

INVOICING FRAMEWORK PURCHASE ORDERS

This guide is relevant if Tirlan has sent you an Ariba **Framework Purchase Order (PO)**

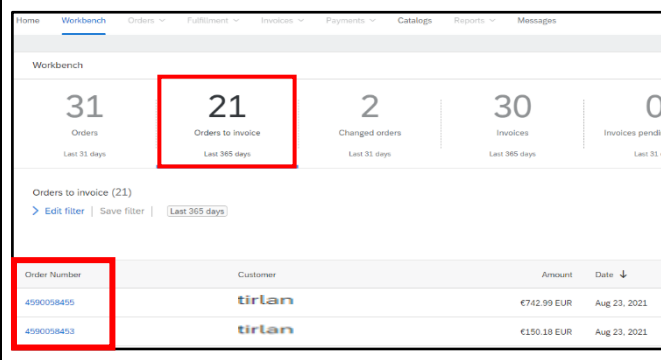
If you have received a PO that begins with the numbers **479**, this is a Framework PO that you will submit multiple invoices against for a specified period and these invoices will be approved by the designated Tirlan approver.

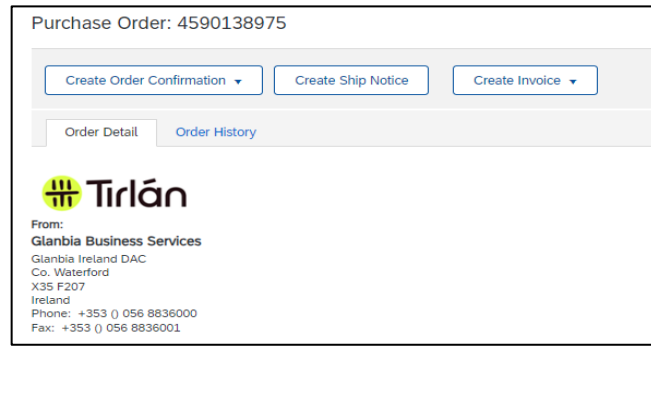
Please follow the instructions provided in this document to submit your invoices to Tirlan.

BEFORE YOU START:

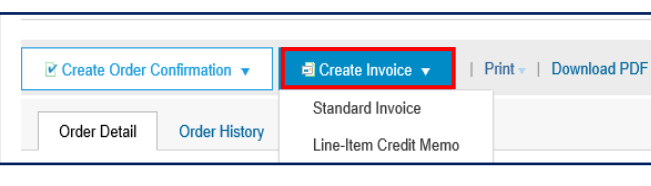
- If this is your **first time using Ariba** and you do not have a username and password, complete your registration first by following the guide: **Ariba Account Registration**.
- Once you have generated a username and password, proceed to follow the below instructions.

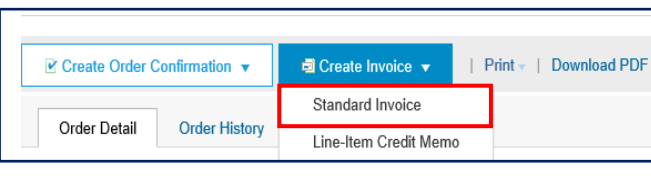
INSTRUCTIONS:

