



ARIBA Standard Account Supplier Guide

Account and Invoice Creation



April 2022



Table of Contents

Slides #	Topic	Details
Slide 3 - 4	Introduction	
Slide 6 - 14	Account Creation	<ul style="list-style-type: none">- Receiving first PO- Configure company profile
Slide 15 - 25	Invoice creation for purchase order (PO)	<ul style="list-style-type: none">- Edit order confirmation- Invoice header- Remittance information- Tax selection- Type of invoices- Add or update invoice item- Invoice overview- Credit Memo- Resubmit rejected invoice
Slide 26 - 31	Invoice creation for blanket purchase order (BPO) and simple service PO	<ul style="list-style-type: none">- Invoice creation for blanket purchase order (BPO) and simple service PO
Slide 32	Contact and Support	



Introduction



DB Schenker is the world's leading global logistics provider — we support industry and trade in the global exchange of goods through land transport, worldwide air and ocean freight, contract logistics and supply chain management.

Integrated logistics resides at the world's most important intersections, where the flow of goods creates an effective link between carriers. Our value-added services ensure the flow of goods continues seamlessly and supply chains stay lean and optimized for success.

Our business holds top positions in automotive, technology, consumer goods, trade fair logistics, special transports, and special events logistics.

**about
2000**

Locations worldwide

**more than
75,800**

Employees worldwide



Introduction

- DB Schenker introduced a new eProcurement solution based on SAP Ariba covering all indirect spend.
- This changes the way to collaborate with our suppliers from paper to electronic processes.
- All purchase orders are being routed through SAP Ariba Network to our suppliers.
- Suppliers are expected to register for a Standard Account in order to collaborate electronically with Schenker (send electronic invoices, credit notes, order confirmation or ship notices via Ariba Network).
- The usage of a Standard Account is free of charge regardless of transacted amount and number of documents.

- **Standard Account Benefits:**
 - ✓ Create validated, electronic invoices and other business documents in short time
 - ✓ See all orders and invoices with their status
 - ✓ Improve invoice accuracy and get paid faster
 - ✓ Promote your company to other customers on Ariba Network



Account Creation



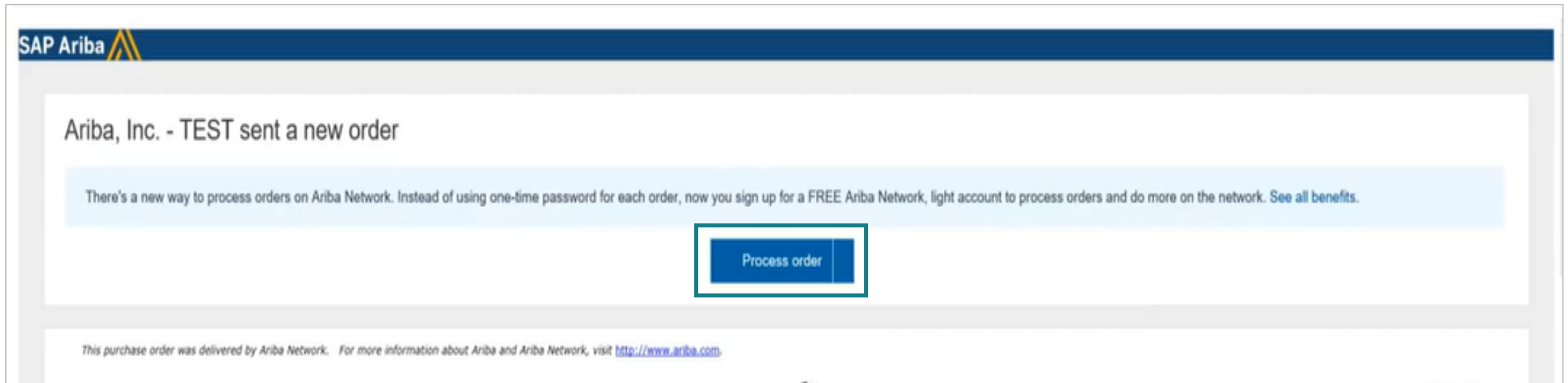
Account Creation

Receiving first PO

You will get an interactive eMail as soon as an order from DB Schenker is transferred through ARIBA. The order can be opened and edited through the eMail.

Attention: As a standard account supplier you can only open orders through the interactive eMail.

In the eMail please click on the button **Process order** to edit the order or rather to transfer an order confirmation/invoice .



Account Creation

Receiving first PO


Select the **Sign-up (1)** option to create your Standard Account and exchange documents free of charge on Ariba or use your existing account by clicking on **Log In (2)** link if you already created an Ariba Account when you registered your company profile with DB Schenker.


