



Creating Invoice Supplier Guide



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2. Electronic Invoice Routing and notifications

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4. Check history of the invoice
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4. Ariba Network Support

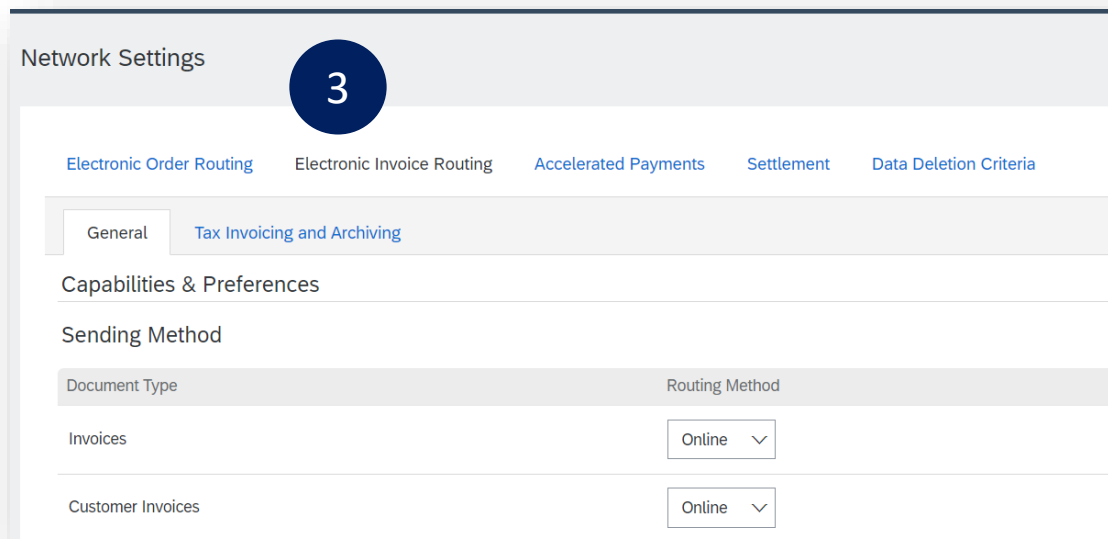
Procure-to-Pay Process

- ❖ The purpose of this document is to provide the information for your organization so you can effectively transact with DBAG via the Ariba Network.
- ❖ This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between DBAG and your organization.

