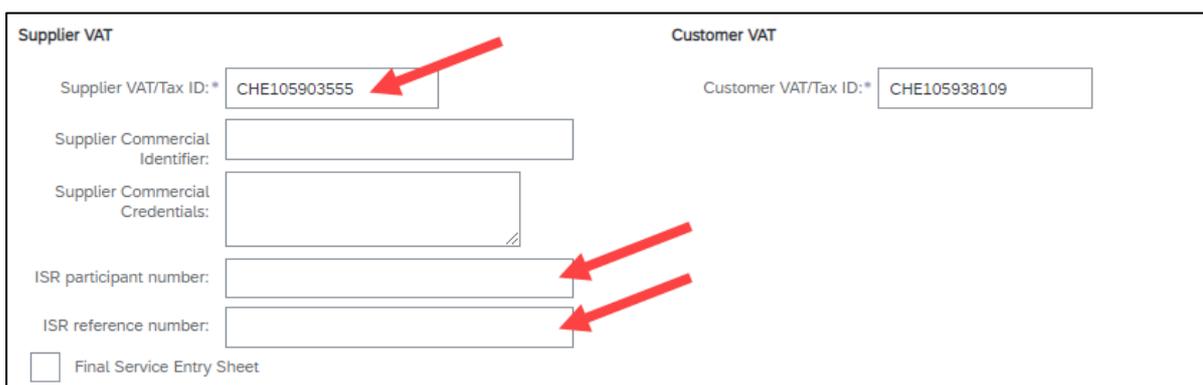
Please enter your "**Supplier VAT/Tax ID**". This ID can be stored in your Ariba Network profile, so you don't have to be enter it for every invoice (see chapter 5).

Now there are 2 possible variants for an invoice creation, the well-known way with the Orange Payment Slip (still valid until End of October 2022) and the new way with the QR-Code.

If you want to have your invoice paid by ISR (orange payment slip), then enter the "**ISR participant number**" and "**ISR reference number**".

The formatting is important:

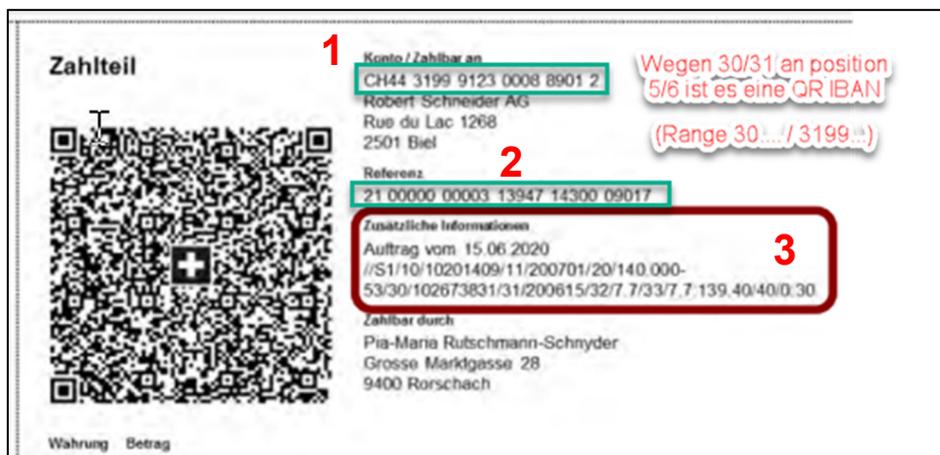
- ISR participant number: e.g. 01-234567-8. It is important that the hyphen is placed on **second and penultimate position**.
- ISR reference number: **is numeric, should not contain any spaces, can contain max. 16 or 27 characters**.



If you want to have your invoice paid by QR-Code, then the system is differencing between QR-IBAN with QR-Reference and SCOR with IBAN incl. Payment reference.

