



SAP Ariba – Invoice Guide

Tabreed & Group Entities

August 2023

Notes

Before submitting your first invoice

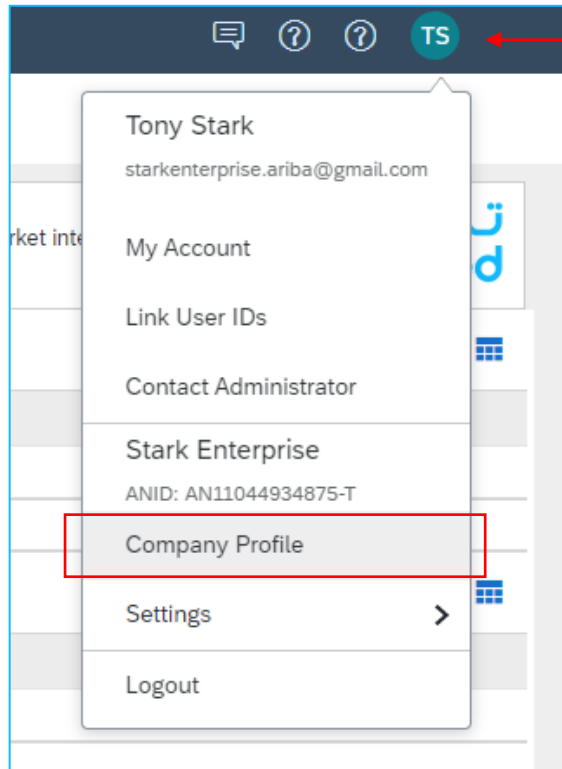
- Upon registration, make sure you have updated all the required information in your **'company profile'**.
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

While submitting your first invoice

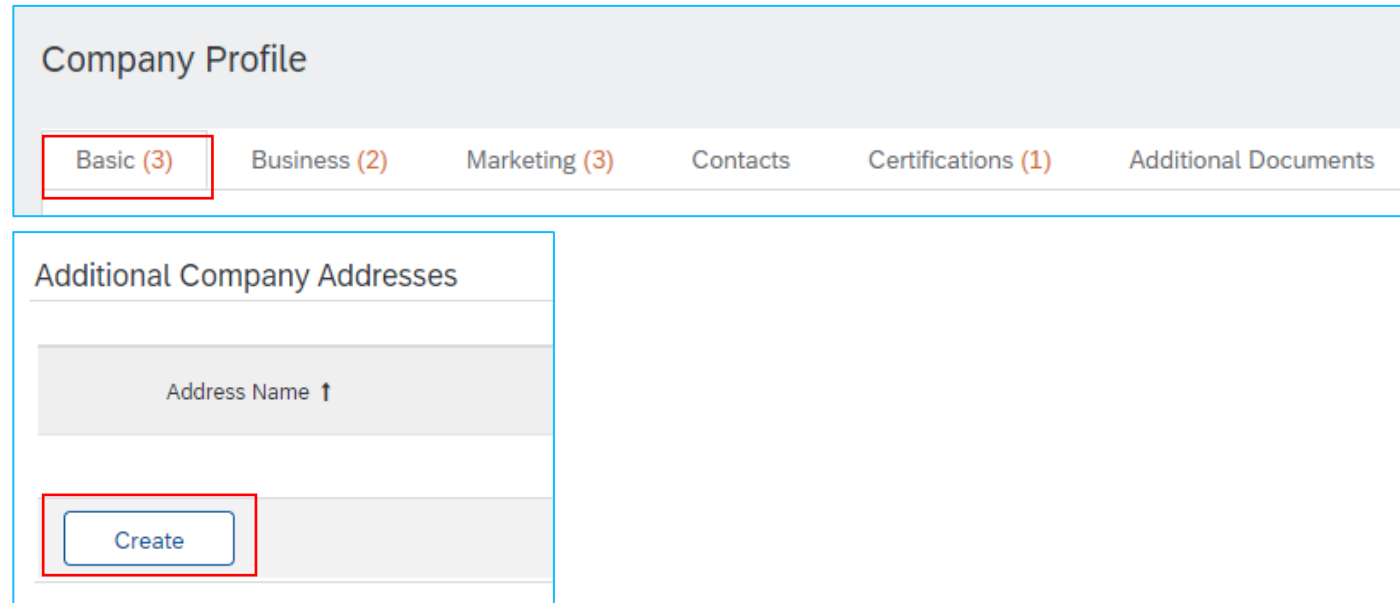
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

