

Ariba Network Service Purchase Order Guide

Enter invoice

Content

1.	Receipt of purchase order as email	- 2 -
2.	Sign in to Ariba Network	- 3 -
3.	Enter invoice	- 6 -
3.1	Preferred option: Create an invoice for a service purchase order	- 7 -
3.2	Optional: Create an invoice with additional costs	- 15 -
3.3	Alternative option: 1. Create a service sheet and then 2. Create an invoice	- 17 -
4.	Store your VAT number in your Ariba Network profile	- 28 -
5.	What can I do if I no longer have the purchase order email?	- 28 -
6.	How can I change the order email address?	- 29 -

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 - 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-netzwerkleitungen>

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

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: gpm6.supplier@gmail.com

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

Payment Terms
NET 30

Comments
Comment Type: Terms and Conditions
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AGB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschinen und Apparate. / Sauf accord particulier entre le fournisseur et les sociétés M-Industrie, les conditions générales d'achat (AKB) de M-Industrie et les conditions générales régissant les contrats de vente de machines et appareils sont applicables. / Unless there are special agreements between the supplier and the M-Industrie companies, the AGB (General Terms and Conditions of Purchase) of the M-Industrie and the Standard Terms and Conditions governing contracts of sale for machinery and appliances apply.

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

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

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

Deliver To
OKoseoglu
Delica Meilen

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal
1		Not Available	Service		1 (EA)	6 Jul 2021	1,000.00 CHF	1,000.00 CHF
		Service XYZ						
		Service Period						
		Service Start Date:	29 Jun 2021					
		Service End Date:	6 Jul 2021					
		Other Information						
		Req. Line No.:	1					
		Requester:	Okan Köseoglu					
		PR No.:	PR8045					
		Service Start Date:	Di, 29 Jun 2021					
		Service End Date:	Di, 6 Jul 2021					
		Incoterms Location:	Meilen					
		incoTerm:	DDP					
		incoTermLocation:	Meilen					
		Payment Term UniqueID:	N030					
		Payment Term Description:	30 Days net					
		Short Name:	Service XYZ					

Order submitted on: Tuesday 29 Jun 2021 3:38 PM
GMT+02:00
Received by Ariba Network on: Tuesday 29 Jun 2021 3:38 PM
GMT+02:00
This Purchase Order was sent by M-Industrie - TEST
AN01406117272-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: 1,000.00 CHF

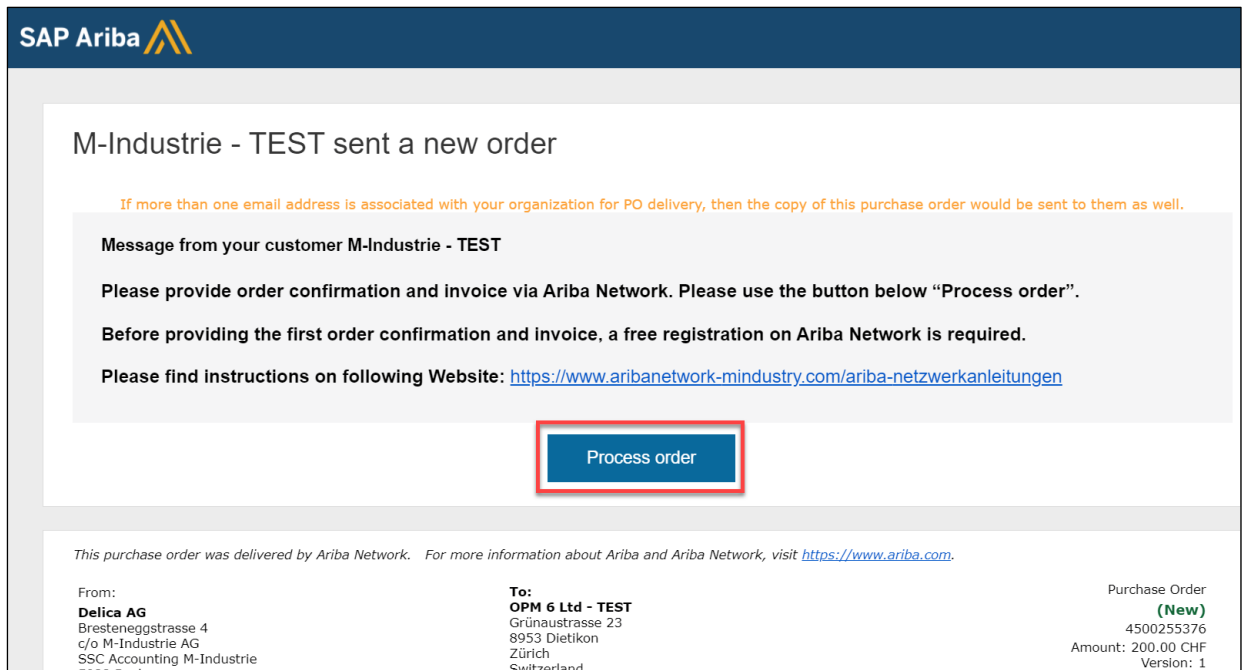
We expect to receive the invoice for this purchase order via Ariba Network. The required steps are explained below:

M-Industry

2 / 29

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

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.

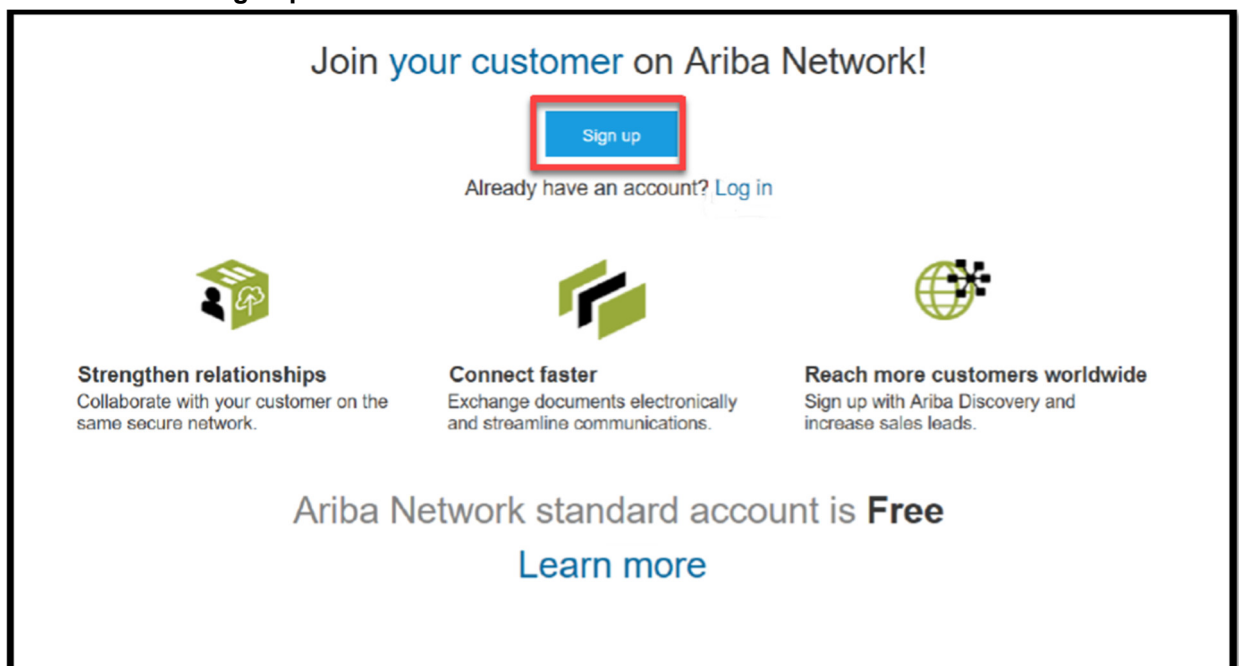
Please find instructions on following Website: <https://www.aribanetwork-mindustry.com/ariba-netzwerkanleitungen>

