

DXC Technology

# Ariba Network Supplier Invoice Guide

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

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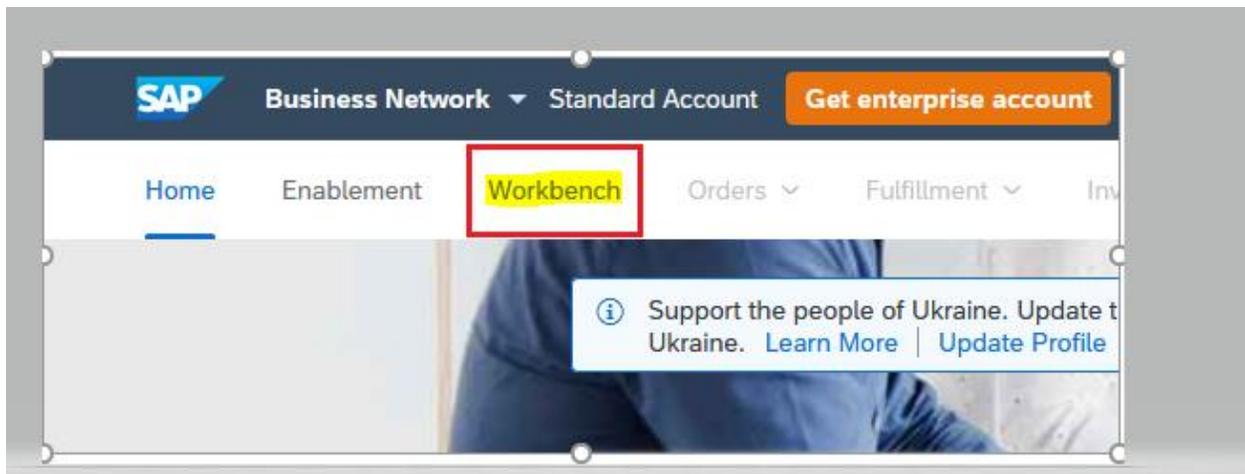
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# Standard Invoice –(PO Flip)

## Locate/Access the DXC Purchase Order

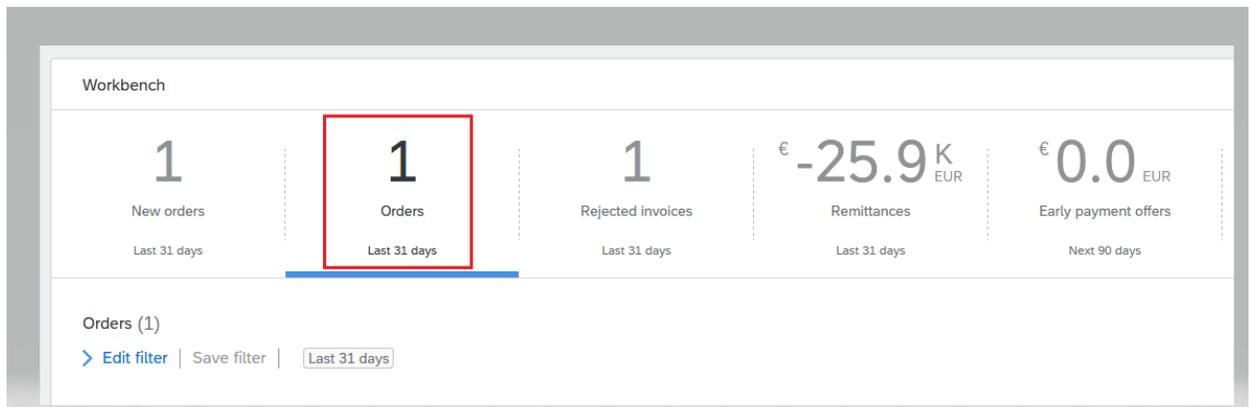
### Option 1: Access From the Ariba Account Workbench

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.

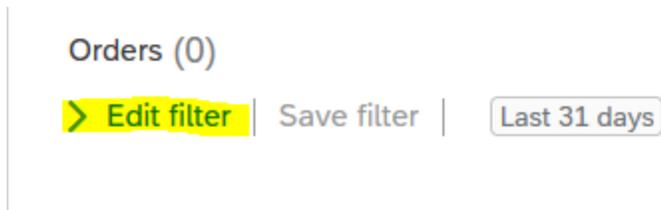


3. Select **Orders** to view all orders.

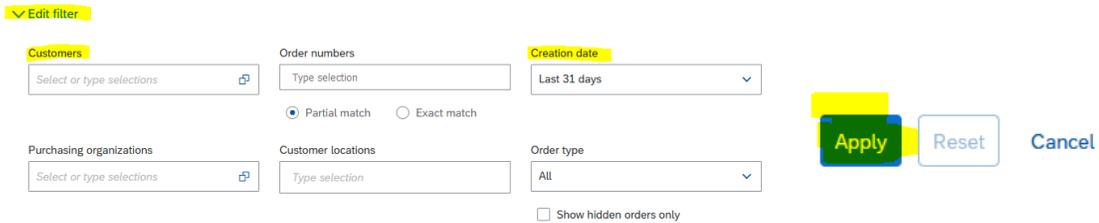
**NOTE:** Ariba settings default only shows Orders that are 31 days old or less. This function is the same for **Invoices**, & **Rejected Invoices**. You can adjust the search parameters after clicking on the specific Tile.



