INVOICING STANDARD PURCHASE ORDERS

This guide is relevant if Tirlan has sent you a **Standard Ariba Purchase Order (PO)** and you wish to create an invoice against this PO.

A Standard Ariba PO will be easily identifiable, as the PO number will begin with the numbers 49 or 459.

Note: If you have received a PO that begins with the numbers **4<u>7</u>9**, please refer to the guide: **Ariba Invoicing_Framework_Purchase Order**.

BEFORE YOU START:

• If this is your <u>first time using Ariba</u> and you do not have a username and password, complete your registration first by following the instructions provided in the guide: **Ariba Registration**

ACC	ESSING THE PO					
1.	Log into Ariba with your username and password.	Home Workbench Ord	ers ∼ Fulfillment ∽ Invoices	✓ Payments ✓ Catalogs	Reports ~ Messages	
	From your workbench click on the 'Orders to Invoice' tile and select the PO that you	31 Orders Last 31 days	Orders to involce Lest 385 days	2 Changed orders Lest 31 days	30 Invoices Last 365 days	Invoices pendir Last 31 d
	wish to submit an invoice against.	Orders to invoice (21) Edit filter Save filter	Last 365 days			per l
		4590058455	tirlan		€742.99 EUR	Aug 23, 2021
		4590058453	tirlan		€150.18 EUR	Aug 23, 2021

RE	VIEWING THE PO DETAILS	
2.	You will be brought directly to the PO you wish to invoice.	Purchase Order: 4590138975 Create Order Confirmation Create Ship Notice Create Invoice Order Detail Order History Condent Condent History Form: Glanbla Rusiness Services Glanbla Rusiness Glanbla Rusiness Glanbla Rusiness Glanbla Rusines Glanbla Rusiness Glanbla Rusiness Glanbla Rusines Glanbla Rusines



IMP quar	PORTANT: Before you begin to create your invoice, review the PO details to ensure it contains accurate antities, prices and relevant line items.					
	You will not be able to create an invoice that does not match the PO					
Con requ	tact the requester if the PO does not contain a ester's email address will appear on the PO.	ccurate information so that the PO can be amended. The				
ENT	ERING HEADER DETAILS					
3.	Select Create Invoice at the top of the screen.	Create Order Confirmation Image: Create Invoice Image: Print Print Image: Print Print Image: Print Print Image: Print				
4.	Select Standard Invoice	Image: Create Order Confirmation Image: Create Invoice Image: Print Print Image				
5.	Enter your Invoice # Input your organisation's internal invoice reference here.	Create Invoice Invoice Header Summary Purchase Order: 4900004835 Invoice #:* INV287657				
6.	Invoice Date The Invoice date entered in Ariba will determine your payment due date. Please note you can only backdate invoices up to 5 days in Ariba. Invoices should only be submitted through Ariba once the goods or services have been delivered.	Summary Purchase Order: 4900004835 Invoice #: * INV287657 Invoice Date: * 9 Feb 2020 Service Description: Supplier Tax ID: * IE000000T				
7.	Enter your organisation's VAT/ Tax ID. Save this to your profile under 'Company Settings' to save you having to enter this each time!	Summary Purchase Order: 4900004835 Invoice #:* INV287657 Invoice Date:* 9 Feb 2020 Service Description: Supplier Tax ID:* IE000000T				

