

Inhoud

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How do I create an invoice on a PO

Step 1: Log in to Ariba

1. Log in via [Ariba Network-supplier](#)

Supplier Login

User Name

Password

Login

[Forgot Username](#) or [Password](#)

 Are you having trouble logging in? Please read the manual '[Instructions Ariba Network and registration process](#)'.

Step 2: Open the PO

2. Click on Workbench

3. Choose Orders
4. Click on the PO number for which you want to create an invoice (the filter is set default on 31 days)

❗ Can't find the PO? Then take a look at ['Searching in the Workbench'](#).

The screenshot shows the SAP Ariba Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench' (highlighted), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. Below this, a 'Workbench' section shows four cards: 'New orders' (2), 'Orders' (2), 'Invoices' (0), and 'Orders to invoice' (2). The 'Orders' card is selected. Below the cards, there's a section for 'Orders (2)' with a filter set to 'Last 31 days'. A table lists the orders:

Order Number	Customer	Amount
5210029057	Gasunie - TEST	€27,000.00 EUR
5210029058	Gasunie - TEST	€150.00 EUR

Step 3: Create an Invoice

5. Click on Create Invoice
6. Then click on Standard invoice

Purchase Order: 5210029058

The screenshot shows the SAP Ariba interface for a specific purchase order. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted). Below these buttons, there's a section for 'Order Detail' and 'Order History'. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'.

7. Enter your invoice number and invoice Date

❗ The invoice date cannot be more than 5 days in the past

▼ Invoice Header

Summary

Purchase Order: 5210029058

Invoice #:* |

7

Invoice Date:* 7 Oct 2022



Service Description:

Remit To: Papierenwereldje-TEST

Gorinchem
Netherlands

Bill To: N.V. Nederlandse Gasunie

GRONINGEN
Netherlands

8. Check if your VAT number is present and correct. The VAT number may not contain spaces, dashes or dots.

- ⓘ Is the VAT number missing or incorrect? Then take a look at ['VAT Number'](#).
- ⓘ The yellow warning under the VAT number does not disappear regardless of whether the VAT number has been entered correctly or not.

Supplier VAT

Supplier VAT/Tax ID: NL1234567B01

8

Supplier Commercial
Identifier:Supplier Commercial
Credentials: The VAT number always starts with the country code in uppercase. The VAT number can be added or edited by the Administrator in the Company Profile.

9. Add an attachment when it contains specifications not included in this invoice.

- ⓘ Do you want more information about this? Then take a look at ['Add attachment'](#).

Add to Header ▼

9

10. If you want to send a partial invoice, you can change the quantities.

ⓘ The price cannot be changed on the invoice. When incorrect, please ask your contact person at Gasunie to change this.

11. You can check the line items. If you do not want to invoice a specific line item, you can tick the relevant line on the left and click Delete at the bottom. If you want to add VAT, check all the lines that you are going to invoice. To add VAT, continue with step 12.

12. Then click Line Item Actions.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT / Reverse Charge ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

☒	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	1	☒	MATERIAL		extra stuff		30	EA	1.00 EUR	30.00 EUR

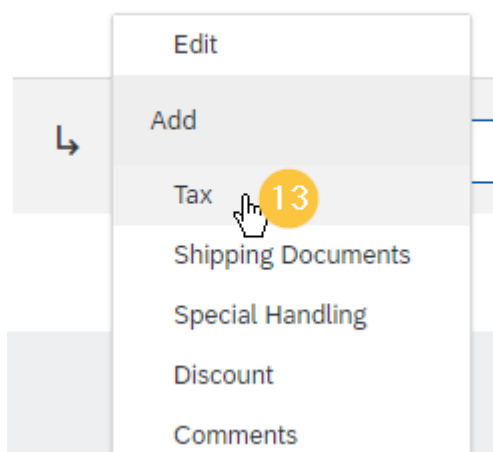
Tax

☒	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	2	☒	MATERIAL		extra stuff		120	EA	1.00 EUR	120.00 EUR

Tax

↳ [Line Item Actions](#) 12 [Delete](#) [Reset Tax from PO](#)

13. When you have pressed Line Item Actions, you will be presented with a screen where you can choose TAX.



ⓘ This ensures that you have created a tax rule for the line item. Please check the percentage you've chosen. Note that all line items that you want to invoice have a VAT line even if they show 0% VAT - and that there is no more than one VAT line per line item.

