

# HOW TO FLIP A PURCHASE ORDER (PO) INTO AN INVOICE

[PO FLIP INVOICING METHOD]

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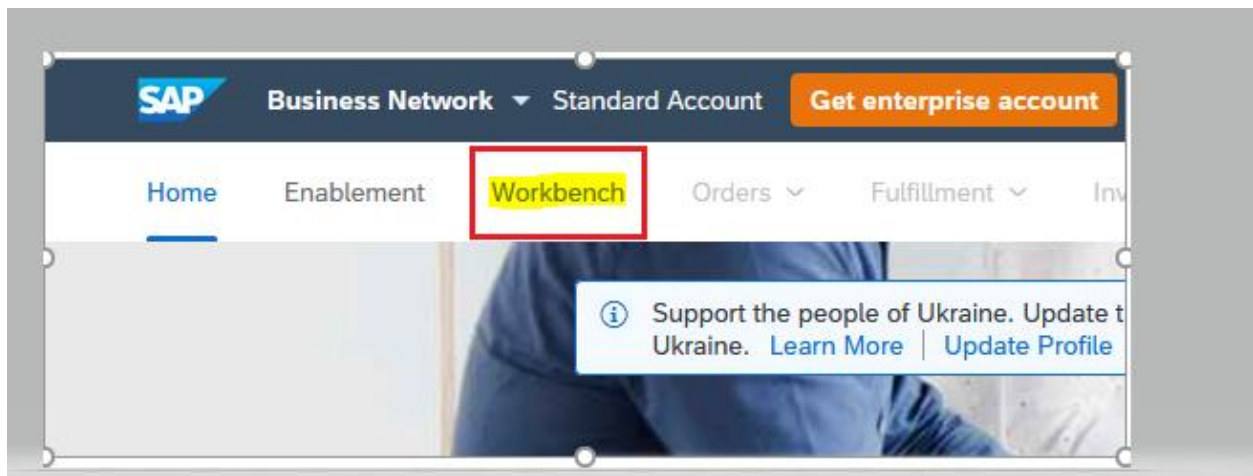
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**Note:** If you have an Ariba Standard Account, it is recommended that you create a folder in your email account to store all the Ariba PO emails so when it comes time to process for invoicing it will be easier to locate the PO notification email.

## Locate/Access the Purchase Order

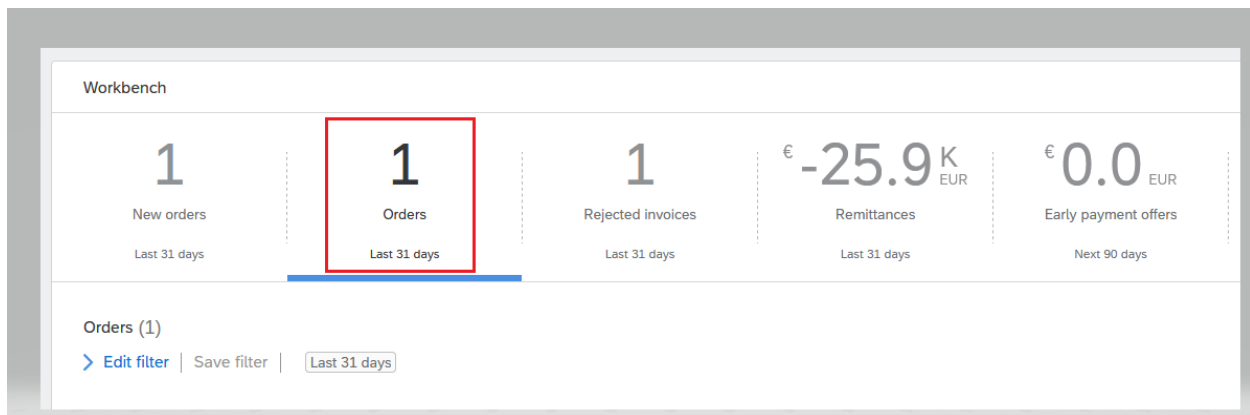
### From Ariba Account Workbench

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



3. Select **Orders** to view all orders.
- 4.

**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.



- 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.