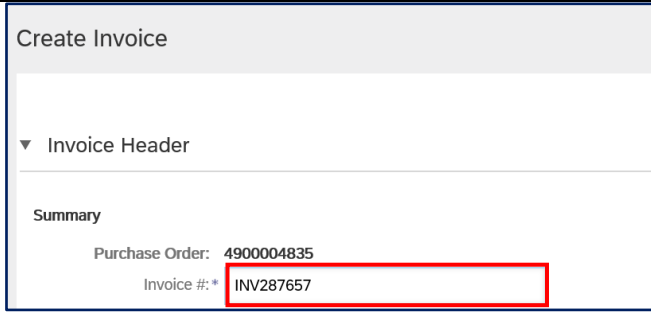
ACCESSING THE PO													
<p>1. Log into Ariba with your username and password.</p> <p>From your workbench click on the 'Orders to Invoice' tile and select the PO that you wish to submit an invoice against.</p>	 <p>The screenshot shows the Ariba Workbench interface. At the top, there are navigation tabs: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The Workbench area displays several tiles: '31 Orders' (Last 31 days), '21 Orders to Invoice' (Last 365 days), '2 Changed orders' (Last 31 days), '30 Invoices' (Last 365 days), and '0 Invoices pending' (Last 31 days). Below these tiles, there is a section for 'Orders to invoice (21)' with links for 'Edit filter', 'Save filter', and 'Last 365 days'. A table below shows the list of orders:</p> <table border="1"><thead><tr><th>Order Number</th><th>Customer</th><th>Amount</th><th>Date</th></tr></thead><tbody><tr><td>4590058455</td><td>tirlan</td><td>€742.99 EUR</td><td>Aug 23, 2021</td></tr><tr><td>4590058453</td><td>tirlan</td><td>€150.19 EUR</td><td>Aug 23, 2021</td></tr></tbody></table>	Order Number	Customer	Amount	Date	4590058455	tirlan	€742.99 EUR	Aug 23, 2021	4590058453	tirlan	€150.19 EUR	Aug 23, 2021
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4590058455	tirlan	€742.99 EUR	Aug 23, 2021										
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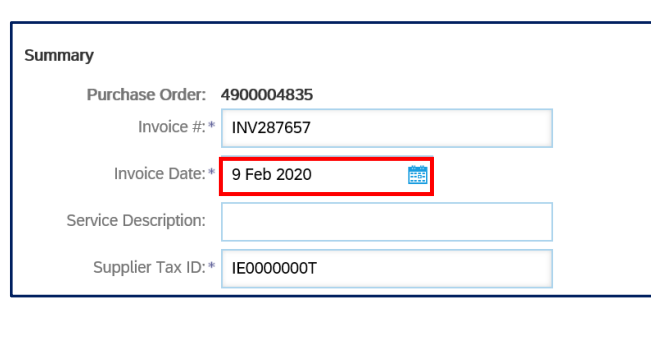
<p>2. You will be brought directly to the PO you wish to invoice.</p>	
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ENTERING HEADER DETAILS

<p>3. Select Create Invoice at the top of the screen.</p>	
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<p>4. Select Standard Invoice</p>	
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<p>5. Enter your Invoice #</p> <div data-bbox="260 1137 646 1227" style="border: 1px solid black; padding: 5px; margin-top: 10px;">Input your organisation's internal invoice reference here.</div>	
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<p>6. Invoice Date</p> <p>The date you submit the invoice through Ariba will be the invoice date.</p> <div data-bbox="260 1581 652 1738" style="border: 1px solid black; padding: 5px; margin-top: 10px;">Invoices should only be submitted through Ariba once the goods or services have been delivered.</div>	
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7.	<p>Enter your organisation's Tax ID</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>You can save this to your profile under 'Company Settings' to save entering this manually each time.</p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Summary</p> <p>Purchase Order: 4900004835</p> <p>Invoice #: * INV287657</p> <p>Invoice Date: * 9 Feb 2020</p> <p>Service Description:</p> <p>Supplier Tax ID: * IE0000000T</p> </div>
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8.	<p>Skip the section called Additional Fields and scroll down until you reach the Supplier VAT section.</p> <p>Enter your VAT/Tax ID again here.</p> <p>US Suppliers: If the Customer VAT/Tax ID is not automatically defaulted, enter the number 1 in this field.</p>	<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Supplier VAT</td> <td style="width: 50%;">Customer VAT</td> </tr> <tr> <td>Supplier VAT/Tax ID: * IE00000000T</td> <td>Customer VAT/Tax ID: * IE 9513123F</td> </tr> <tr> <td>Supplier Commercial Identifier:</td> <td></td> </tr> <tr> <td>Supplier Commercial Credentials:</td> <td></td> </tr> </table> </div>	Supplier VAT	Customer VAT	Supplier VAT/Tax ID: * IE00000000T	Customer VAT/Tax ID: * IE 9513123F	Supplier Commercial Identifier:		Supplier Commercial Credentials:	
Supplier VAT	Customer VAT									
Supplier VAT/Tax ID: * IE00000000T	Customer VAT/Tax ID: * IE 9513123F									
Supplier Commercial Identifier:										
Supplier Commercial Credentials:										

