

Ariba Invoicing for Services

1. Create order confirmation- Confirm entire order

The screenshot shows the SAP Business Network interface for purchase order 8000001531. A red box highlights the 'Create Order Confirmation' dropdown menu, which includes options: 'Confirm Entire Order', 'Update Line Item', and 'Reject Entire Order'. Below the menu, the Wolfspeed logo is visible. The 'From' section lists Wolfspeed, Inc. (100 Shared Services, P.O. Box 110000, Durham, NC 27703, United States, Email: tsai@cswe.com). The 'To' section lists TEST OP4 Supplier-TEST (1234 W 5th Street, Los Angeles, CA 90004-4567, United States, Phone: , Fax: , Email: genesh@cswe.com). The 'Purchase Order' section shows (New) 8000001531, Amount: \$100,000.00 USD, and Version: 1. The 'Payment Terms' section shows NET 30. The 'Comments' section includes 'Comment Type: Terms and Conditions' and 'IMPORTANT - SALES & USE TAX DIRECT PAY PERMIT: BUYER HOLDS DIRECT PAY PERMIT NUMBER 00929 FROM THE NORTH CAROLINA DEPARTMENT OF REVENUE ... View more >'. The 'Other Information' section shows Company Code: US01 and Purchasing Unit Name: Wolfspeed, Inc.

2. Enter confirmation number (this can be your SO number or any other number you choose)
3. Enter estimated completion date

The screenshot shows the 'Confirming PO' form in SAP Business Network. The 'Order Confirmation Header' section includes a 'Confirmation #' field (highlighted with a red box) and an 'Associated Purchase Order #' field with the value 8000001531. The 'Customer' is listed as Wolfspeed - TEST, with a warning icon and text: 'Wolfspeed - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added.' The 'Supplier Reference' field is empty. The 'Shipping and Tax Information' section includes an 'Est. Completion Date' field (highlighted with a red box) with the value 17 Feb 2023 and a calendar icon, and an 'Est. Tax Code' field. The 'Attachments' section shows a table with columns for Name, Size (bytes), and Content Type, with a single row containing 'No Items'. Below the table are 'Choose File' and 'Add Attachment' buttons, with a note: 'The total size of all attachments cannot exceed 100MB'. The 'Line Items' section shows a table with columns for Line #, Part # / Description, Type, Qty (Unit), Need By, and Unit Price, with a single row for line 1.

4. Click Submit button at the bottom of the page

The screenshot shows the 'Confirming PO' screen in SAP. On the left, there are two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Confirmation Update' and contains a table of 'Line Items'. The table has columns for Line #, Part # / Description, Type, Qty (UOM), Need By, Unit Price, Subtotal, and Tax. Line 1 is 'Not Available' with a quantity of 1 and a subtotal of \$100,000.00 USD. Line 2 is 'Not Available' with a quantity of 200,000 (EA) and a subtotal of \$100,000.00 USD. At the bottom right, there are three buttons: 'Previous', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box.

Line #	Part # / Description	Type	Qty (UOM)	Need By	Unit Price	Subtotal	Tax
1	Not Available Service Purchase Order Training	Service		24 Feb 2023		\$100,000.00 USD	\$7,500.00 USD
2	Not Available Child Line Item - this is the line item that will be invoiced against.	Service	200,000 (EA)	24 Feb 2023	\$1.00 USD	\$100,000.00 USD	

5. Click Create Invoice drop down and select Standard Invoice

The screenshot shows the SAP Business Network 'Purchase Order: 8000001531' screen. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Standard Invoice', 'Line Item Credit Memo', and 'Line Item Debit Memo'. The 'Standard Invoice' option is selected. Below the buttons, there is a 'Wolfspeed' logo and contact information for 'From: Wolfspeed, Inc.' and 'To: TEST QM Supplier-TEST'. The 'Purchase Order' details are also visible, including '8000001531' and 'Amount: \$100,000.00 USD'. At the bottom, there are sections for 'Payment Terms', 'Comments', 'Other Information', 'Ship All Items To', 'Bill To', and 'Deliver To'.

- Enter your invoice number
- Ensure Line level tax button is selected (should be the default)

SAP Business Network - Enterprise Account - **WIP**

Create Invoice Update Save F

* Invoice required field

Invoice Header

Supplier Order: **800001033** Invoice # 1

Subtotal: \$100,000.00 USD
 Total Tax: \$0.00 USD
 Total Amount without Tax: \$100,000.00 USD
 Amount Due: \$100,000.00 USD

Service Description:

Full Service Street:

Route To: **1234 W. 4th Street**

City: **Los Angeles, CA**
 Country: **United States**

Bill To: **WipSpeed, Inc**
 City: **Durham, NC**
 Country: **United States**

Set Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: **TEST QP4 Supplier-TEST**
 City: **Los Angeles, CA**
 Country: **United States**

Ship To: **Durham Materials**
 City: **Durham, NC**
 Country: **United States**
 Deliver To: **Jonathan Ledford**
 City: **Durham Materials**

