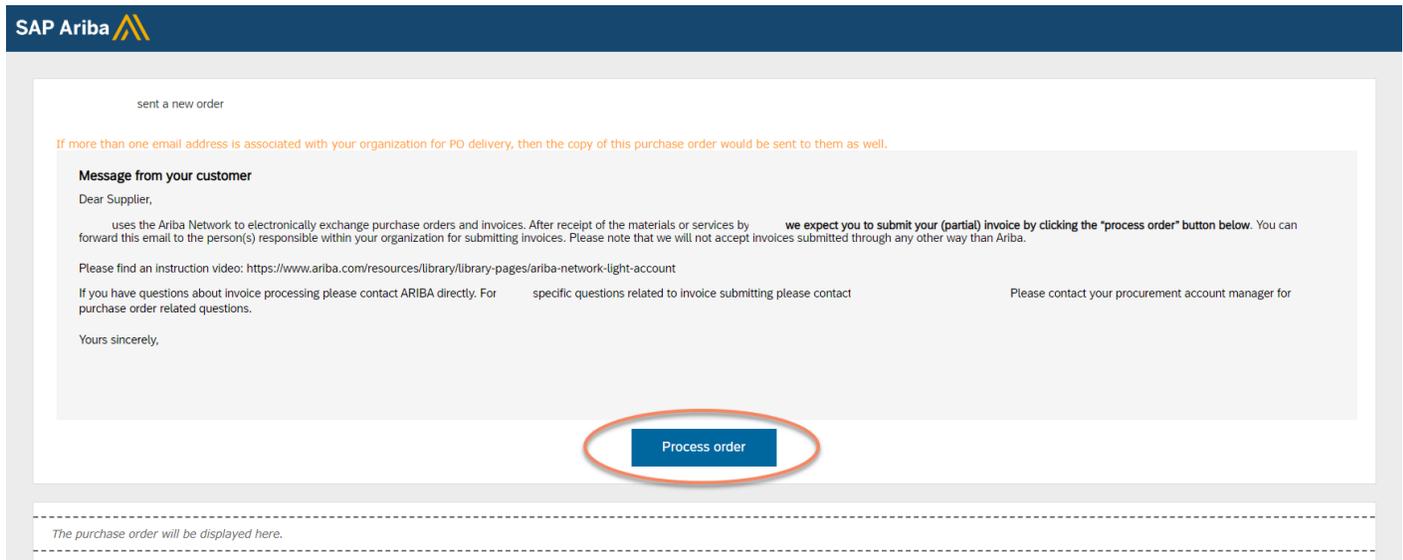


Standard Process description Ariba Invoicing

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.



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>

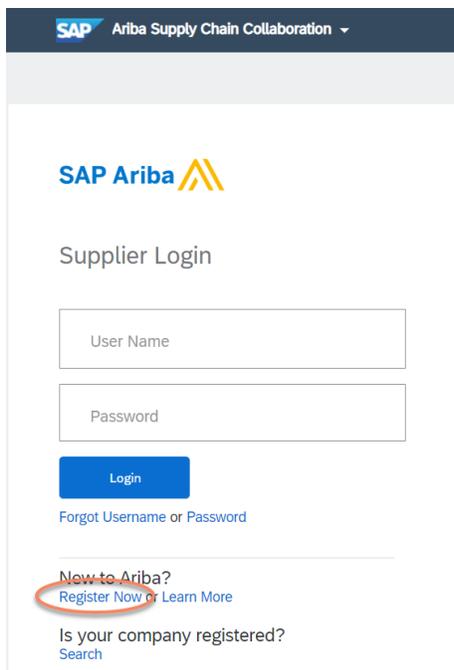
If you have questions about invoice processing please contact ARIBA directly. For specific questions related to invoice submitting please contact Please contact your procurement account manager for purchase order related questions.

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

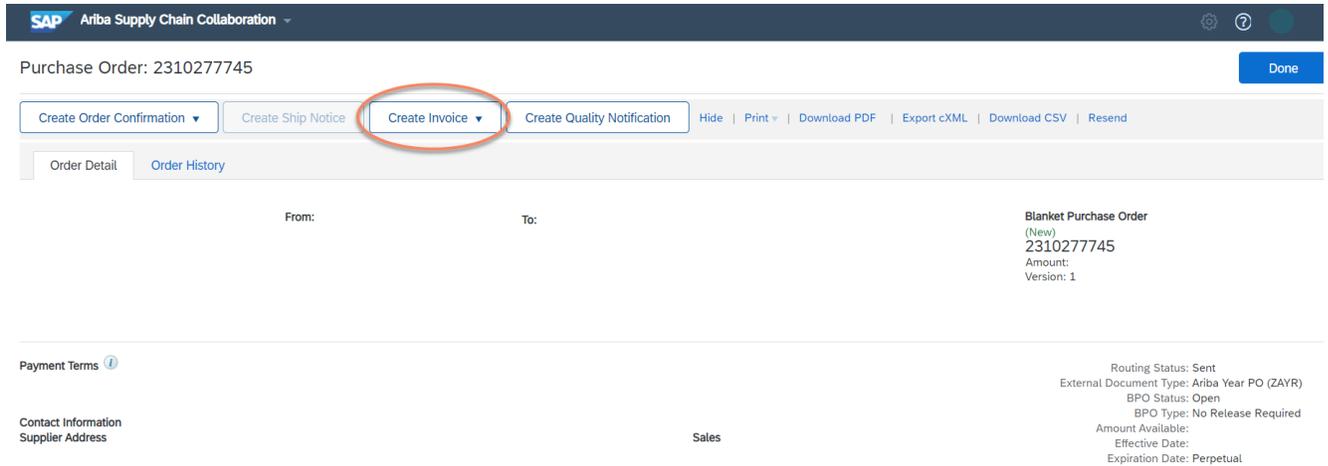
Login

[Forgot Username or Password](#)

