

SAP Ariba for Suppliers: Invoicing - Help book



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I. Introduction





SNCB is excited to announce that **SAP Ariba** is added as an additional invoicing platform.

This new channel will:

- Streamline the invoicing process
- Offer real-time invoice tracking and payment visibility
- Improve speed of treatment
- Reduce errors and simplify invoice submissions

What is changing?

New **SAP Ariba**

- PO based Invoice submissions
- Approval tracking
- Payment status

No change

- Business relationships
- Contract terms
- Pricing agreements



II. Account overview & administration



How to get started?

Please have a look at the following video's to get your account set up:

Account Overview and Administration

Account Overview –

Use and customize your account

User Creation –

Create and administrate account users

Get Enterprise Account –

Review why and how to upgrade your account

In case of problem/question:

See Chapter VII. Who to contact in case of questions



III. How to create an invoice manually?



How to get started?

Please have a look at the following video's to see how to use the SAP

Ariba network to invoice:

- **PO Invoice** –
Create an Invoice for a material order
- **Credit Memo** –
Create a Credit Note for an Invoice

See examples : Appendix 1

Please be advised that the responsibility for the final invoice rests with you, to ensure its prompt processing

In case of problem/question:

See Chapter VII. Who to contact in case of questions



IV. Attention points



Attention points	Actions for Suppliers
Po's created before Go Live are also visible in Ariba	Only invoice PO's via Ariba that have <u>not yet been</u> invoiced via another channel
Bank account to be used	<ul style="list-style-type: none"> • The supplier must ensure that this account is known to SNCB → <u>provide an official bank attest if necessary</u> • The supplier confirms that the <u>other accounts known</u> to SNCB are still in use or that they can be put «on hold»
Factoring	The supplier <u>provides the bank attest</u> required for payment to be made to the factor's account
Subsidiary company	<ul style="list-style-type: none"> • The supplier <u>provides the bank attest (signed by his bank)</u> required for payment of the order to the subsidiary's account. • The supplier indicates <u>on the invoice the VAT number of the third party</u> to whom the invoice is to be paid. • The supplier indicates <u>on the invoice the bank account of the third party</u> to whom the invoice is to be paid.
VAT-code per article	The supplier is responsible to <u>indicate the legal VAT code</u> on the invoice issued, as well as the following <u>legal information</u>
Down Payment	<p>In Ariba, a down payment invoice is issued as a « partial invoice »</p> <ul style="list-style-type: none"> ➔ the amount to be invoiced as a « pre-payment » <u>must be clearly stated in the terms and conditions of the offer sent to the buyer</u> ➔ the PO will be worded in the same way to allow rapid payment of the down payment

Remit-To (Invoicing Party & factoring) & Bank Accounts

INVOICING PARTY & FACTORING

1 Click on Remittances

2 Create new remit-to addresses

3 Don't forget to activate "Include bank Account Information In Invoices"

In case of Factoring, don't forget to set the flag "Factoring Service"

One of those address can be defined by default

4 As payment method, set "Wire"

Don't forget to mention your IBAN

1 Invited Leads MY SCC COMPANY
Last 90 days ANID: AN11135418781-T
Premium Package

Company Profile

Account Settings Settings

Customer Relationships Logout

Notifications

Account Registration

Network Settings Apply Reset

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Purge

2 Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑

Street SCC-RemitTo-001

Street SCC-RemitTo-002

Street SCC-RemitTo-003

Edit Delete Create

3 Remittance Address

Address 1: * Street SCC-RemitTo-001

Address 2: *

Postal Code: * 1000

City: * BXL

State: Select

Country/Region: * Belgium [BEL]

Contact: Select contact

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑ Remittance ID

NMBS/SNCB SNCB-Good

Include Bank Account Information in invoices

4 Payment Methods Preferred Payment Method: Wire

ACH

Account Name: *

Account #: *

Confirm Account #: *

Account Type: Select account type

ABA: * US Bank Only

Confirm ABA: * US Bank Only

Bank Name: *

Branch Name: *

WIRE TRANSFER

Beneficiary Bank

Account Name: BANK OF NEW YORK

Account #: 519977266170

Confirm Account #: 519977266170

Account Type: Checking

SWIFT Code: BNYMBEBB

Confirm SWIFT Code: BNYMBEBB

IBAN: BE60519977266170

Bank Name: BANK OF NEW YORK MELLON

Branch Name: BRUSSELS BRANCH

Address 1: * main street 1

Address 2: *

Postal Code: * 2000

City: * Antwerp

State: Select

No Subsidiaries

NO SUBSIDIARIES

- 1 Click on Company profile
- 2 On tab “Business”, supplier can enter their enterprise number as Tax ID (xxxxxxx) and VAT number as VAT ID (BExxxxxxx)

A screenshot of a user profile menu. The menu items are: My Account, Link User IDs, Contact Administrator, MY SCC COMPANY (with sub-items ANID: AN11135418781-T and Premium Package), Company Profile (highlighted with a green box), Settings, and Logout. A blue circle with the number '1' is positioned at the top left of the menu.

