

# Invoicing - Material Order

## -Supplier Guide-

Version 01/2024

# SAP ARIBA - INVOICING - MATERIAL ORDER



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# SAP ARIBA - INVOICING - MATERIAL ORDER



## 1. Accessing Purchase Order

- 1 In SAP Business Network:  
Select the **"Workbench"** column.
- 2 Search for the order in the list or directly via the order number.  
Then click on the order number to open the order.
- 3 Suppliers with a standard SAP Network Account can only react to an order via the **"Actions"**.

The screenshot displays the SAP Business Network Workbench interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discover', 'Workbench' (highlighted with a red box and a '1' marker), 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below the navigation bar, the 'Workbench' section shows a summary of order statistics: 35 New orders, 60 Orders, 10 Orders with service line, 3 Changed orders, 7 Items to confirm, and 21 Orders to invoice. The main content area is titled 'New orders (35)' and includes a search filter section with 'Order numbers' (highlighted with a red box and a '2' marker), 'Creation date', and 'Order status'. The 'Order numbers' filter is set to 'Type selection' with 'Partial match' selected. Below the filter section, a table lists the orders. The first row is highlighted with a red box and a '3' marker, showing an order number of 4400003603 for customer ANDREAS STIHL AG & Co. KG - TEST, with an amount of €92 EUR and a date of Jan 24, 2024. The 'Actions' column for this row is also highlighted with a red box and a '3' marker.

| Order Number | Customer                         | Amount  | Date ↓       | Order Status | Amount Invoiced | Actions |
|--------------|----------------------------------|---------|--------------|--------------|-----------------|---------|
| 4400003603   | ANDREAS STIHL AG & Co. KG - TEST | €92 EUR | Jan 24, 2024 | New          |                 | ...     |

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# SAP ARIBA - INVOICING - MATERIAL ORDER



## 2. Invoicing of a Material Order

An order must be confirmed via the SAP Business Network before an invoice can be created.

Order confirmations that have already been created are displayed in the "Order history" and the associated documents.

Purchase Order: 4400003525 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice

Order Detail **Order History**

**STIHL**

From: STIHL Tirol GmbH  
Hans Peter Stihl-Straße 5

To: [Redacted]

Purchase Order (Confirmed)  
4400003525

Payment Terms ⓘ  
1.25% 15 NET 30

Routing Status: Acknowledged  
Related Documents: OC#1

1 Click on "Create invoice".

Purchase Order: 4400003525 Done

Create Order Confirmation ▼ Create Ship Notice **Create Invoice** 1

Order Detail **Order History**

**STIHL**

From: STIHL Tirol GmbH  
Hans Peter Stihl-Straße 5

To: [Redacted]

Purchase Order (Confirmed)  
4400003525

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## 2. Invoicing of a Material Order

- 2 Enter "Invoice number".
- 3 Include any shipping costs, tax and processing details in the invoice header via the selection menu.

- 4 All relevant details for the shipping costs are filled in.

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## 2. Invoicing of a Material Order

- 5 Via the drop-down menu "**Select address**", the supplier must select the plant to which he has supplied.

Based on the selected address (plant), STIHL's VAT/tax number is transferred to the invoice and displayed.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Service Start Date:

Service End Date:

5 Choose Address:

Customer:

Langkampfen / Kuhtaiern  
Tyrol  
Austria

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## 2. Invoicing of a Material Order

- 6 Insert the VAT/tax number of the supplier.
- 7 The items relevant for the invoice select.
- 8 Enter the quantity to be invoiced.
- 9 Fill in the relevant fields for the "Shipping documents".
- 10 Select all positions.
- 11 Use the "Line Item Actions" to add the "Tax".

Supplier VAT: Supplier VAT/Tax ID: \* DE123456789

Customer VAT: Customer VAT/Tax ID:

Line Items: 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

10  Tax Category:   Shipping Documents  Special Handling  Discount

| No. | Include                             | Type     | Part #        | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|-----|-------------------------------------|----------|---------------|-------------|-----------------|----------|------|------------|------------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Notebook    |                 | 20       | PC   | 5.00 EUR   | 100.00 EUR |
| 2   | <input type="checkbox"/>            | MATERIAL | Not Available | Notebook    |                 | 0        | PC   | 7.50 EUR   | 0 EUR      |

Shipping Documents

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9

Packing Slip ID:

Packing Slip Date:

Delivery Note ID:

Delivery Note Line #:

Delivery Note Date: \* 31 Jan 2024

Line Item Actions

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Delete Reset Tax from PO

Update Save Exit Next

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## 2. Invoicing of a Material Order

- 12 Enter the taxable amount.
- 13 For a tax rate of 0%, the reason must be specified and described in the drop-down menu under "**Description**" and in the description "**Exempt Detail**".
- 14 Click on "**Next**".

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

| <input checked="" type="checkbox"/> | No. | Include                             | Type     | Part #        | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|-------------------------------------|-----|-------------------------------------|----------|---------------|-------------|-----------------|----------|------|------------|------------|
| <input type="checkbox"/>            | 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Notebook    |                 | 20       | PC   | 5.00 EUR   | 100.00 EUR |

**Tax**

Category: VAT Taxable Amount: 100.00 EUR Remove

Location:

**12** Rate(%): 0 Tax Amount: 0.00 EUR

Description: Per law ..... ! Reason for Zero-Rate VAT is required

Regime:

**13** Exempt Detail: Zero Rated ! Exempt Detail value required if tax category is VAT and the tax rate is 0%.

Date Of Pre-Payment:  **13** Date Of Supply: 8 Jan 2024

Law Reference:   Triangular Transaction

**Shipping Documents**

Packing Slip ID:  Delivery Note ID:

Packing Slip Date:  Delivery Note Line #:

Delivery Note Date: 31 Jan 2024

| <input type="checkbox"/> | No. | Include                  | Type     | Part #        | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|--------------------------|----------|---------------|-------------|-----------------|----------|------|------------|----------|
| <input type="checkbox"/> | 2   | <input type="checkbox"/> | MATERIAL | Not Available | Notebook    |                 | 0        | PC   | 7.50 EUR   | 0 EUR    |

*Excluded line items cannot be modified.*

Line Item Actions

**14**

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## 2. Invoicing of a Material Order

- 15 Click on "**Submit**" to send the invoice to STIHL.

Create Invoice Previous Save **15** 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 Cross-Border trade. The document's originating country is: . The document's destination country is:Austria.

Standard Invoice

|  |             |           |
|--|-------------|-----------|
| Invoice Number: INV234                             | Subtotal:   | 25.00 EUR |
| Invoice Date: Tuesday 9 Jan 2024 1:45 PM GMT+01:00 | Total Tax:  | 0.00 EUR  |
| Original Purchase Order: 4400003525                | Amount Due: | 25.00 EUR |

REMIT TO: BILL TO: SUPPLIER: