

CREATE AND SEND AN INVOICE FROM A STANDARD ACCOUNT

Guide

Status: July 2019

1 – CREATE INVOICE FROM PURCHASE ORDER EMAIL



Allianz Technology SE - TEST sent a new Purchase Order 2410012265

"Allianz Technology SE - TEST" <ordersender-prod@ansmtp.ariba.com>

- If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent:

To:

Message 2410012265.htm (27 KB)

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

Right-click here to

Allianz Technology SE - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Allianz Technology SE - TEST

This is a purchase order sent by an Allianz entity to your organization.
You will find the Allianz buyer entity's specific order, shipping and billing details below in the overview of this purchase order.

Please pay attention to the Allianz buyer entity's purchase order terms below in the overview of the purchase order.
Additionally please pay attention to the invoicing terms on the purchase order to check how invoicing should be performed for the Allianz buyer entity for this purchase order.

Process order

You will receive an email including your Purchase Order details from Ariba.

Click on the **'Process Order'** button in the email and you will be automatically re-directed to the Ariba login Page. Please sign in with your login credentials.

SAP Ariba  Orders & Invoices

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
[Register Now](#) or [Learn More](#)

1.1 – CREATE INVOICE FROM PURCHASE ORDER EMAIL



The screenshot shows the Ariba Network interface. At the top, there's a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below that, a summary section for 'Orders, Invoices and Payments' shows 1 Order to Invoice, 0 Orders that Need Attention, 0 Orders with Service Lines, and 0 Pinned Documents. A table lists orders, with one order highlighted: Order Number 2410012623, Customer Allianz Technology SE - TEST, Status New, Amount 17,000.00 EUR, Date 6 Jul 2018, and Amount Invoiced 0.00 EUR. A yellow callout box points to the 'Action' column, stating 'a) First click on "Select" ...'. Another yellow callout box points to the 'Send me a copy to take action' option in the dropdown menu, stating 'b) Then click on "send a copy to take action"'. A third yellow callout box points to a dialog box that has opened, stating 'c) A dialog box opens. Now Press the blue button "Resend"'. The dialog box contains the text 'SEND ME A COPY TO TAKE ACTION', 'Email the document to GAURAV.KWATRA@ALLIANZ.DE', and 'You can change this email address in My Account'. There are 'Resend' and 'Cancel' buttons at the bottom of the dialog box.

Alternatively you can find the Purchase Order emails after login to the Ariba Network:

- Under the **'Action'** tab, click on **'Select'**
- Choose **'Send me a copy to take action'**
- Click on **"Resend"**.

After few minutes, you will receive the email in your Inbox which is linked to your Ariba Account.

2 – CONFIRMING PURCHASE ORDER (1 OF 3)



Allianz Technology SE - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Allianz Technology SE - TEST

This is a purchase order sent by an Allianz entity to your organization.
You will find the Allianz buyer entity's specific order, shipping and billing details below in the overview of this purchase order.

Please pay attention to the Allianz buyer entity's purchase order terms below in the overview of the purchase order.
Additionally please pay attention to the invoicing terms on the purchase order to check how invoicing should be performed for the Allianz buyer entity for this purchase order.

Process order

In your email please click on the button **“Process Order”**.

This will take you to the Ariba Network and the Purchase Order will be displayed.

The **“Create Order Confirmation”** tab allows you to inform your customer that you received the order and indicates whether you can fulfil it.

If you agree to fulfil the whole order click on the **“Create Order Confirmation”** tab and then select **‘Confirm Entire Order’** from the dropdown.

If there is more than one line item on the Purchase Order you have the option to **“Update Line Items”**.

You can also **‘Reject Entire Order’** if you find any issues with the Purchase Orders.

The screenshot shows the Ariba Network interface for a purchase order. At the top, it says "Ariba Network" and "Test Mode". Below that, the purchase order number "2410012702" is displayed. A navigation bar contains several buttons: "Create Order Confirmation" (highlighted in blue), "Create Service Sheet", "Create Invoice", "Print", "Download PDF", "Download CSV", and "Resend". A dropdown menu is open under "Create Order Confirmation", showing options: "Confirm Entire Order" (highlighted in yellow), "Update Line Items", and "Reject Entire Order". Below the navigation bar, the "From:" and "To:" information is displayed. The "From:" information is for Allianz Deutschland AG, and the "To:" information is for 3rd opinion GmbH-TEST. The email address GAURAV.KWATRA@ALLIANZ.DE is also visible.

2 – CONFIRMING PURCHASE ORDER (2 OF 3)



If you select '**Confirm Entire Order**' you be asked to complete the Order Confirmation Header.

1. Enter your order "**Confirmation Number**". This can be any value from your internal systems, such as your order processing application.

