

Ariba Network Material Purchase Order Guide

Enter order confirmation and invoice

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1. Receipt of purchase order as email

You receive a purchase order as E-Mail from DELICA AG / JOWA AG. All relevant information can be found on this purchase order email:

M Inductric T	EST cont a pow	ordor					
M-maustrie - 1	EST Sent a new	order					
If more than one em	ail address is associated with yo	our organization f	or PO delive	ery, then the c	opy of this purchase	order would be sent to	them as well.
Message from your	customer M-Industrie - TES	т					
Please provide ord	er confirmation and invoi	ce via Ariba N	etwork. I	Please use t	he button below	"Process order".	
Before providing th	ne first order confirmatior	n and invoice,	a free re	gistration o	n Ariba Network	is required.	
Please find instruc	tions on following Websit	te: <u>https://www</u>	.aribanetv	vork-mindust	try.com/ariba-netz	werkanleitungen	
		Pr	ocess ord	er			
nis purchase order was delivere	d by Ariba Network. For more i	nformation about .	Ariba and A	riba Network, v	visit <u>https://www.arib</u>	a.com.	
rom: Delica AG		To: OPM 6 Ltd - T	EST				Purchase Orde (New)
resteneggstrasse 4 /o M-Industrie AG		Grünaustrasse 8953 Dietikon	23				4500255370
SC Accounting M-Industrie		Zürich Switzerland					Version: :
G		Phone: Fax:					
Switzenand Email: <u>opm6.supplier@gmail.com</u>							
T 30 mments mments type: Terms and Cond dy:Sofern keine speziellen Ver ligemeine Kaufbedingungen) d tre le fournisseur et les sociét gissant les contrats de vente d id the M-Industry companies, t soponsiblebuyer: Tec sopnany Code: 300 urchasing Unit Name: Pur hip All Items To elica Meilen ruechstrasse 40 706 Meilen H witzerland hip To Code: 4003 mail: ariba@mgb.ch ine Items	itions einbarungen zwischen dem Liefe er M-Industrie und die AGB zum § M-Industry. Jes conditions gén e machines et appareils sont app he AKB (General Terms and Con f sale for machinery and applian f sale for machinery and applian hn. Einkauf Delica AG, Standort 10 chasing Unit Delica AG	ranten und den M Kaufvortrag für Grales d'acht (Ak licables. / Unless ditions of Purchas- ces apply. Meilen, 0041 44 9 Bill To Delica AG Brestenegg c/o M-Indu SSC Accour 5033 Buch AG Switzerlanc	-Industrie L aschinen ur B) de M-Ind B) de M-Ind e) of the M- 25 84 88, p 25 84 88, p 25 84 88, p 25 84 88, p 25 84 88, p	Unternehmen vi d Apparate. / / Justry et les pecial agreeme Industry and th uurchasing-tec.	orliegen, gelten die A Sauf accord particulie nitotso geinerales nts between the supp ne Standard Terms ar mell@delica.com	KB n Iller Id Deliver To OKöseoglu Delica Melle	en
ine # No. Schedule Lines	Part # / Description	Туре	Return	Qty (Unit)	Need By	Unit Price	Subtotal
	Not Available	Material Tool ABC		1 (EA)	30 Jun 2021	200.00 CHF	200.00 CHF
	Other Information Req. Line No.: Requester: PR No.: Incoterms Location: Payment Term UniqueID: Payment Term Description: Short Name: Incoterms Information Incoterm Code: DDP	1 Okan Köseoglu PR7984 Mellen N030 30 Days net Tool ABC					
	Incoterm Location: Meiler	ı					
)rder submitted on: Monday 21 J Received by Ariba Network on: Mo MT+02:00	un 2021 5:03 PM GMT+02:00 onday 21 Jun 2021 5:03 PM					Sub-total:	200.00 CHF

The ordered material can be delivered using this purchase order email.

We expect to receive the order confirmation and the invoice for this purchase order via Ariba Network. The required steps are explained below:



2. Sign in to Ariba Network

The order confirmation and the invoice for this purchase order should be submitted via Ariba Network. To do this, you have to register once by clicking **"Process order**" in the purchase order email:

SAP Ariba 州	SAP Ariba 📉					
M-Industrie - TEST sent a	new order					
If more than one email address is associat	ted with your organization for PO delivery, then the copy of	of this purchase order would be sent to them as well.				
Message from your customer M-Indus	trie - TEST					
Please provide order confirmation a	nd invoice via Ariba Network. Please use the l	button below "Process order".				
Before providing the first order con	firmation and invoice, a free registration on Ar	riba Network is required.				
Please find instructions on followin	g Website: <u>https://www.aribanetwork-mindustry.c</u>	om/ariba-netzwerkanleitungen				
	Process order					
This purchase order was delivered by Ariba Network.	For more information about Ariba and Ariba Network, visit <u>ht</u>	ttps://www.ariba.com.				
From: Delica AG Brestenegstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5023 Bucke	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland	Purchase Order (New) 4500255376 Amount: 200.00 CHF Version: 1				

Please click «Sign up»:

Join yo	Join your customer on Ariba Network!				
Strengthen relationships Collaborate with your customer on the same secure network.	Connect faster Exchange documents electronically and streamline communications.	Reach more customers worldwide Sign up with Ariba Discovery and increase sales leads.			
Ariba N	etwork standard acco Learn more	unt is Free			

If you already have an Ariba Network account, then please click on "Log in"! Then you can process the purchase order with your existing Ariba Network account.



