SAP Ariba – Invoice Guide

Tabreed & Group Entities

May 2023

Notes

Before submitting your first invoice

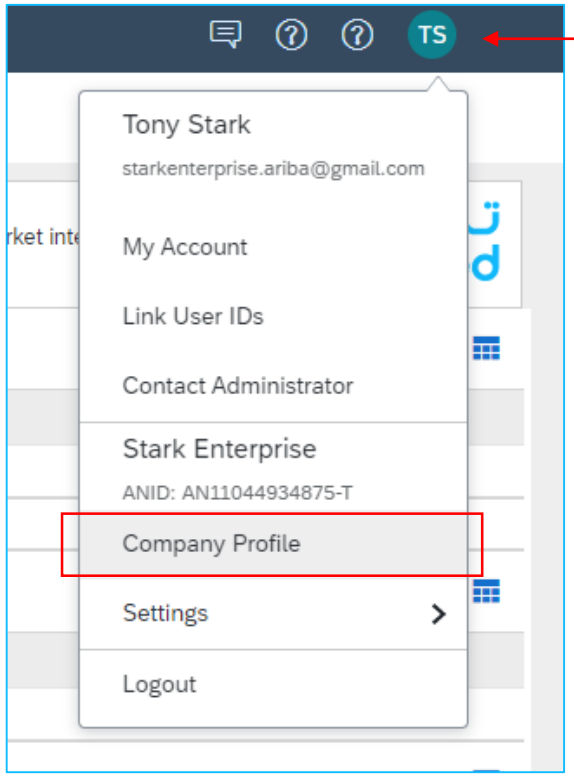
- Upon registration, make sure you have updated all the required information in your **'company profile'.**
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

While submitting your first invoice

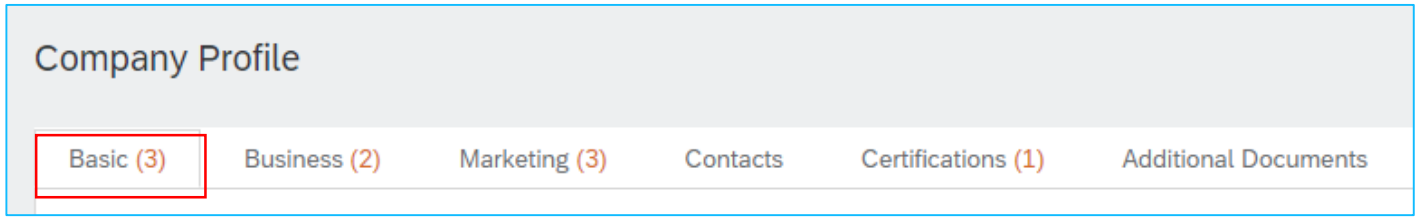
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

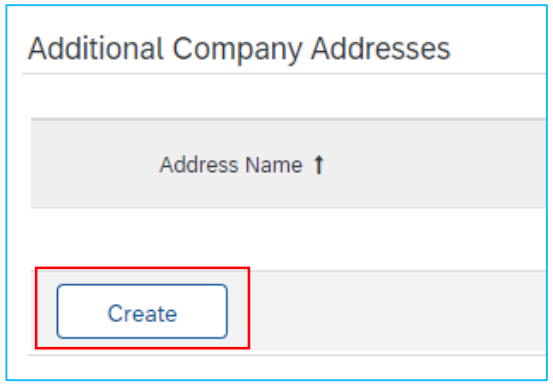
Additional info – Updating VAT (only for UAE licensed suppliers)

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



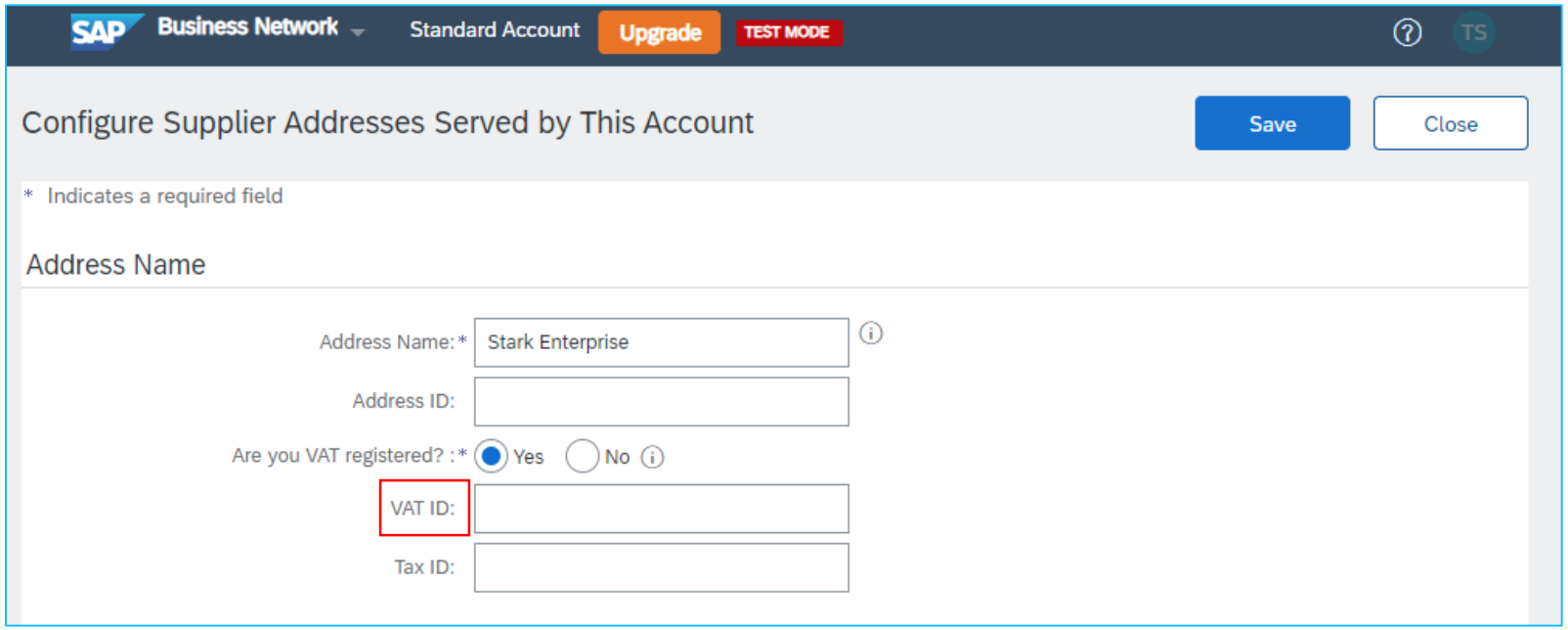
- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on "Account Settings" then choose **"Company Profile"**
- Under the Basic tab, go to the **Additional Company Addresses** section and click **"Create"**