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5022 Buchs	To: OPM 6 Ltd - TEST Grünastrasse 23 8953 Dietikon Zürich Switzerland	Purchase Order (New) 4500255376 Amount: 200.00 CHF Version: 1
---	--	--


Please click on «**Sign up**»:




Join your customer on Ariba Network!

Sign up


Already have an account? [Log in](#)



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 Network standard account is Free

[Learn more](#)

Attention: 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.

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:

Company information

* Indicates a required field

Company Name: *

Country: *

Address: *

City: *

State: *

Zip: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name: *

Email: *

☒ Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

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

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Register

Cancel

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: 4500258133

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

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

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

Purchase Order
(New)
4500258133
Amount: 1,000.00 CHF
Version: 1

Payment Terms
NET 30

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

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

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

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

Deliver To
OKöseoglu
Delica Meilen

Line Items

Show Item Details

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

Order submitted on: Tuesday 29 Jun 2021 3:06 PM GMT+02:00
Received by Ariba Network on: Tuesday 29 Jun 2021 3:07 PM GMT+02:00
This Purchase Order was sent by M-Industrie - TEST AN01406117272-T and delivered by Ariba Network.

Service Sheet Required

Sub-total: 1,000.00 CHF

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-netzwerkanleitung>

Process order

Supplier Login

Your company OPM 6 Ltd - TEST is already registered.
If you don't have a user account, request one now.

User Name

Password

Login

Forgot Username or Password

3. Enter invoice

We expect to receive your invoice via the Ariba Network.

There are 2 options to do this on Ariba Network:

- **Preferred option:**
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.

- **Alternative option:**
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 Preferred option: 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: 4500258142
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Standard Invoice
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 Order
(New)
4500258142
Amount: 1,000.00 CHF
Version: 1

Payment Terms ⓘ
NET 30
Routing Status: Sent

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

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

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

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

Deliver To
OKöseoglu
Delica Meilen

Line Items
Show Item Details

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

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

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

UpdateSaveExitNext

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4500258142

Invoice #: INV29062021B

Invoice Date: 29 Jun 2021

Service Description:

Subtotal: 0.00 CHF

Total Tax: 0.00 CHF

Amount Due: 0.00 CHF

Remit To: OPM 6 Ltd - TEST

Dietikon

Switzerland

Bill To: Delica AG

Buchs

Switzerland

Ship From: OPM 6 Ltd - TEST

Dietikon

Switzerland

Ship To: Delica Meilen

Meilen

Switzerland

Deliver To: OKöseoglu

Delica Meilen

Payment Term

Net Term(days): 30

Add Discount/Penalty Term

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Service Start Date: 29 Jun 2021

Service End Date: 29 Jun 2021

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

Please enter your **"Supplier VAT/Tax ID"**. This ID can be stored in your Ariba Network profile, so you don't have to be enter it for every invoice (see chapter 4).

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

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

The formatting is important:

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

☐ Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier:

Supplier Commercial Credentials:

ISR participant number:

ISR reference number:

☐ Final Service Entry Sheet

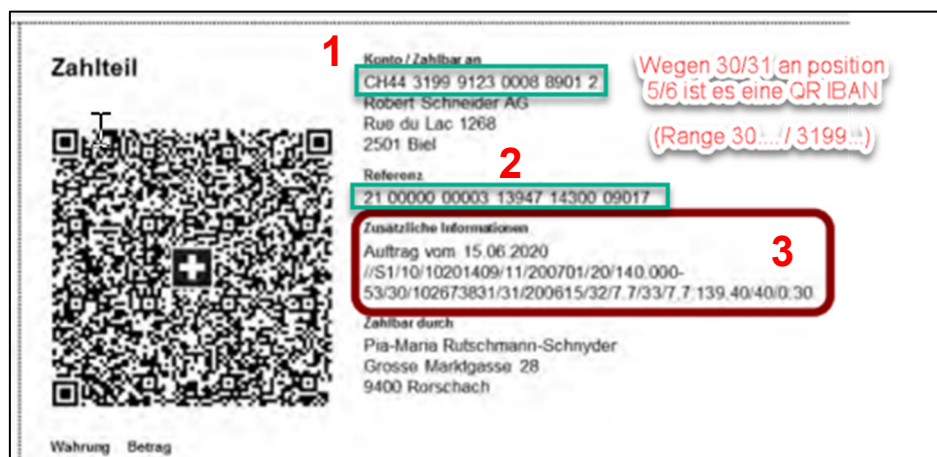
Customer VAT

Customer VAT/Tax ID: *

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

1 Konto / Zahlbar an
CH44 3199 9123 0008 8901 2
Robert Schneider AG
Rue du Lac 1268
2501 Biel

2 Referenz
21 00000 00003 13947 14300 09017

3 Zusätzliche Informationen
Auftrag vom 15.06.2020
//S1/10/10201409/11/200701/20/140.000-
53/30/102673831/31/200615/32/7 7/3/3/7 7 139.40/40/0.30

Währung Betrag

Wegen 30/31 an position 5/6 ist es eine QR IBAN (Range 30... / 3199...)

