

Ariba Network PO Flip Guide



ARIBA®

An SAP Company

PO Flip Invoice

To create a PO-Flip Invoice

1. Select the PO Invoice link under the Create Invoice section in the navigation menu on the left.
2. For PO Invoice select a PO number.
3. Click on the Create Invoice button and then choose Standard Invoice



Quick Links

View: Last 24 hours

- Orders and Releases**
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- Invoices**
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Orders and Releases

Orders and Releases | Items to Ship

Search Filters

Type	Order Number	Customer	Inquiries
Order	POQETEST1	DG Buyer	

Create Order Confirmation | Create Ship Notice

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Purchase Order: POQETEST1

Create Order Confirmation | **Create Invoice** | Hide | Print

Order Detail | Order History

Standard Invoice
Credit memo

PO Flip Invoice - Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification.
2. The **Invoice Date*** will auto-populate.
3. Select **Remit-To** address from the drop down box if you have entered more than one.
4. **Tax and Shipping** can be entered at either the Header or Line level by selecting the appropriate radio button.
5. You can also add some additional information to the **Header** of the invoice such as:
 - **Special Handling**
 - **Payment Term**
 - **Comment**
 - **Attachment****
 - **Shipping Documents**
6. **Then Scroll down** to the Line items section to select the line items being invoiced.

Note: Support of Addtl Reference Documents & Dates is applicable for CSC customers only

**Attachment file size should not exceed 40MB.

The screenshot shows the 'Invoice Header' section of a software interface. It includes a 'SUMMARY' section with fields for 'Purchase Order: PO-30', '* Invoice #:', '* Invoice Date: 18 Sep 2013', '* Supplier Tax ID: 123456789', and 'Remit To' (TEST3, Ukraine, TEST3). Below this is the 'BILL TO' information: Buyer(customer) Department, Prague, Czech Republic. The 'TAX' section has radio buttons for 'Header level tax' (selected) and 'Line level tax'. Fields include '* Category: 0% VAT / VAT', 'Location:', 'Description: VAT', 'Date Of Pre-Payment:', and 'Law Reference:'. To the right of the tax section are fields for 'Taxable Amount:', 'Rate(%):', 'Tax Amount:', 'Exempt Detail:', 'Date Of Supply:', and a checkbox for 'Triangular Transaction'. The 'SHIPPING' section has radio buttons for 'Header level shipping' (selected) and 'Line level shipping'. Fields include 'Ship From: EMEASupplierEnablement - TEST, Prague, Czech Republic' and 'Ship To:' and 'Deliver To:'. A dropdown menu on the right is open, showing options: Tax, Shipping Cost, Shipping Documents (highlighted with a yellow star 5), Amount Details, Special Handling, Discount, Payment Term, Additional Reference Documents and Dates, and Comment. A red box highlights the 'TAX' and 'SHIPPING' radio button sections, with a yellow star 4 pointing to them. Other yellow stars 1, 2, and 3 point to the 'Invoice #', 'Invoice Date', and 'Remit To' fields respectively.

*Buyers can allow suppliers to create future dates on invoices submitted

PO Flip Invoice – Line Items

Line Items section shows the line items from the Purchase Order.

1. Review or update **Quantity** for each line item you are invoicing.
2. If line item should not be invoiced, click on the line item's **Green check mark** to exclude it from the invoice OR click the check box on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. Check Tax Category and use the drop down to select from the displayed options. Click **Add to Included Lines**. (see Slide 14 for additional details)

GOODS 2 Line Items 2 Included 0 Previously

Insert Line Item Options

Tax Category: VAT Special Handling Discount

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	Test-1178	test item	100
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	Test-1179	test item	100

Line Item Actions **Delete** Add Item

GOODS 2 Line Items 2 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: VAT Discount

<input checked="" type="checkbox"/>	No.	Include	Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	Test-1178	100	C62	10.00EUR	1,000.00EUR
<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	Test-1179	100	C62	10.00EUR	1,000.00EUR

TAX

Line Item Actions **Delete** Add Item

Turn on Error Dump
Hide/Show XML

Taxes

- 0% VAT / VAT
- 15% VAT / VAT
- 19% VAT / VAT
- 21% VAT / VAT

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Add to Included Lines

Next Update Save Exit

PO Flip Invoice – Additional Tax Options & Line Item Shipping

To configure additional tax options click **Configure Tax Menu** under the **Tax Category** drop down. Create new tax categories and as needed.

1. To apply different tax rates to each line item select the Line Item.
2. Click **Line Item Actions > Add > Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Within each line item, select **Category**, then either populate the **Rate(%)** or **Tax Amount**. Click **Update**.

Note: To remove a tax line item, click **Remove**.

4. **Shipping:** If **line level shipping** has been selected at the line level, enter shipping cost to the applicable line items.

