



# SAP Ariba – Invoice Guide

Tabreed & Group Entities

January 2023

# Notes

## Before submitting your first invoice

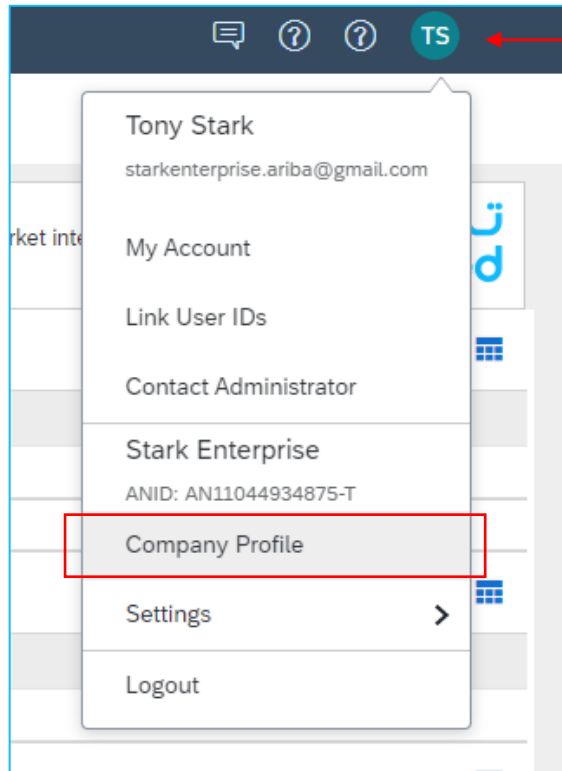
- Upon registration, make sure you have updated all the required information in your **'company profile'**.
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

## While submitting your first invoice

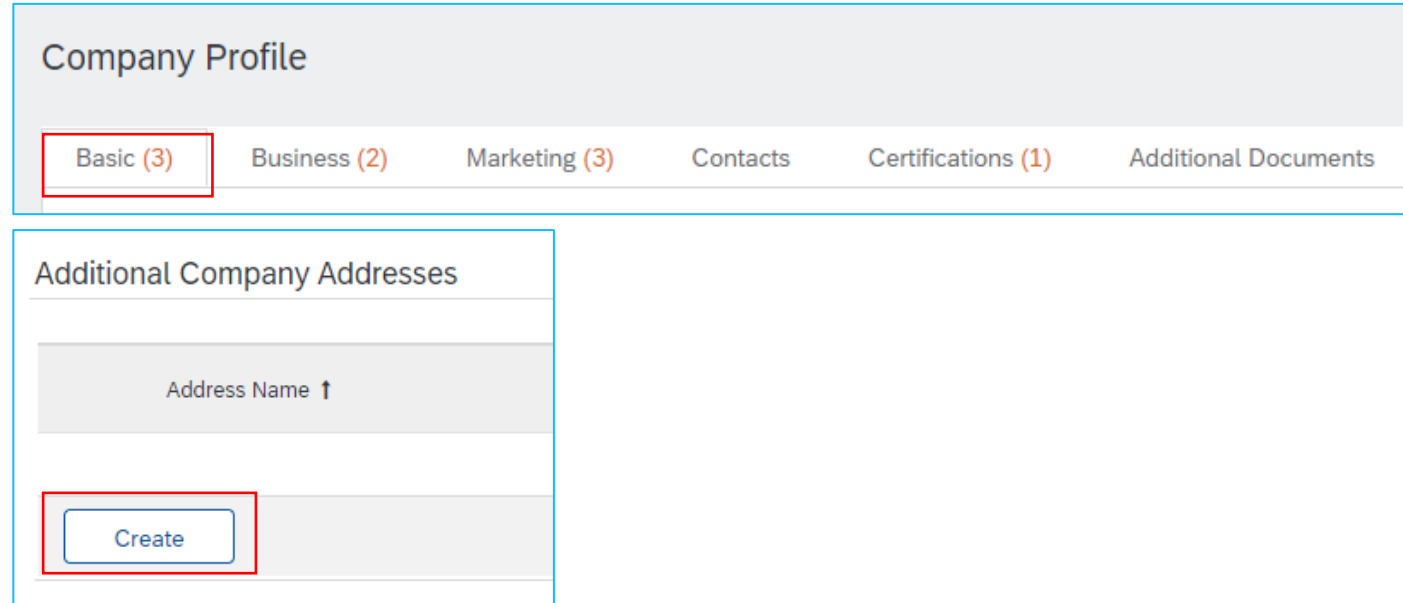
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

# Additional info – Updating VAT (only for UAE licensed suppliers)

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

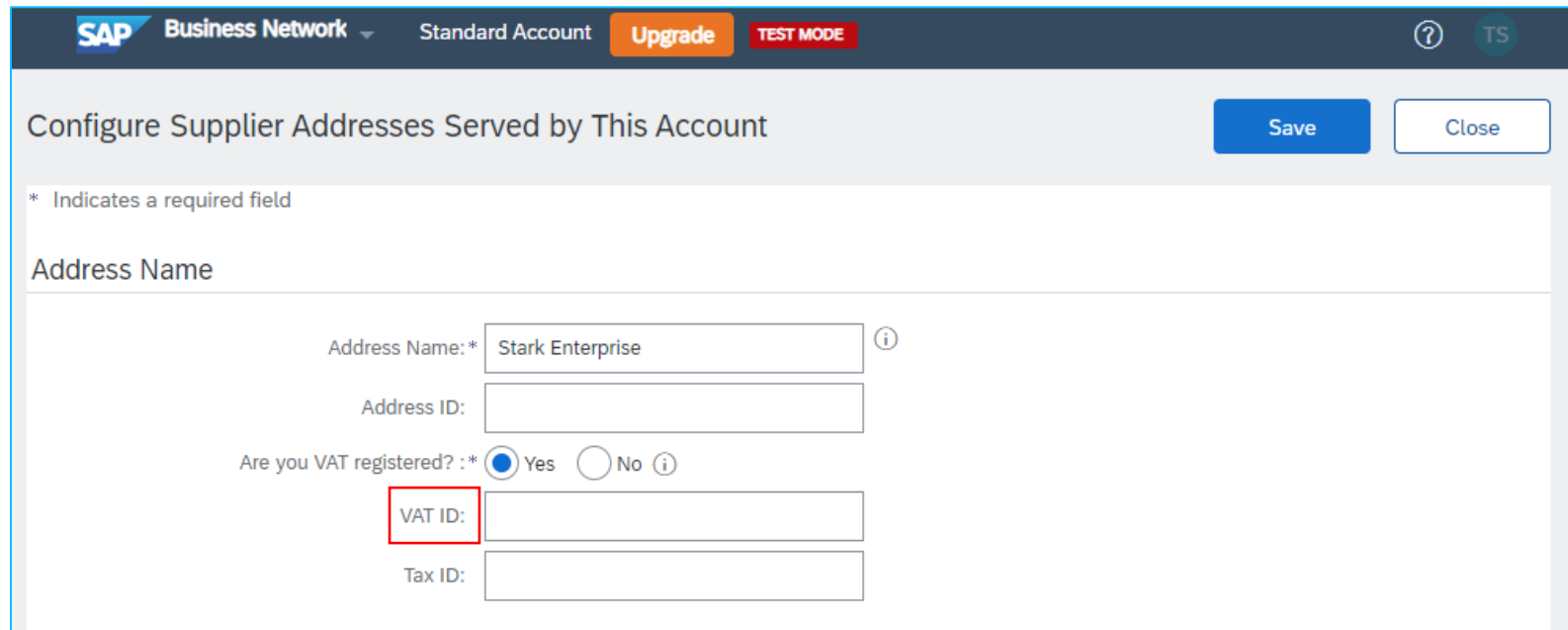


- Go to [supplier.ariba.com](https://supplier.ariba.com) and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose “**Company Profile**”
- Under the Basic tab, go to the **Additional Company Addresses** section and click “**Create**”



## Additional info – Updating VAT (only for UAE licensed suppliers)

- 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' button. 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 fields are: 'Address Name' (text input with 'Stark Enterprise' and an info icon), 'Address ID' (text input), 'Are you VAT registered? : \*' (radio buttons for 'Yes' and 'No', with 'Yes' selected and an info icon), 'VAT ID' (text input, highlighted with a red box), and 'Tax ID' (text input).

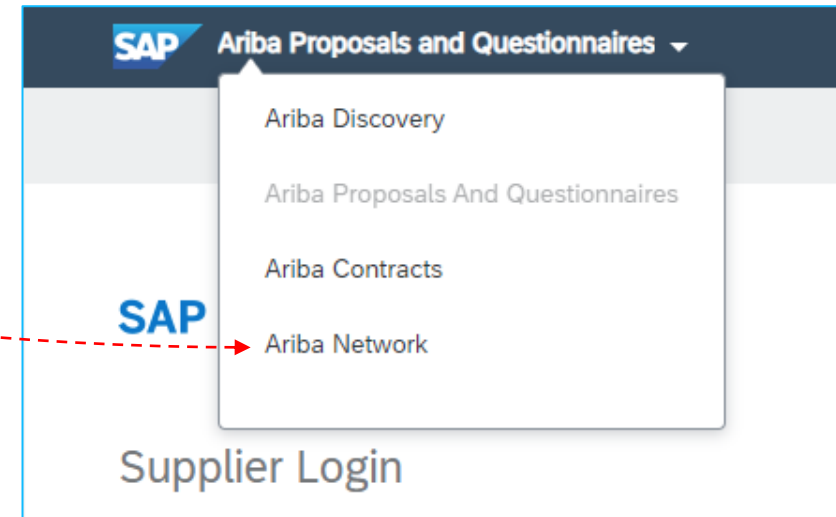
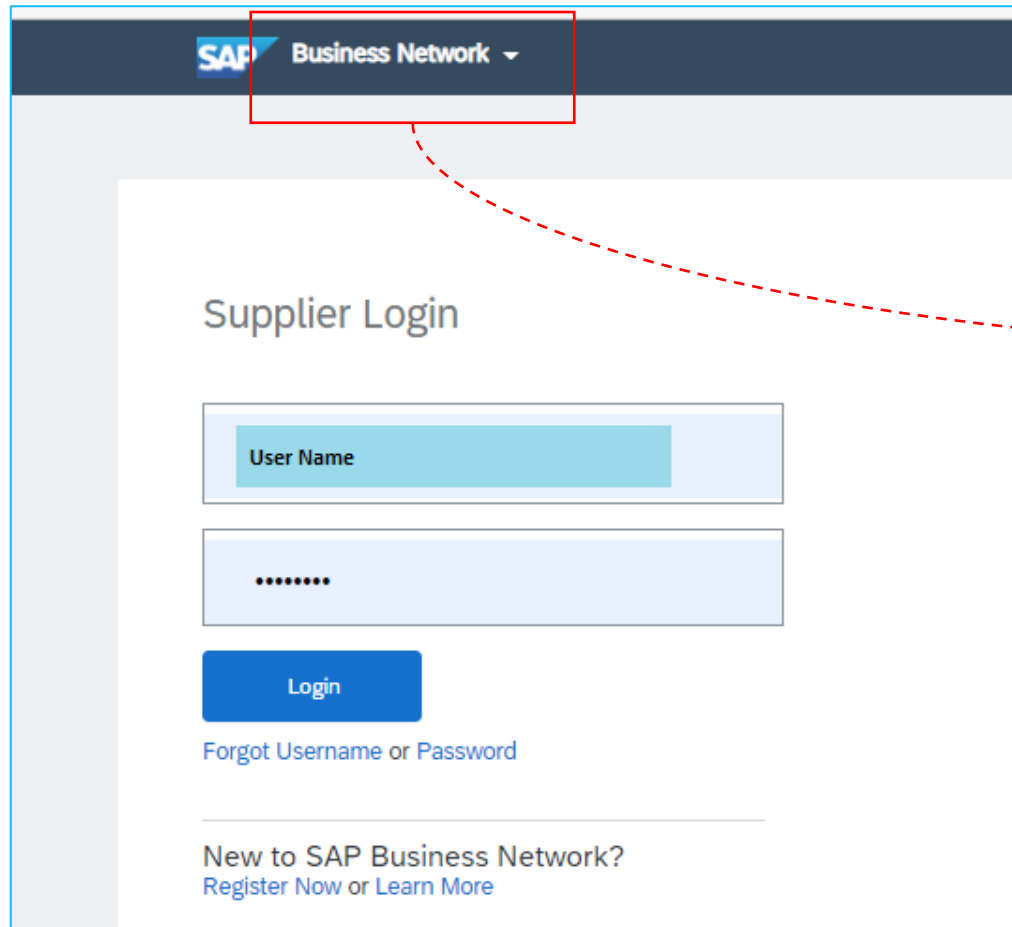
# Demonstration



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

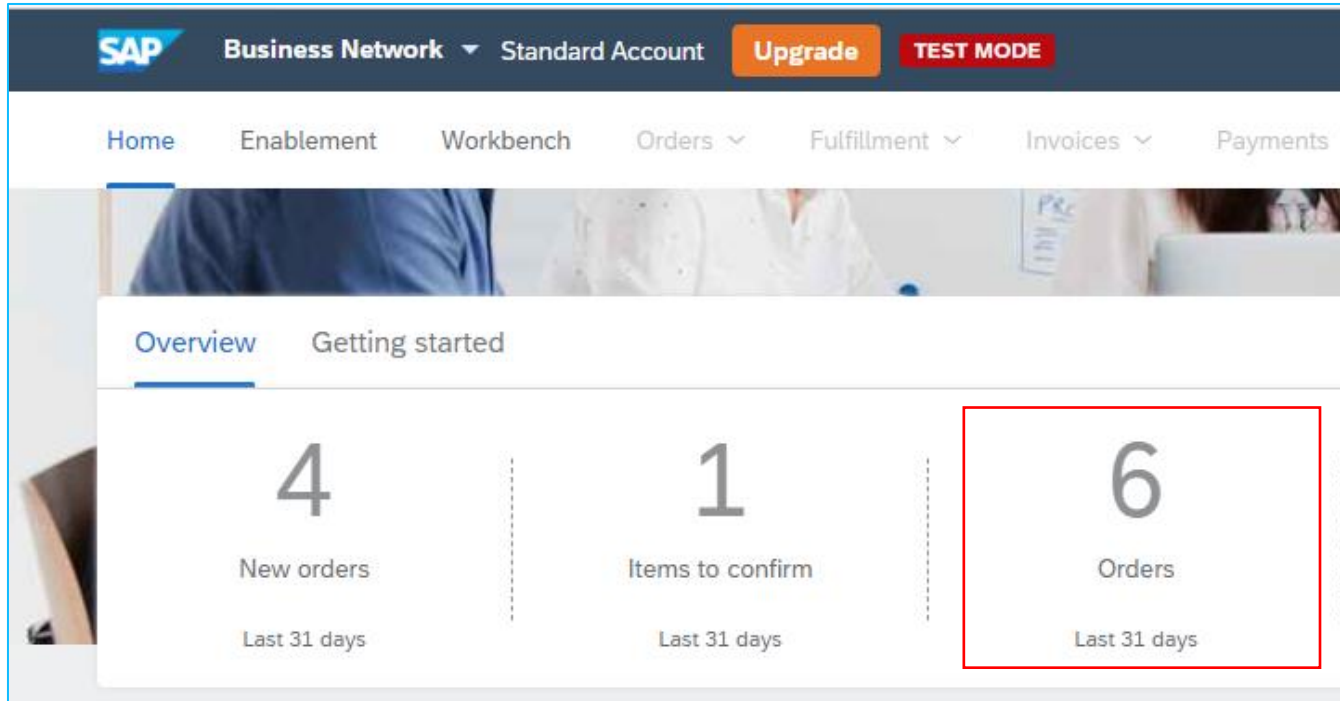
# Step 1 – Login to your Ariba account

- Go to [supplier.ariba.com](https://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.