Ariba Network Help Center >>


Join your customer on Ariba Network!

1 **Sign up**

Already have an account? **Log in** 2


Strengthen relationships
Collaborate with your customer on the same secure network.


Connect faster
Exchange documents electronically and streamline communications.


Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

Account Creation

Configure company profile

Company information (1):

- Company name
- Country
- Address
- City
- State
- Postal code

Create account

1

First, create an SAP Ariba supplier account, then complete questionnaires required by DB Schenker - B-Test.

Company information

* Indicates a required field

Company Name:*

Country:*

Address:*

City:*

State:*

Zip:*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information (2):

- Name
- Email address
- Username
- Password
- Language
- Email orders to

User account information

2

Name:*

Email:*

☐ Use my email as my username

Username:*

Password:*

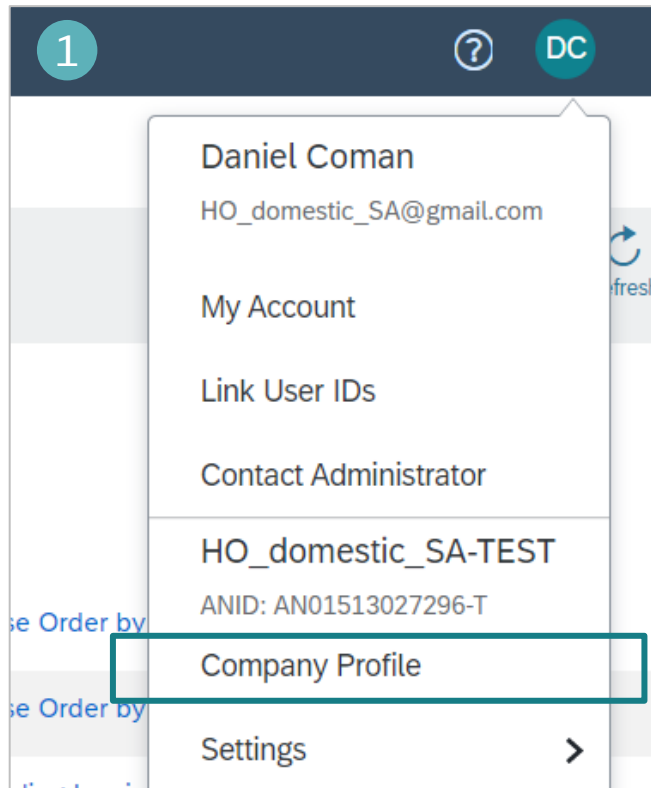
Language:

Email orders to:*

Account Creation

Configure company profile

To maintain your VAT ID and other tax related IDs please click on your user name in the upper right part of the screen and select **Company Profile (1)**.



1

Daniel Coman
HO_domestic_SA@gmail.com

My Account

Link User IDs

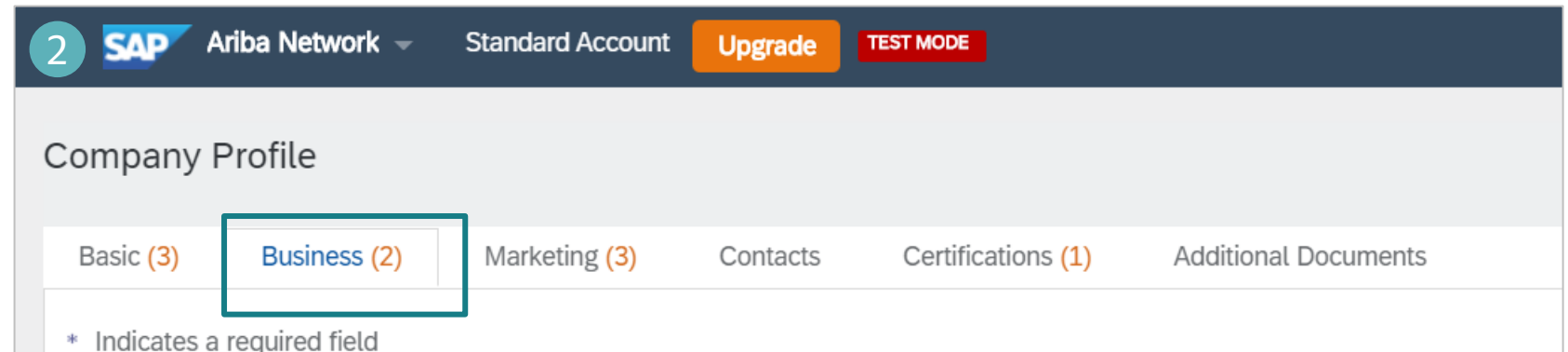
Contact Administrator

HO_domestic_SA-TEST
ANID: AN01513027296-T

Company Profile

Settings

In the company profile, click on **Business (2)**.



