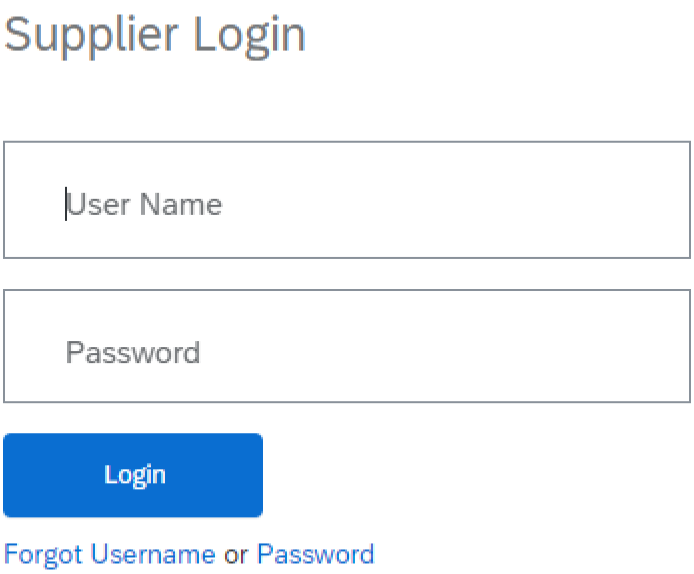
Inhoud

How do I create an invoice on a PO

Step 1: Log in to Ariba

1. Log in via Ariba Network-supplier



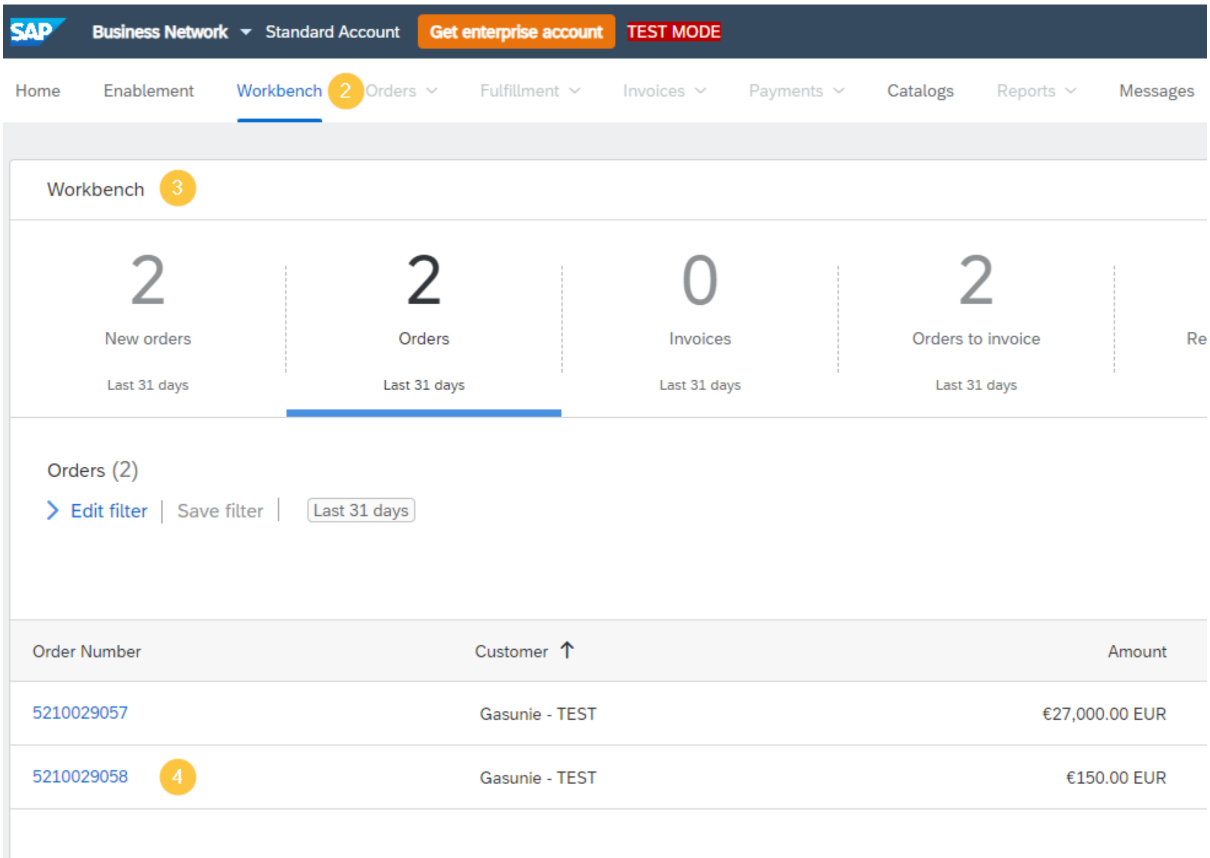
Are you having trouble logging in? Please read the manual 'Instructions Ariba Network and registration process'.

Step 2: Open the PO

2. Click on Workbench

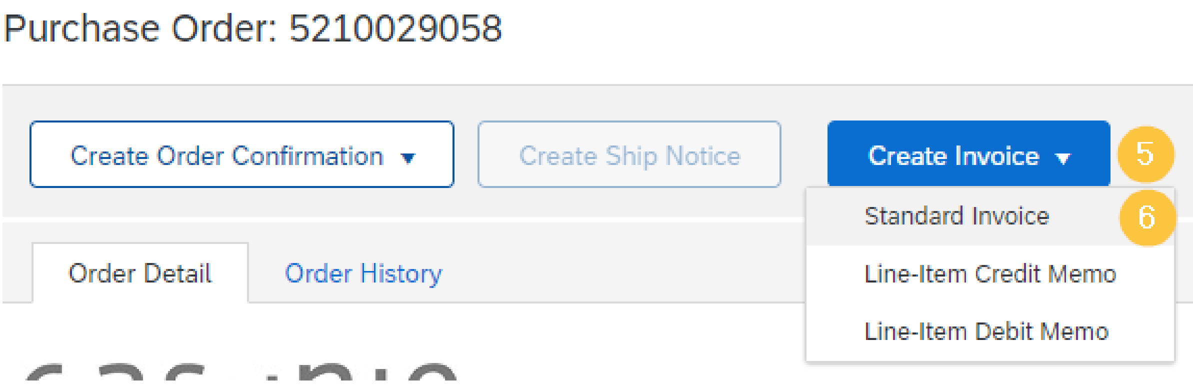
3. Choose Orders
4. Click on the PO number for which you want to create an invoice (the filter is set default on 31 days)