Important for the input of QR-IBAN with QR-Reference is:

- **Account/IBAN Number** from the payment slip must be filled in the field “**QR IBAN**”
- **Reference Number** from the payment slip must be filled in the field “**QR/ESR Reference Number**”
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”



ESR Teilnehmernummer: (no change)	<input type="text"/>
QR / ESR Referenznummer: (add QR)	<input type="text" value="2"/>
QR IBAN: (New field)	<input type="text" value="1"/>
Zusätzliche Informationen: (new field)	<input type="text" value="3"/>

Important for the input of SCOR with Payment Reference:

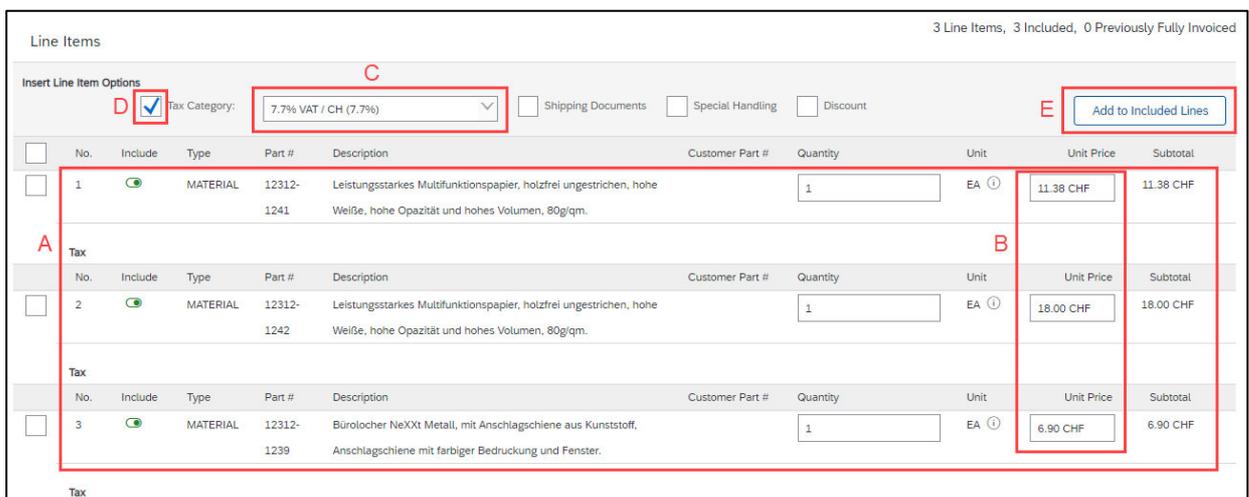
- **Reference** from the payment slip must be filled in the field “**QR/ESR Reference Number**”. The reference number must be **started with RF**.
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

Zahlteil 	Konto / Zahlbar an CH45 0023 0230 9999 9999 A Schreinerei Habegger & Söhne Uetlibergstrasse 138 8045 Zürich
	Referenz RF19 2320 QF02 T323 4UI2 34
	Zusätzliche Informationen Rechnungsnr. 10978 / Auftragsnr. 3987
Währung Betrag EUR 287.30	Zahlbar durch Simon Glarner Bächliwis 55 8184 Bachenbülach

ESR Teilnehmernummer: (no change)	<input type="text"/>
QR / ESR Referenznummer: (add QR)	<input type="text" value="1"/>
QR IBAN: (New field)	<input type="text"/>
Zusätzliche Informationen: (new field)	<input type="text" value="2"/>

Please **scroll down** to «**Line Items**» section.

- A. The invoice line items were taken from the purchase order (this example has 3 line items).
- B. The Unit Price can be increased within the tolerance of 5% if it was communicated in the order confirmation. If you want to invoice a larger price discrepancy, then you must call the responsible buyer and request a purchase order change.
- C. Please select the «**Tax Category**». Default is 7.7%.
- D. **Tick the box** next to Tax category.
- E. Click on «**Add to Included Lines**».