A screenshot of the 'Additional Information' form. The 'Business' tab is selected and highlighted with a green box. The form is divided into sections: Additional Information, Financial Information, and Tax Information. In the Tax Information section, the Tax ID (0823538419) and VAT ID (BE0823538419) fields are highlighted with a green box. The VAT Registered checkbox is checked. The VAT Registration Document is set to '<No document>' with an 'Upload' link below it. A blue circle with the number '2' is positioned at the top left of the form.

Subsidiaries

SUBSIDIARIES

1 Click on Company profile

2 On tab “Additional Addresses”, supplier can list his subsidiaries and maintain corresponding Tax ID (Enterprise Number) and VAT ID (VAT Number (with prefix BE for example))

A screenshot of a user profile menu. The menu items are: My Account, Link User IDs, Contact Administrator, MY SCC COMPANY (with sub-items ANID: AN11135418781-T and Premium Package), Company Profile (highlighted with a green box), Settings, and Logout. The top of the menu shows icons for search, notifications, help, and a user profile icon labeled 'PB'.

2

A screenshot of the 'Additional Addresses' tab in the system. The tab is highlighted with a green box. Below the tab, there is a table titled 'Additional Company Addresses' with columns: Address Name, Address ID, VAT ID, Tax ID, and Address. The table contains three rows of data for different branches. At the bottom of the table are buttons for 'Edit', 'Delete', and 'Create'.

Address Name ↑	Address ID	VAT ID	Tax ID	Address
<input type="radio"/> MY SCC COMPANY - Branch1		BE0823538413	0823538413	Vaardijkstraat
<input type="radio"/> MY SCC COMPANY - Branch2		BE0823538414	0823538414	BERGSTRAAT
<input type="radio"/> MY SCC COMPANY - Branch3				BERGSTRAAT

A screenshot of the 'Configure Supplier Addresses Served by This Account' form. The form includes fields for Address Name, Address ID, VAT ID, Tax ID, Address 1, Address 2, Postal Code, City, State, and Country/Region. The VAT ID and Tax ID fields are highlighted with a green box. A note at the top indicates that an asterisk (*) denotes a required field.



**V. SNCB
specific considerations**



Financial discount with payment terms

FINANCIAL DISCOUNT

1 In case of financial discount, the supplier can add discount terms

2 After adding the discount term, the taxable amount needs to be adjusted manually for correct tax calculation

1

Payment Term

Net Term(days): 30

Add Discount/Penalty Term

2

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: MY SCC COMPANY
BRUSSEL
Belgium

Payment Term

Net Term(days): 30

Discount or Penalty Term(days): ⓘ 8

Percentage(%):* 2 Remove

98 EUR

Taxable Amount: 100.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 21.00 EUR

Exempt Detail: (no value) v

Date Of Supply: 10 Oct 2024

Triangular transaction

Ship To: E-CF Corporate Functions & PI
Brussel
3
Belgium
Deliver To: Quentin
E-CF Corporate Functions & PI



Financial discount with payment terms

FINANCIAL DISCOUNT

3 Result after adjustment

4 In case of taxable additional cost, adjustment on the taxable amount of the shipping tax also needs to be performed

3

Create Invoice Update

▼ Invoice Header

Summary

Purchase Order: 4521281587

Invoice #: FAC24092024

Invoice Date: 24 Sep 2024

Service Description:

Supplier Tax ID: 0823538419

Remit To: Street SCC-RemitTo-001

BXL

Belgium

Bill To: NMBS / SNCB

Brussel
3
Belgium

4

Subtotal:	100.00 EUR
Total Tax:	20.58 EUR
Total Gross Amount:	120.58 EUR
Total Amount without Tax:	100.00 EUR
Total Net Amount:	120.58 EUR
Amount Due:	120.58 EUR

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: VAT

Location:

Description:

Regime:

Taxable Amount:	98.00 EUR
Tax Rate Type:	
Rate(%)	21
Tax Amount:	20.58 EUR

Financial discount with payment terms

FINANCIAL DISCOUNT

5

In case of taxable additional cost, adjustment on the taxable amount of the shipping tax also needs to be performed

5

The screenshot displays the SAP Ariba Invoicing form for shipping cost and tax calculation. The form is divided into three main sections: Shipping Cost, Shipping Tax, and Payment Term.

- Shipping Cost:** Shipping Amount: 10.00 EUR; Shipping Date: [calendar icon]
- Shipping Tax:** Category: * VAT; Location: [text field]; Description: [text field]; Regime: [dropdown menu]; Date Of Pre-Payment: [calendar icon]; Law Reference: [text field]
- Payment Term:** Net Term(days): 30; Discount or Penalty Term(days): 8; Percentage(%): * 2

On the right side, the tax calculation summary is shown:

- Taxable Amount: 10.00 EUR (highlighted with a blue callout bubble containing '9,8 EUR')
- Tax Rate Type: [text field]
- Rate(%): 21
- Tax Amount: 2.10 EUR
- Exempt Detail: (no value) [dropdown menu]
- Date Of Supply: 25 Sep 2024 [calendar icon]
- Triangular Transaction



Financial discount with payment terms, shipping cost and taxes on line item level

FINANCIAL DISCOUNT

- 1 In case of financial discount, the supplier can add discount terms
- 2 Select line level tax
- 3 After adding the discount term, the shipping cost and the shipping tax, the taxable amount needs to be adjusted manually for correct tax calculation

