

# CREATE AND SEND AN INVOICE FROM A STANDARD ACCOUNT

Guide

Status: July 2019

# 1 – CREATE INVOICE FROM PURCHASE ORDER EMAIL



## Allianz Technology SE - TEST sent a new Purchase Order 2410012265

"Allianz Technology SE - TEST" <ordersender-prod@ansmtp.ariba.com>

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Sent:

To:

Message 2410012265.htm (27 KB)

You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.

Right-click here to

### Allianz Technology SE - TEST 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.

**Message from your customer Allianz Technology SE - TEST**

This is a purchase order sent by an Allianz entity to your organization.  
You will find the Allianz buyer entity's specific order, shipping and billing details below in the overview of this purchase order.

Please pay attention to the Allianz buyer entity's purchase order terms below in the overview of the purchase order.  
Additionally please pay attention to the invoicing terms on the purchase order to check how invoicing should be performed for the Allianz buyer entity for this purchase order.

Process order

You will receive an email including your Purchase Order details from Ariba.

Click on the **'Process Order'** button in the email and you will be automatically re-directed to the Ariba login Page. Please sign in with your login credentials.

SAP Ariba  Orders & Invoices

## Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?

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

# 1.1 – CREATE INVOICE FROM PURCHASE ORDER EMAIL



Ariba Network

Test Mode

Upgrade from light account

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HOME INBOX OUTBOX CATALOGS REPORTS CSV

Orders, Invoices and Payments

1 Orders to Invoice 0 Orders that Need Attention 0 Orders with Service Lines 0 Pinned Documents ... More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
2410012623	Allianz Technology SE - TEST	New	17,000.00 EUR	6 Jul 2018	0.00 EUR	Select

a) First click on "Select" ...

b) Then click on "send a copy to take action"

c) A dialog box opens. Now Press the blue button "Resend"

SEND ME A COPY TO TAKE ACTION

Email the document to GAURAV.KWATRA@ALLIANZ.DE

You can change this email address in My Account

Resend Cancel

Alternatively you can find the Purchase Order emails after login to the Ariba Network:

- Under the **'Action'** tab, click on **'Select'**
- Choose **'Send me a copy to take action'**
- Click on **"Resend"**.

After few minutes, you will receive the email in your Inbox which is linked to your Ariba Account.

## 2 – CONFIRMING PURCHASE ORDER (1 OF 3)



### Allianz Technology SE - TEST sent a new order

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Process order

In your email please click on the button **“Process Order”**.

This will take you to the Ariba Network and the Purchase Order will be displayed.

The **“Create Order Confirmation”** tab allows you to inform your customer that you received the order and indicates whether you can fulfil it.

If you agree to fulfil the whole order click on the **“Create Order Confirmation”** tab and then select **‘Confirm Entire Order’** from the dropdown.

If there is more than one line item on the Purchase Order you have the option to **“Update Line Items”**.

You can also **‘Reject Entire Order’** if you find any issues with the Purchase Orders.

Ariba Network Test Mode

Purchase Order: 2410012702

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

**Confirm Entire Order**  
Update Line Items  
Reject Entire Order

From:  
**Allianz Deutschland AG**  
Postfach 100433  
96056 Bamberg  
Germany

To:  
3rd opinion GmbH-TEST  
Kleinfeld 30  
30539 Hannover  
Germany  
Phone:  
Fax:  
Email: GAURAV.KWATRA@ALLIANZ.DE

# 2 – CONFIRMING PURCHASE ORDER (2 OF 3)



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 12345

Associated Purchase Order #: 2410011833

Customer: Allianz Technology SE - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: 1 Jul 2019

Est. Delivery Date: 5 Jul 2019

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Browse... Add Attachment

Next

If you select '**Confirm Entire Order**' you be asked to complete the Order Confirmation Header.

1. Enter your order "**Confirmation Number**". This can be any value from your internal systems, such as your order processing application.

2. You can optionally provide details such as the estimated **shipping date, tax costs and comments**.

3. Click "**Next**" to move to the "Review Order Confirmation" page.

## 2 – CONFIRMING PURCHASE ORDER (3 OF 3)



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 12345

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Unit Price	Subtotal	Tax
1	Not Available	6 (EA) ⓘ	1,000.00 EUR	6,000.00 EUR	1,140.00 EUR

Service Order 4

Current Order Status:

6 Confirmed With New Date (Estimated Shipment Date: 1 Jul 2019; Estimated Delivery Date: 5 Jul 2019)

Previous Submit Exit

SAP Ariba

Tobias Balle (tobias.balle@allianz.de) last visited 24 Jun 2019 11:08:06 AM | Test Light Enabled P2P only-TEST | AN01390143108-T

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Documentation Support

21:17 24/06/2019

Once you have reviewed the order confirmation click **“Submit”** to send it to your customer.

The status on the invoice will change to “confirmed”.

You will receive an email confirmation.

