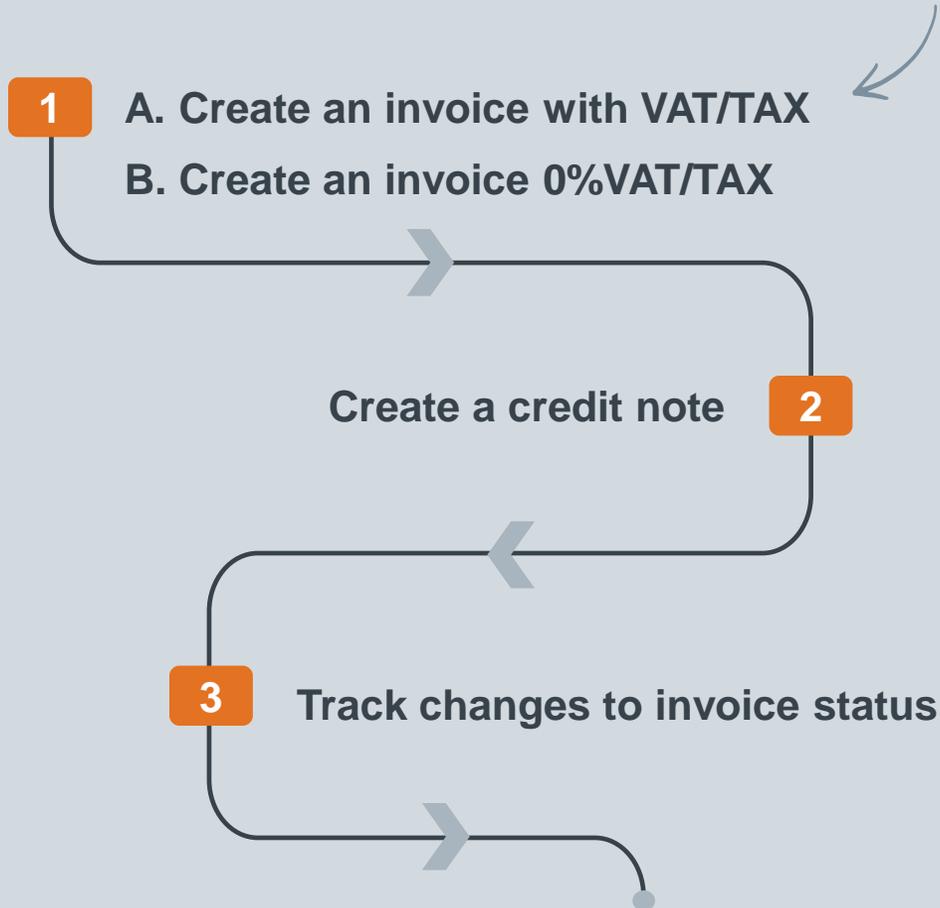


This **Supplier Quick Guide** shows you how to...

# SENDING INVOICE AND CREDIT NOTE IN ARIBA

...in **three simple steps**



VERSION: 4.0  
UPDATED: JULY 2024

**Vestas**

# 1A. CREATE AN INVOICE WITH VAT/TAX

## Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date'). *Note, this should always match the data in your invoicing system.*
3. Select Tax Category. Depending on the country, this will auto populate the Tax Rate % e.g. 25% Standard VAT Denmark.
4. *If the tax rate(%) is not auto-populated, enter the correct tax rate percentage.*
5. Update the 'Date of Supply' if this is not the same as the invoice date.
6. Provide your 'Supplier VAT/Tax ID'.
7. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
8. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
9. Click 'Next', review and submit the invoice.

## Illustration

The illustration shows two screenshots of the Ariba system interface. The top screenshot shows the 'Purchase Order: 4503430674' and the 'Create Invoice' dropdown menu with 'Standard Invoice' selected. The bottom screenshot shows the 'Invoice Header' and 'Line Items' sections. Numbered callouts (1-8) highlight key steps: 1. 'Create Invoice' button; 2. 'Invoice #' and 'Invoice Date' fields; 3. 'Tax Category' dropdown; 4. 'Tax Rate Type' and 'Rate' fields; 5. 'Date of Supply' field; 6. 'Supplier VAT/Tax ID' field; 7. 'Customer VAT/Tax ID' field; 8. 'Include' checkbox for a line item.

