



SAP ARIBA • SAP FIELDGLASS • SAP S/4HANA

# Ariba Network – Standard Account – Global & EMEA Submitting Invoices for Ralph Lauren

INTERNAL

# Submitting Invoices for Ralph Lauren

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- [Submitting PO Invoices](#)
- [Submitting Non-PO Invoices](#)

# Submitting PO Invoices for Ralph Lauren

- Begin the process of creating an Invoice by locating the Purchase Order sent to your email address
- Click “**Process Order**” to Log In to your Ariba Network Standard Account, and begin the Invoicing process

The screenshot shows an email client interface. At the top, the sender is identified as "Ralph Lauren - TEST" with the email address <ordersender-prod@ansmtp.ariba.com>. The recipient is listed as "To: Myers, Travis". On the right side, there are three action buttons: "Reply", "Reply All", and "Forward". The date and time of the message are shown as "Mon 5/25/2020 9:". Below the header, there is an information icon and a note: "If there are problems with how this message is displayed, click here to view it in a web browser. We could not verify the identity of the sender. Click here to learn more." A file attachment is visible, named "9000109268.htm" with a size of "21 KB". The main body of the email contains the following text: "Ralph Lauren - TEST sent a new order". Below this, there is a warning in orange text: "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." This is followed by the text: "Your customer sent you this order through Ariba Network." The Ralph Lauren logo is displayed, with the text "RALPH LAUREN" in a large, serif font, and "TEST ORDER - DO NOT FULFILL !" in a smaller, red, sans-serif font below it. At the bottom right of the email content, there is a prominent blue button labeled "Process order".

# Submitting PO Invoices for Ralph Lauren

- If you cannot locate your original interactive email containing the “Process Order” button, you also have the ability to resend yourself a copy
- After logging into your account, on the Home Tab you will see an “Orders, Invoices and Payments” dashboard. Depending on when the PO you’re looking to invoice was originally sent, you may need to adjust the dashboard filters (see recommended settings below)
- There are a number of different tiles on the dashboard where you can navigate to locate the PO based on its status and once you have you can then choose “Select” > “Send me a copy to take action” which will trigger a new “Process Order” email

Orders, Invoices and Payments

Ralph Lauren: Last 200 Documents

0 New Purchase Orders

0 Orders to Confirm

0 Orders that Need Attention

2 Purchase Orders

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4200224647	Ralph Lauren	Invoiced	\$1,995.00 USD	11 Sep 2020	\$1,995.00 USD	Select
4200180812	Ralph Lauren	Invoiced	\$3,992.00 USD	23 Jun 2020	\$3,992.00 USD	Select

Send me a copy to take action

# Submitting PO Invoices for Ralph Lauren

- This will take you to the Purchase Order Details page which will include all of the details associated with the PO
- After reviewing the details and have confirmed that everything is correct, you can then select “Create Invoice > “Standard Invoice”

Purchase Order: 9000099850 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

Order Detail | Order History

## RALPH LAUREN

TEST ORDER - DO NOT PLACE!

**From:**  
Ralph Lauren  
Attn: Accounts Payable Dept  
PO Box 35868  
GREENSBORO, NC 27425-5868  
United States

**To:**  
RALPH LAUREN TEST SUPPLIER - TEST - TEST  
50 BROADWAY  
Hawthorne, NY 10001  
United States  
Phone:  
Fax:  
Email: [Shradha.Trivedi@ralphlauren.com](mailto:Shradha.Trivedi@ralphlauren.com)

**Purchase Order**  
(New)  
9000099850  
Amount: \$ 8,750.00 USD  
Version: 1

**Payment Terms** ⓘ  
NET-45 Routing Status: Sent

**Comments**  
Comment Type: Terms and Conditions  
Body: To view Ralph Lauren Terms and Conditions on Purchase Order, go to <http://press.ralphlauren.com/termsinomearch.html>

**Other Information**  
Title: Photoshoot Black Friday  
Company Code: 1000  
Purchasing Unit Name: PU01  
[View more](#) >

**Ship All Items To**  
RALPH LAUREN  
650 MADISON AVENUE  
NEW YORK, NY 10022  
United States  
Ship To Code: 78558 1000  
Phone: +1 (201) 5316333  
Email: [nobody@arantpa.ariba.com](mailto:nobody@arantpa.ariba.com)

**Bill To**  
Ralph Lauren  
Attn: Accounts Payable Dept  
PO Box 35868  
GREENSBORO, NC 27425-5868  
United States

**Deliver To**  
Rachal Truehart  
RALPH LAUREN

**Line Items** [Show Item Details](#)

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	<a href="#">Details</a>
	Model Jessica Jones							
2	Not Available	Material		10 (EA)	30 Nov 2019	\$300.00 USD	\$3,000.00 USD	<a href="#">Details</a>
	Model Mary Smith							
3	Not Available	Material		5 (EA)	30 Nov 2019	\$420.00 USD	\$2,100.00 USD	<a href="#">Details</a>

