

UCB –e-Invoicing project

User Guide to invoice via interactive email

Create your e-Invoice in 5 steps

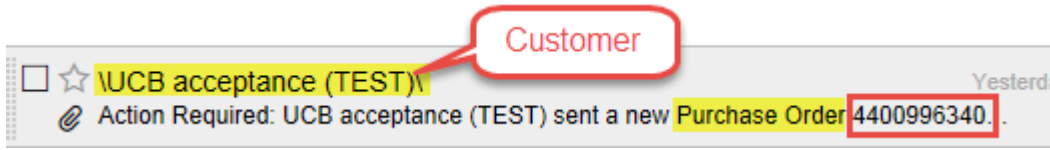
1. Click on **Create Invoice** from the Interactive email
2. **Complete** the Header and Line Items of the invoice
3. Enter your **name and email** address
4. Enter the **one-time password** from the email notification
5. **Submit**



Detailed User guide

Step 1 - Click on Create Invoice from the Interactive email

You will receive an e-PO by email. The new Ariba layout looks like this and contain the customer name and the PO number



Note: This guide is dedicated to the invoicing part but please use this email also to confirm the order as per UCB policy.

Once you are ready to invoice, open the email and click on the [Create Invoice] button



UCB acceptance (TEST)
Allée De La Recherche 60
1070 Brussels

Belgium



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

From:
UCB S.A.
Allée de la Recherche 60
1070 Brussels

Belgium
Phone: +32 () (2) 559 99 99
Fax: +32 () (32-2) 5599900

To:
MAPPING SPRL-TEST
DIEWEG 30
1180 BRUSSELS

Belgium
Phone: 47 38 65 64 5
Fax:
Email: info@mappingconsulting.com

Purchase Order
(New)
4400996340
Amount: 490.00 EUR
Version: 1

Step 2 - Complete the Header and Line Items of the invoice and review the invoice

A pop-up will appear in order to enter the invoice details. Most of the data are copied from the Purchase Order. Enter the relevant fields at header and line item levels. Mandatory fields are marked with *.



Header

Enter the invoice number (**Invoice #**) from your accounting system, specify the **Invoice Date**.

▼ Invoice Header

Summary

Purchase Order: 4400996340

Invoice #: * INV16-1234

Invoice Date: * 22 Jun 2016

Subtotal: 490.00 EUR

Total Tax: 0.00 EUR

Amount Due: 490.00 EUR

Enter the **Supplier VAT/Tax ID**: fill in your Tax ID or VAT ID, including the 2 digits country code.

Supplier VAT

Supplier VAT/Tax ID: * BE0123456789

Payment Note field (optional): your bank info, in IBAN format when applicable. Required only if you have communicated more than one bank account to UCB


Additional Fields

Information Only. No action is required from the customer.

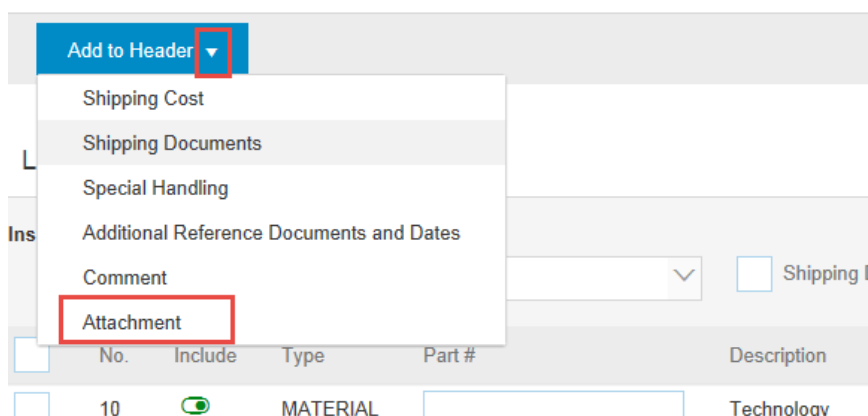
Supplier Account ID #:

Customer Reference:

Supplier Reference:

 Payment Note:

In case you're required to attach documents, please use the [Add to Header] button





The screenshot shows a dropdown menu titled 'Add to Header' with the following options: Shipping Cost, Shipping Documents, Special Handling, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red box. Below the dropdown, there is a table with columns: No., Include, Type, Part #, and Description. The first row of the table contains the values: 10, a checked checkbox, MATERIAL, and Technology.

