



SAP Ariba – Invoice Guide

Tabreed & Group Entities

March 2022

Notes

Before submitting your first invoice

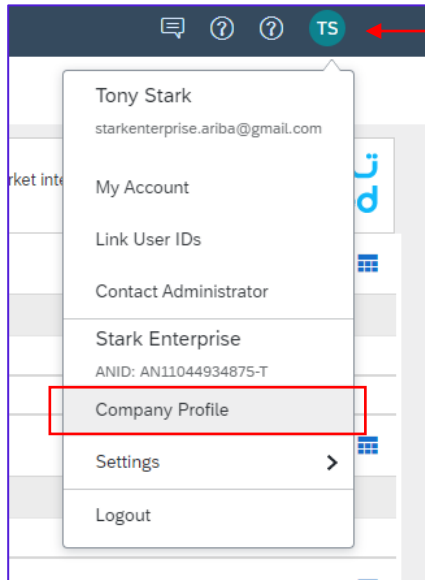
- Upon registration, make sure you have updated all the required information in your **'company profile'**.
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

While submitting your first invoice

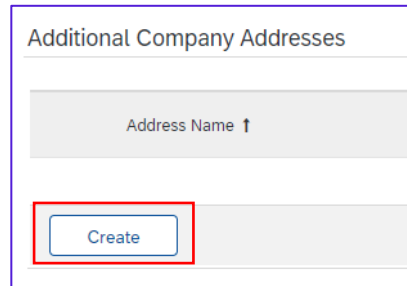
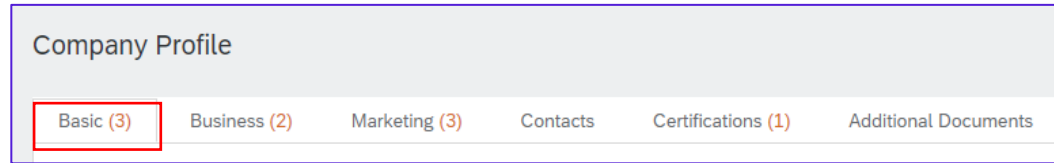
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

Additional info – Updating VAT

It is mandatory that you update your VAT ID (if applicable) in your Ariba network company profile before submitting your first invoice.



- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose “**Company Profile**”
- Under the Basic tab, go to the **Additional Company Addresses** section and click “**Create**”



Additional info – Updating VAT

- Fill in your VAT ID (in UAE it is a 15-digit number)
- Click **“Save”**

The screenshot shows the SAP Business Network interface for configuring supplier addresses. The header includes the SAP logo, 'Business Network', 'Standard Account', 'Upgrade' button, and 'TEST MODE' indicator. The main title is 'Configure Supplier Addresses Served by This Account', with 'Save' and 'Close' buttons. A note states '* Indicates a required field'. The form contains the following fields:

- Address Name: Stark Enterprise (with an information icon)
- Address ID: (empty)
- Are you VAT registered? : * Yes No (with an information icon)
- VAT ID: (empty, highlighted with a red box)
- Tax ID: (empty)

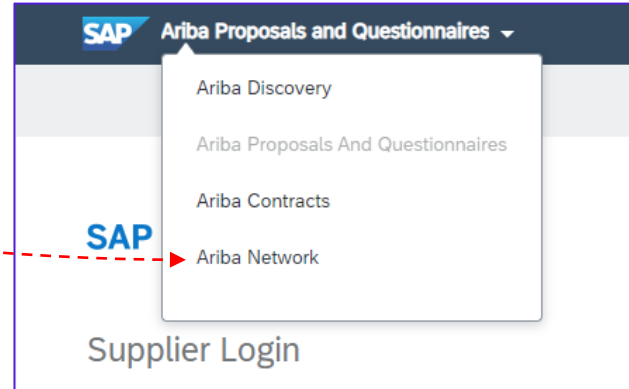
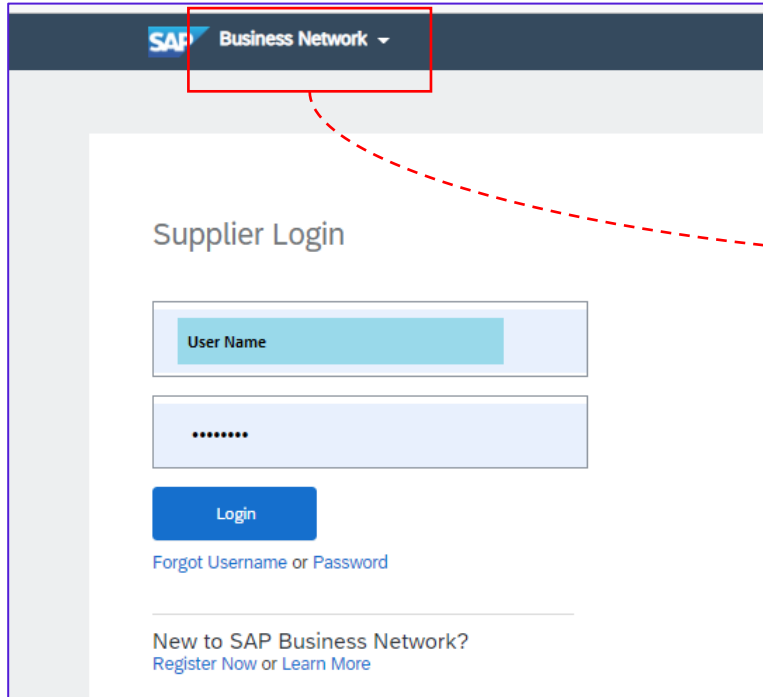
Demonstration



