

# Ariba e-Invoicing for SAP SCC Service Purchase Orders

## Supplier Guideline

February 2023

## Agenda

- 1 Standard Invoice Collaboration

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- 2 Auto-generated Service Sheet

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- 3 Credit Memo

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- 4 Payment Remittance (Cancellation)

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- 5 Support & Appendix

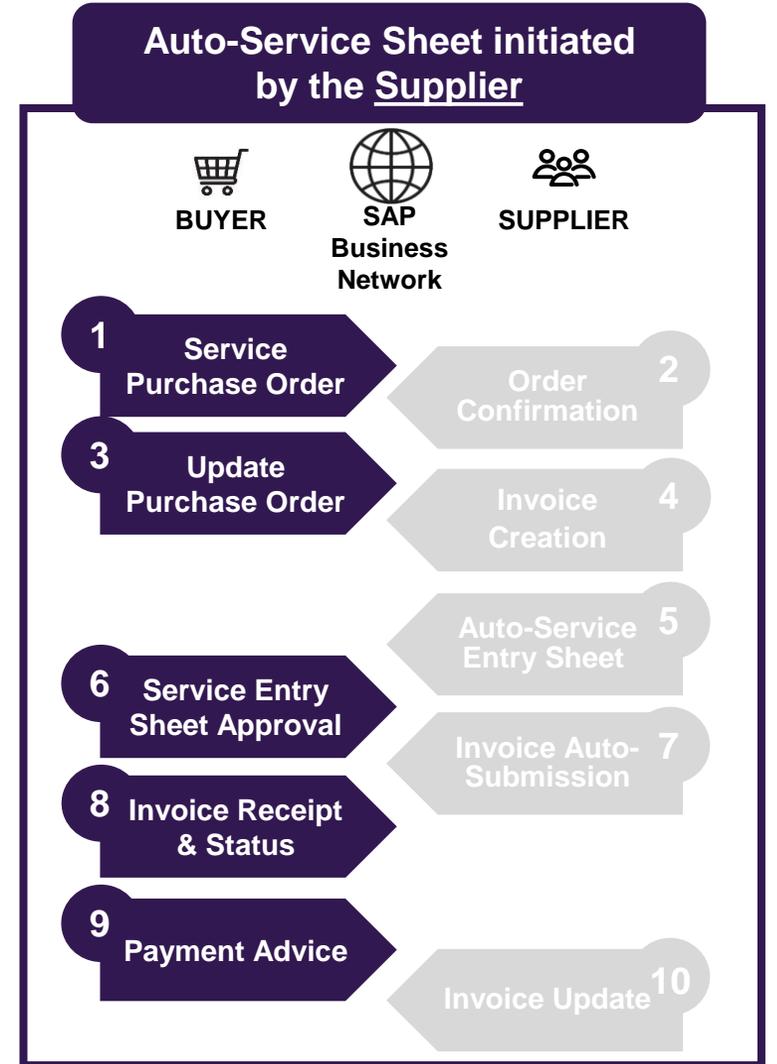
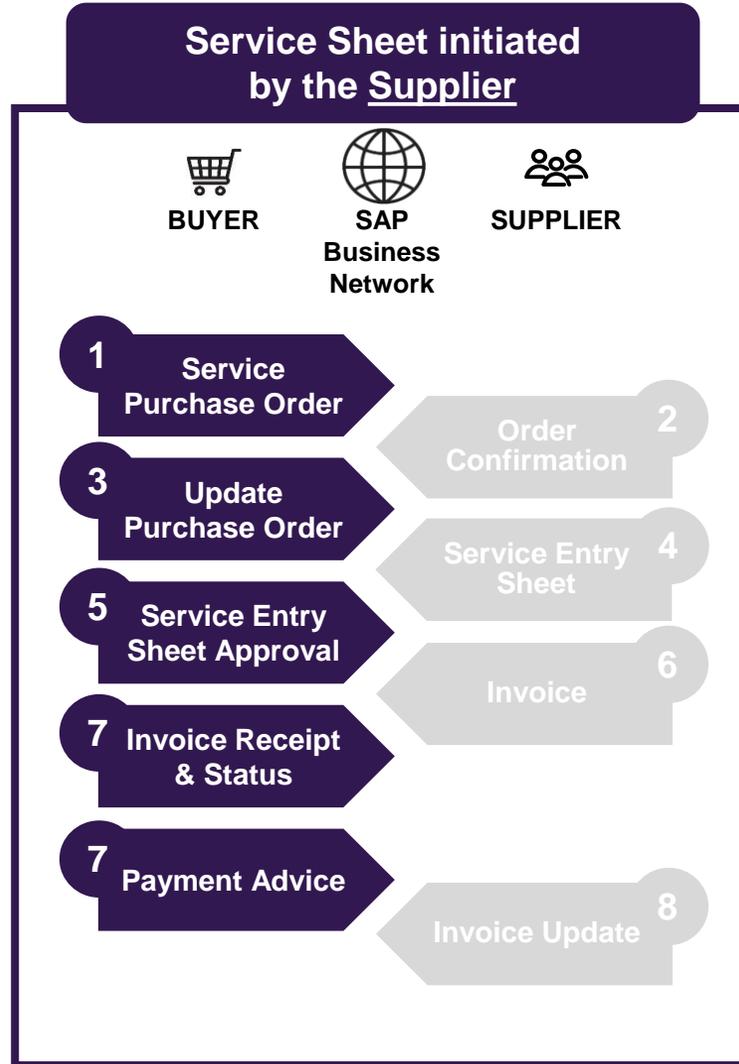
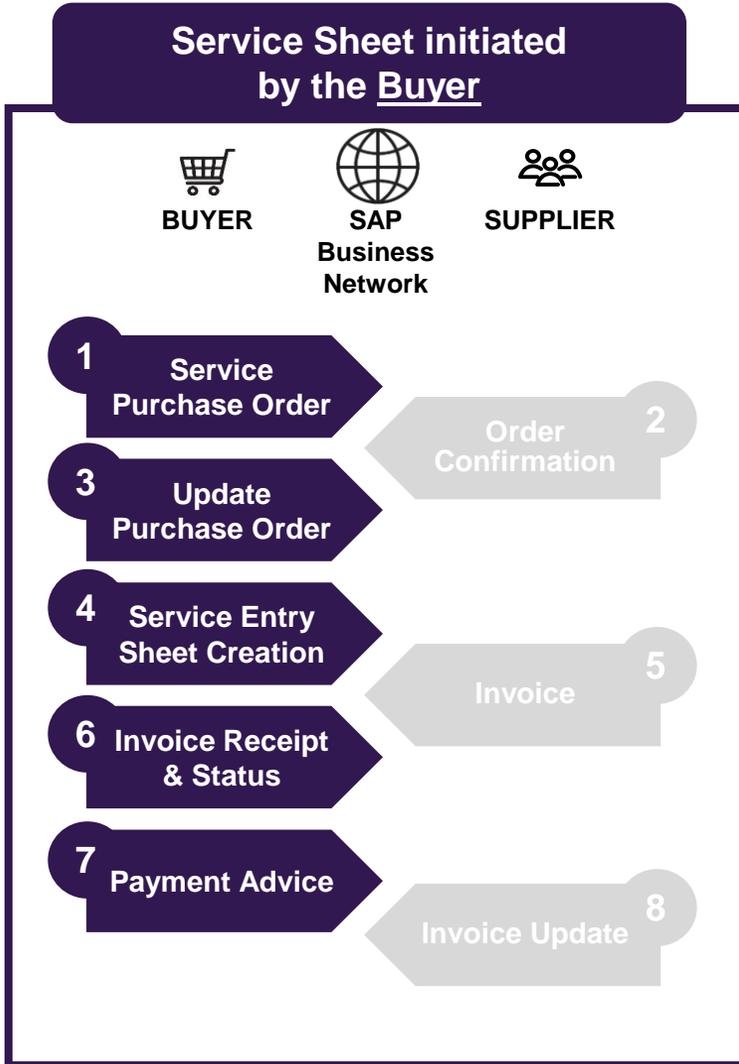
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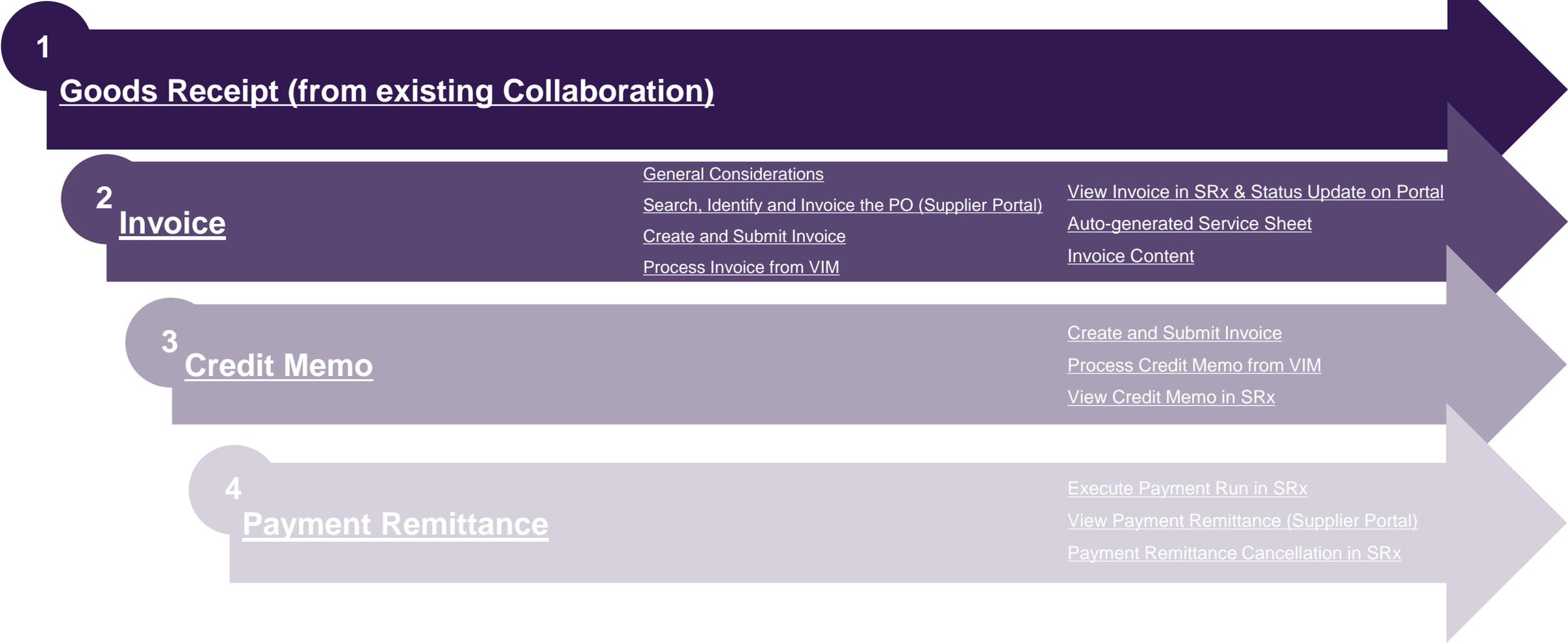

