User Guide

Supplier – Invoicing in Ariba Network

January 2023
Version: 1.2

Contents

1 Using this Document

This User Guide is designed to be used as a reference document for suppliers for the creation of invoices in Ariba Network for IKEA Purchase Orders.

2 Introduction to Ariba for Suppliers

Ariba Network connects suppliers and customers, buyers and sellers, enabling them to do business together.

IKEA uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers.

Ariba Network is the recommended method for suppliers to transact with IKEA, e.g. send invoices.

3 Invoicing in Ariba Network

What?
An invoice identifies the goods or services a supplier has provided to a customer and the amount to be paid for these.

Who?
Suppliers to IKEA should create invoices for goods in Ariba Network by converting a Purchase Order into an invoice. This process is known as PO Flip.

Suppliers to IKEA should create invoices for services in Ariba Network by converting an approved Service Entry Sheet (SES) into an invoice.

When?
Invoices should be created as and when goods/services have been provided to IKEA.

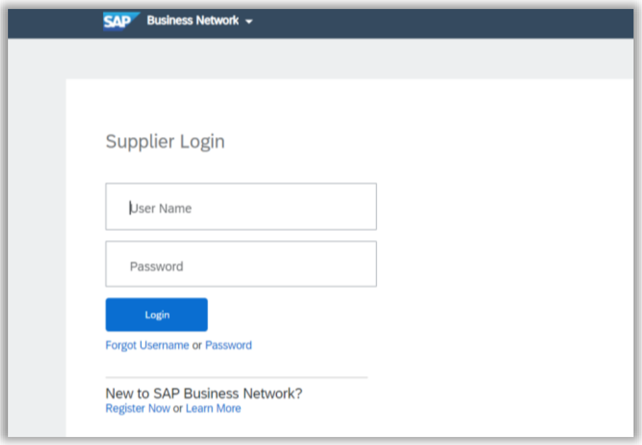
Why?
By following the correct process, a supplier can expect speedier payment of their invoices. If the invoice cannot be automatically verified, it will need to be reviewed which may result in payment delays.

Remember
Only use Ariba to send invoices.
Invoices submitted via any other channel may be subject to delays in processing and payment.

4 Logging on to Ariba Network

1. Access the Ariba Network by using the link below:
   service.ariba.com

2. The **Supplier Login** page is displayed.



3. Enter your user name in the **User Name** field.
   Hint: User name is in email format.

4. Enter your password in the **Password** field.

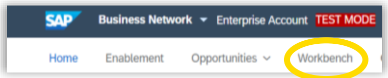
5. Click **Login**.

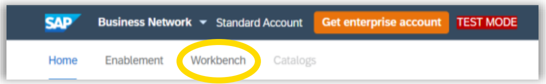
5 How do I?

5.1 Create an Invoice for Goods

5.1.1 Open the Purchase Order

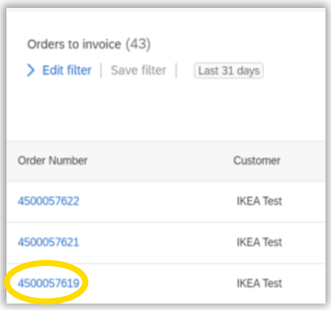
1. On the **Business Network** screen click on **Workbench.**





2. Click on the **Orders** tile.

3. A list of Purchase Orders is displayed.



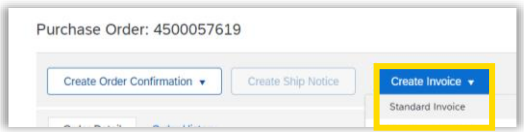
4. Click on the Order Number 45nnnnnnnn of the Purchase Order to be invoiced.

   Tip: Edit filter search criteria if the required Purchase Order is not shown e.g. update Creation date range.

5. The selected Purchase Order is displayed.

   Review the PO details to check that it is the correct PO.

6. Click on **Create Invoice** then select **Standard Invoice**.



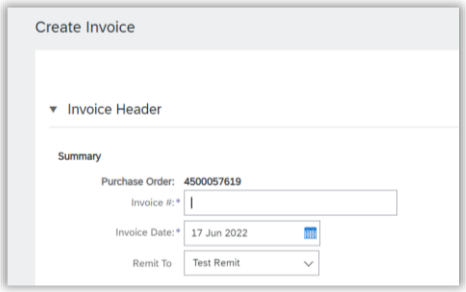
5.1.2 Complete Invoice Header

1. The **Create Invoice** screen is displayed.
   Note: Fields marked with * must be completed.

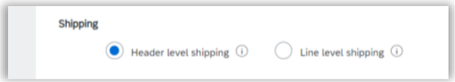
2. **Invoice#:**
   Enter your Invoice number

> **Warning**
> Invoice number must be unique and max 16 characters.
>
> Failure to comply with the above will result in delays in invoice processing.

