



SAP Ariba – Invoice Guide

Tabreed & Group Entities

August 2023

Notes

Before submitting your first invoice

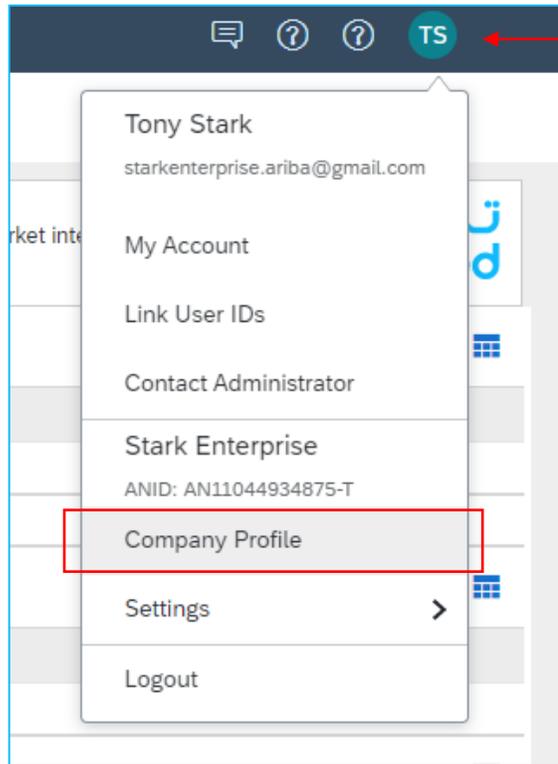
- Upon registration, make sure you have updated all the required information in your **'company profile'**.
- Update your **VAT ID** on your Ariba Network account and confirm you are VAT registered

While submitting your first invoice

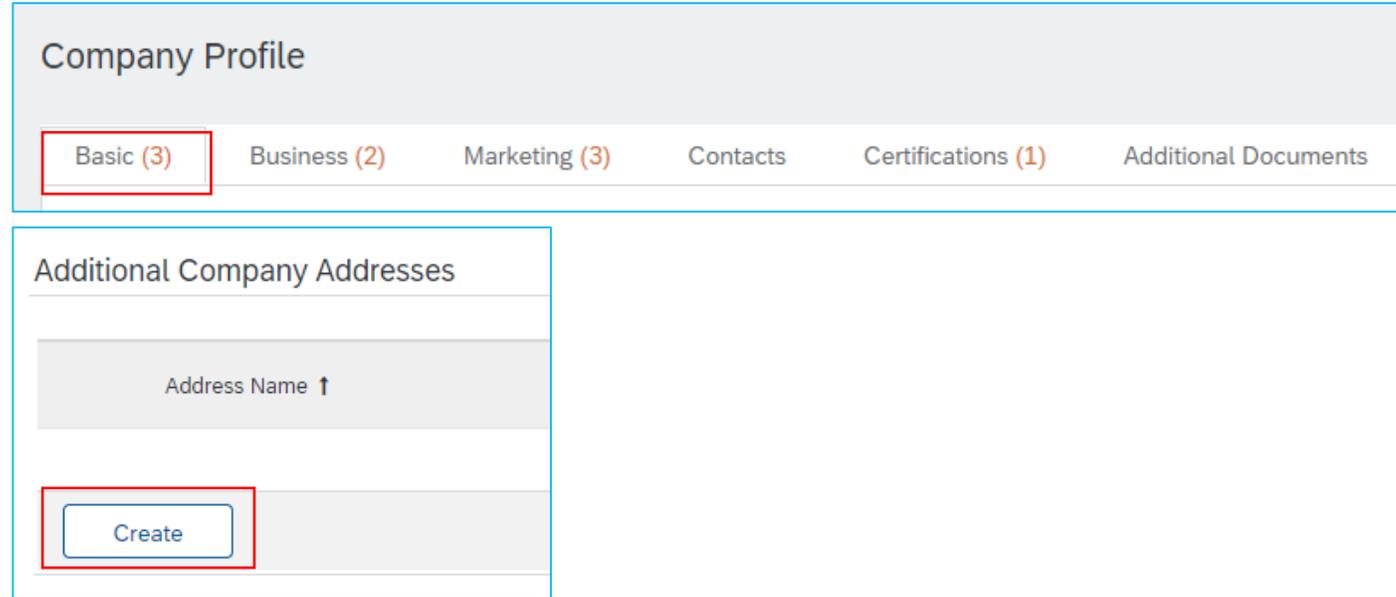
- Make sure the correct **Invoice Number & Invoice Dates**
- Select the right **Tax Category (0% / 5%)**