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

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

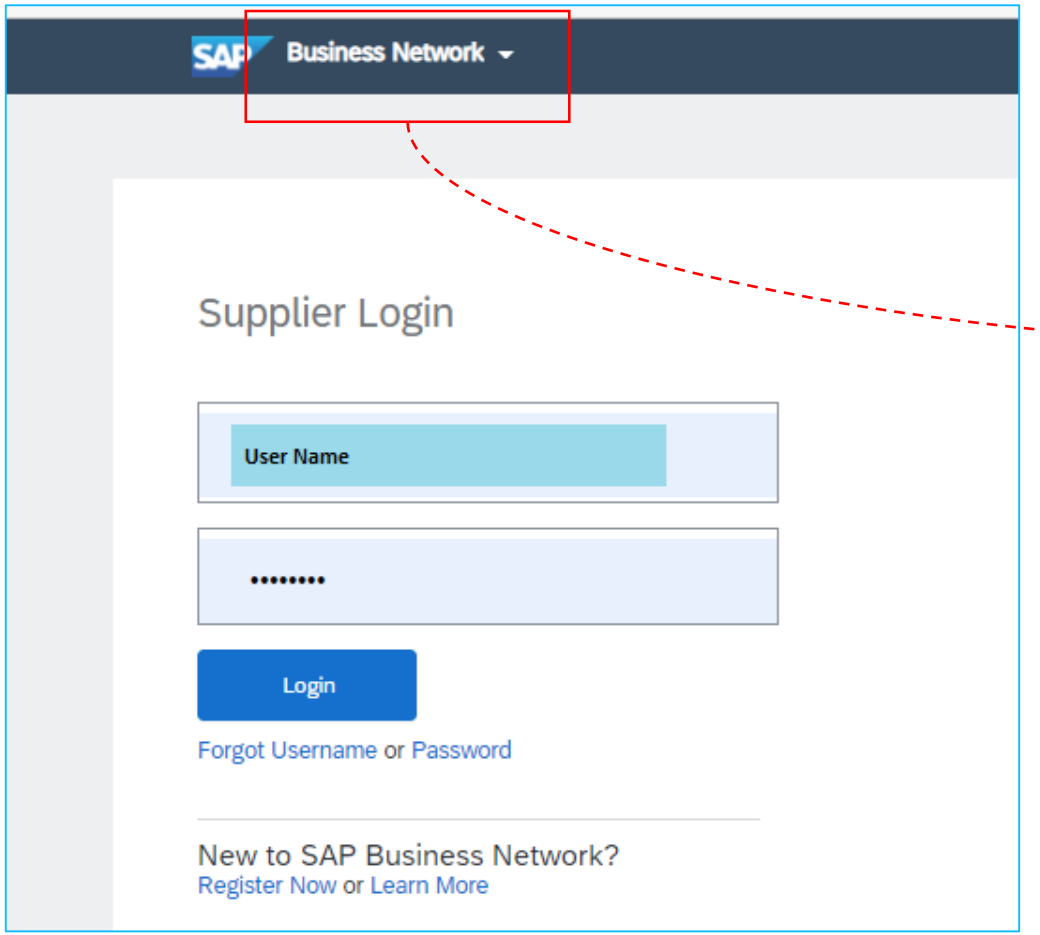


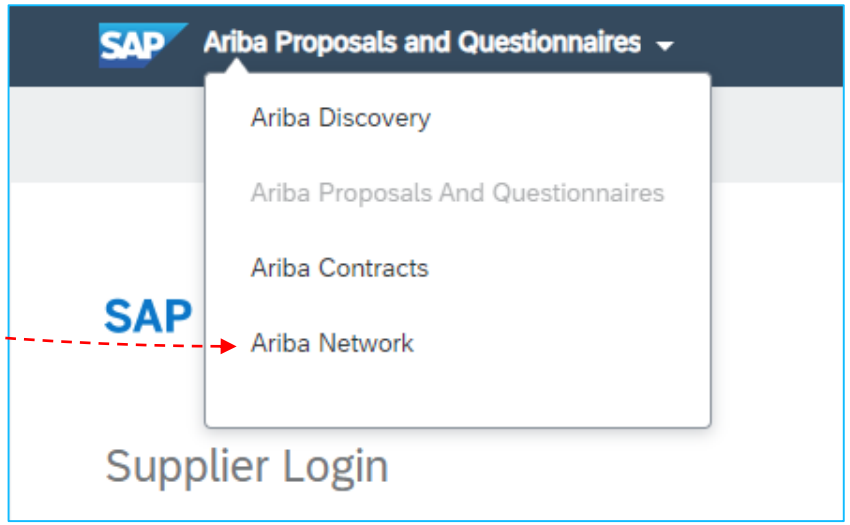
Demonstration

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

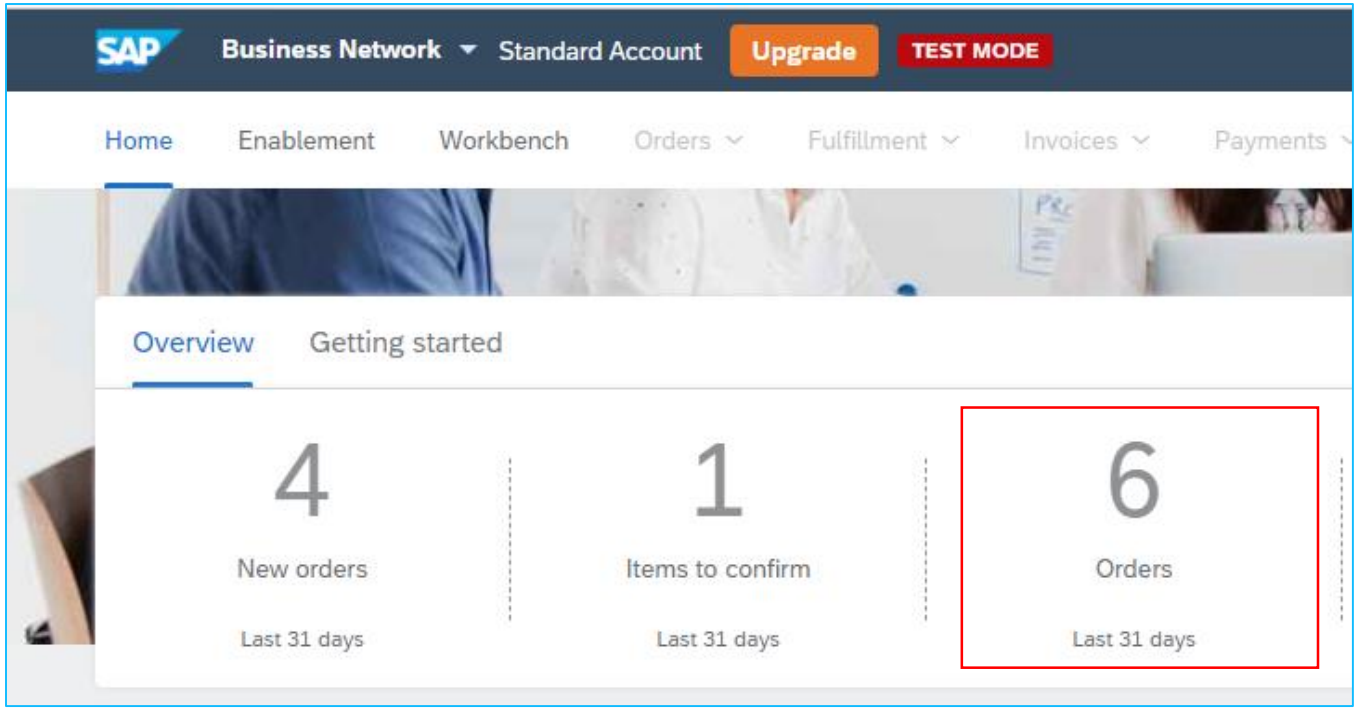
- Go to supplier.ariba.com and log in using your Ariba Account credentials
- Make sure that you login to the correct screen (Business Network), by clicking on ‘Ariba Network’