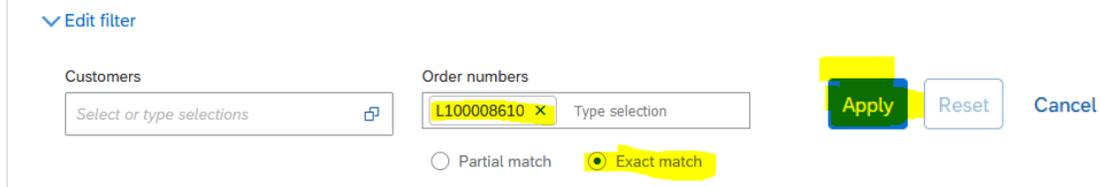
4. Click **Edit filter** to expand the filter options.



- 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.



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



- 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

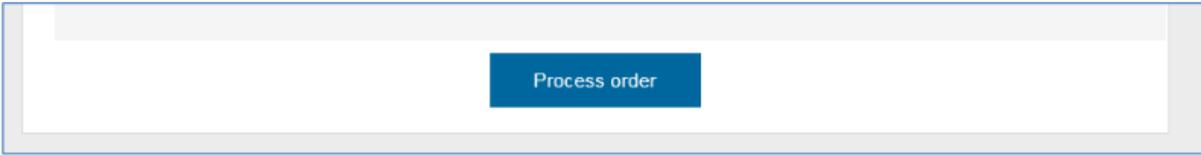
## Option 2: Access From the Ariba Interactive Purchase Order Email-Ariba

Locate the email containing the Purchase Order:

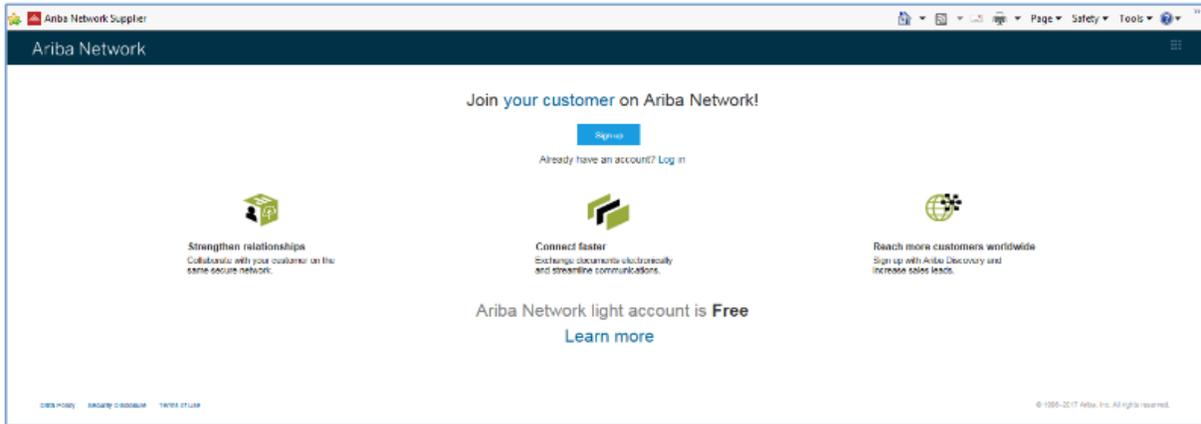
The email will come from: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)

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:



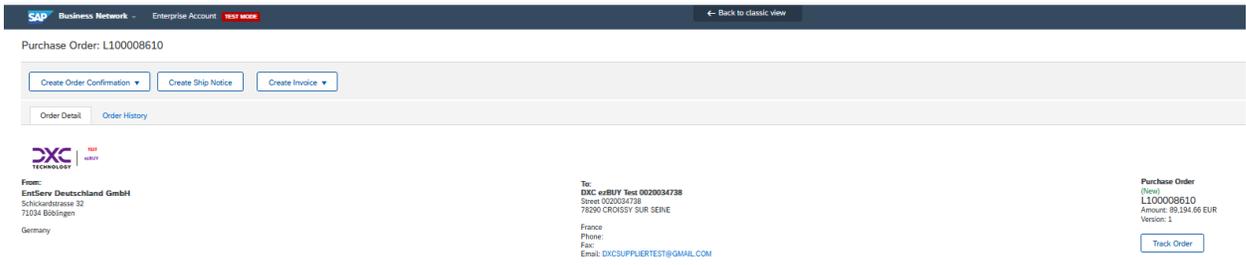
If this is your **first time** interacting with **DXC** you will then be directed to login or register from the screen below. If it is not your first time, go to page 2 to continue.