Additional info – Updating VAT (only for UAE licensed suppliers)

It is mandatory that you update your VAT ID (if applicable) in your Ariba network company profile before submitting your first invoice.



- Go to supplier.ariba.com and log in using your Ariba Account credentials
- From the top right corner of your screen, click on “Account Settings” then choose “**Company Profile**”
- Under the Basic tab, go to the **Additional Company Addresses** section and click “**Create**”



Additional info – Updating VAT (only for UAE licensed suppliers)

- Fill in your VAT ID (*in UAE it is a 15-digit number*)
- Click **“Save”**

The screenshot shows the SAP Business Network interface for configuring supplier addresses. The header includes the SAP logo, 'Business Network', 'Standard Account', 'Upgrade' button, and 'TEST MODE' button. The main title is 'Configure Supplier Addresses Served by This Account', with 'Save' and 'Close' buttons. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields:

- Address Name: Stark Enterprise (with an information icon)
- Address ID: (empty)
- Are you VAT registered? : * (radio buttons for Yes and No, with an information icon)
- VAT ID: (empty, highlighted with a red box)
- Tax ID: (empty)

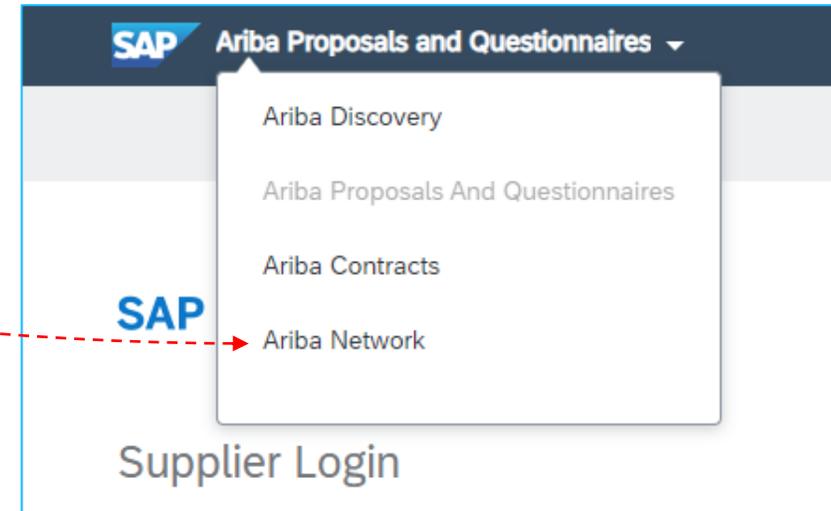
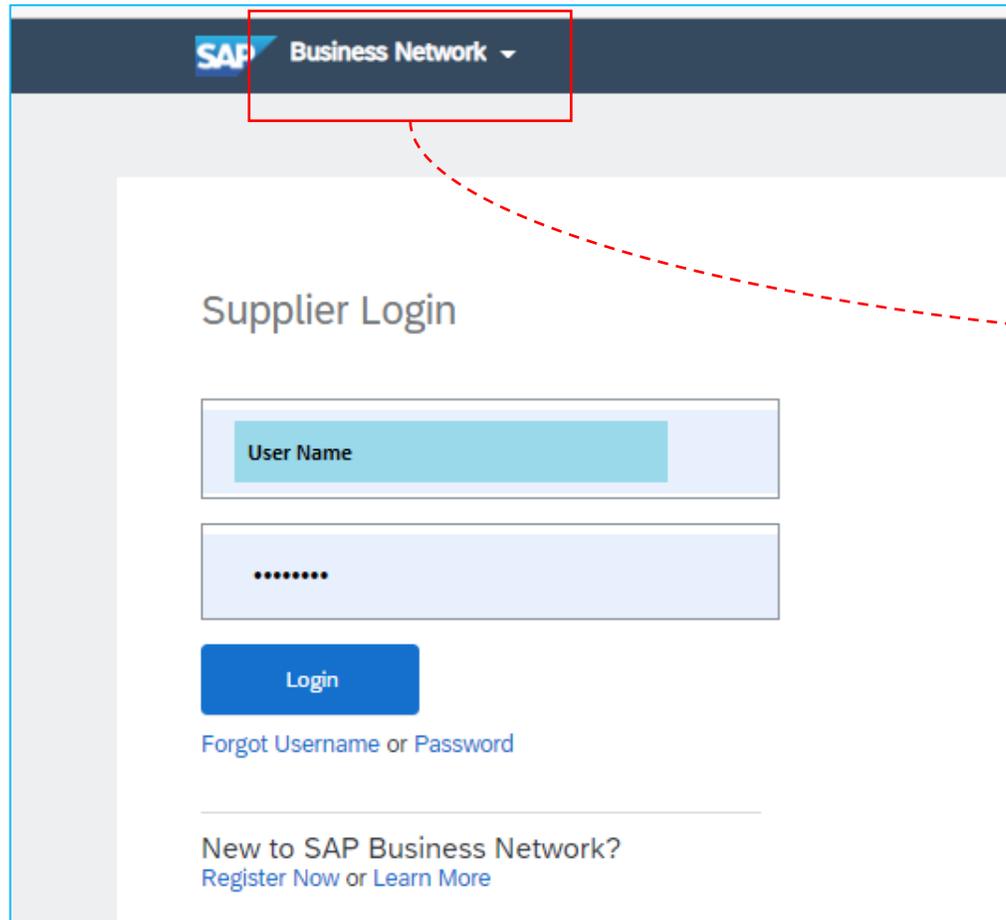
Demonstration



Please go through the following screenshots, as this will help you in submitting your Invoices against received POs from Tabreed & Group Entities.