# Submitting PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will reflect all of the line items included and any additional charges applied
- Note: Required fields will be noted with an asterisk (\*)
- The first two required fields are:
  - Invoice #
  - Invoice Date (will automatically populate the current date, but can be backdated up to 45 days)

Create Invoice

Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

Summary

Purchase Order:	9000099850
Invoice #:	*
Invoice Date:	7 Oct 2020
Service Description:	
Supplier Tax ID:	
Remit To:	208 CHAPEL STREET
	NEWTON , MA United States
Bill To:	Ralph Lauren
	GREENSBORO , NC United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$8,750.00 USD
Total Net Amount:	\$8,750.00 USD
Amount Due:	\$8,750.00 USD

View/Edit Addresses

# Submitting PO Invoices for Ralph Lauren

- As a Global Vendor, you will need to ensure you are selecting the appropriate Remit To Address on your invoice
- The address that automatically populates in this field will be the one which you have selected as the Default in your account under “Company Settings” > “Remittances”, but can be changed on the invoice creation in the “Remit To” dropdown
- If you have any questions regarding your remittance information, please see the Ralph Lauren Remittance Guide located here: <https://support.ariba.com/item/view/183808>

Create Invoice Update

▼ Invoice Header

Summary

Invoice #:	TEST123	Subtotal:	£0.00 GBP
Invoice Date:	19 Oct 2019	Total Tax:	£0.00 GBP
Service Description:		Amount Due:	£0.00 GBP
Remit To:	271 Pittsburgh Drive		
Choose Address:	271 Pittsburgh Drive		
	123 Berlin Way		
Bill To:	RALPH LAUREN AUSTRIA GMBH		

# Submitting PO Invoices for Ralph Lauren

- If your company address is located in the US, you will see the “Tax” section present at the Header Level (see below)
  - If your company address is located in EMEA, you will need to enter tax information at the Line Item Level (see slides 13-14)

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:*	Sales Tax	▼
Location:	<input type="text"/>	
Description:	<input type="text"/>	
Regime:	<input type="text"/>	

Taxable Amount:	\$0.00 USD
Tax Rate Type:	<input type="text"/>
Rate(%):	5
Tax Amount:	\$0.00 USD

- The “Taxable Amount” is a reflection of the line items present on the invoice, but will update automatically as you make any changes in the Line Items section (ex. you exclude a line item because you’re submitting a partial invoice)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
  - If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

# Submitting PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
  - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA  
United States

Email:\* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

**Supplier VAT**

Supplier VAT/Tax ID:

**Customer VAT**

Customer VAT/Tax ID:

**Add to Header** ▼

# Submitting PO Invoices for Ralph Lauren

- An “\*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

## \*Attachments

The total size of all attachments cannot exceed 100MB

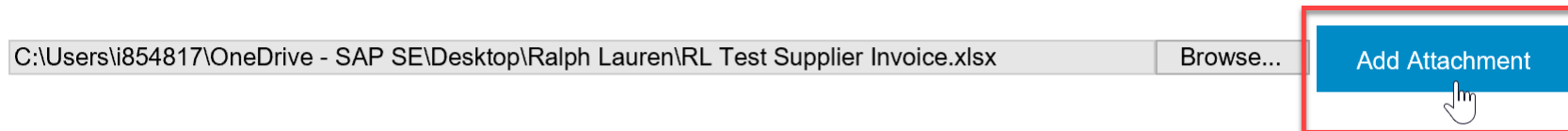


A screenshot of the SAP interface showing the Attachments section. It features a long, empty grey text input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A mouse cursor is positioned over the "Browse..." button.

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

## \*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the Attachments section after a file has been selected. The grey text input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment". A red rectangular box highlights the "Add Attachment" button, and a mouse cursor is pointing at it.

# Submitting PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

## \*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

[↪ Delete](#)

# Submitting PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to review is the “Line Items” section
- The full amounts which were included on the PO will automatically be populated to be included on the invoice, so if you are only submitting a partial invoice at this time, you would just want to adjust the “Quantity” field and click “Update” which will adjust the subtotals present in the “Line Items” section as well as in the “Taxable Amount” field of the header level “Tax” section for US-based invoices

Insert Line Item Options

Tax Category: Sales Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Jessica Jones		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
Additional Fields Color: <input type="text"/>									
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Mary Smith		<input type="text" value="10"/>	EA	\$300.00 USD	\$3,000.00 USD
Additional Fields Color: <input type="text"/>									
<input type="checkbox"/> 3	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Mark Truehart		<input type="text" value="5"/>	EA	\$450.00 USD	\$2,250.00 USD
Additional Fields Color: <input type="text"/>									
<input type="checkbox"/> 4	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Model Chris Smith		<input type="text" value="2"/>	EA	\$250.00 USD	\$500.00 USD
Additional Fields Color: <input type="text"/>									

Line Item Actions

Turn on Error Dump  Hide/Show XML

# Submitting PO Invoices for Ralph Lauren

- As mentioned previously, tax for EMEA-based supplier invoices will need to be populated at the Line Level
- To accomplish this you will want to check the box for “Tax Category”, select the appropriate Tax Category from the dropdown menu of options, check the box next to the line items which you would like to apply tax to, and then select “Add to Included Lines”

