

# Ariba Manual INVOICING PO

gasunie



For  
**Suppliers**

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# 1 Introduction

## 1.1 Gasunie is modernising its procurement process

At the beginning of 2011 Gasunie introduced the Ariba procurement management tool into its organisation. By using this tool we are able to perform various elements of the procurement process digitally. We are leaving behind the physical invoice and are communicating directly with our suppliers via the Ariba Network.

As our supplier you submit your invoice via the Ariba Network and you are provided with greater insight into your purchase orders and their payment.

This manual is intended for the suppliers that are connected to the Ariba Network.

## 1.2 Transition from current procedure to new procedure

If an order is sent via Ariba the invoice must also be submitted to Gasunie via Ariba. This concerns the 10-figure order numbers starting with 52.

All other orders must be invoiced in accordance with the old procedure.

## 1.3 Invoice requirements

All invoice requirements are enforced by the system. All of the various elements are dealt with one by one in the following work instruction.

## 1.4 Further information

Further information about our procurement process can be found on our website <http://www.gasunie.nl/en/suppliers>.

Information about the Ariba tool and the company behind the tool can be found at <http://supplier.ariba.com>.

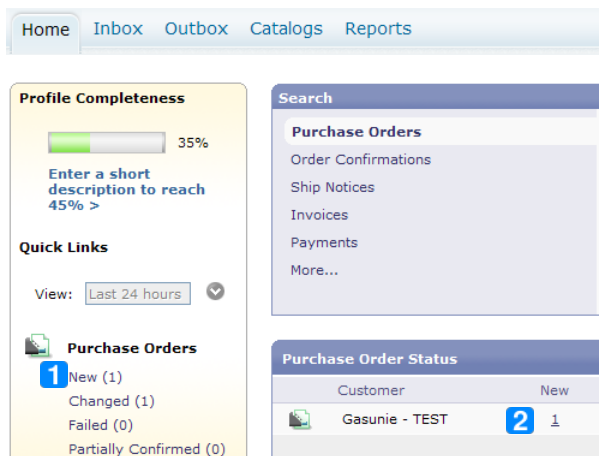
If you have any questions after reading this manual then please address them to your Gasunie contact person or e-mail them to: [factuurafhandeling@gasunie.nl](mailto:factuurafhandeling@gasunie.nl).

## 2 Invoicing PO

### 2.1 Dashboard

New Purchase Orders (POs) are displayed on the dashboard.

1. In the left menu click on Purchase Orders → New
2. Or click on Purchase Order Status → New.



**Profile Completeness**  
35%  
Enter a short description to reach 45% >

**Quick Links**  
View: Last 24 hours

**Purchase Orders**  
1 New (1)  
Changed (1)  
Failed (0)  
Partially Confirmed (0)

**Search**  
**Purchase Orders**  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...

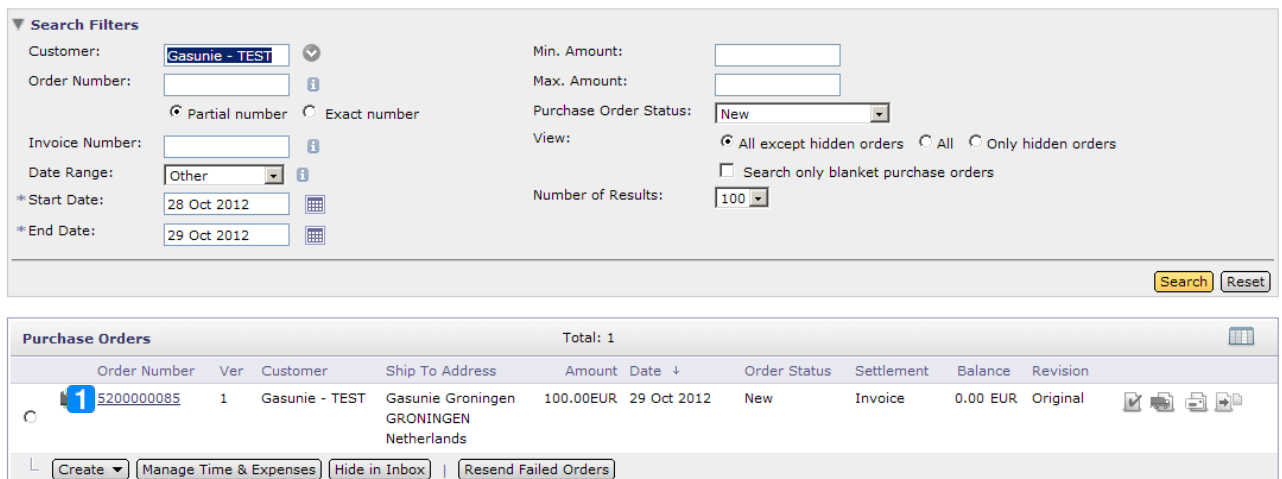
**Purchase Order Status**  
Customer: New  
Gasunie - TEST 2 1

### 2.2 List of POs

The screen below will be displayed. All POs received are contained on this list.

1. Click on the Order Number in order to open it.

#### Purchase Orders



**Search Filters**

Customer: Gasunie - TEST  
Order Number:   
Invoice Number:   
Date Range: Other  
\* Start Date: 28 Oct 2012  
\* End Date: 29 Oct 2012

Min. Amount:   
Max. Amount:   
Purchase Order Status: New  
View: All except hidden orders  
Search only blanket purchase orders  
Number of Results: 100

**Purchase Orders** Total: 1

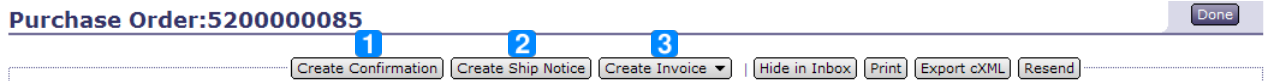
Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Settlement	Balance	Revision
5200000085	1	Gasunie - TEST	Gasunie Groningen GRONINGEN Netherlands	100.00EUR	29 Oct 2012	New	Invoice	0.00 EUR	Original

