

# Standard Account Supplier Guide for Transacting with **DB** **SCHENKER**



November 2022

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# Introduction

## Overview of the Initiative

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### Goals:

- Use of the Ariba Network Standard Account to transmit documents electronically
- Purchase Orders
- Order Confirmations (optional)
- Invoices
- Credit memo

### Scope:

- Sole method for PO and invoice transmission will be through the Ariba Network

### Compliance:

- Participation is required and will be monitored

### Expectations:

- Explore training material provided to you and reach out with any questions to your procurement contact
- Upon receipt of the first PO, create an Ariba account or merge an existing account
- Transact business using the Ariba Network by submitting order confirmations and invoices

### Standard Account Benefits:

- Create validated, electronic invoices and other business documents in short time
- See all orders and invoices with their status
- Improve invoice accuracy and get paid faster
- Promote your company to other customers on Ariba Network

# Introduction

## Account Administrator Role

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**Standard Account** works through interactive email, which means **without a valid supplier email address, orders can't be processed.**

There should be one contact assigned the **Account Administrator** role for your company.

The Account Administrator will be responsible for the following:

- Maintaining the account
- Setting configuration options
- Managing users
- Receiving and processing Purchase Orders
- Submitting invoices

Email **your DB Schenker procurement contact** with Account Administrator contact changes prior to setting up your account. Once you accept and register the account, you must manage contacts.



### Supported

- **Purchase Order Confirmations**  
Apply against a whole PO or line items
- **Detail Invoices**  
Apply against a single purchase order referencing a line item
- **Partial Invoices**  
Apply against specific line items from a single purchase order
- **Service Invoices**  
Invoices that require service line-item details
- **BPO Invoices**  
Invoices against a blanket (framework) purchase order
- **Credit Memos**  
Item level credits; price/quantity adjustments

### NOT Supported

- **Paper Invoices**  
Invoices must be submitted electronically through Ariba Network
- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card
- **Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice
- **Advance Shipment Notices**
- **Non-PO Invoices**  
Apply against a PO not received through Ariba Network
- **Contract Invoices**  
Apply against contracts



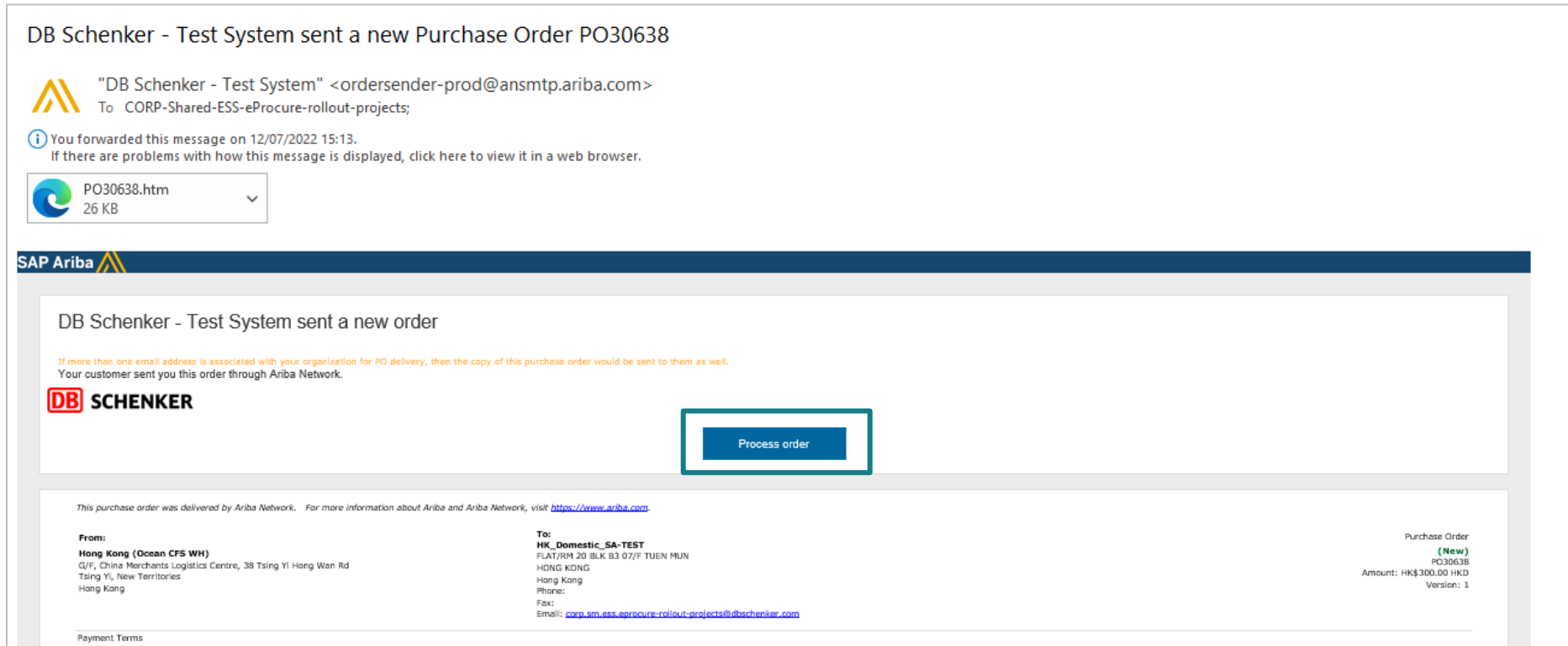
Please access the below link and watch how to create and configure your Ariba Network Standard Account:

[Standard Account Creation and Configuration \(ariba.com\)](#)


# Account configuration


## Receiving the first PO


- Sign up for Standard Account from PO – when you receive the first order from DB Schenker
- Open the PO in your email inbox
- Click the **Process Order** button to proceed




DB Schenker - Test System sent a new Purchase Order PO30638

 "DB Schenker - Test System" <ordersender-prod@ansmtb.ariba.com>  
To CORP-Shared-ESS-eProcure-rollout-projects;

 You forwarded this message on 12/07/2022 15:13.  
If there are problems with how this message is displayed, click here to view it in a web browser.

 PO30638.htm  
26 KB

**SAP Ariba** 

DB Schenker - Test System 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.  
Your customer sent you this order through Ariba Network.

**DB SCHENKER**

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

**From:**  
Hong Kong (Ocean CFS WH)  
G/F, China Merchants Logistics Centre, 38 Tsing Yi Hong Wan Rd  
Tsing Yi, New Territories  
Hong Kong

**To:**  
HK\_Domestic\_SA-TEST  
FLAT/RM 20 BLK B3 07/F TUEN MUN  
HONG KONG  
Hong Kong  
Phone:  
Fax:  
Email: [corp\\_sm\\_ess\\_epprocure\\_rollout\\_projects@dbchenker.com](mailto:corp_sm_ess_epprocure_rollout_projects@dbchenker.com)

**Purchase Order**  
(New)  
PO30638  
Amount: HK\$300.00 HKD  
Version: 1

Payment Terms

# Account configuration

## Receiving the first PO

- Select the **Register Now (1)** option to create new Standard Account OR
- Use your existing Standard Account by clicking on **Log In (2)**

Supplier Login **2**

User Name

Password


Login

[Forgot Username or Password](#)

New to SAP Business Network? **1**

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

Supplier Center of Excellence Webinar - June 15

 This webinar will show you how to tailor a user's accessibility based on the administrator-created roles that will best fit their company's needs.

[Learn More](#)



# Account configuration

## Configure Account, Accept Terms of Use, and Register

Review your company information.

Company information ⓘ

Company (legal) name \*

Country/Region \*

Address line 1 \*

Address line 2

Address line 3

City \*

State \*

Zip \*

Enter your user account information.  
In case you previously created an Ariba Network account, in order to create a new account using the same email address, you must untick the **Use my email as my username** box (1) and input a username that you will use for future log in sessions.

Administrator account information ⓘ

First name \*

Last name \*

Email \*

Use my email as my username 1

Username \*


Password \*

Repeat password \*

Accept Terms of Use and click on Create account (2).

I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

I'm not a robot  2

Please note that after your Standard Account is registered, future POs will be sent your designated user account email.