SELECTING LINE ITEMS TO INVOICE

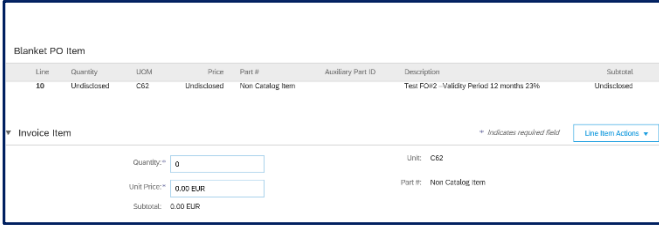
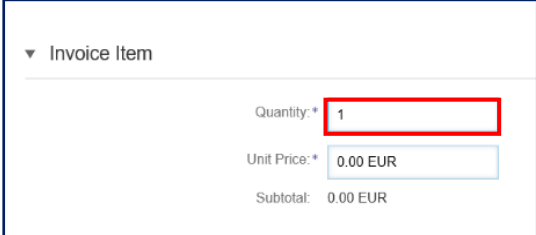
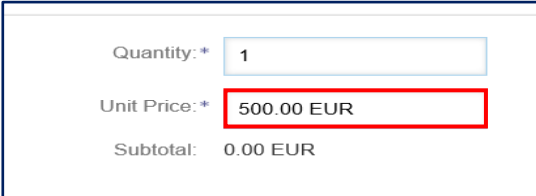
9.	<p>Scroll down the page to the Blanket PO section. Please ignore all other sections</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Blanket PO Items</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Quantity</th> <th>UOM</th> <th>Price</th> <th>Part #</th> <th>Auxiliary Part ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>10</td> <td>Undisclosed</td> <td>C62</td> <td>Undisclosed</td> <td>Non Catalog Item</td> <td>Catering Services</td> </tr> </tbody> </table> <p>Create Edit Delete</p> </div>	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	<input type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description										
<input type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services										

10.	<p>Select the line you need to invoice against.</p> <p>Check the description carefully to ensure you are invoicing against the correct line.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Blanket PO Items</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Quantity</th> <th>UOM</th> <th>Price</th> <th>Part #</th> <th>Auxiliary Part ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10</td> <td>Undisclosed</td> <td>C62</td> <td>Undisclosed</td> <td>Non Catalog Item</td> <td>Catering Services</td> </tr> </tbody> </table> <p>Create Edit Delete</p> </div>	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	<input checked="" type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description										
<input checked="" type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services										

11.	<p>Select Create</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Blanket PO Items</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Quantity</th> <th>UOM</th> <th>Price</th> <th>Part #</th> <th>Auxiliary Part ID</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10</td> <td>Undisclosed</td> <td>C62</td> <td>Undisclosed</td> <td>Non Catalog Item</td> <td>Catering Services</td> </tr> </tbody> </table> <p>Create Edit Delete</p> </div>	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	<input checked="" type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description										
<input checked="" type="checkbox"/>	10	Undisclosed	C62	Undisclosed	Non Catalog Item	Catering Services										

