# Standard Process description Ariba Invoicing

1. Start with receiving the Purchase order number in the Inbox of your email address. This e-mail is sent by ordersender-prod@ansmtp.ariba.com (please whitelist this e-mail address).
   a. You should **always** log in via the Interactive PO email you receive from the Ariba Network In case you have not received this interactive email from us, please let us know by sending an email to accountspayable@asml.com and mention your PO number in the subject.

SAP Ariba
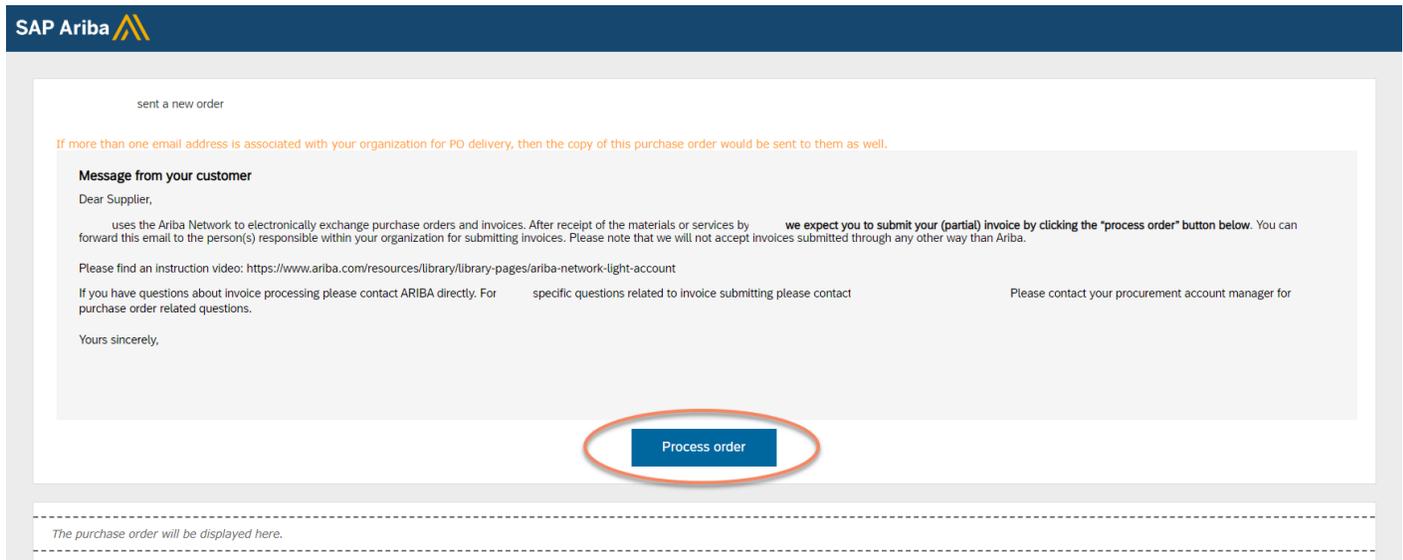
sent a new order

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.

Message from your customer

Dear Supplier,

uses the Ariba Network to electronically exchange purchase orders and invoices. After receipt of the materials or services by   we expect you to submit your (partial) invoice by clicking the "process order" button below. You can forward this email to the person(s) responsible within your organization for submitting invoices. Please note that we will not accept invoices submitted through any other way than Ariba.

Please find an instruction video: https://www.ariba.com/resources/library/library-pages/ariba-network-light-account

If you have questions about invoice processing please contact ARIBA directly. For   specific questions related to invoice submitting please contact   Please contact your procurement account manager for purchase order related questions.

Yours sincerely,

Process order

The purchase order will be displayed here.