2

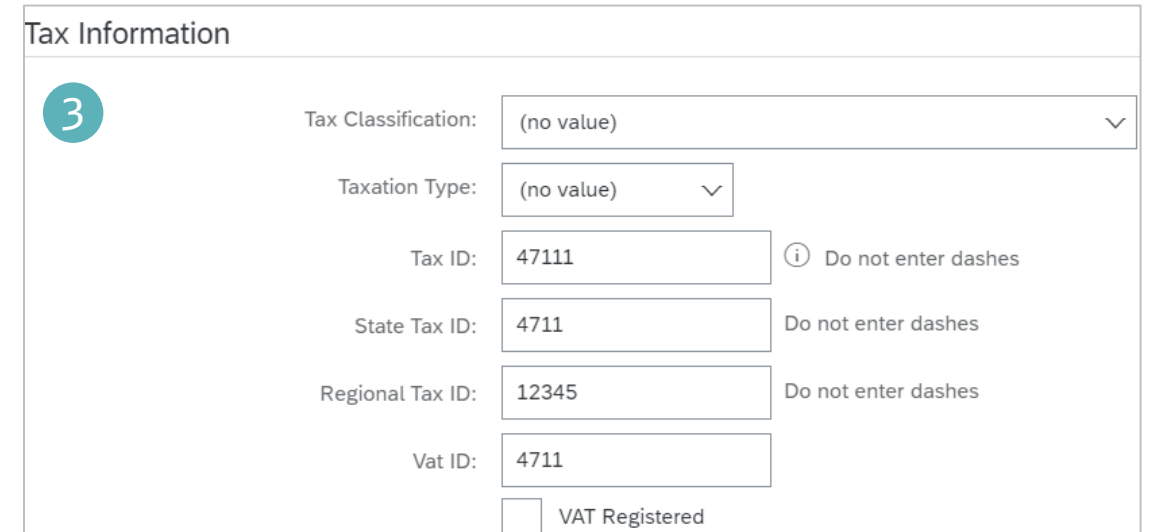
SAP Ariba Network Standard Account Upgrade TEST MODE

Company Profile

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

* Indicates a required field

Scroll down to the section **Tax Information** and add your VAT ID, TAX ID etc (3).
Scroll up again and click **Save**.



3

Tax Information

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax ID: 47111 ⓘ Do not enter dashes

State Tax ID: 4711 Do not enter dashes

Regional Tax ID: 12345 Do not enter dashes

Vat ID: 4711

☐ VAT Registered

Account Creation

Configure company profile



If you have more than one IBAN account, in order to add a new one or to update an existing one, please click on **Company Settings** button on the top right side of the page and then on **Remittances (1)**.

Select one of your Remittance Addresses as a default if you have more than one (2). If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

SAP Ariba Network Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Reports Messages

Orders and Releases All Customers Order Number

Getting Started with Ariba

- 1 Review Ariba Fee Structure
- 2 Confirm Billing Contact
- 3 Add Users to Your Account

Review Subscription Pricing

Network Transaction Service Bronze

Collaborate with your customers over the Ariba Network

Montaigu Supplier Fr...
ANID: AN01475301159-T

Company Profile

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Remittances
- Network Notifications
- Audit Logs
- View All

Remittance ID Assignment

Customer ↑	Remittance ID
DB Schenker - B-Test	EUR_0000025164
DB Schenker - DEV	

☐ Include Bank Account Information in invoices.

Account Creation

Configure company profile (optional)

Business profile: in order to have a relevant business profile, **Product and Service Categories & Ship to or Service Locations** details need to be added up here (1).

Tell us more about your business 1

Product and Service Categories: * -or-

Ship-to or Service Locations: * -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "T" in test account. ⓘ

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.
By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally) in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

Available categories can be displayed by clicking on **Browse** (2).

Product and Service Category Selection 2

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories Didn't find what you were looking for? Try Search »

Agricultural & Fishing Machinery >	Cleaning & Janitorial Supplies >	Absorbents >	Air freshener ✓
Agricultural & Fishing Services >	Industrial Laundry & Dry Cleaning Equipment >	Brooms and mops and brushes and accessories >	Air sanitizer
Apparel, Luggage & Personal Care >	Janitorial Equipment >	Cleaning and disinfecting solutions >	Ammonia cleaners
Chemicals >	Water Treatment Supplies & Disposal >	Cleaning kits >	Anti dust products
Cleaning Supplies >		Cleaning rags and cloths and wipes >	Automotive cleaners
Computer Hardware, Software & Telecom >		Restroom supplies >	Bleaches
Construction & Maintenance Services >			Carbon removing compounds
Construction Materials >			Carpet or upholstery cleaners

Account Creation

Configure company profile

To complete the account creation, please acknowledge the **SAP ARIBA Terms of Use** and **SAP Ariba Privacy Statement** by setting the thick mark. Next, please click on **Create account and continue** (1).