12.	<p>Select either Goods or Service</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Blanket PO Items</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Quantity</th> <th>UOM</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10</td> <td>Undisclosed</td> <td>C62</td> </tr> </tbody> </table> <p>Create Edit Delete</p> <p>Goods</p> <p style="border: 1px solid black; padding: 2px;">Service</p> </div>	Line	Quantity	UOM	Price	<input checked="" type="checkbox"/>	10	Undisclosed	C62
Line	Quantity	UOM	Price							
<input checked="" type="checkbox"/>	10	Undisclosed	C62							

ENTER INVOICE DETAILS

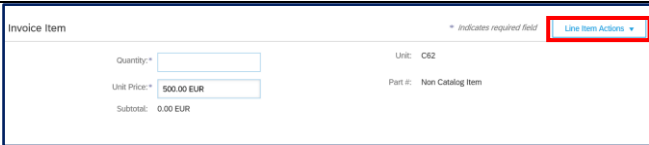
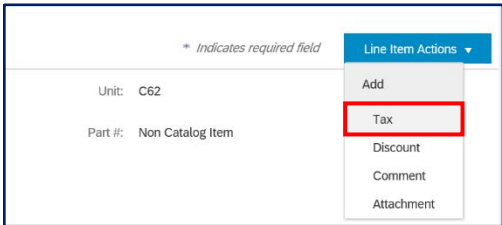
13.	The following screen will appear.	
14.	Enter 1 in the Quantity field.	
15.	Enter the total amount of the invoice before VAT/Tax in the Unit Price field.	

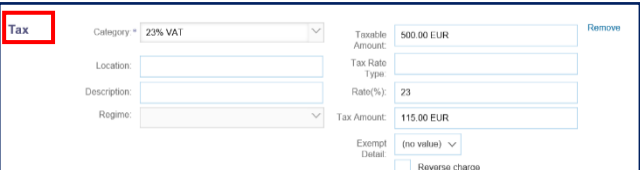
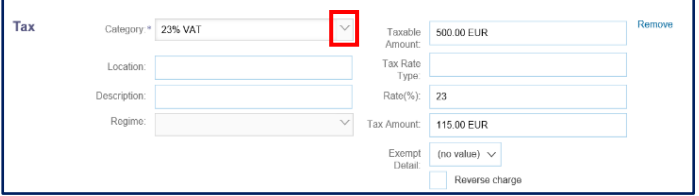
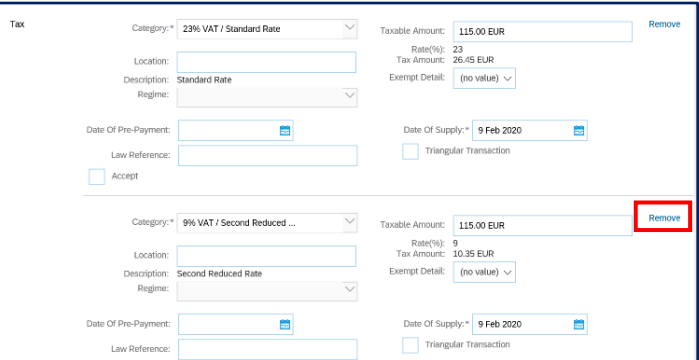
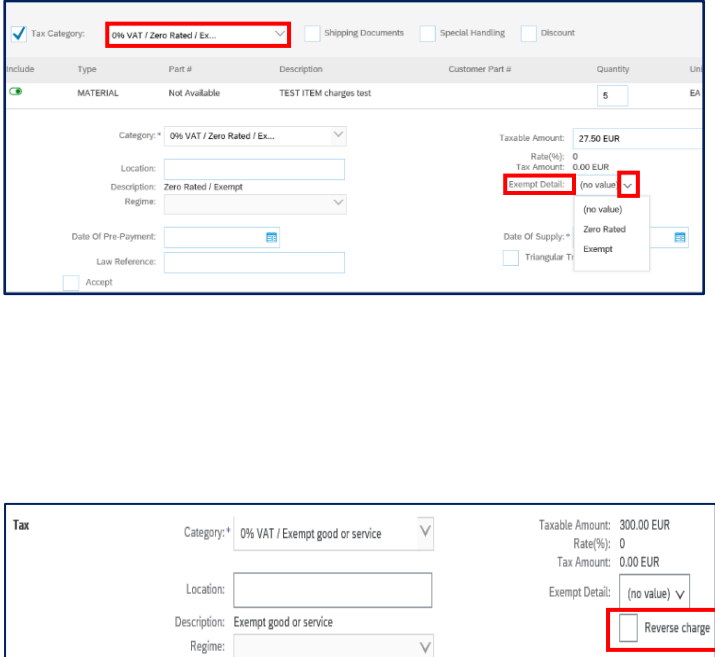
ADDING VAT/TAX TO LINE ITEMS

