



SAP Ariba – Invoice Guide

Tabreed & Group Entities

May 2023

Notes

Before submitting your first invoice

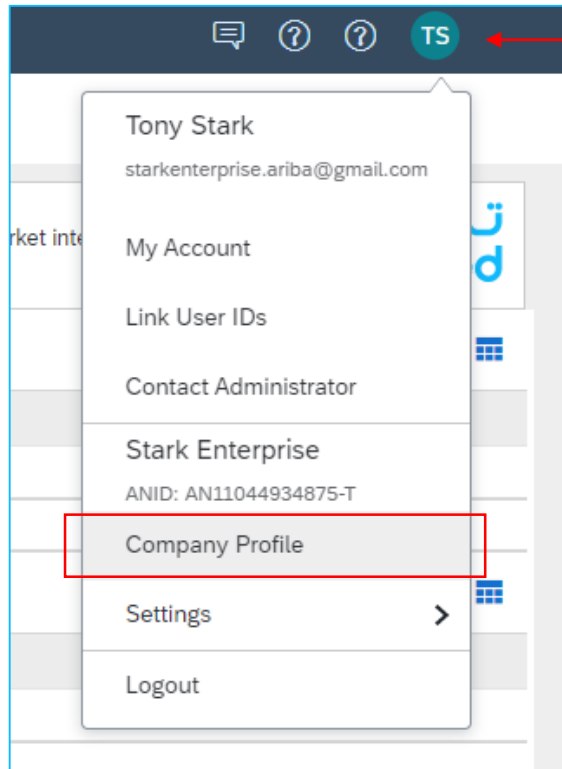
- Upon registration, make sure you have updated all the required information in your **'company profile'**.
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

While submitting your first invoice

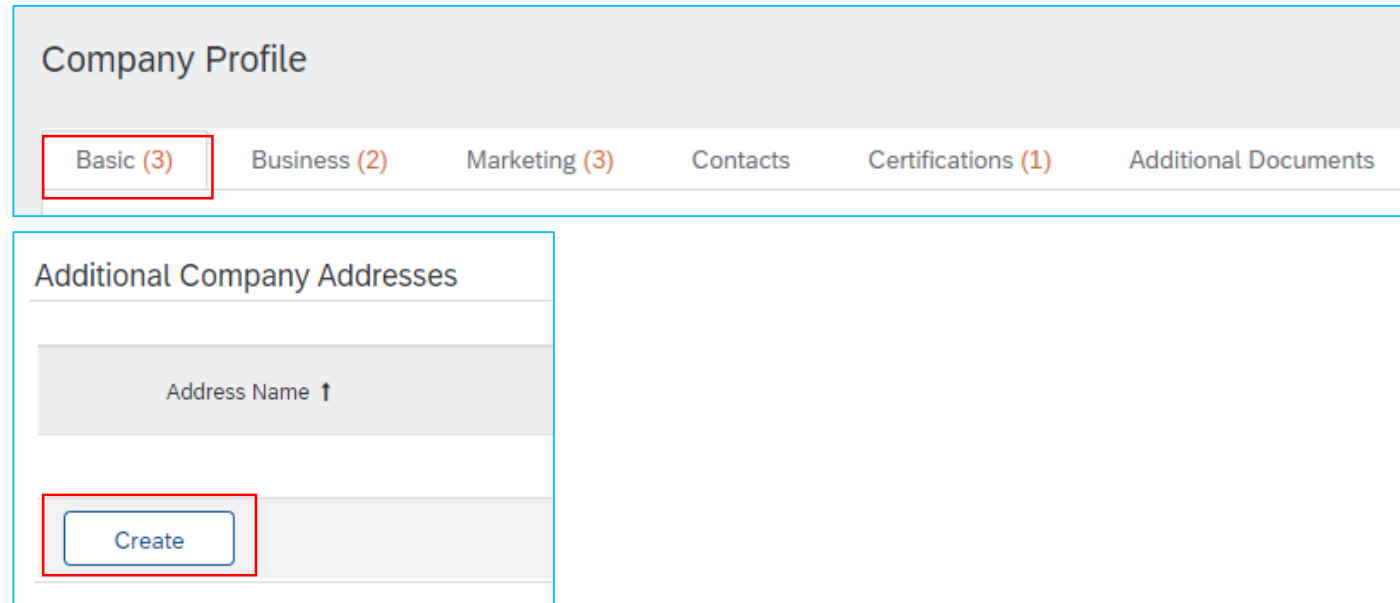
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

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.