				 Indicates a required field
Company Name:*	ABC Enterprises			
Country:*	United States [USA]		~	If your company has more than one office,
Address:*	123 Pittsburgh Street			enter the main office address. You can
	Line 2			such as your shipping address, billing
	Line 3			address or other addresses later in wour company amfile
City:*	Pittsburgh			your company promet
State:*	Pennsylvania	~		
Zip:*	15222			
				201 323
ser account ir	nformation			
ser account in	nformation Name:*	First Name	Last Na	ne
ser account in	nformation Name:* Email:*	First Name	Last Na	ne
ser account ir	nformation Name:* Email:*	First Name	Last National La	me
ser account in	nformation Name:* Email:* Username:*	First Name Use my email as	Last National La	me
ser account in	nformation Name:* Email:* Username:* Password:*	First Name Use my email as Enter Password	Last Na	me
ser account in	Name:* Email:* Username:* Password:*	First Name Use my email as Enter Password Repeat Password	Last Na s my username	ne
ser account in	nformation Name:* Email:* Username:* Password:* Language:	First Name Use my email as Enter Password Repeat Password English	Last Na s my username	me

Please review the Company information and enter the necessary User account information. Please remember your username and password that you can log in for future purchase orders:

If you agree, please tick the two Ariba Terms and Conditions and click on "Register":





You have created an Ariba Network account. You will automatically be forwarded to your purchase order. Now you can submit an order confirmation and an invoice for this purchase order via Ariba Network. The required steps are explained from chapter 3 onwards.

SAP Ariba Network - Enterprise Account TEST MODE	← Back to classic view				0	OM
Purchase Order: 4500255376						Done
Create Order Confirmation Create Ship Notice C	eate Invoice 🔻			Ŧ	9	
Order Detail Order History						
From: Delica AG Brestmeggstrasse 4 cio M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8963 Dielökon Zürich Switzerland Phone: Fax? Email: opm6.supplier@gmail.com		Purchase Order (New) 4500255376 Amount: 200.00 CHF Version: 1			
Payment Terms () NET 30 Comment Spec. Terms and Conditions Dody. Sforth. Neine speziellen Vereinbaurungen zwischen dem Lieferanten und der und die AGB zum Kaufwertrag für Maschnie View more » Other Information ResponsibleRuyer: Techn. Einkauf Delica AG, Standort Mellen, 0041 44 5 Company Code: 3010 Purchanig Unit Name: Purchasing Unit Delica AG	M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingun 125 84 88, purchasing-tec.meil⊛delica.com	gen) der M-Industrie		Routir	ng Status	: Sent
Ship All Items To	Bill To	Deliver To				
Delica Mellen Bruechstrasse 40 8705 Mellen 2H Switzerland Ship To Code: 4003 Email: enbagengb.ch	Delica AG Bresteneggstrasse 4 co M-Industrie AG SSC Accounting M-Industrie D033 Buchs AG Switzerland	OKöseoglu Delica Meilen				

For future purchase orders you can click on **"Process order**" and you will be redirected to the Ariba Network login page where you can log in with your existing account:

M-Industrie - TEST sent a new order
If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Message from your customer M-Industrie - TEST
Please provide order confirmation and invoice via Ariba Network. Please use the button below "Process order".
Before providing the first order confirmation and invoice, a free registration on Ariba Network is required.
Please find instructions on following Website: https://www.aribanetwork-mindustry.com/ariba-netzwerkanleitungen
Process order

our compan	y OPM 6 Ltd	- TEST is a	lready reg	istered
you don't have	a user account,	request one n	ow.	
User Name	е			
Password				



3. Enter order confirmation

We expect to receive your order confirmation via Ariba Network. You have 3 options:

- Confirm the entire purchase order chapter 3.1 below You can confirm the entire purchase order at once. While doing that, you have the option to confirm a deviating delivery date for all purchase order items.
- Update purchase order items
 - Confirm items with a different delivery date / price. chapter 3.2.1
 - Confirm items with partial delivery chapter 3.2.2

3.1 Enter order confirmation - Confirm the entire order

You can confirm the entire purchase order at once. While doing that, you have the option to confirm a deviating delivery date for all purchase order items.

Purchase Order: 4500255806				Done
Create Order Confirmation Create St Confirm Entire Order Update Line Items	ip Notice Create Invoice 🔻	<u>+</u>	2	800
Reject Entire Order rom: Delica AG restenengstrasse 4 r/o M-Industrie AG SiC Accounting M-Industrie 033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietiton Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (New) 4500255806 Amount: 36.28 CHF Version: 1		
ayment Terms IET 30 comments formment Type: Terms and Conditions fody:Sofern keine speziellen Vereinbarungen zwischen d Industrie und lei AGB zum Kaufvertrag für Maschine .	em Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (/ . View more »	Rout Allgemeine Kaufbedingungen) der	ng Statu:	s: Sent
ther Information ResponsibleBuyer: Indirekter Einkauf Delica AG, Company Code: 3010 Purchasing Unit Name: Purchasing Unit Delica AG	2041 61 315 75 59, purchasing-indirect@delica.com			

On the purchase order, click on "Create order confirmation" and then "Confirm Entire Order":



- A. The required delivery date according to the purchase order is visible.
- B. Enter your Confirmation number.
- C. Enter the **delivery date** you want to confirm. This date can deviate from the delivery date of the purchase order. This confirmed delivery date will be valid for all items.
- D. Click on "Next".

