

Project

SAP Ariba

Phase:

Training

Author: SAP Ariba team

Date:

Version:

SAP ARIBA

**Training manual
FOR SUPPLIERS
INVOICES AND ORDERS**

Project

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1. **INTRODUCTION**

1.1. **PURPOSE OF THE DOCUMENT**

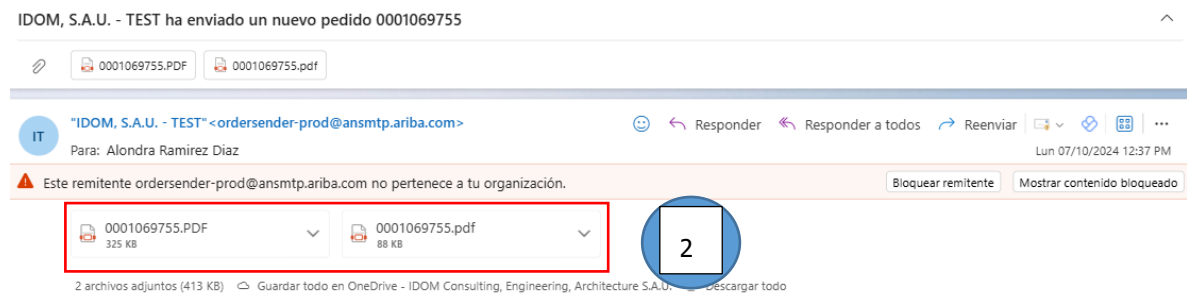
The objective of this document is to present to IDOM suppliers the processes that can be executed in the Ariba Network portal. In this document, suppliers will have a guide of the steps to follow from where their process starts and where their collaboration within Ariba Network ends.

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2. EMAIL RECEPTION

The process for suppliers begins when they receive an email from the following email ordersender-prod@ansmtp.ariba.com informing that a new purchase order has been sent to Ariba Network, by clicking on the "Process order" button, you will be directed directly to the Ariba Network page (1).

The email has attached the invoice detail and PDF attachments of the invoice. By double clicking on the files, it is possible to view the issued Purchase Order. (2)



IDOM, S.A.U. - TEST

Hay un nuevo pedido de compra de IDOM, S.A.U. - TEST esperando su respuesta en SAP Business Network.

Hola, motorola-TEST:

IDOM, S.A.U. - TEST le ha enviado un pedido de compra en SAP Business Network.

Para acceder al pedido de compra, haga clic en Procesar pedido para ver la información detallada

Haga clic en [Procesar pedido](#) para iniciar sesión



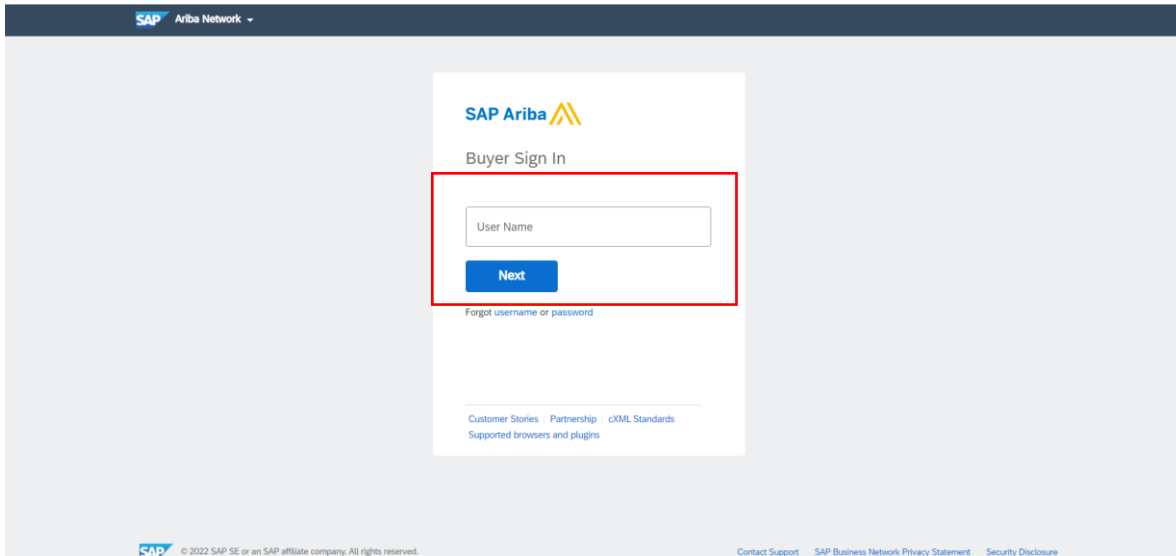
Detalles del Pedido de compra

Número de pedido	Importe
0001069755	20,00 EUR
Desde:	Para:
IDOM Consulting Engineering	motorola-TEST

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3. ENTERING THE ARIBA NETWORK PORTAL

Once you have been directed to the Ariba Network portal, you must log in with your username and password and click on the Next button.



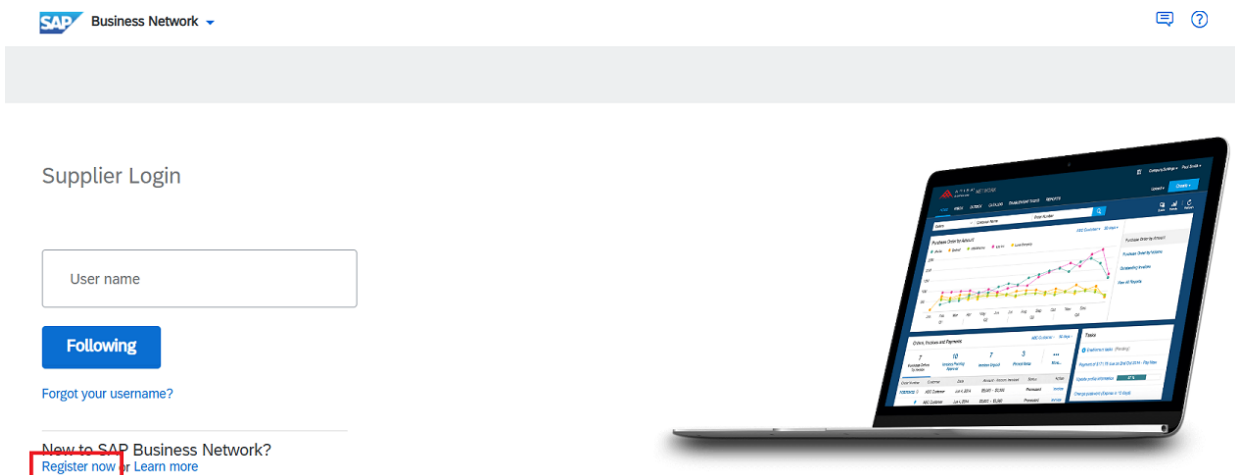
Another way to access the portal is through the following route:

<https://service.ariba.com/Buyer.aw/ad/sp?anp=Ariba>

Enter your username and password, then click on the "Next" button to access the platform.