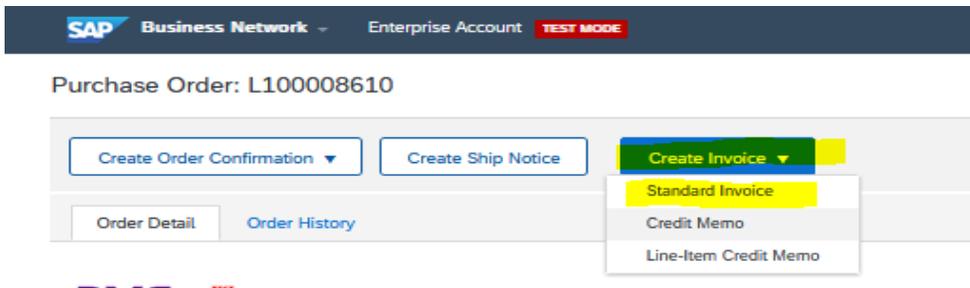
- **Please note:** Logging in or registering from the above screen will establish the trading relationship between your company and DXC Technology Services LLC on the Ariba Network

## Create the Invoice

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

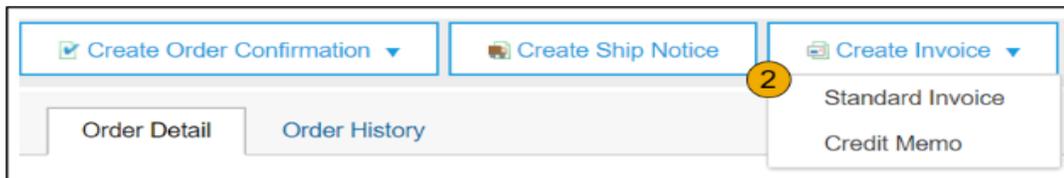


2. Click **Create Invoice > Standard Invoice**.



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.



### 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.**

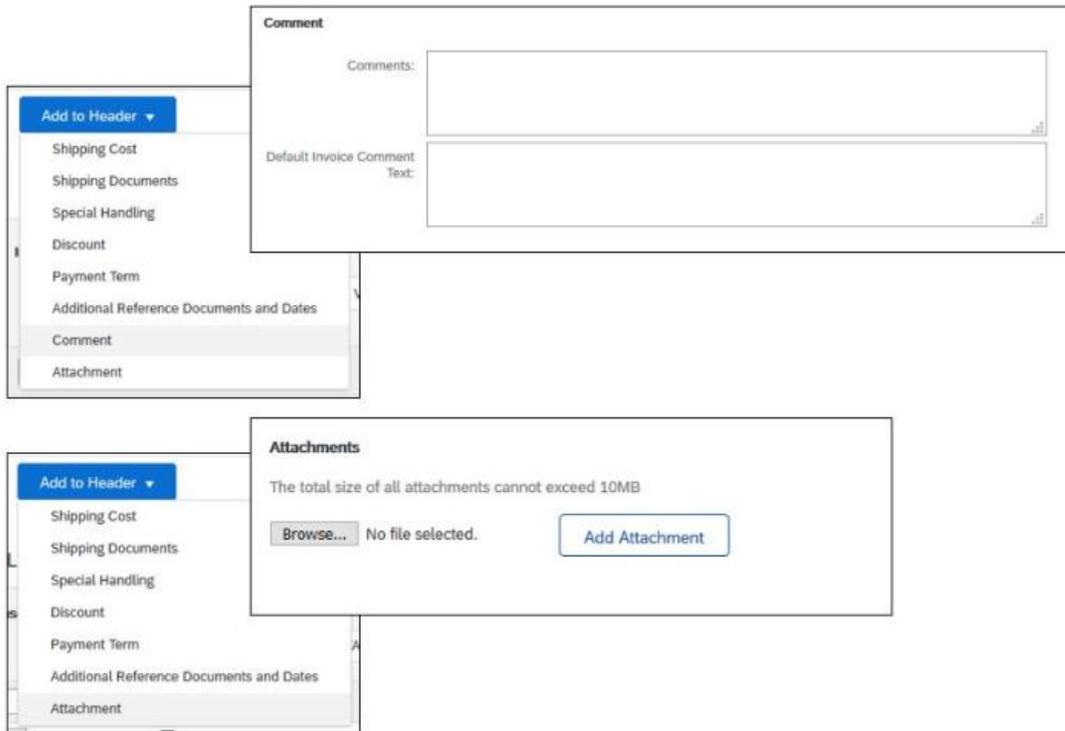
4. Click **Add to Header** to add additional information to the invoice, including Comments, Attachments (max. 10 MB).

