

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 confirmation and invoice, a free registration on Ariba Network is required.										
Please find instruction	ons on following Websi	te: https://ww	w aribanetw	ork-m	industry com/	/ariba-ne	tzwerkanle	eitungen		
		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		
velica AG presteneggstrasse 4	G	PM 6 Ltd - TES rünaustrasse 23	т					(New) 4500258142		
/o M-Industrie AG SC Accounting M-Industrie	Z	ürich witzerland					Amou	unt: 1,000.00 CHF Version: 1		
IG G	P	hone: ax:								
witzeriand	E	mail: <u>opm6.supp</u>	lier@gmail.com							
omments omment Type: Terms and Cond ody:Sofern keine speziellen Ver e AKB (Allgemeine Kaufbeding cord particulier entre le fournis onditions générales régissant le	litions reinbarungen zwischen dem Lie ungen) der M-Industrie und die sseur et les sociétés M-Industry contrate de vente de machine	feranten und den AGB zum Kaufve , les conditions g	n M-Industrie Un ertrag für Maschi générales d'achat	ternehn nen un : (AKB)	nen vorliegen, ge d Apparate. / Sai de M-Industry ei	elten uf t les				
greements between the supplie eM-Industry and the Standard tesponsibleBuyer: Inc ampany Code: 30 urchasing Unit Name: Pur ship All Items To Pelica Meilen Sruechstrasse 40 5706 Meilen H Writzerland ship To Code: 4003 imail: <u>anba@mgb.ch</u> Line Items	r and the M-Industry companie of Terms and Conditions governi direkter Einkauf Delica AG, 004: 10 rchasing Unit Delica AG	Bill To Delica AG Break AG Bre	ni applicables, / ale for machiner purchasing-indir purchasing-indir asse 4 ie AG ig M-Industrie	Unless onditior y and a act@del	there are specia sof Purchase) c opliances apply. ica.com	i f	Deliver To OKoseoglu Delica Meiler	1		
greements between the supplie eM-Industry and the Standard tesponsibleBuyer: Inc iompany Code: 30 urchasing Unit Name: Pur hip All Items To Pelica Meilen Hiwitzerland Hib To Code: 4003 mail: anba@mgb.ch ine Items ine ≠ No. Schedule Lines	and the Mendatry companie of the Mendatry companie frems and Conditions governi direkter Einkauf Delica AG, 004; 10 rchasing Unit Delica AG	Bill To Delica AG Break AG Bill To Delica AG Bresteneggetr Go M-Industri SG3 Buch AG Switzerland	ni applicables. / real Terms and C ale for machiner purchasing-indir asse 4 ie AG ng M-Industrie Return Qty (Unit)	there are species sof Purchase) c opliances apply. ica.com	i of	Deliver To OKoseoglu Delica Meiler Price	n Subtotal		
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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
	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.



				 Indicates a required field
Company Name:*	ABC Enterprises			
Country: *	United States [USA]		~	If your company has more than one office,
Address: *	123 Pittsburgh Street			enter the main office address. You can enter more addresses
	Line 2			such as your shipping address, billing
	Line 3			address or other addresses later in your company profile.
City:*	Pittsburgh			terry sectored by apply
State: *	Pennsylvania	~		
Zip: •	15222			5
				1
	for more than 1			
ser account ir	nformation	First Name	Last Nar	ne
ser account ir	nformation Name:* Email:*	First Name	Last Na	ne
ser account ir	nformation Name:* Email:*	First Name	Last Nar	ne
ser account ir	nformation Name:* Email:* Username:*	First Name Use my email as	Last Nar 5 my usemame	ne
ser account ir	nformation Name:* Email:* Username:* Password:*	First Name Use my email as Enter Password	Last Nar	ne
ser account ir	Name:* Email:* Username:* Password:*	First Name Use my email as Enter Password Repeat Password	Last Nat	ne
ser account ir	nformation Name: * Email: * Vsername: * Password: * Language:	First Name Use my email as Enter Password Repeat Password English	Last Nar	me