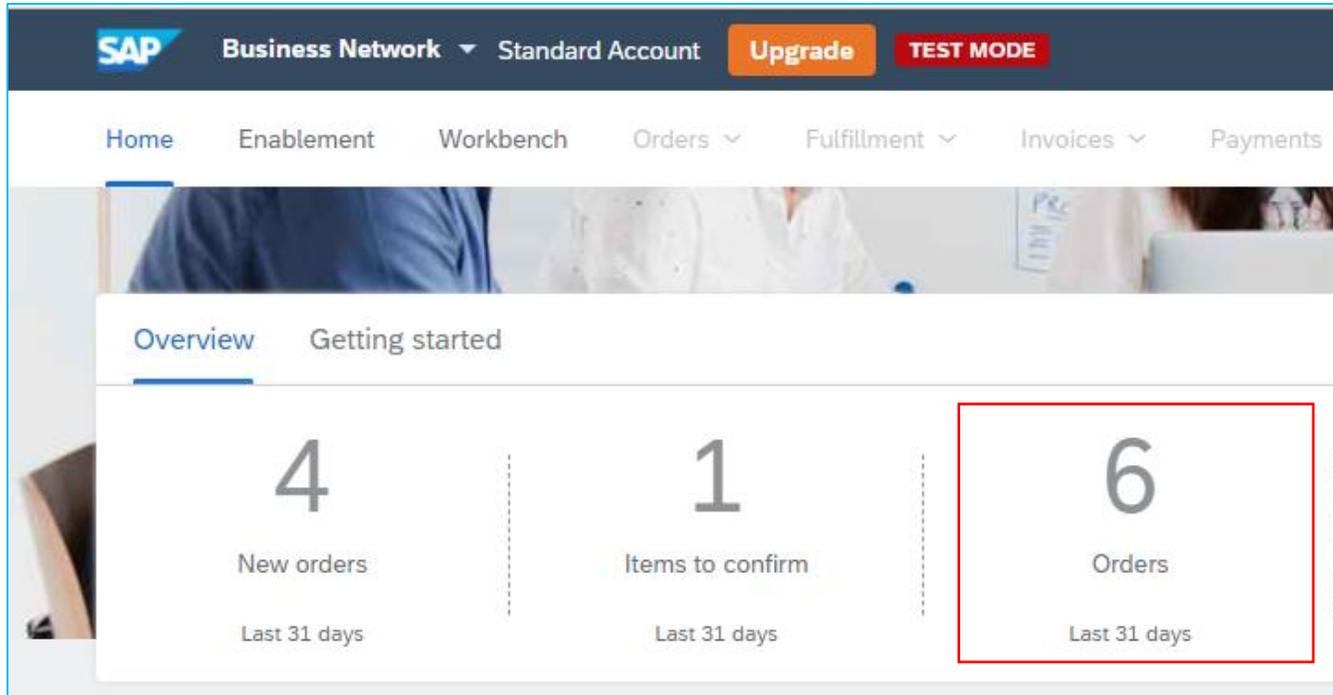
Step 1 – Login to your Ariba account

- Go to supplier.ariba.com and log in using your Ariba Account credentials
- Make sure that you login to the correct screen (Business Network), by clicking on 'Ariba Network'



Step 2 – Navigate to a particular PO

- Click on **'Orders'**, in order to find the respective PO, for which you want to submit an invoice.



Step 2 – Navigate to a particular PO

- Make sure the 'Order Status' is marked as **'Received', 'Partially Received', 'Serviced', or 'Partially Serviced'**, before an invoice can be submitted.
- In addition, the Service Entry Sheet must be approved by Tabreed.
- If it is not approved yet, please reach out to the corresponding personnel in Tabreed to accept and confirm.

| Order Number | Customer | Amount | Date | Order Status ↓ |
|---|--------------------------|---------------|--------------|----------------|
| 430000300 <i>Click here</i> | Tabreed & Group Entities | 5,000.00 AED | Feb 21, 2022 | Received |
| 430000291 | Tabreed & Group Entities | 2,000.00 AED | Feb 25, 2022 | New |
| 450000373 | Tabreed & Group Entities | 20,000.00 AED | Mar 5, 2022 | New |
| 410000236 | Tabreed & Group Entities | 4,400.00 AED | Feb 28, 2022 | New |
| 410000235 | Tabreed & Group Entities | 4,400.00 AED | Feb 28, 2022 | New |
| 430000301 | Tabreed & Group Entities | 5,000.00 AED | Feb 22, 2022 | Confirmed |

Step 2 – Create Invoice (1/7)

- Click on 'Create Invoice'.

Purchase Order: 4300000300 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) Download Print More

[Order Detail](#) [Order History](#)

From:
Customer
National Central Cooling Company PJSC
Accelerator Building, Masdar City, -TABREED
000000 Abu Dhabi
United Arab Emirates
Phone:
Fax:

To:
Stark Enterprise
Mussafah Industrial Area MW3
Mussafah
United Arab Emirates
Phone:
Fax:
Email: starkenterprise.ariba@gmail.com

Purchase Order
(Received)
4300000300
Amount: 5,000.00 AED
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 90
within 90 days Due net

Contact Information
Supplier Address
Stark Enterprise
Email: starkenterprise.ariba@gmail.com
Fax:
Address ID: 0001001051
Buyer ID: 0001001051

Routing Status: Acknowledged
External Document Type: LVPO (ZLP)
Related Documents:
[5000000145](#)
DN-34809
[More\(1\) »](#)

