



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

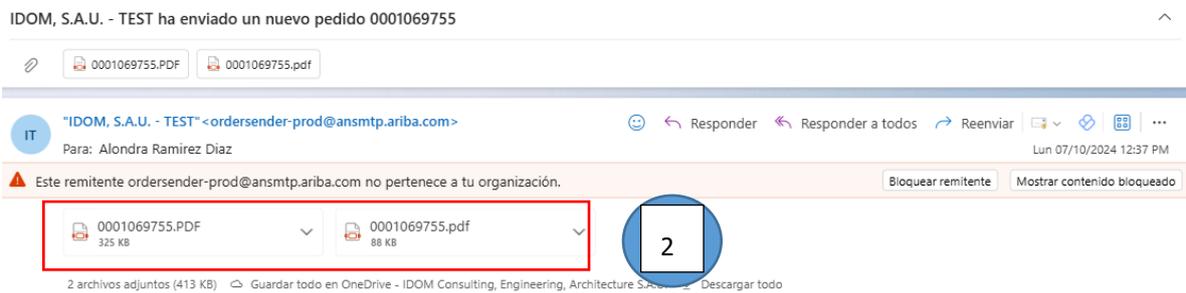
The objective of this document is to present to IDOM suppliers the processes that can be executed in the Ariba Network portal. In this document, suppliers will have a guide of the steps to follow from where their process starts and where their collaboration within Ariba Network ends.

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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

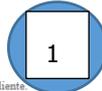
Hay un nuevo pedido de compra de IDOM, S.A.U. - TEST esperando su respuesta en SAP Business Network.

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



Conteste a este correo electrónico para enviar un mensaje a su cliente.

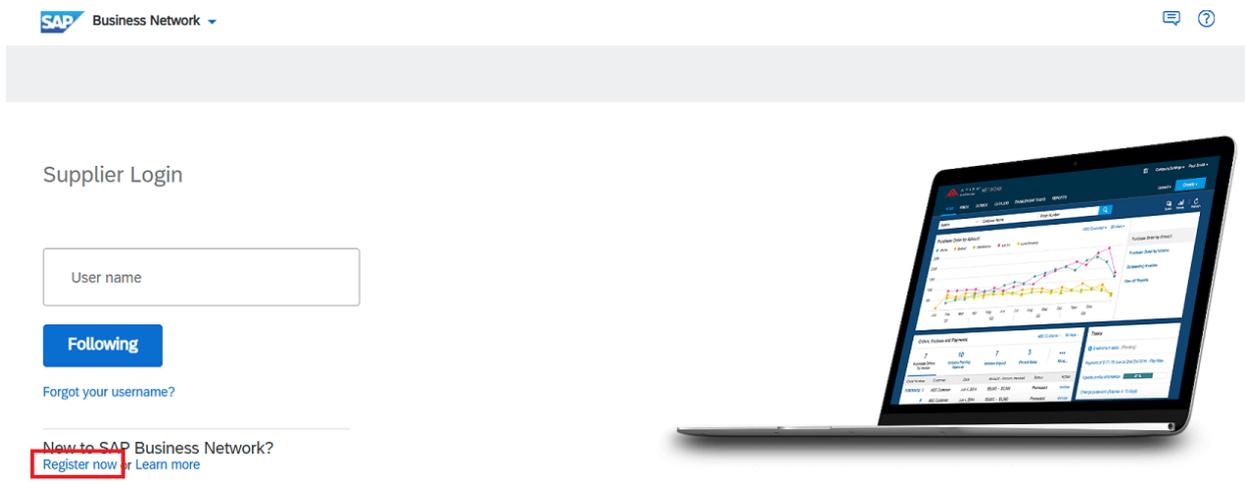
Detalles del Pedido de compra

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/Supplier.aw/109583072/aw?awh=r&awssk=ApYwoKR9&dard=1>

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 link by clicking on register now.

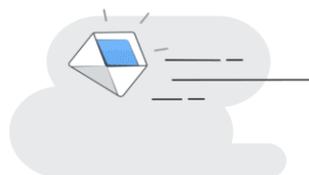
Where you will have to provide an email address and a series of supplier data to start the registration.

