

# Ariba Manual INVOICING Non-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 (see [Invoicing PO Manual](#)). 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.

The legal invoice requirements applicable from 1 January 2013 can be found at [www.gasunie.nl/suppliers](http://www.gasunie.nl/suppliers).

## 1.4 Further information

Further information about our procurement process can also be found at [www.gasunie.nl/suppliers](http://www.gasunie.nl/suppliers).

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

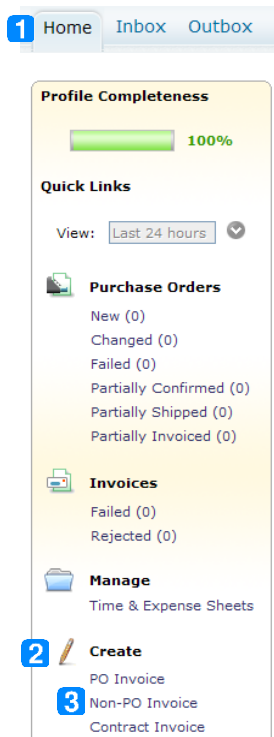
If you have any questions after reading this manual then please address them to your Gasunie contact person or e-mail them to: [factuurafhandeling@gasunie.nl](mailto:factuurafhandeling@gasunie.nl).

## 2 Invoicing Non-PO

### 2.1 Create Non-PO invoice

To create a Non-PO invoice go to:

1. Home.
2. "Create" in the left menu bar.
3. Click on "Non-PO Invoice".



### 2.2 Select customer and type of invoice

The following screen is displayed.

1. Select your customer from this screen (in this manual Gasunie – TEST).
2. Select the type of invoice (in this manual Standard Invoice).
3. Click on "Next".



The screenshot shows the 'Create Non-PO Invoice' form. At the top right, there are buttons for 'Next' and 'Exit'. The form is divided into two sections: 'FOR A TRADING RELATIONSHIP ALREADY ON ARIBA NETWORK' and 'FOR A NEW TRADING RELATIONSHIP'. In the first section, the 'Customer:' field is set to 'Gasunie - TEST' (indicated by a blue '1'). The 'Type of Invoice:' field has two radio buttons: 'Standard Invoice' (selected, indicated by a blue '2') and 'Credit Memo'. In the second section, there is a dropdown menu with the text 'You can create a non-PO invoice for a buying organization with whom you want ...'. Below this is a link for 'Invoice New Customer (Requires Customer Code)'. At the bottom right, there are buttons for 'Next' and 'Exit'.

### 2.3 Invoice header

The Invoice header has to be generated first.

All fields marked \* are required fields. The other fields are optional.

1. Enter your invoice number (this must be unique).
2. Select the invoice date (this cannot be a past date).
3. Select your customer's address.
4. Enter at least one order field (sales order is the most commonly used).

#### 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

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**SUMMARY**

<b>* Invoice #:</b>	<input type="text"/>	<b>Subtotal:</b>	<b>0.00EUR</b>	<a href="#">View/Edit Addresses</a>
<b>* Invoice Date:</b>	<input type="text" value="31 Oct 2012"/>	<b>Total Tax:</b>	<b>0.00EUR</b>	
<b>Choose Address:</b>	<input type="text" value="0001"/>	<b>Amount Due:</b>	<b>0.00EUR</b>	
<b>Bill To:</b>	<b>N.V. Nederlandse Gasunie</b> Groningen Netherlands			

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**ORDER INFORMATION**

(Enter at least one of the following)

<b>Customer Order #:</b>	<input type="text"/>	<b>Contract #:</b>	<input type="text"/>
<b>Sales Order #:</b>	<input type="text"/>		

- 0001 N.V. Nederlandse Gasunie
- 0008 Gas Transport Services B.V.
- 0010 Gasunie Engineering B.V.
- 0013 Vertogas B.V.
- 0015 Gasunie Zuidwending B.V.
- 0016 Gasunie LNG Holding B.V.
- 0021 C.V. Gasexpansie IJmond
- 0022 BBL Company V.O.F.
- 0023 BBL B.V.