# Introduction

- Invoice Collaboration aims at streamlining the Buyer – Supplier interaction for **Invoicing of Standard Service Purchase Orders**
- The central component is the SAP Business Network that provides:
  - A **real time insight** into the same shared information for both Buyer and Supplier.
  - **Error avoidance** by making sure that Purchase Request, the Delivery and Invoice match up.
  - Enablement of **automatic synchronization** with Supplier's and Buyer's back end systems.
- Invoice Collaboration aims at streamlining the Buyer – Supplier interaction for Invoicing of Standard Purchase Order item category D (PO number start with 45\*)
- Debit Note is not applicable in this Ariba PO Flip functionality
- **Any Invoice issue/Invoice pending approval, please reach out to your AP contact counterpart.**
- Supplier can attach document (e.g. pdf, excel) on the invoice (header and item level). Total size (size from header+ line item) should not exceed 100MB.
- **VAT ID and Remittance data should be configured by supplier in the supplier profile prior start Invoice Creation**
- Supplier should **configure VAT ID and Remittance bank data** in Supplier login profile (follow the step by step guideline accordingly) and information will present on the invoice which is required by Siemens Gamesa to proceed the invoice. **Guideline can be found on the Supplier Information Portal here: [SGRE Configure Remittance Address and Company VAT ID/TAX ID.](#)**
- Invoice backdate is allowed up to 14days

# Invoice Collaboration Process Flow Diagram for Service Purchase Orders



# Invoice Collaboration Portal Interaction



## Key Consideration for Supplier

- Invoice creation will be done by the supplier in Ariba supplier portal
- The Invoice document is sent by suppliers to invoice the services performed/completed by them
- The Invoicing of a **Service PO is allowed against the Service Entry Sheet reference only**
- In case, there is no Service Entry Sheet available on the portal at the time of Invoice, system provides an option to supplier to Auto-generate Service Sheet in background, based on the data inputted on Invoice, and submits it for approval.
  - Once Service sheet is approved, linked Invoice automatically gets sent from SAP Business Network to backend for processing
  - If Service sheet is rejected, then the linked Invoice also gets updated to Rejected status on Supplier portal and supplier can re-submit service entry sheet again.
- Invoice number is a **mandatory** field to be entered at the header level.
  - Suppliers can enter an **alphanumeric Invoice number up to 16 characters long.**
  - **Alphabet should be in upper cases and special characters ( \_ - ) are only allowed.**
- Attachment document is possible on header and line item level. Total size (header + line item) should not exceed 100MB
- **VAT ID and Remittance data should be configured by supplier in the supplier profile prior start Invoice Creation**