Customers:

Order numbers:

☒ Partial match ☐ Exact match

Purchasing organizations:

Customer locations:

Order type:

☐ Show hidden orders only

[Apply](#) [Reset](#) [Cancel](#)

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

[Edit filter](#)

Customers:

Order numbers:

☐ Partial match ☒ Exact match

[Apply](#) [Reset](#) [Cancel](#)

- And Ariba will populate your purchase order. Then select 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

OR

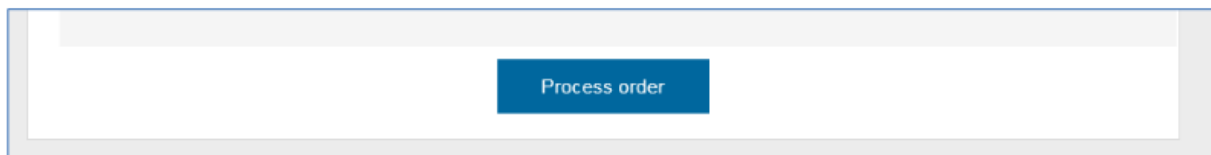
## From Ariba Interactive Purchase Order Email-Ariba - (Standard Accounts Only)

Locate the email containing the Purchase Order:

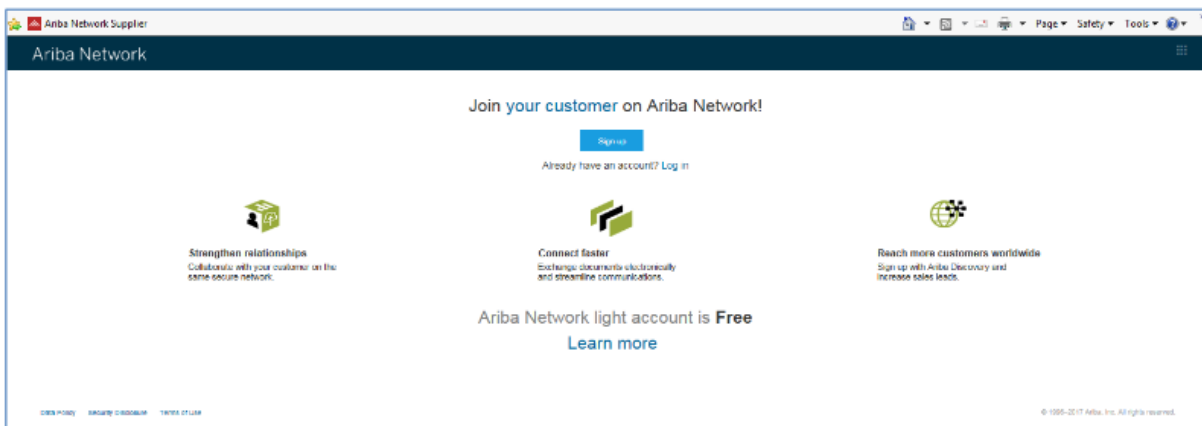
The email will come from: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)

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

## Creating a Standard Invoice Against a PO


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

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

Purchase Order: L100008610

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

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



From:  
EinkSrv Deutschland GmbH  
Schickardstrasse 32  
71034 Böblingen  
Germany

To:  
DXC eSBUY Test 0620034738  
Street 000034738  
76290 CROXSEY SUR SEINE  
France  
Phone:  
Fax:  
Email: DXCSUPPLIERTEST@GMAIL.COM

**Purchase Order**  
(Doc)  
L100008610  
Amount: 89.194.88 EUR  
Version: 1

[Track Order](#)

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

**SAP Business Network** - Enterprise Account **TEST MODE**

Purchase Order: L100008610

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

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

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

- Invoice is automatically **pre-populated** with the PO data. Complete all fields marked with an **asterisk** and add tax as applicable.
- Once you've completed all required fields and optional fields if necessary, click **Next**.
- 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.

