

Ariba® Network Supplier Guide

Invoice Methods

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Grundfos Invoice Requirements

- **Requirements for invoices in Denmark – “common (normal)” invoices**
- Date of issue (invoice date)
- Consecutive numbering, which is based on one or more series, which uniquely identifies the specific invoice (invoice number)
- Seller's VAT registration number - VAT ID no. (CVR-nr./SE-nr. in Danish)
- Sellers and customers name and address
- Delivery date (if it is different from invoice date)
- Quantity/extent and nature of the delivered goods/services
- Unit price exclusive of VAT and any discounts, bonus and rebates, if they are not included in the unit price.
- The tax base amount, VAT rate and VAT amount
- If an invoice includes both taxable and VAT exempt supplies, it must be stated on the invoice, which supplies are taxable (with VAT). Supplies must be listed separately with separate counting.

Grundfos Invoice Requirements

Requirements for invoices to or from other EU countries

- Like the common invoices regarding purchase in the country of the issuing company, **and**
- The buyers VAT ID number (if not with foreign VAT).
 - Be aware that it is the correct VAT ID number e.g. GOE HU if the goods is delivered in HU.

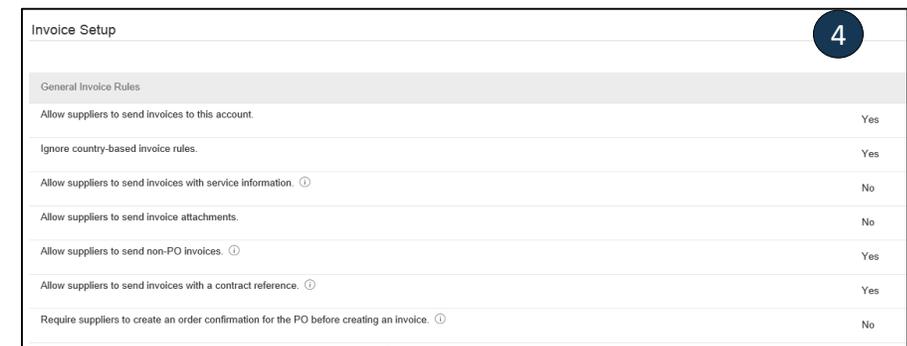
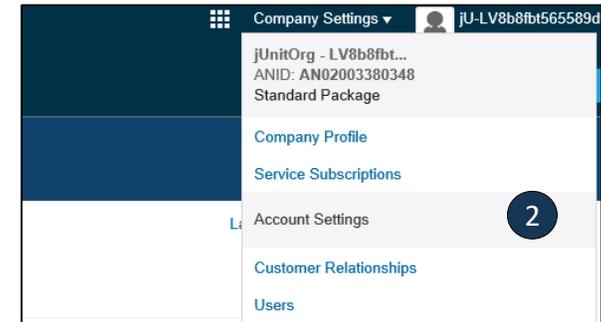
In addition **either**

- Indication that the supply is reverse charge/zero rated, **or**
- Include foreign VAT.

Review Grundfos Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Grundfos**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Grundfos** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



Create an Invoice via PO Flip

To create a PO flip invoice:

1. Select the **Action Invoice** next to the **Order Number** from the **Orders to Invoice** tab.

SAP Supply Chain Collaboration - Enterprise Account TEST MODE

Home | Inbox | Outbox | Quality | Catalogs | Reports | Upload/Download

Orders and Releases | All Customers | Order Number

Orders, Invoices and Payments | All Customers | Last 14

7 Orders to Invoice | 0 Orders that Need Attention | 0 Invoices Rejected | 15 Purchase Orders | More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4512408180	Grundfos - TEST	Partially Confirmed	6,599.34 DKK	6 Feb 2020	0.00 DKK	Select
4512408148	Grundfos - TEST	New	99.00 DKK	5 Feb 2020	0.00 DKK	Invoice
4512408075	Grundfos - TEST	Confirmed	374.00 DKK	31 Jan 2020	0.00 DKK	Hide

2. Complete information in the form of Invoice. Make sure that all required fields marked with asterisks (*) are filled in.