14. When you have completed all the steps, you can click Next.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	☒	MATERIAL		extra stuff		120	EA	1.00 EUR	120.00 EUR

Tax
Category: * 21% VAT / 21% VAT
Location:
Description: 21% VAT
Regime:
Date Of Pre-Payment:
Law Reference:
Taxable Amount: 120.00 EUR
Rate(%): 21
Tax Amount: 25.20 EUR
Exempt Detail: (no value)
Date Of Supply: 7 Oct 2022
☐ Triangular Transaction

Line Item Actions

ⓘ If you receive the error message below, you have skipped steps 11-13.

No.	Include	Type	Part #
1	☒	MATERIAL	

Tax
! VAT information is required

15. You will see an overview of the amount to be invoiced. If this is correct you can press Submit - the invoice goes directly to Gasunie.

Create Invoice

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: 07.10.22-1	Subtotal: 150.00 EUR
Invoice Date: Friday 7 Oct 2022 12:06 PM GMT+02:00	Total Tax: 0.00 EUR
Original Purchase Order: 5210029058	Amount Due: 150.00 EUR

REMIT TO: Papierenwereldje-TEST Postal Address: Papierwereld 1111AB Gorinchem	BILL TO: N.V. Nederlandse Gasunie Postal Address (standaard): Concourslaan 17 9727 KC GRONINGEN	SUPPLIER: Papierenwereldje-TEST Postal Address: Papierwereld extra
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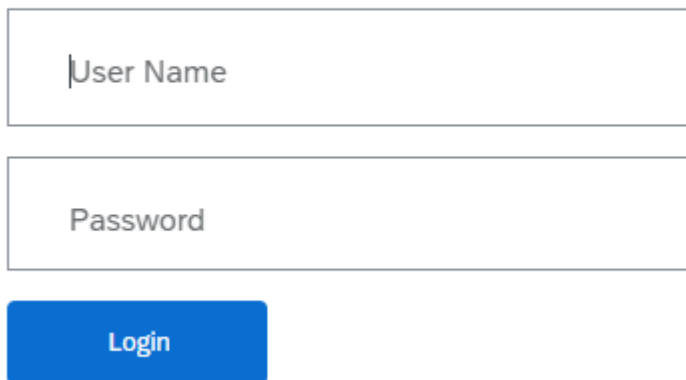
How do I make an invoice without a PO

When doing business with Gasunie, always ask your contact person for a PO number from Ariba. If you unexpectedly need to create an invoice without a PO, the steps to do this are explained below.

Step 1: Log in Ariba

1. Log in via [Ariba Network-supplier](#)

Supplier Login

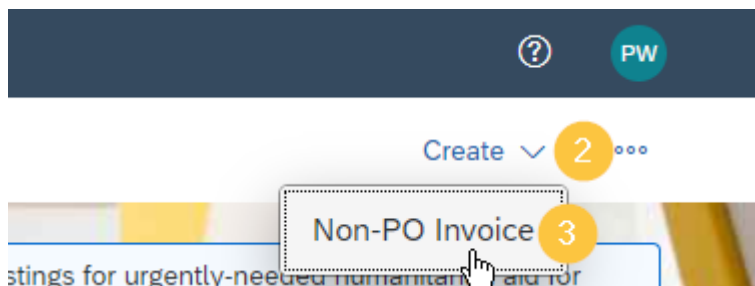


The form consists of two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button. To the right of the 'Login' button, there is a link that says 'Forgot Username or Password'.

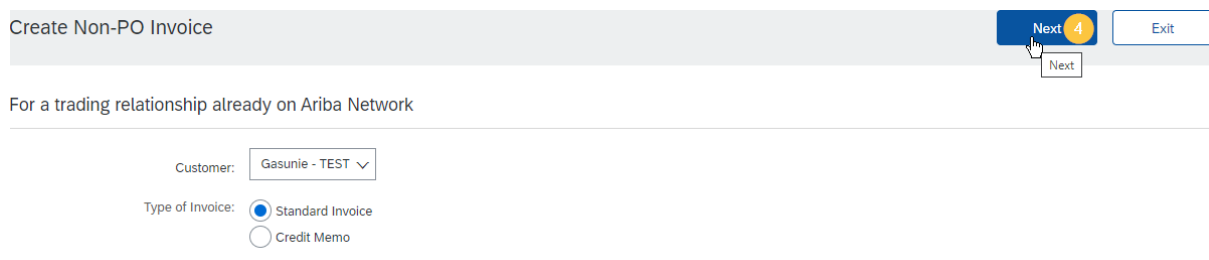
 Are you having trouble logging in? Please read the manual '[Instructions Ariba Network and registration process](#)'.