8	Skip the section called Additional Fields	
0.	and scroll down until you reach the	Supplier VAT Customer VAT
	Supplier VAT costion	Supplier VAT/Tax ID:* IE000000000T Customer VAT/Tax ID:* IE 9513123F
	Supplier VAT section.	Supplier Commercial
	Enter your VAT/Tax ID again here – (can	Supplier Commercial Credentials:
	also be saved to profile!)	
	US Suppliers: If the Customer VAT/Tax	
	ID is not automatically defaulted, enter the	
	number 1 in this field	
SELE	CTING LINE ITEMS TO INVOICE	
9.	Scroll down the page to the Line Items	
l	section.	Line Items
		Insert Line Item Options
	For the line item(s) you do not wish to	Tax Catagon 23% VAT / Standard Rate
	submit an invoice for at this time (i.e. for	Tax Gategory.
	goods or services not yet delivered), you	No. Include Type Part # Description
	can exclude these lines by clicking the	1 MATERIAL Not Available TEST ITEM charges test
	include button.	Evoluted line items cannot be modified
		2 MATERIAL Not Available TEST ITEM charges test
	The button will turn grey when the line item	Excluded line items cannot be modified.
	has been excluded.	3 MATERIAL Not Available TEST ITEM charges test
		Тах
		No, Include Type Part # Description
		4 MATERIAL Not Available TEST ITEM charges test
10.	If there is only one line item but you only	
	need to partially invoice the PO, ensure	
	that you reduce the guantity on the line	
	item.	3 MATERIAL NOT TEST ITEM FOR EA 2 30 FLID
		Available charges test
	If the PO is setup with only a quantity of 1 ,	
	but you need to invoice for half the PO at	Tax No. Include Type Part.# Description Customer Part.# Quantity Unit Unit Price
	this time, enter 0.5 in the quantity field.	4 B MATERIAL Not TEST ITEM 50 EA 6.00 EUR
	Adjust this number to reflect the percentage	Available charges test
	of the PO you wish to invoice.	
ADDIN	IG VAT/TAX TO LINE ITEMS	
	IMPORTANT: The PO must contain a	apparate line items for different \/AT/Tex rates
	You cannot add different	VAT/Tax rates to one single line
If the	PO does not contain separate lines for differen	nt VAT/Tax rates, please contact the PO requester to amend
	-	the PO.

11.	If there is only one VAT/Tax rate to be applied to your invoice: Put a check in the box beside Tax Category Select the required rate from the dropdown.	Line Items Insert Line Item Options Tax Category: 23% VAT / Standard Rate Line Items Insert Line Item Options Tax Category: 23% VAT / Standard Rate Shipping Documents Shipping Documents
	Add to Included Lines to apply the appropriate VAT/Tax rate to your entire invoice.	Shipping Documents Special Handling Discount Add to Included Lines escription Customer Part # Quantity Unit Unit Price Subtotal EST ITEM charges test 0 EA 5.50 EUR 0 EUR
12.	If there are multiple VAT/Tax rates to be applied to your invoice: Select one VAT/Tax rate to start with. Use the switcher beside each line to exclude the line(s) that you do not want to add this VAT/Tax rate to. (Lines which are grey will not have the rate applied, lines which are green will).	Line Items Insert Line Item Options Tax Category: 23% VAT / Standard Rate No. Include Tax Category: Part # Description 1 MATERIAL Not Available TEST ITEM charges test Excluded line items cannot be modified. 2 MATERIAL Atternal Not Available TEST ITEM charges test Excluded line items cannot be modified. 3 MATERIAL
	Repeat steps above until all VAT/Tax rates have been applied to the relevant line items. *Remember to ensure all lines are 'Green' before proceeding to submit'*	Tax No. Include Type Part # Description 4 • MATERIAL Not Available TEST ITEM charges test Shipping Documents Special Handling Discount Add to Included Lines escription Customer Part # Quantity Unit Unit Price Subtotal EST ITEM charges test 0 EA 5.50 EUR 0 EUR
13.	A) EMEA Suppliers:	
	For Suppliers whose transactions are Zero Rated or Exempt, you will see two dropdowns: 0% Supply Good or Service 0% Exempt Good or Service Please select the relevant option.	Insert Line Item Options Tax Category: 9% VAT / Second Reduced Rate No. Include Type Part # 9% VAT / Second Reduced Rate 1 MATERIAL Not Available 2.% VAT / Standard Rate 23% VAT / Standard Rate 2.% WAT / Standard Temp rate (Lst Sept 2020 until 28th Feb 2 0% VAT / 0% supply good or service 0% VAT / 1% VAT / Standard Temp rate (Lst Sept 2020 until 28th Feb 2 0% VAT / 0% supply good or service 0% VAT / 1% Standard Temp rate (Lst Sept 2020 until 28th Feb 2 0% VAT / 0% supply good or service 3. MATERIAL