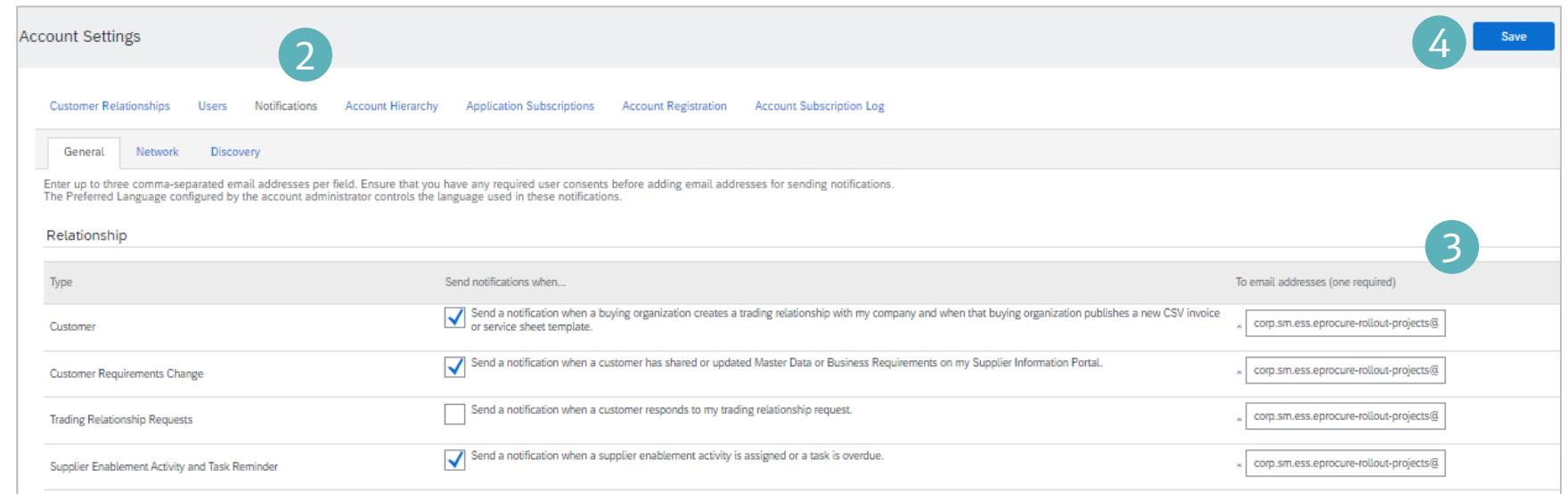
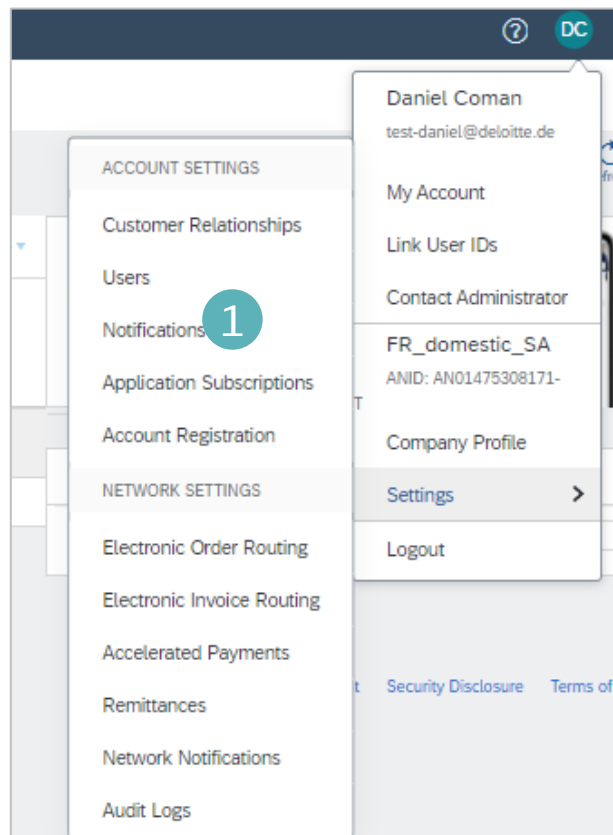


# Account configuration

## Configure email notifications

The **Notifications** section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

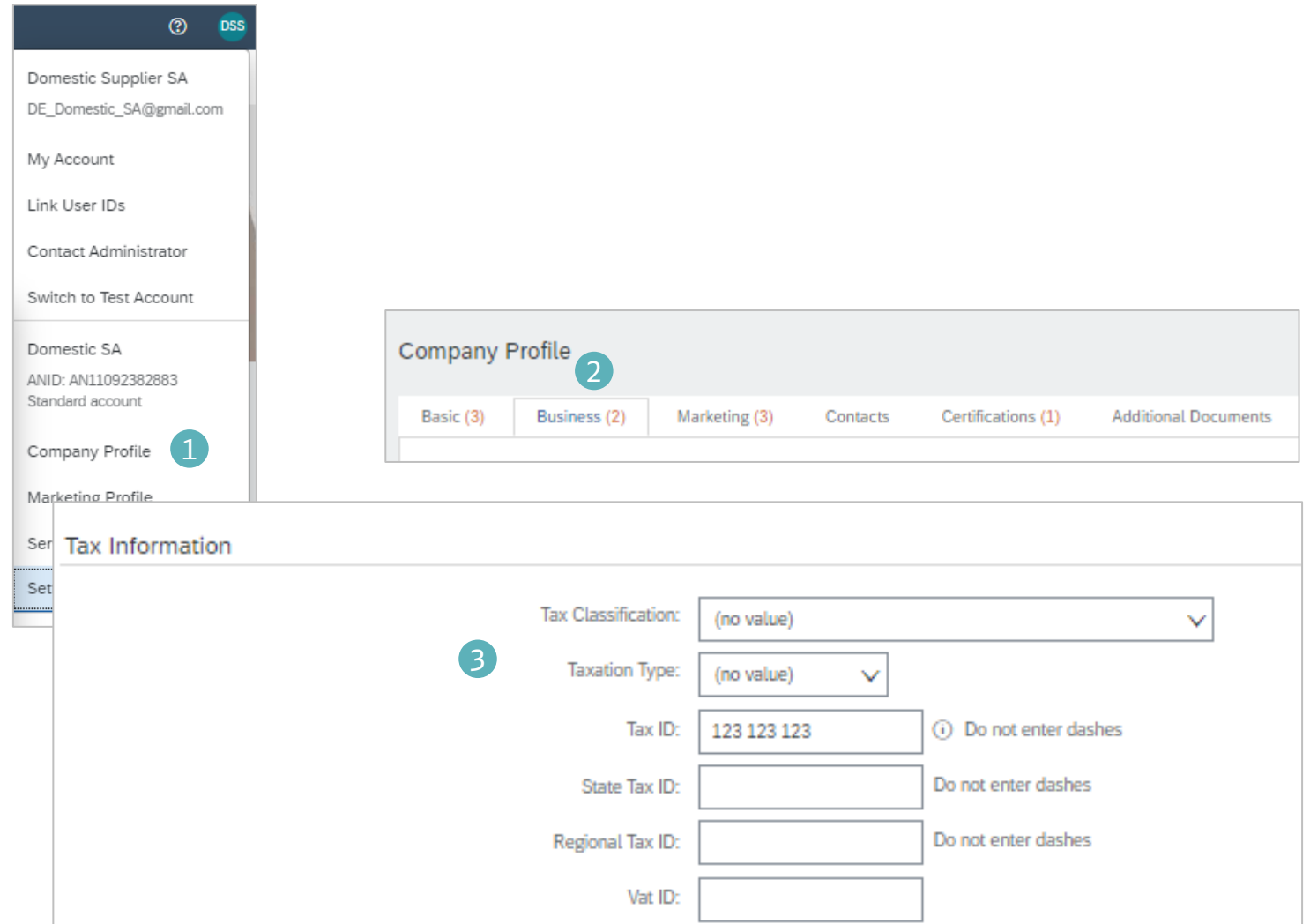
- Click on **Notifications** under Company Settings (1)
- **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications (2)
- You can enter up to 5 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails (3)
- **Save** changes when done (4)



# Account configuration

## Configure company profile

- To maintain your VAT ID and other tax related IDs please click on you username in the upper right part of the screen and select **Company Profile (1)**.
- In the company profile, click on **Business (2)**.
- Scroll down to the section **Tax Information** and add your VAT ID, TAX ID etc (3).
- Scroll up again and click **Save**.