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



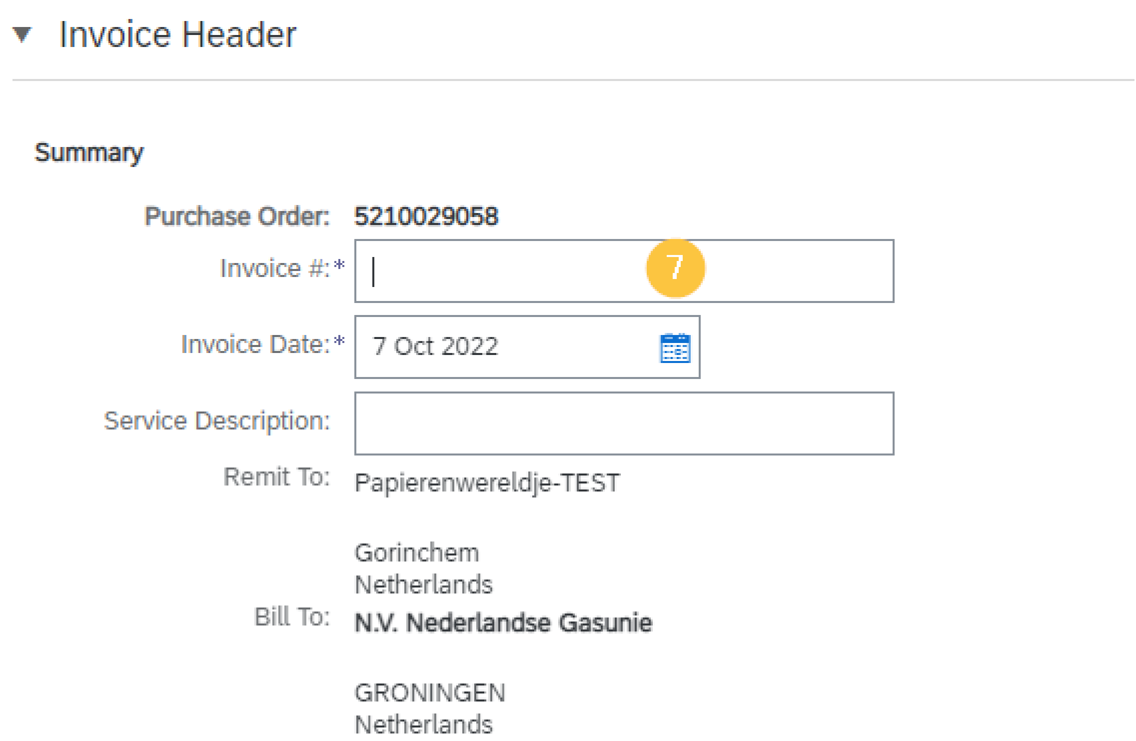
Step 3: Create an Invoice

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



7. Enter your invoice number and invoice Date

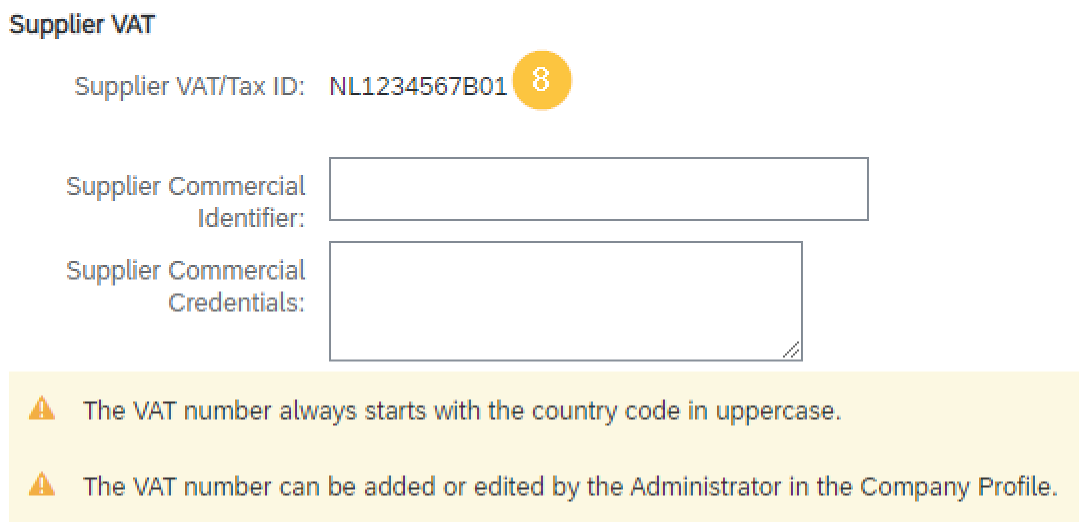
ⓘ The invoice date cannot be more than 5 days in the past



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.



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

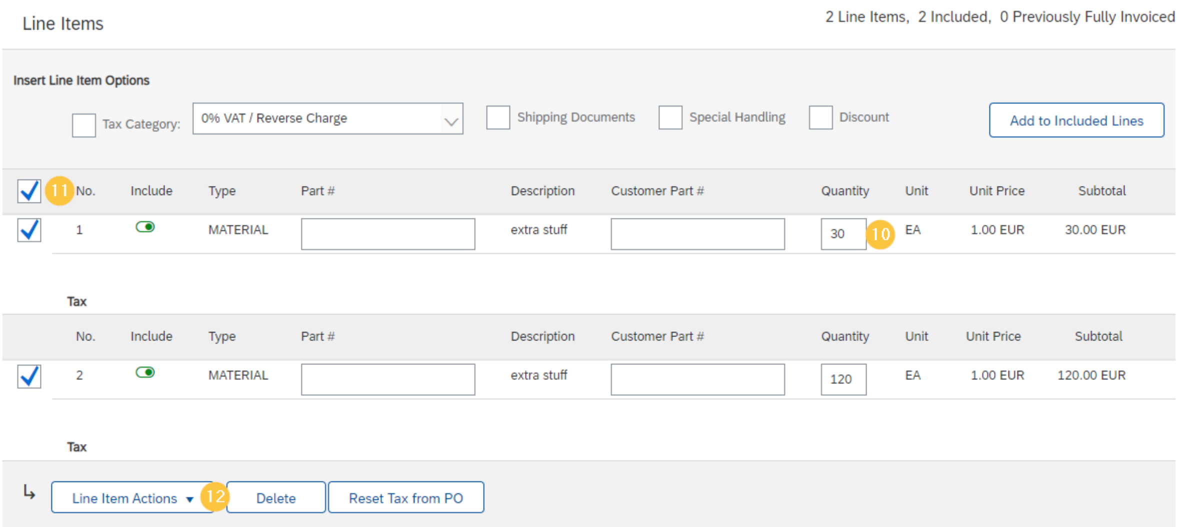
Do you want more information about this? Then take a look at ['Add attachment'].

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

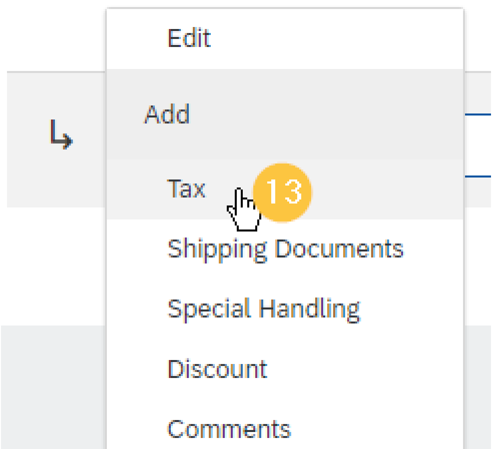
The price cannot be changed on the invoice. When incorrect, please ask your contact person at Gasunie to change this.

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.

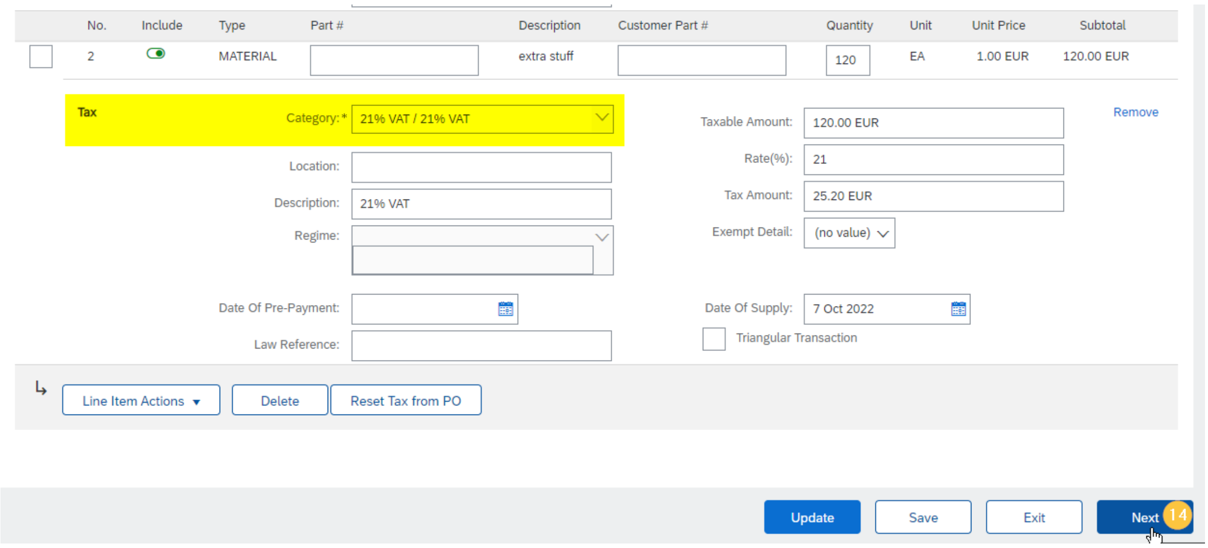


13. When you have pressed Line Item Actions, you will be presented with a screen where you can choose TAX.

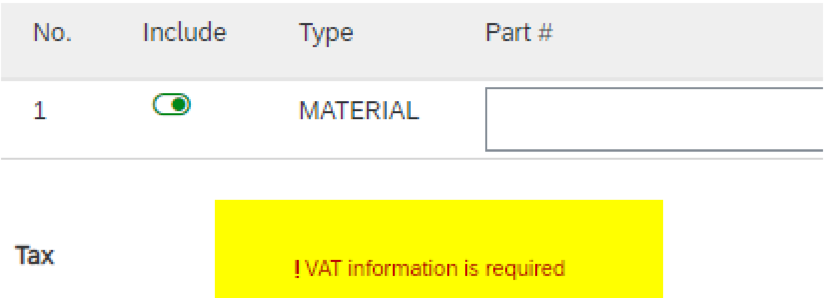


This ensures that you have created a tax rule for the line item. Please check the percentage you've chosen. Note that all line items that you want to invoice have a VAT line even if they show 0% VAT - and that there is no more than one VAT line per line item.