If you do not have an Ariba account, it must be created from the following link by clicking on register now.

<https://service.ariba.com/Supplier.aw/109547057/aw?awh=r&awssk=Zrflb7Sr&dard=1&ancdc=1>



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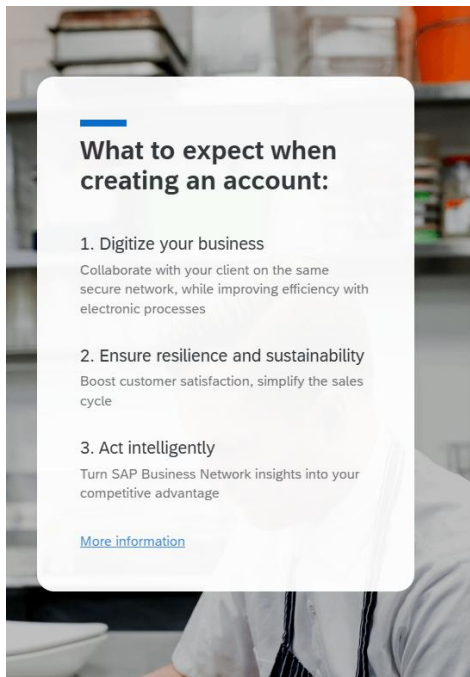
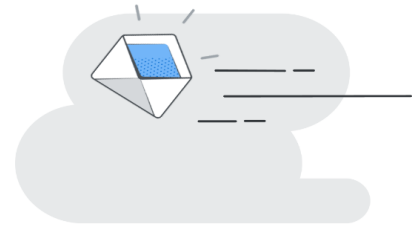
Where you will have to provide an email address and a series of supplier data to start the registration.

Please provide your email address

To register for SAP Business Network, enter your email below.

The user agrees to store this email ID

[Continue](#)



What to expect when creating an account:

1. Digitize your business

Collaborate with your client on the same secure network, while improving efficiency with electronic processes

2. Ensure resilience and sustainability

Boost customer satisfaction, simplify the sales cycle

3. Act intelligently

Turn SAP Business Network insights into your competitive advantage

[More information](#)

SAP Business Network

Create a free business account to connect with your customers on SAP Business Network

Company information [?]

DUNS number

 [?]

[Don't know what your DUNS number is?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Fields with an asterisk (*) must be completed. The DUNS field is not mandatory.

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Author: SAP Ariba team**Date:****Version:**Administrator Account Information [?](#)

Name *

Surnames *

Ingrid

ing

Email *

ingrid.pardo@idom.com

 Use my email as username

User name *

ingrid.pardo@idom.com

Password *

Repeat password *



Business Function *

Choose your primary business function



- I have read and agree to the [Terms of Use](#) .
- I agree that SAP Business Network may make some of my personal data (as defined in the [Privacy Statement](#)) accessible to other users and the general public based on my role within SAP Business Network and applicable profile visibility settings.

Please read the [Privacy Statement](#) for more information on how we process personal data.

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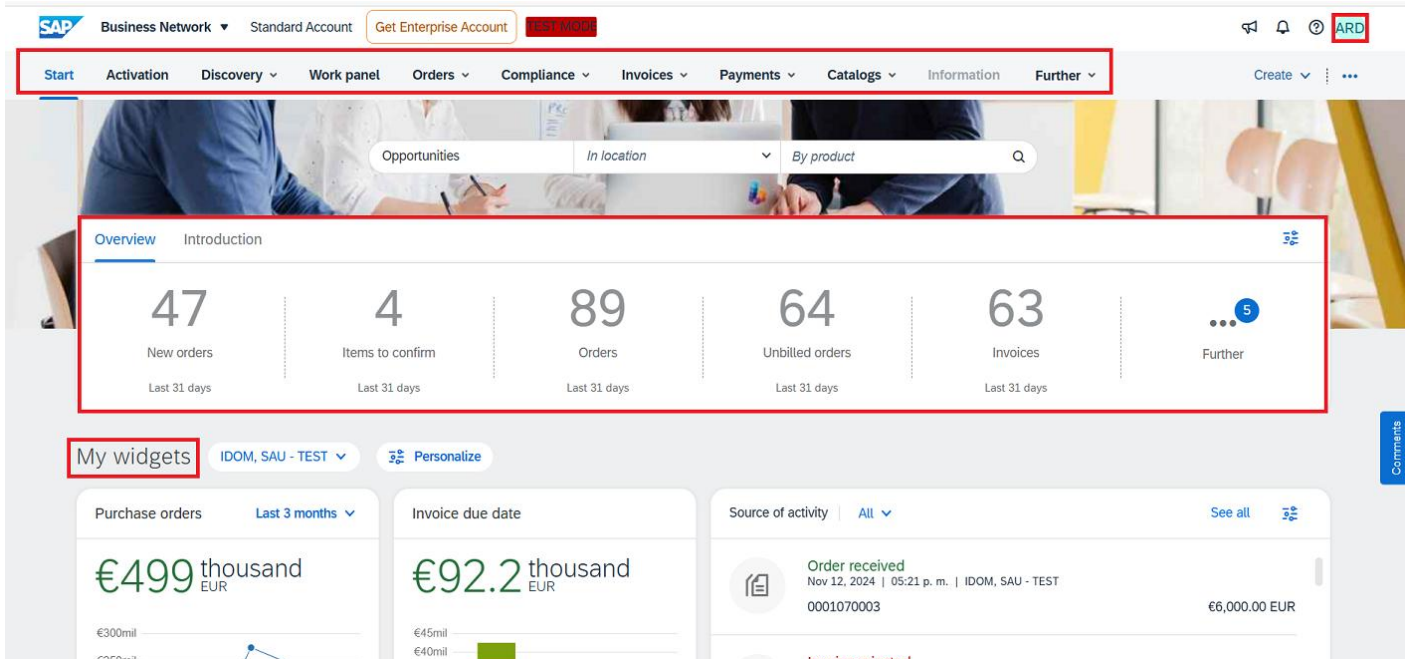
Author: SAP Ariba team

Date:

Version:

4. ARIBA BUSINESS NETWORK OVERVIEW

The main screen that will appear once you log in to Ariba Business Network will be as follows.