The screenshot displays the account configuration interface. On the left is a navigation menu with a 'DSS' header and a question mark icon. The menu items include 'Domestic Supplier SA' (with email 'DE\_Domestic\_SA@gmail.com'), 'My Account', 'Link User IDs', 'Contact Administrator', and 'Switch to Test Account'. Below these are 'Domestic SA' (with ANID: AN11092382883 and 'Standard account'), 'Company Profile' (marked with a red circle 1), and 'Marketing\_Profile'. The main content area shows the 'Company Profile' section with a red circle 2 over the 'Business (2)' tab. Below the tabs are 'Basic (3)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Tax Information' section is expanded, showing a red circle 3 over the 'Tax Classification' dropdown menu. The form includes fields for 'Tax Classification' (no value), 'Taxation Type' (no value), 'Tax ID' (123 123 123), 'State Tax ID', 'Regional Tax ID', and 'Vat ID'. A note next to the Tax ID field says 'Do not enter dashes'.

# Account configuration

## Configure company profile

Add more steps on how to create the remittance ID



- If you have more than one IBAN account, in order to add a new one or to update an existing one, please click on **Company Settings/ Remittances (1)**, then on the **Create** button (2), fill in the Remittance Address details and click OK.
- Select one of your Remittance Addresses as a default if you have more than one (3). If needed, assign Remittance IDs for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

Customer ↑	Remittance ID
DB Schenker - B-Test	EUR_0000025164
DB Schenker - DEV	

Include Bank Account Information in invoices.

# Account configuration

## Set Up User Account – Roles and Permission Details

### There can only be one Administrator per Account.

- Automatically linked to the username and login entered during registration
- Responsible for account setup/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the Account

### Create Users and Roles in Ariba (Administrator only)

1. Click on **Users** under **Company Settings**
2. Under **Manage Users** select the **Create User** option. Enter contact information for the new user.
3. Click on the **Create Role** sign in the **Manage Roles** section and type in the Name and a Description for the Role. Add Permissions to the Role that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. To add roles to the user, click on **Edit**, select a role in the **Role Assignment** section and click on **Done**.
5. Save when done making changes

The screenshot displays the 'Account Settings' window in Ariba. On the right, a navigation menu lists various settings, with 'Users' selected and marked with a red circle '1'. Below this, the 'Manage Users' tab is active, marked with a red circle '2'. A filter section for users is visible, marked with a red circle '3', containing a search box and 'Apply' and 'Reset' buttons. Below the filter is a table of users with columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, AN Access, and Actions. The table contains one user entry: CA\_domestic\_SA@gmail.com, corp.sm.ess.e procure-rolout-projects@dbschenker.com, Canadian, TestSupplier, No, PROFILE\_MGMT\_ROLE\_+6, All(1), Yes. At the bottom of the table, there are buttons for 'Add to Contact List' and 'Remove from Contact List', with the 'Add to Contact List' button marked with a red circle '4'. In the top right corner of the window, there are 'Save' and 'Close' buttons, with the 'Save' button marked with a red circle '5'.

# Account configuration

## Changing Account Administrator

**If the Account Administrator has left the company, Ariba Customer support is the only one who can switch an account over to a new ADMIN. When submitting a ticket you must include all the information below.**

- ANID of the account:
- Previous Administrator's Full Name:
- Previous Administrator's Email Address:
- New Administrator's Full Name:
- New Administrator's Email Address:
- Did the administrator leave the company?
- Do you have access to the previous Administrator's email address?
- Is your internal IT able to retrieve messages from the previous Administrator's email address?

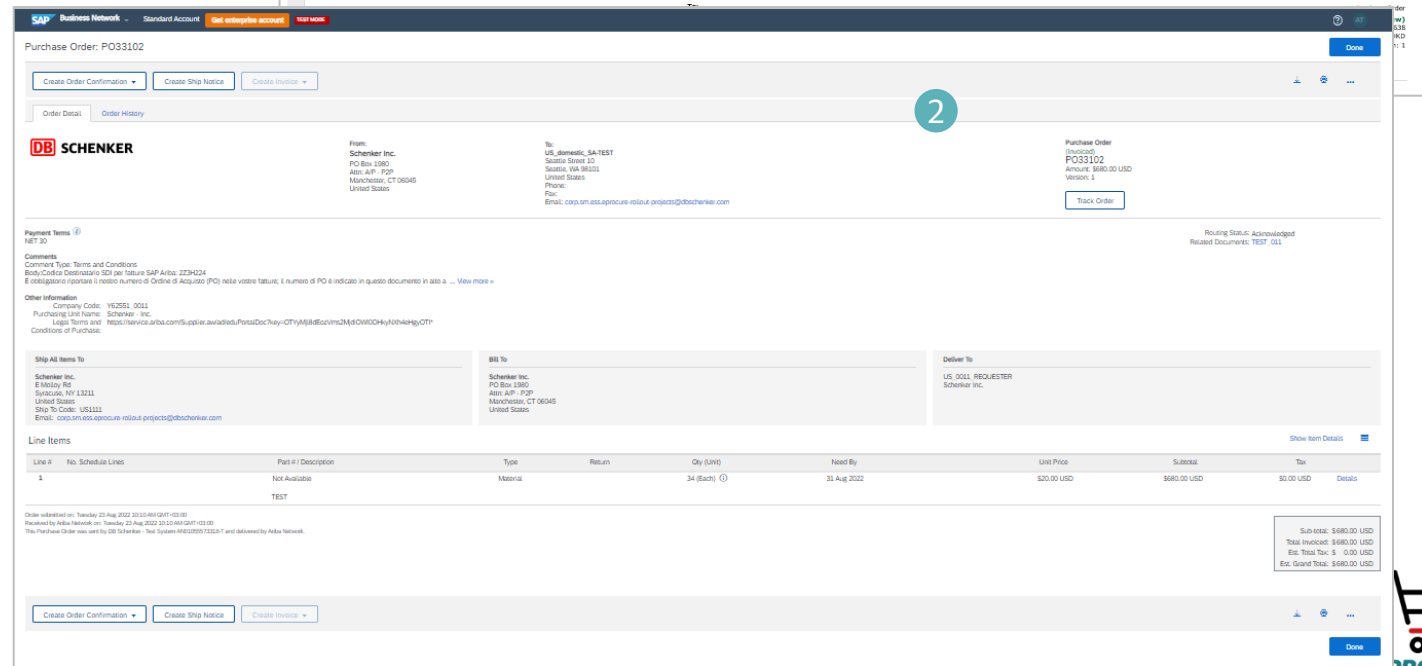
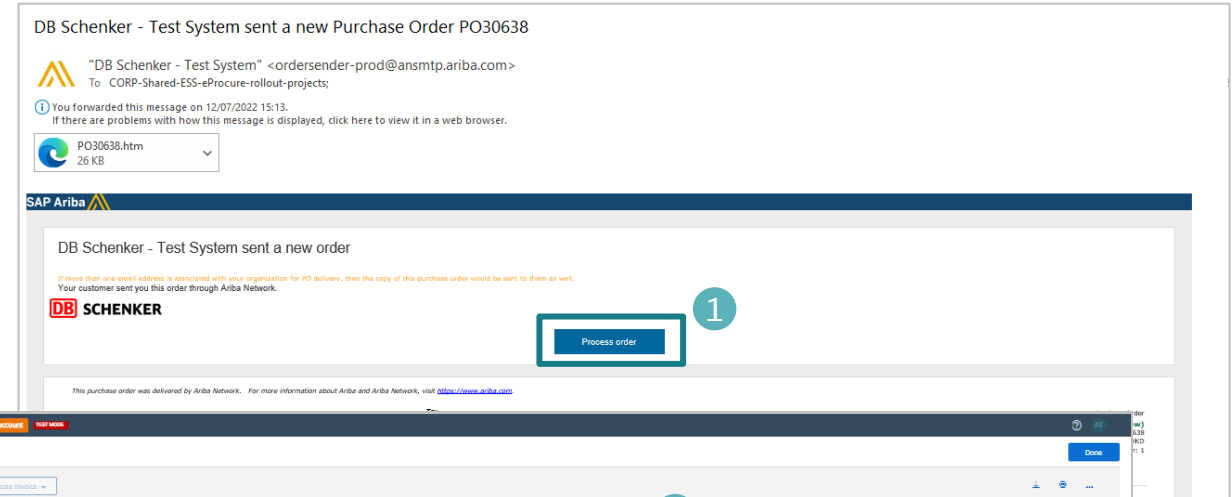
**If the Account Administrator is still with the company, and the role needs to be moved to someone else, follow these steps:**

1. The current Account Administrator must login to the Ariba Network
2. Go to Company Settings
3. Click Users
4. Create User
5. Once the User is created, check the box to the left of their name, and on the bottom click 'Make Administrator'

# Purchase Orders

## View Purchase Orders

- Click on the **Process order** link in the interactive email from DB Schenker (1).
- Enter login credentials (if it is the first time, you must **register** first)
- View the details of your order. The order header includes the order date and information about the buying organization and supplier.
- Line Items section describes the ordered items. Each line describes a quantity of items DB Schenker wants to purchase. The subtotal is located at the bottom of the purchase order.