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 empty 'Address ID' box, and a radio button selection for 'Are you VAT registered?' (set to 'Yes'). Below this, the 'VAT ID' and 'Tax ID' fields are shown as empty text boxes. The 'VAT ID' field is highlighted with a red rectangle.

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:

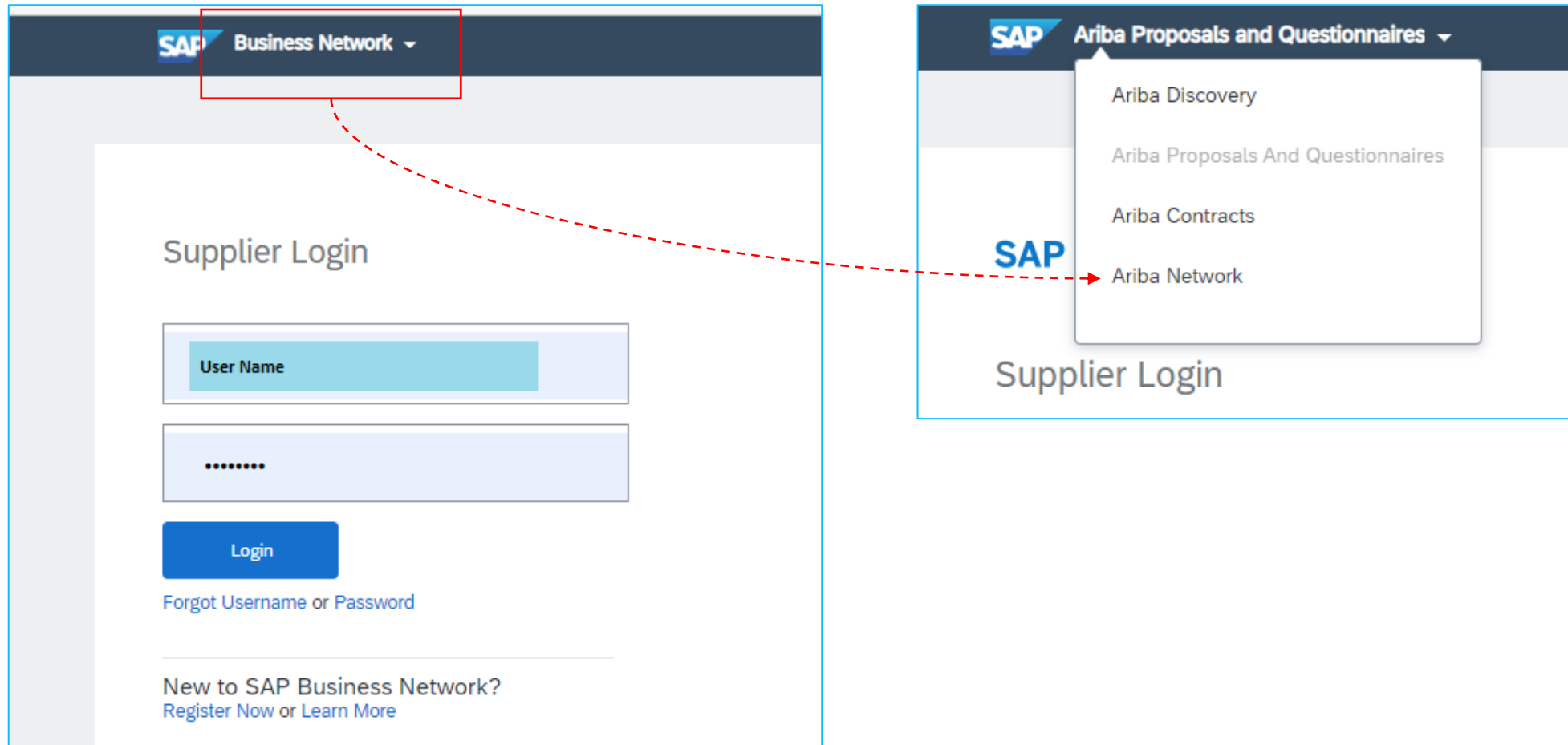