The image shows three screenshots of the invoice header form. The first screenshot shows the 'Invoice Header' section with a 'Summary' sub-section containing fields for 'Purchase Order: 1084497223', 'Invoice #: INV\_1084497223', 'Invoice Date: 15 Apr 2016', and 'Remit To: DEFAULT VALUE'. The second screenshot shows the 'Tax' section with two radio buttons: 'Header level tax' (selected) and 'Line level tax'. The third screenshot shows the 'Shipping' section with two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. A fourth screenshot shows the 'Add to Header' dropdown menu with options: Tax, Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Allowance, Charge, Additional Reference Documents and Dates, Comment, and Attachment.

### 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.



## 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:

**DXC ezBUY Test 0020034738** ▼

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: FR785968145

Supplier Commercial Identifier:  **! Required field**

Supplier Commercial Credentials:

#### Supplier VAT

Supplier VAT/Tax ID: FR785968145

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	<input type="text"/>	HR Services	<input type="text"/>	<input type="text"/>			€30,000.00

Quantity	Unit	Unit Price	Subtotal
			£50,000.00 GE

Add to Includ

Update Save Exit

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:

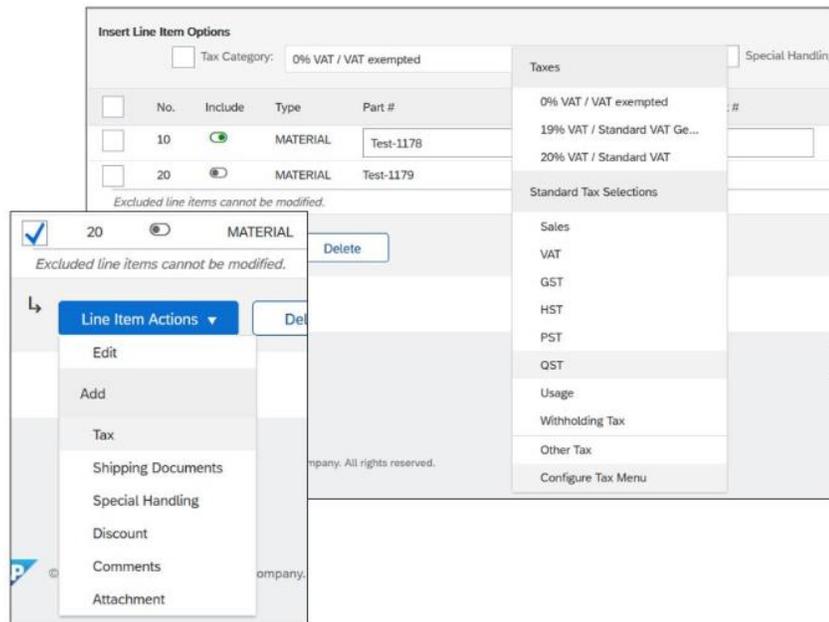
<input type="checkbox"/>	No.	Include
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>

*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.

Type	Part #	Description	Customer Part #	Quantity
MATERIAL		BPO WATER AND COFFEE SUPPLIERS INVOICES FOR 2 TAX TYPES WITH 0% VAT		

1

Category: 0% VAT

Location:

Description: Reason for Zero-Rate VAT is required

Regime:

Taxable Amount: £1,250.00 GBP

Rate(%): 0

Tax Amount: £0.00 GBP

Exempt Detail: (no value)

Exempt Detail value required if tax category is VAT and the tax rate is 0%.

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

Exempt Detail: (no value) v

- (no value)
- Zero Rated
- Exempt

Date Of Supply: \*

2 Triangular Tr

- **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:

Exempt Detail: Exempt

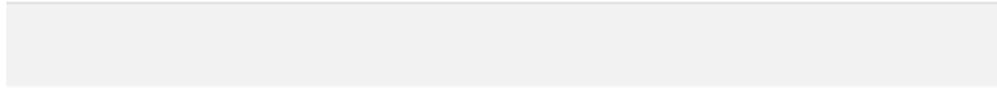
Taxable Amount: £1,250.00 GBP

Rate(%): 0

Tax Amount: £0.00 GBP

3

- 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.

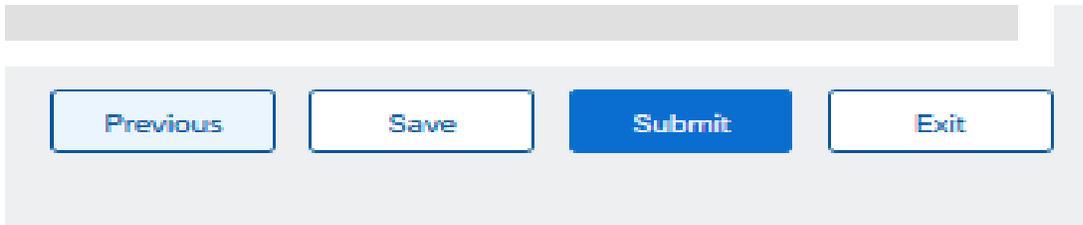
Standard Invoice

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 e2BUY Test 0200027951	CSC Computer Sciences Ltd	DXC e2BUY Test 0200027951-1A
Postal Address: Street 0200027951 LEEDS Leeds LS1 4JB United Kingdom Tax ID of Supplier: gb3	Postal Address (Default): Royal Pavilion, Wellesley Road Aldershot Hants GU11 1PZ United Kingdom Address ID: 0201-0002166400	Postal Address: Lan van Zuid Hoorn 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.



