

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Purchase Order: 4501199470

Done

Create Order Confirmation

Create Service Sheet

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

AA Services (UK) Ltd

20 Carlton House Terrace

London

SW1Y 5AN

United Kingdom

Phone: +44 () 44207968888

Fax: +44 () 442079688500

To:

Corp UK Multi Bank Test V2

First Avenue

London

City of London

NW4 2RL

United Kingdom

Phone:

Fax:

Email: js5517391@gmail.com

Purchase Order

(New)

4501199470

Amount: \$50,000.00 AUD

Version: 1

Payment Terms

0.00% 0

Pay immediately

Routing Status: Sent

External Document Type: Standard PO (NB)

Contact Information

Supplier Address

CORP UK MULTI BANK TEST V2

FIRST AVE, 11

LONDON

EC1Y 4SB

United Kingdom

Email: js5517391@gmail.com

Phone: +44 (44020) 123111

Address ID: A01121

Sales

Sales Man

Phone: + () 44020 123333

transactionCategoryOrType: Service PO

Ship All Items To

AA SERVICES UK

20 Carlton House Terrace

London

SW1Y 5AN

United Kingdom

Ship To Code: X023

Location Code: X023

Bill To

AA Services (UK) Ltd

20 Carlton House Terrace

London

SW1Y 5AN

United Kingdom

Phone: +44 () 44207968888

Fax: +44 () 442079688500

buyerID: X023

Deliver To

Line Items

Show Item Details

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
10		Service		1.0 (AU)	4 Sep 2020	\$50,000.00 AUD	\$50,000.00 AUD	\$0.00 AUD	Details
Software Licenses - Test									

Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00

Received by Arriba Network on: Saturday 9 May 2020 9:59 PM GMT+02:00

This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Arriba Network.

Service Sheet Required.

Sub-total: \$50,000.00 AUD

Est. Total Tax: \$ 0.00 AUD

Est. Grand Total: \$50,000.00 AUD

Create Order Confirmation

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Resend

Done

Please Note:
Unplanned / Ad hoc Service Orders require suppliers to add their own line on the invoice, populating details of their invoice.

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EXTERNAL

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Purchase Order: 4501199470 Done

☒ Create Order Confirmation ☐ Create Service Sheet ☒ Create Invoice Print + [Download PDF](#) [Download CSV](#) [Resend](#)

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

From:
AA Services (UK) Ltd
20 Carlton House Terrace
London
SW1Y 5AN
United Kingdom
Phone: +44 () 442079688888
Fax: +44 () 442079688500

To:
Corp UK Multi Bank Test V2
First Avenue
London
City of London
NW4 2RL
United Kingdom
Phone:
Fax:
Email: js5517391@gmail.com

Purchase Order (Confirmed)
4501199470
Amount: \$50,000.00 AUD
Version: 1

Payment Terms ⓘ
0.00% 0
Pay immediately

Contact Information
Supplier Address
CORP UK MULTI BANK TEST V2
FIRST AVE, 11
LONDON

Sales
Sales Man
Phone: + () 44020 123333

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [Quote 9470](#)

- 1 Click on **Create Invoice** and select **Standard Invoice**
- 2 Populate your company's physical Inv nr in the **Invoice #*** field.
- 3 Populate your company's physical Inv date in the **Invoice Date*** field. Payment terms get calculated from this date.

Create Invoice Update Save Exit Next

!Please correct the following errors and resubmit

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

Summary

Purchase Order: 4501199471

Invoice #*: INV9471ABC

Invoice Date*: 4 May 2020

Service Description:

Remit To: Corp UK Multi Bank Test V2

London
City of London
United Kingdom

Bill To: AA Services (UK) Ltd

London
United Kingdom

Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Amount Due: \$0.00 AUD

[View/Edit Addresses](#)

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



1

Service Start Date: 4 May 2020

Service End Date: 4 May 2020

3

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

Supplier VAT

2

Supplier VAT/Tax ID: * GB1000100

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

4

Choose File No file chosen Add Attachment

Name

TEST SES ATTACHMENT INV.pdf

Delete

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType: Service PO

Add to Header ▾

- 1 Enter **Service Start Date** and **Service End date**.
- 2 **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr. If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time they create an invoice.
- 3
- 4 Click on **Add to header** button drill down and select **Attachment**, this will then open a section further down in the invoice document.

Click on choose file / browse to fetch your Invoice from your saved documents (must be in PDF format) and then click on **Add Attachment**.

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HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
10			Software Licenses - Test								

7 1 ☒ SERVICE TCPT LICENSE 1 EA \$6,790.00 AUC \$6,790.00 AUC

Service Period Service Start Date: Service End Date:

Additional Fields

8

Additional Fields

If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

- 1 Click on **Add/Update** button then select **Add General Service**.
- 2 In the **Description** field populate description as per description of the service rendered on physical invoice.
- 3 **DO NOT** populate anything under **Part #** field.
- 4 Populate 1 in the Quantity field
- 5 Always populate **Unit** (Unit of Measure) field with EA.
NB! EA must always be UPPERCASE.
- 6 Populate **Unit Price** as per amount of your invoice exclusive of VAT/Tax.
- 7 Tick check box of the line item.
- 8 Click on **Line Item Actions** and select **Tax** from the drop down.
- 9 **DO NOT** populate anything under **Customer Part #** field.