Demonstration



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

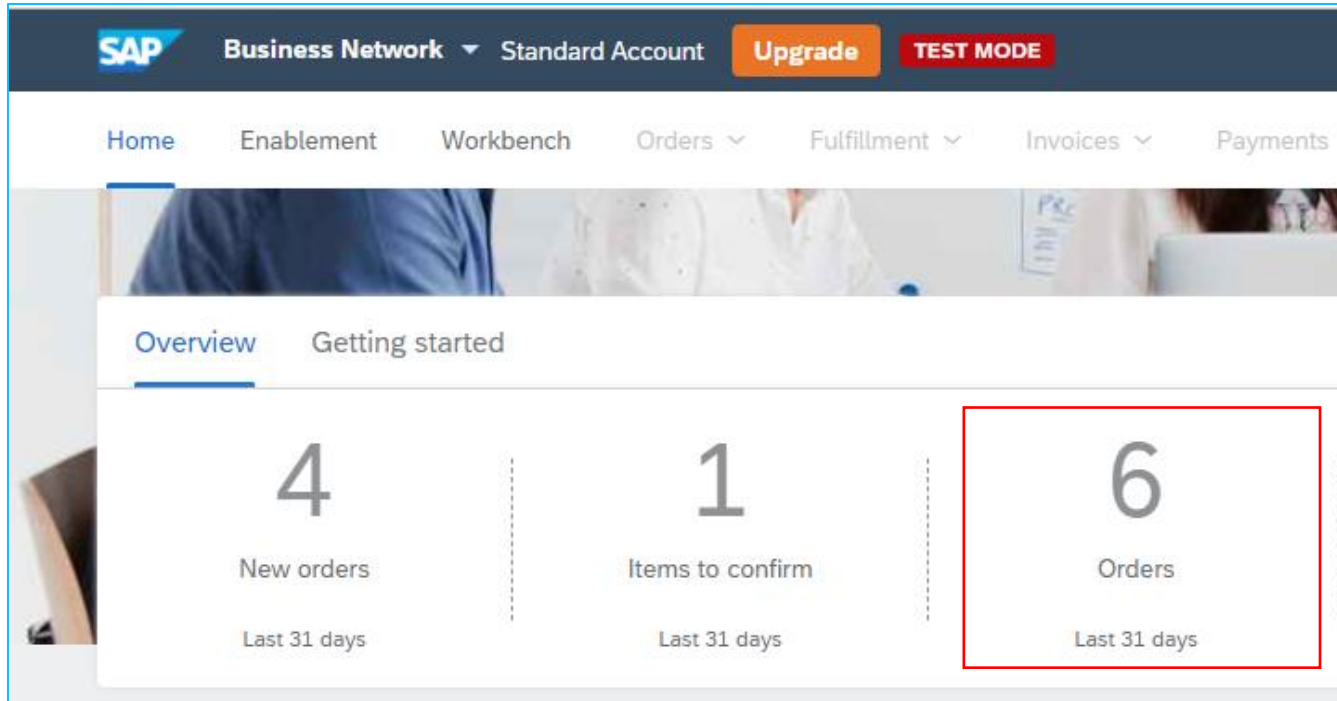
Step 1 – Login to your Ariba account

- 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', 'Partially Received', 'Serviced', or 'Partially 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 (1/7)

- Click on 'Create Invoice'.