Please go through the following screenshots, as this will help you in submitting your Invoices against received POs from Tabreed & Group Entities

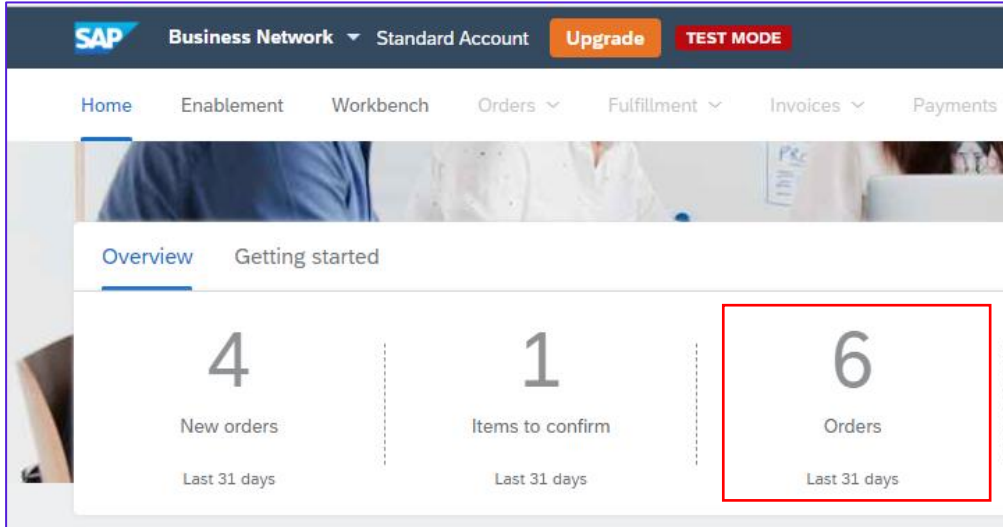
Step 1 – Login to your Ariba account

- Go to supplier.ariba.com and log in using your Ariba Account credentials
- Make sure that you login to the correct screen (Business Network), by clicking on 'Ariba Network'



Step 2 – Navigate to a particular PO

- Click on **'Orders'**, in order to find the respective PO, for which you want to submit an invoice.



The screenshot displays the SAP Business Network interface. At the top, the SAP logo is followed by 'Business Network', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' indicator. Below this is a navigation bar with links for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', and 'Payments'. The 'Orders' link is selected. The main content area shows a dashboard with three cards: '4 New orders Last 31 days', '1 Items to confirm Last 31 days', and '6 Orders Last 31 days'. The '6 Orders' card is highlighted with a red border.

Metric	Value	Time Period
New orders	4	Last 31 days
Items to confirm	1	Last 31 days
Orders	6	Last 31 days

Step 2 – Navigate to a particular PO

- Make sure the 'order status' is marked as **'received'**, before you submit the invoice

Order Number	Customer	Amount	Date	Order Status ↓
430000300 <i>Click here</i>	Tabreed & Group Entities	5,000.00 AED	Feb 21, 2022	Received
430000291	Tabreed & Group Entities	2,000.00 AED	Feb 25, 2022	New
450000373	Tabreed & Group Entities	20,000.00 AED	Mar 5, 2022	New
410000236	Tabreed & Group Entities	4,400.00 AED	Feb 28, 2022	New
410000235	Tabreed & Group Entities	4,400.00 AED	Feb 28, 2022	New
430000301	Tabreed & Group Entities	5,000.00 AED	Feb 22, 2022	Confirmed

Step 2 – Create Invoice (1/6)

- Click on 'create invoice'.