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

Important for the input of SCOR with Payment Reference:

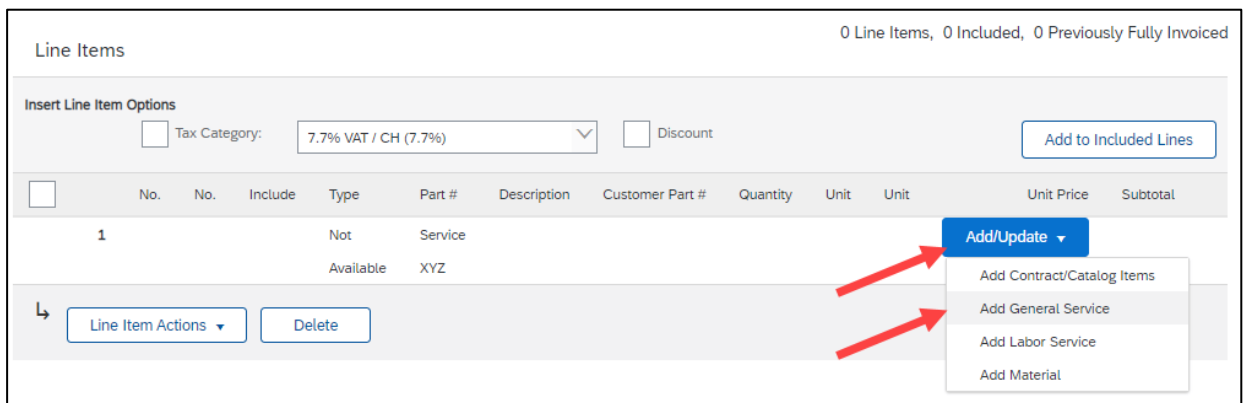
- **Reference** from the payment slip must be filled in the field “**QR/ESR Reference Number**”. The reference number must be **started with RF**.
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

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

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

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

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



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

- A. Please enter the **Description** of the provided service.
- B. Please enter **Quantity, Unit (unit of measure)** and **Unit Price** of the provided service. **This amount will be invoiced.**

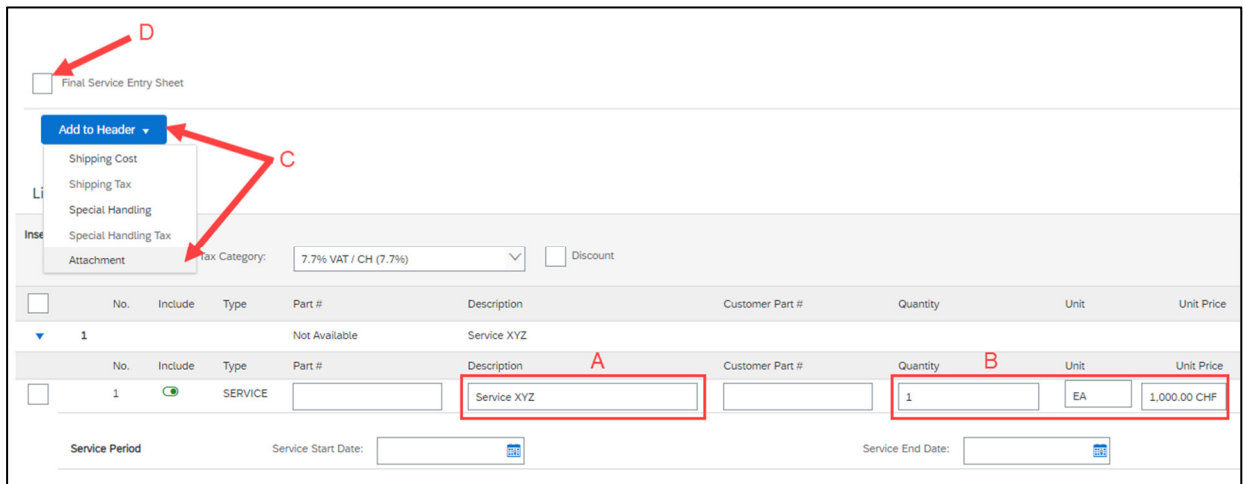
Following unit of measure are available: They must be entered in capital letter:

- a. EA --> Piece / Each
- b. HUR --> Hour
- c. DAY --> Days
- d. ANN --> Year

It is sufficient for us when you enter the quantity 1 for the entire service, use the unit of measure EA (piece) and then enter the total price of the service (see example in the screenshot below).

But of course, you are free to describe the provided service more in detail and use different unit of measures.

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



☐ Final Service Entry Sheet

Add to Header ▼

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

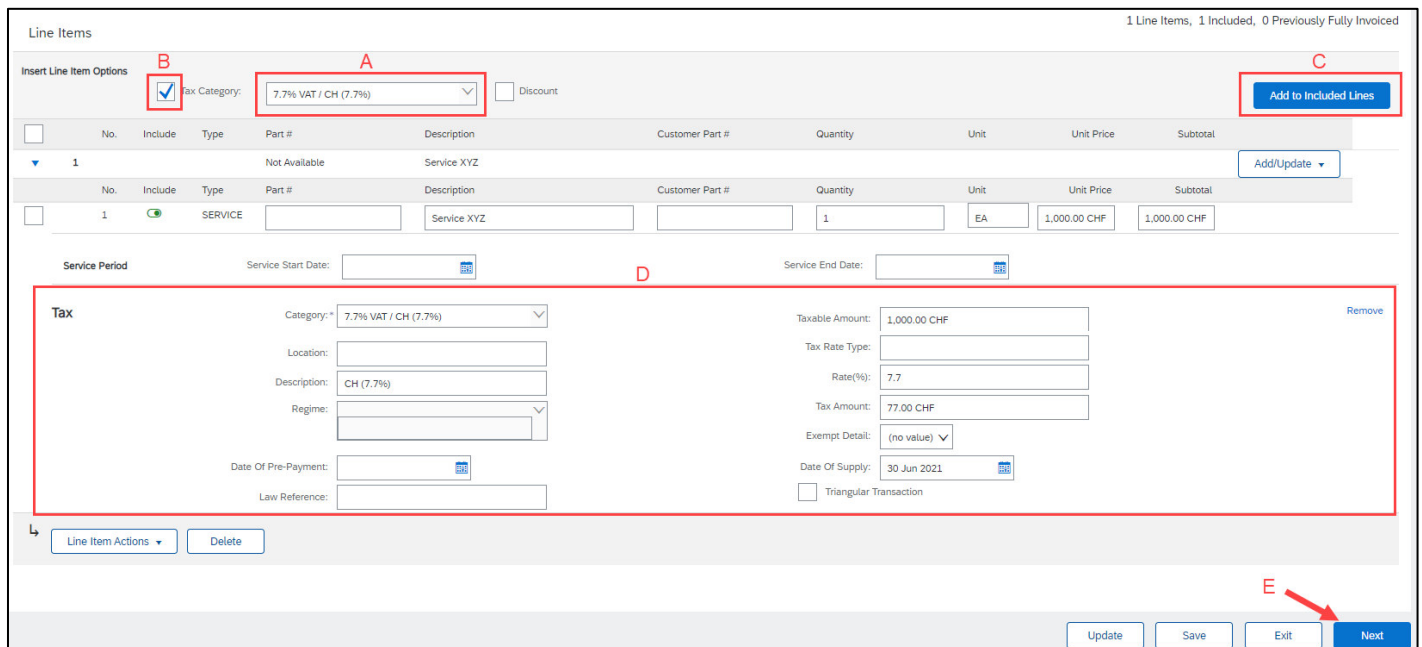
Tax Category: 7.7% VAT / CH (7.7%) ☐ Discount