To avoid duplicate account creation for the same company, Ariba is matching your information for existing accounts. Please review the suspected duplicate company accounts and click on **Review accounts** (2).

A list of possible duplicates will be shown on the next screen. In order to continue account creation, click on **Continue Account Creation** link (3).

When account creation is finished, a confirmation will be sent by email.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration. By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the Terms of Use

☒ I have read and agree to the SAP Ariba Privacy Statement

Create account and continue Cancel

2

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

Review accounts

3

Review duplicate Account

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

PO notifications setup

In order to setup the PO notifications, please log in to your account, click on the icon with your initials, right side of the screen, click on Settings/Electronic Order Routing (1).

On the new displayed page, please select Email as Routing Method and fill in the email address where the notifications will be sent. You can add up to five emails, separated by comma and then click Save. (2).

The screenshot illustrates the steps to configure PO notifications in the DB Schenker eProcure system. On the left, a user profile for Daniel Coman is shown, and the 'Electronic Order Routing' option is selected in the sidebar. The main area displays the 'Network Settings' page, where the 'Electronic Order Routing' tab is active. Under the 'New Orders' section, a table allows configuring routing methods and options. The 'Routing Method' is set to 'Email', and the 'Email address' field is populated with 'hramesh@deloitte.de'. The 'Options' column includes checkboxes for attaching documents to email messages. A 'Save' button is visible at the top right of the settings panel.

Invoice creation for purchase order (PO)



Invoice creation

Edit order confirmation



Attention: Order confirmation can only be initiated by clicking on Process order button from the interactive PO eMail.

To create an invoice, first you need to confirm your entire order.

Check the order at all item levels. You can either **approve** or **reject the** order by clicking the button **Create order confirmation (1)**.

If you already approved an order in the system and the article is out of stock or out of range, you still need to reject it here in the system.

Purchase Order: PO3613

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

DB SCHENKER

From: Schenker AG
Kruppstrasse 4
45128 Essen
NRW
Germany

To: Deloitte Consulting GmbH
Schwannstr. 6
40476 Düsseldorf
Germany
Phone: +1 (12) 123
Fax:
Email: alemmen@deloitte.de

Purchase Order (Confirmed)
PO3613
Amount: 1,000.00
Version: 1

Payment Terms ⓘ
3% 21 NET 30

Comments
Comment Type: Terms and Conditions
Body: Hiermit beauftragen wir Sie fuer die hier genannte Liefer-Leistung gem. unseren Allgemeinen Einkaufsbedingungen der Schenker AG.
Die Zahlungsfrist für diesen Auftrag beträgt 30 Tage netto, soweit einzelve

Other Information
Company Code: P62031_0100
Purchasing Unit Name: Schenker AG
Legal Terms and Conditions of Purchase: https://service.ariba.com/Supplier.aw/ad/eduPor

Route

Related D

Create Order Confirmation


Confirm Entire Order

Update Line Items

Reject Entire Order

History

1



Invoice creation

Edit order confirmation

Please enter a **confirmation number** (optional). This is a number that you use internally to identify the order confirmation.

The **estimated delivery date** can be entered for all or parts of the order (1).

Use the button **Submit** to transfer the order confirmation (2).

Attention: Please keep the unit in mind for the upcoming line item!

Confirming PO

1

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: CoPO3613

Associated Purchase PO3613

Order #:

Customer: DB Schenker - B-Test

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: *

Comments:

Est. Shipping Cost:

Est. Tax Cost:

DB Schenker - B-Test requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Line Items

2

Exit

Next

Current Order Status:
10 Confirmed With New Date (Estimated Delivery Date: 11 Oct 2019)

Invoice creation

Invoice header



Attention: Invoice creation can only be initiated by clicking on Process order button from the interactive PO eMail.

Please click on **Create Invoice** and select **Standard Invoice** (1).

Fill in **Invoice number** and **Invoice Date** (2).

The invoice number can be used only once and can be no longer than 16 characters.