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.

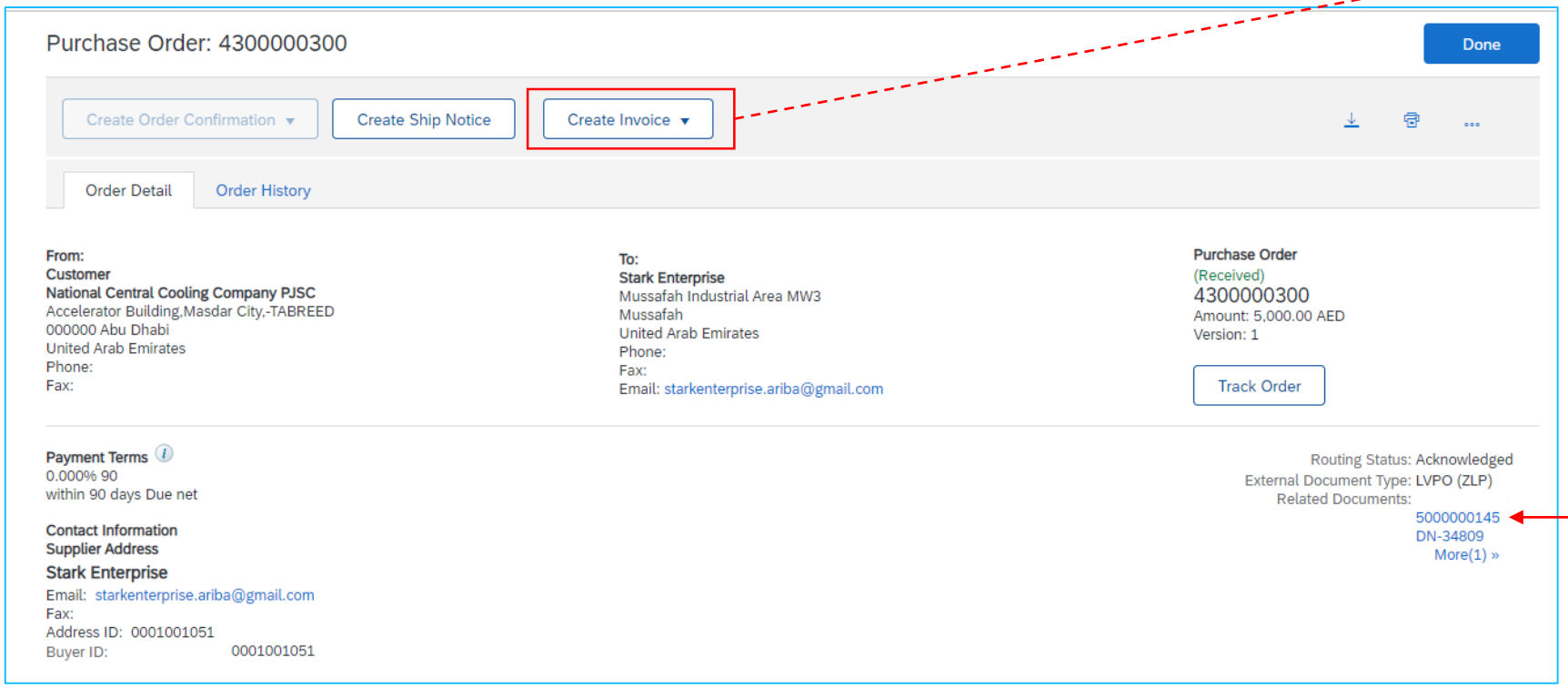


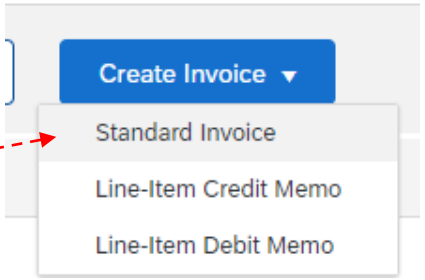
Step 2 – Navigate to a particular PO

- 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.

Step 2 – Create Invoice (1/6)