5. Select the invoice address (also relevant for the VAT number).
6. Accurately enter the e-mail address. This will ensure that the invoice reaches the right person in our organisation.
7. Ensure that you have entered your own VAT number (if you have completed your company profile correctly then this should be auto-filled).

**Please note** that your VAT number should start with the country code in uppercase (e.g. NL001234567B01). Adjustments to your VAT number can be made in your company profile.

**SHIPPING**

Header level shipping

**Ship From:** **Cooper Safety BV-TEST**  
Assen  
Netherlands

Line level shipping

**Ship To:** **Gasunie - TEST**  
Groningen  
Netherlands

**Deliver To:**

[View/Edit Addresses](#)

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**ADDITIONAL FIELDS**

<b>Supplier:</b> <b>Cooper Safety BV-TEST</b> Assen Netherlands	<b>Choose Address:</b> <input type="text" value="(none selected)"/>	<a href="#">View/Edit Addresses</a>
	<b>Customer:</b>	
<input type="checkbox"/> Tax paid through a Tax Representative	<b>Email:</b> <input type="text"/>	

**SUPPLIER VAT**

**\*Supplier VAT/Tax ID:**

**CUSTOMER VAT**

**Customer VAT/Tax ID:**

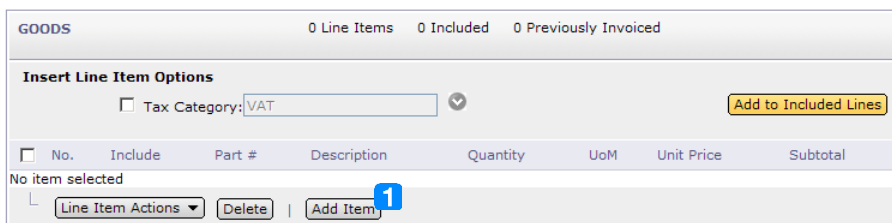
Add to Header

## 2.4 Line items

Goods and services can be invoiced. There are two different blocks for these because different information is required for goods compared to services and vice versa.

### 2.4.1 Add Line Items (goods)

1. Click on "Add Item" in order to add goods



GOODS 0 Line Items 0 Included 0 Previously Invoiced

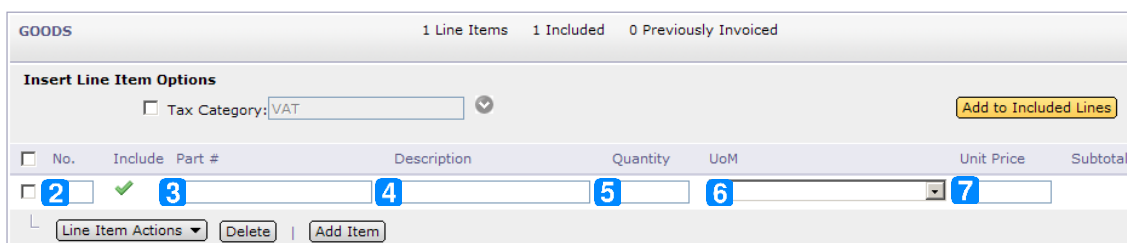
**Insert Line Item Options**

Tax Category: VAT Add to Included Lines

No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
No item selected							
<span>Line Item Actions</span>   <span>Delete</span>   <span>Add Item</span> <b>1</b>							

A line is added. Enter the following information into this line:

2. Line number
3. Part number (your organisation's)
4. Clear description
5. Quantity
6. Unit of Measure
7. Unit Price



GOODS 1 Line Items 1 Included 0 Previously Invoiced

**Insert Line Item Options**

Tax Category: VAT Add to Included Lines

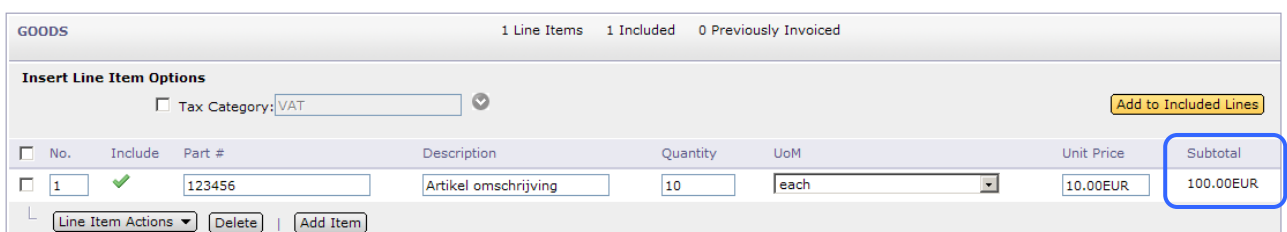
No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
<input type="checkbox"/> <b>2</b>	<input checked="" type="checkbox"/>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
<span>Line Item Actions</span>   <span>Delete</span>   <span>Add Item</span>							

8. Click on "Update".



Next | **8** Update | Save | Exit

After completion the line appears like the example below. The subtotal is added.



GOODS 1 Line Items 1 Included 0 Previously Invoiced

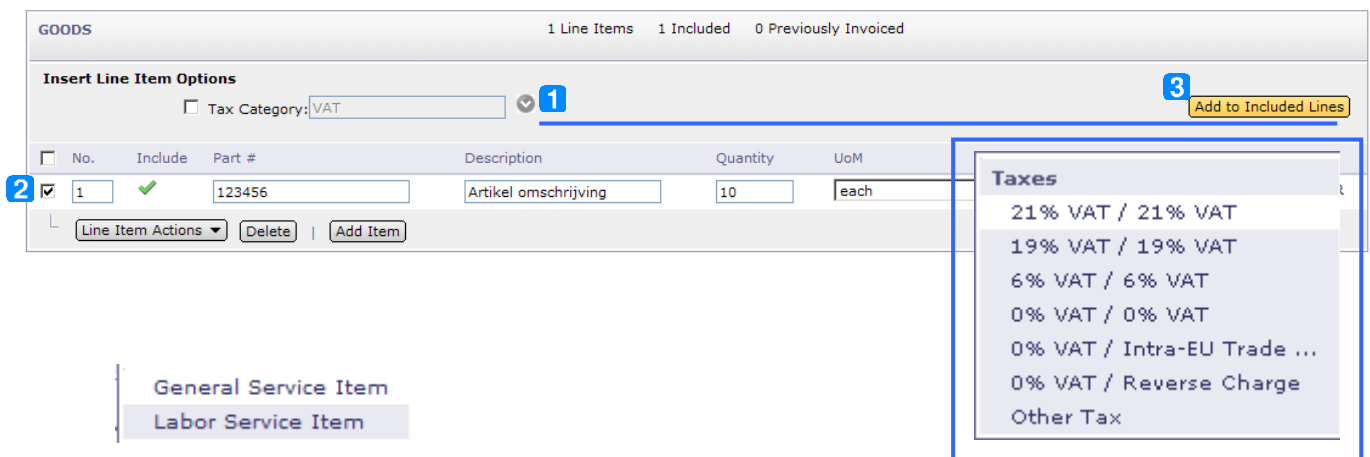
**Insert Line Item Options**

Tax Category: VAT Add to Included Lines

No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	123456	Artikel omschrijving	10	each	10.00EUR	100.00EUR
<span>Line Item Actions</span>   <span>Delete</span>   <span>Add Item</span>							

### 2.4.2 Select the VAT

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.



