



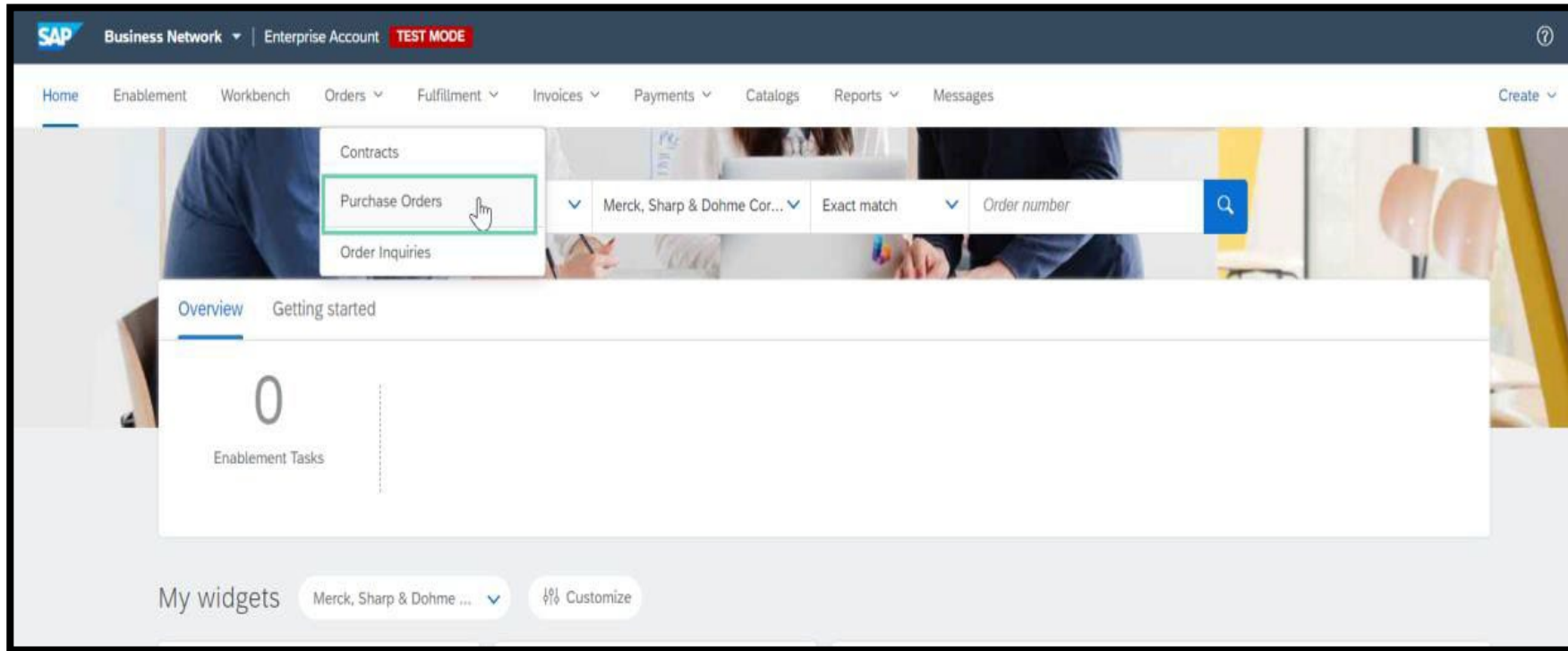
# 如何在 Ariba Network 中提交 发票

供应商

# 根据采购订单创建标准发票

## 在 Ariba Network 中创建发票

1. 通过以下链接登录 Ariba Network : <https://service.ariba.com/Supplier.aw/>
2. 要搜索采购订单 (对于标准帐户用户: 找到邮箱中的 PO, 并点击 Process Order [处理订单])
  - i. 点击 Orders (订单) 并选择 Purchase Orders (采购订单)



# 根据采购订单创建标准发票

3. 点击 Actions > Standard Invoice (操作 > 标准发票)。

The screenshot displays the SAP Business Network interface. At the top, there is a navigation bar with 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this is a secondary navigation bar with 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Purchase Orders' and includes 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'. Below this is a 'Search Filters' section. The main table, titled 'Purchase Orders (9)', lists the following data:

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 -

An 'Actions' dropdown menu is open over the first row, listing the following options: Confirm Entire Order, Update Line Items, Reject Entire Order, Ship Notice, Standard Invoice (highlighted with a green box), Credit Memo, Line Item Credit Memo, Line Item Debit Memo, and Hide. The 'Standard Invoice' option is the target of the instruction in the text above.