Purchase Order: 4300000300 Done

Create Order Confirmation Create Ship Notice Create Invoice Download Refresh More

Order Detail | Order History

From:
Customer
National Central Cooling Company PJSC
Accelerator Building, Masdar City, -TABREED
000000 Abu Dhabi
United Arab Emirates
Phone:
Fax:

To:
Stark Enterprise
Mussafah Industrial Area MW3
Mussafah
United Arab Emirates
Phone:
Fax:
Email: starkenterprise.ariba@gmail.com

Purchase Order (Received)
4300000300
Amount: 5,000.00 AED
Version: 1

Track Order

Payment Terms ⓘ
0.000% 90
within 90 days Due net

Contact Information
Supplier Address
Stark Enterprise
Email: starkenterprise.ariba@gmail.com
Fax:
Address ID: 0001001051
Buyer ID: 0001001051

Routing Status: Acknowledged
External Document Type: LVPO (ZLP)
Related Documents:
5000000145
DN-34809
More(1) >>

Create Invoice ▾

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

Select 'standard invoice'

If receipt by customer is completed, you will find the 'receipt number' here

Step 2 – Create Invoice (2/6)

- Add your invoice details

▼ Invoice Header * Indicates required field [Add to Header ▼](#)

Summary

Purchase Order: 4300000300	Subtotal: 5,000.00 AED	View/Edit Addresses
Invoice #:* <input type="text"/>	Total Tax: 250.00 AED	
Invoice Date:* 23 Mar 2022 <input type="text"/>	Total Gross Amount: 5,250.00 AED	
Service Description: <input type="text"/>	Total Net Amount: 5,250.00 AED	
Supplier Tax ID: <input type="text"/>	Amount Due: 5,250.00 AED	

Remit To: Stark Enterprise

Mussafah
United Arab Emirates

Bill To: National Central Cooling Company PJSC

Abu Dhabi
United Arab Emirates

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Stark Enterprise	Ship To: National Central Cooling	View/Edit Addresses
Mussafah	Abu Dhabi	
United Arab Emirates	United Arab Emirates	
	Deliver To:	

Step 2 – Create Invoice (3/6)

- Follow the below steps from left to right in order to attach your invoice

Customer VAT

Customer VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment**

Part #

Customer VAT

Customer VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

***Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen **Add Attachment**

Add to Header ▾

***Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen **Add Attachment**

Name
<input type="checkbox"/> INV-9458.png
↳ Delete

Add to Header ▾

Step 2 – Create Invoice (4/6)

- Verify the line items and click **'next'** to proceed

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Paperclips		<input type="text" value="500"/>	EA	10.00 AED	5,000.00 AED

Pricing Details

Price Unit: * Price Unit Quantity: *

Unit Conversion: * Description:

Tax

Category: * Taxable Amount:
Rate(%): 5
Tax Amount: 250.00 AED

Location:
Description:
Regime:

↳

Step 2 – Create Invoice (5/6)

- Review the entire page and click **'submit'** to proceed

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.
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: INV4934	Subtotal: 5,000.00 AED
Invoice Date: Wednesday 23 Mar 2022 4:30 PM GMT+04:00	Total Tax: 250.00 AED
Original Purchase Order: 4300000300	Total Gross Amount: 5,250.00 AED
	Total Net Amount: 5,250.00 AED
	Amount Due: 5,250.00 AED

REMIT TO: Stark Enterprise Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates	BILL TO: National Central Cooling Company PJSC Postal Address: Accelerator Building,Masdar City,-TABREED 000000 Abu Dhabi United Arab Emirates Address ID: A010	SUPPLIER: Stark Enterprise Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates
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BILL FROM: **CUSTOMER:**

Step 2 – Create Invoice (6/6)

- View your submitted invoices and status in the **'invoice tab'** on your home screen

Type	Invoice Number	Invoice Status ↑	Routing Status	Customer
Standard Invoice	54351	Pending Approval	On Hold	Tabreed & Group Entities
Standard Invoice	INV09320	Pending Approval	On Hold	Tabreed & Group Entities
Standard Invoice	INV-123546.B	Rejected	Acknowledged	Tabreed & Group Entities
Standard Invoice	INV-123546	Rejected	Obsoleted	Tabreed & Group Entities
Standard Invoice	INV-123546.A	Rejected	Obsoleted	Tabreed & Group Entities
Standard Invoice	INV4934	Sent	Acknowledged	Tabreed & Group Entities