**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
1	<input checked="" type="checkbox"/>	123456	Artikel omschrijving	10	each

Line Item Actions | Delete | Add Item

General Service Item  
Labor Service Item

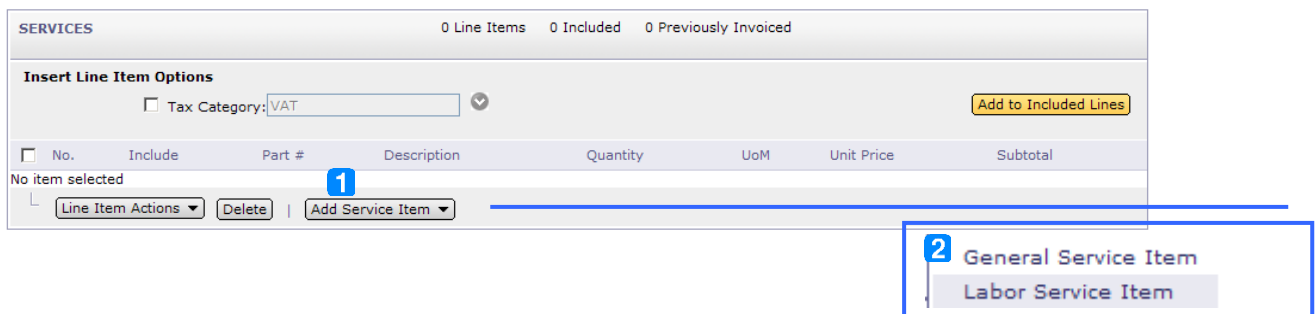
**Taxes**

- 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

### 2.4.3 Add Line Items (services)

The services provided can be stated in this block.

1. Click on "Add Service Item" in order to add services.
2. Select General Service Item or Labor Service Item.



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

**Insert Line Item Options**

Tax Category: VAT Add to Included Lines

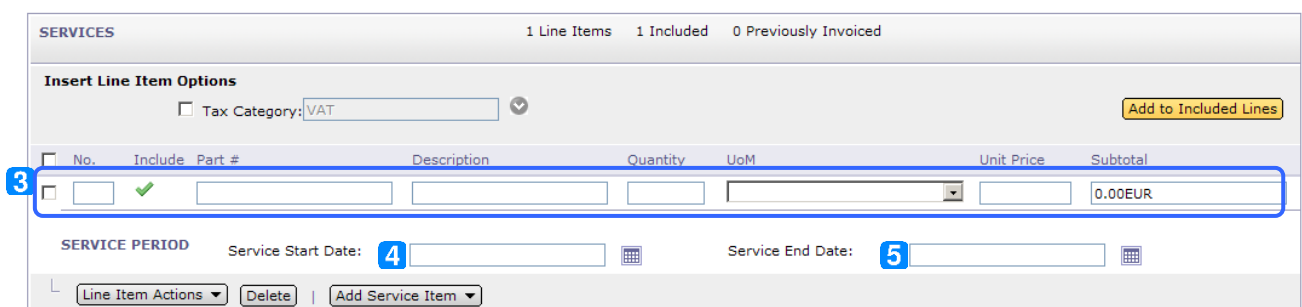
No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
No item selected							

Line Item Actions | Delete | Add Service Item

General Service Item  
Labor Service Item

#### 2.4.3.1 General Service Item

3. As with the goods, the line number, part number (your organisation's), a clear description, quantity, unit of measure and unit price have to be added → see 2.4.1.
4. Enter the service start date.
5. Enter the service end date.