Purchase Order: PO29284 1 Done

Create Order Confirmation Create Ship Notice Create Invoice Download Print More

Order Detail Order History

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

Create Invoice Update Save Exit Next

2 Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: PO29284

Invoice #:

Invoice Date:

Service Description:

Remit To: CZ_Domestic_EA

prague

Czech Republic

Bill To: Schenker spol.s.r.o.

Nucice

Czech Republic

Subtotal: 6,245.00 CZK

Total Tax: 0.00 CZK

Total Amount without Tax: 6,245.00 CZK

Amount Due: 6,245.00 CZK

[View/Edit Addresses](#)



Invoice creation

Invoice header

If you have several IBANs, when you are creating the invoice, you should choose from the drop down list of **Remit To**, the one which is suitable for the invoice in case (1).

If you are using permitted payee, please mention in **Important Information** field the permitted payee number or any other details that are important for invoice processing and payment (by filling in this information, the invoice will trigger AP team).

Please note that VAT and Tax ID are automatically taken from Company Profile information (2).

If you use **Variabilni Symbol** (this applies to CZ and SK), please add it to the field **header**

Create Invoice

1

Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: PO29284

Invoice #: INVOICE_REF_5

Invoice Date: 19 Apr 2022

Service Description:

Remit To: mapped to SAP ▼

mapped to SAP

not mapped SAP

Bill To: Nucice, Czech Republic

Subtotal: 6,245.00 CZK

Total Tax: 0.00 CZK

Total Amount without Tax: 6,245.00 CZK

Amount Due: 6,245.00 CZK

View/Edit Addresses

Supplier VAT

2

Supplier VAT/Tax ID: CZ888882222

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Important information (e.g. permitted payee, factor, discount, ...):

Header Text:

3

Block Payment

Is ICS calculated Tax differs from Supplier value : NO

Customer VAT

Customer VAT/Tax ID: CZ61500780

Invoice creation

Tax selection

In order to add Tax, it is mandatory to **select the line item** and then click on **Tax (1)**.
Select the Tax from the **drop-down list**, all requested taxes are available (2, 3).
If Tax is added at header level, invoice cannot be processed.

Insert Line Item Options

2 ☐ Tax Category: 21% VAT / base rate CZ VAT_21 % ☐ 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"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Investment nabídka		5	Each	1,249.00 CZK	6,245.00 CZK

Tax

Category: * 21% VAT / base rate CZ VAT_21 % Remove

Location:

Description: base rate CZ VAT_21 %

Regime:

Taxes

- 21% VAT / base rate CZ VAT_21 %
- 10% VAT / reduced rate CZ VAT_10 %
- 0% VAT / not subject to VAT_0 %
- 15% VAT / reduced rate CZ VAT_15 %

3

If the tax code is **Zero**, a reason for this should be provided by supplier at **Exempt Detail** field, from the drop-down list (4).
If **Tax Date** is different from invoice date, please provide the date on **Date of Supply** (5)

Line Items

Insert Line Item Options

1 ☐ Tax Category: 21% VAT / base rate CZ VAT_21 % ☐ Shipping Documents

<input type="checkbox"/>	No.	Include	Type	Part #	Description	CU
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Investment nabídka	

Tax

Edit

Add Tax

Shipping Documents

Special Handling Delete

Discount

line item Text:

Reference Date:

5 Each 1,249.00 CZK 6,245.00 CZK Remove

Category: * 0% VAT / not subject to VAT_0 %

Location:

Description: not subject to VAT_0 %

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 6,245.00 CZK

Rate(%): 0

Tax Amount: 0.00 CZK

Exempt Detail: (no value) 4

Date Of Supply: 19 Apr 2022 5

☐ Triangular Transaction

Invoice Creation

Invoice Overview



Before the invoice is completed, you will receive an overview of all invoice details.
Please check your entries carefully before submission, because it is not possible to change the invoice afterwards.
If all information's are correct, please click on **Submit**.

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Czech Republic. The document's destination country is:Czech Republic.
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: INVOICE_REF_5
Invoice Date: Tuesday 19 Apr 2022 6:44 PM GMT+02:00
Original Purchase Order: PO29284

Subtotal: 6,245.00 CZK
Total Tax: 0.00 CZK
Total Amount without Tax: 6,245.00 CZK
Amount Due: 6,245.00 CZK

REMIT TO:

CZ_Domestic_EA

Postal Address:
mapped to SAP
000999 Prague

Czech Republic

BILL TO:

Schenker spol.s.r.o.

