



ARIBA Standard Account Supplier Guide

Account and Invoice Creation



January 2021



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Introduction



Introduction



We are pleased to announce the introduction of Ariba Network as a universal electronic platform for the purchase and invoicing of all indirect deliveries and services.

We replace the documents in paper format and the manual transmission of these.

The Ariba Network will be used to send purchase orders and receive invoices.

This simplifies, speeds up and clarifies our transactions in accordance with Schenker's global guidelines.

Thank you for your understanding and support. We look forward to continuing our collaboration on Ariba Network.

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

- The usage of the Ariba Network is free for all **Standard Account** suppliers regardless of the transacted amount and number of documents.
- You can sign up for Standard Account from PO, **when you receive your first PO from DB Schenker**, via Ariba Network
- You can see all orders from DB Schenker after setting up your Ariba Network Standard Account. In order to edit the orders you need to click on the button **process order** from the interactive eMail.
- This guide contains information about:
 - ✓ Account creation
 - ✓ Invoicing channels: scanning solution and invoice creation via Ariba Network
- **Standard Account Benefits:**
 - ✓ Create validated, electronic invoices and other business documents in short time
 - ✓ 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 .

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.



Process order

Account Creation

Receiving first PO

Select the **Register Now (1)** option to create a Standard Account or login with your credentials if you already have an account by clicking on **Login (2)**.

Supplier Login

User Name

Password

Login (2)

[Forgot Username or Password](#)

1 [How to SAP Business Network?](#)
[Register Now](#) or [Learn More](#)

Company information (3)

Company (legal) name *

Country/Region *

United States [USA]

Address line 1 *

Address line 2

Address line 3

City *

State *

Choose a state

Zip *

Administrator account information (4)

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

Business role *

Choose your primary business role

On the next page, please fill in your **Company information (3)** and your **Administrator account information (4)**.

If you already have an account with the existing email address, in order to create a new one, you need to untick the **Use my email as my username box (5)** and indicate a username followed by the same email extension.

Administrator account information (5)

First name * Last name *

John Williams

Email *

john.williams@abc.com

Use my email as my username

Username *

JWilliams@abc.com

Password * Repeat password *

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 (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 by clicking on **Review accounts (2)**.

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

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

I have read and agree with the [Terms of Use](#).
Please read [Privacy Statement](#) to learn how we process personal data.

1

[< Back](#)

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria		
Company Name	E-mail address	Country

2



Create a free company account to connect with your customers on SAP Business Network

We found existing accounts based on the information you entered. Please review.

[Review accounts](#)

or

[Continue account creation](#)

3



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.

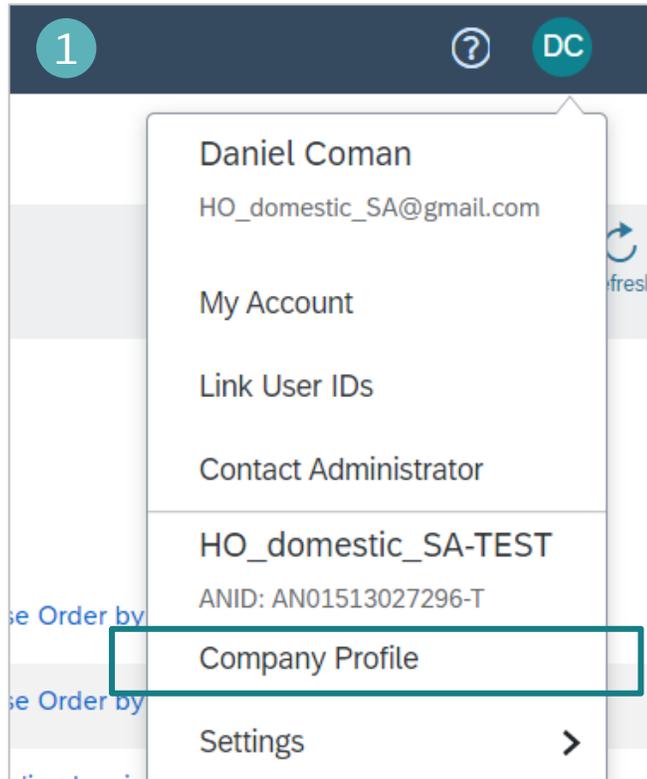
Browse Product and Service Categories Didn't find what you were looking for? Try Search »