orde	er Confirmation He	eader		* Indi	cates required field
Associ Shipping	Confirmation #: iiated Purchase Order #: Customer: I Supplier Reference: g and Tax Information	OC22062021 4500255906 M-Industrie - TEST]		
	Est. Shipping Date:	🗊 30 Jun 2021 12:00:00 P 🚉	C		
Line I	tems		A		
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtota
1	12312-1241 Leistungsstarkes Mul Current Order Status 1 Confirmed With N	1 (EA) (1) tifunktionspapier, holzfrei ungestrichen, hohe : Yew Date (Estimated Delivery Date: 30 Jun 2)	29 Jun 2021 : Weiße, hohe Opazität und hohes Volumen, 80g/q 021)	11.38 CHF m.	11.38 CHF
2	12312-1242 Leistungsstarkes Mul Current Order Status 1 Confirmed With N	1 (EA) ① tifunktionspapier, holzfrei ungestrichen, hohe : Yew Date (Estimated Delivery Date: 30 Jun 2)	29 Jun 2021 : Weiße, hohe Opazität und hohes Volumen, 80g/q 021)	18.00 CHF	18.00 CH
3	12312-1239 Bürolocher NeXXt Me Current Order Status 1 Confirmed With M	1 (EA) ① etall, mit Anschlagschiene aus Kunststoff, Ans : vew Date (Estimated Delivery Date: 30 Jun 2)	29 Jun 2021 schlagschlene mit farbiger Bedruckung und Fenster 021)	6.90 CHF r.	6.90 CHF
				Exit	Next

The summary of the order confirmation is displayed. If all information is correct, please click on "Submit".

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

Confirm	nation Update				
Confirr Supplier Re	mation #: OC22062021 eference:				
Line I	tems				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12312-1241	1 (EA) (i)	29 Jun 2021	11.38 CHF	11.38 CHF
	Leistungsstarkes Multifunktionspapi	ier, holzfrei ungestrichen, hohe Weiße, h	ohe Opazität und hohes Volumen, 80g/qm.		
	Current Order Status:				
	1 Confirmed With New Date (Estin	mated Delivery Date: 30 Jun 2021)			
2	12312-1242	1 (EA) (i)	29 Jun 2021	18.00 CHF	18.00 CHF
	Leistungsstarkes Multifunktionspapi	ier, holzfrei ungestrichen, hohe Weiße, h	ohe Opazität und hohes Volumen, 80g/qm.		
	Current Order Status:				
	1 Confirmed With New Date (Estin	mated Delivery Date: 30 Jun 2021)			
3	12312-1239	1 (EA) 🛈	29 Jun 2021	6.90 CHF	6.90 CHF
	Bürolocher NeXXt Metall, mit Ansch	lagschiene aus Kunststoff, Anschlagsch	iene mit farbiger Bedruckung und Fenster.		
	Current Order Status:				
	1 Confirmed With New Date (Estin	mated Delivery Date: 30 Jun 2021)			
				Previous Submit	Exit



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

Purchase Order: 4500255806		Done
Create Order Confirmation 🔻	ate Ship Notice Create Invoice 🔻	± 중
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 (Confirmed) 4500255806 Amount: 36.28 CHF Version: 1
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwisc Kaufbedingungen) der M-Industrie und die AGB zur Other Information ResponsibleBuyer: Indirekter Einkauf Delic Company Code: 3010 Purchasing Unit Name: Purchasing Unit Delica	chen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelter n Kaufvertrag für Maschine View more » a AG, 0041 61 315 75 59, purchasing-indirect@delica.com AG	Routing Status: Acknowledged Related Documents OC22062021
Ship All Items To	Bill To	Deliver To
Delica Meilen Bruechstrasse 40 8706 Meilen ZH Switzerland Ship To Code: 4003 Email: ariba@mgb.ch	Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	OKöseoglu Delica Meilen

The order confirmation was successfully sent to DELICA AG / JOWA AG. A paper or PDF order confirmation is no longer necessary!



3.2 Enter order confirmation – Update purchase order items

You can confirm individual items of the purchase order with a different delivery date and price (chapter 3.2.1). You can also confirm partial deliveries for purchase order items (chapter 3.2.2).

3.2.1 Confirm items with a different delivery date / price

On the purchase order, click on "Create Order Confirmation" and then "Update Line Items":

Ariba Network - Enterprise Account	TMODE		0	OM
Purchase Order: 4500256267				Done
Create Order Confirmation Create Ship No	otice Create Invoice 🔻	Ŧ	æ	***
Update Line Items istory Reject Entire Order				
Prom: Delica AG Bresteneggstrasse 4 co M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8963 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (New) 4500256267 Amount: 20.70 CHF Version: 1		

- A. The required quantity, delivery date and the price of the purchase order item is visible.
- B. Enter your Confirmation number.
- C. Enter the **quantity to be confirmed**. This quantity should be **the same** as the purchase order item quantity. If you want to confirm partial deliveries, please follow the instruction in chapter 3.2.2.
- D. Click on "Details" to enter delivery date and price deviations.

Orde	er Confirma	tion Header			* Indicate	s required field
Co	onfirmation #:	OC25062021				
Associat	ted Purchase	4500256267				
	Customer:	M-Industrie - TEST	В			
Supplie	er Reference:					
hipping Est. Sh	g and Tax Inform	nation	EB			
Est. D	Delivery Date:					
Est. D Line I	Delivery Date:			A		
Est. D Line I	Delivery Date: Items Part # / Des	cription	Cty (Unit)	A Need By	Unit Price	Subtot
Est. D Line I	ltems Part # / Des 12312-1230	cription	Cty (Unit) 3 (EA) (i)	A Need By 28 Jun 2021	Unit Price 6.90 CHF	Subtot 20.70 CH
Est. D Line I .ine #	ltems Part # / Des 12312-1239 Bürolocher	cription 9 NeXXt Metall, mit A	Qty (Unit) 3 (EA) (j) Inschlagschiene aus Kuns	A Need By 28 Jun 2021 ststoff, Anschlagschiene mit fart	Unit Price 6.90 CHF siger Bedruckung und Fenster	Subtot 20.70 CH
Est. D Line I .ine #	Delivery Date: Items Part # / Des 12312-1233 Bürolocher Current Orc	cription 9 NeXXt Metall, mit A	C Qty (Unit) 3 (EA) (i) Anschlagschiene aus Kuns	A Need By 28 Jun 2021 ststoff, Anschlagschiene mit fart	Unit Price 6.90 CHF biger Bedruckung und Fenster	Subtot 20.70 CH :
Est. D Line I .ine #	ltems Part # / Des 12312-1230 Bürolocher Current Orc 3 Un	ecription NeXXt Metall, mit A ler Status confirmed	Qty (Unit) 3 (EA) (i) Inschlagschiene aus Kuns	A Need By 28 Jun 2021 ststoff, Anschlagschiene mit fart	Unit Price 6.90 CHF biger Bedruckung und Fenster	Subtot 20.70 CF



The details of the purchase order item are visible and can be confirmed differently.