The screenshot displays the SAP Ariba Invoicing interface with three numbered callouts:

- 1** **Payment Term**: A field for "Net Term(days)" is set to 30. A button "Add Discount/Penalty Term" is visible in the top right.
- 2** **Tax**: The "Line level tax" radio button is selected. Below it, the "Shipping" section has "Header level shipping" selected. Shipping details include "Ship From: MY SCC COMPANY, BRUSSEL, Belgium" and "Ship To: B-CF Corporate Functions & PI, Brussel, Belgium".
- 3** **Shipping Cost**: "Shipping Amount" is 10.00 EUR. **Shipping Tax**: "Category" is VAT. **Taxable Amount** is 9.80 EUR (circled in blue with a callout bubble). Tax details include "Tax Rate Type", "Rate(%): 21", "Tax Amount: 2.06 EUR", and "Date Of Supply: 25 Sep 2024".

At the bottom, a "Payment Term" section shows "Net Term(days): 30" and a "Discount or Penalty Term(days): 8" with a "Percentage(%): 2" and a "Remove" button.

Financial discount with payment terms, shipping cost and taxes on line item level

FINANCIAL DISCOUNT

4 Because of the payment discount, the taxable amount needs to be adjusted on each line item

5 Result summary

4

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: VAT Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test material		10	50.00 EUR	500.00 EUR

Tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

21

105.00 EUR

(no value)

25 Sep 2024

Triangular Transaction

Remove

490 EUR

5

Subtotal:	510.00 EUR
Total Tax:	104.96 EUR
Total Gross Amount:	614.96 EUR
Total Net Amount:	614.96 EUR
Amount Due:	614.96 EUR



Commercial discount on header

COMMERCIAL CREATION

- 1 In case of commercial discount, the supplier can add them on header.
- 2 After adding the discount, the taxable amount is adjusted automatically after updating the screen

1

* Indicates required field Add to Header ▾

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

2

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: VAT ▾

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: MY SCC COMPANY
BRUSSEL
Belgium

Ship To: B-CF Corporate Functions & PI
Brussel
3
Belgium

Deliver To: Quentin
B-CF Corporate Functions & PI

Discount

Discount (%): 2

Discount Amount: 2,00 EUR

Taxable Amount: 98,00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 20,58 EUR

Exempt Detail: (no value) ▾

Date Of Supply: 25 Sep 2024

Triangular Transaction

Update Save Exit Next

Note that tax calculation for discount is done automatically only in case the discount and the tax are entered on the same level (header vs line)

Entering Shipping Charges and Taxes for Shipping in an Invoice Header

COMMERCIAL CREATION

- 1 Click Add to Header and select Shipping Cost.
- 2 Enter the charge for shipping all of the items on the invoice.

To add taxes on shipping, do the following:

- 3 - In the Tax section of the invoice header, select Line level tax.
 - 4 - Click Add to Header and select Shipping Tax.
 - 5 - Enter tax information for your shipping and your item lines
- Repeat as needed to add more shipping taxes.

Click Update to calculate shipping totals and taxes for the invoice.

1 * Indicates required field Add to Header ▾

- Tax
- Shipping Cost**
- Shipping Documents
- Special Handling

2 Shipping Cost

Shipping Amount: 10.00 EUR

3 Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

4 * Indicates required field Add to Header ▾

- Shipping Tax**
- Shipping Documents

5

Shipping Cost

Shipping Amount: 10.00 EUR Shipping Date:

Shipping Tax

Category: * Sales Tax Standard Tax Selections

Location: Sales

Description: VAT

Regime: GST

HST

PST

Taxable Amount: 10.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount:

Entering Shipping Charges and Taxes for Shipping in an Invoice Item

INVOICE CREATION

1 In the Shipping area of the invoice header, select Line level shipping.

For each invoice line:

2 - Review the Ship To and Ship From information for the invoice and click View/Edit Addresses to make any changes.

3 - Enter the charge for shipping that line.

4 - Select the date on which you will ship that line.

Click Update to calculate shipping totals for the invoice.

In case of taxes, please adjust the taxable amount

1

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test material		2	EA ⓘ	50.00 EUR	100.00 EUR

Shipping From: MY SCC COMPANY Ship To: B-CF Corporate Functions & PI

Shipping BRUSSEL Brussel

Belgium 3

Belgium

Deliver To: Quentin

B-CF Corporate Functions & PI

Shipping Cost Shipping Date:

Shipping Amount: * 10.00 EUR 2

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * VAT ⓘ

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 100.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 21.00 EUR

Exempt Detail: (no value) ⓘ

Date Of Supply: 25 Sep 2024 ⓘ

Triangular Transaction

Shipping

Header level shipping ⓘ Line level shipping ⓘ

110 EUR

Entering Special handling and Taxes in an Invoice Header

INVOICE CREATION

- 1 Click Add to Header and select Special handling.
- 2 Enter the special handling.
- 3 Check header level tax:
- 4 Click Update to calculate special handling totals and taxes for the invoice.

