



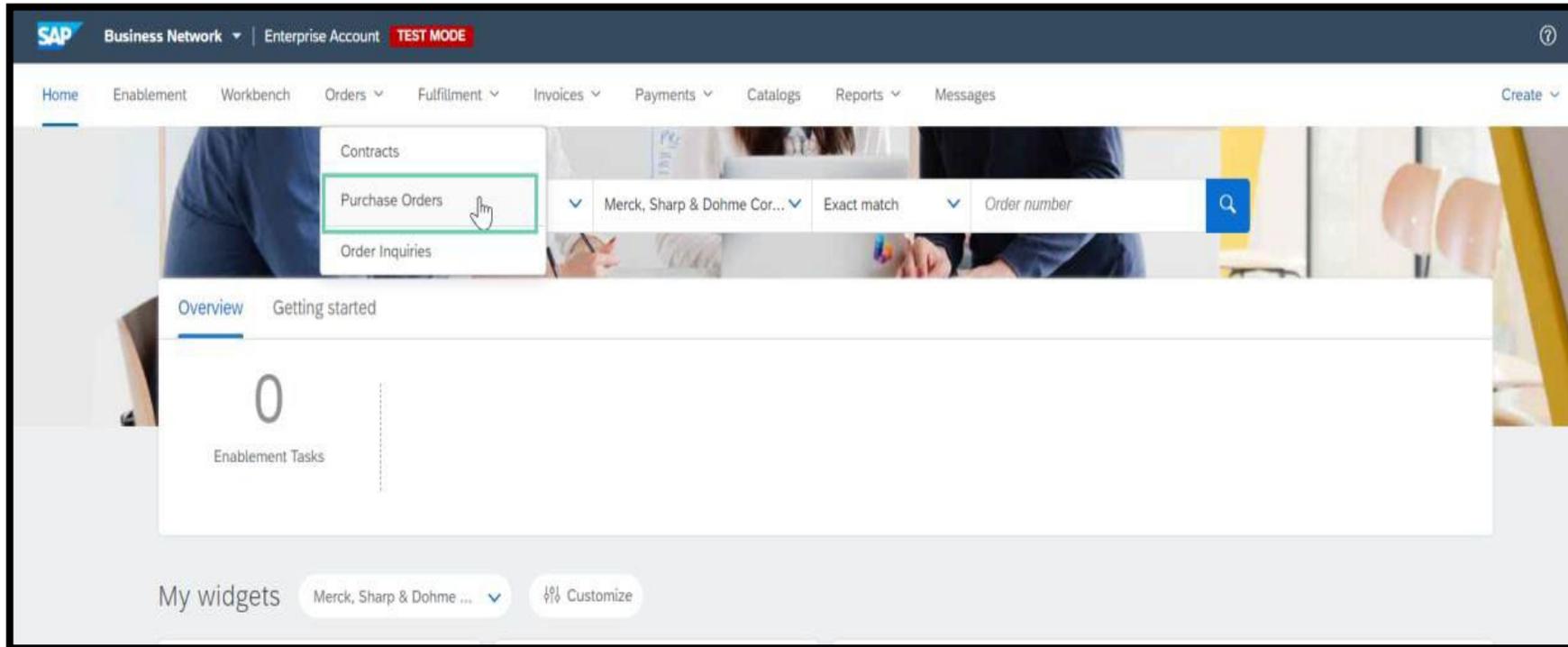
# How to submit an invoice in Ariba Network



# Create standard invoice against Purchase Order

## Creating an Invoice in Ariba Network

1. Log in Ariba Network using the following link: <https://service.ariba.com/Supplier.aw/>
2. To search for a Purchase order (For Standard Account users: find the PO in your mailbox and click on Process Order)
  - i. Click on Orders and select Purchase Orders



# Create standard invoice against Purchase Order

3. Click Actions > Standard Invoice.

The screenshot displays the SAP Business Network interface for 'Purchase Orders'. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A 'Create' button is visible on the right. Below the navigation, there are tabs for 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow warning banner states: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. A 'Search Filters' section is present. The main area shows a table of 'Purchase Orders (9)'. The first row is highlighted, and an 'Actions' menu is open over it, with 'Standard Invoice' selected. The table columns include Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, and Amount. The 'Actions' column contains an 'Actions' button.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount	Actions
Order	8200061083	1	Merck, Sharp & Dohme Corp. - TEST		Merck Sharp & Dohme Comercializadora, S. de R.L. de C.V. México, DF Mexico	Not Specified	\$80,000.00 MXN	2 Feb 2022	Partially Invoiced	Invoice	\$10,000.00	Actions

# Create standard invoice against Purchase Order

4. Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: 8200220779	Subtotal: \$1,500.00 AUD	<a href="#">View/Edit Addresses</a>
Invoice #:*	Total Tax: \$0.00 AUD	
Invoice Date:* 29 Sep 2022	Total Amount without Tax: \$1,500.00 AUD	
Service Description:	Amount Due: \$1,500.00 AUD	
Remit To:		
Bill To: France		

# Create standard invoice against Purchase Order

## Header Information

5. Enter an Invoice # which is your unique number for invoice identification. The Invoice Date will auto-populate and You can modify invoice date, but it cannot be back dated more than 30 days
6. Choose the correct Remit-to Address (if several addresses were configured during setup).