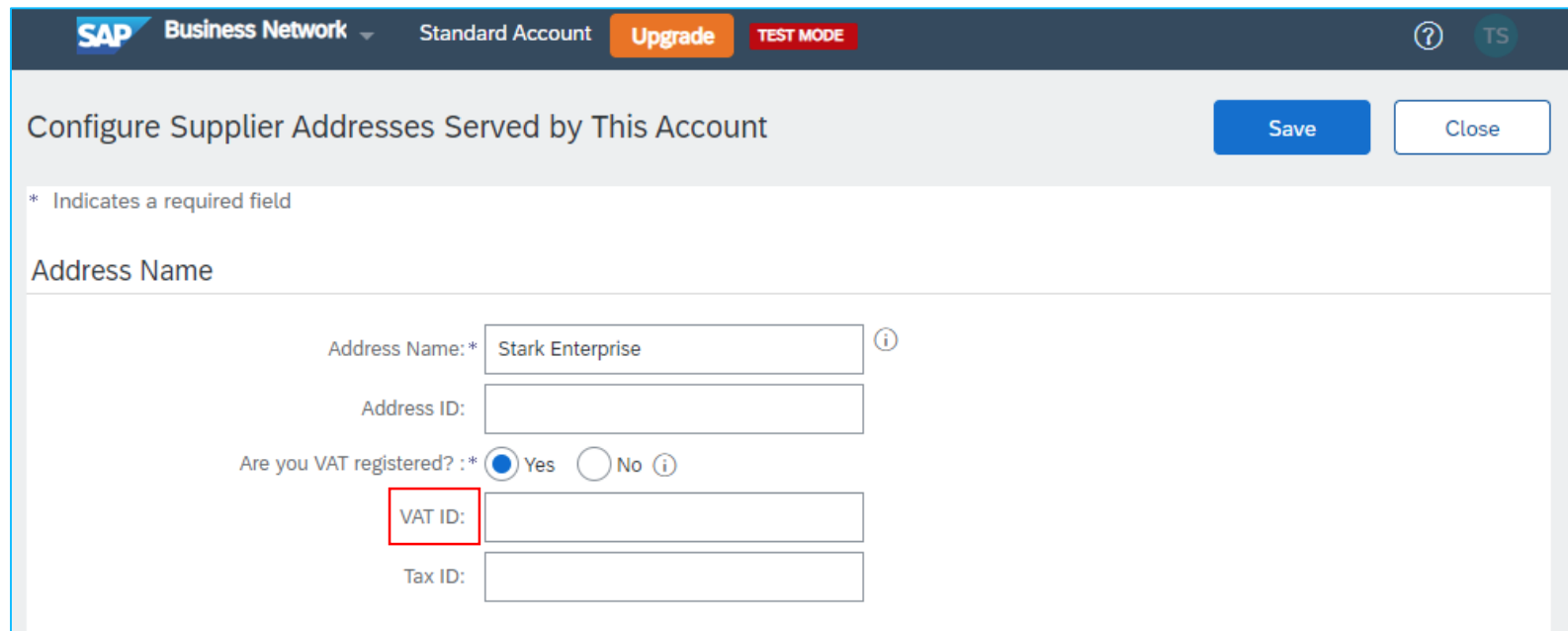


- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose “**Company Profile**”
- Under the Basic tab, go to the **Additional Company Addresses** section and click “**Create**”



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

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



The screenshot shows the SAP Business Network interface for configuring supplier addresses. The header includes the SAP logo, 'Business Network', 'Standard Account', an 'Upgrade' button, and a '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 'Address Name' section contains a text box for 'Address Name' (filled with 'Stark Enterprise'), an 'Address ID' text box, and a radio button selection for 'Are you VAT registered?' (set to 'Yes'). The 'VAT ID' text box is highlighted with a red border, and a 'Tax ID' text box is also present.