Please provide your email address

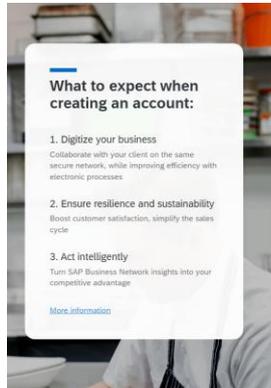
To register for SAP Business Network, enter your email below.

The user agrees to store this email ID

[Continue](#)



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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 *

Enter the legal name of the company

Country/Region *
 España [ESP]

Address line 1 *

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

Administrator Account Information ⓘ

Name * Surnames *

Email *

Use my email as username

User name *

Password * Repeat password *

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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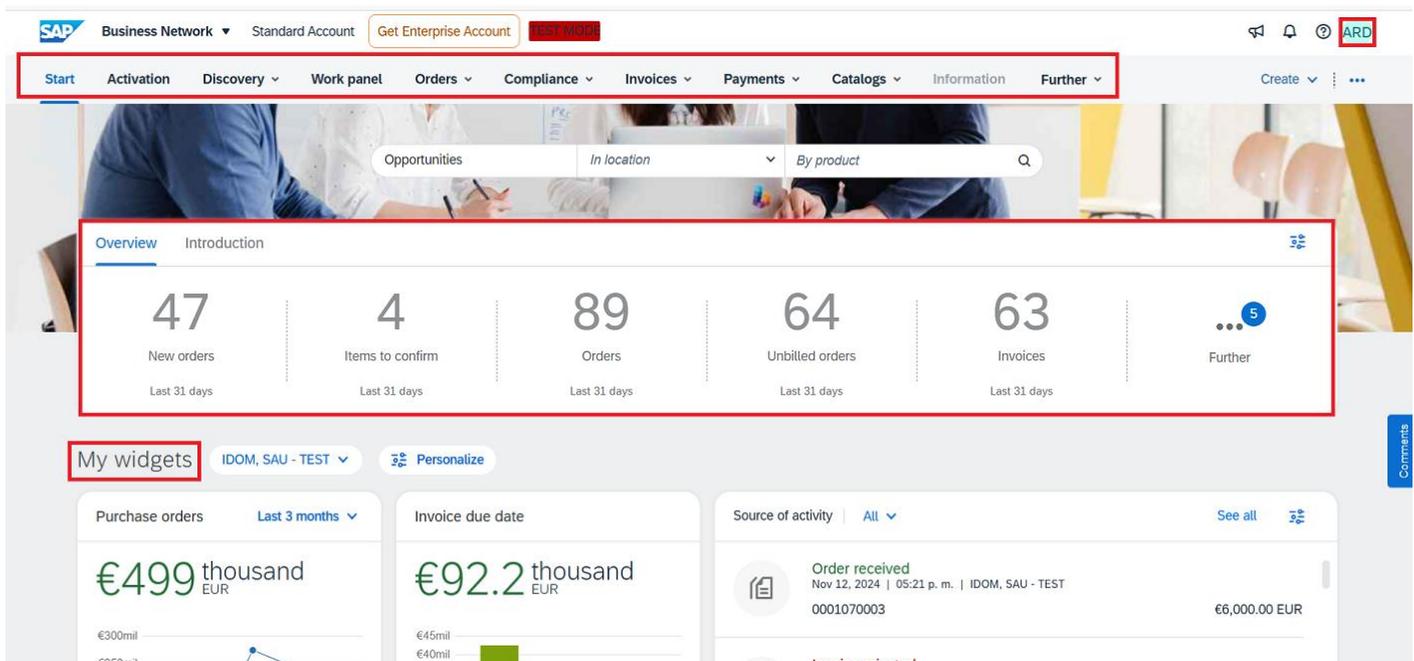
Author: SAP Ariba team