The screenshot shows the SAP Ariba Business Network Overview dashboard. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and a 'Get Enterprise Account' button. A search bar is located on the right. Below the navigation bar is a main menu with tabs: Start, Activation, Discovery, Work panel, Orders, Compliance, Invoices, Payments, Catalogs, Information, and Further. The main content area features a search bar and a central overview section with five key metrics: 47 New orders, 4 Items to confirm, 89 Orders, 64 Unbilled orders, and 63 Invoices. Below this is a 'My widgets' section with three widgets: Purchase orders (€499 thousand), Invoice due date (€92.2 thousand), and Source of activity (Order received).

In it we will find:

- Main menu.
- Overview.
- Supplier profile.
- My widgets" section.

4.1. MAIN MENU

The main menu is the bar located at the top of the screen. Through it we can navigate through the different tabs offered by Ariba. The main screen is the "Home" tab, but you can also navigate through the work panel, orders, etc.

4.2. OVERVIEW

In the central part of the screen, we will find the overview. We will be able to observe the main sections:

- New orders. You will be able to visualize all the new orders that have been generated.
- Items to be confirmed. You will be able to visualize all the articles that are pending to be confirmed.
- Orders. You will be able to visualize the total of the orders regardless of their status.
- Unbilled orders. You will be able to visualize the orders that still do not have invoices.
- Invoices. You can view the list of invoices that have been sent.

In the main Ariba screen, by clicking on the Orders section, you can view the list of orders.

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To view or work with a purchase order, on Ariba's main page, click on the "Orders" section and the list of all purchase orders will be displayed. To view the details of the purchase order, click on the order number you wish to view.

Order number ↓	Customer	Amount	Date	Order status	Billed amount	Buying organization	Actions
0001070003	IDOM, SAU - TEST	€6000 EUR	Nov 12, 2024	Partially invoiced	€2000 EUR	1005 IDOM Con, Eng, Arch	...
0001069993	IDOM, SAU - TEST	€1000 EUR	Nov 12, 2024	New	€0 EUR	1005 IDOM Con, Eng, Arch	...
0001069979	IDOM, SAU - TEST	€20000 EUR	Nov 11, 2024	Invoiced	€20000 EUR	1005 IDOM Con, Eng, Arch	...
0001069975	IDOM, SAU - TEST	€5000 EUR	Nov 11, 2024	Confirmed		1005 IDOM Con, Eng, Arch	...
0001069974	IDOM, SAU - TEST	€9000 EUR	Nov 11, 2024	Partially invoiced	€3000 EUR	1005 IDOM Con, Eng, Arch	...

4.3. SUPPLIER PROFILE

The supplier's profile is located at the top of the screen on the right. From this section we can access information related to our supplier account and even modify it.

For example, we can modify the language of communication that our customers have with our supplier account. To do this, we will select "My account" and in the "Preferences" section we will modify the preferred language. We can also modify the other data that appear in the form. To finish the process, select "Save" and the changes will be saved.

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Preferred language: English ⓘ

Preferred time zone: America/Mexico City ⓘ

Default currency: Euro Select currency ⓘ

Allow me to save filter preferences in the inbox or outbox

Contact information

Phone: Country: ESP 34 Area: Number: 111111111 Extension:

Address 1: CALLE MARTINEZ VILLER GAS, 52 - EDIF

Address 2: SN

Zip code: 02002

City: MADRID

State/Province: Albacete [ES-AB]

Country/Region: Spain [ESP]

Contact information preferences

Hide my personal contact information.

You expressly acknowledge and consent to Ariba's transfer of data you enter into this system outside of the European Union, the Russian Federation, or any other jurisdiction in which you are located to Ariba and the computer systems on which Ariba's services are hosted (which are located in various facilities globally), in accordance with the [Privacy Statement](#), [Terms of Use](#) and Applicable Laws. You have the right to access and modify data from within the Application by contacting the Ariba administrator within your organization. This consent is effective from the moment it is granted and may be revoked upon written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has been captured by your organization in a specific data repository located within the Russian Federation.

Keep Close

4.4. "MY WIDGETS" SECTION

"My widgets" is a section in which a series of tiles appear that provide us with relevant information without the need to enter a specific tab. It is an interesting option since you can customize your page and add the shortcuts that are useful to you and that you use regularly. To modify this section you must select "Customize".

And the following page will appear in which by selecting the symbol (-), we will be able to delete all those widgets that we are not interested in having on the main screen. Finally, we select "Save" and the home screen will be updated. Initially all the widgets that exist in Ariba will appear, if we delete one, in the widget customization page another tab called "Available widgets" will appear, from where we will be able to add again the desired ones.

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Customize my widgets

Add, remove, and rearrange widgets to customize your home page.

Keep Cancel

Purchase orders Last 3 months

€499 thousand
EUR

Month	Value (EUR)
Sep	€0
Oct	€280mil
Nov	€220mil

IDOM, SAU - TEST

Invoice due date

€92.2 thousand
EUR

Period	Sent (€mil)	Refused (€mil)	Approved (€mil)
0-30	25	10	5
31-60	12	5	8
61-90	5	15	2

Sent Refused Approved

Source of activity

- Order received**
Nov 12, 2024 | 05:21 p. m. | IDOM, SAU - TEST
0001070003 €6,000.00 EUR
- Invoice rejected**
Nov 12, 2024 | 05:20 p. m. | IDOM, SAU - TEST
Fact2_CH €1,000.00 EUR
- Invoice rejected**
Nov 12, 2024 | 05:15 p. m. | IDOM, SAU - TEST
GRE_CH €1,240.00 EUR
- Invoice rejected**
Nov 12, 2024 | 11:10 a.m. | IDOM, SAU - TEST

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5. ORDER CONFIRMATION

The order confirmation can be made from the platform itself by accessing the purchase order and selecting "Create order confirmation". In this way we will inform the buyer that the requested order can be fulfilled. Subsequently we will select "Confirm complete order".