# Purchase Orders

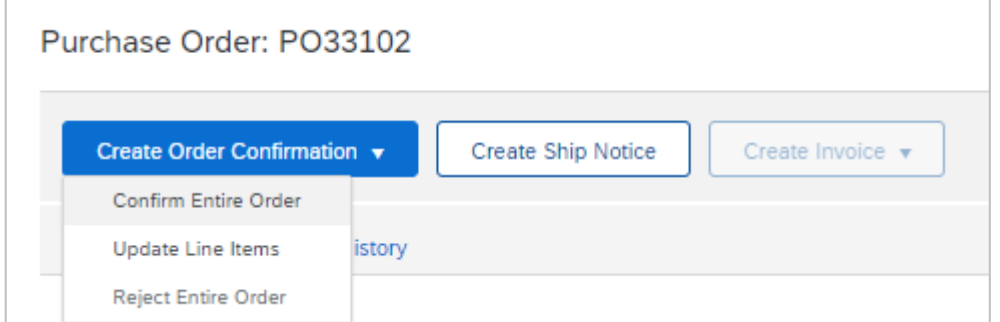
## Create Order Confirmation – Confirm Entire Order (Optional)

### How to Confirm Entire Order when no changes are required.

- Click the **Process Order** button in the PO notification (interactive email), log in to your account and open the P.O
- Select **Create Order Confirmation > Confirm Entire Order**
- Click **Next** when finished. Review the order confirmation and click **Submit**.
- Your order confirmation is sent to DB Schenker.

If you specify Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.

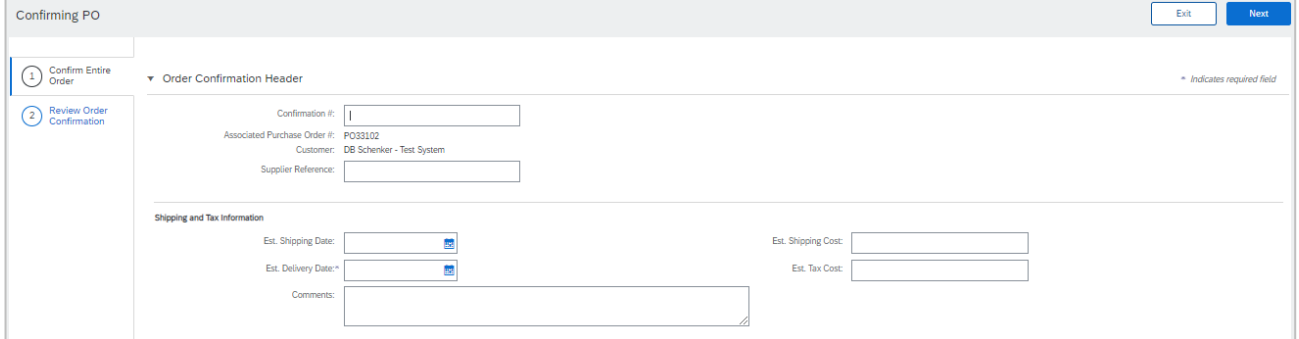
You can group related line items or kit goods so that they can be processed as a unit Once the order confirmation is submitted, the Order Status will display as Confirmed.



Purchase Order: PO33102

Buttons: Create Order Confirmation (dropdown), Create Ship Notice, Create Invoice (dropdown)

Dropdown menu options: Confirm Entire Order, Update Line Items, Reject Entire Order



Confirming PO

Order Confirmation Header


Confirmation #:


Associated Purchase Order #: PO33102

Customer: DB Schenker - Test System

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:  

Est. Delivery Date:  

Comments:

Est. Shipping Cost:

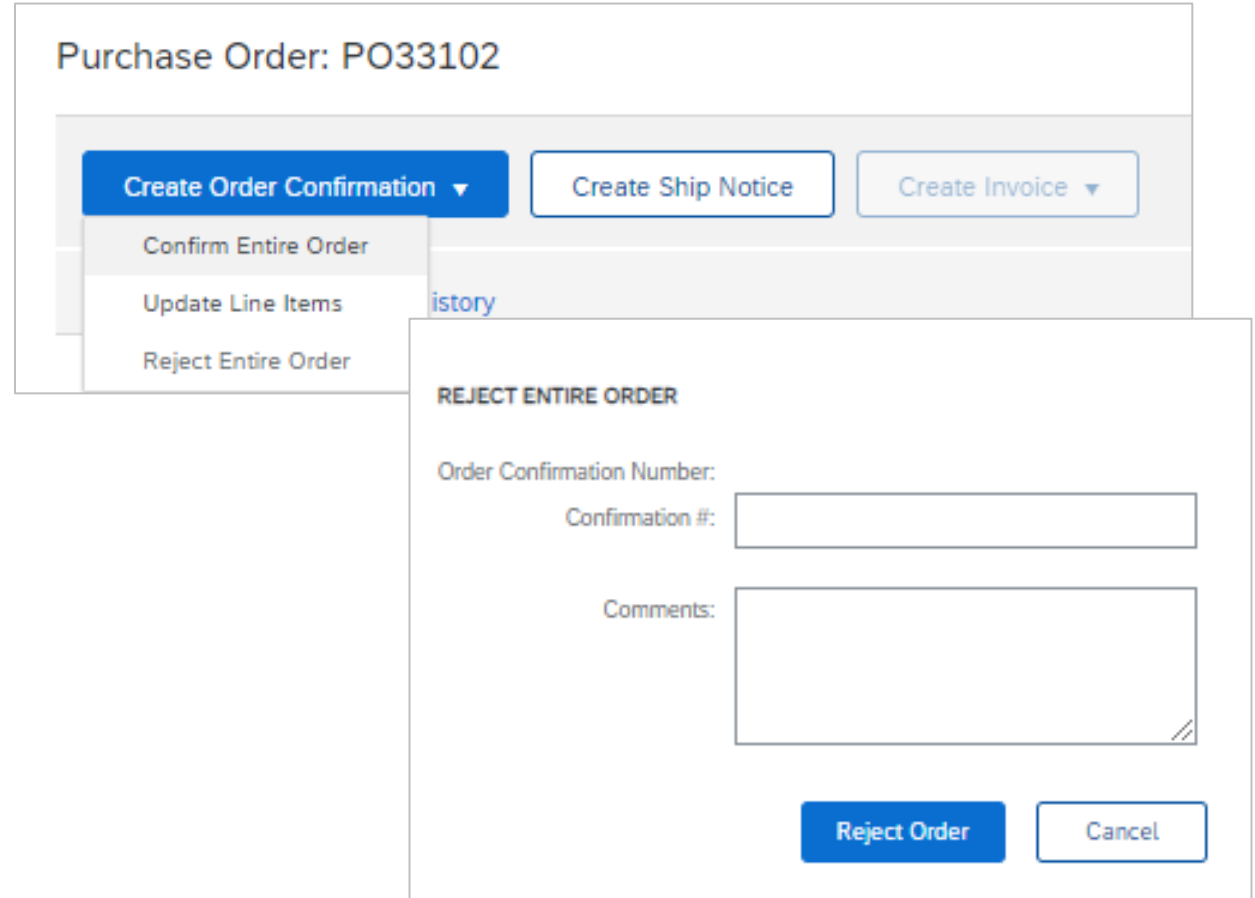
Est. Tax Cost:



# Purchase Orders

## Create Order Confirmation – Reject Entire Order (Optional)

- Click the **Process Order** button in the PO notification (interactive email)
- Select **Create Order Confirmation >Reject Entire Order**
- Enter **Confirmation #** and a reason for rejecting the order in case your buyer requires
- Click **Reject Order**



Purchase Order: PO33102

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Confirm Entire Order  
Update Line Items  
Reject Entire Order

History

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #:

Comments:

Reject Order Cancel

# Purchase Orders

## Create Order Confirmation – Update Line Items (Optional)

- Click the **Process Order** button in the PO notification (interactive email)
- Select **Update Line Items** under **Create Order Confirmation**, to set the status of each line item.
- Fill in the requested information (the same as for Confirm All option)
- Scroll down to view the line items and choose among possible values:
  - Confirm** – You received the PO and will send the ordered items
  - Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available Item 1	Material	100 (Each)	25 Aug 2022	\$12.54 USD	\$1,254.00 USD

Current Order Status

100 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#)

### Global requirements

- Suppliers are required to include a Remit To address on invoice; this will default into the invoice based on your purchase order
- Suppliers are allowed to back date invoices for 7 days
- Tax must be entered at the Line level. If tax is not due, you must enter zero (0) for the rate or amount (except US and Canada).
- If the tax code is Zero, a reason for this should be provided by supplier in the Exempt Detail field and can be selected from the drop-down list.

### Specific requirements for countries

**Germany and Switzerland:** supplier VAT is mandatory to appear on the invoice. Please note that it is automatically populated based on the supplier profile details.

**UK, Ireland, Austria:** supplier and DB Schenker VAT numbers are mandatory on the invoice. Please also the commercial identifier of the Company (Ltd, PLC etc). Taxes are added at line-item level only.

**US:** Whenever tax code is 0%, supplier must provide a reason and fill in the Tax Exemption Reason which is a free text field.

Please access the below link to watch how to create and submit your invoice via the Ariba Network Standard Account:

[Manual Invoice Creation and Submission](#)

# Invoice

## Invoice via PO Flip

### Create Invoice in your Ariba Network account

- Invoice creation can only be initiated by clicking on **Process Order** button from the interactive PO email (1).
- Select **Create Invoice > Standard Invoice** > Invoice is automatically pre-populated with the PO data (2).
- Fill in **Invoice number** and **Invoice Date** (3).

The invoice number can be used only once and can be no longer than 16 characters.

The screenshot illustrates the process of creating an invoice from a purchase order in the SAP Ariba system. It is divided into three numbered steps:

- Step 1:** An email from "DB Schenker - Test System" is shown, containing a "Process order" button. This button is highlighted with a red box and a circled '1'.
- Step 2:** The SAP Ariba interface is shown. The "Create Invoice" button is highlighted with a red box and a circled '2'. A dropdown menu is open, showing "Standard Invoice" as the selected option.
- Step 3:** The "Invoice Header" form is shown. The "Purchase Order" field is pre-populated with "PO45607". The "Invoice #:" and "Invoice Date:" fields are highlighted with a red box and a circled '3'. The "Invoice Date" is set to "7 Nov 2022".

Additional details in the interface include the "Supplier Tax ID" (123 123 123), "Remit To" (Mapped in SAP), and "Bill To" (Schenker & Co. AG Austria, Vienna, Austria).

# Invoice

## Invoice via PO Flip

- If you have several IBANs, when you are creating the invoice, you should choose from the drop-down list of **Remit To**, the one which is suitable for the invoice in case (1).
- If you are using permitted payee, please mention in **Important Information** field the permitted payee number or any other details that are important for invoice processing and payment (by filling in this information, the invoice will trigger AP team).
- The VAT and Tax ID are automatically taken from Company Profile information (2).

▼ Invoice Header

Summary

Purchase Order: PO45607

Invoice #:

Invoice Date: 7 Nov 2022

Service Description:

Supplier Tax ID: 123 123 123

Remit To: **Mapped in SAP** ▼

Remit 1

Remit 2

Bill To: Vienna  
Austria

Supplier VAT

Supplier VAT/Tax ID: 123456

Supplier Commercial Identifier: ABC10000

Supplier Commercial Credentials:

Important information (e.g. permitted payee, factor, discount, ...):

Header Text:

Block Payment

Is ICS calculated Tax differs from Supplier value: NO

Company Code: P62011\_0011

SupplierID: P62011\_Z000000003

# Invoice

## Invoice via PO Flip



- Please add a PDF copy of your original invoice. Click on the drop-down list from 'Add to Header' button and select Attachment (1).
- A new window will be available on the bottom of the page, under Supplier VAT fields. Please click on Choose File, select the file from your computer and upload it (2).

The screenshot shows the 'Invoice Header' section of a procurement system. It includes a 'Summary' area with fields for Purchase Order (PO45607), Invoice #, Invoice Date (7 Nov 2022), Service Description, and Supplier Tax ID. A 'Remit To' dropdown is set to 'Mapped in SAP'. The 'Bill To' information is for Schenker & Co. AG Austria. A summary table on the right shows Subtotal: 14,000.00 EUR, Total Tax: 0.00 EUR, Total Amount without Tax: 14,000.00 EUR, and Amount Due: 14,000.00 EUR. Two 'Add to Header' buttons are present. The top button's dropdown menu is open, showing options like Shipping Cost, Shipping Documents, Special Handling, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. A red circle '1' highlights the 'Attachment' option. The bottom button's dropdown menu is also open, with a red circle '2' highlighting the 'Attachment' option.



# Invoice

## Invoice via PO Flip

Tax can be added at header or at line-item level (1).

1. To add Tax at line-item level, select the line item and then click on Tax (2).
2. To add Tax at header level, select the tax type from the Category drop down list (3). If the tax code is Zero, a reason for this should be provided by supplier at Exempt Detail field, from the drop-down list.

Tax ⓘ

1

Header level tax ⓘ  Line level tax ⓘ

Insert Line Item Options

Tax Category: 0% Sales Tax / Sales Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	Not Available	envir

Category: \* 5% VAT / VAT Tax 5%

Location:

Description: VAT Tax 5%

Regime:

Date Of Pre-Payment:

Law Reference:

