

How to start invoicing on Ariba Network?



Agenda

1. Before you start invoicing (slide 3)
2. How to invoice the PO in Ariba
 - 2.a. PO line item – configured (slides 11-15)
 - 2.b. PO line item – to configure (slides 16-19)
 - 2.c. Blanket PO – to configure (slides 20-24)
 - 2.d. Other tax (slides 25-26)



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.

1. Before to start invoicing



1

You registered your Ariba account from the invitation sent by Proximus.

2

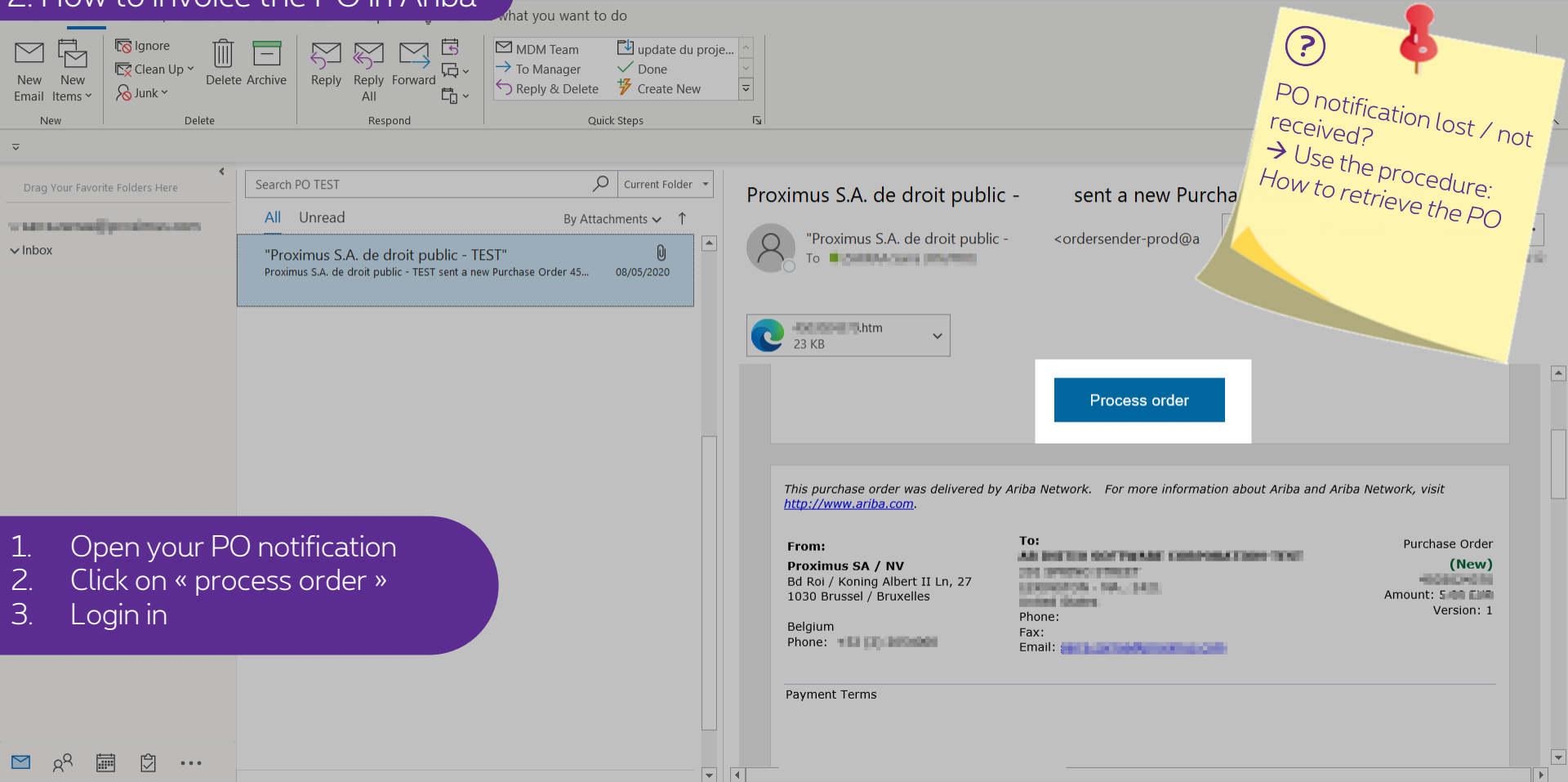
Your account is configured as it's explained here.