[Create Invoice](#) ▾

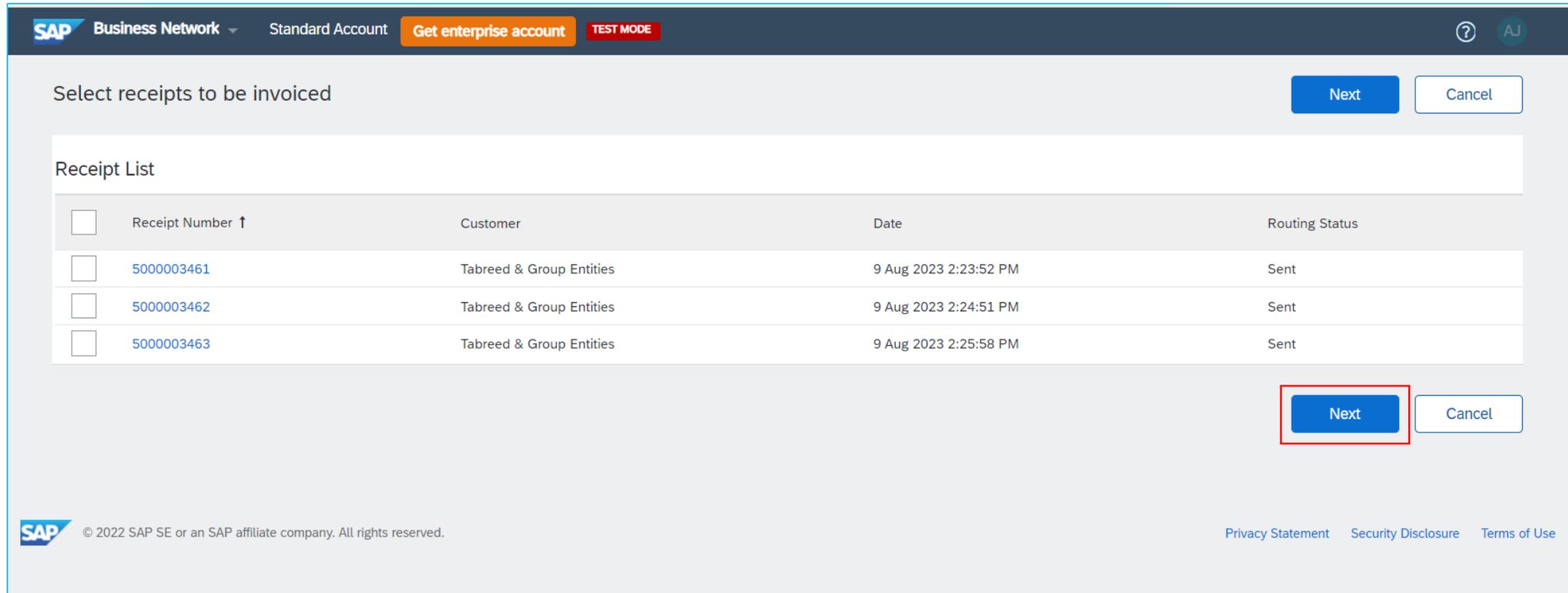
- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

Select 'standard invoice'

If receipt by customer is completed, you will find the 'receipt number' here

Step 2 – Create Invoice (2/7)

- For **Material Type PO**, select the Receipt for which the Invoice must be created and click on **Next**. Multiple entries can also be selected.