	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.	Tax Category:* 0% VAT / Exempt good or service Taxable Amount: 300.00 EUR Rate(%): 0 Location:
14.	 B) US Suppliers: Select the applicable Sales Tax from the dropdown menu. Enter your Tax Rate in the field provided. If there is no tax required, enter 0%. 	
15.	Once all applicable VAT/Tax rates have been added, a VAT/ Tax line will appear underneath each line item. Review this information carefully to ensure VAT/Tax rates have been applied correctly.	No. Include Type Part # Description Customer Part # Description 4 C® MatTRIAL Not Available TEST ITM charges test 50 EA 6.00 EUR 300.00 EUR Tax Categopy+* 234 WAT / Stranded Rate Include Taxtede Amount: 206.00 EUR Remove Location Description Sandrad Rate Exempt Detail: 000.00 EUR Remove Barrier Sandrad Rate Exempt Detail: 000.00 EUR Remove Date Of the Payment: Cities Payment: Cities Payment: Date Of Supply+* 19 Heb 2020 Location Categot Triangular transaction Triangular transaction
16.	IMPORTANT: Ensure that you have not added more than one VAT/Tax rate to line items. 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), or this will cause your invoice to be rejected by Ariba.	Tax Congroy: 29% VAT / Standard Rale Taxable Anoun: 115:00 EUR Remove Location: Standard Rale Taxable Anoun: 115:00 EUR Remove Deteroft Supply: 9 Feb 2020 Taxable Anoun: Taxable Anoun: Taxable Anoun: Taxable Anoun: Remove Date Of Pre-Payment: Imagine: Taxable Anoun: Taxable Anoun: Taxable Anoun: Remove Law Bafterence: Taxable Anoun: Taxable Anoun: 115:00 EUR Remove Location: Date Of Supply: 9 Feb 2020 Imagine: Remove Location: Date Of Supply: 10 Se EUR Remove Deteroft Supply: 115:00 EUR Remove Remove Location: Imagine: Imagine: Imagine: Remove Date Of Pre-Payment: Imagine: Imagine: Imagine: Imagine: Date Of Supply: 9 Feb 2020 Imagine: Imagine: Imagine: Date Of Supply: 9 Feb 2020 Imagine: Imagine: Imagine: Law Reference: Imagine: Imagine: Imagine: Imagine:

ADDING ATTACHMENTS TO YOUR SUBMISSION

For certain purchase types, Tirlan may require you to attach a PDF copy of your own invoice to your submission to support tax validation. If you are required to attach a copy of your invoice, an error will occur if you try to submit your invoice without adding an attachment.

All suppliers can attach a PDF copy of their invoice as a supporting document (even if it is not mandatory for you to do so) but the amount that will be paid to you will be the amount that is processed on your Ariba submission, not the amount on your PDF invoice.

17	Coroll to the top of the page and eliels A -1-1	
17.	Scroll to the top of the page and click Add	SAP Ariba Network Standard Account Upgrade HIST Mook 📀 🕐
	to Header.	Create Invoice Update Save Dit Nort
		Invoice Header * Indicater required field Add to Header
		Summary Purchase Order: 480004885 Subtetal: 415.00 EUR Ment? 480004885
		Total Trice 40.50 EUR Veterios Adultaves Imolos R.* INV287857 Amount Due: 455.50 EUR
		Invoice Date: * 9 Feb 2020
		Supplier Tax ID-*
18.	Select Attachment from the dropdown	· · · · · · · · · · · · · · · · · · ·
	menu.	
		Update Save Exit Next
		* Indicates required field Add to Header 🔻
		Shipping Cost
		Shipping Tax
		EUR Shipping Documents
		EUR Additional Reference Documents and Dates
		Comment
		Attachment
19.	Scroll down the page to the Attachment	
	section (beneath Supplier VAT).	Supplier VAT Customer VAT
		Supplier VALLAR U.S.* [E0000000]
	Click Browse.	Identifier Supplier Commercial
		Credentiale:
		The total size of all attachments cannot exceed 10MB
		Browne Add Attachment
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	your computer.	
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		Invoice 259678 V All Files (*.*) V
		Open Cancel
21.	Select Add Attachment so that the	
	document is added to your submission	The total size of all attachments cannot exceed 10MB
		C:\Users\kellyallen\Desktop\Invoices\Invoice 259678.pdf
		Add Attachment
22.	If you have added your document	
	successfully, it will appear with the	Attachments Name Size (bytes) Content Type
	document name as ner scroonshot	Invoice 259678 pdf 148934 application/pdf
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SUBN		
23.	At the bottom of the page, select Next.	Update Save Exit Next
24.	Review all of the invoice details displayed before selecting Submit.	Create Invoice Previous Serve Setme Ear Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-BU Trade. The document's destination country is inclend. If you want you will also be able to archive oid invoices once you subscribe to the archiving service. Standard invoice Standard Invoice Invoice Number 578832 Subtroati: 500.00 EUR 2403.25 GBP Total Tax: 150.00 EUR 2403.25 GBP Original Blanket Purchaso Order: 4790000097 Total Tax: 150.00 EUR 2403.25 GBP Total Tax: 150.00 EUR 2403.25 GBP Invoice Number: 578832 Subtroati: 500.00 EUR 2403.25 GBP Total Tax: 150.00 EUR 2403.25 GBP Original Blanket Purchaso Order: 4790000097 Total Tax: 150.00 EUR 2403.25 GBP Total Tax: 150.00 EUR 2403.55 GBP (If Euro = 0.0265 British Pound) (If Euro = 0.0265 British Pound) (If Euro = 0.0265 British Pound)
25.	Once you have successfully submitted your invoice, you will receive the following message.	Invoice 579832 has been submitted. Print a copy of the invoice. Exit invoice creation.