- Click on **'Create Invoice'.**



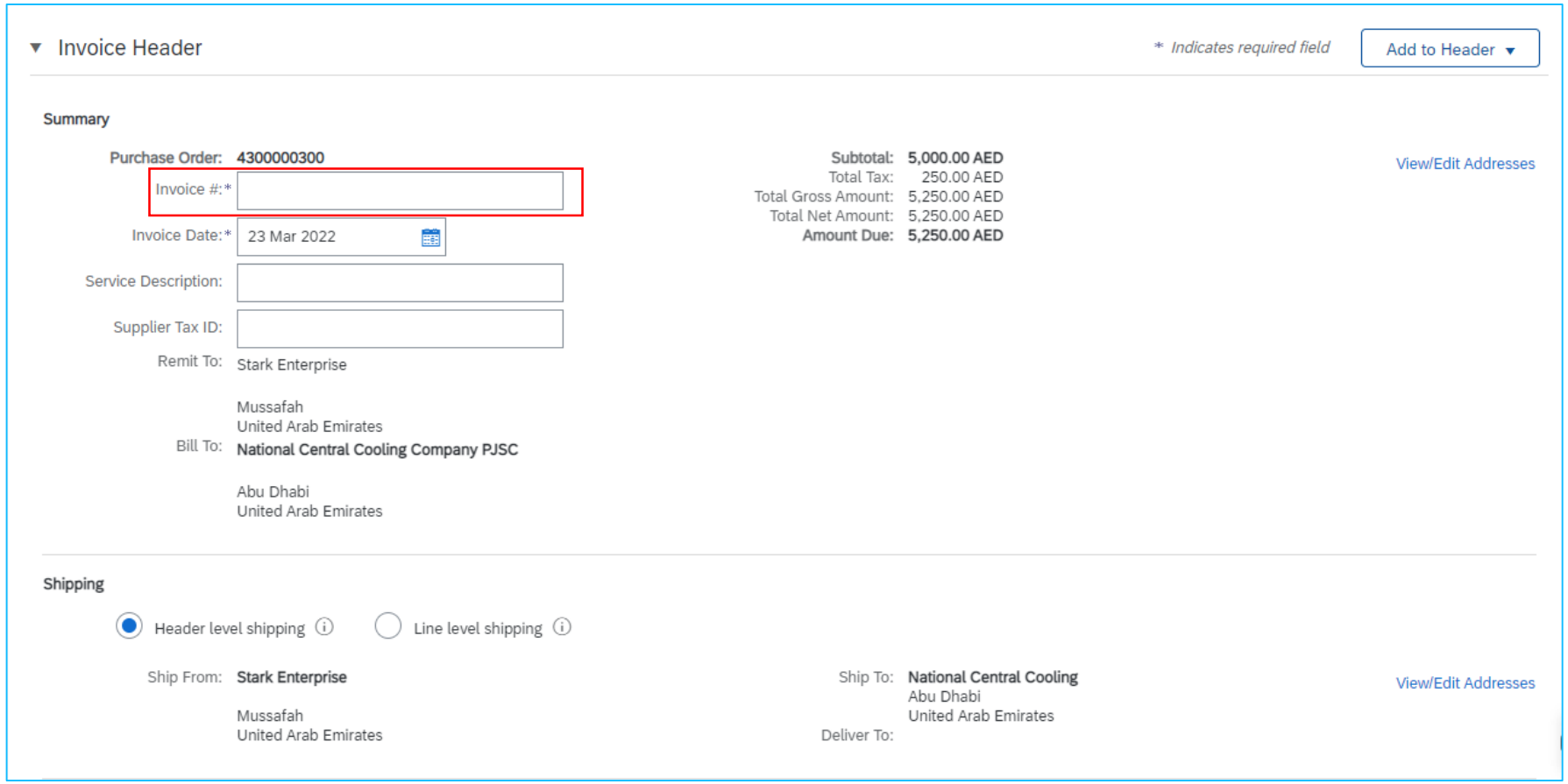


Select 'standard invoice'

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

Step 2 – Create Invoice (2/6)

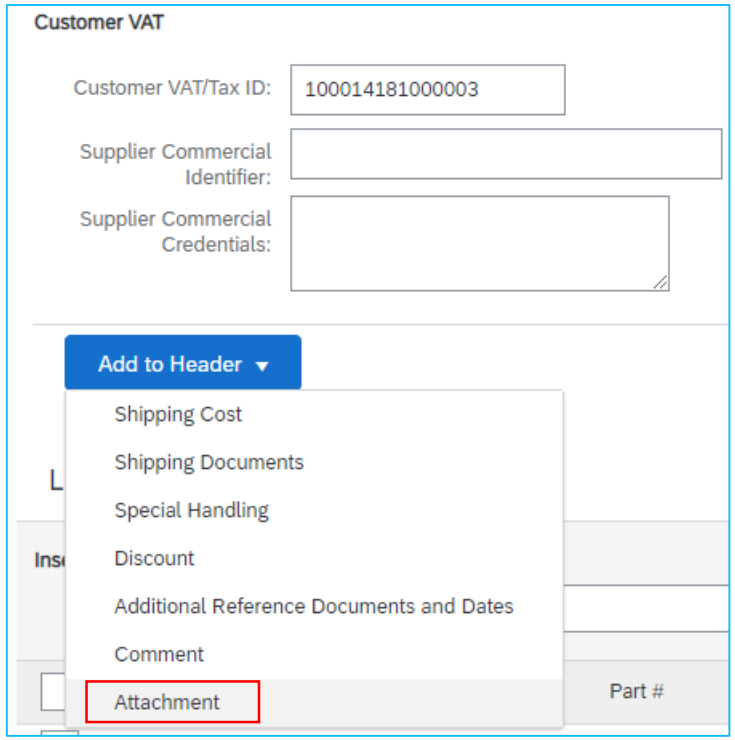
- Add your invoice details
- ***Note:*** *Ensure that the invoice number contains less than 16 Characters*

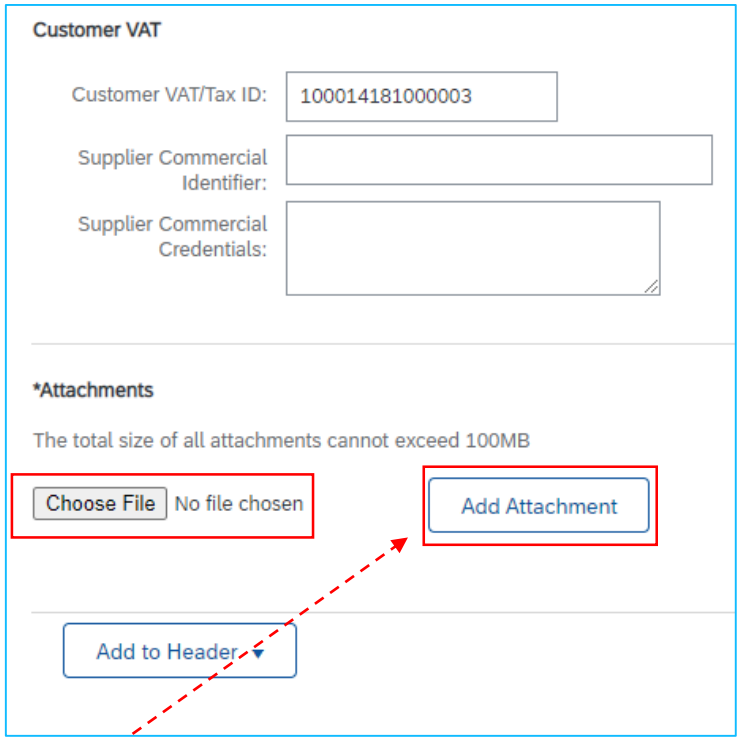


Step 2 – Create Invoice (3/6)