The screenshot shows the SAP Business Network interface for a purchase order (0001069993). The 'Create order confirmation' button is highlighted with a red box, and its dropdown menu is open, showing 'Confirm complete order' also highlighted with a red box. Other buttons include 'Create dispatch notice' and 'Create invoice'. The interface displays client information (IDOM Consulting, Engineering & Avda. Zarandoa 23, 48015 Bilbao, Spain), supplier information (motorola, CALLE MARTINEZ VILLER GAS, 52 - EDIF 28027 MADRID), and purchase order details (Amount: 1,000.00 EUR). A 'Track order' button is visible. The routing status is 'Reception confirmed'.

To execute the confirmation, the following fields must be completed:

- Confirmation number.
- Supplier reference.
- Estimated date of shipment.
- Estimated delivery date.
- Comment (optional).

The screenshot shows the 'Confirmación de PO' form. The 'Número de confirmación' field is highlighted with a red box. Below it, the 'Referencia de proveedor' field is also highlighted with a red box. The 'Información de expedición y de impuestos' section is highlighted with a red box, containing fields for 'Fecha estimada de expedición', 'Coste estimado de expedición', 'Fecha estimada de entrega', 'Coste estimado de impuestos', and a 'Comentarios' text area. The 'Adjuntos' section shows a table with columns for 'Nombre', 'Tamaño (bytes)', and 'Tipo de contenido', with the message 'No hay artículos'. A 'Seleccionar archivo' button is visible at the bottom.

Once you have completed the above fields, click on the "Select File" button in the attachments section to select the attachment that supports the confirmation order.

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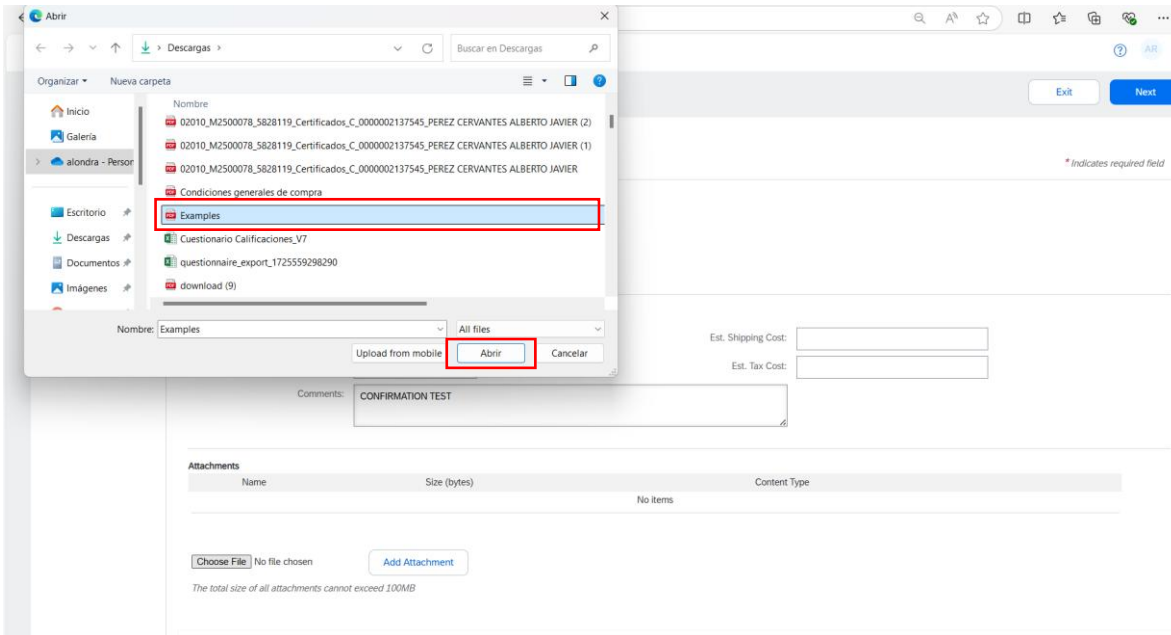
Adjuntos

Nombre	Tamaño (bytes)	Tipo de contenido
No hay artículos		

Ningún archivo seleccionado

El tamaño total de todos los documentos adjuntos no puede sobrepasar los 100 MB

After "Select file", to choose the attachment, click on the desired file and press "Open".



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The name of the attachment will be displayed and you must click on "Add Attachment" to include the attachment in the confirmation order.

Adjuntos

Nombre	Tamaño (bytes)

Ningún archivo seleccionado

El tamaño total de todos los documentos adjuntos no puede sobrepasar los 100 MB

Once all the necessary information is completed and the attached document is uploaded, click on the "Next" button to send the Confirmation Order.

Go to section "2. Review Order Confirmation" and the information to be sent in the confirmation order will be displayed. Finally, click on the submit button to send the information.

PO Confirmation Former Send Go out

1 Confirm complete order

2 Review Order Confirmation

Confirmation Update

Confirmation number: Untitled 11/13/2024
 Supplier reference:
 Attachments:

Invoice lines

Line number	Part No./Description	Customer Part No.	Guy	Qty. (Unit)	Date by which it is required	Price per unit	Subtotal	Tax
10	Computers	00000000000001177	Material	1,000 (EA)	Nov 12, 2024	1,000.00 EUR	1,000.00 EUR	0,00 EUR

Current order status:
1,000 Confirmed with new date (Estimated delivery date: Nov 23, 2024)

Former Send Go out

5.1. ORDERS THAT DO NOT REQUIRE CONFIRMATION

Some orders do not require and cannot be confirmed. When you try to confirm this order, the following message will appear:

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Purchase order: 0001069962

Create order confirmation ▼

Create dispatch notice

Create invoice ▼

! Online items with undisclosed unit prices cannot be confirmed. To confirm the order, select the "Update items online" option.

Order details

Order history

From:**Client****IDOM Consulting, Engineering &**

Avda. Zarandoa 23

48015 Bilbao

48

Spain

Telephone: +34 () 944797600

Fax: +34 () 944761804

To:**AYESA TEST - IDOM**

Paseo de Mikeletegi, 5

03008 SAN SEBASTIÁN

Albacete

Spain

Telephone:

Fax: 943308244

Email: msquiroga.ext@ayesa.com

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6. INVOICE CREATION

6.1. REGULAR INVOICES

Before creating an invoice, it is necessary to validate that the materials or services have been delivered. Once the delivery of these is corroborated, the invoice can be created. This should be done from the orders section by selecting the order number to be invoiced. It is important to remember that, prior to creating the invoice, we must confirm the order as indicated in the previous.