Buttons: Create, Manage Time & Expenses, Hide in Inbox, Resend Failed Orders

### 2.3 The PO

The various options are shown at the top of the PO. The most important of these are:

1. Create Confirmation.
2. Create Ship Notice.
3. Create Invoice.

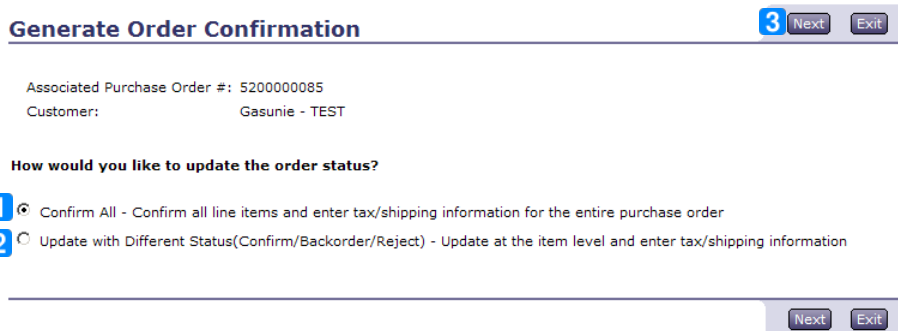


### 2.4 Order confirmation

You can use an order confirmation (it is not necessary) to notify your customer that his order has been placed. In addition, it is a handy tool for you and your customer to check that the purchase order has been converted into the correct order. Sending the order confirmation therefore prevents errors. However, the most important function of this is perhaps for administration purposes.

You can make two choices in the order confirmation:

1. Confirm All.
2. Confirm/Backorder/Reject.
3. Then click on "Next".

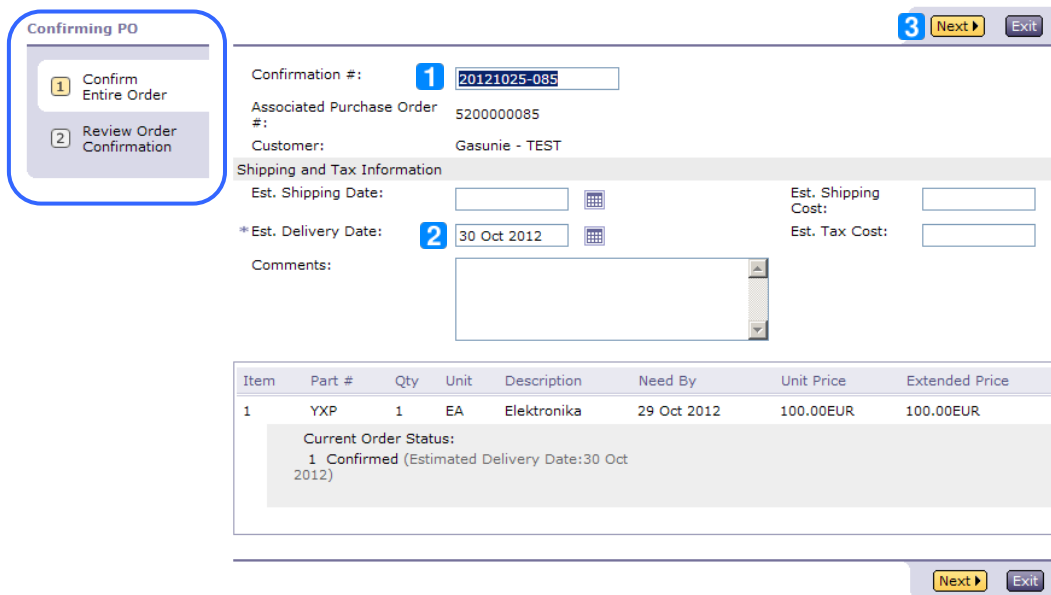


2.4.1 Confirm all

In the confirmation the fields marked \* are required fields and must be completed. The other fields are optional.

The left -hand side continuously displays the process step.

1. Enter the Confirmation number.
2. Select the Expected Shipping Date.
3. Click on "Next" once the required and optional fields have been completed.



**Confirming PO** 3 Next Exit

1 Confirm Entire Order  
2 Review Order Confirmation

Confirmation #: 1 20121025-085  
 Associated Purchase Order #: 5200000085  
 Customer: Gasunie - TEST

**Shipping and Tax Information**

Est. Shipping Date:    
 \*Est. Delivery Date: 2 30 Oct 2012   
 Est. Shipping Cost:   
 Est. Tax Cost:

Comments:

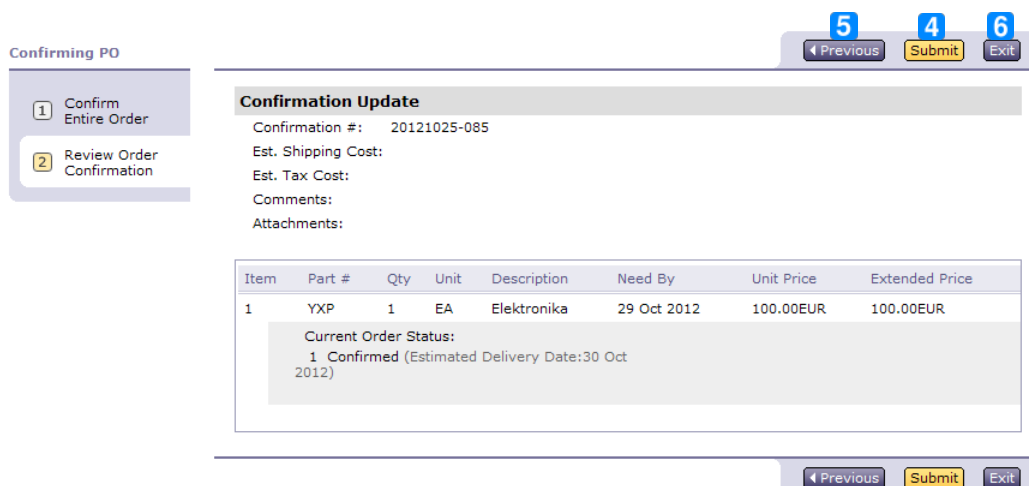
Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	YXP	1	EA	Elektronika	29 Oct 2012	100.00EUR	100.00EUR

Current Order Status:  
 1 Confirmed (Estimated Delivery Date:30 Oct 2012)

Next Exit

The following summary (review) screen is displayed.