Step 2: Making a Non-PO Invoice

2. Click Create at the top right
3. Choose Non-PO Invoice



4. Choose Gasunie and click on Next



The screenshot shows the 'Create Non-PO Invoice' form. At the top right, there are 'Next' and 'Exit' buttons. Below these buttons, there is a section for 'For a trading relationship already on Ariba Network'. This section contains a 'Customer' dropdown menu with 'Gasunie - TEST' selected, and a 'Type of Invoice' section with two radio buttons: 'Standard Invoice' (selected) and 'Credit Memo'.

5. Enter your invoice number and then the invoice date
- ⓘ The invoice date cannot be more than 5 days in the past
6. Enter your sales number and your sales order number date. Not sure what to fill in here? Then re-enter the invoice number and date.
- ⓘ When you invoice for a participation of Gasunie, you choose the relevant participation here instead of N.V. Nederlandse Gasunie.

▼ Invoice Header

Summary

Invoice #:	*		5
Invoice Date:	*	7 Oct 2022	
Service Description:			
Remit To:		Papierenwereldje-TEST	
		Gorinchem Netherlands	
Choose Address		0001	▼
Bill To:		N.V. Nederlandse Gasunie	
Sales Order #:			6
Sales Order Date:			

7. Under extra fields you must select the address of Gasunie or one of the other concerns.
 8. The e-mail address is the address of your contact person at Gasunie. This person will also receive the invoice for approval.
- ⓘ The screen below may differ from the one you see, but this does apply to your invoice.

Additional Fields

Supplier Account ID #:		Service Start Date:		
Customer Reference:		Service End Date:		
Supplier Reference:				
Payment Note:				
Supplier:	Papierenwereldje-TEST ▼	Choose Address	N.V. Nederlandse Gasunie	7 ▼
	Gorinchem Netherlands	Customer:	N.V. Nederlandse Gasunie	
			Groningen Netherlands	
Bill From:	Papierenwereldje-TEST	Email: *	contactperson@gasunie.nl	8
			! Required field	

9. Check if your VAT number is present and correct. The VAT number may not contain space, dashes or dots.

-  Is the VAT number missing or incorrect? Then take a look at ['VAT number'](#).
-  The yellow warning under the VAT number does not disappear regardless of whether number has been entered correctly or not.

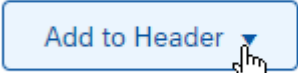
Supplier VAT

9

Supplier VAT/Tax ID: NL1234567B01

10. Add an attachment when it contains specifications that are not included in this invoice.

-  Would you like more information about this? Then take a look at ['Add attachment'](#).

 Add to Header

10

11. For Line Items, insert a line stating what will be billed and for what amount. Choose Add.
12. Then choose Add material, for example.

Line Items

Insert Line Item Options

☐

Tax Category:

0% VAT / Reverse Charge

☐

No.

No.

No.

Include

Type

Part #

Description



Line Item Actions



Delete

Add



11

Add General Service

Add Labor Service

Add Material

12

13. Enter a Sequence Number (01), a Description of what you are billing, the Quantity, Unit and a Unit Price.
14. Tick the item(s)
15. Click Line Item Actions to add a tax rule

Line Items 1 Line Items, 1 Included, 0 Previous

Insert Line Item Options

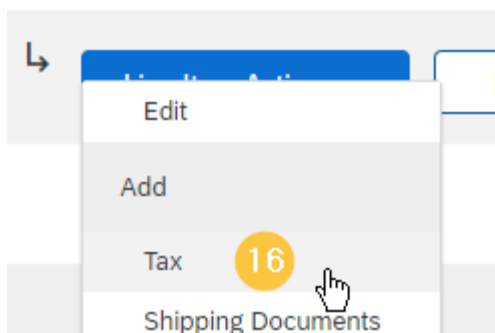
☒ Tax Category: 21% VAT / 21% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	
14	☒	☒	MATERIAL		Order		1	each	100

Tax

Line Item Actions 15 Delete Add

16. Click on Tax



This ensures that you have created a tax rule for the line item, with the correct tax percentage. Note that all line items that you want to invoice have a VAT line even if they show 0% VAT - and that there is no more than one VAT line per line item.

