

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"**.

Purchase Order: 4500258142
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

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

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
(New)
4500258142
Amount: 1,000.00 CHF
Version: 1

Payment Terms
NET 30
Routing Status: Sent

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

Ship All Items To
Delica Meilen
Bruechstrasse 40
8706 Meilen
ZH
Switzerland
Ship To Code: 4003
Email: ariba@mgb.ch

Bill To
Delica AG
Bresteneggstrasse 4
c/o M-Industrie AG
SSC Accounting M-Industrie
5033 Buchs
AG
Switzerland

Deliver To
OKöseoglu
Delica Meilen

Line Items
[Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1		Not Available	Service		1 (EA)	6 Jul 2021	1,000.00 CHF	1,000.00 CHF	Details
Service XYZ									

Order submitted on: Tuesday 29 Jun 2021 3:38 PM GMT+02:00
Received by Ariba Network on: Tuesday 29 Jun 2021 3:38 PM GMT+02:00

Service Sheet Required

M-Industry

2 / 10

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.

Create Invoice
Update
Save
Exit
Next

▼ Invoice Header
** Indicates required field*
Add to Header ▼

Summary

Purchase Order: 4500258142
Invoice #: INV29062021B
Invoice Date: 29 Jun 2021
Service Description:
Remit To: OPM 6 Ltd - TEST
Dietikon
Switzerland
Bill To: Delica AG
Buchs
Switzerland

Subtotal: 0.00 CHF
Total Tax: 0.00 CHF
Amount Due: 0.00 CHF
View/Edit Addresses

Ship From: OPM 6 Ltd - TEST
Dietikon
Switzerland
Ship To: Delica Meilen
Meilen
Switzerland
Deliver To: OKöseoglu
Delica Meilen
View/Edit Addresses

Payment Term
Net Term(days): 30
Add Discount/Penalty Term

Additional Fields

Supplier Account ID #:
Customer Reference:
Supplier Reference:

Service Start Date: 29 Jun 2021
Service End Date: 29 Jun 2021

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**.

☐ Tax paid through a Tax Representative

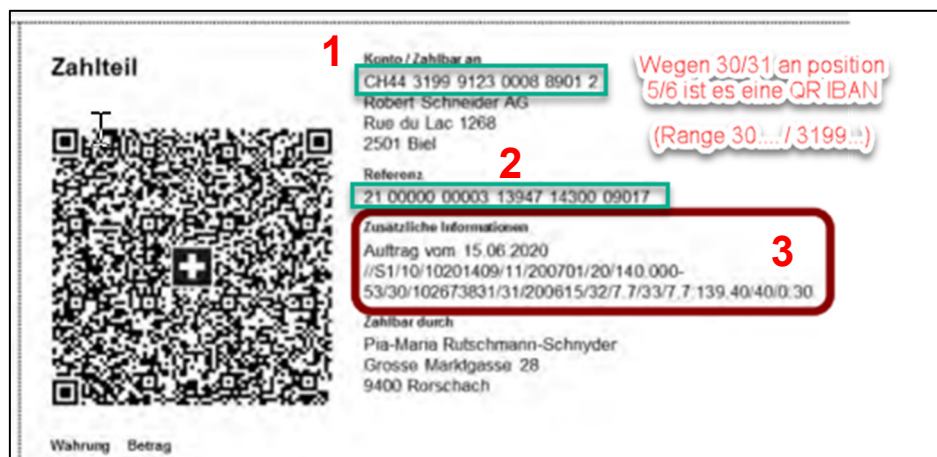
Supplier VAT	Customer VAT
Supplier VAT/Tax ID: * <input type="text" value="CHE105903555"/>	Customer VAT/Tax ID: * <input type="text" value="CHE105938109"/>
Supplier Commercial Identifier: <input type="text"/>	
Supplier Commercial Credentials: <input type="text"/>	
ISR participant number: <input type="text"/>	
ISR reference number: <input type="text"/>	

☐ Final Service Entry Sheet

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"/> 2
QR IBAN: (New field)	<input type="text"/> 1
Zusätzliche Informationen: (new field)	<input type="text"/> 3

Important for the input of SCOR with Payment Reference:

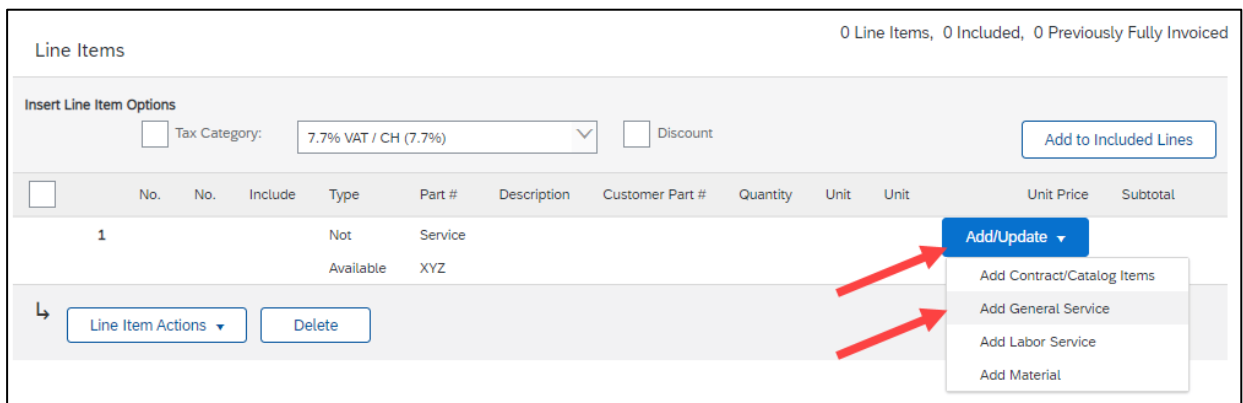
- **Reference** from the payment slip must be filled in the field “**QR/ESR Reference Number**”. The reference number must be **started with RF**.
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

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
	Zahlbar durch Simon Glarner Bächliwis 55 8184 Bachenbülach	
Währung Betrag EUR 287.30		

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

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.**

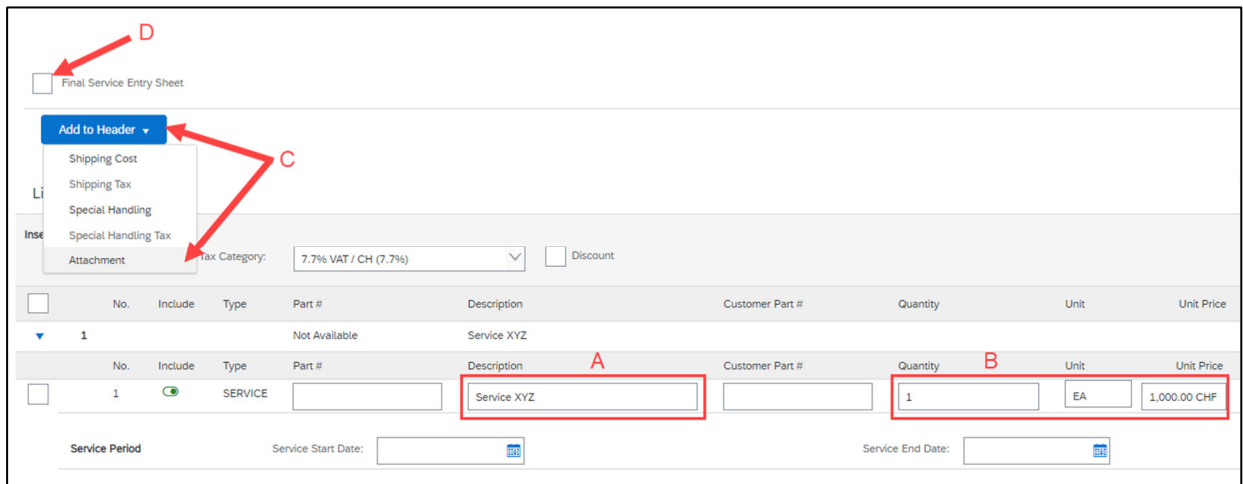
Following unit of measure are available: They must be entered in capital letter:

- 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.



Final Service Entry Sheet

☐ Final Service Entry Sheet

Add to Header (C)

- Shipping Cost
- Shipping Tax
- Special Handling
- Special Handling Tax
- Attachment

