

DXC Technology

Ariba Network Supplier Invoice Guide

For Creation of Standard Invoices, Line-item Credit Memos, & Non-PO
Invoices

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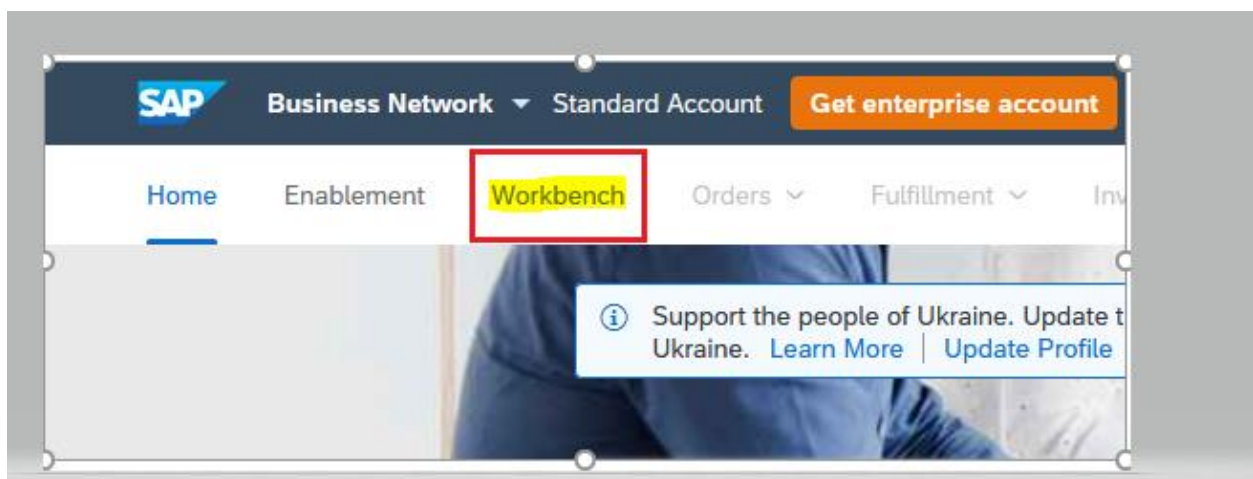
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Standard Invoice –(PO Flip)

Locate/Access the DXC Purchase Order

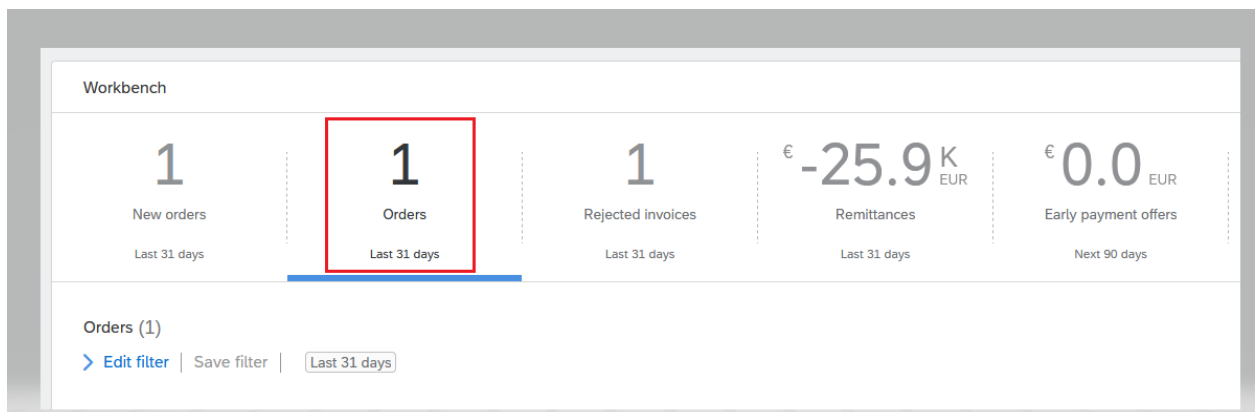
Option 1: Access From the Ariba Account Workbench

1. Log into your companies Ariba Account and then search for a Purchase Order:
2. Go to the **Workbench** tab at the top of the Ariba Home Page.



3. Select **Orders** to view all orders.

NOTE: Ariba settings default only shows Orders that are 31 days old or less. This function is the same for **Invoices**, & **Rejected Invoices**. You can adjust the search parameters after clicking on the specific Tile.



4. Click **Edit filter** to expand the filter options.

Orders (0)

> Edit filter | Save filter | Last 31 days

- You can change the search criteria by adjusting the search parameters such as Customer Name, Creation Date, etc. Once you have adjusted the search parameters, select the apply button to apply the changes.

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Partial match ☒ Exact match ☐

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

Apply Reset Cancel

☐ Show hidden orders only

- To search for a specific Order #, change the search criteria to **Exact Match** and then select **Apply**.

▼ Edit filter

Customers: Select or type selections

Order numbers: L100008610 ✕ Type selection

Partial match ☐ Exact match ☒

Apply Reset Cancel

- And Ariba will populate your purchase order. Then **select** the Purchase Order # in blue to access the PO in order to create the invoice.

> Edit filter | Save filter | L100008610 New

Order Number	Customer	Amount	Date ↓
L100008610	DXC Technology Services LLC - TEST	€89,194.66 EUR	Mar 29, 2022

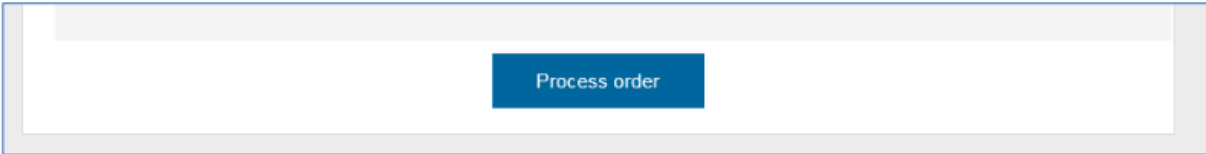
Option 2: Access From the Ariba Interactive Purchase Order Email-Ariba