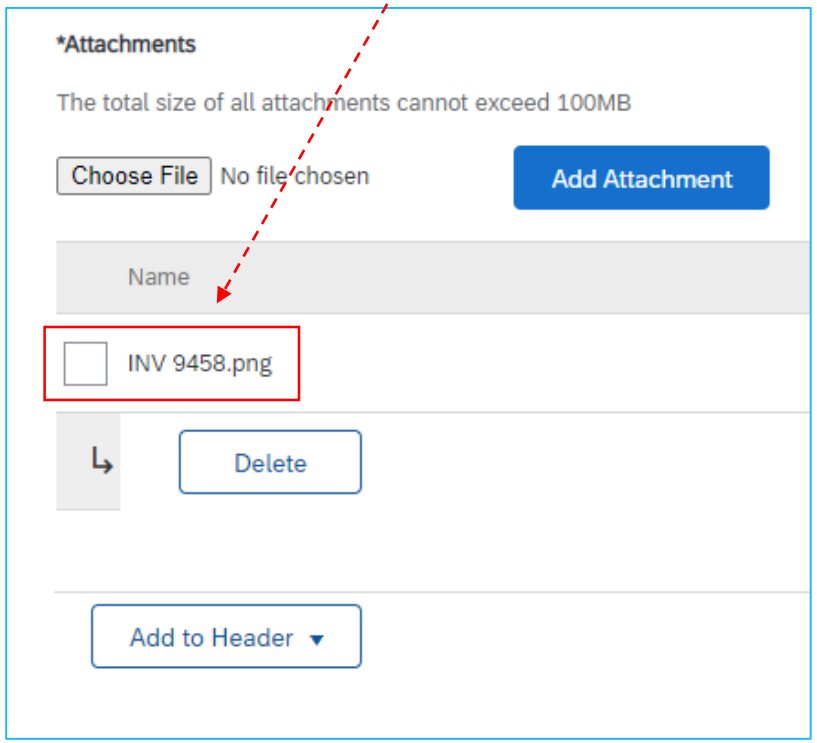
Kindly ensure not to have any special characters in the attachment file name as it may sometimes not reach the finance teams SAP Portal which will result to rejection of the invoice

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



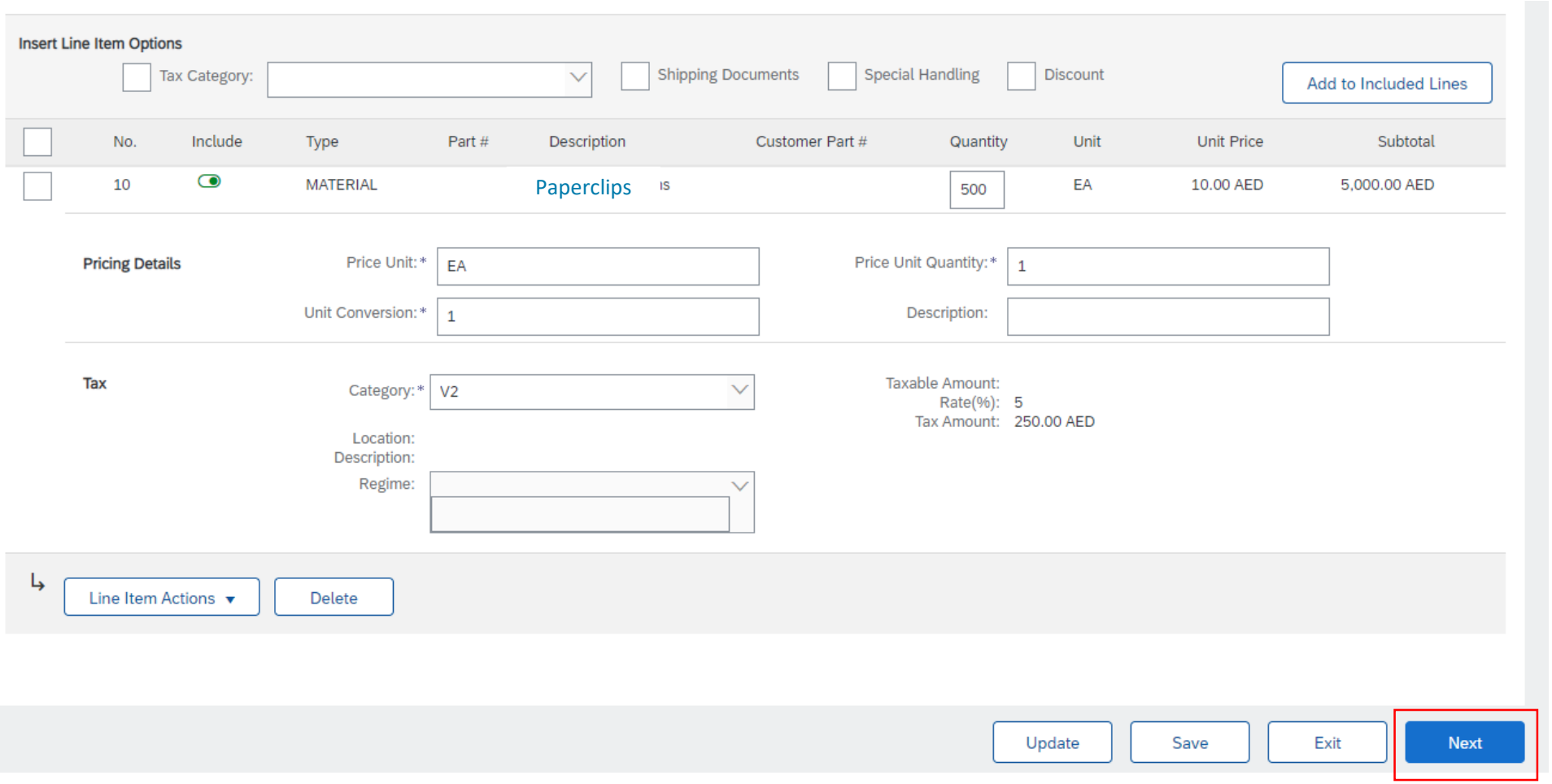


Once the file is uploaded, click on "Add Attachment"