## Important Information

- Invoicing via Ariba is only possible for Orders delivered and invoiced to selected countries. See list of countries [HERE](#).
- Please submit invoice in Ariba as soon as possible after it's been created in your invoicing system. Backdating of an invoice is allowed max. 14 days in the past.
- If you need to include any additional costs on the invoice (such as packing, freight, etc.), please refer to the detailed guides for adding shipping costs [here](#) or additional costs [here](#).
- If you have different tax rates for different line items, please select the option 'Line level tax' and enter the tax rate for each line separately. You will have to select the line item and dropdown "Line item actions" in order to select the TAX option for that particular line item.
- See instructions for 0% VAT/TAX next slide.
- If you are asked to attach original invoice, you can have the option enabled from "Add to Header" dropdown. To avoid invoice rejection always ensure to match Invoice number, invoice date, invoice amount and billing address between Ariba invoice and attached original PDF invoice

# 1B. CREATE AN INVOICE WITH 0% VAT/TAX

## Step-by-step

1. Click 'Create Invoice' and select 'Standard Invoice'.
2. Fill in the invoice number ('Invoice #') and the invoice date ('Invoice Date'). *Note, this should always match the data in your invoicing system.*
3. Select Tax Category from value list where Tax Rate = 0% (0% VAT exempt).
4. If the tax rate(%) is not auto-populated, provide the tax rate = 0
5. Provide Exempt Detail = 'Zero Rated' and provide Description = reason for Zero-Rate VAT. *Example: Invoice is VAT exempt - VAT Notice 701/30.* Please note: For some countries Description is auto populated by the Tax Category
6. Update the 'Date of Supply' if this is not the same as the invoice date.
7. Provide your 'Supplier VAT/Tax ID'
8. Provide Customer VAT/Tax ID. Ensure the Customer VAT number is matching the Vestas VAT number as shown on the PO.
9. Use Toggle button to include or exclude PO line from invoice. *Note, update quantity only if full order quantity has not been delivered.*
10. Click 'Next', review and submit the invoice.

## Illustration

**Purchase Order: 4503430674**

From: Vestas Blades Deutschland GmbH  
John-Schehr-Strasse 7  
01979 Lauchhammer

To: Tina TEST  
Jægersgårdsgade 144, 3TH  
8000 Aarhus C

**Summary**

Purchase Order: 4509752496  
Invoice #: IN123435  
Invoice Date: 30 May 2024  
Remit To: Hedeager 42  
Aarhus N  
Denmark

Bill To: Vestas Manufacturing A/S  
Aarhus N  
Denmark

**Tax**

Header level tax:  Header level tax  Line level tax

Category: 0% VAT / 0% VAT Exempt

Location: Aarhus N  
Description: 0% VAT Exempt  
Region: Aarhus N

Date of Pre-Payment: 30 May 2024  
Law Reference:   
Additional Fields: taxExemptionID:   
Taxable Amount: 2.211,30 DKK  
Total Tax: 0,00 DKK  
Total Shipping: 0,00 DKK  
Amount Due: 2.211,30 DKK

Rate(%): 0  
Tax Amount: 0,00 DKK  
Exempt Detail: Zero Rated

Date of Supply: 30 May 2024  
Triangular Transaction

**Supplier VAT**

Supplier VAT/Tax ID: DE1222254  
Supplier Commercial Identifier: 719915  
Supplier Commercial Credentials:   
Add to Header

**Customer VAT**

Customer VAT/Tax ID: DE813392786

**Line Items**

2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	10.00 EUR	100.00 EUR
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT	29006241	10	EA	5.00 EUR	50.00 EUR

**Pricing Details**

Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1.0  
Description:   
Line Item Actions:   
Delete

Update Save Exit Next

## Important Information

- It is Supplier's responsibility to ensure correct VAT information on the invoice. To avoid invoice rejection always ensure to use correct Customer VAT Number as stated on the Purchase Order.
- Please provide valid legal reason why invoice is zero-rated in Description field (point 5) if field is not auto populated from the Tax Category.