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

Service Period: Service Start Date: Service End Date:

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

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



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

Insert Line Item Options

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

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

Service Period: Service Start Date: Service End Date:

Tax

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

Location: Tax Rate Type:

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

Regime: Tax Amount: 77.00 CHF

Date Of Pre-Payment: Exempt Detail: (no value) ▼

Law Reference: Date Of Supply: 30 Jun 2021

☐ Triangular Transaction

Line Item Actions: **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».

Create Invoice

Previous

Save

Submit

Exit

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

Standard Invoice

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

SERVICE PERIOD

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

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

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

Invoice INV26062021B has been submitted.

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

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

Purchase Order: 4500258142 Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

Order Detail | Order History

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

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

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

Payment Terms i
 NET 30

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

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

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:

- Enter your **«Invoice number»**. This number must be unique, can contain max. 16 characters and cannot contain special characters:
- Additional costs are entered at the invoice header level. Therefore, please click on **"Add to Header"**.
- 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

▼ Invoice Header

Summary

Purchase Order: 4500258146

Invoice #:

Invoice Date: 30 Jun 2021

Service Description:

Remit To: OPM 6 Ltd - TEST

Dietikon
Switzerland

Bill To: Delica AG

Buchs
Switzerland

Subtotal: 0.00 CHF
 Total Tax: 0.00 CHF
 Amount Due: 0.00 CHF

Add to Header

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

- 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».

Create Invoice

UpdateSaveExitNext

Invoice Header

Summary

Purchase Order: 4500258146

Invoice #: INV30062021

Invoice Date: 30 Jun 2021

Service Description:

Remit To: OPM 6 Ltd - TEST

Dietikon
Switzerland

Bill To: Delica AG

Buchs
Switzerland

Subtotal: 0.00 CHF

Total Tax: 0.00 CHF

Amount Due: 0.00 CHF

Ship From: OPM 6 Ltd - TEST

Dietikon
Switzerland

Ship To: Delica Meilen

Meilen
Switzerland

Deliver To: OKöseoglu
Delica Meilen

Shipping Cost

Shipping Amount: 10

Shipping Date:

Add to Header

Shipping Tax

Special Handling

Special Handling Tax

Attachment

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

Shipping Cost

Shipping Amount: 10.00 CHF

Shipping Date:

Shipping Tax

Category: 7.7% VAT / CH (7.7%)

Location:

Description: CH (7.7%)

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 10.00 CHF

Tax Rate Type:

Rate(%): 7.7

Tax Amount: 0.77 CHF

Exempt Detail: (no value)

Date Of Supply: 30 Jun 2021

☐ Triangular Transaction

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: 4500258146

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

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

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

Purchase Order
(New)
4500258146
Amount: 1,000.00 CHF
Version: 1

Payment Terms i
NET 30

Routing Status: Sent

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

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

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

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

Deliver To
OKöseoglu
Delica Meilen

Line Items [Show Item Details](#)

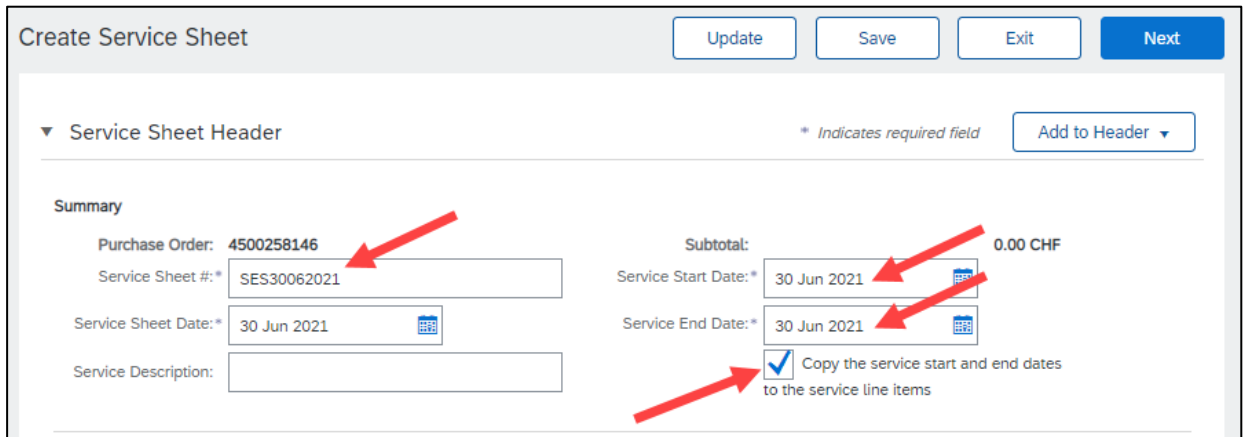
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1		Not Available	Service		1 (EA) ⓘ	6 Jul 2021	1,000.00 CHF	1,000.00 CHF	Details
		Service XYZ							

Order submitted on: Tuesday 29 Jun 2021 3:49 PM GMT+02:00
Received by Ariba Network on: Tuesday 29 Jun 2021 3:50 PM GMT+02:00
This Purchase Order was sent by M-Industrie - TEST AN01406117272-T and delivered by Ariba Network.