1 * Indicates required field Add to Header ▾

2 **Special Handling**
Special Handling Amount: 10.00 EUR

3 **Tax** Header level tax Line level tax

Category: 21% VAT
Location:
Description:
Regime:
Date Of Pre-Payment:
Law Reference:

Ship From: MY SCC COMPANY
BRUSSEL
Belgium

Ship To: B-CF Corporate Functions & PI
Brusset
3
Belgium
Deliver To: Quentin
B-CF Corporate Functions & PI

Special Handling
Special Handling Amount: 10.00 EUR

4 **Subtotal: 110.00 EUR**
Total Tax: 23.10 EUR
Total Gross Amount: 133.10 EUR
Total Net Amount: 133.10 EUR
Amount Due: 133.10 EUR

Taxable Amount: 110.00 EUR
Tax Rate Type:
Rate(%): 21
Tax Amount: 23.10 EUR
Exempt Detail: (no value) ▾
Date Of Supply: 25 Sep 2024
 Triangular Transaction



Entering Special handling for deposit in an Invoice Header

INVOICE CREATION

- 1 Select line level tax
- 2 Click Add to Header and select Special handling Tax.
- 3 Enter the special handling taxes.

Check summary of taxes:

- 4 Click Update to calculate special handling totals and taxes for the invoice.

2

* Indicates required field Add to Header ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling Tax**
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

Special Handling

Special Handling Amount: 10.00 EUR

3

Tax ⓘ

Header level tax ⓘ **Line level tax** ⓘ 1

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: MY SCC COMPANY
BRUSSEL
Belgium

Ship To: B-CF Corporate Functions & PI
Brussel
3
Belgium
Deliver To: Quentin
B-CF Corporate Functions & PI

Special Handling

Special Handling Amount: 10.00 EUR

Special Handling Tax

Category: VAT

Location: Description: Caution Regime: Taxable Amount: 10.00 EUR

Date Of Pre-Payment: Tax Rate Type: Rate(%): 0 Tax Amount: 0.00 EUR

Law Reference: Exempt Detail: Exempt Date Of Supply: 25 Sep 2024 Triangular Transaction

3

4

Subtotal: 110.00 EUR
Total Tax: 23.10 EUR
Total Gross Amount: 133.10 EUR
Total Net Amount: 133.10 EUR
Amount Due: 133.10 EUR



VI. Invoice status



In Ariba, there are 2 statuses: the routing status and the invoice status

- The routing status is a technical status that indicates the arrival of the invoice in SAP VIM SNCB:
 - **Queued** : On the way from Ariba to SAP VIM
 - **Failed** : Rejected by a rule in Ariba
 - **Acknowledged** : Successfully arrived in SAP VIM
- The invoice status is updated in Ariba based on the action chosen by the accountant in SAP VIM :
 - **Sent** : Invoice sent from Ariba to SAP VIM, awaiting processing by the accountant.
 - **Approved** : Invoice approved for payment (without blockage), no modification possible by the supplier. The supplier must send a credit note if he made a mistake.
 - **Paid** : Invoice paid or in the process of being paid.
 - **Rejected** : Invoice rejected by the accountant (marked as « obsolete »). It can be modified by the supplier and resubmitted. It then returns to the « Sent » status.

[See details : Appendix 2 & 3](#)



VII. Who to contact in case of questions



Contact in case of questions/problems:

- Technical:
 - Connexion Ariba SNCB: [SAP Ariba for Procurement | SNCB \(belgiantrain.be\)](#)
 - Utilize the Help Center SAP: [Help Center](#)

- SNCB invoices / payment: ariba.invoicing@belgiantrain.be



Appendix 1: Invoice creation



Start up in SAP Ariba - Invoice creating

INVOICE CREATION

- 1 Invoices to be created in the business network.

1

The screenshot displays the SAP Ariba Workbench interface. At the top, there is a navigation bar with various menu items: Home, Enablement, Discovery, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. Below the navigation bar, the 'Workbench' section features a dashboard with seven key performance indicators (KPIs):

- 16 Orders (Last 31 days)
- 11 Invoices (Last 31 days)
- 4 New orders (Last 31 days)
- 1 Orders to invoice (Last 31 days) - This KPI is highlighted with a blue underline and a 'Save filter' button below it.
- 0 Rejected invoices (Last 31 days)
- 0 Matched Leads (Last 90 days)
- 0 Invited Leads (Last 90 days)

Below the KPIs, there is a section titled 'Orders to invoice (1)'. It includes a filter bar with 'Edit filter', 'Save filter', and a search input containing '4521281513' with a 'Last 90 days' range. Below the filter bar, there are several filter criteria: Customers, Order numbers (with a dropdown showing '4521281513'), Creation date (dropdown set to 'Last 31 days'), Order status (dropdown set to 'Include'), Company codes, Purchasing organizations, and Customer locations. There are also radio buttons for 'Partial match' (selected) and 'Exact match'. A 'Show more' link is present below the filters.