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% VAT / Dom sale goods/...  Special Handling  Discount

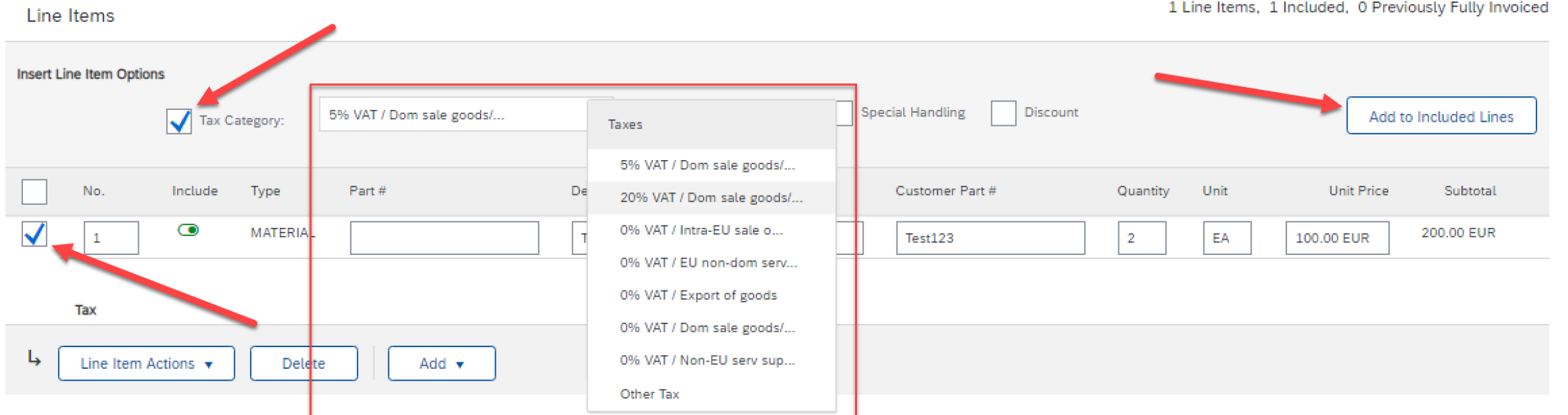
<input type="checkbox"/>	No.	Include	Type	Part #	De	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIA			Test123	2	EA	100.00 EUR	200.00 EUR

Tax

Line Item Actions

Taxes

- 5% VAT / Dom sale goods/...
- 20% VAT / Dom sale goods/...
- 0% VAT / Intra-EU sale o...
- 0% VAT / EU non-dom serv...
- 0% VAT / Export of goods
- 0% VAT / Dom sale goods/...
- 0% VAT / Non-EU serv sup...
- Other Tax



# Submitting PO Invoices for Ralph Lauren

- After selecting “Add to Included Lines”, additional tax details will populate and automatically be calculated based on the Tax Category selection you had made in the dropdown menu (the auto-calculated “Tax Amount” can then be seen reflected as a part of the total in the header of the invoice creation screen)

Insert Line Item Options

Tax Category: 20% VAT / Dom sale goods/...  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL		Test123	Test123	2	EA	100.00 EUR	200.00 EUR

**Tax**

Category: 20% VAT / Dom sale goods/... Remove

Location:

Description: Dom sale goods/serv

Regime:

Date Of Pre-Payment:

Law Reference:

VAT Explanation:

Taxable Amount: 200.00 EUR

Rate(%): 20

Tax Amount: 40.00 EUR

Exempt Detail: (no value)

Date Of Supply: 26 Aug 2020

Triangular Transaction

**Additional Fields**

Line Item Actions Delete Add

**Invoice Header**

**Summary**

Invoice #: TEST123

Invoice Date: 10 Oct 2019

Service Description:

Subtotal: 200.00 EUR  
Total Tax: 40.00 EUR  
Amount Due: 240.00 EUR

# Submitting PO Invoices for Ralph Lauren

- After adding any additional charges and making any necessary updates in the “Line Items Section” you can review the totals present at the top of the invoice creation screen to ensure everything is correct and then select “Next”

Create Invoice

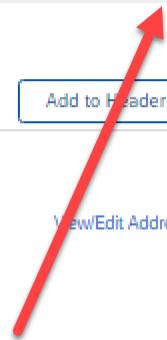
Update Save Exit **Next**

Invoice Header \* Indicates required field Add to Header ▾

Summary

Purchase Order: 9000099850

Invoice #:

Invoice Date:  

Service Description:

Supplier Tax ID:

Remit To:  ▾

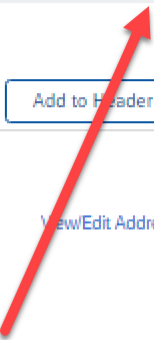
NEWTON , MA  
United States

Bill To: Ralph Lauren

GREENSBORO , NC  
United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$700.00 USD
Total Gross Amount:	\$9,450.00 USD
Total Net Amount:	\$9,450.00 USD
Amount Due:	\$9,450.00 USD