Purchase Order: 4300000300 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 🖨 ⋮

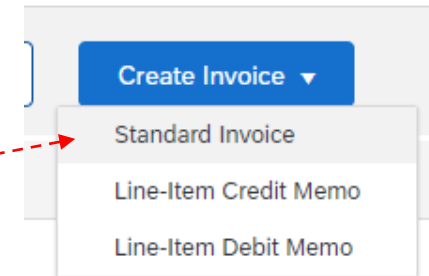
Order Detail Order History

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
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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\(1\) »](#)



Select 'standard invoice'

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

Step 2 – Create Invoice (2/7)

- For **Material Type PO**, select the Receipt for which the Invoice must be created and click on **Next**. Multiple entries can also be selected.

SAP Business Network Standard Account Get enterprise account TEST MODE

Select receipts to be invoiced

Next Cancel

Receipt List

<input type="checkbox"/>	Receipt Number ↑	Customer	Date	Routing Status
<input type="checkbox"/>	5000003461	Tabreed & Group Entities	9 Aug 2023 2:23:52 PM	Sent
<input type="checkbox"/>	5000003462	Tabreed & Group Entities	9 Aug 2023 2:24:51 PM	Sent
<input type="checkbox"/>	5000003463	Tabreed & Group Entities	9 Aug 2023 2:25:58 PM	Sent

Next Cancel

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Step 2 – Create Invoice (3/7)

- Add your invoice details
- **Note:** Ensure that the invoice # should be all capitalized & contains less than 16 Characters.
- Special Characters Permitted in invoice #: “/ -”

▼ Invoice 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

Verify the Items in the receipt and make sure to upload the PDF attachment of the Invoice same as on the screen. If this is mismatched, then the Invoice might be rejected.

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 tabreed

Step 2 – Create Invoice (4/7)

Kindly ensure not to have any special **characters or spacing** in the attachment file name.

The file name must not contain:

\$&/\@*[](){}%#,.!

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

Customer VAT

Customer VAT/Tax ID: 100014181000003

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: 100014181000003

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

Note: Do not attach multiple Invoice PDFs and collate them to match the invoice

Add to Header ▾

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

Step 2 – Create Invoice (5/7)

- 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		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

***Do not** use this to upload any invoicing attachment*

Update

Save

Exit

Next

Step 2 – Create Invoice (6/7)

- 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

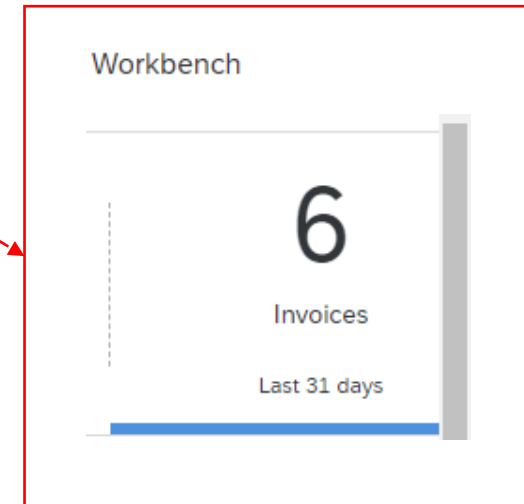
REMIT TO:	BILL TO:	SUPPLIER:
Stark Enterprise	National Central Cooling Company PJSC	Stark Enterprise
Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates	Postal Address: Accelerator Building,Masdar City,-TABREED 000000 Abu Dhabi United Arab Emirates Address ID: A010	Postal Address: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

BILL FROM:	CUSTOMER:
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Step 2 – Create Invoice (7/7)

- 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 AEI	20,000.00 AEI

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 or spacing in the attachment file name
- The file name must not contain: **\$&/\@*[](){}%#** ,!
- **Note:** Do not attach multiple Invoice PDFs and collate them to match the invoice

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File

423040021.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

Please refer to **Page 12** for invoice upload guidelines