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

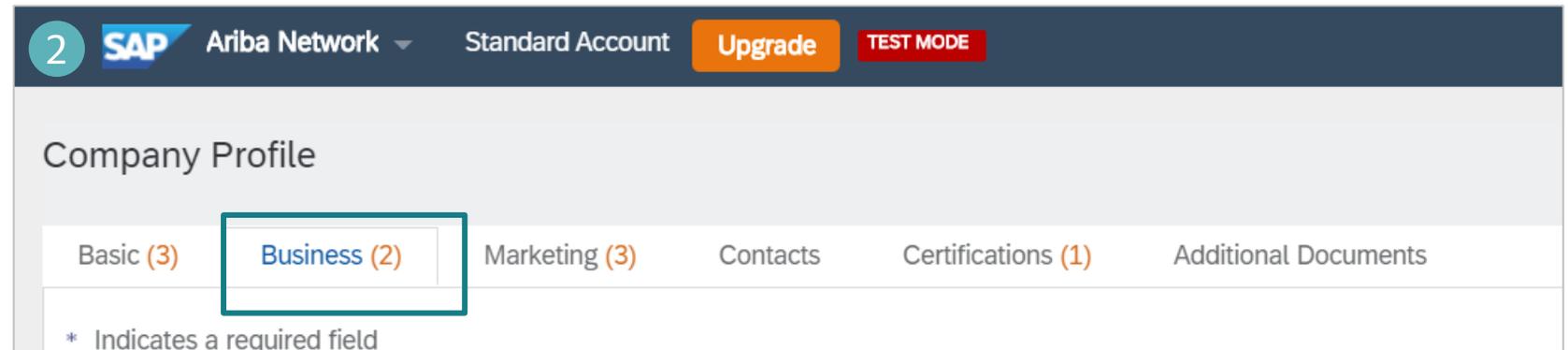
Account Creation

Configure company profile

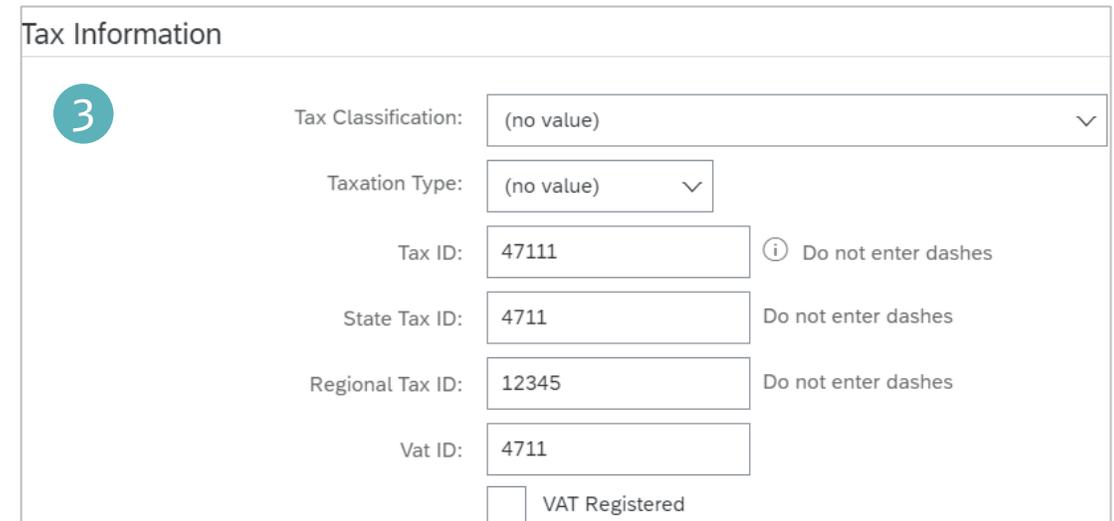
To maintain your VAT ID and other tax related IDs please click on your user name in the upper right part of the screen and select **Company Profile (1)**.