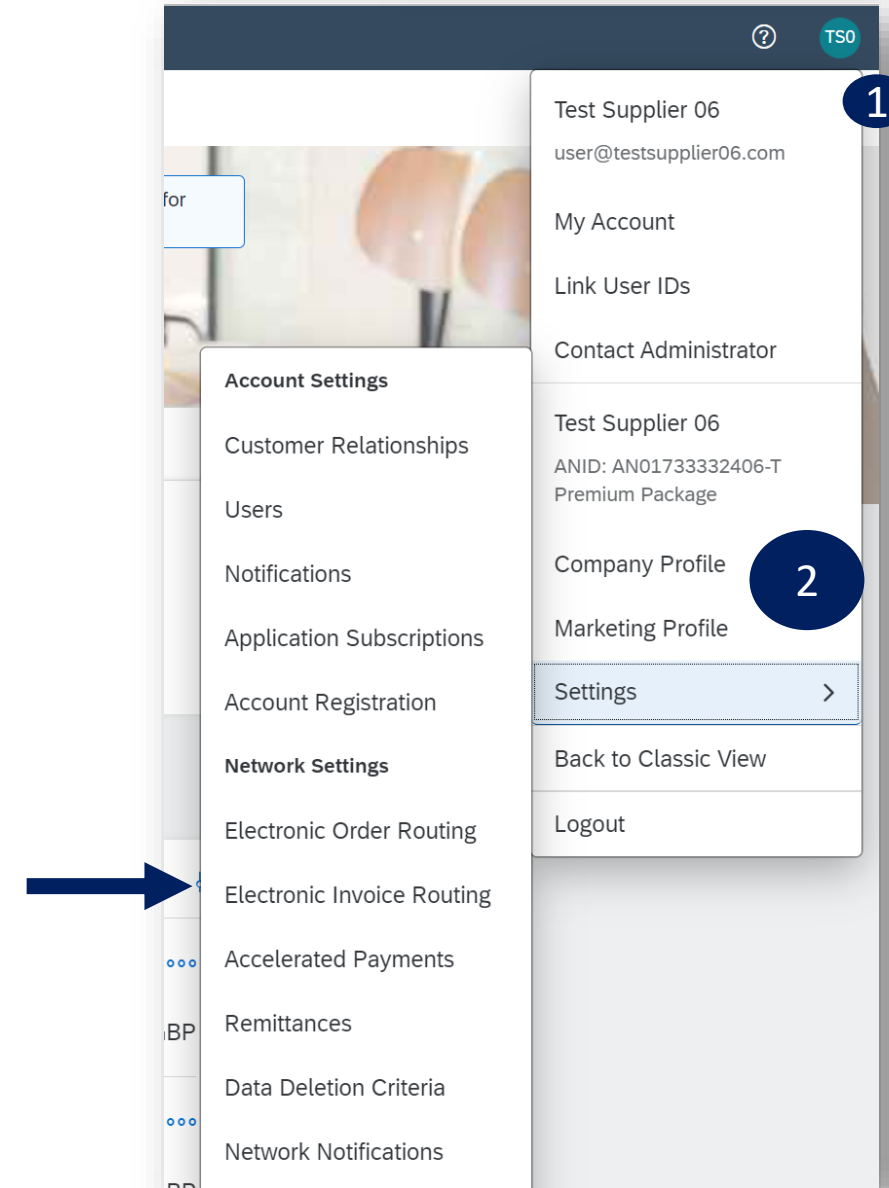
Creating Invoices

Review Invoice Rules

1. Go to the Ariba Supplier Network at: <http://supplier.ariba.com/> and enter your login and password (either test or production) On the top tool bar click “Manage Profile”.
2. Click on Settings → Electronic Invoice Routing.
3. Select the “Method” from the drop down as “Online”.
4. Enter or verify the email addresses for Invoice related notifications.
5. Save your changes, then click Done to return to the Home Page.

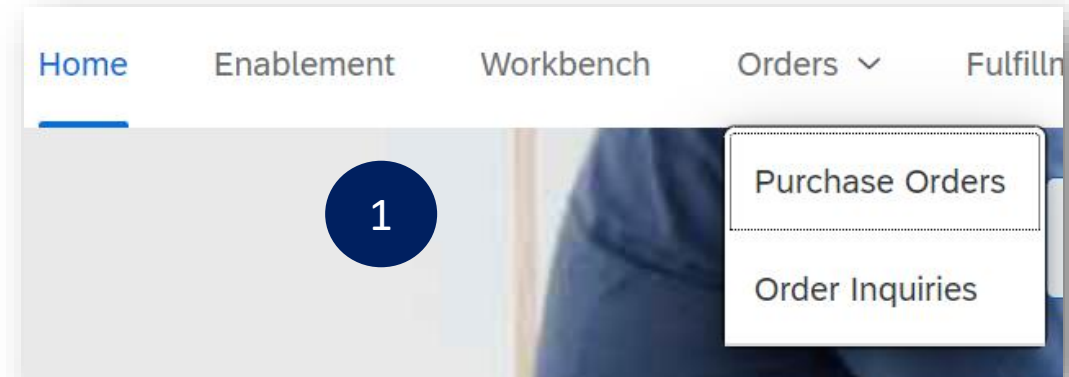


Internal



PO Flip Invoice

1. Click Inbox tab on the Dashboard.
 1. Screen displays "Orders" -> Select Purchase Orders
2. Click the Order Number to open the order.
3. Click Create Invoice
4. Select Standard Invoice ➤ Screen displays Create Invoice



Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. [Try the new Workbench](#)