At the bottom of the screenshot, a table displays the details of the order to invoice:

Order Number	Customer	Amount	Date ↓	Order Status
4521281513	NMBS/SNCB	€250 EUR	Aug 12, 2024	Partially Received



Start up in SAP Ariba - Invoice creating

INVOICE CREATION

- 2 Invoice created manually from the order:

2

The screenshot displays the SAP Ariba Business Network interface for an Enterprise Account in TEST MODE. The main heading is 'Purchase Order: 4521281513'. Below this, there are four buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. A tooltip for 'Standard Invoice' reads 'Create an invoice against the purchase order'. Below the buttons, there are two tabs: 'Order Detail' and 'Order History'. At the bottom, there are two columns of contact information. The left column is labeled 'From:' and lists 'NMBS / SNCB' with an address in Brussels, Belgium. The right column is labeled 'To:' and lists 'MY SCC COMPANY' with an address in Brussels, Belgium.

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 4521281513

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification

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

Create an invoice against the purchase order

Order Detail Order History

From:
NMBS / SNCB
Hallepoortlaan 40
1060 Brussel
3
Belgium

To:
MY SCC COMPANY
BERGSTRAAT
1000 BRUSSEL
Belgium
Phone:

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

3 Information on invoice

3

Summary

Purchase Order: 4521281617

Invoice #: 4521281617

Invoice Date: 1 Oct 2024

Service Description:

Supplier Tax ID: 0823538419

Remit To: Street SCC-RemitTo-001

BXL

Belgium

Bill To: NMBS N.V. / SNCB S.A.

Brussel
3
Belgium

Subtotal: 5.00 EUR
Total Tax: 1.05 EUR
Total Gross Amount: 6.05 EUR
Total Net Amount: 6.05 EUR
Amount Due: 6.05 EUR

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: VAT

Location:

Description: Taux normal

Regime:

Date Of Pre-Payment:

Law Reference: Art. n°

Taxable Amount: 5.00 EUR

Tax Rate Type:

Rate(%): 21

Tax Amount: 1.05 EUR

Exempt Detail: (no value)

Date Of Supply: 1 Oct 2024

Triangular Transaction

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

4 Information on invoice

4

Payment Term

Net Term(days):

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:
MY SCC COMPANY - Branch1
BRUGGE
Belgium

Bill From: MY SCC COMPANY
BRUSSEL
Belgium

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: 0823538413

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Service Start Date:

Service End Date:

Choose Address:
Customer: NMBS N.V. / SNCB S.A.
Brussel
Bruxelles-Capitale, Région de
Belgium

Email:

Customer VAT

Customer VAT/Tax ID:

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

5

- Full GR quantity is fetched automatically

5

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

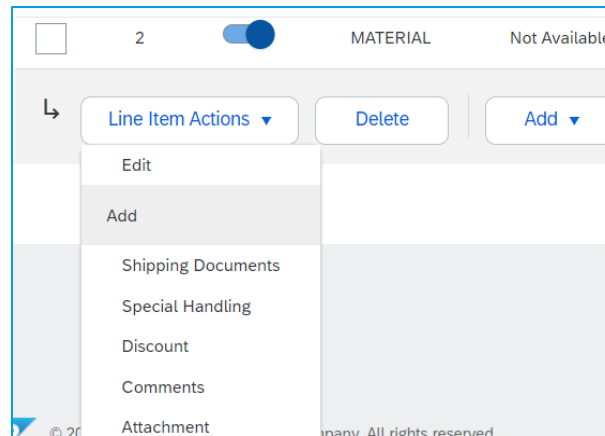
Tax Category: Shipping Documents Special Handling Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (partial receiving)		5	EA ⓘ	50.00 EUR	250.00 EUR

↳ Line Item Actions ▼ Delete Add ▼

- Lines can be included or excluded
- Additional services can be added
- VAT



Start up in SAP Ariba - Invoice creating

INVOICE CREATION

6

- Summary before creation

6

Create Invoice

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 Belgium. The document's destination country is Belgium.
If you want your invoice to be stored in the SAP Business Network using both document archiving, you can subscribe to an archiving service. Note that you will also be able to archive all invoices sent you subscribe to the archiving service.

Standard Invoice

Invoice Number: FAC32524_QTY
Invoice Date: Tuesday 12 Aug 2024 12:00 PM GMT+02:00
Original Purchase Order: 452329333

Subtotal: 250.00 EUR
Tax Tot: 52.50 EUR
Total Gross Amount: 302.50 EUR
Total Amount without Tax: 250.00 EUR
Total Net Amount: 250.00 EUR
Amount Due: 302.50 EUR

REMY TO:	BILL TO:	SUPPLIER:
MY SCC COMPANY Post Address: Saver SCC RemTo-001 1000 BRU Belgium Name To ID: INCB-Good To ID of Supplier: 082329333	IMES: INCB Post Address: Piv 894UC Huisvesting 43 1300 Brussel Belgium Address ID: 2020	MY SCC COMPANY - Branch Post Address: Saver SCC 1000 BRUSSEL Belgium

BILL FROM:	CUSTOMER:	WIRE PAYMENT TO BANK:
MY SCC COMPANY Post Address: BERGSTRAF 1000 BRUSSEL Belgium	IMES: INCB Post Address: Huisvesting 43 1300 Brussel Belgium Address ID: 2020	BANK OF NEW YORK MELLON Account Name: BANK OF NEW YORK Account Type: Checking Branch Name: BRUSSELS BRANCH Account ID: 03877066170 SWIFT Code: BNPA3333 Bank ID: 88888888888888888888