- A. Enter the **delivery date** you want to confirm. This date can deviate from the delivery date in the purchase order.
- B. Enter the **Unit price.** This price can be maximum 5% higher than the purchase order price of the item. **If you want to confirm a larger price discrepancy, then you must call the responsible buyer and request a purchase order change!**

Click on "OK"

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	12312-1239	3	EA (i)	28 Jun 2021		6.90 CHF	20.70 CHF
	Bürolocher NeXXt Metall, mit Ar	ischlagschien	e aus Kunststoff, A	Anschlagschiene mit farbig	ger Bedruckung und Fenste	r.	
	New Order Status: 3 Confirmed						
	Est. Shipping Da	ite:					
	Est. Delivery Da	ite:* 30 Ju	n 2021				
	Unit Pri	ce: 7.00 (CHF	A	λ.		
	Supplier P Auxiliary Part	art: 12312-: ID:	1239	E	3		
	Manufacturer Part	ID: 123433	3-20				
	Manufacturer Nar Supplier Batch	ne: Punch I ID:	it				
	Descripti	on: Büroloo	her NeXXt Metall,	mit Anschlagschiene aus	Kunststoff, Anschlagschien	e mit farbiger Bedruck	ung und Fenster.
	Subtotal: (i) 20.70 C	ΉF				
						ок	Cancel

You are back on the item overview of the order confirmation.

- A. You see the confirmed quantity, the confirmed (possibly different) delivery date and the confirmed (possibly different) price of the purchase order item.
- B. Click on "Next".

Line It	tems				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12312-1239 Bürolocher NeXXt Metall, mit Ansc Current Order Status	3 (EA) (i) hlagschiene aus Kunststo	28 Jun 2021 ff, Anschlagschiene mit farbiger Bec	6.90 CHF Iruckung und Fenster.	20.70 CHF
	3 Confirmed With Changes (Estimated Delivery Date:	30 Jun 2021; Confirmed Unit Price:	7.00 CHF)	
	Confirm:	Backorder:		Details	D
۹ ۱	Confirm All i			в	
				Exit	Next



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

Confin Supplier Re	mation #: OC25062021 eference:				
Line I	tems				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12312-1239	3 (EA) (i)	28 Jun 2021	6.90 CHF	20.70 CHF
	Bürolocher NeXXt Metall, m	it Anschlagschiene aus Kunst	stoff, Anschlagschiene mit farb	biger Bedruckung und Fenster.	
	Current Order Status:				
	3 Confirmed With Changes	(Estimated Delivery Date: 30	Jun 2021; Confirmed Unit Pri	ce: 7.00 CHF)	
			Pr	evious Submit	Exit

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

Purchase Order: 4	500256267				Done
Create Order Confin	mation 🔻 Create Ship Notice	Create Invoice 🔻	Ŧ	đ	000
Order Detail O	rder History				
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	9	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Confirmed) 4500256267 Amount: 20.70 CHF Version: 1		
Payment Terms NET 30 Comment Type: Terms and Body:Sofern keine spezielle (Aligemeine Kaufbedingung	Conditions en Vereinbarungen zwischen dem Liefera gen) der M-Industrie und die AGB zum Ka	inten und den M-Industrie Unternehmen vorliegen, gelten die AKB aufvertrag für Maschine View more »	Routing Sta Related Docume	tus: Ackr nts <mark>: OC2</mark>	bowledged 5062021
Other Information ResponsibleBuyer: Company Code: Purchasing Unit Name:	Indirekter Einkauf Delica AG, 0041 61 3 3010 Purchasing Unit Delica AG	15 75 59, purchasing-indirect@delica.com			

The order confirmation was successfully sent to DELICA AG / JOWA AG. A paper or PDF order confirmation is no longer necessary!



3.2.2 Confirm items with partial delivery

On the purchase order, click on "Create Order Confirmation" and then "Update Line Items"

Purchase Order: 450025765	4	Done
Create Order Confirmation 👻	Create Ship Notice Create Invoice 🔻	± ⊕
Confirm Entire Order Update Line Items istory		
Reject Entire Order rom: Delica AG 3resteneggstrasse 4 30 M-Industrie AG ISC Accounting M-Industrie i033 Buchs G Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (New) 4500257654 Amount: 69.00 CHF Version: 1
ayment Terms ① IET 30		Routing Status: Sent
Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarung Allgemeine Kaufbedingungen) der M-Indus	n zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, § in ie und die AGB zum Kaufvertrag für Maschine …, View more »	gelten die AKB

- A. The required quantity, delivery date and the price of the purchase order item is visible. 10 pieces were ordered in the example below.
- B. Enter your **Confirmation number**.
- C. Enter the quantity to be confirmed for the partial delivery 1.
- D. Click on "Details".