Work panel Personalize

53

Unbilled orders

Last 31 days

64

Orders

Save filter

18

Rejected invoices

Last 31 days

€ **101** K

Remittances

Last 31 days

€ **0.0** EUR

Early payment offers

Next 90 days

€ **0.0** EUR

Scheduled payments

Next 90 days

Orders (64)

Edit filter | Save filter | Last 31 days

Customers: Select or write selections |
 Order numbers: Write selection |
 Creation date: Last 31 days |
 Order status: Include |
 Select or write

Partial match Exact match

Show more Apply Restore

Resend orders with errors 🔗 ⋮

Order number	Customer	Amount	Date ↓	Order status	Billed amount	Version	Actions
0001070010	IDOM, SAU - TEST	€20 EUR	Nov 12, 2024	New		0	⋮

Once the order to be processed has been selected, click on the Create Invoice button and then click on the Standard Invoice button.

SAP Business Network TEST MODE

Purchase order: 0001070010

Create order confirmation ▼
Create dispatch notice
Create invoice ▼

Order details Order history

Standard invoice

- Article subscription online
- Online article charge note

From:
 Client
 IDOM Consulting, Engineering &
 Avda. Zarandoa 23
 48015 Bilbao
 48
 Spain
 Telephone: +34 () 944797600

To:
 AYESA TEST - IDOM
 Paseo de Mikeletegi, 5
 03008 SAN SEBASTIÁN
 Albacete
 Spain
 Telephone:

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To create the invoice, the following fields must be completed:

- Invoice number.
- Description.
- Attachments.

To select attachments, click on "Add to header" and "Attachment". This will display the attachments section, where you can select the desired file.

***Attachments**

The total size of all attached documents cannot exceed 100 MB

Ningún archivo seleccionado

addresseeReference:

Once the attachment is selected it is possible to view the title of the attachment, to finish attaching the file, click on the "Add attachment" button.

At the bottom of the screen are the invoice details. We will be able to see the type of material to be sold in the order, the quantity, the unit price and the taxes related to this order. Taxes can be negative and positive as they can be borne or charged. For example, in the following case we can see the VAT with an amount of 25.20 euros which is added to the total amount since it is charged, and two more associated taxes which are negative since we bear them. Once we have checked that everything is correct, we must select "Next".

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Insert inline article options

Tax Category: Shipping documents Special delivery Discount Add to included lines

No.	Include	Qty	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
10	<input checked="" type="checkbox"/>		MATERIAL	O Outsourcing Consulting Services	0000000000000001009	1	EA	120 EUR	120,00 EUR

Pricing Details

Price unit: EA Unit conversion: 1 Quantity of price units: 1

Tax

Category: S3 Location: VAT 21% Description: VAT 21% Regime:	Taxable base: 120,00 EUR Percentage (%): 21,0000 Tax amount: 25,20 EUR
Category: WT_G02 Location: RetIRPF professionals 15% Description: RetIRPF professionals 15% Regime:	Taxable base: 120,00 EUR Percentage (%): -15,0000 Tax amount: -18,00 EUR
Category: WT_M01 Location: RetIRPF Rentals 19% Description: RetIRPF Rentals 19% Regime:	Taxable base: 120,00 EUR Percentage (%): -19,0000 Tax amount: -22,80 EUR

Line actions

The details of the invoice to be sent will be displayed and, finally, click on the Send button to send the invoice information.

SAP Business Network Standard Account Get Enterprise Account TEST MODE

Create invoice Anterior Keep **To send** Go out

Please confirm and send this document. It will be signed electronically according to the countries of origin and destination of the invoice. This transaction meets the requirements of a domestic business transaction. The country of origin of the document is: Spain. The country of destination of the document is: Spain. If you want your invoices to be archived in the SAP Business Network system for long-term archiving of documents, you can subscribe to an archiving service. Please note that once you subscribe to the archiving service, you can also archive old invoices.

Standard invoice

Invoice number : 1069993_JP Invoice date : Wednesday 20 Nov 2024 12:47 GMT+01:00 Original Purchase Order : 0001069993	Subtotal: 1,000.00 EUR Total tax : EUR 0.00 Total gross amount : 1,000.00 EUR Total net amount : 1,000.00 EUR Amount due : 1,000.00 EUR
---	---

REMITTANCE ADDRESS: motorola-TE ST Postal address: CALLE MARTINEZ VILLEGAS, 52 - EDIF SN 02002 MADRID Albacete Spain	INVOIC TO: IDOM Consulting, Engineering & Postal address: Avda. Zaramboa 23 48015 Bilbao 48 Spain Address ID: 1005	SUPPLIER: motorola-TE ST Postal address: CALLE MARTINEZ VILLEGAS, 52 - EDIF SN 02002 MADRID Albacete Spain
--	--	--

Once the invoice has been sent and subsequently reviewed, the system will send a notification informing whether the invoice was accepted or rejected and you will be able to track the payment status of the order.

6.2. PARTIAL INVOICES

The partial invoice is a process very similar to the "normal" or full invoices. It consists of partially invoicing the order due to various reasons such as, lack of stock of the order, a request by the customer to invoice in a specific way, for example in 3 payments of 500 Euros, etc.

As mentioned above, the first step is to confirm the order. After this, we will proceed to the creation of the invoice by clicking on "Orders" and selecting the order number to which we should create the invoice.

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Work panel Personalize

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Unbilled orders

Last 31 days

64

Orders

Save filter

18

Rejected invoices

Last 31 days

€ 101^K EUR

Remittances

Last 31 days

€ 0.0 EUR

Early payment offers

Next 90 days

€ 0.0 EUR

Scheduled payments

Next 90 days

Orders (64)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers: [Select or write selections](#) | [Write selection](#)
 Order numbers: [Write selection](#) | [Last 31 days](#)
 Creation date: [Last 31 days](#) | Order status: [Include](#) | [Select or write](#)

Partial match Exact match

[Show more](#) [Apply](#) [Restore](#)

[Resend orders with errors](#) [🔗](#)

Order number	Customer	Amount	Date ↓	Order status	Billed amount	Version	Actions
0001070010	IDOM, SAU - TEST	€20 EUR	Nov 12, 2024	New		0	⋮

Once inside, select "Create Invoice" and "Standard Invoice".

SAP Business Network TEST MODE

Purchase order: 0001070010

[Create order confirmation](#) | [Create dispatch notice](#) | Create invoice

Standard invoice

Article subscription online

Online article charge note

From:
 Client
 IDOM Consulting, Engineering &
 Avda. Zarandoa 23
 48015 Bilbao
 48
 Spain
 Telephone: +34 (0) 944797600

To:
 AYESA TEST - IDOM
 Paseo de Mikeletegi, 5
 03008 SAN SEBASTIÁN
 Albacete
 Spain
 Telephone:

To create the invoice, the following fields must be completed:

- Invoice number.
- Description.
- Attachments.

