

# Ariba Network Service Purchase Order Guide

## **Enter 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. The purchase order position type indicates that this is a **service** order. The service can be provided based on this purchase order email.

M-Industrie - TE	ST sent a new	order						
If more than one email addre	ss is associated with your or	janization for P	O delivery, the	the c	opy of this purc	hase orde	r would be s	ent to them as w
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 confirmatio	n and invoic	e. a free red	istrat	on on Ariba	Networ	k is requir	ed.
	ons on following Websi							
	•							
		Proces	ss order					
his purchase order was delivere	d by Ariba Network. For more	information abo	ut Ariba and Arib	a Netw	ork, visit https:/	/www.aribi	.com.	
rom:	т	o:						Purchase Order
Delica AG Bresteneggstrasse 4	G	PM 6 Ltd - TES rünaustrasse 23 953 Dietikon	т					(New) 4500258142
/o M-Industrie AG SC Accounting M-Industrie	Z	ürich witzerland					Amou	unt: 1,000.00 CHF Version: 1
033 Buchs G witzerland	P	hone: ax:						
witzeriand		mail: <u>opm6.supp</u>	lier@gmail.com					
e AKB (Allgemeine Kaufbeding coord particulier entre le fournis onditions générales régissant le	reinbarungen zwischen dem Lie ungen) der M-Industrie und die sseur et les sociétés M-Industry	AGB zum Kaufve , les conditions g	ertrag für Maschi jénérales d'achat	nen un (AKB)	d Apparate. / Sa de M-Industry e	uf t les		
greements between the supplie e M-Industry and the Standard tesponsibleBuyer: In isompany Code: 30 urchasing Unit Name: Pui bip All Items To <b>Delica Meilen</b> Fruechstrasse 40 5706 Meilen H Wwitzerland ship To Code: 4003 imail: <u>anba@mgb.ch</u>	r and the M-Industry companie d Terms and Conditions governin direkter Einkauf Delica AG, 0043	s, the AKB (Gene ng contracts of sa	ale for machiner purchasing-indire asse 4 ie AG	onditior / and a	ns of Purchase) o ppliances apply.	i f	Deliver To OKoseoglu Delica Meiler	1
greements between the supplie erements between the supplie tem V-Industry and the Standard tesponsibleBuyer: In company Code: 300 urchasing Unit Name: Pur bip All Items To Defica Meilen Struechstrasse 40 5706 Meilen H Wwitzerland Ship To Code: 4003 mail: anba@mgb.ch inte Items inte ≠ No. Schedule Lines	r and the M-Industry companie I Terms and Conditions governin direkter Einkauf Delica AG, 0041 10 rchasing Unit Delica AG	s, the AKB (Gene ng contracts of si L 61 315 75 59, j Bill To Delica AG Bresteneggstr C/o M-Industri S033 Buchs AG Switzerland	erel Terms and C ale for machiner purchasing-indir asse 4 ie AG ng M-Industrie Return Qty (	Unit)	is of Purchase) c opliances apply. ica.com	of 	Delica Meiler Price	Subtotal
greements between the supplie erements between the supplie tem V-Industry and the Standard tesponsibleBuyer: In company Code: 300 urchasing Unit Name: Pur bip All Items To Defica Meilen Struechstrasse 40 5706 Meilen H Wwitzerland Ship To Code: 4003 mail: anba@mgb.ch inte Items inte ≠ No. Schedule Lines	r and the M-Industry companie I Terms and Conditions governin direkter Einkauf Delica AG, 0041 10 rchasing Unit Delica AG	s, the AKB (Gene ng contracts of si 1 61 315 75 59, j Delica AG Bresteneggstr C/o M-Industri S033 Buchs AG Switzerland	eral Terms and C ale for machiner purchasing-indir purchasing-indir asse 4 ie AG ng M-Industrie	Unit)	is of Purchase) c appliances apply. ica.com	1,000.0	Delica Meiler Price	
greements between the supplie erements between the supplie tem V-Industry and the Standard tesponsibleBuyer: In company Code: 300 urchasing Unit Name: Pur bip All Items To Defica Meilen Struechstrasse 40 5706 Meilen H Wwitzerland Ship To Code: 4003 mail: anba@mgb.ch inte Items inte ≠ No. Schedule Lines	r and the M-Industry companie I Terms and Conditions governin direkter Einkauf Delica AG, 0041 10 rchasing Unit Delica AG	s, the AKB (Gene ng contracts of si 1 61 315 75 59, j Bill To Delica AG Bresteneggetr d/o M-Industri \$033 Buchs AG Switzerland Type I Service	erel Terms and C ale for machiner purchasing-indir asse 4 ie AG ng M-Industrie Return Qty (	Unit)	is of Purchase) c opliances apply. ica.com	of 	Delica Meiler Price	Subtotal
greements between the supplie greements between the supplie tem Lindustry and the Standard tesponsibleBuyer: In company Code: 300 urchasing Unit Name: Pur Ship All Items To Delica Meilen 2706 Meilen 2716 Switzerland Ship To Code: 4003 smail: arba&mgb.ch Line Items Line # No. Schedule Lines	r and the M-Industry companie d Terms and Conditions governin direkter Einkauf Delica AG, 004: 10 rchasing Unit Delica AG Part # / Description Not Available Service Period Service Start Date:	s, the AKB (Genenge Contexts of signature) a contracts of signature o	eral Terms and C ale for machiner purchasing-indir asse 4 ie AG ig M-Industrie Return Qty ( 1 ( E/	Unit)	is of Purchase) c opliances apply. ica.com	of 	Delica Meiler Price	Subtotal
greements between the supplie de M_Industry and the Standard bether Information tesponsibleBuyer: Inc Jompany Code: 3 30 Purchasing Unit Name: Pur Ship All Items To Delica Mellen Bruechstrasse 40 3705 Mellen Him Bruechstrasse 40 3705 Mellen Him Struck 4003 mmail: arriba@mgb.ch Line Items Line ≠ No. Schedule Lines 1	r and the M-Industry companie i Terms and Conditions governin direkter Einkauf Delica AG, 004: 10 rchasing Unit Delica AG Part # / Description Not Available Service Period Service Start Date: Service Start Date: Other Information Requester: PR No.: Service Start Date: Service Start Date:	s, the AKB (Genenge Contents of set of contracts of set 1 61 315 75 59, j Bill To Delica AG Bresteneggetr // 0 M-Industri S033 Buchs AG Switzerland Type I Service Service XYZ 29 Jun 2021 6 Jul 2021 1 Okan Köseoglu PR8046 Di, 29, Jun 2021 0, 5, Jul 2021 0, 6, Jul 2021 Meilen DDP Meilen DDP Meilen 30 Days net	eral Terms and C ale for machiner purchasing-indir asse 4 ie AG ig M-Industrie Return Qty ( 1 ( E/	undition v and a sect@del	is of Purchase) c opliances apply. ica.com	1,000.0	Delica Meiler Price	Subtotal
greements between the supplie he M-Industry and the Standard Other Information ResponsibleBuyer: Inc Company Code: 30	r and the M-Industry companie i Terms and Conditions governin direkter Einkauf Delica AG, 004: 10 rchasing Unit Delica AG Part # / Description Not Available Service Period Service Start Date: Service Start Date: Other Information Requester:: PR No: Service Start Date: Service Start Date:	s, the AKB (Genenge Contents of set of contracts of set 1 61 315 75 59, j Bill To Delica AG Bresteneggetr // 0 M-Industri S033 Buchs AG Switzerland Type I Service Service XYZ 29 Jun 2021 6 Jul 2021 1 Okan Köseoglu PR8046 Di, 29, Jun 2021 0, 5, Jul 2021 0, 6, Jul 2021 Meilen DDP Meilen DDP Meilen 30 Days net	eral Terms and C ale for machiner purchasing-indir asse 4 ie AG ig M-Industrie Return Qty ( 1 ( E/	undition v and a sect@del	is of Purchase) c spliances apply. ica.com Need By 6 Jul 2021	quired.	Price Price D CHF	Subtotal

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



## 2. Sign in to Ariba Network

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

SAP	Ariba <u> </u>		
	M-Industrie - TEST sent a	new order	
	If more than one email address is associa	ted 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-Indus	trie - TEST	
	Please provide order confirmation a	and invoice via Ariba Network. Please use the butto	on below "Process order".
	Before providing the first order con	firmation and invoice, a free registration on Ariba N	Network is required.
	Please find instructions on followin	g Website: https://www.aribanetwork-mindustry.com/a	riba-netzwerkanleitungen
		Process order	
	This purchase order was delivered by Ariba Network.	For more information about Ariba and Ariba Network, visit <u>https://v</u>	www.ariba.com.
	From:	То:	Purchase Order
	Delica AG	OPM 6 Ltd - TEST Grünaustrasse 23	(New)
	Bresteneggstrasse 4 c/o M-Industrie AG	8953 Dietikon	4500255376 Amount: 200.00 CHF
	SSC Accounting M-Industrie	Zürich Switzerland	Version: 1

#### Please click on «Sign up»:



<u>Attention:</u> 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.



				<ul> <li>Indicates a required field</li> </ul>
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 enter more addresses
	Line 2			such as your shipping address, billing
	Line 3			address or other addresses later in your company profile.
City: *	Pittsburgh			
State:*	Pennsylvania	~		
Zip: •	15222			-
	nformation			
ser account ir	nformation	First Name	Last Nar	ne
		First Name	Last Nar	ne
	Name:*	First Name		ne
	Name:*			ne
	Name:* Email:*			ne
	Name:* Email:* Username:*	Vse my email as		ne
ser account ir	Name:* Email:* Username:*	Use my email as		ne

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 invoice for this purchase order via Ariba Network. The required steps are explained from chapter 3 onwards.

Purchase Order: 450	0258133							Done
Create Order Confirmat	ion 👻	Create Service Sł	neet	Create Invoice	•		<u>+</u> 9	ē
Order Detail Orde	History							
rom: Ivesteneggstrasse 4 Ivesteneggstrasse 4 Ivestenegstrasse 4 SC Accounting M-Industrie O33 Buchs G Witzerland		To: OPM 6 Ltd - Grünaustras: 8953 Dietiko Zürich Switzerland Phone: Fax: Email: opm6	se 23	.com		Purchase (New) 45002 Amount: Version:	58133 1,000.00 CHF	
er M-Industrie und die AGB zu ther Information	reinbarungen zwischen dem Lieferan m Kaufvertrag für Maschine View r rekter Einkauf Delica AG, 0041 61 31 0	more »		iegen, gelten die	AKB (Allgemeine	Kaufbedingungen)	Routiny	g Status: Sent
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 c/o M-Industrie AG SSC Accounting M- 5033 Buchs AG Switzerland				OKöseoglu Delica Meilen		
Line Items							Show Item	Details
Line # No. Schedule Lin	es Part # / Description	Туре	Return	Qty (Unit)	Need By	Price	Subtotal	
1	Not Available Service XYZ	Service Service		1(EA) 🛈	6 Jul 2021	1,000.00 CHF	1,000.00 CHF	Details
		ered by Ariba				Service Shee		al: 1.000.00 C

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

ł.



## 3. Enter invoice

We expect to receive your invoice via the Ariba Network.

There are 2 options to do this on Ariba Network:

#### • <u>Preferred option:</u> Create an invoice for a service order – chapter 3.1 below

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.

# <u>Alternative option:</u> 1. Create a service sheet and then 2. Create an invoice – chapter 3.3

Alternatively, you can first create a service sheet. Once this service sheet is approved by us, then you can create and submit an invoice. This option can be useful if you provide services in stages but want to invoice all services at once.



#### 3.1 <u>Preferred option</u>: Create an invoice for a service purchase order

We expect to receive your invoice via the Ariba Network.

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

Purchase Order: 450025	8142								Done
Create Order Confirmation 🔻	Create Ship Not	ice	Create Se	rvice She		create Invoice		<u>+</u>	Ē
Order Detail Order Histo	ory					tandard Invoice ine-Item Credit			
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland		Grün 8953 Züric Swit: Phor Fax:	erland e:	23	gmail.com	ine-Item Debit M		Purchase Order (New) 4500258142 Amount: 1,000.00 CHF Version: 1	
Payment Terms ① NET 30 Comments Comment Type: Terms and Condition: Body:Sofern keine speziellen Vereinb (Allgemeine Kaufbedingungen) der M Other Information ResponsibleBuyer: Indirekter Company Code: 3010 Purchasing Unit Name: Purchasin	arungen zwischen dem Lie -Industrie und die AGB zun Einkauf Delica AG, 0041 6	n Kaufvertrag	für Masch	nine Vi	ew more »	egen, gelten die	e AKB	Rou	ing Status: Sent
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 Bresteneg c/o M-Indu SSC Acco 5033 Buch AG Switzerlan	istrie AG unting M-I IS				OKöseoglu Delica Meilen		
Line Items								Show Iter	n Details 📰
Line # No. Schedule Lines	Part # / Description	т	/pe	Return	Qty (Unit)	Need By	Price	e Subtotal	
1	Not Available	😰 Ser	vice		1(EA) 🛈	6 Jul 2021	1,000.00 CI	HF 1,000.00 CHF	Details
	Service XYZ								