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 displays the SAP Ariba Business Network Overview page. At the top, there is a navigation bar with the SAP logo and 'Business Network' dropdown. Below this is a secondary navigation bar with tabs: Start, Activation, Discovery, Work panel, Orders, Compliance, Invoices, Payments, Catalogs, Information, and Further. A search bar is located below the navigation bar, with filters for 'Opportunities', 'In location', and 'By product'. The main content area is titled 'Overview' and features a dashboard with several key metrics: 47 New orders (Last 31 days), 4 Items to confirm (Last 31 days), 89 Orders (Last 31 days), 64 Unbilled orders (Last 31 days), and 63 Invoices (Last 31 days). Below the dashboard is a 'My widgets' section with three cards: 'Purchase orders' (€499 thousand), 'Invoice due date' (€92.2 thousand), and 'Source of activity' (Order received on Nov 12, 2024).

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.

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- 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.

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.

The screenshot displays the SAP Business Network interface. At the top, there are navigation tabs: Start, Activation, Discovery, Work panel, Orders, Compliance, Invoices, Payments, Catalogs, and Further. A search bar is visible with filters for 'Opportunities', 'In location', and 'By product'. The main dashboard shows five key metrics: 47 New orders, 4 Items to confirm, 89 Orders, 64 Unbilled orders, and 63 Invoices, all for the last 31 days. Below this, there are widgets for 'Purchase orders' (€499 thousand) and 'Invoice due date' (€92.2 thousand). On the right side, a user profile dropdown menu is open, showing the user's name 'Alondra Ramirez Diaz', email 'TESTARIBA1A@outlook.com', and options for 'My account', 'Linking user IDs', 'Contact the administrator', 'Company Profile', 'Configuration', and 'Log out'. The 'ARD' logo is also visible in the top right corner.

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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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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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".

SAP Business Network - TEST MODA

Purchase order: 0001069993 completed

From:
 Client: IDOM Consulting, Engineering & Avda. Zarandoa 23 48015 Bilbao 49 Spain Telephone: +34 (0) 944797600 Fax: +34 (0) 944761804

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

Purchase order (new)
 0001069993 Amount: 1.000.00 EUR

Payment conditions
 Confirming count (day 10) Confirming count (day 25) Confirming count (day 31)

Contact information
 Supplier address: motorola CALLE MARTINEZ VILLER GAS, 52 - EDIF 28027 MADRID

Routing Status: Reception confirmed
 External document type: Idom Standard Order (2001)
 Related documents: Fact2_CH tyuuk

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

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

SAP Business Network - MODO DE PRUEBA

Confirmación de PO Salir

Cabecera de confirmación de pedido * Indica campo necesario

Número de confirmación:

Referencia de proveedor:

Información de expedición y de impuestos

Fecha estimada de expedición: Coste estimado de expedición:

Fecha estimada de entrega: Coste estimado de impuestos:

Comentarios:

Adjuntos

Nombre	Tamaño (bytes)	Tipo de contenido
No hay artículos		

Ningún archivo seleccionado

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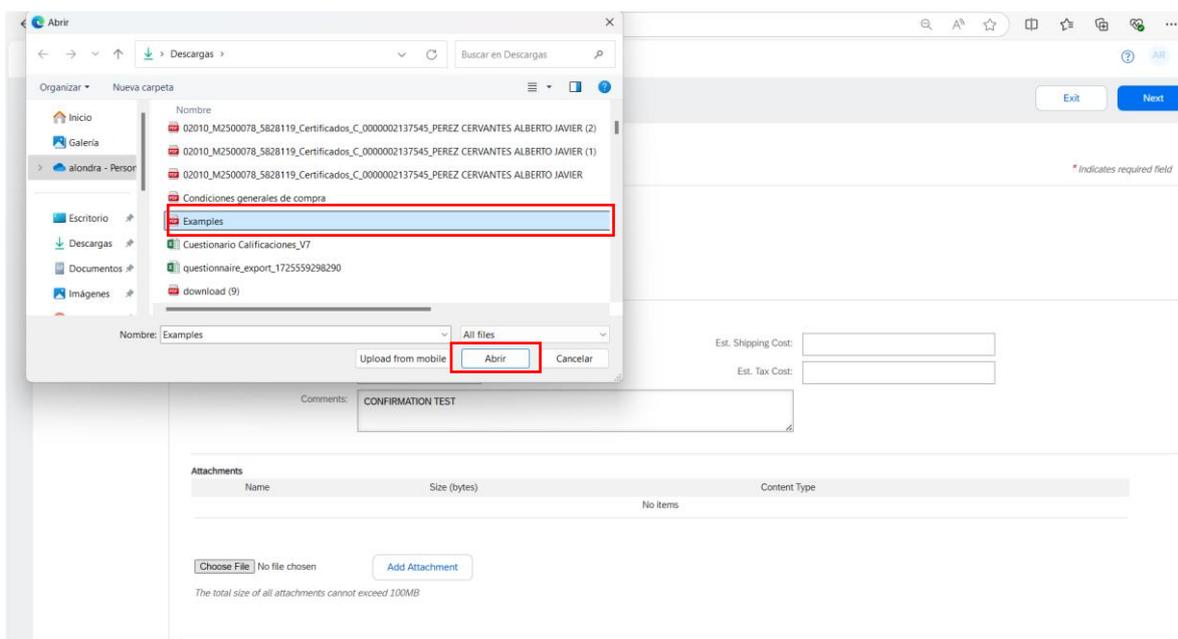
Once you have completed the above fields, click on the "Select File" button in the attachments section to select the attachment that supports the confirmation order.

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

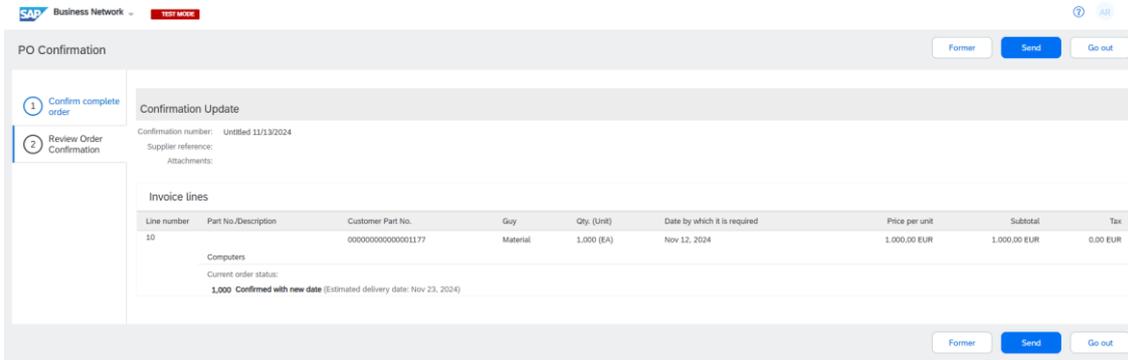
Nombre	Tamaño (bytes)

Ningún archivo seleccionado

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

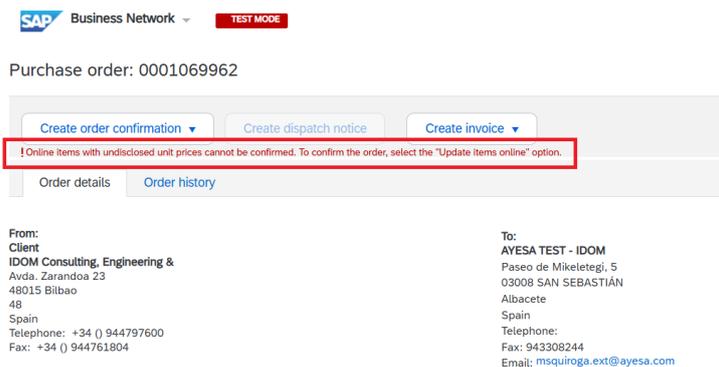
Once all the necessary information is completed and the attached document is uploaded, click on the "Next" button to send the Confirmation Order.

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.