Orde	er Confirma	tion Header			* Indicate	es required field
C	onfirmation #:	AB28062021	L	7		
Associa	ated Purchase	4500257654				
	Customer:	M-Industrie - TEST	- B			
Suppli	ier Reference:					
Est. S	g and Tax Inform					
LSL I	Delivery Date:					
Line I	Items			A		
Line I	ltems Part # / Desi	cription	Qty (Unit)	A Need By	Unit Price	Subtota
Line I	Items Part # / Deso 12312-1239	cription	Qty (Unit) 10 (EA) (i)	A Need By 30 Jun 2021	Unit Price 6.90 CHF	Subtota 69.00 CHI
Line I .ine #	Items Part # / Des 12312-1239 Bürolocher I	cription NeXXt Metall, mit An	Qty (Unit) 10 (EA) (1) schlagschiene aus Kunsts	A Need By 30 Jun 2021 toff, Anschlagschiene mit farbige	Unit Price 6.90 CHF r Bedruckung und Fenster.	Subtota 69.00 CHI
Line I	Items Part # / Des 12312-1239 Bürolocher I Current Ord	cription NeXXt Metall, mit An er Status	Qty (Unit) 10 (EA) (i) schlagschiene aus Kunsts	A Need By 30 Jun 2021 toff, Anschlagschiene mit farbige	Unit Price 6.90 CHF r Bedruckung und Fenster.	Subtota 69.00 CH
Line I	Items Part # / Desi 12312-1239 Bürolocher I Current Ord	cription NeXXt Metall, mit An er Status Iconfirmed	Qty (Unit) 10 (EA) (i) schlagschiene aus Kunsts	A Need By 30 Jun 2021 toff, Anschlagschiene mit farbige	Unit Price 6.90 CHF r Bedruckung und Fenster.	Subtota 69.00 CHI



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	12312-1239	10	ea 🛈	30 Jun 2021		6.90 CHF	69.00 CHF
	Bürolocher NeXXt Metall, mit Ar	ischlagschier	ie aus Kunststoff	, Anschlagschiene mit farb	iger Bedruckung und Fe	nster.	
	New Order Status: 6 Confirmed						
	Est. Shipping D	late:					
	Est. Delivery D	ate:* 5 Ju	l 2021				
	Unit P	rice: 6.90	CHF		A		
	Supplier I Auxiliary Par	Part: 12312 t ID:	-1239				
	Manufacturer Par	t ID: 12343	33-20				
	Manufacturer Na	me: Punch	n It				
	Supplier Batch Descrip	tion: Bürolo	ocher NeXXt Met	all, mit Anschlagschiene a	us Kunststoff, Anschlags	chiene mit farbiger Bedruckun	g und Fenster.
	Subtotal:	(i) 41.40	CHF		В		
						ок	Cancel

Enter the delivery date of the partial delivery 1 and click "OK":

You are back on the item overview of the order confirmation.

- A. You can see the details of the confirmed partial delivery 1.
- B. You can see which PO item quantity has not been confirmed yet.
- C. Enter the quantity to be confirmed for the partial delivery 2.
- D. Click on "Details".

Line It	tems								
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal				
1	12312-1239 Bürolocher NeXXt Metall, mit Anscl	12312-1239 10 (EA) (i) 30 Jun 2021 6.90 CHF 69.00 CHF							
	Current Order Status								
	6 Confirmed With New Date	(Estimated Delivery Date	: 5 Jul 2021) A						
	• 4 Unconfirmed B								
	Confirm: 4	Backorder:		Details	(i)				
		C		D					



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	12312-1239	10	EA (i)	30 Jun 2021		6.90 CHF	69.00 CHF
	Bürolocher NeXXt Metall, mit	Anschlagschier	ne aus Kunststoff	, Anschlagschiene mit farb	piger Bedruckung und Fe	nster.	
	New Order Status: 4 Confirmed						
	Est. Shippinį	g Date:					
	Est. Deliver	y Date:* 9 Ju	ι 2021				
	Uni	Price: 6.90	CHF	A			
	Supplie Auxiliary F	er Part: 12312 Part ID:	2-1239				
	Manufacturer F	Part ID: 12343	333-20				
	Manufacturer	Name: Punch	n It				
	Supplier Ba Desc	tch ID: ription: Bürolo	ocher NeXXt Met	all, mit Anschlagschiene a	us Kunststoff, Anschlags	chiene mit farbiger Bedruckun	g und Fenster.
	Subtota	al: (i) 27.60	CHF				
					B		
						ок	Cancel

Enter the delivery date of the partial delivery 2 and click "OK":

You are back on the item overview of the order confirmation.

- A. You see both confirmed partial deliveries.
- B. Click on «Next».

_

Line	Items				
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	12312-1239 Bürolocher NeXXt Metall, mit Anschlag Current Order Status	10 (EA) (i) schiene aus Kunststoff, Ans	30 Jun 2021 chlagschiene mit farbiger Bedruckung und I	6.90 CHF Fenster.	69.00 CHF
A	6 Confirmed With New Date (Est 4 Confirmed With New Date (Est Confirm:	imated Delivery Date: 5 Jul imated Delivery Date: 9 Jul Backorder:	2021) 2021)	Details (i)	
Ļ	Confirm All (i)			в	
				Exit	Next



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

Cor Supplier	Confirmation #: OC28062021 Supplier Reference:							
Line I	tems							
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal			
1	12312-1239	10 (EA) 🛈	30 Jun 2021	6.90 CHF	69.00 CHF			
	Bürolocher NeXXt Metall, mit A	Anschlagschiene aus Kunststoff, A	nschlagschiene mit farbiger Bedrucku	ing und Fenster.				
	Current Order Status:							
	 6 Confirmed With New Date (Estimated Delivery Date: 5 Jul 2021) 4 Confirmed With New Date (Estimated Delivery Date: 9 Jul 2021) 							
				Previous Submit	Exit			

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

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

Purchase Order: 4500257654		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 Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Confirmed) 4500257654 Amount: 69.00 CHF Version: 1
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Sofern Keine speziellen Vereinbarungen zwischen dem Lieferanten u Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Mascl	nd den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine nine View more »	Routing Status: <u>Acknowledged</u> Related Documents: OC28062021

The order confirmation was successfully sent to DELICA AG / JOWA AG. A paper or PDF order confirmation is no longer necessary!