Postal Address (výchozí):
Prologis Park Rudna
252 16 Nucice

Czech Republic

SUPPLIER:

CZ_Domestic_EA

Postal Address:
Zolova 831/3
400 07 st nad Labem - Net

Czech Republic



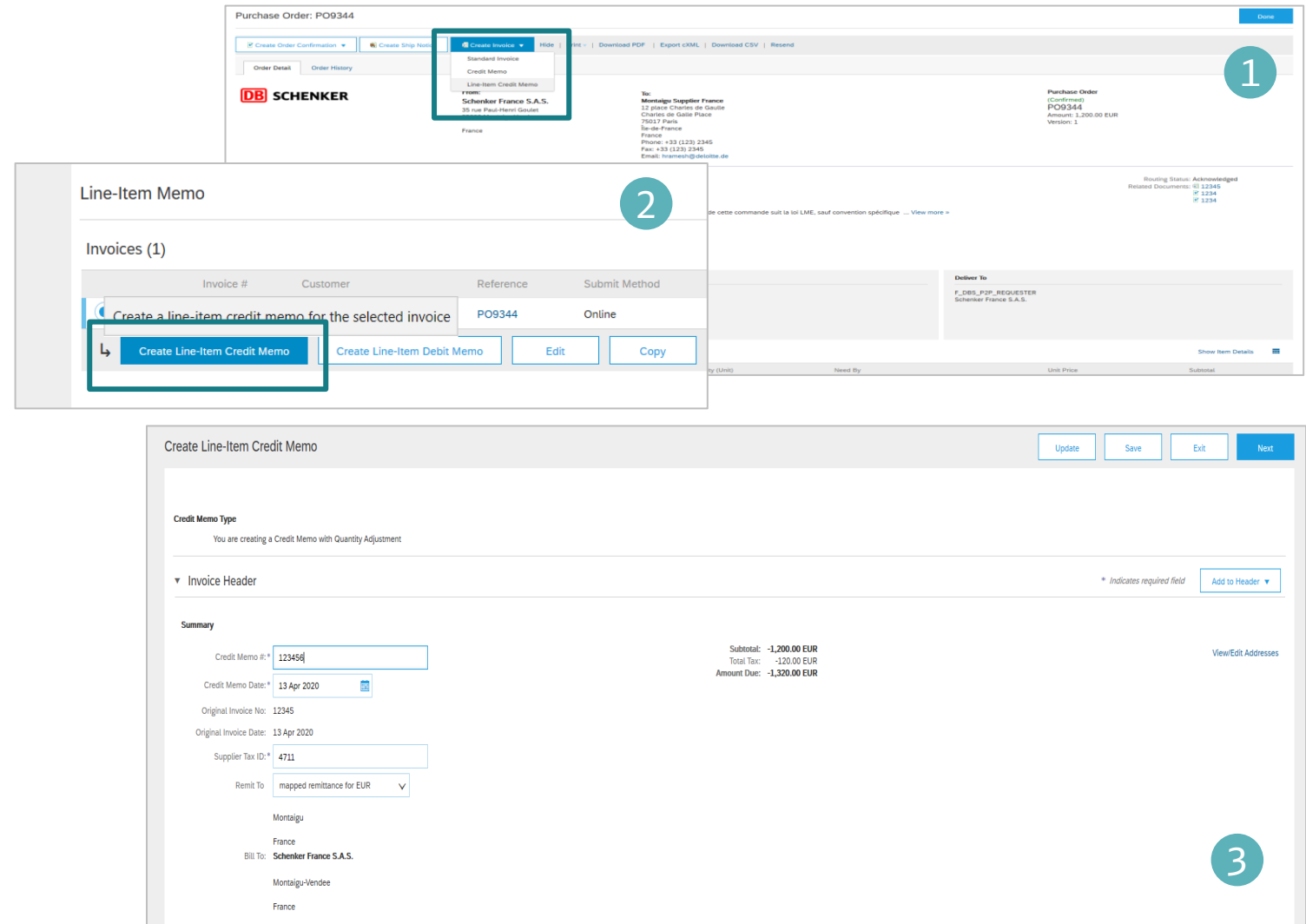
Invoice creation

Credit Memo creation

Attention: Credit Memo can only be initiated by clicking on Process order button from the interactive PO eMail.

In order to create Credit Memo, go to **Create Invoice** drop down menu and select **Line Item Credit Memo (1)**.

A new window will pop-up. Select the line, press on **Create line item credit memo** and fill in the details (2). Credit memo reason should also be provided. Click on **Next (3)**, then on **Submit**.