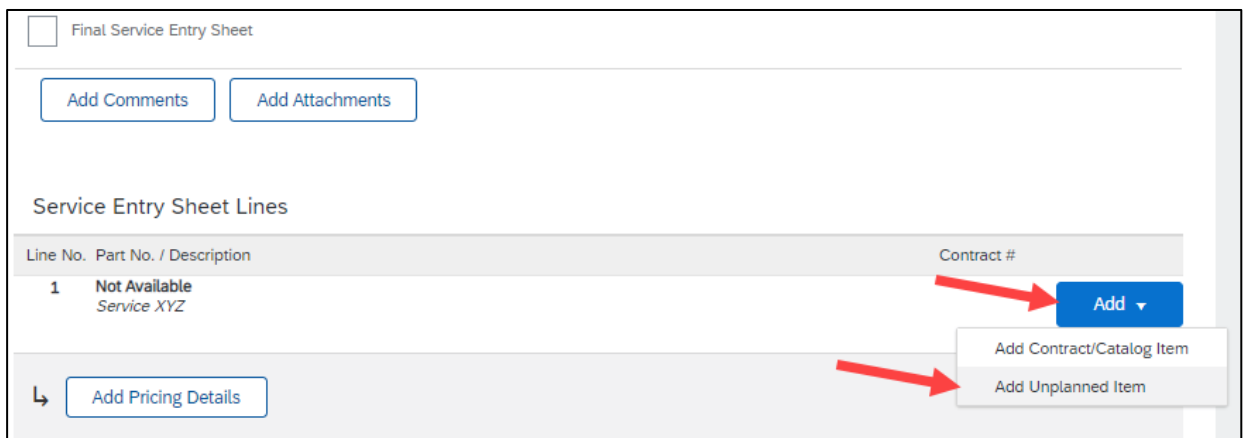
Service Sheet Required

Sub-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.



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**».



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.**

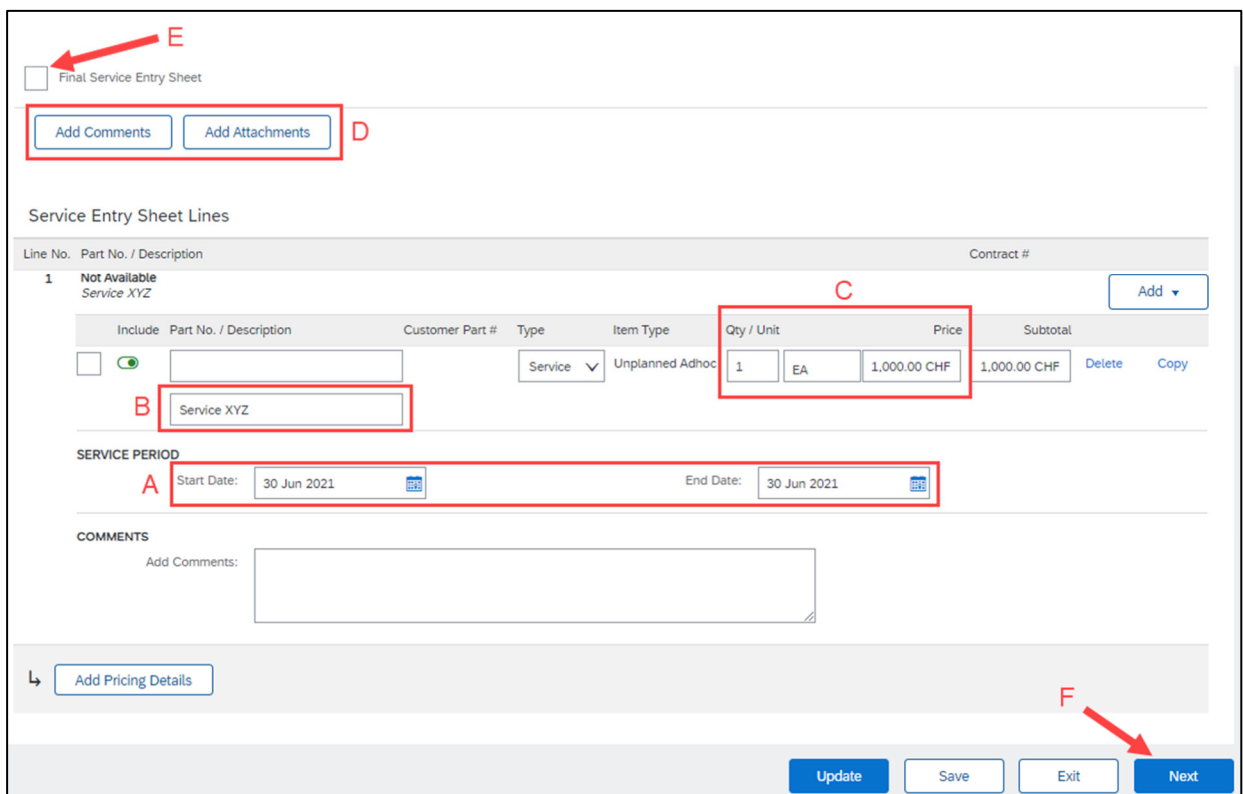
Following unit of measure are available: They must be entered in capital letter:

- 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**".



The screenshot shows the 'Service Entry Sheet' form. Annotations are as follows:

- E**: Points to the 'Final Service Entry Sheet' checkbox at the top left.
- D**: Points to the 'Add Comments' and 'Add Attachments' buttons.
- C**: Points to the 'Qty / Unit' and 'Price' fields in the table.
- B**: Points to the 'Description' field in the table.
- A**: Points to the 'Start Date' and 'End Date' fields in the 'SERVICE PERIOD' section.
- F**: Points to the 'Next' button at the bottom right.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
1	Not Available Service XYZ	

Table Details:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	Service XYZ		Service	Unplanned Adhoc	1 EA	1,000.00 CHF	1,000.00 CHF	Delete Copy

SERVICE PERIOD

Start Date: 30 Jun 2021 End Date: 30 Jun 2021

COMMENTS

Add Comments: [Text Area]

Buttons: Add Pricing Details, Update, Save, Exit, 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

Previous

Save

Submit

Exit

Confirm and submit this document.

Service Sheet

SES30062021

Subtotal: 1,000.00 CHF

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

From

OPM 6 Ltd - TEST

OPM 6 Ltd - TEST

Grünastrasse 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

Final Service Entry Sheet

NO

Service Entry Sheet Lines

Show Item Details

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1		Not Available Service XYZ					
1	Service	Service XYZ	Unplanned Adhoc		1 (EA)	1,000.00 CHF	1,000.00 CHF

Service Entry Summary

Subtotal: 1,000.00 CHF

Previous

Save

Submit

Exit

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

Service Sheet SES30062021 has been submitted.

Print a copy of the service sheet.

Exit service sheet creation.