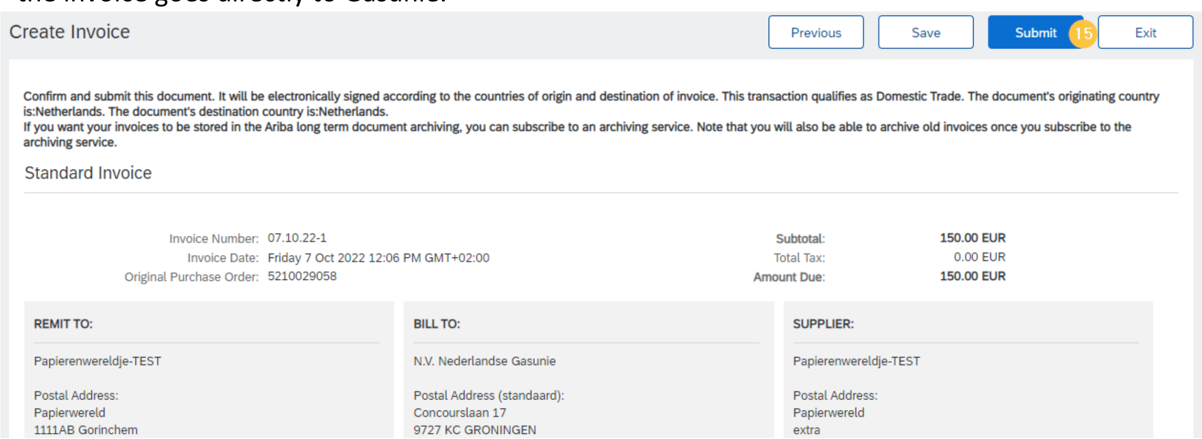
14. When you have completed all the steps, you can click Next.



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



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.

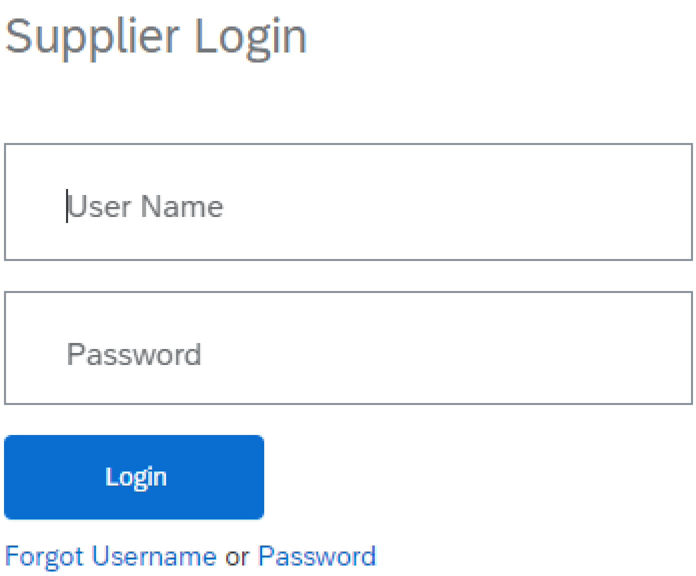


How do I make an invoice without a PO

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

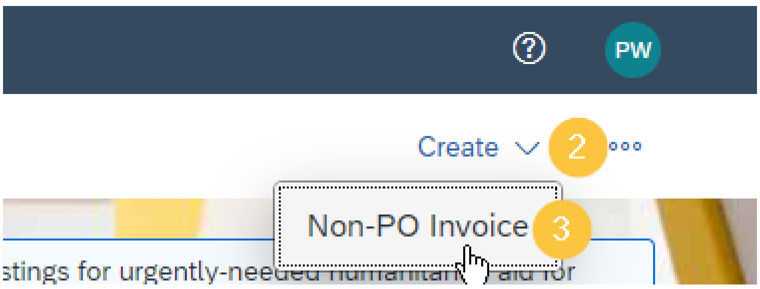
1. Log in via [Ariba Network-supplier]



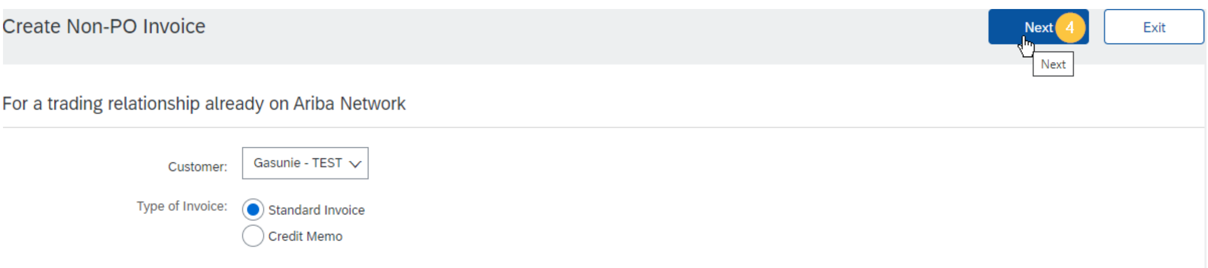
ⓘ Are you having trouble logging in? Please read the manual ['Instructions Ariba Network and registration process'].