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

**Summary**

Purchase Order: 8200220779	Subtotal: <b>\$1,500.00 AUD</b>
Invoice #: * <input type="text" value="Testing"/>	Total Tax: \$0.00 AUD
Invoice Date: * <input type="text" value="29 Sep 2022"/>	Total Amount without Tax: \$1,500.00 AUD
Service Description: <input type="text"/>	Amount Due: <b>\$1,500.00 AUD</b>
Remit To: <input type="text"/>	
Bill To: <input type="text"/>	

France

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From:  Ship To:  [View/Edit Addresses](#)

Deliver To:

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

# Create standard invoice against Purchase Order

## Header Information

- Supplier Tax ID is your company's registered Tax Number and Customer Tax ID is MSD's Tax Number (this information can be found at the header of the Purchase Order that you've received from MSD)
- Tax and Shipping can be entered at either the Header or Line level by selecting the appropriate radio button. Click Add to Header to add additional information to the invoice, including Comments, Attachments (max. 10 MB). **\*Should shipping cost subject to tax, do add the shipping cost and shipping tax at the header level instead of PO line item level\***

<b>Supplier VAT</b>	<b>Customer VAT</b>
Supplier VAT/Tax ID:* <input type="text" value="Your Company Tax ID"/>	Customer VAT/Tax ID:* <input type="text" value="MSD Tax ID"/>

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

# Create standard invoice against Purchase Order

## Line Items level Information

- 8. Review or update Quantity as required. Some fields might be greyed out due to your customer's transacting rules.
- 9. To exclude a line from the invoice, click the line item's green slider, OR delete the line by selecting the line item and clicking Delete. You can generate another invoice to bill for that item later.

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Legal Service for Team Event YR 2022		0	EA	\$1 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	<input type="text"/>	Legal Service for Team Event YR 2022	<input type="text"/>	<input type="text" value="500"/>	EA	\$1 AUD	\$500.00 AUD

Additional Fields status:

↳ Line Item Actions ▼ Delete

# Create standard invoice against Purchase Order

## Line Items level Information

10. If you need to add Taxes, you can either:

- i. Select line item(s), click Line Item Actions, then Tax. The tax subline will appear below each selected line.
- ii. OR use the Tax Category dropdown at the top to select from the displayed options, then click Add to Included Lines to apply the selected Tax rate to all lines with the green slider activated.

**\*Do select the correct Tax Category / Tax type for the billing. Wrong selection of tax will leads to your invoice being reject by MSD for payment.**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		Legal Service for Team Event YR 2022		500	EA	\$1 AUD	\$500.00 AUD

Additional Fields      status:

↳   

↳

Add

- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment

 © company. All rights reserved.

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

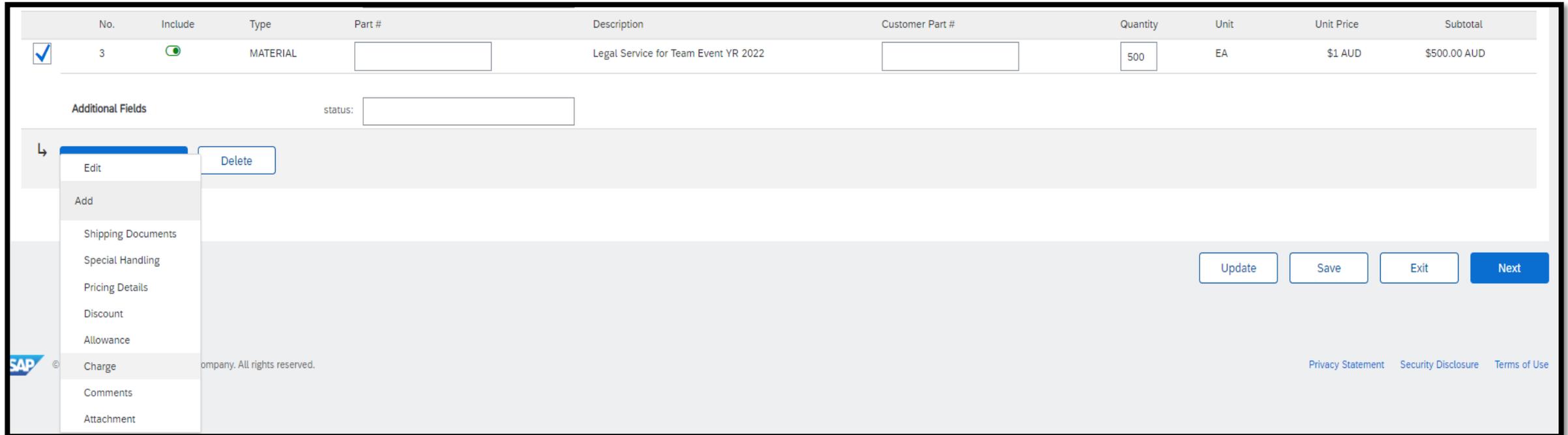
Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount

# Create standard invoice against Purchase Order

## Additional Line Items level Information

- To add comments at the individual line item level, select the relevant line, then click Line Item Actions > Comments
- To add attachments at the individual line item level, select the relevant line, then click Line Item Actions > Attachment



The screenshot displays a SAP interface for a purchase order line item. The table below shows the line item details:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MATERIAL	<input type="text"/>	Legal Service for Team Event YR 2022	<input type="text"/>	500	EA	\$1 AUD	\$500.00 AUD

Below the table, there is an "Additional Fields" section with a "status:" label and an input field.

The "Line Item Actions" menu is open, showing the following options:

- Edit
- Add
  - Shipping Documents
  - Special Handling
  - Pricing Details
  - Discount
  - Allowance
  - Charge
  - Comments
  - Attachment
- Delete

At the bottom right, there are buttons for "Update", "Save", "Exit", and "Next".

The SAP logo and copyright information are visible in the bottom left corner, and links for "Privacy Statement", "Security Disclosure", and "Terms of Use" are in the bottom right corner.

# Create standard invoice against Purchase Order

## Review & Submit

11. Once your invoice is complete, Click Update to refresh invoice data and the select Next to continue (You can find it either at top or bottom of the page). If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.
12. On the Review page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.
  - i. If no changes are needed, click **Submit** to send the invoice to your Buyer.
  - ii. If changes are needed, click **Previous** to return to previous screens.

Alternatively, you can save your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from Invoices > Drafts

Create Invoice

Create Invoice
Review Page







Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Namibia. The document's destination country is:Australia.

Standard Invoice

<p style="font-size: x-small;">Invoice Number: TESTING            Invoice Date: Thursday 29 Sep 2022 11:48 AM GMT+08:00            Original Purchase Order: 8200220779</p>	<p style="font-size: x-small;">Subtotal: <b>\$1,000.00 AUD</b>            Total Tax: \$50.00 AUD            Total Amount without Tax: \$1,000.00 AUD            Amount Due: <b>\$1,050.00 AUD</b></p>
--	---

REMIT TO:

France

BILL TO:

Phone (work): +61 (908) 4231000

SUPPLIER:

France

BILL FROM:

CUSTOMER:

# Create line item credit memo

If there are issues with an invoice that was auto approved, a credit must be issued by the supplier and a new invoice with the correct information must be submitted. A credit memo will be auto approved, and requesters will be notified if a credit memo is submitted by the supplier.

- 1. Click the Invoices tab.
- 2. Select your previously created invoice.
- 3. Click the Create Line-Item Credit Memo button on the Invoice screen.
- 4. Complete information in the form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in.
- 5. Click Next > Review Credit Memo > Submit.

The screenshot shows a navigation bar with tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and a 'Create' button. A dropdown menu is open under 'Invoices', listing: Invoices, Credit Memos, Debit Memos, Timestamp Verification, and Drafts. Below the menu is a summary table with counts for different invoice statuses.

Status	Count
28	8
0	3
14	

The screenshot shows a table of invoices with a context menu open over the first row. The table columns include ID, Supplier, Invoice Number, Date, Amount, Status, and Action. The context menu options are: Create line-item credit memo (highlighted), Create line-item debit memo, Edit, and Copy.

ID	Supplier	Invoice Number	Date	Amount	Status	Action
AG1	Merck, Sharp & Dohme Corp. - TEST	8200220525	Sep 22, 2022	\$10,400.00 AUD	Acknowledged	Approved
TESTING 1	Merck, Sharp & Dohme Corp. - TEST	8200220609	Sep 21, 2022	\$51,000.00 AUD	Acknowledged	Sent
LEGALTESTING1	Merck, Sharp & Dohme Corp. - TEST	8200220609	Sep 14, 2022	\$50,000.00 AUD	Acknowledged	Approved
DEMO_1409	Merck, Sharp & Dohme Corp. - TEST	8200220599	Sep 13, 2022	\$200.00 AUD	Acknowledged	Approved



Thank you