Ariba Network Service Purchase Order Guide

Enter invoice

We expect to receive your invoice via the Ariba Network.

You can submit an invoice for a service purchase order. Ariba Network parks that invoice and automatically creates a service sheet on your behalf (it shows the service that you provided). This service sheet is sent to us (customer) for approval. Once approved, the parked invoice will automatically be sent to us.

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

Enter your «**Invoice number**». This number must be unique, can contain max. 16 characters and cannot contain special characters. Then enter the "**Service Start Date**" and "**Service End Date**". These 2 dates cannot be in the future.

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 4).

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"**
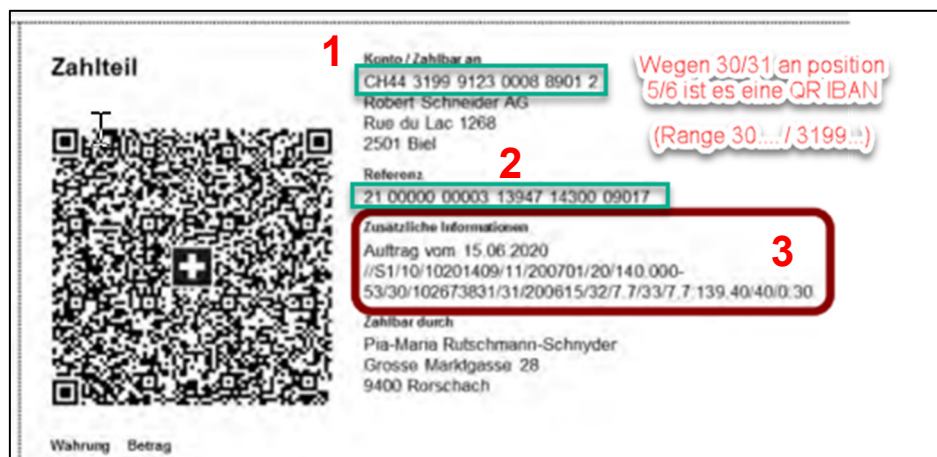
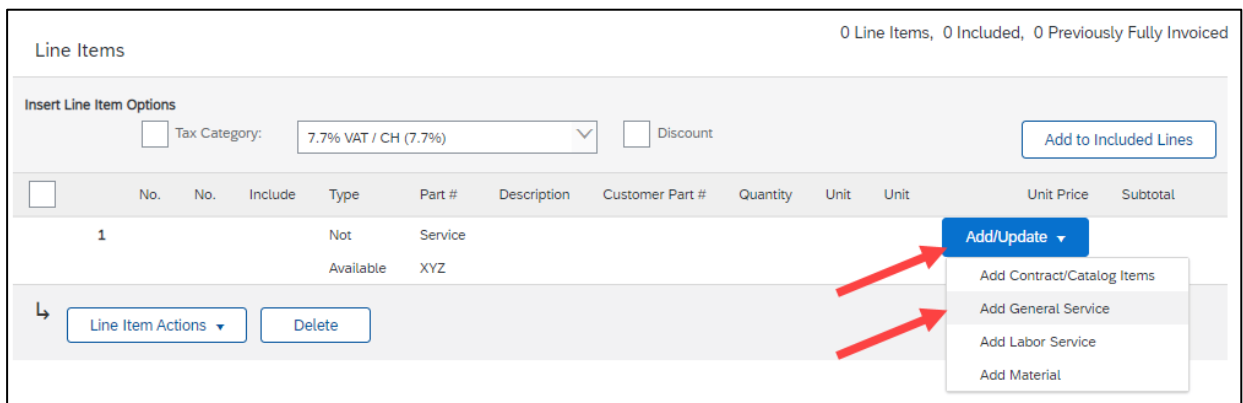Important for the input of SCOR with Payment Reference:

- **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"**

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

Now you create the invoice line item. It is important to describe in the line item the provided service. To do this, click on «**Add/Update**» and then «**Add General Service**».

The invoice line item is created. Please enter following detail information:

A. Please enter the **Description** of the provided service.
B. Please enter **Quantity, Unit (unit of measure)** and **Unit Price** of the provided service. **This amount will be invoiced.**
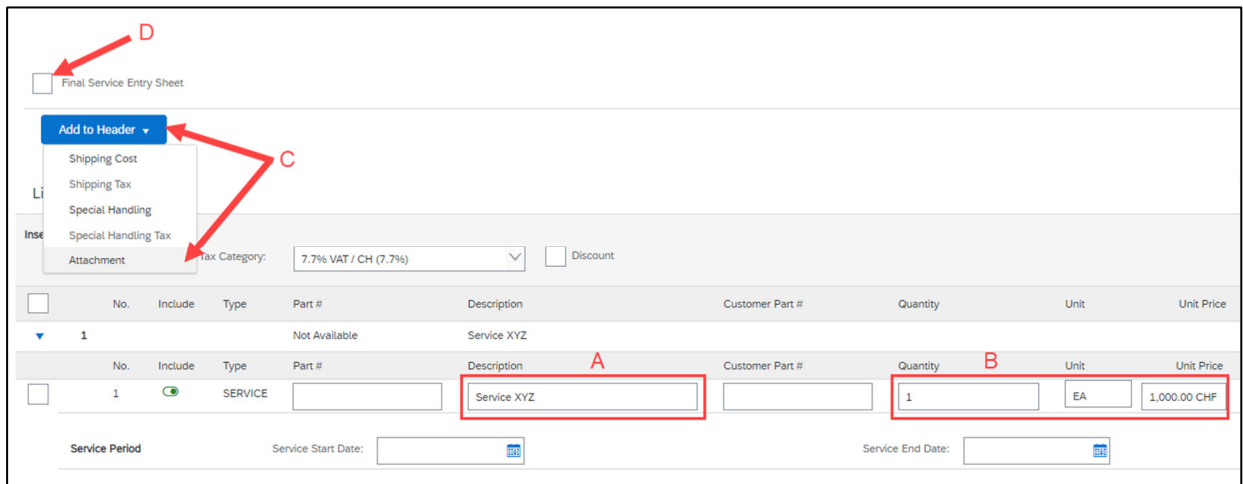   Following unit of measure are available: They must be entered in capital letter:
    a. EA --> Piece / Each
    b. HUR --> Hour
    c. DAY --> Days
    d. ANN --> Year