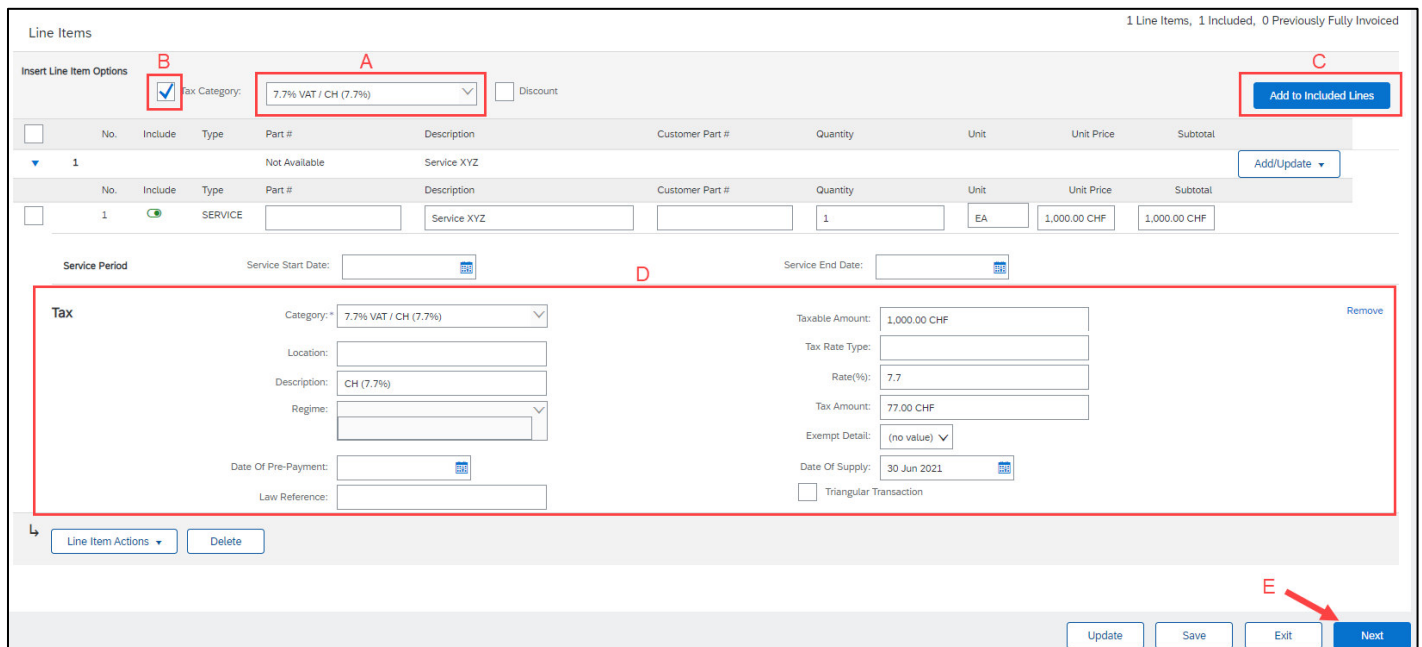
Tax Category: 7.7% VAT / CH (7.7%) ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
1	<input checked="" type="checkbox"/>	Not Available		Service XYZ		1	EA	1,000.00 CHF

Service Period: Service Start Date: [Calendar] Service End Date: [Calendar]

You have created the invoice item. Now you must add **VAT**:

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



Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 7.7% VAT / CH (7.7%) ☐ Discount **Add to Included Lines** (C)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	Not Available		Service XYZ		1	EA	1,000.00 CHF	1,000.00 CHF

Service Period: Service Start Date: [Calendar] Service End Date: [Calendar]

Tax (D)

Category: 7.7% VAT / CH (7.7%) Taxable Amount: 1,000.00 CHF

Location: [Text] Tax Rate Type: [Text]

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

Regime: [Text] Tax Amount: 77.00 CHF

Date Of Pre-Payment: [Calendar] Exempt Detail: (no value)

Law Reference: [Text] Date Of Supply: 30 Jun 2021

☐ Triangular Transaction

Line Item Actions [Delete] [Update] [Save] [Exit] **Next** (E)

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».

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: INV26062021B	Subtotal: 1,000.00 CHF
Invoice Date: Wednesday 30 Jun 2021 1:54 PM GMT+02:00	Total Tax: 77.00 CHF
Original Purchase Order: 4500258142	Amount Due: 1,077.00 CHF

SERVICE PERIOD

Start Date : 29 Jun 2021
End Date : 29 Jun 2021

REMIT TO: OPM 6 Ltd - TEST Postal Address: Grünastrasse 23 8953 Dietikon Zürich Switzerland	BILL TO: Delica AG Postal Address (Par défaut): Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland Address ID: BP0003010000	SUPPLIER: OPM 6 Ltd - TEST Postal Address: Grünastrasse 23 8952 Dietikon Zürich Switzerland
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The invoice has been submitted. Please click on «**Exit**». This will take you back to the purchase order.

Invoice INV26062021B has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

- The status of the purchase order has changed to "Invoiced".
- 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.
- 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
(Invoiced)
4500258142
Amount: 1,000.00 CHF
Version: 1

Payment Terms ⓘ
NET 30

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 >](#)

Routing Status: Acknowledged
Related Documents: [INV26062021B](#)
[INV26062021B](#)