Locate the email containing the Purchase Order:

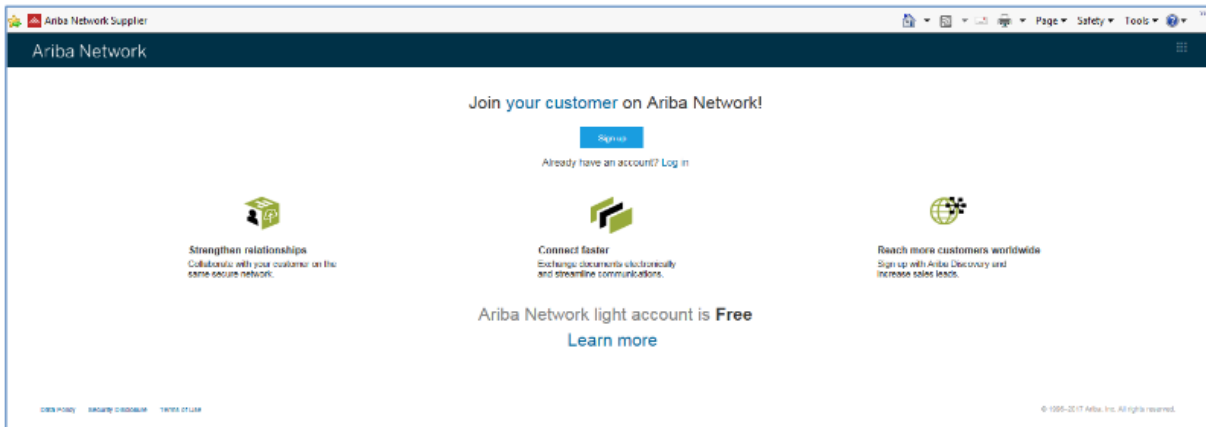
The email will come from: ordersender-prod@ansmtp.ariba.com

With a subject line of: DXC Technology Services LLC. Sent a new Purchase Order starting with the letter "L," "X," "G" or "C" (for example: L100000001, X100000001, G100000001 or C100000001)

View the body of the email and scroll down and click on **Process Order**, as shown in the example here:



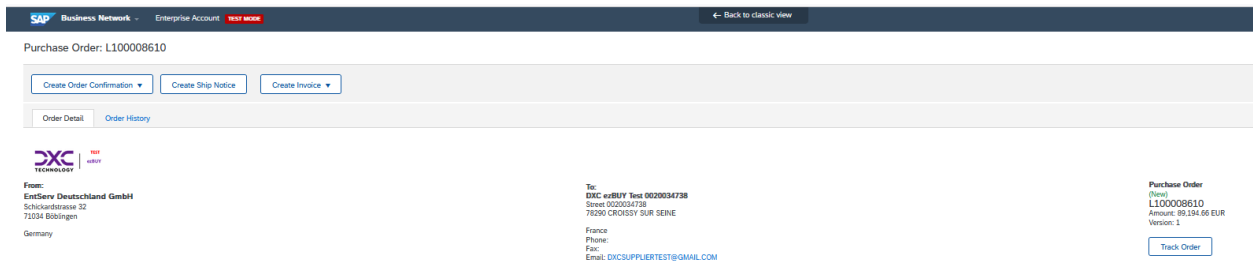
If this is your **first time** interacting with **DXC** you will then be directed to login or register from the screen below. If it is not your first time, go to page 2 to continue.



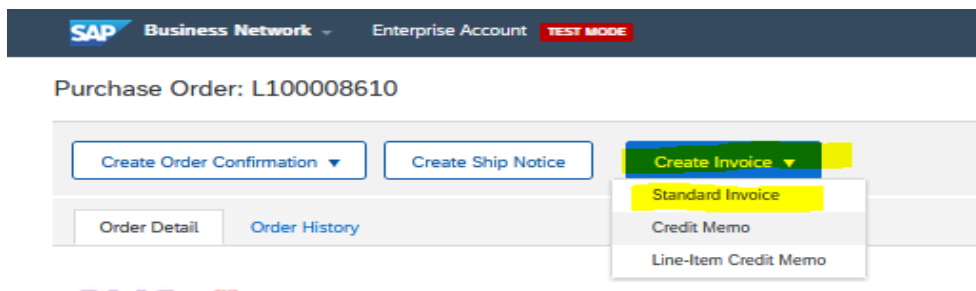
- **Please note:** Logging in or registering from the above screen will establish the trading relationship between your company and DXC Technology Services LLC on the Ariba Network

Create the Invoice

1. After locating & opening the PO you want to invoice:



2. Click **Create Invoice > Standard Invoice**.



1. Invoice is automatically **pre-populated** with the PO data. Complete all fields marked with an **asterisk** and add tax as applicable.
2. Once you've **completed** all required fields and **optional fields** if necessary, click **Next**.
3. On the **Review page**, review your invoice for accuracy. Once satisfied, click **Submit** to send the invoice to your Buyer.

Note: the **type** and **amount** of fields to fill in depends on transacting rules set up by your customer as well as on regional legal rules. Make sure to view DXCs country specific invoice transacting rules & to also visit the **Regional Variations** section of this training site for more information.

The screenshot shows the top navigation bar of the system. It includes three main buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a yellow circle containing the number 2. Below the 'Create Invoice' button is a dropdown menu with two options: 'Standard Invoice' and 'Credit Memo'. Below these buttons are two tabs: 'Order Detail' and 'Order History'.

The screenshot shows the 'Create Invoice' form. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a yellow circle containing the number 4. Below the buttons is a red error message: '! Please correct the following errors and resubmit'. The form is divided into sections. The 'Invoice Header' section is expanded, showing a 'Summary' table. The 'Summary' table has two columns: 'Field' and 'Value'. The 'Field' column contains 'Purchase Order: PO64', 'Invoice #: *', 'Invoice Date: * 19 Sep 2019', 'Service Description:', and 'Supplier Tax ID:'. The 'Value' column contains 'Subtotal: \$39.90 USD', 'Total Tax: \$0.00 USD', 'Total Gross Amount: \$39.90 USD', 'Total Net Amount: \$39.90 USD', and 'Amount Due: \$39.90 USD'. A yellow circle with the number 3 is next to the 'Purchase Order' field. A red error message '! Required field' is next to the 'Invoice Date' field. Below the 'Summary' table is a 'Remit To' section with the address 'TEST, Pittsburgh, PA, United States'. Below that is a 'Bill To' section with the address 'ARIBA-Pittsburgh, Pittsburgh, PA, United States'. A 'View/Edit Addresses' link is next to the 'Amount Due' field.