2

3

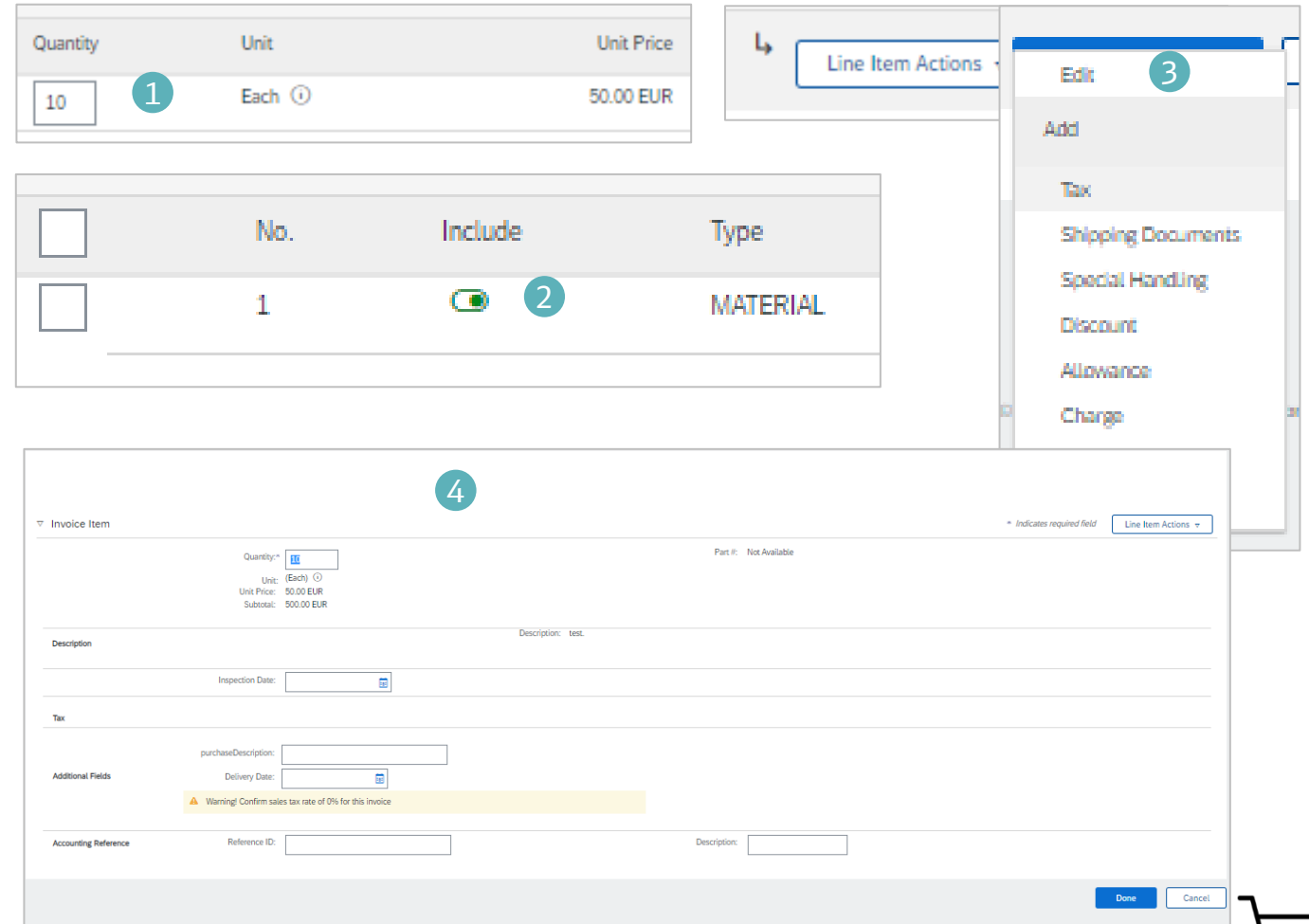
Taxes
5% VAT / VAT Tax 5%
10% VAT / VAT Tax 10%
7% VAT / VAT Tax 7%
13% VAT / VAT Tax 13%
19% VAT / VAT Tax 19%
0% VAT / VAT Tax 0%
20% VAT / VAT Tax 20%
16% VAT / VAT Tax 16%



# Invoice

## Invoice via PO Flip

- Review or update Quantity for each line item you are invoicing (1).
- If you wish to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking Delete (2).
- You can generate another invoice later to bill for the excluded item.
- Additional information can be viewed at the Line-Item level by going to Line-Item Actions > Edit (3).
- Select the Line Item and edit additional information as needed (4).



The screenshot illustrates the invoice interface with four numbered steps:

- Quantity:** A table with columns 'Quantity', 'Unit', and 'Unit Price'. The first row shows '10', 'Each', and '50.00 EUR'. A green circle '1' is next to the quantity field.
- Include:** A table with columns 'No.', 'Include', and 'Type'. The first row shows '1', a green slider, and 'MATERIAL'. A green circle '2' is next to the slider.
- Line Item Actions:** A dropdown menu with options: Edit, Add, Tax, Shipping Documents, Special Handling, Discount, Allowance, and Change. A green circle '3' is next to the 'Edit' option.
- Edit Form:** A form titled 'Invoice Item' with fields for Quantity, Unit, Unit Price, Subtotal, Description, Inspection Date, Tax, purchaseDescription, Delivery Date, Accounting Reference, and Reference ID. A green circle '4' is at the top. A warning message is displayed: 'Warning! Confirm sales tax rate of 0% for this invoice'.

# Invoice

## Invoice via PO Flip

- Before the invoice is completed, you will receive an overview of all invoice details.
- **Please check your entries carefully before submission, because it is not possible to change the invoice afterwards.**
- To make corrections to any data, use the 'Previous' button to return to the first page where you can make any adjustments (1)
- If all the information is correct, please click on **Submit**. (2)

Create Invoice

Previous Save **Submit** Exit

1 2

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Intra-EU Trade. The document's originating country is: Austria. The document's destination country is: Germany. 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: 123456	Subtotal: 14,000.00 EUR
Invoice Date: Monday 7 Nov 2022 6:50 PM GMT+02:00	Total Tax: 1,400.00 EUR
Original Purchase Order: PO45607	Total Amount without Tax: 14,000.00 EUR
	Amount Due: 15,400.00 EUR

<b>REMIT TO:</b> AT_Domestic_EA-TEST  Postal Address: Mapped in SAP 6866 Andelsbuch Upper Austria Austria Remit To ID: EUR_Z000000003  Tax ID of Supplier: CA3455677	<b>BILL TO:</b> Schenker & Co. AG Austria  Postal Address (Standardwert): Stella-Klein-Loew-Weg 11 1020 Vienna  Austria Address ID: AT0000	<b>SUPPLIER:</b> AT_Domestic_EA-TEST  Postal Address: hof 153 6866 Andelsbuch Vorarlberg Austria
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# Invoice Credit Memo

- The Credit Memo can only be initiated by clicking on Process order button from the interactive PO email.
- In order to create Credit Memo, go to **Create Invoice** drop down menu and select **Line-Item Credit Memo (1)**.
- A new window will pop-up. Select the invoice you wish to credit, click **Create line-item credit memo** (2) and complete the details. All details will be an exact copy of the invoice you started form, but with a negative value, so if you only need to make a partial credit then please remember to adjust the price or quantity. The credit memo reason should also be provided.
- Click on **Next (3)**, then on **Submit**.

**Purchase Order: PO32807**

Create Order Confirmation | Create Ship Notice | **Create Invoice**

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

Invoice #	Cust	Reference	Submit Method
		PO9344	Online

Create a line-item credit memo for the selected invoice

**Create Line-Item Credit Memo** | Create Line-Item Debit Memo | Edit | Copy

**Create Line-Item Credit Memo**

Update | Save | Exit | **Next**

**Credit Memo Type**  
You are creating a Credit Memo with Quantity Adjustment

**Invoice Header** \* Indicates required field Add to Header

**Summary**

Credit Memo ID:*	123456	Subtotal:	-1,200.00 EUR
Credit Memo Date:*	13 Apr 2020	Total Tax:	-120.00 EUR
Original Invoice No:	12345	Amount Due:	-1,320.00 EUR
Original Invoice Date:	13 Apr 2020		
Supplier Tax ID:*	4711		
Remit To:	mapped remittance for EUR		

Montaigu  
France  
Bill To: Schenker France S.A.S.  
Montaigu-Vendee  
France

View/Edit Addresses

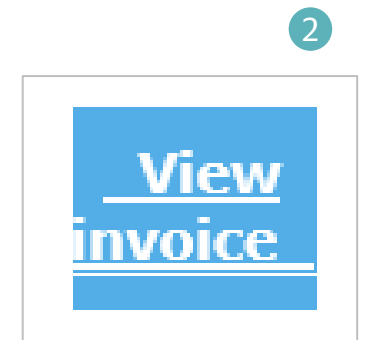
- Accounts Payable team may reject the supplier's invoice if the information is incorrect. A notification is sent out via email (1).
- Rejected invoice resubmission can only be initiated by clicking on Process order button from the interactive email.
- In order to access the invoice, please click on **View invoice (2)** button from the email notification.



1

Your customer DB Schenker - Test System updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01513027296-T).

Country	DE
Customer	DB Schenker - Test System
Invoice number	invoice3456
Invoice Status	<b>Rejected</b>
Rejected Reason:	Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00)Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Best Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0).Line item: Line Number:2 Part Number: Description:Ta Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.---
Partial Amount	0.00



# Invoice

## Resubmit rejected invoice

- On the invoice details page, click **Edit & Resubmit** to edit the invoice (1).
- Correct the invoice as per the rejection information and **submit** again (2).

Invoice: invoice3456 Done

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

**Rejected Invoice:**  
Reasons:  
INV-38: The invoice was successfully received.  
DOC-52: This document has been digitally signed.  
DOC-53: This document has been digitally verified.  
INV-54: Comments from DB Schenker - B-Test: OK  
DOC-1:  
INV-35: The invoice status has been successfully updated to Processing by DB Schenker - B-Test. Description:  
INV-35: The invoice status has been successfully updated to Rejected by DB Schenker - Test System. Description:Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00) Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Exceptions: PO Received Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Bestellauftrag Die auf der Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0). Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die Steuer für diese Rechnung kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.

