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How to Submit Invoice Through Ariba

In order to submit invoice through Ariba Network, login to your Ariba account through [Ariba Network Supplier](#) and go to “New Orders” or “Orders to Invoice” tab. Kindly ensure that you have set up the filter in your Ariba workbench to show data in last 365 days instead of last 31 days to see older PO. **How to do this?**

1. Go to “Workbench” and below page will appear. Select “New orders” or “Orders to invoice” tab.
2. Click “Edit filter”, select “Partial match”, update creation date accordingly (e.g.: Last 365 days), and click “Apply”. You can also select specific customers using this function.
3. If you want to check a specific PO number, you can click “Exact match” input the PO number under “Order Numbers”, and click “Apply”.

Note: You can save the filter by clicking “Save filter” button in “Orders” tile.

The screenshot shows the Ariba Workbench interface. At the top, there are several tiles for different order types: Orders to Invoice (15), Orders (21), Rejected Invoices (0), Remittances (R 0.0 ZAR), Early payment offers (R 0.0 ZAR), Scheduled payments (R 0.0 ZAR), Invoices (2), and Pinned documents (0). The 'Orders' tile is selected and highlighted with a red box, and it contains a 'Save filter' button. Below the tiles, the 'Orders (21)' section is visible. It includes an 'Edit filter' button (highlighted with a red box) and various filter options: 'Customers' (a dropdown menu), 'Order numbers' (a dropdown menu with 'Type selection' and 'Partial match' selected, highlighted with a green box), 'Creation date' (a dropdown menu with 'Last 365 days' selected, highlighted with a red box), 'Order status' (a dropdown menu with 'Include' selected), 'Company codes' (a dropdown menu), and 'Purchasing organizations' (a dropdown menu). There are also fields for 'Customer locations', 'Order type' (set to 'All'), 'Routing status' (set to 'All'), 'Min amount', 'Max amount', and 'Currency' (set to 'ZAR'). At the bottom right, there are 'Apply' (highlighted with a red box), 'Reset', and 'Cancel' buttons.

Resource: [SAP Business Network Supplier Training \(NEW\) | Navigating your Account \(ariba.com\)](#)

All PO that fulfill the criteria will appear after you have applied the filter. You need to find the PO that you are trying to invoice and click on the PO number. The PO page will then be opened and you will have option to “Create Invoice” and then select “Standard Invoice”.

The screenshot shows the Ariba PO page. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a blue circle and a yellow circle with the number '2'. Below these buttons, there are two tabs: 'Order Detail' and 'Order History'. On the right side, there is a dropdown menu with 'Standard Invoice' and 'Credit Memo' options. The 'Standard Invoice' option is highlighted with a blue circle.

You can take note on below points while submitting your invoice:

1. Fill up all the compulsory fields with asterisk (*) mark. You can skip fields that are not compulsory.
2. **Adding an Invoice Attachment is compulsory on Ariba. How to add attachment?**

- I. Select "Add to Header" and choose "Attachment"
 - II. Click "Browse" to choose the file from your computer. This will trigger a new window where you can select the file you want.
 - III. Once file is selected, click "Add Attachment".
- NOTE: The total size of all attachments cannot exceed 10MB. Only PDF format file is accepted. The file name cannot be the same as Invoice# you input on Ariba.*

The screenshot shows the 'Attachments' section of the Ariba interface. A dropdown menu is open, showing options like 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Discount', 'Payment Term', 'Additional Reference Documents and Dates', and 'Attachment'. The 'Attachment' option is highlighted. The 'Attachments' panel displays a message: 'The total size of all attachments cannot exceed 10MB'. Below this message are three buttons: 'Browse...', 'Add Attachment', and 'No file selected.'.

3. **Tax is a compulsory field on Ariba.** Please follow below steps to add tax on your Ariba invoice.
 - i. Tick "Tax Category".
 - ii. Select the type of tax that you want to apply to your invoice from drop down list.
 - iii. Make sure that the line(s) that you are invoicing have green toggle icon in the Include column which indicates that the line item is included on your current invoice.
 - iv. Click "Add to included lines" and tax subline will appear on each line item included.
 - v. Populate the "Taxable Amount" if the taxable amount is lesser than total line item amount, otherwise you can skip this step.
 - vi. Populate the tax rate under "Rate(%)".
 - vii. Click "Update" and Ariba will auto-calculate the tax amount according to the tax rate that you input.

The screenshot shows the 'Line Items' section of the Ariba interface. The 'Insert Line Item Options' section is visible, with 'Tax Category' set to 'Sales Tax'. The 'Standard Tax Selections' dropdown is open, showing options like 'Sales', 'VAT', 'GST', 'HST', 'PST', 'QST', 'Usage', 'Withholding Tax', 'Other Tax', and 'Configure Tax Menu'. The 'Add to Included Lines' button is highlighted. The 'Taxable Amount' is R 3,806.25 ZAR, and the 'Tax Rate (%)' is 0. The 'Tax Amount' is R 0.00 ZAR.