17. A VAT line is now visible on the invoice under the created line item. Click Next when you are done filling the invoice.

☒ Tax Category: 21% VAT / 21% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	MATERIAL		Order		1	each	100.00 EUR	100.00 EUR

Category: * 21% VAT / 21% VAT

Location:

Description: 21% VAT

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 100.00 EUR Remove

Rate(%): 21

Tax Amount: 21.00 EUR

Exempt Detail: (no value)

Date Of Supply: 7 Oct 2022

☐ Triangular Transaction

Line Item Actions Delete Add

Update Exit Next 17

When you receive the error message below, you have skipped 14-16.

No.	Include	Type	Part #
1		MATERIAL	

Tax

! VAT information is required

18. You will now see an overview of the invoice you have just created. If this is correct click Submit. The invoice will be sent directly to your Gasunie contact person.

Create Invoice Previous Submit 18 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: 07.10.22-2
Invoice Date: Friday 7 Oct 2022 2:28 PM GMT+02:00

Subtotal: 100.00 EUR
Total Tax: 21.00 EUR
Amount Due: 121.00 EUR

REMIT TO: Papierenwereldje-TEST Postal Address: Papierwereld 1111AB Gorinchem Netherlands	BILL TO: N.V. Nederlandse Gasunie Postal Address: Concourslaan 17 9727 KC Groningen Netherlands	SUPPLIER: Papierenwereldje-TEST Postal Address: Papierwereld extra 1111AB Gorinchem
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Searching in the Workbench

You can trace your PO again in Ariba in several ways. When the PO number is known you can find the this via Exact search. Click on Apply to Search.

Orders (2)

▼ Edit filter 1

Customers

Select or type selections



Order numbers

5210029057 x

2 selection

☐ Partial match

☒ Exact match 3



Was the PO sent by Gasunie in the past 365 days? The default filter setting is 31 days - change this to 365.

Orders (2)

▼ Edit filter 1

Customers

Select or type selections



Order numbers

Type selection

☒ Partial match ☐ Exact match

Company codes

Select or type selections



Purchasing organizations

Select or type selections



Routing status

All



Min amount

Max amount

Currency

EUR



Creation date 2

Last 31 days



Last 24 hours

Last 7 days

Last 14 days

Last 31 days

Last 90 days

Last 365 days 3



Custom date range

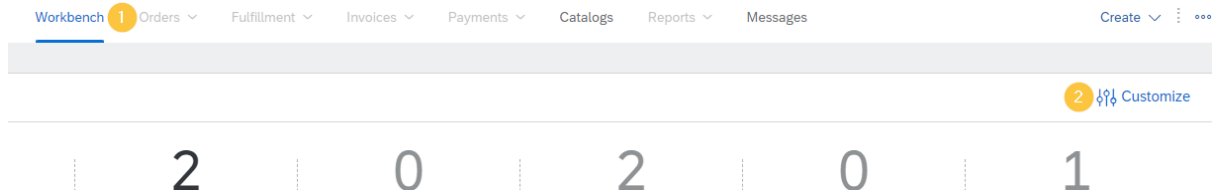
Still can't find the PO?

1. You may not have the correct permissions. Find out who the administrator is through your profile and click on 'Contact administrator'. This can give you extra rights.
2. Are you logging into the correct account? Send a message to the support department (selfservicesupport@gasunie.nl) with your Ariba Network (AN) number and ask whether the PO number has been sent to this account. The AN number can also be found in the profile.
3. The PO may not have reached your account. Send a message to selfservicesupport@gasunie.nl to check this.