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

**Insert Line Item Options**

Tax Category: VAT Add to Included Lines

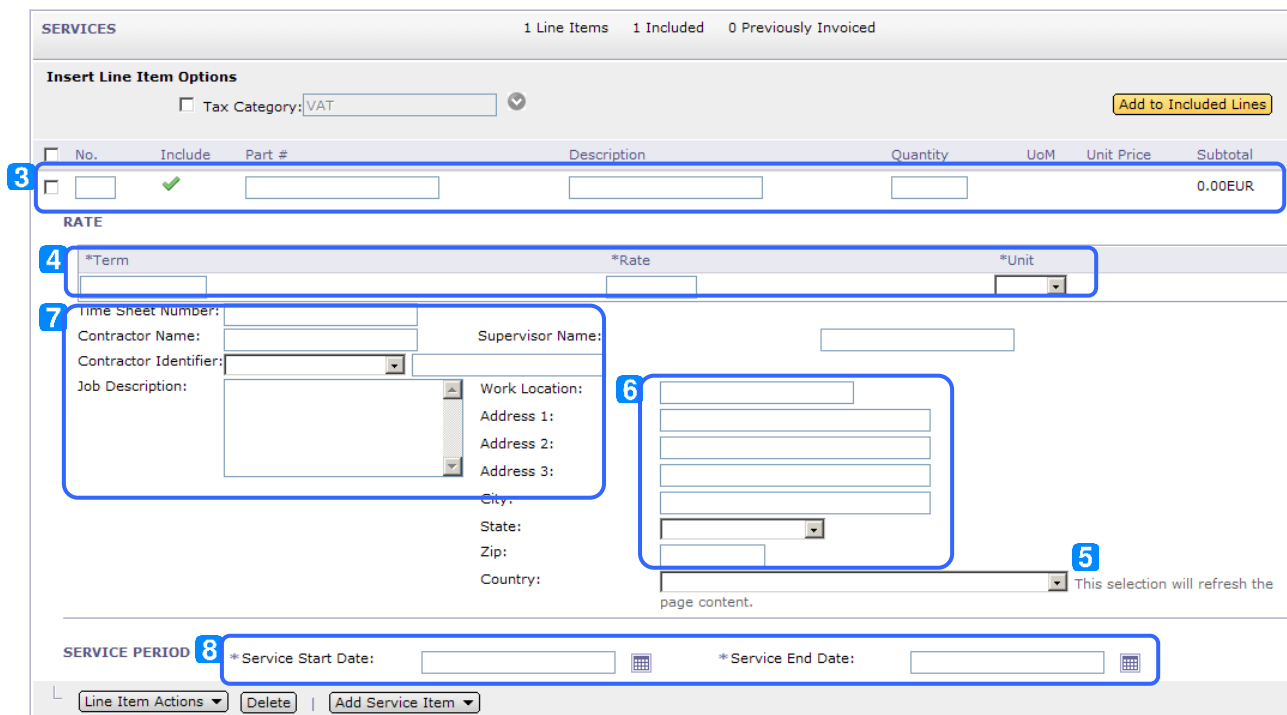
No.	Include	Part #	Description	Quantity	UoM	Unit Price	Subtotal
	<input checked="" type="checkbox"/>						0.00EUR

Line Item Actions | Delete | Add Service Item

**SERVICE PERIOD** Service Start Date:  Service End Date:

### 2.4.3.2 Labor Service Item

3. As with the goods, the line number, part number (your organisation's), a clear description, quantity, unit of measure and unit price have to be added → see 2.4.1.
4. Enter the terms, rate and unit.
5. Now select the country first (the address lines are different for each country).
6. Enter the address details.
7. Enter the service details.
8. Enter the service period.



**SERVICES** 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
3	<input checked="" type="checkbox"/>						0.00EUR

**RATE**

4 \*Term: [ ] \*Rate: [ ] \*Unit: [ ]

7

Time Sheet Number: [ ] Supervisor Name: [ ]

Contractor Name: [ ] Contractor Identifier: [ ]

Job Description: [ ] Work Location: [ ]

6

Address 1: [ ] Address 2: [ ] Address 3: [ ]

City: [ ] State: [ ] Zip: [ ] Country: [ ]

5 This selection will refresh the page content.

**SERVICE PERIOD** 8 \*Service Start Date: [ ] \*Service End Date: [ ]

Line Item Actions: [ ] Delete [ ] Add Service Item [ ]

To add the VAT the procedure is the same as for goods → see 2.4.2.

### 2.4.4 Completion

1. Click on "Update" in order to update all information and to check.
2. Click on "Save" to save your invoice.
3. Finally, click on "Next" in order to proceed and check your invoice.





## 2.5 Checking the invoice

The selected invoice can be checked before it is submitted.