It is sufficient for us when you enter the quantity 1 for the entire service, use the unit of measure EA (piece) and then enter the total price of the service (see example in the screenshot below).
But of course, you are free to describe the provided service more in detail and use different unit of measures.

C. You can add **Attachments** if necessary. If available, please attach **your time sheet** as an attachment.
D. If you submit an invoice where the price is lower than the purchase order price and your service is finished, then please tick «Final Service Entry Sheet». This indicates us, that you will not charge further services despite the open amount on the purchase order.
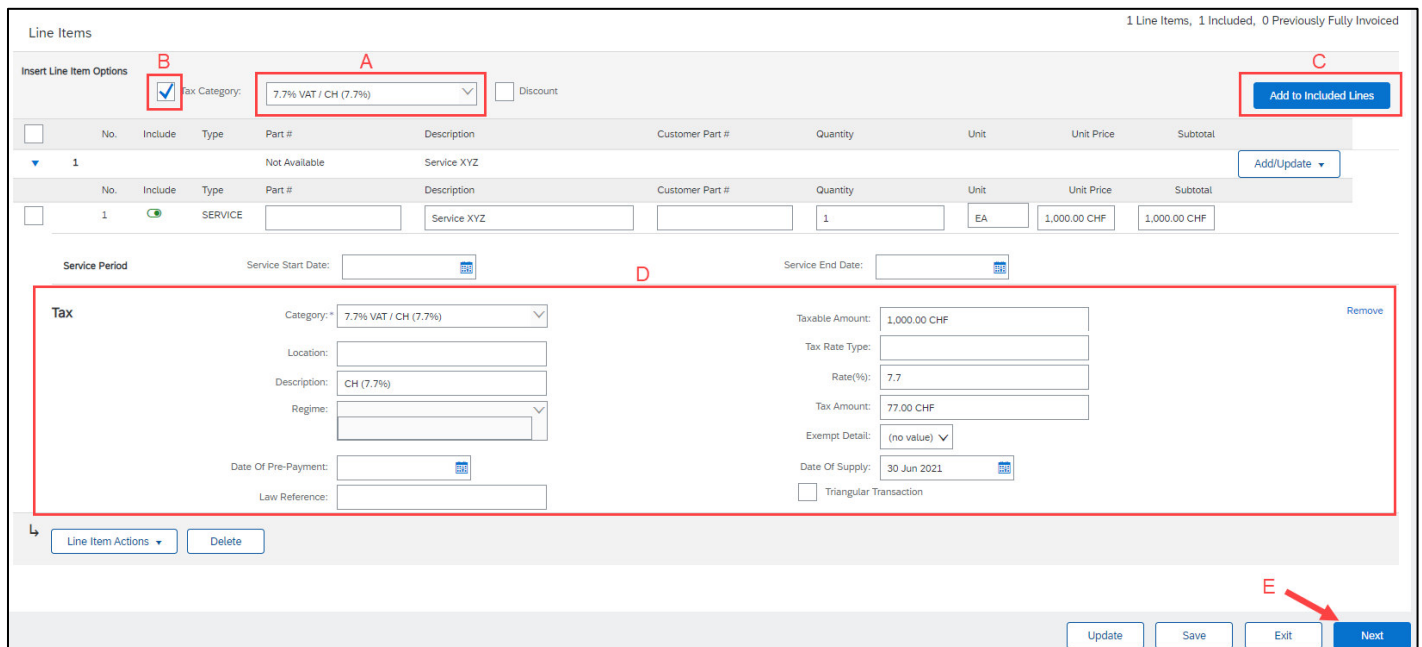
You have created the invoice item. Now you must add **VAT**:

A. Please select the «**Tax Category**». Default is 7.7%.
B. **Tick** the **box** next to Tax category.
C. Click on «**Add to Included Lines**».
D. Tax is automatically added for each line item.
E. Submit the invoice with "**Next**".

The summary of the invoice is displayed. If all the information is correct, please click "**Submit**".

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

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

A. The status of the purchase order has changed to "Invoiced".
B. Under the section "Related documents" you can see that the Ariba Network automatically created a service sheet on your behalf and sent it to the DELICA AG / JOWA AG requester for approval. As soon as the requester approves the service sheet, the invoice (C) is automatically sent to DELICA AG / JOWA AG. The service sheet can be viewed if necessary.
C. Your invoice is available under "Related Documents" section and can be viewed if necessary.

Purchase Order: 4500258142

Done

Create Order Confirmation ▼   Create Ship Notice   Create Service Sheet   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
Grünaustrasse 23
8953 Dietikon
Zürich
Switzerland
Phone:
Fax:
Email: opm6.supplier@gmail.com

Purchase Order
A   (Invoiced)
4500258142
Amount: 1,000.00 CHF
Version: 1

B

Payment Terms ⓘ
NET 30

Routing Status: Acknowledged
Related Documents: INV26062021B
INV26062021B

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 »

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