Comment: rejected invoice (Andrea Lemmen, 2020-08-06T04:37:53-07:00)Line item: Line Number:1 Part Number:Not Available Description:rejected invoice Exceptions: PO Received Quantity Variance The invoice item's quantity, 10, is greater than the order item's received quantity, 0. Mengenabweichung bei erfasster Menge gegenüber Bestellauftrag Die auf der Rechnung angegebene Artikelmenge (10) ist größer als die laut Bestellauftrag zu erfassende Menge (0).Line item: Line Number:2 Part Number: Description:Tax Exceptions: Tax Calculation Failed Tax cannot be calculated for this invoice because the invoice data does not match a valid tax configuration. Fehler bei Steuerberechnung Die Steuer für diese Rechnung kann nicht berechnet werden, da die Rechnungsdaten mit keiner gültigen Steuerkonfiguration übereinstimmen.

2

**Edit Invoice** Print Save OK

Confirm and submit this document. It will be electronically signed according to the conditions of origin and destination of invoice. This transaction qualifies as Domestic. Note: The document's originating country is France. The document's destination country is France. If you want your invoices to be stored in the Adobe 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: PSM472 inv Invoice Date: 2020-08-06 12:04 PM GMT+03:00 Original Purchase Order: PSM472	Submit: 15.00 EUR Total Tax: 1.00 EUR Amount Due: 16.00 EUR
--	---

<b>SHIP TO:</b> Montage Supplier France Postal Address: Implied residence for EUR 1234 Montage France Bank To ID: EUR_000001514 Tax ID of Supplier: 4712	<b>BILL TO:</b> Schenker France S.A.S. Postal Address: (for invoice) 25 rue Paul-Henri Goulet 95800 Montigny-lez-Lille France Address ID: FR4212	<b>SUPPLIER:</b> Montage Supplier France Postal Address: Montage rue 1 35023 Montigny France Legal Form: SA Company Capital: 200,000.00 EUR
---	--	--

<b>BILL FROM:</b> Montage Supplier France Postal Address: Montagne rue 1 35023 Montigny France	<b>CUSTOMER:</b> Schenker France S.A.S. Postal Address: 25 rue Paul-Henri Goulet 95800 Montigny-lez-Lille France
---	---

1

Standard Invoice

# Invoice

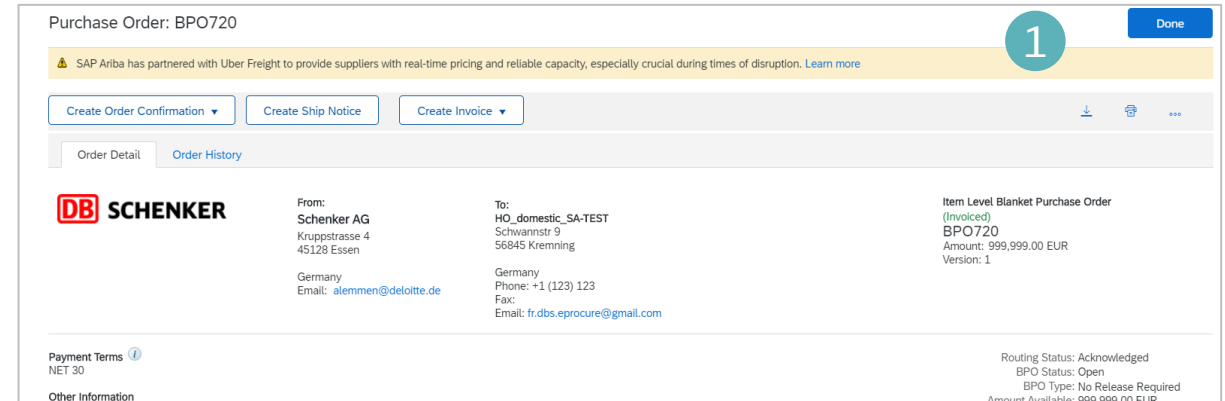
## Blanket Purchase Order Invoice via PO Flip

### Create BPO invoice in Ariba

- You will receive an e-mail with all the information related to the contract
- Click on „Process Order“ to enter the contract on Ariba Network.

**Attention:** Invoice creation can only be initiated by clicking on **Process Order** button from the interactive eMail.

- You will be re-directed to your Ariba Network account please login with your credentials.
- You will be re-directed to the contract and see all the details (1).
- Please click on **Create Invoice** and select **Standard Invoice (2)**.



Purchase Order: BPO720

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation | Create Ship Notice | **Create Invoice**

Order Detail | Order History

**DB SCHENKER**

From: Schenker AG  
Kruppstrasse 4  
45128 Essen  
Germany  
Email: alemmen@deloitte.de

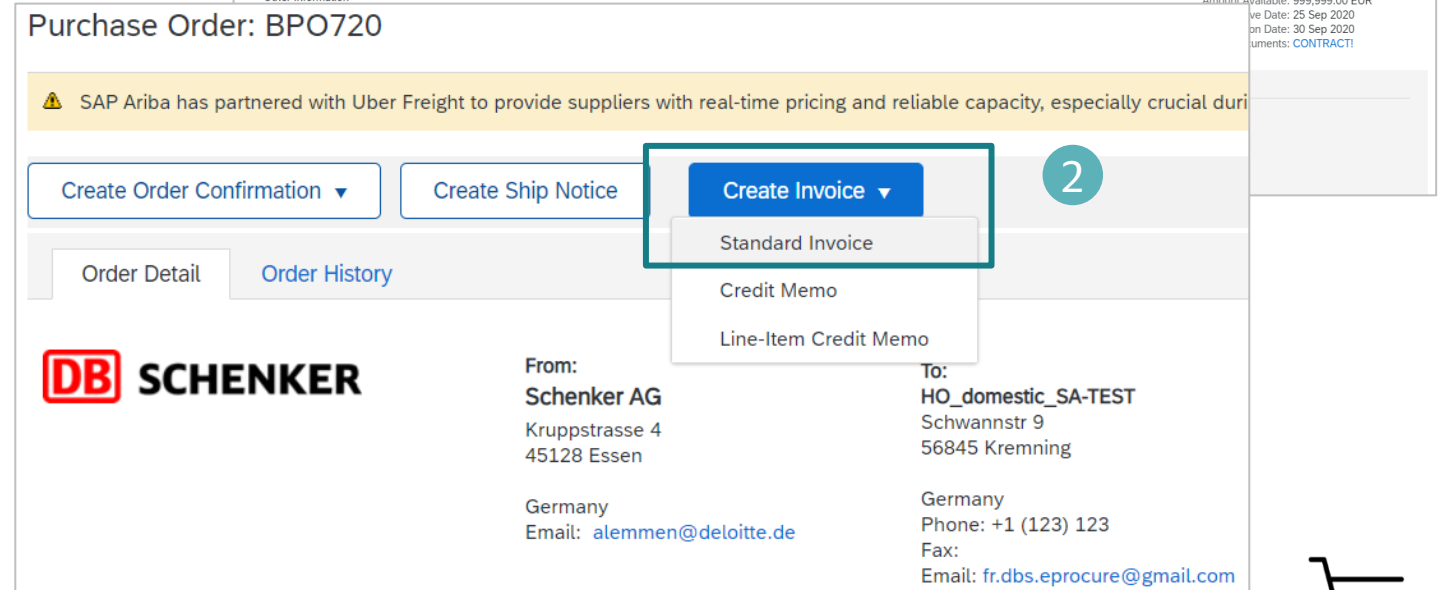
To: HO\_domestic\_SA-TEST  
Schwannstr 9  
56845 Kremning  
Germany  
Phone: +1 (123) 123  
Fax:  
Email: fr.dbs.eprocure@gmail.com

Item Level Blanket Purchase Order (Invoiced)  
BPO720  
Amount: 999,999.00 EUR  
Version: 1

Payment Terms: NET 30

Other information

Routing Status: Acknowledged  
BPO Status: Open  
BPO Type: No Release Required  
Amount Available: 999,999.00 EUR  
Live Date: 25 Sep 2020  
On Date: 30 Sep 2020  
Documents: CONTRACT!