# 3 – INITIATING INVOICE CREATION



Ariba Network Test Mode Upgrade from light account Learn More Company Settings

Purchase Order: 2410012702

☒ Create Order Confirmation ☐ Create Service Sheet  |  |  |  |

**From:**  
Allianz Deutschland AG  
Postfach 100433  
96056 Bamberg  
Germany

**To:**  
3rd opinion GmbH-TEST  
Kleinfeld 30  
30539 Hannover  
Germany  
Phone:  
Fax:  
Email: GAURAV.KWATRA@ALLIANZ.DE

**Purchase Order**  
(Partially Invoiced)  
2410012702  
Amount: 100,000.00 EUR  
Version: 1

**Create Invoice** dropdown menu:  
Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

To create the Invoice, click on the Tab called '**Create Invoice**' and then select '**Standard Invoice**' from the dropdown.

If you would like to fulfil only part of the order, send an invoice for the delivered goods and send another invoice later when you deliver the remaining goods.

Please note that for all **service** Purchase Orders a Service Sheet will be automatically generated when you create an invoice. After entering and sending the invoice the service notification, the so-called 'service entry sheet' is automatically created and sent to the requestor in Allianz for approval.

When the service entry sheet is approved by the requestor, invoice processing is triggered.

Create Invoice

Update

Save

Exit

Next

## ▼ Invoice Header

\* Indicates required field

Add to Header ▼

1

View/Edit Addresses

## Summary

Purchase Order: 2410012265

Subtotal: 1,100.00 EUR

Total Tax: 0.00 EUR

Amount Due: 1,100.00 EUR

Invoice #:

Invoice Date: 10 Jul 2019

Service Description:

Remit To: Test Light Enabled P2P only-TEST

Stuttgart

Germany

Bill To: Allianz Deutschland AG

Bamberg

Germany

## Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: Test Light Enabled P2P only-TEST

Stuttgart

Germany

Ship To: Allianz Deutschland AG

Unterföhring

Germany

Business To: Allianz India

View/Edit Addresses

## Payment Term

Net Term(days): 0

## Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Reinsburgstr. 19

Supplier: Reinsburgstr. 19

Stuttgart

Germany

Bill From: Test Light Enabled P2P only-TEST

Munich

Germany

Service Start Date:

Service End Date:

Customer: Allianz Deutschland AG

Bamberg

Germany

Email:

View/Edit Addresses

View/Edit Addresses

☐ Tax paid through a Tax Representative

## Supplier VAT

Supplier VAT/Tax ID: DE123456789

Supplier Commercial\*

Identifier:

Supplier Commercial

Credentials:

## Customer VAT

Customer VAT/Tax ID:

## 3.1– INVOICE HEADER INFORMATION



The invoice contains information from the Purchase Order. To complete the invoice please fill all the mandatory fields marked with an asterisk.

Invoices are divided into 2 sections: the **Header** section which summarises the invoice and the **Line Item** section which lists the items being invoiced.

In the **Header Section** please enter your invoice number. This is a number from your own internal processing systems.

1. If you would like to add any commentary or attach a document at this header level please click on “**Add to Header**”.

2. Please enter the “**Service Start**” and “**End Date**”, which are mandatory.

3. If you entered your **Tax ID** under your Company Profile then it will be auto populated. Please refer to the registration guidance video for further details.

## 3.2 – ADD LINE ITEM ON A SERVICE INVOICE



[Add to Header](#)

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 7% VAT ☐ Discount [Add to Included Lines](#)

	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
	1			Not Available	TEST DH							

[Line Item Actions](#) [Delete](#)

[Add/Update](#)  
Add Contract/Catalog Items  
**Add General Service**  
Add Labor Service  
Add Material

[Update](#) [Save](#) [Exit](#) [Next](#)

Insert Line Item Options

☐ Tax Category: 7% VAT ☐ Discount [Add to Included Lines](#)

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1			Not Available	TEST DH					
	1	<input checked="" type="checkbox"/>	SERVICE							0.00 EUR

[Add/Update](#)

Service Period

Service Start Date:  Service End Date:

Tax

1. To add line item on a service invoice, click on Tab **'Add/Update'** and then select **'Add General Service'**

2. After inserting the line item, please add the **'Description'**.

3. **Quantity:** For Service Orders, enter quantity as 1.

4. **UOM (Unit of Measurement):** As this is case sensitive, please note the following.

- Search the correct UOM code in Ariba. For example: EA (each), MON (month), HUR (hours), DAY (days).
- Always enter the UOM code in capital letters.

*Unfortunately Ariba Network does not support checks on the validity of entered values for UOM....please ensure that you enter the correct code for UOM as explained above.*

5. **Unit Price:** Enter price per unit (if applicable) otherwise enter the total sum (net value).