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



10 Software Licenses - Test Add/Update

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		TCPT LICENSE		1	EA	\$6,790.00 AUD	\$6,790.00 AUD

Service Period: Service Start Date: Service End Date:

Tax: Category*: VAT 1 Location: Description: Regime: Taxable Amount: \$6,790.00 AUD Tax Rate Type: Rate(%): 20 2 Tax Amount: \$1,358.00 AUD Exempt Detail: (no value) Supply: 4 May 2020

Additional Fields: If you are adding unplanned service line in UPPERCASE. Line Item Actions: Delete Reset Tax from PO

Standard Tax Selections: Sales VAT GST HST PST QST Usage Withholding Tax Other Tax Configure Tax Menu

Update Save Exit Next 3

1 Populate **Category*** field with **VAT** selected from the drop down list.

2 Populate **Rate(%)** field with Tax/VAT percentage as per invoice.

3 Click on **Update** and then **Next**.

4 Check invoice detail is all correct then click on **Submit**.

5 Click on Exit

Create Invoice Previous Save Submit 4 Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:United Kingdom. The document's destination country is:United Kingdom. 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: INV9471ABC Subtotal: \$6,790.00 AUD
Invoice Date: Monday 4 May 2020 12:00 PM GMT+02:00 Total Tax: \$1,358.00 AUD
Original Purchase Order: 4501199471 Amount Due: \$8,148.00 AUD

SERVICE PERIOD
Start Date : 4 May 2020
End Date : 4 May 2020

REMIT TO: BILL TO: SUPPLIER:
Corp UK Multi Bank Test V2 AA Services (UK) Ltd Corp UK Multi Bank Test V2

Invoice INV9471ABC has been submitted.
5
• Print invoice of the invoice.
• Exit invoice creation.

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HOW TO RESUBMIT INVOICE FOR UNPLANNED/AD HOC PURCHASE ORDERS



HOW TO RESUBMIT A REJECTED INVOICE FOR AN UNPLANNED PO



Purchase Order: 5505371590

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) [Print](#) [Download PDF](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1346

To:
EXTREME CONSULTING (PTY) LTD-TEST
445 MAYHEM STREET
NIGEL
Gauteng 1491 South Africa
Phone: 011 2230002
Fax:
Email: extremeconsultingmay@gmail.com

Purchase Order
(Partially Invoiced)
5505371590
Amount: R 598,750.00 ZAR
Version: 1

Payment Terms
60 Days from month end

Contact Information
Supplier Address
EXTREME CONSULTING (PTY) LTD
445 MAYHEM STREET
NIGEL
1491 South Africa
Email: extremeconsultingmay@gmail.com
Phone: +27 () 011 2230002
Address ID: 126001
buyerID: 126001

Buyer
Test ID
Email: testuser@angloamerican.com

Other Information
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

Routing Status: Acknowledged
Related Documents: [INV1591](#)
[INV1591](#)
[INV1590A](#)
[More\(4\) >](#)

1 Routing Status: Acknowledged
Related Documents: [INV1591A](#)
[INV1591A](#)
[INV1591](#)
[More\(5\) >](#)

Invoice: INV1591

[Edit](#) [Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

2 Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
DOC-1: cXML InvoiceDetailRequest queued
INV-35: The invoice status has been successfully updated to Rejected by Anglo American - TEST. Description: Incomplete Signat
DOC-1:
Incomplete Signatures on Invoice
[Edit & Resubmit](#)

3

Status
Invoice: Rejected
Routing: Rejected
Invoice Number: INV1591
Invoice Date: Wednesday 15 Apr 2020 12:00 PM GMT+02:00
Original Purchase Order: 5505371590
Submission Method: Online
Origin: Supplier
Source Document: Order

Purchase Order: 4501199470

[Create Order Confirmation](#) [Create Service Sheet](#) [Create Invoice](#) [Download PDF](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

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[Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

From:
AA Services (UK) Ltd
20 Carlton House Terrace
London
SW1Y 5AN
United Kingdom
Phone: +44 () 442079688888
Fax: +44 () 442079688500

To:
Corp UK Multi Bank Test V2
First Avenue
London
City of London
NW4 2RL
United Kingdom
Phone:
Fax:
Email: j5517391@gmail.com

Purchase Order
(Confirmed)
4501199470
Amount: \$50,000.00 AUD
Version: 1

Payment Terms
0.00% 0
Pay Immediately

Contact Information
Supplier Address
CORP UK MULTI BANK TEST V2
FIRST AVE, 11
LONDON

Sales
Sales Man
Phone: + () 44020 123333

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [Quote 9470](#)

- 1 Click on rejected invoice under **Related Documents**, to open it.
- 2 The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc.
- 3 **DO NOT** Click on **Edit and Resubmit** to rectify mistake. A new Invoice needs to be created.
- 4 Click on the **Previous** button to take you back to the PO screen.
- 5 Click on **Create Invoice** and select **Standard Invoice**