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

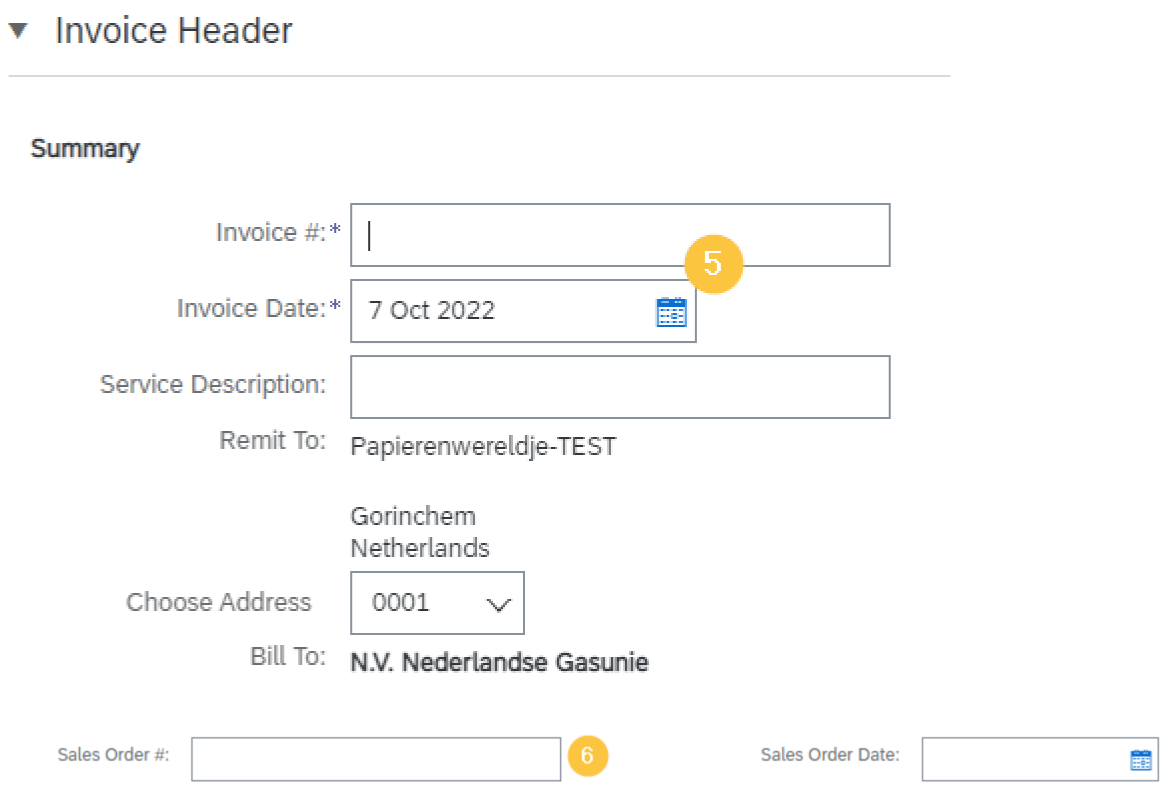


5. Enter your invoice number and then the invoice date

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

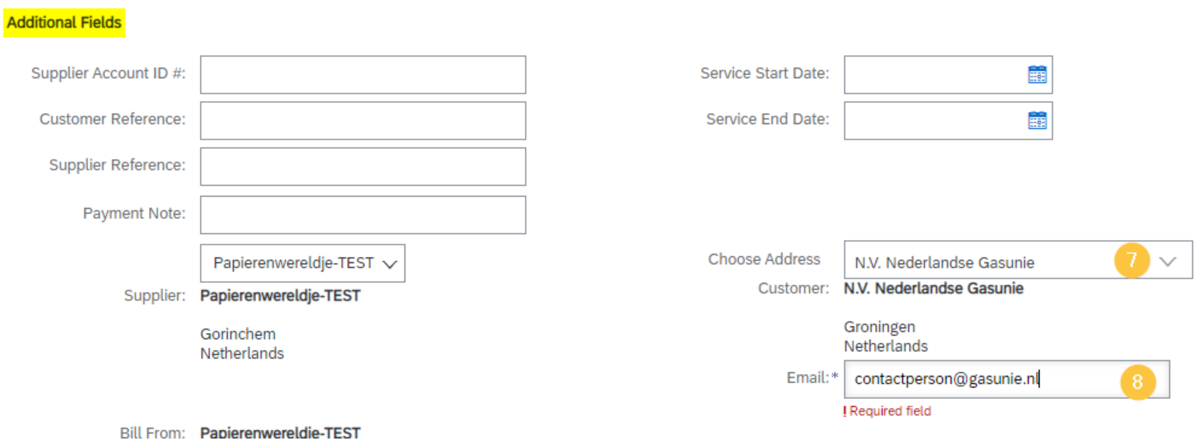
6. Enter your sales number and your sales order number date. Not sure what to fill in here? Then re-enter the invoice number and date.

ⓘ When you invoice for a participation of Gasunie, you choose the relevant participation here instead of N.V. Nederlandse Gasunie.



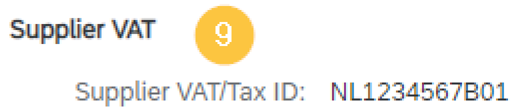
7. Under extra fields you must select the address of Gasunie or one of the other concerns.
8. The e-mail address is the address of your contact person at Gasunie. This person will also receive the invoice for approval.

ⓘ The screen below may differ from the one you see, but this does apply to your invoice.



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

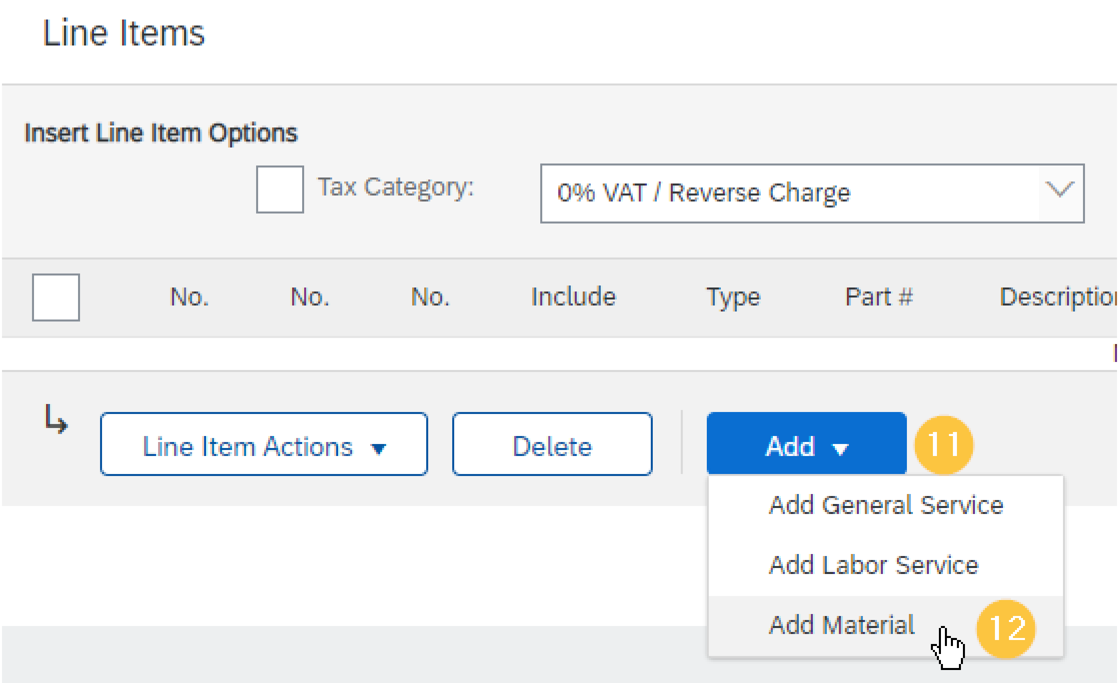
Is the VAT number missing or incorrect? Then take a look at ['VAT number'].
The yellow warning under the VAT number does not disappear regardless of whether number has been entered correctly or not.



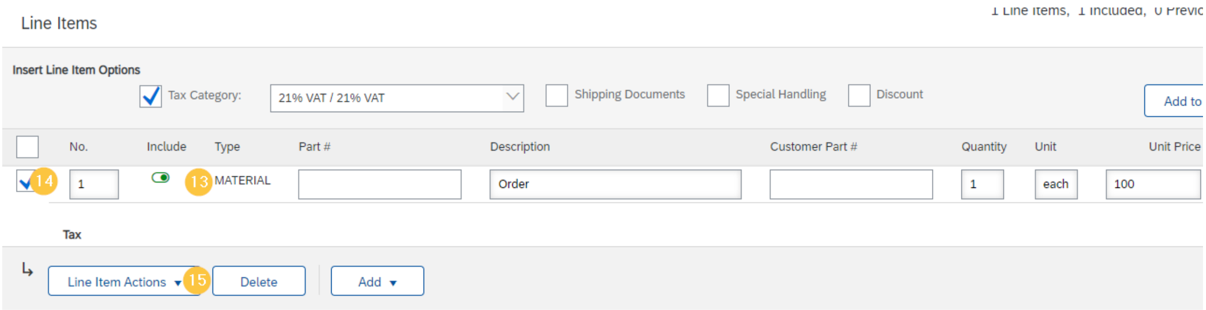
10. Add an attachment when it contains specifications that are not included in this invoice.

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

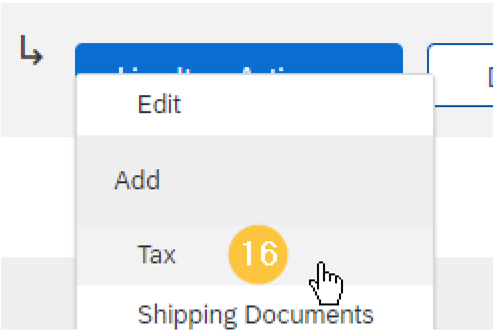
11. For Line Items, insert a line stating what will be billed and for what amount. Choose Add.
12. Then choose Add material, for example.