2. You can optionally provide details such as the estimated **shipping date, tax costs and comments**.

3. Click "**Next**" to move to the "Review Order Confirmation" page.

2 – CONFIRMING PURCHASE ORDER (3 OF 3)



The screenshot displays the Ariba Network 'Confirming PO' interface. At the top, there are navigation buttons: 'Previous', 'Submit' (highlighted with a red dashed box), and 'Exit'. Below this, the 'Confirmation Update' section shows 'Confirmation #: 12345' and 'Supplier Reference:'. The 'Line Items' table is as follows:

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	Not Available Service Order 4	6 (EA)	1,000.00 EUR	6,000.00 EUR	1,140.00 EUR

Below the table, it states 'Current Order Status: 6 Confirmed With New Date (Estimated Shipment Date: 1 Jul 2019; Estimated Delivery Date: 5 Jul 2019)'. At the bottom of the main content area, there are 'Previous', 'Submit', and 'Exit' buttons. The right sidebar contains a search bar and a list of help topics. The footer includes the SAP Ariba logo, user information for Tobias Balle, and copyright information for 1996-2019 Ariba, Inc.

Once you have reviewed the order confirmation click **“Submit”** to send it to your customer.

The status on the invoice will change to **“confirmed”**.

You will receive an email confirmation.

3 – INITIATING INVOICE CREATION



The screenshot displays the Ariba Network interface for a purchase order. At the top, the header includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', and 'Learn More'. Below the header, the purchase order number '2410012702' is shown. A navigation bar contains buttons for 'Create Order Confirmation', 'Create Service Sheet', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Invoice' button is highlighted with a red dashed box, and its dropdown menu is open, showing three options: 'Standard Invoice' (highlighted in yellow), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Allianz Deutschland AG), 'To' (3rd opinion GmbH-TEST), and 'Purchase Order' (Partially Invoiced).

From: Allianz Deutschland AG
Postfach 100433
96056 Bamberg
Germany

To: 3rd opinion GmbH-TEST
Kleifeld 30
30539 Hannover
Germany
Phone:
Fax:
Email: GAURAV.KWATRA@ALLIANZ.DE

Purchase Order (Partially Invoiced)
2410012702
Amount: 100,000.00 EUR
Version: 1

To create the Invoice, click on the Tab called '**Create Invoice**' and then select '**Standard Invoice**' from the dropdown.

If you would like to fulfil only part of the order, send an invoice for the delivered goods and send another invoice later when you deliver the remaining goods.

Please note that for all **service** Purchase Orders a Service Sheet will be automatically generated when you create an invoice. After entering and sending the invoice the service notification, the so-called 'service entry sheet' is automatically created and sent to the requestor in Allianz for approval.

When the service entry sheet is approved by the requestor, invoice processing is triggered.

3.1 – INVOICE HEADER INFORMATION



▼ Invoice Header * Indicates required field

1 Add to Header ▼

Summary

Purchase Order: 2410012265 Subtotal: 1,100.00 EUR
 Invoice #: Total Tax: 0.00 EUR
 Invoice Date: 10 Jul 2019 Amount Due: 1,100.00 EUR

Service Description:

Remit To: Test Light Enabled P2P only-TEST

Stuttgart
Germany

Bill To: Allianz Deutschland AG

Bamberg
Germany

[View/Edit Addresses](#)

Shipping

Header level shipping Line level shipping

Ship From: Test Light Enabled P2P only-TEST Ship To: Allianz Deutschland AG
 Stuttgart Unterföhring
 Germany Germany
 Deliver To: Allianz India Allainz India

[View/Edit Addresses](#)

Payment Term

Net Term(days): 0

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: Reinsburgstr. 19 Customer: Allianz Deutschland AG
 Stuttgart Bamberg
 Germany Germany

Bill From: Test Light Enabled P2P only-TEST Email:
 Munich
 Germany

[View/Edit Addresses](#)

[View/Edit Addresses](#)

2 Service Start Date:
Service End Date:

Tax paid through a Tax Representative

Supplier VAT **3**

Supplier VAT/Tax ID: DE123456789

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:

The invoice contains information from the Purchase Order. To complete the invoice please fill all the mandatory fields marked with an asterisk.

Invoices are divided into 2 sections: the **Header** section which summarises the invoice and the **Line Item** section which lists the items being invoiced.

In the **Header Section** please enter your invoice number. This is a number from your own internal processing systems.

1. If you would like to add any commentary or attach a document at this header level please click on “**Add to Header**”.

2. Please enter the “**Service Start**” and “**End Date**”, which are mandatory.

3. If you entered your **Tax ID** under your Company Profile then it will be auto populated. Please refer to the registration guidance video for further details.