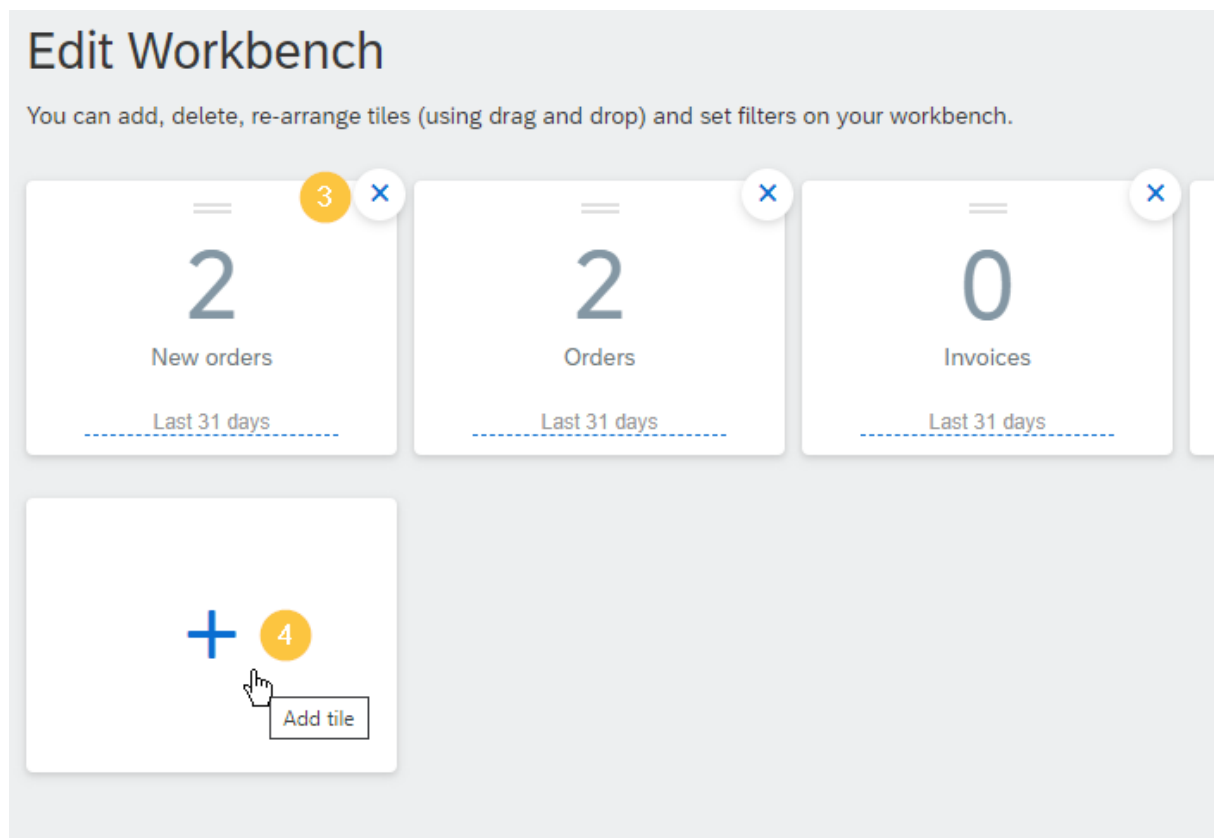
Edit the Workbench

U kunt uw Workbench ook bewerken. Bijvoorbeeld wanneer u een factuur hebt opgeslagen.

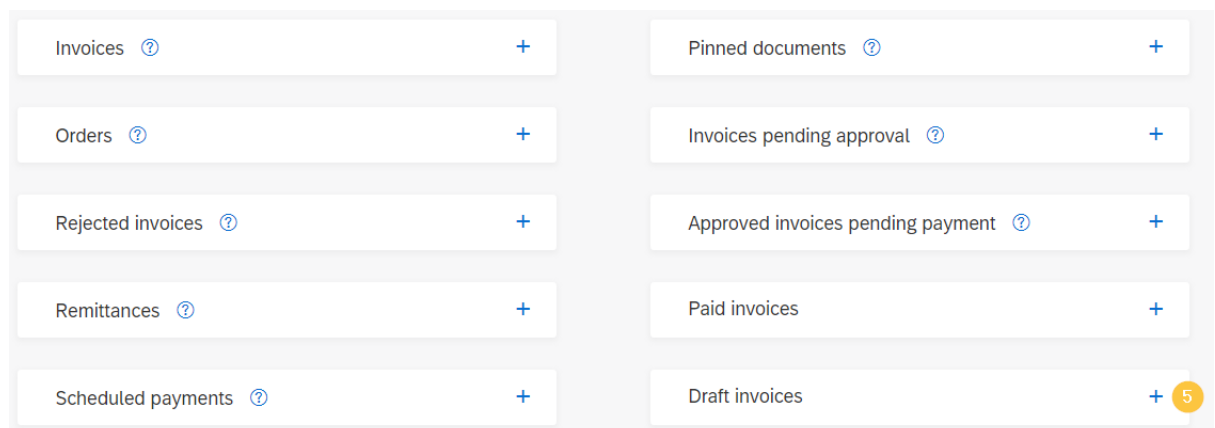
1. Go to Workbench
2. Click on Customize