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

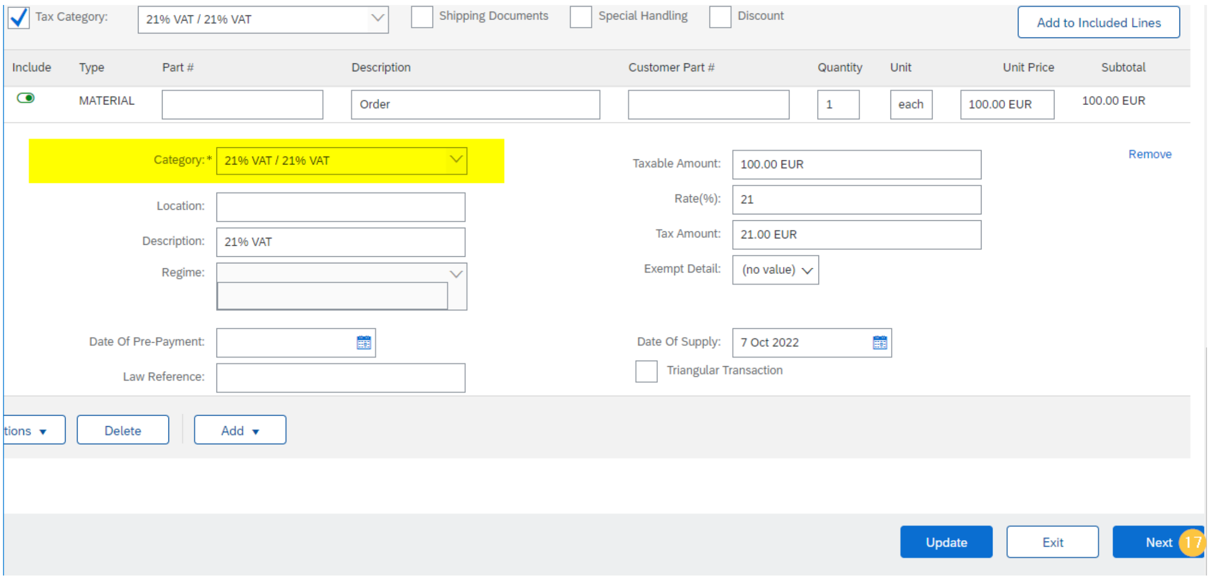


16. Click on Tax

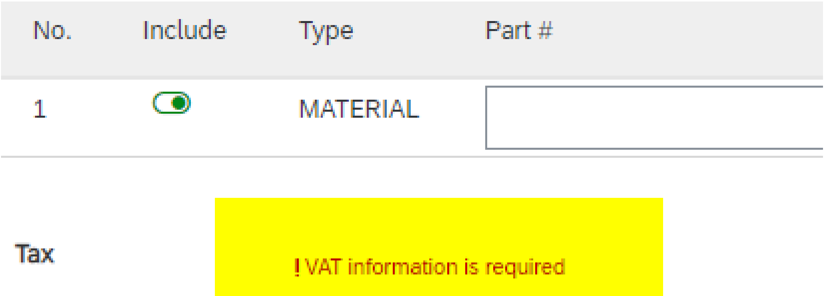


This ensures that you have created a tax rule for the line item, with the correct tax percentage. Note that all line items that you want to invoice have a VAT line even if they show 0% VAT - and that there is no more than one VAT line per line item.

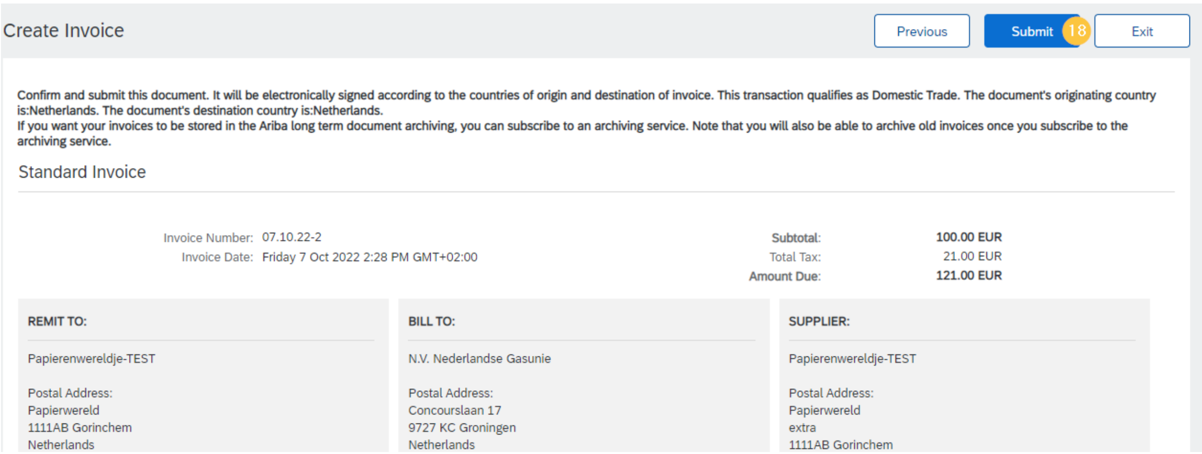
17. A VAT line is now visible on the invoice under the created line item. Click Next when you are done filling the invoice.



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

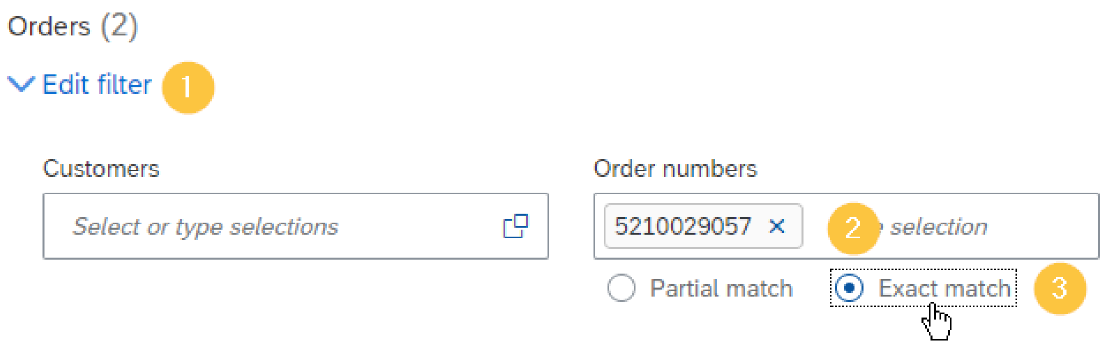


18. You will now see an overview of the invoice you have just created. If this is correct click Submit. The invoice will be sent directly to your Gasunie contact person.

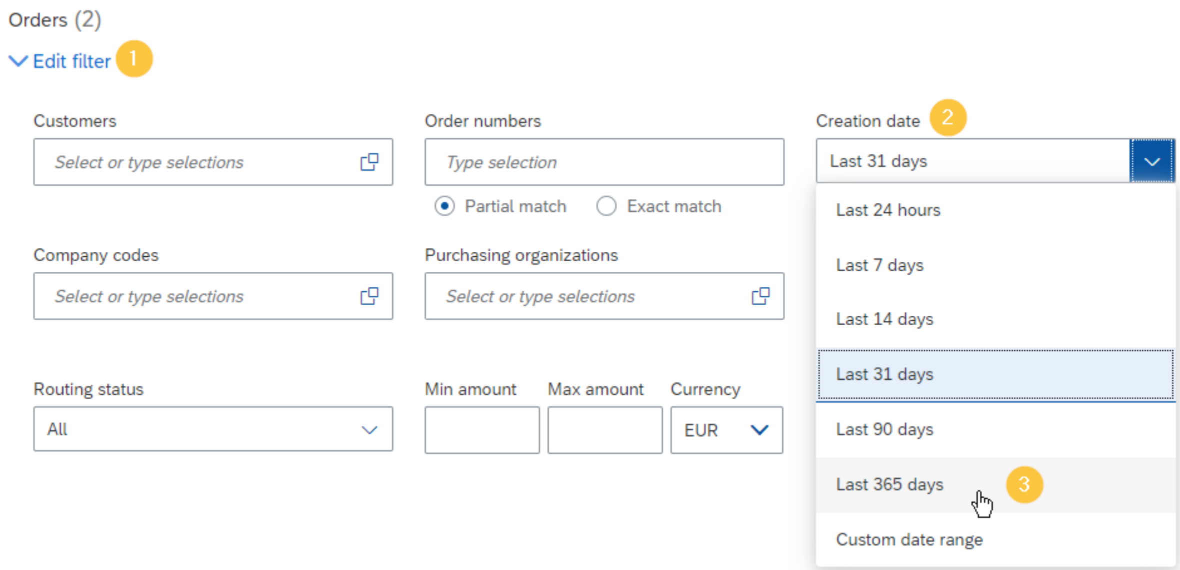


Searching in the Workbench

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.