[View/Edit Addresses](#)



# Submitting PO Invoices for Ralph Lauren

- This will take you to a final review screen where you can again check that all details of the invoice are correct and select “Submit”

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.  
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: TEST1234567	Subtotal: \$8,750.00 USD
Invoice Date: Wednesday 7 Oct 2020 8:47 AM GMT-04:00	Total Tax: \$700.00 USD
Original Purchase Order: 9000099850	Total Gross Amount: \$9,450.00 USD
	Total Net Amount: \$9,450.00 USD
	Amount Due: \$9,450.00 USD

<b>REMIT TO:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 208 CHAPEL STREET NEWTON , MA 02458 United States Remit To ID: 0100029517:0100029517	<b>BILL TO:</b> Ralph Lauren Postal Address (Default): Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868 United States Address ID: 10000	<b>SUPPLIER:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001 United States
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<b>BILL FROM:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001	<b>CUSTOMER:</b> Ralph Lauren Postal Address: Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868
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# Submitting PO Invoices for Ralph Lauren

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- Once you've submitted your invoice, you will receive a confirmation email from the address [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
- The confirmation email will have a PDF copy of the invoice you've just submitted attached for you reference
- Also in the email will be a "View Invoice" button which you can use to easily access the invoice in Ariba and monitor its status



**View Invoice**

- For more information on how to access and monitor the invoices you've submitted, please reference the Standard Account Home Screen & Dashboard guide here: <https://support.ariba.com/item/view/183805>
- For all documentation (guides/videos/support links) available to assist you as you transact on the Ariba Network, please reference the Ralph Lauren Standard Account Supplier Information Portal here: <https://support.ariba.com/item/view/193326>

# Submitting Non-PO Invoices for Ralph Lauren

- Begin by logging into your Ariba Network Account
- In the upper right corner of the Home Tab, select “Create” > “Non-PO Invoice”

The screenshot displays the Ariba Network Home Tab interface. The top navigation bar includes tabs for HOME, INBOX, OUTBOX, CATALOGS, REPORTS, and MESSAGES. On the right side of the navigation bar, there are dropdown menus for 'External Document' and 'CSV Documents'. A red box highlights the 'Create' dropdown menu, which is open, showing options for 'Non-PO Invoice' and 'Contract Invoice'. The 'Non-PO Invoice' option is selected, indicated by a mouse cursor. Below the navigation bar, the main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 24 hours'. The main content area displays a summary of key metrics: Purchase Orders (0), Invoices (0), Payments Received (0), and Pinned Documents (0). Below the summary is a table with columns for Invoice Number, Customer, Reference, Date, Amount, Invoice Status, and Action. The table is currently empty, displaying the message 'You do not have any Invoices.' On the right side of the interface, there is a mobile app promotion section titled 'Now we're mobile. Check it out.' with buttons for 'Download on the App Store' and 'ANDROID APP ON Google play'. Below the mobile app promotion is a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%.

# Submitting Non-PO Invoices for Ralph Lauren

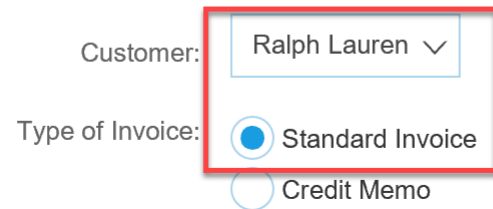
- On the following screen, select “Ralph Lauren” as your customer and “Standard Invoice” as your invoice type, then click “Next”
- If you do not see Ralph Lauren in the “Customer” dropdown or you are being prompted for a “Customer Code”, then you have not yet established a relationship with Ralph Lauren and should reach out to [RL-Supplier-Enablement@ralphlauren.com](mailto:RL-Supplier-Enablement@ralphlauren.com)

Create Non-PO Invoice



The screenshot shows the 'Create Non-PO Invoice' screen. On the right side, there are two buttons: a blue 'Next' button and a white 'Exit' button with a blue border. The 'Next' button is highlighted with a red rectangular box.

For a trading relationship already on Ariba Network



The screenshot shows the 'For a trading relationship already on Ariba Network' screen. It features two main fields: 'Customer:' and 'Type of Invoice:'. The 'Customer:' field is a dropdown menu with 'Ralph Lauren' selected and a downward arrow. The 'Type of Invoice:' field has two radio button options: 'Standard Invoice' (which is selected) and 'Credit Memo'. A red rectangular box highlights both the 'Customer:' dropdown and the 'Standard Invoice' radio button.