▶ Search Filters

Purchase Orders (78)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address
<input type="radio"/> Order	4010000268	1	Deutsche Börse AG - TEST		Clearstream Services Luxembourg Luxembourg Luxembourg
<input type="radio"/> Order	4010000267	1	Deutsche Börse AG - TEST		EFAG London Branch. London United Kingdom
<input type="radio"/> Order	4010000266	1	Deutsche Börse AG - TEST		Clearstream Services Luxembourg Luxembourg

Purchase Order: 4010000268

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail Order History

From:
Customer
Clearstream Services Luxembourg
Avenue John F. Kennedy-42
1855 Luxembourg
Luxembourg
Phone: +352 () 243 0
Fax: +352 () 243 38204

Standard Invoice Header Level

Click Inbox tab on the Dashboard.

1. insert the invoice number
2. Confirm the invoice date.

Shipping: Select shipping option (if additional shipping costs are required)

Note: If shipping is included or not included, there is no need to change the selection from “Header level Shipping”

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4010000268

Invoice #: INV#268 ← 1

Invoice Date: 2 May 2022 ← 2

Service Description:

Remit To: Test Supplier 06

Frankfurt

Germany

Bill To: Clearstream Services Luxembourg

Luxembourg
Luxembourg

Subtotal: £6,000.00 GBP
Total Tax: £0.00 GBP
Amount Due: £6,000.00 GBP

Supplier VAT

Supplier VAT/Tax ID: VAT#268

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header ▼

Customer VAT

Customer VAT/Tax ID: LU17254058

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 19% VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		TR-3499 CC 5120 AA = P		100	EA	£60.00 GBP	£6,000.00 GBP

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Line Item Actions ▼ Delete

Update Save Exit Next

Finalizing a Standard Invoice

1. Review the invoice
2. Click submit to send the invoice.

Create Invoice

▼ Invoice Header

1

Summary

Purchase Order: 4010000268

Invoice #:* INV#268

Invoice Date:* 2 May 2022

Service Description:

Remit To: Test Supplier 06

Frankfurt

Germany

Bill To: Clearstream Services Luxembourg

Luxembourg
Luxembourg

Subtotal: £6,000.00 GBP
Total Tax: £0.00 GBP
Amount Due: £6,000.00 GBP

Supplier VAT

Supplier VAT/Tax ID: VAT#268

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: LU17254058

2

Add to Header ▼

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 19% VAT Shipping Documents Special Handling Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		TR-3499 CC 5120 AA = P		100	EA	£60.00 GBP	£6,000.00 GBP

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Line Item Actions ▼ Delete


Update Save Exit Next

Review and Submit the Invoice

1. After reviewing the Invoice, click on Submit to send the Invoice.
2. Screen confirms the Invoice submission and gives further 2 options.
 - I. 'Print' to print a copy of the Invoice or 'Exit' to exit Invoice creation.
 - II. Click Exit ➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced.

Invoice INV#268 has been submitted. 2

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is: Holy See (Vatican City State). The document's destination country is: Luxembourg.

Standard Invoice

Invoice Number: INV#268
Invoice Date: Monday 2 May 2022 1:54 PM GMT+02:00
Original Purchase Order: 4010000268

Subtotal: **£6,000.00 GBP** 7,152.71 EUR
Total Tax: £0.00 GBP
Total Gross Amount: £6,000.00 GBP
Total Net Amount: £6,000.00 GBP
Amount Due: **£6,000.00 GBP** 7,152.71 EUR
(1 British Pound = 1.1921 Euro)

<p>REMIT TO:</p> <p>Test Supplier 06</p> <p>Postal Address: Frankfurt 60326 Frankfurt Germany</p>	<p>BILL TO:</p> <p>Clearstream Services Luxembourg</p> <p>Postal Address: Avenue John F. Kennedy-42 1855 Luxembourg Luxembourg Address ID: 5120</p> <p>Phone : +352 () 243 0 Fax : +352 () 243 38204</p>	<p>SUPPLIER:</p> <p>Test Supplier 06</p> <p>Postal Address: Frankfurt 60326 Frankfurt Germany</p>
<p>BILL FROM:</p> <p>Test Supplier 06</p> <p>Postal Address: Frankfurt 60326 Frankfurt Germany</p>	<p>CUSTOMER:</p> <p>Clearstream Services Luxembourg</p> <p>Postal Address: Avenue John F. Kennedy-42 1855 Luxembourg Luxembourg Address ID: 5120</p>	

