

Comment facturer sur Ariba Network?



Agenda

1. Avant de commencer la facturation (slide 3)
2. Comment facturer le bon de commande en Ariba
 - 2.a.ligne détail – configuré (slides 11-15)
 - 2.b. ligne détail – à configurer (slides 16-19)
 - 2.c.. Blanket PO – à configurer (slides 20-24)
 - 2.d. Autre taxe (slides 25-26)



1. Avant de facturer: bon à savoir



Assurez-vous que votre bon de commande est bien sur Ariba Network



Le bon de commande doit être au moins partiellement exécuté.



N'envoyez pas la même facture en PDF ou lettre !

1. Avant de facturer: bon à savoir



1

L'enregistrement de votre compte s'est fait via une invitation envoyée par Proximus.

2

La configuration de votre compte a été faite comme c'est expliqué ici.

3

Vous ne facturez que le service presté et/ou la marchandise délivrée.

2. Comment facturer le PO en Ariba?

Notification de bon de commande non reçue/perdue?
→ Utilisez la procédure: comment retrouver le bon de commande.

1. Ouvrez la notification
2. Cliquez on « process order » (=traiter le bon de commande)
3. Connectez-vous à votre compte Ariba Network

Proximus S.A. de droit public - sent a new Purchase Order

"Proximus S.A. de droit public - TEST"
Proximus S.A. de droit public - TEST sent a new Purchase Order 45... 08/05/2020

Process order

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

To: JAR-BRITISH SOFTWARE CORPORATION (TEST)
275 SPENCER STREET
EDMONTON, AB, T4B 1A9
Canada (Test)

Purchase Order
(New)
Amount: 5 000 EUR
Version: 1

Phone:
Fax:
Email: jar@ariba.com

Payment Terms

Purchase Order: [blurred]

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. Expéditeur

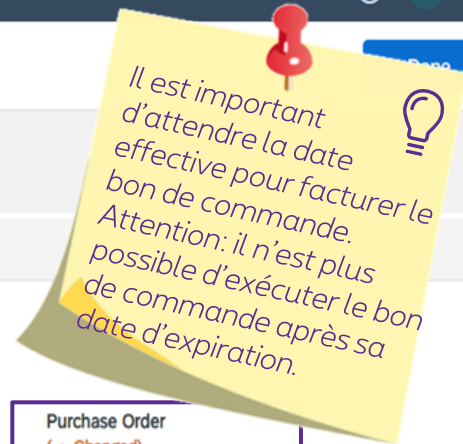
To:
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]

2. Destinataire

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

3. Numéro de bon de commande

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



2. Comment facturer le PO en 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

Cette section comprend deux parties:
1. Invoice header = l'entête de facture

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

2. Comment facturer le PO en Ariba?

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

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		BE01 10390004 1000 - 1000 - 1000 1000		1	H87	115,000.00 EUR	115,000.00 EUR

Price Unit Quantity: 1

Description:

Et les éléments à facturer (= Line items).



Line Item Actions ▾

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. Comment facturer le PO en Ariba?

Create Invoice

Update

Save

Exit

Next

Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: # [redacted]

Invoice #:* |

Invoice Date:* 4 Mar 2021

Service Description:

Remit To

Belgium

Bill To: Proximus SA / NV

Brussel / Bruxelles

Belgium

Subtotal: [redacted] EUR

Total Tax: 0.00 EUR

Amount Due: [redacted] EUR

View/Edit Addresses

1. Invoice# = numéro de facture
2. Invoice date = date de création de facture(J-10 maximum)
3. Bill to= l'absence de message bloquant signifie que votre compte bancaire a été correctement rajouté à votre compte Ariba.
4. View/Edit addresses = voir le compte bancaire bénéficiaire

Shipping

Header level shipping ⓘ

Line level shipping ⓘ

Ship From: [redacted]

Ship To: [redacted]

View/Edit Addresses

Deliver To: [redacted]

2.a. ligne détail configuré

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

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-BORCOCKA (encl. - MAT - 115% H87)"/>	<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

↳

NE JAMAIS utiliser l'option « delete » (=supprimer) pour supprimer la ligne qui ne doit pas être facturée.
Excluez la ligne en question en utilisant le bouton fonctionnel vert dans la colonne « inclure ».

Update

Save

Exit

Next

2.a. ligne détail configuré

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= Quantité: il est possible de facturer une quantité inférieure
Up date= mettre à jour : utilisez cette fonction si la quantité est adaptée.