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



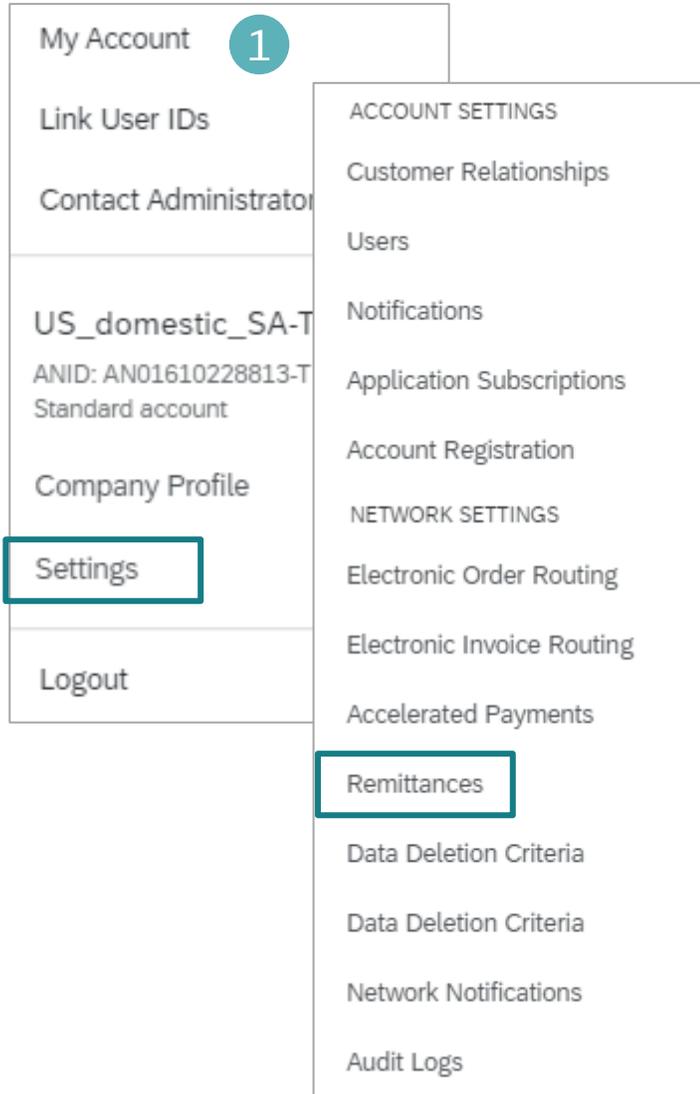
Scroll down to the section **Tax Information** and add your VAT ID, TAX ID etc (3).
Scroll up again and click **Save**.



Account Creation

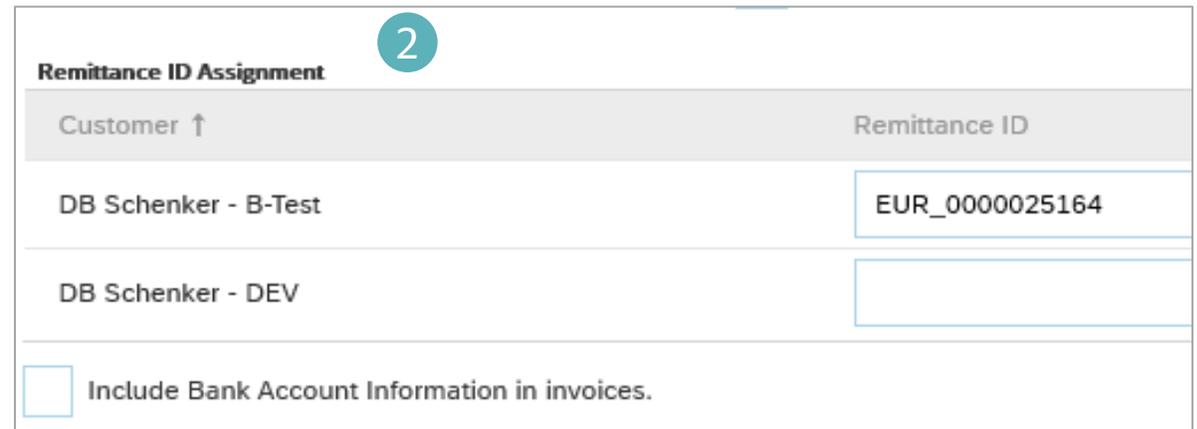
Configure company profile

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



The screenshot shows a user interface for account management. A dropdown menu is open from the 'My Account' section, which is marked with a circled '1'. The menu items include: ACCOUNT SETTINGS, Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, NETWORK SETTINGS, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances (highlighted with a red box), Data Deletion Criteria, and Audit Logs. The 'Settings' button in the main menu is also highlighted with a red box.