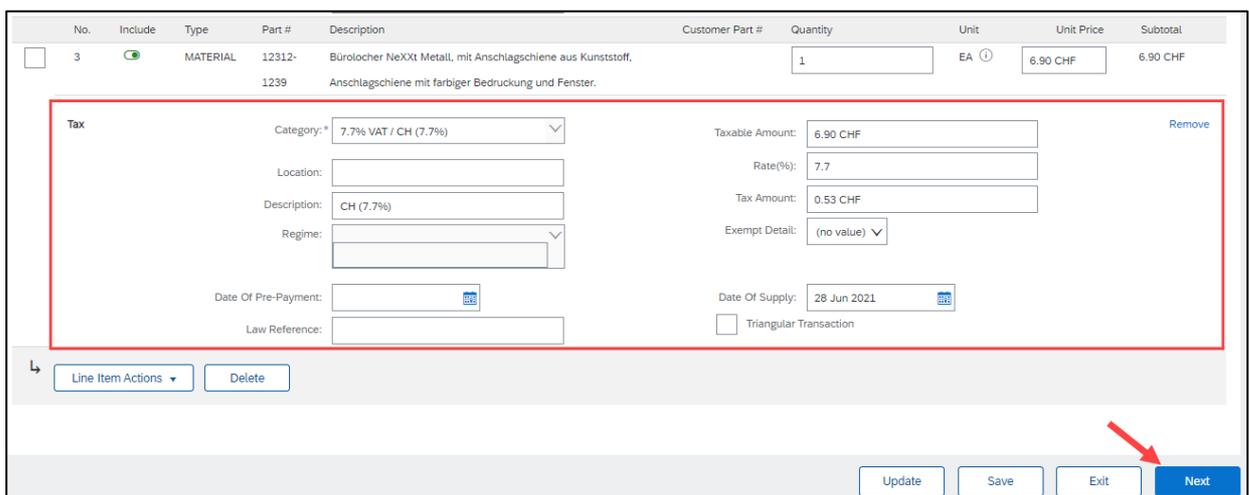
Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 7.7% VAT / CH (7.7%) Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	12312-1241	Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.		1	EA	11.38 CHF	11.38 CHF
Tax									
2	<input checked="" type="checkbox"/>	MATERIAL	12312-1242	Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.		1	EA	18.00 CHF	18.00 CHF
Tax									
3	<input checked="" type="checkbox"/>	MATERIAL	12312-1239	Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.		1	EA	6.90 CHF	6.90 CHF
Tax									

Tax is automatically added for each line item. Scroll all the way down and submit the invoice with "**Next**".



No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
3	<input checked="" type="checkbox"/>	MATERIAL	12312-1239	Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.		1	EA	6.90 CHF	6.90 CHF

Tax

Category: 7.7% VAT / CH (7.7%) Taxable Amount: 6.90 CHF Remove

Location:

Description: CH (7.7%) Rate(%): 7.7

Regime:

Date Of Pre-Payment:

Date Of Supply: 28 Jun 2021 Tax Amount: 0.53 CHF

Law Reference:

Triangular Transaction Exempt Detail: (no value)

The summary of the invoice is displayed. If all the information is correct, please click "**Submit**". Then the invoice is sent to DELICA AG / JOWA AG account payable department.

If you want to adjust the invoice, click on «Previous».

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Switzerland. The document's destination country is:Switzerland.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV28062021
Invoice Date: Monday 28 Jun 2021 3:59 PM GMT+02:00
Original Purchase Order: 4500255806

Subtotal: 36.28 CHF
Total Tax: 2.80 CHF
Amount Due: 39.08 CHF

REMIT TO:	BILL TO:	SUPPLIER:
OPM 6 Ltd - TEST	Delica AG	OPM 6 Ltd - TEST
Postal Address: Grünastrasse 23 8953 Dietikon Zürich Switzerland	Postal Address (Par défaut): Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland Address ID: BP0003010000	Postal Address: Grünastrasse 23 8952 Dietikon Zürich Switzerland

The invoice has been submitted. Please click on «Exit». This will take you back to the purchase order.

Invoice INV28062021 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

The status of the purchase order has changed to "Invoiced" and your invoice is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500255806 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: **Delica AG**
Bresteneggstrasse 4
c/o M-Industrie AG
SSC Accounting M-Industrie
5033 Buchs
AG
Switzerland

To: **OPM 6 Ltd - TEST**
Grünastrasse 23
8953 Dietikon
Zürich
Switzerland
Phone:
Fax:
Email: opm6.supplier@gmail.com

Purchase Order (Invoiced)
4500255806
Amount: 36.28 CHF
Version: 1

Payment Terms **NET 30**

Routing Status: **Acknowledged**
Related Documents: **INV28062021**
OC22062021

Comments
Comment Type: Terms and Conditions
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more](#) »

Other Information
ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 315 75 59, purchasing-indirect@delica.com
Company Code: 3010
Purchasing Unit Name: Purchasing Unit Delica AG