The screenshot displays the SAP Business Network interface for selecting receipts to be invoiced. The header includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main heading is 'Select receipts to be invoiced', with 'Next' and 'Cancel' buttons. Below is a 'Receipt List' table with columns for 'Receipt Number', 'Customer', 'Date', and 'Routing Status'. Three receipts are listed, all from 'Tabreed & Group Entities' and with a 'Sent' status. The 'Next' button at the bottom right is highlighted with a red box.

| <input type="checkbox"/> | Receipt Number ↑ | Customer | Date | Routing Status |
|--------------------------|------------------|--------------------------|-----------------------|----------------|
| <input type="checkbox"/> | 5000003461 | Tabreed & Group Entities | 9 Aug 2023 2:23:52 PM | Sent |
| <input type="checkbox"/> | 5000003462 | Tabreed & Group Entities | 9 Aug 2023 2:24:51 PM | Sent |
| <input type="checkbox"/> | 5000003463 | Tabreed & Group Entities | 9 Aug 2023 2:25:58 PM | Sent |

Step 2 – Create Invoice (3/7)

- Add your invoice details
- **Note:** Ensure that the invoice # should be all capitalized & contains less than 16 Characters.
- Special Characters Permitted in invoice #: “/ -”

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

| | | |
|---|----------------------------------|-------------------------------------|
| Purchase Order: 4300000300 | Subtotal: 5,000.00 AED | View/Edit Addresses |
| Invoice #:* <input type="text"/> | Total Tax: 250.00 AED | |
| Invoice Date:* 23 Mar 2022 <input type="text"/> | Total Gross Amount: 5,250.00 AED | |
| Service Description: <input type="text"/> | Total Net Amount: 5,250.00 AED | |
| Supplier Tax ID: <input type="text"/> | Amount Due: 5,250.00 AED | |

Remit To: Stark Enterprise

Mussafah
United Arab Emirates

Bill To: **National Central Cooling Company PJSC**

Abu Dhabi
United Arab Emirates

Shipping

Header level shipping ⓘ Line level shipping ⓘ

| | | |
|------------------------------------|--|-------------------------------------|
| Ship From: Stark Enterprise | Ship To: National Central Cooling | View/Edit Addresses |
| Mussafah | Abu Dhabi | |
| United Arab Emirates | United Arab Emirates | |

Deliver To:

Verify the Items in the receipt and make sure to upload the PDF attachment of the Invoice same as on the screen. If this is mismatched, then the Invoice might be rejected.

Step 2 – Create Invoice (4/7)

Kindly ensure not to have any special characters or spacing in the attachment file name.

The file name must not contain:
\$&/\@*[](){}%#,!

- Follow the below steps from left to right in order to attach your invoice

Customer VAT

Customer VAT/Tax ID: 100014181000003

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

Part #

Customer VAT

Customer VAT/Tax ID: 100014181000003

Supplier Commercial Identifier:

Supplier Commercial Credentials:

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Add to Header ▾

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

| Name |
|---------------------------------------|
| <input type="checkbox"/> INV 9458.png |

Delete

Note: Do not attach multiple Invoice PDFs and collate them to match the invoice

Add to Header ▾

Once the file is uploaded, click on "Add Attachment"

Step 2 – Create Invoice (5/7)

- Verify the line items and click **'Next'** to proceed

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|--------|-------------|-----------------|----------|------|------------|--------------|
| <input type="checkbox"/> | 10 | <input checked="" type="checkbox"/> | MATERIAL | | Paperclips | | 500 | EA | 10.00 AED | 5,000.00 AED |

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Tax

Category:* Taxable Amount: 250.00 AED
Rate(%): 5

Location:
Description:
Regime:

Do not use this to upload any invoicing attachment

Step 2 – Create Invoice (6/7)

- Review the entire page and click **'submit'** to proceed

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.
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: INV4934 | Subtotal: | 5,000.00 AED |
| Invoice Date: Wednesday 23 Mar 2022 4:30 PM GMT+04:00 | Total Tax: | 250.00 AED |
| Original Purchase Order: 4300000300 | Total Gross Amount: | 5,250.00 AED |
| | Total Net Amount: | 5,250.00 AED |
| | Amount Due: | 5,250.00 AED |