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SAP Business Network TEST MODE MO

Create invoice Update Keep Go out Following

▼ Invoice header * Indicates required field Add to header ▼

Summary

Purchase order: 0001070010

Invoice No.:*

Invoice date:* 13 nov 2024

Service Description:

Supplier Tax ID:

Remittance address: Remittance Test ▼

test
Barcelona
Spain
Bill to: IDOM Consulting, S.L.

Subtotal: 20,00 EUR
Total tax: 7,60 EUR
Total gross amount: 27,60 EUR
Total net amount: 27,60 EUR
Amount due: 27,60 EUR

[View/Edit Addresses](#)

To select attachments, click on "Add to header" and "Attachment". This will display the attachments section, where you can select the desired file.

***Attachments**

The total size of all attached documents cannot exceed 100 MB

Seleccionar archivo Ningún archivo seleccionado Add attachment

addresseeReference:

Add to header ▼

Once the attachment is selected it is possible to view the title of the attachment, to finish attaching the file, click on the "Add attachment" button.

To be able to do this partial invoicing, at the bottom of the screen we will activate the "include" button.

Invoice lines 1 item(s) online, 0 Included, 0 Invoiced in full prior to order

Insert inline article options

Tax Category: Shipping documents Special postage Discount Add to included lines

No	Include	Type	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Computers	000000000000001177	0	EA	1.000,00 EUR	0 EUR

Excluded lines cannot be modified.

Line actions ▼ Delete Reset taxes from order

Clicking on this button will activate the invoice edition, from where we will be able to modify data such as quantity, price per unit, etc. This order has an amount of 1000 euros, but 2 units of 250 are going to be invoiced, this is modified in the "Quantity" section, making the amount invoiced so far of the order 500 euros. Therefore, there would still be 500 euros to be invoiced.

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Invoice lines 1 item(s) online, 1 Included, 0 Invoiced in full prior to order

Insert inline article options

Tax Category: Shipping documents Special postage Discount [Add to included lines](#)

No	Include	Type	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Computers	0000000000001177	2	EA	250,00 EUR	EUR 500,00

Pricing Details Price unit: EA Unit conversion: 1 Quantity of price units: 1 Description:

Tax Category: 10 Taxable base: 500,00 EUR [Eliminate](#)

Location: Description: Regime: Type of tax rate: Percentage (%): 0,000 Tax amount: 0,00 EUR

Line actions

Click "Next" and "Submit".

SAP Business Network Standard Account [Get Enterprise Account](#) TEST MODE

Create invoice [Anterior](#) [Keep](#) [Go out](#)

Please confirm and send this document. It will be signed electronically according to the countries of origin and destination of the invoice. This transaction meets the requirements of a domestic business transaction. The country of origin of the document is: Spain. The country of destination of the document is: Spain. If you want your invoices to be archived in the SAP Business Network system for long-term archiving of documents, you can subscribe to an archiving service. Please note that once you subscribe to the archiving service, you can also archive old invoices.

Standard invoice

Invoice number : 1069993_IP	Subtotal: EUR 500,00
Invoice date : Wednesday 20 Nov 2024 13:21 GMT+01:00	Total tax : EUR 0,00
Original Purchase Order : 0001069993	Total gross amount : EUR 500,00
	Total net amount : EUR 500,00
	Amount due : EUR 500,00

REMITTANCE ADDRESS: motorola-TE ST Postal address: CALLE MARTINEZ VILLEGAS, 52 - EDIF SN 02002 MADRID Albacete Spain	INVOIC TO: IDOM Consulting, Engineering & Postal address: Avda. Zaramoa 23 48015 Bilbao 48 Spain Address ID: 1005 Telephone: +34 () 944797600 Fax: +34 () 944761804	SUPPLIER: motorola-TE ST Postal address: CALLE MARTINEZ VILLEGAS, 52 - EDIF SN 02002 MADRID Albacete Spain
---	---	---

After having invoiced these 500 euros, as the entire order has not yet been invoiced, the system will show "Partially billed" on the screen, indicating that there is still an amount to be invoiced.

SAP Business Network Standard account [Get Enterprise account](#) TEST MODE

Purchase order: 0001069993 [completed](#)

[Create order confirmation](#) [Create dispatch notice](#) [Create invoice](#)

Order details [Order history](#)

From: Client IDOM Consulting, Engineering & Avda. Zaramoa 23 48015 Bilbao 48 Spain Telephone: +34 () 944797600 Fax: +34 () 944761804	To: motorola-TEST CALLE MARTINEZ VILLEGAS, 52 - EDIF SN 02002 MADRID Albacete Spain Telephone: Fax: Email: alondra.ramirez@co.idom.com	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Purchase order (Partially billed) 0001069993 Amount: 1.000,00 EUR </div> <input type="button" value="Track order"/>
---	---	--

Payment conditions [?](#)
 Confirming count (day 10) Confirming count (day 25) Confirming count (day 31)

Contact information
 Supplier address

Routing status: Reception confirmed
 External document type: Idom Standard Order (Z001)
 Related documents: 1069993_IP
 Fact2_CH
 tyauk

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

To finish invoicing this order, we will have to select "Create invoice" and "Standard invoice". In this case, at the top of the screen we will see the amount to be invoiced, in this case 1000 euros.

▼ Invoice header

Summary

Purchase order: 0001069993

Invoice No.: *

Invoice date: * 20 nov 2024

Service Description:

Remittance address: motorola-TEST

MADRID
Albacete
Spain
Bill to: IDOM Consulting, Engineering &

Bilbao
48
Spain

Subtotal:	1.000,00 EUR
Total tax:	0,00 EUR
Total gross amount:	1.000,00 EUR
Total net amount:	1.000,00 EUR
Amount due:	1.000,00 EUR

We complete the above and select the amount to be invoiced. In this case, a unit of 1000 euros is going to be invoiced, but it could be another partial invoice and a part of it is still pending to be invoiced. Therefore, the quantity field is completed with a "1" and the unit price with "1000", so that the order is completely invoiced.

Invoice lines

Insert inline article options

Tax Category: Shipping documents Special delivery Discount [Add to included lines](#)

No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Computers	00000000000001177	1	EA	1.000,00 EUR	1.000,00 EUR

Pricing Details: Price unit: EA, Unit conversion: 1, Quantity of price units: 1, Description:

Tax: Category: * ID, Taxable base: 1.000,00 EUR, Type of tax rate: , Percentage (%): 0,000, Tax amount: 0,00 EUR

As in the previous cases, we select "Next" and "Send". If we now look for the order, we will see that the status of the order is "Invoiced" and the process will be finished.