3

You invoice only the Goods or/and services delivered.

2. How to invoice the PO in Ariba

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

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Proximus SA / NV
Bd Roi / Koning Albert II Ln, 27
1030 Brussel / Bruxelles
Belgium
Phone: +32 (0) 20200000

To: Ariba Network Software Corporation (Test)
2700 Spring Street
Folsom, CA, 95630
United States
Purchase Order
(New)
Amount: 5000 EUR
Version: 1

Fax:
Email: ordersender-prod@proximus.com

Payment Terms

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

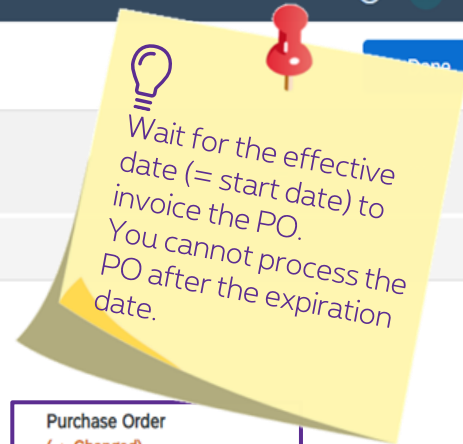
1. FROM

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 to invoice the PO in Ariba



Purchase Order: [4778882744](#)

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Standard Invoice ←

Credit Memo

Line-Item Credit Memo



Order Detail

Order History



From:

Proximus SA / NV

Bd Roi / Koning Albert II Ln, 27
0300 Brussel / Bruxelles

Belgium

Phone: +32 (0) 2 2054000

Fax: + () +32 2 2054040

To:

[\[Redacted\]](#)
[\[Redacted\]](#)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Purchase Order

(+ Changed)

[4778882744](#)

Amount: [\[Redacted\]](#) EUR
(Previous Version)

Payment Terms ⓘ

[\[Redacted\]](#)
[\[Redacted\]](#)
[\[Redacted\]](#)
[\[Redacted\]](#)
[\[Redacted\]](#)
[\[Redacted\]](#)

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

Region
Email: [\[Redacted\]](#)
Phone: +32 (0) 2 2054000
Fax: +32 (0) 2 2054040

Messages

2. How to invoice the PO in Ariba

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:

Subtotal: EUR
Total Tax: 0.00 EUR
Amount Due: EUR

[View/Edit Addresses](#)

Belgium
Bill To: Proximus SA / NV

This steps contains 2 parts:
1. The invoice header.

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

2. How to invoice the PO in Ariba

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

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 10360004 1000 - 1000 - 1000 - 1000"/>	<input type="text"/>	1	H87	115,000.00 EUR	115,000.00 EUR

Price Unit Quantity: 1

Description:

This steps contains 2 parts:
2. And « the line items »



Line Item Actions ▾

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. How to invoice the PO in Ariba

Create Invoice

Update

Save

Exit

Next

Invoice Header

* Indicates required field

Add to Header

Summary

Purchase Order: # [redacted]

Subtotal: [redacted] EUR
Total Tax: 0.00 EUR
Amount Due: [redacted] EUR

View/Edit Addresses

Invoice #: * |

Invoice Date: * 4 Mar 2021

Service Description: [redacted]

Remit To: [redacted]

Bill To: Belgium
Proximus SA / NV
Brussel / Bruxelles
Belgium

1. Invoice# = invoice number
2. Invoice date = creation date (J-10 maximum)
3. Bill to= no blocking message means that the bank account was completed correctly
4. View/Edit addresses = to check the bank account used

Shipping

Header level shipping *i* Line level shipping *i*

Ship From: [redacted]

Ship To: [redacted]

View/Edit Addresses

Deliver To: [redacted]

2. How to invoice the PO in Ariba

Supplier VAT

Supplier VAT/Tax ID:*

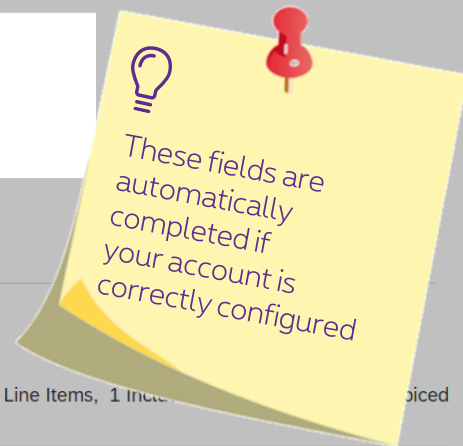
Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*



Add to Header ▼

Line Items

1 Line Items, 1 Included

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" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳

Update

Save

Exit

Next

2.a. PO line configured

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

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="BE0202239951 - 0000000000 - 0000 - 0000 0000"/>	<input type="text"/>	1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳ ▼

Update

Save

Exit

Next

2.a. PO line configured

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼

Quantity= It's possible to invoice less than what Proximus ordered
Update= click on "update" if you changed the quantity

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

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="BE0202239951 - BE0202239951 - BE0202239951"/>	<input type="text"/>	<input type="text" value="1"/>	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳

Update

Save

Exit

Next

2.a. PO line configured

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:


Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼

Flag the box « Tax category »
Select the right VAT rate in the drop menu
Click on « Add to included lines »

 If you select 0% VAT, Select "exempt" in "Exempt details"

The drop menu "Exempt detail" will appear as soon as you select the vat rate.

Line Items

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		BEU BOECKER 1000 - 1000 - 1000 1000		1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳

Update

Save

Exit

Next

2.a. PO line configured

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

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="SOLICITACION para - H87 - 1155 H870"/>	<input type="text"/>	1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳

Update

Save

Exit

Next

2. b. PO line to configure

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼


Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: ▼ Discount

Add to Included Lines

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
	1			Not Available		Missing/4407 Invoice (B Consult 2021)						

Add/Update ▼



Line Item Actions ▼

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. b. PO line to configure

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

Add to Header ▼

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Discount

Add to Included Lines



No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1			Not Available		<i>Missing PO& Invoicing ID- Consult DGL</i>						



Line Item Actions ▼

Delete

Reset Tax from PO

Add/Update ▼

Add Contract/Catalog Items

➔ Add General Service

Add Labor Service

Add Material

Update

Save

Exit

Next

2. b. PO line to configure

Supplier VAT/Tax ID: *

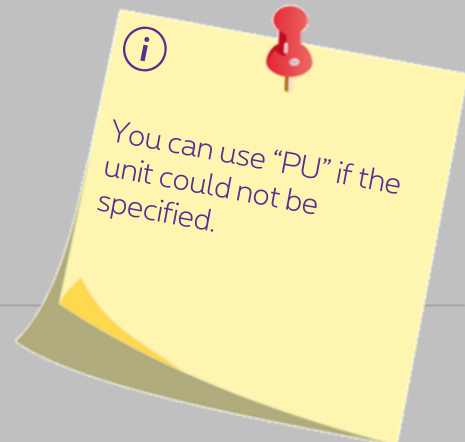
Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * BE0202239951

Supplier Legal Form: * Corporation



Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / export tax rate ▾ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit i	Unit Price	Subtotal		
▾	1			Not Available								Add/Update ▾
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Service description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 EUR		

Service Period

Service Start Date:

Service End Date:

2. b. PO line to configure

Supplier VAT/Tax ID: *

Supplier Commercial Identifier: *

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * BE0202239951

Supplier Legal Form: * Corporation



If you select 0% VAT, Select "exempt" in "Exempt details"

Add to Header ▾

Check the box « Tax category »
Select the right VAT rate in the drop menu
Click on « Add to included lines »

Line Items

Insert Line Item Options



Tax Category:

0% VAT / export tax rate

Taxes



0% VAT / export tax rate

12% VAT / 12,00 % Belgium tax rate

0% VAT / art.44 belgium tax code

0% VAT / art. 20 co-contractant (reverse charge)

21% VAT / 21,00 % Belgium tax rate

0% VAT / intra-comm tax rate

6% VAT / 6,00 % Belgium tax rate

Other Tax

Add to Included Lines

No.	Include	Type	Part #
1			Not Available
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period

Service Start Date:

Service End Date:

0,00 EUR

Add/Update ▾

Tax

If you don't see the drop down list with the different vat rate, please go to the slide 25.