4. 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. If needed, additional costs such as shipping or special handling can also be charged. Standard invoice is explained in the following chapter 4.1 and invoice with additional costs is explained in chapter 4.2:

4.1 Standard invoice

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

Purchase Order: 4500255806		Done
Create Order Confirmation Create Ship No Order Detail Order History	otice Create Invoice Standard Invoice Line Itam Cradit Mama	⊻ 🗟
From:	Line-Item Debit Memo	Purchase Order
Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	4500255806 Amount: 36.28 CHF Version: 1
Payment Terms ① NET 30		Routing Status: Acknowledged Related Documents: OC22062021
Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwischen dem Li (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zu	eferanten und den M-Industrie Unternehmen v m Kaufvertrag für Maschine … View more »	vorliegen, gelten die AKB

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

reate Invoice			Update	Save	Exit Next
 Invoice Header 				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500255806	Subtotal:	36.28 CHF		View/Edit Addresses
Invoice #: *	INV28062021	Total Tax: Amount Due:	0.00 CHF 36.28 CHF		
Invoice Date:*	28 Jun 2021				
Remit To:	OPM 6 Ltd - TEST				
	Dietikon				
	Switzerland				
Bill To:	Delica AG				
	Buchs				
	Switzerland				

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.

Supplier VAT		Customer VAT	
Supplier VAT/Tax ID:*	CHE105903555	Customer VAT/Tax ID:* CHE1	05938109
Supplier Commercial Identifier:			
Supplier Commercial Credentials:			
ISR participant number:			
ISR reference number:			
Final Service Entry S	heet		



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"

1 Wegen 30/31 an position 5/6 ist es eine QR IBAN nto / Zahlbar an Zahlteil CH44 3199 9123 0008 8901 2 Robert Schneider AG Rue du Lac 1268 (Range 30..../ 3199...) 2501 Biel 1 00000 00003 14300 09017 Zusätzliche Inform Auftrag vom 15.06.2020 3 /\$1/10/10201409/11/200701/20/140.000-53/30/102673831/31/200615/32/7 7/33/7 7 139 40/40/0 30 Pia-Maria Rutschmann-Schnyder Grosse Markigasse 28 9400 Rorschach Wahrung Betrag





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.

- 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	ltems							3 Line Items, 3	Included, 0 Previo	ously Fully Invoiced
Insert Li	ne Item (Detions	ax Category:	7.7% VAT	C Shipping Documents	Special Handling	Discount		E Add to	Included Lines
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1	۲	MATERIAL	12312- 1241	Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.		1	EA (i)	11.38 CHF	11.38 CHF
А	Тах							В		
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	2		MATERIAL	12312- 1242	Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.		1	EA 🛈	18.00 CHF	18.00 CHF
	Тах									
	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	3	۲	MATERIAL	12312- 1239	Bürolocher NeXXt Metall, mit Anschlagschiene aus Kunststoff, Anschlagschiene mit farbiger Bedruckung und Fenster.		1	EA (i)	6.90 CHF	6.90 CHF
	Тах									

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

	No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	3	۲	MATERIAL	12312-	Bürolocher NeXXt Metall, mit Anschlagschiene a	aus Kunststoff,	1	ea (i)	6.90 CHF	6.90 CHF
				1239	Anschlagschiene mit farbiger Bedruckung und Fe	enster.				
	Тах			Category	2 706 MAT / CH /2 706)	Truchia Array				Remove
				cutegory.	7.7% VALLECH (7.7%)	laxable Amou	10 6.90 CHF			
				Location:		Rate(9	i): 7.7			
				Description:	CH (7.7%)	Tax Amou	0.53 CHF			
				Regime:	V	Exempt Det	il: (no value) 🗸			
			Date O	f Pre-Payment:	III	Date Of Supp	y: 28 Jun 2021			
			ı	Law Reference:		Triangul	ar Transaction			
Ļ	Line Ite	em Actions	- Del	ete						
							Update	Save	Exit	Next



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».

reate Invoice		Previous	Save Submit
Confirm and submit this document. It will be o country is:Switzerland. f you want your invoices to be stored in the A ervice.	ectronically signed according to the countries of origin and destination of riba long term document archiving, you can subscribe to an archiving se	of invoice. The document's originating count rvice. Note that you will also be able to arch	ry is:Switzerland. The document's destinati ive old invoices once you subscribe to the
Standard Invoice			
Invoice Number: Invoice Date: Original Purchase Order:	NV28062021 Monday 28 Jun 2021 3:59 PM GMT+02:00 4500255806	Subtotal: Total Tax: Amount Due:	36.28 CHF 2.80 CHF 39.08 CHF
REMIT TO:	BILL TO:	SUPPLIER:	
OPM 6 Ltd - TEST Postal Address: Grünaustrase 23 8953 Dietikon Zürich Switzerland	Delica AG Postal Address (Par défaut): Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland Address ID: BP0003010000	OPM 6 Ltd - TEST Postal Address: Grünaustrasse 23 8952 Dietikon Zürich Switzerland	

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





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 🔻	@	000
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) 4500255806 Amount: 36.28 CHF Version: 1	
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Softern keine speziellen Vereinbarungen zwischen dem Liefer. (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum K	anten und den M-Industrie Unternehmen vorliegen, gelten die AKB aufvertrag für Maschine … View more »	Routing Status Related Documents	Acknowledgeo INV28062021 OC22062021
Other Information ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 3 Company Code: 3010 Purchasing Unit Name: Purchasing Unit Delica AG	815 75 59, purchasing-indirect@delica.com		

