



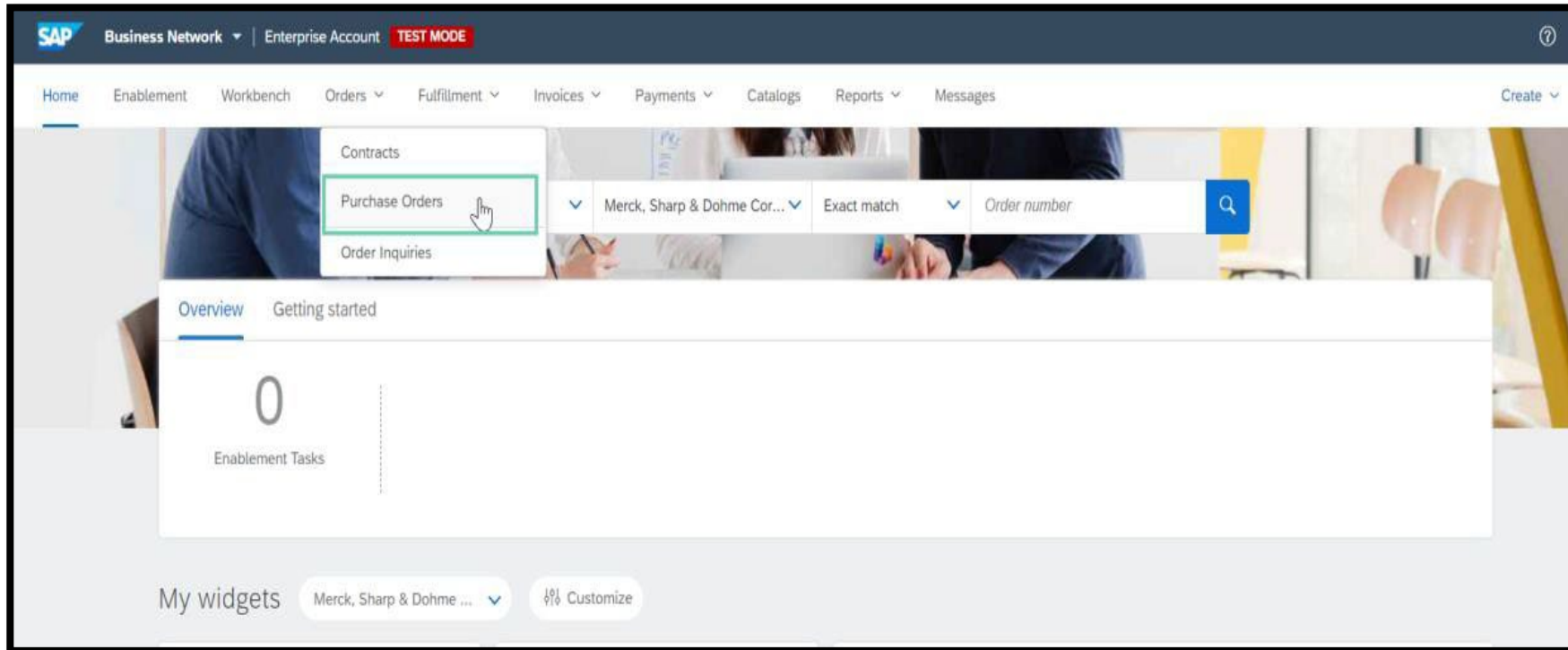
How to submit an invoice in Ariba Network



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



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3. Click Actions > Standard Invoice.

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below that, a breadcrumb trail includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. The main content area is titled 'Purchase Orders' and has 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)', has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, and Amount. One row is visible with Order Number 8200061083, Customer Merck, Sharp & Dohme Corp. - TEST, Ship To Address Merck Sharp & Dohme Comercializadora, S. de R.L. de C.V. México, DF Mexico, and Amount \$80,000.00 MXN. An 'Actions' menu is open over the first row, listing 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. A green box also highlights the 'Actions' column header.

| 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 | View/Edit Addresses |
| Invoice #: * <input type="text"/> | Total Tax: \$0.00 AUD | |
| Invoice Date: * 29 Sep 2022 <input type="text"/> | Total Amount without Tax: \$1,500.00 AUD | |
| Service Description: <input type="text"/> | Amount Due: \$1,500.00 AUD | |
| Remit To: <input type="text"/> | | |
| Bill To: France <input type="text"/> | | |

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: \$1,500.00 AUD |
| 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: \$1,500.00 AUD |
| 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***

| | |
|--|---|
| 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:

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.

3 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

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 | <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 ▾ Delete ⓘ

↳ Edit Delete

↳ 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

Add to Included Lines

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

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | |
|-------------------------------------|---------|--------------------------|----------|----------------------|--------------------------------------|----------------------|------|------------|----------|--------------|
| <input checked="" type="checkbox"/> | 3 | <input 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:

↳

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

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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

Update
Save
Exit
Next

Create Invoice
Review Page

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
 Invoice Date: Thursday 29 Sep 2022 11:48 AM GMT+08:00
 Original Purchase Order: 8200220779

Subtotal: **\$1,000.00 AUD**
 Total Tax: \$50.00 AUD
 Total Amount without Tax: \$1,000.00 AUD
 Amount Due: **\$1,050.00 AUD**

REMIT TO:

France

BILL TO:


Phone (work): +61 (908) 4231000

SUPPLIER:

France

BILL FROM:

CUSTOMER:


10

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.

| ID | Supplier | Invoice Number | Date | Amount | Status | Approval |
|---------------|-----------------------------------|----------------|--------------|-----------------|--------------|----------|
| 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