4. Click on "Submit" to send the confirmation to the customer.
5. Click on "Previous" if you want to change anything.
6. Click on "Exit" to cancel the confirmation.



**Confirming PO** 5 Previous 4 Submit 6 Exit

1 Confirm Entire Order  
2 Review Order Confirmation

**Confirmation Update**

Confirmation #: 20121025-085  
 Est. Shipping Cost:  
 Est. Tax Cost:  
 Comments:  
 Attachments:

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	YXP	1	EA	Elektronika	29 Oct 2012	100.00EUR	100.00EUR

Current Order Status:  
 1 Confirmed (Estimated Delivery Date:30 Oct 2012)

Previous Submit Exit

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The PO will be updated:

- 7. Routing Status: Acknowledged and Order Status: Confirmed.
- 8. Related documents: Order Confirmation.

gasunie

PURCHASE ORDER

5200000118

Version: 1

RELATED DOCUMENTS

Order Confirmation:20121030-118 **8**

ROUTING STATUS

Acknowledged

**7**

ORDER STATUS

Confirmed

## 2.5 Ship Notice

In order to notify that you, as the supplier, have shipped/delivered you can send a Ship Notice. In the confirmation the fields marked \* are required fields. The other fields are optional.

The left -hand side continuously displays the process step.

1. Enter your Packing Slip ID.
2. The address details have to be entered (are auto-filled from your profile).
3. Enter the Delivery Date.
4. Enter the quantity shipped.
5. Click on "Next" once the required and optional fields have been completed.

Shipping PO
Next ▶ Exit

**1** Shipping Line Items

**2** Review Shipment

**1** \*Packing Slip ID:

Carrier Name:  This selection will refresh the page content.

Invoice #:  Service Level:

Ship From

Shipping Date:

Name:

**2** \*Address 1:

Address 2:

\*Postal Code:

\*City:

State:

\*Country:  This selection will refresh the page content.

Deliver To

**3** \*Delivery Date:

Name:

Address 1:

Address 2:

Postal Code:

City:

State:

Country:  This selection will refresh the page content.

**4**

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	YXP	1	EA	Elektronika	29 Oct 2012	100.00EUR	100.00EUR
Shipped: <input type="text" value="1"/> of 1 Confirmed As Is (Estimated Delivery Date: 30 Oct 2012) <span style="float: right;">Details</span>							

**5** Next ▶ Exit

The following summary (review) screen is displayed.

1. Click on "Submit" to send the confirmation to the customer.
2. Click on "Previous" if you want to change anything.
3. Click on "Exit" to cancel the confirmation.

**2** Previous
**1** Submit
**3** Exit

**1** Shipping Line Items

**2** Review Shipment

Packing Slip ID: 20121025-085

Carrier Name:

Tracking #: Shipping Method:

Invoice #: Service Level:

**Ship From**

Shipping Date:

Address: Delta Elektronika B.V.-TEST  
Vissersdijk 4  
4301 ND ZIERIKZEE  
Netherlands

**Deliver To**

Delivery Date: 30 Oct 2012

Address: Gasunie Groningen  
Concourslaan 17  
9727 KC GRONINGEN  
Netherlands

Attachments:

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	YXP	1	EA	Elektronika	29 Oct 2012	100.00EUR	100.00EUR
Shipped:							
1 of 1 Confirmed As Is (Estimated Delivery Date: 30 Oct 2012)							

Previous
Submit
Exit

The PO will be updated:

4. Order Status: Shipped.
5. Related documents: Order Confirmation.

**Purchase Order:5200000085**

Create Confirmation
Create Invoice
Hide in Inbox
Print
Export cXML
Resend

Order Detail
Order History

**gasunie**

PURCHASE ORDER  
**5200000085**  
Version: 1

RELATED DOCUMENTS **5**

[Ship Notice:20121025-085](#) ; [Order Confirmation:20121025-085](#)

ROUTING STATUS  
**Acknowledged**

**4** ORDER STATUS  
**Shipped**



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## 2.6 Standard invoice

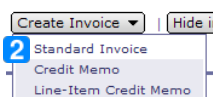
Open the relevant PO in order to create a standard invoice (PO flip).