Purchase Order: PO9344

Create Invoice dropdown menu:

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

Line-Item Memo

Invoice #	Customer	Reference	Submit Method
123456	Montaigu Supplier France	PO9344	Online

Create a line-item credit memo for the selected invoice

Create Line-Item Credit Memo button

Create Line-Item Credit Memo form:

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

Invoice Header

Summary

Credit Memo ID: 123456

Credit Memo Date: 13 Apr 2020

Original Invoice No: 12345

Original Invoice Date: 13 Apr 2020

Supplier Tax ID: 4711

Remit To: mapped remittance for EUR

Montaigu
France
Bill To: Schenker France S.A.S.
Montaigu-Vendee
France

Subtotal: -1,200.00 EUR
Total Tax: -120.00 EUR
Amount Due: -1,320.00 EUR


Next button

Invoice Creation

Resubmit rejected invoice

Attention: Resubmit rejected invoice can only be initiated by clicking on Process order button from the interactive PO eMail.

Accounts Payable team may reject supplier's invoice if the information is incorrect. A notification is sent out via eMail (1). In order to access the invoice, please click on **View invoice (2)** button from the email notification.




1

Your customer DB Schenker - Test System updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01513027296-T).

Country	DE
Customer	DB Schenker - Test System
Invoice number	invoice3456
Invoice Status	Rejected
Rejected Reason:	Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00)Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Best Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0).Line item: Line Number:2 Part Number: Description:Ta Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.---
Partial Amount	0.00

2





Invoice Creation

Resubmit rejected invoice

Supplier can edit the invoice and submit once again by clicking on the PO mentioned above. A new tab will open, please click on **Edit & Resubmit (1)**.

Invoice: invoice3456 Done

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

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
INV-54: Comments from DB Schenker - B-Test: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by DB Schenker - B-Test. Description:
INV-35: The invoice status has been successfully updated to Rejected by DB Schenker - Test System. Description:Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00) Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Exceptions: PO Received Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Bestellauftrag Die auf der Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0). Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die Steuer für diese Rechnung kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.

Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00)Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Exceptions: PO Received Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Bestellauftrag Die auf der Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0).Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die Steuer für diese Rechnung kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.

Edit & Resubmit **1**

Standard Invoice

Invoice Creation

Resubmit rejected invoice

Supplier will correct the invoice as per the rejection information and will **submit** again (1).

Edit Invoice

1

Previous

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:France. The document's destination country is:France.
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: PO8472 test

Invoice Date: Wednesday 22 Apr 2020 12:04 PM GMT+03:00

Original Purchase Order: PO8472

Subtotal:

Total Tax:

Amount Due:

15.00 EUR

0.00 EUR

15.00 EUR

REMIT TO:

Montaigu Supplier France

Postal Address:
mapped remittance for EUR
1234 Montaigu

France
Remit To ID: EUR_0000025164

Tax ID of Supplier: 4711

BILL TO:

Schenker France S.A.S.

Postal Address (Par défaut):
35 rue Paul-Henri Goulet
85600 Montaigu-Vendee

France
Address ID: FR4010

SUPPLIER:

Montaigu Supplier France

Postal Address:
Montaigu rue 1
35023 Montaigu

France

Legal Form: SA
Company Capital: 200,000.00 EUR

BILL FROM:

Montaigu Supplier France

Postal Address:
Montaigu rue 1
35023 Montaigu

France

CUSTOMER:

Schenker France S.A.S.

Postal Address:
35 rue Paul-Henri Goulet
85600 Montaigu-Vendee

France

PROCURE
by DB SCHENKER

25 DB Schenker | eProcure Global Rollout | Standard Account Supplier Guide | January 2021

Invoice creation for blanket purchase order (BPO)



Invoice creation for BPO and simple service PO



You will receive an e-mail with all the information related to the contract

Click on „Process Order“ to enter the contract on Ariba Network (1).

Attention: Invoice creation can only be initiated by clicking on **Process Order** button from the interactive eMail.

You will be re-directed to your Ariba Network account please login with your credentials (2).

DB Schenker - Test System sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.

1

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Schenker AG Kruppstrasse 4 45128 Essen Germany Email: alemme@deloitte.de	To: HO_domestic_SA-TEST Schwannstr 9 56845 Kremning Germany Phone: +1 (123) 123 Fax: Email: fr.dbs.eprocure@gmail.com	Item Level Blanket Purchase Order (New) BPO720 9,999.00 EUR Version: 1
---	---	---

SAP Ariba

2

Supplier Login

Login

[Forgot Username or Password](#)

New to Ariba?

[Register Now](#) or [Learn More](#)

Invoice creation for BPO and simple service PO



You will be re-directed to the contract and see all the details (1). Please click on **Create Invoice** and select **Standard Invoice** (2).