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="BOUT DE BRONZE 10mm - H87 - 1000000000"/>	<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. ligne détail configuré

Supplier VAT

Customer VAT

Supplier VAT/Tax ID:*

Customer VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Sélectionnez d'abord « Tax category » (=catégorie de taxe)
Dans le menu déroulant, choisissez le bon taux de TVA.
Cliquez sur « Add to included lines » = « ajouter articles inclus »

Add to Header ▼

Line Items

Insert Line Item Options

Tax Category:

0% VAT / export tax rate

Shipping Documents

Special Handling

Discount

Add to Included Lines

No.

Include

Type

Part #

Description

Customer Part #

Quantity

Unit

Unit Price

Subtotal

1



MATERIAL

BEU BOECKER 1000 - MAT - 1000 1000

1

H87

115,000.00 EUR

115,000.00 EUR

Pricing Details

Price Unit: H87

Price Unit Quantity: 1

Unit Conversion: 1

Description:

Tax



Line Item Actions ▼

Delete

Reset Tax from PO

Update

Save

Exit

Next

i
Si vous choisissez 0% de TVA, sélectionnez "exempt" dans "Exempt details".
Le menu déroulant "Exempt detail" apparaîtra dès que vous aurez sélectionné le taux de TVA.

2.a. ligne détail configuré

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="MATERIAL - H87 - 115,000.00 EUR"/>	<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. ligne détails à configurer

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		Empty/Blank Invoice (B Consult 2021)						

Add/Update ▼



Line Item Actions ▼

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. b. ligne détail à configurer

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	Viewing PO's Invoice - 60 - Consult 603							
---	--	--	---------------	---	--	--	--	--	--	--	--



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 à configurer

Supplier VAT/Tax ID:

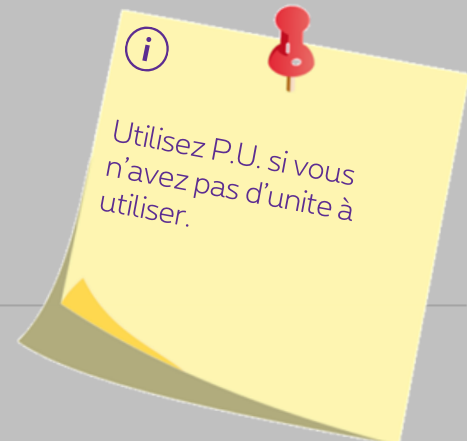
Supplier Commercial Identifier:

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: ▾ Discount

Add to Included Lines

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

Supplier VAT/Tax ID: *

Supplier Commercial Identifier: *

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * BEO202239951

Supplier Legal Form: * Corporation



! Si vous choisissez 0% de TVA, sélectionnez "exempt" dans "Exempt details"

Add to Header ▾

Line Items

Selection « catégorie de taxe »
Choisissez le bon taux de TVA dans le menu
Cliquez sur « ajouter aux articles inclus »

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:



Add/Update ▾

Tax

2.c. Blanket PO – à configurer

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 – à configurer

Supplier VAT/Tax ID:*

Supplier Commercial*

Identifier:

Supplier Commercial

Credentials:

Add to Header ▾

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

1. Sélectionnez la ligne d'article
2. "Create" = "créer"
3. "Service" = "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. Complétez la quantité
2. Complétez le prix unitaire
3. Complétez la période du service presté si cela est nécessaire

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

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. Allez dans le menu déroulant des Actions sur les articles
2. Sélectionne “taxe” pour rajouter le taux de TVA

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 – à configurer

Service Period

Service Start Date:

Service End Date:

Tax

Category: * VAT

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail: (no value)

Date Of Pre-Payment:

Law Reference:

Accounting Reference

Reference ID:

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

Utilisez le tableau ci-dessus pour compléter le taux de TVA – la description et éventuellement l'exemption dans le cas d'un taux de 0 %
Cliquez sur "créer"
"suivant"
"Soumettre"

Create

Cancel

2. d. Autre taxe

Tax Category: VAT Discount

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:

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	Pas de valeur
6	6 % Belgium tax rate	Pas de valeur
21	21% Belgium tax rate	Pas de valeur

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

Si vous choisissez « Other tax » (=« autre taxe », faites vous aider par le tableau ci-dessus pour choisir le bon taux et la description qui lui correspond. N'oubliez pas de compléter l'exemption dans le cas d'un taux de 0% Pour la taxe Bebat – Auvibel – Recupel, cliquez ici.

Update

Save

Exit

Next

2. d. Autre taxe

Tax Category: VAT Discount

Add to Included Lines

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

Add/Update ▾

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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

Remove

Line Item Actions ▾

Delete

Reset Tax from PO

Update

Save

Exit

Next

Thank You

More info?

www.proximus.com/suppliers/ariba