Purchase Order: BPO720

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation | Create Ship Notice | **Create Invoice**

Order Detail | Order History

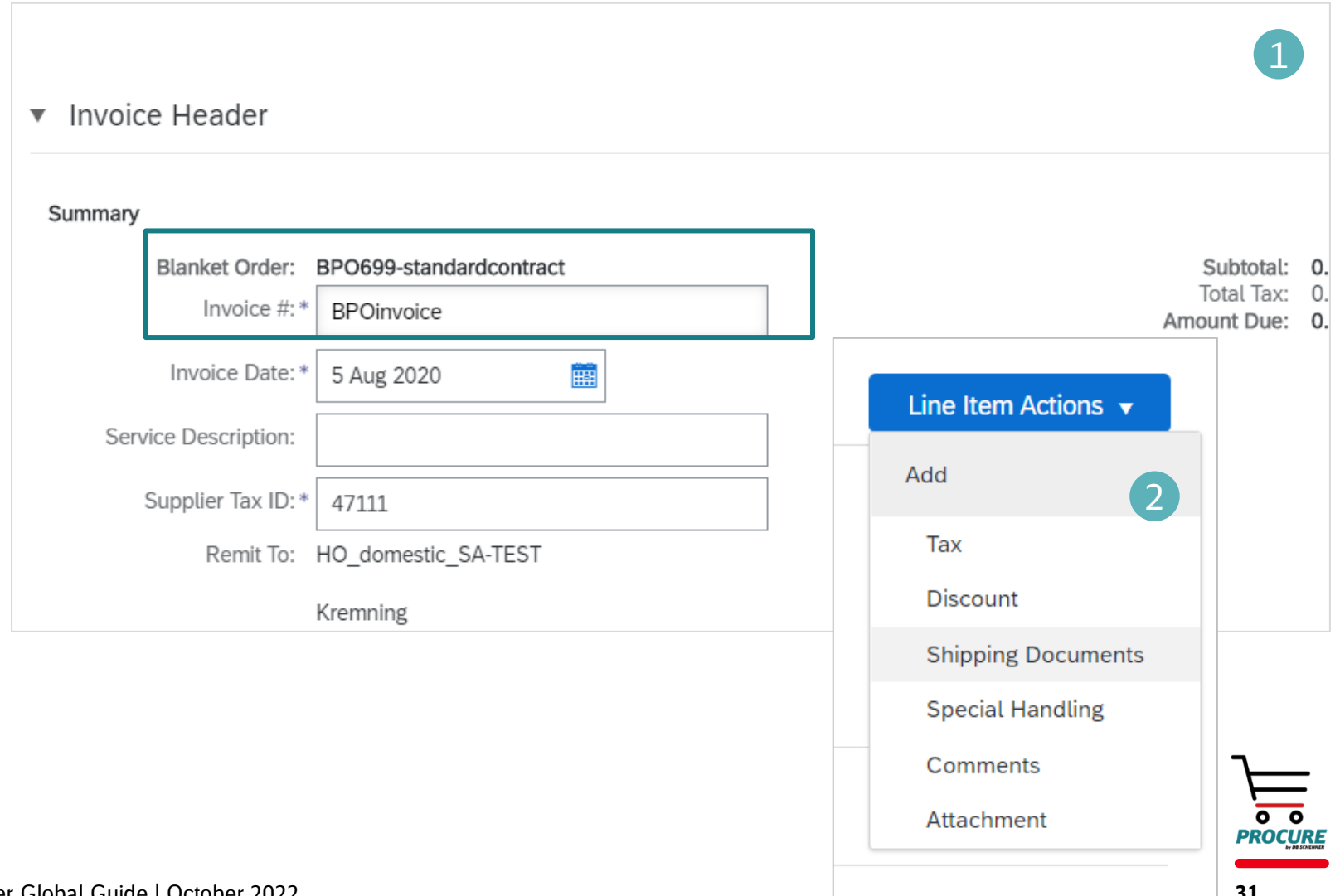
**DB SCHENKER**

From: Schenker AG  
Kruppstrasse 4  
45128 Essen  
Germany  
Email: alemmen@deloitte.de

To: HO\_domestic\_SA-TEST  
Schwannstr 9  
56845 Kremning  
Germany  
Phone: +1 (123) 123  
Fax:  
Email: fr.dbs.eprocure@gmail.com

Standard Invoice  
Credit Memo  
Line-Item Credit Memo

- Fill in **Invoice number** and **Invoice Date (1)**
- The invoice number can be used only once and can be no longer than 16 characters.
- Then click on **Line Item Actions** to add the tax details (2).



1

▼ Invoice Header

Summary

Blanket Order: BPO699-standardcontract

Invoice #: \* BPOinvoice

Invoice Date: \* 5 Aug 2020

Service Description:

Supplier Tax ID: \* 47111

Remit To: HO\_domestic\_SA-TEST

Kremning

Subtotal: 0.  
Total Tax: 0.  
Amount Due: 0.

Line Item Actions ▼

Add 2

Tax

Discount

Shipping Documents

Special Handling

Comments

Attachment

# Invoice

## Blanket Purchase Order Invoice via PO Flip

Scroll down and select the right tax rate under **Category (1)** and then click Next.

**A - BPO:** please always keep **quantity 1** and insert the service amount in the price field. **(2)**

**B - Simple Service PO:** please provide the **service start date and end date**, also insert the service **amount** to be invoiced. **(3)**

Category:*	0% VAT	Taxes <b>1</b>
Location:		0% VAT
Description:		19% VAT
Regime:		7% VAT
		5% VAT
		16% VAT

Blanket PO Items									
	Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal	
<input type="checkbox"/>	▼ 1	1	(Pack) ⓘ	111.00 EUR	111		test item for BPO	111.00 EUR	
<input type="checkbox"/>	1.1	<input type="text" value="1"/>	(Pack) ⓘ	<input type="text" value="111.00 EUR"/>	111 <b>2</b>		test item for BPO	111.00 EUR	

Line Items <b>3</b>										1 Line Items, 1 Included, 0 Previously Fully Invoiced	
Insert Line Item Options											
<input type="checkbox"/>	Tax Category:		21% VAT / Full Rate		<input type="checkbox"/>	Discount				<input type="button" value="Add to Included Lines"/>	
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	Not Available	Service item with split 1		1	EA	<input type="text" value="1,500.00 EUR"/>	1,500.00 EUR	ⓘ
Service Period			Service Start Date:*		<input type="text" value="1 Apr 2022"/>	Service End Date:*		<input type="text" value="29 Apr 2022"/>			



# Invoice

## Blanket Purchase Order Invoice via PO Flip



- Before the invoice is completed, you will receive an overview of all invoice details.
- **Please check your entries carefully before submission, because it is not possible to change the invoice afterwards.**
- To make corrections to any data, use the 'Previous' button to return to the first page where you can make any adjustments (1)
- If all the information is correct, please click on **Submit**. (2)

Create Invoice

Previous Save **Submit** Exit

1 2

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
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: BPOinvoice	Subtotal: 10.00 EUR
Invoice Date: Wednesday 5 Aug 2020 9:32 AM GMT+02:00	Total Tax: 1.60 EUR
Original Blanket Purchase Order: BPO699-standardcontract	Total Shipping: 0.00 EUR
	Amount Due: 11.60 EUR

<b>REMIT TO:</b> HO_domestic_SA-TEST  Postal Address: Schwannstr 9 56845 Kremning  Germany  Tax ID of Supplier: 47111	<b>BILL TO:</b> Schenker AG  Postal Address (Standardwert): Kruppstrasse 4 45128 Essen  Germany Address ID: 0100 Email: <a href="#">Standardwert</a>	<b>SUPPLIER:</b> HO_domestic_SA-TEST  Postal Address: Schwannstr 9 56845 Kremning  Germany
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# Help Resources

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**The Help Center** will provide assistance while using your Standard Account:

- Click the Help Center link at the bottom of your interactive email
- When logged into your standard account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics

**SAP Ariba Standard Account Information and Support:**

- [General Information on Ariba Network](#)
- [Standard Account Self Service Repository](#)
- [Supplier Info Pack](#)
- [Details on Account Setup](#)
- [Supplier Portal and Workbench](#)