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

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





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

Purchase Order: 45	00258133									D	one
Create Order Confirma	tion 🔻	Create Ship Notice	Creat	e Service Sl	neet	Create Invoice	-		<u>+</u>	æ .	
Order Detail Orde	er History										
tom: belica AG tresteneggstrasse 4 to M-Industrie AG SC Accounting M-Industrie 033 Buchs G witzerland				To: OPM 6 Ltd - Grünaustras 8953 Dietiko Zürich Switzerland Phone: Fax: Email: opm6	TEST se 23 n .supplier@gm	ail.com		Purchas (Nev) 45002 Amount Version:	e Order 258133 : 1,000.00 CHF 1		
iyment Terms ① ET 30 omment Type: Terms and Co ddy:Softern keine speziellen ' er M-Industrie und die AGB z ther Information ResponsibleBuyer: In Company Code: 30 Purchasing Unit Name: Pu	nditions /ereinbarungen um Kaufvertrag direkter Einkauf 10 rchasing Unit D	zwischen dem Lieferanter für Maschine View mo Delica AG, 0041 61 315 7 elica AG	n und den M re » 15 59, purch	M-Industrie U nasing-indired	nternehmen v st@delica.com	ortiegen, getten die	AKB (Allgemeine	Kaufbedingungen)	Routir	g Status: S	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 Breste c/o M- SSC A 5033 E AG Switze	AG neggstrasse Industrie AG ccounting M- Buchs rland	4 Industrie			OKöseoglu Delica Meilen			
Line Items									Show Iten	Details	
Line # No. Schedule Li	nes	Part # / Description		Туре	Return	Qty (Unit)	Need By	Price	Subtotal		
1	1	lot Available	Ê	Service		1(EA) 🛈	6 Jul 2021	1,000.00 CHF	1,000.00 CHF	Deta	ils
ider submitted on: Tuesday 29 Ju iceived by Ariba Network on: Tuer ils Purchase Order was sent by M	2021 3:06 PM GM day 29 Jun 2021 3 Industrie - TEST Al	1T+02:00 :07 PM GMT+02:00 /01406117272-T and delivere	d by Ariba					E Service She	et Required.	al: 1,000.	00 Cł

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



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	Service She	eet C	reate Invoice 👻		<u>↓</u> 4	
Order Detail Order Histo	ory			St	andard Invoice ne-Item Credit M	lemo		
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland		To: OPM 6 Ltd Grünaustra 8953 Dietik Zürich Switzerland Phone: Fax: Email: opm	- TEST sse 23 son d	gmail.com	ne-Item Debit M	emo Pur (Ne 455 Am Ver	chase Order w) 00258142 ount: 1,000.00 CHF sion: 1	
Payment Terms ① NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbi (Allgemeine Kaufbedingungen) der M Other Information ResponsibleBuyer: Indirekter Company Code: 3010 Purchasing Unit Name: Purchasin	s arungen zwischen dem Liel Industrie und die AGB zun Einkauf Delica AG, 0041 6 ng Unit Delica AG	feranten und den M I Kaufvertrag für Ma 1 315 75 59, purcha	-Industrie Un aschine Vi asing-indirect	ternehmen vortie ew more » @delica.com	egen, gelten die .	AKB	Routi	ng 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 Bresteneggstras: c/o M-Industrie A SSC Accounting 5033 Buchs AG Switzerland	se 4 AG M-Industrie			OKöseoglu Delica Meilen		
Line Items							Show Item	Details 📰
Line # No. Schedule Lines	Part # / Description	Туре	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
Order submitted on: Tuesday 29 Jun 2021 3: Received by Ariba Network on: Tuesday 29 J	Service XYZ 38 PM GMT+02:00 Jun 2021 3:38 PM GMT+02:00					Service Shee	t 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.

reate invoice			Update	Save	Exit
 Invoice Header 				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500258142	Subtotal:	0.00 CHF		View/Edit Addresses
Invoice #: *	INV29062021B	Amount Due:	0.00 CHF		
Invoice Date: (i)	29 Jun 2021				
Service Description:					
Remit To:	OPM 6 Ltd - TEST	1			
	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 I	ncluded 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
								Add	General Servio	e
	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	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 Incl	uded, 0 Previously Fully Invoiced
Inse	t Line Item Op	ptions	B	ax Category:	7.7% VAT / CH	A 1 (7.7%)	\sim	Discount									C Add to Included Lines
	1	No.	Include	Туре	Part #		Description			Customer Part #		Quantity		Unit	Unit Price	Subtotal	
•	1				Not Available		Service XYZ										Add/Update 🔻
_	1	No.	Include	Туре	Part #		Description			Customer Part #		Quantity		Unit	Unit Price	Subtotal	
		1	G	SERVICE			Service XYZ					1		EA	1,000.00 CHF	1,000.00 CHF	
	Service P	Period		s	ervice Start Date:				D		Ser	vice End Date:					
	Тах				Category:*	7.7% VAT / CH	(7.7%)	\sim			3	axable Amount:	1,000.00 CHF				Remove
					Location:							Tax Rate Type:					
		Description		Description:	CH (7.7%)					Rate(%):	7.7	7.7					
			Regime:		Regime:							Tax Amount:	77.00 CHF	77.00 CHF			
												Exempt Detail:	(no value) 🗸				
				Date	Of Pre-Payment:							Date Of Supply:	30 Jun 2021				
					Law Reference:						2	Inangular	Iransaction				
Ļ	Line Iter	m Actio	ons 🔻	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».