# Submitting Non-PO Invoices for Ralph Lauren

- You will be taken to the invoice creation screen where you can begin to enter the details of your invoice
- The totals listed at the top of the invoice will remain \$0.00 until you add line items to the invoice (see slides 10-12)
- Note: Required fields will be noted with an asterisk (\*)
- The first two required fields are:
  - Invoice #
  - Invoice Date (can be backdated up to 45 days)

Create Invoice

Update

Exit


Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

## Summary

Invoice #:	*	TEST123
Invoice Date:	*	31 Oct 2019 
Service Description:		
Supplier Tax ID:		

<b>Subtotal:</b>	<b>\$0.00 USD</b>
Total Tax:	\$0.00 USD
Total Gross Amount:	\$0.00 USD
Total Net Amount:	\$0.00 USD
<b>Amount Due:</b>	<b>\$0.00 USD</b>

[View/Edit Addresses](#)

# Submitting PO Invoices for Ralph Lauren

- As a Global Vendor, you will need to ensure you are selecting the appropriate Remit To Address on your invoice
- The address that automatically populates in this field will be the one which you have selected as the Default in your account under “Company Settings” > “Remittances”, but can be changed on the invoice creation in the “Remit To” dropdown
- If you have any questions regarding your remittance information, please see the Ralph Lauren Remittance Guide located here: <https://support.ariba.com/item/view/183808>

Create Invoice Update

▼ Invoice Header

Summary

Invoice #:	TEST123	Subtotal:	£0.00 GBP
Invoice Date:	19 Oct 2019	Total Tax:	£0.00 GBP
Service Description:		Amount Due:	£0.00 GBP
Remit To:	271 Pittsburgh Drive		
Choose Address:	271 Pittsburgh Drive		
	123 Berlin Way		
Bill To:	RALPH LAUREN AUSTRIA GMBH		

# Submitting Non-PO Invoices for Ralph Lauren


- As a Global Vendor, you will also need to ensure you are selecting the appropriate Bill To Address
- When taken to the invoice creation screen the Bill To Address will automatically be defaulted to “RL\_Austria”
- If a different Bill To Address should be associated with this invoice you can select it from the “Bill To” dropdown
- Note that if you are submitting a US invoice, there will be only 1 “US” Bill To option and it will be present at the end of the list

▼ Invoice Header

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Summary

Invoice #: + TEST123

Invoice Date: + 19 Oct 2019 

Service Description:

Remit To: 123 Berlin Way

Berlin

Germany

Subtotal: £0.00 GBP  
Total Tax: £0.00 GBP  
Amount Due: £0.00 GBP


Choose Address: RL\_Austria

Bill To:

- RL\_France\_RalphLaurenParisSAS
- RL\_France\_RalphLaurenSaintBarth
- RL\_France\_RLRetailFranceSAS
- RL\_Germany
- RL\_Greece\_RalphLaurenGreeceEPE
- RL\_Greece\_RLHellasResortsEPE
- RL\_Ireland\_RalphLaurenIrelandLtd

Shipping

Header level

 Please be sure to check that the Bill To address reflects the actual RL shipping location.

# Submitting Non-PO Invoices for Ralph Lauren

- If your company address is located in the US, you will see the “Tax” section present at the Header Level (see below)
  - If your company address is located in EMEA, you will need to enter tax information at the Line Item Level (see slides 34-35)

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:*	Sales Tax	▼
Location:	<input type="text"/>	
Description:	<input type="text"/>	
Regime:	<input type="text"/>	

Taxable Amount:	\$0.00 USD
Tax Rate Type:	<input type="text"/>
Rate(%):	5
Tax Amount:	\$0.00 USD

- The “Taxable Amount” is a reflection of the line items present on the invoice, but will update automatically as you make any changes in the Line Items section (ex. you exclude a line item because you’re submitting a partial invoice)
- You will also need to populate either the “Rate” or “Tax Amount” – populating one will automatically calculate the other
  - If you do not need to add tax to your invoice, you will still need to populate “0” in these fields

# Submitting Non-PO Invoices for Ralph Lauren

- For EMEA invoices, in the “Shipping” section you will also need to update the “Ship To” address as it will automatically default to a US address and needs to reflect the correct Ship To Country

The screenshot displays the SAP shipping management interface. On the left, the 'Shipping' section shows 'Header level shipping' selected. A yellow warning box states: 'Please be sure to change the default header and line level address to reflect the actual RL ship-to address.' Below this, 'Ship From' is set to 'Travis' Trucks - TEST' with address 'Milan, Milano, Italy'. A red box highlights the 'Ship To' information: 'Ralph Lauren - TEST, New York City, NY, United States'. A red arrow points from this box to the 'View/Edit Addresses' dialog box on the right.

**VIEW/EDIT ADDRESSES**

\* Indicates required field

**Ship From**

Name:\* INTERNATIONAL MANAGEMENT GROUP U  
Department Name:  
Address 1:\* Bishops Square  
Address 2:  
Address 3:  
Address 4:  
City:\* London  
State:\* London, City of [GB-LND]  
Postal Code:\* E1 6AD  
Country/Region:\* United Kingdom [GBR]  
This selection will refresh the page content.