No.	Include	Type	Part #	Description
10	<input checked="" type="checkbox"/>	MATERIAL		Technology


Line items

Enter the details of invoices at line item level.

 **Tip:** Partial invoicing is possible. Keep the email in a safe place where you can retrieve it easily to issue your next invoice

To exclude a line item from the invoice you are creating, click the green toggle icon ; the toggle icon turns gray and details are no longer visible. This removes the item from the invoice you are creating but retains it on the invoice-entry page so you can include the line item in later invoices.


Enter the invoiced quantity/Unit Price. You may add extra details in the Part #, Customer Part #

 **Tip:** Please consult our Material and Service invoicing instructions on the UCB supplier portal about the relevant fields by type of purchase.

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

Insert Line Item Options


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



<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10		MATERIAL	<input type="text" value="RRD#123"/>	Technology telecommunication equipment	<input type="text"/>	<input type="text" value="3"/>	EA	<input type="text" value="98.00 EUR"/>	294.00 EUR

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

When required, you may also add **Comments**

Select the line item and click on [Line Item Actions]

10  MATERIAL

 **Line Item Actions**  [Delete](#)

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments**
- Attachment

Data ms of Use

Enter the **Tax/VAT** (mandatory)

Select the items relevant for taxes (or select all items), flag tax category, select the appropriate tax category and click [Add to Included Items]

Line Items

Insert Line Item Options

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

No.	Include	Type	Sales	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	VAT	Technology telecommunication equipment		3	EA	98.00 EUR	294.00 EUR

Enter **Rate (%)** and click on [Update] for VAT calculation

Taxable Amount:	<input type="text" value="294.00 EUR"/>	Taxable Amount:	<input type="text" value="294.00 EUR"/>
Rate(%):	<input type="text" value="21"/>	Rate(%):	<input type="text" value="21"/>
Tax Amount:	<input type="text"/>	<input type="button" value="Update"/>	Tax Amount:
			<input type="text" value="61.74 EUR"/>



Tip: You may configure your Tax Menu to for re-using regular tax rates

Tax Category: VAT

No.	Include	Type	Part #
10	<input checked="" type="checkbox"/>	MATERIAL	RRD#123

Standard Tax Selections

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

Pricing Details

Price Unit: EA
Unit Conversion: 1

Tax

Category: VAT
Location:

Click on [Next] and review your invoice

Ariba Network

Invoice Summary for Purchase Order: #4400996340

UCB acceptance (TEBT)
Maxime De Saint-Moulin

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: Belgium. The document's destination country is: Belgium. 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

PO DETAILS

PO Date: 21 Jun 2016
PO Number: 4400996340
PO Type: New Order
PO Amount: 490.00 EUR

Invoice #: INV16-1234
Invoice Date: Wednesday 22 Jun 2016 8:35 AM GMT+07:00
Original Purchase Order: 4400996340

Subtotal: 294.00 EUR
Total Tax: 61.74 EUR
Amount Due: 355.74 EUR

<p>REMIT TO:</p> <p>MAPPING SPRL-TEST</p> <p>Postal Address: DIEVEG 30 1180 BRUSSELS Belgium</p>	<p>BILL TO:</p> <p>UCB S.A.</p> <p>Postal Address (UCB SA): Avenue de la Recherche 60 1070 Brussels Belgium</p> <p>Phone: +32 () (2) 559 99 99 Fax: +32 () (32-2) 5599900</p>	<p>SUPPLIER:</p> <p>MAPPING SPRL-TEST</p> <p>Postal Address: DIEVEG 30 1180 BRUSSELS Belgium</p>
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ADDITIONAL INFORMATION:
Customer VAT/Tax ID: BE040303608
Supplier VAT/Tax ID: BE0123456789