1. Click on "Create Invoice".

**Purchase Order:520000085**




2. Then click on "Standard Invoice"



### 2.6.1 PO flip

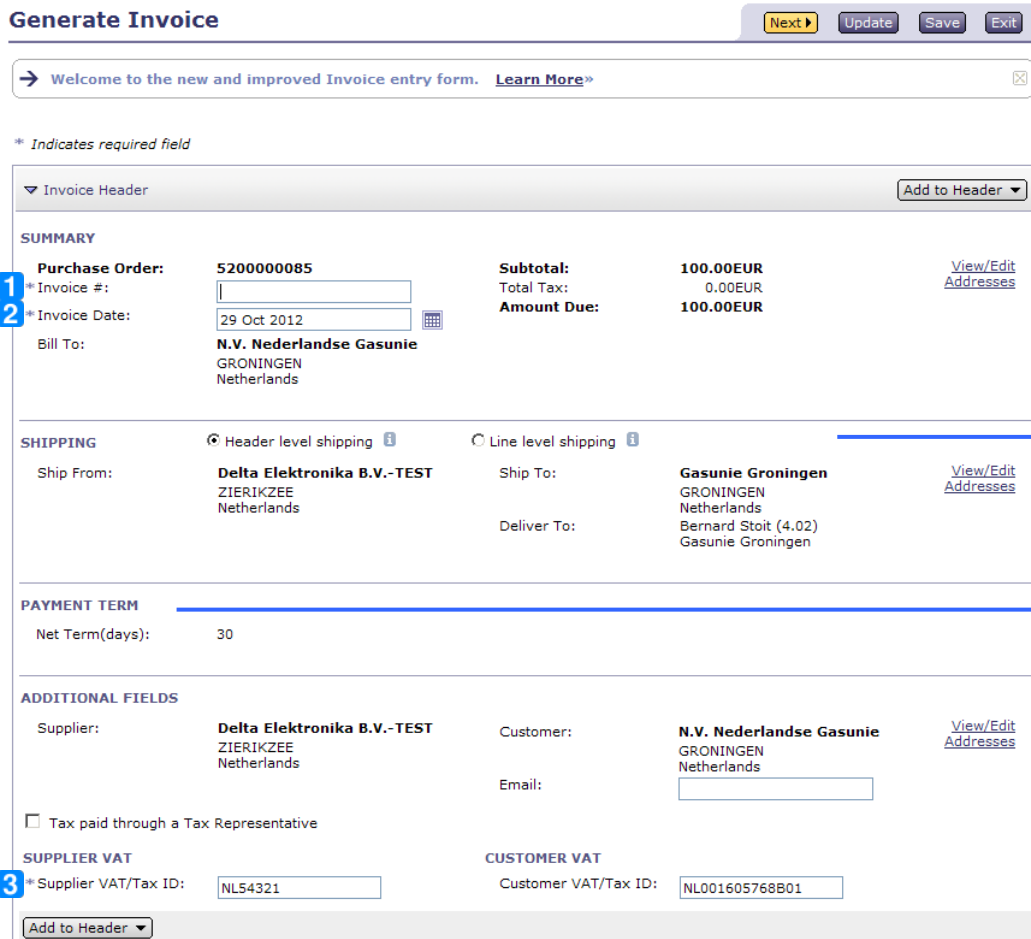
The PO is copied (the flip) and this generates the invoice (PO flip Invoice).

In the invoice the fields marked \* are required fields. The other fields are optional.

1. Enter your unique invoice number.
2. Enter the invoice date (this cannot be a past date).
3.  Your VAT number is mandatory (if entered, this will be auto-filled from your profile, see the manual on [www.gasunie.nl/leveranciers](http://www.gasunie.nl/leveranciers)).

**Attention:** your VAT number must begin with a country code in capitals (e.g. NL001234567B01).

### Generate Invoice



Next Update Save Exit

Welcome to the new and improved Invoice entry form. [Learn More](#)

\* Indicates required field

**Invoice Header** Add to Header

**SUMMARY**

<b>Purchase Order:</b> 520000085	<b>Subtotal:</b> 100.00EUR	<a href="#">View/Edit Addresses</a>
<b>* Invoice #:</b> <input type="text"/>	Total Tax: 0.00EUR	
<b>* Invoice Date:</b> 29 Oct 2012	<b>Amount Due:</b> 100.00EUR	
<b>Bill To:</b> N.V. Nederlandse Gasunie GRONINGEN Netherlands		

**SHIPPING**  Header level shipping  Line level shipping

<b>Ship From:</b> Delta Elektronika B.V.-TEST ZIERIKZEE Netherlands	<b>Ship To:</b> Gasunie Groningen GRONINGEN Netherlands	<a href="#">View/Edit Addresses</a>
	<b>Deliver To:</b> Bernard Stoit (4,02) Gasunie Groningen	

**PAYMENT TERM**

Net Term(days): 30

**ADDITIONAL FIELDS**

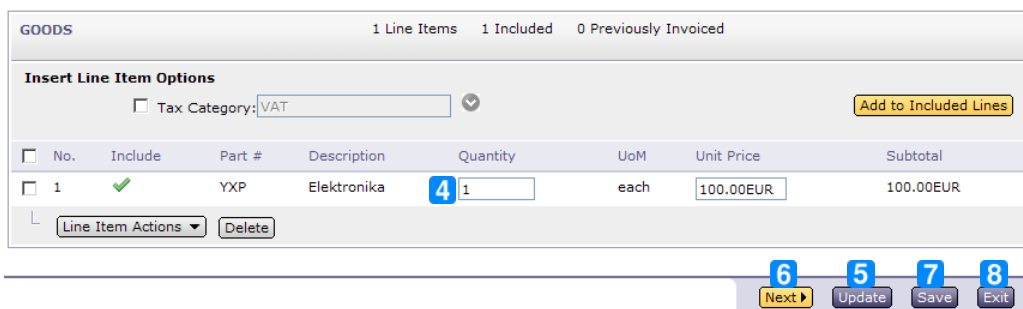
<b>Supplier:</b> Delta Elektronika B.V.-TEST ZIERIKZEE Netherlands	<b>Customer:</b> N.V. Nederlandse Gasunie GRONINGEN Netherlands	<a href="#">View/Edit Addresses</a>
	<b>Email:</b> <input type="text"/>	
<input type="checkbox"/> Tax paid through a Tax Representative		
<b>SUPPLIER VAT</b>	<b>CUSTOMER VAT</b>	
<b>* Supplier VAT/Tax ID:</b> NL54321	<b>Customer VAT/Tax ID:</b> NL001605768B01	

Add to Header

Is copied from the PO

Is copied from the PO

4. Enter the quantity here that you wish to invoice for.
5. Click on "Update" in order to update.
6. Click on "Next" to continue.
7. Click on "Save" to save your invoice.
8. Click on "Exit" to exit invoice creation.



### 2.6.2 Temporary Personnel

For invoicing the hours of temporary personnel additional fields must be filled.

**!** Invoicing declarations (overtime at other tariffs and kilometers) must be done via a NON-PO invoice. See the manuals on [www.gasunie.nl/leveranciers](http://www.gasunie.nl/leveranciers) for more information.

#### 2.6.2.1 Serviceperiod

**!** This field is only available in PO's which have been made via collaboration. When temporary personnel is hired via a standard PO, the service period must be filled in the comment fields.