reate Invoice		Previous Save	Submit Exit
Confirm and submit this document. It will the document's destination country is:Swiil fyou want your invoices to be stored in th you subscribe to the archiving service.	e electronically signed according to the countries of origin an izerland. e Ariba long term document archiving, you can subscribe to a	d destination of invoice. The docum	ent's originating country is:Switzerland. Il also be able to archive old invoices onci
Standard Invoice			
Invoice Number: INV Invoice Date: We Original Purchase Order: 450 SERVICE PERIOD Start Date: 29 Jur End Date: 29 Jur	'26062021B dnesday 30 Jun 2021 1:54 PM GMT+02:00 02258142 n 2021 n 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 - TES	T
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 2 8952 Dietikon Zürich Switzerland	3

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.

- 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 🔻	te Ship Notice Create Service Sheet	Create Invoice 🔻	<u>+</u>	đ	
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 Unvoiced) 450025 Amount: 1 Version: 1	Drder 8142 .000.00 CHF		В
Payment Terms NET 30 Comments Comment Type: Terms and Conditions Body:Sofern keine speziellen Vereinbarungen zwisch (Allgemeine Kaufbedingungen) der M-Industrie und d	ten dem Lieferanten und den M-Industrie Unternehmen vo die AGB zum Kaufvertrag für Maschine View more »	Relat prliegen, gelten die AKB	Routing Stat	us: Acknowledge hts: INV2606202: INV2606202:	LB LB 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.

reate Invoice			Update	Save	Exit Next
 Invoice Header 				* Indicates required field	Add to Header 👻
Summary	A				Shipping Tax
Purchase Order:	4500258146	Subtotal:	0.00 CHF		Special Handling
Invoice #: "	INV30062021	Amount Due:	0.00 CHF	U	Special Handling Tax
Invoice Date: (i)	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		Subtotal:	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	05				
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 Address
	Dietikon			Meilen Switzerland		
	Switzerland		Deliver To:	OKöseoglu Delica Meilen		
		А		Delica Mellen		
Chinning Cost						

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%)	Tavable Amount:	10.00 CHE	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:	•••	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	Create Ship) Notice	Create S	ervice Sheet	Crea	ite Invoice 🔻	<u>+</u>	đ	
	story								
From: Delica AG Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland		To: OPM Grün 8953 Zürici Switz Phon Fax: Emai	6 Ltd - TEST austrasse 23 Dietikon h erland ie: I: opm6.supplier	r@gmail.com	•	Pu (N: 45 An Ve	rchase Order ew) 500258146 nount: 1,000.0 rsion: 1	6 10 CHF	
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	ons inbarungen zwischen der n) der M-Industrie und die kter Einkauf Delica AG, 00 asing Unit Delica AG	n Lieferante e AGB zum 041 61 315	n und den M-In Kaufvertrag für 75 59, purchasi	idustrie Unterneh Maschine Vie ng-indirect@deli	nmen vortiege w more » ca.com	:n, gelten die	R	outing Sta	tus: 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-Ind SSC Acco 5033 Buc AG Switzerla	gstrasse 4 ustrie AG unting M-Indust hs	rie		OKöseoglu Delica Meilen				
Line Items							Show It	em Details	=
Line # No. Schedule Lines	Part # / Description	Т	ype Return	Qty (Unit)	Need By	Price	Subtotal		
1	Not Available	Ê Ser	vice	1(EA) 🛈	6 Jul 2021	1,000.00 CHF	1,000.00 CHF	D	etails
Order submitted on: Tuesday 29 Jun 202	Service XYZ				F-a				



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:* Service Description:	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. Part No. / Description	Contract #
1 Not Available Service XYZ	Add -
Add Pricing Details	Add Contract/Catalog Item 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".