IMPORTANT: The PO must contain separate line items for different VAT/Tax rates.

You cannot add different VAT/Tax rates to one single line.

If the PO does not contain separate lines for different VAT/Tax rates, please contact your Tirlan representative to amend the PO.

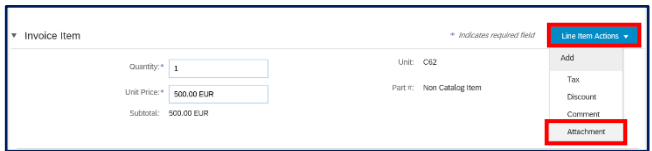
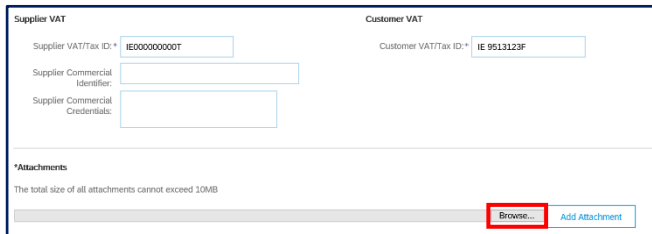
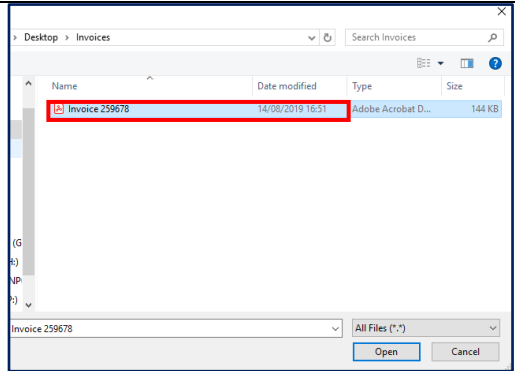
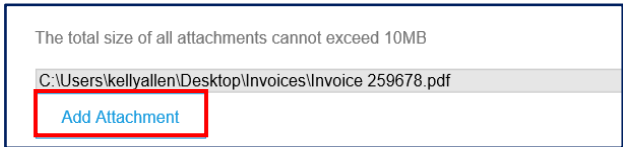

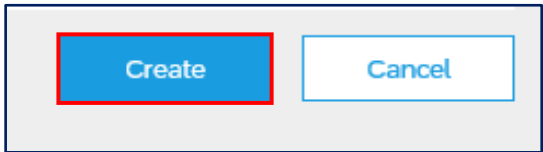
16.	Select Line Item Actions	
17.	Select Tax	

<p>18.</p>	<p>Scroll down to the section called Tax.</p>	
<p>19.</p>	<p>Select the applicable VAT/Tax rate from the dropdown menu.</p>	
<p>20.</p>	<p>IMPORTANT: Ensure that you have not added more than one VAT/Tax rate to the line item(s).</p> <p>If you have added more than one VAT/Tax rate to a line item, use the Remove button to delete the additional VAT/Tax rate(s).</p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p style="color: red;">If you submit multiple VAT/Tax rates to one line item, your invoice will be rejected by the Ariba system.</p> </div>	
<p>21.</p>	<p>A) EMEA Suppliers:</p> <p>Suppliers providing Zero Rated or Exempt transactions; you will see two dropdowns:</p> <p>0% Supply Good or Service</p> <p>0% Exempt Good or Service</p> <p>If your Goods or Services are subject to Reverse Charge VAT accounting then please ensure you indicate this by putting a 'check' in the 'Reverse Charge' box on your VAT line.</p>	

ADDING ATTACHMENTS TO YOUR SUBMISSION

For all invoices submitted against a Framework PO, you must attach a PDF copy of your own invoice to your submission.