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
<ul> <li>Invoice Header</li> </ul>				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500258142		0.00 CHF		View/Edit Addresses
Invoice #:	INV29062021B	Total Tax: Amount Due:	0.00 CHF 0.00 CHF		
Invoice Date: (i)	29 Jun 2021	-			
Service Description:					
Remit To:	OPM 6 Ltd - TEST	-			
	Dietikon				
Bill To:	Switzerland Delica AG				
	Buchs				
	Switzerland				
Ship From:	OPM 6 Ltd - TEST	Ship To:	Delica Meilen		View/Edit Addresses
	Dietikon		Meilen Switzerland		
	Switzerland	Deliver To:	OKöseoglu Delica Meilen		
Payment Term					
Net Term(days):	30			Add Discount/Penalty Term	
Additional Fields					
Supplier Account ID #:		Service Start Date:	29 Jun 2021		
Customer Reference:		Service End Date:	29 Jun 2021		
Supplier Reference:		]			

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:*	CHE105903555		Customer VAT/Tax ID:*	CHE105938109	]
Supplier Commercial Identifier:					
Supplier Commercial Credentials:		11			
ISR participant number:					
ISR reference number:					
Final Service Entry S	iheet				



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 into / Zahlbar a Zahlteil CH44 3199 9123 0008 8901 2 Robert Schneider AG Rue du Lac 1268 (Range 30 .... / 3199 ...) 2501 Biel 21 00000 00003 13947 14300 09017 Zusätzliche In 3 Auftrag vom 15.06.2020 //\$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 Marklgasse 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.

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»**.

Line Items						0 Lir	ne Items,	0 Include	d, 0 Previou	isly Fully Invoiced
Insert Line Item Options       Tax Category:     7.7% VAT / CH (7.7%)     Discount     Add to Included Lines										
No. No. Include	Туре	Part #	Description	Customer Part #	Quantity	Unit	Unit		Unit Price	Subtotal
1	Not	Service					_	Add/Up	odate 👻	
	Available	XYZ						Add	Contract/Catal	og Items
<b>L</b>								Add	General Servio	e
Line Item Actions	Delete					-		Add I	Labor Service	
								Add I	Material	

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					
Li	Add to Header  Shipping Cost Shipping Tax Special Handling	С				
Inse	Special Handling Tax Attachment Tax Category:	7.7% VAT / CH (7.7%)	V Discount			
	No. Include Type	Part #	Description	Customer Part #	Quantity	Unit Unit Price
•	1	Not Available	Service XYZ			
	No. Include Type	Part #	Description A	Customer Part #	Quantity B	Unit Unit Price
	1 O SERVICE		Service XYZ		1	EA 1,000.00 CHF
	Service Period S	Service Start Date:		Sen	vice End Date:	

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".

Li	ne Items														1 Line Items, 1 Inc	luded, 0 Previously F	ully Invoiced
Inse	rt Line Item Optio		Tax Category:	7.7% VAT / CH	A 1 (7.7%)	$\sim$	Discount									C Add to Include	ed Lines
	] No.	Include	Туре	Part #		Description			Customer Part #		Quantity		Unit	Unit Price	Subtotal		
	1			Not Available		Service XYZ										Add/Update 👻	
	No.	Include	Туре	Part #		Description			Customer Part #		Quantity		Unit	Unit Price	Subtotal		
	1	۲	SERVICE			Service XYZ					1		EA	1,000.00 CHF	1,000.00 CHF		
	Service Peri	bd	S	ervice Start Date:				D		Se	vice End Date:						
	Тах			Category:*	7.7% VAT / CH	7.7%)	$\checkmark$				Taxable Amount:	1,000.00 CHF					Remove
				Location:							Tax Rate Type:						
				Description:	CH (7.7%)						Rate(%):	7.7					
			Regime:			~					Tax Amount:		7.00 CHF				
											Exempt Detail:						
			Date	Of Pre-Payment:							Date Of Supply:						
				Law Reference:							mangutar	Transaction					
Ļ	Line Item /	actions 🔹	Delete														
																E	
														Update	Save	Exit	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».