## Search, Identify and Invoice the PO (Supplier Portal)

- The Supplier can view the POs in his “Workbench” tab and under the “Orders” tab
- Based on configurations, the supplier is only allowed to invoice the POs where Service Sheet is available otherwise it provides supplier an option to have Service Sheet auto-generated from invoice in case Service Sheet is not available.
- Once PO is partially/fully serviced, the supplier can use Standard Invoice option to create and submit an Invoice from either

1 Actions dropdown available on Orders tile on Workbench page

OR

2 Create Invoice dropdown available on an individual PO

Workbench

7 New orders  
Last 31 days

54 Orders  
Last 31 days

46 Invoices pending approval  
Last 31 days

16 Approved invoices pending payment  
Last 31 days

24 Orders to invoice  
Last 31 days

Orders (54)  
> Edit filter | Save filter | Last 31 days

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500012721	Siemens Gamesa Renewable Energy - TEST	\$80.00 CAD	Jul 1, 2022	Partially Invoiced	\$22.00 CAD	...
4500012239	Siemens Gamesa Renewable Energy - TEST	\$2,230.00 CAD	Jun 30, 2022	Partially Invoiced		Confirm entire order Update line items Reject entire order Create ship notice Create service sheet Standard Invoice
4500012691	Siemens Gamesa Renewable Energy - TEST	\$12.00 CAD	Jun 29, 2022	Invoiced		...
4500012662	Siemens Gamesa Renewable Energy - TEST	\$2,000.00 CAD	Jun 29, 2022	Partially Received		...
5500001950FOR	Siemens Gamesa Renewable Energy - TEST	\$25.00 CAD	Jun 25, 2022	Partially Invoiced		...
5500002036FOR	Siemens Gamesa Renewable Energy - TEST	\$5.00 CAD	Jun 25, 2022	Partially Invoiced		...

SAP Business Network

Purchase Order: 4500012239

Create Order Confirmation

Create Ship Notice

Create Invoice

Create Quality Notification

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

# Create and Submit Invoice - header

- 1 Invoice number is a **mandatory** field to be entered at the header level.
  - Suppliers can enter an **alphanumeric Invoice number up to 16 characters long.**
  - **Alphabet should be in upper cases and special characters ( \_ -) are only allowed.**

service.ariba.com/SCMSupplier.aw/125009066/aw?awh=r&awssk=0D17B3C4

SAP Business Network Enterprise Account TEST MODE

Create Invoice [Update] [Save] [Exit] [Next]

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

Summary

Invoice #: 5500001952FOR	Subtotal: \$6.00 CAD	<a href="#">View/Edit Addresses</a>
<b>1</b> #: * INV-01952A	Total Tax: \$0.00 CAD	
Invoice Date: * 23 Jun 2022	Amount Due: \$6.00 CAD	
Service Description:		
Supplier Tax ID:		

Remit To: INV Enterprise ARBSCC - TEST

Ontario ON  
Canada

Bill To: Siemens Gamesa Renewable Energy Lim

Oakville ON  
Canada

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

# Create and Submit Invoice – header attachment

**1 Invoice Header: Supplier can attach document (e.g. excel, pdf).** Please note total file size (header + line item) cannot exceed 100MB.

**1.1** Go to **Add to Header** menu and click dropdown arrow then choose Attachment.

Summary

Purchase Order: 4  
 Invoice #: INV-007  
 Invoice Date: 7 Feb 2024  
 Service Description:  
 Supplier Tax ID: 1233456789

Subtotal: 103,400.00 EUR  
 Total Tax: 0.00 EUR  
 Amount Due: 103,400.00 EUR

Buttons: Update, Save, Exit, Next

Callout 1.1: \* Indicates required field Add to Header

Callout 1.1: Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Buttons: Choose File, Add Attachment

Callout 1.2: Choose File

Callout 1.2: Add Attachment

**1.2** Click **Choose file** that supplier would like to attach and click **Add Attachment**

**1.3** Attachment file is visible in the attachment list with size detail.

Name	Size (bytes)	Content Type
Test file attachment.ods	2790	application/vnd.oasis.opendocument.spreadsheet

Buttons: Choose File, Add Attachment

Callout 1.3: Test file attachment.ods, 2790

Callout 1.4: Delete

**1.4** Supplier can delete the file after attached by select file and click delete. File will be deleted.

Name	Size (bytes)	Content Type
<input checked="" type="checkbox"/> Test file attachment.ods	2790	application/vnd.oasis.opendocument.spreadsheet

Callout 1.4: Delete

## Create and Submit Invoice – line item

- 2 It is necessary for a supplier to enter tax details at the line- item level.
- Using **Tax Category check-box and drop-down**, on top of the line items, supplier can add required tax details to respective items. Then click **Add to included lines** and **add tax amount & Rate (%)** if any. Then **Next**

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

Insert Line Item Options

Retail Discount 2.1
 Tax Category: 0% Sales Tax / testing 2.2
 Discount
  Informational Pricing

[Add to Included Lines](#)

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	10			item 1 text for service					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		item# 1 SL1 short text		10	C62 ⓘ	\$1.20 CAD	\$12.00 CAD

**Service Sheet Details** Service Sheet #: SS-12511 Service Line No.: 1

**Pricing Details** Unit Conversion: 1 Price Unit: C62 ⓘ Price Unit Quantity: 1.000 Description:

**Tax** Category:\* 0% Sales Tax / testing 2.3

Location:

Description: testing

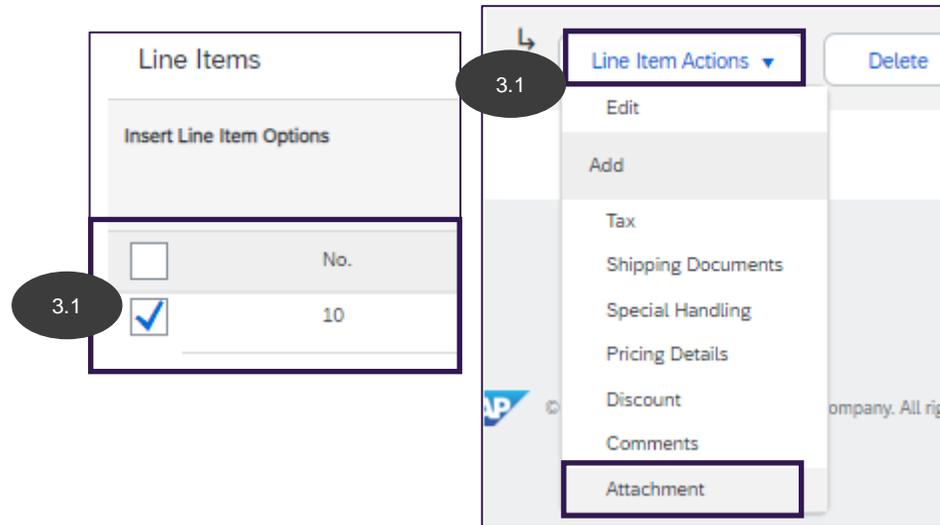
Regime:

Taxable Amount: \$12.00 CAD Remove  
 Tax Rate Type: 0  
 Rate(%): 0  
 Tax Amount: \$0.00 CAD

# Create and Submit Invoice – line item attachment

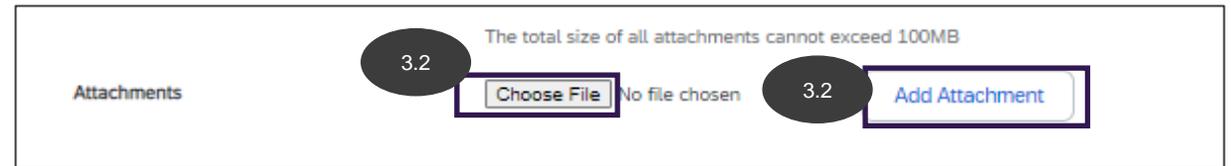
3 Add Attachment on Item level: **Supplier can attach document (e.g. excel, pdf).** Please note total file size (header + line item) cannot exceed 100MB.

3.1 Select line Item that you would like to attach the document. Scroll down to Line Item Actions -> **Attachment**



3.2 Attachment section is visible

Click **Choose file** that supplier would like to attach and click **Add Attachment**



3.3 After added attachment, attachment file is visible in the attachment list with size detail.



3.4

Supplier can delete the file after attached by select file and click delete. File will be deleted.

3.4



# Create and Submit Invoice

- 3 Supplier can review the entered Invoice details on this page**
- If Remittance Data configured as per guideline, **Wire payment to bank and Supplier VAT ID are visible here.**
  - click on **Submit** to proceed with Invoice submission.

**3** **Submit**

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:Canada. The document's destination country is:Canada. 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: INV-12512  
 Invoice Date: Saturday 18 Jun 2022 5:01 PM GMT+05:30  
 Original Purchase Order: 4500012512

Subtotal: \$12.00 CAD  
 Total Tax: \$0.00 CAD  
 Amount Due: \$12.00 CAD

**REMIT TO:**  
 INV Enterprise ARBSCC - TEST  
 Postal Address:  
 Ontario  
 Ontario ON L8A 0A0  
 Canada

**BILL TO:**  
 Siemens Gamesa Renewable Energy Limited  
 Postal Address:  
 1577 North Service Rd E (4th Floor)  
 Oakville ON L6H 0H6  
 Canada  
 Address ID: 421T

**SUPPLIER:**  
 INV Enterprise ARBSCC - TEST  
 Postal Address:  
 Ontario  
 Ontario ON L8A 0A0  
 Canada

**BILL FROM:**  
 INV Enterprise ARBSCC - TEST  
 Postal Address:

**CUSTOMER:**  
 Siemens Gamesa Renewable Energy Limited  
 Postal Address:

**WIRE PAYMENT TO BANK:**  
 Name1  
 Account Name: TESTBank  
 Account Type: Checking  
 Account ID: 0122345  
 SWIFT Code: XXXXXX  
 IBAN ID: XXXXXXXXXXXXX

**3**

**ADDITIONAL INFORMATION:**  
 Payment Method: Wire  
 Supplier VAT/Tax ID: XXXXXXXX  
 Customer VAT/Tax ID: YYYYYYYY

**Invoice INV-12512 has been submitted.**

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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# Auto-generated Service Sheet Scenario

## Key considerations for Supplier

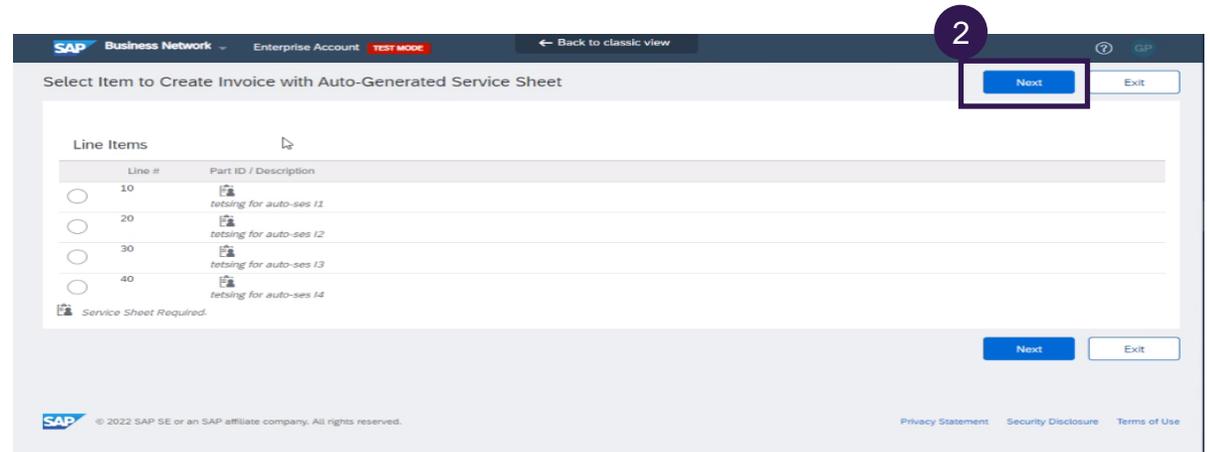
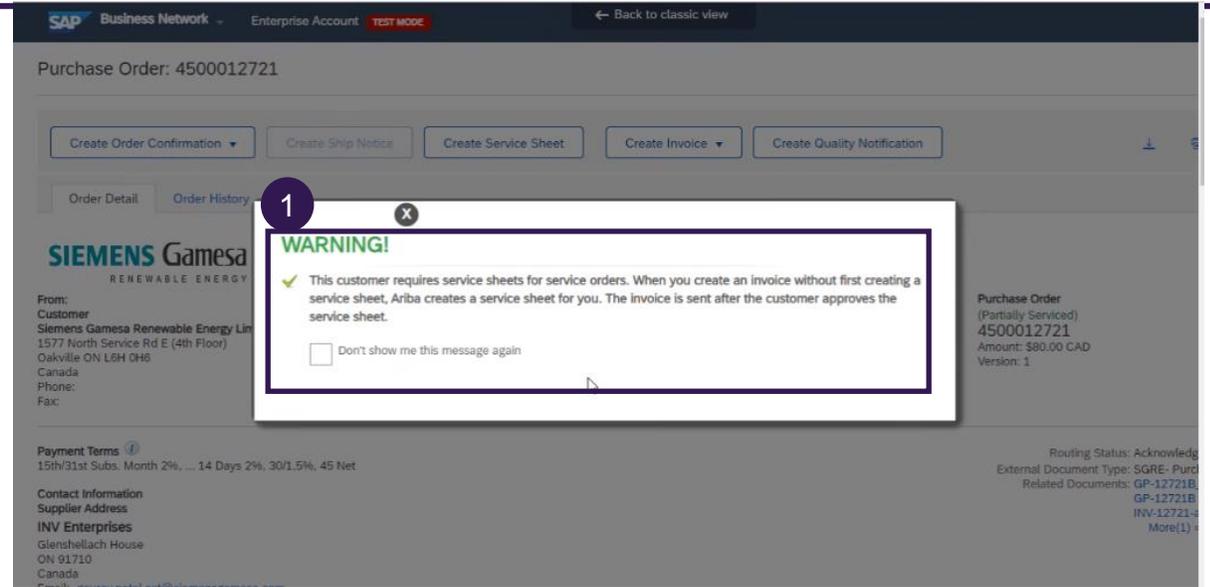
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- The Supplier Portal UI limits the supplier to enter up to 16 characters in Invoice number field while creating Invoice for PO, **Alphabet with UPPER case only** and **these 2 special characters ( \_ , - ) are only allowed.**
- Supplier will be able to create an **Invoice against a Service Sheet reference number only.** If there
  - is a single Service Sheet then it will get automatically picked-up while Invoice creation.
  - are multiple Service Sheet then system will prompt supplier to select the Service Sheet they would like to Invoice.
- In case no Service Sheet is available to Invoice, system provides supplier an Option to have Service Sheet auto-generated (with same number as Invoice submitted) from entered Invoice details as explained earlier.