Please note that you will be paid based on the details provided in your Ariba submission, not based on the amount on your PDF invoice.

22.	Scroll back up to the top of the page and click Line Item Actions and select Attachment .	
23.	Scroll down the page to the Attachment section (beneath Supplier VAT). Click Browse .	
24.	Locate a copy of your PDF invoice from your computer. Double click on the document you wish to add to your submission.	
25.	Select Add Attachment so that the document is added to your submission.	
26.	If you have added your document successfully, it will appear as per screenshot.	
27.	Once you are happy with all of the invoice details and the relevant attachment has been added, select Create .	

MULTIPLE INVOICES

If you have multiple invoices to submit at this stage or you need to create an invoice against another line on the Framework Order, please follow the below steps.

Please skip to **Step 32** if this step is not relevant to you and you are ready to submit your invoice.

28. You will be brought back to the first page where you will see it has been updated with the invoice you have just created. Now you can;

Select the same line to create another invoice OR

Select a different line to create an invoice against

Blanket PO Items					
Line	Quantity	UOM	Price	Part #	
▼ 10	Undisclosed	C62	Undisclosed	Non Catalog Item	
<input type="checkbox"/>	10.1	1	50.00 EUR	Non Catalog Item	
Line	Quantity	UOM	Price	Part #	
<input type="checkbox"/>	20	Undisclosed	Undisclosed	Non Catalog Item	

29. Select the line you wish to create an invoice for.

Blanket PO Items					
Line	Quantity	UOM	Price	Part #	
<input checked="" type="checkbox"/>	▼ 10	Undisclosed	C62	Undisclosed	Non Catalog Item
<input type="checkbox"/>	10.1	1	50.00 EUR	Non Catalog Item	
Line	Quantity	UOM	Price	Part #	
<input type="checkbox"/>	20	Undisclosed	Undisclosed	Non Catalog Item	

30. Then select **Create > Service** as before.

Blanket PO Items			
Line	Quantity	UOM	
<input checked="" type="checkbox"/>	▼ 10	Undisclosed C62	
<input type="checkbox"/>	10.1	1	C62
Line	Quantity	UOM	
<input type="checkbox"/>	20	Undisclosed C62	

Goods

Service

31. You will be directed to the same page as before when you created your first invoice.

Repeat steps 12-31 and continue until all required invoices are created.


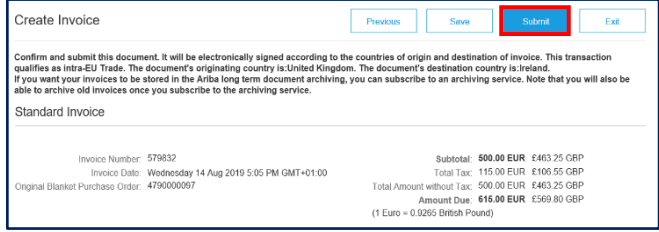
Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	C62	Undisclosed	Non Catalog Item		Test for velocity dates	Undisclosed

▼ Invoice Item * Indicates required field Line Item Actions

Quantity: Unit: C62

Unit Price: Part #: Non Catalog Item

Subtotal: 0.00 EUR

SUBMITTING YOUR INVOICE		
32.	At the bottom of the page, select Next .	
33.	Review all of the invoice details displayed before selecting Submit .	
34.	Once you have successfully submitted your invoice, you will receive the following message.	