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.



The screenshot shows a table titled 'Remittance ID Assignment' with a circled '2' in the top right corner. The table has two columns: 'Customer ↑' and 'Remittance ID'. The first row shows 'DB Schenker - B-Test' with the ID 'EUR_0000025164'. The second row shows 'DB Schenker - DEV' with an empty ID field. Below the table is a checkbox labeled 'Include Bank Account Information in invoices.' which is currently unchecked.

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

Include Bank Account Information in invoices.

Configure email notifications

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).

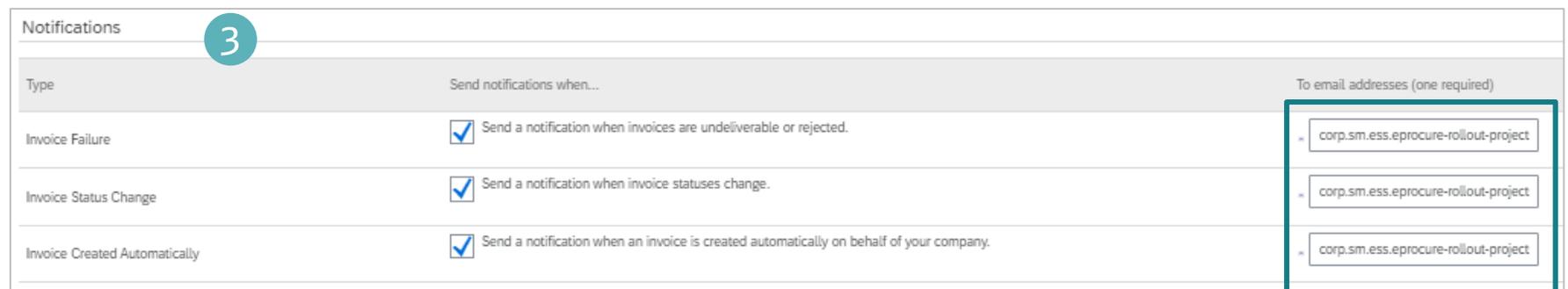
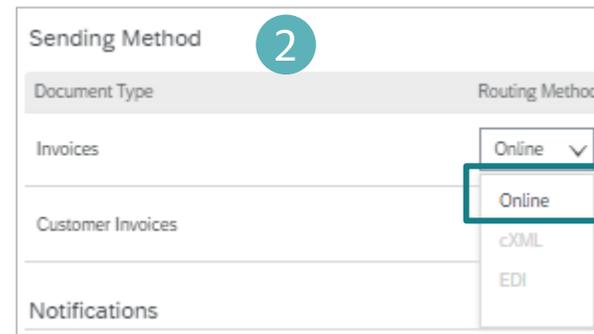
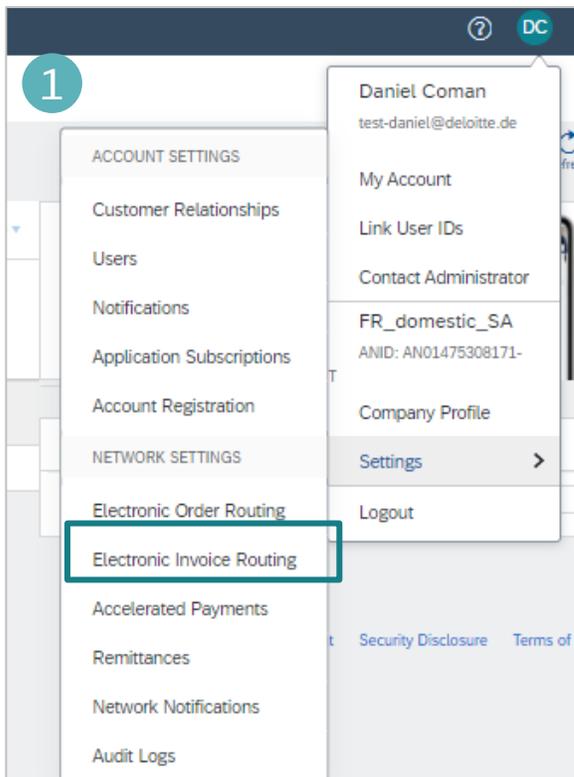
On the new displayed page, please select Email as Routing Method and fill in the email address where the notifications will be sent. You can add up to five emails, separated by comma and then click Save. (2).