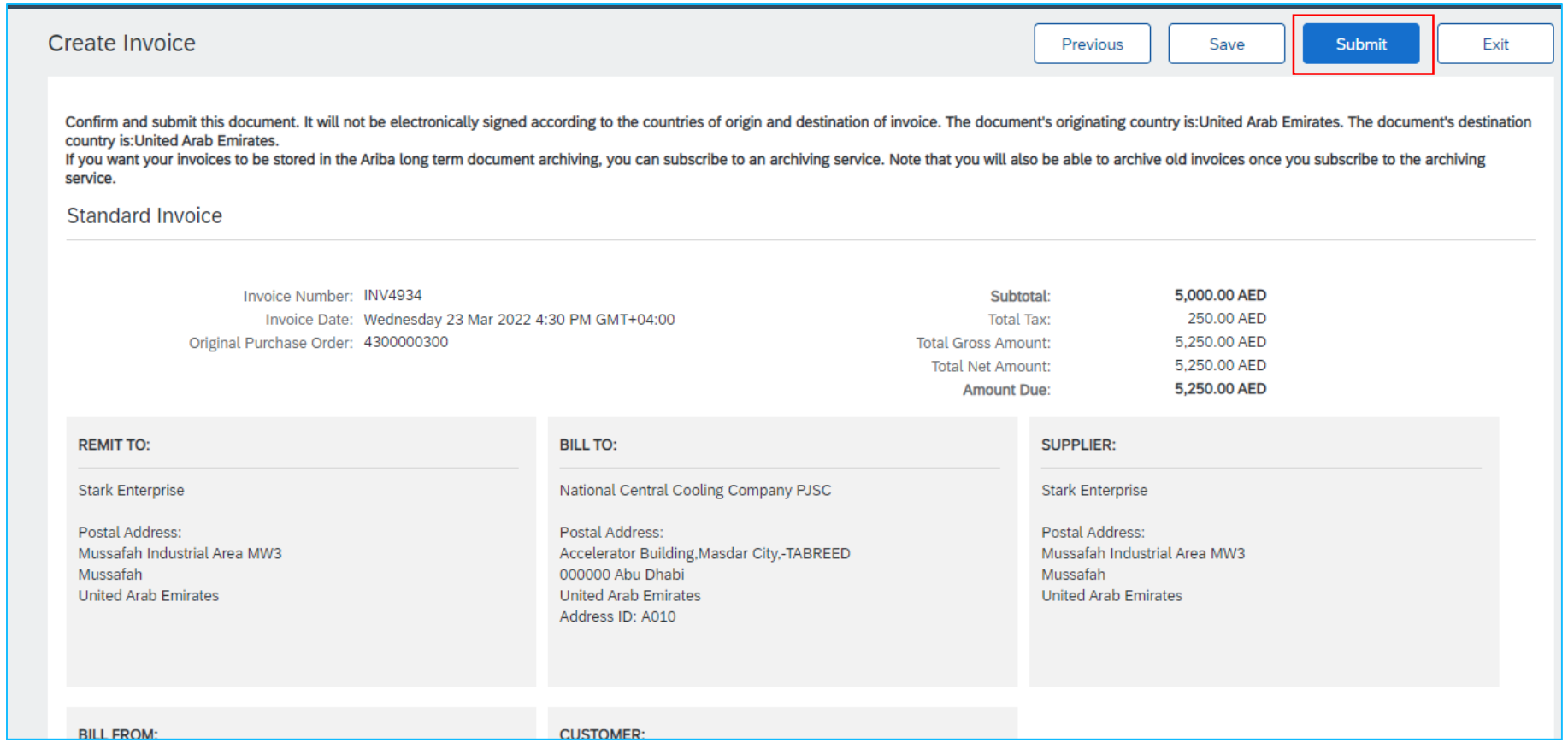
Step 2 – Create Invoice (4/6)

- Verify the line items and click **‘Next’** to proceed



Step 2 – Create Invoice (5/6)

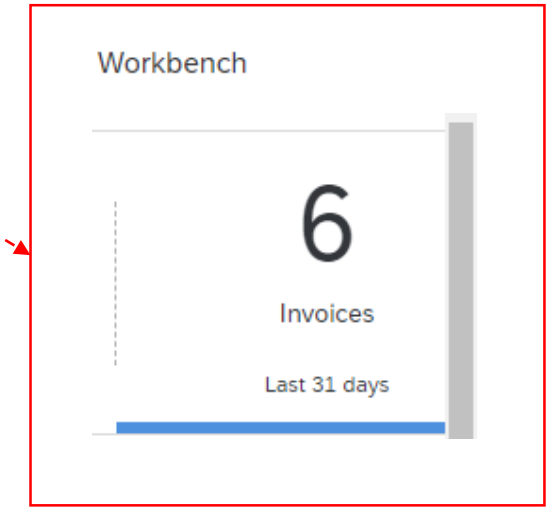
- Review the entire page and click **‘submit’** to proceed



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

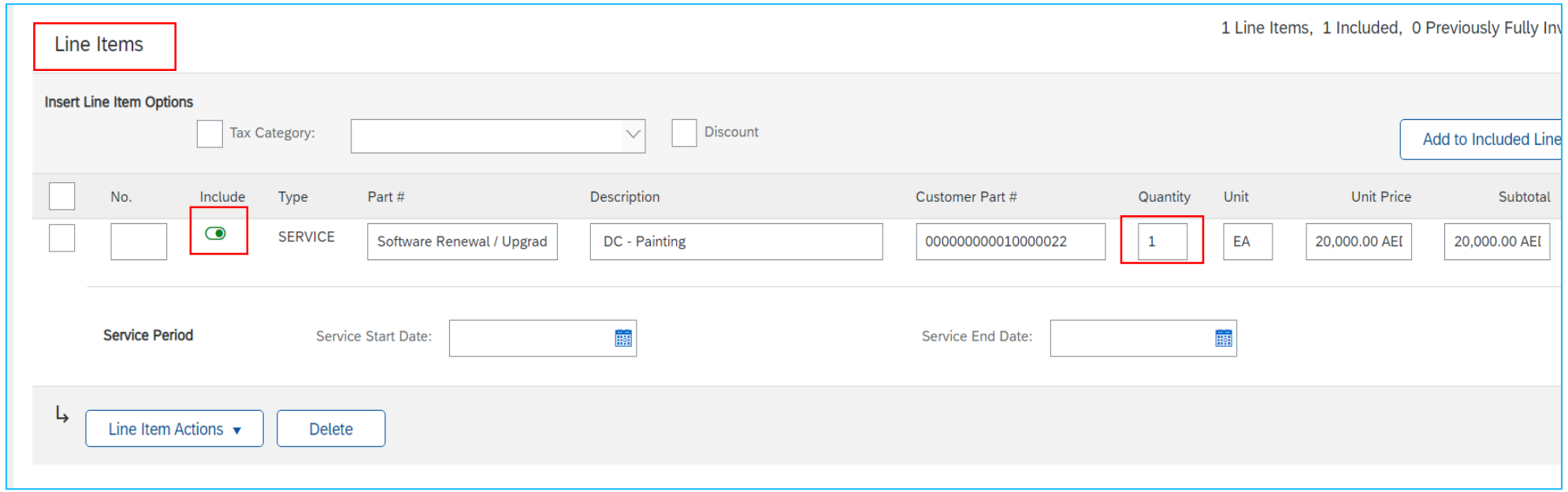


Important Notes

- 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 the corresponding buyer in Tabreed.
- Refrain from editing any fields in the PO **line items,** except the “Quantity” if needed.
- Total Price in the Invoice should match the Amount in Supplier Generated PDF invoice otherwise it will be rejected
- Use short names for invoice attachment and do not use any special characters and spaces
- The Invoice amount should match the SES / Receipt amount
- Do not attach multiple invoices PDFs and collate them to match the invoice
- 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.

