

Hoe begint u met factureren op Ariba Network?



Agenda

1. Voordat u begint met factureren (slide 3)
2. Hoe factureert u de PO in Ariba?
 - 2.a. PO line item – geconfigureerd (slides 11-15)
 - 2.b. PO line item – te configureren(slides 16-19)
 - 2.c. Blanket PO – te configureren(slides 20-24)
 - 2.d. Andere belastingen(slides 25-26)



1. Vóór de facturering: goed om te weten



Zorg ervoor dat u PO beschikbaar is in Ariba Network



De PO moet geheel of gedeeltelijk uitgevoerd zijn



Stuur GEEN PDF-factuur.

1. Before to start invoicing



1

U heeft uw Ariba-account geregistreerd via de uitnodiging die door Proximus is verzonden.

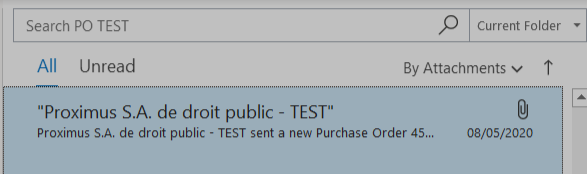
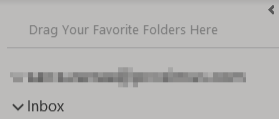
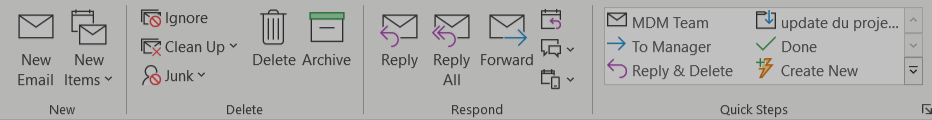
2

Uw account is geconfigureerd zoals hier uitgelegd.

3

U factureert alleen de geleverde goederen en/of diensten.

2. Hoe een PO factureren in Ariba



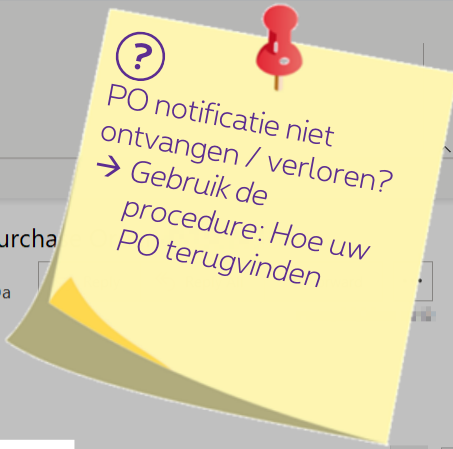
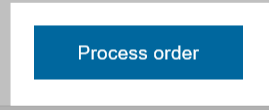
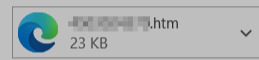
Proximus S.A. de droit public -

sent a new Purcha



"Proximus S.A. de droit public -

<ordersender-prod@



1. Open uw PO notificatie
2. Klik op « process order »
3. Login op uw Ariba Netwok account

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 BRIDGE STREET
LITTLETON - CO - 80120
USA

Phone:
Fax:
Email: ariba@ariba.com

Purchase Order
(New)
Amount: 5000 EUR
Version: 1

Payment Terms



Purchase Order: [redacted]

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. Afzender

To:
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]
 [redacted]

2. Ontvanger

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

3. PO nummer

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

Wacht op de ingangsdatum (= startdatum) om de PO te factureren. U kunt de PO niet verwerken na de vervaldatum.

2. Hoe een PO factureren in Ariba



Purchase Order: **47200007144**

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:

Proximus SA / NV
Rue de la Woluwe 62
1200 Brussels
Belgium
Phone: +32 (0) 2 2054000
Fax: +32 (0) 2 2054040
Email: ariba@proximus.be

Purchase Order

(+ Changed)

47200007144

Amount: **4000000** EUR
(Previous Version)

Payment Terms ⓘ

Net 30
100 Days Net

Company Information
Company Address
Company Contact
Company Country (EU)
Company Currency (EUR)
Company Tax ID
Company VAT ID

Region
State
City
Phone
Fax

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

Messages

2. Hoe een PO factureren in Ariba

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

Deze stap bestaat uit 2 delen
1. The invoice header.

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

2. Hoe een PO factureren in Ariba

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="BOL BOLBOODOL (see - BOLT - 1/2\"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="H87"/>	<input type="text" value="115,000.00 EUR"/>	<input type="text" value="115,000.00 EUR"/>

Price Unit Quantity: 1

Description:

2. En « line items »



Line Item Actions ▾

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. Hoe een PO factureren 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

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

[View/Edit Addresses](#)

Service Description:

Remit To:

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

1. Invoice# = factuurnummer
2. Invoice date = datum waarop factuur werd aangemaakt(J-10 maximum)
3. Bill to= Als u geen blokkeringsbericht ontvangt, is uw bankrekening correct aan uw Ariba account toegevoegd.
4. View/Edit addresses = de gebruikte bankrekening controleren