Add Invoice Header Information:

1. Enter an **Invoice #** which is a suppliers internal invoice number for invoice identification. The Invoice Date will auto-populate and can be adapted if needed. (**DXC only allows backdating up to 5 days**)
 - a. Enter or Confirm the **Supplier Tax ID**. (if required)
Note: If the Supplier Tax ID (Also known as VAT, GST, ABN) is not displayed contact your businesses Ariba Network System Administrator, to add to the Company Profile. This will then auto-populate on all invoicing.
2. Choose the correct **Remit-to Address** (if several addresses were configured during setup).

3. **Tax and Shipping** can be entered at either the Header or Line level by selecting the appropriate radio button. This also depends on your country, please check the **Regional Variations** tile for more information

Note: Select **Header level tax** when all items on the invoice will have the same tax rate. Use **Line Level tax** when different line items have different tax rates. **-It is preferable for suppliers to use the Line Level tax option.**

4. Click **Add to Header** to add additional information to the invoice, including Comments, Attachments (max. 10 MB).

The screenshot displays the 'Invoice Header' form. The 'Summary' section includes fields for 'Purchase Order: 1084497223', 'Invoice #: INV_1084497223', 'Invoice Date: 15 Apr 2016', and 'Remit To: DEFAULT VALUE'. Below this are 'Tax' and 'Shipping' sections, each with radio buttons for 'Header level' and 'Line level' options. A dropdown menu is open, showing a list of items to add to the header: Tax, Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment. The 'Add to Header' button is visible at the top of the dropdown menu.

Additional Header Information:

To enter additional information to the header, like comments or attachments, click the *Add to Header* button at the top and bottom of the header.

- To add a comment, click **Comment**. The Comment field appears, allowing you to add free text.
- To enclose a document, click **Attachment**. Then browse your computer and click on **Add Attachment**. The total size of all attachments cannot exceed 10MB.
- Attachments are only required for **Proforma Invoice Countries**. For **Proforma Invoice Countries**, a supplier **must attach** the Original Tax Invoice copy to the Ariba Network invoice copy.
 - For Mexico a supplier must attach the Invoice in both XML & PDF format.

Comment

Comments:

Default Invoice Comment Text:

Attachments

The total size of all attachments cannot exceed 10MB

No file selected.

Additional Fields Section

If required: Select the **Supplier 'From' address** from the drop down to change the Supplier **'From'** address if supplier is using the same **ANID** to transact for multiple supplier entities / countries & different VAT / Tax ID and a different supplier address location must be selected for invoicing.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

▼

Supplier:

Bill From:

CROISSY SUR SEINE

France

Supplier VAT / Tax ID

Enter **Supplier VAT/Tax ID** under the Supplier VAT section if supplier VAT ID / Tax ID does not pre-populate or requires to be changed.

NOTE: If necessary, the **supplier VAT/Tax ID** can be manually updated by a supplier. The supplier VAT/Tax ID should default based off of the **VAT/Tax ID** setup on the suppliers **Ariba Company Profile** or from an **Additional Supplier 'From' Address** that the supplier has selected in the **Additional Fields** section for the specific invoice.

Enter the specific **Commercial Registration Fields** (where applicable)

- **Supplier Commercial Identifier** -(Countries and regions that require commercial registration) is the supplier's company commercial registry number registered with Companies local chamber of commerce. for example, SIRET: 451 684 559 00011-Inscrite au Registre du Commerce de Versailles sous le numéro B 451 684 559 (**This field is sued on invoices**).
- **Supplier Company Capital Field** -(Countries and regions that require commercial registration) The amount of the supplier's company capital or share capital. Enter the amount of your company capital in your company's default currency. Otherwise, enter the 3-digit code of the corresponding currency next to the amount. (**This field is used on invoices**).
- **Commercial Credentials**-(Countries and regions that require commercial registration) The legal status and amount of share capital of the supplier, for example, SARL au capital de 1.500 Euros. (**This field is used on invoices**).

Supplier VAT

Supplier VAT/Tax ID:

Supplier Commercial Identifier: ! Required field

Supplier Commercial Credentials:

Supplier VAT

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

[Add to Header ▼](#)

Adding Invoice Line-Item Information & Tax:

1. Review or update Quantity / Pricing via the Subtotal Field for each line. Some fields might be greyed out due to your customer's transacting rules.

Note: After making any changes to the Line Item Quantity or Pricing, always select the Update button at the bottom right of your invoice to update the invoice details.

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

Insert Line Item Options: ☐ Tax Category: 21% VAT / VAT 21% ☐ 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		HR Services					€37,000.00 GE

Quantity	Unit	Unit Price	Subtotal
			E50,000.00 GE

2. To exclude a line from the invoice, click the line item's green slider, OR delete the line by selecting the line item and clicking *Delete*. You can generate another invoice to bill for that item later.

Line Items

Insert Line Item Options

☐ Tax Category:

<input type="checkbox"/>	No.	Include
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>

Line Items

Insert Line Item Options

☐ Tax Category:

<input type="checkbox"/>	No.	Include
<input type="checkbox"/>	1	<input type="checkbox"/>

Excluded line items cannot be modified.

Adding Tax:

If you need to add **Taxes**, you can either:

- Select line item(s), click **Line-Item Actions**, then **Tax**. The tax subline will appear below each selected line.
- OR use the **Tax Category** dropdown at the top to select from the displayed options, then click **Add to Included Lines** to apply the selected Tax rate to all lines with the green slider activated.

Adding 0% & Tax-Exempt Tax Rate Details

- **Select 0% tax rate from the Tax Category dropdown list.** Ariba will require 2 additional fields of information to be populated.