eate Invoice		Previous Save	e Submit Exit
he document's destination country is:Swit; you want your invoices to be stored in the ou subscribe to the archiving service.	e electronically signed according to the countries of origin an zerland. Ariba long term document archiving, you can subscribe to a		
tandard Invoice			
Invoice Number: INV Invoice Date: Wer Original Purchase Order: 450 SERVICE PERIOD Start Date : 29 Jun End Date : 29 Jun	inesday 30 Jun 2021 1:54 PM GMT+02:00 0258142 2021	Subtotal: Total Tax: Amount Due:	1,000.00 CHF 77.00 CHF 1,077.00 CHF
REMIT TO:	BILL TO:	SUPPLIER:	
OPM 6 Ltd - TEST	Delica AG	OPM 6 Ltd - TE	ST
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	Postal Address Grünaustrasse 8952 Dietikon Zürich Switzerland	

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

Invoice INV26062021B has been submitted.
<ul><li>Print a copy of the invoice.</li><li>Exit invoice creation.</li></ul>

- 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 🔻	eate Ship Notice Create Service Sheet	Create Invoice 🔻	<u>+</u>	ē	
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	A 🗖	Purchase Order (Invoiced) 4500258142 Amount: 1,000.00 CHF Version: 1		В
	schen dem Lieferanten und den M-Industrie Unternehmen d die AGB zum Kaufvertrag für Maschine  View more »	vortiegen, gelten die AKB	Routing Statu Related Document	is: Acknowledged ts: INV26062021B INV26062021B	c

#### 3.2 Optional: Create an invoice with additional costs

If needed, additional costs such as shipping or special handling can also be charged. To submit an invoice with additional costs, open the purchase order and then click on **"Create Invoice"** and then **"Standard Invoice"**.

The invoice is created, please enter following information:

- 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.

Create Invoice			Update	Save	Exit Next
<ul> <li>Invoice Header</li> </ul>				* Indicates required field	Add to Header 👻
Summary Purchase Order:	4500258146 A	Subtotal	0.00 CHF		Shipping Tax <ul> <li>Special Handling</li> </ul>
Invoice #:			0.00 CHF	C	Special Handling Tax
	30 Jun 2021				Attachment
Service Description:					
Remit To:	OPM 6 Ltd - TEST				
	Dietikon Switzerland				
Bill To:	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».

Invoice Header					* Indicates required field	Add to Header 🔻
						Shipping Tax
Summary						Special Handling
Purchase Order:	4500258146			0.00 CHF	D	Special Handling Tax
Invoice #:	INV30062021		Total Tax: Amount Due:	0.00 CHF 0.00 CHF		Attachment
Invoice Date: (i)	30 Jun 2021	02				
Service Description:						
Remit To:	OPM 6 Ltd - TEST					
	Dietikon					
Bill To:	Switzerland Delica AG					
	Buchs Switzerland					
Ship From:	OPM 6 Ltd - TEST		Ship To:			View/Edit Address
	Dietikon			Meilen Switzerland		
	Switzerland		Deliver To:	OKöseoglu Delica Meilen		
		А				
Shipping Cost	В					

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

Shipping Cost				
Shipping Amount:	10.00 CHF	Shipping Date:	Ē	Remove
Shipping Tax Category: *	7.7% VAT / CH (7.7%)	Taxable Amount:	10.00 CHF	Remove
		axubic Amount.	10.00 CHP	
Location:		Tax Rate Type:		
Description:	CH (7.7%)	Rate(%):	7.7	
Regime:		Tax Amount:	0.77 CHF	
		Exempt Detail:	(no value) V	
Date Of Pre-Payment:	<b>•••</b>	Date Of Supply:	30 Jun 2021	
Law Reference:		Triangular Tr	ansaction	

Scroll down and enter all further information and submit the invoice as described in chapter 3.1.



#### 3.3 Alternative option: 1. Create a service sheet and then 2. Create an invoice

### A. Create a service sheet

On the purchase order, click on "Create Service Sheet".