### 2.5.1 Header

#### Generate Invoice

◀ Previous Save Submit Exit

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> 20121030-001	<b>Subtotal:</b> 100.00EUR
<b>Invoice Date:</b> Wednesday 31 Oct 2012 9:02 PM GMT+01:00	Total Tax: 21.00EUR
	<b>Amount Due:</b> 121.00EUR

Summary

#### Remit To:

Postal Address:  
Tiplanden 6  
9407PD Assen  
Netherlands

#### Bill To:

N.V. Nederlandse Gasunie  
  
Postal Address:  
Concourslaan 17  
9727 KC Groningen  
Netherlands  
Address ID:0001

Bill to (invoice address)

#### Supplier:

Postal Address:  
Tiplanden 6  
9407PD Assen  
Netherlands

#### Customer:

N.V. Nederlandse Gasunie  
  
Postal Address:  
Concourslaan 17  
9727 KC Groningen  
Netherlands  
Address ID:0001  
Email: [b.t.stoit@gasunie.nl](mailto:b.t.stoit@gasunie.nl)

Customer and supplier

### 2.5.2 Shipping information and Line Items

All Line Items can be checked, including the associated VAT.

#### SHIPPING INFORMATION:

#### Ship From:

Postal Address:  
Tiplanden 6  
9407PD Assen  
Netherlands

#### Ship To:

Gasunie - TEST

Postal Address:  
Concourslaan 17  
9727 KC Groningen  
Netherlands

Delivery address

#### Additional Information:

Customer VAT/Tax ID: NL001605768B01  
Supplier VAT/Tax ID: NL00123456789B01

VAT numbers

#### Original Supplier Order #: 0123456

Invoice Line #	Line Ref #	Type	Part #	Quantity	Unit	Unit Price
1	1	Material	Supplier Part #: 0123456789	10	EA	10.00EUR
Description:		Testing				
<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> Wednesday 31 Oct 2012 12:00 AM GMT+01:00						
						Subtotal: 100.00EUR
						Tax: 21.00EUR

Line Items, quantities and price

VAT information

Subtotal

### 2.5.3 VAT summary

There is also a VAT summary at the end.

**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	

**Date of Supply:** Wednesday 31 Oct 2012 12:00 AM GMT+01:00

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**Invoice Summary**

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

◀ Previous Save Submit Exit

Summary of the selected VAT

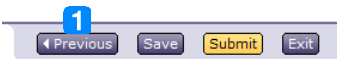
Grand total

## 2.6 Completion of the invoice

At the end of the process you have four options.

### 2.6.1 Change

1. Click on "Previous".



### 2.6.2 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:

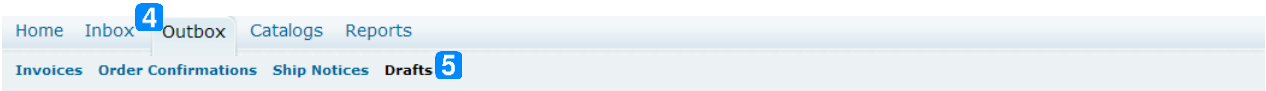
2. clicking on Exit,
3. then selecting Save,
4. going to your Outbox,
5. clicking on Drafts, and
6. your saved invoices will be displayed.



**Generate Invoice**

**Exit**

- 3 Save the invoice.
- Delete the invoice.
- Continue to work on the invoice.



**Drafts**

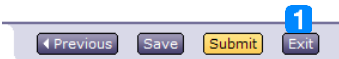
This page displays documents you saved in draft state. You can edit them and submit them, which removes them from this page. This page stores documents for seven days.

Invoices					
Invoice #	Customer	Reference	Date Last Modified ↓	Amount	Status
6 20121030-001	Gasunie - TEST		31 Oct 2012 9:22:02 PM		Composing
<div style="display: flex; gap: 10px;"> <span>Edit</span> <span>Delete</span> </div>					

From here you can open your saved Invoices again and update them further.

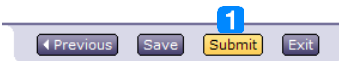
*2.6.3 Exit and do not save*

1. Click on "Exit".



*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 submitted invoice is in your dashboard under Invoice Status → Sent.

Invoice Status		Customers: 1 of 1				View: Last 24 hours
Customer	Sent	Approved	Paid	Rejected	Failed	
Gasunie - TEST	1	0	0	0	0	
Last Refresh: 31 Oct 2012 9:35:10 PM						