4.2 Standard invoice with additional costs

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

Purchase Order: 4500256075		Done
Create Order Confirmation Creat Order Detail Order History	te Ship Notice Create Invoice Standard Invoice Line-Item Credit Memo	⊥ @
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	Line-Item Debit Memo To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Confirmed) 4500256075 Amount: 18.00 CHF Version: 1
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwisch die AKB (Allgemeine Kaufbedingungen) der M-Indus	nen dem Lieferanten und den M-Industrie Unternehmen vor trie und die AGB zum Kaufvertrag für Maschine … View mo	Routing Status: Acknowledged Related Documents: OC29062021 tiegen, gelten ore »



- A. Enter your «**Invoice number**». This number must be unique, can contain max. 16 characters and cannot contain special characters:
- B. Additional costs are entered at the invoice header level. Therefore, please click on "Add to Header".
- C. Then select the type of additional costs, **«Shipping Cost»** or **«Special Handling»**. In the example below shipping costs are charged. However also special handling fees such as minimum quantity surcharges can be charged. It is also possible to charge shipping costs AND special handling fees.

eate Invoice			Update	Save	Exit Next
Invoice Header Summary Purchase Order: Invoice #:* Invoice Date:* Remit To:	4500256075 INV29062021 29 Jun 2021	Subtotal: Total Tax: Amount Due:	18.00 CHF 0.00 CHF 18.00 CHF	* Indicates required field B C	Add to Header Add to Header Shipping Cost Shipping Tax Special Handling Special Handling Tax Attachment
Bill To:	Dietikon Switzerland Delica AG Buchs Switzerland				

- A. «Shipping Cost» are added.
- B. Please enter the **«Shipping Amount»**.
- C. The additional costs must also include tax. Therefore, please click on "Add to Header".
- D. Then select «Shipping Tax».

reate Invoice				Update	Save	Exit Next
 Invoice Header 					* Indicates required field	Add to Header 👻
Summary					С	Shipping Tax Special Handling
Purchase Order: Invoice #: * Invoice Date: * Remit To:	4500256075 INV29062021		Subtotal: Total Tax: Amount Due:	18.00 CHF 0.00 CHF 18.00 CHF	D	Special Handling Tax Attachment
Bill To:	Dietkon Switzerland Delica AG Buchs					
	Switzerland					
Ship From:	Dietikon Switzerland		Deliver To:	Delica Meilen Meilen Switzerland OKöseoglu Delica Meilen		View/Edit Addresse
Shipping Cost		A				
Shipping Amount:	10 B		Shipping Date:			Remov



Shipping Amount:	10.00 CHF	Shipping Date:		Remo
hipping Tax				
Category: *	7.7% VAT / CH (7.7%)	Taxable Amount:	10.00 CHF	Remove
Location:		Tax Rate Type:		
Description:	CH (7.7%)	Rate(%):	7.7	
Regime:	V	Tax Amount:	0.77 CHF	
		Exempt Detail:	(no value) 🗸	
Date Of Pre-Payment:		Date Of Supply:	29 Jun 2021	
Law Reference:		Triangular Tr	ransaction	

Shipping taxes were automatically added. If needed, Category can be changed. Default is 7.7%.

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.

Supplier VAT		Customer VAT	
Supplier VAT/Tax ID:*	СНЕ105903555 🥢	Customer VAT/Tax ID:* CHE105938109	
Supplier Commercial Identifier:			
Supplier Commercial Credentials:			
ISR participant number:			
ISR reference number:			
Final Service Entry S	heet		



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"

Zahlteil	Konto / Zahibar an CH44 3199 9123 0008 8901 2 Robert Schneider AG	Wegen 30/31 an position 5/6 ist es eine QR IBAN		
	Rue du Lac 1268 2501 Biel	(Range 30/ 3199)		
	Referenz 21 00000 00003 13947 14300	09017		
1 D	Zusätzliche Informationen Auftrag vom 15.06.2020 //S1/10/10201409/11/200701/20/140.000- 53/30/102673831/31/200615/32/7 7/33/7 7:139.40/40/0.30			
	Zahlbar durch Pia-Maria Rutschmann-Schnyd Grosse Marktgasse 28 9400 Rorschach	ler		





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.

- A. The invoice line item was taken from the purchase order.
- 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».

t Line Item	Options			С					Е
D	Tax Cate	gory: 7.7% \	/AT / CH (7.7	%) Shippi	ng Documents Sp	ecial Handling Dis	scount	Add to	Included Lines
No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	۲	MATERIAL	12312-	Leistungsstarkes Multifunktionspapier,		1	EA (i)	18.00 CHF	18.00 CHF

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

No.	Include	Туре	Part #	Description	Customer Part #	Quantity	Unit Unit Pri	ce Subtotal
1	۲	MATERIAL	12312-	Leistungsstarkes Multifunktionspapier,		1	EA (i) 18.00 CHF	18.00 CHF
			1242	holztrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.				
Тах			Category:*	7.7% VAT / CH (7.7%)	\sim	Taxable Amount:	18.00 CHF	Remo
			Location:			Rate(%):	7.7	
			Description:	CH (7.7%)		Tax Amount:	1.39 CHF	
			Regime:		~	Exempt Detail:	(no value) 🗸	
		Date Of F	Pre-Payment:			Date Of Supply:	29 Jun 2021	
		La	w Reference:			Triangular T	ransaction	
Line I	tem Actions	• De	elete					

Ξ.



