



Supplier Enablement

SAP Ariba

How to add Recupel – Auvibel –
Bebat taxes on the invoice ?



When?

1. When creating an invoice via Purchase order for goods impacted by one of the taxes:
 - Recupel
 - Auvibel
 - Bebat



1. Before to start invoicing



Make sure that the PO is available in Ariba Network



The PO fulfilled partially or completely

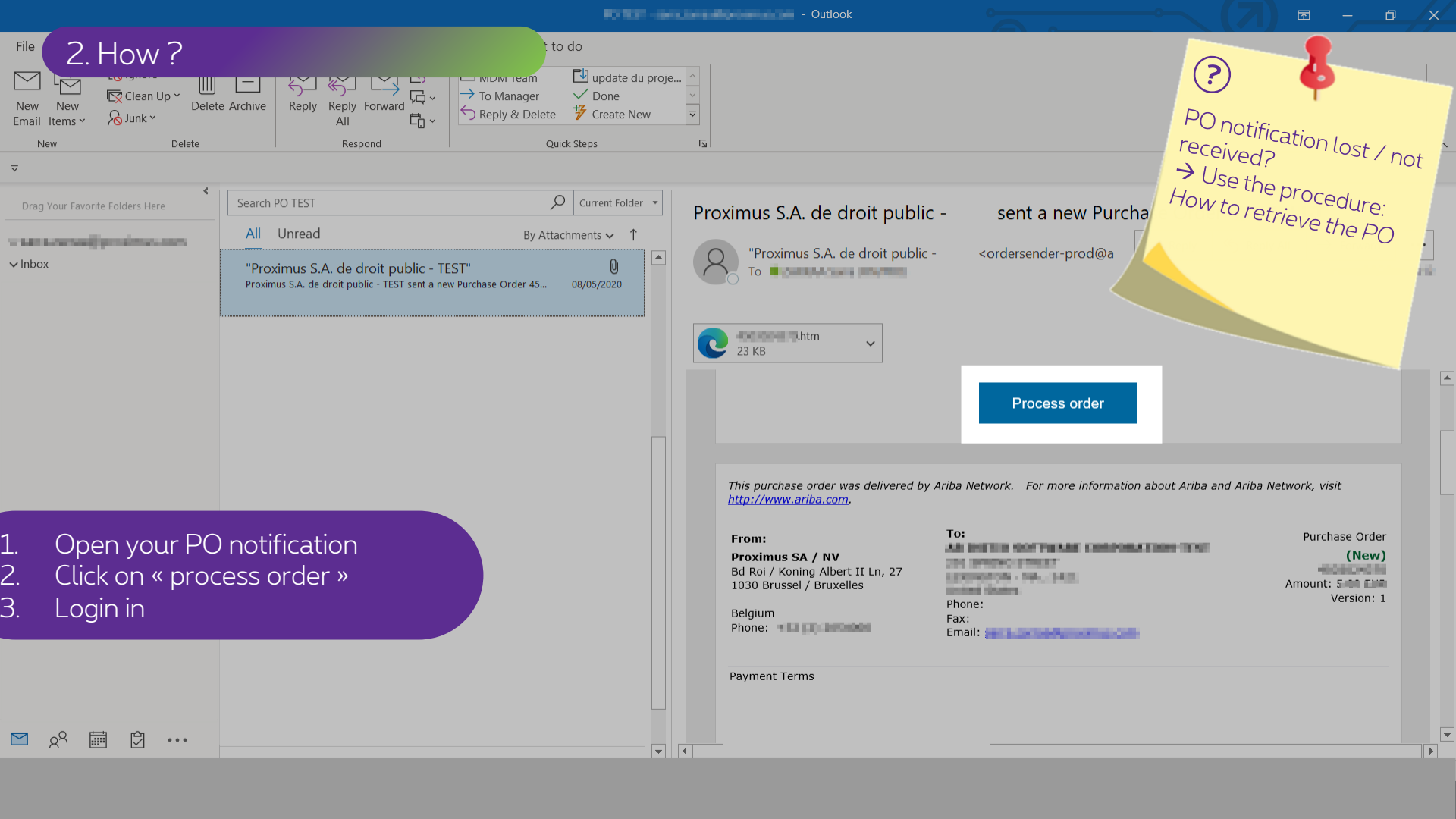


DO NOT send the PDF invoice.

2. How ?

1. Open your PO notification
2. Click on « process order »
3. Login in

?
PO notification lost / not received?
→ Use the procedure:
How to retrieve the PO



Purchase Order: [blurred]

Buttons for PO actions:

- ~~Create Order Confirmation~~
- ~~Create Ship Notice~~
- Create Invoice

Order Detail | Order History



From:
Proximus SA / NV
 Bd Roi / Koning Albert II Ln, 27
 1030 Brussel / Bruxelles
 Belgium
 Phone: +32 (0) 2 2054000
 Fax: + () +32 2 2054040

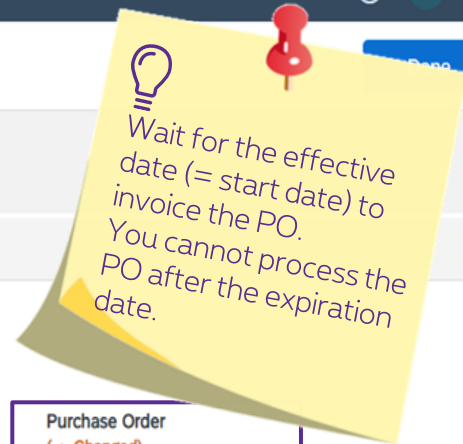
1. FROM

To:
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]

2. TO

Purchase Order
 (+ Changed)
 [blurred]
 Amount: [blurred] EUR
 (Previous Version)

3. PO number



Routing Status: Sent
 Effective Date: 1 Jan 2021
 Expiration Date: 31 Dec 2021

2. How?

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order:

Invoice #:*

Invoice Date:* 4 Mar 2021

Service Description:

Remit To

Belgium

Bill To: Proximus SA / NV

Subtotal: EUR

Total Tax: 0.00 EUR

Amount Due: EUR

[View/Edit Addresses](#)

1. Header level :

Scroll down until you reach the next screen

Header level shipping

Line level shipping

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

Comment

Comments:

Inclusive in the total amount (= total invoice amount) = Recupel: 0.8 eur; Auvibel: 1.2 eur;
Bebat: 0.9 eur

Default Invoice Comment
Text:

[Empty text input field for Default Invoice Comment]

Add the required comment
(Example indicated above)

[Empty text input field for comment]

Proceed further like you are used to and correctly submit your invoice via Ariba.

Add to Header ▼

Tax paid through a Tax Representative

Supplier VAT

Customer VAT

Supplier VAT/Tax ID:*

Customer VAT/Tax ID:*

Customer VAT/Tax ID: *

Add the corresponding text wrt additional tax inclusive in the price for each impacted line item.

Add to Header ▼

Proceed further like you are used to and correctly submit your invoice via Ariba.

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	<input type="text" value="BOL-BOROCOM (see - MAT - KEM KUBO)"/>	<input type="text"/>	1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1
Law Reference:

Price Unit Quantity: 1
Description:

Comments

Recupel: 0.8 eur; Auvibel: 1.2 eur; Bebat: 0.9 eur included

Line Item Actions ▼

Delete

Reset Tax from PO

Update

Save

Exit

Next

Thank You

More info?

www.proximus.com/suppliers/ariba

proximus