3.2 – ADD LINE ITEM ON A SERVICE INVOICE



0 Line Items, 0 Included, 0 Previously Fully Invoiced

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1			Not Available	TEST DH							

1. To add line item on a service invoice, click on Tab 'Add/Update' and then select 'Add General Service'

2. After inserting the line item, please add the 'Description'.

3. **Quantity:** For Service Orders, enter quantity as 1.

4. **UOM (Unit of Measurement):** As this is case sensitive, please note the following.

- Search the correct UOM code in Ariba. For example: EA (each), MON (month), HUR (hours), DAY (days).
- Always enter the UOM code in capital letters.

Unfortunately Ariba Network does not support checks on the validity of entered values for UOM....please ensure that you enter the correct code for UOM as explained above.

5. **Unit Price:** Enter price per unit (if applicable) otherwise enter the total sum (net value).

6. Now enter the **Service Start** and **End Date** in the given fields as well. This is mandatory!

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		SERVICE		TEST DH					0.00 EUR

Service Period
Service Start Date: Service End Date:

3.5 – ENTERING TAX ON THE INVOICE



Insert Line Item Options

Tax Category: 19% VAT Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		Not Available		TEST DH					
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	TEST		1	EA	1,000.00 EUR	1,000.00 EUR

Service Period: Service Start Date: [] Service End Date: []

Tax

Category: * 19% VAT Taxable Amount: 1,000.00 EUR Remove

Location: [] Tax Rate Type: []

Description: [] Rate(%): 19 Tax Amount: 190.00 EUR

Regime: [] Exempt Detail: (no value) []

Date Of Pre-Payment: [] Date Of Supply: * 14 Aug 2018 []

Law Reference: [] Triangular Transaction

Discount

Discount (%): [] Discount Amount: [] Remove

1. For tax relevant invoices, please add Tax to the line item, by checking the boxes (1) as shown.
2. Click 'Add to included items'.
3. Use this function for invoices with multiple line items with different tax categories.
4. TIP : If you have multiple line items, you can add them from here. The same applies for Travel Costs. Please refer previous slide as how to add line item.
5. After entering all the details, click on save then click on **Next**.

3.6 – SUBMISSION OF INVOICE VIA Ariba Network



Ariba Network Test Mode Upgrade from light account [Learn More](#) Company Settings Gaurav Kwatra

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Cross-Border trade. The document's originating country is:Germany. The document's destination country is:Anguilla. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number : INV100
Invoice Date : Tuesday 14 Aug 2018 3:48 PM GMT+02:00
Original Purchase Order : 2410012702

Subtotal : 1,000.00 EUR 3,092.40 XCD
Total Tax : 190.00 EUR 587.56 XCD
Amount Due : 1,190.00 EUR 3,679.96 XCD
(1 Euro = 3.0924 East Caribbean Dollar)

REMIT TO: 3rd opinion GmbH-TEST Postal Address: Kleifeld 30 30539 Hannover Germany Tax ID of Supplier: 12345678	BILL TO: Allianz Deutschland AG Postal Address (Standardwert): Postfach 100433 96056 Bamberg Germany Address ID: 710_ADAG_B	SUPPLIER: 3rd opinion GmbH-TEST Postal Address: Kleifeld 30 30539 Hannover Germany
BILL FROM: 3rd opinion GmbH-TEST Postal Address: Kleifeld 30 30539 Hannover Germany	CUSTOMER: Allianz Deutschland AG Postal Address: Postfach 100433 96056 Bamberg Germany Address ID: 710_ADAG_B	

After submitting the invoice, you will get the follow

Invoice INV100 has been submitted.

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

Once you have reviewed the invoice click **“Submit”** and your invoice will be sent to Allianz.

You can also **“Print”** a copy of the invoice or **“Exit”** the invoice if you do not want to submit.

You will receive an email confirmation with the invoice attached.

SUPPORT FOR YOU



If you have any questions concerning the Ariba Network or the Standard Account in Ariba, please refer to the various documents and videos available in the Help Centre on the right hand side of the page.

You can also use the search function to find specific topics or answers to your questions.

The screenshot displays the Ariba Help Center interface. At the top, there is a dark blue header with the text '<< Help Center' and a share icon. Below the header is a search bar with the placeholder text 'Search...'. The main content area is a list of frequently asked questions (FAQs), each preceded by a small blue icon with the word 'FAQ' inside. The questions listed are:

- I need help accessing a sourcing event
- Does Ariba offer live webinar training?
- Introducing New Supplier Account Names on Ariba Network
- Why can't I find an event?
- Where do I find my Ariba Network ID (ANID) number?
- What is an Ariba Network error (ANERR), and how do I resolve the issue?
- How do I process an order in my Ariba Network Standard account?
- How do I submit an invoice from a Standard account?
- Why does a pending task on my

At the bottom of the list, there is a 'View more' link with a share icon. Below the list, there is a blue rectangular box containing the text 'How do I submit an invoice from a Standard account?'.