Original Purchase Order: 4400996340

Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
1	10	MATERIAL	RRD#123 Technology telecommunication equipment	3 EA	98.00 EUR	294.00 EUR

ADDITIONAL INFORMATION:
Customer VAT/Tax ID: BE040303608
Supplier VAT/Tax ID: BE0123456789

Original Purchase Order: 4400996340

Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
1	10	MATERIAL	RRD#123 Technology telecommunication equipment	3 EA	98.00 EUR	294.00 EUR

Step 3 - Enter your name and email address

Enter your **name** and **email address** in the appropriate fields. Select the **check box** to agree to the terms of use. Click on [Next].

By clicking the Next button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba [Ariba Privacy Statement](#), the [Terms of Use](#), and applicable law.

* Your Name * Email Address

I have read and agree to the Interactive Email Terms of Use and the Ariba Privacy Statement

Note:

After you submit the invoice, Ariba will email you two files: a PDF copy of the invoice and the invoice data in cXML format. Please retain these files to support your local business records storage and archiving requirements.
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving invoices.

Step 4 - Enter the one-time password from the email notification

Copy and paste the one-time password from the email notification on the invoice creation page.



Create Invoice for Purchase Order: #4400996340



UCB acceptance (TEST)
Maxime De Saint Moulin

PO DETAILS

PO Date: 21 Jun 2016
PO Number: 4400996340
PO Type: New Order
PO Amount: 490.00 EUR

INVOICE DETAILS

Invoice Date: 22 Jun 2016
Invoice Number: INV16-1234
Invoice Amount: 355.74 EUR

Validate Your Email Address

To be able to send you important notifications about this transaction, the Ariba Network needs to validate your email address. A one-time password has been emailed to you. Enter that password below.

NOTE:

- The password expires 30 minutes after it is generated or when you close this browser tab or window, whichever occurs earlier.
- If the password expires, to receive a new one-time password email, click Previous to go to the Invoice summary page, and then submit the Invoice again.

One-Time Password: *

If you have not received the one-time password email, [resend](#) the email.

Step 5 – Submit

Click the [Submit] button to submit your invoice.



After submitting an invoice, you'll see a confirmation message that your invoice was submitted successfully.

Ariba Network

Invoice #INV16-1234 has been submitted successfully.

✔ Ariba will email you two files: a PDF copy of the invoice and the invoice data in cXML format. Please retain these files to support your local business records storage and archiving requirements. This email may be delayed due to processing time.

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

! *Make sure you save the purchase order email for future use. You'll need it to submit additional invoices if you haven't fully invoiced your customer yet or to submit a corrected invoice in case your customer rejects the original one.*

Next Steps:

- Merge this customer relationship with your existing Ariba account.
- New to Ariba? Register to take advantage of all the benefits the Ariba Network for Suppliers has to offer.

Who do I contact if I have questions?
Please contact [UCB acceptance \(TEST\)](#)


What is the Ariba Network for Suppliers?
The Ariba Network is a secure, global platform network for exchanging business transactions such as the exchange of purchase orders, invoices, catalogs and payments. Learn more about the Ariba Network.



You will also receive an email notification that confirms the submission. This email contains a PDF copy of the invoice and the cXML invoice, which is the legal invoice from a tax point of view. Please store these 2 files locally.

Congrats, the invoice process is complete !

Looking for more details

https://support.ariba.com/interactive_email for demo video and FAQs.

SAP Ariba  Ariba Customer Support

 [Send an invoice for Interactive Email – Orders](#) English 

- + About the Interactive Email - Order Process
- + Registering an Account on the Ariba Network for Suppliers
- + Receiving and Confirming Purchase Orders
- + Creating Invoices and Receiving Payment