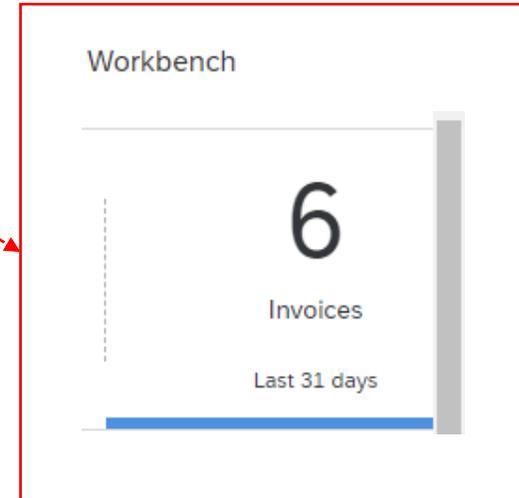
| | | |
|---|--|---|
| REMIT TO: | BILL TO: | SUPPLIER: |
| Stark Enterprise | National Central Cooling Company PJSC | Stark Enterprise |
| Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates | Postal Address: Accelerator Building,Masdar City,-TABREED 000000 Abu Dhabi United Arab Emirates Address ID: A010 | Postal Address: Mussafah Industrial Area MW3 Mussafah United Arab Emirates |

| | |
|-------------------|------------------|
| BILL FROM: | CUSTOMER: |
|-------------------|------------------|

Step 2 – Create Invoice (7/7)

- View your submitted invoices and status in the **‘invoice tab’** on your home screen

| Type | Invoice Number | Invoice Status ↑ | Routing Status | Customer |
|------------------|----------------|------------------|----------------|--------------------------|
| Standard Invoice | 54351 | Pending Approval | On Hold | Tabreed & Group Entities |
| Standard Invoice | INV09320 | Pending Approval | On Hold | Tabreed & Group Entities |
| Standard Invoice | INV-123546.B | Rejected | Acknowledged | Tabreed & Group Entities |
| Standard Invoice | INV-123546 | Rejected | Obsoleted | Tabreed & Group Entities |
| Standard Invoice | INV-123546.A | Rejected | Obsoleted | Tabreed & Group Entities |
| Standard Invoice | INV4934 | Sent | Acknowledged | Tabreed & Group Entities |



Important Notes

- After submission of your invoice, please wait for Tabreed Finance to process the invoice
- Please refrain from creating duplicate invoices.
- If the invoice is **rejected** please check the rejection **comments** in the 'History' tab.
- If you require further explanation, you may contact the corresponding buyer in Tabreed.
- Refrain from editing any fields in the PO **line items**, except the "Quantity" if needed.
- Total Price in the Invoice should match the Amount in Supplier Generated PDF invoice otherwise it will be rejected
- Use short names for invoice attachment and do not use any special characters and spaces
- The Invoice amount should match the SES / Receipt amount
- Do not attach multiple invoices PDFs and collate them to match the invoice
- Always use the same details as mentioned in the PO. For example: *Description, Unit, Currency.*
- If any field has been changed, the PO will not go through, and a ticket needs to be raised with SAP to cancel the invoice, which is a lengthy process.

Important Notes

- You can also make changes to **line items**
- Enter the line items which are approved in SES or in receipt
- Do not make any changes to the Unit field beside quantity and also unit price as they come from the PO
- Click on the green button to remove and click on Delete in right side to remove a line item from Invoice

Line Items 1 Line Items, 1 Included, 0 Previously Fully Inv

Insert Line Item Options

Tax Category: Discount Add to Included Line

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|----------------------|-------------------------------------|---------|---------------------------|---------------|--------------------|----------|------|---------------|---------------|
| <input type="checkbox"/> | <input type="text"/> | <input checked="" type="checkbox"/> | SERVICE | Software Renewal / Upgrad | DC - Painting | 000000000010000022 | 1 | EA | 20,000.00 AEI | 20,000.00 AEI |

Service Period

Service Start Date:

Service End Date:

↳

Invoice Status

The **Invoice Status** field informs you where your customer is in the invoice approval and payment process. The turnaround time for an invoice to move between statuses, such as from **sent** to **approved**, depends on your customer's internal processes.