1

Check History of the Invoice

1. Open the History Tab
 - I. Review the information
 - II. Most screens will display a history tab indicating the processes and documents created for the purchase order
2. Click on the Details Tab to return to the invoice

Purchase Order: 4010000268 Done

Order Detail **Order History** 1

Purchase Order: 4010000268
Order Status: Invoiced
Submitted On: 26 Apr 2022 12:00:00 PM GMT+02:00

From Customer: Deutsche Börse AG - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125007047	26 Apr 2022 2:05:04 PM
	Email order was sent to venkata.pavan.kumar.yerramsetty@deutsche-boerse.com.	ANPODispatcher-125010016	26 Apr 2022 2:05:11 PM
Sent	Email order was sent to venkata.pavan.kumar.yerramsetty@deutsche-boerse.com.	OrderDispatcher - Email	26 Apr 2022 2:05:12 PM
Acknowledged	Email order was sent to venkata.pavan.kumar.yerramsetty@deutsche-boerse.com.	OrderDispatcher - Email	2 May 2022 1:55:43 PM

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
10	1	TR-3499 CC 5120 AA = P	100.000 (EA)	3 May 2022	£60.00 GBP	£6,000.00 GBP

Status

100 Invoiced	Amount: £6,000.00 GBP
100.000 Unconfirmed	

Control Keys

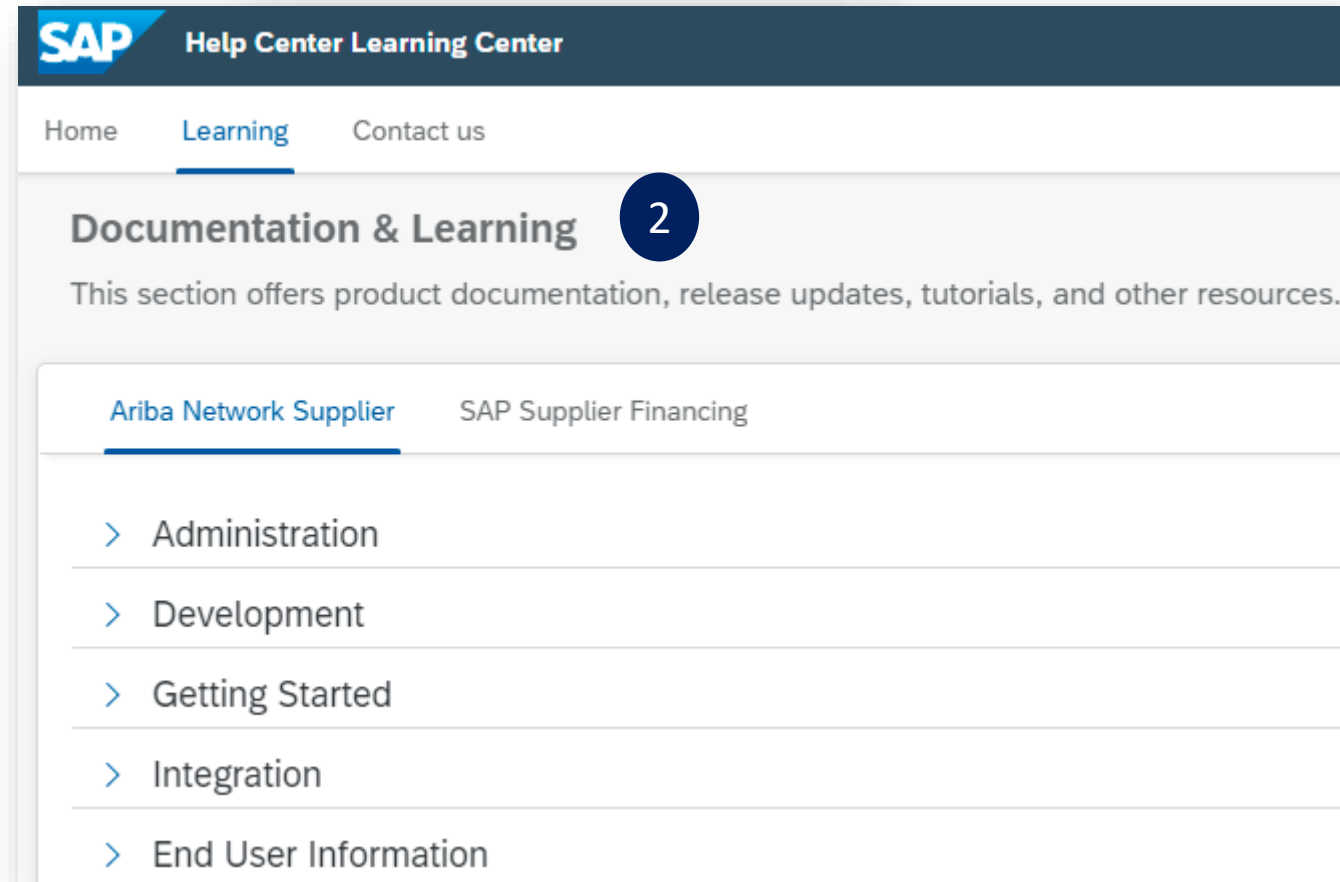
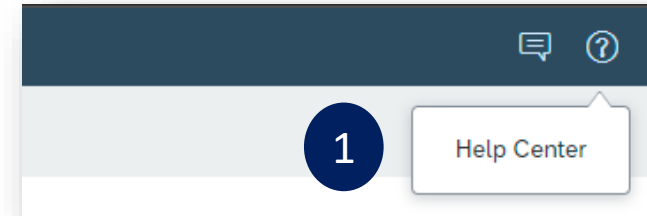
Order Confirmation: not allowed
Ship Notice: not allowed
Invoice: is not ERS