Order number ↓	Customer	Amount	Date	Order status	Billed amount	Buying organization
0001069993	IDOM, SAU - TEST	€1000 EUR	Nov 12, 2024	Invoiced	€1000 EUR	1005 IDOM Con, Eng, Arch

6.3. BILLING OF REFERENCE ORDERS/LIMITS

There is a type of order that has certain differences with respect to the two previous ones, these are the orders of reference or with limits. These orders consist in the fact that the supplier does not see the maximum order quantity since they are usually used in orders for services such as legal and notary services. These activities can be performed throughout the year by the same supplier, so the supplier will create invoices to the same order for the performance of this activity. In addition, it is not necessary or possible to confirm the order. If we tried to do so, the following validation message would appear.

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

SAP Business Network Standard account [Get Enterprise account](#) TEST MODE

Purchase order: 0001070067 completed

[Create order confirmation](#)
[Create dispatch notice](#)
[Create invoice](#)

! Online items with undisclosed unit prices cannot be confirmed. To confirm the order, select the "Update items online" option.

Order details [Order history](#)

From:
Client
IDOM Consulting, Engineering &
Avda. Zarandoa 23
48015 Bilbao
48
Spain
Telephone: +34 () 944797600
Fax: +34 () 944761804

To:
motorola-TEST
CALLE MARTINEZ VILLER GAS, 52 - EDIF
SN
02002 MADRID
Albacete
Spain
Telephone:
Fax:
Email: alondra.ramirez@co.idom.com

Global purchase order
(New)
0001070067
Amount: Not disclosed

[Track order](#)

Therefore, we select "Create Invoice" and "Standard Invoice".

SAP Business Network Standard account [Get Enterprise account](#) TEST MODE

Purchase order: 0001070067

[Create order confirmation](#)
[Create dispatch notice](#)
[Create invoice](#)

! Online items with undisclosed unit prices cannot be confirmed. To confirm the order, s

Order details [Order history](#)

Create invoice ▼

Standard invoice

Article subscription online

Online article charge note

From:
Client
IDOM Consulting, Engineering &
Avda. Zarandoa 23
48015 Bilbao
48
Spain
Telephone: +34 () 944797600
Fax: +34 () 944761804

To:
motorola-TEST
CALLE MARTINEZ VILLER GAS, 52 - EDIF
SN
02002 MADRID
Albacete
Spain
Telephone:
Fax:
Email: alondra.ramirez@co.idom.com

We complete the invoice number and attachments. At the bottom of the screen, under "Blanket Purchase Order Items" click on the line box, "Create" and click on "Estate".

Global Purchase Order Items

Line	Amount	UDM	Price	Part No.	Auxiliary part ID	Description	Subtotal
<input checked="" type="checkbox"/> 10	Not disclosed	EA	Not disclosed			Consultancy	Not disclosed

[Create](#)
[Edit](#)
[Delete](#)

Estate

[Update](#)
[Keep](#)
[Go out](#)
[Following](#)

The following screen will appear in which we will add the quantity invoiced and the price per unit. In addition, we must add the part number or information that refers to the service and extra data if necessary. For example, we have created an order of 5 units or services of 200 euros, making a total of 1000 euros.

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

SAP Business Network Standard Account [Get Enterprise Account](#) TEST MODE

Create invoice Create Cancel

Blanket Purchase Order Item

Line	Amount	UDM	Price	Part No.	Auxiliary part ID	Description	Subtotal
10	Not disclosed	EA	Not disclosed			Consultancy	Not disclosed

Invoice line * Indicates required field Line actions

Amount: * 5
 Unit: EA
 Price per unit: * 200
 Subtotal: 0,00 EUR

Part No.: * Factura_2_english
 Auxiliary Part ID:
 Customer Part No.:

Description: Consultoría

Select "Create" and the following line will be displayed.

Global Purchase Order Items

Line	Amount	UDM	Price	Part No.	Auxiliary part ID	Description	Subtotal
<input type="checkbox"/> 10	Not disclosed	EA	Not disclosed			Consultancy	Not disclosed
<input type="checkbox"/> 10.1	5	EA	200,00 EUR	Invoice_2_english		Consultancy	1.000,00 EUR

Create Edit Delete

Update Keep Go out Following

Another invoice can be created by clicking again on line "10" and clicking on Create. In the following case, an invoice for the amount of 1200 euros will be created.

Invoice line * Indicates required field Line actions

Amount: * 1
 Unit: EA
 Price per unit: * 1.200,00 EUR
 Subtotal: 1.200,00 EUR

Part No.: * Factura_3_english
 Auxiliary Part ID:
 Customer Part No.:

Description: Consultoría

Select both lines and click on "Next".

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

Global Purchase Order Items

Line	Amount	UDM	Price	Part No.	Auxiliary part ID	Description	Subtotal
<input checked="" type="checkbox"/> 10	Not disclosed	EA	Not disclosed			Consultancy	Not disclosed
<input checked="" type="checkbox"/> 10.1	<input type="text" value="1"/>	EA	<input type="text" value="1.200,00 EL"/>	Invoice_3_english		Consultancy	1.200,00 EUR
<input checked="" type="checkbox"/> 10.2	<input type="text" value="2"/>	EA	<input type="text" value="500,00 EUR"/>	Invoice_2_english		Consultancy	1.000,00 EUR

[Create](#) [Edit](#) [Delete](#)

[Update](#) [Keep](#) [Go out](#) [Following](#)

Select "Next" and "Send".

SAP Business Network Standard Account [Get Enterprise Account](#) [TEST MODE](#)

[Former](#) [Keep](#) [Send](#) [Go out](#)

Please confirm and send this document. It will be signed electronically according to the countries of origin and destination of the invoice. This transaction meets the requirements of a domestic business transaction. The country of origin of the document is: Spain. The country of destination of the document is: Spain.
If you want your invoices to be archived in the SAP Business Network system for long-term archiving of documents, you can subscribe to an archiving service. Please note that once you subscribe to the archiving service, you can also archive old invoices.