Create Invoice

Invoice Header

Summary

Purchase Order: 4512408180

Invoice #: []

Invoice Date: 11 Feb 2020

Service Description: []

Remit To: Test Supplier_ Hin Hørsen - TEST

Hørsens
Denmark

Bill To: Grundfos Operations A/S

Bjerringbro12345
Denmark

Subtotal: 6,599.34 DKK
Total Tax: 0.00 DKK
Total Amount without Tax: 6,599.34 DKK
Amount Due: 6,599.34 DKK

Shipping

Header level shipping (selected) | Line level shipping

Ship From: Test Supplier_ Hin Hørsen - TEST

Hørsens
Denmark

Ship To: Grundfos Operations
Aalestrup
Denmark

Deliver To: []

Payment Term

Net Term(days): []

Net Term* []

Discount or Penalty Term(days): []

Current Month + 1 Month

Create an Invoice via PO Flip

To create a PO flip invoice:

3. Select the VAT from the Tax Category dropdown list.
4. Click on Add to Included Lines.
5. Enter the Rate(%)
6. Click Next.
7. Review Invoice.
8. Click Submit.

Line Items

Insert Line Item Options

Tax Category: []

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- OST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Customer Part # 00ID2871 Quantity 3.33 Unit PCE Unit Price 1.98 DKK Subtotal 6,599.34 DKK

Price Unit Quantity: 1 Description:

Line Item Actions [] [Delete] [Add]

Insert Line Item Options

Tax Category: VAT

Shipping Documents Special Handling Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	763228	Contact disc	00ID2871	3.33	PCE	1.98 DKK	6,599.34 DKK

Price Unit: PCE Price Unit Quantity: 1 Unit Conversion: 1 Description:

Tax

Category: VAT

Location: []

Description: []

Regime: []

Date Of Pre-Payment: []

Law Reference: []

Taxable Amount: 6,599.34 DKK

Rate(%): 25

Tax Amount: []

Exempt Detail: (no value)

Date Of Supply: 11 Feb 2020

Triangular Transaction

Line Item Actions [] [Delete] [Add]

Update Save Exit Next

Subtotal: 6,599.34 DKK
Total Tax: 1,649.84 DKK
Total Amount without Tax: 6,599.34 DKK
Amount Due: 8,249.18 DKK

Previous Save Submit Exit

Add Invoice Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at Line Item Level (as a separate line with text referring to the additional cost).

1. If the charges are not included in the PO, you can add these at Header level

2. Select the type of charge from the dropdown:

Allowances and Charges

Service Code:* Packing Cost

Start Date:

Charge: - Select Rate or Amount -

! Required field

Mandatory fields are marked with red warning messages below the input boxes

Supplier: Test Supplier_ Hin Hørsen - TEST

Bjerringbro
Denmark

Bill From: Test Supplier_ Hin Hørsen - TEST

Bjerringbro
Denmark

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:* DK87691616

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header

- Shipping Documents
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

No.	Include	Type	Part #	Description
1	<input checked="" type="checkbox"/>	MATERIAL	763228	Contact disc

Add Invoice Allowances and Charges

Header Allowance and Charges

3. Type in the amount of charge and click on Add Tax to add VAT:

Allowances and Charges

Service Code:* 3 Description:

Start Date:

End Date:

Charge:

4. VAT amount is calculated after you entered the Rate(%)

Tax

Category:* 4 Taxable Amount:

Location:

Description:

Regime:

Rate(%):

Tax Amount: 2.50 EUR

Exempt Detail:

Date Of Pre-Payment:

Date Of Supply:*

Law Reference:

Triangular Transaction

The rest of the steps are the same as with the Invoice via PO Flip, ie.

5. Click Next.
6. Review Invoice.
7. Click Submit.

Create a Credit Memo

Line Level Detail

To create a line level credit memo against an invoice:

1. Select the **OUTBOX** tab and then **Invoices**.
2. Select your previously created invoice.
3. Click the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. Complete information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. Click **Next**.
6. Review Credit Memo.
7. Click **Submit**.