Purchase Order: BPO720

1

Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

From:
Schenker AG
Kruppstrasse 4
45128 Essen

Germany
Email: alemmen@deloitte.de

To:
HO_domestic_SA-TEST
Schwannstr 9
56845 Kremning

Germany
Phone: +1 (123) 123
Fax:
Email: fr.dbs.eprocure@gmail.com

Payment Terms ⓘ
NET 30

Other Information
Hierarchical Type: StandAlone
Evergreen: No
[View less »](#)

Ship All Items To

Schenker AG
Kruppstrasse 4
45128 Essen

Germany
Ship To Code: 0100
[Email: alemmen@deloitte.de](mailto:alemmen@deloitte.de)

Bill To

Schenker AG
Kruppstrasse 4
45128 Essen

Germany
Email: alemmen@deloitte.de

Deliver To

Andrea Lemmen
Schenker AG

Purchase Order: BPO720

2

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

From:
Schenker AG
Kruppstrasse 4
45128 Essen

Germany
Email: alemmen@deloitte.de

To:
HO_domestic_SA-TEST
Schwannstr 9
56845 Kremning

Germany
Phone: +1 (123) 123
Fax:
Email: fr.dbs.eprocure@gmail.com

Related Documents: [CONTRACT!](#)

Standard Invoice

Credit Memo

Line-Item Credit Memo



Invoice creation for BPO and simple service PO

Fill in **Invoice number** and **Invoice Date**
(1)

The invoice number can be used only once and can be no longer than 16 characters.

Then click on **Line Item Actions** to add the tax details (2).

1

▼ Invoice Header

Summary

Blanket Order: BPO699-standardcontract

Invoice #: * BPOinvoice

Invoice Date: * 5 Aug 2020

Service Description:

Supplier Tax ID: * 47111

Remit To: HO_domestic_SA-TEST

Kremning

Subtotal: 0.

Total Tax: 0.

Amount Due: 0.

Line Item Actions ▼

2

Add

Tax

Discount

Shipping Documents

Special Handling

Comments

Attachment

Invoice creation for BPO and simple service PO



Scroll down and select the right tax rate under **Category (1)**.

A - Material BPO: please provide the invoice **quantity** and click on Next. **(2)**

B - Simple Service PO: please provide the **service start date and end date**, also insert the service **amount** to be invoiced. **(3)**

Category:*

0% VAT

Location:

Description:

Regime:

1

Taxes
0% VAT
19% VAT
7% VAT
5% VAT
16% VAT

Blanket PO Items

2

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/> 1	<input type="text" value="1"/>	(Pack) ⓘ	111.00 EUR	111		test item for BPO	111.00 EUR
<input type="checkbox"/> 1.1	<input type="text" value="1"/>	(Pack) ⓘ	111.00 EUR	111		test item for BPO	111.00 EUR

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

3

Insert Line Item Options

☐ Tax Category: 21% VAT / Full Rate

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	SERVICE	Not Available	Service item with split 1		1	EA	1,500.00 EUR	1,500.00 EUR ⓘ

Service Period

Service Start Date:*

1 Apr 2022

Service End Date:*

29 Apr 2022

Invoice creation for BPO and simple service PO

Before the invoice is completed, you will receive an overview of all invoice details.

Please check your entries carefully before submission, because it is not possible to change the invoice afterwards.

If all information is correct, please click on **Submit**.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.
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:	BPOinvoice	Subtotal:	10.00 EUR
Invoice Date:	Wednesday 5 Aug 2020 9:32 AM GMT+02:00	Total Tax:	1.60 EUR
Original Blanket Purchase Order:	BPO699-standardcontract	Total Shipping:	0.00 EUR
		Amount Due:	11.60 EUR

REMIT TO:	BILL TO:	SUPPLIER:
HO_domestic_SA-TEST	Schenker AG	HO_domestic_SA-TEST
Postal Address: Schwannstr 9 56845 Kremning	Postal Address (Standardwert): Kruppstrasse 4 45128 Essen	Postal Address: Schwannstr 9 56845 Kremning
Germany	Germany	Germany
Tax ID of Supplier: 47111	Address ID: 0100 Email: Standardwert	

Need help? Watch these short videos:

- [Register and reply to your customer](#)
- [Send an invoice from a standard account](#)
- [Details on Account Setup](#)

SAP Ariba Standard Account Information and Support:

- [General Information on Ariba Network](#)
- [Standard Account Self Service Repository](#)
- [Supplier Info Pack](#)

If you need additional information on Standard Account or direct support, please contact [SAP Ariba Supplier Support](#).

If you need information related to procurement processes, invoices and payment with DB Schenker, please use the contact section in the Schenker supplier website or reach out to your Schenker Procurement contact.

Thank you