3. **Invoice Date#:**
   Defaults to current date, update as required.
   Note: Invoices cannot be backdated.



4. **Shipping**
   Shipping is set at header level by default.



5. Scroll or page down to the **Supplier VAT** and **Customer VAT** section of the screen.

   Note: Fields to be completed in this section may vary according to the different Purchase Order/Invoice scenarios

6. **Supplier VAT**
   Supplier VAT/Tax ID
   Auto populated from supplier account profile.

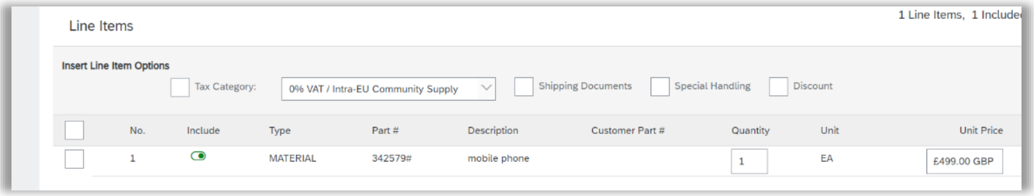
7. **Supplier Commercial Identifier:**
   Enter the number under which the company is registered if required.

8. **Customer VAT**
   Enter Customer VAT/Tax ID if required.

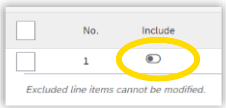
5.1.3 Complete Invoice Line Items

1. Scroll or page down to the **Line Items** section of the screen.

2. All line items on the Purchase Order are added to (included in) the invoice by default.



3. Line items can be removed from the invoice if required, e.g. items not yet delivered, by clicking the left of the Include toggle button



Excluded

Note: A dot on the left indicates the item will not be invoiced (excluded), a dot on the right indicates the items will be invoiced (included).

Note: Lines identified as excluded cannot be changed.

4. For each of the line items on the invoice check:

a. **Quantity**

Note: The entry in the quantity field shows the quantity still to be invoiced and considers any previous invoices.

Update the quantity to be invoiced as required

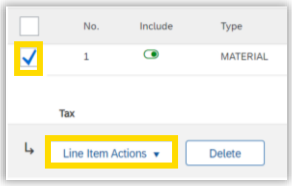
E.g. scenario: order quantity is 20, 10 have been delivered therefore only 10 to be invoiced. Quantity in this scenario should be changed from 20 to 10. A second invoices can be created when the remaining 10 are delivered.

b. **Price**

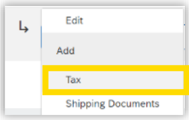
Note: Price defaults from the Purchase Order.

5.1.4 Add Tax to Line Item

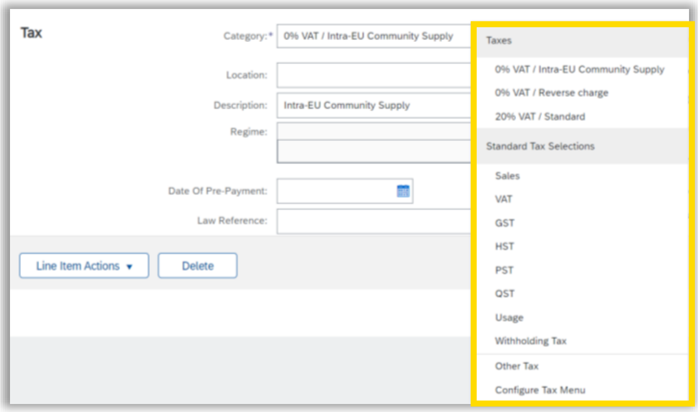
1. Select the line item then click on **Line Item Actions**



2. Select **Tax** from the dropdown list.



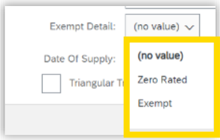
3. Select the appropriate **Category** from the dropdown list



Note: Rate and **Tax amount** are updated accordingly

Note: 0% VAT

Select the appropriate entry from the **Exempt Detail** dropdown list.



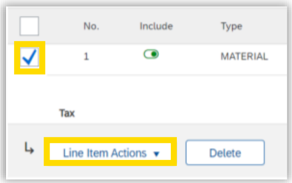
4. **Date of Supply**
   Populates to the current date, update to the date the goods were issued.