- **Exempt Detail-Select Zero Rated or Exempt**

- **Description** (Reason for Zero Rate VAT is required (input Reason))

MATERIAL BPO WATER AND COFFEE SUPPLIERS INVOICES FOR 2 TAX TYPES WITH 0% VAT

Category: 0% VAT

Location:

Description: Exempt

Regime:

Taxable Amount: £1,250.00 GBP

Rate(%): 0

Tax Amount: £0.00 GBP

Exempt Detail: Exempt

- Select **update** at bottom of page to update details for the invoice line.

Additional Line-Item Level Information:

Additional information can be added or edited at the line-Item Level.

- To **view/edit** elements of a particular line item, select the relevant line, then click **line-item Actions> Edit**. When complete, click Done to return to Invoice.
- To add comments at the individual line-item level, select the relevant line, then click **line-item Actions > Comments**
- To add attachments at the individual line-item level, select the relevant line, then click line-item Actions > Attachment

20 MATERIAL Test-1179 test item

Line Item Actions

Edit

Add

Tax

Shipping Documents

Special Handling

Discount

Comments

Attachment

Comments

Attachments

The total size of all attachments cannot exceed 10MB

No file selected.

Review & Submit Invoice:

1. Once you are done editing, click on **Next**.
If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.
2. On the **Review** page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

SAP Business Network - Enterprise Account **TEST MODE** [← Back to classic view](#)

Create Invoice

Confirm and submit this document. 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: INV5677899
 Invoice Date: Thursday 28 Apr 2022 12:31 PM GMT-04:00
 Original Purchase Order: G100006402

Subtotal: **£50,000.00 GBP** \$62,755.00 USD
 Total Tax: £10,500.00 GBP \$13,178.55 USD
 Total Amount without Tax: **£50,000.00 GBP** \$62,755.00 USD
 Amount Due: **£60,500.00 GBP** \$75,933.55 USD
 (1 British Pound = 1.2551 US Dollar)

REMIT TO:	BILL TO:	SUPPLIER:
DXC exBUY Test 0200027951 Postal Address: Street 0200027951 LEEDS Leeds LS1 4JB United Kingdom Tax ID of Supplier: gb3	CSC Computer Sciences Ltd Postal Address (Default): Royal Pavilion, Wellesley Road Aldershot HAR GU11 1PZ United Kingdom Address ID: 0201-0002166400	DXC exBUY Test 0200027951-1A Postal Address: Lan van Zuid Hoon 70 2289 Rijswijk Netherlands

- If no changes are needed, click **Submit** to send the invoice to DXC.
- If changes are needed, click **Previous** to return to previous screens.

Previous Save Submit Exit

Alternatively, you can **save** your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from **Invoices > Drafts**.

The **Update** button refreshes the page and allows you to check for errors.

Update Save Exit Next

Line-Item Credit Memo (LLCM)

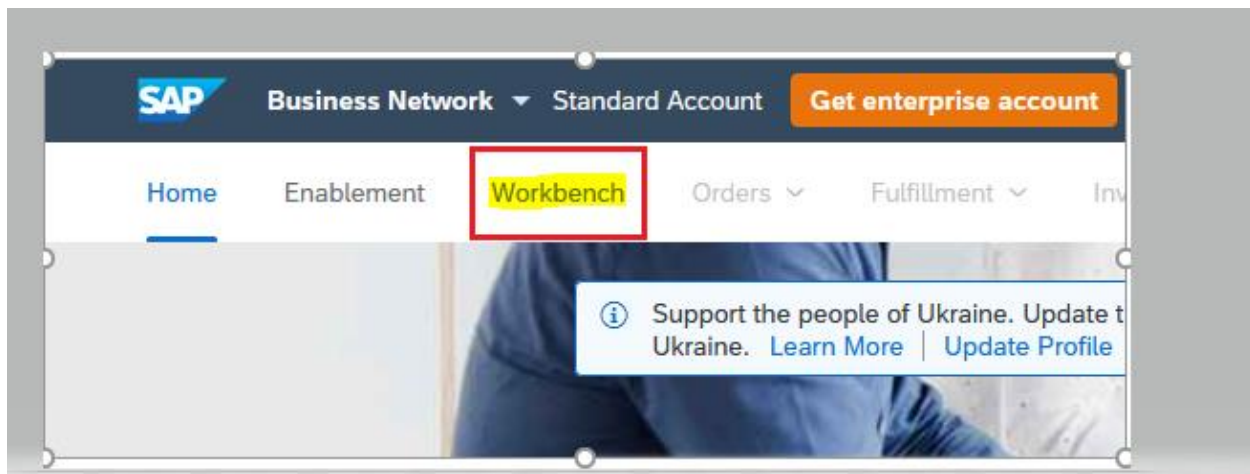
How to Create a Credit Memo

Step 1: Access Ariba Network

- Log into your companies Ariba Account and then to search for a PO:

Step 2: Access Workbench

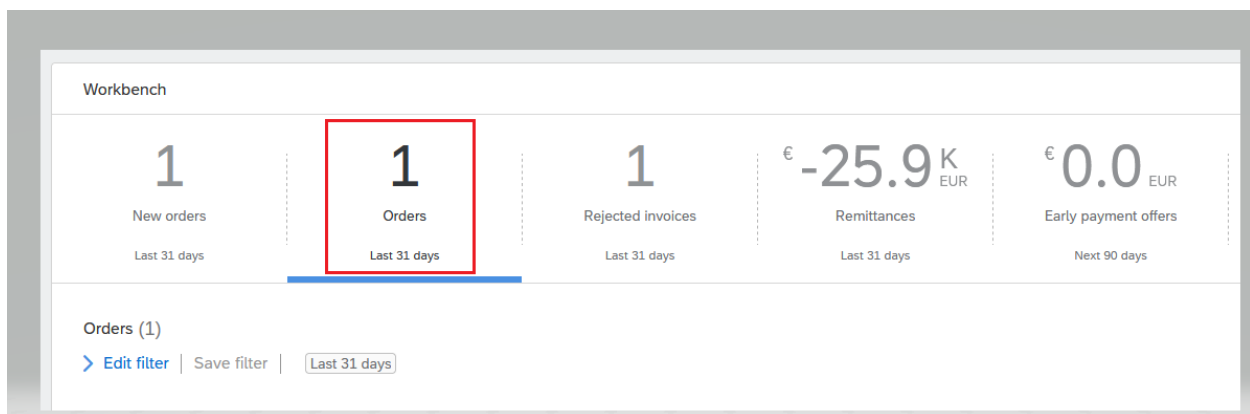
- Go to the **Workbench tab** at the top of the Ariba Home Page