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 Ship Notice

Create Service Sheet

Create Invoice ▾

⬇

📄

⋮

Order Detail

Order History

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

To:
OPM 6 Ltd - TEST
Grünastrasse 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

Routing Status: **Acknowledged**
Related Documents: **SES30062021**

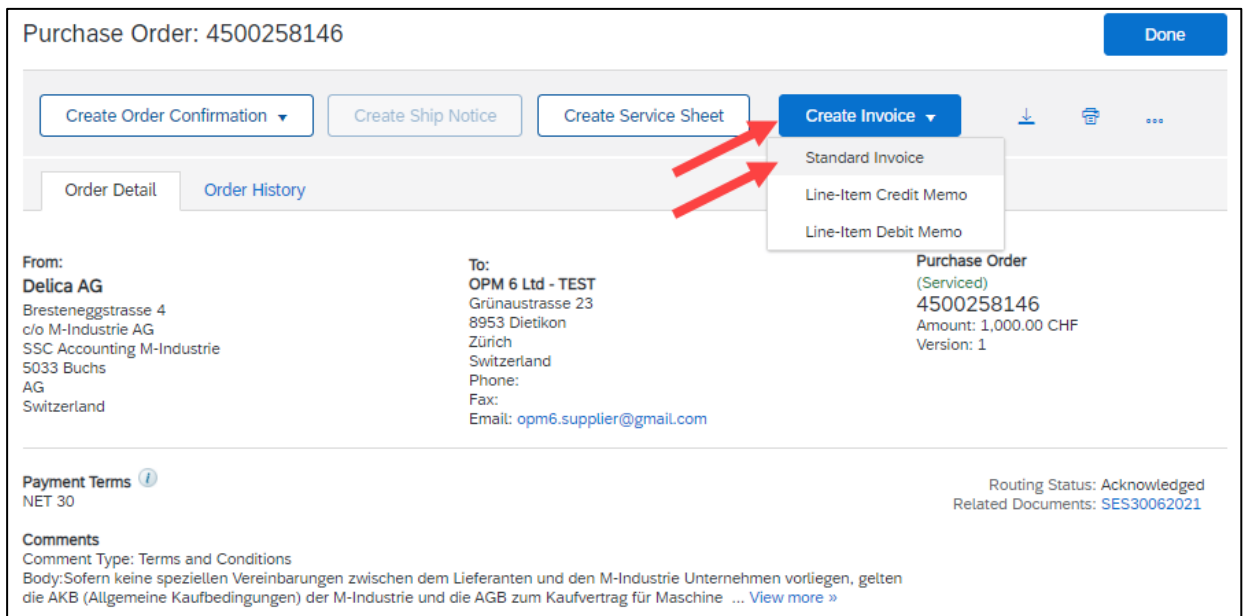
Comments
Comment Type: Terms and Conditions
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

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

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

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

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

Order Detail Order History

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

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

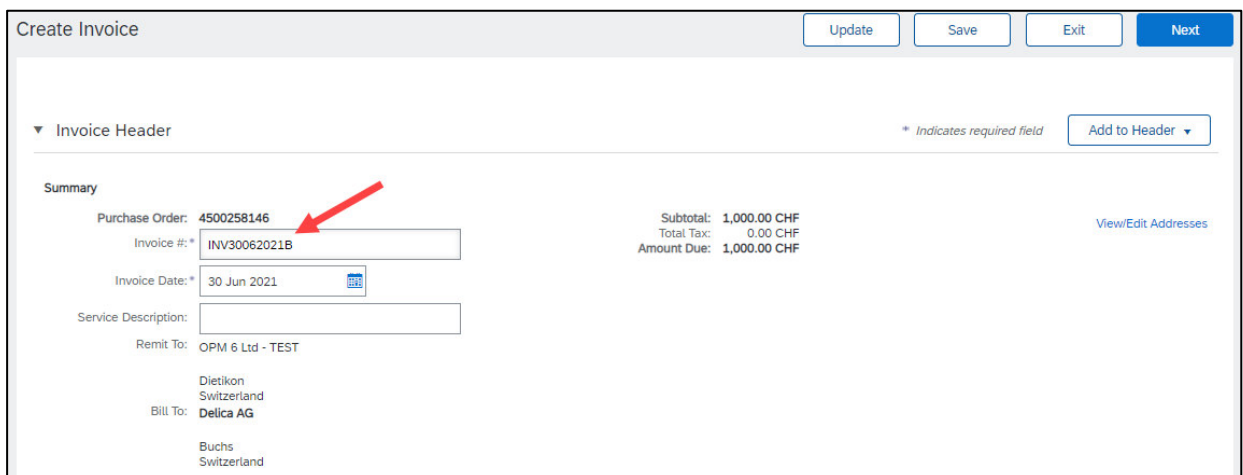
Purchase Order (Serviced)
4500258146
Amount: 1,000.00 CHF
Version: 1

Payment Terms NET 30

Routing Status: Acknowledged
Related Documents: [SES30062021](#)

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

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



Create Invoice

Update Save Exit Next

▼ Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4500258146

Invoice #: INV30062021B

Invoice Date: 30 Jun 2021

Service Description:

Remit To: OPM 6 Ltd - TEST

Dietikon
Switzerland

Bill To: Delica AG

Buchs
Switzerland

Subtotal: 1,000.00 CHF
Total Tax: 0.00 CHF
Amount Due: 1,000.00 CHF

[View/Edit Addresses](#)

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:

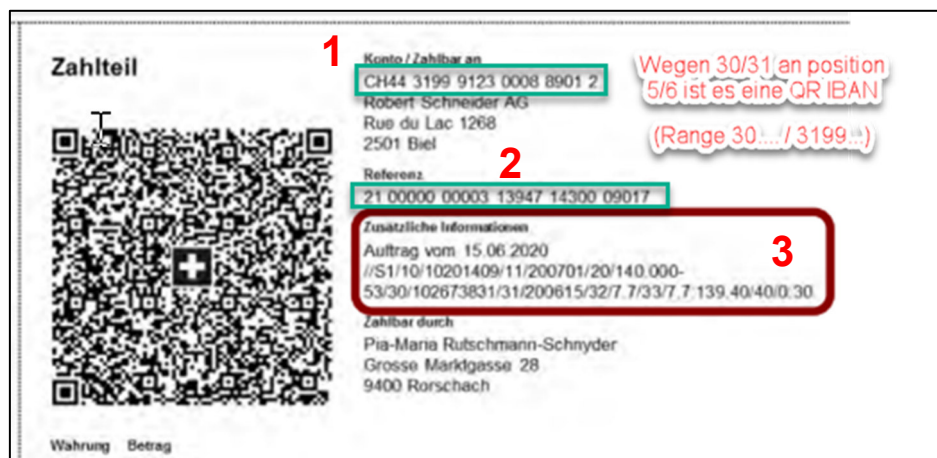
- ISR participant number: e.g. 01-234567-8. It is important that the hyphen is placed on **second and penultimate position**.
- ISR reference number: **is numeric, should not contain any spaces, can contain max. 16 or 27 characters**.

The screenshot shows the 'Supplier VAT' and 'Customer VAT' sections of an Ariba Network form. The 'Supplier VAT' section includes fields for 'Supplier VAT/Tax ID: *' (containing 'CHE105903555'), 'Supplier Commercial Identifier', 'Supplier Commercial Credentials', 'ISR participant number', and 'ISR reference number'. The 'Customer VAT' section includes a field for 'Customer VAT/Tax ID: *' (containing 'CHE105938109'). There is a checkbox for 'Final Service Entry Sheet' and an 'Add to Header' button. Three red arrows point to the 'Supplier VAT/Tax ID: *' field, the 'ISR participant number' field, and the 'ISR reference number' field.