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
MY SCC COMPANY Post Address: BERGSTRAF 1000 BRUSSEL Belgium	S-CP Post Address: Piv 894UC S-CP Huisvesting 43 1300 Brussel Belgium Address ID: 2020 Email: Piv 894UC Phone Number: +32 (0)00 000000

PAYMENT TERMS: Net Term: 30 Days

ADDITIONAL INFORMATION:
Payment Method: 000
Supplier VETax ID: 082329333

Original Purchase Order: 452329333

Line No.	Line Ref No.	Type	Part No.	Qty/Units	Unit Price	Sub Total
1		MATERIAL	Not Available	5 / (54)	50.00 EUR	250.00 EUR
Description: See Vm (partic economis)						

DETAILS

Auxiliary Part ID:
Manufacturer Part No:
Manufacturer Name:
Country of Origin:
Classification Domain: custom
Classification Code: 927.03

Subtotal: 250.00 EUR
Tax Tot: 52.50 EUR
Gross Amount: 302.50 EUR
Net Amount: 250.00 EUR

Tax Summary

Tax Details

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	21%		250.00 EUR	52.50 EUR				

Date of Issue: Tuesday 12 Aug 2024 12:00 AM GMT+02:00

Invoice Summary

Subtotal: 250.00 EUR
Tax Tot: 52.50 EUR
Total Gross Amount: 302.50 EUR
Total Amount without Tax: 250.00 EUR
Total Net Amount: 250.00 EUR
Amount Due: 302.50 EUR



Start up in SAP Ariba - Invoice creating

INVOICE CREATION with planned del cost

1

- Planned delivery cost automatically proposed to vendor

1

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (transport cost added)		1	EA	200.00 EUR	200.00 EUR

Line Item Allowances and Charges

Service Code: * Freight(%) Add Tax

Description: Freigh (%) Remove

Start Date:

End Date:

Charge: Amount

Line Item Actions

- Can be switched to %

Insert Line Item Options Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (transport cost added)	

Line Item Allowances and Charges

Service Code: * Freight(%) Add Tax

Description: Freigh (%) Remove

Start Date:

End Date:

Charge: Rate (%)

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

1

- Multiple tax rates on lines of invoice - Ariba invoicing


1

▼ Invoice Header

Summary


Purchase Order: 4521281529

Invoice #: * FAC210824_18

Invoice Date: * 21 Aug 2024 

Service Description:

Supplier Tax ID: * 0823538413

Remit To: Street SCC-RemitTo-001 


BXL


Belgium


Bill To: NMBS / SNCB

Brussel
3
Belgium

Subtotal: 200.00 EUR
Total Tax: 0.00 EUR
Total Gross Amount: 200.00 EUR
Total Amount without Tax: 200.00 EUR
Total Net Amount: 200.00 EUR
Amount Due: 200.00 EUR

Tax 

Header level tax 

Line level tax 

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

2

- Multiple tax rates on invoice - Ariba invoicing

2

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (18) - Drink

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (18)

Tax

↳

Edit
Add
Tax

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

3

- Multiple tax rates on invoice - Ariba invoicing

3

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (18) - Drink		1	EA ⓘ

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 100.00 EUR

Rate(%): 6

Tax Amount: 6.00 EUR

Exempt Detail: (no value) v

Date Of Supply: 21 Aug 2024 ⓘ

Triangular Transaction

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test Vim (18)		1	EA ⓘ

Tax

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 100.00 EUR

Rate(%): 21

Tax Amount: 21.00 EUR

Exempt Detail: (no value) v

Date Of Supply: 21 Aug 2024 ⓘ

Triangular Transaction

Start up in SAP Ariba - Invoice creating

INVOICE CREATION

1

Resubmit rejected invoices - Ariba invoicing

Suppliers can resubmit rejected invoices easily:

1

The screenshot displays the SAP Ariba Business Network interface for a rejected invoice. At the top, it shows the SAP logo, 'Business Network', and a 'TEST MODE' indicator. The invoice number is '4521281534_3QF'. Below the invoice number, there are several action buttons: 'Edit', 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. A navigation bar below these buttons includes 'Detail', 'Scheduled Payments', and 'History'. The main content area is titled 'Rejected Invoice:' and lists several reasons for rejection, including '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 NMBS/SNCB: Success', 'DOC-1:', 'DOC-184: The document has been transferred to the next integration point.', 'DOC-190: The document is ready to be picked up by the recipient.', 'INV-35: The invoice status has been successfully updated to Processing by NMBS/SNCB. Description:Created', and 'INV-35: The invoice status has been successfully updated to Rejected by NMBS/SNCB. Description:Obsolete'. Below the reasons, there is an 'Obsolete' label and an 'Edit & Resubmit' button. At the bottom of the interface, it shows 'Standard Invoice' and a status summary: 'Status Invoice: Rejected Routing: Acknowledged'.