Purchase Order: 45002	258146								Done
Create Order Confirmation Order Detail Order H		Notice	Create Se	ervice Sheet	Crea	te Invoice 🔻	) 🕹	đ	
	istory								
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland		Grünau 8953 D Zürich Switzer Phone: Fax:	land	@gmail.com	•	(* 4 A	urchase Orde New) 5002581 mount: 1,000 ersion: 1	46	
Payment Terms () NET 30 Comments Comment Type: Terms and Conditi Body:Sofern keine speziellen Verei AKB (Allgemeine Kaufbedingunger Other Information ResponsibleBuyer: Indirek Company Code: 3010 Purchasing Unit Name: Purcha	inbarungen zwischen den n) der M-Industrie und die kter Einkauf Delica AG, 00	e AGB zum Ka	aufvertrag für N	Maschine Vie	w more »	n, gelten die		Routing St	atus: Sent
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 Brestenegg: c/o M-Indus SSC Accour 5033 Buchs AG Switzerland	trie AG nting M-Industr	ie		OKöseoglu Delica Meilen			
Line Items							Show	Item Detai	ls 🖬
Line # No. Schedule Lines	Part # / Description	Тур	e Return	Qty (Unit)	Need By	Price	Subtotal		
1	Not Available	Servi	ce	1(EA) 🛈	6 Jul 2021	1,000.00 CHF	1,000.0 CH		Details
Order submitted on: Tuesday 29 Jun 202 Received by Ariba Network on: Tuesday 1 This Purchase Order was sent by M-Indu delivered by Ariba Network.	21 3:49 PM GMT+02:00 29 Jun 2021 3:50 PM GMT+02				Ê	Service Sheet R		/b-total: 1,(	000.00 CHF



Enter your **«Service Sheet number**». This number must be unique. Then enter the **«Service Start Date**» and **«Service End Date**». These 2 dates cannot be in the future. Then tick **«Copy the service start and end dates to the service line items**», so you don't have to re-enter the start and end date for the Service Entry Sheet Lines. Scroll down to **«Service Entry Sheet Lines**» section.

Create Service Sheet	Update Save Exit Next
▼ Service Sheet Header	* Indicates required field Add to Header 👻
Summary Purchase Order: 4500258146 Service Sheet #:* Service Sheet Date:* 30 Jun 2021	Subtotal: 0.00 CHF Service Start Date:* 30 Jun 2021 Service End Date:* 30 Jun 2021 Copy the service start and end dates to the service line items

Now you create a Service Entry Sheet Line. It is important to describe in the line item the provided service. To do this, click on **«Add»** and then **«Add Unplanned Item»**.

Final Service Entry Sheet		
Add Comments Add Attachments		
Service Entry Sheet Lines Line No. / Description Co	ontract #	
1 Not Available Service XYZ	Add 🗸	
	Add Contract/Catalog Item	
Add Pricing Details		



The Service Entry Sheet Line is created. Please enter following detail information:

- A. The start and end date are automatically taken from the header.
- B. Please enter the **Description** of the provided service.
- C. 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.

- D. You can add Comments and **Attachments** if necessary. If available, please **attach your time sheet** as an attachment.
- E. 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.
- F. Submit the service entry sheet with "Next".

Ad	nal Service Entry	Sheet	achments								
Line No.	Part No. / Desc	ription							Contract #		
1	Not Available Service XYZ							С			Add 🗸
	Include	Part No. / Desc	cription	Customer Part #	Туре	Item Type	Qty / Unit	Price	Subtotal		
					Service N	Unplanned Adhoc	1 EA	1,000.00 CHF	1,000.00 CHF	Delete	Сору
	в	Service XYZ									
	SERVICE PERIO	D									
	А	Start Date:	30 Jun 2021			End D	ate: 30 Jun 202	1			
	COMMENTS										
	Add	Comments:					1				
ц [	Add Pricing De	tails							F		
							Uj	odate Save	Exi	t I	Next



The summary of the service sheet is displayed. If all the information is correct, please click on **"Submit"**. Then the service sheet is sent to the DELICA AG / JOWA AG requester for approval. Once approved, you can create and submit the invoice.

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

Create Service Sheet			Previ	ous	Save	Submit	Exit
Confirm and submit this document.							
Service Sheet SES30062021 Date: 30 Jun 2021 Final Service Sheet: No Purchase Order: 4500258146 Subtotal: 1,000.00 CHF Service Start Date: 30 Jun 2021 Service End Date: 30 Jun 2021		Subtotal: 1,0	00.00 CHF				
From OPM 6 Ltd - TEST OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland	To Delica AG M-Industrie - TEST Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland Address ID: BP0003010000						
Service Entry Sheet Lines						Show Item Details	
Line # Type Service # / De	scription	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1 Not Available Service XYZ							
1 Service Service XYZ		Unplanned Adhoc		1 (EA) (i)	1,000.00 CHF	1,000.00 CHF	Details
						Service Entry Subtotal: 1,00	
			Previ	ous	Save	Submit	Exit

The service sheet 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 "Serviced". Under the section "Related documents" you can see the service sheet and it can be viewed if necessary.