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

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

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



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

Important for the input of SCOR with Payment Reference:

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

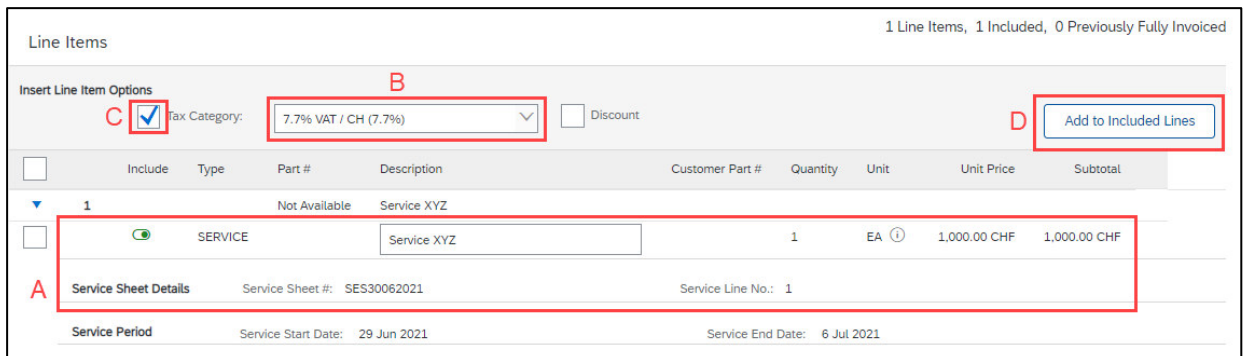
Zahlteil	
	Konto / Zahlbar an CH45 0023 0230 9999 9999 A Schreinerei Habegger & Söhne Uetlibergstrasse 138 8045 Zürich
	Referenz RF19 2320 QF02 T323 4UI2 34
	Zusätzliche Informationen Rechnungsnr. 10978 / Auftragsnr. 3987
	Zahlbar durch Simon Glarner Bächliwis 55 8184 Bachenbülach
Währung Betrag EUR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

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

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

Create invoice line item:

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



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

Insert Line Item Options

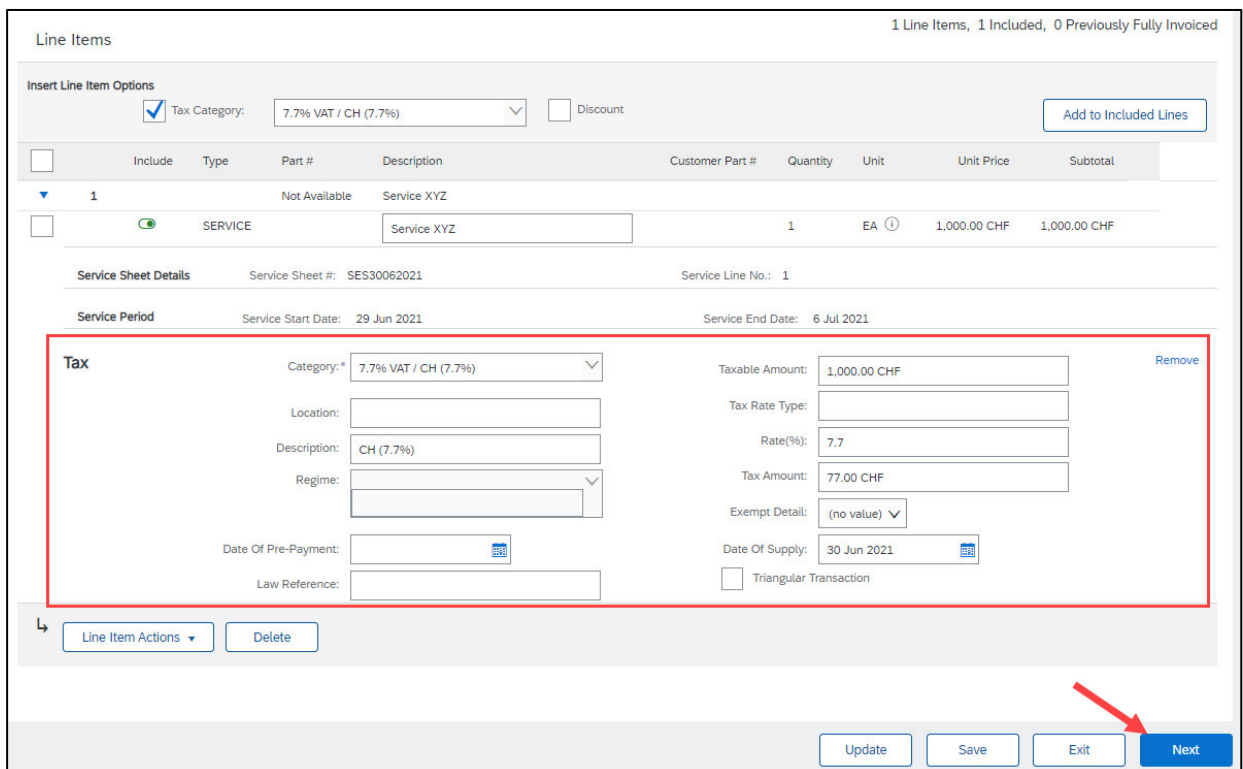
☒ Tax Category: 7.7% VAT / CH (7.7%) ☐ Discount Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	Not Available		Service XYZ		1	EA	1,000.00 CHF	1,000.00 CHF

Service Sheet Details Service Sheet #: SES30062021 Service Line No.: 1

Service Period Service Start Date: 29 Jun 2021 Service End Date: 6 Jul 2021

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



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

Insert Line Item Options

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

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	Not Available		Service XYZ		1	EA	1,000.00 CHF	1,000.00 CHF

Service Sheet Details Service Sheet #: SES30062021 Service Line No.: 1

Service Period Service Start Date: 29 Jun 2021 Service End Date: 6 Jul 2021

Tax

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

Location: Tax Rate Type:

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

Regime: Tax Amount: 77.00 CHF

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

Law Reference: Date Of Supply: 30 Jun 2021

☐ Triangular Transaction

Line Item Actions 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».

Create Invoice

Previous

Save

Submit

Exit

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

Standard Invoice

Invoice Number: INV30062021B	Subtotal: 1,000.00 CHF
Invoice Date: Wednesday 30 Jun 2021 5:24 PM GMT+02:00	Total Tax: 77.00 CHF
Original Purchase Order: 4500258146	Amount Due: 1,077.00 CHF

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

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

Invoice INV30062021B has been submitted.