Ad	Id Comments	E Sheet Add Atta et Lines	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							1		
	SERVICE PERIO	D									
	А	Start Date:	30 Jun 2021			End D	ate: 30 Jun 20	21			
	COMMENTS										
	Add	I Comments:					1				
ц [Add Pricing De	tails							F		
							U	pdate Save	e Exi		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			Pre	evious	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:	1,000.00 CHF				
From OPM 6 Ltd - TEST OPM 6 Ltd - TEST Grünaustrase 23 8953 Dietikon Zurich Switzerland	To Delica AG M-Industrie Brestenegg c'o M-Indus SSC Accou S033 Buch AG Switzerland Address ID:	G e - TEST gerrasse 4 Justrie AG unting M-Industrie Is bi b: BP0003010000					
: Service Entry Sheet Line	5					Show Item Details	
Line # Type Service #	Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1 Not Avail Service X	ble YZ						
1 Service Service λ	ΥZ	Unplanne Adhoc	d	1(EA) (i)	1,000.00 CHF	1,000.00 CHF	Details
						Service Entry Subtotal: 1,00	Summary 0.00 CHF
			Pre	evious	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 Liefer (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum K	anten und den M-Industrie Unternehmen vorliegen, gelten die AKB Kaufvertrag für Maschine View more »	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	315 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)			Done
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	der 146 00.00 CHF	
Payment Terms () NET 30 Comments Comment Type: Terms and Conditions		Re Related	outing Status: Ac d Documents: SE	knowledged S30062021
die AKB (Allgemeine Kaufbedingungen) der f	n zwischen dem Lieferanten und den M-Industrie Unternehn M-Industrie und die AGB zum Kaufvertrag für Maschine V	nen voruegen, getten ïew more »		

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
 Invoice Header 				* Indicates required field	Add to Header 🔻
Summary					
Purchase Order:	4500258146	Subtotal:	1,000.00 CHF		View/Edit Addresses
Invoice #: *	INV30062021B	Amount Due:	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 QR IBAN
	Rue du Lac 1268 2501 Biel	(Range 30/ 3199)
	Referenz 21 00000 00003 13947 14300	09017
1 D	Zusätzliche Informationen Auftrag vom 15.06.2020 //S1/10/10201409/11/200701/2 53/30/102673831/31/200615/3	0/140.000- 2/7.7/33/7.7.139.40/40/0.30
	Zahlbar durch Pia-Maria Rutschmann-Schnyd Grosse Marktgasse 28 9400 Rorschach	ler





Important for the input of SCOR with Payment Reference:

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







Please scroll down to «Line Items" section.

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	s Ser	vice Sheet #: SES	30062021		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	e Items								1 Lir	ne Items, 1 Inclue	ded, 0 Previously	Fully Invoiced
Insert	Line Item O	options	< Category:	7.7% VAT / CH	(7.7%)	Discount					Add to Inclu	Ided Lines
		Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
•	1			Not Available	Service XYZ		_					
			SERVICE		Service XYZ			1	EA (i)	1,000.00 CHF	1,000.00 CHF	
	Service	Sheet Detail:	s Serv	vice Sheet #: SE	S30062021		Service Line No.:	1				
	Service	Period	Servi	ce Start Date: 2	9 Jun 2021		Service End I	Date: 6 Ju	1 2021			
	Тах			Category:*	7.7% VAT / CH (7.7%)	\checkmark	Taxable Ar	mount: 1	000.00 CHF			Remove
				Location:			Tax Rate	туре:				
				Description:	CH (7.7%)		Ra	ite(%): 7	7			
				Regime:		~	Tax Ar	mount: 7	7.00 CHF			
				L			Exempt	Detail: (I	no value) 🗸			
			Date Of F	Pre-Payment:		3	Date Of S	upply: 3) Jun 2021			
			La	w Reference:			Tria	ngular Trans	action			
Ļ	Line Ite	em Actions	• De	lete								
									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
Confirm and submit this document. It will be electro lestination country is:Switzerland. You want your invoices to be stored in the Ariba l he archiving service.	onically signed according to the countries of origin and desti iong term document archiving, you can subscribe to an archi	ination of invoice. The document's originating country is:Switzerland. The document's iiving service. Note that you will also be able to archive old invoices once you subscribe to
Standard Invoice		
Invoice Number: INV3006 Invoice Date: Wednes Original Purchase Order: 4500256	32021B day 30 Jun 2021 5:24 PM GMT+02:00 8146	Subtotal: 1,000.00 CHF Total Tax: 77.00 CHF Amount Due: 1,077.00 CHF
REMIT TO:	BILL TO:	SUPPLIER:
OPM 6 Ltd - TEST Postal Address: Grünaustrasse 23 8953 Dietikon Zürich Switzerland	Delica AG Postal Address (Par défaut): Bresteneggstrasse 4 c/o M-Industrie AG SSC Accounting M-Industrie 5033 Buchs AG Switzerland Address ID: BP0003010000	OPM 6 Ltd - TEST Postal Address: Grünaustrasse 23 8952 Dietikon Zürich Switzerland