Step 3: View Orders

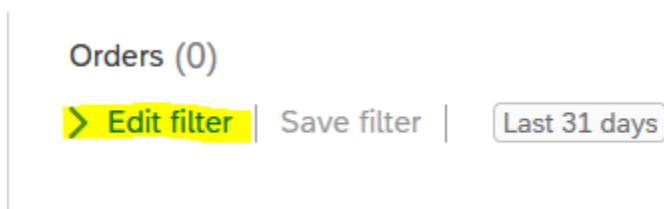
- Select **Orders** to view all Purchase Orders

NOTE: Ariba settings default only shows Orders that are 31 days old or less. This logic is the same when searching for **Invoices**, & **Rejected Invoices** s. You can adjust the search parameters after clicking on the specific Tile you are searching for.



Step 4: Accessing Edit Search Filter Options

- Click **Edit Filter** to expand the search filter options for a search period greater than 31 days.



Step 5: Editing Search Filter Options

- You can change the search criteria by adjusting the search parameters such as **Customer Name, Creation Date, etc.** Once you have adjusted the search parameters, select the **apply** button to apply the changes.

▼ Edit filter

Customers: Select or type selections

Order numbers: Type selection

Creation date: Last 31 days

Partial match ☒ Exact match ☐

Purchasing organizations: Select or type selections

Customer locations: Type selection

Order type: All

☐ Show hidden orders only

Apply Reset Cancel

Step 6: Using Exact Match Search Option (if required)

- To search for a specific purchase order #, change the search criteria to **Exact Match**, enter the PO # in the Order # field and then select **Apply**. And Ariba will find/populate the PO #.

▼ Edit filter

Customers: Select or type selections

Order numbers: L100008610 x Type selection

Partial match ☐ Exact match ☒

Apply Reset Cancel

Step 7: Find & Open the Purchase Order

- After finding the PO #, **select** the Purchase Order # in blue to access the actual Purchase Order detail in order to create the invoice.

> Edit filter | Save filter | L100008610 New

Order Number	Customer	Amount	Date ↓
L100008610	DXC Technology Services LLC - TEST	€89,194.66 EUR	Mar 29, 2022

Step 8: Create the credit memo

- From the Purchase Order: Select **Create Line -Item Credit Memo**

SAP Business Network Enterprise Account **TEST MODE**

Purchase Order: X100005123

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)

[Order Detail](#)
[Order History](#)

[Standard Invoice](#)
[Credit Memo](#)
[Line-Item Credit Memo](#)

DXC TECHNOLOGY | **TEST ezBUY**

From:
 Enterprise Services France SAS
 31 Place des Corolles Cs 40075 Tour Carpe Diem
 92400 Courbevoie
 France

Step 9: Create Credit Memo against Previous Invoice

- **Select** the Invoice # you are creating the Line-Item Credit Memo against. And select **Create Line-Item Credit Memo**.

SAP Business Network Enterprise Account **TEST MODE**

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin
<input checked="" type="radio"/> X100005123LE	DXC Technology Services LLC - TEST	X100005123	Paper Invoice	Supplier

[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
[Edit](#)
[Copy](#)
[Create Non-PO Invoice](#)
[Create Contract Invoice](#)

Step 10: Populate Credit Memo

- **Populate** Credit Memo #, the amount and taxes will automatically be negative. Make sure that you enter all required fields marked with an asterisk are completed.

SAP Business Network Enterprise Account TEST MODE [Back to classic view](#)

Create Line-Item Credit Memo

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

▼ **Invoice Header**

Summary

Credit Memo #:		Subtotal: -52,500.00 EUR
Credit Memo Date:	25 Apr 2022	Total Tax: 0.00 EUR
Original Invoice No:	X100005123LE	Total Shipping: 0.00 EUR
Original Invoice Date:	5 Jan 2022	Total Special Handling: 0.00 EUR
Remit To:	DXC ezBUY Test 0020034738	Total Discount Amount: 0.00 EUR
	Croissy Sure Seine	Total Amount without Tax: -52,500.00 EUR
	Bourgogne-Franche-Comté	Amount Due: -52,500.00 EUR
	France	
Bill To:	Enterprise Services France SAS	
	Courbevoie	
	France	

&

Supplier VAT	Customer VAT
Supplier VAT/Tax ID: FR785968145	Customer VAT/Tax ID: FR36819779406
Supplier Commercial Identifier:	Supplier Company Capital:
Supplier Commercial Credentials:	
Comment	
Reason for Credit Memo:	
Default Credit Memo Comment Text:	

Notes:

- **Supplier Commercial Identifier** -(Countries and regions that require commercial registration) is the supplier's company commercial registry number registered with Companies local chamber of commerce. for example, SIRET: 451 684 559 00011-Inscrite au Registre du Commerce de Versailles sous le numéro B 451 684 559 **(This field is used on invoices).**
- **Supplier Company Capital Field** -(Countries and regions that require commercial registration) The amount of the supplier's company capital or share capital. Enter the amount of your company capital in your company's default currency. Otherwise, enter the 3-digit code of the corresponding currency next to the amount. **(This field is used on invoices).**
- **Commercial Credentials**-(Countries and regions that require commercial registration) The legal status and amount of share capital of the supplier, for example, SARL au capital de 1.500 Euros. **(This field is used on invoices).**

Step 11: Enter Bill From details if it does not automatically populate

- For **Bill From**, you will need to manually add your companies name if it does not pre-populate.