Dit is de periode waarover wordt gefactureerd:

1. Vul de startdatum in
2. Vul de einddatum in

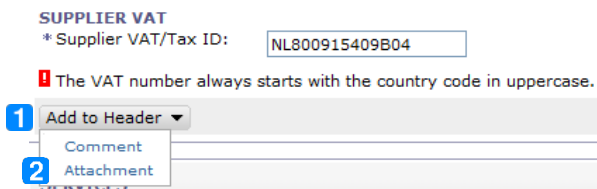


#### 2.6.2.2 Urenbriefje

**!** Adding a signed Timesheet is mandatory.

This can be done by adding a scanned signed Timesheet (e.g. in PDF) to the header!

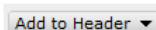
1. Click on 'Add to Header'
2. Click on Attachment



3. Click on 'Search'
4. Your selected signed Timesheet (e.g. in PDF) becomes visible.
5. Klik op 'Add Attachment'



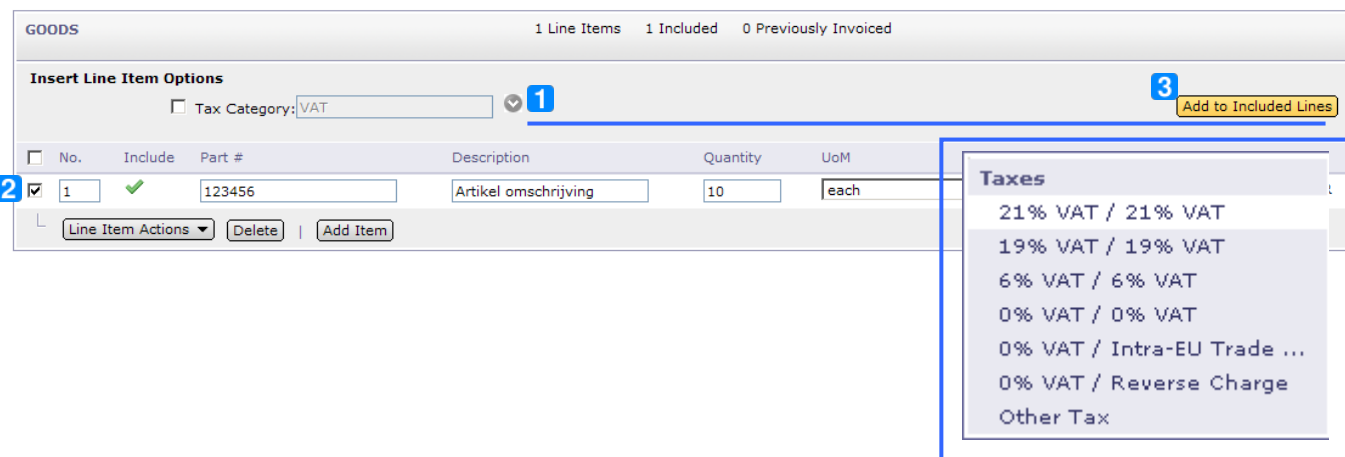
**!** The VAT number always starts with the country code in uppercase.



### 2.6.3 VAT

VAT has to be linked to the goods and/or services.

1. Select the relevant VAT rate.
2. Select the lines to which the VAT has to be added.
3. Click on 'Add to Included Lines' in order to add the VAT to the selected items.



The screenshot shows the 'GOODS' interface with the following elements:

- Header: **GOODS**, 1 Line Items, 1 Included, 0 Previously Invoiced
- Section: **Insert Line Item Options**
- Step 1: Tax Category dropdown set to 'VAT'.
- Table with columns: No., Include, Part #, Description, Quantity, UoM. Row 1 is selected (checked).
- Step 2: 'Add to Included Lines' button.
- Step 3: 'Taxes' dropdown menu with options:
  - 21% VAT / 21% VAT
  - 19% VAT / 19% VAT
  - 6% VAT / 6% VAT
  - 0% VAT / 0% VAT
  - 0% VAT / Intra-EU Trade ...
  - 0% VAT / Reverse Charge
  - Other Tax

### 2.6.4 Completion

1. Click on "Update" in order to update and check all information.
2. Select "Save" in order to save your invoice.
3. Select "Next" in order to continue and to check your invoice.



The screenshot shows the bottom navigation bar with the following buttons and step indicators:

- Step 3: Next (yellow button)
- Step 1: Update (grey button)
- Step 2: Save (grey button)
- Exit (grey button)

## 2.7 Checking your invoice

### 2.7.1 Header

#### Generate Invoice

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: Netherlands. The document's destination country is: Netherlands.

#### Standard Invoice

<b>Invoice #:</b>	20121025-085	<b>Subtotal:</b>	100.00EUR
<b>Invoice Date:</b>	Monday 29 Oct 2012 12:17 PM GMT+01:00	<b>Total Tax:</b>	21.00EUR
<b>Original Purchase Order:</b>	5200000085	<b>Amount Due:</b>	121.00EUR

Summary

#### Remit To:

Postal Address:  
 Vissersdijk 4  
 4301 ND ZIERIKZEE  
 Netherlands

#### Bill To:

N.V. Nederlandse Gasunie  
 Postal Address(standaard):  
 P.O. Box 19  
 9700 MA GRONINGEN  
 Netherlands  
 Address ID:0001

Bill To (invoice address)

#### Supplier:

Postal Address:  
 Vissersdijk 4  
 4301 ND ZIERIKZEE  
 Netherlands

#### Customer:

N.V. Nederlandse Gasunie  
 Postal Address:  
 P.O. Box 19  
 9700 MA GRONINGEN  
 Netherlands  
 Address ID:0001

#### SHIPPING INFORMATION:

##### Ship From:

Postal Address:  
 Vissersdijk 4  
 4301 ND ZIERIKZEE  
 Netherlands

##### Ship To:

Gasunie Groningen  
 Postal Address(standaard):  
 Bernard Stoit (4.02)  
 Gasunie Groningen  
 Concourslaan 17  
 9727 KC GRONINGEN  
 Netherlands  
 Address ID:9727 KC 17 (01)  
 Email:[standaard](#)  
 Phone(work):+31 (50) 5219111

Ship To (delivery address)