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4. 发票会自动预先填入 PO 数据。填写标有星号的所有字段，并在适用的情况下添加税费。

### 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		

# 根据采购订单创建标准发票

## 抬头信息

5. 输入发票编号，这是您识别发票的唯一号码。发票日期将自动填充，您可以修改发票日期，但不能倒填至超过 30 天前
6. 选择正确的汇款地址（如果在设置过程中配置了多个地址）。

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

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**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" value="France"/>	

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**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: <input type="text"/>	Ship To: <input type="text"/>	<a href="#">View/Edit Addresses</a>
	Deliver To: <input type="text"/>	

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

# 根据采购订单创建标准发票

## 抬头信息

7. 供应商税号为您公司的注册税号，客户税号为 MSD 的税号（该信息可在您从 MSD 收到的采购订单抬头处找到）
8. 通过选择适当的单选按钮，可以在抬头或细目级输入税费和运费。点击 **Add to Header**（添加至抬头）向发票添加附加信息，包括备注和附件（不超过 10 MB）。\*如果运输成本需要纳税，请在抬头级而不是 **PO** 细目级添加运输成本和运输税\*

Supplier VAT	Customer VAT
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:

# 根据采购订单创建标准发票

## 细目级信息

8. 按要求审核或更新数量。根据客户的交易规则，一些字段可能显示为灰色状态。

9. 要从发票中排除某个细目，请点击该细目的绿色滑块，或者通过选择该细目并点击 **Delete**（删除）来删除该细目。您可以稍后生成另一张发票，为该细目开具账单。

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

# 根据采购订单创建标准发票

## 细目级信息


10. 若您需要添加税费，您可以：

- i. 选择细目，点击 **Line Item Actions**（细目操作），并点击 **Tax**（税费）。税费子行将出现在每个所选细目下方。
- ii. 或者使用位于顶部的 **Tax Category**（税费类别）下拉菜单从显示的选项中进行选择，然后点击 **Add to Included Lines**（添加到包括的细目中），将所选税率应用到绿色滑块激活的所有细目。

\*务必选择账单的正确税种/税别。如果选错税费，MSD 将拒绝支付您的发票。

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

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

Insert Line Item Options

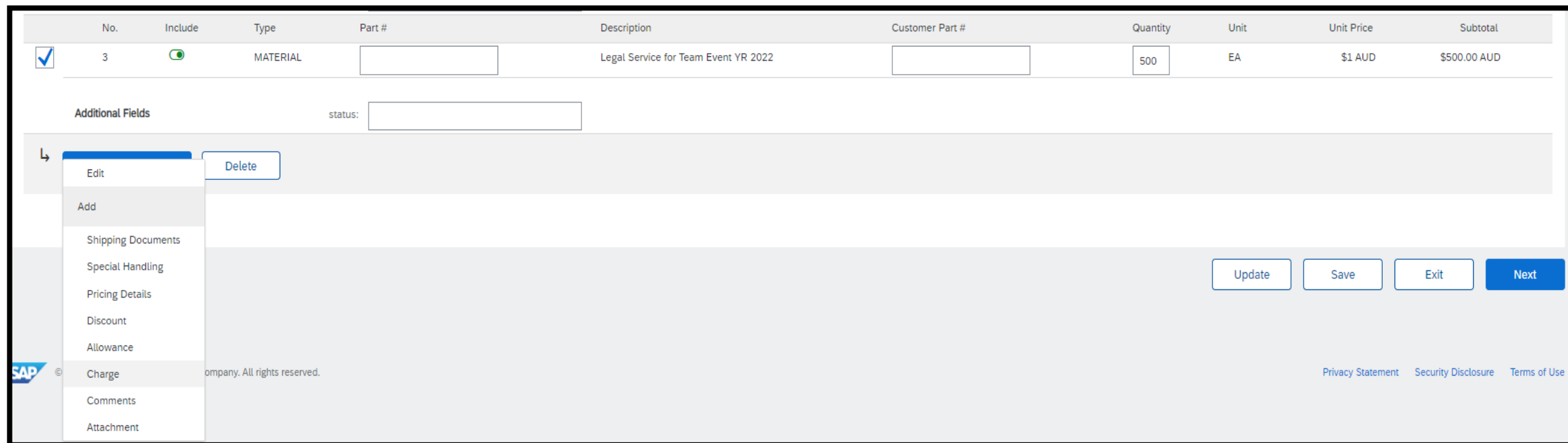
Tax Category:    Shipping Documents  Special Handling  Discount