   Tip: Use the calendar to select the date or enter the date manually.

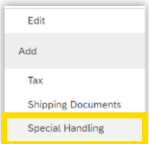
5. Click **Update.**

5.1.5 Add Special Handling Charges to Line Item

1. Select the line item then click on **Line Item Actions**



2. Select **Special Handling** from the dropdown list.

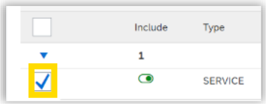


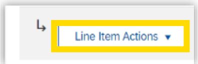
3. Enter the details of the special handling charges.

4. Click **Update.**

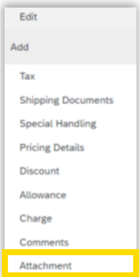
5.1.6 Add Attachments to Line Item

1. Select the line item then click on **Line Item Actions**.

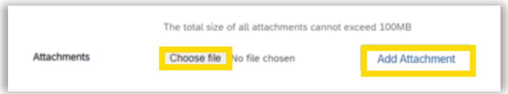




2. Select **Attachment** from the dropdown list.



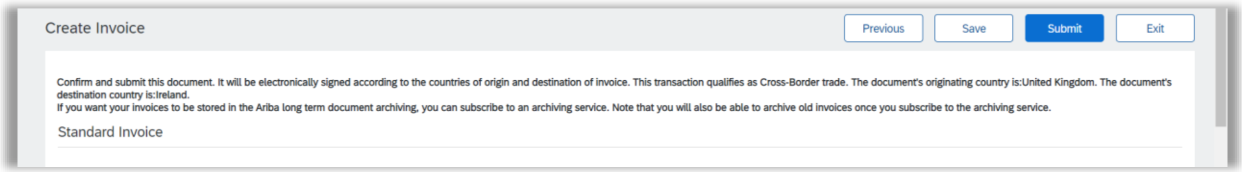
3. Click **Choose file** then click **Add Attachment.**



5.1.7 Review the Invoice

1. Click **Next.**

2. The **Standard Invoic**e screen is displayed.



3. Review the invoice.

4. If having reviewed the invoice you:

    a. Need to make corrections go to section **5.1.8**
    b. Want to save the invoice to complete later go to section **5.1.9**
    c. Want to cancel invoice creation go to section **5.1.10**
    d. Are ready to submit the invoice go to section **5.1.11**

5.1.8 Invoice Correction Required

If you have identified that there are errors in the invoice that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.1.9 Complete Invoice Later

If you want to save the invoice to complete later:

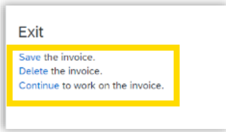
1. Click **Save** to save the invoice to continue working on it later.

5.1.10 Exit Invoice Creation

If you want to cancel creation of the invoice:

1. Click **Exit.**

2. Click the appropriate link from the list of options presented:



5.1.11 Invoice is Ready for Submission

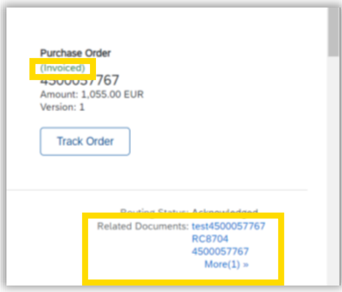
If the invoice is ready to send to IKEA:

1. Click **Submit** to submit the invoice.

2. Message "Invoice xxxxxxx has been submitted" is displayed with the options to:
   Print a copy of the invoice
   Or
   Exit invoice creation

3. To return to the Purchase Order click **Exit** invoice creation.

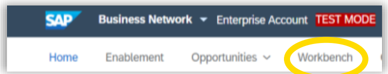
5. The Purchase Order status shows as **Partially Invoiced/Invoiced** and the invoice is shown in the **Related Documents** section of the Purchase Order.

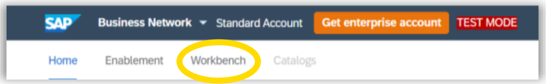


5.2 Create an Invoice for Services

5.2.1 Open the Purchase Order

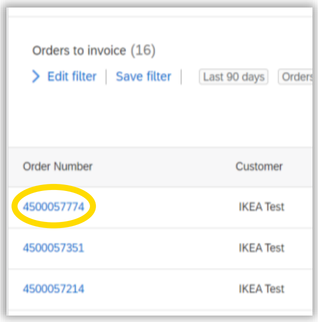
1. On the **Business Network** screen click on **Workbench.**





2. Click on the **Orders** tile.

3. A list of Purchase Orders is displayed.

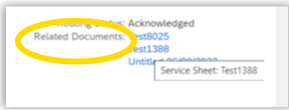


4. Click on the Order Number 45nnnnnnnn of the Purchase Order to be invoiced.

   Tip: Edit filter search criteria if the required Purchase Order is not shown e.g. update Creation date range.