- To your companies name to the **Bill From** field, select View/Edit Address (make sure it's the View/Edit Address option on bottom of Additional Fields Section).

- Input your companies legal entity name on the Name section of **Bill From** & select **Ok**.

Do Not change the Ship From, Ship To, Supplier or Bill From Address. Those fields will pre-populate from the DXC PO details and must not be changed. And changes to these fields will cause an error. Also do not enter an email id as it is not a required field.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Select:

MTI FRANCE SAS

CROISSY SUR SEINE

France

MTI France

CROISSY SUR SEINE

France

Customer:

Exit:

View/Edit Addresses

View/Edit Addresses

Step 12: Enter credit memo quantity & sub-total amount

- You can **adjust** the Line-Item Quantity or Subtotal if you are only submitting a credit for a partial amount of the invoice amount the credit memo is being created against.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Reset Line Item Options:

☐ Tax Category: 8.5% VAT / VAT 8.5%

☐ 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		Testing AT&T process changes v1					16,500.00 EUR

Tax

Comments

Remove

Step 13: Review & Submit Credit Memo:

- Once you are done creating/editing the credit memo, click the **Next button**.
If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.
- On the **Review** page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

SAP Business Network - Enterprise Account **TEST MODE** [Back to classic view](#)

Create Invoice

Confirm and submit this document. 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: INV/5677899
Invoice Date: Thursday 28 Apr 2022 12:31 PM GMT-04:00
Original Purchase Order: G100006402

Subtotal: **£50,000.00 GBP** \$62,795.00 USD
Total Tax: £10,500.00 GBP \$13,178.95 USD
Total Amount without Tax: £50,000.00 GBP \$62,795.00 USD
Amount Due: **£60,500.00 GBP** \$75,933.95 USD
(1 British Pound = 1.2551 US Dollar)

REMIT TO:

DXC e2BUY Test 0200027951

Postal Address:
Street 0200027951
LEEDS
LS1 4JB
United Kingdom
Tax ID of Supplier: gb3

BILL TO:

CSC Computer Sciences Ltd

Postal Address (Default):
Royal Pavilion, Wellesley Road
Aldershot
HAM
GU11 1PZ
United Kingdom
Address ID: 0201-0002166400

SUPPLIER:

DXC e2BUY Test 0200027951-1A

Postal Address:
Lan van Zuid Hoom 70
2289 Rijswijk
Netherlands

- If no changes are needed, click **Submit** to send the invoice to DXC.
- If changes are needed, click **Previous** to return to previous screens.

Previous **Save** **Submit** **Exit**

Alternatively, you can **save** your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from **Invoices > Drafts**.

The **Update** button refreshes the page and allows you to check for errors.