Purchase Order: 4500258146		Done
Create Order Confirmation 🗸	Create Service Sheet Create Invoice 👻	<u>↓</u> @
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 (Serviced) 4500258146 Amount: 1,000.00 CHF Version: 1
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwischen dem Liefera (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum K		Routing Status: <u>Acknowledged</u> Related Documents SES30062021
Other Information ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 3 Company Code: 3010 Purchasing Unit Name: Purchasing Unit Delica AG	15 75 59, purchasing-indirect@delica.com	



#### B. Create an invoice for a service

As soon as the service sheet is approved by the DELICA AG / JOWA AG requester, the status of the service sheet changes to "Approved" (under "Related Documents" section, click on the service sheet and view the status in the left top corner). In addition, you receive an E-mail notifying you about the service sheet approval (if you have set-up the Ariba Network notifications properly).

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

Purchase Order: 4500258146	i .		Do	one
Create Order Confirmation 🔻	Create Ship Notice Create Service Sheet	Create Invoice 👻	⊥ 🗟	
		Standard Invoice		
Order Detail Order History		Line-Item Credit Memo		
		Line-Item Debit Memo		
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 Or (Serviced) 4500258 Amount: 1,0 Version: 1	146	
Payment Terms (1) NET 30			outing Status: Acknowle Documents: SES3006	
	zwischen dem Lieferanten und den M-Industrie Unternehn I-Industrie und die AGB zum Kaufvertrag für Maschine V			

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

Create Invoice			U	pdate Save	Exit Next
<ul> <li>Invoice Header</li> </ul>				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500258146		1,000.00 CHF		View/Edit Addresses
Invoice #: *	INV30062021B	Total Tax: Amount Due:	0.00 CHF 1,000.00 CHF		
Invoice Date:*	30 Jun 2021				
Service Description:					
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 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.

Supplier VAT		Customer VAT	
Supplier VAT/Tax ID:*	CHE105903555	Customer VAT/Tax ID:*	CHE105938109
Supplier Commercial Identifier:			
Supplier Commercial Credentials:			
ISR participant number:			
ISR reference number:			
Final Service Entry S	heet		
Add to Header 🔻	]		



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 OR IBAN
	Rue du Lac 1268 2501 Biel	(Range 30/ 3199)
	Referenz. 21 00000 00003 13947 14300	09017
1 <b>D</b>	Zunätzliche Informationen Auftrag vom 15.06.2020 //S1/10/10201409/11/200701/20 53/30/102673831/31/200615/32	
	Zahlbar durch Pia-Maria Rutschmann-Schnyde Grosse Marktgasse 28 9400 Rorschach	er.





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.

Create invoice line item:

- A. The invoice line items were taken from the service sheet.
- B. Please select the «Tax Category». Default is 7.7%.
- C. Tick the box next to Tax category.
- D. Click on «Add to Included Lines».

Line	Items							1 Line	Items, 1 Include	ed, 0 Previously	Fully Invoiced
Insert L	ine Item Options	Category:	7.7% VAT / CH	B (7.7%)	Discount				D	Add to Inclu	ded Lines
	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
•	1		Not Available	Service XYZ							
	۲	SERVICE		Service XYZ			1	EA 🛈	1,000.00 CHF	1,000.00 CHF	
А	Service Sheet Detail	<b>s</b> Ser	vice Sheet #: SES	80062021		Service Line No.:	1				
	Service Period	Sen	vice Start Date: 29	) Jun 2021		Service End	Date: 6 Jul	2021			2

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

Line	Items								1 Lir	ne Items, 1 Inclue	ded, 0 Previously	/ Fully Invoiced
Insert L	ine Item Optio		Category:	7.7% VAT / CH	1 (7.7%)	V Discou	nt				Add to Incl	uded Lines
	In	clude	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
•	1		SERVICE	Not Available	Service XYZ			1	EA (i)	1,000.00 CHF	1,000.00 CHF	
	Service Shee	et Details	Servi	ice Sheet #: SI	ES30062021		Service Line No.	1				
	Service Perio	bd	Servic	e Start Date:	29 Jun 2021		Service End	Date: 6 Ju	il 2021			
-	Тах			Category:*	7.7% VAT / CH (7.7%)	$\checkmark$	Taxable A	mount: 1	,000.00 CHF			Remove
				Location:			Tax Rat	е Туре:				
				Description:	CH (7.7%)		R	ate(%): 7	.7			
				Regime:		~			7.00 CHF			
				L			Exempt		no value) 🗸			
				v Reference:			Date Of Tria	Supply: 3 angular Tran	0 Jun 2021 saction			
<b>۱</b>	Line Item A	Actions 🔹	, Del	ete								I
									Update	Save	Exit	Next