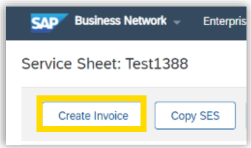
5. The selected Purchase Order is displayed.

6. In the **Related Documents** section of the Purchase Order click on the service entry sheet to be invoiced.



7. Review the Service Entry Sheet (SES) details to check it is the correct SES.

8. Click on **Create Invoice.**



5.2.2 Complete Invoice Header

1. The **Create Invoice** screen is displayed.

   Note: Fields marked with * must be completed.

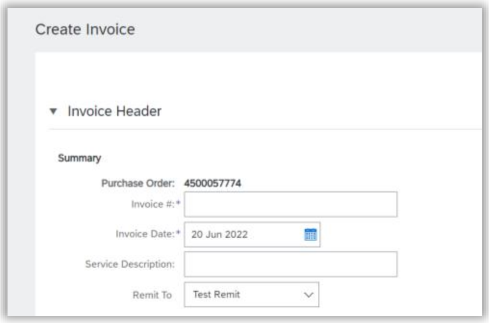
2. **Invoice#:**
   Enter your Invoice number

> **Warning**
> Invoice number must be unique and max 16 characters. Failure to comply with the above will result in delays in invoice processing.

3. **Invoice Date#:**

   Defaults to current date, update as required.

   Note: Invoices cannot be backdated.



4. Scroll or page down to the **Supplier VAT** and **Customer VAT** section of the screen.

   Note: Fields to be completed in this section may vary according to the different Purchase Order/Invoice scenarios

5. **Supplier VAT**
   Supplier VAT/Tax ID
   Auto populated from supplier account profile.

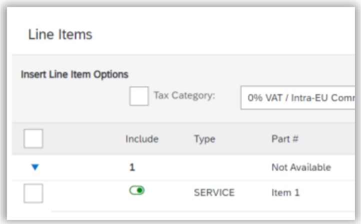
6. **Supplier Commercial Identifier:**
   Enter the number under which the company is registered if required.

7. **Customer VAT**
   Enter Customer VAT/Tax ID if required.

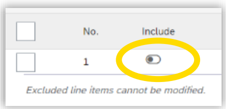
5.2.3 Complete Invoice Line Items

1. Scroll or page down to the **Line Items** section of the screen.

2. All items on the service entry sheet are added to (included in) the invoice by default.



3. Service lines can be removed from the invoice if required by clicking the left of the Include toggle button



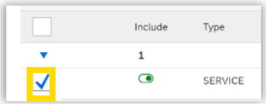
Excluded

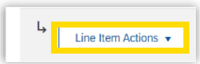
Note: A dot on the left indicates the item will not be invoiced (excluded), a dot on the right indicates the items will be invoiced (included).

Note: Lines identified as excluded cannot be changed.

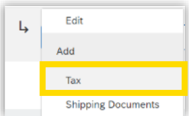
5.2.4 Add Tax to Line Item

1. Select the line item then click on **Line Item Actions**

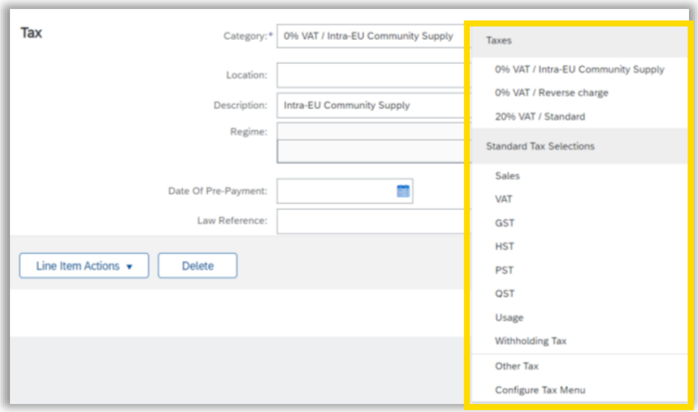




2. Select **Tax** from the dropdown list.



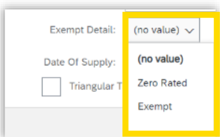
3. Select the appropriate **Category** from the dropdown list.