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



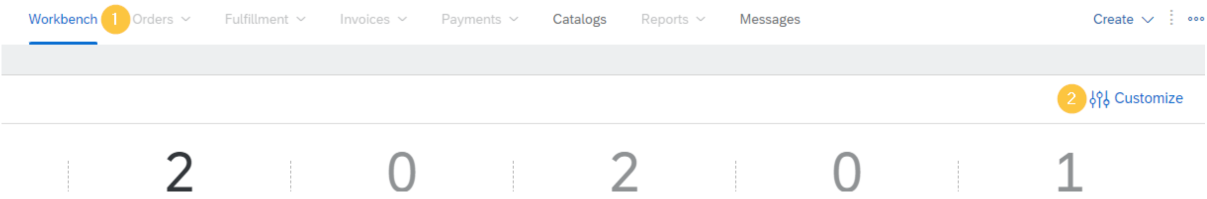
Still can't find the PO?

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.

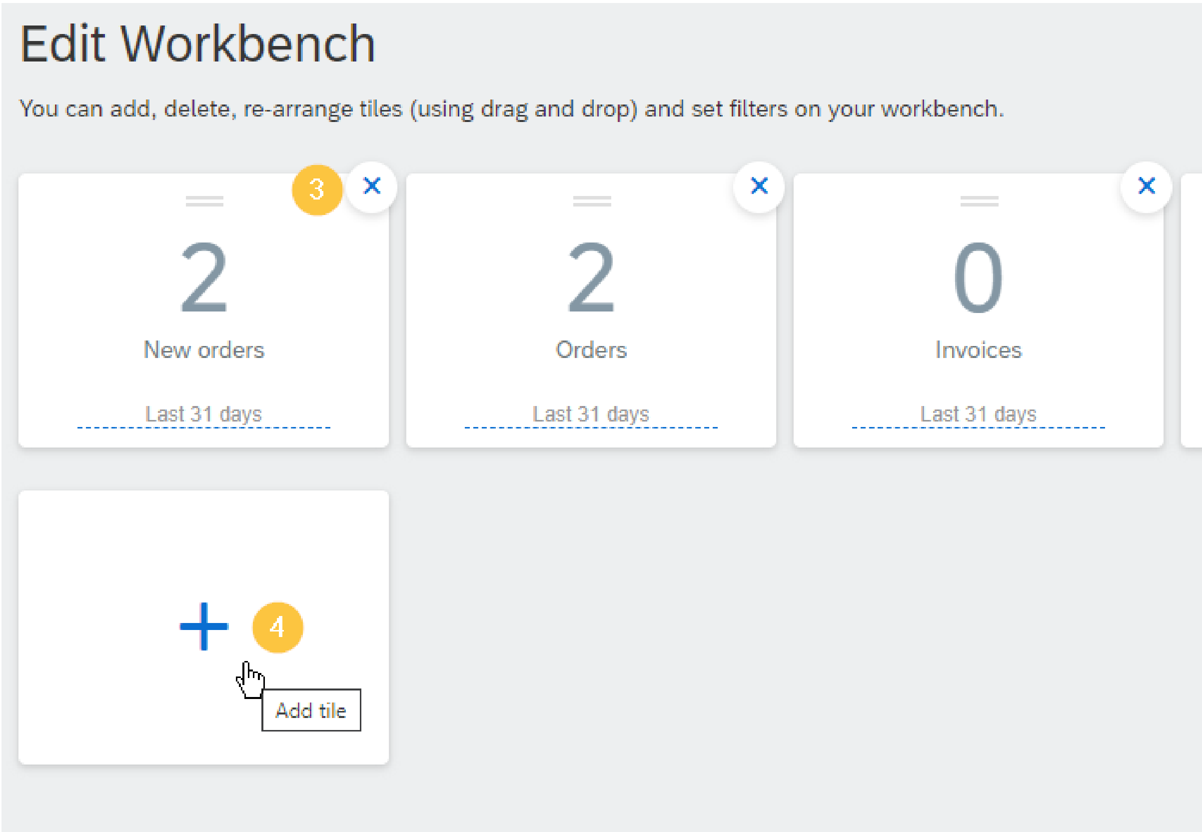
Edit the Workbench

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

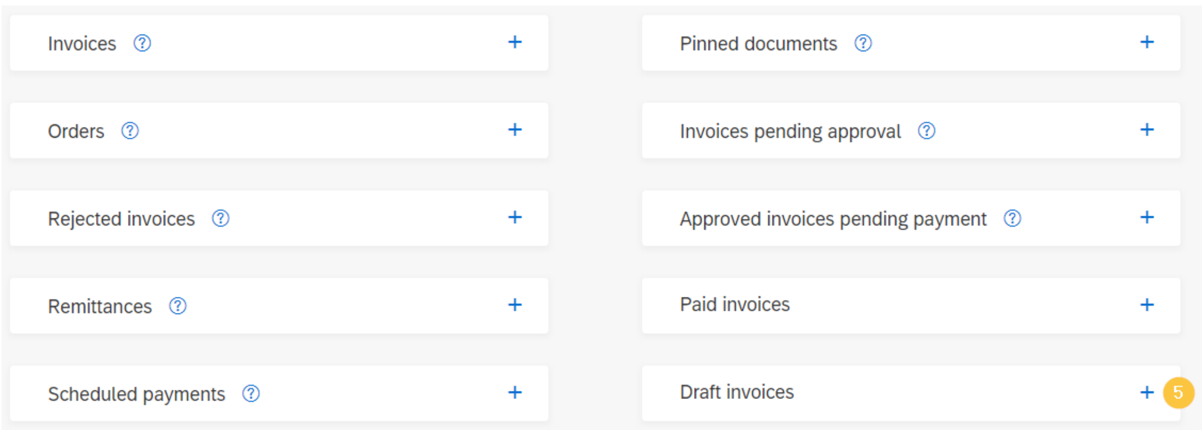
1. Go to Workbench
2. Click on Customize



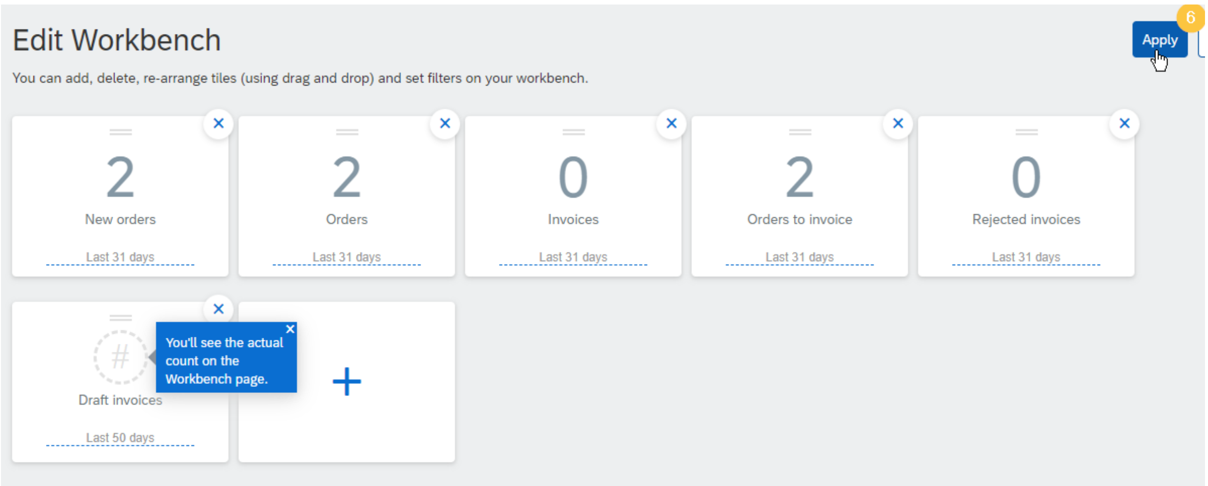
3. You can remove tiles by clicking on the cross
4. You can add a tile by pressing the plus sign