SAP Business Network Standard Account Upgrade TEST MODE ? TS

Configure Supplier Addresses Served by This Account Save Close

* Indicates a required field

Address Name

Address Name: * Stark Enterprise ⓘ

Address ID:

Are you VAT registered? : * ☒ Yes ☐ No ⓘ

VAT ID:

Tax ID:

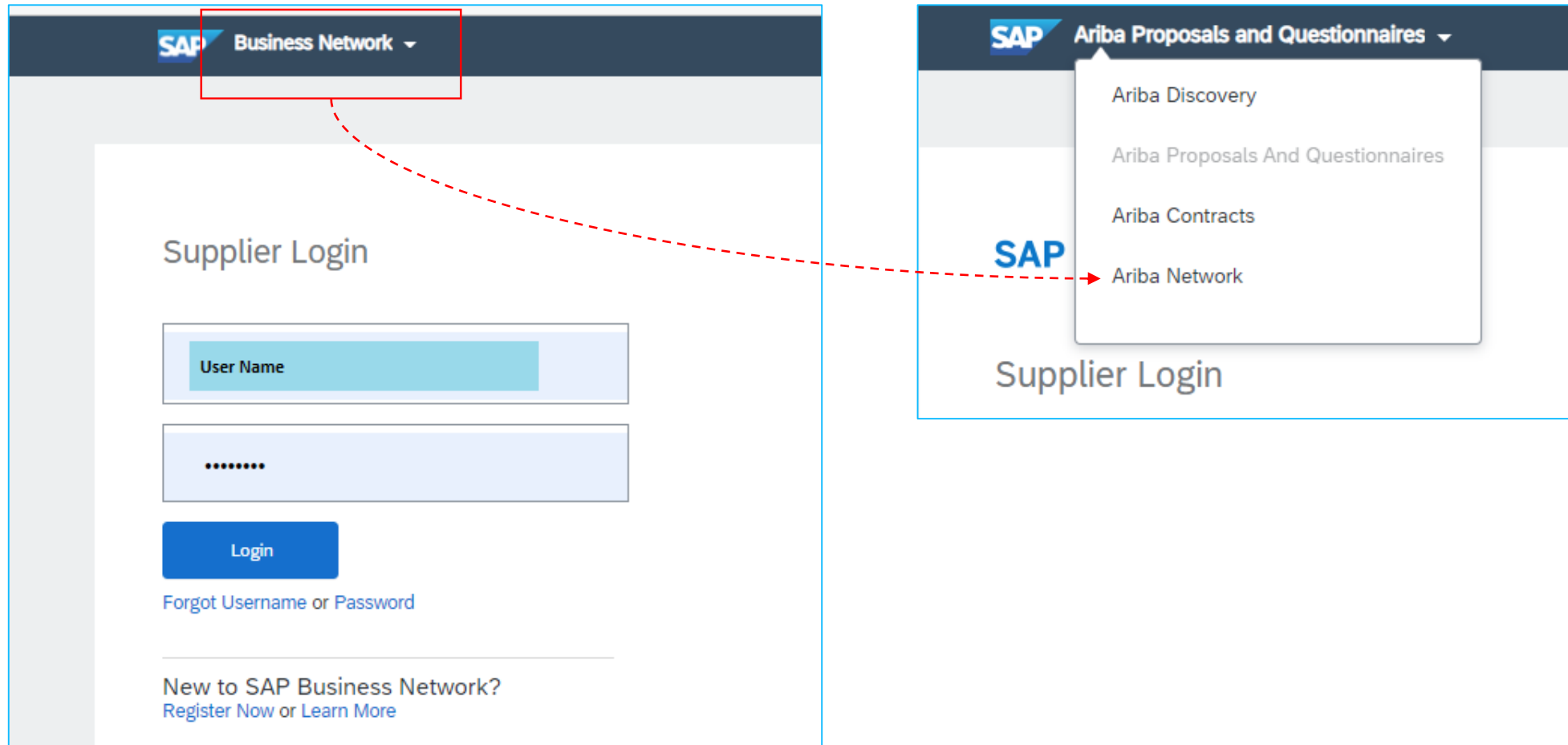
Demonstration



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

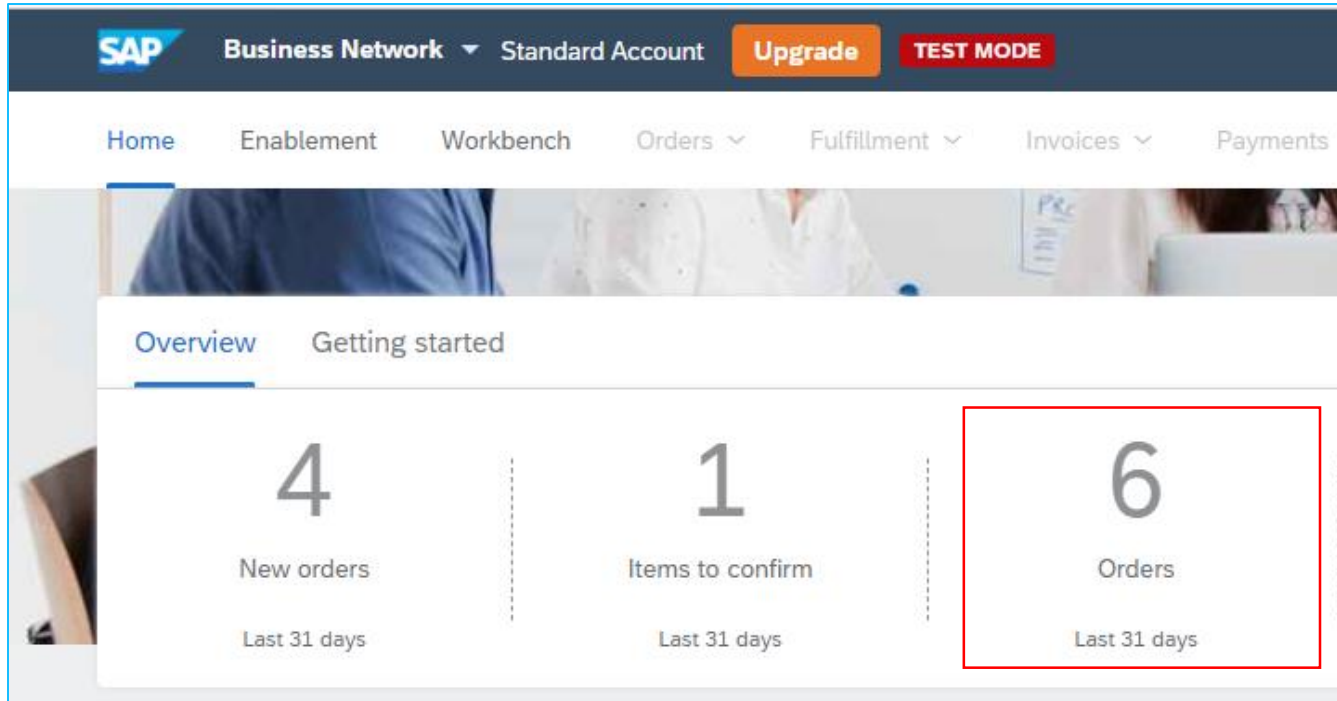
Step 1 – Login to your Ariba account

- 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.

| Order Number | Customer | Amount | Date | Order Status ↓ |
|--|--------------------------|---------------|--------------|----------------|
| 4300000300 <i>Click here</i> | Tabreed & Group Entities | 5,000.00 AED | Feb 21, 2022 | Received |
| 4300000291 | Tabreed & Group Entities | 2,000.00 AED | Feb 25, 2022 | New |
| 4500000373 | Tabreed & Group Entities | 20,000.00 AED | Mar 5, 2022 | New |
| 4100000236 | Tabreed & Group Entities | 4,400.00 AED | Feb 28, 2022 | New |
| 4100000235 | Tabreed & Group Entities | 4,400.00 AED | Feb 28, 2022 | New |
| 4300000301 | Tabreed & Group Entities | 5,000.00 AED | Feb 22, 2022 | Confirmed |

Step 2 – Create Invoice (1/6)

- Click on 'Create Invoice'.

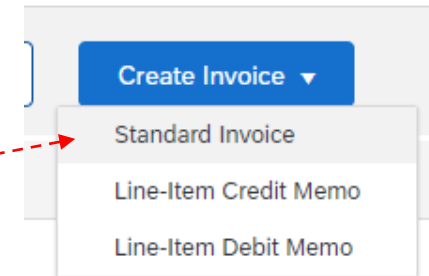
Purchase Order: 4300000300 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ...