3. You can remove tiles by clicking on the cross
4. You can add a tile by pressing the plus sign



5. For example, choose Draft invoices here



6. When you click Apply you can find the Draft Invoice in your Workbench

7. You can edit the Draft invoice via Actions, Edit.

Finding your invoice

When you have created an invoice on the PO, you can open the order and find the matching documents on the right.

Purchase Order: 5210029051

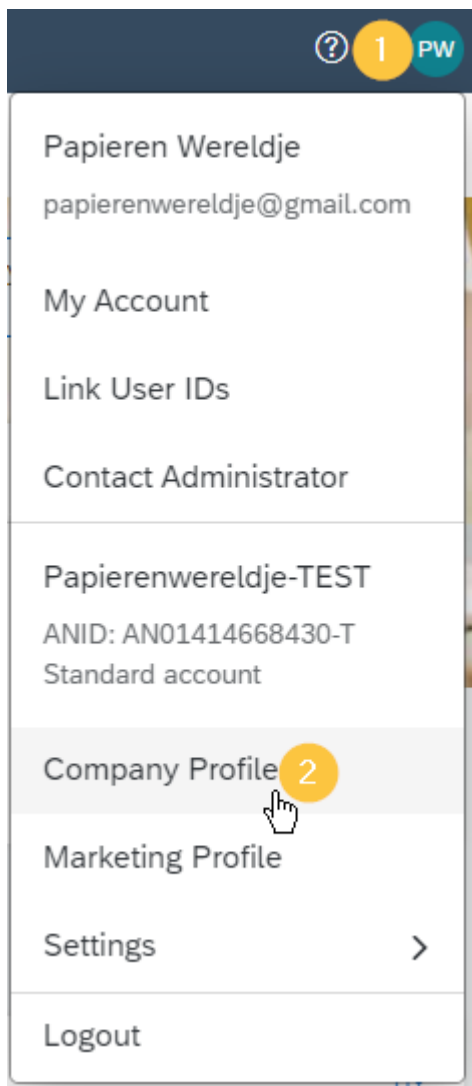
If you want to find other invoices, you can search Workbench. By default there is a tile with Invoices in the Workbench. You can also create a tile for Draft invoices. More information about this can be

found in the chapter '[Edit workbench](#)'. Similarly, you can add a tile about invoices that have been rejected.

VAT Number

To submit an invoice to Gasunie, your VAT number must be entered in your account. If not, the invoices you create and submit will be immediately rejected by Ariba. Only the account administrator can make this change to the profile. Not sure who the account administrator is? Then choose, as described below, in step 2 for 'Contact the administrator'.

1. Click on the letters at the top right of your profile
2. Then click on Company Profile



3. Go to the Business tab

Company Profile

Basic (2) 3 Business (2)

4. Enter Tax number and VAT number here. These are two different places where you have to enter your VAT number. See the example below.

Tax Information

4

Tax Classification:

(no value) ▼

Taxation Type:

(no value) ▼

Tax ID:

NL1234567B01

i

 Do not enter dashes

State Tax ID:

Do not enter dashes

Regional Tax ID:

Do not enter dashes

Vat ID:

NL1234567B01

☐

 VAT Registered

5. Go to the Basic tab to see if you also have additional company addresses. If you don't have this, you can skip the steps below, you can then continue with invoicing.