2.c. Blanket PO – to configure

Supplier VAT/Tax ID: *

Supplier Commercial *

Identifier:

Supplier Commercial

Credentials:

Customer VAT

Customer VAT/Tax ID: *

BE0202239951

Supplier Legal Form: *

Corporation

Add to Header ▾

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 1	Undisclosed	PU	Undisclosed	Not Available		XXXXXXXXXXXXXXXXXXXX, XXXX XXXX	Undisclosed

Create ▾

Edit

Delete

Update

Save

Exit

Next

2.c. Blanket PO – to configure

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Add to Header ▾

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

1. Select the line item
2. "Create"
3. "Service"

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/>	1	Undisclosed	PU	Undisclosed	Not Available		Undisclosed

Create ▾

Edit

Delete

Goods

Service

Update

Save

Exit

Next

1. Complete the “quantity”
2. Complete the “unit price”
3. The “service period” is not mandatory but could be completed

Blanket PO Item

Line	Quantity	UOM	Price	Part #		
1	Undisclosed	PU	Undisclosed	Not Available		Undisclosed

▼ Invoice Item

* Indicates required field

Line Item Actions ▼

Quantity: *

Unit: *

Unit Price: *

Part #:

Subtotal: 0.00 EUR

Auxiliary Part ID:

Customer Part #:

Description:

Pricing Details

Price Unit: PU

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Inspection Date:

Reference Date:

Service Period

Service Start Date:

Service End Date:

1. Drop menu: “Line Item Actions”
2. Select “tax” to add the vat rate.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	
1	Undisclosed	PU	Undisclosed	Not Available	Undisclosed

▼ Invoice Item

* Indicates required field

Quantity: *

Unit: *

Unit Price: *

Part #:

Subtotal: 0.00 EUR

Auxiliary Part ID:

Customer Part #:

Line Item Actions ▼

Add

Tax

Discount

Comment

Attachment

Description

Pricing Details

Price Unit: PU
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Inspection Date:

Reference Date:

Service Period

Service Start Date:

Service End Date:

2.c. Blanket PO – to configure

Service Period

Service Start Date:

Service End Date:

i

Rate

Description

Exempt details

0

Export tax rate

Exempt

0

Art 44 Belgium tax code

Exempt

0

Art. 20 co-contractant (reverse charge)

Exempt

0

Intra-comm tax rate

Exempt

12

12% Belgium tax rate

No value

6

6 % Belgium tax rate

No value

21

21% Belgium tax rate

No value

Tax

Category:*

VAT

Location:

i

Description:

Regime:

Taxable Amount:

Tax Rate Type:

i

Rate(%)

Tax Amount:

i

Exempt Detail:

(no value) ▾

Date Of Pre-Payment:

Law Reference:

Accounting Reference

Reference ID:

Use the table above to complete “the rate” – “description” and the “exempt detail” in case of 0 %
Click on “create”
“Next”
“Submit”

Create

Cancel

2. d. Other tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
1			Not Available				
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
1	<input checked="" type="checkbox"/>	SERVICE					

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

Tax

Category: VAT

Location: []

Description: []

Regime: []

Date Of Pre-Payment: []

Law Reference: []

Taxable Amount: []

Tax Rate Type: []

Rate(%): []

Tax Amount: []

Exempt Detail: (no value) []

Date Of Supply: []

Triangular Transaction

Rate	Description	Exempt details
0	Export tax rate	Exempt
0	Art 44 Belgium tax code	Exempt
0	Art. 20 co-contractant (reverse charge)	Exempt
0	Intra-comm tax rate	Exempt
12	12% Belgium tax rate	No value
6	6 % Belgium tax rate	No value
21	21% Belgium tax rate	No value

Sometimes, the different vat rate are not proposed . The only option that you get is « Other tax » or « VAT »- select what you get. Follow the steps above to configure the VAT manually. For Bebat – Auvibel – Recupel taxes, click here.

Update

Save

Exit

Next

2. d. Other tax

Tax Category: VAT Discount Add to Included Lines

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

Service Period: Service Start Date: Service End Date:

Tax

Category: * VAT Remove

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail: (no value)

Date Of Pre-Payment:

Date Of Supply:

Law Reference:

Triangular Transaction

Line Item Actions

1. "Next"
2. "Submit"

Thank You

More info?

www.proximus.com/suppliers/ariba