**Ship To**

Name:\* Ralph Lauren - TEST  
Department Name:  
Address 1:\* 625 Madison Ave  
Address 2:  
Address 3:  
City:\* New York City  
State:\* New York [US-NY]  
Zip:\* 10022-1801  
Country/Region:\* United States [USA]  
This selection will refresh the page content.  
Deliver To:

OK Cancel

# Submitting Non-PO Invoices for Ralph Lauren

- For EMEA invoices, in the “Additional Fields” section you will also need to populate the Sold To address (see below)
- If you do not see the correct Sold To Address in the list of selections in the dropdown, you can select “Search more” at the bottom of the list to view additional options

## Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Travis' Trucks - TEST**  
Milan  
Milano  
Italy

Bill From: **Travis' Trucks - TEST**  
Milan  
Milano  
Italy

Tax paid through a Tax Representative

### Supplier VAT

Supplier VAT/Tax ID: \*

Supplier Commercial Identifier:

Choose Address:

Customer:

Email: +

Customer VAT:

Customer VAT/Tax ID:

## SELECT CUSTOMER (SOLD TO) ADDRESS

Name:

	Name	Address	VAT / Tax ID ↑
<input type="radio"/>	RALPH LAUREN MADRID SL	Calle Serrano 26 28001 Madrid Madrid Spain	
<input type="radio"/>	RALPH LAUREN MAGAZACILIK VE	Istinye Bayiri cad. Istinyepar 34460, Sariyer/Istanbul Turkey	
<input type="radio"/>	RALPH LAUREN MILAN SRL	Via San Barnaba 27 20122 Milano Milano Italy	
<input type="radio"/>	RALPH LAUREN NETHERLANDS BV	WTC Tower A Strawinskylaan 817 1077 XX Amsterdam Netherlands	
<input type="radio"/>	RALPH LAUREN POLAND SPOLKA Z.O.O.	ul. 9 Próżna /II Pietro, 00-107 Warsaw	
<input type="radio"/>	RALPH LAUREN PORTUGAL UNIPESSOAL LDA	Poland Ed. Premium R. M. Serrano N9-5 Miraflores, Lisbon 1105.172	

# Submitting Non-PO Invoices for Ralph Lauren

- Also in the “Additional Fields” section you will be able to change the “Supplier” & “Bill From” addresses if necessary
- Note that the country populated for the “Supplier” address is the one which will dictate whether you must enter tax at the header or the line item level

## Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Travis' Trucks - TEST**

Milan  
Milano  
Italy

Choose Address



[View/Edit Addresses](#)

Customer: **Ralph Lauren**

New York City , NY  
United States

Email:\*

[View/Edit Addresses](#)

Bill From: **Travis' Trucks - TEST**

Milan  
Milano  
Italy

# Submitting Non-PO Invoices for Ralph Lauren

- The last item you'll need to populate in the "Additional Fields" section is the Customer "Email"
- This should be the email address of your purchasing agent contact at Ralph Lauren (not your own email address)

## Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Travis' Trucks - TEST**

Milan  
Milano  
Italy

Bill From: **Travis' Trucks - TEST**

Milan  
Milano  
Italy

Choose Address

Customer: **Ralph Lauren**

New York City , NY  
United States

Email:\*

[View/Edit Addresses](#)

[View/Edit Addresses](#)

# Submitting Non-PO Invoices for Ralph Lauren

- Below the “Additional Fields” section you will see “Supplier VAT” section
- Here you will need to populate your organization’s proper VAT/Tax ID for the invoice you’re creating as well as populate the proper Ralph Lauren “Customer VAT/Tax ID” (a list of which can found at <https://support.ariba.com/item/view/193568>)

Supplier: **Travis' Trucks - TEST**  
Milan  
Milano  
Italy

Choose Address:  View/Edit Addresses

Customer: **Ralph Lauren**  
New York City , NY  
United States

Email: \*  View/Edit Addresses

Bill From: **Travis' Trucks - TEST**  
Milan  
Milano  
Italy

Tax paid through a Tax Representative

**Supplier VAT**

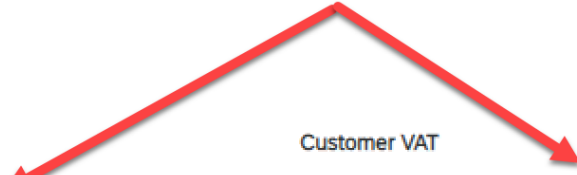
Supplier VAT/Tax ID: \*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: \*



# Submitting Non-PO Invoices for Ralph Lauren

- Next you will need to attach a copy of the invoice that you would typically email or mail to Ralph Lauren
  - Acceptable attachment formats are pdf,doc,docx,xls,xlsx,jpeg,png,msg,txt,jpg
- One the left side of the screen under the “Additional Fields section you will see a button labeled “Add to Header”
- Click the “Add to Header” button and select “Attachment” from the subsequent dropdown menu

Bill From: **Travis' Trucks**

Pittsburgh , PA  
United States

Email:\* BuyerContact@RalphLauren.com

[View/Edit Addresses](#)

**Supplier VAT**

Supplier VAT/Tax ID:

**Customer VAT**

Customer VAT/Tax ID:

**Add to Header** ▼

# Submitting Non-PO Invoices for Ralph Lauren

- An “\*Attachments” section will then populate directly above the “Add to Header” button
- Within that section, click “Browse...” – this will allow you to search and select the file from wherever you have it saved

## \*Attachments

The total size of all attachments cannot exceed 100MB

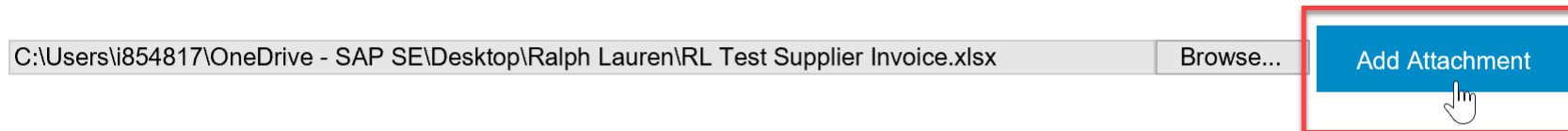


A screenshot of the SAP interface showing the Attachments section. It features a long, empty grey input field. To the right of the field is a light blue button labeled "Browse...". Further to the right is a blue button labeled "Add Attachment".

- After selecting the file, you will see the file location populated and will then need to select the “Add Attachment” button

## \*Attachments

The total size of all attachments cannot exceed 100MB



A screenshot of the SAP interface showing the Attachments section after a file has been selected. The grey input field now contains the file path: "C:\Users\i854817\OneDrive - SAP SE\Desktop\Ralph Lauren\RL Test Supplier Invoice.xlsx". The "Browse..." button is still present. The "Add Attachment" button is highlighted with a red rectangular border, and a mouse cursor is pointing at it.

# Submitting Non-PO Invoices for Ralph Lauren

- You will know you've successfully attached your invoice when it appears under the "Attachments" section as depicted below

## \*Attachments

The total size of all attachments cannot exceed 100MB

Browse... [Add Attachment](#)

Name	Size (bytes)	Content Type
<input type="checkbox"/> RL Test Supplier Invoice.xlsx	15758	application/octet-stream

[↪ Delete](#)

# Submitting Non-PO Invoices for Ralph Lauren

- The last portion of the invoice you will need to populate is the “Line Items” section
- Begin by clicking the “Add” button and selecting “Add Material”
  - ”Add Material” will be the only available option and what you will want to select regardless of whether or not you are providing a good or a service

## Line Items

**Insert Line Item Options**

Tax Category:   Discount

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

↳

# Submitting Non-PO Invoices for Ralph Lauren

- This will populate a new blank line item for which you can fill out the details as they are depicted on the invoice you attached
- The fields you will need to populate are:
  - **No.** – Put “1” for the first line item and continue on in that fashion if you need to add additional line items
  - **Description** – Feel free to give a brief description of the good or services you’re providing or instruct the reviewer to reference the invoice you’ve attached for more details
  - **Quantity** – This can be set to whatever is applicable to the details of your invoice
  - **Unit Price** – Can also be set to whatever is applicable to the details of your invoice
    - **Currency** – You will also want to input the 3 digit currency code in the Unit Price field to ensure the proper currency is being applied to the invoice (ex. USD, EUR, etc.)
- After these fields have been populated you will want to select the “Update” button

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		See attachment for details		1	EA	1000	

↳ [Line Item Actions](#) [Delete](#) [Add](#)

[Update](#) [Exit](#) [Next](#)

# Submitting Non-PO Invoices for Ralph Lauren

- As mentioned previously, tax for EMEA invoices will need to be populated at the Line Level
- To accomplish this you will want to check the box for “Tax Category”, select the appropriate Tax Category from the dropdown menu of options, check the box next to the line items which you would like to apply tax to, and then select “Add to Included Lines”

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

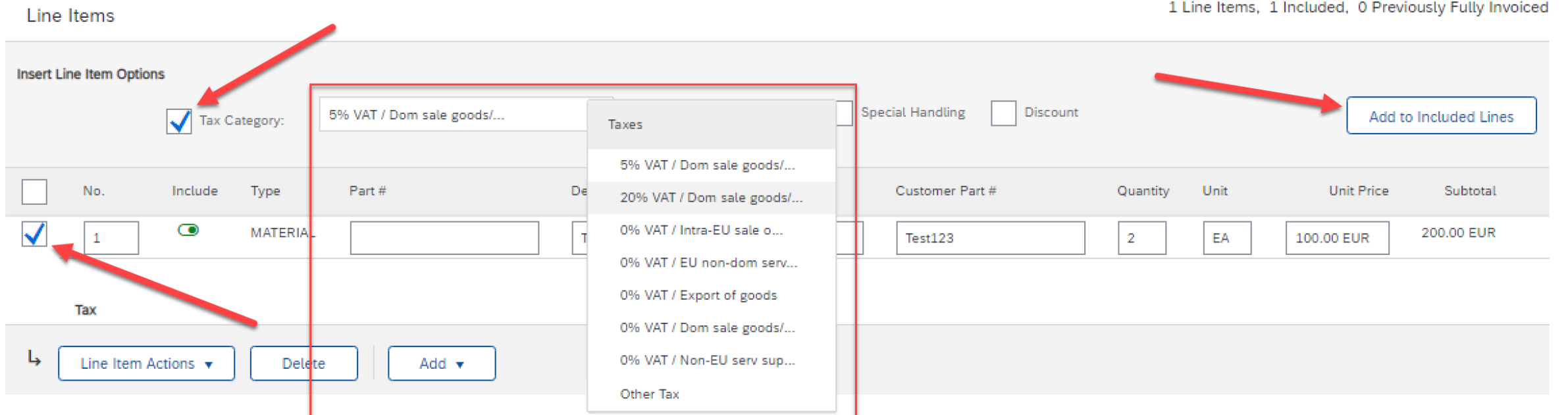
Tax Category: 5% VAT / Dom sale goods/...  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Type	Part #	De	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIA			Test123	2	EA	100.00 EUR	200.00 EUR