Navigation bar with buttons: **Create Order Confirmation**, **Create Ship Notice**, **Create Invoice** (dropdown). Below are **Order Detail** and **Order History** tabs. The **Create Invoice** dropdown shows **Standard Invoice** and **Credit Memo**. A yellow circle with the number 2 is next to the **Create Invoice** button.

**Create Invoice** [Update] [Save] [Exit] [4] [Next]

! Please correct the following errors and resubmit

▼ **Invoice Header** \* Indicates required field [Add to Header ▼]

**Summary**

3 **Purchase Order:** PO64 **Subtotal:** \$39.90 USD **View/Edit Addresses**

**Invoice #:** \* [ ] **Total Tax:** \$0.00 USD

**Invoice Date:** \* 19 Sep 2019 [Calendar] **Total Gross Amount:** \$39.90 USD

**Service Description:** [ ] **Total Net Amount:** \$39.90 USD

**Supplier Tax ID:** [ ] **Amount Due:** \$39.90 USD

**Remit To:** TEST  
pittsburgh , PA  
United States

**Bill To:** ARIBA-Pittsburgh  
Pittsburgh , PA  
United States

## Add Invoice Header Information:

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate and can be adapted if needed. (**DXC only allows backdating up to 5 days**)
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
4. Click **Add to Header** to add additional information to the invoice, including Comments, Attachments (max. 10 MB).

▼ Invoice Header

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**Summary**

Purchase Order: 1084497223

Invoice #: INV\_1084497223 1

Invoice Date: 15 Apr 2016 2

Remit To: DEFAULT VALUE

**Tax** 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

**Shipping** 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

\* Indicates required field Add to Header ▼ 4

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- 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.



**Note:** the available options might differ depending on your customer's transacting rules in place.

The top screenshot shows a dropdown menu with 'Add to Header' expanded. The 'Comment' option is highlighted. To the right, a 'Comment' dialog box is open, containing two text input fields: 'Comments:' and 'Default Invoice Comment Text:'. The bottom screenshot shows the same dropdown menu with 'Attachment' highlighted. To the right, an 'Attachments' dialog box is open, displaying the message 'The total size of all attachments cannot exceed 10MB'. It includes a 'Browse...' button, the text 'No file selected.', and an 'Add Attachment' button.

## 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.

The 'Additional Fields' section contains the following elements:

- Supplier Account ID #: [input field]
- Customer Reference: [input field]
- Supplier Reference: [input field]
- Payment Note: [input field]
- Supplier: [dropdown menu with 'DXC ezBUY Test 0020034738' selected]
- Bill From: [input field containing 'CROISSY SUR SEINE' and '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.

**\*\*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 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).**

The image shows two versions of the 'Supplier VAT' form. The left version has three fields: 'Supplier VAT/Tax ID:' with the value 'FR785968145', 'Supplier Commercial Identifier:' which is empty and has a red error message '! Required field' below it, and 'Supplier Commercial Credentials:' which is a large empty box. The right version is identical but includes an 'Add to Header' button at the bottom right.

## 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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		HR Services					E50,000.00 GE

Add to Included Lines

Quantity	Unit	Unit Price	Subtotal
			E50,000.00 GE

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 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))

- 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

## 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	Subtotal: <b>£50,000.00 GBP</b> \$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: <b>£60,500.00 GBP</b> \$75,933.55 USD
	(1 British Pound = 1.2551 US Dollar)

<b>REMIT TO:</b> DXC exBUY Test 0200027951 Postal Address: Sower 0200027951 LEEDS Leeds LS1 4JB United Kingdom Tax ID of Supplier: gb3	<b>BILL TO:</b> CSC Computer Sciences Ltd Postal Address (Default): Royal Pavilion, Wellesley Road Aldershot HAM GU11 1PZ United Kingdom Address ID: 0201-0002166400	<b>SUPPLIER:</b> 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 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