The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox' (selected), 'Quality', 'Catalogs', 'Reports', and 'Upload/Download'. Below the navigation is a section titled 'Invoices' with a 'Search Filters' button. A table lists invoices, with one row selected: 'Credit Memo', 'Test55a', 'Grundfos - TEST', '4512407782', 'Online', 'Supplier', 'Supplier'. Below the table are buttons for 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', and 'Copy'.

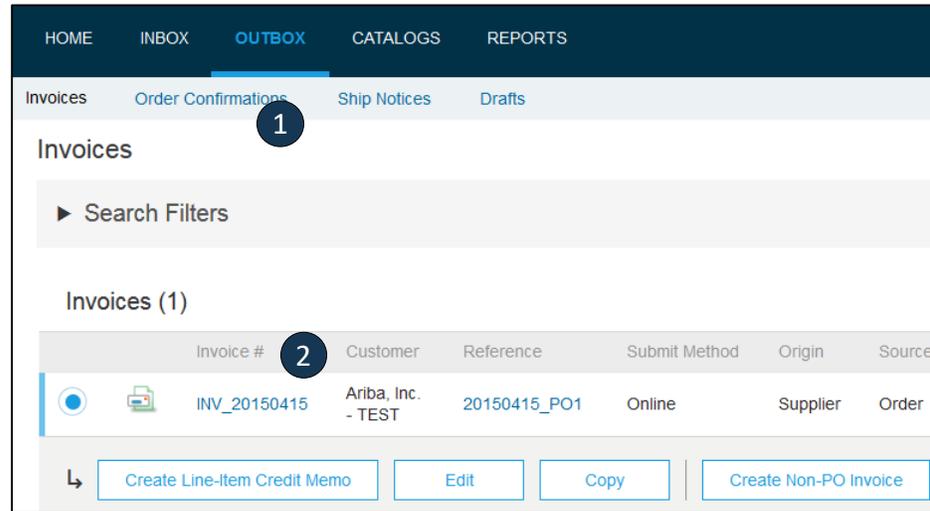
The screenshot shows the 'Insert Line Item Options' form. It includes a table with one line item: '1', 'MATERIAL', '140992', 'Support flthrust bearing', '140992', '-1', 'PCE', '125.78 DKK', '-125.78 DKK'. Below the table are sections for 'Pricing Details' and 'Tax'. The 'Tax' section includes fields for 'Category*' (VAT), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. The 'Pricing Details' section includes fields for 'Price Unit', 'Unit Conversion', 'Price Unit Quantity', 'Description', 'Taxable Amount', 'Rate(%)', 'Tax Amount', 'Exempt Detail', and 'Date Of Supply'. At the bottom are buttons for 'Line Item Actions', 'Delete', 'Update', 'Save', 'Exit', and 'Next'.

The screenshot shows a summary screen with the following values: Subtotal: -125.78 DKK, Total Tax: -31.45 DKK, Total Amount without Tax: -125.78 DKK, and Amount Due: -157.23 DKK. Below the summary are buttons for 'Submit', 'Save', and 'Exit'.

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On** the **Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click** Next, review the invoice, and save or submit it.



The screenshot shows the 'OUTBOX' tab selected in the top navigation bar. Below it, the 'Invoices' section is active, with a search filter dropdown. A table lists one invoice with the following details:

Invoice #	Customer	Reference	Submit Method	Origin	Source
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Below the table, there are four buttons: 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Copy' button is highlighted with a blue border. A red circle with the number '1' is placed over the 'Invoices' header, and another red circle with the number '2' is placed over the 'Copy' button.