2. Log in with your Ariba Network account.
   a. If you don't have an account, create a new account by selecting "Register Now"
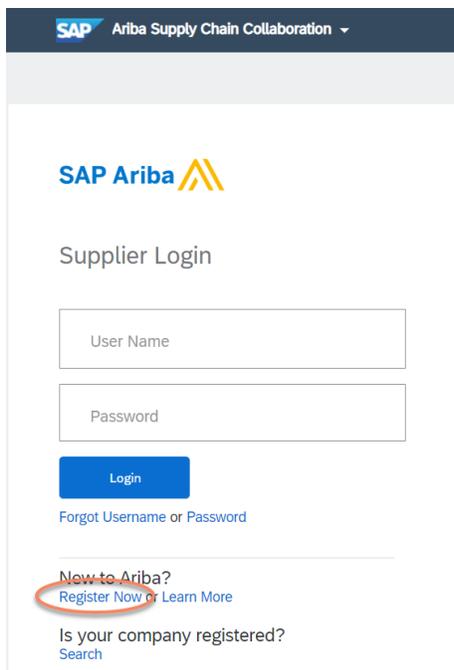
SAP Ariba Supply Chain Collaboration ▾

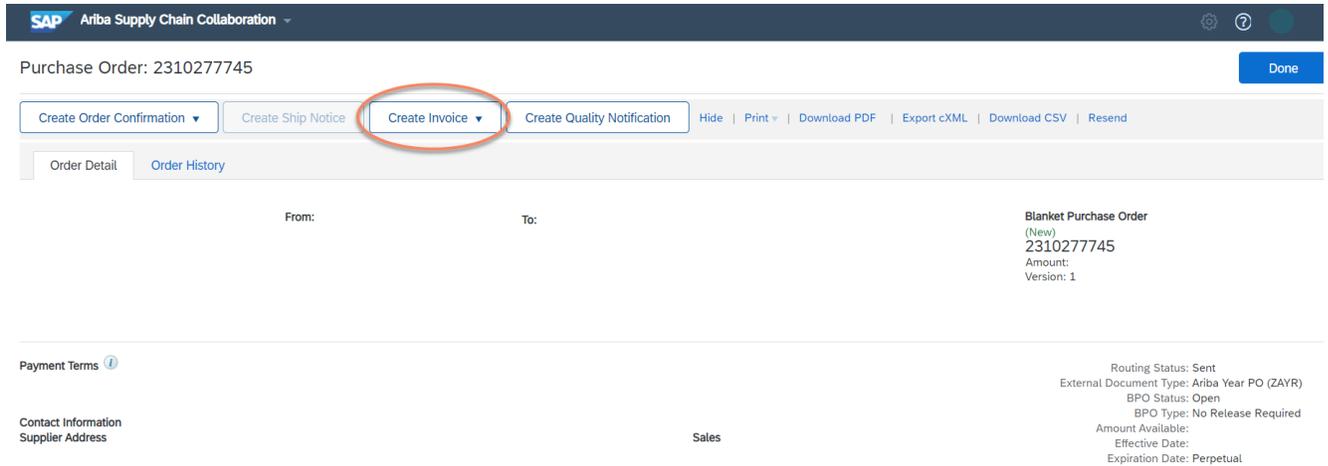**SAP Ariba**

Supplier Login

User Name

Password

Login

Forgot Username or Password

New to Ariba?
Register Now or Learn More

Is your company registered?
Search

3. After logging in, you will see the screen below:
   a. Please check if you are invoicing to the correct PO number
   b. Please check if the company info is correct.
   c. Please check if you are invoicing the latest version of the PO (older versions will show the status "Obsoleted")
   d. Choose create invoice, which provides you with the following options:
      i. Standard invoice (debit)
      ii. Line item credit note (credit/cancellation)
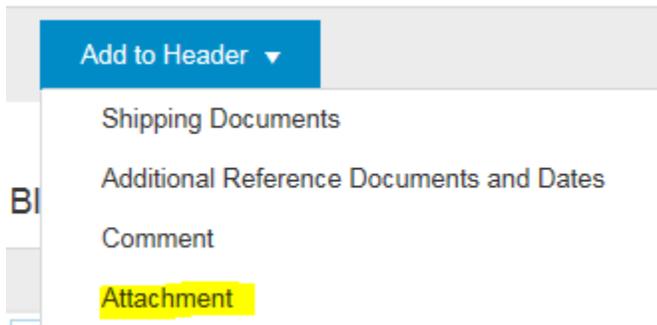