Start up in SAP Ariba - Invoice creating

CREDIT MEMO CREATION

1

- Credit memo

1

The screenshot displays the SAP Ariba Business Network interface for a purchase order. At the top, the SAP logo is followed by 'Business Network', 'Enterprise Account', and a red 'TEST MODE' button. Below this, the purchase order number '4521281441' is shown. A row of four buttons is present: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', and 'Create Quality Notification'. The 'Create Invoice' button is open, showing a dropdown menu with three options: 'Standard Invoice', 'Line-Item Credit Memo' (highlighted with a red border), and 'Line-Item Debit Memo'. Below the buttons, there are two tabs: 'Order Detail' and 'Order History'. At the bottom left, the 'From:' information is listed: 'Customer', 'NMBS N.V. / SNCB S.A.', 'Frankrijkstraat-56', and '1060 Brussel'.

Start up in SAP Ariba - Invoice creating

CREDIT MEMO CREATION

2

- Full Credit memo

2

SAP Business Network Enterprise Account TEST MODE

Line-Item Memo

Invoices (1)

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	FAC13082024_16QF	NMBS/SNCB	4521281441	Online	Supplier	Supplier	No	Order	13 Aug 2024	24,20 EUR	Acknowledged	Sent

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

SAP Business Network Enterprise Account TEST MODE

Create Line-Item Credit Memo

Credit Memo Type

Quantity Adjustment Price Adjustment

Invoice Header

Summary

Credit Memo #:*	CN13082024_16QF	Subtotal:	-20.00 EUR
Credit Memo Date:*	13 Aug 2024	Total Tax:	-4.20 EUR
Original Invoice No:	FAC13082024_16QF	Total Gross Amount:	-24.20 EUR
Original Invoice Date:	13 Aug 2024	Total Amount without Tax:	-20.00 EUR
Supplier Tax ID:*	0823538413	Total Net Amount:	-24.20 EUR
Remit To	Street SCC-RemitTo-001	Amount Due:	-24.20 EUR



Start up in SAP Ariba - Invoice creating

INVOICE CREATION

1

Suppliers can create line-item debit memo, with price increase per item:

1

The screenshot displays the SAP Ariba Business Network interface. At the top left, it says 'SAP Business Network' and 'TEST MODE'. The main header is 'Line-Item Memo' with a 'Done' button on the right. Below this, there is a section for 'Invoices (1)' with a table containing one entry. The table has columns for Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. Below the table, there are several action buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	FAC_QF_1	NMBS/SNCB	4521281540	Online	Supplier	Supplier	No	Order	22 Aug 2024	181.50 EUR	Queued	Sent



Appendix 2: Order status - details



Start up in SAP Ariba - Invoice creating

ORDER STATUS

Order status - Ariba order totally received

31 Orders Last 31 days

17 Items to confirm Last 31 days

10 Items to ship Last 31 days

0 Return items Last 31 days

9 New orders Last 31 days

0 Changed orders Last 31 days

1 Orders to invoice Last 31 days

0 Orders to Summary invoice Last 31 days

1 Orders with service line Last 31 days

0 Items to service Last 31 days

Orders to invoice (1)

▼ Edit filter | 4521281533 Last 31 days

Customers: Select or type selections

Order numbers: 4521281533 x Type selection

Creation date: Last 31 days

Order status: Include Select or type

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Partial match Exact match

Show more

Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4521281533	NMBS/SNCB	€450 EUR	Aug 20, 2024	Received		...



Start up in SAP Ariba - Invoice creating

ORDER STATUS

Order to invoice - Ariba order partially received

The screenshot displays the SAP Ariba Workbench interface. At the top, the navigation bar includes 'Business Network', 'Enterprise Account', and a user profile. The main menu contains various functional areas like Home, Enablement, Discovery, Workbench, Planning, Orders, Fulfillment, Quality, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The 'Workbench' section features a dashboard with seven key metrics: 16 Orders (Last 31 days), 11 Invoices (Last 31 days), 4 New orders (Last 31 days), 1 Orders to invoice (Last 31 days, with a 'Save filter' link), 0 Rejected invoices (Last 31 days), 0 Matched Leads (Last 90 days), and 0 Invited Leads (Last 90 days). Below the dashboard, the 'Orders to invoice (1)' section provides filter options for Customers, Order numbers (4521281513, Last 90 days), Creation date (Last 31 days), Order status (Include), Company codes, Purchasing organizations, and Customer locations. A 'Show more' link is also present. At the bottom, a table lists the order details.

Order Number	Customer	Amount	Date ↓	Order Status
4521281513	NMBS/SNCB	€250 EUR	Aug 12, 2024	Partially Received



Start up in SAP Ariba - Invoice creating

ORDER STATUS

Order to invoice - Ariba order partially invoiced

The dashboard displays the following metrics for the last 31 days:

Metric	Count
Orders	31
Items to confirm	17
Items to ship	10
Return items	0
New orders	9
Changed orders	0
Orders to invoice	1
Orders to Summary invoice	0
Orders with service line	1
Items to service	0

Orders to invoice (1)

▼ Edit filter | 4521281533 Last 31 days

Customers: Select or type selections

Order numbers: 4521281533 × Type selection

Creation date: Last 31 days

Order status: Include

Company codes: Select or type selections

Purchasing organizations: Select or type selections

Customer locations: Type selection

Partial match (selected) Exact match

Show more

Apply Reset

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4521281533	NMBS/SNCB	€450 EUR	Aug 20, 2024	Partially Invoiced	€50 EUR	...