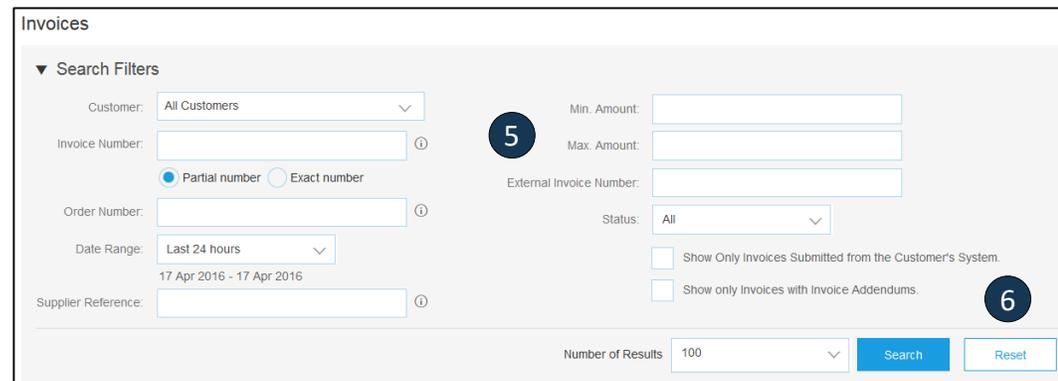
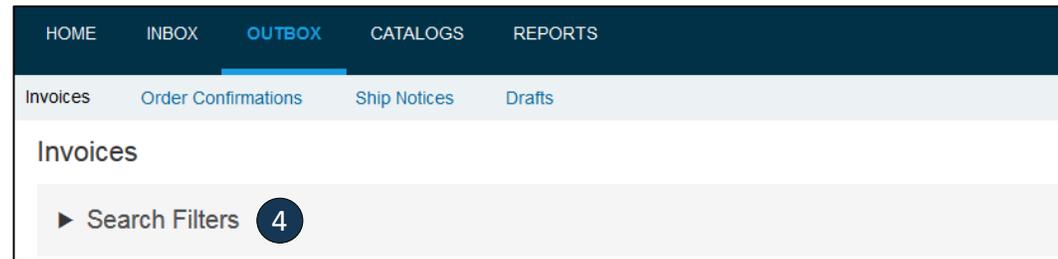
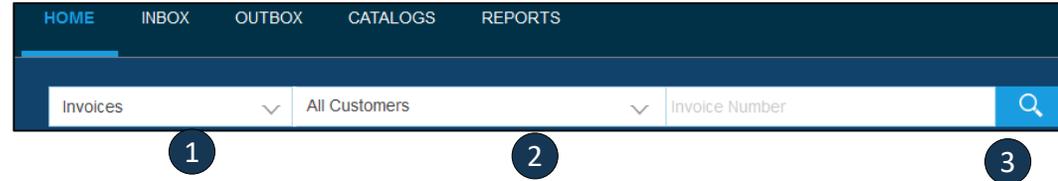
The screenshot shows the 'Invoice: INV_20150415' header. Below it, there are several buttons: 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. A blue 'Done' button is located in the top right corner.

Search for Invoice

(Quick & Refined)

Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
 2. Select Grundfos from Customer Drop down menu.
 3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.
- **Refined Search:** Allows a refined search of Invoices within up to 90 last days.
4. Search Filters from Outbox (Invoices).
 5. Enter the criteria to build the desired search filter.
 6. Click Search.



Check Invoice Status

Routing Status To Your Customer

- **Check Status:**

- If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.
- You can also check invoice status from the **Outbox** by selecting the invoice link.

- **Routing Status**

- Reflects the status of the transmission of the invoice to Grundfos via the Ariba Network.
- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Grundfos invoicing rules. Grundfos will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Grundfos invoicing application has acknowledged the receipt of the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

Create Line-Item Credit Memo Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History **1**

Standard Invoice

Invoice: INV_20150415 Done

Create Line-Item Credit Memo Copy This Invoice Cancel Download PDF Export cXML **4**

Detail Scheduled Payments History

Invoice: INV_20150415 To: Ariba, Inc. - TEST
Invoice Status: Sent Routing Status: Sent
Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
Submitted By: Klaus Püschel

History **2**

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Modify an Existing Invoice

Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. The 'OUTBOX' tab is selected. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, and a search filter is visible. A table lists two invoices:

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. A circled '4' is placed over the 'Edit' button.

The screenshot shows the details for invoice XYZ123456. At the top, it says 'Invoice: XYZ123456'. Below this, there are buttons for 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. At the bottom, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. A circled '3' is placed over the 'Copy This Invoice' button.

The screenshot shows a confirmation dialog titled 'Cancel Invoice?'. It asks 'Are you sure you want to cancel this invoice?' and has two buttons: 'Yes' and 'No'. A circled '3' is placed over the 'Cancel Invoice?' title.