# Invoice Creation

1 If supplier tries to create an Invoice without Service Sheet, a Warning is displayed for the Invoice creation indicating the automatic generation of Service Entry Sheet once the Invoice is submitted.

2 On the next page, supplier can select the parent PO line-item against which the Invoice/SES needs to be created, then click on the next button to proceed to the invoice creation page



# Invoice Creation – Item Details

3 Enter information on the mandatory header fields including Invoice number, Service Start and End Dates, Approver Name and Email and Tax information at the line- item level.

4 Then click on the next button to preview the invoice summary then click the button to submit the invoice.

Note: \* is required field

Additional Fields **3**

Supplier Account ID #:  Service Start Date: \* 2 Jul 2022

Customer Reference:  Service End Date: \* 2 Jul 2022

Supplier Reference:

Payment Note:

Supplier: INV Enterprise ARBSCC - TEST Customer: Siemens Gamesa Renewable Energy Limited [View/Edit Addresses](#)  
 Ontario ON Oakville ON  
 Canada Canada

Bill From: INV Enterprise ARBSCC - TEST Email:  [View/Edit Addresses](#)  
 Ontario ON  
 Canada

Field Contractor Field Engineer

Name:  Name:

Email:  Email:

Phone: USA 1    Phone: USA 1

Approver

Name: \* GP  **! Required field**

Email: \* gaurav.patel.ext@siemensgamesa.com  **! Required field**

Insert Line Item Options **3**

Retail Details  Tax Category: 0% Sales Tax / testing  **3** [Add to Included Lines](#)

Discount  Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30				tetsing for auto-ses I3					
30.10	<input checked="" type="checkbox"/>	SERVICE		first line item SL1		2	C62	\$1.00 CAD	\$2.00 CAD

**Pricing Details**  
 Unit Conversion: 1 Price Unit: C62 Price Unit Quantity: 1.000 Description:

**Service Period**  
 Service Start Date:  Service End Date:

**Tax**

Category: \* 0% Sales Tax / testing Taxable Amount: \$2.00 CAD [Remove](#)

Location:  Tax Rate Type:

Description: testing Rate(%): 0

Regime:  Tax Amount: \$0.00 CAD

# Review and Submit Invoice

Supplier user reviews and submits the invoice

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:Canada. The document's destination country is:Canada.  
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: SB-12721-3  
 Invoice Date: Saturday 2 Jul 2022 5:03 PM GMT+05:30  
 Original Purchase Order: 4500012721

Subtotal: **\$2.00 CAD**  
 Total Tax: \$0.00 CAD  
 Amount Due: **\$2.00 CAD**

**SERVICE PERIOD**  
 Start Date : 2 Jul 2022  
 End Date : 2 Jul 2022

REMIT TO:	BILL TO:	SUPPLIER:
INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada	Siemens Gamesa Renewable Energy Limited  Postal Address: 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T	INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada

Line No.	Line Ref No.	Type	Part No.	Qty / Unit	Unit Price	Sub Total		
30								
		tetsing for auto-ses 13						
1	30.10	SERVICE		2 / (C62) ⓘ	\$1.00 CAD	\$2.00 CAD		
Description: first line item SL1								
<b>DETAILS</b>								
Auxiliary Part ID:								
Manufacturer Part No.:								
Manufacturer Name:								
Country of Origin:								
Accounting Reference ID: 21218100								
Accounting Description: ID								
Accounting Reference ID: 421T0000								
Accounting Description: ID								
Accounting Reference ID: 01								
Accounting Description: SAP Serial Number								
Accounting Reference ID: 100.0								
Accounting Description: ID								
Classification Domain: UNSPSC								
Service Classification: QFA								
Classification Domain: ERPCommodityCode								
Service Classification: QFA								
Additional Information:								
30								
<b>Tax Details:</b>								
Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail

Invoice SB-12721-3 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

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# Invoice Pending Approval and Service Sheet auto-generated

1

- Check the status of the invoice under the tab Invoice in Ariba network. Invoice has “Pending Approval” (of Service Sheet) status.
- From related documents of the PO or under the Supplier Portal tab Service Sheet, check the status of the Auto-generated Service Sheet (having the same number as the invoice) under the tab Service Sheet in Ariba network.

The screenshot displays the SAP Business Network interface for an invoice. At the top, it shows 'Invoice: SB-12721-3' with 'Done' and 'Previous' buttons. Below this are options for 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. A navigation bar includes 'Detail', 'Scheduled Payments', and 'History' tabs. The main content area is titled 'Standard Invoice' and features a status box with a circled '1' indicating 'Status: Invoice: Pending Approval'. To the right, a summary table shows: Subtotal: \$2.00 CAD, Total Tax: \$0.00 CAD, and Amount Due: \$2.00 CAD. Below the status, invoice details include: Invoice Number: SB-12721-3, Invoice Date: Saturday 2 Jul 2022 5:03 PM GMT+05:30, Original Purchase Order: 4500012721, Submission Method: Online, Origin: Supplier, and Source Document: Order. The 'SERVICE PERIOD' section lists Start Date: 2 Jul 2022 and End Date: 2 Jul 2022. At the bottom, the 'DEBITOR' is 'INV Enterprise ARBSCC - TEST' (Gaurav Jayantilal Patel04), 'BILL TO:' is 'Siemens Gamesa Renewable Energy Limited', and 'SUPPLIER:' is 'INV Enterprise ARBSCC - TEST'.