Tax

Taxes

- 5% VAT / Dom sale goods/...
- 20% VAT / Dom sale goods/...
- 0% VAT / Intra-EU sale o...
- 0% VAT / EU non-dom serv...
- 0% VAT / Export of goods
- 0% VAT / Dom sale goods/...
- 0% VAT / Non-EU serv sup...
- Other Tax



# Submitting Non-PO Invoices for Ralph Lauren

- After selecting “Add to Included Lines”, additional tax details will populate and automatically be calculated based on the Tax Category selection you had made in the dropdown menu (the auto-calculated “Tax Amount” can then be seen reflected as a part of the total in the header of the invoice creation screen

Insert Line Item Options

Tax Category: 20% VAT / Dom sale goods/...  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL		Test123	Test123	2	EA	100.00 EUR	200.00 EUR

**Tax**

Category: \* 20% VAT / Dom sale goods/... Remove

Location:

Description: Dom sale goods/serv

Regime:

Date Of Pre-Payment:

Law Reference:

VAT Explanation:

Taxable Amount: 200.00 EUR

Rate(%): 20

Tax Amount: 40.00 EUR

Exempt Detail: (no value)

Date Of Supply: \* 26 Aug 2020

Triangular Transaction

**Additional Fields**

Line Item Actions

**Invoice Header**

**Summary**

Invoice #: TEST123

Invoice Date: 10 Oct 2019

Service Description:

Subtotal: 200.00 EUR  
Total Tax: 40.00 EUR  
Amount Due: 240.00 EUR

# Submitting Non-PO Invoices for Ralph Lauren

- After adding any additional charges and making any necessary updates in the “Line Items Section” you can review the totals present at the top of the invoice creation screen to ensure everything is correct and then select “Next”

Create Invoice

Update Save Exit **Next**

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 9000099850

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To:  ▼

NEWTON , MA  
United States

Bill To: Ralph Lauren

GREENSBORO , NC  
United States

Subtotal:	\$8,750.00 USD
Total Tax:	\$700.00 USD
Total Gross Amount:	\$9,450.00 USD
Total Net Amount:	\$9,450.00 USD
Amount Due:	\$9,450.00 USD

[View/Edit Addresses](#)

# Submitting Non-PO Invoices for Ralph Lauren

- This will take you to a final review screen where you can again check that all details of the invoice are correct and select “Submit”

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.  
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: TEST1234567	Subtotal: \$8,750.00 USD
Invoice Date: Wednesday 7 Oct 2020 8:47 AM GMT-04:00	Total Tax: \$700.00 USD
Original Purchase Order: 9000099850	Total Gross Amount: \$9,450.00 USD
	Total Net Amount: \$9,450.00 USD
	Amount Due: \$9,450.00 USD

<b>REMIT TO:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 208 CHAPEL STREET NEWTON , MA 02458 United States Remit To ID: 0100029517:0100029517	<b>BILL TO:</b> Ralph Lauren Postal Address (Default): Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868 United States Address ID: 10000	<b>SUPPLIER:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001 United States
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<b>BILL FROM:</b> RALPH LAUREN TEST SUPPLIER - TEST - TEST Postal Address: 50 BROADWAY HAWTHORNE NY US Hawthorne , NY 10001	<b>CUSTOMER:</b> Ralph Lauren Postal Address: Attn: Accounts Payable Dept PO Box 35868 GREENSBORO , NC 27425-5868
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# Submitting Non-PO Invoices for Ralph Lauren

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- Once you've submitted your invoice, you will receive a confirmation email from the address [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
- The confirmation email will have a PDF copy of the invoice you've just submitted attached for you reference
- Also in the email will be a "View Invoice" button which you can use to easily access the invoice in Ariba and monitor its status



**View Invoice**

- For more information on how to access and monitor the invoices you've submitted, please reference the Standard Account Home Screen & Dashboard guide here: <https://support.ariba.com/item/view/183805>
- For all documentation (guides/videos/support links) available to assist you as you transact on the Ariba Network, please reference the Ralph Lauren Standard Account Supplier Information Portal here: <https://support.ariba.com/item/view/193326>