Download Invoice Reports

Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

1

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

↳ Run Download Edit Copy Delete Create 2 Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. Enter required information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
4. Click **Next**.
5. Specify **Customer** and **Created Date** in Criteria.
6. Click **Submit**.
7. You can view and download the report in CSV format when its status is **Processed**.

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

The screenshot shows the 'Report' form with the 'Criteria' section selected. A dropdown menu is open, listing various report types. The 'Report Type' field in the form is set to 'Select'. The 'Next' and 'Exit' buttons are visible at the top right and bottom right of the form.

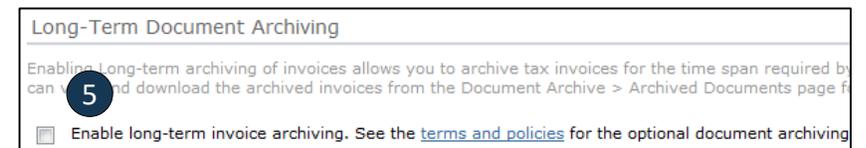
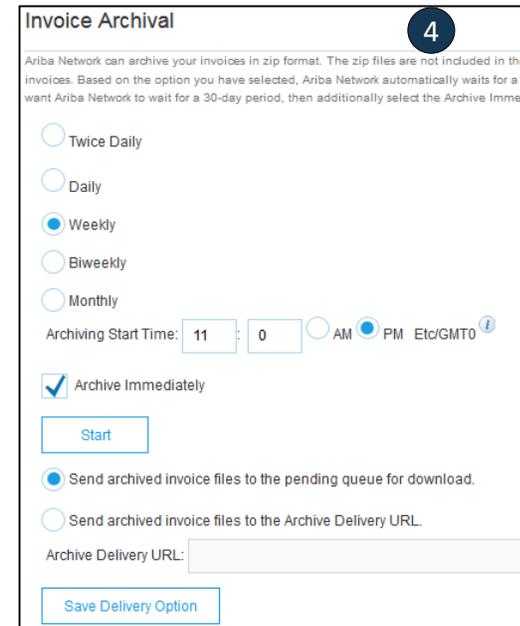
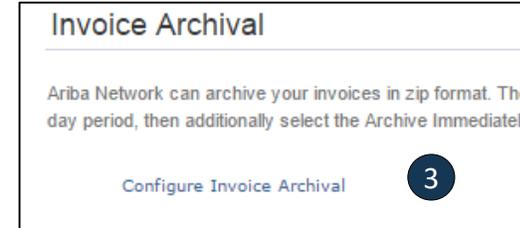
- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Tax Book
- Time Sheet

The screenshot shows the 'Report' form with the 'Criteria' section selected. The 'Customer' field is set to 'All Customers' and the 'Date Range' is set to '21 Feb 2017' to '28 Feb 2017'. The 'Filter Invoice By' dropdown is set to 'Date Invoice Created'. The 'Submit' button is highlighted. The 'Previous', 'Submit', and 'Exit' buttons are visible at the top right and bottom right of the form.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Ariba Network Help Resources



Customer Support

Supplier Information Portal

Additional Resources

[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration

https://support.ariba.com/Supplier_EnablementANID=AN01480939393&h=GK9AOpNebOuPmC2DBBVTGg



Enablement Business Process Support

- Business-Related Questions
- Email: ariba@grundfos.com



Supplier Information Portal

[How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Training & Resources

Grundfos Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update

Pending

Customer
Customer

Approve Reject

Current

Customer
<input type="checkbox"/> Ariba Inc. 2
<input type="checkbox"/> Pouliot Industries

Reject

Supplier Information Portal **3**

Company Settings

jUnitOrg - LV8b8ft...
ANID: AN02003380348
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships **1**

Users

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
- Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
- Information about downtime, new releases and new features

Troubleshoot Your Invoice Issues

How do I know
which type of
invoice to create?

What does this
error message
mean?

How do I cancel an
invoice that I've
sent?

How do I edit and
resubmit an invoice
that I've sent?

What should I do if
my invoice has
been rejected?

Can I resend a
failed or rejected
invoice with the
same invoice
number?

How do I tell when
my invoice will be
paid?

[Back to Invoicing](#)

**Thank you for joining the
Ariba Network!**