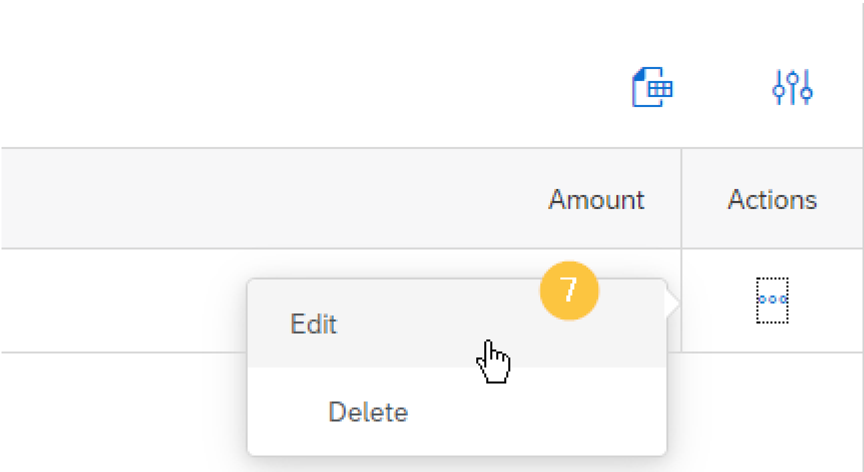
5. For example, choose Draft invoices here



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

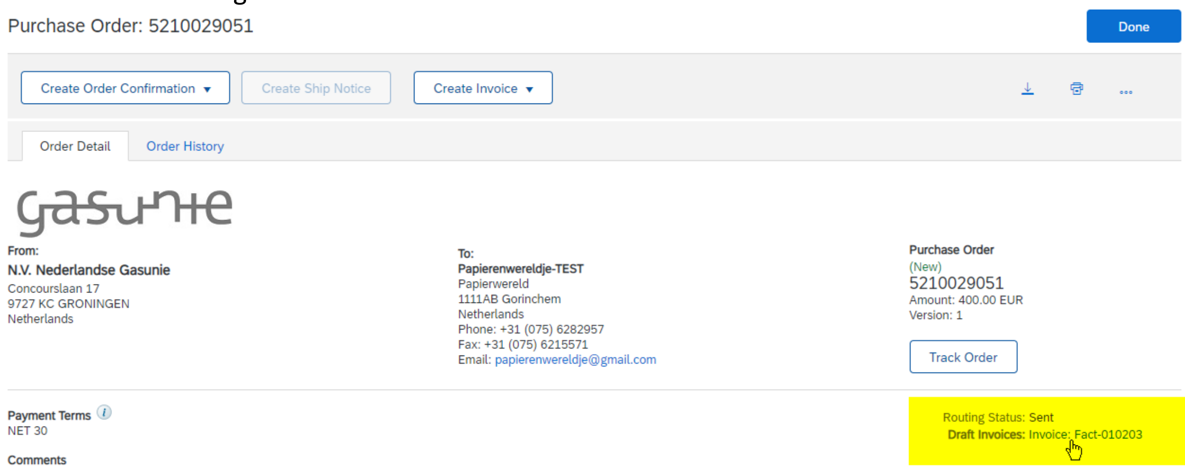


7. You can edit the Draft invoice via Actions, Edit.



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.

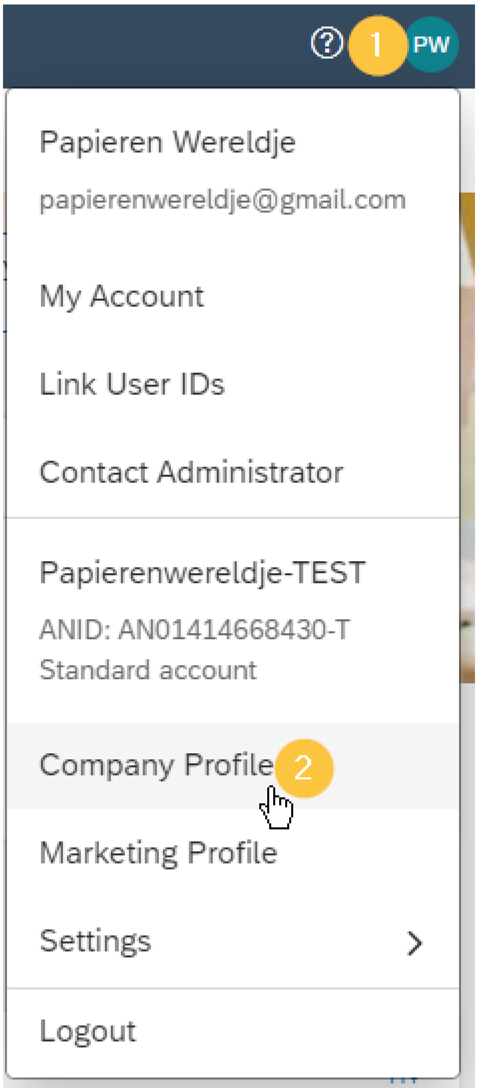


If you want to find other invoices, you can search Workbench. By default there is a tile with Invoices in the Workbench. You can also create a tile for Draft invoices. More information about this can be found in the chapter 'Edit workbench'. Similarly, you can add a tile about invoices that have been rejected.

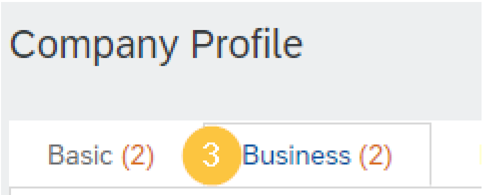
VAT Number

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'.

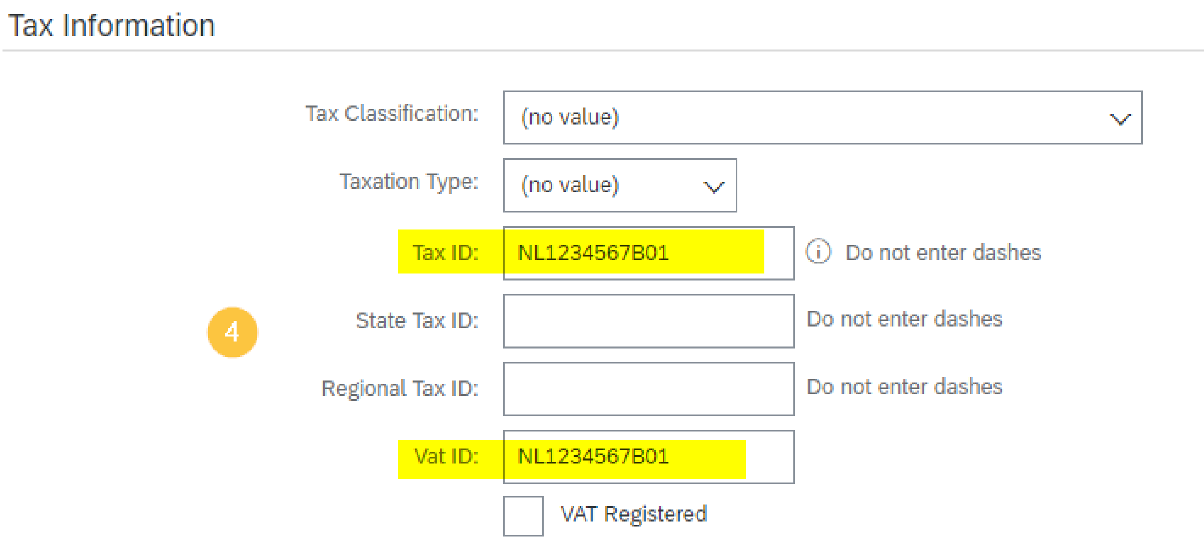
1. Click on the letters at the top right of your profile
2. Then click on Company Profile