Payment Term

Net Terms(Days): **30**

Additional Fields

- Enter Service start date and service end dates
- Enter Supplier VAT or Tax ID

Header level shipping Line level shipping

Ship From: **TEST QP4 Supplier-TEST**
 City: **Los Angeles, CA**
 Country: **United States**

Ship To: **Durham Materials**
 City: **Durham, NC**
 Country: **United States**
 Deliver To: **Jonathan Ledford**
 City: **Durham Materials**

Payment Term

Net Terms(Days): **30**

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **TEST QP4 Supplier-TEST**
 City: **Los Angeles, CA**
 Country: **United States**

Bill From: **TEST QP4 Supplier-TEST**
 City: **Los Angeles, CA**
 Country: **United States**

Field Contractor

Name:

Email:

Phone: **USA 1**

Field Engineer

Name:

Email:

Phone: **USA 1**

Approver

Name:

Email:

Phone: **USA 1**

Customer VAT

Customer VAT/Tax ID:

Supplier VAT

Supplier VAT/Tax ID: **VT123456** Tax paid through a Tax Representative

10. Click Add to Header button- select Attachment

Los Angeles, CA
United States

Field Contractor
Name:
Email:
Phone: USA 1


Field Engineer
Name:
Email:
Phone: USA 1

Approver
Name:
Email:
Phone: USA 1

Tax paid through a Tax Representative

Supplier VAT
Supplier VAT/Tax ID: VT123456

Customer VAT
Customer VAT/Tax ID:

Add to Header 

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Discount

Allowance

Charge

Additional Reference Documents and Dates

Attachments

Attachment

Service Period
Service Start Date:
Required field

Service End Date:
Required field

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
SERVICE	<input type="text"/>	Child Line Item - this is the line item that will.	<input type="text"/>	200	EA	\$1.00 USD	\$100,000.00 USD

11. Click Choose file button (opens file window- select your file)


12. Click Add Attachment button (file will now show below those buttons)

Supplier VAT
Supplier VAT/Tax ID: VT123456

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File 8000006400.txt **Add Attachment**

Add to Header 

Supplier VAT

Supplier VAT/Tax ID: VT123456

Customer VAT

Customer VAT/Tax ID:

***Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)
<input type="checkbox"/> 8000006400.txt	11606

13. In Line Items section choose check box beside the line
14. Enter amount being invoiced in the Quantity box
15. Enter Service start and end dates

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> 8000006400.txt	11606	text/plain

Line Items

Insert Line Item Options

Tax Category: Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit P
1			Not Available	Service Purchase Order Training				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Child Line Item - this is the line item that will	<input type="text"/>	<input type="text" value="87.71"/>	EA	\$1.00

Service Period

Service Start Date: *
! Required field

Service End Date: *
! Required field

Tax

16. In Tax section click Line item actions button and select Tax – this will open a new section

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Un
▼	1			Not Available	Service Purchase Order Training				
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Child Line Item - this is the line item that will	<input type="text"/>	5,000	EA	\$1.00

Service Period

Service Start Date: 24 Feb 2023

Service End Date: 28 Feb 2023

Tax

Line Item Actions ▼ Delete Reset Tax from PO

Tax

Line Item Actions ▼ Delete Reset Tax from PO

- Line Item Actions ▼
- Delete
- Reset Tax from PO
- Edit
- Add
- Tax
- Shipping documents
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment

17. Enter Tax rate as 0

Line Items

Insert Line Item Options

Tax Category: Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
▼	1			Not Available	Service Purchase Order Training				
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Child Line Item - this is the line item that will	<input type="text"/>	5,000	EA	\$1.00 USD

Service Period

Service Start Date: 24 Feb 2023

Service End Date: 28 Feb 2023

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$5,000.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Line Item Actions ▼ Delete Reset Tax from PO

18. Click Next at the bottom of the screen – this will take you to order summary screen

Tax

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$5,000.00 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

Remove

Line Item Actions: Delete Reset Tax from PO

Update Save Exit **Submit**

19. Click Submit

SAP Business Network Enterprise Account TEST MOBILE

Create Invoice Previous Save **Submit**

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 States. The document's destination country is United States. 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: 000012087
 Invoice Date: Friday, 17 Feb 2023 11:39 AM GMT-05:00
 Original Purchase Order: 000001031

Subtotal: \$12,250.00 USD
 Total Tax: \$0.00 USD
 Total Amount without Tax: \$12,250.00 USD
 Amount Due: \$12,250.00 USD

Start Date: 17 Feb 2023
 End Date: 17 Feb 2023

SERVICE PERIOD

REMIT TO:	BILL TO:	SUPPLIER:
TEST OP4 Supplier-TEST Postal Address: 1234 W 4th Street Los Angeles, CA 90004-4567 United States Remit To ID: 000010813000010813	Wellpexed, Inc. Postal Address (Default): c/o Shared Services, P.O. Box 109005 Durham, NC 27703 United States Address ID: US011 Email: test@oree.com	TEST OP4 Supplier-TEST Postal Address: 1234 W 4th Street Los Angeles, CA 90004-4567 United States