**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.



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## Line-Item Credit Memo (LLCM)

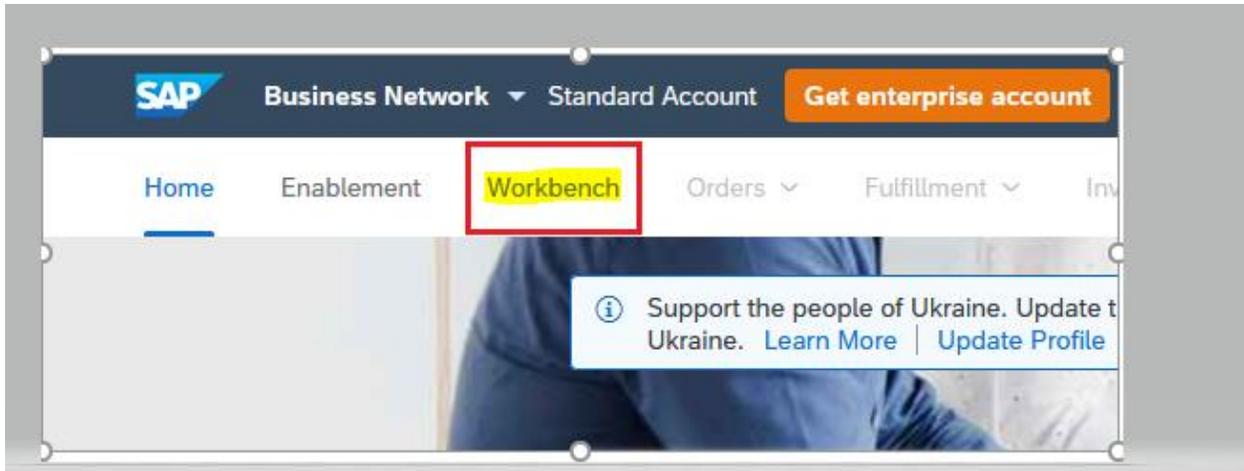
### How to Create a Credit Memo

#### Step 1: Access Ariba Network

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

#### Step 2: Access Workbench

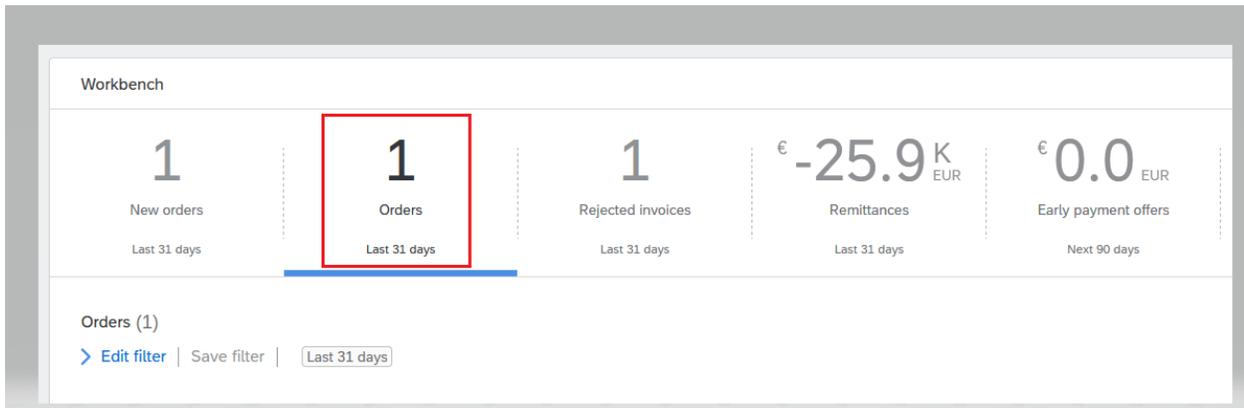
- Go to the **Workbench tab** at the top of the Ariba Home Page



### Step 3: View Orders

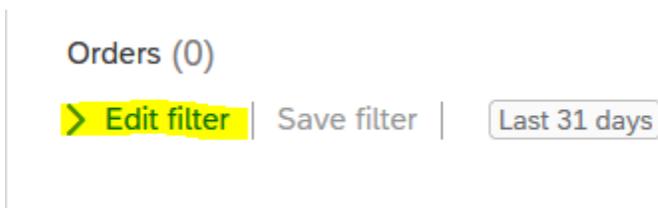
- Select **Orders** to view all Purchase Orders