The following information is relevant if you supply Tirlan with goods or services that require a goods receipt note (GRN) to be completed by Tirlan before an invoice can be submitted.

What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlan's procurement system by the requester when goods or services have been delivered.

How will I know if this rule is applicable to my invoices?

Suppliers will see that the **Create Invoice** option in Ariba is greyed out when a goods receipt has not been completed.

When you hover over the greyed out button, a message will appear indicating that a receipt is required before an invoice can be generated.

Purchase Ord	er: 4590000	229	Cannot gen receipts. At	erate an invoice for this least one receipt is requi	order because there are no ired.]
Create Order C	Confirmation 🔻	Crea	te Ship Notice	Create Invoice 🔻	Hide Changes Print -	Download PDF
Order Detail	Order History					

If this message appears, it means you will not be able to submit an invoice until the goods receipt has been completed.

If you have delivered the goods or service and need to submit an invoice, please contact the requester (email address can be found on the PO) as they will need to complete the goods receipt before you can submit your invoice.

Once a goods receipt has been completed, the **Create Invoice** option will become available.

The following instructions are provided to help suppliers;

- o Enable alerts to notify suppliers when a goods receipt has been completed by Tirlan
- o Identify which PO line items can be invoiced against

ENA	BLE GOODS RECEIPT ALERTS	S/NOTIFICATIONS
The f comp	ollowing instructions are relevant if yo leted by Tirlan and therefore you car	ou wish to be notified if a goods receipt has been submit your invoice(s).
 Log into Ariba using the follo <u>link</u> and your username and password. 	Log into Ariba using the following <u>link</u> and your username and password.	C
	In the top right-hand corner of the screen, click your Initials to get to the Company Settings .	ACCOUNT SETTINGS Unichem_F_Name Unich Customer Relationships My Account
	Then select Notifications .	Users Link User IDS Notifications Contact Administrator Unichem 5013727_TEST
		Application Subscriptions ANID: AN01464391786-T Account Registration Company Profile
		Electronic Order Routing Logout
		Electronic Invoice Routing Accelerated Payments Remittances Network Notifications
2.	Select the Network tab.	
		Account Settings Customer Relationships Manage Users Notifications Application Subscriptions Account Registration General Network Discovery Messaging Extre up to three comma separated email addresses per field. Ensure that you have any negated user contents before adding email addresses for sending notifications. The Preterred Language configured by the account administrator controls the language used in these notifications.
3.	Scroll down the Receipt section. Enable this notification by clicking the box.	Receipt To email addresses (one required) Receipt ✓ Send a notification when a new receipt is received. * ketlyallen@glanbia.ie
4.	You can update the email address that these notifications will be sent to.	Receipt To email addresses (one required) Type Send notifications when a new receipt is received. Receipt Send a notification when a new receipt is received.