The screenshot displays the SAP Business Network interface for a service sheet. At the top, it shows 'Service Sheet: SB-12721-3' with 'Done' and 'Previous' buttons. Below this are options for 'Create Invoice' and 'Copy SES'. A navigation bar includes 'Detail' and 'History' tabs. The main content area is titled 'Service Sheet' and features a status box with a circled '1' indicating 'Status: Pending Approval'. To the right, a summary table shows: Subtotal: \$2.00 CAD. Below the status, service sheet details include: (Send) SB-12721-3, Date: 2 Jul 2022, Final Service Sheet: No, Purchase Order: 4500012721, Subtotal: \$2.00 CAD, Service Start Date: 2 Jul 2022, and Service End Date: 2 Jul 2022. The 'From' section lists 'INV Enterprise ARBSCC - TEST' (Ontario, Ontario ON L8A 0A0, Canada). The 'Bill From' section lists 'INV Enterprise ARBSCC - TEST' (Ontario, Ontario ON L8A 0A0, Canada). The 'Bill To' section lists 'Siemens Gamesa Renewable Energy Limited' (1577 North Service Rd E (4th Floor), Oakville ON L6H 0H6, Canada, Address ID: 421T). The 'Remit To' section lists 'INV Enterprise ARBSCC - TEST' (Ontario, Ontario ON L8A 0A0, Canada). At the bottom, there is a 'Comments' field and a routing status box showing 'Routing Status: Acknowledged' and 'Related Documents: 4500012721, SB-12721-3'.

## Service Sheet approved and Invoice sent

- Once this auto-generated Service sheet is approved, its status gets updated to Approved on Ariba Network.
- Upon approval of Service sheet, the linked invoice is sent out from Ariba Network Supplier Portal to backend system; and follows the process mentioned earlier.

Service Sheet: SB-12721-3 Done Previous

[Create Invoice](#) [Copy SES](#)

**Detail** [History](#)

Service Sheet (Invoices) Subtotal: \$2.00 CAD  
 SB-12721-3  
 Date: 2 Jul 2022  
 Final Service Sheet: No  
 Purchase Order: 4500012721  
 ERP SES ID: 1000000635  
 Subtotal: \$2.00 CAD  
 Service Start Date: 2 Jul 2022  
 Service End Date: 2 Jul 2022

<b>From</b> INV Enterprise ARBSCC - TEST INV Enterprise ARBSCC - TEST Ontario Ontario ON L8A 0A0 Canada	<b>Bill From</b> INV Enterprise ARBSCC - TEST Ontario Ontario ON L8A 0A0 Canada	<b>Bill To</b> Siemens Gamesa Renewable Energy Limited 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T
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**Remit To**  
INV Enterprise ARBSCC - TEST  
Ontario  
Ontario ON L8A 0A0  
Canada

**Comments**

Routing Status: Acknowledged  
Related Documents: 4500012721  
SB-12721-3

<b>Field Engineer</b>	<b>Field Contractor</b>	<b>Approver</b>
		GP Email: gaurav.patel.ext@siemensgamesa.com

Invoice: SB-12721-3 Done Previous

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

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

Standard Invoice

<b>Status</b> Invoice: Sent Routing: Acknowledged Invoice Number: SB-12721-3 Invoice Date: Saturday 2 Jul 2022 1:06 PM GMT+01:00 Original Purchase Order: 4500012721 Submission Method: Online Origin: Supplier Source Document: Order	<b>Subtotal:</b> \$2.00 CAD <b>Total Tax:</b> \$0.00 CAD <b>Amount Due:</b> \$2.00 CAD
--	--

**SERVICE PERIOD**  
Start Date : 2 Jul 2022  
End Date : 2 Jul 2022

<b>REMIT TO:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada	<b>BILL TO:</b> Siemens Gamesa Renewable Energy Limited  Postal Address: 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T	<b>SUPPLIER:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada
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# Service Sheet rejected and Invoice rejected

- Once this auto-generated Service sheet is rejected, its status gets updated to Approved on Ariba Network.
- Upon rejection of Service sheet, the linked invoice also gets set to Rejected on Ariba Network Supplier Portal.

Service Sheet: GP-12721B

Create Invoice Copy SES

Detail History

**Rejected Service Entry Sheet:**  
Reasons:  
DOC-184: The document has been transferred to the next integration point.  
DOC-190: The document is ready to be picked up by the recipient.  
SES-25: Comments from Siemens Gamesa Renewable Energy - TEST: Success  
DOC-1: Success  
SES-25: Comments from Siemens Gamesa Renewable Energy - TEST: Entry sheet 1000000634 created  
DOC-198: The recipient has processed the document and has acknowledged the processing. Reason: OK - Entry sheet 1000000634 created  
SES-21: The Service Sheet status has been successfully updated to Rejected by Siemens Gamesa Renewable Energy - TEST.  
SES-21: The Service Sheet status has been successfully updated to Rejected by Siemens Gamesa Renewable Energy - TEST.

**Service Sheet** Subtotal: \$4.00 CAD  
(Rejected)  
GP-12721B  
Date: 1 Jul 2022  
Final Service Sheet: No  
Purchase Order: 4500012721  
ERP SES ID: 1000000634  
Subtotal: \$4.00 CAD  
Service Start Date: 1 Jul 2022  
Service End Date: 1 Jul 2022

Invoice: GP-12721B

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

Detail Scheduled Payments History

**Rejected Invoice:**  
Reasons:  
INV-38: The invoice was successfully received.  
DOC-1: cXML InvoiceDetailRequest queued  
INV-55: The invoice status has been successfully updated to Rejected by Siemens Gamesa Renewable Energy - TEST.  
DOC-1:  
Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that not meet their business rules.

Edit & Resubmit

Standard Invoice

<b>Status</b>		<b>Subtotal:</b>	<b>\$4.00 CAD</b>
Invoice:	Rejected	Total Tax:	\$0.00 CAD
Routing:	Rejected	<b>Amount Due:</b>	<b>\$4.00 CAD</b>
Invoice Number:	GP-12721B		
Invoice Date:	Friday 1 Jul 2022 10:48 AM GMT+05:30		
Original Purchase Order:	4500012721		
Submission Method:	Online		

# Invoice Rejection

- 1 Invoice Status changed to Rejected once invoice is rejected.

► Search Filters

Invoices (100+) Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status <small>(i)</small>	Invoice Status <small>(i)</small>
<input type="radio"/> Standard Invoice	<a href="#">INV-12519-1</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012519</a>	Online	Supplier	Supplier	No	Order	20 Jun 2022	\$30.00 CAD	Acknowledged	<b>Rejected</b>

## Key considerations for Supplier

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- Supplier will be able to create a **Line-Item Credit Memo against an Invoice document only**.
- In case, supplier tries to use Line-Item Credit Memo option from PO document, they will not be able to proceed further.