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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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	Oussourcing Consulting Services	00000000000000001009	1	EA	120 EUR	120,00 EUR

Pricing Details

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

Tax

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

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 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_IP	Subtotal: 1,000.00 EUR
Invoice date : Wednesday 20 Nov 2024 12:47 GMT+01:00	Total tax : EUR 0.00
Original Purchase Order : 0001069993	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 VILLER GAS, 52 - EDIF SN 02002 MADRID Albacete Spain	INVOICE TO: IDOM Consulting, Engineering & Postal address: Avda. Zaramoa 23 48015 Bilbao 48 Spain Address ID: 1005	SUPPLIER: motorola-TE ST Postal address: CALLE MARTINEZ VILLER GAS, 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.

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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.

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

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 (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.

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- Attachments.

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 Engineering S

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

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.

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

<input type="checkbox"/>	No	<input type="checkbox"/>	Type	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Computers	000000000000001177	0	EA	1,000.00 EUR	0 EUR

Excluded lines cannot be modified.

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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.

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	00000000000001177	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 Location: Description: Regime: Taxable base: 500,00 EUR Type of tax rate: Percentage (%): 0,000 Tax amount: 0,00 EUR Eliminate

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 VILLERGAS, 52 - EDIF SN 02002 MADRID Albacete Spain	INVOICE TO: IDOM Consulting, Engineering & Postal address: Avda. Zaramoa 23 48015 Bilbao 48 Spain Address ID: 1005 Telephone: +34 (0) 944797600 Fax: +34 (0) 944781804	SUPPLIER: motorola-TE ST Postal address: CALLE MARTINEZ VILLERGAS, 52 - EDIF SN 02002 MADRID Albacete Spain
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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.

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

Purchase order: 0001069993 completed

Order details | Order history

<p>From: Client IDOM Consulting, Engineering & Avda. Zaramoa 23 48015 Bilbao 49 Spain Telephone: +34 (0) 944797600 Fax: +34 (0) 944761804</p>	<p>To: motorola-TEST CALLE MARTINEZ VILLERGAS, 52 - EDIF SN 02002 MADRID Albacete Spain Telephone: Fax: Email: alondra.ramirez@co.idom.com</p>	<div style="border: 1px solid red; padding: 5px;"> <p>Purchase order (Partially billed) 0001069993 Amount: 1,000.00 EUR</p> <p><input type="button" value="Track order"/></p> </div>
--	---	--

Payment conditions ⓘ
 Confirming count (day 10) Confirming count (day 25) Confirming count (day 31)

Contact information
 Supplier address
 motorola

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

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.

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

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 Eliminate
 Location:
 Description:
 Regime: 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.

SAP Business Network Standard account Get Enterprise account TEST MODE ? AR

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".

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

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](#)

- 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 VILLERGAS, 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: Consultoria

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: Consultoria

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

AR

Create invoice

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
 Invoice date : Tuesday 26 Nov 2024 12:54 GMT+01:00
 Original blanket purchase order : 0001070067

Subtotal : 2.200,00 EUR
 Total tax : 220,00 EUR
 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 ↓	Cliente	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. CREATION OF A CREDIT MEMO

7.1. QUANTITY CREDIT MEMO FOR STANDARD INVOICE

In this case, a partial price credit memo is to be made for a standard order, i.e. those for which the order amount is known.

The first step is to find the order for which you want to make the credit memo. Once inside, we can see the status of the order, it may be "invoiced" or "partially invoiced".

Purchase order: 0001070304

Buttons: Create order confirmation, Create shipping notice, Create invoice

Order details | Order history

IDOM

From: Client
IDOM SA de CV
Paseo de la Reforma-404, 5º
06600 Mexico
City
Mexico
Phone: +52 () 5552084649
Fax: +52 () 5552084358

For: PTV LATIN AMERICA, SA DE CV-TEST
Av. Revolución 1877 Int. 702, Col.
Test
01000 MEXICO CITY
Yucatan
Mexico
Phone:
Fax:
Email: supplieraribaidom12@outlook.com

Global Purchase Order
Invoiced
0001070304
Amount: Not disclosed

Track order

To create the credit memo, select "Create invoice" and "Online item credit memo".