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 | Routing Status: Acknowledged External Document Type: LVPO (ZLP) Related Documents: 5000000145 DN-34809 More(1) » |
| Contact Information Supplier Address Stark Enterprise Email: starkenterprise.ariba@gmail.com Fax: Address ID: 0001001051 Buyer ID: 0001001051 | |



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 ▼

Summary

Purchase Order: 4300000300

Invoice #:*

Invoice Date:* 23 Mar 2022 

Service Description:

Supplier Tax ID:

Remit To: Stark Enterprise

Mussafah
United Arab Emirates

Bill To: National Central Cooling Company PJSC

Abu Dhabi
United Arab Emirates

Subtotal: 5,000.00 AED

Total Tax: 250.00 AED

Total Gross Amount: 5,250.00 AED

Total Net Amount: 5,250.00 AED

Amount Due: 5,250.00 AED

View/Edit Addresses

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: Stark Enterprise

Mussafah
United Arab Emirates

Ship To: National Central Cooling
Abu Dhabi
United Arab Emirates

Deliver To:

View/Edit Addresses

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

No file chosen

***Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

| Name |
|---------------------------------------|
| <input type="checkbox"/> INV 9458.png |
| <input type="button" value="Delete"/> |

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

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

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: *

Location:

Description:

Regime:

Taxable Amount:

Rate(%): 5

Tax Amount: 250.00 AED

↳

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

| | | |
|---|---------------------|--------------|
| 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 |

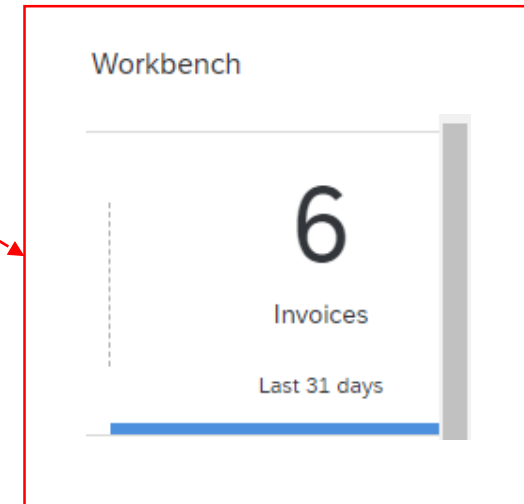
| | | |
|---|--|---|
| REMIT TO: | BILL TO: | SUPPLIER: |
| Stark Enterprise | National Central Cooling Company PJSC | Stark Enterprise |
| Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates | Postal Address: Accelerator Building,Masdar City,-TABREED 000000 Abu Dhabi United Arab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

| | |
|-------------------|------------------|
| 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 |



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

Line Items

1 Line Items, 1 Included, 0 Previously Fully Inv

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Included Line

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|---------|---------------------------|---------------|--------------------|----------|------|---------------|---------------|
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | SERVICE | Software Renewal / Upgrad | DC - Painting | 000000000010000022 | 1 | EA | 20,000.00 AED | 20,000.00 AED |

Service Period

Service Start Date:

Service End Date:

↳

Line Item Actions ▾

Delete

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

SAP Business Network Standard Account Get enterprise account TEST MODE

Invoice: INV1412 Done

Edit Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-30: Invoice line item does not exist in the original PO 4100001481.
INV-21: The invoice net payment terms do not match the net payment terms in the PO: 4100001481.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Attachment(s)

Standard Invoice

| | | |
|-------------------------|---------------------|----------------------|
| Status | Subtotal: | 20,000.00 AED |
| Invoice: Rejected | Total Tax: | 0.00 AED |
| Routing: Failed | Total Gross Amount: | 20,000.00 AED |
| Invoice Number: INV1412 | Total Net Amount: | 20,000.00 AED |

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

Edit Invoice

Update

Exit

Ne

▼ Invoice Header

* Indicates required field

Add to Header

Summary

Invoice #:* INV1412

! Invoice or Credit Memo # already exists.

Invoice Date:* 13 Apr 2023

Service Description:

Supplier Tax ID:

Remit To: GRAPHIC INTERNATIONAL CENTER LLC-TEST

Abu Dhabi
United Arab Emirates

Bill To: Mohsin

Abu Dhabi
United Arab Emirates

Subtotal: 20,000.00 AED

Total Tax: 0.00 AED

Total Gross Amount: 20,000.00 AED

Total Net Amount: 20,000.00 AED

Amount Due: 20,000.00 AED

View/Edit Address

Shipping

☒ Header level shipping

☐ Line level shipping

Ship From: GRAPHIC INTERNATIONAL CENTER LLC-TEST

Abu Dhabi

Ship To: Tabreed & Group Entities

Abu Dhabi

United Arab Emirates

View/Edit Address

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

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File

1423040021.pdf

Add Attachment

| Name | Size (bytes) | Content Type |
|--|--------------|-----------------|
| <div><div></div>Tax_Invoice_3704248_FIRST_VISIT_SIGN_(1).pdf</div> | 1951798 | application/pdf |

↳

Delete

Add to Header ▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