The screenshot displays the 'Network Settings' page in the DB Schenker system. On the left, a user profile dropdown menu is open, showing the user 'Daniel Coman' and a list of settings options. 'Electronic Order Routing' is highlighted with a red box and a circled '1'. The main content area shows the 'Electronic Order Routing' tab selected. Under 'New Orders', there is a table with columns for 'Document Type', 'Routing Method', and 'Options'. The 'Routing Method' dropdown is set to 'Email' and is highlighted with a red box. The 'Options' section includes a text input field for 'Email address' containing 'hramesh@deloitte.de', which is also highlighted with a red box. A circled '2' is placed near the 'Save' button in the top right corner of the settings panel.

Configure email notifications

In order to setup invoice **notifications**, click on the icon with your initials, right side of the screen, click on Settings/Electronic Invoice Routing (1).

On the new displayed page, please select **Online** as Sending Method for invoices (2). Under **Notifications** you can add only one email address to receive email updates regarding your invoice status (3).



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](#)

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

[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 Exit Next

1

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: CoPO3613
Associated Purchase PO3613
Order #:

Customer: DB Schenker - B-Test

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: *

Est. Shipping Cost:

Est. Tax Cost:

Comments:

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**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available test	10 (EA)	30 Apr 2019	100.00 EUR	1,000.00 EUR

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

Exit **Next**



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: PO6756 1 Done

[Create Order Confirmation](#) [Create Service Sheet](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

Order Detail | Order History

DB SCHENKER From: To: Purchase Order

The 'Create Invoice' dropdown menu is open, showing options: Standard Invoice, Credit Memo, and Line-Item Credit Memo. 'Standard Invoice' is highlighted with a blue box and a circled '1'.

Create Invoice 2

▼ Invoice Header

Summary

Purchase Order: PO9344

Invoice #:* 12345

Invoice Date:* 13 Apr 2020

Subtotal: 1,200.00 EUR
Total Tax: 0.00 EUR
Amount Due: 1,200.00 EUR

Service Description:

Supplier Tax ID:* 4711

Remit To: mapped remittance for EUR

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

The 'Invoice #' and 'Invoice Date' fields are highlighted with yellow boxes and a blue border, with a circled '2' next to them.

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).

Create Invoice 1 Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: PO9344
Invoice #: 12345
Invoice Date: 13 Apr 2020
Service Description:
Supplier Tax ID: 4711
Remit To: mapped remittance for EUR
my mapped remittance
Bill To: mapped remittance for EUR
str 1

Shipping

Header level
Ship From: my unmapped remittance
my remittance with incorrect value

Subtotal: 1,200.00 EUR
Total Tax: 0.00 EUR
Amount Due: 1,200.00 EUR View/Edit Addresses

Ship To: Schenker France S.A.S.
Montaigu-Vendee
France
Deliver To: F_DB_S_P2P_REQUESTER View/Edit Addresses

Customer Reference:
Supplier Reference:
Payment Note:
Supplier: Montaigu Supplier France
Montaigu
France
Bill From: Montaigu Supplier France
Montaigu
France
 Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: 4714
Supplier Commercial Identifier: commercial identifier
Supplier Commercial Credentials: commercial credential
Important Information (e.g. permitted payee, factor, discount, ...):
Add to Header ▼

Service End Date:
Choose Address: Schenker France S.A.S.
Customer: Schenker France S.A.S.
Montaigu-Vendee
France
Email:
Customer VAT

Customer VAT/Tax ID: FR26311799456
Supplier Legal Form: SA
Supplier Company Capital: 200,000.00 EUR View/Edit Addresses

2 View/Edit Addresses



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).
If Tax is added at header level, invoice cannot be processed.