Create invoice ▼

- Standard invoice
- Online article credit**
- Line Item Debit Note

Then, all the invoices generated for the order and their statuses will appear. We should select the invoice to which we want to create the credit memo and click on "Create credit memo of item online".

Line item credit/debit note

Invoices (1)

Invoice No.	Customer	Reference	Shipping method	Origin	Self-billing	Source document	Date	Imported	Routing status	Invoice status
1070304 JP	IDOM, SAU - TEST	Contract	Online	Supplier	No	Global Purchase Order	9 Jan 2025	\$5,800.00 MXN	Reception confirmed	Approved

Buttons: Create online item credit, Create a line item debit memo, Edit, Copy, Create invoice without order

Project

SAP Ariba

Phase:

Training

Author: SAP Ariba team**Date:****Version:**

In this section we will choose the type of credit memo to be made, in this case "quantity adjustment". You must also complete the mandatory fields marked with an asterisk.

Quantity adjustment ⓘ Price adjustment ⓘ

You will need to add the PDF invoice by selecting "Add to header" and "Attachment".

⚠ It is mandatory to attach the invoice in PDF format. In the case of Mexico, also attach it in XML format.

Add to header ▾

Shipping cost

Special delivery

Attach

er Items

Once selected, select "Add attachment" to complete the process.

*Attachments

The total size of all attached documents cannot exceed 100 MB

Seleccionar archivo download.pdf

Add attachment

Finally, you will see the invoice lines from which you can change the credit memo amount. Since this is a credit memo, this amount must always be negative, for example, -1 units. In this case, we will make a partial credit memo since the invoiced order was for 2 units and now -1 units will be credited

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

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](#)

No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		Outsourcing Consulting Services	000000000000001009	-1	EA	\$2.100 MXN	\$-4.200.00 MXN

Pricing Details

Price unit: EA
Unit conversion: 1

Quantity of price units: 1
Description:

Tax

Category: M3

Location:

Description: IVA 16%

Regime:

Taxable base: \$-4.200.00 MXN

Percentage (%): 16.000

Tax amount: \$-672.00 MXN

[Eliminate](#)

Once these data have been edited, select "Next" and "Submit". The status will change to "Partially Invoiced" and the process will be completed.

0001070269	IDOM, SAU - TEST	\$4200 MXN	Jan 7, 2025	Partially invoiced	\$2100 MXN
------------	------------------	------------	-------------	--------------------	------------

7.2. PRICE CREDIT MEMO FOR STANDARD INVOICE

In this case, a partial price credit memo is to be made for a standard order, i.e. those for which the order amount is known.

The first step is to find the order for which you want to make the credit memo. Once inside, we can see the status of the order, it may be "invoiced" or "partially invoiced".

SAP Business Network Standard Account Get Enterprise Account TEST MODE

Purchase order: 0001070304 Filled

Create order confirmation
Create shipping notice
Create invoice

Order details Order history



From:
Client:
IDOM SA de CV
Paseo de la Reforma-404, 5º
06600 Mexico
City
Mexico
Phone: +52 () 5552084649
Fax: +52 () 5552084358

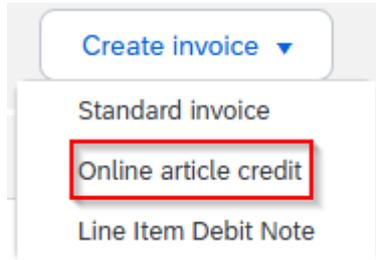
For:
PTV LATIN AMERICA, SA DE CV-TEST
Av: Revolución 1877 Int. 702, Col.
Test
01000 MEXICO CITY
Yucatan
Mexico
Phone:
Fax:
Email: supplieraribaidom12@outlook.com