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



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

Purchase Order: 4500258146		Done
Create Order Confirmation 👻	Ship Notice Create Service Sheet Crea	ate 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 zwischr (Allgemeine Kaufbedingungen) der M-Industrie und d	en dem Lieferanten und den M-Industrie Unternehmen vorliege ie AGB zum Kaufvertrag für Maschine View more »	Routing Status: <u>Acknowledged</u> Related Documents <u>INV300620218</u> 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**":

	ers ~ Fulfillment ~ Invoices ~	Payments ~ Catalogs	Reports ~		Create
Workbench					နံဂိုန် Customize
1 New orders Last 31 days	1 Orders Last 31 days	O Rejected invoices Last 31 days	CHF O.O CHF Remittances Last 31 days	CHF O.O CHF Early payment offers Nex: 90 days	CHF O.O CHF Scheduled payments Next 90 days
New orders (1) Edit filter Save filter 	Last 31 days New				@ \$}\$
Order Number					
	Customer	Amount	Date 🦊	Order Status	Amount Invoiced Action
4500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoiced Action Send me a copy to take
1500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoices Action Send me a copy to take Confirm entire order
500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date 🤟 Jun 29, 2021	Order Status New	Amount Invoices Actio
500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoices Action Send me a copy to take Confirm entire order Update line items Reject entire order
500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date 🕹	Order Status New	Amount Invoiceo Activ Send me a copy to take ** Confirm entire order Update line items Reject entire order Create ship notice
1500258036	Customer M-Industrie - TEST	Amount 100.00 CHF	Date ↓ Jun 29, 2021	Order Status New	Amount Invoices Activ Send me a copy to take Confirm entire order Update line items Reject entire order Create ship notice Create service sheet



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



SAP	Business Network	Enterprise A	ccount TEST M	obit.						47 Q MM	M
Hom	e Enablement	Discovery ~	Workbench	Orders ~	Fulfillment 🗸	Invoices 🗸	Payments 🗸	More •		Max Muster 1	
	AS .		Orders and R	eleases 🗸	All customers	× 0144.	Exact match V	Order number	Q	My Account	
			11-	11	Colding		1 ALV			Link User IDs Contact Administrator	
	Overview Gett	ing started	4.0		4.0				Account Settings Customer Relationships	Switch Account	
4	New order:	5	13 Items to con	firm	13 Orders	3	Drders to	2 invoice	Users Notifications	OPM1 - TEST ANID: AN01425471486-T Premium Package	
	Last 31 days	1	Last 31 day	S	Last 31 da	iys	Last 31	days	Application Subscriptions	Company Profile	
	My widgets	All customers 🗸	ड्झे Custo	omize					Account Registration Network Settings	Settings >	
	Purchase orders	Last 3 mon	iths 🗸	Invoice aging			Activity feed	All 🗸	Electronic Order Routing	Logout 2	J
	2.43 K	1		121 a	HF			Drder received pr 08, 2024 03:34 PM 1	Electronic Invoice Routing	3	
	2.5K			70			8	800000759	Accelerated Payments	374.50 CHF	

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"
∠.		CIICK	Jave .

Business Network - Enterprise Account	ST MODE	© MM
Network Settings		Save Close
Electronic Order Routing Electronic Invoice Routing	Accelerated Payments Settlement Data Deletion Criteria	2
 Indicates a required field 		
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: opm1.supplier@gmx.ch
Catalog Orders without Attachments	Enst V	Addon CXXII, document in the email message Addon CXXII, document in the email message Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing Leave attachment 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