

How to Submit an Invoice

Ariba Network Guidance – Material Purchase Orders



1. Go to <https://service.ariba.com>
2. Select Supplier and log into your account

SAP Business Network - Achieve frictionless, real-time business collaboration

SAP Business Network enables customers and trading partners to actively collaborate and gain greater visibility across all supply chain processes to build a more resilient and sustainable business.

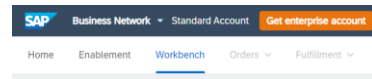


i Remember user names and passwords are case sensitive

Supplier Login

User Name
Password
Login
Forgot Username or Password
New to SAP Business Network?
Register Now or Learn More

3. Go to the Workbench



4. Open the Orders tile

i The filter is set to 31 days – change this to 365 days which is the maximum

Workbench

37 Orders (Last 31 days) | 0 Orders to Invoice (Last 31 days)

Orders (37)
Edit filter | Save filter | Last 365 days | Not hidden

Order Number	Customer
3300000062	Cadent Gas Limited - TEST
3300000061	Cadent Gas Limited - TEST
3300000060	Cadent Gas Limited - TEST

5. Click on the PO number that you are submitting the invoice against

6. Always remember to check the PO structure

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		emp_val	Material		100,000 (EA)	31 Mar 2023	£1.00 GBP	£100,000.00 GBP
test contract 1 - expire value								

Order submitted on: Thursday 9 Mar 2023 3:43 PM GMT+00:00
Received by Ariba Network on: Thursday 9 Mar 2023 3:43 PM GMT+00:00
This Purchase Order was sent by Cadent Gas Limited - TEST AND020231700-T and delivered by Ariba Network.

Sub-total: £100,000.00 GBP

i If the unit price includes VAT Delivery fee is missing Not enough funds on a call off or service order

Contact the PO owner before creating your invoice

Create Invoice
Standard Invoice
Credit Memo
Line-Item Credit Memo

8. Enter your invoice number
9. Enter the date of your invoice

i Only ONE invoice per record

Invoice Header

Summary

Purchase Order: 3300000062

Invoice #: * [input] **i** Max 16 digits

Invoice Date: * 17 May 2023

i Can be back dated up to 365 days – forward dating will pull the invoice through on the invoice date

10. Click Add to Header and select Attachment on the drop down

sites required field Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

11. Attach a PDF copy of your tax invoice – we will use this to verify the record against your tax records and will reject the invoice back to you if they don't match

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File | No file chosen | Add Attachment

12. Enter the quantity being invoiced

i This must mirror your own tax invoice as the system will assume you are invoicing for the full remaining amount

Quantity: 500

13. Tick the box to the left of the line(s) and click line item actions

No. Include Ty:

1 2 3

14. Select Tax in the dropdown to add 20% VAT to your invoice

Line Item Actions

Add Tax

15. Check the value of the VAT mirrors your invoice

Taxable Amount: £500.00 GBP

Rate(%): 20

Tax Amount: £100.00 GBP

16. Click Next

Next

17. Check the summary information and submit

Invoice Number: 62-a	Subtotal: £500.00 GBP
Invoice Date: Wednesday 17 May 2023 11:36 AM GMT+01:00	Total Tax: £75.00 GBP
Original Purchase Order: 3300000062	Total Amount without Tax: £500.00 GBP
	Amount Due: £575.00 GBP

Submit

i If one PO line and taxable and non-taxable items on your invoice enter the VAT value on the summary of your invoice – DO NOT CHANGE THE TAXABLE AMOUNT

i To change the tax amount, remove the tax amount and rate (%), enter the correct value and click update

7. When you are ready to proceed, click Create Invoice and select Standard Invoice