2

Insert Line Item Options

Tax Category: 0% VAT / Achat en exoner... Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TEST FRANCE		1	Pack	1,200.00 EUR	1,200.00 EUR

Tax

Category: 10% VAT / TVA 10%

Location:

Description: TVA 10%

Regime:

Date Of Pre-Payment:

Law Reference:

Exempt Detail: (no value)

Rate(%): 10

Tax Amount: 120.00 EUR

Remove

Line Items

Insert Line Item Options

1

Tax Category: 0% VAT / Achat en exoner... Shipping Documents Special Handling

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

Edit

Add

Tax

Shipping Documents

Special Handling

Discount

Comments

Attachment

Delete

If the tax code is **Zero**, a reason for this should be provided by supplier at **Exempt Detail** field, from the drop-down list (3).

3

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	TEST FRANCE		1	Pack	1,200.00 EUR	1,200.00 EUR

Tax

Category: 0% VAT / Achat en exoner...

Location:

Description: Achat en exoneration de TVA

Regime:

Date Of Pre-Payment:

Law Reference:

Exempt Detail: (no value)

Rate(%): 0

Tax Amount: 0.00 EUR

Remove

Date Of Supply: *

Triangular Tr

Exempt

Invoice creation

Additional fields

Online item level - please fill in the **Delivery Date** which represents the date when the goods have actually been delivered or the service has been rendered (1).

Purchase Description: Please fill in here additional information that might be required for this invoice, e.g. if you issue the invoice in October, but it is for service rendered in the period of September and the invoice belongs to September (2).

Insert Line Item Options

1 Tax Category: 21% VAT / Full Rate Shipping Document

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.

Additional Fields

purchaseDescription:

Delivery Date:

Line Item Actions

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.

2

Additional Fields

purchaseDescription:

Delivery Date:

Line Item Actions

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

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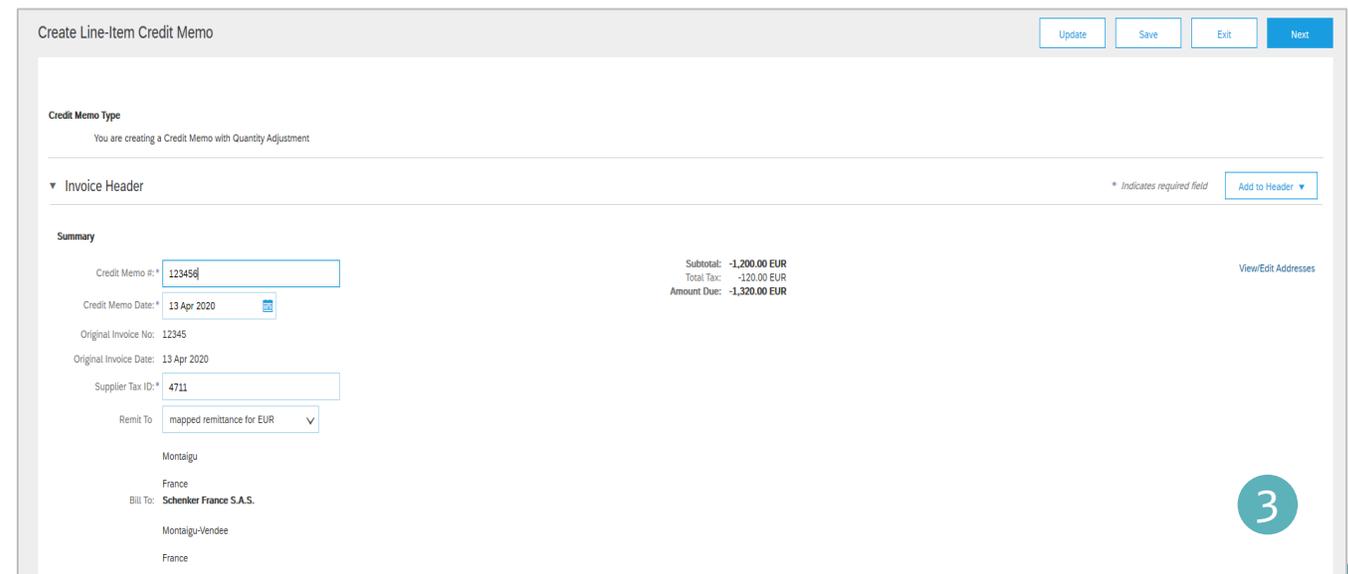
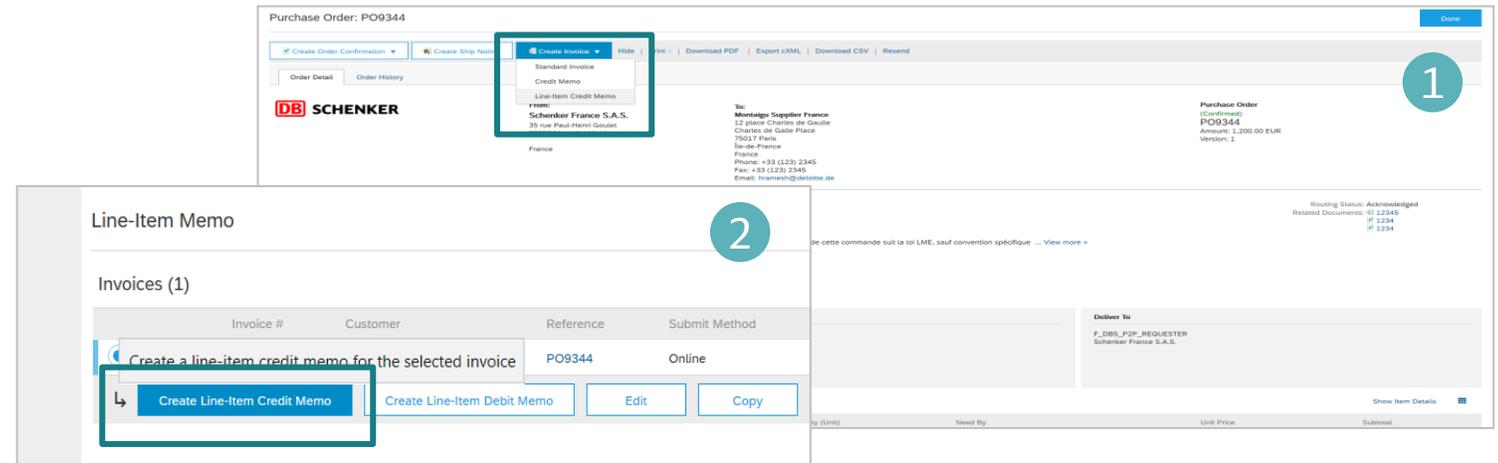
Invoice creation