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

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

Purchase Order: 4500258146

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland	To: OPM 6 Ltd - TEST Grünaustrasse 23 8953 Dietikon Zürich Switzerland Phone: Fax: Email: opm6.supplier@gmail.com	Purchase Order (Invoiced) 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 Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AGB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more](#) »

Routing Status: Acknowledged
Related Documents: [INV30062021B](#)
SES30062021

4. Store your VAT number in your Ariba Network profile

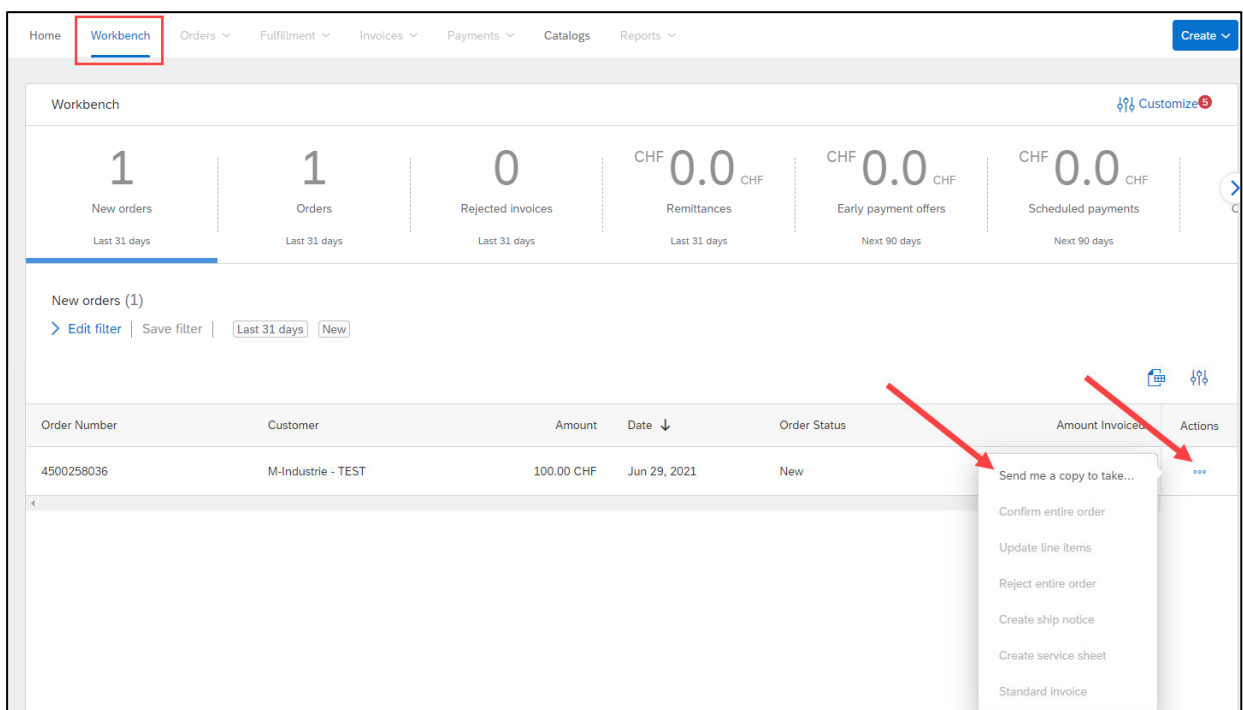
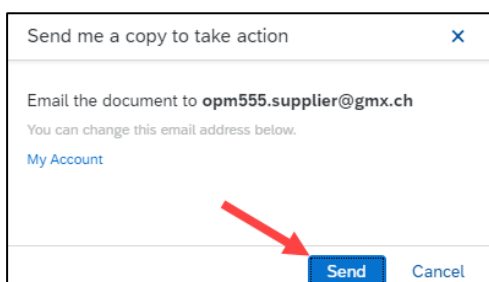
Ariba Network «Home» section --> upper right corner on your initials (Account settings) --> Company Profile --> Tab «Business» --> Section «Tax Information» --> Feld «Vat ID» --> Save

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:

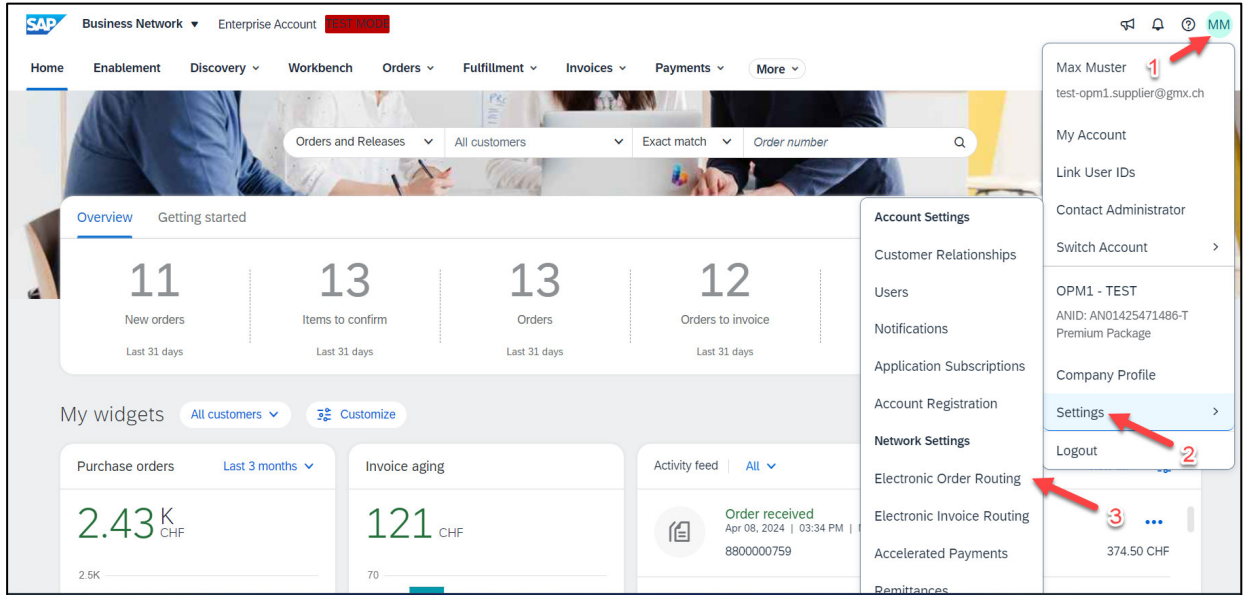
<https://supplier.ariba.com/>

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**”:

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.

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".