Ariba Network Support

Training and Resources

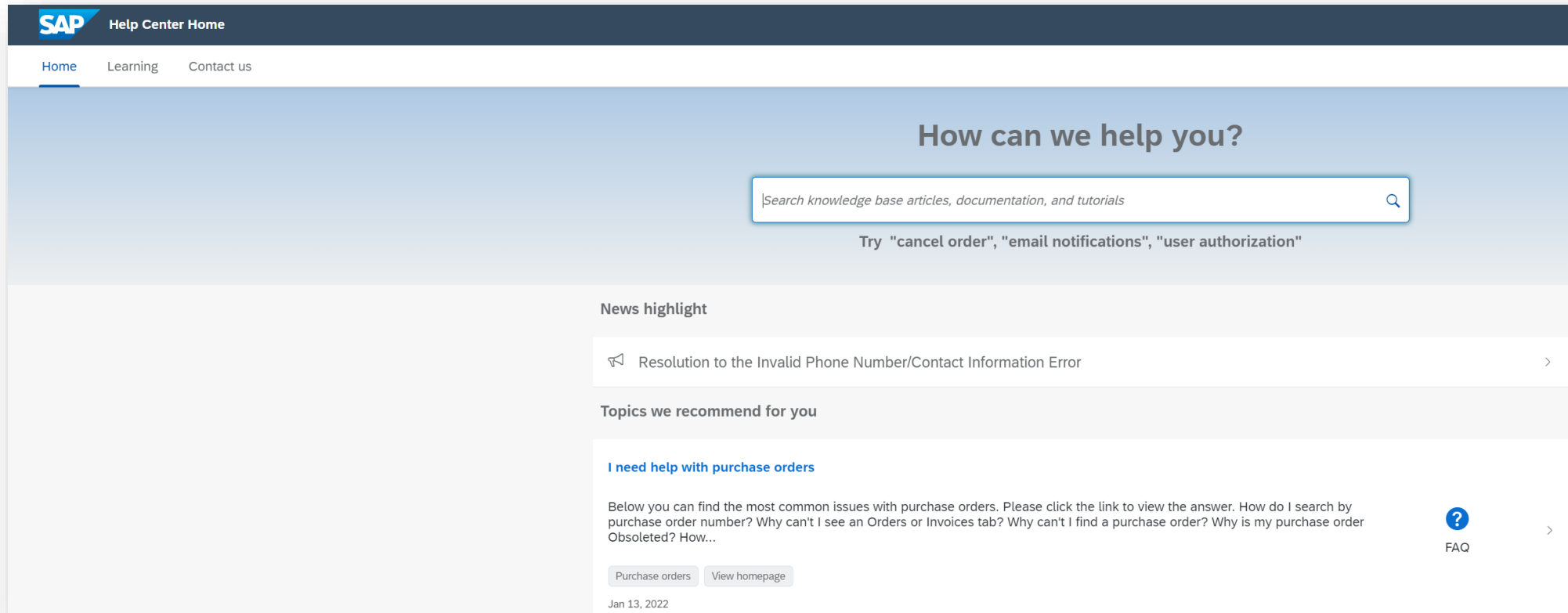
1. Go to: <https://supplier.ariba.com> and click the Help link.
2. Select “Help Center”.
3. A new Window will open, Click on Learning Center to access Product Documentation. The Learning Center was created for users interested in technical product documentation. The Learning Center was design to allow you to browse the full library of product documentation and tutorials.