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

2. Hoe een PO factureren in Ariba

Supplier VAT

Supplier VAT/Tax ID:*

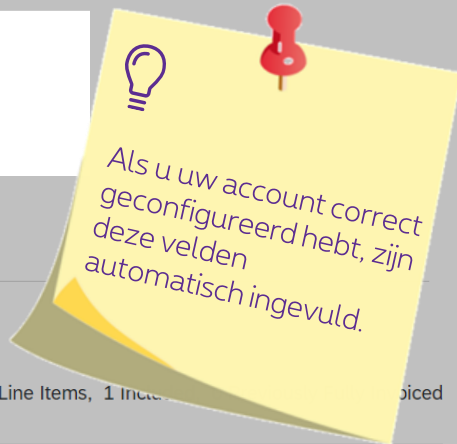
Supplier Commercial* Identifier:

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"/>	<input type="text" value="BOL-BORDERED (see - MAT - 4894 4894)"/>	<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

↳

2.a. PO lijn geconfigureerd

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="BOL-BOLBOODOL (bol - bol) - 1150000000"/>	<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 lijn geconfigureerd

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= Het is mogelijk om minder te factureren dan wat Proximus heeft besteld
Up date= klik op « update » als je de hoeveelheid wilt aanpassen

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 - 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 lijn geconfigureerd

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Selecteer « Tax category »
Selecteer het juist BTW-tarief uit het keuzemenu
Klik op « Add to included lines »

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-BE0202239951-0001-0001-0001"/>	<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

↳

1 Line Item is included



Als u 0% BTW selecteert, kies dan "exempt" in "Exempt details". Het keuzemenu "Exempt detail" verschijnt van zodra u het BTW-tarief hebt gekozen.

Update

Save

Exit

Next

2.a. PO lijn geconfigureerd

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="BOL-BOL-BOEKEN-BOEK - H87 - 11515 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. PO lijn geconfigureerd

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:

0% VAT / export tax rate



Discount

Add to Included Lines

No.

No.

Include

Type

Part #

Description

Customer Part #

Quantity

Unit

Unit

Unit Price

Subtotal

1

Not Available

Blank/4407 Invoice (B Consult 2021)

Add/Update ▼



Line Item Actions ▼

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. b. PO lijn geconfigureerd

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 - BE - Contact DCL							
---	--	--	---------------	---	--	--	--	--	--	--	--



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 lijn geconfigureerd

Supplier VAT/Tax ID: *

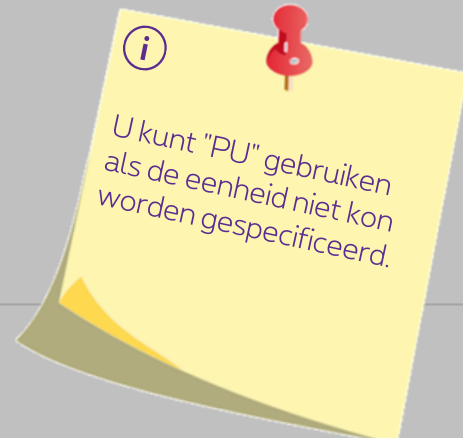
Supplier Commercial Identifier:

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	[Redacted]							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 lijn geconfigureerd

Supplier VAT/Tax ID:*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*



Als u 0% BTW selecteert, kies dan "exempt" in "Exempt details"

Add to Header ▾

Selecteer « Tax category »
Selecteer het juist BTW-tarief uit het keuzemenu
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

Als u het keuzemenu met de verschillende BTW-tarieven niet ziet, ga dan naar slide 25.

2.c. Blanket PO – te configureren

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 – te configureren

Supplier VAT/Tax ID:*

Supplier Commercial*
Identifier:

Supplier Commercial
Credentials:

Add to Header ▾

Customer VAT

Customer VAT/Tax ID:*

Supplier Legal Form:*

1. Selecteer “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

2.c. Blanket PO – te configureren

Create

Cancel

1. Vul de hoeveelheid in
2. Vul de eenheidsprijs in
3. De "Service period" is niet verplicht, maar kan worden ingevuld

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. Keuzemenu: “Line Item Actions”
2. Selecteer “tax” om het BTW-tarief toe te voegen.

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 – te configureren

Service Period

Service Start Date:

Service End Date:

Tarief

Omschrijving

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:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%)

Tax Amount:

Date Of Pre-Payment:

Law Reference:

Accounting Reference

Reference ID:

i

Exempt Detail:

(no value) v

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. Andere belastingen

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:

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

Tarief	Omschrijving	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

Als u "Overige belastingen" kiest, gebruik dan de tabel hierboven om u te helpen het juiste tarief en de juiste omschrijving te kiezen. Vergeet niet de vrijstelling voor een 0%-tarief in te vullen.

2. d. Andere belastingen

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 Taxable Amount: Remove

Location: Tax Rate Type:

Description: Rate(%):

Regime: Tax Amount:

Exempt Detail: (no value)

Date Of Pre-Payment: Date Of Supply:

Law Reference: Triangular Transaction

Line Item Actions

1. Klik op "Next"
2. Klik op "Submit"

Update

Save

Exit

Next

Thank You

More info?

www.proximus.com/suppliers/ariba