4. Creating the invoice.
   a. Fill in the invoice number
   b. Fill in the invoice Date (this is automatically set to the current date, but this can be changed manually)
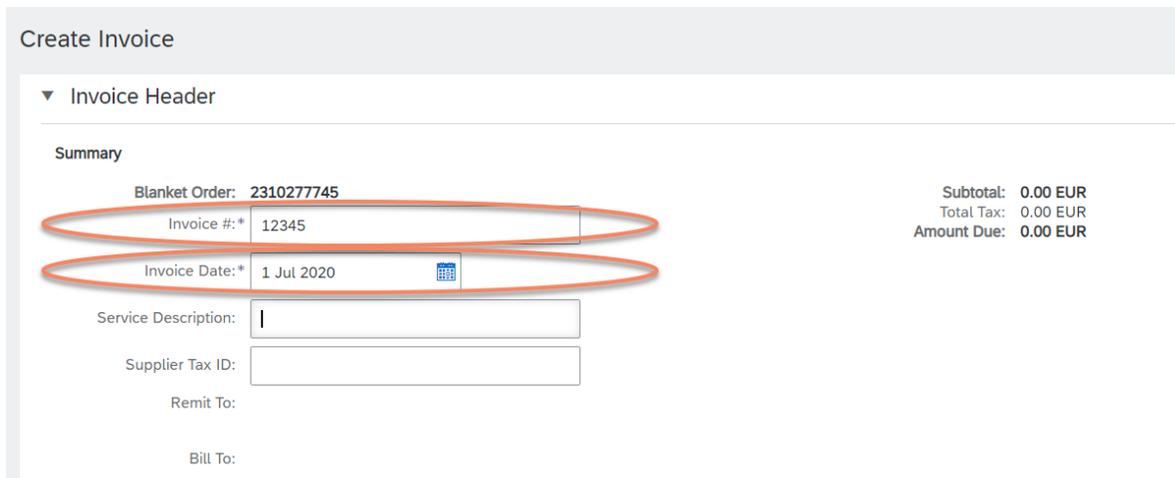
5. Please add your own original invoice by selecting Add to Header > Attachment. Select Choose File and search for your own PDF file and Select Add Attachment to add the PDF to the Ariba invoice.

6. Select the box of the item you would like to invoice on your Purchase order.
   Click on "line item action" and select "GOODS" or "SERVICE".

7. Selecting Goods or Service takes you to a second page within the Ariba network in which the quantity and unit price (this is the amount excluding Tax) can be adjusted if needed.

8. You need to add Tax to your invoice before you can continue, this can be found below "Line Item Actions". Please make sure you select the correct Tax category and the Taxable amount does match your original invoice. If you need to add multiple lines of Tax, please select the add tax button multiple times

Create Invoice
Create Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1.0	(SE) ⓘ					

▼ Invoice Item   * Indicates required field   Line Item Actions ▾

Add

Quantity:* 1   Part #:   Tax
Unit: SE   Customer Part #:   Shipping Documents
Unit Price:*   Comments
Subtotal:

Tax   Remove

Category:* [▼]   Taxable Amount: [   ]
Location: [   ]   Tax Rate Type: [   ]
Description: Rate(%):
Regime: [▼]   Tax Amount: EUR
[   ]   Exempt Detail: (no value) ▾

Date Of Pre-Payment: [   ] 📅   Date Of Supply: 7 Jul 2020 📅
Law Reference: [   ]   ☐ Triangular Transaction

9. You can now click on Create at the top of the bottom of the page
10. Now you see a new item appearing, this is the line you just created.

Blanket PO Items

	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
☐	▼ 1	1.0	(SE) ⓘ					
☐	1.1	1	SE	[ ]				

Create ▾   Edit   Delete

Update   Save   Exit   Next

11. Please click on next (top or bottom right corner), this will take you to a new page. There is no need to select the line items before clicking next.

12. On the last page you see the Subtotal including Tax and the total amount. Make sure to double check if everything is correct and then click on **Submit**.

13. **The invoice is successfully submitted via the Ariba network**