# 根据采购订单创建标准发票

## 附加细目级信息

- 要在单个细目级添加备注，请选择相关细目，然后点击 **Line Item Actions > Comments**（细目操作 > 备注）
- 要在单个细目级添加附件，请选择相关细目，然后点击 **Line Item Actions > Comments**（细目操作 > 附件）



The screenshot displays a SAP interface for creating a standard invoice from a purchase order. It features a table with columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A line item is shown with No. 3, Type MATERIAL, and Description 'Legal Service for Team Event YR 2022'. Below the table, there are 'Additional Fields' and a 'status:' field. A context menu is open over the line item, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, and Attachment. The 'Delete' button is also visible. 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, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use' are in the bottom right.

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

Additional Fields: status:

Line Item Actions: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, Attachment, Delete

Buttons: Update, Save, Exit, Next

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# 根据采购订单创建标准发票

## 审核并提交

11. 当您完成发票创建后，点击 **Update**（更新）以刷新发票数据，然后选择 **Next**（下一步）以继续（您可在页面顶部或底部找到）。如果出现错误，将会显示一个红色的通知，其中的信息必须得到更正。您必须解决错误才能继续操作。
12. 在 **Review**（审核）页面审核发票的准确性。向下滚动页面，查看所有细目详细信息和发票总额。
  - i. 如果不需要更改，请点击 **Submit**（提交）以将发票发送给您的买方。
  - ii. 如果需要更改，请点击 **Previous**（上一步）返回到上一屏幕。

或者，您可以在发票创建过程中随时保存发票，以便稍后处理。您可以从 **Invoices > Drafts**（发票 > 草稿）中选择已保存的发票，继续处理发票。

**Create Invoice** Update Save Exit Next

**Create Invoice** **Review Page (审核页面)** Previous Save Submit Exit

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

Invoice Number: TESTING	Subtotal: <b>\$1,000.00 AUD</b>
Invoice Date: Thursday 29 Sep 2022 11:48 AM GMT+08:00	Total Tax: \$50.00 AUD
Original Purchase Order: 8200220779	Total Amount without Tax: \$1,000.00 AUD
	Amount Due: <b>\$1,050.00 AUD</b>

**REMIT TO:** France

**BILL TO:** France  
Phone (work): +61 (908) 4231000

**SUPPLIER:** France

**BILL FROM:**

**CUSTOMER:**

# 创建细目贷项通知单

如果自动批准的发票有问题，供应商必须开具贷项通知单，并且必须提交包含正确信息的新发票。贷项通知单将被自动批准，如果供应商提交了贷项通知单，申请人将收到通知。

1. 点击 Invoices（发票）选项卡。
2. 选择您之前创建的发票。
3. 在 Invoice（发票）屏幕上点击 Create Line-Item Credit Memo（创建细目贷项通知单）按钮。
4. 填写表单信息（金额和税费将自动为负数）。确保所有标有星号（\*）的必填字段都已填写。
5. 点击 Next > Review Credit Memo > Submit（下一步 > 审核贷项通知单 > 提交）。

The screenshot displays a software interface with a navigation bar at the top containing: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and a 'Create' button. A search bar is present with a message: 'Need to customize your view of the data? Create your own tiles, save filters, and share them with the Workbench page. Go to Workbench'. Below the navigation bar, a summary section shows 'Invoices' with counts: 28, 8, 0, 3, and 14. A table of invoices is shown below, with a dropdown menu open over the first row. The dropdown menu options are: 'Create line-item credit memo' (highlighted in yellow), 'Create line-item debit memo', 'Edit', and 'Copy'.

Invoice ID	Supplier	Invoice Number	Date	Amount	Status	Approval	Actions
AG1	Merck, Sharp & Dohme Corp. - TEST	8200220525	Sep 22, 2022	\$10,400.00 AUD	Acknowledged	Approved	<ul style="list-style-type: none"> <li>Create line-item credit memo</li> <li>Create line-item debit memo</li> <li>Edit</li> <li>Copy</li> </ul>
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	...



谢谢