**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**. 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:

Order numbers:

Creation date:

Partial match  Exact match

Purchasing organizations:

Customer locations:

Order type:

Show hidden orders only

### 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:

Order numbers:   Type selection

Partial match  Exact match

### 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

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** | TEST  
TECHNOLOGY | 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
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 #:	<input type="text"/>	<b>Subtotal:</b>	<b>-52,500.00 EUR</b>
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 Bourgogne-Franche-Comté France	Total Amount without Tax:	-52,500.00 EUR
Bill To:	<b>Enterprise Services France SAS</b>	<b>Amount Due:</b>	<b>-52,500.00 EUR</b>
	Courbevoie France		

&

<p><b>Supplier VAT</b></p> <p>Supplier VAT/Tax ID: FR785968145</p> <p><b>Supplier Commercial Identifier:</b> <input type="text"/></p> <p>Supplier Commercial Credentials: <input type="text"/></p>	<p><b>Customer VAT</b></p> <p>Customer VAT/Tax ID: FR36819779406</p> <p><b>Supplier Company Capital:</b> <input type="text"/></p>
<p><b>Comment</b></p> <p><b>Reason for Credit Memo:</b> <input type="text"/></p> <p>Default Credit Memo Comment Text: <input type="text"/></p>	

**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:

CROSDY SUR SEINE  
France  
CROSDY SUR SEINE  
France

Customer:

[View/Edit Address](#)

[View/Edit Address](#)

## 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					18,500.00 EUR

Tax:

Comments:

[Remove](#)

## Step 13: Review & Submit Credit Memo:

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  
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:	BILL TO:	SUPPLIER:
DXC ezBUY 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 HAM GU11 1PZ United Kingdom Address ID: 0201-0002166400	DXC ezBUY Test 0200027951-1A Postal Address: Lan van Zuid Hooft 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.