Note: Only a subset of the documentation is available in a pre-login state. For full content access, login to your Ariba Network Supplier account and access the same Help menu.



From within your Ariba Network account:

1. Click on Help Center to access Standard Documentation material.
2. Depending on which screen you are in within your account, the content will automatically update to reflect materials that may be helpful to you in relation to the items on the screen. You can also type in key word searches to adjust the content shown.
3. Click on Documentation button at the bottom
4. View Ariba Network Administrator's documentation.



The screenshot shows the SAP Help Center Home page. At the top left is the SAP logo and the text "Help Center Home". Below this is a navigation bar with "Home", "Learning", and "Contact us". The main heading is "How can we help you?". Below the heading is a search bar with the placeholder text "Search knowledge base articles, documentation, and tutorials" and a magnifying glass icon. Below the search bar is a suggestion: "Try 'cancel order', 'email notifications', 'user authorization'". The page is divided into sections: "News highlight" with a card titled "Resolution to the Invalid Phone Number/Contact Information Error"; "Topics we recommend for you" with a card titled "I need help with purchase orders" containing text about common issues and a "FAQ" link; and a footer with "Purchase orders" and "View homepage" buttons, and the date "Jan 13, 2022".

Helpful things to know

Documentation & Learning

This section offers product documentation, release updates, tutorials, and other resources.

[Ariba Network Supplier](#)

[SAP Supplier Financing](#)

Administration

[Managing subscription services](#)

Describes how to manage Ariba Network subscription services, additional benefits and features for which you are automatically subscribed to based on your transaction volume.

[Configuring document routing](#)

Describes how suppliers can configure document routing methods for incoming purchase orders, invoices, and payments, manage the pending queue, and maintain their extended profile.

[Content management for SAP Ariba Spot Buy](#)

This guide explains how to upload a single master content file that contains comprehensive information about all of the items that you want to sell through Spot Buy in any country. You can then

[Seller account settings and profile configuration](#)

Describes how the administrator for a seller account can update company information and configure additional users.

[Ariba Network guide to invoicing](#)

Provides an overview of Ariba Network invoicing features for buyers and suppliers.

Training and Resources

Some useful Links

- Ariba Supplier Membership page <https://www.ariba.com/supliermembership>
- Ariba Network Hot Issues and FAQs - <https://connect.ariba.com/anfaq.htm>.
- Ariba Cloud Statistics – <https://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day.
- Ariba Network Notifications - <https://netstat.ariba.com>
 - Information about downtime, new releases and new features