Important Notes

- You can also make changes to **line items**
- Enter the line items which are approved in SES or in receipt
- Do not make any changes to the Unit field beside quantity and also unit price as they come from the PO
- Click on the green button to remove and click on Delete in right side to remove a line item from Invoice

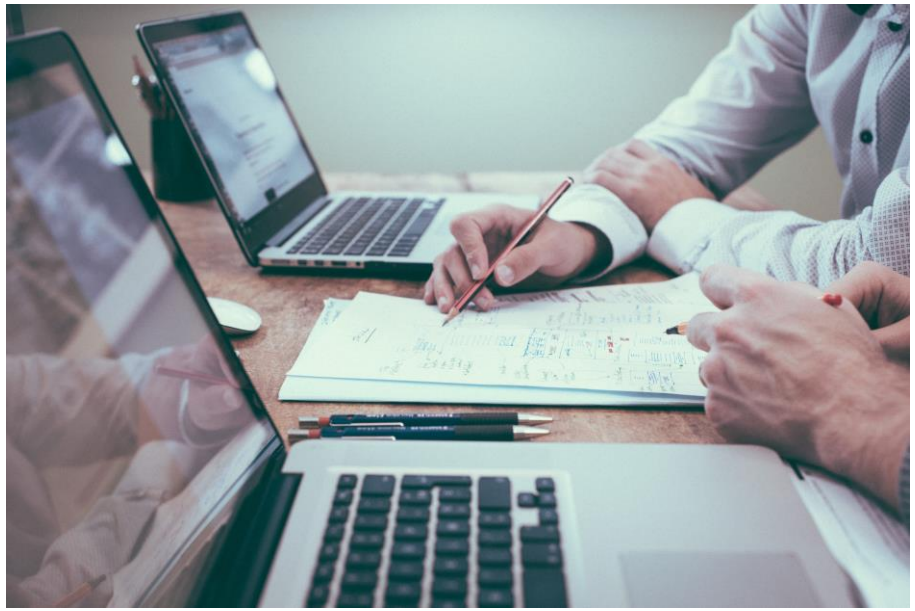


Invoice Status

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.

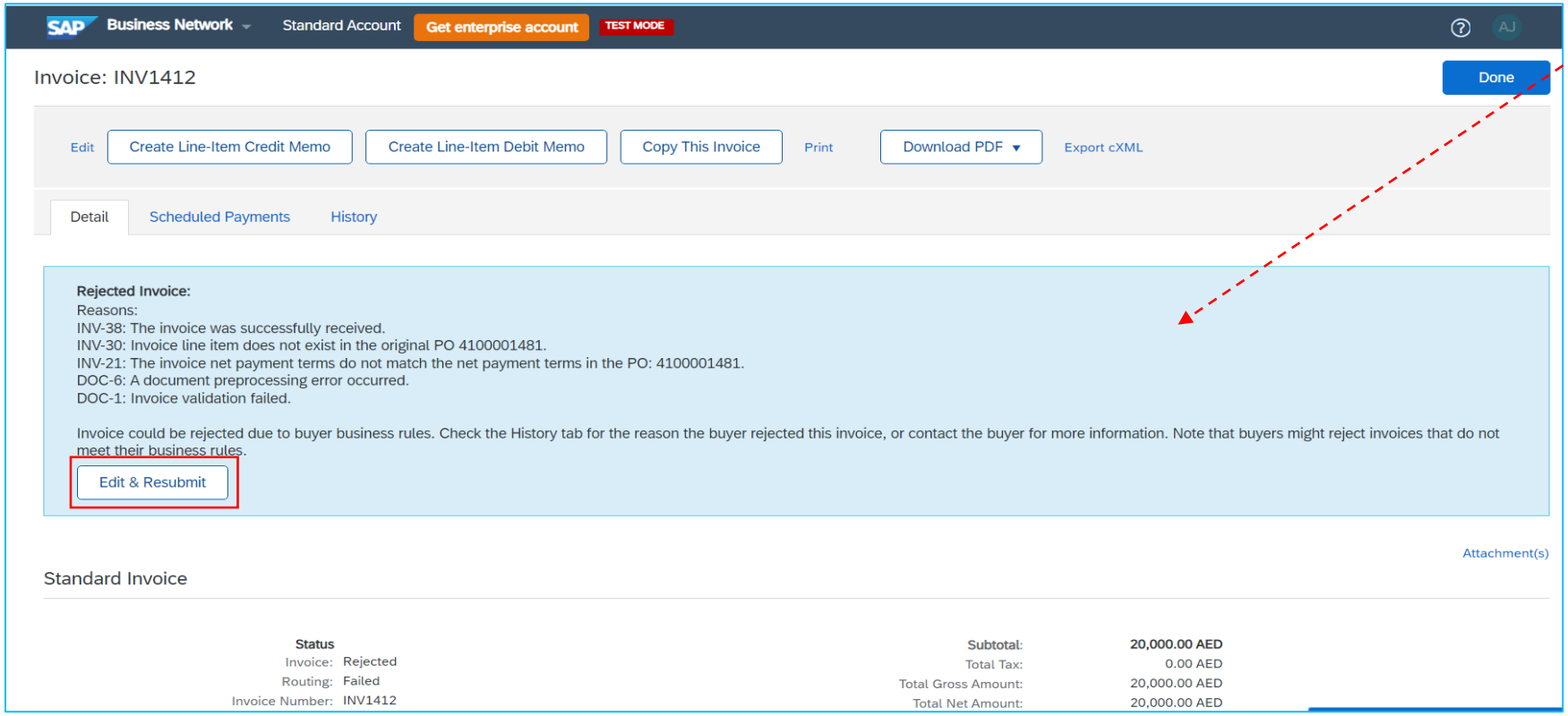
Resubmission of Rejected Invoice



It may happen that your invoice has been rejected for multiple reasons. In the following slides, we will provide an explanation of the possible reasons for rejection and provide guidance on how to rectify the situation.