#### PAYMENT TERMS:

Net Term: 30 Days

#### Additional Information:

Customer VAT/Tax ID: NL001605768B01  
 Supplier VAT/Tax ID: NL54321

Payment terms and VAT numbers

2.7.2 PO details and Summary

Original Purchase Order: 5200000085

Invoice Line #	Line Ref #	Type	Part #	Quantity	Unit	Unit Price
1	1	Material	Supplier Part #: YXP	1	EA	100.00EUR
Description: Elektronika Accounting Reference ID: 0000000264 Accounting Description: ID Accounting Reference ID: 0000473140 Accounting Description: ID Accounting Reference ID: 100 Accounting Description: Percentage						
<b>Tax Details:</b>						
Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	21%	100.00EUR	21.00EUR		21% VAT	
<b>Date of Supply:</b> Monday 29 Oct 2012 12:00 AM GMT+01:00						
						Subtotal: 100.00EUR
						Tax: 21.00EUR

The flip ensures that the PO details are auto-filled

**Tax Summary**

**Tax Details:**

Tax Category	Tax Rate	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	21%	100.00EUR	21.00EUR		21% VAT	
<b>Date of Supply:</b> Monday 29 Oct 2012 12:00 AM GMT+01:00						

The VAT summary is shown at the bottom

**Invoice Summary**

Subtotal: 100.00EUR  
 Total Tax: 21.00EUR  
 Amount Due: 121.00EUR

Grand total

2.8 Completing the invoice

At the end of the process you have four options.

2.8.1 Change

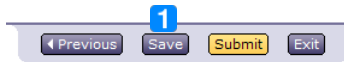
1. Click on "Previous".

1

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### 2.8.2 Save

1. Click on "Save".



After saving, the following message appears at the top.

#### Generate Invoice

Invoice "20121030-001" is saved. The saved invoice will be kept until 7 Nov 2012.

You can find the saved invoice by:

2. clicking on Exit,
3. then by selecting Save,
4. going to your Outbox,
5. clicking on Drafts, and
6. your saved Invoices will be displayed.



#### Generate Invoice

##### Exit

3. [Save](#) the invoice.
- [Delete](#) the invoice.
- [Continue](#) to work on the invoice.



##### Drafts

This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for seven days.

Invoices					
Invoice #	Customer	Reference	Date Last Modified ↓	Amount	Status
6 20121030-001	Gasunie - TEST		31 Oct 2012 9:22:02 PM		Composing
<input type="button" value="Edit"/> <input type="button" value="Delete"/>					

From here you can select you saved Invoices and update them again.

### 2.8.3 Exit and do not save

1. Click on "Exit".



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### 2.8.4 Submit

1. Click on "Submit".



Your invoice has been submitted and the following message is displayed.

**Invoice 20121030-001 has been submitted.**

**2** • [Print](#) a copy of the invoice.  
**3** • [Exit](#) invoice creation.

2. Click on "Print" in order to print the invoice.
3. Click on "Exit" to continue.

Your sent invoice is in your dashboard under Invoice Status → Sent


The PO will be updated:

4. Order Status: Invoiced.
5. Related documents: Invoice.

### Purchase Order:520000085

Create Confirmation
Create Invoice ▼
Hide in Inbox
Print
Export cXML
Resend

Order Detail
Order History



**PURCHASE ORDER**  
**520000085**  
 Version: 1

**RELATED DOCUMENTS**  
**5** [Invoice:20121025-085](#) ; [Ship Notice:20121025-085](#) ; [Order Confirmation:20121025-085](#)

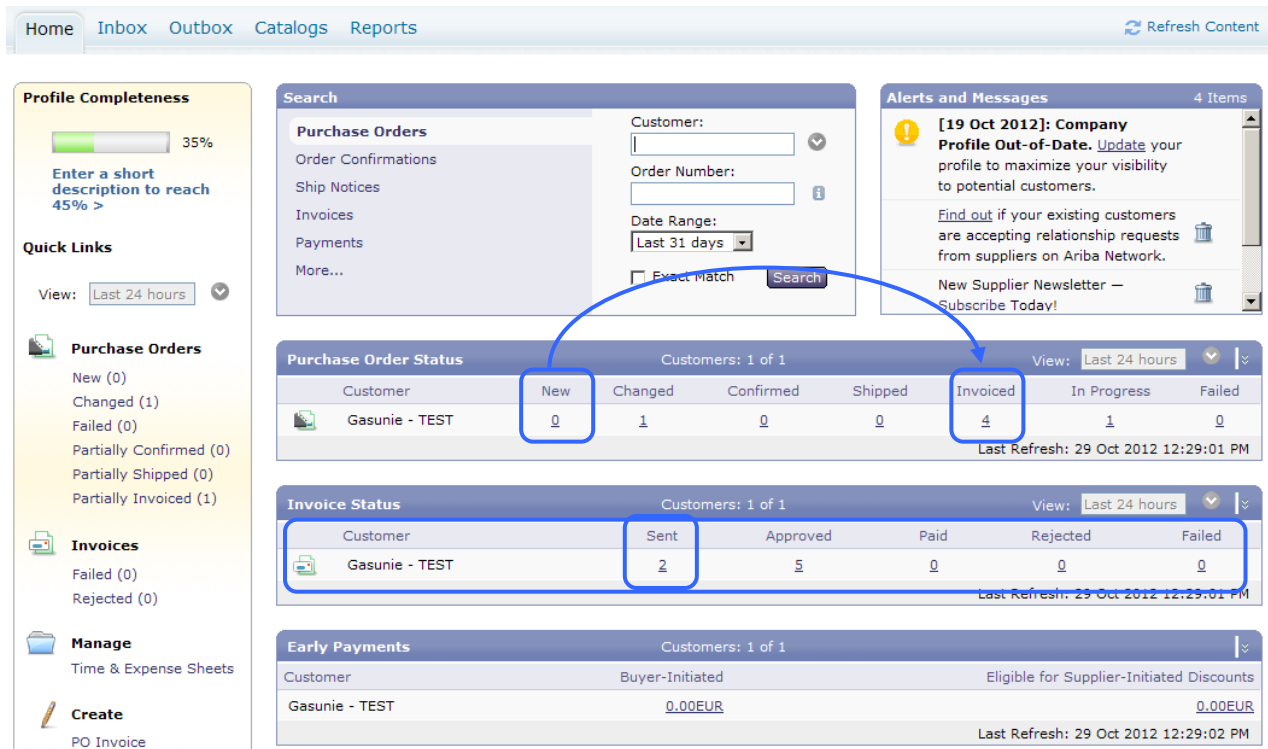
**ROUTING STATUS**  
**Acknowledged**

**4** **ORDER STATUS**  
**Invoiced**

## 2.9 Dashboard update

### 2.9.1 PO Status

Your dashboard shows that there are no longer any new POs but that the number of Invoiced POs has increased by one.