Company Profile

5 Basic (2) Business (2) Mar

6. Check the address and click Edit

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
Papierenwereldje-TEST				Papierwereld extra	Gorinchem Netherlands	-
6 ↩ Edit Delete Create						

** This column displays your registration status with Ariba's associated partner provider

7. Also enter the VAT and tax number here

Address Name

Address Name:*

Papierenwereldje-TEST

i

Address ID:

7

VAT ID:

NL1234567B01

Tax ID:

NL1234567B01

8. Save the new data

Save

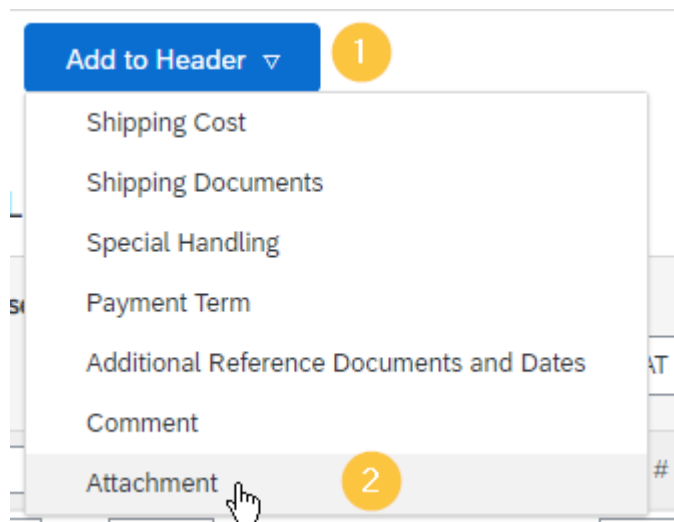
8

Close

Add attachment

You can add an attachment to an invoice containing specifications that are important to your contact person.

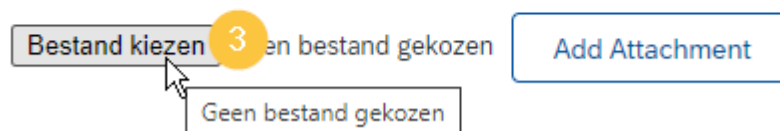
1. When you are working on the invoice you will see a blue button called Add to header. It's best to add your attachment here and not under line items.
2. Choose Attachment



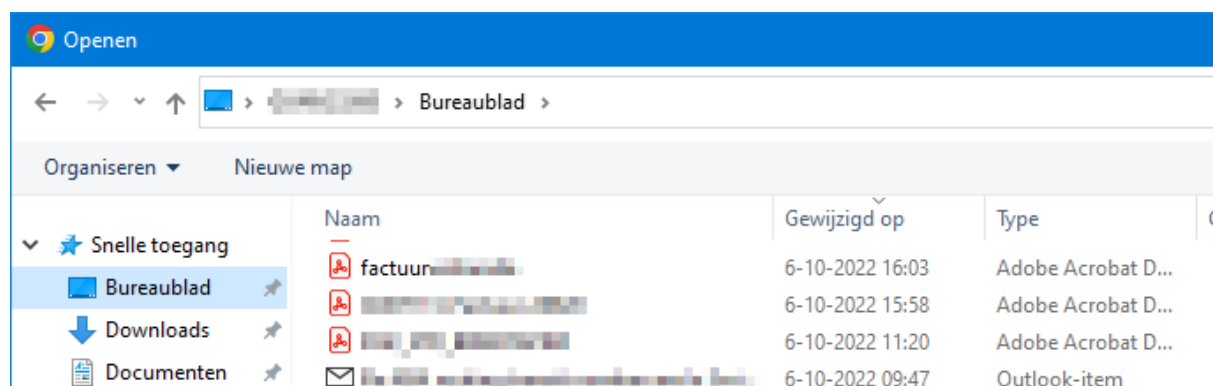
3. You will now be given the option to choose a file

Attachments

The total size of all attachments cannot exceed 10MB



4. Choose the file you want to add.



5. When you have chosen the file, you can click on Add attachment.

Attachments

The total size of all attachments cannot exceed 10MB

Bestand kiezen

factuur[redacted].pdf

Add Attachment 5

6. The attachment has now been placed on the invoice

Attachments

The total size of all attachments cannot exceed 10MB

Bestand kiezen

Geen bestand gekozen

Add Attachment

Name	
☐	factuur[redacted] 6
↳ Delete	