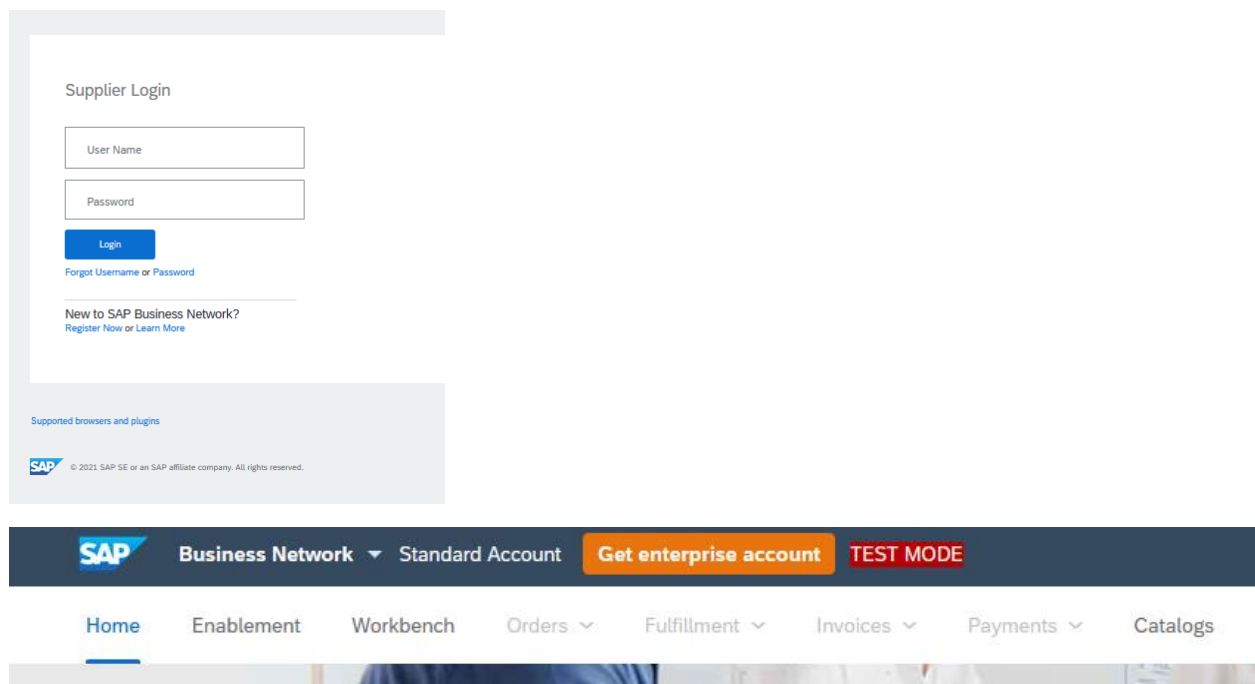


Non-PO Invoicing

Create Non-PO Invoice

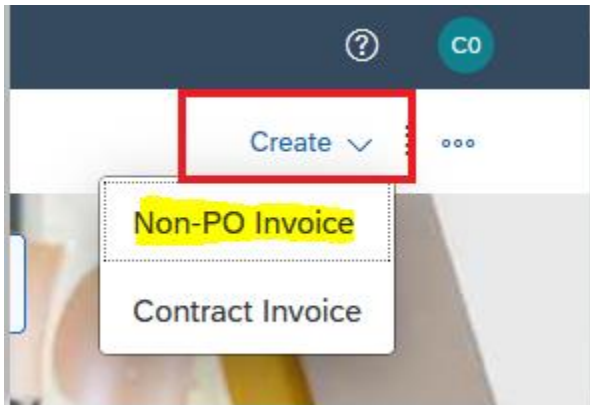
Step 1: Log into Ariba Network Account

Log into your companies Ariba Network account at: <https://supplier.ariba.com>



Step 2: Select Create Non-PO Invoice

- On Ariba Home Page click on Create, then Non-PO Invoice



Step 3: Select Customer & Invoice Type

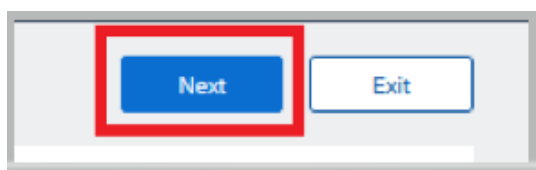
- Select DXC Technology Services LLC from the Customer Dropdown

NOTE: If DXC Technology Services LLC is not listed as a Customer, then your company does not have an active Trading Relationship with **DXC Technology Services LLC (ANID AN01454454130)** on the Ariba Network.

- Select Invoice Type: **Standard Invoice**

NOTE: DXC does not allow the creation of Credit Memo's using the **Non-PO Invoice Process**

- Select **Next**



Step 4: Populating Non-PO Invoice Details

NOTE: Complete all required fields marked with an asterisk (*)

Invoice Header:

Enter an Input **Invoice #** which is your unique number for Invoice Identification

Input the Invoice Date (**DXC rules only allow invoices to be backdated for up to 5 days**)

Input the Supplier Tax ID


- Select **Customer Legal Entity Name & Address** to populate the **Bill To Address** that the Non-PO Invoice is being created for.

Create Invoice

▼ Invoice Header

Summary

Invoice #:

Invoice Date: 8 Jun 2022 

Service Description:

Supplier Tax ID:

Remit To: DXC ezBUY Test 0020101953

SAN JOSE, CA
United States

Choose Address:

Bill To: **DXC Technology Company**

Ashburn, VA
United States

Subtotal: **\$0.00 USD**
Total Tax: **\$0.00 USD**
Total Gross Amount: **\$0.00 USD**
Total Amount without Tax: **\$0.00 USD**
Total Net Amount: **\$0.00 USD**
Amount Due: **\$0.00 USD**

&

United States

Choose Address:

Bill To:

Beijing_Bokai_Technology_Co_Ltd

Bokai_Enterprise_Services_Wuhan_Co_Ltd

DXC_Enterprise_Australia_Pty_Ltd

DXC_Enterprise_Australia_Pty_Ltd_Compass

DXC_Enterprise_NZ

Customer Order #: DXC_Technology_Company

Sales Order #: DXC_Technology_Czech_Republic_sro

DXC_Technology_Enterprise_Services_Hong_Kong_Limited

DXC_Technology_Finland_Oy

DXC_Technology_Japan_Ltd

Adding Attachments

In certain **Proforma Invoice Countries** suppliers are required to attach the **Original Tax Invoice** copy to the Ariba Network Invoice. This requirement is determined based on the invoice origin country, a warning error will populate directing the supplier of this requirement.

- To **add** an attachment, at the top of the Invoice, select the option **Add to Header**, select **Attachment** and then add your file to the Ariba Network Invoice copy (**max. 10 MB**).

Update Exit Next

* Indicates required field

Add to Header ▼

- Shipping Cost
- Shipping Documents
- Special Handling
- Allowance
- Charge
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

Add to Header ▼

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

Comment

Comments:

Default Invoice Comment Text:

Attachments

The total size of all attachments cannot exceed 10MB

Browse... No file selected. Add Attachment

Order Information

**** (Only if required, complete those fields)**

Order Information

Customer Order #:

Sales Order #:

Contract Number:

Sales Order Date:

Tax

- Add Required **Tax Category**, **Taxable Amount**, **Tax Rate %**, & **Tax Amount (If Applicable)**

NOTE: You can add Tax at either the Header Level or Line-Item Level. It is preferred to add Tax at the Line-Item Level

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: Sales Tax ▼

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

NOTE: If your invoice does not include Tax, you can select the Remove option to remove the Tax Line Requirement.

Taxable Amount: \$0.00 USD Remove

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

- Add any applicable Shipping Charges at Header or Line Level as applicable

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: DXC Technology Services LLC - TEST
SAN JOSE, CA
United States

Ship To: DXC Technology Services LLC - TEST
Tysons, VA
United States

Deliver To:

[View/Edit Address](#)

Additional Fields (Supplier & DXC Tax IDs #s):

If Applicable complete any additional fields in the Additional Fields Section.

NOTE: It is required to add the DXC Point of Contact Email Address in the Email section. As this is required for the invoice document to be properly routed to the right DXC Invoice Approver.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Term:

Supplier: DXC Technology Services LLC - TEST
SAN JOSE, CA
United States

Customer: DXC Technology Services LLC - TEST
Tysons, VA
United States

Bill From: DXC Technology Services LLC - TEST
SAN JOSE, CA
United States

[View/Edit Address](#)

[View/Edit Address](#)

Supplier & DXC Tax ID #s

- Add the Supplier VAT/Tax ID # under the Supplier VAT/ Tax ID # section.
- Add DXCs VAT/Tax ID # under the Customer VAT section

Supplier VAT

Supplier VAT/Tax ID:

Customer VAT

Customer VAT/Tax ID:

Line Items

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No item selected									

Line Item Actions

- Add the required line-item details for the invoice.
- To add Line-Item details:
 - Select / check mark the box under r Insert Line Item Options & select Add & Add Material.

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	<input checked="" type="checkbox"/>								

Line Item Actions

Add Material

Complete all the Required fields to add the Line Item to the invoice.