5.	Select Save at the bottom of the	
	page to save your changes.	Save Close
6	When a goods receipt is	
0.	when a goods receipt is	SAP Ariba 📉
	completed for a PO that you need	
	to invoice, you will now receive an	Dear Amalgamated Hardware Ltd (Partners)-TEST,
	email notification.	You have received a new receipt. You can find this receipt in your online inbox.
		Supplier: Receipt No.: 5001703582 Receipt date: 2019-11-19 07:07:45 America/Los_Angeles Order No.: 4590000510
		This receipt is available to you online: 5001703582
		If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.
		If you have any questions regarding this receipt, please contact Glanbia Plc directly.
		Please do not reply to this email. Replies to this email will not be responded to or read.
		© 2017 SAP Ariba All rights reserved.
	T	
7.	To access the relevant PO, click	SAP Ariba 🛝
	on the receipt number provided in	
	the email.	Dear Amalgamated Hardware Ltd (Partners)-TEST,
		You have received a new receipt. You can find this receipt in your online Inbox.
		Customer: Glanbia Plc Supplier:
		Receipt No.: 5001703582 Receipt date: 2019-11-19 07:07:45 America/Los_Angeles Order: No.: 455000510
		This receipt is available to you online: 5001703582
		If you are unable to launch a browser using this link, copy the link and paste it into the
		address bar of any of the supported Web browsers to form a single-line URL.
		If you have any questions regarding this receipt, please contact Glanbia Plc directly.
		Please do not reply to this email. Replies to this email will not be responded to or read.
		© 2017 Энг Илиа ил пуль гезегиев.
8.	This will bring you into the receipt	Dessist No E001702E02
	in Ariba. You can then scroll	Receipt No.: 5001703582 Receipt Date: 19 Nov 2019
	across to Related Documents	
	where you will be able to click on	
	the PO number.	
		Politing Statue: Cent
		Related Documents:
		Delivery Address Type Unit Rate Amount Status

9.	 9. This will then bring you directly to the PO where you can select Create Invoice to begin the invoicing process. 	Ariba Network Standard Account Upgrade
		Purchase Order: 4590000510
		Create Order Confirmation Create Ship Notice Create Invoice Create Invoice

APPENDIX 2: IDENTIFYING THE PO LINES AVAILABLE TO INVOICE

IDENTIFYING WHICH PO LINE ITEMS ARE AVAILABLE TO INVOICE AGAINST		
1.	Access the PO you wish to submit an invoice against. If the Create Invoice button is selectable and not greyed out, then it is possible to submit an invoice against either all or some of the PO line items. (You do not need select Create Invoice at this time)	Purchase Order: 4590138975 Create Order Confirmation Create Ship Notice Create Invoice Order Detail Order History Create Ship Notice Create Invoice Trom: Glanbia Business Services Glanbia Ireland DAC Co. Waterford X35 F207 Ireland Phone: +353 () 056 8836000 Fax: +353 () 056 8836001
2.	Scroll down the page to the Line Items section.	Line Items Show Item Details m Line # Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal 10 Non Catalog Item Material 10.000 (EA) 9 Sep 2019 100.00 EUR 1,000 00 Details Contract Labour
3.	Select Show Item Details	Show Item Details Line # Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal 10 Non Catalog Item Material 10.000 (EA) 9 Sep 2019 100.00 EUR 1.000 00 Details Contract Labour
4.	Further detail will be displayed which will indicate the quantity that has been goods receipted by Tirlan.	Line Items Hide Item Details II Line # Part # / Description Type Return Oty (Unit) Need By Unit Price Subtotal 10 Non Catalog Item Material 10.000 (EA) 9 Sep 2019 100.00 EUR 1,000.00 Summary Contract Labour EUR EUR 10 Invoiced Amount: 1,000.00 EUR 10.000 (EA) EUR 10.000 Unconfirmed EUR EUR
5.	When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlan. If you try to submit an invoice that exceeds the received quantity by Tirlan you will receive an error message.	Customer Part # Quantity 0000000006014613 200,: I Quantity exceeds the received quantity limit of 200,500