Global Purchase Order
Invoiced
0001070304
Amount: Not disclosed

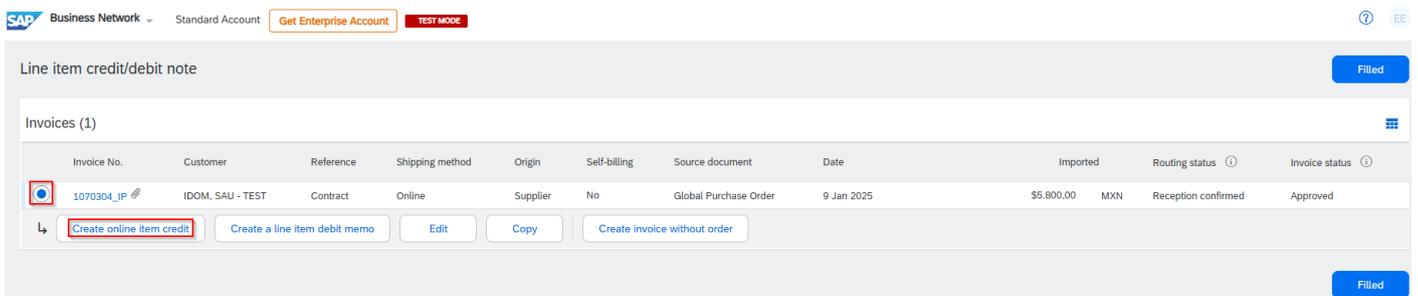
[Track order](#)

To create the credit memo, select "Create invoice" and "Online item credit memo".

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



Then, all the invoices generated for the order and their statuses will appear. We should select the invoice to which we want to create the credit memo and click on "Create credit memo of item online".



In this section we will choose the type of credit memo to be made, in this case "price adjustment". You must also complete the mandatory fields marked with an asterisk. The system brings as determined the quantity adjustment so you must change it to "price adjustment" and a message will appear in which we will select "Yes".

If you change your subscription type, the online articles section will reload. Do you wish to continue anyway?



You will need to add the PDF invoice by selecting "Add to header" and "Attachment".

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

⚠ It is mandatory to attach the invoice in PDF format. In the case of Mexico, also attach it in XML format.

Shipping cost

 Special delivery

Once selected, select "Add attachment" to complete the process.

***Attachments**

The total size of all attached documents cannot exceed 100 MB

download.pdf

Finally, the invoice lines will appear where we must modify the price to be paid. In this case we are going to make a partial payment, that is to say, the invoice price is 2100 Mexican pesos, but we are going to pay 1050. It is important that the price is in negative since it is a credit memo.

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

<input type="checkbox"/>	No.	Include	Guy	Part No.	Description	Customer Part No.	Amount	Unit	Price per unit	Decrease in price per unit	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Outsourcing Consulting Services	000000000000001009	2	EA	\$2,100 MXN	<input type="text" value="\$-1,050 MXN"/>	\$-2,100.00 MXN

Pricing Details

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

Tax

Category:

Taxable base:

Location:

Percentage (%):

Description:

Tax amount:

Regime:

Once these data have been edited, select "Next" and "Submit". The status will change to "Partially Invoiced" and the process will be completed.

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

7.3. PRICE CREDIT MEMO FOR REFERENCE INVOICE

In this case, a partial price credit memo is to be made for a reference order, i.e. those for which we do not know the amount of the order.

The first step is to find the order for which you want to make the credit memo. Once inside, we will be able to see the status of this one, it can be "invoiced" or "partially invoiced".

SAP Business Network | Standard Account | Get Enterprise Account | TEST MODE

Purchase order: 0001070304

Buttons: Create order confirmation, Create shipping notice, Create invoice

Order details | Order history

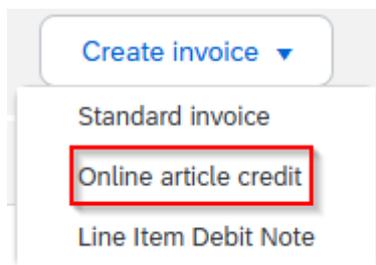
IDOM

From: Client IDOM SA de CV, Paseo de la Reforma-404, 5º 06600 Mexico, Mexico. Phone: +52 () 5552084649, Fax: +52 () 5552084358

For: PTV LATIN AMERICA, SA DE CV-TEST, Av. Revolución 1877 Int. 702, Col. Test 01000 MEXICO CITY, Yucatan, Mexico. Phone: , Fax: , Email: supplieraribaldom12@outlook.com

Global Purchase Order (Invoiced) 0001070304, Amount: Not disclosed. Track order

To create the credit memo, select "Create invoice" and "Online item credit memo".