# Create and Submit (Line Item) Credit Memo

1 To post the line-item credit memo, supplier shall open the concerned invoice document and click on to the create line-item credit memo.

Invoice: INV-12522 Done

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

Detail Scheduled Payments History

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Standard Invoice

<b>Status</b>	Invoice: Approved	Subtotal:	\$300.00 CAD
	Routing: Acknowledged	Total Tax:	\$0.00 CAD
	Invoice Number: INV-12522	Amount Due:	\$300.00 CAD
	Invoice Date: Tuesday 21 Jun 2022 7:56 PM GMT+05:30		
	Original Purchase Order: 4500012522		
	Submission Method: Online		
	Origin: Supplier		
	Source Document: Order		

<b>REMIT TO:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada	<b>BILL TO:</b> Siemens Gamesa Renewable Energy Limited  Postal Address: 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T	<b>SUPPLIER:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada
--	---	--

2 System will automatically populate the Credit Memo details based on the Invoice. Credit Memo number and Reason for Credit Memo is mandatory.

**2** Comment

Reason for Credit Memo:\*  ! Required field

Default Credit Memo Comment Text:

Add to Header ▼

## Create and Submit (Line Item) Credit Memo

3 Once Line-Item Credit Memo details are filled by Supplier, they can click on Submit button and review the entered information on next page.

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:Canada. 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.

Line-Item Credit Memo

(Original Invoice No: INV-12522)

Credit Memo Number: CRD-12522	Subtotal: \$-300.00 CAD
Credit Memo Date: Tuesday 21 Jun 2022 8:18 PM GMT+05:30	Total Tax: \$0.00 CAD
Original Invoice Number: INV-12522	Amount Due: \$-300.00 CAD
Original Invoice Date: Tuesday 21 Jun 2022 7:56 PM GMT+05:30	
Original Purchase Order: 4500012522	

<b>REMIT TO:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada	<b>BILL TO:</b> Siemens Gamesa Renewable Energy Limited  Postal Address: 1577 North Service Rd E (4th Floor) Oakville ON L6H 0H6 Canada Address ID: 421T	<b>SUPPLIER:</b> INV Enterprise ARBSCC - TEST  Postal Address: Ontario Ontario ON L8A 0A0 Canada
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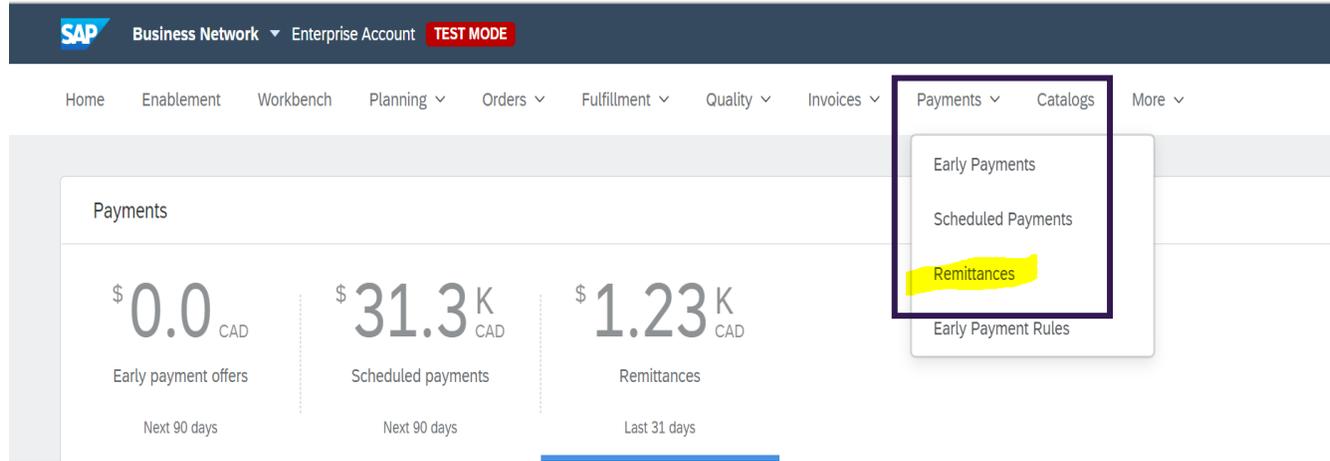
4 Upon clicking the Submit button, then Credit Memo will get posted.

Invoice CRD-12522 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

# View Payment Remittance

1. On Supplier portal, click on the Remittances option under the Payments drop-down.



2. Supplier can find the list of Remittances and relevant details from here.

Remittances (3)

[Edit filter](#) | Last 31 days

Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount
<a href="#">Z.20220620.2000000027</a>	Siemens Gamesa Renewable Energy - TEST	Jun 20, 2022		Other	2000000027	\$30.00 CAD	\$0.00 CAD

## Remittance Cancellation to Ariba Network

- Once Payment Remittance canceled. Supplier can see status as “Canceled”.

Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routin
Jun 20, 2022		Other	2000000027	\$30.00 CAD	\$0.00 CAD	\$0.00 CAD	\$30.00 CAD	Canceled	Sent

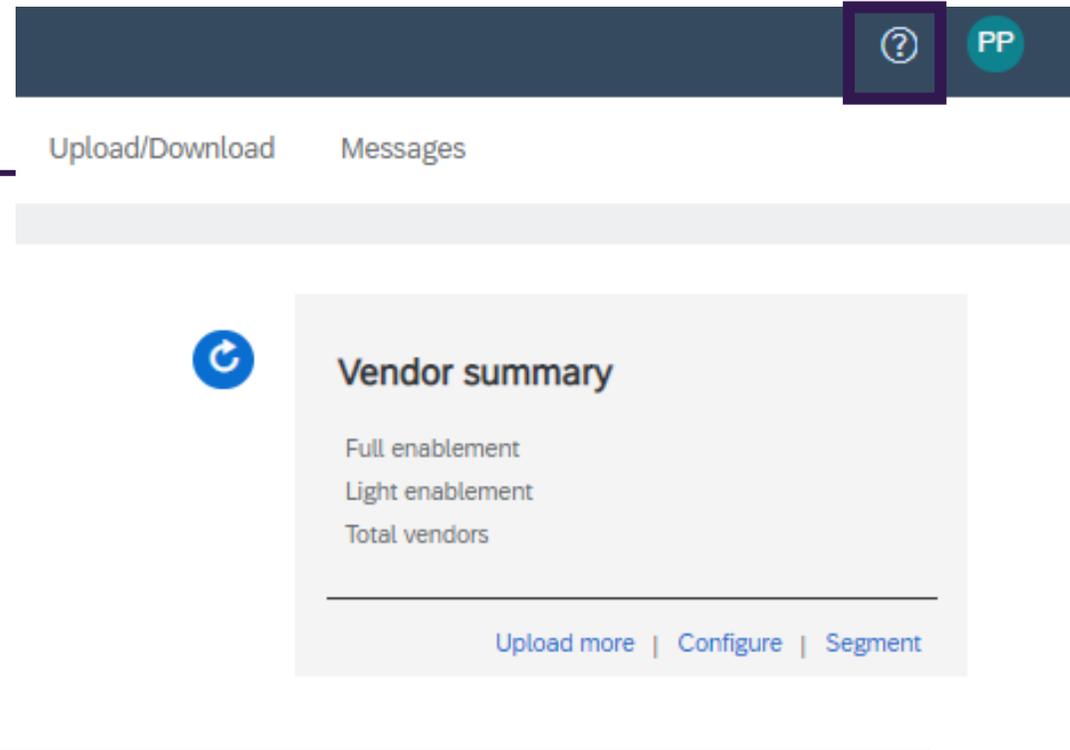
# Support

In this section you will learn about...