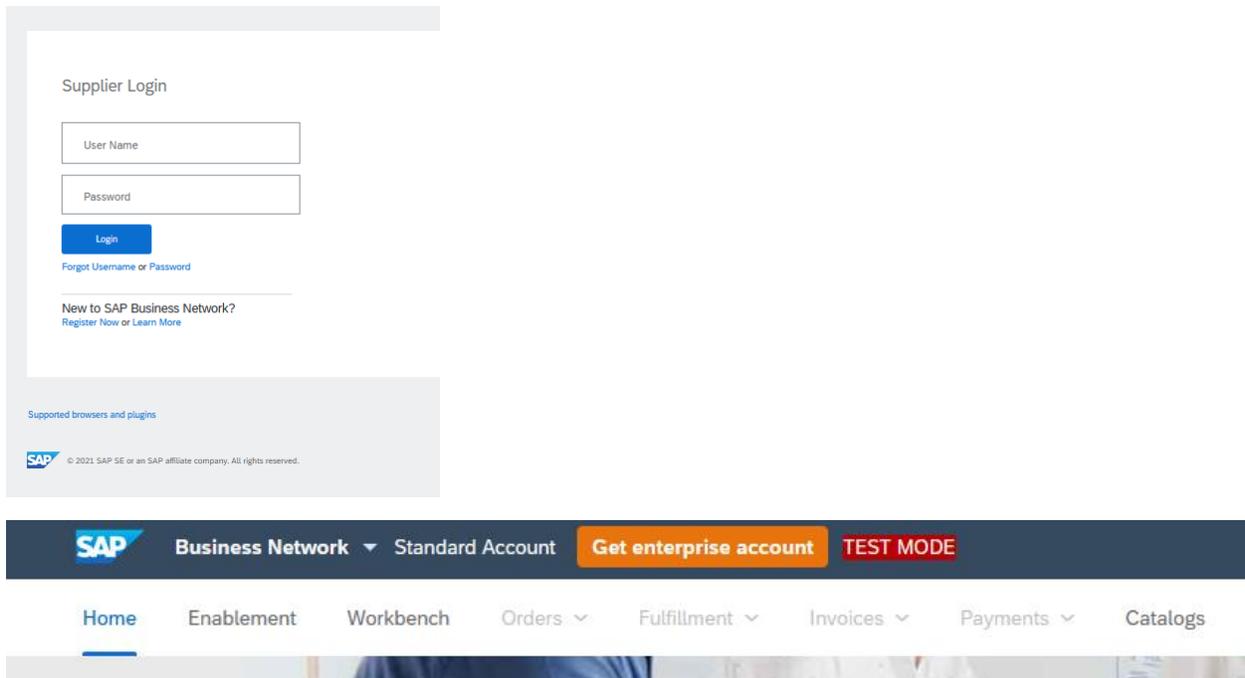
\*\*\*\*\*

## Non-PO Invoicing

### Create Non-PO Invoice

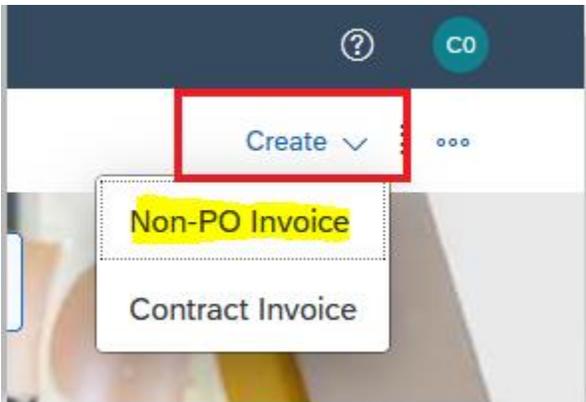
#### Step 1: Log into Ariba Network Account

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

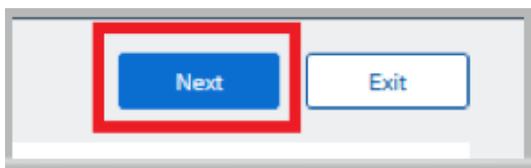
- Select DXC Technology Services LLC from the Customer Dropdown

**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\_Compas
- DXC\_Enterprise\_NZ
- DXC\_Technology\_Company
- DXC\_Technology\_Czech\_Republic\_sro
- DXC\_Technology\_Enterprise\_Services\_Hong\_Kong\_Limited
- DXC\_Technology\_Finland\_Oy
- DXC\_Technology\_Japan\_Ltd

Order Information

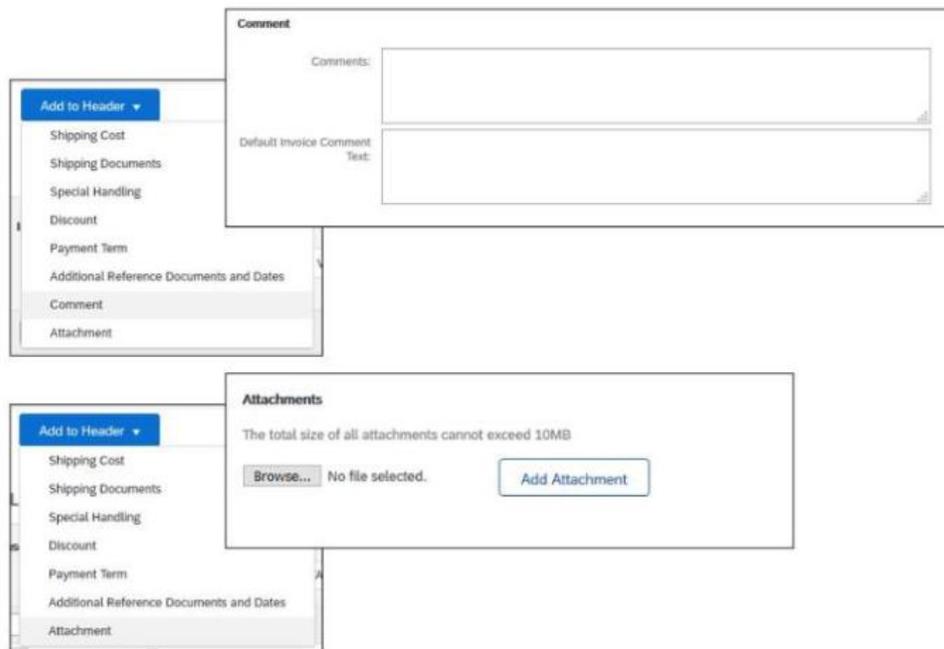
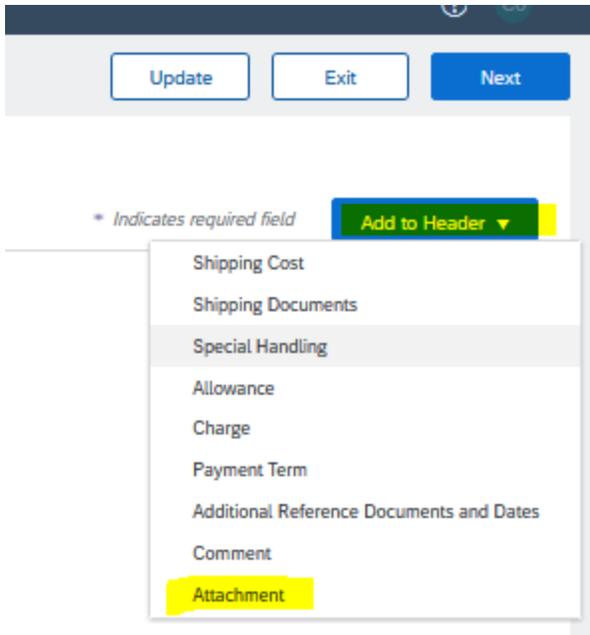
Customer Order #: DXC\_Technology\_Company