The screenshot displays the Ariba dashboard interface. On the left, there is a sidebar with 'Profile Completeness' at 35% and 'Quick Links' for Purchase Orders, Invoices, and Manage. The main content area includes a search bar, a 'Purchase Order Status' table, an 'Invoice Status' table, and an 'Early Payments' table. The 'Purchase Order Status' table for 'Gasunie - TEST' shows 0 New, 1 Changed, 0 Confirmed, 0 Shipped, 4 Invoiced, 1 In Progress, and 0 Failed. The 'Invoice Status' table for 'Gasunie - TEST' shows 2 Sent, 5 Approved, 0 Paid, 0 Rejected, and 0 Failed. A blue arrow highlights the increase in 'Invoiced' POs and its corresponding impact on the 'Sent' invoice status.

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Gasunie - TEST	0	1	0	0	4	1	0

Customer	Sent	Approved	Paid	Rejected	Failed
Gasunie - TEST	2	5	0	0	0

### 2.9.2 Invoice Status

The Invoice Status has also changed: Sent +1.

The Invoice Status shows various stages that can be important for you as a supplier.

1. Sent                      You have sent the invoice to the customer.
2. Approved                The customer has accepted your invoice.
3. Paid                        The customer has paid your invoice.
4. Rejected                 The invoice has been rejected.
5. Failed                     An error has occurred on the Ariba Network.



## 2.10 Line-Item Credit Memo

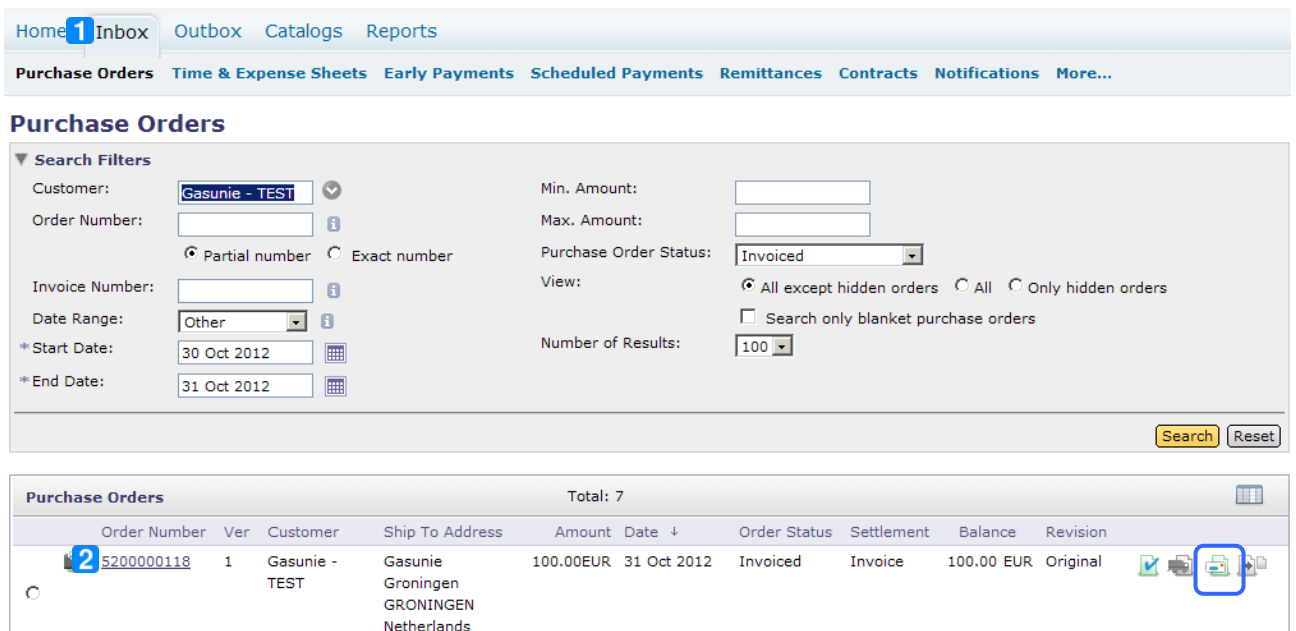
A Line-Item Credit Memo can only be sent when it is clear that a previously sent invoice was not appropriate or was incorrect.

Open the relevant PO ([2.10.1](#)) or the relevant invoice ([2.10.2](#)) in order to create a Credit Memo.

### 2.10.1 Open PO

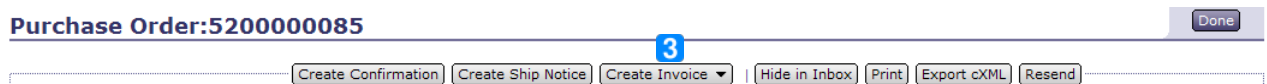
1. Go to Inbox.
2. Click on the order number.

The coloured symbol shows that the invoice has been created.