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

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

eate Invoice		Previous Save	Submit Exit
stination country is:Switzerland.	e electronically signed according to the countries of origin and de Ariba long term document archiving, you can subscribe to an ar		
tandard Invoice			
Invoice Number: II Invoice Date: V Original Purchase Order: 4	Vednesday 30 Jun 2021 5:24 PM GMT+02:00	Total Tax:	00.00 CHF 77.00 CHF 77.00 CHF
REMIT TO:	BILL TO:	SUPPLIER:	
OPM 6 Ltd - TEST	Delica AG	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: 4500258146		Done
Create Order Confirmation 🔻	p 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) 4500258146 Amount: 1,000.00 CHF Version: 1
Payment Terms ① NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwischen de (Allgemeine Kaufbedingungen) der M-Industrie und die AG	m Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AK B zum Kaufvertrag für Maschine … View more »	Routing Status: Acknowledged Related Documents INV30062021B SES30062021



## 4. 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

### 5. 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**":

ome Workbench Orde	ers ~ Fulfillment ~ Invoices ~	Payments ~ Catalogs	Reports ~		Creat
Workbench					န်ဂိုန် Customize
<b>1</b> New orders Last 31 days	<b>1</b> Orders Last 31 days	O Rejected invoices Last 31 days	CHF <b>O.O</b> CHF Remittances Last 31 days	CHF O.O CHF Early payment offers Next 90 days	CHF <b>O.O</b> CHF Scheduled payments Next 90 days
New orders (1) <ul> <li>Edit filter   Save filter</li> </ul>	Last 31 days (New)				<b>ြ</b>
Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced Action
4500258036	M-Industrie - TEST	100.00 CHF	Jun 29, 2021	New	Send me a copy to take
					Confirm entire order
					Update line items
					Update line items Reject entire order
					Reject entire order



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	<ul> <li>Enterprise A</li> </ul>	ccount TEST MU	006						4 D 0 MM
Hom	e Enablement	Discovery ~	Workbench Orders and Re	Orders ~ eleases ~	Fulfillment ~	Invoices ~	Payments ~ Exact match ~	More  Vorder number	a	Max Muster 1 test-opm1.supplier@gmx.ch My Account Link User IDs
	Overview Get	ting started			- Black		~114		Account Settings	Contact Administrator
2	11 New order Last 31 day		13 Items to conf	firm	13 Orders Last 31 da		Orders to	invoice	Customer Relationships Users Notifications Application Subscriptions	Switch Account > OPM1 - TEST ANID: AN01425471486-T Premium Package
	My widgets Purchase orders	All customers V	्रि Custo	omize			Activity feed	All 🗸	Account Registration Network Settings	Company Profile Settings  Logout 2
	2.43 K			121 ci	HF			Att V order received pr 08, 2024   03:34 PM   1 800000759	Electronic Order Routing Electronic Invoice Routing Accelerated Payments	3   374.50 CHF
	2.011								-	

## 6. 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".
Ζ.	rnen	CIICK	Save.

Business Network - Enterprise Account	ST MODE	© MM
Network Settings		Save Close
Electronic Order Routing Electronic Invoice Routing	Accelerated Payments Settlement Data Deletion Criteria	2
<ul> <li>Indicates a required field</li> </ul>		
External System Integration		
Configure ctXII. (native) integration		
Configure SAP Integration Suite, managed gateway for spend management and SAP Business Network (non-native integration)		
Non-Catalog Orders with Part Numbers		
Process non-calling orders as calling orders if part numbers are entered manually		
Status Update Request Notifications		
Do not send status updates for inbound documents in pending queue		
New Orders		1
Document Type	Routing Method	Options
		Email address: ppm1 supplier@gmx.ch
Catalog Orders without Attachments	Enst V	Addon CXXII, document in the email message     Addon CXXII, document in the email message     Leve statistances online and do not include them with email message. This applies to all orders with attachments that have the routing     Leve statistances online and do not include them with email message. This applies to all orders with attachments that have the routing     Addon FO document in the email message