Sales Order #: DXC\_Technology\_Czech\_Republic\_sro

### 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**).



### Order Information

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

<b>Order Information</b>		Contract Number:	<input type="text"/>
Customer Order #:	<input type="text"/>	Sales Order Date:	<input type="text"/>
Sales Order #:	<input type="text"/>		

### 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 eSBIY Test 0020201993  
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 from:

Supplier: DXC eSBIY Test 0020201993  
SAN JOSE, CA  
United States

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

Bill From: DXC eSBIY Test 0020201993  
SAN JOSE, CA  
United States

[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** **Customer VAT**

Supplier VAT/Tax ID:

Customer VAT/Tax ID:

## Line Items

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

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

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

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:

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

Line Item Actions

**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 Add

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

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1	<input checked="" type="checkbox"/>	MATERIAL	XYZ123 12378	Module 780?		15	EA	\$973.92 USD	\$14,608.80 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] Standard Tax Selections

<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: [ ]

Line Item Actions ▾ Delete Add ▾

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

&

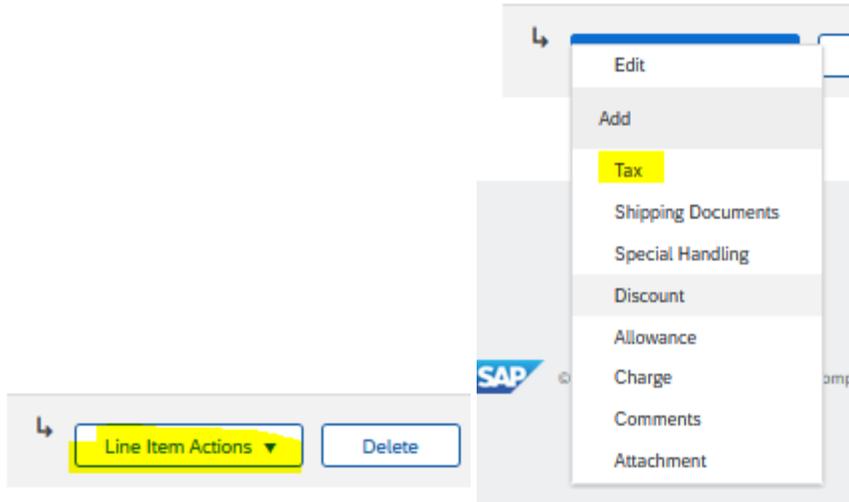
**Line Items**

**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

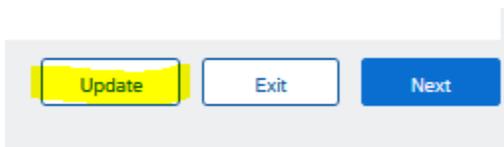
- Select the option Line-Item Actions & Add Tax and the tax option will be added to the specific line item



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

<b>Tax</b>	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.



### 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
<b>Tax</b>	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		
<b>Additional Fields</b>	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 page to update details for this 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

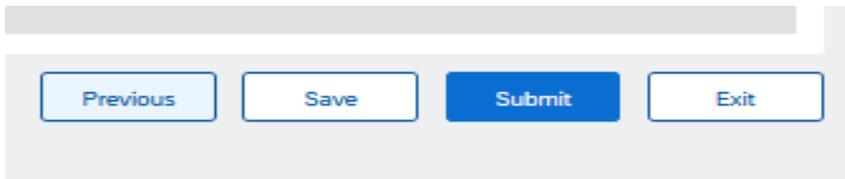
Confirm and submit this document. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

<p>Invoice Number: INV5677899          Invoice Date: Thursday 28 Apr 2022 12:31 PM GMT-04:00          Original Purchase Order: G100005402</p>	<p>Subtotal: <b>£50,000.00 GBP</b> \$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: <b>£60,500.00 GBP</b> \$75,933.95 USD          (1 British Pound = 1.2551 US Dollar)</p>
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<p><b>REMIT TO:</b></p> <p>DXC eBUY Test 0200027951</p> <p>Postal Address:          Street 0200027951          LEEDS          Leeds          LS1 4JB          United Kingdom</p> <p>Tax ID of Supplier: gb3</p>	<p><b>BILL TO:</b></p> <p>CSC Computer Sciences Ltd</p> <p>Postal Address (Default):          Royal Pavilion, Wellesley Road          Aldershot          Hants          GU11 1PZ          United Kingdom          Address ID: 0201-0002166400</p>	<p><b>SUPPLIER:</b></p> <p>DXC eBUY Test 0200027951-LA</p> <p>Postal Address:          Lan van Zuid Hoorn 70          2289 Rijswijk          Netherlands</p>
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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.



**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.