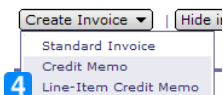
The screenshot shows the ARIBA web interface. At the top, there are navigation tabs: Home, **Inbox**, Outbox, Catalogs, and Reports. Below this is a secondary menu with options like Purchase Orders, Time & Expense Sheets, Early Payments, Scheduled Payments, Remittances, Contracts, Notifications, and More... The main section is titled 'Purchase Orders' and contains a search filter panel. The search filters include Customer (Gasunie - TEST), Order Number, Invoice Number, Date Range (Other), Start Date (30 Oct 2012), End Date (31 Oct 2012), Min. Amount, Max. Amount, Purchase Order Status (Invoiced), View (All except hidden orders), and Number of Results (100). Below the filters is a table of Purchase Orders. The table has columns for Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, and Revision. One order is listed with Order Number 5200000118, Ver 1, Customer Gasunie - TEST, Ship To Address Groningen GRONINGEN Netherlands, Amount 100.00EUR, Date 31 Oct 2012, Order Status Invoiced, Settlement Invoice, Balance 100.00 EUR, and Revision Original. A blue circle highlights the 'Create Invoice' icon in the table row.

1. Click on "Create Invoice".



The screenshot shows the ARIBA web interface for a specific purchase order. The header is 'Purchase Order: 5200000085' with a 'Done' button on the right. Below the header is a toolbar with several buttons: Create Confirmation, Create Ship Notice, **Create Invoice** (highlighted with a blue circle), Hide in Inbox, Print, Export cXML, and Resend.

2. Then click on "Line-Item Credit Memo".



The screenshot shows the ARIBA web interface for the 'Create Invoice' dropdown menu. The menu is open, showing three options: Standard Invoice, Credit Memo, and **Line-Item Credit Memo** (highlighted with a blue circle).


Invoicing PO (Manual) EN.doc

3. Select the relevant invoice.
4. Click on "Create Line-Item Credit Memo".

**Line-Item Credit Memo** Done

---

**Invoices** Total: 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
5  <a href="#">20121030-118</a>	Gasunie - TEST	<a href="#">5200000118</a>	Online	Supplier	Purchase Order	31 Oct 2012	121.00 EUR	Acknowledged	Sent

6 [Create Line-Item Credit Memo](#) | [Edit](#) | [Generate Non-PO Invoice](#)

---

Done

2.10.2 Open Invoice

1. Go to the Outbox.
2. Open the relevant invoice by clicking on it.

Home **Inbox** **1** Outbox Catalogs Reports


**Invoices** Order Confirmations Ship Notices Drafts

**Invoices**

▶ Search Filters

---

**Invoices** Total: 100+ Page 1

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
2  <a href="#">20121030-118</a>	Gasunie - TEST	<a href="#">5200000118</a>	Online	Supplier	Purchase Order	31 Oct 2012	121.00 EUR	Acknowledged	Sent

3. Click on "Create Line-Item Credit Memo".

**Invoice:20121030-118**

---

3 [Create Line-Item Credit Memo](#)

**Detail** Scheduled Payments History

Invoicing PO (Manual) EN.doc

### 2.10.3 Generating the Line-Item Credit Memo

The majority of information is auto-filled from the PO.

1. Enter your invoice number.
2. Select the invoice date.

#### Generate Line-Item Credit Memo

Next Update Exit

Welcome to the new and improved Invoice entry form. [Learn More](#)

\* Indicates required field

Invoice Header
Add to Header

---

**SUMMARY**

<b>1</b>	<b>* Credit Memo #:</b> <input type="text"/>	<b>Subtotal:</b> -100.00EUR	<a href="#">View/Edit Addresses</a>
<b>2</b>	<b>* Credit Memo Date:</b> <input type="text" value="31 Oct 2012"/> <input type="button" value="Calendar"/>	<b>Total Tax:</b> -21.00EUR	
	Original Invoice No: 20121030-118	<b>Amount Due:</b> -121.00EUR	
	Original Invoice Date: 31 Oct 2012		
	Bill To: <b>N.V. Nederlandse Gasunie</b> GRONINGEN Netherlands		

---

**SHIPPING**     Header level shipping  Line level shipping

Ship From: <b>Delta Elektronika B.V.-TEST</b> ZIERIKZEE Netherlands	Ship To: <b>Gasunie Groningen</b> GRONINGEN Netherlands	
	Deliver To: Joellis Matahelumal (0.050) Gasunie Groningen	<a href="#">View/Edit Addresses</a>

3. Enter a clear reason for the Credit Memo.

**ADDITIONAL FIELDS**

Supplier: <b>Delta Elektronika B.V.-TEST</b> ZIERIKZEE Netherlands	Choose Address: <input type="text" value="(none selected)"/> <input type="button" value="Dropdown"/>	
	Customer: <b>N.V. Nederlandse Gasunie</b> GRONINGEN Netherlands	<a href="#">View/Edit Addresses</a>
	Email: <input type="text"/>	
<input type="checkbox"/> Tax paid through a Tax Representative		
<b>SUPPLIER VAT</b>		<b>CUSTOMER VAT</b>
* Supplier VAT/Tax ID: <input type="text" value="NL54321"/>		Customer VAT/Tax ID: <input type="text" value="NL001605768B01"/>

---

**COMMENT**

**3** \* Reason for Credit Memo:

Default Credit Memo Comment Text:

Add to Header

The goods/services to be credited are auto-filled from the PO.

4. Amend the quantity if required (attention: this has to be a negative quantity).
5. Amend the price if required.
6. Click on Next.

**GOODS** 1 Line Items 1 Included 0 Previously Invoiced

**Insert Line Item Options**

Tax Category: VAT [Add to Included Lines](#)

No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
1	✓	YXP	Elektronika	-1	each	100.00EUR	-100.00EUR

**TAX**

\* Category: VAT [Remove](#)

Description: 21% VAT Taxable Amount: -100.00EUR

Date Of Supply: 31 Oct 2012 Rate(%): 21

Tax Amount: -21.00EUR

---

**SERVICES** 0 Line Items 0 Included 0 Previously Invoiced

**Insert Line Item Options**

Tax Category: VAT [Add to Included Lines](#)

No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
No item selected							

6

#### 2.10.4 Check the Line-Item Credit Memo

Checking the Line-Item Credit Memo is undertaken in virtually the same way as checking the invoice (see 2.7). The only difference is that the Line-Item Credit Memo cannot be saved as a draft.