- **No.-Invoice Line #**
- **Part #- Part # of Material or Service**
- **Description**-Description of Material or Service
- **Customer Part #- Supplier specific part #**
- **Quantity** – Quantity of Product or Service
- **Unit** – Unit of Measurement-Always use EA only
- **Unit Price** -Price of specific unit of Material or Service
- **GST Registration** – Tax # required in countries where GST Tax is applicable

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL							

Additional Fields

GST Registration Number:

Line Item Actions

Once all required fields are populated select Add to Included Lines to add the invoice with the Line Item detail.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	XYZ123 10018	Module 7907		15	EA	\$973.52 USD	\$14,602.80 USD

Additional Fields

GST Registration Number:

Adding Tax:

To add Tax at the Line-Item Level make sure the option Line Level Tax is selected under the Tax section:

Tax ⓘ

☐ Header level tax ⓘ ☒ Line level tax ⓘ

- Select the Option Tax Category & select the appropriate Tax Category from the Tax Category drop down box.

Line Items

Insert Line Item Options

☒ Tax Category: [Redacted]

<input type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	XYZTST 1567

Tax

Additional Fields

QST Registration Number:

Standard Tax Selections

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

&

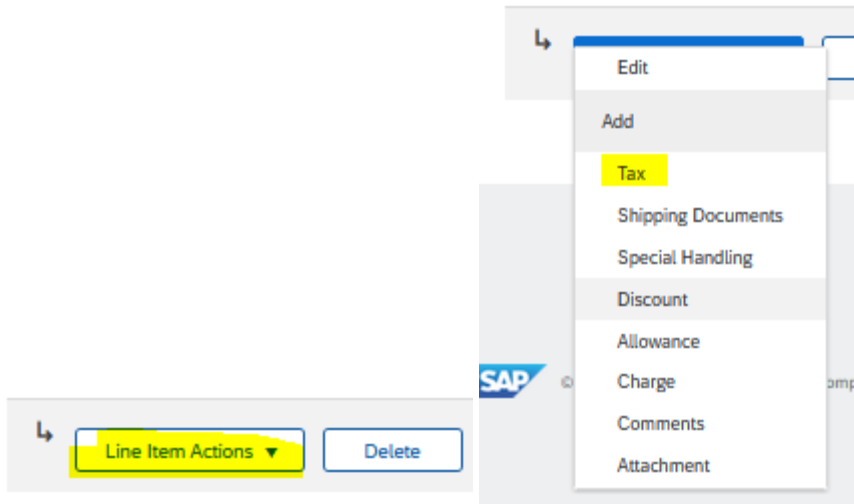
Line Items

Insert Line Item Options

☒ Tax Category: Sales Tax

<input type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	XYZTST 15678

- Select the option Line-Item Actions & Add Tax and the tax option will be added to the specific line item



- Add the required Tax Details such as Taxable Amount, Tax Rate %, Tax Amount:

Tax	Category: Sales Tax	Taxable Amount: \$14,602.80 USD
Location:		Rate(%):
Description:		Tax Amount:
Regime:		

- After adding the required Tax Details, select the **Update** button to add the Tax Detail to your invoice line item.

Update	Exit	Next
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Adding 0% & Tax Exempt VAT Tax Rate Details.

Select Tax Category VAT

Enter 0% tax rate in the Rate% box. Ariba will require 2 additional fields of information to be populated.

1	MATERIAL	XYZTST 15678	Module 7567	15
Tax	Category: VAT	Taxable Amount: \$14,602.80 USD		
Location:		Rate(%): 0		
Description:		Tax Amount: \$0.00 USD		
Regime:	Reason for Zero-Rate VAT is required	Exempt Detail: (no value)		
Date Of Pre-Payment:		Date Of Supply: 6 Jun 2022		
Law Reference:		<input type="checkbox"/> Triangular Transaction		
Additional Fields	QST Registration Number:			

Exempt Detail-Select Zero Rated or Exempt

Exempt Detail: (no value) v

(no value)

Zero Rated

Exempt

Date Of Supply: *

☐ Triangular Tr

Description - Reason for Zero Rate VAT is required (Input reason)

Category: VAT v

Location:

Description: Exempt

! Reason for Zero-Rate VAT is required

Regime: v

Select update at bottom of pate to update details for thie invoice line.

Update Exit Next

The Tax Amount **will be listed in Invoice Total** at top of page under the Invoice Summary Section:

Subtotal: **\$14,602.80 USD**
 Total Tax: \$2,190.42 USD
 Total Gross Amount: \$16,793.22 USD
 Total Amount without Tax: \$14,602.80 USD
 Total Net Amount: \$16,793.22 USD
 Amount Due: **\$16,793.22 USD**

NOTE: Repeat all steps as necessary to add all required line items to the Non-PO Invoice.

Step 5: Submitting the Invoice

1. Once you are done creating/editing the credit memo, click the **Next button**.

If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.

2. On the **Review** page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

SAP Business Network - Enterprise Account **TEST MODE** [← Back to classic view](#)

Create Invoice

Confirm and submit this document. 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: INV5677899	Subtotal: £50,000.00 GBP \$62,795.00 USD
Invoice Date: Thursday 28 Apr 2022 12:31 PM GMT-04:00	Total Tax: £10,500.00 GBP \$13,178.55 USD
Original Purchase Order: G100006402	Total Amount without Tax: £50,000.00 GBP \$62,795.00 USD
	Amount Due: £60,500.00 GBP \$75,933.55 USD
	(1 British Pound = 1.2551 US Dollar)

REMIT TO: DXC exBUY Test 0200027951 Postal Address: Street 0200027951 LEEDS Leeds LS1 4JB United Kingdom Tax ID of Supplier: gb3	BILL TO: CSC Computer Sciences Ltd Postal Address (Default): Royal Pavilion, Wellesley Road Aldershot HAM GU11 1PZ United Kingdom Address ID: 0201-0002166400	SUPPLIER: DXC exBUY Test 0200027951-LA Postal Address: Lan van Zuid Hoor 70 2289 Rijswijk Netherlands
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- If no changes are needed, click **Submit** to send the invoice over the Ariba Network to DXC Technology
- If changes are needed, click **Previous** to return to previous screens.

Previous Save Submit Exit

Alternatively, you can **save** your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from **Invoices > Drafts**.

The **Update** button refreshes the page and allows you to check for errors.

Update Save Exit Next