## 2. CREATE A CREDIT NOTE

### Step-by-step

1. Click 'Create Invoice' and select 'Line-Item Credit Memo'.
2. Tick the relevant invoice and select 'Create Line-item Credit Memo'.
3. Enter the 'Credit Memo #'.
4. Select 'Attachment' from the 'Add to Header' dropdown.
5. Provide the 'Reason for Credit Memo'.
6. Attach documentation for the credit memo, by clicking 'Choose File' and 'Add Attachment'.
7. Amend Quantity, if applicable.
8. Select 'Next', review the credit note and select 'Submit'.

### Illustration

Purchase Order: 4503430674

Create Order Confirmation Create Ship Notice **Create Invoice** Print

Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

Order Detail Order History

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing
123456	Vestas - TEST	4503430674	Online	Supplier	No

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header

Summary

Credit Memo #: 74125 Subtotal: -150.00 EUR  
Total Tax: -37.50 EUR  
Amount Due: -187.50 EUR

Credit Memo Date: 29 Nov 2019  
Original Invoice No: 123456  
Original Invoice Date: 22 Nov 2019  
Remit To: Tena TEST  
Arthur C.

Comment

Reason for Credit Memo

Default Credit Memo Comment Text

Attachments

The total size of attachments cannot exceed 10MB

Choose file | Add Attachment

Name	Size (bytes)	Content Type
Ordre 4300054740.pdf	182897	application/pdf

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT		-10	EA	10.00 EUR	-100.00 EUR
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0					
20	<input checked="" type="checkbox"/>	MATERIAL		COVER BOTTOM FRONT		-10	EA	5.00 EUR	-50.00 EUR
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0					

Line Item Actions Delete

Update Save Exit **Next**

### Tips & Tricks

- Please note, you can only send credit notes to invoices submitted via Ariba.

# 3. TRACK CHANGES TO INVOICE STATUS

## Step-by-step

1. Login to your Ariba account to see an overview of orders in your home & workbench menu.
2. Workbench can show the list of latest transactions – a filter can be setup based on preference (e.g., Last 365 days, customer, etc.).
3. Navigate more tiles by clicking on arrow
4. Click Customize to adjust your workbench view.
5. To process or view an existing order, just click on the PO number.

## Illustration

The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The Workbench section displays several summary tiles: 'Orders to invoice' (7), 'Orders' (10), 'Rejected invoices' (7), 'Remittances' (\$0.0 USD), 'Early payment offers' (\$0.0 USD), 'Scheduled payments' (\$0.0 USD), 'Invoices' (22), and 'Pinned documents' (1). Below these tiles, there is a table titled 'Orders to invoice (7)' with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table lists several orders for 'Vestas - TEST' with various statuses like 'Partially Invoiced', 'New', and 'Partially Confirmed'.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
4300064018	Vestas - TEST	¥46,000.00 PHP	May 3, 2021	Partially Invoiced	¥23,000.00 PHP	...
4300063836	Vestas - TEST	¥920,000.00 PHP	Feb 9, 2021	New	¥0.00 PHP	...
4300063822	Vestas - TEST	¥1,173,000.00 PHP	Feb 5, 2021	Partially Invoiced	¥598,000.00 PHP	...
4300063809	Vestas - TEST	¥920,000.00 PHP	Jan 11, 2021	Partially Confirmed		...
4300063777	Vestas - TEST	¥920,000.00 PHP	Dec 16, 2020	Partially Confirmed	¥0.00 PHP	...
4300063755	Vestas - TEST	¥920,000.00 PHP	Dec 9, 2020	Partially Invoiced	¥345,000.00 PHP	...
4300063750	Vestas - TEST	¥920,000.00 PHP	Dec 4, 2020	Partially Invoiced	¥130,000.00 PHP	...

## Tips & Tricks

- You can set up an email notification to receive an email when the invoice status is updated. Modify your email notifications in "Electronic Invoice Routing" section in Settings under your Ariba account settings.
- Changes to the invoice status can also be viewed under "Invoices" tile of workbench

# NEED HELP?

Support is available!



For **Accounts Payable queries** (invoice status, payment queries etc.) please contact the [Vestas Finance Support Team](#).



For **technical support** please contact the [Vestas Ariba Support Team](#)



For **information and guides** from the Digital Procurement program in Vestas, visit our [website](#)