Then, all the invoices generated for the order and their statuses will appear. We should select the invoice to which we want to create the credit memo and click on "Create credit memo of item online".

SAP Business Network | Standard Account | Get Enterprise Account | TEST MODE

Line item credit/debit note

Invoices (1)

Invoice No.	Customer	Reference	Shipping method	Origin	Self-billing	Source document	Date	Imported	Routing status	Invoice status
1070304 JP	IDOM, SAU - TEST	Contract	Online	Supplier	No	Global Purchase Order	9 Jan 2025	\$5,800.00 MXN	Reception confirmed	Approved

Buttons: Create online item credit, Create a line item debit memo, Edit, Copy, Create invoice without order

Project

SAP Ariba

Phase:

Training

Author: SAP Ariba team

Date:

Version:

In this section we will choose the type of credit memo to be made, in this case "price adjustment". You must also complete the mandatory fields marked with an asterisk. The system brings as determined the quantity adjustment so you must change it to "price adjustment" and a message will appear in which we will select "Yes".

If you change your subscription type, the online articles section will reload. Do you wish to continue anyway?

Yeah

No

 Quantity adjustment ⓘ Price adjustment ⓘ

You will need to add the PDF invoice by selecting "Add to header" and "Attachment".

⚠ It is mandatory to attach the invoice in PDF format. In the case of Mexico, also attach it in XML format.

Add to header ▾

Shipping cost

Special delivery

Attach

er Items

Once selected, select "Add attachment" to complete the process.

***Attachments**

The total size of all attached documents cannot exceed 100 MB

Seleccionar archivo download.pdf

Add attachment

To edit the price of the credit memo we will have to deploy the arrow that appears in "Global purchase order items".

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 type="checkbox"/> 10	Not disclosed	EA	Not disclosed			Outsourcing Consulting Services	Not disclosed

And then we will write the price to be credited with the symbol in negative since it is a credit memo. In this case, -2000 Mexican pesos will be credited and we will select "Next" and "Send" to finish the process.

Global Purchase Order Items

Line	Amount	UDM	Price	Part No.	Auxiliary part ID	Description	Subtotal
<input type="checkbox"/> 10	Not disclosed	EA	Not disclosed			Outsourcing Consulting Services	Not disclosed
<input type="checkbox"/> 10.1	1	EA	\$-2000 MXN	f2		Outsourcing Consulting Services	\$0.00 MXN

The status will change to "Partially Invoiced" and the process will be completed.

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

Purchase order: 0001070302

Completed

Order details [Order history](#)



From:
 Client
 IDOM SA de CV
 Paseo de la Reforma-404, 5º
 06600 México DF
 Mexico City
 Mexico
 Telephone: +52 () 5552084649
 Fax: +52 () 5552084398

For:
 PTV AMERICA LATINA, SA DE CV-TEST
 Av. Revolution 1877 Int. 702, Col.
 Test
 01000 MEXICO DF
 Yucatan
 Mexico
 Phone:
 Fax:
 Email: provideraibaidom12@outlook.com

Global purchase order
 (Partially invoiced)
 0001070302
 Amount: Not revealed

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

8. SPECIAL CASES

8.1. 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](#) ▼

8.2. 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, Descripción: Conversión de unidad: 1

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"/>	\$2.004.000,00 MXN

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

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

8.3. ORDER VERSIONS

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

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, 5º
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
									\$1,015.00-MXN		MXN \$162.40-MXN
										\$1,015.00	
											MXN

8.4. 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.

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

Invoice lines

1 item(s) online, 0 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 type="checkbox"/>	MATERIAL		Outsourcing of engineering services	00000000000001011	0	EA	\$1,002.00 MXN	\$0 MXN

Excluded lines cannot be modified.

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

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	00000000000001011	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: *
 Taxable base:
[Eliminate](#)

Location:
 Type of tax rate:

Percentage (%):

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.