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... Type of Support available

# Types of Support Available



Type of Support(Specify)	Description
Help Centre	<p>Enter from your Buyer account:</p> <ol style="list-style-type: none"> <li>Learning Center <ul style="list-style-type: none"> <li>Training documentation</li> <li>User Community</li> </ul> </li> <li>Support Center <ul style="list-style-type: none"> <li>Get help by email (Choose from the drop-down list of problem type – Supply Chain Collaboration)</li> <li>Get help by live chat</li> <li>Request a phone call</li> <li>Attend a live webinar</li> </ul> </li> </ol>

# Appendix

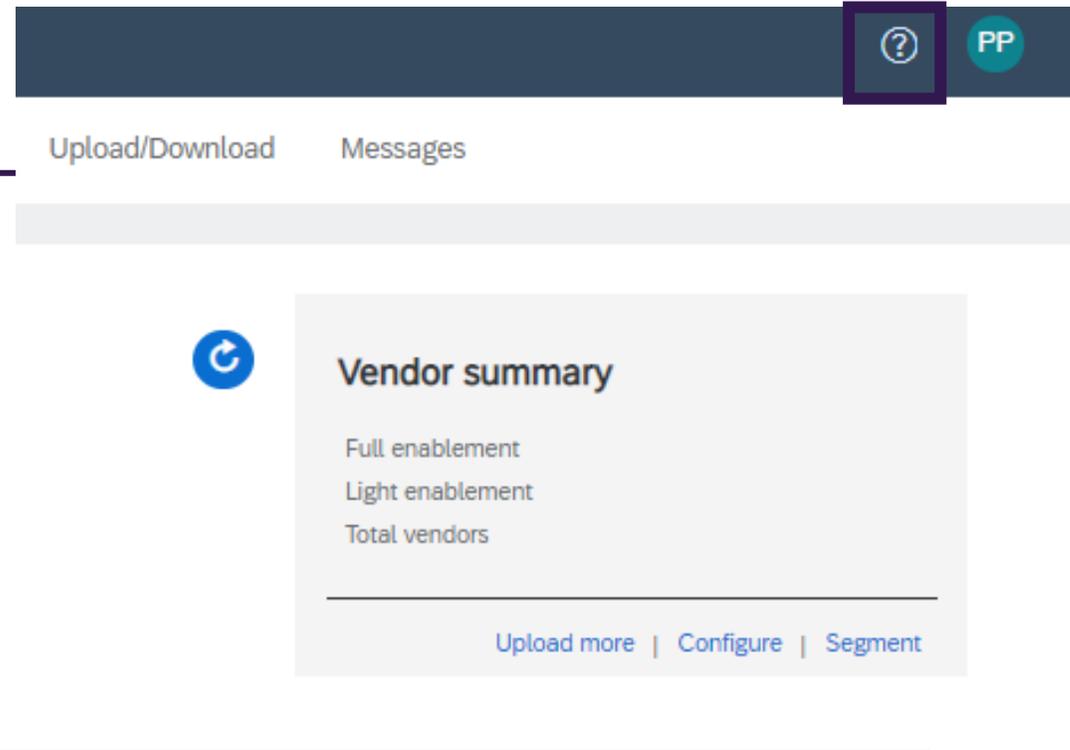
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## In this section you will learn about...

... Invoice statuses

... Invoice routing statuses

# Types of Support Available



## Type of Support(Specify

## Description

### Help Centre

Enter from your Buyer account:

1. Learning Center
  - Training documentation
  - User Community
2. Support Center
  - Get help by email (Choose from the drop-down list of problem type – Supply Chain Collaboration)
  - Get help by live chat
  - Request a phone call
  - Attend a live webinar

# Invoice Statuses

Status Level	Definition
Sent	You received the invoice, but have not yet approved or rejected it.
Approved	You matched all amounts in the invoice against amounts in an order or a contract or are in the process of issuing payment.
Paid	You paid the invoice. This status applies only if you use invoices to trigger payment.
Rejected	You rejected the invoice or the invoice failed validation by Ariba Network.
Failed	Ariba Network experienced a problem routing the invoice.

Invoice status is displayed on invoice list and Detail pages.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
<a href="#">CRD-12522</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012522</a>	Jun 21, 2022	\$-300.00 CAD	Acknowledged	Sent
<a href="#">INV-12522</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012522</a>	Jun 21, 2022	\$300.00 CAD	Acknowledged	Approved
<a href="#">INV-12519-1</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012519</a>	Jun 20, 2022	\$30.00 CAD	Acknowledged	Rejected

Invoice: INV-12522

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Print](#)

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

Standard Invoice

**Status**  
 Invoice: Approved  
 Routing: Acknowledged  
 Invoice Number: INV-12522

# Invoice Routing Status

Routing status DOES NOT REFLECT the status of the Invoice processing. This is only related to document routing on the Network.

Status Level	Definition
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 you.
Acknowledged	Your application has acknowledged the receipt of the invoice.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
<a href="#">CRD-12522</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012522</a>	Jun 21, 2022	\$-300.00 CAD	Acknowledged	Sent
<a href="#">INV-12522</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012522</a>	Jun 21, 2022	\$300.00 CAD	Acknowledged	Approved
<a href="#">INV-12519-1</a>	Siemens Gamesa Renewable Energy - TEST	<a href="#">4500012519</a>	Jun 20, 2022	\$30.00 CAD	Acknowledged	Rejected

Invoice: INV-12522

Create Line-Item Credit Memo

Copy This Invoice

Print

Detail

Scheduled Payments

Remittance

History

Standard Invoice

**Status**  
 Invoice: Approved  
 Routing: Acknowledged  
 Invoice Number: INV-12522

# Change History

Change Log	Slide#	Change log
Update Introduction (guideline to update <b>VAT ID &amp; Remittance data</b> , Attach document, invoice back date to 14days	#3	March 2024
Update Key Consideration for Suppliers	#6	March 2024
Add Attachment on Invoice header	#9	March 2024
Add Attachment on Invoice line item	#11	March 2024