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».

onfirm and submit this document. It will be untry is:Switzerland. you want your invoices to be stored in the	electronically signed according to the countries of origin and destination Ariba long term document archiving, you can subscribe to an archiving :	n of invoice. The document's originating country service. Note that you will also be able to archiv	v is:Switzerland. The document's destination ve old invoices once you subscribe to the archivi			
rvice. tandard Invoice						
Invoice Number: Invoice Date: Original Purchase Order:	INV29062021 Tuesday 29 Jun 2021 10:36 AM GMT+02:00 4500256075	Subtotal: Total Tax: Amount Due:	28.00 CHF 2.16 CHF 30.16 CHF			
REMIT TO:	BILL TO:	SUPPLIER:				
OPM 6 Ltd - TEST	Delica AG	OPM 6 Ltd - TEST	OPM 6 Ltd - TEST			
Postal Address: Grünaustrasse 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: Grünaustrasse 23 8952 Dietikon Zürich Switzerland				

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



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: 4500256075				Done
Create Order Confirmation 🔻	Create Invoice 🔻	<u>+</u>	7	•••
Order Detail Order History				
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie S033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Invoiced) 4500256075 Amount: 18.00 CHF Version: 1		
Payment Terms Payment Terms Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwischen dem Liefera (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Ka	inten und den M-Industrie Unternehmen vorliegen, gelten die AKB Jufvertrag für Maschine View more »	Routing Sta Related Docume	atus: Ackn ents INV2 OC2	owledged 19062021 9062021



5. Store your VAT number in your Ariba Network profile

Ariba Network «Home» section --> upper right corner on your initials (Account settings) --> Company Profile --> Tab «Business» --> Section «Tax Information» --> Feld «Vat ID» --> Save

6. What can I do if I no longer have the purchase order email?

On the purchase order email, you can click on "Process order" and then you will be redirected to the Ariba Network login page. After logging in, you will automatically get to your purchase order on Ariba Network. If you no longer have the purchase order email, you can log into your Ariba Network account by using following link:

https://supplier.ariba.com/

Click on "**Workbench**" in your Ariba Network account. You see a list of all your purchase orders. Select the purchase order where you no longer have the purchase order email and click on "**more**" (three dots) and then "**Send me a copy to take action**":

	rs ~ Fulfillment ~ Involces ~	Payments V Catalogs	Reports ~		Сге
Workbench					မှံဂုံ Customize
Last 31 days	1 Orders Last 31 days	O Rejected invoices Last 31 days	CHF O.O CHF Remittances Last 31 days	CHF O.O _{CHF} Early payment offers Next 90 days	CHF O.O CHF Scheduled payments Next 90 days
New orders (1) Edit filter Save filter	Last 31 days New				
					÷
Order Number	Customer	Amount	Date 🗸	Order Status	با Amount Invoices Act
Order Number	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoices Act Send me a copy to take
order Number 500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoices Act Send me a copy to take Confirm entire order
Irder Number 500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoice Act Send me a copy to take Confirm entire order Update line items
rder Number 500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoiceo Act Send me a copy to take Confirm entire order Update line items Reject entire order
rder Number 500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date \downarrow Jun 29, 2021	Order Status New	Amount Invoiceo Act Send me a copy to take Confirm entire order Update line items Reject entire order Create ship notice
order Number 500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoice Act Send me a copy to take Confirm entire order Update line items Reject entire order Create ship notice Create service sheet



This action is not needed with an **Enterprise Account**. In that case you can go to Workbench and click right on the purchase order number and submit an order confirmation and invoice.



SAP	Business Network	k 🔻 Enterprise A	ccount TEST M	DIDE						51 Q	2 MM
Home	e Enablement	Discovery ~	Workbench	Orders ~	Fulfillment ~	Invoices ~	Payments 🗸	More ~		Max Muster 1	ch
	A		Orders and R	eleases V	All customers	~	Exact match	Order number	Q	My Account Link User IDs	
	Overview Get	ting started		1 -	- Allery		-Alk		Account Settings	Contact Administrator	
	4.4		10		10		1	2	Customer Relationships	Switch Account	>
4	11		13		13	5	1.	Z	Users	OPM1 - TEST	
	New order	s	Items to con	firm	Orders	8	Orders to) invoice	Notifications	ANID: AN01425471486-T Premium Package	·
	Last 31 day	5	Last 31 day	/5	Last 31 da	iys	Last 31	. days	Application Subscriptions	Company Profile	
	My widgets	All customers 🗸	्रह्न Custo	omize					Account Registration	Settings	>
7									Network Settings	Logout	2
	Purchase orders	Last 3 mon	ths 🗸	Invoice aging			Activity feed	All 🗸	Electronic Order Routing 🦷		
	2.43 ^K	F		121 c	HF			Order received Apr 08, 2024 03:34 PM 1	Electronic Invoice Routing	3	Ľ
	2.5K			70				3800000759	Accelerated Payments	374.50 CHF	

7. How can I change the order email address?

1. The recipient email address can be adjusted here. Up to 5 recipients can be entered (separated by commas).

2	Then	click	"Save"
∠.	THOM	CIICK	Gave .

Business Network - Enterprise Account	EST MODE	© MM
Network Settings		Save
Electronic Order Routing Electronic Invoice Routing	Accelerated Payments Settlement Data Deletion Criteria	2
 Indicates a required field 		
External System Integration		
Configure cXML (native) integration		
Configure SAP Integration Suite, managed gateway for	or spend management and SAP Business Network (non-native integration)	
Non-Catalog Orders with Part Numbers	numbers are entered manually	
Status Update Request Notifications		
Do not send status updates for inbound documents in	n pending queue	4
New Orders		
Document Type	Routing Method	Options
		Email address: ppm1.suppliar@gmx.ch
Catalog Orders without Attachments	Emat V	Abach cXXIL document in the email message Abach cXXIL document in the email message Solution document in the email message Solution document is the email message Solution documents and and a solution documents. Abach PGF document in the email message