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HOW TO CREATE AN INVOICE
ON ARIBA



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After submitting the order confirmation, the invoice can be created over Ariba by clicking on *Create invoice – Standard Invoice*.

Purchase Order: 0046903156

☰ Create Order Confirmation | 📄 Create Ship Notice | **📄 Create Invoice** | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History | **Standard Invoice** | Line-Item Credit Memo

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From:
D. Swarovski KG
Swarovskistraße 30
6112 Wattens

Austria
Phone: + () 43/5224/500
Fax:

To:
Swarovski Test Account 1 - TEST
Straße 1
8111 Wattens

Austria
Phone: +43 (555) 666666
Fax:
Email: ralph.kerschbaumer@swarovski.com

Purchase Order
(Confirmed)
0046903156
Amount: 2,490.00 EUR

Create Invoice

▼ Invoice Header

* Indicates required field

Summary

Purchase Order: 0046903156 **enter consecutive invoice number**

Invoice #: * INV_20171206

Invoice Date: * 6 Dec 2017

Remit To: Teststreet

Innsbruck

Austria

Bill To: D. Swarovski KG

Wattens

Austria

Subtotal: 2,490.00 EUR
Total Tax: 0.00 EUR
Total Amount without Tax: 2,490.00 EUR
Tax:
Amount Due: 2,490.00 EUR

[View/Edit Addresses](#)

Shipping

Header level shipping | Line level shipping

Ship From: Swarovski Test Account 1 - TEST

Wattens

Austria

Ship To: D. Swarovski KG

Wattens

Austria

Deliver To:

[View/Edit Addresses](#)

Payment Term

Net Term(days): 14

[Add Discount/Penalty Term](#)

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Optional: adding Shipping Costs and afterwards Shipping Tax in case they are occurring

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 0046903156
Invoice #: INV_20171206
Invoice Date: 6 Dec 2017
Remit To: Teststreet
Innsbruck
Austria
Bill To: D. Swarovski KG
Wattens
Austria

Subtotal: 2,490.00 EUR
Total Tax: 0.00 EUR
Total Amount without Tax: 2,490.00 EUR
Amount Due: 2,490.00 EUR

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Shipping Cost

Shipping Amount: 30.00 EUR

Shipping Date: 11 Dec 2017

Remove

Shipping Tax

Category: 20% VAT / 20% input tax
Location:
Description: 20% input tax
Regime:
Date Of Pre-Payment:
Law Reference:

Taxable Amount: 30.00 EUR
Tax Rate Type:
Rate(%): 20
Tax Amount: 6.00 EUR
Exempt Detail: (no value)
Date Of Supply: 6 Dec 2017
 Triangular Transaction

Remove

Supplier VAT

Supplier VAT/Tax ID: AT123
Supplier Commercial Identifier: FN123456n
Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: ATU123456
Required Field

supplier VAT/Tax ID and/or supplier commercial identifier as well as Customer VAT/Tax ID are mandatory depending on the country of the supplier

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Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options depending on the country, different VAT percentages can be selected and added to included lines

Tax Category: VAT Taxes Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		000000001000001491	100	PCS ⓘ	9.90 EUR	990.00 EUR

Pricing Details Price Unit: PCS ⓘ Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	-	Test PO 20171206	000000001000001490	50	PCS ⓘ	30.00 EUR	1,500.00 EUR

Pricing Details Price Unit: PCS ⓘ Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax

↳ Line Item Actions Delete Add

Insert Line Item Options

Tax Category: 0% VAT Shipping Documents Special Handling Discount Add to Included Lines

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Test PO 20171206	000000001000001491	100	PCS ⓘ	9.90 EUR	990.00 EUR

Pricing Details Price Unit: PCS ⓘ Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax

Category: 0% VAT in case of 0 % VAT the Exempt Detail and Description has to be stated. Law Reference can be entered too Remove

Location:

Description: intra-community supplies

Regime:

Date Of Pre-Payment:

Date Of Supply: 6 Dec 2017

Law Reference: Article 28a(2) Triangular Transaction

After clicking on Next, an overview of the invoice will appear and if everything is correct, the invoice can be submitted.

Update Save Exit Next

Subtotal: 2,520.00 EUR
Total Tax: 504.00 EUR
Total Amount without Tax: 2,520.00 EUR
Amount Due: 3,024.00 EUR

Previous Save Submit Exit

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Rejected invoices

To see the reason for the rejection and to update the invoice, the user needs to access the failed invoice (*Light Account*: Open the rejected invoice over the e-mail. *Full-Use Account*: Open the rejected invoice in the Ariba outbox). The reason for the rejection can be found in the tab *History*.

The screenshot shows the Ariba interface for a rejected invoice. At the top, there are buttons for 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below these are tabs for 'Detail', 'Scheduled Payments', and 'History', with 'History' highlighted in red. A blue box contains the text: 'Rejected Invoice: Reasons: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.' Below this is a bar with 'Resend' and 'Export cXML' buttons. Another set of tabs shows 'Detail', 'Scheduled Payments', and 'History', with 'History' highlighted in yellow. The invoice details are: Invoice: 9675915336, Invoice Status: Rejected, Received By Ariba Network On: 21 Feb 2018 2:12:27 PM GMT+01:00. The 'History' section contains a table with the following entries:

Status	Comments
	The invoice was successfully received.
	INV-108: Reason comment for credit is required. ?
	INV-30: Invoice line item does not exist in the original PO 0047061681. ?
	INV-30: Invoice line item does not exist in the original PO 0047061681. ?
	INV-130: PO 0047061681 does not have an order confirmation. This customer requires suppliers to create an order confirmation for the PO before creating an invoice. ?

Through the button *Edit & Resubmit* in the tap *Detail*, the failed invoice can be edited and resubmitted.

The screenshot shows the Ariba interface for a rejected invoice. At the top, there are buttons for 'Edit', 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below these are tabs for 'Detail', 'Scheduled Payments', and 'History'. A blue box contains the text: 'Rejected Invoice: Reasons: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.' Below this text is a button labeled 'Edit & Resubmit', which is highlighted with a red border.