Start up in SAP Ariba - Invoice creating

ORDER STATUS

Order to invoice - Ariba order completely invoiced

1

Orders

Last 31 days

17

Items to confirm

Last 31 days

10

Items to ship

Last 31 days

0

Return items

Last 31 days

9

New orders

Last 31 days

0

Changed orders

Last 31 days

0

Orders to invoice

Last 31 days

0

Orders to Summary invoice

Last 31 days

1

Orders with service line

Last 31 days

0

Items to service

Last 31 days

Orders (1)

▼ Edit filter | 4521281533 Last 90 days

Customers

Select or type selections



Order numbers

4521281533 x Type selection

Partial match Exact match

Creation date

Last 31 days

Order status

Include

Select or type



Company codes

Select or type selections



Purchasing organizations

Select or type selections



Customer locations

Type selection

Show more

Apply

Resend Failed Orders



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced
4521281533	NMBS/SNCB	€450 EUR	Aug 20, 2024	Invoiced	€450 EUR



Appendix 3: Invoice status - details



SAP Ariba - Invoice status

INVOICE STATUS

1

Order to invoice - Feedback statuses:
Invoice sent from Ariba to SAP/VIM:

1

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
4521281534_4QF	NMBS/SNCB	4521281534	Aug 21, 2024	€6.05 EUR	Acknowledged	Sent

SAP Business Network TEST MODE

Invoice: 4521281534_4QF

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: 4521281534_4QF
Invoice Status: Sent
Received By SAP Business Network On: 21 Aug 2024 6:14:30 PM GMT+02:00
Submitted By: Pascal Boucquiaux

History

Status	Comments
	The invoice was successfully received.
	This document has been digitally signed.
	This document has been digitally verified.
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
Acknowledged	Comments from NMBS/SNCB: Success The invoice status has been successfully updated to Processing by NMBS/SNCB. Description:Created



SAP Ariba - Invoice status

INVOICE STATUS

Invoices not yet approved

The screenshot displays the SAP Ariba Invoice Status dashboard. At the top, there are seven summary cards for different invoice statuses over the last 31 days: Invoices (1), Rejected invoices (0), Overdue invoices - Not approved (0), Overdue invoices - Approved (0), Invoices pending approval (6), Approved invoices pending payment (0), and Paid invoices (0). The 'Invoices pending approval' card is highlighted with a red border. Below this, the section 'Invoices pending approval (6)' includes filter options for 'Last 31 days' and 'Sent'. Search filters for Customers, Invoice number, Reference, Invoice date, and Invoice type are visible. The 'Invoice number' filter is set to 'Partial match'. A 'Show more' link is present. Below the filters is a table with the following data:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status
IV0802A-SHIPHD	NMBS/SNCB	4521281470	Aug 2, 2024	€133.1 EUR	Acknowledged	Sent
IVPBO0731A-SA	NMBS/SNCB	5520000260	Jul 31, 2024	€181.5 EUR	Acknowledged	Sent



SAP Ariba - Invoice status

INVOICE STATUS

Order to invoice - Feedback statuses:

Invoice free for payment :

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
4521281587_1	NMBS/SNCB	4521281587	Sep 11, 2024	€60.5 EUR	Acknowledged	Approved	MY SCC COMPANY - Branch1, BRUGGE, BEL	NMBS N.V. / SNCB S.A., Brussel / Bruxelles, Br...	...

Invoice: 4521281587_1

Create Line-Item Credit Memo
Create Line-Item Debit Memo
Copy This Invoice
Download PDF ▾
Export cXML

Detail Scheduled Payments **History**

Invoice: 4521281587_1
 Invoice Status: Approved
 Received By SAP Business Network On: 11 Sep 2024 2:05:06 PM GMT+02:00
 Submitted By: Pascal Boucquiaux

History

Status	Comments
	The document has been transferred to the next integration point.
	The document is ready to be picked up by the recipient.
Acknowledged	Comments from NMBS/SNCB: Success
	The invoice status has been successfully updated to Processing by NMBS/SNCB.
	The invoice status has been successfully updated to Approved by NMBS/SNCB.



SAP Ariba - Invoice status

INVOICE STATUS

Order to invoice - Feedback statuses:

Invoice paid:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
FACNUM2_1	NMBS/SNCB	4521281533	Aug 21, 2024	€484 EUR	Acknowledged	Paid	MY SCC COMPANY - Branch1, BRUGGE, BEL	NMBS / SNCB, Brussel, 3, BEL	...

Invoice: FACNUM2_1

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: FACNUM2_1
Invoice Status: Paid
Received By SAP Business Network On: 21 Aug 2024 11:09:23 AM GMT+02:00
Submitted By: Pascal Boucquiaux

History

Status	Comments
	The invoice was successfully received.
	This document has been digitally signed.
	This document has been digitally verified.
	The document is ready to be picked up by the recipient.
	The document has been transferred to the next integration point.
	Comments from NMBS/SNCB: Success
Acknowledged	
	The invoice status has been successfully updated to Approved by NMBS/SNCB.
	The invoice status has been successfully updated to Paid by NMBS/SNCB.





Thank you