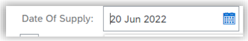
Note: Rate and **Tax amount** are updated accordingly

Note: 0% VAT

Select the appropriate entry from the **Exempt Detail** dropdown list.



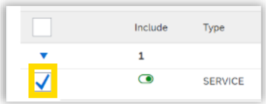
4. **Date of Supply**
   Populates to the current date, update to the date the services were provided.
   Tip: Use the calendar to select the date or enter the date manually.

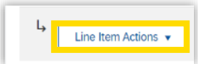


5. Click **Update.**

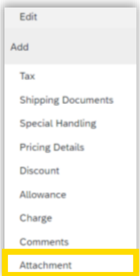
5.2.5 Add Attachments to Line Item

1. Select the line item then click on **Line Item Actions.**

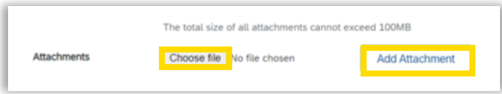




2. Select **Attachment** from the dropdown list.



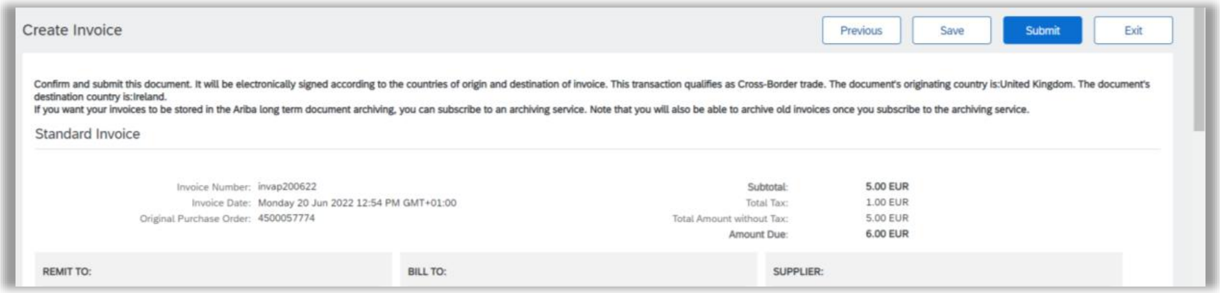
3. Click **Choose file** then click **Add Attachment.**



5.2.6 Review the Invoice

1. Click **Next.**

2. The **Standard Invoic**e screen is displayed.



3. Review the invoice.

5. If having reviewed the invoice you:

   a. Need to make corrections please go to section **5.2.7**
   b. Want to save the invoice to complete later please go to section **5.2.8**
   c. Want to cancel invoice creation please go to section **5.2.9**
   d. Are ready to submit the invoice please go to step **5.2.10**

5.2.7 Invoice Correction Required

If you have identified that there are errors in the invoice that need to be corrected:

1. Click **Previous** to return to the previous screen and make the required changes.

5.2.8 Complete Invoice Later

If you want to save the invoice to complete later:

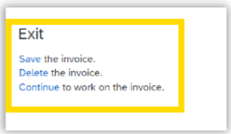
1. Click **Save** to save the invoice to continue working on it later.

5.2.9 Exit Invoice Creation

If you want to cancel creation of the invoice:

1. Click **Exit.**

2. Click the appropriate link from the list of options presented



5.2.10 Invoice is Ready for Submission

If the invoice is ready to send to IKEA:

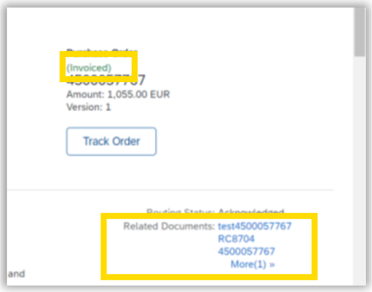
1. Click **Submit** to submit the invoice.

2. Message "Invoice xxxxxxx has been submitted" is displayed with the options to:
   Print a copy of the invoice
   Or
   Exit invoice creation

3. To return to the Purchase Order click **Exit** invoice creation.

4. The Purchase Order is displayed.

5. The Purchase Order status shows as **Partially Invoiced/Invoiced** and the invoice is shown in the **Related Documents** section of the Purchase Order.



5.3 What happens next?

The invoice is automatically submitted to IKEA via Ariba Network.

Ariba Network validates the data in the invoice and will notify the supplier by email in the event of an error.

The supplier should then review the invoice, make the required corrections then resubmit.