Resubmission of Rejected Invoice (1/3)

- Click & Open the Rejected Invoice



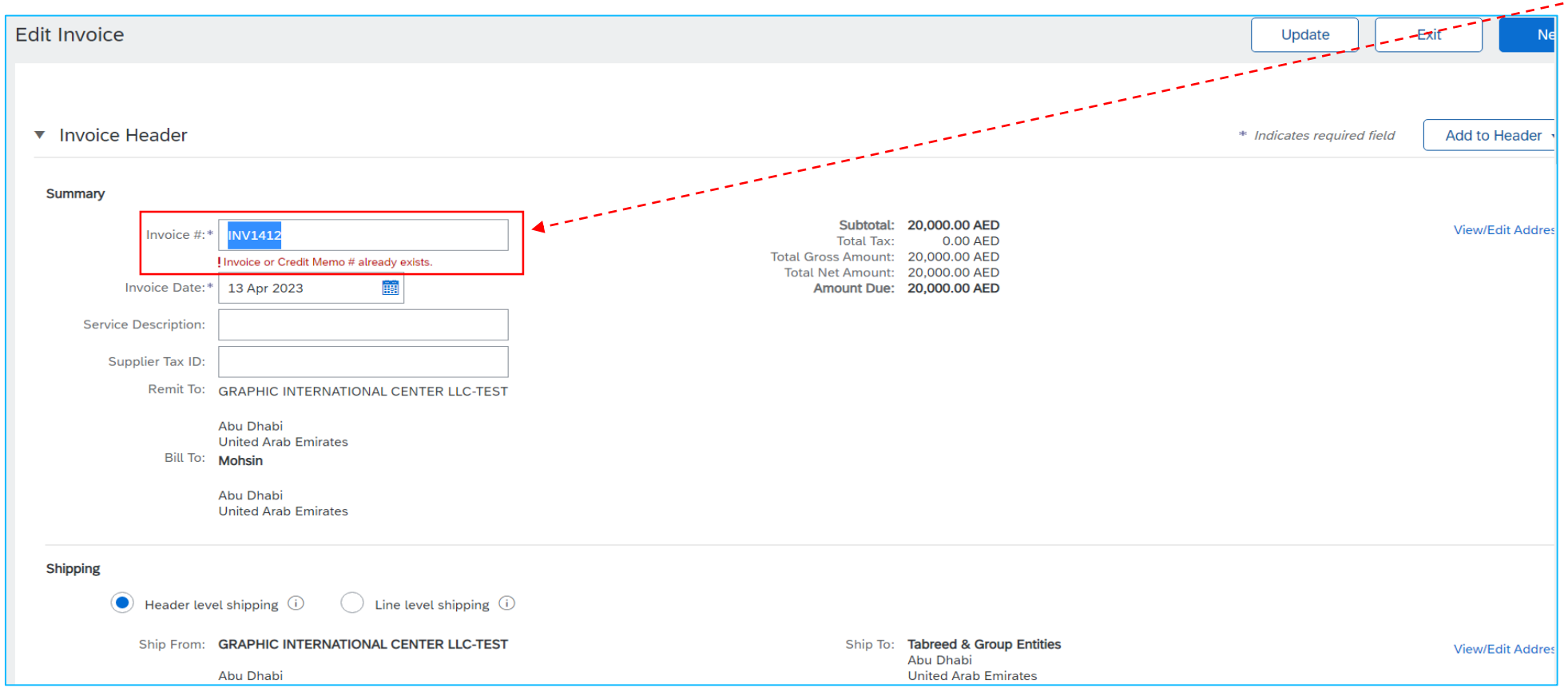
Refer the comments entered by the Finance Team, It could be:

- "No Attachment"
- "GRN not matching"
- "Amount in PDF does not match the invoice amount"
- "Do not attach multiple Invoice PDFs and collate them to match the invoice"

Click on **Edit and Resubmit**

Resubmission of Rejected Invoice (2/3)

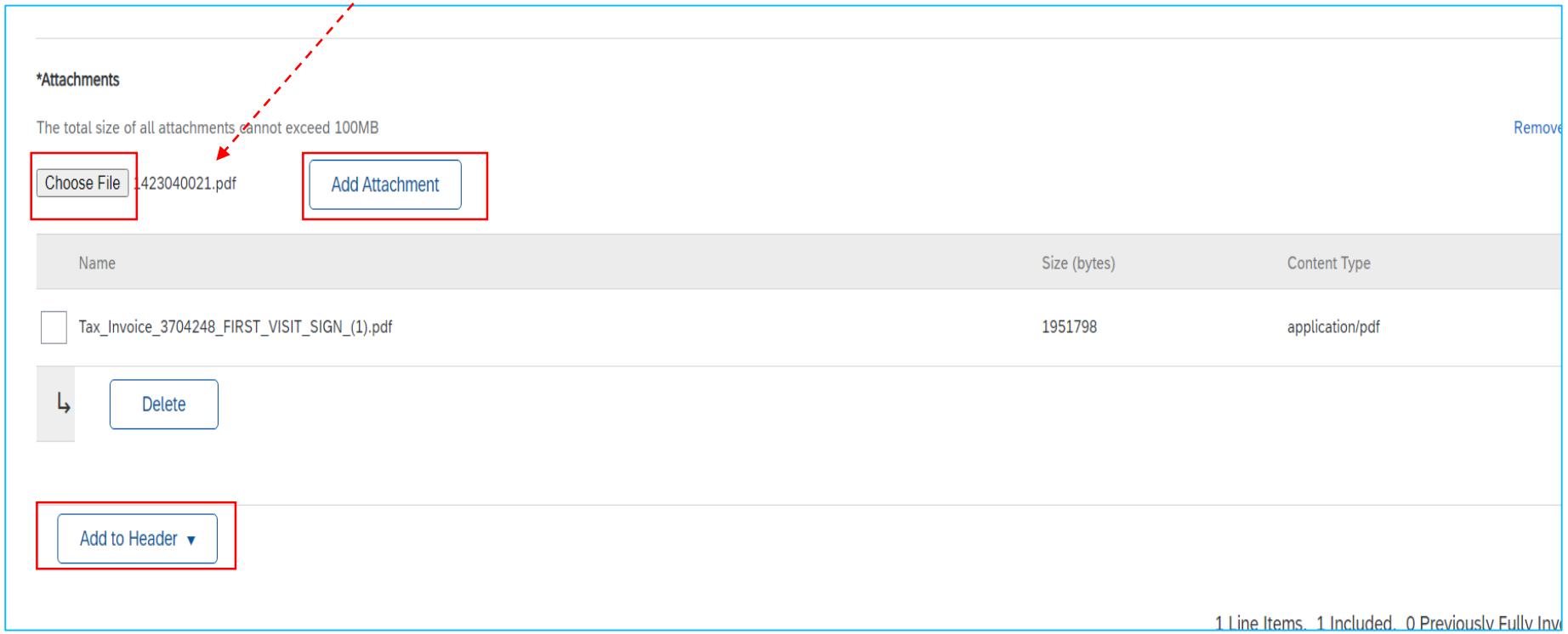
- You will be navigated to Edit Invoice page, Edit and make changes as suggested by finance team.



Change the Invoice name as the portal does not accept the same name

Resubmission of Rejected Invoice (3/3)

- Kindly ensure not to have any special characters in the attachment file name as it may sometimes not reach the finance teams SAP Portal which will result to rejection of the invoice



tabreed