PO Flip Invoice – Detail Line Items

5. Additional information can be viewed at the Line Item Level by editing a Line Item

LINE ITEMS 9 Line Items 9 Included 0 Previously Invoiced

Insert Line Item Options

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

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL VCT12303	Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD

SHIP NOTICE DETAILS Ship Notice #: 123-456 Ship Notice Line #: 1

Create Invoice Done Cancel

Line Item Actions

- Edit
- Add
 - Tax
 - Shipping Documents
 - Special Handling
 - Discount
 - Comments
 - Attachment

Line Item Details

* Quantity: Part #: VCT12303
Unit: EA Auxiliary Part ID: EA
Unit Price: \$99.95 USD
Subtotal: \$4,997.50 USD

Description: Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display

SHIP NOTICE DETAILS Ship Notice #: 123-456 Ship Notice Line #: 1
Inspection Date:

SHIPPING Ship From: **KK DG Sherpa LLC - TEST** Ship To: **Los Gatos**
Pittsburgh, PA United States Los Gatos, CA United States
Deliver To: Test User - sshah Los Gatos [View/Edit Addresses](#)

SHIPPING COST * Shipping Amount: Shipping Date:

ACCOUNTING REFERENCE Reference ID: Description:

Done Cancel

PO Flip Invoice – Line Item Shipping

NOTE: Slide applicable only for Collaborative Supply Chain (CSC) customers

6. If line level shipping has been selected and CSC enabled, enter Retail Details, Shipping Document Information and Informational Pricing related to the line item.

GOODS 3 Line Items 3 Included 0 Previously Invoiced

Insert Line Item Options

Retail Details Tax Category: Shipping Documents Discount Special Handling Informational Pricing [Add to Included Lines](#)

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	✓	AX4518	BULLNOSE SHELVES 4 PK		100	PK	\$31.20 USD	\$3,120.00 USD

RETAIL DETAILS

Product EAN/UPC:	<input type="text"/>	Color:	<input type="text"/>	Code:	<input type="text"/>	Remove
European Waste Catalog ID:	<input type="text"/>	Size:	<input type="text"/>	Code:	<input type="text"/>	
Promotion Deal ID:	<input type="text"/>	Grade:	<input type="text"/>	Code:	<input type="text"/>	
Promotion Variant ID:	<input type="text"/>	Quality:	<input type="text"/>	Code:	<input type="text"/>	

SHIPPING DOCUMENTS

Packing Slip ID:	<input type="text"/>	Delivery Note ID:	<input type="text"/>	Remove
Packing Slip Date:	<input type="text"/>	Delivery Note Line #:	<input type="text"/>	
		Delivery Note Date:	<input type="text"/>	

INFORMATIONAL PRICING

Retail Amount:	<input type="text"/>	Information Price:	<input type="text"/>	Remove
Unit Price Excluding Tax:	<input type="text"/>	Information Price Excluding Tax:	<input type="text"/>	

PO Flip Invoice – Line Item Comments

7. To add comments at the line items select Line Items, then click at **Line Item Actions >Add > Comments**.
8. Upon refresh, the **Comments** field will display. Enter applicable **Comments** in this field.
9. Click **Next**.

GOODS 2 Line Items 2 Included 0

Insert Line Item Options

Tax Category: Special Handling Discount

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity
<input type="checkbox"/>	10	✓	Test-1178	test item	<input type="text" value="100"/>
<input type="checkbox"/>	20	✓	Test-1179	test item	<input type="text" value="100"/>

Line Item Actions

- Edit
- Add**
- Special Handling
- Discount
- Comments
- Attachment

COMMENTS

PO Flip Invoice – With Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Lined Item Level based on where the information is on PO

Header Allowance and Charges

Invoice Header

SUMMARY

Purchase Order: POTLC7515004
 Invoice #: 987654321
 Invoice Date: 19 May 2015
 Supplier Tax ID:
 Remit To: 145N Supplier 8
 Pittsburgh, PA
 United States

Bill To: Santa Clara
 Shalish
 Santa Clara, CA
 United States

Subtotal: \$5,100,000.00 USD
 Total Tax: \$280,830.00 USD
 Total Charges: \$2,100.00 USD
 Total Gross Amount: \$5,382,930.00 USD
 Total Allowances: \$1,600.00 USD
 Total Net Amount: \$5,381,330.00 USD
 Amount Due: \$5,381,330.00 USD

TAX

Header level tax (selected) / Line level tax

Category: Sales Tax
 Location:
 Description:
 Regime:

Taxable Amount: \$5,100,000.00 USD
 Rate(%): 5.5
 Tax Amount: \$280,500.00 USD

SHIPPING

Header level shipping (selected) / Line level shipping

Ship From: 145N Supplier 8
 Pittsburgh, PA
 United States

Ship To: Santa Clara
 Sunnyvale, CA
 United States
 Deliver To: Rashmi

ALLOWANCES AND CHARGES

Service Code: Contract Allowance
 Description: AllowanceDescription1
 Start Date: 15 Apr 2014
 End Date: 17 Apr 2014
 Allowance: Amount \$100.00 USD

Service Code: Access Charge
 Description: ChargeDescription1
 Start Date: 16 Apr 2014
 End Date: 17 Apr 2014
 Charge: Amount \$300.00 USD

LINE ITEMS 2 Line Items 2 Includ

Insert Line Item Options
 Tax Category: Documents Shipping

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	✓	MATERIAL	update-Part-0001	update-Clock	3	DZ	\$800,000.00 USD	\$2,400,000.00 USD

ALLOWANCES AND CHARGES

Service Code: Volume Discount
 Description: LineItemAllowanceDescription1
 Start Date: 16 Apr 2014
 End Date: 17 Apr 2014
 Allowance: Amount \$600.00 USD

Service Code: Adjustment
 Description: LineItemChargeDescription1
 Start Date: 16 Apr 2014
 End Date: 17 Apr 2014
 Charge: Amount \$800.00 USD

Line level Allowance and Charges