UCB – e-Invoicing project
User Guide to invoice per Transaction Channel

Depending of the commercial relationship built between UCB and you and the type of goods/services ordered, Transaction Channels are a result of the Procurement process followed to place the order and will therefore, establish the way that the invoice will need to be created.

While raising any type of invoice through Ariba, there are a set of mandatory fields to be entered for the invoice to be accepted by the portal and submitted to UCB. These fields fall under the mandatory information to be stated on the invoice for it to be legally accepted or to comply to our invoicing policy.

Remark: Please note that this guide only covers the item specific per transaction channel. Please consult the standard Invoice guide for general principles about invoice creation.

Identify Transaction Channel and Invoice accordingly

1. How to identify Transaction Channel
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Specific – Transaction Channel - User guide

1. Identify Transaction Channel

The Transaction Channel will dictate the way that your invoice will have to be created and the information required to be filled in.

You will find the Transaction Channel displayed in the details tab of the line items of the PO/Invoice.

Note: Transaction Channel invoicing is applicable to POs where the PO reference starts with 44*******. For POs where reference begins with 45*********, the Transaction Channel appears as empty but should be created as channel 1 or 2.

Once the channel has been identified the line items level will be filled in according to the channel's requirements. For Invoice Header, line items header and finalizing the invoice, please refer to the General invoicing guide.

Tip: When creating your first invoice you will have to configure the VAT/tax details, make sure to do this at the very beginning to have it available for selection in all future invoices. Please refer to the General Invoice guide for more info.

2. Invoice recurring Goods –Transaction Channel 1

Refers to goods that will be ordered through a punch-out catalog, if available, or good already ordered and available to be found using the search engine.

From an invoicing point of view, the items ordered will match the products available in your product master and the price will be picked up from the catalog.

Since the product and price details are being picked-up from your punch-out catalog, the information is up to date and the description field is not editable. You can however apply changes if required, on the Part # which refers to your internal reference for that product, the Quantity you want to invoice and the Unit Price of the product.

Customer part # will be filled-in with the product's UCB internal reference, if it applies to this product.

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Note: If the unit price is changed, from the one specified on the PO, the invoice will require UCB contact person approval upon receipt of the invoice in our ERP.

There are cases where the goods/services have specific pricing details, according to how the billing is made e.g. per day/8 hours, per 1 box/100 EA. In this case a new line will appear at each item line level including the details regarding unit and price.

Prior for the invoice to be paid by our Accounts Payables department, the requisitioner must have validated the goods delivery with a Goods Receipt.

Field name	Requirement	Details	Example
Part #	Mandatory	Refers to the supplier internal reference number for a specific good.	3689SERV
Customer Part #	Optional	Refers to the customer's internal reference for the good ordered	2039263
Quantity	Mandatory	Specifies the number of units to be invoiced, as per packaging requirements, with a maximum available on the PO.	5 BOX / 200 EA
Price	Mandatory	Refers to the price at which the product was offered to the customer at the date of the PO creation.	300 EUR / 270 GBP

3. Invoice general Goods –Transaction Channel 2

Refers to goods ordered from a chosen supplier, where price is set based on an active price quotation.

As the products details are not coming directly from the suppliers site, fields like Part #, Customer Part #, quantity and price are free text and subject to change.

Part # field is required to be filled in to create your invoice. It defines your internal reference for the product.

Customer part # is optional to be filled in and can be used to express product's UCB internal reference or product technical specifications.

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Tip: You can use the comments field at the line item section to transmit more details regarding the product/shipment/storage to the requisitioner.

Note: If the unit price is changed, from the one specified on the PO, the invoice will require UCB contact person approval.

There are cases where the goods have specific pricing details, according to how the billing is made e.g. per day/8 hours, per box/100 EA. In this case a new line will appear at each item line level including the details regarding unit and price.

Prior for the invoice to be paid by our Accounts Payable department, the requisitioner must have validated the goods delivery.

Field name	Requirement	Details	Example
Part #	Mandatory	Refers to the supplier internal reference number for a specific good.	ABS1234
Customer Part #	Optional	Refers to the customer's internal reference for the good ordered	2039263
Quantity	Mandatory	Specifies the number of units to be invoiced, as per packaging requirements, with a maximum available on the PO.	5 BOX / 200 EA
Price	Mandatory	Refers to the price at which the product/service was offered to the customer at the date of the PO creation.	300 EUR / 270 GBP

4. Invoice recurring Service –Transaction Channel 3

Refers to a recurrent service contracted from an agreed suppliers for which the items price and description will be retrieved from our internal search engine.

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Part # in this case will incorporate the type of service contracted and the Customer Part # the contractor's Id. For all items the invoice creation and booking is done based on the SES - Service Entry Sheet number- which must be specified at the time of the entry. If the Service Entry Sheet is not yet created, the invoice cannot be raised without.