Standard invoice

Invoice number : 1070067_english	Subtotal :	2.200,00 EUR
Invoice date : Tuesday 26 Nov 2024 12:54 GMT+01:00	Total tax :	220,00 EUR
Original blanket purchase order : 0001070067	Total gross amount :	2.420,00 EUR
	Total net amount :	2.420,00 EUR
	Amount due :	2.420,00 EUR

And it will remain with the status "Partially billed".

Número de pedido ↓	Ciente	Importe	Fecha	Estado del pedido	Importe facturado	Organización compradora	Acciones
0001070069	IDOM, S.A.U. - TEST	No revelado	nov 20, 2024	Facturado parcialmente	€2200 EUR	1005 IDOM Con, Eng, Arch	...

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

7. SPECIAL CASES

7.1. MEXICAN SUPPLIER AND MEXICAN COMPANY

The only difference with respect to the cases mentioned above occurs when a supplier is Mexican and the customer is also Mexican. In this case an added field will appear in the invoicing process called "UUID" that must be filled in.

Supplier VAT ID

Customer VAT ID

Supplier's NIF/CIF:

Customer's NIF/CIF:

UUID: *

[Add to header](#) ▼

7.2. INVOICE ERRORS

Invoices have validations in order not to exceed neither in quantity nor in price what was previously agreed. That is why we may encounter certain "errors" or validations that warn us that something is not right.

Líneas de factura

1 artículo(s) en línea, 1 Incluido(s), 0 Facturado(s) previamente al comple

Insertar opciones de artículo en línea

Categoría de impuesto: Documentos de expedición Porte especial Descuento [Agregar a líneas incluidas](#)

<input type="checkbox"/>	Nº	Incluir	Tipo	Nº de pieza	Descripción	Nº de pieza de cliente	Cantidad	Unidad	Precio por unidad	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Subcontratación servicios Consultoría	000000000000001009	<input type="text" value="2"/>	EA	<input type="text" value="3.000,00 EUR"/>	6.000,00 EUR

! El subtotal de la factura supera el límite.

Detalles de determinación de precios

Unidad de precio: EA

Cantidad de unidades de precio: 1

Conversión de unidad: 1

Descripción:

In this case, the order is a service with a maximum amount of 3,000 euros. By adding another unit, it becomes 6,000 euros, preventing the operation from being carried out.

The following example shows price and quantity validations.

Invoice lines

1 item(s) online, 1 included, 0 invoiced in full prior to order

Insert inline article options

Tax Category: Shipping documents Special delivery Discount [Add to included lines](#)

<input type="checkbox"/>	No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Outsourcing of engineering services	000000000000001011	<input type="text" value="20"/>	EA	<input type="text" value="\$100.200,00 M"/>	\$2.004.000.00 MXN

! The calculated unit price exceeds the tolerance limit. ! The invoice subtotal exceeds the limit.

7.3. ORDER VERSIONS

If the customer has modified any of the order data, the order status will show "Modified".

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

0001069820	IDOM, SAU - TEST	€1000 EUR	Oct 15, 2024	New
0001012107	IDOM, SAU - TEST	€80000 EUR	Oct 15, 2024	New
0001069813	IDOM, SAU - TEST	\$1010 MXN	Oct 15, 2024	Modified
0001069816	IDOM, SAU - TEST	\$1000 MXN	Oct 15, 2024	New

If you enter the order by clicking on the number, you will find "Modified" on the right hand side.

Purchase order: 0001069813

Create order confirmation ▾
Create dispatch notice
Create invoice ▾

Order details
Order history

From:
Client
IDOM SA de CV
Paseo de la Reforma-404, 5°
06600 México DF
DF
Mexico
Telephone: +52 () 5552084649
Fax: +52 () 5552084358

To:
PTV AMERICA LATINA, SA DE CV-TEST
Av. Revolution 1877 Int. 702, Col.
Test
01000 MEXICO DF
Yucatan
Mexico
Telephone:
Fax:
Email: provideraribaidom12@outlook.com

Purchase order
(+ Modified)
0001069813
Amount: \$1,010.00 MXN
Amount: \$1,015.00 MXN
Version: 3 (Previous Version)

[Track order](#)

And at the bottom of the page you will find, in the same color as the word "Modified", all the data that have been altered and, just below it, the data that were initially crossed out.

Articles online Show item details

Line number	Number of distributions	change	Part No./Description	Customer part number	type	return	Quantity (Unit)	Date for which it is required	Price per unit	Subtotal	tax	
10	1	+ edited		000000000000001011	material		1,000 (EA)	Sept 18, 2024	\$1,010.00 MXN	\$1,010.00	\$161.60 MXN	Details
									MXN \$162.40 MXN			
									\$1,015.00-MXN			
										\$1,015.00		
											MXN	

7.4. INVOICE EDITING

Generally, the invoices that appear in Ariba are correct, but in some situations it may be necessary to modify the invoice. For example, a customer may request 20 units of a product, but due to lack of stock only 15 can be sent. Once we have spoken to the customer, we will proceed to modify the invoice. This will be done by selecting the order, selecting "Create standard invoice" and accessing the invoicing process.

Once inside, in the lower part of the screen we will find the section "Invoice lines" in which the requested quantity of the material and its price per unit will appear.

Invoice lines 1 item(s) online, 0 included, 0 invoiced in full prior to date

Insert inline article options

Tax Category:
 Shipping documents
 Special delivery
 Discount
 [Add to included lines](#)

<input type="checkbox"/>	No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
<input type="checkbox"/>	10	<input type="checkbox"/>		MATERIAL	Outsourcing of engineering services	000000000000001011	0	EA	\$1,002.00 MXN	\$0 MXN

Excluded lines cannot be modified.

[Line actions ▾](#)
[Delete](#)
[Reset taxes from order](#)

Project	SAP Ariba	
Phase:	Training	
Author: SAP Ariba team	Date:	Version:

As mentioned above, we may need to modify this section of the invoice. To enable the modification of this, click on "Include" and the button will change to a blue color.

Insert inline article options

Tax Category:
 Shipping documents
 Special delivery
 Discount
 [Add to included lines](#)

<input type="checkbox"/>	No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Outsourcing of engineering services	000000000000001011	1	EA	\$1,002.00 MX	\$1,002.00 MXN

Pricing Details

Price unit: EA Quantity of price units: 1

Unit conversion: 1 Description:

Tax

Category: * M3

Location:

Taxable base: \$1,002.00 MXN [Eliminate](#)

Type of tax rate:

Percentage (%): 16,000

In this way editable fields are enabled, so we can modify from this section everything agreed with the customer. To finish the process, we will select "Next" and we will go to the final part of the invoicing as we have seen in previous sections.