Resource: [Ariba Network Supplier Training \(NEW\) | Invoicing](#)

4. You can update Quantity / Pricing for each line according to your invoice.

The screenshot shows the 'Line Items' section of the Ariba interface. The 'Line Items' table is visible, with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. The first line item is highlighted, showing a quantity of 7 and a unit price of 10.00 EUR.

How to Submit Credit Note

Please note that credit note will need to be submitted against a specific invoice instead of PO. Kindly follow below steps to create a line level credit memo against an invoice:

1. Click the Invoices tab.
2. Select your previously created invoice.
3. Click the *Create Line-Item Credit Memo* button on the Invoice screen.
4. Complete information in the form (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (*) are filled in.
5. Click Next > Review Credit Memo > Submit.

Invoices

► Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
2	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

3

Create Line-Item Credit Memo

Edit

Copy

Create Non-PO Invoice

Line Items 4

4 Line Items, 4 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"/>	4	<input checked="" type="checkbox"/>	MATERIAL	JWL812	WIDGET 4		-1	EA	\$6.68 USD	\$-6.68 USD
<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	MATERIAL	MW0345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	MATERIAL	PQ8678	WIDGET 6		-1	EA	\$5.48 USD	\$-5.48 USD
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions

Delete

Turn on Error Dump ⓘ
Hide/Show XML

Update 5 Next

Summary

Subtotal: \$-32.64 USD
Total Tax: \$-2.28 USD
Total Shipping: \$-12.00 USD
Total Gross Amount: \$-46.92 USD
Total Net Amount: \$-46.92 USD
Amount Due: \$-46.92 USD

Print 5 Submit Exit

How to Submit Downpayment Invoice

1. Select “Yes” to “Is this invoice for a Downpayment Request?” when creating the Ariba invoice (see highlighted in the screenshot below).

Supplier VAT/Tax ID: ZA4760187817 Customer VAT/Tax ID: 4260104254

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Withholding Tax Base Amount:

Withholding Tax Amount:

Company Code: 481 Vendor ID: 300986

Is this invoice for a Downpayment Request?: Yes

2. Zero out the line item value and enter all remaining line item details needed to complete the invoice (see in the screenshot below).

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	11 INCH iPad Pro Wifi CELLULAR 256GB SIL		0	EA	R 0 ZAR	R 0.00 ZAR

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

3. Click the “Update” button.

[Update](#) [Save](#) [Exit](#) [Next](#)

4. Enter the amount of the downpayment in below highlighted field.

Supplier VAT Customer VAT

Supplier VAT/Tax ID: ZA4760187817 Customer VAT/Tax ID: 4260104254

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Withholding Tax Base Amount:

Withholding Tax Amount:

Company Code: 481 Vendor ID: 300986

Is this invoice for a Downpayment Request?: Yes

Downpayment amount: 618,000

5. Add PDF copy of the proforma invoice at the header level as attachment.

being applied to this purchase, and submit invoices as normal.

Add to Header ▼

- Shipping Documents
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment**

2 Line Items, 1 Included, 0 Previously Fully Invoiced

☐ 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	11 INCH iPad Pro Wifi CELLULAR 256GB SIL		0	EA	R 0 ZAR	R 0.00 ZAR

⚠️ Your accounting system invoice, along with any supporting documentation needed by your Lilly business contact, is required as an attachment and cannot have the same name as your invoice number. If the attachment file name is the same as the invoice number, please rename the attachment.

***Attachments**

The total size of all attachments cannot exceed 100MB

Choose File No file chosen **Add Attachment**

6. Submit the invoice with zero value. Lilly will process the downpayment in the amount confirmed in step 4.

NOTE: To submit the final invoice against the downpayment, please create the Ariba invoice as per the standard invoice creation method in the Ariba network and indicate that the invoice is not a downpayment request.

Is this invoice for a Downpayment Request?: **No** ▼

Additional Resources and Support

[SAP Ariba Network Supplier Training](#)

[SAP Ariba Help Center](#)

[Lilly Supplier Portal](#)

[Eli Lilly Supplier Information Portal](#)

[Eli Lilly Supplier Guide Add-On - APAC \(ariba.com\)](#)

[Standard Account Functional Training Recording](#)

[Ariba Network - Standard Account Training Videos](#)

[SAP Business Network \(Ariba\) Tips & Tricks Eli Lilly](#)

[SAP Ariba Subscriptions and Pricing](#)

[Which account type is best for you?](#)