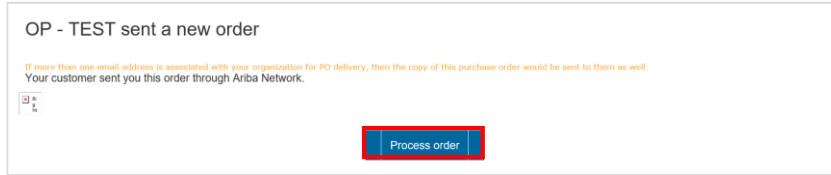
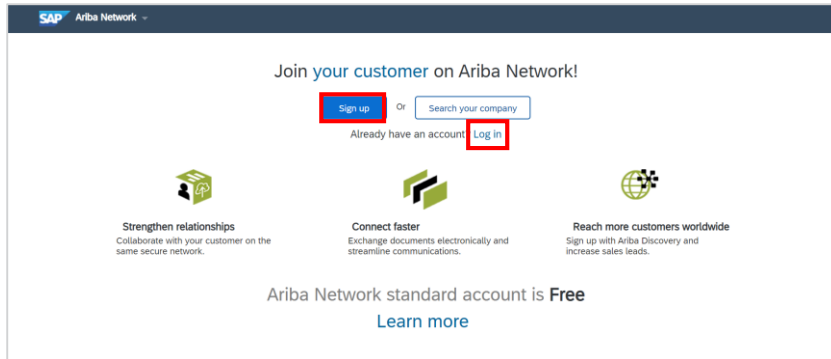


Creating invoices in the Ariba portal



- You will receive a purchase order email from OP
- Click *Process order* in order to create invoices in the Ariba portal
- Create a new Ariba Network account or use an existing account
- The Ariba standard account is free of charge. The Ariba enterprise account is subject to a charge.




Purchase Order: PO7578 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾ Create Ship Notice **Create Invoice ▾** | Print ▾ | Download PDF | Download CSV | Resend

Order Detail Order History

 OP

From:
OP Osuuskunta/Talous ja keskuspankki
PL930
00101 Helsinki Finland

Purchase Order
(New)
PO7578
Amount: 77.00 EUR
Version: 1

Standard Invoice
Credit Memo
Line-Item Credit Memo


- After creating an account or logging in to an existing account click *Create invoice*
- For debit notes click *Standard invoice*

Purchase Order: PO7578 Done

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Order Detail Order History

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00101 Helsinki Finland

Purchase Order
(New)
PO7578
Amount: 77.00 EUR
Version: 1

Standard Invoice
Credit Memo
Line-Item Credit Memo

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: P07578

Invoice #:

Invoice Date: 29 Jul 2020

Service Description:

Remit To:

Bill To:

Subtotal: 77.00 EUR
Total Tax: 18.48 EUR
Total Gross Amount: 95.48 EUR
Total Net Amount: 95.48 EUR
Amount Due: 95.48 EUR

Tax
Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Special Handling Tax
Discount
Additional Reference Documents and Dates
Comment
Attachment

Tax Header level tax Line level tax

Shipping Header level shipping Line level shipping

Ship From: [View/Edit Addresses](#)

- Add the *Invoice ID (invoice number)*
- Attach the original invoice by clicking *Add to Header*
- Choose *Line level tax*
- Add the *Supplier VAT/Tax ID*

Supplier VAT Customer VAT

Supplier VAT/Tax ID: Customer VAT/Tax ID:

! Required field

Supplier Commercial Identifier:

Supplier Commercial Credentials:

paymentReference:

End Date:

Start Date:

The screenshot shows the 'Line Items' configuration interface. A dropdown menu titled 'Taxes' is open, listing various tax categories: 24% VAT, Standard Tax Selections, Sales, VAT, GST, HST, PST, GST, Usage, Withholding Tax, and Other Tax. The 'Configure Tax Menu' option at the bottom of the dropdown is highlighted with a red box. In the background, a table shows one line item: 'MATERIAL' with a quantity of 1 and a unit price of 77.00 EUR.