- **Pending Approval:** Pending with Tabreed Finance
- **Sent:** Your customer received the invoice. If your invoice stays in this status for a while, contact your customer to follow up.
- **Invoiced** - Approved by Tabreed Finance
- **Rejected** - The invoice was auto-rejected by Ariba, or the invoice was rejected by Tabreed. You can then edit and resubmit a rejected invoice.

Resubmission of Rejected Invoice



It may happen that your invoice has been rejected for multiple reasons. In the following slides, we will provide an explanation of the possible reasons for rejection and provide guidance on how to rectify the situation.

Resubmission of Rejected Invoice (1/3)

- Click & Open the Rejected Invoice

The screenshot displays the SAP Business Network interface for a rejected invoice. The top navigation bar includes the SAP logo, 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header shows 'Invoice: INV1412' and a 'Done' button. Below this is a toolbar with buttons for 'Edit', 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. A tabbed interface shows 'Detail', 'Scheduled Payments', and 'History'. The 'Detail' tab is active, displaying a 'Rejected Invoice' section with the following reasons:

- INV-38: The invoice was successfully received.
- INV-30: Invoice line item does not exist in the original PO 4100001481.
- INV-21: The invoice net payment terms do not match the net payment terms in the PO: 4100001481.
- DOC-6: A document preprocessing error occurred.
- DOC-1: Invoice validation failed.

Below the reasons, a note states: '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.' The 'Edit & Resubmit' button is highlighted with a red box. A red dashed arrow points from the 'Done' button in the top right to the 'Edit & Resubmit' button. At the bottom right of the 'Rejected Invoice' section, there is a link for 'Attachment(s)'. Below this is a 'Standard Invoice' summary table.

| Status | Subtotal: | 20,000.00 AED |
|-------------------------|---------------------|---------------|
| Invoice: Rejected | Total Tax: | 0.00 AED |
| Routing: Failed | Total Gross Amount: | 20,000.00 AED |
| Invoice Number: INV1412 | Total Net Amount: | 20,000.00 AED |

Refer the comments entered by the Finance Team, It could be:

- “No Attachment”
- “GRN not matching”
- “Amount in PDF does not match the invoice amount”
- “Do not attach multiple Invoice PDFs and collate them to match the invoice”

Click on **Edit and Resubmit**

Resubmission of Rejected Invoice (2/3)

- You will be navigated to Edit Invoice page, Edit and make changes as suggested by finance team.

Change the Invoice name as the portal does not accept the same name

Edit Invoice Update Exit Ne

▼ Invoice Header * Indicates required field Add to Header

Summary

Invoice #: * ! Invoice or Credit Memo # already exists. View/Edit Address

Invoice Date: *

Service Description:

Supplier Tax ID:

Remit To: GRAPHIC INTERNATIONAL CENTER LLC-TEST

Abu Dhabi
United Arab Emirates

Bill To: Mohsin

Abu Dhabi
United Arab Emirates

Subtotal: 20,000.00 AED
Total Tax: 0.00 AED
Total Gross Amount: 20,000.00 AED
Total Net Amount: 20,000.00 AED
Amount Due: 20,000.00 AED

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: GRAPHIC INTERNATIONAL CENTER LLC-TEST
Abu Dhabi

Ship To: Tabreed & Group Entities
Abu Dhabi
United Arab Emirates View/Edit Address

Resubmission of Rejected Invoice (3/3)

- Kindly ensure not to have any special characters or spacing in the attachment file name
- The file name must not contain: **\$&/\@*[](){}%#**!
- **Note:** Do not attach multiple Invoice PDFs and collate them to match the invoice

*Attachments

The total size of all attachments cannot exceed 100MB Remove

423040021.pdf

| Name | Size (bytes) | Content Type |
|---|--------------|-----------------|
| <input type="checkbox"/> Tax_Invoice_3704248_FIRST_VISIT_SIGN_(1).pdf | 1951798 | application/pdf |

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Please refer to **Page 12** for invoice upload guidelines