6. Now enter the **Service Start** and **End Date** in the given fields as well. This is mandatory!

# 3.5 – ENTERING TAX ON THE INVOICE



**1** Insert Line Item Options

☒ Tax Category: 19% VAT ☒ Discount

**2** Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		Not Available		TEST DH					
<b>1</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	TEST		1	EA	1,000.00 EUR	1,000.00 EUR

**4** Add/Update

Service Period: Service Start Date: [ ] Service End Date: [ ]

**Tax**

Category: \* 19% VAT

Location: [ ]

Description: [ ]

Regime: [ ]

Date Of Pre-Payment: [ ]

Law Reference: [ ]

Taxable Amount: 1,000.00 EUR

Tax Rate Type: [ ]

Rate(%): 19

Tax Amount: 190.00 EUR

Exempt Detail: (no value) [ ]

Date Of Supply: \* 14 Aug 2018

☐ Triangular Transaction

**Discount**

Discount (%): [ ]

Discount Amount: [ ]

**3** Edit Add Tax Shipping Documents Special Handling Discount Comments Attachment

**5** Update Save Exit Next

1. For tax relevant invoices, please add Tax to the line item, by checking the boxes (1) as shown.
2. Click 'Add to included items'.
3. Use this function for invoices with multiple line items with different tax categories.
4. TIP : If you have multiple line items, you can add them from here. The same applies for Travel Costs. Please refer previous slide as how to add line item.
5. After entering all the details, click on save then click on **Next**.

# 3.6 – SUBMISSION OF INVOICE VIA Ariba Network



Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Gaurav Kwatra

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 Cross-Border trade. The document's originating country is:Germany. The document's destination country is:Anguilla. 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 : INV100  
Invoice Date : Tuesday 14 Aug 2018 3:48 PM GMT+02:00  
Original Purchase Order : 2410012702

Subtotal : 1,000.00 EUR 3,092.40 XCD  
Total Tax : 190.00 EUR 587.56 XCD  
Amount Due : 1,190.00 EUR 3,679.96 XCD  
(1 Euro = 3.0924 East Caribbean Dollar)

REMIT TO:  
3rd opinion GmbH-TEST  
  
Postal Address:  
Kleinfeld 30  
30539 Hannover  
  
Germany  
Tax ID of Supplier: 12345678

BILL TO:  
Allianz Deutschland AG  
  
Postal Address (Standardwert):  
Postfach 100433  
96056 Bamberg  
  
Germany  
Address ID: 710\_ADAG\_B

SUPPLIER:  
3rd opinion GmbH-TEST  
  
Postal Address:  
Kleinfeld 30  
30539 Hannover  
  
Germany

BILL FROM:  
3rd opinion GmbH-TEST  
  
Postal Address:  
Kleinfeld 30  
30539 Hannover  
  
Germany

CUSTOMER:  
Allianz Deutschland AG  
  
Postal Address:  
Postfach 100433  
96056 Bamberg  
  
Germany  
Address ID: 710\_ADAG\_B

After submitting the invoice, you will get the follow

Invoice INV100 has been submitted.

Print a copy of the invoice.  
Exit invoice creation.

Once you have reviewed the invoice click **“Submit”** and your invoice will be sent to Allianz.

You can also **“Print”** a copy of the invoice or **“Exit”** the invoice if you do not want to submit.

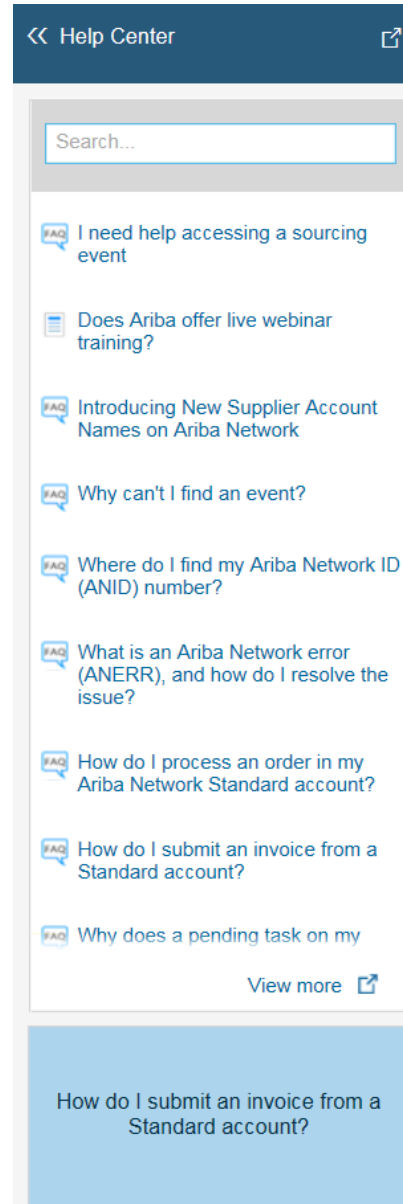
You will receive an email confirmation with the invoice attached.

# SUPPORT FOR YOU



If you have any questions concerning the Ariba Network or the Standard Account in Ariba, please refer to the various documents and videos available in the Help Centre on the right hand side of the page.

You can also use the search function to find specific topics or answers to your questions.



If you have not found an answer to your question in the Help Centre, you are welcome to contact Allianz UK directly via the Allianz UK Supplier Portal:

[www.allianz.com/procurement](http://www.allianz.com/procurement)

or by emailing:

[procurementhelpdesk@allianz.co.uk](mailto:procurementhelpdesk@allianz.co.uk)