- To create and delete tax categories, choose *Configure Tax Menu* (this configuration has to be done only once)
- The created tax values can be found on the Tax selection after configuration.

The screenshot shows the 'Configure Tax' dialog box. It contains a table with the following data:

* Tax Category	* Rate	Tax Description
VAT	22 %	

Below the table are 'Delete' and 'Create' buttons, both highlighted with red boxes. 'OK' and 'Cancel' buttons are located at the top and bottom right of the dialog.

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

Insert Line Item Options

Tax Category: 24% VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Testitlaus		1	EA	77.00 EUR	77.00 EUR

Tax

- Select the line item/items by ticking the box
- Click *Line Item Actions*
- Click *Tax*

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

Insert Line Item Options

Tax Category: 24% VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Testitlaus		1	EA	77.00 EUR	77.00 EUR

<input type="checkbox"/>	1		MATERIAL		Testitlaus		1	EA	77.00 EUR	77.00 EUR
--------------------------	---	--	----------	--	------------	--	---	----	-----------	-----------

Tax	Category:	24% VAT	Taxable Amount:	77.00 EUR	Remove
	Location:		Rate(%):	24	
	Description:		Tax Amount:	18.48 EUR	
	Regime:		Exempt Detail:	(no value)	
Date Of Pre-Payment:			Date Of Supply:	29 Jul 2020	
Law Reference:			<input type="checkbox"/>	Triangular Transaction	

- Choose the correct Tax Category
- Edit line item details if needed
- Click Next

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1		MATERIAL		Testitlaus		1	EA	77.00 EUR	77.00 EUR

Tax	Category:	24% VAT	Taxable Amount:	77.00 EUR	Remove
	Location:		Rate(%):	24	
	Description:		Tax Amount:	18.48 EUR	
	Regime:		Exempt Detail:	(no value)	
Date Of Pre-Payment:			Date Of Supply:	29 Jul 2020	
Law Reference:			<input type="checkbox"/>	Triangular Transaction	

Line Item Actions	Delete	Add
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Update	Save	Exit	Next
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Create Invoice

Previous Save **Submit** Exit

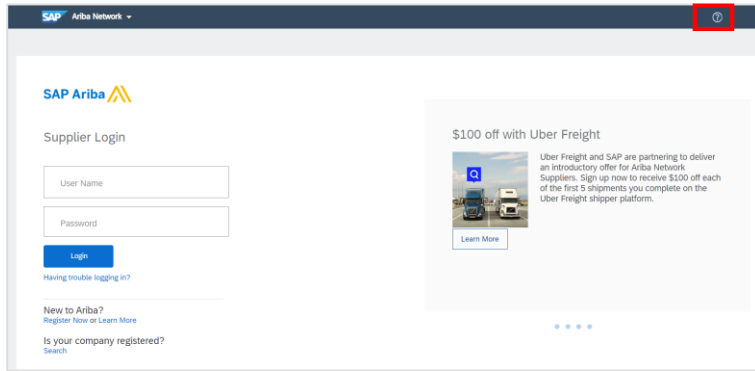
Confirm and submit this document.

Standard Invoice

Invoice Number: sdsdsd	Subtotal:	77.00 EUR
Invoice Date: Wednesday 29 Jul 2020 12:35 PM GMT+03:00	Total Tax:	18.48 EUR
Original Purchase Order: PO7578	Total Gross Amount:	95.48 EUR
	Total Net Amount:	95.48 EUR
	Amount Due:	95.48 EUR

- Review the invoice carefully and finally click *Submit*

How to contact Ariba support if you are having problems with your account?



- Go to page: <https://service.ariba.com/Supplier.aw>
- Click the question mark (top right corner of the page)
- Click Support (bottom right corner)