## Step 2 – Navigate to a particular PO

- Make sure the 'Order Status' is marked as '**Received**' or '**Serviced**', before an invoice can be submitted.
- In addition, the Service Entry Sheet must be approved by Tabreed.
- If it is not approved yet, please reach out to the corresponding personnel in Tabreed to accept and confirm.

Order Number	Customer	Amount	Date	Order Status ↓
<a href="#">4300000300</a> <i>Click here</i>	Tabreed & Group Entities	5,000.00 AED	Feb 21, 2022	Received
<a href="#">4300000291</a>	Tabreed & Group Entities	2,000.00 AED	Feb 25, 2022	New
<a href="#">4500000373</a>	Tabreed & Group Entities	20,000.00 AED	Mar 5, 2022	New
<a href="#">4100000236</a>	Tabreed & Group Entities	4,400.00 AED	Feb 28, 2022	New
<a href="#">4100000235</a>	Tabreed & Group Entities	4,400.00 AED	Feb 28, 2022	New
<a href="#">4300000301</a>	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 Print 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
- **Note:** Ensure that the invoice number contains less than 16 Characters

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

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**Summary**

Purchase Order: 4300000300	Subtotal: 5,000.00 AED	<a href="#">View/Edit Addresses</a>
Invoice #:* <input type="text"/>	Total Tax: 250.00 AED	
Invoice Date:* 23 Mar 2022	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		

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**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: Stark Enterprise	Ship To: National Central Cooling	<a href="#">View/Edit Addresses</a>
Mussafah United Arab Emirates	Abu Dhabi 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
↳	<b>Delete</b>

**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 Add to Included Lines

<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 IS		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:

↳ Line Item Actions ▾ Delete

Update Save Exit Next

## 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

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Invoice Number: INV4934	<b>Subtotal:</b>	<b>5,000.00 AED</b>
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
	<b>Amount Due:</b>	<b>5,250.00 AED</b>

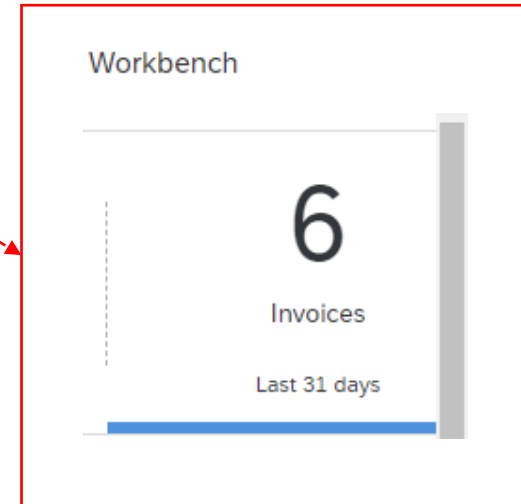
<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
Stark Enterprise	National Central Cooling Company PJSC	Stark Enterprise
Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates	Postal Address: Accelerator Building,Masdar City,-TABREED 000000 Abu Dhabi United Arab Emirates Address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

<b>BILL FROM:</b>	<b>CUSTOMER:</b>
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## 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



# Important Notes

- After submission of your invoice, please wait for Tabreed Finance to process the invoice
- Please refrain from creating duplicate invoices.
- If the invoice is **rejected** please check the rejection **comments** in the 'History' tab.
- If you require further explanation, you may contact Supplier Relations or the corresponding buyer in Tabreed.
- Refrain from editing any fields in the PO **line items**, except the "Quantity" if needed.
- Always use the same details as mentioned in the PO. For example: *Description, Unit, Currency*.
- If any field has been changed, the PO will not go through, and a ticket needs to be raised with SAP to cancel the invoice, which is a lengthy process.

# Invoice Status

The **Invoice Status** field informs you where your customer is in the invoice approval and payment process. The turnaround time for an invoice to move between statuses, such as from **sent** to **approved**, depends on your customer's internal processes.

- **Pending Approval:** Pending with Tabreed Finance
- **Sent:** Your customer received the invoice. If your invoice stays in this status for a while, contact your customer to follow up.
- **Invoiced** - Approved by Tabreed Finance
- **Rejected** - The invoice was auto-rejected by Ariba, or the invoice was rejected by Tabreed. You can then edit and resubmit a rejected invoice.