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**.



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.



SAP Ariba 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



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 Print Export cXML

Detail

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.

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	Subtotal: 15.00 EUR
Invoice Date: Wednesday 22 Apr 2020 12:04 PM GMT+03:00	Total Tax: 0.00 EUR
Original Purchase Order: PO8472	Amount Due: 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
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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
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Invoice creation for blanket purchase order (BPO)



Invoice creation for BPO

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 Krenning
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

Supplier Login

[Login](#)

[Forgot Username or Password](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Invoice creation for BPO



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](#)

DB SCHENKER

From:
Schenker AG
Kruppstrasse 4
45128 Essen

To:
HO_domestic_SA-TEST
Schwannstr 9
56845 Kremning

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

Germany
Email: alemmen@deloitte.de

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

Bill To

Schenker AG
Kruppstrasse 4
45128 Essen

Germany
Email: alemmen@deloitte.de

Deliver To

Andrea Lemmen
Schenker AG

Related Documents: [CONTRACT!](#)

Purchase Order: BPO720 2

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](#)

DB SCHENKER

From:
Schenker AG
Kruppstrasse 4
45128 Essen

To:
HO_domestic_SA-TEST
Schwannstr 9
56845 Kremning

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

Germany
Email: alemmen@deloitte.de

Create Invoice dropdown menu:

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



Invoice creation for BPO

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 ▼

- Add 2
- Tax
- Discount
- Shipping Documents
- Special Handling
- Comments
- Attachment



Invoice creation for BPO

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

Your item has been added- please click on **Next (2)**.

Category:*	0% VAT	Taxes
Location:		0% VAT
Description:		19% VAT
Regime:		7% VAT
		5% VAT
		16% VAT

1

Blanket PO Items 2

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

Invoice creation for BPO

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