Note : the Service Entry Sheet number will be communicated by the UCB contact person.

The unit of measure is coming by default and it will be at a rate displayed per an 8 hour service delivery, this is detailed in the Pricing details > Price unit quantity field. According to how many hours you wish to invoice, the line subtotal will automatically update.

Pricing Details | Price Unit: HUR | Price Unit Quantity: 8.0
Unit Conversion: 1 | Description:

💡 Tip: Part # field can be used to indicate the period which is being invoiced e.g. "April 2016".

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	April 2016
Customer Part #	Mandatory	Identify the person providing the service.	E145504
Quantity	Mandatory	Specifies the number of units to be invoiced, as per requirements, with a maximum available on the PO.	2 HUR
Price	Mandatory	Refers to the price at which the product/service was offered to the customer at the date of the PO creation.	800 EUR
Service entry sheet	Mandatory	Internal customer number representing UCB acknowledgement for the delivery of a service.	10000000199

5. Invoice occasional Service –Transaction Channel 4

Refers to a service sourced from a chosen supplier but for which the details regarding the contractor, the price or the estimated time are not yet known. The Limit amount to be invoiced is specified on the PO and the maximum quantity noted/invoiced will always be 1, regardless the duration of the delivery.

Insert Line Item Options									
	Tax Category:	VAT	☐ Discount						Add to Included Lines
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Operational consulting fees					Add/Update ▼

Note: If the price is not available on the PO, this is due to the fact that UCB decided not to disclose the PO amount. In this case the invoice can be raised using this PO, by inputting the amount correspondent to the Service Entry Sheet provided by UCB.

In case of Channel 4, the details will be added by clicking on the *Add/Update* button and *Add General Service* entry.

Once the General Service is added the below free text fields will be activated.

Tip: For monthly delivered services you can use the supplier Part # to indicate for which month/period the invoice is for and the customer part # to specify the number of hours invoiced. This information will help the UCB counterpart to easily identify the service and provide approval.

C62 is the standard unit of measure for this type of service and regardless of the amount invoiced, the quantity marked on each invoice must be 1.

For all items the invoice creation and booking is done based on the SES - Service Entry Sheet number- which must be specified at the time of the entry. If the Service Entry Sheet is not yet created, the invoice cannot be raised without.

Note : The Service Entry Sheet number will be communicated by the UCB contact person.

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	April 2016
Customer Part #	Optional	Can be used in Transaction Channel 4 to indicate the number of hours invoiced in total, or provider's identification.	68 HRS/ Mr. Smith
Quantity	Mandatory	For Transaction Channel 4, quantity will be 1 for each invoice.	1 Unit:C62
Price	Mandatory	Refers to the price at which the service was offered to the customer at the date of the PO creation.	800 EUR
Service Start/End date	Optional	For recurrent services delivered throughout a period of time, the field can be used to indicate the period invoiced.	01.01.2016 - 31.02.2016
Service entry sheet	Mandatory	Internal customer number representing UCB acknowledgement for the delivery of a service.	10000000199

6. Invoice general Service –Transaction Channel 5

Refers to a PO service type from an agreed supplier for which the price details and the final invoiced amount is specified on the PO. Part #, Customer part #, quantity and Price are free text as the invoicing can be done in sequence.

The Limit amount to be invoiced is specified on the PO and the maximum quantity noted/invoiced will always be 1, regardless the duration of the delivery.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
▼	10				Room breakfast foreign accomodation						Add/Update ▼
	1000100010	👁	SERVICE		Room breakfast foreign accomodation		1	C62	600.00 EUR	600.00 EUR	
Tax											

Note: If the price is not available on the PO, this is due to the fact that UCB decided not to disclose the PO amount. In this case the invoice can be raised using this PO, by inputting the amount correspondent to the agreement with UCB.

Tip: For monthly delivered services you can use the supplier Part # to indicate for which month/period the invoice is for and the Customer part # to specify the number of hours invoiced.

C62 is the standard unit of measure for this type of service and regardless of the amount invoiced, the quantity marked on each invoice must be 1.

Field name	Requirement	Details	Example
Part #	Optional	Can be used to indicate the period which is being invoiced	January 2016
Customer Part #	Optional	Can be used in Transaction Channel 5 to indicate the number of hours invoiced in total, or provider's identification.	68 HRS/Mr. Smith
Quantity	Mandatory	For Transaction Channel 5, quantity will be 1 for each invoice.	1 Unit: C62
Price	Mandatory	Refers to the price at which the service was offered to the customer at the date of the PO creation.	600 EUR

Note: The SES field must be left blank for Transaction Channel 5!

Looking for more details

For further reference, you can find the General invoice guide here (UCB supplier portal http://www.ucb.com/suppliers/einvoicing) or go to the Supplier Information Portal on the Ariba platform.

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