Now to Ariba?
[Register Now](#) or [Learn More](#)

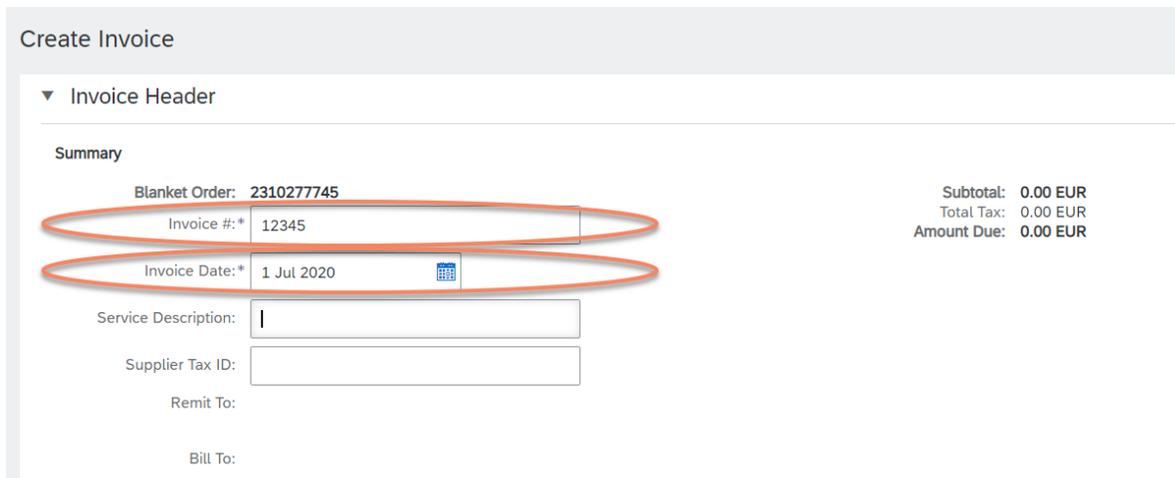
Is your company registered?
[Search](#)

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)



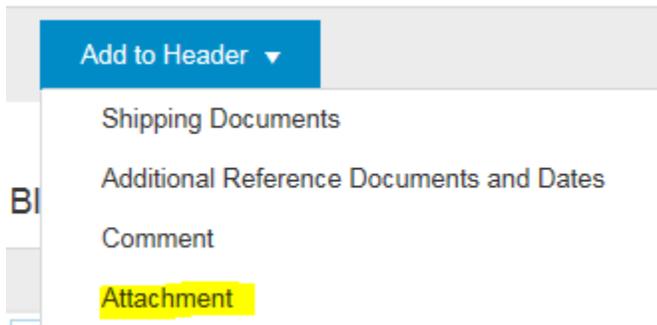
The screenshot shows the SAP Ariba Supply Chain Collaboration interface. At the top, it displays 'Purchase Order: 2310277745' and a 'Done' button. Below this, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice' (circled in red), and 'Create Quality Notification'. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. On the right side, there is a summary for 'Blanket Purchase Order (New) 2310277745' with 'Amount: ' and 'Version: 1'. At the bottom, there are sections for 'Payment Terms', 'Contact Information', and 'Supplier Address', along with a 'Sales' section and routing status information.

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)



The screenshot shows the 'Create Invoice' form in SAP Ariba. The 'Invoice Header' section is expanded, showing a 'Summary' table. The 'Blanket Order: 2310277745' is displayed. The 'Invoice #' field is set to '12345' and the 'Invoice Date' field is set to '1 Jul 2020'. Both fields are circled in red. To the right, the 'Subtotal: 0.00 EUR', 'Total Tax: 0.00 EUR', and 'Amount Due: 0.00 EUR' are displayed. Below the summary, there are input fields for 'Service Description', 'Supplier Tax ID', 'Remit To', and 'Bill To'.

- 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.



Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen

Add Attachment

- 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".

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1.0	(SE)					114,117.50 EUR

Create Edit Delete

Goods

 Service

- 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.

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

Quantity: *

 Unit:

 Unit Price: *

 Subtotal:

Part #:

 Customer Part #:

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** ▼

Quantity: * 1
 Unit: SE
 Unit Price: *
 Subtotal:

Part #:
 Customer Part #:

Line Item Actions ▼

- Add
- Tax**
- Shipping Documents
- Comments

Tax

Category: * Taxable Amount: Remove

Location:
 Description:
 Regime:

Rate(%):
 Tax Amount: EUR
 Exempt Detail: (no value) ▼

Date Of Pre-Payment:
 Date Of Supply: 7 Jul 2020
 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**.

Create Invoice Previous Save Submit 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: Netherlands. The document's destination country is: Netherlands.
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: 12345
Invoice Date:
Original Blanket Purchase Order: 2310277745

Subtotal:
Total Tax:
Amount Due:

REMIT TO:

BILL TO:

SUPPLIER:

BILL FROM:

CUSTOMER:

13. The invoice is successfully submitted via the Ariba network