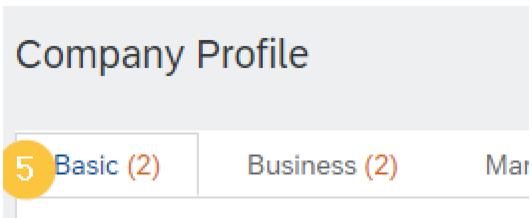
3. Click on Company information on the left-hand side and choose the Business tab



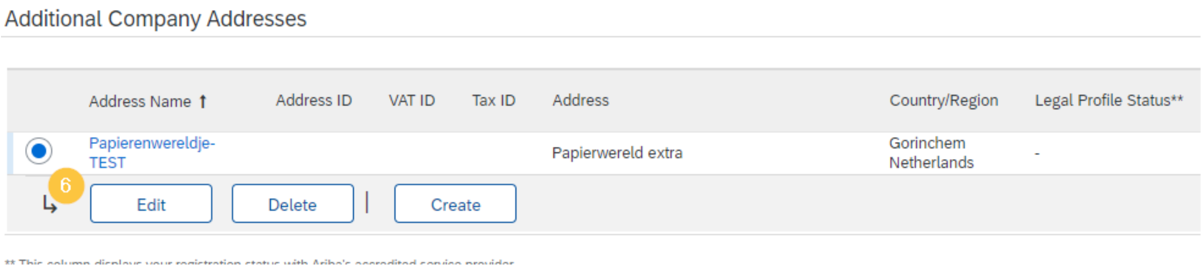
4. Enter Tax number and VAT number here. These are two different places where you have to enter your VAT number. See the example below.



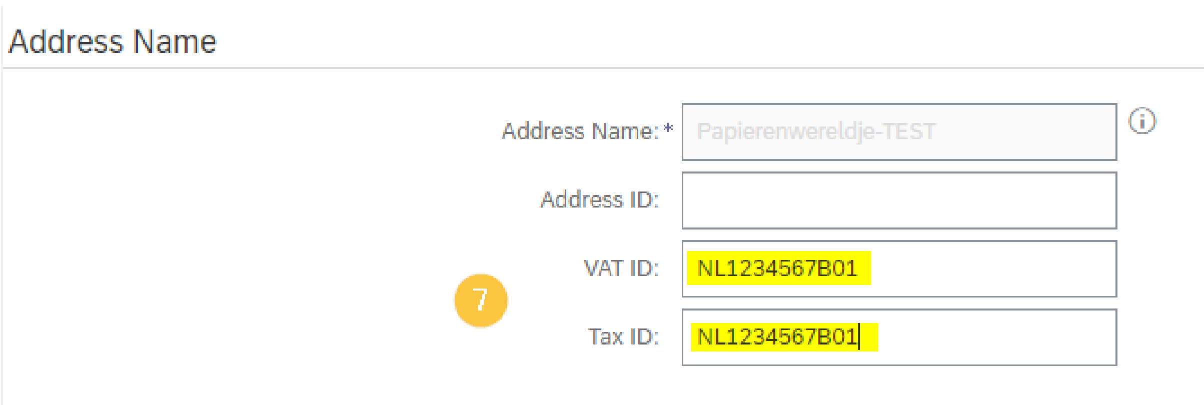
5. Go to the Basic tab to see if you also have additional company addresses. If you don't have this, you can skip the steps below, you can then continue with invoicing.



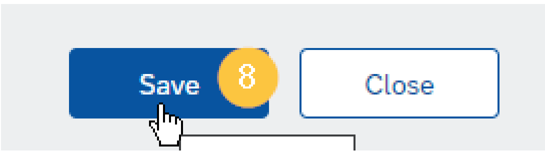
6. Check the address and click Edit



7. Also enter the VAT and tax number here



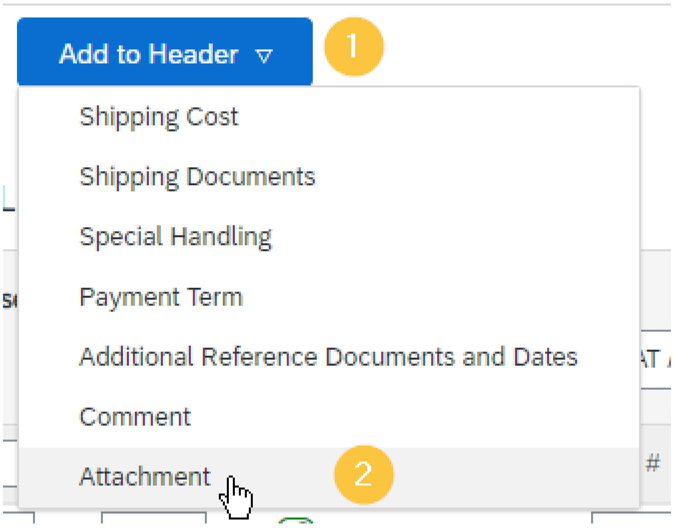
8. Save the new data



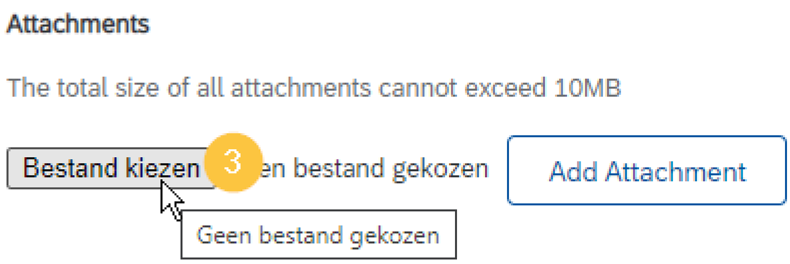
Add attachment

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

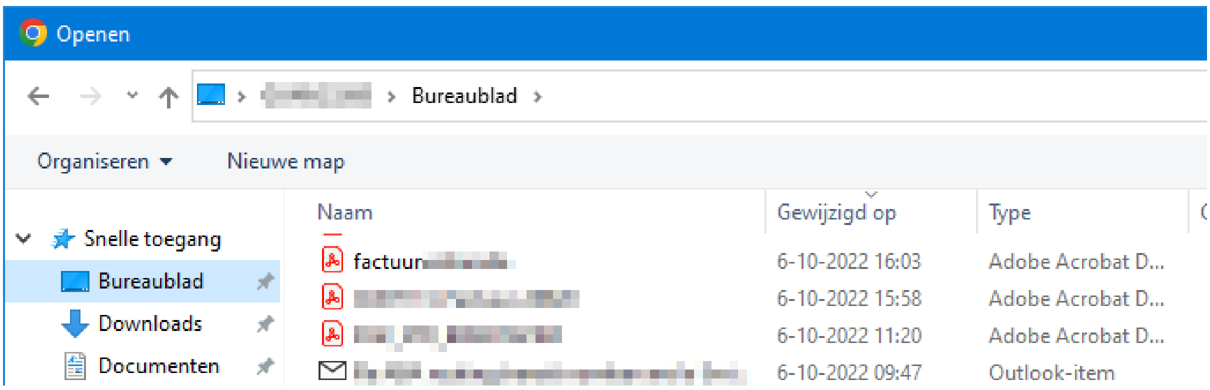
1. When you are working on the invoice you will see a blue button called Add to header. It's best to add your attachment here and not under line items.
2. Choose Attachment



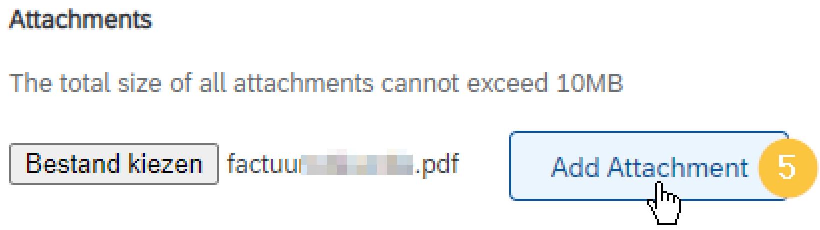
3. You will now be given the option to choose a file



4. Choose the file you want to add.



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



6. The attachment has now been placed on the invoice